CAPPS HR/Payroll User Group Meeting

Thursday, April 25, 2024

9–11 a.m.

(Webinar Only)

I. Welcome

II. Announcements and Reminders

- The *punch out* integration between CAPPS Financials *ePro* and *Texas SmartBuy* was discontinued effective April 12, 2024. Agencies can continue to cross-reference CAPPS POs with the *SmartBuy* PO# on the Add/Update PO page. CAPPS agency support staff contacts may contact the CAPPS Help Desk with questions.
- CAPPS Training sent invitations for the upcoming May 2 focus group. This focus group will review upcoming changes for the CAPPS Financials 2024 image upgrade, including bug fixes, enhancements and suggested testing scenarios. Email capps.training@cpa.texas.gov for more information.
- Beginning April 25, CAPPS will remove all attachments in non-production environments that are older than six months in order to reduce storage used in non-production environments. This does not affect the production environments.
- System-generated emails from some workflows were sent using a user's email address, rather than a system no-reply email address. Effective the evening of April 25, system-generated emails will be sent from the CAPPS no-reply email address. For more information, reference **SR 41490** (Financials) and **SR 53441** (HR/Payroll).

III. Production Updates

- Financials SR Data for March 2024 included 600 new tickets opened and 639 tickets closed. There were 299 tickets carried forward from March into April.
- Financials releases for April included 12 new requests that included five bug fixes, three features, and four improvements. Highlights of these changes:
  - A feature to add new reports and queries to the Travel & Expense Workcenter. (**SR 30586**)
  - An improvement to correctly show Refund (7135) transactions on the HX Journal when those transactions are reversals. (**SR 39188)**
  - A bug fix to display page details when a user uses the ***ALT+J*** key combination. (**SR 40407**)
  - A bug fix to enable viewing of budget adjustments from the hyperlink on the *Pending Approvals* tile. (**SR 40416**)
- The Financials Release 1 for May contains seven requests that include three bug fixes, three improvements and one new feature. User acceptance testing (UAT) for this release is April 29—May 3 with deployment on May 9.
- The Financials Release 2 for May contains one new feature. UAT for this release is May 6—17 with deployment on May 23.
- For the new functionality being implemented in the May releases, four changes are highlighted for agency testing during UAT. The functionality and acceptance criteria:
  - **SR 30501** – A request to modify asset capitalization to facilitate year-end reconciliation with SPA (included in Release 2).
    - Acceptance Criteria: Assets to be capitalized at the PO/Receipt level. The capitalized asset will be eligible for the SPA Outbound process before Invoice processing. Assets capitalized in this manner are written to the asset cost tables accordingly.
  - **SR 31416** – A request to generate reports that can compare expenditure transaction information between CAPPS and USAS (included in Release 1).
    - Acceptance Criteria: Generate reports as CSV files with results specific to different options (that includes: Summary Level, USAS Doc Number, USAS Doc Number/Reference Document and Details). When selecting the ***Differences Only*** function, the generated results only show differences between the two systems. All report prompts are required. Reports can be accessed through either the ***GL Reports*** tile or the ***Statewide Reports*** menu.
  - **SR 40107** – A request to display more than 10 mail codes when using the TINS Check web service (included in Release 1).
    - Acceptance Criteria: Identify a vendor with more than 10 mail codes (up to 100). Enter the identified vendor from the PO header and select the **TINS Check** button. Then select the **TINS Mail Codes** hyperlink and verify that the mail codes returned are more than 10. Enter the identified vendor in the *Supplier* module. Then, on the *Identifying Information* page, select the **TINS Check** button and select the **TINS Mail Codes** hyperlink. Review the mail codes returned are more than 10. On a Regular style voucher, enter the identified vendor and a valid location to a voucher header. Then select the **TINS Check** button and select the **TINS Mail Codes** hyperlink. Review the mail code information returned.

- SR 40294 – A request to disable the INVOICE RECEIVED field at the header level once a voucher has been posted (included in Release 1).
  - Acceptance Criteria: The INVOICE RECEIVED field at the header level should not be available for updates when the voucher status is ***Posted***. The INVOICE RECEIVED field is currently available for updating and users may update the field even though the voucher has been posted. When the voucher is ***Unposted*** (non-PO vouchers) or ***Unmatched*** (PO vouchers), the INVOICE RECEIVED field should be available for updating. The INVOICE RECEIVED field should be grayed out when the voucher's *Post Status* is ***Posted*** or the *Match Status* is ***Matched***. For agencies that do not use the matching process, the INVOICE RECEIVED field is unavailable when the voucher is posted.
  - UAT is scheduled on April 29—May 3 with production implementation scheduled on May 9.

