

## **FMS Implementation Follow Up Items & Non-NFL Events Statements Meeting**

**Date: 10/1/2021; 1:00pm to 2:00pm**

**Teams meeting**

**Attendees:**

SCSA - Kenn Lee and Linh Lam

ManCo - Erin Fernandez, Brent Ghan, Caitlin Ritchie and Darren Wong

### **Re: FMS Implementation follow up items**

Discussion of netting of expenses for Non-NFL Ticketed events and how these should be displayed in the new Financial Management System

- Review of Rolling Stones Profit and Loss entries
- Review of Promoter Guarantee Payout
- Suggestion by Darren for contra revenue and expense accounts.
- Show documentation and contras for the credits for expenses (promoter expenses).

Discussion of Blue Moon/Encore Reporting module

- Module needed for instances of Profit/Loss statement reporting for Ticketed events. Currently done with an MDA and Excel
- Decision that we do not need this extended module

Discussion of how Shared Stadium Expenses payroll would be shown in the new Financial Management System

- Discussion of detail and options
- SCSA request of titles, hours, department, unique IDs by pay period – Darren will discuss with 49ers team

Discussion of Other G&A and NNE payroll data that would be shown in the new system

- Same level of details as the Shared Expenses

Weekly Accounting Status Meeting

Date: 10/07/2021; 2:00pm to 3:00pm

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

1. FY 19-20 Non-NFL Events Invoice – Public Safety Payment
2. CapEx Invoice
3. FY 20-21 Shared Expense True-up Invoice
4. BNY Buffet Invoice

**SCSA FY2020/21 Non-NFL Event Documentation Review**  
**October 7, 2021 | 3:00 – 5:00 p.m.**  
**GoTo Meeting**

Attendees:

SCSA - Kenn Lee, Christine Jung, Jimmy Nguyen and Linh Lam

ManCo - Erin Fernandez, Brent Ghan and Darren Wong

**Re: SCSA FY 2020/21 Non-NFL Event Documentation Review**

Discussion of Credit Card Fees for canceled events (i.e. Justin Bieber and Monster Jam) and why the refund transaction fees doesn't offsets the original fees for purchases:

- Fees are charged in a lump sum amount daily and they can't be tied to a specific transaction or event
- Fees are prorated based on the individual event's daily cash receipts over the total daily cash receipts
- Refunds are issued and booked at a later date so the fees do not tie to the original transaction
- ManCo to provide SCSA the allocation details for the fees at a later date

Discussion of Labor Charges from Other Departments:

- Non-Event Staff Labor Charges
  - o Reviewed documentation of positions, titles, and hours charged on a spreadsheet
  - o Traced and agreed the time reported on the Non-NFL Events backup to the ABI report summary, which shows the days, hours, and the event (project)
    - Sample included: Compliance Manager, Director of Accounting, Senior Accountant, Finance Manager, Chief Strategy Officer, Director Business Strategy & Analytics, Coordinator, Ticketing, Director of Ticketing & Public Events; Senior Manager for Ticketing and Strategy; Manager SBL; Manager Ticketing; Senior Manager SBL and Strategy; Manager – Mina Tailgate & Membership Services
  - o Provided a brief explanation on the types of work staff performed for Non-NFL Events
    - Compliance Manager reviewed Non-NFL Events' loss for the year and Profit and Loss statements in May and June
    - Finance Manager worked on the year-end close
    - Chief Strategy Officer focus entirely on StadCo but will charge to Non-NFL Events every now and then when they provide some analytics to Non-NFL Events
    - Director Business Strategy & Analytics provided as needed analysis on future gold cup events
    - ManCo delineate Non-NFL Events and Other G&A work based on timing of when staff worked on their designated tasks during the year: Lender budget, O&M billing, Non-NFL Events' Profit & Loss statements, and Quarterly SBL review
  - o ManCo to provide SCSA actual ABI reports for Finance Manager on 5/27/20 for 3.5 hours and Compliance Manager on 4/21/20 for 1.75 hours
  - o ManCo to provide more details on Mina Tailgate & Membership Services and how it relates to Non-NFL Events

