



Virginia Department of Accounts

Financial Accountability. Reporting Excellence.

Financial Certification Website Administrative Manual

Locality Treasurer

~February 2016~

Financial Certification Website Administrative Manual

Table of Contents

Financial Certification Website Overview.....	1
Introduction.....	1
Access Requirements	1
Web Address	1
Financial Certification Website Security	2
Authority	2
Gaining Access to the Website	2
Completing the Locality Security Maintenance Form.....	2
Accessing the Website	5
Access the Website	5
Log On	5
First Access for New Users.....	7
Forgot Password.....	9
Navigating the Website.....	12
Navigation.....	12
Broadcast Messages	13
Review Broadcast Messages.....	13
Special Announcement	14
Special Announcement	14
Main Menu.....	15
Access Main Menu	15
Adding a Certification.....	16
Add Certification	16
Deleting a Certification.....	24
Delete Certification.....	24
View Certification.....	25
View Certification.....	25
Entering a Deposit Certificate.....	27
Entering a Deposit Certificate.....	27
Searching Deposits.....	32
Searching Deposits.....	32
CARS Reports.....	33
CARS Reports.....	33
Viewing Previous Period CARS Reports	34
Cardinal Reports	35
Cardinal Reports	35
Viewing Previous Period Cardinal Reports	36
Personal Options	37
View Personal Options	37
Edit Personal Options	37
Name Change.....	38



Financial Certification Website Administrative Manual

Request an Extension..... 39
 Request an Extension..... 39
 Extension Request Status..... 40
Using Help Screens..... 42
 Help Screens 42
How to Contact Us..... 43
 Contact Us..... 43
Log Off..... 44
 Log Off..... 44

Financial Certification Website Overview

Introduction

The Financial Certification Website is a web-based system that provides localities the ability to record their deposits of state revenues and to certify to DOA monthly that they have reconciled their internal accounting records to CARS, the official accounting system for the Commonwealth until June 30, 2016, and Cardinal the official accounting system beginning with Fiscal Year 2017.

Along with the Certification, localities should provide notification of any processing irregularities (exceptions) that need to be corrected by DOA. Treasurers and their designees may access the **Financial Certification Website** at <http://certification.doa.virginia.gov>.

This website has been designed to be as user friendly as possible and require little intervention from outside resources. However, DOA realizes that there may be functions individuals may need assistance with and has developed this administrative manual to aid website users. A **Contact Us** link is also available throughout the website, where a user can email DOA and receive a response.

Access Requirements

- Browser must be enabled for Java Script.
 - Browser must be enabled for Cookies.
 - Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
 - If connecting to the site from behind a firewall or proxy server it must allow SSL (port 443) communication.
 - ***Internet Explorer*** or ***Netscape*** browsers, version 4.0 or higher.
 - Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
 - Connection speed of 56k modem (or higher) is highly recommended.
-

Web Address <http://certification.doa.virginia.gov>

Financial Certification Website Security

Authority Each Locality is required to certify to the State Comptroller that its internal records have been reconciled to CARS, the official accounting system for the Commonwealth until June 30, 2016, and Cardinal the official accounting system of the Commonwealth beginning with Fiscal Year 2017. In addition, the information on the CARS ACTR1623 *Deposit Verification Report* and the Cardinal RAR 729 *Deposit and Revenue Summary for Local Treasurers* has been reviewed to determine compliance with Section 2.2-806 and 58.1-3168 of the *Code of Virginia* regarding the prompt deposit of state revenues to the State Treasury. Each Treasurer may designate a maximum of two alternates to submit the certification on the website.

Gaining Access to the Website In order to gain access to the Financial Certification Website, the Treasurer will need to complete the Locality Security Maintenance Form.

Completing the Locality Security Maintenance Form The automated *Financial Certification Security Maintenance Form - Locality* is located on DOA's website at www.doa.virginia.gov under the DOA Forms link. The form should be completed online by the Treasurer using the instructions below. Once all information is entered, click the 'Submit to DOA' button (top of the form), which will populate the Date field and generate an email from the Treasurer. The email will be sent to the appropriate DOA staff at certification@doa.virginia.gov. If there are questions, they should be directed to this email address. After receipt of the form the user will be emailed a temporary password.

The Treasurer enters their **Name**, **Locality** (from the drop down menu), **Phone Number** and **E-mail Address**. The **Function** is entered based on the purpose of the form. If access needs to be established for a user, the function should be 'Add'. If a change is being made to the user's current access, the function should be 'Change'. And finally 'Delete' if the access of the user needs to be deleted.

User ID is standard and begins with a T and continues with the three digit FIPS Code. Alpha character A, B, or C should follow (i.e. T001A, T001B, or T001C) for the users authorized to enter a Certification. The Treasurer and two alternates are allowed access to enter the Certification. Alpha characters D-Z should follow for users authorized to view reports and/or enter deposits.

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Financial Certification Website Security, Continued

Completing the Locality Security Maintenance Form
(continued)

User Type 1 is an **Administrator**. The administrator receives all system-generated emails (i.e. late notices, extensions) and requests deadline extensions from the Department of Accounts. Preferably the Treasurer would be set up as a User Type 1 but may designate other personnel as an administrator.

User Type 2 is a **General User**. All other users will be general users.

Both a User Type 1 and 2 can have any combination of Security Access as detailed below.

Information pertaining to the user should be entered in the remaining fields under User Information. They include **First Name**, **Last Name**, **Locality**, **Phone Number** and **E-mail Address**. Each of these fields is required.

Security Access defines the roles that can be assigned to a user. Select the appropriate option from the drop down menu.

Role	Description
Certifications	This role allows the user to certify and/or view previously entered Certifications. Available options are Update , View or None . Note: Update is restricted to User IDs assigned the Alpha character A, B, or C.
Reports	This role grants the user access to view CARS and Cardinal reports. Available options are View or None .
Deposits	This role allows the user to enter deposits and /or view previously entered deposits. Available options are Update , View or None .

Please select **None** when the user should not have access to a particular role.

Access Localities are selected from the drop down menu. Select the FIPS Code for your locality and any additional localities to which the user requires access.

Please leave blank the portion below the Department of Accounts Use Only bar.

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Financial Certification Website Administrative Manual

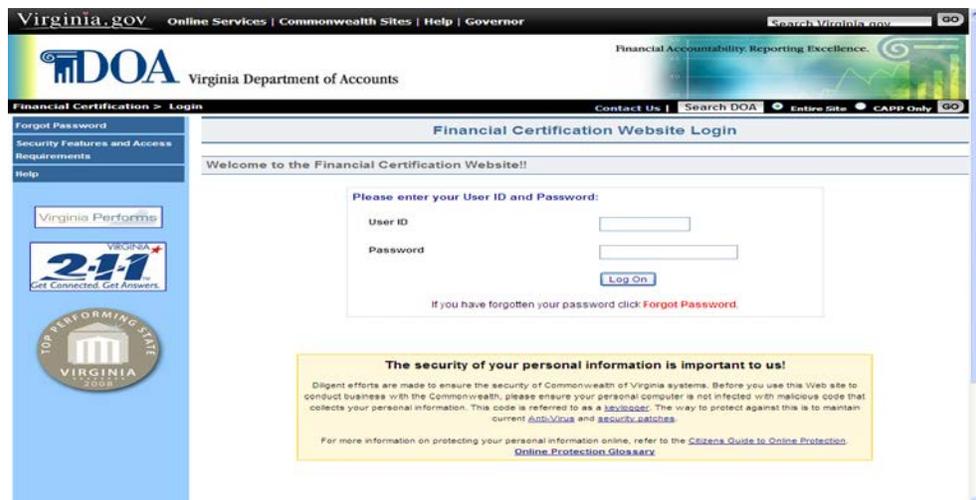
Accessing the Website

Access the Website

Perform the following steps to access the website.

