**CAPPS**
**Financials User Group**
**Thursday, January 26, 2017**
**9 a.m. – 11 a.m.**
**Travis Building, Room 1-100**

## Meeting Minutes

| First & Last Name | Email | Role/Position | Attended? |
|---|---|---|---|
| Abel Rosas | abel.rosas@cpa.state.tx.us | Texas Comptroller of Public Accounts (CPA) - Accountant | No |
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I.   Welcome (April Shapley)
- Roll call for phone participants.
- Quorum confirmed.

II.  Production Update: Financials Support Requests (SRs) (Terry Wooten)
- SR Summary Report
  o User Group members were provided with a summary of all active SRs on the HR/Payroll system.
    ▪ There are 227 total SRs: 69 are *High*, 21 are *In Work* and 23 are *Assigned*.
    ▪ There are currently no critical SRs.
- SR Trend Report
  o The number of SRs opened trended up in December and down in January.
  o The number of opened SRs is 114 and the number of closed SRs is 130.
- Governance Approved Enhancements
  o A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

- SR 6889 – moved to *Complete*; migrated to Production in November.
- SR 4876 – moved to *In Work*; approved by the Steering Committee (SC) in January 2017.
- SR 6773 – moved to *Complete*; migrated to Production in November.
- SR 7224 – moved to *Approved;* approved by SC in January 2017.
- SR 6356 – moved to *Pending Prod Approval;* expected to migrate to Production today (January 26, 2017).
- Financials Required Maintenance Deploy17
  - User Group members were provided with a list of Required Maintenance (Deploy17) SRs.
    - SR 7645 – enhancement to add Supplier ID to the General Ledger (GL) Journal.

III. Production Update: PeopleTools (PT) 8.55 Upgrade (Steve Schiurring)
- CAPPS is upgrading to PT version 8.55.11.
- There will be new query functionality. The Release Notes will provide more details.
- An issue discovered was discovered relating to environments using load balancing in the CAPPS Manager Self-Service function.
  - The CAPPS Deployment Team reported the issue to Oracle, and Oracle confirmed it is a bug. The fix is included in PT version 8.55.12; however, the CAPPS Support Team is not migrating to that version at this time because everything would have to be retested.
- Test scripts were sent out in late January. The UAT scripts are different from the ones agencies received in the testing database last year.
  - UAT begins February 1 and will run through March 14, 2017. A communication announcing the new dates and including the test scripts and release notes will be sent to the agencies today.
- The new go-live date is March 20, 2017.
- Sandbox (SBX) will continue to be used for UAT testing of Production fixes. After go-live, agencies will go back to using the UAT environment for UAT testing.
  - It is very important for testers to clear out their browser cache before and after UAT testing. After go-live, this will no longer need to be done.
  - Passwords were copied from Production on November 18, 2016. For password reset issues, users can use the "Forgot my Password" function or email ProjectONE security and request a UAT password reset.
  - UAT data was refreshed from Production on November 18, 2016. The CAPPS Deployment team will begin batch processing February 3, 2017.
  - CAPPS HR/Payroll and Financials agencies will be conducting UAT at same time. The RPT2 (Reporting) test environment will be available for testing and will be available on the Portal.

IV. Production Update:  Disaster Recovery (DR) Failover Test – Steve Schiurring
- The Disaster Recovery (DR) test occurred in November 2016.
- The report findings were positive. There were two main metrics:
  - Recovery point objective: amount of data lost.
    - Maximum 24 hours (a day's worth of input).
    - Result: no data was lost during the test.
  - Recover time objective: amount of time to restore service.
    - Must bring system back up within 72 hours.

- Result: system was back up within 20 hours.
    - The DR test will be performed annually. The scope may be increased to include reporting and agency involvement to test access. Planning for the next DR test will begin in the summer of 2017.

