Business Requirements - Tax

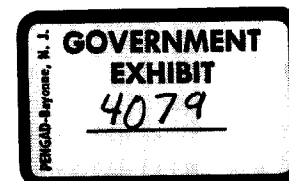| Tax Function:	# of Business Requirements:	In Scope or Out of Scope for Phase 1?
301 Income & Franchise Tax Prep	12	In scope
302 Financial Reporting	5	In scope
303 Point of Sale	1	Out of scope
304 Service	3	Out of scope
305 Use Tax	22	In scope
306 Planning	7	Out of scope
307 Incentives	0	Out of scope
308 Research	0	Out of scope
309 Accruals	1	In scope
310 Sales & Transaction Tax Report Filings	16	In scope
311 Reconciliations	4	Out of scope
312 Adjustments	5	Out of scope
313 Unclaimed Property	1	In scope
314 Audits and Litigation	1	In scope
315 Property Tax	15	In scope
316 Assessment Review & Controls	1	Out of scope
317 Payments & Verification	3	Out of scope
318 Other	7	Out of scope
Subtotal Tax Function	104	

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ID	Function	Sub-Function	Requirement
301.00.001	Income & Franchise Tax Prep		Provide for multiple tax depreciation schemes for fixed assets.
301.00.002	Income & Franchise Tax Prep		The ability to record intangible assets in the fixed asset module.
301.00.003	Income & Franchise Tax Prep		There should be enough organizational structure flexibility to enable the reporting of full financial results (Trial Balances) for each legal entity represented in the ERP system
301.00.004	Income & Franchise Tax Prep		The chart of accounts should be capable of providing detail for tax relevant reporting and Schedule M-1 identification. Examples include the ability to add tax relevant accounts (or sub-accounts) or the ability to capture tax specific identifiers at the transaction level. This will allow sorting of transactions in an account for tax specific data needs.
301.00.005	Income & Franchise Tax Prep		The ability to provide details about related party transactions (both for consolidated and non-consolidated related parties). Transactions include all revenue items, purchases, expenses, and period-end balances (A/R and A/P).
301.00.006	Income & Franchise Tax Prep		Provide various jurisdictional information for state income tax purposes, such as sales by ship from location, sales by ship to location, fixed assets by location, inventory by location, salary and wages by location, rental expenses by location
301.00.007	Income & Franchise Tax Prep		Income statement and balance sheet forecasts at a legal entity level.
301.00.008	Income & Franchise Tax Prep		Ability to identify and isolate expenses incurred for reseach and development
301.00.009	Income & Franchise Tax Prep		Process Income & Other Taxes
301.00.010	Income & Franchise Tax Prep		Submit Income & Other Taxes Filings
301.00.011	Income & Franchise Tax Prep		Process Income & Other Taxes Payments
301.00.012	Income & Franchise Tax Prep		File & Retrieve Income & Other Taxes Records

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ID	Function	Sub-Function	Requirement
302.00.001	Financial Reporting		Ability to easily report adjustments to reflect temporary and permanent differences, taxable income and net interest.
302.00.002	Financial Reporting		Tax Reports must be easily run and produced, on an as needed basis.
302.00.003	Financial Reporting		To facilitate Management and Tax reporting, the Location segment will be populated by looking up the Cost Center/Location Relationship per the Entity Control System (ECS).
302.00.004	Financial Reporting		The ability to forecast tax liabilities and the subsequent impact on a corporation's business decisions.
302.00.005	Financial Reporting		The ability to maintain tax data for employee, creating tax withholding methods, calculating and adjusting tax balances, and processing tax remittances to government agencies.

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ID	Function	Sub-Function	Requirement
303.00.001	Point of Sale		Ablity to calculate (and retain electronically) sales taxes at the point of sale and to record the relevant tax for the correct sales tax jurisdiction, including the printing of the sales tax on the sales receipt

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ID	Function	Sub-Function	Requirement
304.00.001	Service		Ability to calculate sales, use, value-added, goods and services, gross receipts, consumption and any other statutory taxes for invoice processing of fixed asset or expensed items.
304.00.002	Service		Provide data in a sufficient level of detail to make tax decisions for sales to customers and purchases of goods and services.
304.00.003	Service		Provide a means to identify services and products.

