

Reporting in Questica

By:

Questica Reporting Work Group

December 23, 2019

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Reporting in Questica

Reporting Work Group Members

Yolanda Anglin, Director of Budget & Planning
Hayley Azevedo, Administrative Assistant to the Provost
Laurie Dixon, Lead Analyst, Budget & Planning
Luisa Dizon, Office of the Chief Information Officer (CIO) Administrative Analyst/Specialist
Jennifer Hallett, Budget Office Administrative Analyst
Andrew Patronik, Extended Education & International Programs Senior Financial Analyst
Yolanda Perez, College of Arts, Humanities & Social Services Administrative Analyst/Specialist
Bobby Quiñonez, College of Science Administrative Analyst
Gina Reynoso, Department of Education Administrative Support Coordinator

Purpose

Map out the current reporting process; identify pain points and opportunities for improvement; and provide recommendations on how Questica should be used to enhance the process.

Meetings

- First meeting: 1:00 – 3:00 pm, November 12, 2019
- Second meeting: 10:30 – 12:00 pm, December 18, 2019

Findings

- Different reports in CMS, CFS, and CFS Data Warehouse are used by different groups throughout the campus.
- Some people run reports to be formatted and presented to management, while some people run reports for their own uses.
- The ability to run a report that shows individual salary details and OE&E details in the same report is highly desired.
- The ability to have workflow in Questica is highly desired.
- The ability to create ad-hoc “What-If” reports that could be run as needed, with up-to-date/current information each time, is highly desired by groups like Extended Education.
- Extended Education & International Programs (EEIP) has some special needs in regards to reports as their financial model is very different from state run programs.

Recommendations

To effectively address our findings Questica needs to provide the following:

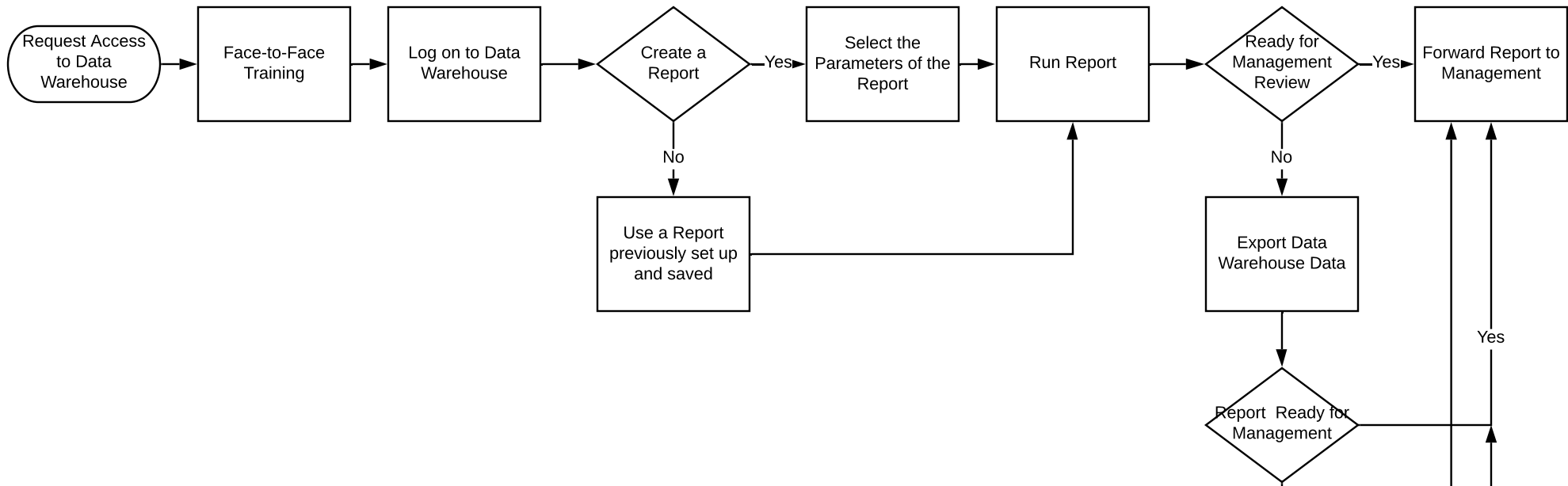
- The ability to run a report that shows individual salary details and OE&E details in the same report.
- The ability to customize the format of reports within Questica, similar to the current CFS Data Warehouse customization options.

- The ability to create ad-hoc “What-If” reports that could be run as needed, with up-to-date/current information each time.
- The ability to share customized ad-hoc “What-If” reports with other users (individually or as a group).

