How to Request Access to CAPPS FIN

The HHS Enterprise Portal

About This Document

This document is interactive. Use the navigation buttons at the bottom of the screen to move through the document. Some pages may ask you to click on a specific part of the screen to view the next step.

Type a keyword(s) in the search bar of your pdf viewer to find a specific topic.

Before You Begin

This document addresses the specific steps for requesting CAPPS FIN access through the HHS Enterprise Portal, with the assumption that you are already a portal user, and familiar with requesting access to other applications through the portal.

If this is not the case, please refer to the following links for further information.

[How to register for the HHS Enterprise Portal](#)

[How to request access to HHS applications through the portal](#)

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Select a topic.

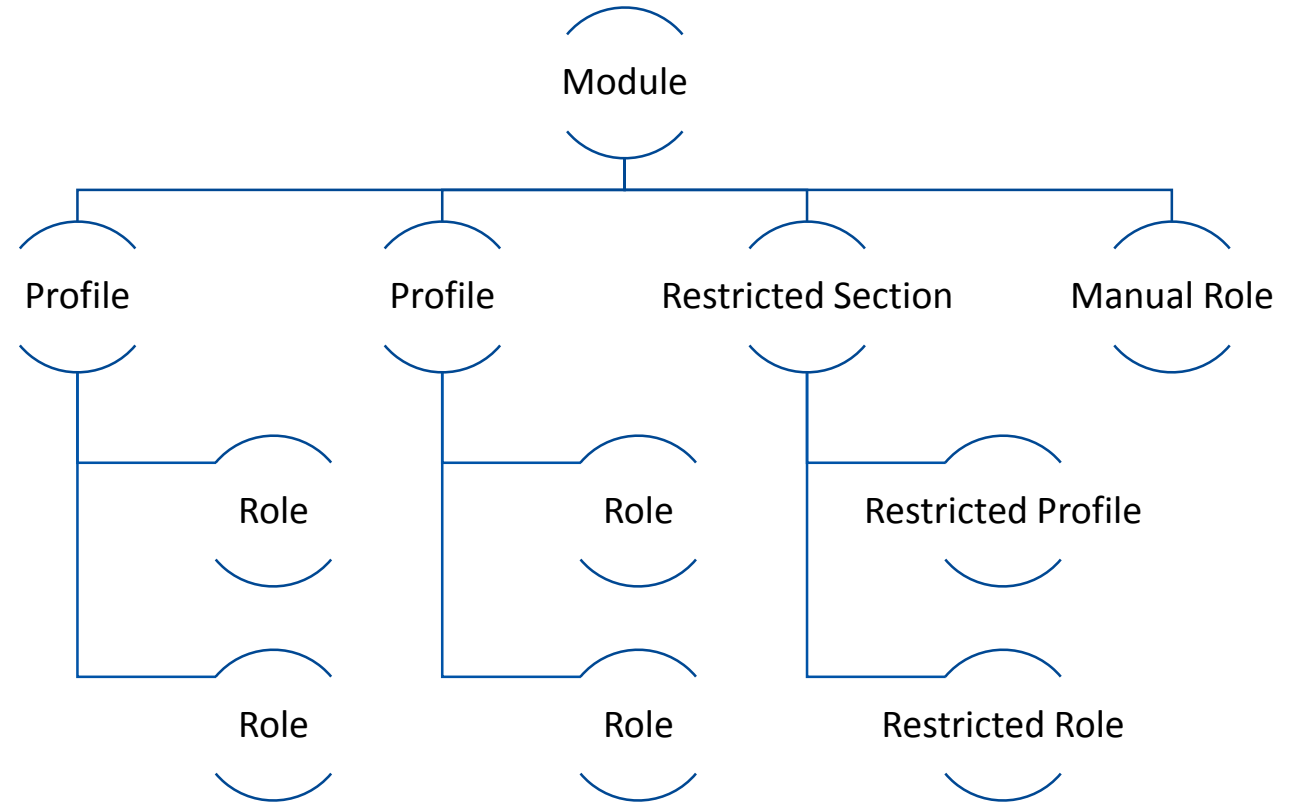|		
What is Profile-Based Access?	General Inquiry roles	**Module Profiles, Manual Options, & Restricted Access** • Profiles & descriptions • Manual selections & descriptions • Restricted access & descriptions
Request Access to a Different Agency	FAQS	Contact Information

About Profile-Based Access

CAPPS FIN access is organized by modules.

Each module contains a specific list of profiles.

When you select a profile, its roles and other layers of access will automatically be assigned to you.

Most modules also contain individual roles that you can add manually for a more customized access, as well as a section for requesting restricted access. Restricted access requires a justification if selected.

Inquiry Roles

Inquiry Roles are selected by default. If this is the only type of access that you require, scroll to the bottom of the page and select **Next** to return to your cart.

Modules

Select a module to view its profiles, manual roles, and restricted access options.

Accounts Payable

Asset Management

ePro/ Strategic Sourcing/

Supplier Contract Mgmt

General Ledger

MIMS

Purchasing

Reporting

Administrative Application

Security Team

Accounts Payable –Intro

The Accounts Payable or AP module records vendor invoices (vouchers), and aligns with the Purchasing and Receiving modules to ensure timely payment to vendors. Access options vary depending on your agency.

Profiles ▲	Description	⇕
☐ AP LEVEL 1 SUPPORT	Provide AP Support-adjust POs, create standard comments.	
☐ FACILITY APPROVAL	Facilities only: Voucher approval Level 2 and Level 3.	
☐ PAYCYCLE	Restricted access to maintain paycycles.	
☐ REGIONAL APPROVAL	Regional Office only: Voucher approval Level 2.	
☐ STATE OFFICE APPROVAL	State Office only: Enter/approve vouchers Level 2 & Level 3 for origin ALL. KK Unlock Source Hdr access.	
☐ VENDOR ENTRY	Enter Vendors and make updates. No other access provided.	
☐ VOUCHER ENTRY ALL LOCATIONS	Enter/approve vouchers Level 1 for all locations.	

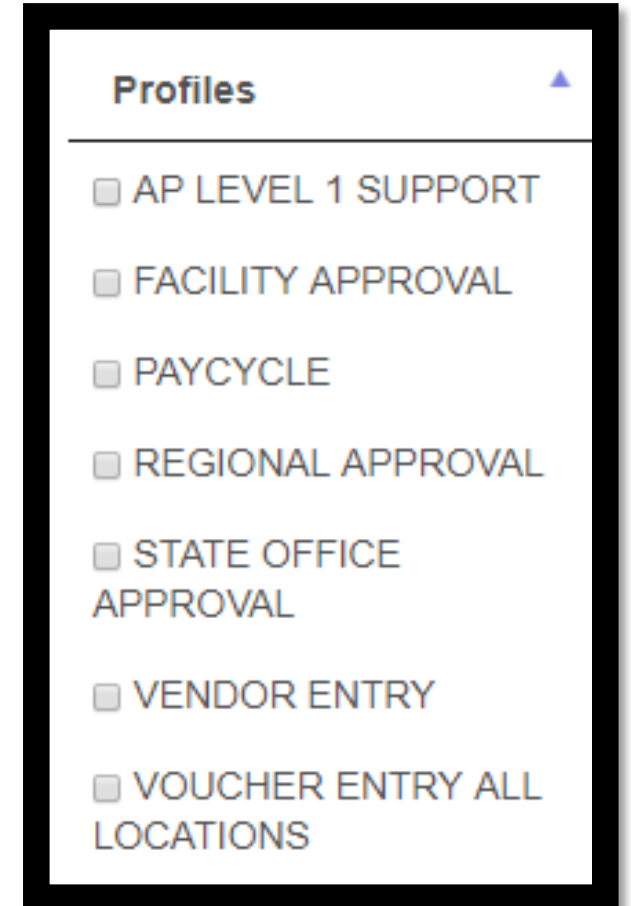# Options for Accounts Payable vary depending on your agency. Select your agency.

