ITG Request 009 – Add Accounting Data to the Data Warehouse

Presented to the JISC for
Authorization decision

IT GOVERNANCE REQUEST DECISION

Recommend Decision (4th step) Multi-Court Level User Group (CLUG)

Court Level User Group	**Multi-Court Level User Group**
Chair of Group	Rich Johnson (Div I COA)

IT Request - **#009 Add Accounting Data to the Data Warehouse**								
Date of Decision – January 5th 2011								
Decision to Recommend for Approval	X **Approve** *(unanimously)* ☐ **Decline** *(unanimously)* ☐ **Split Vote:** *moves forward with pros & cons*							
Prioritization of Request	**# 1 –HIGH (out of requests for JISC)**							
Scoring of Request	**Business Value** (1-10)	**Relative Priority** (1-10)	**Cost** (1-5)	**Complexity/ Level of Effort** (1-10)	**Risk** (1-5)	**Benefit /Impact** (1-5)	**Impact of Doing Nothing** (1-5)	**Request Total Score** (0-50)
Pros & Cons *(if vote is not unanimous)*								
Additional Statements *(attachments from other groups in support or additional information that should go to the JISC for consideration)*	☐ **No =** additional statements/attachments ☐ **Yes =** additional statements included							
Additional Notes	*****Because there were no other requests to vote on at this time that go to the JISC, there was no scoring recorded on this request.							

Re-Analysis of IT Governance Request #009
Add Accounting Data to the Enterprise Data Warehouse (EDW)

Summary of Proposed Solution:
The solution the Administrative Office of the Courts (AOC) proposes will provide the courts with better tracking of accounting information, enhanced budget and revenue forecasting, and better audit and operational reports. The solution shall provide accounting data in the data warehouse and create canned reports to provide the reporting capabilities specified in this request. The accounting data in the data warehouse would be refreshed at regular intervals, which would be defined during the course of implementing the project. Requirements for the reports would be developed in close collaboration with court staff to ensure that the outcome meets the business needs of the courts.

This project carries several risks that could impact the successful completion of the project. The risks include: a lack of accounting expertise among the AOC technical staff, the potential necessity of upgrading the infrastructure to accommodate the solution, and potential resource conflicts with other projects.

Sizing:
The following estimate is based upon the best available information and does not include cost or effort estimates for ongoing maintenance of the enhancement.

This enhancement would be accomplished by AOC's internal resources. The systems affected by the change would be: EDW.

AOC estimates that this project would take 15 - 18 months to complete. This is an estimate of the duration of the project from the date work would begin on the project until final implementation. Due to the complexity of this project, the actual time required to execute this project could vary from this estimate by up to 5 months.

Group	Hours	Tasks
Court Education	200	Communication, documentation
Data Architect	32	Database design review of 10 tables in operational data store and statewide data repository
Database Administrator (SQL)	55	Building and loading ODS objects (15 hours) and overall system performance testing (40 hours)
Maintenance (JIS)	800	Support EDW in analyzing current system and data
MSD Fiscal	75	Contributing to requirements and SME
Data Warehouse	3113	See below
Quality Assurance	150	Testing of reports
Project Management	800	1/3rd FTE for length of project
Total	**5,225 hours (+/- 20%)**	

ISD staff costs average $76 per hour. Contractor staff generally costs $120 - $150 per hour.

Request:
The purpose of this request is to move accounting data from the Judicial Information System (JIS) into the EDW. In addition, the request seeks the creation of several reports to meet the needs of both Superior Courts and Courts of Limited Jurisdiction (CLJ).

Business Impacts:
This request will provide the courts better tracking of accounting information, enhanced budget and revenue forecasting, and better audit and operational reports. This request will also enhance the ability of the courts to answer inquiries from other agencies regarding accounting matters. This enhancement will also eliminate the current timing restraints on certain reports from Judicial Accounting Subsystem (JASS).

Proposed Solution:
Accounting information available at person and/or case level detail was identified as the highest priority area by an accounting work group comprised of both superior court and courts of limited jurisdiction accounting personnel.

Additionally, it was determined that making the reports available, without ad hoc capabilities, would be acceptable for the initial accounting implementation. See Attachment 1 for a list of the identified reports.

Based on this user input, the revised analysis has been completed.

Assumptions:
1. Will be implemented as a stand-alone universe.
2. CLJ and Superior modules will be developed in a single universe.
3. Subject matter experts (SMEs) (i.e., court resources) will be available to define requirements and reports.
4. Current case level security structure will be used. Security rules which consider roles, such as cashier, do not exist and time to develop additional security is not included in this estimate.
5. Current Governmental Accounting Standards Board (GASB) universe will be incorporated into new accounting universe.
6. Court staff will be available for requirements development sessions to guide creation of the requested reports.
7. The requirement for how often the data in the data warehouse will be refreshed will be defined during the project in collaboration with court staff.

