



CAPPS Purchasing: TxSmartBuy Enhancements

CAPPS Financials User Group

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TxSmartBuy Enhancements

Currently: Using TxSmartBuy “punch-out” in CAPPs requires the purchaser to manually enter the TxSmartBuy PO ID; the approximate wait time is 15 minutes.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs 🔍

Maintain Purchase Order

Purchase Order

Business Unit <input type="text"/>	<input checked="" type="checkbox"/> TxSmartBuy Purchase Order	PO Status Dispatched  
PO ID S800235	TxSmartBuy PO ID <input type="text" value="18000425"/>	Budget Status Valid  
Copy From <input type="text"/>	Summary Document Type <input type="text"/>	<input type="checkbox"/> Hold From Further Processing

TxSmartBuy Enhancements

Enhancement 1: a batch process will enter the TxSmartBuy PO ID for you.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs 🔍

Maintain Purchase Order

Purchase Order

Business Unit

PO ID S800235

TxSmartBuy Purchase Order

TxSmartBuy PO ID

PO Status Dispatched  

Budget Status Valid  

Copy From Summary Document Type

Hold From Further Processing

TxSmartBuy Enhancements

Enhancement 2: You can enter a TxSmartBuy PO ID even if you shopped TxSmartBuy manually, without punching-out from CAPPs.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs 

Maintain Purchase Order

Purchase Order

Business Unit <input type="text"/>	<input checked="" type="checkbox"/> TxSmartBuy Purchase Order	PO Status Dispatched  
PO ID S800235	TxSmartBuy PO ID <input type="text" value="18000425"/>	Budget Status Valid  
Copy From <input type="text"/>	Summary Document Type <input type="text"/>	<input type="checkbox"/> Hold From Further Processing

TxSmartBuy Enhancements

Currently: Must go to **PO Inquiry** page to search for the CAPPs PO ID.

Main Menu > Purchasing > Purchase Orders > **Review PO Information** > Purchase Orders

Purchase Order **Inquiry**

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

Search Criteria

Business Unit:	=	<input type="text"/>	
PO ID:	begins with	<input type="text"/>	
Contract SetID:	begins with	<input type="text"/>	
Contract ID:	begins with	<input type="text"/>	
Purchase Order Date:	=	<input type="text"/>	
PO Status:	=	<input type="text"/>	
Short Supplier Name:	begins with	<input type="text"/>	
Supplier ID:	begins with	<input type="text"/>	
Supplier Name:	begins with	<input type="text"/>	
Buyer:	begins with	<input type="text"/>	
Buyer Name:	begins with	<input type="text"/>	
TxSmartBuy PO ID:	begins with	<input type="text"/>	

Case Sensitive

TxSmartBuy Enhancements

Enhancement 3: Search inside the Receipt page.

Main Menu > Purchasing > Receipts > Add/Update Receipts

Select Purchase Order

Search Criteria

*PO Unit	<input type="text"/>	Days +/- Today	<input type="text" value="30"/>
ID	<input type="text"/>	Tx SmartBuy PO ID	<input type="text"/>
Line / Schedule	<input type="text"/> / <input type="text"/>	Start Date	<input type="text" value="03/21/2018"/>
Release	<input type="text"/>	End Date	<input type="text" value="05/20/2018"/>
Item ID	<input type="text"/>	Supplier Name	<input type="text"/> Supplier Lookup
Ship To	<input type="text" value="1000103"/>	Supplier Item ID	<input type="text"/>
Ship Via	<input type="text"/>	Manufacturer ID	<input type="text"/>
<input checked="" type="checkbox"/> Retrieve Open PO Schedules		Manufacturer's Item ID	<input type="text"/>

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

TxSmartBuy Enhancements

Enhancement 4: TxSmartBuy PO ID added to the PO search page and ...

Main Menu > Purchasing > Purchase Orders > Add/Update POs

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit:	= ▼	<input type="text"/>	
PO ID:	begins with ▼	<input type="text"/>	
Purchase Order Date:	= ▼	<input type="text"/>	
PO Status:	= ▼	<input type="text"/>	▼
Short Supplier Name:	begins with ▼	<input type="text"/>	
Supplier ID:	begins with ▼	<input type="text"/>	
Supplier Name:	begins with ▼	<input type="text"/>	
Buyer:	begins with ▼	<input type="text"/>	
Buyer Name:	begins with ▼	<input type="text"/>	
PO Type:	= ▼	<input type="text"/>	▼
Purchase Order Reference:	begins with ▼	<input type="text"/>	
Hold From Further Processing		<input type="checkbox"/>	
TxSmartBuy PO ID:	begins with ▼	<input type="text"/>	

Case Sensitive

TxSmartBuy Enhancements

Enhancement 5: ... the PO Activity Summary page.

Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

▼ Search Criteria

Business Unit:	= ▾	<input type="text"/>	
PO Number:	begins with ▾	NEXT	
Purchase Order Date:	= ▾	<input type="text"/>	
Purchase Order Reference:	begins with ▾	<input type="text"/>	
Supplier ID:	begins with ▾	<input type="text"/>	
TxSmartBuy PO ID:	begins with ▾	<input type="text"/>	

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



capps

Centralized Accounting and Payroll/Personnel System



Thank you!

For questions contact the CAPPS Help Desk at 512-463-CAPPS (2277)

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

www.txprojectone.org