## Meeting Minutes

<table>
<thead>
<tr>
<th>First &amp; Last Name</th>
<th>Email</th>
<th>Role/Position</th>
<th>Attended?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ai-Ching Reed</td>
<td><a href="mailto:ai-ching.reed@tea.texas.gov">ai-ching.reed@tea.texas.gov</a></td>
<td>Texas Education Agency (TEA) - Financials (FIN) User Group (UG) Voting Member</td>
<td>Yes</td>
</tr>
<tr>
<td>Alison Williams</td>
<td><a href="mailto:alison.williams@cpa.texas.gov">alison.williams@cpa.texas.gov</a></td>
<td>Comptroller of Public Accounts (CPA) – CAPPS Governance and Change Enablement</td>
<td>Yes</td>
</tr>
<tr>
<td>April Shapley</td>
<td><a href="mailto:april.shapley@cpa.texas.gov">april.shapley@cpa.texas.gov</a></td>
<td>CPA – Governance Coordinator</td>
<td>Yes</td>
</tr>
<tr>
<td>Becky Brecht</td>
<td><a href="mailto:rebecca.brecht@cpa.texas.gov">rebecca.brecht@cpa.texas.gov</a></td>
<td>CPA – CAPPS Governance and Change Enablement</td>
<td>Yes</td>
</tr>
<tr>
<td>Becky Taylor</td>
<td><a href="mailto:rebecca.brecht@cpa.texas.gov">rebecca.brecht@cpa.texas.gov</a></td>
<td>CPA – CAPPS Governance and Change Enablement</td>
<td>Yes</td>
</tr>
<tr>
<td>Benjamin Cross</td>
<td><a href="mailto:becky.taylor@txcourts.gov">becky.taylor@txcourts.gov</a></td>
<td>Office of Court Administration (OCA) – Business Analyst</td>
<td>Yes</td>
</tr>
<tr>
<td>Bob Hopper</td>
<td><a href="mailto:bob.hopper@rrc.state.tx.us">bob.hopper@rrc.state.tx.us</a></td>
<td>Railroad Commission (RRC) – FIN UG Voting Member</td>
<td>Yes</td>
</tr>
<tr>
<td>Carol Oberrender</td>
<td><a href="mailto:carol.oberrender@sao.texas.gov">carol.oberrender@sao.texas.gov</a></td>
<td>State Auditor’s Office (SAO) – Accountant</td>
<td>Yes</td>
</tr>
<tr>
<td>Chelsa Vinklarek</td>
<td><a href="mailto:chelsa.vinklarek@cpa.texas.gov">chelsa.vinklarek@cpa.texas.gov</a></td>
<td>CPA – Supervisor, Statewide Systems Operations &amp; Payroll Policy (SSOPP)</td>
<td>Yes</td>
</tr>
<tr>
<td>Don Land</td>
<td><a href="mailto:don.land@cpa.texas.gov">don.land@cpa.texas.gov</a></td>
<td>CPA – Budget &amp; Internal Accounting</td>
<td>Yes</td>
</tr>
<tr>
<td>Don Burns</td>
<td><a href="mailto:don.burns@cpa.texas.gov">don.burns@cpa.texas.gov</a></td>
<td>CPA</td>
<td>Yes</td>
</tr>
<tr>
<td>Doug Rozunick</td>
<td><a href="mailto:doug.rozunick@tvc.texas.gov">doug.rozunick@tvc.texas.gov</a></td>
<td>Texas Veteran’s Commission (TVC)</td>
<td>Yes</td>
</tr>
<tr>
<td>Ed Dorotik</td>
<td><a href="mailto:ed.dorotik@tiv.texas.gov">ed.dorotik@tiv.texas.gov</a></td>
<td>TVC</td>
<td>Yes</td>
</tr>
<tr>
<td>Joe Meyer</td>
<td><a href="mailto:joe.meyer@tdi.state.tx.us">joe.meyer@tdi.state.tx.us</a></td>
<td>Texas Department of Insurance (TDI) – Project Manager; FIN UG Voting Member</td>
<td>Yes</td>
</tr>
<tr>
<td>Johnathan Oberhoff</td>
<td><a href="mailto:johnathan.oberhoff@cpa.texas.gov">johnathan.oberhoff@cpa.texas.gov</a></td>
<td>CPA – Financials Team</td>
<td>Yes</td>
</tr>
<tr>
<td>Mark Jayaram</td>
<td><a href="mailto:mark.jayaram@rrc.state.tx.us">mark.jayaram@rrc.state.tx.us</a></td>
<td>RRC</td>
<td>Yes</td>
</tr>
</tbody>
</table>
I. Welcome (April Shapley)
   • Roll call for phone participants.
   • Quorum confirmed.