Step	Action
1	Go to the DOA website: www.doa.virginia.gov
2	Under Links in the right-hand margin select Financial Certification . Note: Users may also type in the direct link in the address bar on their internet browser http://certification.doa.virginia.gov/ .

Log On



Step	Action
1	Enter the User ID assigned by DOA.
2	Enter the User Password.
3	Click on the Log On button or press Enter.

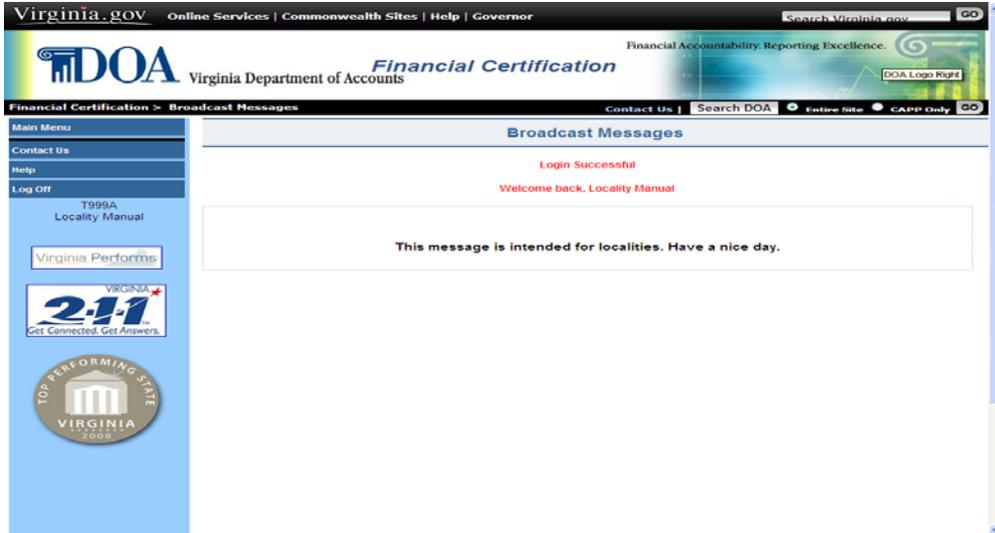
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Financial Certification Website Administrative Manual

Accessing the Website, Continued

Log On
(continued)

This links the user to the Broadcast Messages page for important information and other menu selections.



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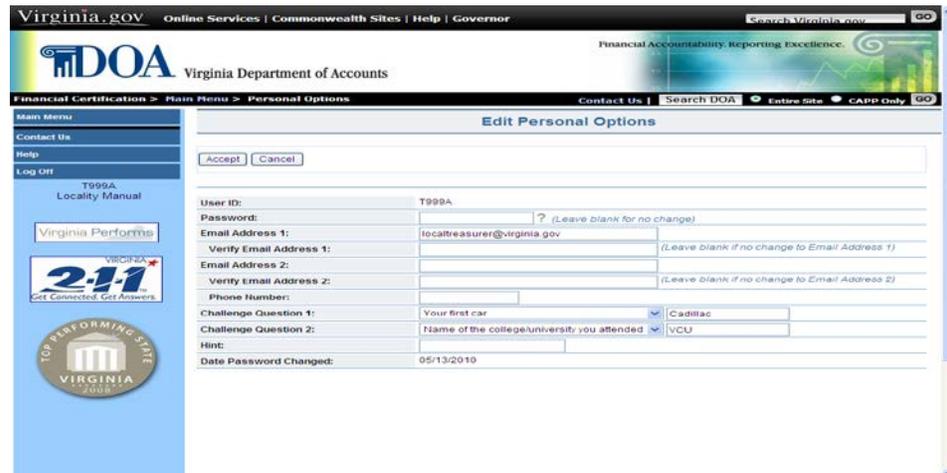
Financial Certification Website Administrative Manual

Accessing the Website, Continued

First Access for New Users

After logging on the first time, a user should change their password to a personalized password and set up their personal options. The user edits their Personal Options by selecting:

Step	Action
1	Select Main Menu in the left margin
2	Select Personal Options in the left margin. This brings the user to the View Personal Options screen
3	Select Edit Personal Options



The screenshot shows the 'Edit Personal Options' page for user T999A. The page includes a navigation menu on the left with 'Main Menu', 'Contact Us', 'Help', and 'Log Off'. The main content area contains the following fields:

- User ID: T999A
- Password: [Empty] (Leave blank for no change)
- Email Address 1: localtreasurer@virginia.gov (Leave blank if no change to Email Address 1)
- Email Address 2: [Empty] (Leave blank if no change to Email Address 2)
- Phone Number: [Empty]
- Challenge Question 1: Your first car (Dropdown: Cadillac)
- Challenge Question 2: Name of the college/university you attended (Dropdown: VCU)
- Hint: [Empty]
- Date Password Changed: 05/13/2010

Buttons for 'Accept' and 'Cancel' are located at the top of the form area.

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Accessing the Website, Continued

First Access for New Users (continued)

At the **Edit Personal Options** screen, create a personalized **Password** that meets the site's six security standards as follows:

Passwords must:

1. be at least eight characters in length
2. utilize at least three of the following four:
 - a. special characters (\$! @ { } & ~ + ? []),
 - b. upper case alphabetical characters (A - Z),
 - c. lower case alphabetical characters (a - z),
 - d. numerical characters (0-9),
3. not contain spaces or ('), (<), (>), or (#)
4. not match last 24 passwords
5. not match assigned temporary password
6. not be changed more than once per day.

Enter a valid e-mail address (enter twice for verification) and two challenge questions of your choice and a password hint. After you have entered all of the required data on the **Edit Personal Options** screen, click **Accept**. If all criteria have been met, the screen returns with **Record Updated**.

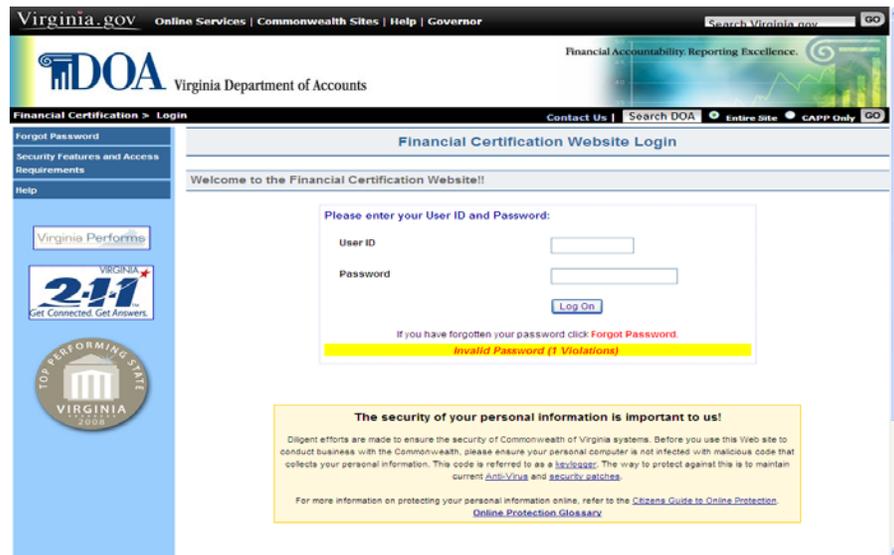
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Financial Certification Website Administrative Manual

Accessing the Website, Continued

Forgot Password

If a user enters their User ID and an invalid password, you receive the message: **Invalid Password (#Violations)**.



