

CAPPS
Financials User Group
Thursday, March 29, 2018
9:00 a.m. – 11 a.m.
Travis Building, Room 1-100
Meeting Minutes

Conference Room Attendees*

First & Last Name	Email	Role/Position	Initials
Abel Rosas	abel.rosas@cpa.state.tx.us	Texas Comptroller of Public Accounts (CPA) - Accountant	Yes
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Brenda Stephens	brenda.stephens@txdmv.gov	Texas Department of Motor Vehicles (DMV)	Yes
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Christina Keeth	christina.keeth@tabc.texas.gov	TABC	Yes
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Cindy Haley	cindy.haley@trs.texas.gov	Teacher Retirement System (TRS)	Yes
Corey Crawford	corey.crawford@thc.texas.gov	Texas Historical Commission (THC)	Yes
David Chambers	david.chambers@txdmv.gov	DMV – Financials (FIN) User Group (UG) Voting Member	Yes
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	Yes
Eduardo Plaza	eduardo.plaza@tpwd.texas.gov	Texas Parks and Wildlife Department (TPWD)	Yes
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Heather Nevill	heather.nevill@tabc.texas.gov	TABC	Yes
James Coffman	james.coffman@puc.texas.gov	Public Utility Commission (PUC)	Yes
James Cogburn	james.cogburn@rrc.texas.gov	Railroad Commission (RRC) – CAPPS	Yes

First & Last Name	Email	Role/Position	Initials
Joe Meyer	joe.meyer@tdi.state.tx.us	Texas Department of Insurance (TDI) – Project Manager and FIN UG Voting Member	Yes
John Ralston	john.ralston@txdmv.gov	DMV	Yes
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Lynee Williams	lynee.williams@txdmv.gov	DMV	Yes
Lynn Ward	lynn.ward@thc.texas.gov	THC	Yes
Mark Nelson	mark.nelson@cpa.texas.gov	CPA – CAPPs Deployment Team	Yes
Mary Beck	mary.beck@puc.texas.gov	PUC	Yes
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Michelle Cohen	michelle.cohen@cpa.texas.gov	CPA	Yes
Michelle McInnis	michelle.mcinnis@tabc.texas.gov	TABC	Yes
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Morgan Frank	morgan.frank@rrc.state.tx.us	RRC	Yes
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First & Last Name	Email	Role/Position	Initials
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Scott Merryman	scott.merryman@tdi.texas.gov	TDI	Yes
Sergio Rey	sergio.rey@txdmv.gov	DMV	Yes
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Sylvia Banda	sylvia.banda@tabc.texas.gov	TABC	Yes
Terri Counts	terri.counts@txcourts.gov	Court of Criminal Appeals – FIN UG Voting Member	Yes
Thanh Hermosilla	thanh.hermosilla@tea.state.tx.us	Texas Education Agency (TEA) – CAPPs Manager	Yes
Thelma Garcia	thelma.garcia@cpa.texas.gov	CPA – Financials	Yes
Tiffany Forister	tiffany.forister@tabc.texas.gov	TABC	Yes

**Note: attendee list does not reflect conference call attendees.*

I. Welcome (Tony Martin)

- All User Group meeting materials will be posted on FMX beginning with this month's meeting.
 - Materials will be posted after the meeting, not before.
 - Future User Group meetings will not provide printed handouts so if you attend regularly, please ensure your name is on the User Group distribution list so you can be emailed the meeting materials in advance. To be added to the User Group distribution list, please send an email to the CAPPS Communications Team at CAPPS.GTT@cpa.texas.gov.
 - In order to make documents 508 compliant, the format will look different for the status updates online (SR Report, Governance Approved and Required Maintenance lists).

II. Production Update: Financials Support Requests (SRs)

- **SR Summary Documentation (Tony Martin)**
 - User Group members were provided with a summary of all active Service Requests (SRs) on the Financials System.
 - There were 469 active tickets in February; 223 of those were high.
- **SR Trend Report (Tony Martin)**
 - 217 new SRs were opened in February; 179 SRs were closed.
- **Governance Approved SRs (Tony Martin)**
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - There are two SRs with an updated status from last month's meeting.
 - SR 8340 – moved to *In Work*. This SR is a request to modify the Requisition Status Report to filter by Purchaser.
 - SR 1051 – moved to *Hold*. This SR has been placed on hold as it is no longer needed. The SR is being resubmitted to the User Group for a vote with the recommendation to reject it.
- **Required Maintenance (Tony Martin)**
 - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 6821/9770 – moved to *In Work*.
 - Fifteen SRs were moved to *System Test*: SR 9458, SR 9815, SR 9391, SR 9576, SR 9750, SR 9641, SR 9642, SR 9744, SR 9747, SR 8324, SR 8338, SR 9312, SR 9334, SR 9362 and SR 9366.

