

# CAPPS Combined Financials and HR/Payroll User Group Meeting

Tuesday, June 25, 2024

9–11 a.m.

(Webinar Only)

## I. Welcome

## II. Announcements and Reminders

- The CAPPS image upgrades for Financials and HR/Payroll, as well as the upgrade to BOBJ 4.3 completed over the weekend of **June 21-23**, and all systems are operating as expected. If agencies discover any issues, please submit a Service Request (SR) via the Application Service Provider Solution Center (ASP).
- Third-quarter Military Workforce Summary Reports are due **June 25, 2024**. Acknowledgment and reporting forms became available on **June 18**.
- An alternative view for TX\_HX\_VW record without special characters (such as quotation marks, carriage returns and new-line characters) are available for use in the daily extract files. **(SR 42218)**

## III. Production Updates

- The Financials SR Data for May 2024 included 634 new tickets opened and 623 tickets closed. There were 337 tickets carried forward from May into June.
- There was no Financials release for June due to the code freeze in preparation for the Image Upgrade.
- The Financials Release for July contains five requests: three improvements and two new features. User acceptance testing (UAT) for this release is July 15–19 with Deployment on July 25. Highlights Include:
  - **SR 35739** — A request to create the *Outstanding Pre-Encumbrance* report within CAPPS.
  - **SR 28470**— A request to add functionality for the system to auto-archive IN Browser and History Extract (HX) recycle browser transactions. This helps keep the HX cleaner and require less user entry and reconciliation.
- For the new functionality being implemented in July's release, one change is highlighted for agency testing during UAT. The functionality and acceptance criteria are:
  - **SR 37215** – A request to reverse approval of a cash receipts (CR) batch, so that it can be corrected instead of creating a new batch.
    - **Acceptance Criteria:**
      - ◇ If a deposit/correction batch was approved but no accounting entries were created, the batch will be available for un-approval
      - ◇ If a deposit batch was approved and CR accounting entries were created, the deposit batch is NOT available for un-approval.
    - Unapproved cash receipts batches are set to an *Open* status and made available to users for update and re-submission for approval. Cash receipt un-approve history is tracked in the approval history record.
- One enhancement was submitted for a vote to be added to the CAPPS Financials baseline. The SR and its short description from the ASP tool, along with the user story and proposed solution are:
  - **SR 41996** – Add hyperlink in the *Cash Receipts Review History* page.
    - **User Story:** *As a cash receipts User, I want a hyperlink for the Journal ID field in the Cash Receipts Review History page so that I can get to the Journal ID in the Journal Entry Page in the GL module quicker and perform a visual reconciliation of the total amounts in both the CR and GL modules.*
    - **Proposed Solution Summary:** Add a hyperlink within the JOURNAL ID field in the *Cash Receipts Review History* page to get the Journal ID in the *Journal Entry* page of the GL module. This allows users to access the GL module quicker and perform a visual reconciliation of the total amounts in both the CR and GL modules.
- The HR/Payroll SR Data for May 2024 included:
  - 659 new tickets opened
  - 626 tickets closed
  - 518 tickets carried forward from May into June
- There was no HR/Payroll release for June due to the code freeze in preparation for the Image Upgrade.