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Accessing the Website, Continued

Forgot Password (continued)

The user may attempt to enter the User ID and password again or click the **Forgot Password** button.

Clicking **Forgot Password** links the user to the **Forgot Password** page. Here, the user is asked to enter their previously-assigned User ID and then click **Submit**. Additionally, if the user has set up answers to the challenge questions, the next screen will prompt the user to answer the questions. If answered correctly, the user is allowed to change their password and other personal information.

If the user cannot remember the challenge question answers, they can enter their email address in the box provided and then click **Send**. If the email address matches the one previously entered, the user is asked to enter a personal phrase. A temporary password is then emailed to the email address entered. The user can then use the temporary password, along with the personal phrase to log in. The user would then have to establish a permanent password. A password may not be changed more than once in a 24-hour period.

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Accessing the Website, Continued

Forgot Password (continued)

After 5 (five) failed logon attempts, the following message is displayed **Account suspended due to security violations**. A user that suspends their Password will need to contact DOA through the **Contact Us** button and request their ID be reset.

If a user decides to have his password e-mailed, the e-mail address has to be entered into the box provided and then click **Send**.

If the e-mail address does not match the one stored in the security record, the message **Email address (treasurer@virginia.gov) did not match** displays. The user then has the option of entering the response to the two challenge questions, if previously answered, or entering the correct email address.

Financial Certification Website Administrative Manual

Navigating the Website

Navigation

Navigation buttons located in the left-hand margin of the page link the user to other Certification screens or perform requested functions as described below. The list of navigation buttons varies depending on the page and the function that is available from that particular location.

Button	Description
Broadcast Messages	Links the user to the Broadcast Messages screen where important messages and updates can be viewed.
Special Announcement	If the button appears, it links the user to a Special Announcement regarding the Certification process.
Help	Links the user to detailed information about the current screen and the selections available on the screen.
Main Menu	Links the user to the Main Menu screen. This is the central navigation screen for the Financial Certification Website.
Add Certification	Links the user to the screens used to certify that the locality has reconciled as well as to notify DOA of corrections that are needed.
View Certification	Links the user to screens used to view certification information that has been previously entered and to make changes up to the due date of the current month's certification. Also able to Print a certification.
Local Treasurer Deposits	Links the user to screens used to enter, view, and search for deposit certificates that interface into Cardinal.
CARS Reports	Links the user to the CARS Reports page where monthly CARS reports can be accessed.
Cardinal Reports	Links the user to the Cardinal Reports page where monthly Cardinal reports can be accessed.
Personal Options	Links the user to a screen containing their personal data such as name and email address. Changes to personal information are made on this screen.
Request Extension	Links the user to a screen that allows them to request an extension beyond the prescribed due date. The user must have security access with Administrator capability to have this selection.
Printer Friendly Version	Provides a summary of the Certification that can be printed by the locality for their records.
Contact Us	Allows the user to send an e-mail with suggestions and/or questions to DOA.
Log Off	Returns the user to the Log On page and signs the user out of the Financial Certification Website.

Broadcast Messages

**Review
Broadcast
Messages**

The **Broadcast Messages** screen provides pertinent information to website users. DOA will place messages regarding the **Certification** and/or **Deposit** process or other important information on this screen.

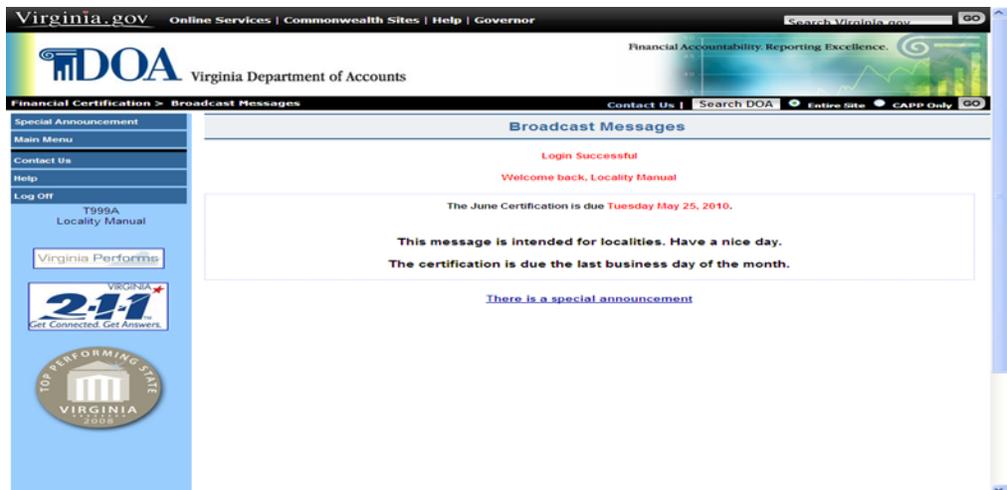
The Locality should review the **Broadcast Messages** periodically to be aware of updates or changes to the process.

Financial Certification Website Administrative Manual

Special Announcement

Special Announcement

If any special announcement needs to be communicated to the locality, the statement “*There is a special announcement*” will appear at the bottom of the Broadcast Messages screen and the Special Announcement button will appear in the list of choices in the left-hand margin. Click on the statement or button, read the announcement, and delete the message when appropriate.

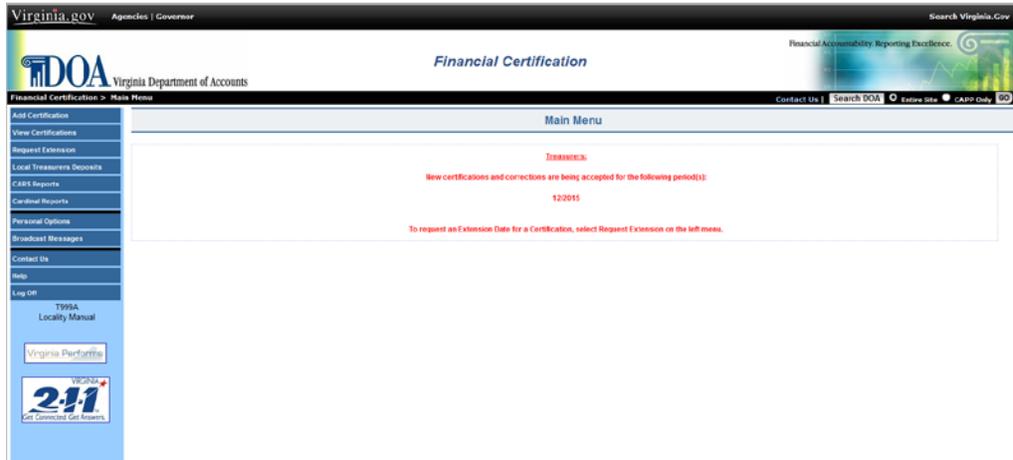


Financial Certification Website Administrative Manual

Main Menu

Access Main Menu

The **Main Menu** is the central navigation screen for the Certification process. To access, the user would select the **Main Menu** button from the list of choices in the left-hand margin on the **Broadcast Messages** screen.



