



**Universal Fields
and
Confidential Indicators
CAPPS Financials User Group**

April 26, 2018

Universal Fields

- **You** create custom fields for **your** agency
- For reporting and document labeling
- Reqs – POs – Contracts – Receipts – Vouchers - RFQs

Confidential Indicators

- Two delivered, unchangeable Universal Field values:
 - CONF_ALL
 - CONF_SOME
- CPA uses for Open Records requests

Universal Fields

Maintain Purchase Order

Purchase Order

Business Unit

TxSmartBuy Purchase Order

PO Status Initial

PO ID NEXT

Budget Status Not Chk'd

Copy From

Summary Document Type

Hold From Further Proc

▼ Universal Fields

Personalize | Find | View All | | | First 1 of 1 Last

Universal Field	Free form text	Carry-forward		
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

▼ Header

*PO Date

*Supplier

*Supplier ID

*Buyer

*PO Reference

[Supplier Search](#)

[Supplier Details](#)

PO End Date

Doc Tol Status Valid

Receipt Status Not Recvd

*Dispatch Method

Amount Summary

Universal Fields

Universal Fields

Personalize | Fin

Universal Field	Free form text
1	

Look Up Universal Field

Universal Field Type ID: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-14 of 14 Last

Universal Field Type ID	Description
CONF_ALL	Exclude All from Open Records
CONF_SOME	Exclude Some from Open Records
CONTRCTMTR	Contract Monitor
COVERT	Covert
DISASTER	Declared Disaster/Emergency
DPS EMERG	DPS Emergency (Memo Required)
INT REPAIR	Internal Repair-Justific Rqr'd
INVOICE_NO	Invoice number
NONCOMPLIA	Non-Complnt/Unauth-Memo Rqr'd
PROPRIETAR	Proprietary - Memo Required
RUSH	Justification Required
STAFF AUGM	Staff Augmentation-Memo Rqr'd
STANDARD	Standard Procurement
_1122 PROG	1122 Program

Universal Fields

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PO Status In

PO ID NEXT

Budget Status Ni

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Summary Document Type

Hold From Fu

▼ Universal Fields

Personalize | Find | View All | | First 1-2 of 2 Last

	Universal Field	Free form text	Carry-forward		
1	<input type="text" value="_1122 PROG"/>	<input type="text"/>	Yes		
2	<input type="text" value="INVOICE_NO"/>	<input type="text" value="00100258748"/>	Yes		

▼ Header

Universal Fields

Maintain Purchase Order

Purchase Order

Business Unit TxSmartBuy Purchase Order PO Status In
PO ID NEXT Budget Status No
Copy From Summary Document Type Hold From Fu

▼ Universal Fields

Personalize | Find | View All | | First ◀ 1-2 of 2 ▶ Last

	Universal Field	Free form text	Carry-forward		
1	<input type="text" value="_1122 PROG"/>	<input type="text"/>	Yes ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="INVOICE_NO"/>	<input type="text" value="00100258748"/>	Yes ▼	<input type="button" value="+"/>	<input type="button" value="-"/>

▼ Header

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	Universal Field	Free form text	Carry-forward		
1	<input type="text" value="_1122 PROG"/>	<input type="text"/>	Yes <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
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▶ Universal Fields

▼ Header ?

*PO Date

Supplier Search

PO End Date

Doc Tol Status Valid

*Supplier

Supplier Details

*Supplier ID

Receipt Status Not Recvd

*Buyer

*Dispatch Method

*PO Reference

Amount Summary ?

Header Details

Activity Summary

Merchandise 0.00

PO Defaults

Add Comments

Freight/Tax/Misc. 0.00

PO Activities

Add ShipTo Comments

Total Amount 0.00 L

▼ Actions

HUB Bid Details

HUB Subcontracting

State Use Exception

Special/Priority Purchase Types:

Universal Fields Setup

Universal Field Config Page

Your Business Unit

Business Unit

Personalize | Find | View All | |

*Type ID	Description	*Effective Date	*Status	*Carry-forward default		
1 CONF_ALL	Exclude All from Open Records	01/01/1901	Active	Yes		
2 CONF_SOME	Exclude Some from Open Records	01/01/1901	Active	Yes		

