CAPPS
Financials User Group
Thursday, April 26, 2018
9:00 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

Conference Room Attendees*

First & Last Name	Email	Role/Position	Attended
Abel Rosas	abel.rosas@cpa.state.tx.us	Texas Comptroller of Public Accounts (CPA) - Accountant	Yes
Adrianne Courtney	adrianne.courtney@txrc.texas.gov	Texas Racing Commission (TXRC) – Chief Financial Officer	Phone
Audrey Rosales	audrey.rosales@tabc.texas.gov	Texas Alcoholic Beverage Commission (TABC)	Phone
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	Phone
Carol Oberrender	carol.oberrender@sao.texas.gov	State Auditor's Office (SAO) – Accountant	Yes
Daniel Fierro	daniel.fierro@twc.state.tx.us	Texas Workforce Commission (TWC) – General Ledger Manager and FIN UG Voting Member	Phone
David Chambers	david.chambers@txdmv.gov	Texas Department of Motor Vehicles (DMV) – FIN UG Voting Member	Yes
David Schneider	david.schneider@hhsc.state.tx.us	Health and Human Services Commission (HHSC) – Deputy Director of Accounting Operations; FIN UG Voting Member	Phone
James Coffman	james.coffman@puc.texas.gov	Public Utility Commission (PUC)	Yes
Jasper Winters	jwinters@tsl.texas.gov	Texas State Library and Archives Commission (TSLAC)	Phone
Jay Ingram	jay.ingram@cpa.texas.gov	CPA – Project Manager	Yes
Jesus Morales	jesus.morales@puc.texas.gov	PUC	Phone
Jo Ann Ramirez	jramirez@tsl.texas.gov	TSLAC	Yes
Joe Meyer	joe.meyer@tdi.state.tx.us	Texas Department of Insurance (TDI) – Project Manager and FIN UG Voting Member	Yes
Kathryn Crabtree	kathryn.crabtree@scjc.tx.gov	State Commission on Judicial Conduct (SCJC)	Yes

First & Last Name	Email	Role/Position	Attended
Ken Ming	kenneth.i.ming@tjjd.gov	Texas Juvenile Justice Department (TJJD)	Phone
Lawrence Cruz	lawrence.cruz@tvc.texas.gov	Texas Veterans Commission (TVC)	Yes
Louis Scott	louis.scott@cpa.texas.gov	CPA – FIN UG Voting Member	Yes
Melissa Lujan	melissa.lujan@tdi.texas.gov	TDI	Yes
Michelle Nall	michelle.nall@tvc.texas.gov	TVC	Yes
Monica S. Lopez	monica.lopez@tvc.texas.gov	TVC – Accountant	Yes
Morgan Frank	morgan.frank@rrc.state.tx.us	Railroad Commission (RRC)	Yes
Pamela Rodriguez	prodriguez@tsl.texas.gov	TSLAC	Yes
Patricia Alcantar	patricia.alcantar@tdlr.texas.gov	Texas Department of Licensing and Regulation (TDLR)	Phone
Patti Sanders	patti.sanders@tdi.texas.gov	TDI	Yes
Patty Ybarra	patty.ybarra@txdot.gov	Department of Transportation (TxDOT)	Phone
Rebecca Cannon	rcannon@tsl.texas.gov	TSLAC	Yes
Robin Vilches	rvilches@tsl.texas.gov	TSLAC	Yes
Rose Reyes	rosemary.reyes@hhsc.tx.us.gov	HHSC – Functional Analyst	Yes
Rupa Shah	tshah-c@txdot.gov	TxDOT	Phone
Shawana Abrams	shawana.abrams@cpa.texas.gov	CPA	Yes
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – CAPPS Financials Project Manager	Yes
Tammy Chaney	tammy.chaney@cpa.texas.gov	CPA – CAPPS Production Queue Manager	Yes
Tammy Ross	tammy.ross@cpa.texas.gov	CPA – CAPPS Communications Specialist	Yes
Terri Counts	terri.counts@txcourts.gov	Court of Criminal Appeals (CCA) – FIN UG Voting Member	Yes
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – CAPPS Deployments; FIN UG Voting Member	Yes

Note: attendee list may not reflect all conference call attendees.

