

# CAPPS Financials and HR/Payroll User Group Meeting

Thursday, Sept. 28, 2023

9–11 a.m.

(Webinar Only)

## I. Welcome

- The meeting began with a multiple-choice kickoff question for the attendees:  
*"In what capacity are you attending this User Group?"*
- Attendees used the polling feature of the Slido app in Webex to respond:
  - 62 percent attended as Level 1 Staff.
  - 15 percent attended as management.
  - 13 percent attended as an end user representing a team or work group.
  - 11 percent attended as an end user for their job knowledge.

## II. Announcements and Reminders

- Agencies are reminded that:
  - As of August 2023, the accrual process has been updated to automatically create CAPPS reversal journals without USAS data.
  - Per diem reimbursement rate changes go into effect Oct. 1.
    - Rates in CAPPS are updated on Oct. 1.
    - IRS will provide updated mileage rates in December 2023 for the 2024 calendar year.
  - Cleanup of queries older than 30 months or belonging to employees who have been separated for more than 12 months will start in the coming months.
    - HR/Payroll query cleanup begins in October.
    - Financials query cleanup begins in November.
- Key dates for wrapping up post-fiscal year-end activities are:
  - Due by Sept. 30 — Annual-to-Sick Leave Conversion and Sick/Family Leave Pool Process.
  - Oct. 1 — Deadline to certify the Emergency Leave Reporting.
  - Military Leave Balance Carry Forward Process must be run **after Sept. 30**.
- All agencies must certify Emergency Leave, regardless of whether any employees were granted over 32 hours. Agencies must certify emergency leave via the web application by **Oct. 1**.
- The annual State Employee Charitable Campaign (SECC) efforts is ongoing through **Oct. 30**.
  - Agencies should review and/or reject elections.
  - Agencies must research and address any SECC file errors.
  - A Desk Aid was provided in an email communication to Level 1 Support Staff.

## III. Production Updates

- Reviewed Financials activity:
  - August 2023 Financials SR Summary Data included 894 new tickets opened and 843 tickets closed. There were 315 tickets carried forward from August into September.
  - September Financials release included five new requests, comprised of two bug fixes and three improvements. Highlights of these changes were:
    - Improved performance on the save functionality for the Purchase Order component. **(SR 35832)**
    - Modified Cash Receipts batch approval pages to ensure navigation between the rows is accurate. **(SR 33587)**
    - TX.gov corrections for Cash Receipts no longer cause a change in check number. **(SR 30372)**
    - Created a query that shows queries owned by users who have been inactive for 12 months. **(SR 36054)**
    - Created a query that shows private queries that have not been run in the last 30 months. **(SR 36052)**

- The Financials Production Release SRs for October migrates to Production on Oct. 19 and 26, with a total of seven items being implemented. Highlights of the October release include the following four SRs (available for user acceptance testing [UAT] on Oct. 9–13):
  - An improvement to prevent CMBL vendor locations from being used on Accounts Payable vouchers. Both TINS and CMBL vendors may be selected on purchase orders, but only TINS vendors that are established in USAS are valid vendors for voucher payments. **(SR 36195)**
  - An update that modifies the SPA extract program to distinguish the HEADER and LINE rows. This improvement prevents SPA Extract failures that occur when agencies request an extract file when the SPA extract is already ordered for the routine SPA to CAPPS load process. **(SR 36053)**
  - A correction to the USAS interface that prevents errors caused by incompatible GL Journal T-codes in the journal. **(SR 34835)**
  - An improvement that provides agencies with a Custom Application Engine to assist in removing CAPPS access and preferences from users who were terminated from an agency or transferred to a new agency. **(SR 26634)**
- For the October implementation of new functionality, one change is highlighted for agency testing during UAT.
  - Functionality: A request to enhance journal entry based on T-code and Doc Type so that documents will interface with USAS successfully. **(SR 34835)**
  - Acceptance Criteria:
    - Create a GL Journal Deposit using two different T-codes that also belong to different Doc Types – the Journal should error.
    - Create a GL Journal Deposit using two different T-codes but the same Doc Type – the Journal should pass.
- Submitted five enhancements for a vote to add them to the CAPPS HR/Payroll baseline. The SRs and their short descriptions from the ASP tool, along with the user story and proposed solution are:
  - **SR 35739** – Re-write Outstanding Pre-Encumbrance Report to CAPPS
    - User Story: As a Financials user, I want the ability to generate a pre-encumbrance report so that I can identify and review Requisitions that have a remaining pre-encumbrance balance.
    - Proposed Solution Summary: The Outstanding Pre-Encumbrances report can now be generated in CAPPS Financials.
  - **SR 37190** – Limit Receipt to No More Than 999 Assets IDs
    - User Story: As an AP Accountant, I want to source a PO Receipt for a Voucher with at least 999 distributions related to Assets for the Voucher process to ensure the payment is timely.
    - Proposed Solution Summary: Add a customization (edit) to display an error if a Receipt line has more Asset lines when the quantity received is greater than 999 to Process the Voucher successfully without impacting the Voucher distribution line limit of 999.
  - **SR 37215** – Un-approve Cash Receipt Batch
    - User Story: As a Revenue Accountant, there are circumstances when a cash receipt batch is approved for deposit, however, before the deposit is taken to the bank, there is the recognition of an error in the deposit and users would like to unapproved the entered cash receipt batch before further processing.
    - Proposed Solution Summary: An additional action is needed on the Cash Receipt Batch approve page to un-approve a deposit batch that was approved but was not sent to the General Ledger/USAS for processing. Only users with the approval role can un-approve a batch.
  - **SR 28660** – Ability to reset PC Distrib Flags
    - User Story: As a Financials user, valid Project IDs need to be assigned to all timesheet entries, so that the Allocation and Labor Distribution process can be completed.
    - Proposed Solution Summary: A custom run control page will be built to give agencies access to reset PC Distrib Flags to be able to reprocess data.

