CAPPS Financials User Group Meeting

Thursday, Jan. 29, 2026
9–10:30 a.m.
(Webinar Only)

I. Announcements and Reminders

- The CAPPS team will upgrade PeopleSoft from version 8.61.07 to version 8.62.06 on **June 29, 2026**. Concurrently, the team will upgrade PeopleTools from Image 48 to image 54.
  - User Acceptance Testing (UAT) takes place from **Mar. 9–June 12, 2026** in the UAT3 environment.
  - Additional information related to PeopleSoft Image and PeopleTools upgrades will be discussed and shared during the combined user group meeting on Feb. 26.
- On Feb. 12, the Department of Information Resources (DIR) will release an enhancement for the Texas.gov Digital Identity Solution (TDIS). User-facing changes include:
  - Minimum amount of password characters increases from 8 to 15.
  - Maximum amount of password characters is 64.
  - Security questions are no longer available when setting up an account in the TDIS Portal and authenticating for the *Forgot Password* process.
  - Authenticator application and/or security key is an accepted authentication method (if registered) when using *Forgot Password*.
- Tentatively scheduled in April 2026, a future release includes disabling user accounts with inactivity of 90 days or longer. TDIS delegated administrators (DAs) are able to re-enable disabled accounts, as needed.
- CAPPS Training scheduled additional dates for the instructor-led, virtual delivery *Asset Management* course on **Wednesday, Feb. 18, 2026** and Wednesday, **March 11, 2026**.
  - 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 approximately three weeks before the class date 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 for a course.
  - Check the Instructor-Led Training page often for updates and new course listings.
- Effective Jan. 1–Dec. 31, 2026, the maximum mileage reimbursement rate for state employee travel in a personal vehicle will increase to 72.5 cents per mile (up from 70 cents in 2025). This rate is consistent with the Internal Revenue Service's (IRS) standard mileage rate.
- The CAPPS team uses three primary email boxes for exchanging information with agencies. Please ensure the following addresses are in your agency's safe senders or whitelists.
  - CAPPS Governance and communications: capps.cgc.ba@cpa.texas.gov
  - CAPPS Training team: capps.training@cpa.texas.gov
  - CAPPS Product team: capps.product.team@cpa.texas.gov
- The CAPPS team uses distribution lists through a service called Listserv. When Listserv sends a message, the *from* address varies, but appears as *CAPPS Governance & Communication,* just like our traditional email messages. Listserv uses the domain *@LISTSERV.CPA.STATE.TX.US* instead of *@cpa.texas.gov*. Whitelisting the entire *cpa.state.tx.us* domain can help ensure our listserv messages reach you.
- Other ways to stay informed about CAPPS:
  - FMX (Fiscal Management's website). Select the **Systems** tab and select **CAPPS** in the dropdown menu.
  - CAPPS Training website.
  - Subscribe to *FMXtra*, Fiscal Management's weekly newsletter.
- U.S. Bank is the new payment processing vendor for payment card (PROCARD) transactions. A few reminders about processing payment vouchers to U.S. Bank:
  - Use the correct 16-digit account number with no spaces.
  - The proper `ACCOUNTING TEMPLATE` selection is **PROCARD**.
  - The `VOUCHER STYLE` selection is **Procard Voucher**.
  - The `VENDOR NUMBER` can be found in ***Processing Third-Party Transactions in USAS for Payment/Travel Cards, Direct Bill Payments and Reimbursements* (FPP A.043) (login required)**.
- Expenditure Assistance is hosting a *Payment and Travel Card Processing* webinar on Wednesday, Feb. 4, 2026, 10 a.m.–Noon. Registration is available on FMX's Accounting Policy Meeting Feb. 4 meeting page.

