CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Entering and Amending Legislative Budget Board Contract Records

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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Entering and Amending Legislative Budget Board Contract Records

Overview

In CAPPS, a contract record can be created as a:

- Purchase order (PO) record
- Procurement contract record
  –or–
- Combination of both

Agencies are required to report specific contract data to the Legislative Budget Board (LBB). The LBB's website provides more details on Contracts and their reporting requirements.

CAPPS users can:

- Create LBB reportable records in the:
  - Procurement Contract module
  - PO module
- Interface those records to LBB with the corresponding attachments

Records marked as *LBB* are transmitted to LBB within five calendar days of the contract being placed in *Approved* status or the PO being dispatched. This delay allows users to have adequate time to associate all required documentation to the reportable record.

Entering Records

For reportable records, only **one** instance can be reported. Report either the:

- **Procurement Contract:**
  - The contract crosses fiscal years
    –or–
  - The contract has renewal options to track
- **Purchase Order:**
  - The award is for a single fiscal year
    –and–
  - The PO is the final contract record

Note: POs can still be associated to contract records to create encumbrances; however, only one record can be identified as LBB reportable.

The LBB interface file will contain the chosen LBB Reporting Codes that meet the reporting minimum per the:

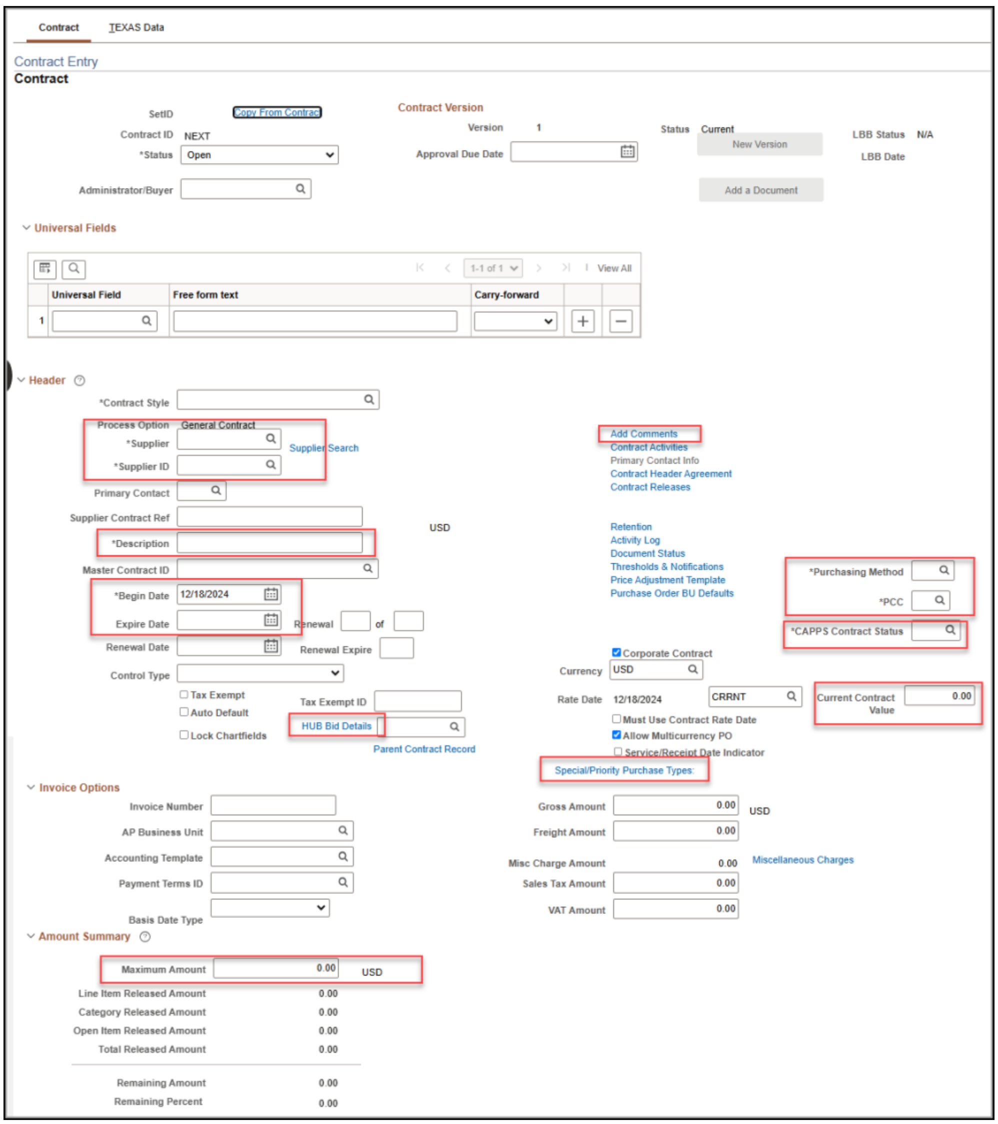
- `MAXIMUM AMOUNT` field on the contract header
  –or–
- `PO TOTAL` amount

