



# COMMONWEALTH of VIRGINIA

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**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. 188 / SBITA Accounting Topics 31305, 31310 and 70625; and Federal  
Grants Management 20605

**Four Topics Revised** Substantive changes to Topics 31305 and 20605 are listed below.  
Updates to 31310 and 70625 were unsubstantial.

## 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)

## DOA's CAPP Manual Contact

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### 31305-SBITAs

Page	Occurrence	Update
5	Beginning SBITA date	Updated second sentence to say "LAS Plus requires users to input the beginning and ending contract date, which is an informational field, as well as the payment date (the date that the first payment is made) to properly calculate the SBITA's financial information."
6	Incremental Borrowing rate	added 2 bullets of info and deleted "make an effort to calculate their own implicit borrowing rate using other similar contracts or borrowings"
6	Incremental Borrowing rate	Updated last sentence to say "Users should overwrite the default rate in LAS Plus with the actual rate charged by the SBITA vendor, the MELP rate or the agency's estimated incremental borrowing rate. The LAS Plus default should only be used if these rates are not available nor can be calculated."
12	Procurement requirements	Updated wording to say "Users must record all long-term SBITA information and payment stream data in the Lease Accounting System (LAS Plus) within 30 days from the beginning of the SBITA term. Both long-term and short-term SBITA data must be recorded no later than the "end of the fiscal year" closing date for LAS Plus. . Any short-term SBITA data that is included on a Financial Statement Template (Attachments 9-12) is not required to be recorded in LAS Plus, however agencies that do not use LAS Plus should be able to calculate the requested template information using another method."
13	SBITA contract	added to first sentence: (Short-term SBITA data that is included on a Financial Statement Template (Attachments 9-12) is not required to be recorded in LAS Plus.)

### 20605-Federal Grants Management

11	UEI Number Requirement	Updated UEI requirements on page 11 and updated links
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