

Snohomish County Department of Information Technology

**SOFTWARE as a SERVICE
(SaaS) AGREEMENT
BETWEEN SNOHOMISH
COUNTY AND Manatron,
Inc. – Aumentum
Technologies “Aumentum
Technologies” or
“Aumentum”**

Aumentum Tax Assessment and Collection System

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SOFTWARE as a SERVICE (SaaS) AGREEMENT BETWEEN SNOHOMISH COUNTY AND MANATRON, INC.

THIS SaaS AGREEMENT is made this _____ day of _____, 20__, by and between Snohomish County, a home rule charter county and a political subdivision of the State of Washington (the “County”) and Manatron, Inc. incorporated under the laws of the State of Delaware, and duly licensed to conduct business in Washington State (“Manatron” or “Contractor”).

In consideration for the mutual covenants and agreements herein, the parties agree as follows:

The headings contained in this Agreement are intended solely for the convenience of the parties to this Agreement and shall not affect their rights. Headings are not meant to limit the language in the Agreement.

I. Definitions

- A. Acceptance.** The Software shall be considered accepted for all purposes (“Acceptance”) upon the earliest of: (a) notification by County that the Software is in compliance; (b) expiration of the Test Period if County fails to notify Contractor of any material nonconformity during that period; or (c) use of the Software by County for any purpose other than testing.
- B. Final Acceptance** is as defined in the Statement of Work, Section 6.2.3 of the SOW and Deliverable Acceptance Statement # 23, Attachment B.
- C. Account** means an account enabling a person to access and use the Hosted Services.
- D. Actual Uptime** shall mean the total minutes in the reporting month that the Services were actually available to Authorized Users for normal use; see Exhibit C.
- E. Agreement** means this agreement including any Schedules, Exhibits, or Attachments thereto and any subsequent amendments.
- F. Authorized User(s)** means County employees, representatives, consultants, contractors or agents who are authorized to use the Hosted Services and have been supplied user identifications and passwords by the County or on the County’s behalf.
- G. Business Day** means any weekday other than a bank or federal holiday in the USA.
- H. Business Hours** means the hours of 8:00 a.m. to 5:00 p.m. PST on a Business Day.

I. County Confidential Information means:

Any information disclosed by, or on behalf of, the County to the Contractor during the term of this Agreement whether disclosed in writing, orally, or otherwise, that at the time of disclosure:

1. Was marked or described as “confidential”; or
2. Should have been reasonably understood by the Contractor to be confidential; and
3. The County Data

J. County Data means all data, works and materials: used, processed, generated, uploaded to, or stored on, the Platform by the County; transmitted by the Platform at the instigation of the County; supplied by the County to the Contractor for uploading to, transmission by, or storage on, the Platform; or generated by the Platform as a result of the use of the Services by the County.

K. Critical Defect means any Error that severely impacts the County’s ability to use the Software or the System or the Contractor’s ability to provide Services as further defined in the Exhibit B Response Policy.

L. Defect means any failure of the Software to operate in accordance with the Documentation, Functional Specifications, or Performance Standards.

M. Deliverables means the Software, Documentation, and Services to be delivered under this Agreement.

N. Documentation means collectively: (a) all of the written, printed, electronic, or other format materials published and made available by the Contractor that relate to the functional, operational, and/or performance capabilities of the System and/or any Hosted Services; (b) all published user, operator, system administration, technical, support, and other manuals and all other written, printed electronic, or other format materials published or otherwise made available by the Contractor that describe the functional, operational, and/or performance capabilities of the System and/or any Hosted Services, including but not limited to the Functional Specifications and Hosted Services Acceptance Plan. Documentation shall not include Source Code.

O. Effective Date means the date of mutual execution of this Agreement.

P. Functional Specifications shall mean those specifications to which the System shall conform as set forth in Appendix A.

Q. Hosted Services means access to the Software as specified in the Hosted Services Specification, which will be made available by the Contractor to the County as a service via the internet in accordance with this Agreement. Hosted Services comprises products the Aumentum Product Suite and Public Access. Together these products comprise the Aumentum Platform. Access to this Software as specified in the Hosted Services Specification will be made available by the Contractor to the County as a service via the internet in accordance with this Agreement.

R. Hosted Services Defect means any error or bug in the Platform having a material adverse effect on the appearance, operation, functionality or performance of the Hosted Services, but excluding any defect, error or bug caused by or arising as a result of:

1. any act or omission of the County or any person authorized by the County to use the Platform or Hosted Services;
2. any use of the Platform or Hosted Services contrary to the Documentation, whether by the County or by any person authorized by the County;
3. a failure of the County to perform or observe any of its obligations in this Agreement; and/or
4. an incompatibility between the Platform or Hosted Services and any other system, network, application, program, hardware or software not specified as compatible in the Hosted Services Specification.

S. Hosted Services Specification means the specification for the Platform and Hosted Services set out in Exhibit C – SLA and in the Documentation.

T. Intellectual Property Rights means all intellectual property rights wherever in the world, whether registrable or unregistrable, registered or unregistered, including any application or right of application for such rights (and these “intellectual property rights” include copyright and related rights, database rights, confidential information, trade secrets, know-how, business names, trade names, trademarks, service marks, passing off rights, and patents).

U. Maintenance Services means the general maintenance of the Platform, and the application of Updates.

V. Maintenance Window shall mean the total minutes in the reporting month represented by the day(s) and time(s) during which Contractor shall provide the Application Hosting Services as identified in Exhibit C - SLA.

W. Mobile App means the mobile application known as CAMA Cloud Mobile Solution that is made available by the Contractor through Data Cloud Solutions]; see attached Exhibit D, Schedule for Master Agreement # WA2019.002.02.

X. Performance Standards means the performance standards set forth in this Section and Exhibit C Service Level Agreement (SLA).

Aumentum Platform is engineered to provide performance an interactive end-user Response Time reasonably expected from a software vendor in this industry.

Some functional activities of the system (e.g., batch jobs) are operationally intensive and, thus, intended for scheduled non-business hour execution. If these jobs are

initiated during business hours, system performance may affect an interactive end-user Response Time.

Contractor provides performance monitoring for tracking system health.

- Y. Platform** means the platform managed by the Contractor and used by the Contractor to provide the Hosted Services, including the application and database software for the Hosted Services, the system and server software used to provide the Hosted Services, and the computer hardware on which that application, database, system and server software is installed;
- Z. Response Time** shall mean the interval or time from when an Authorized User requests, via the Services, a Transaction to when visual confirmation of Transaction completion is received by the Authorized User as set forth in Exhibit C, SLA.
- AA. Scheduled Downtime** shall mean the total minutes in the reporting month represented by the Maintenance Window.
- BB. Scheduled Uptime** shall mean the total minutes in the reporting month less the total minutes represented by the Scheduled Downtime.
- CC. Services** means, individually or collectively, all installation, implementation, integration, testing, development, conversion, training, consulting, Support and Maintenance Services, Hosting Services, and any other professional services provided by the Contractor to the County under this Agreement.
- DD. Service Level Credits** means compensation due from the Contractor to the County for failure to meet the Service Level Standards listed in Exhibit C.
- EE. Service Level Standards** means the service level standards set forth in Exhibit C.
- FF. Software** means the commercial software including all updates, maintenance releases, bug fixes or patches, and other enhancements to the software provided under this Agreement.
- GG. Support Services** means support in relation to the use of, and the identification and resolution of errors in, the Hosted Services, but shall not include the provision of training services;
- HH. Supported Web Browser** means the current release from time to time of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome or Apple Safari, or any other web browser that the Contractor agrees in writing shall be supported; Aumentum Platform is compatible with Chromium-based browsers Microsoft Edge and Google

Chrome. Additionally, Contractor shall support Microsoft Internet Explorer 11 until its mainstream support is dropped by Microsoft.

II. System or Hosted Services Acceptance Plan shall mean that plan set forth in the Statement of Work Exhibit A.

JJ. Update means a hotfix, patch, minor, or major enhancement to any Aumentum platform software.

KK. Warranty Period means the period commencing upon Go Live and continuing for one (1) year under the assumption that Maintenance and Support commences on Go-Live and that the County is current and up to date in the payment of all Maintenance and Support Fees.

II. Scope of Agreement.

The purpose of this Agreement is to define the terms and conditions under which the Contractor shall provide the Aumentum hosted Tax Assessment and Collection System to Snohomish County. The scope of services is as defined in Exhibit A, Part 1 and Part 2, Aumentum Tax & CAMA Implementation Pricing and Statement of Work, attached hereto and by this reference made a part hereof. This Agreement is the product of County RFP 21-16SB Tax Assessment and Taxation Software.

A. Scope. This Agreement defines the terms and conditions, under which the Contractor will design, develop, integrate, deliver, install, train, and support the Deliverables.

B. Turn-key Basis. The parties acknowledge that the performance by the Contractor of its obligations under this Agreement is to be done on a “turn-key basis.” This expression is understood to mean that the Contractor is responsible, pursuant to the terms and conditions of this Agreement, for the delivery of the Deliverables in conformity with the terms and conditions hereof, and that the Deliverables shall function in conformity with the performance criteria stipulated herein upon delivery.

III. Services.

A. Hosted Services.

1. The Contractor shall create an Account for the County and shall provide to the County login details for that Account on the Effective Date.
2. The Contractor hereby grants to the County a worldwide, non-exclusive license to use the Hosted Services by means of a Supported Web Browser for the internal business purposes of the County in accordance with the Documentation during the term of this Agreement.

3. The license granted by the Contractor to the County under Clause 5.B is subject to the following limitations: the Hosted Services may only be used by the officers, employees, agents, and subcontractors of the County, and only on behalf of and for the benefit of the County,
4. Except to the extent expressly permitted in this Agreement or required by law on a non-excludable basis, the license granted by the Contractor to the County under Clause 5.B is subject to the following prohibitions:
 - a. the County must not sub-license its rights to access and use the Hosted Services;
 - b. the County must not permit any unauthorized person to access or use the Hosted Services;
 - c. the County must not use the Hosted Services to provide services to third parties;
 - d. the County must not republish or redistribute any content or material from the Hosted Services except as required by law;
 - e. the County must not make any alteration to the Platform except as expressly permitted by the Documentation;
 - f. the County must not translate, reverse engineer, decompile, recompile, update, enhance, or create derivations of all or any part of the Software, or merge any Software with any other software or program, including, without limitation, the structure and sequence of any database or database files.
 - g. the County must not, without prior written approval of Contractor, modify or manipulate the data maintained in the standard database structure schema that is documented as part of the Software, except by those provided in the Software;
 - h. the County must not, without prior written approval of Contractor, modify, extend, or add tables, including, without limitation, the structure and sequence of any database or database files that are used by the Software, including those created by or for the County under this Agreement; and
5. the County must not remove the labels or any proprietary legends from the Software or its Documentation. The County shall use reasonable endeavors, including reasonable security measures relating to Account access details, to ensure that no unauthorized person may gain access to the Hosted Services using an Account.
6. The Contractor shall use reasonable endeavors to maintain the availability of the Hosted Services to the County.
7. Downtime caused directly or indirectly by any of the following shall not be considered a breach of this Agreement:
 - a. A Force Majeure Event;

- b. A fault or failure of the internet or any public telecommunications networks;
 - c. Any breach by the County of this Agreement; or
 - d. Scheduled maintenance carried out in accordance with this Agreement.
8. The County must not use the Hosted Services in any way that causes, or may cause, damage to the Hosted Services or Platform or impairment of the availability or accessibility of the Hosted Services.
9. The County must not use the Hosted Services:
- a. In any way that is unlawful, illegal, fraudulent or harmful; or
 - b. In connection with any unlawful, illegal, fraudulent or harmful purpose or activity.
10. The County has no right to access the software code (including object code, intermediate code and source code) of the Platform, either during or after the term.

B. Maintenance Services.

1. Contractor shall provide the Maintenance Services to the County for the term of the Agreement.
2. Contractor shall give the County at least ten (10) Business Days' prior written notice of scheduled Maintenance Services that are likely to affect the availability of the Hosted Services or are likely to have a material negative impact upon the Hosted Services, without prejudice to the Contractor's other notice obligations under this Agreement.
3. Contractor shall follow industry best-practices for ensuring quality of product using automated functional-regression and performance-load testing. Contractor will continuously improve the Aumentum Platform software with enhancements and bug fixes with each Update. County will automatically receive Contractor updates as part of the hosted services provided by the Contractor.
4. Contractor shall provide the Maintenance Services in accordance with the standards of skill and care reasonably expected from a leading service provider in the Contractor's industry.
5. Contractor may suspend the provision of the Maintenance Services if any amount due to be paid by the County to the Contractor under this Agreement is overdue, and the Contractor has given to County at least thirty (30) days written notice of an undisputed invoice, following the amount becoming overdue, of its intention to suspend the Maintenance Services on this basis.

C. Support Services.

1. Contractor shall provide Support Services to the County during the term of the Agreement.
2. Contractor shall make available to the County a helpdesk to provide Technical Support as described in Exhibit C attached hereto and incorporated by this reference.
3. Contractor shall provide the Support Services in accordance with the standards of skill and care reasonable expected from a leading service provider in the Contractor's industry.
4. County may use the helpdesk for the purposes of requesting and, where applicable, receiving the Support Services; and the County must not use the helpdesk for any other purpose.
5. Contractor shall respond promptly to all requests for Support Services made by the County through the helpdesk.
6. Contractor shall provide the Services according to the performance criteria and Service Level Standards set forth in Exhibit C, SLA.
7. In the event that the Contractor fails to meet the Service Level Standards, the County shall be entitled to receive from the Contractor Service Level Credits. The County shall have the right to set off any undisputed amounts owed to the Contractor against any Service Level Credits assessed by the County against the Contractor. See Exhibit C SLA

D. Training Services.

1. Contractor shall provide Training Services to the County as detailed in Exhibit A, Statement of Work.

IV. Term of Agreement.

Term of Agreement. The initial term of the Agreement shall commence upon mutual execution and continue for five (5) years from the date of Acceptance of the System, and may be extended by mutual agreement, in writing, by both parties.

- A. After the Warranty Period, ongoing Support and Maintenance Services shall continue throughout the term of the Agreement, subject to the County's payment of the charges for such Support and Maintenance Services.
- B. The maximum term for this Agreement, consisting of the initial term and all additional term(s), is five (5) years from Acceptance, unless extended by mutual agreement, in writing.

V. Termination.

- A. **Termination for Default.** Either party may, at its option, terminate the agreement immediately upon written notice to the other party if the other party:
 - a. Breaches its confidentiality obligations under this Agreement;
 - b. Materially breaches this Agreement and fails to cure the breach or develop a plan to cure the breach within thirty (30) days after written notice of the breach from the other party;
 - c. Ceases conducting business in the normal course, admits its insolvency, or makes an assignment for the benefit of creditors;
 - d. Becomes the subject of any judicial or administrative proceedings in bankruptcy, receivership, or reorganization, and such proceeding is not dismissed within ninety (90) days after it is commenced.
- B. **Termination for Non-Appropriation.** In the event that sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the County may terminate this Agreement as a matter of public convenience as provided herein. The County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal year, provided the County provides the Contractor written notice prior to the end of the current fiscal year that non-allocation of funds is probable and provides a Notice of Termination within 14 days after the end of the fiscal year.
- C. **Effect of Termination.** The termination of this Agreement shall not affect the accrued rights of the County or Contractor under any other section or paragraph of this Agreement or limit the rights and remedies of the County or Contractor hereunder in any manner.
- D. **Data on Termination.** Upon termination of this Agreement, Contractor shall within thirty (30) business days following the termination of this Agreement, provide County with a final extract of the County Data in in a format predefined by Contractor that will be considered industry standard and agnostic to any product. The cost of the data extract will be \$10,000.00. Further, Contractor shall certify to County the destruction of any County Data within the possession or control of Contractor but such destruction

shall occur only after the County Data has been returned to County. This Section shall survive the termination of this Agreement.

- E. Transition Services.** Following the termination of this Agreement, Contractor will provide to County assistance reasonably requested by County to effect the orderly transition of the Services, in whole or in part, to County or to a successor service provider of the County's choosing, as mutually agreed to by the County and Contractor in writing (such assistance shall be known as the "Transition Services"). The Transition Services shall be provided on a time and materials basis and may include: (a) developing a plan for the orderly transition of the terminated Services from Contractor to County or Successor Service Provider; (b) if required, transferring the County Data to Successor Service Provider; and (c) such other activities upon which the parties may agree in writing. All applicable terms and conditions of this Agreement shall apply to the Transition Services. This Section shall survive the termination of this Agreement.

VI. Acceptance Testing.

- A.** Acceptance Testing is as defined in Section 12 of the Statement of Work

VII. Price and Payment.

- A.** The County shall pay the Contractor total one-time fees of Five Million One Hundred Thirty Thousand One Hundred Seventy Three Dollars (\$5,274,637.00) plus applicable sales tax as stated in the schedule of payments set forth in Exhibits A and E. Annual fee increases on all recurring charges, to include Maintenance and Support Service Fees, Application Hosting Service Fees, Public Access, and Data Cloud Mobile Assessor Maintenance and Support in years 3 through 5 shall not exceed four percent (4%) . As detailed in Exhibits A, D, and E for details.
- B.** The County shall, upon receipt of a fully executed Deliverable Acceptance Statement and appropriate documentation, compensate the Contractor, through the County voucher system for the Contractor's service pursuant to the fee schedules set forth in Exhibits A, D and E. Payment shall be made on a Net Thirty (30) day basis. This is a "Fixed-Price" contract based upon the Deliverables identified in Exhibit A, Statement of Work.
- C.** While Marshall and Swift Cost Data Tables are an integral component of the Appraisal, Assessment and Treasury System, they are not included in the annual subscription pricing because the Contractor must periodically re-negotiate the Marshall and Swift end user license fees. Once negotiated, Contractor shall present the end user license agreement as a separate document.
- D. Dispute.** Should the County dispute any of the charges on its invoice, it shall notify Contractor of such disputed charges in writing. The notice shall set forth all details concerning the disputed charges and reasons for the dispute. The Contractor and the County shall attempt in good faith to resolve any objection to the invoiced amount prior to the payment due date, the County shall pay the invoiced amount minus the disputed amount on the due date of original invoice. If the dispute is subsequently resolved in

favor of the Contractor, the Contractor shall re-invoice the disputed amount owed then, including interest at the annual rate of one percent (1%) from the original due date, and the County shall pay all amounts agreed or found to be owing to the Contractor within (30) days of the date of the reissued invoice.

VIII. Confidentiality and Public Disclosure.

- A. Confidential Data.** The Contractor acknowledges that it may be provided access to confidential data of the County that is not subject to public disclosure pursuant to chapter 42.56 RCW (the Public Disclosure Act). The Contractor shall use its best efforts: (1) not to disclose or disseminate confidential data provided by the County to the Contractor to any other person, firm, organization, or employee who does not need to obtain access thereto consistent with the Contractor's obligations under this Agreement; (2) not to disclose or disseminate such confidential data to any third party not affiliated with this Agreement or for any purpose not required by the Agreement; and (3) to ensure that all persons working for the Contractor, or provided access to the County's data for any reason, protect the County's confidential data against unauthorized use, dissemination, or disclosure. The Contractor's obligations under this section shall not apply to any information that is or becomes available without restriction to the general public by acts attributable to the County or its employees.
- B. Public Records Act.** This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the County to respond to a request under the Act, as determined by the County, the Contractor agrees to make them promptly available to the County. If the Contractor considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by the Contractor and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to , before the information is disclosed, notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County shall not be liable to the Contractor for releasing records not clearly identified by the Contractor as confidential or proprietary. The County shall not be liable to the Contractor for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

Contractor and County shall indemnify and hold harmless the other party, its officials, agents and employees from all loss or expense, including, but not limited to settlements, judgments, set-offs, attorneys' fees and costs resulting from either party's breach of this provision.

IX. Warranty Provisions.

Unless otherwise extended or limited, the warranties and commitments contained in this Section shall remain in full force and effect throughout the term of this Agreement.

- A. General Warranties.** Contractor warrants that it owns all rights, title, and interest in and to the Software, or that in the case of any third party software that it has the right to grant a sublicense to use such third party software, that all Software shall conform to the Functional Specifications and Documentation. This warranty coverage shall include any modifications made to the Software by the Contractor and shall survive the expiration or termination of this Agreement.
- B. System.** The Contractor represents and warrants to the County that the System shall function without Defect in accordance with the applicable Functional Specifications, Performance Standards, and Documentation.
- C. Software Performance.** Contractor represents and warrants to the County that the Software or System, as applicable, shall meet the Performance Standards set forth in Exhibits B and C, including the maximum response times and availability. The Contractor shall correct any failure of the applicable Software and/or System to operate in accordance with the warranties set forth in this Agreement by providing all additional software, equipment, and/or services to the County at no additional cost to the County. In the event that the Contractor is unable to correct such failure within time parameters set forth in Exhibit B, the County shall receive from the Contractor credits in the amounts set forth in Exhibit C. In the event the Contractor is unable to correct such failure within thirty (30) calendar days, an Event of default shall be deemed to have occurred.
- D. Services.** The Contractor represents and warrants to the County that it shall perform the Services and provide the Deliverables required by this Agreement in a workmanlike manner, in accordance with the standards of care and diligence and the level of skill, knowledge, and judgment normally practiced by information technology services firms in performing services of a similar nature, provided, however, that where this Agreement specifies a particular standard or criteria for performance, this warranty is not intended to and does not diminish that standard or criteria for performance.
- E. Documentation.** The Contractor represents and warrants to the County that the contractor shall provide County access to all Documentation for the Software and the System and that such Documentation is detailed and accurately describes the functional and operation characteristics of the Software and the System. The warranty and commitments contained in this Section shall remain in full force and effect for as long as County continues to receive Support and Maintenance Services from the Contractor.

- F. Latest Versions.** Contractor warrants that all Software as delivered will be the most current release or version that the Contractor has made commercially available to its customers, as described in Section 1.2 of the SOW.
- G. Virus Warranty.** The Contractor warrants, to the best of its knowledge, that the Software does not contain any malicious code, program or other internal component (e.g., computer virus, computer worm, computer time bomb, or similar component), that could damage, destroy, or alter any computer program, firmware, or hardware or which could, in any manner, reveal damage, destroy, or alter any data or other information accessed through or processed by the Software in any manner. The Contractor shall promptly advise the County, in writing, within 24 hours of reasonable suspicion or actual knowledge that the Software may result in the harm described above. The Contractor shall indemnify and hold the County harmless from any damage resulting from the harm described above.
- H. Intellectual Property.** The Contractor agrees to indemnify and defend County against any claim or action brought by any third-party for actual or alleged infringement of any United States patent, copyright, or trade secret based upon County's own internal use of the software in accordance with this Agreement and to pay any damages and costs finally awarded against County or paid in settlement. Contractor shall have the sole right to conduct the defense of any claim or action and all negotiations for its settlement, unless the parties to this Agreement agree otherwise in writing.
- I. Third Party Warranties and Indemnities.** For any third party Software provided by the Contractor to the County, Contractor hereby assigns to the County all end-user warranties and indemnities relating to such third party Software. To the extent that the Contractor is not permitted to assign any of such end-user warranties and indemnities through to the County, the Contractor shall enforce such warranties and indemnities on behalf of the County to the extent the Contractor is permitted to do so under the terms of the applicable third party agreements. This warranty shall survive the expiration or termination of this Agreement.
- J. Authority.** Each Party represents and warrants to the other that it has the right to enter into this Agreement. Contractor further represents and warrants that there are no outstanding assignments, grants, licenses, encumbrances, obligations, or agreements (whether written, oral, or implied) that are inconsistent with this Agreement and the rights granted or transferred herein. This warranty shall survive the expiration or termination of this Agreement.
- K. Privacy.** Contractor acknowledges that the County Data may contain personal data, health data, and/or medical records data, the use of which data is subject to various Privacy Laws, including all state, federal, and international laws and regulations and state, federal, and national government agency orders and decrees to which the Contractor and County may be subject ("Privacy Laws"), as well as certain restrictions imposed on the County Data by the data subjects or other third party data providers. The Contractor agrees to abide by all such: (i) Privacy Laws as they are promulgated and applicable to Contractor in the performance of its obligations under this

Agreement; and (ii) restrictions pertaining to the County Data, as they are set forth in this Agreement. Furthermore, Contractor shall in good faith execute any and all agreements that the County is required to have the Contractor execute in order that the County may comply with any Privacy Laws.

- L. Regulatory Requirements.** Contractor represents and warrants to the County that the Software meets and satisfies all regulatory requirements known by the Contractor and the County at the time of implementation of the software. Contractor further warrants that the Contractor, its employees, agents, and subcontractors shall comply with all laws and regulatory requirements applicable to them in the performance of their obligations under this Agreement.
- M. UPON EXECUTION OF THE AGREEMENT, CONTRACTOR'S LIABILITY FOR DAMAGES OF ANY KIND, REGARDLESS OF THE FORM OF ACTION OR THEORY OF LIABILITY, SHALL NOT EXCEED: (A) IN THE EVENT OF DAMAGES ASSOCIATED WITH THE PROVISION OF SERVICES UNDER THE AGREEMENT, AN AMOUNT EQUAL TO ONE MILLION DOLLARS (\$1,000,000.00) AND THEN BEGINNING AT THE COMPLETION OF MILESTONE #2, AN AMOUNT EQUAL TO THE NEXT SCHEDULED MILESTONE NUMBER'S ASSOCIATED PROFESSIONAL SERVICES MILESTONE FEE SHALL BE ADDED TO THE AFOREMENTIONED LIMITATION OF LIABILITY AS OUTLINED IN SCHEDULE NUMBER WA2019.001.01, EXHIBIT A PART 1, SUMMARY SCHEDULE AND IN THE STATEMENT OF WORK PART 2, SECTION 10, PLUS THE NEXT SEQUENTIAL BILLING MILESTONE THEREAFTER (OR WHERE THERE IS PROFESSIONAL SERVICES MILESTONE FEE ASSOCIATED WITH MILESTONE NUMBER, THEN ASSOCIATED WITH THE NEXT MILESTONE NUMBER WITH A PROFESSIONAL SERVICES MILESTONE FEE ASSOCIATED WITH A MILESTONE NUMBER);**

BY WAY OF EXAMPLE, AT CONTRACT SIGNING, THE LIMITATION OF LIABILITY ASSOCIATED WITH THE PROVISION OF PROFESSIONAL SERVICES SHALL BE \$1,000,000.00. UPON THE COMPLETION OF MILESTONE #2 (WORKSTREAM 2 – PROJECT PLANNING) THE LIMITATION OF LIABILITY SHALL INCREASE BY \$377,380.00, WHICH IS THE AMOUNT ASSOCIATED WITH MILESTONE #3 (BECAUSE MILESTONE #2 HAS NO FEE ASSOCIATED WITH IT). UPON THE COMPLETION OF MILESTONE #3, THE LIMITATION OF LIABILITY WILL INCREASE BY A FURTHER \$377,380.80 WHICH IS THE AMOUNT ASSOCIATED WITH MILESTONE #4. THEREFORE, CONTRACTOR'S LIABILITY FOR DAMAGES DURING THE IMPLEMENTATION PHASE OF THE PROJECT WILL BE A TIERED OR SLIDING LIABILITY BASED ON THE PLACE WITHIN THE PROJECT, THE FEES THAT HAVE BEEN PAID BY THE CUSTOMER, PLUS THE NEXT SEQUENTIAL BILLING MILESTONE IN THE PROJECT.

FOLLOWING THE COMPLETION OF MILESTONE #15, THEN CONTRACTOR'S LIMITATION OF LIABILITY FOR THE PROFESSIONAL SERVICES AND THE

SUPPORT AND MAINTENANCE SERVICES TOGETHER SHALL DECREASE AND TOGETHER SHALL THEN BE EQUAL TO THE VALUE OF THE 1ST YEAR OF ALL ANNUAL FEES FOR BOTH APPLICATION AND SUPPORT AND MAINTENANCE, AND THE LIMITATION OF LIABILITY FOR SUBSEQUENT YEARS WILL EQUAL THE SUM OF ANNUAL FEES PAID FOR THE PRIOR 12-MONTHS, AS OUTLINED IN EXHIBIT E, TOTAL COST SUMMARY, ONGOING FEES TABLE.

IN NO EVENT SHALL CONTRACTOR BE LIABLE UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER LEGAL OR EQUITABLE THEORY FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, OR EXCESS COSTS OF REPROCUREMENT (“COVER COST”), INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING DAMAGES RESULTING FROM INTERRUPTION OF USE, LOSS OR CORRUPTION OF DATA, LOST REVENUE, LOSSES RESULTING FROM SYSTEM SHUTDOWN, FAILURE TO ACCURATELY TRANSFER, READ, OR TRANSMIT INFORMATION, FAILURE TO UPDATE OR PROVIDE CORRECT INFORMATION, STOLEN OR MISUSED PASSWORDS, SYSTEM INCOMPATIBILITY OR PROVIDING INCORRECT COMPATIBILITY INFORMATION, OR BREACHES IN SYSTEM SECURITY, WHETHER OR NOT MANATRON HAS, OR SHOULD HAVE HAD, ANY KNOWLEDGE, ACTUAL OR CONSTRUCTIVE, OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT.

X. County Data.

- A. Ownership.** County Data is and shall remain the sole and exclusive property of County and all right, title, and interest in the same is reserved by County. This Section shall survive the termination of this Agreement.
- B. Contractor Use of County Data.** Contractor is provided a limited license to County Data for the sole and exclusive purpose of providing the Services, including a license to collect, process, store, generate, and display County Data only to the extent necessary in providing the Services. Contractor shall: (a) keep and maintain County Data in confidence, using a reasonable degree of care as is appropriate and consistent with its obligations as further described in this Agreement and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose County Data solely and exclusively for the purpose of providing the Services, such use and disclosure being in accordance with this Agreement and applicable law; and (c) not use, sell, rent, transfer, distribute, or otherwise disclose or make available County Data for Contractor’s own purposes or for the benefit of anyone other than County without County’s prior written consent. This Section shall survive the termination of this Agreement.
- C. Extraction of County Data.** During the term of this Agreement the Contractor shall, within five (5) business days of County’s request and in accordance with applicable law, provide County, without charge and without any conditions or contingencies whatsoever

(including but not limited to the payment of any fees due to Contractor), an extract of the County Data that will be considered industry standard and agnostic to any product. Note that this section does not apply to full data extracts required upon termination, which are addressed in section V.5. Data on Termination.

- D. Backup and Recovery of County Data.** As a part of the Services, Contractor is responsible for maintaining a backup of County Data and for an orderly and timely recovery of such data in the event that the Services may be interrupted. See Exhibit C Service Level Agreement (SLA) for details. Additionally, Contractor shall store a backup of County Data in an off-site “hardened” facility no less than daily, maintaining the security of County Data using industry best-practices and technologies provided by the cloud vendor. Aumentum Platform Recovery Time Objective (RTO) is eight (8) hours.
- E. Loss of Data.** In the event of an act, error or omission, negligence, misconduct, or breach that compromises or is suspected to compromise the security, confidentiality, or integrity of County Data (“Occurrence”) or the physical, technical, administrative, or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality, or integrity of County Data, Contractor shall as applicable: (a) notify County as soon as practicable but no later than seventy-two (72) hours of the Contractor becoming aware of such Occurrence; (b) cooperate with County in investigating the Occurrence, including making available all relevant records, files, data reporting, and other materials required to comply with applicable law or as otherwise reasonably required by County; (c) in the case of PII (personally identifiable information), at County’s sole election, (i) notify the affected individuals who comprise the PII as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five (5) days of the Occurrence; or, (ii) reimburse County for any costs in notifying the affected individuals; (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than twelve (12) months following the date of notification to such individuals; (e) perform or take any other actions required to comply with applicable law as a result of the Occurrence; (f) indemnify, defend, and hold harmless County for any and all Claims (as defined herein), including reasonable attorneys’ fees, costs, and expenses incidental hereto, which may be suffered by, accrued against, charged to, or recoverable from County in connection with the Occurrence; (g) be responsible for recreating lost County Data in the manner and on the schedule set by County without charge to County; and, (h) provide to County a detailed plan within ten (10) calendar days of verifying the Occurrence describing the measures Contractor will undertake to prevent a future Occurrence. This section shall survive the termination of this Agreement.

XI. Indemnification.

- A. General Indemnification.** The Contractor shall hold harmless from and indemnify the County, its elected and appointed officials, and employees against all third party claims, losses, suits, actions, costs, counsel fees, litigation costs, expenses, damages, judgments, or decrees awarded by a court or included in a settlement approved by

Contractor by reason of damage to any tangible property of any person or party and/or any death, injury or disability to or of any person or party, including any employee, arising out of or suffered, directly or indirectly, by reason of the negligence or willful misconduct of the Contractor, Contractor's employees, agents, or subcontractors; provided, that if the claims for damages arise out of bodily injury to persons or damage to property and caused by or result from the concurrent negligence: (1) of the County and its elected or appointed officials, employees, or agents, and (2) the Contractor and its agents, employees, or subcontractors, the hold harmless and indemnity provisions of this Agreement shall be valid and enforceable only to the extent of the negligence of the Contractor, its agents, employees, or subcontractors. The Contractor's obligation shall include, but not be limited to, investigating, adjusting, and defending all claims alleging loss from negligence or willful misconduct by the Contractor, Contractor's employees, agents, or subcontractors.

B. Patent and Other Proprietary Rights Indemnification.

- 1. Indemnification.** Contractor agrees to indemnify and defend County against any claim or action brought by any third-party for actual or alleged infringement of any United States patent, copyright, or trade secret based upon County's own internal use of the Software in accordance with this Agreement and to pay any damages and costs finally awarded against Customer or paid in settlement. Contractor shall have the sole right to conduct the defense of any claim or action and all negotiations for its settlement, unless the parties to this Agreement agree otherwise in writing.
- 2.** The limitation set herein shall apply equally to any obligation to pay by a party in relation to an indemnity.
- 3. Exclusions.** Notwithstanding the foregoing, the Contractor will not be obligated to indemnify the County to the extent that an infringement or misappropriation or violation claim is based upon (1) use of the Software in breach, by the County, of this Agreement; (2) use of the Software in combination with other products not supplied by the Contractor or required by the Contractor to use the Software, if such infringement or misappropriation would not have occurred but for such combined use; (3) use of any release of the Software other than the most current release made available to the County, if the most current release was furnished to the County to avoid such infringement or misappropriation and if such infringement or misappropriation would have been avoided by use of the most current release; or (4) any modification of the Software made by the County (other than at the Contractor's direction), if such infringement or misappropriation would not have occurred but for such modification.

XII. Insurance.

- A. No Limitation.** Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by

insurance or to limit the County's recourse to any remedy indemnification and payment to the County under the terms of a required insurance policy.

B. Minimum Scope of Insurance and Limits. The Contractor shall obtain and maintain continuously and for the duration of the Agreement, and for three years following termination, the following insurance:

1. **Commercial General Liability Insurance** with a minimum limit of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and endorsed to include Snohomish County, its officers, elected officials, agents, and employees as an additional insured with respect to the work performed for the County. Insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent coverage.
2. **Worker's Compensation Coverage** as required by the industrial Insurance laws of the State of Washington. The Contractor's obligation shall extend to itself and any subcontractors working on behalf of the Contractor and must be obtained before performing any work under the Agreement. The County will not be responsible for payment of workers' compensation premiums or for any other claim or benefit for the Contractor, its employees, consultants, or subcontractor that might arise under the Washington State Industrial Insurance laws.
3. **Errors & Omissions/Professional Liability Insurance**, in an amount not less than \$5,000,000 per claim and in the annual aggregate, covering all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret) and network and privacy risks (including coverage for unauthorized access, failure of security, breach of privacy perils, wrongful disclosure of information, as well as notification costs and regulatory defense) in the performance of services for the County or on behalf of the County hereunder. Such insurance shall be maintained in force at all times during the term of the agreement and for a period of 3 years thereafter for services completed during the term of the agreement.

C. Other Insurance Provisions. The required Commercial General Liability Insurance and Professional Technical Liability Policies shall meet the following requirements:

1. The Contractor's insurance coverage shall be placed with insurance carriers licensed to do business in the state of Washington with a current A.M. Best rating of not less than A:VII.
2. The Contractor's insurance coverage shall be primary and non-contributing insurance with respect to the County. Any insurance or self-insurance coverage

maintained by the County shall be excess of the Contractor's insurance and shall not contribute with it.

3. The Contractor's insurance shall be endorsed to state that the insurer shall provide at least thirty days prior written notice by certified mail, return receipt requested, of any impending cancellation, non-renewal, expiration, or reduction in coverage.
4. Contractor shall furnish the County with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. The County reserves the right to receive a certified copy of required insurance policies.

XIII. Miscellaneous.

A. Obligations that Survive Termination.

In addition to any other specific provisions that so state, the parties recognize and agree that their obligations under Sections V (Termination), VII (Price and Payment), VIII (Confidentiality and Public Disclosure), X (County Data), XI (Indemnification), XIII-C (Assignment and Transfer), XIII-D (Independent Contractor), XIII-F (Compliance with Laws), XIII-I (Governing Law and Venue), XIII-J (Applicability of Uniform Commercial Code), XIII-K (No Waiver), XIII-M (Covenant of Good Faith), XIII-N (Third Party Beneficiaries), XIII-O (No Construction Against Drafter), and XIII-Q (Access to Books and Records) of this Agreement survive the cancellation, early termination, or expiration of this Agreement.

B. Amendments.

No modification or amendment to this Agreement will be valid or binding unless reduced to writing and duly executed by authorized representatives of both parties.

C. Assignment and Transfer.

No party may assign, delegate, or otherwise transfer this Agreement without the prior written consent of the other party, which consent will not be unreasonably withheld; provided however, Contractor may, without County's consent, assign this Agreement or any rights granted the Contractor in this Agreement, in whole or part, either (a) to an affiliate; (b) in connection with the Contractor's or its affiliates' sale of a division, product or service; or (c) in connection with a reorganization, merger, acquisition or divestiture of Contractor or any similar business transaction. If the Contractor should assign the Agreement to any other entity, that entity shall become responsible for all terms and conditions of this Agreement.

D. Independent Contractor.

All work performed by the Contractor in connection with the Software and/or Services described in this Agreement shall be performed by the Contractor as an independent

contractor and not as the agent or employee of the County. All persons furnished by the Contractor shall be for all purposes solely Contractor's employees, subcontractors, or agents and shall not be deemed to be employees of the County for any purpose whatsoever. The Contractor shall furnish, employ, and have exclusive control of all persons to be engaged in performing Services under this Agreement and shall prescribe and control the means and methods of performing such Services by providing adequate and proper supervision. The Contractor shall be solely responsible for compliance with all rules, laws, and regulations relating to employment of labor, hours of Social Security, and other payroll taxes including applicable contributions from such persons when required by law.

E. Acceptance and Removal of Contractor Personnel and Subcontractors.

Contractor reserves the right to subcontract work, as it deems necessary, to perform the Services under this Agreement. Contractor shall be fully responsible for the acts of all subcontractors to the same extent it is responsible for the acts of its own employees. The County in its discretion may request removal of any Contractor personnel (including subcontracted personnel) providing Services hereunder, and Contractor and the County will meet in good faith to attempt to resolve the County's concerns with such personnel. In the event Contractor is unable to resolve the County's concerns with such personnel to the County's reasonable satisfaction, Contractor will remove said personnel (including subcontracted personnel) in accordance with each such request. Contractor will manage the transition of replacement personnel (or subcontracted personnel) to minimize impact on any given project. Contractor shall not be responsible for project delays caused by the time associated with the replacement of personnel requested by the County. If Contractor uses a subcontractor, then (1) Contractor remains obligated under this Agreement for the performance of the subcontracted Services, (2) Contractor must enter into a written agreement with the subcontractor obligating the subcontractor to comply with Contractor's obligations under this Agreement relevant to the subcontractor's performance, and (3) the County has no obligations under this Agreement to the subcontractor and the subcontractor has no rights or remedies against the County under this Agreement or otherwise. Contractor may not impose on the County a surcharge for any subcontractor fees.

F. Compliance with Laws.

The Contractor shall comply with all applicable federal, state, county and local laws, ordinances, regulations, and codes including, but not limited to, its obligations as an employer with regard to health, safety, and payment of its employees, and identification and procurement of required permits, certificates, approvals, and inspections in the Contractor's performance of this Agreement.

G. Non Discrimination.

1. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged

veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law Against Discrimination, chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Contractor shall comply with chapter 2.460 SCC, which is incorporated herein by this reference. Execution of this contract constitutes a certification by the Contractor of the Contractor's compliance with the requirements of chapter 2.460 SCC. If the Contractor is found to have violated this provision, or furnished false or misleading information in an investigation or proceeding conducted pursuant to Chapter 2.460 SCC, this contract may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Contractor's obligations under other federal, state, or local laws against discrimination.

2. **Federal Non-Discrimination.** The County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title BI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

H. Security, Access, and Safety Requirements.

The Contractor shall instruct its employees, agents, and subcontractors that they shall comply with the County's security, access, and safety requirements for the protection of the County's facilities and employees while on the County's premises.

I. Governing Law and Venue.

The validity, construction, interpretation, and performance of this Agreement shall be governed by, and construed in accordance with, the domestic laws of the State of Washington, except as to its principals of conflicts of laws, and the parties hereto irrevocably submit to the exclusive venue of any state superior court or federal district court of competent jurisdiction in the State of Washington.

J. No Waiver.

No action or failure to act by the County or Contractor shall constitute a waiver of any right or duty afforded to the County or Contractor under the Agreement, nor shall any such action or failure to act by the County or Contractor constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically provided in

writing and signed by and authorized representative of the County or Contractor, as applicable.

K. Force Majeure.

Neither party shall be responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay or failure is caused by fire, flood, explosion, war, embargo, civil or military authority, act of God, or other similar causes beyond its control. If any party is rendered unable, wholly or in part by such a force majeure event to perform or comply with any obligation or condition of this Agreement, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Contractor ceases to be excused pursuant to this provision, then the County shall to the extent to which it is entitled, exercise any remedies otherwise provided for in this Agreement, including Termination for Default.. Whenever a force majeure event causes the Contractor to allocate limited resources between or among the Contractor's customers, the County shall receive no less consideration in respect to such allocation than any of the Contractor's other customers.

L. Covenant of Good Faith.

Each party agrees that, in its respective dealings with the other party under or in connection with this Agreement, it shall act in good faith.

M. Third Party Beneficiaries.

This Agreement is entered into solely for the benefit of the County and the Contractor. No third party shall have the right to make any claim or assert any right under it, and no third party shall be deemed a beneficiary of this Agreement and, as such, [list exception] is entitled, subject to the terms and conditions of this Agreement, to all remedies entitled to third-party beneficiaries under law.

N. No Construction against Drafter.

The parties agree that any principle of construction or rule of law that provides that an agreement shall be construed against the drafter of the agreement in the event of any inconsistency or ambiguity in such agreement shall not apply to the terms and conditions of this Agreement.

O. Notices.

All notices, demands, or other communications herein provided to be given or that may be given by any party to the other under this Agreement shall be deemed to have been duly given when made in writing and delivered in person or upon the date of recorded receipt if deposited in the United States mail, postage prepaid, certified mail, return receipt requested, as follows:

Snohomish County:

Information Services Department
3000 Rockefeller Avenue M/S 709
Everett, WA 98201

or to such address as the parties may provide by notice to each other from time to time.

P. Access to Books and Records.

The Contractor agrees that an authorized representative of the County shall, upon reasonable notice, have access to and the right to examine any non-proprietary, pertinent books and records of the Contractor related to the performance of this Agreement. The Contractor shall maintain such books and records for this purpose for no less than six (6) years after the termination or expiration of this Agreement.

Q. Severability.

Whenever possible, each provision of this Agreement shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid and enforceable and have the intent and economic effect as close as possible to the invalid, illegal and unenforceable provision. If it is not possible to modify the provision to render it legal, valid and enforceable, then the provision shall be severed from the rest of this Agreement. The invalidity, illegality or unenforceability of any provision shall not affect the validity, legality or enforceability of any other provision of this Agreement, which shall remain valid and binding.

R. Incorporation of Exhibits.

Exhibit A Parts 1 and 2, Exhibit B, Exhibit C, Exhibit D and Exhibit E, referred to in this Agreement and attached hereto are integral parts of this Agreement and are incorporated herein by this reference.

The Contractor was selected through the County's RFP identified in Section II.

S. Other Agency Orders

The Washington State Inter-local Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

T. Entire Agreement and Order of Precedence.

This written Agreement and its corresponding Exhibits constitute the entire agreement between the parties with respect to the subject matter contained herein, superseding all previous agreements, statements or understandings pertaining to such subject matter. In

the event of any conflict between this Agreement and any of the attached Exhibits, the precedence of Documents shall be as follows:

1. Agreement
2. Exhibit A, Part 1 – Schedule No. WA2019.002.01 Aumentum Tax & CAMA Implementation Pricing
3. Exhibit A, Part 2 - SOW No. WA2019.002.01 Aumentum Tax & CAMA Implementation Statement of Work
4. Exhibit B – Maintenance and Response Policy
5. Exhibit C – Service Level Agreement
6. Exhibit D – Schedule No. WA2019.002.02 and SOW to WA2019.002.02 CAMA Cloud – with ProVal
7. Exhibit E - Total Cost Summary for Snohomish County, WA.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day of the year first written above.


COUNTY OF SNOHOMISH:	CONTRACTOR:
	
By: Snohomish County Executive Date	By: Todd Richardson Date Title: CFO 10/9/2020
Approved as to Form:	
Deputy Prosecuting Attorney Date	
Recommended for Approval:	
Director of Information Technology Date	
Approved as to Insurance and Indemnification provisions:	
<i>Sheila Barker</i> 10/21/2020	
Risk Management Date	

EXHIBIT A

**Schedule No. WA2019.002.01 & SOW # WA2019.002.01-SOW
Aumentum Tax & CAMA Implementation Pricing and Statement of Work**

Exhibit A

**Schedule No. WA2019.002.01 & SOW # WA2019.002.01-SOW
Aumentum Tax & CAMA Implementation Pricing and Statement of Work**

The attached Schedules numbered WA2019.002.01 are made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and Snohomish County (the "Agreement").

MANATRON, INC. 510 E. Milham Avenue Portage, Michigan 49002 ("Manatron")	SNOHOMISH COUNTY, WA 3000 Rockefeller Avenue Everett, WA 98201 ("County")
Attention: Matthew Henry – Lead Contract Administrator Telephone No.: 269.388.2633 Fax No.: (269) 567-2930 E-mail Address: Matthew.Henry@AumentumTech.com	Attention: Joanie Fadden – IT Admin Manager Telephone No.: 425.388.7046 Fax No.: E-mail Address: J.Fadden@snoco.org

Date: August 26, 2020

SOFTWARE SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.01 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

SOFTWARE USE LICENSE					
Software Description	Model Number	Quantity	Unit Price	Total Price	Comments
Ascend to Aumentum Tax	AUMTAX	1	No Charge	No Charge	Upgrade
ProVal to Aumentum Valuation	AUMVALUATION	1	No Charge	No Charge	Upgrade
Aumentum Assessment Administration	AUMAA	1	No Charge	No Charge	Upgrade
Aumentum Records Enterprise Edition	AUMRECEE	1	No Charge	No Charge	Upgrade
Aumentum Case Management	AUMCM	1	\$ 166,000.00	\$ 166,000.00	New
Total Software Fees:				\$ 166,000.00	

Date: August 26, 2020

MAINTENANCE AND SUPPORT SERVICES SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.01 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

SOFTWARE SUPPORT SERVICES			
Software Product	Model Number	Annual Price	Comments
Ascend to Aumentum Tax	AUMTAX-S		
ProVal to Aumentum Valuation	AUMVALUATION-S		
Aumentum Assessment Administration	AUMAA-S		
Aumentum Records Enterprise Edition	AUMRECEE-S		
Aumentum Case Management	AUMCM-S		\$ 468,240.00
Total Maintenance & Support Services Fees		\$ 468,240.00	

TERM OF SUPPORT SERVICES SCHEDULE: Support Services shall commence upon the date of Go-Live and shall continue for an initial term of sixty (60) months paid annual. If Support Services are discontinued by County or terminated for any period and County desires to reinstate such services, County shall pay all unpaid annual support fees in arrears for reinstated services, in addition to the then-current annual support fees.

Date: August 26, 2020

PROFESSIONAL SERVICES SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.01 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

PROFESSIONAL SERVICES						
General Description of Services	Model Number	Days/ Quantity	Unit Price	One-Time Fees	Annual Fees	Comments
Software Customization		1	\$ 247,000.00	\$ 247,000.00	\$ -	Includes Aumentum Mobile reduction of \$108,800.00
Interface Development		1	Included	Included	\$ -	
Data Conversion		1	\$ 421,200.00	\$ 421,200.00	\$ -	TBD
Other Implementation		1	\$ 3,352,600.00	\$ 3,352,600.00	\$ -	TBD
Total Professional Services Fees:				\$ 4,020,800.00	\$ -	

APPLICATION HOSTING SERVICES						
General Description of Services	Model Number	Days/ Quantity	Unit Price	One-Time Fees	Annual Fees	Comments
Application Hosting One (1) Production Environment Two (2) Test or Lower Environments Three (3) Environments Total		1	\$ 357,000.00	\$ 357,000.00	\$ 357,000.00	*
Total Professional Services Fees:				\$ 357,000.00	\$ 357,000.00	

Travel Estimate - Including 5-Additional Days of Data Model Training, 127-Trips Total. Travel expense estimate of up to \$286,000 or up to 143 person trips. Travel is billed as used. Any travel above this budgeted amount will be handled by a change request.		1	\$ 286,000.00	\$ 286,000.00	\$ -	TBD
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Date: August 26, 2020

Public Access SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.01 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

PUBLIC ACCESS					
Item	One-Time Fees	Annual Hosting Fee	Annual Support	Annual Data Extract Support	Estimated Completion Date
Public Access Software Use License, Set-Up, and Implementation:					
Public Access Tax					TBD
Public Access Valuation					TBD
Public Access Internet GIS					TBD
Public Access Ongoing Fees:					
Public Access Tax		0.00	0.00	0.00	
Public Access Valuation		0.00	0.00	0.00	
Public Access Internet GIS					
Total One-Time Fees:					\$ 70,500.00
Total Annual Hosting/Support Fees:					\$ 67,000.00

Manatron shall provide Public Access, consisting of the following:

Providing Internet-based software to access County's public data;
 Populating the Public Access software with County data from the appropriate system on a regular basis;

Providing programs and equipment to allow updating the Internet site with County's data;
 Providing a Hyper link to County's home page;
 Multi-language support;
 Customization of text labels, menus, and screen color (collectively referred to as the "site theme");
 Ongoing development and enhancement of the Manatron Public Access applications;
 Ensuring proper third-party product licensing;
 Subscription services, credit card transactions, per-hit charges, escrow account, etc.
 Ongoing support, i.e., software upgrades, "bug" fixes, and telephone and email support;
 24/7/365 website monitoring.

Hardware: Manatron shall provide a high-availability offering hosted solution, which includes:

24/7/365 monitored infrastructure support (network/hardware/software);
 Fully fault-tolerant power;
 Redundant backbone connection;
 Redundant servers;
 Constant proactive security analysis;
 Intrusion detection and auditing;
 Response time and user up-time monitoring;
 Database monitoring and maintenance;
 User subscription database administration;
 Automated back-ups.

In order to facilitate the live reach-in process, Contractor shall make Aumentum's web services available to the Manatron web farm. This will enable the eGov solution to pull up-to-date balance-due information for display on the web. During the implementation the eGov team will communicate any network requirements to the County, and the County will ensure the requirements are met.

Web Server Address: The Contractor shall provide one County-determined domain name during the implementation phase of the project.

Frequency of Updates to Database: County shall make programmatic arrangements to provide Manatron with updated information for the Database on a daily basis or as agreed with County. In no case shall the updates occur more than once per day.

Public Access SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.01 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

Database Maintenance: Contractor shall establish and maintain the Database and to update information as it is properly formatted and submitted to Contractor by County or by other sources approved by Contractor. Contractor will follow standard procedures for computer management of the Database, including back-up measures, recovery procedures, file maintenance and expansion, change controls, problem resolution procedures, management and control of space use, performance reporting, and related security and administration. Contractor will provide load-balanced web servers and a database server for the duration of this Agreement.

Security: Contractor shall implement commercially reasonable measures to protect the security of the Database and to prohibit unauthorized access to the Database.

County Data: County is exclusively responsible for the content and accuracy of any data it submits to Contractor for inclusion in the Database. Contractor will include such information in the Database as it is properly submitted. County is responsible for its data and media while such data and media are in transit to or from Contractor. Contractor may refuse to accept, and may return to County, any data that, in Contractor's opinion, (a) does not comply with Contractor's applicable standards and procedures, or (b) are otherwise not in proper machine-readable form. County will be responsible for correcting rejected data and submitting to Contractor the same for re-entry in the Database.

Title to Data: County shall retain ownership of the data (in raw form prior to any formatting by the Software) that is submitted to Contractor. County grants Contractor the right and license to include the data in the Database and agrees that Contractor shall be the sole and exclusive external owner of the Database as a compilation of data.

County Home Page/Subscriber Access: Public users shall have access to the data in accordance with terms and conditions set forth at the host site. Contractor provides a welcome page and all dynamic data access pages for access to the Public Access web data. At County's choice, the welcome page can be one of many linked pages, or it can be modified to act as the County home page.

Project Manager: Neither Contractor nor County is required to provide a project manager for public access implementation unless Database Hosting is part of an integrated project.

Use License: The Software is licensed on a Site basis for Database Hosting Services; County will have access to use the Database and web services only in connection with the operations thereof.

Date: August 26, 2020

COST SUMMARY SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.01 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

ONE-TIME FEES	
Description	Price
SOFTWARE	\$ 166,000.00
PROFESSIONAL SERVICES	\$ 4,020,800.00
APPLICATION HOSTING - Year #1	\$ 357,000.00
PUBLIC ACCESS	\$ 70,500.00
Total One-Time Fees:	\$ 4,614,300.00

Payment Terms for One-Time Fees: Manatron will invoice fees as outlined in the Statement of Work in the Billing Milestones / Deliverable Acceptance Statements (DAS) and in accordance with Aumentum's invoice(s) that shall be sent to the County. County is responsible for all travel-related expenses, in accordance with the County Travel Policy, associated with Manatron's Professional and Consultation/Training Services. All invoices are due within 30 days of receipt. The following table details the Billing Milestones that make up the Software and the Professional Services in the One-Time Fee table above.

Milestone Number & Description	Software Use Milestone Fee	Professional Services Milestone Fee
Contract Signing	\$ 201,250.00	\$ 247,000.00
Milestone #1, Workstream 1 - Conversion 0 - Conversion Start Up		\$ 754,760.00
Milestone #2, Workstream 2 - Project Planning		
Milestone #3, Workstream 3 - Base System Installation and Setup		\$ 377,380.00
Milestone #4, Workstream 4 - Conversion 1 - Initial Data Conversion		\$ 377,380.00
Milestone #5, Workstream 5 - Business Process Analysis review		
Milestone #6, Workstream 6 - County Specific Configuration		
Milestone #7, Workstream 7 - Conversion 2 - Full Conversion		\$ 754,760.00
Milestone #8, Workstream 8 - Project Programming		\$ 377,380.00
Milestone #9, Workstream 9 - End to End System Testing Configuration		
Milestone #10, Workstream 10 - Conversion 3 - End to End System Testing Conversion		
Milestone #11, Workstream 11 - End to End System Testing		\$ 377,380.00
Milestone #12, Workstream 12 - County Training		\$ 377,380.00
Workstream 13 - Conversion 4 - Go Live Conversion		
Milestone #13, Workstream 14 - Go Live Authorization	\$ 35,250.00	\$ 188,690.00
Milestone #14, Final Acceptance		\$ 188,690.00
Software & Professional Services Total Billing Milestone Fees	\$ 236,500.00	\$ 4,020,800.00
Total One-Time Billing Milestone Fees	\$4,257,300.00	

ONGOING FEES following Go-Live	
Description	Annual Price
SOFTWARE SUPPORT SERVICES, Including Public Access - Year 1	\$ 535,240.00
SOFTWARE SUPPORT SERVICES, Including Public Access - Year 2	\$ 556,649.00
SOFTWARE SUPPORT SERVICES, Including Public Access - Year 3	\$ 578,915.00
SOFTWARE SUPPORT SERVICES, Including Public Access - Year 4	\$ 602,071.00
SOFTWARE SUPPORT SERVICES, Including Public Access - Year 5	\$ 626,154.00
APPLICATION HOSTING ANNUAL FEES - Year #1	\$ 371,280.00
APPLICATION HOSTING ANNUAL FEES - Year #2	\$ 386,131.20
APPLICATION HOSTING ANNUAL FEES - Year #3	\$ 401,576.45
APPLICATION HOSTING ANNUAL FEES - Year #4	\$ 417,639.51
APPLICATION HOSTING ANNUAL FEES - Year #5	\$ 434,345.09
Total 1st Year Annual Ongoing Fees	\$ 906,520.00
Total One-Time Fees plus 1st Year Annual Ongoing Fees	\$ 5,520,820.00

Date: August 26, 2020

MINIMUM SPECIFICATIONS FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.01 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

Minimum Specifications

3rd Party Software:

Maintenance and Support for Aumentum will be provided in conjunction with the Third Party Software identified in the associated product documentation that are required in order to utilize the Aumentum Software Application (e.g., SQL Server, Windows Server, Crystal Reports, .NET Framework, DNN 'Platform'). Manatron's general strategy is to provide Aumentum Maintenance and Support for the most current version (N) and the next most current (N-1) version of the required Third Party Software. However there may be circumstances that would require a move to the most current version (N). Manatron reserves the right to require use of the most current (N) version of such Third Party Software in order to utilize the Aumentum Software Application. Any changes to the Third Party Software required to utilize Aumentum will be communicated in the release notes for the Aumentum Software that are provided on a regular basis.

Date: August 26, 2020

EXHIBIT A, PART 2 AUMENTUM IMPLEMENTATION STATEMENT OF WORK

WA2019.002.01-SOW

Revision history

Name	Date	Version	Summary of changes
Pam Kane	7.3 – 7.16	0.1	Various
Matt Henry & Liz Howard	7.16 – 7.25	0.2	Various
Liz Howard	9/30/19	0.3	Various - Added updates to bring in line with Notional Implementation Plan
Liz Howard	10/4/19	.4	Various - Formatting Updates and Continued Updates to bring in line with Notional Implementation Plan
Liz Howard	10/16/19	.5	Various - Per agreement with the county accepted all tracked changes and will start with a clean document for next review.
Liz Howard	10/29/19	.6	Go Live Conversion Updates
Liz Howard	11/19/19	.7	Add Outline Numbers, various
Liz Howard	12/18/19	1.0	Completed First full review with county - Comments have been reviewed and addressed and clean up has occurred
Liz Howard	2/25/20	1.01	Added Aumentum Technology Branding
Liz Howard	3/10/20	1.02	Updated Billing milestones and DAS statements
Liz Howard	4/8/20	1.03	Final validation edits – ensure consistency among all documents.
Joanie Fadden/Snohomish County	8/5/20	1.04	Snohomish County legal review of documents

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1 STATEMENT OF WORK (SOW) INTRODUCTION

1.1 DOCUMENT PURPOSE

This Statement of Work (SOW) WA2019.002.01 is attached and made part of the *Master Agreement for Software as a Service* by and between Manatron, Inc., (the “Contractor” or “Manatron”) and Snohomish County,(hereafter referred to as (the “County”). This SOW shall define the work requirements and responsibilities between the Contractor and the County on deliverables related to the project implementation.

1.2 PURPOSE STATEMENT

The purpose of this project is to implement the Contractor Aumentum solution into the County’s Assessor and Treasurer’s offices. This Statement of Work describes the project that the Contractor is responsible for implementing as well as the responsibilities of both parties. During the Initiating & Planning phase a subsequent Project Management Plan (or Execution Plan) and project schedule will be jointly agreed upon by the Contractor and County project managers. The Project Management Plan will detail how the project will be managed, including communication, risk, and more specific scheduling plans related to the project.

The Contractor Aumentum software implementation project will facilitate the installation of the most recent standard COTS implementation and configuration of the software (as demonstrated to the County) into the County’s process scheme.

1.2.1 SaaS Hosted Environment

The parties have executed the *Master Agreement for Software as a Service*.

1.2.2 Public Access

This statement of work assumes the standard software installation and services for Contractor’s hosted Aumentum eGovernment to include search and display of data for Aumentum product modules that are contracted/ licensed as part of the Master Software as a Service Agreement.

The existing website configuration, navigation, and graphic designs will remain for the overall content of the website. Each Aumentum eGovernment product provides configurable templates to allow the County options in data presentation.

1.2.3 3rd Party - CAMA Data Cloud

Contractor will provide the Statement of work for Data Cloud Systems (“Subcontractor”) in Exhibit D of the Master Agreement for Software as a Service .

1.3 PROJECT PHASES

The project will be administered in the following 5 phases which will be further outlined in the following sections:

1. Initiation & Planning
2. Definition & Analysis
3. Execution
4. Performance & Control
5. Production & Closure

Within each of these project phases, the Contractor implementation team will institute a methodology of grouping the work into one or more workstreams and completing project tasks and providing interim deliverables in the form of workshops. Each overall phase will also include one or more milestone deliverables.

Initiation & Planning

- Workstream 1 – Conv 0 – Conversion Start-up
- Workstream 2 – Project Planning
- Workstream 3 – Base System Install & Configuration
- Workstream 4 – Conv 1 – Initial Data Conversion

Definition & Analysis

- Workstream 5 – Business Process Analysis Review
- Workstream 6 – County Specific Configuration

Execution

- Workstream 7 – Conv 2 – Full Conversions
- Workstream 8 – Project Programming

Performance & Control

- Workstream 9 – End to End Testing Configuration
- Workstream 10 – Conv 3 – End to End Testing Conversion
- Workstream 11 – End to End System testing
- Workstream 12 – County training

Production & Closure

- Workstream 13 – Conv 4 – Go Live Conversion
- Workstream 14 – Go Live Authorization

Contractor and County project team shall work together to break down the larger workstreams into smaller units of work to be delivered to the County. Depending upon workshop content and scope, the duration of workshops may range from 2 hours to 4 days. Workshops shall include discreet inputs and outputs with acceptance criteria for each, and both parties will sign off on the completion or rejection of a workshop that is a non-billable sign off. Both parties will agree upon the completion of each of these workshops during a project phase so that leading into a project milestone; all deliverables will either have been clearly met or deficiencies clearly noted if off track.

Workshops that are typical for a project of this size and scope have been included in appendix 3 for reference and are included in the DAS milestone acceptance criteria. During the project planning and project scheduling deliveries, the Contractor will provide to the County a final listing of workshops required to deliver all project tasks within the scope of work for the project.

Throughout the course of the project, in the event the County or Contractor identifies scope that is not contained within the SOW referenced workshops, the parties shall follow the change management process to add or expand workshop(s) that will deliver the necessary project activities. This may include but is not limited to training, business process analysis, configuration and conversion.

The Contractor core engineering team uses both Agile and Kanban plans and develops any required functionality identified as part of this contracting process. The Contractor will plan and execute iterative software development sprints for all core engineering changes within scope of this project. These sprints will be further defined by the Contractor during the core engineering planning phases of this project and shall include cross-functional Scrum teams

for design input, demo reviews, testing and product feedback. County staff will be engaged in these activities in this iterative method throughout the project.

The Contractor's Professional Services subject matter experts (SMEs) and non-core engineers and County SMEs will participate in these Scrum activities. The County will benefit from joining Scrum sessions, early previews of the contracted software changes, demos and testing activities. County attendance at the sessions will be required in order to clarify scope, provide informal training and hands-on experience with the software and allow County staff to gain general knowledge of the product prior to formal training phases. County participation in the sessions also provides a helpful component for organizational change Management in that it involves the County's lead staff in this iterative process.

More details of how this core engineering Agile methodology will impact the project implementation will be discussed and incorporated into the project plans by the Contractor.

1.4 DEFINITIONS/ABBREVIATIONS

The following abbreviations are employed in the Statement of Work:

Agile Development Methodology	A time boxed, iterative approach to software delivery that builds software incrementally from the start of the project, instead of trying to deliver it all at once near the end.
Azure Dev Ops (ADO)	An internal system used by Contractor to track and process software modification requests generated through the Jama and/or GTax
Acceptance Plan	A high-level set of criteria for the final acceptance of the system.
BPA (Business Process Analysis)	A Workshop process for reviewing the functional requirements and review how Aumentum COTS will be configured to meet the County business rules.
Business Scenario	A high-level UML or equivalent use case.
Change Control Plan	A change control template and list of situations/activities that will require a duly authorized Change Order to be considered valid.
Communication Plan	A high-level description of the communication procedures that will be used in communications between Contractor and the County for project management and critical issue resolution.
COTS	Commercial off the Shelf software - for the purposes of this document, COTS refer to the current, generally available releases of Contractor's software products.
Customer/County	The County
DAS	Deliverable Acceptance Statement/Project Milestone Acceptance Forms
Go Live	County is operating any part of the Aumentum application in a Production environment, not for testing purposes.
GTAX	Customer Operations Issue tracking system.
Issue Management Plan	An issue register and high-level description of how issues will be classified registered and resolved.
Jama	Requirement management system throughout the project to manage requirements and end-to-end traceability across the lifecycle, align stakeholders, improve efficiency, manage change, track test cases and issue management.
Kanban	A lean method to manage and improve work across human systems. This approach aims to manage work by balancing demands with available capacity, and by improving the handling of system-level bottlenecks
OJT	On the Job Training
Onsite	Any reference to onsite deliverables may be met through a combination of onsite or remote work as long as there is agreement between both the County Project Manager and the Contractor Project Manager.
PCR or CR	Project Change Request or Change Request. The formal document used to submit desired project changes.
PMC	Project Management Committee which consists of the working members of the project management team.
PMP	Project Management Plan document (AKA Project Execution Plan)
Project Plan Schedule	Microsoft Project is used to provide mutually agreed upon scheduled activities necessary for project completion.
Risk Management Plan	A high-level description of activities Contractor and the County will implement to mitigate identified areas of risk to the successful completion of the project. The risk plan will also include a Risk Register which will track identified risks and risk management.
Scrum	A framework within which people can address complex adaptive problems, while productively and creatively delivering products of the highest possible value. Scrum itself is a simple framework for effective team collaboration on complex products.
SOW	Statement of Work
End to End System Testing	System testing to validate End to End processes.
UML	Unified Modeling Language

1.5 SCOPE DEFINITION

This SOW describes the Contractor and County tasks and activities required for the implementation of the project as set forth in this document. The project includes defined milestones, deliverables, and a milestone payment schedule and project plan (schedule) to manage the implementation process. Once the actions described in the following work and deliverable sections are successfully completed, the scope of this project will end. Each milestone, to be defined in the project schedule, will require timely acceptance by the County for that specific deliverable upon completion.

Contractor shall furnish only products and services specifically described under this SOW.

Project requirements or services not explicitly included in the Master Agreement, this SOW or in the Business Process Requirements set forth below in Appendix 2 will be considered out-of-scope, and will be addressed through the Change Management Process referenced in Section 2.2.7 of this SOW.

1.6 INCORPORATION OF DOCUMENTS

The following Appendices are incorporated into this SOW by this reference:

Appendix 1	Approved Fit Analysis Report
Appendix 2	Business process requirements
Appendix 3	Workshop Playbook
Appendix 4	Report and Interfaces listing
Appendix 5	Software Customization Listing

2 PHASE 1 - INITIATION & PLANNING

This first phase includes four distinct workstreams: Conversion Start-up, Project Planning, Base Install and Configuration and Initial Conversion with the goal of developing the mechanisms that will guide the project to completion of the defined scope.

2.1 WORKSTREAM 1 - CONVERSION - CONVERSION START UP

Data Extraction Overview Workshops:

Through the execution of a series of on-site and remote workshops, Contractor will provide the County with a framework that enables the County to prepare for data conversion. In the initial workshop, Contractor will instruct the County on how to provide the following: data source systems identification, data identification and documentation, totals, benchmark parcels, reports, etc. During this phase the Contractor will confer with the County to understand the effort required for conversion readiness, work toward creating the conversion extracts, and to begin to work with the County on cleansing County data (i.e. any data manipulation that may be identified by the County and Contractor). During this phase the Contractor will populate the intermediate table file formats with extracted legacy system data and perform a necessary data review, and work through the balancing and cleansing activities with the County.

Activities/Expectations:

- Contractor to lead onsite conversion overview and data definition and mapping workshop(s)
- Contractor will populate intermediate file tables and execute validation scripts.

Contractor responsibilities:

- Contractor will provide a data mapping import file overview and high-level presentation on the conversion phases and process.
- Contractor shall lead initial data mapping and exporting work.
- Contractor will establish and schedule conversion discussion calls, once a month. These meetings will be used as a consultation session only.

Exclusions:

- Contractor will not establish a working Aumentum environment for analysis, testing or configuration as a part of Conversion Start Up activities. This occurs post Project Planning.
- Contractor will not establish a CLZ (Client Landing Zone for testing/validation) for actual conversion extraction validation or importing of data during Conversion Start Up.

Contractor Required Resources:

- Project Manager, Conversion Manager, Aumentum Technical Consultants.

County Responsibilities:

- The County will provide and document the list of data sources to be included in the conversion, including file size and record counts.
- County will provide examples of legacy system data for guidance. They will capture and document screen print examples of the different types of records.
- County will provide subject matter experts (SMEs) to complete data validation and review.

- The County will obtain or create file layout descriptions or database dictionaries for any systems that are not documented.

Acceptance Criteria:

- Completion of the Contractor data mapping overview workshop by both Contractor and County.
- County has provided data source systems identification, data identification and documentation, totals, benchmark parcels, reports, and other documentation as agreed with the Contractor.
- Contractor has populated intermediate file tables and executed validation scripts, per module as described in more detail within each workshop.

2.2 WORKSTREAM 2 - PROJECT PLANNING

2.2.1 Project Work Definitions

Contractor shall provide overall project management, as well as provide software licenses, software integration, implementation, acceptance test support, training, conversion management, consulting services, and associated deliverables, and the application software as documented in this SOW. The County will promptly assign a project manager and also provide required technical and domain expertise in accordance with a preliminary work plan developed by both the Contractor and the County.

2.2.2 Project Management

Contractor and the County project managers will manage the overall project effort and supervise each project subgroup tasked with all key project deliverables. Contractor will appoint a project manager for the duration of the project that will be the primary point of contact with County. The Contractor project manager will be responsible for all aspects of project implementation. The Contractor and County project managers will be fully knowledgeable of the goals of the project, provide access to County resources (such as personnel, documents, and physical areas) and be responsible for all administrative and technical decisions on the project. Furthermore, the project managers will coordinate all Contractor on-site and off-site personnel working on the project. The Contractor Project Manager will schedule implementation team resources and work with the County Project Manager to ensure that the County team resources are available for planned activities.

2.2.3 Define and Initiate Project Communications Processes

This activity will define the communication needed to complete the project and orchestrate it effectively for the project as defined below. The Contractor project manager will perform several tasks at the beginning of the project including:

- Define, obtain agreement for, and initiate the project communication plan
- Obtain agreement upon and establish a project management library and / or portal
- Define the Escalation Process incorporated in the PMP, including specific named stakeholders
- Initiate Issues Register
- Initiate Risk Register

2.2.4 Organizational Change Management

Contractor's strategy for organizational change management focuses on the most important factor that can make or break any project – the people. Understanding who will be impacted by the change, areas of concern

within the organizational structure, mitigation plans and an overall implementation methodology that incorporates the proper communication and training plans for moving to a new system is important.

This organizational change management focus includes the below tasks as part of the scope of work of this project. This shall be planned and agreed to by both the Contractor project manager and the County project manager, as applicable to the project objectives together, the project managers shall:

1. Identify stakeholders and develop and manage plans, expectations, and project business goals
2. Assess change(s) – including business processes, roles and responsibilities
3. Develop and implement project planning, status reporting, project reporting
4. Develop and implement communications plan – agendas, meeting notes, timelines, status reports, and facilitate stakeholder communication and meetings, including all-hands meetings
5. Develop and implement risk mitigation plans
6. Manage the Change Management Process (change control)
7. Develop training plans – informal, formal, various styles, workshops, End to End System Testing, train-the-trainer, online help, refresher training
8. Manage milestone lessons learned process –continuous feedback loop and areas for correction
9. Track milestone markers –audits, key performance indicators (KPIs), monitoring and controlling, celebrate the successes!
10. Identify champions of change – County team members to help shape a change management culture from within the County.
11. Inject some fun – facilitate culture and team building, rewards, recognition of goals and achievements, newsletters and social media portals

For team building, Contractor will provide helpful ideas and suggestions and may suggest some of the team building events, but the County must actively participate in County team building initiatives as well.

Because Contractor does not know the County individuals' skill sets, history with the County offices, prior experiences, personalities and backgrounds nearly as well as the County management staff does, organizational change efforts are a joint responsibility. Organizational change management tasks will be jointly created by both parties and managed by the Contractor and County Project Managers. Contractor will supply templates and tools for the organizational change management activities as listed above, and work to refine, implement and monitor them with the County Project Manager. Additionally, the Project Managers may assign specific roles under this area to various leads on the team who can influence and manage change at different levels. This project does not provide for a specific dedicated Contractor resource to serve as an organizational change management Lead.

Communication and training are critical to change management. The Contractor project management team will work with the County project management team to ensure they have the information necessary to disseminate to the rest of the County staff.

Contractor and County will develop a plan to ensure open and two-way communication. By keeping staff informed, the County shall be able to minimize the unknown factors that can hinder successful change management. As a part of the configuration phases, County team leads will receive hands-on experience with the new software using County data as early in the project cycle as possible and no later than the start of Conversion 2. As the team becomes comfortable with the new software and its improved features with early reviews, informal/formal training sessions, End to End System Testing and other activities, adversity to change is significantly reduced.

2.2.5 Escalation Process

Project issues that cannot be resolved by the Contractor and County Project Managers or by the Project Management Team will be managed through the escalation process, including written notification to the Project Steering Committee.

The committee will be responsible to resolve or make final recommendations on issues that are escalated by the Project Managers to the Project Steering Committee. The committee members will also be responsible for review of any change controls involving cost, or schedule changes requiring approval from Contractor and County senior management. This committee will meet as needed.

Table 1: Project Steering Committee

Name	Title	Role	Contact Information
Laura Washabaugh	Chief Deputy Assessor	Project sponsor	Email: Laura.Washabaugh@snoco.org Phone #425-388-3446
TBD	Chief Deputy Treasurer	Project sponsor	Email: Phone #
David Hopkins	County PM	Oversee the activities performed by the staff within the county	Email: Dave.Hopkins@snoco.org Phone # 425-388-3465
First Name, Last Name (TBD, to be defined at the start of the project.)	Contractor Project Manager	Manage all aspects of the project	Email Phone #
First Name, Last Name (TBD, to be defined at the start of the project.)	Contractor Program Manager	Overall program accountability	Email Phone #

2.2.6 Project Planning

Contractor shall provide the initial Project Planning tools including a proposed detailed project schedule and estimated project staffing resource requirements. The Contractor Project Manager and the County Project Managers shall conduct a joint review of the proposed project schedule during Phase 1 Initiation and Planning. Once the schedule is agreed by the project management team it will become the primary tool used to guide the project team, and to monitor and control the project.

The schedule will be reviewed and updated by the project management team on a schedule to be determined by the project phase and communication plan, or as mutually agreed upon, in response to changing circumstances, actual progress and as more detailed planning becomes possible. Any material changes to the accepted project schedule that affect the schedule of milestone tasks or that are considered to be of significant impact by either project manager will be processed using the defined change management process.

Contractor will identify resources required to sufficiently staff the project during project initiation and planning. Contractor's resources are assumed to be shared with other activities outside of this project unless otherwise specified here as a dedicated project resource. The County is responsible for providing the required staff at the appropriate times throughout the project (as identified in the project schedule).

Contractor shall create a Project Management Plan (PMP) to define the details of how the project will be executed, monitored, controlled and closed. The PMP shall document the collections of outputs of the planning process. It may include the following components, as deemed necessary: project organizational charts, project schedule, risk management plan, resource plan, communication plan, change control plan, issue management plan, acceptance and quality management plan. The PMP further defines roles and

responsibilities for executing the project. It may also reference separate documentation to be delivered in future project phases. The parties will mutually agree upon a PMP, which may evolve during the implementation to remain agile and supportive of the needs of the stakeholders.

2.2.7 Change management Process

The Contractor shall put a Change Management Process in place to control scope. If processes are not set to handle change in a structured manner, projects will fail to meet expectations and goals, such as budgets, estimates, and schedules.

Change Management is a formal procedure to manage changes to project deliverables (including requirements, specifications, resources and project plans). Through this process the impact of proposed change(s) on functionality, performance, cost, schedule, and quality objectives will be analysed, evaluated, and reported. A Project Change Request (PCR) shall be the vehicle for communicating changes.

A Change of Scope is defined as a change to any of the following:

- A change in the software or hardware configuration.
- A change in the form or functionality of the Contractor application software that deviates from the mutually agreed upon final software requirements; or
- Other changes that could affect the project schedule, resources, scope or budget as mutually agreed by all parties.

The Contractor and County shall document changes to the project, such as delays, changes in scope, change in estimates, etc., through Contractor's Change Management System. The County or Contractor can initiate these project change requests. Both parties shall identify the nature of the proposed change and reasons for the proposed change. The County acknowledges that the process of scoping a Change Request may include a substantial amount of work effort by the Contractor. For any Change Request that Contractor estimates will require more than a nominal effort (5-10 Hours) to define, Contractor will provide an estimate of how long it will take to define the changes requested. The estimate shall be provided in written form or communicated via e-mail. The estimate will include the number of hours associated with estimating the Change Request as well as any expected travel related expenses. Based on the estimate provided, the County can then choose to have Contractor move forward with defining the Change Request or cancel their request.

Contractor shall evaluate the effect of the change set forth in the Change Request (CR) with respect to the feasibility, usability, price, training, acceptance criteria and implementation date of the project. The results of Contractor's evaluation shall be added to and become part of the Change Request. If Contractor's evaluation of the request is positive, Contractor will propose a specific implementation and specify any additional time and charges necessary for the implementation of the scope change. If Contractor's evaluation is negative, Contractor will provide their rationale for not recommending the change.

Contractor will work jointly with the County to determine mutual interest in pursuing the Change Request. The County may accept or reject the proposed solution. Should mutual agreement be reached, Contractor shall submit feedback to the County, including impact to timing and price of implementation and ongoing maintenance.

If Contractor does not agree that functionality requested by the County is in scope, then the County shall initiate a billable Change Request. Contractor will complete an estimate of the work effort to define the Change Request as listed above or if nominal effort is required to verify the Change Request, defining potential impact and risk, a cost proposal and a statement of work for the change requested. The County Project Management and Steering Committee will review the Change Request. If the parties decide to cancel the Change Request the process ends and any fees that were mutually agreed upon will be invoiced to the

County for the evaluation and analysis of the Change Request. If County approves the Change Request, then mutually agreeable payment and delivery terms will be further defined.

2.2.8 Risk Management

Risk management and control consists of keeping risks within agreed to bounds. It includes the identification, reporting and assessment of the status of each project risk at the appropriate management levels. The set of identified project risks is monitored via project cost, schedule, resource, and requirements management systems. New risks may be identified when any or all of the project control areas have significant deviation from the project plan. Risk reviews identify the status and the effectiveness of avoidance and contingency actions for each risk. Risk factors will be reassessed by County and Contractor Project Managers during the reporting/status updates for the project. The Contractor and County shall include details on procedures in place for managing risk during the implementation process in the Project Management Plan.

2.2.9 Project Reporting

- **Regularly scheduled status reports** - Contractor shall develop a regular status report for the County in conjunction with the agreed-upon schedule for status review meetings. The status reports will include a list of completed tasks, a schedule of tasks to be completed, and verification of milestone/billing completion dates, issues, problems, concerns, and procedure changes. The specific content of the County status report shall be defined in the Project Management Plan.
 - **Risk Register** - During the initial planning meetings the Contractor Project Manager shall formally establish the risk register and track and update the register throughout the project.
 - **Change control register** - The status of formal Project Change Requests will be tracked on the Change Control Register by the Contractor PM.
 - **Project Schedule** - Progress will be measured against and tracked on the project schedule by the Contractor project manager. The schedule will be published by Contractor biweekly throughout the project.
 - **Project Reviews** - Contractor and the County will conduct regularly scheduled meetings quarterly at a minimum to review and update overall project status, report on activities and recommendations from the Project Steering Committee and report the status of compliance to the Project Team.
1. **Project Document Library** – Contractor will make a library of project documentation available to the County until the end of the Project implementation. The County shall maintain appropriate archival and back-up copies of all deliverables. Any project documentation archived by the County must be identified as Contractor Confidential Information and would be subject to VIII of the Master Agreement.
- **Jama** – Contractor uses this requirement management system throughout the project to manage requirements and end-to-end traceability across the project lifecycle, align stakeholders, improve efficiency, manage change, track test cases and for issue management. Contractor shall provide County with two Creator licenses to assist with the submission of County identified issues. Contractor shall provide Collaborator licenses to remaining County staff as needed, providing the ability for County to collaborate on items and define, organize and execute requirements-based test plans and test cases to ensure quality.
 - **Jama License Types:**
 - Creator: Access to create, edit and manage all the various items and workflows in Jama, including the complete review and approval cycle and test management
 - Collaborator: Read access to project components to collaborate and stay in-sync; can execute test runs and log defects
 - Reviewer: Review Center access only

2.3 WORKSTREAM 3 - BASE SYSTEM INSTALL & CONFIGURATION

There are two primary activities during this phase. First is the establishment of an Aumentum environment for the purpose of providing the County with access to the Aumentum product suite without any County specific configuration information or data. The second purpose of the base environment is for use by the Contractor to complete base configuration.

The Contractor shall install on a Contractor provided CLZ an Aumentum version that is production release or generally available at the time of execution of the contract.

2.3.1 Base System Install:

Contractor Roles and Responsibilities –

- Deliver the appropriate base system Aumentum software as scheduled per the project plan.
- Install all base system COTS components required to execute the analysis phase for the project. This installation will take place on the Contractor Hosted CLZ.;
- Ensure all base system COTS components are operable in the development environment; may not include integration with external systems.
- Deliver release notes to County

A variety of environments are available to be installed on the Client Landing Zone (CLZ) hosted by Contractor. Options for the County include:

- **TEST:** Aumentum for Snohomish County’s testing where the County can modify data.
- **DEV:** Aumentum for Snohomish County’s review of converted data, no modification of the data.
- **PROD:** master configuration for Aumentum; and
- **TRAIN:** designated training environment for SME and end-user training.

2.3.2 Base Configuration:

Aumentum product development and implementation shall include various levels of product configuration, as scoped from the contracted requirements. For each requirement or implementation activity, Contractor shall define configurations required by the various project owners (Contractor, County, 3rd parties) during the planning and workshop periods of the project. A brief description of the levels of configuration and expected ownership of each of those levels is outlined below, and further details will be provided during the project planning period. The County shall assign configuration work to SMEs as planned in the detailed project schedule.

Core Product Configuration	
Owner:	Contractor, through Aumentum engineering:
Summary:	Deploy base system functionality out of the box without any configuration customizations included. Perform Level 1 configuration, define basic implementation structure for domestic or international implementations and define overall system components and modules available in solution

Examples:	Menus, deployed modules, core systypes, base screens and task flows, system-wide configuration created to support Aumentum Tasks, and other as identified during the project
Market Configuration	
Owner:	Contractor, through Aumentum engineering and professional services
Summary:	Perform market configuration, which is typically defined domestically by state boundaries but in some cases, there will be market specific groupings within a state. This level incorporates statutory requirements and delivers base market functionality without customizations or project specific branding
Examples:	Statutory reports and market specific screens and task flows, market-wide dynamic calculations for assessments, tax rates, tax extension, special assessments, and assessment value file imports, market-wide configuration requiring technical expertise, and other as identified during the project
Project Configuration	
Owner:	Contractor, through Aumentum professional services is responsible for L3 Configuration. Successful completion of this phase requires County involvement in a consulting role.
Summary:	Perform Level 3 project configuration, which accommodates the Aumentum product for the project specific environment addressing contractual requirements and implementation tasks that are necessary to brand the project specific processes, artifacts and business processes. This level of configuration typically has to be completed with coding or through internal Contractor tools.
Examples:	Workflows, data services, correspondence, data viewers, advanced interfaces and extracts, tax, tax invoice forms / notices / statements, County-specific dynamic calculations for assessments, tax rates, tax extension, special assessments, and assessment value file imports, County-specific configuration requiring technical expertise, and other as identified during the project
County Configuration	
Owner:	County
Summary:	Perform County configuration, which allows the user to extend support for both fundamental and ancillary business processes within the application. These configurations often have application UI tools that the end user can leverage to create, modify or remove configurations resulting in modified system behaviour in support of business processes
Examples:	Workflow queues, security, custom reporting (unless otherwise contracted), data warehousing, valuation models, basic interfaces and data extracts, tax rates, drop down lists, County -specific configuration not requiring technical expertise, and other as identified during the project

2.4 WORKSTREAM 4 – CONVERSION 1 - INITIAL DATA CONVERSION

2.4.1 Conversion Process

The conversion process purpose is to extract data from the County's legacy system and prepare it for input into the Aumentum database tables in support of the software delivery of the project.

The Contractor shall extract the data to be converted from the legacy source database and import the data into a MS SQL database standard import table schema based on application requirements. Contractor will then use Contractor standard import processes to convert the data from the import format into Aumentum production tables. The Contractor will provide the County with appropriate delivery and signoff documentation on the successful completion of the data conversion effort.

The Contractor and the County shall perform pre-conversion verification and balancing . The County will be responsible for data validation. Contractor will convert a maximum of four (4) subset extracts and three (3) full data extracts into the Aumentum structure under the scope of this work. Any additional conversion runs requested will go through the Change control process. If the conversion run is needed due to data sources not identified during Conversion start up or missing data from a 3rd party system, it will require a billable Change Request.

Data cleansing is a significant part of the County conversion activities. The conversion activities will uncover many discrepancies that the County will likely choose not to address as part of the project implementation process due to time and/or budget constraints. Those data cleansing activities can be performed by the County as a post implementation phase. Data cleansing is not included in the scope of Contractor project work. Any data cleansing activities performed by the County during the project implementation, after data conversion has been completed and accepted by the County, that require additional conversion cycles, resources, or scheduling by the Contractor team will require a billable Change Request.

Both parties will agree to an acceptable margin of tolerance for values associated with the conversion, during the Planning & Initiating Phase. This range of tolerance will be documented by the Contractor in the conversion strategy plan. The margin will establish the range in which converted values must fall in order to be accepted and is necessary due to the insufficiency of the data that exists on most historical records. If the County requests data that does not exist from our standard conversion and requests a calculation to derive data from a non-Contractor legacy system, it requires a billable change request. The Contractor and County will identify and agree during the Conversion Start-up workstream if data exists that needs to be brought through the conversion process. If the County identifies a new data from the legacy system after Conversion start-up the County shall process a change request through the change management process.

Conversion workshops will be defined and developed during the Planning & Initiating Phase. The Workshops will be agreed to by all parties prior to the commencement of the Workshops and all parties will approve DAS for the Workshop.

Unless explicitly contracted, Contractor will convert active characteristics only.

2.4.2 Conversion Strategy/Plan

This strategy/plan establishes the guidelines, process, and conceptual conversion plan for all phases of the project.

The Conversion Strategy/Plan will form the basis for the conversion of the legacy data received into the targeted database structures to be used in the new production systems.

2.4.2.1 Contractor Roles and Responsibilities

- Provide an overview description of the approach to conversion.
- Participate in defining the data conversion process, conversion team, facilities and platforms in which the conversion will take place and the conversion schedule, Document data conversion approach for current and historical data.
- Define roles and responsibilities for executing the plan.
- Develop and document the conversion process including the sequence of file processing.
- Develop and document the conversion balancing and verification report requirements.
- Prepare the Conversion Plan Document; and
- Present the Conversion Plan Document for review and approval.

2.4.2.2 County Roles and Responsibilities

- Lead County meetings for the purpose of database information exchange.
- Participate in meetings to provide information regarding source file mapping.

- Provide clarifications for issues raised by Contractor.
- Define the process of legacy system data source analysis.
- Provide documentation on legacy databases where needed.
- Provide resources for the conversion planning process as defined in the project schedule.
- Review the Conversion Plan Document.
- Provide feedback on the Conversion Plan Document; and
- Approve the Conversion Plan Document.
- Optionally – data cleansing documented plan (for a post go live activity), if the County desires to further conduct data cleansing outside of the project go live.

2.4.3 Conversion Data Source Analysis & Mapping

One of the key aspects of data conversion is the identification of data sources and mapping. Only data that is required for Aumentum COTS system functionality and within the scope of the current contract will be converted. All data not within the current COTS scope will either not be converted, converted by the County, or will be converted per the Change Control process.

2.4.3.1 Contractor Roles and Responsibilities

- Work with County to define the data mapping criteria and process.
- Work with the County to develop the data mapping templates.
- Present the mapping document templates for review.
- Consult with the County regarding mapping the data from source systems/files to Aumentum modules/tables.
- Determine whether standard import programs will be used, or development of custom conversion programs will be required.
- Define the data elements required for summary level reconciliation and balancing reports.
- Define Reconciliation Report development requirements.
- Document source files to Aumentum mapping at a module level for modules requiring development.
- Provide SOW amendment for the source analysis and mapping phase Workshop.
- Provide Workshop for the source analysis and mapping phase of the conversion; and
- Provide Deliverable Acceptance Statement (DAS) for the source analysis and mapping phase Workshop.

2.4.3.2 County Roles and Responsibilities

- Work with Contractor to define the data mapping criteria and process.
- Provide the County subject matter experts to participate in mapping source data to target data structures.
- Review and approve mapping document templates.

- Identify the data sources to be included in the system conversion.
- Provide the list of data sources to be included in the conversion including file size and record counts.
- Capture screen print examples of the different types of County Tax Assessment and Collection records.
- Obtain or create file layout descriptions or database dictionaries for any systems that are not documented.
- Input legacy field names into the mapping templates to map the data elements from the source system to the import files and custom extract files.
- Provide definition of Extract Reconciliation Report development requirements.
- Define the data elements required for summary level reconciliation and balancing reports.
- Provide resources and attend the Workshop for the source analysis and mapping phase; and
- Approve the Deliverable Acceptance Statement (DAS) for the source analysis and mapping phase Workshop.

2.4.4 Data Extract/Conversion Development and Test

The actual development and testing of data conversion programs and files shall be performed during this segment for each conversion phase. This begins after the project initiation and conversion mapping and consists of two parallel efforts. Contractor shall develop and test the programs to extract the data from the current file structures and shall load the County data from the intermediate files into the Aumentum database.

During data extract, the Contractor shall execute the extract programs and load the data into the intermediate file format. The Contractor shall perform this task in order to create a sub-set of the data for initial testing as well as to extract the entire full set of data.

Contractor shall host the converted Aumentum database so that the County can conduct acceptance testing in accordance with the mutually agreed upon test plan.

2.4.4.1 Contractor Roles and Responsibilities

- Develop custom extract files necessary to pull the data from the County legacy system and populate the Contractor import files as designed during the mapping phase.
- Develop the import and conversion programs necessary to populate the Aumentum database as defined during the Data Mapping.
- Develop the required related Reconciliation Reports.
- Process extract files with the import and conversion programs and create Aumentum database.
- Balance and reconcile the database at a high level and verify a sampling of detail data.
- Document any data issues encountered; and
- Provide Aumentum converted database to the County.

2.4.4.2 County Roles and Responsibilities

- Verify that all extract production files are correct and balanced.
- Balance and reconcile the final database and verify a sampling of detail data.
- Document extract file issues.

3 PHASE 2 - DEFINITION & ANALYSIS

This Phase includes two workstreams: Business Process Analysis review and County Specific configuration in which the Contractor shall validate Business process requirements identified in the Fit Analysis report with County's initial dataset and demo the Aumentum application with Client specific configuration and County data.

3.1 WORKSTREAM 5 – BUSINESS PROCESS ANALYSIS REVIEW

Contractor and the County have executed business process Workshop(s) where the Business Process requirements set forth in Appendix B and Business Use cases were reviewed, and the County and Contractor determined how Contractor shall configure Aumentum COTS to meet the County business rules.

Contractor generated a Fit Gap Analysis report to outline any gaps between Aumentum functionality and the County's business processes and to show how Aumentum can be configured to meet many of the County's current processes. The Business process requirements identified in the Fit-Gap Analysis report in Appendix A contains the proposed solution for each requirement that was reviewed and will replace the functional requirements listed in the RFP.

The results from the analysis are categorized as below:

- **Software Development Required** – Items where Contractor engineers shall write/alter existing code to meet the Snohomish process as written.
- **Complex Configuration Required** – Items where Contractor professional services engineers shall write/alter existing configuration
- **Roadmap** – Items that are on Contractor's roadmap for future development
- **Fit** – Aumentum fits the process as is, with only in-screen configuration required
- **Process change** - A requirement is met by a combination of Aumentum COTS software and modifications to the County business process.

The Contractor shall conduct review workshops as an extension of the Fit-Gap Analysis that was performed during the Fit Analysis contracting phase with the goal of making any updates to the discovery during the Fit Analysis and establish acceptance criteria. If the teams identify possible changes to the software as a result of this review, all software modifications will be managed by the Change Control process. The Acceptance criteria for these business process requirements will drive County's efforts in creating test cases to validate business process use cases. Test cases, developed from the previously provided use cases, and test plans will be documented and tracked within the Jama tool, by both the Contractor and the County.

3.1.1 Contractor Roles and Responsibilities

- Provide Workshop(s) and product demos to review business process requirements and configuration.
- Review documentation on the results of the business analysis workshops

3.1.2 County Roles and Responsibilities

- Develop any applicable updated Business Processes to be used in conjunction with Aumentum application.
- Participate in Workshops

3.2 WORKSTREAM 6 - COUNTY SPECIFIC CONFIGURATION

Due to the highly configurable nature of the Aumentum COTS application, County specific configuration is required for the valid function of the software and for using the application to test converted data. No holistic utility exists to

extract logical configuration information from one Aumentum database and port it to another database ensuring background key information maintains integrity.

Contractor shall create and maintain a master configuration database, which will be applied as an input to every conversion iteration. During the time of conversion processing and subsequent integration application testing, which can be significant, configuration activities will temporarily cease. If Contractor does not temporarily cease configuration activities, Contractor shall document its actions (screen prints or scripts) and repeat its actions after the conversion is delivered.

In this phase the Contractor shall design and configure, and the County and Contractor shall test the specific application features in order to match the County needs. This informal End to End System Testing will kick-off the process of the County identifying and writing test scripts that will ultimately be used in End to End System Testing.

3.2.1 Contractor Roles and Responsibilities

- Document the initial set of configurations based on workshop sessions with the County.
- Create and maintain the County configuration database.
- Test the base applications functionality based on the initial configuration prior to County testing.
- Review the Application with the County based on the initial configuration; and
- Make any mutually agreed upon corrective changes based on County feedback and contracted severity levels.

3.2.2 County Roles and Responsibilities

- Utilize the results of the data mapping workshops, provide to the Contractor all the requested codes and system settings and account codes required to populate Aumentum;
- Use business process and or Functional Requirements identified in Fit Analysis Report; provide to the Contractor the necessary information to facilitate completion of each appropriate configuration.
- Test application's initial configuration results using the County's test scripts and data; and
- Report any configuration faults to the Contractor in the Contractor prescribed format.

4 PHASE 3 - EXECUTION

In the Execution phase the workstreams of Full conversion and Implementation Engineering shall be completed to finalize the Aumentum system.

4.1 WORKSTREAM 7 – CONVERSION 2 - FULL CONVERSION

Following the successful completion of one or more subset conversions by the Contractor, a full conversion of all data elements for all modules shall be completed. The full conversion phase is the project team's first opportunity to perform a full County dataset extraction and migration to Aumentum. This phase begins after the concepts and extract programs/scripts required in the subset conversion have been mastered by the Contractor.

4.1.1 Contractor Roles and Responsibilities

- Process extract files with the import and conversion programs and create Aumentum database.
- Balance and reconcile the database at a high level and verify a sampling of detail data.
- Document and communicate to County any data issues encountered.
- Provide Aumentum converted database to the County; and
- Provide DAS for the delivery of the full database conversion.

4.1.2 County Roles and Responsibilities

- Verify that all extract production files are correct and balanced.
- Balance and reconcile the final database and verify a sampling of detail data.
- Document and communicate to Contractor extract file issues.
- Document report requirements.
- Accept DAS for the delivery of the full database conversion within ten (10) business days of delivery, as applicable to the specific DAS.

4.2 WORKSTREAM 8 - PROJECT PROGRAMMING

Contractor shall successfully implement COTS solution consisting of all system modules and capabilities necessary to meet the County requirements as defined in the SOW. Moreover, Contractor shall deliver the specified interfaces and the defined reports in the contractual documents.

Modifications to the agreed project scope may be required. Required and agreed modifications will follow the change management process and must be approved as such by all parties before work commences on the changes.

4.2.1 Agile Software Development

The Contractor core engineering team uses both Agile and Kanban. Contractor shall plan and develop any required functionality identified as part of the Fit Analysis. The Contractor shall execute Automation testing daily with analysis and feedback results available within 12 hours.

4.2.2 Aumentum Reporting

This project assumes the implementation of standard Aumentum COTS reports, in addition to any included custom reports identified in the Fit Analysis report. Contractor will create any contracted state required reports following the below definition.

Statutory reports are defined by Contractor as those that must be a) automated compiled data reports (not forms, transmittals, cover letters or correspondence), b) specifically mandated by State law (not optional or desirable), c) have all data content and format described in complete detail by mandating authority and d) all report data content must be already contained within Aumentum's standard database by means of in-scope data conversion and/or generated by standard Aumentum application features. Under this definition, Contractor will be responsible for providing any statutory reports that are not already included in the standard Aumentum core reporting capabilities.

4.2.2.1 Custom Reports

- Contractor will provide custom reporting services identified in the Fit Analysis report as included with the scope of this project and detailed in Appendix 4.
- Any further services for report creation or modifications will follow the change management process.
- Report requirements and formats will be defined by mutual agreement of Contractor and County in a process that is separate from the Business Analysis process that defines functional application requirements.
- The parties will not define the report requirement until the County has received End to End System Testing familiarization training and the first successful full-County data conversion has been completed; and
- The County shall endeavor to modify its business practices to best utilize pre-existing Aumentum reports and minimize the number of custom reports through change requests.

4.2.2.2 Interfaces

Contractor will provide interface services identified in the Fit Analysis report and detailed in Appendix 4 as included with the scope of this project. Contractor and the County will review each interface requirement. Often the number of interfaces is reduced by the new features and integration of the Aumentum solution. Contractor shall provide either API's, utilized by Contractor import/export utilities, or design and build new interfaces as specified and priced in the RFP response. Any additional interfaces requests by the County will follow the Change Management process.

4.2.2.2.1 Tracking Custom Reports and Interface Scope:

Contractor shall track all custom report and interface work in Jama, and the County can monitor Jama to obtain status on completion of this work.

Any reports or interface requirements are expected to be delivered by Contractor for Go Live or as agreed to in advance in the milestone authorizations.

4.2.2.2.2 Support and Maintenance:

- Support and Maintenance will not be included for the reports and interfaces included in this project. Any future changes to the delivered custom reports or interfaces whether as a result of future maintenance and support releases and deliveries or otherwise will be managed through the Change Management Request process.

4.2.2.3 Documentation

The Contractor shall provide user documentation via online resources, embedded in the software, and accessible with the Help icon. It can be printed by the County on demand. It features both Content & Index and "What's this?" capabilities. Basic processes and procedures are included with the online help. Online help is available for all screens within the standard product (COTS). Aumentum Help artifacts are updated to coincide with major release content changes for the standard application (COTS).

5 PHASE 4 - PERFORMANCE & CONTROL

Within the Performance & Control phase the workstreams focus around the End to End System testing of the Aumentum System and training of the End Users.

5.1 WORKSTREAM 9 - END TO END SYSTEM TESTING CONFIGURATION

During the End to End system testing configuration the Contractor shall provide a fully configured Aumentum COTS test environment to the County. While earlier phases may have had configuration for another jurisdiction, this phase provides County-specific configuration based on reviews of the County's business processes. During this phase, the County will test the system as if it was a production environment. All configurations shall support this effort.

5.1.1 Contractor Roles and Responsibilities

- Configure Aumentum COTS test environment based on County's business process.

5.1.2 County Roles and Responsibilities

- Test all configuration based on County's business process.

5.2 WORKSTREAM 10 – CONVERSION 3 - END TO END SYSTEM TESTING CONVERSION

End to End System Testing conversion is the final conversion testing prior to go-live conversion. In this phase, the Contractor Technical Consultants (TC's) shall work with the County to refine or complete data mapping and state or County-specific configurations, as well as, address any anomalies documented in previous conversion iterations. Activities are finalized in preparation for Contractor internal and County testing. Contractor's implementation resources shall work with the County to validate the extracts and finalize creation of the database.

5.2.1 Contractor Roles and Responsibilities

- Provide Workshop for the finalization of data mapping, configuration, and validation of extracts.
- Process extract files with the import and conversion programs and create Aumentum database.
- Validate, balance and reconcile the database at a high level and verify a sampling of detail data.
- Document and Communicate to County any data issues encountered; County and Contractor will agree on resolution plan prior to the Go Live Conversion.
- Provide Aumentum converted database to the County; and
- Provide DAS for the delivery of the full End to End System Testing database conversion.

5.2.2 County Roles and Responsibilities

- Verify that all extract production files are correct and balanced.
- Balance and reconcile the final database and verify a sampling of detail data.
- Develop custom extract files if required.
- Document extract file issues.
- Complete final data mapping and configuration.
- Document report requirements.
- Pass extracts to Contractor or correct extracts and repeat file extraction.
- Accept DAS for the End to End System Testing Conversion Workshop within 10 business days of Workshop completion; and
- Accept DAS for the delivery of the full End to End System Testing database conversion within ten (10) business days of delivery.

5.3 WORKSTREAM 11 - END TO END SYSTEM TESTING

End to End System Testing primarily includes testing the functionality of the delivered software against the contracted business process requirements and configurations as identified in the Fit Gap analysis report. The County has the primary responsibility for conducting this testing. Acceptance of the converted data is not a part of End to End System testing – it is addressed during the conversion process. Additional levels of user testing, such as system testing, may be conducted at the discretion of the County.

Interface integration testing is part of end to end system testing process, which ensures that the system properly connects to external systems as agreed upon during the configuration workshops.

This project scope assumes one end to end system testing cycle. The following activities will take place prior to or during End to End System testing.

5.3.1 Contractor Roles and Responsibilities

- Validate test cases for completeness and/or for faults submitted against business process requirements.
- Provide sample documents, templates and procedures that support the testing process.
- Respond to reported faults and questions as they arise throughout the testing process; and
- Provide guidelines for level of detail required for the County when submitting test results back to Contractor.

5.3.2 County Roles and Responsibilities

- Develop the test strategy/plan document.
- Develop test cases with clear and detailed acceptance criteria that maps directly to contractual business process requirements.

- Execute testing cases.
- Manage, document, and report test results back to Contractor.
- Rank, prioritize or otherwise note level of severity of each item found; and
- Accept DAS for the completion of End to End System testing.

5.4 WORKSTREAM 12 - COUNTY TRAINING

Training of personnel is critical to the immediate and long-term success of any system. Contractor will define, develop and implement a training strategy in consultation and with approval of the County to provide education appropriate to the County staff. County shall ensure that its employees to be trained are knowledgeable in the operation of workstations in a Windows® environment.

The Contractor builds the majority of training into and administers training as a part of executing Contractor's professional services workshops as contracted throughout the implementation. Workshops are designed by Contractor to include formal and informal training as it is directly related to the specific workshop functional area.

Included in the cost of this project is a maximum of 12 formal "train the trainer" Onsite training days to train key County individuals on how to train end users. Less formal training shall occur over a series of onsite trips and/or remote sessions throughout the project and may include various topics such as the application functionality, areas that may not already be a part of the County's process, conversion mapping, interface/reporting, training for end to end system testing, train the trainer preparations, training on process guides, etc. There is no additional cost for the informal training events that occur throughout the project as part of workshops. The contractor will provide Data model training for an additional cost as noted in the Master Cost schedule.

Also, as a bi-product of the business process analysis activities, the Contractor shall deliver process guides to the County in order to provide end to end business process flows for each Aumentum functional area. This becomes the reference guide that users will follow and adjust to address specific County needs during End to End System Testing, and which the County shall own from that point forward.

Contractor shall provide County users with informal training and hands-on experience with the software during the End to End System Testing workstream of the project. Contractor shall support the End to End System Testing process and work with the County to develop a test strategy and plan. These test plans, test cases, acceptance criteria, etc. are also other examples of documentation that will assist in training the users.

A combination of workshops, training days, knowledge gained from End to End System testing, standard product documentation, process guides, and other artifacts are all part of the overall training program. Contractor shall work with the County to define and implement a detailed training plan for any areas outside of the workshops. The training plan will define the types of training specifically geared to the different types of users as described later in this section.

The general provisions for County training include:

1. County shall provide a suitable room or space where training can be conducted in an uninterrupted manner.
2. All County personnel to be trained shall have adequate job coverage to ensure uninterrupted training sessions.
3. A "full day" of training shall be six hours of training.
4. County acknowledges the importance of receiving the training provided herein and shall use all commercially reasonable efforts to ensure that users fully complete the training.
5. Contractor recommends one (1) person per PC/Terminal; and

6. Class size shall not exceed fifteen (15) trainees.

5.4.1 Contractor Roles and Responsibilities

- With the County Project Manager, define and implement a mutually agreed upon training strategy.
- Provide comprehensive training in all aspects of system usage, administration and problem resolution to key designated County “trainers,” key users, managers/supervisors and technical users.

5.4.2 County Roles and Responsibilities

- Provide training location and setup as described in section 8.5;
- With the Contractor Project Manager, define mutually agreed upon training sessions (types of training).
- Identify and schedule the appropriate users for each training session.
- Ensure the employees attend the training sessions; and
- Provide planning, vacation and Holiday schedules to the Contractor.

The scope of this project includes the following training requirements:

- Data Model training – 5 days – This training can be scheduled in five consecutive days or split up as needed by the County. The objective of this training is to provide an instructor led presentation with lab time to provide a working knowledge of the following software tools: PowerDesigner overview, SSMS overview, Business Intelligent Development Studio overview, WSAPI overview and Aumentum database core concepts with module specific database table overviews.]
- Upon completion of training, users will be able to: Navigate the Aumentum conceptual data model, identify tables and columns required to create reports with the Aumentum database and demonstrate a basic understanding of the Aumentum Core concepts.

5.4.3 Needs Assessment

The County shall perform a training “needs assessment” for the purpose of confirming who needs training and what areas of training the County staff member needs to carry out specific job responsibilities. The County will provide planning, vacation and Holiday schedules, and classroom space as required for all County user workshops. Class sizes will have a maximum of 15 staff.

5.4.4 Types of Training

Contractor shall provide comprehensive training in all aspects of system usage, administration and problem resolution. Contractor is proposing an approach of “train-the-trainer” for long term self-sustaining delivery of training to the County staff and end-users. Using this approach, Contractor’s instructors will provide training to key designated County “trainers.” After completing the Contractor conducted training Workshops, these County “trainers” will possess the ability to train other staff and end-users for the purposes of daily use of the system prior to Go Live. It will be the responsibility of the County designated “trainers” to assist the other users in ongoing use and increased proficiency of the system.

Contractor conducted training workshops will incorporate classes for the following groups of staff members, as defined in the training plans:

- **Trainers** - General end-user “train-the-trainer” training will target designated County “trainers.” This training will be conducted during the pre-installation period. The information the County “trainers” acquire will then be used to train the County end users. Several different “train the trainer” classes will be taught prior to live implementation.
- **Key Users** - Staff members identified by management who will be working with Contractor as a part of the installation and implementation team. This includes the County designated support team that will be providing on-going tier 1 support as set forth in the Exhibit B, Response Policy and Exhibit C, Service Level Agreement. This training will be conducted prior to Go-Live implementation.
- **Supervisors/Managers** – Staff members who need to understand and facilitate the system at the operation level will train in a classroom setting. These users will learn how to manage the specifics of daily, weekly, and monthly operations as they pertain to facilitating Aumentum as a whole system. This training will be conducted prior to live implementation.
- **Technical Users** - Staff members serving as database administrators, system administrators and application administrators will be trained in backup, recovery, and advanced application features such as interface maintenance, table maintenance, data management and manipulation, archiving and error recovery.
- **Data model Technical Users** – This coincides with a greater need for integration and custom report or interface development. This course is added at an additional cost and will be conducted separately from the formal train the trainer days.

5.4.5 Training Database

Contractor will train County personnel using the converted County data in order to improve learning outcomes in the following ways:

- Immediate familiarity with accounts and geography of their jurisdiction.
- Identifies conversion issues.
- Eases office procedures and timing issues.
- Eases environmental problems and security issues.
- Tests staff knowledge of the system; and
- Provides specific training to departments and the public.

In addition to training with the converted data, the training database must allow the County to conduct mock “live” sessions. The actions currently performed by each department can be simulated on the new system to ensure County personnel become familiar with operating the software application.

System navigation workshop will be conducted using non-County converted data. The purpose of this workshop is for Contractor to provide the County a high-level knowledge of navigating the Aumentum system.

5.4.6 Training Curriculum

Standard curriculum for end users is based on no more than 15 users per class with one user per PC. A training day is not to exceed 6 hours. Curriculum will be finalized after the analysis phase with input from Contractor Project Manager and the County Project Manager.

Contractor will provide training that combines classroom lectures and interactive program training in concert with the Aumentum online help/user manual. Key users and Contractor advise

supervisors/managers to participate in the “trainer” sessions prior to attending manager/supervisor specific training classes.

Contractor shall deliver all classes with prescribed user-oriented objectives. Focus shall be on training with emphasis on instructional objectives in order to involve the student as an active participant with the responsibility of accomplishing the objective set forth.

5.4.7 Training Location/Facilities

Contractor shall provide training at the County offices. The County shall provide the following training facilities:

- Classroom equipped for a maximum of 15 students.
- One PC per user with access to the training system.
- Overhead projector (compatible with instructor’s PC), projector screen, white board and flip charts; and
- Application environment and training database – a computing environment consisting of a stable release of the application software, a training database containing converted data and the required network access.

5.4.8 Training Materials

Contractor shall provide or make available course materials to be used by trainers and trainees during Contractor conducted training classes. Contractor shall also provide PDF electronic copies of the materials to the County for duplication and distribution.

6 PHASE 5 - PRODUCTION & CLOSURE

This final phase of Production & Closure includes the workstreams of Conversion 4 – Go Live conversion and Go-Live. These workstreams take the project through to closure and the transition to Contractor customer operations team.

6.1 WORKSTREAM 13 – CONVERSION 4 – GO-LIVE CONVERSION

Execution of the Go Live Conversion process can take 1 – 4 weeks depending on the size and complexity of the data sets and source systems to be converted. In this phase the Contractor shall prepare, plan, execute, validate, balance, deliver the production system to the County. Pre-conversion activities such as preparation and planning are key to ensuring a successful production conversion experience. These activities can take place weeks to months ahead of executing the go live cutover process.

Execution of the Go Live conversion process starts with the Contractor and County winding down “in process” work in the source systems and completing any necessary activities before cutover. The Contractor leads data retrieval from the source systems and transformation into the Import data table schema. The Contractor then continues with converting the transformed data from the Import schema to the Production system data structure, merging it with the base configuration system to create the final Production System.

Validation and balancing of the data is performed by the Contractor and County on the final production system during production cutover using multiple automated validation and test steps. The final step towards completing validation is for Contractor and County teams to visually access the system to ensure processes work and data is accessible and meets specific scenario guidelines.

Delivery and post-conversion are complete after the Contractor performs the final stand-up of the production instance, ensuring user accessibility, confirming external integrations are successful, and running any necessary extracts to prepare secondary systems.

- Pre-Conversion
 - County to ensure wrap up of “in process” work in source systems as much as possible
 - Contractor to ensure ‘system’ where Conversion will occur has enough resources (space, memory, etc.)
 - Contractor to ensure base configuration system is complete, locked down, and ready for Conversion cutover
 - Contractor to ensure expectations for Validation and Balancing are well defined and confirmed
 - Contractor and County to clearly communicate FINAL date for source systems ahead of Production Conversion
- Production Conversion
 - County pulls data from source systems
 - County transforms data to Import tables
 - Contractor converts data to Aumentum Schema
- Validation and Balancing
 - Contractor runs DB Tests
 - Contractor runs Aumentum Automated Testing
 - Contractor runs balancing scripts
 - County completes manual validation & balancing
- Delivery
 - Contractor stands up Production instance
 - Contractor and County confirm all external integrations are working
 - Contractor runs extracts as necessary
 - County confirms User Access
 - Contractor and County communicate Production System is available
- Post-Conversion
 - Contractor ensures full system backup takes place

- Contractor prepares any ancillary/test systems
- Contractor and County put together strategy to load any necessary 'official' release versions outstanding

6.2 WORKSTREAM 14 - GO-LIVE

Initiate production and business process cutover – This process takes from 1 – 3 weeks. This is the step where the Contractor moves the system from a test environment to daily usage in County production operations.

6.2.1 Project Completion

Contractor and County will mutually agree upon detailed project schedule and completion dates during the project planning period of Phase 1 Initiation and Planning.

6.2.2 Place of Performance

Contractor will perform all project work at Contractor's locations and/or the County offices unless otherwise noted in the SOW. Most Contractor project work will be performed remotely from Contractor's offices; however, work on the following tasks may be performed partially at the County offices. Contractor shall:

- Install System and provide related training.
- Perform business process analysis.
- Perform data mapping and testing.
- Configure application software.
- Provide end user training; and
- Perform production cutover.

6.2.3 Go Live Acceptance

Go-Live final acceptance assumes:

County and Contractor teams will be responsible for various pieces of Go Live final acceptance:

- Contractor has provided a production cutover plan, identifying resource needs and timeline expectations.
 - Any associated travel and travel expenses have been authorized by both parties, with at least 15 days advance notice booking.
 - Both Contractor and County personnel are available for Go Live work.
- The County and Contractor agree the system is ready for production.
- The County has provided an updated list of any known software issues and severity rankings.
- All system training has been completed.
- Contractor and the County have mutually agreed upon:
 - Fault items required for Go-Live
 - The final list of items and delivery dates which will be used for Final Acceptance.
 - The Go Live and Final Acceptance lists will address all items ranked as Severity 1 or 2 (Critical and High) as defined by the contract terms.

- All other project issues ranked as Severity 3 or 4 will be transferred to Contractor product development team for consideration in future maintenance releases. Those items once released will be documented in release notes.
- Any newly identified items from the point of transition date at Go Live will be submitted to and resolved by the Contractor customer operations (support) team.

7 MILESTONE DELIVERABLES ACCEPTANCE

7.1 MILESTONE DELIVERABLES ACCEPTANCE APPROACH

Contractor and County shall follow a formal acceptance process for each of the key milestone deliverables identified in this SOW. By accepting a deliverable through the acceptance process, the County Project Manager provides Contractor with notice that the County is satisfied with the deliverable in question. By rejecting a deliverable through the acceptance process, the County Project Manager provides Contractor with notice that the project is offtrack and should not proceed to the next phase. When the County rejects a deliverable, the parties shall work to resolve the issue according to the acceptance process. A rejected deliverable may impact the overall project schedule.

7.2 MILESTONE DELIVERABLES ACCEPTANCE PROCEDURE

The procedure for formal acceptance of a deliverable will have the following steps:

- The Contractor shall complete and submit each milestone deliverable in the project schedule to the County.
- For the major project deliverables as defined in this SOW, Contractor will schedule a “Deliverable Overview” conference call with the County Project Manager to outline the content of the deliverable and provide any points of clarification. This conference call will be scheduled to coincide with the completion of the deliverable.
- A Deliverable Acceptance Statement (DAS) will be presented by the Contractor Project Manager to the County Project Manager.
- The County Project Manager will review the DAS; confer with the appropriate team members and return the signed DAS indicating acceptance.
 - In the case of non-acceptance, the County will document the reasons in detail for the non-acceptance and provide such reasoning to Contractor in a timely manner. County shall provide Acceptance or rejection of each deliverable within the specified project schedule timeline to avoid any delays to subsequent project phases.
 - In the case of non-acceptance of a deliverable, Contractor will confirm receipt of the Client’s non-acceptance and provide a written response detailing the plan to address the non-acceptance issue(s);
- The Contractor Project Manager will catalogue the response on the deliverable register and if the deliverable is not accepted the effects on the project in the next Project Status Report (PSR). Effects of non-acceptance may include changes in the critical path schedule; and
- The County shall maintain appropriate archival and back-up copies of all deliverables.

7.3 NONCONFORMING DELIVERABLE

If the County determines that a deliverable does not meet in all material respects the contractual requirement, the County shall notify Contractor in writing of the County’s rejection of the deliverable by utilizing the project acceptance sign off forms at the end of this SOW document. The County will specify the contract requirement (language, page, section) that has not been met, and describe with reasonable detail the non-conformance that forms the County’s basis for rejection of the deliverable.

Upon receipt of notice of non-acceptance, Contractor shall reply within 10 business days with a documented plan to modify or improve the Software as a Service at Contractor’s sole expense so that the deliverable meets, in all material respects the contracted Acceptance Criteria.

8 THE COUNTY RESPONSIBILITIES

8.1 OFFICE FACILITIES

The County shall provide timely access during their regular business hours (M-F 8:00am-5:00pm) to office facilities for Contractor personnel while they are on-site. If after-hours access is necessary Contractor shall pre-arrange with the County. These facilities shall include work areas, desks and chairs, telephones and wireless access, copier machines, and access to a facsimile machine or document scanner. Contractor and County shall coordinate all arrangements prior to Contractor arriving on site.

8.2 FACILITIES ACCESS

The County shall provide timely access to all required areas of their premises for Contractor to perform the duties within the requirements of this SOW. Access to restricted areas of the County premises (including the server room, wiring closets, and so forth) must include an authorized escort from the County Department of Information Technology.

8.3 DATA

The County shall provide access to business, operational, and technical data for their environment, as necessary to meet the objectives of this project. The County shall provide the necessary extracted data required to complete the data conversion. Data and data access will be provided to the Contractor under a mutually agreed security policy. The County is responsible for any necessary data cleansing.

8.4 PROCUREMENT

The County shall procure and fully license all hardware and software products, other than the software provided by Contractor, required for the project.

8.5 SOFTWARE SOLUTION LAB

The County shall provide a facility that will serve as the lab where computer stations will be set up for interfacing with the test and development database.

8.6 TRAVEL

All onsite travel will be mutually agreed upon prior to making any travel arrangements. All travel will require prior written approval from the County before travel costs are incurred. Should travel be authorized by the County, the County will reimburse travel expenses according to Snohomish County Finance Policy 1210 and the estimated contracted travel budget. Any travel deemed necessary outside of the estimated contracted budget will require an Aumentum billable change request and County contract amendment. All Contractor travel will require a 15-day advance booking, per corporate policy.

8.7 COUNTY EXPERTISE AND PERSONNEL

County technical expertise is required to implement the Contractor's solution offering.

The County will ensure all project personnel with the appropriate skill level will be available according to the project scheduled dates. County personnel should be skilled and prepared to participate in activities including but not limited to:

- detailed requirements analysis.
- detailed acceptance criteria.
- End to End System test case creation and execution.

- conversion and software testing.
- configuration and configuration testing.
- and other tasks as defined by the project plan.

County resources shall have the skill and authority to make business process decisions and validate implementation tasks. Any personnel changes that affect critical project milestones will be addressed through the Change Management Process.

9 ASSUMPTIONS AND CONSTRAINTS

This project includes the delivery of the current state standard configuration and setup of the Aumentum COTS software suite. Aumentum functionality described in this SOW or the associated Fit Analysis Agreements and resulting reports for the Assessor and Treasurer's offices and proposal documents will be provided to the County as part of this project. The analysis phase may reveal necessary changes in workflow, office set-up, or software functionality that could affect project timeline or standard software functionality.

9.1 ISSUE MANAGEMENT

The County will be responsible for using the JAMA tool to document any defects found during testing throughout the project. Contractor will deliver resolutions either in updated configuration, training, data fixes or code updates deployed by patches or releases.

The County will be responsible for testing any defect resolution or failure to correct a defect. Contractor will note the availability of resolution by switching the JAMA state to "Submit to Client." Contractor will automatically close and consider resolved any JAMA issue that remains in the "Submit to Client" state for longer than 30 days.

Contractor will follow the following Issue Severity Levels for the implementation project:

- Severity 1: System is down, or major critical functionality is not operating.
- Severity 2: Non-Critical but major functionality is inoperative without a workaround or workaround is not feasible.
- Severity 3: System feature is malfunctioning or inoperative, but an alternative procedure exists to achieve business needs.
- Severity 4: Cosmetic in nature. Will be planned for future release or roadmap at the discretion of Contractor

The County is responsible for any necessary software training or testing with all third-party agents with the exception of the Data Cloud Mobile Assessor, for which training will be provided by the SubContractor as a part of the Data Cloud statement of work.

10 BILLING MILESTONES

This Statement of Work No. WA2019.002.01-SOW will confirm all requests for Software as a Service as outlined and at the prices indicated. This SOW will be Exhibit A, Part 2 to the *Master Agreement for Software as a Service* between the County and Contractor, and all the terms and conditions of those agreements will pertain.

BILLING MILESTONES FOR AUMENTUM IMPLEMENTATION (SEE FOLLOWING PAGES FOR DETAILED ACCEPTANCE CRITERIA):

Billing Milestone #	Project Phase	Workstream	Professional Services Billing
Milestone #1	Initiating & Planning	Contract Signing	\$448,250.00
Milestone #2	Initiating & Planning	Workstream 1 - Conversion 0 - Conversion Start Up	20% (\$754,760.00)
Milestone #3	Initiating & Planning	Workstream 2 - Project Planning	0% *
Milestone #4	Initiating & Planning	Workstream 3 - Base System Installation, Setup and configuration	10% (\$377,380.00)
Milestone #5	Initiating & Planning	Workstream 4 - Conversion 1 - Initial Data Conversion	10% (\$377,380.00)
Milestone #6	Definition & Analysis	Workstream 5 - Business Process Analysis review	0%
Milestone #7	Definition & Analysis	Workstream 6 - County Specific Configuration	0%
Milestone #8	Execution	Workstream 7 - Conversion 2 - Full Conversion	20% (\$754,760.00)
Milestone #9	Execution	Workstream 8 - Project Programming	10% (\$377,380.00)
Milestone #10	Performance & Control	Workstream 9 - End to End System Testing Configuration	0%
Milestone #11	Performance & Control	Workstream 10 - Conversion 3 - End to End System Testing Conversion	0%
Milestone #12	Performance & Control	Workstream 11 - End to End System Testing	10% (\$377,380.00)
Milestone #13	Performance & Control	Workstream 12 - County Training	10% (\$377,380.00)
Milestone #14	Production & Closure	Workstream 13 - Conversion 4 – Go Live Conversion	0%
		Workstream 14 - Go Live Authorization and 2 nd Half of Public Access Fee	5% (\$188,690.00) ** \$35,250.00
Milestone #14	Production & Closure	Final Acceptance	5% (\$188,690.00)

The total amount of one-time fees that will be billed to the County for Software as a Service is **(\$4,257,300.00)**. The above fees do not include travel expenses, which are billed as incurred.

* Annual Application Hosting as specified in Schedule No. WA2019.002.01 will be initiated at the acceptance of Milestone 2 and will renew annually.

** Support fees as specified in Schedule No. WA2019.002.01 for Maintenance and support are intended to commence on the date the system goes live.

Snohomish County, WA:

Contractor:

Signature:	Signature: 
Printed Name:	Printed Name: Todd Richardson
Title:	Title: CFO
Date:	Date: 10/9/2020

11 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

CONTRACT SIGNING

Purpose: The purpose of this acceptance form is for the County to provide agreement on contract approvals and signatures.

Description:

1. Software customization - Funding customization effort - \$247,000.00
2. Public Access One-Time Fees - 50% at signing, 50% at go-live - \$35,250.00 for each installment
3. Software Licensing – Aumentum - \$166,000.00

Agreement was completed on: _____

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$448,250.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted **Rejected**

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE: INITIATION & PLANNING – WORKSTREAM 1 - CONVERSION 0 - CONVERSION START UP – DATA MAPPING - (BILLING MILESTONE #1)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of the conversion start-up, determine County readiness in regard to the legacy data for leading into Phase 1 Initiation and Planning, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor has conducted the specific data mapping overview and import file review workshop.
2. The County has provided data source systems identification, data identification and documentation, totals, benchmark parcels, and reports.
3. Contractor has populated intermediate tables and executed validation scripts, without error, per module as detailed within each workshop.
4. All workshops associated with this phase have been executed and any follow up activities are documented.
5. Both parties have reviewed readiness and preparation of the legacy data for leading into the next phase of this project, and as such have agreed there are no outstanding issues that should halt this phase. It is agreed that both parties should proceed the Initial Data Conversion.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$754,760.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted **Rejected**

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

12 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 1: INITIATING & PLANNING – WORKSTREAM 2 - PROJECT PLANNING - (BILLING MILESTONE #2)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of the project planning phase, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor has conducted a project kick-off meeting with the County (remotely or onsite).
2. Contractor has delivered a draft Project Management Plan (PMP) for County review. This draft version of the PMP will provide the general framework understanding of the implementation phases, milestones, stakeholders, initial risk analysis in other key components. Details will be further refined as the project progresses beyond this stage.
3. Both parties have made general project assignments for resources, with key resources and stakeholders identified in the PMP and for near term tasks.
4. Contractor has delivered a draft project schedule for County review, and action items have been documented for next steps in the full development of the longer-term detailed schedule.
5. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$0** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Upon acceptance of this DAS, the Annual Application Hosting fees will be initiated and will renew annually as detailed in Exhibit A to the *Master Agreement for Software as a Service*.

Accepted Rejected

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

13 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 1: INITIATING & PLANNING – WORKSTREAM 3 - BASE SYSTEM INSTALLATION AND CONFIGURATION - (BILLING MILESTONE #3)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of the base installation and configuration, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor has deployed the Aumentum COTS system software in a hosted development environment for use in business analysis and data conversion development. This is Level 1 configuration as identified in the configuration chart and does not imply the completion of system wide configurations, County specific settings, or any contracted custom reports/interfaces.
2. Contractor has installed all base system COTS components required to execute the analysis phase for the project in a development environment.
3. All base system COTS components are operable, but not necessarily integrated with the external systems, in the development environment.
4. Contractor has provided standard Contractor installation instructions and release notes of the COTS system software.
5. Contractor has installed a preliminary version of the COTS products for demo purposes only, in a hosted environment.
6. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$377,380.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

14 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 1: INITIATING & PLANNING – WORKSTREAM 4 - CONVERSION 1 - INITIAL DATA CONVERSION - (BILLING MILESTONE #4)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of Initial data conversion, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor has provided a conversion plan.
2. The Contractor has loaded a subset of the data into a SQL database, based on requirements provided.
3. Contractor has completed the standard import process for converting the subset of data into the Aumentum table format, within the defined COTS scope of work. Errors in this phase are to be expected and should not deter from acceptance. Errors in each iteration of conversion will be documented and addressed in the following phase.
4. Contractor has identified known data anomalies for County follow-up.
5. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$377,380.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

15 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 2: DEFINITION & ANALYSIS – WORKSTREAM 5 - BUSINESS PROCESS ANALYSIS REVIEW - (BILLING MILESTONE #5)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of business process analysis review, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

- 1. Contractor has completed a product overview of the COTS Aumentum system modules.
- 2. All contracted business process requirements as contracted have been reviewed through remote or on-site sessions by County and Contractor.
- 3. Contractor has confirmed with the county the documentation in the Fit Gap Analysis report.
- 4. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$0** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

16 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 2: DEFINITION & ANALYSIS – WORKSTREAM 6 - COUNTY SPECIFIC CONFIGURATION - (BILLING MILESTONE #6)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of County specific configuration, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor has reviewed a master configuration with the County.
2. Contractor has provided training for County configurations as identified business process analysis so that the county is equipped to maintain going forward.
3. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$0** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

17 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 3: EXECUTION – WORKSTREAM 7 - CONVERSION 2 - FULL CONVERSION - (BILLING MILESTONE #7)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of full conversion, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

- 1. Contractor has provided a full conversion instance based on the findings of the initial conversion and the County’s full extraction deliverable.
- 2. Contractor has identified any known data anomalies for County follow-up.
- 3. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$754,760.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

18 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 3: EXECUTION – WORKSTREAM 8 - PROJECT PROGRAMMING - (BILLING MILESTONE #8)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of Phase 9, implementation engineering, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor has installed all COTS system modules and any County specific contracted business process requirements.
2. Contractor has completed the initial work for interface testing, as required by contracted agreements.
3. Contractor has completed the initial custom reports, as required by contracted agreements.
4. Contractor has delivered all online product information resources as defined in section 10.4 of this SOW.
5. Contractor has identified any known software issues and severity level for follow-up.
6. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$377,380.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

19 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 4: PERFORMANCE & CONTROL – WORKSTREAM 9 - END TO END SYSTEM TESTING CONFIGURATION - (BILLING MILESTONE #9)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of, End to End System testing configuration, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor fully configured the COTS system based on contracted business process requirements and analysis findings.
2. All state and County specific requirements as contracted are available for County testing.
3. Contractor has identified any known software issues and severity level for follow-up.
4. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$0** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

20 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 4: PERFORMANCE & CONTROL – WORKSTREAM 10 – CONVERSION 3 - END TO END SYSTEM TESTING CONVERSION - (BILLING MILESTONE #10)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of End to End System Testing conversion, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor and the County have jointly validated the final extracts for the creation of the End to End System Testing conversion.
2. Contractor has provided a final conversion for County testing prior to Go Live, based on agreed upon conversion plans and known data anomalies.
3. Contractor has identified any known data anomalies for County follow-up.
4. The County has actively participated in all conversion sessions and will follow up to resolve all conversion anomalies which are their responsibility and critical for go-live.
5. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$0** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

21 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 4: PERFORMANCE & CONTROL – WORKSTREAM 11 - END TO END SYSTEM TESTING - (BILLING MILESTONE #11)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of End to End System Testing, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

1. Contractor has provided sample test scripts to the County, as needed.
2. Contractor has supported the County’s testing process by answering questions and addressing faults, as reported.
3. Contractor has provided guidelines for the level of detail required for submitting test results back to Contractor.
4. The County has developed test strategies and scripts.
5. The County has conducted End to End System Testing.
6. The County has provided test results and all related detail back to Contractor for further analysis and follow-up.
7. All agreed upon faults at the conclusion of End to End System Testing are documented, prioritized and assigned a delivery schedule.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$377,380.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

22 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 4: PERFORMANCE & CONTROL – WORKSTREAM 12 - COUNTY TRAINING - (BILLING MILESTONE #12)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of County training, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

- 1. Contractor has provided assistance in the training needs assessment.
- 2. Contractor has provided on-site and remote training to identified key personnel (“train the trainers”, data model training), including the embedded training as part of the individual workshops.
- 3. Contractor has provided soft copies of any pertinent training materials.
- 4. All workshops associated with this phase have been executed and any follow up activities are documented.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$377,380.00** upon signing this acceptance. It is agreed to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

23 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 5: PRODUCTION & CLOSURE – WORKSTREAM 13 AND WORKSTREAM 14 - GO LIVE AUTHORIZATION - (BILLABLE MILESTONE #13)

Purpose:

The purpose of this acceptance form is for the County to authorize Go Live, and is in agreement that Contractor should proceed to create a transition to a customer operations plan for the week of Go Live, and accept this workstream.

Acceptance Criteria:

1. Contractor has provided a production cutover plan, identifying resource needs and timeline expectations.
 - a. Any associated travel and travel expenses have been authorized by both parties, with at least 15 days advance notice booking.
 - b. Both Contractor and County personnel are available for Go Live work.
2. The County and Contractor agree the system is ready for production.
3. The County has provided an updated list of any known software issues and severity rankings.
4. All system training has been completed.
5. Go Live Conversion has been completed and mutually agreed upon to proceed to Production environment.
6. Contractor and the County have mutually agreed upon:
 - a. Fault items required for Go-Live - (*attach detailed list to this DAS*).
 - b. The final list of items and delivery dates which will be used for Final Acceptance – see Attachment B to DAS (*attach detailed list to this DAS*). The Contractor project team will be responsible for the delivery of all Go Live and Final Acceptance items.
 - c. The Go Live and Final Acceptance lists will address all items ranked as Severity 1 or 2 (Critical and High) as defined by the contract terms.
 - d. All other project issues ranked as Severity 3 or 4 will be transferred to Contractor product development team for consideration in future maintenance releases. Those items once released will be documented in release notes.
7. System Go Live and transition to support is set for: _____ (*insert date*).
8. Any newly identified items from the point of transition date at Go Live will be submitted to and resolved by the Contractor customer operations (support) team.
9. With this acceptance, it is understood by all parties that all project DAS milestone deliverables are accepted as complete and billed as applicable, with the exception of Final Acceptance.
10. Public Access One-Time Fees - 50% at signing, 50% at go-live - \$35,250.00

County response period is 10 business days. After that time, this deliverable will be considered accepted unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$223,940.00** upon signing this acceptance.

Support fees as specified in Schedule No. WA2019.002.01 for Maintenance and support are intended to commence on the date the system goes live.

Accepted Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

24 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 5: PRODUCTION & CLOSURE – FINAL ACCEPTANCE - (BILLING MILESTONE #14)

Purpose:

The purpose of this acceptance form is for the Client to sign off on Final System Acceptance.

Acceptance Criteria:

- 1. The system is in a production environment.
- 2. Contractor has delivered all Final Acceptance items attached to the Deliverable Acceptance Statement, Go Live Authorization. The County has up to a period of 30 days after the delivery of Final Acceptance item, as notified by the project team in writing, to complete testing and confirm acceptance. After 30 days without any further updates, the items will be considered complete and will be closed.

This service was completed on: _____ . (insert date).

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 14.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.01 and the Master Agreement for Software as a Service; the County will be billed **\$188,690.00** upon signing this acceptance.

Accepted Rejected

Snohomish County, WA:	Contractor:
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

APPENDIX 1 – APPROVED FIT ANALYSIS REPORT

APPENDIX 2 – BUSINESS PROCESS REQUIREMENTS

APPENDIX 3 – WORKSHOP PLAYBOOK

Attached herein are the templates which outline all professional services workshops available. Project specific workshops will be identified during the Project Planning Workstream.

APPENDIX 4 – REPORTS AND INTERFACES LISTING

APPENDIX 5 – SOFTWARE CUSTOMIZATION LISTING

EXHIBIT B

MAINTENANCE AND SUPPORT RESPONSE POLICY

The terms associated with this Exhibit B Maintenance and Support Response Policy are specific to Contractor's responses to errors reported via Phone Support and / or Maintenance of the Software. These terms and conditions are not specific to the Application Hosting Professional Services.

Contractor shall respond to any errors reported by Customer based on the priority code assigned to such Error. County shall identify the priority code when it initially reports the Error to Contractor. Contractor may, in its reasonable discretion, re-classify the Error after its initial investigation. If County requests, in writing, that the Error be resolved with a priority code higher than the assigned level, County will pay Contractor for that support on a time-and-materials basis at Contractor's then current rates. County and Contractor shall agree in writing (via email) prior to any work begins on a County request for error resolution at a higher priority code than the assigned level and that a contract defining the Professional Services required and including the associated fees would be signed between the parties as soon as reasonably possible. The priority codes and responses are as follows:

Priority	Definition/Impact	Contractor's Responses
1	The error causes an immediate major impact on Customer's business. The error has caused Customer's use of the software, or a significant component thereof, to stop or substantially deviate from the Documentation. No timely workaround exists.	Contractor will use all commercially reasonable efforts to: (i) respond to Customer within one hour, indicating that Contractor has received the report of the error; (ii) provide an initial status report to County within two hours, and regularly communicate thereafter the status of a reported incident; and (iii) provide the appropriate modifications, bug fixes, and other changes to the software as soon as reasonably possible.
2	The error causes an impact on County's business. A workaround is not available; however, processing can still continue but in a restricted manner.	Contractor shall use all commercially reasonable efforts to: (i) acknowledge receipt of the error within four hours of the report; (ii) verify the reported error and regularly communicate the status to County; and (iii) provide the appropriate modifications, bug fixes, and other changes to the software within ten days, or to continue its efforts indefinitely beyond this period when an error remains unresolved.
3	The error has a minor impact on County's business. The problem does not prevent operation of the software.	Contractor will use all commercially reasonable efforts to: (i) acknowledge receipt of the error within one business day of the report; and (ii) respond to the error within thirty days.
4	The error has no business impact.	Contractor will use all commercially reasonable efforts to: (i) acknowledge receipt of the error within one business day of the report; and (ii) consider addressing the issue in a future Version.

Exhibit C Service Level Agreement (SLA)

Aumentum Platform

Aumentum **Platform** *Service Level Agreement* (SLA)

- Contractor shall use all reasonable efforts to ensure that the Actual Uptime of the Aumentum **Platform** is 99% of its **scheduled uptime** for any given reporting month.
- **Scheduled downtime** shall not exceed ten (10) hours for any given reporting month. The scheduled maintenance downtime shall avoid disrupting business hours.
- Aumentum **Platform** *Recovery Point Objective* (RPO) is four (4) hours, and Aumentum **Platform** *Recovery Time Objective* (RTO) is eight (8) hours.
 - Recovery Point Objective means A recovery point objective (RPO) is the maximum acceptable amount of data loss measured in time. It is the age of the files or data in backup storage required to resume normal operations if a computer system or network failure occurs.
 - Recovery Time Objective means the time in which a business process and its associated applications must be functional again after an outage event

TERMS

Claims

For Manatron to consider a claim pertaining to the Aumentum **Platform** SLA, the licensee (e.g., *County*) must submit a claim including 1) detailed description of the incident; 2) time and duration of the unscheduled downtime; 3) number of users affected; and 4) descriptions of attempts by licensee to resolve the incident at the time of the occurrence.

Error Reporting

Technical support contacts from the County may report errors by any one of the following means:

- Web-Based: Available 24 hours per day, 7 days per week, www.https://aumentumtechnologies.na3.teamsupport.com/com
- Telephone: message availability 24 hours per day, 7 days per week; live phone support during normal business hours, after hours pager response support for Severity 1 issues.
- Email: availability 24 hours per day, 7 days per week, live response during normal business hours; after hours pager response support for Severity 1 issues.

Standard service hours are 8:00AM – 5:00PM Monday to Friday PST, excluding all public holidays.

Extended service hours are 24X7 including all public holidays. **Technical Support Contacts**

The Contractor shall provide telephone and and/or web-based support for designated contacts who have attended the Contractor's technical support training program ("Technical Support Contacts"). County may modify its designated Technical Support Contacts at any time during which County is authorized to receive support services. Technical Support Contacts will be the only interface to the Contractor's customer support center. In an emergency, a Contractor customer support engineer will begin working on an error for an unauthorized contact on an exception basis subject to later verification and involvement of a named Technical Support Contact.

Service Level Standards

The **Service Level Credits** apply to the individual production hosting services product.

Aumentum <i>Property Tax</i> – Hosted Services	
Schedule Uptime Percentage	Service Level Credits
<99%	5%
<95%	10%

Aumentum <i>Public Access</i> – Hosted Services	
Schedule Uptime Percentage	Service Level Credits
<99%	5%
<95%	10%

Exhibit D
Schedule No. WA2019.002.02 with Statement of Work
CAMA Cloud – with ProVal

Exhibit D
Mobile Assessor Cost Schedule

Schedule No. WA2019.002.02 with Statement of Work
CAMA Cloud – with ProVal

The attached Schedules numbered WA2019.002.02 are made and entered into pursuant to, and subject to the terms and conditions of, that certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

MANATRON, INC. 510 E. Milham Avenue Portage, Michigan 49002 ("Manatron")	SNOHOMISH COUNTY, WA 3000 Rockefeller Avenue Everett, WA 98201 ("County")
Attention: Matthew Henry – Lead Contract Administrator Telephone No.: 269.388.2633 Fax No.: (269) 567-2930 E-mail Address: Matthew.Henry@AumentumTech.com	Attention: Joanie Fadden – IT Admin Manager Telephone No.: 425.388.7046 Fax No.: E-mail Address: J.Fadden@snoco.org

Date: August 26, 2020

THIRD-PARTY SOFTWARE SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.02 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

THIRD-PARTY SOFTWARE					
Software Description	Model Number	Quantity	Unit Price	Total Price	Comments
Data Cloud Mobile Assessor SaaS Licenses		28		\$ -	
Data Cloud Admin Console		20		\$ -	
Total Third-Party Software Fees:				\$ -	See Summary Schedule in this Exhibit D for Pricing

Date: August 26, 2020

MAINTENANCE AND SUPPORT SERVICES SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.02 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

SOFTWARE SUPPORT SERVICES			
Software Product	Qty	Annual Price	Comments
Data Cloud Mobile Assessor SaaS Licenses	28		
Data Cloud Admin Console Licenses	20		
Total Maintenance & Support Services Fees		\$ -	See Summary Schedule in this Exhibit D for Pricing

TERM OF SUPPORT SERVICES SCHEDULE: Support Services for Mobile Assessor ("MA") shall commence upon the date of Go-Live and shall continue for an initial term of sixty (60) months, with fees paid annually. If Support Services are discontinued by County or terminated for any period and County desires to reinstate such services, County shall pay all unpaid annual support fees in arrears for reinstated services, in addition to the then-current annual support fees.

Date: August 26, 2020

PROFESSIONAL SERVICES SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.02 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

PROFESSIONAL SERVICES					
General Description of Services	Days/ Quantity	Unit Price	One-Time Fees	Annual Fees	Comments
Software Implementation Licenses Full Year	1	\$ 318,437.00	\$ 318,437.00	\$ -	
Annual Hosting, SaaS, Backups, Maintenance & Support	1	\$ 79,407.00		\$ 79,407.00	
Total Professional Services Fees:			\$ 318,437.00	\$ 79,407.00	

The initial full year of Annual Hosting, SaaS, backups, Maintenance and Support includes a total count of no less than 308,500 parcels. Each year thereafter, the annual fee shall only increase by \$0.10 per parcel above 308,500. For example, if in 2022 the County has 310,000 parcels, then the County may choose to increase the annual support rate by more than \$150.00, for example, a \$500 increase to the annual hosting and backups creates a new buffer of maximum active parcels of 313,500 parcels..

The Software implementation fee includes up to 175 read-only fields and 150 editable Fields. County may purchase additional fields to add to the design after the execution of this Agreement for the following fees:

- (a) additional read-only fields cost \$200 each in one-time fees, plus \$30 per field per year in additional annual maintenance and support.
- (b) additional editable fields cost \$900 each in one-time fees, plus \$250 per field per year in additional annual maintenance and support.

County may purchase additional licenses after the execution of this Agreement for the following one-time fees: (a) additional mobile licenses are \$3,150.00 each, and

- (b) additional desktop administrative console licenses are \$1,400.00 each.

Date: August 26, 2020

SUMMARY SCHEDULE FOR SNOHOMISH COUNTY, WA

Schedule No. WA2019.002.02 to the Master Agreement for Software as a Service. This Schedule is made and entered into pursuant to, and subject to the terms and conditions of, a certain Master Agreement for Software as a Service between Manatron and the County (the "Agreement").

ONE-TIME FEES	
Description	Price
Software Use Licenses Full Year	\$ 63,687.00
Professional Services - Implementation	\$ 254,750.00
Total One-Time Fees:	\$ 318,437.00

Payment Terms for One-Time Fees: Aumentum will invoice fees as outlined in the Statement of Work in the Billing Milestones / Deliverable Acceptance Statements (DAS) and in accordance with Aumentum's invoice(s) that shall be sent to the County. All invoices are due within 30 days of receipt.

ONGOING FEES	
Description	Annual Price
Annual Hosting, SaaS, Backups, Maintenance & Support	\$ 79,407.00
Total Ongoing Fees:	\$ 79,407.00

Payment Terms for Ongoing Fees: Annual Hosting, SaaS, Backups, Maintenance & Support shall commence on Go-Live and shall continue for an initial term of sixty (60) months paid annual. If Support Services are discontinued by County or terminated for any period and County desires to reinstate such services, County shall pay all unpaid annual support fees in arrears for reinstated services, in addition to the then-current annual support fees. Ongoing Fees are due and payable in advance of each annual term and are subject to increases as defined in the Master Agreement. All invoices are due within 30 days of receipt.

Date: August 26, 2020

MOBILE ASSESSOR STATEMENT OF WORK

EXHIBIT D/WA2019.002.02-SOW to the Master Software as a Service Agreement between Manatron, Inc. and Snohomish County

Revision history

Name	Date	Version	Summary of changes
Aumentum Technologies	XX	0.1	Initial version of document provided for review
Aumentum Technologies	3/23/20	0.2	Revised version of the document provided for review based on comments provided by Pam Kane on 3/18/20.
Aumentum Technologies	3/25/2020	0.3	Updated in response to comments from County review.
Aumentum Technologies	4/7/2020	0.4	Updated in response to comments from County Review.
Joanie Fadden/Snohomish County	08/6/2020	0.5	Updates pursuant to Snohomish County Legal Review

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1 STATEMENT OF WORK (SOW) INTRODUCTION

1.1 DOCUMENT PURPOSE

This Statement of Work (SOW) WA2019.002.02-SOW is attached and made part of the *Master Agreement for Software as a Service* by and between Manatron, Inc., (hereafter referred to as the “Contractor” or “Manatron”) and Snohomish County, WA (hereafter referred to as the “County”). This SOW shall define the work requirements and responsibilities between and the Contractor and the County on deliverables related to the project implementation.

1.2 PURPOSE STATEMENT

The purpose of this project is to integrate the Data Cloud Solutions (DCS) Mobile Assessor (MA) tool with the County’s assessment software.

This SOW describes the project that the Contractor is responsible for implementing as well as the responsibilities of all parties. During the project planning a project schedule will be jointly agreed upon by the Contractor, Subcontractor and County project managers.

1.2.1 Subcontractor

1.3 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE TIMELY AND SATISFACTORY COMPLETION (THE DETERMINATION OF WHICH IS BY THE MUTUAL AGREEMENT OF THE COUNTY AND CONTRACTOR) OF ALL DUTIES ASSIGNED TO IT OR ITS SUBCONTRACTOR UNDER THIS SOW. THE COUNTY CONSENTS TO THE CONTRACTOR HIRING DATA CLOUD SOLUTIONS (“SUBCONTRACTOR”) TO PERFORM SOME OF CONTRACTOR’S DUTIES UNDER THIS SOW. CONTRACTOR HAS HIRED SUBCONTRACTOR TO PROVIDE ALL SOFTWARE AND IMPLEMENTATION SERVICES FOR THIS PROJECT. CONTRACTOR AGREES TO INCLUDE ALL RELEVANT TERMS AND CONDITIONS OF THIS SOW IN ITS SUBCONTRACT WITH SUBCONTRACTOR.

1.4 PROJECT PHASES

The project will be administered in the following phases, which will be further outlined in the following sections:

1. Implementation of the Integration of MA to ProVal
2. Migration of MA to Aumentum Valuation

Within each of these project phases, the Subcontractor implementation team will institute a methodology of grouping the work into one or more workstreams, completing project tasks and providing interim deliverables. Each overall phase will also include one or more milestone deliverables.

MA to ProVal

- Workstream 1 – Project Planning
- Workstream 2 – Base System Install & Configuration
- Workstream 3 – Mobile Interface Setup & Training

MA to Aumentum Valuation

- Workstream 4 – Project Planning

Workstream 5 – Base System Install & Configuration
Workstream 6 – Training
Workstream 7 – Migration of MA ProVal to Aumentum Valuation
(Production system)

Throughout the course of the project, in the event the County or Contractor identifies scope that is not contained within the SOW, the parties shall follow the change management process to add or expand work that will deliver the necessary project activities. This may include but is not limited to additional device configuration or training.

1.5 DEFINITIONS/ABBREVIATIONS

The following abbreviations are employed in the Statement of Work:

CAMA	Computer Assisted Mass Appraisal
CAMACloud	Service Mark and MA administrative and synchronization platform of Data Cloud Solutions
Contractor	Manatron (Aumentum Technologies)
CR	Change Request. The formal document used to submit desired project changes
CSV	Comma Separated Values (file)
Customer/County	The County
DAS	Deliverable Acceptance Statement/Project Milestone Acceptance Forms
DCS or Subcontractor	Data Cloud Solutions, LLC
Go Live	County is operating any part of the Aumentum application in a Production environment, not for testing purposes.
LSRN	Land Record Serial Number
MA	Mobile Assessor
OBDC	Open Database Connectivity – Software protocol that allows for exchange of data between different proprietary databases.
Onsite	Any reference to onsite deliverables may be met through a combination of onsite or remote work as long as there is agreement between both the County Project Manager and the Contractor Project Manager.
PM	Project Manager
SOW	Statement of Work

1.6 SCOPE DEFINITION

This SOW describes the Contractor, Subcontractor and County tasks and activities required for the implementation of the project as set forth in this document. The project includes defined milestones, deliverables, and a milestone payment schedule and project plan (schedule) to manage the implementation process. Once the actions described in the following work and deliverable sections are successfully completed, the scope of this project will end. Each milestone, to be defined in the project schedule, will require timely acceptance by the County for that specific deliverable upon completion.

Contractor shall furnish only products and services specifically described under this SOW.

Project requirements or services not explicitly included in the Master Agreement or this SOW will be considered out-of-scope and will be addressed through the Change Management Process referenced in the primary project SOW WA2019.002.01-SOW.

1.7 SCOPE OF SERVICES

The Subcontractor will provide professional services regarding the provision, set-up and implementation of up to 305,000 real property accounts and training of MA on County hardware including support and assist County to configure twenty (20) desktop administrative consoles and twenty-eight (28) mobile devices with the following requirements:

- iPad Air LTE (10.5") (year 2020+) or iPad Pro Generation 3+ LTE (11") (year 2020+) (or newer with an A12 or A12X Bionic chip with Neural Engine, 64-bit architecture, and an embedded M12 coprocessor; or better)

tablets remotely loaded with County's technology-based resources including System data, GIS data, and up to one street level photograph of each parcel.

- The hardware shall not be greater than 1 year old at the time of Legacy System MA production training; and not more than 3 years old at the time of New System MA beta training.

Each of the CAMA CloudSM licensed devices can be operated in at least one or more combinations of the following functions (depending on final configurations, role settings, and mobile field appraisal versus office quality control):

- Automated/Dynamic parcel visitation routing
- New construction field listing
- Updated street level photography
- Sales and market data validation
- Desktop review of properties via the admin console with streaming dashboards, Quality Control, Tracking, and Reporting modules
- Reappraisal data verification / collection
- Market areas statistical review and delineation notation
- Land and building values equalization review
- Reappraisal valuations final field review
- Administrative monitoring of work performance with real-time management QC review, management of field operations, live mobile application tracking, and audit trails
- Appeals' field checks
- Integrated sketching to and from System and MA with sketch data saved in MA's native non-obfuscated format and up to one other non-MA format for which MA and CAMA are integrated with (e.g., Apex).

2 PHASE 1 – IMPLEMENTATION OF MA TO PROVAL

This first phase includes three distinct workstreams: Project Planning; Base System Setup, Configuration and Testing; and Mobile Interface Setup and Training.

2.1 WORKSTREAM 1 - PROJECT PLANNING

2.1.1 Project Work Definitions

The Subcontractor shall provide overall project management, as well as provide software licenses, implementation, acceptance test support, training, consulting services and the application software as documented in this SOW. The County will promptly assign a project manager and also provide required technical and domain expertise in accordance with a preliminary work plan developed jointly by the Subcontractor and the County.

2.1.2 Project Management

The Subcontractor and the County project managers will manage the overall project effort and supervise each project subgroup tasked with all key project deliverables. The Subcontractor will appoint a project manager for the duration of the project that will be the primary point of contact with County. The Subcontractor project manager will be responsible for all aspects of project implementation. The Subcontractor and County project managers will be fully knowledgeable of the goals of the project, provide access to County resources (such as personnel, documents, and physical areas) and be responsible for all administrative and technical decisions on the project. Furthermore, the project managers will coordinate all Subcontractor onsite and off-site personnel working on the project. The Subcontractor project manager will schedule implementation team resources and work with the County project manager to ensure that the County team resources are available for planned activities.

2.1.3 Escalation Process

Project issues, that cannot be resolved by the Subcontractor and County Project Managers will be managed through the escalation process, including written notification to the Project Steering Committee as defined in the primary project SOW, WA2019.002.01-SOW, Exhibit A, Part 2, Section 2.2.5, Table 1.

2.1.4 Project Planning

The Subcontractor shall provide the proposed project schedule and estimated project staffing resource requirements. Once the schedule is agreed by the project management team it will become the primary tool used to guide the project team, and to monitor and control the project.

The schedule will be reviewed and updated as needed by the Subcontractor project manager and as agreed to by County Project Manager. Any material changes to the accepted project schedule that affect the schedule of milestone tasks or that are considered to be of significant impact by either project manager will be processed using the defined change management process.

The Subcontractor will identify and provide Subcontractor resources and will provide recommendations on the type of county resources required to sufficiently staff the project. The Subcontractor may assign resources shared with other activities outside of this project unless otherwise specified here as a dedicated project resource. The County is responsible for providing the required staff at the appropriate times throughout the project (as identified in the project schedule).

2.1.5 Change management Process

The Contractor shall use the Change Management Process as defined in the primary project SOW, Exhibit A, Part 2, Section 2.2.7/ WA2019.002.01-SOW to control scope.

2.2 WORKSTREAM 2 - BASE SYSTEM SET-UP, CONFIGURATION AND TESTING

The Subcontractor shall provide the hosted environment and is responsible for the setup and configuration of all pertinent residential real property data-field mapping for the duration of licensed use by County.

If the County requests any new feature requests or configuration changes after Go-Live, the County shall use the Change Management Process set forth in Exhibit A, Part 2, Section 2.2.7. and a billable CR will be required.

Subcontractor Roles and Responsibilities

- Provision cloud hosting server(s) and database
- Configure up to 175 read-only fields and 175 editable fields across up to 25 CAMA tables (excluding lookup/reference tables). Additional read-only or editable fields would require a billable CR and may impact the project schedule.
- Provide Synchronization Setup Proof via webinar: Parties agree that this workstream will be limited to three (3) single-family residential parcels; and two (2) commercial parcels falling within the following parameters:
- Subcontractor shall:
 - Perform all tests within the CAMAcloud QC Module, which uses the same logic as MobileAssesor,
 - Use two test accounts to delete one or more sketch polygons/additions, and add up to five new polygons/additions,
 - Use two test accounts to edit up to 10 data-fields,
 - Use two test accounts to delete one or more sketch polygons/additions, and add up to five new polygons/additions, and edit up to 10 data-fields.
 - Note:
 - Photo synchronization will not be included in this workstream (photos are added through MobileAssessor, not the QC Module, and MA will not be setup at this point in the project).
 - All test accounts will have 2 cards/extensions or less,
 - Sketches shall not exceed 10 polygons/additions per parcel
 - Test accounts shall not exceed 1 sketch/improvement card per parcel

County Roles and Responsibilities

- Provide the Subcontractor remote access to install software on a server or virtual machine with ODBC access to the legacy ProVal (v9+) database and read/write privileges to the photo storage directories within one week of the start of the implementation
- Provide CAMA data, GIS shapefiles and subject matter experts related to County data, workflow and business processes in a mutually agreed upon format (e.g., Microsoft Access database, CSVs and/or SQL export, parcel boundaries shapefile, etc.)

- Establish testing and training team comprised of at least 1-2 staff for residential, 1-2 staff for commercial and 1-2 staff for miscellaneous testing (i.e., vacant land and other property types)
- County will confirm that the edits made by DCS in the QC Module, have successfully synchronized back into ProVal, after the Sync Service has ran.
- County will provide test accounts for use by Subcontractor in conducting the testing as described above in Contractor Roles and Responsibilities

2.3 WORKSTREAM 3 – MOBILE INTERFACE SETUP & TRAINING

Mobile Interface Setup

Subcontractor will interview County staff to identify processes and workflows required for field work, setup defaults and assignment groups. Subcontractor will work with County to make any needed adjustments and to develop a mutually agreed device setup that will adequately work for the County. The setup process and mobile device configuration will be defined by the Subcontractor at project startup as part of the project plan. The following templates are included in the Mobile interface setup:

- Sort/Routing screen
- Digital property record card
- Related data entry screens

Training

Subcontractor will provide up to 18 hours of hands-on training of County staff in the use of MA, including field appraisal functions and administrative management functions. Subcontractor shall provide training in one onsite session of 3 consecutive business days with no more than two Subcontractor trainers.

3 PHASE 2 – MIGRATION OF MA TO AUMENTUM VALUATION

This Phase includes four workstreams: Project Planning; Base System Setup, Configuration and Testing; Training; and Migration of MA from Proval to Aumentum Valuation.

3.1 WORKSTREAM 4 - PROJECT PLANNING

The Subcontractor shall provide the proposed project schedule and estimated project staffing resource requirements for the migration of MA to Aumentum Valuation. Once the the parties agree on the schedule it will become the primary tool used to guide the project team, and to monitor and control the project.

The schedule will be reviewed and updated as needed by the Subcontractor project manager and as agreed to by the County Project Manager. Any material changes to the accepted project schedule that affect the schedule of milestone tasks or that are considered to be of significant impact by either project manager will be processed using the defined change management process.

The Subcontractor will identify their own resources and will provide recommendations on the type of County resources needed to staff the project. County will identify required resources based on Subcontractor recommendations. The Subcontractor's resources are assumed to be shared with other activities outside of this project unless otherwise specified here as a dedicated project resource. The County is responsible for providing the required staff at the appropriate times throughout the project (as identified in the project schedule).

3.2 WORKSTREAM 5 - BASE SYSTEM SET-UP, CONFIGURATION AND TESTING

The Subcontractor shall provide the hosted environment for the MA and shall be responsible for the setup and configuration of all pertinent residential real property data-field mapping for the duration of licensed use by County.

Subcontractor Roles and Responsibilities for the Integration of MA to Aumentum Valuation

- Integrate with one Aumentum Valuation database schema; parties shall mutually agree which tables and columns to make available in software (editable or otherwise; occurs once for this agreement)
- Provision cloud hosting server(s) and database for internal testing
- Procure a test environment (working with Contractor) and install and configure the beta environment
- Load pertinent data to the test cloud environment (not to exceed 50,000 parcels)
- Design initial layouts of software's mobile and desktop screens
- Consult with County on suggested revisions to screen layouts (not to exceed 16 hours) and apply mutually agreed upon revisions to screen layouts (not to exceed 40 hours)
- Configure data validation scripts and settings to prevent non-conforming data from being entered into software and erroneously inserted into the Aumentum Valuation database
- Configure photo naming convention for photos acquired through software
- Install synchronization service and perform unit testing of data flow

County Roles and Responsibilities

- Provide the Subcontractor remote access to install software components on a server or virtual machine with ODBC access to the production Aumentum Valuation database and read/write privileges to the photo storage directories within 30-days after the County has successfully completed testing of the new system.
- Provide CAMA data, GIS shapefiles and subject matter experts related to County data, workflow and business processes. The data and files shall be in a mutually agreed upon format (e.g., Microsoft Access database, CSVs and/or SQL export, parcel boundaries shapefile, etc.)
- Establish beta testing team comprised of at least 1-2 staff for residential, 1-2 staff for commercial and 1-2 staff for miscellaneous testing (i.e., vacant land and other property types)

3.3 WORKSTREAM 6 – TRAINING

Subcontractor will provide up to 5 live remote/webinar sessions of 3-6 hours each (not to exceed 18 hours in total).

3.4 WORKSTREAM 7 – MIGRATION OF MA FROM PROVAL TO AUMENTUM VALUATION

The County must be live, in production and using Aumentum Valuation for a minimum of 2 months before Subcontractor can deliver the production MA environment to the County. This will reduce potential for bugs or other issues that arise as a result of data conversion issues.

The Subcontractor will begin the migration services no sooner than the last cut of converted data is delivered by the Contractor to the County prior to Go-Live of Aumentum Valuation as mutually agreed to in the project schedule.

Subcontractor Roles and Responsibilities for the Migration of MA from ProVal to Aumentum Valuation

- Procure new Aumentum CAMACloud environment and work with the County to gain access to the production database
- Configure the Aumentum CAMACloud environment and load County data
- Migrate user accounts and historical field tracking data
- Complete internal testing and verification of Aumentum CAMACloud environment
- Load final pertinent production data to the Aumentum CAMACloud environment
- Deliver Aumentum CAMACloud environment to the County for production use

County Roles and Responsibilities

- Provide primary key mapping/listing of ProVal's LSRN to Aumentum's parcel ID

4 MILESTONE DELIVERABLES ACCEPTANCE

4.1 MILESTONE DELIVERABLES ACCEPTANCE APPROACH

Contractor and County shall follow a formal acceptance process for each of the key milestone deliverables identified in this SOW. By accepting a deliverable through the acceptance process, the County Project Manager provides Contractor with notice that the County is satisfied with the deliverable in question. By rejecting a deliverable through the acceptance process, the County Project Manager provides Contractor with notice that the project is offtrack and should not proceed to the next phase. When the County rejects a deliverable, the parties shall work to resolve the issue according to the acceptance process.. If the County rejects a Milestone the overall project schedule might be impacted by the rejection.

4.2 MILESTONE DELIVERABLES ACCEPTANCE PROCEDURE

The procedure for formal acceptance of a deliverable will have the following steps:

- The Subcontractor shall complete and submit each milestone deliverable in the project schedule to the Contractor and the County.
- For the major project deliverables as defined in this SOW, Contractor will schedule a “Deliverable Overview” conference call with the County Project Manager to outline the content of the deliverable and provide any points of clarification. This conference call will be scheduled to coincide with the completion of the deliverable.
- The Contractor will present a Deliverable Acceptance Statement (DAS) to the County Project Manager.
- The County Project Manager will review the DAS; confer with the appropriate team members and return the signed DAS indicating acceptance.
 - In the case of non-acceptance, the County will document the reasons in detail for the non-acceptance and provide such reasoning to Contractor in a timely manner. County shall provide Acceptance or rejection of each deliverable within the specified project schedule timeline to avoid any delays to subsequent project phases.
 - In the case of non-acceptance of a deliverable, Contractor will confirm receipt of the County’s non-acceptance and provide a written response detailing the plan to address the non-acceptance issue(s);
- The Contractor Project Manager will catalogue the response on the deliverable register. Effects of non-acceptance may include changes in the critical path schedule.
- The County shall maintain appropriate archival and back-up copies of all deliverables.

4.3 NONCONFORMING DELIVERABLE

If the County determines that a deliverable does not meet in all material respects the contractual requirement, the County shall notify Contractor in writing of the County’s rejection of the deliverable by utilizing the project acceptance sign off forms at the end of this SOW document. The County will specify the contract requirement (language, page, section) that has not been met, and describe with reasonable detail the non-conformance that forms the County’s basis for rejection of the deliverable.

Upon receipt of notice of non-acceptance, Contractor shall reply within 10 business days with a documented plan to modify or improve the Software as a Service at Contractor’s sole expense so that the deliverable meets, in all material respects, the contracted Acceptance Criteria.

5 THE COUNTY RESPONSIBILITIES

5.1 OFFICE FACILITIES

The County shall provide timely access during their regular business hours (M-F 8:00am-5:00pm) to office facilities for Contractor or Subcontractor personnel while they are onsite. If after-hours access is necessary Contractor shall pre-arrange with the County. These facilities shall include work areas, desks and chairs, telephones and wireless access, copier machines, and access to a facsimile machine or document scanner. Contractor and County shall coordinate all arrangements prior to Contractor or Subcontractor arriving onsite.

5.2 FACILITIES ACCESS

The County shall provide timely access to all required areas of their premises for Contractor or Subcontractor to perform the duties within the requirements of this SOW. Access to restricted areas of the County premises (including the server room, wiring closets, and so forth) must include an authorized escort from the County Department of Information Technology.

5.3 DATA

The County shall provide access to business, operational, and technical data for their environment, as necessary to meet the objectives of this project. The County shall provide the necessary extracted data required to complete the data conversion. Data and data access will be provided to the Subcontractor under a mutually agreed security policy. The County is responsible for any necessary data cleansing.

5.4 PROCUREMENT

The County shall procure and fully license all hardware and software products, other than the software provided by Subcontractor, required for the project.

5.5 SOFTWARE SOLUTION LAB

The County shall provide a facility that will serve as the lab where computer stations will be set up for interfacing with the test and production database.

5.6 TESTING

The County shall be responsible for testing the MA integration with both ProVal and Aumentum Valuation.

5.7 TRAVEL

All onsite travel will be mutually agreed upon prior to making any travel arrangements. All travel will require prior written approval from the County before travel costs are incurred. Should travel be authorized by the County, the County will reimburse travel expenses according to Snohomish County Finance Policy 1210 and the estimated contracted travel budget if travel is required for Phase 2. Any travel deemed necessary outside of the estimated contracted budget will require an Aumentum billable change request and a County contract amendment.

5.8 COUNTY EXPERTISE AND PERSONNEL

The County will ensure all project personnel with the appropriate skill level will be available according to the project activities outlines in the project schedule.

County resources shall have the skill and authority to make business process decisions and validate implementation tasks. The County and the Contractor shall address any personnel changes that effect critical project milestones through the Change Management Process.

6 ASSUMPTIONS AND CONSTRAINTS

The Contractor project management support to the County will be limited to DAS submission and signoff.

If the County requests the migration of Historical Reports from the ProVal CAMACloud environment to the Aumentum environment, a billable change request would be needed.

If the County desires training for Phase 1 or Phase 2 of this implementation beyond the number of hours stated in this SOW, a billable change request would be needed.

The Subcontractor has included Phase 1 travel expenses in the cost of this SOW. No travel by the Subcontractor to Snohomish County is planned for Phase 2 work. The County shall reimburse the Subcontractor for any travel that is required for Phase 2 work

7 BILLING MILESTONES

This Statement of Work No. WA2019.002.02-SOW will confirm all requests for Software as a Service as outlined and at the prices indicated. This SOW will be Exhibit D to the Master Agreement for Software as a Service between the County and Contractor, and all the terms and conditions of those agreements will pertain.

