

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
January 4, 2022 | 9:00 – 9:15 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance

**Armanino Attendees:**

Giles Zollar, Consulting Manager  
Linda Schoephoerster, Supporting Consultant  
Jen Cook, Lead Consultant  
Giovana Lopez, Project Manager, Consulting

**Financial Management System Project Status Updates:**

- The team discussed upcoming time off for Armanino, Stadium Manager, and Stadium Authority staff.
- Armanino confirmed that they provided the ticketing user list from the Stadium Authority and Stadium Manager to InTwo the week of December 27, 2021.
- Armanino noted that InTwo is on track to deliver the Great Plains instance to the team.
- The Stadium Authority and Stadium Manager agreed to sync up to review and approve the configuration documents by the end of the week.
- The Stadium Authority agreed with Armanino's recommendation to hold off on the SmartConnect licenses until we move further along with the implementation and determine if it's still necessary. SmartConnect is required if the team utilizes project tracking or plans to integrate with Ungerboeck Event Software.
- The Stadium Authority and Stadium Manager agreed to meet to discuss the Sales Order process and determine if it's needed for this implementation.

**Accomplishments:**

- Provided Armanino's account numbers to InTwo for licensing provision.
- Provided InTwo a list of users for their ticketing system.

**Next Steps:**

- The Stadium Authority and Stadium Manager to review and approve all configuration documents.
- Armanino team to begin configuration after signoff.
- Finalize upcoming planning, training and UAT meetings.

Weekly Accounting Status Meeting

Date: 1/6/2022; 2:00pm to 2:45pm

Teams Meeting: Linh Lam (SCSA) and Darren Wong (ManCo)

1. Financial Management System configuration document review
2. FY 2020-21 Non-NFL Events – Overhead Rate Sheet
3. SCSA Review of FY2020-21 Shared Expense

**MINUTES FROM  
FMS IMPLEMENTATION FOLLOW UP ITEMS MEETING  
January 10, 2022 | 1:00 – 1:30 PM  
Teams Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance

Discussion of the Financial Management System's follow up items from Armanino's project tracker

- The new Great Plains instance will carry over the existing setup for Stadium Builder License (SBL) with the Stadium Manager. The SBL details will continue to stay within Artic system and the team can revisit this item again in the future if necessary.
- The Catered Events' sales and event data will continue to remain within Ungerboeck, and we will not integrate the data with Great Plains. The Stadium Manager will attach the event billing details to Great Plains at the time of billing instead.
- The team will notify Armanino that we will not implement the Sales Order module since we are not integrating Ungerboeck or using Blue Moon Reporting.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
January 11, 2022 | 9:00 – 9:10 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Kenn Lee, Treasurer  
Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Giles Zollar, Consulting Manager  
Linda Schoephoerster, Supporting Consultant  
Jen Cook, Lead Consultant  
Giovana Lopez, Project Manager, Consulting

**Financial Management System Project Status Updates:**

- The team discussed upcoming time off for Armanino, Stadium Manager, and Stadium Authority staff.
- Armanino noted that the project is on track at 90% completion for the Plan and Analyze stage.
- The Stadium Authority and Stadium Manager agreed to sync up to review and approve the configuration documents by the end of the week.
- The Stadium Authority and Stadium Manager confirmed the removal of the Sales Order module for this implementation.

**Accomplishments:**

- Scheduled all upcoming meetings for the project.

**Next Steps:**

- The Stadium Authority and Stadium Manager to review and approve all configuration documents.
- Armanino team to begin configuration after signoff.

