

**CAPPS
Financials User Group
Tuesday June 30, 2015
9 a.m. – 11 a.m.
Travis Building, Room 1-100**

Meeting Minutes

First & Last Name	Email	Role/Position	Attended
Alice Alvarado	alice.alvarado@cpa.texas.gov	Supervisor – Enterprise Resource Planning & Security Administration	No
Alison Williams	alison.williams@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Governance & Training	No
Andrew Shores	andrew.shores@txdot.gov	Texas Department of Transportation (TxDOT) - FIN User Group (UG) Voting Member	No
April Shapley	april.shapley@cpa.texas.gov	CPA – Governance Coordinator	Yes
Becca Murdock	rebecca.murdock@cpa.texas.gov	CPA – Deployment Team Lead	Yes
Beshara Shaleesh	beshara.shaleesh@cpa.texas.gov	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
Chris Happ	christine.happ@cpa.texas.gov	CPA – CAPPS Operations Manager	No
Clayton Griffis	clayton.griffis@cpa.texas.gov	CPA – Financials	No
Daniel Fiesno	daniel.fiesno@twc.state.tx.us	GL Manager	Yes
Darryl Lindgens	darryl.lindgens@cpa.texas.gov	CPA – Statewide Systems	Yes
David Chambers	david.chambers@txdot.gov	TxDOT	No
David Galanski	david.galanski@cpa.texas.gov	CPA - CAPPS Financials	Yes
Don Land	don.land@cpa.texas.gov	CPA – Voting Member; Budget & Internal Accounting	No
Frank Guerrero	juan.f.guerrero@accenture.com	CAPPS	Yes

First & Last Name	Email	Role/Position	Attended
Ginger Salone	ginger.salone@cpa.texas.gov	Xerox - PM	Yes
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Phone
Hammond Hendrix	hammond.hendrix@cpa.texas.gov	CPA	Yes
Joe Meyer	joe.meyer@tdi.state.tx.us	Texas Department of Insurance (TDI) – Voting Member; Project Manager	Phone
John Scales	john.scales@cpa.texas.gov	CPA – Financials Team	No
John Stewart	john.stewart@cpa.texas.gov	CPA Purchasing SSV	Yes
Juana Reyes	juana.reyes@cpa.texas.gov	CPA –Production Analyst	No
Judri Dailey	judri.bailey@rrc.state.tx.us	AP Manager	Yes
Mark Jayaram	mark.jayaram@rrc.state.tx.us	RRC	Yes
Mary Beck	mary.beck@puc.texas.gov	PUC	Yes
Melissa Luhan	melissa.luhan@txdot.gov	TxDOT	No
Patricia Avitia	patricia.avitia@dars.state.tx.us	DARS – Accounting Financials System Manager	No
Patricia Gutierrez	patricia.gutierrez@twc.state.tx.us	Tech Manager	Yes
Patti Sanders	patti.sanders@tdi.texas.gov	Program Specialist	Yes
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – PM	Yes
Precilla Hauer	precilla.hauer@cpa.texas.gov	CPA	Yes
Reggie Pegues	reggie.pegues@dir.texas.gov	Department of Information Resources (DIR) – Voting Member; Director of Accounting	Phone
Rickey McKinley	rickey.mckinley@cpa.texas.gov	CPA – Innovation & Technology (IT) CAPPs and Fleet Oversight	No
RoShana Adamson	roshana.adamson@cpa.texas.gov	CPA – Governance & Training	Yes
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA - PM	No
Sandra Justice	sandra.justice@ocw.texas.gov	Sr. Accountant	Yes

