



## **“TPA Enhancements”**

### **Functional Specifications**

Version 1.1

November 1, 2000

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## Business Scope

The TPA Enhancements project is comprised of three phases:

### 1. **PHASE I — ENHANCED PREPAID WIRELESS & LEASECO**

(Target for completion: Fourth Quarter, 2000)

Phase I of the *TPA Enhancements* project consists of developing, testing, and implementing two major system enhancements for the existing TPA application. This effort will fulfill defined functional requirements of two AWS development projects currently in progress (*Enhanced Prepaid Wireless* project and phases II & III of the *LeaseCo* project).

#### **Enhanced Prepaid Wireless**

The TPA Development Team will develop new functionality for the existing TPA application, which will enable the calculation of taxes for Enhanced Prepaid Wireless products. This development effort will support, and be completed in conjunction with, the development activities of the Enhanced Prepaid Wireless project team.

The primary reference document for this effort is located in Visual SourceSafe under TPA-Project Documentation Library - Tax Related/TPA - Working Reference Documents/Enhanced Prepaid Wireless/EPW BRD 08 23.doc.

#### **LeaseCo — Phases II and III**

The TPA Development Team will install new functionality in the existing TPA application to enable the calculation of taxes on lease revenue, including lease life cycle events. This development effort will support, and be completed in conjunction with, the development activities of the LeaseCo - Phase II and Phase III project team.

The primary reference document for this effort is located in Visual SourceSafe under TPA-Project Documentation Library - Tax Related/TPA - Working Reference Documents/LEASECO/ AWS LeaseCo Phase II BRD.doc.

### 2. **PHASE II — MIGRATION TO TERMINAL SERVER**

(Target for completion: First Quarter, 2001)

Phase II of the TPA Enhancements project is intended to enhance the efficiency and performance of the existing TPA application. This will be accomplished by:

#### **Consolidation of TPA databases**

The separate MS Access databases of the existing application will be combined into a single SQL database.



### **Implementing new functionality**

The new functionality, which was developed during Phase I, will be incorporated into the newly combined TPA application.

### **TPA Migration to Terminal Server**

The combined and enhanced TPA application will be migrated from its original NT workstation environment to a terminal server.

### **Implementing High-Priority User-Defined Enhancements**

The TPA Development Team will develop, test, and implement "high-priority", user-defined enhancements as described in PHASE II REQUIREMENTS on page 6.

### **3. PHASE III — TPA ENHANCEMENT**

(Target for completion: To be determined during Phase II)

Phase III of the TPA Enhancements project is intended to provide additional functionality, efficiency, and performance, which will be defined during Phase II. This effort consists of the following items.

### **Implementing Low-Priority User-Defined Enhancements**

The TPA Development Team will develop, test, and implement "low-priority", user-defined enhancements as described in PHASE III REQUIREMENTS on page 51.

### **Evaluation of Tax Compliance Software Packages**

The TPA Development Team will research and evaluate tax-compliance software packages, which are available through third-party vendors. The purpose of this evaluation is to provide software that will eventually augment or replace the current Tax Process Automation system.

## **Business Needs (Goals and Objectives)**

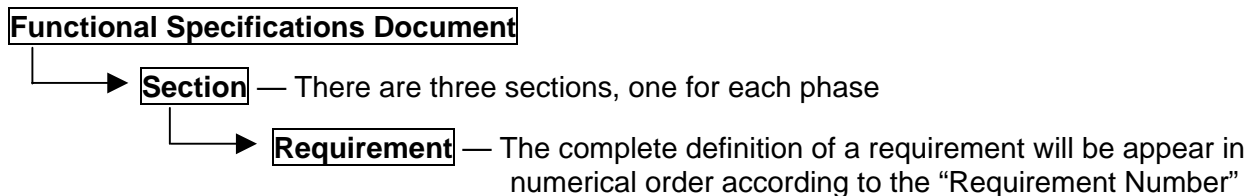
As the result of discussions and analyses performed in cooperation with the Customer, AWS Tax Department, the following business needs have been defined.

1. Create a single TPA Database accessible to all tax compliance personnel, nation-wide.
2. Provide the increased flexibility to:
  - process by billing cycle.
  - post payments to Oracle according to when they should be paid.

3. Create process efficiencies by:
  - replacing manual procedures with automated ones, as appropriate.
  - eliminating or reducing errors during processing.
  - eliminating the need for two separate processing periods during the month.
  - eliminating unnecessary reports.
4. Provide new functionality to support the calculation of taxes for:
  - Enhanced Prepaid Wireless products.
  - AWS Lease Revenue.
  - AWS Lease Life Cycle events.
5. Implement user-defined system enhancements, which are designed to improve:
  - reliability of the TPA application.
  - accuracy of the TPA application.
  - accessibility of the TPA application.
  - efficiency of the TPA application

## Document Conventions

The following is a high-level outline/structure of this Functional Specifications document:



**NOTE:** *The “Requirement Number” is simply an identifier. There is no significant meaning to each character.*

## Development Sequence

While each requirement is presented in this document in numerical order, the sequence of the development effort will be in a different order. The developer and the Customer have agreed to the order of development production as listed in Appendix E.

## Review and Approval Process

This Functional Specifications document is a living document. When the description of a requirement is complete, the author will add the requirement’s content to this document.



For each requirement, there is a Customer Approval sheet. After the Customer signs the approval sheet, the Project Manager will be responsible for the maintenance of the hardcopy, and the electronic copy will be stamped with the following:

Note that the version number references the historical version assigned by SourceSafe.



**Customer  
Accepted**  
Name: ??? ???  
Date: ?????  
SourceSafe Version: ??



## PHASE I REQUIREMENTS

This section addresses the requirements that are required to complete Phase I of the TPA Enhancements project. Phase I is scheduled to be completed by the end of the fourth quarter, 2000.

Phase I requires the development of the following functionality:

### **Enhanced Prepaid Wireless**

The TPA Development Team will develop new functionality for the existing TPA application, which will enable the calculation of taxes for Enhanced Prepaid Wireless products. This development effort will support, and be completed in conjunction with, the development activities of the Enhanced Prepaid Wireless project team.

The primary reference document for this effort is located in Visual SourceSafe under TPA-Project Documentation Library - Tax Related/TPA - Working Reference Documents/Enhanced Prepaid Wireless/EPW BRD 08 23.doc.

### **LeaseCo — Phases II and III**

The TPA Development Team will install new functionality in the existing TPA application to enable the calculation of taxes on lease revenue, including lease life cycle events. This development effort will support, and be completed in conjunction with, the development activities of the LeaseCo - Phase II and Phase III project team.

The primary reference document for this effort is located in Visual SourceSafe under TPA-Project Documentation Library - Tax Related/TPA - Working Reference Documents/ LEASECO/ AWS LeaseCo Phase II BRD.doc.



## PHASE II REQUIREMENTS

This section addresses the enhancements that are required for the completion of Phase II of the TPA Enhancements project. Phase II is scheduled to be completed by the end of the first quarter, 2001.

