

Change Request Information *(completed by PCR Requestor)*

Requestor		Owner	
Name	Deana Metcalf	Name	Stacey Terry
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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	6/19/2024
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PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>After execution of Amendment 8 and as a result of Financials 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.</p> <p><u>Attachment 5.1 – Business Requirements:</u></p> <ol style="list-style-type: none"> 1) Request to update the How Met for the following requirement from “Delivered” to “Extension” to be associated to the Governmental Fund Assets (C131) customization requesting to be added in the Attachment 5.2 – Customizations section below: <ul style="list-style-type: none"> • 40.0061 – Provide the ability to designate the relationship of Governmental Funds (purchase fund) with General Fixed Assets Account Group (ownership fund) when recording capitalized assets. 2) Request to add the following requirement with a How Met of “Extension” to support the addition of the Adjustment Voucher Validation (C132) customization requested in the Attachment 5.2 – Customizations section below: <ul style="list-style-type: none"> • 30.1027 (New) – Provide the ability for adjustment vouchers to only be processed once the related voucher is paid and the adjustment voucher balances to zero. <p><u>Attachment 5.2 – Customizations:</u></p> <ol style="list-style-type: none"> 1) Request to add new Governmental Fund Assets (C131) customization. This customization would reclassify Asset Management (AM) accounting entries generated to the General Ledger (GL) from the Governmental Fund to the correlating Ownership Fund via a GL Allocation. (Cost \$97,770). <p>The recording of assets in the Florida PALM AM module must conform to the Governmental Accounting Standards Board (GASB) Statement 34 and the Governmental Accounting, Auditing, and Financial Reporting Standards (GAAFR). The delivered AM functionality requires agencies to manually take action to reclassify assets purchased with Governmental Funds to the correlating Ownership Fund for financial reporting purposes. The Project team, along with A&A, evaluated several options and presented the recommended option to the Advisory Council on June 19, 2024.</p> <p>Once asset and depreciation accounting entries are generated within the AM module referencing the Governmental Fund, they will be subsequently journal generated to the GL. On a to-be-determined schedule, the solution would systematically record allocation journals in the GL to reclassify the entries from the Governmental Fund to the corresponding Ownership Fund. To enable the reclassification, a custom configuration table would be established to store a one-to-one mapping of Governmental Funds to Ownership Funds. (Note: The solution will not allow for multiple Ownership Funds to be mapped to a single Governmental Fund.). The data in the custom configuration table will not be integrated to the DW/BI solution. A custom application engine program would record the mapped accounting entries in a custom table for the allocation program to reference as the data source to generate the reclassified journals.</p> <p>The Attachment 5.1 – Business Requirements related to the C131 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:</p> <ul style="list-style-type: none"> • 40.0061 – Provide the ability to designate the relationship of Governmental Funds (purchase fund) with General Fixed Assets Account Group (ownership fund) when recording capitalized assets.
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	<p>2) Request to add new Adjustment Voucher Validations (C132) customization. This customization would enforce business rules when creating adjustment vouchers to ensure Chart of Account (COA) reclassifications are only created for related vouchers (i.e., Regular vouchers) that have been posted and paid, as well as ensure the reclassified amounts balance to zero. (Cost \$46,087).</p> <p>As delivered, the adjustment voucher functionality may be utilized to reclassify voucher COA distributions, as well as increase/decrease amounts against regular vouchers that have been entered to issue payments to suppliers. Florida PALM will utilize the capability solely for the purpose of reclassifying entries within the Accounts Payable (AP) source module, which are journal generated to the General Ledger (GL), keeping the two modules in sync. However, the delivered functionality does not require a related voucher to be referenced on the Adjustment Voucher, nor does it require the adjustment transaction to balance to zero. In addition, adjustment vouchers that reference a related voucher could post before the related voucher, creating potential for downstream cash impacts.