

CAPPS Financials — User Group Meeting Minutes

Thursday, April 30, 2020

9–11 a.m.

(Webinar Only)

I. Welcome (Lauren Denby)

- This is a Webinar through Webex.
- User Group meeting materials will be posted on FMX.
 - To be added to the User Group distribution list, send an email to the CAPPS Governance and Communications Team at CAPPS.CGC@cpa.texas.gov.

II. Production Update: Financials Support Requests (SRs) (Lauren Denby)

- **SR Summary and Trend Report**
 - The **CAPPS Financials Summary and Trend Report 04/30/20** document was reviewed.
 - In March, there were 777 active SRs with 319 in high priority status.
 - As shown on the Trend chart, there were 387 SRs opened and 532 closed in March.
- **Governance Approved Enhancements**
 - The **CAPPS Financials Governance Approved SRs 04/30/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The **CAPPS Financials Required Maintenance 04/30/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III. Upcoming Vote: SRs Submitted to Governance (CAPPS Support Team)

- The **CAPPS Financials SRs Submitted to Governance 04/30/20** document was reviewed.
 - SR 10810 is a Purchase Order module. The request is to add fields to the Purchase Order and Contract and a new interface file will be loaded from LBB.
 - SR 18635 is a Reports module. The request is to add Agency Seal, terms and conditions, buyer signature and the date of approval.
 - SR 14555 is an Interfaces module. The request is to update the Sorting order and column orders to make it more intuitive for users.
 - SR 18133 is an Accounts Payable module. The request is to add Additional Queries to the AP Workcenter to provide users with easy access to important AP information.

IV. Project Update: FIN FY20 Deployment (Nyguel Sanders)

- The **CAPPS FY20 FIN Agency Deployment Project 04/30/20** document was reviewed.
- The project is green and on track. There are eight deploying agencies. The Code Move date is July 6, 2020. The Soft Go-Live date is Aug. 10, 2020. The implementation date is Sept. 1, 2020.
- Key items in the next 30 days:
 - Complete Agency Work Sessions
 - Complete Conference Room Pilots
 - Complete Executive Sponsor Calls
 - Prepare for User Acceptance Testing

V. Discussion Topic: New Dashboard Update (Chelsa Vinklarek)

- UAT is complete. We have received acknowledgement that all 72 agencies have participated.
- The new fluid Dashboard deployed this month. Learning how to navigate has been a learning curve for some but we are here to help everyone work through any issues.
- There will be cosmetic changes to keep the dashboard looking fresh and updated but this is the way we will navigate moving forward.

VI. Discussion Topic: COVID-19/Families First Coronavirus Response Act Update (Chelsa Vinklarek)

- All changes have migrated to payroll. Thank you to everyone for processing their payroll and meeting the direct deposit deadline.
- FFCRA Informational webinars were conducted and a FAQ will be provided.
- Additional informational webinars will be held to address options for adjustments and how to process adjustments with FFCRA.
- There have been notices about longevity pay and the need to pay back. The FFCRA changes were prioritized to prevent a delay in changes. Moving forward, the longevity pay changes will be migrated and fixed, so the user does not have to manually enter longevity pay.

VII. Discussion Topic: Deployment Mods (Deployment Team)

- CAPPS is adding new Dashboards and Titles. CAPPS created a series of tiles for modules. We will review the four core modules. Key Changes to CAPPS Financials Navigation are Dashboards, Tile Pages, Nav(igation) Collection, and Fluid Banner and Standard Navigation buttons.
- Upgrade/Navigation Changes by Core Module are to Accounts Payable, Asset Management, General Ledger, and Purchasing.
- The “CAPPS Financials” dashboard will be replaced with dashboards for each of the CAPPS Financials modules. Underneath each module dashboard is a grouping of Tiles representing related functionality, also referred to as the “Tile” page. Underneath each Tile is a “Nav(igation) Collection”. The Navigation Collection is used to Navigate to CAPPS page(s) and appears in a panel along the left-hand side of the window. The “Navigation Collection” allows for an easier and more direct access to functionality within each of the modules. Each dashboard, tile, and navigation collection displayed will be driven by the security access a user has to various pages/components in CAPPS.

VIII. Discussion Topic: User Acceptance Testing for FY20 Mods (Jay Ingram)

- UAT dates are Monday, May 11th through Friday, June 26th. UAT2 will be available for Hub Agencies starting Monday, June 1st.
- Tester Profile: It is recommended for CAPPS HR/Payroll users that are in the system on a regular basis, not recommended for training new hires.
- UAT3 is the environment you will be testing in.
- UAT3 is not a substitute or copy of UAT1. All information is separate. UAT3 is a new enhancement with changes available to use.
- Communications will be sent to HR/Payroll Level 1 Support with a list of modifications, scripts and test scenarios prior to the start of UAT.
- Scope of Testing: All testing is greatly appreciated. There are three levels of testing: high, medium and low. High is testing your current day to day business practices. Once you are comfortable with that, then work on Medium. Medium is testing new enhancements and

becoming familiar with the new system functionality. Low testing is trying to break the system. This is your chance to put the new changes to the test.

- Issue Logging: Please log all UAT3 issues into HCM UAT ASP. Submit one ticket per each defect found in the FY20 Image and Tools upgrade to correctly track each issue. This environment is to log issues for defects you found in the UAT environment only, do not submit production issues here. UAT1 will remain as is to continue production.
- UAT3 is currently not available until UAT has started. Communications will be sent prior to May 11th with the URL and a set of scenarios to test.

IX. Discussion Topic: Changes to Level 1 / ASP Access (Chelsa Vinklerek)

- It has been brought to our attention there are people in ASP that are not listed as a Level 1. Level 1s should be the only allowed individuals with access to submit tickets in ASP. There will be a “list scrub” towards the end of May for the removal of non-Level 1s from ASP. First, Steering Committee will be notified of the communications to be sent. Then a list of people we intend to remove from ASP will be sent to Security Coordinators at each agency and they will verify if the list is correct or if changes need to be made.
- Helpful Questions and Answers:
 - Who is an Agency Level 1? Agency Level 1s are individuals who will serve as a part of your internal Help Desk Support team for CAPPs. As a Level 1, they will have the authorization to escalate problems and initiate requests for system enhancements. These individuals must be knowledgeable about CAPPs and your agency business processes. They will attempt to resolve issues at the agency level prior to submitting a ticket in ASP. If an issue cannot be resolved at the agency level, it will be escalated to the CAPPs Help Desk.
 - How many people can be on my Help Desk? The number of Agency Level 1 Help Desk contacts depends on the agency size. Agency size is defined as: small agency has 100 full time employees or less. Medium agency is defined as 101 to 1,000 employees. Large agency is defined as 1,001 or more full time employees. Small and medium agencies are allowed four Level 1s per tower and large agencies are allowed 8 Level 1s per tower. Example: A small or medium-sized agency may have four Level 1s for HR/Payroll and four Level 1s for Financials.

X. Upcoming Meetings

- Thursday, May 28, 2020 (Joint meeting with HR/Payroll User Group)
- Thursday, June 25, 2020