

CAPP MANUAL STATUS SUMMARY

As of November 1, 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					
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30405 Additions, Renovations, and Repairs	1/8	7/12	40205 Employee Leave Profile Data	1/9	8/14
30500 ASSET CONTROL & MANAGEMENT			40210 Leave Maintenance	1/12	8/14
30505 Physical Inventory	1/14	7/12	40300 LEAVE ACTIVITY REPORTING		
30510 Asset Maintenance	1/5	7/12	40305 Leave Activity Reporting	1/9	8/14
30515 Supplies and Materials Inventory	1/16	7/12	40400 INQUIRY AND REPORTING		
30600 ASSET DEPRECIATION			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	50000 PAYROLL ACCOUNTING		
30700 SURPLUS PROPERTY			50100 OVERVIEW OF CIPPS		
30705 Surplus Property Management	1/6	5/13	50105 CIPPS Introduction	1/12	7/14
30800 ASSET DISPOSAL			50110 CIPPS Navigation	1/24	8/14
30805 Disposal Management	1/10	5/13	50115 Menu/Link Functions	1/14	8/14
30900 RECONCILIATION & ERROR CORRECTION			50120 Automated Changes	1/6	8/14
30905 Requirements	1/20	7/12	50125 Programmatic Data	1/10	8/14
31000 REPORTING			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	50200 ESTABLISH/MAINTAIN COMPANY PROFILE INFORMATION		
31100 FEDERAL ASSET ACCOUNTING			50205 Agency Information	1/8	9/14
31105 Federal Requirements	1/9	5/13	50210 CIPPS User Security	1/7	7/14
31200 LEASE ACCOUNTING			50300 ESTABLISH/MAINTAIN EMPLOYEE PROFILE INFORMATION		
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
40000 LEAVE ACCOUNTING			50400 DEDUCTIONS		
40100 INTRODUCTION TO THE LEAVE ACCOUNTING SYSTEM			50405 Court-Ordered Withholdings	1/39	9/14
40105 System Overview	1/17	8/14	50410 Retirement—VRS and ORP	1/39	4/16
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50425	Group and Optional Life Insurance	1/14	9/14	60000 CLASSIFICATION & CODING STRUCTURE			
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	1/6	7/12
50800	PAYROLL CERTIFICATION			60302	Nomenclature Codes	1/5	7/12
50805	Certification Overview	1/7	1/14	60303	Error Messages	1/22	8/12
50810	Pre-Certification Activities	1/18	1/14	60304	Funding Source Codes	1/3	7/12
50815	Payroll Certification	1/8	7/14	60305	Federal Cost Category Codes	1/3	7/12
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				
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70100 AGENCY-BASED ACCOUNTING SYSTEMS			70355	FAACS Download	1/22 8/12
70105 Agency-Based Automated Accounting Systems	1/8	8/01	70360	Interface Requirements	1/11 5/13
70200 CARS			70365	Reports	1/93 5/13
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 7/12
70235 Input Batching	1/17	9/99	70610	LAS Reports	1/26 8/12
70240 Batch Tracking	1/9	9/99	70615	LAS Security	1/19 7/12
70245 Financial Inquiry	1/20	9/99	70620	LAS Logging On and Off	1/11 7/12
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	5/13	70725	FINDS: CIPPS Masterfile Data	1/26 10/04
70310 Security	1/13	5/13	70730	FINDS: Executing CIPPS Requests and ...	1/9 10/04
70315 Logging On and Off	1/16	7/12	70735	FINDS: Payroll Audit Tool	1/69 5/11
70320 System Flow	1/7	7/12	70800	1099 ADJUSTMENT & REPORTING PROGRAM	
70325 Data Entry/Inquiry	1/34	5/13	70805	1099 Reporting Program	1/43 12/14
70330 Error Correction	1/5	7/12			
70340 Data Element Change	1/10	7/12			

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