



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

## CAPPS Desk Aid

# Matching of HX and IN Browser Transactions

**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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# Matching of HX and IN Browser Transactions

## General Information

In an effort to keep CAPPS and USAS in balance, the CAPPS accounts payable (AP) vouchers, general ledger (GL) journals and budget journals that have impact (or counterpart transactions) in USAS are sent to the *USAS Archive IN Browser* for matching to *USAS HX transactions*. This desk aid assists users to understand the processing that occurs when the *CAPPS to USAS Outbound* and the *USAS to CAPPS Inbound* jobs run and how users can correct the documents that do not automatically match between the two systems.

## Outbound Processing

Whether AP vouchers, GL journals and budget journals go to the *IN Browser* and on to USAS depends on the assigned T-code — for AP vouchers, the payment type also comes into play. A transaction placed on the *IN Browser* stays there until a matching *HX transaction* is returned from USAS or the status of the transaction is manually set to *archive*.

- Vouchers and journals with valid USAS T-codes go to the *IN Browser* and then to USAS (for example: T-codes 225, 195 and/or 001).
- Some vouchers and journals go to the *IN Browser* but do not go to USAS (for example: GL and budget journals with a **MAN** T-code and AP vouchers with a **MAN** T-code and a **USX** payment type).
- Some vouchers and journals do not go to the *IN Browser* nor to USAS (for example: GL and Budget journals with a blank T-code and AP vouchers with a **MAN** T-code and a **MAN** payment type).

Module	T-Code	Payment Type	Added to IN Browser	Sent to USAS
AP	225	(any)	Yes	Yes
AP	MAN	USX	Yes	–
AP	MAN	MAN	–	–
GL	195	(n/a)	Yes	Yes
GL	MAN	(n/a)	Yes	–
GL	(blank)	(n/a)	–	–
Budget	001	(n/a)	Yes	Yes
Budget	MAN	(n/a)	Yes	–
Budget	(blank)	(n/a)	–	–

## Inbound Matching and Compare Processing

Inbound (USAS to CAPPS) processing is controlled by the configuration values under SETID and DOCUMENT TYPE on the DOC\_TYPE Systems Code table:

Systems Codes Defn **Tx Misc Codetbl**

Code Table ID: DOC\_TYPE Description Rules for processing doc types

SetID

Document Type 2

SETCNTRLVALUE

Ignore N

Lookup Arch IN Y

Update Pymt Tbl Y

XFER IN

Process XFER

Create Liq Jrnl Y

**Notes:**

- Ignore flag** Controls if the HX transactions are ignored altogether by the inbound processing for the respective Document Type.
- Lookup Arch IN** Controls if the inbound interface performs a match and compares processing for HX transactions to transactions on the IN Browser.
- Update Pymt Tbl** Controls if a transaction is inserted to the Payment Interface Table for HX transactions (AP vouchers only).
- XFER IN** Controls whether HX transactions that originated from a different agency will attempt to be matched with an IN Browser transaction or land on the HX Recycle Browser. *For example, a deposit (D Doc) transaction that is a transfer of funds from another agency, if the value in this field is N, the HX transaction is not included in normal HX/IN Browser matching.* This field is blank on most configurations.
- Process XFER** Controls whether HX transactions that originated from a different agency will attempt to build journal voucher transactions through the TX\_US\_TREAS process configured on the JRNLIMPT and JRNLXWLK systems codes table. If the value is Y, the TX\_US\_TREAS process picks up the transaction and attempts to build the journal. This field is blank on most configurations.
- Create Liq Jrnl** Controls if liquidation journals are generated for HX transactions (AP vouchers only).

The *USAS to CAPPS Inbound* process matches IN and HX transactions in a two-step process called the *Match and Compare* process. HX transactions from the current USAS cycle are combined with HX transactions on the HX Recycle Browser (from previous days) for daily *Match and Compare* processing. HX transactions that do not automatically match with transactions on the IN Browser are added to the HX Recycle Browser to be processed again by the Inbound the following day. The HX Recycle Browser is deleted and rebuilt each time the inbound process runs and only contains HX transactions that **did not match** IN transactions during the last processing cycle.