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ID	Function	Sub-Function	Requirement
305.00.001	Use Tax		The organizational structure in the system should consider the legal entity structure of your company, e.g., Legal Entity and filing requirements for separate sales tax reporting requirements by legal entity.
305.00.002	Use Tax		The organizational structure in the system should allow specific geographical locations to be identified, e.g., departments = a geographical location.
305.00.003	Use Tax		The chart of accounts should be capable of providing detail for tax relevant reporting for sales and use tax purposes.
305.00.004	Use Tax		Provide the ability to assign jurisdictional information such as customer, plant, cost center, material numbers, etc.
305.00.005	Use Tax		The accounts receivable, accounts payable, purchasing and general ledger functions should be capable of functioning with use tax system.
305.00.006	Use Tax		Provide an audit file that can interface with an external sales.
305.00.007	Use Tax		Provide a method of categorizing or classifying groups of data to allow products and customers to be grouped together when determining logical exemption classifications.
305.00.008	Use Tax		Ensure Use Tax Compliance
305.00.009	Use Tax		Process Use Tax
305.00.010	Use Tax		Collect Commercial Transaction Information
305.00.011	Use Tax		Maintain Use Tax Tables
305.00.012	Use Tax		Reconcile Use Tax Accounts
305.00.013	Use Tax		Research & Resolve Issues
305.00.014	Use Tax		Submit Use Tax Filings
305.00.015	Use Tax		Run Report
305.00.016	Use Tax		Complete Use Tax Form
305.00.017	Use Tax		Submit Use Tax Form
305.00.018	Use Tax		Compile & Submit Sales Specific Reports
305.00.019	Use Tax		Process Use Tax Payments
305.00.020	Use Tax		Receive Use Tax Filings & Payments
305.00.021	Use Tax		File & Retrieve Use Tax Records
305.00.022	Use Tax		The ability to collect information on and reporting use tax.

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ID	Function	Sub-Function	Requirement
306.00.001	Planning		Support material requirements planning for strategic and annual planning
306.00.002	Planning		Support user-defined planning horizons and lead times for each item
306.00.003	Planning		Support forward and backward planning algorithms
306.00.004	Planning		Support time-phased planning.
306.00.005	Planning		Support backward planning and time phased sourcing
306.00.006	Planning		Support real-time planning adjustments
306.00.007	Planning		Support manual planning adjustments

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Incentives

ID	Function	Sub-Function	Requirement
307.00.001	Incentives		

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ID	Function	Sub-Function	Requirement
308.00.001	Research		

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ID	Function	Sub-Function	Requirement
309.00.001	Accruals		Ability to process month-end expense accruals and build the associated journal entries.

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ID	Function	Sub-Function	Requirement
310.00.001	Sales & Transaction Tax Report Filings		The ability to produce Tax reports on a Legal Entity and a Consolidated basis.
310.00.002	Sales & Transaction Tax Report Filings		Ability to validate all applicable sales, use and other statutory taxes against the tax name and rate tables.
310.00.003	Sales & Transaction Tax Report Filings		Ensure Sales Tax Compliance
310.00.004	Sales & Transaction Tax Report Filings		Process Sales Tax
310.00.005	Sales & Transaction Tax Report Filings		Maintain Sales Tax Tables
310.00.006	Sales & Transaction Tax Report Filings		Reconcile Sales Tax Accounts
310.00.007	Sales & Transaction Tax Report Filings		Research & Resolve Issues
310.00.008	Sales & Transaction Tax Report Filings		Submit Sales Tax Filings
310.00.009	Sales & Transaction Tax Report Filings		Run Report
310.00.010	Sales & Transaction Tax Report Filings		Complete Sales Tax Form
310.00.011	Sales & Transaction Tax Report Filings		Submit Sales Tax Form
310.00.012	Sales & Transaction Tax Report Filings		Compile & Submit Country Specific Reports
310.00.013	Sales & Transaction Tax Report Filings		Process Sales Tax Payments
310.00.014	Sales & Transaction Tax Report Filings		Receive Sales Tax Filings & Payments
310.00.015	Sales & Transaction Tax Report Filings		File & Retrieve Sales Tax Records
310.00.016	Sales & Transaction Tax Report Filings		The ability to report sales taxes including federal and state.

