



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

May 15, 2009

TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Michael E. Rider, EDP

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 100 / General Accounting (CARS) & Capital Asset Accounting (FAACS)

CARS Topics Revised

This Update contains the following Charge Card topics as follows:

Topic No.	Topic Title
20355	Purchasing Charge Card
20360	Travel Charge Card

Charge Card Topics' Revisions

There are no revision change bars in this topic as changes were minimal to include the following:

1. All references to the Charge Card Administration web page updated to reflect the new location under General Accounting on the DOA Webpage
2. All references to the fax number to the Charge Card Administration Team changed to (804) 518-4954
3. DOA Contacts—Changed the title of the Assistant Director, Charge Card Administration to Assistant Director, eCommerce Unit, General Accounting
4. DOA Contacts—Removed the Director of State Payroll Operations and added the Director, General Accounting with applicable contacts
5. A paragraph was added to CAPP Topic No. 20355, *Purchasing Charge Card* (p. 20, *State Rental Car Contract and Billing Options*), to clarify that the SPCC is not to be used for car rentals—a travel-related expense—unless set up on the State Enterprise Rental Car Contract and designated for this purpose. Readers are referred to the *Optional Controls* section, pp. 15-16, which states that travel-related charges should be on the Travel Card or paid for with the employee's personal funds.
6. Charge Card Payment Procedures, Step 6 Agency Accounts Payable
The following changes were made:
 - a) **Removed:** *Use these codes for permanent recording if more detailed coding is not possible.*
 - b) Removed the word “not” in the following sentence:
...state financial reporting purposes is necessary.
 - c) Removed: **, not for budgeting purposes**
 - d) Added: the statement ... codes only for the purpose of recording expenditures at the sub-object code level to **facilitate a timely payment to the card vendor per payment due dates specified in CAPP Topic 20355 Purchasing Charge Card.**

**FAACS Topics
Revised &
Created**

The following Capital Asset (FAACS) topics have been updated as follows:

Topic No.	Topic Title
	Polices and Procedures: Capital Asset Accounting
30105	Introduction
30205	Acquisition Method
30210	Acquisition Valuation
30305	Capitalized or Controlled Assets
30310	Asset Categorization
30315	Nomenclature Codes
30320	Energy Performance Contracts
30325	Software and Other Tangible Assets —NEW Topic—
30405	Additions, Renovations, and Repairs
30505	Physical Inventory
30510	Asset Management
30515	Supplies and Materials Inventory
30605	Useful Life
30610	Depreciation Methods and Calculations
30705	Surplus Property Management
30805	Disposal Management
30905	Requirements
31005	Transaction and Year-End
31010	Summary Users
31105	Federal Requirements
	Classification & Coding Structure: FAACS Online
60302	Nomenclature Codes
60303	FAACS Error Messages
60304	Funding Source Codes
60305	Federal Cost Category Codes
	Automated Systems Applications: FAACS Online
70305	Overview
70320	System Flow
70325	Data Entry / Inquiry
70340	Data Element Change
70355	FAACS Download
70360	Interface Requirements
70365	Reports

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**Capital Asset
Topics'
Revisions**

Revision change bars are minimal in this Update and are shown for significant changes within a topic. **General revisions are summarized as follows:**

1. Created **all-new** Topic No. 30325, *Software and Other Tangible Assets*
2. Topic No. 30210 clarifies the Construction-in-Progress (CIP) quarterly data-entry cutoff and includes information for GASB Statement No. 49, *Accounting and Financial Reporting for Pollution Remediation Obligations*.
3. Topic No. 30310 has been changed to—
 - a) Classify software as infrastructure versus equipment
 - b) Clarify capitalization requirements for asset improvement or replacement
 - c) Clarify documentation requirements for CIP and provide a sample spreadsheet that may be used.
4. Topic No. 30405 also clarifies the capitalization requirements for asset improvement or replacement.
5. Topic No. 30905 clarifies the CIP FAACS/CARS reconciliation timing.
6. Within the topic text, changed “fixed asset” to read “capital asset” UNLESS the text referred to—
 - a) FAACS as a system
 - b) Title of a CARS report relating to the FAACS system
 - c) Fixed cost
7. Updated topic headers with *Capital Asset Accounting* where needed

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf

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**Recent
Updates**

- Update 100 (General Accounting; Capital Asset Accounting))—included here
 - Update 99 (CARS)
 - Update 98 (FAACS)
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**DOA's CAPP
Manual
Contact**

Michael Rider, EDP
Electronic Publishing Manager
 michael.rider@doa.virginia.gov
 (804) 225-3051

(capp memo 100.doc)