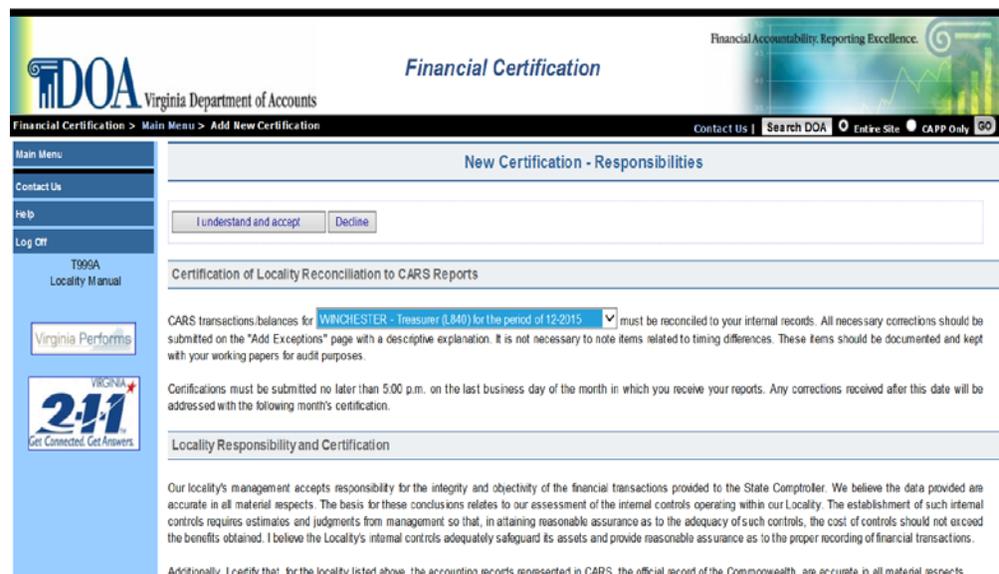
Financial Certification Website Administrative Manual

Adding a Certification

Add Certification

Treasurers are required to certify to DOA that the locality has reconciled their internal records to CARS, the official accounting system for the Commonwealth until June 30, 2016, and Cardinal, the official accounting system beginning with Fiscal Year 2017, transactions/balances. The certification due date is posted on the **Broadcast Messages** screen, but is generally the last business day of the month. The following steps detail how to enter a Certification using the website application. A Treasurer may designate a maximum of two alternates to certify via the Financial Certification Website.

Step	Action
1	Select Add Certification from the Main Menu . This links the user to the New Certification – Responsibilities screen.
2	On the New Certification screen, select the locality being certified as reconciled from the drop down menu (only if the user is responsible for more than one locality, otherwise this option is not available and the correct locality will automatically display).
3	Read the Locality Responsibility and Certification statement. Select I understand and accept or Decline if the Treasurer cannot attest to these statements.



The screenshot shows the 'New Certification - Responsibilities' page on the DOA website. The page includes a navigation menu on the left with options like 'Main Menu', 'Contact Us', 'Help', and 'Log Off'. The main content area features a dropdown menu for selecting a locality, currently set to 'WINCHESTER - Treasurer (L840) for the period of 12-2015'. Below this, there are two buttons: 'I understand and accept' and 'Decline'. The page also contains a 'Certification of Locality Reconciliation to CARS Reports' section with explanatory text and a 'Locality Responsibility and Certification' section with a statement to be certified.

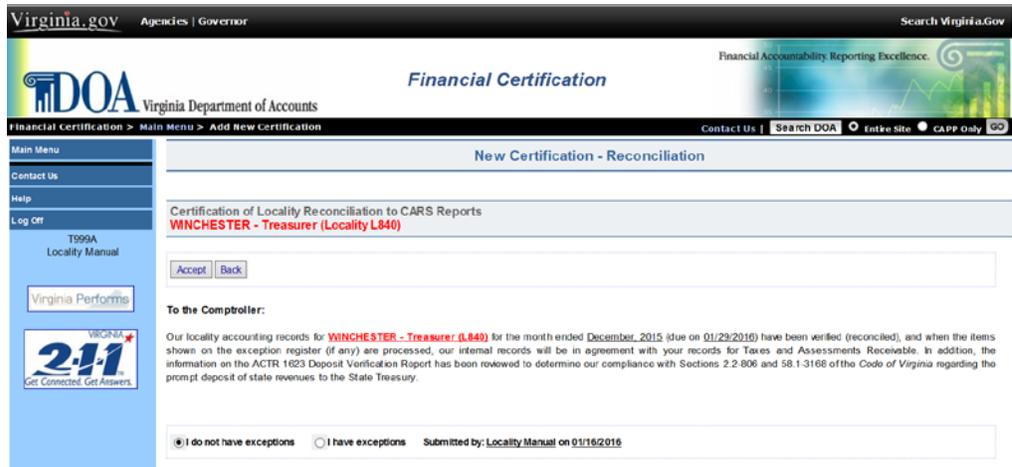
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Financial Certification Website Administrative Manual

Adding a Certification, Continued

Add Certification (continued)

Step	Action
4	Read To the Comptroller statement.
5	Select the respective radio button that corresponds to whether the locality has corrections: <ul style="list-style-type: none"> I do not have exceptions I have exceptions (locality has corrections that require DOA journal entry).
6	Select Accept .



The screenshot shows the 'New Certification - Reconciliation' page. The header includes 'Virginia.gov', 'Agencies | Governor', and 'Search Virginia.Gov'. The main content area displays 'Certification of Locality Reconciliation to CARS Reports' for 'WINCHESTER - Treasurer (Locality L840)'. There are 'Accept' and 'Back' buttons. Below, a section titled 'To the Comptroller:' contains a paragraph of text and a radio button selection area with options 'I do not have exceptions' (selected) and 'I have exceptions'. The submission information at the bottom reads 'Submitted by: Locality Manual on 01/16/2016'.

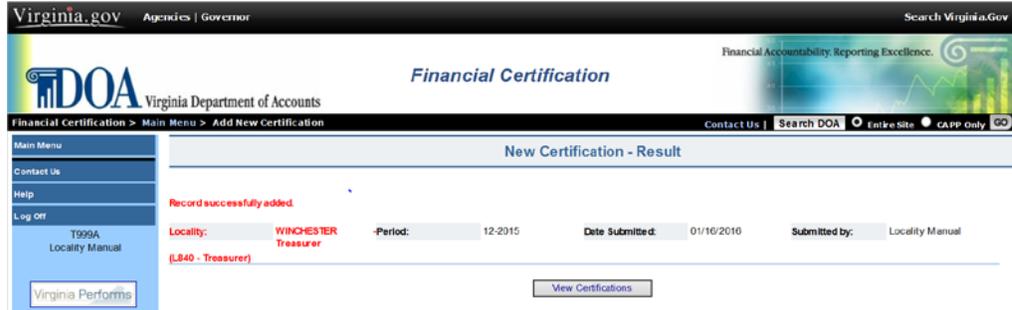
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Financial Certification Website Administrative Manual

Adding a Certification, Continued

Add Certification
(continued)

If	Then
The Locality selected ' I do not have exceptions '	The next screen reads: Record successfully added and a View Certifications button appears. Click on View Certifications, Details , select Printer Friendly Version in the left column, and finally click on Print . This allows the user to print the Certification for their records. The Certification has now been submitted successfully and the user may log off.



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Financial Certification Website Administrative Manual

Adding a Certification, Continued

Add Certification (continued)

The screenshot displays the 'View Certification Detail' page on the Virginia Department of Accounts website. The page includes a navigation menu on the left with options like 'Printer Friendly Version', 'Delete Certification', and 'View Certifications'. The main content area shows the following details:

Locality:	WINCHESTER - Treasurer (L&D - Treasurer)	Period:	12.2015
Date Submitted:	01/10/2016	Submitted by:	Locality Manual

Below the table, there is an 'Exceptions:' section with an 'Add' button and a message: 'There were no exceptions submitted for this register.'

