Analysis of IT Governance Request #062
Automate Courts DCXT Table Entries

Request:
This request seeks to automate the process for updating the County Department Cross Reference (DCXT) tables. Courts have to manually update their DCXT tables for every new Budgeting, Accounting and Reporting System (BARS) Code established due to new legislation. Errors occur in this process which can lead to misdirected funds.

Summary of Proposed Solution:
The Administrative Office of the Courts (AOC) would implement an enhancement to the Judicial Information System to automate the update of BARS codes for local courts.

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

This enhancement would be accomplished by AOC's internal resources. The systems affected by the change would be: JIS. If this request is recommended by the court level user group, this request would proceed to the Judicial Information Systems Committee for authorization.

AOC estimates that this project would take 4 – 5 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.

Group	Hours	Tasks
Court Education	120	Documentation, communication and collaboration
Business Analysis	35	Gather and document requirements and consult with other ISD groups
Architecture	0	
Maintenance (Legacy)	400	Tech analysis/design, documentation and unit testing
Data Warehouse	0	
Quality Control	140	Testing and validation
Project Management	40	Oversight and coordination
Total	**735 hours**	
Total AOC Staff Costs = $52,740		

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

Business Impacts:
Implementing this request would save court staff time by eliminating manual entries. In addition it would help ensure that the JIS fund and other state funds receive the proper revenue.

Proposed Solution:
AOC would develop four new views of the BARS Code/Sub-Account Remittance BARS Codes for data maintenance activities. The views may be implemented as either a one screen solution or in a four screen solution. AOC prefers the one screen solution and will implement it if it is determined to be feasible. The four conditions are:

1. **No new or removed sub-accounts associated with BARS Code, just changes to distribution splits. (*There are always new BARS for changes in distribution splits.)*** For these instances, a screen is presented so the courts can view the changes that were made for them. Users just need to enter the old BARS code or the new BARS code and the associated information presented. This screen is read only for old BARS/Remit information but editable on the new side of the screen if courts need to make changes to the County/Dept Code local codes.

2. **Creation of a completely new BARS Code based on new legislation and creation of new fee.** In these instances the court will need to provide all the associated local account codes. They will need to enter the new BARS Code. This will bring up the list of associated Remit Account code(s) and Remittance BARS as defined by AOC. The local court will just need to enter their associated County/Dept Code.

3. **Modification of existing BARS code because of addition of new revenue source (new split item) in BARS Code. *(New BARS Codes would be added – Not modified.)*** The local court will need to add their local Codes. When the user enters either the new or old BARS code the screen will display all associated information. In the New section, if an old sub account has been removed, the line is left blank. New codes are presented at the bottom of the list in the New section of the screen. This will allow the user to better map the copied over account information, deleted information, and identify the new codes needed.

4. **Modification of existing BARS code because of deletion of new revenue source (new split item) in BARS Code. *(New BARS Codes would be added – Not modified.)*** When all that happens is that a remittance sub account group(s) are removed from a BARS Code the screen will display old codes and the news codes with blanks in the new codes list that have been deleted. The New section of the screen will be editable in case the local court wishes to update their local Codes.

Assumptions:

1. The Maintenance (Legacy) work effort estimate is based on the assumption that four new screens will be required. The work effort required would be about 100 hours lower if the enhancement is accomplished as a single screen.

Risks:

None.