

CAPPS Financials User Group Meeting

Thursday, July 24, 2025

9–10:30 a.m.

(Webinar Only)

I. Announcements and Reminders

- CPA Executive and Fiscal Management staff updates, effective July 1:
 - Former Comptroller Glenn Hegar is the new Chancellor of the Texas A&M University System.
 - Acting Comptroller Kelly Hancock was sworn in to complete Mr. Hegar's term.
 - Rob Coleman was promoted to associate deputy comptroller for Operations and Support.
 - Clarisse Roquemore was promoted to director of Fiscal Management.
 - Chelsa Vinklarek was promoted to assistant director of Fiscal Management.
- Symantec Protection Engine (SPE) went live on July 21 in the production environments.
 - Used to detect malware, viruses and other threats in attached documents across CAPPS.
 - Disallows .exe and .zip files that are password-protected or encrypted.
 - Allows standard .zip files.
- Fiscal Year-End (FYE) reminders:
 - Budgets should be entered in CAPPS.
 - Open a CSD ticket for assistance.
 - A checklist and other resources are available on FMX. Refer to [CAPPS Financials Year-End Processing Instructions \(FPP T.001\)](#).
- The CAPPS STARR project began in July 2025 with an anticipated launch on Sept. 1, 2027.
 - The Comptroller's office signed a contract on June 30 to begin the CAPPS State of Texas Accounting and Reporting Resource (STARR) project, which will modernize the state's critical financial functionality by replacing the USAS, TINS and SPA legacy systems with a cloud-based solution.
 - The new CAPPS STARR system will include core USAS/TINS/SPA functions used by the Comptroller's Fiscal Management staff and by all state agencies and institutions of higher education.
 - Contact statewide.accounting@cpa.texas.gov with any questions.
- Registration is open for the virtual instructor-led *Asset Management* course.
 - This virtual Webex course occurs on Wednesday, Aug. 13, 2025; 8:30 a.m.–Noon.
 - Course participants will gain hands-on experience within a dedicated training environment designed to simulate real-world scenarios and reinforce learning through practical application for:
 - Entering assets
 - Updating assets
 - Maintaining assets
 - Retiring assets
 - To register, visit the [Instructor-Led Training](#) page of the CAPPS Training website.
 - This course will be presented again on Sept. 10, 2025 — registration will open in August.

II. CAPPS Financials Production Updates

- The Financials SR Data for June 2025 included 602 new tickets opened and 598 tickets closed. There were 379 tickets carried forward from June into July. Ticket counts are typical of this time of year.
- Due to the annual hard code freeze, there is no Financials release for July.
- The Financials release for August contains 13 requests consisting of eight break-fixes, three improvements and two new features.

- For the new Financials functionality being implemented in the August releases, one change is highlighted for agency testing during user acceptance testing (UAT). Functionality and acceptance criteria:
 - **SR-63828**
 - **User Story:** *As a voucher entry user, I want CAPPS to prevent the deletion of CONTRACT ID on the PO voucher line when it is copied from a PO/PO line that is linked to a contract ID so that all related procurement and payment documents display on the Document Status for the contract ID.*
 - **UAT:** July 14–Aug. 8. Testers should validate that the CONTRACT ID field is :
 - Disabled on vouchers that were copied from POs or PO receipts containing contract IDs.
 - Disabled on vouchers that were copied from POs or PO receipts and for different voucher styles (such as regular, multi-vendor, pro-card, template, third-party and amortization).
 - Disabled on vouchers that were copied from other vouchers containing a contract ID, as well as for different voucher styles (such as adjustment, multi-vendor adjustment and multi-vendor reversal).
 - Disabled when a PO, receipt, or other voucher is copied in its entirety or where selected lines are copied, containing a CONTRACT ID.
 - Editable on non-PO vouchers where the CONTRACT ID was manually entered. Single-payment vouchers are excluded from this change.
 - **Migration to Production:** Aug. 14.
 - Two enhancements are submitted for a vote to be added to the CAPPS Financials baseline. The SRs and the titles from CSD (along with the user stories and proposed solutions) are listed below. For complete details, review the SRs within CSD. Agencies are encouraged to add comments to the SRs for consideration by the CAPPS Steering Committee before the Aug. 12 Steering Committee meeting.
 - **SR-66959** – Add Priority Status and Justification/Approver Comments to Email Notifications sent to Requisition Approvers (suggested via **ENH-66629**).
 - **User Story:** *As a requisition approver, I need to see the priority and comments on notification emails so that I can address requests in priority order with the necessary information.*
 - **Proposed Solution Summary:** Add requisition priority to the message subject line and justification/approver comments to the message body.
 - **SR-67126** – Add Agency Contact to CAPPS Generated Deposit Slip (suggested via **ENH-65958**).
 - **User Story:** *As a Cash Receipts user, I need the ability to add an agency contact and phone number to the CAPPS-generated deposit slips that go to the state Treasury.*
 - **Proposed Solution Summary:** Add a new CONTACT field onto the **Create Bank Deposit** run control to allow users to add necessary contact information on generated cash receipts deposit slips.

