CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Adding New Chartfield Account Values

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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Requirements

The user must have the security access to correct history and enter a GL journal.

Security/Job Profile: TX_FIN_GL_CFG_CHTFLD_SETUP_COR or TX_FIN_GL_CFG_CHTFLD_SETUP_UDA (for creating ChartField value)

Add a New Chartfield Value

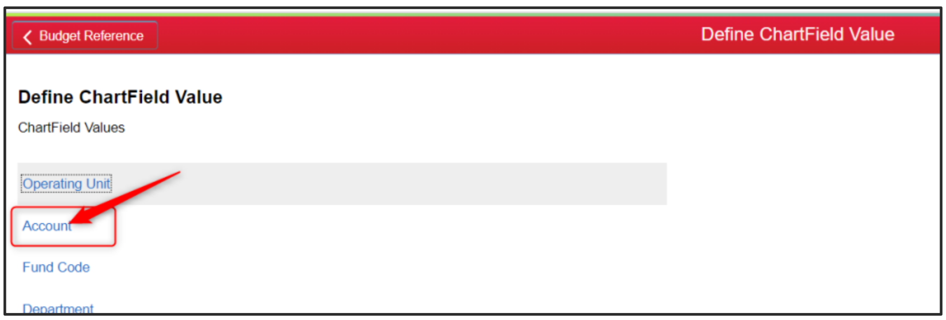
Updating ChartFields in the CAPPS system is a common activity performed when preparing for a new fiscal year. This is accomplished through the ChartField Values page that displays all the ChartFields that exist in the CAPPS Financials system. Each ChartField name is an active link to the ChartField Value definition page.

Navigation

Main Menu: Financials; Set Up Financials/Supply Chain; Common Definitions; Design ChartFields; Define Values; Design ChartField Value

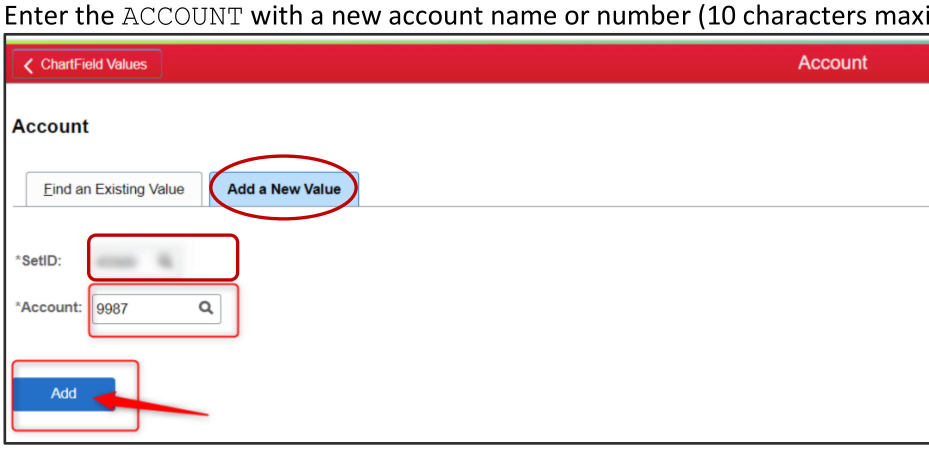
To add a new value to the ChartField Account Value, from the *Define ChartField Values* page:

1. Select **Account** from the list of ChartField Values.



The **Account search** page displays.

2. Select the **Add a New Value** tab.
3. Enter the SETID field with the agency business unit.
4. Enter the ACCOUNT with a new account name or number (10 characters maximum).



5. Select the **Add** button.

6. Enter values in the following fields on the Account value definition page:

   - ATTRIBUTES – Select this link to add attributes to this Account.

   > **Note**: It is very common in CAPPS FIN to see account codes with attributes such as TXC_AP_FLAG, TXC_PO_FLAG. The former defines the associated accounts that will be listed in the magnifying glass of the ACCOUNT field on the VOUCHER DISTRIBUTION line page; the latter enables the associated accounts to be viewable and selectable in the account field in Requisition or Purchasing. Attributes can also be used to define the account for 1099 purposes, for reporting, etc.

   - CHARTFIELD ATTRIBUTE VALUE — Set to **Y**.
   - LONG DESCRIPTION – Select the link to add further description about the account.
   - BUDGETARY ONLY – If the box is checked, this account can only be used for budget entries, not for (Requisition, PO, AP, GL journal) transactions.
   - DLT REQUIRED – If the box is checked, transactions using this account must include Descriptive Legal Text (DLT).
   - MONETARY ACCOUNT TYPE – Select the account type from the dropdown menu (Assets, Expenditures, Fund Equity, Liabilities, Revenue, etc.).
   - USAS GL T-CODE – CAPPS does not use this field.

