

## BDM Pilot Meeting Minutes

**February 18, 2014, 10 AM to 3 PM, February 19, 9:30 AM to Noon**

**Attendees:** Pam Eberhardt, Pam Grey, Ellen Lyon, Annette Perez, Esperanza Contreras, Louis Chen, Susan Malmgren, Joe Lampo, Ron Rayas, Linda Koyama

1. Project implementation team and steering committee are posted on project website.
2. Reviewed timeline and milestones.
  - a. This week's hands-on session, identified technical issues, the status of adding the BDM button in SSB for approvers, and if purchasing and/or AP needs a high speed scanner station.
  - b. By March 11 hoping to have a full cycle of testing.
  - c. Testing will be in production because the INB connection to BDM is not working. It is a single sign-on issue which should be resolved when Luminous is installed in a test environment in March.
  - d. Only ETS purchase recs will be included in the pilot.
3. Deadlines:
  - a. Pam E. needs to complete the import back up documentation for active requisitions by April 8<sup>th</sup>. Will upload everything before it goes to the approval queue so that the approvers can see the documentation.
  - b. Target date for the pilot to go live is May 20<sup>th</sup> (everything for ETS purchase reqs that are approved by ETS approvers should use BDM. Purchase reqs for non-ETS approvers will need the paper back up). Start from requisition all the way to the invoice.
  - c. Deepa and Susan will develop the training documents. They are posted in project website. Video training will be available.
4. Invoice Processing
  - a. Vendor invoices will be sent to AP.
  - b. AP will scan and index them into B-F docs.
5. Vendor information will go to AP to be scanned and indexed, in B-F-ID
6. Check Processing
  - a. When a check run is processed, all the checks should be uploaded and indexed into BDM B-F-DOCS without human intervention. Louis said we need to get a good sample file and set up a report manager on the server to watch for those files. Joe, Ron , Ryan and Louis will work on it this afternoon. Joe and Ryan estimate that modifications can be done by the first week in April.
7. B-F-DOCS document types.

The list was consolidated and sent to Ryan to implement. List now consists of only the following document types:

  - a. Board Docs
  - b. Change Order Docs
  - c. Check
  - d. Contracts/Agreements/Leases

- e. Packing List/BL
  - f. Quote-Bid/RFP/RFO/Specs
  - g. Signed PO
  - h. Vendor Invoice
8. Checks received by district will be indexed by AP. This process will be re-considered as BDM is rolled out in the future.
  9. W-9s are often received by end users and can be included with backup documentation for a PR.
    - a. Team discussed retraining users to always send W-9s and vendor information to AP for scanning and indexing in B-F-ID.
    - b. Another option was to scan and store in B-F-DOCS. AP could then modify the index to store in B-F-ID under the vendor. Concern as to how AP would know that document existed in B-F-DOCS and needed its index modified. Louis demonstrated how this is done.
    - c. Steering committee will decide who will be responsible for scanning and indexing W-9.
  10. Routing Status is an unused index field which can be used to implement a workflow. After a document is processed it could be changed to signal the next step in the processing workflow. A user could run a canned query that will list all documents that need to be processed. It was agreed that for now the Routing Status field should contain:
    - a. B-F-DOCS
      - i. New ID
      - ii. Vendor Update
      - iii. New W-9
      - iv. New W-8
    - b. B-F-ID
      - i. Review

Ryan was asked to add the Routing Statuses listed. In the future more options may be added. Users voiced their support of implementing Banner Workflow.

11. It was determined that if IntelCheck is used to produce PO it could be setup to include an electronic signature. Currently all POs are printed and manually signed. Pam G. will submit a work order to be able to use an electronic signature to sign checks.
12. Demonstrated in INB how FPAABUY can be used to assign the buyer by looking at the backup.
13. Approvers will use SSB to approve a Purchase Requisition. They should be able to view the backup stored in BDM. Louis worked with Ron and Joe to modify SSB approver detail screen to add a link which will take the approver to a list of documents stored in BDM associated with the selected PR. There is a problem with single sign on for the approver screen that needs to be resolved for this to work. This is a deliverable for the Purchasing pilot.
14. In the future the SSB screen that is used to create a PR will need to be modified to include a link that a user can use to add documentation to BDM for the PR they are creating. This is not needed for the ETS pilot.
15. Susan, Ryan, Louis, Deepa and Joe will meet today at 2 p.m. to work on the report writer for checks and POs to be uploaded automatically. They will also discuss adding an electronic signature on the PO to avoid a manual signature.
16. Annotations: Need to set up user profile, and must use internet explorer with certain controls turned on. (Will not work on Macs). Can do annotations through Merced.
17. Next meeting will be March 25, 2014.