II. CAPPS Financials Production Updates

- The Financials SR data for November 2025 included 450 new tickets opened and 477 tickets closed. There were 291 tickets carried forward from November into December.
- The Financials SR Data for December 2025 included 509 new tickets opened and 544 tickets closed. There were 258 tickets carried forward from December into January 2026.
- The Financials release for December contained nine requests, consisting of four break-fixes, two improvements and three new features. Highlights include:
  - **SR-68776** – A break fix to correct the duplicate invoice checking process on Procard (PRO) and Multi-Vendor vouchers (MVV) from the Voucher Origin & Supplier Configuration level for voucher lines.
  - **SR-69499** – An improvement to add tables (DOC_TOL_OVR_VW & DOC_TOL_EXCP_VW) to the query tree to view PO Document Tolerance Override history.
  - **SR-66959** – A new feature to enhance the priority and approval comments in notification emails.
- The Financials release for January contains six requests, consisting of four break-fixes and two new features. Highlights include:
  - **SR-70120** – A break fix to update the code assigning Receipt ID to prevent duplicate IDs being created.
  - **SR-64281** – A new feature to create a budget journal report.
- The Financials release for February contains seven requests consisting of two break-fixes, four improvements and one new feature.
- Seven enhancements are submitted for a vote to be added to the CAPPS Financials baseline. The SRs and their titles from the CAPPS Service Desk (CSD), along with the user stories and proposed solutions, are listed below. For complete details, please review the SRs within the CSD. Agencies are encouraged to add comments to the SRs for consideration by the CAPPS Steering Committee before the February Steering Committee meeting.
  - **SR-60130** – auto-populate editable fields on HX Recycle Trans (suggested via **ASP-41501**).
    - **User Story**: *As a payables user, I would like to automate the auto-populate from IN. We used to have to manually enter these missing fields on the HX recycle browser, but now, selecting the auto-populate button from IN fills them in. If this step could also be automated, then the only entries left would be those that truly need to be reviewed/updated.*
    - **Proposed Solution Summary**: Remove the auto-populate from IN browser feature from the HX Recycle browser and automate this function as part of the USAS to CAPPS Inbound processing.
  - **SR-60238** – Voucher Template location change (suggested via **ENH-43685**).
    - **User Story**: *As a payables user, I would like to move the AP template list from the Attributes tab to the Invoice tab on the voucher, to reduce keystrokes.*
    - **Proposed Solution Summary**: Move the Voucher Templates from the *Attributes* tab to the *Voucher Invoice* tab to improve user experience.
  - **SR-70375** – Speedchart search filter by Active (suggested via **ENH-69777**).
    - **User Story**: *As a PO user, I would like the ability to search Speedcharts by status for more efficient search results and filtering.*
    - **Proposed Solution Summary**: Add a Speedchart status to the Speedchart search record.
  - **SR-68597** – Request to view Finalized Vouchers on PO Inquiry Balance page (suggested via **ENH 67926**).
    - **User Story**: *As an AP Accountant, I want to view finalized vouchers on the PO Inquiry Balance page so that when a PO encumbrance is released, I can associate the finalized voucher with the release.*
    - **Proposed Solution Summary**: PO Inquiry Balance page — When a user chooses to review the associated PO Vouchers for a line, the user is able to view a column for *Finalized*, which reports **Yes** or **No**.
  - **SR**-**69977** – Add the Value = Expert to Contract Category Selection on Texas Data Page and Contract Search Criteria (suggested via **ENH 68771**).
    - **User Story**: *As a Contract Manager or Buyer, I want to have a mandatory contract category so that I can track contracts over several years and determine their updated open records status.*
    - **Proposed Solution Summary**: Add the value = Expert to the `CONTRACT CATEGORY` (drop-down) selection on the *TX Data* page. Also, add as a column on the search results for *Add/Update Contracts*.
  - **SR-70564** – Add Req Notes Navigation to Manage Requisitions Action List (suggested via **ENH 69682**).
    - **User Story**: *As a Requester or Buyer, I want ePro Manage Requisitions – Actions to include req notes so I can efficiently review user feedback before making updates or changes to requisitions.*
    - **Proposed Solution Summary**: On ePro Manage Requisitions – Action page, add a value of either *Add Req Notes* (when none exist) or *Edit Req Notes* (when Notes already exist).
  - **SR-70403** – Add Search Criteria *USAS Document* to GL Module Journal Transactions (suggested via **SR-70145**).
    - **User Story**: *As a GL analyst, the ability to recall GL Journals by USAS DOC NUM would allow me to identify my transactions that interfaced to another system for reconciliation purposes.*
    - **Proposed Solution Summary**: Journal Entry Search Page – Add a search field for `USAS DOC NUMBER` with a searchable prompt box.

III. CAPPS Project Updates

The Fiscal 2025-26 Financials deployment for the Employee's Retirement System (ERS) agency is currently sixty-five percent complete, with all metrics on track for implementation on Sept. 1, 2026. Key activities include:

- Continue **Image Upgrade/People Tools Upgrade** review:
  - FIN Image Upgrade: Version 8.61.07 to 8.62.06.
  - People Tools Upgrade: Image 48 to Image 54.
- Completed **Preliminary UAT Phase 1**: Jan. 23.
- Start **Mock Conversions**: In Progress.
- Start **UAT Phase 2**: March 9–June 12.