Phase II includes the following requirements:

TPA-PHASE 1 – 7.0	Page 14
TPA-PHASE 1 – 9.0	Page 16
TPA-PHASE 1 – 16.0	Page 24
TPA-PHASE 1 – 17.0	Page 26
TPA-PHASE 1 – 27.0	Page 39



## 1. TPA-PHASE 1 – 4.0

The Customer needs the ability to schedule the Oracle data pull down process automatically or manually.

### 1. **BUSINESS NEEDS**

- Oracle data must be pulled in a reasonable timeframe.
- The start of the Oracle data pull down process may be invoked either manually or by automatic scheduling.
- This process should be available on any day of the month.
- One of the major goals of this requirement is to minimize time out errors, including API errors.
- Although not a requirement, the customer would like to have the three (3) existing Oracle pull down processes combined if efficiencies can be found.

### 2. **CURRENT PROCESS**

The user must manually start this process for each engine. It may take up to four (4) hours to download the data from Oracle. During the process, the system often reports timeout and API errors, which slow down the process. The following three (3) engines pull data down from Oracle.

**ODPD Engine:** Pulls the general ledger data. This data is used to create account analysis reports. Also, the data is used in other engines.

**CUDL Engine:** Pulls the accounts payable data and then calculates the use tax on the Oracle Accounts Payable invoices that are flagged by Accounts Payable as use tax.

**FASA Engine:** Pulls fixed assets that are marked for sale and calculates the taxes related to the resale of the lease assets.

### 3. **SOLUTION**



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 4.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 2. TPA-PHASE 1 – 5.0

**Business Requirement Note:** *Requirement Number TPA-PHASE 1 – 8.0 was merged into this requirement (TPA-PHASE 1 – 5.0).*

The Customer requires that inaccurate reporting be reduced. Also, reduce the manual research process that results from the method used to derive the State data element for various reports.

### 1. BUSINESS NEEDS

The following, related action items have been defined by the Customer:

- Eliminate the State data element from the following reports:
  - AASR Missing Companies in COSO to Company Report
  - AASR Account Analysis by G/L Account
  - AASR Account Analysis by Company
  - AASR Account Analysis by Company/Office
  - AASR Standard Entries by Description
  - AASR Standard Entries by Company/Office
  - RECO Reconciliation of Titan TPA vs. Oracle
  - EBAL and FEDE reports
  - SALE Tax Data not Sent to TaxPac
  - SALE Tax Data vs. Ending Balance All Accounts

The remaining data and sort criteria should remain the same.

- Reduce inaccurate reporting.
- Reduce the manual process needed to research the inaccuracies reported. Consensus is that the state determination is currently by company. A problem exists because the activities for each company contain multiple state activity.
- Remove the AASR exception table/functionality.
- Consolidate tables where appropriate (ODPD, AASR, G/L balances current period, etc) to ensure data integrity.

Consolidation of these tables should not result in the loss of existing functionality. If the consolidation can be done, the following reports will longer be needed:

- ODPD Ending Balance by G/L Coding
- ODPD Category Pull Down by Company



**2. CURRENT PROCESS**

TPA generates the reports discussed in the Business Needs section above. Currently, these reports are sorted primarily by state, which causes inaccurate reporting and a manual research process. The AASR exception table is used to exclude certain G/L account activity from the reports by state.

**3. SOLUTION**

This is an on-going effort as a result of the process of preparing for the conversion to the sequel server environment.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 5.0**

Linda Fisher

Director of Tax:

\_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,

Manager, Tax Systems:

\_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,

Project Manager:

\_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs

Technology Leader:

\_\_\_\_\_

*Date:* \_\_\_\_\_



### 3. TPA-PHASE 1 – 6.0

Customer wants to eliminate the manual review process that is needed to determine if the company number in the CUDL engine is not contained in the COSORN to Company table.

**PHASE III NOTE:** *This represents a major productivity enhancement. If time permits, this development effort should be included ion Phase II.*

*If time does not permit, this additional functionality will be scheduled in Phase III.*

#### 1. **BUSINESS NEEDS**

The Customer needs the following:

- A missing row validation in the CUTX engine is needed if the Company Number in the CUDL engine for a particular State and Tax Type is not contained in the COSORN to the Company table for the State and Tax Type.
- The ability to view on an error log.
- To eliminate of the manual review.
- To minimize the time spent comparing CUTX and CUDL reports.

#### 2. **CURRENT PROCESS**

The Customer manually views the report to determine the error, which results in the CUDL and CUTX reports not balancing.

#### 3. **SOLUTION**



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 6.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



#### 4. TPA-PHASE 1 – 7.0

The Customer needs to limit the reports to only those that are needed. Superfluous reports should be eliminated.

##### 1. **BUSINESS NEEDS**

Provide only the appropriate reports that are currently required.

##### 2. **CURRENT PROCESS**

Currently many reports are generated whether they are needed or not. A complete list of current reports are located in Appendix C.

##### 3. **SOLUTION**

In order to streamline the reporting function, the reports generated via TPA should be limited to those currently needed by the Customer. The current reports that are to be **eliminated** are:

- RECO CBIS vs. Thesys by Tran Code & Cycle
- RECO CBIS vs. Thesys by State/Tax Name and Sale Tax Dollars to Zero Percentage County.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 7.0**

Linda Fisher

Director of Tax:

\_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,

Manager, Tax Systems:

\_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,

Project Manager:

\_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs

Technology Leader:

\_\_\_\_\_

*Date:* \_\_\_\_\_



## 5. TPA-PHASE 1 – 9.0

Eliminate the need to manually manipulate amounts in reports that are required to troubleshoot data issues regarding the CUTX engine.

### 1. **BUSINESS NEEDS**

- A new report in the CUTX engine is needed. The title should be "**CUTX Titan Use Tax Sum by G/L**".
- The report should list state, company, office, G/L account, and amount with a sum by the following:
  - By G/L account
  - By State
  - BY total of State and G/L account
- The amounts should be tied to the CUTX report by EIN. In other words, the report should reflect the tax amounts computed on the TITAN inventory giveaways.
- State should be based on geocode.

### 2. **CURRENT PROCESS**

In the case of T Code breakout, all geocodes must be entered in the Vendor table. This requires the same vendor to be entered hundreds of times.

### 3. **SOLUTION**

A new report in the CUTX engine will be developed as described in the Business Needs above. The preferred layout is in Appendix D.





**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 9.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 6. TPA-PHASE 1 – 10.0

**Business Requirement Note:** *Requirement Number TPA-PHASE 1 – 28.0 was merged into this requirement (TPA-PHASE 1 – 10.0).*

Eliminate the need to prepare manual spreadsheets of tax data by State and Tax form.

