



CAPPS
Financials User Group
Tuesday, August 30, 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	No
Alice Alvarado	alice.alvarado@cpa.texas.gov	Supervisor – Comptroller of Public Accounts (CPA) Statewide System Administration (SSA)	Yes
Alison Williams	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	Yes
Angela Proveaux	angela.proveaux@cpa.texas.gov	CPA – Statewide Systems Administration	No
Anthony Martin	anthony.martin@cpa.texas.gov	CPA – CAPPS Deployment Team	No
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Barry Dersh	barry.dersh@dir.texas.gov	Department of Information Resources (DIR)	No
Bary Hobbs	bary.hobbs@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	Yes
Becca Murdock	rebecca.murdock@cpa.texas.gov	CPA – CAPPS Program Manager	No
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Bob Hopper	bob.hopper@rrc.state.tx.us	Railroad Commission (RRC) – FIN UG Voting Member	No
Brad Ringo	brad.ringo@tpwd.texas.gov	Texas Parks and Wildlife Department (TPWD)	No
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First & Last Name	Email	Role/Position	Attending?
Brian Wetzig	brian.wetzig@txdot.gov	Texas Department of Transportation (TxDOT) – FIN UG Voting Member	No
Cecilie Engle	cecilie.engle@hhsc.state.tx.us	HHSC	No
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First & Last Name	Email	Role/Position	Attending?
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Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – FIN UG Voting Member; Project Manager	Phone
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First & Last Name	Email	Role/Position	Attending?
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Stephen McDonald	stephen.mcdonald@cpa.texas.gov	CPA – Director of Purchasing	Phone
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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
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.
 - Welcome to new voting member Bary Hobbs from HHS. Bary is replacing Rebecca Trevino who is no longer with DARS.

2. **Production Update: Financials Support Requests (SRs)— Chelsa Vinklerek**
 - **SR Summary Documentation-Financial Services SR Report**

User Group members were provided with an SR Summary Document.

 - There are currently no *critical* SRs.
 - There are currently 58 *high* SRs in work.
 - **SR Trend Report**

User Group members were provided with a SR Trend Report.

 - During this reporting period there was an increase from 124 SRs to nearly 300 SRs. This increase is mostly due to the recent CAPPs Financials Soft Go-Live and preparations for the upcoming Financials Go-Live on September 1, 2016.
 - Of those SRs, approximately one-third were small tickets related to informational data changes. Most of these were opened, completed and closed quickly.
 - **Governance Approved Enhancements**
 - SR 3896 is back in rework status as an issue was discovered during testing.
 - After the current code freeze, SR 4060 will undergo User Acceptance Testing (UAT) from September 6, 2016 through September 19, 2016, with plans to migrate to Production on September 22, 2016.
 - **Financials Required Maintenance**

User Group members were provided with a list of Required Maintenance SRs.

 - There are seven (7) Annual Financial Report (AFR) Reports which are pending Production migration on September 8, 2016: SRs 4249, 4251, 4252, 4253, 4254, 4255, and 4798.
 - SR 5051 migrated to Production on August 12, 2016.
 - SR 5287 migrated to Production on August 5, 2016
 - SR 6375 migrated to Production on August 29, 2016.
 - SR 6376 is in System Test.
 - SR 6426 migrated to Production on August 12, 2016.

3. **Production Update: Cash Receipts Module Effort – L.B. Brady**
 - CPA secured two contractors to be dedicated to this effort.
 - The contractors are scheduled to begin work in mid-September.
 - The contractors will work on this effort through completion. The timeline is expected to be approximately two years.

4. **Upcoming Vote: SRs Submitted to Governance – Terry Wooten**
 - **CAPPs FIN UG Enhancement SRs Submitted to Governance**

User Group members were provided with a list of SRs being submitted to Governance.

- SR 6356: Add totals to Purchase Order Summary Report. This is a medium-effort SR.
- SR 6889: Add the *Asset Status* field to TXEAM512B. This is a low-effort SR.
- SR 6773: Modify the *Requisitions Available for Sourcing* report by adding subtotals by buyer (FY) and grand totals (FY). This is a medium-effort SR.
- As these enhancements are being implemented, CPA will be moving the Business Object (BO) reports into PeopleSoft (PS) reports.

