

<b>Change Request Information</b> <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 Financials Services	Date Requested	2/19/2024
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><b><u>Attachment 5.1 – Business Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1) Request to add the following new business requirement to support the addition of the Payroll Payment Cash Accounting Entries (C117) customization requested in the Attachment 5.2 – Customizations section below:                             <ol style="list-style-type: none"> <li>a. 70.1011 (New) – Provide the ability to generate payroll warrant and ACH payment cash accounting entries to support bank reconciliation processing.</li> </ol> </li> <li>2) Request to associate the following business requirement to the new Carry Forward Receipt Accrual (C118) customization requested in the Attachment 5.2 – Customizations section below:                             <ol style="list-style-type: none"> <li>a. 30.1012 – Provide the ability to establish payables in the Carry Forward/Certified Forward period.</li> </ol> </li> <li>3) Request to add the following new business requirement to support the addition of the Default Project Budget Ledger (C119) customization requested in the Attachment 5.2 – Customizations section below:                             <ol style="list-style-type: none"> <li>a. 20.1008 (New) – Provide the ability to systematically default the appropriate ledger information when establishing project budgets.</li> </ol> </li> <li>4) Request to add the following new business requirement to support the addition of the Inter/IntraUnit WorkCenter (C120) customization requested in the Attachment 5.2 – Customizations section below:                             <ol style="list-style-type: none"> <li>a. 100.0543 (New) – Provide the ability to access and manage Inter/IntraUnit transactions and reports from a central workbench.</li> </ol> </li> </ol> <p><b><u>Attachment 5.2 – Customizations:</u></b></p> <ol style="list-style-type: none"> <li>1) Request to add new Payroll Payment Cash Accounting Entries (C117) customization. This customization would generate payroll warrant and ACH payment cash accounting entries integrated from Payroll to Cash Management to support bank reconciliation and cash reporting. (Cost \$71,230)</li> </ol> <p>As delivered, there is no integration between the Payroll application and the Financials application to record payroll payments in the Cash Management module to allow for bank reconciliation processing and the generation of associated cash clearing / cash accounting entries. When payroll accounting entries are generated after a payroll run is confirmed, payroll accounting entries are generated in the HCM application and integrated to General Ledger (GL) within the Financials application. The process does not record cash clearing entries when the warrant is issued that are reversed to consume cash when the payment is reconciled to the bank statement.</p> <p>To enable bank reconciliation processing, Payroll will send the PRI042 – Outbound Payroll Payments file (PRI042) to Financials to record warrant and ACH payment information in Cash Management. The requested C117 customization will generate the accounting entries to record the cash clearing accounting entries. Once the payroll payments are reconciled to the bank statement, the system will generate cash entries. Warrant cancellations will also be sent in the PRI042 file for the C117 customization to generate the reversal accounting entries.</p> <p>The new Attachment 5.1 – Business Requirement related to the C117 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:</p>		