- Catered Events Labor – FY 2019-20 Labor Allocation of 84%/16%
  - o Catered Events Labor's 84% allocation is based on the number attendees per Tenant Event (StadCo) and SCSA events
    - Contracts has the number of attendees for each event so ManCo tracks the number of attendees and calculates the labor allocation based on that
  - o Reviewed documentation of allocation calculation on a spreadsheet
  - o ManCo to provide SCSA a spreadsheet of event by event that will show the SCSA attendees for FY2019-20
- Catered Events Labor Charges during the Pandemic
  - o Reviewed documentation of positions, titles, and hours charged on a spreadsheet
  - o Traced and agreed the time reported on the Non-NFL Events backup to the ABI report summary, which shows the days, hours, and the event (project)
    - Sample included: Direct of Special Events; Event Manager; Senior Event Manager; Senior Manager of Special Event Sales; Special Events Sales manager
  - o Event Manager and Senior Event Manager were furloughed in the middle of the year
  - o Senior Manager of Special Event Sales, Special Events Sales Manager, and Director of Special Events stayed through to work with clients to add and reschedule event bookings due to Covid protocol.
- Benefit and Overhead rates
  - o Benefit rate is based on an individual employee's benefits and is calculated at the employee level
  - o Overhead rate was professionally calculated by the Matrix Consulting Group
    - ManCo to let SCSA know if SCSA can have a copy of the Overhead Plan prepared by the Matrix Consulting Group

Discussion of Advertisement charges, how the "clicks" were quantified and what the success rate was for the clicks:

- These are Google Paid Ads that show up at the top of the search results
- Ads are charged based on the number of clicks by users
- Ads ran for a month and was canceled due to the Pandemic

Discussion of Depreciation Expense and why it should be included in the payment to the Stadium Manager as an expense when it was only an accounting entry:

- Refer to previous letters from Scott Sabatino for Depreciation Expense

Discussion of Ticket Sales Revenues and why there were charges from FY 2019-20 in FY 2020-21:

- Charges were ticket sales from Fevo, a third-party vendor that sell back of tickets on the Stadium Authority's behalf
  - o The sales invoices for FY 2019-20 events were received after the year-end close so the receipt was recorded as revenues in FY 2020-21
  - o The chargeback invoices for FY 2019-20 events were received after the year-end close so the expense was recorded in FY 2020-21

Discussion of Luxury Suite Ticket Revenue, complimentary tickets and prior years' cleanup items:

- Complimentary tickets are for Owner Club (Luxury) Suites only
  - o Luxury suites/licenses include the right to attend NFL and Non-NFL Events without additional charges
  - o Suites/licenses were already charged for these benefits

- Tickets show up as complimentary in Artic report so staff can track it
- Other Regular Suites don't get complimentary tickets
  - Regular suite holder gets charged per Non-NFL Event the holder selects to attend
    - ManCo invoices suite holder for each event they select to attend (Accounts Receivables and Revenues) and remit the monies back to the Stadium Authority
- Prior years' cleanup items were for regular suite holders' Non-NFL Events revenues
  - Adjustments were for cancelled attendances that ManCo staff did not charge SCSA back
  - ManCo to provide SCSA the general ledger details to show that these cleanup items were previously recorded as SCSA revenues and remitted to SCSA

Discussion of Parking Revenue and prior years' adjustments:

- Prior years' transactions were reconciled the same time as the Luxury and Regular Suite cleanup process
- Adjustments were for Regular Suite Holders' cancelled Non-NFL Events' parking revenues that ManCo staff did not charge SCSA back
- ManCo to provide SCSA the general ledger details to show that these cleanup items were previously recorded as SCSA revenues and remitted to SCSA

Discussion of Partial Redaction of Non-NFL Events' Documents:

- Refer to previous letters from Compliance Manager for Redaction

Discussion of recent Budget Amendment for Shared Expenses Salaries:

- Confirmed an increase of \$163,000 for Other G&A and Lender Fees line item in the Budget

***Follow up items to be discussed at a later meeting:***

- ManCo to provide allocation and source documents on Credit card fees
- ManCo to provide download of hours from ABI excluding names
- ManCo to confirm if the Overhead Plan prepared by Matrix Consulting Group can be shared with SCSA
- ManCo to provide more details on Mina Tailgate & Membership Services
- ManCo to provide SCSA catered events attendees for FY2019-2020
- ManCo to provide actual ABI reports for Finance Manager and Compliance Manager
- ManCo to provide Suite Revenues backup to justify prior years' adjustments

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Open Item Discussion  
October 20, 2021 | 3:00 – 4:05 PM  
Zoom 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  
Jimmy Nguyen, Management Analyst  
David Presley, Accounting Technician

**Armanino Attendees:**

Giovana Lopez, Project Manager, Consulting  
Lauren Nelson, Senior Consultant, Strategy & Transformation  
Judy Clarke, Director, Strategy & Transformation  
Giles Zollar, Consulting Manager

**A G E N D A**

Judy Clarke, Director, Strategy & Transformation from Armanino, shared that the meeting agenda was to go through the outstanding questions from Armanino, and the group will discuss about it and decide on the next steps for it.

**Subledger Posting Date:**

- The team has decided to defer the decision on Subledger Posting Date to the Implementation phase when Armanino review the system configuration in detail.

