CAPPS Financials User Group Meeting
Thursday, Aug. 24, 2023
9–10:30 a.m.
(Webinar Only)

I. Welcome
- The meeting began with a kickoff question for the attendees: "*Which agency are you from?*"
- Attendees used the polling feature of the Slido app in Webex to respond. Answers were displayed in a Word-Cloud format and reflected a wide array of agencies in attendance.

II. Announcement & Reminders
- For fiscal year-end reminders, agencies are advised to:
  o Review the *CAPPS Fiscal Year-End* and *CAPPS New Fiscal Year* job aids and checklists previously provided.
  o Begin all activities related to year-end clean-up and new year processing. Agencies should open an ASP Service Request for assistance (if needed).
  o Enter Original appropriation budgets in CAPPS.
    Note: These cannot be entered on your behalf by the CAPPS Production Support Staff.
  o Keep informed of updates posted on FMX and communications from CAPPS Financials support team for any changes to important dates or processes.
  o Fiscal year-end (FYE) key dates:
    - Normal processing is available until Aug. 31 at 5 p.m.
    - All transactions processed on Aug. 31 are sent to USAS before the CAPPS team begins the fiscal year-end process.
    - The system will be unavailable Aug. 31 at 5 p.m. – Sept. 5 at 8 a.m.
    - Normal CAPPS activities will resume on Sept. 5 at 8 a.m.
- The CAPPS Training and Governance team announced the Governance Committee members for the Financials User Group for the Fiscal 2024-25 biennium. The Financials committee members are:

CAPPS Committee Role	Name	Agency
Large Agency Representative	Jason Lambert	302 OAG – Office of Attorney General
Large Agency Representative	Patricia Mokry	405 DPS – Department of Public Safety
Medium Agency Representative	Jerre Cope	580 TWDB – Texas Water Development Board
Medium Agency Representative	Scotty Burks	303 TFC – Texas Facilities Commission
Small Agency Representative	Celinda Coronado	233 13th COA – Thirteenth Court of Appeals District
Hub Agency* Representative	Gabriel Wood	320 TWC – Texas Workforce Commission
TXDOT Representative	Michelle Brockdorf	601 TXDOT – Texas Department of Transportation
HHSC Representative	Lisa Cole	529 HHSC – Health & Human Services Commission

III. Production Updates
- Financials SR Summary Data for July 2023 included 480 new tickets opened and 429 closed. There were 272 tickets carried forward from July into August.
- The CAPPS Financials Release for August included 21 new requests that included two new features, seven bug fixes and 12 improvements. Highlights of these changes:
  o Provided an automated notification for PO/AM and AP/AM interface errors to alert agencies when asset transactions fail in the CAPPS integrations to asset management. (**SR 30657**)
  o Modified the Budget Journal upload spreadsheet to stay in sync with the generate parent budget type indicated on the file. (**SR 32068**)
  o Updated the General Ledger Journal Entry process to allow for proper encumbrance reporting for APS018. (**SR 34909**)
- The Financials Production Release SRs for September will migrate to Production on Sept. 14 and 28, with a total of eight items being implemented. Highlights of the September release:
  o Fix that addresses slow performance when creating and saving PO Components. (**SR 35832**)
  o New feature to include the Payment Type CCRP within the CR Interface. (**SR 21939**)
  o Improvement to provide a new query that identifies all private queries created by employees who were made Inactive or terminated in the last 12 months. (**SR 36054**)
  o Improvement to provide a new query that identifies all private queries that have not been in use for more than 30 months. (**SR 36052**)

