



# COMMONWEALTH of VIRGINIA

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March 17, 2021

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

**FROM:** Amanda Simpson, Director, Compliance Oversight and Federal Reporting,  
Department of Accounts

**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
Update No. 172 / Internal Control 10305

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**One Topic  
Revised**

**One topic is included in this update and a summary of changes is included below:**

- Update for requirement of use of the ARMICS Certification System and examples of system-generated certifications
  - Update for mandatory training for Agency Heads and Fiscal Officers
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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

[https://www.doa.virginia.gov/reference/CAPP/Status\\_Summary.pdf](https://www.doa.virginia.gov/reference/CAPP/Status_Summary.pdf)

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**DOA's CAPP  
Manual  
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