CAPPS Financials User Group Meeting
Thursday, Jan. 25, 2024
9–10:30 a.m.
(Webinar Only)

I. **Welcome**
- This month's icebreaker asked attendees to finish the sentence:
  "This year I will…"
  o Attendees responded via Slido poll.
  o Keeping with the spirit of the New Year, responses focused on self-improvement. Responses included:
    - *exercise more*
    - *eat healthier*
    - *learn a new skill*
    - *travel more*

II. **Announcements and Reminders**
- Implementation of the Auto-Hold CAPPS to USAS Outbound process begins on Jan. 25.
  o Outbound files are only held when AP Journals fail to post, preventing vouchers from importing into USAS.
  o To implement, agency Level 1 creates an SR ticket providing user IDs of the users requesting notification.
- The Department of Information Resources (DIR) continues to improve security for CAPPS by enhancing the Texas Digital Identity Solution (TDIS). The roll out for Active Mode for Risk-based third-factor authentication:
  o Non-production CAPPS environments begin Active Mode on Tuesday, Jan. 23.
  o Production CAPPS environments begin Active Mode in mid-February. DIR will confirm the date soon.

  > **Note:** Encourage all users to register additional multiple-factor authentication (MFA) methods using their TDIS Portal page.

- Business Objects (BOBJ) and PeopleSoft (CAPPS) upgrades are coming this summer. The new images are available for agency User Acceptance Testing (UAT) from May 6—June 14, with migration to Production on June 24.
  o BOBJ (upgrading from version 4.2 to 4.3) provides a new user interface with improved methods for accessing and organizing reports. Training will be provided before UAT begins.
  o PeopleSoft (upgrade from image 41 to image 48) with improvements to Fluid eProcurement.
  o More information about both upgrades coming in future User Group meetings.

III. **Production Updates**
- The Financials SR Data for December 2023 included:
  o 538 new tickets opened
  o 519 tickets closed
  o 392 tickets carried forward from December 2023 into January 2024
  o Five tickets migrated to production on Jan. 11,
  o Remaining tickets migrating today (Jan. 25).
- The January Financials release includes eight new requests for one bug fix, five features and two improvements. Highlights of these changes:
  o A fix to the Return to Manage Requisitions link to correctly navigate the user back to the requisition when selected from the Approval Status page. (**SR 37118**)
  o Implementation of an alert to the agency and a 30-minute hold on the CAPPS to USAS Outbound (TX_CAPPS_AP) if an error is identified on the AP journal. (**SR 35366**)
  o An improvement that allows users to change Chartfields for existing Requisition Lines by adding Speedcharts on the Mass Change page. (**SR 36714**)
- The February Financials Release 1 includes three requests for one bug fix, two improvements and one new feature.
  o UAT for this release is from Jan. 29—Feb. 2.
  o Deployment is schedule for Feb. 8.
- The February Financials Release 2 includes two requests for one bug fix and one improvement.
  o UAT for this release is from Feb. 12—Feb. 16.
  o Deployment is scheduled for Feb. 22.