### 1. BUSINESS NEEDS

- A new report (in CTPF) is needed to reflect the amounts sent to TaxPac by tax form net of vendor's comp included in ATT Works.
- Report can be generated before or after vendor's compensation is extracted.
- Report should include State, Tax Form, EIN, Company Name, Tax Type and Amount.
- Report should be sorted first by State and second by tax form.
- Report should be summed first by EIN, then tax form, then state and finally grand total.

### 2. CURRENT PROCESS

Users currently prepare manual spreadsheets of tax data by State and Tax form.

### 3. SOLUTION

#### **AUTHOR'S NOTE:**

Need to get mutual understanding from the developer (Carlos Debs) and the Customer (Linda Fisher) during review meeting on November 1, 2000.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 10.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 7. TPA-PHASE 1 – 11.0

Provide the ability to have online view and query functions on all existing and new reports.

### 1. *BUSINESS NEEDS*

- View reports online – existing functionality.
- Query the report on criteria that the customer specifies.

### 2. *CURRENT PROCESS*

Since TPA has 6 different databases, the existing reports are specific to region. The Customer is not able to query or drill down the existing reports.

### 3. *SOLUTION*

#### **AUTHOR'S NOTE:**

Stan and Bill need to work directly with Linda to determine her specific query and reporting needs. Hopefully, this can be accomplished in the November 1 review.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 11.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orłowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 8. TPA-PHASE 1 – 15.0

**Business Requirement Note:** *Requirement Number TPA-PHASE 1 – 25.0 was merged into this requirement (TPA-PHASE 1 – 15.0).*

Functionality is needed to support reporting by outlets (retail stores).

### 1. BUSINESS NEEDS

- Some returns require data to be reported by outlet or retail location. The Customer needs the ability to accommodate reporting by outlets.
- The current CTPF file provides a field for division which could be used to transmit the outlet information to TaxPac
- A table is needed by State, Engine and Tax Type to designate the outlet location number. The fields would include geocode (wildcard preferred or all functionality), office number and division
- The CTPF engine should be modified to consider reporting by division number utilizing this new table (CTPF currently uses the COSORN to County table for division number in Florida which would continue to be needed).

### 2. CURRENT PROCESS

The TPA or TaxPac does not currently support outlet reporting. TaxPac will support outlet stores in the future based on location numbers.

### 3. SOLUTION

#### **SALE and BDBT Engines (Wisdem Only)**

These engines should allow the processing of Wisdem by cycle (same as today.) Wisdem must be able to support files by cycles.

#### **COOF**

This engine should allow an FTP file to be created for State (All or selected ones) and Tax Type (All or selected ones).



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 15.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 9. TPA-PHASE 1 – 16.0

The Customer needs the ability to process throughout the month, which includes TaxPac and Oracle.

### 1. *BUSINESS NEEDS*

- Streamline the FEDE engine by creating a database that combines the current "10<sup>th</sup>-of-the-month" database and the "20<sup>th</sup>-of-the-month" databases.
- The Customer needs the ability to process selected data on any day of the month.
- Each CTPF and COOF file that is processed must have a different file name.
- The CTPF and COOF engines should have the ability to be processed by all States or selected States and Form IDs.
- Processed data should remain in the Sale Data table until the month is closed.

### 2. *CURRENT PROCESS*

Tax returns are due to be received by some municipalities at various times during the month. Complete processing of all data can not be accomplished by the initial due date of some returns. A special FEDE engine is used to create a COOF file due on the 10<sup>th</sup>-of-the-month.

A separate 10<sup>th</sup>-of-the-month database (separate instance of TPA) is used to process other tax data that is due before all tax data is completely processed by the 20<sup>th</sup>-of-the-month database.

### 3. *SOLUTION*

From within the CTPF and COOF engines, the Customer will select all of the States, or a specific State(s) Form-ID to define the data to be processed on a given day.

In order to permit the CTPF and COOF engines to facilitate the view or selection of States and Form IDs, an engine is needed prior to CTPF to append Form IDs to all records in the Tax Data table.





**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 16.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 10. TPA-PHASE 1 – 17.0

The Customer needs the ability to exclude quarterly payments from the monthly upload to Oracle. Quarterly payments should to be uploaded to Oracle for payment when the payments are due.

### 1. **BUSINESS NEEDS**

- Still include the calculation of the payments in the monthly process.
- Hold any monthly payments associated with quarterly payments in TPA until which time they are due.
- Upload the quarterly payments to Oracle when they are due.
- Designate a tax form as a quarterly return. This could be entered in global table by Tax Type, State, etc.

### 2. **CURRENT PROCESS**

The quarterly payments are computed during the normal monthly processing and are calculated on a monthly basis. The A/P Otis file is sent to Oracle and a check is cut for all payments including the quarterly payments. These checks are then sent back to the Tax Accountant. The Tax Accountant holds onto these checks until the quarterly payments are due, then are forwarded to the appropriate municipality.

There are several problems with this current process. First, the Tax Accountant must hold the physical monthly checks in a desk drawer. Second, a total of three (3) checks may be sent for one quarterly payment.

### 3. **SOLUTION**

#### **AUTHOR'S NOTE**

The following text is the Customer's current understanding as to how this can be accomplished. It needs to be reviewed by the developer for accuracy and completeness, and understanding.

#### **Requirement to Handle Quarterly Payments, etc.**

1. A table is needed to enter the due dates for returns not due on a monthly basis (in essence-the exceptions.) The table should be pulled down by Form ID steered from the Vendor table. Users should populate the months (Jan, Feb Mar, etc.) for which such return will not be processed.
2. When COOF creates the output file for selected States and tax types, if the month for the form ID in the exception table matches the processing month, it will be kept in the Sale Data table. (Consider moving to a separate SALE history table if it distorts the SALE reports.)
3. Records should be flagged as processed when the COOF file is run.



4. Close the Period: When closing the period, all records processed should be deleted as well as any GLTX records that have not been processed as these will be processed again with the next month's GLTX engine. (Consider how the RIMS local breakout works on GLTX.)

**Requirement to Process Records Intermittently**

1. SALE and BDBT engines (Wisdem Only): These engines should allow the processing of Wisdem by cycle (same as today.) Wisdem must be able to support files by cycles.
2. COOF: This engine should allow an FTP file to be created for State (All or selected ones) and Tax Type (All or selected ones)



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 17.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 11. TPA-PHASE 1 – 18.0

Eliminate the manual process needed to correct the errors that are caused when an A/P Otis upload is sent before a previous A/P Otis upload is imported.

### 1. **BUSINESS NEEDS**

- Reduce the errors received by trying to upload multiple files at one time.
- Prevent the upload of a separate file prior to the previous file being imported, if possible.
- Eliminate the manual process needed to correct errors.
- Or ability to monitor the A/P Otis uploads into Oracle, which will allow the customer to view if the file has been uploaded. This will allow them to know when it is okay to send another file.

### 2. **CURRENT PROCESS**

If a file is importing and another file is sent then it appends to the files and causes and error. This creates a manual process the customer must do to correct..

