



Accounts Payable Modifications

CAPPS Financials User Group

April 26, 2018

Accounts Payable Modifications

Several AP enhancements will be available for testing during the UAT period:

- USAS T-Code Lookup table (SR 6821)
- Accounting Entry Template (SR 6821/ SR 9770)
- Voucher Upload/EDI Template (SR 9744)
- Daily Vendor Load (SR 9362)

USAS T-Code Lookup Changes (SR 6821)

The following CAPPs fields are not allowed in USAS for specific T-Codes:

- Invoice Number
- Invoice Date
- Service Date
- Requested Payment Date
- USAS Payment Due Date
- Supplier ID, Mail Code and Address

Modifications will be made to the T-code lookup table to allow these fields to be excluded on the USAS outbound (InRecs) file.

T-code Lookup Changes (Cont.)

Navigation: *Main Menu>CAPPS Statewide>USAS T-Code Lookup*

Favorites ▾ Main Menu ▾ > CAPPS Statewide ▾ > Statewide Setup ▾ > USAS T-Code Lookup

ORACLE[®] Navigator ▾ Search >> Advanced Search

USAS T-Code Lookup

SetID: XXXXXXXXXX USAS T-Code: 875 Acctg. Module: AP Business Unit Level

Find | View All First 1 of 1 Last

*Purchasing Category Code Doc Type 9 / non-TPASS

*USAS Document Type Reimbursement Payroll

*USAS Batch Type Reimbursement

USAS GL Required?:

Object Not Allowed?:

Agency GL Account Flag?:

DLT Required:

RTI Required:

Bypass Receiver on Voucher:

Supplier ID Required:

Send Invoice No Blank:

Send Invoice Date Blank:

Send Service Date Blank:

Send Reqsted Pmt Date Blank:

Send Pmt Due Date Blank:

Send Supplier Info Blank:

Acct Entry Template Changes (SR 6821/SR 9770)

Certain transactions (e.g. payroll-type payments made with T-Code 875) should be paid immediately.

- 'Default USAS Pmt Due Dt to Current' field will be added to the Accounting Entry Template to allow payment due date to be defaulted to the current date for these transactions.

In addition, some transactions require USAS-generated interest to be overridden to either force or withhold payment of interest.

- 'Interest Control' and 'Reason Code' fields will be added to the Accounting Entry Template to allow Interest Control and Interest Control Reason to be defaulted to the required values for these transactions.

Accounting Entry Template Changes

Navigation: *Main Menu>Set Up Financials/Supply Chain>Common Definitions>Accounting Entry Templates>Template*

The screenshot shows the Oracle Accounting Entry Template configuration page. The breadcrumb navigation at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Accounting Entry Templates > Template. The Oracle logo is on the left. The page contains several input fields and checkboxes. Two checkboxes are highlighted with red boxes: "Default USA\$ Pmt Due Date to Current" and "Default Requested Pmt Dt". A group of fields including "Interest Control", "Reason Code", and "Confidentiality Indicator" is also highlighted with a red box. The "Effective Date" section at the bottom shows "Effective Date" set to 01/01/1901, "Status" set to Active, and "USAS TC" set to 875.

SetID: [Redacted]

Description: Judicial Per Diem

Short Description: J Per Diem

Confidentiality Indicator: S

Interest Control: [Redacted]

Reason Code: [Redacted]

Effective Date: 01/01/1901

Status: Active

USAS TC: 875

Doc Type: [Redacted]

USAS Generate T-Code: [Redacted]

Generate SetID: [Redacted]

