



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Using Universal Fields

**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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## Using Universal Fields

Universal fields are agency defined fields that have two main purposes:

- Tagging documents for reporting purposes
- Passing information from one document to another

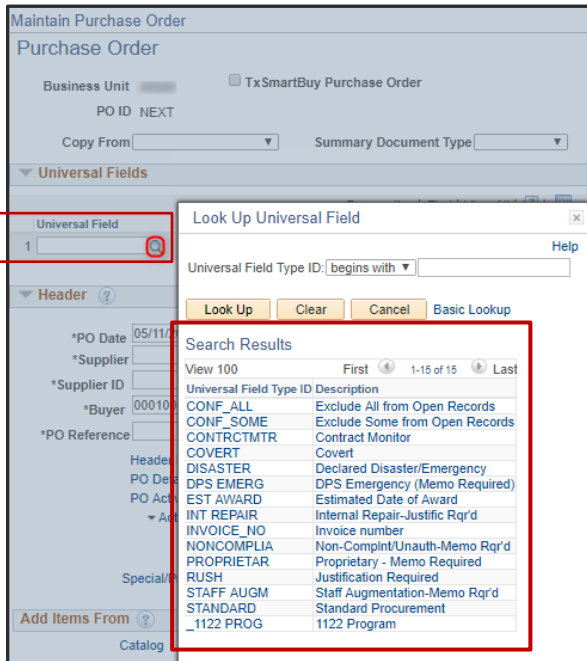
**Note:** Universal fields are not displayed on any CAPPS report, but users can create their own queries for them.

### Navigation

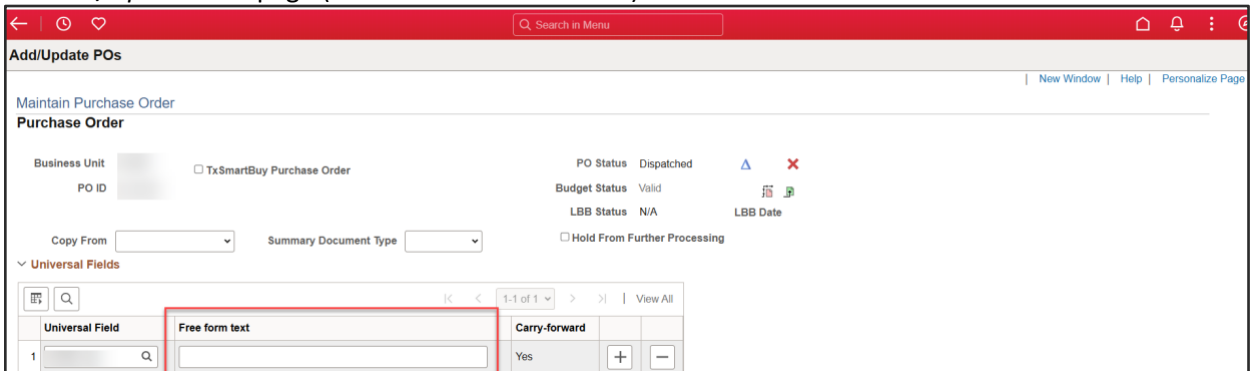
**NavBar:** Financials; Purchasing; Purchase Orders; Add/Update POs

From the *Maintain Purchase Order* page:

1. Select the UNIVERSAL FIELD search (magnifying glass) icon.
2. Select one of the UNIVERSAL FIELD TYPE IDs from the results list.



3. Enter a description of your choosing (if needed) in FREE FORM TEXT in the *Universal Field* section of the *Add/Update POs* page (254 characters maximum).



4. Select **Yes** to carry forward controls (from Requisition to PO; from Receipt to Voucher; etc.).
5. Select the plus (+) or minus (-) icons to add or remove rows.

## Revision History

Date	Description of Change	Changed By
Jan. 10, 2024	Initial release.	J. Goodman