HHSC

DFPS

DSHS

Accounts Payable – HHSC Profiles

- The **AP Level I Support profile** is a high level access profile, allowing you access to many areas within AP for research and support. It also allow you to adjust purchase orders, enter standard comments, and much more. This profile is for an AP user that provides support to other users for their AP use and subject matter experts within AP.
- Select **Facility Approval** if you will be approving vouchers at a facility level, and specifically NOT for home office. This profile has level 2 and 3 voucher approval authority for your origin. Selecting this profile requires you to enter at least one voucher approver level under origin route control.
- The **Paycycle** profile provides you restricted access to maintain paycycles.
- Select **Regional Approval** if your job requires you to approve vouchers AP privileges at a regional level. This profile has level 2 voucher approving authority for your specific origin.
- Select the **State Office Approval** profile if your job requires you to approve vouchers at a state office level. This profile has level 2 and 3 voucher approval authority for all origins.
- Select the **Vendor Entry** profile if you need the ability to enter and maintain vendors.
- Selecting **Voucher Entry All Locations** allows you to enter and approve Level one vouchers for all locations. You are required to enter at least one voucher approver level under origin route control and a single voucher entry origin.

Profiles ▲

- ☐ AP LEVEL 1 SUPPORT
- ☐ FACILITY APPROVAL
- ☐ PAYCYCLE
- ☐ REGIONAL APPROVAL
- ☐ STATE OFFICE APPROVAL
- ☐ VENDOR ENTRY
- ☐ VOUCHER ENTRY ALL LOCATIONS

Accounts Payable – HHSC Manual Roles & Restricted Access

- Select **A_AP_VCHR_BUILD** to be able to process voucher builds.
- Select **A_AP_VCHR_CLOSE** if you require the ability to close vouchers.
- You can also select the "**Voucher_Reversal**" preference, which will allow to utilize the Reversal Style Voucher Template.
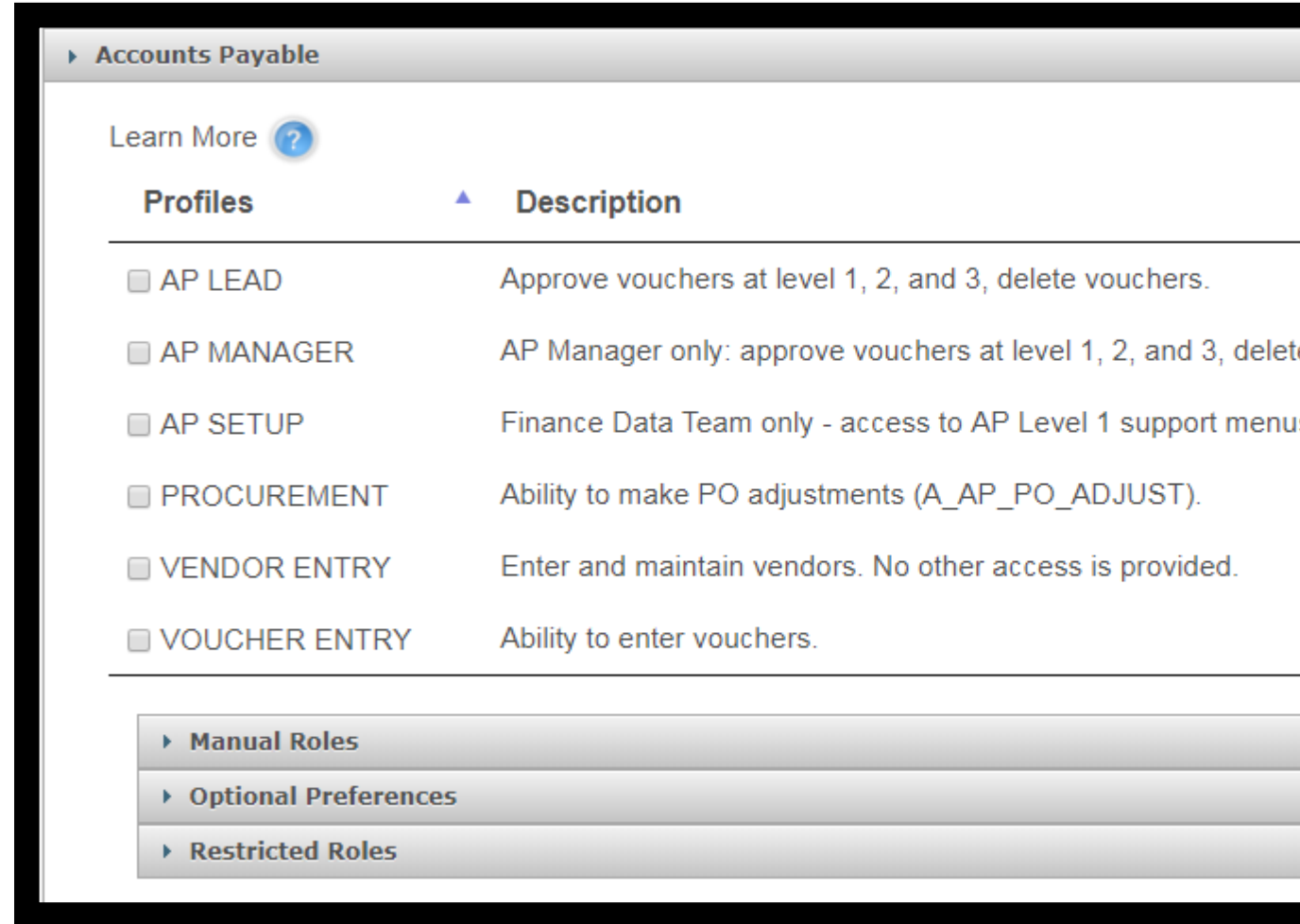
All restricted roles and rules require justification if selected.
- Select **A_AP_FIN_APPROVER** to update and approve account payable vouchers.
- Select **A_AP_FIN_MANAGER** to update and approve vouchers, and access all areas of AP Management.
- The **A_AP_SETUP** role provides you the ability to establish and maintain account payable parameters. This is for a high level user that may also provide AP support.
- The **A_AP_VCHR_UNPOST** role gives you the ability to unpost vouchers from the system.
- **BUDG_DT_AP** commitment control rule provides budget date override access.
- **OVRD_AP** commitment control rule provides AP budget override access.

Accounts Payable – DFPS Profiles

- Select **AP LEAD** to approve vouchers at level 1, 2, and 3, and delete vouchers.
- Select **AP MANAGER** to approve vouchers at level 1, 2, and 3, and delete/close vouchers. (AP Manager only)
- Select **AP SETUP (Finance Data Team)** for access to AP Level 1 support menus and setup options. (FDT only)
- Select **PROCUREMENT** for the ability to make purchase order adjustments.
- Select **VENDOR ENTRY** to have the ability to enter and maintain vendors. No other access is provided.
- Select **VOUCHER ENTRY** to have the ability to enter vouchers.

▸ Accounts Payable

Learn More ❓

Profiles ▲	Description
☐ AP LEAD	Approve vouchers at level 1, 2, and 3, delete vouchers.
☐ AP MANAGER	AP Manager only: approve vouchers at level 1, 2, and 3, delet
☐ AP SETUP	Finance Data Team only - access to AP Level 1 support menu
☐ PROCUREMENT	Ability to make PO adjustments (A_AP_PO_ADJUST).
☐ VENDOR ENTRY	Enter and maintain vendors. No other access is provided.
☐ VOUCHER ENTRY	Ability to enter vouchers.

▸ **Manual Roles**

▸ **Optional Preferences**

▸ **Restricted Roles**

Accounts Payable – DFPS Manual Roles & Restricted Access

Manual Roles
- Select **A_AP_PAYCYCLE** to process Advance Travel Checks.
- Select **A_AP_STANDARD_COMMENTS** to add or update standard comments.
- Select **A_AP_UNLOCK_KK_SOURCE_HDR** to unlock AP Commitment Control Voucher Locked by Budget Check
- Select **A_AP_VCHR_BUILD** to access the Voucher Build process.

