



Tax Processing Work Sessions
July 18, 2007
9:00 a.m. – 3:30 p.m.

Process Coordinator: Betty Jessie
Workshop Facilitators: Judy Vesley/Janet Logan

Attendees:

Ronnie Jones	Sherry Johnson
Ritta Carroll	Margaret Robinson
Tammy West	Ronnie Jones
Linda Ford	

Agenda:

1. Goal and Purpose of Session
2. Work Session
 - Review Process Tax Return Activity Diagram (Future State) (SMEs: Ronnie Jones, Tammy West, Margaret Robinson, Rita Carrol, Sherry Johnson, Linda Ford)
 - Review of Accept Tax Return Use Case
 - Documentation of System Requirements/Business Rules
3. Review of Work
4. Close

Minutes:

- o Introduced SMEs to the Enterprise Architect utility and its use
- o Walked through future state Process Tax Return Activity Diagram
- o Identification of Additional Use Cases
 - Submit Return and LES Fuels Inspections
- o Identified new requirements and business rules for ITFA, Rental and Fuels Tax.
- o Parking Lot issues identified:
 - o Discussion will need to be held on whether or not payments will be accepted without returns.
 - o Discussion will need to be held on whether or not partial payments will be allowed (e.g. installment payments)
 - o Need to discuss if we are distributing money prior to collection (IFTA)
 - o Discussion needs to be held to discuss available options for payment, particularly for Rental and Fuels Tax because of the large amounts of costs and fees with customer payment options for these areas

Action Items

1. SMEs will need to identify criteria for accuracy, timeliness and completeness to document requirements for the next session.

2. SMEs will need to identify edit criteria for rejected returns to document requirements for the next session.

Next Steps

1. SMEs and Business Partners will receive minutes via email and an invitation to the next session.
2. Finalize documenting requirements for Accept Tax Return.
3. Begin documenting scenarios and requirement for Accept Payment.
4. Analysts and PC will review and analyze the information gathered to work on agenda for 7/25/07 session.