**Cash Management Module:**

- The Stadium Authority confirmed that the new Great Plain instance should be setup with three separate checkbooks (Non-NFL Events, SBL, and Shared Stadium Expense). Non-NFL Events and SBL will have full checkbook capability with check printing, and Shared Stadium Expenses' checkbook will be setup as a Prepaid account without check printing capability.
- The Stadium Manager would like to utilize the SAP Conur integration function to pull the invoice backup attachments for Shared Stadium Expenses in their current SAP Concur to the new Great Plains instance to avoid duplicate effort in having to rescan the Shared Stadium Expense invoices into Great Plains again.
  - The Stadium Authority noted that the Stadium Manager will still need to have staff allocate the 50% Shared Stadium Expense to the new Great Plains instance and ensure that the invoice attachment from SAP Concur is accurate. The vendor number and check payment number used in the new Great Plains instance will also need to match with the data from the Stadium Manager's original Shared Expense payment in the Stadium Manager's Great

Plains instance. Additional details will be discussed during the implementation phase.

- The Stadium Authority agreed this integration effort should be included.

#### **Sales Order Processing:**

- The Stadium Manager noted that the Sales Order Processing module should be used in the new Great Plains instance to record all the invoice details.
- The Stadium Manager noted that all the Catering Event billing details are stored within Ungerboeck, a subsystem used for catering services, and requested if we can revisit this item for further discussion.
  - The team agreed to defer this item to Implementation to give all parties more time to assess the module.

#### **Ticket Events Revenue Recording:**

- The Stadium Authority requested that ticketed events' revenues be recorded at gross instead of net.

#### **Reporting Tools:**

- Armanino recommended that the team implement SmartView in reporting since the cost is low and it is a very useful tool to have. The team agreed with the recommendation.
- The Stadium Authority and Stadium Manager agreed that the Stadium Manager will continue to use Multi-Dimensional Analysis to track events, and that a separate project tracking software (i.e., Blue Moon) is not necessary.

#### **Accounts Payable and Purchase Order Approval Workflow:**

- The Stadium Authority confirmed that the Stadium Authority would like the Stadium Manager to use the Purchase Order module as discussed in the previous meeting.

#### **Implementation Timeline and Go Live Date:**

- The Stadium Authority and Stadium Manager confirmed with Armanino that both parties would like to go live with the new Great Plains instance starting in the new fiscal year in 2022, which is April 1, 2022. The team noted that some items will be implemented at a later date but would start transacting in April 2022.

Weekly Accounting Status Meeting

Date: 10/21/2021; 2:30pm to 3:30pm

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

1. FY 20-21 Non-NFL Events
  - a. Can send ABI files – export with dates, job titles, hours worked by day
    - i. Consider redacting confidential information on the ABI report before submitting it to SCSA
  - b. Credit card fees – consider sampling a few days
  - c. Prior year's Suite adjustments – will need backup for all prior year's adjustments
2. FY 21-22 Shared Expenses:
  - a. Utilities Invoice
  - b. Lender Fee & Other G&A Breakout
3. CapEx Invoice
4. KPMG AUP
5. FY 20-21 Shared Expense True-up Invoice
6. BNY Buffet Invoice
7. Lender Budget Worksheet



**SCSA FY2020/21 Non-NFL Event Documentation Review**  
**October 27, 2021 | 3:30 – 4:40 p.m.**  
**Teams Meeting**

Attendees:

SCSA - Kenn Lee, Christine Jung, Jimmy Nguyen and Linh Lam

ManCo - Erin Fernandez, Brent Ghan and Darren Wong

**Re: Continuation of SCSA FY 2020/21 Non-NFL Event Documentation Review**

Review of Credit Card fees and statements for two canceled events (i.e., Justin Bieber and Monster Jam):

- Reviewed 12 individual transactions for Justin Bieber and Monster Jam on the monthly statements and performed a walkthrough of how the credit fees from the individual events were charged by the credit card companies.
  - o Event deferred revenues are recognized upon receipt while revenues and expenses are recognized when earned and incurred.
  - o Credit card fees are charged based on transaction volume and at month-end.

Review of Labor Reports from ABI export:

- Reviewed ManCo's timekeeping system's (ABI) time entry report and verified that the Finance Manager (3.5 hours on 5/27/20).

Review of Catered Event Allocation Calculation worksheet:

- Reviewed attendees tracking spreadsheet and traced the attendees amount to the allocation calculation used for Catered Event (84% SCSA / 16% StadCo).

Review of Overhead report:

- Reviewed the cover letter for the Overhead Plan that has the 13.86% overhead rate used for FY 2020-21.
- ManCo to confirm if SCSA can have a copy of the executive summary for the Overhead Plan prepared by the Matrix Consulting Group since SCSA can't have a copy of the report.

