

CAPPS
Financials User Group
Thursday, April 28, 2016
9 a.m. – 11 a.m.
Travis Building, Room 1-111

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	No
Alice Alvarado	alice.alvarado@cpa.texas.gov	Comptroller of Public Accounts (CPA) Supervisor – Enterprise Resource Planning (ERP) & Security Administration	Phone
Alison Williams	alison.williams@cpa.texas.gov	CPA – Governance & Training	Yes
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Chastity Marion	chastity.marion@tdi.texas.gov	Texas Department of Insurance (TDI)	No
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First & Last Name	Email	Role/Position	Attending?
Suresh Sundaverajan	suresh.sundaverajan@cpa.texas.gov	CPA	No
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – FIN UG Voting Member; CAPPs Deployments	Yes

1. Call to Order and Welcome— Alison Williams

- Roll call for phone participants.
- Quorum confirmed.

2. Production Update: Financials Support Requests (SRs)— Sona Holmstrom

- **SR Summary Documentation-Financial Services SR Report**
 - There are currently no *critical* SRs.
 - There are 65 *high* SRs.
 - There are 28 SRs in *transition* status; these SRs are being moved into the Accenture work stream.
- **SR Trend Report**
 - The CAPPs Support Team is closing more SRs than opening; this is normal for this time of year.
 - SRs being entered and worked are trending down.
- **CAPPs Financials Governance Approved SRs**

User Group members were provided with a handout of all CAPPs Financials Governance Approved SRs.

 - In the two columns on the far right, yellow highlighted cells indicate a change from last month’s meeting.
 - The following SRs were completed and are now in Production: 2996, 3559, 3578, 3683, 3878 (A-E), 3966, 4030, 4170 (A-B) and 4506.
 - SR 4976 — The CAPPs Support Team is recommending a re-vote due to ongoing agency discussions.
 - The CAPPs Support Team will send documentation to the agencies detailing the ongoing agency discussions. The document will include the end result of those discussions.
 - User Group Members are encouraged to discuss SR 4976 with their agencies and other Financials (FIN) User Group (UG) members.
 - The CAPPs Support Team will provide sufficient time for agencies to review the document with staff and agencies they may represent.
 - The CAPPs Support Team will send out a voting survey soon.
 - If your agency does not have a Voting Member, please make sure you get with your FIN UG voting representative to provide your agency’s feedback.
 - The re-vote will be distributed after agencies have had sufficient time to review and discuss the documentation.

- The hard code freeze for the CAPPS Financials FY16 deployment begins on May 30, 2016.
 - This code freeze does not affect Business Objects.
 - The CAPPS Support Team will have code freezes coming up for various efforts such as the PeopleTools upgrade.
 - *Critical* SRs will still be worked during the hard freeze.
- **Financials Required Maintenance – Terry Wooten**
 - User Group members were provided with a list of Required Maintenance SRs.
 - These are items that will be done in conjunction with the Deployment.
 - In the column on the far right, yellow highlighted cells indicate a change from last month’s meeting.
 - SR 5231, 5252, 5253 and 6014 – Migrated to Production.
 - SR 6346 – Closed because there was not a way for CAPPS staff to replicate the problem; the agency agreed to close it.
 - SR 6377– Closed because a public query can be created instead of writing a report.
 - CPA will provide a list of public queries to the agencies.

3. Production Update: Cash Receipts Module Effort – Rene Paniagua

- The CAPPS Support Team is currently researching third party options; we have asked the Gartner Group if they can recommend any vendors that have a cash receipts product that can bolt onto CAPPS.
 - The CAPPS Support Team has received information from a few companies. This task is scheduled to be completed in late May/early June.
- The CAPPS Support Team will create two Cash Receipts User Group work sessions.
 - The goal of the first session is to engage interested agencies and provide an opportunity to review the existing requirements.
 - The second session will be to update the requirements based upon agency feedback.
- Beginning in August 2016, the CAPPS Support Team will work on creating a Cash Receipts Development Plan. We will review the requirements and begin work on the functional design. The CAPPS Support Team will also begin work on a deployment plan.
 - In the September/October timeframe, the CAPPS Support Team will create the Functional Design Document (FDD), which will include testing scenarios and special conditions.
- At the next Financials User Group meeting, the CAPPS Support Team will provide an update on this project.
- CPA has reviewed the cash receipts product that the Texas Education Agency (TEA) is using. CPA is researching other options to ensure due diligence.

4. Project Update: Financials Deployments FY16 – Terry Wooten

- Deploying agencies: OCA, OSPA, District Courts, SAO, SOAH, TABC, TAHC, TCOLE, TDLR, TMD, TVC
- The CAPPs Support Team will provide more detail regarding the USPS/CAPPs interface at the next Financials User Group meeting.
- The project status is green, indicating that the deployment is on track.
- The CAPPs Support Team is continuing System Test Phase 3 and beginning end-to-end integration testing next week (Phase 2 Cycle 3).
- The CAPPs Support Team is continuing the Agency Partnership Program (APP) meetings. The agencies have done a great job in using these meetings to prepare their agencies for deployment.
- The Mock 3 conversion will give the CAPPs Support Team a chance to exercise our deployment plan in a realistic manner.
- User Acceptance Testing (UAT) begins in June.
- In mid-May CPA will perform a smoke test of the UAT environment.
- Functional Design Documents (FDDs) have been developed for everything that is required for go-live. There is no new functionality in this deployment.
- The Uniform Statewide Payroll/Personnel Systems (USPS)/CAPPs interface is in system test right now. There are a couple of small development pieces with this, but it is on track.
- Two successful mock conversions have been completed.

5. SB20 and LBB Interface Updates – Sharon Kemp

- Feasibility Study
 - The project kickoff was held April 5, 2016. The project timeline is March 28, 2016 – July 13, 2016. The final report is to be presented to CPA by the vendor (RSM U.S. LLP .) on July 13, 2016.
 - The CAPPs Team provided the CAPPs Central agencies' procurement data to the vendor and requested the Hub agencies provide the same data. All data was received by the deadline and provided to the vendor for their analysis.
- Legislative Budget Board (LBB) Interface
 - The final Functional Design walkthrough was held Thursday, April 7, 2016.
 - A 50% Technical Design walkthrough was held on Tuesday, April 19, 2016.
 - UAT is currently scheduled for ~~May 16, 2016~~. *Update - UAT scheduled date has changed: 05/31-06/21/16.*
 - Agencies are to begin preparing for UAT now through May 31, 2016.
 - The LBB interface project includes:
 - An interface file that will be sent to LBB to capture new contract records and amended contract records as of the date of implementation;
 - A statewide report being developed for users to enter a date or date range and receive all of the new contract records and

