



**CAPPS**  
**Financials User Group**  
**Tuesday April 28, 2015**  
**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.texas.gov	Comptroller of Public Accounts (CPA) – CAPPS Supervisor, Enterprise Resource Planning & Security Administration	No
Alison Meier	alison.meier@cpa.texas.gov	CPA – CAPPS Governance & Training	Yes
April Shapley	april.shapley@cpa.texas.gov	CPA – CAPPS Governance Coordinator	Yes
Becca Murdock	rebecca.murdock@cpa.texas.gov	CPA – CAPPS Deployment Team Lead	Yes
Bob Hopper	bob.hopper@rrc.state.tx.us	Railroad Commission (RRC)	No
Brad McMahan	brad.mcmahan@cpa.texas.gov	CPA – CAPPS Financials Team	Yes
Brian Wetzig	brian.wetzig@txdot.gov	Texas Department of Transportation (TxDOT) – FIN User Group (UG) Voting Member	Phone
Cecilie Engle	cecilie.engle@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	Yes
Chris Happ	christine.happ@cpa.texas.gov	CPA – CAPPS Operations Manager	No
Clayton Griffis	clayton.griffis@cpa.texas.gov	CPA – CAPPS Financials Team	No
Darryl Lindgens	darryl.lindgens@cpa.texas.gov	CPA – Innovation & Technology (IT), Statewide Systems	Yes
David Chambers	david.chambers@txdot.gov	TxDOT	Phone
David Galanski	david.galanski@cpa.texas.gov	CPA - CAPPS Financials Team	No
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	Yes
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Yes
Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – FIN UG Voting Member	No
John Scales	john.scales@cpa.texas.gov	CPA – CAPPS Financials Team	Yes
John Stewart	john.stewart@cpa.texas.gov	CPA-Internal – Purchasing SSV	?
Juana Reyes	juana.reyes@cpa.texas.gov	CPA –Production Analyst	No
RoShana Adamson	roshana.adamson@cpa.texas.gov	CPA – Governance & Training	Yes
Marissa Duron	marissa.duron@tdi.texas.gov	TDI	No
Mary Beck	mary.beck@puc.texas.gov	Public Utility Commission (PUC)	Phone
Melissa Luhan	melissa.luhan@txdot.gov	TxDOT	No
Patricia Gutierrez	patricia.gutierrez@twc.state.tx.us	Texas Workforce Commission (TWC)	Yes
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – CAPPS PM	Yes

First & Last Name	Email	Role/Position	Attending?
Reggie Pegues	reggie.pegues@dir.texas.gov	Department of Information Resources (DIR) – Director of Accounting	Yes
RoShana Adamson	roshana.adamson@cpa.texas.gov	CPA – CAPPs Governance & Training	Yes
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – CAPPs PM	No
Sergio Rey	sergio.rey@txdmv.gov	Texas Department of Motor Vehicles (DMV) – FIN UG Voting Member	No
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – CAPPs Production Team Lead	No
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA-Internal – CAPPs Contractor	Yes
Stephen McDonald	stephen.mcdonald@cpa.texas.gov	CPA – Director of Purchasing	No
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – CAPPs Financials Team	Yes
Teri Augustine	teri.augustine@txdot.gov	TxDOT – ERP IT PM	Phone

1. **Welcome— April Shapley**
  - Roll call for phone participants.
  - Quorum confirmed.
  
2. **Update on CAPPs Financials Support Requests (SRs)— Steve Schiurring**
  - CAPPs Financials Trend Report – Service Requests update (October 2014 – April 2015)
    - Members were informed that the SR trend is moving downward and we are maintaining a steady pace towards closing SRs.
    - Steve reminded the UG to review all SRs in “Acceptance Testing” status and inform CAPPs Support staff so that the SR can be moved to Production.
    - The CAPPs system infrastructure is moving from the CPA data center to new Accenture data Centers in Virginia and Ohio.
    - Rewriting of both interfaces: This refers to the rewrite of the CAPPs Statewide interfaces with USAS and USPS. Three other interfaces were completed and mentioned later. USPS is currently work in process and USAS is a future initiative.
    - SR 3175 Important Initiatives to rewrite the Texas Smart Buy: CAPPs rewrote the integration with Texas SmartBuy (TSB) to accommodate TSB’s move to using a new product, NetSuite.
    - The new HR/Payroll Portal is an important initiative that will be the driver to have all security in one place.
    - Three interfaces were completed and moved to Production on April 23:
      1. SR 3610 — Treasury Warrant Cobol Interface
      2. SR 3611 — Class & Item Commodity Load Interface
      3. SR 3609 — Certified Master Bidders List Interface
  - Thirty (30) bills related to purchasing are being monitored in the Legislature.

**3. Present and Discuss Enhancements Submitted to Governance— Steve Schiurring**

- SR 4151— Ready for vote with no changes. Create *Vouchers Not Yet Sent to USAS* Report.
- SR 4506— Ready for vote with no changes. Travel Requested Payment Date.
- SR 4646— Ready for vote with no changes. USAS batches for refunds of revenue.
- SR 4917— Ready for vote with suggested changes. Increase decimal places for price field on voucher. Members expressed concern that enhancements would also need to be made to requisitions, purchase orders, receipts and vouchers and possibly increase decimals to seven or eight places.
- SR 4408— Ready for vote with no changes. Interface surplus assets from CAPPS to SPA.
- SR 4976— Ready for vote with no changes. Budget date modified on a requisition.

**4. Business Objects (BO) Upgrade Update— Peter Marcell**

- The next Project Management Office (PMO) meeting will be held on May 6, 2015.
- Over the last ten months CPA has been working to upgrade from version 3.1 to 4.1.
- The team identified unexpected issues during User Acceptance Testing (UAT); CPA decided not to go live with BO 4.1.
  - The issues found were primarily in Java.
  - The issues would impacts users creating or modifying ad hoc reports.
- CPA conducted a series of meetings with SAP to identify what other companies do to resolve issues.
- CPA will make a final decision on whether or not to upgrade to 4.1 or go back to version 3.1. More information will be presented at the May PMO meeting.

**5. Upcoming Maintenance— Darryl Lindgens**

- CAPPS IT is packaging the Texas Baseline and will be ready for delivery to Hub agencies by May 1, 2015.
- The code freeze will go into effect on July 27, 2015.
- The last Financials migration to UAT will be May 14, 2015.
- The last Financials migration to Production will be May 28, 2015.
- All other SRs will be on hold until the end of July 2015.

**6. End-of-Year Purchasing Procedures Discussion— Brad McMahon**

- CAPPS has four more agencies now in Production – PUC, RRC, DMV and the Texas Juvenile Justice Department (TJJD).
- End-of-Year Fiscal Year Process Q & A discussed
  - When can we issue FY16 Purchase Orders?
  - Can we issue both FY15 and FY16 purchase orders at the same time?
  - How are purchase orders and contract numbering affected?
  - When are new FY budgets loaded?
  - Will we be able to issue FY16 purchase orders at the end of August to support September deliveries and invoicing?
  - Sample table of milestones suggested.
  - The start date to enter FY16 requisitions is May 4, 2015.

- FY16 requisitions that must be in place or paid by September 1 must be entered by May 29, 2015.
- FY15 requisitions between \$5,000 and \$25,000 must be entered by June 12, 2015.
- FY15 requisitions under \$5,000 must be entered by August 7, 2015.

**7. Adjourn**