

RFP Number: TCFS-052005 – Addendum No. 3
Civil / Criminal Trust Accounting Process
Additional Questions and Answers
June 10, 2005

Q1: How many processes are involved in the trial court civil and criminal trust activity? More specifically, how many processes would we be expected to document? Is it possible to classify the business processes into categories, (i.e. reporting, investment, payment, distribution, etc.)?

A1: The civil and criminal trust activity business process for the trial courts and the AOC needs to be documented "end-to-end", including the various processes and payment methods for accepting customer receipts via the courts' cashiering lines, internet or phone services, the recording of the transactions in the court's case management systems and cashiering systems, depositing of funds to the bank, investing of the funds, reporting of the investment balances and interest earned, reporting of trust balances, process to execute trust payments, income tax compliance, recording of the transactions into CARS, reconciliation of the trust balances in the courts' case management systems/cashiering systems to CARS and the bank.

The documentation must also include input from the trial court subject matter experts as described in the RFP.

The documentation should also include the daily/monthly trust activity reporting necessary to provide state-wide reporting, individual trial court reporting, and exception reporting to facilitate reconciliation of the case management system to CARS and the bank.

The final business process document must be representative of all of the various processes currently employed by the trial court focus group.

Please refer to the "Tasks" and "SAP Treasury Module Goals" summarized in the RFP as a guide to the important business issues to be documented.

Q2: To what level of detail should the processes be documented?

A2: The level of detail should be sufficient to trace the trust activity data flow, all of the physical processes that capture the data, and the flow of funds from receipt to final disbursement.