

Change Request Information <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Deana Metcalf	Name	Stacey Terry
Phone	850.410.9023	Phone	512.350.6460
Email	deana.metcalf@myfloridacfo.com	Email	stacey.terry@myfloridacfo.com
Title	Florida PALM Functional Architect	Title	Accenture Functional Lead
Requesting Department Name <i>(Use if requested from outside the Project)</i>	Department of Financial Services	Date Requested	12/4/2023
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>After execution of Amendment 8, the Department of Financial Services (DFS) has requested the following changes to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations.</p> <p><u>Attachment 5.1 – Business Requirements:</u></p> <ol style="list-style-type: none"> Request to add the following new requirement to support the addition of the Zero Dollar Investment Budget Journal (C95) customization requested below: <ul style="list-style-type: none"> 20.1007 (New) – Provide ability to systematically create a zero-dollar budget journal if an investment journal fails budget check with an exception noting that a budget does not exist for the coding string entered on the investment. Request to modify the following requirement associated with the Interest Apportionment Allocation (C37) customization to support capabilities to be implemented in the Financials Wave: <ul style="list-style-type: none"> 70.0105 (Current) – Provide ability to calculate the distribution of interest to any level of the Chart of Accounts based on the average daily balance of the fund and fund subaccount. 70.0105 (Revised) – Provide ability to calculate the distribution of interest to any level of the Chart of Accounts based on the average daily balance of the fund and fund subaccount, or fund and Budget Entity combination and fund subaccount. Request to cancel the following requirement associated with the Disinvestment Journal Entry Page (C39) customization being that the requirement is not applicable to Florida PALM as investment and disinvestment transactions are processed in real-time upon entry and through the batch schedule within the same day. <ul style="list-style-type: none"> 80.0092 – Provide ability for all investment/disinvestment transactions entered after the established time each day be processed the next business day. <p><u>Attachment 5.2 – Customizations:</u></p> <ol style="list-style-type: none"> Request to modify the Interest Apportionment Allocation (C37) customization. In the CMS Wave, this customization calculates interest and fees at the Fund level and systematically generates consistent and accurate monthly interest apportionment accounting entries managed by DFS Division of Treasury. This customization will be modified for the Financials Wave to calculate interest and fees at the Fund and Budget Entity (BE) combination level to align to the allotment budget structure which will assist in preventing negative Average Daily Balance (ADB) amounts during interest apportionment processing. In addition, interest apportionment will be modified to generate accounting entries to include configured values for State Program and Organization that are defaulted based on each Fund and BE combination. <p>The Attachment 5.1 – Business Requirements related to the C37 customization are as follows:</p> <ul style="list-style-type: none"> 10.0391 – Provide ability to determine and process allocations of costs to the General Ledger using a journal entry. 70.0103 – Provide the ability to allocate calculated interested income for a period of time based on the average daily balance of each internal and external account holder as a percentage of the average daily balance of the investment total. 70.0104 – Provide the ability to calculate and record Treasury Administrative Investment fee for specified accounts, based on a specified fee rate (for example .12%) and the specified accounts average daily balance for specified periods of time (monthly). 70.0105 – Provide ability to calculate the distribution of interest to any level of the Chart of 		