Review of general ledger details for prior years' cleanup items in Luxury Suites and Parking Revenue:

- Reviewed 9 original journal entries from ManCo's cleanup items and verified that they were incorrectly recorded in the prior years for Luxury Suites and Parking Revenues.
- ManCo will start recording Luxury Suites and Parking revenues based on scanned attendants rather than reservation report to avoid these types of adjustments.

Discussion of Mina Tailgate & Membership Services and how it relates to Non-NFL Events:

- Confirmed that this item was misclassified as a Non-NFL Event expense. The 6 hours charged belongs to SBL – Shared Stadium Expenses. An adjustment is not necessary since SBL is also a SCSA expense item.

***Follow up items for ManCo:***

- ManCo to confirm if they can share the Executive Summary pages of the Overhead Plan prepared by Matrix Consulting Group with SCSA.
- ManCo to provide ABI report for Compliance Manager's 1.75 hours charged on 4/21/20.

Weekly Accounting Status Meeting

Date: 10/28/2021; 2:00pm to 2:30pm

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

1. FY 21-22 Shared Expenses:
  - a. Utilities Invoice
  - b. Lender Fee
  - c. Other G&A
2. CapEx Invoice
3. KPMG AUP
4. FY 20-21 Shared Expense True-up Invoice
5. BNY Buffet Invoice
6. Unclaimed Checks
7. FY 20-21 Shared Expense Review

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Final Presentation – Accounting Enablement Assessment Report  
November 3, 2021 | 2:00 – 3:05 PM  
Zoom 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  
Jimmy Nguyen, Management Analyst  
David Presley, Accounting Technician  
Christine Jung, Assistant to the Executive Director

**Armanino Attendees:**

Giovana Lopez, Project Manager, Consulting  
Lauren Nelson, Senior Consultant, Strategy & Transformation  
Judy Clarke, Director, Strategy & Transformation  
Giles Zollar, Consulting Manager

**A G E N D A**

Judy Clarke, Director, Strategy & Transformation from Armanino, presented the final Accounting Enablement Assessment Report to the team and discussed the next steps for the project.

**Project Summary:**

- Armanino presented the Accounting Enablement Assessment Report and summarized the project objectives and assessments to date.
  - Armanino performed 6 process focused sessions on General Ledger and Chart of Accounts, Cash Management and Bank Reconciliation, Accounts Receivables and Sales Order Processing, Reporting, Project Tracking, and Accounts Payable and Purchase Orders.
- Armanino provided the following configuration recommendations for the team to consider:
  - Utilize 1 company and use existing segment to identify different sources of income.
  - Utilize Blue Moon Project tracking for Non-NFL and Ticketed Events.
  - Do not utilize SAP Concur for SCSA's shared expense transactions and integration the Stadium Manager's SAP Concur into the new Great Plains instance to view supporting documents instead.
  - Utilize reporting features in Great Plains to minimize the amount of manual work (e.g., SmartList Builder, Smart View, Management Reporter, etc.).
  - Utilize bank reconciliation module to reconcile bank accounts within Great Plains.
  - Utilize the sales order processing module for more detailed reporting on events.

- Utilize SmartConnect if the team plans to import information from Ungerboeck or Blue Moon Project Tracking.
- Attend training classes for Management Reporter, General Inquiry and Reporting functionality.
- The Stadium Authority and the Stadium Manager noted that the team had previously agreed on setting up three companies (Shared Stadium Expense, Non-NFL Events, and Stadium Builder License) for the Great Plains instance since the three companies serve different purposes and require different tracking mechanisms. This is also more efficient for the Stadium Manager to record the transactions.
  - Armanino agreed that the three companies setup would also work for the business purpose and that the Stadium Authority and the Stadium Manager should go with what is best for the team.
- The Stadium Authority and the Stadium Manager noted that the team had decided to not use Blue Moon Project Tracking and continue to have the Stadium Manager use Multi-Dimensional Analysis to track events since the Stadium Manager already has an existing structure to track the events. The team agreed to revisit the Blue Moon Project Tracking software again with the implementation team and will decide if it is necessary for the project.
- The Stadium Authority requested for Armanino to provide an additional page that has all the reporting software information so the team can review it in detail and determine if it's necessary for implementation.

