

**CAPPS Financials User Group
Thursday, September 27, 2018
9:00 a.m. – 11:00 a.m.
Travis Building, Room 1-100**

Meeting Minutes

Meeting Attendees*

First & Last Name	Email	Role/Position	Attended
Alma Rodriguez	alma.rodriguez@tvc.texas.gov	Texas Veterans Commission (TVC)	Phone
Barry Dersh	barry.dersh@dir.texas.gov	Dept. of Information Resources (DIR) – Accounting	Phone
Beverly Williams	Beverly.Williams@txcourts.gov	Court of Appeals (COA)	Phone
Blake Youngblood	blake.youngblood@cpa.texas.gov	Comptroller of Public Accounts (CPA)	Presenter
Carol Anne Harley	CarolAnne.Harley@txcourts.gov	9th COA	Phone
Carol Oberrender	carol.oberrender@sao.texas.gov	State Auditor’s Office (SAO) – Accountant	Yes
Cheri Parker	cheri.parker@tvc.texas.gov	Texas Veterans Commission (TVC) - Purchaser	Yes
Cristal Martinez	cmartinez@sao.texas.gov	SAO – Accounting	Yes
Daniel Santana	Daniel.Santana@cpa.texas.gov	CPA	Yes
David Ancira	David.Ancira@cpa.texas.gov	CPA	Yes
David Schneider	david.schneider@hhsc.state.tx.us	Health & Human Services Commission (HHSC) – Deputy Director of Accounting Operations; FIN UG Voting Member	Phone
Deanna Wall	Deanna.Wall@tspb.texas.gov	Texas State Preservation Board (TSPB) – Sr. Accountant	Phone
Eduardo Plaza	eduardo.plaza@tpwd.texas.gov	Texas Parks and Wildlife Department (TPWD)	Yes
Elizabeth Flores	Elizabeth.Flores@txcourts.gov	8th COA	Phone
Erin Bennett	Erin.Bennett@cpa.texas.gov	CPA	Yes
Heather Nevill	Heather.Nevill@tabc.texas.gov	Texas Alcoholic Beverage Commission (TABC)	Phone
Ivan Mazoch	ivan.mazoch@cpa.texas.gov	CPA – CAPPS IT Technical Oversight	Yes
Jay Ingram	jay.ingram@cpa.texas.gov	CPA – Project Manager	Yes
Jennifer Seymour	Jennifer.Seymour@cpa.texas.gov	CPA	Yes
Jesse Herrera	jesse.herrera@rrc.texas.gov	Railroad Commission (RRC) - Contract Manager	Yes
Joe Meyer	joe.meyer@tdi.state.tx.us	Texas Dept. of Insurance (TDI) – Project Manager and FIN UG Voting Member	Yes
John Scales	John.Scales@cpa.texas.gov	CPA - CAPPS Financials	Yes
Jose Leal	Jose.Leal@cpa.texas.gov	CPA	Yes
Joyssa Wannas	joyssa.wannas@military.texas.gov	Texas Military Department (TMD)	Yes
Karen D. Preece	kpreece@tsswcb.texas.gov	Texas State Soil and Water Conservation Board (TSSWCB)	Phone
Kathryn Crabtree	Kathryn.Crabtree@scjc.texas.gov	State Commission on Judicial Conduct (SCJC)	Yes