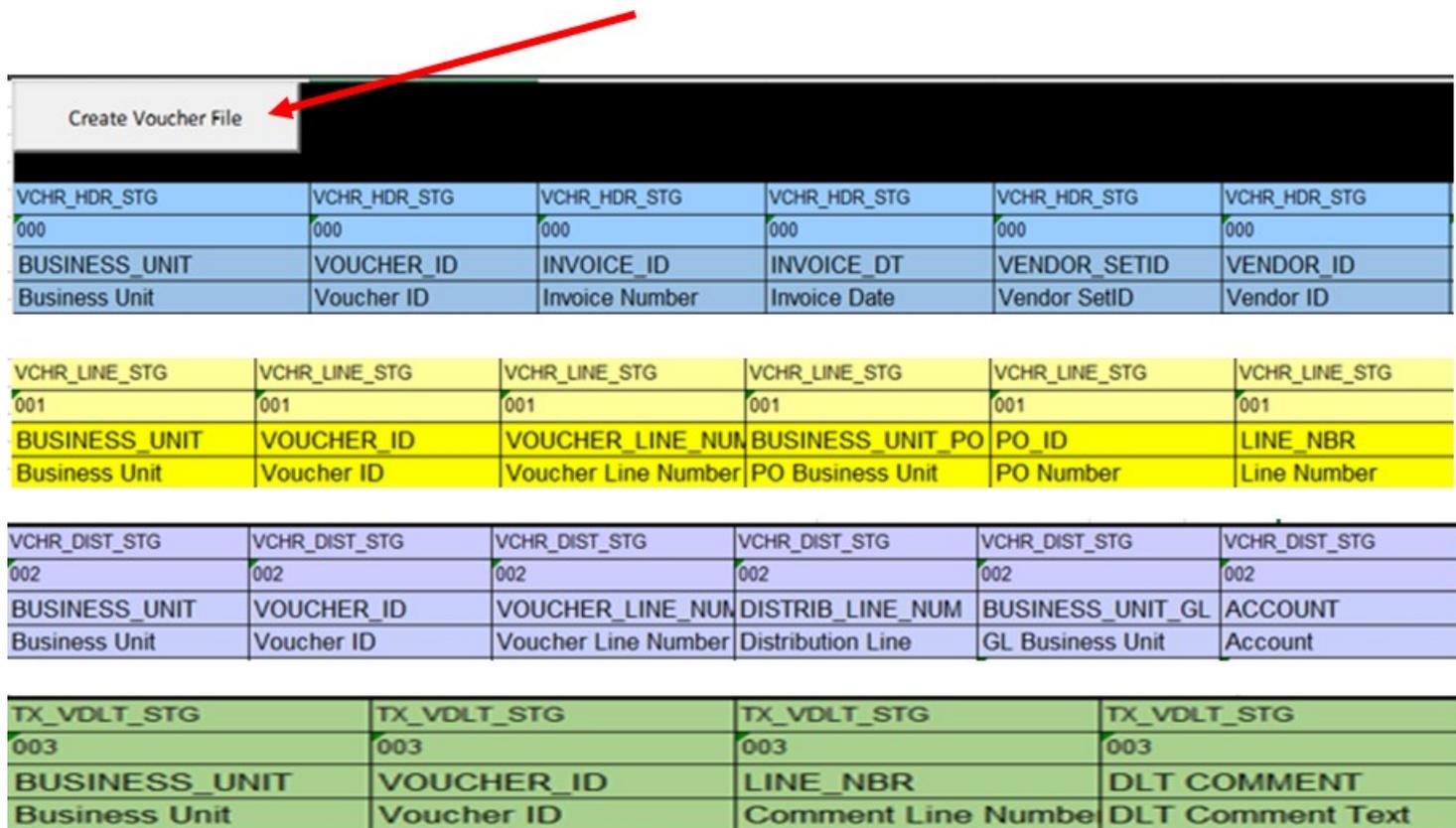
CAPPS Voucher Upload/EDI Template (SR 9744)

A new Voucher Upload Template will allow agencies to enter high-volume vouchers with similar characteristics through a provided spreadsheet.

- Vouchers can be entered directly into the spreadsheet.
- The spreadsheet can be used for any of the CAPPS voucher styles.
- Field edits are performed on these vouchers prior to creating the AP EDI file.
- Once spreadsheet edits are passed, a file is created in AP EDI format.
- The user attaches this file to a new 'Voucher Spreadsheet Upload' run control page and runs the job to build the vouchers in CAPPS.

CAPPS Voucher Upload/EDI Template (Cont.)

