Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Project Change Request (PCR) Form
PCR117 - Segment IV Financials and Payroll Customizations

Change Request Information *(completed by PCR Requestor)*

Requestor		Owner	
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	5/13/2024

| PCR Need Description *(Include description of change, why it is needed, how it was discovered)* | After execution of Amendment 8 and as a result of payroll solution design conversations, 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 cancel the following requirement associated to the GR Revenue Refunds (C66) customization requesting to be cancelled in the Attachment 5.2 – Customizations section below:
    - 60.1003 – Provide the ability for all agencies to perform general revenue refunds using DFS COA values and appropriation.

2) Request to modify the following requirement and update the How Met to "Extension" to be associated to the High Volume Bank Reconciliation (C68) customization which is requesting to be modified in the Attachment 5.2 – Customizations section below:
    - 30.0299 (Current) – Provide ability to produce a warrant for EFT returns, including creation of a remittance advice and update of the payment data to indicate payment by warrant instead of EFT.
    - 30.0299 (Revised) – Provide ability to systematically cancel a returned ACH payment and close the voucher, or cancel and reissue the returned ACH Payment as a warrant, to include creation of a remittance advice and inactivation of the supplier ACH Location, as applicable.

3) Request to change the Requirement Text, How Met or Implementation Period for the following requirements that are associated to the Available Balance Dashboard (C81) customization which is requesting to be cancelled in the Attachment 5.2 – Customizations section below:
    - Revise the Requirement Text and Change the How Met from "Extension" to "Report":
      - ○ 80.0023 (Current) – Provide the ability to display a real-time cash position screen showing selected available fields (e.g., fund, project, other fields) from the Cash Control subsidiary ledger that displays: Verified cash; anticipated receivables; Unverified cash; and scheduled payments for user defined periods.
      - ○ 80.0023 (Revised) – Provide the ability to display a cash position by BU and Fund from the Spendable Cash Ledger and associated modules that displays: spendable cash, deposits, scheduled AP payments, Inter/IntraUnit and GL transactions not successfully cash checked.
    - Change the How Met from "Extension to Report":
      - ○ 10.0359 – Provide ability to produce budgeted as compared to actuals reports for Chart of Accounts codes combinations (e.g., appropriation, agency operating, and multiple grant/project budget structures).
    - Change Implementation Period from "Financials Wave" to "Optional Services":
      - ○ 20.0141 – Provide online dashboard that displays available budget ledger balances by Chart of Account code combinations selected by end users. At a minimum, this will include: appropriations, releases, reserves, allotments, encumbrances, expenditures, cash, and revenue.
      - ○ 80.0074 – Provide daily cash balance by grant.

4) Request to add the following requirement to support the addition of the Asset Physical Inventory Scan Date (C128) customization requested in the Attachment 5.2 – Customizations section below: |

- 40.1002 (New) – Provide the ability to record the actual date an asset is scanned when performing asset physical inventory activities.

5) Request to add the following requirement to support the addition of the Child Support Garnishment Banking Information (C129) customization requested in the Attachment 5.2 – Customizations section below:
    - 200.1122 (New) - Provide the ability to establish State Disbursement Unit (SDU) banking information at the employee level by selecting from SDU banking configuration.

6) Request to add the following requirement to support the addition of the Writ of Garnishment Holding and Releasing Payments (C130) customization requested in the Attachment 5.2 – Customizations section below:
    - 200.1123 (New) – Provide the ability to specify when Writs of Garnishment can be released for payment using release functionality.

Attachment 5.2 – Customizations:

1) Request to cancel the GR Revenue Refunds (C66) customization. This customization was to provide the ability to enforce processing of GR Revenue Refund vouchers (only) that would allow agencies to apply the appropriate DFS ChartField coding. (Credit $104,973)

The GR Revenue Refund process requires agencies to refund overpayments by recording a voucher using DFS non-operating budget authority COA. The Project team along with A&A evaluated the following two customization options to address C66; 1) require agencies to provide their GR revenue refunds to A&A to create AP vouchers on behalf of agencies using the Inbound Voucher Spreadsheet Upload (API041), or 2) establish a new AP and GL business unit designated as 4300X for the sole purpose of entering GR Revenue Refunds. Pros and cons were discussed with both options and it was determined that neither option would be viable for the solution. A solution that does not require a customization will be implemented that does not require agencies to use A&A appropriation.

The Attachment 5.1 – Business Requirements that are being cancelled related to the C66 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:
    - 60.1003 – Provide the ability for all agencies to perform general revenue refunds using DFS COA values and appropriation.

