Florida PALM
Planning, Accounting, and Ledger Management

Change Request Information *(completed by PCR Requestor)*

Requested by		Submitted By	
Name	Deana Metcalf	Name	Stacey Terry
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Title	Florida PALM Functional Architect	Title	Accenture Functional Lead

Requesting Department Name *(Use if requested from outside the Project)*	Department of Financial Services	Date Requested	3/11/2024

PCR Need Description *(Include description of change, why it is needed, how it was discovered)*	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.

Attachment 5.1 – Business Requirements:

1) Request to update the following requirement to revise the requirement text and designate it with a How Met of "Report" as notifications will not be sent to collections recipients or garnishment supplier for adjustments to involuntary deductions. Request to disassociate the requirement from the Garnishment Change Notifications (C53) customization, which is requested to be cancelled in the Attachment 5.2 – Customization section below:
   - 200.0160 (current) – Provide ability to notify a collection recipient or garnishment vendor of deduction adjustments based upon CCPA limitations (e.g., prorated deductions, dropped deductions).
   - 200.0160 (revise) – Provide ability to generate a report that identifies adjustments to garnishment deductions based upon CCPA limitations (e.g., prorated deductions, dropped deductions).

2) Request to add the following new requirements to support the addition of the Payroll Accounting Department Budget Table Entry Changes (C103) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1102 (New) – Provide ability for updates made to Position Funding earnings to automatically be applied to Position Funding Deductions and Taxes.
   - 200.1103 (New) – Provide ability to designate a primary funding source within position funding setup.

3) Request to add the following requirement to support the addition of the Updates to Payroll Accounting Position Allocation Process (C110) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1112 (New) - Provide the ability for agencies to review and make adjustments to payroll cost distributions prior to payroll being confirmed.

4) Request to add the following requirement to support the addition of the Payroll Accounting Entries (C116) customization requested in the Attachment 5.2 – Customizations section below:
   - 200.1117 (New) – Provide the ability to generate payroll accounting liability and cash lines that can be recorded to the Enterprise Business Unit / Fund.

5) Request to add the following new requirement to support the addition of the Suppress Supplier Registration User Profile (C121) customization requested in the Attachment 5.2 – Customizations section below:
   - 30.1026 (New) – Provide ability to prevent the systematic generation of a supplier user profile when creating a new supplier via the Supplier Registration Form.

Attachment 5.2 – Customizations:

1) Request to cancel the Garnishment Change Notifications (C53) customization. This extension is for notifying a collection recipient or garnishment supplier of deduction adjustments based upon the Consumer Credit Protection Act (CCPA) limitations, which will be addressed through reporting. (Credit $8,560)

The Attachment 5.1 – Business Requirements related to the C53 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.0160 – Provide ability to notify a collection recipient or garnishment vendor of deduction adjustments based upon CCPA limitations (e.g., prorated deductions, dropped deductions).

2) Request to add new Payroll Accounting Department Budget Table Entry Changes (C103) customization. This customization allows for the simplification of online entry into the Department Budget pages used for setting up accounting distributions at the position and department level. In addition, the customization allows the user to designate a primary funding source. (Cost $64,054)

The new Attachment 5.1 – Business Requirements related to the C103 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1102 (New) – Provide ability for updates made to Position Funding earnings to automatically be applied to Position Funding Deductions and Taxes.
- 200.1103 (New) – Provide ability to designate a primary funding source within position funding setup.

3) Request to add new Updates to Payroll Accounting Position Allocation Process (C110) customization. This customization will allow for the required State of Florida updates to the delivered actuals distribution process in payroll accounting, including running during pre-confirm calculations. As delivered, actuals distribution can only be run after payroll is confirmed. The payroll costs that will be distributed to the accounting setup cannot be determined until actuals distribution is run. This customization includes allowing actuals to be run for off-cycle payrolls. The customization provides agencies the ability to have a "point in time report" to anticipate cash or budget negatives. (Cost $134,002)

The new Attachment 5.1 – Business Requirements related to the C110 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1112 (New) - Provide the ability for agencies to review and adjust payroll cost distributions prior to payroll being confirmed.