BILLING MILESTONES FOR MA IMPLEMENTATION (SEE FOLLOWING PAGES FOR DETAILED ACCEPTANCE CRITERIA):

Phase 1 Billing Milestones

Billing Milestone #	Project Phase	Billing %	Fixed Fee in US Dollars
Milestone #1	Agreement Execution	20%	\$ 63,687.40
Milestone #2	Phase 1 Project Planning	20%	\$ 63,687.40
Milestone #3	Phase 1 – Base System Install & Configuration	50%	\$ 159,218.50
Milestone #4	Phase 1 – Mobile interface Setup, Training and Production Authorization	10%	\$ 31,843.70*
Total Cost Phase 1		100%	\$318,437.00

*The acceptance of this milestone will trigger the invoicing of \$79,407.50 1st year annual hosting fees.

Phase 2 Billing Milestones


Billing Milestone #	Project Phase	Billing %	Fixed Fee in US Dollars
Milestone #5	Phase 2 – Project Planning	20%	\$ 11,180.00
Milestone #6	Phase 2 – Base System Install & Configuration	30%	\$ 16,770.00
Milestone #7	Phase 2 – Training	40%	\$ 22,360.00
Milestone #8	Phase 2 – Migration of MA Proval to Aumentum Valuation and Production Authorization	10%	\$ 5,590.00
Total Cost Phase 2		100%	\$55,900.00

Total Project Cost: \$374,337.00

The total amount of one-time fees that will be billed to the County for Software as a Service is **\$374,337.00 for Mobile Assessor**. The above fees do not include travel expenses for Phase 2. If needed, travel expenses for Phase 2 shall be billed as incurred per the Snohomish County Finance Policy 1210. Maintenance and Support fees are specified in Exhibit D. The first payment for Maintenance and Support shall become due, and support services shall commence upon acceptance of Milestone # 4.

Snohomish County, WA:

Contractor:

Signature:	Signature: 
Printed Name:	Printed Name: Todd Richardson
Title:	Title: CFO
Date:	Date: 10/9/2020

8 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

AGREEMENT EXECUTION (BILLING MILESTONE #1)

Purpose:

The purpose of this acceptance form is for the County to provide agreement on contract approvals and to trigger the first invoice as outlined below.

Acceptance Criteria:

- Execution of SaaS Agreement between the County and Contractor for Aumentum and MA

Agreement was executed on: _____

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 4.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.02 and the Master Agreement for Software as a Service; the County will be billed **\$63,687.40** upon signing this acceptance. Parties agree to proceed to the start of this project.

Accepted

Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

9 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 1: PROJECT PLANNING - (BILLING MILESTONE #2)

Purpose:

The purpose of this acceptance form is for the County to provide acceptance of the draft project plan for the ProVal MA implementation, agree that Subcontractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

- Subcontractor has delivered a draft project schedule for County review, and action items have been documented for next steps in the full development of the longer-term detailed schedule.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 4.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.02 and the Master Agreement for Software as a Service; the County will be billed **\$63,687.40** upon signing this acceptance. Parties agree to proceed to the next phase of this project.

Accepted

Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

10 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 1: BASE SYSTEM SETUP & CONFIGURATION - (BILLING MILESTONE #3)

Purpose:

The purpose of this milestone is for the County to provide acceptance of the legacy sync service activity, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

- Subcontractor’s Sync Service successfully loaded the tables identified by County, and mutually agreed to by Subcontractor, as needing to be mobilized to CAMACloud for ProVal
- Webinar - Synchronization Setup Proof has been completed.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 4.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.02 and the Master Agreement for Software as a Service; the County will be billed **\$159,218.50** upon signing this acceptance. Parties agree to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

11 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 1: MOBILE INTERFACE SETUP, TRAINING AND PRODUCTION AUTHORIZATION - (BILLING MILESTONE #4)

Purpose:

The purpose of this milestone is for the County to provide authorization to begin production use of the base installation of the MA and configuration for ProVal and accept billing for the end of this phase.

Acceptance Criteria:

- Subcontractor has deployed MA to the production ProVal environment. Subcontractor shall manage any issues identified through the maintenance agreement.
- Both parties agree that the Mobile device interface has been adequately setup for county use.
- County is ready to begin first day of production training for field appraisal staff

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 4.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.02 and the Master Agreement for Software as a Service; the County will be billed \$31,843.70 and the acceptance of this milestone will trigger the invoicing of \$79,407.50 first year annual hosting fees upon signing this acceptance. Parties agree this phase of the project is complete.

Accepted

Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

12 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 2: PROJECT PLANNING - (BILLING MILESTONE #5)

Purpose:

The purpose of this milestone is for the County to provide acceptance of the draft project plan for the Aumentum Valuation MA implementation, agree that Subcontractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

- Subcontractor has delivered a draft project schedule for County review, and action items have been documented for next steps in the full development of the longer-term detailed schedule.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 4.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.02 and the Master Agreement for Software as a Service; the County will be billed **\$11,180.00** upon signing this acceptance. Parties agree to proceed to the next phase of this project.

Accepted

Rejected

Snohomish County, WA

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

13 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 2: BASE SYSTEM INSTALL & CONFIGURATION - (BILLING MILESTONE #6)

Purpose:

The purpose of this milestone is for the County to provide acceptance of the Aumentum Valuation sync service activity, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

- Subcontractor’s Sync Service successfully loaded the tables identified by County, and mutually agreed to by Subcontractor, as needing to be mobilized to CAMACloud for Aumentum Valuation
- Webinar – Synchronization Setup Proof has been completed

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 4.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.02 and the Master Agreement for Software as a Service; the County will be billed **\$16,770.00** upon signing this acceptance. Parties agree to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

14 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 2: MIGRATION OF MA PROVAL TO AUMENTUM VALUATION AND PRODUCTION AUTHORIZATION (BILLING MILESTONE #7)

Purpose:

The purpose of this milestone is for the County to provide acceptance of beta product delivery for testing and training purposes, agree that Contractor should proceed to the next phase through the life cycle of this project, and accept billing for this workstream.

Acceptance Criteria:

- Subcontractor has delivered a beta product for County’s testing and remote training for Aumentum Valuation

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rationale for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 4.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.02 and the Master Agreement for Software as a Service; the County will be billed **\$22,360.00** upon signing this acceptance. Parties agree to proceed to the next phase of this project.

Accepted Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

15 DELIVERABLE ACCEPTANCE STATEMENT (DAS)

PHASE 2: MOBILE ASSESSOR PRODUCTION USE FOR AUMENTUM VALUATION - (BILLING MILESTONE #8)

Purpose:

The purpose of this milestone is for the County to provide authorization of the MA production use for Aumentum valuation and accept billing for this phase.

Acceptance Criteria:

- Subcontractor has delivered MA for Aumentum Valuation. Subcontractor shall manage any issues identified through the maintenance agreement.
- Delivery shall not commence until all previous milestones are signed and invoices paid in full.

This service was completed on: _____.

County response period is 10 business days. After that time, this deliverable will be considered accepted and ready for billing unless otherwise documented in a formal response to Contractor with detailed rational for rejecting of this milestone. Rejection of a milestone will result in immediate escalation and halt the project for further review. See section 4.3 for non-conformance guidelines.

We, the undersigned, agree that this work is complete and that under the conditions of this Statement of Work WA2019.002.02 and the Master Agreement for Software as a Service; the County will be billed **\$5,900.00** upon signing this acceptance. Parties agree this project is complete.

Accepted

Rejected

Snohomish County, WA:

Contractor:

Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

Exhibit E
Total Cost Summary Schedule for Snohomish County, WA

Exhibit E - TOTAL COST SUMMARY SCHEDULE FOR SNOHOMISH COUNTY, WA

ONE-TIME FEES	
Description	Price
SOFTWARE	\$ 166,000.00
DATA CLOUD MOBILE ASSESS SOFTWARE	\$ 63,687.00
DATA CLOUD MOBILE ASSESSOR PROFESSIONAL SERVICES	\$ 254,750.00
DATA CLOUD MA PROFESSIONAL SERVICES - Migration to Aumentum	\$ 55,900.00
PROFESSIONAL SERVICES	\$ 4,020,800.00
APPLICATION HOSTING - YEAR #1	\$ 357,000.00
PUBLIC ACCESS	\$ 70,500.00
TRAVEL RELATED EXPENSES	\$ 286,000.00
Total One-Time Fees:	\$ 5,274,637.00

ONGOING FEES	
Description	Annual Price
MAINTENANCE AND SUPPORT SERVICES	\$ 468,240.00
DATA CLOUD MOBILE ASSESSOR MAINTENANCE & SUPPORT	\$ 79,407.00
APPLICATION HOSTING ANNUAL FEES	\$ 371,280.00
PUBLIC ACCESS	\$ 67,000.00
Total Ongoing Fees:	\$ 985,927.00
Total One-Time Fees plus 1st Year Annual Ongoing Fees	\$ 6,260,564.00

Date: August 14, 2020

Snohomish County Fit Analysis

September 2019

Document Version 6.0

Sensitivity: Confidential

Revision history

TR/ Jillian	9/3/2019	1.0	Initial Document
TR/Liz	9/9/2019	2.0	Addition of the Disposition Summary and Links
TR / Jillian	9/13/2019	3.0	Added Customization column to summary
TR	10/15/2019	4.0	Added items from Treasurer
TR	10/20/2019	5.0	Addressing feedback from County
TR	11/8/2019	6.0	Addressing additional feedback from County

Review history

County Approved	11/21/19	6.0	County submitted approved DAS
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About this document

IN THIS GUIDE

The goal of this document is to outline any gaps between Aumentum functionality and the county's business processes and show how Aumentum can be configured to meet many of the county's processes today.

Possible Dispositions:

Software Development Required – Items where Thomson Reuters engineers will need to write/alter existing code to meet the Snohomish process as written.

Complex Configuration – Items where Thomson Reuters professional services engineers will need to write/alter existing configuration

Roadmap – Items that are on our roadmap for future development

Fit – Aumentum fits the process as is, with only in-screen configuration required

Process Change – The county process will change with Aumentum, and no software changes/configuration is taking place in Aumentum.

Estimate Definitions:

Included – the complex configuration or software development is being done at no cost to the county

N/A – The item is a Fit, Process Change or included in our Product Roadmap, and therefore has no estimate of effort.

Billable – custom requests will be billable at the hours specified.

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Original Cost Proposal Requirements

The items in the table below were in the original RFP response Cost proposal. Some may no longer be a gap due to product growth, or a better understanding of requirements during the workshop process.

Some requirements were not specifically called out in use cases.

Req No	Title	In Use Case?	Total Cost	Notes
1496	Mailing address - find and replace	No	\$54,400.00	This item was not referenced in a use case. As mentioned in the RFP we have several mass address change tools, but not specifically 'find and replace'.
1326	County Configured Receipt	Yes	\$6,800.00	referenced in WASNO-USECASE-21 CHECK OR CASH PAYMENT COLLECTED AT COUNTER. The use case is a FIT, but does mention if the county wants the custom receipt on top of Aumentum standard receipts, it would be billable at 34 hours.
1210	Spell-checking - Real/Personal	No	\$27,200.00	This item is not referenced in a use case.
325	Annual Adjustment - "Do Not Adjust" Flags	No	\$0.00	This item was not referenced in a use case specifically, however we had marked it as roadmap in the RFP response and is therefore not billable.
1009	PP/RP	Yes	TBD	in use case WASNO-USECASE-197 MOBILE - this item was 27,200 based on our built in mobile option.
276	Physical Inspection	Yes	TBD	in use case WASNO-USECASE-197 MOBILE - this item was 27,200 based on our built in mobile option.
442	Pending Change File	Yes	\$0.00	in use case WASNO-UseCase-33 Val mod, originally billed at 27,200 for 136 hours, however this is no longer a gap.
22	"Lock Value" Feature	Yes	\$27,200.00	in use case WASNO-UseCase-82 Model Setup, noted as a GAP there. If the county wants this enhancement it is 27200.00, 136 hours
637	Customer Self Service	Yes	\$0.00	In Public Access use Cases. Demonstrated satisfactorily in terms of client configurable. Was originally 136 hours at 27200. If county does not agree that public access was demonstrated as client configurable, this customization cost will be reinstated.
1700	Workflows Appeals	No	\$27,200.00	Not in a use case.
880	Management reports - workload	Yes	TBD	in use case WASNO-USECASE-197 MOBILE
399	Income & Expense Data	No	\$81,600.00	Related to Income Approach, but do not see it called out in use case.

424	Notices and Orders	Yes	TBD	in use case WASNO-UseCase-179 Appeals (Petitions) 4.15. Would like to meet with the county once more to discuss Aumentum Case Management module. This requirement customization cost was originally 13,600 - but we feel that it may not be necessary
151	Tables - Input and Output	No	\$0.00	Associated with Cost Model Maintenance but not called out specifically, (not listed in requirements in Use Case) but also listed in RFP as Roadmap and non billable.

Use Case Disposition Summary

Disposition	Total
Complex Configuration Required	24
Fit	88
Process Change	27
Roadmap	3
Software Development Required	57
New Use Case – Need Additional Mtg	3
Grand Total	202

Use Case by Disposition

ID	Title	Disposition	Customization
UseCase-3	PC-Excise Process REETA, eREETA 2.1.1	Complex Configuration Required	Included
UseCase-4	PC-Excise Process Mobile Home 2.1.2	Complex Configuration Required	Included
UseCase-10	Suspense Pending Refund Audit	Complex Configuration Required	1 Workflow Included
UseCase-13	PTC-Value Modifications with Special Assessments	Complex Configuration Required	Included
UseCase-33	Val mod	Complex Configuration Required	Included, unless the county wants workflow customization (additional signature) which would be 20 hours/\$4,000.00
UseCase-44	PTC-LID, LUD, RID – New District	Complex Configuration Required	Included – Special assessment letter included if from existing core data service
UseCase-86	ACCT-Monthly Road Annexations – Taxes to Transfer but no notification 1.2	Complex Configuration Required	Included – Using existing TAG (TCA) Boundary change and JC (Jurisdictional Change) Workflows

UseCase-87	ACCT-Monthly Road Annexations – No Taxes to Transfer 1.3	Complex Configuration Required	Included – Using existing TAG (TCA) Boundary change and JC (Jurisdictional Change) Workflows
UseCase-107	1.3.4 Levy-Department of Natural Resources (DNR)	Complex Configuration Required	Included – 1 Data Service
UseCase-108	1.5.1 Levy-Other-Taxing Districts Levy Data	Complex Configuration Required	Included
UseCase-113	EXMP-DOR - Non-Profits Exemptions 7.2.1	Complex Configuration Required	Included
UseCase-114	EXMP-DOR – Homes for the Aging 7.2.2	Complex Configuration Required	Included
UseCase-115	EXMP-Special Valuation of Historic Property 7.2.3	Complex Configuration Required	Included
UseCase-116	EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals	Complex Configuration Required	Included
UseCase-145	Levy-Other-Timber Assessed Value (TAV) / Timber Tax Distribution	Complex Configuration Required	Included – 1 Data Service
UseCase-147	EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2	Complex Configuration Required	Included
UseCase-148	EXMP-Home Improvement 30%	Complex Configuration Required	Included
UseCase-149	EXMP-Open Space General & Timber	Complex Configuration Required	Included
UseCase-150	EXMP-Exemption – Open Space Ag & Designated Forest Land	Complex Configuration Required	Included
UseCase-151	EXMP-Senior Citizen Exemption - Renewal Application	Complex Configuration Required	Included
UseCase-182	Create Official Notice of Assessed Value – Real Property 8.4.6	Complex Configuration Required	Included

UseCase-183	Create Office Notice of Assessed Value – Personal Property 8.4.7	Complex Configuration Required	Included – 1 Data Service, 1 Notice
UseCase-184	Create Listing of Personal Property Held by An Account – Personal Property 8.4.8	Complex Configuration Required	Included
UseCase-205	Permits 4.20	Complex Configuration Required	Included
UseCase-1	Bank Batches	Fit	
UseCase-2	Tax Servicing (Mortgage) Payment Processing	Fit	
UseCase-5	ACCT-Inactivating Fund	Fit	
UseCase-6	ACCT-Generating New Account Number Requested by Finance 1.1.1	Fit	
UseCase-7	ACCT-Generating New Account Number Requested by District or Department other than Finance 1.1.2	Fit	
UseCase-9	How to Update a Transmittal	Fit	
UseCase-11	Taxpayer Name or Address Change	Fit	
UseCase-14	PTC-Value Modification Recalculation of Taxes – None Paid	Fit	
UseCase-15	PTC-Value Modification Recalculation of Taxes – 1st Half Paid	Fit*	If county wants custom workflow 20 hours/\$4,000.00
UseCase-16	PTC-Value Modification Recalculation of Taxes – Fully Paid	Fit	
UseCase-17	PTC-Parcel Value Modification Recalculation of Taxes – Delinquent Taxes	Fit	
UseCase-18	PTC-Soil Conservation District Fee Removal 1.1.1	Fit	

UseCase-19	PTC-Forest Fire Protection Fee Removal 1.1.2	Fit	
UseCase-20	PTC-Sewer Water Management Fee Removal 1.1.3	Fit	
UseCase-21	Check or Cash Payment Collected at Counter	Fit	
UseCase-22	Mail Payment Collected	Fit	
UseCase-24	LID, RID, LUD Payment Collected	Fit	
UseCase-25	Personal Property Payment	Fit	
UseCase-26	Bankruptcy Payment	Fit	
UseCase-27	Segregations	Fit	
UseCase-28	Merge/combination	Fit	
UseCase-29	Vacations, ROW, BLA, Legal Descriptions...	Fit	
UseCase-30	Manifest or Omit	Fit	
UseCase-34	Voiding a receipt due to an error	Fit	
UseCase-36	Refund Eligibility	Fit	
UseCase-41	PTC-Abatement Liens 1.1.1	Fit	
UseCase-45	ACCT-LID, LUD, RID – New District	Fit	
UseCase-46	NSF Transmittal Reversal	Fit	
UseCase-49	PTC-Balancing & Closing a Drawer	Fit	
UseCase-51	Partial Void	Fit	
UseCase-53	RPA-Contiguous Property Valuation	Fit	
UseCase-54	Comp Sales	Fit	
UseCase-55	ACCT-Tax Extension 1.1	Fit	

UseCase-60	ACCT-Reverse of Minimum Charge Bill 1.5	Fit	
UseCase-61	ACCT-Assess State Fire Charges 1.6	Fit	
UseCase-62	ACCT-Load Special Assessments for Conservation District (Soil) 1.7	Fit	
UseCase-63	ACCT-Load Special Assessments for DDFL Districts 1.8	Fit	
UseCase-64	ACCT-Assess SWM Charges 1.9	Fit	
UseCase-65	ACCT-Load Special Assessments for SWM 1.10	Fit	
UseCase-66	ACCT-Tax Extension Reports 1.11	Fit	
UseCase-67	RPA-Complex Properties - Appraisal 4.10	Fit	
UseCase-69	RPA-Data Entry 4.8	Fit	
UseCase-70	RPA-Customer Service Change Requests 4.5.1	Fit	
UseCase-71	RPA-Land - Appraisal 4.3.2	Fit	
UseCase-75	PP-Web Capable Personal Property Asset Filings 12.1.1	Fit	
UseCase-76	PP-Change in Electronic Filer 12.2	Fit	
UseCase-77	Status of Electronic Filer Accounts	Fit	
UseCase-80	Income Approach	Fit	
UseCase-83	EXMP-Current Use – Appraisal	Fit	
UseCase-92	PA-Online payments via third-party processor	Fit	

UseCase-93	PTC-Personal Property Value Change and Omits	Fit	
UseCase-94	Real Property Roll Close - Annual Roll & New Construction Roll processing	Fit	
UseCase-95	Personal Property Roll Close	Fit	
UseCase-96	BOE Combined Roll (no flow)	Fit	
UseCase-97	DOR personal Property Roll (no flow)	Fit	
UseCase-104	1.3.3 Levy-PILT Payment in Lieu of Taxes	Fit	
UseCase-105	1.3.2 Levy- Audits	Fit	
UseCase-106	1.1 Tax Code Area (TCA)	Fit	
UseCase-120	Final Reporting Mass Appraisal	Fit	
UseCase-122	Posting of LID / LUD / RID	Fit	
UseCase-127	PTC-LID, LUD RID – MONTHLY BALANCING 1.1.1	Fit	
UseCase-128	PTC-Statement Run 1.1.1	Fit	
UseCase-129	PTC-Personal Property Distraint Initiation	Fit	
UseCase-130	PTC-Foreclosure Delinquency Initiation	Fit	
UseCase-131	Foreclosure - Adding Charges	Fit	
UseCase-132	PTC-Disposing Foreclosure Account 1.1.3	Fit	
UseCase-133	PTC-Daily Foreclosure Account Reconciliation 1.1.4	Fit	
UseCase-135	PTC-Foreclosure - May Statement & Letter 1.1.6	Fit	
UseCase-137	PTC-Foreclosure - Title Report Processing 1.1.8	Fit	

UseCase-139	PTC-Personal Property- Field Visit/ Collection Action Charges	Fit	
UseCase-140	PTC-Bankruptcy Process	Fit	
UseCase-144	Levy-Other-Election Results 1.5.3	Fit	
UseCase-157	PTC-Foreclosure - Sale Receipting 1.1.10	Fit	
UseCase-160	PP-Exemptions 6.2.1	Fit	
UseCase-161	PA-eFile 6.1.1	Fit	
UseCase-162	PP-Valuation 6.4.1	Fit	
UseCase-163	PA-Web Capable Personal Property Asset Filings	Fit	
UseCase-164	PP-Process 6.3.1	Fit	
UseCase-166	ACCT-Create a New Distribution Schedule 1.1.1	Fit	
UseCase-169	PA-Have the ability to accept online payments via third-party processor 11.1.2	Fit	
UseCase-170	PTC-Monthly Maintaining LID Memberships 1.1.1	Fit	
UseCase-173	ACCT-New Subfund Setup 1.1.1	Fit	
UseCase-175	PTC-Online payments via third-party processor 11.1.2	Fit	
UseCase-176	PTC-Online Property Characteristics Interact with SCOPI 11.1.3	Fit	
UseCase-177	PA-Public web interface for Advance Tax Request 6.5	Fit	
UseCase-191	ACCT-Monthly REET Remittance (Review) 1.2.1	Fit	
UseCase-206	Regression 4.17	Fit	

UseCase-165	PTC-Abatement Liens 1.1.2	Fit	
UseCase-8	How to Create a Transmittal	Process Change	
UseCase-12	Adding Notes to Multiple Accounts	Process Change/ Roadmap	
UseCase-37	Refund Processing Disbursements	Process Change	
UseCase-38	Print Pending Refund Checks	Process Change	
UseCase-43	PTC-LID, LUD, RID – Predetermined Interest	Process Change	
UseCase-48	ACCT-Print Refund Checks for Taxpayers due to Over/Under Payment of Property Taxes	Process Change	
UseCase-50	Reversing a Void	Process Change	
UseCase-52	Reverse Partial Void	Process Change	
UseCase-56	ACCT-Stop Work Notice 1.1	Process Change	
UseCase-57	ACCT-Compare Charge Schedules 1.2	Process Change	
UseCase-58	ACCT-Update PPLFP Script for New Tax Year 1.3	Process Change	
UseCase-74	Excise Tracking	Process Change	
UseCase-82	Model Setup	Process Change	
UseCase-84	ACCT-Daily Ascend JV Prep 1.1.1	Process Change	
UseCase-88	ACCT-Cloning District Memberships	Process Change	
UseCase-89	ACCT-Cloning District Levies	Process Change	
UseCase-90	ACCT-Cloning Charge Schedules	Process Change	
UseCase-100	RPA-System Requirements – Appraisal 4.7	Process Change	

UseCase-123	Examples of Workshop Requirement #400 (Mixed use properties)	Process Change	
UseCase-154	ACCT-Year-End Receivable Transfers from Previous Year to Current Year (For Districts: State, City, County Misc.) 1.1.1	Process Change	
UseCase-155	ACCT-Unclaimed Property	Process Change	
UseCase-167	ACCT-Fixing Daily Allocations When JDA Process Allocated for Wrong Day 1.1.1	Process Change	
UseCase-171	ACCT-Month-end Ascend Procedures 1.1.1	Process Change	
UseCase-172	ACCT-Golden Rod Void 1.1.1	Process Change	
UseCase-179	Appeals (Petitions) 4.15	Process Change	
UseCase-185	ACCT-Daily Ascend JV Approval 1.2.1	Process Change	
UseCase-201	PTC-Excise Monthly Rollover	Process Change	
UseCase-31	PC-Open Space/DF	Roadmap	
UseCase-32	Tracking projects	Roadmap	
UseCase-178	PA-Public web interface to request a Business Personal Property Account Number 6.6	Roadmap	
UseCase-23	Credit Card Payment Collected at Counter	Software Development Required	Future software development for integration of CC at counter
UseCase-35	Bank Return Items	Software Development Required	Included
UseCase-39	PTC-Reverse Excise Charges and Fees	Software Development Required	Included
UseCase-40	PTC-Advance Charges 1.1.1	Software Development Required	Included
UseCase-42	Tax Servicing Extract	Software Development Required	Included

UseCase-47	PTC-Surface Water Management (SWM) Charge Revisions	Software Development Required	Included
UseCase-59	ACCT-Assess Property Tax Charges 1.4	Software Development Required	Included
UseCase-68	RPA-Value 4.9	Software Development Required	2 billable enhancements: Import: 320 hours, \$64,000. What if: 640, \$128,000.00
UseCase-72	PTC-Processing Folders, Public, and Mail	Software Development Required	Included
UseCase-73	PTC-eConvey Processing	Software Development Required	Included
UseCase-78	Land Model Maintenance	Software Development Required	Included
UseCase-79	Cost Model Maintenance	Software Development Required	Included
UseCase-81	Sales Review / Analysis	Software Development Required	Included
UseCase-85	ACCT-Monthly Road Annexations – Taxes to Transfer 1.1	Software Development Required	Included
UseCase-91	PA-Display Parcel Account Summary Information	Software Development Required	Included
UseCase-98	PTC-Current Use Billing	Software Development Required	Included
UseCase-99	RPA-Sketching – Appraisal 4.6	Software Development Required	Included
UseCase-101	RPA-Physical Inspection / New Construction – Appraisal 4.1	Software Development Required	Included
UseCase-102	1.3.1 Levy-Special Financing Programs & other Programs/Exemptions.	Software Development Required	Included
UseCase-103	1.2 Levy-Annexation	Software Development Required	Included
UseCase-109	1.4.1 Levy-Roll Close	Software Development Required	Included

UseCase-110	1.6 Levy Process	Software Development Required	Included
UseCase-111	1.7.1 Levy Reports	Software Development Required	Annual Report – 60 hours/\$12,000* Certification letters to districts – 60 hours/\$12,000* Preliminary Letters to Districts – 40 hours/\$8,000.* Top Tax Payers – 40 hours/\$8,000.* All other reports included. Existing options in Aumentum, but may not be exactly how county wants. Suggest county not purchase these custom options until they are trained on existing offerings and see what the data services have available.
UseCase-112	EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1	Software Development Required	Included
UseCase-121	New Special District LID / LUD / RID Creation	Software Development Required	Included
UseCase-124	ACCT-DNR Forest Fire Fees Setup	Software Development Required	Included
UseCase-125	SWM-Change Surface Water Management (SWM) Levy on a parcel	Software Development Required	Included
UseCase-126	Statement Generate	Software Development Required	Included
UseCase-134	PTC-Foreclosure - February Statement Mailing 1.1.5	Software Development Required	Included
UseCase-136	PTC-Foreclosure - June Court Filing Exhibit A 1.1.7	Software Development Required	Included
UseCase-138	PTC-Foreclosure - Publication- Web Page 1.1.9	Software Development Required	Included
UseCase-141	PTC-Tax Title Receipting 1.1.1	Software Development Required	Included
UseCase-143	Levy-Other-State Assessed Utilities Data	Software Development Required	Included

UseCase-146	Levy-Other-Added Improvement Values	Software Development Required	Included
UseCase-152	SFFP	Software Development Required	Included
UseCase-153	SWM	Software Development Required	Included
UseCase-156	ACCT-Foreclosure \$10 Excise Fee	Software Development Required	Included
UseCase-158	PTC-Foreclosure - Excise and Deeds 1.1.11	Software Development Required	Included
UseCase-159	PTC-Foreclosure - Excess Funds 1.1.12	Software Development Required	Included
UseCase-168	PA-Display Parcel Account Summary Information 11.1.1	Software Development Required	Included
UseCase-174	PTC-Display Parcel Account Summary Information 11.1.1	Software Development Required	Included
UseCase-180	PA-Treasurer Website 1.1	Software Development Required	Tax Estimator billable – not enough information to estimate
UseCase-181	PTC-Econvey Payments 1.1	Software Development Required	Included
UseCase-186	Analysis-Cost Model Analysis 4.16.2	Software Development Required	Included
UseCase-187	Analysis-Income Model Analysis	Software Development Required	Included - Requirement 378 is included for the 8 criteria listed only.
UseCase-188	Analysis-Sales Ratios 4.16.1	Software Development Required	Included
UseCase-190	ACCT-Monthly REET Remittance (Preparation) 1.1.1	Software Development Required	Included
UseCase-192	ACCT-Ability to Process Old Excise Transaction Before Charge Schedule Existed	Software Development Required	Included
UseCase-193	PTC-Mobile Home Advance Charges	Software Development Required	Included

UseCase-194	PTC-Balancing for State, Schools and Unpays	Software Development Required	Included
UseCase-195	PTC-Mobile Home Excise	Software Development Required	Included
UseCase-196	PTC-Move Permit	Software Development Required	Included
UseCase-197	Mobile	Software Development Required	TBD
UseCase-198	PTC-Excise – Monthly DOR Report	Software Development Required	Included
UseCase-199	PTC-Monthly DOR Reporting of Excise Tax Collected	Software Development Required	Included
UseCase-202	PTC-Partial Refunds of Excise Tax	Software Development Required	Included
UseCase-204	GIS 4.19	Software Development Required	Included
UseCase-207	4 Year Delinquent Personal Property Write-off	New – need meeting	
UseCase-208	Certify Personal Property Tax to Real Property	New – need meeting	
UseCase-209	Daily Extract	New – need meeting	

Use Cases and Analysis

WASNO-USECASE-1 <u>BANK BATCHES</u>	
Project ID:	WASNO-UseCase-1
Title:	Bank Batches
Actor:	Tax Collection Specialist
Purpose and Objectives:	To apply a batch of property tax payments to property accounts
Trigger Event(s):	* Receive or download file of daily transactions from payment platform
PreCondition:	* Parcel needs to exist * File must be formatted correctly
Post Condition:	* Receipt is posted to account * Receipt issued upon request
Use Case Flow:	<ol style="list-style-type: none"> 1. Convert each line of business to text file and save in S drive <ol style="list-style-type: none"> a. BOA - Bank of America, download - they convert to txt (save as) b. eReet - submitted on web, download via FTP, file has to be parsed c. Point & Pay - email cc/echeck d. Paystation - (Lockbox) 2. Parse & Load (the indicator is checked) eReet file 3. Load eCheck, credit card, Paymode and Paystation batches 4. Perfect eReet and approve all batches in receipt batches 5. Post approved batches 6. Close batch drawers 7. Reconcile exception payments
Associations to Other Use Cases:	* Payment processing * Voiding receipts * Issuing refunds
Glossary:	BOA Bank of America
Reports:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Batch processing for payments is standard functionality in Aumentum, requiring only in application configuration that can be performed by any user with security rights.</p> <p><u>Configuration required:</u></p> <p>- One file definition in File I/O for each unique file layout, utilizing the web, lockbox and remittance file processes, explained below</p>

- Two allocation rules for batch payments, one for Real and one for delinquent Personal Property, explained below.

Import File Layouts:

Each file is currently pipe delimited, with an alpha first character of D or S. D= Detail, and is on every line of the file except the last, the last line has an S for Summary and represents a count of transactions and total amount. (Aumentum does not need / will not use this line).

There is also a 3 or 4 digit code in the file representing the source. IE, lockbox is 300, paymode is 759. This will not be used in Aumentum, instead the appropriate file import process (web, lockbox, remittance, etc) should be used.

Fields after that are:

PIN

Amount

Cart ID - (not in all files) This is a reference number, ie - like a check number

Allocation Rules:

The PIN is provided, and not tax year, yet there can be multiple entries per PIN in the file (multiple years). The county does not currently take partial payments on Real Estate (except for bankruptcy, or in some cases if NSF fee was not recognized by tax payer). They do take partials on delinquent personal property.

We will need to configure allocation rules to support batch payments - real estate will need to deplete by amount due (tax year/ installment) sorted tax year ascending. Example: if 3 years are owed, but there isn't enough to pay all three years, the oldest year will be depleted, if possible the next year will be depleted, and at a minimum, the current year will need to deplete the amount due, which may only be 1st installment. If anything cannot be depleted in that order, the amount moves to surplus.

Delinquent personal property should have a separate allocation rule

Processing Batch Payment Files:

Aumentum has a process under the Accounts Receivable menu for Batch Collections. This menu will be used for batch payment imports.

The correct process (lender, lockbox, web, ivr, remittance, etc) is selected

Set input parameters - this is where Business Date (AKA 'Post Date') and Effective Pay Date (AKA 'Interest Date') are set, and the allocation rule to be used (default is set in AR) is selected. Each file uploaded and imported after this will use these settings until changed. Should be changed if business date and / or effective pay date need to change for a batch.

Upload file - selecting file from location and uploading to server

Import file - takes uploaded file, pulls in to Aumentum and makes sure it can be read.

Verify total - *optional. Used to validate the dollar amount in the file

Validate Process - This will 'pretend' run the file and provide listings of what would happen if you actually posted.

Run Process - Posts payments / suspense. Processes file.

Balancing process is standard and covered in Cashiering workshops

Customer Response to Fit Analysis:

Allocation Rules needs discussion: internal allocation rules listed in doc have not been finalized in office. ie, having the system apply payment to delinquent years first, which is now a statutory requirement. This

	<p>automatic allocation must allow for override when requested by taxpayer. Also, eREET requires a parse.</p> <p>Product Team Response:</p> <p>Allocation Rules are completely configurable, plus can have multiples configured and defaulted by cashiering source. Override is allowed, based on security/permissions – both during the transaction (in the cashiering screen, by switching allocation rules, or changing allocation) and after by using Reallocate function.</p> <p>It was TR’s understanding that the eReet file is manually parsed prior to importing and that practice would continue.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	AR - Batch Payments
Estimate:	N/A

WASNO-USECASE-2 <u>TAX SERVICING (MORTGAGE) PAYMENT PROCESSING</u>	
Project ID:	WASNO-UseCase-2
Title:	Tax Servicing (Mortgage) Payment Processing
Actor:	Tax Specialist Lead
Purpose and Objectives:	To load payments to parcels from tax service
Trigger Event(s):	* Receive file from tax service company of payments to be posted
PreCondition:	* Parcels need to exist * File needs to be in correct format
Post Condition:	* File is loaded, posted & balanced to parcels
Use Case Flow:	1. Confirm with accounting team that funds have been received in bank 2. Confirm that funds balance with file received. 3. Load file to post to parcels 4. Close batch drawer 5. Reconcile any exception payments
Associations to Other Use Cases:	* Payment Processing * Refund Processing
Glossary:	
Reports:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Mortgage payment processing is standard functionality in Aumentum, using the Accounts Receivable -- Batch Processing -- Lender Payment function.</p> <p>The file is uploaded to the server following the defined steps in the process. The system will then read the file using the predefined layout configured in File I/O.</p> <p>In the use case, the step to ' Confirm with accounting team that funds have been received in bank' is an outside of Aumentum / tax solution process. In the use case, the 'Confirm funds balance with file' is the 'Verify Total' step in batch processing.</p> <p><u>Configuration:</u></p> <p>Lender file layout needs to be defined in File I/O once.</p> <p>File layout is similar to other batch files, with D records for Detail, and a S record at the end with transaction count and total.</p> <p>After the D is a 3 digit code representing the mortgage company, then the PIN and amount. Pipe Delimited.</p> <p><u>Aumentum Process:</u></p> <p>Use Accounts Receivable/ Batch Processing / Lender Payment selected</p> <p>Set Input parameters - *uncheck 'use surplus as tender', select lender/service</p>

	<p>County does not update Lender - PIN associations.</p> <p>County Response to Fit:</p> <p>TR note - Tax Service Extract (we have various extracts). This extract is what we provide to Tax Services, currently different than the one DIS issues to Autoagent, Paystation and Point and Pay. Required at this time.</p> <p>Product Response:</p> <p>Added Use cases from County for other extract to discuss</p>
Risks / Constraints / Dependencies :	Tax Service Extract - this is the process that sends the file to vendors, providing current amount due to facilitate payments
Aumentum Program Name or function :	Accounts Receivable
Estimate:	N/A

WASNO-USECASE-3 PC-EXCISE PROCESS REETA, EREETA 2.1.1

Project ID:	WASNO-UseCase-3
Title:	PC-Excise Process REETA, eREETA 2.1.1
Actor:	Excise Coordinator Lead Property Segregation Lead Assessment Technician Property Segregation Technician Mobile Home Technician
Purpose and Objectives:	To process ownership changes as documented on Real Estate Excise Tax Affidavits (REETA) in the tax administration system and the real property appraisal system. Legal descriptions are reviewed to confirm the property transferred is the same as described in the tax administration system. REETA can be submitted in person or electronically (eREETA).
Trigger Event(s):	REETA or eREETA documents are recorded in the Auditor's document recording system and excise tax/recording fees paid to the Treasurer.
PreCondition:	Affected Parcel(s) exist(s) in the system.
Post Condition:	Ownership is updated and history retained in the system. Errors are returned to Treasurer and Auditor. Once verified, then processed. If legal description does not describe existing parcel(s) or other discrepancies exist, REETA is sent to Segregation Lead for further research and processing of boundary changes (BLA, merges, segs, etc.) Appraisal department is notified to schedule sales review
Use Case Flow:	Receive the REETA on paper or electronically from Treasurer & Auditor REETA Information includes: (see 2-1-PC-Excise-UC-SampleExciseTaxAffidavit.pdf) Grantor, grantee and taxpayer names & mailing addresses Situs address Legal description Parcel number(s) TCA Use code Assessed value(s) Gross Sales price Taxable Sales price Excise tax amount Check boxes (yes or no) for property tax exemption or deferral for non-profit, senior citizen/disabled or limited income. Check boxes (yes or no) for Designated Forest, Current Use, or Historic property Signature for current use continuation Value of personal property included in transfer (i.e. deducted from taxable sale price) Exempt value amount (i.e. exempt from excise tax) Exemption reason

	<p>WAC or RCW reference for exemption Excise number Recording number Signatures of buyers, sellers or representatives Date of document Receipted date Confirm receipt of all REETA documents on paper and electronically against report/list from system Match excise numbers of documents to report/list Distribute documents to staff based on departmental priorities Verify / validate information on document received against data in tax administration system Validate legal description Verify parcel numbers on document exist in system Verify ownership of grantor Verify whether or not segregation is in process Verify whether improved or unimproved Verify taxable versus exempt status Verify senior citizen exemption or deferral If errors – return errors to Land Segregation Lead for research Code transfer in system with correct DOR ratio code</p>
Associations to Other Use Cases:	<p>4-21-AnalystSalesReviewModeling-UC.docx 2-2-PC-Segs-UC.docx 2-3-PC-Merges-UC.docx 2-4-PC-Other-UC.docx</p>
Glossary:	
Reports:	
Notes:	<p><i>Goals for Improvements – Not currently As-Is Process</i></p> <p>Improvement goal is to process these in the system in a manner that eliminates double data entry.</p> <p>Prevent incorrect ownership from rolling automatically into the tax administration system before Assessor confirmation. Currently eREETA rolls in incorrect owner names approximately 90% of the time. This causes extra work for the staff processing excise in the Assessor's office.</p> <p>Prevent eREETA to automatically roll into the tax administration system on inactive accounts.</p> <p>Be able to update ownership for multiple parcels included in transaction in a batch rather than having to update one parcel at a time.</p> <p>Be able to apply DOR qualification codes to all parcels involved in REETA in a batch instead of one by one for each parcel.</p> <p>Be able to add notes to multiple parcels involved in REETA in a batch instead of one by one for each parcel.</p> <p>Be able to enter deed type for all parcels involved in REETA in a batch instead of one by one for each parcel.</p> <p>Have system alert user if any or all of parcels involved in a transaction have an exemption of any type.</p> <p>System automatically notifies Appraisal department to conduct inspection when ownership change is completed in system for qualified sales.</p>

Disposition:	Complex Configuration Required
Gap Description:	<p>This particular portion of the REET functionality is the processing of the Deed associated to the REET. Demonstrated on 7/10/2019.</p> <p>Workflows will be required for post-transfer processing. Workflows to be configured during Implementation phase.</p> <p>Once the transfer document is in Aumentum, then cots solution should work as described below.</p>
Resolution Description:	<p>NOTE*** Incoming document workflow still TBD. Describing transfer workflow here at this time. when eREETA docs are to be rejected...the transfer workflow just will not be completed or that WF activity will be moved to a differnet queue based on customer process to be worked when the modified doc comes back or user could move rejected documents to a rejected queue and wait for new ones to start a new workflow.</p> <p>COTS workflow for transfers and the configurable transfer detail UI should be a fit for transferring properties and mobile home parcels in Snohomish. This describes the Records portion of the transfer process up to notifying other departments thru workflow notification. For documents coming electronically, the workflow would already be created with the documents attached. Users can verify all information on the document versus the pins with legal descriptions and other attributes for accuracy. If documents are received manually, users can either scan documents and send thru the electronic api, or they can start a transfer manually using Document Received Maintenance and upload attachment manually to transfer.</p> <p>The Transfer Detail UI could be configured for any information off the Excise Affidavit to contain the necessary data in the UDF's configured by PS (ex..PCOR for CA or TD1000 for CO)</p> <p>If it is determined that a split needs to take place prior to the transfer of ownership, the split could be processed either thru Document Received Maintenance for WF or directly through Revenue Object maintenance. Final process should be determined by Professional Services Implementation team.</p> <p>All requirements were met and noted on the workshop use case except for req 1084 which wasn't discussed, however there are data exports from Aumentum which could be used to export data or depending on the department's IT staff, could use current webservices to call Aumentum to retrieve this data.</p> <p><u>Configuration:</u></p> <p>Document subtypes will need to be configured to appropriate doc received events</p> <p>Doc received events will need to be mapped to appropriate workflows for transfer</p> <p>Transfer Detail (Sales Information Form) will need to be configured.</p> <p>Notification workflows will need to be confirmed or modified to meet Snohomish requirements that may be different from the current notification workflows available from the Riverside implemetation.</p> <p>Systypes specific to Snohomish will need to be entered into X-Config including but not limited to</p> <p>Use codes</p> <p>Description Headers and details</p> <p>Validity codes for ratio and analysis</p> <p>Records Reappraisability (if WA uses it)</p> <p>Deed Types</p>

Application Settings:

Allow adding document subtypes should be True

Allow display of legal party role type on beneficial interest pg

Fortis web service* possible if using call to documents in their Fortis application

Check application settings at time of implementation for changes made to Platform version for Universal transfer configuration

Automatically Add New Legal Party for Transfer Grantees- this creates legal parties from the index data when sent via webservice

Cama System

Create Conveyance Form Numbers

Require Unique Instrument Numbers- usually set to False so same Doc Number can be used for multiple transactions ex. split and transfer done separately.

Effective Date

Enable Beneficial Interest Processing-check to see if still valid

Transfer (Parcel Verification page) ownership tab view

07/10/2019 Workshop Process Questions / Answers:

- Ability to change ownership on multiple parcels
 - When a Multi-Parcel transfer is process, the new ownership is updated on all parcels associated to that transfer document
- eREET is not removing the old owner
 - The Grantor / Grantee validation functionality within the Transfer process within Aumentum will verify that only the Grantees remain on the property once the Deed is processed.
- All DOR Qual Codes for multi-PINs
 - On the Transfer Verification tab of the Transfer screen, the DOR codes will be configured to allow for the standardized codes to be added to the document for the sales.
- Notes for Multi-PINs
 - Notes can be added both at the PIN level and at the Document level
- Deed type for Multi-PINs
 - All information for the Deed pertains to each of the PINs associated to the Deed.
- Exemption Notification & Appraisal Notification
 - During the implementation phase, you will work with the implementation team to define the workflows necessary based on the rules defined for processes such as Open Space, Sr Exemptions, Appraisal Required, etc.

Customer Response to Fit Analysis: Treasurer

Workflow still TBD No information about receipting/validating

Product Team Response: Treasurer

Agreed this is still outstanding as noted in the PS section as "Dependency- definition of incoming workflow/processing must still be completed" and also noted in the Risks/Constraints/Dependencies section below. There could be some additional work depending on the final WF solution determined by professional services during Implementation.

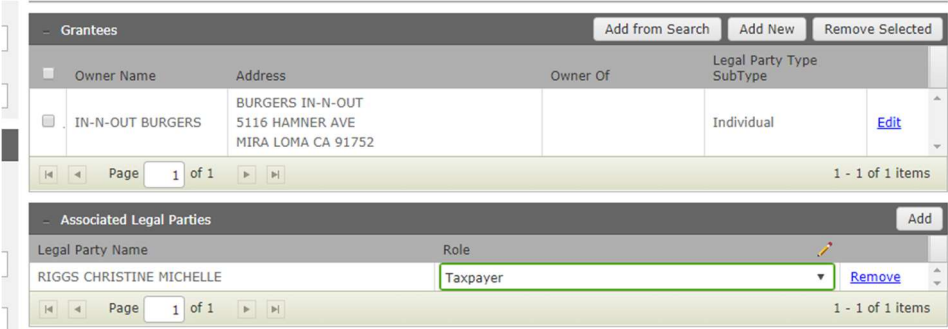
Customer Response to Fit Analysis: Assessor

Need guidelines for consistency in how the name will appear once added. Concern with statement that system Automatically adds new legal party without confirmation. Still confusion on what "parties" will be rolled in, captured and displayed. We need both Owner and Taxpayer. Additional gap in that we need the entire legal description displayed for review and decision on whether to simply post or start workflow to Property Control Division.

Product Team Response: Assessor

-The statement about automatically adding a new legal party is an application setting that can be set to false. Users must then either select a matching legalparty, or manually create a new one if that is their choice. I would expect this setting to be set to False for the Snohomish implementation.

-The Implementation team should guide users on the options for how the legal parties will display. When Application setting is false, then index data is used to search the existing database for a match and the users can view, then decide if they want to use that legal party, or create a new one. User is in complete control of what names are considered as grantees on the transfer, regardless of what index data might come. Associated legal parties can also be maintained during the transfer as seen in this screenshot. (Such as Tax Payer) Again, user is in control of adding or selecting the legal party. In this scenario the grantees become owners, the taxpayer is an associated legal party.



There is another option if Snohomish chooses to include all parties on title, but use the legal party role subtype to denote the "role" of all parties in the transfer. This would show as follows:

Parcel Verification:

Owner Name	Address	Owner Of	Legal Party Type SubType	
IN-N-OUT BURGERS	BURGERS IN-N-OUT 5116 HAMNER AVE MIRA LOMA CA 91752		Individual	Edit
RIGGS CHRISTINE MICHELLE	RIGGS MICHAEL ARTHUR 6315 INDIAN CAMP RD RIVERSIDE CA 92509		Individual	Edit

Next screen is Maintain Interest: this is where the user would maintain the new ownership set and their interests

New Ownership (100%)				
Interest	Interest Percent			
1	100			
Name	Legal Party Ty... Vesting SubTy...	Legal Party Role ...	Original Transferor	
IN-N-OUT BURGERS	Individual	Fee Owner		
Interest Retained		Interest From		
RIGGS CHRISTINE MICHELLE	Individual	Taxpayer		
Interest Retained		Interest From		

Either of these options will be reviewed by the Implementation team with Snohomish to determine the preferred process.

-Description concerns- on first page of transfer, Parcel Verification, the revenue object panel displays the description (lowest sequence description header if multiple header types exist) of each Parcel, and if that is not robust enough, a common action to Info Center where all the legal descriptions can be seen can be used to research the legal. If the parcel would need to go to mapping first, user could route the workflow to mapping with a note to review for a split, and when the split was done, route back for transfer with appropriate parcel number. Another process could be reviewed during implementation, however there are several options to view the full description before finishing or posting the transfer. Below is a parcel with 2 different types of descriptions.

	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Description</p> <p>RSS Unplatted: Timeshare 1/6426TH TIMESHARE INTEREST VAC PLAN 61280</p> <p>Timeshare: Interval 61280 TSPHase PSTC TSName PALM SPRINGS TENNIS CLUB</p> </div> <p>This parcel has only one of type Metes and Bounds which can be up to 4000 characters.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Description</p> <p>Metes and Bounds: PARCEL A OF PARCEL MAP RECORDED 08/23/88 IN VOLUME 11 AT PAGE 09 OF PARCEL MAPS. (FORMERLY A PORTION OF 06-151-33)</p> </div>
<p>Risks / Constraints / Dependencies:</p>	<p>Dependent on Excise document process solution.</p> <p>Some Deed information may be manual, dependent upon the Auditor's new solution and whether or not electronic submission of recorded documents are available.</p> <p>Workflows discussed with the Assessor's office post-transfer:</p> <ul style="list-style-type: none"> Exemptions Appraisal Open Space Others, to be discussed during Implementation Phase
<p>Aumentum Program Name or function:</p>	<p>Revenue Object Maintenance Transfers</p>
<p>Estimate:</p>	<p>Included</p>

WASNO-USECASE-4 PC-EXCISE PROCESS MOBILE HOME 2.1.2

Project ID:	WASNO-UseCase-4
Title:	PC-Excise Process Mobile Home 2.1.2
Actor:	Mobile Home Tech Supervisor GIS
Purpose and Objectives:	To process ownership changes for Mobile Homes as documented by REETA, bills of sale and/or move permits.
Trigger Event(s):	REETA & transfer document are recorded in Auditor's and excise tax and advance property tax is paid to Treasurer.
Precondition:	MH property characteristics exist in real property system
Post Condition:	Ownership is changed in system and history is retained. Appraisal department is notified to schedule sales review
Use Case Flow:	Receive the REETA on paper or electronically from Treasurer and Auditor Validate/verify information on REETA matches property characteristics in system (MH make, model, year built, VIN #, etc.). If information does not match, research with licensing department. Update ownership in system, code transfer with correct DOR ratio code. Goals for Improvements – Not currently As-Is Process Duplicate data entry is eliminated. System automatically notifies Appraisal department to conduct inspection when ownership change is completed in system for qualified sales.
Associations to Other Use Cases:	4-21-AnalystSalesReviewModeling-UC.docx 2-2-PC-Segs-UC.docx 2-3-PC-Merges-UC.docx
Glossary:	
Reports:	
Disposition:	Complex Configuration Required
Gap Description:	Workflows will be required for post-REET processing. Workflows to be configured during Implementation phase.
Resolution Description:	Mobile Homes are established within Aumentum as PINs that are Buildings only with no land. These PINs are identified by their Class Code and associated Class Category so that processing rules can allow the system to value and tax these properties according to the legal requirements associated with them. There are other types of Building only properties that also meet this criteria, and they will be established with the same criteria in their configuration. These properties are Title properties and are subject to different processing rules when it comes to Real Estate Excise Tax processing, as there is no Deed to record and process.

	<p>Mobile Homes have characteristics uniquely attributed to them that are captured as part of the description that must be matched to the PIN upon verification of sale. These descriptor characteristics will be defined as part of the initial implementation and include VIN#, Year Built, Make, Model, etc.</p> <p>Once a REET Affidavit has been received in the Treasurer's office - whether via walk-in or through the eConvey process, Aumentum will identify the associated PIN as a Mobile Home based on the PIN's class code and Class Category. At this point, if a Senior Exemption exists on the Mobile Home, the Assessor's office must remove the exemption so the taxes can be recalculated and paid in full before the Excise Taxes can be paid. Once the taxes are accurately calculated and paid, the REET can be processed.</p> <p>The Assessor's office will then verify the REET Affidavit and validate that it matches the characteristics of the Mobile Home associated to the Parcel against which the REET was processed. If the Affidavit matches the characteristics of the Mobile Home associated to the PIN, the Excise is considered complete. If it does not match, the Assessor's Mobile Home processor notifies the Appraiser to make a field visit to get the assessment updated with the correct Mobile Home details.</p> <p>Configuration:</p> <ol style="list-style-type: none"> 1. Document subtypes will need to be configured to appropriate doc received events 2. Class Codes and Class Categories will need to be defined for Mobile Homes and other Building-Only properties (These properties are Titled Properties rather than Deeded) 3. Characteristics for MH records such as <ol style="list-style-type: none"> 1. MH make 2. Model 3. Year built 4. VIN # 5. Etc <p>Workflow required:</p> <ol style="list-style-type: none"> 1. REET received (whether over the counter or via eConvey) 2. If no Sr Exemption - continue to Step 4 3. If Sr Exemption, 4. Notification to Exemption team for immediate removal 5. To Treasurer for recalc of taxes to pay & payment of taxes 6. Continue to Step 4 7. Treasurer Payment of REET and forward to Auditor (PTC - Processing Folders, Public, and Mail) 8. Once REET is complete - WF to Assessor MH REET Processing Queue for verification of MH Characteristics 9. If correct MH Characteristics, mark flow as complete 10. If incorrect characteristics, route to Appraisal for a field visit to update the assessment <p>County Response to Fit: Workflow numbering confusing</p> <p>Product Response to Fit: Corrected auto numbering</p>
Risks / Constraints / Dependencies:	REET and eConvey processes are being outlined within the REET / eConvey Use Cases
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-5 ACCT-INACTIVATING FUND

Project ID:	WASNO-UseCase-5
Title:	ACCT-Inactivating Fund
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Close fund that no longer levies or is no longer active
Trigger Event(s):	Receive notification of a fund closure
Precondition:	* Fund exists, but has no recent activity * Retention requirement for public records
Post Condition:	* Fund is inactivated (not deleted), but all prior data is still intact for public record/reporting purposes * District is notified that the fund has been inactivated
Use Case Flow:	1. Receive notification of a fund closure 2. Verify there has been no recent activity in the fund (receipt collections, etc.) 3. Enter the date at which the fund is inactive 4. Notify the district the fund has been inactivated
Associations to Other Use Cases:	
Glossary:	
Reports:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>There are multiple components in Aumentum that tie back to the inactivation of funds:</p> <p>Special Assessment Districts Tax > Special Assessments > Special Assessment Maintenance On the Maintain Special Assessments UI, set the End Year for the SPASS Districts.</p> <p>Tax Authority Funds Levy funds that are dissolved / annexed, etc. - uses Jurisdictional Change process and TAG Boundary Change Tax > Levy Management > Jurisdictional Changes > Jurisdictional Change Tracking</p> <p>Distribution Distribution remap, if necessary. Utilize a Secondary Rule to reroute from inactive fund to active fund. Tax > Distribution > Setup > Distribution Rules The bottom pane contains the list of the Secondary Rules. Configure a secondary distribution rule for Redirect Inactive TAF on this screen. NOTE: TAFs/TIFs are maintained via Tax > Levy Management> Tax Entity Maintenance (or Setup) Tax Funds and via Tax > Levy Management > TIF District Maintenance, respectively.</p> <p>Set the two following UDFs on inactive TAFs: Redirect to Fund Expired From Year</p> <p>Tax Accounting General Ledger Re-Mapping Tax Accounting > Setup > GL Mapping Replacement</p>

	<p>Tax Accounting mapping may change to reroute future collections. The GL Mapping Replacement functionality finds all the mappings that use a fund and lets you update to different fund. Find and replace general ledger fund and account mappings for a specific tax year, revenue source, and category then replace a fund/account combination with another fund/account combination. GL Funds will be 'closed' in GL</p> <p>Tax > Tax Accounting > Setup > Funds & Accounts > Common Actions > Account Listing report can be printed to show which active GL Accounts for the GL Fund.</p> <p>Revenue Source Revenue Source may change to inactivate a fund or account (levy) or delete a Miscellaneous source.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Tax
Estimate:	N/A

WASNO-USECASE-6 ACCT-GENERATING NEW ACCOUNT NUMBER REQUESTED BY FINANCE 1.1.1

Project ID:	WASNO-UseCase-6
Title:	ACCT-Generating New Account Number Requested by Finance 1.1.1
Actor:	* Financial Systems Coordinator * Finance
Purpose and Objectives:	Create account so activity posts to receipting system and G/L
Trigger Event(s):	Request received from district, Finance, or another department
Precondition:	Account numbers must not already exist in receipting system
Post Condition:	Email Department or District accounts have been set up
Use Case Flow:	1. Receive request for new account number a. Search to see if account number currently exists b. Create new account number (Account number, Default Balance, Description, Account Type, and if it is a Control Account, External G/L Acct. and Fund Number) c. Verify account number was created d. Email Finance account was setup in Ascend
Associations to Other Use Cases:	ACCT-New Subfund Setup 1.1.1 ACCT-Generating New Account Number Requested by District or Department other than Finance 1.1.2
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Funds and Accounts Tax > Tax Accounting > Setup > Funds and Accounts</p> <ul style="list-style-type: none"> General Ledger funds and accounts are mapped to the processes of Aumentum. These are used throughout Aumentum whenever general ledger transactions occur. Later they can be exported to an external accounting system through Export General Ledger Transactions. Set the correct effective year in the side panel. You can set it back to the earliest year on the system (or earlier) prior to setting up accounts if you want the accounts available for all years. <p>Configuration Notes These general ledger accounts contain:</p> <ul style="list-style-type: none"> Account Number Cost Center Number <ul style="list-style-type: none"> This field means different to different customers. In general, we treat this cost center field as a type of catch all field. In other words, if we look at the customers Chart of Accounts. They might have a fund number, account number, department number, subfund number. The pieces that are leftover <u>may</u> all be concatenated in the Cost Center. Description Type (Asset, Expenditure, Fund Balance, Liability, and Revenue) # of Related Mappings (General Ledger)

	<p>In Aumentum, account numbers are created for each Fund. Accounts are unique to each fund; they are not reused for other funds. This configuration is typically scripted in at first based on the Chart of Accounts.</p> <p>Customer Response to Fit Analysis: Note: Finance requires a 21-digit account number for input/output reasons. Opportunities to improve: Would like to be able to auto-fill zeros (we need two fixed fields – one fund, 18-charge code) during configuration for the output file</p> <p>Product Response: finance requires a 21-digit account number for input/output reasons, which can be accommodated during configuration. There is some masking allowed as well, however auto zero fill is not currently an option, but could be considered for future improvements.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-7 ACCT-GENERATING NEW ACCOUNT NUMBER REQUESTED BY DISTRICT OR DEPARTMENT OTHER THAN FINANCE 1.1.2

Project ID:	WASNO-UseCase-7
Title:	ACCT-Generating New Account Number Requested by District or Department other than Finance 1.1.2
Actor:	* Financial Systems Coordinator * Finance * District/department representative
Purpose and Objectives:	Create account so activity posts to receiving system and G/L
Trigger Event(s):	Request received from Outside District or Department other than Finance
PreCondition:	Account number must not already exist
Post Condition:	Email Department or District account(s) have been set up
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive request for new account number from Outside District of Department other than Finance <ol style="list-style-type: none"> a. Search to see if account number currently exists b. Create new account number (Account number, Default Balance, Description, Account Type, and if it is a Control Account, External G/L Acct. and Fund Number) c. Verify account number was created d. Update Spreadsheet for requesting Outside District or Department to attach to email for SBF-DACS e. Email SBF-DACS (Finance) to set up matching accounts in General Ledger i. Receive email from SBF-DACS account has been set up in General Ledger f. Email Outside District or Department other than Finance account has been set up
Associations to Other Use Cases:	ACCT-New Subfund Setup 1.1.1 ACCT-Generating New Account Number Requested by Finance 1.1.1
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Funds and Accounts Tax > Tax Accounting > Setup > Funds and Accounts</p> <ul style="list-style-type: none"> • General Ledger funds and accounts are mapped to the processes of Aumentum. These are used throughout Aumentum whenever general ledger transactions occur. Later they can be exported to an external accounting system through Export General Ledger Transactions. Set the correct effective year in the side panel. You can set it back to the earliest year on the system (or earlier) prior to setting up accounts if you want the accounts available for all years. <p>Configuration Notes These general ledger accounts contain:</p> <ul style="list-style-type: none"> • Account Number • Cost Center Number <ul style="list-style-type: none"> ○ This field means different to different customers. In general, we treat this cost center field as a type of catch all field. In other words, if we look at the customers Chart of Accounts. They might have a fund number, account number, department number,

	<p>subfund number. The pieces that are leftover <u>may</u> all be concatenated in the Cost Center.</p> <ul style="list-style-type: none"> • Description • Type (Asset, Expenditure, Fund Balance, Liability, and Revenue) • # of Related Mappings (General Ledger) <p>In Aumentum, account numbers are created for each Fund. Accounts are unique to each fund; they are not reused for other funds. This configuration is typically scripted in at first based on the Chart of Accounts.</p> <p>Account Listing As part of the Notification to the District or Department other than Finance - print the Account Listing report from Maintain Funds and Accounts as the notification to Finance. On the Maintain Funds and Accounts UI, click on Common Actions > Account Listing to generate the report of GL Accounts for the selected fund.</p> <p>Customer Response to Fit Analysis: Note: finance requires a 21-digit account number for input/output reasons</p> <p>Product Response: The 21 digit account number can be accommodated</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-8 HOW TO CREATE A TRANSMITTAL

Project ID:	WASNO-UseCase-8
Title:	How to Create a Transmittal
Actor:	* Financial Systems Coordinator * Department representative * Finance
Purpose and Objectives:	Create a form (same as stored in receipting system) for departments/districts to direct where their deposits should be receipted by Treasurer's cashiers
Trigger Event(s):	* Receive notification from cashiers or department that a new transmittal needs to be created
PreCondition:	* Transmittal must not already exist * Department has identified what accounts they want * New department or fund setup? o see Uses Cases for: ACCT - Generating New Account Number in Ascend and Interface to GL
Post Condition:	* New deposit transmittal is created o Notify requestor and send to Department o Save deposit transmittal for Finance
Use Case Flow:	1. Receive notification from cashiers or department that a new transmittal needs to be created 2. Create a new General Deposit profile with a unique name a. Include account numbers identified by the department for the deposit transmittal i. If accounts don't already exist in receipting system see use case ACCT - Generating New Account Number in Ascend and Interface to GL
Associations to Other Use Cases:	ACCT - Generating New Account Number in Ascend and Interface to GL
Glossary:	
Reports:	
Notes:	Looking for something to be provided by Aumentum to eliminate errors by Cashiers. Attempting to insure the moneys have been verified and validated.
Disposition:	Process Change
Gap Description:	Information is available within Aumentum - The Revenue Source (Miscellaneous Source) and it's corresponding mapping information. Need to be able to allow the county go generate a report a report - either PS or power user within County.
Resolution Description :	Transmittals will be cashiered in Aumentum Cashiering, Miscellaneous Sources. Miscellaneous sources is used to take payment on, and distribute, any thing that isn't levied / billed in Aumentum - such as parking passes, permits, document copies, etc. Each transmittal will be created as a Miscellaneous Source Group, and the individual line items created as Miscellaneous Sources. <u>Configuration:</u> This is user configuration, in screen. Cashiering--> Setup--> Miscellaneous Sources Create one miscellaneous source for each transmittal line item, example - affordable housing trust, Auditor's O&M, etc Miscellaneous type will be Standard. Rate type = Override, allowing for the cashier to key the amount during the time of posting.

	<p>A revenue account will need to be referenced, recommendation to use the revenue account created by Professional services for Snohomish County Credit and Debit fund / account information can be added here as well.</p> <p>Create one group for each Transmittal, example: Auditor Recording A revenue account must be referenced in the group, recommendation to use Snohomish County revenue account. In the transmittal, select the already defined miscellaneous sources that belong to that transmittal.</p> <p>During the discussion, the county mentioned wanting a way to maintain the transmittal information in a report or correspondence, ideally where other departments had access to it so that everyone was using the correct current form. This is outside of the scope of the Aumentum delivery. However the county can create a report themselves, the data is available.</p> <p>Customer Response to Fit Analysis: How will receipting (account/revenue information) information from departments get to cashiers?</p> <p>Product Team Response: The Account Listing report from Maintain Funds and Accounts can be used to notify cashiers of receipting information. On the Maintain Funds and Accounts UI, click on Common Actions > Account Listing to generate the report of GL Accounts for the selected fund.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Miscellaneous Cashiering
Estimate:	N/A

WASNO-USECASE-9 HOW TO UPDATE A TRANSMITTAL

Project ID:	WASNO-UseCase-9
Title:	How to Update a Transmittal
Actor:	* Financial Systems Coordinator * Department representative * Finance
Purpose and Objectives:	Add and/or remove accounts on transmittal
Trigger Event(s):	* Receive notification from cashiers or department regarding which account(s) to add and/or remove on transmittal
PreCondition:	* Transmittal must already exist * Department has identified what accounts they want added and/or removed o see Uses Cases for: ACCT - Generating New Account Number in Ascend and Interface to GL
Post Condition:	* Updated deposit transmittal is created o Notify requestor of updates and send to Department o Save updated deposit transmittal for Finance
Use Case Flow:	1. Receive notification from cashiers or department regarding which account(s) to add and/or remove on an existing transmittal 2. Search for the transmittal and update according to the request, either adding and/or removing accounts a. If accounts don't already exist in receipting system see use case ACCT - Generating New Account Number in Ascend and Interface to GL
Associations to Other Use Cases:	* ACCT - Generating New Account Number in Ascend and Interface to GL
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	Updating a transmittal will be done in Cashiering --> Miscellaneous Sources setup. The transmittal title is a Miscellaneous Source group, and then each item on the transmittal will be a miscellaneous source within that group. This is user configuration. Configuration is described in detail in How to Create a Transmittal use case. Customer Response to Fit Analysis: Agree with fit within the system but will need to ensure that any updates are communicated to departments (to instruct cashiers per comment on #8). Product Team Response: The Account Listing report from Maintain Funds and Accounts can be used to notify cashiers of receipting information. On the Maintain Funds and Accounts UI, click on Common Actions > Account Listing to generate the report of GL Accounts for the selected fund.

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Cashiering
Estimate:	N/A

WASNO-USECASE-10 SUSPENSE PENDING REFUND AUDIT

Project ID:	WASNO-UseCase-10
Title:	Suspense Pending Refund Audit
Actor:	Tax Collection Systems Specialist Treasurer Staff
Purpose and Objectives:	To research payments that have been either in suspense or pending refund status for over 30 days, and notify the employee that put the payment in that status for further review
Trigger Event(s):	Weekly reports run to ensure compliance
PreCondition:	
Post Condition:	Treasurer employees notified of pending refund or suspense payments so they are able to reconcile their payments
Use Case Flow:	1. Run report for either Pending Refund or Suspense payments 2. Research each payment to figure out which Treasurer employee put the payment into either pending refund or suspense 3. Send email to each employee with a list of receipt numbers needing to be reconciled
Associations to Other Use Cases:	Payment Processing
Glossary:	Surplus: Excess funds in Aumentum created via an Aumentum transaction, such as an overpayment, cancellation, correction on a paid bill. Refund: Surplus that has had its status switched from Surplus to Refund, moving it to the payment file export for refunding from a 3rd party AP system.
Reports:	In addition to screens and workflow, there is a Surplus Report showing details about each surplus record in the parameter selection
Notes:	
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	<p>Aumentum has workflow enabled surplus / refund processing which will enable Snohomish County to direct surplus to queues/users based upon defined criteria.</p> <p>On defined queues, an escalation point may be set such that if a surplus workflow isn't completed within the designated time frame, it can be forwarded to another queue for processing. This is the optimal way for Snohomish to meet /exceed the 30 day notification requirement without manual research or intervention.</p> <p><u>Complex Configuration:</u></p> <p>The Post Refund screen is workflow enabled, however that workflow may need to be configured for the county to use in the setup Surplus Refund Routing Rules.</p> <p>At this time, Snohomish County has not decided which configuration criteria they will use for Surplus routing - but available / suggested criteria selections are:</p> <p><u>Application Configuration:</u></p> <p><u>Surplus / Refund Setup -- Surplus/ Refund Criteria Setup:</u></p> <p>In this in-screen setup, multiple criteria groups for evaluation may be defined, with an evaluation order. When the scheduled job to review surplus runs, it will evaluate each outstanding surplus in the</p>

	<p>system, in order of criteria rules, to place the surplus appropriately. A criteria group is made up of one or more attributes and attribute values.</p> <p>Available attributes are: Age: Age of surplus in days Amount: Dollar amount of surplus (before interest) Balance Due: Balance due on existing bill Balance Due Prior Year: Balance due on prior year bill Bill Names different from Owner Names : Yes/No Correction Source : If a surplus from correction, was it a Roll Correction, process Correction or Transfer Correction. GRM Event Type: Many transactions in Aumentum create 'events'. This setting allows the user to route surplus based on the event that created the surplus. Lender: Specific lender/ mortgage company Ownership Change since Correction Date:Yes/No Payment Management Reason Code: If created through payment management (reapply, cancel, bad check, etc) the user defined reason code selected. Payment Source: Counter, Web, IVR, Lender, etc. Revenue Source: The revenue source of the bill - property, miscellaneous, tax sale, etc. Roll Caste of Source Bill: Defined by jurisdiction - annual as an example Surplus Sub Code: Cancellation, overpayment, correction, advance pay, etc. Tax Change Reason Code: Jurisdiction defined reason code selected at time of correction Tender Type: Tender type used when paid</p> <p>It is anticipated that Snohomish will use several of these criteria, including GRM Event Type and Tax Change Reason code to isolate certain types of correction refunds (from segregations or other types of correction). They may also use Age / Tender Type to automatically refund Check overpayments after a certain date.</p> <p><u>Setup Surplus / Refund Routing Rules</u></p> <p>Once the criteria are defined, Surplus Refund Routing Rules must be set to specify for each criteria group -which action (refund, route) will the system take.</p> <p>For each criteria group, the following actions are available:</p> <p>No Action: Nothing automatic, manual intervention required. Surplus will appear on reports. Refund Immediately: This will post the surplus as 'refund' and it will move in the next payment export file to be refunded. Review Refund: This will move the surplus in to a generic Refund Review screen. From this screen, multiple surplus may be selected, modified and refunded together or individually. Start Workflow: This will move the surplus to the predefined workflow (queues). This option requires the selection of the workflow (Suggested workflow is Post Refund - which will allow the user to select the workflow, display details about the surplus, and ultimately move to refund) The Start Workflow option also requires the selection of a pre-configured workflow queue. This will allow Snohomish to define queues for specific users, such as Alexis or Lorraine, and route specific surplus to those queues.</p> <p>The Professional Services team will work with Snohomish County to configure these rules. This analysis includes the configuration of the Post Refund workflow.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Accounts Receivable
Estimate:	Included

WASNO-USECASE-11 TAXPAYER NAME OR ADDRESS CHANGE

Project ID:	WASNO-UseCase-11
Title:	Taxpayer Name or Address Change
Actor:	Treasurer staff
Purpose and Objectives:	Update the mailing name and or address on file
Trigger Event(s):	Receive name and address change
PreCondition:	Parcel has to exist
Post Condition:	Name/address has been changed
Use Case Flow:	<ol style="list-style-type: none">1. Receive request for change2. Verify account existence3. Make the change requested4. Send statement<ol style="list-style-type: none">a. Taxes owing<ol style="list-style-type: none">i. Send statement to new addressb. No taxes owing<ol style="list-style-type: none">i. No need to send statement
Associations to Other Use Cases:	Tax statement mailing Correspondence
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>This is base functionality within Aumentum -- Records. Currently the county is debating if they are going to continue maintaining a separate tax payer. If they do, there will have to be two legal parties (even if the same person) with different roles, owner and taxpayer, and different addresses.</p> <p>Aumentum maintains the address information at the time the roll is certified, and maintains a full history of address changes. The owner can also have addresses associated for different mailing types, all stored in communication tables.</p> <p>The legal party can be changed directly from InfoCenter, if permissions exist.</p> <p>The exact existing process will be outlined during implementation when the county determines if they'll continue with Taxpayer legal party or not. Recommendation is to utilize owner and addressing rather than maintaining a separate legal party .</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Records
Estimate:	N/A

WASNO-USECASE-12 ADDING NOTES TO MULTIPLE ACCOUNTS

Project ID:	WASNO-UseCase-12
Title:	Adding Notes to Multiple Accounts
Actor:	Treasurer Staff
Purpose and Objectives:	To add the same note to multiple accounts at the same time
Trigger Event(s):	The same note needs to be added to multiple accounts.
PreCondition:	Parcels need to exist
Post Condition:	The same note is on multiple accounts
Use Case Flow:	<ol style="list-style-type: none"> 1. Create list of parcels that need note. 2. Create note that needs to be listed on provided parcels 3. Load list and note to system specifications 4. Process.
Associations to Other Use Cases:	<ul style="list-style-type: none"> * Excise Statement Generate * Return Mail Mass Statement
Glossary:	
Reports:	
Notes:	
Disposition:	Process Change / Roadmap*
Gap Description:	
Resolution Description:	<p>Aumentum doesn't currently allow for mass note capability - instead the ability to mass flag exists. Flags can be informational or have business logic set around their presence (ie - Do Not Pay, Suppress Bill, etc) and provide more flexibility than notes.</p> <p>We do have a roadmap item to explore the business need for mass note capability - however it is not planned in a release at this time.</p> <p>While some processes apply flags automatically (bankruptcy case creation, payment plan creation, etc) there is also a need to ad-hoc apply flags to a parcel list. This can be done through Tax--Billing--Selected Bill Processing.</p> <p>In this screen, a flag can be applied to each parcel/bill in an imported list or searched/created list.</p> <p>Flags must first be configured. They can be configured by the user in Configuration, and also at the start of implementation by our professional services team.</p> <p>County Response to Fit Analysis: Need to be able to add notes on multiple accounts at the same time. Accounts will be flagged.</p> <p>Product Response:</p> <p>After this document was prepared, the ability to mass apply notes has been added to the Product Roadmap.</p>

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-13 PTC-VALUE MODIFICATIONS WITH SPECIAL ASSESSMENTS

Project ID:	WASNO-UseCase-13
Title:	PTC-Value Modifications with Special Assessments
Actor:	* Assessor Segregation Specialist * Tax Collector Segregation Specialist
Purpose and Objectives:	To recalculate the taxes on newly created or modified tax bills with the Special Assessments aligned correctly to the appropriate parcels after a parcel value modification
Trigger Event(s):	* Assessor Processes and approves a value modification
PreCondition:	* The parcels must exist * Special Assessments are associated to the parent parcel(s)
Post Condition:	* Special Assessments, and their correct amounts, are correctly associated to the appropriate parcel(s) * Taxes are recalculated
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive notification from the Assessor that a parcel value modification has occurred 2. Identify the impacted information <ol style="list-style-type: none"> a. Original Parcel(s) b. New Parcel(s) c. Inactive Parcel(s) d. Impacted Tax Bills <ol style="list-style-type: none"> i. If there are any changes made to the value of a parcel by the Assessor's Office in any tax year that tax bill will need to be recalculated. e. Impacted Special Assessments <ol style="list-style-type: none"> i. If there are changes made by the Assessor's Office to the special assessments in any tax year those special assessments will need to be recalculated. 3. Identify and calculate the new Special Assessment allocation <ol style="list-style-type: none"> a. Refer to Special Assessment District Membership to determine which special assessments charges are to be included on the tax bill. <ol style="list-style-type: none"> i. Special assessments and the changes made to special assessments are pre-loaded into the parcel by the Assessor's Office before we recalculate them. ii. If a parcel is becoming inactive, all special assessments will need to be manually removed from parcel before recalculation. 4. Recalculate the taxes. <ol style="list-style-type: none"> a. Any designated special assessments will be automatically loaded onto tax bill during recalculation.
Associations to Other Use Cases:	* Assessor Processing of Value Modifications * Tax Collector Processing of Refunds * Tax Collector Special Assessment Fee Removal
Glossary:	
Reports:	
Notes:	
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description:	<p>When a value modification has been made to a property with a Special Assessment on it, the Special Assessment workflow will be initiated. The Special Assessment workflow will then be initiated to the SPASS reviewer. The SPASS review screen allows the reviewer to allocate the Special Assessments to the new parcel(s) where applicable.</p> <p>Special Assessment Workflow - When a parcel redescription has been processed, the Special Assessment workflow should be initiated. The SPASS specialist will then associate the special assessments to the appropriate new parcels</p>

	<p>Implementation: UDF configuration for Special Assessments within the "Attributes" tab Configuration of Special Assessment Questions with Snohomish County-specific questions Creation of Special Assessment Letters</p> <p><u>Configuration</u></p> <p>Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Maintenance Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association Configuration -> File Import/Output -> Input/Output Configuration for the Rate Criteria Import</p> <p>County Response to Fit Analysis: Treasurer</p> <p>Which department is determining where the special assessments go? Currently, the Assessor's office builds the characteristics and we allocate the funds.</p> <p>Product Response:</p> <p>The Treasurer's office can still determine where the specials go, based on their distribution and tax accounting mappings, and will continue to allocate the funds. This is all part of configuration.</p>
<p>Risks / Constraints / Dependencies :</p>	<p><u>Special Assessment Workflow -</u></p> <p>When a parcel redescription has been processed, the Special Assessment workflow should be initiated. The SPASS specialist will then associate the special assessments to the appropriate new parcels</p> <p><u>Implementation:</u></p> <p>UDF configuration for Special Assessments within the "Attributes" tab Configuration of Special Assessment Questions with Snohomish County-specific questions Creation of Special Assessment Letters</p> <p><u>Configuration</u></p> <p>Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Maintenance Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association Configuration -> File Import/Output -> Input/Output Configuration for the Rate Criteria Import</p>
<p>Aumentum Program Name or function :</p>	
<p>Estimate:</p>	<p>Included</p>

WASNO-USECASE-14 PTC-VALUE MODIFICATION RECALCULATION OF TAXES – NONE PAID

Project ID:	WASNO-UseCase-14
Title:	PTC-Value Modification Recalculation of Taxes – None Paid
Actor:	
Purpose and Objectives:	To recalculate the taxes on newly created or modified tax bills after a parcel value modification
Trigger Event(s):	* Assessor Processes and approves a value modification
PreCondition:	* The parcels must exist * The impacted tax bill is unpaid
Post Condition:	* Taxes are recalculated * Taxpayer receives corrected tax statement
Use Case Flow:	1. Receive notification from the Assessor that a parcel value modification has occurred 2. Identify the impacted information a. Original Parcel(s) b. New Parcel(s) c. Inactive Parcel(s) d. Impacted Tax Bills i. If there are any changes made to the value of a parcel by the Assessor's Office current and past tax bills for that specific year will need to be recalculated. 3. Recalculate the taxes
Associations to Other Use Cases:	
Glossary:	Tax Roll Processing: Tax Roll Processing determines the tax charges and bill information using values from assessment rolls and the levy value build. Tax charges can be corrected either due to valuation changes or by manual adjustments to posted charges.
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	Value modifications performed within the Assessor's office are received through the Roll Correction process. Once the corrections have been received, they will be processed through the Tax -> Roll Processing -> Tax Extension corrections processing. The roll processing screen allows you to select the corrections roll, review the changes, calculate, extend and post charges. If new bills are required, a criteria group can be configured to print bills for corrected PINs
Risks / Constraints / Dependencies:	One-time normal project configuration for value types, levies, etc is required.
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-15 PTC-VALUE MODIFICATION RECALCULATION OF TAXES – 1ST HALF PAID

Project ID:	WASNO-UseCase-15
Title:	PTC-Value Modification Recalculation of Taxes – 1st Half Paid
Actor:	
Purpose and Objectives:	To recalculate the taxes on newly created or modified tax bills after a parcel value modification when the first installment is paid.
Trigger Event(s):	* Assessor Processes and approves a value modification
PreCondition:	* The parcels must exist * The impacted tax bill contains an existing payment and outstanding taxes
Post Condition:	* The first installment previously paid is allocated correctly. * Taxes are recalculated * Corrected tax statement sent to taxpayer
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive notification from the Assessor that a parcel value modification has occurred 2. Identify the impacted information <ol style="list-style-type: none"> a. Original Parcel(s) b. New Parcel(s) c. Impacted Tax Bills i. If there are any changes made to the value of a parcel by the Assessor’s Office current and past tax bills for that specific year will need to be recalculated. 3. Reallocate the payment previously made <ol style="list-style-type: none"> a. If an account is continuing, then funds will need to be reapplied after recalculation b. If an account is becoming inactive, then funds will need to be reapplied to the children accounts 4. Recalculate the remaining taxes 5. Reapply funds
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Value modifications performed within the Assessor's office are received through the Roll Correction process. Once the corrections have been received, they will be processed through the Tax -> Roll Processing - > Tax Extension corrections processing.</p> <p>Tax Accounts Receivable Application Settings and Configuration of Payment Allocation Rules rules will be utilized to determined the rules for how various types of value modifications are handled through the correction process. This includes refund creation and tracking, new bill creation for increased values.</p> <p><u>Configuration:</u></p> <p>Tax Accounts Receivable -> Automatic Payment Reallocation Levy Functional Tax Calendar Tax Accounts Receivable -> Payment Allocation Rules Configuration</p>

	<p>County Response to Fit Analysis:</p> <p>During workshop it was discussed that we would like certain types of value modifications to go through a review process (workflow?) after Roll Correction to make sure receipts are applied correctly (receipts for segs and BLAS don't always post accurately). This not specifically mentioned.</p> <p>Product Response:</p> <p>This would be a custom workflow as it is not part of our core workflow library.</p>
<p>Risks / Constraints / Dependencies:</p>	
<p>Aumentum Program Name or function:</p>	
<p>Estimate:</p>	<p>If county wants custom workflow, it is 20 hours/\$4,000.00</p>

WASNO-USECASE-16 PTC-VALUE MODIFICATION RECALCULATION OF TAXES – FULLY PAID

Project ID:	WASNO-UseCase-16
Title:	PTC-Value Modification Recalculation of Taxes – Fully Paid
Actor:	
Purpose and Objectives:	To recalculate the taxes on newly created or modified tax bills after a parcel value modification when the parcel(s) is fully paid.
Trigger Event(s):	* Assessor Processes and approves a value modification
Precondition:	* The parcels must exist * The impacted tax bill is fully paid
Post Condition:	* Refund sent to payee, if applicable * Taxes are recalculated
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive notification from the Assessor that a parcel value modification has occurred 2. Identify the impacted information <ol style="list-style-type: none"> a. Original Parcel(s) b. New Parcel(s) c. Impacted Tax Bills i. If there are any changes made to the value of a parcel by the Assessor’s Office current and past tax bills for that specific year will need to be recalculated. 3. Reallocate the payments previously made <ol style="list-style-type: none"> a. Payments may only be reapplied to the tax bills for the year that the original payment was made for. Ex. You may not apply a full or partial payment to a 2018 tax bill when the original payment was made for a tax bill in 2017. i. If a parcel is continuing, then funds will need to be reapplied after recalculation ii. If an account is becoming inactive, then funds will need to be reapplied to the children accounts 4. Recalculate the remaining taxes 5. Reapply funds <ol style="list-style-type: none"> a. If there are additional funds available after paying the full
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Value modifications performed within the Assessor's office are received through the Roll Correction process. Once the corrections have been received, they will be processed through the Tax -> Roll Processing -> Tax Extension corrections processing.</p> <p>Tax Accounts Receivable Application Settings and Configuration of Payment Allocation Rules rules will be utilized to determined the rules for how various types of value modifications are handled through the correction process. This includes refund creation and tracking, new bill creation for increased values.</p> <p><u>Configuration:</u></p> <p>Tax Accounts Receivable -> Automatic Payment Reallocation Levy Functional Tax Calendar</p>

	<p>Tax Accounts Receivable -> Payment Allocation Rules Configuration</p> <p>County Response to Fit Analysis:</p> <p>During workshop it was discussed that we would like certain types of value modifications to go through a review process (workflow?) after Roll Correction to make sure receipts are applied correctly (receipts for segs and BLAS don't always post accurately). This not specifically mentioned.</p> <p>Product Response:</p> <p>This would be a custom workflow as it is not part of our current workflow library. Estimate provided on UseCase15 if desired.</p>
<p>Risks / Constraints / Dependencies:</p>	
<p>Aumentum Program Name or function:</p>	
<p>Estimate:</p>	<p>N/A</p>

WASNO-USECASE-17 PTC-PARCEL VALUE MODIFICATION RECALCULATION OF TAXES – DELINQUENT TAXES

Project ID:	WASNO-UseCase-17
Title:	PTC-Parcel Value Modification Recalculation of Taxes – Delinquent Taxes
Actor:	Assessor Segregation Specialist Tax Collector Segregation Specialist
Purpose and Objectives:	To recalculate the taxes on newly created tax bills correctly after a parcel value modification when the tax bills impacted are delinquent
Trigger Event(s):	* Assessor Processes and approves a value modification
PreCondition:	* The parcels must exist * The impacted tax bills are delinquent
Post Condition:	* Delinquent / past due taxes are reallocated * Impacted fees are updated accordingly * Taxes are recalculated
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive notification from the Assessor that a parcel value modification has occurred 2. Identify the impacted information <ol style="list-style-type: none"> a. Original Parcel(s) b. New Parcel(s) c. Inactive parcel(s) d. Impacted Tax Bills <ol style="list-style-type: none"> i. If there are any changes made to the value of a parcel by the Assessor’s Office to current and past tax bills for that specific year will need to be recalculated 3. Reallocate taxes <ol style="list-style-type: none"> a. Delinquencies are carried forward to the new parcels b. Original dates are used on the reallocated taxes c. Penalties and interest remain the same the updated parcels 4. Recalculate the taxes
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Value modifications performed within the Assessor’s office are received through the Roll Correction process. Once the corrections have been received, they will be processed through the Tax -> Roll Processing - > Tax Extension corrections processing.</p> <p>Tax Accounts Receivable Application Settings and Configuration of Payment Allocation Rules rules will be utilized to determined the rules for how various types of value modifications are handled through the correction process. This includes refund creation and tracking, new bill creation for increased values.</p> <p>Penalty and interest dates are configured in the common calendar, and will pull forward with the correction - unless a grace period is allowed, and that can be configured as well.</p>

	<p>County Response to Fit Analysis:</p> <p>During workshop it was discussed that we would like certain types of value modifications to go through a review process (workflow?) after Roll Correction to make sure receipts are applied correctly (receipts for segs and BLAS don't always post accurately). This not specifically mentioned.</p> <p>Product Response:</p> <p>This would be a custom workflow as it is not currently part of our workflow library. Estimate is on usecase 15 if desired.</p> <p><u>Configuration:</u></p> <p>Tax Accounts Receivable -> Automatic Payment Reallocation</p> <p>Levy Functional Tax Calendar</p> <p>Tax Accounts Receivable -> Payment Allocation Rules Configuration</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-18 PTC-SOIL CONSERVATION DISTRICT FEE REMOVAL 1.1.1

Project ID:	WASNO-UseCase-18
Title:	PTC-Soil Conservation District Fee Removal 1.1.1
Actor:	* Treasury Tax Specialist * Payment Processing Specialist
Purpose and Objectives:	To remove Soil Conservation District (SCD) fees from tax bills
Trigger Event(s):	* Receive request from that the SCD fee must be removed from tax bill.
PreCondition:	* Parcel must exist * Parcel must have SCD fee
Post Condition:	* SCD fee is removed from tax bill and no longer owing
Use Case Flow:	1. Receive request to remove fee 2. Determine if fee should be removed a. Remove fee if: i. Parcel is becoming inactive ii. There are no ad valorem taxes due iii. A Native or Government exemption is placed on the parcel iv. Request made by the SCD b. If none of the above apply do not remove fee 3. Give notification that requested fees have been removed or not
Associations to Other Use Cases:	* Value Modifications * Exemptions
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>There are two ways to remove the Special Assessment in Aumentum. The validation mentioned in the use case can be done in InfoCenter</p> <p>One way is through tax charge corrections in Info Center. This method creates a tax bill correction, removing the single charge from the selected bill. However - this does NOT remove the association of the PIN to the Special Assessment district.</p> <p>The other way to remove is in the Special Assessments module. From here, choose Revenue Object Maintenance and search for the PIN.</p> <p>This screen is how PINS are associated and disassociated with Special Assessments districts. From that screen, search for the PIN(s) to manage and click Next On the next screen you can remove or add assessments. Then click Calc/Post.</p> <p>This will create the correction to the bill. If a new bill needs to be generated, it can be printed through InfoCenter, tax detail. If the special was paid prior to removal, a surplus record will be created.</p>

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Special Assessments
Estimate:	N/A

WASNO-USECASE-19 PTC-FOREST FIRE PROTECTION FEE REMOVAL 1.1.2

Project ID:	WASNO-UseCase-19
Title:	PTC-Forest Fire Protection Fee Removal 1.1.2
Actor:	* Treasury Tax Specialist * Payment Processing Specialist * Assessor Segregation Supervisor
Purpose and Objectives:	To remove Forest Fire Protection (FFP) fees from tax bills
Trigger Event(s):	* Receive request that the Forest Fire Protection fee must be removed from tax bill.
PreCondition:	* Parcel must exist * Parcel must have FFP fee
Post Condition:	* SCD fee is removed from tax bill and no longer owing
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive request to remove fee 2. Determine if fee should be removed <ol style="list-style-type: none"> 1. Remove fee if: <ol style="list-style-type: none"> 1. Parcel is becoming inactive 2. Native exemption is placed on parcel 3. Request made by the Department of Natural Resources (DNR) <ol style="list-style-type: none"> 1. If request is made by DNR, notify Assessor Segregation Supervisor so it does not appear in future years 2. If none of the above apply do not remove fee 3. Give notification that requested fees have been removed or not
Associations to Other Use Cases:	* Value Modifications * Exemptions
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>There are two ways to remove the Special Assessment in Aumentum. The validation mentioned in the use case can be done in InfoCenter</p> <p>One way is through tax charge corrections in Info Center. This method creates a tax bill correction, removing the single charge from the selected bill. However - this does NOT remove the association of the PIN to the Special Assessment district.</p> <p>The other way to remove is in the Special Assessments module. From here, choose Revenue Object Maintenance and search for the PIN.</p> <p>This screen is how PINS are associated and disassociated with Special Assessments districts. From that screen, search for the PIN(s) to manage and click Next On the next screen you can remove or add assessments. Then click Calc/Post.</p> <p>This will create the correction to the bill. If a new bill needs to be generated, it can be printed through InfoCenter, tax detail. If the special was paid prior to removal, a surplus record will be created.</p>

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Special Assessments
Estimate:	N/A

WASNO-USECASE-20 PTC-SEWER WATER MANAGEMENT FEE REMOVAL 1.1.3

Project ID:	WASNO-UseCase-20
Title:	PTC-Sewer Water Management Fee Removal 1.1.3
Actor:	* Treasury Tax Specialist * Payment Processing Specialist
Purpose and Objectives:	To remove Sewer Water Management (SWM) fees from tax bills
Trigger Event(s):	* Receive request from that the SWM fee must be removed from tax bill.
PreCondition:	* Parcel must exist * Parcel must have SWM fee
Post Condition:	* SWM fee is removed from tax bill and no longer owing
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive request to remove fee 2. Determine if fee should be removed <ol style="list-style-type: none"> 1. Remove fee if: <ol style="list-style-type: none"> 1. Parcel is becoming inactive 2. A Native or Senior exemption is placed on the parcel 3. Request made by SWM 2. If none of the above apply do not remove fee 3. Give notification that requested fees have been removed or not
Associations to Other Use Cases:	* Value Modifications * Exemptions
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>There are two ways to remove the Special Assessment in Aumentum. The validation mentioned in the use case can be done in InfoCenter</p> <p>One way is through tax charge corrections in Info Center. This method creates a tax bill correction, removing the single charge from the selected bill. However - this does NOT remove the association of the PIN to the Special Assessment district.</p> <p>The other way to remove is in the Special Assessments module. From here, choose Revenue Object Maintenance and search for the PIN.</p> <p>This screen is how PINS are associated and disassociated with Special Assessments districts. From that screen, search for the PIN(s) to manage and click Next On the next screen you can remove or add assessments. Then click Calc/Post.</p> <p>This will create the correction to the bill. If a new bill needs to be generated, it can be printed through InfoCenter, tax detail. If the special was paid prior to removal, a surplus record will be created.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function:	Special Assessments
Estimate:	N/A

WASNO-USECASE-21 CHECK OR CASH PAYMENT COLLECTED AT COUNTER

Project ID:	WASNO-UseCase-21
Title:	Check or Cash Payment Collected at Counter
Actor:	* Tax Collector Payment Processor
Purpose and Objectives:	Tax Bill is credited with a payment and a receipt is provided
Trigger Event(s):	* Receive a payment in person at counter
PreCondition:	* The parcels must exist * The system's tolerance is established at \$15
Post Condition:	* Taxes are paid * Change provided when necessary * Receipt is provided to the taxpayer
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive Payment 2. Verify Payment is accurate <ol style="list-style-type: none"> 1. If payment is cash <ol style="list-style-type: none"> 1. If payment is over amount due, change is provided 2. If payment is short, request correct amount or payment not accepted 2. If payment is check <ol style="list-style-type: none"> 1. If payment is over amount due <ol style="list-style-type: none"> 1. Ask Customer to re-write check or inform them they will receive a refund for the difference after 30 days. 3. If payment is short <ol style="list-style-type: none"> 1. Ask Customer to re-write check for correct amount 2. Payment is not accepted if under tolerance 3. Note payee in system. 4. Post payment to the tax bill(s) 5. Provide receipt to taxpayer
Associations to Other Use Cases:	* Balancing and Closing a Drawer * Refund Processing * Trouble Mail
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Counter collections are performed using Cashiering --> General --> Payment Collections.</p> <p>This requires that a Session be valid for the date, till and user that will be taking the payment.</p> <p><u>Processing:</u></p> <p>When taking the payment, the cashier will key in the PIN (account number) and click Search, which will return all due years (bills) for the PIN to the payment screen. Any that are not to be paid in this transaction may be removed. Alternatively, the cashier can key the year and bill to bring in the specific bill.</p> <p>Amount paid will default to the amount due.</p>

	<p>Tender type will default to the default tender type set for the cashier. Cashier will change tender type if necessary, and change amount tendered if necessary. System will automatically calculate any change, refund, return (overage within tolerance) or shortage. Cashier will enter / validate the By Whom Paid information and click Pay. Standard receipt will print to the configured printer / receipt printer.</p> <p>**There are 2 standard Aumentum receipts, one which prints on 8 1/2 x 11 paper, and one which prints on 'journal' type paper. The only customization with these is the County Name and contact info. If a customized receipt is desired, that will be a billable charge at 34 hours.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Cashiering
Estimate:	N/A (custom receipt, if desired, is estimated in original rfp/referenced in chart at beginning of document)

WASNO-UseCase-22 <u>Mail Payment Collected</u>	
Project ID:	WASNO-UseCase-22
Title:	Mail Payment Collected
Actor:	* Tax Collector Payment Processor
Purpose and Objectives:	Tax Bill is credited with a payment and a receipt is provided when necessary
Trigger Event(s):	* Receive a payment in the mail
PreCondition:	* The parcels must exist * The system's tolerance is established at \$15
Post Condition:	* Taxes are paid * Receipt is provided to the taxpayer when necessary
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive Payment 2. Verify Payment is accurate <ol style="list-style-type: none"> 1. If payment is over amount due <ol style="list-style-type: none"> 1. Within tolerance <ol style="list-style-type: none"> 1. Accept payment 2. Outside tolerance <ol style="list-style-type: none"> 1. Accept payment and send refund for amount payment is over 2. If payment is short <ol style="list-style-type: none"> 1. Within tolerance <ol style="list-style-type: none"> 1. Post payment to account 2. Outside tolerance <ol style="list-style-type: none"> 1. Send uncashed check back to payee requesting the correct amount due 3. Note payee in system. 4. Post payment to the tax bill(s)
Associations to Other Use Cases:	* Balancing and closing a drawer * Refund Processing * Trouble Mail
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Cashiering is base functionality in Aumentum. Payments not processed through a file (web, lender, lockbox, etc) are processed using the Cashiering -> General -> Payment Collection menu option. Prior to accepting payments, a session for the cashier/till must be opened for the day.</p> <p><u>Configuration:</u></p> <p>Tolerance is set in Cashiering -> Setup -> Global Cashiering. Both the over and under tolerances are set here, plus a determination if the tolerance is at the Receipt or Bill Level. If set to Receipt, then the tolerance applies to the full amount due vs tendered. If set to bill, then each bill in a single transaction may be within tolerance. Recommendation is Receipt level.</p> <p>For each Cashier the tolerance settings may be set to be different from Global. An example would be to set the tolerance globally to allow the 15.00 shortage, but set the cashiers posting walk in payments to 0 for shortage.</p>

	<p>When taking the payment, the cashier will key in the PIN (account number) and click Search, which will return all due years (bills) for the PIN to the payment screen. Any that are not to be paid in this transaction may be removed. Alternatively, the cashier can key the year and bill to bring in the specific bill.</p> <p>Amount paid will default to the amount due.</p> <p>Tender type will default to the default tender type set for the cashier. Recommendation for mail payments is to set that to Check.</p> <p>Cashier will change tender type if necessary, and change amount tendered if necessary. System will automatically calculate any change, refund, return (overage within tolerance) or shortage.</p> <p>Cashier will enter / validate the By Whom Paid information and click Pay.</p> <p>Standard receipt will print to the configured printer / receipt printer.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Cashiering
Estimate:	N/A

WASNO-USECASE-23 CREDIT CARD PAYMENT COLLECTED AT COUNTER

Project ID:	WASNO-UseCase-23
Title:	Credit Card Payment Collected at Counter
Actor:	* Tax Collector Payment Processor
Purpose and Objectives:	Tax Bill is credited with a payment and a receipt is provided when necessary
Trigger Event(s):	* Receive a credit card payment in person at counter
PreCondition:	* The parcels must exist
Post Condition:	* Taxes are paid * Receipt is provided to the taxpayer
Use Case Flow:	<ol style="list-style-type: none"> 1. Verify payment is accurate 2. By using photo ID, confirm person presenting card is the same person on the card. <ol style="list-style-type: none"> a. Do not accept payment if they do not match. 3. Run taxpayer credit card through online credit card system for the exact amount owing. 4. Have taxpayer sign receipt to confirm payment. 5. Make copy of signed receipt <ol style="list-style-type: none"> a. Provide one copy to taxpayer b. Keep other copy for Treasurer records
Associations to Other Use Cases:	* Balancing and Closing a Drawer * Batch Processing * Refund Processing
Glossary:	
Reports:	
Notes:	As Is: FIT - Going to point and pay portal to process To Be use case is a gap (processing payments in Aumentum)
Disposition:	Software Development Required
Gap Description:	Taking credit card payments at the counter with an interface in to Aumentum would require detailed requirements gathering and some software development for the credit card interface.
Resolution Description:	<p>The current process the county follows where credit card payments are taken through the portal is a fit. In this case, they would log in to the portal, take the payment, and when the batch file is received it is processed in Aumentum.</p> <p>The to be process is a gap.</p> <p>County Response to Fit Analysis:</p> <p>This is our merchant services provider; can't process in Aumentum.</p> <p>Product Response:</p> <p>Yes. However we are adding the ability to hook in to CC payment providers (depending upon their capabilities and with review) in a future release, and anticipate this integration being available for Snohomish, with potential configuration costs – to be determined at that time.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function:	Cashiering
Estimate:	N/A

WASNO-USECASE-24 LID, RID, LUD PAYMENT COLLECTED

Project ID:	WASNO-UseCase-24
Title:	LID, RID, LUD Payment Collected
Actor:	* Tax Collector Payment Processor * Tax Collection Specialist – LID Specialist
Purpose and Objectives:	LID Bill is credited with a payment and a receipt is provided when necessary
Trigger Event(s):	* Receive a LID, RID, LUD payment
PreCondition:	* The parcels must exist * Must have LID, RID, or LUD charges
Post Condition:	* Yearly bond payment is paid. * Receipt is provided to the taxpayer when necessary
Use Case Flow:	1. Receive Payment 2. Verify Payment is accurate a. If payment is for the exact amount owing, post payment b. If payment is over the amount owing a. Pay current amount owing. b. Apply remaining overage to the balance due c. If payment is short a. Reject payment and send back to taxpayer 3. Note payee in system 4. Post payment to the LID charges.
Associations to Other Use Cases:	* Balancing and closing a drawer * LID Balancing * Refund Processing
Glossary:	SPASS: Special Assessments
Reports:	
Notes:	Can not pay SPASS short for current year, may overpay, overpayments are applied to the last year of the SPASS. If pre-payment within the 30 days - if 10,000 and payment is 2,000 - apply to full principal so the predetermined interest is only calculated on the initial principal 8,000 based as of the first due date after the 30 days. If overpayments are made, less interest is due each month - the life of the 'loan' is shortened, but the principal payments stay the same. The interest is calculated on the overall principal of the SPASS. Predetermined Interest - Same Interest Percentage from year to year <ul style="list-style-type: none"> • Predetermined interest is due as part of the first installment each year • If taxpayer is going to pay in full after the 30 days, must pay interest for the year in question as part of the full payment, but not the compound interest over the life of the bond Note from County – Predetermined interest is calculated and required per YEAR, not MONTH.
Disposition:	Fit
Gap Description:	
Resolution Description:	Special Assessment-Only tax bills will be configured with payment allocation rules that determine the processing rules for the tax bills. This use case is specific to SPASS configured as bonds. The additional payment payoff rules will be established by district within the Special Assessment Maintenance screen:

	<ul style="list-style-type: none"> • Non-posted payoff date • After date restriction <ul style="list-style-type: none"> ○ Do Not Accept Payment ○ Accept Only All Principal ○ Accept Only All Principal and All Interest • Posted payoff date • Payoff Method <ul style="list-style-type: none"> ○ Remaining Principal * (Special Interest Rate / 2) ○ Remaining Principal + All Year Current Interest ○ Remaining Principal + Current Year Interest + Next Year Interest ○ Remaining Principal + Monthly Prorated Current Year Interest ○ Remaining Principal Only • Allow Partial Payments • Payoff Level • Advance Payment Solely Received in Aumentum <p>County Response to Fit Analysis:</p> <p>Needs clarification in notes section on pre-payment within 30 days of initial set up/pre-determined interest vs "delinquent interest"/pre-determined interest is calculated and required per year not per month.</p> <p>Product Response:</p> <p>Added clarification to notes</p>
<p>Risks / Constraints / Dependencies:</p>	<ul style="list-style-type: none"> • Configuration: <ul style="list-style-type: none"> ○ Sysytpes Amortized special assessment category Amortized special assessment type Special assessment amortization type Special assessment categories Special assessment deferral type Special assessment type • User-Defined Fields - Set up before associating them with a special assessment • At least one amortized special assessment must be created if you want to upload amortized special assessment file. • Amortized special assessments must be set up before you can perform amortizations. • Amortized special assessments must be set up and amortized before you can print various special assessment reports. • Payment Allocation Rules • Partial Payment Rules for collection processing • Refund Routing Rules
<p>Aumentum Program Name or function:</p>	<p>Cashiering</p>
<p>Estimate:</p>	<p>N/A</p>

WASNO-USECASE-25 PERSONAL PROPERTY PAYMENT

Project ID:	WASNO-UseCase-25
Title:	Personal Property Payment
Actor:	* Tax Collector Payment Processor * Tax Collector Personal Property Specialist
Purpose and Objectives:	Tax Bill is credited with a payment and a receipt is provided
Trigger Event(s):	* Receive a personal property payment
PreCondition:	* The parcels must exist * Must be a personal property account
Post Condition:	* Taxes are paid * Receipt is provided to the taxpayer when necessary * A new statement was provided when necessary
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive Payment 2. Verify Payment is accurate <ol style="list-style-type: none"> a. If payment is over amount due <ol style="list-style-type: none"> i. Within tolerance <ol style="list-style-type: none"> 1. Accept payment ii. Outside tolerance <ol style="list-style-type: none"> 1. Accept payment and send refund for amount payment is over b. If payment is short <ol style="list-style-type: none"> 1. Give to Personal Property Specialist to review <ol style="list-style-type: none"> a. Personal Property Specialist to determine if fees can be removed and to post partial payment to account b. Send taxpayer a new statement after payment has been posted. 3. Note payee in system. 4. Post payment to the tax bill(s) 5. Provide receipt to taxpayer when necessary
Associations to Other Use Cases:	* Balancing and Closing a Drawer * Refund Processing * Trouble Mail
Glossary:	Revenue Source - the Aumentum term used to define the origin of the revenue, such as Property, Miscellaneous source, Tax Sale, etc.
Reports:	
Notes:	If delinquent in PP, take all money regardless of tolerance settings
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Counter collections are performed using Cashiering --> General --> Payment Collections.</p> <p>This requires that a Session be valid for the date, till and user that will be taking the payment.</p> <p>Payment Processing at the counter is the same regardless of Property type or Revenue source. See also use cases WASNO-UseCase-22: Mail Payment Collected for configuration of tolerance settings, and WASNO-UseCase-1: Bank Batches for configuration of Allocation Rules.</p>

	<p>Delinquent personal property allows partial payments, and a separate allocation rule should be configured for a depletion of charge types (tax, fee, interest, penalty) within years when applying a partial payment to delinquent personal.</p> <p><u>Processing:</u></p> <p>When taking the payment, the cashier will key in the PIN (account number) and click Search, which will return all due years (bills) for the PIN to the payment screen. Any that are not to be paid in this transaction may be removed. Alternatively, the cashier can key the year and bill to bring in the specific bill.</p> <p>Amount paid will default to the amount due.</p> <p>Tender type will default to the default tender type set for the cashier.</p> <p>Cashier will change tender type if necessary, and change amount tendered if necessary. System will automatically calculate any change, refund, return (overage within tolerance) or shortage.</p> <p>Cashier will enter / validate the By Whom Paid information and click Pay.</p> <p>Standard receipt will print to the configured printer / receipt printer.</p>
<p>Risks / Constraints / Dependencies:</p>	
<p>Aumentum Program Name or function:</p>	<p>Cashiering</p>
<p>Estimate:</p>	<p>N/A</p>

WASNO-USECASE-26 BANKRUPTCY PAYMENT

Project ID:	WASNO-UseCase-26
Title:	Bankruptcy Payment
Actor:	* Tax Collector Payment Processor
Purpose and Objectives:	Tax Bill is credited with a payment and a receipt is provided
Trigger Event(s):	* Receive a payment from an account that is involved in bankruptcy
PreCondition:	* The parcels must exist * Parcel(s) must be involved in bankruptcy
Post Condition:	* Taxes are paid * Receipt is provided to the taxpayer when necessary * A new statement is provided when necessary
Use Case Flow:	1. Receive Payment 2. Give payment to Bankruptcy Specialist 3. Verify Payment is accurate a. Make notes regarding payment 4. Note payee in system. 5. Post payment to the tax bill(s) 6. Provide receipt to taxpayer when necessary
Associations to Other Use Cases:	* Balancing and Closing a Drawer
Glossary:	
Reports:	
Notes:	Allocation - Pay oldest bill first prorated amount against Taxes, fees, penalties & Interest. If they can post 1 check that covers multiple bills across multiple parcels they may not have the need to add notes.
Disposition:	Fit
Gap Description:	
Resolution Description:	Bankruptcy payments in Aumentum are processed using the Cashiering function. <u>Configuration:</u> An allocation rule will need to be defined in Accounts receivable for Bankruptcy payments, to pay oldest bill first, with prorated against taxes, fees, penalties and interest. A bankruptcy flag must be configured In Cashiering Flag Payment rules, the configured bankruptcy flag must be set to allow Partial Payments <u>Processing:</u> In Cashiering --> General --> Payment Collection (requires a session be open) In the Type field, choose Bankruptcy/Litigation. (This is not required, but allows searching by case number) Key in either the Case Number or Claim Number (requires a case be created in Delinquent --> Case maintenance) and click search All bills in the claim will be added to the pay grid. On the left side of the screen in Cashiering Settings, choose the configured Allocation rule for Bankruptcy (if it is not the default). In the tender section, input the appropriate tender information, amount being paid, and click Pay.

	<p>The allocation rule will automatically spread the partial payment appropriately, however if desired this can be overridden by selecting all bills in the grid and clicking "allocations". This will display a screen that allows the editing of how payments are applied.</p> <p>County Response to Fit Analysis:</p> <p>Opportunities to Improve: Interface allowing filing proof of claim with the court directly from Aumentum (at least for the local bankruptcy court)</p> <p>Product Response:</p> <p>The ability to electronically file proof of claim is not currently on our product roadmap. We agree to investigate this as a potential future enhancement.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Cashiering
Estimate:	N/A

WASNO-USECASE-27 SEGREGATIONS

Project ID:	WASNO-UseCase-27
Title:	Segregations
Actor:	<ul style="list-style-type: none">* Property Segregation Technician* Property Segregation Lead* Property Control Division Supervisor* GIS Technician* Appraiser Analyst/Commercial Appraiser* DIS Scanning (records management)* Manufactured Home Technician* CAMA Technician
Purpose and Objectives:	To process documentation and information affecting tax parcels accurately and efficiently, in order to provide current tax assessment information to customers by creating or inactivating parcels in the system To assign appropriate characteristics to each new parcel so that they may be valued and taxed correctly
Trigger Event(s):	* Document is recorded with Auditor, or project received from internal or external source such as a Formal Plat, Short Plat, Condo, etc
PreCondition:	* Parcel may or may not exist in system
Post Condition:	<ul style="list-style-type: none">* New parcels now exist in system and/or modifications have been made to existing parcels and balance to original values for the year the split was done and any additional back years* Non continuing parent parcels are retired in the system and have no value* Parcels exist for future year and have been valued by Appraisal* Letters have been created informing customers of change* Appropriate characteristics have been assigned to each new parcel so that they may be valued and taxed correctly* Documentation generated in the system to support changes made to be sent for scanning* Notification to the Treasurer that segregation is ready for tax recalculation* Cover letter generated with barcode for scanning purposes* Please note that it is important to have a balancing feature for current year values and back year values (if needed)* Need reports generated for CAMA/Exemptions/Levies/Appraisal
Use Case Flow:	See Workflow 2-2-PC-Segs.pdf and 4-42-NewPlats.pdf
Associations to Other Use Cases:	<ul style="list-style-type: none">* 2-5- PC-Tracking-UC.docx and Treasurer* 2-8 PC-Val Mods-UC.docx
Glossary:	
Reports:	
Notes:	<ul style="list-style-type: none">* Need cloning mechanism for the purpose of creating multiple parcels when creating Plats or CondominiumsGoals for Improvements – Not currently As-Is Process* Minimize number of screens that have to be touched in data entry process* Eliminate duplicate entry such as notes on multiple accounts in same projects* Have all documentation used linked to the system* Documentation generated in the system to support changes made to be sent for scanning* Notification to the Treasurer that segregation is ready for tax recalculation
Disposition:	Fit

Gap Description:	
Resolution Description :	<p>Application Resolution: Records Admin Changes: Records Revenue Object Maintenance Tasks for Split and Plat currently will complete the administrative portion of defining parent parcels which will survive or retire, and create N # of new parcels with the beginning effective dates of either the Document Date or Recorded Date of the documents received and used to complete Splits or Plats (ex surveys, tract maps etc). The effective date is defined in a Records Application setting. This date should be used for all conversion of revenue objects and Official Documents as well. Revenue Object attributes for class code, parcel area, property descriptions, TAG, can all be defined and inherited as part of these tasks. Notes can also be assigned to multiple parcels during these processes. When these tasks are completed, Aumentum Events are created which can trigger notification or activity workflows to other departments to complete Valuation or Assessment Administration tasks to complete the balancing of value or appraisal of new revenue objects to make them available for the roll.</p> <p>Implementation should decide if Snohomish will use Revenue Object Maintenance or if Documents will be interfaced and integrated with the worklist to use Workflow tasks to complete Splits and Plats. If Snohomish has mapping department personnel that can write tools to use ImportEvents web services, they could do Redescriptions using the web services to push transactions into Aumentum. If web services are used, technical training would need to be provided by Professional Services.</p> <p>The P-Plat task allows for users to either select an existing subdivision or create a new subdivision as part of the normal steps of the transaction. Revenue Object Maintenance Task B is available to build or create new subdivisions outside of the Plat task.</p> <p>Workflows for Split and Plat exist using the same UI's as Revenue Object Maintenance but are workflow enabled. If workflow is to be used, the correct runtime must be deployed so those workflows are available. Testing can be done with appropriate configuration (see Configuration below) from either Configuration>DocReceived Test or Reports and Interfaces>Documents Received>Document Received Maintenance. No configuration is required for testing using Revenue Object Maintenance Tasks P or Task S. There are several Records Application settings that should be completed as part of Implementation. (see Application Settings below)</p> <p>Task E- Separated Estate can also be used to "split" off certain rights from an existing revenue object such as mineral or air rights, leases or right of ways.</p> <p>During any of these tasks the legal descriptions can also be modified to reflect the changes in parcel boundaries etc.</p> <p>Once parcels are created, Correspondence can be created in Info Center or thru a batch process based on certain parameters. Attachments can be added to the pin during the process as long as revobjid's are in state on the page, or any time after the transaction in Info Center.</p> <p>Application Settings:</p> <ol style="list-style-type: none"> 1. Allow adding document subtypes should be True 2. Allow new owner on parent parcel PIN during Split with Deed - False if the children are usually transferred after split. Used with the subtask for split -Deed with subdivision. Presents transfer immediately after split task. 3. Fortis web service* possible if using call to documents in their Fortis application 4. General Parcel PIN should be set to GENERAL PARCEL (which should exist in db) 5. New parcels are created from the general parcel should be set to True 6. All Official Doc required for ...-check with customer and set accordingly 7. One Situs per parcel should be set to False 8. Require matching ownership (Id, %age and type) on Merge/Plat- per customer instruction 9. Require Streets During Plat Workflow- per customer instruction if True, streets are required in the Plat task and subdivision. 10. Require Unique Instrument Numbers- usually set to False so same Doc Number can be used for multiple transactions ex. split and transfer done separately. 11. Validation method used in Merge/Plat- based on if using Workflow or RevObjMaintenance

Configuration:

1. Document subtype list from customer should be verified with existing subtypes and additional ones added as necessary
2. Description Headers should be configured to Revenue Object types via systypeintel using X-Config. Description details should be configured for each Descrheadertype using Xconfig. Conversion team needs to be sure to convert data into the correct header/detail combination.
3. Classcodes should be configured to RevobjSubtype via systypeintel using X-Config
4. If Snohomish wishes to use the Redescription Number field to group Redescription transactions, this can be configured using Revenue Object Mtnc Task systypes AddlInfo systypeintel using X-Config. This could also be done post go live via the application in systypes if there is nothing to convert and they decide to use that field later.
5. If documents are to be integrated with workflow, the correct mapping of docssubtype to Aumentum events to start the appropriate workflows would need to be done.

Customer Response to Fit Analysis:

Note - effective date is not always tied to a recording or document date. Need to be able to enter the effective date and summary does not indicate if that is possible. Also need ability to decide where the project starts either in Rev Obj Maint or Mapping.

Product Team Response: Possible gap depending on customer response.

In your context of effective date, are you referring to which year the Taxes would/should first be billed? In Records, the effective date is simply when the revenue objects should begin, based on either the doc date or the recorded date. The functional calendar should tell AA when the assessments should become effective for taxes. If the effective date you are referring to could be AFTER the recorded date, then there definately would be a gap. If it could be before, then I would suggest that the appsetting be set to Document date, then it could be entered before the actual doc date.

Question on where project should begin should be discussed with Implementation and a doctype configured that maps to the Document Triage queue/workflow where the user can specify the workflow manually.

Customer Response to Fit Analysis:

This Use Case is listed in the summary on page 17 as a Fit with no estimate of additional costs. However, the Use Case detail on page 86 shows cost TBD. if the effective date issue cannot be resolved with app settings, will there be a additional cost associated with meeting our need to set an effective date manually? If so, what will that cost be or will it be included as a requirement for market entry into Washington state?

Product Team Response:

It will be included as a requirement for market entry into Washington state, and as such will have no cost.

Risks / Constraints / Dependencies:	Workflows would be dependent on the setup and mapping of doceived events to workflows and appropriate runtime deployed.
Aumentum Program Name or function:	Revenue Object Maintenance
Estimate:	TBD

WASNO-USECASE-28 <u>MERGE/COMBINATION</u>	
Project ID:	WASNO-UseCase-28
Title:	Merge/combination
Actor:	<ul style="list-style-type: none"> * Property Segregation Technician * Property Segregation Lead * Property Control Division Supervisor * GIS Technician * Appraisal Analyst * DIS Scanning (Records Management) * Mobile Home Technician * CAMA Technician
Purpose and Objectives:	<p>To process the documentation and information affecting tax parcels accurately and efficiently, in order to provide current tax assessment information to customers</p> <p>To combine multiple parcels resulting in fewer parcels or one parcel</p>
Trigger Event(s):	* Project is received from internal or external source such as a Boundary Line Adjustment/Lot Line Adjustment or a Split/Combination Request form
PreCondition:	* Parcels exist in system as separate parcels
Post Condition:	<ul style="list-style-type: none"> * Continuing parcels still exist in system and balance to original values for the year the split was done and any additional back years * Non continuing parent parcels are retired in the system and have no value * Continuing parcels exist for future year and have been valued by Appraisal * Letters have been created informing customers of change * Characteristics have been removed from each parcel that was inactivated and reference code given * Characteristics for continuing parcels have been updated to reflect new size/use * Improvements have been moved off discontinued parcels and on to remaining parcels * Documentation generated in the system to support changes made to be sent for scanning * Notification to the Treasurer that merge is ready for tax recalculation * Cover letter generated with barcode for scanning purposes
Use Case Flow:	See Workflow 2-3 PC–Merges.pdf
Associations to Other Use Cases:	<ul style="list-style-type: none"> * Treasurer * 2-5-PC-Tracking-UC.docx
Glossary:	BLA - Boundary Line Adjustment
Reports:	<ul style="list-style-type: none"> * Need reports generated for CAMA/Exemptions/Levies/Appraisal/Treasurer * Please note that it is important to have a balancing feature for current year values and back year values (if needed)
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> * Minimize number of screens that have to be touched in data entry process * Eliminate duplicate entry such as notes on multiple accounts in same projects. * Have all documentation used linked to the system * Documentation generated in the system to support changes made to be sent for scanning * Notification to the Treasurer that merge is ready for tax recalculation
Disposition:	Fit
Gap Description:	

<p>Resolution Description :</p>	<p>Application Resolution: Records Admin Changes: Records Revenue Object Maintenance Tasks for Merge currently will complete the administrative portion of defining parent parcels which will survive or retire, and create newly merged parcels with the beginning effective dates of either the Document Date or Recorded Date of the documents received and used to complete Merges (ex surveys, Request for combine, etc). The effective date is defined in a Records Application setting. This date should be used for all conversion of revenue objects and Official Documents as well. Revenue Object attributes for class code, parcel area, property descriptions, TAG, can all be defined and inherited as part of these tasks. Notes can also be assigned to multiple parcels during these processes. When these tasks are completed, Aumentum Events are created which can trigger notification or activity workflows to other departments to complete Valuation or Assessment Administration tasks to complete the balancing of value or appraisal of new revenue objects to make them available for the roll.</p> <p>Implementation should decide if Snohomish will use Revenue Object Maintenance or if Documents will be interfaced and integrated with the worklist to use Workflow tasks to complete Merges. If Snohomish has mapping department personnel that can write tools to use ImportEvents web services, they could do Redescriptions using the web services to push transactions into Aumentum. If web services are used, technical training would need to be provided by Professional Services.</p> <p>Workflows for Merge exist using the same UI's as Revenue Object Maintenance but are workflow enabled. If workflow is to be used, the correct runtime must be deployed so those workflows are available. Testing can be done with appropriate configuration (see Configuration below) from either Configuration>DocReceived Test or Reports and Interfaces>Documents Received>Document Received Maintenance. No configuration is required for testing using Revenue Object Maintenance Tasks M. There are several Records Application settings that should be completed as part of Implementation. (see Application Settings below)</p> <p>Once parcels are created, Correspondence can be created in Info Center or thru a batch process based on certain parameters. Attachments can be added to the pin during the process as long as revobjid's are in state on the page, or any time after the transaction in Info Center.</p> <p>Application Settings: Allow adding document subtypes should be True Allow new owner on parent parcel PIN during Split with Deed - False if the children are usually transferred after split. Used with the subtask for split -Deed with subdivision. Presents transfer immediately after split task. Fortis web service* possible if using call to documents in their Fortis application All Official Doc required for ...-check with customer and set accordingly One Situs per parcel should be set to False Require matching ownership (Id, %age and type) on Merge/Plat- per customer instruction Require Unique Instruments Numbers- usually set to False so same Doc Number can be used for multiple transactions ex. split and merge done separately. Validation method used in Merge/Plat- based on if using Workflow or RevObjMaintenance</p> <p>Configuration: 1. Document subtype list from customer should be verified with existing subtypes and additional ones added as necessary 2. Description Headers should be configured to Revenue Object types via systypeintel using X-Config. Description details should be configured for each Descheadertype using Xconfig. Conversion team needs to be sure to convert data into the correct header/detail combination. 3. Classcodes should be configured to RevobjSubtype via systypeintel using X-Config 4. If Snohomish wishes to use the Redescription Number field to group Redescription transactions, this can be configured using Revenue Object Mtn Task systypes AddlInfo systypeintel using X-Config. This could also be done post go live via the application in systypes if there is nothing to convert and they decide to use that field later. 5. If documents are to be integrated with workflow, the correct mapping of docssubtype to Aumentum events to start the appropriate workflows would need to be done.</p> <p>Customer Response to Fit Analysis:</p>
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	<p>Note - effective date is not always tied to a recording or document date. Need to be able to enter the effective date and summary does not indicate if that is possible. Also need ability to decide where the project starts either in Rev Obj Maint or Mapping.</p> <p>Product Team Response: Possible gap depending on customer response.</p> <p>In your context of effective date, are you referring to which year the Taxes would/should first be billed? In Records, the effective date is simply when the revenue objects should begin, based on either the doc date or the recorded date. The functional calendar should tell AA when the assessments should become effective for taxes. If the effective date you are referring to could be AFTER the recorded date, then there definately would be a gap. If it could be before, then I would suggest that the appsetting be set to Document date, then it could be entered before the actual doc date.</p> <p>Question on where project should begin should be discussed with Implementation and a doctype configured that maps to the Document Triage queue/workflow where the user can specify the workflow manually.</p> <p>Customer Response to Fit Analysis:</p> <p>This Use Case is listed in the summary on page 17 as a Fit with no estimate of additional costs. However, the Use Case detail on page 86 shows cost TBD. if the effective date issue cannot be resolved with app settings, will there be a additional cost associated with meeting our need to set an effective date manually? If so, what will that cost be or will it be included as a requirement for market entry into Washington state?</p> <p>Product Team Response:</p> <p>It will be included as a requirement for market entry into Washington state, and as such will have no cost.</p>
Risks / Constraints / Dependencies:	Workflows would be dependent on the setup and mapping of docreceived events to workflows and appropriate runtime deployed.
Aumentum Program Name or function:	Records
Estimate:	TBD

WASNO-USECASE-29 VACATIONS, ROW, BLA, LEGAL DESCRIPTIONS...

Project ID:	WASNO-UseCase-29
Title:	Vacations, ROW, BLA, Legal Descriptions...
Actor:	<ul style="list-style-type: none"> * Property Segregation Technician * Property Segregation Technician Lead * Property Control Division Supervisor * GIS Technician * Appraiser/Analyst/Commercial Appraiser * DIS Scanning Technician * CAMA Technician
Purpose and Objectives:	To modify boundaries and values of an existing account based on a recorded document such as Road Vacations, Right of Ways, Boundary Line Adjustments and Legal corrections in the Property Management system. This process does not create or combine existing accounts.
Trigger Event(s):	<ul style="list-style-type: none"> * Document records in Auditors Office * Document received from internal or external source
PreCondition:	* Parcel exists in the system as currently assessed
Post Condition:	<ul style="list-style-type: none"> * Parcel boundaries/values have been modified in system to reflect changes * Letter generated to notify owner * Documentation generated in the system to support changes made to be sent for scanning * Notification to the Treasurer that segregation is ready for tax recalculation
Use Case Flow:	1. See Workflow 2-4 PC Other
Associations to Other Use Cases:	* 2-5 PC-Tracking.docx and Treasurer?
Glossary:	<ul style="list-style-type: none"> * BLA – Boundary Line Adjustment * ROW –Right of Way
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> * Minimize number of screens that have to be touched in data entry process * Eliminate duplicate entry such as notes on multiple accounts in same projects. * Have all documentation used linked to the system * Documentation generated in the system to support changes made to be sent for scanning * Notification to the Treasurer that segregation is ready for tax recalculation
Disposition:	Fit
Gap Description:	
Resolution Description :	Records Module Resolution: Revenue Object Maintenance tasks A- Redescribe by Administrative Correction or Task W- redescribe without Subdivision can be used to change or add or delete any of the current property descriptions on revenue objects. Task A is done without an official document as an administrative change, but does create an Aumentum Event which can be seen in Information Center>Event History common action. Task W requires official document information and also creates the same Aumentum Event, but can also be seen in the Information Center common action for Document History. Different document types and subtypes can be configured to show the differences from Vacations by court order, ordinances, or any other documents that would be created by professional services during a normal implementation.

	<p>Situs address maintenance and assignment allows users to create and assign one or more situs addresses to any revenue object. If more than one parcel has the same situs, this can be assigned in the same transaction to alleviate duplicate entry. One situs address can be specified as Primary.</p> <p>Task R-Recordations Not Service as source of Title allow users to denote documents that may be recorded for non split, merge, transfer purposes and tied to revenue objects and/or persons to have a history of multiple types of recorded documents on parcels or accounts. These will also show in the Information Center Event History common action as Recordations along with the type and show any legal parties that may be tied to the document when recorded.</p> <p>Revenue Account Maintenance allows users to group revenue objects together under an existing or new Revenue Account number along with a contact for that revenue account. This contact may or may not be an existing owner of any property in the system. The Revenue Account can be an existing or totally new account number when assigned to multiple revenue objects.</p> <p>Revenue Object Maintenance also allows user to change the status of revenue objects (active or inactive) one at a time or for a group of revenue objects. If during a split, merge, or plat, a user either retires or doesn't retire a parent pin, there is a Records corrections>Retire/Survive that will reverse the status of the parent(s) just by selecting the correct document. If there was no document with a certain transaction, there is a different option to change the status of a revenue object on a specified effective date.</p> <p>Aumentum Events are created after these transactions and can be used to set up notification workflows to any workflow queue or assigned user. If certain criteria is met, a workflow could be generated to a user or department to check current values or assessments on pins.</p> <p>Attachments can be uploaded to revenue accounts, or Correspondence created and generated from the sidebar depending on the objectid's in state on the page. (ex: revobjid, legalpartyid, etc.)</p> <p>Application Settings:</p> <ol style="list-style-type: none"> 1. Allow adding document subtypes should be True 2. All Official Doc required for ...-check with customer and set accordingly 3. One Situs per parcel should be set to False 4. Require Unique Instrument Numbers- usually set to False so same Doc Number can be used for multiple transactions ex. split and transfer done separately. <p>Configuration:</p> <ol style="list-style-type: none"> 1. Document subtype list from customer should be verified with existing subtypes and additional ones added as necessary. 2. Description Headers should be configured to Revenue Object types via systypeintel using X-Config. Description details should be configured for each Descrheadertype using Xconfig. Conversion team needs to be sure to convert data into the correct header/detail combination. 3. If Snohomish wishes to use the Redescription Number field to group Redescription transactions, this can be configured using Revenue Object Mtn Task systypes AddlInfo systypeintel using X-Config. This could also be done post go live via the application in systypes if there is nothing to convert and they decide to use that field later.
Risks / Constraints / Dependencies:	Workflow activity is dependent on the workflow being created and configured by Professional Services. Certain notification workflows may already exist if deployed in the runtime.
Aumentum Program Name or function:	Records Revenue Object maintenance.
Estimate:	N/A

WASNO-USECASE-30 MANIFEST OR OMIT

Project ID:	WASNO-UseCase-30
Title:	Manifest or Omit
Actor:	* Property Segregation Technician * Property Segregation Technician Lead * Property Control Division Supervisor * Assessment Administrative Assistant
Purpose and Objectives:	To correct a value error and identify it either as a manifest error or an omit
Trigger Event(s):	* Internal or external source reveals error
PreCondition:	* Use Case: 2.4.1 Vacations ROW Project, BLA, Legal Descriptions...
Post Condition:	* Manifest or omit form created to be transmitted to Administrative Department
Use Case Flow:	1. Instead of steps shown in 2-4 completed by Property Segregation Technician, the manifest or omit form is given to the admin division and they process the steps shown in 2-4
Associations to Other Use Cases:	See use case (Vacations, ROW, BLA, Legal Descriptions) and Treasurer
Glossary:	
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process * Improvement goal is to process these in the system, in a proactive manner with enough time for approvals.
Disposition:	Fit
Gap Description:	
Resolution Description:	This is base functionality in Aumentum. Value corrections that would be processed through Real Property. When the values are concluded they will move to AA. The professional services staff will create the configuration around reason codes, value types, how many years may be affected, etc. This will then flow through to a correction roll to be picked up and processed by the Treasurer staff to produce charge adjustments and bills. The following screens show processing the correction in valuation: Initial Value history prior to any changes. In these screens we'll show a 10% decrease in building value for 3 past years

AUMENTUM Admin Admin Log Off

Home Asset Admin Valuation Tax Cashiering Records Info Center Personal Property Appraisal Reports and Interfaces Case Management Configuration

RPA main page 117263015 Advanced Search PRC: Current Refresh Close

SiteView: 117263015 Year: 2020 Time Period: Annual Roll Recalc Conclude Preview Changes

Nbhd:Mills A... Active Class:MA-Si... Valuation M... Primary Value:\$192,000 Parcels:1 Last Data Update:10/23/2... Last Value Update:

Account Appraisal Site Workflow Redescription History Value History Permits Sales History

Summary Value Distribution Site Data Land Buildings Features Valuation Correlation Site Value Value History Permits Insp. Mgm

View Parcel AA Assessment History Export

Value Summary - Select Column to Display Value Detail Below

Summary Values	Primary Working Values Annual Roll 2019 (updated 12/30/2018 11:59:59 PM by Scott Anderson)	% Change	Last Concluded Values Annual Review - Prop B Annual Roll 2018 (updated 1/1/2018 12:00:00 AM by Admin Admin)	Annual Review - Prop B Annual Roll 2017 (updated 1/1/2017 12:00:00 AM by Admin Admin)	Annual Review - Prop B Annual Roll 2016 (updated 1/1/2016 12:00:00 AM by Admin Admin)	Annual Review - Prop B Annual Roll 2015 (updated 1/1/2015 12:00:00 AM by Admin Admin)	Annual Review - Restricted Annual Roll 2014 (updated 1/1/2014 12:00:00 AM by Admin Admin)	Transfer Anns Roll 2014 (update 12/30/20 12:00:00 AM Admin Admin)
Delta Values	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Land Value	\$45,000.00	0.00 %	\$45,000.00	\$45,000.00	\$45,000.00	\$42,198.00	\$38,664.00	\$0.00
Land Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$107,962.00	\$0.00
Building Value	\$147,000.00	0.00 %	\$147,000.00	\$138,000.00	\$125,000.00	\$126,593.00	\$115,991.00	\$0.00
Building Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$423,477.00	\$0.00
Feature Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Feature Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tree & Vine Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tree & Vine Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Production Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Value	\$192,000.00	0.00 %	\$192,000.00	\$183,000.00	\$170,000.00	\$168,791.00	\$154,655.00	\$0.00
Total Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$531,439.00	\$0.00

Changed year to 2016 and reduced building value to 112,500

Override by Object

Object Type	Description	Value Type	Override Value
Building	Building 1 / Conventional Single Family Residence (Pre-1950) / 1905 / 2421.00 Living Area	Building Restricted Value	<input type="text"/>
Building	Building 1 / Conventional Single Family Residence (Pre-1950) / 1905 / 2421.00 Living Area	Building Value	\$112,500
Building	Building 2 / Residential Garage / 1905 / 360.00 Actual Area	Building Restricted Value	<input type="text"/>
Building	Building 2 / Residential Garage / 1905 / 360.00 Actual Area	Building Value	<input type="text"/>
Feature	Miscellaneous Structure / Miscellaneous Structure (RCN) [R] / 0 / 777.00 Replacement Cost New	Feature Restricted Value	<input type="text"/>
Feature	Miscellaneous Structure / Miscellaneous Structure (RCN) [R] / 0 / 777.00 Replacement Cost New	Feature Value	<input type="text"/>
Feature	Yard Improvement / Pool (RCN) / 1905 / 0.00 Replacement Cost New	Feature Restricted Value	<input type="text"/>
Feature	Yard Improvement / Pool (RCN) / 1905 / 0.00 Replacement Cost New	Feature Value	<input type="text"/>
Land Line	LandLine 01 / 117263015 / Residential / 0.2900 Acres	Land Value	\$45,000
Land Use Detail	Restricted - Other	Land Restricted Value	<input type="text"/>

Override Change Reason: General Override Value

Override Notes: No notes to display.

Key Word Filter:

Save, then conclude. Used change reason 'Clerical Error', but Snohomish will have their own reason codes configured.

RPA main page 117263015 Advanced Search PRC: Cur

SiteView: 117263015 Year: 2016 Time Period: Annual Roll Recalc Conclude Preview

Nbhd:Mills Act - C... Active Class:MA-Single Fa... Valuation Method:... Primary Value:\$157,500 Parcels:1 Last Data Update:10/23/2... Last V...

Warning: As a result of your configuration setting, necessary data has been added to the account.

Account Appraisal Site Workflow Redescription History Value History Permits Sales History

Summary Value Distribution Site Data Land Buildings Features Valuation Correlation Site Value Value History Permits Insp. Mgmt. Notes

Primary Valuation Override Value

Primary	Valuation Model	Effective Date	Delta	Land	Building	Feature	LivImp	Production
Other Reconciliation Tools								
Override Value		1/1/2016		\$45,000	\$112,500	\$0		
User Defined Reconciliation		1/1/0001						

117263015 Advanced Search PRC: Current Refresh Close

SiteView: 117263015 Year: 2016 Time Period: Annual Roll Recalc Conclude Preview Changes

MA-Single F... Valuation Method:... Primary Value:\$157,500 Parcels:1 Last Data Update:8/28/2019 Last Value Update: 8/28/2019

Effective Date: 1/1/2016
 Primary Valuation Method: **Override Value**
 Market Value Use / Restricted Value Delta
\$157,500 \$0 \$0

Change Reason View Values

Value Change Reason
 Clinical Error (4 Year)

Reference Number

Statutory Reference(s)
 4831 - To Correct Entries on the Roll

Notes

Conclude Cancel

Permits Insp. Mgmt. Notes Comparables

Production	Total
	\$157,500

Override

\$45,000

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Value History now displays the correct value for 2016

Account	Appraisal Site	Workflow	Redescription History	Value History	Permits	Sales History						
Summary	Value Distribution	Site Data	Land	Buildings	Features	Valuation Correlation	Site Value	Value History	Permits			
Value Summary - Select Column to Display Value Detail Below												
Summary Values	Primary Working Values Annual Roll 2016 (updated 1/1/2016 12:00:00 AM by Admin Admin)		Last Concluded Values Annual Review - Prop 8 Annual Roll 2018 (updated 1/1/2018 12:00:00 AM by Admin Admin)		Annual Review - Prop 8 Annual Roll 2017 (updated 1/1/2017 12:00:00 AM by Admin Admin)		Clerical Error (4 Year) Annual Roll 2016 (updated 8/28/2019 9:51:15 PM by Admin Admin)		Annual Review - Prop 8 Annual Roll 2016 (updated 1/1/2016 12:00:00 AM by Admin Admin)		Annual Review - Prop 8 Annual Roll 2015 (updated 1/1/2015 12:00:00 AM by Admin Admin)	
DeltaValues	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Land Value	\$45,000.00	0.00 %	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$42,198.00		
Land Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Building Value	\$112,500.00	-23.47 %	\$147,000.00	\$138,000.00	\$112,500.00	\$125,000.00	\$126,593.00					
Building Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Feature Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Feature Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tree & Vine Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tree & Vine Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Production Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Value	\$157,500.00	-17.97 %	\$192,000.00	\$183,000.00	\$157,500.00	\$170,000.00	\$168,791.00					
Total Restricted Value	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

The same changes were made for 2017, 2018 and 2019. Resulting screen shows Assessment Administration state

Search for Assessment Events									
Search Criteria									
Create Date	All	Event Type		Workflow Queue					
Event State	Active	Value Change Reason							
PIN/AIN	117263015	Assessment Number							
Search Results									
<input type="checkbox"/>	Id	Event Date	PIN	Event Type	Change Reason	State	Create Date	Locker	
<input type="checkbox"/>	24889543	2019	117263015	Annual	Clerical Error (4 Year)	Review Required	12/7/2018 10:01 PM		
<input type="checkbox"/>	4564097	2018	117263015	Annual	Clerical Error (4 Year)	Review Required	7/4/1776 12:00 AM		
<input type="checkbox"/>	4564096	2017	117263015	Annual	Clerical Error (4 Year)	Review Required	7/4/1776 12:00 AM		
<input type="checkbox"/>	4564095	2016	117263015	Annual	Clerical Error (4 Year)	Review Required	7/4/1776 12:00 AM		
<input type="checkbox"/>	4564094	2015	117263015	Annual	Other	Completed	7/4/1776 12:00 AM		
<input type="checkbox"/>	4564093	2014	117263015	Annual	Other	Completed	7/4/1776 12:00 AM		
<input type="checkbox"/>	21846361	12/30/2013	117263015	Transfer	Other	Completed	7/4/1776 12:00 AM		
<input type="checkbox"/>	4564092	2013	117263015	Annual	Other	Completed	7/4/1776 12:00 AM		
<input type="checkbox"/>	4564091	2012	117263015	Annual	Other	Completed	7/4/1776 12:00 AM		

Risks / Constraints / Dependencies:

Aumentum Program Valuation – Real Property
Name or function:

Estimate: N/A

WASNO-USECASE-31 <u>PC-OPEN SPACE/DF</u>	
Project ID:	WASNO-UseCase-31
Title:	PC-Open Space/DF
Actor:	<ul style="list-style-type: none"> * Property Segregation Technician * Property Segregation Lead * Property Control Division Supervisor * Appraiser Analyst
Purpose and Objectives:	To segregate/combine a parcel in this category for taxing purposes and have the rates/values and other statistics available for the prior 7 years
Trigger Event(s):	* Project received from internal or external source such as a BLA, Short Plat, Plat etc. in which some or all of the parcels are in the Open Space category
PreCondition:	* Parcel exists in system with Open Space Use on it
Post Condition:	<ul style="list-style-type: none"> * Parcel has been reconfigured in the system according to the documentation * Any new parcels created from parent now have the use on them * If boundaries modified, open space use is now tied to correct parcels Please note ; It is important to have a balancing feature for current year values and back year values (if needed)
Use Case Flow:	1. 2-2 PC-Segs.pdf, 2-3 PC-Merges.pdf and 2-4 PC-Other.pdf
Associations to Other Use Cases:	<ul style="list-style-type: none"> * 2-2-PC-Segs-UC.docx * 2-3-PC-Merges-UC.docx * 2-4 PC-Other-UC.docx
Glossary:	<ul style="list-style-type: none"> * DF – Designated Forest * OS – open space * Segs - segregations
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process * Improvement goal is to process these in the system, in a proactive manner with all prior 7 years information available including rates and value
Disposition:	Roadmap
Gap Description:	County would like an edit check to ensure that during a split/merge if the use changes, the land lines required are present or no longer present. Specifically, if a child is created in open space, want to make sure that there is an open space land line. This is planned as part of a roadmap item to enhance the split/merge wizard in valuation, however we are not committing to a specific time frame or release date for this functionality.
Resolution Description:	<p>Aumentum Process: In the valuation split wizard - class/use for the children copy from the parent. They can be changed during the redescription if the children need to be different - they are no longer open space.</p> <p>The land definitions section, step 4 of the wizard, allows for defining/establishing of the land lines.</p> <p>Configuration: Assessment Administration Class Code Mappings Modifier for Open space - depending upon how implementation decides best to implement open space.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function:	Records
Estimate:	N/A

WASNO-USECASE-32 TRACKING PROJECTS

Project ID:	WASNO-UseCase-32
Title:	Tracking projects
Actor:	* Property Segregation Technician * Property Segregation Lead * Property Control Division Supervisor * All employees in Assessors Office
Purpose and Objectives:	To be able to track a project from the time it comes into our office until the finished product has been scanned
Trigger Event(s):	* Project is received by Property Control Department
PreCondition:	* Project has not been assigned or reviewed
Post Condition:	* Anyone in office can see exactly where this project is in the process
Use Case Flow:	1. See 2-2-PC-Segs.pdf, 2-3-PC-Merges.pdf, 2-4-PC-Other.pdf 2. Note project goes through multiple divisions
Associations to Other Use Cases:	2-2-PC-Segs-UC.docx 2-3-PC-Merges-UC.docx 2-4-PC-Other-UC.docx
Glossary:	Seg- Split or Plat in Aumentum revenue object maintenance. BLA- Boundary Line Adjustment which could involve a split, transfer, then merge, changing of description
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process * Improvement goal is to be able to track these in the system and see where they are at a given point in time
Disposition:	Roadmap
Gap Description:	A new central screen or view to track the status of projects within Aumentum from a revenue object perspective or from the Project perspective. Projects are defined for this purpose as some type of transaction or re-description (Transfer, Split, Merge, Plat, Annexation, etc) which involves a PIN or multiple PIN and be able to track the progress over time. User wants to track at the PIN (revenue object) level and from a Project level to see all PINs related and the various status or steps in each project. Projects and steps should be configurable by user.
Resolution Description:	Build/configure new views to present data involved in these projects. Configuration should determine what Projects or Profiles (transaction types) will be tracked and what constraints will be involved in each project. Examples of status points by Year from within Aumentum might be: (these are only ideas, not requirements from customer) Split project <ol style="list-style-type: none"> 1. Document received 2. Property Control initiating parcel split 3. Valuation-parent and child pins being re-valued, or building/land values being allocated 4. Assessment Admin- status of value (events, assessed, certified) 5. Levy- Taxes extended 6. Billing- billed? 7. Collections- paid 8. Distribution

	<p>As this is a current Roadmap item, the details above are used to inform the design, and not necessarily adhered to strictly.</p> <p>Customer Response to Fit Analysis: Need better definition on what roadmap indicates</p> <p>Product Team Response: Roadmap items are items that are either scheduled for future release or in exploratory phase, but do not have a set time frame currently. As far as this specific use case – we’re investigating the potential use of two different roadmap items, to determine which may be the best for Snohomish. One is expanding the DAP (Data analysis processing) to other modules, (On the valuation roadmap) and the other is for Split/merge tracking, on the assessment administration roadmap. Both of these have values for all of our customers, both are on the roadmap.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-33 <u>VAL MOD</u>	
Project ID:	WASNO-UseCase-33
Title:	Val mod
Actor:	* Property Segregation Technician * Property Segregation Lead * Property Control Division Supervisor
Purpose and Objectives:	To adjust current year values or back year values on a parcel
Trigger Event(s):	* Merge done for multiple years that include back years * Segregation done for multiple years that include back years * BLA/other project done for multiple years that include back years
PreCondition:	* Values exist in system as original values on parcels
Post Condition:	* Back year values assigned to continuing parcels and removed from those that retired for balancing
Use Case Flow:	1. 2-2 PC-Segs.pdf, 2-3 PC-Merges.pdf and 2-4 PC-Other.pdf NOTE: before and after values must balance
Associations to Other Use Cases:	* 2-2-PC-Segs-UC.docx * 2-3-PC-Merges-UC.docx * 2-4 PC-Other-UC.docx
Glossary:	Val Mod – value modification
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process * Improvement goal is to process these in the system, in a proactive manner with enough time for approvals. * Notification to the Treasurer that val mod is ready for tax recalculation * Minimize number of screens that have to be touched in data entry process
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description:	Value Modifications is core functionality in Aumentum Processing: Valuation, RPA Main Page Select the appropriate year and roll in the top bar drop down. Then process the correction by adjusting values on the appraisal site tab. At the point of concluding the value, select the appropriate pre-configured change reason. At this point, viewing the parcel in Assessment History will show it as Correction on the Assessment version. Assessment history provides a year over year view of activity against the parcel, even down to tax information. Concluded corrections flow in to Assessment history and then correction roll processing for tax extension and bill generation. Notification to the treasurer comes in the form of the corrections being included in the correction roll, which can be picked up en masse and processed in a scheduled job. Details can be viewed through output reports and screens.

	<p>Configuration/Complex Configuration:</p> <p>Need county defined reason codes value types *Workflow for routing certain types of corrections (if a special assessment exists) to go to a queue *Workflow for approval of corrections. The county requires '2 signatures' for certain types of corrections, and need to know which user processed and which finalized. If there needs to be a 2 step workflow here for approval, that will be a billable workflow.</p> <p>Requirement 442 was initially noted as a GAP in our original Proposal -</p> <p>The solution has the ability to make value and tax corrections as a work-in-progress pending an activation date.</p> <p>The modifications won't be available to the treasurer until concluded. Suggest that the county reevaluate based on the demos the need for this requirement. Recommendation that it be removed.</p> <p>County Response to Fit Analysis: Need additional information. Is the issue solely that there is not opportunity to complete in one status then have a supervisor review and change status?</p> <p>Product Response: Yes. Complex configuration for the workflow if a special assessment exists is possible based upon the current underlying workflow structure. The '2 signature', or second step approval workflow is not supported by existing workflows, hence the billable charge if the county requests. TR suggestion would be for the county to go through training and learn the application before requesting this. There is capability for verification prior to pushing to the treasurer's office.</p>
<p>Risks / Constraints / Dependencies:</p>	
<p>Aumentum Program Name or function:</p>	
<p>Estimate:</p>	<p>N/A – unless county wants additional workflow Additional workflow in this case would be 20 hours, \$4,000.00</p>

WASNO-USECASE-34 VOIDING A RECEIPT DUE TO AN ERROR

Project ID:	WASNO-UseCase-34
Title:	Voiding a receipt due to an error
Actor:	Payment Processing Specialist
Purpose and Objectives:	To void a receipt and re-enter a new receipt to replace voided receipt.
Trigger Event(s):	* A receipt is posted incorrectly and needs to be corrected.
PreCondition:	* Must be a valid receipt
Post Condition:	* Receipt will be correctly applied to parcel with notes on both receipts.
Use Case Flow:	<ol style="list-style-type: none"> 1. Receipt incorrectly applied <ol style="list-style-type: none"> 1. Wrong amount 2. Wrong tender type 3. Incorrect field entry 4. Customer would like same day refund 5. Department Request 2. Void receipt 3. Re-enter receipt <ol style="list-style-type: none"> 1. Make note in system & on voided receipt referencing the new receipt number 2. Make note in System & on new receipt referencing the voided receipt number
Associations to Other Use Cases:	Payment Processing
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>In Aumentum, there are different processes for certain types of errors.</p> <p>Aumentum Process:</p> <p>For 'Wrong Amount', the receipt must be voided and reposted. If the receipt is same day - (the day has not been closed out with Session and Back office Reconciliation) the void is through Aumentum Reversal. This is on the Cashiering, General, Receipt Management menu. There, search for the receipt, and choose the option to Reverse. This will mark the receipt as reversed, while retaining history, and the bill is due again. Then repost in cashiering. If the receipt has been balanced, then it must be cancelled using Accounts Receivable, Manage Payments, Cancel Payment. This option assumes the money has been balanced/deposited, and the funds are no longer available to return immediately to the tax payer. This will lift the payment, and place the money in to surplus to be used as a tender type for cashiering to repost the payment correctly.</p> <p>For 'Wrong Tender Type' , Cashiering, Cash Management, Tender Information can be used. This will allow the supervisor to change the tender type associated with the payment, provided the drawers have not been balanced as mentioned above. If they have, then cancel pay and repay will be required.</p> <p>For 'Incorrect Field Entry', and 'Customer would like same day Refund' and Department Request, Use the option described above to Reverse the receipt.</p>

	<p>Additionally, for receipts that are misapplied or misallocated - ie, incorrect PIN (account) paid, or Incorrect allocation rule used for a bankruptcy or delinquent personal property partial payment - there are two more options available for receipts that have been reconciled. Those are under the accounts receivable menu under Payment Management, and they are Reallocate and Reapply. This screen provides a simple From -- To option where you select the receipt that was applied incorrectly, and select the appropriate new method, either new PIN/Bill, or different Allocation rule, and process. Aumentum will automatically cancel the original payments and post them correctly.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Accounts Receivable / Cashiering
Estimate:	N/A

WASNO-USECASE-35 BANK RETURN ITEMS

Project ID:	WASNO-UseCase-35
Title:	Bank Return Items
Actor:	Tax Collection Systems Specialist Tax Collection Specialist Bank of America Excise Lead
Purpose and Objectives:	To void returned payments, and apply any fees assessed as a result of the return to the appropriate parcel for repayment
Trigger Event(s):	* Notification from Bank of a returned payment
PreCondition:	Payment must be posted to parcel Payment returned by bank
Post Condition:	Payment denied by payers bank is voided from our system and resulting fees are applied to the parcel paid
Use Case Flow:	<ol style="list-style-type: none">1. Bank of America emails or faxes a Bank Return Item notice2. Information from the Bank Return Item is posted to the appropriate day Cashbook and put on the NSF Database3. Payment is voided4. Bank Return Item fee is applied to the appropriate parcel<ol style="list-style-type: none">1. Fee is \$35.005. Statement reflecting the taxes due and the Bank Return Item fee is printed and sent to taxpayer6. If Excise Payment send information to the Excise Lead
Associations to Other Use Cases:	* Payment Processing
Glossary:	
Reports:	
Notes:	County charges 35.00 NSF fee for ALL NSF
Disposition:	Software Development Required
Gap Description:	
Resolution Description :	<p>Aumentum has a built-in process for handling NSF or returned checks From the Tax, Accounts Receivable menu, choose the option for Manage Payments -- Bad Checks. This process will cancel the amount of the bad check (and potentially put any additional amount in to surplus, pending partial payment rules). The process will also apply a flag to the PIN, legal party and bill.</p> <p>Configuration One-time on-screen configuration of a single NSF fee for 35.00. The county does not charge different fee amounts for various returned check reasons. Bad Check Flag - this will be configured to have no blocking rules in cashiering / batch payments. The county does not wish to stop check payment for a previous bad check. *Note, if Snohomish does decide later to block payment at counter by check due to previous bad check, this can be set by a user in Flag Payment rules in Cashiering. Additionally, a single reason code will need to be configured on screen for Bad Check.</p> <p>Aumentum Process Use the process in Accounts Receivable / Manage Payments / Bad Check.</p>

	<p>Use the search screen provided the search for the payment(s) to be processed. Select the payment(s) and the reason code. On the bad check screen, select the amount to be cancelled, if it is different from the check amount. Example, 2 checks paid one bill, and only one check bounced. Select the flag to apply and process.</p> <p>This will cancel the amount of the bad check, lifting the payment and showing the amount as due. The fee will be applied to the bill, and the flag applied. A new statement / Bill can be printed from InfoCenter, or the bad check process can be configured to generate a letter.</p> <p>County Response to Fit Analysis: Attach NSF fee to excise instead of PIN. Validation should reflect only excise amount.</p> <p>Product Response: Currently NSF fees apply to PIN/Bill. Changing this disposition to GAP to allow for development work for attaching the fee to the excise.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Accounts Receivable
Estimate:	Included

WASNO-USECASE-36 REFUND ELIGIBILITY

Project ID:	WASNO-UseCase-36
Title:	Refund Eligibility
Actor:	Payment Processing Specialist
Purpose and Objectives:	To get a receipt ready to be refunded to taxpayer.
Trigger Event(s):	* When a partial or whole amount of a receipt needs to be refunded to taxpayer.
PreCondition:	* Receipt needs to be valid
Post Condition:	* Whole or portion of receipt will be in refund eligible status and refund form will be filed in designated area.
Use Case Flow:	1. Determination that refund must be issued. 2. Place whole or portion of the receipt that needs to be refunded into "Refund Eligible" status. 3. Fill out Refund Form 4. Place form in accordion file by designated day that refund is eligible for refund. a. Receipt must be at least 30 days old to be refunded
Associations to Other Use Cases:	Payment Processing Value Modifications Trouble Mail
Glossary:	Aumentum Surplus = Snohomish Suspense
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>See use Case WASNO-UseCase-10 - Suspense Pending Refund Audit for Aumentum Surplus / Refund Capabilities and suggested configuration.</p> <p>Refund Eligibility will be determined by pre-defined Criteria rules, such as type of surplus (overpayment, correction, etc), age, amount and reason code. The job Surplus/Refund Routing Process (schedulable) when run, will pick up each outstanding surplus, evaluate it against defined criteria rules, and route accordingly.</p> <p>This process should replace the form and accordion file.</p> <p>County Response to Fit Analysis: Must generate letter to taxpayer indicating reason for refund.</p> <p>Product Response: There is a data service available with the fields from surplus / refund that can be used to generate surplus correspondence (set up using MS Word / Mail merge) this can be user configuration.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Accounts Receivable

Estimate:	N/A
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WASNO-USECASE-37 REFUND PROCESSING DISBURSEMENTS

Project ID:	WASNO-UseCase-37
Title:	Refund Processing Disbursements
Actor:	Tax Collector - Treasury Tax Specialist Tax Collector - Payment Processing Specialist Accounting Investment Tech
Purpose and Objectives:	To issue refunds in check form to taxpayers when requested.
Trigger Event(s):	* Scheduled to do once a week or more as needed.
PreCondition:	Precondition * Receipts need to be valid * Receipts need to be in refund pending status * Refund form has been filled out and placed in designated date for refund. * Rates of interest for refunds must be loaded into system. Rates of interest are established by WAC 458-18-220 and are year specific.
Post Condition:	* Pending refunds will be in disbursement status and ready to be printed.
Use Case Flow:	<ol style="list-style-type: none"> 1. Refund form has been correctly filled out and filed in designated area. 2. Tax collector picks up forms for designated return dates and organizes them by requestor <ol style="list-style-type: none"> a. Each requestor will have their own folder of refund forms 3. Verify receipts are accurate <ol style="list-style-type: none"> a. Receipt # b. Refund amount c. Date of refund, receipt must be at least 30 days before refund can be issued d. If receipt information is incorrect, return form to person who requested the refund to review discrepancies. 4. Get refund ready for disbursement <ol style="list-style-type: none"> a. Payee, check will be made out to whomever made the payment b. Check for interest <ol style="list-style-type: none"> i. Within 60 days - If refund is being issued within 60 days of receipt than no interest will be included. ii. After 60 days – If refund is being issued after 60 days of receipt then interest is calculated at the rate(s) beginning at time of receipt and subsequent tax years if applicable. c. Interest exceptions, these accounts will not have interest added no matter how old the receipts <ol style="list-style-type: none"> i. Foreclosure excess funds ii. Excise payments from title companies 5. Note reason for refund <ol style="list-style-type: none"> a. Exemption b. Pay too little c. Pay too much d. Special Assessment e. Value Modification f. Foreclosure Excess 6. Place receipt in disbursement status 7. Print sheet with pending disbursements and give to accounting tech with folders.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	

Disposition:	Process Change
Gap Description:	
Resolution Description:	<p>In Aumentum, Refunds are routed through the Tax Accounting module, and exported in a Payment file to the county's 3rd party Accounts Payable system. This file is configured in Configuration --> File Input/Output and is the Accounts Payable Interface Export.</p> <p>Some fields that can be included in the County definition of this export are: Amount Interest Amount Bill number Recipient name and address GL Account, cost center, fund PIN CheckDate (If the AP system has the ability to populate, these fields are meant to be imported back in to Aumentum to appear in InfoCenter) Check Number (If the AP system has the ability to populate, these fields are meant to be imported back in to Aumentum to appear in InfoCenter)</p> <p>The export can be scheduled to run to coincide with the county's schedule for Refund Check Printing.</p> <p>County Response to Fit Analysis:</p> <p>Aumentum does not have check writing capacity. This process relies on the Finance Department to run our batches and provide an export file to populate Aumentum after the checks are run. Aumentum suggests just check number and check date, but this would not be enough data to reconcile the checks issued report. Furthermore, per Aumentum, pg 111, there is NO export file back to Aumentum by Finance.</p> <p>Product Response:</p> <p>This item is for the export <i>from</i> Aumentum <i>to</i> Finance A/P system for check writing. This output file is configurable, including some of the fields listed above. The import back in to Aumentum is not a requirement, but something we provide to allow refund information to be populated in InfoCenter for viewing. InfoCenter will still display that the surplus was moved to refund, and the refund amount.</p> <p>County Response to Fit Analysis:</p> <p>Opportunities to Improve: Can Aumentum be configured to automatically send a report to Accounting/Finance when a refund check of \$5k is issued?</p> <p>Product Response:</p> <p>Surplus records over 5k can be sent to a separate refund queue – once those in that queue are selected to go to refund, the queue processor can notify Finance. The notification would be outside of a workflow.</p>
Risks / Constraints / Dependencies:	Tax Accounting / Accounts Receivable
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-38 PRINT PENDING REFUND CHECKS

Project ID:	WASNO-UseCase-38
Title:	Print Pending Refund Checks
Actor:	* Accounting Investment Technician
Purpose and Objectives:	To print pending disbursements onto checks for taxpayer refunds
Trigger Event(s):	* Receive list for refunds entered into disbursements for a refund check to be printed.
PreCondition:	* Refunds must be in disbursement status
Post Condition:	* Refund check is printed and mailed to the taxpayer * Post issued check data (check number, amount, payee, issue date, routing and bank account number) to Bank, Cash Pro: Positive Pay * Post issued check data (check number, amount, payee and issue date) to check register
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive report and folders of receipts entered into disbursements 2. Verify number of receipts match number of requests <ol style="list-style-type: none"> 1. If numbers don't match give back to the Treasury Tax Specialist for review 3. Print disbursements in queue from designated printer with issue date, dollar amount both numerical and written, payee name and address and memo line if applicable. 4. Endorse printed checks with Treasurer name 5. Separate checks according to requests in folders 6. Give folders to Treasury Tax Specialist for distribution back to requestor
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	will be a process change since Aumentum does not print checks.
Disposition:	Process Change
Gap Description:	Aumentum has functionality to create export files for payments such as Refunds or Distributions. The export file should be consumed by the county's AP system to perform check writing. This file also contains fields for check number and check date and is meant to be imported back in to Aumentum in order to allow that data to appear in InfoCenter.
Resolution Description:	<p>Aumentum has functionality to create export files for payments such as Refunds or Distributions. The export file should be consumed by the county's AP system to perform check writing. This file also contains fields for check number and check date and is meant to be imported back in to Aumentum in order to allow that data to appear in InfoCenter.</p> <p>Aumentum does not have a check writing function-built in.</p> <p>County Response to Fit Analysis:</p> <p>Aumentum does not have check writing capacity. This process relies on the Finance Department to run our batches and provide an export file to populate Aumentum after the checks are run. Aumentum suggests just check number and check date, but this would not be enough data to reconcile the checks issued report. Furthermore, per Aumentum, pg 111, there is NO export file back to Aumentum by Finance.</p> <p>Product Response:</p>

	This item is for the export <i>from</i> Aumentum <i>to</i> Finance A/P system for check writing. This output file is configurable, including some of the fields listed above. The import back in to Aumentum is not a requirement, but something we provide to allow refund information to be populated in InfoCenter for viewing. InfoCenter will still display that the surplus was moved to refund, and the refund amount.
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-39 PTC-REVERSE EXCISE CHARGES AND FEES

Project ID:	WASNO-UseCase-39
Title:	PTC-Reverse Excise Charges and Fees
Actor:	Tax Collection Systems Specialist Tax Collection Specialist Excise Lead Excise Specialists
Purpose and Objectives:	To reverse excise charges and/or receipts that have been assessed incorrectly
Trigger Event(s):	* Excise tax assessed or receipted incorrectly
PreCondition:	* Excise filing number must exist
Post Condition:	* Excise Specialist or Lead will be able to correctly assess the excise fee
Use Case Flow:	1. Excise Specialist or Lead will notify the Tax Collection Systems Specialist or the Tax Collection Specialist that the Excise Tax assessed on a transaction is incorrect 2. If receipted, the receipt is voided with reasoning provided by the Excise Specialist or Lead 3. The charges for transactions are reversed 4. If not receipted the Excise Specialist or Lead will now be able to put in the correct excise tax amount for the transaction
Associations to Other Use Cases:	* Excise – Folders, Public, and Mail Processing * Excise – eConvey Processing
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>With the new process outlined within PTC-Processing Folders, Public, and Mail, if the Excise needs to be backed out <i>before</i> the Excise has been locked in, the Excise can be recalculated or backed out.</p> <ul style="list-style-type: none"> • Once the Excise Tax is calculated, it will then be ready for payment. At the point the Excise Tax is calculated, it can be altered and recalculated, however, once it is deemed completed and ready for payment, the Excise is locked in and ready for payment. • Upon receipt of payment: <ul style="list-style-type: none"> ○ The Excise Number will be created. (See Excise Numbering Below) ○ Once the Excise has been created and paid, a workflow should be created similar to the PCOR workflow. ○ The Current Buyer is updated on the parcel(s) <p>If the Excise needs to be reversed after it has been posted, the Excise number will have been created, the Tax charge will have been posted and paid.</p> <ul style="list-style-type: none"> • The Excise will need to be reversed using the standard A/R payment reversal processing <p>County Response to Fit Analysis:</p> <p>Excise module is not developed</p> <p>Product Response:</p>

	Correct, this item is noted as Software Development Required. *Highlighted section may change after discussion with county. Our understanding was that the number was created when we made the payment
Resolution Description:	
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-40 PTC-ADVANCE CHARGES 1.1.1

Project ID:	WASNO-UseCase-40
Title:	PTC-Advance Charges 1.1.1
Actor:	Tax Collector
Purpose and Objectives:	To bill all personal property taxes for current assessments that are due at time of sale, transfer, closure, foreclosure or removal from county. RCW 84.56.090
Trigger Event(s):	* Notified by Assessor or taxpayer that sale or closure requires the personal property advance billing.
PreCondition:	* Parcel must exist * Assessor must establish assessed value for current year for next year tax.
Post Condition:	* Next year's taxes are currently due and must be paid.
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive Advance Tax Request form from Assessor's Office. 2. Verify new value amount matches the request provided. 3. Recalculate tax – Next year's charges are added <ol style="list-style-type: none"> a. When funds collected applied to advance charge which is on current year. 4. Review for Late Filing Penalty <ol style="list-style-type: none"> a. Late Filing Penalty – manually calculate penalty charges, excess vs. regular 5. Add account to delinquency file <ol style="list-style-type: none"> a. This file is used to monitor all accounts with advance charges 6. Add pop-up note to account 7. Monitor for next year tax removal
Associations to Other Use Cases:	* Payment Processing
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>Aumentum has handled flavors of this in the past, but with each different market the calculations may be different.</p> <p>Will need AA/Levy calcs to handle the advance correction - billing at the current year rates. This will be a supplemental but final bill for this owner.</p> <p>Will need bill format.</p>
Resolution Description:	<p>In addition to the software calc work, a flag should be configured for Advance Charges, which will be a PIN flag with an expiration date. This flag will be used to suppress the new bill when the roll comes out, as those taxes will have already been billed. Then the flag can expire before the next cycle.</p> <p>County Response to Fit Analysis: Current year disbursement, current year levy, Suppress for next year</p> <p>Product Response:</p> <p>Yes – AA/Levy calcs at current year rates. Current year disbursement is automatic based on that config. The flag will suppress the new year bill, and then the flag will expire.</p>

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Levy
Estimate:	Included

WASNO-USECASE-41 <u>PTC-ABATEMENT LIENS 1.1.1</u>	
Project ID:	WASNO-UseCase-41
Title:	PTC-Abatement Liens 1.1.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	To setup charge schedule and payment plan related to a lien on property, so the cost gets allocated to that specific parcel number.
Trigger Event(s):	* Notified by municipality of lien
PreCondition:	* Parcel must exist
Post Condition:	*Charge Schedule & and Payment Plan will be available to add charges to account.
Use Case Flow:	<ol style="list-style-type: none"> 1. Clone the "Certificate of Lien to Real Property Fee" charge schedule with the most recent year for TCA jurisdiction in which the lien is being set-up. <ol style="list-style-type: none"> a. Update tax year and effective date 2. Confirm the new charge schedule has been set-up <ol style="list-style-type: none"> a. Tax year b. TCA 3. Clone the payment plan with the most recent year for TCA jurisdiction in which the lien is being set-up. <ol style="list-style-type: none"> a. Update name, tax year, and due date (due date is provided by Tax Collections Specialist Lead) b. Update description (address & parcel number) 4. Confirm the payment plan exists 5. Provide Tax Collections Specialist Lead with charge schedule number and payment plan number <ol style="list-style-type: none"> a. Both charge schedule & payment plan numbers are system generated unique numbers
Associations to Other Use Cases:	Cloning Charge Schedule
Glossary:	Payment Plan in this use case refers more to payment parameters/ due dates. Not a contractual payment plan as defined in Aumentum.
Reports:	
Notes:	configuration required for districts that will be levying the lien. Single district. County only has 3 right now. once billed, gets 30 days to pay, then penalty and interest accrue. County gets penalty and interest, principal of lien goes to district. We'll need a tax authority configured for each district that may create a lien.
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>These will be handed as Special Assessments in Aumentum - as flat rate import type specials. These are parcel specific liens, ie - cleaning up a nuisance property.</p> <p><u>Configuration:</u></p> <p>Tax authority configuration for each district that levies the lien. Configuration of interest and bill dates (30 days after being added, interest starts) Configuration of interest mapping - interest for the liens is mapped to the county, the fee goes to the district Implementation to determine if this goes on a separate bill or existing bill</p>

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-42 TAX SERVICING EXTRACT

Project ID:	WASNO-UseCase-42
Title:	Tax Servicing Extract
Actor:	Tax Specialist Lead
Purpose and Objectives:	Provide a copy of the tax roll in extract form to all participating tax services.
Trigger Event(s):	* Provided updated tax roll four times a year.
PreCondition:	* Tax roll must be up to date.
Post Condition:	* An updated copy of the tax roll is issued for tax service use.
Use Case Flow:	<ol style="list-style-type: none"> 1. Two system processes are required <ol style="list-style-type: none"> a. Generate process against all parcel numbers <ol style="list-style-type: none"> i. Creating a statement group number ii. Tax roll is split into 14 sections to reduce process time b. Run extract with statement group number 2. Merge all files together 3. Burn to CD and mail to tax services
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>Need fields added to export files for lender export:</p> <ul style="list-style-type: none"> - fund type / fund amount: to accommodate the voted amount in the second file - interest date
Resolution Description:	<p>Aumentum File I/O provides configurable file extracts for various applications. The two files that Snohomish produces can be reproduced in Aumentum.</p> <p>Configuration required:</p> <p>One File I/O config per distinct layout will be required. The daily extract existing file layout consists of the following fields, with Aumentum field listed:</p> <ul style="list-style-type: none"> • Parcel Number: Parcel/Account Number field • Tax Year: Tax Year • Situs Address 1: SA Addr • Situs Address 2; SA_Addr2 • Situs City: SA_City • Situs State: SA_State • Situs Zip: SA PostalCd • Taxpayer name: Owner ** This extract has no field for additional legal party roles. Recommend using COMM_Recip

- Taxpayer Address 1: COMM_Addr
- Taxpayer Address 2: COMM_Addr2
- Taxpayer City: COMM_City
- Taxpayer State: COMM_State
- Taxpayer Zip: COMM_Postal
- Interest Date: This field isn't in our extract - need to understand if it is required
- Tax Amount Assessed
 - This value is the total amount assessed for the whole year regardless of how much has been paid.
- Tax Minimum Due
 - This value is the amount due at the next tax deadline. Usually it's the first half amount up until 4/30 and then it's the second half amount until 10/31. It will change to 0.00 after they have paid.
- Tax Total Due

For the Tax Amount Assessed, Tax Minimum Due and Tax Total due, there are several fields available in Aumentum that will provide similar information but not in the exact same way. There are fields for Installment amounts - installment 1 and Installment 2, with total amounts due (which will appear in the file as 0 if paid) or there are breakdowns of Tax, Penalty, Interest and Fees - due and paid amounts. The county's file will not be duplicated exactly in this format above. If we need to reproduce the file exactly, a change request will be required.