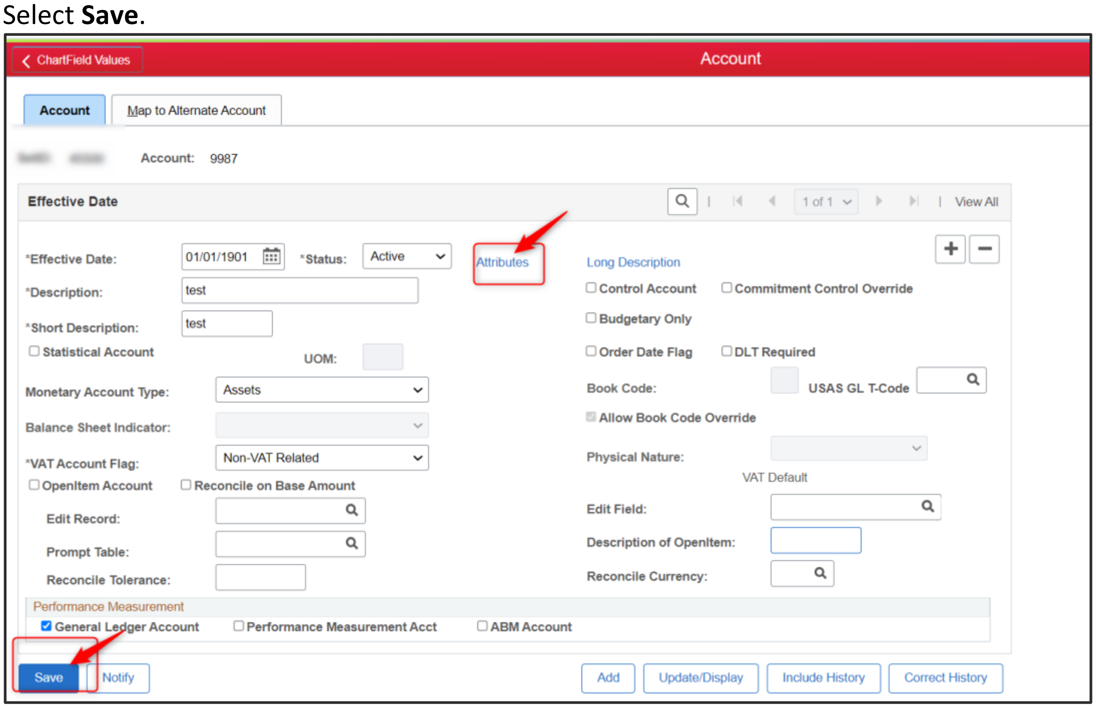
7. **All other fields** with an asterisk (*) indicate a required value.

   > **Note:** If you're unsure of what value to add, check with your GL team or have your Level 1 support create an information request ticket in CAPPS Service Desk (CSD).

   > **Note:** The remaining fields need no attention.

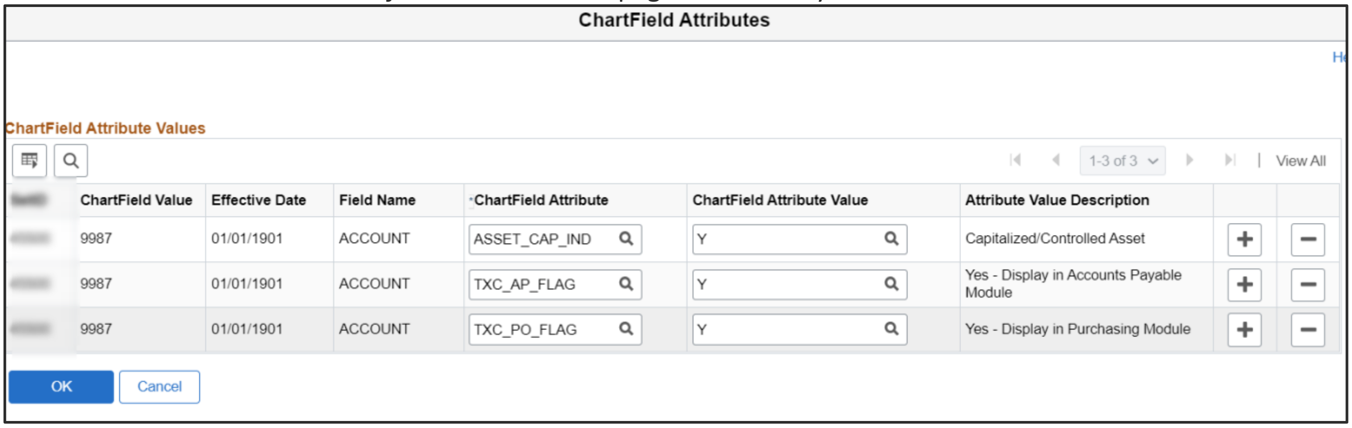
8. Verify that the EFFECTIVE DATE is entered as ***01/01/1901***, so when the account is added to the Tree Manager, it will map correctly.

9. Select **Save**.



You have successfully added a new Account.

You can now return to the *Chartfield Values* search page to validate your new Account.



Revision History

Date	Description of Change	Changed By
Aug. 26, 2025	Initial release	K. Parker