

SmartStream Coordination Meeting Minutes
June 6, 2007

Attendance: Pete Bostian, Cindy Farling, Ed Green, Mel Lambert, Cathy McClintock, Jim Racheff

1. Operating System Update: Pete reported that the SmartStream system will be shut down this weekend – June 8th through June 9th for operating system updates and SmartStream will not be available during that time. C&SS will notify users via Major Domo.
2. Maximo Status: Pete reported that C&SS completed the procedures to extract work-order related cost data from PCard and SmartStream and post it to Maximo. We recently found out that Maximo was randomly duplicating some of the transactions. We removed all the cost data that was loaded to Maximo and are waiting on IBM/MRO to resolve the problem.
3. Reports – My Web Reports: Pete reported C&SS has added an activity called “My Web Reports” that permits a SmartStream user to access via one menu all the web-based reports for which they have SmartStream security. Users will no longer have to update their browser as new reports are created. Cindy noted users are instructed how to add “My Web Reports” to their browsers during training. Pete noted that the new Cost Status web report is always up to date as of the previous evening. He also noted that the travel advance and employee reimbursement reports were modified the input for employee ID's.
4. Vendor Archive: The last archive only processed half of what was expected. Sophia has changed the status on all the old employee (“E” type) vendors to inactive in preparation for the next vendor archive.
5. Workflow for Approvals for Finance Journals: Pete reported the original work group name was too large and Sophia has set it up again.
5. Updates for 7.0: Pete reported that they have been testing the client installation process for 7.0. He reported that Lori Smith recently conducted training and C&SS installed 7.0 on all laptops to be used in the class. A standard install required as long as 25 minutes – the majority of the time being for the Sybase client component. By using a thumb drive for the installation source rather than a networked drive, the installation time was reduced to less than ten minutes; however, the thumb drive requires access to the computer's USB port which can be awkward, cumbersome and difficult to locate on the different machines. Pete also indicated that he tested using the new Sybase client on the current SmartStream version and it seems to work properly; however, he thought a previous test indicated that it caused problems. Brief discussion followed regarding the on-going problems with printing from Citrix.
7. Miscellaneous: Cindy Farling noted that the price from purchase requests does not carry over to the purchase order when doing requisition to PO processing for warehouse items. Everything but the price carries over from the PR. Following discussion, Cindy said she would check with the users to verify whether the price ever rolls over to the PO from the PR.

The next meeting will be held September 5, 2007, at 9 AM in the Building 362 Conference Room.