Finance Program Phase Two – June 19th, 2017

STAR Working Group Meeting and Demo

<table>
<thead>
<tr>
<th>Room: Applied Sciences</th>
<th>Date: June 19th, 2017</th>
<th>Start 1:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Room 9898</td>
<td></td>
<td>End: 2:30 pm</td>
</tr>
</tbody>
</table>

In Attendance

<table>
<thead>
<tr>
<th>Sandra Price</th>
<th>Amanda Woodhall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renata Sommer</td>
<td>Bonnie Yeung</td>
</tr>
<tr>
<td>Kamal Dhiman</td>
<td></td>
</tr>
<tr>
<td>Janet Backe</td>
<td>Brett Williams</td>
</tr>
<tr>
<td>Sally Huang</td>
<td>Tammy Konopinski</td>
</tr>
<tr>
<td>Monique Ataei</td>
<td></td>
</tr>
<tr>
<td>Jimmy Wong</td>
<td>Luis Motolinia</td>
</tr>
<tr>
<td>Audrey Hamade</td>
<td>Eugenie Ko</td>
</tr>
<tr>
<td>Wendy Unger</td>
<td></td>
</tr>
<tr>
<td>Cal Smith</td>
<td>Susie Lee</td>
</tr>
<tr>
<td>Nancy Geng</td>
<td>Michele Black</td>
</tr>
<tr>
<td>Allyson Biro</td>
<td></td>
</tr>
<tr>
<td>Susan Moore</td>
<td>Lisa Lee</td>
</tr>
<tr>
<td>Suman Jiwani</td>
<td>Sharon Baker</td>
</tr>
<tr>
<td>Fiona Hong</td>
<td></td>
</tr>
<tr>
<td>Nancy Geng</td>
<td>Suman Jiwani</td>
</tr>
<tr>
<td>Michelle Black</td>
<td>Sharon Baker</td>
</tr>
<tr>
<td>Allyson Biro</td>
<td>Fiona Hong</td>
</tr>
<tr>
<td>Cal Smith</td>
<td>Susie Lee</td>
</tr>
<tr>
<td>Nancy Geng</td>
<td>Michele Black</td>
</tr>
<tr>
<td>Allyson Biro</td>
<td>Fiona Hong</td>
</tr>
<tr>
<td>Cal Smith</td>
<td>Lisa Lee</td>
</tr>
<tr>
<td>Susan Moore</td>
<td>Suman Jiwani</td>
</tr>
<tr>
<td>Nancy Geng</td>
<td>Sharon Baker</td>
</tr>
<tr>
<td>Claudia Wong</td>
<td>Fiona Hong</td>
</tr>
</tbody>
</table>

Absent

<table>
<thead>
<tr>
<th>Janis Kennedy</th>
<th>Anita Stepan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Gick</td>
<td>Claudia Wong</td>
</tr>
</tbody>
</table>

**Agenda**

1. Demo from Jimmy and Luis
   1.1. Initial Screen
   1.2. Exports
   1.3. Budgets vs. Actuals
   1.4. Research Expenses
   1.5. Balance by Department or Account
2. STAR Recap

**Discussion**

<table>
<thead>
<tr>
<th>1. Demo from Jimmy and Luis</th>
</tr>
</thead>
</table>

- The intent of STAR is to provide users with a higher level of reporting. The goal is not to provide the drilldown that FAST does, but to provide more reporting flexibility, such as the ability to design additional reports. The goal is to help users manage their areas in different ways.

1.1. Initial Screen:

- Initial screen: On one side is the finance reports, and the other side is the reports for faculties and departments. From there, users just need to click the boxes to run the reports that they need.
Discussion

• Before opening any reports, the user will be asked to enter parameters (i.e. time period, department, etc). The user can search in the structure, or find it with the little wild card icon. Once all parameters have been selected, the user simply presses ‘Okay’ and the report will be displayed.

• What you see is various object groupings. Grouping of object codes can be expanded.

