CAPPS Financials User Group Meeting
Thursday, Jan. 30, 2025
9–10:30 a.m.
(Webinar Only)

I. **Announcements & Reminders**
- CAPPS will employ a security measure that scans documents when attached in CAPPS. Documents are scanned for malware, viruses and other threats.
  - Certain file types are disallowed, including .zip and .exe.
  - Scanning is already implemented in UAT1 and MNT environments.
  - Scanning will roll out to production in March.
  - The CAPPS team is planning a Deep Dive on this during the Feb. 25 user group meeting.
- Remember to check the CAPPS Training page regularly for new additions to the Desk Aids library.

II. **Financials Production Updates**
- The Financials SR Data for December 2024 included 454 new tickets opened and 496 tickets closed. There were 336 tickets carried forward from December into January.
- The Financials release for January contains five requests consisting of two improvements and three new features. Highlights include:
  - **SR-60942** — An improvement that adds workflow tables to query trees for purchase orders, requisitions, vouchers and journals so the data can be used for searching and reporting.
  - **SR-60690** — An improvement that adds workflow tables to query trees for purchase orders, requisitions, vouchers and journals so the data can be used for searching and reporting.
  - **SR-60689** — A new feature in the General Ledger module that defaults the `SETID` value onto the Tree Manager and defaults the `GENERAL LEDGER (GL) UNIT` values to the Speedcharts. This reduces errors and speeds up manual entry.
- The Financials release for February contains six requests consisting of three break-fixes, two improvements and one new feature. Highlights include:
  - **SR-61486** – An improvement to enforce a 10-digit Budget Journal ID so that transmissions to USAS do not fail.
  - **SR-61552** – Add a column to display the purchase order (PO) amounts when searching for POs to more easily identify a given PO.

III. **SRs Submitted to Governance**
- The CAPPS steering committee approved the adoption of a newly revised *CAPPS Governance, Version 3.0* document. The new document combines and replaces the existing *CAPPS Governance* and *CAPPS Consolidated Application Control Environment (CACE)* documents into a single comprehensive text outlining the CAPPS Governance process and Hub CACE requirements – and implements a significant change for the user group governance/voting process.
  - Effective **Jan. 21, 2025**, the user group committee voting process for SRs Submitted to Governance (enhancements) was replaced by a statewide CAPPS-agency feedback period. With this change, the user group committees for HR/Payroll and Financials are disbanded.
    - Enhancement SRs are still binge reviewed at the user group meetings and all CAPPS agencies have the opportunity to provide feedback/comments on each SRs during and after the meetings.
    - The CAPPS steering committee continues to review and vote on enhancement SRs Submitted to Governance at their meeting after the SRs were presented to user groups.
  - The new governance process for user groups allows all state agencies to review enhancement SRs and provide feedback and comments on those SRs via their Level 1 support staff.
    - SRs Submitted to Governance for Financials enhancements and HR/Payroll enhancements are reviewed during the user group meeting for the relevant tower or during combined user group meetings, as appropriate – No change to this review step.
    - Following the user group meeting, all agencies are encouraged to share the SR information with appropriate staff and work with their agency's Level 1 support staff and to have questions, comments or other feedback entered in the `COMMENTS` section of the ticket.

- □ Comments may be added to an SR at any time, but to be included in the SRs Submitted to Governance review for the steering committee, the comments must be entered into the ticket by the end of the day on the Thursday before the next steering committee meeting.
  > **Note:** The CAPPS steering committee meets on the second Tuesday of every month.
  - □ **Example:** For the enhancement tickets presented to this user group today, comments need to be added to the SRs **by 5 p.m. on Thursday, Feb. 6**, to be included in the document sent for the steering Committee's Feb. 11 meeting.
  - o The steering committee vote continues as it is today, with only slight changes to their SRs Submitted to Governance document.
  - o Agency Level 1 support staff are listed FMX's [CAPPS Contacts and Help](#) page.
  - o The CAPPS Governance team is in the process of having the *CAPPS Governance, Version 3.0* document remediated for ADA/508 compliance and will send an update when the new version is posted on FMX.
- Two enhancements are submitted for a vote to be added to the CAPPS Financials baseline. The SRs and their titles from the CAPPS service desk, along with the user stories and proposed solutions are listed below. For complete details, review the SRs within the CAPPS service desk and add comments **by Feb. 6**.
  - o **SR-62964** – Enable Audits for the PO Origin table (PS_ORIGIN_PO) (suggested via **ENH-62919**)/
    - User Story: *As a purchasing user, I need Audits turned on in the PO Origin table to query the info on the users who create or update the PO Origins.*
    - Proposed Solution Summary: Turn on the Field level Audit for the PS_ORIGIN_PO table to make the Audit information available for the agencies.
  - o **SR-63828** – Prevent deletion of Contract ID
    - User Story: *As a user, I want the system to prevent the deletion of the Contract ID on the PO voucher line when it is copied from a PO or PO Line linked to a Contract ID.*
    - Proposed Solution Summary: When a voucher line is copied from a PO/PO line that is associated with a contract ID using the Copy from Source Document Worksheet, the CONTRACT ID field should gray out immediately after copying the PO/PO line into the voucher, prior to saving the voucher. This prevents inaccurate reporting and inquiry of voucher activities against a contract.