ID	Function	Sub-Function	Requirement
311.00.001	Reconciliations		The business requirement is that each entity within all regional instances must reconcile their feed to the balances that will be contained in the reporting sets of books.
311.00.002	Reconciliations		Reconcile Intercompany balances by transactional currency across all Legal Entities.
311.00.003	Reconciliations		Reconcile balances between the company's parent's investment in subsidiary (at cost only) and the related company's Subsidiary's Equity accounts. This must be done on a USD currency basis only.
311.00.004	Reconciliations		Tax and General Ledger would use same chart of accounts.

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ID	Function	Sub-Function	Requirement
312.00.001	Adjustments		Adjustments must be able to be segregated into permanent differences, temporary differences and other adjustments.
312.00.002	Adjustments		The ability to have payroll adjustments reflected in correct pay period.
312.00.003	Adjustments		The ability to apply post payroll corrections for rates, taxes, and other payroll configuration data based on effective date of the correction; with all periods allowances, deductions, being adjusted appropriately.
312.00.004	Adjustments		The ability to automatically reverse a check with an audit trail.
312.00.005	Adjustments		The ability to accumulate and track deduction arrearages and implement a systematic recovery/ repayment plan.

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ID	Function	Sub-Function	Requirement
313.00.001	Unclaimed Property		Ablity to track escheatable items that must be remitted to the states after specific time periods, including unclaimed vendor checks, customer refunds, and other abandoned property

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ID	Function	Sub-Function	Requirement
314.00.001	Audits and Litigation		Ability to produce electronic records in support of various state and federal audits, including the production of transaction level electronic flat files for all open tax periods

ID	Function	Sub-Function	Requirement
315.00.001	Property Tax		For Fixed Assets provide the following data elements: description, type, cost, net book values, age, life factors, modifications, utilization, replacements, maintenance, location, retirements, idle equipment, rebuilds, relocations, and exemption categories.
315.00.002	Property Tax		For Inventory provide the following data elements: volume, quantity, cost, detail, turnaround, shelf time, spoilage/shrinkage, sales, ultimate destination, obsolete inventory, finished goods, supplies, and location.
315.00.003	Property Tax		For Real Estate provide the following data elements: digital photo storage, cost, acquisition date, legal description, fair market values, appraisal information, and improvement data.
315.00.004	Property Tax		For Leased Equipment provide the following data elements: lessor/lessee, description, location, terms, purchase option, and liability.
315.00.005	Property Tax		For Leased Real Estate provide the following data elements: lessor/lessee, description, terms, financial data, rental income, payment, expenses, liability, and purchase option.
315.00.006	Property Tax		Ensure Property Tax Compliance
315.00.007	Property Tax		Process Property Tax Reporting
315.00.008	Property Tax		Run Exception Reports
315.00.009	Property Tax		Review & Resolve Errors
315.00.010	Property Tax		Review & Approve Filings
315.00.011	Property Tax		Submit Property Tax Filings
315.00.012	Property Tax		File & Retrieve Property Tax Records
315.00.013	Property Tax		The ability to manage the tax books of record.
315.00.014	Property Tax		The process required to produce IRS 1099s at the end of each calendar year.
315.00.015	Property Tax		The ability to report assets by location for property tax assessment.

ID	Function	Sub-Function	Requirement
316.00.001	Assessment Review & Controls		Before a transaction can be approved and posted to the AR sub-ledger, it must be approved by the Tax Manager (for [CLIENT BUSINESS UNIT] only).

ID	Function	Sub-Function	Requirement
317.00.001	Payments & Verification		Ablity to make tax payments both electorically and manually to all taxing jurisdictions
317.00.002	Payments & Verification		The ability to remove the temporary payment hold that is placed on a new supplier who has not yet submitted a completed Tax Verification Information letter.
317.00.003	Payments & Verification		The ability to maintain accounts payable tax codes in the system.

Tax   Other

ID	Function	Sub-Function	Requirement
318.00.001	Tax & Treasury		Develop & Manage Tax Plan
318.00.002	Tax & Treasury		Manage Tax Relationships
318.00.003	Tax & Treasury		Manage Local Tax Authorities Relationships
318.00.004	Tax & Treasury		Manage 'Agencies' Tax Authorities Relationships
318.00.005	Tax & Treasury		Develop & Manage Treasury Plan
318.00.006	Tax & Treasury		Manage Financial Institution Relationships
318.00.007	Tax & Treasury		Manage Local Banking Relationships

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