4) Request to add new Payroll Accounting Entries (C116) customization. The customization will create a custom configuration mapping table that will provide the information related to the additional liability and cash accounting lines including Enterprise Fund, Business Unit and other ChartFields that will need to be created by the custom Commitment Accounting Actuals (PAYGL02) process. The customization includes a custom Commitment Accounting Actuals process that will record the liability and cash accounting lines for the Enterprise's Fund, Business Unit and other ChartFields in the HR Accounting Line table within HCM Payroll. The Accounts Payable (AP) liability entries that need to be sent to AP will be populated based on the custom configuration and custom Commitment Accounting Actuals process. This customization will allow the Budget Date on the HR Accounting line to be populated in HCM based on the defined FCO Resource Category and Subcategory budget period value. (Cost $153,596)

The new Attachment 5.1 – Business Requirements related to the C116 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1117 (New) – Provide the ability to generate payroll accounting liability and cash lines that can be recorded to the Enterprise Business Unit / Fund.

5) Request to add the new Suppress Supplier Registration User Profile (C121) customization. This customization prevents a supplier user profile from being established when a supplier is created via the Supplier Registration Form.

In Florida PALM, agencies/enterprise users will request the creation of a new/updated supplier record via the online Supplier Registration Form. As delivered, the Supplier Registration Form is typically used by external entities (i.e., suppliers) to request the establishment of a supplier record to receive payment for goods and services provided. A feature of the Supplier Registration Form includes requiring the requestor to define a User ID and password that the system uses to create a

	user profile to allow a requestor to log into the system with basic security roles to perform actions that are transactional/informational in nature. Florida PALM will not be implementing the capability to allow suppliers to log into the system, hence, the Supplier Registration Form will only be used by agencies to request a supplier record be created/updated. As a result, the functionality is requested to be modified to prevent requiring an agency to define a unique User ID and password each time they request a supplier record be created, which is systematically established as a user profile. (Cost $26,038) The new Attachment 5.1 – Business Requirements related to the C121 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows: • 30.1026 (New) – Provide ability to prevent the systematic generation of a supplier user profile when creating a new supplier via the Supplier Registration Form.
Business Benefit/ Justification *(Provide the tangible/intangible value(s) that support the Project's goals)*	The respective changes to the requirements and customizations enable Florida PALM to design the appropriate solution for the Financials and Payroll Waves.
Implications of Not Making the Change *(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)*	The desired solution design and business requirements would not be met by delivered Florida PALM functionality. Failure to implement or update the requested customizations would result in the following implications: Garnishment Change Notifications (C53): • This is a request to cancel the garnishment change notifications customization based on the design decision that notifications will not be sent when there are deduction adjustments to involuntary deductions. Without this change a customization would be built that would have limited use. Payroll Accounting Department Budget Table Entry Changes (C103): • Without this customization, a primary funding source may not always be able to be determined, impacting information that gets sent to external HRIS systems (e.g., People First) and LAS/PBS budget related processes. In addition, agencies would be required to enter repetitive information on multiple pages of the application impacting the efficiency of information being entered into Florida PALM. Updates to Payroll Accounting Position Allocation Process (C110): • Without this customization, the position allocation process would not be able to run for off-cycle payroll and would result in a delay of the payroll accounting information being sent to Financials until an on-cycle payroll is processed. This would impact Supplier Payments related to payroll and information within General Ledger. Payroll Accounting Entries (C116): • Without this customization, the liability and cash related payroll accounting entries that are generated in FLAIR today would not be able to be generated and the enterprise non-operating budget would not be consumed. This customization also creates the accounting entries that are needed to reserve cash and move monies from agency funds to the applicable enterprise fund. As delivered, the payroll accounting entries are recorded against the agency Business Unit and Fund and the state currently has payroll accounting entries that are recorded against the Enterprise Business Unit and Fund. Suppress Supplier Registration User Profile (C121): • Without this customization, the system would require agencies requesting a new supplier record to define a User ID and password for every request, which the system would subsequently establish a user profile that would not be utilized. A unique User ID and password would have to be created for each new supplier record added (not system user).

