

**Meeting Summary**  
**Functional Area: Business Intelligence – External Audit**

**Meeting: BPR session**  
**Date: April 11, 2008, 9:00 a.m.**

**Location: 133**



**Meeting called by: Linda Ford**

**Attendees:**

Linda Ford, Judy Vesely, Greg Hopper, Stephen Nutter, Tammy West, Minni Powell

**Preparation for meeting:**

Read over minutes from last week's session and consider needs for Rental Tax audits.

**Session Goals and Objectives:**

1. Discuss and validate the progress last week
2. Discuss Manually Add to Audit Queue
3. Write scenarios and requirements for Identify Rental Tax Audit Queue

**Summary:**

Linda began the meeting by asking if there were any questions or changes regarding the minutes from last week's session. There were none. Then, the group began discussing and validating the processes created in previous sessions.

During the session, three processes were discussed:

- Produce Audit Candidate Queue – This process was validated and additional requirements were written. The group decided that the tax types need to remain separate in this queue.
- Identify IRP/IFTA Candidate Queue - This process was validated.
- Create Auditor Working Queue - This process was validated and new requirements were written.

The group then discussed two previously identified processes:

- Manually Add to Audit Queue – This process was identified as a separate use case by the CSI analysts after the last session. In today's session, the group wrote the scenario and the requirements for this process.
- Identify Rental Tax Candidate Queue – The scenario and requirements were written.

As a lead-in to the next session, and to get the group thinking about next steps, Judy gave an overview of additional BI tasks as revealed in the Audit Tax Return use case written in the Tax Processing sessions. Some examples mentioned in that use case were Audit Template and Audit Results. Judy also asked the group to begin thinking about the information (or reports) needed to manage the External Audit area.

**Potential Process Improvements and Discussion:**

- Again, at this time, using the system to automate and apply criteria to the selection process is the expected process improvement that CSI will bring to External Audit.

The session ended at 12:55 p.m.

**Plans for Next Workshop:**

Next week's work session is cancelled due to CSI training.

The next work session (the following week), the group will discuss the use case Identify Fuels Tax Audit Candidate Queue to write the scenario and gather the requirements. In the event that this is completed during the next session, further Business Intelligence processes will be identified from the Audit Tax Return process.

**Homework for Next Workshop:**

- Discuss the scope of auditing the Fuels Tax program as it relates to processing tax returns and resolving discrepancies. i.e. What is a discrepancy on a return that can be resolved by a tax examiner versus a trigger to audit a licensee.
- Be thinking about the auditing needs of the Fuels Tax program and be prepared to discuss system requirements.