New Contract Entry

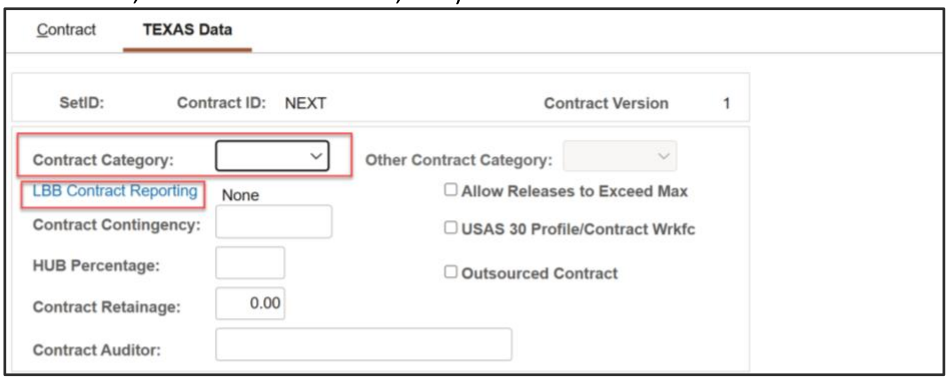
To enter a procurement contract record:

1. Enter the following fields in the header section of the ***Contract*** page:
   - `SUPPLIER` (required) — The supplier who will be selected for the contract.
   - `SUPPLIER ID` (required).

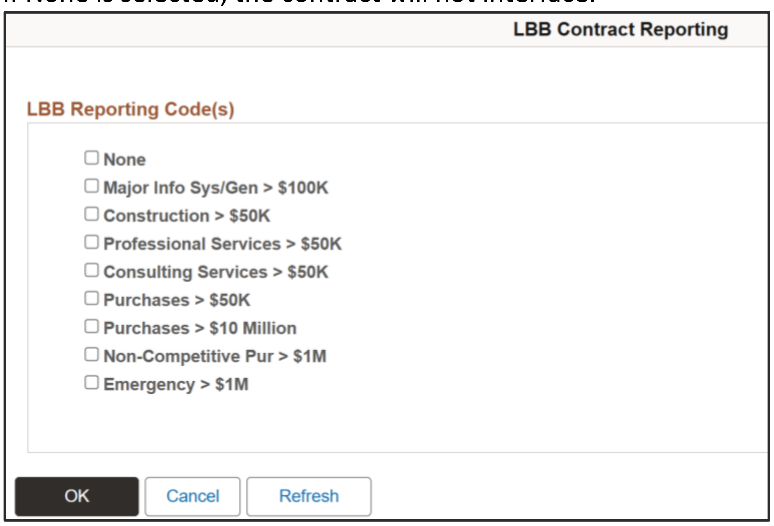
- `BEGIN DATE` (required) — The Begin Date interfaces as the award date.
- `EXPIRE DATE` (required) — The Expire Date is the completion date sent to LBB.
- `CURRENT CONTRACT VALUE` (optional) — This field is defined by the LBB as the value of the contract, any amendments, and any exercised extensions or renewals obligated to date.
- `DESCRIPTION` (required) — A 30-character field to describe the purpose of the contract.
- `ADD COMMENTS` (optional) — The hyperlink opens the ***Comments and Attachment*** page for the Contract Records.
- `PURCHASING METHOD` (required) — Refer to the *Texas Procurement and Contract Management Guide* for more information.
- `PCC` (required) — Refer to the *Texas Procurement and Contract Management Guide* for more information.
- `CAPPS CONTRACT STATUS` (required) — For a contract, set status to I (Initial).
- `MAXIMUM AMOUNT` (required) — The maximum amount value should be at least the minimum reporting value set for the contract category selected.
- `HUB BID DETAILS` (required or optional is dependent on the specific agency)



2. Select the **Special/Priority Purchase Types** hyperlink.
3. Enter types under *Order Contract Options,* as necessary.
4. Select the **TEXAS Data** tab.
5. Select the appropriate value from the `CONTRACT CATEGORY` drop-down menu. (Used for general reporting but not for the LBB interface — the options include Construction, Consultant, Professional Services, etc.)



