

## CAPP MANUAL STATUS SUMMARY

As of December 3, 2018

Topic Number and Title		No. of Pages	Date	Topic Number and Title		No. of Pages	Date
<b>Volume I - Policies &amp; Procedures</b>				<b>20400 INTER- AND INTRA-AGENCY TRANSACTIONS</b>			
<b>10000</b>	<b>OVERVIEW</b>			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	1/40	8/18
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		
<b>20000</b>	<b>GENERAL ACCOUNTING</b>			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	<b>30000</b>	<b>FIXED ASSET ACCOUNTING</b>		
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	12/18	30200	ASSET ACQUISITION		
20320	Information Returns Reporting	1/43	12/18	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	1/59	3/18				
20360	Travel Charge Card	1/45	3/18				

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<b>30400 ASSET REVALUATIONS</b>			<b>40200 ESTABLISHING/MAINTAINING LEAVE RECORDS</b>		
30405 Additions, Renovations, and Repairs	1/8	7/12	40205 Employee Leave Profile Data	1/9	8/14
<b>30500 ASSET CONTROL &amp; MANAGEMENT</b>			40210 Leave Maintenance	1/12	8/14
30505 Physical Inventory	1/14	7/12	<b>40300 LEAVE ACTIVITY REPORTING</b>		
30510 Asset Maintenance	1/5	7/12	40305 Leave Activity Reporting	1/9	8/14
30515 Supplies and Materials Inventory	1/16	7/12	<b>40400 INQUIRY AND REPORTING</b>		
<b>30600 ASSET DEPRECIATION</b>			40405 Online Inquiry and Reporting	1/16	8/14
30605 Useful Life	1/9	7/12	40410 Error Messages	1/12	8/14
30610 Depreciation Methods and Calculations	1/7	7/12	<b>50000 PAYROLL ACCOUNTING</b>		
<b>30700 SURPLUS PROPERTY</b>			<b>50100 OVERVIEW OF CIPPS</b>		
30705 Surplus Property Management	1/6	5/13	50105 CIPPS Introduction	1/11	11/18
<b>30800 ASSET DISPOSAL</b>			50110 CIPPS Navigation	1/31	11/18
30805 Disposal Management	1/10	5/13	50115 Menu/Link Functions	1/14	8/14
<b>30900 RECONCILIATION &amp; ERROR CORRECTION</b>			50120 Automated Changes	1/6	8/14
30905 Requirements	1/20	7/12	50125 Programmatic Data	1/10	8/14
<b>31000 REPORTING</b>			50130 Batch Processing and Balancing	1/12	8/14
31005 Transactions and Year End	1/13	7/12	50135 Pending File	1/9	8/14
31010 Summary Users	1/6	7/12	<b>50200 ESTABLISH/MAINTAIN COMPANY PROFILE INFORMATION</b>		
<b>31100 FEDERAL ASSET ACCOUNTING</b>			50205 Agency Information	1/10	11/18
31105 Federal Requirements	1/9	5/13	50210 CIPPS User Security	1/7	7/14
<b>31200 LEASE ACCOUNTING</b>			<b>50300 ESTABLISH/MAINTAIN EMPLOYEE PROFILE INFORMATION</b>		
31205 Introduction	1/12	5/13	50305 New Employee Adds	1/20	9/14
31210 Economic Analysis	1/8	8/12	50310 Rehires and Employee Data	1/33	9/14
31215 LAS Transactions	1/9	5/13	50315 Employee Tax Maintenance	1/17	7/14
31220 LAS Reporting	1/10	5/13	50320 Terminations	1/11	11/17
<b>40000 LEAVE ACCOUNTING</b>			<b>50400 DEDUCTIONS</b>		
<b>40100 INTRODUCTION TO THE LEAVE ACCOUNTING SYSTEM</b>			50405 Court-Ordered Withholdings	1/39	9/14
40105 System Overview	1/17	8/14	50410 Retirement—VRS and ORP	1/39	4/16
			50415 Retirement—Salary Reduction Plans	1/10	9/14

