CAPPS Financials User Group Meeting

Thursday, July 25, 2024
9–10:30 a.m.
(Webinar Only)

I. **Welcome**

II. **Announcements and Reminders**
- **SR 28470** will migrate to production on July 25, 2024. This is a centrally executed process to automatically archive prior fiscal year transactions to the Input Transaction (IN) Browser archive. Archived transactions can be restored in the IN Browser, if needed.
- Agencies that anticipate needing assistance with their fiscal year-end setup should submit a service request (SR) ticket.
- User acceptance testing (UAT) for *Data Masking* in CAPPS is ongoing through **July 26**, with migration scheduled for **Aug. 4, 2024**.
- Restored all Business Objects (BOBJ) BI-INBOX content dating back to **Jan. 2023**.
- Effective **Sept. 1, 2024**, BI-INBOX content is only retained for 60 days.
- Users that want to keep content from their BI-INBOX need to move the content to their personal folder.
- See SAP BusinessObjects 4.3 Training for additional instructional materials.
- The CAPPS logo is being refreshed/modernized. The new log will begin rolling out on Sept. 1, 2024.
- Effective **Sept. 1, 2024**, the capitalization threshold increases for class codes associated with agencies' *Annual Financial Report* (AFR) categories 4 and 5 and controlled assets. The threshold is changing from the range of $500 to $4,999 to the range of $500 to $9,999. There are no new controlled assets associated with this change. The CAPPS support team will update CAPPS — no action is required from agencies. **(SR 44136)**

III. **Production Updates**
- The Financials SR Data for June 2024 included 737 new tickets opened and 670 tickets closed. There were 473 tickets carried forward from June into July.
- The Financials release for July includes three new requests: two features and one improvement. Highlights of these changes:
  - An improvement to automatically archive prior fiscal year transactions from the IN Browser. (**SR 28470**)
  - A new feature that allows a deposit batch to be unapproved if it has not yet been delivered to the treasury. This allows users to correct deposits with errors before they are sent to USAS. (**SR 37215**)
  - A new feature to secure COMBO_RULE component records and allow them to be queried in both the UAT1 and PRD1 CAPPS environments. (**SR 41596**)
- The Financials releases for August include 10 new requests across two release dates. Release one contains two bug fixes, three improvements and three new features. UAT for release one is runs July 29–Aug. 2 with deployment scheduled for Aug. 8. Release two contains two bug fixes. UAT for release two runs Aug. 12–16, with deployment scheduled for Aug. 22. Highlights include:
  - **SR 41728** – Fix for multi-tenancy issues in ePro Fluid.
  - **SR 41655** – Improvement to reposition the `SHIP TO` address on the purchase order (PO) print report.
  - **SR 41019** – Prevent abend on the *Requisition Inquiry* page.
- For the new functionality being implemented in the August releases, three changes are highlighted for agency testing during UAT. The functionality and acceptance criteria:
  - **SR 35739** – A request for the ability to generate a pre-encumbrance report within CAPPS.
    - **Acceptance Criteria**: The report will be available in the *Statewide Purchasing Reports* tile. Users should be able to run the new *Outstanding Pre-Encumbrances* repor — the remaining pre-encumbrance balance should be correctly reflected in the generated report.
  - **SR 38065** – A request to allow querying of the notes sections of *Travel Authorizations* and *Expense* reports.
    - **Acceptance Criteria:** Create a new query and search for the record in FINRPT1 TX_Q_EX_SHT_NOT, TX_Q_EX_TAU_NOT and make sure the information is available for the *Travel Authorization and Expense* report. Create a new query and search for the record in FINRPT1 TX_Q_TXEXSHTHDR, TX_Q_TXEXTAUHDR, TX_Q_TXEXADVHDR. Verify EVENT_DT & TX_CUR_WRK_LOC fields are available to query.

