CAPPS
Financials User Group
Thursday, August 17, 2017
9 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attend?
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
Bary Hobbs	bary.hobbs@hhsc.state.tx.us	Health and Human Services Commission (HHSC) – Financials (FIN) User Group (UG) Voting Member	Phone
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
Celeste Diaz	celeste.diaz@txcourts.gov	Office of Court Administration (OCA)	Phone
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Area Manager, Statewide Fiscal Systems	Yes
David Alonzo	david.alonzo@tea.texas.gov	Texas Education Agency (TEA)	Yes
David Chambers	david.chambers@txdmv.gov	Texas Department of Motor Vehicles (TXDMV)	Phone
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	Yes
Doug Rozunick	doug.rozunick@tvc.texas.gov	Texas Veteran's Commission (TVC)	Yes
Eduardo Plaza	eduardo.plaza@tpwd.texas.gov	Texas Parks and Wildlife Department (TPWD)	Yes
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Phone
Jay Rougeau	jay.rougeau@cpa.texas.gov	CPA – Contract Administration	Yes

First & Last Name	Email	Role/Position	Attend?
Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – Project Manager; FIN UG Voting Member	Yes
Johnathan Oberhoff	johnathan.oberhoff@cpa.texas.gov	CPA – Financials Team	Yes
Ken Ming	kenneth.i.ming@tjjd.gov	Texas Juvenile Justice Department (TJJD) – FIN UG Voting Member	Phone
Linda Natal	linda.natal@thecb.state.tx.us	Texas Higher Education Coordinating Board (THECB)	Phone
Mary Beck	mary.beck@puc.texas.gov	Public Utility Commission (PUC)	Phone
Norma Rodriguez	norma.rodriguez@tbce.state.tx.us	Texas Board of Chiropractic Examiners (TBCE)	Phone
Oscar Robles	oscar.robles@twc.state.tx.us	Texas Workforce Commission (TWC)	Phone
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Reggie Pegues	reggie.pegues@dir.texas.gov	Department of Information Resources (DIR) – Director of Accounting; FIN UG Voting Member	Phone
Sandy Williams	sandy.williams@rrc.state.tx.us	Railroad Commission (RRC) – Director, Procurement/Contract	Yes
Sergio Rey	sergio.rey@txdmv.gov	DMV – FIN UG Voting Member	Phone
Shelley Knight	shelley.knight@tcole.texas.gov	TCOLE	Phone
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA – CAPPS Contractor	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
Tony Martin	anthony.martin@cpa.texas.gov	CPA	Yes
Valerie Tullos	valerie.tullos@tdi.texas.gov	TDI	Phone

I.   Welcome (Chelsa Vinklarek)
- Roll call for phone participants.
- Quorum confirmed.

II.   Production Update: Financials Support Requests (SRs)
- SR Summary Documentation (Chelsa Vinklarek)

- Note: beginning next month, the SR Summary/Trend Report will reflect data from the previous calendar month. Currently, the report represents data between UG meetings and the timing is not always consistent.
    - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
    - There were 427 active SRs and 175 were considered high.
    - There are currently no critical SRs.
- SR Trend Report (Chelsa Vinklarek)
    - The date of this report is August 1, 2017.
    - The Trend chart shows two entries for July: the first column shows the data from the previous reporting period; the second column shows the data from the end of July (July 27 – 31) that was not included in the previous report.
    - For the month of July (in total), there were 241 SRs opened and 196 closed.
- Governance Approved Enhancements (Chelsa Vinklarek)
    - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
        - SR 4646 – moved to *Pending Prod Approval*.
        - SR 4007 – moved to *Pending Prod Approval*.
        - SR 7520 – moved to *Complete*. This SR went to production on June 24 but there was an issue updating the ASP ticket. SR status is now updated.
        - SR 7519 – moved to *On Hold*. This SR relates to a report for Texas State Library and Archives (TSLAC). The agency may no longer need this report. SR is on hold while the request is being reviewed. The CAPPS Support Team may send this SR back through Governance with the recommendation to reject/close.
- Required Maintenance (Chelsa Vinklarek/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 7645 – moved to *Pending Prod Approval*.
        - SR 7936 – moved to *Complete*.

III. 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 on September 1, 2017.
    - One agency at risk of delay but deployment team believes it will be able to implement on target.
- Many project phases have been completed since the last User Group meeting. The remaining project phases are all green/on track.
- The Deployment phase is on track and the soft go-live went well. Agencies are staging requisitions/Purchase Orders (POs) and loading vendors. Assets will be loaded next week.

IV. Miscellaneous

- CAPPS was briefly unavailable on August 16, 2017.
  - o The CAPPS Support Team identified a database issue but is still performing analysis.
  - o Additional information will be provided once the Root Cause Analysis (RCA) is completed.
- Some agencies stated that the General Ledger (GL) screen appears smaller than it used to be and is not as helpful for users.
  - o The smaller screen is due to the new image upgrade.
  - o An SR has been opened for this issue and is being researched.
  - o The issue occurs in multiple browsers so it may be related to personalization setup.
- Since migration, table names have changed on the Batch Interface reports.
  - o Agencies are now directed to Statewide Reports but are not getting the desired results.
  - o One batch did not migrate on August 10, 2017. Tony Martin has discussed the issue with the CAPPS Team and they believe it is related to a workaround process that removed header lines at the time.
- The biannual CAPPS Governance representation vote is planned for next month.
  - o CAPPS agency CFOs will receive an email from April Shapley with details.
- Next month's User Group meeting include dashboards for the FY18 deploying agencies.