

CAPPS FINANCIALS GLOSSARY

Term	Definition
Account – GL, PO, AP	Field in CAPPS Financials ChartFields that means the same thing as comp object or expenditure code. EX: 7300 - Consumables
Accounting Entry Template - AP	Used to generate the accounting entries that offset the individual expense line items entered on the voucher and it also determines the T-Code, confidentiality indicator and USAS Document Type
Accounting Transaction - GL	A business event having a monetary impact on financial statements
ACTUALS Ledger - GL	All budgetary transactions affecting cash are posted to this ledger
Adjustment Voucher Style - AP	Used to make accounting corrections from a previous voucher; information is copied in from the original voucher using “copy worksheet”; total amount for an adjustment voucher is zero where one line is a negative amount to back out the original voucher and a second line is a positive amount to the correct account/fund/appn/PCA
Agency Fund	Equivalent to the USAS D23 Fund (Agency Defined) which rolls up to the D22 Appropriated Fund (CPA Controlled)
AM	Asset Management module is used to track assets from acquisition to retirement and calculates depreciation, which gets posted to the general ledger
Amount Only Requisition/PO	Example of amount only is for a monthly service for a year, where the monthly billed amounts will be different each month and unit of measure and quantity are not specified
AP	Accounts Payable module is used to record vendor invoices and track vendor payments
Appropriation (Appn)/PCA field - GL	Appropriation is only used for Commitment Control budget entries. Since the Appn cannot be entered on financial transactions, it must be translated from the PCA. This is why the PCA and Appn # have to be different.
ASP	Application Service Provider (Online Solutions Center where you log help desk tickets for CAPPS)
Asset ID	Equivalent to the Property Number in SPA
Asset Tag Number	Is equal to the Asset ID in CAPPS
Basis - GL	The method of recognizing revenues and expenses (accrual, modified accrual, cash, tax. etc).
Blanket Requisition/PO - PO	A confirmed long-term order with a supplier for goods/services for a fixed period or in a fixed quantity at agreed-on prices; purchases may be made against it without creating a new purchase order each time
BOBJ	Business Objects Reporting Tool used in both HR/Payroll and CAPPS Financials

CAPPS FINANCIALS GLOSSARY

BU	Business Unit and SET ID are the same value in CAPPS Financials EX: 22400; 21500
Budget Checking – GL, PO, AP	Ensures that there is enough money in the budget to cover a particular transaction. Once a document is successfully budget checked, the transaction status changes to Valid. All CAPPS transactions (Requisitions, POs, Vouchers and GL Journals) are required to go through the Budget Checking process.
Budget Details Screen - GL	<u>Budget Expense</u> – funds allocated for a specific budget for the current fiscal year <u>Encumbrance</u> – Total amount already paid out from the allocated money in the budget <u>Pre-encumbrance</u> – total amount of requisitions budget checked against the budget that have not yet become purchase orders <u>Available Budget</u> – total amount of available funds in the account
Budget Reference - GL	Field in CAPPS Financials that means the same thing as Appropriation Year
Buyer in CAPPS - PO	A Buyer or Purchaser is someone who can create a PO in CAPPS.
CAPPS	Centralized Accounting Payroll/ Personnel System
ChartFields - GL	Fields that store your chart of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data.
CMBL	Centralized Master Bidders List
COA	Court of Appeals
Combination Edits - GL	Rules set to filter out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values.
Copy Worksheet	Use in CAPPS to pull in lines from a Purchase Order or Receipt. It can also be used in certain voucher styles to pull in another voucher.
CPA	Comptroller of Public Accounts
CTIA	Confidential Treatment of Information Acknowledgement (Users sign this form to gain access to the Comptroller statewide systems)
Control-M	A tool CAPPS uses to schedule and manage batch processes
Document Tolerance – PO, AP	Allowable percentages or amounts that the purchase order and voucher can differ. Voucher will fail doc tolerance if the voucher line amount is more than the PO line. Document Tolerance can also be set up between Requisition and PO.
DLT – GL, PO, AP	Descriptive Legal Text (CAPPS Financials term for standard text used in comments fields). DLT is required when certain accounts or T-Codes are used, and DLTs can be set up as a standard comment or they can always be entered manually as needed.
Dispatched - PO	When a purchase order has been issued and is ready to send to the vendor