The Second file fields:

- ID: Not applicable in Aumentum
- Statement_Group_ID: This field won't apply in Aumentum. The extract will be run in it's entirety and not broken up / stitched back together
- Parcel_number: PIN
- Tax_year: Tax Year
- Tax_Desc: In the current file, there are Property Tax Principal, and Soil Conservation Principal, as they are billed separately. If this is required moving forward, will require a change request
- District: Appears to be TCA, or Tax Authority name
- min_tax_due: Several combinations of fields in Aumentum for the amount due fields
- Total_tax_due: see above
- Due_date-
- Interest_date: This field is not available
- legal_desc
- location
- party_name
- addr_line_care_of: Following fields are COMM fields (mailing address)
- Addr_line_1
- Addr_line_2
- Addr_line_3
- Addr_city
- Addr_state
- Addr_zip
- addr_country
- mortgage_co_name: Lender name
- mortgage_co_code: Lender code
- land_value: Value export fields
- impvt_value: value export fields
- pers_prop_value: value export fields
- voted_amt: custom field - Need amount for Fund Type. Fund type will store regular or excess levy

	<ul style="list-style-type: none"> • sort_order: not currently available • party_id: not currently available • taxpayer_name • remarks: Not currently available • stmt_min_due • stmt_total_due • installment_nr • cust_acct_number: PIN • ft_category_id: Not applicable in Aumentum • statement_year • party_number: Their Tax payer number • txpr_line_care_of; Tax payer address info • txpr_line_1 • txpr_line2 • txpr_line_3 • txpr_city • Txpr_state • txpr_zip • txpr_country
Risks / Constraints / Dependencies:	<p>County Response to Fit Analysis: TR Risk Note – Tax Svc Extract (we have various extracts)</p> <p>Product Response: There are two extracts represented here. May need a follow up call to understand what each one represents.</p>
Aumentum Program Name or function:	Accounts Receivable / File I/O
Estimate:	Included

WASNO-USECASE-43 PTC-LID, LUD, RID – PREDETERMINED INTEREST

Project ID:	WASNO-UseCase-43
Title:	PTC-LID, LUD, RID – Predetermined Interest
Actor:	Tax Collection Specialist Outside District (?)
Purpose and Objectives:	To assess predetermined interest to LID, LUD, or RID accounts as designated by the district resolution
Trigger Event(s):	* Yearly assessment
PreCondition:	* Parcel must exist * Parcel must have LID, LUD, or RID on account with upcoming year due
Post Condition:	* Parcel will have the annual assessment and predetermined interest, based on remaining balance, with same due date
Use Case Flow:	1. After annual due date for current year has passed, run process for adding predetermined interest, based on the remaining balance, to LID, LUD, or RID parcels for the next due date.
Associations to Other Use Cases:	* LID, LUD, RID - New District * LID, LUD, RID – Payment Processing
Glossary:	* LID – Local Improvement District * LUD – Local Utility District * RID – Road Improvement District
Reports:	
Notes:	
Disposition:	Process Change
Gap Description:	<p>Within Aumentum, the interest associated to a Special Assessment district that is an Amortized district will carry forward with that Special Assessment district until the Special Assessment is concluded. This process will calculate the interest against the remaining balance on each PIN associated to the Special Assessment district.</p> <p>Configuration Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Maintenance Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association</p> <p>County Response to Fit Analysis: Pre determined interest is added for the following year the day after the current year due date. (i.e., due date 4/20/2019, pre determined interest for 2020 is added 4/21/2019 and is calculated off of the remaining principal balance.) Current procedure is, pre determined interest is manually added within a week after current due . This allows a taxpayer to pay the next installment and includes the pre-determined interest. Also, a principal only payment is not accepted unless it is paying on the oldest year and the current year and pre-determined interest is paid. System should automatically add the pre-determined interest on its own per allocations.</p> <p>Product Response: Yes – predetermined interest was accounted for in 24 – LID, RID, LUD payment collected. Interest will be calculated automatically.</p>

Resolution Description:	
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Special Assessments
Estimate:	N/A

WASNO-USECASE-44 PTC-LID, LUD, RID – NEW DISTRICT

Project ID:	WASNO-UseCase-44
Title:	PTC-LID, LUD, RID – New District
Actor:	Tax Collection Specialist Financial Systems Coordinator Assessment District Notary (?) Local Newspaper
Purpose and Objectives:	To create billing on parcels designated by the assessment district
Trigger Event(s):	Resolution and assessment roll received from assessment district
PreCondition:	* Parcels must exist * District must create accurate resolution and assessment roll
Post Condition:	Parcels in district accurately billed for the designated terms of the resolution provided
Use Case Flow:	<ol style="list-style-type: none"> 1. Resolution and assessment roll are received and verified by the Tax Collection Specialist. These items must be accurate: <ol style="list-style-type: none"> a. Parcels b. Legal Description c. Taxpayer information 2. If items are not accurate, send all information back to the district for correction 3. Send information over to Financial Systems Coordinator to create the district based on the parameters in the resolution. <ol style="list-style-type: none"> a. See New LID Setup use case 4. To each parcel, add the total balance in one payment per the assessment roll 5. Create letters to each homeowner giving them 30 days to pay without any predetermined interest 6. Create letters to each homeowner explaining to them the district and outlining the parameters of the district and payments 7. Send information regarding the district to the local newspaper to be printed the day the letters go out 8. Send out letters to homeowners the same day as the newspaper posting 9. After the 30 day period create an Affidavit of Prepayment that includes all of the information from all the payments posted in the 30 day prepayment period, and have this letter notarized 10. Break down the one payment into the set amount of payments designated by the resolution
Associations to Other Use Cases:	New LID Use Case
Glossary:	
Reports:	
Notes:	
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description:	From within the Tax -> Special Assessments -> Special Assessment Maintenance the new Special Assessment district will be configured. This will be how all Special Assessment districts are configured, whether LID, LUD, RID, SWM, Fixed Charge, etc districts.

	<p>Select to create a "New" Special Assessment. From within the New Special Assessment creation screen, identify the Code and Description for the new Special Assessment District. The Calculation Type should then be identified, whether it is Amortized, Fixed, or Rate Table. Establish the year that the district was initiated, and the selected installments on which this Special Assessment should be billed.</p> <p>Then, select to create the new SPASS based on the type of district that is being established. This will be based on the configuration of the varying types of districts established within the County. Specifically, for Snohomish County, the types of Special Assessment Districts will be configured based on the following:</p> <ul style="list-style-type: none"> • LID = Local Improvement Districts • LUD = Local Utility Districts • RID = Road Improvement Districts • SWM = Surface Water Management • Fire = State Forest Fire / Fire Suppression • Varying types of Fixed Charge Districts <p>Associate the Special Assessment to the correct Tax Authority, by selecting it from the combo box. If the Tax Authority doesn't yet exist, select <Create New> from the combo box to create the new Tax Authority and select the attributes of the Tax Authority.</p> <p><u>Configuration Required</u></p> <p>Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association Tax -> Tax Authority Setup Tax -> Tax Authority / Special Assessment association Configuration -> Systypes</p> <ul style="list-style-type: none"> * Special Assessment Categories * Special Assessment Charge Type * Special Assessment Calculation Types * Special Assessment Amortize Level * Special Assessment Amortize Type * Special Assessment Method Type * Special Assessment Method Apply To <p><u>Implementation:</u></p> <ul style="list-style-type: none"> • Creation of Special Assessment Letter • Distribution Mapping - New Fund mapping to the Distribution Schedule • Tax Accounting Mapping - New District mapping to the G/L mapping • Criteria Group establishment for Special Assessment districts that will be processed as stand-alone bills. • Levy Tax Calendar configuration for Special Assessment stand-alone bills
<p>Risks / Constraints / Dependencies:</p>	<p><u>Implementation:</u></p> <p>UDF configuration for Special Assessments within the "Attributes" tab Configuration of Special Assessment Questions with Snohomish County-specific questions Creation of Special Assessment Letters</p> <p><u>Configuration</u></p> <p>Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Maintenance Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association</p>

Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-45 ACCT-LID, LUD, RID – NEW DISTRICT

Project ID:	WASNO-UseCase-45
Title:	ACCT-LID, LUD, RID – New District
Actor:	Financial Systems Coordinator Tax Collection Specialist Assessment District Finance
Purpose and Objectives:	Setup account and accounting information in order to create billing on parcels designated by the assessment district
Trigger Event(s):	Receive new district information from Tax Collection Specialist
PreCondition:	* Accurate resolution and assessment roll received * Parcels must exist * Due date identified by Tax Collection Specialist
Post Condition:	* Tax Collection Specialist notified the charge and accounting information for new district is setup in order to create billing on parcels designated by the assessment district * Including the district, fund(s), accounts, charge/FT Types, payments plans, setup according to the designated terms of the resolution provided * Accounts are setup (by Finance) in the General Ledger for the new district ** cloning question?
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive new district information (resolution) from Tax Collection Specialist <ol style="list-style-type: none"> a. Parcels b. Legal Description c. Taxpayer information 2. Identify key information from resolution <ol style="list-style-type: none"> a. Total charges b. Number of installments c. Interest rate d. Penalty rate e. Unique district name f. The authorization for Treasurer to bill and collect on behalf of the district 3. Create the district in the receipting system <ol style="list-style-type: none"> a. Unique district name and abbreviation b. Assign a district type c. Assign a levy type d. Contact name for district 4. Create new fund under the new district in the receipting system <ol style="list-style-type: none"> a. Assign a unique fund name b. Assign a unique fund number c. Assign a fund type d. Assign the fund to a district 5. Create new accounts under the new district fund <ol style="list-style-type: none"> a. See use case: ACCT - Generating New Account Number in Ascend and Interface to GL 6. Create Account Posting Profiles for new district accounts <ol style="list-style-type: none"> a. Identify related FT Types <ol style="list-style-type: none"> i. General Deposit ii. LID Bond Delinquent Interest iii. LID Bond Penalty iv. LID Bond Pre-Determined Interest v. LID Bond Principal b. Assign postings to a specific fund c. Assign to account numbers d. Assign an action e. Assign whether the posting to the specific account is a debit or a credit

	<ul style="list-style-type: none"> f. Assign a G/L rpt code g. Assign an effective date h. Indicate a G/L reporting frequency (daily) 7. Clone account positing profiles for one FT Type 8. Update cloned posting profiles for appropriate accounts as needed (e.g. penalty revenue account for penalty FT Type) 9. Verify accuracy of Account Posting Profiles by exporting to Excel and comparing inputs with the inputs for a similar district 10. Create a new levy for the new district <ul style="list-style-type: none"> a. Assign a unique levy name b. A unique levy number is identified c. Assign the district d. Assign a levy type e. Assign a levy category f. Assign an assessment basis g. Assign a Financial Transaction Type h. Assign a district abbreviation to indicate where the funding will go 11. Create a payment plan specific to the district (resolution) applicable for all years <ul style="list-style-type: none"> a. Create a unique name b. Unique payment plan number is assigned c. Provide a description d. Rules for the installment e. Due date (day, month, year) f. Identify parameters for when a payment becomes late (100% of charge must be paid by due date) g. Condition of payment plan installment 12. Create a charge schedule for each Financial Transaction Type (Bond Delinquent Interest, Bond Penalty, Bond Pre-Determined Interest, Bond Principal) <ul style="list-style-type: none"> a. Assign a Tax Year b. Assign a FT Type c. Assign Assessment Levy d. Assign an effective date e. Create/assign a fund distribution schedule <ul style="list-style-type: none"> i. District(s) ii. Distribution rate(s) f. Allow override of calculated amount g. Identify the charge calculation <ul style="list-style-type: none"> i. Indicate the calculation type ii. Assign an assessment basis (e.g. unpaid principal balance) iii. Description iv. Input the penalty or interest rate per resolution v. Identify at what point the charge calculation will become effective (e.g. one day past due date) vi. Assign a charge frequency vii. Assign a day basis viii. Identify when to apply the charge h. Verify all of the charge schedules have the correct levy 13. Add the charge schedules to the payment plans <ul style="list-style-type: none"> a. Indicate the assessment basis b. Indicate at what point the charge is put on c. Indicate whether penalty or interest calculation <ul style="list-style-type: none"> i. Interest: from and until usage ii. Penalty: input the month, year, date according to the resolution d. Identify the usage condition (e.g. always) 14. Send a request to Finance to setup the accounts in the General Ledger 15. Notify the Tax Collection Specialist the account, charge and accounting information for new district is setup in order to create billing on parcels designated by the assessment district
Associations to Other Use Cases:	<ul style="list-style-type: none"> * LID, LUD, RID – Predetermined Interest * LID, LUD, RID – New District * ACCT - Generating New Account Number in Ascend and Interface to GL

Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>From within the Tax -> Special Assessments -> Special Assessment Maintenance the new Special Assessment district will be configured. This will be how all Special Assessment districts are configured, whether LID, LUD, RID, SWM, Fixed Charge, etc districts.</p> <p>Select to create a "New" Special Assessment. From within the New Special Assessment creation screen, identify the Code and Description for the new Special Assessment District. The Calculation Type should then be identified, whether it is Amortized, Fixed, or Rate Table. Establish the year that the district was initiated, and the selected installments on which this Special Assessment should be billed.</p> <p>Then, select to create the new SPASS based on the type of district that is being established. This will be based on the configuration of the varying types of districts established within the County. Specifically, for Snohomish County, the types of Special Assessment Districts will be configured based on the following:</p> <ul style="list-style-type: none"> • LID = Local Improvement Districts • LUD = Local Utility Districts • RID = Road Improvement Districts • SWM = Surface Water Management • Fire = State Forest Fire / Fire Suppression • Varying types of Fixed Charge Districts <p>Associate the Special Assessment to the correct Tax Authority, by selecting it from the combo box. If the Tax Authority doesn't yet exist, select <Create New> from the combo box to create the new Tax Authority and select the attributes of the Tax Authority.</p> <p>Additionally, for LIDs, LUDs, and RIDs, the payment determination for the districts must be established. These settings will establish how each of the districts will be processed. As determined during the analysis session, validation must be done that the district setup for special assessment that the after-date restriction should be set to "accept only all principal and all interest" and the Payoff Method should be set to: "remaining principal+all current year interest"</p> <ul style="list-style-type: none"> • Non-posted payoff date • After date restriction <ul style="list-style-type: none"> ○ Do Not Accept Payment ○ Accept Only All Principal ○ Accept Only All Principal and All Interest • Posted payoff date • Payoff Method <ul style="list-style-type: none"> ○ Remaining Principal * (Special Interest Rate / 2) ○ Remaining Principal + All Year Current Interest ○ Remaining Principal + Current Year Interest + Next Year Interest ○ Remaining Principal + Monthly Prorated Current Year Interest ○ Remaining Principal Only • Allow Partial Payments • Payoff Level • Advance Payment Solely Received in Aumentum <p>County Response to Fit Analysis</p> <p>Configured in the special assessment module (bonds). Is it possible for the interest to be labeled as pre-determined interest instead of just interest or all interest? If all interest is to include pre-determined and regular delinquent interest then shouldn't penalty also be addressed in the charges?</p>

	<p>Product Response: Need to discuss. Not sure what is being requested here – if referring to the labels mentioned above, those are standard parameter labels.</p>
<p>Risks / Constraints / Dependencies:</p>	<p><u>Configuration</u> Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Maintenance Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association</p>
<p>Aumentum Program Name or function:</p>	
<p>Estimate:</p>	N/A

WASNO-USECASE-46 NSF TRANSMITTAL REVERSAL

Project ID:	WASNO-UseCase-46
Title:	NSF Transmittal Reversal
Actor:	* Financial Systems Coordinator * Tax Collection Specialist Lead * Department/District
Purpose and Objectives:	Record journal entry to reverse a bank returned item/check in receipting system for general deposits
Trigger Event(s):	* Receive notification and documentation from Tax Collection Specialist Lead regarding a bank returned item/check o Documentation includes bank letter regarding the returned item, a copy of the item/check and a copy of the original receipt
PreCondition:	* Receipt for a general deposit in receipting system exists * Tax Collection Specialist Lead provided the bank letter regarding the returned item, a copy of the item/check and a copy of the original receipt
Post Condition:	* Reversal journal entry for bank returned item/check is recorded o The bank letter regarding the returned item, a copy of the item/check, a copy of the original receipt and journal entry printout are sent to the appropriate Department/District
Use Case Flow:	1. Receive notification and documentation from Tax Collection Specialist Lead regarding a bank returned item/check a. the bank letter regarding the returned item, a copy of the item/check, and a copy of the original transmittal (with receipt info) printout 2. Locate the bank returned item's original transaction in receipting system and note the transaction number 3. Record a journal entry to reverse the bank returned item linking the original transaction by transaction number. Print the journal entry. 4. Save a copy of the journal entry on the drive for balancing use the following day 5. Mail or interoffice mail the journal entry print out, the bank letter regarding the returned item, a copy of the item/check, and a copy of the original transmittal (with receipt info) printout are sent to the appropriate Department/District
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	Transmittals will be posted using Aumentum Cashiering, as a Miscellaneous Source. Payments for Miscellaneous sources are eligible for reverse, cancel and bad check processes, the same as tax payments. Each item in the transmittal is mapped to a general ledger account and fund. When the payment is made, the transactions are included in the daily transmittal to General Ledger. Cancellations, or Bad Check items (Voids) will also be included in the transmittal file to GL, eliminating the need for a manual journal entry, however the county will need to determine what they wish to send to the department as documentation in place of the journal entry. County Response to Fit Analysis:

	<p>Not optimal. We can do partial voids, but it looks like more work than we currently do (void entire receipt and re-ring as lesser amount). Can elect business date)</p> <p>Product Response: Unclear what the county is referring to. A partial NSF can be done against the transmittal. The entire transmittal does not have to be voided and re-rung.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	NSF

WASNO-USECASE-47 PTC-SURFACE WATER MANAGEMENT (SWM) CHARGE REVISIONS

Project ID:	WASNO-UseCase-47
Title:	PTC-Surface Water Management (SWM) Charge Revisions
Actor:	Treasury Tax Specialist Surface Water Management
Purpose and Objectives:	To add, adjust, or remove SWM charges when requested by SWM department.
Trigger Event(s):	* Receive request from SWM that charges need to be revised regarding specific tax bills
PreCondition:	* Parcels need to exist
Post Condition:	* SWM charges will be added or revised to tax bill
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive request from SWM <ol style="list-style-type: none"> a. Add charges <ol style="list-style-type: none"> i. Recalculate requested tax bill for SWM charges only b. Revise charges <ol style="list-style-type: none"> i. Reverse original charge ii. Manually enter in new SWM charge with information provided to you by SWM <ol style="list-style-type: none"> 1. FT Type, Dist/Levy, Amount, FT Reason, and Remarks c. Reverse charges <ol style="list-style-type: none"> i. Reverse original charge 2. If property taxes have not been paid for the year, then send a corrected tax statement
Associations to Other Use Cases:	Special Assessment Fee Removal
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>Recalculation of the Special Assessment will need the criteria to be established within the rate criteria for each Special Assessment District.</p> <p>Rate criteria needs the following criteria:</p> <ul style="list-style-type: none"> • Acres • Lot Size • Surface Water Units • State Forest Fire Units <p>These are needed for the calculation for DNR and SWM Special Assessments, along with the Class Code.</p> <p>All changes to any of the rate criteria associated to the calculation of the Special Assessment will need to recalculate the Special Assessment impacted. Once the Special Assessment has been recalculated, a special assessment workflow should be initiated allowing the SPASS supervisor to recalculate and review the changes to the SPASS calculation.</p>
Resolution Description:	When a value change of any type occurs on a property that has a Special Assessment on it, the Special Assessment workflow will be initiated. Value changes such as exemption values, and value changes to any of the value components of the assessment will be processed through the Roll Correction process as a standard correction and corresponding Tax Charge correction processing.

	<p>Corrections to any of the rate criteria associated to the calculation of the Special Assessment will need to recalculate the Special Assessment impacted. (See Gap Description)</p> <p>Rate criteria needs the following criteria: Acres Lot Size Surface Water Units State Forest Fire Units</p> <p>Special Assessment Workflow - When a parcel redescription has been processed, the Special Assessment workflow should be initiated. The SPASS specialist will then associate the special assessments to the appropriate new parcels</p> <p>County Response to Fit Analysis: SWM has a complex tiered rate system that needs more clarification from our SWM Dept, there is more to the rate system than they have listed.</p> <p>Product Response: Yes. What is listed in the resolution description are the criteria we need to have added to our existing criteria, per the discussions on site, to accommodate the SWM calculation.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-48 ACCT-PRINT REFUND CHECKS FOR TAXPAYERS DUE TO OVER/UNDER PAYMENT OF PROPERTY TAXES

Project ID:	WASNO-UseCase-48
Title:	ACCT-Print Refund Checks for Taxpayers due to Over/Under Payment of Property Taxes
Actor:	* Accounting Investment Technician
Purpose and Objectives:	Refund over/under payment of property taxes back to taxpayer
Trigger Event(s):	* Receive list and folders for refunds entered into disbursements for a refund check to be printed.
PreCondition:	* Refunds must be in disbursement status
Post Condition:	* Refund check is printed and mailed to the taxpayer * Post issued check data (check number, amount, payee, issue date, routing and bank account number) to Bank, Cash Pro: Positive Pay * Post issued check data (check number, amount, payee and issue date) to check register
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive report and folders with receipts entered into disbursements 2. Verify number of receipts match number of requests <ol style="list-style-type: none"> a. If numbers don't match give back to the Treasury Tax Specialist for review 3. Print disbursements in queue from designated printer with issue date, dollar amount - both numerical and written, payee name and address and memo line if applicable. <ol style="list-style-type: none"> a. If there is a printer error and the check needs to be reprinted <ol style="list-style-type: none"> i. Void check in Ascend and void physical check ii. Give receipt back to Treasury Tax Specialist for reentry into disbursements <ol style="list-style-type: none"> 1. See Use Case: iii. Repeat steps 1 - 3 when folder is received again b. If there is a printer error, (such as printing on copy paper instead of the check stock) and you need to reset the starting number: <ol style="list-style-type: none"> i. Void check in Ascend and void physical check ii. Give receipt back to Treasury Tax Specialist for reentry into disbursements 1. See Use Case: iii. Receive folder with receipt(s) and refund request(s) iv. Repeat steps 1 and 2. <ol style="list-style-type: none"> i. Notify the Network Administrator or the Chief Deputy Treasurer they will have to change the starting check number and print checks entered into disbursement queue ii. Receive checks from Network Administrator or Chief Deputy Treasurer 4. Endorse printed checks with Treasurer name <ol style="list-style-type: none"> a. If there is an endorsement error and checks to be reprinted <ol style="list-style-type: none"> i. Void check in Ascend and void physical check ii. Give receipt back to Treasury Tax Specialist for reentry into disbursements <ol style="list-style-type: none"> 1. See Use Case: iii. Repeat steps 1 - 4 when folder is received again. 5. Separate checks according to requests in folders 6. Give folders to Treasury Tax Specialist for distribution back to requestor 7. Create .CSV file to upload refund check data (check number, amount, payee, issue date, routing and bank account number) to bank.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	* Note 6/5/2019 - Fel - Per discussion with Finance, the current AP system does not export the file with check # / check date for import back into Aumentum

Disposition:	Process Change
Gap Description:	
Resolution Description:	<p>See WASNO-UseCase-38: Print Pending Refund Checks.</p> <p>Aumentum does not have built in check printing capability and instead provides output / input files for interfacing with the county Accounts Payable system for check writing. This is done in a schedulable transfer of all refund records via file.</p> <p>If refund check expires without being cashed, and a new one needs to be created - the user will perform the 'Reverse Refund' process under Tax--Accounts Receivable--Manage Payments.</p> <p>This refund can then be re-posted and resent for export and check printing.</p> <p>Configuration:</p> <p>Recommended a configured reason code (or multiple) of Expired Check (Stale dated warrant) or Destroyed Check.</p> <p>County Response to Fit Analysis:</p> <p>Aumentum does not have check writing capacity. In the Use Case: 3b, points i-iv are not correct and should be removed. Points v and vi should be renamed as I and ii. Per the notes on pg 111, Finance does not export files back to Aumentum with check number and check date. Aumentum does not print refund checks. Reliant upon AP being able to consume/import an exported file from Aumentum to print refunds checks.</p> <p>Product Response:</p> <p>Yes – the resolution has an assumption that AP will be able to accept the import of check information, and during onsite discussions it was confirmed that this was acceptable. Changes struck in the county's use case flow as requested.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-49 PTC-BALANCING & CLOSING A DRAWER

Project ID:	WASNO-UseCase-49
Title:	PTC-Balancing & Closing a Drawer
Actor:	Tax Collector
Purpose and Objectives:	To reconcile transactions from taxpayers, mail payments, lockbox payments, transmittals from departments & wires in open drawer & with the treasurer's accounting department.
Trigger Event(s):	A cashier needs to balance and close drawer after receipting payments or transmittals.
PreCondition:	<p>Cashier must have a drawer number assigned Cash drawer must be opened Drawer must be able to accept some or all tender types:</p> <ul style="list-style-type: none"> •Checks •Cash •Credit Card •Foreign Item •Special Deposits •Wires
Post Condition:	Drawer will be closed and all transactions will be reconciled.
Use Case Flow:	<ol style="list-style-type: none"> 1. Verify and enter all tender types and their amounts in system, match amounts to physical items. <ol style="list-style-type: none"> a. If they match – move to close drawer b. If they do not match, then research will need to be done to locate discrepancy 2. Close Drawer <ol style="list-style-type: none"> a. In balance – Close drawer and give all supporting documents to Cashbook b. Out of balance – (always close drawer at end of day, even if out of balance) <ol style="list-style-type: none"> i. Same day – Research, find error, void, re-ring, close drawer and give all supporting documents to Cashbook ii. Next day - Notify accounting drawer is out of balance, research, find error, void, re-ring, close drawer and give all supporting documents to Cashbook
Associations to Other Use Cases:	Payment Processing Voiding Receipts
Glossary:	Session: A day's receipts for a cash drawer.
Reports:	There are several reports to assist in cash balancing in addition to on-screen prompts. The Daily Balance Report:

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Tax Collection
Daily Balance Report

Location: BEAUFORT
 Title: Cindy's Tit (CTT)
 Date: 7/24/2009
 Session: chawley-07242009-1

Year	Receipt No.	Clerk	Location	Type	Remit Type	Tendered	Check No.	Overpaid	Return	Short	Change	Paid By
2008	U08.1069032	chawley	BEAUFORT	PAYMENT	Check	66.31		0.00	0.00	0.00	0.00	
M/Veh	MotorVehicle	No.	Year	Bill No.	Allocation Rule	PN	Taxes	Int / Disc	Fees / Penalties	Total Paid	Owner	
		1	2009	24332	Beaufort Standard Allocat	M/090000124	66.31	0.00	0.00	66.31		
Total:											66.31	

Year	Receipt No.	Clerk	Location	Type	Remit Type	Tendered	Check No.	Overpaid	Return	Short	Change	Paid By
2008	U08.1069033	chawley	BEAUFORT	PAYMENT	Check	1,435.38		0.00	0.00	0.00	0.00	
Tax	Property	No.	Year	Bill No.	Allocation Rule	PN	Taxes	Int / Disc	Fees / Penalties	Total Paid	Owner	
		1	2008	13731742	Beaufort Standard Allocat	R610 044 000 0061 0000	1,182.94	0.00	252.44	1,435.38		
Total:											1,435.38	

Date: 11/7/2013 Page 2 of 5

Tax Collection
Daily Balance Report

Location: Tax Collector
 Title: Lacey's Tit (LNJ)
 Date: 11/6/2013
 Session: 11062013-Lacey's Tit(LNJ-0)

Year	Receipt No.	Clerk	Location	Type	Remit Type	Tendered	Check No.	Overpaid	Return	Short	Change	Paid By
2013	U13.1000150	laceyj	Tax Collector	PAYMENT	Cash	1,771.47		0.00	0.00	0.00	0.00	CONV-INITIAL NAME
Tax	Property	No.	Year	Bill No.	Allocation Rule	PN	Taxes	Int / Disc	Fees / Penalties	Total Paid	Owner	
		1	2012	2012199523292U	Riverside Default Payne	000121482	71.23	184.73	82.04	347.80	CONV-INITIAL NAME	
		2	2011	2011001006789U	Default SCZ Rule	000121482	881.09	330.00	212.81	1,423.87	CONV-INITIAL NAME	
* Override - User laceyj											1,771.47	

Year	Receipt No.	Clerk	Location	Type	Remit Type	Tendered	Check No.	Overpaid	Return	Short	Change	Paid By
2013	U13.1000153	laceyj	Tax Collector	PAYMENT	Cash	25.00		0.00	0.00	0.00	0.00	CONV-INITIAL NAME
Tax	Property	No.	Year	Bill No.	Allocation Rule	PN	Taxes	Int / Disc	Fees / Penalties	Total Paid	Owner	
		1	2012	2012199523292U	Riverside Default Payne	000121482	20.87	0.00	4.13	25.00	CONV-INITIAL NAME	
Total:											25.00	

Year	Receipt No.	Clerk	Location	Type	Remit Type	Tendered	Check No.	Overpaid	Return	Short	Change	Paid By
2013	U13.1000154	laceyj	Tax Collector	PAYMENT	Cash	10.00		0.00	0.00	0.00	0.00	CONV-INITIAL NAME
Tax	Property	No.	Year	Bill No.	Allocation Rule	PN	Taxes	Int / Disc	Fees / Penalties	Total Paid	Owner	
		1	2012	2012199523292U	Riverside Default Payne	000121482	4.57	0.00	0.93	5.00	CONV-INITIAL NAME	
* Override - User laceyj											5.00	

Year	Receipt No.	Clerk	Location	Type	Remit Type	Tendered	Check No.	Overpaid	Return	Short	Change	Paid By
2013	U13.1000155	laceyj	Tax Collector	PAYMENT	Cash	164.07		0.00	0.00	0.00	0.00	CONV-INITIAL NAME
Tax	Property	No.	Year	Bill No.	Allocation Rule	PN	Taxes	Int / Disc	Fees / Penalties	Total Paid	Owner	
		1	2012	2012199523292U	Riverside Default Payne	000121482	79.56	0.00	84.51	164.07	CONV-INITIAL NAME	
* Override - User laceyj											164.07	

Year	Receipt No.	Clerk	Location	Type	Remit Type	Tendered	Check No.	Overpaid	Return	Short	Change	Paid By
2013	U13.1000156	laceyj	Tax Collector	PAYMENT	Cash	100.00		0.00	0.00	0.00	0.00	CONV-INITIAL NAME
Tax	Property	No.	Year	Bill No.	Allocation Rule	PN	Taxes	Int / Disc	Fees / Penalties	Total Paid	Owner	
		1	2012	2012199523292U	Riverside Default Payne	000121482	0.00	0.00	100.00	100.00	CONV-INITIAL NAME	
Total:											100.00	

Date: 7/27/2009 Page 6 of 6

Tax Collection
Daily Balance Report

RECAP for ALL selected Locations, Titles, Sessions, and Operators
 from: 07/24/2009 to: 07/24/2009

NUMBER OF RECEIPTS	3	PAYMENT (REAL-2008)	1,435.38	TOTAL CASH RECONCILED	50.00
NUMBER OF TRANSACTIONS	3	PAYMENT (VEHICLES-2008)	66.31	CHECKS RECONCILED	1,501.69
NUMBER OF REVERSALS	0			LESS OPENING BALANCE	100.00
TOTAL TO BE DISTRIBUTED			1,525.69	TOTAL CREDITED	1,451.69
				TOTAL ERROR ON BALANCE	74.00

And Session Reconciliation Report are two of them:

	<div style="border: 1px solid black; padding: 5px;"> <p>August 01, 2012 3:43:41PM Session Reconciliation Report Page 2 of 3</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Tendered Type</th> <th style="text-align: right;">Count</th> <th style="text-align: right;">Beginning Balance</th> <th style="text-align: right;">Collected</th> <th style="text-align: right;">Till Adjustment</th> <th style="text-align: right;">Total</th> <th style="text-align: right;">User Entered</th> <th style="text-align: right;">Difference</th> </tr> </thead> <tbody> <tr> <td>Cash Total</td> <td style="text-align: right;">0</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">150.00</td> <td></td> <td></td> </tr> <tr> <td>Session Total</td> <td style="text-align: right;">0</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">150.00</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Receipts</u></p> <p>Number of Receipts Number of Transactions</p> <p><u>Receipts with Waived Interest in:</u></p> <p>Total Waived Interest: Total Number of Receipts:</p> <p><u>Receipts with Waived Penalty in:</u></p> <p>Total Waived Penalty: Total Number of Receipts:</p> <p><u>Reversals</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Receipt Number</th> <th style="text-align: left;">Reason</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table> </div>	Tendered Type	Count	Beginning Balance	Collected	Till Adjustment	Total	User Entered	Difference	Cash Total	0	50.00	0.00	100.00	150.00			Session Total	0	50.00	0.00	100.00	150.00			Receipt Number	Reason	Amount			0.00
Tendered Type	Count	Beginning Balance	Collected	Till Adjustment	Total	User Entered	Difference																								
Cash Total	0	50.00	0.00	100.00	150.00																										
Session Total	0	50.00	0.00	100.00	150.00																										
Receipt Number	Reason	Amount																													
		0.00																													
Notes:																															
Disposition:	Fit																														
Gap Description:																															
Resolution Description :	<p>Cash Drawer Balancing is an Aumentum function in Tax --> Cashiering --> Reconciliation. There are three menu options here -</p> <p>Check Reconciliation - This step can be done throughout the cashiering day, and is used to 'match' checks in the drawer to what the system has logged. (Similar to running a journal tape).</p> <p>Session Reconciliation - This is done by the cashier, and is the first step in balancing. In addition to check matching, this is where drawer totals by tender type are entered. When the cashier is done with this step, it moves to Back Office Reconciliation. Back office reconciliation is meant to be performed by a supervisor, either accepting, returning or fixing what the cashier has found.</p> <p>Errors may be resolved (security permitting) by using Reverse (this function is a same day void), or Tender Information (allowing the changing of a tender type or by whom paid information).</p> <p>The recommendation is that the setting to allow tills to be closed out of balance be set to Yes (Global Cashiering settings - Reconcile without Balancing). Till balance errors will flow through to the general ledger transmittals and mapped to the fund of choice.</p> <p>Once the Back Office Reconciliation is complete - the session is closed. Any changes to receipts at that point is done through Accounts Receivable using Cancel, Reapply and Reallocate functions.</p>																														
Risks / Constraints / Dependencies :																															
Aumentum Program Name or function :																															
Estimate:	N/A																														

WASNO-USECASE-50 REVERSING A VOID

Project ID:	WASNO-UseCase-50
Title:	Reversing a Void
Actor:	Tax Specialist Lead
Purpose and Objectives:	To reverse a void that has been completed on a receipt
Trigger Event(s):	A receipt has been voided by mistake
PreCondition:	Receipt must be valid Receipt must be previously voided Same person cannot reverse void who voided the receipt in the first place
Post Condition:	Receipt is no longer voided and now active
Use Case Flow:	<ol style="list-style-type: none">1. Verify receipt is in a voided status2. Reverse Void3. Verify receipt is active and posted correctly4. Note account
Associations to Other Use Cases:	Payment processing
Glossary:	
Reports:	
Notes:	
Disposition:	Process Change
Gap Description:	
Resolution Description:	<p>In Aumentum, in order to maintain the history / integrity of a receipt, once it is voided either through Reverse Payment or Cancel Payment, it cannot be undone. The way to rectify an accidental void is to repost the payment.</p> <p>In the case of a reversed payment - this is a same day void - the assumption is that a reversal is performed only if the incorrect item was paid, or the incorrect total amount posted. If the wrong tender type was logged, that can be changed on the receipt through Tender Information. If the receipt does need to be reversed because the incorrect item was paid or the wrong amount posted, the transaction will have to be repaid through cashiering.</p> <p>If the session has been reconciled, then the payment can be managed through Cancel Payment, Reapply or Reallocate. In all cases, the payment is cancelled, the money lifted off of the account and placed in to surplus, and then used to repay when it is posted correctly.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-51 PARTIAL VOID

Project ID:	WASNO-UseCase-51
Title:	Partial Void
Actor:	Tax Specialist Lead Tax Collection Specialist
Purpose and Objectives:	To partially void a portion of a receipt.
Trigger Event(s):	One check is returned by bank on a two check receipt. Or a deposit correction due to incorrect check writing. e.g. check has \$1400 in the number field, but the amount line reads One Thousand and 00/100
PreCondition:	<ul style="list-style-type: none">• Receipt must be valid
Post Condition:	<ul style="list-style-type: none">• The receipt is now showing as bank balance
Use Case Flow:	<ol style="list-style-type: none">1. Verify receipt is active2. Void the bank returned item or the portion of the deposit correction3. Verify the corrected balance on the receipt4. Continue collection process for balance outstanding
Associations to Other Use Cases:	<ul style="list-style-type: none">• Bank return item
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Both portions of this use case can use the Aumentum Bad Check Processing function.</p> <p>Configuration: NSF Fees will need to be configured in Tax--> Accounts Receivable --> Setup --> NSF Fees. One will be configured per payment management reason code that is to be used. One fee will be defined for the county's current NSF (Bad Check) fee (35.00), and one fee will be defined with an amount of 0, mapped to the payment management reason code of Deposit Correction.</p> <p>Payment Management Reason codes will need to be defined, at least two. One for NSF, and one for Deposit Correction.</p> <p>Processing: In both use cases, Bad Check processing will be used. After searching, select the payment management reason code that applies, and select the transaction to be 'voided'. On the next screen, the fee applying to the reason code selected will appear (ie, 35.00 for NSF and 0.00 for Deposit Correction). Edit the Cancel Amount if needed, which will dictate how much of the payment is to be voided. In neither example will the voided portion create surplus. The unvoided portion will remain as a payment on the account. Choose the appropriate flag to apply and click 'process bad check' to finish.</p>

	*Note, for Deposit correction, in the workshop Thomson Reuters had suggested cancelling the payment, and reapplying the portion that was valid. This is not the recommended path, as it creates too many steps. The process outlined above is the most straightforward and similar to the county's current process.
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-52 REVERSE PARTIAL VOID

Project ID:	WASNO-UseCase-52
Title:	Reverse Partial Void
Actor:	<ul style="list-style-type: none">• Tax Specialist Lead• Tax Collection Specialist
Purpose and Objectives:	To reverse a partial void that has been completed on a receipt
Trigger Event(s):	<ul style="list-style-type: none">• A receipt has been partially voided by mistake
PreCondition:	<ul style="list-style-type: none">• Receipt must be valid• Receipt must be partially voided previously• Same person cannot reverse void who voided the receipt in the first place
Post Condition:	<ul style="list-style-type: none">• Receipt is no longer voided and now active
Use Case Flow:	<ol style="list-style-type: none">1. Verify receipt is in a partially voided status2. Reverse partial Void3. Verify receipt is active and posted correctly4. Note account
Associations to Other Use Cases:	<ul style="list-style-type: none">• Payment processing
Glossary:	
Reports:	
Notes:	
Disposition:	Process Change
Gap Description:	
Resolution Description :	<p>In Aumentum, in order to maintain the history / integrity of a receipt, once it is voided either through Reverse Payment or Cancel Payment, it cannot be undone. The way to rectify an accidental void is to repost the payment.</p> <p>In the case of a reversed payment - this is a same day void - the assumption is that a reversal is performed only if the incorrect item was paid, or the incorrect total amount posted. If the wrong tender type was logged, that can be changed on the receipt through Tender Information. If the receipt does need to be reversed because the incorrect item was paid or the wrong amount posted, the transaction will have to be repaid through cashiering.</p> <p>If the session has been reconciled, then the payment can be managed through Cancel Payment, Reapply or Reallocate. In all cases, the payment is cancelled, the money lifted off of the account and placed in to surplus, and then used to repay when it is posted correctly.</p> <p>County Response to Fit Analysis: Aumentum corrects an accidental void with a repost. Corrections are same day voids.</p> <p>Product Response: Correct.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-53 RPA-CONTIGUOUS PROPERTY VALUATION

Project ID:	WASNO-UseCase-53
Title:	RPA-Contiguous Property Valuation
Actor:	Appraiser
Purpose and Objectives:	To value multiple parcels owned by the same individual co-located together as a single unit
Trigger Event(s):	
PreCondition:	Properties are identified that have the same ownership and are co-located
Post Condition:	Properties are valued as a single unit with each parcel receiving it's appropriate share of value
Use Case Flow:	ID 119: The solution can identify and value contiguous land with the same owner, allowing valuation as one parcel or economic unit. ID 344: The solution provides an effective means of identifying and valuing contiguous land with the same owner (regarding valuation: at the minimum by acres and by sq. ft. tables) that allows valuation as one larger parcel or economic unit.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Multi PIN Appraisal Sites or Economic Units allow for contiguous properties that can be valuated individually but go out on a single bill.</p> <p>In order to create a Multi PIN Appraisal Site (Economic Unit), use the following steps:</p> <ol style="list-style-type: none"> 1. Go to the Primary PIN desired for setting up multi PIN appraisal site. 2. From the Common Actions side menu, use the Add Appraisal Site. 3. Give the Multi PIN Appraisal Site a Site Name and Site AIN if desired and make any other modifications needed on the Site Data tab. 4. Go to Appraisal Site > Value Distribution tab <ol style="list-style-type: none"> a. Use the Add New button in the Distribution Matrix to add additional PINs to this appraisal site. b. This associates the PINs together but does not bring in the land, buildings, or features required. 5. Go to each of the other PINs' Appraisal Sites to move the land, building, and features to the Multi PIN Appraisal Site created using the Common Actions options of "Move Building", "Move Feature", and "Move Land".

	<ol style="list-style-type: none"> 6. After completing moving all objects, the other Appraisal Sites can be inactivated by using the option in Common Actions called "Delete Appraisal Site". This prevents double valuing and billing of the appraisal sites. 7. If desired, associating land and features to different buildings will create Valuation Collections on the Site Value tab. 8. For valuing the different PINs, the Distribution Matrix on the Value Distribution tab can be used to set percentages across the objects (land, buildings, and features).
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Real Property
Estimate:	N/A

WASNO-USECASE-54 COMP SALES

Project ID:	WASNO-UseCase-54
Title:	Comp Sales
Actor:	<ul style="list-style-type: none">· Systems Division· Residential Appraisers & Analysts· Commercial Lead & Appraisers· Residential and Commercial Supervisors and Managers
Purpose and Objectives:	The ability to use comparable sales to support valuations in appeal responses and customer inquiries.
Trigger Event(s):	Certified assessed value has been questioned
PreCondition:	<ul style="list-style-type: none">Certified value notice; or· Certified value indicated on website
Post Condition:	<ul style="list-style-type: none">· Sales comparison grid response with or without adjustments available in hardcopy or digital form for use in communication or petition responses· Sales comparison grid (system-selected or user-selected) is attached to the record
Use Case Flow:	<ol style="list-style-type: none">1. Comparable sales are selected by using:<ol style="list-style-type: none">a. Our website (manual)b. Access queries (manual)c. Power BI (manual)d. SASMAP – Compare (automatic / algorithmically)2. Entered into a sales comparison grid3. Sales are adjusted either by system or appraiser4. Reconciliation of range of values
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Comp sales models can be created based on client's specifications. First, variables must be configured, then Subject and Comp Datasources must be established. There are three configurations that must take place after the variables and datasources are set up. The client must set up Selection Configuration to establish the selection parameters. Index Configuration determines the weighting of the variables in deriving which comparables are most like the subject. Finally, Comp Adjustment Configuration will be used to establish the units of comparison and how to adjust the comparables to the subject.</p> <p>The client will use Comp Model Maintenance to pick and choose which configurations and other options will go into the specific Comp Model. The system can then choose the best comps based on the established criteria. Users have the option to overwrite the system-selected comps with their own. Users can determine how many comps to display and use. GIS is integrated with the Comp Sales screen so comps may be chosen either from a list or from a map.</p> <p>Users have the option to choose one of five reconciliation methods. The system supports Ad Hoc, free form adjustments.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-55 ACCT-TAX EXTENSION 1.1

Project ID:	WASNO-UseCase-55
Title:	ACCT-Tax Extension 1.1
Actor:	
Purpose and Objectives:	<p>Extend taxes for the new tax year –</p> <p>Additional Information The procedure also “practiced” using WIP or TEST environments during the end of the previous calendar year in order to minimize problems during the tax extension process in January of the new year The overall extension process involves multiple departments including, TRS, ASR, DoIT, JTDs and special assessment districts, but the process outlined below represents the detailed tasks of the TRS Financial Systems Coordinator Supporting documentation currently used as workflow tracker Complete Year-End Tax Extension process: G:\Propsys\TaxStmt_YearEnd\17TaxStatementYearEndProcedures.xlsx TRS Year-End Tax Extension detailed task list: S:\ACCTING\Ascend\Ascend2017Activity\Annual Process Procedures.xlsx Per RCW 85.38.170, budgets/resolution for special assessments are due on or before December 1st of each year and shall be forwarded immediately to the treasurer</p>
Trigger Event(s):	
PreCondition:	
Post Condition:	
Use Case Flow:	
Associations to Other Use Cases:	<p>§ Need: 1112 § Need: 1128 § Need: 136 § Need: 547 § Need: 1141 § Need: 1145 § Report: ASC0087 § Report: ASC0013 § Report: ASC0008 § Report: ASC0004</p>
Glossary:	
Reports:	<p>§ Report: ASC0087 § Report: ASC0013 § Report: ASC0008 § Report: ASC0004</p>
Notes:	<p>§ The procedure also “practiced” using WIP or TEST environments during the end of the previous calendar year in order to minimize problems during the tax extension process in January of the new year § The overall extension process involves multiple departments including, TRS, ASR, DoIT, JTDs and special assessment districts, but the process outlined below represents the detailed tasks of the TRS Financial Systems Coordinator § Supporting documentation currently used as workflow tracker o Complete Year-End Tax Extension process: G:\Propsys\TaxStmt_YearEnd\17TaxStatementYearEndProcedures.xlsx o TRS Year-End Tax Extension detailed task list: S:\ACCTING\Ascend\Ascend2017Activity\Annual Process Procedures.xlsx</p>

	§ Per RCW 85.38.170, budgets/resolution for special assessments are due on or before December 1st of each year and shall be forwarded immediately to the treasurer
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>In Aumentum roll processing, values pass from valuation in to Assessment Administration for assessment calculation, modifier updates and annual roll generation. Once the assessment state is changed to Certified, it is then available to the levy module for extension. This is where the treasurer's office will pick the process up.</p> <p>In Aumentum Tax -- Tax Processing -- Tax Roll Processing, process steps that are configured specifically for the state of WA will be visible. These may include options like Generate annual roll, Extend tax roll, proof taxes and post taxes and charges.</p> <p>Each of these steps can be scheduled to allow for hands free processing, and the results viewed later. At points during the process, the user will have access to various methods to proof and balance - including the Manage Roll Process screen, output reports for failed PINs, summary by TAG (TCA) and Assessment Type report.</p> <p>The assemble bill details step will combine the calculated roll with the special assessments to provide a complete picture of roll amounts for taxes and non-ad valorem taxes.</p> <p>At each point the user will have the ability to go back and fix errors if the need arises, until the final Calculations step, which will finalize the charges in financial detail, making them available for mass bill print. But prior to the final calculation step, the phases can be corrected/undone, serving the same purpose as the WIP area that the county uses to test the roll.</p>
Risks / Constraints / Dependencies:	Certified roll from assessor is required before starting this, along with the calculation and configuration of the new year's levies by the assessor's office.
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-56 ACCT-STOP WORK NOTICE 1.1

Project ID:	WASNO-UseCase-56
Title:	ACCT-Stop Work Notice 1.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Notify Treasurer staff to stop work so does not create differences while trying to extend taxes o Value changes o Posting payments in current year before statements go out Note: Assessor's office also stops work
Trigger Event(s):	Notified by email that the Assessor's Levy (comptroller – Chris) has started the levy certification process..
PreCondition:	Assessor's office has issued their stop notice because they are beginning their levy certification process
Post Condition:	Work is stopped in Treasurer's (and Assessor's) office
Use Case Flow:	<ol style="list-style-type: none"> 1. Send "Stop Work" notification to all Treasurer's office staff. <ol style="list-style-type: none"> a. Notice instructs staff to NOT: <ol style="list-style-type: none"> i. Post any payments for new tax year ii. Perform any value modifications/senior exemptions/segregations for new tax year iii. Load pre-determined interest for any tax years (JA – this is the interest for the special assessments) b. Notice instructs staff they are able to: <ol style="list-style-type: none"> i. Process batch payments using the previous tax year ii. Post tax payments for all years prior to the new tax year iii. Perform any value modifications/senior exemptions/segregations for all years prior to the new tax year iv. Perform name and address changes for all years v. Perform notes on parcels/accounts for all years vi. Post excise tax payments and documents for all years
Associations to Other Use Cases:	§ Need: 1112 § Need: 1128
Glossary:	
Reports:	
Notes:	
Disposition:	Process Change
Gap Description:	
Resolution Description :	<p>This is a manual email that is generated by the Financial Systems Coordinator to the Assessor and Treasurer staff to stop various types of work for the purposes of verifying and completing the Tax Extension. The specific types of work that are stopped within Ascend have different functional impacts within Aumentum and the County may, or may not, choose to request that these or other work processes be stopped.</p> <p>This Stop Work Notice process is not required in Aumentum, however the county may wish to continue with the process, in which case all notification is done outside of Aumentum.</p> <ol style="list-style-type: none"> 1. Post any payments for new tax year Within Aumentum, the taxes being extended are being extended against the certified roll that is encompassed within an instance, or instances, that are selected for processing. Snohomish County will not utilize the "Include Roll Corrections" option during the annual certification and extension process, so no existing tax bills for the current year will be altered during the Tax Extension process. 2. Load pre-determined interest for any tax years

	<p>The pre-determined interest will be handled by calculated rate tables within the Special Assessment module within Aumentum. Once the interest calculation has been set at the beginning of the Special Assessment life, the calculation of the interest will be a part of the Special Assessment calculation functionality and not a manual loading process.</p> <p>3. Perform any value modifications / senior exemptions / segregations for new tax year. Within Aumentum, when value modifications are made, the changes are made to the Assessment roll for the desired roll year (s), but can then be held for Tax Extension until the annual extension process is complete. Once the annual tax extension is complete, the scheduled roll correction extension processing can be resumed.</p> <p>County Response to Fit Analysis: Agree that this is likely not needed due to ability to have instances within Aumentum</p> <p>Product Response: Agreed.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-57 ACCT-COMPARE CHARGE SCHEDULES 1.2

Project ID:	WASNO-UseCase-57
Title:	ACCT-Compare Charge Schedules 1.2
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Verify reasonableness before applying charges in hopes to reduce errors later in the extension process
Trigger Event(s):	Notified by email that the Assessor's Levy Comptroller that the levy process is complete and provides a total of A/V taxes to be charged
PreCondition:	Assessor's office has certified values and levies for a new tax year to the Treasurer's office o Statutory deadline of certification is January 15th
Post Condition:	Charge schedules are deemed correct and distributions appropriate
Use Case Flow:	Compare the number of charge schedule records and fund distributions of the following Financial Transaction Types from previous tax year to current tax year to make sure the change in number makes sense (e.g. if there are four additional charges schedules it might make sense if a new levy was added) a. A/V Principal – Regular and Excess b. Advance Personal Property Late Filing Penalty – Regular and Excess c. Advance Personal Property Tax – Regular and Excess d. Current Use Removal Principal – Regular and Excess e. Personal Property Late Filing Penalty – Regular and Excess f. Supplemental Property Tax – Regular and Excess 3. Compare the fund distribution schedules for county distribution to make sure they are reasonable in the current year
Associations to Other Use Cases:	
Glossary:	
Reports:	Sample of Agency Map Report. The sample is full report but can be run for unmapped only.

	<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;">1:04 pm 3/12/2008 Agency Map Report Page 2 of 12</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; vertical-align: top;"> <p>Tax Authority/Tax Authority Funds</p> <p>Baldwin City Mailing 8A0008</p> <p>Baldwin City Street Improvements</p> <p>800021 800022</p> <p>Baldwin Creek Sanitary Sewer</p> <p>D00035 D00036</p> <p>City of Baldwin</p> <p>BondsInterest Cemetery General Library Library</p> <p>City of Eureka</p> <p>BondsInterest General SpecPolice&Fire</p> <p>City of Lawrence</p> <p>BondsInterest General Library PublicTrans Recreation</p> <p>City of Lawrence TIF-City LawrenceTIFCity</p> <p>City of Lawrence TIF-Coun LawrenceTIFCoun</p> <p>City of Lawrence TIF-Sch LawrenceTIFSch</p> </td> <td style="width: 40%; vertical-align: top;"> <p>Agency</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>*** No Mapping Exists ***</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> </td> </tr> </table> </div>	<p>Tax Authority/Tax Authority Funds</p> <p>Baldwin City Mailing 8A0008</p> <p>Baldwin City Street Improvements</p> <p>800021 800022</p> <p>Baldwin Creek Sanitary Sewer</p> <p>D00035 D00036</p> <p>City of Baldwin</p> <p>BondsInterest Cemetery General Library Library</p> <p>City of Eureka</p> <p>BondsInterest General SpecPolice&Fire</p> <p>City of Lawrence</p> <p>BondsInterest General Library PublicTrans Recreation</p> <p>City of Lawrence TIF-City LawrenceTIFCity</p> <p>City of Lawrence TIF-Coun LawrenceTIFCoun</p> <p>City of Lawrence TIF-Sch LawrenceTIFSch</p>	<p>Agency</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>*** No Mapping Exists ***</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p> <p>NKA TEST OF CREATE AGENCY</p>
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Notes:	Probably an obsolete process in Aumentum. but Felicia noted the agency map report for 'unmapped only' - tax rates by tag reports - tax rate by taf		
Disposition:	Process Change		
Gap Description:			
Resolution Description :	<p>In Aumentum, the functionality of "Charge Schedules" is encompassed by use of multiple jurisdictionally-defined application and process settings. These settings perpetuate from year to year, and can be altered by year to accommodate necessary legal and process changes.</p> <p>The application and process settings that will be configured during the initial implementation of Aumentum that would have been considered part of the "Charge Schedules" as outlined within this Use Case are as follows:</p> <p><u>Configuration:</u> Tax Entity Maintenance - Tax Funds Tax Entity Maintenance - Tax Authorities Tax Entity Maintenance - Tax Authority Groups Tax Entity Maintenance - TAG / Tax Authority Associations Tax Rate Maintenance - Tax Rates by TAG Special Assessment - Bonds Special Assessment - Assessment Methods Tax Accounting - Funds and Accounts Tax Accounting - General Ledger Mappings</p> <p><u>Reports:</u> Newly created districts that do not have associated Agency Mappings can be audited by running the Distribution Agency Mapping Report for "Unmapped Only". This report will identify the mappings that do not have corresponding Tax Authorities / Tax Authority Funds, Miscellaneous Sources, Fees, and TIF Districts.</p> <p>Additionally, the Tax Rates by TAF and Tax Rates by TAG reports give the user additional details as to the validation and verification of the rates and associations for the year.</p>		

	<p>County Response to Fit Analysis: Report available for unmapped charge schedules which should get us what we need.</p> <p>Product Response: Agreed</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-58 ACCT-UPDATE PPLFP SCRIPT FOR NEW TAX YEAR 1.3

Project ID:	WASNO-UseCase-58
Title:	ACCT-Update PPLFP Script for New Tax Year 1.3
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Mass update the PPLFP fund distributions to allocate to the general (correct) fund
Trigger Event(s):	A/V and PPLFP charge schedules are deemed correct and distributions appropriate
PreCondition:	SQL file must exist
Post Condition:	All of the Regular and Excess PPLFP charge schedules have been updated to distribute 100% to the general fund
Use Case Flow:	<p>4. Update PPLFP SQL script to the current tax year</p> <p>5. Send the updated script to DoIT to run</p> <p>6. Verify the script ran correctly after receive notification from DoIT</p> <p>a. All funds for PPLFP charges should be 100% general fund</p>
Associations to Other Use Cases:	
Glossary:	PPLFP: Personal property late filing penalty
Reports:	
Notes:	<p>§ When the Personal Property Late Filing Penalty – Excess (and Regular) are loaded by the Assessor as part of the levy process, the penalties are setup to distribute to the district, when they should actually be distributed to the General Fund 002002. In order to correct this on all of the charge schedules associated with PPLFP – Excess and Regular, a script is ran in DoIT</p> <p>§ Is there a place that we can easily see where the funds are going for a specific revenue source?</p> <p>.</p>
Disposition:	Process Change
Gap Description:	
Resolution Description:	<p>The Personal Property Late Filing Penalty will be mapped to the appropriate funds within Distribution and Tax Accounting.</p> <p>Snohomish County can choose to allocate most of their funds directly from their collections processing without going through the Distribution module, since their collections are distributed directly to districts. The PPLFP can be mapped separately to go to the general fund as opposed to the districts.</p> <p>This will be done through the Funds and Account setup as well as the Distribution Criteria Groups</p> <ol style="list-style-type: none"> 1. Tax Accounting --> Setup --> Funds and Accounts Create a new fund for the PPLFP 2. Tax Accounting --> Setup --> GL Mapping Configure the mapping for the PPLFP <p>The configuration above will make the current process flow obsolete.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-59 ACCT-ASSESS PROPERTY TAX CHARGES 1.4

Project ID:	WASNO-UseCase-59
Title:	ACCT-Assess Property Tax Charges 1.4
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Extend the taxes for the new tax year (does not include State Fire or special assessments) o State fire will be a special, it is by acres.
Trigger Event(s):	PPLFP charges were updated to current year and distribute 100% to general fund
PreCondition:	PPLFP charges were updated to current year and distribute 100% to general fund
Post Condition:	§ Taxes extended for A/V & PPLFP charges for new tax year § Reports are saved
Use Case Flow:	<p>7. Run “Assess Property Tax Charges” process for the new tax year as of the Saturday of MLK, Jr. weekend</p> <p>a. Identify and input the parcel range for which you want the process to run (see Property Account Ranges.xlsx)</p> <p>b. Input the last day of the previous year (12/31/YYYY)</p> <p>c. Input the tax year for which you are assessing charges</p> <p>d. Input the transaction date to post as of the Saturday of MLK, Jr. weekend.</p> <p>e. Record the process number on Property Account Ranges.xlsx</p> <p>f. Repeat a-e for all parcel ranges</p> <p>8. After process completes “successfully”, record the financial transactions created by each process in the YYYY Assessments.xlsx</p> <p>a. Compare the financial transaction data posted for A/V charges to the Levy Comptroller’s total *should be less than \$20 difference</p> <p>9. Allocate charges to fund accounts for the A/V Principal – Regular and – Excess charges only</p> <p>a. Input the charge types</p> <p>b. Input the date on which the charges were created (Saturday of MLK, Jr. weekend)</p> <p>10. After process completes “successfully”, record the financial transactions created by the allocation process in the YYYY Assessments.xlsx</p> <p>a. Compare amount to the total A/V charges created from the “assess property tax charges” processes</p> <p>i. This ensures all charges were created on the same day and everything was able to post to a fund</p> <p>11. Run the fund activity report for the Saturday of MLK, Jr. weekend</p> <p>a. Input date range (Saturday of MLK, Jr. weekend)</p> <p>b. Input the tax year</p> <p>c. Select output options (file types)</p> <p>*Note: currently do not have the ability to run the report by charge type – it shows everything that has been allocated at that point</p> <p>12. Report generates with the following data</p> <p>a. Levy district (and district totals)</p> <p>b. Year</p> <p>c. Fund (and fund totals)</p> <p>d. Account Number</p> <p>e. Beginning, certification/adjustments, receipts and adjustments, ending balance</p> <p>i. The beginning and ending balances show the outstanding receivable balances</p> <p>13. Save the report as PDF and CSV</p> <p>14. Use the CSV file to create an Excel file</p> <p>15. Filter the data for property tax principal receivable only</p> <p>16. Send the filtered data file to Levy Comptroller for comparison by levy district purposes</p> <p>17. Allocate charges to fund accounts for the PPLFP charges</p> <p>a. Input the charge types</p> <p>i. PPLFP</p> <p>ii. Current use or omitted may apply</p>

	<p>b. Input the date on which the charges were created (Saturday of MLK, Jr. weekend)</p> <p>18. After process completes “successfully”, record the financial transactions created by the allocation process in the 20YY Assessments.xlsx</p> <p>a. Compare amount allocated to the total (non A/V) charges created from the “assess property tax charges” processes</p> <p>19. Run the fund activity report for the Saturday of MLK, Jr. weekend and</p> <p>a. Input date range (Saturday of MLK, Jr. weekend)</p> <p>b. Input the tax year</p> <p>c. Select output options (file types)</p> <p>20. Report generates with the following data</p> <p>a. Levy district (and district totals)</p> <p>b. Year</p> <p>c. Fund (and fund totals)</p> <p>d. Account Number</p> <p>e. Beginning, certification/adjustments, receipts and adjustments, ending balance</p> <p>i. The beginning and ending balances show the outstanding receivable balances</p> <p>21. Save the report as PDF and CSV</p> <p>22. Use the CSV file to create an Excel file</p> <p>23. Run the Fund Allocation Recap report for the Saturday of MLK, Jr. weekend</p> <p>a. All charges created should show as allocated</p> <p>i. This amount should also tie to the total charges in the YYYY Assessments.xlsx</p> <p>b. There should not be any payment activity</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>§ Charge assessments are run on the dates of MLK, Jr. weekend in order to isolate the activity for research and reporting purposes</p> <p>§ Currently assessments are broken out in parcel ranges on various workstations because it bogs down the system/errors out</p> <p>§ Property Account Range.xlsx is used to track the which parcel ranges have been started on which work station according to process number</p> <p>§ YYYY Assessments.xlsx is used to record the financial transaction data for comparison purposes</p>
Disposition:	Software Development Required
Gap Description:	This item is marked as Software Development Required but does not represent a 'gap' in functionality. This designation is because complex configuration and calculation work will need to occur.
Resolution Description:	<p>The Tax Extension process within Aumentum extends the values within the Assessment Roll that has been certified to be calculated against the certified tax rates. All values, including penalty values will be extended. Special Assessments that are to be included on the annual tax roll will be added to the tax extension roll during this process.</p> <p>In Aumentum, there is no need for the separation of extensions by parcel ranges. Rather, criteria groups will be established based on the roll criteria for the real property roll. The Tax Extension process is then run within the batch process server, which allows the system to allocate the necessary resources to the system for processing of the extension.</p> <p>Aumentum Processing:</p> <p>Within the Tax -> Processing -> Tax Roll Processing screen, select the tax year for which the annual roll will be extended as well as the "Annual" option from within the Category drop down option. Click on the Extend Tax Roll option, and click "New" to create a new Tax Roll Extension instance. Enter the desired Instance name and select the associated Criteria Group. Save the changes. Within the "Manage Roll Process" screen, the Calculations option will allow the Tax Extension to begin processing.</p>

	<p>The Tax Extension may also be scheduled by selecting the "Schedule" option next to the "Extend Tax Roll" option. Create a new schedule by selecting the desired criteria Group and creating the desired schedule.</p> <p>Once the tax roll has been extended, the Manage Roll Process screen will show the output of the Tax Extension with the total values and taxes that were extended, along with any failed assessments and other output specific to the Annual extension. Additionally, the following output reports are generated:</p> <ol style="list-style-type: none"> 1) Tax Extension Failed PINs Report 2) Tax Extension Property Summary by TAG and Assessment Type <p>Within the Tax -> Levy -> Reports there are multiple reports that identify the results of the Tax Extension. These include, but are not limited to:</p> <ul style="list-style-type: none"> Tax Extension Summary by TAG and Assessment Type Tax Bill Summary by Fund, Tax Authority, TAG <p>Configuration: Configuration that must be in place for the successful extension of an annual tax roll: Criteria Group for Criteria Process Code type "Tax Extension" Class Code Configuration for Roll Types Value Types for Snohomish County Penalty Values Special Assessments specific to Annual Tax Bills Functional Calendar for Levy Annual Taxation</p> <p>County Response to Fit Analysis: SnoCo will have to work with DoIT to decide what to extend at what time and determine if there are any server limitations/restrictions. WA calcs required for configuration.</p> <p>Product Response: Yes, WA calcs are required as noted in section below, Risks/Constraints/Dependencies. WA calcs are an assumed pre-requisite for implementation.</p>
Risks / Constraints / Dependencies:	Professional Services/Core Development: <ol style="list-style-type: none"> 1) Calculations specific to the Tax Extension for Washington 2) Reports that pertain to any Washington-specific value types 3) Value Type reporting and analysis on the Tax Extension Manage Roll Process screen
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-60 ACCT-REVERSE OF MINIMUM CHARGE BILL 1.5

Project ID:	WASNO-UseCase-60
Title:	ACCT-Reverse of Minimum Charge Bill 1.5
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Reverse the charges for tax bills under \$5 dollars
Trigger Event(s):	All A/V and PPLFP taxes have been charged and allocated
PreCondition:	§ All A/V and PPLFP taxes have been charged and allocated § Parameter for minimum tax bill must exist and be editable (and not equal \$5.0) o The total of all charges on a tax bill must exceed a specified value or the charges are reversed
Post Condition:	Tax bills with charges under \$5 have been reversed
Use Case Flow:	24. Change the "Min_Tax_Bill_Amt" parameter from 2.49 to 5.00 25. Run the process to "reverse charges for tax bills under minimum amount" a. Input the tax year b. Input the financial transaction posting date (the Sunday of MLK, Jr. weekend) 26. After the process is completed, save the financial transaction activity to the YYYY Assessments.xlsx 27. Change the "Min_Tax_Bill_Amt" parameter from 5.00 to 2.49
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Reversal of minimum charges is posted on the Sunday of MLK, Jr. weekend so not to change or interfere with the activity that has already been verified on Saturday of MLK, Jr. weekend o The process has not reversed well in the past and affected the A/V and PPLFP charges incorrectly
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>For the reversal of minimum charges, the Aumentum Tax Charge Write-Off process can be used once the Tax Extension has been run. To run this process, select the Delinquent -> Tax Write Off functionality. Enter the Tax Year information and the Charge Criteria for the Amount Due that is to be included in the Tax Write Off. After the search has been completed in the Batch Processor, click the Common Action View Searches on Search for Delinquent Revenue Objects to go to the Select Batch of Delinquent Bills screen. Select that batch from the search results, and then select to process the write-offs by detail.</p> <p>This write off screen allows flagging and reporting in addition to writing off. If desired, the bills that are under-minimum could be flagged with a user configured flag, and that flag restricted from billing. If it is desired that these do not appear in any roll reports or totals, then they should be written off.</p> <p>Additionally, but outside of this use case, specific charges only can be searched and written off using this function.</p> <p>Configuration: Create Groups – Create a delinquent group, if writing off taxes by group</p> <p>County Response to Fit Analysis:</p>

	<p>Please clarify that the soil fee will be excluded. Reversal of minimum should only be on A/V charges.</p> <p>Product Response: Yes – the criteria when selecting charges to write off can be set to exclude Soil Fee.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-61 ACCT-ASSESS STATE FIRE CHARGES 1.6

Project ID:	WASNO-UseCase-61
Title:	ACCT-Assess State Fire Charges 1.6
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Extend taxes for State Fire district
Trigger Event(s):	§ Reversal of charges for tax bills under \$5 dollars is complete § Levy analysis completed by Levy Comptroller
PreCondition:	§ Receive total assessment charge from levy comptroller § State Forest levy for tax year exists § State Forest charge schedule for tax year exists § State Forest district memberships for tax year exist § Charge types for State Forest Patrol exists o Principal o Acre
Post Condition:	§ Taxes extended for State Fire charges for new tax year
Use Case Flow:	1. Identify the levy identification number for the State Fire district for the new tax year 2. Run "Assess Property Tax Charges" process for the new tax year as of the Sunday of MLK, Jr. weekend a. Identify and input the parcel range for which you want the process to run (see Property Account Ranges.xlsx) b. Input the levy identification number for State Fire district c. Input the last day of the previous year (12/31/YYYY) d. Input the tax year for which you are assessing charges e. Input the transaction date to post as of the Sunday of MLK, Jr. weekend. f. Select the State Fire district only g. Record the process number on Property Account Ranges.xlsx h. Repeat a-g for all parcel ranges 3. After process completes "successfully", record the financial transactions created by each process in the YYYY Assessments.xlsx a. Compare the financial transaction data posted for State Fire charges to the Levy Comptroller's total *should be less than \$2 difference 4. Email the Levy Comptroller the Treasurer's total for applied charges
Associations to Other Use Cases:	§ Clone District Levies § Clone Charge Schedules § Clone District Memberships
Glossary:	
Reports:	
Notes:	§ Charge assessments are run on the dates of MLK, Jr. weekend in order to isolate the activity for research and reporting purposes § Currently assessments are broken out in parcel ranges on various workstations because it bogs down the system/errors out § Property Account Range.xlsx is used to track the which parcel ranges have been started on which work station according to process number § YYYY Assessments.xlsx is used to record the financial transaction data for comparison purposes
Disposition:	Fit
Gap Description:	

Resolution Description:	<p>Funds that are configured as Special Assessments will be identified with a life that has an "end date". This allows the Special Assessments to continue on the roll without additional manipulation or ongoing maintenance by the Financial Systems Coordinator through the life of that Special District.</p> <p>Once the Special Assessments for the year have been processed. The Special Assessments Calc and Post process will be performed. Once all Special Assessments have been calc and posted, they will be included in the Tax Extension.</p> <p>County Response to Fit Analysis: State Forest Fire has separate rate criteria which is noted in use case #64.</p> <p>Product Response: Agreed. This use case is for loading/extending the Specials. Rate calc will take place during this process, based on the rates configured during the Special Assessment setup.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-62 ACCT-LOAD SPECIAL ASSESSMENTS FOR CONSERVATION DISTRICT (SOIL) 1.7

Project ID:	WASNO-UseCase-62
Title:	ACCT-Load Special Assessments for Conservation District (Soil) 1.7
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Add conservation district tax charges to tax extension (bills)
Trigger Event(s):	Reversal of charges for tax bills under \$5 dollars is complete
PreCondition:	<ul style="list-style-type: none"> § Must receive tax rolls from Conservation District in csv format and save to county network o The files have been reviewed by the specialist to make sure they balance § The total equals the sum of all detail lines § There doesn't appear to be any charges on incorrect property types § Soil Conservation levy for tax year exists § Soil Conservation charge schedule for tax year exists § Soil Conservation district memberships for tax year exist § Charge type for soil conservation exists
Post Condition:	§ Conservation District charges are added to the tax roll
Use Case Flow:	<ol style="list-style-type: none"> 5. Identify the levy identification number for the conservation district for the new tax year 6. Run the "load the special assessment charges from file" process <ol style="list-style-type: none"> a. Input the last day of the previous year (12/31/YYYY) b. Input the financial transaction posting date (Sunday of MLK, Jr. weekend) c. Input the levy number for the district/year d. Input the file path e. Input the charge type (Soil Conservation Principal) f. Repeat a-e for all files 7. After process completes "successfully", record the financial transactions created by each process in the YYYY Assessments.xlsx 8. Compare the financial transaction data posted for the file to each file total 9. Any differences resulting from inactive parcels are reported to Soil Conservation District
Associations to Other Use Cases:	<ul style="list-style-type: none"> § Clone District Levies § Clone Charge Schedules § Clone District Memberships
Glossary:	
Reports:	
Notes:	<ul style="list-style-type: none"> § Tax roll analysis/certification is completed by the Conservation District § Tax Collection Specialist/Lead perform analysis to make sure there aren't soil charges on incorrect property types <ul style="list-style-type: none"> o Parcels not taxed the county, including publically-owned and Native American Lands o Parcels zoned Forestry o Parcels located outside the boundaries of the district o Personal Property o Parcel numbers with zero land value o Use Code 002 – Utility Accounts o Use Code 110 – Senior exemption residual account § Posted on the Sunday of MLK, Jr. weekend so not to change or interfere with the A/V and PPLFP activity § Load five csv files on different work stations so doesn't bog down the system or error out § Property Account Range.xlsx is used to track the which parcel ranges have been started on which work station according to process number § YYYY Assessments.xlsx is used to record the financial transaction data for comparison purposes § Soil Conservation has its own charge type

Disposition:	Fit
Gap Description:	
Resolution Description:	<p>From within the Tax -> Special Assessments -> Special Assessment Inventory -> Import -> Import Special Assessment screen, select the type of import file being imported. Available options are Fixed Rate Import, Rate Table Import, Roll Correction Import - Fixed, Amortized Import and Amortized Schedule Import.</p> <p>Select the import options: Record in file, not associated to SA - choose to Add the PINs to the special assessment or to perform No action. Record associated to SA, not in file - choose to Delete the PINs from the special assessment or to perform No action. Record associated to SA and in file - choose to Update the PINs on the special assessment, Delete the PINs from the special assessment, or to perform No action.</p> <p>Validate the results using the selected report options on the screen - List PINS with detail, totals only, errors only, or a list of PINs.</p> <p>This screen provides a listing of all of the server files to be processed, and the file can be archived or deleted after import.</p> <p><u>Configuration:</u> File Input / Output -> File I/O Configuration for Special Assessment Import File Application Settings -> Framework -> UNC path to base folder for Aumentum file uploads Application Settings -> Common -> Maximum Upload File Size</p> <p>County Response to Fit Analysis: Confirm file types/inputs are the same otherwise TRS will have to ask districts for updated file types.</p> <p>Product Response: File is configurable through File I/O. Fields available are Tax Year, Non Ad Code, Non Ad Rate, Non Ad amount and PIN. This file can be configured as CSV.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-63 ACCT-LOAD SPECIAL ASSESSMENTS FOR DDFL DISTRICTS 1.8

Project ID:	WASNO-UseCase-63
Title:	ACCT-Load Special Assessments for DDFL Districts 1.8
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Add conservation district tax charges to tax extension (bills)
Trigger Event(s):	Assessment of State Forest Fire charges is complete
PreCondition:	<ul style="list-style-type: none"> § Must receive tax rolls, certification, and resolution from district in csv format and save to county network o The files have been reviewed by a tax collection specialist to make sure they balance § The total equals the sum of all detail lines § There doesn't appear to be any charges on incorrect property types § Levies for tax year exists § Charge schedules for tax year exists § District memberships for tax year exist § Charge types exists
Post Condition:	DDFL charges are added to the tax roll (and appear on the property tax bills)
Use Case Flow:	<ol style="list-style-type: none"> 10. Identify the levy identification numbers for the districts for the new tax year 11. Run the "load the special assessment charges from file" process <ol style="list-style-type: none"> a. Input the last day of the previous year (12/31/YYYY) b. Input the financial transaction posting date (Sunday of MLK, Jr. weekend) c. Input the levy number for the district/year d. Input the file path e. Input the charge type depending on the type of district f. Repeat a-e for all files 12. After process completes "successfully", record the financial transactions created by each process in the YYYY Assessments.xlsx 13. Compare the financial transaction data posted for the file to each resolution total 14. Allocate charges to fund accounts for the Sunday of MLK, Jr. weekend <ol style="list-style-type: none"> a. Input the date on which the charges were created (Sunday of MLK, Jr. weekend) 15. After process completes "successfully", record the financial transactions created by the allocation process in the YYYY Assessments.xlsx <ol style="list-style-type: none"> a. Compare amount allocated to the total charges created on the Sunday of MLK, Jr. weekend *account for charge reversal activity 16. Run the Fund Allocation Recap report for the Sunday of MLK, Jr. weekend <ol style="list-style-type: none"> a. All charges created should show as allocated i. This amount should also tie to the total charges in the YYYY Assessments.xlsx b. There should not be any payment activity 17. Run the fund activity report for the Saturday-Sunday of MLK, Jr. weekend <ol style="list-style-type: none"> a. Input date range (Saturday-Sunday of MLK, Jr. weekend) b. Input the tax year c. Select output options (file types) 18. Report generates with the following data <ol style="list-style-type: none"> a. Levy district (and district totals) b. Year c. Fund (and fund totals) d. Account Number e. Beginning, certification/adjustments, receipts and adjustments, ending balance i. The beginning and ending balances show the outstanding receivable balances 19. Save the report as PDF and CSV 20. Use the CSV file to create an Excel file

Associations to Other Use Cases:	<ul style="list-style-type: none"> § Clone District Levies § Clone Charge Schedules § Clone District Memberships
Glossary:	
Reports:	
Notes:	<ul style="list-style-type: none"> § “DDFL” refers to diking, drainage, flood and lake districts § Tax roll analysis/certification is completed by the individual DDFL districts § Posted on the Sunday of MLK, Jr. weekend § Load csv files on different work stations so doesn’t bog down the system or error out § Property Account Range.xlsx is used to track the which districts have been started on which work station according to process number § YYYY Assessments.xlsx is used to record the financial transaction data for summary and comparison purposes § DDFL districts have their own charge types <ul style="list-style-type: none"> o Diking district principal o Drainage district principal o Flood control principal o Lake management district principal
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>From within the Tax -> Special Assessments -> Special Assessment Inventory -> Import -> Import Special Assessment screen, select the type of import file being imported. Available options are Fixed Rate Import, Rate Table Import, Roll Correction Import - Fixed, Amortized Import and Amortized Schedule Import.</p> <p>Select the import options: Record in file, not associated to SA - choose to Add the PINs to the special assessment or to perform No action. Record associated to SA, not in file - choose to Delete the PINs from the special assessment or to perform No action. Record associated to SA and in file - choose to Update the PINs on the special assessment, Delete the PINs from the special assessment, or to perform No action.</p> <p>Validate the results using the selected report options on the screen - List PINS with detail, totals only, errors only, or a list of PINs.</p> <p>This screen provides a listing of all of the server files to be processed, and the file can be archived or deleted after import.</p> <p>Configuration: File Input / Output -> File I/O Configuration for Special Assessment Import File Application Settings -> Framework -> UNC path to base folder for Aumentum file uploads Application Settings -> Common -> Maximum Upload File Size</p> <p>County Response to Fit Analysis: Confirm file types/inputs are the same otherwise TRS will have to ask districts for updated file types.</p> <p>Product Response: File is configurable through File I/O. Fields available are Tax Year, Non Ad Code, Non Ad Rate, Non Ad amount and PIN. This file can be configured as CSV.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-64 ACCT-ASSESS SWM CHARGES 1.9

Project ID:	WASNO-UseCase-64
Title:	ACCT-Assess SWM Charges 1.9
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Extend assessed charges for SWM district
Trigger Event(s):	Allocations and reports for Saturday of MLK, Jr. weekend are complete
PreCondition:	<ul style="list-style-type: none"> § Receive SWM levy/charge schedule map § Levies for tax year exists § Charge schedules for tax year exists and have been updated to reflect new year's charges <ul style="list-style-type: none"> o Including Administration Fee § SWM district memberships for tax year exist § Charge types for SWM exist <ul style="list-style-type: none"> o Surface Water Management Principal o Administration Fee SWM
Post Condition:	Taxes extended for SWM charges for new tax year
Use Case Flow:	<p>21. Identify the levy identification numbers for the SWM districts for the new tax year (including admin)</p> <p>22. Run "Assess Property Tax Charges" process for the new tax year as of the Monday of MLK, Jr. weekend</p> <ul style="list-style-type: none"> a. Input the last day of the previous year (12/31/YYYY) b. Input the tax year for which you are assessing charges c. Input the transaction date to post as of the Sunday of MLK, Jr. weekend. d. Select the specific district only e. If applicable input the parcel range for which you want the process to run (see Property Account Ranges.xlsx) f. Record the process number on Property Account Ranges.xlsx g. Repeat a-f for all districts and/or parcel ranges <p>23. After process completes "successfully", record the financial transactions created by each process in the YYYY Assessments.xlsx</p>
Associations to Other Use Cases:	<ul style="list-style-type: none"> § Clone District Levies § Clone Charge Schedules § Clone District Memberships § Surface Water Management Tax Extension
Glossary:	
Reports:	
Notes:	<ul style="list-style-type: none"> § "SWM" refers to Surface Water Management districts § Tax roll analysis/certification is completed by the SWM § Posted on the Monday of MLK, Jr. weekend § SWM has some assessed charges and some loaded charges <ul style="list-style-type: none"> o Assessed charges are always performed first in case a load file is needed to overwrite the applied charge § Charge assessments are run on the dates of MLK, Jr. weekend in order to isolate the activity for research and reporting purposes § Currently assessments are broken out in parcel ranges on various workstations because it bogs down the system/errors out § Property Account Range.xlsx is used to track the which parcel ranges have been started on which work station according to process number § YYYY Assessments.xlsx is used to record the financial transaction data for comparison purposes
Disposition:	Fit

Gap Description:	<p>Rate criteria needs the following criteria:</p> <ul style="list-style-type: none"> •Acres •Lot Size •Surface Water Units •State Forest Fire Units <p>These are needed for the calculation for DNR and SWM Special Assessments, along with the Class Code.</p>
Resolution Description:	<p>Funds that are configured as Special Assessments will be identified with a life that has an "end date". This allows the Special Assessments to continue on the roll without additional manipulation or ongoing maintenance by the Financial Systems Coordinator through the life of that Special District.</p> <p>Once the Special Assessments for the year have been processed. The Special Assessments Calc and Post process will be performed. Once all Special Assessments have been calc and posted, they will be included in the Tax Extension.</p> <p>The 'Gap' Resolution defined here is being accounted for in other use cases. This is a prerequisite for this item, the calculation work must be in place before the SWM charges can be extended and billed.</p> <p>County Response to Fit Analysis: Separate rate criteria must be defined.</p> <p>Product Response: The GAP description outlines the additional rate criteria that needs to be added to Aumentum to calculate <i>all</i> non ad valorem per onsite discussions.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-65 ACCT-LOAD SPECIAL ASSESSMENTS FOR SWM 1.10

Project ID:	WASNO-UseCase-65
Title:	ACCT-Load Special Assessments for SWM 1.10
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Add SWM charges to tax extension (bills)
Trigger Event(s):	Assessment of SWM charges is complete
PreCondition:	<ul style="list-style-type: none"> § Must receive tax rolls, certification, and resolution from district in csv format and save to county network o The files have been reviewed by a tax collection specialist to make sure they balance § The total equals the sum of all detail lines § There doesn't appear to be any charges on incorrect property types § Levies for tax year exists § Charge schedules for tax year exists § District memberships for tax year exist § Charge types exists
Post Condition:	SWM load charges are added to the tax roll (and appear on the property tax bills)
Use Case Flow:	<ul style="list-style-type: none"> 24. Identify the levy identification numbers for the districts for the new tax year 25. Run the "load the special assessment charges from file" process <ul style="list-style-type: none"> a. Input the last day of the previous year (12/31/YYYY) b. Input the financial transaction posting date (Monday of MLK, Jr. weekend) c. Input the levy number for the district/year d. Input the file path e. Input the charge type depending on the type of district <ul style="list-style-type: none"> i. Not for 22s file because multiple charge types in file load f. Repeat a-e for all file loads <ul style="list-style-type: none"> i. 22s file should be last because this is SWM's "exception"/correcting file 26. After process completes "successfully", record the financial transactions created by each process in the YYYY Assessments.xlsx 27. Allocate charges to fund accounts for the Monday of MLK, Jr. weekend *note we need to allocate first or else we do not have the ability to see the total charges <ul style="list-style-type: none"> a. Input the date on which the charges were created (Monday of MLK, Jr. weekend) 28. After process completes "successfully", record the financial transactions created by the allocation process in the YYYY Assessments.xlsx <ul style="list-style-type: none"> a. Compare amount allocated to the total charges created on the Monday of MLK, Jr. weekend 29. Run the Fund Allocation Recap report for the Monday of MLK, Jr. weekend <ul style="list-style-type: none"> a. All charges created should show as allocated <ul style="list-style-type: none"> i. This amount should also tie to the total charges in the YYYY Assessments.xlsx b. There should not be any payment activity 30. Run the fund activity report for the Monday of MLK, Jr. weekend <ul style="list-style-type: none"> a. Input date (Monday of MLK, Jr. weekend) b. Input the tax year c. Select output options (file types) 31. Report generates with the following data <ul style="list-style-type: none"> a. Levy district (and district totals) b. Year c. Fund (and fund totals) d. Account Number e. Beginning, certification/adjustments, receipts and adjustments, ending balance <ul style="list-style-type: none"> i. The beginning and ending balances show the outstanding receivable balances 32. Save the report as PDF and CSV

	<p>33. Use the CSV file to create an Excel file</p> <p>34. Email the Excel report with the SWM only data to SWM's Business Analyst to review</p> <p>35. SWM certifies charges</p>
Associations to Other Use Cases:	<p>§ Clone District Levies</p> <p>§ Clone Charge Schedules</p> <p>§ Clone District Memberships</p> <p>§ Surface Water Management Tax Extension</p>
Glossary:	
Reports:	
Notes:	<p>§ "SWM" refers to Surface Water Management districts</p> <p>§ SWM levy/rates, tax roll analysis/certification is completed by the SWM</p> <p>§ Posted on the Monday of MLK, Jr. weekend</p> <p>§ Load csv files on different work stations so doesn't bog down the system or error out</p> <p>§ Property Account Range.xlsx is used to track the which districts have been started on which work station according to process number</p> <p>§ YYYY Assessments.xlsx is used to record the financial transaction data for summary and comparison purposes</p>
Disposition:	Fit
Gap Description:	<p>For SWM assessments, rates to be calculated need to be processed.</p> <p>Rate criteria needs the following criteria:</p> <ul style="list-style-type: none"> •Acres •Lot Size •Surface Water Units •State Forest Fire Units <p>These are needed for the calculation for DNR and SWM Special Assessments, along with the Class Code.</p>
Resolution Description :	<p>From within the Tax -> Special Assessments -> Special Assessment Inventory -> Import -> Import Special Assessment screen, select the type of import file being imported.</p> <p>Select the import options:</p> <p>Record in file, not associated to SA - choose to Add the PINs to the special assessment or to perform No action.</p> <p>Record associated to SA, not in file - choose to Delete the PINs from the special assessment or to perform No action.</p> <p>Record associated to SA and in file - choose to Update the PINs on the special assessment, Delete the PINs from the special assessment, or to perform No action.</p> <p>Validate the results</p> <p>Enter Rates after creation of the Special Assessment</p> <p>Once the Special Assessment has been created, the parcels can be imported using the Special Assessment -> Special Assessment Inventory -> Import for the Rate Table Import process.</p> <p>Annually, funds that are configured as Special Assessments will be identified with a life that has an "end date". This allows the Special Assessments to continue on the roll without additional manipulation or ongoing maintenance by the Financial Systems Coordinator through the life of that Special District.</p> <p><u>Configuration:</u></p> <p>File Input / Output -> File I/O Configuration for Special Assessment Import File</p> <p>Application Settings -> Framework -> UNC path to base folder for Aumentum file uploads</p> <p>Application Settings -> Common -> Maximum Upload File Size</p> <p>County Response to Fit Analysis:</p>

	<p>Unsure why software development would be required for loaded charges? We would expect loaded charges would be the same as #62?</p> <p>Product Response: Correct. This has been fixed in the document to represent Fit</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-66 ACCT-TAX EXTENSION REPORTS 1.11

Project ID:	WASNO-UseCase-66
Title:	ACCT-Tax Extension Reports 1.11
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Summarize charge assessments and allocations for all districts (snap shot of tax extension)
Trigger Event(s):	SWM certification is complete
PreCondition:	Tax extension is complete in receipting system
Post Condition:	§ Reports generates § Charges loaded to G/L
Use Case Flow:	<p>37. Run the Fund Allocation Recap report for the Saturday- Monday of MLK, Jr. weekend</p> <ul style="list-style-type: none"> a. All charges created should show as allocated i. This amount should also tie to the total charges in the YYYY Assessments.xlsx b. There should not be any payment activity <p>38. Run the fund activity report for the Saturday-Monday of MLK, Jr. weekend</p> <ul style="list-style-type: none"> a. Input date (Saturday-Monday of MLK, Jr. weekend) b. Input the tax year c. Select output options (file types) <p>39. Report generates with the following data</p> <ul style="list-style-type: none"> a. Levy district (and district totals) b. Year c. Fund (and fund totals) d. Account Number e. Beginning, certification/adjustments, receipts and adjustments, ending balance i. The beginning and ending balances show the outstanding receivable balances <p>40. Save the report as PDF and CSV</p> <p>41. Use t</p> <p>42. Run the Charge Allocation Detail report for the Saturday-Monday of MLK, Jr. weekend and save the reports to the network drive –</p> <ul style="list-style-type: none"> a. Report includes a listing of all charge sources by FT type and year for a given period in summary form, and shows the difference between what should have been allocated and what was allocated b. Select output options (pdf) c. Input date range Saturday-Monday of MLK, Jr. weekend <p>43. Run the Daily G/L Load for the Saturday-Monday of MLK, Jr. weekend and save the reports to the network drive</p> <ul style="list-style-type: none"> a. Select output options (pdf, csv) b. Input date range Saturday-Monday of MLK, Jr. weekend c. Select the report frequency (both – daily, monthly) <p>44. Daily G/L Load csv file is used to upload the activity to the G/L to create a journal entry for the entire tax extension</p>
Associations to Other Use Cases:	§ Remove Advance Personal Property Charges (PTC) § Clone parameters (Tech) § Property Tax Statement Generate (Tech) and export
Glossary:	
Reports:	
Notes:	Reports for the entire MLK, Jr. weekend date range
Disposition:	Fit

Gap Description:

Aumentum has many reports / outputs that can be used to balance for Tax Extension, and during training and implementation our Technical Consultants will go over which provide the most streamlined fit for this process.

The roll processes each produce output that can be saved and referenced throughout. Specifically needed are the process outputs from the certified and final roll processes.

The Assessment Administration roll process (completed by the Assessor's office) will produce a text file titled Enroll.txt. This is a detail listing showing every PIN in the certified roll, and its value. (Land, Improvements, taxable value, etc)

There is also an Assessments Ready for Tax Extension report Summary that provides the total annual assessment count and net taxable value. (Samples of these are in other use cases in this document)

The Tax Extension Property summary by TAG report will show PIN count, TAG (TCA) rate, value, net tax value and total charges:

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Tax Extension Property Summary By TAG & Assessment Type

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User: KZ0iGRMReporting

Tax Year: 2019
Aggregate Process: Annual
Instance: Pers Prop

TAG	Secured PIN Count	Unsecured PIN Count	Secured Tax Rate	Unsecured Tax Rate	Land Only Tax Rate	Secured Value	Unsecured Value	Net Tax Value	Secured Charges	Unsecured Charges	Total Charges
000-000	0	1,825	1.2500000000	0.0000000000		0	3,800	3,800	0.00	47.52	47.52
001-000	0	1		0.0000000000		0	0	0	0.00	0.00	0.00
001-002	0	1	1.4254000000	0.0000000000		0	64,214	64,214	0.00	915.30	915.30
001-004	0	1	1.4254000000	0.0000000000		0	29,000	29,000	0.00	413.38	413.38
001-020	0	3		0.0000000000		0	0	0	0.00	0.00	0.00
001-054	0	1		0.0000000000		0	0	0	0.00	0.00	0.00
002-000	0	1		0.0000000000		0	0	0	0.00	0.00	0.00
002-012	0	1		0.0000000000		0	0	0	0.00	0.00	0.00
002-027	0	4	1.3569400000	0.0000000000		0	32,500	32,500	0.00	441.00	441.00
003-004	0	1		0.0000000000		0	0	0	0.00	0.00	0.00
003-010	0	1		0.0000000000		0	0	0	0.00	0.00	0.00
003-048	0	1		0.0000000000		0	0	0	0.00	0.00	0.00
004-000	0	334	1.1096200000	0.0000000000		0	17,113,880	17,113,880	0.00	189,727.95	189,727.95
004-001	0	143	1.1096200000	0.0000000000		0	2,275,213	2,275,213	0.00	25,223.52	25,223.52
004-002	0	17	1.1096200000	0.0000000000		0	8,202,844	8,202,844	0.00	90,938.39	90,938.39
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The Collections Summary Report gives the user the ability to create template searches for the types of data desired. For this process, it would be original charges by TAG, Tax Authority or fund. The sample below is by fund (fund names cut off in the screen) but you can see the beginning balance. this report can be run at any time during the year to show corrections, payments, payment management etc)

California Collection Summary Report

Beginning Balance	Original Charges	Charge Adjustments	Gross Collections	Cancellations	Bad Check	Reapplies	Corrections	Net Collections	Ending Balance
888.637.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	888.637.60
-154.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-154.82
1,139.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,139.24
81.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.88
93.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.87
1,197.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,197.83
808.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	808.48
827.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	827.60
2,471.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,471.24
2,900.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,900.93
3,886.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,886.10
1,403.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,403.80
8,822.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,822.61
133.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.07
1,544.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,544.32
1,596.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,596.55
30.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.79
8,415.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,415.76
1,052.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,052.01
597.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	597.49
116.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.32
7,821.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,821.54
417.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.76
863.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	863.27
477.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	477.30
1,825.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,825.15
2,284.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,284.83

The GL export (Tax -- Tax Accounting -- General Ledger Export) has options to print an 'unexported transaction report' and select boxes to allow just the transaction types of original charges. This report can be run before choosing the 'create file' box, which will generate the export file to be loaded in to your general ledger system.

County Response to Fit Analysis:

During implementation will want training on the available reports.

Product Response:

Yes.

Resolution Description:

Risks / Constraints / Dependencies:

Aumentum Program Name or function:

Estimate: N/A

WASNO-USECASE-67 RPA-COMPLEX PROPERTIES - APPRAISAL 4.10

Project ID:	WASNO-UseCase-67
Title:	RPA-Complex Properties - Appraisal 4.10
Actor:	<ul style="list-style-type: none"> · Residential and Commercial Appraisers · Residential Analysts · Residential and Commercial Supervisors · CAMA Sketch Tech
Purpose and Objectives:	Record, review, value, and report properties of economic units, multiple buildings, and multiple uses.
Trigger Event(s):	Property(ies) are atypical.
PreCondition:	Atypical property(ies) do not fit our CAMA system.
Post Condition:	Valuations are shoehorned and have to be manually updated annually.
Use Case Flow:	<ol style="list-style-type: none"> 1. Affected parcels are opened in system. 2. Valuation methods determined. 3. Non-standardized techniques used to achieve appropriate valuation – not CAMA driven. 4. Save user-entered values within the system and revisit the following year.
Associations to Other Use Cases:	RPA-Sketching – Appraisal, Income Approach, Cost Model Maintenance
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Value buildings and land that have percentages or portions that are exempt (such as DOR, Senior Citizen, Open Space, Designated Forest) using appropriately defined fields. · Designate land and building segments to be valued using different valuation methods – per segment. · Generate a report that shows the breakdown of the different approaches to value used per property. · Ability to value economic units containing multiple land parcels, buildings, and uses; using the three approaches to value.
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>ID 100: The solution provides for the storage and retrieval of sketches with multiple sketch parts for multiple structures per property. Please note: Sketch to be redesigned – currently in Silverlight (deprecated technology). Sketch is found within an Appraisal Site on the Appraisal Site tab > Buildings > under the Building Characteristics section – Edit Sketch. Multiple sketch parts can be accommodated for different buildings, building sections, features. Only one sketch pallet is currently allowed.</p> <p>ID 119: The solution can identify and value contiguous land with the same owner, allowing valuation as one parcel or economic unit. Create an Multi PIN Appraisal Site (Economic Unit). This is best done during data conversion if possible.</p> <p>Go to the Primary PIN desired for setting up multi PIN appraisal site. From the Common Actions side menu, use the Add Appraisal Site. Give the Multi PIN Appraisal Site a Site Name and Site AIN if desired and make any other modifications needed on the Site Data tab. Go to Appraisal Site > Value Distribution tab. Use the Add New button in the Distribution Matrix to add additional PINs to this appraisal site. This associates the PINs together but does not bring in the land, buildings, or features required. Go to each of</p>

	<p>the other PINs' Appraisal Sites to move the land, building, and features to the Multi PIN Appraisal Site created using the Common Actions options of "Move Building", "Move Feature", and "Move Land".</p> <p>After completing moving all objects, the other Appraisal Sites can be inactivated by using the option in Common Actions called "Delete Appraisal Site". This prevents double valuing and billing of the appraisal sites. If desired, associating land and features to different buildings will create Valuation Collections on the Site Value tab. For valuing the different PINs, the Distribution Matrix on the Value Distribution tab can be used to set percentages across the objects (land, buildings, and features).</p> <p>ID 141: The solution can enable the user to define, display and print, line by line, a build-up of the income approach(es) and the build-up of the calibrated cost approach including the associated building and land value(s) of multi-parcel economic units.</p> <p>On a multi-parcel economic unit, the calibrated cost approach for buildings and land values can be view on the Appraisal Site > Site Value tab. After running a cost approach, all buildings, features, and lands will be on the left side grid. Clicking on any of these objects will show the value buildup in the right-side grid. These can be exported to Excel or printed showing the line by line buildups. See Cost Model Maintenance for defining the buildup.</p> <p>Some buildup details of the income approach can be found on the Site Value tab as well. For defining the income details and further details, see Valuation > Data Maintenance > Real Property Reported Income or when on a PIN, use the left-side navigation of Common Actions > Reported Income. See the Income Approach for more details.</p> <p>ID 216: The solution can allow user to designate or assign each building with a specific income approach or price per unit, or cost etc. - example is multi-use properties.</p> <p>Rate sets can be set up and used on multi-use properties. See Cost Model Maintenance and Income Approach for more details.</p> <p>ID 361: The solution can display all records associated with any parcel (e.g., mobile homes and land parcels, parcels with two homes, contiguously assessed parcels) and calculate the overall value of all records while maintaining and displaying separate values.</p> <p>Multiple buildings, features, landlines can be placed on a single parcel or on a multi-PIN appraisal site and valued individually. Allocation must be configured in Neighborhood Maintenance to push total value returned by non-cost engines to the various objects. If desired, associating land and features to different buildings will create Valuation Collections on the Site Value tab. For valuing the different PINs on a multi-PIN appraisal site, the Distribution Matrix on the Value Distribution tab can be used to set percentages across the objects (land, buildings, and features). See ID 141 above.</p> <p>ID 923: The solution provides a summary for all records associated with any parcel (e.g., mobile homes and land parcels, parcels with multiple structures, contiguously assessed parcels), while maintaining the individual records.</p> <p>Summary details can be found on the Appraisal Site under the Appraisal Site tab > Summary tab. Depending upon the setup, the Property Record Card can also be configured to show summary details as well.</p> <p>County Response to Fit Analysis: What is the plan for Silverlight? What does "one sketch pallet is currently allowed" mean?</p> <p>Product Response: The Silverlight control, along with Internet Explorer (where Silverlight works), are deprecated Microsoft technologies. The sketch tool is thus to be replaced by 2020, so that it is not dependent upon a Silverlight control. <i>What does "one sketch pallet is currently allowed" mean?</i> This is simply the way the current sketching tool manages sketch pages. All sketches are done on a single page. Multiple buildings, features, or other improvements can be sketched on a single page.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-68 RPA-VALUE 4.9

Project ID:	WASNO-UseCase-68
Title:	RPA-Value 4.9
Actor:	<ul style="list-style-type: none"> · Appraisal Staff · Analyst Staff · Systems Staff · Supervisors and Managers
Purpose and Objectives:	Various means of setting up parcels to be valued.
Trigger Event(s):	Annual valuation of all parcels.
PreCondition:	Historical certified values needing update.
Post Condition:	Certified new values and mass appraisal report.
Use Case Flow:	<ol style="list-style-type: none"> 1. Open parcel(s) sets. 2. Apply a valuation method (see below). 3. Conclude new value. <p>See Workflow 4-31a-AnalysisBldgCostData.pdf, 4-32a-AnalysisLandModeling.pdf, & 5-6-COM-ModelCalibration.pdf</p>
Associations to Other Use Cases:	Sales Review / Analysis, Cost Model Maintenance, Income Approach, Model Setup, Land Model Maintenance
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · To work entirely within the system.
Disposition:	Software Development Required
Gap Description:	<p>ID 297: Solution allows mass input of value overrides from an outside source. Values cannot be updated in mass from an outside source. However, rate sets can be set for various models within Aumentum. Beyond being able to update rates through a CSV file, use of Excel to feed Aumentum user-entered land, improvements, and total values is not currently supported. -estimated at 320 hours</p> <p>ID 1154: The solution can clearly identify for each property the method used to develop the assessed value. This need can now be met through Data Service Processing (DSP), a data service that can be used to show the valuation method and model used to derive the assessed value. Set up of the data service would be required. -estimated at 640 hours</p> <p>ID 154: The solution can allow adjustments to be applied in mass by using a “what if” calculation that allows the user to check the results and accept or reject the outcome. After further review, this is a gap currently. Further enhancement to Aumentum would be required or use of an outside tool, like Power BI. - Not billable</p>

<p>Resolution Description:</p>	<p>ID 115: The solution provides a display of all calculation details that contribute to the built up cost value for residential and commercial structures, out buildings, yard items and improvement features. When using a valuation method that uses a built-up method, the Site Value tab (under the Appraisal Site tab) displays a value buildup in the right-hand column. The Value Components on the appraisal site are displayed in the left-hand column. Clicking on a specific object (an improvement or land), will show the value buildup for that particular object.</p> <p>ID 118: The solution can allow adjustments at the improvement, land and property levels. Ad hoc adjustments can be added at the appraisal site level, land level, and any improvement level. Adjustments can be configured under Valuation > Configuration > Adjustments Configuration. New adjustment codes can be added as percent or dollar adjustments, depreciation, etc. Minimum or maximum values can be set if desired. Once configured and mapped (under Code Mapping), they can be used at any time ad hoc.</p> <p>These same adjustments can also be used in models to apply when certain characteristics are used. Adjustment models are defined (after the adjustments are configured above), under Valuation > Valuation Management > Adjustment Model Maintenance. Rates and when applied are set here also.</p> <p>ID 119: The solution can identify and value contiguous land with the same owner, allowing valuation as one parcel or economic unit. Create an Multi PIN Appraisal Site (Economic Unit). This is best created in data conversion, if possible. Go to the Primary PIN desired for setting up multi PIN appraisal site. From the Common Actions side menu, use the Add Appraisal Site. Give the Multi PIN Appraisal Site a Site Name and Site AIN if desired and make any other modifications needed on the Site Data tab.</p> <p>Go to Appraisal Site > Value Distribution tab. Use the Add New button in the Distribution Matrix to add additional PINs to this appraisal site. This associates the PINs together but does not bring in the land, buildings, or features required. Go to each of the other PINs' Appraisal Sites to move the land, building, and features to the Multi PIN Appraisal Site created using the Common Actions options of "Move Building", "Move Feature", and "Move Land".</p> <p>After completing moving all objects, the other Appraisal Sites can be inactivated by using the option in Common Actions called "Delete Appraisal Site". This prevents double valuing and billing of the appraisal sites. If desired, associating land and features to different buildings will create Valuation Collections on the Site Value tab.</p> <p>For valuing the different PINs, the Distribution Matrix on the Value Distribution tab can be used to set percentages across the objects (land, buildings, and features).</p> <p>ID 128: The solution provides a value reconciliation process between all valuation approaches to derive the final reconciled value estimate. The Valuation Correlation tab (under the Appraisal Site tab) shows all the valuation models that have been run. A user can view each valuation method along with all land and improvement values. A user can reconcile the various valuation methods using overrides if desired, or use the User Defined Reconciliation tool to apply percentages on various valuation methods to give a final reconciled value estimate.</p> <p>ID 133: The solution can enable the user to define, display and print, line by line, a build-up of the income approach(es) and the build-up of the calibrated cost approach including the associated land value(s) for a single parcel. On a single parcel, the calibrated cost approach for buildings and land values can be view on the Appraisal Site > Site Value tab. After running a cost approach, all buildings, features, and lands will be on the left side grid. Clicking on any of these objects will show the value buildup in the right-side grid. These can be exported to Excel or printed showing the line by line buildups. See Cost Model Maintenance for defining the buildup.</p>
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Some buildup details of the income approach can be found on the Site Value tab as well. For defining the income details and further details, see Valuation > Data Maintenance > Real Property Reported Income. See the Income Approach for more details.

ID 141: The solution can enable the user to define, display and print, line by line, a build-up of the income approach(es) and the build-up of the calibrated cost approach including the associated building and land value(s) of multi-parcel economic units.

On a multi-parcel economic unit, the calibrated cost approach for buildings and land values can be view on the Appraisal Site > Site Value tab. After running a cost approach, all buildings, features, and lands will be on the left side grid. Clicking on any of these objects will show the value buildup in the right-side grid. These can be exported to Excel or printed showing the line by line buildups. See Cost Model Maintenance for defining the buildup.

Some buildup details of the income approach can be found on the Site Value tab as well. For defining the income details and further details, see Valuation > Data Maintenance > Real Property Reported Income or when on a PIN, use the left-side navigation of Common Actions > Reported Income. See the Income Approach for more details.

ID 154: The solution can allow adjustments to be applied in mass by using a “what if” calculation that allows the user to check the results and accept or reject the outcome. See Sales Review / Analysis.

ID 195: The solutions allow for overrides of calculated value of either the total value or individual improvements.

Values for totals or individual improvements can be overridden. On the Valuation Correlation tab (from within an Appraisal Site, go to the Appraisal Site tab > Valuation Correlation), the Override Value can be edited for every object individually, by value group (land, buildings, features), or as a total. Additionally, on the Site Value screen will allow for editing in the Value Buildup grid for most models. Exceptions are for Marshall and Swift calculations and some income models.

ID 216: The solution can allow user to designate or assign each building with a specific income approach or price per unit, or cost etc. - example is multi-use properties.

Rate sets can be set up and used on multi-use properties. See Cost Model Maintenance, Income Approach, Model Setup for more details.

ID 231: The solution can allow for a deduction of personal property value and intangibles, business value, in all approaches to value.

Using Adjustments, a model can be set up to deduct personal property values. Adjustments are configured under Valuation > Configuration > Adjustments Maintenance. E.g. Personal Property Deduction – as a lump sum value.

After defining in configuration, using Adjustment Model Maintenance (under Valuation > Valuation Management > Adjustment Model Maintenance), a model can be set up to account for personal property.

ID 250: The solution allows user-defined building styles as well as the base styles defined in standards such as Marshall & Swift.

Defined through UDFs. Found: Valuation > Configuration > Building Configuration. UDFs are available based upon the effective date or year defined (for Time Periods). UDFs are found under the “User Defined Fields” tab.

The user can use the “Add New” button to add a UDF for the desired entity type along with its defined parameters. Each UDF can be edited using the edit pencil at any time. Upon completion of entering the UDFs, click on the “User Defined Fields Mapping” tab to map the UDFs to their desired category and/or subcategory. This defines under what circumstances should the UDF show, if it is required, etc. After saving and based upon the configuration type, UDFs will appear on the Appraisal Site, Building tab as defined.

ID 251: The solution does allow the reassignment of commercial uses of structures originally designated for residential dwellings and vice versa.

Based upon configurations, Class Codes define types of Buildings (improvement types), which defines Building Sections (improvement style), which defines the Section Detail (floor type with occupancy), which finally defines Use Sizes, etc. Starting at the top level (Class Codes) and cascading down, commercial buildings can be designated as residential and vice versa.

ID 327: The solution can identify different value components (e.g. market value, assessed value, land use value) and annually adjust each component separately.

Within Valuation, market and land use values are maintained for land, buildings, and features. Rate sets for each can be adjusted annually. Assessed values are maintained within the Assessment Administration module for exemptions, etc.

ID 332: The solution has a "default" valuation approach with an appraiser override feature where the user can select an alternate valuation approach in the reconciliation process.

Within Valuation on the Valuation Correlation screen (Appraisal Site tab > Valuation Correlation), a Primary Valuation model can be set. Additionally, neighborhood models can be set with a primary model to be used.

Values for totals or individual improvements can be overridden. On the Valuation Correlation tab, the Override Value can be edited for every object individually, by value group (land, buildings, features), or as a total. Additionally, on the Site Value screen will allow for editing in the Value Buildup grid for most models. Exceptions are for Marshall and Swift calculations and some income models.

ID 344: The solution provides an effective means of identifying and valuing contiguous land with the same owner (regarding valuation: at the minimum by acres and by sq. ft. tables) that allows valuation as one larger parcel or economic unit.

See ID 119 above for economic units and see Model Setup, Land Model Maintenance.

ID 346: The solution can calculate a replacement cost new (RCN) and replacement cost new less depreciation (RCNLD) for all improvements/structures.

On the Site Value tab, Buildings, features, and land values can be viewed (found: Appraisal Site > Site Value tab) showing the buildups including RCN and RCNLD. After running a cost approach, all buildings, features, and lands will be on the left side grid. Clicking on any of these objects will show the value buildup in the right-side grid.

ID 349: The solution can support a value reconciliation process within the comparable sales approach and between other valuation approaches to derive final reconciled assessed value estimate.

The Valuation Correlation tab (under the Appraisal Site tab) shows all the valuation models that have been run. A user can view each valuation method along with all land and improvement values. A user can reconcile the various valuation methods using overrides if desired, or use the User Defined Reconciliation tool to apply percentages on various valuation methods to give a final reconciled value estimate.

ID 350: The solution provides global update and upload capabilities for groups of records that include common characteristics. The solution can also enable user to finalize the values of selected groups of records.

Using Mass Update (found under Valuation > Mass Update), defined parcels can have characteristics, attributes updated including adding flags, etc.

Additionally, Mass Calculations (found Valuation > Mass Calculation) can be run on certain defined properties. Calculations can be run against properties by Market Area, Sub Market Area, Neighborhood, Tag, PIN List, or using other criteria defined by constraints. Once the properties have been identified, multiple calculation methods set up (such as, cost, comp, etc.) can be run against the appropriate properties for a given effective date through a batch process.

Batch processes can be named and reused again. They can be scheduled for routine running or set to run once at a particular day or time. The batch process can be viewed after completion through the report generated in the next step, or by an authorized user in Info Center > Batch Processes. Batch job reports can be archived, deleted, and downloaded from the system.

ID 362: The solution can allow users to select either the cost approach, direct comparable sales approach, the income approach or a combination of the three approaches to value for each property.

Models can be set for all three approaches to value and run on a property. The valuations can then be viewed on the Valuation Correlation tab (Appraisal Site tab > Valuation Correlation tab) where they can be overridden, reconciled, etc.

ID 364: In each value approach, the solution has field(s) to capture and apply appraiser's calculation of:

1) Functional Obsolescence

2) Economic Obsolescence

3) Physical Obsolescence

Each type of obsolescence can be captured and applied at the appraisal site level (applied on Appraisal Site > Site Data tab), landline level (Land tab), building level (Building tab), or feature level (Feature tab).

ID 395: The solution provides the ability to recalculate values for (at a minimum three) prior years based on changed property characteristics but utilizing cost and land tables in place for that valuation year.

Models can be configured and updated annually with new rate sets as required and then applied on different years that allows calculating in the past. See Cost Model Maintenance, Land Model Maintenance, Model Setup.

ID 406: The Solution values improvements, yard items, special use, outbuildings according to percent (%) complete.

All building and feature improvements have percent complete fields. Values are based upon these.

ID 1154: The solution can clearly identify for each property the method used to develop the assessed value.

On an individual Appraisal Site basis, the Value History tab (Appraisal Site tab > Site Value) shows each conclusion done. Clicking on any of the conclusion columns shows the type of model used in the grid below.

ID 1614: The solution can retain at least 7 years of current use valuation history. This information is needed when calculating the compensatory tax.

Solution can retain as much historical data as is required with limitations only really being hard drive and memory capacities.

County Response to Fit Analysis:

Complex Config. ID 297 - Gap, Excel to CAMA system user-entered land, improvement, and total value not supported. ID 1154 - Report needs to be created. ID 154 - not clearly stated in referenced location.

Product Response:

Complex Config. ID 297 - Gap, Excel to CAMA system user-entered land, improvement, and total value not supported.

Per the comment, this would be a gap and is thus changed to reflect so. Beyond being able to update rates through a CSV file, use of Excel to feed Aumentum user-entered land, improvements, and total values is not currently supported.

ID 1154 - Report needs to be created.

This need can now be met through Data Service Processing (DSP), a data service that can be used to show the valuation method and model used to derive the assessed value. Set up of the data service would be required.

ID 154 - not clearly stated in referenced location.

	<p>After further review, this is a gap currently. Further enhancement to Aumentum would be required or use of an outside tool, like Power BI.</p> <p>Customer Response to Fit Analysis (to product response):</p> <p>ID 297 - This will be a definite need for Snohomish County or for any large county converting to Aumentum. If there is not enough time to set up all income or market models in the system before the "go live" date, values set using legacy processes outside the appraisal system will have to be imported. This functionality currently exists in ProVal via the marketval.exe process. Still don't understand why this functionality does not exist in Aumentum. It will be impossible to hand enter thousands of values that we currently set outside the appraisal system.</p> <p>ID 154 - OK.</p> <p>Product Response:</p> <p>In the unlikely event set up in Aumentem is not completed by the Go Live deadline. We have the ability to script values into Aumentum as part of the conversion effort as a one-time fix.</p>
<p>Risks / Constraints / Dependencies:</p>	
<p>Aumentum Program Name or function:</p>	
<p>Estimate:</p>	<p>Import: 320 hours, \$64,000. What if: 640, \$128,000.00</p>

WASNO-USECASE-69 RPA-DATA ENTRY 4.8

Project ID:	WASNO-UseCase-69
Title:	RPA-Data Entry 4.8
Actor:	<ul style="list-style-type: none"> · Appraisal staff – commercial and residential · Supervisory and management staff
Purpose and Objectives:	The ability for the staff to enter data, make changes to existing data, create queries, collect data for the purposes of valuing property and answering taxpayer inquiries; both on the desktop application and the mobile solution.
Trigger Event(s):	<ul style="list-style-type: none"> n Phone calls from taxpayers, site visits, map research, sales verification, new construction, and appeal / recall responses. n New information.
PreCondition:	Defined fields for the collection of needed data.
Post Condition:	<ul style="list-style-type: none"> n Recorded entries are viewable by public in and outside the system. n Recorded entries are available to other functions of the system, i.e. valuation, queries, and statistics.
Use Case Flow:	<ol style="list-style-type: none"> 1. New data is discovered. 2. New data is entered and captured in system. 3. Data is visible.
Associations to Other Use Cases:	<ul style="list-style-type: none"> Land - Appraisal Land Model Maintenance
Glossary:	UDFs = User Defined Fields
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Data entry does not prohibit others from working on the same parcel. · User defined fields. · Data entered into cloud-based system. · Ability to restrict or require data entered into fields.
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Data entry does not prohibit others from working on the same parcel.</p> <p>Users can work in various modules of Aumentum – Records, Assessment Admin, and Valuation, for example, all dealing with the same Appraisal Site with no interference to one another.</p> <p>Two users, however, cannot both be editing the same Appraisal Site at the same time. One will see a message that “User X” is working on the parcel. When an Appraisal Site is locked by “User X”, with permissions, “User Y” can unlock the site using the unlock button in the upper righthand corner. Field devices with assigned Appraisal Sites loaded on them, do not lock out users from making edits to the Appraisal Site in the office. The user is warned that the Appraisal Site has been checked out onto the field device, but the user is not prevented from making changes in the office. Any changes made in the office could be overwritten, however, by the field device when it is checked back in and updates uploaded.</p> <p>User defined fields (UDFs). UDFs are configurable and can be added under: Valuation > Configuration > General Configuration Appraisal Site Configuration</p>

Building Configuration
Feature Configuration
Land Configuration
Minerals Configuration

UDFs are available based upon the effective date or year defined (for Time Periods). They are found under the “User Defined Fields” tab. A user can use the “Add New” button to add a UDF for the desired entity type along with its defined parameters. Each UDF can be edited using the edit pencil at any time.

Upon completion of entering UDFs, click on the “User Defined Fields Mapping” tab to map the UDFs to their desired category and/or subcategory. This defines under what circumstances should the UDF show, if it is required, etc. After saving and based upon the configuration type, UDFs will appear on the Appraisal Site as defined.

Data entered into cloud-based system.

The request and discussion by Snohomish regarding the cloud-based system was in regard to field devices. These field devices use what is called a “Middle Tier” for its sync purposes. It consists of a database that the field collection device uses to store data so the device can retrieve and store updates when it syncs.

The middle tier can be hosted in the “cloud” as in “off premises and hosted by a 3rd party” though this is not required. Both the device and Aumentum must be able to connect to the middle tier either via VPN or back in the office on the LAN.

Ability to restrict or require data entered into fields.

Certain fields can be required based upon their area and configuration, such as found under:
Valuation > Configuration >

General Configuration
Appraisal Site Configuration
Building Configuration
Feature Configuration
Land Configuration
Minerals Configuration

Edit Checks can also be configured to require certain data or order of operations. It is found under:
Configuration > Edit Check Configuration

Edit checks are created by first defining each rule needed for the edit check for the module desired. The edit check is then added under the “Edit Checks” tab where they are defined and the rule mapping is applied to trigger the edit check. Users can be limited in access to certain modules and operations based upon their security permissions and roles.

Roles are set up and configured with certain rights found:
Configuration > Security and User Maintenance > Roles

Based upon the Role type (e.g. Appraiser Value Level 1), menu options can be added or removed. Within menu items, certain tasks can have rights defined such as View, Execute, Create, Modify, and Delete. Not every field on a page is able to be locked down.

Users are set up and configured with certain security rights and can have configured roles added to their user account:

Configuration > Security and User Maintenance > Users

Based upon the selected roles added, the User is enabled or limited to access certain modules and operations within those modules as defined in the roles.

ID 247: The solution can allow multiple building condition descriptions (E.g. Fair, Good, Average etc.)

Building condition descriptions can be captured at the building section level (improvement style level) and at the floor (section detail) level.

ID 248: The solution allows for additional classes beyond the base building quality classes established by standards such as Marshall & Swift. The County is able to add more as needed.

Additional classes can be added.

Found under Valuation > Configuration > Building Configuration > category: Quality Codes

“Add New” allows adding additional quality codes. The edit pencil allows for editing of existing codes. After adding the additional Quality Codes (classes), the codes must be mapped to where they will be used. This is found under the “Code Mapping” tab > mapping category – “Quality Codes by Impr Types/Style”. Select the Improvement Type Codes, Model Codes, and Building Use Codes as needed. Using the edit pencil, check each Quality Code to be used for the improvement types, models, and buildings as needed.

ID 87: The solution has the ability to store multiple attributes on mobile homes including: Home ID, X-Number, make and model, length and width, serial number, and other data.

Using UDFs, the above details can be captured. Found under:

Valuation > Configuration > Building Configuration > User Defined Fields

Add the fields desired. Next map the new fields to Mobile Homes on the “User Defined Fields Mapping” tab. Using the Mapping Category and Improvement Type Codes, select Mobile Home types. Using the edit pencil, edit the added fields by checking the box for use with that object type and save. These UDFs will show up on mobile homes under the Building > Building Characteristics tab, and data can be entered when in the edit mode.

ID 719: The solution can edit history entries that are the result of data entry errors. An audit trail can show that the history entry was corrected, when, by whom, and what the previous entry was.

Data within the Appraisal Site can be edited at any time as long as the user has the correct permissions. Changes are captured in the Audit Trail. Found here in the Common Actions (Star icon) side menu option under “Audit Trail”. Details on objects, changes, old values and new values, and person who made changes at a specific date and time are all captured.

ID 118: The solution can allow adjustments at the improvement, land and property levels.

Ad hoc adjustments can be added at the appraisal site level, land level, and any improvement level. Adjustments can be configured under Valuation > Configuration > Adjustments Configuration. New adjustment codes can be added as percent or dollar adjustments, depreciation, etc. Minimum or maximum values can be set if desired. Once configured and mapped (under Code Mapping), they can be used at any time ad hoc.

These same adjustments can also be used in models to apply when certain characteristics are used. Adjustment models are defined (after the adjustments are configured above), under Valuation > Valuation Management > Adjustment Model Maintenance. Rates and when applied are set here also.

ID 135: On each land record, the solution can store and calculate adjustment factors to be applied by percentage or by lump sum (such as corner, pad site, prime land, contaminated etc.).

See ID 118 above. These can be done ad hoc or using adjustment models using percentages or lump sums.

ID 273: The solution can allow user to create neighborhoods of properties by user defined parameters, such as: property account number, geocode ranges, property type codes, building class, building style, etc..... And save data to a file for future analysis.

Based upon location or certain types of characteristics, properties can be assigned to neighborhoods. Using Mass Update (found under Valuation > Mass Update), defined parcels can be assigned to a neighborhood.

ID 250: The solution does allow user-defined building styles as well as the base styles defined in standards such as Marshall & Swift. For further details, see UDFs above.

ID 251: The solution does allow the reassignment of commercial uses of structures originally designated for residential dwellings and vice versa.

	<p>Based upon configurations, Class Codes define types of Buildings (improvement types), which defines Building Sections (improvement style), which defines the Section Detail (floor type with occupancy), which finally defines Use Sizes, etc. Starting at the top level (Class Codes) and cascading down, commercial buildings can be designated as residential and vice versa.</p> <p>ID 294: The solution does support links to multiple digital photographs for each structure and each parcel.</p> <p>Within the appraisal site, using the paperclip on the left menu, photos and other documents can be attached. When on the Appraisal Site tab, the right side menu has a Photos tab where buildings and appraisal site photos can be viewed. A primary photo for the building and the appraisal site can be set and updated at any point in time.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	Real Property
Estimate:	N/A

WASNO-USECASE-70 RPA-CUSTOMER SERVICE CHANGE REQUESTS 4.5.1

Project ID:	WASNO-UseCase-70
Title:	RPA-Customer Service Change Requests 4.5.1
Actor:	<ul style="list-style-type: none">· Customer Service Team· Appraiser of the Day· Residential Appraiser· Appraisal Supervisor· Assessor Admin· Residential Appraisal Manager
Purpose and Objectives:	To track, assign, & process valuation change requests.
Trigger Event(s):	Assessor contacted with a question about property value, characteristics, or taxes.
PreCondition:	Assessor valuation notices sent out. Property in the system & valued.
Post Condition:	Result (value modified or unchanged) is able to be tracked, shared, and used in the system. Changed value is concluded. Customer correspondence, i.e. manifest or reconvene forms sent to appropriate parties.
Use Case Flow:	<ol style="list-style-type: none">1. Contact received from taxpayer in written, phone, or walk-in form.2. Work is assigned to a staff member to address issue.3. Work is completed and submitted to management for approval, if necessary, and result is conveyed to taxpayer. <p>See Workflow 4-5-CustomerService.pdf, 4-5b-CustomerService-RES.pdf & 5-3-COM-CustomerSvc for current process.</p>
Associations to Other Use Cases:	Use Case: Reval Correction Use Case: Manifest Correction Use Case: Reconvene Change Use Case: Change for Future year
Glossary:	<ul style="list-style-type: none">· Recall - is a change request requiring Appraiser revisit valuation of a parcel.· Manifest – is a change/correction based on fact. Clerical error, count or measure.· Reconvene – is a change based on Appraisal judgement, condition, quality & has a limited amount of time gone by· Change for future year tax – increase in value statutory deadlines· Reval Correction is a decrease in value
Reports:	
Notes:	Legal Requirement: RCW 84.48.065 & WAC 458-14-127 Goals for Improvements – Not currently As-Is Process · Improvement goal is to process these in the system, in a proactive manner with enough time for approvals.
Disposition:	Fit
Gap Description:	
Resolution Description:	When contact is received from taxpayer in written, phone, or walk-in form -- see ID 1106 below. When configured, the Customer Inquiry option can result in workflows being created that can be routed to an appraiser or other staff member for addressing an issue. Upon completion, those workflows can contact management for review, approval, conveyance to taxpayer, as required. ID 825: Solution has the ability to flag a parcel or permit for revisit date.

	<p>Flags can be configured for a revisit date. Configuration for flags is found: Configuration > Flag Setup. Flags configuration can allow for duration, priority, level at which they are assigned (appraisal site, object level, etc.), and how the system handles a non-working due date. Flags can be added in mass through the Mass Update (Valuation > Mass Update) or ad hoc when on an appraisal site on the Site Data tab (Appraisal Site tab > Site Data tab).</p> <p>ID 843: The solution can allow the user to add user-defined events to a parcel's history with associated comments. Within the appraisal site notes and flags can be used to capture a parcel's history information and communicate information. User defined events and notes can also be added through the Customer Inquiry screen (when on an appraisal site use the Common Actions option in the left-hand menu to select Customer Inquiry).</p> <p>ID 1106: Can document individual customer comments in the database as separate records. Able to flag some notes as public, other private. Customer comments and contact details can be captured in the Notes sections of the appraisal site or through the Customer Inquiry screen. Info Center > Customer Inquiry Search -or- from RPA Main Page look at Common Actions – Customer Inquiry. Notes captured can be marked as Public or Private.</p> <p>Product Response: Whether by phone call, email, or letter, details can be captured in the Notes sections of the appraisal site or through the Customer Inquiry screen. Info Center > Customer Inquiry Search -or- from RPA Main Page look at Common Actions – Customer Inquiry.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-71 RPA-LAND - APPRAISAL 4.3.2

Project ID:	WASNO-UseCase-71
Title:	RPA-Land - Appraisal 4.3.2
Actor:	<ul style="list-style-type: none"> · Residential and Commercial Appraisers · Residential Analysts · Residential and Commercial Supervisors
Purpose and Objectives:	To classify and characterize land into valuation segments where influences can be applied to each segment by percentage or lump sum. Valuation methods should include site (lump sum), frontage/front foot, acreage, square footage, override, and current use.
Trigger Event(s):	Valuation update required.
PreCondition:	Parcel exists.
Post Condition:	Parcel land component is valued correctly.
Use Case Flow:	<ol style="list-style-type: none"> 1. Parcel(s) are opened in system. 2. Data updates entered. 3. System calculates and captures saved changes. <p>See Workflow 4-32a-AnalysisLandModeling</p>
Associations to Other Use Cases:	<p>Land Model Maintenance Data Entry EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1 EXMP-DOR - Non-Profits Exemptions 7.2.1 EXMP-Exemption – Open Space Ag & Designated Forest Land</p>
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Better handle multiple parcels as one appraisal site. · Base land rates can be compared to other market areas for equitability within the system. · Similar land types can be grouped by user-defined categories. · Better handle with exemptions (such as DOR, Senior Citizen, Open Space, Designated Forest) using appropriately defined fields.
Disposition:	Fit
Gap Description:	<p>ID 293: The solution can store all of the land valuation components required to administer Washington State's Senior Citizen Exemption Program and other tax relief programs and the Current Use Assessment Programs. Per WA. State Laws and Rules - RCW Title 84.33, 84.34 and WAC Title 458. For example: The Senior Citizen Exemption applies for up to one acre of land only. Excess acres are not included in the exemption calculation and are taxed at full market value.</p> <p>This issue is raised in the following Use Case: EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1. From what is understood, the engineering work would be handled by AA as outlined in the use case mentioned above (EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1). RPA would handle its valuation through rate tables, landlines, etc.</p>
Resolution Description :	<p>Aumentum is designed to better handle multiple parcels as one appraisal site.</p> <p>As outlined below, Aumentum can handle multiple parcels on a single appraisal site or as a multiple PIN appraisal site.</p> <p>Base land rates can be compared to other market areas for equitability within the system, and similar land types can be grouped by user-defined categories. See Land Model Maintenance.</p>

ID 135: On each land record, the solution can store and calculate adjustment factors to be applied by percentage or by lump sum (such as corner, pad site, prime land, contaminated etc.). Ad hoc adjustments can be added at the appraisal site level, land level, and any improvement level. Adjustments can be configured under Valuation > Configuration > Adjustments Configuration. New adjustment codes can be added as percent or dollar adjustments, depreciation, etc. Minimum or maximum values can be set if desired. Once configured and mapped (under Code Mapping), they can be used at any time ad hoc. These same adjustments can also be used in models to apply when certain characteristics are used. Adjustment models are defined (after the adjustments are configured above), under Valuation > Valuation Management > Adjustment Model Maintenance. Rates and when applied are set here also.

ID 137: The solution can separate the land component of a single parcel into specific land segments (homesite, low, wet, rolling, flat, etc.), each with its own value component. Land can be separated into multiple landlines for varying types of land segments on the Land tab within an appraisal site. Valuation can be then carried out based upon size, adjustment factors, configured type, etc. The valuation of each landline can then be viewed on the Site Value tab (found under the Appraisal Site tab) in the value buildup screen when you select the individual landline.

ID 254: On each land record, the solution allows multiple sub-category identifiers per parcel, such as corner, pad site, prime land, contaminated, etc. Identifiers can then be linked to a value table, coefficient, or percentage adjustment. Multiple sub-category identifiers per parcel is possible. Land adjustments for ad hoc and model valuation can be configured (see ID 135 above). Those adjustments can then be applied when adding or editing a landline on the Land tab. Configuration options can include using a value table, multiplier (coefficient), percentage adjustment, depreciation, etc.

ID 255: The solution can accommodate different units of measure for land value, including, square foot, front foot, acre, and number of homesites and has separate fields for each unit of measurement. Units of measure for land is found under Land configuration. Valuation > Configuration > Land Configuration > Code List tab > Category: Land Size Type. Once defined, go to the Code Mapping tab and use the Mapping Category of "Land Size by Land Type" to map the Land Type Codes to the desired land type. Using the edit pencil, check each land size type to for the land type code.

ID 272: The solution can allow the user to indicate when property characteristics are estimated. Estimated characteristics are possible through creating UDFs, e.g. Estimated Land Size (Yes/No), or by using built in Notes on the land page.

ID 354: The solution can track land by topography categories (low, flat, steep, wet etc.) with the ability to apply an adjustment factor specific to each topography category per parcel. Topography categories can be defined in Adjustments Configuration, and specific value adjustments applied in Adjustment Model Maintenance. Also see ID 355 below.

ID 355: The solution can allow percentage adjustments to base land value tables to reflect influences that may not be typical in the neighborhood (development issues, access) Ad hoc adjustments can be added at the appraisal site level, land level, and any improvement level. Adjustments can be configured under Valuation > Configuration > Adjustments Configuration. New adjustment codes can be added as percent or dollar adjustments, depreciation, etc. Minimum or maximum values can be set if desired. Once configured and mapped (under Code Mapping), they can be used at any time ad hoc.

These same adjustments can also be used in models to apply when certain characteristics are used. Adjustment models are defined (after the adjustments are configured above), under Valuation > Valuation Management > Adjustment Model Maintenance. Rates and when applied are set here also.

ID 356: The solution can allow percentage adjustments to land values on parcel-by-parcel, line-by-line basis to reflect influences that may not be typical in the neighborhood (development issues, access).

	Adjustments can be applied as a percentage to land values on a parcel-by-parcel, landline basis to reflect influences applied. See ID 355 above.
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-72 PTC-PROCESSING FOLDERS, PUBLIC, AND MAIL

Project ID:	WASNO-UseCase-72
Title:	PTC-Processing Folders, Public, and Mail
Actor:	Excise Specialists Excise Lead Public Title Companies Law Offices
Purpose and Objectives:	To collect excise fees on property transfers
Trigger Event(s):	Public, Title Company or Law Office submits paperwork of property transfer
PreCondition:	Parcel needs to exist Needs to have corresponding paperwork including Real Estate Excise Tax Affidavit (REETA), Deed, or exemption documentation Payment of excise tax, must be within \$0.01 tolerance Mobile homes taxes required to be paid in full
Post Condition:	Property reflects new taxpayer information Excise tax paid
Use Case Flow:	<ol style="list-style-type: none"> 1. Receives paperwork of property transfer 2. Compare information from REETA and Deed <ol style="list-style-type: none"> a. Criteria required to match <ol style="list-style-type: none"> i. Grantor and Grantee ii. Legal Description iii. Parcel iv. Use Code v. TCA vi. Date of document vii. Value viii. Grantor and Grantee signatures ix. Exemption paperwork x. Taxable sales price and Excise Tax total xi. Assessor Exemption check off b. If criteria doesn't match return to entity to fix discrepancy 3. Enter in property transfer information <ol style="list-style-type: none"> a. Grantor and Grantee b. Type of document c. Date of document d. Sales price or exemption code – Excise tax calculates automatically 4. Process payment of excise tax – cash or check only 5. Endorse provided documents 6. Provide documents back to entity
Associations to Other Use Cases:	Payment processing Closing and Balancing a drawer Refund Processing
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<u>Summary of Aumentum Process:</u>

A REET affidavit is processed by the Treasurer so that the Real Estate Excise Tax is paid prior to the recordation of the Deed. Once the REET has been processed and paid, the Excise number will be generated and the PINs and amounts for each excise will be stored. The Treasurer will then send the Deed and verified REET Affidavit to the Auditor for recordation.

The New Taxpayer from the REET will be captured as part of the REET process. *There is still an outstanding conversation regarding the Taxpayer / Billpayer tracking.

The completed REET will also initiate a workflow to the Assessor's office. This is similar to the PCOR workflow. Once the Deed is recorded by the Auditor, the REET affidavit should also be linked to the Deed.

For the REET process, a new UI will need to be created that is available from a Tax REET menu.

New UI required for incoming REET affidavits. This UI will be shared for both in-person Taxpayer initiated requests and e-convey. The UI will share similar functionality with the Transfer UI.

- The user will need to be able to enter the PIN(s) associated to the REET. Multiple PINs can be associated to a REET affidavit just as with a Transfer.
- All associated modifiers, associated ownership history, balance, etc in the Revenue Object Details panel will be displayed.
- The Current Ownership will be retrieved for the PIN entered.
- For manual REETs:
 - The user will specify the Grantor(s)
 - The user will enter the Grantee based on the provided REET documentation provided.
- For eConvey documents:
 - The Grantor & Grantee will be received as part of the import
- Note about Payee: The Grantee indicated as part of the REET process
- The Sales Price will then be entered for the calculation of the excise tax
- The Excise Tax will then be calculated based on the Excise Tax Rate structure (See Excise Tax Rate Structure Below - * Legislation to change rate structure upcoming)
- Once the Excise Tax is calculated, it will then be ready for payment. At the point the Excise Tax is calculated, it can be altered and recalculated, however, once it is deemed completed and ready for payment, the Excise is locked in and ready for payment.
- Upon receipt of payment:
 - The Excise Number will be created. (See Excise Numbering Below)
 - Once the Excise has been created and paid, a workflow should be created similar to the PCOR workflow.
 - A new Tax Type will be needed for the Excise Tax collections
 - An A/R record will be created for the excise taxes created for the districts impacted
 - Once the payment is posted, the payments will be eligible for distribution
- The Current Buyer is updated on the parcel(s)
 - It is important to note that this does NOT update the current owner on the parcel. the Current ownership on the parcel will not be updated until the Deed is processed.
- The ability to search / view existing Excise and historical Excise records

Excise Tax Rate Structure

The Excise Tax Rate structure should be stored and maintained to be used in the calculation of the Excise Tax. The Excise Tax will be calculated as the sales price * the rates for the associated TAG. The Calculated Tax should then be displayed by the rate breakdown.

Additionally, the \$5 Technology Fee will be displayed as a separate line item.

For Tax Exempt parcels, there will be a \$5 Administrative Fee that is collected in addition to the Technology fee, bringing the total REET collection to \$10.

- These Calculated amounts must be able to be over-written for older REET processes.

Excise Tax Number Tracking

	<p>Need a new configuration and reporting for the Excise Number tracking. The number is an incrementing number functionality. All Excise Tracking numbers must be accounted for. The eConvey numbers and Manually processed numbers share in the same numbering pool, but will be counted separately.</p> <p><u>Excise Tax Type</u> A new Tax Type will be needed for tracking the Taxes generated and collected for the Excise Taxes</p> <p><u>Configure Custom Searches</u> REET Not Recorded, REET Recorded, etc</p> <ol style="list-style-type: none"> 1. If complete - workflow created for Assessor to process once Auditor has Recorded 2. If complete - workflow created - if Auditor rejects: <ol style="list-style-type: none"> a. Assessor does an audit of the excise documents within a week * b. Submitter is supposed to walk-in and re-record c. Some submitters will e-convey to re-record - they have to re-pay 3. If complete - workflow created - Auditor Records, but Assessor rejects or returns for additional information, return to Treasurer via Workflow 4. If incomplete and needs to send to Assessor for Open Space, additional parcel addition - Workflow trigger to Assessor 5. If incomplete and Taxpayer returns to agency, saved for later <p><u>Partial PIN</u></p> <ol style="list-style-type: none"> 1. Receive Parent PIN <ol style="list-style-type: none"> a. Parent PIN will match b. Legal Descr will not match initially, as Parcel Redescription in progress c. Calculate and process d. Send to Auditor for recording 2. Also send to Assessor for updates <ol style="list-style-type: none"> a. Assessor will add the child PINs 3. Return to Treasurer for processing <p>County Response to Fit Analysis: Excise number created when payment processed? Mentions sending to Assessor when there is a seg/merge prior to completing excise? IOP, Validation of documents, separate numbering pools?</p> <p>Product Response: Need a follow up discussion, county comments unclear</p>
Resolution Description:	
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-73 PTC-ECONVEY PROCESSING

Project ID:	WASNO-UseCase-73
Title:	PTC-eConvey Processing
Actor:	Excise Specialists Excise Lead Title Companies Law Offices
Purpose and Objectives:	To collect excise fees on property transfers
Trigger Event(s):	Title Company or Law Office submits electronic property transfer
PreCondition:	n Parcel needs to exist n Needs to have corresponding electronic paperwork including Real Estate Excise Tax Affidavit (REETA), Deed, or exemption documentation
Post Condition:	Property reflects new taxpayer information
Use Case Flow:	1. Receive electronic packet, via eConvey, of property transfer documents 2. Compare information from REETA, Deed, and XML a. Criteria required to match: i. Grantor and Grantee ii. Legal Description iii. Parcel iv. Use Code v. TCA vi. Date of document vii. Value viii. Grantor and Grantee signatures ix. Exemption paperwork x. Taxable sales price and Excise Tax total xi. Assessor Exemption check off b. If criteria does not match, reject electronic packet, via eConvey, back to submitter to correct with description of errors 3. Endorse provided documents in eConvey 4. Approve electronic documents a. If IOP or PTN of taxpayer information automatically changed needs to be reverted back to previous record
Associations to Other Use Cases:	n Excise Daily Balancing n NSF Processing n Refund Processing
Glossary:	n XML: Characteristics of the excise affidavit provided by the submitter n IOP or PTN: Portion of parcel being transferred
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	The information needed within the new REET processing screen is identified in PTC-Processing Folders, Public, and Mail. When the eConvey is received, the .xml data should be aligned with the data in the UI. This will allow the Treasurer to review the data that was provided through the eConvey process against the property information on the screen. The processing of the REET will follow the same flow as the standard process.

	<p>County Response to Fit Analysis: Excise number should be created before payment is received. Will there be a workflow to Assessor first when there is a open space sign off?</p> <p>Product Response: This was not our understanding during the onsite meetings. We need to have a follow up meeting to discuss.</p>
Resolution Description:	
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-74 EXCISE TRACKING

Project ID:	WASNO-UseCase-74
Title:	Excise Tracking
Actor:	<ul style="list-style-type: none"> · Excise Lead · Property Control Division Supervisor · Assessment Techs
Purpose and Objectives:	To track the total number of excise documents that are received per month. Also need to report number worked, backlog and number routed to the Property Control Division for further research or subdivision. Sub-reporting by day, by week and/or by staff person who completed the work is also needed. Subtotals by source, either electronic or over the counter, would be helpful.
Trigger Event(s):	<ul style="list-style-type: none"> n Excise tax affidavit records are created in the system. n Reports are due to management in the Assessor’s office – currently due monthly to the supervisor. The lead currently prints lists daily to manage work.
PreCondition:	Excise tax affidavits are processed by the Treasurer’s office.
Post Condition:	Reports are created.
Use Case Flow:	<ol style="list-style-type: none"> 1. Daily report of work to done that includes all excise received on the previous day is generated. <ol style="list-style-type: none"> a. Print the electronically submitted excise documents from the Auditor’s recorded documents database to cross check with report generated from the tax administration system. <ol style="list-style-type: none"> i. Review and distribute to Assessment Techs for processing or Property Control for research/subdivision. b. Pick up copies of excise affidavits submitted over the counter from the Treasurer. <ol style="list-style-type: none"> i. Review and distribute to Assessment Techs for processing or Property Control for research/subdivision. 2. Verify / validate Assessor received all documents against list generated from tax administration system. <ol style="list-style-type: none"> a. Need a metric that identifies source, i.e. electronic submittal or over the counter b. Verify total received of each type c. Assign work based on training needs, staffing skill level or availability d. Route documents that need further research or subdivision to Property Control 3. If errors, i.e. missing documents, notify the Treasurer’s office. 4. Need to identify documents that require immediate processing, such as right-of-ways, segregations, partial transfers (portion of), etc. 5. Need to identify documents transferring property with current year exemptions, such as non-profit exemptions or Senior Citizen/Disabled persons exemptions. 6. Need to identify documents that were accepted by the Treasurer in the eConvey system, thus generating an excise number in the tax administration system, but the document was rejected by the Auditor.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Process Change
Gap Description:	

Resolution Description:	<p>This is not a defined system report currently. With the new excise screens and tables being developed, the data required here will most likely be stored. Since the development is not complete, our recommendation is that the Assessor wait to see what is developed, what screens and workflow will exist already. If they need additional more complex workflows, we can price that out with our services group at that time.</p> <p>County Response to Fit Analysis: Gap - We currently are able to pull reports on all of the excise that are received by the Treasurer's office daily. These reports allow us to verify that all of the documents entered by Treasurer are received and recorded by the Auditors. Without this we would have no knowledge of excise that were rejected by the Auditor without the Treasurer's knowledge. This is the only audit trail we have to make sure all docs received are recorded. We also use this for reporting purposes for our documents received in Property Control to show the volume of the work received and also what we report annually to the Department of Revenue.</p> <p>Product Response: There will be reports developed as part of our build out of the excise module. TR will include the Assessor's office in the requirement breakdown sessions during development to ensure there is a report that provides the information they need.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-75 PP-WEB CAPABLE PERSONAL PROPERTY ASSET FILINGS 12.1.1

Project ID:	WASNO-UseCase-75
Title:	PP-Web Capable Personal Property Asset Filings 12.1.1
Actor:	· Personal Property Auditor · Personal Property Electronic Filers (Taxpayer)
Purpose and Objectives:	The solution shall be able to allow personal property account owners, or their representatives, to file an electronic affidavit to update their account(s) annually. The solution shall be able to allow Electronic Filers (Taxpayer) to revisit their filing after they have filed it. The solution shall allow county Personal Property Auditors to review, edit and complete the affidavits filed electronically.
Trigger Event(s):	§ Electronic Filers (Taxpayers) receive Listing Notice for their personal property account. § Electronic Filer wants to update their Listing Affidavit electronically.
PreCondition:	§ Personal Property Account is set up § Electronic Filer can send and receive email § Electronic Filers (Taxpayer) given login information § Electronic Filer has email address associated with at least one account
Post Condition:	§ Electronic Filers (Taxpayer) given notice that their affidavit was or was not successfully filed § Errors are returned to Electronic Filers (Taxpayer) what prevented their affidavit from being received successfully § Once verified, then Personal Property Auditor can review, edit and complete the affidavit filing. Reveiwed data is entered into the solution
Use Case Flow:	1. Electronic Filer receive the Personal Property Listing Notice 2. Electronic Filer logins into electronic filing system using provided login information 3. Electronic Filer selects the account they want to update and submit 4. Electronic Filer updates the information. Partially completed affidavits may be saved and updates resumed later 5. Electronic Filer submits the updated affidavit and receive email verification. If errors – Electronic Filer receives electronic notification of what needs to be corrected. 6. Personal Property Auditor reviews the submission, make any corrections and completes the filing. 7. Affidavit is retained for future refference
Associations to Other Use Cases:	§ Personal Property Workshop(s)
Glossary:	
Reports:	
Notes:	Corresponding Legislation: RCW 84.40.060 - Upon receipt of the statement of personal property, the assessor shall assess the value of such property. If any property is listed or assessed on or after the 31st day of May, the same shall be legal and binding as if listed and assessed before that time. RCW 84.40.190 - Every person required by this title to list property shall make out and deliver to the assessor, or to the department as required by RCW 84.40.065, either in person, by mail, or by electronic transmittal if available, a statement of all the personal property in his or her possession or under his or her control, and which, by the provisions of this title, he or she is required to list for taxation, either as owner or holder thereof. When any list, schedule, or statement is made, the principal required to make out and deliver the same shall be responsible for the contents and the filing thereof and shall be liable for the penalties imposed pursuant to RCW 84.40.130. No person shall be required to list for taxation in his statement to the assessor any share or portion of the capital stock, or of any of the property of any company, association or corporation, which such person may hold in whole or in part, where such

	<p>company, being required so to do, has listed for assessment and taxation its capital stock and property with the department of revenue, or as otherwise required by law. RCW 84.40.340 - Verification by assessor of any list, statement, or schedule—Confidentiality, penalty.</p> <p>Goals for Improvements – Not currently As-Is Process · A goal for improvement would be to process these in the system, in a proactive manner with enough time for approvals.</p>
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>PPA Process</p> <p>Electronic Filing will be received from Public Access. The submitted form will be attached to the Account for the Tax Year filed and may be viewed at any time by opening the Account for the Tax Year and clicking the Attachment Icon (Paper Clip)</p> <p>A Discovery item will be created and placed in the Discovery Worklist. An event is created and can be used to create a Workflow item that will open the Discovery Worklist item</p> <p>The Cycle Status and Date Filed will be updated to indicate the statement was received</p> <p>Selecting a Discovery will display the data submitted by the Tax Payer in the incoming column and data currently on the Account in the existing column.</p> <p>User will review the incoming information and populate the working column with incoming, existing or manually entered data</p> <p>Once the review of the filing is complete and approved to update the Account the Cycle Status will need to be set and then click Update button.</p> <p>The Cycle Status along with the data in the working column will be pushed to the Account/Assets.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-76 PP-CHANGE IN ELECTRONIC FILER 12.2

Project ID:	WASNO-UseCase-76
Title:	PP-Change in Electronic Filer 12.2
Actor:	· Personal Property Auditors · Electronic Filers (Taxpayers)
Purpose and Objectives:	To change the authorized Electronic Filer responsible for an account(s)
Trigger Event(s):	Personal Property Business Owner request a change of the Taxpayer on an account
PreCondition:	§ Personal Property Account must be established § Personal Property Account must set up to file affidavits electronically § New Electronic Filers has a valid email account
Post Condition:	New electronic filer receives electronic notification of new filing status
Use Case Flow:	1. Account Owner request change of Electronic Filer 2. Personal Property Auditor changes Electronic Filer in the Solution 3. Solution notified new Electronic Filer via email 4. If errors – Personal Property Auditor is notified prior to change
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	Tax Payer = Legal Party Role and not Owner PPA > Accounts Click Add on Legal Parties Add existing or Create Legal Party Verify/Add Email Set Role = Tax Payer View Attachments for notification and email to new Tax Payer Once the Tax Payer has the log in information they will be able to electronically file needed statements. Agree, also note Aumentum workflows can be used for in-house notification if such level of internal notification should be needed for such a change in paper file vs. electronic file.
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-77 STATUS OF ELECTRONIC FILER ACCOUNTS

Project ID:	WASNO-UseCase-77
Title:	Status of Electronic Filer Accounts
Actor:	· Personal Property Auditors · Systems Division Staff
Purpose and Objectives:	Purpose and Objectives To obtain lists of the Status of electronically filed accounts at any time (e.g. Waiting to be Filed, Completed, Certified, etc.)
Trigger Event(s):	Desire to have a current list of all electronically filed accounts and their Status at any point in time
PreCondition:	§ Personal Property Account must be established § Personal Property Account must be set to file affidavits electronically § New Electronic Filers has a valid email account
Post Condition:	List is generated
Use Case Flow:	
Associations to Other Use Cases:	Personal Property Workshop(s) which have accounts in varying completion Statuses
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Configuration:</p> <ul style="list-style-type: none"> • Cycle Status - The statuses used will be determined by County. Should include all steps that need to be identified. Examples <ul style="list-style-type: none"> ○ Waiting to be Filed - Paper or electronic statement sent to authorized filer ○ Received - Completed Statement received ○ Completed - Reviewed by appraiser ○ Certified - Values sent to AA • Filing Method - The statuses used will be determined by County. Examples <ul style="list-style-type: none"> ○ Print - Filed by paper ○ Electronic - Filed using Public Access <p>PPA > Search > Personal Account Select Column Options</p> <ul style="list-style-type: none"> • PIN • Owner • Email • Cycle Status <p>Search Criteria</p> <ul style="list-style-type: none"> • Tax Year = Tax Year being worked • Filing Method = Electronic <p>Click Search and results will be returned Click Export to Excel Icon on top of results grid</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-78 LAND MODEL MAINTENANCE

Project ID:	WASNO-UseCase-78
Title:	Land Model Maintenance
Actor:	<ul style="list-style-type: none">· Residential and Commercial Appraisers· Residential & Open Space Analysts· Residential and Commercial Supervisors
Purpose and Objectives:	Creation of land and adjustment models that can be tested statistically and applied en masse to parcels of similar characteristics with the ability to update and make changes annually within the CAMA system.
Trigger Event(s):	Valuation update required
PreCondition:	Tables are available for editing
Post Condition:	<ul style="list-style-type: none">· Tables are updated accurately and available for use· Historical tables are available for use in research or changes to historical records
Use Case Flow:	<ol style="list-style-type: none">1. Land table(s) are opened in system2. Value updates entered and associated with parcels3. System captures saved changes in model <p>See Workflow 4-32a-AnalysisLandModeling</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process <ul style="list-style-type: none">· Establish and maintain market value relationships between competing, superior, or inferior neighborhoods automatically· Less hand-entered rates· With input of highest Open Space Ag rate, system automatically interpolates by percentage, lump sum, or other factor the values in classifications below the best quality soil type (8 soil type subclasses)
Disposition:	Software Development Required
Gap Description:	Our current process regarding assigning land models to neighborhoods is via the model control process. With 130 +/- neighborhoods, this will require the county to create 130 +/- valuation methods for each approach to value (Cost, Comps, etc). We need to update the Model Control structure to allow the user to specify to pull the rate set from the neighborhood control record and update the neighborhood control record to enable the user to specify the rate set to use based on the model control records.
Resolution Description:	
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-79 COST MODEL MAINTENANCE

Project ID:	WASNO-UseCase-79
Title:	Cost Model Maintenance
Actor:	<ul style="list-style-type: none"> · Systems Division · Residential Modeling Analysts · Commercial Lead & Appraisers · Residential and Commercial Supervisors and Managers
Purpose and Objectives:	Creation of building cost calibration models that can be tested statistically and applied en masse to parcels of similar characteristics with the ability to update and make changes annually within the CAMA system.
Trigger Event(s):	Sales analysis indicates a valuation change is required
PreCondition:	<ul style="list-style-type: none"> · Tables exist within system · Appropriate permissions in place for end-users to make changes
Post Condition:	<ul style="list-style-type: none"> · Tables are updated accurately and available for use · Historical tables are available for use in research or changes to historical records
Use Case Flow:	<ol style="list-style-type: none"> 1. Value changes are calculated internally, i.e. <ol style="list-style-type: none"> a. Time trend b. Building rates i. House type factors c. Depreciation d. Land residual is calculated last; or 2. Value changes are received from external source, i.e. Thomson Reuters, Marshall & Swift or external analysis 3. Value changes are entered into the system 4. Groups of parcels are associated with appropriate tables for valuation 5. New table rates are made available to end-users <p>See Workflow 4-31a-AnalysisBldgCostData, 4-31b-AnalysisDeprResApp, & 5-6-COM-ModelCalibration</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Ability to audit tables within system · Cut and paste rates and factors calculated in Excel, etc. into model · Create modifiers / factors to be used on any available data valuation field, i.e. Primary Occupancy
Disposition:	Software development required
Gap Description:	
Resolution Description :	<ol style="list-style-type: none"> 1. Value changes are calculated internally, i.e. <ol style="list-style-type: none"> a. Time trend <p>Time trend can be calculated using SPSS and imported into Aumentum through the following steps:</p> <ol style="list-style-type: none"> 1. Valuation-> Configuration-> Time Period Configuration 2. Export Sales Data 3. Calculate the time trend using SPSS 4. Import Regression Results b. Building rates i. House type factors <p>Navigate to Valuation -> Valuation Management -> Cost Model Maintenance – Stratified Cost Model Maintenance-> Add New</p> <ol style="list-style-type: none"> 1.

- c. **Depreciation**
- d. **Land residual is calculated last;**

Model Control determines which land valuation method is applied and in which order the valuation models will be applied. COTS functionality allows Land Residual to be calculated last.

or

2. Value changes are received from external source, i.e. Thomson Reuters, Marshall & Swift or external analysis

Building rates can be imported using either Marshall & Swift (MVP) or Stratified Cost (Craftsman) models.

Marshall & Swift (MVP) - Aumentum stores attributes that are used by M&S to return a value. MVP will return RCNLD.

Stratified Cost – Entire model can be imported from a .CSV file through the following steps:

- Navigate to Valuation -> Valuation Management -> Cost Model Maintenance – Stratified Cost Model Maintenance
- Click Import Model
- Model Definition
- Import Rates
- Code Mapping
- Review Rates

3. Value changes are entered into the system

Marshall and Swift and Craftsman cost models can be imported directly into Aumentum. Individual property values will be determined based on the valuation method and model chosen.

4. Groups of parcels are associated with appropriate tables for valuation

Tables will be associated to models (Model Control), which can be assigned to groups of properties (Neighborhood Maintenance)

5. New table rates are made available to end-users

Table-driven rates will be available to end-users when parcels are calculated.

Customer Response to Fit Analysis:

Gap: Commercial property modifiers / factors - William said this was coming. Tables unable to be copied en masse.

Product Team Response:

Agree that there is a gap & need for commercial property modifiers based on additional conversation. Software development will be necessary in order to meet this requirement. Need clarification on "Tables unable to be copied en masse." Which tables? Is this related to commercial property modifiers or a separate concern? Is this RFP requirement 151

Customer Response to Product:

Yes, ID 151 - The solution can allow for batch import and export of data (using industry standard file types such as .xlsx, .mdb or dbf files) into or out of the CAMA solution, for all appraisal table data. The solution applies appropriate data validation rules and ensures the user has the security permission to transfer the data.

Per Jillian's email "To clarify: Aumentum does have the ability to import Cost Models from external sources, such as the Craftsman Cost Model, as csv files using the Cost Model Maintenance screen." We would like to be able to copy and paste table values for house-type models or other adjustments used to calibrate the cost model to our local market from other sources into Aumentum.

Product Response:

	We do not have copy / paste functionality. While we do not currently have import of values via excel on our short term roadmap, we do anticipate adding it to our product roadmap at some point. For your implementation, if needed, we will script values in.
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-80 INCOME APPROACH

Project ID:	WASNO-UseCase-80
Title:	Income Approach
Actor:	<ul style="list-style-type: none">· Commercial & Residential Appraisers· Residential & Open Space Analysts· Commercial & Residential Supervisors
Purpose and Objectives:	The ability to use income approach(s) to value properties and support valuations in appeal responses and customer inquiries.
Trigger Event(s):	Valuation update required
PreCondition:	<ul style="list-style-type: none">· Collection of income data· Outside source data reviewed and recorded in individual appraiser spreadsheets
Post Condition:	<ul style="list-style-type: none">· All income and sales valuation done outside system· Historical work, aka spreadsheets, are saved outside system by individual appraisers
Use Case Flow:	<ol style="list-style-type: none">1. Access query of parcel dataset to Excel spreadsheet2. Appraisers use Excel tools to group and sort similar properties3. Appraisers use Excel tools to apply income rates to properties for valuation <p>See Workflow 5-6-COM-ModelCalibration</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>Income properties can be valued outside of Aumentum as described in the Use Case Flow. However, Aumentum offers superior functionality to the Income Approach Use Case Flow. There is no need for the appraisers to use Excel or other outside sources to determine Income valuations to be entered into Aumentum.</p> <p>Aumentum has the capacity to value properties based on Reported Income or Modeled Income. Reported Income information (eg. PGI, V&C, expenses) can be entered onto an individual parcel. The system will calculate the NOI and derive a value based on the valuation method chosen (eg. DCF, Direct Cap).</p> <p>Modeled Income allows the user to enter market data (Valuation -> Valuation Management -> Income Model Maintenance) and apply that data to a universe of properties using Model Control.</p> <p>Multiple approaches to value can be stored on an individual PIN. Aumentum has the capacity to use the Income Approach as the primary valuation method or simply store it as supporting data. Multiple Income Approach methodologies can be stored on a single PIN.</p> <p>Customer Response to Fit Analysis: If income properties valued outside Aumentum, how do the values get into the system, see ID 297 Gap</p> <p>Product Team Response: With Aumentum's income capabilities, there is no need to value properties outside of the system. If the client chooses to use an external source for income valuation, override values can be entered in Aumentum to reflect the derived value without using the system's income approach</p>

	<p>calculations. Externally calculated rates cannot be inserted en masse. This functionality is not currently on the roadmap.</p> <p>Customer Response to Product:</p> <p>As noted for UseCase 68 - the goal will be to set up all the needed income and market models in Aumentum. However, how do we set values if we run out of time and resources? Do we delay implementation or use our familiar and quick legacy processes and import values?</p> <p>Product Response:</p> <p>In the unlikely event set up in Aumentum is not completed by the Go Live deadline. We have the ability to script values into Aumentum as part of the conversion effort as a one time fix.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-81 SALES REVIEW / ANALYSIS

Project ID:	WASNO-UseCase-81
Title:	Sales Review / Analysis
Actor:	<ul style="list-style-type: none"> · Excise Department · Residential Analysts · Commercial Appraisers · Residential Appraisers · Supervisors and Managers
Purpose and Objectives:	<ol style="list-style-type: none"> 1. Identify parcels that have transferred ownership. 2. Confirm or update characteristics of properties that have sold to provide an accurate basis for comparison within the CAMA system. 3. Identify arms-length transactions with the ability to either keep in the analysis or reject while satisfying the DOR's requirements for classifications of sales (Local Ratio Code / Local Analysis Code). 4. The resulting sales analysis will indicate changes in market value over time and if an update to the values of the population is necessary using mass appraisal techniques.
Trigger Event(s):	Excise department enters recorded sale into the system
PreCondition:	Parcel exists within system and sale is recorded with the Auditor
Post Condition:	<ul style="list-style-type: none"> · Confirmation or corrections to parcel characteristics are captured and applied · Sale is either verified as an arms-length transaction for use in analysis or rejected as non-market, meeting DOR requirements · Sales is archived as of time of sale for use in analysis
Use Case Flow:	<ol style="list-style-type: none"> 1. Query the system for new sales 2. Pre-screen sales using CAMA system and on-line resources 3. Assign appraisal or analyst staff to review 4. On-line office review, visit sale in the field, contact buyer or seller by phone, or contact buyer or seller by written correspondence 5. Update record if necessary indicating review is complete 6. Archive sale for use in analysis <p>See Workflow 4.21 AnalystSalesReviewModeling.pdf, 4-22-AnalystTimeTrendResApp, and 5-5-COM-SalesAnalysis.</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Calculate time trend within system · Report ratio statistics for groups of parcels · Ability to analyze sales of multiple parcels in one transaction as a single sale · Create geographic routing of parcels for review · Indicate sale review has been completed · Ability to edit historical sales ("archived") data
Disposition:	Software Development Required
Gap Description:	<p>Req 310 - The solution can allow for systemic purging of sales records by date ranges, according to Washington State law. Aumentum does not have functionality to automatically purge sales data. Create geographic routing of parcels for review Not currently supported</p>

<p>Resolution Description:</p>	<p>Purpose and Objectives:</p> <p>1. Identify parcels that have transferred ownership. Transfers are recorded on each appraisal site. Sales can be viewed on the Sales History tab and tracked by PIN, Sale Date, Document Number, Grantor, and Grantee.</p> <p>2. Confirm or update characteristics of properties that have sold to provide an accurate basis for comparison within the CAMA system. The Sales History screen allows users to edit the property characteristics, update the Ratio/Analysis codes, and/or make adjustments to the sale price. Changes can be applied as of the current date or as of the date of the sale.</p> <p>3. Identify arms-length transactions with the ability to either keep in the analysis or reject while satisfying the DOR's requirements for classifications of sales (Local Ratio Code / Local Analysis Code). Aumentum has the ability to record four separate qualification codes for each sale: Local Ratio code, Local Analysis code, State Ratio code, State Analysis code</p> <p>4. The resulting sales analysis will indicate changes in market value over time and if an update to the values of the population is necessary using mass appraisal techniques. Aumentum has analysis tools to assist the user in conducting the sales analysis – Neighborhood Analysis provides summary-level statistics by neighborhood. Sales Ratio Analysis can be used for more in-depth statistical analysis Changes can be quickly and easily applied to a population of parcels using Model Maintenance.</p> <p>Goals for Improvements – Not currently As-Is Process</p> <p>Calculate time trend within system Time trend can be calculated using SPSS and imported into Aumentum through the following steps: Valuation-> Configuration-> Time Period Configuration Export Sales Data Calculate the time trend using SPSS Import Regression Results</p> <p>Report ratio statistics for groups of parcels Neighborhood Analysis provides summary-level statistics by neighborhood. Sales Ratio Analysis can be used for more in-depth statistical analysis.</p> <p>Ability to analyze sales of multiple parcels in one transaction as a single sale Virtual Site allows the analysis of multiple parcels into one site for analysis purposes.</p> <p>Create geographic routing of parcels for review Not currently supported</p> <p>Indicate sale review has been completed Essentially a business process, not a software tool. However, DAP could be set up to review sales ratios. The DAP Status column could be used to indicate that the review is complete.</p> <p>Ability to edit historical sales (“archived”) data Characteristics may be edited in the past.</p> <p>County Response to Fit Analysis: 1) Data Cloud Mobile Assessor to address geographic routing of parcels for review? 2) Will need configuration of residential "archived" sales.</p> <p>Product Response: 1 – CamaCloud mobile solution offers turn by turn directions to each property to be inspected as part of their existing application. 2 – Since the integration between Aumentum and CamaCloud will need to be defined, part of that analysis will involve identifying any configuration needs to support taking “archived” sales to the field for validation.</p> <p>County Response to Product: Costs associated with CamaCloud TBD.</p>
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	Product Response: Yes, and will be included outside of this Fit document.
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-82 MODEL SETUP

Project ID:	WASNO-UseCase-82
Title:	Model Setup
Actor:	<ul style="list-style-type: none"> · Systems Division · Residential Modeling Analysts · Commercial Lead & Appraisers · Residential and Commercial Supervisors and Managers
Purpose and Objectives:	To accurately and efficiently set up, maintain, and preserve land rate, building rate, influence, and modifier (factors) tables securely for use in: 1) the mass appraisal process; 2) research / use of historical valuation rates and methods; 3) and reports.
Trigger Event(s):	Sales analysis indicates a valuation change is required
PreCondition:	<ul style="list-style-type: none"> · Tables exist within system · Appropriate permissions in place for end-users to make changes
Post Condition:	Tables are updated accurately and available for use
Use Case Flow:	<ol style="list-style-type: none"> 1. Value changes are calculated internally; or 2. Value changes are received from external source, i.e. Marshall & Swift or external analysis 3. Value changes are entered into the system 4. Groups of parcels are associated with appropriate tables for valuation 5. New table rates are made available to end-users
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Deployment of any changes to a value related table to the system occurs only after an approval by user or supervisor · Ability to audit tables within system · Cut and paste rates and factors calculated in Excel, etc. into model · Create modifiers / factors to be used on any available data valuation field
Disposition:	Software Development Required*
Gap Description:	<div style="border: 1px solid orange; padding: 5px; margin-bottom: 10px;"> <p>22 The solution can allow an account or group of accounts to be “locked” and prevent recalculation of value once the lock feature is turned on. This functionality is not currently supported in Aumentum. Noted in RFP as a GAP</p> </div> <div style="border: 1px solid orange; padding: 5px;"> <p>209 After changes to any value related table have been made, the solution requires the user to manually authorize its deployment to the database so that no value changes occur until approved by the user. This functionality is not currently supported in Aumentum.</p> </div>
Resolution Description :	<p>Use Case Flow:</p> <ol style="list-style-type: none"> 1. Value changes are calculated internally; or 2. Value changes are received from external source, i.e. Marshall & Swift or external analysis 3. Value changes are entered into the system

4. Groups of parcels are associated with appropriate tables for valuation

5. New table rates are made available to end-users

The generic Use Case Flow is COTS functionality. Values can be calculated internally using tables or can be calculated from an external source (Marshall & Swift or Craftsman) using Cost Model Import. Value changes will be carried into the system based on the model(s) chosen in Model Control.

Goals for Improvements – Not currently As-Is Process

- **Deployment of any changes to a value related table to the system occurs only after an approval by user or supervisor**

The ability to modify value related tables is controlled by security role. However Aumentum has no mechanism to suppress rate table changes pending supervisory approval.

- **Ability to audit tables within system**

Users have the ability to view and edit tables in Aumentum

- **Cut and paste rates and factors calculated in Excel, etc. into model**

Cut and paste into a model is not supported. However, Aumentum has an import from Excel function for stratified cost models. No rate import function for land models.

- **Create modifiers / factors to be used on any available data valuation field**

Aumentum adjustments may be applied to appraisal sites, land objects, building objects, building section objects, and feature objects.

