

CAPPS
Financials User Group
Thursday, May 31, 2018
9:00 a.m. – 11 a.m.
Travis Building, Room 1-100
Meeting Minutes

I. Welcome (Tony Martin)

- Roll call was taken for Conference Call attendees.
- Note: All User Group materials are posted on FMX within a few days of the meeting.
 - In order to make documents 508 compliant, the format looks different for the status updates (SR Report, Governance Approved, and Required Maintenance lists).
- Note: Beginning with the June 26, 2018 User Group meeting, printed handouts will not be provided. Anyone who attends regularly should request to be added to the User Group distribution list by sending an email to: 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 510 active tickets in March; 244 of those were high.
- **SR Trend Report**
 - 223 new SRs were opened in March; 194 SRs were closed.
 - New SRs are trending up due to testing of the new image and PeopleSoft Tools upgrade.
- **Governance Approved SRs**
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 7224 – moved to *Pending Prod Migration*.
 - SR 9027 – moved to *In Work*.
 - SR 9330 – moved to *Completed*.
- **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.
 - Three new SRs related to inventory management have been moved to *In Work* status.
 - SR 10936 – modifies the Stock Request Summary to include eProcurement requests.
 - SR 10937 – adds batch automation for Counting Sheet to the Run Control.
 - SR 10938 – creates new Pick Plan Report that can be used by any agency; currently, the report is customized for a single agency only.
 - SR 8324 – moved to *Completed*. This enhancement adds new contract fields to the existing Excel to CI interface to allow contracts to be loaded without manual entry.
 - SR 8273 – in *Assigned* status. This enhancement creates a USAS Pre-Release page in CAPPS Financials that will allow authorized approvers to access this page to pre-release batches for payment without logging into the USAS Mainframe. This

enhancement was not initiated by an agency but is being implemented by the CAPPs Team to enhance user experience.

- All other Deployment-related SRs are moved to *Acceptance Test* status: SR 10160, SR 9458, SR 9815, SR 9391, SR 9576, SR 9750, SR 9641, SR 9642, SR 9744, SR 9747, SR 8338, SR 9312, SR 9334, and SR 9362.
- SR 9366 – This SR is still in *System Test*, not in *User Acceptance Test* as indicated on the spreadsheet.

III. Production Update: Unified Navigation (Tony Martin)

- User Group members were provided a handout with an overview of the Unified Navigation menus.
- Unified Navigation combines the Financials and HR/Payroll pages into a single menu.
 - The user's home page will default to the Employee Self Service page then they will access their modules using the Main Menu navigation.
 - Users will see both Financials and HR/Payroll pages but they will have access only to the modules approved in their security access level.
 - The Financials Menu has two views: unsorted and sorted.
 - The default view is unsorted.
 - Users can sort alphabetically by clicking the up arrow on the top of the menu window.
 - User Favorites will not migrate with the upgrade.
 - Users will need to reset their favorites after go-live.
 - The CAPPs Support Team recommends taking screenshots of current favorites to make finding and resetting them easier.
- The image upgrade is on track for Deployment on July 9, 2018.

IV. Project Update: User Acceptance Testing (Jay Ingram)

- UAT is in progress for both Production and Deploying agencies.
 - Production agencies began UAT on May 14 and continues through June 29.
 - Deploying agencies began UAT on May 28 and continues through July 20.
- Testing is focused on monthly, quarterly, and semi-annual processes.
 - The CAPPs Support Team asks that agencies continue to review the test cases that were provided via Excel.
 - Deploying Agencies are encouraged to review their business processes and begin to make updates based on the new system during testing.
 - Any issues found should be logged into the UAT Application Service Provide (ASP).
 - Do not add requests in the Production ASP because items being tested may not exist in Production yet and the request will take longer to get routed to the correct staff.
 - The Team recommends agencies pay special attention to testing the Daily TINS Interface.
 - This enhancement involves a great deal of configuration that needs to be tested.
 - There are many configuration options that need to be considered:
 - Do users need to see banking data, addresses, repeater numbers, etc?
 - Should address show in the description line?
 - Should vendors come across as authorized?
 - The interface will only impact newly added vendors and will not pick up modifications to vendor information that already exists in the system.
 - For existing vendors, request a Vendor Extract via a Service Request and the CAPPs Team can load those suppliers.

