

**Change Request Information** *(completed by PCR Requestor)*

Requested by		Submitted By	
Name	Deana Metcalf	Name	Kurt Meisner
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Email	Deana.Metcalf@myfloridacfo.com	Email	Kurt.meisner@myfloridacfo.com
Title	Florida PALM Functional Architect	Title	Application Development Lead
Requesting Department Name	Department of Financial Services	Date Requested	11/28/2022

PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p><b>Background</b>                  This PCR formalizes the addition of the following enhancements into the CMS Wave functionality for Florida PALM.</p> <p><b>Enhancements</b></p> <ol style="list-style-type: none"> <li>INC31039328 - Simplify Disinvestment Journal Entry - Enable agency users to input minimal data elements which the system would utilize to complete the creation of the 4-line disinvestment journal. (GLE008)</li> </ol> <p><u>Description:</u> The Division of Treasury (Treasury) manages the Treasury Investment Pool. The Treasury Investment Pool is a fixed income investment operation for the State's general revenue, trust funds, and funds of organizations participating in the Treasury Special Purpose Investment Account (SPIA).</p> <p>Florida PALM provides the ability for Treasury and agencies to perform the following investment activities:</p> <ul style="list-style-type: none"> <li><b>Track Investment Budget/Activities:</b> The Florida PALM 'Track with Budget' feature in Commitment Control provides the ability to track investment balances. Treasury establishes zero-dollar investment budget journals which enable investment budgets to be tracked at the Fund level. Investment and disinvestment journals cannot post if the zero-dollar investment budget does not exist.</li> <li><b>Maintain and Reconcile Investments:</b> Agency investment transactions, which are recorded in FLAIR, are interfaced to Florida PALM via the Inbound FLAIR Journals Interface (GLI065).</li> <li><b>Record and Process Disinvestments:</b> Agencies record 4-line disinvestment journals in Florida PALM which are interfaced to FLAIR via the Outbound Disinvestment and Apportionment Journals interface (GLI066).</li> <li><b>Process Interest Apportionment:</b> Treasury apportions investment earnings and administrative fees earned on the investment portfolios to participants monthly, based on the participant's average daily balance. The resulting apportionment journals are interfaced to FLAIR via the Outbound Disinvestment and Apportionment Journals interface (GLI066).</li> </ul> <p>In Florida PALM, investment budget balances are maintained at the Fund level, however, investment journals are recorded at the Fund, Budget Entity and Category level. The user enters a 4-line journal to disinvest from one Fund. When entering disinvestment journals, users should enter the same Budget Entity as recorded for the respective investment. When agencies record a disinvestment using a different Budget Entity than the one used on the correlating investment, it negatively impacts interest apportionment calculations. As a corrective action, agencies record redistribution journals to move the disinvestments to the correct Budget Entity.</p> <p>As a result, DFS is requesting an enhancement to simplify the disinvestment journal entry process to enable agency users to perform the disinvestments efficiently and in a controlled manner. The following provides the details regarding the requested enhancements:</p> <ul style="list-style-type: none"> <li>Create a new "Disinvestment Journal Entry" page that will allow users to:                         <ul style="list-style-type: none"> <li>Search for available invested balances by Business Unit, Fund and Budget Entity</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>o Review available invested balances and select row(s) to disinvest from</li> <li>o Enter the disinvestment amount which will be equal to or less than available invested balance</li> <li>o Submit the disinvestment</li> <li>o Systematically create the disinvestment journal and display the journal information to the user.</li> </ul> <ul style="list-style-type: none"> <li>• Create a new “Review in Transit Journals” page to review in-transit disinvestment, investment, and redistribution journals not yet posted (i.e., pending budget check or pending approval) to allow users to see transactions that may impact investment balance.</li> </ul> <p><b>Deliverables and Deliverable Acceptance Criteria</b>                  No new deliverables are created for this PCR.</p>										
<p><b>Business Benefit/ Justification</b>                  (Provide the tangible/intangible value(s) that support the for the Project’s goals)</p>	<p>Implementing this enhancement will simplify the entry of disinvestment journals for agency end users, which will have the following additional benefits:</p> <ul style="list-style-type: none"> <li>• Systematic display of available invested balances will allow users to know how much money is available to disinvest.</li> <li>• Limited end user data entry will reduce edit and budget check exceptions, allowing disinvestment journals to post timely.</li> <li>• Improved disinvestment journal entry (i.e., systematic creation of the 4-line journal accounting entries) will decrease the entry of redistribution journal corrections, improving overall interest apportionment processing.</li> </ul>										
<p><b>Implications of Not Making the Change</b>                  (If we do nothing, what is our “Impact Prediction” to the project in terms of risk or issue)</p>	<p>Agency users will continue to enter 4-line disinvestment journals. Data entry errors will continue to cause downstream impacts to interest appointment processing and result in entry of redundant redistribution journals.</p>										
<p><b>Project Goals</b>                  (Please choose all that apply)</p>	<table border="1"> <thead> <tr> <th colspan="2">Goal</th> </tr> </thead> <tbody> <tr> <td><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><input 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><input 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> <tr> <td><input checked="" type="checkbox"/></td> <td>Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies</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 type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data	<input 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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<p><b>Initial Review</b> (completed by PMO Team)</p>											
<p>PCR Title</p>	<p>Simplify Disinvestment Journal</p>										
<p>Initial Review Date</p>	<p>11/29/2022</p>	<p>PCR ID</p>	<p>94</p>								
<p><b>PCR Historical Information</b> Please enter the following IDs from the Project SharePoint logs (when applicable)</p>											
<p>Decision ID</p>	<p>Enter Decision ID</p>	<p>Decision Name</p>	<p>Enter Decision Name</p>								
<p>Risk ID</p>	<p>Enter Risk ID</p>	<p>Risk Name</p>	<p>Enter Risk Name</p>								
<p>Issue ID</p>	<p>Enter Issue ID</p>	<p>Issue Name</p>	<p>Enter Issue Name</p>								
<p><b>Impact Analysis</b> (completed by Florida PALM Project team members)</p>											
<p>PCR Analysis Resources</p>	<p>Name</p>	<p>Role</p>									
	<p>Blake Goodwin</p>	<p>Financial Administrator</p>									
	<p>Renee Hermeling</p>	<p>Assistant Director, A&amp;A</p>									
	<p>Jennifer Reeves</p>	<p>Reporting Architect</p>									
	<p>Deana Metcalf</p>	<p>Functional Architect</p>									
	<p>Kurt Meisner</p>	<p>Application Development Lead</p>									

