CAPPS Financials User Group Meeting

Thursday, Oct. 26, 2023
9–10:30 a.m.
(Webinar Only)

I. Welcome

- This month's icebreaker was a just-for-fun question:
  "*Candy Corn: Yes, or No?*"
- Audience responses were split evenly:
  - 50 percent voting against it *("Eww! Yuck!")*.
  - 50 percent voting for it, either with or without peanuts *("Yes, I love it"* or "*Yes, but only with Peanuts"*).

II. Announcements and Reminders

- Clean-up of unused queries (private queries not run for at least 30 months or owned by individuals who are separated for more than 12 months) begins this month.
  - Beginning in November, deletion occurs on the **20th of every month** through a Control-M job.
  - To view queries subject to deletion, view TX_CLEAN_OLD_QRY_MONTHLY and TX_INACTIVE_USER_QUERIES.
- Reminder to agencies that a new process to automate the removal of user preferences for terminated users (those terminated or transferred to another agency) is scheduled to run, which removes:
  - User preferences related to AP, PO, Req, Contracts, inactivating Requesters and Buyers
  - Route Control Profiles
  - Alert Notifications
  - Budget Date Security
- The October migration date for removal of user preference for terminated users is delayed as testing is still in progress. A tentative date may be scheduled for November. (**SR 26634**)
  - All time and labor fiscal year-end activities should be complete.
  - The federal budget load spreadsheet is closing out **in October**.

III. Production Updates

- Financials SR Summary Data for September 2023 included 766 new tickets opened and 711 closed. There were 387 tickets carried forward from September into October.
- The Financials release for October includes five new requests that include one bug fix and four improvements. Highlights of these changes:
  - A bug fix (that migrated to production on Oct. 12) to limit the Asset Summary report to "in service" assets so it reflects the same amounts as the Asset Listing report. (**SR 36420**)
  - An improvement that ensures that General Ledger journals interfacing to USAS have compatible T-codes and Doc Types when journal edit is run. (**SR 34835**)
- The Financials Production Release SRs for November will migrate to Production on Nov. 2 and Nov. 16, with a total of seven items being implemented. Highlights of the November release:
  - Improvement to view descriptive/legal text (DLT) comments on voucher pages. (**SR 32868**)
  - Improvement to enable the search button for control chartfields that allows users with view-only access to search for (and display all) configured control chartfields for the budget definition (**SR 36148**)
  - Improvement to modify the AP reports query tree to include the attachment count for AP vouchers. The record VCHR_ATTACH_VW is available for public queries based on the user's primary permission list. (**SR 36307**)
  - Improvement that allows the vendor's short name to include a sequence number up to 9,999 (this was previously limited to 999). (**SR 37400**)
- For November's implementation of new functionality, two changes are highlighted for agency testing during user acceptance testing (UAT). The functionality and acceptance criteria:
  - **SR 32868** – Request to view and edit DLT comments from the Invoice Information page for users who have view-only access to invoice information.
    - Acceptance Criteria: Enable the DLT Comments hyperlink in the Invoice Information page for all users with access to the AP Regular Entry component.

- **SR 31424** – Request for the ability to print the Travel Authorization in detail with all the expenses and history of approvals.
  - Acceptance Criteria: The travel coordinator (TC) can print the travel Authorization through the Travel and Expense Dashboard. Based on the TC's security permissions, the system will only print only the travel authorizations the TC has access to. Only TCs have access to print this report— if employees need it, they must request the hard copy from their TC.
- Four enhancements are submitted for a vote to add them to the CAPPS Financials baseline. SRs with short descriptions from the ASP tool (along with the user story and proposed solution):
  - **SR 36467** – Need to Query Standard PO DLT comments
    - User Story: As a purchasing user, I want the ability to query the list of Standard PO comments in CAPPS. (for example: DLT, Terms & Conditions)
    - Proposed Solution Summary: Create a new secure view of Standard PO comments and Comment text and add it to the Query tree. Users can query the standard Comments text from the new view.
  - **SR 36757** – Add Supplier item ID field to TXCPO002X Requisition Print report.
    - User Story: As a purchasing user, I want the Supplier Item ID and Manufacturer Item ID information on the Requisition Print report.
    - Proposed Solution Summary: Modify the Requisition Print report (TXCPO002X) by adding the Supplier Item ID and Manufacturer Item ID to the report.
  - **SR 38207** – Allow cash receipt (CR) update to Accounting Date when loading the file.
    - User Story: When loading from a CR file to CAPPS cash receipts, users need the ability to update the CR Accounting date to reflect the correct accounting date/period. Currently, the accounting date defaults to the current date, and does not accurately reflect for when the deposit was made by the agency.
    - Proposed Solution Summary: Un-gray the accounting date on the Cash Receipt page for CRs loaded from an external TXGOV (or a spreadsheet upload file) with the receipt in open status, allowing the user to update the defaulted current date to a different accounting date that reflects the correct deposit date.
  - **SR 38411** – Remove double quotes from TX_US_ARCH_ARC
    - User Story: As an AP user, I want the ability to extract data from the TX_US_ARCH_ARC table without load errors due to the special characters.
    - Proposed Solution Summary: Create a new view based on the TX_US_ARCH_ARC table and remove the special characters. Add the view to the list of FIN Data Extract records to create the extract files.

