

SmartStream Coordination Meeting Minutes
April 4, 2007

Attendance: Sophia Bedard, Pete Bostian, Ken Dinsmore, Ed Green, Mel Lambert, Cathy McClintock, Lori Smith, Mark Testerman, Karen Toms

1. Employee Reimbursements: Pete reported that the employee expense and travel reimbursements through payroll for SAIC is in place. Karen Toms inquired as to the possibility of placing a message on the employee pay stub indicating the inclusion of an expense reimbursement. Pete explained the process for messages on pay stubs and that this would not be possible through Cyborg and suggested that SAIC explore other means of notification such as emails. Cathy suggested that employees be notified when initiating the reimbursement process. Pete noted that finance has requested a quote on a modification to TimeWizard for a custom-tailored menu for the employees that could ultimately include a copy of their pay stubs; administrators can also access and check for employee approvals. DMS currently has paystubs for its employees available on line via the C&SS Intranet and the same information will be available on TimeWizard once the application has been modified by the vendor.
2. Maximo Status: Pete reported that work order labor and PCard-ordered material costs incurred from September through March have been posted to SmartStream. He is waiting on FME to review the blanket and purchase order costs to be loaded into Maximo; unfortunately many of the blanket and purchase orders do not have valid (or any) work order numbers since they are not edited as in PCard. C&SS is also working on loading costs for project-funded purchases into Maximo.
3. Reports – Web Cost Status: Pete reported there is a new cost-status web report. It will be placed into production once an activity has been created. The report generates a one line summary for each center for which the user has reporting authorization; then you can click on a center and get a detailed cost-status report.
4. Vendor Archive: Sophia reported that Mel requested another vendor archive and it has been scheduled for Saturday, April 14th. These will be inactive vendors which have not been used since 12/31/2003. Mel confirmed that these vendors are marked inactive.
5. Workflow for Approvals for Finance Journals: Sophia reported that Mel and Ginny Whipp have been discussing work flow for approvals for finance journals. Karen indicated that currently they are put into a spreadsheet, Ginny approves them and then they are entered into SmartStream. She stated they hope to stop using a spreadsheet and have the journal be approved after entry into SmartStream. Sophia reported that workflow can check the first characters of a journal ID for approval routing and suggested that they start the journal names with something like FIN for Finance – Mel and Sophia will continue to work on this issue.
6. Subcontracting Plan: Pete was asked to include travel related purchases in the subcontracting plan. After investigation he noted that the only vendors referenced in those purchase orders were the employees, not the actual travel vendors. Consequently, if future travel costs are to be included in the subcontracting plan, accounts payable data will have to be used since the vendor expenses are handled by direct invoices, not purchase order matching.
7. SmartStream “To Do’s”: Mel stated that in previous years there was a job run to delete To Do’s. She indicated that there are lots of To Do’s in SmartStream (approximately 3000) and wanted to know if they could be deleted. Pete indicated they have done it in the past and he and Sophia will look into it.

8. PCard: Pete indicated that the recent modifications for PCard have not been installed. They will try to get to it this week.

Discussion followed regarding allowing the buyers in Purchasing to use the PCard system to reconcile and post their orders, rather than them using the application Sophia set up for reconciliation and then having AP enter the charges. Lori Smith said they talked about it but nothing has been done yet. Pete said entering PCard purchases into SmartStream was not practical, and they should look at matching PCard orders to SmartStream purchase requests. This could be done if the PCard order contained a reference to the SmartStream purchase request.

The next meeting will be held June 6, 2007, at 9 AM in the Building 362 Conference Room.