Risks:
1. Analysis of current environment may show infrastructure upgrades are required to support the additional accounting data and users.
2. Potential impact of the “Natural to Common Business-Oriented Language (COBOL)” project on this project.
3. Potential impact of “Master Data Management (MDM)” project on this project.
4. Potential impact of new case management system on this project.
5. Current data warehouse developer staffing levels are inadequate to staff both the project and the maintenance of the existing warehouse.
6. Complexity of post-implementation customer support could be significant and sustained.
7. Many of the AOC resources that would be required for this project do not have expertise in accounting.

ATTACHMENT 1: REPORT LIST

The following reports were identified by the work group as having the highest priority. In the warehouse, they will be configured as pre-defined reports that will run on demand. Court users will provide input parameters, such as date range or case type, when submitting a report request.

The following reports currently exist in JIS and/or SCOMIS and will be recreated as described above:

1. Interest accruals associated with A/R type
2. Remittance Summary by BARS codes
    a. Detail
    b. Exception Reporting
3. Accounts Receivable Report (ARR)
    a. Detail
    b. Summary
4. A/R Entered, Paid, and Outstanding
    a. Detail
    b. Summary
5. AR Adjustments Report
    a. Detail Report
    b. Exception Reporting
6. Case Financial History (CFH)
    a. Detail
    b. Summary
    c. Exception Reporting
7. Cases with ARs Paid-in-Full Report
8. Payment Monitoring Report (PMR)
    a. Detail
    b. Summary

The following new reports were also identified. Detailed requirements for them have not been identified:

1. AR balance by type, AR and payment aging
2. Cases with finding date and A/Rs in potential status
3. Collection case information (limited to obligations)
4. Collection reports for parking cases
5. LFO Balance Report

ATTACHMENT 2: Detailed Work Breakdown:

Extract, transform and load (ETL) development (move data from production databases to data warehouse tables)

Operational data store (from production to staging)	**Estimated hours**
Add operational data store tables to ER Studio (approximately 44 source tables)	4
Submit for approval and attend design review meetings	8
Add operational data store tables to data mirror	1
Create change data capture views	8
Operational data store mappings (document and develop 44; migrate mappings to prod)	80
Testing (type test scripts and test initial load)	40
Change data capture testing	8
Statewide data repository (from staging to warehouse)	
Review report logic (approximately 12 reports)	512
Design target tables (estimated 35 new tables)	80
Universe changes and mockups	80
Add operational data store tables to ER Studio (estimated 35 new tables)	4
Submit for approval and attend design review meetings	8
Operational data store mappings (document and develop 35; migrate mappings to production)	600
Testing (type test scripts and test initial load)	80
Change data capture testing	8
ETL SUBTOTAL	**1512**

Business Intelligence development (user interface and reports)

Recreate 15 current production reports (requirements, code, test, implement)	567
Create 5 new reports (requirements, code, test, implement)	390
Universe design	192
Universe implementation	6
Universe testing	128
Report testing	318
BI SUBTOTAL	**1601**

EDW DEVELOPMENT TOTAL 3113

Add Accounting Data to the Data Warehouse

Request Detail

Requestor Name:
Ammons, Kevin

Origination Date:
08/10/2010

Requestor Email:
kevin.ammons@courts.wa.gov; joel.mcallister@kingcounty.gov; barbara.miner@kingcounty.gov; richard.johnson@courts.wa.gov

Requestor Phone:
206-296-7855

Recommended Endorser:
Data Management Steering Committee

Request Status: Awaiting CLUG Recommendation
Request Type: Change or Enhancement
Which Systems are affected? Data Warehouse
Other affected Systems / Business Processes
Business Area: Accounting
Communities Impacted: County Clerks
Superior Court Administrators
CLJ Managers
Juvenile Court Administrators
Impact if not Resolved: High

Impact Description:

- Report failures and timing issues will continue to result in lost data.
- Larger jurisdictions will never be able to run reports in a timely manner due to the
impacts to the system for all other users.
- Crucial accounting information and reporting will remain unavailable.
- Calculated estimates will continue to be used for financial reporting even where
Generally Accepted Accounting Standards require actual, auditable figures.
- The problem of irretrievable financial records will continue to grow.
- Cases will continue to become "out of balance", rendering financial history
irretrievable.

Request Attachments
Accounting Data Warehouse Request.pdf

What is the Business Problem or Opportunity

Many accounting reports are time sensitive as to when they must be run, and many are a tremendous resource drain on the system while they are being run. The reports regularly fail, resulting in lost data, and the resource drain degradates response time for users.

The JIS reports currently available to the users do not adequately provide accounting data essential for statistical analysis which is frequently being requested.

Financial reports are lacking important information, and are based upon estimates when Generally Accepted Accounting Standards require actual, and auditable figures.

Expected Benefit:

1. Better tracking of accounting information
2. Budget and revenue forecasting
3. Audit and operational reports
4. Ability to answer inquiries from other agencies

Some reports are available only on a given date, and if a user neglects to run them, or if they fail during processing, that information may no longer be available. Other reports are simply not available, for example, remittance summary by A/R or a listing of checks voided during the month.

Initiate Request

Similarly, many of the reports for the larger counties cause tremendous slow downs if they are run during normal operating hours. Some of these reports we get now from JASS, but have to run them on a designated date in order to get the appropriate data. Others, we have to wait until a weekend or overnight to run. Some are not available. For most of the items dealing with the check register, we create excel worksheets, manually recreating data on JASS to enable us to track and reconcile banking activity. Making accounting information available in the data warehouse may allow older activity (such as check register items) to be archived or stored off-line freeing up space and improving system response time.