	<p>a. 70.1011 (New) – Provide the ability to generate payroll warrant and ACH payment cash accounting entries to support bank reconciliation processing.</p> <p>2) Request to add new Carry Forward Receipt Accrual (C118) customization. This customization would allow carry forward expenses to be recorded in the GL at fiscal year-end, however, prevent the Receipt Accrual process from creating reversal journal entries in the current fiscal year. In addition, this customization would override the expenditure Account value with a liability Account when a carry forward encumbrance or payable receipt is entered on a voucher to post the appropriate payment accounting entries in the current year. (Cost \$46,141)</p> <p>As delivered, Florida PALM does not provide functionality to establish carry forward payables. To address this, Florida PALM will leverage the delivered Receiving module functionality to record encumbrance and non-encumbrance related payables as a “Receipt” to denote goods and services that have been received but not invoiced by fiscal year end (i.e., 6/30/YYYY). As agencies enter “carry forward payable receipts” within the carry forward transaction entry window (i.e., approximately through 7/15 into the current year), the Receipt Accrual process will be run on a frequent basis to record GL journals with a debit to the expense and credit to a carry forward liability account with a 6/30/YYYY accounting date and budget date. This enables the expense to be recorded in the GL and budget checked appropriately in the prior year.</p> <p>As delivered, the Receipt Accrual process would reverse the expense in the next period (i.e., 7/1/YYYY) with the expectation that a voucher will be processed to pay the invoice. To ensure the expense stays recorded with a 6/30/YYYY date, the requested C118 customization would modify the Receipt Accrual process to not create the reversal accounting entries. When agencies record vouchers during the carry forward period (i.e., 7/1 – 9/30) to pay the invoice, they will reference the carry forward Receipt number that was created in the Receiving module. When the voucher is entered, the C118 customization will replace the expense account entered on the receipt with the carry forward liability account. This will, 1) prevent the voucher from being budget checked as the expense has already been recorded in the Commitment Control module at 6/30/YYYY, and 2) allow the appropriate voucher and payment accounting entries to be generated in the current year.</p> <p>The Attachment 5.1 – Business Requirements related to the C118 customization are as follows:</p> <p>a. 30.1012 – Provide the ability to establish payables in the Carry Forward/Certified Forward period.</p> <p>3) Request to add new Default Project Budget Ledger (C119) customization. This customization would add the Ledger Group (e.g., Actuals, Appropriation, Allotment, Project) and Ledger (e.g., Encumbrance, Expenditure) fields on the PC Budget Item configuration page, which is used to define the Chart of Accounts (COA) elements required to be populated when creating a project budget. In addition, the Ledger Group and Ledger values would default from the Budget Item configuration and become grayed out to prevent users from selecting the wrong value when creating Project Budgets. (Cost \$17,669)</p> <p>At the Financials Wave, agencies will use the Project Costing (PC) module to set up projects and other correlating project ChartFields (e.g., Activity, Resource Category) to reference on project related transactions. In addition, agencies will have the ability to create project budgets to track and manage expenditures/revenues recorded to a project (e.g., Fixed Capital Outlay (FCO)). When the project budget is created, a budget journal is recorded in the Commitment Control (KK) module. When project related transactions are budget checked, the activity will be recorded in the defined KK Project ledger.</p> <p>As delivered, agencies can select from a list of valid Ledger Group and Ledger values when creating a project budget. The C118 customization would default the appropriate Project Ledger Group and Ledger from the selected Budget Item and gray out the fields to prevent agencies from picking the wrong value.</p> <p>The new Attachment 5.1 – Business Requirement related to the C119 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:</p>
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	<p>a. 20.1008 (New) – Provide the ability to systematically default the appropriate ledger information when establishing project budgets.</p> <p>4) Request to add a new Inter/IntraUnit WorkCenter (C120) customization. This customization would establish an Inter/IntraUnit WorkCenter to provide users a central location to access, manage and report on Inter/IntraUnit transactions. (Cost \$108,039)</p> <p>A WorkCenter is a configurable tool that may be used by transaction processors and approvers to view transactions, manage transaction exceptions, identify transactions pending approval and access key reports and links to key system pages from a central workbench. As delivered, most modules provide a configurable WorkCenter.</p> <p>At Financials/Payroll Wave, a custom Inter/IntraUnit module will be created for agencies to enter and approve Intra/InterUnit transactions. The C120 customization would establish a WorkCenter for agencies to manage Inter/IntraUnit transactions.</p> <p>The new Attachment 5.1 – Business Requirement related to the C120 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:</p> <p>a. 100.0543 (New) – Provide the ability to access, manage and report on Inter/IntraUnit transactions from a central workbench.</p>								
<p><b>Business Benefit/Justification</b>  <i>(Provide the tangible/intangible value(s) that support the Project's goals)</i></p>	<p>The business requirement additions and customizations enable Florida PALM to design the appropriate solution for the Financials Waves.</p>								
<p><b>Implications of Not Making the Change</b>  <i>(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</i></p>	<p>Failure to implement the requested customizations would result in the following implications as solution design and business requirements could not be met by delivered Florida PALM functionality:</p> <ul style="list-style-type: none"> <li>• Payroll Payment Cash Accounting Entries (C117):             <ul style="list-style-type: none"> <li>○ Without this customization, payroll payments could not be reconciled against bank statements, resulting in inaccurate bank statement accounting and cash balances.</li> </ul> </li> <li>• Carry Forward Receipt Accrual (C118):             <ul style="list-style-type: none"> <li>○ Without this customization, Carry Forward payable and encumbrance expense accounting entries would not remain recorded against the prior fiscal year where they were obligated. This would prevent carry forward and reversion activities from reflecting the correct spending authority resulting in incorrect budgetary and financial reporting.</li> </ul> </li> <li>• Default Project Budget Ledger (C119):             <ul style="list-style-type: none"> <li>○ Without this customization, agencies could select a Ledger Group and Ledger value that would result in the creation of appropriation or allotment budget journals that would increase an agency's spending authority outside of what has been approved by LAS/PBS.</li> </ul> </li> <li>• Inter/IntraUnit WorkCenter (C120):             <ul style="list-style-type: none"> <li>○ Without the WorkCenter, agencies will not have an efficient means to manage transactions which could delay timely processing of payments between agencies and recording of fund balances.</li> </ul> </li> </ul>								
<p><b>Project Goals</b>  <i>(Please choose all that apply)</i></p>	<table border="1"> <thead> <tr> <th colspan="2" style="text-align: center;">Goal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><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 style="text-align: center;"><input checked="" 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 style="text-align: center;"><input checked="" 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> </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 checked="" 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
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<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
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<b>Initial Review</b> <i>(completed by PMO Team)</i>			
PCR Title	Segment IV Financials Customizations and Requirement Updates		
PCR ID	PCR-112		
<b>PCR Historical Information</b> <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