## Shared Expense Review Meeting

Date: 1/13/2022

Teams Meeting: Linh Lam (SCSA), David Presley (SCSA), Larry Lo (SCSA), Debbie Chen (SCSA), Esther Chi (ManCo), Darren Wong, Chris Steele (ManCo), and Brent Ghan (ManCo)

Topic: Shared Expenses FY2020-21 Review

- 9:00 am – 12:00 pm (3 hours) – Review non-compensation supporting documents for samples chosen
- 1:00 pm – 3:00 pm (2 hours) – Review compensation supporting documents for samples chosen

Weekly Accounting Status Meeting

Date: 1/20/2022; 2:00pm to 3:00pm

Teams Meeting: Linh Lam (SCSA) and Darren Wong (ManCo)

1. Financial Management System configuration document review
2. Levi's Naming Rights Invoice
3. February Operating & Maintenance Invoice

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
February 1, 2022 | 9:00 – 9:30 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Linda Schoephoerster, Supporting Consultant  
Jen Cook, Lead Consultant  
Giovana Lopez, Project Manager, Consulting

**Financial Management System Project Status Updates:**

- Armanino confirmed the receipt of the configuration documents' review notes from the Stadium Authority and Stadium Manager and noted that they will send over revised configuration documents for sign off later today.
- Armanino confirmed that InTwo completed the new Great Plains' database and that it is ready for configuration.
  - Armanino will work with InTwo to provision the user access once the instance is ready for everyone to access.
- The Stadium Authority and Stadium Manager confirmed that the Stadium Manager will continue to use the pre-printed check stock to print checks. The new Great Plains instance will not use Mekorma to print checks.
- Armanino noted that the training sessions will begin the week of February 7<sup>th</sup>.
  - The Stadium Manager requested for Armanino to break out the training sessions in topics so the Stadium Manager team can decide which session to attend since staff already knows how to use Great Plains and don't require a lot of trainings.
  - Armanino agreed to prepare an itemized training agenda and a list that identifies the functionality differences between the Stadium Manager and the Stadium Authority's Great Plains instances so the Stadium Manager can easily identify the difference and determine which trainings to attend.
  - The Stadium Authority confirmed that the team will attend the training sessions as agreed.
- Armanino noted that they will be reaching out to the Stadium Manager for a copy of the vendor master file and Multi-Dimensional Analysis list to import to the new Great Plains instance.
- Armanino confirmed that they will be the system administrator for the new Great Plains instance and that the Stadium Manager can work with them for system access requests.

- The Stadium Authority confirmed that the Stadium team will only need read-only access because the Stadium Manager is the data owner for the financial management system.

**Accomplishments:**

- All upcoming meetings have been scheduled.
- Company databases have been created but have not been configured.

**Next Steps:**

- The Stadium Authority and Stadium Manager to review and approve the revised configuration documents.
- Armanino team to begin configuration after signoff.
- Armanino to send a list of deliverables to the Stadium Manager for the data to be copied over to the new Great Plains instance.

Weekly Accounting Status Meeting

Date: 2/3/2022; 2:00pm to 3:00pm

Teams Meeting: Linh Lam (SCSA) and Darren Wong (ManCo)

1. Levi's Naming Rights Invoice
2. March Operating & Maintenance Invoice
  - a. Adjustment to projections for March's draw: BNY Buffet Costs, Stadium Builder Licenses Sales and Services, and Non-NFL Events Loss
3. Utilities
4. FY 2020-21 Non-NFL Event

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
February 8, 2022 | 9:00 – 9:30 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Linda Schoephoerster, Supporting Consultant  
Giles Zollar, Consulting Manager  
Giovana Lopez, Project Manager, Consulting  
Liane McIlraith, Senior Application Consultant

**Financial Management System Project Status Updates:**

- Armanino introduced Liane McIlraith, Senior Application Consultant, who will be the main Great Plains trainer for the team.
- Armanino noted that they are in the process of finishing up the Great Plains configuration and are working with the Stadium Manager to bring over the chart of accounts and vendor profile.
  - The Stadium Manager noted that they have received Armanino's list of deliverables for the implementation and is currently working on providing the data to Armanino to bring into the new Great Plains instance.
- The Stadium Authority and the Stadium Manager confirmed that we will need to implement the Purchase Order (PO) module but not the PO approval workflow. The PO workflow doesn't need to be turned on because the Stadium Manager's PO approval process is done outside of Great Plains.
  - The PO module will use the same PO number that the Stadium Manager created from their PO approval process that is done outside of Great Plains by their Procurement team.
- Armanino noted that the training sessions will begin the week of February 7<sup>th</sup>.
  - Armanino noted most of the training sessions are for the Stadium Authority staff as it relates to running queries and reports. The sessions don't have any in-depth functionality training since the Stadium Authority doesn't perform any transaction input into the system.
    - The Stadium Manager confirmed that they do not need to sit in most of the trainings and do not require user functionality training since their team already know how to use Great Plains to perform the day-to-day tasks.
  - Armanino noted that this version of Great Plains is very similar to the current version that the Stadium Manager is using. Armanino will provide a list of new

functionalities to the Stadium Manager so the Stadium Manager can decide if they want additional training sessions.

