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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Email	deana.metcalf@myfloridacfo.com		Email	stacey.terry@myfloridacfo.com
Title	Florida PALM Functional Architect		Title	Accenture Functional Lead

Requesting Department Name	Department of Financial Services	Date Requested	8/15/2023

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 the following grant related asset tracking requirement, which is associated with customization C21 – Asset Additional Fields and Repurposing, be moved from the 'Financials Wave Implementation Period' to 'Optional Services'. This is requested as the grants module and full grants processing is Optional Services.
	  • 40.0098 – Provide ability to attach grant expiration date to asset and notify users when grant expiration date is imminent.
	2) Request the following requirements be aligned to customization C21 – Asset Additional Fields and Repurposing as the correlating Segment I functional design AME002 – Asset Additional Field Extension incorporated the respective requirements as part of the solution:
	  • 40.0035 – Provide Ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Condition. This field can be updated as needed by users with proper security.
	  • 40.0050 – Provide ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Model Name/Number. This field can be updated as needed by users with proper security.
	  • 40.0070 – Provide ability to track agency owned assets that are in the possession of another agency.
	  • 40.0071 – Provide ability to display escrow balances recorded on a contract that should be included in asset purchase price (e.g., land and buildings).
	  • 40.0185 – Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Date of occurrence/discovery.
	  • 40.0191 – Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Disposal document/transaction number.
	  • 40.0199 – Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Date first noticed missing.
	3) Request the following requirements be disassociated from customization C21 – Asset Additional Fields and Repurposing as the capability will be met by delivered functionality:
	  • 40.0041 – Provide ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Value. This field can be updated as needed by users with proper security.
	
	Attachment 5.2 – Customizations:
	1) Request to add a new AP Payment Cancellation Page (C90) customization. As delivered, the payment cancellation page allows authorized users to cancel any payment made in Florida PALM, regardless of BU. This customization would establish a custom payment cancellation page to allow agencies to enter payment cancellations online in Florida PALM for their respective agency only, based on the user's business unit security. Appropriate DFS Enterprise users will have access to enter Payment Cancellations on behalf of all agencies.
	
	Once the payment cancellation is entered, Payment Cancellation Workflow (APW002) would route the payment cancellation request to an agency approver for review and approval. Once approved, the payment cancellation would be systematically completed with the applicable payment cancellation action (i.e., re-issue, cancel/close liability).
	
	In addition, the customization would determine if the cancelled payment was originally paid using current year funds or prior year funds. If the payment was associated to a current year appropriation, the cancellation accounting entries would be reversed to the same expenditure

ChartField coding entered on the related voucher(s). However, if the payment were associated to a prior year appropriation, the cancellation accounting entries would be generated to the appropriate revenue accounting.

The related Attachment 5.1 – Business Requirements which will be updated or created to correlate to the C90 customization are as follows:
- 30.0287– Provide ability to allow authorized users to issue a stop payment for checks that have already been distributed.
- 30.0325 – Provide ability for users with appropriate authority to cancel a payment or a portion of an entire payment run with payment cancellation information, including a cancel reason code.
- 30.1021 (New) – Provide ability for systematic creation of the appropriate accounting entries for current and prior year payments once a payment cancellation has been approved.

2) Request to add a new Deposit Type Restriction (C91) customization. This customization would limit the ability for agency users to add, update, or delete deposits based on deposit type while allowing enterprise users to perform all functions. Agency users would instead be granted display only access to view the respective deposits without being able to affect them. This is needed to ensure agencies do not incorrectly delete returned item deposits that are managed by Treasury.

The related Attachment 5.1 – Business Requirements which will be updated to correlate to the C91 customization are as follows:
- 60.1008 – Provide ability to restrict users from deleting specific deposit types.

3) Request to remove the New Asset Disposal Code (C20) customization. This customization was established to provide the ability to add a status of "deleted" to an asset record, if needed. The system provides capabilities to delete assets from the staging table prior to being fully loaded to the Asset Management module. However, if a user didn't notice the asset until two months later, the user would need to retire the asset, not delete. For scenarios where the state would want to delete, alternate solutions would be leveraged to delete staged assets prior to being integrated to Asset Management from AP, or via retiring an asset once established.

The related Attachment 5.1 – Business Requirements for the C20 customization that will be canceled are as follows:
- 40.0206 – Provide ability for agencies to dispose of assets by multiple disposition types including, but not limited to: Deleted.

This PCR makes the following changes:
1) Attachment 5.1 – Business Requirements Working:
- Cancel requirement 40.0206 per removal of C20 customization.
- Update requirements 40.0035, 40.0050, 40.0070, 40.0071, 40.0185, 40.0191, and 40.0199 to change the 'How Met' from 'Delivered' to 'Extension' and reference the related C21 customization.
- Update requirement 40.0041 to change the 'How Met' from 'Extension' to 'Delivered' and remove the reference to the C21 customization.
- Update requirement 40.0098 to change the Implementation Period from 'Financials Wave' to 'Optional Services'.
- Add new requirement 30.1021 and reference C90 customization.
- Update requirements 30.0287 and 30.0325 to change the 'How Met' from 'Delivered' to 'Extension' and reference the related C90 customization.
- Update requirement 60.1008 to change the 'How Met' from 'Configuration' to 'Extension' and reference the related C91 customization.
2) Attachment 5.2 – Customizations Working:
- Remove customization C20 – New Asset Disposal Code.
- Add requirements 40.0035, 40.0050, 40.0070, 40.0071, 40.0185, 40.0191, and 40.0199 to customization C21 – Asset Additional Fields and Repurposing.
- Remove requirements 40.0041 and 40.0098 from customization C21 – Asset Additional Fields and Repurposing.