Save Return to Search Notify

Universal Fields Setup

Universal Field Config Page

Business Unit

 Personalize Find View All 						
*Type ID	Description	*Effective Date	*Status	*Carry-forward default		
1 CONF_ALL	Exclude All from Open Records	01/01/1901	Active	Yes	+	-
2 CONF_SOME	Exclude Some from Open Records	01/01/1901	Active	Yes	+	-
3 <input type="text" value="CONTRCTMTR"/>	<input type="text" value="Contract Monitor"/>	<input type="text" value="01/01/1901"/>	<input type="text" value="Active"/> ▾	<input type="text" value="Yes"/> ▾	+	-
4 <input type="text" value="COVERT"/>	<input type="text" value="Covert"/>	<input type="text" value="01/01/1901"/>	<input type="text" value="Active"/> ▾	<input type="text" value="Yes"/> ▾	+	-
5 <input type="text" value="DISASTER"/>	<input type="text" value="Declared Disaster/Emergency"/>	<input type="text" value="01/01/1901"/>	<input type="text" value="Active"/> ▾	<input type="text" value="Yes"/> ▾	+	-
6 <input type="text" value="DPS EMERG"/>	<input type="text" value="DPS Emergency (Memo Required)"/>	<input type="text" value="01/01/1901"/>	<input type="text" value="Active"/> ▾	<input type="text" value="Yes"/> ▾	+	-
7 <input type="text" value="INT REPAIR"/>	<input type="text" value="Internal Repair-Justific Rqr'd"/>	<input type="text" value="01/01/1901"/>	<input type="text" value="Active"/> ▾	<input type="text" value="Yes"/> ▾	+	-
8 <input type="text" value="INVOICE_NO"/>	<input type="text" value="Invoice number"/>	<input type="text" value="01/01/1901"/>	<input type="text" value="Active"/> ▾	<input type="text" value="Yes"/> ▾	+	-
9 <input type="text" value="NONCOMPLIA"/>	<input type="text" value="Non-Complint/Unauth-Memo Rqr'd"/>	<input type="text" value="01/01/1901"/>	<input type="text" value="Active"/> ▾	<input type="text" value="Yes"/> ▾	+	-
10 <input type="text" value="PROPRIETAR"/>	<input type="text" value="Proprietary - Memo Required"/>	<input type="text" value="01/01/1901"/>	<input type="text" value="Active"/> ▾	<input type="text" value="Yes"/> ▾	+	-

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2	<input type="text" value="INVOICE_NO"/>	<input type="text" value="00100258748"/>	Yes ▼	<input type="button" value="+"/>	<input type="button" value="-"/>

▼ Header

Universal Fields - Security

Security Role to create and maintain Universal Fields:
TX_FIN_PO_CONFIG_1

Main Menu ▾ > CAPPs Statewide ▾ > Statewide Setup ▾ > Universal Field Configuration

Confidential Indicators

- CONF_ALL: excludes all info on the document from open records
- CONF_SOME: excludes all except
 - Agency
 - Amount
 - Vendor
 - Payment Date
 - Comp Object

Confidential Indicators – Reports/Queries

- Reports in CAPPs and Business Objects **will not** consider confidential indicators, so report output will include documents even if marked confidential.
- Custom queries and Open Records requests will be able to use the Confidential Indicators to protect data.

Confidentiality Indicators – Processing Rules

- Procurement Contracts
 - When **CONF_ALL** is selected on a Procurement Contract, the LBB Contract Reporting field is set to 'None.'

Confidentiality Indicators – Processing Rules

- Requisitions
 - When a Contract ID is entered on a Requisition line and the Contract is set to CONF_ALL or CONF_SOME, the Requisition is set to the same value automatically and the user cannot delete the setting, as long as the Contract is still marked confidential, even if some other Contracts associated with the Requisition are not marked confidential.

Confidentiality Indicators – Processing Rules

- Purchase Orders
 - When a Requisition marked CONF_ALL or CONF_SOME is sourced to a Purchase Order, the Purchase Order is automatically set to the same value and the user cannot delete the Confidential setting from the Purchase Order as long as the Requisition is marked confidential.

Confidentiality Indicators – Processing Rules

- RFQs
 - When a Requisition marked CONF_ALL or CONF_SOME is copied into an RFQ, the RFQ is set to the same value and the user cannot delete the setting as long as the Requisition is marked confidential.

Confidentiality Indicators – Processing Rules

- Receipts
 - When a Purchase Order marked CONF_ALL or CONF_SOME is pulled into a Receipt, the Receipt is set to the same value and the user cannot delete the setting as long as the PO is marked confidential.

Confidentiality Flags – Processing Rules

- Vouchers
 - When a Receipt or Purchase Order is copied into a Voucher and either the Receipt or the PO are marked CONF_ALL or CONF_SOME, then the Voucher is marked CONF_ALL or CONF_SOME accordingly and neither the user nor an Accounting Template can change the setting as long as the Receipt or Purchase Order is marked CONF_ALL or CONF_SOME.
 - The Confidentiality indicator on all distrib lines [DISTRIB_LINE.TX_USAS_CONF_IND] is set to Y or S accordingly, and can be upgraded by the Accounting Template or Supplier but cannot be downgraded by the Accounting Template or Supplier.

Confidentiality Flags – Processing Rules

- Vouchers continued
 - The Accounting Template can increase the confidentiality setting on the voucher distribs - from N to S, or from S to Y - but cannot decrease it from Y to S, nor from S to N.
 - A change in the Accounting Template or Supplier can downgrade the confidentiality level on the distribs as long as it does not go below the confidentiality level at the header.
 - On Voucher Style MVV, the confidentiality indicator is set to Y or S on voucher distrib lines if associated to a PO marked CONF_ALL or CONF_SOME.
 - EDIs will include the ability to mark vouchers as CONF_ALL or CONF_SOME.



capps

Centralized Accounting and Payroll/Personnel System



Thank you!

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

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

www.txprojectone.org