

CAPPS Financials User Group
Thursday, February 28, 2019
9:00 a.m. – 11:00 a.m.
Travis Building, Room 1-111

Meeting Minutes

I. Welcome (Tony Martin)

- Roll call was taken for Conference Call attendees.
- User Group meeting materials will be posted on FMX.
 - 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.
 - Micah Smith is a new member of the CAPPS Governance & Communication team.

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

- **SR Summary and Trend Report**
 - The **CAPPS Financials Summary and Trend Report 02/28/19** document was reviewed.
 - There were no critical SRs during the reporting period.
 - There are currently 25 SRs in the *Awaiting Customer* status, which is a high for this status category.
 - Agencies to review all their active SR to see what status they are in and if there are responses needed.
 - The CAPPS Team cannot move forward on any of those until the agency has responded to any outstanding questions or requests.
 - For the month of January, there were 304 SRs opened and 316 were closed. We are still trending positively, with more closed than opened.
- **Governance Approved SRs**
 - The **CAPPS Financials Governance Approved SRs 02/28/19** document was reviewed.
 - Key items to note:
 - SR 5124 was migrated to Production on February 21 and is in *Pending Prod Approval* status.
- **Required Maintenance**
 - The **CAPPS Financials Required Maintenance 02/28/19** document was reviewed.
 - Key items to note:
 - The new LBB Contract Report and the non-LBB Report have been completed and will drop off this list next month (SR 9918, SR 9919).
 - SR 5608 has been completed. This is the enhancement that triggers re-approval for any vouchers changes to configurable fields after the initial approval is done. Please ensure agency AP staff are notified of this change because they will now see the workflow being triggered for re-approval when any of the fields listed in the SR description are altered.
 - SR 6821/SR 9770 has been completed. This is the change to the USAS Outbound fields to add a T-Code lookup table to the configuration. T-Codes that would not send previously are now able to be sent, including blank values for certain fields.
 - Please submit an Information Service Request ticket via the ASP Solution Center for any question regarding this functionality.
 - SR 8273 will implement a USAS Pre-Release page to the CAPPS Financials web service. This will allow approvers to pre-release batches for payment without logging into the

USAS mainframe system. This SR is currently in System Test and the CAPPS team expects it to move through the implementation process quickly.

III. Production Update: OCI UAT & Updates (Chelsa Vinklarek, Ivan Mazoch)

- The **CAPPS OCI Environment Overview 02/25/19** presentation was provided to participants.
- The CAPPS OCI Project is on time and on schedule to be deployed to Production on April 1, 2019.
 - The transition will occur over the weekend of March 29-31. Downtime for that weekend will be communicated via the CAPPS Communications process.
 - The Recruit and Learn modules are hosted via Oracle and will not be directly impacted by the OCI migration.
- The following testing has been completed:
 - System Test of new OCI Non Production Datacenter completed January 4.
 - CPA CAPPS Team testing of new OCI Non-Production Datacenter completed January 5.
 - OCI System Test of new OCI Production Datacenter completed February 1.
- CPA CAPPS Team final testing of new OCI Production Datacenter is in progress and expected to be completed by March 6.
- The CAPPS IT Team is requesting that all Agencies perform an additional OCI Network Connectivity Test.
 - This is needed due to a change from the Oracle Load Balancer (LBaaS) to the Fortinet Load Balancer.
 - An email was sent on February 25 with details. The deadline to complete this testing and provide results back to the CAPPS IT Team is March 8.
- CAPPS Agency User Acceptance Testing (UAT) in the OCI Data Center will begin with two kick-off meetings scheduled for March 6 and March 7. Agencies UAT testers only need to attend one of those meetings.
 - OCI UAT testing will be performed in the CAPPS Production OCI Environment (PRD1).
 - This link will be sent to CAPPS Agencies on March 8 but should not be used until March 11.
 - The new OCI UAT1 URL will be sent at the same time with the same guideline.
 - CAPPS Data in OCI Production environments for this test will be a Production copy from Wednesday February 27, 2019.
 - UAT Testers will need to clear their cache when switching between the environments.
 - Queries should not be impacted by this change.
 - NOTE: The old URL will not redirect automatically to the new one. There will be a message with the new URL provided but it will not happen automatically, and eventually the old URL will be completely shut down.
 - OCI UAT will have a different color scheme during this phase so users can easily distinguish between OCI and the current environment.
 - Sample test scenarios will be provided and agencies need to make sure they have worked through all these to ensure that all pages and access points are working correctly.
 - Enter all OCI UAT defects in ASP Solution Center. The short description of these tickets should begin 'OCI -'. Example: "OCI - Cannot connect".
- CPA is retiring its current Electronic File Transfer (EFT) server and replacing it with new high volume EFT servers.
 - Testing will begin March 11 with Go-Live planned for April. The current server will be fully decommissioned as of May 1.
- Key Impacts to Agencies:

- All environment URLs are changing.
 - All bookmarks will need to be reset.
 - All favorites will be purged because the URLs that they are based on will have been removed/changed to the new OCI URLs.
- Ivan Mazoch is the primary point of contact for this project.
 - Questions or concerns can be submitted via an Information SR in the ASP Solution Center, or email capps.cpa.it.team@cpa.texas.gov.
 - For SRs, please make sure that the first word of the Short Description is “OCI” – this will ensure it gets routed correctly and quickly to Ivan’s team.
- ALL CAPPs Production Environments Will be down starting Friday March 29 at 5:00 p.m. until Monday April 1 at 7:00 a.m.
- Agencies are responsible for communicating new URLs to their Agency staff.
- Should you attempt to access CAPPs through the old URL, you WILL NOT be redirected.
- The CAPPs System will look and function the same after the Datacenter migration to OCI. Users should not see a difference other than the changes to URLs.
- CAPPs access will not work on Internet Explorer 11, please use Chrome or Edge in place.
 - Assure all your employees know to clear cache before using new URL or you will find it to be inconsistent.

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

- The *CAPPs FY19 Financials Agency Deployment Dashboard 02/28/19* document was reviewed.
- The Deployment plan is green/on-track to deploy nineteen (19) new agencies on September 3, 2019, increasing the number of CAPPs Central Financials agencies to 71
 - No Phase 2 gaps were identified and the project is ahead of schedule for Analysis, Design, and Build.
- Mock 1 Conversions are completed, which includes suppliers, vendors, budgets, and assets. Mock 2 Conversion begins on March 11.
- Configurations will be completed today.
- OCI testing continues.
- The Cash Receipts module moved to Production at the pilot agency, Texas Department of Insurance in December.
 - Five FY19 deploying agencies plan to use Cash Receipts to track Texas.Gov revenues.
 - A demo of the Cash Receipts functionality will be provided after the March User Group.
- The CAPPs Team is also monitoring the Legislative session at this time.
 - Several bills that have been filed may have an impact on CAPPs for current and future agencies, including some Sunset bills. The team will provide updates as information is available.

V. **Meeting Close**

- The next CAPPs Financials User Group meeting is Thursday, March 28, 2019 in the Travis Building, Room 1-100.