- HR/Payroll SR Data for March 2024 included 717 new tickets opened and 737 tickets closed. There were 581 tickets carried forward from March into April. The majority of new tickets were for the Payroll module, followed by the Human Resources (HR) module. The majority of closed tickets were for the HR module.
- HR/Payroll releases for April included 20 new requests that included nine bug fixes, one feature and 10 improvements. Highlights of these changes:
  - An improvement to produce an error when adding/updating new transactions if the FTE indicator and STANDARD HOURS values are out of sync. (**SR 41748**)
  - A new feature to add additional prompts to the TX_HR_AGY_TERMS query to pull termination information based on EFFECTIVE DATA FROM/EFFECTIVE DATE TO so that core HR users can capture all terminations in a specified period. (**SR 44593**)
  - A bug fix to allow core HR users to continue the processing of a new hire if they navigate to a new window while completing a transaction so that newly hired employees' personal information remains intact and can be saved. (**SR 48684**)
- HR/Payroll Release 1 for May contains 12 requests that include five bug fixes, three improvements and four new features. UAT for this release is April 29 — May 3 with deployment on May 9.
- HR/Payroll Release 2 for May contains eight requests that include five bug fixes and three improvements. UAT for this release is May 20—24 with deployment on May 30.
- For the new functionality being implemented in the May releases, three changes are highlighted for agency testing during UAT. The functionality and acceptance criteria:
  - **SR 14886** – A request to calculate the correct compensatory time when an employee works on a holiday that is not part of their normal workweek (included in Release 1).
    - Acceptance Criteria: When REGHW/REGHR hours are entered on the timesheet for a holiday when the employee is not scheduled to work, a warning message displays for entering worked hours on a holiday. Entry of hours using the REGHW TRC can be entered up to the maximum holiday eligible hours. When the employee works more than the maximum eligible hours, the additional hours must entered using REGHR TRC. An error message displays if more than the eligible holiday hours are entered using REGHW TRC. (Standard holiday hours for a full-time employee is eight hours.)
  - **SR 45123** – A request to automate prior state service (included in Release 2).
    - Acceptance Criteria: Validate that the PRIOR STATE SERVICE date for an employee is accurate. Validate that the ***System Validated*** flag is present on the page.

      Note: All rows created before the implementation of this functionality are marked as *System Validated=No*.
  - **SR 49125** – A request to implement an edit that stops the entry of position rows with an effective date after the fiscal year lock-out date (included in Release 2).
    - Acceptance Criteria: When adding or updating rows in ***Modify Position***, a hard error is received and does not allow the user to save a new transaction keyed in ***Manage Position*** with an effective date greater than the fiscal year lock-out date. A hard error is received and does not allow a user to use ***Correct History*** and update the effective date on an existing transaction with an effective date greater than the fiscal year lock-out date. New transactions entered or corrections to existing transactions using a date less than the fiscal year lock-out date do not receive the error.

      Note: For testing purposes, the fiscal year lock-out date will be set in UAT1 to be *July 1, 2024*.

IV. CAPPS Project Updates

- Financials upgrade release is currently 77 percent complete and all metrics are on track for deployment on June 24. Upcoming key activities include:
  - Focus Group on May 2.
  - UAT is May 6—June 14.
- Financials deployment for ERS and TDCJ is currently at five percent complete, with all metrics on track for implementation on Sept. 1, 2025. Key activities include:
  - Agency Discovery sessions are underway through May 3.
  - Agency Discovery FIT/GAP Acceptance is ongoing.
- HR/Payroll upgrade release is currently 60 percent complete and all metrics are on track for deployment on June 24. Upcoming and recently completed key activities include:
  - Phase 2 of the System Test has concluded.
  - Multiple focus group meetings were recently been held, including:
    - *HR Performance Management* focus group on April 16.
    - *HR Remote Worker Functionality* focus group on April 17.
    - *HR/Payroll Agency UAT Kickoff* focus group on April 18.
  - Phase 3 of the System Test (end-to-end integration) is 40 percent complete.
  - The Business Objects (BOBJ) team will probide a **Business Objects 4.3** deep dive presentation later, during this user group meeting.

