

SmartStream Coordination Meeting Minutes October 4, 2006

Attendance: Sophia Bedard, Pete Bostian, Ken Dinsmore, Cindy Farling, Ed Green, Kathy Hoffman, Mel Lambert, Cathy McClintock, Jim Racheff, Lori Smith, Karen Toms

1. PCard: The bank file transfers are now processing correctly.
2. Employee Reimbursements: Pete reported that the procedure has been tested and it is ready to use whenever SAIC is ready; Kathy said they met yesterday re the process and are disseminating information and documenting the process – she anticipates going live January 1, 2007;
3. Maximo Status: Pete reported that C&SS is working on the integration of Maximo with various systems: Cyborg: to retrieve people data; SmartStream: for chart of accounts, vendors, work order related costs captured in SmartStream and the posting of warehouse and work order costs back to SmartStream; and Pcard: for work order validation and related costs. The chart of accounts and Pcard work order validation are in production.
4. Web Reports: Working on consolidated menus and the trial balance; Mel Lambert provided a report list menus so that end users do not have to go through so many activities to find the Reports. We will have to look at the activities permitted for the SmartStream user groups to make sure that the consolidated menus cover each groups permitted activities.
5. Credit Card Data: Lori Smith questioned how to access old credit card data in DOIM – have occasionally had to go back to DOIM to obtain data but this will no be available much longer – Jim stated that everyone is locked out. After lengthy discussion it was decided that there needs to be a long-term solution to archiving data for future access. Pete thought that the PCard data goes back to 2001. Jim said we could look into down loading the data into our databases and providing web access to it depending staff availability.
6. Year-End: Sophia asked Kathy Hoffman about the status of year-end. Kathy informed her they are waiting for some transfers of data which should have been 07 instead of 06 center numbers for some work orders – C&SS is making the corrections. Kathy confirmed that they have detailed instructions for closing year end. Kathy will let Sophia know when the data has been corrected so she can run the process.
7. SmartStream 7.0 Status: Pete reported that we have not resolved how to update the client computers with the required Sybase components. A direct Sybase installation takes up to 30 minutes and we do not have staff for that effort. We have been trying to get our enterprise software installation and update program, Marimba, to install the Sybase component but have been unable to get it to work. We have had to contract with the software vendor (\$15-\$20,000) to come here and resolve the problem. Pete said that we will be lucky if this problem is corrected for installation prior to the end of the year.

The next meeting will be held November 1, 2006, at 9 AM in the Building 362 Conference Room.