</p> <p>To enforce the appropriate processing of adjustment vouchers, the customization would:</p> <ol style="list-style-type: none"> 1) require a related voucher to be entered for reference, 2) allow only related vouchers that have been posted and paid to be referenced, and, 3) prevent the transaction from further downstream processing if the COA reclassification entries do not balance to zero. <p>Adjustment vouchers that do not balance to zero will be set to a "Recycled" error status preventing the transaction from further processing until corrected. Enforcing entries to balance to zero eliminates the need to route adjustment vouchers that do not balance to zero to A&A for approval and ultimate rejection.</p> <p>The Attachment 5.1 – Business Requirements related to the C132 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:</p> <ul style="list-style-type: none"> • 30.1027 (New) – Provide the ability for adjustment vouchers to only be processed once the related voucher is paid and the adjustment voucher balances to zero. 								
<p>Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the Project's goals)</i></p>	<p>The requested requirement and customizations enable Florida PALM to design the appropriate solution meeting requirements 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>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:</p> <p>Governmental Fund Assets (C131):</p> <ul style="list-style-type: none"> • Without the customization, agencies would manually identify and record assets to be reclassified. Failure to complete the activity would result in journals (e.g., depreciation) being generated to the GL that reference the Governmental Fund, thus requiring agencies to enter journals to reclass the entries to the Ownership Fund. <p>Adjustment Voucher Validations (C132):</p> <ul style="list-style-type: none"> • Without the customization, adjustment vouchers could be created that inappropriately record payment accounting entries that negatively impact trust fund cash balances. 								
<p>Project Goals <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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Initial Review <small>(completed by PMO Team)</small>			
PCR Title	Segment V Financials Customizations		
PCR ID	118		
PCR Historical Information <small>Please enter the following IDs from the Project SharePoint logs (when applicable)</small>			
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 <small>(completed by Florida PALM Project team members)</small>			
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	
		<input type="checkbox"/> Tier 1 (Project Director Approval)	<input checked="" type="checkbox"/> Tier 2 (ESC Approval)
Identify Approval Tier <small>(Select Tier 2 if one or more of cost, scope, and schedule meet the criteria of Tier 2)</small>	Cost	Changes that do not relate to additions or deletion of Business Requirements	Addition or deletion of Business Requirements
	Scope	Changes not associated with Major Project Deliverables or Stage Gate Decision due dates	Changes to Major Project Deliverables or Stage Gate Decision due dates
	Schedule	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 <small>(Describe solution options to fulfilling the change request)</small>	Viable	N/A	
	Not Viable	Alternatives to implementing the requested customizations, which are not viable, are as follows: Governmental Fund Assets (C131): <ul style="list-style-type: none"> Agencies could manually create journals to reclassify asset and depreciation accounting balances from the Governmental Funds to the correlating Ownership Fund on a monthly basis. However, creating the transactions could be unmanageable depending on the volume. Adjustment Voucher Validations (C132): <ul style="list-style-type: none"> Adjustment vouchers that do not balance to zero could be routed to A&A for audit and result in denial, however, the volume could be unmanageable depending on the number of transactions. Adjustment voucher functionality could be turned off, requiring voucher COA reclassifications to be entered in the Inter/IntraUnit module via online entry, spreadsheet upload or interface. This would eliminate reclassification entries from being entered in the AP source module, thus preventing the AP and GL modules from being in sync. 	
Risk(s) Associated with Making the Change	Risk Category	N/A	
	Cost	<input type="checkbox"/>	
	Scope	<input type="checkbox"/>	
	Schedule	<input type="checkbox"/>	
Is the SSI Contract Impacted?	<input checked="" type="radio"/> Yes <input type="radio"/> 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 one new business requirement, 2) Modified one existing business requirement, and 3) Added two new customizations.		
Critical - Adjustment requiring ESC acceptance			
Additional Resource Requirements <i>(insert rows as needed)</i>	Hours Effort	Hours Cost	Cost
Functional Analyst			\$22,380
Functional Consultant			\$36,156
Functional Manager			\$38,890
Functional Director			\$12,019
Developer Offshore			\$3,800
Sr. Developer Offshore			\$8,022
Developer Onshore			\$10,325
Sr. Developer Onshore			\$12,265
Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	\$143,857