**Next Steps for Dynamics GP Implementation:**

- Armanino to align resources for implementation
- Schedule implementation kick-off meeting with stakeholders
- Assign key stakeholders for the team
- SaaS Plaza (InTwo) to provision environment
- Enable log-in and security access to environment for Armanino
- Hold kick-off meeting and begin remaining portion of the plan & analyze phase

Weekly Accounting Status Meeting

Date: 11/4/2021; 2:00pm to 2:30pm

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

1. FY 21-22 Shared Expenses:
  - a. Utilities Invoice
  - b. Lender Fee
  - c. Other G&A
2. CapEx Invoice
3. KPMG AUP
4. BNY Buffet Invoice
5. Unclaimed Checks
6. FY 20-21 Shared Expense Review
7. Matrix Report
8. FY 19-20 NNE Loss
9. FMS Setup
  - a. 1 vs. 3 companies
  - b. Encore reporting

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
November 9, 2021 | 9:00 – 9:10 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

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

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance  
Jimmy Nguyen, Management Analyst  
David Presley, Accounting Technician

**Armanino Attendees:**

Lauren Nelson, Senior Consultant, Strategy & Transformation  
Judy Clarke, Director, Strategy & Transformation  
Giovana Lopez, Project Manager, Consulting

**Financial Management System Project Status Updates:**

- Armanino presented the updated Accounting Enablement Assessment report to the team.
  - New report included a glossary of all the recommended software for the team to review and research on
- Armanino confirmed with the Stadium Authority that the team can use the Accounting Enablement Assessment report and all the process and configuration documents to assist with the decision making during the project implementation phase.
- Armanino noted that both Judy and Lauren will not be part of the Great Plains implementation team. Giles Zollar and Giovana Lopez will stay on with the team as we move to the project implementation phase.

**Accomplishments:**

- Completed the Accounting Enablement Assessment report on 11/8/21

**Next Steps:**

- Start the FMS implementation phase
- FMS implementation kickoff meeting is scheduled for 11/10/21

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Implementation Kickoff Meeting  
November 10, 2021 | 3:00 – 3:50 PM  
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  
Jimmy Nguyen, Management Analyst  
David Presley, Accounting Technician  
Christine Jung, Assistant to the Executive Director

**Armanino Attendees:**

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

**A G E N D A**

Jen Cook, Lead Consultant from Armanino, presented the Kickoff Meeting presentation, introduced the Armanino implementation team, and discussed the next steps for the project with the team.

- Armanino noted that they will treat this project as a brand-new implementation and will include a plan and analyze phase to obtain a complete understanding of the setup.
  - Armanino discussed the deliverables and explained that they will guide the team through the whole implementation process. They will provide a complete walkthrough to ensure a successful migration of data and transactions.
- Armanino, the Stadium Authority and the Stadium Manager reviewed the project scope, budget, and the implementation timeline together. The team agreed that the ideal scenario is to have the Go Live date on April 1, 2022 for this Great Plains instance.
  - Armanino noted the SAP Concur integration work that the Stadium Manager request for is outside of the scope, and the Stadium Authority agreed to pay for the integration work.
- The Stadium Authority and the Stadium Manager confirmed that we will be implementing all three companies' chart of accounts at the same time.

**Next Steps for Dynamics GP Implementation:**

- Armanino to review and confirm plan and timeline, schedule meetings, and obtain account framework signoff.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
InTwo Introduction Meeting  
November 15, 2021 | 3:15 – 4:11 PM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance

**Armanino Attendees:**

Giovana Lopez, Project Manager, Consulting

Giles Zollar, Consulting Manager

Rebecca Bunas, Account Manager

**SaaSPlaza (InTwo) Attendees:**

Brendan Martise, Customer Success Manager

Kim Nguyen, Cloud Engineer

Leonard Abagat, Cloud Engineer

**InTwo Introduction and Database setup:**

- Armanino introduced InTwo, formerly known as SaaSPlaza, to the team and had everyone introduced themselves on the call.
- InTwo is the cloud base provider for the new Great Plains database.
  - InTwo confirmed that the contract for the Great Plains database has 6 full user license and 6 limited users. InTwo will also provide two databases (test and production) for the Great Plains instance.
  - InTwo confirmed that the current Great Plains SQL version to be implemented is SQL 2016. The Stadium Manager asked if this can be upgraded to SQL 2019.
- Armanino confirmed that InTwo is responsible for creating the database and hosting it while Armanino is responsible for the configuration setup and support services.
- Armanino confirmed that they will be responsible for the managing upgrades and year-end updates with the Stadium Manager.
- Armanino confirmed to InTwo that the target Go Live date for the implementation is April 1, 2022. Armanino will work with InTwo offline for the database specification requirements.

**Next Steps:**

- The Stadium Authority agreed to setup a separate meeting with InTwo and the Stadium Authority's information technology staff to discuss the Azure subscription question and any other database related questions.



- The Stadium Authority agreed to setup a separate meeting with InTwo to discuss the SQL 2019 upgrade option.