- o **SR 42629** – A request for CAPPS to use the current employee details when copying another employee's travel authorization (TA).
  - **Acceptance Criteria**: Log in as an employee that uses travel authorization; Create and save a TA from scratch and attempt to copy an existing TA from the same EMPLID using a different EMPL_RCD; Submit for approval; Approval should be routed to the employee's supervisor presented in *Employee Profile* page in *Travel and Expenses*.
- o **SR 42400** – A request to correctly calculate multiple-funded assets.
  - **Acceptance Criteria**: When creating a PO for more than one asset that is multi-funded, the `DISTRIBUTE BY` field must be set to **Quantity** in order to **save** the PO. This ensures that when the PO receipt and the related PO 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 PO, an edit should fire when the users selects *Save* that notifies the user to update the field to *Quantity*. The requisition should also be updated to *Quantity*.

    > **Note:** A permanent fix will be available through **SR 40908**.

- There are no Financials voting items for July.

IV. CAPPS Project Updates

- The *Image and Tools* upgrade is 97% complete, with support continuing through the end of August.
- The deployment project for Employee Retirement System (ERS) and Texas Department of Criminal Justice (TDCJ) is 21% complete with deployment scheduled for Sept. 1, 2025. The prototyping phase is in progress and the IT packet review will occur on July 30.

V. On the Horizon

The Lotus Notes-based application service provider (ASP) is being replaced with the new CAPPS service desk, powered by BossDesk software.

- Migration occurs over the weekend of Aug. 9-12.
  - o ASP Solution Center will go offline at 5 p.m. on Friday, Aug. 9.
  - o During migration, level 1 support staff will not be able to view any existing service desk tickets nor create any new tickets. Agencies experiencing critical outages can email the CAPPS help desk.
  - o Existing open tickets in ASP will be migrated to CAPPS service desk.
  - o The new CAPPS service desk will become available at **8 a.m.** on Monday, **Aug. 12**.
- Training for Central agency level 1s, IAM/TDIS delegated administrators (DAs) and Hub level 2s will be held the first week of August. Invitations will be sent out from CAPPS training team by **July 26**.
- All level 1s for an agency are included as **Watchers** on tickets submitted by the agency.
- SRs will be submitted from the *Service Catalog*. Options include:
  - o **Report an Incident**
  - o **Request Information**
  - o **Service or Training**
  - o **Suggest an Enhancement**
  - o **Upgrade & Expansion Project Assistance**

    > **Note:** To facilitate large upgrades, the *Upgrade & Expansion Project Assistance* option will be available during special testing times. Users will be notified when this SR type is *active*.

- IAM/TDIS DAs will also have a **Password Assistance** service catalog option.
- All agency level 1s and DAs are encouraged to attend an instructor-led training session.
- To ensure that email notifications reach level 1 users, the CAPPS team recommends adding the following domains to your *Safe Senders* list:
  - o Financials: support@cappsfin.bossdesk.io
  - o HR/Payroll: support@cappshcm.bossdesk.io

VI. Open Forum/Q&A

No questions were submitted on the pre-meeting survey form.

VII. Deep Dives

Accounting entry templates (AETs) are pre-defined templates that are used to populate various fields on vouchers. AETs are used to generate the accounting entries that offset the individual expense line items entered on the voucher.

- The Uniform Statewide Accounting System (USAS) `PAYMENT DUE DATE` and/or the `REQUESTED PAYMENT DATE` fields can be defaulted to the current date from the accounting entry template.
- The `INTEREST CONTROL` and `REASON CODE` fields can also be defaulted from the AETs.
- The AETs also determine the `T-CODE` and `CONFIDENTIALITY` indicator.
- A USAS `DOCUMENT TYPE` can be defaulted on the AET. If a `DOC TYPE` is not specified on the AET, it defaults from the T-code *Lookup Table*.
- AETs are selected on the ***Voucher Attributes*** tab when the voucher is being created.
- The AETs are set up for each agency when they are deployed on CAPPS Financials as part of the *Accounts Payable* configuration.
- The list of AETs configured will vary by agency based on the agency's processing needs.

VIII. Wrap-up/Close Meeting

- **Next Meeting**: Thursday, August 22, 2024 —HR/Payroll and Financials (Combined) User Group Meeting
- Invitations for the August *CAPPS Service Desk* training will be sent to all level 1s and IAM/TDIS DAs.
- 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