• Question about hidden values; users only see the specific values they need.
  • Jimmy: As the report is summarizing by the various groupings, it adds up the different groupings. The report provides the various groupings by object. An alternative is to have a list of the object codes without the summarizing, akin to what is in FAST.
  • User: It’s the same problem as with Hyperion. Directors assign the task to a clerk to click it all open before running a report.
  • Jimmy: When you run the report, would you rather have it default to all open?
  • User: Can we have an option to expand all?
  • User: If not the preference is to have it all expanded by default.
  • Jimmy: We can default to expand all.

• User: You can’t do anything about the repeating values, because those are the hierarchal values?
  • Jimmy: Yes.
  • Cal: We’re planning to address redundant values, but they would have to be redundant to everyone. We are planning to rationalize the hierarchy, but we cannot remove all of them.

• Jimmy: We’ll look at the values and see what they can do, and we’ll look into having ‘Expand All’ as the default option.
  • User: There are some reports that would be more useful as summary, but any that we need to expand out for budgeting would all need to be expanded out.
  • User: In terms of nomenclature, it might be nice to name the closed ones ‘Summary Reports’.

• User requests for ‘Expand All’ and ‘Collapse All’ buttons.

• Luis: If we agree on another type of hierarchy with just one level, we can create an alternative hierarchy to the main one and we could report on that one, but we need to make sure everyone agrees on that structure. We can create it in the application, instead of hard coding on the reports.

1.2. Exports:

• Users can export into PDF or excel.
## Discussion

- User: However, when users export the report, the screen clears in Hyperion Planning. If the user has missed a parameter, they'll need to run the report from the beginning again. In production last year, the screen would go blank and the user would lose their active window.
- Jimmy: In STAR it pulls the data and the screen goes blank, but the original screen is still there.

### 1.3. Budgets vs. Actuals:

- Budget variance report. The first three columns are the prior year information, the user’s approved total budget, and the actuals. The next three are the month (i.e. September), the actuals against the budget (for September), and then the variance. And then the next column is YTD (until September), including the YTD actuals and the budget, and then the variance (whether it’s favourable or unfavorable). Then there is the total approved budget, and the total budget.

- Clarification for users: the ‘approved budget’ is the original budget.

- User: On the right, in terms of the column that says ‘total budget 2016/2017 YTD,’ which is the total annual budget there?
- Jimmy: The very far one.
- User: It doesn’t say ‘Year-to-Date’, which is confusing.
- Jimmy: Maybe we’ll change the title of that. It should say ‘Year-to-Date Budget’.

- User requests for the STAR column titles match them up with what’s already in FAST.
- Jimmy: We’ll attempt to align the column titles with FAST, although there will be some column headings in STAR that won’t be in FAST. For instance, the monthly section will have to be changed to ‘Monthly Actuals’ and ‘Monthly Budget’, to clarify that it’s just for the one month.

- User: What’s the difference between the last two columns?
- Jimmy: The last two columns are meant to be your total budget.
- Luis: Instead of YTD, should we use total budget?
- Jimmy: Yes, it should be annual.
- User: So the first one in the annual is the original budget, and the total includes your carry-forward and any changes you make (i.e. BTs).
- User: Request for titles to be ‘Original’ and ‘Adjusted’, to align with what is in FAST.
- Jimmy: We can make that adjustment.

### 1.4. Research Expenses:
Discussion

- Report that provides information about research expenditures (it doesn’t include any equity or research revenue). This is something that the user and the PIs can get the PIs’ information from.

- User: Do PIs have access to Hyperion? Is the idea that they will eventually have access? Jimmy: Probably not. This data is what Research should see in FAST.

- Luis: Users can search for the project, and then they will be able see a project’s expenditures. They will also able to export this project.
  - Jimmy: We’ll default this report to expand all.
  - User: For this report, the project number or name isn’t at the top?
  - Jimmy: We’ll add the name and number.

- Users will be able to drill down to the object code, but not further than that. STAR doesn’t show the transactions behind that. To get that information, the user will need to go into FAST. FAST will have all the details (images, invoices, payroll, etc), whereas STAR is more for flexible higher-level reporting. The data is an input from the last five years (or essentially the same as FAST), and once STAR goes live, it will be updated on a daily basis like FAST. The two systems should be in sync.