### 3. **SOLUTION**

#### **AUTHOR'S NOTE:**

It is the author's understanding that this requirement is complete. We will need to fill in the "Solution" section with a brief overview of the solution then request the Customer's sign-off.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 18.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 12. TPA-PHASE 1 – 19.0

**Business Requirement Note:** *Requirement Number TPA-PHASE 1 – 20.0 was merged into this requirement (TPA-PHASE 1 – 19.0).*

Create separate invoice number for records with the same Vendor Number but different Vendor Sites, and for each legal entity and Form ID.

### 1. BUSINESS NEEDS

Create separate invoice numbers for records with the same Vendor Number but different Vendor sites.

A/P needs the ability to match tax transactions in Oracle with payments made by Cash Management via ACH Wire logs. This facilitates the generation of separate checks by legal entities for pay alone vendors

This will reduce the need to manually change invoice numbers.

### 2. CURRENT PROCESS

Invoice numbers are created for each COOF upload. Vendor numbers can contain a number of vendor sites. This creates a problem because Oracle will not accept the same invoice number for vendor numbers with different vendor sites.

Users currently manually change the invoice number in the COOF file to generate separate checks or are not meeting A/P needs.

### 3. SOLUTION

#### **AUTHOR'S NOTE:**

Need to get mutual understanding from the developer (Carlos Debs) and the Customer (Linda Fisher) during review meeting on November 1, 2000.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 19.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_





### 13. TPA-PHASE 1 – 21.0

Eliminate the need to manually gather information for the payments with a “02” payment priorities.

#### 1. **BUSINESS NEEDS**

Account Payable’s request for information would be simplified if separate batches were generated for “02” vs. other payment priorities.

A separate batch/COOF file should be created for “02” payment priorities.

#### 2. **CURRENT PROCESS**

Payments that are designated with a payment priority of “02” are processed separately from other payments by specific personnel. Payments that are designated with a payment priority that is different from “02” are processed by other personnel.

Specific information is needed by each of these groups of personnel, which is manually determined and placed in an Email.

#### 3. **SOLUTION**

#### **AUTHOR'S NOTE:**

Need to get mutual understanding from the developer (Carlos Debs) and the Customer (Linda Fisher) during review meeting on November 1, 2000.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 21.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 14. TPA-PHASE 1 – 24.0

**Business Requirement Note:** *Requirement Number TPA-PHASE 1 – 23.0 was merged into this requirement (TPA-PHASE 1 – 24.0).*

Need to eliminate the manual process that is required by the tax department to fix errors resulting when the Vendor Number is not valid for the vendor site in Oracle. A report is required in order to view all records where the Vendor Site is not valid for the Vendor Number.

### 1. **BUSINESS NEEDS**

- View all records when the Vendor Site is not valid for the Vendor Number.
- Eliminate errors received when A/P Otis Upload is sent to Oracle.
- Eliminate the time needed to correct the errors.
- Validation process is needed to make sure that the vendor site is valid for the vendor number.
- An error report should provide the invalid Vendor Number, Vendor Site, State and Tax Type.

### 2. **CURRENT PROCESS**

Errors in the current process are detected when the file is uploaded into Oracle. The file errors out and users must manually fix the data in Oracle. There is no error report for this instance.

### 3. **SOLUTION**

Create an error report that provides the information required to eliminate the manual process.

#### **AUTHOR'S NOTE**

The Customer needs to define the required information and work with the author to layout the report content.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 24.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 15. TPA-PHASE 1 – 26.0

Eliminate the possibility of invalid geocodes being entered into the geocode mapping tables by the customer.

### 1. *BUSINESS NEEDS*

- Eliminate the possibility of invalid Geocodes being entered in the geocode mapping tables.
- Validate state geocode and state combination when the customer enters the geocode.
- Add a field for the first two characters of the Geocode to the state table (See also, TPA-PHASE 1 – 16.0).

### 2. *CURRENT PROCESS*

Invalid Geocodes can currently be entered. For example, if entering the Geocode into the Vendor table for Florida. The state Geocode should be 10-000-0000. Currently, it will allow you to enter 14-000-0000, which is an Illinois state Geocode. Current functionality is necessary due to the limitations of the current system, which reports state by company number.

### 3. *SOLUTION*

#### **AUTHOR'S NOTE**

It is the author's understanding that this requirement is complete. We will need to fill in the "Solution" section with a brief overview of the solution, then request the Customer's sign-off.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 26.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 16. TPA-PHASE 1 – 27.0

The Customer needs the ability to enter geocode wildcards into the Vendor Tax table.

### 1. **BUSINESS NEEDS**

The Customer needs the ability to use a geocode wildcard in the vendor table as opposed to entering a separate record for each geocode. For example:

- If all geocodes beginning with 10 are paid to the same vendor, only 10 would be required to be entered in the field.
- If all geocodes beginning with 10-031 are paid to the same vendor, only 10-031 will be required to be entered in the vendor table

### 2. **CURRENT PROCESS**

In the case of T Code breakout, all geocodes must be entered in the vendor table. This requires the same vendor to be entered hundreds of times.

### 3. **SOLUTION**

The word "ALL" will be used as the wildcard. The wildcard will represent the ENTIRE geocode, and cannot be entered as a part of a geocode.

The wildcard will be entered via a form as an "ALL" and will accommodate the entry in the Vendor Tax table.

**PHASE III NOTE:** *If time permits, the development effort can include the ability to use the wildcard ("ALL") in place of specific parts of the geocode, in addition to representing the whole geocode.*

*If time does not permit, this additional functionality will be scheduled in Phase III.*



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 27.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_





## 17. TPA-PHASE 1 – 29.0

Eliminate duplication of vendor compensation when the G/L coding is entered multiple times (COSORN table).

### 1. **BUSINESS NEEDS**

Eliminate duplication of vendor compensation when G/L coding are entered multiple times for different entities. (COSORN Table) (Consider tie to Legal entity)

### 2. **CURRENT PROCESS**

COOF duplicates vendor comp when the G/L coding is entered into the COSORN table more than one time.

### 3. **SOLUTION**

#### **AUTHOR'S NOTE:**

Need to get mutual understanding from the developer (Carlos Debs) and the Customer (Linda Fisher) during review meeting on November 1, 2000.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 29.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 18. TPA-PHASE 1 – 30.0

The Customer needs to reduce the need to manually repair tax codes that have multiple meanings within a state.

### 1. **BUSINESS NEEDS**

Same tax codes in a state can be multiple jurisdictions or geocodes, because tax codes in Macrocell are set at a database level or accounting code level.

**Example:** T01 for Austin database means Austin, Texas. T01 in the Dallas database means Dallas, Texas.

This approach is similar to the method for storing records by Macrocell.

TPA Core Cycle table converts cycle to database and accounting code

A pull-down for every database and accounting code should be available for each state. The pull-down works exactly the same as the TPA Core Geocode Conversion table. (Thesys mapping table)

### 2. **CURRENT PROCESS**

Tax codes that have multiple meanings are currently identified by missing rows and must be manually repaired by the Customer. This is a very time consuming process.

