

**CAPPS**  
**Financials User Group**  
**Tuesday, May 30, 2017**  
**9 a.m. – 11 a.m.**  
**Travis Building, Room 1-100**

**Meeting Minutes**

<b>First &amp; Last Name</b>	<b>Email</b>	<b>Role/Position</b>	<b>Attend?</b>
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
Barbara Kelley	barbara.kelley@dps.texas.gov	Texas Department of Public Safety (DPS)	Yes
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE) – Financials (FIN) User Group (UG) Voting Member	Yes
Britney Schneider	britney.schneider@dps.texas.gov	DPS	Yes
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Area Manager, Statewide Fiscal Systems	Yes
Cristal Martinez	cristal.martinez@sao.texas.gov	State Auditor’s Office (SAO)	Yes
Doug Rozunick	doug.rozunick@tvc.texas.gov	Texas Veteran’s Commission (TVC)	Yes
Elizabeth Ozuna	elizabeth.ozuna@sao.texas.gov	SAO	Yes
Eric McIntyre	george.mcintyre@dps.texas.gov	DPS	Yes
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Yes
JoAnn Johnson	joann.johnson@rrc.texas.gov	Railroad Commission (RRC)	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
Joseph Cabrera	joseph.cabrera@rrc.texas.gov	RRC	Yes
Kammi Contreras	kammi.contreras@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB)	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

First & Last Name	Email	Role/Position	Attend?
Lisa Maldonado	juana.maldonado@dps.texas.gov	DPS	Yes
Lisa Owens	lisa.owens@sao.texas.gov	SAO	Yes
Manuel Perez	manuel.perez@dps.texas.gov	DPS	Yes
Michelle Cohen	michelle.cohen@cpa.texas.gov	CPA	Yes
Patti Sanders	patti.sanders@tdi.texas.gov	TDI	Yes
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Precilla Hauer	precilla.hauer@cpa.texas.gov	CPA	Yes
Robert Lerma	robert.lerma@rrc.texas.gov	RRC	Yes
Robert Snipes	robert.snipes@cpa.texas.gov	CPA	Yes
Rona Walton	rona.walton@rrc.texas.gov	RRC	Yes
Sarah Evans	sarah.evans@rrc.texas.gov	RRC – Contract Specialist	Yes
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – Supervisor, CAPPS Deployments	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
Theresa Lopez	theresa.lopez@thecb.state.tx.us	THECB	Yes

- I. Welcome (Chelsa Vinklarek)
  - 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 325 active SRs and 123 were considered high.
    - There are currently no critical SRs.
  - SR Trend Report (Chelsa Vinklarek)
    - During this reporting period there were 185 SRs opened and 170 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 7520 – moved to *System Test*.
      - SR 6665 – moved to *Acceptance Test*.

- SR 6736 – moved to *Acceptance Test*.
- 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**.
    - No updates this month.

### III. Upcoming Vote: SRs Submitted to Governance (Terry Wooten)

- There are three Financials SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
  - SR 8064 – request to create a new report to facilitate the Federal reimbursement process.
  - SR 8133 – request to modify *Requisitions to be Sourced* Report to include the Requisition Long Description on the same line as other information to allow for sorting.
  - SR 8282 – request to add several additional fields on the Business Objects Statewide HUB Expenditure Report.
  - SR 8424 – annual renewals accounting date proposal. This SR is not being voted on; however, agencies are encouraged to review this SR in ASP and provide feedback to the CAPPS Support Team.

### IV. Batch Rewrite Changes (Terry Wooten)

- User Group members were provided with two documents for this discussion: *Batch Rewrite Configuration* and *W and I Doc Configurations*.
- The Batch Rewrite project is expected to be available in Production on July 31, 2017.
  - This initiative will offer new USAS interface functionality and automated processing for Document Types W and I.
  - UAT is scheduled to begin June 5, 2017.
  - Agencies that need batch control configuration assistance are instructed to enter an SR in ASP.
  - SR 3618 was entered in ASP and agencies can refer to this SR for additional information.

### V. CAPPS WorkCenters (Terry Wooten)

- User Group members were provided with a *WorkCenters* document.
  - A WorkCenter is new functionality as a result of the image upgrade. It is an improved navigation tool with a more efficient menu.
  - Each module will have a WorkCenter.
    - When a WorkCenter is first opened, it displays queries in red.
    - Users must enter the Business Unit (BU) and then refresh for the query to be black/ready to run.

### VI. Image UAT and Private Queries (Terry Wooten)

- User Group members were provided with the *Image UAT – Private Queries* document.
- CAPPS is upgrading from image 0 to image 19 which may impact private queries.

- Agencies are encouraged to test their private queries in UAT.
- UAT is scheduled to begin June 2, 107.
  - All private queries in RPT1 will be copied to the RPT2 environment. RPT2 will be used for UAT.
  - Queries created in Production after the copy from RPT1 to RPT2 will not be available for Image 19 UAT.

VII. 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.
- The CAPPs Deployment Team is working to finish reports.
- System Test Phase 2 was completed; Phase 3 is in progress.
- UAT is scheduled to begin June 5 through July 28, 2017.
- Two Agency Partnership Program (APP) meetings were completed last month.
- Train the Trainer training was successfully completed.