

CAPPS
Financials User Group
Thursday, February 23, 2016
9:00 a.m. – 11:00 a.m.
Travis Building, Room 1-100

Meeting Minutes

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

First & Last Name	Email	Role/Position	Attended?
Melissa Nagle	melissa.nagle@cpa.texas.gov	CPA – Contract Administration	Yes
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Sidney Saxon	sidney.saxon@tdi.texas.gov	TDI	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA – CAPPs Contractor	Yes
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – CAPPs Project Manager	Yes
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – CAPPs Deployments; FIN UG Voting Member	Yes
Thelma Garcia	thelma.garcia@cpa.texas.gov	CPA - CAPPs Support	Yes

- 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
 - User Group members were provided with a summary of all active SRs on the Financials system.
 - There were 256 active SRs and 77 were considered high.
 - There are currently no critical SRs.
 - SR Trend Report
 - During this reporting period there were 179 SRs opened and 160 were closed.
 - Governance Approved Enhancements
 - 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
 - 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.