

Change Request Information <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Jennifer Pelham	Name	Kurt Meisner
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Title	Division of Treasury, Chief of Funds Management	Title	Application Development Lead
Requesting Department Name	Department of Financial Services	Date Requested	9/14/2023
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>Background</p> <p>The Florida PALM 70.2 Manage and Reconcile Bank Statements business process supports the reconciliation of the concentration bank account, agency sub-accounts, and the bank account balances to General Ledger (GL) balances. Electronic bank statement files are loaded into Florida PALM on a daily basis via the Inbound Previous Day Bank Statement File (CMI003) interface. In addition, external cash transactions are loaded into Florida PALM on a daily basis via the Inbound External Transactions (CMI005) interface. Once the files are loaded, Florida PALM provides several capabilities to reconcile the bank transactions to the respective source system (i.e., AP / AR) transactions:</p> <ul style="list-style-type: none"> • Automatic Reconciliation – Systematically reconciles bank file transactions to source system transactions based on a configured set of reconciliation rules. • Semi-Manual Reconciliation – Manual reconciliation of bank file transactions to source system transactions where there is not a one-to-one match or there are automatic reconciliation exceptions. • Manual Reconciliation – Manual reconciliation of exceptions and transactions for banks that do not provide an electronic statement file. <p>The Division of Treasury (Treasury) utilizes the Manual Reconciliation page for specific scenarios involving exceptions that cannot be resolved through the Semi-Manual reconciliation page or for accounts that do not receive an electronic bank statement loaded to Florida PALM. The handling of canceled deposits is a part of this process. When a deposit is canceled, it is unposted within the system, and its transaction status is denoted as "Blank."</p> <p>Related to the Manual Reconciliation page, Treasury has identified that the page retrieves transactions with an unreconciled status as well as canceled transactions that carry the status of "Blank". Oracle confirmed the Manual Reconciliation page is working as expected via support ticket SR 3-33462497411. This inclusion of canceled transactions provides the ability for Treasury to inadvertently reconcile a canceled deposit that could subsequently be inappropriately referenced in downstream reports.</p> <p>As a result, Treasury is requesting an enhancement to the Manual Reconciliation page (INC36229370) to exclude canceled transactions, allowing only active unreconciled deposits/payment transactions to be eligible to be reconciled.</p> <p>Deliverables and Deliverable Acceptance Criteria No new deliverables are created for this PCR.</p>		
Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the for the Project's goals)</i>	<p>Improved Efficiency: By excluding canceled transactions from the Manual Reconciliation page, Treasury will be able to focus on reconciling non-canceled transactions. This will streamline the reconciliation process and reduce the risk of errors.</p> <p>Enhanced Accuracy: Eliminating the inclusion of canceled transactions in the reconciliation process will lead to more accurate financial reporting, ensuring that only valid transactions are reported downstream.</p>		

Implications of Not Making the Change <i>(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</i>	<p>Inefficiency: Including canceled transactions on the Manual Reconciliation page results in unnecessary work for Treasury.</p> <p>Inaccurate Reporting: Unintended reconciliation of canceled transactions may lead to discrepancies in downstream reports (e.g., ARR020 - Reconciled Deposits Report, ARR068 - Reconciled Deposits Summary Report, ARR069 - Aging Reconciled Deposits Summary Report).</p> <p>Data Quality: Data sent out in ARI020 - Outbound Returned Items Data and ARI027 - Outbound Deposits, TR Receipts, ADJ, and Returns Data could inappropriately provide canceled transactions to FLAIR and Agency Business Systems.</p>		
Project Goals <i>(Please choose all that apply)</i>	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 checked="" 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"/>	Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies	
Initial Review <i>(completed by PMO Team)</i>			
PCR Title	PCR-104-CME013_Manual Reconciliation Page		
Initial Review Date	9/14/2023	PCR ID	104
PCR Historical Information <i>Please enter the following IDs from the Project SharePoint logs (when applicable)</i>			
Decision ID	Enter Decision ID	Decision Name	Enter Decision Name
Risk ID	Enter Risk ID	Risk Name	Enter Risk Name
Issue ID	Enter Issue ID	Issue Name	Enter Issue Name
Impact Analysis <i>(completed by Florida PALM Project team members)</i>			
PCR Analysis Resources	Name	Role	
	Shelley McCabe	Operations Manager	
	Crystal Miller	Solution Center Manager	
	Brian Andrews	Integration Architect	
	Chetna Dewan	Production Support	
	Kurt Meisner	Application Development Lead	
Tier Specification	<input checked="" type="radio"/> Tier 1 (Project Director Approval) <input type="radio"/> Tier 2 (ESC Approval)		
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 <input type="radio"/> Yes <input checked="" type="radio"/> No	Enter Alternative Solution	
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 (<i>document name</i>)		Enter Document Name	
Additional Resource Requirements (<i>insert rows as needed</i>)		Hours Effort	Hours Cost
Functional Analyst			\$2,520
Functional Consultant			\$3,825
Functional Manager			\$4,480
Functional Director			\$1,185
Developer Offshore			\$506
Sr. Developer Offshore			\$1,102
Developer Onshore			\$330
Sr. Developer Onshore			\$840
See <i>PCR-104-Manual Reconciliation Page-Unredacted</i> for additional costing details			
Totals			\$14,788 (Offset to GDN credit)

CCB Recommendation (<i>completed by Department PMO</i>)			
CCB Members Approved	Final CCB Recommendation	CCB Approval Date	
<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	

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 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