Weekly Accounting Status Meeting

Date: 11/18/2021; 2:00pm to 3:00pm

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

1. FY 21-22 Shared Expenses
2. CapEx Invoice
3. BNY Buffet Invoice
4. FY 20-21 Shared Expense Review
5. FMS IT Infrastructure Setup

## FMS Minutes Review Meeting

Date: 11/23/2021; 1:30pm to 2:05pm

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

### 1. Review FMS Meeting Minutes

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
InTwo Introduction Meeting  
November 23, 2021 | 9:00 – 9:33 AM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance

**Armanino Attendees:**

Giovana Lopez, Project Manager, Consulting

Giles Zollar, Consulting Manager

**Great Plains Database:**

- Armanino answered some database environment questions raised by the Stadium Manager for the Great Plains instance.
  - Armanino confirmed that this is a Cloud base system where end users access the database through a URL link provided by InTwo.
  - Armanino noted that they will work with the Stadium Manager to configure any existing data import file that the Stadium Manager currently use.
- The Stadium Authority noted that they are working with InTwo to upgrade the Great Plains environment to SQL 2019.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Great Plains' Infrastructure Requirements Meeting  
December 1, 2021 | 4:00 – 4:24 PM  
Zoom Meeting**

**Stadium Manager Attendees:**

Darren Wong, Director of Accounting

**Stadium Authority Attendees:**

Linh Lam, Assistant Director of Finance

Gill Norris, Sr. Information Technology Services Manager

Christopher Jackson, Sr. Information Technology Services Manager

**Armanino Attendees:**

Giovana Lopez, Project Manager, Consulting

Giles Zollar, Consulting Manager

**InTwo Attendees:**

Brendan Martise, Customer Success Manager

Leonard Abagat, Cloud Engineer

David Flippo, Cloud Engineer

Meagan Kellner, Cloud and Network Engineer

**Great Plains database setup:**

- The Stadium Authority confirmed that InTwo would need to create a new server in Azure for the Great Plains instance.
- Armanino took the lead to answer InTwo's questions about the database infrastructure and requirements.
- The Stadium Authority confirmed that we will be implementing all three companies' chart of accounts at the same time and the go live date for the Great Plain instance is April 1, 2022.
- The Stadium Authority requested for InTwo to redo the scope of services with the changes (SQL 2019 vs. SQL 2016, SAP Concur integration, Azure subscription, and additional storage and ram space to support the document attachment feature) that Armanino noted and bring it back to the Stadium Authority to discuss the additional costs.

**Next Steps:**

- The Stadium Authority and InTwo noted that they will meet to discuss the additional scope and services to the current agreement.
- InTwo will continue creating the three databases for Great Plains.

Weekly Accounting Status Meeting

Date: 12/02/2021; 2:00pm to 2:30pm

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

1. December O&M Invoice
2. BNY Buffet Invoice
3. Non-NFL Events DocuSign

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Chart of Accounts Planning  
December 6, 2021 | 3:00 – 4:15 PM  
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  
Gill Norris, Senior Information Technology Services Manager

**Armanino Attendees:**

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

**AGENDA**

Jen Cook, Lead Consultant from Armanino, shared that the meeting agenda was to review the Chart of Accounts (COA) layout and decide on the proper COA structure for the new Great Plains instance. Armanino will have an open discussion with the Stadium Manager and Stadium Authority to review the COA requirements and have the group sign off on the COA setup.

**Chart of Account structure**

- Armanino noted that the team will need to complete the COA setup framework in order for Armanino to move on with the database installation work.
- Armanino recommended that the Stadium Manager setup 10 standard segments using 7 characters for the first 7 segments and 6 characters for the last 4 segments for a total of 66 characters. Setting up the standard segments and characters in the database will allow the Stadium Manager to tap into any unused segments or characters in the future.
  - Armanino confirmed with the Stadium Manager that the database characters in each segment is the maximum allowable characters and that the Company doesn't have to use the all the characters assigned in each segment.
  - The Stadium Manager agreed with the recommendation for the master database setup. The Stadium Manager confirmed that they would like to continue using the same setup as their current Great Plains instance.
    - Segments – will use 4 segments (Company, Department Natural, and Extension)
    - Companies – will setup three separate companies (Non-NFL Events, Seat Builder Licenses, and Shared Stadium Expenses)
    - Departments – will use 12 departments (Balance Sheet, Non-NFL Events, Miscellaneous Unclassified P&L, Other General and Admin, Security,

SBL Sales, Catered Events, SBL Service, Stadium Operations, Engineering, Guest Services, Grounds keeping, and Procurement)