I. **Welcome (Tony Martin)**
- Roll call was taken for Conference Call attendees.
- 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. 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).
- 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.

II. **Production Update: Financials Support Requests (SRs) (Tony Martin/Terry Wooten)**
- **SR Summary Documentation**
  - User Group members were provided with a summary of all active Service Requests (SRs) on the Financials System.
  - There were 485 active tickets in March; 223 of those were high.
- **SR Trend Report**
  - 197 new SRs were opened in March; 183 SRs were closed.
- **Governance Approved SRs**
  - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and bolded.
    - SR 8834/8835 – moved to *In Work*.
    - SR 8340 – moved to *In Work*.
    - SR 1051 – moved to *Rejected*. This SR was rejected by the Financials User Group in a vote on March 29, 2018. This item was previously approved by Governance but it was determined that it was no longer needed. This SR will drop off the list after this month.
    - SR 5124 – moved to *In Work*.
    - SR 9330 – moved to *Pending Prod Migration*. This is the SR related to updating the timing of the USAS Outbound Control M Job (detailed below).
- **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 10160 – moved to *System Test*.
    - SR 7900 – moved to *Acceptance Test*. This Business Intelligence SR specifically addresses the *Texas State Expenditure by Class and Item* report which should be posted to the Comptroller's Transparency website at https://comptroller.texas.gov/transparency/spending/tools.php.
      - The link to this report is currently disabled so it is not viewable by the public. Once testing is complete and the CAPPS Support Team has verified the report is running correctly, the link will be enabled. The team will run the full set of agency data from UAT.
      - Once implemented, this report will run and submit the cumulative expenditures automatically. Agencies will not need to take any action to make this happen.
      - The data pulled in this report is strictly information related to class and item expenditures.

- One challenge with automating this report is that not all agencies are closing their Fiscal Years (FY), so last GL year closed cannot be used to determine FY.
- Agency closing processes are too inconsistent; therefore, the CAPPS Team will manually configure the process to run by FY.
- The CAPPS Support Team is not closing out agencies' FYs – just changing the way the data is pulled.
- Agencies asked if more instruction could be provided related to how to close the FYs more consistently. The CAPPS Support Team does not have any current guidelines but will review this request and determine if something can be provided.
  - SR 7604, SR 8849 and SR 8850 – SRs related to Legislative Budget Board (LBB) changes have all been moved to *Completed* status. These items will be removed from the list after this month.
  - The deployment-related SRs that are still in *System Test* are expected to move to *Acceptance Testing* for User Acceptance Testing (UAT) in mid-May.

III. **Production Update: USAS Outbound Control M Job Timing (Tony Martin)**
- Beginning Monday, the week of April 30, the USAS Outbound Control M Job will be moved to 3:30 p.m.
- The Pre-Release report is an Enterprise-wide job and the CAPPS Support Team asks that agency employees do not run the Pre-Release report manually because it slows down the automated process.
- Agencies asked if the Journal Generate task could be rerun. The team verified that Journal Generate could be rerun prior to the start of the Outbound Control M Job.

IV. **Project Update: UAT Testing for Production Agencies (Jay Ingram)**
- User Group members were provided a handout with details of the UAT Planning for Production agencies.
- UAT will begin on Monday, May 14 for and continue for seven weeks until Friday, June 29, 2018.
- The CAPPS Support Team asks that agencies provide testers who are experienced in their agency's everyday tasks and can thoroughly test these processes. UAT is not intended for new user training.
- Testing will be done in the UAT3 environment. The URL for this environment will be provided prior to the start of testing.
  - UAT data and user security is copied from Production as of April 16, 2018.
  - Security changes for any new testers can be requested through their agency's Security Administrator.
- Business Objects report testing will use the 4.1 test environment.
- The proposed schedule for UAT testing is:
  - Week 1 – test the routine, day-to-day operations to ensure those still function as expected. A spreadsheet of scenarios will be provided.
  - Week 2 – test the new enhancements and start to learn the new functionality. A list of the new enhancements will be provided.
  - Weeks 3-7 – continue testing all functions and experiment with different features. Try to break the system. Any issues can be reported through the new UAT-specific Application Service Provide Solution Center (ASPSC) for the CAPPS Support Team to review.

