

**CAPPS
Financials User Group
October 30, 2014
9 a.m. – 11 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 & Security Administration	Yes
Alison Meier	alison.meier@cpa.state.tx.us	CPA – Governance & Training	Yes
Andrew Shores	andrew.shores@txdot.gov	Texas Department of Transportation (TxDOT) – Financials (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 – Deployment Team Lead	Yes
Bob Hopper	bob.hopper@rrc.state.tx.us	Railroad Commission (RRC) – FIN UG Voting Member	No
Cecilie Engle	cecilie.engle@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	Phone
Chris Happ	christine.happ@cpa.state.tx.us	CPA – CAPPS Operations Manager	Yes
Clayton Griffis	clayton.griffis@cpa.state.tx.us	CPA – Financials	Yes
Darryl Lindgens	darryl.lindgens@cpa.state.tx.us	CPA – Statewide Systems	Yes
David Chambers	david.chambers@txdot.gov	TxDOT	Phone
David Galanski	david.galanski@cpa.state.tx.us	CPA - CAPPS Financials	Yes
Don Land	don.land@cpa.state.tx.us	CPA – Budget & Internal Accounting	Yes
Dorothy Roberts	dorothy.roberts@tjjd.texas.gov	Texas Juvenile Justice Department (TJJD)	No
Ginger Salone	ginger.salone@cpa.state.tx.us	Xerox – Project Manager (PM)	Yes

First & Last Name	Email	Role/Position	Attending?
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	No
Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – Project Manager	Yes
John Scales	john.scales@cpa.state.tx.us	CPA – Financials Team	Yes
John Stewart	john.stewart@cpa.state.tx.us	CPA –Purchasing	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
Mary Beck	mary.beck@puc.texas.gov	Public Utility Commission (PUC)	Yes
Melissa Luhan	melissa.luhan @txdot.gov	TxDOT	Phone
Patricia Avitia	patricia.avitia@dars.state.tx.us	Department of Assistive & Rehabilitative Services (DARS) – Accounting Financials System Manager	Yes
Patricia Gutierrez	patricia.gutierrez@twc.state.tx.us	Texas Workforce Commission (TWC)	Yes
Pete Marcell	peter.marcell@cpa.state.tx.us	CPA – PM	Yes
Reggie Pegues	reggie.pegues@dir.texas.gov	Department of Information Resources (DIR) – Director of Accounting	No
Rickey McKinley	rickey.mckinley@cpa.state.tx.us	CPA – Innovation & Technology (IT) CAPPs and Fleet Oversight	Yes
Rusty Charlton	russell.charlton@cpa.state.tx.us	CPA – PM	Yes
Sergio Rey	sergio.rey@txdmv.gov	Department of Motor Vehicles (DMV) – FIN UG Voting Member	Phone
Shawana Ellison	shawana.ellison@hhsc.state.tx.us	HHSC - IT Financial Analyst	No
Sona Holmstrom	sona.holmstrom@cpa.state.tx.us	CPA – Production Lead	Yes
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

First & Last Name	Email	Role/Position	Attending?
Teri Augustine	teri.augustine@txdot.gov	TxDOT – ERP IT PM	Phone
Terri Whaley	terri.whaley@cpa.state.tx.us	CPA – Financials	Yes

1. Welcome (April Shapley)

- Roll call for phone participants.
- Quorum confirmed.

2. Update on CAPPS Financials Support Requests (SRs) (Sona Holmstrom)

User Group Members were presented the CAPPS Financials Summary and Trend Reports of SRs and provided a handout listing the current SRS.

- There are 89 SRs “High” SRs.
- There are no “Critical” SRs.
- There are 80 “Pending Production Approval” SRs.
- There is an uptick from 108 SRs being opened in September compared to 163 that were opened in October.
- There is an uptick in the number of SRs closed from 116 in September compared to 141 in October.

3. Update on CAPPS Financials Governance Approved SRs (Sona Holmstrom)

User Group members were provided with a list of Governance Approved SRs.

- CPA Internal noted that the SR for Business Objects (BO) Security was not on the handout.
- There will be an upgrade to Business Objects 4.1 in the first part of November. With this new version all BO reports will need to be validated by agencies and the BO team.

