

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

Meeting Minutes

First & Last Name	Email	Role/Position	Attended?
Abel Rosas	abel.rosas@cpa.state.tx.us	Texas Comptroller of Public Accounts (CPA) - Accountant	Yes
Adrian Respress	adrian.respress@thecb.state.tx.us	Texas Higher Education Coordinating Board (THECB)	No
Ai-Ching Reed	ai-ching.reed@tea.texas.gov	Texas Education Agency (TEA) - Financials (FIN) User Group (UG) Voting Member	Yes
Al Montes	al.montes@cpa.texas.gov	CPA – Contract Administration	Yes
Alice Alvarado	alice.alvarado@cpa.texas.gov	CPA – Supervisor, Statewide System Administration (SSA)	Yes
Alison Williams	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	No
Angela Proveaux	angela.proveaux@cpa.texas.gov	CPA	No
April Shapley	april.shapley@cpa.texas.gov	CPA – Governance Coordinator	Yes
Art Nava	art.nava@cpa.texas.gov	CPA – Business Intelligence Manager	Yes
Audrey Rosales	audrey.rosales@tabc.texas.gov	Texas Alcoholic Beverage Commission (TABC)	No
Barry Dersh	barry.dersh@dir.texas.gov	Department of Information Resources (DIR)	No
Bary Hobbs	bary.hobbs@hhsc.state.tx.us	Health and Human Services Commission (HHSC) – FIN UG Voting Member	Phone
Becca Murdock	rebecca.murdock@cpa.texas.gov	CPA – CAPPS Program Manager	No
Becky Brecht	rebecca.brecht@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	Yes
Benjamin Cross	benjamin.cross@lbb.state.tx.us	Legislative Budget Board (LBB)	No
Beshara Shaleesh	beshara.shaleesh@cpa.texas.gov	CPA – CAPPS Deployment Lead	Yes

First & Last Name	Email	Role/Position	Attended?
Bob Hopper	bob.hopper@rrc.state.tx.us	Railroad Commission (RRC) – FIN UG Voting Member	Phone
Brad Ringo	brad.ringo@tpwd.texas.gov	Texas Parks and Wildlife Department (TPWD)	No
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE) – FIN UG Voting Member	Phone
Brian Wetzig	brian.wetzig@txdot.gov	Texas Department of Transportation (TxDOT) – FIN UG Voting Member	Phone
Carol Oberrender	carol.oberrender@sao.texas.gov	State Auditor’s Office (SAO) – Accountant	Yes
Cathy Mann	cathy.mann@military.texas.gov	Texas Military Department (TMD) - Project Manager	Yes
Cecilie Engle	cecilie.engle@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	No
Chastity Marion	chastity.marion@tdi.texas.gov	Texas Department of Insurance (TDI)	No
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy (SSOPP)	No
Chris Gobert	chris.gobert@tceq.texas.gov	Texas Commission on Environmental Quality (TCEQ)	No
Chris Happ	christine.happ@cpa.texas.gov	CPA – CAPPs Operations Manager	No
Daniel Fiesno	daniel.fiesno@twc.state.tx.us	Texas Workforce Commission (TWC) – General Ledger Manager	No
Danny Vasquez	danny.vasquez@tjjd.texas.gov	Texas Department of Juvenile Justice (TJJD) - HUB Program Specialist	Yes
David Chambers	david.chambers@txdmv.gov	Texas Department of Motor Vehicles (TXDMV)	No
David Chang	david.chang@tea.texas.gov	TEA	No
Debra Rosas	debra.rosas@tea.texas.gov	TEA – Contract Manager	Yes
Deepak Chawla	deepak.chawla@cpa.texas.gov	CPA – CAPPs Deployment Team	No
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	No
Don Burns	don.burns@cpa.texas.gov	CPA	Yes

