VAT Protocols Acknowledgement Tracker (VATPAT)

KO meeting

Date: 17/07/2023

Agenda

- Objective of today's meeting
- Overview of current process
- Proposed automated process
- Project benefits
- Scope of project
- Roles and responsibilities
- Provisional schedule
- Next steps
- Questions

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Objective of today's meeting

1. **Introduction**
   - Discuss our plan for the VAT Protocols Acknowledgement Tracker.

2. **Goals**
   - We aim to have a shared understanding of the current process, the proposed automated process, and the benefits of automation. We also hope to gather feedback and ideas for implementing the automation.

3. **Expectations**
   - We encourage active participation and open discussion. Please feel free to ask questions or share your thoughts at any time.
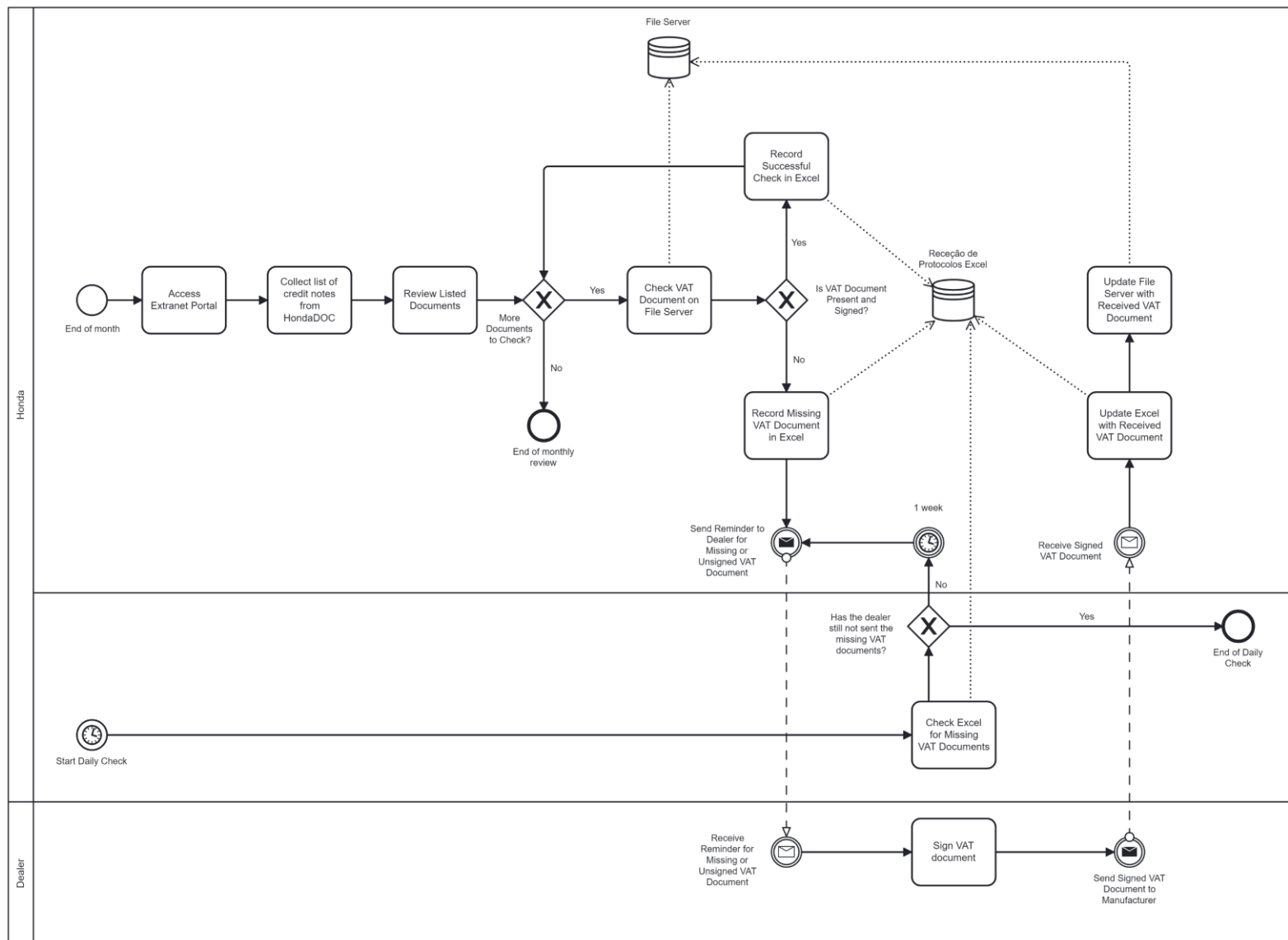
4. **Outcome**
   - Our goal is to come away from this presentation with a clear plan for moving forward with the automation of the VAT Protocols Acknowledgement Tracker.

5. **Next steps**
   - Following this presentation, we will incorporate your feedback into our plan and begin the process of designing the tool.

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Overview of the current process

Proposed Automated Process

Monthly

- **Collect List of Credit Notes**: At the start of each month, the system will automatically collect a list of all credit notes issued in the previous month for each dealer.
- **Send Credit Notes Resume:** The system will generate a Credit Notes Resume table for each dealer and send it via email. The dealer can acknowledge all the credit notes of the previous month with one reply to the Credit Notes Resume email.

