

**CAPPS
Financials User Group
Tuesday February 23, 2015
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) Voting member	Yes
Alice Alvarado	alice.alvarado@cpa.texas.gov	Supervisor – Enterprise Resource Planning (ERP) & Security Administration	No
Alison Williams	alison.williams@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Governance & Training	Yes
Andrew Shores	andrew.shores@txdot.gov	Texas Department of Transportation (TxDOT) - FIN User Group (UG) Voting Member	No
Angela Proveaux	angela.proveaux@cpa.texas.gov	CPA – Statewide Systems	No
Anthony Martin	anthony.martin@cpa.texas.gov	CPA – Statewide Systems	Yes
April Shapley	april.shapley@cpa.texas.gov	CPA – Governance Coordinator	Yes
Art Nava	art.nava@cpa.texas.gov	CPA – IT Project Manager	Yes
Becca Murdock	rebecca.murdock@cpa.texas.gov	CPA – Deployment Team Lead	Yes
Benjamin Cross	benjamin.cross@lbb.state.tx.us	LBB	Yes
Beshara Shaleesh	beshara.shaleesh@cpa.texas.gov	CPA	No
Bill Hornstein	bill.hornstein@cpa.texas.gov	CPA – Statewide Fiscal Systems	Yes
Bob Hopper	bob.hopper@rrc.state.tx.us	Railroad Commission (RRC) – FIN UG Voting Member	Yes
Brad Ringo	brad.ringo@tpwd.texas.gov	TPWD	Yes
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement	Phone
Cecilie Engle	cecilie.engle@hhsc.state.tx.us	Health and Human Services Commission	No

First & Last Name	Email	Role/Position	Attended
		(HHSC)	
Chastity Marion	chastity.marion@tdi.texas.gov	TDI	Yes
Chris Gobert	chris.gobert@tceq.texas.gov	Texas Commission on Environmental Quality (TCEQ)	Yes
Chris Happ	christine.happ@cpa.texas.gov	CPA – CAPPS Operations Manager	No
Clayton Griffis	clayton.griffis@cpa.texas.gov	CPA – Financials	No
Daniel Fierro	daniel.fierro@cpa.texas.gov	CPA – CAPPS Financials Production Lead	Yes
Daniel Fiesno	daniel.fiesno@twc.state.tx.us	General Ledger Manager	No
Darryl Lindgens	darryl.lindgens@cpa.texas.gov	CPA – Statewide Systems	Yes
David Chambers	david.chambers@txdmv.gov	Texas Department of Motor Vehicles (TXDMV)	Phone
David Chang	david.chang@tea.texas.gov	TEA	Yes
David Galanski	david.galanski@cpa.texas.gov	CPA - CAPPS Financials	Yes
Deepak Chawla	deepak.chawla@cpa.texas.gov	CPA – CAPPS Deployments	Yes
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	Yes
Don Burns	don.burns@cpa.texas.gov	CPA	Yes
Eduardo Plaza	eduardo.plaza@txdmv.gov	TXDMV	Phone
Frank Brown	frank.brown@tdi.texas.gov	TDI	Yes
Frank Guerrero	juan.f.guerrero@accenture.com	CAPPS	No
Ginger Salone	ginger.salone@cpa.texas.gov	Xerox – Project Manager (PM)	No
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Yes
Hammond Hendrix	hammond.hendrix@cpa.texas.gov	CPA	No
James Kelldorf	james.kelldorf@tdi.texas.gov	TDI	Yes
Jay Stone	jay.stone@puc.texas.gov	Public Utility Commission (PUC)	Yes
Jeanette Vrabel	jeanette.vrabel@tjjd.texas.gov	TJJD	Yes