III. Features & Spotlights

- Efficient FYE processing and new fiscal year setup in CAPPS 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 CAPPS empowers users to run processes independently, effective communication among users is essential for updating new entries and resolving outstanding items.
- Fiscal Management’s FMX website provides essential information regarding FYE schedules and announcements impacting CAPPS agencies’ new fiscal year and FYE activities. For detailed information, please refer to the [Calendars/Schedules](#) and [Policies/Procedures \(FPP\)](#) pages.
- In CAPPS 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 CAPPS support team is ready to assist agencies with the following actions:
 - Updating Budget Definitions.
 - Entering appropriation budgets.
 - Reserving and updating auto-numbering.
 - Aiding with the modification, creation or mass update of combo edit rules, ChartFields, trees, SpeedCharts and budget attributes.

- Agency configuration pages pertinent to the new-year setup include:

- General Ledger

Navigation Path
Dashboard: General Ledger; **Tile:** GL Configuration

- Set up ChartField Values
- Appropriation Year (AY)
- Other ChartFields, as needed
- Update Combo Edit Rules
- Run Combo Edit builds
- Open New Periods
- Verify SpeedCharts
- Update Trees

- Commitment Control

Navigation Path
Dashboard: General Ledger; **Tile:** Budget Configurations

- Update Budget Definitions
- Update Budget Attributes
- Enter New Budgets (AY 26 Appropriation)
- Online Entry
- Spreadsheet Upload

- Purchasing

Navigation Path
Dashboard: Purchasing; **Tile:** Manage and Configure

- Standard Comments – add or update Descriptive Legal Text (DLT) and other comments, as needed.
- Reserving PO IDs – any reserved but unused PO IDs should be deleted.
- Auto-Numbering POs – updated by CAPPS Support team.

- Travel & Expense

Navigation Path
Dashboard: Travel & Expense; **Tile:** Expense Configuration

- Update Employee Profiles.
- GSA rate changes and mileage rates are updated by the CAPPS Support team.

- Upon closing the fiscal year in SPA, update the SPA CLOSE indicator to interface the additions of prior year assets to SPA correctly. With the SPA CLOSE indicator set to **C** (closed), any asset additions from CAPPS to SPA with a PRIOR YEAR ACCOUNTING DATE of **PY** are sent as prior-year additions.
 - If an agency closes the fiscal year in SPA, an SR must be opened in CSD to notify the production support team that the CAPPS SPA prior year is closed.
 - If production support is not notified or the agency's prior year isn't already closed by Oct. 20, the CAPPS production support team will set the SPA CLOSE indicator to **C**.
- The CAPPS team recommends taking the following actions:
 - Review in-progress requisitions.
 - Monitor open pre-encumbrance balances.
 - Utilize requisition BOBJ reports, specifically the *Outstanding Pre-Encumbrances* report.
 - Review all open purchase orders.
 - Review all open journals.
 - Review all vouchers not in *complete* status.
- System availability during FYE rollover:
 - Normal processing is available until **Friday, Aug. 29, at 5 p.m.**
 - All transactions processed on **Aug. 29** are sent to USAS before the CAPPS team begins the FYE process.

Note: USAS inbound and outbound interfaces will run.

- The system will be unavailable **from Aug. 29 at 5 p.m. until Sept. 2 at 8 a.m.**

- The voucher spreadsheet upload job consists of three run controls, which work together to load the vouchers from the voucher upload spreadsheet file into CAPPs.
- The ***Schedule Inbound EC Agent (ECIN)*** run control is set up by the user the first time they run the voucher spreadsheet upload process. The user does not need to update it for subsequent runs.
 - This run control is used by the process that retrieves the file from the directory that is entered in the `SINGLE FILE PATH` field. When the file is retrieved, this process loads the voucher data from that file into the voucher staging tables.

Navigation Path

Navbar: Main Menu; Financials; PeopleTools; EDI Manager; Monitor EDI Processing; Schedule Inbound EDI Agent.

- There are currently three file path naming standards being used in the `SINGLE FILE PATH` field on this run control page.

Note: The user's five-digit agency number should replace "12300" in the path structures below.

- `/psoft/psoftprd/fin/ioarea/finprd1/12300/` — **This is the recommended naming standard.**
- `/sharedfs/psoftprd/ioarea/fin/finprd1/12300/` — This file path name has the potential to change in the future.
- `/psoft/pt860/ioareaFINPRD1/12300/` — The user needs to update the tools version in this file path name each time there is a tools upgrade.*

* The next tools upgrade is scheduled to go live on Aug. 4. Users using this format on their run control should update their run control to the recommended naming standard before Aug. 4.

- For full technical details, refer to the ***Voucher Spreadsheet Upload*** (PDF) available on CAPPs Training's [Desk Aids](#) page, under the *CAPPs Financials Processes' Accounts Payable* section. This desk aid was recently updated with the recommended file path naming standard.

IV. Open Forum Q&A

- We received no questions from the input survey for July.
- Each month, we release an *Ask Us Anything* survey where user group members may 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.

V. Wrap-up/Close Meeting

- **Next meeting:** Thursday, Aug. 21, 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