- User: Question about the discussion about which projects and programs to load in Hyperion Planning. Instead of doing that in FAST (due to its limitations), would it be better to build those reports here, or would it be better to build them in Hyperion (even though we’re asking for these reports in in FAST), since it has more flexibility? Can we look in here to build that functionality?
  - User: We don’t have an omit function in FAST to omit certain programs or projects.
  - User: We could look at functionality in here.

1.5. Balance by Department or Account Report:

- Similar to FAST (revenues, expenses, etc). Jimmy will look into having this default to ‘Expand All’.

- User: Does STAR have any of the features that SmartView has, where the user is able to change the access?
  - (Luis provided a brief demonstration on SmartView, and on some of the intersections between SmartView and STAR).
  - Jimmy: With some of the ready-made STAR reports, users will already have a basis. They won’t be starting from scratch.

- User wondering whether they can just focus on one single program. Confirmation from Jimmy that they can pick whatever program they want (in the POV dropdown, users will be able to select
whichever program they want, and remove the ones they don’t want). Confirmation from Luis that users will also be able to focus on just one project, because there is a project dimension as well.

| 2. STAR Recap |

- Jimmy: The idea is that STAR is a tool that provides more slicing and dicing, and more mixing and matching, in terms of the various Chartfields that we are using. It’s not just one view only.

- Luis: The idea is users can use finance reporting for reports that are more static, and then SmartView for the components that are more dynamic.

- User: Will there be an opportunity for users to agree on an additional template(s) and then get together and build it? Is there a timeline re: when we should be submitting that form?
  - Jimmy: When we go live, what we would like to have is a request form. UAT testing will be done in the next couple of weeks, and then go live is aimed for July 15th.
  - User: We will get together, and by the first week of July we’ll submit something.

- Jimmy: We would like to bring working group users in to run the reports and see if it works for them. And we want to be able to create reports as needed, especially if it benefits SFU or multiple areas.

- Janet: There was some discussion about having an ongoing reporting group that could look at reports and make sure there are reports that user wants. They could help with processing everything that is submitted, and then priority-set which reports the users want. In terms of training for this, it might be ways off yet.
  - Jimmy: It is a ways off, but certainly at the initial stage we can create the reports for users, and I don’t think it’s too difficult for the users to learn how to run these reports.

- User: If we have reports that already exist, can they be transported into STAR? For example, the Hyperion Planning budget forecasting reports? When people get trained in SmartView, this kind of support won’t be necessary, but right now it’d be a quick way to move reports into SmartView.

- Timeline information (from Jimmy): STAR will be rolled-out to the working group. These users will be the pilots. If all goes well, we will look at a later date to roll-out to the largest community, which will only be the financial administrators of the various faculties and department (not faculty or clerks).
  - User: The superplanners.
  - Jimmy: Yes, the roll-out will be to users who are on the superplanner list.
### Discussion

- Confirmation from Jimmy that users will be able to access STAR via a link on the Finance website.

- User request for more SmartView training, and to have different levels of training.

- Jimmy: July 15th will be the go live date for the working group, who will be the pilots. After that, we'll determine when we could roll-out to the larger group. August and September aren’t great to roll-out to the larger group, and then October is getting into Budget Planning. But the good thing is that by that time there will be some additional experts (i.e. some of the users in the working group).

### Action

1. Jimmy is going to look into changing most reports to an ‘Expand All’ default. Additionally, there was a user suggestion to name the closed reports ‘Summary Reports’.

2. Jimmy will look into aligning the STAR column titles with FAST column titles (including using ‘Original’ and ‘Adjusted’ as the titles for the budgeting columns in STAR).

3. Jimmy will add the project name and number to the top of the project report page.

4. The team will look into using STAR to build the input functionality re: programs and projects.

5. The project team will set up STAR UAT, and then STAR training. After the roll-out to the working group, the project team will look into rolling-out to the superplanners.