### 3. **SOLUTION**

The WISDEM table contains cycle; the cycle table converts to database and accounting code and the Thesys mapping table by database and accounting code will map the tax code accordingly.

#### **AUTHOR'S NOTE:**

The author can glean no logic from this text, but understands that the development to accommodate this requirement was completed as a "form change". If this is correct, the Customer may sign-off as completed.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 30.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 19. TPA-PHASE 1 – 31.0

Need to make sure that the tax engines continue to work when the same company is entered in multiple states for the same tax type.

SALE Engine: Need to identify in test mode if working properly.

### 1. **BUSINESS NEEDS**

- Data should not be duplicated in Tax/Sale Data table used to process output files.
- Data should not be duplicated in output files (i.e. CTPF and COOF)

### 2. **CURRENT PROCESS**

This is a new requirement necessitated by the change in reporting State by Geocode vs. Company Number.

### 3. **SOLUTION**



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 31.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 20. TPA-PHASE 1 – 32.0

The Customer Need the ability to archive processed data and tables and the ability to report off of the historical data

**AUTHOR'S NOTE:**

This requirement should be a natural follow up to the completion of all other requirements. Time should be scheduled to define what data must be archived, in what format it should be stored, and for how long.

### 1. BUSINESS NEEDS

**AUTHOR'S NOTE:**

TBD.

### 2. CURRENT PROCESS

**AUTHOR'S NOTE:**

TBD.

### 3. SOLUTION

**AUTHOR'S NOTE:**

TBD.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 32.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 21. TPA-PHASE 1 – 33.0

**Business Requirement Note:** *This enhancement was added since the publication of the Business Requirements document, dated May 31, 2000.*

In order to accommodate processing by multiple cycles for the Customer, the WISDEM data must be made available by cycles.

### 1. **BUSINESS NEEDS**

The Customer needs for the WISDEM data to be available by cycles.

### 2. **CURRENT PROCESS**

The WISDEM data is only available at a specific time each month.

### 3. **SOLUTION**

The following items must be completed to accommodate this requirement::

- A) A program must be written to accommodate the transport data as required on a cycle basis.
- B) An agreement with the WISDEM development organization must be in place.

### **AUTHOR'S NOTE:**

It is understood that Stan Orlovski has created and implemented a program to accommodate item 3. A) above.

It is understood that James McMillan will communicate with the WISDEM organization to accommodate 3. B) above.

Are these statements true?



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 33.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## PHASE III REQUIREMENTS

This section addresses the enhancements that are required for the completion of Phase III of the TPA Enhancements project. The schedule for the completion of Phase III will be determined during Phase II.

Phase III includes the following requirements:

TPA-PHASE 1 – 1.0 Page 52

TPA-PHASE 1 – 3.0 Page 54

TPA-PHASE 1 – 3.1 Page 57

TPA-PHASE 1 – 3.2 Page 60

TPA-PHASE 1 – 3.3 Page 62

TPA-PHASE 1 – 3.4 Page 64

TPA-PHASE 1 – 3.5 Page 66

## 22. TPA-PHASE 1 – 1.0

Provide a common source for Tax Rates, Tax Types, and Geocodes for the purpose of validating and updating tax rates.

This requirement will benefit the Customer environment because it will:

- Reduce the manual process of updating tax rates.
- Provide the best source of the information because the TaxPac software incorporates Vertex geocodes
- Compliment tools that are currently used throughout many other AT&T Wireless Services systems as data may already be mapped using Vertex geocodes
- Provide compatibility with the TaxPac software that is currently used.

**Scheduling Note:** This is the first task to be addressed in Phase III of the TPA Enhancements project. The schedule for this effort will be determined during the execution of the tasks that are identified in PHASE II REQUIREMENTS on page 6.

### 1. **BUSINESS NEEDS**

Upgrade the current TPA System via internal development, or by implementing third-party

- Evaluate the Vertex Software.
- Evaluate the Tax Rate, Tax Type and Geocode fields to determine if the existing TPA parameters (lengths) for these fields will need to be altered.
- Create automated functions in TPA using the Vertex information.

### 2. **CURRENT PROCESS**

This task is not currently being performed.

### 3. **SOLUTION**

The Customer has expressed interest in **Vertex** as the most accurate software system currently available. This is the system of choice throughout AT&T Wireless and outside vendors. This is third-party software that provides geocodes, tax type, and tax rate data. The Customer and the systems analyst assigned to this requirement must:

- Evaluate Vertex software (Quantum) from Vertex, Inc. ([Quantum's newest version 2.0, to be released in the Spring of 2000](#))
- Evaluate software that is competitive with Vertex software (Quantum) from Vertex, Inc.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 1.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 23. TPA-PHASE 1 – 3.0

Provide a validation and update process at the beginning of the TPA process.

### 1. **BUSINESS NEEDS**

The following factors contribute to the business needs associated with this requirement:

- Existing validation in the CTPF engine must be run at the beginning of the TPA process rather than at the end of the TPA process.
- TPA, TaxPac and Vertex information should be compared unless there is an exception, which should not be validated.
- Data elements that should be compared are as follows:
  - Geocode
  - Tax Type (Atlantax tax type in TPA and TaxPac vs. Vertex tax type in Vertex; TaxPac will provide a Vertex to Atlantax tax type conversion table.)
  - Tax Rates
- The manual process of updating tax rate information in TPA and TaxPac should be eliminated. (See also, TPA-PHASE 1 – 3.2, page 60).
- The Customer should have the ability to mark a record as an exception (See also, (TPA-PHASE 1 – 3.4, Page 64.)
- An exception report should be created that shows all records that are marked as an Exception (See also, TPA-PHASE 1 – 3.5, page 66)
- The Customer should have an option to run missing rows only, which will produce an error report. (Automatic update is not to be done if this option is chosen.)
- The existing error report needs to be changed to include the Vertex information and to allow for updates from the report for: Tax Rate, Geocode, Atlantax Tax Type, and Vertex Tax Type. (See also, TPA-PHASE 1 – 3.1, page 57)
- The Customer needs the ability to run this process on any day in the month.
- The Customer needs the ability to schedule this process. (See also, TPA-PHASE 1 – 3.3, page 62)
- A button should be provided for the Customer to invoke this process.



## 2. *CURRENT PROCESS*

The validation process currently compares TPA and TaxPac Geocodes, Tax Type and Tax Rates unless it represents an exception listed in the Tax Rate Exception table. If the Tax Rates are different for a particular geocode and tax type, an error report is generated. This report lists the Geocode, Tax Type and the differing TaxPac and TPATax Rates. The customer must manually update the TPA or TaxPac tables.

The business rules state the TPA and TaxPac must be in-synch unless there is an exception. Any exceptions to this business rule are entered into the Tax Rate Exception table so that they are not included in the validation process. Therefore, these exception records will not appear on the error report and will not require manual entry to the tables to continue processing. Exceptions are required, for example, when TaxPac uses sub rates in their program to process data as opposed to separate actual rates, used in the TPA process.