- The new UAT ASPSC is being provided so that UAT errors can be logged with sufficient detail outside the regular Production ASPSC.
- The UAT Kickoff meeting will occur on Tuesday, May 8 and weekly update meetings will continue throughout the test cycle.
- UAT for Hub agencies will be available beginning Monday, May 21, 2018. Hub testing will be done using the UAT2 environment.

V. Production Update: New Deployment Enhancements and Modifications
- User Group members were provided handouts for each of the four modifications presented.
- Accounts Payable Changes (Pam Felps and Karl Westerman)
  - SR 6821 – this item makes modifications to the T-code lookup table to exclude fields which are required in CAPPS but are not allowed in USAS. The excluded fields will not be pulled in the USAS outbound file (InRecs).
  - SR 9770 – this item makes changes to the Accounting Entry Template so that payment due date can be defaulted to the current date for certain transactions.
  - SR 9744 – this item creates a new Voucher Upload Template that will allow agencies to enter high-volume vouchers with similar characteristics through a spreadsheet.
    - The spreadsheet will be provided and can be used with any CAPPS voucher style.
    - After field edits are passed, the AP EDI file is created.
  - SR 9362 – this item modifies the vendor load process to allow daily automated uploads of any new vendors or vendor mail codes created in TINS the previous day.
    - The upload will occur at 5:00 a.m. each business day.
    - This upload will not update or alter any existing vendor information. Any updates to existing vendor profiles (phone number, address, etc.) will need to be done manually in CAPPS.
    - Agencies may "opt in" to this feature by setting the USAS Agency (D02) profile to "V" in the CONTROL_INDS:1 field.
      - For UAT, all agencies will be setup with the D02 profile set to opt in so the functionality can be tested.
- Asset Management Changes (Deepak Chawla)
  - SR 9642 – this feature will allow agencies to retire assets all at one time, making the process more efficient and easier to manage.
    - The Disposal Worksheet has been retrofitted for CAPPS/SPA requirements and has all the edits built into it. With this, users can fill in data by range, profile, etc. to pull up an asset list then select the ones that can be retired. This should be especially helpful to larger agencies.
    - The Asset Spreadsheet Upload is new functionality that allows a mass upload of asset information into CAPPS. This can be used by any user but should be particularly helpful to agencies that have high quantities of donated or seized assets.
    - Asset Profile and Account Edits are new features for Purchase Orders, Vouchers or Requisitions.
      - When users select an asset-related account, the drop list will provide the asset profiles related to that account.
      - This will reduce the amount of information that users need to look through.
      - This feature will also generate a warning message if the asset should be capitalized based on the amount.
- Purchasing TxSmartBuy Mods (John Scales)
  - There are five enhancements related to TxSmartBuy Purchases.

