

**CAPPS
Financials User Group
Thursday, April 27, 2017
9 a.m. – 11 a.m.
Travis Building, Room 1-100**

Meeting Minutes

First & Last Name	Email	Role/Position	Attend?
Adrian Respress	adrian.respress@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB)	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
Audrey Rosales	audrey.rosales@tabc.texas.gov	Texas Alcoholic Beverage Commission (TABC)	Phone
Bary Hobbs	bary.hobbs@hhsc.state.tx.us	Health and Human Services Commission (HHSC) – Financials (FIN) User Group (UG) Voting Member	Phone
Belinda Williams	belinda.williams@hhsc.state.tx.us	HHSC	Yes
Carol Oberrender	carol.oberrender@sao.texas.gov	State Auditor’s Office (SAO) – Accountant	Yes
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Area Manager, Statewide Fiscal Systems	Yes
Cristal Martinez	cristal.martinez@sao.texas.gov	SAO	Yes
David Alonzo	david.alonzo@tea.texas.gov	Texas Education Agency (TEA)	Yes
David Chambers	david.chambers@txdmv.gov	Texas Department of Motor Vehicles (DMV)	Phone
Debra Rosas	debra.rosas@tea.texas.gov	TEA – Contract Manager	Yes
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	Yes
Eduardo Plaza	eduardo.plaza@txdmv.gov	DMV	Yes
Elizabeth Ozuna	elizabeth.ozuna@sao.texas.gov	SAO	Yes
Gage Loots	gage.loots@tea.texas.gov	TEA	Yes
Gerard MacCrossan	gerard.maccrossan@cpa.texas.gov	CPA – SPD Project Manager	Yes
Glenn Smith	glenn.smith@twc.texas.gov	Texas Workforce Commission (TWC)	Yes

First & Last Name	Email	Role/Position	Attend?
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Phone
Jeanette Vrabel	jeanette.vrabel@tjjd.texas.gov	Texas Juvenile Justice Department (TJJD)	Yes
Jesus Morales	jesus.morales@puc.texas.gov	Public Utility Commission (PUC)	Phone
JoAnn Johnson	joann.johnson@rrc.texas.gov	Railroad Commission (RRC)	Yes
Johnathan Oberhoff	johnathan.oberhoff@cpa.texas.gov	CPA – Financials Team	Yes
Jonathan Norris	jonathan.norris@dps.texas.gov	DPS	Yes
Joseph Cabrera	joseph.cabrera@rrc.texas.gov	RRC	Yes
Kacee Wagner	kacee.wagner@tvc.texas.gov	Texas Veteran’s Commission (TVC)	Yes
Kammi Contreras	kammi.contreras@theCb.state.tx.us	THECB	Yes
Ken Ming	kenneth.i.ming@tjjd.gov	TJJD – FIN UG Voting Member	Yes
Linda Natal	linda.natal@theCb.state.tx.us	THECB	Yes
Lisa Maldonado	juana.maldonado@dps.texas.gov	Department of Public Safety (DPS)	Yes
Manuel Perez	manuel.perez@dps.texas.gov	DPS	Yes
Mark Jayaram	mark.jayaram@rrc.state.tx.us	RRC	Yes
Mary Beck	mary.beck@puc.texas.gov	PUC	Phone
Melissa Nagle	melissa.nagle@cpa.texas.gov	CPA	Yes
Michael Fuentes	michael.fuentes@tdi.texas.gov	TDI	Yes
Michelle Nall	michelle.nall@tvc.texas.gov	TVC	Yes
Patti Sanders	patti.sanders@tdi.texas.gov	TDI	Yes
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Rona Walton	rona.walton@rrc.texas.gov	RRC	Yes
Sharon Kemp	sharon.kemp@cpa.texas.gov	CPA – CAPPs Deployment Team	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

First & Last Name	Email	Role/Position	Attend?
Terri Kotara	terri.kotara@tvc.texas.gov	TVC – Purchaser II	Yes
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – CAPPs Deployments; FIN UG Voting Member	Yes
Theresa Lopez	theresa.lopez@thecb.state.tx.us	THECB	Yes
Valerie Francis	valerie.francis@tea.texas.gov	TEA – Purchaser	Yes
William Walk	william.walk@tjtd.texas.gov	TJJD	Yes

I. Welcome (April Shapley)

- Roll call for phone participants.
- Quorum confirmed.

II. Production Update: Financials Support Requests (SRs)

- SR Summary Documentation (Chelsa Vinklarek)
 - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
 - There were 302 active SRs and 107 were considered high.
 - There are currently no critical SRs.
- SR Trend Report (Chelsa Vinklarek)
 - During this reporting period there were 164 SRs opened and 142 were closed.
- Governance Approved Enhancements (Terry Wooten)
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 4876 – moved to *Complete*.
 - SR 5124 – moved to *Assigned*.
 - SR 6975 – moved to *Assigned*.
 - SR 7520 – moved to *Assigned*.
 - SR 6665 – moved to *Assigned*.
 - SR 6736 – moved to *Assigned*.
 - SR 7519 – moved to *Assigned*.
- Required Maintenance (Terry Wooten)
 - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 8273 – moved to *Assigned*.

III. PeopleTools Upgrade 8.55 (Steve Schiurring)

- The CAPPs Support Team successfully upgraded CAPPs Financials, HR/Payroll and Portal to PeopleTools 8.55.11 on April 10, 2017.
- Hub agencies will receive this upgrade in the release package on May 5, 2017.
- The schedule was adjusted to allow an earlier start for testing. The result was that the timeline ran ahead of schedule for cutover weekend.
- Helpful instructions are posted on the CAPPs Portal for users.

IV. Batch Schedule Consolidation (Terry Wooten)

- There is a daily window of time available to complete batch schedule processing.
- The CAPPS Support Team is meeting internally to work out a solution that satisfies most of our agencies. Agencies have different needs: some do not want to run one or more of the batches.
 - Agencies can be removed from the process by submitting a request in ASP.
- Batches cannot be released at the end of the day until Batch IDs are generated.
 - ID generation is dependent on the outbound process which is currently scheduled to occur at 4:00 p.m.
 - Journals must be generated before the outbound process which currently runs at 3:00 p.m.
 - Accounts Payable (AP) processes run at 2:30 p.m.
 - The current schedule causes many people to work past their scheduled leave time.

V. 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.
- A risk has been identified regarding the batch rewrite and the potential impact to System Test Phases 2 and 3.
- The USAS to CAPPS interface rewrite is complete.
- System Test Phase 3 planning is complete and the plan for UAT is near completion.
- The UAT Kickoff is scheduled to occur June 1, 2017.
- UAT begins June 5 through July 29, 2017.