- February's release of new functionality being implemented include three changes that are highlighted for UAT. Functionality and acceptance criteria:
  - **SR 37190** – A request to limit Purchase Order (PO) and Accounts Payable (AP) receipts to no more than 999 asset IDs. This request is included in Release 1.
    - Acceptance Criteria: Processing asset-related receipts only allows 999 distributions (since the voucher will not process more than 999 distributions). When selecting the **Pending** hyperlink, an error message displays if more than 999 distributions are detected. The error message also displays when selecting the **Save** button if the user split funding or is receiving more than 999 assets. Users need to update the quantity and ensure no more than 999 distributions are created. Then, another receipt needs to be created to receive the remaining quantity. However, non-asset-related receipts with a quantity greater than 999 are processed successfully.
  - **SR 39188** – A request to ensure that hotel tax refund transactions that were reversed still display correctly on the USAS History Extract (HX) Journal. This request is included in Release 1.
    - Acceptance Criteria: Hotel tax refunds should represent a negative amount on the HX Journal.
      - ◊ Hotel tax refunds are a CPA quarterly process.
      - ◊ Testing: CAPPS will re-run the Dec. 4, 2023, HX Journal file and agencies need to review the new HX Journal for accuracy in UAT1.
  - **SR 31969** – A request to include an edit on cash receipts transactions to enforce consistent T-codes for the USAS transactions. This request is included in release 2.
    - Acceptance Criteria: CR Batch errors when multiple Batch Type and Doc Types are entered on a single CR Batch.
      - ◊ CR Batch with multiple T-codes but the **same** Batch Type and Doc Type should pass.
      - ◊ CR Batch with multiple T-codes and **different** Batch Type and/or Doc Type should fail.
- Five enhancements are submitted for a vote to be added to the CAPPS Financials baseline. The SRs with short descriptions from the ASP tool and the corresponding user stories and proposed solutions are:
  - **SR 28850** – View-only access requested for user preferences.
    - *User Story: As a Level I agency user, I want the necessary access to view and/or update user preferences to ensure agency users have the proper access to complete daily tasks efficiently.*
    - Proposed Solution Summary: Requesting view-only access for user preferences to assist with assigning the appropriate preferences for users. There was a work unit that involved the agencies having add/update access as well.
  - **SR 38396** – Create save-edit for unsaved ePro carts.
    - *User Story: As a requestor, I need a save prompt on new ePro requisitions so I don't leave unsaved data.*
    - Proposed Solution Summary: Create a save-edit (similar to all other CAPPS pages) that prompts the user to save or cancel the transaction if a new ePro requisition is not proactively saved with a Req ID generated. Carts with no Req ID are no longer be held in limbo, which could cause data problems and errors.
  - **SR 38713** – Increase CR Load Program to 9999 Lines
    - *User Story: The agency encounters failures in the CR load process and would like to increase the number of lines that the CR Load process can handle to avoid having to break the files up into smaller batches.*
    - Proposed Solution Summary: Increase the CR Load capacity from 1200 to 9999 lines.
  - **SR 39059** – Funds Distribution Field Defaults
    - *User Story: As an account manager, I would like the data entry to be error-free and faster by defaulting some of the standard values for all fund distributions.*
    - Proposed Solution Summary: Default the threshold amount and budget-checking flag on new fund distributions.
  - **SR 39402** – Interest Vouchers
    - *User Story: As an accounting manager, I would like the ability to use the PCA value as a key field in the EDIPARMS systems code configurations to allow for the creation of interest vouchers in CAPPS with different coding methods – for example, state versus federally funded activity.*
    - Proposed Solution Summary: Add the `PCA` field as a key field (in addition to the Business Unit and Appropriation Year values in the EDIPARMS system codes) to define how the interest vouchers are coded in CAPPS.

IV. On the Horizon

- Enhancing the *User Preferences Online Request* form to enable more flexible settings for user preferences to a job profile. Key updates:
  - Addition of standard user preferences for some job profiles.
  - Option to set additional user preferences for some job profiles.

- The *CAPPS Roadmap* highlights future CAPPS development over an extended period. The items highlighted on the roadmap:
  - System and policy updates to streamline how Prior State Service is recorded and verified.
  - A strategy to enable agencies to employ third-party reporting tools using live data.
  - Deployment of image and tools upgrade. One noteworthy aspect of the upgrade addresses the placement of the plus (**+**) and minus (**-**) buttons to the add and delete rows on the weekly timesheets in CAPPS Employee Self Service.
  - Proactive efforts to employ data masking so Personally-Identifiable Information (PII) is only visible when necessary and PII data views are logged.
  - Replacement of the Service Desk Management system, commonly referred to as *ASP*.
  - Modernization of legacy systems, including USAS and TINS.

V. Features & Spotlights

- **SR 37190** — an enhancement that addresses receipts with greater than 999 distributions. Since vouchers are limited to 999 distributions, these receipts need to be split into separate receipts.
  - If the receipt quantity creates more than 999 distributions, an error message displays when selecting the **Pending** hyperlink. Users need to update the quantity and ensure no more than 999 distributions are created.
  - If the user dismisses the error message and saves the receipt, the error message displays again, the receipt quantity field becomes disabled and the transaction is not processed. The user must create a new receipt by sourcing the PO to the receipt again.
  - Processing a PO Receipt for non-asset-related receipts with a quantity greater than 999 are processed successfully, regardless of the quantity.
  - Ensure that warehouse/receiving staff are aware of these changes, which take effect on Feb. 8.

- The CAPPS to USAS Outbound Interfaces can be configured to control how USAS documents are batched. This can be done by limiting the number of documents in a batch, as well as segregating batches by Doc Type and T-code. Batch grouping is controlled separately for the three interfaces (GL Journals; Budget Journals; AP Vouchers.)
  - The interfaces can be configured to limit the number of USAS documents in a batch, as well as to separate batches by any combination of T-codes and DocTypes. These two controls (the counter; the separator) are independent of one another.
  - The **Interface Run Control** tab sets the maximum number of documents in a batch through the `USAS DOCS PER BATCH` field. When this field is left blank, batches have no set limit.
  - The **Batch Groups** tab allows batches to be split by any combination of Doc Type and T-code for the rows specified. Any documents not part of the specification are batched together.