- **SR 19459** – Automatically load warrants cancel voucher from HX.
  - User Story: As an AP Accountant, I want to have cancellation vouchers automatically loaded into CAPPS to prevent manual intervention. This would reduce reconciling items.
  - Proposed Solution Summary: Automatically generate and load warrant cancel vouchers from HX transactions.
- Reviewed the following CAPPS HR/Payroll activity:
  - August 2023 HR/Payroll SR Summary Data included 771 new tickets opened and 803 closed. There were 810 tickets carried forward from August into September.
  - September HR/Payroll release included 21 new requests that included one new feature, six bug fixes and 14 improvements. 14 requests migrated on Sept. 14 with the remaining seven migrating on Sept. 28. Highlights of these changes:
    - Created a new feature that allows agency EPM Administrators to transfer or delete performance notes so that processing can continue and make updates as necessary in the event the document owner changes. (**SR 44394**)
    - Made a correction that considers work hours from all active eligible employment instances when determining which benefit program the employee should be enrolled in so that premiums are deducted correctly from their paychecks. (**SR 47892**)
    - Made an improvement to increase the fiscal year field on the Dept Budget Table to four characters so the Commitment Accounting (CA) managers don't have to reconfigure the Dept Budget Table with the fiscal year in the correct format. (**SR 45417**)
  - October HR/Payroll Production Release SRs migrate to Production on Oct. 19, with a total of seven items being implemented. Highlights of the October release include four SRs (available for UAT Oct. 9–13):
    - A fix to allow Payroll Processors to pay all employees accurately (including concurrent employees) and closing their paid time after the payroll is confirmed so that employees will not be overpaid on subsequent payrolls. (**SR 38953**)
    - An improvement to the benefits saving management process which now updates employees that are over 50 years old when they change agencies within the same calendar year so they can contribute more than the standard year-to-date amount (**SR 47625**)
    - Implementation of an audit for changes made to the shift and health benefit table for employees, so that when issues occur on these tables, the audit can be used by the CAPPS support team to research historical changes. (**SR 45594**)
    - A fix for the **Your Timesheet Activity** email to include appropriate time for each employee when time is entered by the employee's Supervisor, Time Administrator or Time and Labor Superuser. (**SR 46774**)
  - For the October implementation of new functionality, one change is highlighted for agency testing during UAT.
    - Functionality: A request for the ability to select documents that are ready for approval and not already approved. (**SR 45997**)
    - Acceptance criteria: If a document listed is not approved, the **Select for Approval** checkbox is editable, to allow the user to select the Document. If a document listed is approved, the **Select for Approval** checkbox is unselected and read-only, to prevent the user from selecting the document (provided that the Approved Date = current date).

**Note:** If a document is **Sent to SPRS > approved > deleted**, it should then be available for approval on the **Payroll Document Approval** page. The **Select for Approval** checkbox is editable and allows the user to select the document.

#### IV. CAPPS Project Updates

- The CAPPS Financials agency deployment for fiscal 2023 is 99 percent complete.
  - Fiscal 2023 Go-live was successfully completed on Sept. 1.
  - Post-production support and fiscal 2024 deployment planning is ongoing.