22	<p>The solution can allow an account or group of accounts to be “locked” and prevent recalculation of value once the lock feature is turned on. This functionality is not currently supported in Aumentum.</p>
120	<p>The solution provides cost tables/rates from Marshall & Swift or another nationally recognized third party source with annual cost updates as a fully integrated tool. Aumentum is integrated with Marshall & Swift for commercial and agricultural buildings – annual license at client expense.</p>
207	<p>The solution can keep historical copies of all cost tables by assessment year in at least two formats: 1) Read Only 2) Active (For correcting prior years values) attentionStratified cost models may be set to “Locked” status. MVP tables are not editable so may be said to be locked by default. All cost tables are perpetually available until/unless removed by the client.</p>
209	<p>After changes to any value related table have been made, the solution requires the user to manually authorize its deployment to the database so that no value changes occur until approved by the user. This functionality is not currently supported in Aumentum.</p>
215	<p>The solution can enable users to view all tables on-line (on screen), or in printed form (e.g., land rate tables, land add on tables, cost tables, etc.). All cost rates may be displayed on screen. The client could set up a report to extract the rates for printing but there is not an internal print function.</p>
322	<p>The solution can enable user to apply multiple adjustments for the physical, functional, and economic obsolescence; location and market influence adjustments for factors that affect property values. Additionally, each adjustment can be identified with an explanation code. Each adjustment can be associated with a sunset date. (E.g. 10 yr. tax break on CBD housing)</p>

	<p>Aumentum has robust adjustment functionality. However, there is no provision to sunset adjustments. The cited example (CBD housing) would probably be better handled as an exemption. Exemptions to have a sunset function.</p> <hr/> <p>326 Must be able to store all Rate tables, adjustment & influences used to value property for each assessment year. Being able to use those stored data items for value corrections in subsequent years. All tables, adjustments and other attributes affecting value are stored and available for use. Controlled by the user's selection of effective date.</p> <hr/>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Cost for Requirement 22 in original RFP

WASNO-USECASE-83 EXMP-CURRENT USE – APPRAISAL

Project ID:	WASNO-UseCase-83
Title:	EXMP-Current Use – Appraisal
Actor:	<ul style="list-style-type: none"> · Applicant · Exemption Department Staff · Open Space Analyst - Appraisal (responsible for any current use program, not just Open Space)
Purpose and Objectives:	<ol style="list-style-type: none"> 1) Review applications, verify eligibility, and apply appropriate valuation method. 2) Annually, conduct audits of a portion of participants in the programs.
Trigger Event(s):	Receive application
PreCondition:	<ul style="list-style-type: none"> n Parcel is already in the program and application is for a continuance; or n Brand new application
Post Condition:	<ul style="list-style-type: none"> n Parcel or portion of parcel is approved or disapproved for the program n Market and use values are captured in the system
Use Case Flow:	<p>Use Case Flow – Applications & Renewals</p> <ol style="list-style-type: none"> 1. Receive the application 2. Verify eligibility <ol style="list-style-type: none"> a. DF – All acres plus 10% incidental use are forested. TMP is required and provided within 30 days of closing a sale. <ol style="list-style-type: none"> i. Example – Parcel had to remove 5.5 acres from DF due to powerlines running through the property b. OS – Open Space Timber – Similar to DF requirements with notable differences c. OS – Open Space Ag – Commercial agricultural income required d. OS – Open Space General – No income requirement, public benefit required. <ol style="list-style-type: none"> i. Main requirement is that a portion is removed from program, such as a homesite. e. OS – Open Space General Ag Conservation – No income requirement. <ol style="list-style-type: none"> i. At least one acre has to be removed assuming an improvement exists on property. 3. Set up parcels with the appropriate amount of land removed (if any) from program with market and use values accurately calculated. <ol style="list-style-type: none"> a. In the instance of DF, if there are no acres removed then we calculate only the use values b. In the case of OS, we need to calculate both market and use acreage and values 2) Use Case Flow – Audits <ol style="list-style-type: none"> 1. During physical inspection cycle, audits performed on parcels in one of the above programs that are in the physical inspection area to ensure compliance
Associations to Other Use Cases:	2.6 PC Open Space - UC
Glossary:	<ul style="list-style-type: none"> · DF – Designated Forest · TMP – Timber Management Plan · OS – Open Space
Reports:	
Notes:	<p>Legal Requirement: RCW 84.34</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Ability to attach a screenshot of affected areas to the parcel record digitally (what goes where). · Ability to attach TMP to parcel record digitally.
Disposition:	Fit
Gap Description:	
Resolution Description :	Processing of Open Space applications can be done in AA module through Application Processing. The processing components of the Current Use Appraisals are covered elsewhere.

	<p>Type of classification indicated by the exemption code. Application code stored as an ADE (Application Data Element, AA term for UDF). Aumentum can comply with the State of Washington Current Use Assessment program through Aumentum's capacity to produce both Market and Use values. Both Market and Use value can be tracked on the same object using modeled values in Aumentum. Multiple land lines can be set up on a single Appraisal Site to accommodate removal of acreage from exempt status. (Example: 40 acres are used and valued as Open Space but then 3 acres are removed for a home site. User can adjust the exempt acreage to 37 and add a 3 acre land line to be valued at Market value,,)</p> <p>The ability to attach files to an Appraisal Site is part of COTS functionality. The ability to store at least 7 years of current use valuation history for the calculation of compensatory tax is also COTS.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-84 ACCT-DAILY ASCEND JV PREP 1.1.1

Project ID:	WASNO-UseCase-84
Title:	ACCT-Daily Ascend JV Prep 1.1.1
Actor:	Accountant I
Purpose and Objectives:	To ensure charges and payments were allocated correctly the previous day and activity balances and is posted to G/L
Trigger Event(s):	Performed and posted each morning for the previous business day before any daily work is processed in Ascend.
PreCondition:	The previous business day has closed. n Charges and payments have been allocated for the previous business day in Ascend.
Post Condition:	Charges and payments posted to the General Ledger.
Use Case Flow:	<ol style="list-style-type: none">1. Determine if both the Charges and Payments ran correctly from the previous business day<ol style="list-style-type: none">a. If either charges or payments did not run correctly refer to Use Case: Fixing Allocations when JDA Process Allocates for Wrong Day **** Might not be relevant with Aumentum system.2. Verify all cash drawers are closed from previous business day.<ol style="list-style-type: none">a. If a cash drawer is open<ol style="list-style-type: none">i. Send email to cashier and management to close drawer.ii. Verify no exceptions3. Run Fund Allocation Recap with parameters for the previous business day.<ol style="list-style-type: none">a. Verify both Charge Activity and Credit Activity have zero unallocated balances.<ol style="list-style-type: none">i. Fund Allocation Recap includes an accumulation of all the charge and revenue allocations.4. Run Cashier Sessions with parameters for the previous business day<ol style="list-style-type: none">a. Save PDF<ol style="list-style-type: none">i. Cashier Sessions includes a listing in drawer session closing time order, optionally showing each receipt that is processed along with the amount due, tender type, amount over/under, voids, change or refund due and the status. Summary cashing activity for the day, by cashier, in session start-time order.5. Run Daily G/L Load with parameters for the previous business day and to generate a text file.<ol style="list-style-type: none">a. Save both PDF and Text file<ol style="list-style-type: none">i. Daily G/L load includes an export and printed listing of entries to be posted to the general ledger.6. Generate interface file in Access '2000Convert_ASCGLUSR.mdb' for FTP to General Ledger (G/L)7. Run query in Access 'AscendCashQuery.mdb' to generate summary cash activity<ol style="list-style-type: none">a. Sum of Amountb. By Financial Transaction Typec. Credit/Debitd. Type Code8. Import interface file to the G/L to create Journal Voucher (JV)<ol style="list-style-type: none">a. Edit the JV<ol style="list-style-type: none">b. Preview the edit list<ol style="list-style-type: none">i. Make sure there are no '999' suspense items within the JV<ol style="list-style-type: none">1. If there is an item in suspense<ol style="list-style-type: none">a. Research where it should actually be postedb. Update the JV to the correct DACii. Make sure there are no postings to '009'<ol style="list-style-type: none">1. 009 does not exist in the GL and although it will still allow an amount to post to the fund, it creates other issues in the background that Finance needs to correct later on.<ol style="list-style-type: none">a. If there is a posting to 009<ol style="list-style-type: none">i. Research where it should actually be postedii. Update the JV to the correct DACc. Save JV9. In the G/L run the Ascend Cash Balancing Report for the previous business day

	<ul style="list-style-type: none"> a. Save as PDF i. The Ascend Cash Balancing Report is a summary of all the previous day's debits and credits listed by fund that post to the G/L 10. Use balancing spreadsheet template in Excel <ul style="list-style-type: none"> a. Copy and paste the access query b. Sum all the credits and debits c. Copy totals from access query over to appropriate column i. Tax Revenue Allocated ii. General Deposit iii. Other Payment iv. Over Payment v. Sessions over/short vi. Small Under Payment vii. Small Over Payment viii. Net Credit Reapply (debits/credits) ix. Suspense Items x. Refunds xi. Refund Interest PMT xii. Reversal xiii. Fund Charge Allocation xiv. NSF JV xv. Prior Payment Voids <ul style="list-style-type: none"> 1. Only need to be looked at if activity doesn't balance 2. Search for Payment Voids in Financial Transactions for the previous business day <ul style="list-style-type: none"> a. Copy records and paste in excel balancing spreadsheet template b. Delete any payment voids that are not older than the previous business day c. Total the amount of payment voids that are older than previous business day d. Copy and paste the total amount from the Cashier's Sessions Report e. Copy and paste the total amount from the Daily G/L Report f. Copy and paste the total credits and debits from the Ascend Cash Balance Report generated from the G/L g. Everything should balance and zero out 11. Save Balancing Spreadsheet template 12. Email STR-ACCOUNTING – Ascend JV is ready for approval.
Associations to Other Use Cases:	ACCT-Daily Ascend JV Approval 1.2.1 Use Case: Fixing Allocations when JDA Process Allocates for Wrong Day ** ** Might not be relevant with Aumentum system
Glossary:	
Reports:	
Notes:	Associations to Requirements Need 668 Report ASC0013 Need 1220 Report ASC0043 Need 1153 Report ASC0008 Need 1146 Need 1157 Need 1165 Need 1151 Need 1193 Need 1170 Need 1158 Need 1205 Need 1168
Disposition:	Process Change

Gap Description:	
Resolution Description :	<p>It is important to note that all JVs processed through Aumentum will be the result of Aumentum-generated activity only.</p> <p>Within Aumentum, the Tax Extension process will allocate all of the taxes directly to the taxing authorities. In this process, for each tax bill, the tax amounts for each taxing entity are already determined based on the taxing structure established within the Aumentum Levy configuration. This eliminates the need for an allocation process within Aumentum. The Distribution and Tax Accounting functions then utilize this to allocate the monies directly to the funds associated to those taxing entities once the tax bills are paid.</p> <p>At the end of each day, the Daily Balance Report can be generated to report out the total monies receipted for the day. Additionally, the Payment Listing Report will include the payment adjustments to cash and payments made not through the back office processes.</p> <p>The G/L processes for extracting any financial transactions from within Aumentum can be processed as an on-demand function or as a scheduled process.</p> <p><u>Configuration</u> Systype -> Revenue Source Systype -> Transaction Types Category Types A/R -> Surplus Type A/R -> Surplus Sub-Type Tax Accounting -> Funds and Accounts Tax Accounting -> GL Mapping Tax Accounting -> Export Path for extract</p> <p>County Response to Fit Analysis: Aumentum will have reports that will need to compare one-to-one with Ascend's daily balancing reports, i.e. Daily Balance Report=Ascend Daily Cash Balance Report and all corresponding reports such as Daily GL Load, Cashier Sessions.</p> <p>Product Repsonse: Unclear what the county comment is referring to, unless it is an implementation note. Aumentum comes with standard reports that will be used to balance collections to A/R to distribution to GL export.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-85 ACCT-MONTHLY ROAD ANNEXATIONS – TAXES TO TRANSFER 1.1

Project ID:	WASNO-UseCase-85
Title:	ACCT-Monthly Road Annexations – Taxes to Transfer 1.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Transfer taxes from Roads district to City district as a result of a parcel annexation
Trigger Event(s):	Performed monthly
PreCondition:	Parcel annexation occurred after August 1st cutoff § Payment received for annexed parcel § Assessor and Treasurer offices were notified within 60 days of annexation
Post Condition:	Taxes transferred to the city/town from Roads District § Transfer of taxes is recorded to the General Ledger (city/town and roads funds) § Note: Parcel will be included in the city/town district upon the next Assessor’s roll forward and will not have to manually transfer taxes assessed and collected in subsequent tax years
Use Case Flow:	1. Run “Taxes to Transfer due to Annexation–Washington” report with parameters for the previous month for the Roads’ fund type and fund number. Report should include: a. Relative annexation for which payments received within the payments b. Receipt detail i. Receipt number ii. Receipt date iii. Parcel iv. Payment c. Calculation of taxes to be transferred (fund percentage) 2. Create a journal entry in the general ledger to transfer the taxes on the report from the county Road’s fund to the relative city/town’s fund a. Debiting or crediting each fund’s cash and revenue accounts Note: Finance approves all journal entries to county general and roads funds 3. Any transferred dollars are remitted to the city/town the month following the journal entry via ACH.
Associations to Other Use Cases:	Monthly Road Annexations - Taxes to Transfer but no notification Monthly Road Annexations - No Taxes to Transfer
Glossary:	
Reports:	
Notes:	Associations to Requirements § Need: 1810 § Report: WA0141 § Need 11 § Need 14 Additional Information § RCW 35.13.270 Taxes collected in annexed territory—Notification of annexation. o (1) Whenever any territory is annexed to a city or town which is part of a road district of the county and road district taxes have been levied but not collected on any property within the annexed territory, the same shall when collected by the county treasurer be paid to the city or town and by the city or town placed in the city or town street fund; except that road district taxes that are delinquent before the date of annexation shall be paid to the county and placed in the county road fund. o (6) For each annexation by a city or town, the city or town must provide notification, by certified mail or electronic means, that includes a list of annexed parcel numbers and the street address to the county treasurer and assessor, to the light and power businesses and gas distribution businesses, and to the fire district and library district, as appropriate, at least sixty days before the effective date of the

	<p>annexation. The county treasurer is only required to remit to the city or town those road taxes, fire district taxes, and library district taxes collected sixty days or more after receipt of the notification. § August 1st is the annexation cutoff for taxes to be on rolls for the following year (performed by Assessor's office)</p> <ul style="list-style-type: none"> o If an annexation occurs before August 1st, it will be included in the following year's roll and no manual transfer is needed o If an annexation occurs after August 1st, and a payment is received from August 2nd of current year to August 1st of next year, a manual transfer from the County's road fund to the city or town
Disposition:	Software Development Required
Gap Description:	<p>Distributing monthly to the "junior" taxing district via ACH - where they are not the Treasurer, just the collecting agent. No commission.</p> <p>Gap to cover: Ability to identify the PINs from the JC that are eligible (see scenario 1) that are collected and redistribute the taxes when paid for the road fund to the appropriate city / town fund.</p> <p><u>Need the ability to establish a Distribution Rule based on the PINs included in the JC:</u></p> <ol style="list-style-type: none"> 1) If the PINS collected for the specified Tax Year are included in that JC. <ol style="list-style-type: none"> a) Can a PIN List be used in a Distribution List? b) Can a Distribution List be specified for a tax year? 2) If the PINs / TAG are included in the JC for that Tax Year, and Road, then transfer to City 3) Need to report out the money for this scenario. Monies being transferred from the Road District to the City / Town for the JC.
Resolution Description :	<p>Assumptions: TAG Boundary Change and JC Workflows will be used for the Annexation Process. Keyword created for Notes for receipt of Annexation notification Annexation attachment type created</p> <p>Process within Aumentum: 1) Annexation information is received after August 1 <ol style="list-style-type: none"> a) Annexation TO a City / Town b) Annexation includes a Road District c) The County was notified of the Annexation within 60 days d) Notification letter is attached to the annexation and note added to the annexation 2) Payment is received for a property that was annexed that has the above indicated criteria between August 2 and the beginning of the next fiscal year (August 3) When the payment is distributed, the collection will distribute for the Road District to the City / Town 4) All other districts within the TAG will receive their distributions according to the original TAG structure</p> <p>County Response to Fit Analysis: Would Assessor initiate workflow to notify TRS when annexation occurs, or TRS will have to check Notes/Attachment in Aumentum?</p> <p>Product Response: There are workflows available from Jurisdiction Change function that could be configured to notify the Treasurer.</p>
Risks / Constraints / Dependencies :	<p>TAG Boundary Change and JC Workflows will be used for the Annexation Process. Keyword created for Notes for receipt of Annexation notification Annexation attachment type created</p>
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-86 ACCT-MONTHLY ROAD ANNEXATIONS – TAXES TO TRANSFER BUT NO NOTIFICATION 1.2

Project ID:	WASNO-UseCase-86
Title:	ACCT-Monthly Road Annexations – Taxes to Transfer but no notification 1.2
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Transfer taxes from Roads district to City district as a result of a parcel annexation
Trigger Event(s):	Performed monthly
PreCondition:	Parcel annexation occurred after August 1st cutoff § Payment received for annexed parcel § Assessor and Treasurer offices were not notified within 60 days of annexation
Post Condition:	Note: Parcel will be included in the city/town district upon the next Assessor's roll forward and will not have to manually transfer taxes assessed and collected in subsequent tax years
Use Case Flow:	4. Run "Taxes to Transfer due to Annexation–Washington" report with parameters for the previous month for the Roads' fund type and fund number. Report should include: a. Relative annexation for which payments received within the payments b. Receipt detail i. Receipt number ii. Receipt date iii. Parcel iv. Payment c. Calculation of taxes to be transferred (fund percentage) 5. Note/document that both offices were not timely notified of the annexation 6. No dollars are transferred or remitted to the city/town
Associations to Other Use Cases:	Monthly Road Annexations - Taxes to Transfer but no notification Monthly Road Annexations - No Taxes to Transfer
Glossary:	
Reports:	
Notes:	Associations to Requirements § Need: 1810 § Report: WA0141 § Need 11 § Need 14 Additional Information § RCW 35.13.270 Taxes collected in annexed territory—Notification of annexation. o (1) Whenever any territory is annexed to a city or town which is part of a road district of the county and road district taxes have been levied but not collected on any property within the annexed territory, the same shall when collected by the county treasurer be paid to the city or town and by the city or town placed in the city or town street fund; except that road district taxes that are delinquent before the date of annexation shall be paid to the county and placed in the county road fund. o (6) For each annexation by a city or town, the city or town must provide notification, by certified mail or electronic means, that includes a list of annexed parcel numbers and the street address to the county treasurer and assessor, to the light and power businesses and gas distribution businesses, and to the fire district and library district, as appropriate, at least sixty days before the effective date of the annexation. The county treasurer is only required to remit to the city or town those road taxes, fire district taxes, and library district taxes collected sixty days or more after receipt of the notification. § August 1st is the annexation cutoff for taxes to be on rolls for the following year (performed by Assessor's office)

	<ul style="list-style-type: none"> o If an annexation occurs before August 1st, it will be included in the following year's roll and no manual transfer is needed o If an annexation occurs after August 1st, and a payment is received from August 2nd of current year to August 1st of next year, a manual transfer from the County's road fund to the city or town
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	<p>Assumptions: TAG Boundary Change and JC Workflows will be used for the Annexation Process. Keyword created for Notes for non-receipt of Annexation notification</p> <p>Process within Aumentum: 1) Annexation information is received after August 1 <ul style="list-style-type: none"> a) Annexation TO a City / Town b) Annexation includes a Road District c) The County was NOT notified of the Annexation within 60 days d) Note is added to the TAG Boundary Change and JC that the notification was not received for historical purposes. 2) Payment is received for a property that was annexed that has the above indicated criteria between August 2 and the beginning of the next fiscal year (August 1) 3) When the payment is distributed, the collection will distribute for all districts according to the original TAG structure</p> <p>County Response to Fit Analysis: Would Assessor initiate workflow to notify TRS when annexation occurs, or TRS will have to check Notes/Attachment in Aumentum? Is it Gap/Complex Config because of no notification received?</p> <p>Product Response: It is Complex Configuration because of existing workflow set up.</p>
Risks / Constraints / Dependencies:	TAG Boundary Change and JC Workflows will be used for the Annexation Process. Keyword created for Notes for non-receipt of Annexation notification
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-87 ACCT-MONTHLY ROAD ANNEXATIONS – NO TAXES TO TRANSFER 1.3

Project ID:	WASNO-UseCase-87
Title:	ACCT-Monthly Road Annexations – No Taxes to Transfer 1.3
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Transfer taxes from Roads district to City district as a result of a parcel annexation
Trigger Event(s):	Performed monthly
PreCondition:	§ Parcel annexation occurred after August 1st cutoff § No payment received for annexed parcel
Post Condition:	§ Note: Parcel will be included in the city/town district upon the next Assessor’s roll forward and will not have to manually transfer taxes assessed and collected in subsequent tax years
Use Case Flow:	7. Run “Taxes to Transfer due to Annexation–Washington” report with parameters for the previous month for the Roads’ fund type and fund number. Report should include: a. Relative annexation for which payments receipted within the payments b. Receipt detail i. Receipt number ii. Receipt date iii. Parcel iv. Payment c. Calculation of taxes to be transferred (fund percentage) 8. Note/document that both offices were not timely notified of the annexation 9. No dollars are transferred or remitted to the city/town
Associations to Other Use Cases:	Monthly Road Annexations - Taxes to Transfer Monthly Road Annexations - Taxes to Transfer but no notifications
Glossary:	
Reports:	
Notes:	Associations to Requirements § Need: 1810 § Report: WA0141 § Need 11 § Need 14 Additional Information § RCW 35.13.270 Taxes collected in annexed territory—Notification of annexation. o (1) Whenever any territory is annexed to a city or town which is part of a road district of the county and road district taxes have been levied but not collected on any property within the annexed territory, the same shall when collected by the county treasurer be paid to the city or town and by the city or town placed in the city or town street fund; except that road district taxes that are delinquent before the date of annexation shall be paid to the county and placed in the county road fund. o (6) For each annexation by a city or town, the city or town must provide notification, by certified mail or electronic means, that includes a list of annexed parcel numbers and the street address to the county treasurer and assessor, to the light and power businesses and gas distribution businesses, and to the fire district and library district, as appropriate, at least sixty days before the effective date of the annexation. The county treasurer is only required to remit to the city or town those road taxes, fire district taxes, and library district taxes collected sixty days or more after receipt of the notification. § August 1st is the annexation cutoff for taxes to be on rolls for the following year (performed by Assessor’s office) o If an annexation occurs before August 1st, it will be included in the following year’s roll and no manual transfer is needed

	<p>o If an annexation occurs after August 1st, and a payment is received from August 2nd of current year to August 1st of next year, a manual transfer from the County's road fund to the city or town</p> <p>County Response to Fit Analysis: Would Assessor initiate workflow to notify TRS when annexation occurs, or TRS will have to check Notes/Attachment in Aumentum? Is it Gap/Complex Config because of no notification received?</p> <p>Product Response: It is Complex Configuration because of existing workflow set up.</p>
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description:	<p>Assumptions: TAG Boundary Change and JC Workflows will be used for the Annexation Process. These workflows were also referenced in the associated "Monthly Road Annexations" Use Cases.</p> <p>Process within Aumentum: 1) Annexation information is received after August 1 a) Annexation TO a City / Town b) Annexation includes a Road District c) The County was NOT notified of the Annexation within 60 days d) Note is added to the TAG Boundary Change and JC that the notification was not received for historical purposes. 2) No payment is made to the property for the specified tax bill. 3) No further action.</p>
Risks / Constraints / Dependencies:	TAG Boundary Change and JC Workflows will be used for the Annexation Process.
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-88 ACCT-CLONING DISTRICT MEMBERSHIPS

Project ID:	WASNO-UseCase-88
Title:	ACCT-Cloning District Memberships
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Clone district membership(s) from the previous year for the new/current year
Trigger Event(s):	Time of year or LID Specialist requests that district membership(s) be setup for the new/current year
PreCondition:	Membership(s) do not already exist for the district in the new/current year Membership(s) must exist for the district in the previous year
Post Condition:	Membership(s) exist for the district in the new/current year LID Specialist that requested for the district membership(s) be setup for the new/current year is notified
Use Case Flow:	<ol style="list-style-type: none"> 1. Run the Clone District Membership process type <ol style="list-style-type: none"> a. Select the district to be cloned b. Specify the previous year as the year to be cloned c. Specify the effective date as the last day of the previous tax year 2. Once the process is complete, confirm that district membership(s) exist for the new/current year 3. Notify the requesting LID Specialist that district membership(s) for the new/current year has been setup
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	**As part of conversion - we're assuming that the district / parcel associations are brought over.
Disposition:	Process Change
Gap Description:	
Resolution Description:	<p>When Special Assessments are configured as Bonds, the PIN associations are done as part of the initial configuration. These associations are identified with a life that has an "end date". This allows the Special Assessments to continue on the roll without additional manipulation or ongoing maintenance by the Financial Systems Coordinator through the life of that Special District.</p> <p><u>Configuration:</u> Tax Entity Maintenance - Tax Funds Tax Entity Maintenance - Tax Authorities Tax Entity Maintenance - Tax Authority Groups Tax Entity Maintenance - TAG / Tax Authority Associations Tax Rate Maintenance - Tax Rates by TAG Special Assessment - Bonds Special Assessment - Assessment Methods</p> <p>County Response to Fit Analysis: Need district and parcel associations brought over as part of conversion. Understand that there will not be ongoing maintenance.</p> <p>Product Response:</p>

	Noted on conversion.
Risks / Constraints / Dependencies:	Conversion District / Parcel associations need to be converted/scripted
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-89 ACCT-CLONING DISTRICT LEVIES

Project ID:	WASNO-UseCase-89
Title:	ACCT-Cloning District Levies
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Create a levy for a new year in order to add charges for the new/current tax year
Trigger Event(s):	Assessor roll close (September) is complete
PreCondition:	Levy must not already exist for the district in the new/current year Levy must exist for the district in the previous year Levy is not rolled forward during the assessor's roll close process
Post Condition:	Levy exists for the district in the new/current year and creates a basis for associating charges for adding charges
Use Case Flow:	<ol style="list-style-type: none">1. Search the district's levy for the previous year2. Clone the previous year's levy<ol style="list-style-type: none">a. A unique levy number is identifiedb. The tax year is updated (prior year, plus 1)c. Parent's levy number should auto generate with the levy number from the levy that was just clonedd. The following information should stay the same<ol style="list-style-type: none">i. Levy nameii. Districtiii. Levy typeiv. Levy categoryv. Assessment basisvi. Report group, if applicablevii. Financial transaction typeviii. Property account types levied
Associations to Other Use Cases:	Tax Extension Cloning Charge Schedules Cloning District Memberships
Glossary:	
Reports:	
Notes:	Functionality from Ascend is obsolete due to how Aumentum is structured
Disposition:	Process Change
Gap Description:	
Resolution Description:	<p>Within the Platform version of Aumentum, Levies are not utilized for assessment and taxation. Levies are no longer built as an interim step within the Roll Certification and Tax Extension process. When a roll is certified, that exact roll can be selected for processing, without any subsequent changes. This allows each jurisdiction to preserve the certified roll and apply the appropriate taxing rules and rates for the certified roll in question.</p> <p>County Response to Fit Analysis: Will no longer require maintenance</p> <p>Product Response: Agreed.</p>

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-90 ACCT-CLONING CHARGE SCHEDULES

Project ID:	WASNO-UseCase-90
Title:	ACCT-Cloning Charge Schedules
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Clone a district's charge schedule from the previous year in order to add charges for the new/current year
Trigger Event(s):	Time of year (preparation for tax extension) or LID Specialist requests that the district's charge schedule be setup for the new/current year Currently LID is billed separately
PreCondition:	Charge schedule must not already exist for the district in the new/current year Charge schedule must exist for the district/charge type in the previous year Charge schedule is not rolled forward during the assessor's roll close process (i.e. not A/V charge type - regular or -excess)
Post Condition:	Charge schedule exists for the district and charge type in the new/current year If applicable, notify the LID Specialist of setup completion
Use Case Flow:	<ol style="list-style-type: none"> 1. Search the district's charge schedule for the previous year 2. Clone the previous year's charge schedule <ol style="list-style-type: none"> a. On the new charge schedule, specify the new/current year as the tax year b. Specify the from effective date as the first day of the current/new year c. Maintains from prior year's charge schedule <ol style="list-style-type: none"> i. FT Type ii. Assessment Levy iii. Payment Plan iv. Fund Distribution Schedule v. Calculation Type, rate and assessment basis 3. Confirm that the district's charge schedule exists for the new/current year 4. If applicable, notify the LID Specialist of setup completion
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>The following charge schedules are not a part of the Assessor's roll close and are cloned/updated as needed (typically annually) by the Financial Systems Coordinator</p> <ul style="list-style-type: none"> o Diking District Principal o Drainage District Principal o Flood Control Principal o Lakes Management District Principal o LID (& RID) Bond Delinquent Interest o LID (& RID) Bond Penalty o LID (& RID) Bond Pre-determined Interest o LID (& RID) Bond Principal o Local Excise Tax & Local Excise Tax Interest (TCA) o Refund Interest Charge o Soil Conservation Principal o State Excise Tax Interest o State Forest Patrol Acre & State Forest Patrol Principal o Surface Water Management – Bond o Surface Water Management – Principal

	<p>o Administration Fee SWM *Others not listed may require updates upon request</p>
Disposition:	Process Change
Gap Description:	
Resolution Description :	<p>Within Aumentum, the tax rates may be copied from one year to another year. Typically, the tax rate structure is copied from the existing certified year to the subsequent year. This allows each jurisdiction to begin the analysis and updating of their rate structure and associated</p> <p>From within the Levy Management menu, the Tax Rate Maintenance, Tax Rates Copy functionality allows the user to select tax rates to copy from one year to the target tax year and from a source rate type to a target rate type. Select TAGs and Tax Authorities to include or exclude in the copy process.</p> <ol style="list-style-type: none"> 1. Select the Source tax year. The current year is the default. 2. Select the Target tax year. 3. Select the Source rate type and the Target rate type. 4. Check the Update existing rates to update the rates from the source to the target year. This is checked by default. 5. Optionally filter the TAX and Tax Authorities by entering the Code and all or part of the Description and click Filter. 6. Check the checkbox associated with the TAGs to copy in the TAG Code TAG Description panel or check the panel header checkbox to select all. 7. Check the checkbox associated with the Tax Authority Codes in the Tax Authority Code Tax Authority Description panel or check the panel header checkbox to select all. 8. NOTE: Whenever you select a new Source tax year or Target tax year, the TAG/Tax Authority fields clear and you will need to select them again to copy. 9. Click Copy. The message Tax Rates have been copied successfully is displayed at the top of the screen. 10. Click Refresh to view source tax rate details. <p>When specific funds or TAGs (TCAs) do not need to be copied to the subsequent year, they can be excluded from the copy by de-selecting those items, or using the "Exclude Funds" option.</p> <p>Funds that are configured as Special Assessments will be identified with a life that has an "end date". This allows the Special Assessments to continue on the roll without additional manipulation or ongoing maintenance by the Financial Systems Coordinator through the life of that Special District.</p> <p><u>Configuration:</u> Tax Entity Maintenance - Tax Funds Tax Entity Maintenance - Tax Authorities Tax Entity Maintenance - Tax Authority Groups Tax Entity Maintenance - TAG / Tax Authority Associations Tax Rate Maintenance - Tax Rates by TAG Special Assessment - Bonds Special Assessment - Assessment Methods</p> <p>County Response to Fit Analysis:</p>

	<p>Special Assessment funds will have to be configured and have an "end date" that will eliminate maintenance</p> <p>Product Response: Yes.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-91 PA-DISPLAY PARCEL ACCOUNT SUMMARY INFORMATION

Project ID:	WASNO-UseCase-91
Title:	PA-Display Parcel Account Summary Information
Actor:	<ul style="list-style-type: none"> · Assessor Admin · Department of Information Technology DB Support
Purpose and Objectives:	<p>To display parcel information and characteristics to the public at large. This should include;</p> <ul style="list-style-type: none"> · PIN · Situs Address · Property Description (Abbreviated legal description), Property Category, Status, Tax Code Area · Property Use Code, Land Unit of Measure, Land Size · Related Properties · Taxpayer, Owner · Five years of property values, including when appropriate pending values (visibility switchable) · Active Exemptions · Significant events · Tax Balance including ability to pay on-line · Installment Payable · Distribution of current taxes · Levy Rate History · Structure information with details, sketch and current primary elevation · Sales History · Property Maps (A.K.A. Assessor's Map) <p>Information should be presented in a viewing platform compatible mode and printable in a 8 ½ X 11 format.</p> <p>Separate County owned systems should also be able to interface and display the parcel on a map. The system will be able to pass the PIN to our countywide GIS system allowing the PIN to be located on the map. Likewise, the GIS system shall be able to pass a selected PIN and bring up its summary information.</p>
Trigger Event(s):	<ul style="list-style-type: none"> n Citizen requests Parcel Summary information n Citizen request to Pay Current Tax Bill
PreCondition:	Parcel exists and is active
Post Condition:	<ul style="list-style-type: none"> n Return Parcel Summary to Requester n Errors are returned to Taxpayer
Use Case Flow:	<ol style="list-style-type: none"> 1. Citizen present information for property summary on a single PIN 2. Based on the Citizen's information, if multiple PINs fit the criteria a pick list is presented to the citizen to select a single PIN 3. System locates the PIN in the system 4. System display the current information in the online format 5. If the citizen desires to pay taxes the current amount due is calculated and a payment module is called 6. If the citizen desires to see the PIN on the countywide Mapping System (currently SCOPI) there is a mechanism to call the Mapping System and pass it the PIN.
Associations to Other Use Cases:	<p>§ 636 - The solution has a customer self-service tool that is web-based and IVR. The solution can allow customers to initiate name and/or address changes and if necessary, include a list of supporting documents required to complete the change.</p> <p>§ 637 - The solution has client-configurable screens available for external users that contain data from the database as well as images associated with tax accounts, and provide current data as well as historical data.</p> <p>§ 753 - The solution has the ability to accept online payments via third-party processor (Official Payments, Paystation, Velocity, etc.)</p>

	<p>§ 748 - The solution has an internet customer self-service tool. This application can allow customers to initiate name and/or address changes, and if necessary, include a list of supporting documents required to complete the change. The solution can allow for Real Property address changes that are capable of being accepted via data-entry and electronically to include the Web. The updates can place changes in a pending status until data has been verified.</p> <p>§ 1488 - The solution provides utility for the creating of data input forms for presentment in web browser (intranet/internet).</p> <p>§ 1364 - The solution provides a printed receipt for all receipting transactions.</p> <p>§ 1396 - The solution can allow the user to see tax, interest and fees on accounts selected to pay.</p>
Glossary:	
Reports:	
Notes:	<p>The estimate assumes that Aumentum Valuation will expose APIs to return in real-time all of the required information.</p> <p>See WASNO-UseCase-168 for updated notes.</p> <p>Legal Requirements: There is no legal requirement to present in this format. However, this feature has cut down significantly on walk up Customer Service requests which would otherwise fall into Public Disclosure Requests (RCW Chapter 42, Section 56).</p> <p>Goals for Improvements – Not currently As-Is Process · A goal for improvement would be to process these in the system using real time data, in an on-demand basis without a slowdown in system performance.</p>
Disposition:	Software Development Required
Gap Description:	<p>Public Access 1644 Customer self-service web portal show property characteristics as of a previous date.</p> <p>Public Access 645 Customer self-service web portal allows unlimited sketches and photos per parcel.</p>
Resolution Description:	<p>Although noted as not of high importance, the ability to allow the taxpayer to view property characteristics based on the selection of a previous date on Public Access would require that the data is made available from Aumentum and a UI is created to facilitate the request.</p> <p>The requirement states that unlimited photos be displayed on Public Access. We currently receive on the primary photo of each structure of a property. Please confirm that this is an acceptable resolution.</p> <p>County Response to Fit Analysis: ID 1644 - **GAP** 1644 Customer self-service web portal show property characteristics as of a previous date</p> <p>Product Response: Gap noted in Gap description</p> <p>County Response to Product: What is the limit for photos? We take photos for every site visit now. Would like to show the history on the web. If there is a limit, how do we handle new photos when maximum number viewable is reached?</p> <p>Product Response: Currently it is one. At your implementation, we will support up to 10. And we will continue to explore adding more.</p>
Risks / Constraints / Dependencies:	

Aumentum Program Name or function:	
Estimate:	Req 1644 is included / 645 is billable. Does the county want an estimate for 645? Unlimited photos not feasible, if county wants estimate we need more specifics.

WASNO-USECASE-92 PA-ONLINE PAYMENTS VIA THIRD-PARTY PROCESSOR

Project ID:	WASNO-UseCase-92
Title:	PA-Online payments via third-party processor
Actor:	<ul style="list-style-type: none"> · Taxpayer · 3rd Party Payment Processor · DoIT
Purpose and Objectives:	To allow taxpayers, not in foreclosure, the ability to make property tax payments online
Trigger Event(s):	<ul style="list-style-type: none"> n Extract information should be generated daily n Taxpayers should have access to make payments 24/7
PreCondition:	<ul style="list-style-type: none"> n For current year taxes, annual certification must be complete n Daily extract should be generated and sent to payment agencies for taxpayer information n Communication between our system and the payment processor should be established
Post Condition:	<ul style="list-style-type: none"> n Payment information is either received by our department to post to accounts, or by the payment processing company in order to process and send to the Treasurer's Office n Funds are received and posted to our accounting department
Use Case Flow:	<ol style="list-style-type: none"> 1. External payment processor receives extract generated by Snohomish County via FTP which includes: <ol style="list-style-type: none"> a. Parcel Number b. Tax Year (of any taxes due) c. Situs Address d. Situs Address, Additional Information e. Situs City f. Situs Zip g. Taxpayer Name h. Taxpayer Address i. Taxpayer Address, Additional Information j. Taxpayer City k. Taxpayer State l. Taxpayer Zip m. Interest Date n. Tax Amount Assessed o. Tax minimum Due (if 0.00 show 0.00) p. Tax Total Due (if 0.00 show 0.00) 2. Taxpayer looks up their parcel(s) on our website, or the external payment processors website. Searching may be done by parcel number, name, or property address. 3. Taxpayer selects the installment(s) they would like to pay; this information is pulled from the daily file. 4. Taxpayer makes payment via ACH or Credit Card. 5. Payment files are reconciled for the day and either retrieved or sent to the Snohomish County Treasurer the next morning by 7:00 AM.
Associations to Other Use Cases:	Batch Processing
Glossary:	
Reports:	
Notes:	<p>Steps on Public Access:</p> <ul style="list-style-type: none"> -Taxpayer looks up parcel -Taxpayer selects bills to be paid and adds them to their cart -Taxpayer selects Checkout

-Site can be configured to collect taxpayer information to send to payment provider:
 --First Name
 --Last Name
 --Address 1
 --Address 2
 --City
 --State
 --Zip
 --Phone
 --Email address
 -Plus mandatory fields required by the payment provider are passed in the background
 Taxpayer is transferred to the payment provider's site to complete and process payment and then return to Public Access

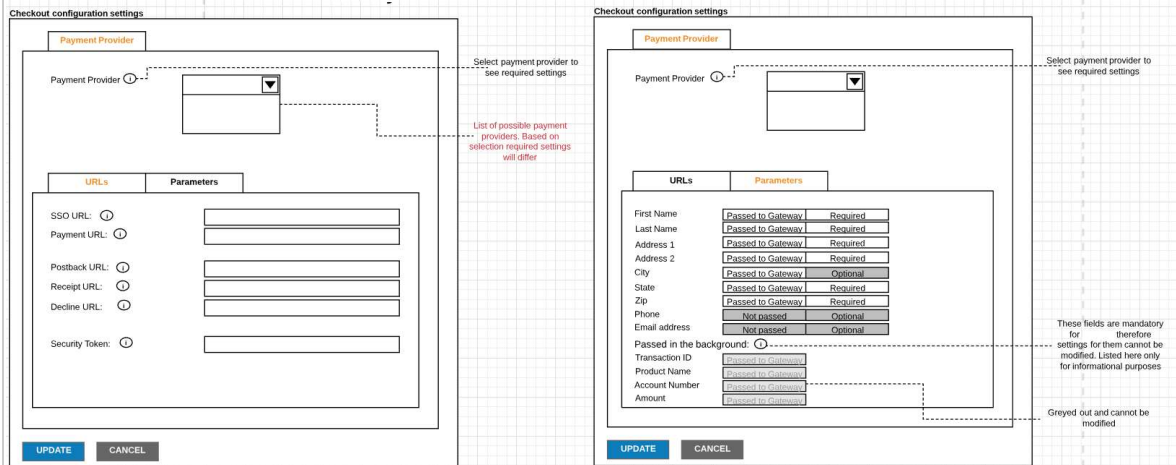
Functionality is available to the County to generate collection reports from the site to reconcile with the back office and to triage payments that did not receive an approved status code from the payment provider

Disposition: Fit

Gap Description:

Resolution Description : Configuration: Current technical documentation must be provided by the payment processor in order to configure the checkout process with the necessary parameters to communicate with their system. Based on the documentation, configuration on the Public Access side will include the specific URLs and the parameters required by the payment processor. The additional parameters from the taxpayer requested by the county to be collected or sent to the payment provider must be configured and set to required or optional.

If this is an existing payment provider that is already integrated with Public Access, then no development is needed unless new pieces of data are required to be sent to the payment provider from Public Access



The taxpayer can search by parcel number, name, or property address. From the search results, the taxpayer is able to select their parcel and view the account summary for that parcel. This summary page includes a list of bills that are due. The taxpayer then selects the bill or bills they would like to pay and is redirected to the payment options screen. At this point the bills can be reviewed, if needed additional payment options are provided here based on the rules set in Aumentum

The taxpayer can add bills to their cart from this page. Once a bill is added to the collection cart, the cart will persist on the screen. When the taxpayer is ready, the option to checkout is available from the collection cart. From the checkout screen, the taxpayer will see the configured. Once required fields are filled in, the taxpayer

	<p>will need to click on a button (Accept Terms or Next) to be transferred to the payment provider's site to complete the payment process. Once complete, the taxpayer is then returned to Public Access.</p> <p>Functionality is available to the county on the Public Access site to generate collection reports to reconcile with Aumentum in the county office and to triage payments that did not receive an approved status from the payment provider and mark transactions for refunds when requested.</p> <p>*Back office configuration – set up flag rules for the Public Access flag placed on bills after online payment.</p> <p>County Response to Fit Analysis: Does not mention flag to prevent payment before batch processed.</p> <p>Product Response: Yes. This is standard in Aumentum, but we have noted it in configuration.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-93 PTC-PERSONAL PROPERTY VALUE CHANGE AND OMITs

Project ID:	WASNO-UseCase-93
Title:	PTC-Personal Property Value Change and Omits
Actor:	Tax Collection Specialist
Purpose and Objectives:	To recalculate taxes after value has been changed on a personal property account in the Assessor's Office
Trigger Event(s):	Receive notification from Assessor's Office that there has been a change in value a personal property account
PreCondition:	n Account must exist n Change in value occurred
Post Condition:	n Taxes are amended to reflect value change n New statement issued
Use Case Flow:	
Associations to Other Use Cases:	<ol style="list-style-type: none"> 1. Receive authorized value change from Assessor 2. Verify new value 3. Calculate tax – if account has late filing penalty it must be recalculated as well 4. Reapply receipt credits if any <ol style="list-style-type: none"> a. Issue refund if applicable b. If additional taxes are owing <ol style="list-style-type: none"> i. Omit Value give grace date of 04/30 of the following year ii. Any other value change grace date will be 30days unless account is delinquent 5. Issue new tax statement
Glossary:	
Reports:	
Notes:	Assessor didn't pick up any value on previous years, so it is a 'supplemental'. 30 days on current year/ previous years – assessor's discretion on late filing penalty.
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>This is base functionality in Aumentum: The county's trigger event is currently physical/manual in that paper is walked around as notification of the change. In the current flow, they verify the value on the piece of paper to what is in Ascend. Essentially, these steps aren't necessary in Aumentum. The corrections will flow through to assessment administration and roll processing, to be picked up at the cadence the county determines (daily, weekly, etc)</p> <p>The correction is processed by the assessor's office in the Personal Property application, and the late filing penalty is added as a modifier there as well.</p> <p>The corrections processing referenced in other documents will apply here. Penalty, if applicable, will already have been applied as part of the correction process as a modifier, the treasurer staff can verify, will not need to add. The grace date will be handled with billing dates and configuration.</p> <p>The county can view the corrections as part of the correction roll processing if desired before accepting. Corrections can also be viewed in detail in Assessment History. The bills will be issued as part of a corrected bill run, which can be scheduled to pick up, based on a configured criteria group, corrected bills. Once the corrections are finalized, the tax amounts will be viewable in Tax->InfoCenter.</p>

	<p>The full correction process will create a surplus record if paid charges are adjusted down. That surplus will flow through surplus processing as described in other use cases in this document.</p> <p>Configuration: Base configuration - value types, reason codes, modifiers, bill dates, etc Bill dates - changes to current year get 30 days Omit changes - they get a grace date of 4/30 the following year.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-94 REAL PROPERTY ROLL CLOSE - ANNUAL ROLL & NEW CONSTRUCTION ROLL PROCESSING

Project ID:	WASNO-UseCase-94
Title:	Real Property Roll Close - Annual Roll & New Construction Roll processing
Actor:	<ul style="list-style-type: none"> · Commercial Appraisers · Residential Appraisers · Systems Division Staff · Property control Division Staff · Systems Division Supervisor · Residential Appraisal Manager · Property Control Supervisor · Assessor
Purpose and Objectives:	Prepare annual assessment roll for use in equitable distribution of ad valorem property tax. Market values established in the valuation system are used to calculate taxable values after the application of all exemptions for the indicated tax year.
Trigger Event(s):	<ul style="list-style-type: none"> n Annual revaluation work is complete, values are approved by the Assessor and values are “certified” (i.e. concluded) in the valuation system. n New construction valuation work is complete and values are “certified” (i.e. concluded) in the valuation system.
PreCondition:	<ul style="list-style-type: none"> n All market values are concluded in the valuation system for both Real Property and Personal Property n Exemption applications have been processed, approved exemptions have been applied to parcels in the assessment administration system, and exemptions that are to be removed are terminated. n All State Assessed values have been entered in the assessment administration system. n Property re-descriptions for the indicated assessment year have been completed and entered in the assessment administration system and the valuation system. n Assessment notice data has been extracted, reviewed and ready for transmission to the print vendor.
Post Condition:	<ul style="list-style-type: none"> n Taxable values have been calculated and applied in the system for the indicated tax year. <p>Roll Validation Report – Need to ensure this report has value to be enrolled. This has value types at the top of the list and our assumption is that they will be their configured val type short descrs.</p>
Use Case Flow:	<ol style="list-style-type: none"> 1. Systems division receives notification that value audits have been completed by Appraisal Divisions and all value changes for the current assessment year have been certified/concluded. 2. Extract is run to document assessment roll for current tax year for archival purposes. 3. Real Property parcel count report is run to tally parcels by neighborhood, inspection cycle, and property type (either residential or commercial) for use in documentation and work planning for next cycle. 4. Data is extracted (if needed) for use in annual Ratio Report and Abstract Report to be sent to Dept. of Revenue. Laura to get us copies of the reports 5. Exemptions are cloned/applied to new market values for future tax year. <ol style="list-style-type: none"> a. Process is run to clone/apply full and partial exemptions per rules established by RCW’s and WAC’s <ol style="list-style-type: none"> i. Senior Citizen/Disabled Persons exemptions ii. 30% Home Improvement exemptions iii. Special Valuation for Historical Property iv. Non-profit Exemptions (DOR approval) v. Widows and Widowers of Veterans (DOR approval) vi. Multi-Unit Dwellings in Urban Centers (jurisdictional approval) vii. Open Space Taxation Act properties viii. Designated Forest Land properties ix. Government properties x. Properties held in Trust for a Native American Tribe or tribal member xi. Permanent Improvements located on Tribal Trust Lands 6. Process is run to validate that all taxable parcels have values for the appropriate tax year (i.e. a back-fill from the Assessment Administration system to ensure no active parcels get missed)

- 7. Taxable values are calculated for all real property parcels and personal property accounts
 - a. Exemptions are applied and used to calculate taxable values
 - b. Senior Citizen/Disabled Exemption properties have taxable value calculated from the lesser of the frozen value or the market value, per RCW requirements
 - c. Added improvement values are calculated for use in levy calculations for every impacted parcel
 - d. New construction values are calculated for use in levy calculations for every impacted parcel
 - e. Properties that have active Current Use applications have had taxable value calculated on current use land value, not market value
 - f. Properties that have been removed from Current Use status have taxable value calculated on market value
- 8. Process is run to identify parcels that qualify for Less than \$500 Exemption and Exemption is applied
 - a. Excludes parcels that have been reduced due to another exemption or current use valuation
 - b. Excludes parcels that were split for administrative purposes only, i.e. Senior Citizen segs
- 9. Process is run to clone tax-year specific property characteristics to future tax year
 - a. Current system clones following codes: 'DIKUN','DRN4A','DRNUN','FMTHD','FLDUN','LTSIZ','RODUN','SWRUN','SIZE','UNIMP','SFFPC','SWMUN','UBI','UOM','USECD','RESDL'
 - b. Certain codes are used to control billing of fees for diking districts, drainage districts, Surface Water Mgmt, etc. in current system
 - c. RESDL code is used to identify remainder/residual parcels split for administrative purposes only, i.e. Senior Citizen segs
 - d. Use codes are maintained by tax year and are extracted from the Valuation system on an annual basis in current system
- 10. Audits are run to ensure Current Use properties are valued correctly (i.e. based on Current Use value for land not Market Value)
- 11. Audits are run to ensure all parcels that are taxable have assessed value

Associations to Other Use Cases:
 n Levy use cases
 n Tax extension use cases

Glossary:
 AA - Assessment Administration
 TAG - TCA

Reports:
 Assessments Ready for Tax Extension
 enroll.txt (shows enroll detail with net taxable value for each PIN) --Both of these are output from the process
 Enrollment exceptions report - standard exceptions
 Enrollment review report - This report lists PINs, event date, and review messages

Sample of Assessments ready for Tax Extension

Printed: 4/11/2019 5:54:42 AM Assessments Ready for Tax Extension - Summary Page 2 of 2

Tax Year	Event Type	Asmt Trans Type	Reason	Notification		Original	Net Taxable		Net	Asmt Count
				Req'd	Printed		Previous	Current		
Unsecured Annual	2018 Annual	Void	Other	0	0	103,326	81,414,705,764	103,326	(81,414,602,438)	3
		Correction	Other	0	0	48,200	27,277,371,716	11,000	(27,277,360,716)	1
		Original	Other	0	0	38,897,027	0	38,897,027	38,897,027	332
	2018			0	0	39,048,553	108,692,077,480	39,011,353	(108,653,066,127)	336
Unsecured				0	0	39,048,553	108,692,077,480	39,011,353	(108,653,066,127)	336
Grand Totals						1,669,843,746	1,556,792,515,078	1,668,479,395	(1,338,082,603,034)	7604

Sample of Enroll.txt

	<p>County Response to Product: Currently in Ascend, copying Exemptions from one year to the next is done at Roll Close. When there is a change in the law governing exemption qualifications, such as income limits, will Aumentum be able to convert existing exemptions to new levels?</p> <p>Product Response: In Aumentum, the modifier would be changed for the first effective year, and all new/renewing applicants would have the new change.</p>
<p>Risks / Constraints / Dependencies :</p>	<p>Calculation Configuration - For values to compare/include in the roll - out of xx values, we need to specifically enroll yy value type per statutes. Handled during implementation</p> <p>County has exceptions they want to check for, such as a current use with a blank current use land value, or the other way around. Can we put them in the exceptions report, or create an edit check? These exceptions can be discussed / handed during implementation.</p> <p>Configuration of Review Messages for Enrollment Review Report</p> <p>*State Reporting requirements - the Abstract and the Ratio report (Ratio report would most likely come from RPA)</p> <p>Defined Change Reasons</p> <p>*Assessment Roll Certification Form</p> <p>Requirements 790/791/795 handled during levy sessions</p>
<p>Aumentum Program Name or function :</p>	
<p>Estimate:</p>	<p>N/A</p>

WASNO-USECASE-95 PERSONAL PROPERTY ROLL CLOSE

Project ID:	WASNO-UseCase-95
Title:	Personal Property Roll Close
Actor:	<ul style="list-style-type: none"> · CAMA Supervisor · Personal Property Staff · Commercial Appraisal Manager · Function (??)
Purpose and Objectives:	
Trigger Event(s):	
PreCondition:	Use Case: Personal Property Listings Process
Post Condition:	
Use Case Flow:	
Associations to Other Use Cases:	
Glossary:	
Reports:	Standard Aumentum outputs are generated as part of roll processing to aid in balancing.
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Improvement goal is to process these in the system, in a proactive manner with enough time for approvals.
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>This is the same process as Real Property roll close, or any roll close; Once the values are set in Personal Property</p> <p>Processing of the roll in Aumentum:</p> <p>Assessment Administration -- Assessment Roll Processing, Annual - Generate Annual Roll: this runs off of an instance created against concluded values that have been passed to AA. (An instance must be created, and the annual assessment calculated) This process may be run as many times as necessary prior to certifying for balancing and clean up, eliminating the need to make a copy of the production database for WIP. Manage Roll process shows high level values, counts, values Additionally, the process is run for the full roll - do not need to batch it out manually.</p> <p>There are concerns about the assessment history screen showing non certified values, even though they display as 'assessed'. This is a business process / training issue. The default should be set through the current year, not through the new year, and it would have to manually changed.</p> <p>Configuration: AA --> Class Code Mappings AA --> Value Modifiers - including the duration of exemptions, so that exemptions don't need a separate process at roll time to clone exemptions - senior exemptions will have a 4 year renewal process Criteria Groups - Potentially one criteria group for Personal, one criteria group for Real Set the low value exemption amount, excluding open space, designated forest</p>

	*Potential edit check or other solution to prohibit negative values from being certified - the county had this situation many years ago and has taken steps in their current implementation to audit.
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-96 BOE COMBINED ROLL (NO FLOW)

Project ID:	WASNO-UseCase-96
Title:	BOE Combined Roll (no flow)
Actor:	CAMA Staff
Purpose and Objectives:	
Trigger Event(s):	
PreCondition:	n Use Case: Real Property Roll Close n Use Case: Personal Property Roll Close
Post Condition:	
Use Case Flow:	
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process · Improvement goal is to process these in the system, in a proactive manner with enough time for approvals.
Disposition:	Fit
Gap Description:	
Resolution Description:	This use case not complete - not discussed. But roll processing would be the same as outlined in the Real Property roll close and the Personal Property roll close. County Response to Fit Analysis: Roll processing for Real and Personal Property covered in other cases 94 & 95. Product Response: Agreed
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-97 DOR PERSONAL PROPERTY ROLL (NO FLOW)

Project ID:	WASNO-UseCase-97
Title:	DOR personal Property Roll (no flow)
Actor:	· (Overwrite this with Participant List) · CAMA Staff
Purpose and Objectives:	
Trigger Event(s):	Done in November/December
PreCondition:	
Post Condition:	
Use Case Flow:	
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process · Improvement goal is to process these in the system, in a proactive manner with enough time for approvals.
Disposition:	Fit
Gap Description:	
Resolution Description:	This use case not complete - not discussed. But roll processing would be the same as outlined in the Real Property roll close and the Personal Property roll close.
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-98 PTC-CURRENT USE BILLING

Project ID:	WASNO-UseCase-98
Title:	PTC-Current Use Billing
Actor:	Segregation Specialist
Purpose and Objectives:	To add charges for collection of taxes when the removal of a Current Use classification is removed from a parcel.
Trigger Event(s):	Receive Current Use Removal documentation from Assessor's Office.
PreCondition:	Parcel must exist Parcel must have a Current Use classification
Post Condition:	Current Use taxes have been paid and original documents have been given to the Auditor for recording.
Use Case Flow:	<ol style="list-style-type: none">1. Documents received from Assessor's Office will include calculations and amount of taxes due for residual current and back taxes up to 7 years.2. Add all taxes due and calculate the amount of regular funds and the amount of excess funds using the current year TCA rates.3. Add 2 separate charges, Current Use Excess & Current Use Regular.4. Give grace date of 30 days.5. Send letter and copy of removal documents to taxpayer.6. When payment is received, receipt payment and give original documents to Auditor for recording.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>RCW states that all of the years need to be added to the current year levy rate and then apportioned with the current year apportionment rates as well. Nothing is done with the year of the original date</p> <p>Added to current tax bill - except in January - when the taxes are not yet certified - goes on the prior year tax bill.</p> <p>Additional bill if paid in full.</p> <p>Always due in 30 days.</p> <p>Recording Fee is in the Correspondence only - not tracked within Aumentum</p> <p>(a) The amount of additional tax is equal to the difference between the property tax paid as "open space land," "farm and agricultural land," or "timberland" and the amount of property tax otherwise due and payable for the seven years last past had the land not been so classified;</p> <ol style="list-style-type: none">1. Aumentum Valuation / AA / will establish the Current Use value and tax information for each year2. Total will be levied with current year levy rates for Regular / Excess3. Correspondence created4. When collected, distribute with current year rates<ul style="list-style-type: none">• January uses py rates

- All other uses cy rates
- Escape type bill for the 30 days - no change to current year bill
- Use new functional calendar type
- AA value calc
- Levy-ish calc for each year's rate with each py levy rate + add't tax due, int rate, total interest, etc by year. The total tax is then used to post with the regular / excess by TAG (TCA) for posting to AR
- They currently put 2 separate charges on, one for current use excess and one for current use regular. (excess is a levy type - this is their amount that is voted on rather than part of the original levy calc.)

Disposition : Software Development Required

Gap Description : System calculations will be created to support an escape bill creation when use changes for open space. These changes happen at any time during the year - if the parcel or portion of a parcel is removed from the current use program. These are always added to the current year, unless it happens in January when the roll is not yet certified, it will go on the prior year bill. This is treated like an escape, for the current year and six back years, up to a total of 7 years - all on a single statement in 2 charges, excess and regular.

Other than the system calculations, the rest is a fit and will flow through Aumentum as a Correction (removal /adjustment of current use initiating from the assessor's office) initiating an escape on the treasurer's side. This process is described in several other use case documents.

Calculation:

--	--

Is removal subject to additional tax, interest, and penalty?	Yes	No
--	-----	----

If yes, go to page two and complete the rest of form. If no, complete questions 1-4 below.

1. Date of removal:
2. Calculate amount due in #8 (*recording fee*) and #10 (*calculation of tax for remainder of current year.*)
3. Reason for exception (see page 4 for exceptions.)
4. Provide a brief explanation on why removal meets the exception listed in #3.

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County Assessor or Deputy	Date
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(See next page for current use assessment additional tax statement.)	
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Current Use Assessment Additional Tax Statement

RCW 84.34.108(4)...The assessor shall revalue the affected land with reference to the true and fair value on January 1 of year of removal from classification. Both the assessed valuation before and after removal of classification shall be listed and taxes shall be allocated according to that part of the year to which each assessed valuation applies.

NOTE: No 20% penalty is due on the current year tax.

Parcel No:

Date of Removal:

1. Calculation of Current Year's Taxes to Date of Removal.

		÷	365	=	0.0000000000
	No. of days in Current Use		No. of days in year		Proration Factor (apply to 1a and 1b)
a.		X	÷ 1,000	X	0.0000000000 = \$0.00
	True & Fair Value (Jan 1 of year removed)		Levy Rate		Proration Factor
b.		X	0.0000000000 ÷ 1,000	X	0.0000000000 = \$0.00
	Current Use Value (Jan 1 of year removed)		Levy Rate		Proration Factor
c.	Amount of additional tax for current year to date of removal (1a minus 1b)				= \$0.00

2. Calculation of Current Year Interest. (Interest is calculated from April 30 of each tax year through the month of removal at the rate 1% per month.)

	\$0.00	X	÷100	=	\$0.00
	Amount of tax from 1c		Number of Months		

3. Calculation of Prior Year's Additional Tax and Interest. (Interest is calculated from April 30 of each tax year through the month of removal at the rate of 1% per month.) Tax Year 1 will be the year preceding the year of removal.

Col's	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
No. of Yrs	Tax Year	True & Fair Value	Current Use Value	Difference 1 - 2	Levy Rate	Additional Tax Due 3 x 4	Interest Rate @ 1% per mo.	Total Interest 5 x 6	Total Tax & Interest 5 + 7
1				\$0		\$0.00		\$0.00	
2				\$0		\$0.00		\$0.00	
3				\$0		\$0.00		\$0.00	
4				\$0		\$0.00		\$0.00	

5				\$0		\$0.00		\$0.00	
6				\$0		\$0.00		\$0.00	
7				\$0		\$0.00		\$0.00	
							Totals	\$0.00	\$0.00
4. Total Additional Tax and Interest (Total of entries in item 3, column 8)									
								=	\$0.00
5. 20% Penalty (Does not apply if owner requested withdrawal after 10 years)									
								=	\$0.00
6. Total Additional Tax, Interest, and Penalty (Total of entries in items 4 and 5)									
								=	\$0.00
7. Prorated Tax and Interest for Current Year (Items 1c and 2)									
								=	\$0.00
8. Recording Fee for Removal									
								=	
9. Total of Tax, Interest, Penalty, and Recording Fee (Add lines 6, 7, and 8)									
								=	\$0.00
(Payable in full 30 days after the date the treasurer's statement is received. Any amount unpaid on its due date is considered delinquent. From the date of delinquency until paid, interest will be charged at the same rate applied by law to delinquent ad valorem property taxes.)									
10. Calculation of Tax for Remainder of Current Year.									
		365	÷	365	=	1.0000000000			
		No. of days from date of removal to end of year		No. of days in year		Proration Factor			
a.		\$0	X	0.0000000000 ÷ 1,000	X	1.0000000000	=	\$0.00	
		True & Fair Value (Jan 1 of year removed)		Levy Rate		Proration Factor			
b.		\$0	X	0.0000000000 ÷ 1,000	X	1.0000000000	=	\$0.00	
		Current Use Value (Jan 1 of year removed)		Levy Rate		Proration Factor			
c. Amount of tax due for remainder of current year (10a minus 10b)									
								=	\$0.00
d. Taxes are payable on regular due dates and may be paid in half payments under provisions of RCW 84.56.020.									
Assessors Use Only									

	<p>If the parcel subject to this removal document is considered contiguous, as defined in RCW 84.34.020(6), with other parcels having different ownerships, verify all remaining classified parcels with different ownerships are still:</p> <table border="1" data-bbox="269 331 1383 982"> <tr> <td data-bbox="269 331 456 485">False Center</td> <td data-bbox="456 331 488 485">False</td> <td data-bbox="488 331 521 485"></td> <td data-bbox="521 331 553 485"></td> <td data-bbox="553 331 586 485"></td> <td data-bbox="586 331 618 485"></td> <td data-bbox="618 331 651 485"></td> <td data-bbox="651 331 683 485"></td> <td data-bbox="683 331 716 485"></td> <td data-bbox="716 331 748 485"></td> <td data-bbox="748 331 781 485"></td> <td data-bbox="781 331 813 485"></td> <td data-bbox="813 331 846 485"></td> <td data-bbox="846 331 878 485"></td> <td data-bbox="878 331 911 485"></td> <td data-bbox="911 331 943 485"></td> <td data-bbox="943 331 976 485"></td> <td data-bbox="976 331 1008 485"></td> <td 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Resolution Description :	County Response to Fit Analysis: Designated Forest is missing from fit document. There are different time constraints and calculations for each (the Assessor's Office maintains this criteria). This working for the Treasurer's office will be based on the Assessors part of this process working. Product Response: Are we missing a use case?																																																																																																																																																																																				
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WASNO-USECASE-99 RPA-SKETCHING – APPRAISAL 4.6

Project ID:	WASNO-UseCase-99
Title:	RPA-Sketching – Appraisal 4.6
Actor:	<ul style="list-style-type: none"> · Residential & Commercial Appraiser · Residential Analysts · Residential & Commercial Appraisal Supervisors · CAMA Tech
Purpose and Objectives:	Create a sketch where the area, perimeter, and other aspects of the drawing can be translated to quantitative and/or qualitative data fields.
Trigger Event(s):	<ul style="list-style-type: none"> n Building permits n In-field observations
PreCondition:	Sketch tools
Post Condition:	Completed drawing representing the structure, where the Purpose and Objectives (see above) are met.
Use Case Flow:	<ol style="list-style-type: none"> 1. Trigger event. 2. Use sketch tools to draw buildings and record descriptive data. 3. Sketch and recorded data quantitatively/qualitatively values property, for use by the three approaches to value.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Import from plans. · Import dimensions from laser / mobile device in field. · Digital workspace (not necessarily attached to a parcel) for testing
Disposition:	Software Development Required
Gap Description:	Importing dimensions from laser / mobile device in the field: The field device does not currently allow for data imports from a laser measuring device.
Resolution Description :	<p>Please note: The sketch within Aumentum is to be redesigned; it is currently in Silverlight (a deprecated technology). Current sketch functionality allows for importing from plans. The sketch program does allow for a digital image of plans to be pulled into the sketch program within Aumentum, scale it to size, in order to trace it. Additionally, existing ProVal sketches should be able to be imported into the Aumentum sketch program.</p> <p>Digital workspace (not necessarily attached to a parcel) for testing: It is possible to set up separate Aumentum instances for training and testing purposes using a middle tier that syncs Aumentum and the field device.</p> <p>ID 91: The solution can allow the user to edit a sketch without the need to re-enter data. For example, the user needs the ability to add an addition to an existing sketch, without the need to redraw the original sketch. Yes, a user can open the sketch program within Aumentum (or field device) and add any additions.</p> <p>ID 97: The solution can allow for sketches of large foot prints (such as the Boeing Factory) and multi-story buildings. I.e.. Boeing foot print is 4000 feet by 2000 feet. Though it is possible to add large buildings, the sketch tool becomes unwieldy when inputting extremely large buildings like the one suggested. It would not be recommended.</p>

ID 101: The solution can allow for the printing of the sketch as a separate page or included on the appraisal summary form. A property record card can be configured for printing the sketch image.

ID 102: The solution provides a method to identify and catalog disassociated sketches, with the ability to purge.
A user is able to copy a sketch from a template or another property to an appraisal site. Sketches can be edited or deleted.

ID 103: The solution has the ability to enter a disassociated sketch for a property prior to segments being created. The solution can allow printing of the sketch for field verification.
A user is able to copy a sketch from a template or another property to an appraisal site. A building consists of at least one section. Additional sections or segments can be added. A property record card can be configured for printing the sketch image.

ID 104: The solution provides a sketch application or integrates with a 3rd-party tool. Both Aumentum and the field device have integrated sketching applications that works together.

ID 106: The solution can allow the user to designate which sketch or sketches are used as a building footprint layer.
The sketch tool allows for a building to be defined upon which segments can be added.

ID 107: The solution can allow view-only access to sketches.
Based upon permissions configured and granted, Aumentum can allow view-only access to sketches.

ID 268: The solution can allow the user to control the size and locations of dimensions, labels, annotations, and notes.
Dimensions and labels can be resized, moved, or deleted. Notes are not currently supported.

ID 269: The solution can support multiple building sections and structures per property with full sketch and/or identification as to approximate location on property.
Multiple buildings, building sections, feature structures can be on the same sketch and placed in relative proximity to one another.

ID 270: The user has the ability to zoom in and out during sketching, editing and viewing.
Sketch program does allow the user to zoom in and out during sketching, editing and viewing.

ID 279: The solution provides full sketch drawing data entry and editing on a portable field device.
The field device allows full sketch drawing, data entry, and editing.

ID 409: Solution can value a building without a sketch based on user-entered total square footage.
This is a matter of "Sketch Defaulted" or "User Maintained" opposed to "Sketch Maintained" which drives size associated with the sketch and are thus non-editable. Found: Valuation > Configuration > Building Config > Code List tab, Improvement Size Types dropdown. The building square footage can be derived from the sketch depending upon the configuration.

Valuation > Configuration > Building Configuration > Code List tab > Improvement Size Types (in grid Sketch Options). Sketch options include:

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- Sketch Maintained – the sketch drives the size associated with the sketch. Size and size type fields are not editable when displayed in the building grids.
- Sketch Defaulted – size data associated with the sketch is returned to the Customizable Sizes grid in Smart Sketch's Characteristics tab and is editable from here or the application.
- User Maintained – size type appears in the Customizable Sizes grid in Smart Sketch's Characteristics tab with no associated units. The user enters the size value.

	<p>Based upon the selection, upon completing a sketch, values will be shown on the building grid for each building section and a total for the entire building.</p> <p>County Response to Fit Analysis: Sketching redesign should include all ID's listed in Resolution Description. Field device requirements for sketching should mirror in office requirements.</p> <p>Product Response: The requirements for the sketch tool refactor are currently being defined. The county's requirements will be taken into consideration as part of that refactor and every effort will be made to accommodate all ID's listed in Resolution Description.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-100 RPA-SYSTEM REQUIREMENTS – APPRAISAL 4.7

Project ID:	WASNO-UseCase-100
Title:	RPA-System Requirements – Appraisal 4.7
Actor:	Residential, Commercial, & Systems Divisions
Purpose and Objectives:	Technical solutions for Physical Inspection, Modeling, Data Entry, Land & Building Valuation, New Construction, Customer Service, Account Maintenance, and Complex Properties
Trigger Event(s):	<ul style="list-style-type: none"> n Historical records n Recording of data characteristics n Valuation overrides n Building-only account n Valuation breakdown n Data from an outside source
PreCondition:	Legacy system
Post Condition:	System requirements met
Use Case Flow:	
Associations to Other Use Cases:	<ul style="list-style-type: none"> Income Approach Cost Model Maintenance Land Model Maintenance Model Setup
Glossary:	
Reports:	
Notes:	
Disposition:	Process Change
Gap Description:	<p>ID 297: Solution allows mass input of value overrides from an outside source. Values cannot be updated in mass from an outside source. However, rate sets can be set for various models within Aumentum.</p>
Resolution Description :	<p>ID 87: The solution has the ability to store multiple attributes on mobile homes including: Home ID, X-Number, make and model, length and width, serial number, and other data. Using UDFs, the above details can be captured. Valuation > Configuration > Building Configuration > User Defined Fields. Add the fields desired. Next map the new fields to Mobile Homes on the “User Defined Fields Mapping” tab. Using the Mapping Category and Improvement Type Codes, select Mobile Home types. Using the edit pencil, edit the added fields by checking the box for use with that object type and save. These UDFs will show up on mobile homes under the Building > Building Characteristics tab, and data can be entered when in the edit mode.</p> <p>ID 133: The solution can enable the user to define, display and print, line by line, a build-up of the income approach(es) and the build-up of the calibrated cost approach including the associated land value(s) for a single parcel. On a single parcel, the calibrated cost approach for buildings and land values can be view on the Appraisal Site > Site Value tab. After running a cost approach, all buildings, features, and lands will be on the left side grid. Clicking on any of these objects will show the value buildup in the right-side grid. These can be exported to Excel or printed showing the line by line buildups. See Cost Model Maintenance for defining the buildup. Some buildup details of the income approach can be found on the Site Value tab as well. For defining the income details and further details, see Valuation > Data Maintenance > Real Property Reported Income. See the Income Approach for more details.</p>

ID 141: The solution can enable the user to define, display and print, line by line, a build-up of the income approach(es) and the build-up of the calibrated cost approach including the associated building and land value(s) of multi-parcel economic units.

On a multi-parcel economic unit, the calibrated cost approach for buildings and land values can be view on the Appraisal Site > Site Value tab. After running a cost approach, all buildings, features, and lands will be on the left side grid. Clicking on any of these objects will show the value buildup in the right-side grid. These can be exported to Excel or printed showing the line by line buildups. See Cost Model Maintenance for defining the buildup.

Some buildup details of the income approach can be found on the Site Value tab as well. For defining the income details and further details, see Valuation > Data Maintenance > Real Property Reported Income or when on a PIN, use the left-side navigation of Common Actions > Reported Income. See the Income Approach for more details.

ID 150: The solution administrator has the ability to define options (such as automatic recalculation, by specific time/date, etc.) for recalculation of all associated property records.

This can be carried out using Mass Calculation (found Valuation > Mass Calculation). Calculations can be run against properties by Market Area, Sub Market Area, Neighborhood, Tag, PIN List, or using other criteria defined by constraints. Once the properties have been identified, multiple calculation methods set up (such as, cost, comp, etc.) can be run against the appropriate properties for a given effective date through a batch process.

Batch processes can be named and reused again. They can be scheduled for routine running or set to run once at a particular day or time. The batch process can be viewed after completion through the report generated in the next step, or by an authorized user in Info Center > Batch Processes. Batch job reports can be archived, deleted, and downloaded from the system.

ID 195: The solutions allow for overrides of calculated value of either the total value or individual improvements.

Values for totals or individual improvements can be overridden. On the Valuation Correlation tab (from within an Appraisal Site, go to the Appraisal Site tab > Valuation Correlation), the Override Value can be edited for every object individually, by value group (land, buildings, features), or as a total. Additionally, on the Site Value screen will allow for editing in the Value Buildup grid for most models. Exceptions are for Marshall and Swift calculations and some income models.

ID 247: The solution can allow multiple building condition descriptions (E.g. Fair, Good, Average etc.)

Building condition descriptions can be captured at the building section level (improvement style level) and at the floor (section detail) level.

ID 248: The solution allows for additional classes beyond the base building quality classes established by standards such as Marshall & Swift. The County is able to add more as needed.

Additional classes can be added. Found under Valuation > Configuration > Building Configuration > category: Quality Codes. "Add New" allows adding additional quality codes. The edit pencil allows for editing of existing codes.

After adding the additional Quality Codes (classes), the codes must be mapped to where they will be used. This is found under the "Code Mapping" tab > mapping category – "Quality Codes by Impr Types/Style". Select the Improvement Type Codes, Model Codes, and Building Use Codes as needed. Using the edit pencil, check each Quality Code to be used for the improvement types, models, and buildings as needed.

ID 260: The solution derives building square footage from the sketch.

Note: Sketch to be redesigned – currently in Silverlight (deprecated technology). The building square footage can be derived from the sketch depending upon the configuration. Valuation > Configuration > Building Configuration > Code List tab > Improvement Size Types (in grid Sketch Options) Sketch options include:

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- Sketch Maintained – the sketch drives the size associated with the sketch. Size and size type fields are not editable when displayed in the building grids.
- Sketch Defaulted – size data associated with the sketch is returned to the Customizable Sizes grid in Smart Sketch's Characteristics tab and is editable from here or the application.
- User Maintained – size type appears in the Customizable Sizes grid in Smart Sketch's Characteristics tab with no associated units. The user enters the size value.

Based upon the selection, upon completing a sketch values will be shown on the building grid for each building section and a total for the entire building.

ID 273: The solution can allow user to create neighborhoods of properties by user defined parameters, such as: property account number, geocode ranges, property type codes, building class, building style, etc..... And save data to a file for future analysis.

Based upon location or certain types of characteristics, properties can be assigned to neighborhoods. Using Mass Update (found under Valuation > Mass Update), defined parcels can be assigned to a neighborhood.

ID 282: The solution can allow the appraiser to - Search field device for parcel characteristics, images and sketches in an inspection area using criteria specified by the user. Gives user option to set nested sort order of search output (e.g. By NH, by Geocode, by PAN) The solution can prompt the user with selection criteria and sort order and identifies # of parcels in print run; then allows user to cancel or proceed with print run to generate hard copies of field sheets.

Prioritization of PINs occurs back in Aumentum before being assigned to a field device. The field device does allow for searching by Owner Name, PIN, Market Area, Sub-Market Area, Neighborhood, Status (Pending / In progress / Done) and/or by Inspection Reason. Returned PIN lists can be further defined using the filter feature below the returned PIN list in the application. Loaded PINs can also be viewed and selected using the GIS map. Printing of parcels would happen from Aumentum and not the field device.

ID 284: Solution allows user to build ad hoc queries & reports by any combination of criteria with output exportable to industry standard programs (e.g. MS Excel, XML, SQL database), store the queries and share them with other users and teams.

Some ad hoc queries can be created using Custom Searches (Valuation > Property Characteristics > Custom tab). From here, use the drop down to select the type of search desired, e.g. Real Property Complex Search. Select the parameters desired, nested constraints, etc. Queries can be saved, exported to Excel, etc. Additionally, results from the queries above can also be viewed in the GIS tab.

ID 299: The solution does provide multiple fields to identify different property types (commercial, residential, industrial), etc., uses (property class codes), and classifications (taxable, exempt, etc.). Property types, uses, and classifications are all available through configuration.

ID 360: The solution provides the ability to assess boathouses, houseboats, mobile homes, airplane hangers, decks, carpports, leased buildings, etc. under their own property account numbers, independent from the land on which these improvements might be located.

An appraisal site does not require land, and objects such as boathouses, houseboats, mobile homes, airplane hangers, etc. can have their own PIN.

ID 691: The solution provides summary screens. Example: Allows the user to view all data pertinent to the current year's assessment, including the appraised (market) value and assessed (taxable) value.

There is a summary screen (Appraisal Site tab > Summary tab) for seeing general details related to the appraisal site, as well as, what objects are on the site (land, building, features). Market and Assessed Values can be seen for each year on the Value History tab (Appraisal Site tab > Value History tab) and the View Assessment History screen (same tab – click on the View Parcel AA Assessment History).

ID 719: The solution can edit history entries that are the result of data entry errors. An audit trail can show that the history entry was corrected, when, by whom, and what the previous entry was.

	<p>Data within the Appraisal Site can be edited at any time as long as the user has the correct permissions. Changes are captured in the Audit Trail. The Audit Trail is found in Common Actions (Star icon) side menu option under "Audit Trail". Details on objects, changes, old values and new values, and person who made changes at a specific date and time are all captured.</p> <p>ID 825: Solution has the ability to flag a parcel or permit for revisit date. Flags can be configured for a revisit date. Configuration for flags is found: Configuration > Flag Setup. Flags configuration can allow for duration, priority, level at which they are assigned (appraisal site, object level, etc.), and how the system handles a non-working due date. Flags can be added in mass through the Mass Update (Valuation > Mass Update) or ad hoc when on an appraisal site on the Site Data tab (Appraisal Site tab > Site Data tab).</p> <p>ID 843: The solution can allow the user to add user-defined events to a parcel's history with associated comments. Within the appraisal site notes and flags can be used to capture a parcel's history information and communicate information. User defined events and notes can also be added through the Customer Inquiry screen (when on an appraisal site use the Common Actions option in the left-hand menu to select Customer Inquiry).</p> <p>ID 1613: The solution can clearly display mandatory fields (different shading, color, or other mechanism). Aumentum utilizes a variety means to show mandatory fields – typical is use of an * and bolding within the appraisal site. Fields that are defined as mandatory will not let the user proceed forward without entering the required data.</p> <p>ID 1614: The solution can retain at least 7 years of current use valuation history. This information is needed when calculating the compensatory tax. Solution can retain as much historical data as is required with limitations only really being hard drive and memory capacities.</p> <p>ID 1679: The solution can link any structure-only account (e.g., Mobile Homes, airplane hangers, etc.) to an active real property parcel. Done through Records, "structure-only" accounts can be linked to an active real property parcel. These relationships can be seen on the appraisal site Account tab under the "Related Revenue Objects" section. Additionally, the Geocode of the real property parcel where the structure sits can be defined on the structure-only appraisal site so that it shows on the GIS map.</p> <p>County Response to Fit Analysis: Import of value models from SPSS can cover some requirements to include value estimates calculated outside of Aumentum but our current processes for valuing income properties require import of values from outside the system. The income value model functionality may eliminate this need.</p> <p>Product Response: The area of income values & comparables continues to be enhanced and will hopefully meet the County's needs as indicated. As stated in RPA-Value 4.9, software development would be required to enhance Aumentum in order to use value sources outside of the system.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-101 RPA-PHYSICAL INSPECTION / NEW CONSTRUCTION – APPRAISAL 4.1

Project ID:	WASNO-UseCase-101
Title:	RPA-Physical Inspection / New Construction – Appraisal 4.1
Actor:	<ul style="list-style-type: none"> · Residential & Commercial Appraisers · Residential & Commercial Appraisal Supervisors
Purpose and Objectives:	<p>PI - To inspect every County property once in 6 years per RCW 84.41.041. County physically inspects 1/6th of the County each year to meet this requirement. To physically inspect each property, appraisers visually check characteristics and compare what they see to assessment records to note property characteristic changes, including determining current condition, identifying any additions or demolition, confirming or identifying land influences and other impacts to value by using appraisal judgment.</p> <p>NC - Add, value, and report new construction with an assessment date of July 31st.</p> <p>Appraisers currently use GIS map application (SASMAP) to view parcel boundaries, limited number of property characteristics such as land influences, and whether a photo exists in the system for each parcel. Functionality includes view of aerials used to discover previously unassessed improvements.</p> <p>Each visit is to be documented in the system with a photograph and recording the appraiser’s user ID and date of visit. Changes to be tracked and notes added as necessary.</p> <p>Note – Parcels that have added new construction are valued as of July 31st. We need the ability to track changes in market value from the January 1st assessment of the improvements – and adjust values as the market indicates.</p>
Trigger Event(s):	<p>n Assignment made by supervisor on a geographic basis. Work is assigned in batches that would represent approximately 4 to 5 days’ work in the field.</p> <p>n Appraiser visits the properties.</p>
PreCondition:	Parcel exists in system & comes up on a list to be inspected.
Post Condition:	<p>n Parcel data is updated and uploaded to the system</p> <p>n Supervisor needs to be able to review work done, including random review of parcels in field to confirm appraisers are noting all changes and completing data entry work.</p>
Use Case Flow:	<ol style="list-style-type: none"> 1. Select parcel set to inspect. 2. Visit properties. 3. Physical Inspection - Record changes, i.e. condition, quality or land characteristic changes. 4. Separate physical inspection from new construction value changes. 5. New Construction – Sketch or verify presketch and assign characteristics. 6. Photograph property. 7. System captures saved changes. <p>See Workflow 4-1-PhysicalInspection.pdf and 5-1-COM-PhysicalInspections.pdf for current process. See Workflow 4-4-NewConstruction.pdf and 5-4-COM-NewConstruction.pdf for current process.</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.41.041 & RCW 36.21.080</p> <p>Goals for Improvements – Not currently As-Is Process</p>

	<ul style="list-style-type: none"> · Improvement goal is to have property characteristics entered and saved to the main database remotely while in the field. · Automatically link photos taken in the field with parcel record in system and uploaded to database. · Automatically register site visit, with date, user ID and purpose of visit. · Location maps must be available on mobile device. View of user location on the map. · Ability to review and update permit data in the system, pick up new construction for assessment during new construction cycle. · Configure field device to display fields commonly updated in an easy to use format.
Disposition:	Software Development Required
Gap Description:	No gap was identified during initial presentation. Subsequent demonstration of mobile device was rejected and is now considered a gap. Scot Crismon verbally committed that we would provide Snohomish Co. with CAMACloud as their mobile solution. Setup and software integration is required.
Resolution Description :	<p>While on the field, the field device can be used to capture property characteristics, including sketching and photographing the property. Through WiFi or mobile device enabling, the field device can sync with a cloud based server that syncs with Aumentum back in the office if desired.</p> <p>Upon syncing, Aumentum will reflect all the updated characteristics, sketches and photos made. Aumentum also captures details on which appraisal sites were updated, the date updated, the person who made the updates, and the purpose of the visit if defined.</p> <p>The mobile device shows a GIS map and properties assigned to the device, as well as, the user's location through the device's builtin features.</p> <p>Aumentum can be set up for permits to trigger workflows for a field inspection and/or processing new construction. Commonly updated fields in Aumentum are displayed within the field device including UDFs.</p> <p>ID 247: The solution can allow multiple building condition descriptions (E.g. Fair, Good, Average etc.) Building condition descriptions can be captured at the building section level (improvement style level) and at the floor (section detail) level.</p> <p>ID 248: The solution allows for additional classes beyond the base building quality classes established by standards such as Marshall & Swift. The County is able to add more as needed. Additional classes can be added. Found under Valuation > Configuration > Building Configuration > category: Quality Codes. "Add New" allows adding additional quality codes. The edit pencil allows for editing of existing codes. After adding the additional Quality Codes (classes), the codes must be mapped to where they will be used. This is found under the "Code Mapping" tab > mapping category – "Quality Codes by Impr Types/Style". Select the Improvement Type Codes, Model Codes, and Building Use Codes as needed. Using the edit pencil, check each Quality Code to be used for the improvement types, models, and buildings as needed.</p> <p>ID 250: The solution allows user-defined building styles as well as the base styles defined in standards such as Marshall & Swift. Defined through UDFs. Found: Valuation > Configuration > Building Configuration. UDFs are available based upon the effective date or year defined (for Time Periods). UDFs are found under the "User Defined Fields" tab. The user can use the "Add New" button to add a UDF for the desired entity type along with its defined parameters. Each UDF can be edited using the edit pencil at any time.</p> <p>Upon completion of entering the UDFs, click on the "User Defined Fields Mapping" tab to map the UDFs to their desired category and/or subcategory. This defines under what circumstances should the UDF show, if it is required, etc. After saving and based upon the configuration type, UDFs will appear on the Appraisal Site, Building tab as defined.</p> <p>ID 273: The solution can allow user to create neighborhoods of properties by user defined parameters, such as: property account number, geocode ranges, property type codes, building class, building style, etc..... And save data to a file for future analysis.</p>

	<p>Based upon location or certain types of characteristics, properties can be assigned to neighborhoods. Using Mass Update (found under Valuation > Mass Update), defined parcels can be assigned to a neighborhood.</p> <p>ID 282: The solution can allow the appraiser to - Search field device for parcel characteristics, images and sketches in an inspection area using criteria specified by the user. Gives user option to set nested sort order of search output (e.g. By NH, by Geocode, by PAN) The solution can prompt the user with selection criteria and sort order and identifies # of parcels in print run; then allows user to cancel or proceed with print run to generate hard copies of field sheets. Prioritization of PINs occurs back in Aumentum before being assigned to a field device. The field device does allow for searching by Owner Name, PIN, Market Area, Sub-Market Area, Neighborhood, Status (Pending / In progress / Done) and/or by Inspection Reason. Returned PIN lists can be further defined using the filter feature below the returned PIN list in the application. Loaded PINs can also be viewed and selected using the GIS map. Printing of parcels would happen from Aumentum and not the field device.</p> <p>ID 294: The solution can support links to multiple digital photographs for each structure and each parcel. Within the appraisal site, using the paperclip on the left menu, photos and other documents can be attached. When on the Appraisal Site tab, the right side menu has a Photos tab where buildings and appraisal site photos can be viewed. A primary photo for the building and the appraisal site can be set and updated at any point in time.</p> <p>ID 691: The solution provides summary screens. Example: Allows the user to view all data pertinent to the current year's assessment, including the appraised (market) value and assessed (taxable) value. There is a summary screen (Appraisal Site tab > Summary tab) for seeing general details related to the appraisal site, as well as, what objects are on the site (land, building, features). Market and Assessed Values can be seen for each year on the Value History tab (Appraisal Site tab > Value History tab) and the View Assessment History screen (same tab – click on the View Parcel AA Assessment History).</p> <p>ID 825: Solution has the ability to flag a parcel or permit for revisit date. Flags can be configured for a revisit date. Configuration for flags is found: Configuration > Flag Setup. Flags configuration can allow for duration, priority, level at which they are assigned (appraisal site, object level, etc.), and how the system handles a non-working due date. Flags can be added in mass through the Mass Update (Valuation > Mass Update) or ad hoc when on an appraisal site on the Site Data tab (Appraisal Site tab > Site Data tab).</p> <p>ID 1098: Can assign each parcel in a market area or submarket area to a physical inspection cycle for audit once each 6 years. A variety of means could be utilized to trigger an inspection cycle on a property – flags, workflows, field inspection assignments (Valuation > Field Inspections), as well as, the appraisal site Inspection Mgmt tab (Appraisal Site tab > Insp. Mgmt tab) – to view, manage, and track what has and has not been done.</p> <p>County Response to Fit Analysis: Mobile solution demonstrated will not meet Snohomish County's needs. Physical inspection and New Construction are dependent upon the Mobile solution.</p> <p>Product Response: No gap was identified during initial presentation. Subsequent demonstration of mobile device was rejected and is now considered a gap. Scot Crismon verbally committed that we would provide Snohomish Co. with CAMACloud as their mobile solution. Setup and software integration is required.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	

Estimate:	Included
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WASNO-USECASE-102 1.3.1 LEVY-SPECIAL FINANCING PROGRAMS & OTHER PROGRAMS/EXEMPTIONS.

Project ID:	WASNO-UseCase-102
Title:	1.3.1 Levy-Special Financing Programs & other Programs/Exemptions.
Actor:	Levy Comptroller
Purpose and Objectives:	Track a portion or all of new construction AV and other values as well as the increase due to revaluation for that AV captured, etc., if applicable, for special financing programs/exemption such as Local Infrastructure Financing Tool Program (LIFT), Local Revitalization Financing Program (LRF), New & Rehabilitated Multiple-Unit Dwelling in Urban Centers (MUD) Exemption, Targeted Urban Exemption (TUA) etc.
Trigger Event(s):	A city qualifies for a special program or exemption and submits to the Assessor’s Office.
PreCondition:	<ul style="list-style-type: none"> •MUD and TUA exemption are added into the system. •LIFT and LRF create new TCA for area. •Run query, determine parcels and values that qualify then enter values into spreadsheet. •Track the new construction assessed value. •Send spreadsheet/report to city •After MUD and TUA expire new construction assessed value is added to rolls. •Maintain the history of special financing program/exemption.
Post Condition:	<ul style="list-style-type: none"> •Have this process automated. •Audit. •LIFT and LRF create new TCA for area. •Able to run report for various programs and exemption. •Send report to city. •After MUD and TUA expire new construction assessed value is added to rolls automatically. •Maintain the history of special financing program/exemption.
Use Case Flow:	<ol style="list-style-type: none"> 1. See work flow 1-3-Levy Special Financing & other LIFT LRF MUD 2. See examples of LIFT, LRF, and MUD: 1-3-1-Levy-Other-Special Financing Programs Examples LIFT LRF MUD.xls 3. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	<p>Local Infrastructure Financing Tool Program (LIFT) Local Revitalization Financing Program (LRF) New & Rehabilitated Multiple-Unit Dwelling in Urban Centers (MUD) Exemption Targeted Urban Exemption (TUA)</p>
Reports:	
Notes:	<p>Legal Requirement: RCW LIFT RCW 39.102, LRF RCW 39.104, MUD RCW 84.14, TUA RCW 84.25, etc.</p> <p>Goals for Improvements – Not currently As-Is Process To be able to automate this process in Aumentum. Setup TUA in system. Note: currently we do not have any cities with this exemption.</p>
Disposition:	Software Development Required
Gap Description:	Parcels that participate in a TIF – TR needs to add the ability to add parcels to a TIF individually and we need to add the ability to associate PINs to a LRF en masse. AA Calcs

	<p>Levy Calcs Splits: Upon split of a pin with a TIF, a new base value may need to be established. The user will need notified that a split had occurred on a PIN that is participating in a TIF</p>
<p>Resolution Description :</p>	<p>Business Process: TODAY nothing is done in Ascend, its all maintained via Segregations (Splits) the county has an external DB that he currently runs so he can create own spreadsheets that required by state law</p> <p>MUD/TUA: This is the same as the MUD exemption and see Use Case: EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2</p> <p>Special Financing programs that cities go to the state to get money for Track , Value, NC Value, Capture Increment LIFT: City will send an Ordinance/resolution is sent with a Map and Legal Description of the LIFT. The County will receive the LIFT Ordinance resolution and create a New TCA. In Aumentum they will create a New TIF LRF: City will send an Ordinance/resolution is sent with a Map and Legal Description of the LRF. The County will receive the LRF Ordinance resolution and create a New TCA. In Aumentum they will create a New TIF</p> <p>Once the TIF is captured we will need to report the numbers to the treasurer's office and the city gets money after the expiration of the TIF, the value is added back in for Levy Budgeting Purposes</p> <p>LIFT/LRF Base value is captured at hte time of the TIF implementation. The Increment (Increase) int he Value from this Base is what will be distributed to the TIF based on Participation of the TCA's. If increase in value they get more money, if decrease in value they get less Once the TIF is captured we will need to report the numbers to the treasurer's office and the city gets money after the expiration of the TIF, the value is added back in for Levy Budgeting Purposes</p> <p>These figures may have to be reported to GASB In Ascend: The treasurer will go through each parcel, if paid, they reallocate the money to the system (They modify their distribution to account for that amount)</p> <p>TAU – Targeted Urban Exemption All the Levies are exempt except the state This this incentive for having living wage jobs If employer can offer 25 living wages They get exemption from the NC for 10 years Is an exemption of Value, track as a modifier Ilke Home Improvement except, Exempt from everything but the state Levy Doesn't need an application New Construction (Similar to Home Improvement) Credits can be setup This should be setup like MUD in use case EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2</p> <p>LRF/LIFT Conversion: Because Base Values are stored in a spreadsheet we will have to convert from Chris's spreadsheet Implementation: The County will have to undo the Seg's created in Ascend to capture all this information on a parcel by parcel basis For the Levy to be collected in the year after expires. They keep the amounts out of the system The redirected amount on a TIF should not report to the levy reports until after the TIF Expires Whole TAGS are not in a TIF, but the county will put individual pins in a TIF via TIF Maintenance UI's. Today: They have to keep track of the splits and who participates in the LIFT/LRF. Today he creates a new TAG as well, so those TAG's could potentially go away and the pins can be moved to the old tags.</p>

	<p>These can cross multiple taxing districts. UDFS's can be setup in TIF Maintenance to track any necessary information that is needed</p> <p>Rules for Calculations of the LIFT should review the latest RCW found here: http://mrsc.org/Home/Explore-Topics/Finance/Revenues/Levy-Lid-Lift.aspx Rules for Calculations of the LRF should review the latest RCW found here: https://dor.wa.gov/doing-business/local-revitalization-financing-lrf Also see the Levy Tax Manual. https://dor.wa.gov/sites/default/files/legacy/docs/pubs/prop_tax/levymanual.pdf</p> <p>These calculations aren't much different than any TIF calculation we have done in the past.</p> <p>AA Calcs: Any new TIF setup will have to establish the Base Value at the time of the TIF Implementation The Increment from the Base Value will also need to be stored to be used for Levy</p> <p>Levy Calcs: When a parcel is in an activeTIF, the Base Value will go to the TAG rate makeup, while the increment will go to the TIF participation makeup</p> <p>Splits: Upon split of a pin with a TIF, a new base value may need to be established. The user will need notified that a split had occurred on a PIN that is partipating in a TIF</p> <p>Reporting Report – similar to Audit Report, show who partipation, the info sending to the city on the (The excel spreadsheets) (Provide sampel of the report Process Automated they need some way to validate the calculation. Simple as running a report to what portion is going to TIF For the finding of the RCW and Personal property in certain tags, Utilize the Info Center > Tax Detail Advanced Search. This search allows the user to find a range of pins, tags, etc that can be exported to excel and analyzed.</p> <p>**Enable Edit priorities button on the SCL Do by Revenue Object list in the Revenue options</p> <p>County Response to Fit Analysis: Acknowledging that specific process details are not captured here. Will need to meet & discuss further with programmer. TUA Exemption will have to be configured because it specifically effects the levy calc.</p> <p>Product Response: We will have sessions during product buildout with the county to clarify requirements and calculations.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-103 1.2 LEVY-ANNEXATION

Project ID:	WASNO-UseCase-103
Title:	1.2 Levy-Annexation
Actor:	Levy Comptroller
Purpose and Objectives:	To review, analyze, & process annexations. To make sure properties (parcels) are being levied to the correct taxing district(s) in a given tax year before and after the annexation is completed. To capture the assessed value in the annexation for a particular taxing district(s) levies during the coming year's levy calculation. Keep annexation history.
Trigger Event(s):	Boundary Review Board and/or Educational Service District and/or Regional Transit Authority submits property or properties that are being annexed to a taxing district.
PreCondition:	<ul style="list-style-type: none"> •Able to process annexation in system and capture annexation value during the levy process. Fields include: name of Annexation, tax year, annexation type, annexing district, status, date, effective date and notes as well as levies in the annexation. •Able to assign parcel(s) to TCA or select TCA. If a list of levies is unique a new TCA will be created. •Able to add parcels or if a lot of parcels able to import (using "notepad") into the annexation. •Currently, I have to audit all the segregation/combination/plat etc. to see if new parcel number(s) need to be added to the annexation. •Keep annexation history.
Post Condition:	<ul style="list-style-type: none"> •Able to process annexation in system and capture annexation value during the levy process. Fields include: name of Annexation, tax year, annexation type, annexing district, status, date, effective date and notes as well as levies in the annexation. •Able to assign parcel(s) to TCA or select TCA. If a list of levies is unique a new TCA will be created. •Able to add parcels or if there are a lot of parcels able to import into the annexation. Note: it would be really nice if I could select the parcels in ArcGIS, then select the annexation in Aumentum and click a button to have them imported to that annexation. •If the parcel is split or being terminated or platted etc. I'll need the new parcel number(s) added to the annexation. I'm not sure what Aumentum can do? Will it automatically add the new parcels during a segregation/combination/plat etc. or will it provide a notification or a flag or something that will trigger this event to add the new parcel number(s) to the annexation? Ideal would be that the retired parent parcel show in the annexation as well as any related new accounts created from that parent parcel. •Keep annexation history.
Use Case Flow:	<ol style="list-style-type: none"> 1. See Ascend: Work Areas/Property Management/Ad Valorem District Membership 2. See workflow: 1-2-LevyAnnexation.pdf. 3. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	WAC 458-19-005 "Annexation" means one taxing district is adding territory or another dissimilar taxing district from outside the annexing taxing district's boundary and includes a merger of a portion of a fire protection district under chapter 52.06 RCW with another fire protection district. (Clarify unknown or very used terms)
Reports:	
Notes:	<p>Legal Requirement: RCW 84.09 and 84.55, and WAC 458-12-140 and 458-19</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · If the parcel number is involved with a segregation/combination/plat etc. I'll need the new parcel number(s) added to the annexation. · It would be really nice if I could select the parcels in ArcGIS, then select the annexation in Aumentum and click a button to have them imported to that annexation.

Disposition:	Software Development Required
Gap Description:	<ol style="list-style-type: none"> 1. Both TAG Boundary and Jurisdictional Change Log need to be national screens 2. Captured value they need report GAP <ol style="list-style-type: none"> 1. Market Value 2. New Construction & Improvements 3. State – Assessed Property Value 4. Assessed Value/Annexed Value 5. Exemptions 6. Net Taxable Value 3. Small Screen Tweaking of labels to make them more generic. 4. JCL in split/workflow doesn't include children in TAG Boundary <ol style="list-style-type: none"> 1. Need to create a workflow to TAG Boundary for the Asmt services to complete after split to make sure all pins are in a tag boundary 2. If the pin list is published it also Needs to create a workflow to JCL notifying that a pin in the JCL has been modified 5. In Both UI's the PIN list should be able to export to excel or csv
Resolution Description :	<p>Business Process: The Boundary of a TCA Changes and properties move from one TCA to another TCA Makeup See the 1-2 Levy Annexation document for current process flow.</p> <p>When an Annexation causing PINS to move from 1 TCA to another primarily because of the TCA/Fund Makeup. August 1st is the deadline for having Boundaries established</p> <p>This process will start with the GIS Team (Using TAG Boundary) then move on to Chris and his team for validation and moving, changing, creating the TCA using Jurisdictional Change Tracking. They will be working in future years most of the time and the prior years would not be impacted.</p> <p>TAG Boundary Change Records > TAG Boundary Change – Choose New Enter Captured information Use to setup a new TAG as needed User can Upload, Add pins via a text file Value Information will be a GAP an need to be adjusted via the GAP Description Matching composition will allow the user to find other TCA with the same composition Upon save can send out notifications. This workflow can be setup during implementation When all PINS are published and Finalized, the Jurisdictional Change will be available for completing this process</p> <p>Boundary Change Stage Code, Boundary Change Log Status, Jurisdictional Change Action Type can be adjusted via Sys Types during implementation</p>

The screenshot displays the 'Maintain TAG Boundary Change Item' screen in the ALPENTUM application. The interface is organized into several key sections:

- Identification:** A form with fields for Log ID (1), LAFCo No. (234), BDE File No. (234), Resolution / Ord No. (234), Received (03/27/2019), Tax Year (2018), Effective (03/27/2019), Action Type (24 - new/revision to new...), Revised (03/27/2019), Assessor Status (Open), Status Date (03/27/2019), and Short title.
- Involved Objects:** A section titled 'TAG' containing a table with columns for 'Existing TAG' and 'Resulting TAG'. It shows a list of 1 items with a 'Delete' button.
- TAG - TA / TIF District List:** A table with columns for 'District', 'Type', 'Tax Authority/TIF', 'Existing TAG', and 'Resulting TAG'. It lists various districts such as '74 74-MUNICIPAL WATER' and '04-0701 WESTERN MUNICIPAL WATER'.
- PIN List:** A table with columns for 'PIN', 'Existing TAG', 'Resulting TAG', 'Tax Year', 'Acct Type', 'Land', 'Structures', 'Fix', 'T&V', 'PP', 'Gross Taxable', 'HOE', 'ADE', and 'Net Taxable'. It shows a single entry for PIN 183493003 with a 'Net Value' of 237,117.

Jurisdictional Change Tracking Tax > Levy > Jurisdictional Changes > Jurisdictional Change Tracking

In this module you have the
Ability to Split to a New or Existing Number
Cancel to New or Existing Number

On TAG/TAF you can keep/Retire
Add/Keep/Remove the Tax Authority on the TAG/TAF Screen
Add/Keep/Remove the Tax Fund on the TAG/Fund Screen
Display on the Involved TAG Values Bucket from The TAG Boundary UI

When the new TAG makeup has been established, the new TAG will be updated/created only when the Finalize option is chosen.

Use search to put in per Tax years. Work can occur in the Future Years as necessary

Identification

Log ID: 1 Resolution/Ord. No.: 234 BDE Filing No.: 234 LRP/CA No.: 234
 Tax Year: 2018 Effective Date: 03/27/2019 Revised: 03/27/2019 Received: 03/27/2019
 Action Type: 01 Annexation to non-city taxing authority Principal Authority: 14-408 QUALITY MGMT. Acres: 0
 Date: Jurisdiction Change Log Status: Open

Involved Objects

TAG

Existing TAG	Action	Action Type	Resulting TAG
028-115*	<input type="checkbox"/>	Split into New Number	002-053

TA To Deactivate

Tax Authority Description

TAF To Deactivate

Tax Authority TA Description Fund Name Fund Description

TAG Source List

TAG-TA	TAG-TAF	TAG-TIF	Involved TAG Values	Involved RIN#	TAG Ratios								
RIN	Existing TAG	Resulting TAG	T Acrm Type	T Land	T Structures	T Fixtures	T Living Imp	T Pers Prop	T Gross AV	T AGE	T Adj Net AV	T HOX	T NCAI
183493005	028-115*	002-053	Secured		62,385	176,947	0	0	239,332	0	239,332	7,000	0
Net Adj Value:											239,332		

County Response to Fit Analysis:

Need to configure to Washington requirements in the details

Product Response:

Yes. This document is establishing where work in Aumentum is needed. Details such as calculations will be fleshed out during development.

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-104 1.3.3 LEVY-PILT PAYMENT IN LIEU OF TAXES

Project ID:	WASNO-UseCase-104
Title:	1.3.3 Levy-PILT Payment in Lieu of Taxes
Actor:	Levy Comptroller
Purpose and Objectives:	Department of Natural Resources (DNR) reports the acreage they manage in natural areas designated for payment in lieu of taxes (PILT). There's a PILT calculation that the county uses to determine PILT amount.
Trigger Event(s):	DNR sends acreage to County Assessor's Office.
PreCondition:	Current use appraiser gets acreage from DNR. Then appraiser does PILT Calculation. Levy Comptroller provides TCA rates minus state rate to appraiser. Levy Comptroller provides to the Treasurer's Office the PILT amount from DNR.
Post Condition:	Have process automated that I can just print a report and send to Treasurer's Office.
Use Case Flow:	1. See work flow 1-3-3-Levy-PILT
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Gap
Gap Description:	
Resolution Description:	<p>The <i>calculation</i> of the in lieu of amount will not take place in Aumentum. The collection and distribution of the funds will</p> <p>These can be processed through Cashiering, as a Miscellaneous Source.</p> <p>The miscellaneous Source will have a one time configuration, with a miscellaneous type of 'Payment In Lieu of Taxes'. Additionally the distribution method will be set as TAG (TCA), and rate type of Override.</p> <p>In the cashiering screen, the amount to collect towards PILT will be cashiered, and ultimately available for distribution.</p> <p>Configuration:</p> <p>Cashiering--> Setup --> Miscellaneous Sources to create the PILT source.</p> <p>County Response to Fit Analysis:</p> <p>We believe this is a gap for the Assessor's side. Calling it a "Fit" because we currently calculate these values outside the system and that we would continue to do so is not acceptable. We need the calculation within Aumentum - purpose of the use case. All the value components used in this calculation should reside in the system.</p> <p>Product Response:</p> <p>Aumentum does not calculate In Lieu of taxes currently in any jurisdiction – those amounts are passed to us for collection. We will need to have a separate session to see if the calculation is possible. Ie – what is the revenue object, basis for calculation etc</p>

	<p>County Response to Product: Still believe this is a gap. If there is no intention to build out a calculation model to handle this, okay. But it is not a fit.</p> <p>Product Response: We've changed the disposition to 'gap' which isn't a used disposition in this document (software development required = work to be done in Aumentum, Process Change = change on county side). But it will represent your view on this use case. We did call it a fit because Aumentum fits the current use case, but we understand your position on how we do not fit your to-be process. The calculation of PILT inside of Aumentum is not work we have planned, we did not see a corresponding requirement for Assessor in the RFP, only a treasurer item on collection/distribution, which we do fit.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-105 1.3.2 LEVY- AUDITS

Project ID:	WASNO-UseCase-105
Title:	1.3.2 Levy- Audits
Actor:	Levy Comptroller
Purpose and Objectives:	To review & audit for Surface Water Management (SWM), State Forest Fire Protection Assessment (SFFP), Diking Districts, Personal Property, and 05XXX TCA.
Trigger Event(s):	Closing assessor's roll and/or prior to year-end process audit accounts.
PreCondition:	<ul style="list-style-type: none"> •SFFP and SWM audit is to verify that parcel numbers have special assessment levy name/number and acres. If one of them is missing I send report to Property Control to update. •Diking Districts audit is to verify that the benefit acres/values are the same as previous year. If not, I notify Property Control Division and Treasurer's Office. •Personal Property audit is to verify that if a parcel had value in current year that it will have value in the coming year unless it's been terminated. •05XXX TCA audit it to verify that platted parcels are no longer TCA 05XXX and checks SFFP have been changed too. Also, checks to verify there are no Personal Property accounts in TCA 05XXX.
Post Condition:	Aumentum is automated so these audits are no longer necessary or there is a flag that lets the user know they need to correct this before moving forward. If the latter is done, I will be able to run report to verify.
Use Case Flow:	1. See work flow 1-3-2 Levy Audits
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 52.16, 52.26, 84.52 and 84.55</p> <p>Goals for Improvements – Not currently As-Is Process If a field is missing Ascend doesn't have a flag or notification that lets employees know that they need to do something else. It would be nice if Aumentum had safeguards in place or the process is setup differently.</p>
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>The Purpose of this Use Case is to review & audit for Surface Water Management (SWM), State Forest Fire Protection Assessment (SFFP), Diking Districts, Personal Property, and 05XXX TCA.</p> <p>Currently the Levy Comptroller does this Audit to make sure the SA's are properly defined. These SA's are SWM, SFFP, Diking Districts, Personal Property, and 05XXX TCA</p> <p>The County can use the Advanced Search/Custom Searches/Reports to find: Special Aseessment's (SFFP/SWM) that are missing Acres, so they can be billed (Custom Search) Personal Property Accounts with SA's (SA Value Report) Diking Districts have similar amounts each year (SA Variance Report) Personal property is not SA's but the rest are. (SA Value Report) 05XXX TCA that have SA's (SA Value Report) 05XXX TCA that have buildings. This can also be controlled via an edit check in RPA. (Advanced Search/Edit Check)</p>

	<p>County Response to Fit Analysis: Fit if current process/information is captured in the reports. Need to see reports to determine.</p> <p>Product Response: Agreed</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-106 1.1 TAX CODE AREA (TCA)

Project ID:	WASNO-UseCase-106
Title:	1.1 Tax Code Area (TCA)
Actor:	Levy Comptroller
Purpose and Objectives:	To review, analyze, and maintain TCAs with values. To be able to make levy changes within TCA, create, and terminate TCAs. Keep the TCA history.
Trigger Event(s):	Needed to calculate property taxes Check/calculate \$5.90 Aggregate limit Check/calculate 1% Constructional limit
PreCondition:	Able to maintain TCAs (approximately 323 TCAs) and add new TCA or terminate. Able to add levy or removed levy from TCA. Keep TCA history. Able to view TCAs by taxing district. TCA has values.
Post Condition:	Able to maintain TCAs (approximately 323 TCAs) and add new TCA or terminate. Able to add levy or removed levy from TCA. Keep TCA history. Able to view TCAs by taxing district. TCA has values
Use Case Flow:	1. See Ascend: Work Areas/Levy Management/Tax Code Areas. 2. See workflow: 1-1-LevyTCA.pdf. 3. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	Washington Term to Aumentum Term Tax Code Area (TCA) = Tax Authority Group (TAG) Taxing District = Tax Authority Levy = Fund Parcel = PIN
Reports:	
Notes:	Legal Requirement: RCW 84.52 and 84.55, and WAC 458-12-140 and 458-19 Goals for Improvements – Not currently As-Is Process · Be able to run a report that shows districts levies by TCA, rates, TCA value, etc. that takes a few minutes
Disposition:	Fit
Gap Description:	
Resolution Description:	This Use Case describes the addition of New TCA via the Application Menus and not via an Annexation. This Use case will not describe the budgetary process. That will be in Use Case 1.5. These use case can be used with 1.5 to describe the whole budgetary process. Business Process: As Annexations, New Boundaries, TIF's, a TCA Makeup changes, a New TCA may need to be created. The Assessor Office is responsible for creating this new TCA and the makeup of the TCA. The Treasurer office is responsible for creating new Funds. Today the county has 323 TCA's.

Conversion will setup current TAG/TA/TAF structure. This process will be used after conversion is complete or if needed to assist the conversion process

If a user needs to add a New TCA (TAG) not through Annexation, this can happen with this navigation:
Under Levy > Tax Entity Maintenance

>Tax Authority Groups (TCA)

Choose New and create a TAG.

Choose New

to Create a NEW TAG Enter the following:

Code: this is a unique identifier (short descr) that should not be changed

Description: this is a unique identifier (Long descr) of the TAG/TCA. This can be changed

Type: Enter a type of TAG if you have multiple types – not required

External ID: This should be used to track the state code for reporting purposes, if different from the county code

UDFS: can setup anything you may need to collect regarding your TAG/TCA

Delete: does not destructive delete, this will inactivate a tag

Once the TCA (TAG) is saved, a user can now associated this TAG to new Taxing Districts (TA) via the TAG/Tax Authority Associations UI

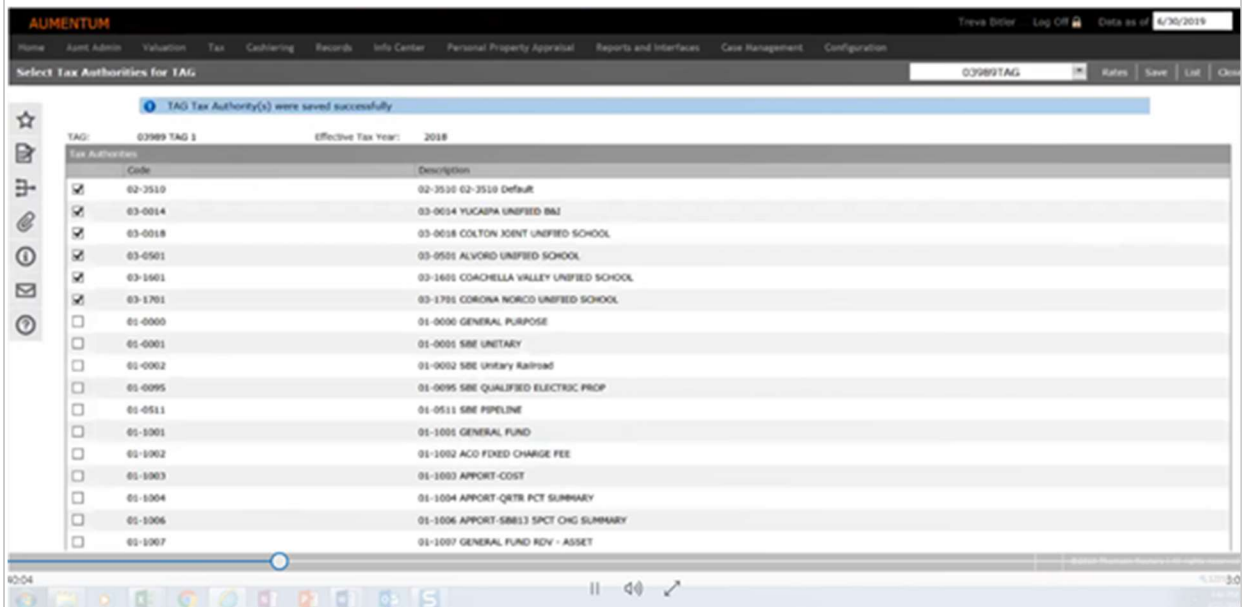
>TAG/Tax Authority Associations

Search for the TAG or TAGs

Choose Next

Can choose tax authorities to pick.

Then Save



If the user discovers the Taxing District (TA) is missing, Setup can be done here:

> Tax Authorities

Choose New to create a new tax authority

Edit to Edit any tax authority

Setup

Enter Code, Description, Type, Category, Sub Category, Bill Method, External ID, Display Order,

Criteria Group if applicable

Setup any Contact Party or Additional parties

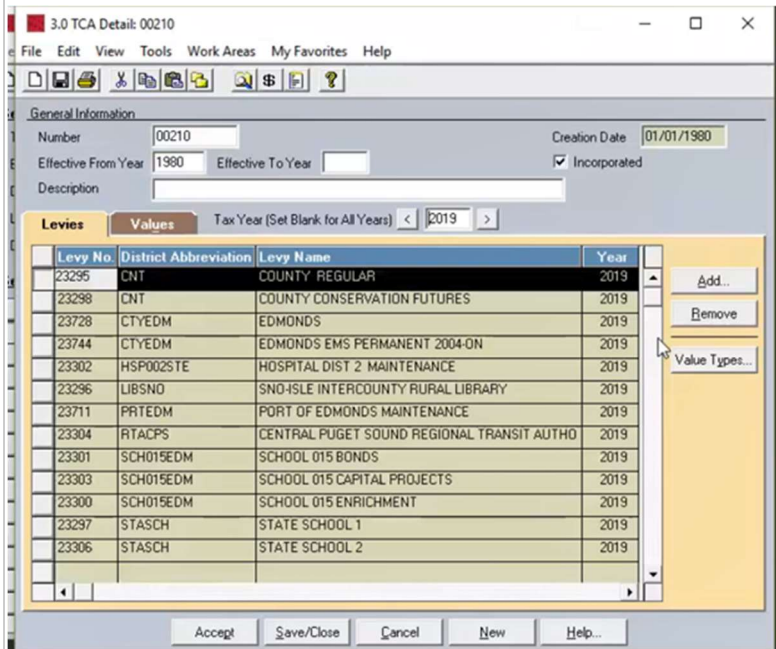
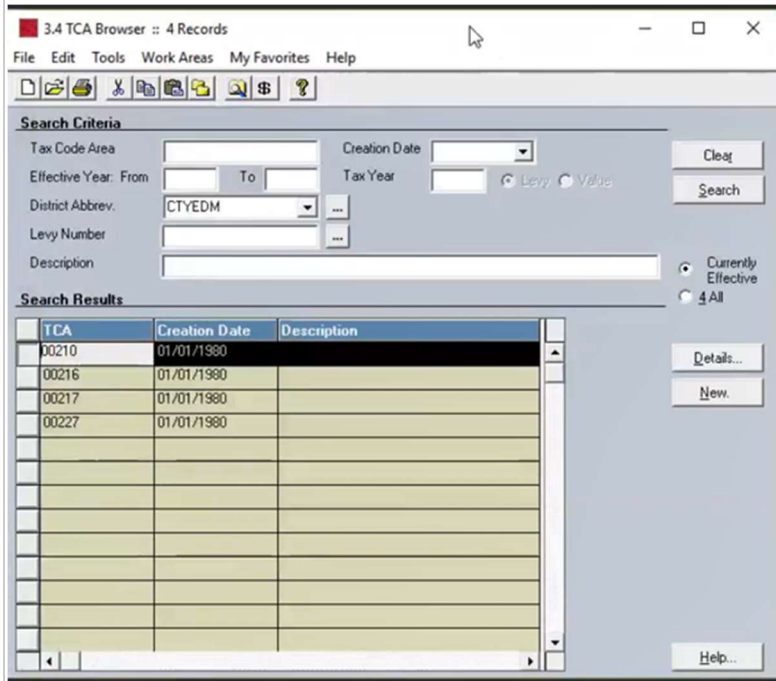
Add Funds > Add Funds under the Fund Area. If the Fund is attached to the TA, then its known as a TAF

TAF can have Notes, Legal parties, Own UDF information.

UDF can be added if need to track any additional information
 Under Rates, the Maximum and Minimum (Capping) of a Levy can be established.

During the Analysis, a decision to have a 1 TA to 1 TAF Relationship seemed like a perfect fit due to the level of reporting within the budgetary process, taxbills, and to the state they needed to provide

Today's Search Screen(s) in Ascend to setup a New TCA



It is important to Note, the Setup and Makeup of the TA/TAF Relationship doesn't have to be what displays on the Tax Bills. The Billing Module under **Tax > Billing > Setup > Charge Maps**, allows the bills to have the TAF's group as the Treasurer needs to display on the bill.

Once the TAG is completed with Setup, the user can go to

Under Levy > Tax Rate Maintenance

>Tax Rates by TAG to validate

Choose TAG and validate the Rates

This UI can be used to Override rates for a particular year only by choose the Edit button

You can override rates for the year and override a rate

Use this UI for validation of the total Rate

View and Manage Tax Rates by Tax Authority Group

Tax year: 2018, TAG: 001-020 BANNING*, Rate type: [dropdown]

TAF Rates				Assessment Type:	Secured	Source:
First Active	Tax Authority	Fund Code	Fund	Rate Type	Rate Class	
1960	01-0000 GENERAL PURPOSE	01-0000-GP	01-0000-GP GENERAL PURPOSE*	Certified	Ad-Valorem	1.0000
1982	03-0801 BANNING UNIFIED SCHOOL	03-0801-D	03-0801-D BANNING UNIFIED SCHOOL*	Certified	Ad-Valorem	0.1427
2015	03-9201 HT SAN JACINTO JR COLLEGE	03-9201-D	03-9201-D HT SAN JACINTO JR COLLEGE*	Certified	Ad-Valorem	0.0132
1982	04-4391 SAN GORGONIO PASS MEM HOSPITAL	04-4391-D	04-4391-D SAN GORGONIO PASS MEM HOSPITAL*	Certified	Ad-Valorem	0.0865
1982	04-5171 SAN GORGONIO PASS WTR AG DEBT SV	04-5171-D	04-5171-D SAN GORGONIO PASS WTR AGENCY DS*	Certified	Ad-Valorem	0.1825
Sub Total:						1.42541
Total:						1.42541

For Public Access site

They need rates comparison for each year and see how it has changed

Levy > Reports > SSRS Management Reports

Tax Rates by TAG will provide a 3 year look back of TCA Makeup

Printed: 8/7/2019 9:40:02 AM
 User: ECOMQC
 VAUMENTUM-DEV-SRV

Tax Rates By TAG

Tax Year: 2018

External TAG ID	First Active Year	Basis Type	Tax Authority	Fund	Rate Type	Rate Class	2016	2017
001-007 001-007 BANNING	1960	Taxable Value	01-0000 GENERAL PURPOSE	01-0000-GP GENERAL PURPOSE	Certified	Ad-Valorem	0.010000000	0.010000000
01-0000 GENERAL PURPOSE Total:							0.010000000	0.010000000
	1975		03-1101 BEAUMONT UNIFIED SCHOOL	03-1101-D BEAUMONT UNIFIED SCHOOL	Certified	Ad-Valorem	0.0007193000	0.000767700
03-1101 BEAUMONT UNIFIED SCHOOL Total:							0.0007193000	0.000767700
	1975		03-9201 MT SAN JACINTO JR COLLEGE	03-9201-D MT SAN JACINTO JR COLLEGE	Certified	Ad-Valorem	0.0001320000	0.000132000
03-9201 MT SAN JACINTO JR COLLEGE Total:							0.0001320000	0.000132000
	1975		04-4391 SAN GORGONIO PASS MEM HOSPITAL	04-4391-D SAN GORGONIO PASS MEM HOSPITAL	Certified	Ad-Valorem	0.0008357000	0.000905200
04-4391 SAN GORGONIO PASS MEM HOSPITAL Total:							0.0008357000	0.000905200
	1975		04-5171 SAN GORGONIO PASS WTR AG DEBT SV	04-5171-D SAN GORGONIO PASS WTR AGENCY DS	Certified	Ad-Valorem	0.0018500000	0.001825000
04-5171 SAN GORGONIO PASS WTR AG DEBT SV Total:							0.0018500000	0.001825000
Taxable Value Total:							0.0135370000	0.013629900
TAG Total:							0.0135370000	0.013629900

Info Center > Tax Detail will display PIN level TAG makeup of Charges, Payments Etc.

A New Roadmap item (ROADMAP item for Snohomish - TAG/Tax Authority Associations should have filtering to allow for easy TAG/TA Associations) has been added to expand the TAG/TA capabilities with filtering to allow a faster and easier way to establish the TAG/TA Relationship

County Response to Fit Analysis:

We feel this is a gap and disagree that this is not a part of the levy process. In creating a TCA, we need to filter and search by district category or other TCAs. This effects the \$5.90 and 1% limitations. It is listed in the road map but we need it now for current work.

Product Response:

	Clarified the Resolution Description to note that this item will work with 1.5. Because the majority of this work will happen with the Annexations, this filter already exists in the Annexation Use Case. The Roadmap item is for the TAG/Tax Authority Screen, which will be the backup area to create TAG's/Tax Authorities.
Risks / Constraints / Dependences :	
Aumentum Program Name or function :	
Estimate:	N/A

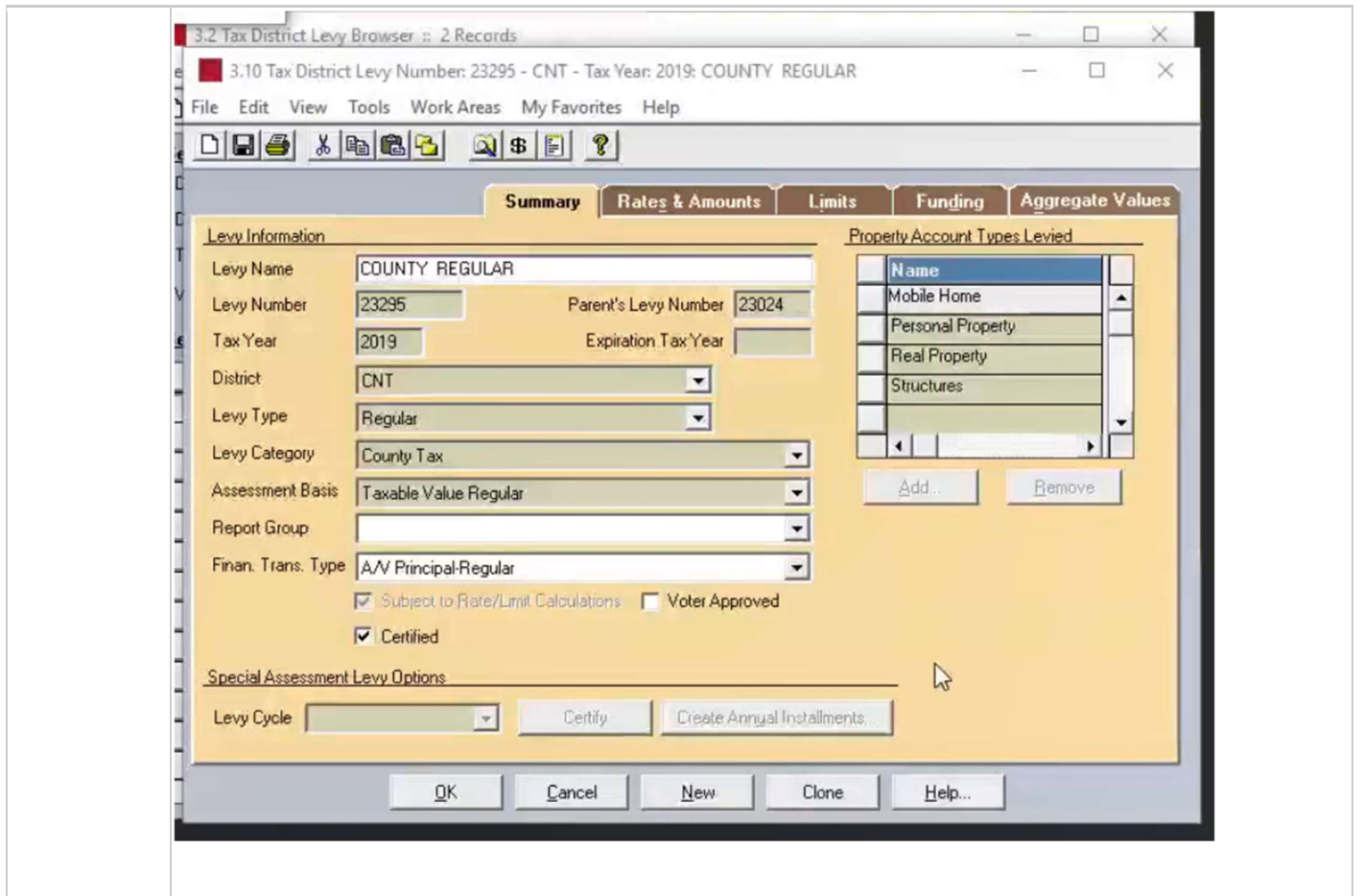
WASNO-USECASE-107 1.3.4 LEVY-DEPARTMENT OF NATURAL RESOURCES (DNR)

Project ID:	WASNO-UseCase-107
Title:	1.3.4 Levy-Department of Natural Resources (DNR)
Actor:	Levy Comptroller
Purpose and Objectives:	Prepare letter and list of unincorporated new plats as well as segregated parcels to the Department of Natural Resources (DNR) for them to determine if the Forest Protection Assessment (aka SFFP) remains or is removed.
Trigger Event(s):	Parcel is platted (unincorporated) or segregated that pays DNR fee (SFFP).
PreCondition:	Property Control Division processes a new plat (unincorporated) and/or segregation. DNR needs to determine if the taxpayer will pay this fee (SFFP). I send letter and spreadsheet that has parcels that are new plats (unincorporated) or segregated.
Post Condition:	Process can be automated that will produce a report of platted properties (in unincorporated) and/or segregation that can be sent to DNR.
Use Case Flow:	1. See work flow 1-3-4-Levy-DNR
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Legal Requirement: RCW 52.16 and 52.26 Goals for Improvements – Not currently As-Is Process To be able to automate this process in Aumentum.
Disposition:	Complex Configuration Required
Gap Description:	Provide a Data service that has the following info: In this data service, we need know if it has this SA(Forest Protection Assessment (aka SFFP)) and has been involved in a split or platted This information will then get sent to the DNR Once provided to the DNR, they will tell the county if they should take away or move the fee to the children They will run this around roll close by tax year Event Parcel is platted (unincorporated) or segregated that pays DNR fee (SFFP) by Tax Year Output Data Parcel TCA/TAG Fee amount
Resolution Description:	

Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-108 1.5.1 LEVY-OTHER-TAXING DISTRICTS LEVY DATA

Project ID:	WASNO-UseCase-108
Title:	1.5.1 Levy-Other-Taxing Districts Levy Data
Actor:	Levy Comptroller
Purpose and Objectives:	To review and analyze other processes that are done by the Levy Comptroller such as entering taxing districts levy information.
Trigger Event(s):	The Assessor’s Office receives taxing districts levy documents.
PreCondition:	Enter taxing district levy information into system.
Post Condition:	Enter taxing district levy information into system.
Use Case Flow:	1. See Workflow 1-5-Levy-Other-Taxing District Levy Data. 2. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.52, 84.55 and WAC 458-19</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Be able to enter taxing district information easily that complies with Washington State law. <p>Recording Link: FA Workshop - Levy Management 2 - Day 2 - 03819-1.mp4 Start Time: 2:18</p>
Disposition:	Complex Configuration Required
Gap Description:	<p>The Purpose of this Use Case is to review and analyze other processes that are done by the Levy Comptroller such as entering taxing districts levy information.</p> <p>Any Levy Limits and Taxing District Information that will change each year will be entered in the screens established in Use Case: 1.6 Levy Process</p> <p>Any information that will not change every year can be maintained on the TAG, TA, TAF level via UDF's that are setup. This will allow a 1 time setup to be Utilized</p> <p>This Use Case is to only establish additional UDF's that may need for calculation purposes in Use Case: 1.6 Levy Process</p> <p>Below are sample screens of what they enter today.</p>



3.2 Tax District Levy Browser :: 2 Records

3.10 Tax District Levy Number: 23295 - CNT - Tax Year: 2019: COUNTY REGULAR

File Edit View Tools Work Areas My Favorites Help

Summary Rates & Amounts Limits Funding Aggregate Values

Levy Value Name	Rate	Amount	Override Stan
Certified Rate Joint.Override CRR (R)			
Prior Year Corrected Rate RATEO (R)			
Prior Year Correction POSITIVE PYCP (A)			
Prior Year Correction NEGATIVE PYCN (A)			
Refund Levy Amount RFLA (A)		154,010.62	
Captured Tax Disputed Property CAPTX (A)			
Override MLL Since 1985 OVMLL (A)			
Maximum Statutory Rate MSR (R)	1.800000000000		
Population >10,000 (I=Y, O=N) POP (A)		1.00	
ORD/RES Dollar Increase ORDOL (A)		0.00	
ORD/RES Percent Increase ORPRC (R)	1.000000000000		
ORD/RES Levy from Prior Year ORPYL (A)		89,803,852.47	
Override IPD rate ILPCT (R)	1.000000000000		
Change in State Assessed Utilities STATE		34,249,615.00	

Allow overrides to levy value calculations

OK Cancel New Clone Help...

3.10 Tax District Levy Number: 23295 - CNT - Tax Year: 2019: COUNTY REGULAR

File Edit View Tools Work Areas My Favorites Help

Summary | **Rates & Amounts** | **Limits** | **Funding** | **Aggregate Values**

	Limit Rate	Limit Amount	Over Limit?	Lift Limit?	Override Standard Calcula
	1.800000000000	239,089,234.06	N	N	
		95,450,176.09	N	N	
		97,639,347.79	N	N	
		97,639,347.79	N	N	
	5.900000000000		N	N	
	10.162601626016		N	N	

File Edit View Tools Work Areas My Favorites Help

3.10 Tax District Levy Number: 23295 - CNT - Tax Year: 2019: COUNTY REGULAR

Summary Rates & Amounts Limits Funding Aggregate Values

Fund Number	Fund Name	Requested Amt.	Approved Amt.	Final Rate	
121121	DEVELOPMENTAL DISABILI	647,614.85	647,614.85	0.004875613	▲ Add...
112112	VETERANS RELIEF	582,852.57	582,852.57	0.004388048	Remove
120120	MENTAL HEALTH	647,614.85	647,614.85	0.004875613	Edit Fund Use
002002	CURRENT EXPENSE	91,864,070.73	89,314,450.76	0.672410081	
		Totals		93,742,153.00	91,192,533.03

Allow adjustments to Approved Amt.

OK Cancel New Clone Help...

Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-109 1.4.1 LEVY-ROLL CLOSE

Project ID:	WASNO-UseCase-109
Title:	1.4.1 Levy-Roll Close
Actor:	Levy Comptroller
Purpose and Objectives:	Purpose and Objectives To preserve the records (values) to complete the certification of the assessment rolls and new construction value to the Board of Equalization and send copy to the Department of Revenue.
Trigger Event(s):	Need to certify of the assessment rolls and new construction value to the Board of Equalization.
PreCondition:	<ul style="list-style-type: none">•Use Case 8.4 CAMA Assessor Roll. CAMA needs to do their process first.•Audit records.•Find and change TCA 05XXX to corresponding TCA that have new construction value now.•Gather the records (values) by running aggregate values and running queries/reports to complete the certification of the assessment rolls and new construction value.
Post Condition:	<ul style="list-style-type: none">•Use Case 8.4 CAMA Assessor Roll. CAMA runs their process.•Audit records.•Find and change TCA 05XXX to corresponding TCA that have new construction value now. Note: I wish there was a flag or report or something that would let us know that when new construction is added to a parcel that the TCA needs to change for the coming tax year or the process is automated and automatically changes the TCA when new construction is added to the rolls for the coming tax year. Possibly create a maintenance table from which the report could identify changes.•Gather records (values) by running aggregate values and running queries/reports to complete the certification of the assessment rolls and new construction value. Note: it would be really nice if I could just push a button to get a final report to show the numbers to be certified.•Be able to capture added improvement value for levying purposes (see 1.5.5 Use Case: Levy-Other-Added Improvement Values).
Use Case Flow:	<ol style="list-style-type: none">1. See Workflow 1-4 LevyRollClose.2. Form: Certification of Assessment roll to BOE3. Form: Certification of New Construction to BOE4. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	DOR = Department of Revenue
Reports:	
Notes:	Use Case 8.4 CAMA Assessor Roll. CAMA needs to do their process first. Audit records. Find and change TCA 05XXX to corresponding TCA that have new construction value now. Gather the records (values) by running aggregate values and running queries/reports to complete the certification of the assessment rolls and new construction value.
Disposition:	Software Development Required
Gap Description:	Business Process: To preserve the records (values) to complete the certification of the assessment rolls and new construction value to the Board of Equalization and send copy to the Department of Revenue. Roll Process (Certifying values) begins in Sept

	<p>These forms should be output files of the annual certification as well as off the menu to run against Generate Annual Roll instances</p> <p>Summary of County Level (Form G in Forms) Values Summary of New Construction (Form H in Forms) Values</p> <p>See <u>Attachments G & H</u> for the Actual DOR Reports that need produced. Further analysis of what exactly is the calculation for each field will need to happen during implementation phase., but instructions are in part 2 of G.</p> <p><u>In this process the county needs to:</u> Run Annual Certification and Report the values to the DOR This does not include state assessed utility values The finally report is at a summary level, but we need details to prove the summary level (enroll.xls just may need to be updated to show additional details) County level excluding New Construction Value. Does include Added improvement but not new construction New Construction will be reported on Form H only Precondition is the values that have been certified</p> <p><u>Additional Notes for the Report:</u> The Assessed Value for 1-3 on Form G, the actual Use Value (No Market) needs to be reported here Added Improvement Value is changes to the LAND, New Construction is the Change to the Improvement Example: in Split, Parcel A 100,000 , To Parcel B-E is 120,000 Added Improvement Value is 20,000 Added Imp Value is the value type in Ascend The Parent is Retired and MAY NOT have a Before Value in that same assessment year NC will be picked up after August 31 on REV 64 0059 (<u>FORM H</u>)</p> <p><u>RPA Edit Check</u> An Edit check in RPA needs to be setup to not allow buildings to be added to properties in a 05XXX TCA(TAG). If the Assessor wants to add buildings, they need to contact the Levy Comptroller to change the TAG, then buildings can be added. Also Levy Comptroller can use advanced search to find platted properties in the 05XXX TCA</p>
Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-110 1.6 LEVY PROCESS

Project ID:	WASNO-UseCase-110
Title:	1.6 Levy Process
Actor:	Levy Comptroller
Purpose and Objectives:	To review, analyze, and calculate the lawful levy amounts and rates.
Trigger Event(s):	Taxing districts submit levy documents for me to use in calculating levy amounts and rates as well as check levy limitations within Snohomish County.
PreCondition:	Able to run the levy process to calculate levies and rates as well as check and apply levy limitations.
Post Condition:	Able to run the levy process to calculate levies and rates as well as check and apply levy limitations.
Use Case Flow:	<p>1. The system needs to be able to do the following:</p> <ul style="list-style-type: none"> i. Have one training/testing database for levy calculations/certification processes. This database will have all the same functions as a production database. ii. Able to run the levy calculation/certification process while allowing other users to make changes to live data that will not impact the levy process/certification. iii. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue. <p>2. See Workflow 1-6 Levy Process.</p> <p>3. The system needs to be able to do the following:</p> <ul style="list-style-type: none"> i. Allow user to verify that each step of the levy calculation process ran correctly. If not, have error messages that will identify what the issue is and the ability to correct and re-run levy step(s). Also, have a safety measure that will prompt the user if a step is currently being run in the system...so, the same step won't be ran at the same time. ii. Calculate aggregate values for each taxing districts levies as well as show a breakdown of the different value categories. iii. Be able to create and maintain levies for taxing districts. Preserve levy history. Clone levies, etc. iv. Be able to enter values/rates for joint taxing districts. v. Be able to calculate joint taxing districts levies. vi. Be able to enter overrides that allow for lid lifts, adjust highest lawful levy, corrections, rates, etc. vii. Be able to export assessed values from Aumentum to levy access database. viii. Be able truncate (not round) levy rate at least 12 points past the decimal. ix. Be able to calculate the statutory rate for cities that have annexed to library and/or fire district. This rate will be used to determine the statutory amount. x. Be able to enter rate of inflation measured by implicit price deflator. Need this for limit factor used in levy limit. xi. Be able to enter the real property and personal property ratios. Need this for the 1% Constitutional Limit. xii. Be able to calculate levy amounts and rates: <ul style="list-style-type: none"> 1. See 1-6 Levy Process DOR calculations forms.pdf. Department of Revenue Levy Calculation worksheets (includes highest lawful levy, actual levy, excess levy and bond levy as well as school districts levy computation for bond, capital project, transportation vehicle and enrichment levies). <ul style="list-style-type: none"> a. Note: there may be special calculates that DOR forms can't calculate that will still need to be done (e.g. lid lifts, fire districts with non-voted bonds, merged taxing districts, etc.). xiii. Use and maintain the highest lawful levy since 1985 (tax year 1986) and the year that it occurred with the ability to override. Need for levy calculation. xiv. Be able to use last year's levy information (e.g. actual levy, levy rate, and state assessed utility AV, etc.) with the ability to override. Need for levy calculation. xv. Be able to enter levy amounts, refund amounts, and rates, etc. Need for levy calculation.

	<p>xvi. Be able to handle adjudicated and administrative refunds in the levy for a given taxing district. Need for levy calculation.</p> <p>xvii. Be able to check/calculate the 5.90 Aggregate Limit and do any pro-rationing and showing the calculation (see Pro-rationing Worksheet for the \$5.90 Aggregate Limit found in 1-6 Levy Process DOR calculations forms.pdf).</p> <p>xviii. Be able to check/calculate the 1% Constitutional Limit and do any pro-rationing and showing the calculation (see Pro-rationing Worksheet for the 1% Constitutional Limit found in 1-6 Levy Process DOR calculations forms.pdf).</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.52 and 84.55, and WAC 458-19.</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> To implement a system to calculate levy amounts and rates required by state law. My understanding is that the system (Aumentum) currently does not calculate levies or rates or check levy limitations that complies with Washington State law.
Disposition:	Software Development Required
Gap Description:	<p>Business Process: Each Year the taxing districts submit levy documents to the Levy Comptroller to use in calculating levy amounts and rates as well as check levy limitations within Snohomish County.</p> <p>Key Notes</p> <p>This calculation is done in January, and have to be certified by January 15th Values can change up to Jan 1st., so the process cannot start until this date. They will start working on this process in November, but no values are finalized until Jan 1 Taxing district information needs to be supplied by December 15th In September, the Levy Comptroller will send letter to districts with as much info as we can provide for a preliminary look, but will have to resend after certification Then have also have to enter joint taxing districts from other counties Beginning of December the Levy Comptroller will go through whole process on test db But they are gathering and report out on Data all year long...</p> <p>Types of Levies in Washington</p> <p>There are 2 categories Regular Levies & Excess Levies <u>Regular Levies</u> - District Approved by Voters they automatically have statutory limits set at by legislation <u>Excess Levies</u> - Voter Approved and last for a time that the voter approved</p> <p>This calculation is for <u>Regular Levies</u></p> <p>There are two calculations happening. 1st is the Calculation of the Highest Lawful Levy. This calculation will determine the Highest Levy amount the Taxing District is able to tax on 2nd is the Actual Levy Calculation. This calculation will determine the rate that will be used for calculation Each Taxing District has the ability to bank the Levy at a higher rate for the future, if they don't need the entire amount today. So they have to capture all amounts so they can *Bank* the amount not used in the future. After a levy is established, they are limited to what they can take in the future. They are BUDGET based so they calculate an amount, not a rate. The Rate is established after the amount is determined</p> <p>Additional Requirements based on the Use Case Flow above (See there for requirements as well) * indicates a change to Aumentum Any Errors should be logged in the Dyn Calc Log</p>

If the calculation is in progress, user should not be able to hit calculated again
 New Construction and Added Improvement values need to be captured separately
 For Joint taxing districts, the county may have to calculate the regular levy or any rate should be able to be overwritten if the other county calculated the rate
 Any of the options needs ability to be overwritten
 Any of the data should be able to export to excel or a data service can be created
 *We need to allow 12 decimal points. With options to Truncate, round up, round down
 Be able to enter rate of inflation measured by implicit price deflator. Need this for limit factor used in levy limit. By the district, this is the 1%, but it can be more or less
 Be able to handle adjudicated and administrative refunds in the levy for a given taxing district. Need for levy calculation.
 Actual Levy Row H 2 types of refunds (district level refund by process
 2 different columns of refunds
 Refunds are corrections

Process in Aumentum

*Tax > Tax Roll Processing > Annual Roll > AV/AVI

The AV/AVI will be required to pull in the appropriate values that will need be used in these calculations below
 The AV/AVI will need to be run multiple times to establish the latest values and will need to run before Annexations (JCL) or after Annexations, depending on the choosing of the levy Comptroller. Also before and after corrections as well.

To do this process, Levy Groups and Levy Maintenance will be used to manage the values and Rates
 Because of the time this process needs completed, the **Levy Maintenance needs turned into a grid to allow faster, easier entry of User inputted values & Overrides**

*Tax > Levy Management > Tax Rate Maintenance > Levy Groups

Levy Modifiers will need to be setup for the *Buckets* of information that needs to be captured below. Once setup, the Levy Comptroller can go to the Levy groups UI to make a decision on which Levy Modifiers they will need to see in the calculations. Default should be all, but the ability to change as calculation changes should be available.

The Modifier Action will also need to add the ability to divide. Current Add, Subtract, & Multiply are Available
 This setup will not need to be touched after initial setup, unless something changes and the appropriate year of change can be selected

1 Search 2 Add/Edit 3 Modifier Funds 4 TAF Setup 5 Exclude TAGs

Edit Levy Definition

Tax year: 2019
 Name: Regular Levy
 Description:
 Levy level: TAF
 Levy calc type: Debt Service Rates

Levy basis type: TaxableValue
 Amount type: Charge
 Source county: Riverside
 Levy value type:

Tax Authority Funds: Tax Authority Fund

Modifier	Description	Calculation Level	Calculation Process Step	Modifier Type	Modifier Action
<input type="checkbox"/>	DSPrincipal	Debt Service Principal	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DSInterest	Debt Service Interest	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DSDPF	Debt Service Dry Period Financing	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DSAgentFees	Debt Service Paying Agent Fees	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DSAdminCost	Debt Service Admin Costs	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DsPYUnitaryCorr	Debt Service PY Unitary Correction	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DSFundBalAvail	Debt Service Available Fund Balance	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DSAdjustment	Debt Service Adjustment	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DSEstIntrstEarmg	Debt Service Estimated Interest Earnings	Rate Calculation	Not Assigned	
<input type="checkbox"/>	DSGenReserve	Debt Service General Reserve	Rate Calculation	Not Assigned	

Tax > Levy Management > Tax Rate Maintenance > Levy Maintenance

Once the modifiers and calculation are established, the Levy Comptroller can go into the Levy Maintenance Screen to calculate and enter the information for each of the taxing districts.

The tabs and calculation will need to be enhanced to pull the appropriate values and buckets needed to calculate for the state of Washington based on the data below and the Levy Modifiers entered

Group Limits will be discussed further below after the regular rate has initially been established

The Levy Request Amounts tab should be used to calculate the Highest Lawful Levy

The Tax Rates tab should be used to calculate the actual levy amounts, & to Establish and Display Limits

These Grids are samples below of the current layout, but this request will turn them into cleaner, user friendly, data entry and override grids.

The Levy Maintenance Calculations should also produce the output files defined below. They can be setup as correspondence if it makes more sense.

1 Search 2 Levy Requests

Maintain Levy Requests Select Item Submit for Approval AV/AVI Calculate

TaxYear: 2019
 Description: Debt Service Levy

Levy Level: Tax Authority Fund
 Levy Basis Type: Taxable Value

Amount Type: Charge
 Levy Value Type:

Levy Calculation Type: Debt Service Rates

Tax Authority: Request Date: 08/28/2019 Limit Group Name: Reason Code: Default

Levy Request Amounts Tax Rates Rate History Calculation

Fund	Modifier	Modifier Value
- 02-2701-D - 02-2701-D CITY OF RIVERSIDE - tafNetTax		
	Debt Service Principal	0.00
	Debt Service Interest	0.00
	Debt Service Dry Period Financing	0.00
	Debt Service Admin Costs	0.00
	Balance To Be Raised	0.00
	BALANCE TO BE RAISED	0.00
- 03-0009-D - 03-0009-D SAN BERNARDINO VLY COM COLLEGE - tafNetTax		
	Balance To Be Raised	0.00
	BALANCE TO BE RAISED	0.00
- 03-0018-D - 03-0018-D COLTON JOINT UNIFIED SCHOOL - tafNetTax		

AUMENTUM

Home Asmt Admin Valuation Tax Cashiering Records Info Center Personal Property Appraisal Reports and Interfaces Case Management Configuration

1 Search 2 Levy Requests

Maintain Levy Requests Select Item Submit for Approval AV/AVI Calculate

TaxYear: 2019
 Description: Debt Service Levy

Levy Level: Tax Authority Fund
 Levy Basis Type: Taxable Value

Amount Type: Charge
 Levy Value Type:

Levy Calculation Type: Debt Service Rates

Tax Authority: Request Date: 08/28/2019 Limit Group Name: Reason Code: Default

Levy Request Amounts Tax Rates Rate History Calculation

Fund	Limit Group Name	Rate Limit	Group Rate Limit	Difference to Limit	Calculated Group Rate	Current Year	Bond Reserve Rate	Total Rate	Manual	Prior Year	Variance Reason	Va
<input type="checkbox"/>	02-2701-D - 02-2701-D CITY OF RIVERSIDE	0.0000000000	0.0000000000		0.0000000000					0.0059200000	Enter reason	
<input type="checkbox"/>	03-0009-D - 03-0009-D SAN BERNARDINO VLY COM COLLEGE	0.0000000000	0.0000000000		0.0000000000					0.0407000000	Enter reason	
<input type="checkbox"/>	03-0018-D - 03-0018-D COLTON JOINT UNIFIED SCHOOL	0.0000000000	0.0000000000		0.0000000000					0.1116000000	Enter reason	

Highest Lawful Levy Calculations

Underlines means Aumentum needs to provide number on the form
All values needed for capturing should be visable in AA for levy to use as necessary

1. Header Info

Taxing District: Name of Taxing District (TAF) being Calculated

Tax Year being calculated

Levy For Tax Year being Billed Taxes

A. Highest regular tax which could.....

Year: Tax Year being calculated

Highest Lawful Levy: The Historically highest Levy Amount ever administered (It could be PY Highest Lawful Levy Amount (Conversion Year it should be entered future years calculated but able to be overridden)

x Max Increase of 101%: 101% (Should be stored as CPI Factor) (can be overridden)

= Highest Lawful Levy x Max Increase (Highest Amount they are allowed to Levy)

B. Current Year's Assessed Value..... Start Time: 6:00

A.V.: CY A.V. Of New Construction, improvements wind turbines, solar, biomass, and geothermal facilities in original districts before annexation (increase in value from last year, new construction and added improvement, additional value due to platting BEFORE Annexation(JCL))

x Last Yr. Levy Rate/\$1,000: Last Yr. Levy Rate

= A.V. x (Last Yr. Levy Rate/\$1,000)

C. Current Years State Assessed Property Value..... Start Time: 7:51

Current Yr A.V.: Tax Year being calculation A.V.

- Previous Yr. A.V.: Tax Year being calculation -1 A.V.

= Remainder: Current Yr A.V - Previous Yr A.V.

Remainder: Remainder from Above

x Last Yr. Levy Rate/\$1,000: Last Yr. Levy Rate

= Remainder x (Last Yr. Levy Rate/\$1,000)

D. Regular Property Tax Limit.... A+B+C

E. To Find the create to be used in F..... Start Time: 8:51

Total in Line D: Regular Property Tax Limit

/ Current Assessed Value: Current Assessed Value of District, BEFORE annexation

= Line D / (Current Assessed Value x \$1,000)

F. Annexed Area's current assessed Value....

Annexed Area's A.V.: CY AV Assessed Value from Annexations

x Rate in Line E: Rate from Line E

= Annexed Area's AV / (Rate in Line E x \$1,000)

G. Regular Property Tax Limit..... D+F

H. Statutory maximum rate..... Start Time: 11:00

A.V of District: Current AV (This should be E AV + F AV)

x Statutory Rate Limit: Statutory Rate Limit (this will be entered, it not always static, so may need to change each year - separate process outside Aum to get number)

= AV of District x (Statutory Rate Limit / \$1,000)

I. High Lawful Levy.... Lessor of G and H (this amount will be used NEXT Year in A)

J. Tax Rate Base for Regular Levy

1. Total District Taxable Value.... Current AV (This should be E AV + F AV)

K. Tax Base for Excess and Voted Bond Levies

2. Less Assessed Value.... User Inputted AV

3. Plus Timber Tax.... User Inputted AV

4. Tax Base for Excess J1+K2+K3

2. Excess Levy Rate Computation

Levy Amount: User Inputted

x Excess AV and TAV: User Inputted

= Levy Amount/(Excess AV and TAV/\$1,000)

Bond Levy Rate Computation

Levy Amount: User Inputted

x AV from Line K4: User Inputted

= Levy Amount/(AV from Line K4/\$1,000)

HIGHEST LAWFUL LEVY CALCULATION

TAXING DISTRICT _____ Levy for _____ Taxes

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).

Year _____ Highest Lawful Levy _____ x _____ Maximum Increase 101% _____ = _____

B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).

_____ x _____ Last Year's Levy Rate _____ + \$1,000 _____ = _____

A.V. _____

C. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).

Current Year's A.V. _____ - Previous Year's A.V. _____ = \$ _____ Remainder

Remainder from Line C _____ x Last Year's Levy Rate _____ + \$1,000 _____ = _____

D. Regular property tax limit: A+B+C _____ = _____

Parts E through G are used in calculating the additional levy limit due to annexation.

E. To find the rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.

_____ Total in Line D _____ + _____ Current Assessed Value _____ x \$1,000 _____ = _____ #DIV/0!

F. Annexed area's current assessed value including new construction and improvements, times the rate in Line E.

_____ Annexed Area's A.V. _____ x _____ #DIV/0! Rate in Line E _____ + \$1,000 _____ = _____ #DIV/0!

G. Regular property tax limit including annexation D+F _____ = _____ #DIV/0!

H. Statutory maximum rate times the assessed value of the district.

_____ A.V. of District _____ x _____ Statutory Rate Limit _____ + \$1,000 _____ = _____ Statutory Amount

I. Highest Lawful Levy (Lesser of G and H) = _____ #DIV/0!

J. Tax Base For Regular Levy

1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) _____

K. Tax Base for Excess and Voted Bond Levies

2. Less assessed value of the senior citizen exemption of less than \$40,000 income difference between the lower of the frozen or market value and the exempt value) _____

3. Plus Timber Assessed Value (TAV) _____

4. Tax base for excess and voted bond levies (1-2+3) _____

Excess Levy Rate Computation

Excess levy amount divided by the assessed value in Line K4 above.

_____ Levy Amount _____ + _____ A.V. from Line K4 above _____ x \$1,000 _____ = _____ #DIV/0!

Bond Levy Rate Computation

Bond levy amount divided by the assessed value in Line K4 above.

_____ Levy Amount _____ + _____ A.V. from Line K4 above _____ x \$1,000 _____ = _____ #DIV/0!

After Highest Lawful Levy Calc is complete, this calculation of the actual levy occurs
Underlines means Aumentum needs to provide number on the form
 All values needed for capturing should be visible in AA for levy to use as necessary

1. Header Info

Taxing District: Name of Taxing District (TAF) being Calculated
 Tax Year being calculated
 Levy For Tax Year being Billed Taxes

2. District Info

Population: Checkbox for Answer (UDF) (this controls ordinance process)
 Was a resolution/ordinance...: Checkbox for Answer (UDF)

If so, what was the perc....: User Inputted
Calc % Incr: User Inputted
Was a second...: Checkbox for Answer (UDF)
If so, what wasUser Inputted

A. Previous years actual....

+ Plus Resolution Increase Amount: User Inputted
= Previous Yr Actual Levy + Resolution Increase Amount

Year: Tax Year being calculated
Previous Yr Actual Levy: Previous Yr Actual Levy
X 100% plus the Percentage Increase: 100% + CPI Factor (can be overridden)
= Previous Yr Actual Levy X 100% + CPI Factor

B. Amount for New Con..... : Highest Law Levy B

C. Amount for increase....: Highest Law Levy C

D. Regular Property tax limit: A+B+C

E. To find the rate to be....

Total in Line D on Page 1: Highest Law Levy D
/Assessed Value: Current Assessed Value of District, BEFORE annexation (See Highest Law Levy E Current AV)
= Highest Law Levy D/(Assessed Valuex\$1,000)

F. Annexed Area's current...

Annexed Area's AV: CY AV Assessed Value from Annexations (See Highest Law Levy F Current AV)
x Rate in Line E: Rate in Line E
= Annexed Area x (Rate in Line E/\$1,000)

G. Total Levy Amount..: D+E

H. Total Levy Amount

Total from Line G: D+E
+ Amount to be Refunded: User Inputted (What was corrected in the Prior Year (Tax Dollars corrected)for a specific time period) (Sept 1 PY - Aug 31 CY)
= Line G + Amount to be Refunded

I. Total Amount Certified..: User Inputted Resolution Amount

J. Levy Limit from line G...

Line G, Page 1: Highest Law Levy G
+ Amount to be Refunded: Same as H above
= Line G + Amount to be Refunded

K. Amount of taxes recovered...

Lesser of H,I,J: Lesser of H,I,J
+ Amount Held in Abeyance: User Inputted (Large Appeal Values)
= Lesser of + Amount Held in Abeyance

L. Statutory Limit from Line H...: Highest Law Levy H

M. Lesser of K and L...: Lesser of K and L

N. Levy Corrections...

Year of Error: User Inputted
1. Minus Amount over levied: User Inputted
2. Plus amount under levied: User Inputted

O. Total: $M \pm N = \underline{M - N1 + N2}$

Regular Levy Rate Computation *This is the tax rate that needs subject to determine of rate limits*

Lesser of L and O unless Lid Lifted: Lesser of L and O (Can be overridden)
/Amount of line J1 on Page 1: Highest Law Levy J1
= Lesser of L and O unless Lid Lifted/(Highest Law Levy J1x\$1,000)

Prorated Rate: User Inputted

Calculations from School Districts: Proposed provide parts A*B rest is user entered

A second Levy Group will need to be setup for the Calculation of the School districts. The same changes from above in Levy Maintenance/Levy Modifiers should apply but the calculation will look as follows:

1. Header Info

Taxing District: Name of Taxing District (TAF) being Calculated
Tax Year being calculated
Levy For Tax Year being Billed Taxes

A. Tax Base for Bond...

1. Total District Taxable Value...: CY AV - Senior Citizen Exemption
2. Plus Timber Assessed Value...: Timber AV or user inputted
3. Tax Base for Voted Bond...: Line A1+ Line A2

B. Tax Base for Enrichment Levies...

1. Total District Taxable Value: Same as Line A1
2. Plus one-half TAV: Line A2/.5 or user inputted
3. Tax Base for Enrichment Levies: Line B1+ Line B2

C. Bond: User Inputted

D. Capital Project: User Inputted

E. Transportation Vehicle: User Inputted

F. Enrichment: User Inputted

Levy Rate Calculations

G. Bond Levy Amount: Line C
\ Taxable Value: Line A3
= Line C \ (Line A3 x \$1,000)

H. Capital Project Amount: Line D
\ Taxable Value: Line A3
= Line D \ (Line A3 x \$1,000)

I. Transp Vehicle Amount: Line E
\ Taxable Value: Line A3
= Line E \ (Line A3 x \$1,000)

J. Enrichment Levy Stat Amount

Enrich Taxable Value: Line F
x Stat Max Rate: Stat Max Rate
= Line F + (Stat Max Rate/1,000)

K. Enrichment Levy Max Amount: User Inputted

L. Levy Rate Computation...

Lesser of F,J,K: Lessor of F,J,K
+ Taxable Value: Line B3
= Lessor of F,J,K \ (Line B3 x \$1,000)

School District Levy Computation for Bond, Capital Project Fund, Transportation Vehicle fund, and Enrichment Levies

TAXING DISTRICT _____ Levy for _____ Taxes

A. Tax Base For Bond, Capital Project Funds, and Transportation Vehicle Fund Levies	
1. Total district taxable value (including state-assessed property, and excluding boats and the full senior citizen exemption)	_____
2. Plus Timber Assessed Value (TAV)	_____
3. Tax base for voted bond, capital project & transportation vehicle fund levies (1+2)	_____
B. Tax Base For Enrichment Levies	
1. Total district taxable value (including state-assessed property, and excluding boats and the full senior citizen exemption)	_____
2. Plus one-half TAV or 80% of the 1983 timber roll, whichever is greater	_____
3. Tax base for enrichment levies (1+2)	_____

**Total Amount Certified by County Legislative Authority or Taxing District
(RCW 84.52.020 & RCW 84.52.070)**

C. Bond (includes refund levy amount)	=	_____
D. Capital Project (includes refund levy amount).....	=	_____
E. Transportation Vehicle (includes refund levy amount).....	=	_____
F. Enrichment (includes refund levy amount).....	=	_____

Bond, Capital Project Fund, or Transportation Vehicle Fund Levy Rate Computation

Levy rate computation for bond, capital project fund, or transportation vehicle fund levy

G. _____	+	_____	×	\$1,000	=	_____	#DIV/0!
Bond Levy Amount - Line C		Taxable Value - Line A3				Bond Levy Rate	
H. _____	+	_____	×	\$1,000	=	_____	#DIV/0!
Capital Project Amount - Line D		Taxable Value - Line A3				Cap. Proj. Levy Rate	
I. _____	÷	_____	×	\$1,000	=	_____	#DIV/0!
Transp. Vehicle Amount - Line E		Taxable Value - Line A3				Transp. Veh. Levy Rate	

Enrichment Levy Rate Computation

J. Enrichment levy statutory maximum levy amount

_____	×	_____	+	\$1,000	=	_____
Enrich. Taxable Value - Line B3		Statutory Max. rate				Enrichment Max. Rate Limit

K. Enrichment levy maximum amount per pupil.....

_____	=	_____
		Enrichment Per Pupil Maximum

Levy rate computation for enrichment levy

L. _____	÷	_____	×	\$1,000	=	_____	#DIV/0!
Lesser of F, J, and K		Taxable Value - Line B3				Enrichment levy rate	

Calculation of Limits

**Tax > Levy Management > Tax Rate Maintenance > Levy Maintenance*

Now that we have the preliminary Rates, we need to make sure there aren't a limiting factor by TCA (TAG) (If they are subject to limitation they have to go back to Highest Lawful levy sheet calculations) Grouping of TAF's under the TAG's cannot exceed \$5.90 Aggregate Rate or the 1% Constitutional Limit Under Levy Maintenance > Rates Tab we can use to establish the Limits This screen has the capability to search for certain funds to establish each group limit. The changes to the screen is a report to validate grouping, and to be able to retain this grouping for further purposes. It may be beneficial to make this a setup screen outside this UI.

Aumentum needs to pull and populate the rates per TCA by state formatted Sheet These will be preliminary and not yet posted rates

If the 5.90 limit is reached in each category, it is done so equitably in each category

Aumentum should produce spreadsheet or some easy way of validating only those over the limit. If they are over the limit in either grouping the Levy Comptroller will need to go back to highest lawful levy and revalidate the amounts

Levy Rate Limit Group

TA Code Fund Code TA Type Fund Type

TA Description Fund Description TA Category Fund Category

Selected Tax Authority Funds Group Name Group Rate Limit Calcul

<input type="checkbox"/> Tax Authority Code	Tax Authority Description	TAF Code	TAF Description	Allocate Bond Reserve Rate
<input type="checkbox"/> 02-2701	02-2701 CITY OF RIVERSIDE	02-2701-D	02-2701-D CITY OF RIVERSIDE	no
<input type="checkbox"/> 03-0009	03-0009 SAN BERNARDINO VLY COM COLLEGE	03-0009-D	03-0009-D SAN BERNARDINO VLY COM COLLEGE	no
<input type="checkbox"/> 03-0018	03-0018 COLTON JOINT UNIFIED SCHOOL	03-0018-D	03-0018-D COLTON JOINT UNIFIED SCHOOL	no
<input type="checkbox"/> 03-0501	03-0501 ALVORD UNIFIED SCHOOL	03-0501-D	03-0501-D ALVORD UNIFIED SCHOOL	no
<input type="checkbox"/> 03-0801	03-0801 BANNING UNIFIED SCHOOL	03-0801-D	03-0801-D BANNING UNIFIED SCHOOL	no
<input type="checkbox"/> 03-1101	03-1101 BEAUMONT UNIFIED SCHOOL	03-1101-D	03-1101-D BEAUMONT UNIFIED SCHOOL	no
<input type="checkbox"/> 03-1601	03-1601 COACHELLA VALLEY UNIFIED SCHOOL	03-1601-D	03-1601-D COACHELLA VALLEY UNIFIED SCHOOL	no
<input type="checkbox"/> 03-1701	03-1701 CORONA NORCO UNIFIED SCHOOL	03-1701-D	03-1701-D CORONA NORCO UNIFIED SCHOOL	no
<input type="checkbox"/> 03-2001	03-2001 DESERT SANDS UNIFIED SCHOOL	03-2001-D	03-2001-D DESERT SANDS UNIFIED SCHOOL	no
<input type="checkbox"/> 03-3201	03-3201 HEMET UNIFIED SCHOOL	03-3201-D	03-3201-D HEMET UNIFIED SCHOOL	no

Page 1 of 6

Available Tax Authority Funds

<input type="checkbox"/> Tax Authority Code	Tax Authority Description	TAF Code	TAF Description
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Page 0 of 0

Calculation of the 5.90 Aggregate Limit

The Calculation of the 5.90 aggregate Limit is done by levels. This is to help determine who gets the money if it is over the limit

The levels at the top get the money 1st.. and then it goes down each level

See Annual report for for more information

This limit does not apply to Excess Levies, State School Levy, or TAF's that don't fit in the categories of the form

1. Header Info

TCA: TAG

Original Rate: The Rate Calculated for regular levies

Level 8

Level 7

Level 6

Level 5

Level 4

Level 2

Level 1

Protection of Fire District...

Proration Factor Calculation

TCA # _____

Prorating Worksheet for the \$5.90 Aggregate Limit
 Exceptions: State Levy, Ports, PUDs, Emergency Medical Services, Affordable Housing Districts,
 Conservation Futures Levies, County Ferry Districts, Criminal Justice, Regional Transit Authority and Transit Levies.

	Original Rate	\$5.90	Final Rate
Level 8 County General Levy			0.0000000000
County Road			0.0000000000
City			0.0000000000
Total Level 8	0.0000000000		0.0000000000
Remaining Capacity After Level 8 (\$5.90 minus Total Level 8)		5.9000000000	
Level 7 Fire District (up to 50¢)			0.0000000000
Regional Fire Authority (RFA) (up to 50¢)			0.0000000000
Library District			0.0000000000
Hospital District (up to 50¢)			0.0000000000
Metro Park created before 1/01/02 (up to 50¢)			0.0000000000
Total Level 7	0.0000000000		0.0000000000
Remaining Capacity After Level 7		5.9000000000	
Level 6 Fire District (Remainder of rate after Level 7) **			0.0000000000
RFA (Remainder of rate after Level 7)**			0.0000000000
Total Level 6	0.0000000000		0.0000000000
Remaining Capacity After Level 6		5.9000000000	
Level 5 Metro Park created on or after 1/01/02 (up to 50¢)			0.0000000000
Remaining Capacity After Level 5		5.9000000000	
Level 4 Hospital District (Remainder of rate after Level 7)			0.0000000000
Metro Park (Remainder of rate after Level 5 or 7)*			0.0000000000
Cemetery District			0.0000000000
Other Junior Taxing Districts (excluding exceptions)			0.0000000000
Total Level 4	0.0000000000		0.0000000000
Remaining Capacity After Level 4		5.9000000000	
Level 3 Flood Control Zone*** (District must be located in a county with a population of 775,000 or more, or a county within the Chehalis River Basin, to protect rate)			0.0000000000
Remaining Capacity After Level 3		5.9000000000	
Level 2 Park & Recreation District			0.0000000000
Park & Recreation Service Area			0.0000000000
Cultural Arts, Stadium, & Convention District			0.0000000000
City Transportation Authority			0.0000000000
Total Level 2	0.0000000000		0.0000000000
Remaining Capacity After Level 2		5.9000000000	
Level 1 Cultural Access Program			0.0000000000
Aggregate Totals of Levy Rates	0.0000000000		0.0000000000
Protection of Fire District Rate, RFA, or Flood Control Zone Rate			
Amount of fire rate reduction at Level 6		Amount of rate to be protected **	
Amount of RFA rate reduction at Level 6		Amount of rate to be protected **	
Amount of flood rate reduction at level 3		Amount of rate to be protected ***	
Proration Factor Calculation			
For Level # _____			
Capacity Available / Total in the Level _____	+	_____	= #DIV/0!