Optional Preferences
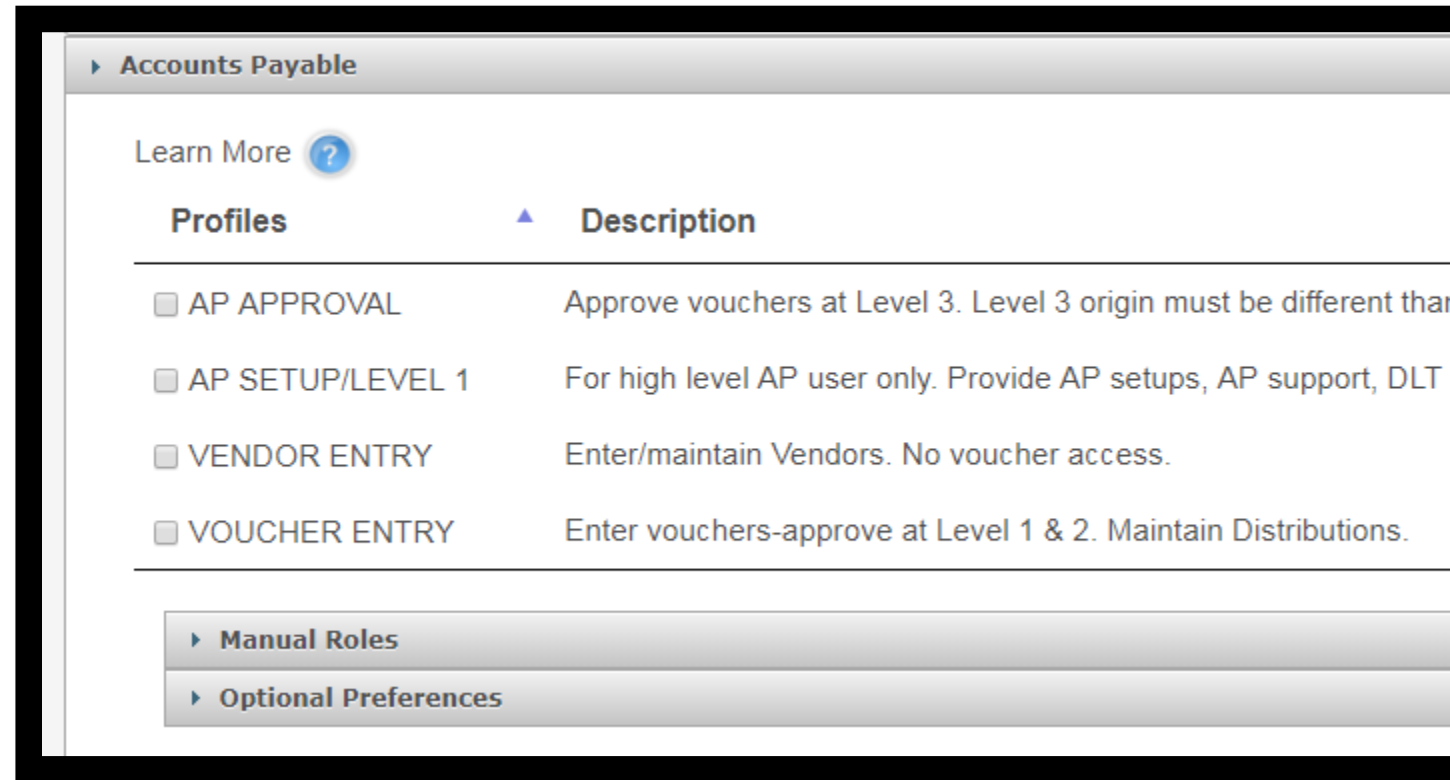Select **VOUCHER_REVERSAL** to gain access for utilizing the Reversal Style Voucher Template.

Restricted Access
Select **A_AP_VCHR_UNPOST** for the ability to unpost vouchers.

Manual Roles	
Roles	**Description**
☐ A_AP_PAYCYCLE	Process Advance Travel Checks.
☐ A_AP_STANDARD_COMMENTS	Add/Update Standard Comments.
☐ A_AP_UNLOCK_KK_SOURCE_HDR	Unlock AP Commitment Control Vou
☐ A_AP_VCHR_BUILD	Voucher Build Process.
▸ **Optional Preferences**	
Preferences	**Description**
☐ VOUCHER_REVERSAL	Allows user to utilize Reversal Style Vou
▸ **Restricted Roles**	
Roles	**Description**
☐ A_AP_VCHR_UNPOST	Allows user to unpost vouc

Accounts Payable – DSHS Profiles

- Select **AP APPROVAL** for the ability to approve vouchers at Level 3. (Level 3 origin must be different than Level 2.)
- Select **AP SETUP/LEVEL 1** for access to AP setups, AP support, DLT comment setup. This profile is for high-level AP users only.
- Select **VENDOR ENTRY** to have the ability to enter and maintain vendors. No other access is provided.
- Select **VOUCHER ENTRY** to have the ability to enter vouchers at Level 1 & 2.

Accounts Payable – DSHS Manual Roles & Optional Preferences

Manual Roles

- Select **A_AP_FIN_MANAGER** to update and approve vouchers.
- Select **A_AP_PAYCYCLE** to process Advance Travel Checks.
- Select **A_AP_UNLOCK_KK_SOURCE_HDR** to unlock AP Voucher Locked by Budget Check.
- Select **A_AP_VCHR_BUILD** to access the voucher build process.
- Select **A_AP_VCHR_CLOSE** to close vouchers.
- Select **A_AP_VCHR_DELETE** to delete vouchers.
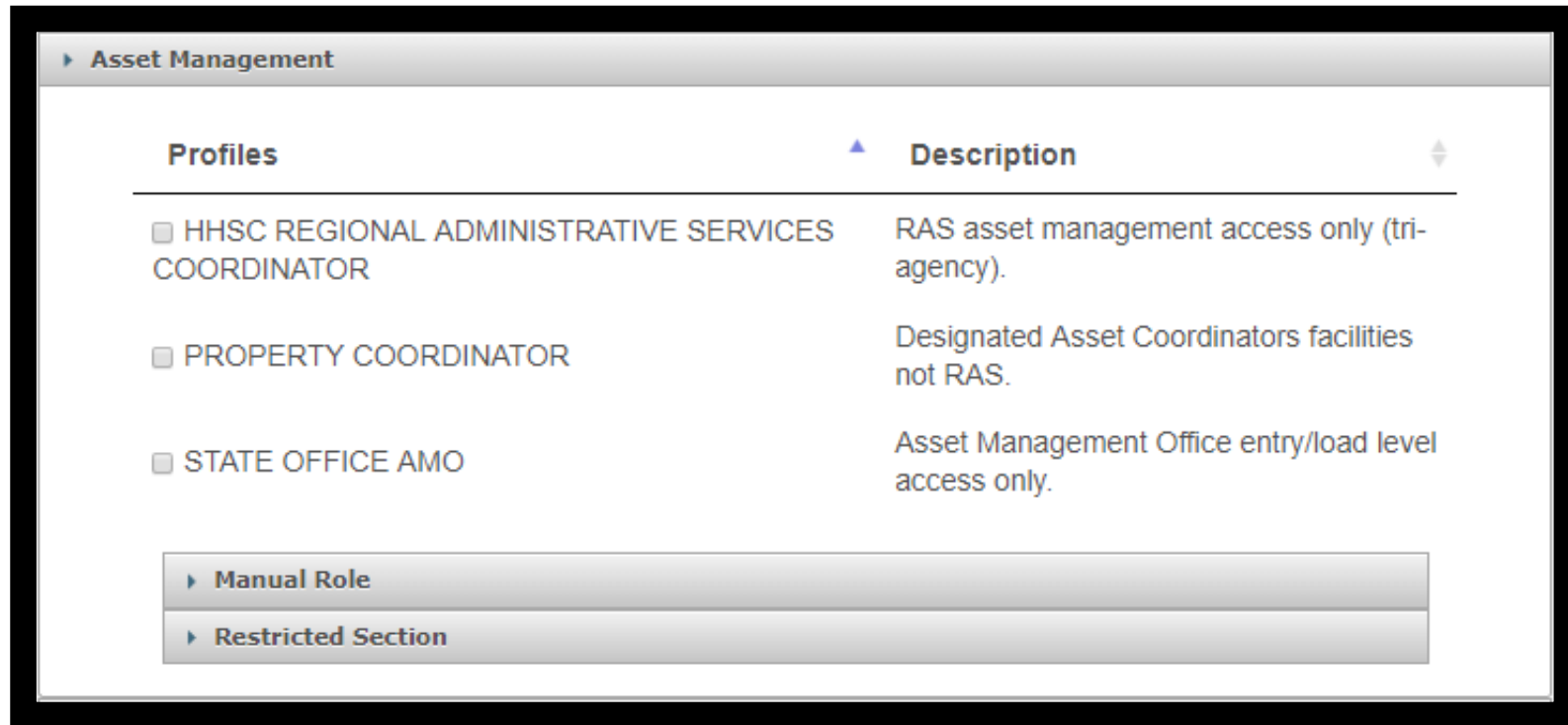- Select **A_AP_VCHR_UNPOST** for the ability to unpost Vouchers.