IV. Features & Spotlights

- An issue exists where agencies using the journal file input process to import journals into CAPPS are unable to access the `DESCRIPTIVE LEGAL TEXT` (DLT) field, leaving it blank on the *GL Journal Print* report.
- The Journal File Import program reads the file and builds the CAPPS GL journal. For this process, the DLT is stored on a separate table under the USERID *TXCONTROLM*, which is associated with agency 304. Agency users cannot access data under other business units due to multi-tenancy, so the GL Journal Print report cannot access the DLT, leaving the DLT field blank on the report for these journal types.
- **SR-70430** allows DLT loaded by *TXCONTROLM* to be used by agencies.
  - Additional fixes in this work unit:
    - Approval workflows: error running the report when an ad hoc approver was added to the approval process.
    - Word wrapping capability added for `DLT` and `DESCR` sections, avoiding cut off at the end of the page.
    - Update the CAPPS logo.
  - **UAT:** Feb. 2–8
  - **Migrates to Production:** Feb. 12
- When a cash receipt transaction type (deposit, reversal, refunds, etc.) requires a user's approval, the originating user that entered, modified or performed a related cash receipt transaction is also able to approve the related cash receipt transaction if the user has the *Cash Receipt Approval* role.
  - To provide additional approval control, an enhancement (**SR-68155**) was requested to provide an agency the option to restrict a user with the approval role so the user is not allowed to approve or to reject a cash receipt transaction.
    - **UAT:** Feb. 2–8
    - **Migrates to production:** Feb. 12
    - Users need one of these roles for the *Cash Receipt Approval* page for approval processing:
      - TX_CR_APPR_COR_REF_LVL1_UDO
      - TX_CR_APPR_COR_REF_LVL2_UDO
    - Agencies have the option to turn on or turn off configuration with the additional control for a cash receipt transaction type.
    - Cash receipt transaction types that are eligible for approvals:
      - Deposits
      - Reallocations
      - Refunds
      - Refund Cancellations
      - Chargebacks
      - Chargeback Reversals
      - Re-Chargebacks
      - Refund Cancellations
      - NSF

    Navigation
    Navbar: Menu, Financials, Cash Receipts, Configuration, Origin
  - The new `DISALLOW USER ENTER BY` field is an option for **Yes**/**No** that was added on the *Cash Receipt Origin Configuration* page.
    - All flags default to **N**.
    - If the flag is set to Yes (**Y**), the user is disallowed from approving a cash receipt transaction.
    - If the flag is set to No (**N**), the user is allowed to approve a cash receipt transaction.
    - The flag can be set separately for each batch type. Update applicable flags based on your agency's business process.

V. Open Forum Q&A

- We received no questions from the input survey for January.
- 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 and on FMX's CAPPS User Group Meeting pages. We encourage all members to submit questions and suggestions.

VI. Deep Dive

- CAPPS Business Objects (BOBJ) is a reporting system built on SAP's Business Intelligence (BI) system.
- *BI Launch Pad* is the system's home page and it is organized into five sections:
  - **Home** – Contains tiles for *Folders*, the *BI Inbox*, *Instances* and a *Recycle Bin*.
  - **Favorites** – Unified location for quick access (tiles) to reports, folders or workspaces marked as favorites.
  - **Recent Documents** – Displays tiles for recently viewed reports and workspaces.
  - **Recently Run** – Displays tiles for the recent document instances created for the scheduled reports.
  - **Applications** – Displays tiles for the applications available to the user.
- Additional functionality of the *BI Launch Pad* is contained in a menu, consisting of functions for:
  - Search
  - Refresh
  - Notification
  - Web Assistant (guided tour)
  - User Menu, including:
    - Personal settings
    - Home page editor
    - Help feature
    - About
    - Log out function
- Documents in BOBJ are organized into a folder structure. Folders can contain workspaces and reports. Select the **Folders** tile from the home page to launch the file browser.
  - Selecting a report opens the latest instance. If no scheduled instances exist, the actual report opens.
  - If the report requires prompt values, a prompt pop-up menu displays. Enter values and select **Run** to view the report data.
  - The report viewer interface includes a toolbar with functions to:
    - Refresh
    - Export
    - Save
    - Perform report analysis and filtering
  - A floating toolbar allows users to control page navigation and layout options.
  - The report viewer interface includes analysis and filtering tools. To filter a report:
    1. Navigate to the *Analyze* section of the toolbar and select *Show Filter* (funnel icon).
    2. Select **Enable Navigation**.
       An additional *Filter* toolbar displays with a dropdown menu displaying available filters.
    3. Select the desired filter.
       The selected filters can be removed by selecting the ***X*** icon next to each filter.
  - To save a report:
    1. Select **File** in the main toolbar.
    2. Select **Save As** and route to a folder for the intended location of the saved report.
    3. Select **Save**.
- Scheduling reports to run automatically at specific times of the day automates the process of refreshing the documents. Scheduling reports to run during off-peak periods greatly reduces the run time.
  1. Navigate to the chosen report.
  2. Right-click and choose **Schedule** from the context menu.
     The *Schedule* page displays and contains two tabs: *General* and *Report Features*.
  3. Select the **General** tab.
  4. Enter an `INSTANCE TITLE`.
  5. Select the report delivery `DESTINATIONS`.
  6. Select the `RECURRENCE`.
  7. Select the **Report Features** tab.
  8. Select **Edit Prompt Values**.
  9. Enter the prompt values for the report.

