



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Adding or Editing Standard Comments

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Adding or Editing Standard Comments

Overview

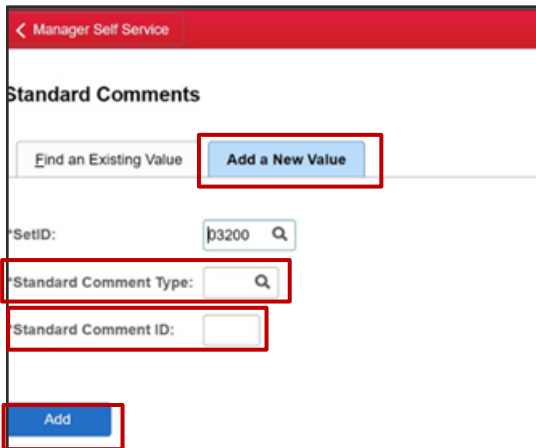
Standard comments need additions and edits for various reasons, including new legislation requirements and updates to agency business processes. To make changes, users can add rows for another version of the same comment and revise a single version of a comment on the **Standard Comments** page.

Adding Standard Comments

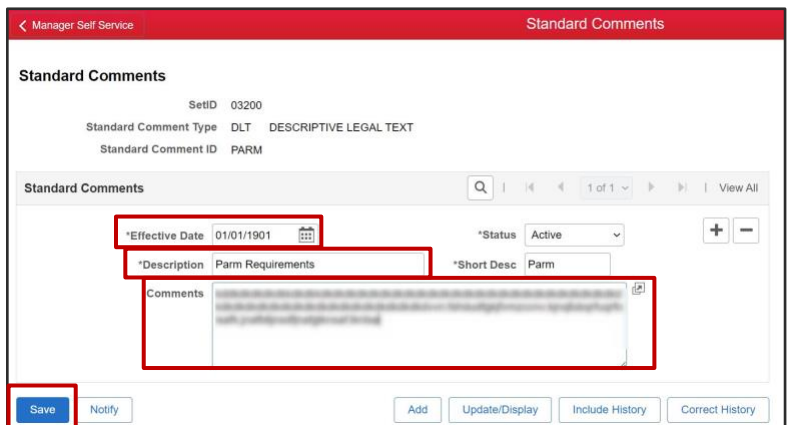
Navigation:
Dashboard: Purchasing; **Tile:** Manage & Configure

From the Standard Comments page:

1. Select **Add a New Value**.



2. Enter a COMMENT TYPE (DLT, T&C, etc.)
3. Enter a three- or four-character COMMENT ID.
4. Select **Add**.
5. Enter the EFFECTIVE DATE.
6. Enter a DESCRIPTION.
7. Enter COMMENTS.



8. Select **Save**.

Editing Standard Comments

Navigation

Dashboard: Purchasing; **Tile:** Manage & Configure

From the Standard Comments page:

1. Select the comment to be edited from the search results.

Standard Comments
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: [dropdown] [input] [search]

Standard Comment Type: [dropdown] [input] [search]

Standard Comment ID: [dropdown] [input] [search]

Description: [dropdown] [input] [search]

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-34 of 34 | Last

SetID	Standard Comment Type	Standard Comment ID	Description
BLD	BD1		BID TERMS AND CONDITIONS
DLT	APPR		APPROPRIATION TRANSFERS
DLT	BENE		BENEFITS (RETRMNT/GIP/OAS/BRP)
DLT	BKKE		BOOKKEEPING ENTRIES
DLT	BKKE		BENEFITS PROPORTIONAL BKKE

2. Select the add icon (+) to create a new dated row.

Standard Comments

SetID [redacted]

Standard Comment Type T&C TERMS AND CONDITIONS

Standard Comment ID AWRD

Standard Comments Find | View All | First | 1 of 1 | Last

*Effective Date 01/01/1901 [calendar icon] *Status Active [dropdown]

*Description AWARD TERMS AND CONDITIONS *Short Desc AWARD T&C

Comments The State of Texas is exempt from all Federal Excise Taxes. Purchases made for state use are exempt from the Texas state sales tax and federal excise tax. The undersigned claims an exemption from taxes under the Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

3. Change the EFFECTIVE DATE to the date the new record is active.

Standard Comments

SetID [redacted]

Standard Comment Type T&C TERMS AND CONDITIONS

Standard Comment ID AWRD

Standard Comments Find | View All | First | 1 of 2 | Last

*Effective Date 07/19/2018 [calendar icon] *Status Active [dropdown]

*Description AWARD TERMS AND CONDITIONS *Short Desc AWARD T&C

Comments

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

4. Enter COMMENTS.
5. Select **Save**.

Note: Instead of adding a new version, users can select **Correct History**, enter the applicable changes and **save** the update.

Revision History

Date	Description of Change	Changed By
Jan. 10, 2025	Initial release.	J. Goodman