First & Last Name	Email	Role/Position	Attended
Jennifer Carter	jennifer.carter@cpa.texas.gov	CPA – CAPPS Governance	Yes
Jesus Morales	jesus.morales@puc.texas.gov	PUC	Yes
Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – Project Manager	Yes
John Scales	john.scales@cpa.texas.gov	CPA – Financials Team	No
John Stewart	john.stewart@cpa.texas.gov	CAPS Financials System Analyst	Yes
Johnathan Oberhoff	Johnathan.oberhoff@cpa.texas.gov	CPA – Statewide Systems Operations and Payroll	Yes
Judi Bailey	judi.bailey@rrc.state.tx.us	Accounts Payable Manager	No
Julie Ivie	julie.ivie@lbb.state.tx.us	LBB	Yes
Kevin Todd	kevin.todd@tpwd.texas.gov	TPWD	Yes
Ken Ming	kenneth.i.ming@tjjd.gov	TJJD – Voting Member	Yes
Kevin Marek	kevin.marek@tpwd@texas.gov	TPWD	Yes
Lance McMillan	lance.mcmillan@tceq.texas.gov	TCEQ	Yes
LaTresa Stroud	latresa@tceq.texas.gov	TCEQ	Yes
Lauren Denby	lauren.denby@cpa.texas.gov	CPA – Analyst	Yes
Lisa Gonzales	lisa.gonzalez@tcfp.texas.gov	TCFP	Yes
Lisa Nance	l.nance@cpa.texas.gov	CPA – Manager, Fiscal Management	Yes
Lynn Giusto	lynn.giusto@txdot.gov	TxDOT	Phone
Macy Douglas	macy.douglas@cpa.texas.gov	CPA – Manager, CAPPS Deployments	Yes
Mark Jayaram	mark.jayaram@rrc.state.tx.us	RRC	Yes
Mark Nelson	mark.nelson@cpa.texas.gov	CPA – CAPPS Deployments	Yes
Mary Beck	mary.beck@puc.texas.gov	Public Utility Commission (PUC)	No
Melissa Luhan	melissa.luhan @txdot.gov	TxDOT	No
Michelle Cohen	michelle.cohen@tjjd.texas.gov	TJJD	Yes
Michael Fuentes	michael.fuentes@tdi.texas.gov	TDI	Yes
Mike Jenson	mike.jenson@tpwd.texas.gov	TPWD	Yes
Nancy Clark	nancy.clark@tdi.texas.gov	TDI - CFO	Yes
Patricia Avitia	patricia.avitia@dars.state.tx.us	Department of Assistive and Rehabilitative Services (DARS) – Accounting Financials System Manager	No

First & Last Name	Email	Role/Position	Attended
Patricia Gutierrez	patricia.gutierrez@twc.state.tx.us	Tech Manager	Phone
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	
Rebecca “Becky” Brecht	rebecca.brecht@cpa.texas.gov	CPA – CAPPS Governance Change Enablement Specialist	Yes
Rebecca Trevino	rebecca.trevino@dars.state.tx.us	DARS	Phone
Reggie Pegues	reggie.pegues@dir.texas.gov	Department of Information Resources (DIR) – Director of Accounting	Phone
Renita Bankhead	renita.bankhead@txdmv.gov	TXDMV	No
Rickey McKinley	rickey.mckinley@cpa.texas.gov	CPA – Innovation & Technology (IT) CAPPS and Fleet Oversight	No
Rod Napier	rod.napier@hhsc.state.tx.us	HHS	Yes
Rona Walton	rona.walton@tdi.texas.gov	TDI	Yes
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA - PM	No
Sandra Justice	sandra.justice@ocw.texas.gov	Sr. Accountant	No
Sandy Williams	sandy.williams@rrc.state.tx.us	RRC	Yes
Sergio Rey	sergio.rey@txdmv.gov	DMV – FIN UG Voting Member	Phone
Sharon Kemp	sharon.kemp@cpa.texas.gov	CPA – CAPPS	Yes
Shawana Ellison	shawana.ellison@hhsc.state.tx.us	HHSC - IT Financial Analyst	No
Shawn Wilson	shawn.wilson@cpa.texas.gov	CPA	Yes
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 – CAPPS Financials	Yes
Suresh Sundaverajan	suresh.sundaverajan@cpa.texas.gov	CPA	No
Susan Huang	susan.huang@cpa.texas.gov	CPA	No
Susan White	susan.white@cpa.texas.gov	CPA	Yes
Suzanne Chambers	suzanne.chambers@cpa.texas.gov	CPA	Phone
Teri Augustine	teri.augustine@txdot.gov	TxDOT – ERP IT PM	No
Terri Whaley	terri.whaley@cpa.texas.gov	CPA - Financials	No
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – CAPPS Deployments	Yes

First & Last Name	Email	Role/Position	Attended
Thanh Hermosilla	thanh.hermosilla@tea.state.gov	TEA	No
Thelma Garcia	thelma.garcia@cpa.texas.gov	CPA	Phone
Yvette Butler	yvette.butler@tea.texas.gov	Contract Manager	Yes

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

2. **Introduction of new Financials Production Lead – Sona Holmstrom**
 - Daniel Fierro was introduced to the User Group. He previously worked for the Texas Workforce Commission and has joined CPA as a Financials Production Lead.