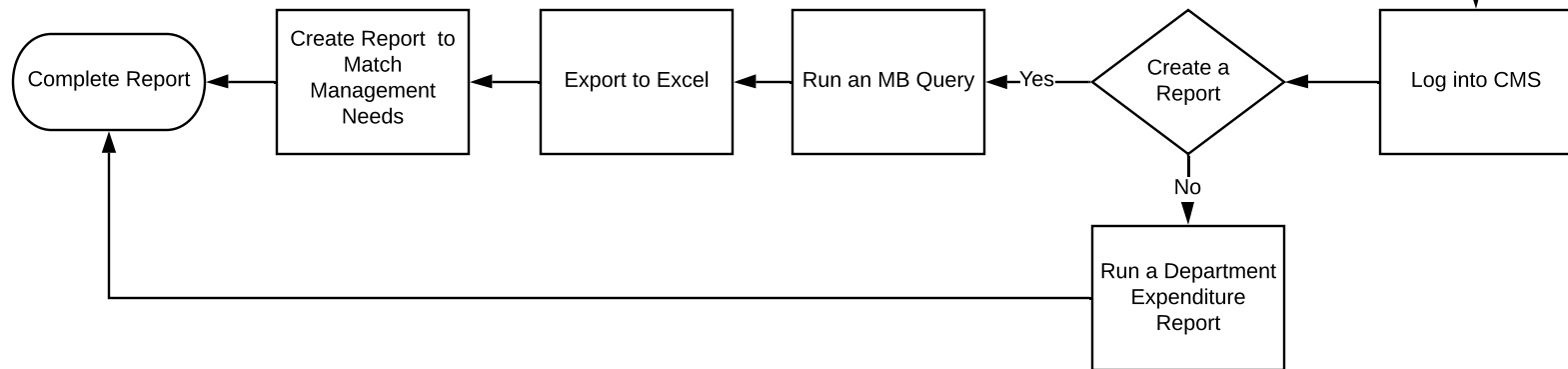
Conclusion

Overall, the current reporting process is fairly effective across campus, but there is room for improvement to meet changing needs of the campus. Groups such as Extended Education & International Programs have special needs for reporting that are different from state funded departments/areas. Ad-hoc reports/“what-if” scenarios would greatly aid all areas of the campus better manage their budgets and expenses.

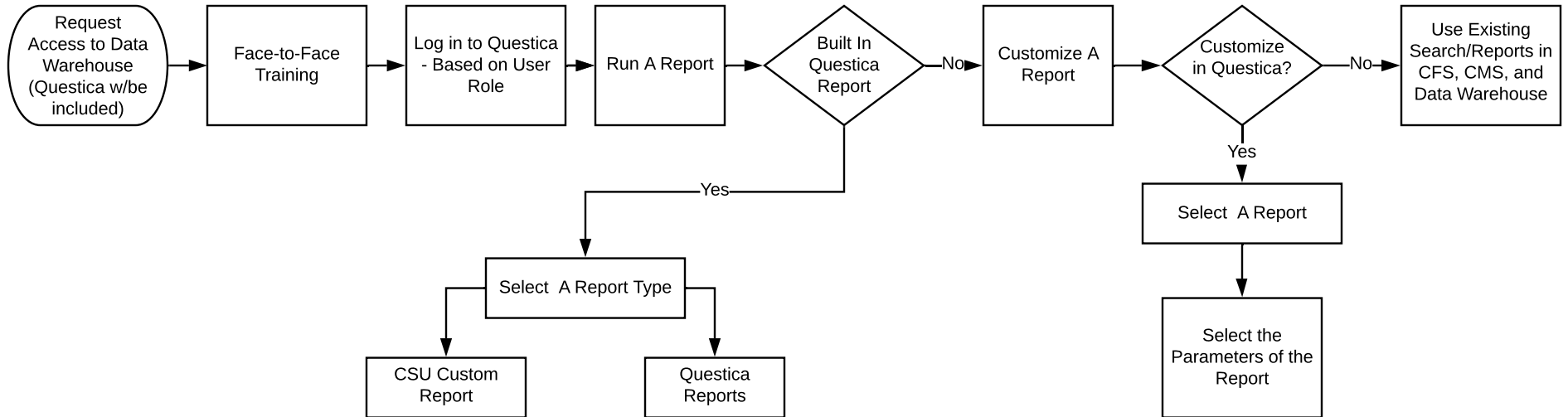
Further analysis of reporting in Questica is needed. To this end it is recommended that a pilot group of select users across the campus be created to allow for better testing/exploration of the reporting functions in Questica to ensure they meet the needs of the campus.



Current "Reporting" Workflow



Future "Reporting" Workflow



- 1) EP04-Expense Projection by Fund and Division
 2) EP05-Expense Projection by Fund and College/Area
 3) FS04-Fund Balance by Business Unit and Division
 4) FB06-Fund Balance by Business Unit and Department

- 1)Fund-Department Actual vs Budget Monthly
 2)Position Wage Details
 3)Budget Forecast by College/Area
 4)Budget Forecast by Fund-Department
 5)Department Position Costing Summary - Landscape

Advantages:

- 1) Position / Financial Data in one system.
- 2) Ability to do projections to cost out existing and new budget requests
- 3) Offers workflow for Budget Development

Disadvantages:

- 1) Learn a new system
- 2) We will need to do testing
- 3) There will be trial and error and reconciling items, and clean-up work