

SmartStream Coordination Meeting Minutes November 7, 2007

Attendance: Pete Bostian, Ed Green, Mel Lambert, Cathy McClintock, Lori Smith, Mark Testerman

1. AP Payment Processing: Pete stated that because of the bank change to CitiBank they began looking at AP payment processing in more detail in order to simplify the steps required to generate and distribute payments. The payment process now produces all the files required to distribute payment information, including the positive pay file, the employee reimbursement file for payroll and, for future use, the file the bank will need to produce the payments. In addition, at the request of Debbie Boyer, a payment preview process was set up so that accounts payable could preview the payments on a daily basis before the payments are produced. A new web report was created to display the previewed payments.
2. AP Conversion to CitiBank: Pete indicated that he was given incorrect information about how to retrieve the payment reconciliation file from Citibank. He was eventually able to get the file and process it manually but the program used by AP to send and receive data to Citibank will have to be extensively modified.
3. Citrix: Pete noted that they have been experiencing problems with the Citrix server and the software needs updates. C&SS has submitted a purchase request for the latest software and it will be installed on a new server. Hopefully that will eliminate most of the problems (especially printing) that we have experienced with the Citrix and, if so, will permit us to expedite the conversion to SmartStream 7.0.
4. PCard: Lori Smith indicated there is no update regarding the modifications to PCard required to support Purchasing's use of the system.
5. Miscellaneous: Lori Smith inquired about web reports, particularly having the commodity codes displayed on the PO inquiry report. Ed Green noted that they are displayed on the PO detail drill down but since the codes are on the PO line and not the header, they cannot be displayed correctly on the PO inquiry report. She also asked if it were possible for purchasing to run the subcontracting plan reports themselves. Pete explained that the reports involve accessing data from several different systems and that it would be very difficult to set up a process whereby they could run the reports themselves,

The next meeting will be January 9, 2008. From then on, meetings will be scheduled every three months on the first Wednesday of the month at 9 AM in the Building 362 conference room.