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 Go/No-Go Decision due dates	Changes to Major Project Deliverables or Go/No-Go Decision due dates		
Cost	Changes within budgeted Spend Plan categories and no overall Project cost overrun	Results in request for funds from the Legislative Budget Committee (LBC)		
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			
Risk(s) Associated with Making the Change	Risk Category	None identified		
	Select			
	Select			
Is Contract Affected?	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Project Schedule Impact				
Low - No impact to Go/No-Go Decisions				
Project Scope Impact		Addition of scope for enhancement work.		
Moderate - Adjustment requiring Project Director's approval				
Project Cost Impact		The cost for this PCR will offset to the GDN Credit that was established with Amendment 3. This PCR will not use CMS Remediation or Contract Contingency dollars.		
Moderate - Impact within budgeted Spend Plan and does not result in overall Project cost overruns				
Implementation Plan <i>(document name)</i>				
Additional Resource Requirements <i>(insert rows as needed)</i>		Hours Effort	Hours Cost	Cost
See PCR94-Additional Resource Requirements GLE008-Unredacted				
<b>Total</b>				<b>\$139,644 (offset to GDN Credit)</b>

<b>CCB Recommendation</b> <i>(completed by Department PMO)</i>			
CCB Members Approved	Final CCB Recommendation	CCB Approval Date	Choose a Date
<input type="checkbox"/> Deputy Project Director <input type="checkbox"/> Reporting Architect <input type="checkbox"/> Technical Architect <input type="checkbox"/> Functional Architect <input type="checkbox"/> Engagement and Training Architect	Choose an Item	Comments	
		CCB Comments	
<b>Authorization</b>			

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.

**TIER 1**

\_\_\_\_\_  
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