

**CAPPS**  
**Financials User Group**  
**Wednesday, June 21, 2017**  
**9 a.m. – 11 a.m.**  
**ERS Building, Auditorium**

**Meeting Minutes**

<b>First &amp; Last Name</b>	<b>Email</b>	<b>Role/Position</b>	<b>Attended</b>
Adrian Respress	adrian.respress@thecb.state.tx.us	Texas Higher Education Coordinating Board (THECB)	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
Atul Sharma	atul.sharma@cpa.texas.gov	CPA – CAPPS Finance	Yes
Bary Hobbs	bary.hobbs@hhsc.state.tx.us	Health and Human Services Commission (HHSC) – FIN UG Voting Member	Phone
Becca Murdock	rebecca.murdock@cpa.texas.gov	CPA – CAPPS Program Manager	Yes
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE) – FIN UG Voting Member	Phone
Brian Wetzig	brian.wetzig@txdot.gov	Texas Department of Transportation (TxDOT) – FIN UG Voting Member	Phone
Carol Oberrender	carol.oberrender@sao.texas.gov	State Auditor’s Office (SAO) – Accountant	Yes
Cristal Martinez	cristal.martinez@sao.texas.gov	SAO – Accountant	Yes
Doug Rozunick	doug.rozunick@tvc.texas.gov	Texas Veteran’s Commission (TVC)	Yes
Eddie Chan	eddie.chan@ers.state.tx.us	Employee Retirement System of Texas (ERS) – Assistance Director of Finance	Yes
Elizabeth Ozuna	elizabeth.ozuna@sao.texas.gov	SAO – Accountant	Yes
Joseph Cabrera	joseph.cabrera@rrc.texas.gov	Railroad Commission (RRC) - Finance	Yes
Kammi Contreras	kammi.contreras@thecb.state.tx.us	THECB	Yes
Ken Ming	kenneth.i.ming@tjjd.gov	Texas Juvenile Justice Department (TJJJ) – FIN UG Voting Member	Phone

First & Last Name	Email	Role/Position	Attended
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Reggie Pegues	reggie.pegues@dir.texas.gov	Texas Department of Information Resources (DIR) – Director of Accounting; FIN UG Voting Member	Phone
Sergio Rey	sergio.rey@txdmv.gov	Texas Department of Motor Vehicles (DMV) – FIN UG Voting Member	Phone
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
Theresa Lopez	theresa.lopez@thecb.state.tx.us	THECB	Yes
Thomas Neeley	thomas.neeley@cpa.texas.gov	CPA – CAPPs Finance	Yes

- I. Welcome (April Shapley)
  - Roll call for phone participants
  - Quorum confirmed.
  
- II. Production Update: Financials Support Requests (SRs) (Terry Wooten)
  - SR Summary/Trend Documentation
    - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
    - There were 367 active SRs during this period. 150 were considered high priority.
    - There are currently no critical SRs.
  - SR Trend Report
    - Trending down due to fewer failed batch jobs.
    - There were 111 SRs opened and 91 closed SRs.
  - Governance Approved Enhancements
    - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
      - SR 4646 – moved to *Acceptance Test*. This request will create a new batch type to batch revenue refunds separately. This new functionality in batch handling will allow agencies to define by t-code or doc type.
      - SR 4007 – moved to *Acceptance Test*.
      - SR 7520 – moved to *Acceptance Test*.
      - SR 6665 – moved to *Pending Prod Migration*.
      - SR 6736 – moved to *Pending Prod Migration*.

- 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 *Complete*. This SR was completed earlier in the year but left open due to review. Moving to Complete now because it does not need the fix the team initially considered.
    - SR 7645 – moved to *Acceptance Test*.
    - SR 7936 – moved to *Acceptance Test*.
    - SR 8000 – moved to *In Work*.
    - SR 7900 – moved to *In Work*.

### III. Discussion Topic: Cash Receipts (Terry Wooten)

- The initial set of requirements for the Cash Receipts module was created a few years ago but the CAPPs Support Team chose not to adopt the TEA module because it could not be implemented statewide.
- A few months ago, the team met with interested customers and created a new set of requirements.
- CAPPs now has a design team onboard that is moving forward with creating a high level design for this module and is now being estimated.
  - The team met with TDI (initiating agency) and with TxDOT.
  - The team is ready to begin focus groups with any interested agencies.
- A design summary will be sent out later this week to this User Group.
  - The summary document will include a flow diagram and information on how requirements were incorporated into gap areas.
  - The team requests that User Group members share this information with anyone at their agency who would be interested in this module.
  - The first focus group will happen in the next User Group meeting. Agencies are encouraged to send anyone that needs to be part of that discussion to ensure requirements are addressed early on before development begins.
- The HX Table SR has been assigned to David Chang at CPA. Agencies had asked for clarification on how to use tabs in the comparison of field names between tables. Agencies should reach out to David directly for any assistance or questions.

### IV. Project Update: Financials Deployment FY17 (Steve Schiurring)

- Deploying agencies: COA 1- 14, CPRIT, OCFW, SCJC, TCCA, THECB, TSC, TSL and TSLAC.
- On track for go-live on September 1, 2017.
  - The image upgrade will go-live the weekend of July 28 – 31, followed by a soft go-live on August 14, before the official go-live on September 1, 2017.
  - The team notes that the Batch Rewrite could pose a potential risk in impact to the System Test phase.
    - System test phase continues on schedule now. The team has posted a schedule to SR 8614 in the Production Application Service Provider (ASP) Solution Center.
    - Agency exclusions are not included in the batch schedule yet. An updated schedule will be posted once those are incorporated.
  - The image upgrade is scheduled for deployment July 28 through July 31, 2017.

- User Acceptance Test (UAT) is in progress on several projects including image upgrade and USAS interface.
  - UAT environment was populated from the Mock 3/final conversion.
  - UAT is in the third week of an eight-week testing period and all targets are on track.
  - 99% of scenarios are completed and team is working through final verification of defects.
  - Last day for UAT testing is scheduled for July 28, 2017. The team is asking Production agencies to complete UAT by July 7 so there is time to resolve any final issues prior to July 31. This includes testing queries in the FINRPT2 environment so that it can be copied to FINRPT1 during go-live weekend.
    - Only changed queries in FINRPT2 will be migrated to FINRPT1. If agencies have queries that are not used, they should delete them now. This is an opportunity to clean up FINRPT1.
  - WorkCenters are not included in UAT at this time.
    - The team is working through numerous defects. There is still substantial work to be done to make the WorkCenters secure.
    - The team should have an ETA for the WorkCenters soon.
- Financials Production will be unavailable on two weekends as part of the HR/Payroll cutover weekends.
  - June 23 – 26 (this weekend). An email was sent yesterday to agency Level 1 staff with details of the downtime. Recruit and Learn will be available through the links on agency websites. There will be a maintenance page in CAPPS as an alert to anyone trying to access the system.
  - July 7 – 10 is the second go-live weekend for HR/Payroll and Financials will be unavailable for this weekend as well.