# CAPPS Financials User Group Meeting

**Thursday, Oct. 30, 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 hyphen and extra characters to identify unique invoice numbers.
  - For Citibank payments, use the appropriate vendor ID.
- CAPPS Training scheduled an additional date for the instructor-led Asset Management course on Wednesday, Nov. 12, 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 is available on 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 Service Request (SR) Data for September 2025 included 674 new tickets opened and 767 tickets closed. There were 319 tickets carried forward from September into October. Ticket counts are consistent with previous years. The increase in closed tickets over August is due to the resolution of fiscal year-end inquiries.
- The Financials release for October contains four requests, consisting of one break-fix and three new features. Highlights include:
  - **SR-66675** – a break-fix to the *View Printable Version* link on the PO page so the report prints the standard terms and conditions as referenced on the agency's PO business unit.
  - **SR-66621** – a new feature to create a database-level audit table so the `PO STATUS HISTORY` can be queried for reporting.
- The Financials release for November contains four requests, consisting of three break-fixes and one improvement.

## III. Features & Spotlights

- There are a variety of ways that agencies can report on the data in CAPPS:
  - **Query Manager/Query Viewer** are reporting tools that use real-time data and are available for CAPPS users. More than 200 public queries are available in CAPPS, which can be executed using these tools.
  - **CAPPS Business Objects** uses real-time data and enables users to create, view and share interactive reports and dashboards for data-driven decision making. A *Deep Dive* discussion is planned for the November 2025 user group meeting.
  - **CAPPS Statewide Reports** are available for authorized users to run from the CAPPS **Reporting** menu or from the module-specific tiles. Examples include the *Voucher Print* report, *PO summary* reports, *Payment* reports and *Remaining Balance* reports.

    | Navigation Path |
    |---|
    | **Navbar:** Menu; CAPPS Reports; Statewide Reports; choose module<br>**Dashboard:** *[module]*; **Tile:** Statewide [module] Reports. |

    - Navigation paths and detailed descriptions of statewide reports organized by module are available on the CAPPS Training website under the ***CAPPS Reports*** tab.
    - The CAPPS support team manages changes and enhancements to statewide reports via the standard development cycle. These modifications can be requested by agency Level 1 staff in the CAPPS Service Desk (CSD).
  - **Agency Direct Data Access (ADDA)** is a reporting strategy that enables agencies to extract near-real-time data to their in-house reporting tools.
    - To request ADDA, submit an SR (i.e. *Request Information, Service or Training)* ticket in both CSD-FIN and CSD-HCM.
    - The Comptroller's office prioritizes the request queue to determine implementation schedules.

- Requesting deployment of non-core modules:
  - To request adding a module to your CAPPS implementation:
    - Submit an SR (i.e. *Request Information, Service or Training)* ticket to the Financials CSD.
    - Provide the required information in the ticket.
    - The Comptroller's office prioritizes the request queue for implementation schedules.
  - When requesting an expansion, please complete your CSD ticket as follows:
    - **Requester:** the Level 1 support staff submitting the request.
    - **Application:** Financials
    - **Request Type:** New Expansion Area
    - **Title:** [AGY #, AGY NAME] requesting new module implementation [NAME OF MODULE]
    - **Description:** [AGY #, AGY NAME] requesting [NAME OF MODULE] implementation. Provide additional information as necessary.
    - **Attachment:** add any relevant information and supporting documentation.
    - Select **Request**.

## IV. Open Forum Q&A

- We received no questions from the input survey for October.
- A new survey was launched during the Open Forum section for input on which topics have the highest interest among Financials module users.
- 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. Deep Dive

- **Query Viewer** and **Query Manager** are two of the reporting tools available in CAPPS.
  - A query is a request for information from the CAPPS database.
  - Queries can be executed to retrieve information from the CAPPS database.
- Use **Query Viewer** to execute existing queries and view the output of the query.
  - Query results can be exported to HTML or Excel.

    | **Navigation Path** |
    |---|
    | Navigator Icon; Reporting; Reporting Tools; Query; Query Viewer |