## 3. *SOLUTION*

### **AUTHOR'S NOTE:**

Schedule TBD during Phase II.

The solution has not been defined.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 3.0**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
Manager, Tax Systems: \_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_



## 24. TPA-PHASE 1 – 3.1

In addition to the TPA and TaxPac information, the Customer needs the ability to view the Vertex information, and update the TPA Tax Rate on the Validation Error Report.

### 1. **BUSINESS NEEDS**

- Change the existing error report to include the Vertex information, as well as the TPA and TaxPac information.
- The report should be generated for any records when there is a difference in the TPA, TaxPac or Vertex Tax Rates by geocode and Atlantax/Vertex tax type, unless records are designated as "DO NOT VALIDATE-VERTEX " or "DO NOT VALIDATE-TAXPAC"
- See the new report layout in the Appendix C.
- An online view of the report is needed to accommodate:
  - Automatic updating of the TPA Tax Rate, or
  - Marks the record as an exception, based on the Tax Rate that the user selects.

### **Business rules:**

- The Vertex table can not be overridden or changed.
- The TPA and TaxPac data must be in-synch unless listed as "DO NOT VALIDATE-TAXPAC"
- If the Vertex Tax Rate option is selected, the system needs to update the TPA Tax Rate.
- If TaxPac Tax Rates are different from the Vertex Tax Rates, the system needs to mark the TaxPac Tax Rates as "DO NOT VALIDATE-TAXPAC" in the TPA tables
- If the TPA Tax Rate option is selected and the Vertex and TaxPac Tax Rates are different, the system needs to mark the records as "DO NOT VALIDATE-VERTEX" and "DO NOT VALIDATE-TAXPAC" in the TPA tables (See also, TPA-PHASE 1 – 3.4, page 64)
- If the TPA Tax Rate option is selected and
  - ⇒ the Vertex Tax Rate and the TPA Tax Rate are the same, and
  - ⇒ the TaxPac Tax Rate is different,the system needs to mark the records as "DO NOT VALIDATE TAXPAC in the TPA tables".
- If the TaxPac Tax Rate option is selected and the Vertex Tax Rate is different, the system needs to update the TPA Tax Rate and mark the record



as "DO NOT VALIDATE-VERTEX". (See also, TPA-PHASE 1 – 3.4, page 64)

- If the TaxPac Tax Rate option is selected and the Vertex Tax Rate is the same, the system needs to update the TPA Tax Rate only.

## **2. CURRENT PROCESS**

The error report that is generated out of the current validation process only includes TPA and TaxPac tax rates. The customer must then manually update the TPA and TaxPac tables with the correct rate.

## **3. SOLUTION**



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 3.1**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
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*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 25. TPA-PHASE 1 – 3.2

Eliminate the Manual Tax Rate Update process.

### 1. BUSINESS NEEDS

The Customer needs to:

- Eliminate the manual process of updating tax rate information in TPA and TaxPac.
- Minimize the time the customer spends updating the Tax Rate information.
- Minimize errors that result from the validation process.

There are two (2) instances in which tax rates will need to be manually entered or modified. These records will be designated "DO NOT VALIDATE".

- The Vertex file does not contain jurisdictions that AWS is required to pay taxes in.
- In the instance of stacked tax rates, the Vertex and TPA Tax rates will match but the TaxPac Tax Rates will be different.

- The Vertex file may not contain the correct Tax Rate associated with the Validate the TPA and TaxPac Tax Rates, Geocodes and Atlantax Tax Types to the Tax Rates, Geocodes and Vertex (converted to Atlantax) Tax Types provided by Vertex unless designated as "DO NOT VALIDATE-VERTEX" or "DO NOT VALIDATE-TAXPAC".

**AUTHOR'S NOTE:**

Does this make sense?

- The Customer will load TaxPac tax rate files, which have been updated to Vertex rates, automatically update TPA for the records where the tax rates do not match unless designated as "DO NOT VALIDATE"

- Items in the TPA and TaxPac tables that have been indicated as "DO NOT VALIDATE" should not be validated against Vertex. (See also, TPA-PHASE 1 – 3.4, page 64).

### 2. CURRENT PROCESS

Currently, for those records that appear on the error report, the customer is currently manually updating the tax rates prior to processing.

### 3. SOLUTION

**AUTHOR'S NOTE:**

Schedule TBD during Phase II.

The solution has not been defined.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 3.2**

Linda Fisher

Director of Tax:

\_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,

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\_\_\_\_\_

*Date:* \_\_\_\_\_

James McMillan,

Project Manager:

\_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs

Technology Leader:

\_\_\_\_\_

*Date:* \_\_\_\_\_

## 26. TPA-PHASE 1 – 3.3

The Customer needs the ability to schedule validation and tax rate update processes.

### 1. **BUSINESS NEEDS**

The Customer needs:

- An option to schedule systematic updates of the Vertex geocodes, tax rates and tax types.
- To schedule a monthly update of the Vertex geocodes, tax rates and tax types after their file is received. This is necessary because Vertex provides Monthly/Quarterly updates.
- To schedule a systematic update of the Vertex geocodes, tax rates and tax types at any time of the month.
- To perform a verification of the geocodes, tax rates and tax types, excluding those records marked as "DO NOT VALIDATE". If differences are found, then the system will automatically update TPA to the Vertex Tax Rates.

### 2. **CURRENT PROCESS**

There is no process for scheduled updates.

### 3. **SOLUTION**

#### **AUTHOR'S NOTE:**

Schedule TBD during Phase II.

The solution has not been defined.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 3.3**

Linda Fisher  
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*Date:* \_\_\_\_\_

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*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## 27. TPA-PHASE 1 – 3.4

The Customer needs the ability to mark a record as an exception.

### 1. BUSINESS NEEDS

- Customer needs the ability to mark a record as "DO NOT VALIDATE-VERTEX" and/or "DO NOT VALIDATE-TAXPAC". This can be accomplished by modifying existing TPA tables containing tax rates to add fields for "DO NOT VALIDATE-VERTEX" and "DO NOT VALIDATE-TAXPAC"
- The "DO NOT VALIDATE" records must not be validated against Vertex or TaxPac, and should not be automatically updated by the system. (See also, TPA-Phase1- 3 and TPA-Phase 1 - 5)

Excluding these records prevent the records from appearing on the error report.

- The "DO NOT VALIDATE" indication will eliminate the need for an exception table. This will work in the same manner that the exception table works today.
- This process of marking records will eliminate the need for 2 separate tables.

### 2. CURRENT PROCESS

In instances where the tax rates should be different, the user currently enters the records into the Tax Rate exception table. The records in the exception table are excluded from the validation process. Excluding these records prevents the records from appearing on the error report and will allow processing without changes to the rates.

### 3. SOLUTION

#### **AUTHOR'S NOTE:**

Schedule TBD during Phase II.