First & Last Name	Email	Role/Position	Attended
Kathryn Persak	Kat.Persak@txrc.texas.gov	Texas Racing Commission (TXRC)	Phone
Kathy Roth	Kathy.Roth@txcourts.gov	7th COA	Phone
Kimberley Moore	Kimberley.Moore@tmb.state.tx.us	Texas Medical Board (TMB)	Phone
Lawrence Cruz	lawrence.cruz@tvc.texas.gov	TVC – Budget Analyst	Phone
Lilia Vanderwal	Lilia.Vanderal@military.texas.gov	TMD	Yes
Lisa Owens	lisa.owens@sao.texas.gov	SAO	Yes
Louis Scott	louis.scott@cpa.texas.gov	CPA – FIN UG Voting Member	Yes
Matt Bowman	matthew.bowman@rrc.texas.gov	RRC - Contracts	Yes
Michelle Cohen	michelle.cohen@cpa.texas.gov	CPA	Yes
Michelle McAfee	michelle.mcafee@rrc.texas.gov	RRC	Yes
Monica Lopez	monica.lopez@tvc.texas.gov	TVC – Lead Accountant	Phone
Pablo Almaraz	pablo.almaraz@puc.texas.gov	Public Utility Commission (PUC)	Yes
Pamela Sneed	pamela.sneed@cpa.texas.gov	CPA - Purchaser	Yes
Patti Sanders	Patti.Sanders@tdi.texas.gov	TDI – Purchaser	Phone
Paula Ornelas	Paula.Ornelas@tvc.texas.gov	TVC	Phone
Reese Miller	reese.miller@rrc.texas.gov	RRC - Contract Manager	Yes
Rhonda Gips	rhonda.gips@military.texas.gov	TMD	Yes
Richie Salazar	Ricardo.Salazar@dps.texas.gov	Dept. of Public Safety (DPS) – AP Manager, Finance	Phone
Sabrina D. Simpson	sabrina.simpson@rrc.texas.gov	RRC	Yes
Sarah Noel	sarah.noel@cpa.texas.gov	CPA – Purchaser	Yes
Sergio Rey	sergio.rey@txdmv.gov	Dept. of Motor Vehicles (DMV) – Director of Accounting	Phone
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Shelley Knight	shelley.knight@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	Phone
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – CAPPs Financials Project Manager	Presenter
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 – FIN UG Voting Member	Yes
Terri Kotara	terri.kotara@tvc.texas.gov	TVC – Purchaser II	Phone
Terri Thomas	terri.thomas@cpa.texas.gov	CPA – Purchaser	Yes
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – CAPPs Deployments; FIN UG Voting Member	Presenter
Tony Martin	Anthony.Martin@cpa.texas.gov	CPA - CAPPs Financials Production Support Supervisor	Presenter
Vanessa Valdez	vvaldez@tsl.texas.gov	Texas State Library and Archives (TSLAC)	Yes

First & Last Name	Email	Role/Position	Attended
Vincent Sellers	Vincent.Sellers@cpa.texas.gov	CPA – IT	Yes
Yessenia Rodriguez	Yessenia.Rodriguez@cpa.texas.gov	CPA - Purchaser	Yes

**Note: attendee list may not reflect all attendees.*

I. Welcome (Tony Martin)

- Roll call was taken for Conference Call attendees. Quorum confirmed.
- All User Group meeting materials will be posted on FMX in the next few days.
 - To be added to the User Group distribution list, please send an email to the CAPPS Governance and Communications Team at CAPPS.GTT@cpa.texas.gov.

II. Production Update: Financials Support Requests (SRs)

• **SR Summary and Trend Report (Tony Martin)**

User Group members were provided with a summary of all active Support Requests (SRs) on the Financials system.

- There were 569 active tickets in August; 239 of those were high.
- There are no critical SRs at this time.
- 359 new SRs were opened in August.
 - The trend in higher than normal SRs is due primarily to Fiscal Year End (FYE) closing activities.
- 358 SRs were closed.

• **Governance Approved SRs (Terry Wooten)**

A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and bolded.

- Four new SRs added to the list were approved in the vote from the August 14, 2018 CAPPS Steering Committee meeting. These SRs were initially presented to the User Group for vote at the June 28 meeting.
 - SR 9329 – currently in *Assigned* status. This enhancement will add a field to display USAS Document Number when a voucher is saved. Vouchers in error status due to custom field failures can be saved in *Recycle* status.
 - SR 5317 – moved to In Work. This SR is for enhancements to voucher copy fields that will allow users to copy more of the fields.
 - SR 8834 – moved to In Work. This enhancement will add the USAS Batch Date on the Voucher Summary, GL Budget Header, and KK Budget Header pages.
 - SR 10924 – moved to In Work. This enhancement will add new Subtotal and Grand Total fields to the PO Listing by Buyer report.
- SR 3030 was in *Acceptance Test* at the time the report was pulled last week but has just moved to *Closed* status as of yesterday (September 26, 2018). This SR was a placeholder to capture the overall development activities for the Cash Receipts build overall.
 - The Cash Receipts project is not closed. There are still a number of SRs related to the Cash Receipts build that are actively being worked.
- SR 8095, the SR presented for vote to the Financials User Group during the August 23, 2018 meeting was approved unanimously and will be presented to the CAPPS Steering Committee for final approval at their meeting on October 9.

