

**CAPPS
Financials User Group
Thursday, June 30, 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 | Yes |
| Alice Alvarado | alice.alvarado@cpa.texas.gov | Supervisor – Comptroller of Public Accounts (CPA) Enterprise Resource Planning (ERP) & Security Administration | No |
| Alison Williams | alison.williams@cpa.texas.gov | CPA – CAPPS Governance & Change Enablement | Yes |
| Angela Proveaux | angela.proveaux@cpa.texas.gov | CPA – Statewide Systems | Yes |
| Anthony Martin | anthony.martin@cpa.texas.gov | CPA – Financials Team | No |
| April Shapley | april.shapley@cpa.texas.gov | CPA – Governance Coordinator | No |
| Art Nava | art.nava@cpa.texas.gov | CPA – Business Intelligence Manager | No |
| 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 |
| Becca Murdock | rebecca.murdock@cpa.texas.gov | CPA – Deployment Program Manager | No |
| Becky Brecht | rebecca.brecht@cpa.texas.gov | CPA – CAPPS Governance & Change Enablement | Yes |
| Benjamin Cross | benjamin.cross@lbb.state.tx.us | Legislative Budget Board (LBB) | No |
| Beshara Shaleesh | beshara.shaleesh@cpa.texas.gov | CPA – Financials Deployment Lead | No |
| Bill Hornstein | bill.hornstein@cpa.texas.gov | CPA – Statewide Fiscal Systems | No |
| Bob Hopper | bob.hopper@rrc.state.tx.us | Railroad Commission (RRC) – FIN UG Voting Member | Yes |
| 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 | No |
| Brian Wetzig | brian.wetzig@txdot.gov | Texas Department of Transportation (TxDOT) – FIN UG Voting Member | No |

| First & Last Name | Email | Role/Position | Attending? |
|-------------------|------------------------------------|---|------------|
| 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 |
| Clayton Griffis | clayton.griffis@cpa.texas.gov | CPA – CAPPs Deployment Team | No |
| Daniel Fierro | daniel.fierro@cpa.texas.gov | CPA – CAPPs Financials Production Lead | No |
| Daniel Fiesno | daniel.fiesno@twc.state.tx.us | General Ledger Manager | No |
| Daniel Ramirez | daniel.ramirez@cpa.state.tx.us | CPA – CAPPs Governance & Change Enablement | No |
| David Chambers | david.chambers@txdmv.gov | Texas Department of Motor Vehicles (TXDMV) | No |
| David Chang | david.chang@tea.texas.gov | TEA | No |
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| Deepak Chawla | deepak.chawla@cpa.texas.gov | CPA – CAPPs Deployment Team | Yes |
| Don Land | don.land@cpa.texas.gov | CPA – Budget & Internal Accounting | No |
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| Frank Brown | frank.brown@tdi.texas.gov | TDI | No |
| Frank Guerrero | juan.f.guerrero@accenture.com | CAPPs | No |
| Ginger Salone | ginger.salone@cpa.texas.gov | CPA | No |
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| 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 |

| First & Last Name | Email | Role/Position | Attending? |
|--------------------|----------------------------------|---|------------|
| 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 – FIN UG Voting Member; Project Manager | Yes |
| John Scales | john.scales@cpa.texas.gov | CPA – CAPPs Deployment Team | No |
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| Johnathan Oberhoff | johnathan.oberhoff@cpa.texas.gov | CPA – CAPPs Production Team | Yes |
| Judi Bailey | judi.bailey@rrc.state.tx.us | Accounts Payable Manager | No |
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| Kevin Todd | kevin.todd@tpwd.texas.gov | TPWD | No |
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| LaTresa Stroud | latresa@tceq.texas.gov | TCEQ | No |
| Lauren Denby | lauren.denby@cpa.texas.gov | CPA –Financials Team | Yes |
| Lisa Gonzales | lisa.gonzalez@tcfp.texas.gov | Texas Commission on Fire Protection (TCFP) | No |
| Lisa Nance | lisa.nance@cpa.texas.gov | CPA – Manager, Fiscal Management | No |
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| Mark Jayaram | mark.jayaram@rrc.state.tx.us | RRC | Yes |
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| Melissa Luhan | melissa.luhan@txdot.gov | TxDOT | No |
| Michelle Cohen | michelle.cohen@tjjd.texas.gov | TJJD | No |

