

CAPPS Financials User Group Meeting

Thursday, May 30, 2024

9–10:30 a.m.

(Webinar Only)

I. Welcome

- The meeting kicked off with an icebreaker question: *Have you had a chance to log into UAT3 and test all the great new features CAPPS is adding in the upgrade?*
- 118 attendees (40%) responded:
 - 30% answered “Yes”
 - 70% answered “No”

II. Announcements and Reminders

- User Acceptance Testing (UAT) for the Image and BOBJ upgrade is ongoing through **June 14, 2024**. Testing is done in the UAT3 environment. The migration to production is scheduled for **June 24, 2024**.
 - Report defects for CAPPS Financials Image Upgrade to **SR 42681**.
 - Report defects for BOBJ Upgrade to **SR 42529**.
- As agencies prepare for fiscal year-end and the new fiscal year, please submit SRs for assistance or questions.
- Beginning May 23, 2024, a new statewide control prevents purchase orders with new appropriation years (AYs) from budget checking in CAPPS until the USAS profile rollover has occurred.
 - **Issue:** During the save, ChartField error messages occur on any PO with future-dated AYs that are not open in CAPPS Financials.
 - **Solution:** Set the PO Distribution Line **ChartField** status to *Recycle*.
 - Once the USAS rollover is complete (see APS018 for general timelines), CAPPS Financials statewide control lifts this control and agencies can manually clear the PO Recycle errors (same as they manually clear for a normal PO ChartField Edit error).

III. Production Updates

- The Financials SR Data for April 2024 included:
 - 652 new tickets opened
 - 627 tickets closed
 - 379 tickets carried forward from April into May
- The Financials release for May includes nine new requests: three bug fixes, two features and four improvements. Highlights of these changes:
 - A bug fix so the open amount updates correctly when an amount-only Requisition Line is updated on the Req Distribution Line page with a new split distribution Speedchart. (**SR 39264**)
 - A bug fix that corrects the USAS GL inbound job to properly read a journal ID that contains an underscore and process it correctly as a separate journal. (**SR 40450**)
 - A feature that creates a new USAS to CAPPS expense reconciliation report as a statewide report in CAPPS within the GL/KK reports tile. (**SR 31416**)
 - An improvement that does not allow editing of the INVOICE RECEIVED field once a voucher has a *Posted* status. (**SR 40294**)
 - An improvement allowing the TINS Vendor Mail Code web service to return up to 100 mailcodes. (**SR 40107**)
- There are no Financials Releases scheduled for (due to the code freeze in advance of the CAPPS Image and Tools upgrade on June 24).
- One enhancement is submitted for a vote to be added to the CAPPS Financials baseline:
 - **SR 42191** – Ability to use speedcharts in CAPPS Travel & Expenses module — *Travel Authorization and Expense Reports*.
 - **User Story:** *As a traveler and travel coordinator, I should be able to use Speedcharts in all my travel documents (Travel Authorization & Expense Reports) to default expense line distribution for ChartField values.*
 - **Proposed Solution Summary:** Add the Speedchart functionality to the CAPPS Travel & Expenses module allowing users to populate necessary accounting entry information.

IV. CAPPS Project Updates

- The Image Upgrade release is currently at eighty-four percent complete and all metrics are on track for deployment on June 24, 2024.
 - Upcoming Key Activities include:
 - Wrap-up of Phase 3 System Testing.
 - UAT is in progress until June 14, 2024.
 - Report defects for Financials fiscal 2024 on **SR 42681**.
 - Report defects for BOBJ 4.3 upgrade on **SR 42529**.
- The deployment for Employee Retirement System (ERS) and Texas Department of Criminal Justice (TDCJ) is currently twelve percent complete and all metrics are on track for implementation on Sept. 1, 2025.
 - Key Activities include:
 - Agency Discovery Sessions completed on May 3, 2024.
 - Agency Discovery FIT/GAP Acceptance is in progress.
 - Configuration and Prototyping phase began on May 6, 2024.

V. Open Forum/Q&A

Addressed three of the questions and comments that were submitted in the pre-meeting survey form:

- **Question:** If a TINS number is moved to inactive in USAS, why does it stay active in CAPPS? Shouldn't they match?
Answer: *The CAPPS support team is looking at ways to better integrate TINS and CAPPS, but currently the only integration is for new mail code setups. When a new mail code is set up in TINS, it will interface to CAPPS the following morning. We will continue looking at ways to integrate other TINS updates.*
- **Question:** Could explain voucher attributes and when you are supposed to change them from standard.
Answer: *We plan to do a Deep Dive on this topic at the next user group meeting to provide more explanation.*
- **Question:** Is it possible in CAPPS Financials to restrict values for formulas pasted from worksheets or calculated from Purchasing or AP modules to restrict calculated entries from going beyond two decimal places?
Answer: *As we understand this question, we do not believe this is a CAPPS issue. We believe that if you format your spreadsheet for only two decimal places, then you cut and paste from there, it should be limited to two decimal places in CAPPS. However, if you have a specific question or situation, please open a ticket in ASP and we will review the scenario with you.*

VI. Deep Dives

- Agencies may need to distribute by **Amount** when a purchase order has multiple distributions and distributing by **Quantity** is difficult for balancing the lines per asset. Although, setting the `DISTRIBUTE BY` field to **Amount** has worked in the past, it now creates a problem.
- There is a bug that miscalculates the dollar amounts on the `VOUCHER DISTRIBUTION LINES` when the *Purchase Order Receipt* is sourced to the **Voucher**. When the **Voucher** is interfaced to USAS, it exists with hundreds or thousands of transaction lines with incorrect dollar amounts. Because the dollar amounts are inflated incorrectly, the transactions must be handled with a **Super Security Delete** (SSD) in USAS, which is a tedious process.
 - When a *Purchase Order for Assets* is created that is multi-funded, the `DISTRIBUTE BY` field can be set to **Amount** to enter the amounts you request.
 - After the entries of the *Purchase Order* are complete, update the `DISTRIBUTE BY` field from **Amount** to **Quantity**, and **Save** the *Purchase Order*.
 - This ensures that when the *Purchase Order Receipt* and the related *Purchase Order* are sourced to the **Voucher**, the `DISTRIBUTE BY` field is set to **Quantity** on the **Voucher**.
 - If the `DISTRIBUTE BY` field is set to **Amount** on the *Purchase Order*, an edit should fire upon selecting the **Save** button that prompts the user to update the field to **Quantity**.
 - The *Purchase Order* will **not** save unless the `DISTRIBUTE BY` field is updated to **Quantity**.
 - When the bug fix for the issue with the `DISTRIBUTE BY` field set to **Amount** is provided, this fix will be removed.
 - This issue is only encountered when the `DISTRIBUTE BY` field is set to **Amount** on the *Purchase Order for Assets* with multiple distribution lines sourced to a **Voucher**. The multiple distributions apply to the *Purchase Order Receipt* as well. It cannot have multiple Asset distribution lines. Users must receive one Asset (quantity) item per *Receipt* to not create Asset distribution lines.
 - The work unit is scheduled to migrate in August 2024.
 - Reference **SR 42400** for production migration updates.

VII. Wrap-up/Close Meeting

- **Reminder:** Thursday, June 13, 2024 (10:30–11:30 a.m.) — UAT Closeout meeting
- **Next Meeting:** Tuesday, June 25, 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