CAPPS
Financials User Group
Thursday, March 30, 2017
9 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attend?
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) – Communications, Change & Training	Yes
April Shapley	april.shapley@cpa.texas.gov	CPA	Yes
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE) – FIN UG Voting Member	Phone
Carol Oberrender	carol.oberrender@sao.texas.gov	State Auditor's Office (SAO) – Accountant	Yes
Cathy Mann	cathy.mann@military.texas.gov	Texas Military Department (TMD) - Project Manager	Phone
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Area Manager, Statewide Fiscal Systems	Yes
Cristal Martinez	cristal.martinez@sao.texas.gov	SAO	Yes
Doug Rozunick	doug.rozunick@tvc.texas.gov	Texas Veteran's Commission (TVC)	Yes
Eduardo Plaza	eduardo.plaza@txdmv.gov	Department of Motor Vehicles (DMV)	Yes
Elizabeth Ozuna	elizabeth.ozuna@sao.texas.gov	SAO	Yes
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Yes
Jay Rougeau	jay.rougeau@cpa.texas.gov	CPA – Contract Administration	Yes
Jesus Morales	jesus.morales@puc.texas.gov	Public Utility Commission (PUC)	Phone
Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – Project Manager; FIN UG Voting Member	Yes
Ken Ming	kenneth.i.ming@tjjd.gov	Texas Juvenile Justice Department (TJJD)– FIN UG Voting Member	Yes
Lawrence Cruz	lawrence.cruz@tvc.texas.gov	TVC	Yes
Mark Jayaram	mark.jayaram@rrc.state.tx.us	Railroad Commission (RRC)	Yes

First & Last Name	Email	Role/Position	Attend?
Michelle Cohen	michelle.cohen@tjjd.texas.gov	TJJD	Phone
Michelle Huddleston	mhuddleston@cprit.texas.gov	Cancer Prevention Research Institute of Texas (CPRIT)	Yes
Patricia Gutierrez	patricia.gutierrez@twc.state.tx.us	Department of Assistive and Rehabilitative Services (DARS)	Phone
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Sandy Williams	sandy.williams@rrc.state.tx.us	RRC – Director, Procurement/Contract	Yes
Sergio Rey	sergio.rey@txdmv.gov	DMV – FIN UG Voting Member	Phone
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
Susan White	susan.white@cpa.texas.gov	CPA	Yes
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – CAPPS Deployments; FIN UG Voting Member	Yes
William Myers	william.myers@cpa.texas.gov	CPA	Yes

I. Welcome (April Shapley)
- Roll call for phone participants.
- Quorum confirmed.

II. Production Update: Financials Support Requests (SRs)
- SR Summary Documentation (Chelsa Vinklarek)
  - o User Group members were provided with a summary of all active SRs on the HR/Payroll system.
  - o There were 156 active SRs and 92 were considered high.
  - o There are currently no critical SRs.
- SR Trend Report (Chelsa Vinklarek)
  - o During this reporting period there were 243 SRs opened and 223 were closed.
- Governance Approved Enhancements (Terry Wooten)
  - o A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - ▪ SR 4876 – moved to *Pending Prod Migration*.
    - ▪ SR 7224 – moved to *In Work*.
- Required Maintenance (Terry Wooten)
  - 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 7900 – moved to *In Work*.
    - ▪ SR 7936 – moved to *In Work*.

![CAPPS logo - Centralized Accounting and Payroll/Personnel System]

- SR 8000 – moved to *In Work*.

III. PeopleTools Upgrade 8.55 (Steve Schiurring)
- The PeopleTools 8.55 upgrade was originally scheduled to go-live on March 20, 2017; however, this date has been indefinitely extended due to unexpected issues identified in Portal.
- During cutover weekend, many of the testers encountered an empty page upon logging in; links and buttons were not there.
- The cause of the issue was still unknown by 5:00 p.m. on March 18 so the go-live was delayed.
- Production environments were rolled back to 5:00 p.m. on March 17; however, the Maintenance (MNT) and Reporting (RPT) environments experienced some issues and those environments took longer to restore. They were unavailable the morning of March 20, 2017.
    o Many lessons were learned about recovery procedures as a result of this issue.
- Sandbox (SBX) will continue to be used as a test environment for agencies.
- UAT will be available again for image testing beginning June 5, 2017.
- The CAPPS Support Team will communicate the new go-live date as soon as it is known.

IV. HX Data Conversion and Retention (Terry Wooten)
- User Group members were provided with the *HX Data Conversion and Retention* document.
    o The new USAS inbound processes use a new table (TX_HX) which includes the same HX data currently stored in TX_INTF_HX_TBL.
    o Some reports and public queries (including the AFR report) read TX_INTF_HX_TBL.
        ▪ These reports will be redirected to the new table.
    o Numerous private queries are pointed to TX_INTF_HX_TBL and agencies will need to rewrite these queries to read the new table.
    o Not all of the data from X_INTF_HX_TBL will be converted to TX_HX.
        ▪ The current Fiscal Year (FY) and the prior four FYs from TX_INTF_HX_TBL will be converted to the new TX_HX table.
        ▪ A Fiscal Year End (FYE) purge process will delete all TX_HX records less than current FY minus four years.
    o Agencies should make an effort to clear transactions held on the TX_US_HX_RECYC table.
    o Recycled transactions effective dated within the current AY and two prior AYs will be maintained.
        ▪ The archive process will be executed with these parameters at the end of each FY.

V. Changing Commitment Control and Budget Definitions During FY (Terry Wooten)
- Budget definitions should not be changed during the FY as this will determine how roll-ups work.

- Changes should be made at FYE and only after conducting testing in a test environment.
- Agencies can request assistance by entering an SR in ASP.

VI. USAS Confidentiality Indicator (Terry Wooten)
- The ratio of transactions marked "confidential" increases after an agency deploys CAPPS.
- Agencies can choose to default all transactions as "confidential" but should be aware that it is their responsibility to ensure this is accurate. Transactions marked "confidential" must be justified.

VII. Batch Consolidation Update (Terry Wooten)
- The goal of the CAPPS Support Team is to create a statewide batch consolidation model with PeopleSoft-delivered processes.
- Processing time will be more efficient if more agencies can consolidate the batch run.
- The CAPPS Support Team is meeting with agencies to understand any issues with the proposed schedule.
- UAT for Financials is scheduled to begin June 5, 2017.
- The go-live for the new batch schedule is July 28, 2017.

VIII. Project Update: Financials Deployment FY17 (Pete Marcell)
- Deploying agencies: COA 1- 14, CPRIT, OCFW, SCJC, TCCA, THECB, TSC, TSL and TSLAC.
- On track for go-live September 1, 2017.
- The "soft" go-live is on track for August 14, 2017.
- Configuration is nearly complete and some prototype sessions are still needed with agencies.
- All Functional Design Documents (FDDs) and Technical Design Documents (TDDs) are complete.
- Mock 1 conversion was completed with no errors.
- Conversion begin April 3, 2017.
- UAT begins June 5 through July 28, 2017.