| First & Last Name | Email | Role/Position | Attending? |
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| Mike Jenson | mike.jensen@tpwd.texas.gov | TPWD | No |
| Nancy Clark | nancy.clark@tdi.texas.gov | TDI – Chief Financial Officer (CFO) | No |
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| Patti Sanders | patti.sanders@rrc.texas.gov | Program Specialist | No |
| Pete Marcell | peter.marcell@cpa.texas.gov | CPA – Project Manager (PM) | No |
| Precilla Hauer | precilla.hauer@cpa.texas.gov | CPA – CAPPs Deployment Team | No |
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| Reggie Pegues | reggie.pegues@dir.texas.gov | DIR – FIN UG Voting Member; Director of Accounting | No |
| Renita Bankhead | renita.bankhead@txdmv.gov | TXDMV | No |
| Rod Napier | rod.napier@hhsc.state.tx.us | HHS | No |
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| Sandra Justice | sandra.justice@ocw.texas.gov | Sr. Accountant | No |
| Sandy Williams | sandy.williams@rrc.state.tx.us | RRC | No |
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| Sharon Kemp | sharon.kemp@cpa.texas.gov | CPA – CAPPs Deployment Team | No |
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| Shawn Wilson | shawn.wilson@cpa.texas.gov | CPA – Contract Administration | No |
| Sona Holmstrom | sona.holmstrom@cpa.texas.gov | CPA – Supervisor, CAPPs Deployments | Yes |
| Stephanie Moll | stephanie.moll@cpa.texas.gov | CPA – CAPPs Contractor | Yes |
| Stephen McDonald | stephen.mcdonald@cpa.texas.gov | CPA – Director of Purchasing | No |

| First & Last Name | Email | Role/Position | Attending? |
|---------------------|-----------------------------------|---|------------|
| Steve Schiurring | steve.schiurring@cpa.texas.gov | CPA – CAPPs | Yes |
| Suresh Sundaverajan | suresh.sundaverajan@cpa.texas.gov | CPA | No |
| Sarah Noel | sarah.noel@cpa.texas.gov | Purchasing | No |
| Tamra Lavin | tamra.lavin@tsl.texas.gov | Texas State Library (TSL) – Project Manager | Yes |
| Teri Augustine | teri.augustine@txdot.gov | TxDOT – ERP IT PM | No |
| Terry Wooten | terry.wooten@cpa.texas.gov | CPA – FIN UG Voting Member; CAPPs Deployments | No |
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| Yvette Butler | yvette.butler@tea.texas.gov | Contract Manager | No |

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

2. **Production Update: Financials Support Requests (SRs)— Daniel Fierro**
 - **Introduce New SSOPP Supervisor**
 - Daniel introduced Chelsa Vinklerek as the new Supervisor for the Statewide Systems Operations & Payroll Policy (SSOPP) team.
 - The previous SSOPP Supervisor was Sona Holmstrom. Sona is now the Supervisor of the CAPPs Deployments team.
 - **SR Summary Documentation-Financial Services SR Report**
 - There are currently no *critical* SRs.
 - There are currently 230 SRs versus 215 from last month. This increase is mostly due to reports and security requests.
 - The number of Purchase Order SRs entered have increased from 27 to 33. Most of the other modules have seen a decrease in the number of SRs entered.
 - There are 59 *high* SRs; this is down from 65 last month. The number of *low* SRs increased from 28 to 35. The number of *medium* SRS increased from 122 to 136.
 - The number of SRs in *transition* status has decreased from 28 to 26; these SRs are being moved into the Accenture work stream.
 - **SR Trend Report**
 - In June, more SRs were opened than closed. This is most likely due to the upcoming deployment.
 - This brings an end to the seven month trend of closing more SRs than opening.
 - **Financials Required Maintenance**
 - User Group members were provided with a list of Required Maintenance SRs.