IV. Features and Spotlights

- Texas Digital Identity Solutions (TDIS) now offers the ability to restrict which multi-factor authentication (MFA) methods an account is allowed to use by selectively enabling/disabling individual methods for the account. Use of this feature is optional.
  - o The default state for a given TDIS account is that all methods are enabled. Use of a method other than email requires registration of an associated device/utility (mobile phone number, authenticator app or security key) first.
  - o MFA method restrictions can be requested by an agency security coordinator (ASC) via the CAPPS security request on the FMX. Assigning one or more MFA option roles signifies intent to **restrict** all other MFA methods.
- There are three access options in the CAPPS service desk. The first two are individual roles (Level 1s [L1s] or delegated administrators [DAs]) and the third is dual-role (users who perform both Level 1 and DA functions).
  - o **Level 1 Only** – L1s can submit the following ticket types:
    - Report an incident – An unplanned interruption or something is not working right (i.e., CAPPS is down, IAM/TDIS is down or a Query is inaccessible).
    - Request for information, service or training – How-to processing, policy questions, assistance with records or configuration changes, requesting training or desk aids.
    - Suggest an Enhancement – An idea to make CAPPS better.
  - o **DA Only** – DAs can only submit *Password Assistance* tickets. This includes password assistance and all other IAM/TDIS-related issues that need escalation to the CAPPS service desk for additional support. DA support is only managed **via the CSD HR/Payroll Portal**. FIN Level 1s who are also DAs have access to the HR/Payroll CAPPS service desk only for the *Password Assistance* option. Examples include:
    - The user is not receiving a one-time passcode (OTP) or is locked out of TDIS due to OTP codes.
    - Email enrollment issues.
    - New hire not showing up in TDIS.

- **Level 1/DA dual agents** who cannot access the HR/Payroll portal MUST contact their agency's security coordinator and have their DA role re-requested to refresh their profile and add the *Password Assistance* option to submit tickets for TDIS/access assistance.
  - Agency security coordinators should submit a new request for the user via the Statewide Fiscal Systems (SFS) Security Request form and note in the comments that the DA role is being re-added to the user for a CAPPS service desk update. Email capps.cgc.ba@cpa.texas.gov to request the desk aid associated with this process.
  - **NOTE:** Do Not submit DA-support/*Password Assistance* requests through the Level 1 **Report an Incident** or other ticket types. This delays getting the correct assistance promptly. Dual-role agents should check their access today and request the role refresh from their agency's security coordinator if they do not have the correct options.

V.   Open Forum Q&A
- We received several questions from the input survey, two of which were addressed:
  - **Question:** *Is there any guidance or best practices on saving attachments on AP vouchers or general ledger journal transactions? Are the attachments provided only as a convenience for the CAPPS reviewer/approver?*
    - **Answer:** From a system standpoint, there are no system requirements that require attachments. Attachment functionality is provided as a means to attach documents as supporting documentation. It might be required as a business practice at the agency level.
  - **Question***: In light of the China (and probably others) state-sponsored hack into the SMS messaging, will the TDIS SMS be upgraded? I currently use a Yubi key, but the 2FA option on my phone is still an exposure.*
    - **Answer:** While there are no plans to upgrade TDIS SMS, you can discuss with your ASC the MFA restriction options reviewed in the *Features and Spotlight* section earlier in the meeting.
- We encourage agencies to submit their questions and suggestions for future discussion topics via the monthly *Ask Us Anything* survey linked in the meeting invitation.

VI.   Wrap-up/Close Meeting
- The statewide comment period for this month's Governance Enhancement SRs ends on **Thursday, Feb. 6, 2025**.
- **Next meeting**: Tuesday, Feb. 25, 2025 —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