First & Last Name	Email	Role/Position	Attended?
Doug Rozunick	doug.rozunick@tvc.texas.gov	Texas Veteran's Commission (TVC)	No
Ed Dorotik	ed.dorotik@tiv.texas.gov	TVC	No
Eduardo Plaza	eduardo.plaza@txdmv.gov	DMV	No
Frank Almaraz	francisco.almaraz@hhsc.state.tx.us	HHSC - Health & Human Services Accounting System (HHSAS) Support	No
Frank Brown	frank.brown@tdi.texas.gov	TDI	No
Frank Guerrero	juan.f.guerrero@accenture.com	Accenture – CAPPS	No
Frank Odom	frank.odom@military.texas.gov	TMD – Database Analyst	Yes
Gerard MacCrossan	gerard.maccrossan@cpa.texas.gov	CPA – SPD Project Manager	Yes
Glynis Butruff	glynis.butruff@tdi.texas.gov	TDI	Yes
Hammond Hendrix	hammond.hendrix@cpa.texas.gov	CPA	No
James Kelldorf	james.kelldorf@tdi.texas.gov	TDI	No
Jay Rougeau	jay.rougeau@cpa.texas.gov	CPA – Contract Administration	Yes
Jay Stone	jay.stone@puc.texas.gov	Public Utility Commission (PUC)	No
Jeanette Vrabel	jeanette.vrabel@tjjd.texas.gov	Texas Juvenile Justice Department (TJJD)	No
Jennifer Garcia	jennifer.garcia@rrc.texas.gov	RRC - Finance	No
Jesus Morales	jesus.morales@puc.texas.gov	PUC	No
Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – Project Manager; FIN UG Voting Member	Yes
Johnathan Oberhoff	johnathan.oberhoff@cpa.texas.gov	CPA – Financials Team	No
Judi Bailey	judi.bailey@rrc.state.tx.us	RRC – Accounts Payable Manager	No
Julie Ivie	julie.ivie@lbb.state.tx.us	LBB	No
Kacee Wagner	kacee.wagner@tvc.texas.gov	TVC	No
Kammi Contreras	kammi.contreras@thecb.state.tx.us	THECB	No

First & Last Name	Email	Role/Position	Attended?
Kevin Todd	kevin.todd@tpwd.texas.gov	TPWD	No
Ken Ming	kenneth.i.ming@tjjd.gov	TJJD – FIN UG Voting Member	Yes
Kevin Marek	kevin.marek@tpwd@texas.gov	TPWD	No
Lance McMillan	lance.mcmillan@tceq.texas.gov	TCEQ	No
LaTresa Stroud	latresa@tceq.texas.gov	TCEQ	No
L.B. Brady	lindabeth.brady@cpa.texas.gov	CPA –Manager, Statewide Fiscal Systems	Yes
Linda Natal	linda.natal@thecb.state.tx.us	THECB	No
Lisa Gonzales	lisa.gonzalez@tcfp.texas.gov	Texas Commission on Fire Protection (TCFP)	No
Ly Griffin	ly.griffin@cpa.texas.gov	CPA	No
Lynn Giusto	lynn.giusto@txdot.gov	TxDOT	No
Mark Jayaram	mark.jayaram@rrc.state.tx.us	RRC	Yes
Mark Nelson	mark.nelson@cpa.texas.gov	CPA – CAPPS Deployment Team	No
Mary Beck	mary.beck@puc.texas.gov	PUC	No
Melanie Adrian	melanie.adrian@txcourts.gov	Office of Court Administration, Texas Judicial (OCA) – Project Manager	No
Melissa Luhan	melissa.luhan@txdot.gov	TxDOT	No
Michelle Cohen	michelle.cohen@tjjd.texas.gov	TJJD	No
Michael Fuentes	michael.fuentes@tdi.texas.gov	TDI	No
Mike Jenson	mike.jensen@tpwd.texas.gov	TPWD	No
Nancy Clark	nancy.clark@tdi.texas.gov	TDI – Chief Financial Officer (CFO)	No
Patricia Avitia	patricia.avitia@dars.state.tx.us	Texas Department of Assistive and Rehabilitative Services (DARS)	No
Patricia Gutierrez	patricia.gutierrez@twc.state.tx.us	DARS	No