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

- At this time, there is no contract vehicle to purchase hardware. To address this issue, the Business Intelligence/Data Warehouse (BI/DW) team requested resources from CPA's infrastructure team.
- As a result, CPA now has a development environment and a test environment to host the Business Objects (BO) reporting environment. CPA is beginning to push data into these environments.
- A contract vehicle is expected to be in place during FY17.
- The CAPPs Support Team will begin building the test reporting environment next.

6. Project Update: Financials Deployments FY16 – Pete Marcel

- The FY16 deployment is going live on September 1, 2016 with 11 agencies.
- This implementation went well. The functionality we built in previous deployments is meeting agency needs.

7. Project Update: Financials Deployments FY17 – Pete Marcel

- The FY17 implementation includes 22 agencies.
- The CAPPs Support Team is finishing up preparations for the September 7, 2016 kickoff.
- The CAPPs Support Team will provide a CAPPs demo the third week of September and begin facilitating Discovery sessions on October 3, 2016. The Discovery sessions will run through late December.
- The PeopleSoft (PS) image upgrade project will run concurrently with the CAPPs Financials FY17 deployment.

8. SB20 and LBB Interface Updates – Sharon Kemp

- The LBB interface is now live in Production.
- If agencies have contracts that need to be reported to LBB, mark them as *reportable* in CAPPs and they will be pulled over by the interface.
- Instructions regarding the LBB Interface are located on the Application Service Provider Solution Center (ASPSC) and on the CAPPs training website located at this link: http://cappstraining.cpa.texas.gov/files/FY2016_Legislative_Changes.docx.
- The documentation contains detailed mapping of how we are meeting legislative requirements.
- Instructions for downloading the contract records in the LBB reporting database are posted on the LBB website. The document is entitled **Reporting Contracts in the LBB Contracts Database** and is located at this link: http://www.lbb.state.tx.us/Documents/Instructions/Major_Contract_Reporting2015.pdf
- The LBB sends a daily exception report to the CAPPs Help Desk. The CAPPs Help Desk forwards this report to the appropriate contact for the applicable agency. If a

contract is marked as an amendment (I/A) and has not previously been included on the interface as a new contract record, it will go over as an initial contract in order for the contract record to be included on the control table as being sent to LBB.

- The record will be rejected because it already exists. The amendment information will need to be manually entered but will be available to interface in the future when additional amendments are made.

Miscellaneous Topics

1. Fiscal Year End (FYE)

- Fiscal Year End (FYE) activities are upon us. FPPs are posted on FMX with instructions.
- The default accounting date must be reset to September by agencies. This should be done by Tuesday, August 30, 2016 after the journal generate process runs.
- On Wednesday, August 31, 2016, CPA will not run an outbound job going to USAS with transactions.
- CAPPS Financials is expected to remain available, but USAS may not be available on Thursday, September 1, 2016, so it may not be possible to pre-release batches for processing in USAS.
- CPA will send an email to the agencies to review the FPP and accompanying instructions. The instructions will have screenshots on how to change the default accounting date.
- CPA is developing a query agencies can run to track FYE funding and expiration dates on the CAPPS side.

2. PeopleTools Upgrade 8.55 Project

- CPA is upgrading to PeopleTools (PT) 8.55 for CAPPS Financials.
- CPA will begin testing on September 12 through October 3, 2016.
- Agencies should begin testing on October 3, 2016.
- The expected go-live date is December 5, 2016.
- More details about this project will be provided in the next Financials User Group meeting; CPA will explain what is changing so that agencies will know what to test in User Acceptance Testing (UAT).

3. Financials User Group Vote: 8/01/16

- SR 4976 was rejected and the recurring maintenance window was approved. Vote results were communicated on August 29, 2016.

Summary of Action Items

No.	Action Item	Assigned To	Due By
1.			
2.			