	<p>Accounts based on the average daily balance of the fund and fund subaccount.</p> <ul style="list-style-type: none"> 70.0109 – Provide the ability to calculate participants allocation of total investment earnings and fees for a designated period of time based on the participants Average Daily Investment Balance. 70.0110 – Provide the ability to post investment interest, earnings, and fees to each participant for a designated period of time. 70.0112 – Provide the ability to create Apportionment templates. 70.0121 – Provide ability to apportion interest earnings to Investment Pool participants. 70.0150 – Provide the ability to allocate monthly interest earnings to each Consolidated Revolving Account participant based on the average daily balance in their account/bank subaccount by deposit location. 80.0021 – Provide the ability to calculate daily General Revenue balance and average daily GR balance. <p>2) Request to modify the Disinvestment Journal Entry Page (C39) customization to include the ability to enter investments at the Financials Wave. In the CMS Wave, this customization provides a simplified disinvestment journal entry solution that enables users to process disinvestments efficiently and in a controlled manner at a Fund level. At the Financials Wave, the functionality will be modified to include the ability for users to process investments and disinvestments efficiently and in a controlled manner at a Fund and BE level.</p> <p>The Attachment 5.1 – Business Requirements related to the C39 customization are as follows:</p> <ul style="list-style-type: none"> 80.0091 – Provide ability for agencies to enter, review and edit investment/disinvestment transactions up to an established time each day. 80.0092 – Provide ability for all investment/disinvestment transactions entered after the established time each day be processed the next business day. 80.0093 – Provide ability for authorized users to manually enter investment/disinvestment transactions after the established time each day to be processed the same business day. <p>3) Request to add new Zero Dollar Investment Budget Journal (C95) customization. This functionality was established as a CMS Wave enhancement to systematically create a zero-dollar budget journal at the Business Unit and Fund level if an investment journal fails budget check. This enhancement will be modified at the Financials Wave to create budget journals by Business Unit, Fund, and Budget Entity combination as a result of the requested modification to the Interest Apportionment Allocation (C37) customization to calculate interest at the Fund and BE combination level.</p> <p>The Attachment 5.1 – Business Requirements related to the C39 customization are as follows:</p> <ul style="list-style-type: none"> 20.1007 (New) – Provide ability to systematically create a zero-dollar budget journal if an investment journal fails budget check with an exception noting that a budget does not exist for the coding string entered on the investment.
<p>Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the Project's goals)</i></p>	<p>This PCR 1) adds one new requirement, 2) adds a new customization to meet the new business requirement, 3) modifies an existing requirement, 4) cancels a requirement, and 4) modifies two existing customizations to meet requirements in the Financials Wave. The respective changes to the requirements and customizations enable Florida PALM to design the appropriate solution for the Financials Wave.</p>
<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>	<p>Florida PALM will fail to meet business requirements which cannot be met by delivered functionality.</p>
<p>Project Goals</p>	<p>Goal</p>

<i>(Please choose all that apply)</i>	<input 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 *(completed by PMO Team)*

PCR Title	PCR108-Simplified Investments and Interest Apportionment
PCR ID	PCR108

PCR Historical Information *Please enter the following IDs from the Project SharePoint logs (when applicable)*

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 *(completed by Florida PALM Project team members)*

PCR Analysis Resources	Name		Role
	Deana Metcalf		State Functional Architect
	Stacey Terry		Accenture Functional Lead
	Enter Name		Enter Role
	Enter Name		Enter Role
Tier Specification	<input type="radio"/> Tier 1 (Project Director Approval Required) <input checked="" 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	N/A	
	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Risk(s) Associated with Making the Change	Risk Category	N/A	
	Cost	<input type="checkbox"/>	
	Schedule	<input type="checkbox"/>	
	Scope	<input type="checkbox"/>	
Is Contract Affected?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations	

Project Cost Impact	Planned to deduct from credit available for future PCRs and GDN credit		
Moderate - Impact within budgeted Spend Plan and does not result in overall Project cost overruns			
Project Schedule Impact	N/A		
Low - No impact to Stage Gate Decisions			
Project Scope Impact	Added a new requirement, added a new customization to meet the new business requirement, modified a requirement, cancelled a requirement and modified existing customizations C37 and C39.		
Critical - Adjustment requiring ESC acceptance			
Additional Resource Requirements <i>(insert rows as needed)</i>	Hours Effort	Hours Cost	Cost
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	\$20,545
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	\$32,958
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	\$33,790
Functional Director	Enter Number of Hours	Enter Cost Per Hour	\$9,218
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	\$5,142
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	\$11,718
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	\$3,850
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	\$9,589
See <i>PCR108-Additional Resource Requirements_Simplified Investments and Interest Apportionment</i> for additional costing details			
Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	\$126,810

Implementation Plan *(Completed by Florida PALM team member(s))*

The following implementation plan activities will be completed:

