APPENDIX F – BIDDER'S LIBRARY CONTENTS LIST

Document	File Name	Description
Administrative Office of the Courts - Regional Offices	aocregoffmap.pdf	This document provides a map of the regional areas covered by the 3 AOC regional offices.
California Court Locations	Court Locations.doc	This document provides a listing of court locations, by county.
Excerpts from SAP End User License Agreements *(Contract Appendices 7 and 8)*	SAP License_1001088_Amd6-FinalR3.TIF	This document provides the SAP End User License Agreements between SAP Public Services and the Judicial Council of California/AOC, effective date of Dec. 30, 2005.
Draft Roadmap	1003948 B-04 Draft Roadmap 20071228 v2 00.doc	The Roadmap deliverable (DED63) provides an assessment of the current state of the Phoenix Program, formulates the desired future state, provides a gap analysis between the current and desired future states, and presents several alternative scenarios for reaching the desired future state.
Technical Landscape Report	1003948 B-04 Techl Landscape Rpt 20071211 v2.01.doc	The purpose of this deliverable is to provide the Phoenix Program Office with all relevant technical information that will assist them in building the Phoenix Roadmap document and completing the Risk Assessment.
Upgrade Assessment Report	1003948 B-04 SAP JCAOC Upgrade Assessment Report 20070918 v1.00.pdf Appendix 1 - Upgrade Assessment GDC Document (1-Solaris Media Report).doc Appendix 1 - Upgrade Assessment GDC Document (2-Setup Reqmts for Upgrade).pdf Appendix 2 - List of Modifications and ABAP Objects (1-Custom Objects).xls Appendix 2 - List of Modifications and ABAP Objects (2-Impact Analysis).xls Appendix 2 - List of Modifications and ABAP Objects (3-Custom BDC	This document includes a Functional and Technical Assessment of the Administrative Office of the Courts' (AOC's) readiness for upgrade. The assessment scope includes reporting on upgrade approach, pre-requisites, analysis of modifications, high level timeliness and quantification of effort associated with performing an upgrade.

Document	File Name	Description
	Programs).xls Appendix 2 - List of Modifications and ABAP Objects (4-Out of Scope Objects).xls Appendix 2 - List of Modifications and ABAP Objects (5-Custom Not in Scope).xls Appendix 3 - ESS MSS Re-Implementation Assessment Report (1-Requirement Doc).doc Appendix 3 - ESS MSS Re-Implementation Assessment Report (2-Standard MSS Svcs).xls	
Geographical and Functional Roll-Out Plan	1003948 B-04 Geog Func Roll-Out Plan 20070927 v1.01.doc	This provides a plan outlining the criterion for court deployment groupings, the sequence, and the timeline for the geographic deployment of SAP to the courts. The deliverable will also include alternatives for when functionality may be deployed to the courts.
DEDs from SOW for Courts Human Resource Information System (CHRIS)	CHRIS DEDs.pdf	DEDs from Statement of Work for Courts Human Resource Information System (CHRIS).
Roadmap for PS Enhancement Areas in SAP ERP 6.0	1003948 B-04 Upgrade Assessment Integration Plan 20070927 v1.0 (SAP).pdf	This document provides SAP's roadmap for Public Services Enhancement Areas in SAP ERP 6.0.
SAP ERP 6.0 Roadmap for Public Services Customers	1003948 B-04 Upgrade Assessment Integration Plan 20070927 V1.0 (SAP-2).pdf	This document provides SAP's ERP 6.0 roadmap for Public Services Customers.
ISD List of Policies and Procedures	ISD List of Policies and Procedures.xls	This documents provides an overview of ISD's Policies and Procedures
Request for Proposals: Implementation Services for mySAP Public Sector Court Accounting and Reporting System	carsrfp.pdf carsadd1.pdf carsadd2.pdf	This document is the Request For Proposals for the rollout of CARS to 57 trial courts. It was issued on 3/26/03, and resulted in a contract with Bearing Point.