Any Additional Information:

This request originated from the Data Management Steering Committee. Kevin Ammons (AOC) entered the request into the IT Governance portal for the committee at the direction of Jeff Hall and Vonnie Diseth.

Endorsement Detail

Endorsing Committee
Data Management Steering Committee

Endorser Name:
Ammons, Kevin

Origination Date:
08/10/2010

Endorser Email:
kevin.ammons@courts.wa.gov

Endorser Phone:
360-489-0360

Endorsing Action: Endorsed

Endorser's Explanation and Comments

This request was endorsed by AOC at the direction of Jeff Hall and Vonnie Diseth.

AOC Analysis Detail – **Superseded**

Analysis Date: 09/09/2010

Request Rationale

Aligns with JIS Business Priorities, IT Strategies & Plans: Yes

Aligns with applicable policies and with ISD Standards: Yes

Breadth of Solution Benefit: Wide

Cost Estimates

Cost Benefit Analysis Complete? No

Key Business Objectives:

The purpose of this request is to move accounting data from the Judicial Information System (JIS) into the EDW. In addition, the request seeks the creation of several reports to meet the needs of both Superior Courts and Courts of Limited Jurisdiction (CLJ).

Benefits and Business Value:

This request will provide the courts better tracking of accounting information, enhanced budget and revenue forecasting, and better audit and operational reports. This request will also enhance the ability of the courts to answer inquiries from other agencies regarding accounting matters. This enhancement will also eliminate the current timing restraints on certain reports from Judicial Accounting Subsystem (JASS).

Add Accounting Data to the Data Warehouse

Cost to Implement?

Positive Return on Investment?

Projected Maintenance cost?

Feasibility Study needed? No

Court Level User Group

Multi-level CLUG

AOC Analysis - Proposed Solution

The solution that Administrative Office of the Courts (AOC) proposes will provide the courts with better tracking of accounting information, enhanced budget and revenue forecasting, and better audit and operational reports. The solution shall provide accounting data in the data warehouse and create canned reports to provide the reporting capabilities specified in this request.

AOC Analysis - Proposed Approach

The accounting data in the data warehouse would be refreshed at regular intervals, which would be defined during the course of implementing the project. Requirements for the reports would be developed in close collaboration with court staff to ensure that the outcome meets the business needs of the courts.

This project carries several risks that could impact the successful completion of the project. The risks include: a lack of accounting expertise among the AOC technical staff, the potential necessity of upgrading the infrastructure to accommodate the solution, and potential resource conflicts with other projects.

Additional Systems Affected

Addtional Court Communities Affected

AOC Analysis Attachments

ITG Request 9 - Accounting Data to the Data Warehouse.docx

Confirmation of Endorsing Action Detail – Superseded

Endorsing Committee

Data Management Steering Committee

Endorser Name:

Ammons, Kevin for Jennifer Creighton

Origination Date:

12/28/2010

Endorser Email:

kevin.ammons@courts.wa.gov; Jennifer.Creighton@courts.wa.gov

Endorser Phone:

360-704-4085

Endorsing Action: Returned

Endorser's Explanation and Comments

DMSC has narrowed the parameters of this request and returned it to AOC for re-analysis.

AOC Analysis Detail

Analysis Date: 09/09/2010

Request Rationale

Aligns with JIS Business Priorities, IT Strategies & Plans: Yes

Aligns with applicable policies and with ISD Standards: Yes

Key Business Objectives:

The purpose of this request is to move accounting data from the Judicial Information System (JIS) into the EDW. In addition, the request seeks the creation of several reports to meet the needs of both Superior Courts and Courts of Limited Jurisdiction (CLJ).

Benefits and Business Value:

This request will provide the courts better tracking of accounting information, enhanced budget and revenue forecasting, and better audit

Add Accounting Data to the Data Warehouse

Breadth of Solution Benefit: Wide

Cost Estimates

Cost Benefit Analysis Complete?

Cost to Implement? 5,225 hours

Positive Return on Investment?

Projected Maintenance cost?

Feasibility Study needed? No

Court Level User Group

Multi-level CLUG

information, enhanced budget and revenue forecasting, and better audit and operational reports. This request will also enhance the ability of the courts to answer inquiries from other agencies regarding accounting matters. This enhancement will also eliminate the current timing restraints on certain reports from Judicial Accounting Subsystem (JASS).

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See attached analysis document for a list of the identified reports.

Additional Systems Affected

Addtional Court Communities Affected

AOC Analysis Attachments

ITG Request 009 - Analysis of Accounting Data to the Data Warehouse.docx

Confirmation of Endorsing Action Detail

Endorsing Committee

Data Management Steering Committee

Endorser Name:

Johnson, Richard D

Origination Date:

12/28/2010

Endorser Email:

richard.johnson@courts.wa.gov

Endorser Phone:

206-464-5871

Endorsing Action: Endorsed

Endorser's Explanation and Comments