



COMMONWEALTH of VIRGINIA

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TO: **Agency Fiscal Officers**

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

SUBJECT: **Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 183 / CAPP Topics 20310, 20325, 50105, 50305, 50315, 50320, 50415, 50425,
50430, 50435, 50470, 50510, 50520, 50525, 50535, 50605, 50805 and 50905**

**18 Topics
Revised**

**16 Payroll CAPP Topics have been updated to remove references to CIPPS and
include policy adjustments required for Cardinal HCM.**

Expenditure and Debt Setoff Topics: summary of changes below.

**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

**DOA's CAPP
Manual
Contact**

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CAPP Topic 20310, Expenditures, Summary of Changes:

- Updates were made to the Approval Authorization sections
- Wording updated in the Voucher > When Not to Use the Form section
- Wording updated in the General Expenditure Processing > Vouchers Initiated by Purchase Order section
- DHRM Policy No. and name were updated in the General Expenditure Processing > Employee/ Service Recognition section
- Removed the Comptroller's Debt Setoff - Withdrawal from Setoff section - please see CAPP Topic 20325 - Debt Setoff for this information
- Added a new section - Reimbursing Agencies for Disaster Expenses
- Added information to the Special Expenditure Handling > Remittance Advice Coupons - Attachment Checks section
- Updated the timing for picking up checks in the Special Expenditure Handling > Attachment Checks - Distribution Procedures section
- Updated the Special Expenditure Handling > Wire Transfer Notification section
- Added a new sub-topic under Special Expenditure Handling > Wire Transfer Payment Post Process
- Removed the Special Expenditure Handling > Financial Aid Payments: Federally Funded section
- Updated the Subject Cross References sections
- Changes several references to the Gacct@doa.virginia.gov mailbox to the DISB@doa.virginia.gov mailbox
- Removed "Cardinal" from the CAPP Topic references
- Updated the Unit names in several instances

CAPP Topic 20325, Debt Setoff, Summary of Changes:

- Renamed the CAPP Topic from Comptroller's Debt Setoff to Debt Setoff
- Updated the Introduction to include a new debt setoff program - Treasury Offset Program (TOP)
- Renamed the section Withdrawal of Funds from Setoff to Withdrawal of Funds from Comptroller's Debt Setoff
- Inserted the word CDS throughout to distinguish between the CDS Program and TOP Program
- Added a new section entitled Treasury Offset Program Process
- Added a new section entitled TOP Reversal Process
- Updated the 1099 Adjustments section to include TOP
- Updated the Internal Control section to include TOP
- Updated the Contacts section to add a new TAX Contact and a new DOA contact
- Updated Appendix A to include a new version of the Comptroller's Debt Setoff Request Form and Instructions
- Added Appendix B to include a TOP Reversal Request Form and Instructions
- Added Appendix C to provide a Sample TOP Offset Letter