The solution has not been defined.





**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 3.4**

Linda Fisher  
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*Date:* \_\_\_\_\_

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*Date:* \_\_\_\_\_

James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
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*Date:* \_\_\_\_\_



## 28. TPA-PHASE 1 – 3.5

The Customer needs the ability to view all records that are marked as an exception in a report format.

### 1. *BUSINESS NEEDS*

- A report is needed called "Tax Rates Not Validated", which can be run at anytime. (See Appendix C)
- The report will contain all records that are marked as "DO NOT VALIDATE-VERTEX" or "DO NOT VALIDATE-TAXPAC".
- Data elements include:
  - State (Determined by Vertex Geocode)
  - Description (i.e. Vertex not validated and/or TaxPac not validated)
  - Atlantax Tax Type
  - Vertex Tax Type
  - *Vertex Geocode*
  - TPA Tax Rate
  - Vertex Rate, if any
  - TaxPac Rate

### 2. *CURRENT PROCESS*

This report does not currently exist.

### 3. *SOLUTION*

Develop the report

#### **AUTHOR'S NOTE:**

Schedule TBD during Phase II.

The solution has not been defined.



**4. CUSTOMER APPROVAL**

The following individual(s) have reviewed this enhancement and agreed upon the functional specifications for:

**TPA-PHASE 1 – 3.5**

Linda Fisher  
Director of Tax: \_\_\_\_\_

*Date:* \_\_\_\_\_

Stan Orlowski,  
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*Date:* \_\_\_\_\_

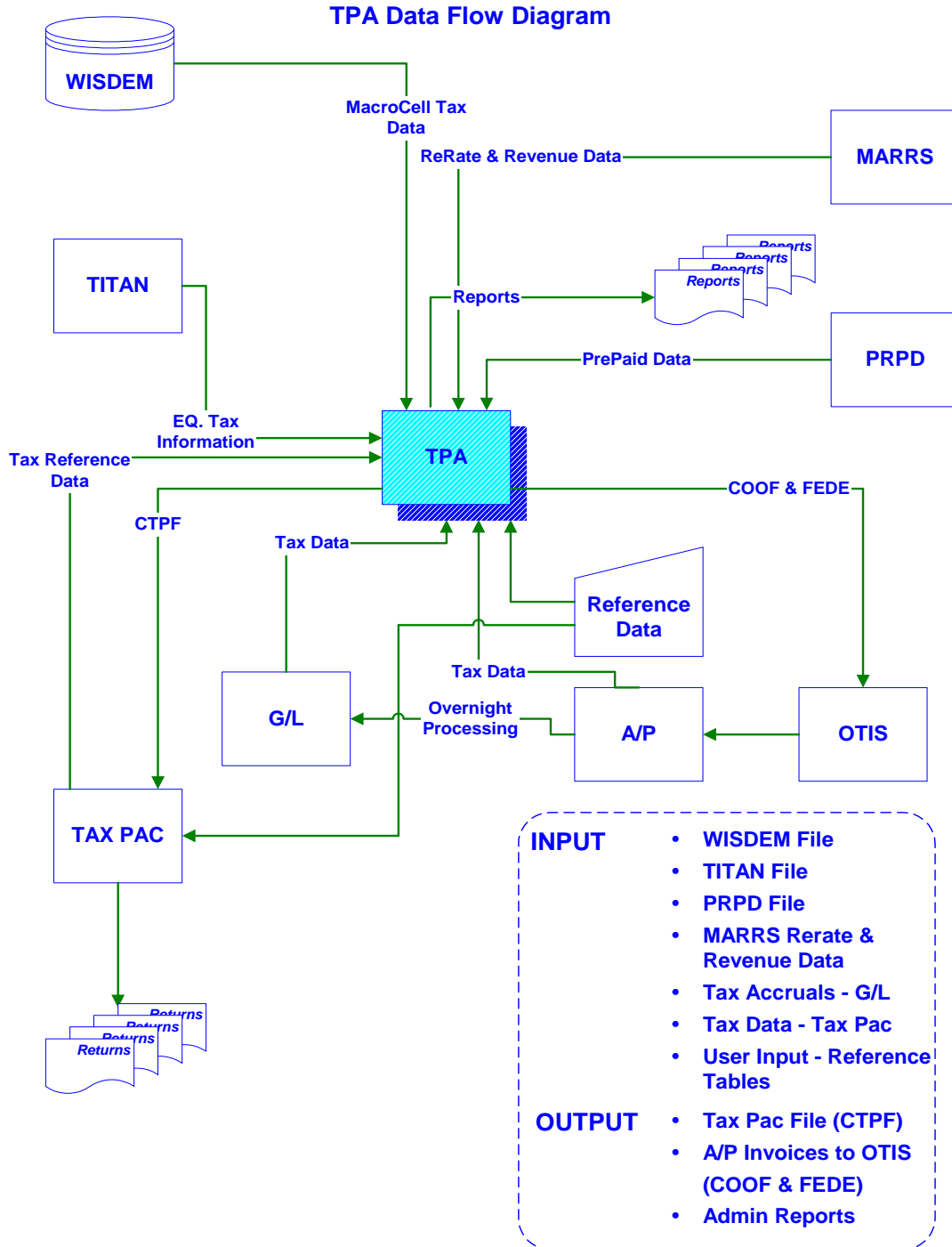
James McMillan,  
Project Manager: \_\_\_\_\_