- The HR/Payroll Release for July contains 10 requests: five bug fixes, four improvements and one new feature. UAT for this release is July 15–19 with Deployment on July 25. Highlights include:
  - **SR 59303** — A bug fix for additional controls added to the *Job Code Setup* table so that HR Core users cannot create and use inactive classified job codes or correct existing job code setup using inactive classified job codes.
  - **SR 54591** — An improvement to the original work unit (**SR 7833** that limits schedule changes or overrides while Payroll is running) and adds the use of *Correction Mode* for decentralized superusers.
  - **SR 9030** — An improvement to the TX\_TL\_AUDIT\_REPORTED\_TIME query to return additional information.
- For the new functionality being implemented in the July release, three changes are highlighted for agency testing during UAT. The functionality and acceptance criteria:
  - **SR 9030** – A request to add fields to the TX\_TL\_AUDIT\_REPORTED\_TIME query.
    - **Acceptance Criteria:** Display the following fields when running the TX\_TL\_AUDIT\_REPORTED\_TIME query:
      - ◇ EMPLOYEE NAME (Last Name, First Name, Middle Name)
      - ◇ USER NAME (Last Name, First Name, Middle Name)
      - ◇ OVERRIDE REASON CODE (ORC)
      - ◇ COMMENTS
  - **SR 52805** – A request to ensure that the correct edits fire when entering an employee’s promotion.
    - **Acceptance Criteria:** When entering an employee’s promotion, the:
      - ◇ State Job Code must change.
      - ◇ Employee is moved to a salary group with a higher minimum (this work unit is fixing this criterion).
      - ◇ Employee must be a classified employee.
      - ◇ The employee’s salary:
        - Must increase by at least \$30 (if on Schedule A).
        - Must increase by at least 3.4% (if on Schedule B), but may not exceed the maximum of the new salary group.
        - Rate may increase, decrease or stay the same (if moved to Schedule C).
      - ◇ This change covers the PRO Action and the extended Action Reasons (020, X20, Y20, and Z20).
      - ◇ The promotion will not be processed for an employee who (as of the PRO effective date) is on:
        - Leave without pay (LWOP)
        - Temporary assignment
        - Disciplinary reduction
  - **SR 54415** – A request to enable payroll processors to run the Pre-Calc job stream successfully and turn off the *OK to Pay* indicator for employees whose *Retirement Code* is misconfigured.
    - **Acceptance Criteria:** An agency can process the Pre-Calc multiple times for employees that have:
      - ◇ Elected base benefits but the *Retirement Code* is not consistent (to get a status of *Success*)
      - ◇ Inconsistent *Retirement Code* configuration with their *OK to Pay* indicator turned off and are reported on the log file for payroll users to review.

#### IV. CAPPs Project Updates

- The Financials Upgrade release is 95 percent complete. The upgrade migrated over the June 21–23 weekend.
  - The CAPPs Team is actively monitoring for and tracking any reported issues.
  - Continue to report any Production issues in ASP.
- The Financials Deployment for ERS and TDCJ is currently 15 percent complete, with all metrics on track for implementation on Sept. 1, 2025. Key activities include:
  - Agency Discovery sessions concluded on May 3, 2024.
  - Agency Discovery FIT/GAP Acceptance signoffs were received.
  - Configuration and Prototyping began on May 6.
- The HR/Payroll Upgrade release is 95 percent complete. The upgrade migrated over the June 21–23 weekend.
  - The CAPPs Team is actively monitoring for and tracking any reported issues.
  - Please continue to report any Production issues in ASP.

## V. On The Horizon

- The ASP Solution Center is being replaced with a new CAPPS Service Desk, which includes benefits such as:
  - A modern, easy-to-use, service-oriented system design.
  - Fewer portals: Hub and Central agencies will use the same instances.
  - UAT for new deployments, expansions or upgrades will be a catalog item.
  - Access via IAM/TDIS authentication.
  - Level 1 Support staff will be an assigned role in CAPPSS.
  - All Level 1s from an agency will be grouped as watchers on all tickets for the agency.
  - TDIS Delegated Administrators (DAs) can submit access escalations through the HR/Payroll portal.
- Go-live for the new CAPPSS Service Desk is planned for mid-August, 2024.
- Key Activities for July include:
  - Additional details for the rollover from ASP to the new Service Desk.
  - A demonstration and training materials provided to Level 1s and DAs.
  - CAPPSS Level 1 role information provided to Agency Security Coordinators (ASCs).
- CAPPSS will implement a new data security feature called *click-to-view masking* that obscures values displayed in certain sensitive fields (such as: SSN, Date of Birth, Compensation Rate, and Account Numbers) until the user deliberately reveals the value, when needed.
  - Masking is automatic — masked data is replaced with a hyperlink. Selecting the hyperlink reveals the data to the user. No additional security requests are necessary to allow users to unmask.
  - SSN are masked in Self-Service.
  - UAT is scheduled for July 8–26 with migration planned for Aug. 4.
- Efficient fiscal year-end (FYE) processing and new fiscal year setup in CAPPSS Financials necessitate a collaborative effort among the Purchasing, Budget, Accounts Payable, Asset Management and General Ledger departments. It is crucial to synchronize the timing of task completion to ensure a sequential workflow. As CAPPSS empowers users to run processes independently, effective communication among users is essential when updating new entries and resolving outstanding items.
- In CAPPSS Financials, posting encumbrance and payable entries to the upcoming appropriation year (AY) is only possible after the USAS profile rollover, which typically occurs on the third weekend in June. Following the completion of the USAS Profile Rollover, the CAPPSS support team will be ready to assist agencies with updating budget definitions, entering appropriation budgets, reserving and updating auto-numbering and aiding with combo edit rules, ChartFields, trees, SpeedCharts and budget attributes.
- Setting up the general ledger (GL) is configured through the *General Ledger* dashboard, on the *GL Configuration* tile.
- Commitment Control is configured through the *General Ledger* dashboard, on the *Budgets Configuration* tile.
- Configure Purchasing through the *Purchasing* dashboard, on the *Manage and Configure* tile.
- Upon fiscal year-end close (FYEC) in SPA, the CAPPSS *SPA Close* indicator must be updated to correctly interface the additions of prior fiscal year assets to SPA. With the SPA indicator set to **C** (close), any asset additions from CAPPSS to SPA with a **PY** (prior year) accounting date are sent as *Prior Year* additions. To navigate to this setting:
  1. Select **Financials**.
  2. Select **CAPPSS Statewide**.
  3. Select **Integrations**.
  4. Select **CAPPSS SPA Close**.
  - If an agency closes its fiscal year in SPA, the agency must open a CAPPSS Service Request to notify the production support team that the agency's CAPPSS *SPA Prior Year* is closed.
  - If not notified or closed, around Oct. 20 (which is the automatic close date in SPA) the CAPPSS production support team automatically sets the SPA *FY Open/Closed* indicator to **C** (closed).
- Update employee profiles through the *Travel & Expense* dashboard, on the *Expense Configuration* tile.