Daily

- **Track Dealer Replies**: Daily, the system will track and record all dealer replies. This information will be stored and accessible for future reference.
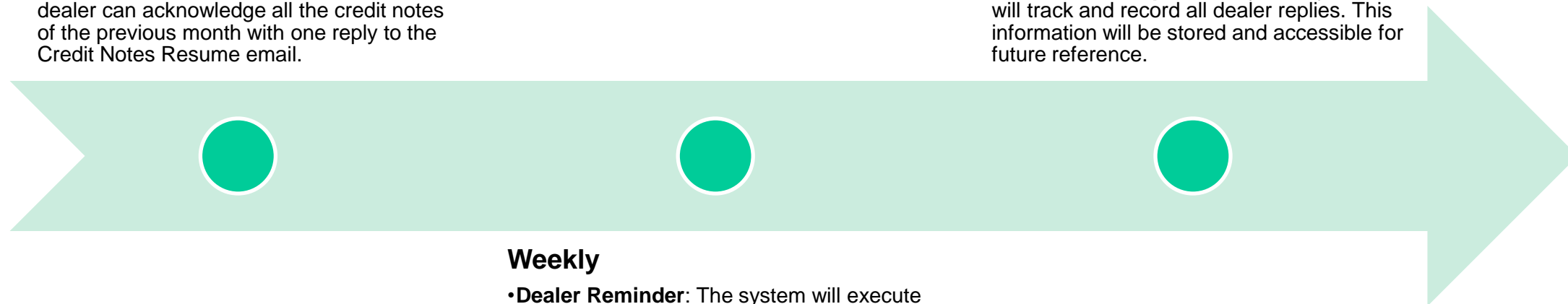
Weekly

- **Dealer Reminder**: The system will execute a weekly reminder, sending an email to any dealer who has not yet replied to the Credit Notes Resume email.

- **Dashboard**: The application will have a dashboard that provides a resume of all acknowledgements. This will provide a visual representation of the status of VAT documents.
- **Record Keeping**: All acknowledgements will be stored and accessible for a period of 5 years, in compliance with record keeping requirements.

Project benefits

- **Increased Efficiency:** Automation can significantly speed up the process by eliminating manual tasks, reducing the time it takes to verify VAT protocol acknowledgements.
- **Reduced Errors:** Manual processes are prone to human error. Automation can help ensure that each step is carried out correctly, reducing the likelihood of mistakes.
- **Cost Savings:** By reducing the time and resources required for the verification process, automation can lead to significant cost savings.
- **Improved Consistency:** Automation ensures that each VAT protocol acknowledgements document is processed in the same way, leading to more consistent results.
- **Enhanced Tracking and Reporting:** Automated processes can easily generate tracking and reporting data, making it easier to monitor the process and identify areas for improvement.
- **Increased Focus on Value-Adding Activities:** By automating routine tasks, business can focus on more strategic, value-adding activities.
- **Improved Compliance:** Automation can help ensure that all necessary compliance steps are followed, reducing the risk of non-compliance.
- **Scalability:** An automated process can easily be scaled up or down to handle different volumes of documents, providing flexibility for the business.

Scope

- **In Scope:**
  - **Automated Reminders:** The project includes the development of a system to send weekly automated reminders to dealers for unsigned VAT documents.
  - **Power User Control:** The system will have a feature to allow a power user to overwrite the automated system when necessary.
  - **Visual Dashboard:** The project will deliver a dashboard to visually track the status of VAT documents, specifically highlighting those that are still not signed.

- **Out of Scope:**
  - **Document Generation:** The generation of monthly Credit Note and VAT Acknowledgement resume documents is not included in this project.
  - **Document Distribution:** The distribution or sending of these documents to dealers is also outside the scope of this project.
    - Note: The automated system will not distribute the actual PDF credit note documents to the dealers, but it will distribute a monthly resume table document to the dealers with an overview of that month's total VAT. The dealers can reply to the email with an acknowledgement.

Roles and responsibilities

- **Project Approval:** This is a local project, approved by the Information Systems Department (ISD), specifically tailored for the Portugal market.

- **Analysis, Design, and Implementation:** Christian Vuye is responsible for the analysis, design, and implementation of the project. This includes understanding the current process, designing the new automated process, and building the automation.

- **Project Oversight:** The project will be overseen by Paulo Anica. He will provide guidance, monitor progress, and ensure that the project aligns with overall business objectives.

- **Testing:** Testing of the automated process will be a collaborative effort between Christian Vuye, Paulo Anica and the business team. This will ensure that the automation works as expected and meets the needs of the business.

Provisional project schedule

- **Analysis:** The analysis phase, where the requirements are studied and a plan for the automation is developed, will occur in **July.**

- **Design:** The design of the automated process, defining how the automation will work and will be completed in **July.**

- **Implementation:** The actual building of the automation, will take place in **August.**

- **Testing:** Testing of the automated process to ensure it works as expected and meets the needs of the business will be conducted in **September.**

- **Maintenance:** After the testing phase, the project will move into the maintenance phase. This includes ongoing support and updates to the automated process as needed.

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Next steps

- **Feedback and Discussion:** We will have a discussion and gather feedback on the proposed automated process. This will help us refine our plan and ensure that it meets the needs of the business.

- **Finalize Project Plan:** Based on the feedback, we will finalize the project plan, including the schedule and roles and responsibilities.

- **Finalize Requirements Gathering:** By the end of this week, we will finalize the requirements gathering phase of the project. This will involve understanding the specifics of the current process and the needs of the business.

- **Regular Updates:** Throughout the project, we will provide regular updates on our progress. This will ensure that everyone is kept informed, and any issues can be addressed promptly.

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Questions

1. Questions or comments?

Thank you.