- Enhancement 1 – A new batch process will refresh the TxSmartBuy Purchase Order ID automatically.
- Enhancement 2 – Users can enter a TxSmartBuy PO ID even if they shop TxSmartBuy manually, without punching-out from CAPPS. This does not change how users shop in TxSmartBuy.
- Enhancement 3 – Users can search for TxSmartBuy PO IDs from inside the Receipt page. Users can enter the CAPPS PO or TxSmartBuy PO regardless of whether it was added manually or in the batch process.
- Enhancements 4 and 5 – The TxSmartBuy PO ID has been added to the PO search page and the PO Activity Summary page.
  - TxSmartBuy IDs can be looked up using the automated search features for users utilizing ePro.
  - Users who do not have ePro can still pull up the ID number but it will need to be entered manually.
- These enhancements should move to UAT in June with a planned implementation date to Production in August 2018.
- Agency question: Does the TxSmartBuy ID print on the PO itself?
  - Currently, the TxSmartBuy ID does not print on the PO. The CAPPS Support Team has created SR 10765 to address this issue. SR 10765 will add the TxSmartBuy PO ID to the report header display.
- Universal Fields and Confidential Indicators (Joe Goodman)
  - Agencies will be able to create their own custom fields for reporting and document labeling. This will include Requisitions, Purchase Orders, Contracts, Receipts, Vouchers and Requests for Quotes (RFQs).
  - There are two Universal Fields that are Confidential Indictors and cannot be changed: CONF_ALL and CONF_SOME. These are the fields used by CPA when processing Open Records requests.
    - CONF_ALL excludes all information on a document from Open Records.
    - CONF_SOME excludes all information on the document except for Agency, Amount, Vendor, Payment Date and Comp Object.
  - Confidential Indicators work with the following rules:
    - Users can upgrade documents from CONF_SOME to CONF_ALL but documents initiated as CONF_ALL cannot be downgraded to CONF_SOME.
    - When a document (Contract, Requisition, PO, etc.) is used in the creation of another document (PO, Receipt, Voucher, etc.), then the new document will default to the same Confidential Indicator as the source document.
  - The Security Role to create and maintain Universal Fields is TX_FIN_PO_CONFIG_1.
- If agencies have any questions about the new mods or enhancements, please reach out to the CAPPS Support Team.

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

- Deploying Agencies: DPS, TSBP, TRS, TxRC, BON, TSD, TSSWCB, THC and TSPB.
- Deployment is on schedule for September 1, 2018 go-live.
- Key activities scheduled to occur in the next 30 days include:
  - Begin loading UAT Security for Deploying agencies.
  - Moving reports into UAT.
  - Agency Partnership Program sessions continue and begin end-user training.
  - Complete Cash Receipts Build and System Test Phase 3.

- Analysis and Design have been completed.
- Mock 3 Conversion has started. Mock 3 data will be used to populate the UAT environment.
  - UAT for Deploying agencies will begin May 29 and go through July 20, 2018.
  - UAT for Production agencies will begin May 15 and go through June 29, 2018.
  - All agencies should refer to the UAT information provided by Jay Ingram for details.

VII. **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.
- There is a new look and feel particularly with the dashboard.
  - Dashboards are now arranged by module and all reports are visible to everyone.
  - Users can run another agency's report but the data pulled is confined to the user's agency.
    - The formatting and design of agency-specific reports is determined by the owning agency.
    - If another agency finds a report that they think would be useful statewide, please submit an SR and the CAPPS Support Team will review and submit through Governance to have that created.
- Crystal Reports that are transitioning into 4.1 may still be unavailable until Security restrictions are completed. Crystal Reports that were identified as no longer needed were not brought over.
- Agency testing continues through May 22, 2018.
  - After May 22, BO testing will move to the UAT3 environment where the Image/Tools testing is being done.
    - Only 4.1 will be tested with the new image.
  - The links to 4.1 testing are posted in the UAT Portal along with a spreadsheet that lists all the current known issues.
    - The known issues spreadsheet will be updated again this week.
    - Most report errors are present in 3.1 only. The majority of reports are fixed in 4.1 and those have moved into testing.
  - If an agency wants to test private reports in UAT, submit an SR to have it migrated from Production into the UAT environment and the BO team will make the transition. Once it has been tested successfully, it will be migrated back to Production during deployment.
    - For BO 4.1 report requests, use the Production ASPSC.
- FMQuery for Payroll and SIRS has been converted to BO 4.1.
  - Users should continue to use their BO User ID and Password, then select "Enterprise" Authentication.
  - Note: BO Data Enterprise is not the same as Enterprise in PeopleSoft.
- If an agency would like to schedule onsite training for staff, they should submit an SR for Business Objects (SR type *Informational*) and the BO Team will contact them for scheduling.

VIII. Adjourn
- The next CAPPS Financials User Group meeting is Thursday, May 31, 2018.