Optional Preferences

- Select **BUDG_DT_AP** for the ability to override budget dates.
- Select **OVRD_AP** for the ability to override budgets.
- Select **VOUCHER_REVERSAL** to gain access for utilizing the Reversal Style Voucher Template.

Manual Roles	
Roles ▲	**Description**
☐ A_AP_FIN_MANAGER	Update/Approve Vouchers.
☐ A_AP_PAYCYCLE	Process Advance Travel Che
☐ A_AP_UNLOCK_KK_SOURCE_HDR	Unlock AP Voucher Locked b
☐ A_AP_VCHR_BUILD	Voucher Build process.
☐ A_AP_VCHR_CLOSE	Close Vouchers.
☐ A_AP_VCHR_DELETE	Delete Vouchers.
☐ A_AP_VCHR_UNPOST	Unpost Vouchers.

▸ Optional Preferences	
Preferences ▲	**Description**
☐ BUDG_DT_AP	Budget Date Override.
☐ OVRD_AP	Budget Override.
☐ VOUCHER_REVERSAL	Allows user to utilize Reversal Style Voucher

Asset Management – INTRO

The Asset Management or AM Module is used to track assets throughout their lifecycle; from acquisition to retirement. The profiles found in the Asset Management module perform various tasks that help with asset tracking, asset management, and assist in planning for future asset needs. Selecting any asset management profile requires you to enter an asset region or sector in the field provided. If you do not know the code, please contact your Supervisor.

Asset Management – All Access

- The **State Office Asset Management Office (State Office AMO)** profile allows you to update, enter, dispose, and upload data.
- The **Property Coordinator** profile should be assigned to designated Asset Coordinators outside Regional areas. Role allows updates to custodian, location, and comments.
- The **HHSC Regional Administrative Services Coordinator** profile provides access to RAS asset management in support of multiple agencies.
- The manual role, A_AM_COMMENTS_UPDATE, gives you inquiry asset management access with update for comments.

Restricted Roles
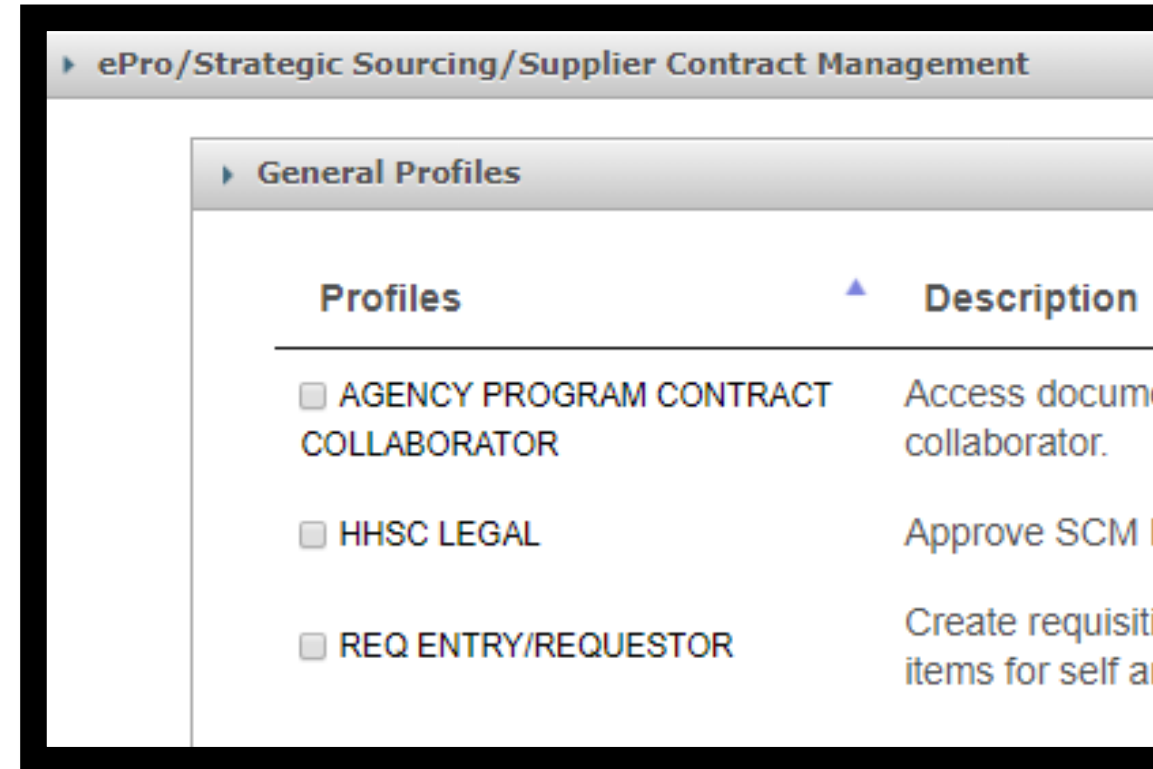The restricted section require justification for access.
- The **A_AM_LEVEL1_SUPPORT** role can only be assigned users who are State Office Asset Management Level 1. Users with this role would be subject matter experts in the AM module as this role provides access to pages for AM used for troubleshooting and processing.
- The **State Office Administrator** profile is restricted to designated State Office Asset Management Offices Staff only. Access is defaulted to ALL asset region or sector if you select this profile.

Eprocurement, Strategic Sourcing, and Supplier Contract Management – Intro & General Profiles

Eprocurement, Strategic sourcing, and supplier contract management are combined into one module. The general profiles include:

- **AGENCY PROGRAM CONTRACT COLLABORATOR**, which allows you to collaborate with other users on the document management page.
- **HHSC Legal**, which allows you to approve SCM legal documents.
- **REQ ENTRY/REQUESTOR,** which allows you to create requisitions and order items for others. Selecting this profile will require you to specify who you want to request a requisition on behalf of. In the field, *I want the ability to enter requisitions on behalf of*, your Employee ID number is there by default. DO NOT DELETE IT. Instead, add a comma, then enter the 11- digit **Employee ID number** of the staff member that you would like to request on behalf of. (Entering their name (and not their Employee ID) may cause your request to be rejected.) You also need to enter the 3-digit code for entry origin, and the 11-digit codes for the shipping, delivery, and billing locations. If you do not know the correct codes, then consult with your supervisor before submitting the request.

▸ **ePro/Strategic Sourcing/Supplier Contract Management**

▸ **General Profiles**

Profiles ▲	**Description**
☐ AGENCY PROGRAM CONTRACT COLLABORATOR	Access docum collaborator.
☐ HHSC LEGAL	Approve SCM
☐ REQ ENTRY/REQUESTOR	Create requisiti items for self a

Eprocurement, Strategic Sourcing, and Supplier Contract Management – REQ Approver Profiles

- **IT Specialist Approver*** allows to you to review, approve, and deny IT requisitions. Selecting this profile requires you to enter at least one origin code for an IT approver.
- **Req Amount Approver*** gives you the ability to approve requisitions within a specific dollar threshold for financial and operational services. Selecting this option requires you to enter at least one origin code.
- Selecting **Req Asset Reviewer** will enable you to review and verify asset information on Purchase Orders for accuracy, accounts, business units, and profile IDs.
- **Req Chartfield Approver*** provides you the ability to approve or deny requisitions, approve Purchaser Orders, as well as perform budget checks, and correct errors in chartfields. Chartfield Approvers are mapped by Business Unit.
- Select **REQ Program Budget Approver*** to review budget information, and review and approve or deny requisitions. Selecting this option requires that you enter at least one origin code for a budget/ QA approver.
- If you are a manager and require the ability to review, approve, or deny requisitions created by your staff, select the **REQ Supervisor Approver profile**.

> ⚠️ Profiles with * also require you to complete and submit Form PCS 300. Click here to download the form.

Profiles	Desc
☐ IT SPECIALIST APPROVER	Review
☐ REQ AMOUNT APPROVER	Approv financia
☐ REQ ASSET REVIEWER	Review profile
☐ REQ CHARTFIELD APPROVER	Approv correct
☐ REQ PROGRAM BUDGET APPROVER	Review deny re
☐ REQ SUPERVISOR APPROVER	Review staff.