- At the start of the new fiscal year, each agency needs to update its *Cash Receipt SpeedCharts* for the new AY. Alternatively, agencies can open a CAPPs Service Request with Production Support to request the update of *Cash Receipt SpeedCharts* with the current AY (e.g., 2025). To navigate:
  1. Select **Financials**.
  2. Select **Setup Financials/Supply Chain**.
  3. Select **Product Related**.
  4. Select **Procurement Options**.
  5. Select **Management**.
  6. Select **SpeedCharts**.
  7. Update the *SpeedCharts* with the new AY.
- To differentiate between the current AY and prior AY processing for appropriated receipts, agencies should ensure that PCA attribute values are updated to **Appropriated** with the value of **Y**. This step is crucial for accurate cash receipt processing in CAPPs, enabling the system to determine how reallocations of appropriated receipts should be handled. It determines whether prior-AY accounting chart field values or current-AY speed chart defaults are used for transactions. To navigate:
  1. Select **Financials**.
  2. Select **Setup Financials/Supply Chain**.
  3. Select **Product Related**.
  4. Select **Procurement Options**.
  5. Select **Management**.
  6. Select **SpeedCharts**.
  7. Update ChartField with new PCA Attributes/CR\_APPROP\_RCPT.
- Key dates for the fiscal year rollover:
  - Normal processing will be available **until Friday, Aug. 30 at 5 p.m.**
  - All transactions processed on **Aug. 30** will be sent to USAS before the CAPPs team begins the FYE process.
  - **Friday, Aug. 30** — USAS inbound interface runs, bringing in the HX file to CAPPs.
  - **Friday, Aug. 30** — USAS outbound interface runs.
  - CAPPs will be unavailable **Aug. 30 at 5 p.m.—Sept. 3 at 8 a.m.**
- Additional close-out tasks include reviewing and correcting outstanding balances and analyzing transactions that are unapproved, not budget checked or unposted.
- The CAPPs team recommends the following additional actions for:
  - Requisitions:
    - Review requisitions
    - Monitor open pre-encumbrances balances
    - Utilize requisition query reports
  - Purchase orders:
    - Purchasers can effectively review Purchase Order statuses by utilizing the Buyer's WorkCenter.
    - The PO Remaining Balance report can be used to review and validate an Agency's PO remaining balances.
  - General Ledger: conduct a thorough review of all open journals (specifically focusing on identifying errors, incomplete entries and unposted journals).
  - Accounts payable:
    - Utilize the Accounts Payable WorkCenter.
    - Execute the Voucher Exception Report.
  - Asset Management:
    - Determine the accrual of assets.
    - Review assets with interface issues.
    - Review the SPA Print Error report.
    - Run the CAPPs to SPA Reconciliation report.
- Agencies using CAPPs Cash Receipts should run the TX\_CR\_RECON\_SUMMARY query to verify all cash receipt transactions are created in CR, posted to the general ledger and integrated to USAS.

