

Change Request Information (completed by PCR Requestor)									
Requested by			Submitted By						
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Email	Deana.Metcalf@myfloridacfo.com	Email	Kurt.meisner@myfloridacfo.com						
Title	Florida PALM Functional Architect	Title	Application Development Lead						
Requestir	ng Department Department of Financial Services		Date Requested 1/24/2023						

PCR Need Description

(Include description of by , why it is needed, how it was discovered)

Background

As part of the Florida PALM month end close process, the Division of Treasury (Treasury) and Division of Accounting and Audit (A&A) have roles to review transaction data in Florida PALM to ensure transactions have completed their life cycle and accounting entries have been posted to the General Ledger. In addition, a process is run monthly to reconcile transactions between Florida PALM and Central FLAIR. Lastly, Treasury and A&A use information from both systems to reconcile Florida PALM cash balances with Central FLAIR.

At CMS Wave, the Balance Summary Register (GLR150) report was built to identify Florida PALM general ledger cash balances, support external reconciliations, and support Treasury in creating the Governor's Reports.

The Florida PALM Chart of Accounts structure and attribute classifications allow cash transactions to be identified appropriately for most reporting needs. However, certain cash transactions are not able to be classified at a level of granularity necessary to identify specific reporting information required for Treasury cash-basis reporting.

To support streamlined cash reconciliation and reporting activities, a cash reporting solution (GLE009) was established, that allows cash transactions to be systematically assigned appropriate reporting categorizations (PCR-92-CMS Enhancements Part 4), thus providing a single source to create the Balance Summary Register (GLR150) report.

As a result, Treasury requested an enhancement to modify the Balance Summary Register (GLR150) report to extract the General Revenue, Trust Funds, and Budget Stabilization Fund cash balances by State Fund Indicator for verified receipts, interunit receipts, verified disbursements, and interunit disbursements from the Cash Reporting Solution (GLE009) table instead of extracting it from multiple tables, i.e., General Ledger, AP/Treasury Sub Ledger.

The following provides additional details regarding the requested enhancements:

- Rename the report as 'Treasury Cash Balances Report' instead of 'Balance Summary Register Report'.
- Rename the menu item on the Florida PALM reports menu, i.e., Treasury Cash Balances Report.
- Create a custom run control page with the following data parameters to drive the data selection criteria:
 - Fiscal Year
 - o Accounting Period
 - o Include Adjustment Period checkbox
- Create a custom program to select the report data from the Cash Reporting Solution (GLE009) table

Deliverables and Deliverable Acceptance Criteria

No new deliverables are created for this PCR

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Department of Financial Services Project Change Request (PCR) Form

Business Benefit/ Justification (Provide the tangible/intangible value(s) that support the for the Project's goals)	Modifying the Balance Summary Report (GLR150) will allow Treasury and A&A to support timely completion of Florida PALM and Central FLAIR cash reconciliation and generate timely cash reports (e.g., Governor's report).					
Implications of Not Making the Change (If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)	Treasury and A&A would continue to manually categorize, reconcile, and report cash balances by running various individual queries to identify the classification that is not directly identified. These manual activities may cause downstream delays in Florida PALM month end activity and statutory reporting.					
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 (comp	leted by PMO Team)					
PCR Title 98	(0.002	202.12	OLDASO Balanca Communication Barrietas Barret			
minute i torio ii Dato		PCR ID GLR150_Balance Summary Register Report On Please enter the following IDs from the Project SharePoint logs (when applicable)				
	er Decision ID er Risk ID	Decision Name Risk Name	Enter Decision Name			
	er Issue ID	Issue Name				
Impact Analysis (c			Enter 199de Nume			
PCR Analysis		Name	Role			
Resources	Jennifer Reeves	vaille	Reporting Architect			
. 1000 a. 1000	Deana Metcalf		Functional Architect			
	Blake Goodwin		Financial Advisor			
	Kurt Meisner		Application Development Lead			
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 to Major Project Deliverables or Go/No- Go Decision due dates			
Cost	and no overall Project cost overrun		Results in request for funds from the Legislative Budget Committee (LBC)			
Alternatives to	Viable]				
Making the Change (Describe solution	C Yes © No					
(Describe solution options to fulfilling the change request)						
Risk(s) Associated with	Risk Category					
Making the Change	Select	1				
	Select	1				

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Department of Financial Services Project Change Request (PCR) Form

	Select							
Is Contract Affected?	○ Yes ⊙	No						
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Project Sched Low - No impact to Go/No		ne						
		ns	Addition of scope for enhancement work					
Project Scope Impact Moderate - Adjustment requiring Project			Addition of scope for enhancement work					
Director's approval								
Project Cost Impact			The cost for this PCR will offset to the GDN Credit that was established with					
Low - No impact to Cost			Amendment 3. This PCR will not use CMS Remediation or Contract Contingency					
			dollars.					
Implementation Plan					Lieuwa Essent	11 04	104	
Additional Resource Requ				I41 6	Hours Effort	Hours Cost	Cost	
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CCB Recommendation				ation	CCB Approval Date	Choose a Date		
☐ Deputy Project D			CB Recommendation		CCB Approval Date	Comments		
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☐ Technical Archite	I				COD COMMINENTS			
☐ Functional Archite	1							
☐ Engagement and Training								
Architect	Training							
Authorization								
This PROJECT CHANGE	REQUEST	is bound to	the signed Pro	iect Chart	er and/or Contract Sta	tement of Work an	nd the PCR	
approval date. The follow						ul	id the Fort	
TIER 1	TIER 2 (when applicable)							
Email Data 2			110/2022					
Email Date 3 Signature			3/10/2023 Signature		Ire	 Date		
					116	Date		
			Steven Fielder, Chair					
Jimmy Cox , CPA, PMP,		Florida PALM Executive Steering Committee						
Florida PALM Project Dire			· ·					

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