

CAPPS
Financials User Group
Tuesday, May 31, 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
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First & Last Name	Email	Role/Position	Attending?
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Yvette Butler	yvette.butler@tea.texas.gov	Contract Manager	No

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

2. **Production Update: Financials Support Requests (SRs)— Sona Holmstrom**
 - **SR Summary Documentation-Financials SR Report**
 - There are currently no *critical* SRs.
 - There are 65 *high* SRs.
 - There are 28 SRs in *transition* status; these SRs are being prioritized before moving into the Accenture work stream.
 - **SR Trend Report**
 - CAPPs Support team is closing more SRs than are being opened; this is normal for this time of year.
 - The code freeze was implemented yesterday. Agencies may continue to submit SRs and SRs will continue to be worked through UAT. The freeze is expected to be lifted shortly after the September 1 Go Live date and at that time, CPA will begin to migrate non-critical SRs to Production.

- **CAPPS Financials Governance Approved SRs**
User Group members were provided with a handout of all CAPPS Financials Governance Approved SRs.
 - Items marked with an asterisk (*) indicate the item has changed since the last Financials User Group meeting.
 - SRs 3896, 4060, and 6016 are *in work*.
- **Financials Required Maintenance**
User Group members were provided with a list of Required Maintenance SRs.
 - SR 4205 —This SR went into Production last Thursday, May 26, 2016.
 - SR 4801 —Currently *Pending Production migration*; expected to migrate Thursday, June 2, 2016.
 - SR 5158 —Migrated to Production May 5, 2016.
 - SRs 5220, 5227, 5567, and 6247 —Migrated to Production last Thursday, May 26, 2016.
 - SR 5957 —Migrated to Production on Monday, May 9, 2016.

3. Production Update: Asset Management SRs – Deepak Chawla

User Group members were provided with a list of Asset Management SR descriptions.

- The CAPPS Training Team is working to update training materials (UPK) for these SRs. CAPPS support team has also attached the functional designs for these SRs along with the testing results.
- CPA will determine if the CAPPS Training Team has the bandwidth to provide an in-person class.

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

User Group members were provided with a handout on the status of the Cash Receipts Module effort.

- CAPPS support team is working to solidify the requirements for this project.
- Any agencies interested in participating in the requirements gathering/finalization process need to email Rene Paniagua by Friday, June 10, 2016.
- Participating agencies will meet to review and provide feedback on the Cash Receipts requirements. The team hopes to accomplish these tasks in two meetings: June 21 and June 28 from 2:00 p.m. to 4:30 p.m., Room 805 in LBJ.
- CAPPS support team will also send out a Request for Information (RFI) in July to make sure we have all the information we need to pursue options for Cash Receipts processing.
- CAPPS support team is aiming to have the project work done in the next Fiscal Year, with a targeted implementation in 2018. The project schedule will be finalized in the next two months. More information will be provided in August.

5. USPS Interface Testing- Beshara Shaleesh

User Group members were provided with a handout describing the USPS Interface Testing effort.

- The new interface is a result of the batch re-write. It updates CAPPS with the correct Chart of Accounts information and replaces the existing Cobol program.
- CAPPS support team will work with the agencies to complete this conversion.
- All maintenance (e.g., USPS system code table and related speedchart) will be done at the agency level after the initial conversion. Agencies will enter their annual SR

(via ASP Solution Center) to copy data from one year to the next for the System Code table USPSXWLK.

- The setup is a one-time event.

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

User Group members were provided with a handout on the status of the Business Intelligence Upgrade Project.

- The pilot project is currently on schedule.
- CPA's Business Intelligence team has built the detailed architecture and development environments and will stand up the test environment in the next two to three weeks.
- The CPA Fiscal Management (FM) team is in the process of determining the scope of the pilot.

7. Project Update: Financials Deployments FY 16 – Pete Marcell

Deploying agencies: OCA, OSPA, District Courts, SAO, SOAH, TABC, TAHC, TCOLE, TDLR, TMD, TVC

- CAPPs support team anticipates completing system test by the end of this week.
- The Agency Partnership Program (APP) is progressing.
- User Acceptance Test (UAT) Kickoff is this afternoon; UAT will run for eight weeks.
- Updates to handout:
 - Mock 3 Conversion is now complete.
 - Interface Design is 100% complete.
 - Conversion is now 100%.
 - Test is at 61%.
 - Overall project is 74% complete.
- There are two challenges with the Test phase:
 - CPA has encountered some obstacles with the Asset Management module. SRs have been entered to resolve the issues and are actively being worked.
 - The USAS interface configuration is in work.
- System test is currently behind plan and therefore is a Risk. CPA is meeting with our implementation partner daily to make sure we stay on track. Our implementation partner is working on a plan to get us back on schedule. This is not expected to affect UAT.

8. SB20 and LBB Interface Updates – Sharon Kemp

User Group members were provided with a handout on the status of the SB20 and LBB Interface effort.

- CAPPs support team completed a training document and will post it on ASP Solution Center for both Central and Hub agencies.
- Sharon Kemp will email the test scripts to the agencies today.
- CAPPs support team is developing reports for statewide use. Agency input is requested to make sure we are capturing the required fields for SB20 compliance.
- CAPPs support team has requested a single point of contact for each agency. Agencies are asked to send that information to Sharon Kemp.
- The LBB interface is in UAT testing starting today through June 21, 2016.

- For contract validation, look at the data in the LBB database and ensure the contract ID numbers match the number in CAPPs. CAPPs Deployment team will perform testing for deploying agencies.
- The new contract interface has a five calendar day delay for new records. As soon as a record is marked approved, the system waits five days before it includes it in the contract interface file. This is to provide users with enough time to make sure the correct requisitions/attachments are associated with the contract are done.
- TJJJ stated that the five days will not affect them because their process already includes those documents. CAPPs support team encouraged TJJJ to perform some additional testing to cover their special process.
- The interface will run nightly at 7:00 p.m. The amended contract file will run every day.

9. Adjourn

Summary of Action Items

No.	Action Item	Assigned To	Due By
1.	Send document outlining the SR 4976 discussion and conduct a re-vote.	CAPPs Governance team	TBD
2.	Provide a list of public queries to agencies.	Sona Holmstrom	6/28/16
3.	Email Rene Paniagua if interested in participating in requirements review/finalization for the Cash Receipts project.	Agencies	6/10/16
4.	Post SB20 training materials and email test scripts to the agencies.	Sharon Kemp	5/31/16
5.	Test LBB interface in the UAT environment	CAPPs Central Agencies	5/31/16 – 6/21/16
6.	Identify a single point of contact and provide SB20 input to Sharon Kemp.	Agencies	8/1/16