- Each agency is required to post and reconcile annual financial data between USAS and CAPPs by:
  - Oct. 1, 2024 (GR consolidated agencies)
  - Nov. 20, 2024 (Full reporting agencies)
- CAPPs agencies have access to the *USAS to CAPPs Reconciliation* tool, which leverages CAPPs queries and Microsoft Excel to facilitate the comparison of expenditure and revenue transactions between CAPPs and USAS.
- Agencies are advised to thoroughly review *CAPPs Statewide Interface Reports* to identify incomplete transactions.
- To process transactions during the final days of a FYE (or the initial days of a new fiscal year), users may need to specify a particular date for their transactions, which is set through the use of the *Accounting Date* indicator.
- The *Closing Ledgers* process is currently an optional feature in CAPPs. However, for agencies that wish to run the *Close Ledgers* process but have not yet done so in CAPPs, it is essential to coordinate with the CAPPs team and conduct a thorough analysis.
- HR/Payroll FYE rollover schedule:
  - Normal processing is available until **Friday, Aug. 30 at 5 p.m.**
  - All transactions processed on **Aug. 30** are sent to SPRS before the CAPPs team begins the FYE process.
  - CAPPs will be unavailable **Aug. 30 at 5 p.m.—Sept. 3 at 8 a.m.**
  - Normal CAPPs activities will resume on **Sept. 3 at 8 a.m.**
- The CAPPs Production Support staff will open a Service Request with a short description of agency ### FYE 2024.
- Agencies with reorganizations that affect 100 or more employees can submit a reorg spreadsheet through their SR. The CAPPs team will then load the data during the system downtime.
  - Test spreadsheets are due on **Aug. 2**
  - Final spreadsheets are due on **Aug. 16**
- Department budgets — each agency needs to update its FYE SR indicating either:
  - No changes (or only a few minor changes) – the agency must copy the most current 2024 budget row to 2025 and fix any minor changes after the system comes back up on Sept. 3, 2024.
  - A large number of changes (100 changes or more) – the agency must upload the Budget Load Spreadsheet (BLS) into the service ticket. The CAPPs team will then upload the fiscal 2025 budget via that spreadsheet during the outage window that begins on Aug. 30, 2024.
- Test budget spreadsheets are due by **Aug. 9** and Final budget load spreadsheets are due by **Aug. 23**.
- Position Data changes and any positions being inactivated effective Sept. 1, 2024, must be made **before 5 p.m. on Aug. 30, 2024**.
- Review employees on *Disciplinary Reduction (027)* and *Temporary Assignment (041)*. If an employee will be restored from *Disciplinary Reduction* or returned from *Temporary Assignment* with an effective date prior to Sept. 1, 2024, the agency must enter the appropriate action **before 5:00 p.m. on Aug. 30, 2024**.
- Make any date-sensitive August entries before the system downtime.
- Inform managers and employees to ensure all date-sensitive August transactions are processed **before 5 p.m. on Aug. 30, 2024**.
- **Ensure all employees are aware of the system downtime.**
- Pay that impacts Sept. 1 transactions should not be entered before the fiscal year conversion is completed. Those transactions should be entered in CAPPs after the *09/01/24 fiscal year conversion* row.
- Following the rollover, agencies must:
  - Validate that all employees have been appropriately updated for the new fiscal year.
  - *100% Open Enrollment* file will be provided on Sept. 3, 2024.
  - Review the CAPPs *ERS Inbound Results* for errors and spot-check employees' benefit elections.
  - Process any salary actions dated Sept. 1, 2024, to ensure the Sept. 1 *Annual Base Benefit Rates (ABBR)* or *Insurance Salary* is correctly calculated by CAPPs.
    - The *Insurance Salary* file is created multiple times during the month of September, beginning Sept. 3.
    - ERS creates an error file that is provided to the agency via the Service Request. The agency must address all discrepancies.
    - A final *Insurance Salary* file is generated at the end of September.
  - Complete execution of September payrolls — this includes running the *Pre-Distribution Audit Report (PDAR)* to validate payroll funding against fiscal year budget load. If the PDAR has errors, review the budget load to ensure it is accurate.

