

**CAPPS
Financials User Group
Thursday, October 19, 2017
1 p.m. – 3 p.m.
Travis Building, Room 1-104**

Meeting Minutes

First & Last Name	Email	Role/Position	Attend?
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
Bary Hobbs	bary.hobbs@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	Phone
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) – Accountant	Yes
David Chambers	david.chambers@txdmv.gov	Texas Department of Motor Vehicles (TXDMV) – FIN UG Voting Member	Phone
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	Yes
Frank Almaraz	francisco.almaraz@hhsc.state.tx.us	HHSC	Yes
Glynis Butruff	glynis.butruff@tdi.texas.gov	Texas Department of Insurance (TDI)	Phone
Janie Duarte	janie.duarte@trs.texas.gov	Teachers Retirement System (TRS) – FIN UG Voting Member	Phone
Joe Meyer	joe.meyer@tdi.state.tx.us	TDI – Project Manager and Financials (FIN) User Group (UG) Voting Member	Phone
Morgan Frank	morgan.frank@rrc.texas.gov	Railroad Commission (RRC) – Coordinator	Yes
Pete Marcell	peter.marcell@cpa.texas.gov	CPA – Project Manager (PM)	Yes
Shelley Knight	shelley.knight@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	Phone
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

- 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 410 active SRs in September and 226 were considered high.
 - There are currently no critical SRs.
- SR Trend Report (Chelsa Vinklarek)
 - During this reporting period there were 205 SRs opened and 199 were closed.
 - The trend is slightly higher due to the new Fiscal Year (FY).
- 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 8282 – moved to *Assigned*.
 - SR 8133 – moved to *System Test*.
 - SR 5102/6779 – moved to *Completed*.
 - SR 6975 – moved to *Completed*.
 - SR 8064 – moved to *In Work*.
- 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.
 - This month's report reflects many of the new enhancements resulting from the FY18 deployment. Another wave of SRs will be added to next month's report as the CAPPs Deployment Team continues to work through Discovery sessions.
 - SR 8324 – moved to *In Work*.
 - SR 8338 – moved to *In Work*.
 - SR 9312 – moved to *In Work*.
 - SR 9334 – moved to *In Work*.
 - SR 9338 – moved to *Assigned*.
 - SR 9362 – moved to *In Work*.
 - SR 9366 – moved to *In Work*.
 - SR 7604 – moved to *In Work*.
 - SR 8849 – moved to *In Work*.
 - SR 8850 – moved to *In Work*.
 - SR 8000 – moved to *Completed*.

III. Disaster Recovery Failover Test Results (Steve Schiurring)

- The annual CAPPs Disaster Recovery Failover Test occurred Oct. 6 – Oct. 9, 2017.
- The test began 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 test ran ahead of schedule and all environments were available by 9:00 p.m. on Oct. 7, 2017.
- The two objectives of the test are the Recovery Point Objective (RPO) and Recovery Time Objective (RTO).
 - RPO is 24 hours (or less) of data loss and the result was that no data was lost.
 - RTO is 72 hours (or less) to restore environments and the result was the environments were available in 19 hours.



Centralized Accounting and Payroll/Personnel System

- CAPPS Recruit and Learn are cloud-based modules and not included in the test.

IV. 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.
- Discovery sessions are on track.
- The CAPPS Deployment Team continues to review gaps.
- Functional design is 100% complete.
- Plans for System Test are underway.