

CAPP MANUAL STATUS SUMMARY

As of April 27, 2017

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Volume I - Policies & Procedures			20400 INTER- AND INTRA-AGENCY TRANSACTIONS		
10000 OVERVIEW			20405 Inter-Agency Transactions	1/9	11/16
10100 FOREWORD			20410 Intra-Agency Transactions	1/8	7/02
10105 Structure of the Manual	1/7	6/11	20500 ACCOUNTS RECEIVABLE		
10200 FINANCIAL MANAGEMENT			20505 Accounts Receivable	1/37	6/04
10205 Agency Response to APA Audit	1/6	7/16	20600 FEDERAL GRANTS MANAGEMENT		
10300 INTERNAL CONTROL GUIDANCE			20605 Federal Grants Management	1/30	4/15
10305 Internal Control	1/16	9/15	20700 INDIRECT COST RECOVERY		
20000 GENERAL ACCOUNTING			20705 Indirect Cost Recovery	1/29	4/15
20100 APPROPRIATIONS			20800 LOANS		
20105 Appropriations, Allotments, and Transfers	1/18	6/98	20805 Loans	1/18	4/99
20110 Operating Expenditure Plan	1/8	6/98	20900 RECONCILIATION PROCEDURES		
20200 CASH RECEIPTS ACCOUNTING			20905 CARS Reconciliation Requirements	1/41	6/07
20205 Deposits	1/23	5/06	20910 Bank Deposit Reconciliation Procedures	1/7	1/02
20210 Bank and Cash Management Services (DOT)	1/10	6/04	21000 RECORDS RETENTION/DISPOSITION		
20215 Investment of Funds (DOT)	1/3	6/98	21005 Records Retention and Disposition	1/6	9/93
20300 CASH DISBURSEMENTS ACCOUNTING			21105 Vendor Maintenance	1/7	4/17
20305 Receiving Reports	1/6	6/98	30000 FIXED ASSET ACCOUNTING		
20310 Expenditures	1/44	12/16	30100 FAACS - OVERVIEW		
20315 Prompt Payment	1/20	5/13	30105 Introduction	1/10	7/12
20319 Electronic Federal Tax Payments Processing	1/21	12/16	30200 ASSET ACQUISITION		
20320 Information Returns Reporting	1/42	12/16	30205 Acquisition Method	1/8	7/12
20325 Revenue Refunds	1/7	9/93	30210 Asset Valuation	1/6	7/12
20330 Petty Cash	1/34	12/08	30300 ASSET CLASSIFICATION		
20335 State Travel Regulations	1/42	12/15	30305 Capitalized or Controlled Assets	1/7	8/12
20336 Agency Travel Processing	1/9	1/16	30310 Asset Categorization	1/16	5/13
20340 Capital Outlays	1/5	9/93	30315 Nomenclature Codes	1/9	7/12
20345 Moving and Relocation	1/42	1/16	30320 Energy Performance Contracts	1/6	7/12
20350 Non-State Funds	1/5	3/95	30325 Software and Other Tangible Assets	1/13	7/12
20355 Purchasing Charge Card	1/48	12/14	30400 ASSET REVALUATIONS		
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30505 Physical Inventory	1/14	7/12	40205 Employee Leave Profile Data	1/9	8/14
30510 Asset Maintenance	1/5	7/12	40210 Leave Maintenance	1/12	8/14
30515 Supplies and Materials Inventory	1/16	7/12	40300 LEAVE ACTIVITY REPORTING		
30600 ASSET DEPRECIATION			40305 Leave Activity Reporting	1/9	8/14
30605 Useful Life	1/9	7/12	40400 INQUIRY AND REPORTING		
30610 Depreciation Methods and Calculations	1/7	7/12	40405 Online Inquiry and Reporting	1/16	8/14
30700 SURPLUS PROPERTY			40410 Error Messages	1/12	8/14
30705 Surplus Property Management	1/6	5/13	50000 PAYROLL ACCOUNTING		
30800 ASSET DISPOSAL			50100 OVERVIEW OF CIPPS		
30805 Disposal Management	1/10	5/13	50105 CIPPS Introduction	1/12	7/14
30900 RECONCILIATION & ERROR CORRECTION			50110 CIPPS Navigation	1/24	8/14
30905 Requirements	1/20	7/12	50115 Menu/Link Functions	1/14	8/14
31000 REPORTING			50120 Automated Changes	1/6	8/14
31005 Transactions and Year End	1/13	7/12	50125 Programmatic Data	1/10	8/14
