

CAPPS
Financials User Group
Thursday, February 22, 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
Alison Williams	alison.williams@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Communications, Change & Training	Yes
Anthony Martin	anthony.martin@cpa.texas.gov	Centralized Payroll & Personnel System (CAPPS) Financials Production Support Supervisor	Yes
Carol Oberrender	carol.oberrender@sao.texas.gov	State Auditor’s Office (SAO) – Accountant	Yes
Corey Crawford	corey.crawford@thc.texas.gov	Texas Historical Commission (THC)	Yes
Don Land	don.land@cpa.texas.gov	CPA – Budget & Internal Accounting	Yes
Elizabeth Ozuna	elizabeth.ozuna@sao.texas.gov	SAO – Contract Manager	Yes
James Cogburn	james.cogburn@rrc.texas.gov	Railroad Commission (RRC) – CAPPS	Yes
Julie Call	julie.call@rrc.texas.gov	RRC – Purchaser	Yes
Louis Scott	louis.scott@cpa.texas.gov	CPA – Financials (FIN) User Group (UG) Voting Member	Yes
Patti Sanders	patti.sanders@tdi.texas.gov	Texas Department of Insurance (TDI) – Program Specialist	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA – CAPPS Contractor	Yes
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – CAPPS Project Manager	Yes
Terri Thomas	terri.thomas@cpa.texas.gov	CPA – Purchaser	Yes
Terry Wooten	terry.wooten@cpa.texas.gov	CPA – CAPPS Deployments; FIN UG Voting Member	Yes
Thelma Garcia	thelma.garcia@cpa.texas.gov	CPA – Financials	Yes
Elizabeth Ozona	elizabeth.ozona@sao.texas.gov	SAO – Contract Manager	Yes

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

I. Welcome (Tony Martin)

- Roll call for phone participants.
- Quorum confirmed.

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 428 active tickets in January; 189 of those were high.
- **SR Trend Report (Tony Martin)**
 - 174 new SRs were opened in January; 138 SRs were closed.
 - The number of opened SRs is trending up due to increased requests for reconciliation reports.
- **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.
 - There are 16 SRs for review. This includes two months' worth of voting SRs so there are several changes.
 - SR 3030 – moved to System Test. The CAPPs Support Team is conducting demonstrations with TDI. Functionality is now available for agencies to see.
 - SR 5124 – moved to Assigned.
 - SR 7519 – moved to Closed. The requesting agency determined this item was no longer needed. The Financials User Group re-voted to “reject” this SR on November 30, 2017 so it could be removed from consideration.
 - The following SRs were newly approved by the Steering Committee at the February 1, 2018 vote and have been placed in Assigned status:
 - SR 8834/8835 – ranked at #2 in priority.
 - SR 8340 – ranked at #3 in priority.
 - SR 9027
 - SR 8145
 - SR 6112/6784
 - SR 7995
 - SR 7794
 - SR 9330
- **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 10160 – new SR on list; in System Test. This is a new performance fix related to an older SR. SR 10160 corrects two misplaced validations that caused slow performance when entering large vouchers.
 - SR 9458 – moved to System Test. This SR adds confidential indicators and configurable multi-purpose fields. Changes to these fields will not trigger/restart workflow so it should not impact payment processing time.
 - SR 7604, SR 8849 and SR 8850 – the three SRs related to the Legislative Budget Board (LBB) Interface remain in Acceptance Test and are expected to migrate to Production pending a bug fix.

- SR 9437 and SR 9435 – these SRs are related to the PeopleSoft Image and PeopleTools upgrade. Both SRs moved to System Test. The CAPPs Support Team will provide an in-depth look at new functionality and User Acceptance Test (UAT) plan during the April User Group Meeting.
- An additional 14 SRs related to the FY18 deployment moved to System Test.

III. Production Update: Page and Navigation Changes (Terry Wooten)

- CAPPs is upgrading from Classic pages to Classic Plus pages with the Image 24 upgrade this summer.
- Most of the impacted Financials pages are used by the CAPPs Support Team and not CAPPs Production agencies, except for the Process Monitor page.
 - The changes to the Process Monitor page are minimal so the look of the page will be very similar to the current page.
- Due to the Image 24 upgrade, CAPPs is moving to unified navigation functionality which is the driving factor for a new order of menu items; the menu will no longer be in alphabetical order.
 - Navigation will only be accessible at the Portal level and not the lower levels.
- The blue buttons on the Portal page to access Financials and/or HR/Payroll will no longer be there after the upgrade. Users will directly navigate to the Financials and/or HR/Payroll page(s) they need to access based on their role/security.
 - Elastic Search can be utilized to quickly find a page.
- Current user favorites will no longer be available due to the menu change; old favorites must be re-saved after the upgrade under “My Links.”
 - The CAPPs Support Team recommends users take screen prints of their favorites so they can easily identify them after upgrade.
 - Users with access to Financials and HR/Payroll can save links for both applications in the new image.
 - Gray buttons to access Recruit and Learn will remain on the Portal because they are Taleo products and not Oracle.
 - UAT for the Image/Tools upgrade is scheduled to begin May 14 through June 29, 2018. Go-live is scheduled for July 9, 2018.

IV. Discussion Topic: High-Risk Configurations (Tony Martin)

- Due to ongoing issues causing significant work by the CAPPs Support Team, the Budget Definitions Page will be locked for agency users.
 - This decision is due to issues that occurred in February that caused the entire page to be rebuilt.
 - Agencies that need changes/updates will need to submit an SR.
 - The CAPPs Support Team will review the changes before they are migrated to Production.

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

- Deploying Agencies: DPS, TSBP, TRS, TxRC, BON, TSD, TSSWCB, THC and TSPB.
- Go-live for deploying agencies is scheduled on September 1, 2018.
- Key Activities scheduled to occur in the next 30 days include:
 - Configuration Prototyping is 80% complete.
 - Build is 95% complete. Items that are completed are being system tested.
 - System Test Phase 2 is 42% completed with no major issues found.

- UAT for Production agencies is scheduled to occur from May 14 through June 29, 2018.
 - Testing will include the PeopleTools/Image upgrade as well as all enhancements from deployment. Financials, HR and Portal UAT are synced together because the PeopleTools/Image upgrade is happening at the same time for all applications.
 - The CAPPs Support Team recommends UAT testers focus on testing all of their routine, day-to-day business activities including running all reports to test functionality.
 - The CAPPs Support Team will demonstrate new functionality at the April User Group Meeting.
- Agencies expressed concern that image upgrades can impact functionality; the CAPPs Support Team is increasing the effort for System Test to mitigate the impact.

VI. 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.
- New features in the upgrade include:
 - Integration with CAPPs Security – CAPPs security roles will be based on current BO access. CAPPs User ID and Password will be used to access BO.
 - HTML replaces JAVA – system will run smoother and have a cleaner look and feel.
 - The CAPPs Support Team is currently testing all the public reports; these will be available for agency testing on April 2, 2018.
- BO 4.1 training will be provided at the end of the next Financials User Group Meeting on March 29, 2018.

VII. Closing/Action Items

- No action items were captured at this meeting.

VIII. Adjourn

- Next meeting is Thursday, March 29, 2018.