V. Deep Dives

- An overview of the SPRS payroll process covered the primary steps to ensure successful data coordination between CAPPS and SPRS.
  - **Step 1:** Create the document for SPRS in CAPPS. Creating the payroll document is required for SPRS/USAS processing.
    - Navigate to the **Payroll & Commitment Acctg** dashboard, select the **Payroll Distribution** tile, select **SPRS Processing** and then select **Create Document**.
    - Select the **Release for SPRS Processing** checkbox.
    - Select **Save**.
  - **Step 2:** Run the SPRS **Pay Outbound**. This process generates a payroll file for transmission to SPRS for each document that has been released for processing. If multiple documents are being processed on the same day, only run this process **ONCE** after the last document has been created. This process creates one file for all documents that have been released for processing.
    - Navigate to the **Payroll & Commitment Acctg** dashboard, select the **Payroll Distribution** tile, select **SPRS Processin**g and then select **SPRS Pay Outbound**.
    - Review the log file (AE_TX_SPRS_PR_xxxxxxxx.log) to verify that all document number(s) that are expected to be sent to SPRS are displayed.
    - Navigate to the **Payroll & Commitment Acctg** dashboard, select the **Payroll Distribution** tile, select **SPRS Processing** and then select **Inquire/Delete Document**.
    - Verify that the *Status* of the document(s) is *Sent to SPRS*.
  - **Step 3:** Run and verify the *SPRS Audit Report*. This report totals and compares the data on the *Paycheck Data*, *Actuals Distribution* process, and *SPRS Outbound* file and lists any data discrepancies and any out-of-balance situations. If any errors exist, the payroll will fail through either SPRS or USAS processing. Errors should be resolved before continuing with approval. Verify each document if multiple documents are being processed.
    - Navigate to the **Payroll & Commitment Acctg** dashboard, select the **Payroll Distribution** tile, select **SPRS Processing** and then select **SPRS Audit Report**.
    - If no errors exist, the report displays a****Document Passes High Level Balancing and Funding Check**** message.
  - **Step 4:** Approve the document in CAPPS.
    - Navigate to the **Payroll & Commitment Acctg** dashboard, select the **Payroll Processing** tile, select **Produce Payroll** and then select **Approve Payroll Doc**. Processed documents are displayed with the status *Sent to SPRS*. This must be completed by 5:30 p.m. Approval is not required on **CAN** (cancellation) or **REP** (replacement) documents.
    - Select the **Select for Approval** checkbox for each document to approve.
    - Select the **E-Sign & Approve** box at the bottom of the page.
    - Approver is prompted to enter their CAPPS `USERID` and `PASSWORD`.
    - A message displays indicating that the document has been successfully approved.

- Key considerations to keep in mind:
  - SPRS processes should not be started until **AFTER** the *Distribute Actuals* process is complete and funding has been validated in USAS per the CAPPS Payroll Checklist.
  - Payroll approval **MUST** be complete by 5:30 pm.
  - It is critical that the above steps are completed in this order to ensure payrolls process in SPRS and USAS as expected.
  - Before starting step 1, verify that the *Payroll Approver* is available to approve document(s).
  - The following queries in Query Manager may assist with reviewing the status of SPRS documents:
    - ◊ TX_PY_SPRS_APPRVL_DOC displays the approval status of SPRS documents. This query can be run to include just one document number or all documents.
    - ◊ TX_PY_SPRS_DOCS_BY_ASOFDATE displays a list of all SPRS documents as of the date entered.
    - ◊ TX_PY_SPRS_DOCS_FOR_TODAY displays a list of all SPRS documents that are included in the current date's outbound SPRS file.

- The BOBJ team provided a preview and demonstration of the interface and primary functionality of BOBJ 4.3, which will deploy on June 24 (concurrently with the HR/Payroll and Financials image upgrades).
  - BOBJ will have a new (tiled) user interface.
  - Frequently used reports or workspaces can be set as user favorites for easy access.
  - The data and reports themselves are not changing.
  - To learn more, visit the SAP Business Objects Training 4.3 on FMX.

VI. Wrap-up/Close Meeting

- In May, individual CAPPS User Group meetings will be held for each tower:
  - HR/Payroll User Group – Tuesday, May 28
  - Financials User Group – Thursday, May 30
- 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