3. **Production Update: Financials Support Requests (SRs)— Sona Holmstrom**
 - User Group members were presented the CAPPS Financials Summary and Trend Report of SRs and provided a handout listing the current SRs:
 - There are currently no Critical SRs.
 - There are currently 65 High SRs.
 - We are closing more than we are opening.
 - CAPPS Financials Governance Approved SRs
 - User Group members were provided a list of Financials Governance approved SRs.
 - SR # 3599, 3528 and 3518 have all been completed.
 - Several of these SRs are currently in User Acceptance Testing. CPA requested the agencies perform their own testing and enter a note if any issues occur.

4. **Production Update: Cash Receipts Module effort— Becca Murdock and Terry Wooten**
 - User Group members were provided with an update on the Cash Receipts Module effort.
 - CPA is looking at Bolton as a potential prototype for the effort and has been inquiring how other agencies use Bolton.
 - After researching Bolton design at different agencies, CPA is moving forward with more clarity around functional design.
 - CPA is now looking at staffing alternatives, potential phasing, requirements with processes and design.
 - The lead for this project is Rene Paniagua.
 - CPA will provide an update once we have the requirements confirmation.
 - Currently, four of the seven agencies in Production are interested in being involved with this effort as well as the agencies in the current deployment.
 - Rene Paniagua will be reaching out the interested agencies.

5. **Project Update: Financials Deployment FY16 — Pete Marcell**
 - Financials FY16 deployment is on schedule and 50% complete. Eleven new agencies are implementing CAPPS Financials Central.

- The System Test phase has begun.
- CPA is currently finishing up Configuration and Prototyping with agencies.
- The next efforts are System Testing and User Acceptance Testing (UAT).
- There are currently no new enhancements identified yet.
- CPA identified several reports and is currently analyzing these requirements.
- Scheduled Go-Live is September 1, 2016.

6. Project Update: Business Intelligence Upgrade Project — Art Nava

- Art Nava is the CPA Business Objects/Data Warehouse Manager for this project. He recently joined CPA from the Attorney General's office.
- User Group members were provided with the Business Intelligence Update Project dashboard.
- CPA hired a third party vendor to perform an assessment on the Business Objects Tool. During this assessment, no issues were found with the tool itself but rather issues with data management and data strategy.
- There are five key phases in this project: Planning, Preparation, Proof of Concept, Pilot and Training. CPA has finished the Planning phase.
- The Business Intelligence assessment has been presented to CPA Fiscal Management and Enterprise Resource Planning Leadership.
- As the preparation phase begins, there is more focus on governance with key stakeholders.
- The Business Objects/Data Warehouse Team is currently working on the Data Warehouse Data Model.
- Staff onboarding is taking place now.
- The Proof of Concept phase will occur later this year as well as Pilot and Training.
- The module intended for the end user is a true self-service model.

Discussion Items:

- There was a discussion around assigning roles to users depending on their specific function. CPA Security Team member Cynthia White created a spreadsheet to make it easier for agencies to pick a role; CPA is currently using this spreadsheet for the two deployments. CPA is working on getting this information posted on FMX for the Level 1s to access.
- During the discussion around roles, the agencies requested a definition of each role along with an understanding of function and preferences of these roles.
- There was a discussion around the effort to rewrite statewide interfaces including but not limited to USAS and SPA. This effort is still in progress.
- CPA is about to start the deployment of USPS inbound.
- Currently, CPA management is working with Bolt-on to determine a schedule.
- RRC's requirements regarding deposits are addressed in the rewrite.
- There was a discussion around improvement on the SPA interface. Currently, CPA is making updates to the outbound interface. As more agencies onboard, more issues are discovered and CPA is researching a solution to these issues.
- There is a code freeze taking place in Production soon. The dates have not been confirmed. CPA will let the agencies know when there will be a soft freeze (only Critical and High SRs worked) and a hard freeze (only Critical SRs worked) until the code merge is complete for deployments.

