CAPPS Financials User Group Meeting
Thursday, March 30, 2023
9–10:30 a.m.
(Webinar Only)

I. Welcome/Announcements

The CAPPS FIN user group for March was moderated by Robin Fenner, Financials system support supervisor.

- This month's icebreaker question was: *"What is the one desk aid that would be most useful to you or your organization?"* Attendees were asked to put their answers in the chat. The results will be reviewed during April's user group meeting.
- A summary of the user feedback gathered during the February User Group meeting was presented by Andrea Smith, CAPPS HR/Payroll product lead.
  - On average, respondents spend approximately 65% of their workday in the CAPPS system.
  - Based on provided answers, the modules most used by attendees included payroll, time and labor, purchasing, benefits, Recruit, reporting and budgets.
- Andrea Smith also announced changes to the reporting strategy based on feedback gathered during the Reporting Focus Group activities in the summer and fall of 2022.
  - To provide more direct support to agencies who need assistance with reporting/query tools, four additional contractors will be added to the CAPPS Help Desk as dedicated support.
  - The focus of this support will initially be on ad-hoc reporting assistance for small and medium agencies, although we anticipate larger agencies with more robust internal reporting staffing may also require assistance in some instances.

II. Production Updates

CAPPS Financials activities were reviewed by Tony Martin, Financials agency services supervisor, and Robin Fenner.

- Financials SR Summary Data for February 2023 was reviewed.
  - During February, 401 new tickets were opened and 484 were closed. 417 were carried forward from February into March.
  - The modules with the most tickets were Accounts Payable (AP) and General Ledger (GL).
- The Financials Release Notes for March 2023 were reviewed. There were two features, three bug fixes and three improvements for the March release. Highlights included:
  - SR 30491 – Agencies can now run the voucher print report from the voucher approval tile, displayed in a new window, giving approvers the option to see all voucher details without having to leave the page.
  - SR 28705 – The issue that caused newly added PO line attachments to be removed if the comment was deleted has been corrected.
  - SR 29364 – Now, users with the TX_AP_INQUIRY role can view attachments from the Voucher Inquiry screen (SR 29364).
- Highlights of the April 2023 release:
  - The monthly release and Expedited Release 1 SRs moves into UAT on April 3, with an implementation date of April 13. Expedited Release 2 moves into UAT on April 17 and deploys to production on April 27.
  - The SRs highlighted for April UAT activity (and the expected outcomes for testing) were reviewed by Financials analysts Thanh Hermosilla and Raj Jasti.
    - SR 32573 – The `DESCRIPTION` field on the budget journal template will import up to 254 characters; the `ALT DESCRIPTION` field and `JOURNAL LINE DESCRIPTION` fields should remain as 150 and 30 characters, respectively. Journals imported from the new template will post without issue.
    - SR 31938 – The **Delete** option has been removed from the HX Recycle Mass Archive job and is no longer available under the **Request Type** dropdown menu. The Archive and Unarchive jobs run without change.
    - SR 31857 – The change allows users to use Asset Accounts on the Maintain Distributions page and the coding error no longer appears.
- Financials SRs Submitted to Governance (voting items) included two enhancements, both for the Reporting module. These were reviewed by Thanh Hermosilla and Bala Kathavarayan, Financials analysts.
  - SR 31416 – Creates a statewide report modifying CPA's current BOBJ USAS/CAPPS Expense Summary Reconciliation report for use by the TREC.
  - SR 32925 – Creates a new view using the PERSONAL_DATA table to help the agency use the new view on user queries to pull employee personal information, specifically: `FIRST NAME, LAST NAME, EMPLOYEE ID, BUSINESS UNIT,` and `DEPARTMENT ID.`

III. Project Updates

The CAPPS Financials agency deployment update was presented by Jennifer Ross, CAPPS project manager.

- The five Fiscal 2023 deploying agencies for Financials are on track to go live on Sept. 1, 2023, with a soft go-live on Aug. 7.
- The project overall is 61% complete, with all project activities proceeding as expected.
- Configuration and prototyping sessions are complete.
- Phase 2 system testing is complete.
- Train-the-Trainer is in process.

IV. Reminders

Three reminders for upcoming activities or tasks due was reviewed by Darayle Knause, Financials system analyst.

