



COMMONWEALTH of VIRGINIA

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August 14, 2014

TO: Agency Fiscal Officers & CAPP Manual Users
FROM: Michael E. Rider
SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 134 / Leave and Payroll Accounting

Twelve Topics
Revised

Revisions are marked with italics.

LEAVE ACCOUNTING

40105—System Overview
40205—Employee Leave Profile Data
40210—Leave Maintenance
40305—Leave Activity Reporting
40405—Online Inquiry and Reporting
40410—Error Messages

PAYROLL ACCOUNTING

50110—CIPPS Navigation
50115—Menu/Link Functions
50120—Automated Changes
50125—Programmatic Data
50130—Batch Processing and Balancing
50135—Pending File

Status
Summary
Sheet

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf

DOA's CAPP
Manual
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(capp memo 140.docx)