

CAPPS
Financials User Group
Thursday, January 25, 2018
9 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

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Centralized Accounting and Payroll/Personnel System

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1. Call to Order and Welcome— Tony Martin

- Fiscal Management’s CAPPs Support Teams have undergone organizational changes:
 - April Shapley – moving to new role as a CAPPs Project Manager.
 - Andrea Smith and Tony Martin – moving to Supervisor roles over their respective Production Support teams, HR/Payroll and Financials.
 - Chelsa Vinklerek – moving to new role as Area Manager.
- HHS Voting Member Bary Hobbs has retired; David Schneider is the new HHS Voting Member for CAPPs Financials User Group.
- Roll call for phone participants.
- Quorum confirmed.

2. Production Update: Financials Support Requests (SRs)— Tony Martin

- **SR Summary Documentation-Financial Services SR Report**
 User Group members were provided with an SR Summary Document.
 - There are currently no *critical* SRs.
 - There were 388 active tickets in December, of those 165 were *high*.
- **SR Trend Report**
 User Group members were provided with a SR Trend Report.

- During this reporting period there were 137 SRs opened and 173 were closed.
- **Governance Approved Enhancements**
 - SR 8282 – moved to *completed*.
 - SR 8133 – moved to *completed*.
 - SR 4408 – moved to *hold*.
 - SR 7224 – moved to *acceptance test*.
 - Additional SRs are being presented to Steering Committee and will likely be included on this list next month.
- **Financials Required Maintenance**

User Group members were provided with a list of Required Maintenance SRs.

 - SR 9458 – moved to *in work*.
 - DPS requested multi-purpose fields to carry data tags on documents to facilitate reporting.
 - In the past, agencies used various other fields to record data so this SR is designed to circumvent that.
 - One of the requested tags is for covert items; this is particularly impactful for DPS.
 - This SR is designed to use a confidential indicator in the procurement stream. If flagged as confidential, the Purchase Order (PO) or Contract will not interface to the Legislative Budget Board (LBB) and/or the website.
 - Once the confidential indicator has been set, subsequent documents in the procurement process will be flagged as confidential and the field will be protected.
 - To change these documents to ‘Not Confidential’, each predecessor document must be set to not confidential to unprotect the Confidential flag.
 - If the original requestor opts to reset the confidential indicator after workflow has started, the workflow may be restarted.
 - Note: this is configurable by agency. If an agency user does not have the appropriate access to perform this action, they should submit a Support Request (SR) in the Application Service Provider Solution Center (ASPSC).
 - Agencies expressed concern that this could lead to problems with delaying approval and thus lead to unnecessary interest charges after 30 days.
 - The CAPPS Support Team recommends that agencies train their staff to not flag an item as confidential until the appropriate person in the workflow can make the decision. The field can be left blank which indicates ‘Not Confidential’ until the item is reviewed by the appropriate person at each agency.
 - This SR is related to the CAPPS Financials FY18 deployment so it will not go live until July. Production agencies would have an opportunity to test this in User Acceptance Test (UAT) prior to go-live.

- ACTION ITEM: the CAPPs Support Team will do more research on the workflow question and discuss this again in the next Financials User Group Meeting (Tony Martin)
 - SR 9815 – moved to *in work*.
 - This SR is designed to exclude controlled assets from the depreciation calculation process. It is configurable by agency.
 - SR 7604, 8849 and 8850 – moved to *acceptance test*. Note: all of these SRs pertain to SB 20.
 - UAT is underway at Southcliff.
- 3. Production Update: Elastic Search Functionality – Tony Martin**
- The implementation date for Elastic Search functionality is now February 11 instead of February 8, 2018.
 - The reason for the date change is to provide more time to migrate the code over a weekend instead of a weekday.
- 4. Production Update: ASPSC Update – Tony Martin**
- Two field names changes will occur in ASPSC:
 - CSR ID will now be Phire ID.
 - ITSM field will be added.
 - Phire and ITSM are internal tracking tools used by the CAPPs Support Team.
 - Agencies should not be impacted by these changes.
 - These changes will be live January 26, 2018.
- 5. Production Update: Centralizing Configuration Maintenance – Terry Wooten**
- Some configurations are considered high-risk: if these are untested they can lead to problems that are difficult to correct. Centralizing control will help reduce these errors.
 - Agency access will be removed from some pages in order to mitigate this issue. The selected pages were the ones that were most impactful to overall system performance and/or data accuracy.
 - The default tab in the *Budget Definitions* page is one of the most problematic areas. Agencies suggested that the CAPPs Support Team provide some guidance/training at a future User Group to help agencies better use this page without causing errors.
 - ACTION ITEM: this topic will be discussed again at the next User Group meeting after the CAPPs Support Team does more research. Tony will provide guidance on the *Budget Definitions* tab and the team will also continue to discuss excluding some of the agencies from having their access removed (Tony Martin).
 - The Support Team will also look at an audit trail for budget definitions.
 - Additional analysts have been hired to the CAPPs Production Team to help with SR backlog.
 - Agencies suggest providing more resolution information for an SR within the ASP ticket.
- 6. Production Update: New Data Extracts – Terry Wooten**
- New data extracts from many core tables will be available in FY 18.
 - Two deploying agencies (TRS and DPS) will use these to load data warehouses.

