

CAPPS
Financials User Group
Thursday, September 29, 2016
9 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attended?
Ai-Ching Reed	ai-ching.reed@tea.texas.gov	Texas Education Agency (TEA) - Financials (FIN) User Group (UG) Voting Member	No
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Centralized Accounting and Payroll/Personnel System

First & Last Name	Email	Role/Position	Attended?
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Centralized Accounting and Payroll/Personnel System

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First & Last Name	Email	Role/Position	Attended?
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Yvette Butler	yvette.butler@tea.texas.gov	TEA – Contract Manager	No

1. Call to Order and Welcome— April Shapley

- Roll call for phone participants.
- Quorum confirmed.

2. Production Update: Financials Support Requests (SRs)— Chelsa Vinklerek

- **SR Summary Documentation-Financial Services SR Report**
User Group members were provided with an SR Summary Document.
 - There are currently no *critical* SRs.
 - There are 242 active SRs. Of those, 67 are considered *high* priority – approximately two-thirds of those are in work.
- **SR Trend Report**
User Group members were provided with a SR Trend Report.
 - 168 tickets were opened and 156 closed in September.
 - During this reporting period there was a sharp downward trend from the earlier August increase.
 - This downward trend was expected and is mostly due to the recent CAPPS Financials Go-Live on September 1, 2016.
 - SRs are trending high over the year – this was expected due to the increase of agencies using CAPPS.
 - 94% of the tickets were closed when viewed on an annual basis.
 - The CAPPS Support team provides information to the Steering Committee relating to SR days to completion; they will share this with the Financials User Group as well.
- **Governance Approved Enhancements**
 - SR 3030 is in process. This SR relates to cash receipts functionality. The CAPPS Team has two new staff that are currently reviewing previous requirements.
 - Additional information about this effort is being presented today in a separate agenda item by Becca Murdock.
 - SR 6016 relating to reverse voucher functionality will migrate on September 20, 2016.
 - SR 4007 is in extended User Acceptance Testing (UAT) and will migrate on October 10, 2016.
 - SR 6356, SR 6889, and SR 6773 were approved by the Steering Committee on September 13, 2016.
 - Steering Committee vote closes today.
 - CPA will present the updated Priority List with these additions during the Financials User Group meeting.
 - SR 3896 is back in rework status because an issue was discovered during testing.

- SR 4060 be included in User Acceptance Testing (UAT) from September 6 through September 19, with a planned migration date of September 22, 2016.

- **Financials Required Maintenance**

User Group members were provided with a lists of Required Maintenance SRs.

- SRs for Deployment:
 - Many of the SRs in this category will be closed prior to the October Financials User Group meeting.
 - SR 4249, SR 4251, SR 4252, SR 4253/4254, SR 4255, and SR 4798 completed migration to Production on September 8, 2016.
 - SR 6376 completed migration to Production on August 29, 2016.
 - Two SRs are still in work – SR 4335 and SR 4420.
- SRs for Production:
 - SR 7068 relates to allowing travel vouchers to print.
 - This SR was discovered after the September 1, 2016 Go-Live.
 - Hard coding prevents users from printing travel vouchers so this has to be done manually.
 - This enhancement will add a checkbox on the run controls dialog to enable the user to exclude travel vouchers.

3. **Production Update: PeopleTools (PT) 8.55 Upgrade – Terry Wooten**

User group members were provided with a presentation handout.