## Match Processing

Matching between the HX and IN transactions is performed on the following seven fields:

- USAS AGENCY NUMBER
- USAS DOCUMENT NUMBER
- USAS DOCUMENT YEAR
- REF DOC NO (EDITABLE)
- REF DOC SUFFIX (EDITABLE)
- MULTI-PURPOSE CODE (EDITABLE)
- USAS DOC DATE (EDITABLE)

### HX Recycle Browser transaction example:

The screenshot shows the HX Recycle Browser interface. At the top, search criteria are: USAS Doc #: J23J0013, USAS Agency Number: (empty), and USAS Document Year: 23. Below this is a table with columns: Doc Suffix, Ref Doc No, Ref Doc Suffix, Multi-purpose Code, USAS Doc Date, Batch Agy, Batch Date, and T-Code. Two rows are shown. In the first row, the Ref Doc No, Ref Doc Suffix, Multi-purpose Code, and USAS Doc Date fields are highlighted with red boxes. A button labeled 'Auto-populate from IN Browser' is visible below the table. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

	Doc Suffix	Ref Doc No	Ref Doc Suffix	Multi-purpose Code	USAS Doc Date	Batch Agy	Batch Date	T-Code
1	001				20220913		20220913	153
2	002				20220913		20220913	156

### IN Browser Matching Transaction example:

The screenshot shows the IN Browser interface. Search criteria include: Set Control Value: (empty), CAPPS Interface: TX\_CAPPS\_GL, Business Unit: (empty), USAS Doc Num: J23J0013, USAS Agency Number: (empty), and USAS Document Year: 23. Below this is a table with columns: Doc Suffix, Ref Doc Num, Ref Doc Suffix, Multicode, Doc Date, Batch Agency, Batch Date, and T-Code. Two rows are shown. In the first row, the Ref Doc Num, Ref Doc Suffix, Multicode, and Doc Date fields are highlighted with red boxes. A button labeled 'USAS Doc Information' is visible above the table. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

	Doc Suffix	Ref Doc Num	Ref Doc Suffix	Multicode	Doc Date	Batch Agency	Batch Date	T-Code
1	001	J23J0013	LR0	000000001	20220913		20220914	MAN
2	002	J23J0013	LR0	000000017	20220913		20220914	MAN

### User Action to Correct Matching Issues

In the example above, the transactions do not match because the REF DOC NO, REF DOC SUFFIX and MULTICODE (multi-purpose code) fields have different values between the two browsers. Transactions that do not match allow for the following four fields to be edited on the HX transaction in order to get a successful match:

- REF DOC NO field
- REF DOC SUFFIX field
- MULTICODE (multi-purpose code) field
- USAS DOC DATE field

## Automatically Populate from IN Browser

Using **Auto-Populate** allows the user to attempt to automatically populate the four editable fields on the HX Recycle Browser from matching transactions on the IN Browser. The USAS AGENCY NUMBER, USAS DOC # and USAS DOCUMENT YEAR must match. Although, many times the DOC SUFFIX field matches up between the transactions on the HX Recycle Browser and the IN Browser, it does not always match. Therefore, this field is **not** included in the auto-populate functionality.

In order for the **Auto-Populate** to work successfully, the following eight fields must have the same values for transactions on both the *HX Recycle Browser* and the *IN Browser*:

- COMP OBJECT field
- APPROPRIATION NUM field
- TRANS AMT field
- PCA field (*see note below*)
- APPROPRIATION YEAR field (*see note below*)
- FUND field (*see note below*)
- VENDOR NUMBER field
- VENDOR MAIL CODE field

**Note:** If the PCA, APPROPRIATION YEAR, or FUND is **blank** on the *IN Browser*, the comparison between the *IN Browser* and the *HX Recycle Browser* is performed without including those blank fields — this is true for all transactions (AP, GL, and Budget Journals).

Once a match is made between the eight fields (above), the following four fields on the *HX Recycle Browser* are automatically populated using the values found on the *IN Browser*:

- REF DOC NO field
- REF DOC SUFFIX field
- MULTICODE (multi-purpose code) field
- USAS DOC DATE field

When the automatic population process encounters differences in comparing the eight fields for transactions on the *HX Recycle* and the *IN Browser*, the following warning message displays indicating that the automatic population process was not successful:

*“Auto-populate was not successful for some or all HX Recycle transactions as a match could not be made with the IN Browser transactions. Please review each individual HX Recycle line and make any manual updates as necessary.”*

**Note:** Matching transactions during automatic population processing is not to be confused with the **Matching** process during inbound processing.

## Successful Match

Once a successful match is made during inbound processing, several additional processes are performed based on the DOC\_TYPE configuration referenced above. These additional processes include:

### AP Voucher

- **Updates Pymt Tbl (Y)** – Adds an entry on the Interface Payment table and adds the payment number to the **USAS** tab (on the voucher distribution line).
- **Creates Liq Jrnl (Y)** – Generates liquidation journals.
- Updates the **USAS PROCESS STATUS** and the **USAS PROCESS DATE** on the voucher distribution line, invoice line and the voucher header .
- Executes the compare processing between the HX and IN transactions.

### GL and Budget Journal

- Updates the **USAS Process Status** and **USAS Process Date** on the journal header.
- Executes the compare processing between the HX and IN transactions.