IV. On the Horizon

- Provided an update regarding the Department of Information Resources (DIR) security enhancements to the Texas Disaster Information System (TDIS) login process utilized by CAPPS.
  - Currently, the TDIS *Forgot Password* functionality allows email as a method for account verification.
  - The security enhancement removes email as a method for account verification.
  - Encourage users to set up security questions and/or a mobile phone as a verification option in TDIS to use the self-service password reset.
  - Agency DAs are still able to generate password reset emails as an alternative.
  - Changes go into effect on **Oct. 30** for the TDIS Stage (CAPPS UAT/MNT) and on **Nov. 9** for the TDIS Production (CAPPS PRD).
  - Related —TDIS system updates to implement the risk-based adaptive authentication (RAA) go into effect on Oct. 26 in passive mode (no impact to users). RAA enters active mode in TDIS Stage on **Nov. 28** and active mode in TDIS Production on **Dec. 14**.
  - DIR is planning additional development presentations with TDIS. The CAPPS Communication team will share information as it becomes available.
  - Recommend communication to all CAPPS users about these changes and how individuals should prepare.

V. Features and User Spotlights

- Since the deployment of Fluid ePro, a number of enhancements and fixes were implemented. These include:
  - Allocated Quantity Changes to Split Distributions from either the Shopping Cart or Requisition Summary Page.
  - Manually added Distribution Lines from the Requisition Defaults Page.
  - Added Ship To comments to Requisitions and copied them to Purchase Orders.
  - Deleted the Line comments when the Line is deleted

- Shared procedures and best practices for canceling a Purchase Order (PO) for both header-level cancelations and line-level cancelations. The primary reason for cancellation of a PO is that the PO is unused and the funds need to be returned back to the budget.
    - For header-level cancelations: Remember that a PO cannot be canceled if the budget status is not valid.
        1. Select **X** in the upper-right corner of the PO header view and a pop-up message appears.
        2. Read the entire message and remember, a PO cannot be un-canceled.
        3. Select **Yes** to confirm the cancellation of the PO and a second pop-up message appears.
        4. Read the entire message and remember, a PO must be budget-checked in order to liquidate during a cancellation.
        5. Select **Budget Check** to check the budget.
        6. Save the PO immediately, which refreshes the PO header and document tolerance status.
        7. Validate the PO as being liquidated after cancellation (from the Purchase Order Tile of the Purchasing Dashboard).
        8. Review the PO through the PO Accounting Entries page.
    - For line-level cancelations, identify the line that needs to be canceled and select **Details**.
        1. On the Line Details page, select **X** in the upper-right corner. A pop-up message appears.
        2. Read the entire message and remember, a PO line cannot be un-canceled.
        3. Select **Yes** to confirm the cancellation of the PO line.
        4. Save the PO immediately, which refreshes the PO Status to Open with the Budget and Document Tolerance unchecked.
        5. Users must **Approve** and **Budget Check** the PO.
        After successful approval and budget check, the status on the canceled line shows the PO as *Canceled*.

VI. Open Forum Q&A

- This month we took a different approach to the *Open Forum* and offered a SurveyMonkey survey (prior to the meeting) to ask what attendees what they would like to know about. Then attendees were asked: "*Do you like the pre-meeting survey option to ask us questions in advance?*"
    - Three trending topics were submitted in the SurveyMonkey survey where users requested information for:
        1. The CAPPS Travel Module:
            - ◊ Agencies interested in the CAPPS Travel and Expense (T&E) module are encouraged to preview the module's basic function by viewing CAPPS self-paced training courses 225 – *CAPPS Travel and Expense Processing* and 230 – *CAPPS Travel and Expense Processing* (Self Service).
            - ◊ There is currently a wait list for deployment of travel and expenses.
            - ◊ If your agency wants to be added to the queue for travel and expenses, please submit an SR.
        2. Receiving module — the CAPPS Financials team will schedule this topic for an upcoming user group meeting.
        3. CAPPS training and available resources — the CAPPS Training team is working on several initiatives that will launch in the coming months, including:
            - ◊ Revamp of many online self-paced training modules.
            - ◊ Implementation of a Desk Aid resource library.
            - ◊ Upcoming schedules for virtual instructor-led training classes.
            - ◊ Announcements/updates will be shared through CAPPS Communication team channels and the CAPPS Training website.
    - During Open Forum, a question was submitted requesting a second deep dive on the Asset Management module. The CAPPS Financials team will schedule this deep dive topic for an upcoming user group meeting.

- The CAPPS Team thanks all CAPPS users who submitted ideas/questions and encourages all users to email their questions/ideas/suggestions for future user group meetings to: capps.product.team@cpa.texas.gov

VII. Deep Dive Topics

- Writing Service Requests are a critical part of how CAPPS is developed. The CAPPS team gave some tips to assist in submitting SRs:
  - Ensure that SRs that are **thorough/complete** when first submitted, thereby reducing delays in resolving issues.
  - Use the **Short Description** entry as a brief statement describing why the SR is being created, which should not include any personal identifiable information here (such as a user's name or CAPPS ID).
  - Use the **Long Description** entry as a synopsis of the issue being reported on the SR request, which also should not include any personal identifiable information here (such as a user's name or CAPPS ID).
  - Ensure that all SRs submitted include all of the following:
    - The reason for the priority they set when the SR was created.
    - Specific User ID(s) affected by the issue or notation that all users are impacted.
    - Specific document IDs (such as a payroll document number) related to the issue.
    - Frequency of the issue (always; frequently; occasionally; seldom; once)
    - Steps that were already taken to troubleshoot the issue.
    - Screenshots added as attachments.
    - Menu navigation.
    - Steps to replicate the issue.
    - Transaction ID or name or report (if applicable).

VIII. Wrap-up/Close Meeting

- An upgrade to BOBJ (from version 4.2 to 4.3) is in the planning stages. Stay tuned for details.
- **Next Meeting:** Thursday, Nov. 30, 2023 — CAPPS HR/Payroll and Financials (Combined) User Group meeting.
- The Comptroller's office will be closed **Wednesday, Nov. 22 — Friday, Nov. 24**.
- 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