6. Select **LBB Contract Reporting** hyperlink.
7. Select the checkboxes appropriate for the contract (multiple selections are acceptable). If None is selected, the contract will not interface.



8. Select **OK**.

Contract Association

After the contract record entry is completed and the record is placed in *approved* status, the contract can be associated to the originating requisition and PO releases.

The LBB interface identifies the new requisition information for the new contract data by the earliest requisition associated to the contract or PO record.

Amended Contract Records

Changes made to the LBB-reportable fields are now tracked by CAPPS. These fields are locked from editing when contracts are in *approved* status and changes must be made by either **Change History** or **Versioning**.

Change History

To change a contract record field value:

1. Change the contract approved status to **Open**.
2. Make the appropriate changes.
3. Select **Save**.
4. Change the contract status back to **Approved**.

Versioning

Agencies may determine that versioning is the preferred method for tracking changes made to a contract record. When a new version of a contract is created, the:

- Existing version is the *current* document.
  –and–
- New version being created is the *draft.*

Once the new version is *approved*, the:

- New version is *current*.
  –and–
- Prior version is *history.*

Note: Versioning is not recommended unless there is a vendor change due to a merger or acquisition that affects the PO or Voucher vendor.

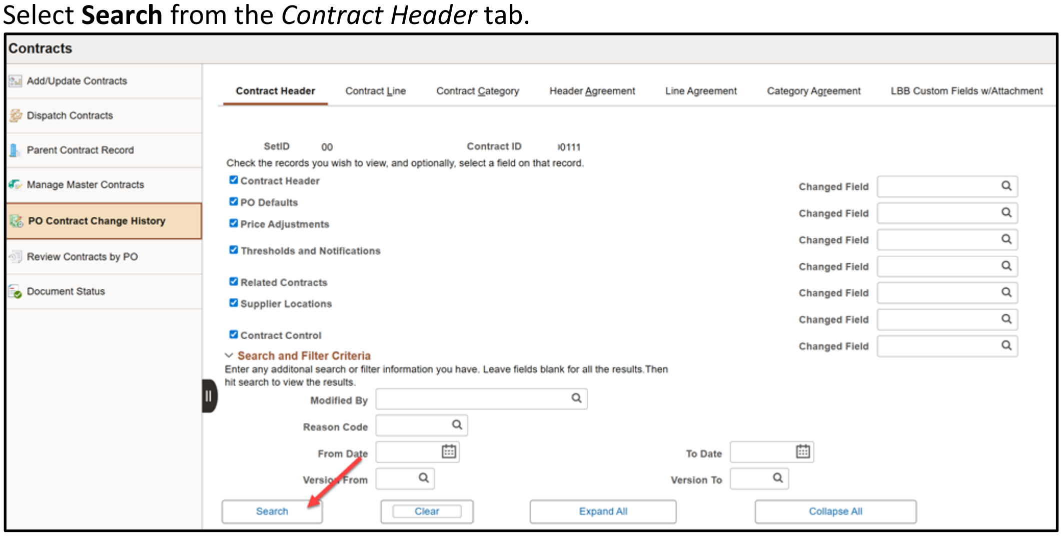
Contract Change History Page

The ***Contract Change History*** page was modified to include all LBB-related fields in addition to the fields previously provided.