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 Segment V Work Products are drafted:

- 1) Attachment 5.1 – Business Requirements Working (to be completed by Stacey Terry):
 - Modify requirement 40.0061 to update the How Met to “Extension” and associate customization C131.
 - Add new requirement 30.1027 associated to customization C132.
- 2) Attachment 5.2 – Customizations Working (to be completed by Stacey Terry):
 - Add customization C131 – Governmental Fund Assets, associate requirement 40.0061, reference as a General Ledger solution, aligned to the Financials Wave implementation period.
 - Add customization C132 – Adjustment Voucher Validations, associate requirement 30.1027, reference as an Accounts Payable solution, aligned to the Financials Wave implementation period.
- 3) Requirements Traceability Matrix (RTM) Working (to be completed by Stacey Terry):
 - Modify requirement 40.0061 to update the How Met to “Extension”, associate customization C131 and reference RICEFW item GLE017 – Governmental Fund Assets.
 - Add new requirement 30.1027, denote the How Met as “Extension”, associate customization C132 and reference RICEFW item APE020 – Adjustment Voucher Validations.
- 4) RICEFW Inventory Working (to be completed by Stacey Terry):
 - Add RICEFW item GLE017 – Governmental Fund Assets associated to customization C131 aligned to Segment V.
 - Add RICEFW item APE020 – Adjustment Voucher Validations associated to customization C132 aligned to Segment V.
- 5) Complete the following when WP402 Requirements Traceability Matrix is submitted for Segment V (to be completed by Stacey Terry):

- Modify requirement 40.0061 to update the How Met to “Extension” and associate customization C131.
 - Add new requirement 30.1027 to denote the How Met as “Extension” and associate customization C132.
- 6) Complete the following when WP403 RICEFW Inventory is submitted for Segment V (to be completed by Stacey Terry):
- Add RICEFW item GLE017 – Governmental Fund Assets associated to customization C131 aligned to Segment V.
 - Add RICEFW item APE020 – Adjustment Voucher Validations associated to customization C132 aligned to Segment V.
- 7) Design Work Unit Tracker (to be completed by Stacey Terry):
- Add the following functional designs to Design Segment V:
 - GLE017 – Governmental Fund Assets
 - APE020 – Adjustment Voucher Validations
- 8) Update the Project Schedule per associated Attachment A schedule tasks as documented in “PCR118 Attachment A” (to be completed by Gabriela Remillard).
- Note: Extensions are not bucket items, hence, no updates are needed to the RICEFW Consumption Tracker.

Additional Reviewers <i>(Use this table only if needed)</i>		
Reviewer	Complete Date	Notes
<input checked="" type="checkbox"/> SSI Contract Manager	6/21/2024	Approve
<input type="checkbox"/> Production Support Manager	N/A	N/A
<input checked="" type="checkbox"/> Project Management Office	6/21/2024	Approve
<input type="checkbox"/> Other	Choose a Date	

CCB Review		
CCB Members	Member Recommendation	Member Recommendation Date
<input checked="" type="checkbox"/> Deputy Project Director	Approve	6/20/2024
<input checked="" type="checkbox"/> Financial Architect	Approve	6/20/2024
<input checked="" type="checkbox"/> Learning Architect	Approve	6/20/2024
<input checked="" type="checkbox"/> Readiness Architect	Approve	6/21/2024
<input checked="" type="checkbox"/> Reporting Architect	Approve	6/20/2024
<input checked="" type="checkbox"/> Technical Architect	Approve	6/20/2024
<input checked="" type="checkbox"/> Payroll Architect	Approve	6/20/2024

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