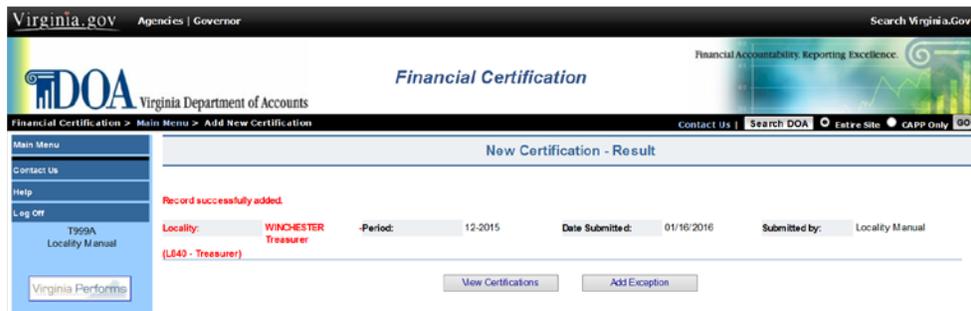
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Financial Certification Website Administrative Manual

Adding a Certification, Continued

Add Certification
(continued)

If	Then
The Locality selects ‘ I have exceptions ’	The screen reads Record successfully added and the following buttons appear: View Certifications and Add Exception . Continue with Step 7 below.



Step	Action
7	Select Add Exception .
8	Select the Exception Type that applies to the Locality’s situation by clicking on the associated radio button.
9	Enter Exception Details as required. Shaded fields indicate which information is required. There is also a Description field where you can add an explanation (500 character maximum).
10	Select Accept .

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Financial Certification Website Administrative Manual

Adding a Certification, Continued

Add Certification
(continued)

Step	Action
11	The next screen reads: Exception successfully added , screen will show current exceptions submitted.

The screenshot shows the 'View Certification Detail' page on the Virginia Department of Accounts website. The page includes a navigation menu on the left with options like 'Printer Friendly Version', 'Delete Certification', and 'View Certifications'. The main content area displays certification details for 'WINCHESTER - Treasurer (L840 - Treasurer)' for the period '12-2015', submitted on '01/16/2016'. A red message states 'Exception successfully added'. Below this, there is an 'Exceptions: Add' button and a table of 'Items submitted with supporting documentation'.

Items submitted with supporting documentation:				
	Bank Code	Revenue Source	Document Number	Document Amount
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>			\$0.00
Description: Need spreadsheet from Carol.				

Continued on next page

Adding a Certification, Continued

Add
Certification
(continued)

Step	Action
12	At this point, the user has several options as follows:

Option	Description
Printer Friendly Version	Provides a summary of the certification submitted by the Locality to print. This is required for audit purposes.
Add Exception	Links to the Add Exception screen and allows the user to add another exception up to the due date.
Delete Certification	Allows the user to Delete the entire Certification and any related exceptions previously entered into the system up to the due date.
View Certification	Displays a listing of Certifications previously entered into the system.
Edit/Delete Exceptions	Located to the left of the exception listed on this screen; the user can update an existing exception or delete it up to the due date.

Continued on next page

Financial Certification Website Administrative Manual

Adding a Certification, Continued

Add Certification (continued)

[Print](#) [Close](#)

Commonwealth of Virginia
Certification of Locality Reconciliation to CARS Reports

CARS transactions balances for **L840** for the period of **December, 2015** must be reconciled to your internal records. All necessary corrections should be submitted on the "Add Exceptions" page with a descriptive explanation. It is not necessary to note items related to timing differences. These items should be documented and kept with your working papers for audit purposes.

Certifications must be submitted no later than 5:00 p.m. on the last business day of the month in which you receive your reports. Any corrections received after this date will be addressed with the following month's certification.

Locality Responsibility and Certification

Our locality's management accepts responsibility for the integrity and objectivity of the financial transactions provided to the State Comptroller. We believe the data provided are accurate in all material respects. The basis for these conclusions relates to our assessment of the internal controls operating within our Locality. The establishment of such internal controls requires estimates and judgments from management so that, in attaining reasonable assurance as to the adequacy of such controls, the cost of controls should not exceed the benefits obtained. I believe the Locality's internal controls adequately safeguard its assets and provide reasonable assurance as to the proper recording of financial transactions.

Additionally, I certify that, for the locality listed above, the accounting records represented in CARS, the official record of the Commonwealth, are accurate in all material respects.

To the Comptroller:

Our locality accounting records for **WINCHESTER (L840)** for the month ended **December, 2015** (due on 01/29/2016) have been verified (reconciled), and when the items shown on the exception register (if any) are processed, our internal records will be in agreement with your records for Taxes and Assessments Receivable. In addition, the information on the ACTR 1623 Deposit Verification Report has been reviewed to determine our compliance with Sections 2.2-806 and 58.1-3168 of the Code of Virginia regarding the prompt deposit of state revenues to the State Treasury.

Submitted by: Locality Manual on 01/19/2016

Exceptions:

Items submitted with supporting documentation:

Bank Code	Account	Document Number	Document Amount
			\$0.00
	Description: Need spreadsheet from Carol.		

Deleting a Certification

Delete Certification

If at some point it is determined the Certification should not be added and the user is in the process of adding the Certification, there are selections throughout the process that allows the user to cancel the certification. They are as follows:

Decline	Choose this selection from the first screen for Add Certification . This will take you to the Main Menu .
Back	This selection is available on the page with the statement To the Comptroller . It will take the user to New Certification-Responsibilities . Select Decline to go back to Main Menu . The certification has not been accepted by the system.
Delete Certification	Available when the user has completed adding a certification and is on the View Certification screen. Click on Details then Delete Certification in the left column. Only available if Certification due date has not passed.

Financial Certification Website Administrative Manual

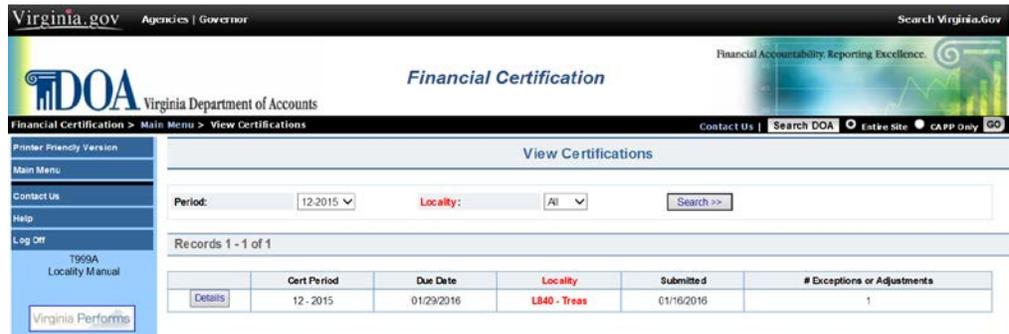
View Certification

View Certification

The **View Certification** screen allows the user to view current and previous months' Certifications. Current-month certifications can be updated using this selection up to the due date.

The following steps explain how to view a certification and the update options available:

Step	Action
1	At the Main Menu , select View Certification .
2	Select the period and Locality of the Certification to be viewed from the drop down menu or choose directly from the list that appears automatically with the screen based upon user access.
3	Click on the Details button next to the selected Certification.