- 1) Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry)
 - Add new requirement 20.1007 that references customization C95, that is aligned to Segment II (D637) functional design GLE011 and includes the CMS and Financials Wave implementation periods.
 - Update requirements 10.0391, 70.0103, 70.0104, 70.0105, 70.0109, 70.0110, 70.0112, 70.0121, 70.0150 and 80.0021 to include the Financials Wave implementation period.
 - Update the requirement text for 70.0175 and update the implementation period to include the Financials Wave.
 - Update requirements 80.0091 and 80.0093 to include the Financials Wave implementation period.
 - Cancel requirement 80.0092 and remove the reference to GLE008.
- 2) Attachment 5.2 – Customizations Working (To be completed by Stacey Terry)
 - Add customization C95 – Zero Dollar Investment Budget Journal, associate requirement 20.1007 and reference CMS and Financials Wave implementation periods.
 - Update customization C37 – Interest Apportionment Allocation to revise the 70.0175 requirement text and include the Financials Wave Implementation Period.
 - Update customization C39 – Disinvestment Journal Entry Page to revise the title and description to include “investments”, remove requirement 80.0092, and include the Financials Wave implementation period.
- 3) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)
 - Add new requirement 20.1007 that references customization C95, that is aligned to Segment II (D637) functional design GLE011 and includes the CMS and Financials Wave implementation periods.
 - Update requirements 10.0391, 70.0103, 70.0104, 70.0105, 70.0109, 70.0110, 70.0112, 70.0121, 70.0150 and 80.0021 to include the Financials Wave implementation period.
 - Update the requirement text for 70.0175 and update the implementation period to include the Financials Wave.
 - Update requirements 80.0091 and 80.0093 to include the Financials Wave implementation period.

- Cancel requirement 80.0092 and remove the reference to GLE008.
- 4) RICEFW Inventory Working (To be completed by Stacey Terry)
- Update RICEFW ID GLE011 – Zero Dollar Investment Budget Journal to reference customization C95 aligned to the CMS Wave and Financials Wave (separate rows).
 - Note: GLE006 and GLE008 already reference C37 and C39, respectively.
- 5) WP402 Requirements Traceability Matrix (To be completed by Stacey Terry)
- Add new requirement 20.1007 that references customization C95, that is aligned to Segment II (D637) functional design GLE011 and includes the CMS and Financials Wave implementation periods.
 - Update requirements 10.0391, 70.0103, 70.0104, 70.0105, 70.0109, 70.0110, 70.0112, 70.0121, 70.0150 and 80.0021 to include the Financials Wave implementation period.
 - Update the requirement text for 70.0175 and update the implementation period to include the Financials Wave.
 - Update requirements 80.0091 and 80.0093 to include the Financials Wave implementation period.
 - Delete requirement 80.0092.
- 6) WP403 RICEFW Inventory (To be completed by Stacey Terry)
- Update RICEFW ID GLE011 – Zero Dollar Investment Budget Journal to reference customization C95.
 - Note: GLE006 and GLE008 already reference C37 and C39, respectively.

Additional Reviewers <i>(Use this table only if needed)</i>	Review Complete Date
<input checked="" type="checkbox"/> SSI Contract Manager	12/5/2023
<input type="checkbox"/> Production Support Manager	Choose a Date
<input checked="" type="checkbox"/> Project Management Office	12/5/2023
<input type="checkbox"/> Other	Choose a Date

CCB Review		
CCB Members	Member Recommendation	Member Recommendation Date
<input checked="" type="checkbox"/> Deputy Project Director	Approve	12/5/2023
<input checked="" type="checkbox"/> Reporting Architect	Approve	12/5/2023
<input type="checkbox"/> Technical Architect	Approve	12/5/2023
<input checked="" type="checkbox"/> Functional Architect	Approve	12/5/2023
<input checked="" type="checkbox"/> Stakeholder Architect	Approve	12/5/2023

Authorization	
This PROJECT CHANGE REQUEST is bound to the signed <u>Project Charter and/or Contract Statement of Work</u> and the PCR approval date. The following signatures authorize work described herein to be performed.	
Determination	Choose an Item

TIER 1 *(when applicable)*

__Jimmy Cox__ 12/05/2023_____

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