



1.20 How to Use This Manual

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1.20.10 How the manual is organized

October 1, 2016

The first half of this manual focuses on **administrative topics**. Users with a hard copy of the manual will find these chapters in Volume I.

Chapter 1	Introduction
Chapter 5	Data and System Access
Chapter 10	Travel
Chapter 20	Internal Control
Chapter 22	Internal Audit
Chapter 25	Payroll
Chapter 30	Capital Assets
Chapter 35	Inventories
Chapter 40	Disbursement of State Funds/Benefits
Chapter 50	Federal Compliance
Chapter 55	Audit Tracking
Chapter 60	Moving Expenses
Chapter 65	Financial Services Agreements
Chapter 70	Other Administrative Regulations

The second half of the manual focuses on **accounting topics**. Users with a hard copy of the manual will find these chapters in Volume II.

Chapter 75	Uniform Chart of Accounts
Chapter 80	Accounting Policies
Chapter 85	Accounting Procedures
Chapter 90	State Reporting
Chapter 95	Federal Assistance Reporting



1.20.20 How the manual is numbered

May 1, 1999

The manual has three layers of organization:

- Chapters - The major subjects of the manual
- Sections - Define the major topics within a subject
- Subsections - The actual policies

The policies in this manual are numbered using a three part code which reflects these levels.

30.10.20

30.xx.xx The first number is the Chapter number.

xx.10.xx The second number is the Section number.

xx.xx.20 The third number is the Subsection number.

1.20.40 Other tools within the manual

May 1, 1999

- Subject Index -** The on-line version of the manual provides direct links from the index to the referenced subsection. A complete index has been provided in the front of each volume of the hard-copy manual.
- Forms Index -** An index of all the forms found in the manual. A complete forms index has been provided in each volume of the hard-copy manual.
- Glossary -** The on-line version of the manual provides direct links from referenced words in the policies to the glossary. A complete glossary has been provided in each volume of the hard-copy manual.