2) Request to modify the High Volume Bank Reconciliation (C68) customization. This modification provides the ability to manage high volume bank reconciliation updates needed for ACH payment return processing without updating bank reconciliation items one by one. Enhanced functionality will be implemented to systematically cancel a returned ACH payment and close the associated voucher or cancel and reissue the returned ACH payment as a warrant, to include inactivating the supplier ACH location to prevent future ACH payments from being made to a supplier, as applicable. (Cost $72,509)

As delivered, when an ACH payment is returned by the bank, and it will not be reissued as a warrant or a new payment will not be generated, the returned payment must be manually unreconciled to subsequently allow a user to cancel and close the voucher. As delivered, there is no automated process to systematically cancel and reissue the payment.

As a result of the enhanced functionality being requested, the customization title is requested to be revised from/to the following:
    - High Volume Bank Reconciliation (Current)
    - Automated ACH Returns Processing (Revised)

The Attachment 5.1 – Business Requirements being modified related to the C68 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 30.0299 (Revised) – Provide ability to systematically cancel a returned ACH payment and close the associated voucher, or cancel and reissue an ACH returned payment as a warrant, to include creation of a remittance advice and inactivation of the supplier ACH Location, as applicable.

3) Request to cancel the Available Balance Dashboard (C81) customization. This customization would provide a dashboard that displays available balances for appropriations, releases, reserves, allotments, encumbrances, expenditures, cash and revenue, as well as display actuals vs. budget variance information by Chart of Account code combinations. (Credit $145,410)

The customization is requesting to be cancelled as Oracle will provide dashboard functionality in a future release that would render the C81 customization obsolete. Implementing the customization based on the current release functionality planned for the Financials Wave go-live would not provide the preferred solution that the future release capabilities will provide.

Instead, Florida PALM will leverage the existing Budget Overview page that provides agencies the ability to inquire and report on available balances for appropriations, releases, reserves, allotments, encumbrances, expenditures, cash and revenue, one ledger at a time. In addition, the GR Cash Balance and Activity Report (GLR079) and the Trust Fund Cash Balance and Activity Report (KKR059) will also be designed and built to provide additional cash balance reporting.

The Attachment 5.1 – Business Requirements requested to be revised or moved to Optional Services that are related to the C81 customization, as noted in the Attachment 5.1 – Business Requirements section above, are as follows:
- 10.0359 – Provide ability to produce budgeted as compared to actuals reports for Chart of Accounts codes combinations (e.g., appropriation, agency operating, and multiple grant/project budget structures).
- 20.0141 – Provide online dashboard that displays available budget ledger balances by Chart of Account code combinations selected by end users. At a minimum, this will include: appropriations, releases, reserves, allotments, encumbrances, expenditures, cash, and revenue.
- 80.0023 (Revised) – Provide the ability to display a cash position by BU and Fund from the Spendable Cash Ledger and associated modules that displays: spendable cash, deposits, scheduled AP payments, Inter/IntraUnit and GL transactions not successfully cash checked.
- 80.0074 – Provide daily cash balance by grant.

4) Request to modify the Payroll Redistributions (C122) customization to decrease the scope. The current scope allows agencies to select and process payroll redistributions from transactions posted to the Financials HR Accounting Line within the Inter/IntraUnit solution.

The customization is requesting to be modified to remove the capabilities for agencies to select transactions recorded on the Financials HR Accounting Line to process payroll redistributions. Instead, agencies will enter payroll redistributions directly within the InterUnit module without selecting transactions recorded on the Financials HR Accounting Line to be redistributed. Once payroll redistributions are posted, the customization will record the accounting entries on the Financials HR Accounting Line. (Credit $34,441)

The existing Attachment 5.1 – Business Requirements related to the C122 customization is as follows:
- 100.0544 – Provide the ability to redistribute payroll accounting entries as IntraUnit transactions that are posted to the General Ledger (GL) and Financials HR Accounting Line.

5) Request to add new Asset Physical Inventory Scan Date (C128) customization. This customization would provide the ability to define and load a unique asset scan date as provided by agencies within the Inbound Asset Physical Inventory File loaded into Florida PALM. (Cost $19,224)

As delivered, once agencies physically inventory their assets, they will load the inventory details via

the Inbound Asset Physical Inventory File to reconcile against the assets recorded in Florida PALM. The program that loads the file assigns the same scan date to all assets in the file with the current program run date and time, preventing the ability to designate a unique scan date for each asset.

The new Attachment 5.1 – Business Requirements related to the C128 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 40.1002 (New) – Provide the ability to record the actual date an asset is scanned when performing asset physical inventory activities.