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50420	Retirement—Cash Match Plans	1/7	9/14	<b>Volume 2 - Classification &amp; Coding Structure</b>			
50425	Group and Optional Life Insurance	1/14	9/14	<b>60000 CLASSIFICATION &amp; CODING STRUCTURE</b>			
50430	Health Insurance	1/19	12/13	60100 CARS			
50435	Flexible Reimbursement	1/16	9/14	60101	Chart of Accounts	1/6	7/09
50445	Direct Deposit	1/22	9/14	60102	General Ledger Account Codes	1/11	7/09
50450	Parking and Transportation	1/7	9/14	60103	Transaction Codes	1/73	7/09
50455	Miscellaneous Employee Deductions	1/9	9/14	60104	Agency and FIPS Codes	1/29	7/09
50500	PAYING THE EMPLOYEE			60105	Cost Codes	1/18	1/08
50505	Time and Attendance	1/11	1/14	60106	Fund Codes	1/11	2/09
50510	Unpaid Leaves of Absences and Overpayments	1/7	1/14	60107	Program Codes	1/67	7/09
50515	Special Payments	1/19	9/13	60108	Expenditure Codes	1/47	7/09
50520	Workers' Compensation Non VSDP	1/12	1/14	60109	Revenue Source Codes	1/52	7/09
50525	Virginia Sickness and Disability Program	1/15	1/14	60110	Project Codes	1/12	8/97
50530	Void Payments	1/9	4/12	60111	Vendor Edit Table (Includes 1 Blank Form)	1/12	7/09
50535	Employer Provided Fringe Benefits	1/9	9/14	60112	Table Maintenance	1/75	7/94
FORM:	COV MOBILE DEVICE ALLOWANCE AGREEMENT			60113	CARS Forms Index	1/8	9/93
50600	TAX AND DEDUCTION ADJUSTMENTS			60200	CIPPS		
50605	Tax & Deduction Overrides	1/6	1/14	60201	CIPPS Codes	1/13	9/14
50700	MASTERFILE UPDATES			60300	FAACS Online		
50705	Employee & Tax Masterfile Updates	1/6	1/14	60301	Data Element Codes	1/3	10/18
50800	PAYROLL CERTIFICATION			60302	Nomenclature Codes	1/4	10/18
50805	Certification Overview	1/7	1/14	60303	Error Messages	1/22	10/18
50810	Pre-Certification Activities	1/18	1/14	60304	Funding Source Codes	1/3	10/18
50815	Payroll Certification	1/8	7/14	60305	Federal Cost Category Codes	1/3	10/18
50820	Post-Certification Activities	1/6	1/14	*****End of Volume 2*****			
50900	RECONCILIATION						
50905	Monthly Reconciliation	1/10	1/14				
50910	Quarterly Reconciliation and Certification	1/8	1/14				
50915	Calendar Year-End Reconciliation and Certification	1/5	1/14				

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<b>Volume 3 - Automated System Applications</b>			70345	Table Inquiry	1/8 10/18
<b>70000 AUTOMATED SYSTEM APPLICATIONS</b>			70350	(Topic Deleted From CAPP Manual 5/13)	
70100 AGENCY-BASED ACCOUNTING SYSTEMS			70355	FAACS Download	1/9 10/18
70105 Agency-Based Automated Accounting Systems	1/8	8/01	70360	Interface Requirements	1/12 10/18
70200 CARS			70365	Reports	1/54 10/18
70205 Introduction to CARS	1/3	9/93	70500	PAYROLL ACCOUNTING	
70210 Cardinal Agency Interfaces	1/201	7/1	70505	CIPPS Error Messages	1/29 10/04
70215 Online Terminal Guide	1/26	9/99	70510	CIPPS Magnetic Media Interface	1/12 11/12
70220 Security	1/21	11/93	70515	PAYLINE	1/6 7/14
70225 Descriptor Tables	1/12	9/99	70600	LEASE ACCOUNTING SYSTEM (LAS)	
70230 Data Entry	1/40	9/99	70605	LAS Input Documents	1/25 10/18
70235 Input Batching	1/17	9/99	70610	LAS Reports	1/22 10/18
70240 Batch Tracking	1/9	9/99	70615	LAS Security	1/19 10/18
70245 Financial Inquiry	1/20	9/99	70620	LAS Logging On and Off	1/9 10/18
70250 Error Messages	1/41	9/93	70700	FINANCIAL INFORMATION DOWNLOADING SYSTEM (FINDS)	
70255 Data Elements	1/28	9/99	70705	FINDS: CARS & 1099 Downloading	1/101 2/95
70260 Reports (REPORTS ARE OFFLINE)	1/128	8/07	70710	FINDS: CIPPS System Overview	1/11 10/04
70265 Error Correction (2 Blank Forms Included)	1/9	9/99	70715	FINDS: Accessing CIPPS—FINDS	1/6 10/04
70300 FAACS ONLINE			70720	FINDS: CIPPS Report Data	1/11 10/01
70305 Overview	1/4	10/18	70725	FINDS: CIPPS Masterfile Data	1/26 10/04
70310 Security	1/13	10/18	70730	FINDS: Executing CIPPS Requests and ...	1/9 10/04
70315 Logging On and Off	1/13	10/18	70735	FINDS: Payroll Audit Tool	1/69 5/11
70320 System Flow	1/7	10/18	70800	1099 ADJUSTMENT & REPORTING PROGRAM	
70325 Data Entry/Inquiry	1/32	10/18	70805	1099 Reporting Program	1/43 12/14
70330 Error Correction	1/4	10/18			
70340 Data Element Change	1/5	10/18			

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