<b>Impact Analysis</b> <i>(completed by Florida PALM Project team members)</i>		
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 <input type="radio"/> Yes <input checked="" type="radio"/> No	Alternatives to implementing the requested customizations are as follows: <ul style="list-style-type: none"> <li>• Payroll Payment Cash Accounting Entries (C117):                         <ul style="list-style-type: none"> <li>○ There is no viable alternative due to the volume of Payroll warrant and ACH payments, which would require significant effort for Treasury to manually record cash clearing and cash accounting entries in Cash Management.</li> </ul> </li> <li>• Carry Forward Receipt Accrual (C118):                         <ul style="list-style-type: none"> <li>○ Carry Forward payable and encumbrance expense accounting entries would be recorded by agencies as GL journals at year end. Manual reconciliation and reporting would be required to validate carry forward balances are not overpaid in the current year.</li> </ul> </li> <li>• Default Project Budget Ledger (C119):                         <ul style="list-style-type: none"> <li>○ Agencies would have the ability to select the inappropriate ledger when establishing project budgets, reflecting in budget journals being recorded against the inappropriate appropriations or allotments.</li> </ul> </li> <li>• Inter/IntraUnit WorkCenter (C120):                         <ul style="list-style-type: none"> <li>○ Agencies would establish independent business processes to manage the creation, management and reporting of Inter/IntraUnit transactions, along with self-collaborating with payee/payer agencies to successfully process transactions.</li> </ul> </li> </ul>

Risk(s) Associated with Making the Change	Risk Category Cost <input type="checkbox"/> Schedule <input type="checkbox"/> Scope <input type="checkbox"/>	N/A	
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 available A8 and GDN credits		
Low - No impact to Cost			
Project Schedule Impact	N/A		
Low - No impact to Stage Gate Decisions			
Project Scope Impact	1) Added three new business requirements, 2) updated one existing business requirement to reference Customization C118 which was originally noted as "TBD" and, 3) added four new customizations to meet the new business requirements.		
Critical - Adjustment requiring ESC acceptance			
Additional Resource Requirements <i>(insert rows as needed)</i>		Hours Effort	Hours Cost
Functional Analyst		Enter Number of Hours	Enter Cost Per Hour \$40,971
Functional Consultant		Enter Number of Hours	Enter Cost Per Hour \$65,078
Functional Manager		Enter Number of Hours	Enter Cost Per Hour \$69,610
Functional Director		Enter Number of Hours	Enter Cost Per Hour \$21,153
Developer Offshore		Enter Number of Hours	Enter Cost Per Hour \$8,120
Sr. Developer Offshore		Enter Number of Hours	Enter Cost Per Hour \$18,546
Developer Onshore		Enter Number of Hours	Enter Cost Per Hour \$5,775
Sr. Developer Onshore		Enter Number of Hours	Enter Cost Per Hour \$13,826
See PCR-112-Additional Resource Requirements_Segment IV Financials Customizations and Requirement Updates for additional costing details			
Totals		Enter Total Number of Hours	Enter Total Cost Per Hour \$243,079

