

SmartStream Coordination Meeting Minutes April 6, 2011

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

1. Distributive PR Entry: Sophia reported she added workgroups, approval lists, structure points and purchase entities for ten more labs to use Distributive PR Entry in workflow. Mel indicated that there is a possibility now that none of the new lab workflow will be utilized based on the need for additional licenses.
2. PCard: As reported in the last meeting, on December 28th PCard was moved to the new server. However there were problems running reports that retrieve large amounts of data. We contacted Greg Silva, the original programmer/vendor for PCard, who confirmed that development of the software had stopped in 2007 and that we had probably advanced to an environment that it didn't always work. Therefore C&SS kept it on the new server but moved it back to its native environment of Windows 2000 with IIS5.
3. New SAIC Logo on Purchase Orders: Sophia reported that the new SAIC logo is on the purchase order print program in Microsoft Access used with SmartStream at NCI-Frederick.
4. 1099 YES Program: Sophia reported that C&SS extracted vendor data from SmartStream and helped load it into the YES Program for Debbie Boyer to use to print vendor 1099s.
5. Test Region: C&SS continues to work on the test region. Mark reported that the region has been created. He needs to attach the databases and it will be almost an exact copy of current production. It should be ready sometime in the next few weeks.
6. SmartStream Reporting:
 - Sophia reported that C&SS restored SmartStream web reports and is aware that there are some users still experiencing web reporting problems. These issues are the result of NIH security needing to open up the server;
 - C&SS has received a request to get rid of the online center reports using Access. Mel indicated that SAIC-F does not want to get rid of them until additional PO Activity and PO Activity by Requestor reports are created in the web reporting framework;
 - C&SS has received request to start converting the web reports to use the new center authority tables.

7. Doc Attachment:
 - Sophia reported C&SS is continually working on the doc attachment issues. She reported that in Citrix you can attach documents but those attached documents cannot be viewed within Citrix. SmartStream hard client users can view the attachments. Mel reported that from PO Inquiry you cannot get attachments from a hard client install or Citrix;
 - Sophia reported that document attachments may not go to the new system; Randy indicated that SAIC-F would look into it;
 - SmartStream does not require Adobe 9.0.
8. Matching Exceptions: Sophia reported there are no workflow options currently available for sorting the matching exceptions to email to requestors as requested in the last meeting. Lori reported they have resolved most issues and continue to send out notifications via email on Monday mornings.
9. Closing of Month End: Last week SAIC-F was able to close month end early; however, DMS and WISCO's labor were not included. Sophia will change jobs to load and post DMS and WISCO's labor automatically at noon on Mondays. DMS needs to be notified before SAIC-F closes month-end.
10. Government Shutdown:
 - Discussion regarding the possibility of a government shut down and how it would affect the NCI-F systems;
 - Randy indicated that SAIC-F will provide DMS with their requirements in the event of a shut down.

The next meeting will be held Wednesday, July 6, 2011, at 9 AM in the Building 362 Conference Room.