III. Upcoming Vote: SRs Submitted to Governance (Tony Martin)

- There is one Financials SR being submitted for User Group consideration; the vote will be distributed via e-survey.
 - SR 1051 – this is an old ISAS requirement related to loading cash transactions using the USAS HX file. This is no longer needed and the CAPPS Support Team is recommending that the UG reject this SR so it can be closed.

IV. Project Update: Financials Deployment FY18 (Steve Schiurring)

- Deploying Agencies: DPS, TSBP, TRS, TxRC, BON, TSD, TSSWCB, THC and TSPB.
- Key activities scheduled to occur in the next 30 days include:
 - Continue Conference Room Pilot sessions, Agency Partnership Program sessions and Report Work sessions.

- User Acceptance Test (UAT) Security Work Sessions will continue – The two largest agencies are already in progress and remaining agencies will begin in the next week.
- Complete the Cash Receipts build and System Test Phase 2.
- Validate Batch Schedules.
- Second Quarter QAT Monitoring is complete.
- Design is complete and Build is wrapping up (97% complete).
- Mock 2 Conversion is 50% complete.
- System Test Phase 2 is 91% complete as of March 28, 2018. Phase 3 will begin soon.
- Reminder for agencies that UAT will occur in two different phases:
 - UAT for Production agencies will begin May 15 and go through June 29, 2018.
 - This UAT will include Production testing of the PeopleTools/image upgrade and the latest Oracle fixes.
 - The PeopleTools/image upgrade will deploy for Financials Production agencies on July 9, 2018 along with HR/Payroll and Portal.
 - UAT for Deploying agencies will begin May 29 and go through July 20, 2018.
 - Go-live for deploying agencies is on schedule for September 1, 2018.
 - More detail about UAT activities will be included in the April User Group meeting.

V. Project Update: Business Objects (BO) 4.1 Upgrade (Steve Schiurring)

- BO 4.1 upgrade will go-live for Financials on May 29, 2018.
 - Version 3.1 will remain available until July 29, 2018.
- Agency testing begins April 2 and ends May 22, 2018.
 - For UAT, testers will use their CAPPs login to get into the UAT environment.
 - Any defects found should be entered as an SR.
 - The data being used for UAT is the data that was refreshed from Production in late February.
 - Two documents will be provided on the home page of the UAT environment:
 - Business Objects 4.1 Upgrade – this overview includes information on 4.1 UAT testing and a list of 4.1 CAPPs Roles in comparison to the 3.1 roles.
 - Financials 4.1 Exceptions List – this will be a list of identified defects/issues that have been identified during UAT so that all items are tracked in a single location which should prevent duplication of SRs being opened.
- There were 229 BO reports that were public – 11 of these were eliminated because they were Crystal reports that are no longer used. Of the 218 remaining reports, there are 30 with some level of defect that are still being fixed.
 - A few reports with significant data problems will not be available on the UAT dashboard for testing until they are fixed. All other reports will be available for testing.
 - In the past, Crystal reports were kept in agency-specific folders to enforce agency level security. These folders are being eliminated in 4.1. The remaining Crystal reports are being converted into Web Intelligence reports to conform to our standard agency security.
- Key changes in the 4.1 Upgrade include:
 - Security is now integrated with CAPPs so when a user logs into BO, they will use the same User ID and Password as they use for CAPPs.
 - When their CAPPs password gets changed, it will sync and automatically update in BO.

- Security roles are based on CAPPS roles – module and report access depends on security level.
- New agencies no longer need to have individual agency-level rules created – which eliminates much of our efforts to provide access to new agencies in Business Objects.
- Users will be able to see all reports but can only see data from their agency.
 - Some reports will have specific agency logos.
 - Some reports contain agency-specific structures that may provide incomplete or inaccurate data if another agency runs it.
 - If you find another report that would be good for your agency, submit an SR to have it created as a statewide report.
- There is a new look and feel – it will take some getting used to but it is very intuitive.
- Using HTML instead of Java will make the system much faster.

VI. Closing/Action Items

- Reminder: An overview of the image/PeopleTools changes will be provided in the April meeting.
- A Business Objects 4.1 Training tutorial was provided after the end of this meeting.

VII. Adjourn

- Next meeting is Thursday, April 26, 2018.