- If any Production agencies are interested in using these extracts, please contact the CAPPS Support Team a.s.a.p. so adequate testing time can be planned.
- If an agency loads this data into a data warehouse it can be used to build queries and run crystal reports.
- The data is a copy of data within CAPPS.
- Some tables may be added to the list upon agency request; these must be approved by Information Security.

7. Production Update: USAS Reconciliation & Recycled Transactions – Terry Wooten

- USAS transactions that are unable to find matching records in CAPPS are held on the Recycled Transaction table.
- The volume of recycled transactions is indicative of not being synced with USAS.
- An auto archive was performed for all data on and before before September 1, 2017. This helps to resolve performance issues that when not resolved in a timely manner, takes CAPPS further out of sync with USAS.
- Agencies control the USAS transactions attempt to find a match in CAPPS by document type.
- The CAPPS Support Team will run a count of unmatched transactions by document type and t-code to determine if an agency is configured properly.
- The CAPPS Support Team will run a monthly Fiscal Year (FY) to date count to track progress in clearing transactions. The CAPPS Support Team is available for assistance and can provide a job aid upon request.
- Agencies are strongly urged to be cautious when considering deleting a recycled transaction. The correct resolution is usually to fix what is wrong and make it match, not to delete.
- The process to auto-archive can be undone upon request.
- The CAPPS Support Team can provide agencies with a tool/spreadsheet to assist with clearing transactions upon request via SR. This will be deployed to requesting agencies beginning February 1, 2018.
- Agencies feel that the process to match recycled transactions in CAPPS is quite laborious.

8. Production Update: NIGP Class and Item Fix – Terry Wooten

- SR 9544 has been created to fix the NIGP class for DIR vendors.
- The manual process to run a file will soon be automated.
- The sequel update will be UAT tested a.s.a.p.
- This SR will migrate during a maintenance window to minimize agency impact; however, if a PO has codes that change then the PO will fail.
- Additional information will be communicated via SR 9544.

9. Project Update: Financials Deployment FY18 – Steve Schiurring

- Pete Marcell has left CPA; Steve Schiurring is now the Lead Project Manager for the Financials FY18 deployment.
- Jay Ingram has been hired as another CAPPS Financials Project Manager at CPA.
- PeopleTools and the new image will go-live for CAPPS Production agencies on July 9, 2018. The image upgrade for this year does not include any new functionality; it only includes fixes.

- Discovery sessions are complete and the team is now working on building the gaps that were identified.
- Configuration prototyping is underway.
- The initial conversion of data (Mock 1) is near completion.
- Technical Design Documents (TDDs) for Cash Receipts are also in progress.
- System Test Phase 1 for PeopleTools and image upgrade has begun.
- Production agency UAT will occur between May 14 and June 29, 2018.
- Deploying agency UAT will occur between May 28 and July 20, 2018.
- The Agency Partnership Program (APP) is ongoing for training and change management.

10. Project Update: Business Objects 4.1 Upgrade – Steve Schiurring

- The extended maintenance period for Business Objects 3.1 expires August 31, 2018.
- Improvements in 4.1 include integrated security with CAPPs. Users will use their CAPPs ID and password to log in.
- BOBJ 4.1 uses CAPPs security roles to determine universe permissions by user.
 - Security is maintained in CAPPs and as roles are added, this flows to BOBJ.
 - The CAPPs Support Team will send an email to agencies to show a mapping of old access groups in BOBJ and how it will translate to CAPPs.
- BOBJ 4.1 will be accessed via a link; it is not Single Sign On (SSO).
- CAPPs HR/Payroll is already using BOBJ 4.1 and use their CAPPs ID and password for their access. The same password will be used for CAPPs and BOBJ (Financials and HR/Payroll.)
- The user's CAPPs Primary Permissions will determine what a user can see in BOBJ universes and reports.
- Role-level security in PeopleSoft Query Manager was replicated in BOBJ 4.1. This will greatly simplify setting up new CAPPs agencies.
- BOBJ 4.1 uses HTML and not Java which improved the response time.
- Online training is available on FMX and training classes can also be requested by submitting an SR closer to the testing phase.
- Upgraded universes and reports are currently being migrated to 4.1.
- Security is still being finalized and then team testing can begin.
 - The CAPPs Support Team will test all of the reports and universes.
- Agency UAT begins March 12 through May 22, 2018.
 - BOBJ 3.1 and 4.1 will be available during this period and point to the same data.
- Go live is scheduled for May 29, 2018 and 3.1 will remain available until July 29, 2018.

11. Miscellaneous

- The new voucher load from Excel (SR 9744) uses the EDI loader.
- The Asset Management Physical Inventory extract and upload (SR 9750) is not software-specific. The CAPPs Support Team can provide layouts for the inbound and outbound files to agencies upon request.



Centralized Accounting and Payroll/Personnel System

Summary of Action Items

No.	Action Item	Assigned To	Due By
1.	Conduct further research on the workflow question for SR 9458 and discuss this topic in the next Financials User Group Meeting	Tony Martin	February 2018
2.	Discuss <i>Centralizing Configuration Maintenance</i> again at the next User Group, provide guidance for the <i>Budget Definitions</i> tab and consider if agencies can be excluded from the change upon request.	Tony Martin	February 2018