First & Last Name	Email	Role/Position	Attended?
Patti Sanders	patti.sanders@rrc.texas.gov	RRC – Program Specialist	No
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Precilla Hauer	precilla.hauer@cpa.texas.gov	CPA	No
Reggie Pegues	reggie.pegues@dir.texas.gov	DIR – Director of Accounting; FIN UG Voting Member	No
Renita Bankhead	renita.bankhead@txdmv.gov	DMV	No
Rod Napier	rod.napier@hhsc.state.tx.us	HHSC	No
Rona Walton	rona.walton@tdi.texas.gov	TDI	No
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA - PM	No
Sandra Justice	sandra.justice@ocw.texas.gov	Office of Capital and Forensic Writs (OCW) – Sr. Accountant	No
Sandy Williams	sandy.williams@rrc.state.tx.us	RRC – Director, Procurement/Contract	No
Sergio Rey	sergio.rey@txdmv.gov	DMV – FIN UG Voting Member	Yes
Sharon Kemp	sharon.kemp@cpa.texas.gov	CPA – CAPPs Deployment Team	No
Shawana Ellison	shawana.ellison@hhsc.state.tx.us	HHSC - IT Financial Analyst	No
Shawn Wilson	shawn.wilson@cpa.texas.gov	CPA – Contract Administration	No
Sidney Saxon	sidney.saxon@tdi.texas.gov	TDI	No
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – Supervisor, CAPPs Deployments	No
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 – CAPPs Project Manager	Yes
Suresh Sundaverajan	suresh.sundaverajan@cpa.texas.gov	CPA	No
Sarah Noel	sarah.noel@cpa.texas.gov	CPA – Purchasing	No
Sidney Saxon	signey.saxon@tdi.texas.gov	TDI – CAPPs Manager	Yes

First & Last Name	Email	Role/Position	Attended?
Tamra Lavin	tamra.lavin@tsl.texas.gov	Texas State Library (TSL) – Project Manager	No
Teri Augustine	teri.augustine@txdot.gov	TxDOT – ERP IT PM	Yes
Terri Kotara	terri.kotara@tvc.texas.gov	TVC – Purchaser II	Yes
Terri Thomas	terri.thomas@cpa.texas.gov	CPA – Purchaser	Yes
Terry Alexander	terry.alexander@tea.texas.gov	TEA – Contract Specialist	Yes
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – CAPPs Deployments; FIN UG Voting Member	Yes
Thanh Hermosilla	thanh.hermosilla@tea.state.tx.us	TEA – CAPPs Manager	Yes
Theresa Lopez	theresa.lopez@thecb.state.tx.us	THECB	No
Valerie Francis	valerie.francis@tea.texas.gov	TEA – Purchaser	Yes
Yvette Butler	yvette.butler@tea.texas.gov	TEA – Contract Manager	Yes

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

2. **Production Update: Financials Support Requests (SRs)— April Shapley**
 - **SR Summary Documentation-Financial Services SR Report**
User Group members were provided with an SR Summary Document.
 - There are 254 total tickets.
 - There are 60 SRs considered *high* priority.
 - There are currently no *critical* SRs.
 - **SR Trend Report**
User Group members were provided with a SR Trend Report.
 - There have been 196 SRs opened in November and 175 closed.
 - SR ticket activity trend is steady.
 - **Governance Approved Enhancements**
 - SR 4646 will be worked through the batch rewrite effort.
 - SR 4408 requirements will be ready next week.
 - SR 6016 is complete.
 - SR 6889 migrated two weeks ago and is pending Production approval.
 - SR 6773 will migrate on Thursday, December 1, 2016.
 - SR 6356 moved into System Test and will be coming to UAT fairly soon.
 - **Financials Required Maintenance**
User Group members were provided with a list of Required Maintenance SRs.

- SR 7068 is complete and migrated to Production on November 20, 2016.