The provided XL template includes all fields for header, line, distrib line, and DLT. Once completed, select the 'Create Voucher File' button (top left).



The screenshot displays a software interface with a 'Create Voucher File' button at the top left, indicated by a red arrow. Below the button are four data tables representing different sections of the voucher template: Voucher Header (blue), Voucher Line (yellow), Voucher Distribution (purple), and DLT (green).

Create Voucher File					
VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG
000	000	000	000	000	000
BUSINESS_UNIT	VOUCHER_ID	INVOICE_ID	INVOICE_DT	VENDOR_SETID	VENDOR_ID
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor SetID	Vendor ID
VCHR_LINE_STG	VCHR_LINE_STG	VCHR_LINE_STG	VCHR_LINE_STG	VCHR_LINE_STG	VCHR_LINE_STG
001	001	001	001	001	001
BUSINESS_UNIT	VOUCHER_ID	VOUCHER_LINE_NUM	BUSINESS_UNIT_PO	PO_ID	LINE_NBR
Business Unit	Voucher ID	Voucher Line Number	PO Business Unit	PO Number	Line Number
VCHR_DIST_STG	VCHR_DIST_STG	VCHR_DIST_STG	VCHR_DIST_STG	VCHR_DIST_STG	VCHR_DIST_STG
002	002	002	002	002	002
BUSINESS_UNIT	VOUCHER_ID	VOUCHER_LINE_NUM	DISTRIB_LINE_NUM	BUSINESS_UNIT_GL	ACCOUNT
Business Unit	Voucher ID	Voucher Line Number	Distribution Line	GL Business Unit	Account
TX_VDLT_STG	TX_VDLT_STG	TX_VDLT_STG	TX_VDLT_STG	TX_VDLT_STG	TX_VDLT_STG
003	003	003	003	003	003
BUSINESS_UNIT	VOUCHER_ID	LINE_NBR	DLT COMMENT		
Business Unit	Voucher ID	Comment Line Number	DLT Comment Text		

CAPPS Voucher Upload/EDI Template (Cont.)

On the Voucher Spreadsheet Upload run control, select 'Add', then browse to select and attach the correct file.

Navigation: Main Menu>Accounts Payable>Batch Processes>Vouchers>Voucher Spreadsheet Upload

The screenshot shows the 'Voucher Spreadsheet Upload' interface. At the top, a navigation breadcrumb reads: Favorites > Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Spreadsheet Upload. Below this is a 'Voucher File Upload' section. The 'Run Control ID' is 'SYSTEST'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Report Request Parameters' box contains an 'Add' button, a 'Delete' button, and a 'View' button. An 'Attached File' is listed as 'VCHUPLREGONE.txt'. At the bottom, there are navigation buttons: 'Save', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

CAPPS Voucher Upload/EDI Template (Cont.)

On the Voucher Spreadsheet Upload run control, select the 'Voucher File Upload' tab, then select 'Run'.

The screenshot displays the 'Voucher File Upload' interface. At the top left, the tab 'Voucher File Upload' is selected. In the center, the text 'Run Control ID: SYSTEST' is visible. To the right, there are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Run' button is highlighted with a red rectangular box. Below these buttons, the text 'Process Instance 3543682' is displayed, with the number '3543682' highlighted in yellow. A section titled 'Report Request Parameters' contains three buttons: 'Add', 'Delete', and 'View'. Below these buttons, the text 'Attached File VCHUPLREGONE.bt' is shown.

CAPPS Voucher Upload/EDI Template (Cont.)

Refresh the page until the process runs to success.