31010 Summary Users	1/6	7/12	50130 Batch Processing and Balancing	1/12	8/14
31100 FEDERAL ASSET ACCOUNTING			50135 Pending File	1/9	8/14
31105 Federal Requirements	1/9	5/13	50200 ESTABLISH/MAINTAIN COMPANY PROFILE INFORMATION		
31200 LEASE ACCOUNTING			50205 Agency Information	1/8	9/14
31205 Introduction	1/12	5/13	50210 CIPPS User Security	1/7	7/14
31210 Economic Analysis	1/8	8/12	50300 ESTABLISH/MAINTAIN EMPLOYEE PROFILE INFORMATION		
31215 LAS Transactions	1/9	5/13	50305 New Employee Adds	1/20	9/14
31220 LAS Reporting	1/10	5/13	50310 Rehires and Employee Data	1/33	9/14
40000 LEAVE ACCOUNTING			50315 Employee Tax Maintenance	1/17	7/14
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FORM: COV MOBILE DEVICE ALLOWANCE AGREEMENT		
50600 TAX AND DEDUCTION ADJUSTMENTS		
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50700 MASTERFILE UPDATES		
50705 Employee & Tax Masterfile Updates	1/6	1/14
50800 PAYROLL CERTIFICATION		
50805 Certification Overview	1/7	1/14
50810 Pre-Certification Activities	1/18	1/14
50815 Payroll Certification	1/8	7/14
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50900 RECONCILIATION		
50905 Monthly Reconciliation	1/10	1/14
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60103 Transaction Codes	1/73	7/09
60104 Agency and FIPS Codes	1/29	7/09
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60111 Vendor Edit Table (Includes 1 Blank Form)	1/12	7/09
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60113 CARS Forms Index	1/8	9/93
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60201 CIPPS Codes	1/13	9/14
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70105 Agency-Based Automated Accounting Systems	1/8	8/01	70350 (Topic Deleted From CAPP Manual 5/13)		
70200 CARS			70355 FAACS Download	1/22	8/12
70205 Introduction to CARS	1/3	9/93	70360 Interface Requirements	1/11	5/13
70210 Cardinal Agency Interfaces	1/201	7/1	70365 Reports	1/93	5/13
70215 Online Terminal Guide	1/26	9/99	70500 PAYROLL ACCOUNTING		
70220 Security	1/21	11/93	70505 CIPPS Error Messages	1/29	10/04
70225 Descriptor Tables	1/12	9/99	70510 CIPPS Magnetic Media Interface	1/12	11/12
70230 Data Entry	1/40	9/99	70515 PAYLINE	1/6	7/14
70235 Input Batching	1/17	9/99	70600 LEASE ACCOUNTING SYSTEM (LAS)		
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70255 Data Elements	1/28	9/99	70620 LAS Logging On and Off	1/11	7/12
70260 Reports (REPORTS ARE OFFLINE)	1/128	8/07	70700 FINANCIAL INFORMATION DOWNLOADING SYSTEM (FINDS)		
70265 Error Correction (2 Blank Forms Included)	1/9	9/99	70705 FINDS: CARS & 1099 Downloading	1/101	2/95
70300 FAACS ONLINE			70710 FINDS: CIPPS System Overview	1/11	10/04
70305 Overview	1/4	5/13	70715 FINDS: Accessing CIPPS—FINDS	1/6	10/04
70310 Security	1/13	5/13	70720 FINDS: CIPPS Report Data	1/11	10/01
70315 Logging On and Off	1/16	7/12	70725 FINDS: CIPPS Masterfile Data	1/26	10/04
70320 System Flow	1/7	7/12	70730 FINDS: Executing CIPPS Requests and ...	1/9	10/04
70325 Data Entry/Inquiry	1/34	5/13	70735 FINDS: Payroll Audit Tool	1/69	5/11
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70340 Data Element Change	1/10	7/12	70805 1099 Reporting Program	1/43	12/14

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