



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

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

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MEMORANDUM

TO: Fiscal Officers

FROM: Melinda L. Pearson, Director
General Accounting

SUBJECT: Financial Certification Website

The Department of Accounts is implementing several changes to the Confirmation of Agency Reconciliation to CARS Reports and the associated website. The Confirmation will now be titled the Certification of Agency Reconciliation to CARS Reports and 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 (www.doa.virginia.gov) under "Links". The Financial Certification Website Administrative Manual provides procedures for the updated website and can be accessed at http://www.doa.virginia.gov/General_Accounting/Confirmation/Certification_Manual_State.pdf.

It is the responsibility of the Fiscal Officer to ensure the timely submission of the monthly Certification. 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), clear other user's 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.

Requests for an extension to the normal Certification due date can now be submitted through the Financial Certification Website. Extensions may be requested up to the Certification's deadline and may only be requested by the agency Fiscal Officer (Administrator). Detailed instructions for requesting an extension are located in the Administrative Manual.

The Department of Accounts has created an online Certification of Agency Reconciliation to CARS Reports Maintenance Form. The form can be found on our website under the DOA Forms link. All the information must be completed online by the Agency Fiscal Officer. Once the 'Submit to DOA' button (located at the top

of the form) is clicked, an email will be generated and sent to the appropriate staff at DOA (certification@doa.virginia.gov). The paper version of the form will no longer be accepted.

If you have any questions or concerns regarding the website or online form, please contact Valerie Dunmars-Hurdle at (804) 371-8383. The updated website and new online form will be available for use beginning with the March Certification.