- The CAPPS Training and Governance team recommends making use of the multiple communications resources available to users in order to receive updates on CAPPS activities (including meetings and system changes).
  - The CAPPS teams use several email addresses (mailboxes) to communicate various types of information with CAPPS agencies. The following **three mailboxes** are used for sending information to CAPPS users **and** receiving questions/request information from CAPPS users:
    - **CAPPS Governance and Communication** (capps.cgc.ba@cpa.texas.gov) mailbox —used for CAPPS System information (such as process updates or due dates for business activities) as well as meeting invitations and materials distribution.
    - **CAPPS Training** (capps.training@cpa.texas.gov) mailbox —used to communicate about CAPPS training activity and announcements (such as upcoming training courses, news, updates about online training materials and distribution of course materials).
    - **CAPPS Product Team** (capps.product.team@cpa.texas.gov) mailbox —used to contact the Product team regarding general questions about the CAPPS program (such as inquiries about CAPPS module implementation or other module-related program information). However, this mailbox is **not** used for reporting system issues or ticket requests, which should go through the Level 1 SR process.

- In addition to the mailboxes, the CAPPS Communications team is also expanding its use of distribution lists via ListServ accounts. These accounts are outbound-only distribution lists that allow the Communications team to send emails to large audiences from a single distro email address.
    - The ListServ accounts used for communications shows the email *sender* information as coming from the *@listserv.cpa.state.tx.us* domain.
    - Presently, the team has ListServ accounts for the various agency Level 1 groups and the TDIS delegated administrators (DAs).
- End users should ensure that all email addresses mentioned above are tagged on their "*Safe Senders*" lists and are not being deleted by spam filters. In some instances, users may need to work with their agency's IT department to prevent firewall filters from blocking messages.
- In addition to email notifications, all users have access to a wide variety of resources that can be found on the **CAPPS** page on FMX. Some of these resources include:
    - **CAPPS System Changes** — Changes implemented in the CAPPS Production system (going back two years).
    - **CAPPS 30-Day Calendar** — Links to CAPPS-related activities, system downtime, meeting dates, etc.
    - **CAPPS Contacts and Help**— General resource information that includes lists of all agency Level 1s and Delegated Admins for each agency.
    - **CAPPS HR/Payroll User Group Meetings** and **CAPPS Financials User Group Meetings** pages — Each includes module-specific information for the upcoming user group meetings schedule, how to connect to user group meetings webinars, the names of the user group's committee members and a two-year archive of meetings that contains the agendas and meeting minutes from the previous meetings.

VI. Open Forum/Q&A

- The CAPPS Financials team reviewed the submissions made to the Open Forum Suggestions survey. Thank you to those who submitted questions or suggestions. As a reminder, we will continue to collect your input in advance of each user group meeting, including a link for that month's user survey.
- In this month's user survey, we received questions about:
    - *Locating the payment number and date from a voucher as opposed to having to pull a voucher print and wait for the print*.
        - The payment information can be found on the CAPPS voucher. There is no need to print the voucher to retrieve this information.
        - Once the payment is completed in USAS, the payment number and USAS Proc Date (which is the Warrant Write date) are added to the voucher distribution line on the USAS Data tab in CAPPS.
        - If you have additional questions, please enter an Information request ticket in ASP.
    - *Setting up T-code 475 in CAPPS*.
        - This is an available configuration option for agencies — and we have several agencies with this setup.
        - If your agency wants this configuration set up, please submit a ticket and we will work with your agency on that configuration.
    - *Plans for Reference Doc Numbers printed in the CAPPS Journal Detail Print selection*.
        - Currently, there are no tickets requesting this.
        - If your agency wants the CAPPS teams to explore that request, please enter a ticket and we will look at possible solutions.
    - *Asset Management training and query training.*
        - The CAPPS Training website contains some self-paced course material on these topics. If your agency wants additional training resources on these or any other topics, please email the CAPPS Training team.

VII. Wrap-up/Close Meeting

- **Next Meeting:** Tuesday, Feb. 27, 2024 — CAPPS HR/Payroll and Financials (Combined) User Group Meeting.
- 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