- Notify their employees of the deadline by which they must enter all annual leave entries with dates prior to Sept. 1, 2024.
- Complete the *Annual-to-Sick Leave Conversion* process.
- Evaluate annual leave balances of termination employees to determine if a manual conversion is necessary before processing a lump sum payment for employees with a termination effective date of Sept. 2, 2024 (or later). This step is not applicable if the *Annual-to-Sick Leave Conversion* was already processed.
- Run the *Leave Liability* report.
- Ensure all sick/family leave pool activity is up-to-date.
- Run the *Sick/Family Leave Pool FY Process* to update balances for the fiscal year. The process must be rerun any time retroactive (prior FY) SLP actions are entered in TL.
- Report emergency leave for fiscal 2024 by Oct. 1. On Sept. 21, 2024, the leave data is loaded to the Emergency Leave Reporting web application.
- Run the TX\_TL\_SB73\_EMERGENCY\_LEAVE\_RPT query before Sept. 21, 2024, when the emergency leave data upload occurs. This is to ensure that agencies can clean up the data before the CAPPs data is uploaded to the web application.
- Ensure that the appropriate people have access to certify the emergency leave reporting for fiscal 2024. It may take up to 2-3 days to set up this access, so plan to request it by Sept. 13, 2024.
- Request access through your agency security coordinator (ASC) and they will submit the security request.
- Complete the military rollover process after the federal fiscal year ends on Sept. 30, 2024.
- Ensure all military leave was entered before running the rollover process in October or November 2024.
- General Appropriations Act (GAA), Article IX, Section 17.16, 88th Legislature, Regular Session, provides appropriations for salary increases for state agency employees of five percent (with an annual minimum increase of \$3000) effective July 1, 2023, and again on Sept. 1, 2024.
  - An employee's increase may be less than five percent — after the increase is applied, the salary is truncated to two decimal places, or the employee may have reached the new salary grade maximum.
  - Return-to-work retirees and temporary employees are eligible for the increase.
  - Future merit increases are not impacted by this statutory increase.
  - The increase is built into the minimum and maximum amounts for the salary schedules in CAPPs.
  - Agencies must ensure that each eligible employee receives the appropriate increase and that ineligible employees are not increased.
  - The following categories of employees are not eligible for the increase:
    - Statewide elected officials
    - Justices and judges of the appellate and district courts
    - District attorneys
    - Criminal district attorneys
    - County attorneys performing the duties of a district attorney
    - Line-item exempt (non-classified) employees
    - Employees of institutions of higher education (except for employees of the Texas Higher Education Coordinating Board and of a Texas A&M University System service agency)
    - Compensatory per diem of board or commission members
    - Instructional staff at the Texas School for the Deaf and the Texas School for the Blind and Visually Impaired whose salaries are statutorily tied to the salary schedule at the Austin Independent School District
  - The salary increase for part-time salaried employees is calculated as the greater of five percent of the employee's annual salary (as reduced to account for part-time status) or a \$3,000 per year minimum multiplied by the percentage of 40 hours that the employee is normally scheduled to work each week (not to exceed 100 percent).
  - The salary increase for part-time hourly employees is calculated as the greater of five percent of the employee's annual salary (105 percent of the employee's annual salary divided by 2080 hours) or a \$3,000 per year minimum plus the employee's annual salary rate before the increase, divided by 2080 hours.
  - The salary caps for the fiscal 2025 Salary Schedule A or B were adjusted to accommodate the five percent increase. Therefore, employees who are within five percent of their maximum are still eligible for the full five percent increase.
  - The fiscal 2025 Salary Schedule C was adjusted to accommodate the increase.
  - Employees starting service on Sept. 1 can be hired at a salary based on the adjusted fiscal 2025 salary tables.

## VI. Open Forum

Two of the questions submitted through this month's **Ask Us Anything** survey were related to training:

- *How can new HR employees get training for in order to fully utilize CAPPS?*  
**Answer:** Self-Paced Training modules for all the HR/Payroll classes are available on the [CAPPS Training](#) website. Additionally, we are reviewing options for Virtual Instructor-Led Training modules in the Fall. More to come on that at a later user group meeting.
- *Will new training videos be created after image update?*  
**Answer:** Several modules (including the *Performance Management* courses for either managers or employees) were already updated on the [CAPPS Training](#) website.

## VII. Deep Dives

- CAPPS Recruit was updated on June 21 to replace the Oracle Business Intelligence (OBI) reporting with Oracle Analytics Suite (OAS).
- Configuration changes to network and email services are required at agencies. Failure to complete these changes may result in emails that are incorrectly filtered, including emails to/from candidates.
- The IP address lists and email configuration details were emailed to agency CAPPS technical contacts on **June 4** and **June 18**, respectively.
- The user interface for OAS is very similar to OBI.

## VIII. Wrap-up/Close Meeting

- In July, individual CAPPS User Group meeting will be held for each tower:
  - HR/Payroll User Group — Tuesday, **July 23**
  - Financials User Group — Thursday, **July 25** (featuring a Deep Dive on Account Entry Templates)
- 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)