

Change Request Information <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Bryan Sohayda	Name	Kurt Meisner
Phone	703-229-2609	Phone	352-223-7428
Email	bryan.sohayda@myfloridacfo.com	Email	Kurt.meisner@myfloridacfo.com
Title	Production Support Lead	Title	Application Development Lead
Requesting Department Name	Florida PALM Production Support	Date Requested	7/18/2023
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	Background The following enhancements are being requested for Florida PALM and will be done for no cost.		
	Enhancements <ol style="list-style-type: none"> INC36522728 – Modify CMI017 to end in a Warning status and update the back dated NIC transactions to the previous day's date. <p><u>Description:</u> Florida PALM is the system of record for bank reconciliation for all accounts managed by the Department of Financial Services (DFS) Division of Treasury (Treasury). Bank transactions are matched against system transactions daily to verify that banking activity is expected and accounted for, and that system transactions are updated to reflect the correct banking status (outstanding/reconciled). To support this process, in addition to the previous day bank statements, Additional Addenda files are interfaced into Florida PALM via a banking industry standard addenda format file.</p> <p>Currently transactions are received daily and loaded into Florida PALM based on the accounting date of the transactions. In some cases, the accounting date is a back dated transaction that occurred in a previous accounting period which is now closed. These transactions are loaded into the staging table but cause a downstream error that requires manual intervention and coordination with Treasury. A change is being requested to the CMI017 program to identify back dated transactions and update the accounting date for those transactions to the previous calendar day's date.</p> <p>The following enhancements would be required as part of this change:</p> <ol style="list-style-type: none"> Modify the CMI017 interface program to identify the transactions that have a back dated accounting date. Update the accounting date for the back dated transactions to the current accounting date for the valid transactions in the file. Write the details for the updated transaction to the error/message log. <p><u>Business Benefit/ Justification:</u> Updating the back dated transactions would prevent the downstream failure of the ARI033 Inbound NIC Return Deposit Data interface. This would also remove the need for manual correction of the back dated transactions via a manual SQL statement that requires an emergency change order.</p> <p><u>Implications of Not Making the Change:</u> Not implementing the change will result in the CMI017 program loading back dated transactions that will require a manual SQL update and cause the ARI033 Inbound NIC interface to error out the complete batch of transactions.</p> INC36516095 – Modify ARI020 to include unposted entries for only previously sent items. <p><u>Description:</u> Florida PALM is the system of record for bank reconciliation for all accounts managed by the Department of Financial Services (DFS) Division of Treasury (Treasury). Returned items that contain the information required for communicating Debit Memo information from returns and adjustments for the Treasury's Receipting bank accounts are sent from Florida PALM to Agencies for reconciliation purposes. In some cases, items are unposted after the posted data has been sent to the agencies. Currently items that are unposted are not sent to the agencies.</p> <p>A change is being requested to the ARI020 program to allow unposted items to be sent to the agencies only if the item originally provided was in a posted status.</p> 		

