Software Requirements Document for "VAT Protocols Acknowledgement Tracker"

1. Introduction

1.1 Purpose

This document specifies the software requirements for the "**VAT Protocols Acknowledgement Tracker**" (**VATPAT**) application. The system is intended to automate and simplify the tracking of VAT protocol acknowledgements, streamline communications with dealers, and ensure proper record-keeping and compliance.

1.2 Scope

VATPAT is a web-based application designed to help Honda Iberia manage the process of issuing credit notes to dealers, sending and tracking VAT protocol acknowledgement sheets, sending reminders for missed acknowledgements, and maintaining a record of all transactions and acknowledgements.

2. Overall Description

2.1 System Perspective

VATPAT is a web-based application that reads from the Navision database. It will run from a local Honda Iberia server EHEINWNAV03SP (also hosts Microsoft Dynamics Business Central – Navision).

2.2 System Features

- **User Authentication:** Users should be able to log in securely to the system.
- **Credit Note Management:** The system should retrieve and manage all credit notes issued to dealers.
- **VAT Protocol Acknowledgement Tracking:** The system should generate and send VAT protocol acknowledgement sheets, track their status, and send reminders for missed acknowledgements.
- **Dealer Communication:** The system should send monthly summaries to Dealers and record their replies.
- **Record keeping and compliance**: The system should store all signed VAT protocol acknowledgement sheets for a period of 10 years, with proper security and access controls.
- **Dashboard:** The system should provide a real-time overview of all acknowledgements, indicating whether they are received or pending.

3. Specific Requirements

3.1 Functional Requirements

User Authentication

- The system shall allow users to log in securely using their username and password.

Credit Note Management

- The system shall retrieve all credit notes issued to Dealers from the existing database.

VAT Protocol Acknowledgement Tracking

- The system shall generate VAT protocol acknowledgement sheets for the selected credit notes.
- The system shall send these acknowledgement sheets to Dealers via email.
- The system shall track the status of each acknowledgement sheet.
- The system shall send automated reminders to Dealers who have not returned the signed acknowledgement sheets.

Dealer Communication

- The system shall generate and send monthly summaries of credit notes and VAT to Dealers.
- The system shall use exiting shared email address hp.finance@honda-eu.com
- The system shall record the replies from Dealers by tracking replies on hp.finance@honda-eu.com.

Record Keeping and Compliance

- The system shall store all signed VAT protocol acknowledgement sheets in a secure file storage system for a period of 10 years.

Dashboard

- The system shall provide a real-time dashboard with an overview of all acknowledgements.

3.2 Non-Functional Requirements

- **Security:** The system should ensure secure access and secure storage of data to prevent unauthorized access.
- **Reliability:** The system should have a high availability and reliability.
- **Usability:** The system should have an intuitive user interface to facilitate ease of use.
- **Scalability:** The system should be scalable to accommodate a growing number of Dealers and transactions.

4. Change Management Process

Any changes to the requirements after the approval of this document should go through a change management process, which includes assessing the impact of the change, getting approval from relevant stakeholders, and updating this document.