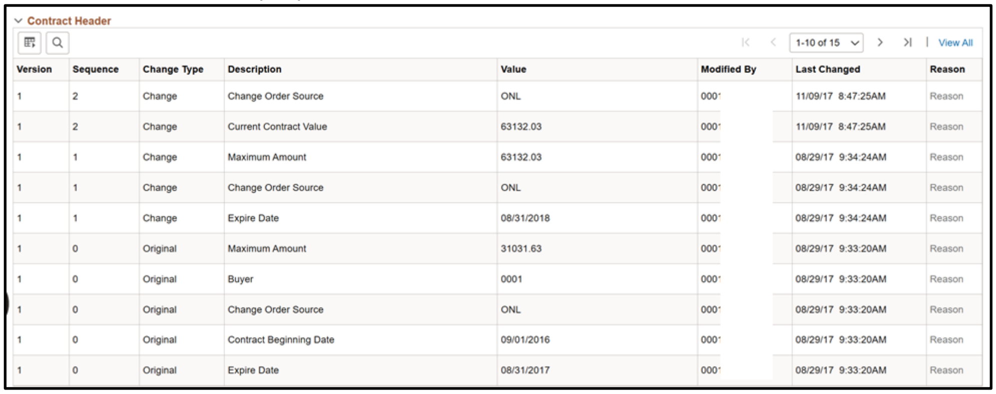
Navigation
Dashboard: Purchasing; **Tile:** Contracts, PO Contract Change History

To search for a contract that has been changed:

1. Select the records to view changes.
2. Select **Search** from the *Contract Header* tab.

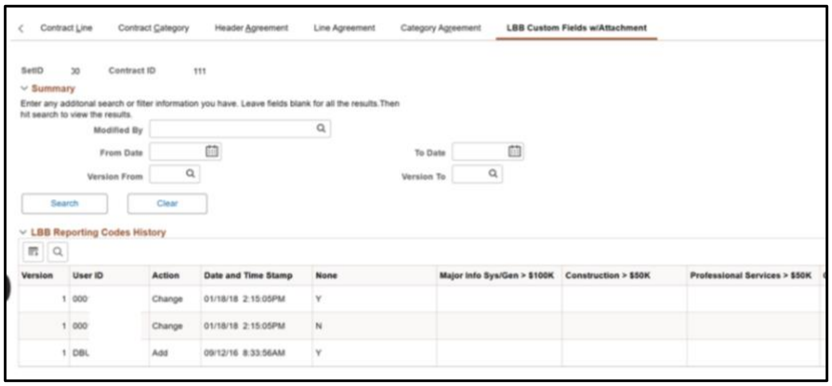


The search results display the users who modified the record as well as the new and previous values.



Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
1	2	Change	Change Order Source	ONL	0001	11/09/17 8:47:25AM	Reason
1	2	Change	Current Contract Value	63132.03	0001	11/09/17 8:47:25AM	Reason
1	1	Change	Maximum Amount	63132.03	0001	08/29/17 9:34:24AM	Reason
1	1	Change	Change Order Source	ONL	0001	08/29/17 9:34:24AM	Reason
1	1	Change	Expire Date	08/31/2018	0001	08/29/17 9:34:24AM	Reason
1	0	Original	Maximum Amount	31031.63	0001	08/29/17 9:33:20AM	Reason
1	0	Original	Buyer	0001	0001	08/29/17 9:33:20AM	Reason
1	0	Original	Change Order Source	ONL	0001	08/29/17 9:33:20AM	Reason
1	0	Original	Contract Beginning Date	09/01/2016	0001	08/29/17 9:33:20AM	Reason
1	0	Original	Expire Date	08/31/2017	0001	08/29/17 9:33:20AM	Reason

3. Open the **LBB Custom Fields w/Attachment** tab.
4. Select **Search**.



Version	User ID	Action	Date and Time Stamp	None	Major Info Sys/Gen > $100K	Construction > $50K	Professional Services > $50K
1	000	Change	01/18/18 2:15:05PM	Y			
1	000	Change	01/18/18 2:15:05PM	N			
1	DBL	Add	09/12/16 8:33:56AM	Y			

The page displays the original values that were entered for these components as well as any new values that were added in changes.

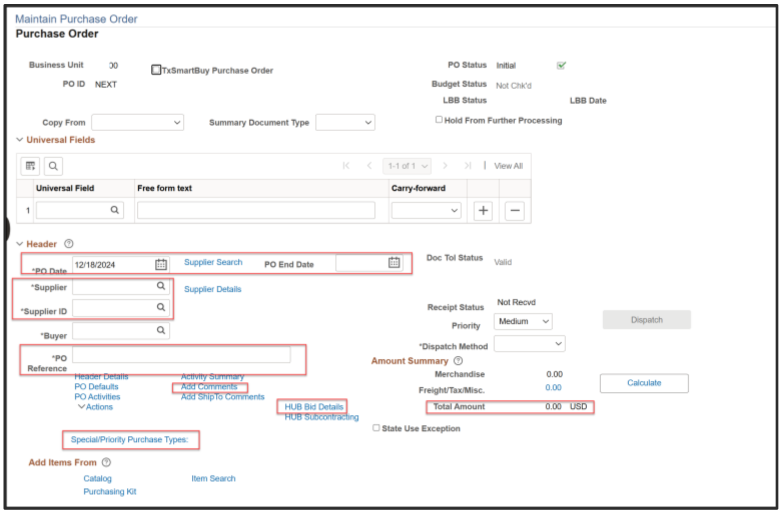
Purchase Order Entry

A PO record may be reported to LBB if:

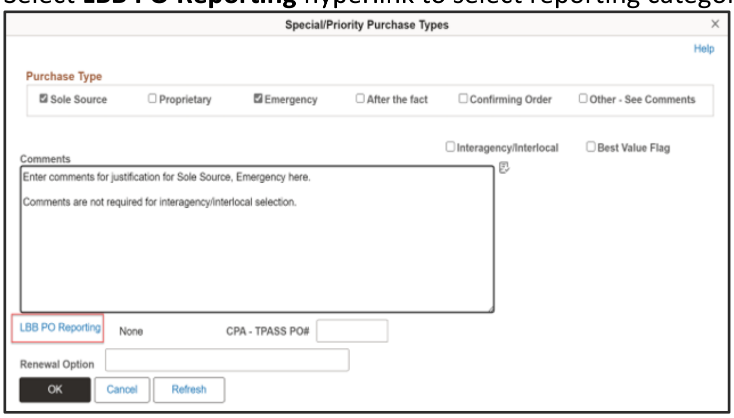
- The PO is considered the contract document between the agency and the vendor.
- The PO document is the final contract record.
- The award is for a single fiscal year purchase.
- There is no dual-signed document associated to the purchase.
- A contract record was not created and reported to LBB.
- The record was not manually entered into LBB's database.

To enter a PO record:

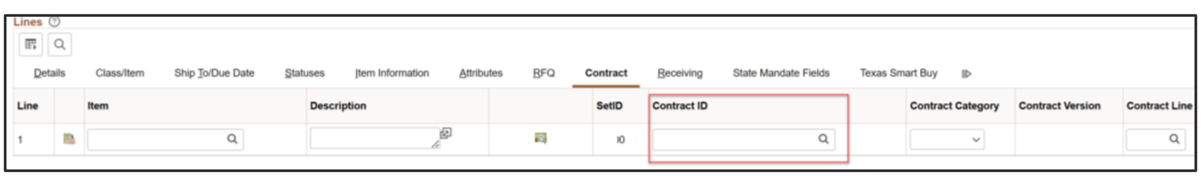
1. Enter the following fields for the *Header* section under ***Purchase Order***:
   - `SUPPLIER` (required) — The supplier who will be selected for the contract.
   - `SUPPLIER ID` (required).
   - `PO DATE` (required) — The PO Date interfaces as the Award date.
   - `PO END DATE` (optional) — PO End Date is the completion date sent to LBB.
   - `TOTAL AMOUNT` (required) — The amount will interface to LBB as the *Current Contract Value*.
   - `PO REFERENCE` (required) — A 30-character field that describes the purpose of the purchase.
   - `ADD COMMENTS` (optional) — The hyperlink opens the ***Comments and Attachment*** page in the CAPPS LBB interface.
   - `HUB BID DETAILS` — Dependent on specific agency configuration.



2. Select **Special/Priority Purchase Types** hyperlink in the *Header* section.
   a. Select the *Purchase Types*, if applicable.
   b. Select **LBB PO Reporting** hyperlink to select reporting category(s).



3. Enter the following for the required fields in the *Lines* section:
   - NIGP CLASS — Transmitted to LBB from the PO line.
   - NIGP ITEM — Transmitted to LBB from the PO line.
   - PURCHASING METHOD.
   - PURCHASING CATEGORY CODE — For POs, the POCN identifier identifies the record a contract amendment.



Note: If a contract ID is associated to a PO, CAPPS will not allow the PO record to be approved when the PO is marked as *LBB reportable*. If the record is to be reported and has an associated contract, the contract record should be reported. This is a safeguard against duplicate LBB reporting.

Amended Records

Changes made to LBB-reportable fields are tracked by CAPPS. Changes must be made through a ***PO Change Notice***.