Project Goals		Goal
(Please choose all that apply)	☒	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability
	☐	Improve state and agency specific decision making by capturing a consistent and an expandable set of data
	☐	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future
	☒	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	Segment IV Customizations and Requirement Updates
PCR ID	PCR114

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
	Enter Name	Enter Role

Tier Specification	◯ Tier 1 (Project Director Approval Required)	◉ 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 *(Describe solution options to fulfilling the change request)*	Viable ◯ Yes ◉ No	Alternatives to not implementing the requested customizations are as follows:
		Garnishment Change Notifications (C53):
		• The alternative would be to implement an unnecessary customization that would not align with the intended solution design.
		Payroll Accounting Department Budget Table Entry Changes (C103):
		• Delivered functionality could be used for agencies to manually enter earnings, deduction and tax information on the respective position funding pages. For the primary funding source agencies would need to have a percentage that is unique, and the largest percentage would be designated as the primary funding source.
		Updates to Payroll Accounting Position Allocation Process (C110):
		• Delay when accounting-related information and payroll related supplier payments are provided to Florida PALM Financials.

Payroll Accounting Entries (C116):
- Provide accounting entries to Florida PALM Financials that are tied to the agency. Business process and reporting changes would have to occur from the current financial reporting that exists today. Transactions could be sent to Florida PALM Financials and allocations run within Financials to move payroll accounting entries as needed. However, in this case the system would not use the enterprise funds or consume the applicable non-operating authority.

Suppress Supplier Registration User Profile (C121):
- A user profile would be established for every supplier record requested via the Supplier Request Form. This would create a user profile for every requested supplier record, that would never be utilized, which would accumulate annually (i.e., approximately 700+ suppliers are requested monthly).

Risk(s) Associated with Making the Change	Risk Category	N/A
	Cost ☐	
	Schedule ☐	
	Scope ☐	
Is Contract Affected?	⦿ Yes ◯ No	Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations

Project Cost Impact	Additional expenditure is planned to be incurred and paid in the FY24/25 budget year.
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	1) Added five new business requirements, 2) modified one existing business requirement, 3) added four new customizations, and 4) cancelled one customization.
Critical - Adjustment requiring ESC acceptance	

Additional Resource Requirements *(insert rows as needed)*	Hours Effort	Hours Cost	Cost
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	$63,523
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	$101,948
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	$108,780
Functional Director	Enter Number of Hours	Enter Cost Per Hour	$33,148
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$12,426
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$28,328
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$8,575
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$20,962
Subtotal			$377,690
Cancellation of C53 – Garnishment Change Notifications			($8,560)
See *PCR-114-Additional Resource Requirements Segment IV Customizations and Requirements Changes* for additional costing details			
Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	**$369,130**

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

The following implementation plan activities will be completed by 4/5/2024, with the exception of items 5 and 6 which will be completed when the respective Work Products are drafted by 4/19/2024:

1) Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry)
   - Update requirement 200.0160 text and designate it with a How Met of "Report".
   - Add new requirements 200.1102 and 200.1103 associated to customization C103.
   - Add new requirement 200.1112 associated to customization C110.
   - Add new requirement 200.1117 associated to customization C116.
   - Add new requirement 30.1026 associated to customization C121.

2) Attachment 5.2 – Customizations Working (To be completed by Stacey Terry)
   - Remove customization C53 – Garnishment Change Notifications.
   - Add customization C103 – Payroll Accounting Department Budget Table Entry Changes, associate requirements 200.1102 and 200.1103, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C110 - Updates to Payroll Accounting Position Allocation Process, associate requirement 200.1112, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C116 – Payroll Accounting Entries, associate requirement 200.1117, reference as Payroll solution, aligned to the Payroll Wave implementation period.
   - Add customization C121 – Suppress Supplier Registration User Profile, associate requirement 30.1026, reference as a Financials solution, aligned to the Financials Wave implementation period.

3) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)
   - Update requirement 200.0160 text and designate it with a How Met of "Report".
   - Add new requirements 200.1102 and 200.1103 associated to customization C103, that is aligned to Segment IV (D644) functional design PRE022 – Payroll Accounting Department Budget Table Entry Changes.
   - Add new requirement 200.1112 associated to customization C110, that is aligned to Segment IV (D644) functional design PRE015 – Updates to Payroll Accounting Position Allocation Process.
   - Add new requirement 200.1117 associated to customization C116, that is aligned to Segment IV (D644) functional design PRE043 – Payroll Accounting Entries.
   - Add new requirement 30.1026 associated to customization C121, that is aligned to Segment IV (D644) functional design APE019 – Suppress Supplier Registration User Profile.

4) RICEFW Inventory Working (To be completed by Stacey Terry)
   - Add RICEFW item PRE022 – Payroll Accounting Department Budget Table Entry Changes associated to customization C103.
   - Add RICEFW item PRE015 – Updates to Payroll Accounting Position Allocation Process C110.
   - Add RICEFW item PRE043 – Payroll Accounting Entries C116.
   - Add RICEFW item APE019 – Suppress Supplier Registration User Profile.

5) WP402 Requirements Traceability Matrix (To be completed by Stacey Terry)
   - Include or remove the following requirements, as applicable, when WP402 is created for Segment IV:
     - Update requirement 200.0160 to designate it with a How Met of "Report".
     - Add new requirements 200.1102 and 200.1103 associated to customization C103 and RICEFW item PRE022 – Payroll Accounting Department Budget Table Entry Changes.
     - Add new requirement 200.1112 associated to customization C110 and RICWFW Item PRE015 – Updates to Payroll Accounting Position Allocation Process.
     - Add new requirement 200.1117 associated to customization C116 and RICEFW item PRE043 – Payroll Accounting Entries.
     - Add new requirement 30.1026 associated to customization C121 and RICEFW item APE019 – Suppress Supplier Registration User Profile.

6) WP403 RICEFW Inventory (To be completed by Stacey Terry)
   - Include or remove the following RICEFW items, as applicable, when WP403 is created for Segment IV:
     - Do not include RICEFW item PRE004 – Garnishment Change Notifications C53.
     - Add RICEFW item PRE022 – Payroll Accounting Department Budget Table Entry Changes associated to customization C103.

- o Add RICEFW Item PRE015 – Updates to Payroll Accounting Position Allocation Process associated to customization C110.
- o Add RICEFW Item PRE043 – Payroll Accounting Entries associated to customization C116.
- o Add RICEFW item APE019 – Suppress Supplier Registration User Profile associated to customization C121.

7) RADAR (To be completed by Stacey Terry and PMO)
- Add the following RICEFW items to the New Schedule Tasks tab in RADAR to incorporate the applicable tasks associated under deliverable D644 Completion of Solution Design (Requirements) Segment IV within the project schedule:
  - o Add RICEFW item PRE022 – Payroll Accounting Department Budget Table Entry Changes
  - o Add RICEFW item PRE015 – Updates to Payroll Accounting Position Allocation Process
  - o Add RICEFW item PRE043 – Payroll Accounting Entries
  - o Add RICEFW item APE019 – Suppress Supplier Registration User Profile

Note: Extensions are not bucket items, hence, no updates are needed to the RICEFW Consumption Tracker.

Additional Reviewers *(Use this table only if needed)*	Review Complete Date	Comments
☒ SSI Contract Manager	3/13/2024	
☐ Production Support Manager	Choose a Date	
☐ Project Management Office	Choose a Date	
☐ Other	Choose a Date	

CCB Review		
CCB Members	Member Recommendation	Member Recommendation Date
☒ Deputy Project Director	Approve	3/13/2024
☒ Functional Architect	Approve	3/12/2024
☒ Readiness Architect	Approve	3/14/2024
☒ Reporting Architect	Approve	3/13/2024
☒ Technical Architect	Approve	3/12/2024
☒ Learning Architect	Approve	3/12/2024

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)*

TIER 2 *(when applicable)*

_____   _____   _____   _____
Signature   Date   Signature   Date

Jimmy Cox, CPA, PMP, FCCM, FCCN   Steven Fielder, Chair
Florida PALM Project Director   Florida PALM Executive Steering Committee