

Functional Requirements Document for "VAT Protocols Acknowledgement Tracker" (VATPAT)

1. Introduction

a. Purpose:

This document outlines the functional requirements for the VATPAT application, designed to manage and automate the tracking of VAT protocol acknowledgements, streamline communications with dealers, and ensure proper record-keeping and compliance.

b. Scope

VATPAT is a web-based application for managing the process of issuing credit notes, sending, and tracking VAT protocol acknowledgement sheets, maintaining records, and communicating with dealers.

2. User Management

a. User Authentication:

Users should log in using a username and password.

The system should support only two user accounts: 'business' and 'power user'.

b. User Logout:

Users should be able to log out from the system.

c. Dashboard for Users:

Users should view a real-time status of all acknowledgements.

Users should view the communication history with dealers, including reminders sent and KPIs tracking dealer performance.

Users should retrieve and view stored acknowledgement sheets or e-mail replies with acknowledgements from dealers.

d. Power User Control:

Power users should override the automated system if errors are detected.

3. Credit Note Management

a. Collect List of Credit Notes:

Retrieve all credit notes issued to Dealers from the Navision database in the past month.

b. Generate Credit Notes Resume Table:

The system should produce a Credit Notes Resume table for each dealer.

c. Send Credit Notes Resume:

Email the Credit Notes Resume table to dealers.

d. Track Credit Notes Resume:

Monitor whether dealers have responded to the Credit Notes Resume email appropriately.

e. Send Reminders for Acknowledgements:

If no acknowledgement is received after 7 days, send an automated reminder to the Dealer.

4. VAT Protocol Acknowledgement Tracking

a. Generation of Acknowledgement Sheets:

Generate VAT protocol acknowledgement sheets for issued credit notes.

b. Sending Acknowledgement Sheets:

Email the generated sheets to Dealers.

c. Tracking of Acknowledgements:

Track the status of each sent acknowledgement sheet.

If acknowledgements are not returned, send automated reminders.

5. Dealer Communication

a. Monthly Summaries:

Send monthly summaries of credit notes and VAT to Dealers.

Use the existing shared email address: hp.finance@honda-eu.com to communicate.

Record dealer replies by tracking replies to the email.

6. Record Keeping and Compliance

a. Storage of Acknowledgements:

Store all signed VAT protocol acknowledgement sheets securely for 10 years.

Record and store replies from Dealers in a secure file storage system.

7. System Setup and Integration

a. System Environment:

VATPAT should be a web-based application.

It will fetch data from the Navision database and run from a local server

EHEINWNAV03SP, which also hosts Microsoft Dynamics Business Central – Navision.

b. Integration Points:

Integrate with the existing Navision database to fetch credit note information.

Integrate with an email system for sending out reminders, summaries, and tracking acknowledgements.

Integrate with a secure file storage system for record-keeping.