II. Production Update: Financials Support Requests (SRs) (Chelsa Vinklarek)
   • SR Summary Documentation-Financial Services SR Report
     o User Group members were provided with a summary of all active SRs on the Financials system.
     o There were 256 active SRs and 77 were considered high.
     o There are currently no critical SRs.
   • SR Trend Report
     o During this reporting period there were 179 SRs opened and 160 were closed.
   • 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 4876 – new to the list and in Approved status after the Steering Committee vote on January 10, 2017.
     - SR 7224 – new to the list and in Approved status after the Steering Committee vote on January 10, 2017.
     - SR 6356 – moved to Complete.
   • Required Maintenance
     o User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and bolded.
     - SR 4420 – moved to On Hold; this SR will be worked after the image upgrade is completed.

III. PeopleTools (PT) 8.55 Upgrade (Steve Schiurring)
   • The new go-live date for the PT upgrade is March 20, 2017.
   • The PT upgrade was delayed due to an HR/Payroll issue 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.

- Oracle provided a patch for CAPPS. The issue is now resolved.

- User Acceptance Testing (UAT) ends March 14, 2017. Agencies are strongly encouraged to login to UAT and go through normal business processes, including running commonly-used reports, to ensure everything works properly.

- Passwords in UAT were copied from Production on November 18, 2016. If a user does not remember their password, use the forgotten password feature or email projectone.security@cpa.texas.gov and have them reset the password in UAT. Note that the password is for the UAT environment; otherwise, the Security Team will assume it is for the Production environment.

- Data in UAT was refreshed from Production on November 18, 2016. There is a new reporting environment called RPT2 where all the agency public and private queries from RPT1 were copied to as of December 1, 2016.
  - Testers should run commonly-used queries and reports to ensure they work properly.
  - Agencies need to create a ticket for issues discovered in UAT. In ASP, select Acceptance Testing as the environment and add PeopleTools to the short description.

- CAPPS will be unavailable the weekend of the PT upgrade beginning at close of business on Friday, March 17 through Monday, March 20, 2017 at 8:00 a.m.

- Sandbox (SBX) will continue to be used as the CAPPS UAT environment for current Production issues until the PT go-live.

- Hubs will receive their package including the PT upgrade approximately three weeks after go-live.

IV. 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 go-live on September 1, 2017.

- Test execution is at 60% as of today.
  - Nine defects have been reported, none of which are major.

- System Test Phase 2 begins March 6, 2017, and will include more of the new enhancements such as batch scheduling and USAS interface.

- Phase 3 will include looking at integration through all phases, including HR/Payroll.

- The project team is currently planning the first mock conversion.

- CAPPS will be upgraded from image zero to image 19 with this deployment.
  - All agencies (not just the deploying agencies) are strongly encouraged to test in UAT.
  - Testing should include the round-trip procure-to-pay lifecycle and reports to ensure everything works properly.

V. Miscellaneous

- There is no Business Intelligence (BI) update this month.
  - The project team is currently working on the timeline, including how to sync BI with other testing efforts.
  - Agencies should test their BI reports when performing other testing.