Matched HX transactions drop off the HX Recycle Browser regardless of whether the Compare processing is successful.

## Compare Processing

Compare processing is performed to make sure the GL coding and Vendor information match between USAS and CAPPS. Compare processing is slightly different between AP vouchers and GL and Budget journals:

### AP Voucher Compare

- VENDOR NUMBER field
- VENDOR MAIL CODE field (CAPPS LOCATION field)
- PCA field (see note below)
- APPROPRIATION field
- FUND field (see note below)
- APPROPRIATION YEAR field (see note below)
- COMPTROLLER OBJECT field
- TRANSACTION AMOUNT field

### GL and Budget Journal Compare

- PCA field (see note below)
- APPROPRIATION field
- FUND field (see note below)
- APPROPRIATION YEAR field (see note below)
- COMPTROLLER OBJECT field
- TRANSACTION AMOUNT field

**Note:** If the PCA, APPROPRIATION YEAR, or FUND are **blank** on the *HX transaction*, the Compare is performed without those blank fields.

With successful Compare processing, IN transactions are dropped off the *IN Browser* (TX\_US\_ARCH\_MAT) and added to the *Archive IN table* (TX\_US\_ARCH\_ARC).

*IN Browser* transactions that pass the **Match** but fail the **Compare** remain on the *IN Browser* with an “*Error in Compare*” status. When this occurs, most likely a reconciling item (such as a GL CODING or VENDOR ID mismatch) needs to be addressed by adjusting vouchers or journals.

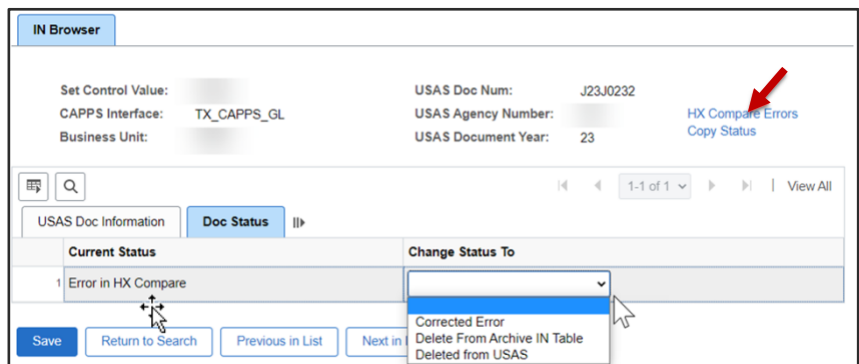
### HX Compare Error

Transactions on the *IN Browser* with a status of **Error in Compare** generate error messages to the Batch Info Report. The **HX Compare Errors** are hyperlinked on the *IN Browser* that displays the mismatch fields and their values.

IN transactions can be archived off of the *IN Browser* by manually setting the transaction **Status** to one of the following statuses (assuming necessary adjusting transactions were created):

- Corrected Error
- Delete From Archive IN Table
- Deleted From USAS

See *In Browser Doc Status* on the following page for more details on these statuses.



## IN Browser Doc Statuses

### Not Yet Processed by Interface (system assigned)

CAPPS assigns transactions that have not yet successfully passed **Match** processing have a status of **Not Yet Processed by Interface** — the typical status for IN transactions that are waiting for the return transaction to come in on the HX from USAS.

### Error in HX Compare (system assigned)

The CAPPS Inbound process assigns transactions that pass **Match** processing but fail **Compare** processing a status of **Error in HX Compare** — these transactions stay on the IN Browser until the user manually changes the status.

### Corrected Error (user assigned)

Once correcting entries are made in CAPPS that brings the two systems into balance, set a status of **Corrected Error** — this status triggers the following actions during the next USAS to CAPPS Inbound process cycle:

- Archives the IN Browser transaction.
- Sets the *USAS Process Status* on the voucher distribution line to **C**, unless it was previously set to **P**.
- Sets the *USAS Process Status* on the voucher line and voucher header to **S** or **P**.
- Sets the *USAS Process Status* on the journal header to **P**.

### Delete From Archive IN Table (user assigned)

A status of **Deleted From Archive IN Table** is generally used to clear *IN Browser* transactions when no correction is needed — this status triggers the following action during the next USAS to CAPPS Inbound process cycle:

- Archives the IN Browser transaction.
- Sets the *USAS Process Status* on the voucher distribution line to **D**, unless it was previously set to **P**.
- Sets the *USAS Process Status* on the voucher line and voucher header to **S** or **P**.
- Sets the *USAS Process Status* on the journal header to **P**.