4. Update on CAPPS Financials Enhancements Submitted to Governance (Sona Holmstrom)

- SR 3518: Ready for vote. A report mockup showing the additional fields will be sent in the Voting Survey email.
- SR 3528: Ready for vote. CPA Internal questioned why the 96115 NIGP Class & Item should be removed from the report query since some agencies will need this. A suggestion was made to keep this criteria in the report and then to download the data to Excel and filter out the 96115. General consensus was that 96115 should not be removed from the report.
- SR 3559: Ready for vote with no changes.
- SR 3578: Ready for vote. Two new tabs will be added to the report for Procard and Subcontracting expenditures to HUB vendors.
- SR 3599: Ready for vote. Need to run Document Tolerance before Budget Checking, not the other way round. No changes.
- SR 3656: Not ready for vote. HHS expressed concern that approvers will be able to add vouchers or make changes to the Voucher page. Due to separation of duties this must not be allowed. Language in the Proposed Solution column needs to be revised to

indicate that the Voucher page must be READ ONLY. Xerox will let us know if this will change the level of effort from Medium.

- SR 3683: Not ready for vote. Need to hold a work session on Purchase Order (PO) Print format next week. CPA Internal stated that Purchase Order Change Notice (POCN) information used to be on the PO; then it was removed; now the request is to display it again. Need to talk with Xerox to see history of this request and to establish a statewide consistent solution going forward to prevent all this rework. TDI suggested that going forward, agencies should get together to discuss any agency-specific SRs created to modify the PO Print. It may be that a statewide solution is not possible and that one size does not fit all where PO Print is concerned.
- SR 3896: Ready for vote. The Accounts Payable (AP) team will provide a redacted screenshot to compare invoices at the line level with the invoice at the header level on the same voucher or on other vouchers within that business unit.
- SR 4007: Ready for vote with no changes. W document types (e.g. expenditure adjustments) are the charges incurred for using credit cards. These charges are automated payments made by the Treasury based on the W document.
- SR 3878: Not ready for vote. Need to hold a work session on PO Print format next week to prevent rework. Xerox has already done some work on this. Supplemental documentation breaks this SR down into sections A – E.
- SR 3966: Not ready for vote. Need to discuss any potential audit issues with RRC and Fiscal Management. Perhaps this could be managed with a change in the business process or addressed by training.
- SR 4060: Ready for vote. No changes.
- SR 4030: Ready for vote. No changes.
- SR 3681: Ready for vote. No changes.
- SR 4067: Ready for vote. No changes. CPA will be involved in the design phase to ensure that fields are stacked to fit on an 8 1/2 X 11 page and not legal-sized paper.
- SR 4160: Not ready for vote. Description needs updating. Since CPA deals with multiple business units (BU), the BU is an important part of the PO#. However, it is acceptable if the BU is displayed above the PO# rather than as part of the actual PO# field. Perhaps the BU could be included in the Agency Name field. Need to assess the level of effort for these changes.

5. Update on Texas SmartBuy (TSB2) (Pete Marcell & Hammond Hendrix)

User Group members were provided with a PowerPoint detailing the Texas SmartBuy 2.0 project.

- CAPPS Texas SmartBuy 2.0 (TSB2) project was put on hold due to stability issues with the system. The project team assessed the requirements and reached out to TJJD since they have the most complex workflow of all CAPPS agencies.
- TJJD looked at TSB2 to determine how it could work for their multiple layers of approval. This new process addresses the challenges.
- Slide 1 illustrates the Requisition to PO process. The Purchaser is the first person in the approval process. This saves a lot of time with pricing and approvals.
- Steps 2, 4 and 6 are the only automated steps in the process flow.
 - DMV expressed concerns that this process is too manual and not as automated as they would like it to be. For example, after the requestor checks TSB2, the Buyer then has to duplicate the requestor's steps. CPA explained that in the future, the

Buyer can access the Shared Cart which would save time. CPA explained that this is the first phase of merging two separate systems (TSB2 and CAPPs) into one integrated system. Improvements in automation will be forthcoming.

- The Buyer does all the purchasing in TSB2, not the Requester, who can only browse.
- In Phase 2, manual updates of the POCN may be changed to an automated process.
- Go-Live is scheduled for the third week in January.
- The smoke test phase during the first week of December is a quick test that Production works.

6. Update on Financials FY14 Deployment Wrap Up (Pete Marcell)

- The TxDOT Financials deployment is ready to go to the Production Support phase.
- CPA is pleased to have four more agencies in Production – TJJJ, PUC, RRC and DMV.
- 12 more agencies are expected to implement CAPPs in 2016.

7. Update on Upcoming Maintenance (Darryl Lindgens)

- On November 16, the AIX Operations system patch will be applied to the CAPPs Financials Production environment.
- CAPPs now has high availability on Shared Storage for Financials and HR/Payroll providing failover capability. Problems last Sunday were not caused by Shared Storage issues but by the Volume Controller on the Storage Area Network (SAN). This also impacted Business Objects (BO) as well. BO Maintenance will take place on Saturday, November 1 beginning at 6 pm until Sunday, November 2 at 1 pm to reapply patches.

8. Adjourn