

SmartStream Coordination Meeting Minutes January 9, 2008

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

1. **Revised Labor Journal Processing:** Pete reported that the labor posting has been processed the same way for years with all companies' labor contained in one journal. Recently with vacations and holidays, SAIC's labor did not get posted as soon as they desired so they could produce their invoice. To resolve this issue, C&SS redid the labor posting process so that labor for each contractor is posted separately and on a fixed schedule that coincides with payroll computes every other Friday. The data will then be available in SmartStream the first thing the following Monday morning.
2. **AP Conversion to CitiBank:** Pete indicated there have recently been problems transmitting the positive pay (PNA) data to Citibank after AP check processing. In both these instances the bank's response has been inadequate, incorrect or not timely. Pete noted that he emphasized to Accounts Payable that a backup or alternative procedure should be implemented, perhaps through SAIC corporate.

Pete noted that in the original SAIC conversion plan, the bank was going to start producing and distributing accounts payable payments the first of this year. A check file was produced and given to SAIC for transmission to the bank for testing in October, but he has had no communication with anyone in SAIC or the bank about the status of the file or the revised payment process since then.

3. **New Web Report – Unposted Journals:** Pete indicated that new web reports that summarize and optionally detail unposted journals are now available.
4. **New Citrix Server:** Pete stated that C&SS is in the process of building a new Citrix server using the most current software release and running on high performance hardware. The server will be used to implement SmartStream 7.0.02 after making certain that it resolves the issues (primarily involved with printing) we have experienced with the current Citrix server setup for SmartStream 6.5.03. In the meantime, C&SS has set up a print process on the current Citrix server that permits a user to route their reports to a pdf. He noted that he has not received any feedback on that process. We intend to rely on the new setup to handle most of the SmartStream clients since we cannot upgrade all of them in the time it will take to upgrade the SmartStream application.

Pete noted that, while the purchase requests were not handled correctly by C&SS, the Citrix software has been received, but the hardware that was requested on December 7, 2007 has not yet been ordered.

5. **SmartStream Upgrade:** Pete indicated we are going to run through the 7.0 update one more time using the latest version 7.0.02 release. They anticipate this being done by the

end of January. Then, depending on the status of the Citrix server, we will proceed with updating the production system.

6. Miscellaneous: Informal discussion followed regarding TimeWizard, Cyborg and maintenance costs for the SmartStream allocations and funds control modules, neither of which are being used.

The next meeting will be held April 4, 2008 at 9 AM in the Building 362 Conference Room.