CAPPS

Centralized Accounting and Payroll/Personnel System

Loading USPS & HR/Payroll Journals into CAPPS

Feb. 24, 2022

Overview – SR #19436

Uniform Statewide Payroll/Personnel System (USPS) is the online payroll and personnel system that processes payment information, which is then interfaced to CAPPS Financials. *CAPPS HR/Payroll* is a payroll job that interfaces data files from HCM to FIN. These jobs fail when incorrect data is sent, which requires updates to the *USPSXWLK System Code* table for missing Speed chart and Chart field values. SR 19436 addresses the need to create the Journals in CAPPS, update the TX_BATCH_INFO table with the Journal error information and to alert the agency users through a new Control-M job.

- This SR is for Alert Notifications for USPS & HR/Payroll Journals
- Requires an update to User Preferences (Alert Notification)
- New Control-M job processes Monday–Friday at 3:30pm
- Journal created with **N** Status (No Status; Needs to be Edited)

Process for Loading Failed Journals

- USPS & HR/Payroll Journals missing information on the USPSXWLK System Code table for the Speed chart Key or Chart field will be created in CAPPS.

- Error Messages will post to the PS_TX_BATCH_INFO table.

- Journals are created with a status of **N** (No Status; Needs to be Edited)

- Alert Notifications are submitted to the agencies for the journals.

- Users must review the Journals in Error and make the necessary updates in order to process the Journals.

- Users will dismiss the Alert Notification when the Journal has processed successfully.

> **Note:**
> - Agencies should determine which users should receive the Alert Notifications.
> - Agency Level 1's no longer receive an SR email concerning the failures.

Missing Journal Information – System Code Table

- **Missing Speed chart configuration:** Please create/update entry in the USPSXWLK System Code table.

- **Invalid Chart field configuration:** Please create/update entry in the USPSXWLK System Code table.

- **System Code table navigation:**

    1. Select Financials.
    2. Select CAPPS Statewide.
    3. Select Statewide Setup.
    4. Select Systems Codes.
    5. Enter SetID (***XXX***00).
    6. Enter Code Table Identifier (USPSXWLK).

PS_TX_BATCH_INFO Table Update

- When the USPS or HR/Payroll jobs fail, the TX_BATCH_INFO table is updated with an Exception message.

- Create a query from this table to view journals that are in error using the following criteria:

  - SETCNTRLVALUE = Your Agency ID (**XXX**00)
  - SETID = Your Agency ID (**XXX**00)
  - TX_MODULE_NM = TX_USPS
  - TX_MESSAGE_TYPE = EXCP
  - TX_KEY1_DESC = TX_MISC_CODETBL
  - TX_KEY1_VAL = USPSXWLK

- The query results are displayed the data fields and exception message.

Journal Created in N Status

- Journal is created with a Status of **N** (No Status; Needs to be Edited).

# User Preference – Alert Notification

Service Request required for configuration via CAPPS Financials Production Support Team.

- Specify the:
  - User's Name
  - CAPPS ID
  - Query Name

- Alert Notification checkbox:
  - Select to submit Alert Notifications
  - Deselect to stop Alert Notifications

- Select Alert Definition:
  - Query Name — there are two Query Names for Journals:
    a. TX_HRPYJOURNALS_ERR (HR/Payroll Journals)
    b. TX_USPSJOURNALS_ERR (USPS Journals)
  - Process Name – EOEN_ALERT
  - Process Category – CUSTOMEMAIL

User Preference – Alert Notification Continued...
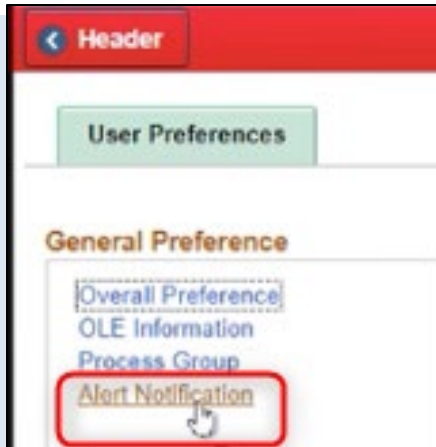
- Select the Alert Notification in the User Preference tab.

