

## **SmartStream Coordination Meeting Minutes February 1, 2005**

Attendance: Sophia Bedard; Pete Bostian; Ron Brown, Ken Dinsmore, Ed Green, Mel Lambert, Cathy McClintock, Jim Racheff, Mark Testerman, Karen Toms

1. Web Reports: Pete reported that they have set up the first Accounts Payable web reports for the SmartStream activity NCI-FCRDC Accounts Payable Inquiry.
2. Data Archiving: Sophia Bedard and Mark Testerman archived Receiving data through 9/25/01 this past weekend. The archive procedure took an inordinate amount of time and they are checking with GEAC to determine why. Sophia noted that Purchasing data will not be archived until we are confident that the process can be performed over a weekend. The archived Receiving data is still in the DBSreqm and DBSropm archive tables and will soon be moved to the archive database - DBSarch.
3. Delivery Ticket Barcode Scanner: A scanner has been provided to Receiving for testing by delivery personnel to make sure that the application and procedure works satisfactorily for them. There was an immediate problem with scanning the barcode printed on the delivery ticket. Only the top (white) copy of the ticket could be scanned, but that copy was reserved for Accounts Payable. Karen Toms agreed to accept one of the other copies if they were readable and could be xeroxed. Ron provided her samples for her review. Ron has checked all the printers used to print the delivery tickets and will make sure that they are maintained and ribbons changed regularly so that all copies are legible. Pete noted that ultimately the purpose of this procedure is to eliminate filing any of the tickets. Karen noted that Kathy Hoffman in Auditing has stated that a hard copy of the delivery ticket must be maintained for audit purposes. A discussion followed on the purpose of the AP copy since it did not contain signatures and could be reproduced on demand. Karen will address the issue with Kathy again.

Karen also requested that once the signature capture system is in production that AP be allowed access to the system. Pete noted that that will not be a problem. Discussion followed regarding the receiving of books at the Library and Pete noted that they have their own system which they will continue to use.

4. Workflow Issues: Sophia reported that new requisition approval workflows have been created in the test system. These workflows are based on structures that are easier to maintain since they reside outside the workflow application. Mel will test it to be sure it is working properly and then it will be recreated in the production system. With reference to the work group problems encountered by the Library – Ken noted that he has given them access to the old work group to use in the meantime. Sophia noted that when the new workflows are put into production, the problem should be resolved.

5. PCard: Pete reported he met with Purchasing regarding modifications to the PCard system. Purchasing has requested that the Pcard system be modified so that centers and accounts *not* be defaulted on the orders - card holders will have to select them from their valid center and account lists. This modification is designed to reduce the number of account distribution changes that are being requested after the PCard data is posted to SmartStream. Discussion is on-going with Purchasing regarding how they (Purchasing) can use the PCard system for the credit card orders they place (Purchasing does not currently use the PCard system). Issues to be resolved include how to handle requisition approvals and provide information on PCard orders to SmartStream users.
  
6. New Computer Hardware: Pete noted that C&SS has provided information to SAIC regarding the purchase of new computer hardware to support the financial systems. Ken reported that a request for funding has been submitted to the government and he is waiting to hear from them. Pete noted that the current computer has been running since 1999 and is at capacity. Perhaps even more significant there are no longer replacement parts available for the back-up system computer which has been used since 1996. If funding is approved, we will request a formal quote from HP and hope to have the new computer system in production by July 1<sup>st</sup>. If SmartStream 7 is available soon, we will use that on the new system, otherwise we will migrate the current production system which Pete noted has been running exceptionally well.

The next meeting will be held March 1, 2005, at 9:00AM in the Building 362 conference room.