Eprocurement, Strategic Sourcing, and Supplier Contract Management – PCS Only Profiles

- **PCS Contract Administration** provides access to the document management page, the ability to request documents, and add or update contracts.
- **PCS File Room** provides access to the document management page, and the ability to view RFX docs.
- **PCS Form Approver** provides the ability to review, approve, or deny requisitions, and view header comments and attachments. Selecting this option requires you to enter origin codes for different department approvers.
- **PCS Level 1** provides you high-level access to update requisitions, contracts, and payment orders.
- **PCS Purchaser QA** allows access the document management page and review the document modification summary.
- Select **PCS Purchaser/Buyer** if your job requires you to create, approve, close, or reconcile purchase orders, or create contract documents. Selecting this option requires you to select a specific purchaser or buyer role.
- **PCS REQ BID ROOM** allows you to create and maintain bidders, update event invitations, or create bidder responses.
- Select **PCS RIT** to update approved requisitions without restarting the workflow.

Profiles	Descriptio...
☐ PCS CONTRACT ADMINISTRATION	Access docu... add/update c...
☐ PCS FILE ROOM	Access to do... docs.
☐ PCS FORM APPROVER	Review/appro... comments ar...
☐ PCS LEVEL 1	Restricted fo... update reqs,
☐ PCS PURCHASER QA	Access to do... modification ...
☐ PCS PURCHASER/BUYER	Buyers creat... create contra...
☐ PCS REQ BID ROOM	Create and m... create bidder...
☐ PCS RIT	Update appro... workflow (AV...

Eprocurement, Strategic Sourcing, and Supplier Contract Management – RFx Bid Profiles

The following profiles provide various access to the new supplier portal, which will go live in September 2019.

- **CQC Financial Analyst** allows you to upload criteria and sub criteria information, as well as view scores and score history.
- **Evaluator** provides access for evaluating the scoring page.
- **Solicitation Approver** allows you to manually setup a procurement contract that can then be used to track spending in accordance with legal requirements.
- **Template Library Manager** is a CQC team-specific profile that allows access to manage and maintain templates for different request methods.

Profiles ▲	Description
☐ CQC FINANCIAL ANALYST	Uploads criteria and s... and score history.
☐ EVALUATOR	Access for evaluator s...
☐ SOLICITATION APPROVER	Provides access to ap...
☐ TEMPLATE LIBRARY MANAGER	Provides access for C... templates for different ...

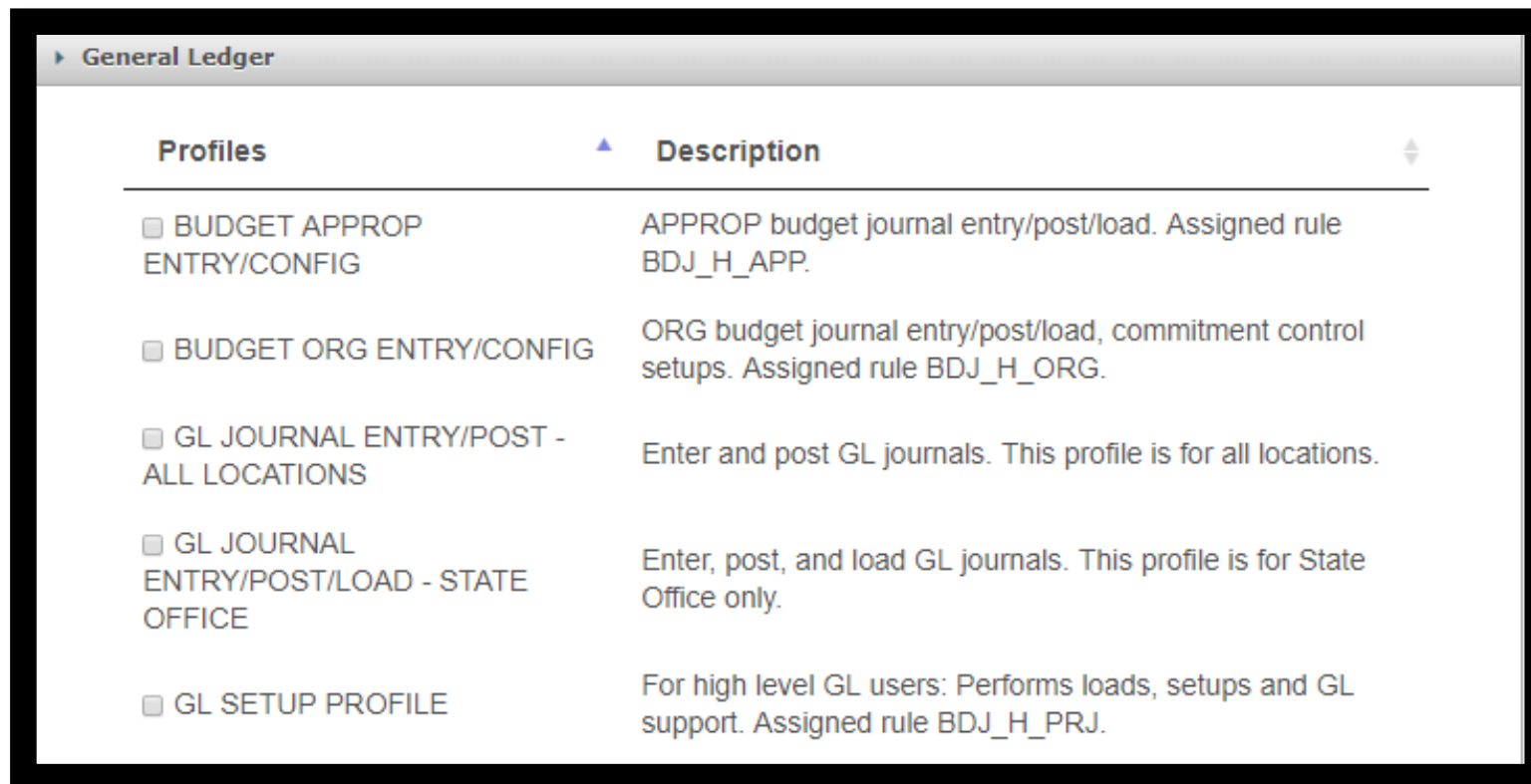# Eprocurement, Strategic Sourcing, and Supplier Contract Management – Restricted Rules

Restricted rules require a justification if selected.

- **BUDG_DT_RQ** is for overriding a budget date.
- **OVRD_RQ** is for overriding a budget for requisitions.

Profiles	Description
☐ BUDG_DT_RQ	Commitment control rule for budget date override, REQ BUDGET DATE OVERRIDE.
☐ OVRD_RQ	Commitment control rule for budget override, REQ BUDGET OVERRIDE PREFERENCE.

General Ledger – Intro

Profiles under the general ledger module manage the financial accounting information within CAPPS. This includes journal entries that are loaded from other CAPPS modules, as well as entries manually entered or uploaded directly into the general ledger. Access options vary depending on your agency.

▸ **General Ledger**

Profiles ▲	Description ⬍
☐ BUDGET APPROP ENTRY/CONFIG	APPROP budget journal entry/post/load. Assigned rule BDJ_H_APP.
☐ BUDGET ORG ENTRY/CONFIG	ORG budget journal entry/post/load, commitment control setups. Assigned rule BDJ_H_ORG.
☐ GL JOURNAL ENTRY/POST - ALL LOCATIONS	Enter and post GL journals. This profile is for all locations.
☐ GL JOURNAL ENTRY/POST/LOAD - STATE OFFICE	Enter, post, and load GL journals. This profile is for State Office only.
☐ GL SETUP PROFILE	For high level GL users: Performs loads, setups and GL support. Assigned rule BDJ_H_PRJ.

Options for General Ledger vary depending on your agency. Select your agency.

HHSC

DFPS

DSHS

General Ledger – HHSC Profiles

HHSC Profiles

- Select the **BUDGET APPROP ENTRY/CONFIG** role if you require the ability to enter, post, or load an APPROP budget journal (assigned rule BDJ_H_APP).
- Select **BUDGET ORG ENTRY/CONFIG** if you need to enter, post, or load an ORG budget journal (assigned rule BDJ_H_ORG).
- Select **GL JOURNAL ENTRY/POST - ALL LOCATIONS** to enter and post GL journals in all locations.
- Select **GL JOURNAL ENTRY/POST/LOAD - STATE OFFICE** to enter, post, and load general ledger journals for the State Office only.
- Select **GL SETUP PROFILE** for high-level access to load, set up, and support general ledger at a high level.