V. Upcoming Vote: SRs Submitted to Governance (Terry Wooten)
- There are six Financials SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
    - SR 6736 – enhancement to modify TXCPO003 to print the correct total quantity when the line quantity is greater than one for an asset.
    - SR 6665 – enhancement to add extended cost functionality to receiving report TXCPO003.
    - SR 7519 – enhancement to add inspection column to the Receipts Pending/Aging Report.
    - SR 7520 – enhancement to add approver names and dates to Voucher Print.
    - SR 6975 – enhancement to display the Requisition ID number and Requisition name when approving Requisitions using Workflow.
    - SR 5124 – enhancement to auto-populate Contract ID on Purchase Order lines.

VI. Production Discussion: Deny Button in Workflow Approval Process (Terry Wooten)
- In the Workflow approval process, clicking the *Deny* button on a Requisition or Purchase Order (PO) will void the job at the header level.
    - Note: if a user is adding a line in PO dispatch, do not use the *Deny* button because this will impact the lines that are not changing.
- When using the *Deny* button, the document is still available and may be visible on some reports. For approvers, if the Requisition or PO should not exist then it should be canceled and will not show up on any reports.
- Purchasers should not liquidate any leftover funds and should not bring leftover funds down to zero. They should cancel the line, close the line or finalize it from the voucher.
- A PO should only be finalized if there is money left over. A PO can live indefinitely; not every PO needs to be closed.
    - If it is finalized correctly and has been liquidated, it does not need to be closed.

VII. Image Upgrade: New WorkCenters Feature (Terry Wooten)
- WorkCenters are new navigation tools that take the user to the most frequently used reports, pages and worklists.
- WorkCenters will be available during UAT this summer as part of the image upgrade.
- Data will be configured for UAT except for the Business Unit (BU). Agencies need to select the appropriate BU the first time they click the link.
- Agencies with more than one BU will see all their available BUs in the dropdown.
- Agencies with more than one BU can change between BUs moving forward. Additional details will be presented at a future User Group meeting.

VIII. Project Update: Financials Deployments FY17 (Pete Marcell)
- Deploying Agencies: COA 1- 14, CPRIT, OCFW, SCJC, TCCA, THECB, TSC, TSL and TSLAC.
- The FY17 deployment is on track for the September 1, 2017.
    - Hubs will go-live with the September release package.
- Onboarding prototype activities will be completed January 27, 2017.

- The USAS to CAPPS rewrite activities are complete and the team is preparing for system test.
  - The interface build is complete and ready for UAT testing to begin June 5, 2017.
- The team had to re-architect the way batch processes fire and is working to decouple the processes so that all the jobs go forward at once. If one job fails it should not stop the other jobs from processing.
- The CAPPS Deployment Team is working with THECB to capture requirements for several reports to build per their request.
- The team is beginning to use automated test scripts to test existing functionality.
- System Test begins January 30, 2017, and includes the image upgrade and existing functionality.
  - Phase 2 begins March 6, 2017 and Phase 3 integration testing begins May 1, 2017.
- UAT begins June 6, 2017 and includes CAPPS Production and onboarding agencies.
- There are not many customizations for this deployment, with the exception of some requests specifically for THECB.
- The Change Enablement staff has held several Agency Partnership Program (APP) meetings with the agencies.
- The CAPPS Deployment Team held the first technical overview meeting for the deploying agencies.
- Two security training sessions for the agencies have taken place to help agencies learn how the security request process works.
- The CAPPS Support Team is building a new security load tool which will help with mass organizational changes.
- The timeline for the Business Objects upgrade impact to CAPPS is still to be determined.

IX.    Miscellaneous
- The CAPPS Security Team is creating a form enabling the user to select a job profile and the form will display the associated roles. Users will still be able to make a la carte selections. Standard user preferences for each associated role will also be visible.
- Agency Security Coordinators (ASC) are participating in the Financials FY17 deployment so they will have a better understanding of CAPPS security.
- TJJD is working on a report to measure approval time (e.g. length of time required to approve a requisition). This will help identify bottlenecks and will be a statewide report in CAPPS.