

SmartStream Coordination Meeting Minutes July 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. Blood Donation Reimbursement: DMS and Mel Lambert tested reimbursement of employees for blood draws via SmartStream and Cyborg in the test region. A new pay entity (RDP1) and payment method (DONOR) have been set up in production and invoices for blood draws are being entered in SmartStream. The first AP-Pay job for processing blood draw invoices will be July 15th for the July 22nd pay date.
2. PCard Freight Report: DMS will continue to work on a report with Lori Smith's input for Amy Huter-Imming in response to her request for a new PCard freight report for the Basic Science group. PCard does not allocate freight by center until data is ready to be extracted because changes can be made to data up until the time it is reconciled.
3. FedEx Split Accounting: A meeting is being held on July 19th for SAIC employees involved to discuss the request for 5% of the air bills extracted from the Federal Express Website to use split accounting for these freight charges from FedEx. SAIC is currently exploring options for a solution without DMS changing the program for such a small percentage of the FedEx invoices.
4. Laserfiche and Printing Purchase Orders: Shannon McWilliams has requested DMS look into changing the purchase order print program to TIFF files rather than to a printer. The file will be used by Purchasing for printing and the Laserfiche system. Shannon is contacting Laserfiche for additional software to manipulate the TIFF file from multiple purchase orders in one file to a single purchase order per TIFF file. Randy will discuss the situation with Shannon.
5. Test Region: DMS has created a new test region for SmartStream which is back to the same version as production (7.0.02). It was also reloaded with current data as of May 23, 2011.
6. Printing Distributive PR's: Several program changes have been requested over the last several months to the Purchase Request Purchasing Report which is in Access 2003. Lori updated Sophia that as of this morning the problems Diane Pearson was experiencing are resolved; Sophia will confirm this with Diane.
7. SmartStream Reporting:
 - The Purchase Order Activity report has been converted to a web version. As a result, new activity has been created in SmartStream called "NCI-FCRDC Cost Status and PO-Web"; the "NCI-FCRDC Cost Status Web" activity is no longer available.

- A problem with the new center authority being used in the cost status web report led to the discovery that DMS did not have security to all the columns in the chart of accounts table on the Finance server. Extensive program changes will need to be made to utilize this information.
8. New ERP: Randy reported SAIC has hired the consultant and meetings will be scheduled with the stakeholders over the next few weeks. The consultants will review the SAIC innovative goals information prepared a few years ago and recommend improvements to the current systems with the funds allotted. An RFP will then be prepared and SAIC hopes to have a vendor selected by the end of the year. Sophia noted that there are lots of systems (Cyborg, Maximo, P-card, FedEx, Shared Services, etc.) that exchange data with SmartStream and they will have to connect to a new system before implementation is complete.
 9. Miscellaneous: Dianna Sanner contacted Mel regarding vendor archiving. Sophia indicated that DMS can archive just the vendors over a weekend. SAIC will determine how much data will need to be archived prior to new systems being implemented.

The next meeting will be held Wednesday, September 7, 2011, at 9 AM in the Building 362 Conference Room.