*If not protected by vote (RCW 84.52.120)
 **Up to \$0.25 may be protected (RCW 84.52.125)
 ***Up to \$0.25 may be protected (RCW 84.52.816)



Instructions For Completing The Prorationing Worksheet For The \$5.90 Aggregate Limit

- 1) Complete one worksheet for each tax code area.
- 2) Enter the levy rates as calculated in the Levy Limit process in the Original Rate column for each taxing district. The worksheet will automatically calculate the levy rate amount needed for each level, levy rate capacity remaining after each level, and the final levy rate for each level.
- 3) If there is not sufficient funds for all of the levies within a level, the worksheet will automatically reduce the levy rates within that level on a proportionate basis.
- 4) If you would like to verify the prorationing factor used to reduce the levy rates, enter the Capacity Available and Total Rate needed for that level in the box labeled Proration Factor Calculation. The worksheet will automatically calculate the prorationing factor.
- 5) If any levy rates remain after all available capacity is used, the worksheet will automatically reduce the final levy rate for those levies to zero.
- 6) If either the fire district, RFA, or flood control zone district has protected a portion of their levy rate outside of the \$5.90 limitation, note that in the box labeled Protection of Fire District, RFA, or Flood Control Zone Rate Box. The maximum rate that can be protected is \$.25 per thousand dollars assessed value. The levy rate must be subject to a reduction before it can be protected.

*Below is the current spreadsheet that is provided by Ascend
Ascend provides this and gives aggregate per TCA that the county can quickly validate the TCA's that are over the limit

	A	B	C	D	E	F	G
1	TCA	Limit Rate	Actual Rate	Year	Limit Code		
2	00180	5.9	4.516296079500	2019	590		
3	00805	5.9	4.198962755750	2019	590		
4	00807	5.9	4.198962755750	2019	590		
5	00809	5.9	4.198962755750	2019	590		
6	00758	5.9	4.169530486640	2019	590		
7	00759	5.9	4.169530486640	2019	590		
8	01141	5.9	4.078030338460	2019	590		
9	01142	5.9	4.078030338460	2019	590		
10	01368	5.9	4.078030338460	2019	590		
11	01370	5.9	4.078030338460	2019	590		
12	01662	5.9	4.078030338460	2019	590		
13	03167	5.9	4.074004216000	2019	590		
14	03676	5.9	4.074004216000	2019	590		
15	03678	5.9	4.074004216000	2019	590		
16	00530	5.9	3.992852117700	2019	590		
17	00536	5.9	3.992852117700	2019	590		
18	00537	5.9	3.992852117700	2019	590		
19	01137	5.9	3.969257010170	2019	590		
20	03021	5.9	3.944299728270	2019	590		

Calculation of the 1% Constitutional Limit

This is the 1% Limit for checking the Market Vlaue

1% Limit Checking Market value

This is very similiar to the \$5.90 aggregate value but just with different funds

Limit Rate: Real Property and PPA number ratio provided from stat they have to be entered, entered a county level see below.

Aumentum needs to pull and populate the rates per TCA by Sheet. These will be preliminary and not yet posted rates

System should produce spreadsheet. Go back to highest lawful levy and revalidate this.

1. **Header Info** Start Time: 1:14:00

TCA: TAG

Real Property Ratio: Entered from State Form

Personal Property Ratio: Entered from State Form

\$10.00/Higher of Ratio = Limit Rate

Original Rate: The Rate Calculated for regular levies

Level 17

Level 16
 Level 15
 Level 14
 Level 13
 Level 12
 Level 11

Current spreadsheet to calculate
 Ascend provides this and gives aggregate per TCA

Prorating Worksheet for the 1% Constitutional Limit

Exceptions: Ports, Public Utility Districts

Calculation of an Effective Rate				
Real Property Ratio	_____			
Personal Property Ratio	_____			
\$10.00 / Higher of Personal or Real Property Ratio	_____	÷	_____	= _____

	Original Rate	Effective Rate	Proration Factor	Final Rate
Level 17 State Levy Part 1	_____			_____
State Levy Part 2	_____			_____
Total Level 17	_____			_____
Remaining Capacity After Level 17 (Effective rate minus total Level 17)		_____		
Level 16 County General	_____			_____
County Road	_____			_____
City	_____			_____
Regional Transit Authority	_____			_____
Total Level 16	_____			_____
Remaining Capacity After Level 16		_____		
Level 15 Fire District (up to 50¢)	_____			_____
Fire Prot. Svc. Authority (up to 50¢)	_____		_____	_____
Library District	_____		_____	_____
Hospital District (up to 50¢)	_____		_____	_____
Metro Park created before 1/01/02 (up to 50¢)	_____		_____	_____
Total Level 15	_____			_____
Remaining Capacity After Level 15		_____		
Level 14 Fire District (Remainder of rate after Level 15)*	_____			_____
Fire Prot. Svc. Authority (Rem. of rate after Level 15)	_____			_____
*Fire district rate in level 14 & 15 must balance with unprotected \$5.90 rate				
Remaining Capacity After Level 14		_____		
Level 13 Metro Park created on or after 1/01/02 (up to 50¢) (Portion not protected under \$5.90)	_____			_____
Remaining Capacity After Level 13		_____		
Level 12 Hospital District (Remainder of rate after Level 15)	_____			_____
Metro Park (Remainder of rate after Level 13 or 15)	_____		_____	_____
Cemetery District	_____		_____	_____
Other Junior Taxing Districts (excluding exceptions)	_____		_____	_____
Total Level 12	_____			_____
Remaining Capacity After Level 12		_____		
Level 11 Flood Control Zone (Portion of levy not protected RCW 84.52.815)	_____			_____
Remaining Capacity After Level 11		_____		

Level 10	Park & Recreation District	_____	_____	_____
	Park & Recreation Service Area	_____	_____	_____
	Cultural Arts, Stadium & Convention District	_____	_____	_____
	City Transportation Authority	_____	_____	_____
	Total Level 10	_____	_____	_____
	Remaining Capacity After Level 10	_____	_____	_____
Level 9	Cultural Access Program	_____	_____	_____
	Remaining Capacity After Level 9	_____	_____	_____
Level 8	Emergency Medical Services (Up to 30¢)	_____	_____	_____
	Remaining Capacity After Level 8	_____	_____	_____
Level 7	Conservation Futures	_____	_____	_____
	Affordable Housing	_____	_____	_____
	Emergency Medical Svc. (Remainder after Level 8)	_____	_____	_____
	Total Level 7	_____	_____	_____
	Remaining Capacity After Level 7	_____	_____	_____
Level 6	Metropolitan Park (If protected under the \$5.90 Limit) (District population must be 150,000 or more)	_____	_____	_____
	Remaining Capacity After Level 6	_____	_____	_____
Level 5	County Ferry District	_____	_____	_____
	Remaining Capacity After Level 5	_____	_____	_____
Level 4	Criminal Justice	_____	_____	_____
	Remaining Capacity After Level 4	_____	_____	_____
Level 3	Fire Protection District (Portion, if any, protected from \$5.90 proration under RCW 84.52.125)	_____	_____	_____
	Remaining Capacity After Level 3	_____	_____	_____
Level 2	Transit Levy	_____	_____	_____
	Remaining Capacity After Level 2	_____	_____	_____
Level 1	Flood Control Zone District (Portion, if any, protected from \$5.90 proration in RCW 84.52.815)	_____	_____	_____
	Remaining Capacity After Level 1	_____	_____	_____
	Aggregate of Levy Rates	_____	_____	_____
Proration Factor Calculation				
	For Level _____	_____	_____	_____
	Capacity Available / Total in the Level	_____	÷ _____ = _____	_____



Instructions for Completing the Prorationing Worksheet for the One Percent Constitutional Limit

- 1) Calculate the effective rate limit by dividing \$10.00 by the higher of the county real property or personal
- 2) In the column labeled "Original Rate," enter the taxing districts' levy rates as calculated in the levy limit process or the reduced rate from the \$5.90 limitation in the appropriate Level. For example, the State Levy rates would be entered in Level 17. Refer to RCW 84.52.010 for the order in which taxing district levies are prorated. Total the levy rates in each level.
- 3) Total the levy rates for all districts and enter the result in the box labeled "Aggregate of Levy Rates". If the total exceeds the effective rate limit, continue completing this worksheet.
- 4) Determine the levy capacity remaining after each level. First, subtract the total levy rate in Level 17 (local state school levy rates) from the effective rate limit. Enter the result on the line labeled "Remaining Capacity After Level 17". Subtract the total levy rates in Level 16 from the Remaining Capacity After Level 17 to determine the Remaining Capacity After Level 16. Continue this process through the remaining levels. If the total levy rates within a level exceeds the remaining levy capacity, enter zero.
- 5) If there is enough levy capacity to fully fund the levy rates within a level, no prorating is necessary for that level. In this case, nothing will be entered in the "Proration Factor" column, and the Original Rate may be copied to the "Final Rate" column.
- 6) In the box labeled "Proration Factor Calculation", divide the capacity available to fund the levy rates in the level to be prorated by the total of the levy rates in that level. Note the factor and the level for which it is calculated in the spaces provided.
- 7) Enter the resulting proration factor in the appropriate spaces of the level in which the prorating is necessary. Multiply the Original Rate by the Proration Factor to determine the Final Rate for taxing districts within the level.
- 8) If any levy rates remain after all available capacity is used, the remaining rates are reduced to zero.
- 9) Total the Final Rates. The Aggregate of Final Levy Rates should equal the effective rate limit.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Below is the current spreadsheet that is provided by Ascend
Ascend provides this and gives aggregate per TCA that the county can quickly validate the TCA's that are over the limit

FA Workshop - Levy Management 2- Day 2-032819-1.mp4

TCA limits for tax year 2019 final step 5 of 1

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Clipboard Font Alignment Number

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F5

	A	B	C	D	E	F	G	H	I	J
1	TCA	Limit Rate	Actual Rate	Year	Limit Code					
2	00180	10.16260162602	7.577859999010	2019	1PCT					
3	03025	10.16260162602	7.246213215780	2019	1PCT					
4	03028	10.16260162602	7.246213215780	2019	1PCT					
5	03032	10.16260162602	7.246213215780	2019	1PCT					
6	03683	10.16260162602	7.246213215780	2019	1PCT					
7	03687	10.16260162602	7.246213215780	2019	1PCT					
8	03022	10.16260162602	7.246213215780	2019	1PCT					
9	00758	10.16260162602	7.178700625890	2019	1PCT					
10	00759	10.16260162602	7.178700625890	2019	1PCT					
11	01142	10.16260162602	7.172943825970	2019	1PCT					
12	01368	10.16260162602	7.172943825970	2019	1PCT					
13	01370	10.16260162602	7.172943825970	2019	1PCT					
14	01662	10.16260162602	7.172943825970	2019	1PCT					
15	01141	10.16260162602	7.172943825970	2019	1PCT					
16	03671	10.16260162602	7.138720224050	2019	1PCT					
17	03046	10.16260162602	7.138720224050	2019	1PCT					
18	03167	10.16260162602	7.121446137640	2019	1PCT					
19	03676	10.16260162602	7.121446137640	2019	1PCT					
20	03678	10.16260162602	7.121446137640	2019	1PCT					
21	00807	10.16260162602	7.111982206420	2019	1PCT					
22	00809	10.16260162602	7.111982206420	2019	1PCT					
23	00805	10.16260162602	7.111982206420	2019	1PCT					
24	00475	10.16260162602	7.067000510370	2019	1PCT					

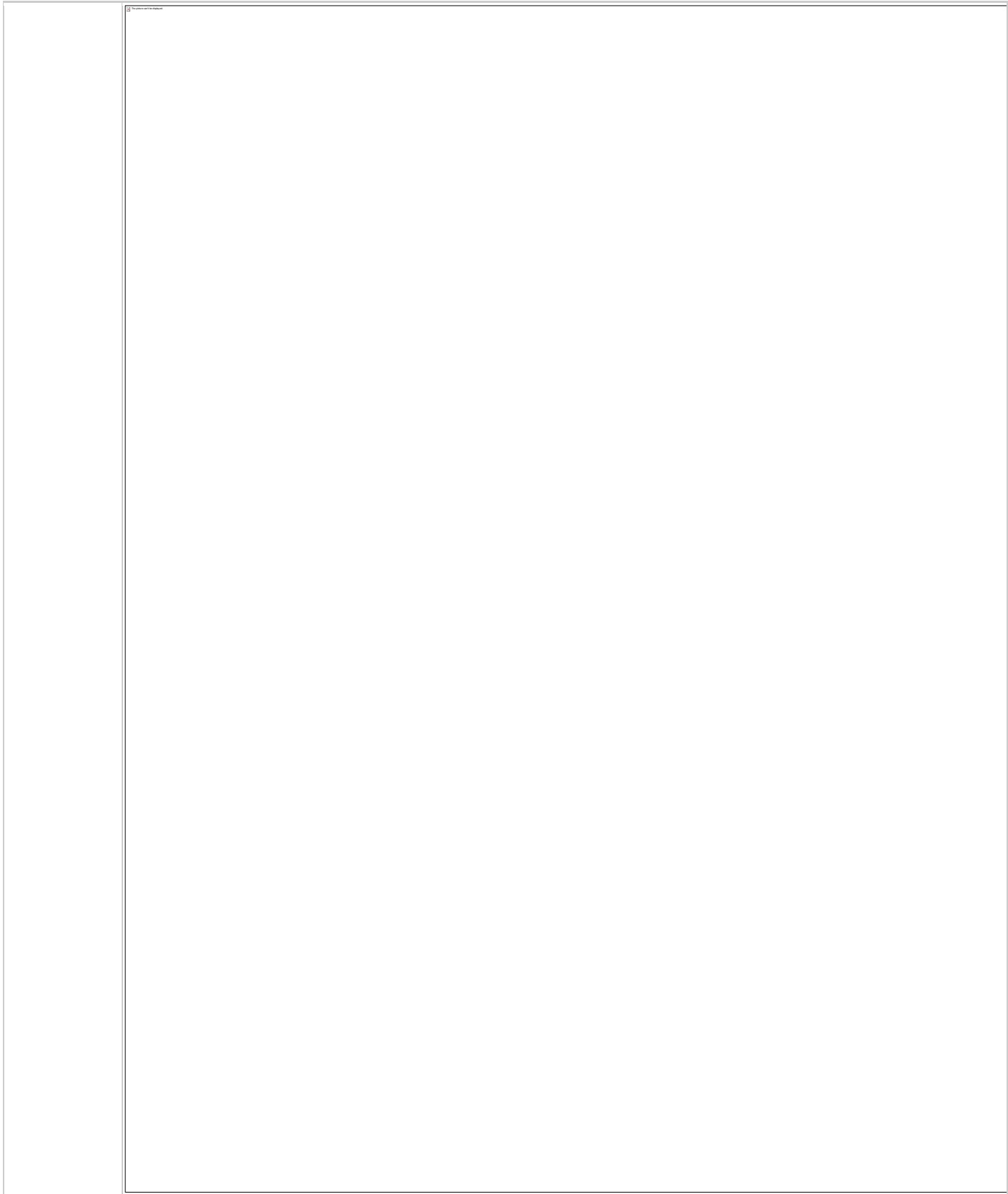
5.90 agg limit 1% const limit

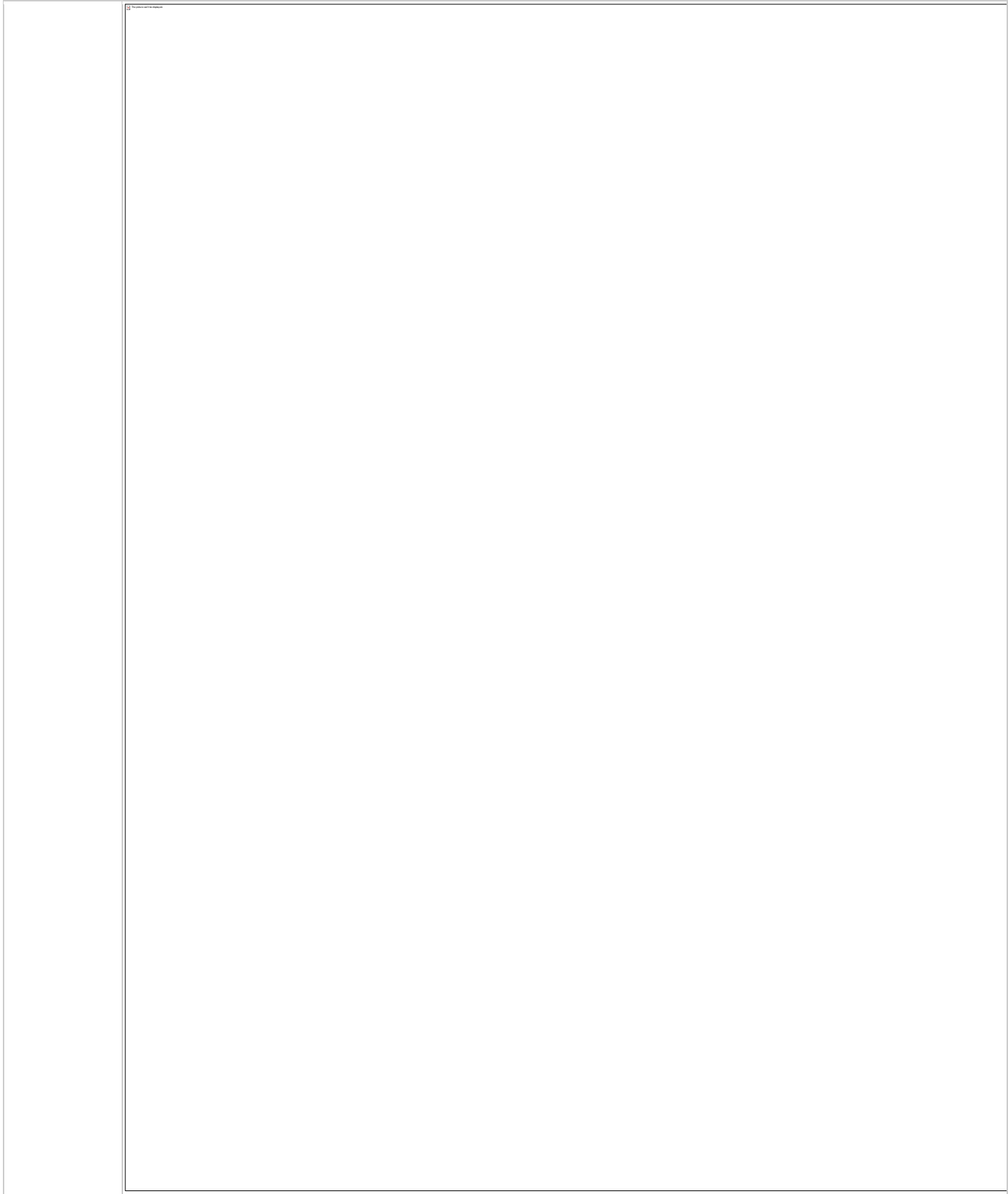
READY

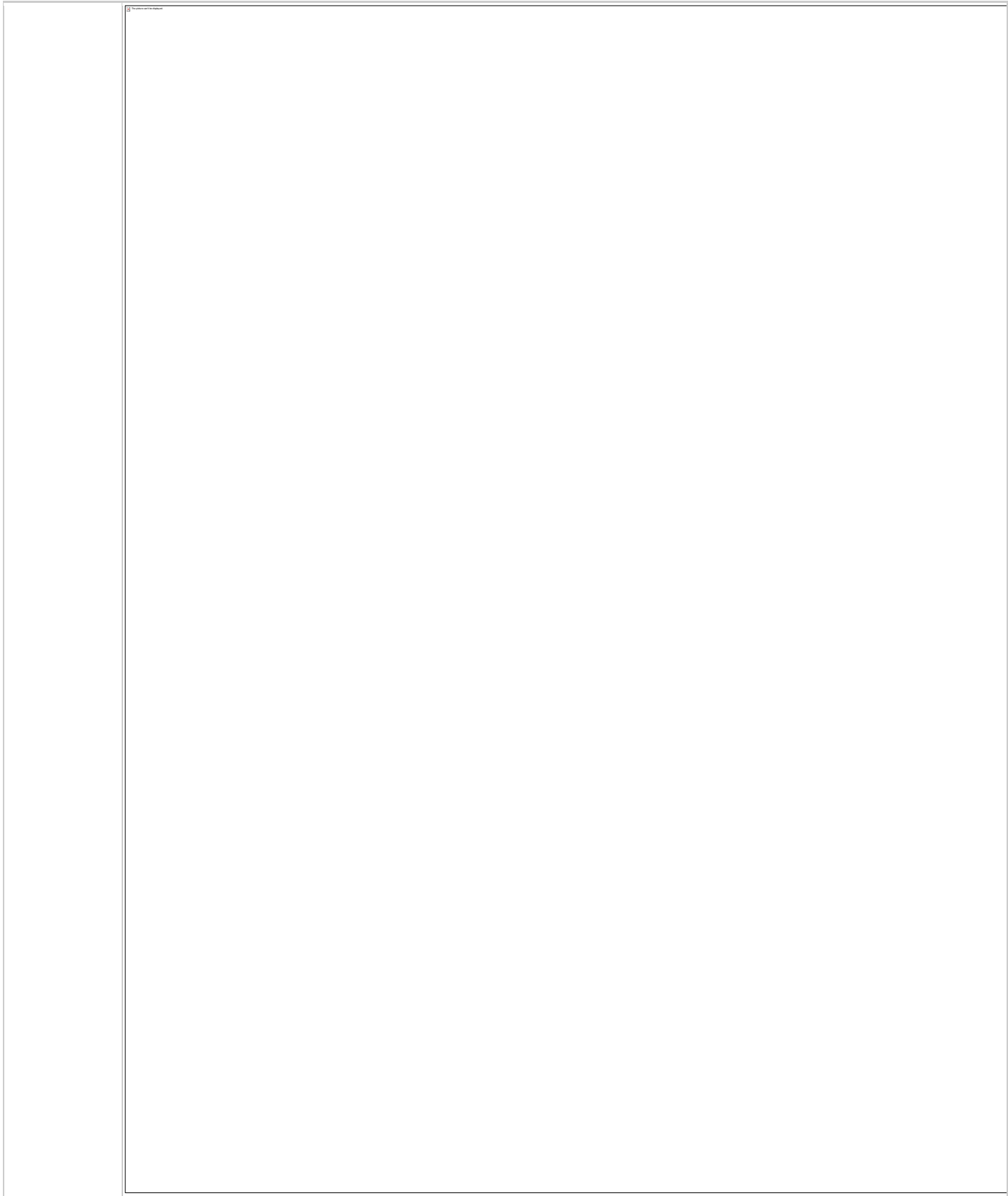
After all Rates are established, and ready to publish. the rates should be submitted for Approval and go through the Approve/Reject Process.

If approved, the Rates will be published to be used for the upcoming tax extension

if rejected, the rates will be sent back to the user with the note of why it has been rejected.







Resolution Description :	
Risks / Constraints / Dependences :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-111 1.7.1 LEVY REPORTS

Project ID:	WASNO-UseCase-111
Title:	1.7.1 Levy Reports
Actor:	Levy Comptroller
Purpose and Objectives:	To create & publish reports for Department of Revenue, Department of Natural Resources, Board of Equalization, taxing districts and the public as well as to complete Press Release, Annual Report, etc.
Trigger Event(s):	Request from Department of Revenue, taxing district and the public, etc.
PreCondition:	<ul style="list-style-type: none"> •Able to run reports for Department of Revenue, taxing district and the public, etc. •Able to export to Excel, Word and PDF. •Able to create reports with access database that can pull information from Ascend.
Post Condition:	<ul style="list-style-type: none"> •Able to run reports for Department of Revenue, taxing district and the public, etc. •Able to export to Excel, Word and PDF. •Able to create reports in Aumentum and/or access database that can pull information from Aumentum.
Use Case Flow:	<p>1. See reports in 1-7-Levy-Reports folder. Note: these are the main reports needed. There are other reports not included that we will need.</p> <ol style="list-style-type: none"> a. State Abstract Report b. State Levy Report c. State Levy Final Values Report d. Senior and Disable Relief Report e. Assessed Values, Levy Rates, & Taxes for Tax Year 20XX (WA0039) f. Certified Values (WA0111) g. Board of Equalization Certification of Assessment Roll h. Board of Equalization Certification of New Construction Value i. Top Taxpayers (ASC0136) j. Annual Report k. Preliminary letters to districts l. Certification letters to districts m. rptAbstractOfAssessedValuesPg1_WA0021 n. rptAbstractWorksheetPg2_WA0022 o. rptAbstractOfAssessedValuesPg3_WA0023 p. rptAbstractWorksheetPg4_WA0024 <p>2. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.08.020(3) & WAC 458-53-135 (DOR), 84.40.320 (BOE), 84.52.080 (Treasurer and Finance tax rolls), 84.48.130 (cert AV to districts) etc.</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · To implement a system that will provide information reports and reports mandated by law. My understanding is that the system (Aumentum) currently does not have these reports.

Disposition:	Software Development Required
Gap Description:	<p>Purpose of this item is To create & publish reports for Department of Revenue, Department of Natural Resources, Board of Equalization, taxing districts and the public as well as to complete Press Release, Annual Report, etc.</p> <p>The Reports follow the following code: Red – State Mandated Report Blue – State Report but fill in document Green - Produced via correspondence or standard Aumentum reports Changes would be billable.</p> <p>Aumentum will do reports required be the state We may have comparable canned Reports and they will be noted below Custom Searches/if Data service exists, can extract to excel Can offer a class to help assist writing reports All these reports when developing needs a meeting with Chris/Ascend folks to make sure it gets the information correctly Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.</p> <p>Reports</p> <p>A. State Abstract Report A State Abstract Report Letter Aumentum will need to Produce Report but may users need to Fill In and modify The county will use this to calculate the state levy This is run off the certified values. May want to run later if big updates happen to value Use Value. This needs to report actual Use Value from RPA/AA. No Market Value Today in Proval Market value = Current Use Value and this cannot be used this way Values are run at the same time with the same rate and runs in all one roll The Report Letter has details on how to capture values</p> <p>B. State Levy Report Same/Similar info as the Budget Calculations After calculating Levies, this has to be reported back to the state Pages 1-9 are just different types of Levy Page 10 breaks out what is estimated due before extension</p> <p>C. State Levy Final Values Report (DOR Report) Further Breakdown of Values report on Budget Calculations Broke down Real & Property Further Breakdown of G/H Submitted year end</p> <p>D. Senior and Disable Relief Report (DOR Report) This is the senior exemption Information needed from the Senior exemption No deferrals are included on this There is a lot of details and complicated to pull values</p> <p>E. Assessed Values, Levy Rates, & Taxes for Tax Year 20XX (WA0039) Values/Taxes pulled from Budget Calculations Breakout by taxing district by Levy, rate, value amounts Because they are doing a 1 to 1 of ta to taf, we still need to group like ones together. - use a systype/udf to group like Districts together for Abstract reporting purposes This report is produced with tax extension Report is produced by Ascend. We should actual calculations in the system not math</p> <p>F. Certified Values (WA0111)</p>

Report is ascend
 Breakout of new Construction, SA, Total Certified by Levy
 Need same grouping as E

G. Board of Equalization Certification of Assessment Roll
 See Use Case [1.4.1 Levy-Roll Close](#)

H. Board of Equalization Certification of New Construction Value
 See Use Case [1.4.1 Levy-Roll Close](#)

I. Top Taxpayers (ASC0136)
 Levy > Reports > Top Taxpayer and Top Taxpayer by Tax Authority

AUMENTUM Treva Blitter Log Off

Home Asmt Admin Valuation Tax Cashiering Records Info Center Personal Property Appraisal Reports and Interfaces Case Management Configuration

Enter Report Parameters View Report

Top X Taxpayers

Tax Year: 2018 Instance: 2018 Original Secured Bill Creation

Criteria Group: Number of Taxpayers: 100

Assessed Values: (Select All) Assessed Penalty CIOSLatePenalty HOXLatePenalty 504Penalty

Taxable Values: (Select All) NetTaxable

Printed: 8/27/2019 7:39:31 AM **Top Taxpayers Report** Page

Taxpayer	Property Values	Taxable Value	Total Taxes
AMAZON COM SERVICES INC	\$375,533,755.00	\$375,533,755.00	4,124,654.52
TIME WARNER CABLE PACIFIC WEST LLC	\$207,088,301.00	\$207,088,301.00	2,420,147.26
ABBOTT VASCULAR INC	\$115,779,327.00	\$115,779,327.00	1,214,831.24
NESTLE WATERS NORTH AMERICA INC	\$77,778,963.00	\$77,778,963.00	1,104,594.80
SKECHERS USA INC	\$87,695,740.00	\$87,709,954.00	989,916.40
KARMA AUTOMOTIVE LLC	\$77,941,018.00	\$77,941,018.00	847,951.50
DESERT SUNLIGHT HOLDINGS LLC	\$72,165,547.00	\$79,382,101.00	825,399.20
MOUNTAIN VIEW POWER PARTNERS IV LLC	\$65,943,060.00	\$65,943,060.00	821,525.24
WAL MART STORES INC	\$63,269,129.00	\$63,269,129.00	741,785.84
RALPHS GROCERY CO	\$62,952,848.00	\$62,952,848.00	719,699.92
ROSS DRESS FOR LESS INC	\$64,973,759.00	\$64,973,759.00	713,433.86
MOUNTAIN VIEW POWER PARTNERS LLC	\$53,064,900.00	\$53,064,900.00	661,087.82
ALASKA AIRLINES INC	\$50,145,342.00	\$50,145,342.00	624,715.68
HOME DEPOT USA INC	\$55,660,585.00	\$55,660,585.00	615,266.78
CALIFORNIA RENEWABLE POWER LLC	\$53,264,827.00	\$53,264,827.00	600,118.82
DECKERS OUTDOOR CORP	\$51,726,048.00	\$51,726,048.00	562,748.36
COSTCO WHOLESALE CORP	\$49,991,559.00	\$49,991,559.00	552,769.20
WINDPOWER PARTNERS 1993 LP	\$42,492,936.00	\$42,492,936.00	529,381.24
CHARTER COMMUNICATIONS OPERATING LLC	\$44,480,391.00	\$44,480,391.00	509,314.52
ASCENA RETAIL GROUP INC	\$44,356,621.00	\$44,356,621.00	498,053.88
UNIVERSAL HEALTH SERVICES OF RANCHO SPRINGS	\$43,582,649.00	\$43,582,649.00	472,967.18
STATER BROS MARKETS	\$41,612,039.00	\$41,612,039.00	472,494.70
UNIVERSAL HEALTH SERVICES INC	\$44,587,858.00	\$44,587,858.00	467,812.38

J. Annual Report

See Report/Document provided

Pages 33 on we can provide info for Aumentum Report **Tax Rates by TAG**

This is not produced in Ascend but data is gathered out of Ascend

Tax rates by TAG wills how, need to extract

But need to show Regular and Excess Levy distinguished so a data service(s) may need written to assist in report.

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Tax Rates By TAG

Tax Year: 2018

External TAG ID	First Active Year	Basis Type	Tax Authority	Fund	Rate Type	Rate Class	2016	2017
001-001 001-001 BANNING	1960	Taxable Value	01-0000 GENERAL PURPOSE	01-0000-GP GENERAL PURPOSE	Certified	Ad-Valorem	0.0100000000	0.0100000000
			01-0000 GENERAL PURPOSE Total:				0.0100000000	0.0100000000
	1975		03-1101 BEAUMONT UNIFIED SCHOOL	03-1101-D BEAUMONT UNIFIED SCHOOL	Certified	Ad-Valorem	0.0007193000	0.0007677000
			03-1101 BEAUMONT UNIFIED SCHOOL Total:				0.0007193000	0.0007677000
	1975		03-9201 MT SAN JACINTO JR COLLEGE	03-9201-D MT SAN JACINTO JR COLLEGE	Certified	Ad-Valorem	0.0001320000	0.0001320000
			03-9201 MT SAN JACINTO JR COLLEGE Total:				0.0001320000	0.0001320000
	1975		04-4391 SAN GORGONIO PASS MEM HOSPITAL	04-4391-D SAN GORGONIO PASS MEM HOSPITAL	Certified	Ad-Valorem	0.0008357000	0.0009052000
			04-4391 SAN GORGONIO PASS MEM HOSPITAL Total:				0.0008357000	0.0009052000
	1975		04-5171 SAN GORGONIO PASS WTR AG DEBT SV	04-5171-D SAN GORGONIO PASS WTR AGENCY DS	Certified	Ad-Valorem	0.0018500000	0.0018250000
			04-5171 SAN GORGONIO PASS WTR AG DEBT SV Total:				0.0018500000	0.0018250000
Taxable Value Total:							0.0135370000	0.0136299000
TAG Total:							0.0135370000	0.0136299000

K. Preliminary letters to districts

Current access db with Budget Calculations

Form letters could be a correspondence with the budget information possible from the Levy Maintenance UI in Use Case [1.6 Levy Process](#)

District mailing contacts are legal parties on TA's

L. Certification letters to districts

Same numbers at Budget calculations – at a certain point in time. I in Use Case [1.6 Levy Process](#)

Certify values with the forms for the Regular Levies

Correspondence from budget calculations

Same values from the Annual Report

M. rptAbstractOfAssessedValuesPg1_WA0021

Abstract of Assessed Value

Senior Citizen Regular levy Exemption (RCW 84.36.381)

State Abstract Report in October we get this info from. (A/B above)

of Participants, it's the number of PINS

Portion of Value Exempted from Regular Levies - that is just the exemption value of A & B

Only the Exemption Amount is exempt from Regular.. The value above it does pay regular levies - mark this on senior exemption

N. rptAbstractWorksheetPg2_WA0022

Abstract of Assessed Value

Tied to the State Abstract (A/B Above)

Breakout by Class Code Reporting Category

O. rptAbstractOfAssessedValuesPg3_WA0023

Abstract of Assessed Value

Tied to the State Abstract (A/B Above)

Local Assessed Personal Property

	<p>P. rptAbstractWorksheetPg4_WA0024 Abstract of Assessed Value Tied to the State Abstract (A/B Above) By Class code Category</p> <p>County Response to Fit Analysis: Report "J" - annual report. May need portion developed by TR</p> <p>Product Response: Portions of the Annual Report are custom Reports, such as the Tax Rates by TAG Screen. Estimates can be provided if additional development is needed.</p>
Resolution Description :	
Risks / Constraints / Dependences :	
Aumentum Program Name or function :	
Estimate:	<p>Annual Report – 60 hours/\$12,000* Certification letters to districts – 60 hours/\$12,000* Preliminary Letters to Districts – 40 hours/\$8,000.* Top Tax Payers – 40 hours/\$8,000.* All other reports included. Existing options in Aumentum, but may not be exactly how county wants. Suggest county not purchase these custom options until they are trained on existing offerings and see what the data services have available.</p> <p>County Response to Product: Certification letters to districts – It's required by RCW 84.48.130 that we certify our values to taxing districts. Preliminary Letters to Districts – This would be a great selling point to lure other counties to Aumentum if done at no extra charge. Top Tax Payers – 40 hours/\$8,000. This will be a benefit to the entire state for those that use Aumentum. Ascend currently has this report. We get a lot financing companies that need this information for financing bonds, etc. Also, I provide top taxpayers countywide too.</p> <p>Product Response: All of these options exist already within Aumentum. But they are standard existing options – ie the Top Tax Payers report is a standard canned report, in an existing format. Having TR change that format to include additional fields or parameters would be at a cost. Data services exist for producing letters – however if the county wants TR to change the data service, that would be at a cost. (County IT, if</p>

familiar with writing stored procedures, will be able to create data services inside of Aumentum for custom county reporting, search and correspondence needs as well.)
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WASNO-USECASE-112 EXMP-SENIOR CITIZEN/DISABLED PERSONS EXEMPTIONS 7.1.1

Project ID:	WASNO-UseCase-112
Title:	EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1
Actor:	<ul style="list-style-type: none"> · Resident/Taxpayer · Exemption Division · Property Control Division · Treasurer staff
Purpose and Objectives:	To track, assign, & process Exemption requests from Residents/Taxpayers...& adjust valuations/update parcels.
Trigger Event(s):	Resident/owner submits application.
PreCondition:	Parcel is active in system and has a taxable residential improvement that is owner occupied
Post Condition:	<p>Exemption is granted or denied.</p> <p>Treasurer is notified to recalculate tax when exemption is granted.</p> <p>Exemption approval or denial letter/notification sent to applicant.</p>
Use Case Flow:	See workflow 7-1-EXMP-Applications.pdf, page 1 “SC/DISB New Applicant Exemption”
Associations to Other Use Cases:	<p>Treasurer recalculation of tax bill</p> <p>If segregation is needed - 2-2-PC-Segs-UC.docx</p>
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.36.379 through 84.36.389 WAC 458-16A</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Taxpayer notification letters for approval and denial generated and stored within the system. · Contact history tracked and stored in the system and tied to exemption.
Disposition:	Software Development Required
Gap Description:	
Resolution Description :	<p>This Use Case is for tracking, Approval or Denial the New Senior Citizen/Disabled Persons Application as attached.</p> <p>New Applications are due in December and need to be processed for the upcoming year.</p> <p>**Note Current Legislation may change Income Limits so this has to be very flexible. Each County within Washington may have different Income Limits</p> <p>Business Scenario:</p> <p>A Senior/Disabled Persons comes in to the county (Or Mail) with a filled out application Someone at the County will go over with them completely and Turn the application in Then An Exemption Clerk will review the Application and enter the information into the system (Data needed per requirements) The Data required Does contain Proof if Income/Disability which will contain SSN. This SSN will need redacted for any documents stored in Aumentum That Exemption Clerk will approve of deny the application based on the information submitted There may be some follow-up questions, some more review, do some property searches When Approved, the can process a roll change if a roll change is impacted (& Notify the Treasurer) Send out Approval & Denial Letters Can update at any point if Income Changes</p>

They currently charge 3 levels of Exemptions

New Modifiers (Setup should occur in X-Config)

3 New Modifiers will have to be Setup as this Exemption is Income Based. The Income ranges can change each year so naming should be general but as of now, its only comprised of 3 levels. Not All 3 are value exemptions, but all 3 are exempt for some TAF's. Names can be updated if Income Level's change

Long Description:

Senior/Disabled - Level A (0 - 30,000)

Value Reduction - **GREATER** of 60% of Assessed Value or MIN \$60,000

Calculation Method - Percentage Deduction - Value Amount .60

Senior/Disabled Income Minimum should be stored in Aggregate Overrides, under County Level

Senior/Disabled - Level B (30,001 - 35,000)

Value Reduction - **GREATER** of 35% of Assessed Value or MIN \$50,000 (capped at \$70,000)

Calculation Method - Percentage Deduction - Value Amount .35

Senior/Disabled Income Minimum should be stored in Aggregate Overrides, under County Level

Senior/Disabled Income Cap should be stored in Aggregate Overrides, under County Level

Senior/Disabled - Level C (35,001 - 40,000)

No Current Value Reduction only Taxes

Upon Calculation this ValueType should exist on the Assessment

Modifier Type: Exemption

Modifier Subtype: Create a New one for Senior Disable Exemption

Attribute Type: Legal Party Role

Criteria Group: Can only be applied to Real (No PP)

Requires an Application

Duration in Years: 4 Years

Default Start Date: 1/1 (They must occupy as of 12/31 - but could be as of ownership date)

Default End Date: 12/31

No Late File

ADE that should appear on Modifier and Application: Disposable Income, Disability Renewal Date

Receive New Application - Complex Configuration Required

A New Senior Citizen and Disabled Persons Exemption Application will have to be setup

A taxpayer will send in an application (And corresponding documentation) per Parcel and Claimant

Copy/Clone Applications should be used for the scenario of multiple years of Applications. The earliest Application should be entered and Approved at the appropriate level. The application then can be copied to the next application year, then the appropriate income can be entered, and application can be approved until all applications are entered. Each new application should END Date the old modifier and start date the new modifier.

We will need to capture the following information at a minimum

General Information needed that we can see without configuration in App processing:

Parcel

Assessment Year

Claimant

Spouse/Co-Tenant

Mailing Address

Situs Address

Class Code (Type of Residence) - #1 on Application

% of Ownership

SSN

Available Common Actions without configuration in App processing:
View Ownership History (To See #2, #3)

Via UDF's or ADE's the following will need to be displayed:

Claimants Birth Date (Date)

Spouse Birth Date (Date)

Disability Determination Date

Disability Renewal Date (This should come from the Modifier Setup and also display here)

Disposable Income (This should come from the Modifier Setup and also display here)

Modifier Qualified For

This will need to be a Formula that will determine what modifier (A,B,C, or None) that they qualified based on the Disposable Income Captured

This formula should be easily editable in case of income limit changes

Override Modifier

User should always have the ability to override the modifier.

User can add application or any associated attachments via the attachment icon

Approval/Denial of Application

Current Application Status of Pending (Default) should be used when working on an Application

Current Application Status of Approved should be used when Approving an Application

Current Application Status of Denied should be used when Denying an Application

Current Application Status of Reversed should be used to undo a previously Approved Application (this will remove any modifier added by the application)

Other general status can be used as the county sees necessary. No custom status are needed

Approval/Denial Letters

Correspondence will need to be setup to generate the Approval/Denial Letters. Examples are attached.

Aumentum should produce the following Data Service details to allow the county to setup a Word or PDF fill form for all of their approval and Denial

Parcel

Claimant

Mailing Address

Filed in Tax Year (The Assessment Year the Application was Filed in)

Qualifying Criteria Tax Year (Filed Tax Year - 1)

Future Tax Year (Field in Tax Year + 1)

Situs Address

Sales Date (Date picker for use to choose the date)

Today's Date (Date picker but default to today)

Income Level Approved For (Pull from Modifier)

County Information (Assessors's Office, name, address, Phone)

Acres on the Parcel

Change Reason

Statutory References

Calculation of Exemption

AA Calculations

Assessed Value is Frozen at the time of the Application. This needs to be stored as **Frozen**

Assessed Value

The Frozen Assessed Value continues until the exemption for THAT legal party on THAT pin ends

The **LESSER** of the Frozen Assessed Value or Current Assessed Value is starting point of Calculation

A PIN can have multiple exemptions. See Exemption calculation as Calculation_Tier 1 is calculated 1st, then an exemption on Calculation Tier 2 can be calculated

NTV will not result in a value less 0 (Zero)

Senior/Disabled - Level A (0 - 30,000)

	<p>Freeze Assessed Value Exemption = (LESSER Value * 60%) or \$60,000, whichever is greater</p> <p><u>Senior/Disabled - Level B (30,001 - 35,000)</u> Freeze Assessed Value Exemption = (LESSER Value * 35%) or \$50,000, whichever is greater, BUT capped at \$70,000</p> <p><u>Senior/Disabled - Level C (35,001 - 40,000)</u> Freeze Assessed Value</p> <p><u>Levy Calculations</u> Each Level (A,B,&C) is 100% Exempt from Excess Levies & Part 2 of the State School Levy County will be doing a 1 Tax Authority to 1 Tax Authority Fund Relationship due to levy calculations need and makeup of Tax Authority Groups On each TA that is exempt they configure criteria group Exclude from Senior Disable/Vet Criteria Process Code: Levy Rate Calculation Criteria Add AA Value Types as an Item Type (This will taking additional coding) and the List would be All the value types, if present, should not require calculation Core Levy Calculations can be used since Core calculations already look at criteria group to decide whether or not to exclude/Include the Tax Authority</p> <p><u>Transfer Workflow</u> Removal/Transfer of PIN with Senior/Disabled Exemption would need to create a workflow to Modifier Maintenance for the Exemption Clerk to review.</p> <p><u>Notification to the Treasurer</u> Treasurer will be Notified of the Roll Change via the Correction Processing in Tax Roll Processing. Corrections processing will provide a pin list with Change Reasons and Modifiers applicable for the Treasurer to review.</p> <p>County Response to Fit Analysis: Can file application for current plus 3 back years and still receive refunds for back years.</p> <p>Product Response: Noted</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	AA/Levy
Estimate:	Included

WASNO-USECASE-113 EXMP-DOR - NON-PROFITS EXEMPTIONS 7.2.1

Project ID:	WASNO-UseCase-113
Title:	EXMP-DOR - Non-Profits Exemptions 7.2.1
Actor:	<ul style="list-style-type: none"> · DOR · Exemption Staff/Team · Treasurer staff · Property Control
Purpose and Objectives:	To process Exemption determined by DOR & relay updates to the Treasurer for tax recalculations &/or possible refunds.
Trigger Event(s):	DOR sends determinations to the Assessor's office.
PreCondition:	Parcels exist in the system.
Post Condition:	Exemption is applied. Treasurer is notified to recalculate property tax.
Use Case Flow:	<ol style="list-style-type: none"> 1. See workflow 7-2-EXMP-DORNon-profitAginghmsHistoric.pdf page 1 2. Route to Property Control if a segregation is required. 3. Route to Treasurer for recalculation of property tax.
Associations to Other Use Cases:	<ul style="list-style-type: none"> n Treasurer recalculation of taxes use case n 2-2-PC-Segs-UC.docx
Glossary:	
Reports:	
Notes:	
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	<p>This Use Case is for tracking, Approval or Denial of the DOR - Non-Profits Exemption & 7.2.2 DOR - Homes of for the Aging</p> <p>Business Scenario: For DOR, the applications is sent to the state. There is no application for the County The state makes a determination that the PIN is exempt Portions of the Component/Subcomponent will be exempt. Most are 100% Exempt, but they are subject to Special Assessments. The Parcel owner does need to reapply every year but the DOR only sends a notification if the exemption should END. If no notification, the exemption would continue. 99% of them continue The County has about 12 MUD Exemptions (A Dozen buildings with several hundred parcels)</p> <p>New Modifiers (Setup should occur in X-Config) Modifiers will have to be Setup County pay choose to setup Multiple Modifiers for future reporting. All modifiers will calculate the exact same, which should be driven from the Modifier Subtype</p> <p>Long Description: <u>DOR - Institutional</u> Calculation Method - Percentage Deduction</p> <p>Modifier Type: Exemption</p>

	<p>Modifier Subtype: DOR Exemption Attribute Type: Sub-Component Criteria Group: none Duration in Years: 0 (No End Date) Default Start Date: 1/1 Default End Date: No Late File</p> <p>Also set up Government Property modifier to be the same calculation. The county does not often Assess Government property, but at times only a portion of the property is exempted.</p> <p>Calculation of Exemption AA Calculations For the <u>DOR Exemption</u> Modifier Subtype, the Exemption will be a % of the components/subcomponents of the Property Calculation is Subcomponent Value * Exemption % = Exemption Amount Assessed Value - Exemption Amount = Net Taxable Value</p> <p>A PIN can have multiple exemptions. See Exemption calculation as Calculation_Tier 1 is calculated 1st, then an exemption on Calculation Tier 2 can be calculated NTV will not result in a value less 0 (Zero)</p> <p>Transfer Workflow Removal/Transfer of PIN with DOR Exemption would need to create a workflow to Modifier Maintenance for the Exemption Clerk to review.</p> <p>Notification to the Treasurer Treasurer will be Notified of the Roll Change via the Correction Processing in Tax Roll Processing. Corrections processing will provide a pin list with Change Reasons and Modifiers applicable for the Treasurer to review.</p> <p>County response to Fit Analysis: We may want to attach the determination letter from DOR to the account.</p> <p>Product Response: Standard Aumentum functionality – using sidebar ‘paperclip’ action you can attach the scanned document or received electronic letter to the account.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-114 EXMP-DOR – HOMES FOR THE AGING 7.2.2

Project ID:	WASNO-UseCase-114
Title:	EXMP-DOR – Homes for the Aging 7.2.2
Actor:	<ul style="list-style-type: none"> · Resident · Housing Manager · Exemption Staff/Team · DOR · Treasurer
Purpose and Objectives:	To process Exemptions received from Housing Managers, submit to DOR for determination & apply resulting determination, then relay updates to the Treasurer for tax recalculations &/or possible refunds.
Trigger Event(s):	Housing facility applies to DOR for exemption.
PreCondition:	<ul style="list-style-type: none"> •Housing facility exists in the system. •JA – Same as Non Profit, If they need to report each exemption 'type' in the DOR to the DOR, then they would set up separate modifiers. If not, it could be one DOR modifier with modifier attributes.
Post Condition:	<ul style="list-style-type: none"> •Exemption level is applied per DOR determination. •Treasurer is notified to recalculate taxes.
Use Case Flow:	1. See workflow 7-2-EXMP-DORNon-profitAginghmsHistoric.pdf page 2
Associations to Other Use Cases:	Treasurer recalculation of taxes use case 2-2-PC-Segs-UC.docx Workflow requirements - same as 7.2.1 DOR Non-Profit Exemptions
Glossary:	
Reports:	
Notes:	
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	<p>The Homes for the Aging today in Ascend is tracked as a DOR Exemption. No additional configuration needed here. See EXMP-DOR - Non-Profits Exemptions 7.2.1 use case for any instructions</p> <p>County Response to Fit Analysis: Exemption staff must review tenant income docs from the facility, notify DOR of the results, then apply the exemption per DOR determination. Not a process in system but we may want to attach the results document to DOR and the determination from DOR to the account.</p> <p>Product Response: Attachment is standard functionality in Aumentum. The results document can be attached via the sidebar paperclip.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-115 EXMP-SPECIAL VALUATION OF HISTORIC PROPERTY 7.2.3

Project ID:	WASNO-UseCase-115
Title:	EXMP-Special Valuation of Historic Property 7.2.3
Actor:	<ul style="list-style-type: none"> · Property Owner · Assessor · Granting Authority/Historical Commission/City · Treasurer · Auditor
Purpose and Objectives:	To process Exemptions received from Property Owners/Taxpayers, submit to granting Authority for determination & apply resulting determination, then relay updates to the Treasurer for tax recalculations &/or possible refunds.
Trigger Event(s):	Property owner sends application to Assessor’s office.
PreCondition:	Parcel exists in the system.
Post Condition:	<ul style="list-style-type: none"> •City sends amount for exemption •Exemption is applied to parcel. •Treasurer recalculates the taxes. •Assessor records approval document in the Auditor's office after recording fees are submitted by property owner to Assessor.
Use Case Flow:	1. See workflow 7-2-EXMP-DORNon-profitAginghmsHistoric.pdf page 3
Associations to Other Use Cases:	Treasurer recalculation of taxes use case 2-2-PC-Segs-UC.docx Workflow requirements - same as 7.2.1 DOR Non-Profit Exemptions
Glossary:	
Reports:	
Notes:	JA - City sends the amount for exemption – amount is a taxable value amount ‘cap’ (the exemption amount cannot exceed the rehabilitation amount)
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	<p>This Use Case is for tracking the Special Valuation of Historic Property Exemption</p> <p>Business Scenario: The property Owner is going to or is renovating a property that is on a historical registry The property owner goes tot he city and ask for exemption of the cost of the renovations The city grants or denies the application The city notifies the Assessor of the exemption and the fixed flat amount of renovation costs that need to be exempted from the Assessed value of the property for 10 years</p> <p>New Modifiers (Setup should occur in X-Config) 1 Modifiers will have to be Setup</p> <p>Long Description: Historical Designation Calculation Method - Fixed Value Deduction Including Input</p> <p>Modifier Type: Exemption Modifier Subtype: Historical Exemption Attribute Type: None Criteria Group: None</p>

	<p>Duration in Years: 10 Default Start Date: 1/1 Default End Date: 12/31 No Late File</p> <p>The exemption will be a fixed value amount entered on the modifier. This amount will be the maxable allowable exemption amount for each year the exemption is active.</p> <p>Calculation of Exemption AA Calculations Historical Exemption Amount = MIN(Exemption Amount from modifier or Assessed Value)</p> <p>A PIN can have multiple exemptions. See Exemption calculation as Calculation_Tier 1 is calculated 1st, then an exemption on Calculation Tier 2 can be calculated NTV will not result in a value less 0 (Zero)</p> <p>Transfer Workflow Removal/Transfer of PIN with Historical Exemption would need to create a workflow to Modifier Maintenance for the Exemption Clerk to review.</p> <p>Notification to the Treasurer Treasurer will be Notified of the Roll Change via the Correction Processing in Tax Roll Processing. Corrections processing will provide a pin list with Change Reasons and Modifiers applicable for the Treasurer to review.</p> <p>County Response to Fit Analysis: Change order in Post Condition to: 1-City sends amount for exemption...; 2-Exemption is applied to parcel; 3- Treasurer recalculates taxes; 4-Assessor records approval document in the Auditor's office after recording fees are submitted by property owner to Assessor.</p> <p>Product Response: Changes made.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-116 EXMP-SENIOR CITIZEN & DISABLED PERSONS DEFERRALS & LIMITED INCOME 7.4 DEFERRALS

Project ID:	WASNO-UseCase-116
Title:	EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals
Actor:	<ul style="list-style-type: none"> · Taxpayer · Exemptions Team · Treasurer staff · Property Control division · DOR
Purpose and Objectives:	To track, assign, & process Exemption deferrals from residents/Taxpayers, approved by Assessor, forwarded to DOR & DOR pays taxes on behalf of qualifying taxpayer.
Trigger Event(s):	Taxpayer/owner makes application to Assessor. JA – if approved, forward information to the state - state pays the taxes including non ad valorem – state files a lien on the property (state funded reverse mortgage) they should do them as lender processing.
PreCondition:	Parcel exists in the system.
Post Condition:	Routed to Property Control if a segregation is required. Taxes are paid by the DOR. Owner/applicant is notified.
Use Case Flow:	1. See workflow 7-4-EXMP-Deferrals.pdf
Associations to Other Use Cases:	2-2-PC-Segs-UC.docx
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.36 WAC 458-18</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Generate and store correspondence regarding status to applicant from within the system. <p>Improvement goal is to process these in the system, in a proactive manner with enough time for approvals.</p>
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	<p>This Use Case is for tracking the Senior Citizen & Disabled Persons & Limited Income Deferrals</p> <p>Business Scenario: The owner applies to the Assessors Office, but no application is captured. The owner must have an active Senior Exemption If the Assessor’s office is approved the pin is flagged that the pin is qualified for the Senior Deferral. No exemption is calculated. The exemption clerk will than ask for a taxbill from the Treasurer’s office and package the taxbill with other necessary paperwork and send to the State.</p>

	<p>Upon the due date of the taxbill, the state will send a check of all the deferrals for the county to the treasurer who will post the payments (Including paying SA's) to the parcels. Note: The state then puts a lien on the property, and upon death or sale of the property, the state will get this money back from the new parcel owner or the estate. They average around 30 of these</p> <p>New Modifiers (Setup should occur in X-Config) 2 new Modifiers</p> <p><u>Long Description:</u> Limited Income Property Tax Deferral Senior Citizen or Disabled Person Property Tax Deferral</p> <p>Modifier Type: Information Flag Modifier Subtype: None Attribute Type: None Criteria Group: None Duration in Years: 0 (No End Date) Default Start Date: 1/1 Default End Date: No Late File</p> <p>Also set up Government Property modifier to be the same calculation. The county does not often Assess Government property, but at times only a portion of the property is exempted.</p> <p>Calculation of Exemption <i>AA Calculations</i> No Calculation needed. Just need to track that the state is paying for these bills No recalculation should happen if only this modifier is being added.</p> <p>Setup of Lender In order to be able to use Lender Processing to export/import a file and for proper notification to the Treasurer, set up a Lender of State of Washington for these PINS. When the lender is added the Treasurer can utilize lender payments when they receive the check from the State of Washington. The owner will still need to get a taxbill.</p> <p>County Response to Fit Analysis: Business scenario: The income range for deferrals is higher than for SC exemptions and some applicants may not qualify for the SC exemption. Limited income deferrals can be approved for people who meet the income requirements for deferral but don't meet the age or disability requirements for SC/Disabled persons exemptions. Also, the new owner is not liable for the deferred taxes lien, that must be paid by the seller out of proceeds from sale or by the estate.</p> <p>Product Response: Added</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-120 FINAL REPORTING MASS APPRAISAL

Project ID:	WASNO-UseCase-120
Title:	Final Reporting Mass Appraisal
Actor:	<ul style="list-style-type: none"> · Residential Modeling Analyst · Cama Residential Supervisor · Cama Residential Staff member · Assessor · Deputy Assessor · Residential Appraisal Manager
Purpose and Objectives:	Report end of cycle results by providing a report to Management and publishing the Report to the Public Website. Data is used to support informal appeals.
Trigger Event(s):	Annual Roll has been Certified
PreCondition:	<ul style="list-style-type: none"> n Appraisal Models have been updated and approved n Appraisal Models have been Applied to Properties (Revaluation only, New Construction is applied later) n Values Conclusions for Revaluation have been saved n Assessment Roll for Revaluation has been built n Assessment Roll for Revaluation has been Certified n Happens in the Month of June
Post Condition:	<ul style="list-style-type: none"> n A report has been generated n Information is available
Use Case Flow:	<ol style="list-style-type: none"> 1. Run Sales Ratio Report <ol style="list-style-type: none"> a. Includes Statistics 2. Analyst creates Narrative 3. Get approval from Management 4. Publish Report
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Run a report: All qualified residential sales for the previous year (Jan 1 to Dec 31st) For Jan 1 Valuation – All sales in 2018 Include: Property Characteristics County wide Regional Neighborhood (May not be required) By Use Code By land type By Quality By Style By Living area ranges By Year Built Range</p> <p>For each Group: Total Counts of Parcels # of Sales (Qualified only)</p>

	<p>Sales ratio Statistics (Comparing Time Adjusted Sales price to New Values) Abstract summary New versus prior values Does not include properties that did not have a value in the previous year. I.e. New Parcels or parcels that had no buildings last year but do this year. Demolition – Filtered out. Removed parcels – Filtered out. Non Market Sales identified – List of sales not utilized in building the model Only sales that we don't have an approved reason to exclude from the state report. sales of property that did not exist in the previous year have to be listed in this section but cannot be included in the statistics. Narrative: Analyst describes their work.</p>
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Using combinations of Study Groups to select the sales and the Sales Ratio analysis report to compute the statistics, the County can export the data in Excel format and either generate the graphs in Excel or use a screen capture utility to create images of the graphs for inclusion in the final report.</p> <p>County Response to Fit Analysis: But no out of the box mass appraisal report</p> <p>Product Response: A mass appraisal report can be created using the tools provided in the system but it is correct to say that there is no predefined “out of the box” mass appraisal report.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-121 NEW SPECIAL DISTRICT LID / LUD / RID CREATION

Project ID:	WASNO-UseCase-121
Title:	New Special District LID / LUD / RID Creation
Actor:	<ul style="list-style-type: none">· Tax Collection Specialist for LIDs· Financial Systems Coordinator· District sending in the resolution· Local Newspaper
Purpose and Objectives:	To set up the charges on behalf of the district at their predetermined interest and bill them for the established period of time.
Trigger Event(s):	n District sends a resolution n District sends a roll containing the information
PreCondition:	The parcels must exist
Post Condition:	n Errors are returned to the District for correction n Once the records are verified – then the Special District's Parcels and Charges are posted
Use Case Flow:	<ol style="list-style-type: none">1. Receive the district resolution information<ol style="list-style-type: none">a. Resolution Information includes:<ol style="list-style-type: none">i. District Nameii. Lengthiii.iv.2. Verify / validate what we received against the parcels and totals<ol style="list-style-type: none">a. Validate Parcels in system against parcels provided by Districtb. Verify the totals provided by the Districtc. Verify Legal Descriptionsd. Verify Taxpayer Information3. If errors – return errors to the District
Associations to Other Use Cases:	Posting of LID / LUD / RID
Glossary:	<ul style="list-style-type: none">· LID Local Improvement· LUD Local Utility District· RID Road Improvement District· District Taxing Entity
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process · Currently, the special district charges are billed separately. A goal for improvement would be to include them in the tax roll.
Disposition:	Software Development Required
Gap Description:	This functionality works in some of our environments, but needs to be verified / validated within the most current development environment for Snohomish with the calculations for each Once the LID / RID is created and received, the Taxpayer needs to be notified of the full amount due. They will then be allowed the option to pay the whole amount in full, or a portion thereof. The remainder of the amount due for each parcel will be
Resolution Description :	From within the Tax -> Special Assessments -> Special Assessment Maintenance the new Special Assessment district will be configured. This will be how all Special Assessment districts are configured, whether LID, LUD, RID, SWM, Fixed Charge, etc districts. Select to create a "New" Special Assessment. From within the New Special Assessment creation screen, identify the Code and Description for the new Special Assessment District. The Calculation Type

	<p>should then be identified, whether it is Amortized, Fixed, or Rate Table. Establish the year that the district was initiated, and the selected installments on which this Special Assessment should be billed. Then, select to create the new SPASS based on the type of district that is being established. This will be based on the configuration of the varying types of districts established within the County. Specifically, for Snohomish County, the types of Special Assessment Districts will be configured based on the following: LID = Local Improvement Districts LUD = Local Utility Districts RID = Road Improvement Districts SWM = Surface Water Management Fire = State Forest Fire / Fire Suppression Varying types of Fixed Charge Districts Associate the Special Assessment to the correct Tax Authority, by selecting it from the combo box. If the Tax Authority doesn't yet exist, select <Create New> from the combo box to create the new Tax Authority and select the attributes of the Tax Authority.</p> <p><u>Configuration Required</u> Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association Tax -> Tax Authority Setup Tax -> Tax Authority / Special Assessment association Configuration -> Systypes * Special Assessment Categories * Special Assessment Charge Type * Special Assessment Calculation Types * Special Assessment Amortize Level * Special Assessment Amortize Type * Special Assessment Method Type * Special Assessment Method Apply To</p> <p><u>Implementation:</u> <ul style="list-style-type: none"> •Creation of Special Assessment Letter •Distribution Mapping - New Fund mapping to the Distribution Schedule •Tax Accounting Mapping - New District mapping to the G/L mapping •Criteria Group establishment for Special Assessment districts that will be processed as stand-alone bills. •Levy Tax Calendar configuration for Special Assessment stand-alone bills </p> <p>County Response to Fit Analysis: Is this a duplicate of #44?</p> <p>Product Response: Two separate use case documents received from county – very similar resolutions</p>
Risks / Constraints / Dependencies :	Implementation: UDF configuration for Special Assessments within the "Attributes" tab Configuration of Special Assessment Questions with Snohomish County-specific questions Creation of Special Assessment Letters
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-122 POSTING OF LID / LUD / RID

Project ID:	WASNO-UseCase-122
Title:	Posting of LID / LUD / RID
Actor:	Tax Collection Specialist for LIDs
Purpose and Objectives:	To post the charges provided by the District for collection
Trigger Event(s):	n District sends a resolution n District sends a roll containing the information n Tax Collection Specialist for LIDs has verified the roll
PreCondition:	Use Case: New Special District LID / LUD / RID Creation
Post Condition:	Taxpayer has 30 days to pay
Use Case Flow:	
Associations to Other Use Cases:	New Special District LID / LUD / RID Creation
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Once the Special Assessments have been added and calculated, they will then be posted in preparation for Tax Extension. Posting functionality is done through the Tax -> Special Assessments -> Calculations and Postings When the Tax Extension is run, the appropriate criteria group will be selected and the Tax Extension process will include the appropriate Special Assessments in the Tax Extension.</p> <p>County Response to Fit Analysis: This needs to be able to happen at any time throughout the year. LID, LUD and RID are added at when requested throughout the year.</p> <p>Product Response: This process can happen any time.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-123 EXAMPLES OF WORKSHOP REQUIREMENT #400 (MIXED USE PROPERTIES)

Project ID:	WASNO-UseCase-123
Title:	Examples of Workshop Requirement #400 (Mixed use properties)
Actor:	
Purpose and Objectives:	The solution can allow user to designate or assign each floor and/or building section or building with a specific income approach or price per unit, price per square foot, or cost etc. whether valued as an independent parcel or a member of a group of parcels that make up an economic unit. Automates allocation of value to individual parcels.
Trigger Event(s):	
PreCondition:	
Post Condition:	
Use Case Flow:	<p>Case 1 – Independent parcel</p> <ul style="list-style-type: none"> · Multi-use building description o 10,000 square foot underground parking garage (2 floors totaling 20,000sf) using cost o 10,000 square foot retail (at grade) using price per foot o 10,000 square foot office (floor 2) using direct capitalization o 10,000 square foot apartment (floor 3, 1,000sf units) using market rent and direct cap o 10,000 square foot apartment (floor 4, 1,000sf units) using actual rent and direct cap i.e. Section 42 properties <p>Case 2 – Multiple parcels</p> <p>Parcel #1</p> <ul style="list-style-type: none"> · Multi-use building description o 10,000 square foot underground parking garage (2 floors totaling 20,000sf) using cost o 10,000 square foot retail (at grade) using price per foot o 10,000 square foot office (floor 2) using direct capitalization o 10,000 square foot apartment (floor 3, 1,000sf units) using market rent and direct cap o 10,000 square foot apartment (floor 4, 1,000sf units) using actual rent and direct cap i.e. Section 42 properties <p>Parcel #2</p> <ul style="list-style-type: none"> · Multi-use building description o 10,000 square foot underground parking garage (2 floors totaling 20,000sf) using cost o 10,000 square foot retail (at grade) using price per foot o 10,000 square foot office (floor 2) using direct capitalization o 10,000 square foot apartment (floor 3, 1,000sf units) using price per unit o 10,000 square foot apartment (floor 4, 1,000sf units) using price per unit <p>Case 3 – Multiple parcels</p> <p>Parcel #1</p> <ul style="list-style-type: none"> · Single use building description o 20,000 square foot office (at grade) using price per foot <p>Parcel #2</p> <ul style="list-style-type: none"> · Single use building description o 20,000 square foot retail (at grade) using market rent and direct cap
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Case 1 – Independent parcel

	<ul style="list-style-type: none"> · Multi-use building description <ul style="list-style-type: none"> o 10,000 square foot underground parking garage (2 floors totaling 20,000sf) using cost o 10,000 square foot retail (at grade) using price per foot o 10,000 square foot office (floor 2) using direct capitalization o 10,000 square foot apartment (floor 3, 1,000sf units) using market rent and direct cap o 10,000 square foot apartment (floor 4, 1,000sf units) using actual rent and direct cap i.e. Section 42 properties Case 2 – Multiple parcels Parcel #1 <ul style="list-style-type: none"> · Multi-use building description <ul style="list-style-type: none"> o 10,000 square foot underground parking garage (2 floors totaling 20,000sf) using cost o 10,000 square foot retail (at grade) using price per foot o 10,000 square foot office (floor 2) using direct capitalization o 10,000 square foot apartment (floor 3, 1,000sf units) using market rent and direct cap o 10,000 square foot apartment (floor 4, 1,000sf units) using actual rent and direct cap i.e. Section 42 properties Parcel #2 <ul style="list-style-type: none"> · Multi-use building description <ul style="list-style-type: none"> o 10,000 square foot underground parking garage (2 floors totaling 20,000sf) using cost o 10,000 square foot retail (at grade) using price per foot o 10,000 square foot office (floor 2) using direct capitalization o 10,000 square foot apartment (floor 3, 1,000sf units) using price per unit o 10,000 square foot apartment (floor 4, 1,000sf units) using price per unit <p>Rowdy from Snohomish indicates that this was a wish list item.</p> Case 3 – Multiple parcels Parcel #1 <ul style="list-style-type: none"> · Single use building description <ul style="list-style-type: none"> o 20,000 square foot office (at grade) using price per foot Parcel #2 <ul style="list-style-type: none"> · Single use building description <ul style="list-style-type: none"> o 20,000 square foot retail (at grade) using market rent and direct cap
Disposition:	Process Change
Gap Description:	Aumentum does not handle this scenario without splitting the building up into multiple appraisal sites.
Resolution Description :	This item came in, not as an existing use case, but as a result of discussion in a session. It is currently not handled in Aumentum without splitting the building in to multiple appraisal sites, and it is not on the roadmap.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-124 ACCT-DNR FOREST FIRE FEES SETUP

Project ID:	WASNO-UseCase-124
Title:	ACCT-DNR Forest Fire Fees Setup
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Clone a district's charge schedule from the previous year in order to add charges for the new/current year
Trigger Event(s):	Receive Washington State Department of Natural Resources ("DNR") letter from the Levy Comptroller in the Assessor's office
PreCondition:	Charge schedules must not already exist for the district in the new/current year Charge schedules must exist for the district in the previous year Charge schedules are not rolled forward during the assessor's roll close process (i.e. not A/V charge type -regular or -excess)
Post Condition:	§ Charge schedules exist for the district in the new/current year § Original letter signed by the Treasurer is mailed to the DNR by the requested due date; copy is retained for Treasurer's records
Use Case Flow:	<ol style="list-style-type: none">1. Search the district's charge schedule for the previous year2. Select the charge schedule for the first State Forest FT Type<ol style="list-style-type: none">a. State Forest Patrol Acre3. Clone the previous year's charge schedule<ol style="list-style-type: none">a. On the new charge schedule, specify the new/current year as the tax yearb. Specify the from effective date as the first day of the current/new yearc. Remains from prior year's charge schedule<ol style="list-style-type: none">i. FT Typeii. Assessment Levyiii. Payment Planiv. Fund Distribution Schedule (100% assessments to the State Forest)v. Calculation type and assessment basis (multiplier per acre >50.01)d. Update the assessment rate (per acre) according to the State's letter4. Confirm that the district's charge schedule exists for the new/current year5. Repeat steps above for the charge schedule for the second State Forest FT Type<ol style="list-style-type: none">a. State Forest Patrol Principal<ol style="list-style-type: none">i. Update the fund distribution schedule to reflect the rates according to the State's letter (fixed amount 0.01<50.00) Note: part of the distribution is allocable to the County6. Verify charge schedules for both FT Types were created7. Original letter signed by the Treasurer is mailed to the DNR by the requested due date; copy is retained for Treasurer's records
Associations to Other Use Cases:	Cloning District Charge Schedules (same process but this use case is specific to State Forest) Cloning District Levies Tax Extension
Glossary:	
Reports:	
Notes:	§ The following charge schedules are not a part of the Assessor's roll close and are cloned/updated as needed (typically annually) by the Financial Systems Coordinator <ol style="list-style-type: none">o Diking District Principalo Drainage District Principalo Flood Control Principalo Lakes Management District Principalo LID (& RID) Bond Delinquent Interest

	<ul style="list-style-type: none"> o LID (& RID) Bond Penalty o LID (& RID) Bond Pre-determined Interest o LID (& RID) Bond Principal o Local Excise Tax & Local Excise Tax Interest (TCA) o Refund Interest Charge o Soil Conservation Principal o State Excise Tax Interest o State Forest Patrol Acre & State Forest Patrol Principal – this is outlined in the Use Case, below o Surface Water Management – Bond o Surface Water Management – Principal o Administration Fee SWM <p>*Others not listed may require updates upon request</p>																
Disposition:	Software Development Required																
Gap Description:	<p>Rate criteria needs the following criteria:</p> <ul style="list-style-type: none"> •Acres •Lot Size •Surface Water Units •State Forest Fire Units <p>These are needed for the calculation for DNR and SWM Special Assessments, along with the Class Code.</p>																
Resolution Description :	<p>From within the Tax -> Special Assessments -> Special Assessment Maintenance the new Special Assessment district will be configured. This will be how all Special Assessment districts are configured as a rate table districts.</p> <p>Select to create a "New" Special Assessment. From within the New Special Assessment creation screen, identify the Code and Description for the new Special Assessment District. The Calculation Type should then be identified, whether it is Amortized, Fixed, or Rate Table. Establish the year that the district was initiated, and the selected installments on which this Special Assessment should be billed.</p> <p>The rate calculation formula is [value*] * [base rate] * [factor] * [basis] + [base amount]. If the calculation results in a value less than the minimum charge, the result is set to the minimum charge.</p> <p>Add a new rate detail, and edit the rate structure. Select the appropriate source value from the combo box.</p> <p>For any tiered rate setup, select the "tiered rate" check box. Enter a Maximum value, if applicable.</p> <ul style="list-style-type: none"> • Single Tier performs the calculation once by comparing the input value to the maximum tiered value to find the rate. For example, an input value of 52 in the following single step rate structure would calculate a charge of $52 * 25 = 1300$ <ul style="list-style-type: none"> o <table border="1" data-bbox="586 1444 875 1728" style="margin-left: 40px;"> <thead> <tr> <th>Rate</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td>105</td> <td>4</td> </tr> <tr> <td>95</td> <td>16</td> </tr> <tr> <td>85</td> <td>26</td> </tr> <tr> <td>75</td> <td>34</td> </tr> <tr> <td>65</td> <td>40</td> </tr> <tr> <td>25</td> <td>9999999</td> </tr> </tbody> </table> • A tiered action of sum of steps will perform the calculation for each applicable tier. For example, using the same information as above the charge would be as follows <ul style="list-style-type: none"> o <table border="1" data-bbox="586 1822 1372 1864" style="margin-left: 40px;"> <tr> <td style="padding: 5px;">$4 \text{ (number of units in the first tier)} * 105$</td> <td style="padding: 5px;">$= 420$</td> </tr> </table> 	Rate	Maximum	105	4	95	16	85	26	75	34	65	40	25	9999999	$4 \text{ (number of units in the first tier)} * 105$	$= 420$
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Risks / Constraints / Dependencies :	<p>Implementation: UDF configuration for Special Assessments within the "Attributes" tab Configuration of Special Assessment Questions with Snohomish County-specific questions Creation of Special Assessment Letters</p> <p>Configuration Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Maintenance Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association</p>																										
Aumentum Program Name or function :																											
Estimate:	Included																										

WASNO-USECASE-125 SWM-CHANGE SURFACE WATER MANAGEMENT (SWM) LEVY ON A PARCEL

Project ID:	WASNO-UseCase-125
Title:	SWM-Change Surface Water Management (SWM) Levy on a parcel
Actor:	<ul style="list-style-type: none"> · Treasury Tax Specialist · Utility Billing Assistant · Surface Water Management Business Analyst · Property Control Segregation Technician
Purpose and Objectives:	
Trigger Event(s):	<p>n SWM levy exists on a parcel but has an incorrect charge code: (EX: 09100-05 becomes 09100-01 if Senior Exemption no longer applies in the upcoming tax year)</p> <p>n SWM levy does not exist on a newly created parcel from segregation and must be ADDED to the parcel</p> <p>n SWM levy exists on a parcel and should be DELETED for that tax year because parcel has become inactive through segregation or merger to a different parcel number, levy will be DELETED from inactive parcel and ADDED to new child parcel</p> <p>n Parcels subject to BOND charge annexed by a city requiring CHANGE to bond levy, and: if annexing city is not under Inter-local Agreement (ILA) for billing, addition of an administrative fee levy</p> <p>n Appeal decision alters billing instructions on a parcel requiring change to SWM or BOND levy, for example the parcel now qualifies for a one-category rate reduction for a working detention facility (“DETENTION CREDIT”)</p> <p>n Boundary of UGA changes resulting in parcels requiring updated UGA SWM levy</p> <p>n Impervious area of a parcel is updated altering billing instructions for the parcel that require a CHANGE to SWM Levy charge code</p> <p>n Parcel is purchased by Snohomish County and now qualifies for an NPDES credit which requires that the parcel bill as exception in order to receive the credit</p> <p>n City under ILA agreement uses a billing system that is incompatible with existing chargeschedule, such as a switch to Equivalent Service Unit (ESU) billing so that all such parcels must be recorded as exceptions from standard billing instructions with and exception charge code (EX: 09307-06 becomes 09307-22)</p> <p>n Billing equity requires division of charges over multiple parcels, such as for “garage condos” or certain mobile home parks, requiring parcels be recorded as exceptions for billing instructions with divided interest size used for billing charges</p> <p>n Parcel purchased by Snohomish County becomes eligible under Snohomish County’s NPDES permit for NPDES credit of 35% of SWM and UGA surcharge amounts requiring that parcel be billed as exception for billing instructions (EX: 09100-07 becomes 09100-22)</p>
PreCondition:	<p>n Parcel exists</p> <p>n Parcel is located within the Snohomish County Surface Water Management billing area OR</p> <p>n Parcel is located within a Surface Water Management billing area of a city having an ILA agreement with Snohomish County for purposes of billing SWM charges OR</p> <p>n Parcel is no longer located within Snohomish County Surface Water Management billing area due to annexation by a city without an ILA agreement for billing</p>
Post Condition:	<p>n Correct SWM levy in format 00000-00 exists on the parcel where the first five digits represent the taxing district (i.e. 09100) and the last two digits represent a valid charge code found on the TREASURER’S CHARGESCHEDULE for the correct tax year, district, and levyname, and the correct five-digit ASSESSOR LEVYID code for that specific full levyname is applied</p> <p>OR</p> <p>n SWM or BOND or ADMINISTRATIVE FEE levies are properly removed when they no longer apply</p>
Use Case Flow:	<ol style="list-style-type: none"> 1. Determine change in SWM Levy is required – <ol style="list-style-type: none"> a. Senior/Disabled Exemption ADDED or REMOVED b. Segregation or Merge results in CHANGED parcel details, (i.e. size, ADD or INACTIVATION of parcel number(s))

	<ul style="list-style-type: none"> c. Appeal request alters parcel details requiring change in billing instructions d. Change in billing system by a city having an ILA agreement e. Annexation of certain parcels by a city 2. Determine if SWM units (“size”) of parcel has been changed – record information 3. Determine if billing instructions have changed – record information 4. Open ASCEND software <ul style="list-style-type: none"> a. Special District b. Either ADD newly corrected levy information and then DELETE incorrect levy and ACCEPT changes OR c. DELETE levy information that no longer applies 5. Notify TAX SPECIALIST if change results in the need to recalculate billing, or recalculate and refund charges <ul style="list-style-type: none"> a. SWM UTILITY BILLING ASSISTANT provides TAX SPECIALIST with original conditions, corrected conditions, details of changes in dollars to bill, and reason for the request 6. TAX SPECIALIST sends updated tax statement to rate payer if taxes remain on the parcel <ul style="list-style-type: none"> a. NOTE: If changes results in “NO CHARGE” state, no new tax statement is issued! 7. TAX SPECIALIST notifies SWM UTILITY BILLING ASSISTANT 8. SWM UTILITY BILLING ASSISTANT may send update email or letter to rate payer 9. SWM UTILITY BILLING ASSISTANT may need to update swmLevyGenerator.accdb originalexception table if <ul style="list-style-type: none"> a. size of parcel has changed (2. Above) OR b. billing instructions have changed (3. Above) OR c. EXCEPTION conditions now exist that must be documented OR d. EXCEPTION conditions no longer exist and must be deleted from originalexception table
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>Recalculation of the Special Assessment will need the criteria to be established within the rate criteria for each Special Assessment District.</p> <p>Rate criteria needs the following criteria: Acres Lot Size Surface Water Units State Forest Fire Units These are needed for the calculation for DNR and SWM Special Assessments, along with the Class Code.</p> <p>All changes to any of the rate criteria associated to the calculation of the Special Assessment will need to recalculate the Special Assessment impacted. Once the Special Assessment has been recalculated, a special assessment workflow should be initiated allowing the SPASS supervisor to recalculate and review the changes to the SPASS calculation.</p>
Resolution Description :	<p>When a value change of any type occurs on a property that has a Special Assessment on it, the Special Assessment workflow will be initiated. Value changes such as exemption values, and value changes to any of the value components of the assessment will be processed through the Roll Correction process as a standard correction and corresponding Tax Charge correction processing.</p> <p>Corrections to any of the rate criteria associated to the calculation of the Special Assessment will need to recalculate the Special Assessment impacted. (See Gap Description)</p> <p>Rate criteria needs the following criteria: Acres</p>

	<p>Lot Size Surface Water Units State Forest Fire Units</p> <p>Special Assessment Workflow - When a parcel redescription has been processed, the Special Assessment workflow should be initiated. The SPASS specialist will then associate the special assessments to the appropriate new parcels</p> <p>County Response to Fit Analysis: SWM has a complex tiered rate system that needs more clarification from our SWM Dept. There is more to the rate system than currently listed.</p> <p>Product Response: The changes listed above in GAP description are the additions to Aumentum's rate criteria required to support all of Snohomish's non advalorems.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-126 STATEMENT GENERATE

Project ID:	WASNO-UseCase-126
Title:	Statement Generate
Actor:	Network Administrator Financial Systems Coordinator Print Vendor Treasury Tax Specialist Tax Collection Specialists Tax Collection Supervisor Tax Specialist Lead
Purpose and Objectives:	To print property tax statements for the citizens of Snohomish County after the new taxes have been assessed.
Trigger Event(s):	After Financial Systems Coordinator and Levy Comptroller work to apply the taxes for each district.
PreCondition:	All charges for the upcoming year should be fully assessed and applied to parcels All users need to be out of Ascend DoIT will need backup and purge data, removing the temporary data stored in the internal tables Update tax statement year to current year All charges should be done in a test environment
Post Condition:	A data file is produced that can be sent to the print vendor so all statements can be produced Data files that have SWM, SCD, SFF, international, County only parcels are produced and sent to print vendor as well
Use Case Flow:	<ol style="list-style-type: none"> 1. Have Tax Collection Specialists, Treasury Tax Specialist, Tax Collection Specialist Lead, Tax Collection Supervisor, and Financial Systems Coordinator create text file lists of parcels (about 5-10)for the following: <ol style="list-style-type: none"> a. Bankruptcy b. Foreclosure/Delinquency c. LID/Flood/Lake/Dike/Drain d. Personal Property e. Normal f. Many Lines g. Normal h. Senior Exemption i. SWM/SCD/FFPA only items j. County Owned k. Foreign Items 2. In the test environment run the tax statement process for the text files provided 3. When the data file is complete send via FTP to print vendor for test printing 4. For each parcel listed in the text files, counter print 5. When test statements come back from print vendor, have the specialists who created the lists compare to the counter prints, they should be comparing: <ol style="list-style-type: none"> a. Taxpayer mailing information b. Legal description c. Assessments listed; descriptions and amounts d. Tax amounts for first and full year 6. If there are any inaccuracies send back to the print vendor for correction 7. When all data on statements is accurate plan to run the statements on a Friday afternoon 8. Generate lists of the following <ol style="list-style-type: none"> a. Foreclosure list provided by Tax Collection Specialist b. SWM only accounts c. SCD only accounts d. Advance tax accounts provided by Tax Specialist Lead

	<p>9. On the Friday, after the last person logs out, have DoIT backup and delete temporary data from internal tables for the statement run</p> <p>10. Update the default tax year to current year</p> <p>11. Run the process for the export and statement generate process, breaking up all parcels into 13 groups, running each group on a different PC</p> <p>12. Run separate process for the Snohomish County owned properties</p> <p>13. After running all 13 files, merge all using a BAT file</p> <p>14. Send merged file to the print vendor when complete</p> <p>15. Also send the list of County owned, Foreclosure, SWM, SCD only accounts, and the Advance Tax accounts lists to the print vendor as exclusions. These will be printed and sent to the County separately</p> <p>16. Print vendor will print and send out statements</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	<p>Annual Real Property Tax Bill</p> <p>Annual Personal Property Tax Bill</p> <p>Delinquent Tax Bill</p> <p>Annual SWM / Fire Suppression Tax Bill</p>
Notes:	<p>While taxes are being extended, tax data presented to taxpayers is turned off, and once this process is complete, that is turned back on with the current year tax information.</p> <p>Extracts pulled for payment vendors is also turned off during tax extension and turned back on after this process is complete</p> <p>a-k are proof lists. They send to print vendor and also print in house to compare and proof. Generate lists - that go to the vendor for the vendor to print separate or not print. They can/should use selected bill processing for the lists to flag to exclude from billing. they do some backup/purge, they won't need to do that anymore.</p> <p>batches parcels (chunking) for print run.</p> <p>* Use the Levy Flag Schedule functionality to flag specific scenarios for billing criteria.</p> <p>* Selected Bill Processing can be used to add flags for no-bill based on specified criteria (examples for 'exclude from billing')</p> <ul style="list-style-type: none"> - Foreclosure List - SWM Only - SCD Only (Soil Conservation Only) - Advance Tax Accounts - Flag "Snohomish County" bills (by name) for non-billing
Disposition:	Software Development Required
Gap Description:	<p>Core engineering development is required to create the layout of the Snohomish County tax bills.</p> <p>Snohomish County has provided samples of their current tax bills, which are attached, but want to work with the Aumentum team to provide clarity to the Taxpayers on their tax statements. They have been provided with samples of tax bills from varying Aumentum jurisdictions as samples, and will work in tandem during the implementation process to utilize a standard Aumentum format to provide as much information as possible to the Taxpayer as needed.</p> <p>County Response to Fit Analysis:</p> <p>Process appears streamlined. We want to ensure that the SWM, SFF, and SCD ONLY accounts can be easily identified by year and a list can be generated; otherwise we will need communication to our current Access database that does this. We still need to figure out</p>

	<p>how we want our bill to look, and the Fit Gap document does not explicitly state that it will be able to read the bar codes that are currently printed on our statements.</p> <p>Product Response: Yes, lists of SWM, SWW and SCD only accounts can be produced through criteria groups. We understand that bill form is still outstanding. Question: Where would Aumentum be 'reading' the bar code currently printed on the statement?</p>
Resolution Description :	<p>Once the tax extension has been completed, the Tax Bill Creation process will be run to generate the tax bills associated to the appropriate tax bills Analysis of the .xml file layout between Aumentum and the print file vendor to verify all necessary data elements exist.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Tax Bill Processing
Estimate:	Included

WASNO-USECASE-127 PTC-LID, LUD RID – MONTHLY BALANCING 1.1.1

Project ID:	WASNO-UseCase-127
Title:	PTC-LID, LUD RID – MONTHLY BALANCING 1.1.1
Actor:	Tax Collection Specialist Financial Systems Coordinator Contact for Snohomish County PUD
Purpose and Objectives:	Account for all payments made each and subtract from original assessment in order to pay districts off
Trigger Event(s):	Monthly report
PreCondition:	District must have parcels that still owe payments
Post Condition:	Balance will go down each month, pre-determined will be less each year, eventually being paid in full
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive and save emailed report received from FSC 2. Collect all LID, LUD, or RID printed receipts for the month in which you are balancing 3. Bring up spreadsheet for each district individually 4. Input receipt information to the spreadsheets 5. Compare spreadsheet information with report <ol style="list-style-type: none"> a. Beginning balance b. Principal payments received c. Interest payments received d. Ending balance 6. If incorrect, review receipts and make necessary corrections 7. If information balances remove characteristics for the years that have been paid on each account for each district 8. When all districts have been balanced, scan receipts in and email to Christina @ PUD 9. File report in file cabinet by month
Associations to Other Use Cases:	LID, LUD, RID - New District LID, LUD, RID – Payment Processing LID, LUD, RID – Pre-determined Interest
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	Aumentum will streamline this process, providing several reports for balancing, including the Special Assessment Amortization report:

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Special Assessment Amortization Report
Tax Year 2011
806859 806859 Total Benefit Acres 0.0000

NU / ADN	Name / Mailing Address	Site Address	Original Principal	Remaining Principal	Previously Billed Principal	Interest	Total
1010114 1010114	[revenue object, owner name/ mailing address and physical address of revenue object]		2,037.75	2,037.75	0.00	0.00	0.00

Amortization Type	Interest Rate	Years To Run	Year Started	Enter In Days	Status	Deferred Type	Deferred Years	Payment	Principal	Interest	Status
ImpmtPayment	6.00	15	2001	0				0	0	0	Active

Amortization Year	Principal Amount	Remaining Due Int Amount	Payment	Balance
2001	87.85	122.38	206.81	1,950.20
2002	82.80	117.81	206.81	1,857.40
2003	78.37	111.44	206.81	1,759.59
2004	74.27	105.54	206.81	1,654.78
2005	70.53	99.28	206.81	1,544.23
2006	67.16	92.65	206.81	1,427.57
2007	64.18	85.62	206.81	1,302.88
2008	61.64	78.17	206.81	1,171.24
2009	59.54	70.27	206.81	1,031.79
2010	57.81	61.90	206.81	883.79
2011	56.48	53.03	206.81	727.51
2012	55.59	43.62	206.81	563.82
2013	55.18	33.65	206.81	394.56
2014	55.29	23.08	206.81	197.83
2015	55.93	11.88	206.81	0.00
Total	2037.75	1106.40	3147.15	

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Special Assessment Amortization Report
Tax Year 2010
10.01 amortized 10.01 amortized

TOTALS:							
T. PRINCIPAL	T. INT	T. PRINCIPAL	T. ORIGINAL PRINCIPAL	T. REMAINING PRINCIPAL	T. PRINCIPAL	T. INTEREST	TOTAL BILLED
8,400.00	770.88	8,170.88	42,000.00	42,000.00	0.00	0.00	0.00

Special Assessments Collections Report:

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SACollections

User: K20\gmreportingja

Special Assessment: 9.0001 Regression Flood

Date	Tax Year	Receipt Number	Bill Number	PIN	Tax	Fees	Penalty	Interest	Total	Transaction
05052011	2010	U11.1000036	1200719	001-011-21.000	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	Payment
05052011	2010	U11.1000036	1200719	001-071-21.000	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	Payment
9.0001 Regression Flood Total					\$50.00	0	0	0	\$50.00	
Special Assessment Total:					\$50.00	0	0	0	\$50.00	

And Balance Due Report (sample below is summary, but PIN detail is available as well)

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Amortized Special Assessment Balance Due Summary
Tax year 2012

Tax Year	Commission District Code / Description	SA Code / Description	PIN Count	Future Balance of Principal	Principal Due	Future Balance of Interest	Interest Due	Fees Due	Total Due
2012		FAU/L749 Fault 49 test	2	\$369.72	\$369.85	\$369.72	\$94.81	\$0.00	\$464.66

Additionally the AR reports such as Payment Listing can be run for additional validation.

Risks / Constraints / Dependencies :

Aumentum Program Name or function :

Estimate:	N/A
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WASNO-USECASE-128 PTC-STATEMENT RUN 1.1.1

Project ID:	WASNO-UseCase-128
Title:	PTC-Statement Run 1.1.1
Actor:	Tax Collection Specialist
Purpose and Objectives:	Print statements with LID, LUD or RID special assessments and mail to taxpayer of record
Trigger Event(s):	Approximately 30 days before due date Installment of LID, LUD, or RID must be due on the parcel for a statement to generate
PreCondition:	Special assessment charges are due in 30 days Pre-determined interest has been assessed and added to account Parcel must exist
Post Condition:	LID, LUD, RID statements are mailed
Use Case Flow:	<ol style="list-style-type: none">1. Locate from the S: Drive the spreadsheet for the district you are going to be printing statements for.2. Check a parcel from the district to verify the due date3. Generate a statement group for that district with the applicable interest date4. Print the statements for the district. Statements should include<ol style="list-style-type: none">a. LID, LUD or RID charges onlyb. Current charges, Delinquent charges and Total Payoff amountc. Due date *we do not honor postmarks*5. Fold statements and mail to taxpayer
Associations to Other Use Cases:	LID, LUD, RID - New District LID, LUD, RID – Payment Processing LID, LUD, RID – Pre-determined Interest
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Aumentum has two ways of doing this - either through Mass Bill Processing, or Selected Bill Processing. This functionality is a FIT within Aumentum, however development is required to create the initial bill formats.</p> <p>With Mass Bill Processing, you have the option to print the bills in house, or create an export for printing.</p> <p>Additionally from this screen you can generate Electronic bills if ebilling is to eventually be implemented. Currently the county will not be using ebilling because they do not want to house email addresses.</p> <p>Lender bills can be generated as well.</p> <p>A criteria group specifically for LID/LUD/RID will need to be configured for selection. This job can be scheduled to run unattended.</p> <p>Selected Bill Processing</p>

	This option doesn't use a criteria group, but rather an import or PIN list of bills to print. Selected bill processing will only print in house, not create a file. But this is a good option for printing a limited number of bills. This job is can not be scheduled because the input requires user intervention.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-129 PTC-PERSONAL PROPERTY DISTRAINT INITIATION

Project ID:	WASNO-UseCase-129
Title:	PTC-Personal Property Distraint Initiation
Actor:	Tax Specialist, Lead
Purpose and Objectives:	Identify delinquent parcels for Distraint action and issuing delinquent statements
Trigger Event(s):	Done 6 times a year to break up mailings to spread phone calls out.
PreCondition:	Parcels are delinquent for first half (April 30) Parcels are delinquent for second half (October 31)
Post Condition:	Charges are added to tax bill, parcels are noted, and statements are issued
Use Case Flow:	<ol style="list-style-type: none"> 1. Search system for parcels <ol style="list-style-type: none"> a. Current year delinquent parcels b. Sort into groups depending on time of year <ol style="list-style-type: none"> i. Business – 7 digit parcel # ii. Mobile home parks – 009600..... – 14 digit parcel # iii. Mobile Leased & Improvements – 14 digit parcel # 2. Create delinquent group 3. Add charge for distraint fee 4. Create and print statements
Associations to Other Use Cases:	Delinquent statement sorts 1.1 Personal Property - Field Visit Collection Action Charges
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>2000 - 4000 out of the 20,000 Personal Property records go through the distraint process. This included Mobile Homes.</p> <p>Twice a year groups 3 groups will be created for the distraint initiation processing. The Aumentum Group Creation program will be used to create the groups and then the the distraint fee will be added to the items in the group using the Delinquent Fee Application program. Finally statements will be printed using the Delinquent Billing program and sent out. These statements will be sent at the end of May for Business accounts and in July for Mobile Homes and Mobile Lease and Improvements accounts. The accounts being targeted in this process are those with any portion of the first installment unpaid, that were not identified for distraint in a prior year.</p> <p>Configuration:</p> <p>Fee Maintenance: Delinquent fees need to be configured in Configuration > Fees Maintenance</p> <ul style="list-style-type: none"> - Most will be set up as Flat Rates - Total Cost may be used if one lump amount is being divided equally among all of the selected bills. - If the charge amount changes periodically, then these will need to be updated in Fees Maintenance <p>Flag Setup:</p>

- One time setup - during implementation a Flag should be created for Dstraint.
- Use Configuration > Flag Setup menu option to create the flag.
 - Enter the Short Description and Long Description
 - **Name the flag something appropriate for the Dstraint process.
 - Select Duration Type = No Expiration
 - Select the appropriate Priority for the flag
 - Set the option for "non Workday expire date moves to" to the selection appropriate for your jurisdiction
 - In the "Entity Type" panel header, Click the ADD option
 - Select the Revenue Object
 - Click the Apply button
 - Click Save

Group Creation:

Criteria for group creation for the dstraint initiation will include:

Tax year = current year

Installment 1 greater than zero

Flags to Exclude - Since the new year group should not include those prior year records that have already been identified and processed, the Dstraint Flag will be identified for exclusion from the group. Other flags, such as Bankruptcy flags, may also be identified here to exclude from the new group.

***Be sure to select the All Years flag in order to look for the flag on all bills associated to the year being selected.

Roll Type

Class Code and Class Category may be used in Aumentum to Identify different the three types of parcels in three different groups, for this biannual process:

- Business
- Mobile Home Parks
- Mobile Leased & Improvements

***PIN range** can also be used in the search criteria to identify the 3 groups, but we recommend using class code and class category as a more streamlined option to find these records.

In order to speed the process of identifying the records for the dstraint groups, Saved Searches should be created in the Group Creation program so the non-variable search criteria will be automatically pre-filled when the search needs to be processed. When the saved search is accessed, the user will simply need to change the variable criteria (ex. Tax Year Range) to make it applicable for the current search.

Delinquent Fee Application:

\$5 fee added to each account and the Business group will have bills mailed at the end of May. Mobile Home parks and Mobile Leased and Improvements are sent statements in July.

Add Flag to Group:

Each year the delinquent dstraint group will need to be flagged with the flag configured for the dstraint process.

- Once the group is created. Flags can be added by navigating to Tax > Delinquent > Groups > Flags
- Search for the group to be flagged
- Select the group and click Next
- Verify that the selected group is the one to be flagged
- Click Add
- Select the Entity Type to which the flag will be attached (Tax Bill or RevObj)
- Select the Flag Type and if appropriate, the Flag Value

	<ul style="list-style-type: none"> - Enter the Start Date for the flag - Once all options are properly selected, then click Apply Flag - The Batch Processing page will display. - When the job completes, access InfoCenter to view the flag that was added <p>Delinquent Bills/Statements:</p> <p>During the workshop there was discussion about delinquent bills/statements and the need for special messages and coloring on these in order to draw attention to the delinquency. In order to do this, the county will utilize the billing module for the format. They can incorporate different color schemes and static information into the delinquent statements by providing samples of the documents during implementation and working with professional services to get them configured properly.</p> <p>The Billing module also allows the customer to configure messages that will appear on the printed bills in an area reserved for this purpose. To access this configuration go to Tax > Billing > Setup > Report Messages. These messages will appear on the bills based on the parameters entered for that message. Available parameters include the date range in which the message should print; tax year range; current tax bill balance amount range; and basic criteria options that allow you to select exactly which types of bills the message will apply to. Criteria options include things like Roll Caste (Annual, Escape, Supplemental), Roll Types (Real, Personal, etc.), Class (Mobile Home, Timeshare, etc.) and many more.</p> <p>To print statements for a delinquent group, access the Tax > Delinquent > Delinquent Billing program. Select the correct statement from the Report Type drop-down box. Enter the date through which the amount due on the bill is accurate and select whether you want a print version of the bill, or would like to export a file to be printed by a printing vendor. Then select the bills to be printed (check the box in the grid header to select all) and queue the process.</p> <p>Need examples of Delinquent Statement and Notices for Distraints.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-130 PTC-FORECLOSURE DELINQUENCY INITIATION

Project ID:	WASNO-UseCase-130
Title:	PTC-Foreclosure Delinquency Initiation
Actor:	Tax Collection Specialist
Purpose and Objectives:	To create a case number and flag the account for monitoring
Trigger Event(s):	Happens once a year after tax roll certification and before annual statement is mailed
PreCondition:	Parcels must exist Tax roll must be certified Parcels have been reviewed for state law criteria for foreclosure
Post Condition:	Creates a parcel list for court filing of Certificate of Delinquency in June. This is a fluid list and not final.
Use Case Flow:	<ol style="list-style-type: none"> 1. Initiate process called "Delinquency Process Initiation" <ol style="list-style-type: none"> a. This process pulls a list of parcels using a selected criteria list: <ol style="list-style-type: none"> i. Classified by the Assessor's Office as foreclosure. ii. Not in bankruptcy iii. Have delinquent ad valorem taxes that are over three years in arrears in accordance with RCW 84.64 2. Review list and manually remove or add parcels with exceptions 3. Assign Case # and delinquency flag to selected parcels
Associations to Other Use Cases:	<ol style="list-style-type: none"> 1.1.2 Adding Charges 1.1.3 Disposing Foreclosure Account 1.1.4 Daily Foreclosure Account Reconciliation 1.1.5 February Statement Mailing 1.1.6 May Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	County Response to Fit Analysis: Reports generated – Delinquent groups / revenue object flags
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>The process for Delinquency Initiation would be to create a group and flag the items to indicate to others in the office that they are in the foreclosure list. The group that is created can be used throughout the process for Fee Application, Correspondence and Report printing. the number of items in the group can be tracked.</p> <p>There was discussion around the "Case Number", and the need for this number. It was determined that this is an identifier the county creates and uses in foreclosure documentation. It was determined that the Group Name could be used for this purpose. This is a free-form field in Aumentum, so it can be assigned a numeric or alpha-character name (or a combination of both).</p> <p>Configuration:</p>

Flags will need to be configured using the Configuration > Flag Setup option.
One time setup - during implementation a Flag should be created for this purpose.
Use Configuration > Flag Setup menu option to create the flag.
Enter the Short Description and Long Description
Name the flag something appropriate for the Delinquent Foreclosure process.
Select Duration Type = No Expiration
Select the appropriate Priority for the flag
Set the option for "non Workday expire date moves to" to the selection appropriate for your jurisdiction
In the "Entity Type" panel header, Click the ADD option
Select the Revenue Object
Click the Apply button
Click Save

Create a Group:

Fees can be added to all of the items in a delinquent group using the Delinquent Fee Application program.
To create a group, access Tax > Delinquent > Groups > Group Creation
Enter the parameters to be used to find the group:
Be sure the appropriate years are selected.
If only pulling items delinquent for first installment, then be sure to indicate the min and max amounts for the installment
If certain accounts need to be excluded (for instance - Bankruptcies), then be sure those records are Flagged, and set the parameter to exclude that flag, if multiple flags are being excluded, then be sure to indicate whether to MATCH ALL (record will only be excluded if all listed flags are present on the bill), or MATCH ANY (a record with any listed flag on it will be excluded).
If SWM and LID bills are to be excluded, then these bills need a flag or some other attribute attached to them by which they may be excluded from the group.
If there are set parameters for groupings that need to be created on a regular basis, it is suggested that the search be SAVED and named appropriately so it can be quickly accessed for subsequent runs
***NOTE - if using a saved search, be sure variable attributes that may have changed are updated before running (example - Tax Year from and To fields)
Once all parameters are entered click the search option.
Job will be sent to Batch and the Batch Processing page will be displayed.
Once complete, return to the Delinquent > Groups > Group Creation and select the Common Action for View Searches
Select the appropriate group and review the items
Select those to be moved to the group
Select to either MOVE (items will no longer be available in View Searches) or COPY (items will be copied to group, but also remain in the View Searches area)
Also indicate whether the items should go to a group that already exists or a new group.
If existing group, then select the appropriate group and save.
If new group then the group description will be blank and the user will need to enter the name of the group and other information and save.

Add a Flag to a Group:

- Once the group is created. Flags can be added by navigating to Tax > Delinquent > Groups > Flags
- Search for the group to be flagged
- Select the group and click Next
- Verify that the selected group is the one to be flagged

	<ul style="list-style-type: none"> - Click Add - Select the Entity Type to which the flag will be attached - Select the Flag Type and if appropriate, the Flag Value - Enter the Start Date for the flag - Once all options are properly selected, then click Apply Flag - The Batch Processing page will display. - When the job completes, access InfoCenter to view the flag that was added
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Delinquent > Groups > Flags
Estimate:	N/A

WASNO-USECASE-131 FORECLOSURE - ADDING CHARGES

Project ID:	WASNO-UseCase-131
Title:	Foreclosure - Adding Charges
Actor:	Revenue Officer
Purpose and Objectives:	To add a charge for a qualifying foreclosure chargeable event.
Trigger Event(s):	Every time there is a chargeable event, chargeable events include: Initiation May Letter Certificate of Delinquency filing Title Report Charge Publication Charge Site Visit/ Posting Charge Any others as authorized by the County Treasurer or provided by law
PreCondition:	Parcel must exist Parcel must be eligible for foreclosure and on the "Certified Foreclosure" list
Post Condition:	A Foreclosure charge is added to a parcel
Use Case Flow:	1. Identify charge that needs to added a. This will happen several times during the foreclosure process due to different chargeable events. 2. Add charge either individually or as a batch 3. Verify that charge is correctly placed on account a. Charge is due the date placed on account
Associations to Other Use Cases:	1.1.1 Foreclosure Delinquency Initiation 1.1.3 Disposing Foreclosure Account 1.1.4 Daily Foreclosure Account Reconciliation 1.1.5 February Statement Mailing 1.1.6 May Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	ApplyDelqFee Report sample:

Fee Name	Tax Bill	Tax Year	PIN	Count	Amt Calculated	Amt Applied	Amt Reversed	Reason Excluded
Snoho Field Visit Fee								
Personal Property, CostOfUnit,Tax balance, Min amount: 0.00 Max amount: 0.00, Min fee: 0.00 Max fee: 0.00								
Bills included								
	201600012	2016	000000500		125.00			
	201600066	2016	000001824		125.00			
	Bills included Total				250.00			
Snoho Field Visit Fee Included Total				2	250.00	0.00	0.00	
Snoho Field Visit Fee Excluded Total				0	0.00	0.00	0.00	
Snoho Field Visit Fee Total				2	250.00	0.00	0.00	
Grand Total Included				2	250.00	0.00	0.00	
Grand Total Excluded				0	0.00	0.00	0.00	
Grand Total				2	250.00	0.00	0.00	

Notes: Each one of the trigger events is a charge (fee) that gets added when that time comes. These will be set up as fees.
 Title report charge, certified mailing charge, site visit charge - all get applied one off probably. The others probably get applied to all in the group at the same time.
 We had a lot of discussion about group management, if items are paid and get removed, and then moving them back in. The Resolution for this item should really just include some steps on how to manage groups.

Disposition: Fit

Gap Description:

Resolution Description : Delinquent Groups and Fee Application are standard processes within Aumentum Platform requiring only in application configuration that can be performed by any user with security rights.

Configuration required:
 - Delinquent fees need to be configured in Configuration > Fees Maintenance

- Most will be set up as Flat Rates
- Total Rate may be used if one lump amount is being divided equally among all of the selected bills.
- If the charge amount changes periodically, then these will need to be updated in Fees Maintenance

Create a Group:
 Fees can be added to all of the items in a delinquent group using the Delinquent Fee Application program.
 To create a group, access Tax > Delinquent > Groups > Group Creation
 Enter the parameters to be used to find the group:

- Be sure the appropriate years are selected.
- If only pulling items delinquent for first installment, then be sure to indicate the min and max amounts for the installment
- If certain accounts need to be excluded (for instance - Bankruptcies), then be sure those records are Flagged, and set the parameter to exclude that flag, if multiple flags are being excluded, then be sure to indicate whether to MATCH ALL (record will only be excluded if all listed flags are present on the bill), or MATCH ANY (a record with any listed flag on it will be excluded).

If SWM and LID bills are to be excluded, then these bills need a flag or some other attribute attached to them by which they may be excluded from the group.
 If there are set parameters for groupings that need to be created on a regular basis, it is suggested that the search be SAVED and named appropriately so it can be quickly accessed for subsequent runs

- NOTE - if using a saved search, be sure variable attributes that may have changed are updated before running (example - Tax Year from and To fields)

Once all parameters are entered click the search option.

- Job will be sent to Batch and the Batch Processing page will be displayed.

Once complete, return to the Delinquent > Groups > Group Creation and select the Common Action for View Searches

- Select the appropriate group and review the items
- Select those to be moved to the group

	<ul style="list-style-type: none"> • Select to either MOVE (items will no longer be available in View Searches) or COPY (items will be copied to group, but also remain in the View Searches area) <ul style="list-style-type: none"> ○ Also indicate whether the items should go to a group that already exists or a new group. <ul style="list-style-type: none"> ▪ If existing group, then select the appropriate group and save. ▪ If new group then the group description will be blank and the user will need to enter the name of the group and other information and save. <p>Delinquent Fee Application: Delinquent fees will be added using the Tax > Delinquent > Groups > Delinquent Fee Application program</p> <ul style="list-style-type: none"> • This program can be used to apply fees to a group (created using process above) • You can also enter a bill number, or type in a list of bills and apply fees manually <ul style="list-style-type: none"> ○ This second option will be necessary when Applying fees that vary for different Bills, like the Field Visit Fee • Different options are available for processing fees: <ul style="list-style-type: none"> ○ <i>Calculate as Fees</i> - this option can be used to add a Fee "virtually". This allows the amount due to be forecasted when necessary for printing advertising or correspondence prior to the actual due date of the fee. The fee will not appear as a part of the amount due in Cashiering, online or in InfoCenter until the due Date placed on the fee is reached. ○ <i>Apply Charges</i> - Selecting this option will actually place the fees on the bills as a receivable charge. The fee in this case will be a part of the amount due no mater whether the due date has been reached or not. ○ <i>Calc Fees and Apply Charges</i> - does both of the above at the same time ○ <i>Reverse Fee</i> - will remove a previously applied fee from the group selected. <p>Once the Fee has been added to the bills in the group a report will be produced for validation. The fees can also be viewed in InfoCenter. If they were calculated and not applied, then go to InfoCenter > Tax Detail > Bill Detail and change the As Of date to the due date or beyond and the fee should then be displayed as part of the amount due. The fee can also be viewed in the Fees Panel on the View Delinquent page which is common action from the InfoCenter > Tax Detail page.</p> <p>County Response to Fit Analysis: Reports – Fee application validation report</p> <p>Product Response: That report is listed in the reports section of this use case.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Delinquent > Groups > Delinquent Fee Application
Estimate:	N/A

WASNO-USECASE-132 PTC-DISPOSING FORECLOSURE ACCOUNT 1.1.3

Project ID:	WASNO-UseCase-132
Title:	PTC-Disposing Foreclosure Account 1.1.3
Actor:	Revenue Officer
Purpose and Objectives:	To remove parcel from list created in "Foreclosure Delinquency Initiation" step.
Trigger Event(s):	Parcel will be removed either by paying delinquent taxes, qualifying for a situation that removes the parcel from the foreclosure process, or by sale of the property to an individual or Snohomish County at the Tax Sale.
PreCondition:	Parcel must exist Parcel must be on "Certified Foreclosure" list
Post Condition:	Parcel will no longer appear on list
Use Case Flow:	1. Identify parcel that needs to be removed 2. Review account that it qualifies to be removed 3. Remove from "Certified Foreclosure" list
Associations to Other Use Cases:	1.1.1 Foreclosure Delinquency Initiation 1.1.2 Adding Charges 1.1.4 Daily Foreclosure Account Reconciliation 1.1.5 February Statement Mailing 1.1.6 May Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>In Delinquent Group Management items may be viewed, researched, selected and "removed" from the group. Doing this moves those items from the active group to the Removed View, which can be accessed directly from the Tax > Delinquent > Groups > Group Management page. Moving items from the group reduces the total item count for the group and increases the removed item count on the removed items view, so the foreclosure specialist can balance back to the original number in the group.</p> <p>Create a Group: Fees can be added to all of the items in a delinquent group using the Delinquent Fee Application program. To create a group, access Tax > Delinquent > Groups > Group Creation Enter the parameters to be used to find the group: Be sure the appropriate years are selected.</p> <ul style="list-style-type: none"> • If only pulling items delinquent for first installment, then be sure to indicate the min and max amounts for the installment

	<ul style="list-style-type: none"> • If certain accounts need to be excluded (for instance - Bankruptcies), then be sure those records are Flagged, and set the parameter to exclude that flag, if multiple flags are being excluded, then be sure to indicate whether to MATCH ALL (record will only be excluded if all listed flags are present on the bill), or MATCH ANY (a record with any listed flag on it will be excluded). <p>If SWM and LID bills are to be excluded, then these bills need a flag or some other attribute attached to them by which they may be excluded from the group.</p> <p>If there are set parameters for groupings that need to be created on a regular basis, it is suggested that the search be SAVED and named appropriately so it can be quickly accessed for subsequent runs</p> <ul style="list-style-type: none"> • NOTE - if using a saved search, be sure variable attributes that may have changed are updated before running (example - Tax Year from and To fields) <p>Once all parameters are entered click the search option.</p> <ul style="list-style-type: none"> • Job will be sent to Batch and the Batch Processing page will be displayed. <p>Once complete, return to the Delinquent > Groups > Group Creation and select the Common Action for View Searches</p> <ul style="list-style-type: none"> • Select the appropriate group and review the items • Select those to be moved to the group • Select to either MOVE (items will no longer be available in View Searches) or COPY (items will be copied to group, but also remain in the View Searches area) <ul style="list-style-type: none"> ○ Also indicate whether the items should go to a group that already exists or a new group. <ul style="list-style-type: none"> ▪ If existing group, then select the appropriate group and save. ▪ If new group then the group description will be blank and the user will need to enter the name of the group and other information and save. <p>Group Management: Create the group as described above. Access menu option Tax > Delinquent > Groups > Group Management Search for and select the group to be updated Find records that need to be disposed from the group. Some of the research to find these items can be done from within group management by using the following tools:</p> <ul style="list-style-type: none"> • The "Recalculate Amounts" button in the upper right corner, will update all of the amounts in the group to the amount due as of the current date. • Once this is done, the items in the group may be sorted by any column visible on the page. <ul style="list-style-type: none"> ○ Simply click the header name of the column to be sorted. ○ To reverse the sort order, click the column header again. ○ Sort by amounts due after recalculating, from smallest to largest. Any items that are paid off will show zero due. Move to the next step to remove these. <p>Click the checkbox to the left of these items Click the "Remove Selected" option in the bar at the top of the Bills Panel Click Save in the upper right corner of the page The selected items will be removed from the list Now, click the 'View Removed' option in the header bar of the panel. The view will change to display all of the items that have been removed from the group. There is a count of these items in title bar of the panel. If an item was removed by mistake, then click the checkbox to the left of the items and click the option to 'Add to Group'. Click Save The item should again appear in the main group.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Tax > Delinquent > Groups > Group Management

Estimate:	N/A
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WASNO-USECASE-133 PTC-DAILY FORECLOSURE ACCOUNT RECONCILIATION 1.1.4

Project ID:	WASNO-UseCase-133
Title:	PTC-Daily Foreclosure Account Reconciliation 1.1.4
Actor:	Revenue Officer
Purpose and Objectives:	To keep a daily tally of the number of properties in the “Certified Foreclosure” list.
Trigger Event(s):	Daily from January Initiation to December Tax sale.
PreCondition:	Certified Foreclosure list has been created
Post Condition:	Any properties that are eligible to be removed from list have been removed.
Use Case Flow:	<ol style="list-style-type: none"> 1. Pull “Paid properties in delinquency, under foreclosure” report, which is pulled for the prior day. 2. Review accounts on report to verify that required property taxes and foreclosure costs have been paid. 3. Dispose eligible accounts from list. 4. Balance # of properties on Cert list to prior days total minus disposed. <ol style="list-style-type: none"> a. This is done to make sure parcels aren’t being missed
Associations to Other Use Cases:	<ol style="list-style-type: none"> 1.1.1 Foreclosure Delinquency Initiation 1.1.2 Adding Charges 1.1.3 Disposing Foreclosure Account 1.1.5 February Statement Mailing 1.1.6 May Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	<p>Daily Collections Activity</p> <ul style="list-style-type: none"> • Create a saved search to find collections for revenue object flag that will be configured and placed on revenue objects for a delinquent group. Then the Revenue Officer can run the Daily Activities Collection report on a daily basis an take necessary action.
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>A Revenue Object Flag will be added to groups that have been created to initiate the delinquent foreclosure process. This will allow the user to run a report looking for any items with that flag that have had a payment on them during a specific timeframe.</p> <p>Configuration: One time setup - during implementation a Flag should be created for this purpose.</p> <ul style="list-style-type: none"> • Use Configuration > Flag Setup menu option to create the flag. <ul style="list-style-type: none"> ○ Enter the Short Description and Long Description <ul style="list-style-type: none"> ▪ Name the flag something appropriate for the Delinquent Foreclosure process. • Select Duration Type = No Expiration • Select the appropriate Priority for the flag • Set the option for "non Workday expire date moves to" to the selection appropriate for your jurisdiction

- In the "Entity Type" panel header, Click the ADD option
 - Select the Revenue Object
 - Click the Apply button
- Click Save

Once this configuration is complete, the flag will be available to add to revenue objects. This can be done en mass by creating a delinquent group and then adding the flags to the revenue objects in that group using the Flags option in the Delinquent Groups Menu.

Initial config required in the Daily Collections Activity program to create the Saved Search which will return the records updated with the PIN Flag.

- Access Tax > AR > Daily Collections Activity Program
- Click option to "Edit Saved Searches"
- Click New Search Button
- Name the Search using the Search Description field. Recommend using a name those running this will recognize, maybe "Paid properties in delinquency".
- Click Edit button
 - Click Add button
 - Click the Item Type drop-down Arrow and select Revenue Object Flag(s) - Match Any or Match All
 - Match Any - if using more than one flag for this report and would like the PINs to appear if any of the flags added are pulled in, then use this option.
 - Match All - if using more than one flag for this report but would only like to return the PINs that have ALL flags listed on them, then use this option.
 - Select the Item Action = Include, because in this case all items with the listed flag(s) should be included in the report that appears.
 - Next Click the Add button
 - Click the Flag Type drop-down arrow and select the flag created for the delinquent PINs
 - Click the Update Button
 - If more flags need to be added repeat the above Add steps until all necessary flags are listed.
 - Once all necessary flags are listed, click the Finish option.
- On the starting page, there is also an area to add Group/Sort options for the report.
 - Click Add in order to specify grouping and ordering preferences
 - Check the preferred attributes in the Available Criteria panel
 - Click the Add Selected Item(s) button
 - Click Finish
- When the report is set up as needed click Save
- Click Previous to return to the report parameters page

Create a Group:

To create a group, access Tax > Delinquent > Groups > Group Creation

Enter the parameters to be used to find the group:

- Be sure the appropriate years are selected.
- If only pulling items delinquent for first installment, then be sure to indicate the min and max amounts for the installment
- If certain accounts need to be excluded (for instance - Bankruptcies), then be sure those records are Flagged, and set the parameter to exclude that flag, if multiple flags are being excluded, then be sure to indicate whether to MATCH ALL (record will only be excluded if all listed flags are present on the bill), or MATCH ANY (a record with any listed flag on it will be excluded).

If SWM and LID bills are to be excluded, then these bills need a flag or some other attribute attached to them by which they may be excluded from the group.

If there are set parameters for groupings that need to be created on a regular basis, it is suggested that the search be SAVED and named appropriately so it can be quickly accessed for subsequent runs

- NOTE - if using a saved search, be sure variable attributes that may have changed are updated before running (example - Tax Year from and To fields)

Once all parameters are entered click the search option.

	<ul style="list-style-type: none"> • Job will be sent to Batch and the Batch Processing page will be displayed. Once complete, return to the Delinquent > Groups > Group Creation and select the Common Action for View Searches • Select the appropriate group and review the items • Select those to be moved to the group • Select to either MOVE (items will no longer be available in View Searches) or COPY (items will be copied to group, but also remain in the View Searches area) <ul style="list-style-type: none"> ○ Also indicate whether the items should go to a group that already exists or a new group. <ul style="list-style-type: none"> ▪ If existing group, then select the appropriate group and save. ▪ If new group then the group description will be blank and the user will need to enter the name of the group and other information and save. <p>Applying a Flag to a Delinquent Group: Flags can be added to all of the items in a delinquent group using the Tax > Delinquent > Groups > Flags program.</p> <ul style="list-style-type: none"> • Access the program and Search for and select the group to which the flag will be applied • In the Selected Flags panel header click the ADD button <ul style="list-style-type: none"> ○ Select the Entity Type of RevObj ○ Select the flag configured for this process in the Flag Type field ○ Click Apply Flag button • Once the flag is ready click the Apply button • This will run the process to apply the flag to each of the records in the group. <p>Run the Daily Collections Activity: Navigate to Tax > Accounts Receivable > Daily Collections Activity</p> <ul style="list-style-type: none"> • After the initial configuration described above is complete, the report may be processed at any time (daily) • Enter the business date for which the report should run • Select the Saved Search created for this purpose • Click the View Report button to process the report <p>After the report is processed: At this point it will be possible to review the list of records provided in the report to determine if the current taxes were paid instead of delinquent. The Revenue Officer can then determine whether the taxpayer needs to be contacted to see if the payment should be reallocated to the delinquent taxes in order to remove them from the foreclosure process. If the delinquent taxes were paid, and the item no longer meets the requirements for Foreclosure, then the item can be removed from the foreclosure group in Delinquent Group Management, by checking the item and clicking the Remove option. (The removed items may be reviewed and verified, by clicking the View Removed button.</p> <p>County Response to Fit Analysis: Per TR- the Daily Collection Activity Report is not currently working</p> <p>Product Response: Correct, this is a current defect but does not represent a 'gap' in functionality. This defect will be remedied prior to Snohomish County's implementation.</p>
Risks / Constraints / Dependencies :	The Daily Collections Report is not working properly currently. Will create a defect about this for Snohomish.
Aumentum Program Name or function :	Daily Collections Report
Estimate:	N/A

WASNO-USECASE-134 PTC-FORECLOSURE - FEBRUARY STATEMENT MAILING 1.1.5

Project ID:	WASNO-UseCase-134
Title:	PTC-Foreclosure - February Statement Mailing 1.1.5
Actor:	Revenue Officer
Purpose and Objectives:	To mail out statements and add pre-foreclosure cost to parcels that are included on the "Certified Foreclosure" list. Tax statements will include red stamps indicating pre-foreclosure.
Trigger Event(s):	Annually, to be done the first week of February after Delinquency Initiation.
PreCondition:	Parcels must exist Foreclosure Delinquency Initiation has been completed Pre-foreclosure cost charge has been added to tax bills
Post Condition:	Statement has been sent to taxpayer
Use Case Flow:	1. Stock printer with Pre-printed foreclosure blank statement paper. 2. Print statements from the "Certified Foreclosure List" 3. Add a flyer approved by management with foreclosure information 4. Mail statements (these are also considered the annual statements, not mailed at the same time as our regular annual statements are sent)
Associations to Other Use Cases:	1.1.1 Foreclosure Delinquency Initiation 1.1.2 Adding Charges 1.1.3 Disposing Foreclosure Account 1.1.4 Daily Foreclosure Account Reconciliation 1.1.6 May Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	Attached are examples of the Bill documents. Front and Back. One is blank and another is filled in.
Notes:	
Disposition:	Software Development Required
Gap Description:	
Resolution Description :	The Annual February Bills are sent out to everyone, but those for whom the foreclosure process has started, are separated from the mass bill process and are sent with special formatting in order to draw the taxpayer's attention to the fact that the property will be sold if the delinquent taxes are not paid. (See attached Examples provided by the customer.) <ol style="list-style-type: none">1. Any Charges that need to be added would be done using process described in <u>Use Case 131 - Adding Charges</u>.2. Items that are included in the delinquent group for foreclosure will have a revenue object flag added to them. See <u>Use Case 133</u> for details about this.3. The Billing process that is used to create the mass bills run in February will be configured to exclude bills with the delinquent flag on the revenue object.4. These bills will have a separate bill format created which will incorporate the special formatting required for the delinquent records. Formatting includes:<ol style="list-style-type: none">1. Yellow Highlights on the Summary of Total amount Due box2. Red text in Property Address Areas

	<p>3. Below red Text in bottom portion of the bill there is also black text that indicates what must be paid in order to avoid foreclosure.</p> <p>4. Red Arrow</p> <p>5. All of the bill formatting above will be configured by joint effort of Snohomish County SME, TR Professional Services Staff and Engineering (if required).</p> <p>Once the Delinquent February Statement Format is created, it can be processed via the Tax > Delinquent > Delinquent Billing program</p> <ul style="list-style-type: none"> • Navigate to the program and click the Search option • Select the group for which February Notices need to be sent. • On the Print Delinquent Bills page, click on the Drop-down arrow for the Report Type, and select the report format created for the February Statement for delinquents. • Select the Process you wish to use: <ul style="list-style-type: none"> ○ Print Report - will create a file of the bills to be printed manually and sent ○ Export Data - will create a file of the data necessary for the bills that can be sent to print vendor for printing. • Enter the Good Through Date, which is the date through which the amounts displayed on the Bill are correct. • Select all of the records for which a bill is required (if printing all, then the box in the panel header may be checked to select all) • Click Queue Process to start the Batch job which will run the selected process. <p>Any additional flyers or documents to be included in the envelopes will need to be created separately and stuffed manually.</p> <p>This item is marked 'Software Development Required' to allow for the initial creation of bill formats.</p> <p>County Response to Fit Analysis: A separate bill format for Delinquent Bill program needs to be created.</p> <p>Product Response: Correct – the county needs to determine which format will represent their delinquent bills.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Delinquent Billing
Estimate:	Included

WASNO-USECASE-135 PTC-FORECLOSURE - MAY STATEMENT & LETTER 1.1.6

Project ID:	WASNO-UseCase-135
Title:	PTC-Foreclosure - May Statement & Letter 1.1.6
Actor:	Revenue Officer
Purpose and Objectives:	To mail out statements to all parties that have the year of Foreclosure delinquent taxes due.
Trigger Event(s):	Annually, to be done the first week of May.
PreCondition:	Parcels must exist Pre-foreclosure cost fee has been added to parcel
Post Condition:	Charge has been added and statement has been sent to taxpayer
Use Case Flow:	<ol style="list-style-type: none"> 1. Stock printer with Pre-printed foreclosure blank statement paper. 2. Print statements from the Cert List, only include charges that required by law to be paid to avoid foreclosure 3. Add a flyer approved by management with foreclosure information 4. Mail statements
Associations to Other Use Cases:	<ol style="list-style-type: none"> 1.1.1 Foreclosure Delinquency Initiation 1.1.2 Adding Charges 1.1.3 Disposing Foreclosure Account 1.1.4 Daily Foreclosure Account Reconciliation 1.1.5 February Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	<ul style="list-style-type: none"> •
Resolution Description :	<p>There was discussion during the workshop that the May Statement format may be combined with the February format. If this is the case then no additional changes will be needed for this Use Case. Examples of the current May On Demand Form are attached here. If a separate bill is required, then the area with the black X through it does not need to be printed at all.</p> <p>For details about the how to process Delinquent Bills for a Delinquent Group, please see details on Use Case 134.</p> <p>For On Demand printing of the May Statement:</p> <ul style="list-style-type: none"> • Navigate to InfoCenter > Tax Detail. • Enter search criteria to find the record for which the bill should be printed and click Search • Place a check in the box next to the appropriate record and click Next • On the Tax Information page, in the center of the page is a Panel with a Year/Bill drop-down. Click here and select the Year and Bill to be printed

	<ul style="list-style-type: none"> • Next to this is a drop-down in which the bill format may be selected. Click the format that was created for the May Statement • Click Print <p>Any additional flyers or documents to be included in the envelopes will need to be created separately and stuffed manually.</p> <p>If this statement is required, we may need to come back in a separate session for requirements and effort.</p> <p>County Response to Fit Analysis: As long as Process 134 gets completed-this will be a Fit, as this is the same process, just with a different format for the bill Opportunities to Improve: Would like Certified Mail reporting/functionality within the system.</p> <p>Product Response: Correct. Aumentum does have certified mail functionality.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Delinquent Billing
Estimate:	N/A

WASNO-USECASE-136 PTC-FORECLOSURE - JUNE COURT FILING EXHIBIT A 1.1.7

Project ID:	WASNO-UseCase-136
Title:	PTC-Foreclosure - June Court Filing Exhibit A 1.1.7
Actor:	Revenue Officer
Purpose and Objectives:	Create Exhibit A for the attorney to file the Certificate of Delinquency. This is the start of the legal process of tax foreclosure.
Trigger Event(s):	Annual event, within the first two weeks of June, must be given to attorney six months prior to sale
PreCondition:	Cert list has been reviewed and completed.
Post Condition:	Attorney has list and filed along with pertinent court documents. This exhibit A listing will be updated and used throughout the foreclosure legal process
Use Case Flow:	<ol style="list-style-type: none"> 1. Pull formatted report <ol style="list-style-type: none"> a. The report contains party information, account number, Amount due, legal description, situs address, TCA, use code, land size, land value, & improvement value. i. We would like to add year of taxes, indication of non-ad valorem taxes, and total amount owing (current report only gives the last year) 2. Reformat report into a workable document. 3. Review each account for accuracy. 4. Print another report with the names of taxpayers and owners per tax roll for filing. 5. Print and give to attorney for filing. 6. Receive copy of filed court document.
Associations to Other Use Cases:	<ol style="list-style-type: none"> 1.1.1 Foreclosure Delinquency Initiation 1.1.2 Adding Charges 1.1.3 Disposing Foreclosure Account 1.1.4 Daily Foreclosure Account Reconciliation 1.1.5 February Statement Mailing 1.1.6 May Statement Mailing 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	<p>The format of this report is not specified by the state therefore, the 5 or 6 different examples we got from different counties in WA all displayed vastly different formats. Please review this document to see the vastly different formatting in various counties around WA. This document is the Snohomish version. We need to create a Dataservice that will provide the data elements the users require and allow them to configure the report that suits their needs.</p> <p>Ensure that the report can allow formatting so one PIN prints per page OR a list of PINs with simple attributes may be printed.</p> <p>PIN Owner Name Owner Mailing Address Ability to create a grid containing</p> <ul style="list-style-type: none"> • Parties of interest names • Mailing address per Party of interest <p>Legal Description Situs Address</p>

	<p>TAG</p> <ul style="list-style-type: none"> • WA has TCA which is equal to Aumentum TAG <p>Class</p> <ul style="list-style-type: none"> • WA has Use Code here - seems to be equivalent to Aumentum Class <p>Size</p> <ul style="list-style-type: none"> • This is Aumentum Parcel Area and needs to include the Amount and the Unit of Measure, for example: .16 Acres <p>Land Value</p> <ul style="list-style-type: none"> • Map to the value type? <p>Improvement Value</p> <ul style="list-style-type: none"> • Map to Value type <p>Deferral Amount</p> <ul style="list-style-type: none"> • This will need to be added as a Fee like in Riverside, so that it can be added to the overall total due, • Jurisdiction will need to map which fee is the deferral amount and print it separate from the other costs <p>Amount Good As Of Date</p> <ul style="list-style-type: none"> • Date through which to totals due in the grid below are good <p>Overall amount due for the PIN</p> <p>Need to be able to format a grid with the following options available:</p> <ul style="list-style-type: none"> • Tax Year <ul style="list-style-type: none"> ○ Base tax per Tax Year ○ Interest due per tax Year ○ Penalty per tax year ○ Costs (fees) per tax year ○ Total amount due per tax year ○ Total Advalorem due per tax year ○ Total Advalorem tax due per tax year ○ Total advalorem Interest due per tax year ○ Total Non-advalorem amount per tax year (may need levy to figure out which TAFs are non-adv) <ul style="list-style-type: none"> ▪ Ability to break out Non-Adv TAF Description ▪ Tax due per Non-adv TAF ▪ Interest Due per Non-adv TAF
Notes:	.
Disposition:	Software Development Required
Gap Description:	Based on the extremely diverse formats for the Exhibit A and Certificate of Delinquency reports from around WA, I believe this item will require engineering to create a new dataservice that will allow the jurisdictions to configure the report that best suits them. Please see the Report description for details on what is required.
Resolution Description :	<p>Create a new dataservice that will allow this report to be formatted many different ways based on the WA County needs.</p> <p>Ensure that the correspondence configuration options available, can provide the flexibility necessary to create reports which look similar to the various formats displayed in these documents: Snohomish Version Other WA County versions</p> <p>County Response to Fit Analysis: Snohomish County needs may be similar to other WA County needs-Dataservices needed</p> <p>Product Response: Yes, a dataservice is outlined in this resolution.</p>

Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Aumentum Correspondence and Dataservices
Estimate:	Included

WASNO-USECASE-137 PTC-FORECLOSIURE - TITLE REPORT PROCESSING 1.1.8

Project ID:	WASNO-UseCase-137
Title:	PTC-Foreclosure - Title Report Processing 1.1.8
Actor:	Revenue Officer
Purpose and Objectives:	The legal notification required by RCW 84.64 to notify any party with tax payer, owner, or lien holder interest of the tax foreclosure of the property.
Trigger Event(s):	Certificate if Delinquency has been filed in court. And a title report has been received from contracted title company.
PreCondition:	Title report must be received
Post Condition:	Certified mail has been mailed out.
Use Case Flow:	4. Compare title report to information in tax roll to make sure legal description of a property is correct. 5. Create & send out required certified mail court documents along with a billing statement. Note: Would like to be able to create mail merge that contains all addresses associated with the property. Also if we had the ability attach the title report to the parcel.
Associations to Other Use Cases:	1.1.1 Foreclosure Delinquency Initiation 1.1.2 Adding Charges 1.1.3 Disposing Foreclosure Account 1.1.4 Daily Foreclosure Account Reconciliation 1.1.5 February Statement Mailing 1.1.6 May Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	Aumentum Delinquent Groups and Property Sale provides the ability to associate numerous Parties of Interest with every item. As the title reports are received, the Revenue Officer has the ability to validate the property for which the new parties were identified is correct, using Group Management and InfoCenter. Then, if they are, the new Party of Interest can be added by doing the following: Navigate to Tax > Delinquent > Groups > Group Management Click Search and then select the group in which the property being reviewed resides Click the Common Actions (Star) option on the vertical bar and select Interested Parties <ul style="list-style-type: none"> • A new page will display with the items from the group listed • filter or scroll and review pages to find the appropriate PIN • Click the Interested Parties button on the row for that PIN • Compare list on screen with title report. If new parties have been identified then click Add • Enter the information for the new party and click Save

	<ul style="list-style-type: none"> • Click Save again when you return to the Parties of Interest page. <ul style="list-style-type: none"> ○ Notes may be added on the Parties of Interest page. <ul style="list-style-type: none"> ▪ Click on the sticky note icon to add free-form notes to the item if necessary. ○ Existing Parties of interest can be updated from here too, by clicking the Edit or Delete Button. <p>It is also possible to pull interested parties who already exist in Aumentum into this Parties of Interest list. This can be done at any time.</p> <ul style="list-style-type: none"> • On The Title Search Company and Interested Party Maintenance page, select the PINs for which you want to get the Parties of Interest by checking the box to the right. • click the drop-down arrow in the grid header and select "Get Parties of Interest" • A pop-up will appear which asks for a Legal Party Role to get. The most obvious would be "Owner", but there may be others associated to the PINs in your jurisdiction that could be selected too. • Once the appropriate Role is selected, click Accept • The process will be sent to Batch to complete. • When it is done, return to the Parties of Interest page to review the results. <p>This page also allows the records to be assigned to a Title Search Company and tracked</p> <ul style="list-style-type: none"> • When a title report comes in, access this page and process the review of the PIN as discussed above. • When complete select the checkbox to the right of the record and click the Edit button • A pop-up window will appear in which you can add the Data Received and the Date Good Thru for the report. <p>Export options are also available for all of this data.</p> <ul style="list-style-type: none"> • Check the box to the right for the items to be exported • Click the Drop-down arrow and select Export Title Search and Parties of Interest option • a Pop-up will display providing a couple of options <ul style="list-style-type: none"> ○ To export the all of the records that were assigned to a particular Title company, along with Date Sent, Date Good Thru and Date Received info, select the Title company and click Accept. Title Company Export Example ○ To export a list of all parties of interest for the selected records, then simply check the Export Parties of Interest box, and the parties with their addresses will print. Parties of Interest Export Example <p>The exports provided above can be used for Mail Merge purposes, if this is being handled outside of Aumentum, or there are also Dataservices available for Parties of Interest, so the correspondence functionality within Aumentum may be used.</p> <ul style="list-style-type: none"> • This requires the data definition file to be downloaded and used to update a template with the Aumentum Parties of Interest fields. • The template would then need to be uploaded and saved along with other configurable information in the Reports and Interfaces > Correspondence > Setup > Report Setup program. (This configuration will be completed by the jurisdiction with the help of TR Professional Services staff.) • The benefit to creating the correspondence through Aumentum, is that every document created will be saved as an attachment that is linked to the account for viewing at any time. <p>Other documents such as the title Search Report may also be scanned and saved (if hard documents) or saved (if soft files) and then uploaded into Aumentum and attached to the appropriate account for review whenever required.</p> <p>County Response to Fit Analysis: Would like Certified Mail reporting/functionality within the system.</p> <p>Product Response: Certified mail functionality exists in Aumentum.</p>
Risks / Constraints / Dependencies :	

Aumentum Program Name or function :	Delinquent Parties of Interest
Estimate:	N/A

WASNO-USECASE-138 PTC-FORECLOSURE - PUBLICATION- WEB PAGE 1.1.9

Project ID:	WASNO-UseCase-138
Title:	PTC-Foreclosure - Publication- Web Page 1.1.9
Actor:	Revenue Officer
Purpose and Objectives:	The 2nd legal notification required by RCW 84.64 to notify any party with tax payer, owner, or lien holder interest of the tax foreclosure sale published as a LEGAL NOTICE.
Trigger Event(s):	Certified mail has been sent out.
PreCondition:	
Post Condition:	LEGAL NOTICE has been published and Affidavit of Publication is filed in court by attorney.
Use Case Flow:	<ol style="list-style-type: none">1. Exhibit A has been updated with the most current information.2. Copy of Exhibit A & Court documents are taken to the local newspaper for publishing.3. Verify draft is correct.4. Publication occurs, which triggers the attorney to file Affidavit of Publication with court.
Associations to Other Use Cases:	<ul style="list-style-type: none">1.1.1 Foreclosure Delinquency Initiation1.1.2 Adding Charges1.1.3 Disposing Foreclosure Account1.1.4 Daily Foreclosure Account Reconciliation1.1.5 February Statement Mailing1.1.6 May Statement Mailing1.1.7 June Court Filing Exhibit A1.1.8 Title Report Processing1.1.10 Sale Receipting1.1.11 Excise and Deeds1.1.12 Excess Funds
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>If Advertising List is used for publication, then a crystal report advertising list will need to be configured for Snohomish. The Advertising List for Snohomish will need to contain all Interested Parties that have been added for the Delinquent items that are included in the list. Data to be included for Snohomish:</p> <ul style="list-style-type: none">- PIN- Taxpayer - Owner on the oldest bill- Taxpayer Mailing Address - mailing address for the above legal party- Owner/Record title Holder/Other Parties of Interest - concatenate the names of all Parties of Interest related to the Tax Sale Item.- Legal Description - Full Legal Descr- Situs Address- TCA - this is the Aumentum TAG- Use Code = Aumentum Class- Size - This is Aumentum Parcel Area and needs to include the Amount and the Unit of Measure, for example: .16 Acres- Land Value - Map to the value(s) type used for Land- Improvement Value - Map to the Value type(s) used for Improvement- Deferral Amount - This will need to be added as a Fee like in Riverside, so that it can be added to the overall total due, <p>***NOTE: Jurisdiction will need to map which fee is the deferral amount and print it separate from the other costs</p>

	<p>- Amount Good As Of Date - Date through which to totals due in the grid below are good - should already be a parameter on the page</p> <p>- Overall amount due for the PIN</p> <p>- If the item is designated as Open Space - then need to print a message - "SUBJECT TO OPEN SPACE"</p>
Resolution Description :	<p>The Aumentum Advertising List will be used for this report. The crystal report for the Snohomish Advertising List will need to be updated by engineering to create a report that looks like the following example: Snohomish Advertising List</p> <ul style="list-style-type: none"> • Navigate to the Tax > Delinquent > Advertising > Advertising List Program in Aumentum. • Select the Delinquent Group for which the publication needs to be printed • Select the report template that was formatted to match the Snohomish advertising needs • Update the Interest Date to display the date through which interest on the list should be calculated (September 30?) • This list can be printed as many times as necessary for review and validation until the "Final List" is printed <ul style="list-style-type: none"> ○ A Tax Sale needs to be created prior to selecting the Final List option ○ When you select Final List, you must also indicate which Tax Sale the items will be moving into ○ The next Sequence Number and the Beginning advertising number should be the same number so that they are in sync. <p>County Response to Fit Analysis: Snohomish County needs may be similar to other WA County needs-Dataservices needed</p> <p>Product Response: Agreed. A dataservice is being added for 136.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Advertising List
Estimate:	Included

WASNO-USECASE-139 PTC-PERSONAL PROPERTY- FIELD VISIT/ COLLECTION ACTION CHARGES

Project ID:	WASNO-UseCase-139
Title:	PTC-Personal Property- Field Visit/ Collection Action Charges
Actor:	Revenue Officer
Purpose and Objectives:	To add collection costs to account after a field visit.
Trigger Event(s):	Field visit has been performed
PreCondition:	Taxes must be delinquent Parcel must exist
Post Condition:	Charges have been added to an account.
Use Case Flow:	<ol style="list-style-type: none">1. Calculating the cost of the field visits<ol style="list-style-type: none">a. Cost of carb. Mileagec. Revenue Officer's timed. Number of visits (the above is split between)2. Input information into spreadsheet (used to track field visits)<ol style="list-style-type: none">a. Parcel numberb. Cost3. Send email to Tax Collection Specialist that charges are ready to be added4. Charges are added
Associations to Other Use Cases:	1.1.1 Personal Property Distant Initiation
Glossary:	

Reports:

Jul-15-2019 9:05 PM

ApplyDelqFee.rpt

Fee Name	Tax Bill	Tax Year	PIN	Count	Amnt Calculated	Amnt Applied	Amnt Reversed	Reason Excluded
Title Search								
Real, Total cost, Tax balance, Min amount: 0.00 Max amount: 0.00, Min fee: 0.00 Max fee: 0.00								
Bills included								
201138936		2010	622020091		208.33			
201138936		2010	622020091		208.33			
201141361		2011	677050027		208.33			
201141361		2011	677050027		208.33			
201141370		2011	677050033		208.33			
201141370		2011	677050033		208.33			
201240668		2012	677050027		208.33			
201240668		2012	677050027		208.33			
201240676		2012	677050033		208.33			
201240676		2012	677050033		208.33			
2013231281045		2013	231281045		208.33			
2013231281045		2013	231281045		208.33			
2013639221051		2013	639221051		208.33			
201338609		2013	677050033		208.33			
201338609		2013	677050033		208.33			
2014219142014		2014	219142014		208.33			
2014219142014		2014	219142014		208.33			
2015211071002		2015	211071002		208.33			
2015211071002		2015	211071002		208.33			
2015211071023		2015	211071023		208.33			
2015211071023		2015	211071023		208.33			
2015211071024		2015	211071024		208.33			
2015211071024		2015	211071024		208.33			
2015211072004		2015	211072004		208.33			
2015211072004		2015	211072004		208.33			
2015211072021		2015	211072021		208.33			
2015215371001		2015	215371001		208.33			
2015215371001		2015	215371001		208.33			
Bills included Total					19,999.68			
Title Search Included Total				96	19,999.68	0.00	0.00	
Title Search Excluded Total				0	0.00	0.00	0.00	
Title Search Total				96	19,999.68	0.00	0.00	

Disposition: Fit

Gap Description:

Resolution Description:

This use case is about generating a list of delinquent records to be targeted for a field visit and then allocating the costs for the field visit to those items. The total cost amount is calculated outside of the system based on the cost of the car, mileage, revenue officer's time and number of visits. In Aumentum it is possible to use group searches and group management to find the field visit items and determine the highest impact visits by sorting the list by amount due.

Fees may be added to the records and there are multiple methods that can be used to do this depending on the nature of the fee. If the Field Visit fee amount is a lump amount that is allocated equally to all of the items in the group, then the fee should be configured with a fee type of "total cost", which when added to the group prorates equal portions of the overall cost to each of the items in the list. If, on the other hand, the field visit fee amount is variable for each account, then the fee will be configured with a fee type of "flat fee" and the revenue officer will need to access the bills in the group individually in Delinquent Fee Application using the search type of "search for bill" and add the appropriate amount to each bill record. It is also possible to set up 2 different fees, one to be used for the Lump sum allocation and the other for the variable amount fee, and then use whichever fee is appropriate for the bill.

During the workshop there was some discussion about a separation of duties with the fee allocation and actually charging the fees. This can be handled via a business process where the revenue officer (Pat) will only "calculate"

the fees and will review the subsequent report for accuracy and then pass it on the tax specialist who will then review the report and if everything is correct, "apply the charges" for those fees, so they are actually added to the financial detail for the items.

Configuration:

Fee Maintenance:

Delinquent fees need to be configured in Configuration > Fees Maintenance

- Most will be set up as Flat Rates
- Total Cost may be used if one lump amount is being divided equally among all of the selected bills.
- If the charge amount changes periodically, then these will need to be updated in Fees Maintenance
- the county can add as many fees as they like so it is OK to create one that will be used for the total cost lump amount and another for the variable amounts.

***Before applying a "Total Cost" type fee to a group, someone must access Configuration > Fee Maintenance and update the Fee Cost to be the amount that will be divided among all of the items in the group.

File I/O for the Enforcement Export:

- Access Configuration > File Input/Output > Input/Output Configuration
- Entering the Process Table of " Enforcement Export" and click Search
- If there is an existing configuration, then click Edit to review and update it.
*If there are no existing configurations, then click NEW
- Enter/update the description (name) of the export and other information on the page and save.

Processing:

Create a Group:

To create a group, access Tax > Delinquent > Groups > Group Creation

Enter the parameters to be used to find the group:

- Be sure the appropriate years are selected.
- If only pulling items delinquent for first installment, then be sure to indicate the min and max amounts for the installment
- If certain accounts need to be excluded (for instance - Bankruptcies), then be sure those records are Flagged, and set the parameter to exclude that flag, if multiple flags are being excluded, then be sure to indicate whether to MATCH ALL (record will only be excluded if all listed flags are present on the bill), or MATCH ANY (a record with any listed flag on it will be excluded).

If SWM and LID bills are to be excluded, then these bills need a flag or some other attribute attached to them by which they may be excluded from the group.

For Field visits, it would be good to also select a Zip Code range for the targeted visit area, another alternative might be to use the TAG to find delinquent accounts within the target area.

If there are set parameters for groupings that need to be created on a regular basis, it is suggested that the search be SAVED and named appropriately so it can be quickly accessed for subsequent runs

- NOTE - if using a saved search, be sure variable attributes that may have changed are updated before running (example - Tax Year from and To fields)

Once all parameters are entered click the search option.

- Job will be sent to Batch and the Batch Processing page will be displayed.

Once complete, return to the Delinquent > Groups > Group Creation and select the Common Action for View Searches

- Select the appropriate search and review the items
- In order to target the most impactful items first, click the Amount Due Header in the grid twice, so that all of the items will be sorted from highest amount due to lowest.
- Then select the items to be tracked for the visit and move them to the group being used to track the field visit items.
 - Select to either MOVE (items will no longer be available in View Searches) or COPY (items will be copied to group, but also remain in the View Searches area)
 - Also indicate whether the items should go to a group that already exists or a new group.
 - If existing group, then select the appropriate group and save.
 - If new group then the group description will be blank and the user will need to enter the name of the group and other information and save.

Export Group:

It is possible to work from a printed list of items, in order to perform field visits without access to the system. To do this, go to Tax > Delinquent > Groups > Group Management. When they click on the Common Actions (star) icon and select Enforcement. This will display the list in a different view with an Export option available above and to the right of the list. Click Export and a batch process will be generated to export the data into the format specified in File I/O for this process. This file can be saved and then imported and viewed using Excel.

Delinquent Fee Application:

Delinquent fees will be added using the Tax > Delinquent > Groups > Delinquent Fee Application program

This program can be used to apply fees to a group (created using process above)

If the field visit fee amount will be the same for every item in the group then use a fee configured as a "Total Cost" fee.

- ****This process is designed to divide the cost *evenly* among all of the accounts in the group. Therefore if the amount isn't exactly divisible by that number, then the total will not be the exact amount that was entered.**
- ****Before adding this fee, be sure to update the Fee Maintenance (see **Configuration** above) with the correct field visit cost amount.**

If the fee amount for the various items in the group **varies**, then enter a bill number, or type in a list of bills and apply fees manually. For the variable fee, the fee will either need to be configured (see Configure Fee Maintenance above) with a basis of "cost per unit" or "flat".

- For this process one of two options may be selected after entering the Tax > Delinquent > Groups > Delinquent Fee Application program. click on the dropdown box at the top of the page and select 'Search for Bill' - this can be used for one bill, or to select a list of bills, though it is easier to import a list than search for each bill individually. Enter the tax bill year and number and click search, the bill will display in the search results below, enter the next bill number and search again. This will add the new number to the search results. Continue until all are listed. Then check the select all box in the grid header, this will select all rows and click the Next button. The Apply or Remove Delinquent Fees page will display. Click the Add button and select the Distraint Field Visit fee configured above. Ensure the dates are correct and if it is a per unit fee, enter the number of units then click Apply. If the amounts for each of the selected bills is different, then Click Edit on the bills that need to be changed, and enter the true amount in the Fee Override Amount field, and click Apply. When all bills that needed overrides are updated, then click on the Process dropdown at the top of the page and select either the Calculate or Apply Charges options (see differences below).

Different options are available for processing fees:

- ***Calculate as Fees*** - this option can be used to add a Fee "virtually". This allows the amount due to be forecast when necessary for printing advertising or correspondence prior to the actual due date of the fee. The fee will not appear as a part of the amount due in Cashiering, online or in InfoCenter until the due Date placed on the fee is reached.
 - In the workshop discussion it was suggested the the revenue officer only perform the calculate option, in order to get the fee amounts required into the system, then notify the tax specialist when the amounts are correct for the next step.
- ***Apply Charges*** - Selecting this option will actually place the fees on the bills as a receivable charge. The fee in this case will be a part of the amount due no matter whether the due date has been reached or not.
 - From our workshop discussions this is the action the tax specialist would take in order to actually create the fee charges on all of the records, after they have been reviewed and approved.
- ***Calc Fees and Apply Charges*** - does both of the above at the same time
- ***Reverse Fee*** - will remove a previously applied fee from the entire selected group.
 - *****Sometimes it is necessary to remove the fee charge from a record. If this needs to be done for one bill then the Process Corrections program will need to be used.**

Delinquent Statement:

A delinquent statement/bill will be presented to the property owner during the field visit. This bill will need to include:

- Outstanding tax amount
- Penalty
- Interest
- Approximate Distraint Field Visit fee (\$40)

	<p>During the workshop, there was much discussion about the distraint fee and the fact that it must be paid first. Therefore, the Payment Allocation Rules in Accounts Receivable will need to be configured to pay this fee first.</p> <p>Since the \$40 Distraint Field Visit fee is an estimated amount, it will be best to add that fee to the Statement Notice as a part of the static text, or add a red notification with a blank space for the revenue office to use to write in the amount, like it was in the legacy system (<u>example from current system</u>). This will allow the revenue officer to add the correct amounts for the fees in Aumentum when those amounts are known and save time in adding and reversing fee amounts that are not correct. Use the instructions above for the variable fee application to accomplish this.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-140 PTC-BANKRUPTCY PROCESS

Project ID:	WASNO-UseCase-140
Title:	PTC-Bankruptcy Process
Actor:	Tax Collection Specialist
Purpose and Objectives:	Flag accounts in order to track those that are in bankruptcy, to avoid violating the court ordered stay on collections and to adequately protect Snohomish County as creditor.
Trigger Event(s):	Receive notice by mail, email or other departments Look for bankruptcies in local and nearby newspapers Hear of a bankruptcy on the news
PreCondition:	Account exists in Snohomish County
Post Condition:	Account is flagged as bankruptcy
Use Case Flow:	<ol style="list-style-type: none"> 1. Notified of bankruptcy filing 2. Review all documents received 3. Stamp documents with received date stamp 4. Search property tax system for accounts by name or address 5. Research bankruptcy in Pacer, SOS or DOR for more information such as have they filed for bankruptcy previously, is SCT listed as a creditor, do they have any other property, is the business open or where the business is located. 6. Flag account(s) in the property tax system as bankruptcy (limited space for notes) 7. Enter account(s) into access database <ol style="list-style-type: none"> a. This is used to track accounts in bankruptcy and to add more detailed information. (Example: Has one of the properties sold or is there an objection.) 8. Submit Proof of Claim using property tax due from the property tax system if applicable through the bankruptcy court website. (Would be nice to be able to do this through the property tax system.) 9. Create file folder containing all supporting documentation and file in "Active Bankruptcies" cabinet 10. When payment is received, apply to account in same manner as a standard property tax payment. <p>NOTE: Partial payments ARE accepted for accounts in bankruptcy.</p> <ol style="list-style-type: none"> 11. Upon Receipt of a Notice of Termination, Dismissal or Discharge, review case in PACER to verify it has been CLOSED. Bankruptcy process is NOT terminated until such time as the case is closed by the bankruptcy court. 12. Close bankruptcy file if documents received support this action by: <ol style="list-style-type: none"> a. Removing the flag in the property tax system by changing the status and/or closure date b. In the database, enter closed, withdrawn or dismissed & corresponding date.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	The Bankruptcy Maintenance and processing discussed with the customer seemed to cover everything they are currently doing, though they want an electronic file interface with the Western District of Washington Bankruptcy Court in order to be able to automatically upload data for claims to the court. I explained that we do not currently have any sort of interface with court systems. They are going to check with the Trustee to see if that is even possible from the court's perspective.
Disposition:	Fit
Gap Description:	
Resolution Description :	When the county receives a bankruptcy notification they first research the record to determine if there are delinquent taxes due, then the flag the record as a bankruptcy and track it via an Access DB. In the workshop we discussed how all of this can be done through Aumentum, including limiting forms of

payment and allowing partial payments via the Flag Payment configuration for the bankruptcy flag. They can also add unlimited freeform notes to the bankruptcy in the Case Maintenance and use keywords to enable quick search and view of the notes. We also talked about how documents received from the court can be scanned and saved and then attached to the record for viewing at any time.

Snohomish is interested in developing a file interface with the court for the proof of claim form. Currently, there is an online portal the county uses to type up and submit the claim forms. In searching through that site, I did not see anything to indicate the court will accept file submissions of proof of claim data. The county indicated that they would check with the Trustee about this. This is something we don't currently do and therefore would be a change in the system. The customer customer is not currently doing this though, so not sure that this would be a gap.

We currently have a generic Proof of Claim form that pulls information associated with the Bankruptcy case into various fields. But not sure this is in the correct format for the Western WA District. Another option would be to create a correspondence document that matches the format required by the court using the bankruptcy dataservice and then printing that and submitting it to the court.

Configuration:

Flag Setup: Bankruptcy flag may already be configured as part of the base Aumentum Configuration.

One time setup - during implementation a Flag should be created for Bankruptcy.

- Use Configuration > Flag Setup menu option to create the flag.
- Enter the Short Description and Long Description
 - **Name the flag something appropriate for Bankruptcy.
- Select Duration Type = No Expiration
- Select the appropriate Priority for the flag
- Set the option for "non Workday expire date moves to" to the selection appropriate for your jurisdiction
- In the "Entity Type" panel header, Click the ADD option
 - Select the Revenue Object and/or Tax Bill and/or Legal Party
 - Click the Apply button
- Click Save

Apply Flag Values to Bankruptcy Systype: These settings may also be delivered with base system configuration.

- Access Configuration > Systypes
- Select Systype Category = Flag Type
- Select the Bankruptcy flag configured above from the list
- In the Associates Systypes panel, select Chapter 11, Chapter 13 and Chapter 7 rows.
 - **These will be the Flag Values for the bankruptcy flag

Cashiering Flag Payment Rules:

Aumentum allows special payment rules to be configured for flags to ensure special treatment of specific flags in the various payment collection programs. During implementation, administration will work with implementation staff to configure these rule sin Cashiering > Setup > Flag Payment Rules. Based on discussion during workshop the bankruptcy flag(s) will need to be configured to allow Partial payments. The customer will need to determine whether they want to limit payments to only certified funds and whether the flag should be removed from the bill and/or revenue object when the full amount is paid.

Billing:

The customer indicated that Bankruptcy accounts should not be excluded from annual current billing, but they should be excluded from delinquent billing and correspondence. This will be handled during the processes which create those statements and notices. In the current billing process, the bankruptcy flag(s) should NOT be excluded. Whereas in Delinquent group processing, the Bankruptcy flag(s) should be excluded.

Claim Maintenance:

When the county receives notification of a bankruptcy filing they can use InfoCenter > Tax Detail to research the legal party and determine if taxes are owed for their properties. If so, then the bankruptcy

case can be added and tracked through the Delinquent > Case Maintenance program in Aumentum. If a case has already been entered, then a search will be performed to locate and view that case. To create a new case click the New button and enter the case number and other information from the notification document. Select the Bankruptcy flag and flag value for this case as well as the entity(s) to which the flag should be attached (Tax Bill, REvenue Object and/or Legal Party) and then click Create.

Click Add in the Parties panel and use the options presented to search for the party(s) to associate with the case. These parties will automatically be added with a Party Type of "debtor" if this needs to be changed to another type like "Trustee" or "Judge", then click the edit button for that party and select the correct party type. The Prime Debtor may also be selected by clicking the edit button and checking the Prime Debtor box and applying the change.

**It is a good practice to click save when returned to the Maintain cases page in order to avoid data loss if a problem occurs.

Click on Add in the claims panel to add claims submitted for the case. This page allows the user to search for the bills that will be included in the claim. There are different options available for identifying bills. Click the Add Bills option to enter the Legal Party names, or year and PIN Number to find bills. Alternatively, if the bills were found using a delinquent group search, then click the Add Bill from Group option. Check the bills from the displayed list and click Finish. This will associate those bills to the claim. If necessary, the interest rate for the bills may be overridden to use a rate specified by the trustee. This can be done by selecting the bill and then clicking edit and entering the rate for the bill.

**It is a good practice to click save when returned to the Maintain cases page in order to avoid data loss if a problem occurs.

When the Legal Parties and Bills are added to the Case and Saved, the Flag selected earlier in the process will be added to the appropriate entities.

There is also an option on the page to maintain a payment plan for the case. This is not necessary and during the workshop the county indicated that they simply accept whatever amount is sent in. They do not set up a payment plan.

To fill out and print the generic Proof of Claim form from Aumentum, select the Common Action from the Claim Maintenance page for "Print Proof of Claim". The form will auto-populate with some of the basic information from Aumentum, and other data elements will need to be keyed in. Click Save when complete, and then click Print.

Aumentum Notes may also be accessed from the main Case Maintenance page. The Notes functionality allows the user to add freeform notes, with no limit on the length of the notes to the case. The County can create keywords related to Bankruptcy which can be associated with the notes when they are created to allow filtering for easier access to the bankruptcy related information. Attachments may also be added on the case maintenance page. Scan hard documents received at the county and save them somewhere on the network, then click the paper clip icon on the left side of the page and Attach the document. TO view the document, click on the same paper clip and then select the document on the list to view it.

When the bankruptcy case is closed, the Status in Case Maintenance should be changed to "Closed" and the reason for status changed to "Dismissed". When this is saved, a batch process will be initiated which will remove the bankruptcy flags from the entities to which it was initially added.

County Response to Fit Analysis:

Opportunities to improve:

Interface allowing filing Proof of Claim with the court directly from Aumentum (at least for the local bankruptcy court).

Product Response:

Auto filing of proof of claim is not currently on our roadmap.

Risks / Constraints / Dependencies :	There is currently no file interface with the court for the proof of claim. This would be a change in Aumentum and no one is certain whether the court has a means to accept a file interface.
Aumentum Program Name or function :	Delinquent > Case Maintenance
Estimate:	N/A

WASNO-USECASE-141 PTC-TAX TITLE RECEIPTING 1.1.1

Project ID:	WASNO-UseCase-141
Title:	PTC-Tax Title Receipting 1.1.1
Actor:	Tax Collections Specialist or Lead
Purpose and Objectives:	To receipt property sales that were involved in foreclosure sale
Trigger Event(s):	Property Mgmt notifies us that they have sold a property and collected appropriate funds
PreCondition:	Parcel must have been involved in foreclosure sale
Post Condition:	Property taxes have been reinstated and have been allocated to districts
Use Case Flow:	
Associations to Other Use Cases:	<ol style="list-style-type: none">1. Receive Tax Title Receipt from Property Mgmt2. Research to find when property went to sale and taxes that were removed.3. Add appropriate charges to parcel<ol style="list-style-type: none">a. Past property taxesb. Foreclosure Costs4. Receipt taxes & Property Mgmt expenses<ol style="list-style-type: none">a. Receipt property taxes & foreclosure costsb. Create transmittal for Property Mgmt expenses, this goes to Property Mgmt GL5. Notify Property Mgmt receipt has been paid
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	When the property does sell, then it will be transferred to the new owners. At that point, a new bill will need to be created in the current year to add the tax and fee amounts that were not paid at the time of the sale. These amounts will be collected and distributed based on current year rates. The process to do this will be the same as the creating the new bill for removal from the Open Space Designated Forest program, which is currently a gap. . During the workshop we discussed that the back tax amount would be added as a lump sum. Also, any Fees that were owed will need to be added using the InfoCenter > Tax Detail > Common Actions > Process Corrections program.
Resolution Description :	<p>This use case is referring to the situation where property from Foreclosure is not sold to a buyer. When this happens the property is transferred to the county who holds the property in trust until such time as it sells. At this point the property needs to be excluded from the roll and from having taxes owing on it, because the County does not pay taxes. When the property is purchased, the taxes need to be reinstated. No new penalties or interest are accrued when the taxes are collected and the money paid for the property is distributed based on the current year rates.</p> <p>Configuration: Modifier: Please see Use Case 113 - EXMP-DOR - Non-Profits Exemptions 7.2.1 to create an exemption for Government Property which would be used to exempt the properties held in trust by the County from having further taxes assessed on them.</p> <p>Flag: Configure a flag to add to these records and draw attention to the fact that they Held by the County in trust. One time setup - during implementation a Flag should be created for this purpose.</p>

- Use Configuration > Flag Setup menu option to create the flag.
 - Enter the Short Description and Long Description
 - Name the flag something appropriate for the Delinquent Foreclosure process.
- Select Duration Type = No Expiration
- Select the appropriate Priority for the flag
- Set the option for "non Workday expire date moves to" to the selection appropriate for your jurisdiction
- In the "Entity Type" panel header, Click the ADD option
 - Select the Revenue Object
 - Click the Apply button
- Click Save

Token:

To create a token which when added to a bill will allow penalty and interest to be frozen as of a date and discontinue accrual access the Tax > Accounts Receivable > Payment Terms Mapping and Setup > Payment Terms Token Setup. Select the option to Add a new token (or if one already exists that needs modification, then click the pencil icon to the left of the row.

Enter the Name for the token. This one could be called something like "Property Held in Trust". Next select a method for the token. The options are as follows:

- **Cancel Additional** - The accrual of P&I charges for an installment will continue up until the token Start Date. Any charges owed as of the Start Date will remain valid. Further accrual will be suspended until after the token End Date, at which time full calculation of P&I charges will resume. Any payment made between the start/end date of the token will reduce the principal used for P&I calculation *based on the Payment Effective Date of the payment.*

***This is the one that will be used for this process.

- **Cancel All** - Similar to 'Cancel Additional', except that any payment made between the start/end date of the token will reduce the starting principal that is used for P&I calculation. A payment made between the start/end date of the token...regardless of payment effective date...*will be treated as if the payment effective date were the start date of the token*, for purposes of calculating further P&I.

- **Extend Due Date** - All unpaid P&I charges for an installment will be removed beginning on the token Start Date and continuing through the token End Date. After the end date, the full calculation of P&I charges will resume. Any payment made between the start/end date of the token will reduce the principal used for P&I calculation *based on the Payment Effective Date of the payment.*

Next select the Charge types that will be limited by this token - in the case of the properties held in trust, **Penalty** and **Interest** should be selected. In the Installment dropdown, select **All**. Finally, select the 'Non workday expire date moves to' that best fits the County's policy.

Finally, turn on the 'Associated Flag' option and select the flag listed above along with the appropriate options for that flag.

Processing:

In order to accomplish this, the property will be transferred to the County Legal Party. At this time, the minimum bid amount should be added as a note to the property, or a document showing what the minimum bid was could be attached to the property for reference if/when the property sells. (Incidentally, this can be done for any properties from prior year foreclosure sales that is owned by the county. There was discussion during the workshop that the property management team has paper records for many items with this information in it).

When the item is transferred to the county, a couple of things need to happen with the property in Aumentum. First, it needs to have a token and flag applied to it to indicate that it is held in trust and to freeze the penalties and interest so these amounts do not continue to accrue. Then a modifier (exemption) needs to be added to the property in order to zero the taxes due on the property. This way the property can remain active, but not show as taxes owed by the county.

	<p>Write off Fee Amounts: Access the Tax > Delinquent > Tax Write Off program. Enter the year and PIN for the unsold item that will be transferred to the county. Click Next to access the Proces Write Offs by Detail page. This page allows the user to select an option to apply a flag. Do this and select a pre-configured flag if desired. Check the box indicating Adjust to zero and in the Charge Code List click the Add button and select the Charge Type of Fee and the Charge Code of the fee to be written off. (If the desire is to write off the entire amount on the bill(s), then do not select a charge code. This will result in all taxes being written off.) Repeat this Add process until all of the fees to be written off are listed, select the applicable Reason Code and the PIN(s) to be written off and click the Process option. A batch process will be started to process the changes. When complete, a report will be attached to the batch process page, for validation of the changes made. ***Note - this process can be run without checking the Adjust to Zero option first to print a report of the records that will be updated and how much will be written off. This report can be used to validate the information prior to processing the true write-off.</p> <p>Adding a Token/Flag: Access Tax > Accounts Receivable > Payment Terms Rules and Mapping > Payment Terms Token Maintenance. Search for the bill(s) to which the token should be added. Select the bills and click Next. Payment Terms Tokens/Flags Maintenance page will display with a grid for each bill selected. Click the plus sign (+) beside the first bill and a new row will display in which the Token configured above will need to be selected. Ensure the start and end dates on the token are correct and click the check box to apply the changes for that row. Add additional tokens if more than one are required to cancel all interest and penalty for the bill. Continue this process down the page for all of the bills displayed. When complete the token will be added to the bill(s) and asterisks will be displayed where totals can be seen in InfoCenter to let the viewer know that the bill(s) will be calculated accordingly.</p> <p>Adding a Modifier: Access Assessment Administration > Modifier Maintenance and search for the PIN. When the correct PIN displays, select it and click Next. Click Add, choose the Modifier Type of Exemption and the Government Property Exemption Modifier, and click Apply. Next enter the Start Date of the modifier (maybe the date of the transfer or sale) and leave the end date blank. Click Save. Upon save a recalculation will occur on the assessment that will zero out the value. Since there is no end date, the exemption will continue to impact all future assessments until an end date is placed on the modifier, which will occur when/if the County decides to sell the property.</p> <p>When the property does sell, then it will be transferred to the new owners. At that point, a new bill will need to be created in the current year to add the tax and fee amounts that were not paid at the time of the sale. These amounts will be collected and distributed based on current year rates. The process to do this will be the same as the creating the new bill for removal from the Open Space Designated Forest program, which is currently a gap. During the workshop we discussed that the back tax amount would be added as a lump sum. Also, any Fees that were owed will need to be added using the InfoCenter > Tax Detail > Common Actions > Process Corrections program.</p> <p>The new amount due will need to be paid. Then the token and flag added to identify this as a county owned property will need to be removed from the record so that calculations will happen as usual.</p> <p>County Response to Fit Analysis: Property Management sells unsold foreclosure properties (tax title). need year and fees distribution</p> <p>Product Response: Yes – this is in the gap description.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Levy Exemptions and Corrections

Estimate:	Included
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WASNO-USECASE-143 LEVY-OTHER-STATE ASSESSED UTILITIES DATA

Project ID:	WASNO-UseCase-143
Title:	Levy-Other-State Assessed Utilities Data
Actor:	<ul style="list-style-type: none"> Levy Comptroller
Purpose and Objectives:	To review and analyze other processes that are done by the Levy Comptroller such as working state assessed utility values.
Trigger Event(s):	Department of Revenue emails the Assessor's Office the values that are centrally assessed.
PreCondition:	<p>The Assessor's Office converts the company name, TCA and values to parcel numbers and values in a spreadsheet. Note: in tax year 2019 we have 1,784 parcels.</p> <p>The existing parcels and new values are uploaded into Ascend.</p> <p>Extra time is done for the allocation of private rail car values.</p> <p>If there isn't an existing account/parcel then a new account/parcel is created and values entered.</p> <p>Audit to verify all values are correctly uploaded or entered.</p> <p>Parcel maintenance: If they have had a zero value for more than 3 years they are terminated; checking company addresses, etc.</p>
Post Condition:	<p>Have a discussion to see if there is a better way to do this in Aumentum.</p> <p>The Assessor's Office converts the company name, TCA and values to parcel numbers and values in a spreadsheet.</p> <p>The existing parcels and new values are uploaded into Ascend.</p> <p>Extra time is done for the allocation of private rail car values.</p> <p>If there isn't an existing account/parcel then a new account/parcel is created and values entered.</p> <p>Audit to verify all values are correctly uploaded or entered.</p> <p>Parcel maintenance: If they have had a zero value for more than 3 years they are terminated; checking company addresses, etc.</p>
Use Case Flow:	<p>See Workflow 1-5-Levy-Other-State Assessed Utilities Data.</p> <ol style="list-style-type: none"> Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.52, 84.55 and WAC 458-19</p> <p><i>Goals for Improvements – Not currently As-Is Process</i></p> <ul style="list-style-type: none"> Have a discussion to see if there is a better way to do this in Aumentum. Be able to automate some of the process with uploading values to parcel numbers in Aumentum.
Disposition:	Software Development Required
Gap Description:	<p>The DOR provides the County Levy Comptroller a spreadsheet each year containing the counties ~1600 State Assessed Properties</p> <p>The Levy Comptroller then uses the Subsidiary, Letter, Number and TCA to determine what that State number (Example A12 TCA 00110) is as a parcel number in their system.</p> <p>If the parcel number does not exist, they need to create a new one by entering the Owner, Address, Information</p> <p>The Levy Comptroller current manually converts info into existing parcel numbers</p>

What needs update in Aumentum:

Identify Account: We need to identify a field for the State Number (Subsidiary Letter & Number)

We could use AIN or Geocode and turn A into 1, B to 2, C to 3 if needed

Example. Line 2 of the report below, the Revenue Account would be 011200110 (A 12 tag 00110)

Line 3 of the report below, the Revenue Account would be 011200667 (A 12 tag 00667)

CVI Import:

Once we can uniquely identify the calc, now we can import the Values as the spreadsheet attached

If Aumentum cannot verify the Account with the unique Letter, Number, TCA, A new revenue object needs created Aumentum can create a new PIN with the records information in the file. Filing for Personal, Parcel for Real The actual PIn Number format should follow a format defined by the county.

