

SmartStream Coordination Meeting Minutes October 5, 2011

Attendance: Sophia Bedard, Kathy Blank, Beth Buckheit, Wayne Duncan, Cindy Farling, Ed Green, Debbie Boyer, Randy Keller, Cathy McClintock, Lori Smith, Mark Testerman, and Karen Toms

1. Blood Donation Reimbursement:
 - The first AP pay job in production using the new pay entity (RDP1) for blood donation ran in SmartStream on July 15th and was loaded into Cyborg.
 - Due to HIPA violations, this new requested job was stopped quickly and blood donation payments are no longer being entered and paid through SmartStream.
2. PCard Freight Report: A new PCard freight report for the Basic Science group has been created to split freight across accounting lines.
3. FedEx Split Accounting: The split accounting issue for air bills has been handled by SAIC.
4. Laserfiche and Printing Purchase Orders:
 - DMS created and sent the test purchase order print TIFF files to David Shiau and Shannon McWilliams as requested. The file contained multiple purchase orders. SAIC tested software, Laserfiche and Quick Fields, to separate the file into single purchase orders.
 - A meeting was held on September 21st with Purchasing to review printing purchase orders to Tiff and the Laserfiche software involved. A virtual machine has been setup; C&SS and David Shiau are installing software.
5. PCard Query Change: The PCard Query has been changed to include the PR number.
6. SmartStream Reporting:
 - The joins on the creation of the PO Daily table were changed to include data from centers no longer valid due to missing records on the table and the Purchase Order Activity Web report.
 - "NCI-FCRDC Online Center Requests" has been removed.
 - Purchase Order Print was updated with PR number.
 - Cost ledger issues were researched based on structure, cans table and sql code. Ed, Wayne, Sophia and Randy meet to discuss the changes.
 - C&SS has implemented numerous reporting changes requested over the last several months.
7. SmartStream Mail Gateway and Windows Poll
 - C&SS will be moving the mail gateway and Windows Poll onto new server – the transition should be seamless.

8. New ERP Status:

- NCI-F representatives appeared before the CPIC Review Committee to respond to questions and justify the ERP system replacement.
- SAIC anticipates a decision by the end of the week.
- With the consultant MorganFranklin, the IPT has developed the RFP to be reviewed and sent out after the above approval is obtained.
- Final review and selection of new ERP system is still planned by end of calendar year.

9. Miscellaneous:

- Issues with individual machines regarding N: drive mapping for access to attachments. Sophia indicated that all individual machines must be mapped the same way to access attachment and SAIC-F will have the tech check those individual machines in Finance.
- SAIC running 1099 file and doesn't anticipate any problems; Sophia will review the software with them.
- C&SS will be running shared service as scheduled based on closing of year in SmartStream.

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