- TDIS upgrades that were postponed from March 4 were rescheduled to April 1. On March 27, an email was sent to Agency Level 1 support staff and delegated administrators announcing the new date, as well as the expected changes to the TDIS system, which include:
  - The Delegated Admin (DA) Console will have a new URL address. Old bookmarks will not work. DAs are advised to access the console by using the tile inside the CAPPS system.
  - DAs can update accounts for other DAs at their same access level.
  - The TDIS portal will have **Preference Management** options for the Multi-Factor Authentication (MFA) step, allowing users to identify a preferred (or default) MFA method — rather than selecting the method during each login.
  - TDIS will start processing last name changes — these will be visible to users in the portal.
- All state agencies and institutions of higher education must report to the Comptroller's office the binding encumbrances and payables for the second quarter of Fiscal 2023 appropriations by March 30.
- Each agency can indicate its interest in the new **Journal Unpost Approval** functionality by entering a comment in SR 34029, as reviewed during the February user group.

V. On the Horizon

- Governance Process/Biennium Elections was presented by Tammy Ross, CAPPS ancillary support supervisor.
  - Process for selecting new committee members for the fiscal 2024-25 biennium begins in April and continues into late summer.
  - Candidate nominations and the election vote for the members are done by the Human Resources (HR) Directors and Chief Financial Officers (or the equivalent positions) at each agency for its agency size group.
  - The CAPPS Governance team begins the process in April by verifying contact information. The call for nominations will likely be sent out in May.
  - More updates will be given in future user groups, as the election process continues.
- Upcoming changes to the ePro Purchasing module were reviewed by Will Hirsch, system analyst.
  - Oracle will be retiring the classic pages in the near future. Upgrading CAPPS now will prevents the need to retrofit during future upgrades.
  - Changes include different options for navigation as well as a simplified layout, with expanded pages being replaced by separate pages and fewer fields on each page. These changes should make the module more intuitive for most users.
  - More details of these upgrades will be presented during a future user group meeting.

VI. Features and User Spotlights

The copy-down functionality for vouchers was reviewed by Shawana Abrams, systems analyst.

- Users can select the `COPY DOWN` checkbox to allow fields on the voucher line to be copied to another voucher line, or a voucher distribution line to be copied to another voucher distribution line.
  - Once the fields are populated on the voucher line or voucher distribution line, select the `COPY DOWN` checkbox, then select the plus sign (+) to add the requested number of lines.
  - The `COPY DOWN` checkbox on the Invoice line is disabled if the voucher:
    - Has been posted
    - Is closed
    - Has posted payments
    - Is matched

- This feature copies the data by the voucher line accessed. If the user is on line two of a five-line voucher, the data will be copied down to all five lines. If there is data on Line 1, it will be overwritten.
- To copy the voucher distribution line if multiple distributions are required:
  1. Select the `COPY DOWN` checkbox.
  2. Select the plus sign (+) to add the number of lines needed.
  3. Update any fields necessary.
  4. Save and process the voucher.

VII. Open Forum Q&A

- The open forum question for this meeting was: "What topics would you like to see for future Deep Dive discussions?"
- Attendees were asked to put their answers in the chat window. Responses will be reviewed and will guide the agendas for future user group meetings.

VIII. Deep Dive Topics

A discussion on procurement contracts and how to determine if they should be updated or versioned was lead by Johnathan Oberhoff, system analyst.

- Highlights of the discussion included a contract in **Approved** status can be updated back to **Open** to make required updates. Contract status updates that do not require versioning include:
  - Default status is Initial.
  - Renewals can be counted to 10 renewals individually.
  - A contract extension can be identified.
  - A contract completion and expiration can be accounted for.
  - A contract suspension or cancellation is available.
  - Contract amendments can be identified.
- The **TEXAS Data** tab can be updated for all required fields, including the **LBB Contract** indication.
- The new CAPPS version will treat the entry as an entirely new contract, where all fields can be updated.
- If the contract was associated to a Purchase Order (PO), the new version cannot be associated — a new PO is needed.

IX. Wrap-up/Close Meeting

- The next HR/Payroll User Group meeting is on Tuesday, April 25, 2023.
- The next Financials User Group meeting is on Thursday, April 27, 2023.
- Submit ideas or suggestions for future user group discussion to: CAPPS.Product.Team@cpa.texas.gov