- View instances of scheduled reports from the *Instances* tile on the BI Launch Pad home page.
  1. Select date ranges using the calendar widget in the INSTANCE TIME filter.
     Instances can also be filtered by any combination of STATUS, TYPE, TITLE and SCHEDULED BY.
  2. Select **Go**. Instances meeting the specified criteria display in a list.
  3. Select one or more instances using the checkboxes to perform additional functions.
     - Available functions include:
       - Auto Refresh
       - Refresh
       - Export
     - If multiple instances are selected, an actions menu is enabled, featuring:
       - View
       - Run Now
       - Reschedule
       - Details
       - Send To
- Set a report or workspace as a favorite using the star column (where available). Once favorited, the report or workspace is accessible from the *Favorites* tile on the BI Launch Pad home page.
- To remove a report or workspace from the favorites tiles, deselect the star on the tile, then select **OK**.
- To receive a report shared by another user, select the **BI Inbox** tile from the *Home* page.
- The BOBJ Universe is a semantic layer that enables users to interact with PeopleSoft data without needing to understand the underlying database structure. It acts as an abstraction layer between PeopleSoft database tables and BusinessObjects reporting tools.
  - The BOBJ Universe maps PeopleSoft tables, joins and derived fields into business-friendly objects that can be used in reports.
  - Create ad-hoc reports from the universe without having SQL knowledge using Web Intelligence (WebI).
  - Each primary module within CAPPS Financials has an associated universe:
    - **Accounts Payable** (AP) universe: the *Adhoc* folder serves as the parent folder that organizes various business objects into logical subcategories.
    - **Accounts Receivable** (AR) universe: structured with an *Adhoc* folder as the parent, containing various subfolders that represent key components of AR process.
    - **General Ledger** (GL) universe: structured to support financial reporting, reconciliation and analysis by organizing key accounting data into logical subfolders. Typically, the *Adhoc* folder serves as the parent, with various subfolders representing critical components of the General Ledger system.
    - **Purchase Order** (PO) universe: organizes key procurement data for efficient reporting and management of the purchasing process.
  - To create ad hoc reports, from the *Home* page:
    1. Navigate to the *Applications* section and select the **Web Intelligence** tile.
    2. Select the data source (**Universe**) in the pop-up window.
    3. Select a universe from the list of universes. The Query Panel opens with three sections:
       - **Universe Outline** (panel displays a list of all objects available in the data source)
       - **Result Objects**
       - **Query Filters**
    4. Select the objects from the *Universe Outline* panel and move them into the *Result Objects* text box to build a query.
    5. Add a filter to the *Query Filters* section to make our query more specific. To make a query filter:
       1. Select an object from the *Universe Outline* panel.
       2. Choose a filter operator (*i.e., Equal To; In List; Greater Than; etc.*).
       3. Add value(s) to the filter. Valid types:
          Constant —allows a value or values to be entered defining the filter.
          Value(s) from list —provides a list of existing values from which selection(s) can be made.
          Prompt —prompts the user to enter a value criterion when the document is generated.
- See additional training materials for CAPPS Business Objects on FMX's [SAP BusinessObjects 4.3 Training] page.

VII. Wrap-up/Close Meeting

- The meeting presentation and SRs for Governance documents will be emailed later this afternoon.
- The CAPPS Steering Committee will review/vote on the Enhancement SRs following their Feb. 10 meeting.
- **Next meeting:** HR/Payroll and Financials (Combined) User Group Meeting — Tuesday, Feb. 26, 2026.
- 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