<p><b>Implementation Plan</b> <i>(Completed by Florida PALM team member(s))</i></p> <p>The following implementation plan activities will be completed by 3/4/2024, with the exception of items 5 and 6 which will be completed when the respective Work Products are drafted by 4/19/2024:</p> <p>1) Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry)</p> <ul style="list-style-type: none"> <li>Add new requirement 70.1011 associated to customization C117.</li> <li>Update existing requirement 30.1012 to associate it to customization C118.</li> <li>Add new requirement 20.1008 associated to customization C119.</li> <li>Add new requirement 100.0543 associated to customization C120.</li> </ul> <p>2) Attachment 5.2 – Customizations Working (To be completed by Stacey Terry)</p> <ul style="list-style-type: none"> <li>Add customization C117 – Payroll Payment Cash Accounting Entries, associate requirement 70.1011, reference as a Cash Management solution and align to the Financials and Payroll Wave implementation periods.</li> </ul>
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**Implementation Plan** (Completed by Florida PALM team member(s))

- Add customization C118 – Carry Forward Receipt Accrual, associate requirement 30.1012, reference as a Purchasing solution and align to the Financials Wave implementation period.
  - Add customization C119 – Default Project Budget Ledger, associate requirement 20.1008 reference as a Project Costing solution and align to the Financials Wave implementation period.
  - Add customization C120 – Inter/IntraUnit WorkCenter, associate requirement 100.0543, reference as an Inter/IntraUnit solution and align to the Financials and Payroll Wave implementation periods.
- 3) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)
- Add new requirement 70.1011 associated to customization C117 as an extension aligned to RICEFW ID CME014.
  - Update existing requirement 30.1012 to associate it to customization C118 as an extension aligned to RICEFW ID POE002.
  - Add new requirement 20.1007 associated to customization C119 as an extension aligned to RICEFW ID PCE003.
  - Add new requirement 100.0543 associated to customization C120 as an extension aligned to RICEFW ID IUE002.
- 4) RICEFW Inventory Working (To be completed by Stacey Terry)
- Add RICEFW item CME014 – Payroll Payment Cash Accounting Entries, associated to C117 and align to the Financials Wave implementation period.
  - Add RICEFW item POE002 – Carry Forward Receipt Accrual, associated to C118 and align to the Financials Wave implementation period.
  - Add RICEFW item PCE003 – Default Project Budget Ledger, associated to C119, and align to the Financials Wave implementation period.
  - Add RICEFW item IUE002 – Inter/IntraUnit WorkCenter, associated to C120 and align to the Financials Wave implementation period implementation period.
- 5) WP402 Requirements Traceability Matrix (To be completed by Stacey Terry)
- Include the following requirements when WP402 is created for Segment IV:
    - Add new requirement 70.1011 associated to customization C117, as an extension aligned to RICEFW ID CME014.
    - Update existing requirement 30.1012 to associate it to customization C118, as an extension aligned to RICEFW ID POE002.
    - Add new requirement 20.1008 associated to customization C119, as an extension aligned to RICEFW ID PCE003.
    - Add new requirement 100.0543 associated to customization C120, as an extension aligned to RICEFW ID IUE002.
- 6) WP403 RICEFW Inventory (To be completed by Stacey Terry)
- Include the following RICEFW items when WP403 is created for Segment IV:
    - CME014 – Payroll Payment Cash Accounting Entries
    - POE002 – Carry Forward Receipt Accrual
    - PCE003 – Default Project Budget Ledger
    - IUE002 – Inter/IntraUnit WorkCenter

**Additional Reviewers**  
 (Use this table only if needed)

Reviewer	Complete Date	Notes
<input checked="" type="checkbox"/> SSI Contract Manager	2/21/2024	
<input checked="" type="checkbox"/> Production Support Manager	Choose a Date	NA
<input checked="" type="checkbox"/> Project Management Office	2/21/2024	
<input checked="" type="checkbox"/> Other	Choose a Date	NA

**CCB Review**

CCB Members	Member Recommendation	Member Recommendation Date
<input checked="" type="checkbox"/> Deputy Project Director	Approve	2/22/2024
<input checked="" type="checkbox"/> Functional Architect	Approve	2/22/2024

<b>CCB Review</b>		
<input checked="" type="checkbox"/> Readiness Architect	Approve	2/22/2024
<input checked="" type="checkbox"/> Reporting Architect	Approve	2/22/2024
<input checked="" type="checkbox"/> Technical Architect	Approve	2/21/2024
<input checked="" type="checkbox"/> Training Architect	Approve	2/22/2019

**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.

**Determination** Choose an Item

**TIER 1** (when applicable)

**TIER 2** (when applicable)

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Jimmy Cox, CPA, PMP, FCCM, FCCN  
 Florida PALM Project Director

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Steven Fielder, Chair  
 Florida PALM Executive Steering Committee