- Populate the fields for Alert Notifications.
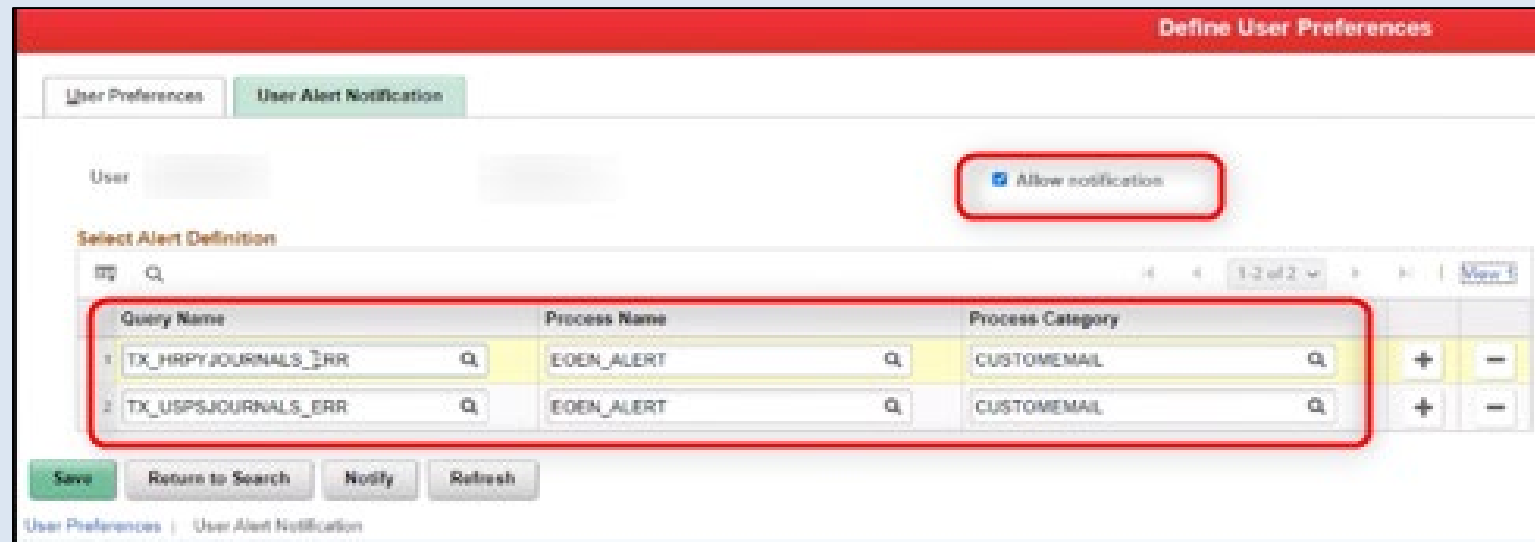
Alert Notifications

When the Journals are created that have an **N** status, an Alert Notification is submitted that displays the number of alerts received/waiting for review.

The Alert Notification displays the following fields:

- Business Unit (BU)

- Journal ID (JID)

- Journal Date (JDATE)

- Source (SRC)

- Ten (10) alerts display at one time
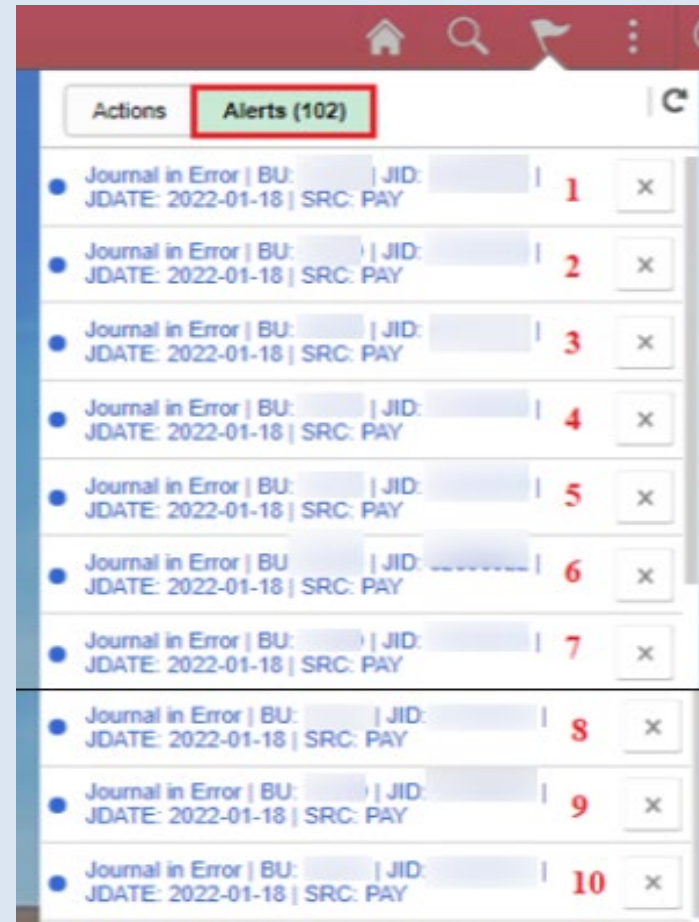
Alert Notifications Continued...

