

SmartStream Coordination Meeting Minutes April 9, 2008

Attendance: Sophia Bedard, Pete Bostian, Debbie Boyer, Ed Green, Kathy Hoffman, Mel Lambert, Cathy McClintock, Lori Smith, Mark Testerman, Karen Toms

1. CitiBank Payment Processing Status: Kathy Hoffman reported that she talked to SAIC corporate and they are in the process of getting cost information from CitiBank regarding the costs for various payment processing scenarios. Debbie Boyer had indicated to Pete last week that CitiBank was capable of doing translation services so that once we create a payment file and send it to the bank they can put it in the ACH/CTX format or whatever format they need in order to process it. SAIC is still waiting to hear back from corporate. Kathy indicated that SAIC would like to have the process in place before the start of the new contract. Pete indicated concern due to the fact that SAIC corporate had initiated this plan over a year ago and did not follow through.
2. New Web Report – Ledger Report: Pete indicated that the various versions of Access are not all upward/downward compatible and we are experiencing lots of problems with keeping Access reports current and operational, especially with the next release of SmartStream. C&SS has replaced most of the Access reports with web-based ones. Most recently we have created a web-based ledger report that will replace all of the Access-based ones. The new reports should be in production within the next week or so and users will have time to compare the reports to the Access ones before the Access reports are removed.

Kathy Hoffman requested that C&SS communicate changes to the report process so they can find the reports and test them before the old reports are replaced. Pete indicated that this has been communicated in the SmartStream meetings and minutes **[see excerpts from April, May and June, 2006 minutes below]** and there is an announcement/link at the bottom of every SmartStream web page that links to a page detailing recent SmartStream changes, etc. He felt that sufficient efforts were made to communicate these changes and noted that C&SS doesn't know what Access reports people run, but there was always an overlap between introducing a web report and deleting the corresponding Access one. He also noted that SmartStream users can always find all the web reports that they have access to by adding the "NCI-FCRDC My Web Reports" activity to their browser. When new reports are created or old Access ones replaced, the report menu from this activity will always be current.

Karen Toms indicated some changes to the "Invoice Entry by Operator" web reports would permit her to obtain the information she needed without printing the detailed report.

3. Payroll Processing Date Change: Pete stated that the date for processing payroll may be changing from Fridays to Mondays. C&SS had suggested this when TimeWizard was implemented three years ago but SAIC did not want to make the change at that time. Now SAIC has decided they want to change the processing time to reduce the time employees would have to project their time entries prior to the actual end of the payroll

period. Kathy Hoffman noted that the new schedule, if implemented, will require that timesheets be approved by noon on Fridays. Pete replied that as a result, labor postings will be done on Monday nights.

The next meeting will be July 7, 2008 at 9 AM in the Building 362 conference room.

End of meeting minutes: Excerpts from previous meeting minutes:

4/2006: Web Reports: Pete noted that due to numerous complaints about the web-based replacement report, the Access-based multi-year purchase order report has been restored to production. He also reported that a new SmartStream activity will be established so that accounts payable can test a group of web-based AP reports. He pointed out that if a web-base report column heading is in red, you can sort the report by that column by clicking on the heading and if a report data element is in red, you can access details on the data element by clicking on it.

5/2006: Web Reports: Pete stated that he made a new activity for AP Web reports – NCI-FCRDC Accounts Payable Web Rpts. As existing AP Access reports are converted to be Web-based, they will be added to the activity. The Access reports will not be replaced until AP has tested the Web reports. He requested that Karen try the reports and get back to him

6/2006: Web Reports: Pete noted that on April 24 and in last month's SmartStream meeting we notified AP that many (6) of their Access-based AP reports had been duplicated as Web reports accessible through a new SmartStream activity. Since then only one on the new reports had been run. He noted that when SmartStream 7.0 is placed into production, the AP-Access reports will be removed