

CAPPS
Financials User Group
October 31, 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	Supervisor – Enterprise Resource Planning & Security Administration	No
Alison Meier	alison.meier@cpa.state.tx.us	Comptroller of Public Accounts (CPA) – Governance & Training	Yes
Andrew Shores	andrew.shores@txdot.gov	Texas Department of Transportation (TxDOT) - FIN User Group (UG) Voting Member	No
April Shapley	april.shapley@cpa.state.tx.us	CPA – Governance Coordinator	Yes
Becca Murdock	rebecca.murdock@cpa.state.tx.us	CPA – Financials Lead	Yes
Bo Overstreet	bo.overstreet@cpa.state.tx.us	CPA	Yes
Bob Hopper	bob.hopper@rrc.state.tx.us	Railroad Commission (RRC) – FIN UG Voting Member	Yes
Cecilie Engle	cecilie.engle@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	Phone
David Chambers	david.chambers@txdot.gov	TxDOT	Phone
Don Land	don.land@cpa.state.tx.us	CPA – Budget & Internal Accounting	No
Dorothy Roberts	dorothy.roberts@tjjd.texas.gov	Texas Juvenile Justice Department (TJJD)	Yes
Ginger Salone	ginger.salone@cpa.state.tx.us	Xerox	No
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Phone
Jeff Amato	jeffrey.amato@cpa.state.tx.us	CPA – Assistant Area Manager	Yes
Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – Project Manager	No

First & Last Name	Email	Role/Position	Attending?
John Scales	john.scales@cpa.state.tx.us	CPA – Financials Team	Yes
Juana Reyes	juana.reyes@cpa.state.tx.us	CPA –Production Analyst	Yes
Linda Daylamani	linda.daylamani@cpa.state.tx.us	CPA – Governance & Training	Yes
Marissa Duron	marissa.duron@tdi.texas.gov	TDI	Phone
Reggie Pegues	reggie.pegues@dir.texas.gov	Department of Information Resources (DIR) – Director of Accounting	Phone
Rickey McKinley	rickey.mckinley@cpa.state.tx.us	CPA – Innovation & Technology (IT) CAPPs and Fleet Oversight	Yes
Shawana Ellison	shawana.ellison@hhsc.state.tx.us	HHSC - IT Financial Analyst	No
Stephanie Moll	stephanie.moll@cpa.state.tx.us	CPA – CAPPs Contractor	Yes
Stephen McDonald	stephen.mcdonald@cpa.state.tx.us	CPA – Director of Purchasing	Yes
Steve Schiurring	steve.schiurring@cpa.state.tx.us	CPA – CAPPs Financials	Yes

1. Call to Order and Welcome New CAPPs Financials Agencies - April Shapley

- The following agencies are expected to deploy CAPPs Financials on Sept. 1, 2014:
 - Railroad Commission (RRC) will be represented by Bob Hopper.
 - Department of Motor Vehicles (DMV) will be represented by Sergio Rey.
 - Public Utility Commission (PUC) will be represented by Jesus Morales and/or Mary Beck.
 - Texas Juvenile Justice Department (TJJD) will be represented by Dorothy Roberts.

2. Update on CAPPs Financials Governance Approved SRs - Becca Murdock

- SR 1808 – Conversion of Crystal Reports includes the Crystal rewrites in the PeopleSoft 9.2 upgrade.
- SR 1495 – 83% complete with system testing.
- A code freeze will begin on Nov. 7, 2013; any *critical* SRs will be worked as needed.
- At this time, most SRs are deferred, completed or in Production.

3. Agency Shipping Processes - Becca Murdock

- TDI requested this discussion so they can better understand how other agencies handle shipping costs.
- TDI is experiencing issues with zero dollar shipping line items.
- CPA Internal recommends not entering a requisition until the shipping cost is known, and creating a business process for outstanding requisitions.

- If an invoice is received after a Purchase Order is closed, pay it as a direct and notify Budget.

4. Update on Upcoming Maintenance - Jeff Amato

- Maintenance is scheduled for Sunday, Nov. 24, 2013 to apply AIX patches in the Production environment.
- A notification email will be sent to the Financials Level 1 distribution list prior to the maintenance occurring.

5. Adjourn