If a PIN needs created manually, Records > Revenue Object Maintenance (Task N for new Parcel, Task F for new Filing) can be used.

Once all the PINS are found and/or created the appropriate value is added

Output Reports should be provided in the similar format as the spreadsheet produced below to use for balancing

Using AIN or Geocode will allow anyone to easily search for these pins in the Info Center Search.

Once the values are Import and balanced with the CVI, the Values will be ready for Certification in the Generate Annual Roll Process.

	A	B	C	D	E	F	G	H	I	J	K	
1	Report #41											
2	Subsidiary	Industry Lett	subsidiary Numb	Contact Prefix	Contact First Name	Contact Last Name	Subsidiary DBA	Address Line 1	Address Line 2	City	State/Province	ZIP/Postal
3	Airpac Airlines	A	12		Jennifer	Luce		PO BOX 194		Pearce	AZ	85625
4	Airpac Airlines	A	12		Jennifer	Luce		PO BOX 194		Pearce	AZ	85625
5												
6												
7	Ameriflight Inc	A	38		Yunie	Elder		6010 W Spring C		Plano	TX	75024
8												
9												
10	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
11	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
12	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
13	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
14	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
15	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
16	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
17	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
18	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
19	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
20	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
21	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
22	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
23	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
24	Federal Express Corp	A	87	Tax Dept	Ponita	Hill		3630 Hacks Cros: Bldg C 3rd Fl		Memphis	TN	38125
Certification Report by County												

	Q	R	S	T	U	V	W	X	Y
Assessor First Name	Assessor Title	State TCA	County TCA	Real Ratio	Personal Ratio	Real Certified Amount	Personal Certified Amount	Total Certified Amount	
Linda	Assessor	0050	00110		98.4		870	870	
Linda	Assessor	0212	00667		98.4		870	870	
					Subsidiary Total	-	1,740	1,740	
Linda	Assessor	0050	00110		98.4		153,048	153,048	
					Subsidiary Total	-	153,048	153,048	
Linda	Assessor	0001	00010		98.4		3,277	3,277	
Linda	Assessor	0023	00057		98.4		793	793	
Linda	Assessor	0025	00025		98.4		11,383	11,383	
Linda	Assessor	0035	00064		98.4		1,691	1,691	
Linda	Assessor	0049	00116		98.4		1,240	1,240	
Linda	Assessor	0050	00110		98.4		4,621	4,621	
Linda	Assessor	0080	00210		98.4		1,240	1,240	
Linda	Assessor	0160	00452		98.4		3,273	3,273	
Linda	Assessor	0170	00511		98.4		793	793	
Linda	Assessor	0180	00530		98.4		2,930	2,930	
Linda	Assessor	0200	00610		98.4		1,240	1,240	
Linda	Assessor	0212	00667		98.4		3,381	3,381	
Linda	Assessor	0214	00671		98.4		1,691	1,691	
Linda	Assessor	0215	00673		98.4		3,381	3,381	

Certification Report by County

Chris translates into this

	A	B	C	D	E	F	G	H	I	J	K
1	State			State	County	Value for	Value for			Concatenated	
2	Company #	Account Number *	Code	TCA	2018 Tax	2019 Tax	Difference	Company & Code			
33	A	87	9899560	0956	04134	3,240	3,384	144	A87-956		
34	A	201	8260250	0025	00025	1,154,124	1,147,129	-6,995	A201-25		
35	A	201	8262120	0212	00667	19,421,428	13,278,746	-6,142,682	A201-212		
36	A	206	7180010	0001	00010	101,525	100,910	-615	A206-1		
37	A	208	8552120	* 0212	00667	0	0	0	A208-212		
38	A	245	8560500	0050	00110	49,990	23,531	-26,459	A245-50		
39	A	245	8562120	0212	00667	0	47,063	47,063	A245-212		
40	A	248	8280500	* 0050	00110	0	0	0	A248-50		
41	A	248	8282120	0212	00667	63,000	24,172	-38,828	A248-212		
42	A	249	8102120	0212	00667	178,890	255,806	77,116	A249-212		
43	A	250	8110500	0050	00110	10,523	24,282	13,759	A250-50		
44	A	250	8112120	0212	00667	233,254	362,210	128,956	A250-212		
45	A	255	8292120	* 0212	00667	12,135	0	-12,135	A255-212		
46			7092120	0212	00667	1,396	3,085	1,689	A294-212		
47			7212120	0212	00667	0	5,300	5,300	A302-212		
48			7140500	0050	00110	244,023	326,677	82,654	A315-50		
49			7220500	0050	00110	0	16,757	16,757	A320-50		

County Response to Fit Analysis:

Highlight the important need is the ability to import spreadsheet data into Aumentum vs manual entry

Product Response:

	<p>The import will come from CVI</p> <p>County Response to Product: Question - If State Assessed Utility values can be imported, why can't other values determined outside of Aumentum be imported? (See UseCase68, Req ID 297)</p> <p>Product Response: This is because the values being imported here is using a different process inside of levy, not RPA. This wouldn't work for RPA.</p>
Resolution Description :	
Risks / Constraints / Dependences :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-144 LEVY-OTHER-ELECTION RESULTS 1.5.3

Project ID:	WASNO-UseCase-144
Title:	Levy-Other-Election Results 1.5.3
Actor:	Levy Comptroller
Purpose and Objectives:	To review and analyze other processes that are done by the Levy Comptroller such as tracking and entering election results overrides.
Trigger Event(s):	Voters approve a ballot measure.
PreCondition:	The Auditor Office sends the election information. Taxing districts send information whether the measure passed or failed. Enter results in a spreadsheet to track election. Enter overrides in Ascend and levy access database.
Post Condition:	Have a discussion to see if there is a better way to do this in Aumentum. The Auditor Office sends the election information. Taxing districts send information whether the measure passed or failed. Enter results in a spreadsheet to track election. Enter overrides in Ascend and levy access database.
Use Case Flow:	See Workflow 1-5-Levy-Other-Election Results. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.52, 84.55 and WAC 458-19</p> <p><i>Goals for Improvements – Not currently As-Is Process</i></p> <ul style="list-style-type: none"> • Have a discussion to see if there is a better way to do this in Aumentum. • Aumentum will be able to track election results and print a report.
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Business Process: To review and analyze other processes that are done by the Levy Comptroller such as tracking and entering election results overrides. This business process will not change in Aumentum.</p> <p>Today the Levy Comptroller does this process outside of Ascend, and when a Levy passes, at that point it passes, the Levy Comptroller will enter the Levy(fund)\Tax District(TA) information into Aumentum</p> <p>Funds will be entered in - Levy Management > Tax Entity Maintenance > Tax Funds Tax Authorities and Tax Fund relationships will be entered in - Levy Management > Tax Entity Maintenance > Tax Authorities</p> <p><u>Outside of Ascend the Levy Comptroller:</u> Tracks all election results in a Spreadsheet This is for all levies, whether or not it is passed</p>

	<p>He will receive confirmation it passes or fails If passes entered in spreadsheet When it is passed then that levy will be used in calculation and entered into Ascend</p> <p>Also this process is to track LID lifts can be calculated, and levy more than 1% than statutory, could enter the information. Again once passed the information can be entered into Aumentum via the process defined in 1.6 Levy Process</p> <p>County Response to Fit Analysis: We feel this is a gap. Enhancement to current practice request that is not addressed in the response</p> <p>Product Response: We may not fully understand the ask in terms of the requested tracking and report – potentially the county could create funds along with a UDF to represent election results. However we feel this could clutter the funds and wouldn't recommend it. If the county did decide to do that, it would be user configuration (the funds allow for UDFs) and the county could write a report or commission a custom data service from TR.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-145 LEVY-OTHER-TIMBER ASSESSED VALUE (TAV) / TIMBER TAX DISTRIBUTION

Project ID:	WASNO-UseCase-145
Title:	Levy-Other-Timber Assessed Value (TAV) / Timber Tax Distribution
Actor:	Levy Comptroller
Purpose and Objectives:	To review and analyze other processes that are done by the Levy Comptroller such as calculating timber assessed value (TAV) and timber tax distribution.
Trigger Event(s):	Department of Revenue will ask for the County's composite rate. Taxing district excess levies that have TAV will be reduced and may get timber tax distribution.
PreCondition:	Designated Forest Land values come from System's division (Proval). Enter into spreadsheet. Getting the forest land assessed value and enter into TAV spreadsheet. Calculate composite property tax rate information and send to Department of Revenue. Department of Revenue sends acres and other numbers. Enter into spreadsheet. TAV Spreadsheet has formula to calculate timber assessed value. Then enter into values in Ascend and levy access database. Enter in final rates to calculate the timber tax distribution.
Post Condition:	Have a discussion to see if there is a better way to do this in Aumentum. Designated Forest Land values come from System's division (Proval). Enter into spreadsheet. Getting the forest land assessed value and enter into TAV spreadsheet. Calculate composite property tax rate information and send to Department of Revenue. Department of Revenue sends acres and other numbers. Enter into spreadsheet. TAV Spreadsheet has formula to calculate timber assessed value. Then enter into values in Ascend and levy access database. Enter in final rates to calculate the timber tax distribution.
Use Case Flow:	See Workflow 1-5-Levy-Other-Timber Assessed Value (TAV) / Timber Tax Distribution. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	This is process that is currently tracked outside of Ascend. This use case was written to hopefully do away with the outside excel spreadsheet.
Disposition:	Complex Configuration Required
Gap Description:	Business Process: To review and analyze other processes that are done by the Levy Comptroller such as calculating timber assessed value (TAV) and timber tax distribution. Currently the spreadsheet is used to Calculate the Timber Tax, Rates, Apportionment factors, when the sum of money comes in you can distribute it Apportionment factor is calculated in spreadsheet and need ability to enter in a spreadsheet Complex Configuration Required to provide a data service to help populate the spreadsheet The Data service should be able to be run against AA/RPA data to provide TAG, Taxing District(TA), Forest Land Assessed Value, Public Forest Land in Acres

Once the data is pulled out of Aumentum, the data can be input into the current spreadsheet. There are a couple of options. We can setup a Distribution Rule to redirect the money for Timber tax or Apportionment Factors can be setup and entered.

An Apportionment Factor group will require a 1 time setup for the Timber Tax Distribution (Distribution > Apportionment Factors > Apportionment Factor Groups)

i In order to finish at least one criteria item must be added to each category.

Description: Timber Yield Tax
 Category: Annual
 Sub category: TAG Factors
 Tax year: 2018
 Factor tax year:

Criteria List	
Item Type	Criteria
Bill Event Year	Edit
Charge/Surplus Code	Edit
Charge/Surplus Type	Edit
Collection Type	Edit
Current/Defaulted Indicator	Edit
Roll Caste	Edit
Roll Type	Edit
Tax Type	Edit
Optional Criteria List	
Item Type	Criteria
Global Tax Authority Fund	Edit

Edit Criteria Cancel | Update

Once Apportionment Factors are defined, they can be entered in the Apportionment Factor Group Rates (Distribution > Apportionment Factors > Apportionment Factor Group Rates)

1 Factor Group List **2** Edit Factor Rates

Edit Apportionment Factors

i The following tax years do not have factor rates that add up to 1: 2018

Description: Timber Yield Tax
 Category: Annual
 Sub category: TAG Factors
 Show tax authority information

Apportionment Factors			Tax year	Add Fa
Description	Fund Sub Cat	Rate	2018	
Fund: 01-1001-GP - 01-1001-GP GENERAL	Teeter	0.213456546		Delete Edit
Total:		0.213456546		

Once these are entered, any money collected for timber tax can be distribution criteria groups and distribution Rules.

Current snip of Spreadsheet used in Calculation of Timber Credit...

2019 TIMBER TAX DISTRIBUTION						Distributed 1st & 3rd quarters		Snohomish COUNTY	
PRIORITY #1 - VOTED BONDS AND CAPITAL PROJECT LEVIES						DATE: 28-Mar-19			
LINE 1: County Timber Assessed Value (TAV):						\$217,495,822.63			
LINE 2: TOTAL COUNTY FOREST LAND ASSESSED VALUE (FLAV)*:						\$64,458,198.96		State Provides these numbers	
LINE 3: Average assessed Value Per Acre Private Forest Land:						\$112.81			
STEP 1(A): Calculation of Distribution Using TAV						Timber Value used on Spreadsheet	Tax Rates after calculated	Amount Distributed	ST
TAXING DISTRICT	** TD's Private FOREST LAND ASSESSED VALUE	Public Forest Land in TD Acres	Column A Total Taxing District FLAV	COLUMN B % FLAV (A/LINE2)	COLUMN C DISTRICT TAV (B*LINE 1)	COLUMN D PROP.TAX LEVY RATE COLL 2019	COLUMN E TAV DIST. AMT. (D/1000*C)	COLUMN F	COLUMN G
BOTHELL BONDS	\$0	30.00	\$3,384	0.005%	\$11,419	0.0000000000	\$0.00		
STANWOOD 2000 BONDS	\$4,600	0.00	\$4,600	0.007%	\$15,521	0.21170245107	\$3.29		
FIRE 19 BONDS 2009	\$49,200	0.00	\$49,200	0.076%	\$166,011	0.18811411379	\$31.23		
FIRE 26 BONDS	\$16,300	6,668.17	\$768,536	1.192%	\$2,593,207	0.15954762985	\$413.74		
HOSP 3 BONDS	\$3,862,000	136,430.01	\$19,252,669	29.868%	\$64,962,646	0.50924576800	\$33,081.95		
MONROE LCFA BONDS	\$1,174,700	3,348.14	\$1,552,404	2.408%	\$5,238,144	0.15713124786	\$823.08		
SNOHOMISH LCFA BONDS	\$442,600	15,655.08	\$2,208,650	3.426%	\$7,452,459	0.05933876127	\$442.22		
KING CO LIB BOND 2006	\$0	30.00	\$3,384	0.005%	\$11,419	0.04022000000	\$0.46		
EAST CO P & R BONDS	\$1,214,700	3,348.14	\$1,592,404	2.470%	\$5,373,112	0.00000000000	\$0.00		
NORTHSHORE P&R BONDS	\$25,500	30.00	\$28,884	0.045%	\$97,462	0.00867000000	\$0.84		
SCH 4 BONDS	\$52,000	0.00	\$52,000	0.081%	\$175,459	2.04561316797	\$358.92		
SCH 4 CAP PROJ	\$52,000	0.00	\$52,000	0.081%	\$175,459	0.31993672916	\$56.14		
SCH 6 BONDS	\$0	0.00	\$0	0.000%	\$0	0.59712960764	\$0.00		

Resolution Description :	<p>Spreadsheet from the above</p> <p>Calculate the Timber Tax, Rates, Apportionment factors, when the sum of money comes in you can distribute it</p> <p>This is a wish list, will need to use in the spreadsheet</p> <p>Apportionment factor is calculated in spreadsheet and need ability to enter in a spreadsheet</p> <p>County Response to Fit Analysis:</p> <p>Ideally, this would not populate a spreadsheet but would populate fields within Aumentum and create a report passing information on to the Treasurer for further processing. Needs further discussion. Prime example of possible streamlining of current process to benefit both offices.</p> <p>Product Response:</p> <p>The extract will pull the selected data out of Aumentum. It will be a dataservice that can be run by anyone needing the information</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-146 LEVY-OTHER-ADDED IMPROVEMENT VALUES

Project ID:	WASNO-UseCase-146
Title:	Levy-Other-Added Improvement Values
Actor:	Levy Comptroller
Purpose and Objectives:	To review and analyze other processes that are done by the Levy Comptroller such as added improvement values.
Trigger Event(s):	The Assessor's Office needs to capture the added improvement value if a property is involved with a segregation/combination/plat, etc.
PreCondition:	The Assessor's Office captures the increase in value due to a segregation/combination/plat, etc. Property Control, Appraisal and GIS are all involved with this process. Ultimately, a spreadsheet is created and the increase in value is reported. Levy Comptroller converts TCA values to districts levies then enters values in systems.
Post Condition:	Have this entire process automated. So, the added improvement values will automatically generate in Aumentum.
Use Case Flow:	See Workflow 1-5-Levy-Other-Added Improvement Values. Have the names/titles in Aumentum be the same as used and defined by the State of Washington Department of Revenue.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.52, 84.55 and WAC 458-19</p> <p>Goals for Improvements – Not currently As-Is Process Have a discussion to see if there is a better way to do this in Aumentum. Be able to capture and automate added improvement value for levying purposes: WAC 458-19-005(2)(i) "Improvement" means any valuable change in or addition to real property, including the subdivision or segregation of parcels of real property or the merger of parcels of real property.</p>
Disposition:	Software Development Required
Gap Description:	<p>Business Process: Need ability to capture the added improvement value for levy budgeting reporting purposes for use case 1.6</p> <p>Aumentum needs to capture an added improvement value value type bucket to capture the increase of land due to a plat and or a segregation An increase in structure will be new construction, but the increase in land has to be stored separate for budget reporting. We have to capture this for the home improvement, it's the same value as we need for <u>EXMP-Home Improvement 30%</u></p> <p>Example. Parent Pin has Value of 100,000 in Land Split to 2 PINS for a value of 150,000 in Land The Added Improvement Value is 50,000</p>
Resolution Description :	New Construction - Added Improvements, if there is a new plat or a segregation, increase from original piece, to the new piece. Talked about this is the AA use cases as well as 1.6...

	We have to capture this for the home improvement, it's the same value
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-147 EXMP-MUD EXEMPTIONS (MULTI-UNIT DWELLING) 7.1.2

Project ID:	WASNO-UseCase-147
Title:	EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2
Actor:	<ul style="list-style-type: none"> · Resident/Taxpayer · City/Granting Authority · Exemption Division · Property Control Division · Treasurer staff · Auditor's Office Recording Division
Purpose and Objectives:	To process MUD Exemption according to approval by granting authority.
Trigger Event(s):	Granting authority (city) certifies to the Assessor the approval of the exemption and the amount of value reduction to be applied to a parcel(s).
PreCondition:	Granting authority receives, processes and approves application from owner/taxpayer. Parcel(s) have taxable multi-unit dwelling improvements included in assessed value.
Post Condition:	Exemption is applied and taxable value adjusted. Treasurer is notified to recalculate taxes. Final approval is recorded with Auditor's office.
Use Case Flow:	See workflow 7-1-EXMP-Applications.pdf, page 2 "MUD Multi-Unit Dwelling"
Associations to Other Use Cases:	Treasurer recalculation of tax bill If segregation is needed - 2-2-PC-Segs-UC.docx
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.14</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Generate & store a request for recording fees to record final approval from within the system (form letter). · If an existing apartment building is condominiumized, after the segregation process, the existing exemption on the parent parcel can be transferred to all new individual units in a batch process
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	<p>This Use Case is for tracking, Approval or Denial of the Multi-Unit Dwelling (MUD) Exemption Applications are sent and need to be processed for the upcoming year. The County has about 12 MUD Exemptions (A Dozen buildings with several hundred parcels)</p> <p>Business Scenario: A Granting Authority (City) Certifies to the Assessor the approval of the MUD Exemption and the Amount of Value Reduction(Which Can either be a % of sub-component or a fixed amount) that should be applied to the Parcel The Assessor Applies the Exempt The Exemption can be segregated and applied to the children at any point in the time Example: Apartments turned into Condo's. The Exemption was on the Apartment, then after transfer the Exemption will be on all the Condo's for the rest of the years it is eligible for Also this Use Cases discusses a Low Value limit exemption. This exemption will apply to any parcel where the exemption AV is less than \$500 and does not have an exemption</p>

New Modifiers (Setup should occur in X-Config)
3 New Modifiers will have to be Setup

Long Description:

Multi-Unit Dwelling (MUD) Exemption - Percentage
Calculation Method - Percentage Deduction

Modifier Type: Exemption
Modifier Subtype: Create a New Multi-Unit Exemption
Attribute Type: Sub-Component
Criteria Group: None
Requires an Application
Duration in Years: 10 Years
Default Start Date: 1/1
Default End Date: 12/31
No Late File

Multi-Unit Dwelling (MUD) Exemption - Fixed
Calculation Method - Flat Value Deduction Including Input

Modifier Type: Exemption
Modifier Subtype: Multi-Unit Exemption
Attribute Type: None
Criteria Group: None
Requires an Application
Duration in Years: 10 Years
Default Start Date: 1/1
Default End Date: 12/31
No Late File

Less than \$500 Market Value
Calculation Method - Percentage Deduction

Modifier Type: Exemption
Modifier Subtype: None
Attribute Type: None
Criteria Group: None
Requires an Application
Duration in Years: 1 Year
Default Start Date: 1/1
Default End Date: 12/31
No Late File

The less than \$500 Market Value Modifier will be put on Parcels via the Mass Modifier Update via a Pin List.

Receive New Application - Complex Configuration Required

Setup 2 Applications containing the same information.

1 will add the Multi-Unit Dwelling (MUD) Exemption - Percentage

the other should add the Multi-Unit Dwelling (MUD) Exemption - Fixed

The the granting Authority brings in the application and states the exemption amount to apply, the proper application should be picked by exemption clerk in application processing.

We will need to capture the following information at a minimum

General Information needed that we can see without configuration in App processing:
Parcel(s)

Assessment Year
Claimant
Spouse/Co-Tenant
Mailing Address
Situs Address
Class Code (Type of Residence) - #1 on Application

Available Common Actions without configuration in App processing:
View Ownership History (To See #2, #3)

Additional Workflow

New Current Application Status of To Be Reviewed should kick of a workflow notification to the Assessor to let them know to review the value on the parcel. The Assessor once reviewed can send the workflow back to the exemption clerk with any notes to take action

Approval/Denial of Application

Current Application Status of Pending (Default) should be used when working on an Application
Current Application Status of Approved should be used when Approving an Application
Current Application Status of Denied should be used when Denying an Application
Current Application Status of Reversed should be used to undo a previously Approved Application (this will remove any modifier added by the application)
Other general status can be used as the county sees necessary. No custom status are needed

Once application has been approved, the Exemption Clerk will common action to Modifier Maintenance to adjust the Percentage eligible amounts if its a percentage exemption.

If its a fixed exemption, the Clerk should enter the fixed amount in the override box. Also if the MUD is a 8 or 12 year, the end date of the modifier should be updated to reflect the proper number of eligible years.

Approval/Denial Letters

An Notice of Approval a letter to the applicant is sent. The Applicant Sends back the Fee.
When Approved, the Exemption Clerk brings the documents to the Auditor and the Check for stamp of approval. The Check is then brought to Treasurer to cashier

Parcel
Claimant
Mailing Address
Filed in Tax Year (The Assessment Year the Application was Filed in)
Qualifying Criteria Tax Year (Filed Tax Year - 1)
Future Tax Year (Field in Tax Year + 1)
Situs Address
Sales Date (Date picker for use rto choose the date)
Todays Date (Date picker but default to today)
Income Level Approved For (Pull from Modifier)
County Information (Assessors's Office, name, address, Phone)
Acres on the Parcel
Change Reason
Statutory References
Fee (User Entered Amount to print on the Form)

Calculation of Exemption

AA Calculations
For the Multi-Unit Dwelling (MUD) Exemption - Percentage the calculation for the exemption is % of subcomponent * Assessed Value of Subcomponent
For the Multi-Unit Dwelling (MUD) Exemption - Fixed the calculation of the exemption should be taken from the building components(s) via a % allocation if there are multiple buildings

	<p>A PIN can have multiple exemptions. See Exemption calculation as Calculation_Tier 1 is calculated 1st, then an exemption on Calculation Tier 2 can be calculated NTV will not result in a value less 0 (Zero)</p> <p>Split Workflow Split of a PIN with Multi-Unit Dwelling (MUD) Exemption would need to create a workflow to Modifier Maintenance for the Exemption Clerk to review. Old Exemption at the time of the Split would be ended by the Split Process Split Process would generate an event to run a Custom Batch job that will add the modifier to all the child parcels. The amount for each child would be = to the parent exemption amount * % of value the child has been created with or the same % of the building subcomponent The Exemption clerk will then go into modifier maintenance and remove or adjust any modifier that needs adjusted The New children should be associated to the application number that was on the MUD application of the parent.</p> <p>Notification to the Treasurer Treasurer will be Notified of the Roll Change via the Correction Processing in Tax Roll Processing. Corrections processing will provide a pin list with Change Reasons and Modifiers applicable for the Treasurer to review.</p> <p>County Response to Fit Analysis: Application is to the City not the Assessor and therefore there is no approval or denial process needed in Aumentum. The exemption period can vary from 8, 10 or 12 years. MUD exemptions are always a % of the building value, never a set \$ amount. The adjusted taxable value is not subject to the Less Than \$500 exemption so both exemptions will not be applied to the same parcel. The Assessor sends a letter requesting the applicant submit the recording fee to cover cost of recording the approval document from the City. MUD exemptions are only applied to building value so no need to track acres. The market value is NOT frozen at the time of application. The exemption follows the building (not the legal party) and can be transferred when the property is split. LEVY - New construction values must be tracked for the duration of the exemption and applied for levy purposes in the tax year following the removal of the exemption.</p> <p>Product Response: Removed reference to Frozen Value in Resolution</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-148 EXMP-HOME IMPROVEMENT 30%

Project ID:	WASNO-UseCase-148
Title:	EXMP-Home Improvement 30%
Actor:	<ul style="list-style-type: none">· Resident/Taxpayer· Exemption Division· Systems Division· Residential Appraiser· Treasurer staff· Planning divisions of the county or cities for permits
Purpose and Objectives:	To track, assign, & process Home Improvement Exemption requests from Residents/Taxpayers...& adjust valuations/update parcels.
Trigger Event(s):	Resident/taxpayer sends an application to Assessor
PreCondition:	An allowed improvement to a single family residence has been initiated
Post Condition:	The exemption is applied and values have been adjusted per rules
Use Case Flow:	1. 7-1-EXMP-Applications.pdf, page 3 "Home Improvement 30% Exemption"
Associations to Other Use Cases:	Use Case: Treasurer recalculation of tax bill
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.36.400 & WAC 458-16-080</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none">· Improvement goal is to track, process and inform other actors in the system, in a proactive manner· Generate notification letters to resident/taxpayer when process is completed & exemption is applied and for how much and how long <p>Calculation from Ascend:</p> <ol style="list-style-type: none">1. Generic Home Improvement<ol style="list-style-type: none">a. exemption_amount = exempted_value; temp = execSQL("SELECT modified_value FROM val_component vc, exemption e WHERE e.property_id = vc.property_id <p>AND e.tax_year = vc.tax_year AND e.id = %EXEMPTION_ID% AND vc.value_type = 'MKIMP' "); IF (temp < exemption_amount) exemption_amount = temp;</p>
Disposition:	Complex Configuration Required
Gap Description:	<p>This Use Case is for tracking, Approval or Denial of the Home Improvement 30% Exemption Applications are sent and need to be processed for the upcoming year for any Home Improvement (aka New Construction)</p> <p>Business Scenario: A Resident/Taxpayer sends/walks in an application to the Assessor office. The Exemption Clerk enters in the application and assigns the status "To Be Reviewed" This will initiate a workflow to forward the</p>

notification of application to the Assessor. They then send the applicant a letter letting them its been received, and when the project is complete, to inform the county the application is complete. The Application is then held.

When the New construction is complete, they forward to Appraisal Staff who determines what the value is before the project started to current value after the improvement. and they fill out a DOR document that lets the Exemption Clerk know the Reduction of Assessed Value that needs to happen because of the Home Improvement Exemption for 3 years. The New construction value is added. The Exemption Clerk approves or denies the application based on his/her findings. Approval or Denial letters sent (See Attachments)

The Amount of Exemption cannot exceed more than 30% of the value before the project started. When they get the document back, enter into the system as an application with a set amount reduced from taxes for 3 years. Then the county send a letter to the applicant that their application has been processed, and will be exempt by XXX for next 3 years.

The taxpayer must apply before the project (Permit) is complete.

Example: Owner finished Project in August 2018
Exemption would be in effect for the Year the New Construction would go on the Tax Roll.

New Modifiers (Setup should occur in X-Config)
1 New Modifiers will have to be Setup

Long Description:
Home Improvement
Calculation Method - Percentage .30

Modifier Type: Exemption
Modifier Subtype: Home Improvement Exemption
Attribute Type: Subcomponent
Criteria Group: Real Property Only
Requires an Application
Duration in Years: 3 Years
Default Start Date: 1/1
Default End Date: 12/31
No Late File

Create a New ADE for Modifier that is available on the application
Original Assessment Year **Required*

Receive New Application - Complex Configuration Required
Setup 1 Application
Home Improvement

We will need to capture the following information at a minimum
General Information needed that we can see without configuration in App processing:

Parcel(s)
Assessment Year
Claimant
Spouse/Co-Tenant
Mailing Address
Situs Address
Class Code (Type of Residence) - #1 on Application
Application Date

Available Common Actions without configuration in App processing:
View Ownership History (To See #2, #3)

Additional ADE's/UDF's

Project Permit Date
Project Completion Date
Original Assessment Year (from Modifier) **Required*

Additional Workflow

New Current Application Status of To Be Reviewed should kick of a workflow notification to the Assessor to let them know to review the value on the parcel.

New When the New Construction is approved on a PIN with an application, upon Approval of that New Construction, a workflow should be started for the Exemption Clerk letting them know that the New Construction has been complete and a link to application processing to finish out the application

Approval/Denial of Application

Current Application Status of Pending (Default) should be used when working on an Application

Current Application Status of Approved should be used when Approving an Application

Current Application Status of Denied should be used when Denying an Application

Current Application Status of Reversed should be used to undo a previously Approved Application (this will remove any modifier added by the application)

Other general status can be used as the county sees necessary. No custom status are needed

Once application has been approved, the Exemption Clerk will common action to Modifier Maintenance to adjust the Percentage eligible.

Approval/Denial/Notification Letters

Upon Receiving, Approval , or Denial of the Application a Letter is sent to the owner. Use the following DataService to merge with a word or pdf fill-in form.

Parcel
Claimant
Mailing Address
Filed in Tax Year (The Assessment Year the Application was Filed in)
Qualifying Criteria Tax Year (Filed Tax Year - 1)
Future Tax Year (Field in Tax Year + 1)
Situs Address
Sales Date (Date picker for use rto choose the date)
Todays Date (Date picker but default to today)
Income Level Approved For (Pull from Modifier)
County Information (Assessors's Office, name, address, Phone)
Acres on the Parcel
Change Reason
Statutory References
Fee (User Entered Amount to print on the Form)

Calculation of Exemption

AA Calculations

30% of Original Value(Value of the Home BEFORE the new construction started) or New Construction value on the Building subcomponents (So the Delta Value of the Subcomponent if no additional subcomponent has been added), whichever is less

The Original Value will come from the 12/31 Value of the Assessment Year entered on the Modifier

Exemption Amount is FROZEN/STATIC for 3 years (Lifetime of the modifier) and non recalculated.

The Dollar Amount of Exemption can be overridden in AA Overrides Screen.

Value of Property can change but the Exemption Amount is Frozen.

Example:

Original Value 200,000
NC Value 25,000
 $200,000 \times .30 = 60,000 > 25,000$
Exemption Amount = 25,000

	<p>Original Value 100,000 NC Value 55,000 $100,000 \times .30 = 30,000 < 55,000$ Exemption Amount = 30,000</p> <p>A PIN can have multiple exemptions. See Exemption calculation as Calculation_Tier 1 is calculated 1st, then an exemption on Calculation Tier 2 can be calculated NTV will not result in a value less 0 (Zero)</p> <p>Notification to the Treasurer Treasurer will be Notified of the Roll Change via the Correction Processing in Tax Roll Processing. Corrections processing will provide a pin list with Change Reasons and Modifiers applicable for the Treasurer to review</p> <p>County Response to Fit Analysis: Home Imp Exemption is not income dependent, so income does not need to be tracked. It also applies to building only value so acres of parcel do not need to be tracked.</p> <p>Product Response: Agreed – the section on the dataservice was listing available fields</p>
Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-149 EXMP-OPEN SPACE GENERAL & TIMBER

Project ID:	WASNO-UseCase-149
Title:	EXMP-Open Space General & Timber
Actor:	<ul style="list-style-type: none"> · Resident/Taxpayer · Exemption Division · Assessor · Executive/Council · PDS · Appraisal · Treasurer · Auditor
Purpose and Objectives:	To process Open Space (Current Use) and Designated Forest Applications according to approval, either in whole or in part, by granting authority.
Trigger Event(s):	Resident/owner submits application OS/DF analyst finds non-compliance during audit process
PreCondition:	Property has met the requirements of type of classification applied for
Post Condition:	Adjust property values according to OS rate tables Record the approval, denial or removal document generated by case
Use Case Flow:	7-1-EXMP-Applications.pdf, page 4 "Open Space General Exemption"
Associations to Other Use Cases:	§ Appraisal revaluation § Treasurer recalculation
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.34; WAC 458-30</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Process Open Space removals in the system.
Disposition:	Complex Configuration Required
Gap Description:	<p>This Use Case is for tracking, Approval or Denial of the Open Space General & Timber Exemption Applications are sent and need to be processed for the upcoming year.</p> <p>Business Scenario: A Granting Authority (City) Certifies to the Assessor the approval of the Open Space General & Timber Exemption. The application is submitted by the Parcel Owner along with a \$500 application fee. After the fee has been received, the Exemption Clerk Processes the Application and approves or denies the exemption</p> <p>Exemption is used for conservation efforts of land such as farmland, timberland, open space (Wetlands, Water Ways, Water bodies) leaving the land in the natural state No End Date Until you withdrawal from Application or found non-compliant There are 7 years of compensating taxes (Back taxes, interest, penalty) if found non-compliant. Compensating taxes will be discussed on another use case.</p> <p>New Modifiers (Setup should occur in X-Config) 2 New Modifiers will have to be Setup</p> <p>Long Description:</p>

Open Space - General

Open Space - Timber

Both can be setup the same

Calculation Method - Flat Value Replacement

Modifier Type: Preferential Assessment

Modifier Subtype: Restricted Value

Attribute Type: None

Criteria Group: None

Duration in Years: 0

Default Start Date: 1/1

Default End Date: No End Date

No Late File

Flag

Any application currently tracked before going live in Aumentum, should have a flag on the PIN.

Flags can be added by End users via the Tax>Billing>Bill Processing>Selected Bill Processing Process > Apply Flags

Change Input Source: Import

A List can be imported to add flags to the PIN's

New Flags can be setup under Configuration > Flag Setup

Once Flags are added, you can configure tax roll processing for workflow notification based on flag setup in Tax > Levy Management > Setup > Flag Schedule

Receive New Application - Complex Configuration Required

Setup 2 Applications containing the same information.

1 will add the Open Space - General

the other should add the Open Space - Timber

We will need to capture the following information at a minimum

General Information needed that we can see without configuration in App processing:

Parcel(s)

Assessment Year

Claimant

Spouse/Co-Tenant

Mailing Address

Situs Address

Class Code (Type of Residence) - #1 on Application

Available Common Actions without configuration in App processing:

View Ownership History (To See #2, #3)

Approval/Denial of Application

Current Application Status of Pending (Default) should be used when working on an Application

Current Application Status of Approved should be used when Approving an Application

Current Application Status of Denied should be used when Denying an Application

Current Application Status of Reversed should be used to undo a previously Approved Application (this will remove any modifier added by the application)

Other general status can be used as the county sees necessary. No custom status are needed

Once application has been approved, the modifier will be added and no additional work will need to be done by the exemption clerk.

Approval/Denial Letters

An Notice of Approval a letter to the applicant is sent. The Applicant Sends back the Fee.

When Approved, the Exemption Clerk sends the check to the Assessor who sends to the Treasurer to cashier as Fee.

Parcel
Claimant
Mailing Address
Filed in Tax Year (The Assessment Year the Application was Filed in)
Qualifying Criteria Tax Year (Filed Tax Year - 1)
Future Tax Year (Field in Tax Year + 1)
Situs Address
Sales Date (Date picker for use to choose the date)
Todays Date (Date picker but default to today)
Income Level Approved For (Pull from Modifier)
County Information (Assessors's Office, name, address, Phone)
Acres on the Parcel
Change Reason
Statutory References
Fee (User Entered Amount to print on the Form)

Calculation of Exemption

AA Calculations

For both modifiers, they will calculate the same. Having this exemption will allow the Assessed Value = Use Value. A Use Value will have to be promoted from Valuation before the Use value calculation takes effect.

Compensating taxes of these type of properties will occur at the current year tax rate and value so difference in Use Value and Market Value does not need to be captured, but it will be a useful value type needed in other situations.

Split Workflow

Split of a PIN with and Open Space General or Open Space Timber modifier would need to create a workflow to Modifier Maintenance for the Exemption Clerk to review.
Old Exemption at the time of the Split would be ended by the Split Process

Notification to the Treasurer

Treasurer will be Notified of the Roll Change via the Correction Processing in Tax Roll Processing. Corrections processing will provide a pin list with Change Reasons and Modifiers applicable for the Treasurer to review.

County Response to Fit Analysis:

We consider this a gap that the compensating tax will not be calculated in the system after 7 years of values and taxes are processed in Aumentum.
Recoupment (assume this means compensating tax) assumption is incorrect. Differences between market and use values plus tax rates for each year need to be captured for up to 7 back years for OSG & OST.

Product Response:

Changed the wording to use Compensating taxes. When this item was discussed a separate use case for compensating taxes was to be written to address collection of these taxes.

County Response to Product:

Calculation worksheets for removals will be sent with this document. Use Cases 7.1.4 Open Space General & Timber and 7.1.5 Exemption - Open Space Ag & Designated Forest Land cover need to remove parcels that generate the need to calculate compensating taxes.

Product Response:

Thank you. These have been attached to the use cases in our Jama workspace. Pasting them in to this document was problematic.

Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-150 <u>EXMP-EXEMPTION – OPEN SPACE AG & DESIGNATED FOREST LAND</u>	
Project ID:	WASNO-UseCase-150
Title:	EXMP-Exemption – Open Space Ag & Designated Forest Land
Actor:	<ul style="list-style-type: none"> · Resident/Taxpayer · Exemption Division · Appraiser · Auditor
Purpose and Objectives:	To process Open Space (Current Use) and Designated Forest Applications according to approval, either in whole or in part, by granting authority.
Trigger Event(s):	Resident/owner submits application OS/DF analyst finds non-compliance during audit process
PreCondition:	Property has met the requirements of type of classification applied for
Post Condition:	Adjust property values according to OS or DF rate tables Record the approval, denial or removal document generated by case
Use Case Flow:	7-1-EXMP-Applications.pdf, page 4 “Open Space AG & Designate Forest Exemption”
Associations to Other Use Cases:	§ Appraisal revaluation § Treasurer recalculation
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.33 & 84.34; WAC 458-30</p> <p>Goals for Improvements – Not currently As-Is Process· Process Open Space removals in the system – calculate compensating or back taxes.</p> <p>Workshop Requirements Same as for 7.1.4 Open Space General and Timber.</p> <p>No Additional Calc work needed from the Open Space General & Timber</p>
Disposition:	Complex Configuration Required
Gap Description:	<p>This Use Case is for tracking, Approval or Denial of the Open Space Ag & Designated Forest Land Exemption Applications are sent and need to be processed for the upcoming year.</p> <p>Business Scenario:</p>

A Resident/Taxpayer submits an application to the the Assessor the approval of the Open Space Ag & Designated Forest Land Exemption. The application is submitted by the Parcel Owner along with a \$500 application fee. After the fee has been received, the Exemption Clerk Processes the Application and approves or denies the exemption by the Exemption Clerk.

Exemption is used for conservation efforts of land such as farmland, timberland, open space (Wetlands, Water Ways, Water bodies) leaving the land in the natural state
No End Date Until you withdrawal from Application or found non-compliant
There are 7 or 10(Designed Forest Land) years of compensating taxes (Back taxes, interest, penalty) if found non-compliant.
Compensating taxes will be discussed on another use case.

New Modifiers (Setup should occur in X-Config)
2 New Modifiers will have to be Setup

Long Description:
Open Space - AG
Designated Forest Land
Both can be setup the same
Calculation Method - Flat Value Replacement

Modifier Type: Preferential Assessment
Modifier Subtype: Restricted Value
Attribute Type: None
Criteria Group: None
Duration in Years: 0
Default Start Date: 1/1
Default End Date: No End Date
No Late File

Flag
Any application currently tracked before going live in Aumentum, should have a flag on the PIN.
Flags can be added by End users via the Tax>Billing>Bill Processing>Selected Bill Processing Process > Apply Flags
Change Input Source: Import
A List can be imported to add flags to the PIN's
New Flags can be setup under Configuration > Flag Setup
Once Flags are added, you can configure tax roll processing for workflow notification based on flag setup in Tax > Levy Management > Setup > Flag Schedule

Receive New Application - Complex Configuration Required
Setup 2 Applications containing the same information.
1 will add the Open Space - AG
the other should add the Designated Forest Land

We will need to capture the following information at a minimum

General Information needed that we can see without configuration in App processing:
Parcel(s)
Assessment Year
Claimant
Spouse/Co-Tenant
Mailing Address
Situs Address
Class Code (Type of Residence) - #1 on Application

Available Common Actions without configuration in App processing:
View Ownership History (To See #2, #3)

Approval/Denial of Application

Current Application Status of Pending (Default) should be used when working on an Application
 Current Application Status of Approved should be used when Approving an Application
 Current Application Status of Denied should be used when Denying an Application
 Current Application Status of Reversed should be used to undo a previously Approved Application (this will remove any modifier added by the application)
 Other general status can be used as the county sees necessary. No custom status are needed

Once application has been approved, the modifier will be added and no additional work will need to be done by the exemption clerk.

Approval/Denial Letters

An Notice of Approval a letter to the applicant is sent. The Applicant Sends back the Fee.
 When Approved, the Exemption Clerk sends the check to the Assessor who sends to the Treasurer to cashier as Fee.

Parcel
 Claimant
 Mailing Address
 Filed in Tax Year (The Assessment Year the Application was Filed in)
 Qualifying Criteria Tax Year (Filed Tax Year - 1)
 Future Tax Year (Field in Tax Year + 1)
 Situs Address
 Sales Date (Date picker for use to choose the date)
 Todays Date (Date picker but default to today)
 Income Level Approved For (Pull from Modifier)
 County Information (Assessors's Office, name, address, Phone)
 Acres on the Parcel
 Change Reason
 Statutory References
 Fee (User Entered Amount to print on the Form)

Calculation of ExemptionAA Calculations

For both modifiers, they will calculate the same. Having this exemption will allow the Assessed Value = Use Value. A Use Value will have to be promoted from Valuation before the Use value calculation takes effect.

Compensating taxes of these type of properties will occur at the current year tax rate and value so difference in Use Value and Market Value does not need to be captured, but it will be a useful value type needed in other situations.

Split Workflow

Split of a PIN with and Open Space General or Open Space Timber modifier would need to create a workflow to Modifier Maintenance for the Exemption Clerk to review.
 Old Exemption at the time of the Split would be ended by the Split Process

Notification to the Treasurer

Treasurer will be Notified of the Roll Change via the Correction Processing in Tax Roll Processing. Corrections processing will provide a pin list with Change Reasons and Modifiers applicable for the Treasurer to review.

County Response to Fit Analysis:

We consider this a gap that the compensating tax will not be calculated in the system after 7 years of values and taxes are processed in Aumentum.
 Recoupment (assume this means compensating tax) assumption is incorrect.
 Differences between market and use values plus tax rates for each year need to be captured for up to 7

	<p>back years for OSA. Recoupment for DF is at current tax rate on difference between current market and use values.</p> <p>Product Response: Changed the wording to use Compensating taxes. When this item was discussed a separate use case for compensating taxes was to be written to address collection of these taxes.</p> <p>County Response to Product: Calculation worksheets for removals will be sent with this document. Use Cases 7.1.4 Open Space General & Timber and 7.1.5 Exemption - Open Space Ag & Designated Forest Land cover need to remove parcels that generate the need to calculate compensating taxes.</p> <p>Product Response: Thank you. These have been attached to the use cases in our Jama workspace. Pasting them in to this document was problematic.</p>
Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-151 EXMP-SENIOR CITIZEN EXEMPTION - RENEWAL APPLICATION

Project ID:	WASNO-UseCase-151
Title:	EXMP-Senior Citizen Exemption - Renewal Application
Actor:	<ul style="list-style-type: none"> · Resident/Taxpayer · Exemption Division · Segregation · Treasurer
Purpose and Objectives:	To process the applications within the system to continue an existing exemption with the ability to adjust the level of exemption (A, B or C) if necessary.
Trigger Event(s):	Four year requirement to renew exemption prompts renewal requirement for taxpayer to submit current income information with a new application. Applicant notifies the Assessor of a change in income.
PreCondition:	Exemption exists on parcel in system.
Post Condition:	Exemption is continued, changed or denied. Letter is generated and sent to taxpayer noting Assessor’s determination.
Use Case Flow:	1. Similar to workflow for new applications, except for the fact that the exemption already exists. Same standards and procedures apply See workflow 7-1-EXMP-Applications.pdf, page 1 “SC/DISB New Applicant Exemption”
Associations to Other Use Cases:	Use Case: Treasurer’s recalculation of taxes use case 2-2-PC-Segs-UC.docx if administrative segregation is required.
Glossary:	
Reports:	
Notes:	<p>Legal Requirement: RCW 84.36.379 through 84.36.389WAC 458-16A</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · Improvement goal is to process these in the system, in a proactive manner with enough time for approvals. Generate and store notification documents of Assessor’s decision. Generate and store other correspondence related to the exemption in the system. <p>Workshop Requirements: Same as New applications 7.1.1 New Senior Citizen & Disabled Persons exemptions</p>
Disposition:	Complex Configuration Required
Gap Description:	<p>Use Case - EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1 needs to be complete prior to this use case.</p> <p>This Use Case is tracking the Sending out and Approval or Denial of the Senior Citizen/Disabled Persons Renewal Application Renewals are sent out in April each year for those applications getting ready to expire on 12/31 of that same year. Exemptions can expire mid year due to death or transfer, those application should not be pulled. Using 12/31/XXXX would address this. At any point a taxpayer can come and update their income. If they do so, the older modifier will be ended, and a new modifier(and application) will be added for another 4 years. Currently the county sends the following information that is not personalized to the applicant: Renewal cover letter Application packet cover sheet</p>

	<p>Instruction Sheet Application Itself</p> <p>Renewal Application A Data Service and Correspondence Types will need to be setup to assist the county in processing these renewals. The Data Service can then be used to do Mailing labels or PDF/Word merge with renewal forms, whichever the county chooses</p> <p>Data Service <i>Query:</i> Need to be able to show all modifiers expiring on 12/31 of Selected Tax year (Have the user enter a Renewal Date) *Required Allow user to choose Modifier Subtype *Required Allow user to choose Modifier Type Query should pull back all modifiers that are = to the <u>modifier subtype</u> and if a <u>Modifier Type</u> is entered where the <u>Modifier End Date = Renewal Date</u></p> <p><i>Return the following data:</i> PIN Applicant Name (From Legal Party on the Modifier) Applicant Mailing Address Current Modifier Current Income (ADE from Modifier) Application Number Modifier Start Date Modifier End Date</p> <p>End users or IT could then setup a Correspondence using this Data Service and/or the Data Service can be viewed and Run via Reports & Interfaces > Data Services</p> <p>Correspondence: Create a New <u>Event Type</u> of Renewal Application that the end user can choose when setting up the correspondence Create a new <u>Attachment Label</u> of Renewal Application that the end user can choose when setting up the correspondence</p> <p>Receive Renewal</p> <p>When Renewal Forms are Received by the exemption Clerk, the Exemption Clerk will then go to Asmt Admin > Application Processing Search and Select for the PIN/Applicant on the Renewal Form if they have an prior application. Enter a new one if they do not. If there was a prior application, choose the Copy option to copy the application information forward Update any information as needed Approve, Deny or choose another application as needed.</p>
Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	

Estimate:	Included
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WASNO-USECASE-152 SFFP

Project ID:	WASNO-UseCase-152
Title:	SFFP
Actor:	<ul style="list-style-type: none">· DNR· Property Segregation Technician· Property Segregation Technician Lead· Property Control Division Supervisor· Mobile Home Technician· Excise Coordinator Lead· Treasurer
Purpose and Objectives:	To ensure that property accounts with this special assessment are maintained
Trigger Event(s):	Split/merge of a property that had this special assessment Transfer of a property that had this special assessment on it to an exempt entity Receive DNR authorization to add or remove SFFP from Parcel(s)
PreCondition:	Parent Property before split has an SFFP Assessment on it Parcel has SFFP prior to DNR instruction Parcel does not have the SFFP Assessment prior to DNR instruction
Post Condition:	Children have SFFP on them after the split if all criteria is met Parcel has/does not have the SFFP Assessment per the DNR authorizaiton
Use Case Flow:	The Special Assessment District Membership is used for maintaining State Forest Fire Patrol (SFFP) on prior and future years on an account. A Levy Number is assigned to each District/Assessment for each year. We track this information in Ascend for each tax year. This procedure is to maintain the SWM and STATEFIRE Assessment Districts on an account. The acreage that these rates are based on is maintained in Property Characteristics. District memberships are cloned each year as part of the Roll Close process. District memberships must be maintained during the Seg Process for child parcels. Special Assessment District Membership sample parcel shown below:

2.1 Special Assessment District Membership

File Edit Help

Search Criteria

Property No. ... Tax Year

District Abbrev.

Assessment Name

Government Unit

Clear Search

Search Results

Property No.	Levy Number	Levy/Assessment	Year	District Abbrev.	Levy Req.
3106200010110	8764	09000	2003	STATEFIRE	
3106200010110	8939	09314-01	2003	SWM063000	
3106200010110	8265	09000	2002	STATEFIRE	
3106200010110	8517	09314-01	2002	SWM063000	
3106200010110	7739	09000	2001	STATEFIRE	
3106200010110	7863	09314-01	2001	SWM063000	
3106200010110	7167	09000	2000	STATEFIRE	
3106200010110	7291	09314-01	2000	SWM063000	
3106200010110	1255	09000	1999	STATEFIRE	
3106200010110	1566	09314-01	1999	SWM063000	

Add Remove Levy...

Accept Close Help...

NOTE – tax deferred accounts (maintained by the Exemptions department) will continue to be billed for SWM or SFFP as those fees can also be deferred.

The parcels subject to SFFP fees are maintained in Property Characteristics as “STATEFIRE” and the units are set to “0.01” (see example below).

3.7 Property Characteristics Browser :: 48 Records

File Edit Tools Work Areas My Favorites Help

...

Characteristics

Type Value

Search Results

Property No.	Active	Characteristic	Tax Year	Value
31062000101100	Y	Lot size (net)	2019	3.03
31062000101100	Y	Size (gross)	2019	3.03
31062000101100	Y	State Forest Fire Units	2019	0.01
31062000101100	Y	Surface Water Units	2019	3.03
31062000101100	Y	Unit of Measure	2019	Acre(s)
31062000101100	Y	Use Code	2019	111 Single Family Residence - Detach
31062000101100	Y	Lot size (net)	2018	3.03
31062000101100	Y	Size (gross)	2018	3.03
31062000101100	Y	State Forest Fire Units	2018	0.01
31062000101100	Y	Surface Water Units	2018	3.03
31062000101100	Y	Unit of Measure	2018	Acre(s)

Associations to Other Use Cases:	All Property Control use cases.
Glossary:	SFFP - State Forest Fire Patrol DNR – Department of Natural Resources
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	Rate criteria needs the following criteria: Acres Lot Size Surface Water Units State Forest Fire Units These are needed for the calculation for DNR and SWM Special Assessments, along with the Class Code.
Resolution Description :	Creation of the new Special Assessment District

From within the Tax -> Special Assessments -> Special Assessment Maintenance the new Special Assessment district will be configured. This will be how all Special Assessment districts are configured as a rate table districts.

Select to create a "New" Special Assessment. From within the New Special Assessment creation screen, identify the Code and Description for the new Special Assessment District. The Calculation Type should then be identified, whether it is Amortized, Fixed, or Rate Table. **Establish the year that the district was initiated, and the selected installments on which this Special Assessment should be billed.**

The rate calculation formula is [value*] * [base rate] * [factor] * [basis] + [base amount]. If the calculation results in a value less than the minimum charge, the result is set to the minimum charge.

Add a new rate detail, and edit the rate structure. Select the appropriate source value from the combo box.

For any tiered rate setup, select the "tiered rate" check box. Enter a Maximum value, if applicable.

Single Tier performs the calculation once by comparing the input value to the maximum tiered value to find the rate. For example, an input value of 52 in the following single step rate structure would calculate a charge of $52 * 25 = 1300$

Rate	Maximum
105	4
95	16
85	26
75	34
65	40
25	9999999

A tiered action of sum of steps will perform the calculation for each applicable tier. For example, using the same information as above the charge would be as follows

4 (number of units in the first tier) * 105	= 420
+ 12 (number of units in the second tier) * 95	= 1140
+ 10 (number of units in the third tier) * 85	= 850
+ 8 (number of units in the fourth tier) * 75	= 600
+ 6 (number of units in the fifth tier) * 65	= 390
+ 12 (number of units in the second tier) * 25	= 300
Total	= 3700

A tiered action of sum of steps will perform the calculation for each applicable tier. For example, using the same information as above the charge would be as follows

4 (number of units in the first tier) * 105	= 420
+ 12 (number of units in the second tier) * 95	= 1140
+ 10 (number of units in the third tier) * 85	= 850
+ 8 (number of units in the fourth tier) * 75	= 600
+ 6 (number of units in the fifth tier) * 65	= 390
+ 12 (number of units in the second tier) * 25	= 300
Total	= 3700

Enter the Base Rate, Factor, and Basis. Specify the rate criteria for the calculation. **(see Gap Description)**

Enter Rates after creation of the Special Assessment

	<p>Once the Special Assessment has been created, the parcels can be imported using the Special Assessment -> Special Assessment Inventory -> Import for the Rate Table Import process.</p> <p>Clone the district memberships each year as part of the Roll Close process. Funds that are configured as Special Assessments will be identified with a life that has an "end date". This allows the Special Assessments to continue on the roll without additional manipulation or ongoing maintenance by the Financial Systems Coordinator through the life of that Special District.</p> <p>When a parcel redescription has been processed on a parcel where a Special Assessment exists: The Special Assessment workflow should be initiated. The SPASS specialist will then associate the special assessments to the appropriate new parcels</p>
<p>Risks / Constraints / Dependencies :</p>	<p>Special Assessment Workflow - When a parcel redescription has been processed, the Special Assessment workflow should be initiated. The SPASS specialist will then associate the special assessments to the appropriate new parcels</p> <p>Implementation: UDF configuration for Special Assessments within the "Attributes" tab Configuration of Special Assessment Questions with Snohomish County-specific questions Creation of Special Assessment Letters</p> <p>Configuration Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Maintenance Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association Configuration -> File Import/Output -> Input/Output Configuration for the Rate Criteria Import</p>
<p>Aumentum Program Name or function :</p>	
<p>Estimate:</p>	<p>Included</p>

WASNO-USECASE-153 SWM

Project ID:	WASNO-UseCase-153
Title:	SWM
Actor:	<ul style="list-style-type: none">· Public Works Surface Water Management· Property Segregation Technician· Property Segregation Technician Lead· Property Control Division Supervisor· Mobile Home Technician· Excise Coordinator Lead· Treasurer
Purpose and Objectives:	To ensure that property accounts with this special assessment is maintained
Trigger Event(s):	Split/merge of a property that had this special assessment
PreCondition:	Parent Property before split has a SWM Assessment on it
Post Condition:	Children have SWM on them after the split if all criteria is met
Use Case Flow:	<p>The Special Assessment District Membership is used for maintaining Surface Water Management (SWM) on prior and future years on an account. A Levy Number is assigned to each District/Assessment for each year. (See SWM CODES for list.)</p> <p>We track this information in Ascend for each tax year. This procedure is to maintain the SWM and STATEFIRE Assessment Districts on an account. The acreage that these rates are based on is maintained in Property Characteristics.</p> <p>District memberships are cloned each year as part of the Roll Close process.</p> <p>District memberships must be maintained during the Seg Process for child parcels.</p> <p>Special Assessment District Membership sample parcel shown below:</p>

2.1 Special Assessment District Membership

File Edit Help

Search Criteria
 Property No. ... Tax Year
 District Abbrev.
 Assessment Name
 Government Unit

Clear Search

Search Results

Property No.	Levy Number	Levy/Assessment	Year	District Abbrev.	Levy Req.
3106200010110	8764	09000	2003	STATEFIRE	
3106200010110	8939	09314-01	2003	SWM063000	
3106200010110	8265	09000	2002	STATEFIRE	
3106200010110	8517	09314-01	2002	SWM063000	
3106200010110	7739	09000	2001	STATEFIRE	
3106200010110	7863	09314-01	2001	SWM063000	
3106200010110	7167	09000	2000	STATEFIRE	
3106200010110	7291	09314-01	2000	SWM063000	
3106200010110	1255	09000	1999	STATEFIRE	
3106200010110	1566	09314-01	1999	SWM063000	

Add Remove Levy...

Accept Close Help...

NOTE – tax deferred accounts (maintained by the Exemptions department) will continue to be billed for SWM or SFFP as those fees can also be deferred.
 The acres subject to SWM fees are maintained in Property Characteristics as “Surface Water Units” (see example below).

3.7 Property Characteristics Browser :: 48 Records

File Edit Tools Work Areas My Favorites Help

Search Criteria

Property No. ... Clear

Tax Year Search

Characteristics

Type ▼

Value All values are valid

Search Results

Property No.	Active	Characteristic	Tax Year	Value
31062000101100	Y	Lot size (net)	2019	3.03
31062000101100	Y	Size (gross)	2019	3.03
31062000101100	Y	State Forest Fire Units	2019	0.01
31062000101100	Y	Surface Water Units	2019	3.03
31062000101100	Y	Unit of Measure	2019	Acre(s)
31062000101100	Y	Use Code	2019	111 Single Family Residence - Detach
31062000101100	Y	Lot size (net)	2018	3.03
31062000101100	Y	Size (gross)	2018	3.03
31062000101100	Y	State Forest Fire Units	2018	0.01
31062000101100	Y	Surface Water Units	2018	3.03
31062000101100	Y	Unit of Measure	2018	Acre(s)

Details... New... Help...

Associations to Other Use Cases:	All Property Control use cases.
Glossary:	SWM - Surface Water Management
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process <ul style="list-style-type: none"> · A goal for improvement would be to process these in the system, in a proactive manner with enough time for approvals.
Disposition:	Software Development Required
Gap Description:	Rate criteria needs the following criteria: <ul style="list-style-type: none"> • Acres • Lot Size • Surface Water Units • State Forest Fire Units These are needed for the calculation for DNR and SWM Special Assessments, along with the Class Code.

Resolution Description :

- Creation of the new Special Assessment District

From within the Tax -> Special Assessments -> Special Assessment Maintenance the new Special Assessment district will be configured. This will be how all Special Assessment districts are configured as a rate table districts.

Select to create a "New" Special Assessment. From within the New Special Assessment creation screen, identify the Code and Description for the new Special Assessment District. The Calculation Type should then be identified, whether it is Amortized, Fixed, or Rate Table. **Establish the year that the district was initiated, and the selected installments on which this Special Assessment should be billed.**

The rate calculation formula is [value*] * [base rate] * [factor] * [basis] + [base amount]. If the calculation results in a value less than the minimum charge, the result is set to the minimum charge.

Add a new rate detail, and edit the rate structure. Select the appropriate source value from the combo box.

For any tiered rate setup, select the "tiered rate" check box. Enter a Maximum value, if applicable.

- Single Tier performs the calculation once by comparing the input value to the maximum tiered value to find the rate. For example, an input value of 52 in the following single step rate structure would calculate a charge of $52 * 25 = 1300$

○

Rate	Maximum
105	4
95	16
85	26
75	34
65	40
25	9999999

- A tiered action of sum of steps will perform the calculation for each applicable tier. For example, using the same information as above the charge would be as follows

○

4 (number of units in the first tier) * 105	= 420
+ 12 (number of units in the second tier) * 95	= 1140
+ 10 (number of units in the third tier) * 85	= 850
+ 8 (number of units in the fourth tier) * 75	= 600
+ 6 (number of units in the fifth tier) * 65	= 390
+ 12 (number of units in the second tier) * 25	= 300
Total	= 3700

- A tiered action of sum of steps will perform the calculation for each applicable tier. For example, using the same information as above the charge would be as follows

○

4 (number of units in the first tier) * 105	= 420
+ 12 (number of units in the second tier) * 95	= 1140
+ 10 (number of units in the third tier) * 85	= 850
+ 8 (number of units in the fourth tier) * 75	= 600
+ 6 (number of units in the fifth tier) * 65	= 390
+ 12 (number of units in the second tier) * 25	= 300
Total	= 3700

Enter the Base Rate, Factor, and Basis. Specify the rate criteria for the calculation. **(see Gap Description)**

	<ul style="list-style-type: none"> • Enter Rates after creation of the Special Assessment <p>Once the Special Assessment has been created, the parcels can be imported using the Special Assessment -> Special Assessment Inventory -> Import for the Rate Table Import process.</p> <ul style="list-style-type: none"> • Clone the district memberships each year as part of the Roll Close process. <p>Funds that are configured as Special Assessments will be identified with a life that has an "end date". This allows the Special Assessments to continue on the roll without additional manipulation or ongoing maintenance by the Financial Systems Coordinator through the life of that Special District.</p> <ul style="list-style-type: none"> • When a parcel redescription has been processed on a parcel where a Special Assessment exists: <ul style="list-style-type: none"> ○ The Special Assessment workflow should be initiated. <ul style="list-style-type: none"> ▪ The SPASS specialist will then associate the special assessments to the appropriate new parcels
Risks / Constraints / Dependencies :	<ul style="list-style-type: none"> • Special Assessment Workflow - <ul style="list-style-type: none"> ○ When a parcel redescription has been processed, the Special Assessment workflow should be initiated. ○ The SPASS specialist will then associate the special assessments to the appropriate new parcels <p>Implementation: UDF configuration for Special Assessments within the "Attributes" tab Configuration of Special Assessment Questions with Snohomish County-specific questions Creation of Special Assessment Letters</p> <p><u>Configuration</u> Tax -> Special Assessments -> Setup -> Bonds Tax -> Special Assessments -> Setup -> Amortized Payment Methods Tax -> Special Assessments -> Setup -> Assessment Methods Tax -> Special Assessments -> Special Assessment Maintenance Tax -> Special Assessments -> Special Assessment Inventory -> Import / Criteria Association Configuration -> File Import/Output -> Input/Output Configuration for the Rate Criteria Import</p>
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-154 ACCT-YEAR-END RECEIVABLE TRANSFERS FROM PREVIOUS YEAR TO CURRENT YEAR (FOR DISTRICTS: STATE, CITY, COUNTY MISC.) 1.1.1

Project ID:	WASNO-UseCase-154
Title:	ACCT-Year-End Receivable Transfers from Previous Year to Current Year (For Districts: State, City, County Misc.) 1.1.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Roll-forward State, City, County Misc. Funds receivable balances from previous year to current year by debiting Deferred Revenue and crediting Receivable in the previous year and then debiting Receivable and crediting Deferred Revenue in the current year
Trigger Event(s):	Year-end
PreCondition:	State, City and County Misc. Funds receivable balances must exist in the previous year
Post Condition:	State, City and County Misc. Funds receivable balances in the current year are established and notify the Accountant and Accounting Specialist the amount of the transfers as the unable to allocate amount for the entire year
Use Case Flow:	<ol style="list-style-type: none"> 1. Run the Property Tax/Special Assessment Fund Activity report for current year YTD for State, City and County Misc. in PDF to determine the pre-roll-forward balances 2. Run the Fund Activity report for the previous year <ol style="list-style-type: none"> a. Save as PDF b. Save as text file 3. Use the Fund Activity report text file to copy the data then open Excel and paste the data <ol style="list-style-type: none"> a. Format the spreadsheet b. Save as 20CY Property Tax Report c. Filter the data to select only the receivable accounts for State, City, County Misc. 4. Roll-forward the receivable balances for State, City and County Misc. separately <ol style="list-style-type: none"> a. Create a new financial transaction in receipting system specifying previous year as the tax year to zero out previous year receivable balances <ol style="list-style-type: none"> i. Obtain the receivable amount(s) for the district and post a credit to the receivable account and a debit to the deferred revenue account b. Create a new financial transaction in receipting system specifying the current year as the tax year to reverse previous year entry <ol style="list-style-type: none"> i. Use the same receivable amount(s) and post a debit to the receivable account and credit to the deferred revenue account 5. Re-run the Property Tax/Special Assessment Fund Activity report for current year YTD for State, City and County Misc. in PDF to confirm that previous year receivable balances for State, City and County Misc. are zeroed out and current year should be the pre-roll-forward balance plus the amount transferred from the previous year 6. Run the Fund Allocation Recap report for the current date to determine the amount of the transfers that will remain unallocated for the entire year and email the amount to the Accountant and Accounting Specialist
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Ascend does not keep GL balances. So any -3101 (miscellaneous receivable) charges for unpaid excise taxes that are outstanding as of the previous year need to be manually rolled up into the current year by a journal entry in Ascend. Unlike property taxes receivable these are not associated with a levy year and thus when paid are paid in the current period.</p> <p>Side note: The procedure of manually adjusting accounts through a journal entry in Ascend also be used if a levy has rounding issues. In general, an entire levy will not get entirely paid or a few cents too much</p>

	will get paid. We need to manually adjust these receivable and deferred revenues through a manual journal entry in Ascend. This also needs to flow through to the GL so Ascend and the GL balance. (This manual "cleaning" up process will not need to be done in the new TR system.) This is not applicable in Aumentum, No rounding issues occur since rounding occurs upstream and taxes are calculated at the fund level.
Disposition:	Process Change
Gap Description:	
Resolution Description :	This process is obsolete / not required in Aumentum
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-155 ACCT-UNCLAIMED PROPERTY

Project ID:	WASNO-UseCase-155
Title:	ACCT-Unclaimed Property
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Prepare previous year's Unclaimed Property Report for Accountant and Accountant Specialist's use to comply with the various states' unclaimed property reporting requirements
Trigger Event(s):	After current year tax extension process
PreCondition:	Tax Extension process for the current year must have occurred
Post Condition:	Previous year unclaimed property report is generated containing the following information: <ul style="list-style-type: none">o Check numbero Check dateo Taxpayer/Owner Nameo Mailing Address with City, State, Zip Codeo Notes,o Parcel number (if possible – not available in current system),o FT Numbero User IDo FT Status (posted or reversed)o Amounto Receipt Number § Accountant I/Accounting Specialist can begin the unclaimed property analysis
Use Case Flow:	<ol style="list-style-type: none">1. Run the Refund Register report<ol style="list-style-type: none">a. Date Range – “From” month/day should be July 1st and the year is three years back from the current year; “To” month/day is June 30th and the year is two years back from the current yearb. Confirm Checks Printed is selected, voided checks are included and show as voidedc. The report will open in Access<ol style="list-style-type: none">i. Select the “qspRptRefundRegister” queryii. Export the data to Excel<ol style="list-style-type: none">1. Format the worksheet – remove blank columns, format amount column as an accounting field2. Save the file2. Send an email to notify the Accountant and Accounting Specialist that the queried data file/report has been saved to the shared drive and provide its location so they can begin their analysis of unclaimed property for the current year
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Additional Information § RCW 63.29 Associations to Requirements § Report: ASC0153 § Need: 1506 § Need: 1507
Disposition:	Process Change
Gap Description:	

Resolution Description :	<p>This process will be different using Aumentum, as checks are not printed in Aumentum but rather exported to the county AP system for printing. Reconciliation of check numbers, amounts and dates should occur between the bank and the check writing system.</p> <p>Ideally, the file that Aumentum creates as an export of refund records - once fed in to the AP system, would be populated with the printed check number and check date to be imported back in to Aumentum. That would make the data available for viewing in InfoCenter, and on reports.</p> <p>The Manage Expired Refund screen under Tax--Accounts Receivable can be used to view exported refund records, and mark them as expired/uncashed. Again, this screen allows searching by check number, which Aumentum will only have if the data is imported back in. But other search fields are available as well.</p> <p>Exported refunds that need to be reissued to the original recipient, or the state, will need to be reversed using Reverse Refund. This will make it eligible to be refunded again. The Post Refund screen allows for changing of recipient data.</p> <p>County Response to Fit Analysis: Aumentum does not print refund checks. Process is dependent upon AP's ability to print refund checks and then creation of a file that Aumentum is to consume from the AP system in order to link refunds to original receipts.</p> <p>Product Response: Correct – use of this process in Aumentum requires receipt of the check information from the AP system. Else it has to happen outside of Aumentum.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-156 ACCT-FORECLOSURE \$10 EXCISE FEE

Project ID:	WASNO-UseCase-156
Title:	ACCT-Foreclosure \$10 Excise Fee
Actor:	Accounting Specialist or Financial Systems Coordinator
Purpose and Objectives:	Move \$10 excise fee from Due to Other Funds to Treas. Refund Payable (Control Acct) to make monies available to issue a refund check to be paid to record the sale (Excise)
Trigger Event(s):	Foreclosure sale
PreCondition:	Property must have sold or transferred to the County
Post Condition:	Monies available and refund checks can be issued to Snohomish County
Use Case Flow:	<ol style="list-style-type: none"> 1. Receive receipt information from Foreclosure sale from the Foreclosure Revenue Officer <ol style="list-style-type: none"> a. Pull up the Receipt number in Ascend b. Highlight General Deposit then click Detail c. Note the corresponding FT number for Due to Other Funds d. Close out of FT Detail window and return to the FT Browser e. Click Clear f. Click on the "Other" tab and select New g. Click the ellipsis, enter the FT number, and select Search h. Highlight the FT and click OK <ul style="list-style-type: none"> · This will link the receipt and the new FT together creating an audit trail 2. Create a journal entry in Ascend to move the \$10 excise fee from Due to Other Funds to Treas. Refund Payable (Control Acct) <p>Note: the Foreclosure Revenue Officer includes the \$10 excise fee in the charge calculation for the minimum bid. We are moving part of the total amount receipted to refund payable in order to make the money available to issue a check for the excise portion due (to be payable to and receipted by the Excise team)</p> <ol style="list-style-type: none"> a. Debit \$10 to Due to Other Funds; GL Code 909; Credit \$10 to Treas. Refund Payable (Control Acct); GL Code 910 b. Save the journal entry 3. Print the journal entry with the new FT number 4. Save a copy of the journal entry on the S: drive for balancing use the following the day 5. Put foreclosure packets together and give to Foreclosure Revenue Officer
Associations to Other Use Cases:	ACCT – Printing Refund Checks PTC – Issuing Refunds
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>REET process needs to be completed so the Final solution for how to pay the Excise Fee on Tax Sale items is known.</p> <p>Need development of REET only receipt for DOR</p>
Resolution Description :	<p>Two fees are collected, but not charged on the PIN.</p> <p>These are the \$10 Excise Fee and \$99 Recording Fee.</p> <p>Actual posting of the REET amount will be dependent on the Solution for REET.</p>

	<p>The bulk of this Use Case is about getting the Fee amount from the Tax Sale Payment into a record that will be used to pay the REET and Recording fees. This could be handled a few different ways - the development and product teams will determine which way is best.</p> <p>The fee amounts will be included in the Sale Price for the items. It will be part of the overbid for those items and will therefore be included in the Excess Proceeds Surplus initially...</p> <p>Option 1 - Create Fees for the REET and Recording and add them to a bill on the PIN (see Use Case 131 for more details). The Excess Proceeds surplus can then be used as the Tender Type in the cashiering screen to pay the fees for each record. Even if the amounts for these charges are added to the PIN in some other manner, there is always the option of using the surplus as tender in cashiering in order to pay the amount.</p> <p>This will result in the Excess Proceeds transferring from the fund for Excess Proceeds to the Funds configured for the REET and Recording amounts in the general Ledger update and distribution processing. (See Uuse Case 166 for more information about configuration in Tax Accounting and Distribution).</p> <p>Option 2 - Create claims on each of the Excess Proceeds records to be paid to the departments posting the REET and Recording fees. This is the option is further explained in Use Case 159.</p> <p>This option will result in the funds being transferred from the fund configured for the Excess Proceeds Surplus to a fund that would be configured for refunds. The money would then be paid out of that fund to the entity entered as the refund recipient. (See Use Case 37 for more information on issuing refunds).</p> <p>County Response to Fit Analysis: We believe TR stated there may be an option to change the receipt to display different types of revenue including isolating the REET amount only (for DOR). There is no mention of configurable validation stamps. We require payment receipts and REET receipts. validation stamps to be different.</p> <p>Product Response: We can create a REET only receipt. Will need definition of Validation stamps being different – count? Verbiage?</p>
Risks / Constraints / Dependencies :	This item contains configuration but the actual resolution will depend on how the REET process is designed. Software changes will probably not be required for this item, if the REET solution stays within already existing AR and cashiering processes.
Aumentum Program Name or function :	REET Posted using the Excess Proceeds Surplus and the Distribution of that amount
Estimate:	Included

WASNO-USECASE-157 PTC-FORECLOSURE - SALE RECEIPTING 1.1.10

Project ID:	WASNO-UseCase-157
Title:	PTC-Foreclosure - Sale Receipting 1.1.10
Actor:	Revenue Officer Lead Cashier
Purpose and Objectives:	Account for monies that are received from the tax foreclosure sale.
Trigger Event(s):	Tax Foreclosure Sale is completed and money has been received, currently as a wire.
PreCondition:	Tax foreclosure sale has been completed
Post Condition:	Money has been applied to the accounts, delinquent taxes and any additional charges have been paid, and excess funds have been calculated.
Use Case Flow:	<ol style="list-style-type: none"> 1. Money is received as a bulk wire transfer along w/ supporting documents that breakdown of money collected for which parcels 2. Fill out excel workbook that breaks down each individual parcel and charges associated with it. <ol style="list-style-type: none"> a. Tax Principal b. Interest/ Penalty c. Foreclosure Costs d. Tax Deed Prep Fee e. Reet Excise Filing Charge f. Reet Recording Fee g. Excess Funds if applicable 3. Complete transmittal form for each parcel sold. 4. Give to payment processing specialist to receipt. Provide 3 copies. 5. Payment processing specialist receipts each parcel separately. <ol style="list-style-type: none"> a. Foreclosure costs receipted into control accounts. b. Property taxes receipted for parcel. 6. Provide Revenue Officer with receipts of all Tax Sale transactions
Associations to Other Use Cases:	<ol style="list-style-type: none"> 1.1.1 Foreclosure Delinquency Initiation 1.1.2 Adding Charges 1.1.3 Disposing Foreclosure Account 1.1.4 Daily Foreclosure Account Reconciliation 1.1.5 February Statement Mailing 1.1.6 May Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.11 Excise and Deeds 1.1.12 Excess Funds
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	Tax Sale Payments will be processed using batch collections to import the payment file provided by the internet payment provider (Bid4Assets) along with a wire transfer of the funds for payment. The process will use a special payment allocation rule to ensure that the taxes, fees, costs, etc are apportioned to the correct entities in the correct order.

Since the Excise and Recording Fees are estimated but not charged until the excise and recording processes are complete, these amounts should not be added to the system as charges. As a result the amounts (total \$109, \$10 +\$99) will be included in the excess amount from the sale and will be saved as a part of that excess surplus record.

Then, when the Excise and Recording processes are complete. the amounts will be paid using the cashiering module. The cashier will search for the Excise and/or Recording Fee(s), select them and then select the Tender Type of Surplus and the Excess Surplus as the tender type. Make sure that the Amount being used is the exact amount needed to pay the fee(s). The result will be that the fees are paid from the excess funds collected during the sale. The amounts will be distributed to the agencies associated with the fees and will be moved from the surplus fund to the appropriate funds for the fees with the next General Ledger update.

Once this is complete the Tax > Tax Sale > Property Sale > Excess Proceeds program will be used to manage the remaining excess amounts and any claims made against these. See [Use Case 159](#) for more information about that.

Configuration:

Payment Allocation Rules:

A payment allocation rule will need to be configured to receipt the charges in the correct order for the Tax Sale payments. This allows the customer to choose exactly which fees and or taxes are paid and in what order.

Surplus Subcode setup:

There will be multiple Surplus subcodes that will need to be configured for specific reasons. The configuration for these occurs in Configuration > Systypes. Be sure to set the Effective Date at the top of the page to a very old date (7/4/1776), then search for and select the 'Surplus Sub Code' in the Systype Category field. Next click the dropdown arrow next to the 'Code' column header in the table and type in 'TaxSaleOverbid'.

If a record displays, then uncheck the "Select All" box and check just this TaxSaleOverbid option and click Apply. Review the record that appears, if the description for this record is 'Excess Proceeds' then a new record is not needed, though the Description on this record can be changed if something other than Excess Proceeds is desired to describe this particular surplus. To change the Description, click on the record in the grid to display the record, highlight the Description field and change it to the new name, then click Save.

If a record does not display, then select the New option. This will display a blank systype record. Type "TaxSaleOverbid" in the short Description field. Type the desired Description in and ensure the 'Selectable' option is checked. Then click Save.

When you return to the Select Systype page, search for and select the Systype Category of 'Surplus Code'. In the grid there will be three systypes displayed, click the Overage systype to view the Edit Systype page. Scroll the page down to view the Associated Systypes grid. Click through the pages in this grid until the new systype you added above displays, Check the box next to this record to associate it as an Overage Surplus. Save the change.

The final step for creating the new surplus type is to click List to return again to the Select Systype page. Find the Systype Category of 'Surplus Category'. Click on the 'Other' row in the grid that appears to go back to the Edit Systype page. Scroll the page down to view the Associated Systypes grid. Click through the pages in this grid until the new systype you added above displays, Check the box next to this record to associate it as an Other Surplus Category. Save the change.

Application Settings:

In order for the excess amounts to be saved as a special surplus subcode, that surplus subcode will need to be identified in Tax > Tax Sale > Property Sale > Property Sale Settings in the Property Sale Application Settings grid. Find the setting called 'Claimable Excess Proceeds Surplus Subcode'. Then

	select the surplus subcode description created in the configuration above for this purpose. Apply the change and then Save.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-158 PTC-FORECLOSURE - EXCISE AND DEEDS 1.1.11

Project ID:	WASNO-UseCase-158
Title:	PTC-Foreclosure - Excise and Deeds 1.1.11
Actor:	Revenue Officer
Purpose and Objectives:	To transfer the properties sold at Tax Sale to the purchaser
Trigger Event(s):	Receipting has been completed after Tax Sale
PreCondition:	Sale receipting has been completed and balancing has been verified by accounting team
Post Condition:	Excise has been processed and tax sale purchaser receives tax deed
Use Case Flow:	<p>(each step is done for every single parcel included in Tax Sale)</p> <ol style="list-style-type: none"> 1. Create Tax Deed (word document – using RCW language) <ol style="list-style-type: none"> a. Grantor b. Grantee c. Legal Description d. Assessor Tax Parcel ID e. Date of Sale 2. Save (s: drive) and print 3. Treasurer to sign original Tax Deed, make copy after signature for Treasurer’s Office records 4. Fill out Real Estate Excise Tax Affidavit – document comes from Department of Revenue 5. Save (s: drive) and print 6. Revenue Officer signs for both Grantor and Grantee 7. Make 3 copies <ol style="list-style-type: none"> a. Purchaser b. Auditor for recording c. State 8. Excise tax and recording fees were paid at the time of sale and will need to be paid from general ledger funds they were previously deposited to. <ol style="list-style-type: none"> a. See Accounting Use Case for payment allocation of Excise and Recording fee payment 9. Take both original and copy of Tax Deed along with original REETA and three copies to Excise department for processing with payment. 10. After recording, mail original Tax Deed and REETA to purchaser.
Associations to Other Use Cases:	1.1.1 Foreclosure Delinquency Initiation 1.1.2 Adding Charges 1.1.3 Disposing Foreclosure Account 1.1.4 Daily Foreclosure Account Reconciliation 1.1.5 February Statement Mailing 1.1.6 May Statement Mailing 1.1.7 June Court Filing Exhibit A 1.1.8 Title Report Processing 1.1.9 Publication - Web Page 1.1.10 Sale Receipting 1.1.12 Excess Funds
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required

Gap Description:	Creating and submitting the REET affidavit is the gap here. This will require a dataservice and possibly a workflow for printing and submitting the form. The affidavit is a complex document with much more than delinquent information. It is also a PDF where data filled in one field propagates to other fields within the document. It is a State form. A sample is attached to this Use Case.
Resolution Description :	<p>After Tax Sale Payments have been processed, all items in the sale will need to go through the Excise Process and have a Tax Deed issued and recorded. The Tax Deed will be configured as correspondence and printed from the Property Sale Notice program. The REET Affidavit will need to be printed. Fields needed on the Deed include:</p> <ol style="list-style-type: none"> a. Grantor - Owner Name b. Grantee - Buyer Name (if special formatting is required for particular items, then the Vesting fields can be used for this). c. Legal Description - LegalDescr d. Assessor Tax Parcel ID - PIN e. Date of Sale - SaleDate <p>Items that remain unsold after the sale will be transferred to the County. The County does not pay the taxes or fees for these items (charges, including fees, on county items will be written off and the amount that was due can be added as a note to the PIN so that it may be referenced at a later time.</p> <p>Configuration:</p> <p>Correspondence configuration is found under Reports and Interfaces > Correspondence > Setup > Report Setups. It is a process whereby the configurer will download a file of the available data elements for the data service being configured (in this case that will be the Property Sale Notice dataservice). Do this by accessing the program referenced above, start typing in the name of the notice (property sale or tax deed notice) and click on it. If it doesn't exist, then click New.</p> <p>Once on the Edit Report Setup page click the 'Select a data service' option if one is not already selected. A window will pop up in which the data service will be selected. Start typing the name (property sale notices) in the provided box until you see the dataservice, then click on it. Click the button to Download Definition Fields, then select the format for the file. Close the pop-up window. The file will be saved according to your browser's download rules. Save this file in an area where it can be easily found. Next open the Word document that will be the template for the notice. If there is an existing template, that can be used. Once opened, use the Mail Merge options to identify the downloaded file as the mail merge source. Then select the areas in the template where the data elements necessary in the Notice will be printed and use the 'insert merge field option' to search for and select the fields to be used.</p> <p>When the template is ready, return to Aumentum and enter a Description for the new correspondence being created (Tax Deed). Select a category, for this one Delinquent would be appropriate. Then move down to the Document Information pnel and click the Select a Template option, this will popup the Select Template window. If the template was previously uploaded, then find it in the list and select it. If not, then Click the Upload option, find the template and click open. Now the template is associated with the dataservice.</p> <p>There are other options available on this page too, which can be reviewed in the help file. For this correspondence though it would be advisable to select an 'Event Type' which would need to be configured for the Tax Deed. This way, when the deed correspondence is printed, an event will be created for that action. Also the Attachment Category and Attachment label should be configured so that the attachment created for this correspondence will appear in a logical grouping for property sale tax deeds in the attachments fly-out in InfoCenter.</p> <p>Processing:</p> <p>After the reports are configured, then the revenue officer will have access to them from the Tax > Tax Sale > Property Sale > Property Sale Notices menu option. Use the dropdown list for the Report Setup, to find the correspondence configured using the process described above. Then select an Official Doc Type and Subtype, if this document will be an official recorded document (these types will be configured during implementation by the Records team). In the lower portion of the page, enter a year range in the</p>

	<p>Sale year from and To fields and then select the Tax Sale for which the deeds will be printed. Once everything is selected, then click Print. This will start a batch process to print the correspondence. When complete, click on the file in the Batch process page to view and validate the documents that were created.</p> <p>***Note - when initially configuring the documents, it may take several tries to get all of the data into the report in the correct format.</p> <p>During the workshop there was also some discussion about unsold items that will be deeded to the County. These will follow the same process as above for the Tax Deed correspondence and REET processing, but there will be additional steps required to ensure the fees and taxes on these records are handled properly when these properties are eventually sold; those actions are described in Use Case 141 - Tax Title Receipting.</p> <p>County Response to Fit Analysis: See REET processes-the process will be the same. Tax Deeds will be created using a correspondence template.</p> <p>Product Response: Yes</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	Creating and Submitting REET Affidavit
Estimate:	Included

WASNO-USECASE-159 PTC-FORECLOSURE - EXCESS FUNDS 1.1.12

Project ID:	WASNO-UseCase-159
Title:	PTC-Foreclosure - Excess Funds 1.1.12
Actor:	Revenue Officer
Purpose and Objectives:	To release excess funds from sale of property to the record title holder of property at time of Certificate of Delinquency was filed.
Trigger Event(s):	IRS notification of sale has been completed. Must wait 120 days after IRS paperwork has been sent to release funds.
PreCondition:	Sale receipting has been completed and parcel has available excess funds.
Post Condition:	Record Title Holders have been notified of the availability of excess funds of their prior property.
Use Case Flow:	<ol style="list-style-type: none">1. Fill out Attorney approved form "Application for Foreclosure Sale Excess"<ol style="list-style-type: none">a. Certificate of Delinquency numberb. Parcel numberc. Foreclosure court case numberd. Date of salee. Legal Descriptionf. Amount soldg. Breakdown of applied fundsh. Foreclosure sale excess amount2. Mail printed copy with letter of explanation (form letter)3. If notarized application with requested documentation is returned, forward documents to County attorney to review and recommend4. If attorney approves, County Treasurer signs & authorizes application to release excess funds5. Fill out check authorization form6. See refund check process7. Send Excess Funds check to record title holder by certified mail.8. Update Excess Funds log (excel)9. After 3 years, any excess funds unclaimed will be transferred to the General Fund.
Associations to Other Use Cases:	<ol style="list-style-type: none">1.1.1 Foreclosure Delinquency Initiation1.1.2 Adding Charges1.1.3 Disposing Foreclosure Account1.1.4 Daily Foreclosure Account Reconciliation1.1.5 February Statement Mailing1.1.6 May Statement Mailing1.1.7 June Court Filing Exhibit A1.1.8 Title Report Processing1.1.9 Publication - Web Page1.1.10 Sale Receipting1.1.11 Excise and Deeds
Glossary:	
Reports:	Surplus History Report
Notes:	
Disposition:	Software Development Required
Gap Description:	Application for Excess Funds will be a correspondence that will be configured using a New Dataservice which will be a combination of information from the Excess Proceeds and Property Sale Notices dataservices. This new data service will need to be able to run for all of the sale records that have Excess Proceeds associated with them and it will also need to be accessible from the Excess Proceeds page to print as a one-off. The following are the datafields to be used:

	<ul style="list-style-type: none"> - Certificate of Delinquency number - SaleDescr - Parcel number - PIN - Foreclosure court case number – Per note from Joannie, this is no longer required. - Date of sale - SaleDate - Legal Description - FullLegalDescr (or ShortLegalDescr) - Amount sold - BuyerAmount - Breakdown of applied funds: <ul style="list-style-type: none"> - Taxes, interest/Penalty & Costs - MinBidAmt - State Forest Fire Fees – Per note from Joannie, this is no longer required. - Other - A Details table will need to be added for Claims data associated with the Excess Proceeds. The data in this table will be the paid claims (refund) information. The available information will be the Name, Claim amount and Refunded Amount. - Foreclosure sale excess amount - This will be the Remaining Unclaimed amount from the Excess Proceeds Surplus
<p>Resolution Description :</p>	<p>Configuration: Surplus Subcode: Please see Use Case 157 for information on how to configure the Excess Proceeds Surplus Subcode.</p> <p>Application Settings: Enter the Surplus Subcode created for Excess Proceeds in the Property Sale Settings > Property Sale Application Settings > Claimable Excess Proceeds Surplus Subcode setting. Save the change.</p> <p>Correspondence: Correspondence configuration is found under Reports and Interfaces > Correspondence > Setup > Report Setups. It is a process whereby the configurer will download a file of the available data elements for the data service being configured (in this case the dataservice name is TBD). Do this by accessing the program referenced above, start typing in the name of the notice (excess...) and click on it. If it doesn't exist, then click New.</p> <p>Once on the Edit Report Setup page click the 'Select a data service' option if one is not already selected. A window will pop up in which the data service will be selected. Start typing the name (excess...) in the provided box until you see the dataservice, then click on it. Click the button to Download Definition Fields, then select the format for the file. Close the pop-up window. The file will be saved according to your browser's download rules. Save this file in an area where it can be easily found. Next open the Word document that will be the template for the notice. If there is an existing template, that can be used. Once opened, use the Mail Merge options to identify the downloaded file as the mail merge source. Then select the areas in the template where the data elements necessary in the Notice will be printed and use the 'insert merge field option' to search for and select the fields to be used.</p> <p>When the template is ready, return to Aumentum and enter a Description for the new correspondence being created (Tax Deed). Select a category, for the document. Then move down to the Document Information panel and click the Select a Template option, this will popup the Select Template window. If the template was previously uploaded, then find it in the list and select it. If not, then Click the Upload option, find the template and click open. Now the template is associated with the dataservice.</p> <p>There are other options available on this page too, which can be reviewed in the help file. For this correspondence though it would be advisable to select an Attachment Category and Attachment label so that the attachment created for this correspondence will appear in a logical grouping for excess proceeds in the attachments fly-out.</p> <p>Processing: Excess Proceeds is created in Aumentum as a Surplus record with a surplus subcode that is configured by the jurisdiction during implementation. The surplus is created when the Tax Sale Payment is processed and there is more money paid then is due on the account. Please see Use Case 157 for more information about this.</p> <p>Delinquent Interested Parties: During the Tax Sale process The county will be gathering info on various parties that have an interest in properties included in the Foreclosure Sale. Examples of these parties would be the internal revenue</p>

service (IRS Liens), partial owners, other lien holders. These parties may be added to items during the Delinquent Group processing period via Tax > Delinquent > Groups > Group Management > Common Actions > Interested Parties. In order to find all interested parties in Aumentum with a particular legal party role, click the dropdown arrow displayed in the grid header and click the 'Get Parties of Interest' option. A box will pop-up asking for the legal party role to search on. The most obvious would be the Owner. Select the role for the search and click Accept. This will find all of the legal parties attached to the items in the grid and pull them in as interested parties.

If interested parties are discovered via other means and need to be added on an individual record then find the item and click the Interested Parties button on that row. This will display the Parties of Interest Maintenance page where the parties of interest can be added and managed. Any Parties previously added should be displayed here when the page is accessed. To add a new party, click the Add button and fill in the form that appears with the name and address, contact and other pertinent information. Click the save button and close to return to the prior page when complete. Be sure to Save on this page too.

Tax Sale Interested Parties:

When all delinquent processes have been completed and it is time to move the foreclosure process forward to the Sale menu, the Advertising List program will be used to populate the sale items from the delinquent group. Once this is complete, and the items are in the sale, it is possible to bring the interested parties created during delinquent processing into the Sale process by accessing Tax > Tax Sale > Property Sale > Property Sale Maintenance. Search for the sale that was updated and select it. The Maintain Property Sales page should appear with all of the sale items listed in the Tax Sale Items grid. Select the item(s), or select all, and click on the Process Items dropdown to the far right of the tax sale items grid. Click the Copy Delinquent Group Parties of Interest option. Next select the year, group and option to use when creating the interested parties on the sale items and click Process. When complete return to the Maintain Property Sales page and click Save.

This page also allows the user to add one off parties of interest as described above. Find the item for which the party needs to be added and select it by clicking the checkbox to the left of the row. Then click on the Process Items dropdown to the far right of the Tax Sale Items grid header and click on the Interested Parties option. This will display the Parties of Interest Maintenance page that is the same as the one that was accessed from the Delinquent Group (described above). Follow the same steps to add new parties here.

****NOTE:** This may be the best way to handle the REET and Recording Fee funds too. Set up Legal Parties to be used as the interested party for each of these charges. Then add them as Claimants and cut a refund for those amounts. Then the amounts will be subtracted from the Excess Proceeds amount so it is not included in the amount available for claims.

Excess Proceeds Claims Processing:

The interested parties described above will be available after the sale to add as claimants in the Tax > Tax Sale > Property Sale > Excess Proceeds program. To add them, access the Excess Proceeds program and do a search for the sale on which the work is being done. A list of the Excess Proceeds surplus records created when posting the payment for that sale will appear. Select the item(s) to be worked and click Next. The Maintain Claim page will appear. In the middle of this page is a Claims grid. Click the Add option here, to see a list of all the interested parties from the sale item. Be aware that parties may appear in this list twice. They only need to be added as Claimants one time. Select the Create Claimant option for those parties who have liens that need to be paid out of the excess amounts, and add the Owner(s) or other parties that may be entitled to a portion.

Once the Claimants have been added, those with approved claims to a portion of the excess can have the amounts added to their claims and have the claim updated to the correct status. Do this by clicking on the row for the claim to be paid. The details for that claim will appear in the Detail grid at the bottom of the page. Add the Claim amount, and the Reason code that pertains to this claim. Click Update and then Save at the top of the page. Once the amounts are there, the claim can be paid by clicking the check box to the left of the row to be paid and then clicking the Post Refunds button. This will take you to the Post Refunds page where the information for the claim(s) can be verified and then posted. When the claim(s) are posted, the user can return to the Excess Proceeds Maintain Claim page, to see what

	<p>the original amount of the excess proceeds surplus was and to see the Remaining amount to be claimed. If all of the liens are handled in this manner, then the Remaining Unclaimed amount displayed here will be the amount that will appear on the Excess Funds Application Correspondence.</p> <p>Excess Funds Application: c</p> <p>Unclaimable Excess Proceeds: The user will designate a time each year to review sales that have aged to the point where the excess proceeds associated with the sales are too old to claim. For Washington state this happens with the excess is 3 years old. At this point the remaining funds will be allocated to the County using the Tax > Tax Sale > Property Sale > Excess Proceeds Cost Allocation program. This program will need to be modified to allow another option for the Cost Distribution. It will need to allow the customer to select a single Tax Authority to distribute the remaining unclaimed amounts to.</p> <p>Surplus History Report: This report can be used to see the status of all the excess proceeds surplus records for a period of time specified by the user. It will show the original amount of the surplus and the remaining amount. It will also display a list of all the refunds that were issued from that surplus.</p> <p>Example of Surplus History Report.</p> <p>County Response to Fit Analysis: Datasevices will needed to pull from multiple information areas. (Info needed: parcel number, record title holder, amount of excess funds, court filing doc #, legal description. All this seems to be addressed in the Fit analysis-by data entry-feeding off Property Sale Notices data and Excess Proceeds, Application Settings/Correspondence/Excess Proceeds Cost Allocation. Just need the Cost Allocation part as the Gap/Software.)</p> <p>Product Response: Cost allocation is part of the resolution</p>
Risks / Constraints / Dependencies :	Need a new datasevice and modifications to the excess proceeds cost allocation program to allow remaining unclaimed amount to be distributed to a single TAF. In this case that would be the County/General Fund.
Aumentum Program Name or function :	Excess Proceeds correspondence / Tax Sale Notices
Estimate:	Included

WASNO-USECASE-160 PP-EXEMPTIONS 6.2.1

Project ID:	WASNO-UseCase-160
Title:	PP-Exemptions 6.2.1
Actor:	Personal Property Appraisers Commercial Real Property Appraisers Systems Division Exemption Coordinator
Purpose and Objectives:	Ability to apply and process exemptions.
Trigger Event(s):	Taxpayer requests an exemption.
PreCondition:	Accounts such as Head of Family have to be requested annually
Post Condition:	Exemption properly applied.
Use Case Flow:	1. Listings mailed. 2. Listings received requesting exemption: a. Head of Family b. Habitat / Water c. Farm Equipment. 3. Eligibility determined 4. Exemption applied when applicable. 5. Exemption reflected on final values
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	PPA Tax Year 2020 = assets as of 1/1/2019 Functional Calendar 1/2/2018 - 1/1/2019 Configuration required: Each exemptions will need to be set up as a modifier in AA and PPA Modifier needs to be set up in PPA Class Code Filter Exemptions will be applied at the account or asset level manually PPA > Accounts Account modifiers are applied on Maintain PPA Accounts screen and are calculated against the entire Account Asset modifiers are applied on each asset on the Maintain Assets screen and are calculated just against the value of the assets that it is applied PPA > Batch Processes > Modifier Update Account modifiers can be applied in batch When applying modifiers Start Date and Expiration Date will be determined by configuration of the Functional Calendar.

	Modifiers can be set to expire after one or more years.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-161 PA-EFILE 6.1.1

Project ID:	WASNO-UseCase-161
Title:	PA-eFile 6.1.1
Actor:	<ul style="list-style-type: none"> · Personal Property Appraisers · Commercial Real Property Appraisers · Systems Division
Purpose and Objectives:	Online filing provided to taxpayers with the ability to review, correct, complete, and certify.
Trigger Event(s):	Listing of assets mailed out on January 1st.
PreCondition:	Historical account with previous certified assets reflecting valuation notice.
Post Condition:	All accounts have been reviewed and completed and ready for Systems Division to certify and create valuation notices.
Use Case Flow:	<ol style="list-style-type: none"> 1. Listings mailed ready to file. 2. Listings received electronically – status filed from web. 3. Listings reviewed and valued. 4. Status complete.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Workshop Requirements Workshop ID Requirement Description Personal Property 983 The solution provides web based capability for customers to file Personal Property Asset Listings. Personal Property 1000 Solution retains a copy of original submission of asset listing from customer for electronic online personal property. RCW 40.14.060 section 1C; RCW 40.14.070 section 2, a, (iii)</p>
Disposition:	Fit
Gap Description:	<ul style="list-style-type: none"> •
Resolution Description :	<p>Configuration</p> <ul style="list-style-type: none"> • Cycle Status • Change Reasons <p>Listing Received and Reviewed same as item <u>WASNO-UseCase-75</u> Details of configuration of how item valued <u>WASNO-UseCase-162</u></p> <p>Running the Value Process there are two options manually or using batch. Manually</p> <ul style="list-style-type: none"> • Personal Property Appraisal > Accounts • Open Account for the desired Tax Year • Click Value All <p>Batch</p> <ul style="list-style-type: none"> • Personal Property Appraisal > Batch Process > Valuation • Search Criteria will include Cycle Status that indicates ready to value

	<ul style="list-style-type: none"> • Select to change the Cycle Status of Accounts processed to indicate Ready to Post • Click Finish <p>Running the Post Process there are two options manually or using batch.</p> <p>Manually</p> <ul style="list-style-type: none"> • Personal Property Appraisal > Accounts • Open Account for the desired Tax Year • Click Post • Enter Effective date • Select a Change Reason • Click Post <p>Batch</p> <ul style="list-style-type: none"> • Personal Property Appraisal > Batch Process > Posting • Search Criteria will include Cycle Status that indicates ready to post • Select to change the Cycle Status of Accounts processed to indicate posted to roll • Enter Effective Date • Select Change Reason • Click Finish
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-162 PP-VALUATION 6.4.1

Project ID:	WASNO-UseCase-162
Title:	PP-Valuation 6.4.1
Actor:	Personal Property Appraisers Commercial Manager Systems Division
Purpose and Objectives:	To add and/or dispose of assets on business and lease accounts, apply assigned table driven depreciation, add qualified exemption(s), assign obsolescence if needed; resulting in an updated listing of assets and the calculation of a new taxable value.
Trigger Event(s):	Annual Listings are mailed to tax payers January 1st.
PreCondition:	Taxpayer submits updated listing electronically or by mail
Post Condition:	System calculates new values, Certifies new values and generates valuation notices that include the listed assets.
Use Case Flow:	<ol style="list-style-type: none">1. Listings mailed.2. Listings received with changes from taxpayer3. Listings received requesting exemption:4. Review and updated listings5. Review and approve exemption6. Verify timeliness of listing received and apply late filer penalty if needed.7. Calculate and complete (progress tracking)8. Certify and send notices.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	PPA Tax Year 2020 = assets as of 1/1/2019 Functional Calendar 1/2/2018 - 1/1/2019 Configuration Required: <ul style="list-style-type: none">• Class Codes• Asset Categories and Entry Code• PPA Class Code filter used to for AssetCat/EntryCd• Business Use Code• Value Schedules• Workflow to notify PPA if a Related Real PIN has a permit• Creation of Edit Check for user defined validation• File I/O set up for Leasing Company Export• File I/O set up for Leasing Company Import

	<p>Valuation The Class Code associated to the Account will determine the available schedules and entry codes on the Asset page. The Business Use Code associated to the Account will determine the models used to value the assets. With the Business Use Code and the asset selections for Entry Code and Acquired Year are used to determine depreciation When a tax payer does not report or under reports: Non Filer Options:</p> <ul style="list-style-type: none"> • Statutory Valuation - Personal Property Appraisal > Batch Processes > Statutory Valuation <ul style="list-style-type: none"> ○ Allows for Summary Group Overrides by taking the previous year certified value and up the value by a percentage • Manually Enter Override Values at one of the following levels <ul style="list-style-type: none"> ○ Account ○ Summary Group ○ Asset <p>Under Reporter Options:</p> <ul style="list-style-type: none"> • Manually Enter Override Values at one of the following levels <ul style="list-style-type: none"> ○ Account ○ Summary Group ○ Asset <p>Allocation of leasehold as either Real or Personal Value will have to been done manually.</p> <p>PPA accounts can be related to Real PIN using the Related Revenue Object. User will need to search and select the Real PIN and indicate the Relationship Workflow will be initiated when a Real PIN, that is linked to the PPA Account, has a permit.</p> <p>Doing Business As is associated to the Legal Party. The DBA of the Primary Legal Party of the PPA Account is displayed in the header. DBA can be configured to print on forms/statements PPA allows for a Business Name to be added to each account. This allows for Accounts that are owned by the same owner to have different Business Names</p> <p>Business Master - Leasing Company Personal Property Appraisal > Business Master Two Leasing Types</p> <ul style="list-style-type: none"> • Leasing Company - True Lease: Assessed to the Leasing Company • Leasing Company - Conditional Sale: Assessed to Lessee <p>The Business Master is set up and the accounts with the leased equipment is linked to the Business Master. An Export of the assets and the details of the locations of the equipment can be created to send to Leasing Companies Personal Property Appraisal > Electronic Filing > Export Electronic Filing</p> <p>The assets can then be imported from the file received back from a Leasing Company. Personal Property Appraisal > Electronic Filing Validation is run first to determine any data issues and find existing accounts. Once validation is clear then the Import process is run. Import will:</p> <ul style="list-style-type: none"> • Inactivate Accounts that are linked to the Business Master but not in file • Inactivate assets that are the linked accounts but not in file • Create new accounts • Create new assets • Update existing assets
<p>Risks / Constraints / Dependencies :</p>	

Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-163 PA-WEB CAPABLE PERSONAL PROPERTY ASSET FILINGS

Project ID:	WASNO-UseCase-163
Title:	PA-Web Capable Personal Property Asset Filings
Actor:	Personal Property Auditor Personal Property Electronic Filers (Taxpayer)
Purpose and Objectives:	The solution shall be able to allow personal property account owners, or their representatives, to file an electronic affidavit to update their account(s) annually. The solution shall be able to allow Electronic Filers (Taxpayer) to revisit their filing after they have filed it. The solution shall allow county Personal Property Auditors to review, edit and complete the affidavits filed electronically.
Trigger Event(s):	Electronic Filers (Taxpayers) receive Listing Notice for their personal property account. Electronic Filer wants to update their Listing Affidavit electronically.
PreCondition:	Personal Property Account is set up Electronic Filer can send and receive email Electronic Filers (Taxpayer) given login information Electronic Filer has email address associated with at least one account
Post Condition:	Electronic Filers (Taxpayer) given notice that their affidavit was or was not successfully filed Errors are returned to Electronic Filers (Taxpayer) what prevented their affidavit from being received successfully Once verified, then Personal Property Auditor can review, edit and complete the affidavit filing. Received data is entered into the solution
Use Case Flow:	<ol style="list-style-type: none"> 1. Electronic Filer receive the Personal Property Listing Notice 2. Electronic Filer logins into electronic filing system using provided login information 3. Electronic Filer selects the account they want to update and submit 4. Electronic Filer updates the information. Partially completed affidavits may be saved and updates resumed later 5. Electronic Filer submits the updated affidavit and receive email verification. If errors – Electronic Filer receives electronic notification of what needs to be corrected. 6. Personal Property Auditor reviews the submission, make any corrections and completes the filing. 7. Affidavit is retained for future reference
Associations to Other Use Cases:	Personal Property Workshop(s)
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	The use case flow is currently met by Public Access. Public Access e-filing: Users will receive a notice with their online filing code/PIN from Aumentum. Users will access the PPA eforms functionality using their PIN Certain parts of the form will be pre-populated (e.g. name, mailing address, situs, asset totals) Users will complete and submit their filing to Aumentum.

Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-164 PP-PROCESS 6.3.1

Project ID:	WASNO-UseCase-164
Title:	PP-Process 6.3.1
Actor:	Personal Property Appraisers Commercial Manager Systems Division
Purpose and Objectives:	Variety of processes needed, see requirements below.
Trigger Event(s):	Daily workflow and year-end process
PreCondition:	Accounts and tables exist
Post Condition:	Various conditions
Use Case Flow:	Variety of cases, see requirements below
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process · Remove redundancy. · Expedite and track processes and workflows. Workshop Requirements Workshop ID Requirement Description Personal Property 989 The solution can "clone" or copy a singular account's business equipment list forward & backward for multiple years for a given business (i.e., found the business in 2016, but was actually in operation in 2012) then edit as needed, or just clone selected items. Personal Property 1002 The solution provides the user to track the status of an account (e.g., Input in progress; filed from the web; complete etc.) Personal Property 1025 Can create a "manifest" and "omit" record for changes to the closed personal property roll. Personal Property 1031 Able to: - Update depreciation tables with information from a data file from the State - Copy prior year's depreciation table to the new year - Update depreciation table manually Personal Property 1052 The solution can allow the user to assess and collect a late filing fee's (escalating) per WA. State Law RCW 84.40.130, WAC 458.12.110 Personal Property 1370 The solution stores the return filing date. The solution has the ability to mass update the filing date. The statutory late filing penalties are automatically determined by the filing date. The user has the ability to override a penalty. Personal Property 1510 Solution retains historical electronic original submissions of asset listings for user defined period and the ability for disposition of historical years in batch or singularly. Individual accounts may be flagged for

	<p>Public Record Requests or other reason and cannot be disposed. RCW 40.14.060 section 1C; RCW 40.14.070 section 2, a, (iii)</p> <p>Personal Property 964 The solution can allow for production and sending (mail) of asset listings for any assessment year. RCW 84.40.040</p> <p>Personal Property 962 The solution is capable of associating Personal Property accounts with Real Property parcels in an office.</p> <p>Personal Property 998 The user is able to link scanned documents or data files to a personal property account and retain those file for a user defined period.</p> <p>Personal Property 1008 The solution has the ability to enter an address once when both the mailing address and the situs address are the same.</p> <p>Personal Property 1022 Has a field to store the UBI (Unified Business Identifier) number for each commercial account. This number should be unique and not allow new accounts to be added with same UBI.</p> <p>EMP 05/21/19</p> <p>Rowdy remarks - Changing addresses in Ascend is a difficult and cumbersome process. They want them to flow through.</p> <p>BR 989 - Yes. create original year, copy assets, and then roll info forward to subsequent year via check box. No manual entry of subsequent years. You can copy from account to account as well. You can copy notes, attributes, modifiers, etc. Move works the same way. Question about whether the ID is moved or new created. PASS</p> <p>BR1002 - Yes. Called Cycle Status PASS</p> <p>BR 1025 - Yes. Handled as a Roll Correction in AA. PASS. In Snohomish after corrections Assessment Notices are sent. Taxpayer has 60 days to appeal. PASS</p> <p>BR1031- Yes tables are replicable. See handout from State of WA titled "Index to Trended Investment Valuation Indicators". PASS</p> <p>BR1052- Yes. PASS</p> <p>BR1370- This req is really about deadline dates falling on Sat Sun or holidays. Aumentum does not allow for override of penalty, but you can change the filing date with similar result. PASS.</p> <p>BR1510- Yes. PASS. May need to re-visit record purging.</p> <p>BR964- PP Listing form is mailed out prior to Jan1. Bar code on the top of that form not currently using. Includes account # and tax year. Requires correspondence configuration. PASS</p> <p>BR962- PASS</p> <p>BR998- PASS</p> <p>BR1008- Aumentum does not allow a change to situs address to auto change mailing or vica versa. Snoco 's mail vendor does address validation on Assessment Notices. PASS</p> <p>BR1022- UBI can be on multiple accounts contrary to what is written on BR. Likely need to store as Legal Party. PASS</p>
Disposition:	Fit
Gap Description:	
Resolution Description :	PPA Tax Year 2020 = assets as of 1/1/2019 Functional Calendar 1/2/2018 - 1/1/2019 Configuration Required:

- 1002 - Requires configuration of Cycle Status
- 1025 - Configuration of Change Reasons for corrections
- 1031 - Requires File I/O configuration (Configuration > File Input/Output > Input/Output File Configuration)
- 1052 - Requires configuration of modifier in AA. If applying automatically it will require configuration to set the date when late filing starts
- 964 - Data Service to include (
 - Account Number
 - Property Class
 - UBI
 - Name and Mailing Address
 - DBA
 - Situs Address
 - Listing Assets
 - Group (Entry code)
 - Descriptions
 - Year Acquired
 - Original Cost
- 964 - PDF set up to include fields from Data Service
- 998- Requires configuration of workflow and indexed data to attach to accounts

989 - Common Action > Copy Assets and Move Assets: Functionality allows to make a copy of an asset and copy to a different account or on the same account for a different Tax Year. This will make a true copy of the asset and the asset will have a new asset id. The move works in the same way but the asset will be inactivated on the account it was moved from.

Copy From:

PIN:
 Tax Year:
 Schedules:
 Select All
 A1 - Machinery and Equipment

<input type="checkbox"/>	Schedule	Asset ID	Asset Category Description	Asset Description	Acq Year	Original Acq Cost	Year New	Serial Number
<input type="checkbox"/>	A1 - Machinery and Equipment	2096481	A1- Untrended M&E 8 Year	A1- Untrended M&E 8 Year	2001	0.00	0	
<input type="checkbox"/>	A1 - Machinery and Equipment	2096482	A1- Untrended M&E 8 Year	A1- Untrended M&E 8 Year	2004	0.00	0	
<input type="checkbox"/>	A1 - Machinery and Equipment	2096490	A1- Untrended M&E 8 Year	A1- Untrended M&E 8 Year	2003	0.00	0	
<input type="checkbox"/>	A1 - Machinery and Equipment	2101018	A1- Untrended M&E 8 Year	A1- Untrended M&E 8 Year	2005	0.00	0	
<input type="checkbox"/>	A1 - Machinery and Equipment	2101019	A1- Untrended M&E 8 Year	A1- Untrended M&E 8 Year	2006	0.00	0	

Notes Attributes Modifiers Lease Relationships

Copy To:

PIN:
 Tax Year:
 % to Copy:
 OverWrite Assets
 Copy to Subsequent Years


On Exit Lookup:

Copy From Current Copy To

1002 - Cycle Status can be set during batch processes and imports. It can also be set by the user when updating the account. These status can be used in searches and processes. The Cycle Status is found on the Maintain PPA Accounts screen and is stored by Tax Year

2018 Tax Cycle Information

Filing Annual Return

Date filed: 
 Cycle status:

1025 - Corrections can be made on closed rolls. User can enter Override or add/edit/delete assets to make changes to the value. Values are then posted using a change reason that is configured for correction.

1031 - Import: PPA > Setup > Value Schedule Data Upload - This will allow to import schedule data to update an existing tax year or create a new tax year.

Upload Value Schedule Data

Tax Year: 2016

Upload Value Schedule Data Options

Input file name:

Schedules to update: Business valuation

Report only?:

Action: Add new tax year

Schedule Options

Schedule date: 7/15/2019 5:15:49 PM

Update/Copy: PPA > Setup > Value Schedule - Select a Value Schedule and Tax year. The schedule can then be edited or copy to a Tax Year

Maintain Value Schedules

Value Schedules

Schedule type filter: All

Code	Descr	Schedule type	Year	IsActive
100ValueBasis	100% Value Basis	Age in years	2019	✓
CCEC1	WIND TURBINE GENERATORS/INFRASTRUCTURE	Age in years	2018	✓
CCMAT-10	ATMS - Units	Age in years	2017	✓
CCMAT-12	ATMS - Composite	Age in years	2016	✓
CCMR3-10	Commercial Equipment - 10 Year Life	Age in years	2015	✓
CCMR3-12	Commercial Equipment - 12 Year Life	Age in years	2014	✓
CCMR3-15	Commercial Equipment - 15 Year Life	Age in years		
CCMR3-18	Commercial Equipment - 18 Year Life	Age in years		
CCMR3-20	Commercial Equipment - 20 Year Life	Age in years		

Schedule Type: CCMAT-10

Description: ATMS - Units

Useful life: 12

Schedule index type: Economic life A

Economic life A: 10

Active:

Age in years	% Good	Value Factor
0		1.00000
1		0.91000
2		0.85280
3		0.77380
4		0.67840
5		0.58850
6		0.50760

1052 - Late Filing modifiers can be applied manually or automatic.

Manual: Can be applied by adding modifier on the account.

Automatic: When a Date Filed is entered that is considered late, according to configuration, when the account is saved the modifier will be applied on the account.

2018 Tax Cycle Information

Filing Annual Return

Date filed: 1/1/2018

1370 - Date Filed is stored on Tax Cycle Information. The use case was about late filings overrides and weekend/holidays falling on the last day for an on time return.

Late Filing start on 5/1 and is 5% a month to a max of 25%. Configuration can be altered to accommodate for holidays and weekends.

For Override of the % will require of changing the Date Filed.

From Date	To Date
5/1/2019	5/31/2019
6/1/2019	6/30/2019
7/1/2019	7/31/2019
8/1/2019	8/31/2019
9/1/2019	12/31/2019

1510 - Attachments are linked to the Account/Tax Year

964 - Print in batch or individual

- PPA > Reports > PDF Forms - Using Selection method to enter search criteria and select report. Report is sent to Correspondence Queue
- PPA > Accounts > Correspondence Icon - Select Report, this will print the form for the Account.

962 - Revenue Objects can be link. Can link Real to Personal and Personal to Real.

Related Revenue Objects							
Parcel PIN	Relationship	Property Class	Owner	Situs	TAG	Phone	Update Using Related PIN
250090003	Personal to Parcel	Vacant Residential Lot	ALVAREZ JUDITH R	1155 MASSACHUSETTS RIVERSIDE, CA 92507	009-002 RIVERSIDE CITY		<input type="text"/>
000225233	Personal to Personal	PP BUSINESS AND EQUIPMENT	CRE LJ CA		009-002 RIVERSIDE CITY		<input type="text"/>

998 - Scanned documents can be attached to Accounts/Tax Year using a workflow

1008 - Mailing and Situs Addresses will need to be entered. When update a Mailing Address it updates the Legal Party and every Revenue Object that is associated to the Legal Party will be updated

1022 - UBI is assigned to the Legal party and will need to be saved on the Legal party. These items can be searched in PPA using the Legal Party Ident.

Search for Personal Property Accounts

☆

Search Criteria

📄

Tax year
2019 ▼

PIN

PIN status

🏠

Legal party name

AIN

🔍

Legal party ident

Type

Customer Response to Fit Analysis: Assessor

New enhancement coming - copy to and subsequent years assing correct assets by year (roadmap, software development): Check box for "Same as taxpayer" or "owner" to automatically load addresses

Product Team Response: Assessor

Copy assets to Subsequent Years - The copy asset process is available and will copy assets to a Tax Year. Copying to subsequent years requires for the copy process to be run for each Tax Year that the assets need copied to. Discussed a future Road Map item to allow to select multiple Tax Years when copying.

Automatically load addresses – Addresses can be copied from legal parties and Revenue Objects when the Maintain Legal Party screen is accessed through the Transfer process. There is a Roadmap item to add this option when accessing the Maintain Legal party screen from additional screens and processes.

Risks / Constraints

/ Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-166 ACCT-CREATE A NEW DISTRIBUTION SCHEDULE 1.1.1

Project ID:	WASNO-UseCase-166
Title:	ACCT-Create a New Distribution Schedule 1.1.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Allocate earnings to respective fund(s)
Trigger Event(s):	Typically needed if there is a new district or a new revenue stream that requires a new distribution schedule
PreCondition:	Funds for which the revenue is attributable should exist Charge schedule for the FT type exists Fund distribution schedule does not already exist Documentation or an understanding of where the revenue collections should be allocated (e.g. all to a certain district, a portion goes to the county, etc.)
Post Condition:	New fund distribution schedule exists (with a unique system identifier) and is linked to charge schedule – maps collections to appropriate funds
Use Case Flow:	<ol style="list-style-type: none"> 1. Identify and enter the charge schedule browser that requires a new fund distribution schedule 2. Use the supporting documentation (resolution, RCW, etc.) to identify the fund(s) that are entitled to revenue under this financial transaction type 3. Assign the funds and enter the proportions by fund (must total 1.00 or 100%) <ol style="list-style-type: none"> a. For example 50% to the county fund 50% to the state fund
Associations to Other Use Cases:	New Fund Setup LID, LUD, RID – New District
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>This is part of configuration in Aumentum. It will be a different process than Ascend. There is Distribution, and Tax Accounting. Distribution tells the system where to send the collected money (ie - district, county, state) and Tax Accounting tells the system where to send the charges, payments, distribution and refund records in the county's GL.</p> <p>To meet this Use Case normal configuration will be required in the Functional Calendar, Distribution and Tax Accounting modules.</p> <p>There is a development required item for distribution, but it is in another use case document addressing the need to have a rule to identify junior districts.</p> <p>Configuration note - set app setting 'disable negative agency balance offsets for GL entry agencies'</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	

Estimate:	N/A
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WASNO-USECASE-167 ACCT-FIXING DAILY ALLOCATIONS WHEN JDA PROCESS ALLOCATED FOR WRONG DAY 1.1.1

Project ID:	WASNO-UseCase-167
Title:	ACCT-Fixing Daily Allocations When JDA Process Allocated for Wrong Day 1.1.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Reverse incorrect and post correct allocations before activity is loaded into the general ledger so the activity loaded to the general ledger reflects the previous business day
Trigger Event(s):	Automatic allocations posted incorrectly –typically due to a holiday/office closure, or allocations can post twice due to user error
PreCondition:	Incorrect allocations posted
Post Condition:	Allocations are corrected (reversed incorrect and posted correct) and the data loaded to the general ledger reflects the correct day’s activity
Use Case Flow:	<ol style="list-style-type: none"> 1. In the process log, identify that the parameters ran for the incorrect day 2. Reverse the allocation processes that posted incorrectly (Financial Transaction data in the process detail displays as “reversed” after complete) 3. Verify all incorrect financial transactions allocated were reversed. Currently use the process browser and the “Fund Allocation Recap” report. What process is available in Aumentum to confirm this? 4. Run the process to allocate charges and charge payments to fund accounts using the parameters for the correct day 5. Verify the correct financial transactions (previous business day) were allocated. Currently use the “Fund Allocation Recap” report 6. Notify Accountant I she can proceed with ACCT – Ascend Daily Balancing
Associations to Other Use Cases:	ACCT – Ascend Daily Balancing
Glossary:	
Reports:	
Notes:	<p>Additional Information</p> <p>Daily allocations are automatically run on the server (performed by DoIT) in the morning for the previous business day’s activity. This process outlines when the daily allocations are processed in Ascend for the incorrect day. These allocations have NOT been posted to the general ledger</p> <p>This allocation process may be obsolete in regards to Aumentum but what is the process for correcting an incorrect post or activity before it is uploaded to the general ledger?</p>
Disposition:	Process Change
Gap Description:	
Resolution Description :	<p>No "Allocations" are performed within Aumentum.</p> <p>County will determine the business day (same as the calendar / system date) during business process setup.</p> <p>3 dates are used within Aumentum:</p> <ol style="list-style-type: none"> 1) Business Date - The Date for which the transactions are processed ** This is the date the GL will use for the GL interface 2) System Date - The Physical Calendar date on which they are processed 3) Effective Date - The date for penalty / interest for which the calculations should be used. <p>To perform GL validations and adjustments:</p>

	<p>Run the GL Export <u>without creating the file</u>. This is done in Tax > Tax Accounting > General Ledger Export. Only generate the GL Report to review. Update the mappings if changes are needed and rerun GL Export without creating file to validate. If the file was previously created, then use GL Export Recreation functionality. This can be found in Tax > Tax Accounting > General Ledger Export Re-creation. Update mappings then run "Updated Mappings" on GL Export Recreation to generate both the report and file using the updated configuration.</p> <p>Customer Response to Fit Analysis: County will determine business day (daily hours) for which postings to the G/L occur. Confirm file output has all appropriate information needed for upload into G/L. Circle back with Sean Q (Finance Dept) to see if "G/L Code" is a required field.</p> <p>Product Response:</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-168 PA-DISPLAY PARCEL ACCOUNT SUMMARY INFORMATION 11.1.1

Project ID:	WASNO-UseCase-168
Title:	PA-Display Parcel Account Summary Information 11.1.1
Actor:	Assessor Admin Department of Information Technology DB Support
Purpose and Objectives:	<p>To display parcel information and characteristics to the public at large. This should include;</p> <ul style="list-style-type: none"> · PIN · Situs Address · Property Description (Abbreviated legal description), Property Category, Status, Tax Code Area · Property Use Code, Land Unit of Measure, Land Size · Related Properties · Taxpayer, Owner · Five years of property values, including when appropriate pending values (visibility switchable) · Active Exemptions · Significant events · Tax Balance including ability to pay on-line · Installment Payable · Distribution of current taxes · Levy Rate History · Structure information with details, sketch and current primary elevation · Sales History · Property Maps (A.K.A. Assessor's Map) <p>Information should be presented in a viewing platform compatible mode and printable in a 8 ½ X 11 format.</p> <p>Separate County owned systems should also be able to interface and display the parcel on a map. The system will be able to pass the PIN to our countywide GIS system allowing the PIN to be located on the map. Likewise, the GIS system shall be able to pass a selected PIN and bring up its summary information.</p>
Trigger Event(s):	Citizen requests Parcel Summary information Citizen request to Pay Current Tax Bill
PreCondition:	Parcel exists and is active
Post Condition:	Return Parcel Summary to Requester Errors are returned to Taxpayer
Use Case Flow:	<ol style="list-style-type: none"> 1. Citizen present information for property summary on a single PIN 2. Based on the Citizen's information, if multiple PINs fit the criteria a pick list is presented to the citizen to select a single PIN 3. System locates the PIN in the system 4. System display the current information in the online format 5. If the citizen desires to pay taxes the current amount due is calculated and a payment module is called 6. If the citizen desires to see the PIN on the countywide Mapping System (currently SCOPI) there is a mechanism to call the Mapping System and pass it the PIN.
Associations to Other Use Cases:	<p>636 - The solution has a customer self-service tool that is web-based and IVR. The solution can allow customers to initiate name and/or address changes and if necessary, include a list of supporting documents required to complete the change.</p> <p>637 - The solution has client-configurable screens available for external users that contain data from the database as well as images associated with tax accounts, and provide current data as well as historical data.</p> <p>753 - The solution has the ability to accept online payments via third-party processor (Official Payments, Paystation, Velocity, etc.)</p>

	<p>748 - The solution has an internet customer self-service tool. This application can allow customers to initiate name and/or address changes, and if necessary, include a list of supporting documents required to complete the change. The solution can allow for Real Property address changes that are capable of being accepted via data-entry and electronically to include the Web. The updates can place changes in a pending status until data has been verified.</p> <p>1488 - The solution provides utility for the creating of data input forms for presentment in web browser (intranet/internet).</p> <p>1364 - The solution provides a printed receipt for all receipting transactions.</p> <p>1396 - The solution can allow the user to see tax, interest and fees on accounts selected to pay.</p>
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>Public Access 1644 Customer self-service web portal show property characteristics as of a previous date.</p> <p>Public Access 645 Customer self-service web portal allows unlimited sketches and photos per parcel.</p>
Resolution Description :	<p>Although noted as not of high importance, the ability to allow the taxpayer to view property characteristics based on the selection of a previous date on Public Access would require that the data is made available from Aumentum and a UI is created to facilitate the request.</p> <p>The requirement states that unlimited photos be displayed on Public Access. We currently receive on the primary photo of each structure of a property. Please confirm that this is an acceptable resolution, req 645 was responded 'no' in RFP, changes would be billable. Confirm primary photo only OK.</p>
Risks / Constraints / Dependencies :	Additional data handling and display could result in dependencies on Aumentum
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-169 PA-HAVE THE ABILITY TO ACCEPT ONLINE PAYMENTS VIA THIRD-PARTY PROCESSOR 11.1.2

Project ID:	WASNO-UseCase-169
Title:	PA-Have the ability to accept online payments via third-party processor 11.1.2
Actor:	
Purpose and Objectives:	
Trigger Event(s):	
PreCondition:	
Post Condition:	
Use Case Flow:	
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	See WASNO-UseCase-92 for details regarding this use case and updated notes
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>The taxpayer looks up parcel and selects the bills to be paid and adds them to their cart The taxpayer then can go to checkout will all the bills in their cart. The site can be configured to collect taxpayer information to send that information to the payment provider: --First Name --Last Name --Address 1 --Address 2 --City --State --Zip --Phone --Email address There are mandatory fields required by the payment provider are passed in the background The taxpayer is then transferred to the payment provider's site to complete and process payment. Once complete, the taxpayer is then returned to Public Access.</p> <p>Functionality is available to the County to generate collection reports from the site to reconcile with the county office and to triage payments that did not receive an approved status code from the payment provider</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	

Estimate:	N/A
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WASNO-USECASE-170 PTC-MONTHLY MAINTAINING LID MEMBERSHIPS 1.1.1

Project ID:	WASNO-UseCase-170
Global ID:	GID-426406
Use Case State:	Finished
Title:	PTC-Monthly Maintaining LID Memberships 1.1.1
Actor:	Treasury Tax Specialist
Purpose and Objectives:	To remove the LID memberships from parcels that have been paid in full. This process is a means of maintaining LID memberships and clearing out unnecessary data so it does not roll forward in subsequent years as the membership, if fully paid, is no longer applicable.
Trigger Event(s):	This process happens monthly
PreCondition:	LID membership is listed on parcel The entire amount of LID bond has been paid in full
Post Condition:	LID membership is no longer on parcel
Use Case Flow:	<ol style="list-style-type: none">1. The Tax Collection Specialist (for LIDs) maintains a workbook on the shared S:drive to indicate what LID memberships have been paid in full and can be removed from tax system.<ol style="list-style-type: none">a. This is the workbook that the Treasury Tax Specialist references when removing memberships2. On parcel level, verify that the characteristics of the LID membership on the workbook match the characteristics on the parcel<ol style="list-style-type: none">a. Levy/ Assessment Name (LID Number)b. Year (year that assessment was paid in full)c. If they do not match, refer back to Tax Collection Specialist for review3. If they match, remove membership from Special Assessment District Membership profile4. Verify that membership has been removed5. Update the workbook stating that membership has been removed
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	This process is obsolete with Aumentum. Once an amortized type of Special is paid off, the relationship with the district is maintained for historical purposes, but will not roll forward. If for any reason the county wants to sever the relationship, this can be done via Tax --Special Assessments -- Revenue object Maintenance.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-171 ACCT-MONTH-END ASCEND PROCEDURES 1.1.1

Project ID:	WASNO-UseCase-171
Title:	ACCT-Month-end Ascend Procedures 1.1.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Close month-end in receipting system in order to produce the fund (levy) balances so we can identify outstanding principal receivable balances and total receipts during the month for verification and reporting purposes
Trigger Event(s):	Month-end. Performed on the first business day of each month
PreCondition:	Daily Ascend JV for the last business day of previous month has been reviewed for correctness and approved in the general ledger
Post Condition:	Fund account balances for the previous month were created (creates the total receipt balances for the month and receivable balances as of the last day of the previous month by fund) Various reports are internally saved and provided to districts Email LID Technician the "Fund Activity by Account" (aka "LID") report
Use Case Flow:	<ol style="list-style-type: none"> 1. Verify that the process for "Allocate Charge Payments to Fund Accounts" was run for the last business day of the previous month <ol style="list-style-type: none"> a. This process posts the receipt activity to the applicable accounts at the appropriate fund levels (and maps to G/L) 2. Verify that the process for "Allocate Charges to Fund Accounts" was run for the last business day of the previous month <ol style="list-style-type: none"> a. This process posts the charge activity to the applicable accounts at the appropriate fund levels (and maps to G/L) 3. Run the report for "Fund Allocation Recap" using parameters for the previous month – want to make sure nothing got posted, but not allocated on a previous day during the month <ol style="list-style-type: none"> a. Save the report <p>Report provides: Snohomish County logo, report name, report parameters, report number, run time/date. In addition the report provides the following information by taxing district:</p> <ol style="list-style-type: none"> i. Charge activity (new charges, charge reversals, net discounts resulting in total net charges for the period) ii. Total charges allocated iii. Unable to allocate (difference between net charges activity versus total charges allocated) iv. Credit activity (payments crediting charges, small under payment credits, payment voids, net credits reapplied, other adjustments resulting in total net credit activity for the period) v. Total credit allocated vi. Unable to allocate (difference between net credit activity versus total credit activity allocated) b. Verify that the "Unable to Allocate" amounts are zero; if not zero on either charge and payment sides, provide justification if applicable 4. Run the "Fund Allocation Recap" using year-to-date parameters – want to make sure nothing got posted, but not allocated on a previous day <ol style="list-style-type: none"> a. Save the report b. Verify that the "Unable to Allocate" total in the "Charge Activity" section is equal to the year's adjustments; if not, provide research <p>Note: report provides same outputs as the report described in step 3, but different date parameters</p> 5. Check that the process for "Create Monthly Fund Account Balances" for the new month was not run (date range: 1st day of current month) – in order to confirm fund balances have not already been created 6. Run the process for "Create Monthly Fund Account Balances" with the parameters for the previous month. This process produces the fund (levy) balances so we can identify outstanding principal receivable balances and total receipts during the month for verification and reporting purposes. Without this process the activity will not display in the reports described in subsequent steps <p>Note: this process has parameter restrictions that only allows for fund balances to be created at month-end dates</p>

a. Confirm data is correct and process is successful
b. Identify and record the process number
7. Run the "Fund Activity" (aka "Property Tax") report, using parameters for the previous month
a. Save the report as PDF and text.
Report provides: Snohomish County logo, report name, report number, run time/date, report parameters.
In addition the report provides the following information by taxing district (one district per page):
i. Fund (e.g. Expense, EMS, general, capital projects, bond, etc.)
ii. Levy year
iii. Account number
iv. Account description (e.g. "Taxes Receivable")
v. Beginning (receivable) balance
vi. Certification adjustments activity for the period
vii. Receipts and adjustments activity for the period
viii. Ending (receivable) balance
ix. Totals for fund(s) and district
Note: currently this report includes miscellaneous receivables (-3101) for Excise – we may not want to include this on the report going forward since these are transaction based
b. Convert the text file to Excel
i. Verify the beginning balances of month currently working on equal the ending balances of prior month
Note: A verification by account is performed to ensure the month-end (outstanding) receivable balances in the receipting system equal the (outstanding) receivables balances in the General Ledger
c. PDF report is scripted out and provided to the individual districts based on fund
8. Run the "Fund Activity by Account" (aka "LID") report, using parameters for the previous month
a. Save the report
Report provides: report name, report number, run time/date, report parameters. In addition the report provides the following information by taxing district (one district per page):
i. Fund (e.g. Expense, EMS, general, capital projects, bond, etc.)
ii. Levy year
iii. Account number
iv. Account description (e.g. "Taxes Receivable")
v. Beginning (receivable) balance
vi. Certification adjustments activity for the period
vii. Receipts and adjustments activity for the period
viii. Ending (receivable) balance
ix. Totals for fund(s) and district
b. Email to the LID Technician
Note: all of this information exists on the "Fund Activity Report", but is specific to the following districts:
i. County Roads
ii. LID/LUD/ULID (Sewer/Water District)
iii. RID
9. Run the "Fund Revenue Distribution by Period" report, using parameters for the previous month
a. Save the report
Report provides: Snohomish County logo, report name, report number, run time/date, report parameters.
In addition the report provides the following information by taxing district (one district per page):
i. Fund (e.g. Expense, EMS, general, capital projects, bond, etc.)
ii. Fund number
iii. Account number(s)
1. Note: all types of revenue, not just property tax revenue
iv. Account description (e.g. "Taxes Receivable")
v. Levy year (as applicable)
vi. Totals for fund(s) and district
b. PDF report is scripted out and provided to the individual districts based on fund
10. Check Cashier Over/Short account transactions for the previous month in the G/L for anything above a pre-determined threshold (\$15-20 per line (batched); not per transaction). Research, as needed.
11. Subsequent to this process:
a. Digital reports are provided to the districts
b. Property tax (Ascend) report balances are compares to the G/L account balances to ensure accurate posting

Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Associations to Requirements § Need: 1169 § Need: 1164 § Need: 1204 § Need: 1900 § Report ASC0094 § Need: 1239 § Need: 1242 § Need: 1238 § Need 1390 § Need:1223 § Report: ASC0087-1 § Report: ASC0150 § Need: 1212
Disposition:	Process Change
Gap Description:	
Resolution Description :	<p>Aumentum month end processing will be handled differently from how it is currently handled in Ascend</p> <p>When charges are created in Aumentum through corrections or tax extension, they are automatically allocated to the existing fund/tax rate structure. Distribution and Tax Accounting modules use this structure for processing.</p> <p>Aumentum will track the original charges, adjustments, payments and payment adjustments, however Aumentum does not track GL balances. Any journal entry to the GL performed outside of an Aumentum transaction is unknown to Aumentum.</p> <p>For reporting to assist with balancing, the Fund Activity by Acct report (Collections Summary Report) shows the beginning balance, changes to charges, payments, payment adjustments and ending balance. The Fund Activity report can also be generated specifically for county roads/LID/LUD and special districts.</p> <p>Balancing over/short transactions for the month can be done via the Surplus Report for shortage and return surplus types. (return = nominal over)</p> <p>County Response to Fit Analysis: We require a Fund Revenue Distribution Report</p> <p>Product Response: If a specific report other than the reports included with Aumentum is required for this process, TR professional services will provide a cost to provide that custom report. However it is suggested the county wait until training and learning the balancing process and all the reports available before requesting any custom reports. The Fund Activity report, as well as distribution reports already existing in Aumentum should suffice.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	

Estimate:	N/A
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WASNO-USECASE-172 ACCT-GOLDEN ROD VOID 1.1.1

Project ID:	WASNO-UseCase-172
Title:	ACCT-Golden Rod Void 1.1.1
Actor:	Accountant I
Purpose and Objectives:	Void previously issued checks from system to: <ul style="list-style-type: none">o Put the funds back in refund payable to issue a new check due to stale dated or lost checko Put the funds back in order to reapply the funds to a new parcel, tax year, etc. per the request of the payoro Void and reissue or reapply a check incorrectly issued to the wrong recipient
Trigger Event(s):	Receive (hard copy) signed Golden Rod form and supporting documentation as necessary
PreCondition:	Signed Golden Rod with supporting documentation. Contains: <ul style="list-style-type: none">o Original receipt informationo Original check (disbursement) information<ul style="list-style-type: none">§ Payee name, address§ Original check number, date, amounto Action<ul style="list-style-type: none">§ Reissue information, if applicableo Void reasono Fields/inputs for supporting documentation (e.g. justification for issuing a check with a new name)o Check boxes for Voided in Ascend, initials, dateo Check boxes for Voided in Check Register (QuickBooks), initials, dateo Fields for preparer and authorizer
Post Condition:	If the Golden Rod calls for a reissue, walk Golden Rod to Property Account Technician and file in her reimbursement folder on her desk If the Golden Rod does not call for a reissue, return to the preparer of the Golden Rod
Use Case Flow:	<ol style="list-style-type: none">1. Open Ascend> Work Areas> Accounting> Financial Transactions2. Key in the check number in the "Check/EFT No." field and select "Search" to produce the receipt number that resulted in the original disbursement<ol style="list-style-type: none">a. Go to the "Disbursements" tab which displays<ol style="list-style-type: none">i. Issue dateii. Check numberiii. Payeeiv. Amountv. Typeb. Select the disbursement to which the Golden Rod relates and select "Details"3. Once in the details of the disbursement, select "Void"4. Fill out the "Reason Zoom" browser with the reason the void is being processed and select "OK". Include:<ol style="list-style-type: none">a. Initials of the person processing the voidb. The check number that is being voidedc. The amountd. The action (per the Golden Rod form)e. The initials of the preparer and approver of the Golden Rod formNote: at this point the disbursement is removed from the financial transaction browser5. Fill out the Voided in Ascend section of the Golden Rod form<ol style="list-style-type: none">a. Check off that the disbursement was voided in Ascend (check issuing software)b. Initialc. Date6. Open the "Tax Refund Checking" in the check register (QuickBooks)<ol style="list-style-type: none">a. Find the check numberb. Confirm the name and dollar amount matches the information on the Golden Rodc. Right click with your mouse in the memo section for the appropriate check and select "Void Check"

	<p>d. Notice the "Payment" zeroed out. After "VOID:" type "Golden Rod" and include the check number, the original check amount, the action and the name of the Golden Rod preparer according to the Golden Rod</p> <p>e. Hit Enter key on keyboard. The "Recording Transaction" box will pop up. Select "Yes"</p> <p>f. Then you will get another "Quickbooks" popup. Select "No, just void the check"</p> <p>7. Fill out the Voided in Ascend section of the Golden Rod form</p> <p>a. Check off that the disbursement was voided in Ascend (check register/monitoring)</p> <p>b. Initial</p> <p>c. Date</p> <p>8. Outflow:</p> <p>a. If the Golden Rod calls for a reissue, walk Golden Rod to Property Account Technician and file in her reimbursement folder on her desk</p> <p>b. If the Golden Rod does not call for a reissue, return to the Golden Rod preparer</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Process Change
Gap Description:	
Resolution Description :	<p>The Golden Rod is a signed form received due to a stale dated or lost check.</p> <p>This will be done using the Aumentum -- Tax-- Accounts Receivable -- Manage Payments -- Reverse Refund function.</p> <p>In that screen there are various search options, including PIN, Tax year, Check number and receipt number. The user will search for the record, and on the results screen, select it - select a Reason code from the drop down box, and use the 'Reverse' option.</p> <p>This will move the refund out of 'exported' state and back in to surplus to be re-refunded through the normal surplus to refund to export process. One note - when processing the new refund, ensure that the date chosen at the top of the screen is the original refund date, else new refund interest may be calculated.</p> <p>Reversing the refund and reissuing will create all of the appropriate transactions within Aumentum.</p> <p>Future:</p> <p>There is a function in Aumentum called "Manage Expired Refunds" that will allow the tracking / marking of stale dated/uncashed checks, and allow for correspondence to be sent. This functionality is not yet complete, but may be at the time of Snohomish county implementation.</p> <p>Configuration:</p> <p>Recommended that reason codes for the various void reasons be created, so that they can be selected on the Reverse Refund screen.</p> <p>County Response to Fit Analysis:</p> <p>Confirm with A/P Dept that check info will be able to be imported into Aumentum. Still being researched.</p> <p>Opportunities to Improve:</p> <p>Remove the need for internal "goldenrod form". Recommend that reason codes for various void reasons be created. Add reporting for unclaimed property process.</p>

	Product Response: Our last information was that import was possible. Reason codes are configurable for voids.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-173 ACCT-NEW SUBFUND SETUP 1.1.1

Project ID:	WASNO-UseCase-173
Title:	ACCT-New Subfund Setup 1.1.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Create a district fund for a new levying district in order to be able to add a levy for a new levying district. Enables them to levy (and collect) taxes
Trigger Event(s):	Set up requested by the Assessor's Levy Comptroller
PreCondition:	No pre-existing funds Fund number is not already being used in Ascend or the G/L system (Cayenta)
Post Condition:	Assessor's Levy Comptroller is notified the new subfund has been set up
Use Case Flow:	<ol style="list-style-type: none">1. Find out from the Levy Comptroller of the types of levies that will pertain in the new district2. In Ascend, identify a taxing district to use as a guide that is close in nature to the district subfund being requested by the Levy Comptroller<ol style="list-style-type: none">a. For example if the new subfund is for a fire district, use an existing fire district as an example to follow (we do this to ensure consistent numbering and naming conventions)3. Open two District Browser windows<ol style="list-style-type: none">a. Use the District Abbrev. drop down in the first window and select the District that you will be using as the example to follow<ol style="list-style-type: none">i. Click Searchii. Identify and highlight a subfund that you want to copy over to the new fundiii. Click Detailsiv. Copy the fund nameb. Use the District Abbrev. drop down in the second window and select the District that you will be setting the new subfund up for<ol style="list-style-type: none">i. Click Searchii. Click on Detailsiii. Click on Newiv. Paste the Fund name to the New Tax Fund browser4. Update the fund name to reflect the new taxing district5. Select the same fund type from the "Fund Type" drop down as the District you are copying from6. Next you will need to fill in the Fund Number for the new subfund. Try to stay consistent with fund numbers. Example: Fire Districts are generally set up under a 700 code and cities are set up under an 800 code.7. Make sure a fund number is not already being used in Ascend or the G/L system<ol style="list-style-type: none">a. In Ascend go to work areas>Accounting>Districts and Fundsb. Enter the number you want to use in the "Fund No." field and "Search"<ol style="list-style-type: none">i. If you get "There were no records found matching the search criteria" that means the fund number is not being used in Ascend. – Click OKc. Confirm the fund number is not already being used in the G/L system<ol style="list-style-type: none">i. Check the G/L system to see if the fund is currently in useii. If it is not in use, the G/L system will default to the next number that already exists8. After you have confirmed the Fund Number is not already being used, you can add the fund number in the "Fund Number" field for the new fund you are wanting to set the new subfund(s) up.<ol style="list-style-type: none">a. Click OK on the New Tax Fund browser and "Cancel" on the Tax Fund window you used as an exampleb. Click OK on the District you just set upc. Return to the District Browser for the new fund and select "Search" again to refreshd. Click on "Details"e. The new subfund should appear9. Email the Assessor Levy Comptroller the subfund has been set up.

Associations to Other Use Cases:	Generating New Account Number in Ascend and Interface to GL Account Posting Profiles New accounts and account posting profiles set up for new subfund (enable navigation of charges and charge payments to the G/L)
Glossary:	
Reports:	
Notes:	
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Aumentum allows district funds for a new levying district in order to be able to add a levy for a new levying district. By creating entries in the following setup screens.</p> <ol style="list-style-type: none"> 1. Tax Accounting --> Setup --> Funds and Accounts 2. Tax Accounting --> Setup --> GL Mapping <p>If needed, as part of the Notification to Finance - print the Account Listing from Maintain Funds and Accounts as the notification to Finance.</p> <p>Prerequisites: Tax Accounting</p> <ul style="list-style-type: none"> • Set the correct effective year in the side panel. You can set it back to the earliest year on the system (or earlier) prior to setting up accounts if you want the accounts available for all years. <p>County Response to Fit Analysis Need confirmation that a levying district can have multiple funds/levies (for example Fire 7 can have a fund/levy for "Expense" and for "EMS").</p> <p>Product Response: Yes.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-174 PTC-DISPLAY PARCEL ACCOUNT SUMMARY INFORMATION 11.1.1

Project ID:	WASNO-UseCase-174
Title:	PTC-Display Parcel Account Summary Information 11.1.1
Actor:	Assessor Admin Department of Information Technology DB Support
Purpose and Objectives:	<p>To display parcel information and characteristics to the public at large. This should include;</p> <ul style="list-style-type: none"> · PIN · Situs Address · Property Description (Abbreviated legal description), Property Category, Status, Tax Code Area · Property Use Code, Land Unit of Measure, Land Size · Related Properties · Taxpayer, Owner · Five years of property values, including when appropriate pending values (visibility switchable) · Active Exemptions · Significant events · Tax Balance including ability to pay on-line · Installment Payable · Distribution of current taxes · Levy Rate History · Structure information with details, sketch and current primary elevation · Sales History · Property Maps (A.K.A. Assessor's Map) <p>Information should be presented in a viewing platform compatible mode and printable in a 8 ½ X 11 format.</p> <p>Separate County owned systems should also be able to interface and display the parcel on a map. The system will be able to pass the PIN to our countywide GIS system allowing the PIN to be located on the map. Likewise, the GIS system shall be able to pass a selected PIN and bring up its summary information.</p>
Trigger Event(s):	Citizen requests Parcel Summary information Citizen request to Pay Current Tax Bill
PreCondition:	Parcel exists and is active
Post Condition:	Return Parcel Summary to Requester Errors are returned to Taxpayer
Use Case Flow:	<ol style="list-style-type: none"> 1. Citizen present information for property summary on a single PIN 2. Based on the Citizen's information, if multiple PINs fit the criteria a pick list is presented to the citizen to select a single PIN 3. System locates the PIN in the system 4. System display the current information in the online format 5. If the citizen desires to pay taxes the current amount due is calculated and a payment module is called 6. If the citizen desires to see the PIN on the countywide Mapping System (currently SCOPI) there is a mechanism to call the Mapping System and pass it the PIN.
Associations to Other Use Cases:	<p>636 - The solution has a customer self-service tool that is web-based and IVR. The solution can allow customers to initiate name and/or address changes and if necessary, include a list of supporting documents required to complete the change.</p> <p>637 - The solution has client-configurable screens available for external users that contain data from the database as well as images associated with tax accounts, and provide current data as well as historical data.</p> <p>753 - The solution has the ability to accept online payments via third-party processor (Official Payments, Paystation, Velocity, etc.)</p>

	<p>748 - The solution has an internet customer self-service tool. This application can allow customers to initiate name and/or address changes, and if necessary, include a list of supporting documents required to complete the change. The solution can allow for Real Property address changes that are capable of being accepted via data-entry and electronically to include the Web. The updates can place changes in a pending status until data has been verified.</p> <p>1488 - The solution provides utility for the creating of data input forms for presentment in web browser (intranet/internet).</p> <p>1364 - The solution provides a printed receipt for all receipting transactions.</p> <p>1396 - The solution can allow the user to see tax, interest and fees on accounts selected to pay.</p>
Glossary:	
Reports:	
Notes:	<p>See WASNO-UseCase-168 for updated notes. This could be a duplicate of 168 and 91.</p> <p>Legal Requirements: There is no legal requirement to present in this format. However, this feature has cut down significantly on walk up Customer Service requests which would otherwise fall into Public Disclosure Requests (RCW Chapter 42, Section 56).</p> <p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · A goal for improvement would be to process these in the system using real time data, in an on-demand basis without a slowdown in system performance. <p>Workshop Requirement</p> <p>Workshop ID Requirement Description</p> <p>Public Access 1475 The solutions web tool provides real-time data from system to website, allowing users to view parcel information, excise documents and transactions, payment history, events, and allow to make a payments to the accounts.</p> <p>Public Access 1644 Customer self-service web portal show property characteristics as of a previous date.</p> <p>Public Access 645 Customer self-service web portal allows unlimited sketches and photos per parcel.</p>
Disposition:	Software Development Required
Gap Description:	<p>Public Access 1644 Customer self-service web portal show property characteristics as of a previous date.</p> <p>Public Access 645 Customer self-service web portal allows unlimited sketches and photos per parcel.</p>
Resolution Description :	<p>Although noted as not of high importance, the ability to allow the taxpayer to view property characteristics based on the selection of a previous date on Public Access would require that the data is made available from Aumentum and a UI is created to facilitate the request.</p> <p>The requirement states that unlimited photos be displayed on Public Access. We currently receive on the primary photo of each structure of a property. Please confirm that this is an acceptable resolution. 645 was responded with No in RFP.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-175 PTC-ONLINE PAYMENTS VIA THIRD-PARTY PROCESSOR 11.1.2

Project ID:	WASNO-UseCase-175
Title:	PTC-Online payments via third-party processor 11.1.2
Actor:	Taxpayer 3rd Party Payment Processor DoIT
Purpose and Objectives:	To allow taxpayers, not in foreclosure, the ability to make property tax payments online
Trigger Event(s):	Extract information should be generated daily Taxpayers should have access to make payments 24/7
PreCondition:	For current year taxes, annual certification must be complete Daily extract should be generated and sent to payment agencies for taxpayer information Communication between our system and the payment processor should be established
Post Condition:	Payment information is either received by our department to post to accounts, or by the payment processing company in order to process and send to the Treasurer's Office Funds are received and posted to our accounting department
Use Case Flow:	<ol style="list-style-type: none"> 1. External payment processor receives extract generated by Snohomish County via FTP which includes: <ol style="list-style-type: none"> a. Parcel Number b. Tax Year (of any taxes due) c. Situs Address d. Situs Address, Additional Information e. Situs City f. Situs Zip g. Taxpayer Name h. Taxpayer Address i. Taxpayer Address, Additional Information j. Taxpayer City k. Taxpayer State l. Taxpayer Zip m. Interest Date n. Tax Amount Assessed o. Tax minimum Due (if 0.00 show 0.00) p. Tax Total Due (if 0.00 show 0.00) 2. Taxpayer looks up their parcel(s) on our website, or the external payment processors website. Searching may be done by parcel number, name, or property address. 3. Taxpayer selects the installment(s) they would like to pay; this information is pulled from the daily file. 4. Taxpayer makes payment via ACH or Credit Card. 5. Payment files are reconciled for the day and either retrieved or sent to the Snohomish County Treasurer the next morning by 7:00 AM.
Associations to Other Use Cases:	Batch Processing
Glossary:	
Reports:	
Notes:	<p>See WASNO-UseCase-92 for details regarding this use case and updated notes. This could be a duplicate of 92 and 169</p> <p>Steps on Public Access: -Taxpayer looks up parcel</p>

	<p>-Taxpayer selects bills to be paid and adds them to their cart -Taxpayer selects Checkout -Site can be configured to collect taxpayer information to send to payment provider: --First Name</p> <p>--Last Name --Address 1 --Address 2 --City --State --Zip --Phone --Email address</p> <p>-Plus mandatory fields required by the payment provider are passed in the background Taxpayer is transferred to the payment provider's site to complete and process payment and then return to Public Access</p> <p>Functionality is available to the County to generate collection reports from the site to reconcile with the back office and to triage payments that did not receive an approved status code from the payment provider</p> <p>Workshop Requirement Workshop ID Requirement Description Public Access 1475 The solutions web tool provides real-time data from system to website, allowing users to view parcel information, excise documents and transactions, payment history, events, and allow to make a payments to the accounts.</p> <p>They send exclusion lists. They want to require the by whom paid name and address before payment.</p>
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>The taxpayer looks up parcel and selects the bills to be paid and adds them to their cart The taxpayer then can go to checkout will all the bills in their cart. The site can be configured to collect taxpayer information to send that information to the payment provider: --First Name</p> <p>--Last Name --Address 1 --Address 2 --City --State --Zip --Phone --Email address</p> <p>There are mandatory fields required by the payment provider are passed in the background The taxpayer is then transferred to the payment provider's site to complete and process payment. Once complete, the taxpayer is then returned to Public Access.</p> <p>Functionality is available to the County to generate collection reports from the site to reconcile with the county office and to triage payments that did not receive an approved status code from the payment provider</p> <p>County Response to Fit Analysis: duplicate of 92? PA vs PTC. Does this allow the batch process of online payments?</p>

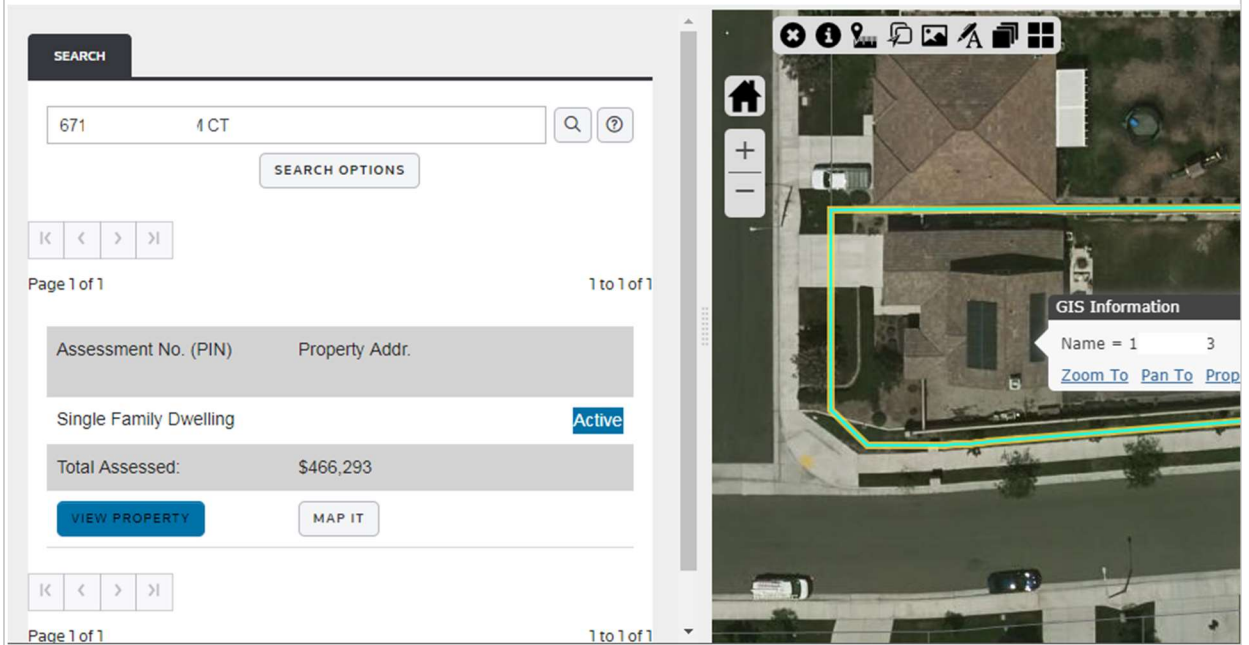
	<p>Product Response: This is the payment being processed on the website, a duplicate of functionality already mentioned in this document. Currently, payments made by individual tax payers on the web are batched and sent to Aumentum for processing. A future item is in exploration to allow those payments to be processed in real-time if the county desires.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-176 PTC-ONLINE PROPERTY CHARACTERISTICS INTERACT WITH SCOPI 11.1.3

Project ID:	WASNO-UseCase-176
Title:	PTC-Online Property Characteristics Interact With SCOPI 11.1.3
Actor:	Taxpayer DoIT
Purpose and Objectives:	Snohomish county has developed an outward facing mapping system for Taxpayer use. "Snohomish County On-line Property Information" (SCOPI) has several layers including a parcel map. Currently several other County owned systems are able to access SCOPI by calling the URL with the PIN number as a parameter. This allows SCOPI to render the property's location using the parcel layer. Similarly, SCOPI is able to bring a Parcel Character Summary page from the on-line interface by passing the parcel id to the on-line summary page. The system shall be able to pass the PIN to SCOPI allowing the PIN to be located on the map. Likewise, the GIS system shall be able to pass a selected PIN and bring up its property characteristics summary information.
Trigger Event(s):	Individuals uses a menu on the property summary page to locate the parcel on a map. SCOPI uses a PIN number is able to bring up the PIN's
PreCondition:	Parcel Summary Information must be in the solution and active
Post Condition:	Viewer is able to see the PIN on SCOPI Errors are returned to Taxpayer and/ or a log file
Use Case Flow:	1. Taxpayer looks up an active PIN through the solution website interface. Searching may be done by parcel number, name, or property address. 2. Taxpayer selects the mapping function to view the PIN on our SCOPI system
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	After discussing with engineering, their effort would be zero since there is no SSO involved. This will only require configuration. Workshop Requirement Workshop ID Requirement Description Public Access 1475 The solutions web tool provides real-time data from system to website, allowing users to view parcel information, excise documents and transactions, payment history, events, and allow to make a payments to the accounts. Public Access 1644 Customer self-service web portal show property characteristics as of a previous date. Public Access 645 Customer self-service web portal allows unlimited sketches and photos per parcel. As long as we can pass them the parcel id.... If they do use our viewer, need to disable the measure tool.
Disposition:	Fit
Gap Description:	If the Public Access viewer is used, the current version of the viewer supports ArcIMS 10.2+. SCOPI would have to comply with that version. If SCOPI requires the ability to send a taxpayer to Public Access to view property details, they development for that would be on the SCOPI side.

Resolution Description :

We have confirmed the ability to turn off the Measure Tool on the Public Access map viewer if the county chooses to use our viewer while hosting the services themselves. We are currently able to pass a PIN or PINs to the map and we can send a PIN through a URL to a third party of the county choose to not use our viewer.



Risks / Constraints / Dependencies :

County Response to Fit analysis:
Joel commented on this at Fit/Gap meeting

Aumentum Program Name or function :

Estimate:

N/A

WASNO-USECASE-177 PA-PUBLIC WEB INTERFACE FOR ADVANCE TAX REQUEST 6.5

Project ID:	WASNO-UseCase-177
Title:	PA-Public web interface for Advance Tax Request 6.5
Actor:	Personal Property Appraisers Commercial Division Manager Systems Division Public
Purpose and Objectives:	<p>Online form provided to taxpayers for completion before an advance tax is calculated. This includes the sale of a business, business that are closing, transferring location, or filing bankruptcy. The intent of the form is to encourage the user to submit the necessary information to the Personal Property department thus expediting the determined outcome. An added benefit from this process has been the discovery of non-filers, to encourage title and escrow companies to complete the form earlier providing them with a way to file a personal property affidavit if they have never filed.</p> <p>Finality, is the form is sent to the Treasurer for tax purposes and tax collection or a release is sent indicating there is no advance value for the future year.</p> <p>A valuation notice provided by the assessor is to be attached to the advance request.</p>
Trigger Event(s):	The Sales, transfer, closure or bankruptcy of a business and the Treasurer of public notifies the Assessor of a potential advance tax to be collected.
PreCondition:	Existing Personal Property account. Real Property Account that has a commercial property use code. Non-Filer that needs an account number.
Post Condition:	Value has been assigned to the future tax year and if needed to all legally permissible back years. A valuation notice has been created for all years of which a value has been assigned. An advance tax is not needed and a release is sent to treasurer to allow the processing of the Sale.
Use Case Flow:	<ol style="list-style-type: none">1. Sale, transfer, closure or bankruptcy of a business.2. Treasure notifies the Assessor or Public already completes the advance tax request.3. Public completes form online for Advance tax request4. Public submits form online to Personal Property5. Personal Property reviews submission and makes determination of value for future, present and past tax years if needed6. Advance tax form is completed with value information for Treasurer7. Valuation notice is created for years needed.8. Treasurer is notified.9. Status complete.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	See Use Case for sample forms.
Disposition:	Fit
Gap Description:	
Resolution Description :	Public Access can collect and submit forms to Aumentum.

Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-178 PA-PUBLIC WEB INTERFACE TO REQUEST A BUSINESS PERSONAL PROPERTY ACCOUNT NUMBER 6.6

Project ID:	WASNO-UseCase-178
Title:	PA-Public web interface to request a Business Personal Property Account Number 6.6
Actor:	Personal Property Appraisers Commercial Division Manager Systems Division Public
Purpose and Objectives:	Public user Web wizard interface having the ability to submit the necessary required information needed to request a personal property account number without having to complete the entire listing of assets. a. Ensure no duplicate businesses b. Promotes business owner to complete the necessary data entry of a completed listing On-line. c. Personal Property appraisers can audit the affidavit instead of doing low level tasks. Not currently As-Is Process
Trigger Event(s):	New Filer, New Business, Non-filer finally filing.
PreCondition:	No Business Personal Property Account number.
Post Condition:	Account number has been created and provided to the tax payer for filing listings using Efile.
Use Case Flow:	No current use flow – does not currently exist.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Roadmap
Gap Description:	
Resolution Description :	Based on the objective, Public Access can collect and submit the request to Aumentum, but not respond with or display any workflow status on the pending request to the taxpayer. This is a future roadmap item.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-179 APPEALS (PETITIONS) 4.15

Project ID:	WASNO-UseCase-179
Title:	Appeals (Petitions) 4.15
Actor:	Residential and Commercial Appraisers Personal Property Appraisers Residential and Commercial Supervisors Exemptions Staff Administrative Staff Treasurer
Purpose and Objectives:	Track, assign, create reconvene requests, and produce petition responses. Schedule with pre-hearing order dates, schedule hearing dates, remind critical dates and upcoming events. Update appeal with Board decision. Roll BOE package to BTA.
Trigger Event(s):	Taxpayer files an appeal to the Board of Equalization or the Board of Tax Appeals
PreCondition:	Notice of value has been sent.
Post Condition:	Petition completed.
Use Case Flow:	<ol style="list-style-type: none"> 1. BOE receives petition 2. Admin is notified 3. Petition assigned <ol style="list-style-type: none"> a. Stipulated agreement b. Withdrawal c. Written response required 4. Petition worked and submitted for review 5. Admin is notified 6. Admin sends response to all parties 7. Hearing is scheduled by BOE 8. Staff notified of hearing date 9. Hearing completed 10. Decision received by Admin 11. Value changes submitted to Treasurer
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · See above. · Petition response generated within system, i.e. no copying and pasting into other programs like Word or Excel <ul style="list-style-type: none"> o Automated property description narrative o Maps, photos, narrative · Integrated approaches to valuation as support, i.e. comparable grid, income approach, cost approach. · Statistical summary as a comparison to subject property valuation. · Integration with other departments with necessary security. <ul style="list-style-type: none"> o Workflow triggered events through multiple departments – see Use Case below. · Paperless environment <p>Workshop Requirements Workshop ID Requirement Description</p>

Appeals 26 The solution can allow for development of customized appraisal reports in response to an appeal.

Appeals 411 The solution can assign an auto-generated appeal ID number as well as provide a field for a user-defined ID number.

Appeals 414 The solution can allow users to assign various progresses to each appeal. Progress examples include: initial call needed, more research needed, hearing ready, etc.

Appeals 415 The solution can store, display and print all forms, letters, comparable sale grids and any other documentation sent to a property owner.

Appeals 416 The solution can enable an authorized user to track information such as contact information, site visits, taxpayer inquiries or other comments associated with an appeal.

Appeals 417 The solution can automatically populate the appeals record with information from the related accounts.

Appeals 418 The solution's appeals process can enable an authorized user to create and store custom letters.

Appeals 419 The solution has the ability to track multi-year appeals.

Appeals 420 The solution can allow for manual entry of hearing dates and times.

Appeals 421 The solution has the ability to track certified tax roll history values, petitioner requested values, appraiser recommended values and Board ordered values.

Appeals 422 The solution contains a tool that will allow the scheduling of hearing dates and times. The number of appeals per time slot is user-defined. The solution is able to generate a hearing docket and sign-in sheet.

Appeals 423 For appeals other than BOE, the solution has the ability to track multi-year appeals that need to remain active until completed. Each year identified in the appeal must be linked to the values for that year.

Appeals 424 The solution can generate stipulation agreements, hearing notices and final orders, tracking the date printed and date mailed.

Appeals 425 For appeals other than BOE, the solution contains a tool that will allow for manual entry of hearing dates and times.

Appeals 671 The solution can enable users to view comparable sale properties alone or with an option of simultaneous viewing the subject property and three or more comparables.

Appeals 698 The Appeals & Calls Module can enable an authorized user to create, store custom letters.

Appeals 701 The solution provides fields that allow users to record and track the owner's response to letters referenced above. (e.g. Yes, No, Agree, Disagree, Continue to BOE etc....)

Appeals 702 The solution can give users access to all values and allows the user to determine which values are used to populate standard forms and letters.

Appeals 1449 System produces BOE printed appeal packet, including photos, cover letter, sketches, etc.

Appeals 1699 The Appeals and Calls Module can store, display and print all forms, letters, comparable sale grids and any other documentation sent to a property owner.

EMP 6/18/19 WrkShp notes:

The BOE enters the initial information and then delivers a paper copy of petition to Assessor. Taxpayer or agent must file individual petition for each parcel with BOE. A copy is scanned into the system by BOE and info transferred to the Assessor. Assessor divides work via appraiser neighborhood assignments. Assessor's appraiser adds appropriate evidence to package. Along with correspondence. BOE schedules hearing. When a disposition is determined change in value is reported to the Assessor and necessary corrections are made and correct values reported to the Treasurer.

Exemption denials can be appealed or level/status of exemption. Appeal numbers currently include an alpha suffix identifying Comm, Res, PP Exempt, and/or other. Exemption appeals can be for current plus 3 years back.

There is a standard appeal form for the State of WA .

The Assessor has own "status" of appeal as opposed to the BOE's "status". Doug explained how to handle two statuses via Workflow or user defined field.

Appeals can be filed with BOE, BTA (state) or directly to court.