*Date:* \_\_\_\_\_

Carlos Debs  
Technology Leader: \_\_\_\_\_

*Date:* \_\_\_\_\_

## Appendix A - DATA FLOW



Thursday, April 13, 2000 - 11:07:56 AM



## Appendix B - Terms and Definitions

Acronym / Term	Definition
TPA	Tax Process Automation System – automatically generates AWS monthly filings from tax dollars that are imported into the TPA system in the form of data files, from data retrieved from Oracle financial systems and from calculations performed by the TPA system. The TPA system also creates a file that is uploaded to A/P to generate tax payments and record entries into the Oracle financial systems.
COSORN	????????????????????
CUDL Engine	Custom Use Tax Oracle Download Engine – pulls data for invoices flagged for use tax in Oracle. It creates a table and unstacks the Oracle tax based upon tax types and rates contained in the Custom Use Tax Mapping table. Also, appends new Oracle tax names to the mapping tables.
CUDL Table	Customer Use Tax Download Table – contains data pulled from Oracle for items which have been flagged in Oracle for use tax
EBAL	Ending Balance – compares tax amounts in the Tax Data table to Oracle balances pulled by ODPD entry and appends these differences to the Tax Data table.
ODPD	Oracle Data Pulldown – retrieves Oracle categories listed in the Tax Type Mapping and Otis Category tables as well as G/L balances for accounts listed in the Tax Type Mapping table with a form Name of Oracle Mapping or none
PRPD	Prepaid Calling Card – calculates the tax amount on prepaid calling card usage activity imported into the TPA system and filtered by the Prepaid Carrier Code table
RECO	Reconciliation – automatically reconciles Thesys tax data files imported into TPA with CBIS revenue data files imported into MARR’s utilizing the Tran Code Filter table. Also reconciles the Titan tax datafile with amounts booked to Oracle.
RHOM	Rerate to Home – utilizes the MARR’s system RTH Minutes and Reclass tables and calculates the reversal of taxes on calls which were rerated to home rates to avoid double taxation.
SALE	Sale Tax – accumulates applicable information in the Tax Data table utilizing information contained in imported data files, data pulled from Oracle, as well as Tax Type Mapping, Thesys, Titan, and Oracle Mapping and other global table information.
CTPF	Create TaxPac File – creates a file to TaxPac software utilizing the Tax Data table
COOF	Create Oracle Otis File – creates the Otis file to send to Oracle A/P utilizing the Tax Data table.
CUTX	Custom Use Tax – gathers Oracle use tax data by utilizing CUDL data retrieved from Oracle and the Customer Use Tax Mapping table and places it in the Tax Data table. Also, calculates use tax on free or discounted equipment by applying tax rates in the respective mapping tables to data entered in the Titan datafile.
Thesys (WISDEM) data file	Breaks down the taxes recorded in the CBIS revenue entry by Tax Code. Generated on a cyclic basis at the time the cycle information is loaded into Wisdem to capture accurate tax code information, as tax code history is maintained in WISDEM.
Prepaid Data file	Reflects the prepaid calling card activity for all wireless customers for the processing month
Geocode	Identifies the location in which the tax detail transaction was conducted. It is used to uniquely identify every locality in the US. Each geocode is associated with a set of tax rates. Is a nine-position numeric code maintained by Vertex. It uses 2 digits for state, 3 digits for county and 4 digits for city. Primary reason to use geocodes is to convert tax codes to taxing jurisdictions recognizable by the TaxPac software for the purposes of generating tax forms.



## Appendix C - List of Current Reports

### Engine Report Name Name

AASR	Standard Entries by Company/Office (Account Analysis) (Run after ODPD Entry)
AASR	Standard Entries by Description (Account Analysis) (Run after ODPD Entry)
AASR	Account Analysis by Company ( Run after ODPD Entry )
AASR	Account Analysis by Company/Office ( Run after ODPD Entry )
AASR	Account Analysis by G/L Account ( Run after ODPD Entry )
COOF	Summary of taxes by Vendors (VC Included)
COOF	Final Check by Account (VC included) (Run After COOF Entry)
CTPF	TaxPac Detail Report (Final Check)... (Run After CTPF Entry)
CTPF	TaxPac Summation Report By Engine and TaxType (Final Check).. (After CTPF I
CUDL	Oracle Use Tax Sum By G/L (Run After CUDL Entry)
CUDL	Oracle DownLoad Custom Use Tax (all fields)
EBAL	Oracle Balance Vs TPA Taxes Append Account Only (Run After SALE)
FASA	FASA Sale Tax Sum By GL
FASA	FASA Tax Download Table
ODPD	Ending Balance By G/L ( Run after ODPD Entry )
ODPD	Category Pull Down By Company And Category (Run After ODPD Entry)
RECO	Reconciliation LeaseCo vs CPA (Run ODPD first - then RECO Entry)
SALE	SALE Tax Summed By Geocode,Tax Type, and EIN
SALE	Tax Data NOT sent to TaxPac .... (Run After SALE Entry)
SALE	Manual Entries Report
SALE	Summary of all taxes by EIN & TaxType (Run After SALE entry)
SALE	Summary of Taxes by Engines & Accounts
SALE	Tax Data vs Oracle Ending Balance ALL Accounts (Run after SALE )



## Appendix D - Report Layouts (New)

### CUTX Titan Use Tax Sum by G/L

**AUTHOR'S NOTE:**

Customer needs to provide the layout for this report.



## Appendix E - Sequence of Development

The requirements described herein will be developed in the in the following order:

1	TPA-PHASE1-16	Process throughout the month including TaxPac and Oracle.
2	TPA-PHASE1-27	Enter geocode wildcards (*) into the vendor table.
3	TPA-PHASE1-9	Eliminate the manual manipulation of amounts on other reports that is needed to troubleshoot data issues.
4	TPA-PHASE1-17	Exclude quarterly payments from the monthly upload to Oracle. Permit quarterly payments to be uploaded to Oracle when payments are due.
5	TPA-PHASE 1-7	Eliminate unnecessary TPA reports.
6	TPA-PHASE1-5	Reduce inaccurate reporting and the manual research process.
7	TPA-PHASE1-6	Eliminate the manual review needed to determine if the Company number in CUDL is not contained in the COSORN to Company Table.
8	TPA-PHASE1-33	Make WISDEM data available by cycles
9	TPA-PHASE1-30	Reduce the need to manually repair tax codes that have multiple meanings within a state
10	TPA-PHASE1-15	Add functionality to support reporting by outlets (retail stores).
11	TPA-PHASE1-29	Eliminate the duplication of vendor compensation when the G/L coding is entered multiple times.
12	TPA-PHASE1-10	Eliminate the need to prepare manual spreadsheets of tax data by state and tax form.
13	TPA-PHASE1-19	Create a separate invoice number for records with the same Vendor Number but different Vendor Sites.
14	TPA-PHASE1-21	Eliminate the need to manually gather information for payments with an "02" payment priorities.
15	TPA-PHASE1-24	Provide the ability to view all records where the vendor site is not valid for the Vendor number in a report format.
16	TPA-PHASE1-26	Eliminate the possibility of invalid geocodes being entered into the geocode mapping table by the customer.
17	TPA-PHASE1-18	Eliminate the manual process needed to correct the errors associated with A/P Otis uploads.
18	TPA-PHASE1-11	Provide the ability to have online view and query functions on all existing and new reports
19	TPA-PHASE1-31	Make sure that the tax engines continue to work when the same company is entered in multiple states for the same tax type..
20	TPA-PHASE1-1	Provide a common source for tax rates, tax type and geocodes for the purpose of validating and updating tax rates.





21	TPA-PHASE1-3	Provide a Validation and update process at the beginning of the process.
22	TPA-PHASE1-3.1	Provide the ability to view the Vertex information.
23	TPA-PHASE1-3.2	Eliminate the manual tax rate update process.
24	TPA-PHASE1-3.3	Provide scheduled validation and tax rate update processes.
25	TPA-PHASE1-3.4	Provide the ability to mark a record as an exception.
26	TPA-PHASE1-3.5	Provide the ability to view all records that are marked as an exception in report format.
27	TPA-PHASE1-4	Provide the ability to schedule or manually kick off of the Oracle data pull down process.
28	TPA-PHASE1-32	Provide archival of processed data and tables, and associated reports.
29	TPA-PHASE1-12	New Enhanced Prepaid Wireless functionality
30	TPA-PHASE1-13	Ability to calculate sales tax on lease revenue.