3. Production Update: PeopleTools 8.55 Upgrade – Steve Schiurring

- PeopleTools (PT) is the proprietary software development suite behind all CAPPS modules.
- The CAPPS Support team is upgrading CAPPS Financials, HR/Payroll and Portal to the most recent version of PT (8.55.11).
 - This version includes multiple bug fixes and resolves several 508 compliance issues.
 - System testing is expected to complete today.
- The PT 8.55 Upgrade impacts CAPPS Central agencies.
 - Hub agencies should receive update packages in mid-December.
 - The final package will go out about two weeks after Go-Live.
- The upgrade in the CAPPS User Acceptance Test (UAT) environment began yesterday.
 - The CAPPS Support team will test December 7 through January 9.
 - UAT for agency testing is planned for January 16 through February 24.
 - The CAPPS Support team will send test scenarios to the agencies prior to UAT start.
 - For Go-Live, the system will be unavailable the weekend of February 25-26 but back online for Monday, February 27, 2017.
- The Sandbox (SBX1) environment is still being used for regular UAT testing for SRs moving into Production. The CAPPS Support team is working on a refresh of SBX1.
- Agencies will not see changes in core module functionality. However, some of the pages may look a little bit different.
 - This upgrade puts CAPPS more into compliance and should address some existing browser issues.
 - There will be some application bug fixes going in as a part of the Image Upgrade.
 - User Acceptance Test (UAT) for that effort will occur in Summer 2017, with a Go-Live in August 2017.
- PCC code changes and description updates should be initiated by a Service Request (SR) ticket in Application Service Provider Solution Center (ASPSC).
 - SRs having a statewide impact will be communicated and implemented statewide.
- Preferred browsers for CAPPS was discussed. Internet Explorer (IE) is usually the best one to use; however, however, the Firefox and Chrome browsers work as well.

4. Production Update: Disaster Recovery (DR) Process Update – Steve Schiurring

User Group members were provided with a Disaster Recovery presentation handout.

- The Disaster Recovery (DR) test occurred the weekend of November 4-5 and was a success.
 - On Saturday, November 4, 2017, the CAPPS Support team shut down all of the environments at 7:00 p.m., including the production databases at the Production Data Center in Sterling, Virginia and the Test databases in the Cincinnati, Ohio Data Center.

- The team brought up the DR databases in Cincinnati, which stay in sync real-time with the Production databases.
- Transactions are replicated in the DR environment so that there is no data loss during an emergency. No latency issues were found.
- The team completed tests and ran interfaces. All systems performed as expected.
- The team restored the DR environments to pre-test status so they remained in sync with Production.
 - Production and Non-Production environments were brought back up on Sunday and tested successfully.
 - All testing progressed ahead of schedule and all test points were completed successfully.
 - The DR Test report will be released soon.
- This was the first test of our new data centers.
 - The next test will occur in Fall 2017.
 - The Comptroller's systems will be tested in late winter 2017.
 - Agency participation may be requested for next year's DR testing.

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

User Group members were provided with a handout describing two Financials enhancements which will be submitted to the User Group for a vote.

- SR 4876 and SR 7224 – both SRs are related to the issue of missing data in the Hub report.
 - The changes required to fix this issue are minimal.

6. Restructuring Batch Processing – Terry Wooten

User Group members were provided with a handout describing moving to an enterprise-wide batch processing system.

- Currently the CAPPs Support team runs CAPPs agency batch processes on an agency-by-agency basis.
 - Each CAPPs deployment adds multiple agencies running multiple batch processes and the process becomes more cumbersome.
 - This method does not take advantage of savings and efficiencies provided by an enterprise-wide approach.
- Moving forward, CAPPs will use an enterprise-wide approach to running the processes. This will improve operations in several ways.
 - Provides scalability.
 - Facilitates more efficient issue research and resolution.
 - Decreases job queue time.
 - Results in a more effective concurrency schedule.
- The CAPPs Support team has identified 318 batch jobs that can be streamlined down to 20.
 - Quick win opportunities include delivered processes requiring little or no customization and jobs that skip bad data.
 - The FTP in/out files from USAS will be combined across agencies so that one file can be taken in and one pushed out for all.
- The CAPPs Support team will be reviewing each agency's current processes.
 - Custom processes will still run independently.