- The team agreed that we will need an additional 2 hours to cover the PO session since this is a new item for the Stadium Manager.
- Armanino will revisit the training schedule and add in a PO and navigation session for the team.
- The Stadium Manager confirmed with Armanino that they may have VPN issues logging into the Great Plains instance and asked to speak with Armanino to address this issue offline. Armanino agreed to work on this issue with InTwo and the Stadium Manager offline.

**Accomplishments:**

- Armanino completed updating the configuration documents and received sign off from the Stadium Authority.
- Armanino provided a list of deliverables to the Stadium Manager for the data to be copied over to the new Great Plains instance.

**Next Steps:**

- Armanino team to finish configuration before training session start on Thursday, 2/10/22.
- Armanino team to assign a new Lead Consultant after Jen Cook's departure.

Weekly Accounting Status Meeting

Date: 2/10/2022; 2:00pm to 3:00pm

Teams Meeting: Linh Lam (SCSA) and Darren Wong (ManCo)

1. Financial Management System Status
2. Interest Invoice Detail
3. Buffet Invoice
4. Utilities

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
SmartView Navigation and Reporting Training  
February 14, 2022 | 3:00 – 4:08 PM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager  
Stephanie Lee, Staff accountant  
Erin Fernandez, Senior Accountant

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager  
Debbie Chen, Accountant  
David Presley, Accounting Technician

**Armanino Attendees:**

Linda Schoephoerster, Supporting Consultant  
Giles Zollar, Consulting Manager

**SmartView Navigation and Reporting Training:**

- Armanino trained the team on SmartView navigation and the different type of reports that it can generate in Great Plains.
- Armanino answered navigation questions from the team.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
February 15, 2022 | 9:00 – 9:34 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Kenn Lee, Treasurer  
Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Giles Zollar, Senior Consulting Manager  
Giovana Lopez, Project Manager  
Liane McIlraith, Senior Application Consultant

**Financial Management System Project Status Updates:**

- Armanino noted they are still working on assigning a new project lead for the implementation.
- Armanino noted they are working on a Change Order to descope some of the services that were not implemented and will send that over to the Stadium Authority to sign off once it's completed.
- Armanino informed the Stadium Authority that the team will need to decide on who will manage the Great Plains environment after Go-Live.
  - The Stadium Authority noted they will work offline with Armanino on the Managed Services contract.
- Armanino provided a status update on the SAP Concur integration work and noted the work will need to be done after the Go-Live and takes between three to six weeks to complete.
  - The Stadium Manager can start transacting in the new environment, but the backup attachment integration won't be available until the integration work is completed.

**Accomplishments:**

- Armanino completed the General Navigation and SmartView Navigation and Reporting sessions.
- Armanino met with InTwo and resolved the VPN issue raised by the Stadium Manager.

**Next Steps:**

- Armanino team to finish configuration before training session start on Thursday, 2/17/22.
- Armanino to provide training sessions on General Ledger, Bank Reconciliation, Accounts Receivable, Accounts Payable, and Purchase Order on Thursday, 2/17/22, and Wednesday, 2/23/22.

