



CAPPS Financials

Agency Course Catalog

End User Training (EUT)

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COURSES FOR ALL AGENCY CAPPS EMPLOYEES

CAPPS Financials Fundamentals

Course ID: 999

Course Delivery: Online / Self-Study

Course Duration: 1 ½ hours

Course Description:

CAPPS Financials is a PeopleSoft system. Understanding how to access the system, how to navigate within the system via the Fluid interface, and how to find and enter information in PeopleSoft is essential to all employees using CAPPS. This course teaches system navigation and functionality. Employees will learn basic concepts, terminology, and navigation techniques for CAPPS Financials applications using a browser-based interface to view or manipulate data. Users will also learn how to use key fields, how to search for data, how to use wild-card characters in searching, and how to recognize page navigation elements in the system.

This course is intended for all CAPPS Financials users and is a prerequisite for all other courses.

Prerequisites: None

Recommended

Audience: All Agency CAPPS Users

CAPPS FINANCIALS TRAINING COURSES

Accounts Payable (AP)

Course ID: 200

Course Delivery: Blended – Online / Self Study or Classroom

Course Duration: Approximately 4 hours

Course Description:

Accounts Payable is the CAPPS module that enables suppliers (vendors) to receive payment for goods or services. This course provides instruction in the following areas:

- How to add a new supplier (vendor) in CAPPS
- How to process a voucher (invoice)
- How to print voucher copies
- How to run and print AP reports

Prerequisites: Course 999 – Financials Fundamentals

Recommended

Audience: Employees who enter Supplier (Vendor) Invoices

General Ledger (GL)

Course ID: 205

Course Delivery: Blended – Online / Self Study or Classroom

Course Duration: Approximately 3 ½ hours

Course Description:

An agency records its business activity through journal entries (or through subsystem accounting entries, such as Payables), which are posted to the General Ledger using a collection of accounts, departments and so on. This collection of accounts is often referred to as a Chart of Accounts, which enables an agency to classify financial and statistical data that is used for reporting. Journal entries for actual transactions are made in a double entry system, in accordance with Generally Accepted Accounting Principles (GAAP), where debits equal credits. CAPPS General Ledger provides journal entry formats that enable any type of transaction entry to be quick and easy without losing the control needed to ensure accuracy.

This course provides instruction in the following areas:

- How to create and process Journal entries
- How to understand the Chart of Accounts
- How to manage monthly and year-end closings

Prerequisites: Course 999 – Financials Fundamentals

Recommended

Audience: Agency GL Personnel

Cash Receipts (CR)

Course ID: 220

Course Delivery: Blended – Online Self Study or Classroom

Course Duration: Approximately 4 hours

Course Description: This course begins with a review of the overall cash receipts process. Users will learn how to process cash receipts that are received through the Treasury and 3rd Party sources as well as those collected directly by agency. Training includes each method of processing, including manual entry, uploading via Excel and running interface processes. Participants will also learn how to handle receipt corrections and issue refunds, print various reports and perform inquiries.

After completing this course, you will be able to:

- Describe the Cash Receipts handling process within CAPPS
- Identify sources of cash receipts
- Record cash receipt details including payment method, receipt date, receipt amount, and purpose
- Use the Upload via Excel process
- Retrieve cash receipts for approvals
- Prepare deposits and print deposit slips
- Create accounting entries
- Process correction & refund requests
- Inquire and run reports for cash receipt related transactions

Prerequisites: Course 999 – Financials Fundamentals;

Recommended

Audience: Individuals responsible for entering and/or approving cash receipts using the CAPPS Cash Receipts module.

Travel and Expense Processing (Core Users)

Course ID: 225

Course Delivery: Blended – Online / Self Study or Classroom

Course Duration: Approximately 4 hours

Course Description:

This course begins with a review of the overall travel and expense process. Users will learn about each of the user role types, how to enter travel transaction, how to approve, and how to monitor their status. Training includes each travel transaction type, including travel authorizations, cash receipts, and expense report. Functionality demonstrated reflects entry using the 'core' travel and expense pages.

After completing this course, you will be able to:

- Describe the purpose of the Travel and Expense module
- Explain key travel and expense terms and user roles
- Explain the end to end travel process from travel authorization through submission and approval of expense reports.
- Create and submit travel authorizations, cash advances, and expense reports
- Approve travel authorizations, cash advances, and expense reports
- Perform additional actions related to travel transactions such as printing, cancelling, withdrawing, etc.
- Assign entry proxy and delegate approvals

Prerequisites: Course 999 – Financials Fundamentals;

Recommended Audience: Individuals responsible for entering and/or approving travel and expense transactions using the CAPPS Travel and Expense 'Core' module.

Travel and Expense Processing (Self Service)

Course ID: 230

Course Delivery: Blended – Online / Self Study or Classroom

Course Duration: Approximately 4 hours

Course Description:

This course provides participants with a practical working knowledge of the core travel and expense features including entering (travel authorizations, cash advances and expense reports), approving, and managing (deleting, withdrawing, canceling, printing) travel transactions.