- The TINS Interface is linked only with the UAT3 environment in the Deployments region. Users in the Production UAT1 that need to test the TINS Interface will need to submit a request for access.
- If agencies have RTIs they want to test with other agencies, they would need to submit a request to have that set up.
- AP Voucher Load Template for loading will not be available for a few more weeks. The code is written but the template itself is not yet available.
- The fix for the Search Feature issue will move into UAT in mid-June. Currently, the Search function does not work well.
- Deployment agencies have a meeting on May 31 at 2:30 p.m. to confirm levels of access to UAT and provide feedback.
 - Agencies that need links to UAT environments should contact Jay Ingram at Jay.Ingram@cpa.texas.gov.
- Tuesday Update Meetings will continue.

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

- There are two Financials SR being submitted for User Group consideration; the vote will be distributed via e-survey.
 - SR 9328 – this enhancement will add a field to display the full USAS Document Number when the voucher is saved.
 - This functionality will allow the user to see what document type is being sent before it goes to USAS and gives the user the ability to override it.
 - The added field will appear under the Payment Type field on the Invoice Information tab and will occur for all voucher types.
 - SR 9329 – this enhancement will allow vouchers to be saved to *Recycle* status when an error is encountered in a custom Texas field.
 - Error-checking in all custom fields allows the user to more quickly identify and correct these errors. The errors are flagged by yellow triangles and some of the fields will turn red.
 - While in *Recycle* status, the voucher is held for updates and will not process.
 - Holding the voucher in *Recycle* status gives the user the ability to correct errors and save their work as they go.
 - Currently, this feature is available only for errors found in PeopleSoft-delivered fields.
- The CAPPs Support Team recommends approval of both enhancements.

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:
 - Complete Report development.
 - Continue UAT, Conference Room Pilots, and Agency Partnership Program meetings.
 - Begin focusing on Module training.
- Analysis, Configuration, Design, and Build have all been completed.
- The CAPPs Team has completed the Security load and are in the process of cleaning up any issues that were found.

- UAT began on Tuesday May 29. Labs are being run at the agencies if an on-site lab was available. For agencies that did not have a lab, the testing is being done at the Southcliff Training facility.
- Train-the-Trainer will begin in late July.

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

- BO 4.1 upgrade for Financials went into Production on May 29, 2018.
 - The main BO link on the Portal is still pointing to BO 3.1.
 - To access the BO 4.1, agencies should use the link provided on the Production Portal home page, under the Financials News section. Additional information is also provided in this section of the Portal, including details on security roles and what options are available.
 - BO 3.1 and BO 4.1 will run in parallel with the same data until BO 3.1 is decommissioned on July 29, 2018.
- BO 4.1 is integrated in CAPPs Security, allowing users to login with their CAPPs User ID and password.
 - When accessing BO 4.1, users should select “PeopleSoft Enterprise” to get into the correct area rather than the option that is listed only as “Enterprise”.
 - CAPPs Security roles and access are based on users’ current Business Objects access level.
 - User access can be limited to one of more specific modules (for example, AP modules) and that is all they will be able to complete.
- Consolidated dashboards by module allow users to view and run all available reports, including agency-specific reports.
 - If a user runs a report that is specific to another agency, they will still see only their own agency’s data but may see special designs/logos requested by the originating agency.
 - If an agency finds another agency’s report that would be a value-add to them, they can submit a request to have that report made for statewide use without the unique designs of the originating agency.
 - Existing reports cannot be changed but can be saved to a local copy. Users with ad hoc access can modify the local copies.
 - If user has private reports in BO 3.1, they can submit a request to have those reports migrated over to the upgraded 4.1 production environment.
- BO 4.1 Universe is expanded so that reports may bring in associated data from modules even if the users cannot access the other module directly.
- Crystal reports have been converted to BO 4.1.
 - CPA agency-specific reports have the same folder segregation as BO 3.1 had in place.
 - Users should have the same access in BO 4.1 as they had in BO 3.1. Non CPA-specific reports now have built-in prompts will show users only the agencies they have access to view.
 - A small number of Crystal reports were identified as no longer needed and were retired.
- Testing for the PeopleTools/Image Upgrade and Deployment will be using BO 4.1.
 - The test environment is still linked to UAT1 at this time due to an issue preventing connection with the new UAT3 environment. The issue has been escalated to Oracle.
 - Updates to the status of the environments will be posted in the Portal News along with additional information about UAT and support documents.

VIII. Adjourn

- The next CAPPS Financials User Group meeting is Thursday, June 28, 2018.