- Add customization C90 – AP Payment Cancellation Page.
- Add requirements 30.0287, 30.0325, and 30.1021 to customization C90 – AP Payment Cancellation Page.
- Add customization C91 – Deposit Type Restriction.
- Add requirement 60.1008 to customization C91 – Deposit Type Restriction.

3) Requirements Traceability Matrix (RTM) Working document:
- Cancel requirement 40.0206 per removal of C20 customization.
- Update requirements 40.0035, 40.0050, 40.0070, 40.0071, 40.0185, 40.0191, and 40.0199 to change the 'How Met' from 'Delivered' to 'Extension' and reference the related C21 customization.
- Update requirement 40.0041 to change the 'How Met' from 'Extension' to 'Delivered' and remove the reference to the C21 customization.
- Update requirement 40.0098 to change the Implementation Period from 'Financials Wave' to 'Optional Services'.
- Add new requirement 30.1021 and reference C90 customization.
- Update requirements 30.0287 and 30.0325 to change the 'How Met' from 'Delivered' to 'Extension' and reference the related C90 customization.
- Update requirement 60.1008 to change the 'How Met' from 'Configuration' to 'Extension' and reference the related C91 customization.

4) RICEFW Inventory Working document:
- Cancel RICEFW ID AME003 – New Asset Disposal Codes Extension related to customization C20.
- Add new RICEFW ID APE016 – AP Payment Cancellation Extension related to customization C90.
- Add new RICEFW ID ARE008 – Deposit Type Restrictions related to customization C91.

5) Requirements Traceability Matrix (RTM) Work Product (WP402):
- Exclude requirements 40.0098 and 40.0206 from future segments.
- Include requirements 40.0035, 40.0050, 40.0070, 40.0071, 40.0185, 40.0191, and 40.0199 in Segment I.
- Include requirement 40.0041 in Segment II.
- Exclude C20 and the associated requirement 40.0206 from future Segments.
- Include C90 and the associated requirements 30.0287, 30.0325, and 30.1021 in Segment II.
- Include C91 and the associated requirement 60.1008 in Segment II, when documented.

6) RICEFW Inventory Work Product (WP403):
- Exclude C20 and the associated RICEFW ID AME003 from future Segments.
- Include C90 and the associated RICEFW ID APE016 in Segment II, when documented.
- Include C91 and the associated RICEFW ID ARE008 in Segment II, when documented.

Note: The Financials and Payroll Business Process Models do not make reference to the customizations, hence they do not need to be updated.

Business Benefit/ Justification *(Provide the tangible/intangible value(s) that support the for the Project's goals)*	This PCR, 1) removes a requirement from the Financials Wave that is not in scope for the solution design, 2) adds a new requirement for Financials Wave, and 3) adds new customizations to meet the applicable business requirements.
Implications of Not Making the Change *(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)*	Florida PALM will, 1) design solutions that are out of scope for the Financials Wave, and 2) implement customizations that the State plans not to use, and 3) fail to meet business requirements that cannot be met by delivered functionality.
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	PCR-103- New Segment II AP and AR Extensions		
Initial Review Date	8/18/2023	PCR ID	103

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

Project Cost Impact	Explain Impact
Low - No impact to Cost	Planned to deduct from credit available for future PCRs
Project Schedule Impact	N/A
Low - No impact to Stage Gate Decisions	

Project Scope Impact	Removed one customization, added two new customizations, and revised the implementation period, How Met classification and related requirements for customization C21 requirements.
Critical - Adjustment requiring ESC acceptance	
Implementation Plan *(document name)*	Enter Document Name

Additional Resource Requirements *(insert rows as needed)*	Hours Effort	Hours Cost	Cost
Removal of C20 New Asset Disposal Code	Enter Number of Hours	Enter Cost Per Hour	$0
Addition of C21 Asset Additional Fields and Repurposing Requirements	Enter Number of Hours	Enter Cost Per Hour	$0
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	$31,795
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	$51,578
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	$53,920
Functional Director	Enter Number of Hours	Enter Cost Per Hour	$16,185
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$6,050
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$13,860
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$4,550
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$11,596
Subtotal			**$189,534**
See *PCR-103-Additional Resource Requirements_New Segment II AR and AR Extensions-Unredacted* for additional costing details	Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Totals	**Enter Total Number of Hours**	**Enter Total Cost Per Hour**	**$189,534**

CCB Recommendation *(completed by Department PMO)*

CCB Members Approved	Final CCB Recommendation	CCB Approval Date	Choose a Date
☐ Deputy Project Director	Choose an Item	Comments	
☐ Reporting Architect		CCB Comments	
☐ Technical Architect			
☐ Functional Architect			
☐ Stakeholder Architect			

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.

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