6) Request to add new Child Support Garnishment Banking Information (C129). This customization will allow EFT Child Support Information to be configured by the State Disbursement Unit (SDU) and allow BOSP to select a State value in the State field which will pull in the banking information for the respective State to establish the EFT record on a Child Support garnishment record. (Cost $35,859)

As delivered, SDU information must be entered individually each time a Child Support garnishment order is setup for an employee. This customization allows the SDU Banking information to be established as a configuration and then when the Child Support order is entered, BOSP will only need to select the State value and the banking information will automatically populate.

The new Attachment 5.1 – Business Requirements related to the C129 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1122 (New) - Provide the ability to establish State Disbursement Unit (SDU) banking information at the employee level by selecting from SDU banking configuration.

7) Request to add new Writ of Garnishment Holding and Releasing Payments (C130) customization. This customization will allow Writ of Garnishments to be held until the Final Order is received and the payment should be released. (Cost $43,401)

As delivered Garnishment Payments are released if there is a supplier established on the garnishment and the payments are released at the completion of each payroll cycle when the employee has a garnishment deduction. This customization allows the supplier to be entered once it is known and allows BOSP to release the payment for all deductions that have been withheld from the employee's paycheck and send the information to AP for payment by running the extract process a single time once the release has been entered.

The new Attachment 5.1 – Business Requirements related to the C130 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- 200.1123 (New) – Provide the ability to specify when Writs of Garnishment can be released for payment using release functionality.

Business Benefit/ Justification *(Provide the tangible/intangible value(s) that support the Project's goals)*	The requested requirement and customizations additions and changes enable Florida PALM to design the appropriate solution, meeting the requirements for the Financials and Payroll Wave.
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: Cancellation of GR Revenue Refunds (C66): • Without this change a customization would be built that would not be utilized. Modification of High Volume Bank Reconciliation (C68): • Without the additional customization, A&A would manually cancel and close the returned ACH payments as well as inactivate the supplier ACH Location, as applicable, which would increase their workload. Agencies would enter new vouchers to reissue applicable payments as a

warrant, which would be inefficient given Florida PALM's payment reissue functionality and could delay payment to the payee. Additionally, delays in A&A cancelling the ACH return payment could cause cash to be held up, impacting other AP payments from successfully cash checking.

Cancellation of Available Balance Dashboard (C81):
- Failure to cancel would result in implementing a temporary dashboard solution that does not meet the desired visualization and functionality requirements, resulting in wasted effort and re-work once Florida PALM is upgraded to the applicable later release.

Modification of Payroll Redistributions (C122):
- Without modifying this customization, the original customization would be implemented, adding complexities to the IntraUnit solution.

Addition of Asset Physical Inventory Scan Date (C128):
- Without this customization, the scan date on inventoried assets loaded through the Inbound Asset Physical Inventory File interface would be defined as the program load date vs. the actual asset scan date, providing inaccurate inventory information.

Addition of Child Support Garnishment Banking Information (C129):
- Without this customization, Child Support SDU banking information would need to be entered each time a Child Support Order is setup for an employee that is paid via SDU ACH.

Addition of Writ of Garnishment Holding and Releasing Payments (C130)
- Without this customization, Garnishment payments would be sent to AP for payment at the conclusion of each payroll if the Writ of Garnishment supplier is known. If the supplier is not known when the Writ of Garnishment is established a manual process would have to be put in place to pay the supplier. As delivered, the AP process extracts payments at the completion of each payroll cycle.

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 Financials and Payroll Customizations
PCR ID	117

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 or cancelling the respective customizations are as follows:

GR Revenue Refunds (C66):
• Determine if it is allowable for agencies to submit non-operating appropriation budget authority requests to process GR Revenue Refunds per their own authority (requires approval by OPB, House and Senate).
• Agencies could provide their GR revenue refunds to A&A to create AP vouchers on behalf of agencies via the Inbound Voucher Spreadsheet Upload (API041). However, the volume of GR revenue refunds is too large to process manually.

High Volume Bank Reconciliation (C68):
• A&A would manually cancel and close returned ACH payments, and agencies would create new vouchers to reissue the payments as a warrant, as applicable. However, the volume of returned ACH payments is too large to process manually.

Available Balance Dashboard (C81):
• The alternative would be to implement a temporary customization that would not align with the desired final solution design.

Payroll Redistributions (C122):
• Implement the initial customization as designed, which would add complexities to the IntraUnit solution.

Asset Physical Inventory Scan Date (C128):
• Agencies could define the scan date manually for every asset on the Asset Supplemental Data page in Florida PALM. However, the volume of assets is too large to process manually.