- Natural Accounts – will use natural accounts from Great Plains (Assets, Liabilities, Expenses and Revenues accounts)
  - Extension – will use 000 for all three SCSA companies for now; will need to consider using extension for Non-NFL Events to show the Profit and Loss statements at gross level.
- Armanino noted that the Stadium Authority will need to sign off on the COA setup structure before work can commence.
    - The Stadium Authority agreed with the request and asked the Stadium Manager to provide feedbacks on the COA setup structure and let the Armanino team know what the Stadium Manager wants before the Stadium Authority signs off on the setup.
  - Armanino asked the Stadium Authority to start thinking about the type of reporting that the Stadium Authority wishes to have in the new Great Plains instance and let the team know later.
    - The Stadium Authority will revisit the current reports provided by the Stadium Manager and work with the Stadium Manager to identify any other missing reports and provide a complete list of report samples to Armanino. The team will meet offline to identify the reports and submit it to Armanino once they have it.
  - The Stadium Manager and Stadium Authority confirmed to Armanino that they will only need to bring the prior year's net change (i.e., month to month change in account balance) account balances over to the new Great Plains instance.



**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
December 7, 2021 | 9:00 – 9:18 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 vacation plans for Armanino, Stadium Manager, and Stadium Authority staff.
- Armanino noted they will send over the Chart of Accounts template to the group for review and sign off later this week.
- Armanino confirmed that the team is on schedule to complete all the implementation interview sessions by December 17<sup>th</sup>.
- The Stadium Authority confirmed with the Stadium Manager that they will purchase the preferred SQL 2019 version of the Great Plains for the Stadium Manager. The Stadium Authority is scheduled to meet with Intwo's contract manager to discuss upgrading the SQL version from 2016 to 2019.
- Armanino confirmed with the team that they've asked Intwo to setup the Great Plains database by December 20<sup>th</sup>. This was before the team decided to use SQL 2019 instead of SQL 2016. Armanino noted that we can push the due date back to the end of the year if needed.

**Accomplishments:**

- Completed first Chart of Accounts planning meeting on 12/6/2021
- Completed introduction meeting with Intwo (formerly known as SaaSplaza) on 12/1/2021

**Next Steps:**

- The team will continue to meet for the remaining planning sessions.
- Armanino to complete and send over the Chart of Accounts template for the Stadium Manager and Stadium Authority to review and sign off.

Weekly Accounting Status Meeting

Date: 12/09/2021; 2:30pm to 3:00pm

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

1. O&M Invoice: G&A
2. Lender Invoice
3. BNY Buffet Invoice
4. Overhead Plan

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Accounts Payable Planning  
December 13, 2021 | 3:00 – 4:00 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:**

Linda Schoephoerster, Supporting Consultant  
Jen Cook, Lead Consultant

**AGENDA**

Jen Cook, Lead Consultant from Armanino, shared that the meeting agenda was to review the Accounts Payable layout and decide on the proper setup structure for the new Great Plains instance. Armanino will have an open discussion with the Stadium Manager and Stadium Authority to review the setup requirements and have the group sign off on the configuration setup.

**Accounts Payable (AP) structure**

- The team discussed a list of questions from Armanino's implementation team and answered all the follow up questions.
- The Stadium Manager confirmed that there is no special discount and that they use standard aging reports in the existing Accounts Payable setup.
- The Stadium Manager noted that the Accounts Payable's (AP) check run is done on a weekly basis and that they would import a weekly SAP Concur payment file into Great Plains to initiate the payment.
- The Stadium Authority reiterated that the Stadium Manager would need to attach all the supporting documents to each vendor payment in Great Plains.
- The Stadium Manager noted that they would like to use their existing SAP Concur software to import the Shared Stadium Expense payment information and supporting documents to the new Great Plains instance. Armanino noted that this will be done during implementation.
  - The Stadium Authority confirmed that they would like to see the same payment information (i.e. check number, voucher number, vendor number, and amount) in the

Stadium Manager's Great Plains copied to the new Great Plains. This is so that there is consistency in the payment data in both Great Plain instances.

- The Stadium Manager confirmed that we should show 50% of the Stadium Authority's Shared Stadium Expenses in the new Great Plains and have it record against a prepaid account with the same payment information.
  - The Stadium Authority and the Stadium Manager requested for Armanino to show the team how the SAP Concur integration in Great Plains would work during User Acceptance Testing.
  - Armanino noted that the Great Plains instance would need adequate storage space for this purpose. The Stadium Authority agreed with the assessment and noted that they will review InTwo's contract amendment language with Armanino when the time comes to ensure there is adequate storage space in the Great Plains instance.
- The Stadium Manager reported that the Purchase Order (PO) process is currently done outside of Great Plains. The Stadium Manager currently go to the Board for approval on expenditures and then create a PO outside of Great Plains for the approved purchase.
    - The Stadium Authority requested that the Stadium Manager utilize the PO module in Great Plains. The Stadium Manager can override the PO number in Great Plains and use the same PO number assigned in the procurement process in Great Plains. This will make it easier for the Stadium Manager to track and research the POs, if necessary.
      - The Stadium Authority noted that the Stadium Manager should attach the Board approval in the PO to substantiate that it was has been approved for.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Weekly Status Meeting  
December 14, 2021 | 9:00 – 9:12 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 vacation plans for Armanino, Stadium Manager, and Stadium Authority staff.
- The Stadium Authority noted that staff is in the process of reviewing the Chart of Accounts configuration document with the Stadium Manager and will send over the final sign off later this week.
- The Stadium Authority noted that InTwo confirmed that they will be able to meet the delivery deadline previously agreed with Armanino. The Stadium Authority requested that Armanino continue to work with InTwo to ensure that the database is ready for configuration on the agreed time.

