PRAXIS Letters Module

# Welcome Package

Content

1. Welcome Letter
   1. Annual Filer
   2. Quarterly Filer
   3. Monthly Filer
   4. Non Filer
2. Zoning Letter
3. Brochure
4. Tax Returns for prior years

Parameters

1. Date Range
2. Business registration number

Business Rules

Each letter template will be provided by the tax department as a PDF file. On each file the department will specify every field that needs to be mapped from the PRAXIS database.

The user can request a welcome package to be generated for a single business. Once the package is generated it will attach to the business, and it will be stored in PRAXIS. The user can generate multiple welcome packages for a business.

The user can also request a batch of welcome packages for businesses with that have their business registration license issued during a certain time period. Each package will be generated individually for each business, and it will be stored with each business. The packages will be then concatenated into one single file for printing and mailing.

The user can delete a welcome package.

Issues

None.

# Detection Package

Content

1. Detection Letter
   1. Letter 1 and Application
   2. Letter 2
   3. Letter 3

Parameters

1. Date Range
2. Detection number

Business Rules

Each letter template will be provided by the tax department as a PDF file. On each file the department will specify every field that needs to be mapped from the PRAXIS database.

The user can request a detection package to be generated for a single detection. Once the package is generated it will attach to the detection, and it will be stored in PRAXIS. If there aren’t any detection packages associated with the detection, then Letter 1 will be generated, otherwise the next package will be generated. If Detection Letter 3 has been sent, no other detection packages will be generated.

The user can also request a batch of detection packages for detection with the detection date in a certain time period. Each package will be generated individually for each detection, and it will be stored with each detection. The packages will be then concatenated into one single file for printing and mailing.

The user can delete a detection package. If there are multiple detection packages already generated, all subsequent packages will be deleted.

Issues

None.

# Delinquent Package

Content

1. Delinquent Letter for Active business
   1. Letter 1
   2. Letter 2
   3. Letter 3
   4. Letter 4
2. Delinquent Letter for Closed business
   1. Letter 1
   2. Letter 2
   3. Letter 3
   4. Letter 4

Parameters

1. None, an export will be generated and sent to the mail service
2. Business registration number

Business Rules

Each letter template will be provided by the tax department as a PDF file. On each file the department will specify every field that needs to be mapped from the PRAXIS database.

The user can request a delinquent package to be generated for a single business. Once the package is generated it will attach to the business, and it will be stored in PRAXIS. A delinquency letter will refer only to un-cleared delinquencies. The letters will increment progressively.

The user can also request a delinquency export to be generated and send it to the mail service. In this case the system cannot store the image of the package, but it will store the name of the package sent.

The user can delete a delinquent package. If the delinquency is still un-cleared a new package will be generated, if the delinquency has been cleared a new package will not be generated.

Issues

None.

# Balance Due Package

Content

1. Balance Due Letter
   1. Letter 1
   2. Letter 2
   3. Letter 3
   4. Letter 4

Parameters

1. None, all businesses with a balance will get a package
2. Business registration number

Business Rules

Each letter template will be provided by the tax department as a PDF file. On each file the department will specify every field that needs to be mapped from the PRAXIS database.

The user can request a balance due package to be generated for a single business. Once the package is generated it will attach to the business, and it will be stored in PRAXIS. The letters will increment progressively.

The user can delete a balance due package. If multiple packages are already created, when a package is deleted, all subsequent packages are deleted.

Issues

Once a balance is paid, how do we reset the package sequence?

# New Filing Frequency Package

Content

1. New Filing Frequency Letter
   1. Annual Frequency Letter
   2. Quarterly Frequency Letter
   3. Monthly Frequency Letter
   4. Non Filing Frequency Letter

Parameters

1. None, all businesses with a change in filing frequency will get a package
2. Business registration number

Business Rules

Each letter template will be provided by the tax department as a PDF file. On each file the department will specify every field that needs to be mapped from the PRAXIS database.

The user can request a filing frequency package to be generated for a single business. Once the package is generated it will attach to the business, and it will be stored in PRAXIS.

The user can delete a filing frequency package.

Issues

None.

# Custom Package

Content

1. Custom Letter

Parameters

1. Business registration number

Business Rules

The user will write a custom letter and save it as PDF. It will then upload the letter into the system.

The user can delete a custom letter.

Issues

None.