

## **SmartStream Coordination Meeting Minutes**

### **July 7, 2008**

Attendance: Sophia Bedard, Pete Bostian, Ed Green, Kathy Hoffman, Cathy McClintock, Mark Testerman

1. Status of Travel & Expense System: .Kathy Hoffman reported that SAIC sent out an RFI and received three vendor responses; two they had already seen and the third is Extensity, a product of INFOR, the SmartStream vendor. Bonnie Beard will be scheduling a demonstration. SAIC will also inquire about a time-tracking system although the RFI did not include the time tracking system. Kathy indicated they would like to purchase the system(s) by the first quarter of FY 2009.
  
2. Citibank – Payment Processing Status: Kathy Hoffman said three or four vendors have provided the information required to set them up for ACH payments. Debbie Boyer will contact Sophia regarding entering the information into SmartStream and AP will enter the data. Pete indicated that once the information has been entered, we will be able to produce test files to transmit to the bank. Pete indicated that the ACH and wire transfer data formats are sub formats that fit within an overall general data format. However he noted that there are some differences in the formats that have not been resolved – for instance in the ACH data, dates are eight characters, whereas in the general format dates are six characters. Pete also noted that there is no place in SmartStream for maintaining beneficiary or intermediary banking information to support wire transfers. Kathy indicated she will notify Citibank that SAIC will be transmitting ACH data before the end of this contract year.
  
2. JP Morgan – Credit Card System: Pete reported that the credit card processing vendor will change from US Bank to JP Morgan. We have received JP Morgan's VISA data format which appears to be identical to the one used by US Bank; therefore the PCard system may not have to be significantly modified to support the new bank.
  
3. Web Reports – Multi-Year PO Report: Kathy noted that Karen Toms sends her appreciation for the modification to the multi-year purchase order report. Pete noted that Karen had also sent a marked-up copy of the daily audit web report indicating issues. Ed compared the web report to the old Access report and they were identical. Nevertheless, he will modify the web one to respond to her requests.

Kathy Hoffman said that Debbie Boyer would like a total line be added to the payables trial balance report and that page headings be on each printed page. Pete confirmed to Kathy that the column headings cannot be set to print on each page; Kathy and Pete reviewed the report for additional font enhancement requests.

4. Payroll Processing Date Change: The new payroll processing schedule to support SAIC was only changed by one hour so there was no impact on processing; however, SAIC pay stubs will not be printed until the following Monday.

5. Miscellaneous: Pete indicated that he hopes to have the next version of SmartStream in production by the end of the summer. He also noted that a new Citrix server has been built to support SmartStream and that it will soon be placed into production for the current production version.

The next meeting will be held Wednesday, October 1, 2008, in the Building 362 Conference Room.