



CAPPS
Financials User Group
Thursday, March 31, 2016
9 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attending?
Ai-Ching Reed	ai-ching.reed@tea.texas.gov	Texas Education Agency (TEA) - Financials (FIN) User Group (UG) Voting member	Yes
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		Manager	
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1. **Call to Order and Welcome— April Shapley**
 - Roll call for phone participants.
 - Quorum confirmed.

2. **Introduction of new Financials Production Lead – Sona Holmstrom**
 - Terry Wooten joined the CAPPs Team in January and will be serving in the voting member role for CPA, as the Service Provider

3. **Production Update: Financials Support Requests (SRs)— Sona Holmstrom**
 - SR Summary Documentation-Financials SR Report
 - Currently, there are no “Critical” SRs and there are 67 “High” SRs.
 - There are 34 SRs in “Transition” status.
 - SR Trend Report
 - Closing more SRs than opening.
 - More SRs are moving into the work stream for Accenture to begin working.
 - Governance Approved SRs
 - Items in bold text indicate a status change since the last version of this document and quite a few are going into Production.
 - On the first page, SR 3578 and 4030 are going into Production tonight (March 31, 2016).
 - SR 4170 in User Acceptance Test (UAT) which ends April 1 and will go into Production April 7, if there are no issues reported during UAT.
 - SR 3878-B, 2996 and 3878-A will migrate tonight (March 31, 2016).
 - The following SRs are going into Production tonight (March 31, 2016):
 - 3878-C
 - 3878-E
 - 4160-A
 - 3683

- 3878-D
- 4160-B
- 3559
- 3966
- SR 4007 is assigned and in the work stream.
- SR 4976 and 4506 are currently in UAT which will end tonight (March 31, 2016) and go into Production April 7.
- SR 4976: multiple agencies are reporting issues in UAT. If we resolve all issues by April 6, it will migrate April 7.
 - DIR was concerned about some of the results and requested more time to test.

4. Production Update: Freeze Dates – Sona Holmstrom

- A soft code freeze will be implemented beginning April 11 (working only “High” and “Critical” tickets).
- Tickets that are in process will continue to be worked but will not migrate to Production after April 11.
- The hard freeze will be implemented May 30 (only “Critical” tickets will be migrated).
- The soft and hard freeze will be lifted on September 1.
- CPA anticipates another soft code freeze beginning on September 12 to upgrade to PeopleTools 8.55.
- PeopleTools 8.55 makes it easier to work with mobile devices. This will change the look and feel to end users so training materials will also need to be updated.
- The hard freeze for PeopleTools upgrade will begin on October 3 and will end December 30.
- CPA will continue to work SRs during the freeze and migrate them in phases after the code freeze ends.

5. Production Update: Required Maintenance – Terry Wooten

- There are a number of maintenance items, including improvements, going into the Annual Financials Reports (AFR) that are progressing.
- SR 4420: Requisition approval page clears comments entered by approver before they inserted an approver/reviewer. System should retain approver comments if entered prior to user inserting an ad hoc approver/reviewer.
- SR 4520: When a voucher is deleted, the Receiver Id should be deleted from the Voucher Line table so that the Receipt can be cancelled.
- SR 4798: Related to AFR reporting; Acceptance Testing completed.
- SR 4801: Unable to cancel receipts. Researching alternate solution for cancelling receipts.
- SR 5051: DMV Buyer’s name appears on some PO Print reports but not on others. The presence of Buyer information seems to vary depending on which user is logged in and running the Purchase Order Print job.
- SR 5158: Many CAPPs reports have agency name hardcoded in the underlying SQL. Since it is unmanageable to hardcode, maintain and test every business unit in every report, agency name will need to be extracted from a table.