After completing this course, you will be able to:

- Describe the purpose of the Travel and Expense module
- Explain key travel and expense terms and user roles
- Explain the end to end travel process from travel authorization through submission and approval of expense reports.
- Create and submit travel authorizations, cash advances, and expense reports
- Approve travel authorizations, cash advances, and expense reports
- Perform additional actions related to travel transactions such as printing, cancelling, withdrawing, etc.
- Assign entry proxy and delegate approvals

Prerequisites: Course 999 – Financials Fundamentals;

Recommended Audience: Individuals responsible for entering and/or approving travel and expense transactions using the CAPPS Travel and Expense (Self Service) dashboard.

CAPPS SUPPLY CHAIN TRAINING COURSES

Asset Management (AM)

Course ID: 300

Course Delivery: Blended – Online / Self Study or Classroom

Course Duration: Approximately 4 hours

Course Description:

The Asset Management module is used to track agency asset activities. This course provides instruction in the following areas:

- How to add new assets in CAPPS
- How to adjust asset information
- How to process/close asset depreciation
- How to create accounting entries

Prerequisites: Course 999 – Financials Fundamentals

Recommended

Audience: Employees who track Asset information

Requisitioning & Receiving – eProcurement (ePro)

Course ID: 305

Course Delivery: Blended – Online / Self Study or Classroom

Course Duration: Approximately 8 hours

Course Description:

eProcurement encompasses requisitioning and receiving. It integrates closely with the CAPPS Purchasing module. This course offers a high-level overview of the Procure-to-Pay process and Chart of Accounts, followed up with details and important steps included in the requisitioning and receiving processes. This course provides instruction in the following areas:

- How to create requisitions
- How to perform the pre-budget checking process
- How requisitions are approved and budget checked
- How to manage requisition status
- How goods are received in CAPPS

Prerequisites: Course 999 – Financials Fundamentals

Recommended

Audience: All Agency Requestors

Purchase Order Processing (With Requisition) (PO)

This course is intended for agencies who do process requisitions online within CAPPS Financials.

Course ID: 306

Course Delivery: Blended – Online / Self Study or Classroom

Course Duration: Approximately 8 hours

Course Description:

The role of the Agency Buyer in the Procurement process is to expedite purchases that have been requested and approved, sourcing them to vendors and setting up contracts or requesting quotes as needed. This course provides instruction in the following areas:

- How to create Purchase Orders through requisition sourcing and transmit to suppliers
- How to set up Purchasing Contracts
- How to manage purchasing documents through the procurement life-cycle.

Prerequisites: Course 999 – Financial Fundamentals
Course 305 – Requisitioning & Receiving

Recommended

Audience: Agency Buyers and Procurement Super Users

Purchase Order Processing (Without Requisition) (PO)

This course is intended for agencies who do not process requisitions online within CAPPS Financials.

Course ID: 307

Course Duration: Approximately 8 hours

Course Description:

The role of the Agency Buyer in the Procurement process is to expedite purchases that have been requested and approved, sourcing them to vendors and setting up contracts or requesting quotes as needed. This course provides instruction in the following areas:

- How to create Purchase Orders and transmit to suppliers
- How to set up Purchasing Contracts
- How to manage purchasing documents through the procurement life-cycle.

Prerequisites: Course 999 – Financial Fundamentals

Recommended

Audience: Agency Buyers and Procurement Super Users

Requisition Approval

Course ID: 310

Course Delivery: Online / Self Study

Course Duration: Approximately 1 hour

Course Description:

Requisitions must be approved prior to being processed in the CAPPS purchasing module. This course provides instruction in the following areas:

- How to review and approve a requisition
- How to deny a requisition and provide comments
- How to insert an approver/reviewer
- How to designate a proxy for approvals

Prerequisites: Course 999 – Financials Fundamentals

Recommended

Audience: All Agency Requisition Approvers Only

Note: Information contained in this course is duplicated in Course 305 – Requisitioning and Receiving. It is not necessary to take both courses.

Inventory

Course ID: 315
Course Delivery: Online / Self Study
Course Duration: Approximately 8 hours

Course Description:

This course begins with a review the setup of inventory storage locations and inventory items. Once the setup is complete, participants will learn how to fulfill requests that were initiated via an ePro requisition or direct entry of a material stock request. Users will learn about the end to end fulfillment process which includes how to review the material stock request details, reserve materials, create the picking plan, record picking feedback, and confirm picking results. Users will also learn about a more expedited method of fulfilling requests referred to as the Express Issue, which allows the user to complete each of the discrete steps in one single action. After learning about how to fulfill requests, participants will learn how to replenish inventory once quantities reach a certain level. Replenishment involves creating a replenishment request, which can be done through automated processing or manually, reviewing the request and then releasing it for processing by Purchasing. Users will also learn how to transfer items from inventory location (bin) to another as well as how to perform interunit transfers. The course includes topics such as how to adjust inventory quantities and how to perform inquiries and run reports.

Prerequisites: Course 999 – Financials Fundamentals

Recommended

Audience: Individuals who responsible for fulfilling inventory requests as well as replenishing inventory items.