

SmartStream Coordination Meeting Minutes
January 11, 2005

Attendance: Sophia Bedard; Pete Bostian; Larry Cosley, Ken Dinsmore, Ed Green, Randy Keller, Mel Lambert, Mark Testerman

1. Web Reports: Pete reported changes to the web reports – P-Card data is now accessible to those SmartStream users who have been designated as credit card approvers via a SmartStream activity and existing reports have been modified to link to comprehensive vendor, purchase request and/or purchase order data whenever these items appear in a report
2. Data Archiving: Ledger and payables data were archived through 9/2001 the weekend before Christmas. We will be archiving Receiving next and then Purchasing. Receiving should be done the last weekend in January.
3. Delivery Tickets: Pete noted that we attempted to add an employee selection list to the delivery ticket barcode scanner program so that an employee number could be selected to match the employee signature. Unfortunately the program purchased for the scanner could only accommodate a quarter of the NCI-Frederick employees. As a result, employee numbers of those signing for the deliveries will have to be manually entered into the scanner. We have started looking for another program with more capabilities. In the meantime, we will be loaning a scanner to Receiving to test it in the field. When Ron Brown returns from vacation, we will check with him to see when he wants to try the scanner in the field.
4. Finance Tables: Pete informed Randy that we are changing the name of the SmartStream extract tables created for finance because the tables were created and prefixed with AI's user ID. Pete also changed the way the tables are created to avoid duplicate processing of the purchase request and purchase order data..

Mel Inquired about the finance PR tables picking up all outstanding PR's, even if they do not have a request line. This occurs when a purchase request can be satisfied by the supply warehouse. Purchasing enters these PR's without lines and as a result they remain incomplete and cannot be cancelled. Pete mentioned maybe this issue could be addressed along with a procedure to handle those requisitions satisfied by credit card purchases. Currently, Purchasing enters these purchase orders into SmartStream and performs reconciliations using a program Sophia wrote. Once reconciled, Accounts Payable must then process the reconciled orders manually to distribute the cost. The P-Card system could take care of all these processes if the SmartStream requisition issue could be resolved. Discussion followed regarding Purchasing's processes - could a PR line item be added that indicates that the requisition was processed via a credit card or whether the requisition should be satisfied by the supply warehouse and then cancel the requisition? That way the requestor would be informed of the status. Mel indicated that the issue needs to be brought to the attention of Cindy Farling and Donna Follin to review possible solutions.

5. Workflow Issues: Sophia noted that she will be reconstructing the workflow process she started in 2003 in the test system but did not place into production because of pending changes that Purchasing wanted incorporated but were never finalized. The intent is to make it easier to add labs to the distributed requisition entry workflows and to correct a recent problem with messages going to the wrong library workgroup. Once completed and tested, the production system will be updated.

The next meeting will be held Tuesday, February 1, 2005, at 9:00 AM in the Building 362 Conference Room.