Profiles	▲	Description
☐ BUDGET APPROP ENTRY/CONFIG		APPROP budget journal BDJ_H_APP.
☐ BUDGET ORG ENTRY/CONFIG		ORG budget journal entr setups. Assigned rule BD
☐ GL JOURNAL ENTRY/POST - ALL LOCATIONS		Enter and post GL journa
☐ GL JOURNAL ENTRY/POST/LOAD - STATE OFFICE		Enter, post, and load GL Office only.
☐ GL SETUP PROFILE		For high level GL users: support. Assigned rule B

General Ledger – HHSC Manual Roles & Restricted Section

Manual Roles

- **A_GL_CASH_MGMT** allows you access to cash management.
- **A_GL_COMMITMENT_CTRL_SETUP** allows you to set up and maintain commitment control parameters, such as budgets and rules.
- **A_GL_JRNL_OVERRIDE** provides you the ability to override journal budget exceptions.
- The A_**GL_LEDGER_CLOSE** role grants the ability to close Ledgers.
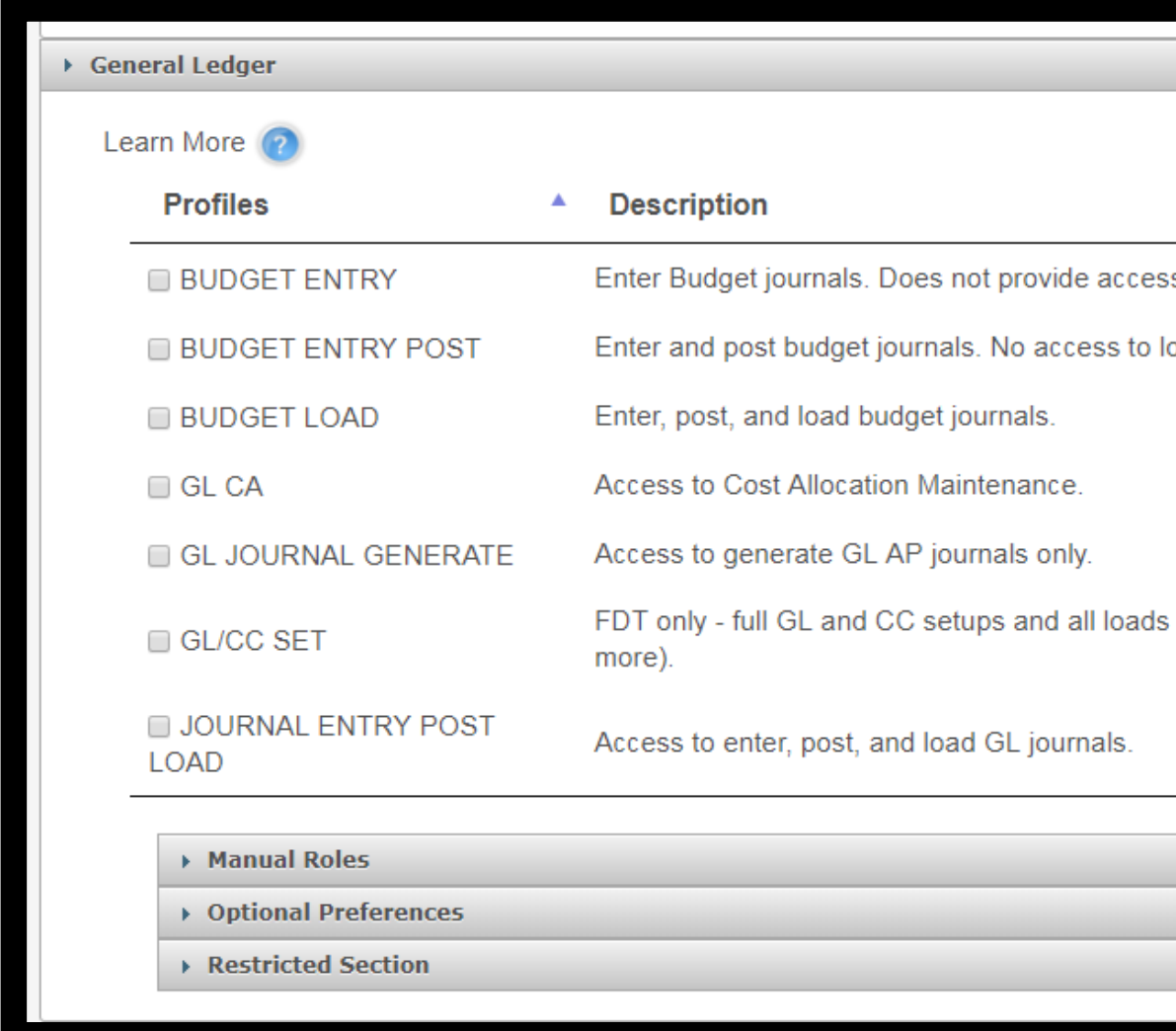- **A_GL_RECON** provides the ability to reconcile HHSAS to USAS.

Restricted Roles

All roles require a justification if selected.

- The **A_GL_CC_RULE_EDIT** role allows editing of the Commitment Control Rules.
- **A_GL_JRNL_GENERATE** access allows you to generate journals.
- **A_GL_JRNL_UNPOST** allows you to mark journals for unposting.
- The **A_GL_SETUP_CC_RULE** role gives you the ability to set up Commitment Control Rules for use in GL and Budget.

General Ledger – DFPS Profiles

- Select **Budget Entry** to enter Budget journals (Does not provide access to Post).
- Select **Budget Entry Post** to enter and post budget journals (No access to load Budget Journals).
- Select **Budget Load** to enter, post, and load budget journals.
- Select **GL CA** to have to access to Cost Allocation Maintenance.
- Select **GL Journal Generate** to generate GL AP journals only.
- Select **GL/CC Set** for all access to full GL and CC setups and all loads (chartfields, funding source, and more). (Used by Financials Team)
- Select **Journal Entry Post Load** for the ability to enter, post, and load GL journals.

▶ General Ledger

Learn More ❓

Profiles ▲	Description
☐ BUDGET ENTRY	Enter Budget journals. Does not provide access...
☐ BUDGET ENTRY POST	Enter and post budget journals. No access to lo...
☐ BUDGET LOAD	Enter, post, and load budget journals.
☐ GL CA	Access to Cost Allocation Maintenance.
☐ GL JOURNAL GENERATE	Access to generate GL AP journals only.
☐ GL/CC SET	FDT only - full GL and CC setups and all loads more).
☐ JOURNAL ENTRY POST LOAD	Access to enter, post, and load GL journals.

▶ Manual Roles
▶ Optional Preferences
▶ Restricted Section

General Ledger – DFPS Manual Roles & Restricted Section

Manual Roles
- **A_GL_CASH_MGMT** allows you access to cash management.
- **A_GL_RECON** provides the ability to reconcile HHSAS to USAS.