Child Support Garnishment Banking Information (C129):
• BOSP would enter SDU bank information each time there is a new Child Support garnishment order that needs to be established per employee. However, the volume of orders is too large to process manually.

Writ of Garnishment Holding and Releasing Payments (C130)
• Manual entries would need to be entered into AP to have the Writ of Garnishment paid once the payee is known. However, the volume of Garnishments is too large to process manually.
• The AP process would need to be rerun for each payroll where the employee had a writ of garnishment deduction to extract the payment once the payee is known, causing rework and potential for error. In |

		addition, the volume of payrolls that would need to be reprocessed is too large to process manually.
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	
Moderate - Impact within budgeted Spend Plan and does not result in overall Project cost overruns	Planned to reduce the total cost of the PCR balance.

Project Schedule Impact	
Low - No impact to Stage Gate Decisions	N/A

Project Scope Impact	
Critical - Adjustment requiring ESC acceptance	1. Added three new business requirements; 2. Modified one business requirement; 3. Cancelled one business requirement; 4. Changed the implementation period on three business requirements; 5. Changed the How Met on one business requirement; 6. Added three new customizations; 7. Cancelled one customization; 8. Modified two customizations; and 9. Moved one customization to Optional Services.

Additional Resource Requirements *(insert rows as needed)*	Hours Effort	Hours Cost	Cost
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	$28,882
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	$45,900
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	$49,480
Functional Director	Enter Number of Hours	Enter Cost Per Hour	$14,916
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$5,703
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$12,896
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$3,850
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$9,366
Subtotal			**$170,993**
Cancellation of C66 GR Revenue Refunds			**($104,973)**
Cancellation of C81 Available Balance Dashboard			**($145,410)**
Adjustment of C122 Payroll Redistributions			**($34,441)**
See PCR-117-Additional Resource Requirements_Segment IV Financials and Payroll Customizations for additional costing details			
Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	**($113,831) to be applied to future PCRs**

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

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

- Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry):
  - Cancel requirement 60.1003 associated to customization C66.
  - Revise the requirement text for 30.0299 associated to customization C68.
  - Revise the requirement text and How Met to "Report" for requirement for 80.0023 and remove reference to C81.
  - Revise the How Met to "Report" for requirement for 10.0359 and remove reference to C81.
  - Modify implementation period to "Optional Services" for requirements 20.0141 and 80.0074 associated to customization C81.
  - Add new requirement 40.1002 associated to customization C128.
  - Add new requirement 200.1122 associated to customization C129.
  - Add new requirement 200.1123 associated to customization C130.

- Attachment 5.2 – Customizations Working (To be completed by Stacey Terry):
  - Remove customization C66 – GR Revenue Refunds.
  - Modify customization C68 – High Volume Bank Reconciliation to rename as Automated ACH Returns Processing, add modified requirement 30.0299, include the Accounts Payable module and modify the customization description.
  - Remove customization C81 – Available Balance Dashboard.
  - Modify customization C122 – Payroll Redistributions to update the description (a change to the requirement text is not needed.).
  - Add customization C128 – Asset Physical Inventory Scan Date, associate requirement 40.1002, reference as a Asset Management solution, aligned to the Financials Wave implementation period.
  - Add customization C129 – Child Support Garnishment Banking Information, associate requirement 200.1122, reference as a Payroll solution, aligned to the Payroll Wave implementation period.
  - Add customization C130 – Writ of Garnishment Holding and Releasing Payments, associate requirement 200.1123, reference as a Payroll solution, aligned to the Payroll Wave implementation period.

- Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry):
  - Cancel requirement 60.1003 associated to customization C66.
  - Modify requirement text for 30.0299 associated to customization C68 and associate RICEFW item CME012.
  - Revise the requirement text and How Met to "Report" for requirement for 80.0023 and remove reference to C81.
  - Revise the How Met to "Report" for requirement for 10.0359, remove reference to C81 and associate to RICEFW item KKR010.
  - Modify implementation period to "Optional Services" for requirements 20.0141 and 80.0074 associated to customization C81.
  - Add new requirement 40.1002 associated to customization C128 and associate RICEFW item AME005 - Asset Physical Inventory Scan Date.
  - Add new requirement 200.1122 associated to customization C129 and associate RICEFW item PRE048 – Child Support Garnishment Banking Information.
  - Add new requirement 200.1123 associated to customization C130 and associate RICEFW item PRE049 – Writ of Garnishment Holding and Releasing Payments.