	<p>Assessor is required to track when they send info to the BOE.</p> <p>Concern over critical dates . Missing date could prohibit specific evidence from being entered re: BTA/Court appeals.</p> <p>Package Correspondence: does in create one pdf bundle?</p> <p>Doug is concerned that CM may not be wise to implement unless BOE is on board with Aumentum.</p> <p>We should test for an appeal on a noticed value, followed by ...</p> <p>https://www.snohomishcountywa.gov/134/Board-of-Equalization</p>
Disposition:	Process Change
Gap Description:	<p>There is a lack of integration between Aumentum and the BOE's scheduling system. The solution cannot enable users to view comparable sale properties alone without simultaneous viewing the subject property.</p> <p>The system must be configured for the standard appeal form for the State of WA</p>
Resolution Description :	<p>Aumentum is capable of producing petition response documents such as maps, photos, and comparable sales report within the system. These items can be generated by the system, attached to the account, and included in the protest packet using the "Create Evidence Packet" function from the Case Detail screen.</p> <p>Using Case Management > Cases > Add Case the user has the option to assign an auto-generated appeal ID number or provide a user-defined ID number. The system can be set through the Configuration menu to assign a user-defined state upon creation of the case and the case can move through various states as defined by the business process. Creating a new case automatically populates the appeals record with information from the related account(s).</p> <p>Appeals can be tracked across multiple tax years in Case Detail. Each year's protest is assigned its own case number which can be tracked independently from other years' appeals. Hearing dates and times can be scheduled manually or through one of two flavors of automated scheduling (Auto-Scheduling and Block by Predefined Max Count).</p> <p>Case Detail > Account Value tab allows users to track multiple values for a single appeal, including User Defined fields. Through Case Management > Reports, the system can generate various documents including a hearing docket and sign-in sheet. Through Case Management > Configuration > Correspondence Mapping, various documents such as stipulation agreements, hearing notices, and final orders can be configured for use.</p>
Risks / Constraints / Dependencies :	The BOE is not currently using Aumentum.
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-180 PA-TREASURER WEBSITE 1.1

Project ID:	WASNO-UseCase-180
Title:	PA-Treasurer Website 1.1
Actor:	
Purpose and Objectives:	To reliably present updated information, and resources for properties to the public
Trigger Event(s):	
PreCondition:	If looking up a property, parcel information must exist.
Post Condition:	
Use Case Flow:	<p>1. Individuals can search for properties using full information, or partial information of the following with a wild card(https://www.snoco.org/proptax/(S(dayf0kil4wktg5zinazcfwyc))/default.aspx):</p> <ul style="list-style-type: none">a. Parcel numberb. Street addressc. Cityd. Statee. Zip Code <p>2. Present the following information for properties on the Treasurer website:</p> <ul style="list-style-type: none">a. Parcel Information<ul style="list-style-type: none">i. Parcel numberii. Situs addressiii. Legal Descriptioniv. TCAv. Property Categoryvi. Statusvii. Use Codeviii. Sizeb. Parties<ul style="list-style-type: none">i. Taxpayer(s) or Owner(s)ii. Percentages of ownershipiii. Mailing address informationc. Current taxes or assessments due with due date/interest dated. Breakdown of charges due<ul style="list-style-type: none">i. Ad Valoremii. Special Assessmentsiii. Interest or penaltiesiv. Returned check feesv. LID/LUD/RIDe. Receipts of previous payments<ul style="list-style-type: none">i. Date paidii. Amount paidiii. Charges paidiv. Method of paymentf. Related Parcelsg. Property Values both current and previous years<ul style="list-style-type: none">i. Taxable Value

	<ul style="list-style-type: none"> ii. Exempt Value iii. Market Total iv. Assessed Value v. Land vi. Improvement vii. Personal Property h. Exemption Information including level i. Distribution of current taxes <ul style="list-style-type: none"> i. Districts ii. Rates iii. Total Amount iv. Voted Amount v. Non-Voted amount j. Structure information: <ul style="list-style-type: none"> i. Description ii. Type iii. Year Built iv. Links to Assessor detailed structure information k. Levy Information <ul style="list-style-type: none"> i. Year ii. Levy rate l. Sales History <ul style="list-style-type: none"> i. Sale Date ii. Entry Date iii. Recording Date iv. Recording Number v. Sale Amount vi. Excise Number vii. Deed Type viii. Transfer Type ix. Grantor x. Grantee xi. Other parcels in transaction m. Property Maps <ul style="list-style-type: none"> i. Neighborhood Code ii. Township iii. Range iv. Section v. Quarter vi. Parcel Map <p>3. Future application of our website will require electronic DOR reporting.</p> <p>4. Statement PDF's downloadable on our website is desirable.</p> <p>5. Excise tax calculator</p> <p>6. Functionality to link to other websites such as Point and Pay and Assessor pages</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Assumption is that Aumentum will expose an API for us to call to calculate the excise tax Currently, we would expose these hardcoded rules as a configuration for LID/LUD/RID. Should be rewritten as an API.
Disposition:	Software Development Required

Gap Description:	<p>The Excise Tax Calculator is a gap that would require research and development. Request to develop an LID/LUD/RID clickable lookup tool was discussed so in the future those items can be paid online.</p>						
Resolution Description :	<p>Public Access has the configurable ability to display the data extracted from Aumentum. If there is a piece of information that is not included in the extract currently, we would request Aumentum to add it.</p> <p>The ability to search for a property can be set up to display a full text search across all data fields or target specific fields to search for your data. Specific fields have the ability to be masked, made required, and be used in conjunction with the full text search for more advanced searching options.</p> <div data-bbox="315 548 1511 905" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #4F81BD; font-weight: bold;">Enter your Street Address below</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid #ccc; padding: 5px;">Street Number</th> <th style="text-align: center; border-bottom: 1px solid #ccc; padding: 5px;">Street Name (exclude directions like N or S and suffixes like St. or Ave.)</th> <th style="text-align: center; border-bottom: 1px solid #ccc; padding: 5px;">Unit Number (Optional)</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc; width: 20%; height: 25px; margin: 5px;"></td> <td style="border: 1px solid #ccc; width: 55%; height: 25px; margin: 5px;"></td> <td style="border: 1px solid #ccc; width: 25%; height: 25px; margin: 5px;"></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="SEARCH"/> </div> </div> <p>Options to set up the website searches are highly configurable and the fields are pulled directly from Aumentum data sources. The Tax data sources includes over 30 data fields that can be used to set up your website searching.</p> <p>County Response to Fit Analysis: Will software developed to have all our information display correctly and in real time? There's an assumption of an API that's calling the data; we would want to ensure that this is true. LID/LUD/RID charges need to be presented, and excise tax calculator is being worked on. Stated that customization of information presented is available with Aumentum request; how would this request go, and how much would it cost to add/remove fields?</p> <p>Opportunities to improve: Excise tax calculator available to provide estimates. LID/LUD/RUD payment capability in system.</p> <p>Product Response: Yes – the data is displayed in real time. The API is addressing the information from Aumentum for the Tax calculator. Public Access would develop a user interface for the calculator.</p> <p>For the set-up of a site, we would first determine if a required field is part of extracted data from Aumentum. If it is, we should be able to search it and configure a display of the required data elements. In this case, a configuration tool already exists. If it is a piece of data that is not part of the extract, then we work with Aumentum to get it included in the extract and make it searchable if needed. Once that is done, we would then expose it through the same configuration tool above.</p> <p>However – we do not have enough information to estimate this requested improvement at this time.</p>	Street Number	Street Name (exclude directions like N or S and suffixes like St. or Ave.)	Unit Number (Optional)			
Street Number	Street Name (exclude directions like N or S and suffixes like St. or Ave.)	Unit Number (Optional)					
Risks / Constraints / Dependencies :							
Aumentum Program							

Name or function :	
Estimate:	TBD

WASNO-USECASE-181 PTC-ECONVEY PAYMENTS 1.1

Project ID:	WASNO-UseCase-181
Title:	PTC-Econvey Payments 1.1
Actor:	Title Companies or Law Offices Excise Staff Tax Collection Specialist Treasury Tax Specialist Tax Specialist Lead
Purpose and Objectives:	To collect excise tax due on transactions processed through the Econvey system.
Trigger Event(s):	Electronic excise transaction is processed through the Econvey system.
PreCondition:	Excise transaction must have been processed through by the Treasurer's Office. Title Company or Law Office must be established with an electronic filer such as Simplifile. Title Company or Law Office must have a relationship with the Treasurer's Office including filling out a MOU (memorandum of understanding).
Post Condition:	Payment of excise tax.
Use Case Flow:	<ol style="list-style-type: none">1. Title Company or Law Office submits a successful electronic excise tax transaction to the Treasurer's Office and the transaction gets processed through.2. A charge correlating to the excise number (an E#) is generated for the excise tax amount due in the Treasurer's Office.3. An email is generated and sent to the submitting Title Company or Law Office showing the excise number and amount due, as well as a link for electronic payment (eCheck payment only). https://www.snoco.org/proptax/(S(uleevxrirtj2fskjvx2hn1s))/ereetcheckout.aspx4. The submitting Title Company or Law Office submits payment via eCheck before 3:00PM of the transaction date.5. The next business day the payments are processed through as a batch and posted to the outstanding excise taxes due.
Associations to Other Use Cases:	Econvey Processing Batch Payment Processing
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	Need a File I/O for batch payments coming in for Excise. The Excise filing number (electronic) will be used as the link for the payment and the transaction. This will require that the REET be created in Aumentum, and that an AR charge be created.
Resolution Description :	This process will use Tax--> Accounts Receivable--> Batch Processing, to process the payment file. County Response to Fit Analysis: Excise/Econvey module is yet to be developed Product Response: Correct.

	<p>County Response to Fit Analysis: We will need the excise number created at the time of processing the document so that it will be recorded electronically with the Auditor. Also this will ensure numbering is in order for all excise processed in a single day. We would prefer a single numbering system for both manual and electronic processing instead of two separate systems.</p> <p>Product Response: Need to handle this with use cases 72 and 73, and need to have a discussion with the county to ensure we are on same page.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-182 CREATE OFFICIAL NOTICE OF ASSESSED VALUE – REAL PROPERTY 8.4.6

Project ID:	WASNO-UseCase-182
Title:	Create Official Notice of Assessed Value – Real Property 8.4.6
Actor:	Systems Division Administrative Staff Commercial Appraisal Staff Residential Appraisal Staff Taxpayer
Purpose and Objectives:	The solution will be able to produce the information necessary to generate a Revaluation Notice for real property. This shall be either for an individual parcel or for a selective mass mailing. Actual printing must be able to be accomplished in-house (smaller volumes) or sent to a print vendor (.pdf format). The preferred method would be an internal solution template that can be altered that produces a .pdf file. An alternative method would be to export the information to a file structure that can be manipulated and merged with a template. Either way, a mailing date and last day to appeal must be able to be manually updated as part of the process. At a minimum, each Revaluation Notice must contain; <ul style="list-style-type: none"> - Taxpayer Name and mailing address - Situs address - Abbreviated legal description - Tax code area - Prior year's and new year's values for all value categories, with breakdown between land and building (e.g., market values, current use values and senior exemption values, when applicable) - A total value that is the basis for the following year's taxes. - Any exemptions on the PIN
Trigger Event(s):	Assessor's Administrative Roll Close (concluded values) prior to assessment year end Roll Close End of New Construction appraisal period which corresponds with regular Roll Close and Roll Corrections. Taxpayer requests a copy of a notice at any time point in time
PreCondition:	PIN is on the active roll as of the timeframe of the requested Revaluation Notice
Post Condition:	End user is notified of any errors Once corrected, if necessary, verified and product output Store the Revaluation Notice as printed.
Use Case Flow:	<ol style="list-style-type: none"> 1. Process the Administrative Roll to conclude values 2. Run the process to produce output <ol style="list-style-type: none"> a. Select PIN(s) to generate Revaluation Notice(s) b. Continue process to generate notices c. Correct any PIN information to allow the process to run to completion d. Correct any value elements of PINs in an error file 3. Print or send output to a Print Vendor - .pdf files for printing and mailing.
Associations to Other Use Cases:	RPA
Glossary:	Revaluation Notice – Official Notice of Assessed Value Listing – Itemized list of leased and/or personal property for a particular account Assessor's Administrative Roll Close - County Assessor's complete list of valuation on all property. This becomes the basis for the Assessor's Roll. Property may be added/changed later to the Assessor's Roll (add new construction and revaluation corrections) after giving written notice to the taxpayer (RCW 84.40.040). Assessor's Roll – County Assessor's complete list valuation on all property for the next Tax Year as certified to the County's Board of Equalization.
Reports:	

Notes:

Goals for Improvements – Not currently As-Is Process

- A goal for improvement would be to process these in the system, in a proactive manner with enough time for approvals.
- Mailing Date and Appeal Date can be specified for the output
- Be able to automatically merge the output internally with an updatable template or outside the solution with a mail merge document

Applicable Washington State Law

- RCW 84.40.045 Notice of change in valuation of real property to be given taxpayer—Copy to person making payments pursuant to mortgage, contract, or deed of trust—Procedure—Penalty.
- WAC 458-07-015 Revaluation of real property
- WAC 458-12-360 Notice of change in value of real property.

Workshop Requirements

Customer Information: 727 Once the solution has returned the query, the following information is available: The actual image of the statement that was mailed to the customer. This information is retained for a period of years.
Customer Information

Real/Personal: 730 Once the solution has returned the query, the following information is available: Have statements been mailed on this account? How were they generated: By the application (annual mailings), or per customer's request, and the dates they were mailed

Report Writer - Real/Personal 894 The Report Writer solution can support the import of form files in standard graphic formats, such as PDF, JPG, TIF, WMF and EPS.

Returned Mail - Real/Personal 1685 The solution can handle recording returned correspondence (mail/email) using barcoding or other current technologies without using keyboard technology.

Value Notices 386 Value notifications show the following data: - Name and mailing address - Situs address - Abbreviated legal description - Tax code area - Prior year's and new year's values for all value categories, with breakdown between land and building (e.g., market values, current use values and senior exemption values, when applicable) - A total value that is the basis for the following year's taxes.

Value Notices 387 The user is able to generate and print value notifications in-house and through an outside vendor.

Value Notices 388 The solution can allow the user to create custom valuation notices without vendor / programmer assistance.

Value Notices 389 The solution can allow users to create value notification letters in batch, by specific property account numbers or other user defined criteria.

Value Notices 390 The solution can allow printing and mailing of valuation notices of selected groups of properties or individual property accounts as many times as needed during an assessment year. Date of original notice drives appeal date, regardless of reprints.

Value Notices 391 The solution provides automatic coding or flagging of parcels based on user-defined criteria that prevents a valuation notice from printing.

Value Notices 392 The value notification can display the type of special exemption that applies to the property (Example: Historic Property, Multifamily Tax Abatement, 30% Homeowner's Exemption, etc.)

Value Notices 393 The solution can display and store an image of the value notification letter.

Value Notices 456 The solution can export data in a pre-specified format to send to a print vendor for value and personal property listing notifications. Data can be grouped and organized before exporting.

Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	Using Standard Aumentum Notice Functionality. The specific Notice format will require configuration.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-183 CREATE OFFICE NOTICE OF ASSESSED VALUE – PERSONAL PROPERTY 8.4.7

Project ID:	WASNO-UseCase-183
Title:	Create Office Notice of Assessed Value – Personal Property 8.4.7
Actor:	Systems Division Personal Property Auditors Administrative Staff
Purpose and Objectives:	The solution will be able to produce the information necessary to generate a Revaluation Notice for personal property. This shall be either for an individual parcel or for a selective mass mailing. Actual printing must be able to be accomplished in-house (smaller volumes) or sent to a print vendor (.pdf format). The preferred method would be an internal template that can be altered that produces a .pdf file. An alternative method would be to export the information to a file structure that can be manipulated and merged with a template. Either way, a mailing date and last day to appeal must be able to be manually updated as part of the process. At a minimum, each Revaluation Notice must contain; <ul style="list-style-type: none"> - Taxpayer Name and mailing address - Situs address - Account number - Tax code area - Leased equipment and leaser - New year's values for all itemized property, with breakdown for item description, quantity, date purchased, depreciation rate, current value and all exemption values (when applicable) - A total value that is the basis for the following year's taxes.
Trigger Event(s):	Washington State Law requires the Assessor to send each account a Revaluation Notice of all taxable personal property. Taxpayer or Owner requests a copy of a specific year's notice.
PreCondition:	Account is on the active roll as of the time frame of the requested Revaluation Notice
Post Condition:	End user is notified of any errors n Once corrected, if necessary, verified and product output n Store the Revaluation Notice as printed
Use Case Flow:	<ol style="list-style-type: none"> 1. Process the Personal Property Roll to conclude values 2. Run the process to produce output <ol style="list-style-type: none"> a. Select Account(s) to generate Revaluation Notice(s) b. Continue process to generate notices c. Correct any Account information to allow the process to run to completion d. Correct any Accounts in an error file 3. Print or send output to a Print Vendor - .pdf files for printing and mailing.
Associations to Other Use Cases:	Personal Property
Glossary:	<p>Revaluation Notice – Official Notice of Assessed Value</p> <p>Listing – Itemized list of leased and/or personal property for a particular account</p> <p>Assessor's Administrative Roll Close - County Assessor's complete list of valuation on all property. This becomes the basis for the Assessor's Roll. Property may be added/changed later to the Assessor's Roll (add new construction and revaluation corrections) after giving written notice to the taxpayer (RCW 84.40.040).</p> <p>Assessor's Roll – County Assessor's complete list valuation on all property for the next Tax Year as certified to the County's Board of Equalization.</p>
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none"> · A goal for improvement would be to process these in the system, in a proactive manner with enough time for approvals. · Mailing Date and Appeal Date can be specified for the output

· Be able to automatically merge the output internally with an updatable template or outside the solution with a mail merge document

Applicable Washington State Law

Revised Code of Washington (RCW) Chapter 84 provides for the taxation of personal property. The Department of Revenue publishes administrative rules, Washington Administrative Code (WAC), to administer the law. Chapter 458-12 and 458-16 WAC discuss the taxation and exemption of property.

- WAC 458-12-060 Listing of personal property
- RCW Title 63 – Personal Property
- RCW Title 84.40.020 - Assessment date—Average inventory basis may be used—Public inspection of listing, documents, and records.
- RCW Title 84.40.040 – Time and manner of listing
- WAC 458-12-005 Definition – Property - Personal

Workshop Requirements

Workshop ID Requirement Description

Electronic Mailing

1511 The solution can support the sending of the Valuation notice of assessed value electronically including the listed assets.

Valuation Notice

1011 The solution can reprint personal property valuation notice retaining original notice and appeal date.

Valuation Notice 164 The solution can allow for production and mailing valuation notices which include the listed assets.

Returned Mail –Real/Personal 1685 The solution can handle recording returned correspondence (mail/email) using barcoding or other current technologies without using keyboard technology.

Value Notices 386 Value notifications show the following data: - Name and mailing address - Situs address - Abbreviated legal description
- Tax code area - Prior year's and new year's values for all value categories, with breakdown between land and building (e.g., market values, current use values and senior exemption values, when applicable)
- A total value that is the basis for the following year's taxes.

Value Notices 387 The user is able to generate and print value notifications in-house and through an outside vendor.

Value Notices 388 The solution can allow the user to create custom valuation notices without vendor / programmer assistance.

Value Notices 389 The solution can allow users to create value notification letters in batch, by specific property account numbers or other user defined criteria.

Value Notices 390 The solution can allow printing and mailing of valuation notices of selected groups of properties or individual property accounts as many times as needed during an assessment year. Date of original notice drives appeal date, regardless of reprints.

Value Notices 391 The solution provides automatic coding or flagging of parcels based on user-defined criteria that prevents a valuation notice from printing.

Value Notices 392 The value notification can display the type of special exemption that applies to the property (Example: Historic Property, Multifamily Tax Abatement, 30% Homeowner's Exemption, etc.)

Value Notices 393 The solution can display and store an image of the value notification letter.

Value Notices 456 The solution can export data in a pre-specified format to send to a print vendor for value and personal property listing notifications. Data can be grouped and organized before exporting.

Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	the common Aumentum notice functionality will serve Snohomish County. Complex configuration will be required to develop the notice format as well as the data service to populate the notice. In Washington, the Personal Property notice includes all the Personal Property Asset data.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-184 CREATE LISTING OF PERSONAL PROPERTY HELD BY AN ACCOUNT – PERSONAL PROPERTY 8.4.8

Project ID:	WASNO-UseCase-184
Title:	Create Listing of Personal Property Held by An Account – Personal Property 8.4.8
Actor:	Systems Division Personal Property Auditors Administrative Staff
Purpose and Objectives:	The solution will be able to produce the information necessary to generate a Listing Affidavit for personal property by individual accounts. This shall be either for a single account or for a selective mass mailing. Actual printing must be able to be accomplished in-house (smaller volumes) or sent to a print vendor (.pdf format). The preferred method would be an internal template that can be altered that produces a .pdf file. An alternative method would be to export the information to a file structure that can be manipulated and merged with a template. At a minimum, each Listing Affidavit must contain; - Taxpayer Name and mailing address - Situs address - Account number - Tax code area - Leased equipment and leaser - New year's values for all itemized property, with breakdown for item description, quantity, date purchased, depreciation rate, current value and all exemption values (when applicable) - A total value that is the basis for the following year's taxes.
Trigger Event(s):	Washington State Law requires the Assessor to send each account a listing of all taxable personal property by 12:00 p.m. on January 1 assessed the previous year. Taxpayer or Owner requests a copy of a specific year's listing. Precondition Account is on the active roll as of the timeframe of the requested Listing
PreCondition:	Account is on the active roll as of the timeframe of the requested Listing
Post Condition:	End user is notified of any errors Once corrected, if necessary, verified and product output Store the Listing Notice as printed
Use Case Flow:	1. Process the Personal Property Roll to produce listing information 2. Run the process to produce output a. Select Account(s) to generate Listing(s) b. Continue process to generate Listings c. Correct any Account information to allow the process to run to completion d. Correct any Accounts in an error file 3. Print or send output to a Print Vendor - .pdf files for printing and mailing. 4. Save the document.
Associations to Other Use Cases:	Personal Property
Glossary:	
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process · A goal for improvement would be to process these in the system, in a proactive manner with enough time for approvals. · Mailing Date and Appeal Date can be specified for the output · Be able to automatically merge the output internally with an updatable template or outside the solution with a mail merge document

	<p>Applicable Washington State Law Revised Code of Washington (RCW) Chapter 84 provides for the taxation of personal property. The Department of Revenue publishes administrative rules, Washington Administrative Code (WAC), to administer the law. Chapter 458-12 and 458-16 WAC discuss the taxation and exemption of property.</p> <ul style="list-style-type: none"> · WAC 458-12-060 Listing of personal property · WAC 458-12-110 Listing of personal property by the assessor—Penalties for failing to list personal property and for making a false or fraudulent listing · RCW Title 63 – Personal Property · RCW Title 84.40.020 - Assessment date—Average inventory basis may be used—Public inspection of listing, documents, and records. · RCW Title 84.40.040 – Time and manner of listing · WAC 458-12-005 Definition – Property - Personal <p>Workshop Requirements See also WASNO-UseCase-164</p> <p>Personal Property 995 The solution can support sending Personal Property Asset listings to customers electronically. RCW 84.40.040 Listing of Personal</p> <p>Property 964 The solution can allow for production and sending(mail) of asset listings for any assessment year. RCW 84.40.040</p> <p>Value Notices 386 Value notifications show the following data: - Name and mailing address - Situs address - Abbreviated legal description - Tax code area - Prior year's and new year's values for all value categories, with breakdown between land and building (e.g., market values, current use values and senior exemption values, when applicable) - A total value that is the basis for the following year's taxes.</p> <p>Value Notices 387 The user is able to generate and print value notifications in-house and through an outside vendor.</p> <p>Value Notices 388 The solution can allow the user to create custom valuation notices without vendor / programmer assistance.</p> <p>Value Notices 389 The solution can allow users to create value notification letters in batch, by specific property account numbers or other user defined criteria.</p> <p>Value Notices 390 The solution can allow printing and mailing of valuation notices of selected groups of properties or individual property accounts as many times as needed during an assessment year. Date of original notice drives appeal date, regardless of reprints.</p> <p>Value Notices 391 The solution provides automatic coding or flagging of parcels based on user-defined criteria that prevents a valuation notice from printing.</p> <p>Value Notices 392 The value notification can display the type of special exemption that applies to the property (Example: Historic Property, Multifamily Tax Abatement, 30% Homeowner's Exemption, etc.)</p> <p>Value Notices 393 The solution can display and store an image of the value notification letter.</p> <p>Value Notices 456 The solution can export data in a pre-specified format to send to a print vendor for value and personal property listing notifications. Data can be grouped and organized before exporting.</p>
Disposition:	Complex Configuration Required
Gap Description:	
Resolution Description :	<p>PPA Listing PPA Tax Year 2020 = assets as of 1/1/2019 Functional Calendar 1/2/2018 - 1/1/2019</p>

	<p>Configuration Required: Data Service to include (Account Number Property Class UBI Name and Mailing Address DBA Situs Address Listing Assets Group (Entry code) Descriptions Year Acquired Original Cost PDF set up to include fields from Data Service Print in batch or individual PPA > Reports > PDF Forms - Using Selection method to enter search criteria Tax Year Class code Select Statement from Report List Clicking Finish will initiate the the Batch Process and open the View Correspondence Process PPA > Accounts > Correspondence Icon Select Statement from Report List Select Execute Immediately To view output report Interfaces > Correspondence > Process Hlstory Click View on the row for the Report</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-185 ACCT-DAILY ASCEND JV APPROVAL 1.2.1

Project ID:	WASNO-UseCase-185
Title:	ACCT-Daily Ascend JV Approval 1.2.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	To ensure charges and payments were allocated correctly the previous day and activity balances and is posted to G/L correctly.
Trigger Event(s):	Receive email stating Ascend JV is ready for approval
PreCondition:	Excel balancing template balances and reports have been saved
Post Condition:	Charges and payments for the previous business day's activity have been posted to the General Ledger.
Use Case Flow:	<ol style="list-style-type: none"> 1. Compare balances on spreadsheet match reports saved on S:Drive <ol style="list-style-type: none"> a. Cashier Sessions b. Daily G/L c. Ascend Cash Balance Report 2. Make sure the sums all match each other 3. Make sure balancing spreadsheet has zero differences 4. Verify JV doesn't have any allocations to "999" Suspense 5. Verify JV doesn't have any allocations to "009" 6. Approve JV in G/L module 7. Save approved JV 8. Send email to STR-ACCOUNTING Ascend JV has been approved
Associations to Other Use Cases:	ACCT-Daily Ascend JV Prep 1.1.1
Glossary:	
Reports:	
Notes:	<p>Additional Information</p> <p>Suspense items indicate non-compatible account mapping to the G/L</p> <p>Excel template MM-(Month YYYY).xlsx is used for balancing.</p> <p>An example of Excel template title: 03-March 2019.xlsx</p> <p>The term "JV" refers to journal voucher or journal entry</p>
Disposition:	Process Change
Gap Description:	
Resolution Description :	<p>See updated balancing and JV prep process as outlined within ACCT-Daily Ascend JV Prep 1.1.1</p> <p>All balancing functionality available within Aumentum, but will be different reports / processes than those within Ascend.</p> <p>County Response to Fit Analysis:</p> <p>Need to establish Finance requirements for the GL (21-digit account number format, assignment of GL codes for the different transaction types) during configuration</p> <p>Product Response:</p> <p>The 21 digit account number has been mentioned in other use cases and will be configured during implementation.</p>
Risks / Constraints / Dependencies :	

Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-186 ANALYSIS-COST MODEL ANALYSIS 4.16.2

Project ID:	WASNO-UseCase-186
Title:	Analysis-Cost Model Analysis 4.16.2
Actor:	Systems Division Residential Analysts Commercial Lead Residential and Commercial Supervisors and Managers
Purpose and Objectives:	To calculate assessed value using the cost approach that meets assessment level requirements of the state.
Trigger Event(s):	Sales analysis indicates a valuation change is required
PreCondition:	Tables exist within system to analyze
Post Condition:	Tables are updated accurately and available for use Historical tables are available for use in research or changes to historical records
Use Case Flow:	1. Calculate new cost table rates using vendor supplied rate and Marshall & Swift Black Box a. Modified to acceptable levels against the sales ratios 2. Tables activated within the system
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process <ul style="list-style-type: none"> · All analysis occurs within the system, i.e. not exported to an external program for analysis · Costs will be analyzed in relation to the following statistics – mean, weighted mean, median, standard deviation, coefficient of dispersion, PRD, PRB, 95% confidence intervals · Costs derived from RCNLD (at least Grade, Condition, Effective Year Built, Square Footage, Fixtures, Ancillary Items, Modifiers) + Land <p>REQUEST</p> <p>Demonstration of Aumentum’s cost model analysis tool referred to at 4/25/19 workshop. Notes - Cost model analysis tool built in will run through 5 iterations, first is the local modifier, then quality, then depreciation, neighborhood, style with 2 land configurations – abstraction or a new model.</p> <p>Workshop Requirements Workshop ID Requirement Description Analysis 147 The solution can allow provisional changes in a test environment to characteristics and underlying tables, with the ability to retain these test versions that can allow for review, editing and applying to the CAMA system. Analysis 149 The solution can allow the user to edit property groupings by removing or adding to the list, and saving these lists for future reference. Analysis 374 The solution provides tools to assist in the calibration of cost and depreciation tables to the local market. Calibration tools must include land and building adjustments at a market area and neighborhood area level. Analysis 377 The solution can allow the user to incorporate time adjustments into sales and ratio studies. Analysis 398 The solution can store adjusted sales prices represented by time trending, personal property, intangible or business value.</p>
Disposition:	Software Development Required

<p>Gap Description:</p>	<p>RPA Cost Model Analysis does not provide an option to utilize the Time Adjusted Sales Price in the Analysis of Cost Model Adjustments. RPA Cost Model Analysis does not provide a final Statistical report allowing the user to verify the impact of the adjustments prior to implementing the adjustments. RPA Cost Model Analysis does not provide Common RPA Analysis functionality to Push the derived adjustments into the Cost Model</p>
<p>Resolution Description :</p>	<p>Cost Model Analysis is a 5 step process to calculate the recommended Local Cost Adjustment Factor, Quality Grade Adjustments, Depreciation, Style adjustments and neighborhood Adjustments. Each step includes an analysis and a validation process. The system will apply the selected cost model rate set to the sales being analyzed and calculate statistics on the results.</p> <p>To Perform Cost Model Analysis in Aumentum Real Property, the User will utilize Stratified Cost Model Maintenance, Study Groups and Cost Model Analysis functions. Stratified Cost Model Maintenance is located under the Valuation menu in the Valuation Management Sub Menu and in the Cost Model Maintenance Sub Menu. Study Groups and Cost Model Analysis functions are located under the Valuation menu in the Analysis Sub Menu.</p> <p>To begin the Process, the user will either load a new set of Cost Rates or Copy an existing set in the Stratified Cost Model Maintenance function. This will create the rate set that will be analyzed against the sales of parcels in the jurisdiction.</p> <p>The second step in the process is for the user to select the sales they want to analyze using the study group Analysis functionality. Generally the user will create at least 3 different study groups, the first is generally average quality homes that have been built within the past 3 years and have sold in the analysis period. The second study group is homes of any quality built within the past 3 years and have sold in the analysis period. The final group is all homes that have sold in the Analysis period.</p> <p>The third step in the process is for the user to run the cost model analysis function iterating thru each analysis step utilizing the proper study group and updating the results of each analysis step prior to running the validation step and the next step in the analysis process.</p> <p>To be developed:</p> <p>The Cost model analysis currently runs the analysis against the stated sales price, the function needs the ability to run the analysis against either the stated sales price or the Time Adjusted Sales price. In order to observe if the derived adjustments have made the rates more reflective of the local market conditions, the system needs the ability to initially run the all sales group thru a "validation" phase prior to any adjustments being changed to produce summary statistics as well as run the same sales thru another validation phase after all adjustments have been derived and entered to produce the same summary statistics. The summary statistics should enable the user to look at statistics by:</p> <ul style="list-style-type: none"> All sales Market Area Quality Class By Size Range Year group range <p>Currently, all derived adjustments by the cost model analysis have to be manually input in the cost model maintenance module. Our Income and Land Analysis functionality have the ability to push the derived rates/adjustments into the appropriate rate tables. The Cost Model Analysis function needs to be updated to include the push functionality.</p> <p>County Response to Fit Analysis: need PRB. Need calibrating tools for commercial properties</p> <p>Product Response: PRB is a roadmap item that we plan on implementing in the near term. The need for calibrating tools for commercial properties has been identified as a gap to be addressed.</p>

Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-187 ANALYSIS-INCOME MODEL ANALYSIS

Project ID:	WASNO-UseCase-187
Title:	Analysis-Income Model Analysis
Actor:	Systems Division Commercial Lead Commercial Manager Residential Analysts Residential Supervisors and Manager
Purpose and Objectives:	To calculate assessed value using the income approach that meets assessment level requirements of the state.
Trigger Event(s):	Sales analysis indicates a valuation change is required
PreCondition:	Parcel exists in a commercial sales database
Post Condition:	Parcel valuations, land and improvement, are valued equitably and meets required assessment level
Use Case Flow:	1. Parcels are extracted from CAMA system 2. Imported into an external program, i.e. Excel for analysis and calculations 3. Parcel valuations, land and improvement are imported back into the CAMA system.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	There are some relatively minor software changes required to accommodate specific Snohomish requirements. On the Income Analysis screen / Analysis tab the drop down options are missing. Snohomish requires that adjustments be made by % rather than dollar amount on Comparable Report. We uncovered a bug in demonstrating in which the Export to PDF button on the Income Analysis screen does not work properly. Aumentum does not currently support all the criteria by which the client would like to stratify the data (eg. cycle codes).
Resolution Description :	Aumentum can capture gross rent, vacancy and collection loss, miscellaneous income, and itemized expenses, for all property types through both Modeled Income (for valuation of a group of properties based on market data) or Reported Income (for valuation of an individual property based on actual income data). Aumentum can value income-producing property using direct capitalization, gross rent multiplier, gross income multiplier, discounted cash flow, and the mortgage equity method.in both Modeled and Reported Income. The user can incorporate time adjustments into sales and ratio studies either by hand-entering calculated time adjustments on the Time Period Configuration screen (Valuation > Configuration > Time Period Configuration) or by importing the results of SPSS analysis directly into Aumentum. County Response to Fit Analysis: Need calibrating tools for income Product Response: Calibration tools for income is a roadmap item.
Risks / Constraints / Dependencies :	

Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-188 ANALYSIS-SALES RATIOS 4.16.1

Project ID:	WASNO-UseCase-188
Title:	Analysis-Sales Ratios 4.16.1
Actor:	Systems Division Residential Analysts Commercial Lead & Appraisers Residential and Commercial Supervisors and Managers
Purpose and Objectives:	To calculate assessed value to sales price ratios for analysis and to satisfy state requirements.
Trigger Event(s):	Sale has occurred.
PreCondition:	Parcel exists within system and has a value.
Post Condition:	Statistics are ready for use in analysis; Statistic performance before and after valuation for current year meets IAAO and DOR standards
Use Case Flow:	1. Extract sales from a database 2. Import into Excel or SPSS 3. Running calculations for use in time trend study, cost approach study, income approach study a. review, and repeat 4. Assessment level calculated prior to valuation for approval 5. Final sales ratios analysis calculated for state ratio study
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Goals for Improvements – Not currently As-Is Process · All analysis occurs within the system, i.e. not exported to an external program for analysis Land sales ratios Improved sales ratios · Statistics required – mean, weighted mean, median, standard deviation, coefficient of dispersion, PRD, PRB, 95% confidence intervals REQUEST Demonstration of Aumentum’s sales ratio analysis tool and results on group of parcels. Demonstration of Aumentum’s ability to import SPSS generated time trend factors. Notes From 4/25/19 Workshop - Time trend will be able to be run using SPSS and imported into system Workshop Requirements Workshop ID Requirement Description Analysis 155 The solution provides a method to analyze sales ratio statistics by user-defined groups of properties. Analysis 372 The solution can enable users to compute standard IAAO statistics such as sales ratios, minimum, maximum, variance, mean, median, standard deviation, coefficient of variation, average absolute deviation, coefficient of dispersion and price-related differential (PRD). Analysis 377 The solution can allow the user to incorporate time adjustments into sales and ratio studies. Analysis 378 The solution can generate a standard ratio report by user specified criteria. (User specified criteria such as: sale date range, sales ratio range, verification codes, type of property, neighborhood codes, cycle codes, school districts, and/or taxing districts codes.) Analysis 379 The solution's ratio reporting capabilities will comply with the requirements outlined in WAC 458-53-100all.

	Analysis 398 The solution can store adjusted sales prices represented by time trending, personal property, intangible or business value.
Disposition:	Software Development Required
Gap Description:	Snohomish requires compatibility with WAC 458-53-100all. See attachments. This will require some development and configuration to achieve. Development or configuration may be required generate a standard ratio report by some of the user specified criteria. (eg. cycle codes, school districts, taxing districts codes.)
Resolution Description :	<p>Snohomish's Sales Ratio Analysis requirements are largely fulfilled by two separate screens in Aumentum: Neighborhood Analysis and Sale Ratio Analysis. <i>Neighborhood Analysis</i> tool provides statistical insights derived from sales and assessment data. Each analysis is retained in the database and available for subsequent review. The report includes Neighborhood parcel counts and sales counts, Sales price and value metrics (low, high, median, mean), and Statistical measures (COD, PRD, etc.). Neighborhood Analysis answers questions such as "Which neighborhoods have an equity problem?" "Which neighborhoods have a valuation problem, either level of assessment or consistency?" and "Which properties may require additional work?" The Best Practice is to use the Neighborhood Analysis tool Early in the annual appraisal cycle to identify areas needing appraiser attention. Late in the cycle use the tool to verify that the mass appraisal models are producing values that are consistent with sales activity.</p> <p>Paired with Study Groups, Aumentum Valuation's Sales Ratio Analysis tool may be used to specify attributes used in selection of parcels to be included in the analysis (Study Groups), display useful statistical metrics to validate the performance of mass appraisal models, refine the results by excluding outliers, export the results to Excel for printing or further analysis, and open previously completed analyses for review. Among business questions addressed by Sales Ratio Analysis are: "Do values meet expectations for accuracy and equity?" "Which subsets warrant further review (property class, neighborhood, high or low value parcels)?" and "Are there any outliers?"</p> <p>The Sales Ratio Analysis tool displays a chart (histogram or scatter plot) and relevant statistics about the sold properties defined by the Study Group. The details behind the statistics may be displayed in a grid. Note that the grid has tabs for Selected Records and Outliers. The statistics relate to the properties on the selected tab. The Excel Summary Page displays stats for the subsets (quantiles) as well as overall. The Excel Primary Order page shows the quantile statistics for each neighborhood. The analyst can easily identify which subsets in which neighborhood need attention. The Excel Record Detail worksheet contains extensive detail about all the sold properties in the Study Group. Both standard columns and additional columns requested by the user appear in the Record Detail worksheet. The analyst can subject the output to further analysis as may be appropriate. The Best Practice is to use the Sales Ratio Analysis tool to validate the performance of the mass appraisal models used to produce estimates of value. This tool can perform analysis at the quantile level, revealing problems that might otherwise be hidden at the summary level.</p> <p>County Response to Fit Analysis: need PRB.</p> <p>Product Response: Addressed in Use Case 186. PRB is a roadmap item that we plan on implementing in the near term.</p>
Risks / Constraints / Dependencies :	Early in the annual appraisal cycle use the Neighborhood Analysis tool to identify areas needing appraiser attention. Late in the cycle use the tool to verify that the mass appraisal models are producing values that are consistent with sales activity.
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-190 ACCT-MONTHLY REET REMITTANCE (PREPARATION) 1.1.1

Project ID:	WASNO-UseCase-190
Title:	ACCT-Monthly REET Remittance (Preparation) 1.1.1
Actor:	Accounting Specialist
Purpose and Objectives:	Report and remit State’s portion of the Real Estate Excise Tax (REET) collected for a period
Trigger Event(s):	Monthly Balancing occurs the business day immediately before the last business day of each month for the period ended the business day before that Remittance is received by the State the last business day of each month
PreCondition:	REET activity is posted to the General Ledger for the last day of the REET period
Post Condition:	REET report/remittance are sent to reviewer for review/approval
Use Case Flow:	<ol style="list-style-type: none"> 1. After the REET activity for the last day of the REET period is posted to the General Ledger, run the “Real Estate Excise Tax Activity” report for the REET period. Enter the following parameters: <ol style="list-style-type: none"> a. Date range of the REET period b. Report format (“internal – single report” or “external – separated by district”) c. Select the field to “Exclude “T” Excise Numbers (this refers to temporary excise IDs – those that have not been fully processed) d. Select the field to “Create Audit Extract” and “Express Text Export Wizard” 2. Save the text file to the shared drive with pipe delimiter and no text qualifier 3. Save the PDF report to the shared drive 4. Using the information for the State Schools district, input the report information into the template for the A8 REET report (also update the period information) <ol style="list-style-type: none"> a. Real Estate Excise Tax – reflects State’s portion of the REET transactions for a period b. Real Estate Excise Tax Interest – reflects the State’s portion of interest collected on REET transactions for a period c. Real Estate Excise Tax Penalties – reflects the State’s portion of penalties collected on REET transactions for a period d. Real Estate And Prop Tax Admin Assist – reflects the State’s portion of administration fees collected on REET transactions for a period <p>Note: the A8 REET Report form is autofilled with Snohomish County’s name and county information as well as contact information (contact info is editable)</p> 5. Using the summary end sheet input the summary information from the REET report into the Calc tab of the workbook <ol style="list-style-type: none"> a. Total State and Local Tax Collected (plus) b. Total State and Local Tax on Mobile Homes (less) c. Total Local Tax Collected (local in this case refers to County and City districts) d. Less Actual Admin (County) Fee (plus) e. Total Penalty Collected (plus) f. Total Interest Collected – State (only) g. Technology Fee (50% to County/50% to State) 6. Confirm the total calculation ties (within a few cents) to the State Schools (district) report information 7. Email reviewer for review/approval
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Additional Information REET collections and reporting/remittance is performed in accordance with RCW 82.45.180

The REET period is not a calendar month
 Dollars are remitted to the State on the last business day of the month by way of the State Pool (Investment Officer)
 The REET period is balanced the second to last business day of the month
 The REET period ends two business days before the last business day of the month and the next month begins the first day following the previous period's end date
 2019 REET periods/due dates are as follows (filled out by the Tax Specialist Lead annually):

Month	From	To	Due	Excise Rollover Date
January	12/28/2018	01/29/2019	01/31/2019	1/30/2019
February	01/30/2019	02/26/2019	02/28/2019	02/27/2019
March	02/27/2019	03/27/2019	03/29/2019	03/28/2019
April	03/28/2019	04/26/2019	04/30/2019	04/29/2019
May	04/29/2019	05/29/2019	05/31/2019	05/30/2019
June	05/30/2019	06/26/2019	06/28/2019	06/27/2019
July	06/27/2019	07/29/2019	07/31/2019	07/30/2019
August	07/30/2019	08/28/2019	08/30/2019	08/29/2019
September	08/29/2019	09/26/2019	09/30/2019	09/27/2019
October	09/27/2019	10/29/2019	10/31/2019	10/30/2019
November	10/30/2019	11/25/2019	11/27/2019	11/26/2019
December	11/26/2019	12/27/2019	12/31/2019	12/30/2019

Snohomish County collects over the counter and online E-REET payments. REET (counter payments) are paid immediately/same day; E-REETs have a 24-hour payment window

State provides the A8 REET report in Excel for County to fill out and submit

Currently use an Excel template to verify the report information, includes the State's A8 REET form that will be later sent to them for reporting purposes/as support for the remittance

Associations to Requirements

Need: 1047 – “The solution can allow user to query defined parameters to create a Real Estate Excise Tax report. This information can prefill a form, template, or report containing but not be limited to the following information from the query: date, beginning and ending affidavit numbers for a selected time frame, total of affidavits, number of affidavits that are for mobile homes, total state and local tax collected (excluding refunds, mobile home, penalties & interest). The users have the ability to add these amounts in later in the report.”

Need: 1476 – “The solution can create a report for excise sales by location (city, fire, etc.)”

Need: 1037 – “The solution provides for excise tax rates and administrative fees that are distributed to multiple funds and configurable at an administrator level, and are table-drive”

Need: 1156 – “The solution provides a report that displays the Distribution of Excise Taxes (summary of excise taxes distributed by fund)”

Report: ASC0009 – “A listing by fund, which shows the amount of excise tax allocated for a given period. The last page shows the total revenue for the state and local entity”

Disposition: Software Development Required

Gap Description: REET Activity Report by date range: (need to be able to input start and end date for financial detail activity, ideally business date range or effective pay date range (give the option) They can use the report daily for their daily balancing - daily reconciliation. Also need a box to include unprocessed transactions.

- Current Activity Range
- Only fully processed (See use case flow)
- Internal vs external
 - Internal report does list out all of the districts

	<ul style="list-style-type: none"> ○ External report creates a separate "report" for each district ○ Generating the internal report for initial process for then keying into the State format A8 report ○ **THIS PROCESS WILL CHANGE** <p>The A8 Report should be created based on the format provided (attach to the Use Case) * currently the county is running the A8 report and keying the information in to the state spreadsheet. We should format the report in the state spreadsheet format.</p> <p>Calculations are listed in the steps above in use case flow.</p> <p>The districts would like a report that is similar to the one ascend produces (attached) but with PIN detail. This report would be a good candidate for Report Mentoring - where our PS staff can explain how to create custom reports to county IT.</p>
<p>Resolution Description :</p>	<p>Report and remit State's portion of REET collected for a period of time - NOT a calendar month \$\$ remittance to State on the last day of the month - ends 2 business days before the last business day of the month. Next month begins the next business day. True last business day of the month. Include in this Functional Calendar Holiday Calendar, etc.</p> <p>RCW Clarification: The State MUST receive the payment the last BUSINESS day of the month. Must report by 3:00 p.m. the previous Business day how much the remittance will be.</p> <p>Config:</p> <ul style="list-style-type: none"> ● Holiday Calendar / Office Closures / etc ● eREET - 24 hour payment window - PACIFIC TIME <ul style="list-style-type: none"> ○ Reported when money is remitted / receipted ○ Documents are submitted when money is reported ○ Example: If eREET is processed on 11/25, but money is collected / receipted on 11/26, the document and money will not be reported until December <p>REET Activity Report by date range:</p> <ul style="list-style-type: none"> ● Current Activity Range ● Only fully processed ● Internal vs external <ul style="list-style-type: none"> ○ Internal report does list out all of the districts ○ External report creates a separate "report" for each district ○ Generating the internal report for initial process for then keying into the State format A8 report ○ **THIS PROCESS WILL CHANGE** <p>The A8 Report should be created based on the format provided (attach to the Use Case)</p> <p>County Response to Fit Analysis: Need the ability to input specific date range for report parameters. Report is NOT based on calendar month. Would like REET report to be created based on the A8 format. Opportunities to Improve: Would like a collections report for REET by District.</p> <p>Product Response: This is accounted for in the resolution and gap description for this use case. For the collections report by district, many existing Aumentum reports will already contain this information.</p>
<p>Risks / Constraints / Dependencies :</p>	

Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-191 ACCT-MONTHLY REET REMITTANCE (REVIEW) 1.2.1

Project ID:	WASNO-UseCase-191
Title:	ACCT-Monthly REET Remittance (Review) 1.2.1
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Report and remit State's portion of the Real Estate Excise Tax (REET) collected for a period
Trigger Event(s):	Monthly Balancing occurs the business day immediately before the last business day of each month for the period ended the business day before that Remittance is received by the State the last business day of each month
PreCondition:	Receive notification REET report and remittance are ready for review/approval
Post Condition:	A8 REET report is filed (emailed) with the State DOR Remittance sheet is provided to the Investment Officer who uses the information for cash-flow analysis as well as initiates the transfer to the State DOR (by way of State Pool) Journal entry posted to the general ledger displaying the remittance of cash to the State Provide the month's REET report to the (daily) Excise Balancing team and notify them that the REET period has been balanced. They will then roll forward their daily excise balancing spreadsheets
Use Case Flow:	<ol style="list-style-type: none"> 8. Open the REET report and spreadsheet from the shared drive and review the inputs for accuracy <ol style="list-style-type: none"> a. Report/remittance amounts by type b. Reporting and remittance dates 9. Verify the total reportable/remittance amount on the A8 REET Report form ties to the total amount of the State activity on the Daily Excise Balancing log for the REET period <ol style="list-style-type: none"> a. This verifies that the information balanced on a daily basis ties to the month as a whole and the remittance can be substantiated with individual transactions 10. Verify the total reportable/remittance amount on the A8 REET Report form ties exactly to the amount on the remittance sheet (for Investment Officer) 11. Email the A8 REET Report to the State 12. Print the remittance sheet, initial it and provide it to the Investment Officer who uses the information for cash-flow analysis as well as initiates the transfer to the State DOR (by way of State Pool) 13. Provide the month's REET report to the (daily) Excise Balancing team and notify them that the REET period has been balanced 14. Subsequent to use case: <ol style="list-style-type: none"> a. Investment Officer transfers the REET remittance to the State by way of the State Pool (transfer) b. Excise Lead provides the State affidavits for individual excise transactions and report c. Internal daily balancing excise sheets are rolled forward
Associations to Other Use Cases:	Filing Numbers REET Report for Excise Lead
Glossary:	
Reports:	
Notes:	<p>REET collections and reporting/remittance is performed in accordance with RCW 82.45.180</p> <p>The REET period is not a calendar month</p> <ul style="list-style-type: none"> o Dollars are remitted to the State on the last business day of the month by way of the State Pool (Investment Officer) o The REET period is balanced the second to last business day of the month o The REET period ends two business days before the last business day of the month and the next month begins the first day following the previous period's end date

o 2019 REET periods/due dates are as follows (filled out by the Tax Specialist Lead annually):

Month	From	To	Due	Excise Rollover Date
January	12/28/2018	01/29/2019	01/31/2019	1/30/2019
February	01/30/2019	02/26/2019	02/28/2019	02/27/2019
March	02/27/2019	03/27/2019	03/29/2019	03/28/2019
April	03/28/2019	04/26/2019	04/30/2019	04/29/2019
May	04/29/2019	05/29/2019	05/31/2019	05/30/2019
June	05/30/2019	06/26/2019	06/28/2019	06/27/2019
July	06/27/2019	07/29/2019	07/31/2019	07/30/2019
August	07/30/2019	08/28/2019	08/30/2019	08/29/2019
September	08/29/2019	09/26/2019	09/30/2019	09/27/2019
October	09/27/2019	10/29/2019	10/31/2019	10/30/2019
November	10/30/2019	11/25/2019	11/27/2019	11/26/2019
December	11/26/2019	12/27/2019	12/31/2019	12/30/2019

Snohomish County collects over the counter and online E-REET payments. REET (counter payments) are paid immediately/same day; E-REETs have a 24-hour payment window

State provides the A8 REET report in Excel for County to fill out and submit

Currently use an Excel template to verify the report information, includes the State's A8 REET form that will be later sent to them for reporting purposes/as support for the remittance

Associations to Requirements

Need: 1047 – “The solution can allow user to query defined parameters to create a Real Estate Excise Tax report. This information can prefill a form, template, or report containing but not be limited to the following information from the query: date, beginning and ending affidavit numbers for a selected time frame, total of affidavits, number of affidavits that are for mobile homes, total state and local tax collected (excluding refunds, mobile home, penalties & interest). The users have the ability to add these amounts in later in the report.”

Need: 1476 – “The solution can create a report for excise sales by location (city, fire, etc.)”

Need: 1037 – “The solution provides for excise tax rates and administrative fees that are distributed to multiple funds and configurable at an administrator level, and are table-drive”

Need: 1156 – “The solution provides a report that displays the Distribution of Excise Taxes (summary of excise taxes distributed by fund)”

Report: ASC0009 – “A listing by fund, which shows the amount of excise tax allocated for a given period. The last page shows the total revenue for the state and local entity”

Disposition:	Fit
Gap Description:	
Resolution Description :	No Aumentum work to take place for this item as it is review. The software development will be for the remittance report Reviewer reviews the above details (Daily details) to the total monthly information being reported to the state.

	<p>PTC does their Daily balancing - At the end of the month, the Financial Systems Coordinator will use the above report "State Cover Sheet" tab at a summary level by day to match the summary totals from daily collection REET to the monthly amounts being remitted to the State</p> <ul style="list-style-type: none"> ● Collection Activity Report for the following criteria - SUMMARY by day: <ul style="list-style-type: none"> ○ Current Activity Range ○ Only fully processed ● Balance to the State ● Everything we receipted \$ for has been accounted for ● Email form to the State ● Provide total to the Investor - initiate transfer to the State through the State Pool ● **DONE THE DAY BEFORE THE DUE DATE SO THAT MONEY ALLOCATIONS ARE ACCOUNTED FOR**
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-192 ACCT-ABILITY TO PROCESS OLD EXCISE TRANSACTION BEFORE CHARGE SCHEDULE EXISTED

Project ID:	WASNO-UseCase-192
Title:	ACCT-Ability to Process Old Excise Transaction Before Charge Schedule Existed
Actor:	Financial Systems Coordinator
Purpose and Objectives:	Process excise transaction
Trigger Event(s):	<p>Receive notification from Excise department regarding an old excise transaction that will not process (because a charge schedule does not exist)</p> <p>Excise Lead contacted their contact at WA Department of Revenue (DOR), to provide a quote of excise tax since our system does not calculate correctly, subsequently receives a quote for charge (sans technology fee). Ascend is calculating a different charge amount. It is not referencing the correct rates and charge schedules since the excise is so old.</p>
PreCondition:	Receive a quote in an Excel spreadsheet from WA DOR
Post Condition:	Excise charges successfully loaded to receipting system and Excise department is able to process and receipt the correct excise tax
Use Case Flow:	<ol style="list-style-type: none"> 1. Email vendor about the inability to process the excise transaction due to old charge. Provide the State's quote to the vendor 2. Vendor will need to get access to our databases through a Memorandum of Change (MOC). Snohomish County's Department of Information Technology (DoIT) will need to get involved. Notify DoIT via email 3. Vendor will test out the data in a testing environment. Work with the vendor to finalize the issue. A script will be provided by the vendor to "manually" put the charges into Ascend Production (PROD) so the transaction can be receipted for the dollar amounts quoted by DOR 4. Contact DoIT to run the scripts in the live environment 5. Excise transfer charges should show up 6. Confirm with vendor the script looks like it uploaded the charges as intended <ol style="list-style-type: none"> a. If not, work with the vendor for more assistance 7. Excise Lead will review the transfer for accuracy (note: make sure the \$5.00 technology fee is included in the total charge). If it is correct, they can accept the payment
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Additional Information Rarely happens, but the Treasurer's office wants the ability to process these types of transactions without vendor intervention</p> <p>Associations to Requirements Need: 1037 – "The solution provides for excise tax rates and administrative fees that are distributed to multiple funds and configurable at an administrator level, and are table driven." Need: 11042 – "The solution can distribute the REET based upon distribution rates and post the result to the appropriate account numbers to be interfaced with the General Ledger." Need: 1518 – "The solution has the ability to upload/import from a file charges to charge schedules en masse."</p>

Disposition:	Software Development Required
Gap Description:	<p>Enter an old REET</p> <ul style="list-style-type: none"> • Allow for override of Excise Tax Due for old processing • State is giving the amount for Pen / Int as well • Admin fee is always at the time of current processing • Interest and penalty would be set up in Aumentum as far back as needed - the system will calculate. • But - for every field in the REET that contains charges, this GAP is to allow for a secured override. <p>The REET UI (Gapped in another use case) will allow for override Override will be controlled through security. The state is providing the excise tax amount, penalty and interest. County should be able to key those in as override. Fees will always be the current fee charged amount (ie 5.00 admin fee)</p> <p>County may want a workflow to review - however that would be done later at a separate billed services charge.</p> <p>Then standard processing</p> <p>County Response to Fit Analysis: Tax should be automatically calculated rather than relying on manual calculations.</p> <p>Product Response: It was our understanding that the tax/pen/int would be provided by the state, however the county may want to override.</p>
Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-193 PTC-MOBILE HOME ADVANCE CHARGES

Project ID:	WASNO-UseCase-193
Title:	PTC-Mobile Home Advance Charges
Actor:	Tax Collector
Purpose and Objectives:	To bill all property tax liens for current assessments that are due at time of removal from county. RCW 84.56.090
Trigger Event(s):	Notified by taxpayer that move is evident. The move requires all current liens must paid and satisfied. This means all taxes must be collected before issue. · If mobile is leaving Snohomish County or being placed in dealer inventory (R.C.W. 84.36.510), the advance tax is to be collected.
PreCondition:	Parcel must exist Assessor must establish assessed value for current year for next year tax. If mobile is taxed as part of the real, meaning taxed as an improvement to the real estate parcel (PIN), the Assessor needs to issue a value certification. A value certification shows that the Assessor has established a separate value for the mobile home. Moving out of county: In January, prior to levy certification, calculate current year AND advance year's tax as above. After levy certification, collect tax charged for current year, calculate tax for advance year and bill account.
Post Condition:	Next year's taxes are currently due and must be paid.
Use Case Flow:	<ol style="list-style-type: none"> 1. Contact Assessor's Office Mobile Home Technician for value certification – assessed separately or together – this is required. 2. Recalculate tax – Next year's charges are added <ol style="list-style-type: none"> a. When funds collected applied to advance charge which is on current year. 3. Add account to delinquency file <ol style="list-style-type: none"> a. This file is used to monitor all accounts with advance charges 4. Add pop-up note to account – Indicate Val Cert value (xxxxx) year and XX adv 5. Monitor for next year tax removal – Handled by value modifier to automate this step.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Will work the same way as the PP Advanced Charge / Collections MH for upcoming year will be created, calc'd and posted Payment made
Disposition:	Software Development Required
Gap Description:	<p>This work is already accounted for in WASNO-UseCase-44 PTC-Advance Charges 1.1.1</p> <p>The process in Aumentum will be the same as outlined in that use case.</p> <p>County Response to Fit Analysis: Clarify. Is mobile home assessed with the real property?</p> <p>Product Response: We allow either – with real or separate.</p>

Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-194 PTC-BALANCING FOR STATE, SCHOOLS AND UNPAIDS

Project ID:	WASNO-UseCase-194
Title:	PTC-Balancing for State, Schools and Unpays
Actor:	Tax Specialist Lead Treasury Tax Specialist
Purpose and Objectives:	To confirm Ascend report for collection and distribution to State
Trigger Event(s):	Daily balancing of process
PreCondition:	Excise activity needs to happen in prior business day REET State Remit and Daily Balancing Log spreadsheets are up to date
Post Condition:	State, schools and unpays excise fund balances are confirmed Unpaid excise balances are provided for collection by excise staff Provides parcel listing for statement issue after 30 days 2 methods of processing excise. OTC/In house must be paid same day. eConvey pays electronically and can go unpaid until the next day. (MOU must be on file for understanding excise must be paid)
Use Case Flow:	<ol style="list-style-type: none"> 1. Run Ascend report – Real Estate Excise Tax Activity 2. Create text data for balancing use 3. After perfecting the text data, update 3 data sheets in REET State Remit.xlsx 4. Balance to REET State Remit reports / All data, State cover sheet, Receipted data pivot <ol style="list-style-type: none"> a. We are balancing the Excise State Technology Fee, 1.3% to Current Expense, State Excise Tax Interest, State Excise Penalty, Amount owed to State 5. Carry Receipted data pivot data to Daily Balancing Log. <ol style="list-style-type: none"> a. This step is making sure that all Excise transactions are being kept track of. 6. Update Daily Balancing Log with users Excise Daily Log. 7. Contact excise specialists if data is missing and balance is not attained 8. This step provides the unpays to be evident. 9. Email the unpaid excise items to excise specialists for collection contact 10. Next step is to provide daily listing of parcels for statement mailing in 30 days 11. End of month – adhering to the State’s balancing dates, the spreadsheet is balanced and rolled over after balancing to Ascend distribution. 12. This balancing tool also tracks bank return items. <p>Additional Information:</p> <ul style="list-style-type: none"> • This balancing tool also tracks bank return items • Explanation of worksheets and tabs within both Excise Balancing spreadsheets is as follows: <p>REET State Remit data collected and presented:</p> <ol style="list-style-type: none"> 1. All Data Pivot – presents data in a pivot table of all data, broken up by: <ol style="list-style-type: none"> 1. Excise Fees 2. Date 3. Local Excise Tax (and any interest/penalties) 4. State Excise Tax (And any interests/penalties) 5. Technology Fee 6. Excise number 2. All Data Tab – where all compiled data from the report is dropped. 3. State Fund Cover Sheet (Pivot) – presents data from State Fund Only tab in an easy to read date and total pivot table. 4. State Fund Only Tab – only State Excise tax fee is filtered out for balancing.

	<ol style="list-style-type: none"> 5. Receipted Data Pivot – Presents data from the Receipted Data Tab that is filtered by date to balance to the Real Estate Excise Tax Activity report. 6. Receipted Data Tab – takes all data except for the State Excise Tax for the Current Expense Fund for balancing. <p>Daily Balancing Log collected and presented:</p> <ol style="list-style-type: none"> 1. Receipted Data Pivot – Presents comparison between the Receipted Data tab and the Reet and eReet tab to determine any incorrect entries. 2. Receipted Data – Pulled from the REET State Remit spreadsheet. 3. Excise Count – Data pulled from the Receipted Data tab and presents number of transactions from REET and E-REET by day. 4. REET – Collection page for all REET transactions from the excise processors. 5. E-REET – Collection page for all E-REET Transactions from excise processors. 6. Next Period – Dropped information that shows the unpaid transactions from the previous month. 7. Statement Step 1 – Spreadsheet used in conjunction with the Statement Step 2 Spreadsheet that allows us to copy/paste and sort all transactions to determine which transactions to send subsequent courtesy tax statements to. 8. Statement Step 2 – Spreadsheet used in conjunction with the Statement Step 1 Spreadsheet that allows us to copy/paste and sort all transactions to determine which transactions to send subsequent courtesy tax statements to.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>Need an activity report detail that shows each Filing for a selected date range with the following:</p> <ul style="list-style-type: none"> Filing number Receipt date Receipt number Entity Fund (district) Tax Tax Amount Fee name Fee amount Total Total to state (based on a percentage) Total to county (based on a percentage) Any reversals /voids as well <p>County Response to Fit Analysis: Excise/Econvey module is yet to be developed. module is yet to be developed.</p> <p>Product Response: Correct.</p>
Resolution Description :	
Risks / Constraints / Dependencies :	

Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-195 PTC-MOBILE HOME EXCISE

Project ID:	WASNO-UseCase-195
Title:	PTC-Mobile Home Excise
Actor:	Excise Specialist
Purpose and Objectives:	To transfer title on a mobile home
Trigger Event(s):	Taxpayer comes in or we receive a Mobile Home Excise Affidavit.
PreCondition:	
Post Condition:	Title is transferred
Use Case Flow:	<ol style="list-style-type: none">1. Receive a Mobile Home Excise Affidavit<ol style="list-style-type: none">a. If received by mail and excise tax check is not included reject and send back to sender2. Verify that property taxes are paid<ol style="list-style-type: none">a. Only need to be paid current if<ol style="list-style-type: none">i. One of the current registered owners is staying on titleii. It is being sold with land.iii. Sign Affidavit w/ taxes paid currentb. Taxes must be paid in full in all other cases<ol style="list-style-type: none">i. Sign Affidavit w/ taxes paid in full3. Determine is the mobile is moving or not<ol style="list-style-type: none">a. Moving – see move permit use caseb. Not moving – require the mobile home excise affidavit to be filled out correctly<ol style="list-style-type: none">i. Registered Ownerii. Locationiii. New Registered Owneriv. Legal Ownerv. Parcel #vi. Mobile Descriptionvii. Date Saleviii. Sale Priceix. Calculate Excise Taxx. Seller Signaturexi. Buyer Signature4. After verification, enter information into property transfer screen in property tax system.<ol style="list-style-type: none">a. In this screen you will enter in the sales price to calculate excise tax.5. Request excise tax payment from customer or check should have been included in the mail.6. Write excise number on the bottom of the excise affidavit (this will automatically generate from property transfer screen).7. Enter in payment in cashiering screen using excise number.8. Validate excise affidavit – 5 times total – two for taxpayer, we keep 3 copies<ol style="list-style-type: none">a. Our recordsb. DORc. Assessor9. Refer them to Licensing to finish transfer.10. Enter transaction into Excise log. (These are excel spreadsheets and everyone maintains their own spreadsheet).
Associations to Other Use Cases:	
Glossary:	
Reports:	

Notes:	<p>Regardless of payment status, if there is an exemption on the MH:</p> <ul style="list-style-type: none"> • The exemption has to be removed (Assessor) <p>This process will follow the standard exemption removal process with the immediate tax recalculation after the exemption is removed so that the payments can be reapplied and taxes can be recalculated.</p> <ul style="list-style-type: none"> • Taxes must be recalculated • Payments (if any) must be reapplied • All outstanding taxes must be paid in full <p>If MH is being sold separately from the land</p> <ul style="list-style-type: none"> • MH value must be determined separately from the land • MH taxes must be paid separately in full for the year <ul style="list-style-type: none"> • Assessor gives value of MH 2 options for business processes <ul style="list-style-type: none"> o Same as current: partial payment of MH taxes only against full bill o Use Levy process to split out the MH tax amounts to a separate tax bill & pay it, leaving only the outstanding taxes on the original tax bill.
Disposition:	Software Development Required
Gap Description:	As part of the other REET development, need to ensure that the mobile home excise is tracked as excise for the DOR reporting.
Resolution Description :	<p>The software development required for this process has already been outlined in other use cases for REET.</p> <p>The verification of property tax payment will be done using InfoCenter. The payment, if needed, will be done in cashiering.</p> <p>If the mobile home is moving, that work will be handled in the use case for Move Permit.</p> <p>The Excise will be developed under the PTC-Processing Folders, Public, and Mail use case.</p> <p>If the county wishes to keep the separate user logs they can, however we feel they will be unnecessary moving forward.</p> <p>County Response to Fit Analysis: Same as folders, public, mail use case #72</p> <p>Product Response: Yes, the gap description has been outlined in other use cases</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-196 PTC-MOVE PERMIT

Project ID:	WASNO-UseCase-196
Title:	PTC-Move Permit
Actor:	Excise Specialist
Purpose and Objectives:	To collect all property tax liens for current taxes including special assessments that are due at time of relocating a mobile home.
Trigger Event(s):	Notified by taxpayer that move is evident and all taxes must be paid before permit is issued.
PreCondition:	
Post Condition:	Taxes are paid in full and move permit is issued.
Use Case Flow:	<ol style="list-style-type: none"> 1. Taxpayers will come in person and request a move permit for mobile homes. <ol style="list-style-type: none"> a. If moving with the county <ol style="list-style-type: none"> i. Taxes will need to be paid in full b. Moving out of county <ol style="list-style-type: none"> i. Then advance tax will need to be added and they will need to pay current and advance tax – See Mobile Home Advance Tax Use Case c. Out of state <ol style="list-style-type: none"> i. Current taxes will need to be paid 2. Verify that all required taxes have been paid. 3. Enter in required information into a database (Access) – database is used for tracking purposes 4. After required information is entered, 3 copies of the Tax Certificate for Mobile Home Move Permit will print: <ol style="list-style-type: none"> a. Applicant b. Our Records c. Assessor 5. Applicant will sign all three copies with phone number 6. Fill out orange placard that will go on mobile home while in transit (one, two, or three depending on size of mobile. 7. If mobile is being sold: Fill out word document called a half-sheet which includes parcel #, value, description, date, and what the taxes were paid through. This is used to transfer title. 8. Applicant gets copy of orange placards, Tax Certificate, and half- sheet. 9. Give Assessor’s office copy of Tax Certificate 10. File our copy of Tax Certificate 11. If mobile is moving out of county, email county copy of Tax Certificate that mobile is moving to.
Associations to Other Use Cases:	
Glossary:	
Reports:	Current form Snohomish fills out for Move Permit:

TAX CERTIFICATE FOR MOBILE HOME MOVEMENT		Record ID: (New)
(RCW 46.44.170)		
PARCEL INFORMATION		
Assessed Valuation: <input style="width: 150px;" type="text"/>	Current Tax: <input style="width: 100px;" type="text"/>	
Property Account Number (old) <input style="width: 150px;" type="text"/>	Adv Tax: <input style="width: 100px;" type="text"/>	
Property Account Number (new): <input style="width: 150px;" type="text"/>	Total <input style="width: 100px;" type="text"/>	
NAME AND ADDRESS OF PERSON TO WHOM ASSESSED	PURCHASER INFORMATION (IF SOLD)	
First Name <input style="width: 100px;" type="text"/>	First Name <input style="width: 100px;" type="text"/>	
Last Name <input style="width: 100px;" type="text"/>	Last Name <input style="width: 100px;" type="text"/>	
Street Address <input style="width: 100px;" type="text"/>	Street Address <input style="width: 100px;" type="text"/>	
City <input style="width: 50px;" type="text"/> State <input style="width: 50px;" type="text"/> Zip <input style="width: 50px;" type="text"/>	City <input style="width: 50px;" type="text"/> State <input style="width: 50px;" type="text"/> Zip <input style="width: 50px;" type="text"/>	
TYPE OF MOVEMENT (CHOOSE ONE)		
<input type="checkbox"/> Within County	Transporter's Name <input style="width: 100px;" type="text"/>	
<input type="checkbox"/> Out of County	Address <input style="width: 100px;" type="text"/>	
<input type="checkbox"/> Out of State	WUTC Permit No. <input style="width: 100px;" type="text"/>	
<input type="checkbox"/> Dealer or Manufacturer to Purchaser's Designated Location	DOT Special Motor Vehicle Permit No. <input style="width: 100px;" type="text"/>	
DESCRIPTION OF MOBILE HOME		
Make <input style="width: 100px;" type="text"/>	Width <input style="width: 100px;" type="text"/>	
Model Year <input style="width: 100px;" type="text"/>	Assessor's I.D. or Parcel No. <input style="width: 100px;" type="text"/>	
Serial No. <input style="width: 100px;" type="text"/>	Tip Out (Choose one) <input type="checkbox"/> Yes <input type="checkbox"/> No (Room that can be extended)	
Length <input style="width: 100px;" type="text"/>		
LOCATION MOVING INFORMATION		
FROM:		
Moving From: <input style="width: 150px;" type="text"/>		
Address (Mobile Home Park and Space #) or "short" legal description <input style="width: 150px;" type="text"/>		
City <input style="width: 100px;" type="text"/>		
County <input style="width: 100px;" type="text"/>		
TO:		
Moving to: <input style="width: 150px;" type="text"/>		
Address (Mobile Home Park and Space #) or "short" legal description <input style="width: 150px;" type="text"/>		
City <input style="width: 100px;" type="text"/>		
County <input style="width: 100px;" type="text"/>		
<p>I hereby certify that the information contained in the foregoing certificate is true and correct to the best of my knowledge and belief.</p> <p>Phone Number <input style="width: 100px;" type="text"/></p> <p><input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/></p> <p>Date Owner or Agent</p>	<p style="text-align: center;">TREASURER'S TAX CERTIFICATION</p> <p>I hereby certify that all of the taxes on the above mobile home that have been certified to me for collection have been paid.</p> <p><input style="width: 100px;" type="text"/> County Treasurer</p> <p><input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/></p> <p>Date County</p>	

Notes:	See Use Case docx in Teams for copy of "Example of Tax Certificate":
Disposition:	Software Development Required
Gap Description:	Need a way to produce the form above in a manner where the user can key in information, ideally with certain information pre-populating if selected from InfoCenter. Track the production of the form against the account.
	Complex Configuration: Create a correspondence for the 'half-sheet' which has Parcel#, Value, Description, Date and paid through date of taxes.

	Orange placard will not be produced by Aumentum. Ensure that permits are searchable.
Resolution Description :	<p>Aside from the form work above, the remainder of the process has been accounted for in other use cases in this document, specifically Advance Taxes</p> <p>County Response to Fit Analysis: Permit must be tied to mobile home, not PIN. Permits need to be searchable/trackable. Form provided was from 2014. Need to provide updated form from 2018. Aumentum will need to generate report. Opportunities to improve: Would like system to auto-populate frequent movers of mobile homes (as well as other fields).</p> <p>Product Response: Permit will be linked to PIN in the database and linked to the mobile home. We have added a search requirement to the GAP description. There is no report outlined in this use case other than the form. We will need a report specification from the county. As part of the form development TR is researching which fields can be pre-populated based upon PIN selection. During the development phase, Product analysts will be requesting time with Snohomish county during requirements confirmation/story breakdown. The new form can be introduced them, or if provided we can add it to this document now.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	TBD

WASNO-USECASE-197 MOBILE

Project ID:	WASNO-UseCase-197
Title:	Mobile
Actor:	Systems Division <ul style="list-style-type: none">• Residential Analysts• Residential Appraisers• Personal Property Appraisers• Commercial Lead & Appraisers• Residential and Commercial Supervisors and Managers
Purpose and Objectives:	Optimize appraiser's workflow with real-time read/write access to full CAMA system functionality in the field on a portable device.
Trigger Event(s):	Field inspection required.
PreCondition:	Parcel exists within system.
Post Condition:	Parcel is updated accurately. <ul style="list-style-type: none">• Reports generated based on completed work.
Use Case Flow:	<ol style="list-style-type: none">1. Parcel lists are generated by supervisor or appraiser2. CAMA division downloads parcels to mobile device and locks parcels in production office environment.3. Field work is complete.4. CAMA division uploads parcels back into the production environment.
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none">• No longer rely on downloaded static parcel datasets – which lock out other users from working with those parcels.• Monitor and track progress with real-time reporting.• Live connection allows appraisers to find nearby properties that require an inspection, that are not currently in the identified workload, i.e. new permits, recalls, sale reviews.• Work area routing/navigation based on assigned parcels, i.e. which side of the street is being worked. <p>REQUEST</p> <p>☞ Demonstration of Workshop Requirements (below) on a mobile device.</p> <p>Workshop Requirements Workshop ID - Requirement - Description</p> <p>Mobile 53 The solution has a Field mapping component that allows the user to query, view, flag and edit local CAMA and GIS information real-time directly on/from the map.</p> <p>Mobile 54 The field mapping solution can produce optimized routes and corresponding turn-by-turn directions for multiple parcels.</p> <p>Mobile 56 The field mapping solution can function with both a mobile connection and in a disconnected environment.</p>

	<p>Mobile 77 The solution can enable the user to export or download specified data or images from CAMA and/or GIS databases to a field device (PDA, Laptop PC, or Tablet Computer).</p> <p>Mobile 78 Able to edit data in the field without record locking entire downloaded/cached parcel set. Allows multi-user editing with conflict management functionality in the event multiple users edit a parcel record at the same time.</p> <p>Mobile 79 CAMA field solution allows dynamic access to query, view and update source data including map data when a connection is available, but still supports disconnected editing and mapping when no connection is available.</p> <p>Mobile 80 Supports the ability for an appraiser to designate changes to a parcel for future batch updates, such as new construction that must be posted in future dates. Goal is to minimize trips to the field.</p> <p>Mobile 276 The solution allows users to copy inspection data, sketches and characteristics from one property account number to another or to multiple accounts.</p> <p>RPA General 279 The solution provides full sketch drawing data entry and editing on a portable field device.</p> <p>Mobile 281 A strategic goal for the Assessor office is to have seamless integration between the CAMA solution and portable field devices. The solution can allow direct data transfers without requiring an intermediary conversion process or third parties in order to move field data off a field device into the CAMA solution or vice versa. Solution can enable user to establish a record set of property characteristics, images and sketches on a field device (PDA, Laptop PC, Tablet Computer). Solution will enable the user to select records using criteria that includes at a minimum: Reval cycle Number (with controls), neighborhood number, parcel number.</p> <p>RPA General 282 The solution can allow the appraiser to - Search field device for parcel characteristics, images and sketches in an inspection area using criteria specified by the user. Gives user option to set nested sort order of search output (e.g. By NH, by Geocode, by PAN) The solution can prompt the user with selection criteria and sort order and identifies # of parcels in print run; then allows user to cancel or proceed with print run to generate hard copies of field sheets.</p> <p>GIS 401 The solution can use different GIS datasets for identifying subject and comparable sales such as quality, school district, city, influences, etc.</p> <p>Overview 683 The solution provides online help for all levels of the solution, including: General help, screen help, transaction help, data entry help, and help at the field level. Help features are available on disconnected field devices.</p> <p>Custom Reporting 880 The solution can generate reports that allow management to forecast workloads, monitor workload status, and make assignments. Examples: How many parcels are in the reval area? How many parcels need to be inspected for new construction? What is the status of these parcels (have they been inspected, has data entry been done, etc.)?</p> <p>Personal Property 1009 The solution is capable of associating Personal Property accounts with Real Property parcels on a mobile device for field inspections. (Such as "Business Name" (Doing Business As).</p> <p>Mobile 1100 Can "download" a day's inspection record set (parcels) as work for the appraiser.</p> <p>Mobile 1101 The solution allows authorized users to certify a new property value on the mobile device after a new construction inspection is performed.</p> <p>Mobile 1103 On the mobile application, the solution can apply a flag "inspection complete" with appraiser ID and date/time stamp when the inspector is at the parcel with a single mouse click or "button" push.</p> <p>Mobile 1108 Able to sync data for selected benchmarks or neighborhoods only.</p>
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	<p>Mobile 1487 The solution will have secure remote access on field devices.</p> <p>GIS 1508 The solution's field and office mapping components allow real-time thematic mapping and dynamic labeling of any attribute in the CAMA system. For example, the user can view parcel improvement grades as unique colors on the map and if the grade is changed in the CAMA database, the map automatically reflects the change by changing the corresponding parcel color.</p> <p>Mobile 1512 The Solution has a tool/application that for viewing and updating parcel data in the field.</p> <p>Mobile 11099 Can take photos with mobile device and have them linked to the property record or building record automatically.</p>
Disposition:	Software Development Required
Gap Description:	<p>This feature is a primary area of concern for Snohomish County and based on the onsite fit analysis, a number of significant gaps between the existing functionality and the requirements below were identified</p> <p>Gaps identified prior to fit session included:</p> <p>Mobile 71: The field mapping solution uses GPS signal to "find me" on the map.</p> <p>Mobile 81: Mobile solution runs on tablet, regardless of OS.</p> <p>Mobile 276: The solution allows users to copy inspection data, sketches and characteristics from one property account number to another or to multiple accounts. <u>Gap:</u> The system lacks the ability to copy objects to other or multiple accounts downloaded to the device</p> <p>Personal Property 1009 The solution is capable of associating Personal Property accounts with Real Property parcels on a mobile device for field inspections. (Such as "Business Name" (Doing Business As).</p> <p>Gaps identified as a result of the fit session included:</p> <p>Mobile 53: The solution has a Field mapping component that allows the user to query, view, flag and edit local CAMA and GIS information real-time directly on/from the map. <u>Gap:</u> The client is expecting the ability to generate themes (see also 79 & 1508) and then select multiple accounts and mass update them directly from the map. Examples would include looking at quality of homes in an assigned neighborhood and then updating them accordingly. In addition, the client wants the ability to call for a parcel from the field to be sent to device (i.e. discovered NC or other observations).</p> <p>Mobile 54: The field mapping solution can produce optimized routes and corresponding turn-by-turn directions for multiple parcels. <u>Gap:</u> Route optimization of accounts on the device and turn by turn navigation is not available on the device. Requested features also to include appraiser location and tracking.</p> <p>Mobile 78: Able to edit data in the field without record locking entire downloaded/cached parcel set. Allows multi-user editing with conflict management functionality in the event multiple users edit a parcel record at the same time. <u>Gap:</u> Application lacks a conflict resolution feature to account for conflicting changes on sync.</p> <p>Mobile 79: CAMA field solution allows dynamic access to query, view and update source data including map data when a connection is available, but still supports disconnected editing and mapping when no connection is available. <u>Gap:</u> The client is expecting the ability to generate themes (see also 53 & 1508) and then select multiple accounts and mass update them directly from the map. Examples would include looking at quality of homes in an assigned neighborhood and then updating them accordingly. In addition, the client wants the ability to call for a parcel from the field to be sent to device (i.e. discovered NC or other observations).</p> <p>RPA General 279: The solution provides full sketch drawing data entry and editing on a portable field device. <u>Gap:</u> Although sketching is supported in the mobile app, it lacks the ability to copy sketch polygons</p>

	<p>Overview 683: The solution provides online help for all levels of the solution, including: General help, screen help, transaction help, data entry help, and help at the field level. Help features are available on disconnected field devices. <u>Gap:</u> The mobile application lacks a help feature</p> <p>Mobile 1101: The solution allows authorized users to certify a new property value on the mobile device after a new construction inspection is performed. <u>Gap:</u> The mobile app does not support valuation in the field, only data collection. This needs to be discussed further as an alternate business process using Data Service Processing functionality was proposed.</p> <p>GIS 1508: The solution's field and office mapping components allow real-time thematic mapping and dynamic labeling of any attribute in the CAMA system. For example, the user can view parcel improvement grades as unique colors on the map and if the grade is changed in the CAMA database, the map automatically reflects the change by changing the corresponding parcel color. <u>Gap:</u> The client is expecting the ability to generate themes (see also 53 & 79) and then select multiple accounts and mass update them directly from the map. Examples would include looking at quality of homes in an assigned neighborhood and then updating them accordingly.</p> <p>Other requirement dispositions</p> <p>RPA General 282: The solution can allow the appraiser to - Search field device for parcel characteristics, images and sketches in an inspection area using criteria specified by the user. Gives user option to set nested sort order of search output (e.g. By NH, by Geocode, by PAN) The solution can prompt the user with selection criteria and sort order and identifies # of parcels in print run; then allows user to cancel or proceed with print run to generate hard copies of field sheets. <u>Determination:</u> This was determined to not be applicable to Mobile</p> <p>Custom Reporting 880: The solution can generate reports that allow management to forecast workloads, monitor workload status, and make assignments. Examples: How many parcels are in the reval area? How many parcels need to be inspected for new construction? What is the status of these parcels (have they been inspected, has data entry been done, etc.)? <u>Determination:</u> This should be met with existing dashboard functionality, however the data service and dashboard would need to first be configured. Until then it is represented as a gap.</p>
<p>Resolution Description :</p>	<p>Resolution is to evaluate applying a more robust field data collection tool in this instance. Although the gaps are called out, attention will need to be given to ensure that any alternate solution meets all customer expectations related to requirements marked as a fit with existing application.</p> <p>County Response to Fit Analysis: Data Cloud. Mobile solution demonstrated does not meet Snohomish County's needs.</p> <p>Product Response: Agreed</p>
<p>Risks / Constraints / Dependencies :</p>	
<p>Aumentum Program Name or function :</p>	
<p>Estimate:</p>	<p>TBD</p>

WASNO-USECASE-198 PTC-EXCISE – MONTHLY DOR REPORT

Project ID:	WASNO-UseCase-198
Title:	PTC-Excise – Monthly DOR Report
Actor:	Excise Specialist Lead
Purpose and Objectives:	To prepare and mail the Tax Statement of Taxes Collected form and Excise Affidavits that were processed for the prior month to DOR.
Trigger Event(s):	Monthly Process
PreCondition:	Filing Numbers for State Report, Reet Report, & Reet State Remit Report has been updated and saved in S:/Drive
Post Condition:	A Tax Statement of Taxes Collected form filled out and sent to DOR.
Use Case Flow:	<ol style="list-style-type: none"> 1. Fill out Real Estate Excise Tax Statement of Taxes Collected – (This is an Excel form that is located on our S:/Drive.) <ol style="list-style-type: none"> a. Information needed from the Reet Report (property tax system generated) <ol style="list-style-type: none"> i. Total State and Local Tax Collected ii. Total State and Local Tax on Mobile Homes iii. Total Local Tax Collected iv. State Excise Tax v. State Excise Tax Penalty vi. State Excise Tax Interest vii. Excise State Technology Fee viii. Total No. Affidavits ix. Total No. of Mobile Homes b. Information needed from the Filing Numbers for State Report (Excel Spreadsheet maintained in our office) <ol style="list-style-type: none"> i. Beginning Affidavit No. (Reet) ii. Ending Affidavit No. (Reet) iii. Beginning Affidavit No. (eConvey) iv. Ending Affidavit No. (eConvey) 2. Line 13 should match the Reet State Remit report <ol style="list-style-type: none"> a. If it doesn't match – find outage. 3. After form is completed – save, print, and sign Real Estate Excise Tax Statement of Taxes Collected form. 4. Box up the excise affidavits to be mailed to DOR putting the most recent date on the bottom with the oldest date on top. 5. Mail box of Affidavits and to DOR in Olympia. 6. Real Estate Excise Tax Statement of Taxes Collected form is included in monthly email to DOR. <p>Example:</p>



Real Estate Excise Tax Statement of Taxes Collected

County <u>Snohomish</u>	Report Month/Year <u>May-19</u>
Beginning Affidavit No. <u>1192588</u>	Ending Affidavit No. <u>1195108</u>
Beginning Affidavit No. <u>E119419</u>	Ending Affidavit No. <u>E121123</u>
Beginning Affidavit No. _____	Ending Affidavit No. _____
Beginning Affidavit No. _____	Ending Affidavit No. _____
Beginning Affidavit No. _____	Ending Affidavit No. _____
Beginning Affidavit No. _____	Ending Affidavit No. _____
Total No. of Affidavits <u>2491</u>	Total No. of Mobile Home Affidavits <u>73</u>

(Including Mobile Homes)

1. Total State & Local Tax Collected (do not subtract tax refunded) (Do not include: Refunds made, tax collected on mobile homes, and penalties and interest).....		<u>\$20,677,494.50</u>
2. Total state and local Tax on mobile homes.....		<u>\$59,991.07</u>
3. Total of Lines 1 and 2.....	=	<u>\$20,737,485.57</u>
4. Refunds during month.....		
5. Local tax collected (county/city)		
5a. Capital Projects.....		<u>\$5,823,211.34</u>
5b. Conservancy Land Acquisition & Maintenance.....		
6. Less lines 4, 5a, and 5b.....	-	<u>\$5,823,211.34</u>
7. Net state tax collected (line 3 less line 6).....	=	<u>\$14,914,274.23</u>
8. Less administrative fee (1.3% from state tax only, line 7).....	-	<u>\$193,885.56</u>
9. Total tax being remitted (line 7 less line 8).....	=	<u>\$14,720,388.67</u>
10. Add total delinquent penalty collected.....	+	<u>\$6,307.23</u>
11. Add total state delinquent interest collected.....	+	<u>\$594.79</u>
12. Add total \$5.00 state technology fee collected.....	+	<u>\$12,380.00</u>
12a. Less 1/2 of line 12 (retained by county for deposit to the special real estate and property tax administration assistance account)	-	<u>\$6,190.00</u>
13. Total to be returned to State Treasurer* (add lines 9, 10, 11, 12, less 12a)		<u>\$14,733,480.69</u>

*If this item does not agree with the amount deposited with the State Treasurer's office on the monthly Cash Receipts Journal Summary (State Form A8), list all adjustments which caused the difference below with explanation.

13. Total to be returned to State Treasurer* (add lines 9, 10, 11, 12, less 12a)	\$14,733,480.69
*If this item does not agree with the amount deposited with the State Treasurer's office on the monthly Cash Receipts Journal Summary (State Form A8), list all adjustments which caused the difference below with explanation.	
<u>Adjustments:</u>	
Date _____ Reason _____	(+) = _____
Date _____ Reason _____	(-) = _____
14. Total amount remitted to the State Treasurer (less adjustments).....	\$14,733,480.69
List voided affidavit numbers: _____	_____
_____	_____
or list a missing series: _____ to _____	
Signature _____	Telephone _____ Date _____
Distribution:	Original - Department of Revenue, attached to affidavit Batch
	Copy - State Treasurer's office, attached to monthly Cash Receipts Journal Summary
	Copy - Retained by County Treasurer
For tax assistance, please call (360) 570-3265. To inquire about the availability of this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.	
REV 84 0005ex (1/9/14)	

Associations to Other Use Cases:

Glossary:

Reports:

Notes:

Disposition: Software Development Required

Gap Description: Aumentum will need to generate the **Real Estate Excise Tax Statement of Taxes Collected**
File: 20190618112948830.pdf (Attach to Use Case)

Information to retrieve:

1. County Name
2. Choose Date Range for Month / Year (Same date ranges used for ACCT Remittance Processing)
3. List the Paper REET Numbers From / Through (See REET Numbering from REET processing)
4. List the e-Convey Numbers From / Through
5. Total Count
6. Total MH

Tax Details - see report 05-2019 REET Report Last Page

1. Total State & Local taxes - (not including MH , Refunds, Pen, Int)
2. Total State & Local Taxes on MH
3. Total taxes
4. Total refunds during the collection period
5. Local Tax separated out
 - a. Capital Projects separated from
 - b. Conservancy Land Acquisition & Maint
6. Total of the refunds (4) and local taxes (5a +5b)
7. Net of Total Taxes (3) less the Refunds and Local Taxes (6)
8. Less Administrative fee 1.3% from state tax (line 7)
9. Total Tax (lines 7 - 8)
10. Total Delinq Pen collected
11. Total Delq Int collected
12. Total Technology Fee (See differentiation of Tech Fee / Admin Fee)

	<p>a. 1/2 of Tech fee to State Treasurer and 1/2 to County</p> <p>i. Question - Is this 1/2 to County distributed at the time of remittance?</p> <p>13. Total to be returned to State Treasurer (Total Tax (9) plus Pen (10) & Int(11) collected plus Fee (12) less County 1/2 of fee (12a)</p> <p>**Adjustments?? To be reviewed - Need to allow for entry into Date, Reason & amount fields for + and -</p> <p>14. Total amount to be remitted to the State Treasurer (less adjustments)</p> <p>**Voided affidavit numbers - missing numbers & missing series (See use case for Voiding / Reversing the REET)</p> <p>Sending the State:</p> <ul style="list-style-type: none"> ● 20190618112948830.pdf (MAIN State Mandated Report Format). Included with the report are the following: <ul style="list-style-type: none"> ○ 05-2019 REET Report.rpt <ul style="list-style-type: none"> ● Last page (Summary) ● Schools page ● County - Current Expense Report <p>(These 3 pages are attached to the report)</p> <ul style="list-style-type: none"> ○ Filing Numbers (eConvey Report) 05-2019 Filing Numbers.pdf ○ 05-2019 REET State Remit.xls ○ 05-2019 Next Period.xls Only the "Next Period" tab - list of the REET affidavits in process but not paid within the time frame <ul style="list-style-type: none"> ● Run for Document Date within the effective date range. <ul style="list-style-type: none"> ▪ Payment Rules: <ul style="list-style-type: none"> ● A/R record with no payment date - OR - ● A/R record with payment date outside of effective date range.
<p>Resolution Description :</p>	<p>County Response to Fit Analysis: Form provided during review was from 2014. We will provide updated form from 2018. Aumentum will need to generate report.</p> <p>Product Response: We will update with 2018 form when received.</p>
<p>Risks / Constraints / Dependencies :</p>	
<p>Aumentum Program Name or function :</p>	
<p>Estimate:</p>	<p>Included</p>

WASNO-USECASE-199 PTC-MONTHLY DOR REPORTING OF EXCISE TAX COLLECTED

Project ID:	WASNO-UseCase-199
Title:	PTC-Monthly DOR Reporting of Excise Tax Collected
Actor:	Excise Specialist Lead
Purpose and Objectives:	To send the Department of Revenue (DOR) reports of Excise Tax Collected to the Department of Revenue.
Trigger Event(s):	Monthly
PreCondition:	All required reports have been generated and/or updated and saved in the S:/Drive
Post Condition:	All required reports have been sent to DOR by email
Use Case Flow:	<p>1. By the 20th of the following month according to RCW 42.45.180, email the DOR the required reports of the previous months collected excise tax activity.</p> <p>a. Reports included (all reports are month specific):</p> <p>i. Next Period: a worksheet maintained in our Excise Balancing worksheet</p> <p>ii. REET Report: Generated from Ascend, created and saved in S:/drive during REET Remittance process (report: ASC0009)</p> <p>iii. REET State Remit: an Excel workbook that is maintained daily during the Excise Balancing process</p> <p>iv. Filing Numbers: Generated from Ascend, created and saved in S:/drive by Excise Specialist Lead (report: ASC1009)</p> <p>v. Real Estate Excise Tax Statement of Taxes Collected form from DOR: Completed and saved by Excise Specialist Lead in Monthly DOR Report process.</p>
Associations to Other Use Cases:	<p>Monthly REET Remittance</p> <p>Monthly DOR Report</p>
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<p>*REET report already accounted for in another use case as development needed.</p> <p>*Filing Numbers report required (attached) lists Excise ID, Alternate disposition, Excise status, payment information, receipt number and payment effective date.</p> <p> Need to be able to select an activity date range for this report. The payment issue column shows payments that were made against the excise, but not in time for the reporting.</p> <p>*Real Estate Excise Tax Statement of Taxes Collected (Already listed as software development needed in the Monthly DOR use case)</p> <p> DOR form (current rev number 84) Attached. Need a date selection for this as well.</p> <p> Shows beginning-ending affidavit numbers- both paper and EREET. The starting number on here is the last report +1, because DOR wants to account for all numbers.</p> <p> total number of affidavits, total number of mobile home affidavits</p> <p> total state /local taxes</p> <p> total state local MH taxes</p> <p> Local tax capital projects, conservancy land acquisition & maintenance</p> <p> Adjustments and signature.</p> <p> **NOTE - need clarification from the county still on some of the fields required before development. Some of these fields may need to be keyed in by the county. DOR may need in excel format</p> <p>*Next Period report will need either it's own report, allowing for a date range for doc date - and for A/R either reporting A/R with no payment, or with payment effective date outside of reporting period.</p>

Resolution Description :	County Response to Fit Analysis: We are still waiting to hear from DOR on the report fields questioned. Software will need to create statutory reports. Product Response: We will create statutory reports as part of core development.
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-201 PTC-EXCISE MONTHLY ROLLOVER

Project ID:	WASNO-UseCase-201
Title:	PTC-Excise Monthly Rollover
Actor:	Tax Specialist Lead Technology Support Specialist
Purpose and Objectives:	To rollover the Daily Balancing Log and REET State Remit spreadsheet
Trigger Event(s):	Monthly
PreCondition:	Previous month's excise activity must be complete prior to rollover.
Post Condition:	The next day's balancing information goes to the new spreadsheets.
Use Case Flow:	<ol style="list-style-type: none"> 1. Go to the REET State Remit Spreadsheet for the current month. <ol style="list-style-type: none"> a. Copy the spreadsheet b. Paste to the new month's folder location and rename spreadsheet with the corresponding month number c. Clear out all spreadsheet information 2. Open the Daily Balancing Log for the current month. <ol style="list-style-type: none"> a. ENSURE formatting on all spreadsheets is valid and accurate. b. Copy all unpaid transaction entries, and paste to the Next Period spreadsheet to use to balance later. c. Save current month, and copy/paste to the new month's folder and rename the spreadsheet to match the month's number. d. On the next month's Daily Balancing Log spreadsheet clear out all Reet and eReet transactions that are not unpaid. e. Compare the unpaid entries total to the Unpaid spreadsheet total from step 2b. f. Clear out all current month notes, and update all formatting and titles to the next month.
Associations to Other Use Cases:	
Glossary:	REET: Real Estate Excise Tax eReet: Electronic Real Estate Excise Tax
Reports:	
Notes:	
Disposition:	Process Change
Gap Description:	
Resolution Description :	<p>Paid and unpaid information is tracked within Aumentum. This information is no longer necessary to be tracked in external spreadsheets. This information can be viewed by running the paid / unpaid reports.</p> <p>County Response to Fit Analysis: Indication is that external spreadsheets will no longer be needed. Aumentum will track paid/unpaid excise. Reminder - DOR cut off is different than monthly.</p> <p>Product Response: Yes, DOR cut off has been addressed in other use case resolutions.</p>
Risks / Constraints / Dependencies :	

Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-202 PTC-PARTIAL REFUNDS OF EXCISE TAX

Project ID:	WASNO-UseCase-202
Title:	PTC-Partial Refunds of Excise Tax
Actor:	Excise Specialist Lead Tax Collections Systems Specialist
Purpose and Objectives:	If a partial refund of excise tax is required, a refund needs to be sent out to the taxpayer and the remaining receivable charge (balance) needs to be credited (removed).
Trigger Event(s):	Receive request from DOR to refund part of the local excise tax received on an excise transaction.
PreCondition:	
Post Condition:	System shows the administrative correction and refund is sent to the taxpayer.
Use Case Flow:	<ol style="list-style-type: none"> 1. Excise Specialist Lead will prepare a Refund Request form (Word Document) 2. Find receipt in property tax system 3. On the Local Excise Tax line, make the amount of the partial refund "Refund Eligible" 4. In the charges section of this filing number, credit the Local Excise Tax charge the amount of the partial refund. 5. Verify that all charges have been paid in full and that there is no additional monies due 6. Verify that the Refund and Administrative Charge Credit are visible in the history 7. Prepare refund according to standard refund procedures
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Software Development Required
Gap Description:	<ul style="list-style-type: none"> • Refund Processing for Excise Taxes should follow the same process as standard refund processing. • When an Excise has been cancelled or partially cancelled, the Excise Refund will be generated • Refund letters and reporting need to be updated to include Excise taxes • Depending upon which direction is chosen for storing the excise charges, need to ensure there is a way to cancel/correct/refund a portion of those charges.
Resolution Description :	<p>County Response to Fit Analysis: The refund process will change, but it should be a standard refund with a few more notations and different letters. We will need to be able to do a partial refund on excise charges.</p> <p>Product Response: The dataservices provided should allow for notations on letters – additionally, some data services allow for configurable fields. Partial refund is accounted for in bullet 4 in the Gap description.</p>
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	

Estimate:	Included
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WASNO-USECASE-204 <u>GIS 4.19</u>	
Project ID:	WASNO-UseCase-204
Title:	GIS 4.19
Actor:	GIS Residential Analysts Personal Property Appraisers Commercial Lead & Appraisers Residential and Commercial Supervisors and Managers
Purpose and Objectives:	Use mapping system to perform various tasks: o View parcel lines o View aerials o View property characteristics, i.e. land type, grade, owner name, etc. o Measuring tool to calculate area and distance, i.e. critical areas, impacted topography, exterior dimensions of structures o Thematic mapping and dynamic labeling o Equalization GIS department also maintains sketch data for public access
Trigger Event(s):	Daily appraisal work
PreCondition:	Parcel and relevant layers exist within syste
Post Condition:	CAMA and mapping system are synchronized in real-time Public can view sketch through public access
Use Case Flow:	1. Daily appraisal assignment requires viewing parcel on a map 2. Parcel opened in map 3. Various tools are used to determine characteristics and value information
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<ul style="list-style-type: none"> • Many of their Personal Property accounts do not have a relationship between the PPA account and an associated Real Property Account • Question regarding ability to identify PPA association to Real Property views. <ul style="list-style-type: none"> o Getting Oblique Imagery - Could they see the street-level view to do the analysis of the PPA to Real Property at that point? o We support links into Oblique Imagery and links to Google Street View to review with the GIS view to link the PPA associations o Ability to show "bubble view" of how many properties within a specified area. o Aumentum consuming a service to display the information • Pictometry can be connected both on-premises or in the cloud • In the field, want to be able to • Embedded maps - Esri product - how long does it take to get into Aumentum? <ul style="list-style-type: none"> o Java script viewer. Written in house, because of Esri licensing. Microsoft partner, so early notice of upcoming changes. Not everything supported in Java3 is supported in Java4, so we haven't made the jump yet. • App Settings - Effective Date - Geo Analyst <ul style="list-style-type: none"> o Set Base Layer Title & URL o No limit to the number of layers, as long as the ArcGIS server can support it o 6 URLs supported in settings

- Print quality "Good / Better / Best" - based on configuration of print quality, and quality of the imagery.
 - GIS configuration and base maps will be responsible for the way the images show. Aumentum displays the various layers.
 - Aumentum can show the selected base map based on selection. If a more clear base map is available, the Appraiser can change the base map for visual analysis.
- For visual analysis, Pictometry can be added
- Categorization of property characteristics based on County specifications
- Are there plans for the future to open a parcel from the results list from Visual Analysis without searching for the PIN in Property Characteristics?
 -

Difference between Visual Analysis and GIS

- Visual Analysis allows someone other than a GIS specialist to thematically map. Appraiser has the ability to specify characteristics or variables to identify parcels to review parcels that need to be worked or reviewed.
- Potential Business Practice Applications
 - These parcels could then be extracted into a listing for data validation - pull into a PIN list and then import for working

Document Notes

Goals for Improvements – Not currently As-Is Process

- Develop seamless integration between its GIS and CAMA systems. Seamless integration between the GIS and CAMA systems should occur in two areas—database maintenance and inter-application communication
- Thematic mapping and dynamic labeling
- Personal property / real property relationships
- Allow real-time read/write access to full CAMA system functionality in the field or on an in-office device
- Ability for end-users to add layers based on CAMA system data, outside sources, or labeling

REQUEST

☞ Demonstration of Aumentum’s mapping system functionality, i.e. pictometry / oblique imagery, measuring tool, adding layers, etc.

Workshop Requirements

Workshop ID Requirement Description

GIS 57 This solution can support native Esri raster and vector formats.

Do not support Vector Tiles

GIS 72 The solution can export to KML to send to title companies and other entities.

Spatial information can be provided without additional input from Aumentum. Public Access could be used to search for some information needed without an export to KML. Laura to research the initial intent for the export to KML intent.

GIS 75 The solution has an Office mapping component that allows the user to query, view and edit production and property characteristic database CAMA and GIS information real-time directly on/from the map

Property Characteristics must be altered from within the parcel once selected from within the map

No GIS data can be altered from within Aumentum GIS viewer

Refresh of the Map will show the change of the parcel characteristics as soon as the changes are made.

GIS 401 The solution can use different GIS datasets for identifying subject and comparable sales such as quality, school district, city, influences, etc.

FIT - Comparable Sales process gives visual reference within GIS within various layers.

Example: Ability to search for all given parcels for a given school district. TAG search, PIN list creation based on search of District details, Custom Searches, etc.

GIS 712 The solution provides the ability for the CAMA system can view and query GIS information (e.g.

	<p>GIS acres, CreateDate, EditDate, Acreage Verification, Shoreland/Tideland interest, Seg Source, etc.) about a parcel and the GIS system can view and query CAMA information (e.g. Situs Address, Owner/Taxpayer, Legal Description, Zoning, etc.) FIT - Can connect to the Aumentum Database through the GIS system. Look at the data desired from Aumentum. Build a TVF or SP to denormalize the data to be consumed by the GIS system.</p> <p>GIS 714 The solution can support interaction between itself and an Esri ArcGIS for Server online version of the County's GIS. FIT - Configuration - identify where to connect to a portal, ArcGIS server, any connection necessary.</p> <p>GIS 889 The solution has a method of joining parcel attributes stored in the CAMA database to Esri feature class. FIT - Shown in the demonstration of PIN, features, parcel details when associated to the GIS data.</p> <p>GIS 1508 The solution's field and office mapping components allow real-time thematic mapping and dynamic labeling of any attribute in the CAMA system. For example, the user can view parcel improvement grades as unique colors on the map and if the grade is changed in the CAMA database, the map automatically reflects the change by changing the corresponding parcel color. FIT - Demonstrated in Fit Session. Once changes are saved in the system, changes are made within the system (1-1 and en masse), the GIS graphical view are updated as well. Thematic mapping shown during Visual Analysis.</p> <p>GIS 1600 The mapping solution can export to .pdf and print/plot high quality standard size (Letter, Ledger, Tabloid) and large format D and E size maps. FIT - Configuration</p> <p>GIS 1704 The solution can include a well-documented database architecture and table structures that provide simple, secure access for GIS technicians. FIT - Highly normalized data structure - must be learned, very well documented for access.</p>
Disposition:	Software Development Required
Gap Description:	The system does not currently support Vector Tiles. GIS information cannot be edited through the map, only CAMA information.
Resolution Description:	<p>Users can query, view, and edit production and property characteristic database information real-time directly on/from the map. GIS can be accessed through the menu or from a flyout present on multiple screens throughout the RPA module. Multiple layers can be added by the County's GIS staff and overlaid to view quality, school district, city, influences, etc. Aumentum enables users to view and query GIS information such as GIS acres, and CAMA information such as situs address using the GIS toolbar. Thematic mapping is possible through the use of Visual Analysis. GIS is updated immediately upon refresh to reflect changes to the CAMA data stored in Aumentum. Built-in tools include the ability to export to .pdf files and to print maps in various sizes and qualities based on user specification.</p> <p>County Response to Fit Analysis: The mapping offering baked into the product offers very minimal functionality and provides no real integration beyond what we are already doing. In the Resolution Description, and in other responses, the vendor indicates the product can do Thematic mapping. The way It should work is that the user has the ability to filter/query/color whatever attribute(s) they choose. However, the product as demonstrated did not have this capability. It appeared that each "thematic view" would have to be a predefined GIS feature service configured and set up by GIS. It feels a bit overstated that they have "Thematic mapping" and reinforces the Disposition that Software Development is Required</p> <p>Product Response: Agree that software development is required. Already on our roadmap for the 2020-2021 time frame are several pieces, outlined below:</p>

	<ul style="list-style-type: none"> • We are looking at georeferencing of objects which will allow the utilization of the parcel fabric to interact with buildings, features, and land lines. • Exploring phase 2 of Insights which includes bidirectional management of data from ESRI data from Aumentum. This further leverages the first bullet point of georeferencing objects. • Exploration of updating web applications to include bi-directional data as well as utilizing base ESRI web apps and widgets. <p>Our solutions would leverage the ESRI Portal and the prerequisite would be that they need ArcGIS Enterprise.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	Included

WASNO-USECASE-205 PERMITS 4.20

Project ID:	WASNO-UseCase-205
Title:	Permits 4.20
Actor:	Systems Division Administration Planning & Development Services Department Local Jurisdiction Planning Departments
Purpose and Objectives:	Assist in the development of the county's parcel base by adding construction, remodel/additions, demolition, land disturbing activities, or tenant improvement information on a PIN from appropriate jurisdictions. Once entered, permit information can be used in a variety of ways to support inspection, completion and identifying the existing physical characteristics of improvements. Quite often during plat development, a substantial amount of information reoccurs across multiple PIN's within the plat.
Trigger Event(s):	County Planning and Development Services emails a weekly list of permits from the previous week Local Jurisdictions send an email of new permits since the last time they emailed a list
PreCondition:	Parcel (PIN) must be active within the solution (or solution has a way to flag this type of error)
Post Condition:	List / report of successfully entered PINs is available List or Errors is available Permit information can be edited, added, changed or deleted
Use Case Flow:	1. Receive permit information for a PIN 2. Pull / filter a list of permits which are used in the valuation process 3. Enter information on the PIN 4. Verify that the recorded information is correct in the solution
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>2019-07-09 Fel Session Notes</p> <ul style="list-style-type: none">• Can Status be sorted? Yes• A permit can be associated to multiple Parcels• Configuration of Permit Import<ul style="list-style-type: none">○ File I/O○ Flexibility of import fields○ Flexibility of field layouts• Can the Permit Export / Reporting be standardized or customized to show desired fields?<ul style="list-style-type: none">○ Use Dataservices to create searches and reporting to define the parameters for the various needs<ul style="list-style-type: none">▪ Permits by individual▪ Outstanding Permits• How to identify duplicate permits being created?<ul style="list-style-type: none">○ Jurisdictionally by permit number• Permit import - how does Aumentum deal with errors during the import process<ul style="list-style-type: none">○ Output report will show the errors encountered during the import. <p>Document Notes Goals for Improvements – Not currently As-Is Process</p> <ul style="list-style-type: none">• Automate the process so that permits can be entered in batch either manually scheduled or on a predetermined schedule.

- Process these in the system, in a proactive manner with enough time for approvals.
- Parent permits moved en masse to children accounts

Workshop Requirement

Workshop Title ID Requirement Description

Permits Building Permits 82 The solution can allow for the import of permit information from other applications used by various jurisdictions.

Permits Building Permits 83 The solution can maintain history of all permits issued on a property.

Permits Building Permits 84 The solution has the ability to move or copy permits from one account to another. The user is able to add, change or delete building permit information in the CAMA application.

Permits Building Permits 285 The solution (at a minimum) has the ability to store building permit information such as: - Date the permit was issued - Jurisdiction issuing the permit - Permit number - Permit type, and accept permitting information from other sources.

Exemptions Senior Citizen Frozen Value adjustments 428 The solution can identify, display, and report properties with an exemptions when a building permit or exception is entered on the system. For example SC Disabled Exemption AV's "frozen AV" to be adjusted when new construction AV results from a building permit

***AA Value Calculation Requirement**

Permits Integration with outside databases 734 Able to interface with County Permitting database for import of permit, building sketches and address information into the CAMA solution.

Fit - Demo'd

RPA General

Flagging work

825

Solution has the ability to flag a parcel or permit for revisit date.

Fit - Can use Flags or other mechanisms

Overview

Scheduling Batch Updates

865

The solution can support the scheduling of batch jobs (updates, reports, processes, etc.) to execute automatically at a specific date and time.

Permits

Mobile Home Movement Permits

914

The solution is able to process mobile home movement permits, process advance taxes for a mobile home, issue proof of taxes paid letter and accommodate all requirements associated with the mobile home remaining in the County, moving out of the county or out of the state.

Permits Edit Building Permit Information 920 The solution can allow the user to edit, add, change or delete building permit information.

Parcel Inventory New Accounts 924 The solution can allow the user to mass update data characteristics, notes, permits, value information, etc. for groups of new subdivision accounts based on client-defined criteria or business requirements.

workflow

Fit - based on what was seen in both the Parcel Redescription and Permit sessions. Redescription allows for information updates in Plats. Permits can be moved to child parcels within the Plat process. Permits can be associated to a building, and will follow that building to the new parcels.

	<p>Real Property 1451 Automatically assigns properties for inspection based on sale date, permits or customer request. Personal Property</p> <p>Discovery 1602 The solution can notify a personal property account when a new permit has been added to an associated real property account.</p>
Disposition:	Complex Configuration Required
Gap Description:	<p>* See Workflow note below (In Risks / Dependencies Section) regarding Outstanding permits that need Appraiser Workflow for maintenance valuation after the initial Levy. Workflow needed to identify Permits not complete <i>within 1 year (after initial levy)</i> **Need to define this more accurately*</p> <p>* UDF needed for Expiration</p> <p>*AA Value Calculation Requirement: Exemptions Senior Citizen Frozen Value adjustments 428 The solution can identify, display, and report properties with an exemptions when a building permit or exception is entered on the system. For example SC Disabled Exemption AV's "frozen AV" to be adjusted when new construction AV results from a building permit</p>
Resolution Description :	<p>Aumentum allows the user to import permit information from other external sources through a .CSV file, which is a common format available to all users of Microsoft Excel. Templates can be configured for each individual issuing jurisdiction under the File Input / Output Configuration screen. Files based on those templates can then be imported through Valuation > Batch Valuation > Permit Import. Aumentum maintains a history of all permits issued on a property - including Date the permit was issued, Jurisdiction issuing the permit, Permit number, and Permit type. This history is accessible through either Valuation > Permits or the Permits Tab. Individual permits can be added, deleted, or modified at the PIN level on the Permits Tab. Individual permits can be searched, added, deleted, modified, or copied at the PIN level through the Permits screen.</p>
Risks / Constraints / Dependencies :	<p>Workflow needed to identify Permits not complete <i>within 1 year (after initial levy)</i> **Need to define this more accurately** that are supposed to be processed for Maintenance. The Permits must be levied within 1 year of receipt, and after that, they revert to "Maintenance", and the Appraiser is responsible for insuring that this is in the Appraiser's queue for Maintenance Valuation.</p> <p>Dataservices to create searches and reporting to define the parameters for the various needs Outstanding Permits Permits by individual Appraiser Hierarchy - low value permits, etc</p>
Aumentum Program Name or function :	
Estimate:	Included

WASNO-USECASE-206 REGRESSION 4.17

Project ID:	WASNO-UseCase-206
Title:	Regression 4.17
Actor:	Systems Division Residential Analysts Commercial Lead & Appraisers Residential and Commercial Supervisors and Managers
Purpose and Objectives:	Ability to develop multiple regression models for use in valuations
Trigger Event(s):	Sales indicate value change is necessary.
PreCondition:	Parcel exists within system.
Post Condition:	Model is developed that accurately values properties to acceptable standards.
Use Case Flow:	1. Parcel datasets are extracted from database into SPSS 2. Calculate dependent variable coefficients from independent variables using: Enter, Stepwise, Remove, Backward, Forward methods 3. Write syntax based on coefficients and apply to parcel values 4. Verify results with statistics
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	<p>REQUEST ☞ Demonstration of use of regression models within the system.</p> <p>Workshop Requirements Workshop ID Requirement Description</p> <p>regression 148 The solution can enable the user to develop, apply, test, reverse or accept statistical valuation models to subject records of the same type, same location and with the same units of comparison. FIT - Demonstrated. The model does not have to be the valuation method.</p> <p>regression 173 The solution provides a built-in statistical analysis tool or integration with a 3rd-party tool (such as SPSS) with data nesting and grouping capability. FIT - Demonstrated.</p> <p>regression 308 The solution can allow sales records to be exported into other applications such as Access and in statistical software such as Excel, NCSS and SPSS. FIT - Demonstrated.</p> <p>regression 368 The solution can allow comparable sale prices to be adjusted based on coefficients produced by the regression analysis. The adjustments for comparable models can be derived from the linear regression equation for both additive and multiplicative regression models. The DiffRateValue adjustment is derived when the dependent regression variable is not a logarithmic transformation. **COPY / PASTE information from the .ppt**</p>

	<p>regression 373 The solution is able to integrate various SPSS (or similar) statistical modeling applications and transformations of variables. FIT - This is done within Aumentum rather than within SPSS. If you discover it is needed while in SPSS, make the change within Aumentum and re-export it.</p> <p>regression 375 The solution can enable the user to quickly read and write data between the assessment application and SPSS (or similar) software. FIT</p> <p>regression 382 Supports additive, multiplicative, and hybrid value model formats. FIT</p> <p>regression 1067 The solution has the ability to use geographically weighted regression for both residential and commercial property. Any analysis that can be done within SPSS can be brought back into Aumentum. Aumentum contains the raw data needed, but the County would need to determine what tool should be used for the type of analysis to be done.</p> <p>regression 1068 The solution can perform multiple regression analysis for residential and commercial property. FIT</p>
Disposition:	Fit
Gap Description:	
Resolution Description :	<p>Business process will include the initial establishing of the data set to be analyzed. The client will be responsible for maintaining a license with SPSS for analysis which will occur outside of Aumentum. Aumentum allows for the import and export of data to integrate with SPSS's analytical capabilities. The solution satisfies the client's requirements through the following steps and screens:</p> <ol style="list-style-type: none"> 1. <i>Configure variables for property characteristics (Valuation > Configuration > Variable Configuration)</i> 2. <i>Configure Study Group characteristics for properties to include (Valuation > Analysis > Study Group Analysis)</i> 3. <i>Configure Data Source defining collection of variables to include (Valuation > Configuration > DataSource Configuration)</i> 4. <i>Build export data file for Study Group and Data Source (Valuation > Batch Processes > Export > Regression)</i> 5. <i>Open data file in SPSS</i> 6. <i>Analyze data in SPSS to determine properties and variables to be used</i> 7. <i>Run regression analysis in SPSS and export the results to an XML file</i> 8. <i>Build a regression model in Aumentum by uploading the XML file to build the regression model in Aumentum (Valuation > Valuation Management > Regression Model Maintenance)</i> 9. <i>Value property in Aumentum using the regression model expression (Valuation > Valuation Management > Model Control)</i> <p>County Response to Fit Analysis</p> <p>SPSS will work.</p> <p>Product Response: Noted.</p>

Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	N/A

WASNO-USECASE-165 PTC-ABATEMENT LIENS 1.1.2

Project ID:	WASNO-UseCase-165
Title:	PTC-Abatement Liens 1.1.2
Actor:	Tax Collection Specialist
Purpose and Objectives:	To add charges to tax bill to collect on behalf of municipality an outstanding lien
Trigger Event(s):	Notified by Financial Systems Coordinator that charge schedule and payment plan has been created.
PreCondition:	Parcel must exist Charge Schedule and Payment Plan must exist
Post Condition:	Lien charge appears on tax bill
Use Case Flow:	Manually add Certificate of Lien charge to parcel using provided charge schedule and payment plan The amount to charge will be included in the paperwork from the municipality Add to delinquency file named "MuniLien" to monitor After lien is paid notify municipality that lien has been satisfied
Associations to Other Use Cases:	Payment Processing
Glossary:	
Reports:	
Notes:	see notes on 1.1.1 abatement liens.
Disposition:	Fit
Gap Description:	
Resolution Description:	<p>These charges will be added in the Special Assessment module.</p> <p>Process:</p> <p>The user will first navigate to Special Assessments, then Revenue Object Maintenance. Here, they will search for the PIN(s) to receive the special. Once it is added, they will use the Calculations and Postings option under the Special Assessments menu to add the charge. This function acts as a correction and will add the charge either to the existing bill or as an additional bill based on settings The user can then go in to Info Center and print the bill, and the charges are available for cashiering.</p> <p>Configuration:</p> <p>The districts levying the charge will have already been defined Assessment Administration functional calendar SPAS posting even would have already been defined.</p>
Risks / Constraints / Dependencies:	
Aumentum Program Name or function:	
Estimate:	N/A

WASNO-USECASE-207 <u>4 YEAR DELINQUENT PERSONAL PROPERTY WRITE-OFF</u>	
Project ID:	WASNO-UseCase-207
Title:	4 Year Delinquent Personal Property Write-Off
Actor:	Tax Specialist Lead
Purpose and Objectives:	Cancellation of uncollectable personal property taxes.
Trigger Event(s):	Annual action
PreCondition:	Items are delinquent and in collection. They have been reviewed by the Revenue Officer and are determined uncollectable and at least 4 years old.
Post Condition:	Charges are removed from the tax collection system and report is generated for county legislative authority.
Use Case Flow:	<ol style="list-style-type: none"> 1. Throughout the year the Revenue Officer reviews delinquent parcels and determines if they are uncollectable, keeps track on a spreadsheet in Excel. 2. Create a list identifying them as uncollectable by year. 3. Extract data of written off accounts into a text file for record keeping. 4. Remove charges, this can be done several times throughout the year. 5. The extracts are used to create the report of accounts written off that is provided to Council by February 1st of each year. <ol style="list-style-type: none"> a. The written off accounts are broken into 2 different types of assessment. <ol style="list-style-type: none"> i. Personal Property/ business equipment – see example below ii. Mobile Homes/ buildings on leased land – see example below
Associations to Other Use Cases:	
Glossary:	
Reports:	

Notes:

	B	C	D	E	F	G
1	Name/Account #	Year	A/V	Tax	Penalty	Total
2						
3	2741076	2010	1,639	\$ 17.30	\$ 4.33	\$ 21.63
4	1ST 2ND MORTGAGE CO OF NJ					
5	Computer equipment, office furniture					
6						
7	2787427	2010	36,400	\$ 384.04	\$ 96.01	\$ 480.05
8	A BEAUTIFUL YOU					
9	Estimate of unreported property					
10						
11	2740868	2010	30,474	\$ 290.67	\$ 72.67	\$ 363.34
12	A G S INC					
13	Computers, printing equipment					
14						
15	2773981	2010	15,238	\$ 133.80	\$ 33.45	\$ 167.25
16	A K C INTERIORS LLC					
17	Computer equipment, office furniture					
18						
19	2728898	2010	269,935	\$ 2,370.22	\$ 592.56	\$ 2,962.78
20	A P BARBARAS / MAKISHI CORP					
21	Restaurant furniture fixtures					
22						
23	2741217	2010	77,429	\$ 750.92	\$ 187.74	\$ 938.66
24	ACE CLEANERS					
25	Dry cleaning equipment					
26						
27	2774336	2010	74,758	\$ 666.49	\$ 166.63	\$ 833.12
28	ACE MORTGAGE					
29	Bankruptcy					
30	Network computer equip, furniture, fixtures					
31						
32	2773870	2010	55,416	\$ 517.53	\$ 129.39	\$ 646.92
33	ADVANTAGE RENT A CAR					
34	Estimate of unreported property					
35						
36	2791752	2010	2,517	\$ 22.11	\$ 5.53	\$ 27.64
37	AFRICAN SUPERMARKET					
38	Signs					
39						

	B	C	D	E	F	
	Parcel#	Description	Name	Tax Yr	A/V	Tax
	32042200102801	1979 Liberty Redgewood 52/24	BOGART LLOYD A & RONNE M	2010	2,000	\$ 181.51
	00960007504001	70 Leisure Manor 10773 60/24	CHASE LAURENCE A	2009	2,600	\$ 21.21
				2008	14,100	\$ 151.66
0	00548000000514	1971 Olympian 11926 50/12	COMENVUT ROBERT SR	2010	1,000	\$ 10.97
1				2009	1,200	\$ 12.23
2				2008	1,200	\$ 12.01
3				2007	2,700	\$ 28.03
4				2006	3,800	\$ 41.07
5				2005	4,200	\$ 49.82
6						
7						
8						
9	00960013000200	1979 Bendix Kozy SC2319A 56/14	CR INVESTMENT CORP	2010	4,700	\$ 46.04
0						
1						
2	31051700403001	1975 Camelot 70/10	GOIN WESCOTT DEBORAH L			
3						
4						
5	00970000146900	Port Susan Lot 1469	HARGITT MILES	2010	1,300	\$ 13.63
6				2009	1,300	\$ 12.67
7				2008	1,400	\$ 13.20
8				2007	800	\$ 7.82
9				2006	900	\$ 9.67
0				2005	1,400	\$ 16.54
1				2004	1,400	\$ 21.28
2				2003	1,400	\$ 22.22
3				2002	1,400	\$ 21.51
Disposition:	Unassigned- Need Meeting					
Gap Description:						
Resolution Description :						
Risks / Constraints / Dependencies :						
Aumentum Program Name or function :						
Estimate:						

WASNO-USECASE-208 CERTIFY PERSONAL PROPERTY TAX TO REAL PROPERTY

Project ID:	WASNO-UseCase-208
Title:	Certify Personal Property Tax to Real Property
Actor:	Tax Specialist Lead
Purpose and Objectives:	To lien real property for delinquent personal property collection. Per RCW 84.60.020 & RCW 84.60.040.
Trigger Event(s):	Revenue Officer determines that taxes can be a lien against real property.
PreCondition:	That charges exist on property and are delinquent.
Post Condition:	Personal property charges appear on the real property tax bill
Use Case Flow:	<ol style="list-style-type: none">1. Take a snapshot of charges owing for record keeping.2. Add property to new delinquent Case No, this identifies the group of parcels this process has been performed on for the year (maybe 6-12 a year)3. In Ascend there is a delinquent process called "Certify to Real"<ol style="list-style-type: none">a. Select the real property parcel number the charges will be transferred to.b. Select the personal property charges that will be transferredc. Process transfer.d. Charges are given a new name of "Certified Personal Property4. Verify that charges were transferred from and to the correct accounts.5. Notify Revenue Officer
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	Note: During this transfer it should keep the original TCA of personal property account charges even if it is ending up on a real property with a different TCA. (our current system does not do this)
Disposition:	Unassigned – Need Meeting
Gap Description:	
Resolution Description :	

Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	

WASNO-USECASE-209 DAILY EXTRACT

Project ID:	WASNO-UseCase-209
Title:	Daily Extract
Actor:	IT (Automated) Payment Vendors
Purpose and Objectives:	Every night, an automated process generates tax statement data for every active parcel. The statement data is extracted with a SQL query into a CSV file and sent via SFTP to our various payment vendors. This allows us to deliver up-to-date property tax information to external payment agencies and makes sure that the payments we receive back from them are accurate.
Trigger Event(s):	Automated extract generated daily after business hours at 9 PM PST.
PreCondition:	The extract process will not impact other processes, such as Assessor's roll close. The extract process runs after business hours.
Post Condition:	Payment vendors receive extract via SFTP
Use Case Flow:	<ol style="list-style-type: none">1. Generate tax statement data<ol style="list-style-type: none">a. Run Ascend process Generate Tax Statement Information (bselstmt.exe)b. Data must be broken up into manageable groups of ~20,000 parcels. This means we configure 14 runs of this process with no more than 6 or 7 running simultaneouslyc. The first processes start running at 9pm and the last process finishes by 2am.d. Each process is configured to run with these parameters:<ol style="list-style-type: none">i. TAXYEAR: <current public inquiry tax year>ii. PRIORYEARS: Yiii. FUTUREYEARS: Niv. INSERTNOTICES: Nv. INTERESTDATE: <tomorrow's date>vi. INCLUDEBANKRUPTCY: Yvii. FILINGDATEOPTION: Iviii. INCLUDEDDELINQUENCY: Yix. FROMPROPnbr: <starting parcel number>

- x. TOPROPNBR: <ending parcel number>
- xi. ZEROCHARGES: Y
- xii. SUPPRESSLOG: N
- xiii. LEAVEARG: Y

2. Extract tax statement data

a. Run a custom SQL query to extract the statement data

b. Data is written to a CSV file with the following columns:

- i. Parcel number
- ii. Tax year
- iii. Property address line 1
- iv. Property address line 2
- v. Property address city
- vi. Property address state
- vii. Property address zip code
- viii. Party name
- ix. Taxpayer mailing address line 1
- x. Taxpayer mailing address line 2
- xi. Taxpayer mailing address city
- xii. Taxpayer mailing address state
- xiii. Taxpayer mailing address zip code
- xiv. Interest date
- xv. Tax amount assessed
- xvi. Tax minimum due
- xvii. Tax total due

c. SQL Query:

```
select  
  
rtrim(property.parcel_number) parcel_number,  
  
RTRIM(stmt_totals.tax_year) tax_year,
```

```

rtrim(replace(address.line_1,',',' ')) prop_addr_line_1,
rtrim(replace(address.line_2,',',' ')) prop_addr_line_2,
rtrim(replace(address.city,',',' ')) prop_addr_city,
rtrim('WA') prop_addr_state,
rtrim(address.zip_postal_code) as prop_addr_zip,
rtrim(replace(statement.party_name,',',' ')) party_name,
rtrim(replace(statement.addr_line_1,',',' '))
mail_addr_line_1,
rtrim(replace(statement.addr_line_2,',',' '))
mail_addr_line_2,
rtrim(replace(statement.addr_city,',',' ')) mail_addr_city,
rtrim(statement.addr_state) mail_addr_state,
rtrim(statement.addr_zip) mail_addr_zip,
CONVERT(VARCHAR(10),statement.interest_date,101)
interest_date,
stmt_totals.tax_amt_assessed,
stmt_totals.tax_min_due,
stmt_totals.tax_total_due

from
statement
inner join
(select
    stmt_line.stmt_group_id,
    stmt_line.parcel_number,
    stmt_line.statement_id,
    RTRIM(stmt_line.tax_year) tax_year,
    sum(stmt_line.amt_assessed) tax_amt_assessed,
    sum(stmt_line.min_due) tax_min_due,
    sum(stmt_line.total_due) tax_total_due

```

```

from
    stmt_line
    inner join statement
    on stmt_line.statement_id = statement.id
where
    stmt_line.stmt_group_id in
        (select rtrim(replace(log_entry,'These statements are
identified using Statement Group Number:', '')) from
process_log
        inner join process
        on process_log.process_id = process.id
        inner join apt_user
        on process.user_id = apt_user.party_id
    where
        process_log.log_entry like 'These statements are
identified using Statement Group Number%'
        and (convert(varchar ,DATEADD(d,-1, getdate()), 101)
= convert(varchar ,process_log.log_dtm, 101))
        and apt_user.login_id = 'sisops')
group by
    stmt_line.stmt_group_id,
    stmt_line.parcel_number,
    stmt_line.statement_id,
    stmt_line.tax_year
) as stmt_totals
on statement.id= stmt_totals.statement_id
inner join
property
on property.parcel_number = stmt_totals.parcel_number
inner join address

```

	<p>on address.id = property.situs_address_id</p> <p>order by</p> <p>property.parcel_number,</p> <p>stmt_totals.tax_year</p> <p>3. Deposit csv files on payment vendor SFTP sites.</p> <p>a. FME tool at Snoco transfers the data over to the vendor sites.</p>
Associations to Other Use Cases:	
Glossary:	
Reports:	
Notes:	
Disposition:	Unassigned Need meeting
Gap Description:	
Resolution Description :	
Risks / Constraints / Dependencies :	
Aumentum Program Name or function :	
Estimate:	

Business Process requirements**WASNO-BREQ-103_Units of Comparison**

WASNO-UseCase-54_Comp Sales

WASNO-BREQ-104_Comparable Sales

WASNO-UseCase-54_Comp Sales

WASNO-BREQ-105_Comparable Sales

WASNO-UseCase-54_Comp Sales

WASNO-BREQ-106_Copy/Update Prior Year Tables

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-107_Cost Tables - Local Cost Modifiers

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-108_Cost Approach - Manufactured Homes

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-109_Tables - Input and Output

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-110_Auto Update Cost Tables

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-111_Cost Approach

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-112_Local Cost Modifiers

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-113_Cost Tables: Input/Output

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-114_Cost Tables: print out

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-115_Depreciation Override

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-116_Percentage Modifiers for Cost Tables

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-117_What If analysis

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-118_Cost Handbook

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-119_Cost Handbook

WASNO-UseCase-79_Cost Model Maintenance

WASNO-BREQ-121_Management reports - workload

WASNO-UseCase-197_Mobile

WASNO-BREQ-141_Reports - Daily Balancing

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-142_Tax Accounting - Distribution

WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1

WASNO-BREQ-143_Tax Accounting - Distribution

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-145_Tax Accounting - Distribution Reports

WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1

WASNO-BREQ-146_Tax Accounting-Distribution Reports

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-147_Distribution Calculation

WASNO-UseCase-53_RPA-Contiguous Property Valuation

WASNO-BREQ-151_Distribution Reports - Component Summary

WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1

WASNO-BREQ-152_Distribution Reports - Export Verification

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-156_Finance - Distribution

WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1

WASNO-BREQ-157_Tax Accounting - Distribution

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-158_Tax Remittance Reports

WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1

WASNO-BREQ-159_Distribution Total

WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1

WASNO-BREQ-160_Reports - Daily Distribution

WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1

WASNO-BREQ-163_Exemption Codes

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-UseCase-113_EXMP-DOR - Non-Profits Exemptions 7.2.1

WASNO-UseCase-116_EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-BREQ-164_Allocation of Exemption to Multiple Accounts

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-UseCase-149_EXMP-Open Space General & Timber

WASNO-BREQ-165_Tax / Value Exemptions

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-UseCase-113_EXMP-DOR - Non-Profits Exemptions 7.2.1

WASNO-UseCase-116_EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-UseCase-148_EXMP-Home Improvement 30%

WASNO-UseCase-149_EXMP-Open Space General & Timber

WASNO-BREQ-166_Value Review Alert

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-UseCase-148_EXMP-Home Improvement 30%

WASNO-UseCase-149_EXMP-Open Space General & Timber

WASNO-BREQ-167_Senior Citizen Frozen Value adjustments

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-168_Calculation of Taxable Value

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-BREQ-169_Disability Letter

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-UseCase-113_EXMP-DOR - Non-Profits Exemptions 7.2.1

WASNO-UseCase-116_EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals

WASNO-BREQ-170_Exemption Calculation Types

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-UseCase-113_EXMP-DOR - Non-Profits Exemptions 7.2.1

WASNO-UseCase-116_EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-UseCase-149_EXMP-Open Space General & Timber

WASNO-BREQ-171_Exemption Removal - Flag

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-UseCase-113_EXMP-DOR - Non-Profits Exemptions 7.2.1

WASNO-UseCase-116_EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-UseCase-149_EXMP-Open Space General & Timber

WASNO-BREQ-172_All Exemptions end date

WASNO-UseCase-112_EXMP-Senior Citizen/Disabled Persons Exemptions 7.1.1

WASNO-UseCase-113_EXMP-DOR - Non-Profits Exemptions 7.2.1

WASNO-UseCase-116_EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-UseCase-148_EXMP-Home Improvement 30%

WASNO-BREQ-173_Property Tax Deferrals

WASNO-UseCase-113_EXMP-DOR - Non-Profits Exemptions 7.2.1

WASNO-UseCase-116_EXMP-Senior Citizen & Disabled Persons Deferrals & Limited Income 7.4 Deferrals

WASNO-BREQ-174_Tracking Special Exemptions

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-UseCase-148_EXMP-Home Improvement 30%

WASNO-BREQ-175_30 % Homeowner's Exemption

WASNO-UseCase-148_EXMP-Home Improvement 30%

WASNO-BREQ-176_Historic and Multi-Family Tax Abatement

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-BREQ-179_Exemptions

WASNO-UseCase-147_EXMP-MUD Exemptions (Multi-Unit Dwelling) 7.1.2

WASNO-UseCase-148_EXMP-Home Improvement 30%

WASNO-BREQ-180_GIS/CAMA Integration

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-181_KML export

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-182_Office Mapping

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-183_GIS integration - Sales

WASNO-UseCase-197_Mobile

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-184_GIS/CAMA Interaction

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-185_GIS/CAMA Interaction

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-186_Report - Parcel Assessor report

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-187_Field Mapping

WASNO-UseCase-197_Mobile

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-188_Field Mapping

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-189_GIS Interface

WASNO-UseCase-204_GIS 4.19

WASNO-BREQ-190_Model Development

WASNO-UseCase-187_Analysis-Income Model Analysis

WASNO-UseCase-80_Income Approach

WASNO-BREQ-191_Income Valuation

WASNO-UseCase-187_Analysis-Income Model Analysis

WASNO-UseCase-80_Income Approach

WASNO-BREQ-192_Other valuation Methods

WASNO-UseCase-187_Analysis-Income Model Analysis

WASNO-UseCase-80_Income Approach

WASNO-BREQ-193_Model Development

WASNO-UseCase-80_Income Approach

WASNO-BREQ-194_Model Development

WASNO-UseCase-80_Income Approach

WASNO-BREQ-195_Income Valuation

WASNO-UseCase-80_Income Approach

WASNO-BREQ-196_Multi Family - Other Income

WASNO-UseCase-80_Income Approach

WASNO-BREQ-197_Income & Expense Data

WASNO-UseCase-80_Income Approach

WASNO-BREQ-198_Multiple Buildings with multiple uses per buildings on multiple parcels

WASNO-UseCase-123_Examples of Workshop Requirement #400 (Mixed use properties)

BUSINESS PROCESS REQUIREMENTS

WASNO-UseCase-80_Income Approach

WASNO-BREQ-199_Net Square Footage

WASNO-UseCase-80_Income Approach

WASNO-BREQ-200_Income Valuation

WASNO-UseCase-80_Income Approach

WASNO-BREQ-201_Land Tables

WASNO-UseCase-78_Land Model Maintenance

WASNO-BREQ-202_Land Valuation

WASNO-UseCase-78_Land Model Maintenance

WASNO-BREQ-203_Land Valuation

WASNO-UseCase-78_Land Model Maintenance

WASNO-BREQ-204_Land Valuation - Special Assessments

WASNO-UseCase-78_Land Model Maintenance

WASNO-BREQ-205_Valuation

WASNO-UseCase-53_RPA-Contiguous Property Valuation

WASNO-UseCase-78_Land Model Maintenance

WASNO-UseCase-83_EXMP-Current Use " Appraisal

WASNO-BREQ-220_Tax code areas, taxing districts and fund numbers

WASNO-UseCase-173_ACCT-New Subfund Setup 1.1.1

WASNO-BREQ-232_Field Mapping

WASNO-UseCase-197_Mobile

WASNO-BREQ-233_Field Mapping

WASNO-UseCase-197_Mobile

WASNO-BREQ-234_Field Mapping

WASNO-UseCase-197_Mobile

WASNO-BREQ-235_Physical Inspection

WASNO-UseCase-197_Mobile

WASNO-BREQ-236_Physical Inspection

WASNO-UseCase-197_Mobile

WASNO-BREQ-237_Physical Inspection

WASNO-UseCase-197_Mobile

WASNO-BREQ-238_Physical Inspection

WASNO-UseCase-197_Mobile

WASNO-BREQ-239_Physical Inspection

WASNO-UseCase-197_Mobile

WASNO-BREQ-240_Data transfer to and from field device

WASNO-UseCase-197_Mobile

WASNO-BREQ-241_Physical Inspection

WASNO-UseCase-197_Mobile

WASNO-BREQ-242_Mobile certification

WASNO-UseCase-197_Mobile

WASNO-BREQ-243_Mobile time/date stamp

WASNO-UseCase-197_Mobile

WASNO-BREQ-244_Mobile sync

WASNO-UseCase-197_Mobile

WASNO-BREQ-245_Field Application

WASNO-UseCase-197_Mobile

WASNO-BREQ-246_Digital Photos

WASNO-UseCase-197_Mobile

WASNO-BREQ-247_Field Device Remote Access

WASNO-UseCase-197_Mobile

WASNO-BREQ-25_Reports - Daily Distribution

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-256_Online Help - Real/Personal

WASNO-UseCase-197_Mobile

WASNO-BREQ-282_Scheduling Batch Updates

BUSINESS PROCESS REQUIREMENTS

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-29_Banking

WASNO-UseCase-155_ACCT-Unclaimed Property

WASNO-BREQ-299_Annexations

WASNO-UseCase-85_ACCT-Monthly Road Annexations " Taxes to Transfer 1.1

WASNO-UseCase-86_ACCT-Monthly Road Annexations " Taxes to Transfer but no notification 1.2

WASNO-UseCase-87_ACCT-Monthly Road Annexations " No Taxes to Transfer 1.3

WASNO-BREQ-30_Banking

WASNO-UseCase-155_ACCT-Unclaimed Property

WASNO-BREQ-315_Single Owner with Multiple Properties

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-316_Ownership Changes

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-317_Automated Mailing or Situs Updates from Data Files

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-318_Mailing Address Find and Replace

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-319_Mailing Address History

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-32_Statistical Analysis - "What If" Analysis

WASNO-UseCase-186_Analysis-Cost Model Analysis 4.16.2

WASNO-BREQ-320_Mailing Postal Standards

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-321_One Property with Multiple Addresses

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-322_Account Ownerships & Representatives - Multiple

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-323_Alert For Ownership Changes

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-324_Auto-Assign Ownership Number

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-325_Historical Records

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-326_Search by Alternate Names

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-327_Real Property Address Changes

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-328_Record Maintenance - Owner Names Real/Personal

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-329_Percent of Ownership Field

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-33_Statistical Analysis Tools

WASNO-UseCase-186_Analysis-Cost Model Analysis 4.16.2

WASNO-BREQ-331_Record Maintenance - Owner Names - Real/Personal

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-332_Record Maintenance - Owner Names Real/Personal

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-333_Record Maintenance - Owner Names Real/Personal

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-334_Record Maintenance - Owner Names Real/Personal

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-335_Returned Mail - Real/Personal

WASNO-UseCase-182_Create Official Notice of Assessed Value “ Real Property 8.4.6

WASNO-UseCase-183_Create Office Notice of Assessed Value “ Personal Property 8.4.7

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-336_Quick Entry of City, State and Zip

WASNO-UseCase-3_PC-Excise Process REETA, eREETA 2.1.1

WASNO-UseCase-4_PC-Excise Process Mobile Home 2.1.2

WASNO-BREQ-34_Annual Assessment

WASNO-UseCase-188_Analysis-Sales Ratios 4.16.1

WASNO-BREQ-341_Creating New Accounts by Copying

WASNO-UseCase-27_Segregations

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-342_Copy/Move Characteristics

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-343_Copy images

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-344_Administrative Segregation

WASNO-UseCase-27_Segregations

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-345_Administrative Segregation

WASNO-UseCase-27_Segregations

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-346_Inactivate And Reactivate Accounts - Real/Personal

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-BREQ-347_Abbreviated legal description

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions

WASNO-UseCase-30_Manifest or Omit

WASNO-BREQ-348_Legal descriptions and linked images

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions

WASNO-UseCase-30_Manifest or Omit

WASNO-BREQ-349_Ability to create new subdivisions for future assessment year

WASNO-UseCase-27_Segregations

WASNO-BREQ-35_Statistical Analysis

WASNO-UseCase-188_Analysis-Sales Ratios 4.16.1

WASNO-BREQ-350_Linked Accounts

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-BREQ-351_Primary Situs Address

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions

WASNO-UseCase-30_Manifest or Omit

WASNO-BREQ-352_Creating New Property Accounts from a Data File

WASNO-UseCase-27_Segregations

WASNO-BREQ-353_New Accounts

WASNO-UseCase-205_Permits 4.20

WASNO-UseCase-27_Segregations

WASNO-BREQ-354_Reconstruct Parcel Maintenance Action History

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions

WASNO-UseCase-30_Manifest or Omit

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-355_Record Maintenance - Account Grouping

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions

WASNO-UseCase-30_Manifest or Omit

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-356_Combinations and tax relief programs

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-357_Audit history

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions

WASNO-UseCase-30_Manifest or Omit

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-358_Combinations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-359_Combinations and history records

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-36_Statistical Analysis - Calibration Tools

WASNO-UseCase-186_Analysis-Cost Model Analysis 4.16.2

WASNO-BREQ-360_Combinations and tax relief programs

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-361_Mass update

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-BREQ-362_Multiple years

WASNO-UseCase-27_Segregations

WASNO-UseCase-28_Merge/combination

WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions

WASNO-UseCase-30_Manifest or Omit

WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-363_Open space parcels

WASNO-UseCase-27_Segregations
 WASNO-UseCase-28_Merge/combination
 WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-364_Real-time segs/combos

WASNO-UseCase-27_Segregations
 WASNO-UseCase-28_Merge/combination
 WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-365_Unlimited number of properties

WASNO-UseCase-27_Segregations

WASNO-BREQ-366_User-defined criteria for data to be moved during segregations

WASNO-UseCase-27_Segregations
 WASNO-UseCase-28_Merge/combination
 WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions
 WASNO-UseCase-30_Manifest or Omit
 WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-367_Deactivating parcels

WASNO-UseCase-27_Segregations
 WASNO-UseCase-28_Merge/combination
 WASNO-UseCase-29_Vacations, ROW, BLA, Legal Descriptions
 WASNO-UseCase-30_Manifest or Omit

WASNO-BREQ-368_multiple changes/ same transaction

WASNO-UseCase-27_Segregations
 WASNO-UseCase-28_Merge/combination
 WASNO-UseCase-31_PC-Open Space/DF

WASNO-BREQ-37_Statistical Analysis - Ratio Reports

WASNO-UseCase-186_Analysis-Cost Model Analysis 4.16.2
 WASNO-UseCase-187_Analysis-Income Model Analysis
 WASNO-UseCase-188_Analysis-Sales Ratios 4.16.1

WASNO-BREQ-370_Simultaneous changes

WASNO-UseCase-55_ACCT-Tax Extension 1.1
 WASNO-UseCase-56_ACCT-Stop Work Notice 1.1

WASNO-BREQ-372_Electronic payment due file for mortgage companies

WASNO-UseCase-42_Tax Servicing Extract

WASNO-BREQ-373_Receipting

WASNO-UseCase-10_Suspense Pending Refund Audit

WASNO-BREQ-374_Reverse Payments

WASNO-UseCase-34_Voiding a receipt due to an error
 WASNO-UseCase-35_Bank Return Items

WASNO-BREQ-376_Audit Trail

WASNO-UseCase-21_Check or Cash Payment Collected at Counter
 WASNO-UseCase-22_Mail Payment Collected
 WASNO-UseCase-23_Credit Card Payment Collected at Counter
 WASNO-UseCase-24_LID, RID, LUD Payment Collected
 WASNO-UseCase-25_Personal Property Payment
 WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-377_County Configured Receipt

WASNO-UseCase-21_Check or Cash Payment Collected at Counter
 WASNO-UseCase-22_Mail Payment Collected
 WASNO-UseCase-23_Credit Card Payment Collected at Counter
 WASNO-UseCase-24_LID, RID, LUD Payment Collected
 WASNO-UseCase-25_Personal Property Payment
 WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-378_Linked Imaged Documents

WASNO-UseCase-21_Check or Cash Payment Collected at Counter
 WASNO-UseCase-22_Mail Payment Collected
 WASNO-UseCase-23_Credit Card Payment Collected at Counter

BUSINESS PROCESS REQUIREMENTS

WASNO-UseCase-24_LID, RID, LUD Payment Collected

WASNO-UseCase-25_Personal Property Payment

WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-379_Override w/Authorization

WASNO-UseCase-21_Check or Cash Payment Collected at Counter

WASNO-UseCase-22_Mail Payment Collected

WASNO-UseCase-23_Credit Card Payment Collected at Counter

WASNO-UseCase-24_LID, RID, LUD Payment Collected

WASNO-UseCase-25_Personal Property Payment

WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-38_Statistical Analysis - Ratio reports

WASNO-UseCase-187_Analysis-Income Model Analysis

WASNO-UseCase-188_Analysis-Sales Ratios 4.16.1

WASNO-BREQ-380_Retain Payment Information

WASNO-UseCase-21_Check or Cash Payment Collected at Counter

WASNO-UseCase-22_Mail Payment Collected

WASNO-UseCase-23_Credit Card Payment Collected at Counter

WASNO-UseCase-24_LID, RID, LUD Payment Collected

WASNO-UseCase-25_Personal Property Payment

WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-381_Printed Receipt

WASNO-UseCase-21_Check or Cash Payment Collected at Counter

WASNO-UseCase-22_Mail Payment Collected

WASNO-UseCase-23_Credit Card Payment Collected at Counter

WASNO-UseCase-24_LID, RID, LUD Payment Collected

WASNO-UseCase-25_Personal Property Payment

WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-382_Tax Collection Receipting

WASNO-UseCase-21_Check or Cash Payment Collected at Counter

WASNO-UseCase-22_Mail Payment Collected

WASNO-UseCase-23_Credit Card Payment Collected at Counter

WASNO-UseCase-24_LID, RID, LUD Payment Collected

WASNO-UseCase-25_Personal Property Payment

WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-383_Tax Collection Receipting

WASNO-UseCase-21_Check or Cash Payment Collected at Counter

WASNO-UseCase-22_Mail Payment Collected

WASNO-UseCase-23_Credit Card Payment Collected at Counter

WASNO-UseCase-24_LID, RID, LUD Payment Collected

WASNO-UseCase-25_Personal Property Payment

WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-384_Multiple Payment Methods

WASNO-UseCase-21_Check or Cash Payment Collected at Counter

WASNO-UseCase-22_Mail Payment Collected

WASNO-UseCase-23_Credit Card Payment Collected at Counter

WASNO-UseCase-24_LID, RID, LUD Payment Collected

WASNO-UseCase-25_Personal Property Payment

WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-385_Multiple Properties w/One Transaction

WASNO-UseCase-21_Check or Cash Payment Collected at Counter

WASNO-UseCase-22_Mail Payment Collected

WASNO-UseCase-23_Credit Card Payment Collected at Counter

WASNO-UseCase-24_LID, RID, LUD Payment Collected

WASNO-UseCase-25_Personal Property Payment

WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-386_Tax Collection Receipting

BUSINESS PROCESS REQUIREMENTS

WASNO-UseCase-21_Check or Cash Payment Collected at Counter
WASNO-UseCase-22_Mail Payment Collected
WASNO-UseCase-23_Credit Card Payment Collected at Counter
WASNO-UseCase-24_LID, RID, LUD Payment Collected
WASNO-UseCase-25_Personal Property Payment
WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-387_Tax Collection Receipting

WASNO-UseCase-21_Check or Cash Payment Collected at Counter
WASNO-UseCase-22_Mail Payment Collected
WASNO-UseCase-23_Credit Card Payment Collected at Counter
WASNO-UseCase-24_LID, RID, LUD Payment Collected
WASNO-UseCase-25_Personal Property Payment
WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-388_Tax Collection Receipting

WASNO-UseCase-21_Check or Cash Payment Collected at Counter
WASNO-UseCase-22_Mail Payment Collected
WASNO-UseCase-23_Credit Card Payment Collected at Counter
WASNO-UseCase-24_LID, RID, LUD Payment Collected
WASNO-UseCase-25_Personal Property Payment
WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-389_Tax Collection Receipting

WASNO-UseCase-21_Check or Cash Payment Collected at Counter
WASNO-UseCase-22_Mail Payment Collected
WASNO-UseCase-23_Credit Card Payment Collected at Counter
WASNO-UseCase-24_LID, RID, LUD Payment Collected
WASNO-UseCase-25_Personal Property Payment
WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-39_Statistical Analysis - Ratio reports

WASNO-UseCase-188_Analysis-Sales Ratios 4.16.1

WASNO-BREQ-390_Tax Collection Receipting

WASNO-UseCase-21_Check or Cash Payment Collected at Counter
WASNO-UseCase-22_Mail Payment Collected
WASNO-UseCase-23_Credit Card Payment Collected at Counter
WASNO-UseCase-24_LID, RID, LUD Payment Collected
WASNO-UseCase-25_Personal Property Payment
WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-391_Receipting

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing

WASNO-BREQ-392_Receipting

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing

WASNO-BREQ-393_Receipting - Third Party file

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing

WASNO-BREQ-394_Stores receipt number against posting

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing

WASNO-BREQ-395_Cashiering

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing

WASNO-BREQ-396_Payment Exceptions Report

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-10_Suspense Pending Refund Audit
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing

WASNO-BREQ-397_Receipting

BUSINESS PROCESS REQUIREMENTS

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing
WASNO-UseCase-21_Check or Cash Payment Collected at Counter
WASNO-UseCase-22_Mail Payment Collected
WASNO-UseCase-23_Credit Card Payment Collected at Counter
WASNO-UseCase-24_LID, RID, LUD Payment Collected
WASNO-UseCase-25_Personal Property Payment
WASNO-UseCase-26_Bankruptcy Payment

WASNO-BREQ-398_Receipting

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing

WASNO-BREQ-399_Tax Collection Receipting

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-2_Tax Servicing (Mortgage) Payment Processing

WASNO-BREQ-40_Sale price adjustments

WASNO-UseCase-186_Analysis-Cost Model Analysis 4.16.2
WASNO-UseCase-188_Analysis-Sales Ratios 4.16.1

WASNO-BREQ-400_Tax Collection Receipting

WASNO-UseCase-1_Bank Batches
WASNO-UseCase-39_PTC-Reverse Excise Charges and Fees

WASNO-BREQ-401_Reports

WASNO-UseCase-8_How to Create a Transmittal
WASNO-UseCase-9_How to Update a Transmittal

WASNO-BREQ-407_Building Permits

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-408_Building Permits

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-409_Building Permits

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-410_Building Permits

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-411_Integration with outside databases

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-412_Edit Building Permit Information

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-413_Mobile Home Movement Permits

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-414_PP/RP

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-415_Listing of Personal Property

WASNO-UseCase-164_PP-Process 6.3.1
WASNO-UseCase-183_Create Office Notice of Assessed Value " Personal Property 8.4.7
WASNO-UseCase-184_Create Listing of Personal Property Held by An Account " Personal Property 8.4.8

WASNO-BREQ-416_Valuation appraisal

WASNO-UseCase-160_PP-Exemptions 6.2.1

WASNO-BREQ-417_Property Codes

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-BREQ-418_Unlimited Asset Detail Lines

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-BREQ-419_Electronic Filing

WASNO-UseCase-161_PA-eFile 6.1.1
WASNO-UseCase-163_PA-Web Capable Personal Property Asset Filings
WASNO-UseCase-75_PP-Web Capable Personal Property Asset Filings 12.1.1
WASNO-UseCase-76_PP-Change in Electronic Filer 12.2
WASNO-UseCase-77_Status of Electronic Filer Accounts

WASNO-BREQ-420_Copy/Clone records

BUSINESS PROCESS REQUIREMENTS

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-421_Electronic Mailing

WASNO-UseCase-163_PA-Web Capable Personal Property Asset Filings

WASNO-UseCase-183_Create Office Notice of Assessed Value “ Personal Property 8.4.7

WASNO-UseCase-184_Create Listing of Personal Property Held by An Account “ Personal Property 8.4.8

WASNO-UseCase-75_PP-Web Capable Personal Property Asset Filings 12.1.1

WASNO-UseCase-76_PP-Change in Electronic Filer 12.2

WASNO-UseCase-77_Status of Electronic Filer Accounts

WASNO-BREQ-422_History - Scanned Images

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-423_Electronic Filing

WASNO-UseCase-161_PA-eFile 6.1.1

WASNO-UseCase-163_PA-Web Capable Personal Property Asset Filings

WASNO-UseCase-75_PP-Web Capable Personal Property Asset Filings 12.1.1

WASNO-UseCase-76_PP-Change in Electronic Filer 12.2

WASNO-UseCase-77_Status of Electronic Filer Accounts

WASNO-BREQ-424_Status

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-425_Property/Addresses

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-426_PP/RP

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-UseCase-197_Mobile

WASNO-BREQ-427_Valuation notice

WASNO-UseCase-182_Create Official Notice of Assessed Value “ Real Property 8.4.6

WASNO-UseCase-183_Create Office Notice of Assessed Value “ Personal Property 8.4.7

WASNO-BREQ-428_Exemptions

WASNO-UseCase-160_PP-Exemptions 6.2.1

WASNO-BREQ-429_Property Information

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-430_Value changes

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-UseCase-92_PA-Online payments via third-party processor

WASNO-UseCase-93_PTC-Personal Property Value Change and Omits

WASNO-BREQ-431_Exemptions

WASNO-UseCase-160_PP-Exemptions 6.2.1

WASNO-BREQ-432_Tables

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-433_Leasehold improvements

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-BREQ-434_Exemptions

WASNO-UseCase-160_PP-Exemptions 6.2.1

WASNO-BREQ-435_Late Filing Penalty

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-436_Return Filing Date

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-437_Valuation appraisal

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-BREQ-438_History - Electronic

WASNO-UseCase-164_PP-Process 6.3.1

WASNO-BREQ-439_Electronic Mailing

WASNO-UseCase-163_PA-Web Capable Personal Property Asset Filings

WASNO-UseCase-182_Create Official Notice of Assessed Value “ Real Property 8.4.6

WASNO-UseCase-183_Create Office Notice of Assessed Value “ Personal Property 8.4.7

WASNO-UseCase-75_PP-Web Capable Personal Property Asset Filings 12.1.1

WASNO-UseCase-76_PP-Change in Electronic Filer 12.2

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WASNO-UseCase-77_Status of Electronic Filer Accounts

WASNO-BREQ-44_Tax Roll

WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1

WASNO-BREQ-440_Data Entry

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-BREQ-441_Discovery

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-UseCase-205_Permits 4.20

WASNO-BREQ-442_Valuation Notice

WASNO-UseCase-182_Create Official Notice of Assessed Value " Real Property 8.4.6

WASNO-UseCase-183_Create Office Notice of Assessed Value " Personal Property 8.4.7

WASNO-BREQ-443_Value override

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-BREQ-444_Lease accounts

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-BREQ-445_Lease accounts

WASNO-UseCase-162_PP-Valuation 6.4.1

WASNO-UseCase-192_ACCT-Ability to Process Old Excise Transaction Before Charge Schedule Existed

WASNO-BREQ-45_Finance - Annexations

WASNO-UseCase-85_ACCT-Monthly Road Annexations " Taxes to Transfer 1.1

WASNO-UseCase-86_ACCT-Monthly Road Annexations " Taxes to Transfer but no notification 1.2

WASNO-UseCase-87_ACCT-Monthly Road Annexations " No Taxes to Transfer 1.3

WASNO-BREQ-451_Sketches & photos

WASNO-UseCase-168_PA-Display Parcel Account Summary Information 11.1.1

WASNO-UseCase-174_PTC-Display Parcel Account Summary Information 11.1.1

WASNO-UseCase-91_PA-Display Parcel Account Summary Information

WASNO-BREQ-452_Previous attributes

WASNO-UseCase-168_PA-Display Parcel Account Summary Information 11.1.1

WASNO-UseCase-174_PTC-Display Parcel Account Summary Information 11.1.1

WASNO-UseCase-176_PTC-Online Property Characteristics Interact With SCOPI 11.1.3

WASNO-UseCase-91_PA-Display Parcel Account Summary Information

WASNO-BREQ-456_Web

WASNO-UseCase-168_PA-Display Parcel Account Summary Information 11.1.1

WASNO-UseCase-174_PTC-Display Parcel Account Summary Information 11.1.1

WASNO-UseCase-175_PTC-Online payments via third-party processor 11.1.2

WASNO-UseCase-176_PTC-Online Property Characteristics Interact With SCOPI 11.1.3

WASNO-UseCase-91_PA-Display Parcel Account Summary Information

WASNO-UseCase-92_PA-Online payments via third-party processor

WASNO-BREQ-46_Finance - Annexations

WASNO-UseCase-85_ACCT-Monthly Road Annexations " Taxes to Transfer 1.1

WASNO-UseCase-86_ACCT-Monthly Road Annexations " Taxes to Transfer but no notification 1.2

WASNO-UseCase-87_ACCT-Monthly Road Annexations " No Taxes to Transfer 1.3

WASNO-BREQ-466_Report

WASNO-UseCase-191_ACCT-Monthly REET Remittance (Review) 1.2.1

WASNO-BREQ-467_Reports - Daily Distribution

WASNO-UseCase-190_ACCT-Monthly REET Remittance (Preparation) 1.1.1

WASNO-UseCase-191_ACCT-Monthly REET Remittance (Review) 1.2.1

WASNO-BREQ-468_Reports

WASNO-UseCase-190_ACCT-Monthly REET Remittance (Preparation) 1.1.1

WASNO-UseCase-191_ACCT-Monthly REET Remittance (Review) 1.2.1

WASNO-BREQ-47_Appeal Appraisal Report

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-472_Real Estate and Mobile Home Excise Taxes

WASNO-UseCase-190_ACCT-Monthly REET Remittance (Preparation) 1.1.1

WASNO-UseCase-191_ACCT-Monthly REET Remittance (Review) 1.2.1

WASNO-UseCase-192_ACCT-Ability to Process Old Excise Transaction Before Charge Schedule Existed

WASNO-BREQ-473_Statistical Analysis - Model Applicability
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-474_Statistical Analysis
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-475_Sales Database - Exports
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-476_Regression Analysis
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-477_Statistical Analysis - applications
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-478_Statistical Analysis - applications
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-479_Value Model Formats
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-48_Appeal ID Number
WASNO-UseCase-179_Appeals (Petitions) 4.15
WASNO-BREQ-480_Regression - Geographically weighted
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-481_Regression - Multiple
WASNO-UseCase-206_Regression 4.17
WASNO-BREQ-482_Changing Prior Years Values
WASNO-UseCase-33_Val mod
WASNO-BREQ-483_Changing Prior Years Values
WASNO-UseCase-33_Val mod
WASNO-BREQ-484_Pending Change File
WASNO-UseCase-33_Val mod
WASNO-BREQ-485_Roll Correction Audit Trail
WASNO-UseCase-33_Val mod
WASNO-BREQ-486_Roll Correction Type Table
WASNO-UseCase-33_Val mod
WASNO-BREQ-487_Value changes for prior years integrated with Treasurer's system - Real/Personal
WASNO-UseCase-33_Val mod
WASNO-BREQ-488_Cancellations and Supplements
WASNO-UseCase-176_PTC-Online Property Characteristics Interact With SCOPI 11.1.3
WASNO-BREQ-49_Appeal Status
WASNO-UseCase-179_Appeals (Petitions) 4.15
WASNO-BREQ-494_Tax Roll
WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1
WASNO-BREQ-495_Tax Roll
WASNO-UseCase-171_ACCT-Month-end Ascend Procedures 1.1.1
WASNO-BREQ-496_Archive Requirements
WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing
WASNO-BREQ-497_Tax Roll Calculations
WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing
WASNO-BREQ-498_Tax Roll Reports
WASNO-UseCase-59_ACCT-Assess Property Tax Charges 1.4
WASNO-BREQ-499_Removals
WASNO-UseCase-83_EXMP-Current Use " Appraisal
WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing
WASNO-UseCase-98_PTC-Current Use Billing
WASNO-BREQ-50_Appeals - Imaging
WASNO-UseCase-179_Appeals (Petitions) 4.15
WASNO-BREQ-500_Removals
WASNO-UseCase-83_EXMP-Current Use " Appraisal
WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing
WASNO-UseCase-98_PTC-Current Use Billing

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WASNO-BREQ-501_Legislative Requirement

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-502_Legislative Requirements - Real/Personal

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-503_State Assessed Utilities

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-506_Create and certify tax rolls - Real/Personal

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-507_Levy Reports

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-508_LIFT & TIFT

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-509_Past value

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-51_Appeals Tracking

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-510_Levy calculation reports

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-511_Track value by categories for levy calculation/certification

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-512_State Assessed Utilities

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-513_Value Summary Screen

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-515_State Assessed Utilities

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-516_Legislative Requirements

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-517_Various Values

WASNO-UseCase-94_Real Property Roll Close - Annual Roll & New Construction Roll processing

WASNO-BREQ-518_Mobile Homes

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-519_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-52_Auto-Populate Appeals Record

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-520_Sketches

WASNO-UseCase-68_RPA-Value 4.9

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-521_Multiple Buildings

WASNO-UseCase-67_RPA-Complex Properties - Appraisal 4.10

WASNO-BREQ-522_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-523_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-524_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-525_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-526_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-527_Sketches

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-528_Cost Approach - Built-up display

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WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-529_Modifiers/Factors

WASNO-UseCase-68_RPA-Value 4.9

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-53_Custom Letters

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-530_Contiguous Land Valuation

WASNO-UseCase-67_RPA-Complex Properties - Appraisal 4.10

WASNO-UseCase-68_RPA-Value 4.9

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-531_Reconciliation

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-532_Reporting

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-533_Land Adjustment Factors

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-534_Land Characteristics

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-535_Reporting

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-67_RPA-Complex Properties - Appraisal 4.10

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-536_Table Maintenance

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-BREQ-537_What If analysis

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-538_Value Override

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-539_Multiple Buildings with multiple uses per property

WASNO-UseCase-67_RPA-Complex Properties - Appraisal 4.10

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-54_Multi-Year Appeals

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-540_Valuation

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-541_Building Condition

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-542_Building Quality Classes - All Properties

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-543_Building Style

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-UseCase-68_RPA-Value 4.9

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-544_Change of use Res/Comm

WASNO-UseCase-68_RPA-Value 4.9

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-545_Land Characteristics

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-546_Land Characteristics

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WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-547_Building square footage

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-548_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-549_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-55_Scheduling Tool

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-550_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-551_Land & Building Characteristics

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-552_Neighborhood Groupings

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-553_Sketches

WASNO-UseCase-197_Mobile

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-554_Property Record Cards (PRC's)- Hard Copy - Print Run

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-UseCase-197_Mobile

WASNO-BREQ-555_Query builder/custom report writer

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-BREQ-556_Land Valuation Components for Tax Relief programs

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-557_Digital Photos

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-558_Overrides for Value Calculations

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-559_Property Types

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-BREQ-56_Value Tracking

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-560_Annual Assessment

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-561_Reconciliation

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-562_Contiguous Land Valuation

WASNO-UseCase-68_RPA-Value 4.9

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-563_Cost Approach - RCN and RCNLD

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-564_Reconciliation

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-565_Global Update / Upload

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-566_Land Value

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-567_Land Value Adjustments - Batch Adjustments

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-568_Land Value Adjustments - Individual

WASNO-UseCase-71_RPA-Land - Appraisal 4.3.2

WASNO-BREQ-569_Building Only Accounts

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-BREQ-57_BOE Scheduling

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-570_Multiple Building Value Calculation & Tracking

WASNO-UseCase-67_RPA-Complex Properties - Appraisal 4.10

WASNO-BREQ-571_Reconciliation

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-572_Obsolescence calculations in each Appraisal Method

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-573_Prior years value calculations

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-574_New Construction

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-575_Sketches

WASNO-UseCase-99_RPA-Sketching " Appraisal 4.6

WASNO-BREQ-576_Summary screens

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-BREQ-577_Edit history - Real/Personal

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-69_RPA-Data Entry 4.8

WASNO-BREQ-578_Flagging work

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-UseCase-205_Permits 4.20

WASNO-UseCase-70_RPA-Customer Service Change Requests 4.5.1

WASNO-BREQ-579_History - Add Events

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-BREQ-58_Multi-Year Values

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-580_Multiple Building Value Calculation & Tracking

WASNO-UseCase-67_RPA-Complex Properties - Appraisal 4.10

WASNO-BREQ-581_Grouping parcels

WASNO-UseCase-101_RPA-Physical Inspection / New Construction " Appraisal 4.1

WASNO-BREQ-582_Comment sharing

WASNO-UseCase-70_RPA-Customer Service Change Requests 4.5.1

WASNO-BREQ-583_Value Identification

WASNO-UseCase-68_RPA-Value 4.9

WASNO-BREQ-584_Display of mandatory fields

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-BREQ-585_Valuation

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-UseCase-68_RPA-Value 4.9

WASNO-UseCase-83_EXMP-Current Use " Appraisal

WASNO-BREQ-586_Link accounts

WASNO-UseCase-100_RPA-System Requirements " Appraisal 4.7

WASNO-BREQ-587_Ownership Sales Database

WASNO-UseCase-81_Sales Review / Analysis

WASNO-BREQ-588_Sales - Multiple Accounts

WASNO-UseCase-81_Sales Review / Analysis

WASNO-BREQ-589_Sales - Multiple Accounts Summary

WASNO-UseCase-81_Sales Review / Analysis

WASNO-BREQ-59_Notices and Orders

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WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-590_Sales Database - Corrections

WASNO-UseCase-81_Sales Review / Analysis

WASNO-BREQ-591_Sales Database - History of Sales

WASNO-UseCase-81_Sales Review / Analysis

WASNO-BREQ-592_Sales Database - Housekeeping

WASNO-UseCase-81_Sales Review / Analysis

WASNO-BREQ-593_Sales Database - Maintenance

WASNO-UseCase-81_Sales Review / Analysis

WASNO-BREQ-594_Sales Database - Modify Assessed Value

WASNO-UseCase-81_Sales Review / Analysis

WASNO-BREQ-597_Simultaneous changes

WASNO-UseCase-55_ACCT-Tax Extension 1.1

WASNO-UseCase-56_ACCT-Stop Work Notice 1.1

WASNO-BREQ-60_Scheduling Tool

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-61_Comparable Sales Viewing

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-617_Special Assessment - Calculation

WASNO-UseCase-55_ACCT-Tax Extension 1.1

WASNO-UseCase-64_ACCT-Assess SWM Charges 1.9

WASNO-BREQ-62_Workflows Appeals

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-63_Workflows Appeals

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-632_Charge Schedules

WASNO-UseCase-192_ACCT-Ability to Process Old Excise Transaction Before Charge Schedule Existed

WASNO-BREQ-64_Workflows Appeals

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-645_Accounting and Maintaining Property tax receivables

WASNO-UseCase-55_ACCT-Tax Extension 1.1

WASNO-UseCase-66_ACCT-Tax Extension Reports 1.11

WASNO-BREQ-646_Accounts Receivables for Fees and Assessments

WASNO-UseCase-55_ACCT-Tax Extension 1.1

WASNO-UseCase-66_ACCT-Tax Extension Reports 1.11

WASNO-BREQ-647_Accounts Receivables for Fees and Assessments

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-648_Finance - Distribution

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-649_Reports - Daily Distribution

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-65_Appeals

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-650_Tax Accounting - Distribution Reports

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-651_Accounting and Maintaining Property tax receivables

WASNO-UseCase-84_ACCT-Daily Ascend JV Prep 1.1.1

WASNO-BREQ-653_ "Lock Value" Feature

WASNO-UseCase-82_Model Setup

WASNO-BREQ-654_Cost Approach - Marshall & Swift Integration

WASNO-UseCase-82_Model Setup

WASNO-BREQ-655_History: Table Storage

WASNO-UseCase-82_Model Setup

WASNO-BREQ-656_Table Maintenance 1

WASNO-UseCase-82_Model Setup

WASNO-BREQ-657_View Appraisal Tables

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WASNO-UseCase-82_Model Setup

WASNO-BREQ-658_Adjustment Indexes: Functional, Economic, Market

WASNO-UseCase-82_Model Setup

WASNO-BREQ-659_Annual Assessment

WASNO-UseCase-82_Model Setup

WASNO-BREQ-66_Workflows Appeals

WASNO-UseCase-179_Appeals (Petitions) 4.15

WASNO-BREQ-660_Data on value notifications

WASNO-UseCase-182_Create Official Notice of Assessed Value " Real Property 8.4.6

WASNO-UseCase-183_Create Office Notice of Assessed Value " Personal Property 8.4.7

WASNO-UseCase-184_Create Listing of Personal Property Held by An Account " Personal Property 8.4.8

WASNO-BREQ-661_Generating value notifications

WASNO-UseCase-182_Create Official Notice of Assessed Value " Real Property 8.4.6

WASNO-UseCase-183_Create Office Notice of Assessed Value " Personal Property 8.4.7

WASNO-UseCase-184_Create Listing of Personal Property Held by An Account " Personal Property 8.4.8

WASNO-BREQ-662_Information on value notifications

WASNO-UseCase-182_Create Official Notice of Assessed Value " Real Property 8.4.6

WASNO-UseCase-183_Create Office Notice of Assessed Value " Personal Property 8.4.7

WASNO-UseCase-184_Create Listing of Personal Property Held by An Account " Personal Property 8.4.8

WASNO-BREQ-663_Send more than one value notification

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Sample Workshop Definition

Within each of the project phases, the TRTA Gov implementation team will institute a methodology of providing interim deliverables in the form of workshops. Workshops help break down the larger milestones into smaller units of work to be delivered to the Client. Depending upon workshop content and scope, the duration of workshop may range from 2 hours to 4 days. They include discreet inputs and outputs with acceptance criteria for each. Both parties will sign off on the completion or rejection of a workshop that is a non-billable sign off. The intent is for both parties to agree upon the completion of each of these workshops during a project phase so that leading into a project milestone, all deliverables will have been clearly met or noted if off track. Both parties should have confidence going into a DAS signoff milestone as workshops are completed or otherwise have a good understanding of a milestone DAS that may need further risk analysis.

