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| **Business Requirements For Adjustment of SDL** | | | | |
| **Process ID** | **Process Name** | **Sub Process Name** | **Requirement ID** | **Requirement Description** |
|  |  |  | **ADJ-P001** | The system shall allow adjustment of the SDL assessment for a given month |
| **ADJ-P002** | The system shall provide TRA officer with an option to capture adjusted amounts in the specified fields and save. |
| **ADJ-P003** | The system shall compute the Penalties for late filing according to the Business rules of penalty computation. |
| **ADJ-004** | The system shall compute the charge/discharge of the principal/penalty by comparing the adjusted principal/penalty against the previous assessed principal/penalty (i.e adjusted principal/penalty less previous principal/penalty)   * If an adjustment results into a charge (additional principal/ penalty), the system shall generate new debit number and respective GFS code * If an adjustment results into a discharge (principal/penalty) shall maintain the same debit number of the original assessment |
| **ADJ-005** | The system shall allow TRA Officer to edit and submit proposed adjusted amounts to supervisor. |
| **ADJ-006** | The system shall allow capturing of remarks in every level (officer or approver) of the process. |
| **ADJ-007** | In case the computations requires amendment before submission to approver, the system shall allow officer to edit. |
| **ADJ-008** | The system shall allow supervisor to approve, send back or reject adjusted amounts with reasons. |
| **ADJ-009** | Upon rejection by supervisor, the system shall send back proposed adjusted amount to TRA officer for amendments and resubmission. |
| **ADJ-010** | Upon approval, the system shall issue adjusted assessments, assign due date for revised assessment to be 30 days from the date of issuance of respective assessment and notify the taxpayer through SMS or/and Email. |
|  |  |  | **ADJ-011** | The system shall provide the taxpayer/TRA officer with option to print the assessment. |
|  |  |  | **ADJ-012** | The system shall provide option for assessment issued for printing and downloading to both Taxpayer and Officer through back-office. |