Document	File Name	Description
(CARS)		
Integration Model	Integration Model.ppt	This document provides and overview of the Integration Model for common court management services and applications with business partner systems and applications.
Phoenix Financial Policies and Procedures Manual	Judicial Council of California TOC Volume I.doc Judicial Council of California TOC Volume II.doc Accounting & Reporting (subfolder) AP (subfolder) Materials Management (subfolder) Trust and Treasury (subfolder)	This group of documents comprises volume I and II of the Phoenix Financial Policies and Procedures Manual. The manual, which is comprised of 18 sections, covers five main areas: Accounting and Reporting; Accounts Payable; Materials Management; Trust and Treasury Non-UCF Services; and Trust and Treasury UCF Services. The first two documents *(Judicial Council of California TOC Volume I.doc, Judicial Council of California TOC Volume I.doc)* provide the manual's table of contents.
Functional Blueprints: Financials		The functional blueprint documents are intended to provide Bidders with a general overview of the design of the SAP Modules implemented at the AOC. However, it should be clearly noted that the blueprints provided are not current and do not represent the actual design of the SAP modules currently implemented at AOC.
☐ Accounts Payable	A-44_DED01_D1_2007_06_21_Blueprint_AP.doc A-4_DED01_R1_2005_02_02_AP03VendorMasterDataCreation& Maintenance Data.vsd A-4_DED01_R1_2005_02_02_AP04AccountsPayable.vsd A-4_DED01_R1_2005_02_02_AP05RepetitiveInvoiceEntries.vsd A-4_DED01_R1_2005_02_01_AP06InvoiceswithPurchaseOrder Entries.vsd A-4_DED01_R1_2005_02_02_AP07TCAFSPayment.vsd	

Document	File Name	Description
	A-4_DED01_R1_2005_02_02_AP08EmployeeReimbursement Claims.vsd A-4_DED01_R1_2005_02_02_AP09EmployeeCashAdvanceAdjusting Entries.vsd A-4_DED01_R1_2005_02_02_AP10UtilitiesInvoicesEntries.vsd A-4_DED01_R1_2005_02_02_AP11ReceiptandReturnofDeposit.vsd A-4_DED01_R1_2005_02_02_AP12EmployeeRequestCash Advance.vsd A-26_DED01_R1_2005_04_05_AP13BailProcessing.vsd A-26_DED01_R1_2005_04_05_AP13JuryDepositProcessing.vsd	
☐ Accounts Receivable	A-44_DED01_D1_2007_06_21_Blueprint_AR.doc A-4_DED01_R1_2005_02_02_AR01CustomerMasterDataCreationand Maintenance.vsd A-25_DED01_R1_2005_01_31_AR02Billing(Grant).vsd A-4_DED01_R1_2005_01_27_AR03MiscellaneousBilling(NonGrant).vsd	
☐ Controlling	A-44_DED01_D1_2007_06_21_Blueprint_CO.doc A-25_DED01_R1_2005_01_31_CO01CostCenterCreation& Maintenance.vsd A-25_DED01_R1_2005_01_31_CO02CostElementCreation& Maintenance.vsd	
☐ Funds Management	A-44_DED01_D1_2007_06_21_Blueprint_FM.doc A-25_DED01_R1_2005_02_02_FM01FundMasterData.vsd A-25_DED01_R1_2005_02_02_FM02FundsCenterMasterData.vsd A-30_DED01_R1_2005_08_29_FM03BudgetEntry.vsd A-25_DED01_R1_2005_02_02_FM04BudgetEntry(Grants).vsd A-25_DED01_R1_2005_05_02_FM05BudgetTransfer.vsd A-25_DED01_R1_2005_02_02_FM06FunctionalAreaMasterdata.vsd	
☐ General Ledger and Special Purpose Ledger	A-44_DED01_D1_2007_06_21_Blueprint_GL.doc A-25_DED01_R1_2005_01_31_GL01GLMasterDataCreationChange.vsd A-25_DED01_R1_2005_01_31_GL02GLEntry.vsd A-25_DED01_R1_2005_02_02_GL03FixesAssetPurchases.vsd A-25_DED01_R1_2005_01_31_GL04PayrollInterface&GrantLabor Reclass.vsd A-25_DED01_R1_2005_02_02_GL05Month-EndClosing.vsd A-4_DED01_R1_2003_12_18_GL06Year-endClosing.vsd A-25_DED01_R1_2005_02_01_GL07QFSAllocation&Reporting.vsd	

Document	File Name	Description
☐ Materials Management	A-4_DED01_D1_2007_06_21_Blueprint_MM.doc A-25_DED01_R1_2005_01_31_PR00ProcurementOverview.vsd A-25_DED01_R1_2005_01_31_PR01RequisitionCreation.vsd A-25_DED01_R1_2005_01_31_PR02BuyerDetermination.vsd A-25_DED01_R1_2005_01_31_PR03TCPOCreation.vsd A-25_DED01_R1_2005_01_31_PR04APCPOCreation.vsd A-25_DED01_R1_2005_01_31_PR05POApprovalProcessing.vsd A-25_DED01_R1_2005_01_31_PR06RFQProcessing(NonContract).vsd A-25_DED01_R1_2005_01_31_PR07RFQProcessing(Contract).vsd A-25_DED01_R1_2005_01_31_PR08GoodsReceipt.vsd A-25_DED01_R1_2005_01_31_PR09CreditCard.vsd	
☐ Project System	A-44_DED01_D1_2007_06_21_Blueprint_PS.doc A-26_DED01_R1_2005_03_10_PS01GrantProject.vsd A-25_DED01_R1_2005_01_27_PS02Non-GrantProject.vsd	
☐ Quarterly Financial Statement	A-44_DED01_D1_2007_06_21_Blueprint_QFS.doc A-30_DED01_R1_2005_08_29_QFS01_Create&MaintainQFSMaster Data.vsd	
Executive Business Blueprint for Trust Accounting	TRUST BLUEPRINT 20070607 FINAL.DOC	This document provides the Executive Business Blueprint for Trust Accounting.
Functional Blueprints: Human Resources		The functional blueprint documents are intended to provide Bidders with a general overview of the design of the SAP Modules implemented at the AOC. However, it should be clearly noted that the blueprints provided are not current and do not represent the actual design of the SAP modules currently implemented at AOC.
☐ Benefits	Benefits Foundational Blueprint.doc	
☐ Compensation Mgmt	Comp Mgmt Foundational Blueprint.doc	
☐ Organization Management	Org Management Foundational Blueprint.doc	
☐ Personnel	Personnel Admin Foundational Blueprint_V2.doc	

