

SmartStream Coordination Meeting Minutes
October 1, 2008

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

1. Contract and Year-End Processing Status: Debbie indicated that she has balanced month-end and is ready to begin year-end. Pete reported that the ledger amount class calendar dates have been changed and are set to extend their range to 1/2015. He noted that labor for the last pay period processed correctly and used SAIC's new fringe rate for labor for 9/26.

2. CitiBank Payment Processing Status (ACH, Reports): Pete reported that ACH data was sent to CitiBank the past three payment cycles. He noted that since we did not know in detail how SmartStream handled the ACH pre-note process, some changes had to be made in the procedures and he will document the process. Debbie indicated that she would like to be able to enter zero dollar invoices to create pre-notes. Pete said that she should be able to so since that fix allowing so is in the system and SmartStream lists the fix as installed. Debbie stated that when you have a pre-note, the payment job does not show how many ACH payments have been generated, but if you only have ACH payments it does.

3. JP Morgan – Credit Card System Mods, Data Processing Changes: Pete stated that C&SS is doing background work on data transfers from the new bank. He also noted that we are working on the specifications for the PCard modifications required so that Purchasing can begin using the system to record their orders and reconcile their statements. The main modification is to permit/require receiving by order line item.

4. SmartStream Update: Pete stated that SmartStream has not been updated to version 7.02 but C&SS is closer to doing so. A key part of the upgrade, the new Citrix server, is functioning pretty well but there may be some license issues since Citrix has apparently changed their licensing scheme. This server will facilitate the upgrade since it will eliminate upgrading many of the installed clients switching to the Citrix server. He noted that upgrading a SmartStream client using the software as delivered started out at about 30 minutes per client – mostly to install the Sybase component. C&SS has it down to 10 minutes and many current clients have had Sybase components upgraded. The actual SmartStream update on the client only requires a minute or less.

5. Time & Expense System Review: Randy updated the review of Extensity. He indicated that should be the best solution to integrate with the existing system. Pete noted that software is available to link the application with SmartStream and that the process is the same whether SmartStream is running under UNIX or Windows. Chart of accounts, vendors and employees are copied from SmartStream to Extensity and payment requests and employee reimbursement requests are copied from Extensity to SmartStream payables. Payments are produced in SmartStream and payment data may be optionally copied from SmartStream to Extensity. Pete noted that the accounting structure/nomenclature is different between the systems and that new accounts cannot be generated in Extensity - they have to first be created in SmartStream. Kathy noted that since the data hits SmartStream at the payables level, SmartStream would be unaware of travel commitments. Pete thought that the commitments could be processed separately to the Cost Status Report much as unreconciled PCard orders are handled now.

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6. Miscellaneous:

- Kathy Hoffman, on behalf of Karen Toms, requested that some AP reports be enabled to sort specific columns. Pete indicated that reports with subtotals could only be sorted within the subtotal;
- Kathy also requested a list of all reports available; many end users are not aware of what reports are available. Pete noted that the activity "My Web Reports" was implemented more than a year ago and permits users to access all their reports from one activity. He also noted that at the bottom of each web menu, form and report is a link to the latest announcements concerning SmartStream. Following discussion, Randy stated that he will come up with a list;
- Kathy reviewed a travel order report change with Mel. Randy said they will review the report before requesting any changes from C&SS;
- Kathy reviewed a payroll trial balance report issue she had previously discussed with Mel. The report does not tie to the general ledger balance and the outstanding balance goes back to 1998. Kathy indicated that the two need to reconcile. Following discussion, it was decided that the issue would be reviewed (again), but no solution was presented.

The next meeting will be held Wednesday, January 7, 2009, in the Building 362 Conference Room.