CAPPS
Financials User Group
Thursday, October 27, 2016
9 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attended?
Adrian Respress	adrian.respress@thecb.state.tx.us	Texas Higher Education Coordinating Board (THECB)	Yes
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Barry Dersh	barry.dersh@dir.texas.gov	Department of Information Resources (DIR)	No
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Bob Hopper	bob.hopper@rrc.state.tx.us	Railroad Commission (RRC) – FIN UG Voting Member	Yes
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Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE) – FIN UG Voting Member	Yes
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Theresa Lopez	theresa.lopez@thecb.state.tx.us	THECB	Yes

1. **Call to Order and Welcome— April Shapley**
   - Roll call for phone participants.
   - Quorum confirmed.

2. **Production Update: Financials Support Requests (SRs)— Chelsa Vinklarek**
   - **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 221 total tickets.
     - There are currently 47 *high* SRs; most are in work.
     - The CAPPS Support Team created a new Status in ASP SC called *Assessment*.
       - This Status is now applied to tickets while they are being analyzed to determine if they are an enhancement (which would go through governance), required maintenance, or other category.
       - This new status helps CPA to better manage tickets.
   - **SR Trend Report**
     User Group members were provided with a SR Trend Report.

- There were 185 SRs opened in this month and 198 closed at time of meeting.
- SR ticket activity is trending close to normal for the month of October.
- **Governance Approved Enhancements**
  User Group members were provided with a spreadsheet of Governance Approved Enhancements.
  - SR 3030 is in work.
  - SR 3896 is complete and migrated to Production on September 26, 2016.
  - SR 4646 is in Assessment to determine the level of work needed.
  - SR 4060 is complete and migrated in September, 2016.
  - SR 6016 migrated on October 13, 2016. It is being reviewed in Production and will be closed soon.
  - SR 6889 went into System Test on October 13, 2016.
  - SR 6773 went into UAT on October 18, 2016 and is available for agencies to test.
    - The CAPPS Sandbox (SBX1) environment is being used for User Acceptance Testing (UAT1), since the User Acceptance Testing (UAT1) environment is being used for the PeopleTools 8.55 Upgrade. Steve Schiurring will provide more detail during his PeopleTools 8.55 Upgrade presentation.
  - SR 5102/6779 is in work.
  - SR 6356 is in work as of October 10, 2016.
- **Financials Required Maintenance**
  User Group members were provided with a list of Required Maintenance SRs.
  - SR 7068 migrated on October 20 and is pending Production approval.
  - Certain SRs that are *Required Maintenance* are not voting items.
  - Each month at the user group meetings, the CAPPS Support Team highlights SRs that seem to have more of an impact to the agencies, so that agency staff are aware of them. Agencies are welcome to let the CAPPS Support Team know if there is a ticket they would like highlighted.

3. **Production Update: PeopleTools 8.55 Upgrade – Steve Schiurring**
   - The PeopleTools 8.55 Upgrade is delayed. A number of issues were discovered with the upgrade, over 20 items.
     - All but two of them are resolved. CAPPS Support Team is working to resolve these.
   - The CAPPS Support Team is evaluating new dates and finalizing updates to the project schedule. This activity should be complete in about a week.
   - The CAPPS image upgrade is not impacted by the PeopleTools 8.55 Upgrade delay and is still on track.
   - Agencies should continue to use the CAPPS Sandbox (SBX1) environment as their User Acceptance Test (UAT1) environment. SBX1 is operating like UAT1 used to, i.e., passwords copying down.
   - The team will publish the list of issues identified, including it in our Release Notes packages. It will also include information about fixes to 508 accessibility issues.
   - More details to come.

4. **Production Update: Disaster Recovery (DR) Process Update – Steve Schiurring**
   User Group members were provided with a Disaster Recovery presentation handout .
   - The DR failover test is scheduled for the weekend of November 4-6, 2016.
     - All environments will be down: Production, User Acceptance Test, Maintenance, and Sandbox.

- o Business Objects (BO) will remain up, but the CAPPS interface to BO will not be up.
- o The Reporting environment (RPT) will not be available.
- The DR test starts on Friday, November 4 at 7:00 p.m. It will simulate the primary data center going offline and cutting over to the secondary data center. CPA will test that cutover was successful.
- The DR test ends on Sunday November 6 at 12:00 p.m. (noon). CPA will test and ensure that the Production environment looks exactly how it did before the test.
- The CAPPS Support Team will send a notification to alert agencies that the test was successful.
- Agencies are not participating in this year's test but may will be asked to participate in future years.

5. **CAPPS Financials Best Practices Update – Terry Wooten**
   User Group members were provided with a *CAPPS Financials Best Practices* handout covering the following topics:
   - Successful Supplier Setup
   - Protecting Deposits
   - Monitoring CAPPS Processes: The CAPPS Support team is unable to give agencies administer access to see jobs because of security concerns related to system limitations (all or none).

6. **Project Update: Business Intelligence Upgrade Project – Art Nava**
   User Group members were provided with a CAPPS Financials Business Intelligence Upgrade Project deployment dashboard.
   - The server procurement contract was signed this week.
   - The project team is currently going through due process with the vendor.
   - This project is in the top three in the queue to receive the requested hardware.
   - The project team finished configurations that provide functionality to draw down permissions/roles rom PeopleSoft to Business Objects (BO).

7. **Project Update: Financials Deployments FY16 – Pete Marcel**
   User Group members were provided with a CAPPS Financials FY16 deployment dashboard.
   - This will be the last update for the FY16 deployment.
   - In the last week of post go-live support. As of October 31, the FY16 agencies will be in full production.

8. **Project Update: Financials Deployments FY17 – Pete Marcel**
   User Group members were provided with a CAPPS Financials FY16 deployment dashboard.
   - Agencies are currently 20% of the way through the project.
   - The main effort this year is the USAS rewrite, comprising approximately 7200 hours of effort to create/test/put in the system. Going from Cobol to AppEngine.
   - The FY17 deployment is 50% through the Discovery sessions as this week. The sessions are going well.
   - Next steps are configuration, design, and prototyping.
   - One of the challenges for this deployment is the concurrent PT 8.55 Upgrade and the PeopleSoft Image upgrade.

- The Image upgrade involves moving from Version 0 to Version 19 for CAPPS Financials and Version 0 to Version 18 for CAPPS HR/Payroll.
- User Acceptance Testing (UAT) begins Monday, June 5 and will run through Friday, July 29 (eight weeks).
- Both onboarding and production agencies will participate in this UAT since it includes the PT 8.55 Upgrade and the Image upgrade.

Summary of Action Items

No.	Action Item	Assigned To	Due By
1.	Some agency users are not receiving emails when a ticket is updated in ASP SC. Art Nava has information on this and will follow up with April to include in next month's User Group meeting.	Art Nava	11/7/16