Document	File Name	Description
Administration		
☐ Payroll/Net Payroll	SAP Payroll Foundational Blueprint.doc SAP Payroll GrossToNet Foundational Blueprint.doc	
☐ Time Management	Time Mgmt Foundational Blueprint.doc	
Master Data Position Paper for CHRIS	Master Data Position Paper AOC FINAL after Review.doc	The original purpose of this document was to record the requirements for the configuration of the Master Data of AOC's Core SAP Human Resources requirements. It should be clearly noted that this document is not current and does not represent the actual configuration currently implemented at AOC.
PHOENIX HR Shared Services Center Service Level Agreement with Sacramento Trial Court	HRSSC SLA v3.doc	This document describes the Service Level Agreement between the AOC Phoenix Program and the Sacramento Trial Court for HR
Schedule 7A, Salary and Position Worksheet, General Directions and Detailed Instructions, Fiscal Year 2007-2008	FY 2007-08 7A Instructions (final).doc C017A.XLS	Completing the Schedule 7A – Salary and Position worksheets (Schedule 7A) is the first step in the budget reporting process for the Courts. Courts budget for the salaries and benefits for all authorized positions in the Schedule 7A.
Schedule 1, Baseline Budget Worksheet, Fiscal Year Fiscal Year 2006-2007	C37Sch1 for reference1.xls	Completing the Operating Expenses and Equipment (OE&E) and Special Items of Expense (SIE) in the Schedule 1 – Budget worksheets (Schedule 1) is the second step in the budget reporting process for the Courts.
Quarterly Report of Changes of Authorized Positions (QCAP), Instructions and Worksheet, Fiscal Year	FY 2007-08 QCAP Instructions (final2).doc FY 2007-08 QCAP template.xls	The Quarterly Report of Changes of Authorized Positions (QCAP) is the report that trial courts use to identify, on a quarterly basis, newly established positions and changes to authorized

Document	File Name	Description
2007-2008		positions reported in the Schedule 7A. All positions added, deleted or reclassified during the fiscal year are reported in the QCAP and submitted to the Administrative Office of the Courts (AOC). The QCAP also contains a separate worksheet for reporting the use of temporary judges, part-time commissioners, part-time referees and part-time hearing officers.
Phoenix Project Reporting Strategy and Guidelines (Draft: Nov. 13th 2007)	Reporting Strategy and Guidelines v0.10.doc	This document describes the overall reporting strategy and guidelines for the Phoenix system. It includes the use of SAP Business Intelligence (BI) and describes the general activities and associated roles and responsibilities during the various phases of reporting projects and maintenance.
Current HR Interface Details	Phoenix HR Interfaces.xls	This document provides a listing of current HR interfaces.
Current interfaces for Trust Accounting	SDO_SAP_CCMSV3_ISB_Requirements_For_Specification_Version_05.doc	This document provides detailed description of the Trust interfaces.
Bank Interface Details	Bank Interface Details FinalDraft.doc	This document provides a detailed description of the current bank interfaces.
SAP Custom Reports		
Listing of Reports Referenced in Appendix B-03: BI/DW Requirements	ReportsReferenced_AppendixB-03.doc	This document provides additional detail, including column names/fields, for the reports referenced in BI/DW requirements.
Daily Cash Position Report	Example 1 Daily Cash Position Table 120407.xls	This document provides a sample daily cash position report.
Daily Cash Consolidated Report	Example 2 Daily Cash Consolidated December 2007.xls	This document provides a sample daily cash consolidated report.
Daily Cash Consolidated, By Court	Example 3 Daily Cash Consolidated By Court.xls	This document provides sample daily cash consolidated, by court, report.

Document	File Name	Description
Report		
Outage Report	Example 4 Outage Worksheet in Basis (1).xls	This document provides a sample outage report.