- Delivered processes will run statewide.
- Run times and run parameters will match for all agencies.
 - The CAPPs Team will identify parameter discrepancies and work with the affected agency to determine a resolution.
 - If an agency cannot meet the parameters, it may remain as an outlier.
 - The CAPPs Support team will address each discrepancy on a case-by-case basis in discussion with the agency.
- The scope for this effort includes PeopleSoft-delivered processes and USAS inbound/outbound processes. The idea is to uniform process for CAPPs.
 - Timeline has not been determined yet. The team is currently researching and understanding non-standard processes.
 - The mainframe staff will be providing the consolidated (all-agency) USAS input and output files in March.
 - There should be no impact on the back end to the agencies.

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

User Group members were provided with a CAPPs Financials Business Intelligence Upgrade Project deployment dashboard.

- Servers should be delivered at the end of December.
- Once the servers are delivered, the Infrastructure team will install and configure the operating system, tools, Business Objects (BO), and other utilities.
- ISO will also need to perform some operations. BI/DW team will begin development once all this is completed/tested.
- The team is currently building data application layer.

8. Project Update: Financials Deployments FY17 – Pete Marcell

User Group members were provided with a CAPPs Financials FY16 deployment dashboard.

- The CAPPs Managed Services Provider has a script automation tool.
 - The CAPPs Support team is loading and validating that tool now and will use it for this deployment.
- The team is currently working on documentation on how System Test will be conducted.
- The User Acceptance Test (UAT) test window is for both deploying agencies and Production agencies.
 - This is necessary due to the Image Upgrade affecting all the agencies. The image upgrade is moving CAPPs from Image 0 to Image 19 for Financials and from Image 0 to Image 18 for HR/Payroll.
 - The UAT test cycle will be eight weeks.
- The FY17 deployment going well. One gap has been identified by the Texas Higher Education Coordinating Board (THECB).
 - The CAPPs Deployment team is conducting gap analysis sessions to determine if a customization for it will be approved.

Additional Discussion:

- CAPPs Production Support process: Once an agency completes its CAPPs deployment, it should transition to contacting the CAPPs Support process when reporting issues rather than contacting the deployment analyst directly.

- The CAPPS Level 1 Support staff at the agency is that agency's point of contact for the CAPPS Helpdesk.
 - They create tickets in ASP Solution Center for new issues so that the CAPPS Support team has all issues captured in ASPSC.
 - CAPPS Team requests that agencies provide ample documentation to assist in troubleshooting (screenshots, details on steps taken when issue occurred, etc.).
 - Prior to submitting an SR, search ASP to see if a ticket for that issue already exists.
- Denial button Issue: Some agencies are experiencing an issue with the Denial button and it is causing issues with requisitions.
 - Pressing this button causes the application to freeze. The CAPPS Support team has had to perform SQL in the background to unfreeze it.
 - The CAPPS Support team is working with Oracle to determine a resolution for this issue.
 - Until a resolution is implemented, the CAPPS Team recommends that agencies push out a comment and let the requestor know to delete it.
- Miscellaneous Items:
 - One agency has submitted an SR to report an issue with Purchase Order balances going negative on the Open PO Report.
 - The CAPPS Team asked if any other agencies were experiencing the same issue.
 - The CAPPS Team will provide an update to the User Group once they have determined the root cause.
 - Agencies reported occasional timing issues with running reports.

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
2.	The CAPPS Support team will look into doing a refresh of the SBX1 environment.	Ivan Mazoch	12/15/16
3.	SPA Error Report data: With respect to SPA/CAPPS reconciliation issues, agencies are reporting problems with the SPA Error Report. Agencies are trying to do their Annual Fund Requests (AFRs) and are not sure how accurate the data is. Becky Brecht will add this as a topic for the January 2017 Financials User Group meeting.	Becky Brecht	1/7/16
4.	Tree modification: Another agency inquired if any other agencies have to go in and modify their trees when making something its own account? They are having exclude from the budget check process and this is causing multiple issues. Another agency suggested copying the tree and having a different budget date. CAPPS Deployment team member Anthony Martin will get with fellow team member Precilla Hauer and get back with that agency.	Anthony Martin	December 15, 2016