

SmartStream Coordination Meeting Minutes September 5 2007

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

1. **Maximo Status:** Pete reported that work order costs are being extracted from PCard and SmartStream and are posted to Maximo daily. Work order material and labor costs are being extracted from Maximo and posted to SmartStream weekly. Mel indicated that some work order costs were recently posted to SmartStream with a “?” in the center field. Pete said he would investigate how this occurred since work order centers are supposed to be validated.

2. **AP Conversion to CitiBank:** Pete indicated that they are continuing to work on the conversion of accounts payable banking from M&T Bank to CitiBank for SAIC. He just received some of the software from CitiBank yesterday. Karen and Mel indicated that they are preparing for a September 12th run and Pete indicated that he was unaware of this date. He noted that test checks have not been sent to the bank and the process of encrypting and transmitting the data to the bank has not been completed or tested. Lengthy discussion followed regarding potential problems with the conversion, the possibility that SAIC may have CitiBank do payment reconciliation which would have a major impact on SmartStream, and communication issues between parties involved in the conversion. It was agreed that there are still problems that need to be addressed before going live.

3. **Web Report:** Pete indicated that a new web report (JV account summary) was added to SmartStream for Debbie Boyer. He added that new reports are added routinely and that all users should add the activity “My Web Reports” to their browser for up-to-date report access.

4. **Citrix Printing Issue:** Pete reported that he hopes the print issue with the Citrix server SmartStream installation has been resolved. A PDF output print driver was added to the Citrix server. Citrix users need to add the same print driver to their computers and then print to this printer from the Citrix SmartStream server. A PDF will be created and written to their local computer; it can then be printed or searched. Information on how to obtain, install and use the driver is available on the announcements page of any SmartStream Web report.

Pete noted that a shareware PDF reader (Foxit) is also available that operates much faster than Adobe's reader. He will put the link (<http://www.foxitsoftware.com/downloads/>) for that software on the announcements page shortly.

5. PR to PO Price Carry-Over Status: Mel reported (in reference to Cindy Farling's question last meeting) that the price is never carried over to the purchase order from the purchase requisition.
6. AP Match Problem: Sophia indicated that the current issue with the matching program is caused by an invoice that references an invalid purchase order line. The match program's error message – "invalid purchase order" is not correct. The purchase order is correct, the invoice is wrong.
7. Miscellaneous: Karen asked about the status of the buyers in Purchasing using the PCard system. Pete indicated that there have been on-going discussions regarding this issue for some time. The issue with the Purchasing buyers using the current PCard system for their orders is the inability of the buyers to know that the items have been received – now the card holder who orders the items receives the items so they know whether an order has been completed and can be reconciled. Without that knowledge, the buyers could not reconcile their orders since they would never actually receive them.

Miscellaneous: A demonstration of a PCard system that handles receiving much like SmartStream is to be scheduled (i.e., Receiving receives the orders and matches them to the order). Pete also outlined the processing procedures that may be involved when or if the process is implemented.

The next meeting will be held **November 7, 2007**, at 9 AM in the Building 362 Conference Room.