#### V. On the Horizon

- The Texas Department of Information Resources (DIR) will implement some changes to the Texas.gov Digital Identity Solution (TDIS) Login process, which affects all CAPPS users:
  - Logins currently require two-factor authentication. For many, their email address is used as the second factor, with receipt of a one-time passcode (OTP) to complete login.
  - Future logins will employ Risk-based Adaptive Authentication, which will categorize each login attempt as **Low Risk** (i.e., “typical” for the given user), **Moderate Risk**, or **High Risk** based on the behavior observed during the login attempt and potentially require a third factor for identity verification.
  - DIR add messaging to the Multi-Factor Authentication (MFA) dialog that encourages users to register additional forms of MFA through the TDIS **Account Settings** page.
  - Minor cosmetic changes to the login page for CAPPS will move the acceptable use policy confirmation from a pop-up window to an inline dialog. Instead of selecting **Accept** in the popup, users will select **Next** in the dialog to continue to the login credentials dialog.
- The *2023 Equal Employment Opportunity Report* will be available to agencies in October. Separate from the biennial EEO-4 report discussed during the July CAPPS User Group meeting, the annual *Equal Employment Opportunity Report* is mandated by the Texas Labor Code, Section 21.552.
  - The *Equal Employment Opportunity Report* compiles statistical information about minority hiring practices for employees of state agencies and institutions of higher education for the previous fiscal year (Sept. 1, 2022, through Aug. 31, 2023).
  - Preliminary copies of the *2023 Equal Employment Opportunity Report* are sent to agencies via electronic file transfer (EFT) on **Oct. 19**.
  - Agencies must submit the electronic *Preliminary Equal Employment Opportunity Report Acknowledgment* form to the Comptroller’s office by **Oct. 26**.
  - EEO Report Data Corrections are due from agencies by **Oct. 27**.
  - The final *2023 Equal Employment Opportunity (EEO) Report* is available via EFT on **Oct. 31**.
  - For more information, see [Equal Employment Opportunity \(EEO\) Report](#) or navigate to:
    1. FMX website.
    2. Select **Policies/Procedures (FPP)** in the menu bar.
    3. Select **Statewide Payroll/Personnel Reports Guide** from the table.
    4. Select **Equal Employment Opportunity (EEO) Report** in the right-hand menu.

#### VI. Features & User Spotlights

- As calendar year-end approaches, CAPPS staff encourage agencies to promote the electronic consent (eConsent) options for all employees to receive their year-end tax forms (W-2 and 1095-C) digitally.
- The CAPPS communications team will send a toolkit for each agency to use to promote eConsent to its employees.

## VII. Open Forum / Q&A

- Attendees were asked in a multiple-choice Slido poll:  
*“Level 1’s and Managers: How do you make others at your agency aware of the information provided in the User Groups?”*
  - 86 percent (a significant majority) said they use standard agency correspondence or email.
  - Other methods used (with less frequency) included:
    - 12 percent used agency newsletters.
    - 11 percent used other methods.

## VIII. Deep Dive Topics

- Agencies using both CAPPs Financials and HR/Payroll have built-in integration that sends payroll documents from CAPPs HR/Payroll to the Statewide Payroll Personnel Reporting System (SPRS) and Uniform Statewide Accounting System (USAS) for approval.
- Upon approval from SPRS and USAS, the GL interface process creates the GL journal that is sent to CAPPs Financials and creates a journal with a journal source of **PAY**. The journals go through:
  - Edit check
  - Budget check
  - Posting process
- HR/Payrolls sent from CAPPs HR to SPRS run at 5:30 p.m., Monday–Friday. Payrolls sent to SPRS are updated in CAPPs at 6 a.m. the following morning. The GL Journals are created and sent to CAPPs Financials at 6 a.m., Tuesday–Saturday.
- Every time an agency processes payroll in Human Capital Management (HCM), which are then processed in SPRS and accepted in USAS, two files are generated by HCM and sent to CAPPs Financials:
  - Summary journal/chart of accounts
  - Payroll detail
- Files are automatically initiated by **Control+M**. Batch schedule checks for these files daily (Tuesday–Saturday) and the file is captured/stored as **Payroll Details in TX\_INTRFC\_PYMNT**.
  - When a payroll is processed in advance of the pay date, two GL journals (expenditure journal and liquidation journal) are created to match USAS.
  - When a payroll is processed on or after the pay date (for a supplemental payroll, for example), only one journal is created.

## IX. Wrap-up/Close Meeting

- Watch for follow-up information on the E-Consent Campaign and TDIS Upgrades.
- In October, individual CAPPs User Group meetings will be held for each tower:
  - HR/Payroll User Group – Tuesday, Oct. 24 (spotlight on calendar year-end activities)
  - Financials User Group – Thursday, Oct. 26 (spotlight TBD)
- Submit ideas or suggestions for future user group discussion to: [capps.product.team@cpa.texas.gov](mailto: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](mailto:capps.cgc.ba@cpa.texas.gov)