



## COMMONWEALTH of VIRGINIA

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December 2, 2016

**TO:** Agency Fiscal Officers & CAPP Manual Users

**FROM:** Amanda Morris, Assistant Director

**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
Update No. 151 / Finance and Administration and Cardinal

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**One Topic  
Revised**

**One topic related to Financial Management is included in this Update. Note that the changes to the topic are marked with edit bars within the document and will remain marked.**

**20405—Inter-Agency Transactions (Effective 11/30/16)**

Some of the key changes to this topic include:

- Inter-agency accounting transactions processed under Method 3 has been revised, p 2.
  - Determination of which method to use has been revised, p 3.
  - ATA GL Journal Coding Structure Requirements has been revised, p 5.
  - Method 3 ATA GL Journal Submission process has been revised, p. 5.
  - Supporting documentation section has been revised, p. 6.
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**Status  
Summary  
Sheet**

An updated *Status Summary Sheet* is shown on 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](http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf)

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**DOA's CAPP  
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