

## SmartStream Coordination Meeting Minutes October 5, 2005

Attendance: Sophia Bedard; Pete Bostian; Ken Dinsmore; Debbie Hogarty, Cindy Farling; Donna Follin; Ed Green; Randy Keller, Mel Lambert; Cathy McClintock; Jim Racheff; Mark Testerman

1. New Computer System: Pete reported the new computer system is running without any problems; all applications and processes are executing much faster than on the old system and meeting expectations. They are still working on building the test system on the old computer which should be done in two or three weeks.
2. PCard: Pete reported he has implemented the modification requiring end users to select center and account numbers instead of relying on defaults. Hopefully, this will reduce the number of corrections that have to be entered by Accounting.
3. Purchasing Archives: All applications, with the exception of Purchasing, have been archived through 2002. We were waiting until the new computer was in production to archive the Purchasing application due to the amount of time required. Now that the new computer is in production, we are planning to archive the Purchasing data on Saturday, October 22<sup>nd</sup>. Mel noted that none of the vendors have been archived and that this needs to be done too. Pete said that vendors have to be marked for deletion or be inactivated before they can be archived. Donna Follin noted that most of the vendors to be archived are due to name changes.
4. Miscellaneous: Pete noted that SmartStream backups are done at noon in addition to the evening ones; however, we probably would not be able to restore from the noon backup because updates to the databases are being done continuously during that time. We most likely will have to rely on the evening backup if the system has to be restored.

Mel Lambert reported that a database that she created and placed in the public directory has been deleted several times recently and that she has had to contact the Helpdesk to have it restored. Discussion followed on how this could be occurring and by whom. She has begun to maintain a local backup in case it keeps disappearing.

Debbie Hogarty inquired if we had heard anything from GEAC regarding the requisition to purchase order formatting issues when the purchase order is saved between lines. Sophia reported that she heard from them yesterday but they were exploring the issue in Version 7 and she reminded them we are using Version 6.53.

The next meeting will be held November 2, 2005, at 9 AM in the Building 362 conference room.