CAPPS HR/Payroll User Group Meeting
Tuesday, April 27, 2023
9–10:30 a.m.
(Webinar Only)

I. Welcome/Announcements

- The April CAPPS Financials user group meeting was moderated by Robin Fenner, Financials system support supervisor.

- This month's icebreaker question was a two-part question:
  - Part 1: Are you interested in hearing presentations from other agencies on their best practices and how they use specific modules or features?
  - Part 2: Would an SME at your agency like to participate as a guest speaker?
  - Users were asked to put their answers in the chat. Feedback will be reviewed and presented at the May user group meeting and interested agencies/SMEs may reach out to the CAPPS product team with suggestions or questions.

- General announcements:
  - CAPPS Production and Non-Production environments will not be available during HR/Payroll new agency onboarding activities May 5 at 5 p.m.—May 8 at 8 a.m.
  - The CAPPS Financials systems will be in a hard code freeze June 26—Aug. 4. No (or limited) code changes will be made to the Financials system during this time in preparation for the Financials new agency onboarding activities that begin in early August.
  - User Acceptance Testing (UAT) for the Fiscal 2023 deployment code changes begins May 8 and continues through July 14. Additional details about these changes and the need for Production agencies to test them will be covered in the *Spotlights* section of this meeting.

- A brief update on the Legacy Fiscal Modernization (LFM) project was provided by Clarisse Roquemore, assistant director of the Fiscal Management division.
  - Agencies will soon receive a survey seeking to gain an understanding of how certain aspects of USAS and TINS are used. This will likely be the first of several surveys as Fiscal Management works through the early stages of the project.
  - As customers and users of USAS and TINS, agency input is critical for the success of the LFM project. Answers provided via these surveys will assist Fiscal Management in drafting requirements for the new solution that best meets the majority of needs.

- A summary of the user feedback gathered during the March User Group meeting was presented by Lauren Denby, CAPPS Financials product lead.

  - The kickoff question was: *What topics would you like to see for future Deep Dive segments?*
    - Most requested topics included purchase order cancellation, change orders, processing adjustment vouchers and setting up various tools due to agencies' reorgs (such as origins, departments, SpeedCharts, etc.).
    - Future topics will be selected and announced before upcoming user groups.

  - The forum question was: *What is the one desk aid that would be most useful to you or your organization?*
    - The most requested desk aid (by a wide margin) was for the HX/IN Recycle reconciliation process.
      - An updated desk aid and training presentation is available in SR 34902. Level 1s may download those materials and share them with the appropriate staff as needed.
      - This process will also be the Deep Dive topic for the May Financials user group.
    - The second most requested desk aid was for BOBJ/Query processes. To address this, the CAPPS team is developing:
      - A new desk aid that will contain helpful tips and tricks.
      - Details on the most commonly-used tables.

II. Production Updates

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

  - Financials SR Summary Data for March 2023 included 528 new tickets opened and 624 closed. There were 316 tickets carried forward from March into April.

- April's Financials Release included one new feature, four bug fixes, and three improvements. Highlights of these changes included:
  - The Budget Journal Load template was updated to allow longer descriptions (up to 254 characters) and prevent truncation **(SR 32573)**.
  - The functionality that validates the asset account used on a Purchase Order is appropriate for the stated price was expanded to work from the Maintain Distributions page **(SR 31857)**.
  - An edit was made to ensure the operator ID present on the Voucher Upload spreadsheet is valid, preventing the loading of these vouchers in Recycle status which requires a SQL update to fix. Instead, these vouchers load to the Quick Invoice page where corrections can be made **(SR 32870)**.
- The release schedule for May includes nine items. Highlights of May's release was presented by Raj Jasti and Shawana Abrams, system analysts. Highlights included:
  - **SR 20448** – Adds the **Ship to Attention** information to the PO Print report and is implemented on May 25.
    *[**User Story:** As an accountant or buyer who uses the Procure to Pay feature, you want to see the **Ship to Attention** details on the PO print report so that all relevant information is available in the report.]*
  - **SR 32820** – Prompt Payment report will include comments that will be implemented on June 8.
    *[**User Story:** As an accountant, you want to be able to review vouchers that have generated interest so that you can accomplish the necessary research to prevent the delayed payments of other vouchers.]*
  - **SR 34158** – New fields were added to the Data Extract table and will be implemented on May 11.
    *[**User Story:** As a user of the Financials Data extract process, you want to see the **Budget_Line_Status** on the **PS_Distrib_Line** record so that it will be easy to compare with BOBJ reports.]*

III. Project Updates

- CAPPS Financials agency deployment update was presented by Jennifer Ross, project manager.
- Five agencies are deploying Financials in Fiscal 2023 and are on track to go live on Sept. 1, 2023, with a soft go-live on Aug. 7.
  - Project overall is 78% complete with all project activities proceeding as expected.
  - Phase 3 System Testing is in progress.
  - Train-the-Trainer sessions are about 80% complete with the last sessions scheduled for the second week of May.
  - Security for UAT is in the process of being finalized and UAT kickoff is scheduled for May 2.
  - BOBJ ad-hoc user training is scheduled for May 10.

IV. Reminders

- Reminders for ongoing activities and upcoming due dates was presented by Shawana Abrams, systems analyst.
- There were four items noted:
  - The new budget journal template is available now in SR 32573. Agencies are required to use the new template in order to successfully complete the journal load process.
  - As announced in the March user group, the CAPPS support team has made changes to the reporting strategy that provides more assistance to agencies directly through the CAPPS Help Desk.
  - Attention: agency Level 1 support staff contacts — the customer feedback survey is still available for use in certain ticket types (including data change requests, informational requests, etc.). The link to the survey is located near the bottom of the email message that is generated when the tickets are closed. Agency feedback is strongly encouraged and appreciated.
  - The Fiscal 2024-25 biennium CAPPS Governance Committee members' election is in progress.
    - A call for nominees should go out in late May.
    - Voting for those nominees should begin in mid-to-late June.