7. Production Update: CAPPs SB 20 Change — Sharon Kemp

- Sharon Kemp (CPA) works on CAPPs deployments and is currently working with the Legislative Budget Board (LBB) and DIR to make sure they are in sync with the requirements. She is also currently working on a customization of different entry fields for procurement-related data while working with LBB to develop interface of reportable procurements.
- Sharon provided a PowerPoint presentation on changes to SB 20 specifically related to CAPPs along with a handout on data definitions. SB 20 has resulted in many new reporting requirements.
- CPA is currently developing statewide reports while working with different agencies on their needs. This includes a statewide report for oversight agencies to have all of the agencies' information compiled into one source. Agency input for these reports is requested.
- Procurement Contracts: TJJJ asked if the contract report feature was being worked on and if there was a specific SR created for this feature.
- TJJJ also inquired about being able to sort contracts by expiration date to know which contracts are up for renewal.
 - TJJJ has submitted an SR for this request.
- CPA confirmed that the email notification not working is a global issue and they are working on getting this fixed.
- CPA will provide an update on the progress at the next UG meeting.
- DMV has a Business Objects (BO) report that agencies can leverage. CPA is in the process of reviewing all procurement-related CAPPs and BO reports for SB20 compliance support.
- CPA confirmed that some contracts can be perpetual and do not have a specific end date. TJJJ's concern is that auditors ask why the end dates are not on there and there needs to be a prompt asking if the field was intentionally left blank.
- LBB has a "no set completion date" box.
- An issue was raised regarding the fiscal year amounts encumbered against a contract. CPA confirmed that agencies can look at the release amount instead of the maximum amount to determine the amount of the Purchase Orders issued against the contract, or provide users with a copy of the PO to identify the specific FY encumbered amount.
- Example: a scenario was proposed that if the agency uses multiple Purchase Orders (i.e., one for \$100K and paid \$80K), the system does not adjust to reflect the Purchase Order was issued for \$100K but paid \$80K. Sharon will test on this issue.
- DMV will send TJJJ the report link that allows agencies to sort by vendor and Purchase Order on the contract.
- CAPPs Enhancements: TJJJ requested a prompt be created to allow users to automatically be navigated to the Special/Priority Purchase Types page where the Best Value Flag box has been added. Sharon stated that not all contracts would fit this category, but a monitoring report could be developed to verify the data entered by agency staff. The use of the new table and other SB20 modifications would be a training issue.

- CAPPS reports to be developed: Agencies need to let CPA know if they have any additional reporting needs.
- Additional reporting needs to ensure agency compliance with SB20 and other auditing records are being collected for the development of a Statewide report. CPA is requesting agency input to ensure that agency needs are identified and considered in the development.
- TJJJ asked if agencies had to create a contract with a Purchase Order in order for the Purchase Order to interface to LBB; CPA confirmed this is true. The interface is being developed from procurement contract record data.
- CPA requested that agencies use the track changes feature to mark changes and if not, each agency needs to let Sharon know why they are not using it by COB on March 4, 2016. They also need to let Sharon know what they are using as an alternative.
- HHSC asked if all LBB requirements are captured in CAPPS for reporting and if agencies will always go to LBB for every contract and purchase order within reporting thresholds. Sharon confirmed that the interface will be developed to submit records in open status and are required to download attachments.
- HHSC asked if they are required to use all SB20 reporting requirements. Sharon confirmed that exceptions to SB20 and LBB reporting requirements vary by agency.
- The standardization processes that are being developed are identified for those agencies that are required to follow the statute. Exemptions would need to be handled differently for Hubs that have the exemptions. CPA will share what they are doing the approach for CAPPS Central and Hubs can modify accordingly. Hubs will develop their own interface directly with LBB and will need to coordinate the testing of the modified interface with LBB.

8. Recap of Action Items

Summary of Action Items

No.	Action Item	Assigned To	Due By
1.	Security role information posted to FMX	April Shapley	Next Meeting - TBD
2.	Perform testing for agencies using multiple Purchase Orders	Sharon Kemp	TBD
3.	Agencies to let Sharon Kemp know if they are not using Track Changes – why and what they are using as an alternative	Agencies	March 4, 2016

9. Adjourn