CAPPS FINANCIALS GLOSSARY

EDI - AP	Electronic Data Interchange (A type of voucher that is created electronically from external sources)
Edit Journal Process - GL	<ol style="list-style-type: none"> 1) Checks that ChartFields are valid 2) Checks that total debits equal total credits 3) Changes the Journal Status and Budget Status from Not Checked to V (Valid) or E (Error) 4) Must take place before a journal can be posted
Encumbrance - PO	Funds reserved through the process of budget-checking a purchase order, which will reduce the available budget. An encumbrance will release the pre-encumbrance if a requisition exists.
ERP	Enterprise Resource Planning
ETV - AP	Expenditure Transfer Voucher
Expenditure - AP	When a purchase order has been paid; when a voucher is budget-checked in CAPPS, an expenditure is created and the encumbrance is released
Finalizing a PO from a Voucher	Clicking the Finalize button liquidates the remaining encumbrance on the entire PO or on a specific PO line and restores the budget
FMX	Comptroller Fiscal Management Website
GAAP	Generally Accepted Accounting Principles
GL	General Ledger module manages financial accounting information in CAPPS
GST - PO	Goods and Service Tax
HCM	Human Capital Management (another name for CAPPS HR/Payroll system)
HUB - PO	Historically Underutilized Business
HX File	History External Source file is created during the nightly USAS batch processing and contains transactions that processed in USAS
HX Recycle Browser-CAPPS/USAS Reconciliation	If a USAS Document does not have a matching CAPPS Voucher, the USAS transaction will land on the CAPPS HX Recycle Browser where it will stay until both USAS and CAPPS are in sync.
IAC - PO	Inter-Agency Contract
Inbound Interface	The USAS to CAPPS inbound interface program merges the USAS HX File with the CAPPS HX Recycle Browser.
IN Browser–CAPPS/USAS Reconciliation	Displays CAPPS Vouchers that have been posted and processed in CAPPS with a USAS T-Code or a payment type of USX. Transactions waiting to match up with HX (History) transactions from USAS will have a status of “Not Yet Processed by Interface”.
Invoice Receipt Date – AP	Date the invoice is received by the agency
ITV - AP	Interagency Transfer Voucher – used by state agencies to pay one another for goods, services or pass-through expenditures

CAPPS FINANCIALS GLOSSARY

Journal - GL	Is used to post accounting transactions to a ledger
Journal Date - GL	The date that a journal is effective also known as Accounting Date
Journal Generation – AP, GL	Processes data in the accounting entry table to create journals in General Ledger; Last step before being sent to USAS
Journal Header - GL	Contains information at the top that uniquely identifies the journal such as Business Unit, Journal ID and Journal Date
Journal Lines -GL	Records the monetary and statistical amounts and the ChartField values associated with each transaction
KK	Commitment Control module is used to check revenue and expenditure entries against pre-defined budgets
Ledger Group - GL	Consists of ledgers that share a common physical structure based on unique characteristics Example: Actuals
Location Codes - AP	In CAPPS, Supplier Location codes are the same thing as TINS mail codes and are used to identify the supplier’s mailing address.
LBB	Legislative Budget Board
Matching - AP	Process that compares vouchers with purchase orders and receiving documents to ensure that a supplier is only paid for goods that are actually ordered and received
MAN T-Code	Use when a transaction only needs to be processed in CAPPS and does not need to be sent to USAS. An example of using a MAN T-Code is a Cancellation Document that was created directly in USAS and needs to be created in CAPPS to keep the two systems in sync.
Multi-Vendor Voucher - AP	Use to pay multiple suppliers on a PO or Non-PO Voucher
NIGP Class - PO	Standardized coding structure for purchasing developed by National Institute of Governmental Purchasing
Non-PO Voucher - AP	A regular voucher that is not associated with a purchase order, such as a travel reimbursement.
PCA - GL	Program Cost Account
Parent/Child Assets – AM	In SPA, the initial asset is referred to as Component 1 and subsequent assets attached to the first asset are referred to as Component 2, etc. The Parent/Child relationship in CAPPS is the same thing.
Payment Type - AP	Field in CAPPS that is equivalent to the PDT (Payment Distribution Type) field used in USAS. Payment Type defaults from the Supplier and determines how the voucher will pay.
Pre-Check Budget	Checks the budget for available funds but does not pre-encumber the funds; A Pre-Check Budget is generally done on the requisition and is not necessary on the PO.
Pre-encumbrance - Requisition	Represents funds reserved through the process of budget checking a requisition, which will decrease the remaining spending authority for a given budget.