- SR 5252: Create copy down Asset Id feature on Receipt page. This will help in reducing data entry on the receipt page.
- SR 5287: Requesting that "Look Up Requester" in Manage Requisitions be modified so that a DIR employee will only see DIR requesters and not requesters at other agencies.
- SR 6247: CAPPs is fine tuning the logic for comparing the SPA and CAPPs reconciliation process by allowing agencies to compare only Active Assets or Active Assets plus one year of retirements. In addition we are improving logic comparing certain CAPPs fields to SPA (TX Capitalization Indicator, Purchase Fiscal year, TX Agency Acquisition Code , etc.).
- SR 6359: Global configuration change. Add Approval Status to the Voucher Exception Report. This field needs to be added in order to perform a configuration change for Accounts Payable (AP).
- SRs 6375, 6376 and 6377: Texas Military Department (TMD) needs to get their federal reimbursement money for utilities and non-utilities.
- SR 6246: Texas Department of Licensing and Regulation (TDLR) needs to track refunds to licensees.
- SR 4705: Related to Purchase Orders (POs) with excessive number of rows; completed.
- These SRs do not require governance approval; they are considered required maintenance.
- RRC states they cannot use the Asset Management module until you can split over several funds. The CAPPs Deployment Team will work on this.
- PUC submitted SR 6412 related to the Class & Item report. The report doubles the sum amount. The CAPPs Deployment Team will look into this.

6. Vote: Present and Discuss Enhancements submitted to Governance – Terry Wooten

- The User Group is being asked to vote on this enhancement (SR 6016).
- Multi-vendor voucher (MVV) is a CAPPs customization. The current reversal and adjustment voucher styles are PeopleSoft delivered functionality and are not compatible with the Multi-vendor voucher.
- Currently to enter a cancellation or adjustment of an MVV, the new voucher must be entered from scratch as there is not a way to copy a source MVV into a new voucher.
- The CAPPs Deployment Team is trying to get the normal reversal and adjustment functionality to work with multi-vendor vouchers. Subject Matter Experts have requested to have this addressed, rather than having to re-key everything.

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

- **Feasibility Study:** Agencies should have received notification of the [Centralized State Purchasing Study](#) on Monday, March 28.
- The study that was requested for SB 20 will impact 110 state agencies.
- CAPPs Central agencies purchasing data for FY14 and FY15 have been provided to the vendor and the SQL used will need to be run for Hub agencies.
- The CAPPs Maintenance team will be creating a SharePoint site for Hub agencies to load their results.
- Further details will be distributed to the CAPPs Hub agency contacts next week.

- The SQL to be run has been loaded to the Application Service Provider (ASP) Solution Center (SR 124) and agencies can schedule the running of the SQL.
- CPA is requesting the data by COB on Thursday, April 14.
- **LBB Interface:** The Functional Design Document (FDD) will undergo the final walkthrough today for the CAPPs Central LBB Interface.
- The next step will be receiving the final approval to proceed and then the development of the Technical Design Document (TDD).
- The current timeline for User Acceptance Test (UAT) is scheduled for mid-May.
- CAPPs Central agencies will need to identify their LBB reportable items, ensure there are procurement contract records entered for them and ensure they are marked correctly.
- CPA will be providing specific UAT testing scenarios for individual agency testing.
- **Training material updates:** currently being drafted. The final updates will be pending the TDD development to ensure that all of the required items are covered.

8. Project Update: Financials Deployment FY16 — Pete Marcell

- The CAPPs Deployment Team is currently in System Test Phase 2.
- The team loaded agency configurations last week.
- Agency Partnership Program meetings are kicking off this month. These meetings will focus on Training and Change Management.
- Security meetings to begin setting up security roles began yesterday (March 30).
- The Analyze phase is 99% complete. The only task is to analyze the Uniform Statewide Payroll System (USPS) interface. CPA will provide an update in our next meeting.
- The Design phase is 97% complete. The team is working through some issues found in unit and system test but this is not expected to impact the go-live date.
- The Build phase is 33% complete.
- 13 System Test cycles are complete and Phase 2 System Test has started.
- The Mock 1 and Mock 2 conversions have been completed.
- UAT planning has started. UAT will run June 1 – July 31 and coincides with the freeze dates.

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

- The project is on schedule for the July 15 pilot implementation.
- The environment has been installed and the team is setting up the architecture.
- This is not just a reporting project; it is a data management/data strategy project.

9. Adjourn