

Meeting Information

Meeting Name: Vendor Maintenance – Review Vendor/Add Vendor
Scribe: DeVal Lott
Facilitator: Kyle Morton/Henrietta Adams
Date: February 7, 2005
Time: 1:00pm – 4:00pm
Location: Suite 1616 West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
+	Chris Thomas	Georgia Forestry Commission	
+	Sharon Lockett	Dept. of Corrections	
+	Jayne Neal	Dept. of Administrative Services	
+	Renee Martin	Dept. of Administrative Services	
+	Anita Hunnicutt	Dept. of Administrative Services	
+	Randy Trowell	Dept. of Education	
+	Sherry Carr	Dept. of Juvenile Justice	
+	Vita Jordan	Dept. of Juvenile Justice	
+	Gary McElroy	Pardon and Parole	
+	Elaine Williams	Pardon and Parole	
+	Dorothy Tarrer	Dept. of Motor Vehicle Safety	
+	Denise Thompson	Dept. of Technical & Adult Educ.	
+	Denise Vlasak	Dept. of Technical & Adult Educ.	
-	John Sartain	Dept. of Human Resources	
+	Amy Morgan	Dept. of Human Resources	
-	Cheryl Head	Dept. of Human Resources	

	Name	Organization/Department	Substituting For
-	Faye Hinson	Dept. of Human Resources	
-	Kathy Morey	Dept. of Community Health	
+	Sharon Peavy	Dept. of Community Health	
+	Van Green	Dept. of Transportation	
#	Kenyatta Johnson	Dept. of Community Health	Kathy Morey
#	Darcy King	Dept. of Human Resources	Cheryl Head
*	Cynthia Franklin	Dept. of Education	

	Project Staff		Role
	Bart Haberbosch	SAO	Project Manager
	Rick Housworth	SAO	PO Lead
	Betsy Prior	SAO	Communications Lead
	Chuck Heery	SAO	Labor Distribution Lead
	Carla Faulk	SAO	Subject Matter Expert
	Eloise Walker	SAO	General Ledger Lead

Agenda

Item No.	Topic	Presenter
1.	Introduction of Attendees, Project Overview, Fit Gap Process Overview, Fit Gap Session Objectives and Roles and Expectations	Kyle Morton
2.	Project Guiding Principles	Kyle Morton
3.	Meeting Handouts	Kyle Morton
4.	Topics for Discussion:	
4A	Review Vendor Functionality	Henrietta Adams
4B	Add Vendors	Kyle Morton

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4A	Review Vendor Functionality
	This fit gap session focused on Reviewing Vendors and how this functionality differs from version 7.2 to 8.8.
	It was determined that the need exists to be able to search for a vendor using a SSN but not search employee vendor records using the SSN field. (See Action Item # 1)
	It was also determined that a need exists to be able to search on the Name 2 field which usually contains the “Doing Business As” name of the vendor. (See Parking Lot item # 1)
	<ul style="list-style-type: none"> • Review of Identified gaps/requirements • Group consensus
4B	Add Vendors
	This fit gap session also focused on Adding a Vendor record and how this functionality differs between the two versions.
	It was determined that a naming convention be considered for the address description field. It was suggested that for Vendors, the description would be the City Name and for Employees, the description would be the name of the department where employee works. (See Parking Lot Item #2)
	Address Change for 1099 vendors (address & update) (See Parking Lot item #3)
	A security issue was discussed concerning the EFT Banking Account number page. Security is needed to allow some users access to see the Account numbers but not other users (read-only users). (Action Item # 2)
	It was discussed that we need to store FEI/SSN elsewhere for vendors that are not 1099 applicable. (See Parking Lot item #4)
	Research needs to be done on the Control ID field of the 1099 page. Where and How is it used? (See Action Item #3)
	A discussion was held on inactivating vendors that have never been used. See (Parking Lot item #5)
	It was discussed that the Employee ID number needs to be added for vendor search capability. (Not currently in version 8.8) (See Action Item #4)

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
	<ul style="list-style-type: none"> • Review of Identified gaps/requirements • Group consensus

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	2/7/05	Revisit modification where SSN can not be used for vendor search	Any regulations around this will be considered and this customization will be readdressed before the end of the design phase of this upgrade
AI2.	2/7/05	Look at security access to Bank Account numbers	Any regulations or security concerns around this will be considered and this customization will be readdressed before the end of the design phase of this upgrade
AI3.	2/7/05	Research Control ID field on 1099 page	This is now called the Withholding Control name is on the Withholding setup page for the vendor.
AI4.	2/7/05	Revisit modification where Employee ID number was added to vendor search dialog box.	This can be done by using the additional id numbers functionality on the vendor information page as a type of Empl id.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	<p>Search on DBA name/Where to store information? (Example: Goodyear Tires) Data currently in Name 2 Field.</p> <p>This would require a modification to the system and will be considered before the end of the Design phase of this project.</p>
PL2	<p>Naming convention for address description needed. Vendors = City, Employees = Department where employed</p> <p>This will be considered during the vendor conversion process, and a new procedure will be written for adding new vendors</p>
PL3	<p>Address change for 1099 vendors (address & update)</p> <p>If the address is updated it will still have the same address sequence number stored on the withholding reporting page and will not need to be updated on the withholding page.</p>
PL4	<p>Store FEI/SSN elsewhere for vendors that are not 1099 applicable</p> <p>This can be done by using the additional id numbers functionality on the vendor information page.</p>
PL5	<p>Inactivate vendors never used</p> <p>This will be considered during conversion and is part of the archiving project</p>

Possible In-Scope Items

Item No.	Subject	Assigned to:
1	Vendor Conversations – workflow to DOAS State Purchasing Vendor Conversations will continue to be used in v8.8, however workflow is out of scope for this upgrade. Notify functionality can be used to notify State Purchasing of conversations they should be made aware of.	
2	Vendor Complaint Type – add field? Keywords are currently being used for this, and can be used in v8.8	