- The Alert Notification contains a **hyperlink** to access the Journal.
- Users should **Edit** (E – Journal has Errors) the Journal and then select the **Errors** tab to review the errors.
- Users should correct the Journal according to normal business processes by updating the USPSXWLK System Code tables for the **Speedchart Key** or **Chartfield Values**.
- After the Journal has been processed successfully (P – Posted), users should dismiss the Alert Notification by clicking the **X** button.
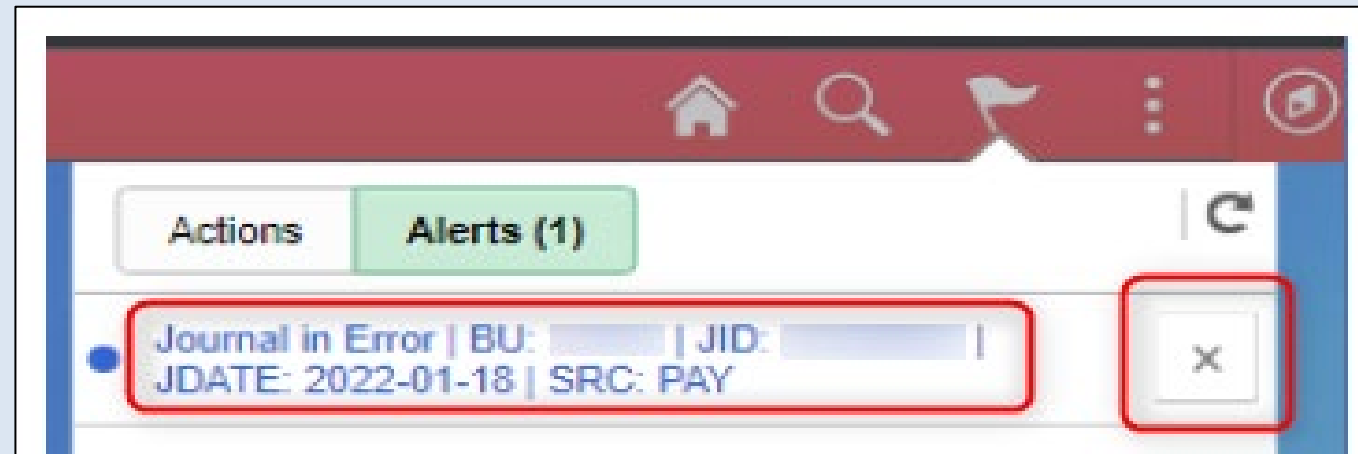
Review of the Process for Loading Failed Journals

- Submit an SR to update User Preference (Alert Notification) to receive Alert Notifications.
- USPS & HR/Payroll Journals missing information on the USPSXWLK System Code table will be created in CAPPS.
- Error Messages will post to the PS_TX_BATCH_INFO table.
- Alert Notifications process Monday-Friday at 3:30pm.
- Access the Journals for review and process as required.
- Update the USPSXWLK System Code table for the missing Speed chart and/or Chart field values as appropriate.
- Users will update and process the Journal to Post status.
- Users will dismiss the Alert Notification when the Journal has processed successfully
- UAT Date: 02/21/2022–03/04/2022; Production Date: 03/10/2022.

Thank You!

Production Support

CAPPS Financials Team

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