- RICEFW Inventory Working (To be completed by Stacey Terry):
  - Cancel APE013 – General Revenue Refunds associated to C66.
  - Revise the name and description for CME012 – High Volume Bank Reconciliation associated to C68 (via Decision document).
  - Cancel KKE003 – Cash Position Dashboard and GLE016 – Available Balance Dashboard associated to C81 and provide update to Sean that these RICEFW items will be added to Optional Services.
  - Update the description for RICEFW item IUE003 associated to C122 to remove reference to selecting payroll accounting entries posted to the Financials HR Accounting Line.
  - Add RICEFW item AME005 – Asset Physical Inventory Scan Date associated to customization C128.

- Add RICEFW item PRE048 – Child Support Garnishment Banking Information associated to customization C129.
- Add RICEFW item PRE049 – Writ of Garnishment Holding and Releasing Payments associated to customization C130.

- Complete the following when WP402 Requirements Traceability Matrix is submitted for Segment IV (To be completed by Stacey Terry):
  - Cancel requirement 60.1003 associated to customization C66.
  - Revise the requirement text for 30.0299 associated to customization C68.
  - Revise the requirement text and How Met to "Report" for requirement for 80.0023 and remove reference to C81.
  - Revise the How Met to "Report" for requirement for 10.0359 and remove reference to C81.
  - Modify implementation period to "Optional Services" for requirements 20.0141 and 80.0074 associated to customization C81.
  - Add new requirement 40.1002 associated to customization C128.
  - Add new requirement 200.1122 associated to customization C129.
  - Add new requirement 200.1123 associated to customization C130.

- Complete the following when WP403 RICEFW Inventory is submitted for Segment IV (To be completed by Stacey Terry):
  - Cancel APE013 – General Revenue Refunds associated to C66.
  - Revise the Name and description for CME012 – High Volume Bank Reconciliation associated to C68.
  - Cancel KKE003 – Cash Position Dashboard and GLE016 – Available Balance Dashboard associated to C81 and provide update to Sean that these RICEFW items will be added to Optional Services.
  - Update the description for RICEFW item IUE003 associated to C122 to remove reference to selecting payroll accounting entries posted to the Financials HR Accounting Line.
  - Add RICEFW item AME005 – Asset Physical Inventory Scan Date associated to customization C128.
  - Add RICEFW item PRE048 – Child Support Garnishment Banking Information associated to customization C129.
  - Add RICEFW item PRE049 – Writ of Garnishment Holding and Releasing Payments associated to customization C130.

- Update the Future Enhancements Log (To be completed by Sean Buchanan):
  - Add C81 moving to Optional Services related to 20.0141 and 80.0074 for GLE016 and KKE003.

Note #1: No updates are needed to the Design Work Unit Tracker (DWUT):
  - The following FDs will not be added to Design Segment IV, hence they will not be added to the DWUT at this time. They will be implemented during the Financials and Payroll Waves:
    - AME005 – Asset Physical Inventory Scan Date
    - CME012 – High Volume Bank Reconciliation (FD name revised and removed from Segment IV via Decision document)
    - PRE048 – Child Support Garnishment Banking Information
    - PRE049 – Writ of Garnishment Holding and Releasing Payments
  - No change is needed to IUE003. APE013, KKE003 and GLE016 were removed from the DWUT in Segment IV per a Project Decision document.

Note #2: The following FDs will not be added to Design Segment IV. As a result, a Project Schedule Attachment A will be documented for the schedule tasks associated with the following new functional designs via the PMO tracking mechanism to complete the designs after Segment IV:
  - AME005 – Asset Physical Inventory Scan Date
  - CME012 – High Volume Bank Reconciliation (name being revised per Decision document)
  - PRE048 – Child Support Garnishment Banking Information
  - PRE049 – Writ of Garnishment Holding and Releasing Payments

Note #3: Extensions are not bucket items, hence, no updates are needed to the RICEFW Consumption Tracker.

Additional Reviewers
(Use this table only if needed)

Reviewer	Complete Date	Notes
☒ SSI Contract Manager	5/14/2024	
☐ Production Support Manager	Choose a Date	
☒ Project Management Office	5/15/2024	
☐ Other	Choose a Date	

CCB Review

CCB Members	Member Recommendation	Member Recommendation Date
☒ Deputy Project Director	Approve	5/15/2024
☒ Functional Architect	Approve	5/15/2024
☒ Learning Architect	Approve	5/15/2024
☒ Readiness Architect	Approve	5/15/2024
☒ Reporting Architect	Approve	5/15/2024
☒ Technical Architect	Approve	5/15/2024

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)*

_____ _____
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