CAPPS Financials User Group Meeting
Thursday, Sept. 25, 2025
9–10:30 a.m.
(Webinar Only)

I. Announcements and Reminders

- U.S. Bank is the new vendor for Payment and Travel cards, effective Sept. 1, 2025.
  - Use the same four mail codes (045, 046, 047, 048).
  - Requires a 16-digit account number followed by an optional character (hyphen, period, underscore) and extra characters to identify unique invoice numbers.
  - For Citibank payments, use the appropriate vendor ID.
- All CAPPS environments will be unavailable during the annual Texas Comptroller of Public Accounts' disaster recovery testing from **Friday, Sept. 26, at 5 p.m. to Monday, Sept. 29, at 8 a.m.**
- The regularly-scheduled refresh of the SBX1 environment for September is postponed until Oct. 3–6. Agency training staff conducting training in SBX1 should adjust training plans accordingly.
- CAPPS Training scheduled an additional date for the instructor-led *Asset Management* course on Wednesday, Oct. 22, 2025. Seats are limited.
  - Course participants will gain hands-on experience in entering, updating, maintaining and retiring assets — all within a dedicated training environment designed to simulate real-world scenarios and reinforce learning through practical application.
  - Registration opens in early October on the CAPPS Training's [Instructor-Led Training](#) page.
  - Course sizes are limited and registrations are first-come, first-served. Secure your manager's approval before registering.
  - Check the *Instructor-Led Training* page often for updates and new course listings.

II. CAPPS Financials Production Updates

- The Financials SR Data for August 2025 included 777 new tickets opened and 771 tickets closed. There were 409 tickets carried forward from August into September. The minor increase in ticket counts, attributable mainly to fiscal year-end (FYE) tickets, is consistent with previous years.
- The Financials release for September contains five requests consisting of four break-fixes, zero improvements and one new feature. Highlights include:
  - **SR-65605** – A break-fix that changes the *Prompt Pay Act* report to display headers when no data is returned on the report.
  - **SR-65881 –** A new feature that removes the dropdown options from the `VOUCHER SOURCES` field for agency users.
  - **SR-60172** – A break fix to correct the CAPPS GL to USAS outbound process to send journals that may have duplicate `JOURNAL IDS` with different dates. ***Migrates on Sept. 25, 2025.**
- The Financials release for October contains four requests, consisting of one break-fix and three new features.
- Two additional work units will be migrating separately in October. Check CAPPS Service Desk (CSD) for details, including user acceptance testing (UAT) dates for:
  - **SR-66660** – a break-fix to mitigate errors during the Asset Management (AM) process, when duplicate `SERIAL IDs` exist across different business units. ***Migrates on Oct. 30, 2025.**
  - **SR-68601** – an improvement to the TX_CF_INTFC process. ***Migrates on Oct. 23, 2025.**

III. On the Horizon

- Agency Direct Data Access (ADDA) is an optional reporting strategy that empowers agencies with secure, near real-time access to their CAPPS data and enables them to use their own tools to create and manage reports and data integration independently.
- ADDA supports self-service reporting and data integration, strengthens data security and enhances agency decision-making. The agency must:
  - Agree to the project timeline for UAT and Production go-live dates.
  - Dedicate the Technical and Business resources required to set up and test during the project and support internal maintenance once live.
  - Provide the type(s) of Reporting Tools they intend to use to connect to the ADDA environments that support Oracle Secure Wallet technology (examples include Tableau, Power BI, Oracle SQL Developer).
  - Validate Agency IPs for Firewall Secure Connection.

- Deployments of ADDA typically take about 15 weeks, including roughly 2 weeks of post-go-live support.
- To request the enablement of ADDA:
  - Submit a *Request Information*, *Service or Training* ticket in **both** CSD Financials **and** CSD HR/Payroll.
  - Provide the required information in the ticket:
    - **Requester**: The Level 1 submitting the request.
    - **Application**: Agency Direct Data Access.
    - **Request Type**: New Expansion Area.
    - **Title**: Agency # and Agency Name Requesting ADDA (for example, *304 Comptroller of Public Accounts Requesting ADDA*).
    - **Description**: *Agency #* and *Agency Name* is requesting access and connection to ADDA.
    - **Attachment**: Add any relevant information or supporting documentation.

  > **Note:** The comptroller's office prioritizes the request queue for implementation schedules.