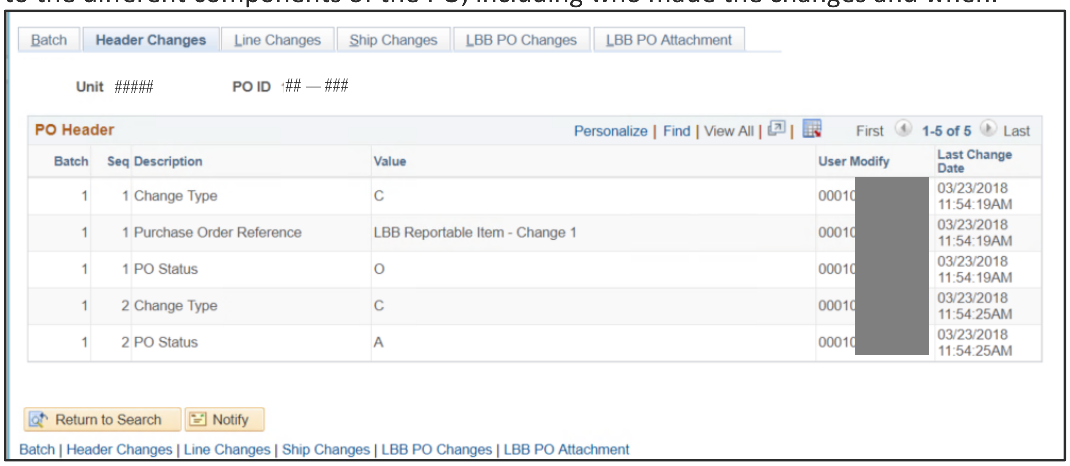
Purchase Order Change History Page

The *Purchase Order Change History* page was modified to include all LBB-related fields, in addition to the fields previously provided.

Navigation

Dashboard: Purchasing; **Tile:** Purchase Orders, Review Change History

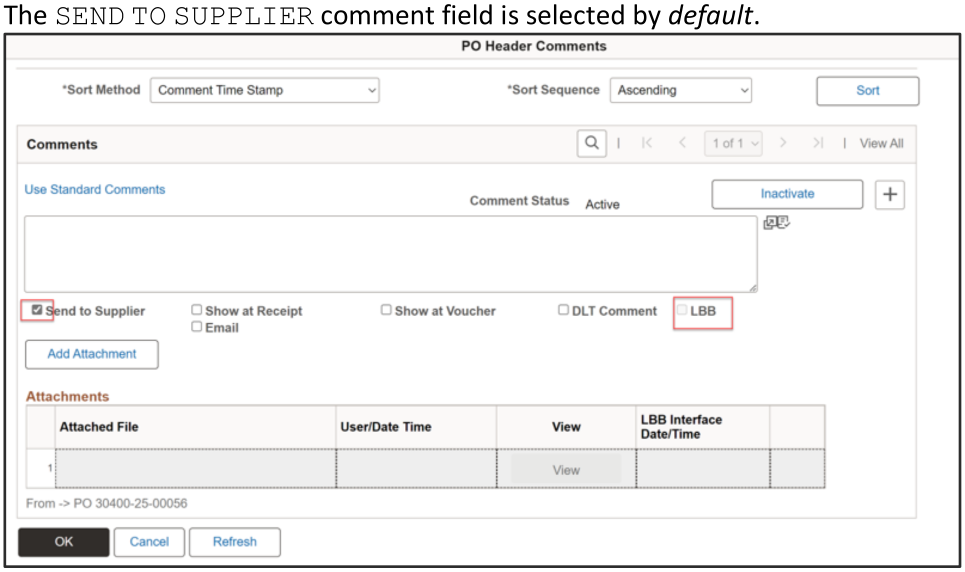
After searching for a PO that was changed, select the various tabs at the top of the page to view changes made to the different components of the PO, including who made the changes and when.



Attachments to the Interface

Adding LBB attachments follows the same process as creating a reportable procurement contract or a PO record.

1. Select the **Add/Edit Comments** icon to Access the *Attachments* page.
2. Select the LBB checkbox only after deselecting the SEND TO SUPPLIER checkbox. The SEND TO SUPPLIER comment field is selected by *default*.



Note: Selecting the LBB checkbox allows users to select multiple attachments that meet the LBB attachment upload requirements (including PFD only, redacted documents and 52000 KB max).

Revision History

Date	Description of Change	Changed By
Jan. 9, 2026	Initial release.	M. Apolonio