First & Last Name	Email	Role/Position	Attended
Sergio Rey	sergio.rey@txdmv.gov	DMV – FIN UG Voting Member	Phone
Shawana Ellison	shawana.ellison@hhsc.state.tx.us	HHSC - IT Financial Analyst	No
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – Production Lead	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA – CAPPS Contractor	Yes
Stephen McDonald	stephen.mcdonald@cpa.texas.gov	CPA – Director of Purchasing	No
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – Voting Member; CAPPS Financials	Yes
Suresh Sundaverajan	suresh.sundaverajan@cpa.texas.gov	CPA	Yes
Susan Huang	susan.huang@cpa.texas.gov	CPA	Yes
Teri Augustine	teri.augustine@txdot.gov	TxDOT – ERP IT PM	No
Terri Whaley	terri.whaley@cpa.texas.gov	CPA - Financials	No
Thanh Hermosilla	thanh.hermosilla@tea.state.gov	TEA	Yes

1. **Welcome— April Shapley**
 - Roll call for phone participants.
 - Quorum confirmed.

2. **Update on CAPPS Financials Support Requests (SRs)— Sona Holmstrom**
 - CAPPS Financials Trend Report – Service Requests July 2014 – June 2015
 - Currently, there are no Critical SRs.
 - There are 62 High SRs in various stages of work.
 - 107 SRs are in Transitions status due to the upcoming Managed Services partnership with Accenture.
 - The trend report for the number of SRs opened and closed last month is flat.
 - SRs related to Business Objects are not on hold.

3. Business Objects 3.1 Update— Peter Marcell

- Go-Live is scheduled for August 3, 2015.
- CPA was hoping to upgrade to Business Objects 4.1 but encountered unexpected issues during User Acceptance Testing (UAT).
- Until those issues are resolved, CPA will continue to work with version 3.1.
- CPA is creating two new BO training lessons for version 3.1; *How to Run Existing Reports* and *How to Create Ad Hoc Reports*.

4. Update on Managed Services Transition— Peter Marcell

- CPA is transitioning application support to Accenture for Managed Services.
- Go-Live for Financials is August 17, 2016.
- CAPPSS will be unavailable on Friday, August 14 beginning at 6:00 p.m.
- The Testing phase should be completed by July 10, 2016.
- CPA has requested a list of network point of contacts from each CAPPSS agency.
- Any issues related to this transition should be logged in the Application Support Provider (ASP) Solution Center (SC).
- This transition will not include any application changes, only changes to the interface to ensure everything is working in the new data center.

5. Upcoming Maintenance— Darryl Lindgens

- No upcoming maintenance is scheduled due to the code freeze.
- CPA will send update via email if anything changes.

6. End-of-Year Accounts Payable (AP) and General Ledger (GL) Procedures Discussion— Precilla Hauer

- Precilla reviewed the CAPPSS Financials Year-End Batch Interface Schedule and End-of-Year Fiscal Year Process Q & A.
- The CAPPSS Deployment Team created a 45-page document to provide step-by-step instructions for Fiscal Year End (FYE).
- **Friday, August 28**
 - This is the last day for CAPPSS AP, GL and Budget Journal entry per the normal Production schedule.
 - All scheduled interfaces will run.
 - Agency staff must change the default Accounting Date to **09/01/2015** after journal generation is run. AP vouchers entered after the accounting date is changed will be posted to Fiscal Year 2016.
 - *Note: The Accounting Date for any AP Vouchers that are in error status will need to be manually changed to 09/01/2015 or they will not be journal generated on Tuesday, September 1.*
- **Monday, August 31**
 - Users need to clear exceptions in USAS, if possible.
 - USAS inbound interface will run bringing in the HX file to CAPPSS.

- Invoices and travel vouchers may be entered but will not interface. The batch scheduled Budget Checking, Doc Tolerance, Matching and Posting processes will run on the normal schedule.
 - The batch scheduled journal generation process will be suspended.
 - USAS outbound interface will not run.
- **Tuesday, September 1**
 - Agency staff must change the AP default Accounting Date to “Current Date.”
 - Invoices and travel vouchers may be entered.
 - All AP processes will run as usual.
 - The CAPPS Technical Team will restart the batch scheduled journal generation process.
 - All interfaces will run including the USAS outbound interface.

7. Adjourn