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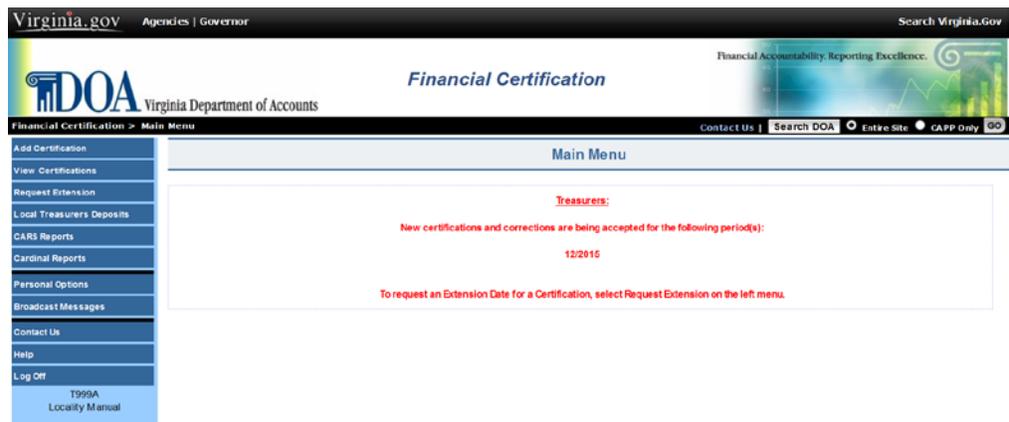
Financial Certification Website Administrative Manual

View Certification, Continued

View Certification
(continued)

If	Then
The Certification is from a prior month and the due date has passed	The user can view the Date Submitted, the Submitted By information and Exceptions, if any. Also the user can select Printer Friendly Version to print a copy of the Certification.
The Certification is for the month currently due and the due date has not passed	The user can select from Printer Friendly Version, Add Exceptions, Delete Certification and View Certification . The Edit/Delete option is also available to the user.

Step	Action
4	Select Main Menu to return and select other functions or Log Off to return to the Financial Certification Website Log In screen where you will be logged off.



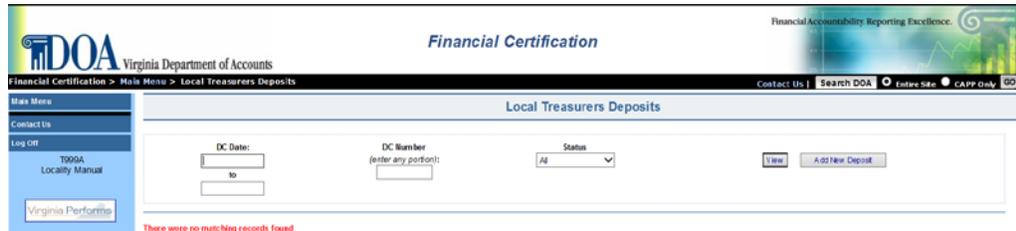
The screenshot shows the Virginia Department of Accounts website. The header includes the DOA logo and the text "Financial Certification". Below the header is a navigation menu with options like "Add Certification", "View Certifications", "Request Extension", etc. The main content area displays a message from Treasurers: "New certifications and corrections are being accepted for the following period(s): 12/2015". A note below the message says: "To request an Extension Date for a Certification, select Request Extension on the left menu."

Financial Certification Website Administrative Manual

Entering a Deposit Certificate

Entering a Deposit Certificate

The following steps explain how to enter a Deposit Certificate:



Step	Action
1	Select Local Treasurers Deposits from the Main Menu .
2	Select Add New Deposit button.
3	Enter appropriate information from Deposit Certificate into the fields as described below.

Element	Description
Deposit Unit	Business Unit 99800 is automatically populated for all deposits.
Deposit Date	The date the locality made the deposit at the bank.
Deposit Amount	The net of the individual transactions per deposit certificate that have been authorized by the locality for receipt. (Include decimal point.)
Bank Code	Four-digit code identifying the bank account into which a deposit is made.
DC Number	Eight-digit field that is the deposit certificate number on the deposit certificate.
Accounting Date	Defaults to the current date but can be changed. This date determines the accounting period in which the deposit posts to the General Ledger. (Open period dates are shown above data entry fields.)

Continued on next page

Financial Certification Website Administrative Manual

Entering a Deposit Certificate, Continued

Entering a Deposit Certificate (continued)

Step	Action
4	Select Accept after all data has been entered and verified.
5	Select the Add Distribution button to enter deposit details.

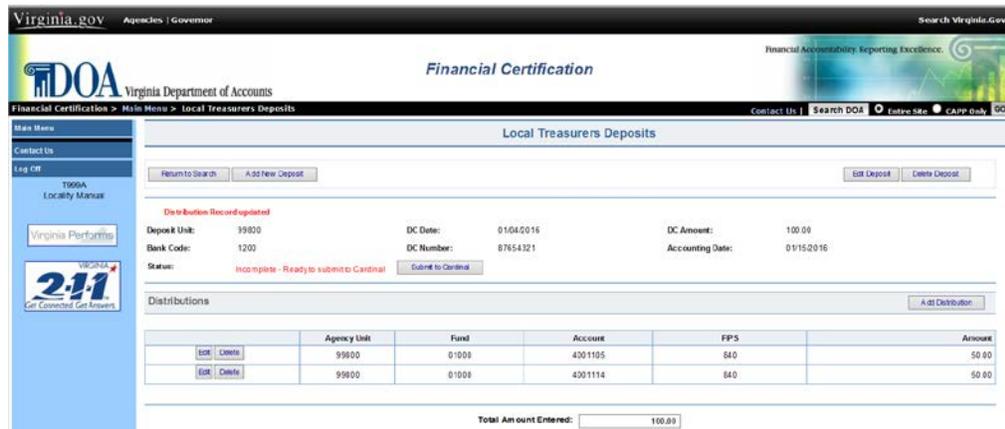
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Financial Certification Website Administrative Manual

Entering a Deposit Certificate, Continued

Entering a Deposit Certificate, (continued)

Step	Action
6	Using the provided drop-down menus, select the appropriate coding for the distribution of deposited funds. Key dollar amount of distribution including a decimal point followed by two digits (.xx). Note: The FIPS value displayed will default to the FIPS code that was marked on the security form for the Username that is logged in.
7	Once the distribution information is entered, select Accept .
8	Repeat steps 5-7 until all distribution lines for the DC have been entered.
9	Once all distributions have been keyed, verify coding and that the Total Amount Entered (summed and displayed at the bottom of the screen) equals the DC Amount that was keyed in Step 3, displayed above the distribution lines.



The screenshot shows the 'Local Treasurers Deposits' page in the Virginia Department of Accounts system. The page includes a navigation menu on the left, a search bar, and a main content area with the following details:

- Deposit Unit:** 9900
- DC Date:** 01/04/2016
- DC Amount:** 100.00
- Bank Code:** 1200
- DC Number:** 87654321
- Accounting Date:** 01/15/2016
- Status:** Incomplete - Ready to submit to Cardinal

Below these details is a table for 'Distributions' with two rows:

	Agency Unit	Fund	Account	FIPS	Amount
Edit Delete	9900	01000	4301105	040	50.00
Edit Delete	9900	01000	4301114	040	50.00

At the bottom of the page, the 'Total Amount Entered' is displayed as 100.00.

Continued on next page

Financial Certification Website Administrative Manual

Entering a Deposit Certificate, Continued

Entering a Deposit Certificate, (continued)

If	Then
Distribution information is correct, and the Total Amount Entered equals the DC Amount	Select Submit to Cardinal and proceed to Step 10 .
Distribution information is not correct	Select the Edit button on the distribution line requiring changes, enter changes, then select Accept .
The Total Amount Entered does not equal the DC Amount	User will need to identify why difference exists, and correct by adding/deleting a distribution, editing one or more distributions, or correcting the DC Amount by selecting Edit Deposit .



