CAPPS Financials User Group Meeting
Thursday, March 27, 2025
9–10:30 a.m.
(Webinar Only)

I. Welcome/Announcements

Symantec Protection Engine rolled back on March 3, 2025.

- The CAPPS team is working with the vendor to complete internal testing.
- The CAPPS team will announce when agency testing begins.
- Users should continue to refrain from attaching .exe and .zip files.

II. CAPPS Financials Production Updates

- The Financials SR Data for February 2025 included 564 new tickets opened and 571 tickets closed. There were 365 tickets carried forward from February into March. Of the new tickets, 202 were for user preference updates and 181 were for various information requests.
- The Financials release for March contains seven requests consisting of two break-fixes, one improvement and four new features. Highlights include:
  - **SR-63137** – A break-fix to correct code to allow a user to process an asset voucher where the `DISTRIB BY` field is set to **Amount**.
  - **SR-63039** – An improvement to modify the voucher build in *Accounts Payable* to validate project dates against the service date.
  - **SR-61757** – A new feature to add the `REQUISITION PRIORITY` field to the fluid *Approval Queue* screen.
- The Financials release for April contains seven requests consisting of three break-fixes, two improvements and two new features.
- For the new Financials functionality being implemented in the April releases, three changes are highlighted for agency testing during user acceptance testing (UAT). Functionality and acceptance criteria:
  - **SR-61512**
    - **User Story:** *As a receiving user, I want to have validation in place to ensure that the Asset ID and Tag Number match during the receiving process so that receipts can be saved properly and processed correctly for payment without mismatches.*
    - **UAT:** March 31–April 4. Users should validate that `ASSET ID` and `TAG NUMBER` values match and that the receipt integrates correctly with Asset Management.
    - **Migration to Production:** April 10.
  - **SR-62982**
    - **User Story:** *As a procure-to-pay user, I want to be able to assign the correct version of a contract to a receipt so that the receipt can be processed successfully with a valid contract.*
    - **UAT:** March 31–April 4. Users should identify a contract with multiple versions (both active and inactive) and the `SERVICE INDICATOR` flag is checked. Assign a valid contract to the receipt and ensure that the *Save* action functions as intended.
    - **Migration to Production:** April 10.
  - **SR-63713**
    - **User Story:** *As a purchasing or AP user, I want to be able to determine if a vendor is on hold before issuing a PO or payment for an invoice so vendors can be advised that they need to take care of the hold.*
    - **UAT:** March 31–April 4. Users should validate that the **TINS Check** button (when activated) returns the `VENDOR HOLD STATUS` from TINS.
    - **Migration to Production:** April 10.

- One Financials enhancement is submitted for a vote to be added to the CAPPS Financials baseline. The SR and its title from the CAPPS Service Desk (CSD), along with the user story and proposed solution summary, are listed below. For complete details, review the SR within CSD. Agencies are encouraged to add comments for consideration by the CAPPS Steering Committee following their next scheduled meeting on April 8.
    - **SR-64538** – Creates DB Level Audit table for PS_VOUCHER table and adds it to Query Tree (suggested via **SR-63802** and **SR-63913**).
        - **User Story:** *As an accounts payable supervisor, I need the audit data of various status changes of the voucher, so that the audit data can be queried and used in reports.*
        - **Proposed Solution Summary:** Enable a database-level audit on the voucher table and capture the audit data in a new audit table. The new audit table is secured and added to the query tree so that users can query the audit data for their reports.

III. CAPPS Project Updates

The Financials deployment for ERS and TDCJ is currently 74 percent complete, with all metrics on track for implementation on Sept. 1, 2025. Key activities include:

- System Test and Conference Room Pilot (CRP) sessions continue through early April before UAT begins.
- The PeopleTools upgrade is under review and will be available for testing during UAT.
- Security sessions for both agencies are continuing.
- Train-the-Trainer sessions continue until May 13.

IV. On the Horizon

Several customizations are in development for implementation concurrent with the fiscal 2025 deployments. These customizations include:

- **SR-60290** — Develops a CAPPS internal notepad feature for requisitions, POs and vouchers.
    - Users can create and edit transaction-level notes.
    - Notes are tied to a specific transaction and not carried forward to any successor document (i.e., from a requisition to a PO or a PO to a receiver or voucher).
- **SR-60298** — Develops an asset comments checkbox for physical inventory.
    - Users can check or uncheck a flag to identify comments related to a physical location.
    - The comments are applied by the users completing a physical inventory to provide additional information about the specific location of the asset.
- **SR-60343** — Restricts receivers from receiving orders they have placed or updated.
    - This enhancement gives agencies the option to prevent their receivers from receiving PO lines from a requisition that the receiver either entered or was the last to update.
    - A *save edit* generates an error message if an agency chooses this option. Agencies will have the option to opt in to this functionality.

V. Features & Spotlights

CAPPS is upgrading PeopleTools from 8.60.10 to 8.61.07 on **Aug. 4, 2025**.

- **UAT:** April 7–July 18.
    - Users should test high-level business processes in UAT3.
    - Query Viewer and/or Query Manager access available **May 12, 2025**.
    - Users should track all upgrade-related issues via the *Upgrade & Expansion Project Assistance* catalog item in CSD with a Request Type of *Other*.
- The new **Accessibility** icon allows quick access to the following from any dashboard:
    - *Screen Reader Mode* — to turn off screen reader mode, navigate to **General Settings**.
    - Keyboard Shortcuts.
    - *Accessibility Help* — provides information about the screen reader mode, page layout in screen reader mode and keyboard shortcuts.

VI. Open Forum/Q&A

- We received no questions from the input survey for March.
- Each month, we release an *Ask Us Anything* survey where user group members can submit questions or suggestions for discussion topics. Members can find the survey link in the calendar invitation for the meeting as well as on FMX's CAPPS User Group Meeting pages. We encourage all members to submit questions and suggestions.

VII. Deep Dive Topic

In an effort to provide a better user experience, the CAPPS team will decommission the reporting environments RPT1 and RPT2 and move the querying function into the Production (PRD) and UAT1 environments.

- Users no longer need to leave the PRD (or testing) environment to pull queries, which now runs against real-time production (or test) data.
- The CAPPS team will assign the Query Viewer, Query Manager and Query Scheduler roles in the PRD environment.
- Private and Public queries will be copied from RPT1 into PRD.
- If query capability is still needed, access will be treated like a standard security request for new access in PRD; **any needed role(s) must be requested by your agency security coordinator (ASC) through the Security Request System (SRS).**
- Users should test their access to UAT1 now (for testing during UAT).
- Each user needs to test their private queries, any regularly run public queries and CAPPS BI Publisher reports to ensure they are available and all run properly.
- The Comptroller's office will work with all Level 1s and ASCs to provide details on current users and roles in RPT to help facilitate the transition.

VIII. Wrap-up/Close Meeting

- The CAPPS Steering Committee will review and vote on the Enhancement SRs following their April 8 meeting.
- In April, individual user group meetings will be held for each tower:
    - **Financials User Group Meeting** — Thursday, April 24.
    - **HR/Payroll User Group Meeting** — Tuesday, April 29.
- 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