

## **SmartStream Coordination Meeting Minutes**

### **January 7, 2009**

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

1. SmartStream Upgrade: Pete reported that SmartStream will be upgraded to version 7.0.02 the weekend of 1/17. The system will be shut down Friday around 6 PM after all the jobs that normally run Friday evening are completed. The upgrade should be finished by Saturday afternoon. If for some reason the upgrade fails, we will restore the current system. Pete noted that the microcomputer support group is in the process of upgrading all the client installs for the back office staff. C&SS has a client installation process that permits SmartStream 7.0 to be preinstalled and then be disabled so that SmartStream 6.5 can still be run. An icon will be placed on the desktop that will run a program to configure the computer to run SmartStream 7.0 after the upgrade has been completed. C&SS will send out instructions to the users next week about the configuration procedure.

2. CitiBank Status - ACH: Kathy Hoffman reported that there are still vendors not receiving the remittance advice data. She wants to add more ACH vendors but they have not sent out notices yet and are waiting until the remittance advice issue has been resolved.

3. PCard/JP Morgan: Lori Smith reported that we are processing credit card data from JP Morgan but there are problems with their reports. She noted that we can receive fleet data in addition to the regular purchase data but we are not processing the fleet data through PCard yet. To do so will require a modification to the PCard application and more information on the data format. Support for PCard is no longer provided by Amex but their employee, Greg Silva, has permission to produce a pending PCard modification that will enable the Purchasing Department's buyers to use the system. Lockheed-Martin has agreed to provide support for PCard but we have not yet purchased a maintenance agreement from them. Pete noted that we could process the fleet data without any modifications, but the data required for HHS vehicle costs would not be captured and would have to be manually collected and reported. Discussion continued regarding Judy Bowie's procedures, trip tickets, posting in SmartStream and reporting to NCI.

4. FedEx Invoice Processing: Sophia reported that she has encountered some problems with the data files downloaded from the FedEx system. These include data column headings and some data format exceptions.

5. Time & Expense System: Randy stated that approval to purchase the system is on hold pending a comprehensive financial systems review.

6. Vendor Self-Service: Kathy noted that the vendor self-service module would be a benefit to those vendors unable to obtain ACH remittance advice data. This system is also on hold pending the results of the financial systems review.

7. Financial Systems Review: Randy gave an overview of what the review would encompass and also noted that he is making arrangements with Infor to review our current applications and make presentations on their other products that may be useful in our environment.

The next meeting will be held Wednesday, April 8, 2009, at 9 AM in the Building 362 Conference Room.