- **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 9877 – moved to *In Work*. This fix will help correct the issue of CAPPs and TINS being out of sync for Supplier information.
 - Issue: CAPPs contains Suppliers that have been purged from the TINS system due to inactivity. There is no automated system to keep these systems in sync.
 - TINS has a purge process that will inactivate Supplier payment instructions (mail codes) after a certain period of time if the mail code has not been paid; inactive mail codes are purged at the end of the Fiscal Year.
 - When the vouchers with inactive or purged vendors or mail codes are submitted to USAS, they fail for missing vendor.
 - Solution: SR 9877 is for the creation of a web service that will provide real-time vendor status checking and reactivation of inactive vendors where possible.
 - This will be the first web service developed for the Financials side.
 - Buttons for 'TINS Check' and 'TINS Mail Codes' will be added to the PO, Voucher, and Supplier Location pages so users can manually perform this check – it is not going to check automatically.
 - ▶ These buttons will initiate a check via the web service to confirm if the mail code is good and the vendor is payable.
 - ▶ If the vendor information is inactive due to the purge process, then it will automatically be reactivated when checked by the web service.
 - ▶ If only the vendor number is entered, the system will check all valid mail codes and return information for up to 10. If a mail code is secured by another agency, it will not show up in the list.
 - ▶ If users receive a negative response, the vendor or mail code will need to be set up in TINS.
 - When this enhancement is ready for Production migration, the CAPPs Support Team will provide a training at a User Group to demo the functionality and answer any user questions. That training will be announced in advance.
- SR 9366 – moved to *Completed* status. This item will be removed from the list after this month.

III. **Production Update: Add Evening AP Process Job Stream (Terry Wooten)**

- An additional AP batch process run time will be added for 9:00 p.m. Monday through Friday.
 - It will be the same four process that currently run; they will just be run three times daily instead of twice.
- Currently, the batch processes run twice a day at 11:00 a.m. and 2:30 p.m.
 - For vouchers entered after 2:30 p.m., any results or exceptions are not available for review until the 11:00 a.m. process runs the next day.
 - The volume of vouchers being processed has increased as more agencies have implemented CAPPs, including some larger agencies that regularly produce high volumes of vouchers.
- This fix will be implemented on Friday, October 5, 2018.
 - Vouchers entered after 2:30 p.m. will now be available first thing the next morning.
 - Batch processing should run faster.

- Agencies that are using the current run schedules may opt-out of the 9:00 p.m. run if it will interfere with business processes.
 - To opt-out, please submit a Service Request ticket no later than October 3.
- Agencies that are currently opted out of certain processes will not be included in the 9:00 p.m. run schedule.

IV. Project Update: Financials Deployment FY18/FY19 (Steve Schiurring)

- The FY18 Deployment Project is almost completed.
 - Nine new agencies were successfully deployed as planned on September 4, 2018 (first business day of the Fiscal Year).
 - Those agencies were the Department of Public Safety (DPS), State Board of Pharmacy (TSBP), Teacher Retirement System (TRS), Racing Commission (TxRC), Board of Nursing (BON), School for the Deaf (TSD), Texas State Soil and Water Conservation Board (TSSWCB), Historical Commission (THC), and State Preservation Board (TSPB).
 - The project is in the two-month Post-Production Support phase, which ends in October.
 - The Quality Assurance Team Quarterly Monitoring report has been submitted for review.
- The FY19 Deployment Project is now in progress.
 - The project kick-off meeting was held on September 11, 2018.
 - Nineteen new agencies are planned for deployment this year.
 - Review sessions are October 1 through October 3.
 - Discovery sessions will begin on October 18.

V. Special Discussion Topic: Texas Smart Buy Presentation (Blake Youngblood)

- CAPPS has been integrated with Texas Smart Buy since 2015.
 - The CAPPS Support Team wanted to provide this overview to the User Group since this feature is only being used by a few agencies at this time.
 - The Purchaser Punch-Out feature can make the purchasing process much more efficient.
 - This feature is available to HUB agencies.
 - HUB agencies interested in implementing this feature should contact Blake directly to look at testing and training options.
- Key Benefits of the Punch-Out process include:
 - Copies from the initial request directly into Texas Smart Buy, keeping everything consistent.
 - Checks to make sure the catalog still matches if it takes some time between when the request is made and when the purchase order is processed.
- How CAPPS and Texas Smart Buy work together:
 - Dispatch PO lets the CAPPS Purchase Order move to the automated batch process to create the official Purchase Order in Texas Smart Buy, then the Texas Smart Buy PO gets added/updated back to CAPPS keeping everything in sync.
 - Both CAPPS and Texas Smart Buy have functionality that sorts primary vendors so if a requisition gets sourced to multiple vendors, it generates one PO for each vendor.
 - A purchaser's email address is required in their user profile. That is what is used as your Texas Smart Buy User ID and is what links the purchaser from CAPPS to Texas Smart Buy.

VI. Meeting Close

- The next CAPPS Financials User Group meeting is Thursday, October 25, 2018 in the Travis Building, Room 1-111.