

**CAPPS
Financials User Group
Thursday, July 25, 2013
9:00 a.m. – 10:00 a.m.
Travis Building, Room 1-100**

Meeting Minutes

First & Last Name	Email	Role/Position	Attending?
Alice Alvarado	alice.alvarado@cpa.state.tx.us	Comptroller of Public Accounts (CPA) – Supervisor, Enterprise Resource Planning (ERP) & Security Administration	Yes
Alison Meier	alison.meier@cpa.state.tx.us	CPA – Governance & Training	Yes
Becca Murdock	rebecca.murdock@cpa.state.tx.us	CPA – Financials Lead	Yes
Dana Cook	dana.cook@cpa.state.tx.us	CPA – Statewide Systems Innovation & Technology (IT) Area Manager	Yes
Don Land	don.land@cpa.state.tx.us	CPA – Budget & Internal Accounting	Yes
Eve Monaghan	eve.monaghan@dads.state.tx.us	Department of Aging & Disability (DADS) – Accounting Systems, Systems Developer & Analyst - Contractor	Phone
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Phone
Ivan Mazoch	ivan.mazoch@cpa.state.tx.us	Xerox	Yes
Jeff Amato	jeffrey.amato@cpa.state.tx.us	CPA – Assistant Area Manager	Yes
Juana Reyes	juana.reyes@cpa.state.tx.us	CPA – Software Development Production Analyst	Yes
Linda Daylamani	linda.daylamani@cpa.state.tx.us	CPA – Governance & Training	Yes
Marissa Duron	marissa.duron@tdi.texas.gov	TDI	Phone

First & Last Name	Email	Role/Position	Attending?
Rickey McKinley	rickey.mckinley@cpa.state.tx.us	CPA – IT CAPPS and Fleet Oversight	Yes
Sergio Rey	sergio.rey@txdmv.gov	Texas Department of Motor Vehicles (DMV)	Yes
Shawana Ellison	shawana.ellison@hhsc.state.tx.us	Texas Health & Human Services Commission (HHSC) - IT Financial Analyst	Phone
Stephanie Moll	stephanie.moll@cpa.state.tx.us	CPA – CAPPS Contractor	Yes
Thomas Hollingsworth	thomas.hollingsworth@cpa.state.tx.us	CPA – FIN User Group (UG) Voting Member; Asst. Area Manager, CAPPS/Portal /Fleet	Yes

1. Introduce New Staff - Dana Cook

- Dana introduced Jeff Amato as the new CAPPS Production Manager.

2. Update on CAPPS Financials Project Initiatives - Becca Murdock

- SR 1807 – This SR is currently in User Acceptance Testing (UAT) and scheduled to migrate to Production on Aug. 11, 2013.
- SR 1808 – This SR is currently in progress and on schedule.
 - CPA will provide the agencies with a list/schedule so they can plan for testing .
- SR 1827 – This SR is currently in UAT and a kickoff meeting has been scheduled.
- SR 1847 – This SR is currently in its second round of UAT (includes functionality requested in first round of UAT) and scheduled to migrate to Production on August 1, 2013.
 - CPA Internal has requested functional improvements that will need to be tested by other agencies.
 - CPA will work to ensure other agencies test SR 1847.
- Additional Customer SRs
 - Reports will soon be sent to CAPPS agencies so CPA can move forward with SRs to be completed prior to the PeopleSoft 9.2 upgrade.

- Chartfield Edit Combo
 - CPA met with the Texas Department of Information Resources (DIR) to discuss and provide documented tips. These tips will be made available on the Application Service Provider (ASP) Solution Center.

- 3. **Update on CAPPS Financials Governance Approved SRs (Becca Murdock)**
 - SR 1274 – DIR wants to meet internally to discuss how they would like to proceed with this SR.

- 4. **Update on Disaster Recovery (DR) Testing - Becca Murdock**
 - Functional testing is scheduled to occur on Friday and Saturday.
 - The DR vendor is expected to be very involved and the process is expected to be smooth.

- 5. **Update on Upcoming Maintenance - Thomas Hollingsworth**
 - Maintenance and migrations will proceed this evening and include recommended PeopleSoft changes for caching issues.
 - These changes have been tested in UAT and are expected to be successful.
 - The shared storage issue is expected to be addressed in late September after year-end processing is complete.

- 6. **Adjourn**

Summary of Action Items

No.	Action Item	Assigned To	Due By
1.	Provide the agencies with a Crystal Reports list/schedule so they can plan for testing.	Becca Murdock	
2.	Work to ensure other agencies test SR 1847	Becca Murdock	