- Several Asset Management (AM) SRs have been completed.
- Several Annual Financial Report (AFR) SRs are in System Test. DMV will perform acceptance testing soon.
 - CPA is setting up a meeting to discuss the AFR SRs in more detail. It is likely that DMV's testing period will be somewhat longer than the other agencies.
 - CPA is creating some job aids to assist with this.
 - CPA will post the AFR Functional Design Documents (FDDs) to ASP Solution Center when System Testing is almost complete.
 - AFR SRs are intended to be statewide.
 - CPA will research information regarding rollups and trees; this information will be provided to the User Group.
 - CPA is creating additional lookup tables that mimic USAS. In the past, CPA had to use individual trees by agency; now CPA is building a tool that has a generic lookup process.

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

User Group members were provided with a handout of the Cash Receipts presentation.

- CPA began validating requirements this month. Meetings were held on June 21 and 28, 2016.
- The requirements list was reviewed, assigned a business process, and a status of Active, Defer or Reject. Some duplicate requirements were found; they were given a status of Review and will eventually be removed.
- The last meeting was moved to July 7, 2016. In this session, the business processes and the requirements assigned to them will be reviewed.
- New business processes/requirements will be assigned as needed. When requirements are completed, CPA will create a Request for Information (RFI).
- In the next Fiscal Year (FY), CPA will begin work on the Cash Receipts system module.
- It has not yet been determined if Accounts Receivable will be available in the next deployment. The main focus for the next deployment will be the core modules.

4. Production Update: Asset Management SRs – Deepak Chawla

User Group members were provided with an SR Update handout and a Multi-Line Fixed Asset Guide.

- The guide is not an official training document. Deepak is working with the CAPPS Training Team to have this material incorporated into the official training materials.

5. Project Update: Financials Deployments FY16 – Steve Schiurring

- CAPPS is adding 11 more Financials agencies in the next deployment.
- System Testing is complete.
- The team is currently working through week 4 of acceptance testing. To date, no major issues have been reported.
- Go-live activities begin August 15, 2016.
- CAPPS Production agencies are encouraged to also perform UAT testing (e.g. the procure-to-pay process) to ensure nothing has happened to existing configurations, user security and user preferences.

- Production agencies are strongly encouraged to test in the next four weeks and to enter an SR for any issues in the Production instance of the ASP Solution Center. In the SR, mark the environment as Steady State.

6. SB20 and LBB Interface Updates – Sharon Kemp

- The Conflict of Interest report (SR 6544) is in UAT and is ready for testing.
- To test, agencies will need to log into UAT and run the report. Those instructions will be provided to the User Group.
- LBB Interface Update:
 - The testing has concluded for CAPPs and the interface files have been created as expected.
 - CPA is currently working with LBB to address issues they are having connecting to our secure file server for file retrieval. As soon as they are able to connect and successfully load the files, we will be accessing their test region and validating that the records are being loaded as expected.
 - Additional testing should occur on July 5, 2016 to generate new testing files. For this testing effort, the five day standard delay in sending new contract records has been removed and the file will generate the next business day.
 - This will allow for more testing records to be generated in a shorter amount of time so we can validate the Amendment file as well.
 - The new go-live date is scheduled for July 14, 2016.

7. Additional Discussion

- Some agencies reported that they are unable to see the budget date when creating a requisition. CPA will research this and provide a follow up response.
- CPA and Accenture will work on creating a Root Cause Analysis (RCA) to address the recent Production issue.
- CPA will research the current encumbrance process and provide this information to the User Group.

8. Adjourn

Summary of Action Items

| No. | Action Item | Assigned To | Due By |
|-----|---|-------------|---------|
| 1. | Research budget date issue and provide a response to the User Group. | Sharon Kemp | 7/28/16 |
| 2. | Provide RCA regarding the recent Production issue. | Accenture | 7/28/16 |
| 3. | Research the encumbrance process and provide a follow up to the User Group. | Sharon Kemp | 7/28/16 |