

**CAPPS
Financials User Group
Thursday, September 28, 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
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
David Alonzo	david.alonzo@tea.texas.gov	TEA	Yes
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	Yes
Ken Ming	kenneth.i.ming@tjjd.gov	Texas Juvenile Justice Department (TJJD) – Financials (FIN) User Group (UG) Voting Member	Yes
Mike Diaz	mike.diaz@cpa.texas.gov	CPA	Yes
Morgan Frank	morgan.frank@rrc.texas.gov	Railroad Commission (RRC) – Coordinator	Yes
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Rebecca Cannon	rcannon@tsl.texas.gov	Texas State Library (TSL)	Yes
Sofia Martinez	sofia.martinez@cpa.texas.gov	CPA	Yes
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
William Walk	william.walk@tjjd.texas.gov	TJJD	Yes

I. Welcome (Chelsa Vinklarek)

- Roll call for phone participants.
- Quorum confirmed.
- The biannual vote for CAPPS Governance representation is underway.
 - Several positions resulted in a tie vote and are being submitted for a runoff.
 - The representative for Hub agencies was finalized, and Daniel Fierro from Texas Workforce Commission (TWC) will fill that spot previously held by Ai-Ching Reed at TEA.

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 460 active SRs in August and 193 were considered high.
 - There are currently no critical SRs.
- SR Trend Report (Chelsa Vinklarek)
 - During this reporting period there were 262 SRs opened and 207 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 4646 – moved to *Complete*.
 - SR 4007 – moved to *Complete*.
- 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 7645 – moved to *Complete*.
 - SR 8000 – moved to *Pending Prod Approval*.

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

- There are eight Financials SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
 - SR 6112/6784 – enhancement to include “Ship To” comments on the Purchase Order (PO) Print report.
 - SR 7519 – enhancement to add inspection column receipts to the Pending-Aging report.
 - The requesting agency (TSL) no longer needs this enhancement; therefore, the CAPPS Support Team recommends “rejecting” this SR.
 - SR 7794 – enhancement to modify the Requisition Status report to search by all origins within a timeframe and add a report key to explain the data.
 - SR 7995 – enhancement to add General Ledger (GL) chart information to the Purchasing Receiving Payment status report.
 - SR 8145 – enhancement to add the payment number to the voucher line on the Voucher Print report.
 - SR 8340 – enhancement to modify the Requisition Status report to filter by purchaser.
 - SR 8834/8835 – enhancement to add the ability to run the Voucher Print report by a specific prior Batch Date (date sent to USAS).
 - SR 9330 – enhancement to move the USAS outbound to 3:30 p.m.

IV. Production Update: Enterprise-wide Journal Posting: Journal Source Options (Terry Wooten)

- CAPPS allows selective journal posting by journal source.
- The CAPPS Support Team receives many different requests from agencies: some agencies want online only, some want everything except online, etc.
- The Team wants to receive UG feedback to help determine the best approach moving forward.
- Agencies should submit an SR if they want exclusion from any automatic posting of journals and put “journal posting” as the short description in ASP.
 - If an agency has complex needs then the CAPPS Support Team may create a spreadsheet in order to view all of the options.
 - Agencies should also submit an SR if they wish to view the spreadsheet in order to make their selection. There is flexibility by agency.

V. Production Update: Disaster Recovery Failover Test (Steve Schiurring)

- The annual CAPPS Disaster Recovery (DR) Failover Test will be Oct. 6 – Oct. 9, 2017.
- The test will begin at 7:00 p.m. on Oct. 6 with the goal of bringing all environments back by 7:00 a.m. on Oct. 9, 2017.
- The purpose of this test is to ensure no data is lost during the time that the CAPPS environments are brought down. No data was lost during the DR test last year.
- This test only impacts the CAPPS Central agencies (not Hubs).
- Business Objects (BO) will remain available; however, BO reports will not be available during this time.
- No agency testing is required.
- A final update will be presented at UG once the report is complete.

VI. Project Update: Financials Deployment FY18 (Pete Marcell)

- Deploying agencies: DPS, TSBP, TRS, TRC, BON, SWCB, TSD, THC and TPB.
- On track for go-live on September 1, 2018.
- The project kickoff meeting was held September 6, 2017.
- Review sessions are complete.
- Discovery sessions and fit/gap will begin in early October.