The screenshot shows a software interface with two main sections. The top section is a filter area titled "View Process Request For" with fields for User ID, Type, Last, Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A "Refresh" button is present. The bottom section is a table titled "Process List" with columns for Select, Instance, Seq., Process Type, Process Name, User, and Run Date/Time. A single row is visible with Instance 3543682, Process Type PSJob, and Process Name TXVCHRUP. A "Process Detail" window is open over the table, showing details for the selected process: Process Name TXVCHRUP, Main Job Instance 3543682, and a list of sub-processes: 3543682 - TXVCHRUP Processing, 3543683 - TX_VCHR_UPL Success, 3543684 - ECIN0001 Success, and 3543685 - AP_VCHRBLD Success. A "Refresh" button is also in the detail window.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time
<input type="checkbox"/>	3543682		PSJob	TXVCHRUP		04/09/2018 10:35:31AM CDT

Process Detail

Process Name TXVCHRUP Refresh

Main Job Instance 3543682

Left | Right

- 3543682 - TXVCHRUP Processing
 - 3543683 - TX_VCHR_UPL Success
 - 3543684 - ECIN0001 Success
 - 3543685 - AP_VCHRBLD Success

CAPPS Voucher Upload/EDI Template (Cont.)

Once the job has completed, the user navigates to the Voucher Build Error Detail page to check for and correct errors.

Navigation: Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

Oracle Voucher Build Error Detail

Business Unit: [redacted] Voucher ID: 0[redacted] [Correct Errors](#)

Header Errors Personalize | Find | View All | [Print] [Grid] First 1-2 of 2 Last

Field Name	Message
Accounting Date	Accounting Date is not in Open Period.
Invoice Number	Duplicate Invoice vouchers exist.

Invoice Line Errors Personalize | Find | View All | [Print] [Grid] First 1 of 1 Last

Line	Field Name	Message
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Distribution Line Errors Personalize | Find | View All | [Print] [Grid] First 1-2 of 2 Last

Line	Distribution Line	Field Name	Message
1		36 Department	Combo error for fields Dept/PCA in group [redacted]
1		37 Department	Combo error for fields Dept/PCA in group [redacted]

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

CAPPS Voucher Upload/EDI Template (Cont.)

If no errors exist and/or the user has corrected the errors, they should be able to navigate to the Voucher Add/Update page and see their voucher(s).

Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

CAPPS Voucher Upload/EDI Template (Cont.)

Enter the applicable search values, i.e., Business Unit, Voucher Source (EDI), Invoice Number, Invoice Date, etc. and click “Search”:

The screenshot shows a web application interface for searching vouchers. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The main heading is "Voucher". Below it, a message says: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". A "Search Criteria" section contains the following fields:

Business Unit:	=	<input type="text"/>	<input type="button" value="🔍"/>
Voucher ID:	begins with	<input type="text"/>	
Invoice Number:	begins with	<input type="text"/>	
Invoice Date:	=	<input type="text"/>	<input type="button" value="📅"/>
Short Supplier Name:	begins with	<input type="text"/>	
Supplier ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Supplier Name:	begins with	<input type="text"/>	
Voucher Style:	=	<input type="text"/>	
Related Voucher:	begins with	<input type="text"/>	
Entry Status:	=	<input type="text"/>	
Voucher Source:	=	EDI	
Incomplete Voucher:	=	<input type="text"/>	

There is a "Case Sensitive" checkbox which is unchecked. At the bottom, there are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria". The "Search" button and the "Voucher Source" field are highlighted with red boxes.

Daily Vendor Load

A modified vendor load process will allow daily automated load of any Vendors and Vendor Mail Codes created in TINS the previous day.

Note that only added records are interfaced; changes will not update CAPPS.

- The daily Vendor Load process will be scheduled to run at approximately 5:00 a.m. each business day.
- The process uses a new daily version of the TINS Vendor Extract to update the CAPPS Supplier and Location tables.
- Agencies may 'opt in' to this process by setting the 'CONTROL_INDS: 1' field on the USAS Agency (D02) profile to 'V'
 - Submit a Central Profile Action Request (CPAR) form to request this change in Production.
- During UAT we will set up the USAS D02 profile for all agencies to 'opt in'.



capps

Centralized Accounting and Payroll/Personnel System



Thank you!

For Questions contact Anthony Martin,
Supervisor CAPPs Financials Production Support

anthony.martin@cpa.texas.gov

512-463-2277

<https://fm.x.cpa.state.tx.us/fmx/capps/>

www.txprojectone.org