- The PeopleTools (PT) 8.55 Upgrade project is in process.
 - Go-Live is December 5, 2016.
 - This upgrade is necessary because the current version of PT is no longer supported.
 - PT 8.55 improves accessibility through nested tables, tab order, etc. and substantially improves Query Manager by allowing prompts and field default values.
 - The upgrade is part of the foundation for the upcoming PeopleSoft (PS) image upgrade, which will include several enhancements for existing issues.
 - Documentation relating to this image upgrade will be posted on the Application Service Provider Solution Center (ASPSC).
 - Code Freezes:
 - The soft freeze will run from October 3 through November 7.
 - The hard freeze will run from November 7 through December 5.
- User Acceptance Testing (UAT) begins October 10, 2016 and will run through November 18, 2016.
 - The CAPPs Support Team is currently in System Test and will update the agencies if the UAT timeline changes.
 - There will be a separate testing (UAT1) and reporting (XXXRPT2) environment for this effort.
 - UAT1 will be the environment for agencies to test the upgraded environment.
 - Agencies who have deployed HR and FIN will test both for this upgrade.
 - Any SRs going into Production will be tested in the CAPPs Sandbox (SBX1) environment.
 - The CAPPs Support Team will send recommended scripts next week.
 - Agencies should review these scripts in the context of their agency-specific business processes and modify the scripts accordingly.

- Each agency is strongly encouraged to designate an Agency UAT Coordinator, SMEs (Module Leads) and Testers.
 - Agency SMEs should participate in UAT by:
 - Identifying agency business processes for testing
 - Using system test scripts and/or creating test scripts
 - Serving as decision maker for the approach in handling upgrade issues
 - Testers should participate in UAT by:
 - Executing and documenting test scripts
 - Communicating and reporting issues to the agency SMEs.
- Testing should cover core module CAPPS Functionality, system integration testing (between CAPPS modules), system interface testing (SPA, USPS, USAS, TINS, etc...), statewide and agency reports, Business Object reports, security, workflow, and agency queries in new RPT2 GoldenGate reporting test environment (to ensure run times are as expected for most used agency queries).
- The new RPT2 GoldenGate Reporting Test environment is synchronized real time with UAT. The CAPPS Support team will notify the agencies when this environment is available.
- For issues with UAT, email SFS Security at: ProjectOne.Security@cpa.state.tx.us
- To report defects discovered during PeopleTools 8.55 UAT testing, agencies should open a Service Request (SR) in the Production instance of ASPSC.
 - Note: Agencies should not log existing RPT1/SBX1 Production issues.

4. Production Update: Cash Receipts Module Effort – Becca Murdock

- Two new staff have been hired to focus on the Cash Receipts effort. Both have a great deal of experience with these modules and their functionality.
 - Danny Sandefur has a substantial cash management background and is a certified PeopleSoft Consultant. He comes to CAPPS from Oracle Consulting where he recently won an excellence in consulting award. Danny has worked in the higher education and public sectors.
 - Atul Sharma has 10 years’ experience implementing cash management functionality. He has 15 years’ experience working in the public and private sector, and in the county, state, and higher education sectors.
- The team is reviewing requirements gathered during this summer and analyzing multiple alternatives.
- The team will begin work on a draft work plan soon. CPA will reach out to agencies with any questions around option viability.
- Additional updates will be provided as they are available. The work plan will be shared with the agencies as it is ready.

5. Production Update: Disaster Recovery Fail-Over Test – Steve Schiurring

- CPA does an annual disaster recovery fail-over test on all of its systems.
- This November, CPA will conduct a disaster recovery fail-over test on the CAPPS system.
 - The fail-over test will run from Friday November 4, 2016 through Sunday November 6, 2016.
 - The fail-over test will involve shutting down all the CAPPS Production environments in the Sterling, Virginia data center and failing over to the disaster recovery site in Cincinnati, Ohio.

- The CAPPS Support Team will bring the systems down at 7:00 p.m. on Friday November 4 with a target to be back up by 12:00 p.m. (noon) on Sunday, November 6, but no later than Monday, November 7 at 7:00 a.m.
- For all CAPPS Central agencies, the Production (PRD), Reporting (RPT), User Acceptance Testing (UAT), Maintenance (MNT), and Sandbox (SBX) environments will be down. These environments will be down for HR/Payroll, Financials, and Portal.
- CAPPS Hub agencies will not be down for the fail-over test.
- This year, agencies will not be required to participate in fail-over testing but may be asked in following years.
- The CAPPS Governance Team will send out reminder notifications via email as well as posting on FMX and the CAPPS Enterprise Portal.