**Accomplishments:**

- Completed the General Ledger/Bank Reconciliation planning.

**Next Steps:**

- The team will continue to meet for the remaining planning sessions.
- Armanino to complete all configuration documents by Monday, 12/20/21.
- The Stadium Authority to sign off on the Chart of Account framework.

**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Reporting Planning  
December 15, 2021 | 3:00 – 4:00 PM  
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

**Armanino Attendees:**

Jen Cook, Lead Consultant  
Giles Zollar, Consulting Manager

**AGENDA**

Jen Cook, Lead Consultant from Armanino, shared that the meeting agenda was to review the Reporting layout and decide on the proper setup structure for the new Great Plains instance. Armanino will have an open discussion with the Stadium Manager and Stadium Authority to review the setup requirements and have the group sign off on the configuration setup.

**Reporting**

- The Stadium Manager reported that they currently prepare their financial reports through Excel spreadsheets.
  - Armanino noted that the Stadium Manager can continue to do so if they wish. However, they should also use SmartList and SmartView to help them pull in the necessary data since the tools could simplify the reporting function.
  - Armanino noted that they will revisit the agreement with InTwo and check with InTwo to see if the current Great Plains instance has SmartList and what the additional cost for SmartList Builder and SmartView would be.
- Armanino discussed the attachment function in Great Plains and explained to the team how it works in each of the module. Armanino noted the attachment function is simple and can help end user search for supporting documents.
- The Stadium Manager asked if they could carry over the existing Stadium Builder License (SBL) setup in Great Plains rather than duplicating the SBL holder information in Great Plains since it is already in Arctic, the current ticketing and customer information system the ticket sales staff uses. The main customer portal is Arctic so importing the SBL data in Great Plains would duplicate the effort and create additional work for staff to manage and track both systems.
  - The Stadium Authority agreed to have an offline conversation with the Stadium Manager to understand the details behind the SBL setup and the current request.

**Additional topics that were discussed but were not on the agenda**

- Armanino noted that they are still reviewing the InTwo agreement for the Stadium Authority and will send over the comments by the end of this week.
- The Stadium Manager and Armanino discussed some follow up configuration questions from Armanino.

Weekly Accounting Status Meeting

Date: 12/16/2021; 2:00pm to 2:45pm

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

1. Other G&A Costs
2. BNY Buffet Invoice
3. FY 20-21 Non-NFL Events
4. SBL Setup in FMS
5. SCSA Review of FY2020-21 Shared Expense



**MINUTES FROM  
FINANCIAL MANAGEMENT SYSTEM  
Accounts Receivable and Sales Order Processing Planning  
December 17, 2021 | 3:00 – 3:30 PM  
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:**

Jen Cook, Lead Consultant

**AGENDA**

Jen Cook, Lead Consultant from Armanino, shared that the meeting agenda was to review the Accounts Receivable layout and decide on the proper setup structure for the new Great Plains instance. Armanino will have an open discussion with the Stadium Manager and Stadium Authority to review the setup requirements and have the group sign off on the configuration setup.

**Accounts Receivable (AR)**

- Armanino shared the AR configuration document and has the Stadium Manager confirmed some of the setup items. The Stadium Manager doesn't impose or have the following items in the AR module:
  - Non-Sufficient Funds
  - Recurring transactions
  - Lockbox or electronic fund transfer transactions
  - Trade discounts
  - Provide customer accounts statements
  - Provide credit limit to customer

The Stadium Manager has the following items in the AR module:

- Cash receipts
  - Customer refunds
  - Limited sales reporting as it is reported outside of Great Plains through Ungerboeck
- The Stadium Manager and Stadium Authority agreed to meet separately to discuss the required data to be attached from Ungerboeck and whether it's okay to let the event menu and billing data reside outside of Great Plains if the Stadium Authority has access to Ungerboeck.

**Additional topics that were discussed but were not on the agenda**

- The team confirmed that the Stadium Manager will continue to use the Stadium Manager's current reporting structure and use Multi-Dimensional Analysis (MDA) to track events and prepare their financial reports through Excel spreadsheets.