Weekly Accounting Status Meeting

Date: 2/17/2022; 2:00pm to 3:00pm

Teams Meeting: Linh Lam (SCSA), Larry Lo (SCSA), Caitlin Ritchie (ManCo) and Darren Wong (ManCo)

1. FY 20-21 Non-NFL Event Invoice
2. Utilities
3. March Operating & Maintenance Invoice
4. Waterfall True-Up

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
February 22, 2022 | 9:00 – 9:18 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Giles Zollar, Consulting Manager  
Giovana Lopez, Project Manager, Consulting  
Linda Schoephoerster, Supporting Consultant  
Liane McIlraith, Senior Application Consultant

**Financial Management System Project Status Updates:**

- Armanino noted that they are in the process of finishing up the Great Plains configuration and are working with the Stadium Manager to bring over the chart of accounts and vendor profile.
- Armanino noted that the contract with InTwo currently has 6 licenses for the active directory, and 6 full users licenses and 6 limited user licenses in Great Plains. The team is trending towards 15 active directory users so we will need to request for additional users with InTwo.
- Armanino confirmed that the SAP Concur Integration for pulling over invoice supporting documentation to Great Plains will happen after Go-Live.

**Accomplishments:**

- Armanino completed the General Ledger, Bank Reconciliation, Accounts Receivable, and Accounts Payable training.
- Armanino resolved and addressed the Stadium Manager's VPN login concerns.

**Next Steps:**

- Armanino team to continue to work on finalizing the configuration.
  - The Stadium Manager to finish updating the vendor and customer templates format for Armanino to complete the configuration.
- Armanino team to assign a new Lead Consultant after Jen Cook's departure.
- Armanino to provide the Stadium Authority with a Managed Services plan pricing and schedule a meeting to discuss the project budget.
  - The Stadium Authority to confirm who manages the Great Plains database after Go-Live.
- Armanino to provide Pop Dock pricing to the Stadium Authority and schedule a meeting to review the overall project budget.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Purchase Order Processing Inquiry & Reporting Training  
February 23, 2022 | 3:00 – 4:00 PM  
Zoom Meeting**

**Stadium Manager Attendees:**

Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager  
Stephanie Lee, Staff accountant  
Erin Fernandez, Senior Accountant  
Sarah Ta, Accounting Manager  
Jeremiah Lagasca, AP Specialist

**Stadium Authority Attendees:**

Larry Lo, Accounting Division Manager  
Debbie Chen, Accountant  
David Presley, Accounting Technician

**Armanino Attendees:**

Linda Schoephoerster, Supporting Consultant  
Liane McIlraith, Senior Application Consultant

**Purchase Order Processing Inquiry & Reporting Training:**

- Armanino trained the team on Purchase Order navigation and the different type of reports that it can generate in Great Plains.
- Armanino answered navigation questions from the team.

Weekly Accounting Status Meeting

Date: 2/24/2022; 2:00pm to 2:45pm

Teams Meeting: Linh Lam (SCSA) and Darren Wong (ManCo)

1. Utilities True-up
2. Financial Management System Support

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
March 1, 2022 | 10:00 – 10:15 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Linda Schoephoerster, Supporting Consultant

**Financial Management System Project Status Updates:**

- The Stadium Manager and the Stadium Authority discussed the team's calendar and provided 2 additional training dates to Armanino to schedule for the team.
  - User Acceptance Meeting will need to be moved from March 10<sup>th</sup> at 3pm to March 15<sup>th</sup> at 1pm.
  - Armanino will need to add one additional training for the Purchase Order Module to train the Stadium Manager team on transaction processing and module workflow. The team propose to meet on Friday, March 4<sup>th</sup> at 3pm.

The meeting adjourned early without an Accomplishment and Next Steps update from Armanino.

Weekly Accounting Status Meeting

Date: 3/3/2022; 2:00pm to 2:30pm

Teams Meeting: Linh Lam (SCSA) and Darren Wong (ManCo)

1. Utilities True-up
2. March Operating & Maintenance Invoice
3. Stadium Builder License Quarterly Transfer
4. Other General & Administrative
5. Debt Service due April 1st

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Purchase Order Entry Training  
March 4, 2022 | 3:00 – 4:00 PM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Brent Ghan, Accounting Manager  
Erin Fernandez, Senior Accountant  
Sarah Ta, Accounting Manager  
Jeremiah Lagasca, AP Specialist

**Stadium Authority Attendees:**

Larry Lo, Accounting Division Manager  
Debbie Chen, Accountant

**Armanino Attendees:**

Linda Schoephoerster, Supporting Consultant  
Liane McIlraith, Senior Application Consultant