- USAS warrant cancellations currently flow into CAPPS on HX transactions and land on the HX Recycle Browser. Agencies are required to manually create cancellation vouchers to match the HX transactions coming from USAS. This is often difficult as cancellations can be for payments that span multiple vouchers with different voucher styles.
- With this new functionality, CAPPS cancellation vouchers will auto-generate similarly to the current functionality with interest and W Doc vouchers.
  - Agencies are configured independently and will be able to auto-generate cancellations for USAS HX transactions with transaction codes (T-codes) 950, 951, 952, 953, and 954. The system is configured to pick up any or all of these T-codes.
  - CAPPS cancellation vouchers will reverse expenditure accounting impact with CAPPS GL coding rather than USAS GL coding. To accomplish this, CAPPS expenditures are matched at the voucher distribution level to extract CAPPS GL coding.
  - The process to generate cancellation vouchers must be able to extract GL coding data from multiple CAPPS vouchers. USAS Cancellation vouchers are cancellations of *payments*, not individual *vouchers*. Payment cancellations can be for a single voucher, a partial voucher or span across multiple vouchers.
  - HX transactions that cannot be matched with CAPPS vouchers will land on the EDI Recycle Browser.
  - A report will be available from the EDI Recycle Browser (like the one found on the IN Browser) that provides the user with the reason the CAPPS Cancellation voucher could not be built.
  - This project is scheduled to be implemented in December of 2025 or January 2026. UAT testing occurs in December 2025.

IV. Features & Spotlights

- Procurement and travel card purchases are being transitioned from Citibank to U.S. Bank.
- This transition was effective Sept. 1, 2025.
- State agencies should have received their U.S. Bank cards during August, which were active Sept. 1, 2025.
- Citibank cards will remain active for 180 days beyond Aug. 31 as agencies transition to U.S. Bank cards.
- U.S. Bank payments have a different vendor ID but still use the same mail/location codes that were in place for Citibank payments.
- Data in the `INVOICE ID` field at the voucher line (for *Multi-Vendor* and *Procard* style vouchers) is included in ACH remittance advice.
  - The `INVOICE ID` field at the voucher line is autopopulated from the *PROCARD Systems Codes* table when PO lines are copied in.
  - Both Citibank and U.S. Bank require the account number to be populated in this field.
  - Citibank requires the first 10 characters to be the last 10 digits of the account number.
  - U.S. Bank requires the full 16-digit account number.
  - Additional characters can be manually added after the account number for either bank by adding a hyphen followed by extra characters, no spaces. Extra characters are helpful to prevent duplicate invoice errors.
- Change to the *PROCARD Systems Codes* table:
  - The `ACCT LEN` is a new field being added to the *PROCARD Systems Codes* table. The value in this field correlates to whether the table is configured for U.S. Bank or Citibank. The table is automatically updated for all `SETIDS` when the change is migrated to UAT and PRD.
  - If the *PROCARD Systems Codes* table is configured for Citibank, the `ACCT LEN` is 10 digits. If the configuration is for U.S. Bank, the `ACCT LEN` must be 16 digits.

- Edits to the `INVOICE ID` field:
  - A *field* edit and *save* edit were added for the *Procard* voucher style:
  - If the vendor on the voucher header matches the vendor configured on the *PROCARD Systems Codes* table, the value in the `ACCT LEN` field is used to evaluate the formatting of the `INVOICE ID` field at the invoice line.
  - The edits require either 10 or 16 digits, which can optionally be appended with a hyphen and extra characters, no spaces.
  - Edits are only active if the `VENDOR ID` on the *Procard* voucher header matches the `VENDOR ID` configured on the *PROCARD Systems Codes* table.
  - The voucher can be saved — but it is saved in *recycle* status until the errors are corrected.
- During the transition, regardless of which vendor is configured on the *PROCARD Systems Codes* table to default into the *Procard* voucher, the `VENDOR ID` can be changed on the voucher.
  - While most of the payments are being made to Citibank, this vendor should be the default.
  - When the majority of the payments begin to be made to U.S. Bank, edit the *PROCARD Systems Codes* table to update the default vendor.

  > **Navigation Path**
  > **Navbar:** Menu; CAPPS Statewide; Statewide Setup; Systems Codes

  - When we roll out the new edit functionality, we will autopopulate the new `ACCT LEN` field on the *PROCARD Systems Codes* table to either 10 or 16 digits, depending on which vendor is configured for your agency.

  > **Note:** CAPPS Financials will not update the `VENDOR ID` in this table. **Agencies shall update the vendor number manually, as applicable.**

- UAT and Production Rollouts:
  - **UAT —** Oct. 20–31, 2025.
  - **Migrates to production** — Nov. 6, 2025.

V. Open Forum Q&A

- We received no questions from the input survey for September.
- 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.

VI. Wrap-up/Close Meeting

- The CAPPS Steering Committee will review and vote on the Enhancement SRs following their Oct. 14 meeting.
- **Next meeting:** Financials User Group Meeting — Thursday, Oct. 30, 2025.
- 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