

## **SmartStream Coordination Meeting Minutes** **April 4, 2012**

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

1. Laserfiche and Printing Purchase Orders
  - Purchasing began printing purchase orders to tiff files for Laserfiche in early February;
  - No problems reported doing searches and finding PO's; some issues with naming folders.
2. New Purchasing Card Implementation into PCard
  - Users began using US Bank cards on January 30, 2012;
  - After some prodding to the bank, transaction files were successfully retrieved from US Bank using https and loaded into PCard production region the following week;
  - Encountered some issues with fraudulent cards issued late in the month from JP Morgan which only affected the reporting;
  - Reporting changes implemented for PCard reports;
  - Billing cycle:
    - The PCard reconciliation statement billing cycle is the 5th;
    - US Bank's billing cycle was the 6th;
    - Some transactions posted to one statement and not the other and vice versa;
    - The cycle problem should be resolved in the May statement when the billing cycle of the 5<sup>th</sup> is used in both places.
3. Replacement of PCard with US Bank Reconciliation Program
  - US Bank's online order and transaction management system access:
    - SAIC is checking to determine whether it is feasible to use the bank's online system;
    - Wayne indicated there could be an issue with hosting;
    - SAIC looking into this since the credit card system is not in the new ERP;
    - PCard is no longer supported.
4. SmartStream Reporting
  - Issue re "T" number data for large construction projects:
    - Linda Brandenburg having people put specific information in credit card orders so that they could improve tracking of the "T" numbers;
    - Randy will confirm with Courtney.
  - Cost ledger issues encountered– Randy said the ledgers are only picking up SAIC – not WISCO, DMS or CRL for the old contract:
    - Ed will check it but indicated nothing has been changed for several months;
    - Randy indicated this is the first time they have run the cost ledger for the other contractors since changes were made;
    - Ed checking into drill down issue on these reports;

- Ed changed SmartStream web report titles to "Frederick National Laboratory for Cancer Research";
  - Ed is regularly receives reporting changes and modifying them to the current user's needs.
5. SmartStream Mail Gateway and Windows Poll
    - New mail gateway running on virtual machine;
    - Emails from Gateway indicate Sophia Bedard is the sender because she is the administrator.
  6. Test Region
    - Updated the test region with production data from February 27<sup>th</sup>;
    - Server copy took place on March 1<sup>st</sup> and 2<sup>nd</sup>;
    - Test region brought up on March 5<sup>th</sup>;
    - Mel indicated that if we need to test anything we need to look at the dates that we're posting data because of ledger period open;
    - Sophia recommends that someone at SAIC close month and open a new month in the test region so when testing does happen the effective date will not be a problem;
    - Randy will think about assigning to SAIC staff.
  7. Wireless Data
    - Sophia has loaded wireless and neXT journal data files in test region for Finance;
    - Randy explained that the neXT journal is for a DCTD project where basically an 18-digit project code is needed. They are putting the PO in the system with a "5-digit project" then after they pay the invoice from the vendor a journal is entered to redistribute costs using the 18-digit project numbers;
    - SAIC hopes that wireless will start being loaded into production next week.
  8. 1099 YES Program
    - Sophia created file from SmartStream;
    - Debbie Boyer successfully sent vendor 1099 forms using the YES program at the end of January.
  9. Archiving:
    - Mark and Sophia archived vendors on February 28<sup>th</sup>;
    - Randy indicated they want to close as much as they can before going to new ERP system so only bringing over minimum amount of POs and invoices;
    - Wayne indicated that if we get rid of Sybase we will have to move even the archived data somewhere else;
    - Randy indicated this will be discussed with implementers to get their recommendations;
    - As a result DMS does not need to schedule weekends to archive.
  10. New Invoice Workflow
    - DMS is working on request from Mel to send invoices starting with "PUR" control group ID through invoice approval process;
    - DMS is also working on reporting requests based on this new approval process.

11. ERP Status

- Randy report a vendor has been selected and will start contract negotiations this week;
- Vendor proposed is Preferred Systems Solutions, and the system is Deltek's Costpoint;
- Details will be determined during negotiations;
- Hope to have signed contract by end of the month.

12. Miscellaneous

- Messages from SmartStream Workflow
  - Bob Miller set up in SQL Server Reporting Services (SSRS) workflow when PR gets entered, the person's requestor ID is used to auto send email with PR status changes;
    - Sophia was not aware this workflow was being built. She recommends not putting much time, energy and money into it. There are a lot of similar messages that could be enabled again. When SmartStream first started there were lots of messages going out and SAIC requested DMS turn most of them off. Any could easily be enabled again with few simple clicks;
    - For example PR that is approved could send out a To Do email msg saying PR now approved to sender.
    - Mel indicated it had been so long they didn't remember all the messages out there;
  - Mel indicated big thing is that not all email addresses are currently maintained by SAIC in SmartStream because over 900 requestors.

The next meeting will be held Wednesday, **July 11, 2012**, at 9 AM in the Building 362 Conference Room.