CAPPS FINANCIALS GLOSSARY

Purchase Order in CAPPS	Document issued to a vendor indicating items or services for purchase. Encumbers funds so that the available budget is actually reduced.
PO Voucher - AP	A regular voucher that uses PO information to expedite voucher creation.
Pre-Release -AP	Used to approve batches the same day they are sent to USAS; equivalent to 35 screen in USAS.
Pre-Release Report - AP	Daily emailed report that is used to identify USAS batches that need to be pre-released in USAS
Receipt in CAPPS – PO, AP	Records the receipt of goods or services and is used in the matching process to support payment of invoices.
Receiver - PO	A user who can record items and services as received from an order by entering a receipt.
Refund of Expenditure	A return of funds originally paid to a supplier such as a return of goods, overpayment or incorrect payment. Refunds of Expenditure use a T-Code of 180R.
Refund of Revenue	Created in CAPPS to return funds to original payee such as over-collection on a treasury deposit or refund of revenue funds held for others. Refunds of revenue are entered as a regular voucher with a T-Code such as 222 or 229.
Regular Voucher - AP	Used to create a vendor payment either with or without a purchase order/receipt.
Ren Server	Provides a pop-up window for viewing page data in report format, in real time
Requested Payment Date - AP	This field will override the USAS Pmt Due Date and will populate on the USAS Document.
Requester in CAPPS - Requisition	Person in CAPPS who can order goods or services by creating a requisition.
Requisition in CAPPS - Requisition	The initial document created in CAPPS to fulfill the need for a good or service, which can be sourced to a PO. An approved requisition will pre-encumber funds.
Reversal Voucher - AP	Used to reverse a voucher that has been posted in CAPPS and paid in USAS: 1) For cancellation vouchers in USAS, the C-doc number will be used as the Voucher ID in CAPPS 2) Allows encumbrances to be restored and reverses accounting entries 3) Information is copied from the original voucher using “copy worksheet”; line amounts will be negative.
REVEST - GL	Revenue Estimate
RTI -AP	Recurring Transaction Index – a 6-digit number that tells USAS where to post the receiving transaction when funds are passed from one agency to another.
Set ID	High level identifier used to control data such as vendors, calendars, ledgers, trees. Example: 20100

CAPPS FINANCIALS GLOSSARY

Service Date	Date on which merchandise is received or service is performed. This date is populated from the receipt date in CAPPS when an item is received.
Single Payment Vouchers - AP	Used for one-time payments for a vendor that is not set up in TINS
SJE - GL	Standard Journal Entry
SME	Subject Matter Expert
Sourced - PO	When a requisition has been turned into a purchase order
Speedcharts - PO, AP	Short-cut that pre-fills in required fields when entering a transaction on a requisition, purchase order or voucher; designed to save time on entries used over and over.
SpeedTypes - GL	Shortcut keys for frequently used combinations of ChartFields but are only set up for GL journals to increase efficiency and reduce entry errors.
SPA - AM	State Property Accounting (system interfaced with CAPPS Financials)
SPRS	Standardized Payroll/Personnel Reporting System
SR	Service Request (Submit a help desk ticket to CPA for CAPPS)
Standard Comments - PO, AP	Frequently used comments, such as DLT (Descriptive Legal Text), that can be added to purchasing transactions and vouchers.
Supplier - AP	Same thing as a vendor. The person or entity from which a purchase was made or service was rendered.
T-Codes	Transaction codes that determine the manner in which accounting transactions are posted to financial tables and general ledger accounts.
Template Voucher - AP	Used for a particular supplier as a model for creating future vouchers for that same supplier
TINS Interface - AP	Texas Identification Number System (system interfaced with CAPPS Financials)
Trees - GL	Visually defines the hierarchical relationship within a ChartField and establishes the roll-up between transaction level ChartFields and budget level ChartFields
UAT	User Acceptance Testing
Unposting Vouchers - AP	Process that reverses the accounting entries for a voucher that has been posted so that a voucher can be modified. Only vouchers that have not been sent to USAS can be unposted.
UPK	User Productivity Kit (Comptroller simulation training exercises for CAPPS HCM and CAPPS FIN)
USAS	Uniform Statewide Accounting System
USAS Interface - AP	Sends accounts payable vouchers to USAS for processing
USAS Doc # - AP	Same as the CAPPS Doc # (Voucher ID) except the first digit is replaced with the Doc Type number in USAS

CAPPS FINANCIALS GLOSSARY

USAS Pmt Due Date	Calculated by taking the most recent of the Service Date or Invoice Receipt Date + 30 days. This date populates the Payment Due Date field on the USAS document. CAPPS does not currently calculate the 45-day payment due date for travel reimbursements.
USAS Proc Dt - AP	USAS Processing Date which is the date that the voucher is sent over to USAS. This date is later updated to reflect the date that the voucher was actually processed in USAS.
USAS Proc Stat -AP	USAS Processing Status field in CAPPS used to determine whether or not a voucher has been processed in USAS
USPS	Uniform Statewide Payroll/Personnel System (legacy system)
Voucher Distribution Line	Equivalent to the GL coding block in USAS; Includes the Amount, Account, Fund, Appropriation/PCA and Appropriation Year
Voucher Exception Report – AP Interfaces	Daily emailed report used to identify vouchers that have not run through all of the processes and/or have exceptions and were not sent to USAS; Exceptions can include matching, budget check, doc tolerance, posting, journal generation and interface exceptions.
Voucher Header	Overall information about the voucher
Voucher Lines	Invoice information
Voucher Post - AP	Creates accounting entries from vouchers and updates the Accounts Payable Ledger
Voucher Style	Different types of voucher templates for processing various payments