An example might be when an AP voucher with a **MAN** T-code and a Payment Type of **USX** is entered. When the outbound interface runs, these transactions are placed on the IN Browser but they do not physically go to USAS (as described above). If the USAS counterpart transaction is never created the transaction on the IN Browser simply needs to be moved off to archive.

### Deleted From USAS (user assigned)

A status of **Deleted From USAS** is used when transactions are deleted from USAS — this status changes the status on the AP voucher immediately. For GL and budget journals, this status changes the following during the next USAS to CAPPS Inbound process cycle:

- Archives the IN Browser transaction.
- Sets the *USAS Process Status* on the voucher distribution line to **X**.
- Sets the *USAS Process Status* on the voucher invoice line and header to **X**, **S** or **P**.
- Sets the *USAS Process Status* on the journal header to **X** or **P**.

For more information on status **values**, see the *Setting USAS Process Status on Vouchers and Journals* section on the following page.

## Setting USAS Process Status on Vouchers and Journals

Matching and resetting the *USAS Process Status* and *USAS Process Date* is derived from the detail transaction level. For AP vouchers, this is the distribution line level. For GL and Budget journals, this is the line level.

### AP Vouchers

Successful Match processing updates the USAS information on the matching voucher distribution line. The *USAS Process Status* is set to **P** and the *USAS Process Date* is derived from the HX USAS PROCESS DATE and updates the PAYMENT NUMBER. The following are the USAS Process Statuses for:

#### Voucher Invoice Lines

VOUCHER INVOICE LINE PROCESS STATUS values:

- **N** – Do Not Send to USAS
- **P** – Processed
- **S** – Partially Processed by USAS
- **Y** – Send to USAS
- **U** – Sent to USAS
- **X** – Deleted From USAS

Set INVOICE LINE to:

- **Y** – Prior to being picked up by the CAPPS to USAS outbound interface
- **N** – If all distribution lines are N
- **U** – If all distribution lines are U or a combination of U and N
- **P** – If all distribution lines are any combination of P, D or C or X (value of N is ignored)
- **S** – If at least one distribution line is U and others are any combination of P, D or C (value of N is ignored)
- **X** – If all distribution lines are X

#### Voucher Header

VOUCHER HEADER PROCESS STATUS values:

- **N** – Do Not Send to USAS
- **P** – Processed
- **S** – Partially Processed by USAS
- **Y** – Send to USAS
- **U** – Sent to USAS
- **X** – Deleted From USAS

SET VOUCHER HEADER to:

- **Y** – Prior to being picked up by the CAPPS to USAS outbound interface
- **N** – If all invoice lines are N
- **U** – If at least one invoice line is U and others are any combination of U, X or N
- **P** – If at least one invoice line is P and others are any combination of P, X or N
- **S** – If at least one invoice line is U and one is a P and others are any combination of P, X or N
- **X** – If all distribution lines are X or a combination of X and N

#### Voucher Distribution Line

VOUCHER DISTRIBUTION LINE PROCESS STATUS values:

- **C** – Corrected Error
- **D** – Deleted From IN Archive table
- **N** – Do Not Send to USAS
- **P** – Processed
- **Y** – Send to USAS
- **U** – Sent to USAS
- **X** – Deleted From USAS

## GL and Budget Journals

Journal lines do not carry a process status. However, the inbound interface sets the journal header *USAS Process Status* by determining which lines matched the HX transactions. This is achieved by examining the `DELETE ARCHIVE FLAG` on IN transactions on the USAS IN Browser (`TX_US_ARCH_MAT`) and those on the IN Browser Archive (`TX_US_ARCH_ARC`).

### Values of the Delete Archive Flag

Field Value	Name	Set By
<b>E</b>	Error in HX Compare	System
<b>P</b>	Processed by USAS to CAPPS Interface	System
<b>C</b>	Corrected Error	Manual
<b>D</b>	Deleted from Archive IN Table	Manual
<b>G</b>	Generated Transaction	System
<b>N</b>	Not Yet Processed by Interface	System
<b>X</b>	Deleted from USAS	Manual

### Journal Header USAS Process Status

Status Set by Examining the Delete Archive Flag

Condition	Journal Header Process Status
One or more journal rows with <code>TX_DEL_ARCH_FLG = N</code>	Not reset
All rows with <code>TX_DEL_ARCH_FLG</code> value = <b>X</b>	Set to <b>X</b>
All rows with <code>TX_DEL_ARCH_FLG</code> = any combination of <b>X, P, D, E</b> or <b>C</b> values	Set to <b>P</b>

## Revision History

Date	Description of Change	Changed By
Oct. 31, 2023	Initial Release.	K. Westerman
Feb. 26, 2025	Minor edits following latest Image/Tools upgrade.	K. Westerman
March 16, 2026	Minor edits.	K. Westerman