6. Upcoming Vote: SRs Submitted to Governance – Terry Wooten

User group members were provided with a spreadsheet of SRs for Governance.

- SRs 5102/6779 relate to adding vendor name and allowing search by for payments by location.
 - This is a Medium level of effort.
 - Terry recommended this enhancement be approved.
 - A survey vote will go out after the user group meeting.

7. Project Update: Business Intelligence Upgrade Project – Art Nava

- The project team stood up a test hardware environment for Business Objects and is starting to push content this week.
- By February 2017, the goal is to stand up an HR/Payroll pilot in the test environment, conduct testing, and put out into the Production environment.
- CPA now has a contract vehicle and anticipates receiving hardware in the December/January timeframe.

8. Project Update: Financials Deployments FY16 – Pete Marcel

- The CAPPS Financials FY 16 deployment went live on September 1, 2016 with 11 agencies.
- The deployment is now in post-production support through October 31, 2016.
- Post-production support is going well. No big issues have been reported.

9. Project Update: Financials Deployments FY17 – Pete Marcel

- There are 22 agencies in the CAPPS FY 17 Financials Deployment, made up mostly of the Courts of Appeal of 1-14 and the Texas Supreme Court. Large agencies include the Texas Higher Education Coordinating Board (THECB) and the Cancer Prevention and Research Institute of Texas (CPRIT).
- The deployment is currently going through CAPPS review session where the project team is walking the agencies through brief, high-level demos of CAPPS. During these review sessions the agencies fill in their FIT-GAP worksheets. Discovery sessions are scheduled to begin October 3, 2016 and will run through December 5, 2016.
- Efforts are going smoothly; many of the CAPPS Financials FY 17 deploying agencies just deployed HR/Payroll, so they are familiar with CAPPS and the Portal. This bodes well for a successful year.
- The project team is currently working through and finalizing the project plan.

- The FY17 onboarding is more complex due to the PeopleTools 8.55 Upgrade and the PeopleSoft (PS) Image Upgrade. The complexity is not due to the agencies but to simultaneous efforts such as the PeopleSoft (PS) Image Upgrade and the USAS interface re-write.
 - The PS Image Upgrade (PS enhancements and fixes) is not a separate effort; it will be included with deployment code User Acceptance (UAT) testing. Separate testing by the agencies for this upgrade is not required. This PS Image Upgrade includes 18 enhancements and fixes.
 - CPA plans to push the enhancements included with the PS Image Upgrade. However, CPA will not turn them on because they represent items not currently used or for which a customization already exists.
 - CPA will review and test these enhancements before turning them on.
 - The fixes will be included in UAT which begins June 13, 2016 and which runs for eight weeks until the first week of August, before the soft Go-Live.
 - To provide the agencies with a user-friendly description of those fixes, CPA will include these fixes in the test scripts and will post the release notes on ASPSC.
 - CPA is finishing the re-write of the USAS interface.
 - Deployment is planned for approximately one-two weeks prior to the CAPPs Financials go-live.
 - Since the USAS interface re-write consists primarily of fixes, this will be fairly transparent to the users.

Summary of Action Items

No.	Action Item	Assigned To	Due By
1.	The CAPPs Support team provides information to the Steering Committee relating to SR days to completion; they will share this with the Financials User Group as well.	April Shapley	10/29/16
2.	Documentation relating to the PeopleSoft (PS) image upgrade will be posted on Application Service Provider Solution Center (ASP SC).	Terry Wooten	10/29/16
3.	To provide the agencies with a user-friendly description of the PeopleSoft Image Upgrade fixes, CPA will include these fixes in the test scripts and will post the release notes on ASP SC.	Terry Wooten	10/29/16