The screenshot shows the 'Local Treasurers Deposits' page. At the top, there are navigation links like 'Return to Search' and 'Add New Deposit'. The main record displays the following information:

- Deposits Unit:** 9900
- DC Date:** 01/04/2016
- DC Amount:** 100.00
- Bank Code:** 1200
- DC Number:** 87654321
- Accounting Date:** 01/15/2016
- Status:** Incomplete - Ready to submit to Cardinal

Below the record is a 'Distributions' table:

	Agency Unit	Fund	Account	FIPS	Amount
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	9900	01000	4001105	840	50.00
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	9900	01000	4001114	840	50.00

At the bottom, the 'Total Amount Entered' is shown as 100.00.

10	Select Accept to mark deposit ready to be uploaded to Cardinal.
11	Verify that Status displayed is Pending Upload to Cardinal .
12	This Deposit is complete and ready to upload to Cardinal through the nightly processing. Select Add New Deposit , Return to Search , Main Menu , or Log Off depending on further needs.

Financial Certification Website Administrative Manual

Entering a Deposit Certificate, Continued

Entering a Deposit Certificate (continued)

The screenshot shows the 'Local Treasurers Deposits' page in the Financial Certification system. The page header includes the Virginia Department of Accounts logo and the slogan 'Financial Accountability. Reporting Excellence.' The main content area displays the following information:

DC Status Updated

Deposit Unit: 99800 DC Date: 01/04/2016 DC Amount: 100.00
 Bank Code: 1200 DC Number: 07654321 Accounting Date: 01/15/2016
 Status: Pending upload to Cardinal

Distributions

	Agency Unit	Fund	Account	IPS	Amount
Edit Delete	99800	01000	4301105	840	50.00
Edit Delete	99800	01000	4301114	840	50.00

Total Amount Entered: 100.00

Financial Certification Website Administrative Manual

Searching Deposits

Searching Deposits

The following steps explain how to search previously entered Deposit Certificates:

Step	Action
1	Select Local Treasurers Deposits from the Main Menu .
2	Enter search criteria which could include DC date , DC Number and/or Status .
3	Select View .
4	Deposits matching the search criteria will display. Select Details to the left of the deposit to be viewed.



If	Then
Deposit Status is Pending Upload to Cardinal	User can Edit/Delete a distribution or Edit Deposit/Delete Deposit .
Deposit Status is Incomplete	Select Details to view deposit details and make necessary edits, and return to Entering Deposits: Step 9 .
Deposit Status is Complete	User can view deposit certificate details.

CARS Reports

CARS Reports The **CARS Reports** page allows users to view monthly deposit reports created by CARS. There are three reports available to Treasurers to assist with monthly reconciliation and certification. They are:

- ACTB1643 – Tax Assessments/Collections City/County Treasurers
- ACTB1623 – Deposit Verification Report
- ACTB1624 – Revenue Detail Report by Agency

The following steps explain how to view and CARS reports:

Step	Action
1	At the Main Menu , select CARS Reports .
2	The most recent month's reports will display for the users locality. To open a report, select the txt or pdf button to the right of the report title.
3	The selected report will open in the web browser window.
4	Use the web browsers Back button to return to the Main Menu.



CARS Reports, Continued

Viewing
Previous Period
CARS Reports

Step	Action
1	At the Main Menu , select CARS Reports .
2	The most recent month's reports will display for the users locality. Use the Report Run drop down menu to select the desired month/year report.
3	Select View .
4	The report for the selected month and year will display. To open the report, select the txt or pdf button to the right of the report title.
5	The selected report will open in the web browser window.
6	Use the web browser Back button to return to the Main Menu.

Cardinal Reports

Cardinal Reports

The **Cardinal Reports** page allows users to view monthly reports created by Cardinal. Beginning with February 2016 fiscal month close, Cardinal report RAR729 – *Deposits and Revenue Summary for Local Treasurers* (formerly the CARS ACTR1623/ACTR1624) will be available to Treasurers.

Beginning with July 2016 fiscal month close, Cardinal report RAR721 – *Tax Assessments and Collections Summary for Local Treasurers* (formerly the CARS ACTR1643) will be available to Treasurers.

The following steps explain how to view Cardinal reports:

Step	Action
1	At the Main Menu , select Cardinal Reports .
2	The most recent month's report(s) will display for the users locality. To open a report, select the txt or pdf button to the right of the report title.
3	The selected report will open in the web browser window.
4	Use the web browsers Back button to return to the Main Menu.



Cardinal Reports, Continued

Viewing
Previous Period
Cardinal
Reports

Step	Action
1	At the Main Menu , select Cardinal Reports .
2	The most recent month's reports will display for the users locality. Use the Report Run drop down menu to select the desired month/year report.
3	Select View .
4	The report will display, to view the report, select the txt or pdf button to the right of the report title.
5	The selected report will open in the web browser window.
6	Use the web browsers Back button to return to the Main Menu.

Personal Options

View Personal Options

The **Personal Options** page allows users to view and update account information. Users can change their password, update their phone number, or e-mail address in **Personal Options**. There are also options to enter “Challenge Questions” and a “Hint” that would be available if a user forgets their password. To access the **Personal Options** screen, select the **Personal Options** button from the **Main Menu**.

Edit Personal Options

The **Personal Options** screen allows the user the ability to change any one or all of the following:

- Password (the actual password is not displayed).
 - E-mail address (s)
 - Phone Number
 - Challenge Question (s)
 - Hint (to help user in remembering their current password).
-

The following steps explain how to change personal options.

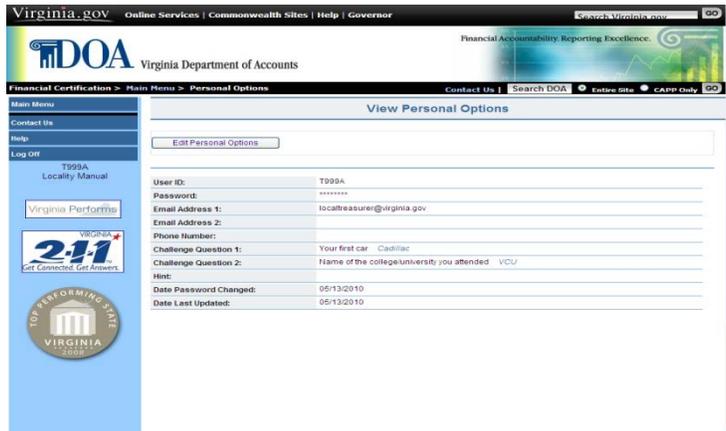
Step	Action
1	To make changes, select the Edit Personal Options button on the Personal Options screen.

Continued on next page

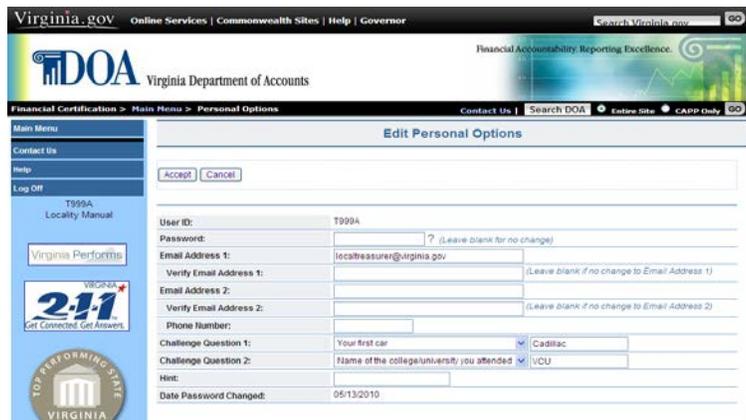
Financial Certification Website Administrative Manual

Personal Options, Continued

Edit Personal Options
(continued)



Step	Action
2	Enter desired changes to Required or Optional fields. Required fields are shaded.
3	Select Accept to submit changes. Select Cancel to exit and not save changes.



