

SmartStream Coordination Meeting Minutes January 4, 2012

Attendance: Sophia Bedard, Debbie Boyer, Beth Buckheit, Wayne Duncan, Ed Green, Kathy Hoffman, Randy Keller, Mel Lambert, Cathy McClintock, Lori Smith, Mark Testerman, Karen Toms

1. Laserfiche and Printing Purchase Orders;
 - David Shiau presented a QuickField demo on November 3, 2011, and C&SS did some tweaking on a virtual machine to increase the speed;
 - Purchasing is not currently printing POs to Laserfiche. Probably will not be until January 13th to insure sufficient storage;
 - Randy will check with David on the storage status.
2. New Purchasing Card Implementation into PCard
 - A test transaction file was successfully retrieved from US Bank using https and loaded into the PCard test region;
 - The invoice file sent from US Bank would not translate with their old invoice generator program that we used in the past with US Bank invoice files. Lori Smith is discussing the issue with US Bank;
 - Purchasing has not yet received the card numbers to begin loading profiles into PCard. They plan on sending the card numbers prior to the plastic so profiles can begin being loaded into PCard;
 - Purchasing still working with US Bank on the hierarchy for access to their online system;
 - No new cards are being issued for expiring JP Morgan cards – only replacing fraudulent cards;
 - No credit card orders over \$3,000 allowed;
 - Cut off for JP Morgan is January 27, 2012;
 - C&SS working on reporting;
 - PCard logo changes have been requested but may not be possible.
3. SmartStream Reporting
 - Sophia noted there are numerous versions of the cost ledger and inquired if any can be removed. Randy indicated they need to finish the current cycle at the end of the month and the next invoice with the new reports before C&SS can delete old versions. Randy estimates by the end of February he will notify Ed when to delete old versions of Cost Ledger reports;
 - 2008 center updated yesterday for data not appearing on Cost Status report;
 - Purchasing requested and C&SS implemented last week Purchase Order Print change for removing “Working for the National Cancer Institute at Frederick” under the SAIC logo and changing the wording at bottom of Purchase orders sent to vendors as well. Patching worked fine in spite of concerns about security. Lori noted she printed this morning and incurred no problems;
 - Request received from Karen McNitt on behalf of Courtney Kennedy for FME:
 - Requested committed PCard data for large construction projects which data has not come through to SmartStream yet;

- Data not always visible to users;
 - "T" number in the project field;
 - Sophia noted that if they are giving Karen the data and users are changing the field they enter the "T" number it could be an issue – it needs to remain in the project field currently;
 - Randy indicated probably something to do with SmartStream and Maximo and he will check with Courtney Kennedy;
 - This data is showing on cost status reports so Randy is also checking if the users involved have access to those reports.
4. SmartStream Mail Gateway and Windows Poll
- Changed to the new mail gateway on December 16th;
 - Network issues encountered after 3 days and reverted back to previous gateway. C&SS continues to work to resolve the issue;
 - Emails from new gateway indicate Sophia is the sender because she is the administrator;
 - Can no longer have resource account under new NIH mail.
5. 1099 YES Program
- Debbie and Sophia will work on getting the file from SmartStream next week for vendor 1099s;
 - Debbie has run the report and they don't anticipate any issues.
6. Archiving
- Sophia and Mark will archive vendors in January;
 - SAIC will determine how far back to archive and let Sophia know;
 - Archiving will need to be done especially if we are going to the new system;
 - Due to the length of time since the last archive, the data will have to be archived in many smaller jobs over numerous weekends;
 - Randy will look into it and come up with a plan.
7. New ERP Status
- Randy provided the following schedule and update:
 - Currently conducting project review;
 - Meeting with NCI within a week;
 - Vendor selection to follow;
 - Eventually a Schedule and plan will be distributed.
8. Miscellaneous
- Sophia: SmartStream GRP1 available numbers for receipts
 - Prefix "W" combinations close to running out;
 - Sophia will add new "V" prefix within the week;
 - Sophia will coordinate with Mel and she will check reports.
 - Beth: payments preview job not working needs "2011" changed by user to "2012" in parameters of job;

The next meeting will be held Wednesday, April 4, 2012, at 9 AM in the Building 362 Conference Room.