CAPPS
Financials User Group
Thursday, October 24, 2019
2:00 p.m. - 4:30 p.m.
Travis Building, Room 1-111

Meeting Minutes

I. **Welcome/Announcements (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.CGC.BA@cpa.texas.gov.

II. **Production Update: FIN Support Requests (SRs) (Tony Martin)**
- **SR Summary and Trend Report**
  - The *CAPPS FIN Summary and Trend Report 10/24/19* document was reviewed.
    - For the month of September, there were 779 active SRs in various stages of work with 270 of those in a High priority status. There were no critical SRs.
    - As shown on the Trend chart, there were SRs 491 opened and 509 closed in September. These numbers are higher than last year, due to 19 new agencies and the Hx Recycle browser reports that were sent to agencies. Agencies need to address these.
- **Governance Approved Enhancements**
  - The *CAPPS FIN Governance Approved SRs 10/24/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 12584 is a CAPPS interface transfer code, the system code utility page to be setup to allow agencies annual configuration exercise. This SR is in *Acceptance testing*.
    - SR 10803/10804/108005/108006 is to convert BOBJ transactions by adding vendor name to the Report tab, and to add a prompt for Chartfield to search by location. This is a BOBJ report that will be rewritten as a Peoplesoft report. This SR is in *System Test.*
    - SR 11092 will add freight and miscellaneous charges to the distribution line on the voucher page. This SR is in *Complete* status.
- **Required Maintenance**
  - The *CAPPS FIN Required Maintenance 10/24/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 14172 is a General Ledger module to add an edit journal import TCode in order to prevent the journal to be loaded into CAPPS, as it was previously invalid. This SR is in *System Test.*
    - SR 12191 is a General Ledger module, the Project ID Chartfield fields spaces are too short, CAPPS will fix by increasing the character field. This SR is *Pending Prod Migration*.
    - SR 6829 is an Asset Management module to add page integrated assets without needing the voucher to be processed. This SR is in A*cceptance Testing.*

III. **Project Update: CAPPS FY20 Deployment (Nyguel Sanders)**
- The *CAPPS FY20 Financials Agency Deployment Project Dashboard 10/24/19* document was reviewed.
- The project is green and on track. September 1, 2020 is new Implementation date.

- Key items in the next 30 days:
  - Kick off for 8 agencies on Oct 10th.
  - Continue Agency Discovery.
  - Start Executive Sponsor Calls in November.
  - Continue Phase 2 GAP documentation.

IV. Production Update: TINS Vendor Check Function (Johnathan Oberhoff)

- The *CAPPS Financials TINS check guide* document was reviewed.
- User Acceptance Testing (UAT) for this began on October 23 and will stay in UAT for ten days. This should move to Production on November 4.
- The TINS check button has been added to make sure vendors are active in CAPPS and in TINS before it goes to USAS.
- There is a 14 Digit and 11 Digit check to see if a vendor exists and is active in CAPPS and TINS. The Multi-vendor voucher will check at a line level.
- TINS Mail code has no distinction between direct deposit and warrant. CAPPS will look into this. If another agency sets up a direct deposit you cannot see it as such, you must set it yourself based on your agencies use. You cannot have one location (per mail code) that is both direct deposit and warrant.

V. Production Update: USAS Pre-Release Page (Karl Westerman)

- The *CAPPS to USAS Pre-Release Desk Aid* document was reviewed.
- Agencies no longer need to login to CAPPS to access USAS. This will go to UAT today, for 10 days and on November 4 it will go to Production.
- You need to request this access from you Security coordinator. Users can request access for viewing and/or executing authority.
- You can release multiple batches at same time from this page, or a single batch from the detail page. This will include APL and budget batches.
- USAS Security for release authority needs to be in place, this does not replace that. It will send an 'unauthorized user' message otherwise.
- This will hold a history of incomplete, or uncleared batches off the IAM browser.
- If the pre-release batch was not supposed to be released yet, just select 'delete' and run this, it will delete the pre-release.
- The SR relating to this is SR 8273 for implementation and SR 15086 is for testing.

VI. Production to Deployment Support Transition for FY19 Deploying Agencies (Thomas Neely)

- October 31 is the last day of Deployment support, beginning November 1 newly deployed agencies should enter ASP SR Tickets. Their Level 1s may contact the Help Desk and/or email.

VII. Meeting Close

- The next User Group meeting is on Thursday, November 21, 2019 in the Travis Building, Room 1-111 (joint meeting with HR/Payroll User Group).
- No User Group meeting in December.