Optional Preferences
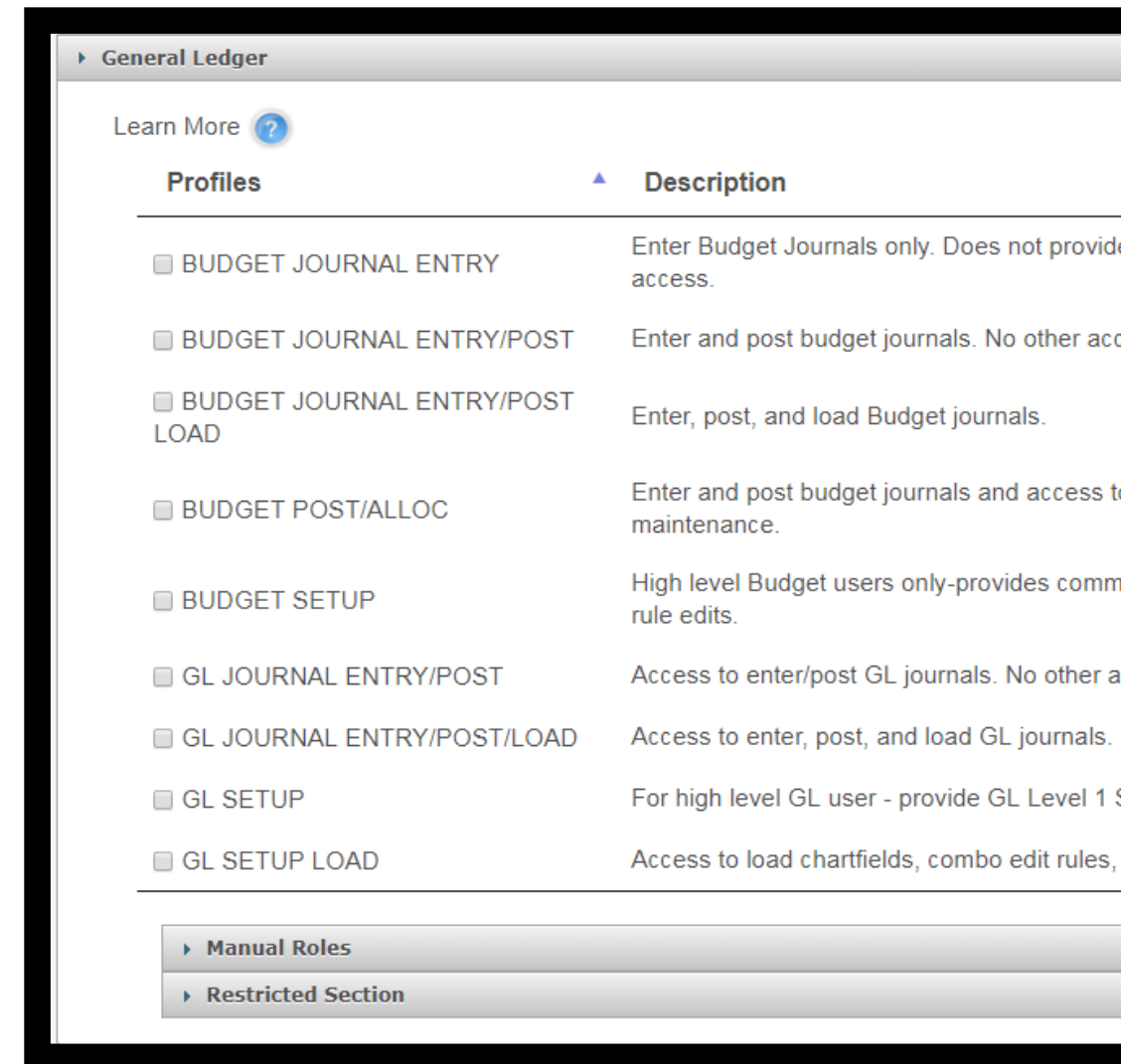Select **BUDG_DT_GL** for the capability to override Budget Dates.

Restricted Roles
All restricted roles require a justification if selected.
- **A_GL_JRNL_OVERRIDE** allows you to override journal processes.
- **A_GL_JRNL_UNPOST** allows you to mark journals for unposting.

General Ledger – DSHS Profiles

- Select **Budget Journal Entry** for access to view Budget Journals only. Does not provide Budget Journal Post access.
- Select **Budget Journal Entry/Post** to enter and post budget journals. No other access is provided.
- Select **Budget Journal Entry/Post/Load** to enter, post, and load Budget journals.
- Select **Budget Post/Alloc** to enter and post budget journals and gain access to cost allocation maintenance.
- Select **Budget Setup** to have access to commitment control setup and CC rule edits. (High level Budget users only)
- Select **GL Journal Entry/Post** to enter/post GL journals. No other access is provided.
- Select **GL Journal Entry/Post/Load** to enter, post, and load GL journals. No other access is provided.
- Select **GL Setup** for high-level access, providing access to GL Level 1 Support and GL setups.
- Select **GL Setup Load** to access to load chartfields, combo edit rules, and funding sources.

General Ledger – DSHS Manual Roles & Restricted Section

Manual Roles
- Select **A_GL_CASH_MGMT** to manage cash.
- Select **A_GL_JRNL_GENERATE** to generate Journals for Posting.
- Select **A_GL_JRNL_UNPOST** to mark Journals for unposting.
- Select **A_GL_LEDGER_CLOSE** to close Ledgers.
- Select **A_GL_RECON** to reconcile HHSAS to USAS.

Restricted Rule
Requires justification if selected.
- Select **BUDG_DT_GL** for the capability to override Budget Dates.

MIMS – Intro & Access

The module for Materials and Inventory Management System (or MIMS) contains the following profiles:

- **MIMS BUYER** gives you all the MIMS Buyer privileges, plus the ability to add and edit requisition comments. Selecting this option requires to you pick at least one buyer certification.
- **MIMS SUPPLY RECEIVING** can only be assigned to MIMS users. It allows you to receive and add comments to MIMS requisitions.

Purchasing – Intro & Access

The purchasing module contains roles as well as restricted profiles and roles that allow users to perform various functions of the purchasing process. Manual Roles include:

- **A_PO_ITEM_UPDATE**, which provides the ability to define items within the purchasing module.
- **A_PO_RECEIVING**, which grants the ability to receive purchasing orders.

The restricted profile, **AGENCY APPROVER WORKFLOW SETUP**, grants full access to set up requisition and purchase order approvers.

Restricted Roles

- **A_PO_RECON_CLOSE** provides the ability to reconcile/close purchase orders.
- **A_RQ_COMMENTS** allows you to add comments to requisitions.
- **A_RQ_LEVEL1_SUPPORT** allows high-level access to requisition pages and menus. This role is for users that provide requisition support at all levels as well as provide support to others.
- **A_RQ_UPDATE** allows you to update a requisition.
- **BUDG_DT_PO** allows you to override the budget date for purchasing orders.
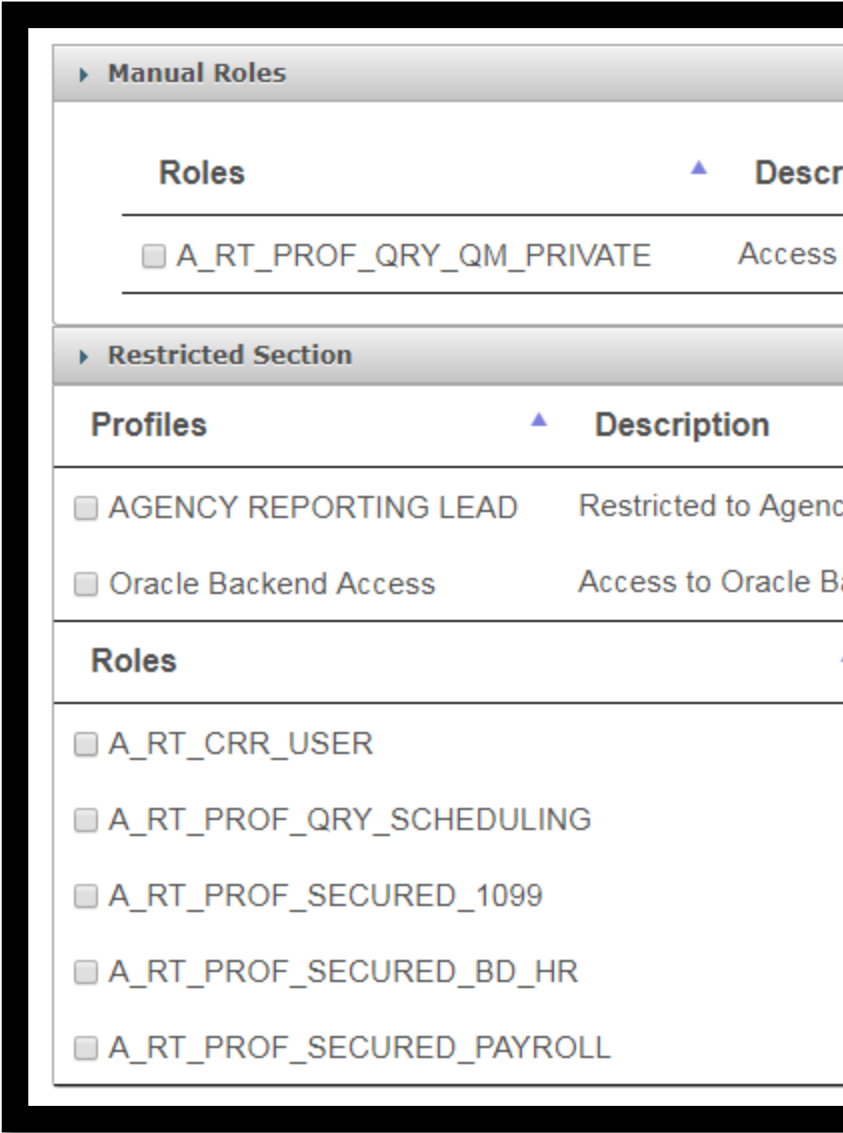
Reporting – Intro & Access

The only manual role is the **A_RT_PROF_QRY_QM_PRIVATE**, which provides you the ability to create private queries in the reporting database.