**Purchase Order Entry Training:**

- Armanino trained the team on Purchase Management overview and Purchase Order processing, receiving, and batching/invoicing for goods and services.
- Armanino answered questions from the team.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
March 8, 2022 | 9:00 – 9:36 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Giovana Lopez, Project Manager  
Linda Schoephoerster, Supporting Consultant  
Giles Zollar, Senior Consulting Manager

**Financial Management System Project Status Updates:**

- Armanino to provide login access to the Stadium Manager to test the spreadsheet macro import so it can be ready by April 1<sup>st</sup>.
- The Stadium Manager inquired on the possibility of not implementing a Purchase Order (PO) module due to additional work required of staff to maintain the PO when this process is completed outside of Great Plains by the Procurement team. The Stadium Manager confirmed that they don't have the PO module in SAP Concur to track PO spending as this is tracked outside of the financial system by the Procurement team.
  - The Stadium Authority noted a PO module is needed to track the spending and ensure that there's no overages. Staff noted that the expenditure tracking within the financial management system is a best practice for purchasing.
  - The Stadium Authority and the Stadium Manager requested for Armanino to perform additional research to see if there is a way to do PO integration with SAP Concur.

**Accomplishments:**

- Armanino completed all the training sessions except for User Acceptance Testing.
- Armanino completed 95% of the configuration work for Great Plains.

**Next Steps:**

- Armanino team to continue to work on finalizing the configuration setup.
  - The Stadium Manager to provide the general ledger balances and opening balances for Accounts Receivable and Accounts Payable to Armanino to import to Great Plains.
- Armanino and the Stadium Authority to discuss and work on Managed Services agreement for Great Plains.

**MINUTES FROM  
FMS IMPLEMENTATION  
Purchase Order Follow Up Meeting  
March 14, 2022 | 12:00 – 12:30 PM  
Teams Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting

**Stadium Authority Attendees:**

Kenn Lee, Treasurer  
Linh Lam, Assistant Director of Finance

Discussion of the Financial Management System's follow up items for Purchase Order Module

- The Stadium Manager noted that the Purchase Order (PO) Module requires a lot of staff time to match the invoice payment against the PO. The Stadium Manager asked if they could provide the PO tracking data outside of the Financial Management System (FMS) instead.
  - o The Stadium Authority explained that the PO module's purpose is to track spending to ensure that payments don't go over the approved PO amount and the data should be within the FMS. This is a standard and best practice among public agencies.
  - o Both parties agree to continue the PO module implementation discussion and plan to bring the topic up to Armanino again to see if there's a streamline the PO process.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Purchase Order Module Discussion  
March 15, 2022 | 1:42 – 2:07 PM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Chris Steele, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance

**Armanino Attendees:**

Giles Zollar, Senior Consulting Manager  
Linda Schoephoerster, Supporting Consultant  
Liane McIlraith, Senior Application Consultant

**Purchase Order Module Discussion:**

- Armanino, the Stadium Manager, and the Stadium Authority continued discussion on how to carry the invoice payment data from SAP Concur into Great Plains' Purchase Order (PO) module while ensuring that there is a mechanism in place to prevent staff from paying an invoice that is over the PO limit.
  - The Stadium Manager agreed to create a PO number that matches the PO number created outside of Great Plains and attach the Board/management approval of the purchase into Great Plains.
  - To ensure that the Stadium Manager doesn't pay an invoice that will push it over the PO limit, Armanino suggested that the team use SmartView reporting to compare the PO amount to the sum of the AP invoices both posted and unposted against the PO amount. If the report shows an overage coming from unposted invoices, then the Stadium Manager staff would not post the batch and reach out to the vendor and department staff to amend the PO amount.
  - Armanino and the Stadium Authority suggested that the Stadium Manager staff prints out the pdf report weekly and sign off on it to indicate the review of the PO report to ensure that the review is being performed weekly before payments are issued.
  - The Stadium Authority and the Stadium Manager tentatively agreed with the recommended approach.