V. On the Horizon

- An overview of the upcoming testing of deployment changes that need to be performed by current CAPPS production agencies was presented by Rebecca Murdock, Financials system support domain lead.
  - User Acceptance Testing (UAT) begins on May 8 and continues for 10 weeks through July 14. During the testing period:
    - It is important for production agencies to take this opportunity to explore and become familiar with the new functionality, as there are some significant changes this year.
    - Agencies should test their business processes from end to end, particularly in modules that will be impacted by these enhancements.

- - The testing will be done in the deployment UAT3 environment. UAT3 is accessed through the TDIS Non-Production portal.
    - The data, users, and security used to set up UAT3 were copied from CAPPS Production on Feb. 13. If your testers are new or have changed roles since mid-February, you will need to submit a ticket to have their UAT3 access updated.
    - BOBJ QA will retrieve data from the UAT3 environment during the testing window rather than from UAT1 as it normally does.
    - UAT3 does not replace UAT1. Testing of production releases will continue to be tested in UAT1. Refer to the release schedule and highlights information for the functionality that needs to be tested in UAT1 in May.
  - Production agencies should log defects and other testing issues in the following designated Production ASP tickets:
    - **SR 20519** – Implementation of Fluid ePro upgrade.
    - **SR 32510** – PO Loader Fixes.
    - Additional information about testing/status will be added to these tickets, as available.
- Review of the Purchase Order (PO) Loader process was presented by John Scales, systems analyst.
  - The PO Loader process loads multiple POs into CAPPS from a CSV file created by the agency.
  - The feature requires the user to have a specific CAPPS role assigned to them (TX_PO_PRS_PO_LOADER_WKBNCH_UDA).
  - To add role to a user's CAPPS profile, your agency's security coordinator needs to submit a Security Request ticket.

VI. **Features and User Spotlights**

- Details of the fluid ePro Purchasing module enhancement were presented by Will Hirsch, systems analyst.
- As noted above, this update is included in the deployment enhancements testing and implements in late summer with the rest of the new deployment code.
  - Oracle is retiring the classic pages soon. Upgrading CAPPS now prevents the need to retrofit during future upgrades.
  - Changes include different options for navigation and a simplified layout (replacing expanded pages with separate pages that have fewer fields on each page). These changes should make the module more intuitive for most users.
  - A desk aid and other supporting materials are being developed to assist agencies in the upgrade.
  - Since this is a significant change from the current classic layout, agencies are strongly recommended to take advantage of the 10-week testing period to learn the new navigation and setup of the fluid pages.

VII. **Open Forum Q&A**

- The forum discussion question for this meeting: *Does your agency use the Financial Reports available in CAPPS? If no, why not? If yes, what do you use them for?* (Examples of uses included: USAS/CAPPS reconciliation, reports for management, etc.).
  - Attendees were asked to put their answers in the chat window.
  - Suggestions will be compiled and reviewed at the next user group and will assist the CAPPS team in determining future changes to the reports and related support materials for reporting.
- Attendees asked about recent TDIS availability issues.
  - The CAPPS support team continues to monitor the situation and is in regular contact with DIR and the vendors as they work through a full performance evaluation of the TDIS system.
  - The CAPPS support team will continue to provide information as it becomes available.

VIII. **Deep Dive Topics**

- An overview of the State of Texas Surplus Property process was presented by Mark Nelson, systems analyst.
- Highlights of the discussion included:
  - State of Texas Surplus Property Process — a statewide centralized sale and disposal process for certain defined property classes that may be capitalized, controlled and/or non-capitalized assets for an agency.
  - The Texas Facilities Commission (TFC) is responsible for maintaining the State Surplus Property (on TFC's website) and the process for selling and disposing of State of Texas surplus assets.

- There are statewide interfaces between TFC, the SPA system, and the CAPPS Asset Management (AM) module.
    1. The disposition of surplus property is first initiated in SPA by accessing the Surplus Property Process screen (PADGSC).
    2. Once users enter all required information, the property is updated to Disposal Method (DM) **05 Pending** and the nightly interface process sends the SPA file to TFC.
    3. When the SPA file is sent to TFC, the property is locked in SPA until TFC updates the disposal method.
    4. Once TFC makes the final disposition and updates the DM, the return file is processed in SPA and CAPPS AM.
    5. The CAPPS Retire Asset procedure is the same process but with more limited options for DMs.
    6. Once all steps are completed, the asset DM shows **DM 08 Completed** and the asset status is **Disposed** in both CAPPS and SPA.
- Additional information and resources:
    - Fiscal Management's [ACR 60149 – SPA Surplus Process Change](#)
    - Fiscal Management's [SPA Process User's Guide (FPP N.005), Chapter 2 – General Policies](#)
    - TFC's [State Agencies, Political Subdivisions and Non-Profits](#)

IX. Wrap-up/Close Meeting
- The next HR/Payroll User Group meeting — Tuesday, May 23, 2023.
- The next Financials User Group meeting — Thursday, May 25, 2023.
- Submit ideas or suggestions for future user group discussion to: CAPPS.Product.Team@cpa.texas.gov
- To be added to the distribution list for the user group meetings, email CAPPS.CGC.BA@cpa.texas.gov