  - Searching for existing queries by using the query name (if known) or a portion of the query name (304, TX_, TX_GL, TX_AP ) and the wildcard of the percent symbol (i.e., '%JRNL%' matches any string having JRNL).
  - Add frequently used queries to your favorites by selecting the **Favorite** link in the search results.
  - Once at least one favorite is saved, retrieve it by selecting **My Favorite Queries** on the search page.
  - To run an existing query:
    1. Execute the query by selecting the HTML link.
    2. Enter values for the prompted fields.
    3. Select **View Results**.
       The results display and can be downloaded as an Excel or XML file.
- Use **Query Manager** to create queries and modify existing queries.
  - Queries can be private or public:
    - Private queries can be created or modified, and are:
      - User-specific.
      - Saved by individual users.
      - Cannot be viewed or used by other users (can be copied to other users using Query Manager).
    - Public queries can be executed by any user (as well as saved as a private query) and then modified.
  - Queries can be copied over to other CAPPS users.
  - Queries can be executed and the results can be viewed or extracted to HTML or Excel.

    | **Navigation Path** |
    |---|
    | Navigator Icon; Reporting; Reporting Tools; Query; Query Manager. |

  - Search for existing queries by using the query name (if known) or a portion of the query name (304, TX_, TX_GL, TX_AP ) and the wildcard of the percent symbol (i.e., %JRNL% matches any string having JRNL).

- To add frequently used queries to your *Favorites*:
  - Select the **Select** box in the search results.
  - Select **Add to Favorites** in the ACTION field.
  - Select **Go**.
- Once you have saved at least one favorite, retrieve it by selecting **My Favorite Queries** on the search page.
- To share private queries with other CAPPS users:
  1. Select the query.
  2. Select **Copy to User** in the ACTION field.
  3. Select **Go**.
  4. Enter the USER ID of the user you are sharing the query with.
  5. Select **OK**.
- To run an existing query:
  1. Execute the query by selecting the HTML link.
  2. Enter values for the prompted fields.
  3. Select **View Results**.
     The results display and can be downloaded as an Excel or XML file.
- To create a new query:
  1. Select ***Create New Query*** from the search page.
  2. Select records for the query**.** There are over 500 records available to query.
     - Enter the *Record Name* or a partial name to search for similarly-named records.
       **–or–**
     - Use the advanced search option to search the *Description*.
  3. Select **Add Record** to add the record to the query.
  4. Select the data fields from the records.
     - From the **Query** tab, select the fields to be displayed in the query results.
     - QUERY fields can be sorted alphabetically by selecting the A/Z icon.
     - Select the **Check All** to select or **Uncheck All** to deselect all fields in the record.
     - Search fields using the search (magnifying glass) icon.
  5. Edit and configure the fields from the **Fields** tab.
     - Each field selected for the query is assigned a column number (Col), which determines the display order.
     - Change the column number and the sorting of field values by selecting **Reorder/Sort**.
     - Select **Edit** to change the individual field properties, including the heading text, aggregating functions (sum, count, min, max, etc.) and translate values.
  6. Add criteria, which refines the query by specifying conditions that the retrieved data must meet and allows for selective retrieval (filter) of data.
     - Add criteria for any field on selected records from the **Fields** or **Query** tab.
     - Use the **Edit Criteria Properties** (in the pop-up menu) to define the filtering for the field.
  7. Add run-time prompts to allow the user to change the value of query criteria (filter) each time the query is executed. On the ***Edit Criteria Properties*** page:
     - Select Prompt in the *Choose Expression 2 Type* section.
     - Select the **New Prompt** link to create a prompt.
     - Select **Edit Prompt Properties** to change the label (if needed) using the HEADING TEXT field.
     - Select **Optional** if the prompt will not require an entry.
       The system prompts the user to enter a value for the field criteria when the query is run.
- The CAPPS Desk Aid ***Query Manager*** (available on the CAPPS Training website) includes a list of commonly used records available to query.
- If a user cannot identify the record or field name for a specific data field, submit an SR (i.e. *Request Information, Service or Training)* in CSD.
- If a desired record is not already available in ***Query Manager***, submit an SR (i.e. *Request Information, Service or Training)* in CSD. The CAPPS support team will review this request and (if possible) include the record.

## VI. Wrap-up/Close Meeting

- **Next meeting:** HR/Payroll and Financials (Combined) User Group Meeting — Thursday, Nov. 20, 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