**Other Discussion:**

- The Stadium Authority confirmed to the Stadium Manager and Armanino that the Stadium Manager Shared Expenses payment information in the new Great Plains instance should have the same check number and date as the original payment source in the Stadium Manager's Great Plains instance. The purpose of this is to assist the Stadium Manager staff to track stale dated checks and reconcile the Shared Expenses payment posted into the new Great Plains instance.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
March 15, 2022 | 9:00 – 9:38 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Brent Ghan, Accounting Manager  
Chris Steele, Director of Accounting

**Stadium Authority Attendees:**

Kenn Lee, Treasurer  
Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Giovana Lopez, Project Manager  
Linda Schoephoerster, Supporting Consultant  
Giles Zollar, Senior Consulting Manager  
Liane McIlraith, Senior Application Consultant

**Financial Management System Project Status Updates:**

- Armanino noted all the configuration work and trainings are done except for User Acceptance Testing (UAT), which is scheduled for today.
  - Armanino explained the UAT steps and process to the Stadium Manager and noted that they will provide a tracking spreadsheet to identify all the cutover items for the Stadium Manager.
- The Stadium Manager confirmed that they will send over the general ledger balances to Armanino to import to Great Plains today.
- The Stadium Authority noted that they will review the managed service agreement for Great Plains and work with Armanino on the services.
- The Stadium Authority agreed to increase the number of user licenses for Great Plains and plans to send in the request to InTwo today.
- The Stadium Manager noted the full functionality in the Purchase Order (PO) module will create more work for staff to track and requested for further discussion on the item.
  - The Stadium Authority noted the PO module is needed to control overage and manage the spending level in a contract.
  - Armanino noted there is no work around for the PO module except if the team agrees to use a report to manage the PO limit instead of using the PO module.
  - The team agreed to reconvene this topic after UAT today if time permits.

**Accomplishments:**

- Armanino completed all the configuration and we services install work for Great Plains.
- Armanino completed finalizing the integrations and import mapping with the Stadium Manager.

**Next Steps:**

- Armanino and the Stadium Manager to work together to confirm the integration and import needs for Great Plains.
- The Stadium Manager to provide Armanino with the net change general ledger balances and opening balances for Accounts Receivable and Accounts Payable so Armanino can import it to Great Plains.
- The Stadium Authority to work with Armanino to determine how the system will be administered after Go-Live.

Weekly Accounting Status Meeting

Date: 3/17/2022; 4:30pm to 5:41pm

Teams Meeting: Linh Lam (SCSA), Larry Lo (SCSA) and Darren Wong (ManCo)

1. Financial Management System Purchase Order and Check Payment Processing
2. Term A Debt Service
3. Term A Prepayment Offering and impact on Excess Cash Flow
4. Year-end Excess Cash Flow Distribution
5. Community Facilities District
6. Default Interest
7. Utilities True-up
8. College Football Playoffs & KPMG Audit

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
March 22, 2022 | 9:00 – 9:17 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Giles Zollar, Senior Consulting Manager  
Giovana Lopez, Project Manager  
Linda Schoephoerster, Supporting Consultant

**Financial Management System Project Status Updates:**

- Armanino noted User Acceptance Testing (UAT) has been completed.
  - The Stadium Manager noted issues with the Accounts Payable module when using Excel macro and requested for Armanino to investigate and modify the Excel macro.
- Armanino confirmed that the additional user licenses requested by the Stadium Authority to InTwo have been received.
  - Armanino to provide Great Plains access and schedule walk-through session with the Stadium Authority team.
  - Armanino noted that the Stadium Authority will need to evaluate the options for system administrator after Go-Live.
- Armanino noted the Concur integration to bring over the invoice attachments to Great Plains will take a couple months to implement and will be completed after Go-Live.
  - The Stadium Manager will begin recording transactions into Great Plains on April 1<sup>st</sup> while the team work on integrating the data.
  - The Stadium Manager and the Stadium Authority will need to determine the level of supporting documentation to be attached to Great Plains.
- The Stadium Authority noted the proposed workaround for the Purchase Order (PO) tracking can move forward but would like to keep the PO module topic open for the future to automate and streamline the PO process.