	<p>The following enhancement would be required as part of this change:</p> <ol style="list-style-type: none"> 1. Modify the ARI020 interface program to include unposted items when the posted item has already been provided to agencies through the interface. <p>Business Benefit/ Justification: Updating the program to include unposted items, only when the posted item has previously been provided in the ARI020 interface, would allow agencies to more accurately reconcile their internal balances. Agency and Florida PALM balances would then be in sync, allowing for reconciliation to be complete without the need to create manual entries to account for the items not provided.</p> <p>Implications of Not Making the Change: Not implementing the change will result in the ARI020 program continuing to exclude unposted items in the ARI020 interface and would require agencies to perform a manual work around to create the unposted items and complete reconciliation.</p> <p>Deliverables and Deliverable Acceptance Criteria No new deliverables are created for this PCR.</p>										
<p>Business Benefit/ Justification (Provide the tangible/intangible value(s) that support the for the Project's goals)</p>	<p>These enhancements improve operations and reconciliations with Florida PALM. See additional business benefit/justification information above.</p>										
<p>Implications of Not Making the Change (If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</p>	<p>Florida PALM will not achieve improved operations and reconciliations.</p>										
<p>Project Goals (Please choose all that apply)</p>	<table border="1"> <thead> <tr> <th colspan="2">Goal</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Improve state and agency specific decision making by capturing a consistent and an expandable set of data</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>In crease internal controls by enabling standardization and automation of business processes with in and between DFS and agencies</td> </tr> </tbody> </table>	Goal		<input checked="" type="checkbox"/>	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability	<input type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data	<input type="checkbox"/>	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future	<input checked="" type="checkbox"/>	In crease internal controls by enabling standardization and automation of business processes with in and between DFS and agencies
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<p>Initial Review (completed by PMO Team)</p>											
<p>PCR Title</p>	<p>Production Enhancements Part 1</p>										
<p>Initial Review Date</p>	<p>8/2/2023</p>	<p>PCR ID</p>	<p>102</p>								
<p>PCR Historical Information Please enter the following IDs from the Project SharePoint logs (when applicable)</p>											
<p>Decision ID</p>	<p>Enter Decision ID</p>	<p>Decision Name</p>	<p>Enter Decision Name</p>								
<p>Risk ID</p>	<p>Enter Risk ID</p>	<p>Risk Name</p>	<p>Enter Risk Name</p>								
<p>Issue ID</p>	<p>Enter Issue ID</p>	<p>Issue Name</p>	<p>Enter Issue Name</p>								
<p>Impact Analysis (completed by Florida PALM Project team members)</p>											
<p>PCR Analysis Resources</p>	<p>Name</p> <p>Shelley McCabe Crystal Miller Brian Andrews Chetna Dewan Kurt Meisner</p>	<p>Role</p> <p>Operations Manager Solution Center Manager Integration Architect Production Support Application Development Lead</p>									

Tier Specification	<input checked="" type="radio"/> Tier 1 (Project Director Approval Required) <input type="radio"/> Tier 2 (ESC Approval Required)			
Scope	Changes that do not relate to additions or deletion of Business Requirements	Addition or deletion of Business Requirements		
Schedule	Changes not associated with Major Project Deliverables or Stage Gate Decision due dates	Changes to Major Project Deliverables or Stage Gate Decision due dates		
Cost	Changes within the budgeted spend plan categories, provided it does not result in overall Project cost overruns	Changes resulting in request for funds from the Legislative Budget Committee (LBC) or in the cost of a deliverable over \$250,000		
Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable	Enter Alternative Solution		
	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Risk(s) Associated with Making the Change	Risk Category	Explain Impact		
	Cost <input type="checkbox"/>			
	Schedule <input type="checkbox"/>			
	Scope <input type="checkbox"/>			
Is Contract Affected?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Explain Impact		
Project Cost Impact		Explain Impact		
Low - No impact to Cost				
Project Schedule Impact		Explain Impact		
Low - No impact to Stage Gate Decisions				
Project Scope Impact		Explain Impact		
Low - No adjustment to Scope				
Implementation Plan (document name)		Enter Document Name		
Additional Resource Requirements (insert rows as needed)		Hours Effort	Hours Cost	Cost
Totals				\$0 (no cost)

CCB Recommendation <i>(completed by Department PMO)</i>			
CCB Members Approved	Final CCB Recommendation	CCB Approval Date	8/3/2023
<input checked="" type="checkbox"/> Deputy Project Director <input checked="" type="checkbox"/> Reporting Architect <input checked="" type="checkbox"/> Technical Architect <input checked="" type="checkbox"/> Functional Architect <input checked="" type="checkbox"/> Stakeholder Architect	Choose an Item	Comments	
		CCB Comments	

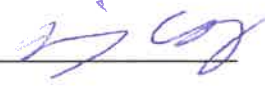
CCB Recommendation *(completed by Department PMO)*

Authorization

This PROJECT CHANGE REQUEST is bound to the signed Project Charter and/or Contract Statement of Work and the PCR approval date. The following signatures authorize work described herein to be performed.

TIER 1

Jimmy Cox
Signature



08/03/2023
Date

Jimmy Cox, CPA, PMP, FCCM, FCCN
Florida PALM Project Director

TIER 2 *(when applicable)*

Signature

Date

Steven Fielder, Chair
Florida PALM Executive Steering Committee