

CAPPS Financials User Group Meeting

Thursday, June 29, 2023

9–10:30 a.m.

(Webinar Only)

I. Welcome

II. Announcements and Reminders

- A new process to auto-archive transactions from the prior fiscal year on the HX Recycle Browser will be implemented next fiscal year.
 - Currently, there are over 220,000 transactions on the HX Recycle Browser for prior fiscal years, dating back to 2016. These are currently being reprocessed daily, looking for a match on the IN Browser and impacting precious processing time.
 - The automated HX Recycle Mass Archive process will be scheduled to run on or after the first of the calendar year. A value of "09/01/2023" (the beginning of the current fiscal year) will be assigned to the TO EFFECTIVE DATE field for the process.
 - This auto-archives all HX Recycle transactions with a fiscal year value less than the current fiscal year. HX transactions archived with the HX Recycle Mass Archive can be restored using the **Unarchive** action.
- The team tested a new polling tool called *Slido* to use for audience feedback questions and surveys.
 - The Slido section can be added to user screens by selecting it from the Apps options at the bottom of the Webex window, under the Chat section.
 - In addition to the polling feature, Slido has a moderated Q&A section that can be utilized in future user group meetings.
 - To test Slido polling features, the audience was asked:
Where are you going for vacation this summer?

III. Production Updates

- The SR Summary report showed 515 new tickets opened and 539 tickets closed during May 2023. 216 active tickets were carried forward into June.
- The Financials release for June included two new features, four bug fixes, and six improvements. Highlights include:
 - Include Denial comments in workflow emails for all modules. (SR 31925)
 - Resolved the issue that caused requisitions to lock and be unavailable for sources. (SR 33653)
 - Secured the Buyer Mass Change page and access restored to users. (SR 34561)
- The Financials releases for July will migrate to Production on Aug. 10 and 31, with a total of 13 items being implemented. Due to the code freeze, Highlights of the July release include:
 - Improvement to activate the TINS Check button for Inquiry Users. (SR 33217)
 - New feature in the GL Journal Entry that updates the accrual process for APS018. (SR 34909)
 - Bug fix that corrects wrong chartfields for CR Reversals on Current Year Receipts. (SR 34228)
 - Improvement to prevent resubmission of posted vouchers for approval. (SR 31525)

IV. Project Updates

- Fiscal 2023 Financials Agency Deployment project is on track for the soft go-live on Aug. 7, 2023, and production go-live on Sept. 1, 2023.
- Overall project is 91% complete, with no items for escalation and no risks noted.
- Current activities include:
 - Phase 3 System Test is complete.
 - Cutover 50% Dress Rehearsal is complete.
 - User Acceptance Testing (UAT), Week 6, is 70% complete. UAT continues through July 14.
 - UAT sign-off preparations are in progress.

V. On the Horizon

- Reviewed Fiscal Year-End (FYE) processing activities in preparation for the fiscal rollover on Sept. 1.
- [CAPPS Financials Year-End Processing Instructions \(FPP T.001\)](#), including schedule and activities, is available on FMX under Fiscal Policies and Procedures.
- Agencies were asked to note the following key dates:
 - Normal processing will be available **until 5 p.m. on Aug. 31**.
 - All transactions processed on **Aug. 31** are sent to USAS before the CAPPS team begins the FYE process.
 - CAPPS will be unavailable at 5 p.m. on **Aug. 31** (Thursday)—8 a.m. on **Sept. 5** (Tuesday):
 - **Sept. 1** (Friday), due to year-end activities. The USAS inbound interface will run (bringing in the HX file to CAPPS), then the USAS outbound interface will run.
 - **Sept. 2–4** (Saturday–Monday), due to year-end activities.
 - Normal CAPPS activities will resume at 8 a.m. on **Sept. 5** (Tuesday).
- Contact the CAPPS support team for assistance with FYE processing.

VI. Features & User Spotlights

- Testing for the fluid design upgrade to eProcurement Reqs is underway. Two weeks (of the 10-week testing schedule) remains.
- UAT testing allows agencies to replicate their main business procedures and provides experience in the new fluid design to the subject matter experts.
- Closed **SR 20519** for comments—but remains available for reference.
- Report any issues encountered on **SR 35927** during testing.
- Fewer than half of agencies that utilize ePro Reqs have done UAT3 testing. If your agency has not tested, please begin. Participation is the key to success.
- Test all your primary business procedures – tests need to reflect actual business.
- Re-validate any fixes that were applied on June 8.

VII. Open Forum Q&A

- Using the Slido polling feature with multiple-choice answers, attendees were asked:
What does CAPPS stand for?
- 84% of respondents selected the correct answer: *Centralized Accounting and Payroll/Personnel System*.

VIII. Deep Dive Topics

- Discussed CAPPS Query Viewer and Query Manager in detail in this month's Deep Dive.
- The CAPPS Query Viewer is used to execute existing queries and view query output.
 - Query output can be exported to HTML or Excel.
 - To reach the Query Viewer:
 1. Select the **Navigator** icon.
 2. Select **Reporting**.
 3. Select **Reporting Tools**
 4. Select **Query**.
 5. Select **Query Viewer**.
 - Searches can be performed against the query name (or a portion of a query name).
 - Use the percent (%) wildcard character to match a portion of a name (*for example, %LED% will return any query that contains LED*).
 - Located the desired query to run and view results immediately by selecting **HTML** in the desired query row—or—select **Excel** to export the query results to Excel for further manipulation. Users can export query results to: Excel, .csv, or XML.
- Use the CAPPS Query Manager to create queries and modify existing queries.
 - Only private queries can be created or modified.
 - Public queries can be saved as private queries for modification.
 - Queries can be copied from one user to another.
 - Queries can be executed from the Query Manager.

- To reach the Query Manager:
 1. Select the Navigator icon.
 2. Select **Reporting**.
 3. Select **Reporting Tools**.
 4. Select **Query**.
 5. Select **Query Manager**.
- Searching in the Query Manager works similarly to the Query Viewer.
- To share an existing query:
 1. Select the query.
 2. Choose **Copy to User** in the ACTION field.
 3. Select **Go**.
- To create a new query, select **Create New Query** from the search page.
- To define the new query:
 1. Select Records for the query from the Records tab.
 2. Select the fields to be displayed from the **Query** tab. Fields will populate in the **Fields** tab. Here, users can edit fields to add special formatting, if desired.
 3. Select **Reorder/Sort** to reorder or sort the output.
- Fields can be aggregated (*for example, Sum, count, Min, Max*) within the field's properties pane.
- Refine query data by adding **Criteria** (*for example, return only data in a date field that contains a specific date or date range*).
- If a query requires multiple records to extract the data needed, additional record(s) may be joined (*for example, Voucher data may need to be pulled from the Voucher Header table, the Voucher Line table and/or the Voucher Distribution table*).
- A Desk Aid for CAPPS Query Manager is available in **SR 35436**, which includes a list of commonly used Records that can be queried.

IX. Wrap-up/Close Meeting

- **Next meeting:** Thursday, July 27 — CAPPS HR/Payroll and Financials (Combined) User Group meeting.
- Submit ideas or suggestions for future user group discussions 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