Name Change

To change the name of the employee assigned to a User ID, the Locality is required to submit to DOA a *Financial Certification Security Maintenance Form – Locality* found on the Financial Certification Website (see Website Security) indicating a change for the User ID and provide the new name to be assigned to the User ID.

Request an Extension

Request an Extension

Situations may arise at a Locality that will prevent the timely reconciliation to CARS balances/transactions. In the event the locality can foresee not being able to meet the monthly deadline, an extension should be requested. Only a user with Administrator security can request an extension. Localities may request an extension online only up to the due date. After the due date has passed, the Locality contacts DOA directly by emailing certification@doa.virginia.gov.

The following steps detail the procedures for the Administrator to request an online extension.

Step	Action
1	Select Request Extension from the Main Menu . Only users with Administrator security will have access to this feature.
2	The locality FIPS code and period for which extensions are being accepted will appear. If the user is responsible for multiple localities, select the appropriate Locality and period.
3	Enter the Extension Date Requested in mm/dd/yyyy format.
4	Enter the Request Details (up to 500 characters). If the explanation is too long, please note that additional details can be emailed to certification@doa.virginia.gov .
5	Click Submit . A summary of the request will immediately appear on the screen and a system-generated email will be sent to the Administrator as confirmation your request was received. The email address from the Administrators security record appears in the email address field.

Continued on next page

Financial Certification Website Administrative Manual

Request an Extension, Continued

Request an Extension
(continued)

Extension Request Status

The following conditional table provides how the status of an extension request is generated.

If	Then
Extension Request is approved	A system-generated email will be sent to the Administrator stating the request was approved . The new due date will appear to all users with access to the Locality at the Main Menu .
Extension Request is not approved	A system-generated email is sent to the Administrator stating the request was denied . A statement as to why the request was denied will be included in the email.

Continued on next page

Financial Certification Website Administrative Manual

Request an Extension, Continued

Extension Request Status (continued)

The screenshot shows the 'Financial Certification' section of the Virginia.gov website. The page features a navigation menu on the left with options like 'Add Certification', 'View Certifications', and 'Request Extension'. The main content area displays a 'Main Menu' with the following information:

Issues:
New certifications and corrections are being accepted for the following period(s):
02/2016

Extensions have been approved for the following period(s):

Period	Locality	Original Due Date	Extended Date
02/2016	LB43	02/09/2016	03/15/2016

Financial Certification Website Administrative Manual

Using Help Screens

Help Screens

These screens provide detailed information about the current page and the selections available on that page. Help Screens are accessible on every page of the web application. To access the Help Screens, select the **Help** button located in the left-hand margin of the page.

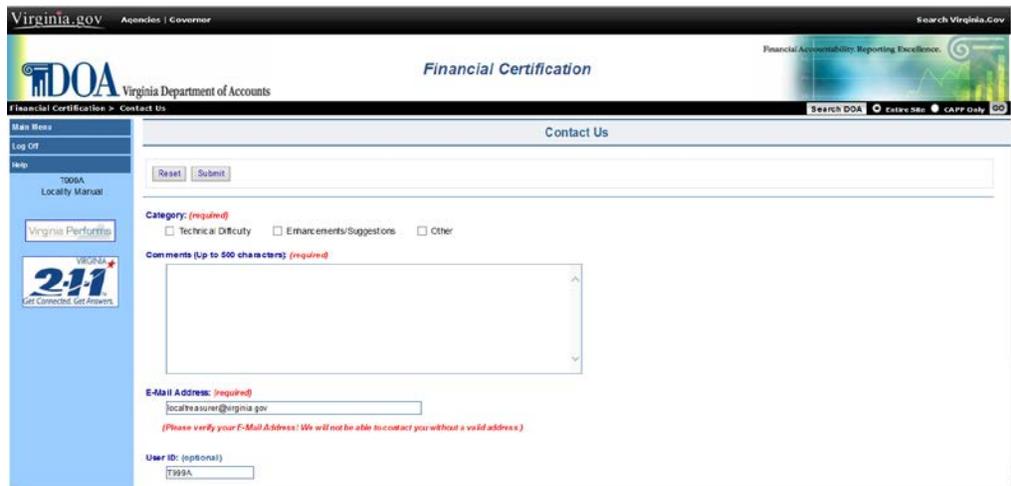
Financial Certification Help	
Main Menu	
The Main Menu page is the central navigation page for the <i>Financial Certification</i> application.	
Navigation links located in the left-hand margin of the page link to other <i>Financial Certification</i> pages or perform requested functions as described below.	
Link	Description
Add Certification	Links to the <i>Add New Certification</i> page. This page displays the responsibility and certification information.
View Certifications	Links to the <i>View Certification</i> page. This page displays a listing of <i>Financial Certifications</i> previously entered into the system.
Request Extension	Links to the <i>Request Extension</i> page where authorized users can request that <i>Financial Certification</i> dates be extended. <i>NOTE: The user must have Administrator access to have this selection.</i>
Personal Options	Links to the <i>Personal Options</i> page which contains your personal data such as name and e-mail address. Changes to personal information are made on this page.
Clear Violations	Links to the <i>Clear Violations</i> page which allows authorized users to <i>Clear Violations</i> for other users at their agency. <i>NOTE: The user must have Administrator access to have this selection.</i>
Broadcast Messages	Links to the <i>Broadcast Messages</i> page where global messages can be viewed.
Contact Us	Links to the <i>Contact Us</i> page where you can electronically submit questions, suggestions, or problems with the <i>Financial Certification</i> site.
Log Off	Returns to the <i>Log On</i> page and signs you out of the <i>Financial Certification</i> application.

Financial Certification Website Administrative Manual

How to Contact Us

Contact Us Provides the user with the ability to contact DOA for assistance with the web application and/or to send comments regarding the site.

Step	Action
1	Select Contact Us from the list in the left-hand margin of the page or at the top of each website page. Note: This selection is available on all pages of the web application.
2	Under Category , select the reason for contacting DOA.
3	Insert your comments for the help needed in the comment box.
4	E-Mail address used in Personal Options appears. Note: DOA must have your correct e-mail address to be able to respond.
5	Enter User ID. Although optional, this helps to facilitate a response to your question.
6	Select Submit .



The screenshot shows the 'Contact Us' page on the Virginia.gov Financial Certification website. The page includes a navigation menu on the left with links for 'Main Menu', 'Log Off', 'Help', 'TOOSA Locally Manual', 'Virginia Performance', and '2-1-1 Let Connected. Get Answers.' The main content area features a 'Contact Us' heading, a 'Reset' and 'Submit' button, a 'Category' dropdown menu with radio button options for 'Technical Difficulty', 'Enhancements/Suggestions', and 'Other', a 'Comments (up to 500 characters)' text area, an 'E-Mail Address' field with the example 'localtreasurer@virginia.gov' and a note to verify the address, and a 'User ID (optional)' field with the example '12345'.

Financial Certification Website Administrative Manual

Log Off

Log Off

Once all transactions have been completed on the web application, select **Log Off** from the list of selections located in the left-hand margin of the screen. When Log Off has been selected, the user is returned to the **Welcome** page.

Note: This selection is available on all pages of the web application.

