

<b>Change Request Information</b> <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Deana Metcalf	Name	Kurt Meisner
Phone	850-410-9023	Phone	352-223-7428
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>INC31039471 - Book to Bank Reconciliation Discrepancy Categorizations - Group known categories of book to bank balance discrepancies, along with the detailed transactions that fall within each respective category. (CME010)</li> </ol> <p><u>Description:</u> The Florida PALM Book to Bank Reconciliation process compares bank statement balances by bank account for the bank files loaded into the system against the General Ledger (GL) balance for a specified fiscal period. The Division of Treasury (Treasury) performs the Book to Bank Reconciliation process as part of month-end close activities once source module transactions (e.g., Accounts Receivable, Accounts Payable) have been entered and processed through posting to the GL.</p> <p>The delivered Book to Bank Reconciliation process displays identified discrepancies between the bank statement balance and the GL balance under the applicable category (i.e., buckets) such as, Payments in Transit, Deposits in Transit, Unbooked Fees and Interest, Unbooked Payments, and Unbooked Deposits. Examples of identified discrepancies may include:</p> <ul style="list-style-type: none"> <li>Timing differences between bank transactions and amounts posted to the GL for transactions that are booked in the system but not yet acknowledged (i.e., paid/cleared) by the bank, such as deposits in transit or unreconciled checks.</li> <li>Items such as fees or interest accrual amounts noted on the bank statement but not yet booked into Florida PALM.</li> </ul> <p>In addition to the details provided on the Book to Bank Reconciliation page, Treasury runs a series of queries to identify transactions that make up the discrepancy amounts. In most cases, discrepancies are identified and resolved in a timely manner. However, there are instances where identifying the respective transactions that make up a discrepancy amount is difficult to determine, resulting in extensive research and manual effort to resolve. In addition, the delivered Book to Bank Reconciliation process captures certain manual adjustments (e.g., conversion GL Journals and manual GL adjustments to address timing differences) and displays them as reconciling items in existing buckets. Treasury manually unselects these known adjustments to determine the real reconciliation difference.</p> <p>As a result, Treasury requests an enhancement to modify the Book to Bank Reconciliation page to: 1) include additional reconciliation buckets to better classify known types of discrepancies, and 2) systematically unselect known adjustments that must be manually excluded each month from the reconciliation in order to identify the true differences.</p> <p>The following provides additional details regarding the requested enhancements:</p> <ul style="list-style-type: none"> <li>The following additional buckets will be added to the Book to Bank Reconciliation page:                             <ul style="list-style-type: none"> <li><b>Cross Period Differences</b> – Identify one-to-many or many-to-many semi-manually or manually reconciled transactions that cross accounting periods.</li> <li><b>Denied Bank Transfers</b> – Identify bank transfer transactions that have been denied after the transaction has been reconciled and posted to GL, however, the reversal accounting entries have not been processed.</li> </ul> </li> </ul>		

- **AP Timing Differences** – Identify AP transactions that are reconciled but not posted to the GL in the respective fiscal period.
- **AR Timing Differences** – Identify AR transactions that are reconciled but not posted to the GL in the respective fiscal period.
- **Late Booked Transactions** – The delivered Book to Bank process captures AR/AP late booking transactions which are reconciled but not posted to GL in an existing bucket. However, Treasury has observed that certain transactions are not getting captured. A new bucket may be needed to capture such transactions per examples provided by Treasury.
- The following additional modification is requested to the Book to Bank Reconciliation page:
  - **Systematically unselect known adjustments/transactions to determine the true differences** – Modify the Book to Bank Reconciliation page to systematically unselect adjustments/transactions, sort the transactions to display in the appropriate order, and remove adjustment entries older than a specified time period. A comment field will be added to the adjustment/transactions to add review comments.

Business Benefit/ Justification: Implementing this enhancement will systematically streamline the Book to Bank Reconciliation process, enabling Treasury to complete the monthly Book to Bank Reconciliation activity in a timely manner. This will expedite Florida PALM month-end close processing, as well as allow Treasury to complete other key downstream processes, such as interest apportionment, in a timely manner.

Implications of Not Making the Change: Treasury would continue manually completing the Book to Bank Reconciliation activity by running various individual queries to identify and reconcile discrepancies that are not directly identified in the delivered Book to Bank Reconciliation buckets.

2. INC28509513 - Solution for the ability to Re-reconcile a warrant (APE011)

Description: Central FLAIR sends the daily Inbound Central FLAIR Issued Warrants and Cancellations file (API107) to Florida PALM to record the outstanding payments as manual payment vouchers to support bank reconciliation processing activities. Once the payments are cleared by the bank, the payments are reconciled in Florida PALM and cash clearing entries are created and sent to the General Ledger.

There are occasions when a reconciled payment needs to be un-reconciled based on updated bank statement information. When this occurs, the Treasury team will un-reconcile the payment in Florida PALM, which will make it available to be re-reconciled once it is paid at the bank and received in a subsequent bank statement. The Florida PALM system does not create cash clearing accounting entries for unreconciled and re-reconciled warrants.

As a result, the Treasury team creates a manual General Ledger (GL) journal to record cash clearing accounting entries for un-reconciled and re-reconciled warrants. Subsequently the manual GL journal cash clearing entries impact the book to bank reconciliation and are shown as Payment in Transit and GL adjustments on the book to bank reconciliation page. The Treasury team runs queries to identify and obtain the necessary information on un-reconciled and re-reconciled warrants, which slows down the reconciliation process.

Treasury requests an enhancement to systematically create the cash clearing accounting entries for un-reconciled and re-reconciled warrants.

The following provides additional details regarding the requested enhancement:

- A new program will be created to generate the cash clearing accounting entries
- A new page will be created to specify the run control parameters

Business Benefit/ Justification: Implementing this enhancement will enable Florida PALM to systematically create the cash clearing accounting entries for un-reconciled and re-reconciled

	<p>warrants. This will eliminate the manual data entry efforts and streamline the book to bank reconciliation activity and month end processing.</p> <p><u>Implications of Not Making the Change:</u> Treasury would continue to manually create the cash clearing accounting entries for un-reconciled and re-reconciled warrants and run queries to identify such manual entries. These manual efforts can be time consuming which may cause delays in completing subsequent downstream processes (i.e., Book to Bank Reconciliation, month-end close and interest apportionment processing).</p> <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>These enhancements were requested by the business areas and will improve the functionality of Florida PALM.</p>										
<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>Treasury will continue manual processing as described above.</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
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										
<p><b>Initial Review</b> (completed by PMO Team)</p>											
<p>PCR Title</p>	<p>B2B Page and Rereconcile Warrants</p>										
<p>Initial Review Date</p>	<p>11/29/2022</p>	<p>PCR ID</p>	<p>95</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>Jennifer Pelham</p>	<p>Chief of Funds Management</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 PCR95-Additional Resource Requirements CME010_APE011-Unredacted				
<b>Total</b>				<b>\$234,595 (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