Restricted Profiles
- If you are an Agency Reporting Lead, select **AGENCY REPORTING LEAD PROFILE** to create and develop reports.
- **Oracle Backend Access** grants Oracle Backend Access for query access to Oracle through Toad or another SQL tool.

Restricted Roles
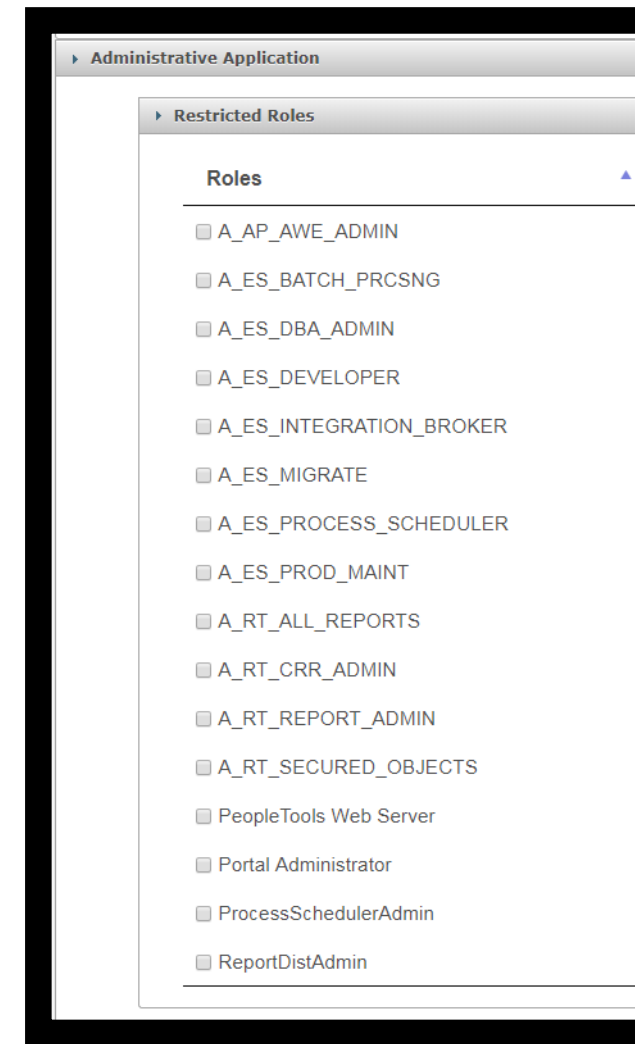- **A_RT_CRR_USER** allows you to create reports that will be migrated for public use.
- **A_RT_PROF_QRY_SCHEDULING** provides the ability to schedule queries.
- **A_RT_PROF_SECURED_1099** provides access to Secured 1099 Queries.
- **A_RT_PROF_SECURED_BD_HR** provides query access for reviewing secured HR data.
- **A_RT_PROF_SECURED_PAYROLL** provides access to secured payroll queries.

Administration Application – Intro & Access

The Administrative Application module consists entirely of restricted roles, which require justification if selected. These roles should be assigned to Application Administers only.
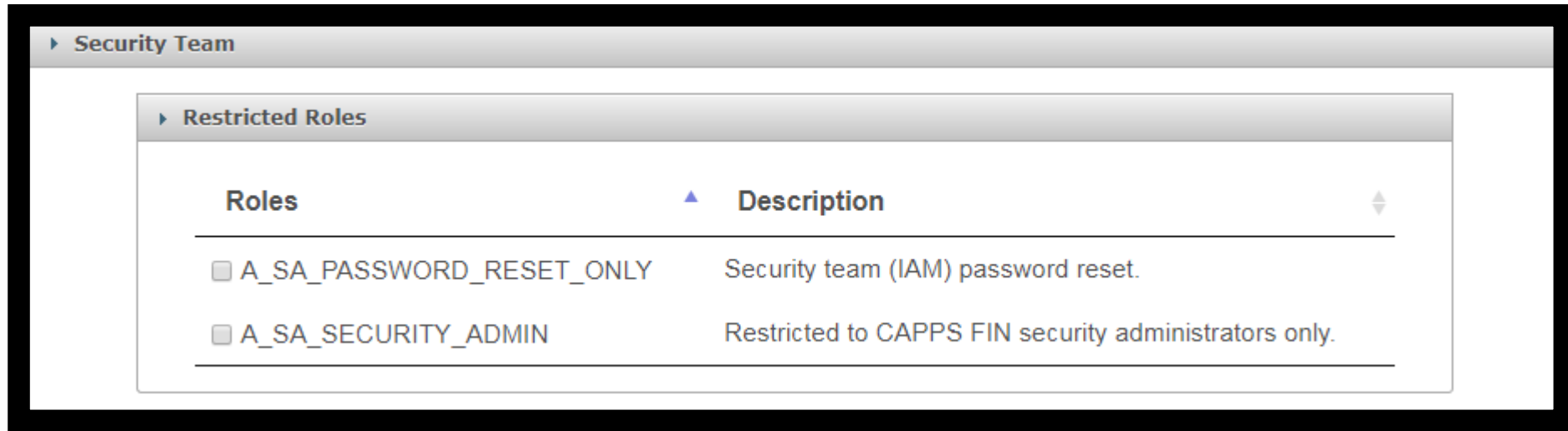
- The **A_AP_AWE_ADMIN** role grants administrative access to the AWE Workflow.
- The **A_ES_BATCH_PRCSNG** role provides access for the technical team to perform batch processing.
- The **A_ES_DBA_ADMIN** role provides access for database administration.
- The **A_ES_DEVELOPER** role provides access to Developer Functions for the technical team.
- The **A_ES_INTEGRATION_BROKER** role allows access to integration broker utilities.
- The **A_ES_MIGRATE** role grants access to Migration Tools.
- **A_ES_PROCESS_SCHEDULER** is an administrative role for admin functionality within the process scheduler. For Admin Applications only.
- **A_ES_PROD_MAINT** grants access to perform functional maintenance.
- **A_RT_ALL_REPORTS** allows you access to view all reports.
- **A_RT_CRR_ADMIN** grants admin access CRR for public report and query tracking.
- **A_RT_REPORT ADMIN** grants access to the query manager, allowing creation of public queries, and the nVision and reporting console. For Admin Applications only.
- **A_RT_SECURED_OBJECTS** provides you access to secured objects.
- **PeopleTools Web Server** allows you access to the PeopleTools Web Server
- The **Portal Administrator** role allows you administer the portal and portal sites, including install options, site creation, Logon Statistics, and so forth.
- **ProcessScheduleAdmin** is an Oracle-delivered role that grants you access to view other users' view log and trace files. This is for the Admin Applications area only.
- **ReportDistAdmin** grants admin access to manage report distribution.

Security Team – Intro & Access

The Security Team module includes two roles, both which will require a justification if selected.
- Select **A_SA_PASSWORD_RESET_ONLY** to have the ability to reset user passwords.
- Select **A_SA_SECURITY_ADMIN** only if you are a CAPPS FIN Security Administrator.

Change Your Agency Access – Primary Permissions

Your agency is selected by default. If you require access to a different agency in place of or in addition to your agency, scroll down to Primary Permissions and change the selection here. Be sure to select PPPCS if you require access to all agencies. You are required to enter a justification.

▶ **Primary Permissions**

WARNING: Your agency is selected by default. DO NOT CHANGE this selection unless you require access to a different agency.
○ HHSC/DSHS
○ PPPCS (All Agencies)
⦿ My Agency

⚠ Access requests to a different agency may take longer to be approved, as the request will need additional approval from that agency before it can be provisioned.

FAQS

How long does it take for my access to be approved?

Your request must have the right approvals before it can be provisioned. Time will vary depending on how many approvals you will need and the time it takes each approver to review and approve your request. If you requested access to an agency that is not your own, or to multiple agencies, your request will take longer because it will require more approvals.

Expect a request update within 10 business days. If you do not receive an update within that timeframe, your request will be cancelled and you will need to request CAPPS FIN again. You can visit the My Orders page at any time to view request updates.

How can I find the right origin codes and/or asset region/sectors for requesting access to the Asset Management module?

Consult with your supervisor before submitting the request. Entering the wrong code may result in rejection of your request.

Contact Information

For more help, visit the HHS Enterprise Portal Web Help.

To resolve an issue with your request, contact the Help Desk at 512-438-4720 or email help@hhsc.state.tx.us