- For the new functionality implementing in September, two changes are highlighted for agency testing during UAT. The functionality and acceptance criteria:
  - Agency administrators or supervisors can see private queries tied to terminated employees. (**SR 36054**) **Acceptance Criteria:** Query TX_INACTIVE_USER_QUERIES is accessible to all agencies/users and shows a list of private queries tied to terminated employees from the last 12 months.
  - CAPPS query users can see queries that have not been run in the past 30 months, in order to determine if those queries are still needed or can be purged. (**SR 36052**) **Acceptance Criteria:** Query TX_CLEAN_OLD_QRY_MONTHLY is accessible to all agencies/users and shows a list of private queries that have not been run in 30 months.
- Financials SRs Submitted to Governance (voting items) this month included three enhancements related to the Travel and Expense (T&E) module.
  - **SR 36033** – Adds filter by CAPPS User ID or source in General Ledger.
    - **User Story:** In CAPPS General Ledger (GL), the users want the ability to add the Source and User ID fields to certain GL filters so that they can more effectively monitor and manage journal documents.
    - **Proposed Solution:** Include Source and User ID fields in the following filters:
      - ◇ Journals approaching period end.
      - ◇ Journals not posted in a closed period.
      - ◇ Push back/denied journals to rework.
      - ◇ Journals not yet posted at period end.
      - ◇ Journals pending approval.
  - **SR 36299** – Adds the ability to have event dates on CAPPS Travel Authorization and Expense Reports.
    - **User Story:** As a travel approver, the user wants the ability for the traveler to record the event date of an expense so that they can confirm that the expense occurred within the state travel policy.
    - **Proposed Solution:** CAPPS T&E documents should be able to capture event dates for expense items when doing travel requests. Currently, CAPPS has only *Travel Begin* and *Travel End* dates. Having the event date will assist the travel team to make sure the travel requests are made under state travel policies and the expenses are claimed only for the official travel dates.
  - **SR 36300** – Adds the ability to copy a travel document from one employee to another.
    - **User Story:** As a Travel Coordinator, the user wants the ability to copy the Travel Authorization from another employee's Travel Authorization when employees are traveling to the same location.
    - **Proposed Solution:** The CAPPS T&E module did not have any functionality to copy Travel Authorization from another user. CAPPS T&E agencies want to have this feature for travel coordinators, which would be a time savings for agency travel coordinators.

IV. Project Updates

- Five Fiscal 2023 deploying agencies for Financials are on track to go live on Sept. 1, 2023.
- Soft go-live transition was successfully completed on Aug. 7 with no issues to report.
- Project overall is 97% complete, with all project activities proceeding as expected.

V. On the Horizon

- A new automated solution for removing user preferences for terminated users will be implemented in October. (**SR 26634**)
  - Solution eliminates the need for Level 1 support staff to submit SRs to remove standard user preferences.
  - Automated task is managed through a Control-M job.
  - Functionality will be available for agency testing in UAT from Oct. 16–20, with a planned migration on Oct. 26.
- Upcoming changes for CAPPS Training and desk aid resources are being planned for the Fall. Highlights include:
  - New desk aid resource page to be published on the CAPPS Training website, with content focused on the most requested desk aids and information from the CAPPS Help Line and user groups.
  - Updated CAPPS self-paced training courses, using a more user-friendly format.
  - Instructor-Led Training (ILT) is expected to resume in the Fall/Winter months. Schedules will be announced via User Group and/or other communications channels once determined.

VI.   Features and User Spotlights

- Best practices for ePro Fluid functionality upgrade were reviewed.
  - The upgrade (implemented in Production on Aug. 7) changed the look and feel of the ePro module.
  - Key actions for best practices include:
    - Delete any existing favorites for the module and save new ones based on the new navigation.
    - Use the Purchasing dashboard and Requisition tile to create or edit requisitions.
    - Review the Presentation for 2023 ePro Fluid Upgrade Changes provided during the July user group.
- New asset control feature was added to restrict asset purchases to one receipt per asset.
  - This new feature prevents users from duplicating asset purchase entries. When a user enters a PO receipt for an already existing received asset (same asset ID and tag number) an error message displays.
  - This feature is optional. Agencies should be aware if this option is selected, any purchase order adjustment receipts will not be allowed or integrated from the PO receipt to Asset Management.

VII.   Open Forum Q&A

- Attendees were asked in a Slido poll: "*Which reporting tool do you use most often?*" The multiple-choice answers were:
  - Business Objects
  - Agency-Specific tools
  - SIRS
  - CAPPS Query Manager
  - The tally of all responses will be reviewed in the next User Group meeting.

VIII.   Wrap-up / Close Meeting

- Additional reminders about the fiscal year-end rollover and system availability will be sent to Level 1s and posted to the CAPPS News Tile.
- **Next meeting:** Thursday, Sept. 28, 2023 — 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