**Accomplishments:**

- Armanino completed the UAT review with the Stadium Manager.
- Armanino successfully imported the Stadium Manager's general ledger balances into Great Plains.

**Next Steps:**

- Armanino to arrange a meeting with the Stadium Manager and resolve upload issues identified during UAT.
- Armanino to schedule a kickoff meeting with Concur integration specialist with the Stadium Manager to start working on the supporting documentation integration.
- Armanino to provide the Stadium Manager with cutover tasks/documents to prepare for the Go-Live.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM (FMS) IMPLEMENTATION DOCUMENT  
ATTACHMENT DISCUSSION  
March 22, 2022 | 1:00 – 2:00 PM  
Teams Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance

Larry Lo, Accounting Division Manager

Discuss the level of detail to be attached in the FMS for Stadium Shared Expenses, Non-NFL Events, and Stadium Builder License

Date: 3/22/2022

Phone Call: Sujata Reuter, Assistant City Attorney for Santa Clara Stadium Authority  
Jihad Beauchman for Stadium Manager

Confidential Discussion Regarding Insurance

Weekly Accounting Status Meeting

Date: 3/24/2022; 2:00pm to 2:30pm

Teams Meeting: Linh Lam (SCSA) and Darren Wong (ManCo)

1. April Operating & Maintenance
2. Shared Expenses and Other General & Administrative (G&A) compensation review
3. Utilities true-up review for February & March 2021
4. SCSA G&A true-up

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
March 29, 2022 | 9:00 – 9:22 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting  
Brent Ghan, Accounting Manager

**Stadium Authority Attendees:**

Kenn Lee, Treasurer  
Linh Lam, Assistant Director of Finance  
Larry Lo, Accounting Division Manager

**Armanino Attendees:**

Giles Zollar, Senior Consulting Manager  
Giovana Lopez, Project Manager

**Financial Management System Project Status Updates:**

- The Stadium Manager would like to utilize Tibco Scribe to integrate the Accounts Payable payment details from their Great Plains instance to the Stadium Authority's Great Plains.
  - Armanino to research and provide a quote on the software and integration cost.
- The Stadium Manager would like the ability to redact the invoice backup attachments that were integrated from Concur to Great Plains.
  - Armanino noted the backup attachments would reside in the Great Plains database once they are imported to Great Plains.
  - Armanino to test if the attachments integrated from Concur can be redacted and saved in the database after they are imported to Great Plains.
- The Stadium Authority noted the team could not log into Great Plains and will work with the internal IT team and InTwo to address the issue.

**Accomplishments:**

- Armanino provided cutover tasks and document to the Stadium Manager.
- Armanino provided training session on accessing Great Plains to the Stadium Authority.
- Armanino completed the Excel macro configuration based on the Stadium Manager's feedbacks.
- Armanino completed password change testing and will provide the documentation to the team.

**Next Steps:**

- Armanino to schedule a meeting with Concur integration specialist to meet with the Stadium Manager to discuss Concur and Tibco Scribe integration.
- The Stadium Authority to evaluate options for system administration after Go-Live.
- The Stadium Manager to complete and confirm changes made to updated Excel macro.
- The Stadium Manager to review and confirm cutover tasks document to Armanino by 03/29/2022.
- The Stadium Manager to provide Armanino with subsequent transactions (Accounts Payable, Accounts Receivable, and month-end net change balances) to upload into Great Plains no later than 4/6/2022.

Meeting to Discuss AT&T at Tasman Garage

Date: 3/30/2022; 10:00 am – 11:00 am

Virtual Meeting: Ruth Shikada (SCSA), Tom Johnson (representing AT&T), and Jim Mercurio (ManCo)

1. Discussion about AT&T's interest in expansion of antenna on the Tasman Garage; recent submission to the City from J5IP on behalf of AT&T; relocation of AT&T lines into Tasman Garage for Related Santa Clara project.

Weekly Accounting Status Meeting

Date: 3/31/2022; 2:00pm to 2:30pm

Teams Meeting: Linh Lam (SCSA) and Darren Wong (ManCo)

1. April Operating & Maintenance
2. DocuSign for Stadium Builder Licenses
3. Financial Management System