Workshops

Accounts Receivable

Accounts Receivable requirements review with Thomson Reuters and the client

Workshop Number: AR.04.01	Workshop Name: Accounts Receivable requirements review with Thomson Reuters and the client	Aumentum Module: Accounts Receivable
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Accounts Receivable module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Accounts Receivable

Workshop Number: AR.04.02	Workshop Name: Overview of Accounts Receivable	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the capabilities of the Accounts Receivable module. This will include reviewing Manage Payments, Payment Terms and Reporting.		

Accounts Receivable Setup /Configuration

Workshop Number: AR.04.03	Workshop Name: Accounts Receivable Setup /Configuration	Aumentum Module: Accounts Receivable
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Implementation Phase: Phase 1 Aumentum Environment
Description: Thomson Reuters staff will assist users in setting up needed accounts receivable configuration. This will consist of Allocation Rules, Payment Terms and Mapping, Surplus/Refund Criteria and Rules, Refunds, Advance/Surplus Mapping, ACH Processing, Tender Type Mappings, Payment Source Mappings, Suspense, Refund Interest and NSF Setup.

Manage Payments

Workshop Number: AR.04.04	Workshop Name: Manage Payments	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to manage monies previously collected, including surplus/refunds. This will consist of Reapply/Reallocation of Payments, Cancelling Payments, Processing Bad Checks, Processing Refunds and Applying advance payments.		

ACH Processing

Workshop Number: AR.04.05	Workshop Name: ACH Processing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will show the user how to establish and maintain Automated Clearing House (ACH) processes. This will also consist of creating export files , generating ACH notices and running ACH Taxpayer Listing Reports.		

Payment Plans

Workshop Number: AR.04.06	Workshop Name: Payment Plans	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate payment plan type setup and payment plan setup. This will consist of adding legal parties and tax bills to a payment plan. Installments will be calculated for each payment plan. This workshop will cover the cashiering payment collections process to identify the requirements to post payment plan transactions.		

Batch Collections

Workshop Number: AR.04.07	Workshop Name: Batch Collections	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will assist and demonstrate how to import payments in mass for various methods such as Lender, Remittance, and Lockbox processing. The concept of how to configure the Batch Collections Import/Export file layouts will be reviewed.		

Correspondence

Workshop Number: AR.04.08	Workshop Name: Correspondence	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Penalty/Interest Batch Apply Process

Workshop Number: AR.04.09	Workshop Name: Penalty/Interest Batch Apply Process	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to batch apply payment terms for penalty, interest and discounts with the option to also apply delinquent fees and adjust collection types.		

Reports

Workshop Number: AR.04.10	Workshop Name: Reports	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the existing Accounts Receivable reports. These will include, but are not limited to, Payment Listing, Collection Summary, and Surplus Reports.		

Workflow

Workshop Number: AR.04.11	Workshop Name: Workflow	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Accounts Receivable - Document requirements review decisions

Workshop Number: AR.04.99	Workshop Name: Accounts Receivable - Document requirements review decisions	Aumentum Module: Accounts Receivable
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Online Web Payment

Workshop Number: AR.05.01	Workshop Name: Online Web Payment	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will show the user how to configure the layout for the Web Payment Import and how to process a payment file using batch collections.		

Over the Counter Payment

Workshop Number: AR.05.02	Workshop Name: Over the Counter Payment	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		

Description:

Thomson Reuters will show the user how to configure tills and cashiers for processing payment. This will include creating sessions, taking payments in cashiering, and balancing the session.

Mail Payment Processing

Workshop Number: AR.05.03	Workshop Name: Mail Payment Processing	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will show the user how to configure the layout for the Remittance Payment Import and how to process a payment file using batch collections.		

IVR/Lockbox Payment Processing

Workshop Number: AR.05.04	Workshop Name: IVR/Lockbox Payment Processing	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will show the user how to configure the layout for the IVR/Lockbox Payment Import and how to process a payment file using batch collections.		

Manufactured Home Tax Clearance Certificate - Requirements

Workshop Number: AR.05.05	Workshop Name: Manufactured Home Tax Clearance Certificate - Requirements	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description:		

Map Tax Clearance Certificate - Requirements

Workshop Number: AR.05.06	Workshop Name: Map Tax Clearance Certificate - Requirements	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will demonstrate the estimation process for the Map Tax Clearance with the user and how to produce the correspondence for the certificate.		

Refund Claim Forms

Workshop Number: AR.05.07	Workshop Name: Refund Claim Forms	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review the claim maintenance process with the users and explain how to generate correspondence for each claim.		

CORTAC/SRM/EFT Overpayment and Refund

Workshop Number: AR.05.08	Workshop Name: CORTAC/SRM/EFT Overpayment and Refund	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to manage monies previously collected by CORTAC/SRM/EFT, including surplus/refunds.		

Negative Supplemental Refunds

Workshop Number: AR.05.09	Workshop Name: Negative Supplemental Refunds	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to manage negative supplemental refunds using surplus management and refunds.		

Non-Sufficient Funds Transactions

Workshop Number: AR.05.10	Workshop Name: Non-Sufficient Funds Transactions	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate the bad check process and how the system will lift and reapply payments associated with the transaction.		

Roll Correction Overpayments

Workshop Number: AR.05.11	Workshop Name: Roll Correction Overpayments	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate the process for roll correction surpluses. This will include the configuration for refund and claim recipients and the claim maintenance process.		

Stale Dated Warrants

Workshop Number: AR.05.12	Workshop Name: Stale Dated Warrants	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will demonstrate audit processing where the user can create audits based on surplus type and date ranges. The client will be able to reconcile the audit.		

Suspense Overpayments

Workshop Number: AR.05.13	Workshop Name: Suspense Overpayments	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate configuration for suspense and mapping suspense types to different processes.		

Trust Overpayments

Workshop Number: AR.05.14	Workshop Name: Trust Overpayments	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how over-payments are processed using surplus management and refund modules.		

Enroll a 4 Year Escape Payment Plan

Workshop Number: AR.05.15	Workshop Name: Enroll a 4 Year Escape Payment Plan	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate to the staff how to configure payment plan types and enroll a 4 Year Escape Payment Plan.		

Enroll a 5 Year Redemption Payment Plan

Workshop Number: AR.05.16	Workshop Name: Enroll a 5 Year Redemption Payment Plan	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate to the staff how to configure payment plan types and enroll a 5 Year Redemption Payment Plan.		

Payments - 4 Year Escape Plans

Workshop Number: AR.05.17	Workshop Name: Payments - 4 Year Escape Plans	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate to the staff how to process 4 Year Escape Plan payments using batch collections and cashiering.		

Payments - 5 Year Redemption Payment Plans

Workshop Number: AR.05.18	Workshop Name: Payments - 5 Year Redemption Payment Plans	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate to the staff how to process 5 Year Redemption Plan payments using batch collections and cashiering.		

Defaulted 4 Year Escape Payment Plans

Workshop Number: AR.05.19	Workshop Name: Defaulted 4 Year Escape Payment Plans	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters Staff will demonstrate to the staff how to default 4 Year Escape Payment Plans manually and using the update payment plan process.		

Defaulted 5 Year Redemption Payment Plans

Workshop Number: AR.05.20	Workshop Name: Defaulted 5 Year Redemption Payment Plans	Aumentum Module: Accounts Receivable
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters Staff will demonstrate to the staff how to default 5 Year Redemption Payment Plans manually and using the update payment plan process. This will include reviewing defaulted plan credit and how it is displayed and used within the system.		

AR Conversion review (with client)

Workshop Number: AR.06.01	Workshop Name: AR Conversion review (with client)	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Accounts Receivable data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT AR Configuration review (with client)

Workshop Number: AR.07.01	Workshop Name: UAT AR Configuration review (with client)	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Accounts Receivable. The expectation is that all UAT configuration will be in place and available for verification.		

UAT conversion review (with client)

Workshop Number: AR.08.01	Workshop Name: UAT conversion review (with client)	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the Accounts Receivable UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Accounts Receivable Reports

Workshop Number: AR.09.01	Workshop Name: Accounts Receivable Reports	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Accounts Receivable Workflow

Workshop Number: AR.09.02	Workshop Name: Accounts Receivable Workflow	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Accounts Receivable Interfaces and Extracts

Workshop Number: AR.09.03	Workshop Name: Accounts Receivable Interfaces and Extracts	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Accounts Receivable test case creation

Workshop Number: AR.10.01	Workshop Name: Accounts Receivable test case creation	Aumentum Module: Accounts Receivable
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Accounts Receivable functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Accounts Receivable testing assistance (throughout UAT)

Workshop Number: AR.10.02	Workshop Name: client Accounts Receivable testing assistance (throughout UAT)	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Accounts Receivable testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: AR.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Accounts Receivable module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Accounts Receivable tools.		

General Accounts Receivable Training

Workshop Number: AR.11.02	Workshop Name: General Accounts Receivable Training	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on General Accounts Receivable functionality including, but not limited to, payment management, payment batch processes, payment plans and reports.		

Go Live Preparation

Workshop Number: AR.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: AR.12.02	Workshop Name: Go-Live Support	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Accounts Receivable users during Go-Live.		

Validation review and feedback (internal)

Workshop Number: AR.12.03	Workshop Name: Validation review and feedback (internal)	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		

Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Document Accounts Receivable defect punch list (Critical and High severity)

Workshop Number: AR.12.04	Workshop Name: Document Accounts Receivable defect punch list (Critical and High severity)	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Accounts Receivable defects.		

Document Accounts Receivable defect punch list (Medium and Low severity)

Workshop Number: AR.12.05	Workshop Name: Document Accounts Receivable defect punch list (Medium and Low severity)	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Accounts Receivable defects.		

Assessment Administration

Assessment Administration Data Mapping

Workshop Number: AA.00.01	Workshop Name: Assessment Administration Data Mapping	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to determine the scope of the Legacy system's Assessment Administration data for conversion and map to ValueTypes in Aumentum		

Assessment Administration Data Mapping

Workshop Number: AA.00.02	Workshop Name: Assessment Administration Data Mapping	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Modifier, Credit, Exemption, and Application data conversion		

Assessment Administration data extract checkpoint

Workshop Number: AA.00.03	Workshop Name: Assessment Administration data extract checkpoint	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will perform validation checks on the Assessment Administration extract data, review overall progress towards a subset conversion and adjust or realign		

Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.

Create Assessment Administration data extracts

Workshop Number: AA.00.04	Workshop Name: Create Assessment Administration data extracts	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Assessment Administration data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Assessment Administration Data Mapping

Workshop Number: AA.01.03	Workshop Name: Assessment Administration Data Mapping	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map tax data		

Base Configuration

Workshop Number: AA.02.01	Workshop Name: Base Configuration	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Review of National and State level configuration items. The National configuration items are identified as being common to all Aumentum clients, whereas State configuration items are identified as being common to each State.		

New market configuration

Workshop Number: AA.02.02	Workshop Name: New market configuration	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review jurisdiction level configuration items. These configuration items are identified as those needed to support the specific jurisdiction's initial data conversion, with items such as TAG, TA, and Fund setup.		

AA document extract and import errors

Workshop Number: AA.03.01	Workshop Name: AA document extract and import errors	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will identify and properly document conversion faults and will deliver the conversion reports package to the client		

Validation review and feedback (internal)

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

AA.03.02	Validation review and feedback (internal)	Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial conversion of Assessment Administration data. The technical consultant will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process may be repeated if necessary until initial conversion data is delivered to the client.		

AA Conversion Review with client

Workshop Number: AA.03.03	Workshop Name: AA Conversion Review with client	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review the initial conversion of Assessment Administration data with the client		

AA requirements review with Thomson Reuters and the client

Workshop Number: AA.04.01	Workshop Name: AA requirements review with Thomson Reuters and the client	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Assessment Administration module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Assessment Changes

Workshop Number: AA.04.03	Workshop Name: Assessment Changes	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff and the client will define the scope of changes throughout the annual cycle that may cause an assessable event. Adjustments to process guide are completed to include any necessary jurisdiction specific process steps.		

Assessment Administration Setup / Configuration

Workshop Number: AA.04.04	Workshop Name: Assessment Administration Setup / Configuration	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the Base configuration with the client and make any client-specific changes to the Assessment Administration configuration		

Assessment History

Workshop Number: AA.04.05	Workshop Name: Assessment History	Aumentum Module: Assessment Administration
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Implementation Phase: Phase 1 Aumentum Environment
Description: Thomson Reuters staff will demonstrate the Assessment History screen and work with the client to configure the sections and ValueTypes displayed by default on this screen

Assessment Event Maintenance

Workshop Number: AA.04.06	Workshop Name: Assessment Event Maintenance	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Assessment Event Maintenance screen including Corrections processing and work with the client to develop best practices for using this functionality		

CAMA Value Import (CVI)

Workshop Number: AA.04.07	Workshop Name: CAMA Value Import (CVI)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the CVI Functionality and determine the scope of CVI customization for the client		

Annual Roll Processing

Workshop Number: AA.04.08	Workshop Name: Annual Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Assessment Roll processing functionality and work with the client to plan best practices for using this functionality as well as determine the scope of necessary Implementation Engineering customization		

Assessment Notices

Workshop Number: AA.04.09	Workshop Name: Assessment Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Assessment notice functionality and work with the client to determine the scope of any custom programming.		

Correction Roll Processing

Workshop Number: AA.04.10	Workshop Name: Correction Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Corrections Roll processing functionality and work with the client to plan best practices for using this functionality		

Supplemental Roll Processing

Workshop Number: AA.04.11	Workshop Name: Supplemental Roll Processing	Aumentum Module: Assessment Administration
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Implementation Phase: Phase 1 Aumentum Environment
Description: Thomson Reuters staff will demonstrate the Supplemental Roll processing functionality and work with the client to plan best practices for using this functionality

Reports

Workshop Number: AA.04.12	Workshop Name: Reports	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the existing Assessment Administration Reports.		

Workflow

Workshop Number: AA.04.13	Workshop Name: Workflow	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: AA.04.14	Workshop Name: Correspondence	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Assessment Administration - Document requirements review decisions

Workshop Number: AA.04.99	Workshop Name: Assessment Administration - Document requirements review decisions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Annual Roll Processing

Workshop Number: AA.05.01	Workshop Name: Annual Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of creating and validating the annual assessment roll.		

Annual Assessment Events

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

AA.05.02	Annual Assessment Events	Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the configuration necessary to process all events that cause assessment changes throughout year. Any necessary jurisdiction specific process steps will be identified.		

Candidate Value Selection

Workshop Number: AA.05.03	Workshop Name: Candidate Value Selection	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Candidate Value Selection process including any necessary configuration.		

Split Valuation

Workshop Number: AA.05.04	Workshop Name: Split Valuation	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Split Valuations and any necessary configuration tasks related to this.		

Prop 8/Request for Review

Workshop Number: AA.05.05	Workshop Name: Prop 8/Request for Review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Prop8/Request for Review process including any necessary configuration.		

Undivided Interest

Workshop Number: AA.05.06	Workshop Name: Undivided Interest	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Undivided Interest process including any necessary configuration.		

Roll Balancing & Board of Equalization

Workshop Number: AA.05.07	Workshop Name: Roll Balancing & Board of Equalization	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff and the client will review the assessment roll details and supporting processes and reports. This includes, but not limited to, the submission of the roll for SBE review and subsequent updates as necessary.		

SBE Roll

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

AA.05.08	SBE Roll	Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the SBE Roll process including any necessary configuration.		

Reappraisable Transfers

Workshop Number: AA.05.09	Workshop Name: Reappraisable Transfers	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of entering Reappraisable Transfers.		

Non Reappraisable Transfers

Workshop Number: AA.05.10	Workshop Name: Non Reappraisable Transfers	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of entering Non-Reappraisable Transfers.		

Assessment Notices

Workshop Number: AA.05.11	Workshop Name: Assessment Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the configuration necessary to generate sample assessment notices. This will include processes necessary to send assessment notices and maintain and/or customize assessment notice formats. Any necessary jurisdiction specific notice requirements will be identified.		

Base Value Determination

Workshop Number: AA.05.12	Workshop Name: Base Value Determination	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the determination of Base Values. Any necessary jurisdiction process steps will be identified.		

Base Value Segment Editing

Workshop Number: AA.05.13	Workshop Name: Base Value Segment Editing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of editing Base Value Segments. Any necessary jurisdiction process steps will be identified.		

Out of Order Events - Working Set

Workshop Number: AA.05.14	Workshop Name: Out of Order Events - Working Set	Aumentum Module: Assessment Administration
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Implementation Phase: Phase 1 Aumentum Environment
Description: Thomson Reuters staff will demonstrate the configuration necessary to process out of order assessment events and make corrections as necessary. Any necessary jurisdiction specific process steps will be identified.

Supplemental Assessments

Workshop Number: AA.05.15	Workshop Name: Supplemental Assessments	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff and the client will discuss the need for supplemental assessments. Any necessary jurisdiction specific process steps will be identified		

Senior Citizen Intra-County (Prop. 60) and Inter-County (Prop. 90) Base Value Exclusions

Workshop Number: AA.05.16	Workshop Name: Senior Citizen Intra-County (Prop. 60) and Inter-County (Prop. 90) Base Value Exclusions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of performing Base Value Exclusions in Aumentum. Any necessary jurisdiction process steps will be identified.		

Builder's Exclusions

Workshop Number: AA.05.17	Workshop Name: Builder's Exclusions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of performing Builder's Exclusions in Aumentum. Any necessary jurisdiction process steps will be identified.		

New Construction Exclusion

Workshop Number: AA.05.18	Workshop Name: New Construction Exclusion	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of performing New Construction Exclusions in Aumentum. Any necessary jurisdiction process steps will be identified.		

Calamity, Restoration, Demo

Workshop Number: AA.05.19	Workshop Name: Calamity, Restoration, Demo	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of performing Calamity, Restoration, and Demo events in Aumentum. Any necessary jurisdiction process steps will be identified.		

Partial Construction/Partial Restoration

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

AA.05.20	Partial Construction/Partial Restoration	Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of performing Partial Construction or Restoration events in Aumentum. Any necessary jurisdiction process steps will be identified.		

Homeowners/Dvet/Other Exemption Claims

Workshop Number: AA.05.21	Workshop Name: Homeowners/Dvet/Other Exemption Claims	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: The client will provide examples of all assessment exemptions and modifiers, including allowable combinations. Thomson Reuters staff will review the configuration necessary to add and maintain assessment exemption and modifier information. Any necessary jurisdiction specific process steps will be identified.		

Institutional Exemption Claims

Workshop Number: AA.05.22	Workshop Name: Institutional Exemption Claims	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of adding or modifying Institutional exemptions. Any necessary jurisdiction process steps will be identified.		

Personal Property

Workshop Number: AA.05.23	Workshop Name: Personal Property	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of adding or modifying exemptions on Personal Property Accounts. Any necessary jurisdiction process steps will be identified.		

Penalties

Workshop Number: AA.05.24	Workshop Name: Penalties	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of adding Penalty charges. Any necessary jurisdiction process steps will be identified.		

Clean and Green

Workshop Number: AA.05.25	Workshop Name: Clean and Green	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff and the client will review the process of identifying, classifying, enrolling, certifying and maintaining agricultural use property, This includes, but is not limited to, agricultural reserve, forest reserve and other qualifying current use property. Any necessary jurisdiction process steps will be identified.		

Code and UDF Mapping

Workshop Number: AA.05.26	Workshop Name: Code and UDF Mapping	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the configuration necessary to perform maintenance on AA configuration data such as UDFs and Modifier codes. The initial jurisdiction specific configuration will be identified.		

Overrides

Workshop Number: AA.05.27	Workshop Name: Overrides	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the configuration necessary to process Assessment Overrides including maintenance of overrides and impact of using Value Overrides within the system both from data and business process perspective. Any necessary jurisdiction specific process steps will be identified.		

Annual Tasks - Year End Maintenance

Workshop Number: AA.05.28	Workshop Name: Annual Tasks - Year End Maintenance	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: The client will provide a list of Annual Assessment cycle events including approximate dates for when each task needs to be completed. Thomson Reuters staff will demonstrate the configuration necessary to perform the business processes required to complete these events. Any necessary jurisdiction specific process steps will be identified.		

AA Conversion review (with client)

Workshop Number: AA.06.01	Workshop Name: AA Conversion review (with client)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Assessment Administration data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT AA Configuration review (with client)

Workshop Number: AA.07.01	Workshop Name: UAT AA Configuration review (with client)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Assessment Administration. The expectation is that all UAT configuration will be in place and available for verification.		

AA UAT conversion review (with client)

Workshop Number: AA.08.01	Workshop Name: AA UAT conversion review (with client)	Aumentum Module: Assessment Administration
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Implementation Phase: Phase 4 Training and Go Live Aumentum Environment
Description: Thomson Reuters staff will review the Assessment Administration UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.

Assessment Administration Reports

Workshop Number: AA.09.01	Workshop Name: Assessment Administration Reports	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Assessment Administration Workflow

Workshop Number: AA.09.02	Workshop Name: Assessment Administration Workflow	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Assessment Administration Interfaces and Extracts

Workshop Number: AA.09.03	Workshop Name: Assessment Administration Interfaces and Extracts	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Assessment Administration Calculation Process Steps

Workshop Number: AA.09.04	Workshop Name: Assessment Administration Calculation Process Steps	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all calculation process steps are configured and working as defined in the Business Process Analysis Requirements documents. The calculation process steps covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Assessment Administration test case creation

Workshop Number: AA.10.01	Workshop Name: Assessment Administration test case creation	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Assessment Administration functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Assessment Admin testing assistance (throughout UAT)

Workshop Number: AA.10.02	Workshop Name: client Assessment Admin testing assistance (throughout UAT)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Assessment Administration testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: AA.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Assessment Administration module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Assessment Administration tools.		

Roll Processing

Workshop Number: AA.11.02	Workshop Name: Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's roll processing functionality.		

Roll Corrections Processing

Workshop Number: AA.11.03	Workshop Name: Roll Corrections Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of roll corrections.		

Application Processing

Workshop Number: AA.11.04	Workshop Name: Application Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		

Description: Thomson Reuters staff will demonstrate Aumentum's ability to process various types of applications.

Modifier Maintenance

Workshop Number: AA.11.05	Workshop Name: Modifier Maintenance	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's ability to apply exemptions and assessment modifiers.		

Go Live Preparation

Workshop Number: AA.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: AA.12.02	Workshop Name: Go-Live Support	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Assessment Administration users during Go-Live.		

AA Validation review and feedback (internal)

Workshop Number: AA.12.03	Workshop Name: AA Validation review and feedback (internal)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

AA Conversion review (with client)

Workshop Number: AA.12.04	Workshop Name: AA Conversion review (with client)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Assessment Administration data conversion with the client. Any known faults in the conversion data will be identified.		

Document Assessment Administration defect punch list (Critical and High severity)

Workshop Number: AA.12.05	Workshop Name:	Aumentum Module: Assessment Administration
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Document Assessment Administration defect punch list (Critical and High severity)	
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Assessment Administration defects.		

Document Assessment Administration defect punch list (Medium and Low severity)

Workshop Number: AA.12.06	Workshop Name: Document Assessment Administration defect punch list (Medium and Low severity)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Assessment Administration defects.		

Overview of Assessment Administration

Workshop Number: AA.04.02	Workshop Name: Overview of Assessment Administration	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will provide a demonstration of the available functionality in Assessment Administration		

Annual Balancing/Reporting

Workshop Number: AA.04.15	Workshop Name: Annual Balancing/Reporting	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Annual Balancing and Reporting functionality and work with the client to plan best practices for using this functionality		

Annual Review - Prop 8

Workshop Number: AA.04.16	Workshop Name: Annual Review - Prop 8	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Annual Review and Prop 8 functionality and work with the client to plan best practices for using this functionality		

Restricted Values (Ag, Mills, Williamson)

Workshop Number: AA.04.17	Workshop Name: Restricted Values (Ag, Mills, Williamson)	Aumentum Module: Assessment Administration
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Implementation Phase: Phase 2 Aumentum Environment
Description: Thomson Reuters staff will demonstrate the Restricted Values functionality (Ag, Mills and Williamson) and work with the client to plan best practices for using this functionality

Corrections to Annuals

Workshop Number: AA.04.18	Workshop Name: Corrections to Annuals	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Corrections functionality for Annuals and work with the client to plan best practices for using this functionality		

Penalties

Workshop Number: AA.04.19	Workshop Name: Penalties	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Penalty functionality and work with the client to plan best practices for using this functionality		

Builder's Exclusions

Workshop Number: AA.04.20	Workshop Name: Builder's Exclusions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Builder's Exclusion functionality and work with the client to plan best practices for using this functionality		

Assessment Factors (CPI/Phillips)

Workshop Number: AA.04.21	Workshop Name: Assessment Factors (CPI/Phillips)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Assessment Factor functionality (CPI/Phillips) and work with the client to plan best practices for using this functionality		

Undivided Interest

Workshop Number: AA.04.22	Workshop Name: Undivided Interest	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		

Description:

Thomson Reuters staff will demonstrate the Undivided Interest functionality and work with the client to plan best practices for using this functionality

Supplemental Notices

Workshop Number: AA.04.23	Workshop Name: Supplemental Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Supplemental Notice functionality and work with the client to plan best practices for using this functionality		

Escape Notices

Workshop Number: AA.04.24	Workshop Name: Escape Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Escape Notice functionality and work with the client to plan best practices for using this functionality		

Transfers

Workshop Number: AA.04.25	Workshop Name: Transfers	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Transfer functionality and work with the client to plan best practices for using this functionality		

Permits (NC & Demo)

Workshop Number: AA.04.26	Workshop Name: Permits (NC & Demo)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Permit functionality (New Construction and Demolition) and work with the client to plan best practices for using this functionality		

Calamity, Restoration

Workshop Number: AA.04.27	Workshop Name: Calamity, Restoration	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description:		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Thomson Reuters staff will demonstrate the Calamity and Restoration functionality and work with the client to plan best practices for using this functionality

Cuts/Combines

Workshop Number: AA.04.28	Workshop Name: Cuts/Combines	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Cut and Combine functionality and work with the client to plan best practices for using this functionality		

Corrections to Events

Workshop Number: AA.04.29	Workshop Name: Corrections to Events	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Corrections functionality for Events and work with the client to plan best practices for using this functionality		

Ownership Exclusion

Workshop Number: AA.04.30	Workshop Name: Ownership Exclusion	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Ownership Exclusion functionality and work with the client to plan best practices for using this functionality		

Base Value Transfer

Workshop Number: AA.04.31	Workshop Name: Base Value Transfer	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Base Value Transfer functionality and work with the client to plan best practices for using this functionality		

Public Acquisition

Workshop Number: AA.04.32	Workshop Name: Public Acquisition	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description:		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Thomson Reuters staff will demonstrate the Public Acquisition functionality and work with the client to plan best practices for using this functionality

Separate Valuation

Workshop Number: AA.04.33	Workshop Name: Separate Valuation	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Separate Valuation functionality and work with the client to plan best practices for using this functionality		

Homeowners Exemptions

Workshop Number: AA.04.34	Workshop Name: Homeowners Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Homeowners Exemptions functionality and work with the client to plan best practices for using this functionality		

Disabled Veterans Exemptions

Workshop Number: AA.04.35	Workshop Name: Disabled Veterans Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Disabled Veterans Exemptions functionality and work with the client to plan best practices for using this functionality		

Institutional and Welfare Exemptions

Workshop Number: AA.04.36	Workshop Name: Institutional and Welfare Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Institutional and Welfare Exemption functionality and work with the client to plan best practices for using this functionality		

Personal Property Exemption

Workshop Number: AA.04.37	Workshop Name: Personal Property Exemption	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description:		

Thomson Reuters staff will demonstrate the Personal Property Exemption functionality and work with the client to plan best practices for using this functionality

Multiple Claims Listing (MCL)

Workshop Number: AA.04.38	Workshop Name: Multiple Claims Listing (MCL)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Multiple Claims Listing (MCL) functionality and work with the client to plan best practices for using this functionality		

Miscellaneous Exemptions

Workshop Number: AA.04.39	Workshop Name: Miscellaneous Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Exemption functionality for Miscellaneous Exemptions and work with the client to plan best practices for using this functionality		

Restricted Values (Ag, Mills, Williamson)

Workshop Number: AA.05.29	Workshop Name: Restricted Values (Ag, Mills, Williamson)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to process properties with Restricted Values such as Ag, Mills, and Williamson Act properties. Any necessary jurisdiction specific process steps will be identified.		

Corrections to Annuals

Workshop Number: AA.05.30	Workshop Name: Corrections to Annuals	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to process Corrections to Annuals. Any necessary jurisdiction specific process steps will be identified.		

Assessment Factors (CPI/Phillips)

Workshop Number: AA.05.31	Workshop Name: Assessment Factors (CPI/Phillips)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description:		

Thomson Reuters staff will demonstrate the process of using Assessment Factors such as CPI and Phillips. Any necessary jurisdiction process steps will be identified.

Supplemental Roll Processing

Workshop Number: AA.05.32	Workshop Name: Supplemental Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of creating and validating supplemental assessment rolls.		

Supplemental Notices

Workshop Number: AA.05.33	Workshop Name: Supplemental Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the configuration necessary to generate supplemental notices. This will include processes necessary to send supplemental notices and maintain and/or customize assessment notice formats. Any necessary jurisdiction specific notice requirements will be identified.		

Corrections Roll Processing

Workshop Number: AA.05.34	Workshop Name: Corrections Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of creating and validating corrections rolls.		

Escape Notices

Workshop Number: AA.05.35	Workshop Name: Escape Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the configuration necessary to generate escape notices. This will include processes necessary to send escape notices and maintain and/or customize assessment notice formats. Any necessary jurisdiction specific notice requirements will be identified.		

Cuts/Combines

Workshop Number: AA.05.36	Workshop Name: Cuts/Combines	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the configuration necessary to perform cuts and combines. Any necessary jurisdiction specific notice requirements will be identified.		

Corrections to Events

Workshop Number: AA.05.37	Workshop Name: Corrections to Events	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the configuration necessary to perform Corrections to Events. Any necessary jurisdiction specific notice requirements will be identified.		

Ownership Exclusion

Workshop Number: AA.05.38	Workshop Name: Ownership Exclusion	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the process of performing Ownership Exclusions in Aumentum. Any necessary jurisdiction process steps will be identified.		

Public Acquisition

Workshop Number: AA.05.39	Workshop Name: Public Acquisition	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Public Acquisition process. Any necessary jurisdiction process steps will be identified.		

Multiple Claims Listing (MCL)

Workshop Number: AA.05.40	Workshop Name: Multiple Claims Listing (MCL)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Multiple Claims Listing process in Aumentum. Any necessary jurisdiction process steps will be identified.		

Annual Roll Processing

Workshop Number: AA.10.03	Workshop Name: Annual Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Annual Roll Processing		

Annual Notices

Workshop Number: AA.10.04	Workshop Name: Annual Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Annual Notices		

Annual Balancing/Reporting

Workshop Number: AA.10.05	Workshop Name: Annual Balancing/Reporting	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Annual Balancing/Reporting		

Annual Review - Prop 8

Workshop Number: AA.10.06	Workshop Name: Annual Review - Prop 8	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Annual Review - Prop 8		

Restricted Values (Ag, Mills, Williamson)

Workshop Number: AA.10.07	Workshop Name: Restricted Values (Ag, Mills, Williamson)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Restricted Values (Ag, Mills, Williamson)		

Corrections to Annuals

Workshop Number: AA.10.08	Workshop Name: Corrections to Annuals	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Corrections to Annuals		

Penalties

Workshop Number: AA.10.09	Workshop Name: Penalties	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Penalties		

Builders Exclusion

Workshop Number: AA.10.10	Workshop Name: Builders Exclusion	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Builders Exclusion		

Assessment Factors (CPI/Phillips)

Workshop Number: AA.10.11	Workshop Name: Assessment Factors (CPI/Phillips)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Assessment Factors (CPI/Phillips)		

Undivided Interest

Workshop Number: AA.10.12	Workshop Name: Undivided Interest	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Undivided Interest		

Supplemental Roll Processing

Workshop Number: AA.10.13	Workshop Name: Supplemental Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Supplemental Roll Processing		

Supplemental Notices

Workshop Number: AA.10.14	Workshop Name: Supplemental Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Supplemental Notices		

Correction Roll Processing

Workshop Number: AA.10.15	Workshop Name: Correction Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description:		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Thomson Reuters staff will be available to support client testing of Correction Roll Processing

Escape Notices

Workshop Number: AA.10.16	Workshop Name: Escape Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Escape Notices		

Transfers

Workshop Number: AA.10.17	Workshop Name: Transfers	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Transfers		

Permits (NC & Demo)

Workshop Number: AA.10.18	Workshop Name: Permits (NC & Demo)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Permits (NC & Demo)		

Calamity/Restoration

Workshop Number: AA.10.19	Workshop Name: Calamity/Restoration	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Calamity/Restoration		

Cuts/Combines

Workshop Number: AA.10.20	Workshop Name: Cuts/Combines	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Cuts/Combines		

Corrections to Events

Workshop Number: AA.10.21	Workshop Name: Corrections to Events	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Corrections to Events		

Ownership Exclusion

Workshop Number: AA.10.22	Workshop Name: Ownership Exclusion	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Ownership Exclusion		

Base Value Transfer

Workshop Number: AA.10.23	Workshop Name: Base Value Transfer	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Base Value Transfer		

Public Acquisition

Workshop Number: AA.10.24	Workshop Name: Public Acquisition	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Public Acquisition		

Separate Valuation

Workshop Number: AA.10.25	Workshop Name: Separate Valuation	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Separate Valuation		

Homeowners Exemptions

Workshop Number: AA.10.26	Workshop Name: Homeowners Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Homeowners Exemptions		

Disabled Veterans Exemptions

Workshop Number: AA.10.27	Workshop Name: Disabled Veterans Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Disabled Veterans Exemptions		

Institutional and Welfare Exemptions

Workshop Number: AA.10.28	Workshop Name: Institutional and Welfare Exemptions	Aumentum Module: Assessment Administration
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Implementation Phase: Phase 3 UAT Aumentum Environment
Description: Thomson Reuters staff will be available to support client testing of Institutional and Welfare Exemptions

Personal Property Exemption

Workshop Number: AA.10.29	Workshop Name: Personal Property Exemption	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Personal Property Exemption		

Multiple Claims Listing (MCL)

Workshop Number: AA.10.30	Workshop Name: Multiple Claims Listing (MCL)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Multiple Claims Listing (MCL)		

Miscellaneous Exemptions

Workshop Number: AA.10.31	Workshop Name: Miscellaneous Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Miscellaneous Exemptions		

Annual Roll Processing

Workshop Number: AA.11.06	Workshop Name: Annual Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of the annual roll.		

Annual Notices

Workshop Number: AA.11.07	Workshop Name: Annual Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Annual Notices.		

Annual Balancing/Reporting

Workshop Number: AA.11.08	Workshop Name: Annual Balancing/Reporting	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of the annual balancing.		

Annual Review - Prop 8

Workshop Number: AA.11.09	Workshop Name: Annual Review - Prop 8	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of X		

Restricted Values (Ag, Mills, Williamson)

Workshop Number: AA.11.10	Workshop Name: Restricted Values (Ag, Mills, Williamson)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Restricted Values (Ag, Mills, Williamson).		

Corrections to Annuals

Workshop Number: AA.11.11	Workshop Name: Corrections to Annuals	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Corrections to Annual Assessment.		

Penalties

Workshop Number: AA.11.12	Workshop Name: Penalties	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Penalties.		

Builder's Exclusions

Workshop Number: AA.11.13	Workshop Name: Builder's Exclusions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Builder's Exclusions.		

Assessment Factors (CPI/Phillips)

Workshop Number: AA.11.14	Workshop Name: Assessment Factors (CPI/Phillips)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Assessment Factors (CPI/Phillips).		

Undivided Interest

Workshop Number: AA.11.15	Workshop Name: Undivided Interest	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Description: Thomson Reuters staff will demonstrate Aumentum's handling of Undivided Interest.

Supplemental Roll Processing

Workshop Number: AA.11.16	Workshop Name: Supplemental Roll Processing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of the supplemental roll.		

Supplemental Notices

Workshop Number: AA.11.17	Workshop Name: Supplemental Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Supplemental Notices.		

Escape Notices

Workshop Number: AA.11.18	Workshop Name: Escape Notices	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Escape Notices.		

Transfers

Workshop Number: AA.11.19	Workshop Name: Transfers	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Transfers.		

Permits (NC & Demo)

Workshop Number: AA.11.20	Workshop Name: Permits (NC & Demo)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Permits (NC & Demo)		

Calamity/Restoration

Workshop Number: AA.11.21	Workshop Name: Calamity/Restoration	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Calamity/Restoration.		

Cuts/Combines

Workshop Number: AA.11.22	Workshop Name: Cuts/Combines	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Description: Thomson Reuters staff will demonstrate Aumentum's handling of Cuts/Combines.

Corrections to Events

Workshop Number: AA.11.23	Workshop Name: Corrections to Events	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Corrections to Events.		

Ownership Exclusion

Workshop Number: AA.11.24	Workshop Name: Ownership Exclusion	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Ownership Exclusions.		

Base Value Transfer

Workshop Number: AA.11.25	Workshop Name: Base Value Transfer	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Base Value Transfers		

Public Acquisition

Workshop Number: AA.11.26	Workshop Name: Public Acquisition	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Public Acquisition.		

Separate Valuation

Workshop Number: AA.11.27	Workshop Name: Separate Valuation	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Separate Valuation.		

Homeowners Exemptions

Workshop Number: AA.11.28	Workshop Name: Homeowners Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Homeowners Exemptions.		

Disabled Veterans Exemptions

Workshop Number: AA.11.29	Workshop Name: Disabled Veterans Exemptions	Aumentum Module: Assessment Administration
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Implementation Phase: Phase 4 Training and Go Live Aumentum Environment
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Disabled Veterans Exemptions.

Institutional and Welfare Exemptions

Workshop Number: AA.11.30	Workshop Name: Institutional and Welfare Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to support client testing of Institutional and Welfare Exemptions		

Personal Property Exemption

Workshop Number: AA.11.31	Workshop Name: Personal Property Exemption	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Personal Property Exemptions.		

Multiple Claims Listing (MCL)

Workshop Number: AA.11.32	Workshop Name: Multiple Claims Listing (MCL)	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Multiple Claims Listing (MCL).		

Miscellaneous Exemptions

Workshop Number: AA.11.33	Workshop Name: Miscellaneous Exemptions	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's handling of Miscellaneous Exemptions.		

Aumentum

Aumentum Overview

Workshop Number: INTRO.02.01	Workshop Name: Aumentum Overview	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: A general system overview of Aumentum. Discuss system architecture as browser app with servers for application, reporting, batches and database.		

User interface/common controls

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

INTRO.02.01	User interface/common controls	Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate the basic User interface and common controls used by the Aumentum system.		

System navigation/menu system

Workshop Number: INTRO.02.02	Workshop Name: System navigation/menu system	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate System navigation and menus used by Aumentum.		

Help Screens/external resources

Workshop Number: INTRO.02.03	Workshop Name: Help Screens/external resources	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate Help Screens and external resources.		

Info Center inquiry screens

Workshop Number: INTRO.02.04	Workshop Name: Info Center inquiry screens	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate Info Center inquiry screens.		

Common Functions

Workshop Number: INTRO.02.05	Workshop Name: Common Functions	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate Common System Functionality including Notes and Flags.		

Billing

Billing requirements review with Thomson Reuters and the client

Workshop Number: BILL.04.01	Workshop Name: Billing requirements review with Thomson Reuters and the client	Aumentum Module: Billing
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Billing module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Tax Billing

Workshop Number: BILL.04.02	Workshop Name: Overview of Tax Billing	Aumentum Module: Billing
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The Billing module handles all functionality related to printing tax bill-related data.		

Billing Setup / Configuration

Workshop Number: BILL.04.03	Workshop Name: Billing Setup / Configuration	Aumentum Module: Billing
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will assist users in setting up all billing-related configuration. Bar code/OCR definitions, print criteria, custom messages, and sorting and grouping rules will all be configured.		

Lender Administration

Workshop Number: BILL.04.04	Workshop Name: Lender Administration	Aumentum Module: Billing
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to add/maintain/delete lender and service company entities within the system. This demonstration will also include training on how to run the lender-related interface processes.		

Bill Processing

Workshop Number: BILL.04.05	Workshop Name: Bill Processing	Aumentum Module: Billing
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to print tax bills using both the Selected Bill Processing and Mass Bill Print/Export functionality. If eBilling functionality is required, training will also be conducted on that process.		

Billing - Document requirements review decisions

Workshop Number: BILL.04.99	Workshop Name: Billing - Document requirements review decisions	Aumentum Module: Billing
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Corrected Tax Bills

Workshop Number: BILL.05.01	Workshop Name: Corrected Tax Bills	Aumentum Module: Billing
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Implementation Phase: 05 Config - Client Specific
Description: Thomson Reuters staff will review existing Corrected Tax Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.

CORTAC Agency Billing

Workshop Number: BILL.05.02	Workshop Name: CORTAC Agency Billing	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate import of CORTAC agency information and management within Aumentum and assist in configuration of any required export files.		

Annual Current Secured Tax Bills

Workshop Number: BILL.05.03	Workshop Name: Annual Current Secured Tax Bills	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review existing Annual Current Secured Tax Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.		

Annual Current Unsecured Tax Bills

Workshop Number: BILL.05.04	Workshop Name: Annual Current Unsecured Tax Bills	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review existing Annual Current Unsecured Tax Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.		

Supplemental Bills

Workshop Number: BILL.05.05	Workshop Name: Supplemental Bills	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review existing Supplemental Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.		

New Owner Bills

Workshop Number: BILL.05.06	Workshop Name: New Owner Bills	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review existing New Owner Tax Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.		

Secured Reminder Bills

Workshop Number: BILL.05.07	Workshop Name: Secured Reminder Bills	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review existing Secured Reminder Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.		

Unsecured Reminder Bills

Workshop Number: BILL.05.08	Workshop Name: Unsecured Reminder Bills	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review existing Unsecured Reminder Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.		

Defaulted Secured Statements

Workshop Number: BILL.05.09	Workshop Name: Defaulted Secured Statements	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review existing Defaulted Secured Statement report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.		

Penalty Bills

Workshop Number: BILL.05.10	Workshop Name: Penalty Bills	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description:		

Thomson Reuters staff will review existing Penalty Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.

Escape Tax Bills

Workshop Number: BILL.05.11	Workshop Name: Escape Tax Bills	Aumentum Module: Billing
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review existing Escape Bill report formats and determine scope of any necessary customizations, demonstrate how to run bills jobs, and assist in configuration including custom bill messages and criteria groups.		

BILL Conversion review (with client)

Workshop Number: BILL.06.01	Workshop Name: BILL Conversion review (with client)	Aumentum Module: Billing
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Billing data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT BILL Configuration review (with client)

Workshop Number: BILL.07.01	Workshop Name: UAT BILL Configuration review (with client)	Aumentum Module: Billing
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Billing. The expectation is that all UAT configuration will be in place and available for verification.		

UAT conversion review (with client)

Workshop Number: BILL.08.01	Workshop Name: UAT conversion review (with client)	Aumentum Module: Billing
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the Billing UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Billing Reports

Workshop Number: BILL.09.01	Workshop Name: Billing Reports	Aumentum Module: Billing
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Billing Workflow

Workshop Number: BILL.09.02	Workshop Name: Billing Workflow	Aumentum Module: Billing
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Billing Interfaces and Extracts

Workshop Number: BILL.09.03	Workshop Name: Billing Interfaces and Extracts	Aumentum Module: Billing
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Billing test case creation

Workshop Number: BILL.10.01	Workshop Name: Billing test case creation	Aumentum Module: Billing
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Billing functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Billing testing assistance (throughout UAT)

Workshop Number: BILL.10.02	Workshop Name: client Billing testing assistance (throughout UAT)	Aumentum Module: Billing
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Billing testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: BILL.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Billing
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Billing module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Billing tools.		

General Billing Training

Workshop Number: BILL.11.02	Workshop Name: General Billing Training	Aumentum Module: Billing
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on general Billing functionality including, but not limited to, Tax Bill mass print processing, lender and service company maintenance.		

Go Live Preparation

Workshop Number: BILL.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Billing
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: BILL.12.02	Workshop Name: Go-Live Support	Aumentum Module: Billing
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Billing users during Go-Live.		

Validation review and feedback (internal)

Workshop Number: BILL.12.03	Workshop Name: Validation review and feedback (internal)	Aumentum Module: Billing
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Billing defect punch list (Critical and High severity)

Workshop Number: BILL.12.04	Workshop Name: Document Billing defect punch list (Critical and High severity)	Aumentum Module: Billing
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Billing defects.		

Document Billing defect punch list (Medium and Low severity)

Workshop Number: BILL.12.05	Workshop Name: Document Billing defect punch list (Medium and Low severity)	Aumentum Module: Billing
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Billing defects.		

Business Revenue

Business Revenue Data Mapping

Workshop Number: BR.00.01	Workshop Name: Business Revenue Data Mapping	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map Business Revenue type codes, rates, and charge code mappings.		

Create Business Revenue data extracts

Workshop Number: BR.00.02	Workshop Name: Create Business Revenue data extracts	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Business Revenue data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Business Revenue data extract checkpoint

Workshop Number: BR.00.03	Workshop Name: Business Revenue data extract checkpoint	Aumentum Module: Business Revenue
Implementation Phase: 00 Phase 0		
Description: Thomson Reuters staff and the client will perform validation checks on the Business Revenue extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Base Configuration

Workshop Number: BR.02.01	Workshop Name: Base Configuration	Aumentum Module: Business Revenue
Implementation Phase: 02 Base Config		
Description: Review of National and State level configuration items. The National configuration items are identified as being common to all Aumentum clients, whereas State configuration items are identified as being common to each State.		

New market configuration

Workshop Number: BR.02.02	Workshop Name: New market configuration	Aumentum Module: Business Revenue
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will review jurisdiction level configuration items. These configuration items are identified as those needed to support the specific jurisdiction's initial data conversion.		

BR Document extract and import errors

Workshop Number: BR.03.01	Workshop Name: BR Document extract and import errors	Aumentum Module: Business Revenue
Implementation Phase: 03 Conv - Initial		
Description: Thomson Reuters staff will identify and properly document conversion faults and will deliver the conversion reports package to the client		

BR Validation review and feedback (internal)

Workshop Number: BR.03.02	Workshop Name: BR Validation review and feedback (internal)	Aumentum Module: Business Revenue
Implementation Phase: 03 Conv - Initial		
Description: Thomson Reuters staff will review the initial conversion of Business Revenue data. The technical consultant will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process may be repeated if necessary until initial conversion data is delivered to the client. .		

BR Conversion review (with client)

Workshop Number: BR.03.03	Workshop Name: BR Conversion review (with client)	Aumentum Module: Business Revenue
Implementation Phase: 03 Conv - Initial		
Description: Thomson Reuters staff will review the Business Revenue data conversion with the client. The goal is to confirm that the conversion of the source data meets client expectations.		

BR Balancing

Workshop Number: BR.03.04	Workshop Name: BR Balancing	Aumentum Module: Business Revenue
Implementation Phase: 03 Conv - Initial		
Description: Headcounts (units / pins) and charges and payments		

Business Revenue requirements review with Thomson Reuters and the client

Workshop Number: BR.04.01	Workshop Name: Business Revenue requirements review with Thomson Reuters and the client	Aumentum Module: Business Revenue
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Business Revenue module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Product Overview and Orientation

Workshop Number: BR.04.02	Workshop Name: Product Overview and Orientation	Aumentum Module: Business Revenue
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Implementation Phase: 041 Business Process Mapping
Description: Thomson Reuters staff will review the capabilities of the Business Revenue module. This will include reviewing the business / trust tax life cycle.

Business License Maintenance

Workshop Number: BR.04.03	Workshop Name: Business License Maintenance	Aumentum Module: Business Revenue
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will review Business License Maintenance, including but not limited to, adding business license types, Exemptions, Posting, and license rollover to next year.		

Group Creation & Processing

Workshop Number: BR.04.04	Workshop Name: Group Creation & Processing	Aumentum Module: Business Revenue
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will review the steps taken to create a new group and how to gather group results for batch processing needs. Thomson Reuters staff will review such processes as notice printing, correspondence, and delinquent notifications by utilizing the group named results to process business revenue related functions.		

Trust Tax Maintenance

Workshop Number: BR.04.05	Workshop Name: Trust Tax Maintenance	Aumentum Module: Business Revenue
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will review Trust Tax Maintenance, including but not limited to, adding a new Trust Tax account, posting, managing account flags, and the Trust Tax rollover to next year.		

Group Management, Discovery, Audit Maintenance

Workshop Number: BR.04.06	Workshop Name: Group Management, Discovery, Audit Maintenance	Aumentum Module: Business Revenue
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will review managing groups, the discovery tool, and audit functionality.		

Batch Processes

Workshop Number: BR.04.07	Workshop Name: Batch Processes	Aumentum Module: Business Revenue
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will review the processes of new roll, Charge Application, posting, and payments.		

Correspondence

Workshop Number: BR.04.08	Workshop Name: Correspondence	Aumentum Module: Business Revenue
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Business Revenue - Document requirements review decisions

Workshop Number: BR.04.99	Workshop Name: Business Revenue - Document requirements review decisions	Aumentum Module: Business Revenue
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Levy & AR, File I/O Config & Training

Workshop Number: BR.05.01	Workshop Name: Levy & AR, File I/O Config & Training	Aumentum Module: Business Revenue
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review the Business Revenue configuration including, but not limited to, levy rates, flat and formulated rates, installment schedules, posting financial charges, calendar dates and settings, file input and output settings for import and exporting data and payment files, charge adjustments, and process corrections.		

Business License Configuration

Workshop Number: BR.05.02	Workshop Name: Business License Configuration	Aumentum Module: Business Revenue
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review the configuration necessary to set up license fees and rates, license requirements, license exemptions and credits, set up business types, organize business classes, and license roll types.		

Trust Tax Configuration

Workshop Number: BR.05.03	Workshop Name: Trust Tax Configuration	Aumentum Module: Business Revenue
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will review the configuration necessary to set up Trust Tax types, Trust Tax fees and rates, and Trust Tax forms.		

Calendar setup

Workshop Number: BR.05.04	Workshop Name: Calendar setup	Aumentum Module: Business Revenue
Implementation Phase: 05 Config - Client Specific		

Description: Thomson Reuters staff will review the configuration necessary to set up the initial calendars of the start and end tax year cycle based on the client's business rules.

Online Filings

Workshop Number: BR.05.05	Workshop Name: Online Filings	Aumentum Module: Business Revenue
Implementation Phase: 05 Config - Client Specific		
Description: Public Access integration; business account, license bill, and trust tax return export.		

Public Access Integration - standard

Workshop Number: BR.05.06	Workshop Name: Public Access Integration - standard	Aumentum Module: Business Revenue
Implementation Phase: 05 Config - Client Specific		
Description: Standard includes the ability to pay business license fees and renewals online.		

Business Revenue Conversion review (with client)

Workshop Number: BR.06.01	Workshop Name: Business Revenue Conversion review (with client)	Aumentum Module: Business Revenue
Implementation Phase: 06 Conv - Complete		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Business Revenue data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT Business Revenue Configuration review (with client)

Workshop Number: BR.07.01	Workshop Name: UAT Business Revenue Configuration review (with client)	Aumentum Module: Business Revenue
Implementation Phase: 07 Config - UAT		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Business Revenue. The expectation is that all UAT configuration will be in place and available for verification.		

BR UAT conversion review (with client)

Workshop Number: BR.08.01	Workshop Name: BR UAT conversion review (with client)	Aumentum Module: Business Revenue
Implementation Phase: 08 Conv - UAT		
Description: Thomson Reuters staff will review the Business Revenue UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Business Revenue Reports

Workshop Number: BR.09.01	Workshop Name: Business Revenue Reports	Aumentum Module: Business Revenue
Implementation Phase: 09 Project Programming		

Description: Thomson Reuters staff will meet with the client to assure that all reports and correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.

Business Revenue Workflow

Workshop Number: BR.09.02	Workshop Name: Business Revenue Workflow	Aumentum Module: Business Revenue
Implementation Phase: 09 Project Programming		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Business Revenue Interfaces and Extracts

Workshop Number: BR.09.03	Workshop Name: Business Revenue Interfaces and Extracts	Aumentum Module: Business Revenue
Implementation Phase: 09 Project Programming		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Business Revenue test case creation

Workshop Number: BR.10.01	Workshop Name: Business Revenue test case creation	Aumentum Module: Business Revenue
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Business Revenue functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

Client Business Revenue testing assistance (throughout UAT)

Workshop Number: BR.10.02	Workshop Name: Client Business Revenue testing assistance (throughout UAT)	Aumentum Module: Business Revenue
Implementation Phase: 10 UAT		
Description: Thomson Reuters staff will be available to support client Business Revenue testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: BR.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Business Revenue
Implementation Phase: 11 Training		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Business Revenue module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Business Revenue tools.		

Business Account Maintenance & Detail

Workshop Number: BR.11.02	Workshop Name: Business Account Maintenance & Detail	Aumentum Module: Business Revenue
Implementation Phase: 11 Training		
Description: Thomson Reuters staff will review Business Account Maintenance, including but not limited to, business contacts, additional business info, flags, and the transaction history screen.		

Reports

Workshop Number: BR.11.03	Workshop Name: Reports	Aumentum Module: Business Revenue
Implementation Phase: 11 Training		
Description: Thomson Reuters staff will review the existing Business Revenue Reports.		

Discovery & Audit

Workshop Number: BR.11.04	Workshop Name: Discovery & Audit	Aumentum Module: Business Revenue
Implementation Phase: 11 Training		
Description: Thomson Reuters staff will demonstrate how Aumentum Business Groups are created and applied for purposes such as reports and delinquent notices.		

Business Tax

Workshop Number: BR.11.05	Workshop Name: Business Tax	Aumentum Module: Business Revenue
Implementation Phase: 11 Training		
Description: Thomson Reuters staff will provide an overview of business license maintenance. This includes, but is not limited to, changes to the business tax certificate, such as business and owner names, mailing/situs addresses, locations, total unit counts, ownership of license, and business type (NAICS) codes.		

Trust Tax

Workshop Number: BR.11.06	Workshop Name: Trust Tax	Aumentum Module: Business Revenue
Implementation Phase: 11 Training		

Description: Thomson Reuters staff will provide an overview of trust tax maintenance activities. This includes, but is not limited to, filing frequency, consolidated filings, management controlled filings, combined receipts, legal party maintenance, mailing/situs addresses, and unit type tracking.

Batch Process Training

Workshop Number: BR.11.07	Workshop Name: Batch Process Training	Aumentum Module: Business Revenue
Implementation Phase: 11 Training		
Description: Thomson Reuters staff will provide an overview of Batch Processes. This includes, but is not limited to, new license roll, fee application, batch posting, and file import/export.		

Go Live Preparation

Workshop Number: BR.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Business Revenue
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: BR.12.02	Workshop Name: Go-Live Support	Aumentum Module: Business Revenue
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Business Revenue users during Go-Live.		

BR Validation review and feedback (internal)

Workshop Number: BR.12.03	Workshop Name: BR Validation review and feedback (internal)	Aumentum Module: Business Revenue
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Business Revenue defect punch list (Critical and High severity)

Workshop Number: BR.12.04	Workshop Name: Document Business Revenue defect punch list (Critical and High severity)	Aumentum Module: Business Revenue
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will document critical and high severity Business Revenue defects.		

Document Business Revenue defect punch list (Medium and Low severity)

Workshop Number:	Workshop Name:	Aumentum Module:
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BR.12.05	Document Business Revenue defect punch list (Medium and Low severity)	Business Revenue
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will document medium and low severity Business Revenue defects.		

Case Management

Case Management Data Mapping

Workshop Number: CM.00.01	Workshop Name: Case Management Data Mapping	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map tax data		

Create Case Management data extracts

Workshop Number: CM.00.02	Workshop Name: Create Case Management data extracts	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Case Management data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Case Management data extract checkpoint

Workshop Number: CM.00.03	Workshop Name: Case Management data extract checkpoint	Aumentum Module: Case Management
Implementation Phase: 00 Phase 0		
Description: Thomson Reuters staff and the client will perform validation checks on the Case Management extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Case Management requirements review with Thomson Reuters and the client

Workshop Number: CM.04.01	Workshop Name: Case Management requirements review with Thomson Reuters and the client	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will meet with the client to review all requirements, including any state-specific statutes, to be met by the Case Management module. <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Case Management

Workshop Number: CM.04.02	Workshop Name: Overview of Case Management	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: case maintenance?		

Case Management Setup /Configuration

Workshop Number: CM.04.03	Workshop Name: Case Management Setup /Configuration	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: agency authorities, cases, codes, locations, participants, general, evidence packet, rules maintenance, correspondence mapping, resolved flags		

Calendars - Scheduling

Workshop Number: CM.04.04	Workshop Name: Calendars - Scheduling	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff and the client will discuss the Case Management calendar functionality through the Wizard or Manual scheduling.		

Agency Maintenance

Workshop Number: CM.04.05	Workshop Name: Agency Maintenance	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will discuss Agency Maintenance including utilizing legal party maintenance to set up agents.		

Hearing Processing

Workshop Number: CM.04.06	Workshop Name: Hearing Processing	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will discuss Queue management including the Receiving and Receiving Agency processes.		

Management dashboards

Workshop Number: CM.04.07	Workshop Name: Management dashboards	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will demonstrate this management tool. It will give you a visual representation of the Case Management activities including the Queue Management and Risk Exposure Dashboard.		

Batch Processes

Workshop Number: CM.04.08	Workshop Name: Batch Processes	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: including but not limited to file export/import, status update		

Reports

Workshop Number: CM.04.09	Workshop Name: Reports	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will review the existing Case Management Reports.		

Correspondence

Workshop Number: CM.04.10	Workshop Name: Correspondence	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Workflow

Workshop Number: CM.04.11	Workshop Name: Workflow	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Case Maintenance

Workshop Number: CM.04.12	Workshop Name: Case Maintenance	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description:		

Calendars - Setup

Workshop Number: CM.04.13	Workshop Name: Calendars - Setup	Aumentum Module: Case Management
Implementation Phase: 041 Business Process Mapping		
Description:		

Case Management - Document requirements review decisions

Workshop Number: CM.04.99	Workshop Name: Case Management - Document requirements review decisions	Aumentum Module: Case Management
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Implementation Phase: 041 Business Process Mapping
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the client for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.

CM Conversion review (with client)

Workshop Number: CM.06.01	Workshop Name: CM Conversion review (with client)	Aumentum Module: Case Management
Implementation Phase: 06 Conv - Complete		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Case Management data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT CM Configuration review (with client)

Workshop Number: CM.07.01	Workshop Name: UAT CM Configuration review (with client)	Aumentum Module: Case Management
Implementation Phase: 07 Config - UAT		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Case Management. The expectation is that all UAT configuration will be in place and available for verification.		

CM UAT conversion review (with client)

Workshop Number: CM.08.01	Workshop Name: CM UAT conversion review (with client)	Aumentum Module: Case Management
Implementation Phase: 08 Conv - UAT		
Description: Thomson Reuters staff will review the Case Management UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Case Management Reports

Workshop Number: CM.09.01	Workshop Name: Case Management Reports	Aumentum Module: Case Management
Implementation Phase: 09 Project Programming		
Description: Thomson Reuters staff will meet with the client to assure that all custom reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Case Management Workflow

Workshop Number: CM.09.02	Workshop Name: Case Management Workflow	Aumentum Module: Case Management
Implementation Phase: 09 Project Programming		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually		

obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.

Case Management Interfaces and Extracts

Workshop Number: CM.09.03	Workshop Name: Case Management Interfaces and Extracts	Aumentum Module: Case Management
Implementation Phase: 09 Project Programming		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Case Management test case creation

Workshop Number: CM.10.01	Workshop Name: Case Management test case creation	Aumentum Module: Case Management
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Case Management functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Case Management testing assistance (throughout UAT)

Workshop Number: CM.10.02	Workshop Name: client Case Management testing assistance (throughout UAT)	Aumentum Module: Case Management
Implementation Phase: 10 UAT		
Description: Thomson Reuters staff will be available to support client Case Management testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: CM.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Case Management
Implementation Phase: 11 Training		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Case Management module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Case Management tools.		

General Case Management Training

Workshop Number: CM.11.02	Workshop Name: General Case Management Training	Aumentum Module: Case Management
Implementation Phase: 11 Training		

Description: Thomson Reuters staff will provide training on general Case Management functionality including, but not limited to, case entry, hearing processing, and agency maintenance.

Go Live Preparation

Workshop Number: CM.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Case Management
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: CM.12.02	Workshop Name: Go-Live Support	Aumentum Module: Case Management
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Case Management users during Go-Live.		

CM Validation review and feedback (internal)

Workshop Number: CM.12.03	Workshop Name: CM Validation review and feedback (internal)	Aumentum Module: Case Management
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Case Management defect punch list (Critical and High severity)

Workshop Number: CM.12.04	Workshop Name: Document Case Management defect punch list (Critical and High severity)	Aumentum Module: Case Management
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will document critical and high severity Case Management defects.		

Document Case Management defect punch list (Medium and Low severity)

Workshop Number: CM.12.05	Workshop Name: Document Case Management defect punch list (Medium and Low severity)	Aumentum Module: Case Management
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will document medium and low severity Case Management defects.		

Cashiering

Cashiering requirements review with Thomson Reuters and the client

Workshop Number: CASH.04.01	Workshop Name: Cashiering requirements review with Thomson Reuters and the client	Aumentum Module: Cashiering
Implementation Phase: 041 Business Process Mapping		
<p>Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Cashiering module.</p> <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. <p>This workshop may require several reoccurring sessions based upon the number and scope of requirements.</p>		

Overview of Cashiering

Workshop Number: CASH.04.02	Workshop Name: Overview of Cashiering	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
<p>Description: Cashiering is the primary module that is used for direct interaction with taxpayers to accept payments. This allows for different types of payments such as Tax, Advance Pays, Miscellaneous, Tax Sale, Payment Plan and Bankruptcy.</p>		

Cashiering Setup / Configuration

Workshop Number: CASH.04.03	Workshop Name: Cashiering Setup / Configuration	Aumentum Module: Cashiering
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will advise users in how to set up all cashiering configuration. The setup tasks will include, but are not limited to, Cashiers, Tills, Receipts, Receipt Messages, Miscellaneous Sources, Cashiering locations and flag payment rules will be discussed.</p>		

Cashiering Functionality

Workshop Number: CASH.04.04	Workshop Name: Cashiering Functionality	Aumentum Module: Cashiering
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will demonstrate how to perform Cashiering functionality including but not limited to Sessions, Payment Collections, Allocations of Payments, and Reversing Payments.</p>		

Balancing

Workshop Number: CASH.04.05	Workshop Name: Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will demonstrate how to balance daily collections using the Session Reconciliation and Back Office Reconciliation reports, as well as running the bank deposit slips if necessary.</p>		

Reports

Workshop Number: CASH.04.06	Workshop Name: Reports	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the existing cashiering reports that are run outside of end of day reports. These will include, but are not limited to, Session Reconciliation, Back Office Reconciliation, Daily Balance and Tender Type reports.		

Management Console

Workshop Number: CASH.04.07	Workshop Name: Management Console	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate this management tool. This tool gives a visual representation of the activities for a business day. It will give you a visual representation of the day's collections by source, location and service in a graph.		

Workflow

Workshop Number: CASH.04.08	Workshop Name: Workflow	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: CASH.04.09	Workshop Name: Correspondence	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Cashiering - Document requirements review decisions

Workshop Number: CASH.04.99	Workshop Name: Cashiering - Document requirements review decisions	Aumentum Module: Cashiering
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

CASH Conversion review (with client)

Workshop Number: CASH.06.01	Workshop Name: CASH Conversion review (with client)	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		

Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Cashiering data. Thomson Reuters will identify any known data anomalies for client follow up.

UAT CASH Configuration review (with client)

Workshop Number: CASH.07.01	Workshop Name: UAT CASH Configuration review (with client)	Aumentum Module: Cashiering
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Cashiering. The expectation is that all UAT configuration will be in place and available for verification.		

CASH UAT conversion review (with client)

Workshop Number: CASH.08.01	Workshop Name: CASH UAT conversion review (with client)	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Cashiering UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Cashiering Reports

Workshop Number: CASH.09.01	Workshop Name: Cashiering Reports	Aumentum Module: Cashiering
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Cashiering Workflow

Workshop Number: CASH.09.02	Workshop Name: Cashiering Workflow	Aumentum Module: Cashiering
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Cashiering Interfaces and Extracts

Workshop Number: CASH.09.03	Workshop Name: Cashiering Interfaces and Extracts	Aumentum Module: Cashiering
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually		

obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.

Cashiering test case creation

Workshop Number: CASH.10.01	Workshop Name: Cashiering test case creation	Aumentum Module: Cashiering
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Cashiering functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Cashiering testing assistance (throughout UAT)

Workshop Number: CASH.10.02	Workshop Name: client Cashiering testing assistance (throughout UAT)	Aumentum Module: Cashiering
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Cashiering testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: CASH.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Cashiering module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Cashiering tools.		

General Cashiering Training

Workshop Number: CASH.11.02	Workshop Name: General Cashiering Training	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on general Cashiering functionality including, but not limited to, non-batch payment collections, end of day reconciliation, receipt management, and management console.		

Go Live Preparation

Workshop Number: CASH.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: CASH.12.02	Workshop Name: Go-Live Support	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Cashiering users during Go-Live.		

CASH Validation review and feedback (internal)

Workshop Number: CASH.12.03	Workshop Name: CASH Validation review and feedback (internal)	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Cashiering defect punch list (Critical and High severity)

Workshop Number: CASH.12.04	Workshop Name: Document Cashiering defect punch list (Critical and High severity)	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Cashiering defects.		

Document Cashiering defect punch list (Medium and Low severity)

Workshop Number: CASH.12.05	Workshop Name: Document Cashiering defect punch list (Medium and Low severity)	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Cashiering defects.		

Common

Aumentum Overview

Workshop Number: INTRO.02.01	Workshop Name: Aumentum Overview	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: A general system overview of Aumentum. Discuss system architecture as browser app with servers for application, reporting, batches and database.		

User interface/common controls

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

INTRO.02.01	User interface/common controls	Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate the basic User interface and common controls used by the Aumentum system.		

System navigation/menu system

Workshop Number: INTRO.02.02	Workshop Name: System navigation/menu system	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate System navigation and menus used by Aumentum.		

Help Screens/external resources

Workshop Number: INTRO.02.03	Workshop Name: Help Screens/external resources	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate Help Screens and external resources.		

Info Center inquiry screens

Workshop Number: INTRO.02.04	Workshop Name: Info Center inquiry screens	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate Info Center inquiry screens.		

Common Functions

Workshop Number: INTRO.02.05	Workshop Name: Common Functions	Aumentum Module: Common
Implementation Phase: 02 Base Config		
Description: Thomson Reuters staff will demonstrate Common System Functionality including Notes and Flags.		

Inheriting the Correspondence, Bills, and Notices from Riverside & San Diego into a CA Standard.

Workshop Number:	Workshop Name: Inheriting the Correspondence, Bills, and Notices from Riverside & San Diego into a CA Standard.	Aumentum Module: Accounts Receivable
Implementation Phase: Unassigned		
Description: Riverside & San Diego correspondence, bills, and assessment notices need to copied / cleansed / generalized into a CA standard.		

Standard CA Security Model

Workshop Number:	Workshop Name: Standard CA Security Model	Aumentum Module: Configuration
Implementation Phase: 071 Business Process Config		
Description: Standard user roles have been defined by Thomson Reuters SME, each jurisdiction will be trained / provided workshop on how to manage their users within Aumentum.		

Attachments Security and Configuration

Workshop Number: wrklib-WKSHP-1055	Workshop Name: Attachments Security and Configuration	Aumentum Module: Common
Implementation Phase: 05 Config - Client Specific		
Description: This workshop covers <ol style="list-style-type: none"> 1. Creation of Attachment Categories and Attachment Labels (pick list options) 2. Association of Attachment Categories with Aumentum modules 3. Configuration of role security to specify attachment category permissions for each role 		

Configuration

Configuration of Users, Roles, and Security

Workshop Number: CNFG.02.01	Workshop Name: Configuration of Users, Roles, and Security	Aumentum Module: Configuration
Implementation Phase: 02 Base Config		
Description: Configuration of Users, Roles, and Security		

Configuraton of Application Settings

Workshop Number: CNFG.02.02	Workshop Name: Configuraton of Application Settings	Aumentum Module: Configuration
Implementation Phase: 02 Base Config		
Description: Configuraton of Application Settings		

Configuraton of Systypes

Workshop Number: CNFG.02.03	Workshop Name: Configuraton of Systypes	Aumentum Module: Configuration
Implementation Phase: 02 Base Config		
Description: Configuraton of Systypes		

Configuration of Fees

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

CNFG.02.04	Configuration of Fees	Configuration
Implementation Phase: 02 Base Config		
Description: Configuration of Fees		

Configuration of the Functional Calendar

Workshop Number: CNFG.02.05	Workshop Name: Configuration of the Functional Calendar	Aumentum Module: Configuration
Implementation Phase: 02 Base Config		
Description: Configuration of the Functional Calendar		

Configuraton of Workstations

Workshop Number: CNFG.02.06	Workshop Name: Configuraton of Workstations	Aumentum Module: Configuration
Implementation Phase: 02 Base Config		
Description: Configuraton of Workstations		

Configuraton of Printers

Workshop Number: CNFG.02.07	Workshop Name: Configuraton of Printers	Aumentum Module: Configuration
Implementation Phase: 02 Base Config		
Description: Printer configuration		

Configuration Requirements review

Workshop Number:	Workshop Name: Configuration Requirements review	Aumentum Module:
Implementation Phase: 04 Business Process Analysis		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the General System Configuration module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Configuration - Document requirements review decisions

Workshop Number:	Workshop Name: Configuration - Document requirements review decisions	Aumentum Module:
Implementation Phase: 04 Business Process Analysis		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Conversion

Phase 0 - Overview of Aumentum Conversion Methodology

Workshop Number: Conv.00.01	Workshop Name: Phase 0 - Overview of Aumentum Conversion Methodology	Aumentum Module: Conversion
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review the high level Aumentum conversion methodologies, including but not limited to, the difference between legacy extracts, data mapping and transformation and data import/loading. In addition, data extract templates, SQL intermediate tables, validation scripts, dbtest tool and loader processes will be discussed. Finally, Conversion communication notifications and meetings will be established.		

Tax Data Mapping

Workshop Number: Conv.00.01	Workshop Name: Tax Data Mapping	Aumentum Module: Tax
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map tax data		

All Included Modules Extract data into Import_Tables: Round 1

Workshop Number: Conv.00.02	Workshop Name: All Included Modules Extract data into Import_Tables: Round 1	Aumentum Module: Tax
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Tax data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Aumentum application updated with client specific configuration on a hosted Thomson Reuters site.

Workshop Number: Conv.05.02	Workshop Name: Aumentum application updated with client specific configuration on a hosted Thomson Reuters site.	Aumentum Module: Conversion
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will update a database in a mutually agreeable location, which reflects the updated, Client-specific configuration.		

Load full Conversion data

Workshop Number: Conv.06.01	Workshop Name: Load full Conversion data	Aumentum Module: Conversion
Implementation Phase: 06 Conv - Complete		
Description: After all checkpoints have been met, perform load of full conversion data set for initial client review.		

Assessment Administration Subset 2: TR Conversion review

Workshop Number: CONV.02.01	Workshop Name: Assessment Administration Subset 2: TR Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Go-Live Support

Workshop Number: Conv.12.02	Workshop Name: Go-Live Support	Aumentum Module: Conversion
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client users during Go-Live.		

Inheriting the Correspondence, Bills, and Notices from Riverside & San Diego into a CA Standard.

Workshop Number: Conv.00.05	Workshop Name: Inheriting the Correspondence, Bills, and Notices from Riverside & San Diego into a CA Standard.	Aumentum Module: Configuration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Riverside & San Diego correspondence, bills, and assessment notices need to be copied / cleansed / generalized into a CA standard.		

Post go live conversion clean up

Workshop Number: Conv.00.99	Workshop Name: Post go live conversion clean up	Aumentum Module: Conversion
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Post conversion fixes must be tracked via PS TFS		

Tax Sale Full Conversion 7: TR Conversion review

Workshop Number: TS.07.01	Workshop Name: Tax Sale Full Conversion 7: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Full Conversion 7: Client Conversion review

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

TS.07.02	Tax Sale Full Conversion 7: Client Conversion review	Delinquents
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Tax Sale Full Conversion 7 Balance

Workshop Number: TS.07.03	Workshop Name: Tax Sale Full Conversion 7 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Sale Import Data Validation / Balancing

Workshop Number: TS.08.00	Workshop Name: Tax Sale Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Sale Full Conversion 8: TR Conversion review

Workshop Number: TS.08.01	Workshop Name: Tax Sale Full Conversion 8: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Full Conversion 8: Client Conversion review

Workshop Number: TS.08.02	Workshop Name: Tax Sale Full Conversion 8: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Tax Sale Full Conversion 8 Balance

Workshop Number: TS.08.03	Workshop Name: Tax Sale Full Conversion 8 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Accounting Create Data Extracts

Workshop Number: TA.00.02	Workshop Name: Tax Accounting Create Data Extracts	Aumentum Module: Tax Accounting
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Tax Accounting import tables reviewed in the mapping session(s).		

Tax Accounting Validate & Balance: Round 1

Workshop Number: TA.00.03	Workshop Name: Tax Accounting Validate & Balance: Round 1	Aumentum Module: Tax Accounting
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Tax Accounting extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Tax Accounting Validate & Balance: Round 2

Workshop Number: TA.00.13	Workshop Name: Tax Accounting Validate & Balance: Round 2	Aumentum Module: Tax Accounting
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Tax Accounting extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Tax Accounting Validate & Balance: Round 3

Workshop Number: TA.00.23	Workshop Name: Tax Accounting Validate & Balance: Round 3	Aumentum Module: Tax Accounting
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Tax Accounting extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Tax Accounting Validate & Balance: Round 4

Workshop Number: TA.00.33	Workshop Name: Tax Accounting Validate & Balance: Round 4	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Tax Accounting extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Tax Accounting Import Data Validation / Balancing

Workshop Number: TA.01.00	Workshop Name:	Aumentum Module: Tax Accounting
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Tax Accounting Import Data Validation / Balancing	
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Accounting Subset 1: TR Conversion review

Workshop Number: TA.01.01	Workshop Name: Tax Accounting Subset 1: TR Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Accounting Subset 1: Client Conversion review

Workshop Number: TA.01.02	Workshop Name: Tax Accounting Subset 1: Client Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Tax Accounting Import Data Validation / Balancing

Workshop Number: TA.02.00	Workshop Name: Tax Accounting Import Data Validation / Balancing	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Accounting Subset 2: TR Conversion review

Workshop Number: TA.02.01	Workshop Name: Tax Accounting Subset 2: TR Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Accounting Subset 2: Client Conversion Review

Workshop Number: TA.02.02	Workshop Name:	Aumentum Module: Tax Accounting
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Tax Accounting Subset 2: Client Conversion Review	
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Tax Accounting Import Data Validation / Balancing

Workshop Number: TA.03.00	Workshop Name: Tax Accounting Import Data Validation / Balancing	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Accounting Subset 3: TR Conversion review

Workshop Number: TA.03.01	Workshop Name: Tax Accounting Subset 3: TR Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Accounting Full Conversion 8 Balance

Workshop Number: TA.08.03	Workshop Name: Tax Accounting Full Conversion 8 Balance	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Accounting Full Conversion 8: Client Conversion review

Workshop Number: TA.08.02	Workshop Name: Tax Accounting Full Conversion 8: Client Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Tax Accounting Subset 3: Client Conversion review

Workshop Number: TA.03.02	Workshop Name: Tax Accounting Subset 3: Client Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		

Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.

Tax Accounting Import Data Validation / Balancing

Workshop Number: TA.04.00	Workshop Name: Tax Accounting Import Data Validation / Balancing	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Accounting Subset 4: TR Conversion review

Workshop Number: TA.04.01	Workshop Name: Tax Accounting Subset 4: TR Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Accounting Subset 4: Client Conversion review

Workshop Number: TA.04.02	Workshop Name: Tax Accounting Subset 4: Client Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Tax Accounting Import Data Validation / Balancing

Workshop Number: TA.05.00	Workshop Name: Tax Accounting Import Data Validation / Balancing	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Accounting Full Conversion 5: TR Conversion review

Workshop Number: TA.05.01	Workshop Name: Tax Accounting Full Conversion 5: TR Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement		

the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Tax Accounting Full Conversion 5: Client Conversion review

Workshop Number: TA.05.02	Workshop Name: Tax Accounting Full Conversion 5: Client Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Tax Accounting Full Conversion 5 Balance

Workshop Number: TA.05.03	Workshop Name: Tax Accounting Full Conversion 5 Balance	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Accounting Import Data Validation / Balancing

Workshop Number: TA.06.00	Workshop Name: Tax Accounting Import Data Validation / Balancing	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Accounting Full Conversion 6: TR Conversion review

Workshop Number: TA.06.01	Workshop Name: Tax Accounting Full Conversion 6: TR Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Accounting Full Conversion 6: Client Conversion review

Workshop Number: TA.06.02	Workshop Name: Tax Accounting Full Conversion 6: Client Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Tax Accounting Full Conversion 6 Balance

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

TA.06.03	Tax Accounting Full Conversion 6 Balance	Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Accounting Import Data Validation / Balancing

Workshop Number: TA.07.00	Workshop Name: Tax Accounting Import Data Validation / Balancing	Aumentum Module: Tax Accounting
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Accounting Full Conversion 7: TR Conversion review

Workshop Number: TA.07.01	Workshop Name: Tax Accounting Full Conversion 7: TR Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Accounting Full Conversion 7: Client Conversion review

Workshop Number: TA.07.02	Workshop Name: Tax Accounting Full Conversion 7: Client Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Tax Accounting Full Conversion 7 Balance

Workshop Number: TA.07.03	Workshop Name: Tax Accounting Full Conversion 7 Balance	Aumentum Module: Tax Accounting
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Accounting Import Data Validation / Balancing

Workshop Number: TA.08.00	Workshop Name: Tax Accounting Import Data Validation / Balancing	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Accounting Full Conversion 8: TR Conversion review

Workshop Number: TA.08.01	Workshop Name: Tax Accounting Full Conversion 8: TR Conversion review	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Subset 1: TR Conversion review

Workshop Number: TS.01.01	Workshop Name: Tax Sale Subset 1: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Subset 1: Client Conversion review

Workshop Number: TS.01.02	Workshop Name: Tax Sale Subset 1: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Tax Sale Import Data Validation / Balancing

Workshop Number: TS.02.00	Workshop Name: Tax Sale Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Sale Subset 2: TR Conversion review

Workshop Number: TS.02.01	Workshop Name: Tax Sale Subset 2: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Subset 2: Client Conversion Review

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

TS.02.02	Tax Sale Subset 2: Client Conversion Review	Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Tax Sale Import Data Validation / Balancing

Workshop Number: TS.03.00	Workshop Name: Tax Sale Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Sale Subset 3: TR Conversion review

Workshop Number: TS.03.01	Workshop Name: Tax Sale Subset 3: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Subset 3: Client Conversion review

Workshop Number: TS.03.02	Workshop Name: Tax Sale Subset 3: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Tax Sale Import Data Validation / Balancing

Workshop Number: TS.04.00	Workshop Name: Tax Sale Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Sale Subset 4: TR Conversion review

Workshop Number: TS.04.01	Workshop Name: Tax Sale Subset 4: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Subset 4: Client Conversion review

Workshop Number: TS.04.02	Workshop Name: Tax Sale Subset 4: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Tax Sale Import Data Validation / Balancing

Workshop Number: TS.05.00	Workshop Name: Tax Sale Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Sale Full Conversion 5: TR Conversion review

Workshop Number: TS.05.01	Workshop Name: Tax Sale Full Conversion 5: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Full Conversion 5: Client Conversion review

Workshop Number: TS.05.02	Workshop Name: Tax Sale Full Conversion 5: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Tax Sale Full Conversion 5 Balance

Workshop Number: TS.05.03	Workshop Name: Tax Sale Full Conversion 5 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Sale Import Data Validation / Balancing

Workshop Number: TS.06.00	Workshop Name: Tax Sale Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Tax Sale Full Conversion 6: TR Conversion review

Workshop Number: TS.06.01	Workshop Name: Tax Sale Full Conversion 6: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Tax Sale Full Conversion 6: Client Conversion review

Workshop Number: TS.06.02	Workshop Name: Tax Sale Full Conversion 6: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Tax Sale Full Conversion 6 Balance

Workshop Number: TS.06.03	Workshop Name: Tax Sale Full Conversion 6 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Sale Import Data Validation / Balancing

Workshop Number: TS.07.00	Workshop Name: Tax Sale Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Full Conversion 5 Balance

Workshop Number: DELQ.05.03	Workshop Name: Delinquent Full Conversion 5 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Delinquent Import Data Validation / Balancing

Workshop Number: DELQ.06.00	Workshop Name: Delinquent Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		

Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion

Delinquent Full Conversion 6: TR Conversion review

Workshop Number: DELQ.06.01	Workshop Name: Delinquent Full Conversion 6: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Delinquent Full Conversion 6: Client Conversion review

Workshop Number: DELQ.06.02	Workshop Name: Delinquent Full Conversion 6: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Delinquent Full Conversion 6 Balance

Workshop Number: DELQ.06.03	Workshop Name: Delinquent Full Conversion 6 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Delinquent Import Data Validation / Balancing

Workshop Number: DELQ.07.00	Workshop Name: Delinquent Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Full Conversion 7: TR Conversion review

Workshop Number: DELQ.07.01	Workshop Name: Delinquent Full Conversion 7: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Delinquent Full Conversion 7: Client Conversion review

Workshop Number: DELQ.07.02	Workshop Name: Delinquent Full Conversion 7: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Delinquent Full Conversion 7 Balance

Workshop Number: DELQ.07.03	Workshop Name: Delinquent Full Conversion 7 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Delinquent Import Data Validation / Balancing

Workshop Number: DELQ.08.00	Workshop Name: Delinquent Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Full Conversion 8: TR Conversion review

Workshop Number: DELQ.08.01	Workshop Name: Delinquent Full Conversion 8: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Delinquent Full Conversion 8: Client Conversion review

Workshop Number: DELQ.08.02	Workshop Name: Delinquent Full Conversion 8: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Delinquent Full Conversion 8 Balance

Workshop Number: DELQ.08.03	Workshop Name: Delinquent Full Conversion 8 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Tax Sale Data Conversion Mapping

Workshop Number: TS.00.01	Workshop Name: Tax Sale Data Conversion Mapping	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Legacy Tax Sale data for conversion. Thomson Reuters staff will present and explain the Tax Sale module Import tables used in conversion		

Tax Sale Create Data Extracts

Workshop Number: TS.00.02	Workshop Name: Tax Sale Create Data Extracts	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Tax Sale import tables reviewed in the mapping session(s).		

Tax Sale Validate & Balance: Round 1

Workshop Number: TS.00.03	Workshop Name: Tax Sale Validate & Balance: Round 1	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Tax Sale extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Tax Sale Validate & Balance: Round 2

Workshop Number: TS.00.13	Workshop Name: Tax Sale Validate & Balance: Round 2	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Tax Sale extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Tax Sale Validate & Balance: Round 3

Workshop Number: TS.00.23	Workshop Name: Tax Sale Validate & Balance: Round 3	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Tax Sale extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Tax Sale Validate & Balance: Round 4

Workshop Number: TS.00.33	Workshop Name: Tax Sale Validate & Balance: Round 4	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		

Description: Thomson Reuters and the client will perform validation checks on the Tax Sale extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.

Tax Sale Import Data Validation / Balancing

Workshop Number: TS.01.00	Workshop Name: Tax Sale Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Create Data Extracts

Workshop Number: DELQ.00.02	Workshop Name: Delinquent Create Data Extracts	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Delinquent import tables reviewed in the mapping session(s).		

Delinquent Validate & Balance: Round 1

Workshop Number: DELQ.00.03	Workshop Name: Delinquent Validate & Balance: Round 1	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Delinquent extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Delinquent Validate & Balance: Round 2

Workshop Number: DELQ.00.13	Workshop Name: Delinquent Validate & Balance: Round 2	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Delinquent extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Delinquent Validate & Balance: Round 3

Workshop Number: DELQ.00.23	Workshop Name: Delinquent Validate & Balance: Round 3	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Delinquent extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Delinquent Validate & Balance: Round 4

Workshop Number: DELQ.00.33	Workshop Name: Delinquent Validate & Balance: Round 4	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Delinquent extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Delinquent Import Data Validation / Balancing

Workshop Number: DELQ.01.00	Workshop Name: Delinquent Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Subset 1: TR Conversion review

Workshop Number: DELQ.01.01	Workshop Name: Delinquent Subset 1: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Delinquent Subset 1: Client Conversion review

Workshop Number: DELQ.01.02	Workshop Name: Delinquent Subset 1: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Delinquent Import Data Validation / Balancing

Workshop Number: DELQ.02.00	Workshop Name: Delinquent Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Subset 2: TR Conversion review

Workshop Number: DELQ.02.01	Workshop Name: Delinquent Subset 2: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		

Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Delinquent Subset 2: Client Conversion Review

Workshop Number: DELQ.02.02	Workshop Name: Delinquent Subset 2: Client Conversion Review	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Delinquent Import Data Validation / Balancing

Workshop Number: DELQ.03.00	Workshop Name: Delinquent Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Subset 3: TR Conversion review

Workshop Number: DELQ.03.01	Workshop Name: Delinquent Subset 3: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Delinquent Subset 3: Client Conversion review

Workshop Number: DELQ.03.02	Workshop Name: Delinquent Subset 3: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Delinquent Import Data Validation / Balancing

Workshop Number: DELQ.04.00	Workshop Name: Delinquent Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Subset 4: TR Conversion review

Workshop Number: DELQ.04.01	Workshop Name: Delinquent Subset 4: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Delinquent Subset 4: Client Conversion review

Workshop Number: DELQ.04.02	Workshop Name: Delinquent Subset 4: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Delinquent Import Data Validation / Balancing

Workshop Number: DELQ.05.00	Workshop Name: Delinquent Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Delinquent Full Conversion 5: TR Conversion review

Workshop Number: DELQ.05.01	Workshop Name: Delinquent Full Conversion 5: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Delinquent Full Conversion 5: Client Conversion review

Workshop Number: DELQ.05.02	Workshop Name: Delinquent Full Conversion 5: Client Conversion review	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Special Assessments Subset 3: Client Conversion review

Workshop Number: SA.03.02	Workshop Name: Special Assessments Subset 3: Client Conversion review	Aumentum Module: Special Assessments
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Implementation Phase: Phase 1 Aumentum Environment
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.

Special Assessments Import Data Validation / Balancing

Workshop Number: SA.04.00	Workshop Name: Special Assessments Import Data Validation / Balancing	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Special Assessments Subset 4: TR Conversion review

Workshop Number: SA.04.01	Workshop Name: Special Assessments Subset 4: TR Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Special Assessments Subset 4: Client Conversion review

Workshop Number: SA.04.02	Workshop Name: Special Assessments Subset 4: Client Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Special Assessments Import Data Validation / Balancing

Workshop Number: SA.05.00	Workshop Name: Special Assessments Import Data Validation / Balancing	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Special Assessments Full Conversion 5: TR Conversion review

Workshop Number: SA.05.01	Workshop Name: Special Assessments Full Conversion 5: TR Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		

Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Special Assessments Full Conversion 5: Client Conversion review

Workshop Number: SA.05.02	Workshop Name: Special Assessments Full Conversion 5: Client Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Special Assessments Full Conversion 5 Balance

Workshop Number: SA.05.03	Workshop Name: Special Assessments Full Conversion 5 Balance	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Special Assessments Import Data Validation / Balancing

Workshop Number: SA.06.00	Workshop Name: Special Assessments Import Data Validation / Balancing	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Special Assessments Full Conversion 6: TR Conversion review

Workshop Number: SA.06.01	Workshop Name: Special Assessments Full Conversion 6: TR Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Special Assessments Full Conversion 6: Client Conversion review

Workshop Number: SA.06.02	Workshop Name: Special Assessments Full Conversion 6: Client Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Special Assessments Full Conversion 6 Balance

Workshop Number: SA.06.03	Workshop Name: Special Assessments Full Conversion 6 Balance	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Special Assessments Import Data Validation / Balancing

Workshop Number: SA.07.00	Workshop Name: Special Assessments Import Data Validation / Balancing	Aumentum Module: Special Assessments
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Special Assessments Full Conversion 7: TR Conversion review

Workshop Number: SA.07.01	Workshop Name: Special Assessments Full Conversion 7: TR Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Special Assessments Full Conversion 7: Client Conversion review

Workshop Number: SA.07.02	Workshop Name: Special Assessments Full Conversion 7: Client Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Special Assessments Full Conversion 7 Balance

Workshop Number: SA.07.03	Workshop Name: Special Assessments Full Conversion 7 Balance	Aumentum Module: Special Assessments
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Special Assessments Import Data Validation / Balancing

Workshop Number: SA.08.00	Workshop Name: Special Assessments Import Data Validation / Balancing	Aumentum Module: Special Assessments
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Implementation Phase: Phase 4 Training and Go Live Aumentum Environment
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion

Special Assessments Full Conversion 8: TR Conversion review

Workshop Number: SA.08.01	Workshop Name: Special Assessments Full Conversion 8: TR Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Special Assessments Full Conversion 8: Client Conversion review

Workshop Number: SA.08.02	Workshop Name: Special Assessments Full Conversion 8: Client Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Special Assessments Full Conversion 8 Balance

Workshop Number: SA.08.03	Workshop Name: Special Assessments Full Conversion 8 Balance	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Cashiering Full Conversion 3: Client Conversion review

Workshop Number: CONV.08.20	Workshop Name: Cashiering Full Conversion 3: Client Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Cashiering Full Conversion 3 Balance

Workshop Number: CONV.08.21	Workshop Name: Cashiering Full Conversion 3 Balance	Aumentum Module: Cashiering
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Cashiering Import Data Validation / Balancing

Workshop Number: CONV.12.11	Workshop Name: Cashiering Import Data Validation / Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Cashiering Full Conversion 4: TR Conversion review

Workshop Number: CONV.12.12	Workshop Name: Cashiering Full Conversion 4: TR Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Cashiering Full Conversion 4: Client Conversion review

Workshop Number: CONV.12.13	Workshop Name: Cashiering Full Conversion 4: Client Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Cashiering Full Conversion 4 Balance

Workshop Number: CONV.12.14	Workshop Name: Cashiering Full Conversion 4 Balance	Aumentum Module: Cashiering
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Special Assessments Data Conversion Mapping

Workshop Number: SA.00.01	Workshop Name: Special Assessments Data Conversion Mapping	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Legacy Special Assessments data for conversion. Thomson Reuters staff will present and explain the Special Assessments module Import tables used in conversion		

Special Assessments Create Data Extracts

Workshop Number: SA.00.02	Workshop Name: Special Assessments Create Data Extracts	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: The client will create Special Assessments import tables reviewed in the mapping session(s).

Special Assessments Validate & Balance: Round 1

Workshop Number: SA.00.03	Workshop Name: Special Assessments Validate & Balance: Round 1	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Special Assessments extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Special Assessments Validate & Balance: Round 2

Workshop Number: SA.00.13	Workshop Name: Special Assessments Validate & Balance: Round 2	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Special Assessments extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Special Assessments Validate & Balance: Round 3

Workshop Number: SA.00.23	Workshop Name: Special Assessments Validate & Balance: Round 3	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Special Assessments extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Special Assessments Validate & Balance: Round 4

Workshop Number: SA.00.33	Workshop Name: Special Assessments Validate & Balance: Round 4	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Special Assessments extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Special Assessments Import Data Validation / Balancing

Workshop Number: SA.01.00	Workshop Name:	Aumentum Module: Special Assessments
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Special Assessments Import Data Validation / Balancing	
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Special Assessments Subset 1: TR Conversion review

Workshop Number: SA.01.01	Workshop Name: Special Assessments Subset 1: TR Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Special Assessments Subset 1: Client Conversion review

Workshop Number: SA.01.02	Workshop Name: Special Assessments Subset 1: Client Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Special Assessments Import Data Validation / Balancing

Workshop Number: SA.02.00	Workshop Name: Special Assessments Import Data Validation / Balancing	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Special Assessments Subset 2: TR Conversion review

Workshop Number: SA.02.01	Workshop Name: Special Assessments Subset 2: TR Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Special Assessments Subset 2: Client Conversion Review

Workshop Number: SA.02.02	Workshop Name:	Aumentum Module: Special Assessments
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Special Assessments Subset 2: Client Conversion Review	
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Special Assessments Import Data Validation / Balancing

Workshop Number: SA.03.00	Workshop Name: Special Assessments Import Data Validation / Balancing	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Special Assessments Subset 3: TR Conversion review

Workshop Number: SA.03.01	Workshop Name: Special Assessments Subset 3: TR Conversion review	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Cashiering Subset 1: Client Conversion review

Workshop Number: CONV.00.53	Workshop Name: Cashiering Subset 1: Client Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Cashiering Import Data Validation / Balancing

Workshop Number: CONV.00.54	Workshop Name: Cashiering Import Data Validation / Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Cashiering Subset 2: TR Conversion review

Workshop Number: CONV.00.55	Workshop Name: Cashiering Subset 2: TR Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement		

the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Cashiering Subset 2: Client Conversion Review

Workshop Number: CONV.00.56	Workshop Name: Cashiering Subset 2: Client Conversion Review	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Cashiering Import Data Validation / Balancing

Workshop Number: CONV.00.57	Workshop Name: Cashiering Import Data Validation / Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Cashiering Subset 3: TR Conversion review

Workshop Number: CONV.00.58	Workshop Name: Cashiering Subset 3: TR Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Cashiering Subset 3: Client Conversion review

Workshop Number: CONV.00.59	Workshop Name: Cashiering Subset 3: Client Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Cashiering Import Data Validation / Balancing

Workshop Number: CONV.00.60	Workshop Name: Cashiering Import Data Validation / Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Cashiering Subset 4: TR Conversion review

Workshop Number: CONV.00.61	Workshop Name: Cashiering Subset 4: TR Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Cashiering Subset 4: Client Conversion review

Workshop Number: CONV.00.62	Workshop Name: Cashiering Subset 4: Client Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Cashiering Import Data Validation / Balancing

Workshop Number: CONV.06.32	Workshop Name: Cashiering Import Data Validation / Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Cashiering Full Conversion 1: TR Conversion review

Workshop Number: CONV.06.33	Workshop Name: Cashiering Full Conversion 1: TR Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Cashiering Full Conversion 1: Client Conversion review

Workshop Number: CONV.06.34	Workshop Name: Cashiering Full Conversion 1: Client Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Cashiering Full Conversion 1 Balance

Workshop Number: CONV.06.35	Workshop Name: Cashiering Full Conversion 1 Balance	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		

Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data

Cashiering Import Data Validation / Balancing

Workshop Number: CONV.06.36	Workshop Name: Cashiering Import Data Validation / Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Cashiering Full Conversion 2: TR Conversion review

Workshop Number: CONV.06.37	Workshop Name: Cashiering Full Conversion 2: TR Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Cashiering Full Conversion 2: Client Conversion review

Workshop Number: CONV.06.38	Workshop Name: Cashiering Full Conversion 2: Client Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Cashiering Full Conversion 2 Balance

Workshop Number: CONV.06.39	Workshop Name: Cashiering Full Conversion 2 Balance	Aumentum Module: Cashiering
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Cashiering Import Data Validation / Balancing

Workshop Number: CONV.08.18	Workshop Name: Cashiering Import Data Validation / Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Cashiering Full Conversion 3: TR Conversion review

Workshop Number: CONV.08.19	Workshop Name:	Aumentum Module: Cashiering
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Cashiering Full Conversion 3: TR Conversion review	
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Assessment Administration Validate & Balance: Round 1

Workshop Number: CONV.00.03	Workshop Name: Assessment Administration Validate & Balance: Round 1	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Assessment Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Assessment Administration Data Conversion Mapping

Workshop Number: CONV.00.01	Workshop Name: Assessment Administration Data Conversion Mapping	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Legacy Assessment Administration data for conversion. Thomson Reuters staff will present and explain the Assessment Administration module Import tables used in conversion		

Assessment Administration Create Data Extracts

Workshop Number: CONV.00.02	Workshop Name: Assessment Administration Create Data Extracts	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Assessment Administration import tables reviewed in the mapping session(s).		

All Included Modules Extract data into Import_Tables: Round 2

Workshop Number: Conv.00.12	Workshop Name: All Included Modules Extract data into Import_Tables: Round 2	Aumentum Module: Conversion
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create import tables reviewed in the mapping session(s).		

Assessment Administration Validate & Balance: Round 2

Workshop Number: CONV.00.13	Workshop Name: Assessment Administration Validate & Balance: Round 2	Aumentum Module: Assessment Administration
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Implementation Phase: Phase 0 Base Aumentum Environment
Description: Thomson Reuters and the client will perform validation checks on the Assessment Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.

All Included Modules Extract data into Import_Tables: Round 3

Workshop Number: Conv.00.22	Workshop Name: All Included Modules Extract data into Import_Tables: Round 3	Aumentum Module: Conversion
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create import tables reviewed in the mapping session(s).		

All Included Modules Extract data into Import_Tables: Round 4

Workshop Number: Conv.00.32	Workshop Name: All Included Modules Extract data into Import_Tables: Round 4	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: The client will create import tables reviewed in the mapping session(s).		

Assessment Administration Validate & Balance: Round 4

Workshop Number: CONV.00.33	Workshop Name: Assessment Administration Validate & Balance: Round 4	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Assessment Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Assessment Administration Validate & Balance: Round 3

Workshop Number: CONV.00.23	Workshop Name: Assessment Administration Validate & Balance: Round 3	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Assessment Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Assessment Administration Subset 1: TR Conversion review

Workshop Number: CONV.01.01	Workshop Name: Assessment Administration Subset 1: TR Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Establish Aumentum Environments

Workshop Number: Conv.01.01	Workshop Name: Establish Aumentum Environments	Aumentum Module: Conversion
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will establish the conversion and test environments for the Aumentum system software in a hosted environment.		

All Included Modules Extract Legacy Data Subset 1

Workshop Number: Conv.01.03	Workshop Name: All Included Modules Extract Legacy Data Subset 1	Aumentum Module: Conversion
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Client will populate import tables from legacy data sources using Thomson Reuter's provided Import Table Mapping documents		

Assessment Administration Subset 1: Client Conversion review

Workshop Number: CONV.01.02	Workshop Name: Assessment Administration Subset 1: Client Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Assessment Administration Import Data Validation / Balancing

Workshop Number: CONV.01.00	Workshop Name: Assessment Administration Import Data Validation / Balancing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Establish Aumentum Environments

Workshop Number: Conv.02.01	Workshop Name: Establish Aumentum Environments	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will establish the conversion and test environments for the Aumentum system software in a hosted environment.		

All Included Modules Extract Legacy Data Subset 2

Workshop Number: Conv.02.03	Workshop Name: All Included Modules Extract Legacy Data Subset 2	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: Client will populate import tables from legacy data sources using Thomson Reuter's provided Import Table Mapping documents		

Assessment Administration Import Data Validation / Balancing

Workshop Number: CONV.02.00	Workshop Name: Assessment Administration Import Data Validation / Balancing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

All Included Modules Conversion: Subset 2

Workshop Number: Conv.02.04	Workshop Name: All Included Modules Conversion: Subset 2	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: After all checkpoints have been met, Thomson Reuters will perform initial conversion of subset data for client review.		

All Included Modules Conversion: Subset 1

Workshop Number: Conv.01.04	Workshop Name: All Included Modules Conversion: Subset 1	Aumentum Module: Conversion
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: After all checkpoints have been met, Thomson Reuters will perform initial conversion of subset data for initial client review.		

Assessment Administration Subset 2: Client Conversion Review

Workshop Number: CONV.02.02	Workshop Name: Assessment Administration Subset 2: Client Conversion Review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

All Included Modules Extract Legacy Data

Workshop Number: Conv.03.03	Workshop Name: All Included Modules Extract Legacy Data	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: Client will populate import tables from legacy data sources using Thomson Reuter's provided Import Table Mapping documents		

Establish Aumentum Environments

Workshop Number: Conv.03.01	Workshop Name: Establish Aumentum Environments	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will establish the conversion and test environments for the Aumentum system software in a hosted environment.		

Assessment Administration Subset 3: TR Conversion review

Workshop Number: CONV.03.01	Workshop Name: Assessment Administration Subset 3: TR Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Assessment Administration Import Data Validation / Balancing

Workshop Number: CONV.03.00	Workshop Name: Assessment Administration Import Data Validation / Balancing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Assessment Administration Subset 3: Client Conversion review

Workshop Number: CONV.03.02	Workshop Name: Assessment Administration Subset 3: Client Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Establish Aumentum Environments

Workshop Number: Conv.04.01	Workshop Name: Establish Aumentum Environments	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will establish the conversion and test environments for the Aumentum system software in a hosted environment.		

All Included Modules Conversion: Subset 3

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Conv.03.04	All Included Modules Conversion: Subset 3	Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: After all checkpoints have been met, Thomson Reuters will perform initial conversion of subset data for client review.		

All Included Modules Extract Legacy Data

Workshop Number: Conv.04.03	Workshop Name: All Included Modules Extract Legacy Data	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: Client will populate import tables from legacy data sources using Thomson Reuter's provided Import Table Mapping documents		

Assessment Administration Import Data Validation / Balancing

Workshop Number: CONV.04.00	Workshop Name: Assessment Administration Import Data Validation / Balancing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

All Included Modules Conversion: Subset 4

Workshop Number: Conv.04.04	Workshop Name: All Included Modules Conversion: Subset 4	Aumentum Module: Conversion
Implementation Phase: Phase 1 Aumentum Environment		
Description: After all checkpoints have been met, Thomson Reuters will perform initial conversion of subset data for client review.		

Assessment Administration Subset 4: TR Conversion review

Workshop Number: CONV.04.01	Workshop Name: Assessment Administration Subset 4: TR Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Assessment Administration Subset 4: Client Conversion review

Workshop Number: CONV.04.02	Workshop Name: Assessment Administration Subset 4: Client Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Establish Aumentum Environments

Workshop Number: Conv.05.01	Workshop Name: Establish Aumentum Environments	Aumentum Module: Conversion
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will establish the conversion and test environments for the Aumentum system software in a hosted environment.		

All Included Modules Extract Legacy Data

Workshop Number: Conv.05.03	Workshop Name: All Included Modules Extract Legacy Data	Aumentum Module: Conversion
Implementation Phase: Phase 2 Aumentum Environment		
Description: Client will populate import tables from legacy data sources using Thomson Reuter's provided Import Table Mapping documents		

All Included Modules Full Conversion: 5

Workshop Number: Conv.05.04	Workshop Name: All Included Modules Full Conversion: 5	Aumentum Module: Conversion
Implementation Phase: Phase 2 Aumentum Environment		
Description: After all checkpoints have been met, Thomson Reuters will perform a full conversion of data for client review.		

Assessment Administration Full Conversion 1: TR Conversion review

Workshop Number: CONV.06.01	Workshop Name: Assessment Administration Full Conversion 1: TR Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Assessment Administration Full Conversion 1: Client Conversion review

Workshop Number: CONV.06.02	Workshop Name: Assessment Administration Full Conversion 1: Client Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Assessment Administration Full Conversion 1 Balance

Workshop Number: CONV.06.03	Workshop Name: Assessment Administration Full Conversion 1 Balance	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data

Establish Aumentum Environments

Workshop Number: Conv.06.01	Workshop Name: Establish Aumentum Environments	Aumentum Module: Conversion
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will establish the conversion and test environments for the Aumentum system software in a hosted environment.		

Assessment Administration Import Data Validation / Balancing

Workshop Number: CONV.05.00	Workshop Name: Assessment Administration Import Data Validation / Balancing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

All Included Modules Extract Legacy Data

Workshop Number: Conv.06.03	Workshop Name: All Included Modules Extract Legacy Data	Aumentum Module: Conversion
Implementation Phase: Phase 2 Aumentum Environment		
Description: Client will populate import tables from legacy data sources using Thomson Reuter's provided Import Table Mapping documents		

Establish Aumentum Environments

Workshop Number: Conv.08.01	Workshop Name: Establish Aumentum Environments	Aumentum Module: Conversion
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will establish the conversion and test environments for the Aumentum system software in a hosted environment.		

Assessment Administration Full Conversion 3 Balance

Workshop Number: CONV.08.09	Workshop Name: Assessment Administration Full Conversion 3 Balance	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Assessment Administration Full Conversion 2: TR Conversion review

Workshop Number: CONV.06.05	Workshop Name: Assessment Administration Full Conversion 2: TR Conversion review	Aumentum Module: Assessment Administration
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Implementation Phase: Phase 2 Aumentum Environment
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Assessment Administration Import Data Validation / Balancing

Workshop Number: CONV.06.04	Workshop Name: Assessment Administration Import Data Validation / Balancing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

All Included Modules Full Conversion: 6

Workshop Number: Conv.06.04	Workshop Name: All Included Modules Full Conversion: 6	Aumentum Module: Conversion
Implementation Phase: Phase 2 Aumentum Environment		
Description: After all checkpoints have been met, Thomson Reuters will perform a full conversion of data for client review.		

Assessment Administration Full Conversion 2: Client Conversion review

Workshop Number: CONV.06.06	Workshop Name: Assessment Administration Full Conversion 2: Client Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Assessment Administration Full Conversion 2 Balance

Workshop Number: CONV.06.07	Workshop Name: Assessment Administration Full Conversion 2 Balance	Aumentum Module: Assessment Administration
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Establish Aumentum Environments

Workshop Number: Conv.07.01	Workshop Name: Establish Aumentum Environments	Aumentum Module: Conversion
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will establish the conversion and test environments for the Aumentum system software in a hosted environment.		

Legacy Data

Workshop Number: Conv.07.03	Workshop Name: All Included Modules Extract Legacy Data	Aumentum Module: Conversion
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Client will populate import tables from legacy data sources using Thomson Reuter's provided Import Table Mapping documents		

Assessment Administration Import Data Validation / Balancing

Workshop Number: CONV.08.06	Workshop Name: Assessment Administration Import Data Validation / Balancing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

All Included Modules Full Conversion (UAT): 7

Workshop Number: Conv.07.04	Workshop Name: All Included Modules Full Conversion (UAT): 7	Aumentum Module: Conversion
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: After all checkpoints have been met, Thomson Reuters will perform a full conversion of data for client review.		

Assessment Administration Full Conversion 3: TR Conversion review

Workshop Number: CONV.08.07	Workshop Name: Assessment Administration Full Conversion 3: TR Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Assessment Administration Full Conversion 3: Client Conversion review

Workshop Number: CONV.08.08	Workshop Name: Assessment Administration Full Conversion 3: Client Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

All Included Modules Extract Legacy Data

Workshop Number: Conv.08.03	Workshop Name: All Included Modules Extract Legacy Data	Aumentum Module: Conversion
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Client will populate import tables from legacy data sources using Thomson Reuter's provided Import Table Mapping documents		

Assessment Administration Import Data Validation / Balancing

Workshop Number: CONV.06.12	Workshop Name: Assessment Administration Import Data Validation / Balancing	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

All Included Modules Full Conversion (GoLive): 8

Workshop Number: Conv.08.04	Workshop Name: All Included Modules Full Conversion (GoLive): 8	Aumentum Module: Conversion
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: After all checkpoints have been met, Thomson Reuters will perform a full conversion of data for client review.		

Assessment Administration Full Conversion 4: TR Conversion review

Workshop Number: CONV.06.13	Workshop Name: Assessment Administration Full Conversion 4: TR Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Assessment Administration Full Conversion 4: Client Conversion review

Workshop Number: CONV.06.14	Workshop Name: Assessment Administration Full Conversion 4: Client Conversion review	Aumentum Module: Assessment Administration
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Assessment Administration Full Conversion 4 Balance

Workshop Number: CONV.06.15	Workshop Name: Assessment Administration Full Conversion 4 Balance	Aumentum Module: Assessment Administration
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

All Included Modules Go Live issue Support

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

CONV.12.01	All Included Modules Go Live issue Support	Conversion
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Client and Thomson Reuters staff will work through go live conversion issues		

Business Revenue Data Conversion Mapping

Workshop Number: CONV.00.27	Workshop Name: Business Revenue Data Conversion Mapping	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Legacy Business Revenue data for conversion. Thomson Reuters staff will present and explain the Business Revenue module Import tables used in conversion		

Business Revenue Create Data Extracts

Workshop Number: CONV.00.28	Workshop Name: Business Revenue Create Data Extracts	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Business Revenue import tables reviewed in the mapping session(s).		

Business Revenue Validate & Balance: Round 1

Workshop Number: CONV.00.29	Workshop Name: Business Revenue Validate & Balance: Round 1	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Business Revenue extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Business Revenue Validate & Balance: Round 2

Workshop Number: CONV.00.30	Workshop Name: Business Revenue Validate & Balance: Round 2	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Business Revenue extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Business Revenue Validate & Balance: Round 3

Workshop Number: CONV.00.31	Workshop Name: Business Revenue Validate & Balance: Round 3	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: Thomson Reuters and the client will perform validation checks on the Business Revenue extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.

Business Revenue Validate & Balance: Round 4

Workshop Number: CONV.00.32	Workshop Name: Business Revenue Validate & Balance: Round 4	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Business Revenue extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Business Revenue Import Data Validation / Balancing

Workshop Number: CONV.00.34	Workshop Name: Business Revenue Import Data Validation / Balancing	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Business Revenue Subset 1: TR Conversion review

Workshop Number: CONV.00.35	Workshop Name: Business Revenue Subset 1: TR Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Business Revenue Subset 1: Client Conversion review

Workshop Number: CONV.00.36	Workshop Name: Business Revenue Subset 1: Client Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Business Revenue Import Data Validation / Balancing

Workshop Number: CONV.00.37	Workshop Name: Business Revenue Import Data Validation / Balancing	Aumentum Module: Business Revenue
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Implementation Phase: Phase 0 Base Aumentum Environment
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion

Business Revenue Subset 2: TR Conversion review

Workshop Number: CONV.00.38	Workshop Name: Business Revenue Subset 2: TR Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Business Revenue Subset 2: Client Conversion Review

Workshop Number: CONV.00.39	Workshop Name: Business Revenue Subset 2: Client Conversion Review	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Business Revenue Import Data Validation / Balancing

Workshop Number: CONV.00.40	Workshop Name: Business Revenue Import Data Validation / Balancing	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Business Revenue Subset 3: TR Conversion review

Workshop Number: CONV.00.41	Workshop Name: Business Revenue Subset 3: TR Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Business Revenue Subset 3: Client Conversion review

Workshop Number: CONV.00.42	Workshop Name: Business Revenue Subset 3: Client Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.

Business Revenue Import Data Validation / Balancing

Workshop Number: CONV.00.43	Workshop Name: Business Revenue Import Data Validation / Balancing	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Business Revenue Subset 4: TR Conversion review

Workshop Number: CONV.00.44	Workshop Name: Business Revenue Subset 4: TR Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Business Revenue Subset 4: Client Conversion review

Workshop Number: CONV.00.45	Workshop Name: Business Revenue Subset 4: Client Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Business Revenue Import Data Validation / Balancing

Workshop Number: CONV.06.24	Workshop Name: Business Revenue Import Data Validation / Balancing	Aumentum Module: Business Revenue
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Distribution Import Data Validation / Balancing

Workshop Number: DIST.06.00	Workshop Name: Distribution Import Data Validation / Balancing	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Distribution Full Conversion 6: TR Conversion review

Workshop Number: DIST.06.01	Workshop Name: Distribution Full Conversion 6: TR Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Full Conversion 6: Client Conversion review

Workshop Number: DIST.06.02	Workshop Name: Distribution Full Conversion 6: Client Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Distribution Full Conversion 6 Balance

Workshop Number: DIST.06.03	Workshop Name: Distribution Full Conversion 6 Balance	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Distribution Import Data Validation / Balancing

Workshop Number: DIST.07.00	Workshop Name: Distribution Import Data Validation / Balancing	Aumentum Module: Distribution
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Distribution Full Conversion 7: TR Conversion review

Workshop Number: DIST.07.01	Workshop Name: Distribution Full Conversion 7: TR Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Full Conversion 7: Client Conversion review

Workshop Number: DIST.07.02	Workshop Name: Distribution Full Conversion 7: Client Conversion review	Aumentum Module: Distribution
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Implementation Phase: Unassigned
Description: Thomson Reuters staff will review the conversion data with the client.

Distribution Full Conversion 7 Balance

Workshop Number: DIST.07.03	Workshop Name: Distribution Full Conversion 7 Balance	Aumentum Module: Distribution
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Distribution Import Data Validation / Balancing

Workshop Number: DIST.08.00	Workshop Name: Distribution Import Data Validation / Balancing	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Distribution Full Conversion 8: TR Conversion review

Workshop Number: DIST.08.01	Workshop Name: Distribution Full Conversion 8: TR Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Full Conversion 8: Client Conversion review

Workshop Number: DIST.08.02	Workshop Name: Distribution Full Conversion 8: Client Conversion review	Aumentum Module: Distribution
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Distribution Full Conversion 8 Balance

Workshop Number: DIST.08.03	Workshop Name: Distribution Full Conversion 8 Balance	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Cashiering Create Data Extracts

Workshop Number: CONV.00.46	Workshop Name: Cashiering Create Data Extracts	Aumentum Module: Cashiering
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Implementation Phase: Phase 0 Base Aumentum Environment
Description: The client will create Cashiering import tables reviewed in the mapping session(s).

Cashiering Validate & Balance: Round 1

Workshop Number: CONV.00.47	Workshop Name: Cashiering Validate & Balance: Round 1	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Cashiering extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Cashiering Validate & Balance: Round 2

Workshop Number: CONV.00.48	Workshop Name: Cashiering Validate & Balance: Round 2	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Cashiering extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Cashiering Validate & Balance: Round 3

Workshop Number: CONV.00.49	Workshop Name: Cashiering Validate & Balance: Round 3	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Cashiering extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Cashiering Validate & Balance: Round 4

Workshop Number: CONV.00.50	Workshop Name: Cashiering Validate & Balance: Round 4	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Cashiering extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Cashiering Import Data Validation / Balancing

Workshop Number: CONV.00.51	Workshop Name: Cashiering Import Data Validation / Balancing	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Cashiering Subset 1: TR Conversion review

Workshop Number: CONV.00.52	Workshop Name: Cashiering Subset 1: TR Conversion review	Aumentum Module: Cashiering
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Validate & Balance: Round 2

Workshop Number: DIST.00.13	Workshop Name: Distribution Validate & Balance: Round 2	Aumentum Module: Distribution
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Distribution extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Distribution Validate & Balance: Round 3

Workshop Number: DIST.00.23	Workshop Name: Distribution Validate & Balance: Round 3	Aumentum Module: Distribution
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Distribution extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Distribution Validate & Balance: Round 4

Workshop Number: DIST.00.33	Workshop Name: Distribution Validate & Balance: Round 4	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Distribution extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Distribution Import Data Validation / Balancing

Workshop Number: DIST.01.00	Workshop Name: Distribution Import Data Validation / Balancing	Aumentum Module: Distribution
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Distribution Subset 1: TR Conversion review

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

DIST.01.01	Distribution Subset 1: TR Conversion review	Distribution
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Subset 1: Client Conversion review

Workshop Number: DIST.01.02	Workshop Name: Distribution Subset 1: Client Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Distribution Import Data Validation / Balancing

Workshop Number: DIST.02.00	Workshop Name: Distribution Import Data Validation / Balancing	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Distribution Subset 2: TR Conversion review

Workshop Number: DIST.02.01	Workshop Name: Distribution Subset 2: TR Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Subset 2: Client Conversion Review

Workshop Number: DIST.02.02	Workshop Name: Distribution Subset 2: Client Conversion Review	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Distribution Import Data Validation / Balancing

Workshop Number: DIST.03.00	Workshop Name: Distribution Import Data Validation / Balancing	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		

Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion

Distribution Subset 3: TR Conversion review

Workshop Number: DIST.03.01	Workshop Name: Distribution Subset 3: TR Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Subset 3: Client Conversion review

Workshop Number: DIST.03.02	Workshop Name: Distribution Subset 3: Client Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Distribution Import Data Validation / Balancing

Workshop Number: DIST.04.00	Workshop Name: Distribution Import Data Validation / Balancing	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Distribution Subset 4: TR Conversion review

Workshop Number: DIST.04.01	Workshop Name: Distribution Subset 4: TR Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Subset 4: Client Conversion review

Workshop Number: DIST.04.02	Workshop Name: Distribution Subset 4: Client Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Distribution Import Data Validation / Balancing

Workshop Number: DIST.05.00	Workshop Name: Distribution Import Data Validation / Balancing	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Distribution Full Conversion 5: TR Conversion review

Workshop Number: DIST.05.01	Workshop Name: Distribution Full Conversion 5: TR Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Distribution Full Conversion 5: Client Conversion review

Workshop Number: DIST.05.02	Workshop Name: Distribution Full Conversion 5: Client Conversion review	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Distribution Full Conversion 5 Balance

Workshop Number: DIST.05.03	Workshop Name: Distribution Full Conversion 5 Balance	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Levy Subset 4: Client Conversion review

Workshop Number: Levy.04.02	Workshop Name: Levy Subset 4: Client Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Levy Import Data Validation / Balancing

Workshop Number: Levy.05.00	Workshop Name: Levy Import Data Validation / Balancing	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Levy Full Conversion 5: TR Conversion review

Workshop Number: Levy.05.01	Workshop Name: Levy Full Conversion 5: TR Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Levy Full Conversion 5: Client Conversion review

Workshop Number: Levy.05.02	Workshop Name: Levy Full Conversion 5: Client Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Levy Full Conversion 5 Balance

Workshop Number: Levy.05.03	Workshop Name: Levy Full Conversion 5 Balance	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Levy Import Data Validation / Balancing

Workshop Number: Levy.06.00	Workshop Name: Levy Import Data Validation / Balancing	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Levy Full Conversion 6: TR Conversion review

Workshop Number: Levy.06.01	Workshop Name: Levy Full Conversion 6: TR Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Levy Full Conversion 6: Client Conversion review

Workshop Number: Levy.06.02	Workshop Name: Levy Full Conversion 6: Client Conversion review	Aumentum Module: Levy
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Implementation Phase: Phase 2 Aumentum Environment
Description: Thomson Reuters staff will review the conversion data with the client.

Levy Full Conversion 6 Balance

Workshop Number: Levy.06.03	Workshop Name: Levy Full Conversion 6 Balance	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Levy Import Data Validation / Balancing

Workshop Number: Levy.07.00	Workshop Name: Levy Import Data Validation / Balancing	Aumentum Module: Levy
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Levy Full Conversion 7: TR Conversion review

Workshop Number: Levy.07.01	Workshop Name: Levy Full Conversion 7: TR Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Levy Full Conversion 7: Client Conversion review

Workshop Number: Levy.07.02	Workshop Name: Levy Full Conversion 7: Client Conversion review	Aumentum Module: Levy
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Levy Full Conversion 7 Balance

Workshop Number: Levy.07.03	Workshop Name: Levy Full Conversion 7 Balance	Aumentum Module: Levy
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Levy Import Data Validation / Balancing

Workshop Number: Levy.08.00	Workshop Name: Levy Import Data Validation / Balancing	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		

Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion

Levy Full Conversion 8: TR Conversion review

Workshop Number: Levy.08.01	Workshop Name: Levy Full Conversion 8: TR Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Levy Full Conversion 8: Client Conversion review

Workshop Number: Levy.08.02	Workshop Name: Levy Full Conversion 8: Client Conversion review	Aumentum Module: Levy
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Levy Full Conversion 8 Balance

Workshop Number: Levy.08.03	Workshop Name: Levy Full Conversion 8 Balance	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Distribution Create Data Extracts

Workshop Number: DIST.00.02	Workshop Name: Distribution Create Data Extracts	Aumentum Module: Distribution
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Distribution import tables reviewed in the mapping session(s).		

Distribution Validate & Balance: Round 1

Workshop Number: DIST.00.03	Workshop Name: Distribution Validate & Balance: Round 1	Aumentum Module: Distribution
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Distribution extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Accounts Receivable Full Conversion 4: TR Conversion review

Workshop Number: CONV.12.04	Workshop Name:	Aumentum Module: Accounts Receivable
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Accounts Receivable Full Conversion 4: TR Conversion review	
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Full Conversion 4: Client Conversion review

Workshop Number: CONV.12.05	Workshop Name: Accounts Receivable Full Conversion 4: Client Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Accounts Receivable Full Conversion 4 Balance

Workshop Number: CONV.12.06	Workshop Name: Accounts Receivable Full Conversion 4 Balance	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Levy Create Data Extracts

Workshop Number: Levy.00.02	Workshop Name: Levy Create Data Extracts	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Levy import tables reviewed in the mapping session(s).		

Levy Validate & Balance: Round 1

Workshop Number: Levy.00.03	Workshop Name: Levy Validate & Balance: Round 1	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Levy extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Levy Validate & Balance: Round 2

Workshop Number: Levy.00.13	Workshop Name: Levy Validate & Balance: Round 2	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Levy extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Levy Validate & Balance: Round 3

Workshop Number: Levy.00.23	Workshop Name: Levy Validate & Balance: Round 3	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Levy extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Levy Validate & Balance: Round 4

Workshop Number: Levy.00.33	Workshop Name: Levy Validate & Balance: Round 4	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Levy extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Levy Import Data Validation / Balancing

Workshop Number: Levy.01.00	Workshop Name: Levy Import Data Validation / Balancing	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Levy Subset 1: TR Conversion review

Workshop Number: Levy.01.01	Workshop Name: Levy Subset 1: TR Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Levy Subset 1: Client Conversion review

Workshop Number: Levy.01.02	Workshop Name: Levy Subset 1: Client Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Levy Import Data Validation / Balancing

Workshop Number: Levy.02.00	Workshop Name: Levy Import Data Validation / Balancing	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Levy Subset 2: TR Conversion review

Workshop Number: Levy.02.01	Workshop Name: Levy Subset 2: TR Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Levy Subset 2: Client Conversion Review

Workshop Number: Levy.02.02	Workshop Name: Levy Subset 2: Client Conversion Review	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Levy Import Data Validation / Balancing

Workshop Number: Levy.03.00	Workshop Name: Levy Import Data Validation / Balancing	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Levy Subset 3: TR Conversion review

Workshop Number: Levy.03.01	Workshop Name: Levy Subset 3: TR Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Levy Subset 3: Client Conversion review

Workshop Number: Levy.03.02	Workshop Name: Levy Subset 3: Client Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		

Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.

Levy Import Data Validation / Balancing

Workshop Number: Levy.04.00	Workshop Name: Levy Import Data Validation / Balancing	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Levy Subset 4: TR Conversion review

Workshop Number: Levy.04.01	Workshop Name: Levy Subset 4: TR Conversion review	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Import Data Validation / Balancing

Workshop Number: CONV.00.21	Workshop Name: Accounts Receivable Import Data Validation / Balancing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Accounts Receivable Subset 3: TR Conversion review

Workshop Number: CONV.00.22	Workshop Name: Accounts Receivable Subset 3: TR Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Subset 3: Client Conversion review

Workshop Number: CONV.00.23	Workshop Name: Accounts Receivable Subset 3: Client Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Accounts Receivable Import Data Validation / Balancing

Workshop Number: CONV.00.24	Workshop Name: Accounts Receivable Import Data Validation / Balancing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Accounts Receivable Subset 4: TR Conversion review

Workshop Number: CONV.00.25	Workshop Name: Accounts Receivable Subset 4: TR Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Subset 4: Client Conversion review

Workshop Number: CONV.00.26	Workshop Name: Accounts Receivable Subset 4: Client Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Accounts Receivable Import Data Validation / Balancing

Workshop Number: CONV.06.16	Workshop Name: Accounts Receivable Import Data Validation / Balancing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Accounts Receivable Full Conversion 1: TR Conversion review

Workshop Number: CONV.06.17	Workshop Name: Accounts Receivable Full Conversion 1: TR Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Full Conversion 1: Client Conversion review

Workshop Number: CONV.06.18	Workshop Name: Accounts Receivable Full Conversion 1: Client Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Accounts Receivable Full Conversion 1 Balance

Workshop Number: CONV.06.19	Workshop Name: Accounts Receivable Full Conversion 1 Balance	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Accounts Receivable Import Data Validation / Balancing

Workshop Number: CONV.06.20	Workshop Name: Accounts Receivable Import Data Validation / Balancing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Accounts Receivable Full Conversion 2: TR Conversion review

Workshop Number: CONV.06.21	Workshop Name: Accounts Receivable Full Conversion 2: TR Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Full Conversion 2: Client Conversion review

Workshop Number: CONV.06.22	Workshop Name: Accounts Receivable Full Conversion 2: Client Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Accounts Receivable Full Conversion 2 Balance

Workshop Number: CONV.06.23	Workshop Name: Accounts Receivable Full Conversion 2 Balance	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 2 Aumentum Environment		

Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data

Accounts Receivable Import Data Validation / Balancing

Workshop Number: CONV.08.10	Workshop Name: Accounts Receivable Import Data Validation / Balancing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Accounts Receivable Full Conversion 3: TR Conversion review

Workshop Number: CONV.08.11	Workshop Name: Accounts Receivable Full Conversion 3: TR Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Full Conversion 3: Client Conversion review

Workshop Number: CONV.08.12	Workshop Name: Accounts Receivable Full Conversion 3: Client Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Accounts Receivable Full Conversion 3 Balance

Workshop Number: CONV.08.13	Workshop Name: Accounts Receivable Full Conversion 3 Balance	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Accounts Receivable Import Data Validation / Balancing

Workshop Number: CONV.12.03	Workshop Name: Accounts Receivable Import Data Validation / Balancing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Case Management Full Conversion 7: TR Conversion review

Workshop Number: CM.07.01	Workshop Name: Case Management Full Conversion 7: TR Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Case Management Full Conversion 7: Client Conversion review

Workshop Number: CM.07.02	Workshop Name: Case Management Full Conversion 7: Client Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Case Management Full Conversion 7 Balance

Workshop Number: CM.07.03	Workshop Name: Case Management Full Conversion 7 Balance	Aumentum Module: Case Management
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Case Management Import Data Validation / Balancing

Workshop Number: CM.08.00	Workshop Name: Case Management Import Data Validation / Balancing	Aumentum Module: Case Management
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Case Management Full Conversion 8: TR Conversion review

Workshop Number: CM.08.01	Workshop Name: Case Management Full Conversion 8: TR Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Case Management Full Conversion 8: Client Conversion review

Workshop Number: CM.08.02	Workshop Name:	Aumentum Module: Case Management
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	Case Management Full Conversion 8: Client Conversion review	
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Case Management Full Conversion 8 Balance

Workshop Number: CM.08.03	Workshop Name: Case Management Full Conversion 8 Balance	Aumentum Module: Case Management
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Accounts Receivable Data Conversion Mapping

Workshop Number: CONV.00.10	Workshop Name: Accounts Receivable Data Conversion Mapping	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Legacy Accounts Receivable data for conversion. Thomson Reuters staff will present and explain the Accounts Receivable module Import tables used in conversion		

Accounts Receivable Create Data Extracts

Workshop Number: CONV.00.10	Workshop Name: Accounts Receivable Create Data Extracts	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Accounts Receivable import tables reviewed in the mapping session(s).		

Accounts Receivable Validate & Balance: Round 1

Workshop Number: CONV.00.11	Workshop Name: Accounts Receivable Validate & Balance: Round 1	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Accounts Receivable extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Accounts Receivable Validate & Balance: Round 2

Workshop Number: CONV.00.12	Workshop Name: Accounts Receivable Validate & Balance: Round 2	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Accounts Receivable extract data, review overall progress towards a subset conversion and adjust or realign		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.

Accounts Receivable Validate & Balance: Round 3

Workshop Number: CONV.00.13	Workshop Name: Accounts Receivable Validate & Balance: Round 3	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Accounts Receivable extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Accounts Receivable Validate & Balance: Round 4

Workshop Number: CONV.00.14	Workshop Name: Accounts Receivable Validate & Balance: Round 4	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Accounts Receivable extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Accounts Receivable Import Data Validation / Balancing

Workshop Number: CONV.00.15	Workshop Name: Accounts Receivable Import Data Validation / Balancing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Accounts Receivable Subset 1: TR Conversion review

Workshop Number: CONV.00.16	Workshop Name: Accounts Receivable Subset 1: TR Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Subset 1: Client Conversion review

Workshop Number: CONV.00.17	Workshop Name: Accounts Receivable Subset 1: Client Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.

Accounts Receivable Import Data Validation / Balancing

Workshop Number: CONV.00.18	Workshop Name: Accounts Receivable Import Data Validation / Balancing	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Accounts Receivable Subset 2: TR Conversion review

Workshop Number: CONV.00.19	Workshop Name: Accounts Receivable Subset 2: TR Conversion review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Accounts Receivable Subset 2: Client Conversion Review

Workshop Number: CONV.00.20	Workshop Name: Accounts Receivable Subset 2: Client Conversion Review	Aumentum Module: Accounts Receivable
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Case Management Subset 1: Client Conversion review

Workshop Number: CONV.00.71	Workshop Name: Case Management Subset 1: Client Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Case Management Import Data Validation / Balancing

Workshop Number: CONV.00.72	Workshop Name: Case Management Import Data Validation / Balancing	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion

Case Management Subset 2: TR Conversion review

Workshop Number: CONV.00.73	Workshop Name: Case Management Subset 2: TR Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Case Management Subset 2: Client Conversion Review

Workshop Number: CONV.00.74	Workshop Name: Case Management Subset 2: Client Conversion Review	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Case Management Import Data Validation / Balancing

Workshop Number: CONV.00.75	Workshop Name: Case Management Import Data Validation / Balancing	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Case Management Subset 3: TR Conversion review

Workshop Number: CONV.00.76	Workshop Name: Case Management Subset 3: TR Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Case Management Subset 3: Client Conversion review

Workshop Number: CONV.00.77	Workshop Name: Case Management Subset 3: Client Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.

Case Management Import Data Validation / Balancing

Workshop Number: CONV.00.78	Workshop Name: Case Management Import Data Validation / Balancing	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Case Management Subset 4: TR Conversion review

Workshop Number: CONV.00.79	Workshop Name: Case Management Subset 4: TR Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Case Management Subset 4: Client Conversion review

Workshop Number: CONV.00.80	Workshop Name: Case Management Subset 4: Client Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Case Management Import Data Validation / Balancing

Workshop Number: CM.05.00	Workshop Name: Case Management Import Data Validation / Balancing	Aumentum Module: Case Management
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Case Management Full Conversion 5: TR Conversion review

Workshop Number: CM.05.01	Workshop Name: Case Management Full Conversion 5: TR Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement		

the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Case Management Full Conversion 5: Client Conversion review

Workshop Number: CM.05.02	Workshop Name: Case Management Full Conversion 5: Client Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Case Management Full Conversion 5 Balance

Workshop Number: CM.05.03	Workshop Name: Case Management Full Conversion 5 Balance	Aumentum Module: Case Management
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Case Management Import Data Validation / Balancing

Workshop Number: CM.06.00	Workshop Name: Case Management Import Data Validation / Balancing	Aumentum Module: Case Management
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Case Management Full Conversion 6: TR Conversion review

Workshop Number: CM.06.01	Workshop Name: Case Management Full Conversion 6: TR Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Case Management Full Conversion 6: Client Conversion review

Workshop Number: CM.06.02	Workshop Name: Case Management Full Conversion 6: Client Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Case Management Full Conversion 6 Balance

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

CM.06.03	Case Management Full Conversion 6 Balance	Case Management
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Case Management Import Data Validation / Balancing

Workshop Number: CM.07.00	Workshop Name: Case Management Import Data Validation / Balancing	Aumentum Module: Case Management
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Personal Property Administration Full Conversion 6: TR Conversion review

Workshop Number: PPA.06.01	Workshop Name: Personal Property Administration Full Conversion 6: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Personal Property Administration Full Conversion 6: Client Conversion review

Workshop Number: PPA.06.02	Workshop Name: Personal Property Administration Full Conversion 6: Client Conversion review	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Personal Property Administration Full Conversion 6 Balance

Workshop Number: PPA.06.03	Workshop Name: Personal Property Administration Full Conversion 6 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Personal Property Administration Import Data Validation / Balancing

Workshop Number: PPA.07.00	Workshop Name: Personal Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Personal Property Administration Full Conversion 7: TR Conversion review

Workshop Number: PPA.07.01	Workshop Name: Personal Property Administration Full Conversion 7: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Personal Property Administration Full Conversion 7: Client Conversion review

Workshop Number: PPA.07.02	Workshop Name: Personal Property Administration Full Conversion 7: Client Conversion review	Aumentum Module: Personal Property
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Personal Property Administration Full Conversion 7 Balance

Workshop Number: PPA.07.03	Workshop Name: Personal Property Administration Full Conversion 7 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Personal Property Administration Import Data Validation / Balancing

Workshop Number: PPA.08.00	Workshop Name: Personal Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Personal Property Administration Full Conversion 8: TR Conversion review

Workshop Number: PPA.08.01	Workshop Name: Personal Property Administration Full Conversion 8: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Personal Property Administration Full Conversion 8: Client Conversion review

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

PPA.08.02	Personal Property Administration Full Conversion 8: Client Conversion review	Personal Property
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Personal Property Administration Full Conversion 8 Balance

Workshop Number: PPA.08.03	Workshop Name: Personal Property Administration Full Conversion 8 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Case Management Data Conversion Mapping

Workshop Number: CONV.00.63	Workshop Name: Case Management Data Conversion Mapping	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Legacy Case Management data for conversion. Thomson Reuters staff will present and explain the Case Management module Import tables used in conversion		

Case Management Create Data Extracts

Workshop Number: CONV.00.64	Workshop Name: Case Management Create Data Extracts	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Case Management import tables reviewed in the mapping session(s).		

Case Management Validate & Balance: Round 1

Workshop Number: CONV.00.65	Workshop Name: Case Management Validate & Balance: Round 1	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Case Management extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Case Management Validate & Balance: Round 2

Workshop Number: CONV.00.66	Workshop Name: Case Management Validate & Balance: Round 2	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Case Management extract data, review overall progress towards a subset conversion and adjust or realign Phase 0		

conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.

Case Management Validate & Balance: Round 3

Workshop Number: CONV.00.67	Workshop Name: Case Management Validate & Balance: Round 3	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Case Management extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Case Management Validate & Balance: Round 4

Workshop Number: CONV.00.68	Workshop Name: Case Management Validate & Balance: Round 4	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Case Management extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Case Management Import Data Validation / Balancing

Workshop Number: CONV.00.69	Workshop Name: Case Management Import Data Validation / Balancing	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Case Management Subset 1: TR Conversion review

Workshop Number: CONV.00.70	Workshop Name: Case Management Subset 1: TR Conversion review	Aumentum Module: Case Management
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Personal Property Administration Validate & Balance: Round 3

Workshop Number: PPA.00.23	Workshop Name: Personal Property Administration Validate & Balance: Round 3	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: Thomson Reuters and the client will perform validation checks on the Personal Property Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.

Personal Property Administration Validate & Balance: Round 4

Workshop Number: PPA.00.33	Workshop Name: Personal Property Administration Validate & Balance: Round 4	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Personal Property Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Personal Property Administration Import Data Validation / Balancing

Workshop Number: PPA.01.00	Workshop Name: Personal Property Administration Import Data Validation / Balancing	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Personal Property Administration Subset 1: TR Conversion review

Workshop Number: PPA.01.01	Workshop Name: Personal Property Administration Subset 1: TR Conversion review	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Personal Property Administration Subset 1: Client Conversion review

Workshop Number: PPA.01.02	Workshop Name: Personal Property Administration Subset 1: Client Conversion review	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Personal Property Administration Import Data Validation / Balancing

Workshop Number: PPA.02.00	Workshop Name: Personal Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
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Implementation Phase: Phase 1 Aumentum Environment
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion

Personal Property Administration Subset 2: TR Conversion review

Workshop Number: PPA.02.01	Workshop Name: Personal Property Administration Subset 2: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Personal Property Administration Subset 2: Client Conversion Review

Workshop Number: PPA.02.02	Workshop Name: Personal Property Administration Subset 2: Client Conversion Review	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Personal Property Administration Import Data Validation / Balancing

Workshop Number: PPA.03.00	Workshop Name: Personal Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Personal Property Administration Subset 3: TR Conversion review

Workshop Number: PPA.03.01	Workshop Name: Personal Property Administration Subset 3: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Personal Property Administration Subset 3: Client Conversion review

Workshop Number: PPA.03.02	Workshop Name: Personal Property Administration Subset 3: Client Conversion review	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		

Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.

Personal Property Administration Import Data Validation / Balancing

Workshop Number: PPA.04.00	Workshop Name: Personal Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Personal Property Administration Subset 4: TR Conversion review

Workshop Number: PPA.04.01	Workshop Name: Personal Property Administration Subset 4: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Personal Property Administration Subset 4: Client Conversion review

Workshop Number: PPA.04.02	Workshop Name: Personal Property Administration Subset 4: Client Conversion review	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Personal Property Administration Import Data Validation / Balancing

Workshop Number: PPA.05.00	Workshop Name: Personal Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Personal Property Administration Full Conversion 5: TR Conversion review

Workshop Number: PPA.05.01	Workshop Name: Personal Property Administration Full Conversion 5: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement		

the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Personal Property Administration Full Conversion 5: Client Conversion review

Workshop Number: PPA.05.02	Workshop Name: Personal Property Administration Full Conversion 5: Client Conversion review	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Personal Property Administration Full Conversion 5 Balance

Workshop Number: PPA.05.03	Workshop Name: Personal Property Administration Full Conversion 5 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Personal Property Administration Import Data Validation / Balancing

Workshop Number: PPA.06.00	Workshop Name: Personal Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Real Property Administration Full Conversion 5: TR Conversion review

Workshop Number: RPA.05.01	Workshop Name: Real Property Administration Full Conversion 5: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Real Property Administration Full Conversion 5: Client Conversion review

Workshop Number: RPA.05.02	Workshop Name: Real Property Administration Full Conversion 5: Client Conversion review	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Real Property Administration Full Conversion 5 Balance

Workshop Number: RPA.05.03	Workshop Name: Real Property Administration Full Conversion 5 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Real Property Administration Import Data Validation / Balancing

Workshop Number: RPA.06.00	Workshop Name: Real Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Real Property Administration Full Conversion 6: TR Conversion review

Workshop Number: RPA.06.01	Workshop Name: Real Property Administration Full Conversion 6: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Real Property Administration Full Conversion 6: Client Conversion review

Workshop Number: RPA.06.02	Workshop Name: Real Property Administration Full Conversion 6: Client Conversion review	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Real Property Administration Full Conversion 6 Balance

Workshop Number: RPA.06.03	Workshop Name: Real Property Administration Full Conversion 6 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Real Property Administration Import Data Validation / Balancing

Workshop Number: RPA.07.00	Workshop Name: Real Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
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Implementation Phase: Phase 3 UAT Aumentum Environment
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion

Real Property Administration Full Conversion 7: TR Conversion review

Workshop Number: RPA.07.01	Workshop Name: Real Property Administration Full Conversion 7: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Real Property Administration Full Conversion 7: Client Conversion review

Workshop Number: RPA.07.02	Workshop Name: Real Property Administration Full Conversion 7: Client Conversion review	Aumentum Module: Real Property
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Real Property Administration Full Conversion 7 Balance

Workshop Number: RPA.07.03	Workshop Name: Real Property Administration Full Conversion 7 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Real Property Administration Import Data Validation / Balancing

Workshop Number: RPA.08.00	Workshop Name: Real Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Real Property Administration Full Conversion 8: TR Conversion review

Workshop Number: RPA.08.01	Workshop Name: Real Property Administration Full Conversion 8: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Real Property Administration Full Conversion 8: Client Conversion review

Workshop Number: RPA.08.02	Workshop Name: Real Property Administration Full Conversion 8: Client Conversion review	Aumentum Module: Real Property
Implementation Phase: Unassigned		
Description: Thomson Reuters staff will review the conversion data with the client.		

Real Property Administration Full Conversion 8 Balance

Workshop Number: RPA.08.03	Workshop Name: Real Property Administration Full Conversion 8 Balance	Aumentum Module: Undefined
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Personal Property Administration Data Conversion Mapping

Workshop Number: PPA.00.01	Workshop Name: Personal Property Administration Data Conversion Mapping	Aumentum Module: Undefined
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Legacy Personal Property Administration data for conversion. Thomson Reuters staff will present and explain the Personal Property Administration module Import tables used in conversion		

Personal Property Administration Create Data Extracts

Workshop Number: PPA.00.02	Workshop Name: Personal Property Administration Create Data Extracts	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: The client will create Personal Property Administration import tables reviewed in the mapping session(s).		

Personal Property Administration Validate & Balance: Round 1

Workshop Number: PPA.00.03	Workshop Name: Personal Property Administration Validate & Balance: Round 1	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Personal Property Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Personal Property Administration Validate & Balance: Round 2

Workshop Number: PPA.00.13	Workshop Name: Personal Property Administration Validate & Balance: Round 2	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Personal Property Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Real Property Data Mapping

Workshop Number: RPA.00.01	Workshop Name: Real Property Data Mapping	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map the Legacy Real Property Administration data for conversion. Thomson Reuters staff will present and explain the Real Property Administration module Import tables used in conversion		

Real Property Administration Create Data Extracts

Workshop Number: RPA.00.02	Workshop Name: Real Property Administration Create Data Extracts	Aumentum Module: Real Property
Implementation Phase: 00 Phase 0		
Description: The client will create Real Property Administration import tables reviewed in the mapping session(s).		

Real Property Administration Validate & Balance: Round 1

Workshop Number: RPA.00.03	Workshop Name: Real Property Administration Validate & Balance: Round 1	Aumentum Module: Real Property
Implementation Phase: 00 Phase 0		
Description: Thomson Reuters and the client will perform validation checks on the Real Property Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Real Property Administration Validate & Balance: Round 2

Workshop Number: RPA.00.13	Workshop Name: Real Property Administration Validate & Balance: Round 2	Aumentum Module: Real Property
Implementation Phase: 00 Phase 0		
Description: Thomson Reuters and the client will perform validation checks on the Real Property Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Real Property Administration Validate & Balance: Round 3

Workshop Number: RPA.00.23	Workshop Name: Real Property Administration Validate & Balance: Round 3	Aumentum Module: Real Property
Implementation Phase: 00 Phase 0		
Description: Thomson Reuters and the client will perform validation checks on the Real Property Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Real Property Administration Validate & Balance: Round 4

Workshop Number: RPA.00.33	Workshop Name: Real Property Administration Validate & Balance: Round 4	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the client will perform validation checks on the Real Property Administration extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Real Property Administration Import Data Validation / Balancing

Workshop Number: RPA.01.00	Workshop Name: Real Property Administration Import Data Validation / Balancing	Aumentum Module: Real Property
Implementation Phase: 00 Phase 0		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Real Property Administration Subset 1: TR Conversion review

Workshop Number: RPA.01.01	Workshop Name: Real Property Administration Subset 1: TR Conversion review	Aumentum Module: Real Property
Implementation Phase: 00 Phase 0		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Real Property Administration Subset 1: Client Conversion review

Workshop Number: RPA.01.02	Workshop Name: Real Property Administration Subset 1: Client Conversion review	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Real Property Administration Import Data Validation / Balancing

Workshop Number: RPA.02.00	Workshop Name: Real Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Real Property Administration Subset 2: TR Conversion review

Workshop Number: RPA.02.01	Workshop Name: Real Property Administration Subset 2: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Real Property Administration Subset 2: Client Conversion Review

Workshop Number: RPA.02.02	Workshop Name: Real Property Administration Subset 2: Client Conversion Review	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Real Property Administration Import Data Validation / Balancing

Workshop Number: RPA.03.00	Workshop Name: Real Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Real Property Administration Subset 3: TR Conversion review

Workshop Number: RPA.03.01	Workshop Name: Real Property Administration Subset 3: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Real Property Administration Subset 3: Client Conversion review

Workshop Number: RPA.03.02	Workshop Name: Real Property Administration Subset 3: Client Conversion review	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Real Property Administration Import Data Validation / Balancing

Workshop Number: RPA.04.00	Workshop Name: Real Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Real Property Administration Subset 4: TR Conversion review

Workshop Number: RPA.04.01	Workshop Name: Real Property Administration Subset 4: TR Conversion review	Aumentum Module: Undefined
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Real Property Administration Subset 4: Client Conversion review

Workshop Number: RPA.04.02	Workshop Name: Real Property Administration Subset 4: Client Conversion review	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the initial subset conversion data with the client. The review will relate the extracted data to the Aumentum database so the client can see where the source data is viewed within Aumentum.		

Real Property Administration Import Data Validation / Balancing

Workshop Number: RPA.05.00	Workshop Name: Real Property Administration Import Data Validation / Balancing	Aumentum Module: Undefined
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Business Revenue Full Conversion 1: TR Conversion review

Workshop Number: CONV.06.25	Workshop Name: Business Revenue Full Conversion 1: TR Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Business Revenue Full Conversion 1: Client Conversion review

Workshop Number: CONV.06.26	Workshop Name: Business Revenue Full Conversion 1: Client Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Business Revenue Full Conversion 1 Balance

Workshop Number: CONV.06.27	Workshop Name: Business Revenue Full Conversion 1 Balance	Aumentum Module: Business Revenue
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Business Revenue Import Data Validation / Balancing

Workshop Number: CONV.06.28	Workshop Name: Business Revenue Import Data Validation / Balancing	Aumentum Module: Business Revenue
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Business Revenue Full Conversion 2: TR Conversion review

Workshop Number: CONV.06.29	Workshop Name: Business Revenue Full Conversion 2: TR Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Business Revenue Full Conversion 2: Client Conversion review

Workshop Number: CONV.06.30	Workshop Name:	Aumentum Module: Business Revenue
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Business Revenue Full Conversion 2: Client Conversion review	
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Business Revenue Full Conversion 2 Balance

Workshop Number: CONV.06.31	Workshop Name: Business Revenue Full Conversion 2 Balance	Aumentum Module: Business Revenue
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Business Revenue Import Data Validation / Balancing

Workshop Number: CONV.08.14	Workshop Name: Business Revenue Import Data Validation / Balancing	Aumentum Module: Business Revenue
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Business Revenue Full Conversion 3: TR Conversion review

Workshop Number: CONV.08.15	Workshop Name: Business Revenue Full Conversion 3: TR Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Business Revenue Full Conversion 3: Client Conversion review

Workshop Number: CONV.08.16	Workshop Name: Business Revenue Full Conversion 3: Client Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Business Revenue Full Conversion 3 Balance

Workshop Number: CONV.08.17	Workshop Name: Business Revenue Full Conversion 3 Balance	Aumentum Module: Business Revenue
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Business Revenue Import Data Validation / Balancing

Workshop Number: CONV.12.07	Workshop Name: Business Revenue Import Data Validation / Balancing	Aumentum Module: Business Revenue
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the client provided import tables to ensure they are properly populated prior to conversion		

Business Revenue Full Conversion 4: TR Conversion review

Workshop Number: CONV.12.08	Workshop Name: Business Revenue Full Conversion 4: TR Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Business Revenue Full Conversion 4: Client Conversion review

Workshop Number: CONV.12.09	Workshop Name: Business Revenue Full Conversion 4: Client Conversion review	Aumentum Module: Business Revenue
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the conversion data with the client.		

Business Revenue Full Conversion 4 Balance

Workshop Number: CONV.12.10	Workshop Name: Business Revenue Full Conversion 4 Balance	Aumentum Module: Business Revenue
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff, along with the client, will ensure counts and amounts are within tolerance for balancing the converted data		

Delinquent

Delinquent requirements review with Thomson Reuters and the client

Workshop Number: DELQ.04.01	Workshop Name: Delinquent requirements review with Thomson Reuters and the client	Aumentum Module: Delinquents
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Delinquent module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Delinquent Processing

Workshop Number: DELQ.04.02	Workshop Name: Overview of Delinquent Processing	Aumentum Module: Delinquents
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will provide an overview of the delinquent module. Review delinquent groups, fee application, delinquent notices, screen navigation and delinquent reporting.		

Delinquent Setup / Configuration

Workshop Number: DELQ.04.03	Workshop Name: Delinquent Setup / Configuration	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will assist the user in creating advertising list templates, setting up warrants and creating delinquent file import/export layouts.		

Delinquent Groups

Workshop Number: DELQ.04.04	Workshop Name: Delinquent Groups	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will show users how to create Delinquent groups that will be used throughout the delinquent module to run processes and reports. This will also include Group Maintenance, Flag Application and Fee Application.		

Warrants

Workshop Number: DELQ.04.05	Workshop Name: Warrants	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to run warrant reports and generate warrant notices.		

Advertising/Publication Listings

Workshop Number: DELQ.04.06	Workshop Name: Advertising/Publication Listings	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review how to create an advertising list. This will include recapping delinquent group creation to define the parcel list needed for printing an advertising list.		

Reports

Workshop Number: DELQ.04.07	Workshop Name: Reports	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the existing delinquent reports. These will include, but are not limited to, Group Listing, Flag Listing, Installment Balance Due, Delinquent Group Listing and Fee Reports.		

Imports/Exports

Workshop Number: DELQ.04.08	Workshop Name: Imports/Exports	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to run delinquent import/export processes. Criteria will be defined based on the client's requirements. Tax Year, Roll Type, Flags, Group criteria selections will be discussed.		

Write Off Processes

Workshop Number: DELQ.04.09	Workshop Name: Write Off Processes	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to write off charges. The methods and the criteria for selecting Bills to write-off will be reviewed. Instructions for modifying the list will also be provided.		

Workflow

Workshop Number: DELQ.04.11	Workshop Name: Workflow	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: DELQ.04.12	Workshop Name: Correspondence	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Delinquent - Document requirements review decisions

Workshop Number: DELQ.04.99	Workshop Name: Delinquent - Document requirements review decisions	Aumentum Module: Delinquents
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Secured Delinquency Lifecycle

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

DELQ.05.01	Secured Delinquency Lifecycle	Delinquents
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate and explain Secured Delinquency Lifecycle from searching for and creating delinquent groups, applying fees and flags, printing and recording correspondence, creating various sale types, all the way through issuance of tax sale deed.		

Unsecured Delinquency Lifecycle

Workshop Number: DELQ.05.02	Workshop Name: Unsecured Delinquency Lifecycle	Aumentum Module: Delinquents
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate and explain the Unsecured Delinquency Lifecycle from searching for and creating delinquent groups, applying fees and flags, printing and recording correspondence, and all lien related processes.		

DELQ Conversion review (with client)

Workshop Number: DELQ.06.01	Workshop Name: DELQ Conversion review (with client)	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Delinquents data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT DELQ Configuration review (with client)

Workshop Number: DELQ.07.01	Workshop Name: UAT DELQ Configuration review (with client)	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Delinquents. The expectation is that all UAT configuration will be in place and available for verification.		

DELQ UAT conversion review (with client)

Workshop Number: DELQ.08.01	Workshop Name: DELQ UAT conversion review (with client)	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Delinquent UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Delinquent Reports

Workshop Number: DELQ.09.01	Workshop Name: Delinquent Reports	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis		

Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.

Delinquent Workflow

Workshop Number: DELQ.09.02	Workshop Name: Delinquent Workflow	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Delinquent Interfaces and Extracts

Workshop Number: DELQ.09.03	Workshop Name: Delinquent Interfaces and Extracts	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Delinquent test case creation

Workshop Number: DELQ.10.01	Workshop Name: Delinquent test case creation	Aumentum Module: Delinquents
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Delinquent functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Delinquent testing assistance (throughout UAT)

Workshop Number: DELQ.10.02	Workshop Name: client Delinquent testing assistance (throughout UAT)	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Delinquent testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: DELQ.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Delinquents
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Implementation Phase: Phase 4 Training and Go Live Aumentum Environment
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Delinquent module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various delinquent tools.

General Delinquent Training

Workshop Number: DELQ.11.02	Workshop Name: General Delinquent Training	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on general Delinquent functionality including, but not limited to, group creation and management, application of fees and flags, advertising lists and reports.		

Go Live Preparation

Workshop Number: DELQ.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: DELQ.12.02	Workshop Name: Go-Live Support	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Delinquent users during Go-Live.		

DELQ Validation review and feedback (internal)

Workshop Number: DELQ.12.03	Workshop Name: DELQ Validation review and feedback (internal)	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Delinquent defect punch list (Critical and High severity)

Workshop Number: DELQ.12.04	Workshop Name: Document Delinquent defect punch list (Critical and High severity)	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Delinquent defects.		

Document Delinquent defect punch list (Medium and Low severity)

Workshop Number: DELQ.12.05	Workshop Name: Document Delinquent defect punch list (Medium and Low severity)	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Delinquent defects.		

Distribution

Distribution requirements review with Thomson Reuters and the client

Workshop Number: DIST.04.01	Workshop Name: Distribution requirements review with Thomson Reuters and the client	Aumentum Module: Distribution
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Distribution module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Distribution

Workshop Number: DIST.04.02	Workshop Name: Overview of Distribution	Aumentum Module: Distribution
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the capabilities of the Distribution module. This will include reviewing the predistribution and distribution process, as well as the reallocation of taxes and other collected funds to the taxing authorities.		

Distribution Setup / Configuration including Distribution Rules

Workshop Number: DIST.04.03	Workshop Name: Distribution Setup / Configuration including Distribution Rules	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will advise users in how to set up distribution configuration. The setup tasks discussed will include, but are not limited to, Functional calendar, Appsettings, Agencies, Distribution Rules, and Predistribution Fail Criteria.		

Distribution Process

Workshop Number: DIST.04.04	Workshop Name: Distribution Process	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will show the user how to run periodic distribution processes. This process applies distribution rule logic to re-allocate amounts that qualify. Process will provide results for what is available for distribution, what is not distributable and what has previously been distributed.		

Distribution Adjustments

Workshop Number: DIST.04.05	Workshop Name: Distribution Adjustments	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will show the user how to make manual adjustments by entering amounts that will increase or decrease distribution to an agency/TAF.		

Reports

Workshop Number: DIST.04.06	Workshop Name: Reports	Aumentum Module: Distribution
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the existing distribution reports. These will include, but are not limited to, Predistribution, Distribution Process and Distribution History reports.		

Workflow

Workshop Number: DIST.04.07	Workshop Name: Workflow	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: DIST.04.08	Workshop Name: Correspondence	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Distribution - Document requirements review decisions

Workshop Number: DIST.04.99	Workshop Name: Distribution - Document requirements review decisions	Aumentum Module: Distribution
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

In Lieu of Property Tax - Highway Rental Revenue

Workshop Number: DIST.05.01	Workshop Name: In Lieu of Property Tax - Highway Rental Revenue	Aumentum Module: Distribution
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Implementation Phase: 05 Config - Client Specific
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.

In Lieu of Sales and Use Tax

Workshop Number: DIST.05.02	Workshop Name: In Lieu of Sales and Use Tax	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

In-Lieu-of Vehicle License Fee

Workshop Number: DIST.05.03	Workshop Name: In-Lieu-of Vehicle License Fee	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

Property Tax Administrative Fee

Workshop Number: DIST.05.04	Workshop Name: Property Tax Administrative Fee	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

Public Safety Augmentation Fund Sales Tax (Prop 172)

Workshop Number: DIST.05.05	Workshop Name: Public Safety Augmentation Fund Sales Tax (Prop 172)	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

Real Property Transfer Fee

Workshop Number: DIST.05.06	Workshop Name: Real Property Transfer Fee	Aumentum Module: Distribution
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Implementation Phase: 05 Config - Client Specific
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.

Supplemental Admin Fees

Workshop Number: DIST.05.07	Workshop Name: Supplemental Admin Fees	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

Interest Allocation

Workshop Number: DIST.05.08	Workshop Name: Interest Allocation	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

Manual Apportionment Adjustments

Workshop Number: DIST.05.09	Workshop Name: Manual Apportionment Adjustments	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

Reverse Transaction/ Allocation/ Apportionment

Workshop Number: DIST.05.10	Workshop Name: Reverse Transaction/ Allocation/ Apportionment	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

Apportion FCSA Correction Fee

Workshop Number: DIST.05.11	Workshop Name: Apportion FCSA Correction Fee	Aumentum Module: Distribution
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Implementation Phase: 05 Config - Client Specific
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.

1% Funds Apportionment

Workshop Number: DIST.05.12	Workshop Name: 1% Funds Apportionment	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

Homeowner Exemption (HOE) Losses

Workshop Number: DIST.05.13	Workshop Name: Homeowner Exemption (HOE) Losses	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

RDA 2% Pass-Throughs

Workshop Number: DIST.05.14	Workshop Name: RDA 2% Pass-Throughs	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

RDA Agreement Pass-Throughs

Workshop Number: DIST.05.15	Workshop Name: RDA Agreement Pass-Throughs	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

RDA Excess Revenue

Workshop Number: DIST.05.16	Workshop Name: RDA Excess Revenue	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		

Description:

Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.

RDA SB211 Pass-Throughs (Pre-AB1290)

Workshop Number: DIST.05.17	Workshop Name: RDA SB211 Pass-Throughs (Pre-AB1290)	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

FCSA Collection Fee

Workshop Number: DIST.05.18	Workshop Name: FCSA Collection Fee	Aumentum Module: Distribution
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate required configuration for distribution of collections and entitled charges according to fiscal year processes.		

DIST Conversion review (with client)

Workshop Number: DIST.06.01	Workshop Name: DIST Conversion review (with client)	Aumentum Module: Distribution
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Distribution data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT DIST Configuration review (with client)

Workshop Number: DIST.07.01	Workshop Name: UAT DIST Configuration review (with client)	Aumentum Module: Distribution
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Distribution. The expectation is that all UAT configuration will be in place and available for verification.		

DIST UAT conversion review (with client)

Workshop Number: DIST.08.01	Workshop Name: DIST UAT conversion review (with client)	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Distribution UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Distribution Reports

Workshop Number: DIST.09.01	Workshop Name: Distribution Reports	Aumentum Module: Distribution
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Distribution Workflow

Workshop Number: DIST.09.02	Workshop Name: Distribution Workflow	Aumentum Module: Distribution
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Distribution Interfaces and Extracts

Workshop Number: DIST.09.03	Workshop Name: Distribution Interfaces and Extracts	Aumentum Module: Distribution
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Distribution test case creation

Workshop Number: DIST.10.01	Workshop Name: Distribution test case creation	Aumentum Module: Distribution
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Distribution functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Distribution testing assistance (throughout UAT)

Workshop Number: DIST.10.02	Workshop Name: client Distribution testing assistance (throughout UAT)	Aumentum Module: Distribution
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Distribution testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: DIST.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Distribution module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Distribution tools.		

General Distribution Training

Workshop Number: DIST.11.02	Workshop Name: General Distribution Training	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on general Distribution functionality including, but not limited to, pre-distribution, distribution processing, and reports.		

Go Live Preparation

Workshop Number: DIST.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: DIST.12.02	Workshop Name: Go-Live Support	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Distribution users during Go-Live.		

DIST Validation review and feedback (internal)

Workshop Number: DIST.12.03	Workshop Name: DIST Validation review and feedback (internal)	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Distribution defect punch list (Critical and High severity)

Workshop Number: DIST.12.04	Workshop Name: Document Distribution defect punch list (Critical and High severity)	Aumentum Module: Distribution
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Implementation Phase: Phase 4 Training and Go Live Aumentum Environment
Description: Thomson Reuters staff will document critical and high severity Distribution defects.

Document Distribution defect punch list (Medium and Low severity)

Workshop Number: DIST.12.05	Workshop Name: Document Distribution defect punch list (Medium and Low severity)	Aumentum Module: Distribution
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Distribution defects.		

Levy

Levy requirements review with Thomson Reuters and the client

Workshop Number: LEVY.04.01	Workshop Name: Levy requirements review with Thomson Reuters and the client	Aumentum Module: Levy
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Levy module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Levy Management

Workshop Number: LEVY.04.02	Workshop Name: Overview of Levy Management	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the capabilities of the Levy Management module. This will include reviewing Tax Calculation processes and the creation of Tax Bills.		

Levy setup/configuration

Workshop Number: LEVY.04.03	Workshop Name: Levy setup/configuration	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will advise users in how to set up Tax Entity and Tax Rate configuration. The setup tasks discussed will include, but are not limited to, Funds, Tax Authorities (TA), Tax Authority Groups (TAG), Tax Authority Funds (TAF), TAG/TA Associations, Tax Rates, Delinquency Rates, Levy Groups, Levy Maintenance, Installment Schedules, and Bill Numbering.		

Tax Rate Calculations

Workshop Number: LEVY.04.04	Workshop Name: Tax Rate Calculations	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		

Description: If applicable per requirements, Thomson Reuters staff will use this workshop to demonstrate the capabilities of the tax rate calculations.

Tax Calculations

Workshop Number: LEVY.04.05	Workshop Name: Tax Calculations	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will discuss the Tax calculation concepts and work with the client to plan best practices for using this functionality as well as determine the scope of necessary customization. A review of value types and rate types will be done to make sure valuetypes are mapped to the correct rate value type, including review of any information pertaining to special programs that require a replacement tax or special distribution of charges across funds.		

Tax Roll Processing

Workshop Number: LEVY.04.06	Workshop Name: Tax Roll Processing	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to run the tax roll process. This will consist of calculating charges, applying installment schedules to create event dates, creating tax bill data, and posting the tax bill data to Accounts Receivable.		

AB8 and Supplemental Factors Calculation, ADA

Workshop Number: LEVY.04.07	Workshop Name: AB8 and Supplemental Factors Calculation, ADA	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Calculating AB8 Factors, Tax Increment, ERAF Shifts/Calculating Supplemental AB8 Factors, Basic Aid, Joint, ADA entries		

Redevelopment - TIF Pass Through Maintenance and Calculation

Workshop Number: LEVY.04.08	Workshop Name: Redevelopment - TIF Pass Through Maintenance and Calculation	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to maintain and calculate TIF Pass through.		

Redevelopment - Negotiated Agreements

Workshop Number: LEVY.04.09	Workshop Name: Redevelopment - Negotiated Agreements	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to maintain negotiated agreements.		

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Tax Roll Corrections

Workshop Number: LEVY.04.10	Workshop Name: Tax Roll Corrections	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: If using Roll Based AA\Levy the TR technical consultant will demonstrate how to correct a tax bill after the Tax Roll has been closed. This will consist of correcting values, taking the correction through the different corrections queues for approval and creating new tax bills.		

Tax Charge Corrections

Workshop Number: LEVY.04.11	Workshop Name: Tax Charge Corrections	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how charges can be manually changed. This will include changing the calculated amounts such as Tax Charges, Interest, Penalty, Special Assessments, Installment Dates, and Fees.		

Apportionment Factors

Workshop Number: LEVY.04.12	Workshop Name: Apportionment Factors	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to run the apportionment factor calculations.		

Tax Bill Transfers

Workshop Number: LEVY.04.13	Workshop Name: Tax Bill Transfers	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will demonstrate how unpaid charges are transferred from one revenue object to another.		

Workflow

Workshop Number: LEVY.04.14	Workshop Name: Workflow	Aumentum Module: Levy
Implementation Phase: Phase 1 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

SBE Factor Calculations, HOPTR Factors, Qualified Property Factors

Workshop Number: LEVY.04.15	Workshop Name:	Aumentum Module: Levy
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	SBE Factor Calculations, HOPTR Factors, Qualified Property Factors	
Implementation Phase: Phase 2 Aumentum Environment		
Description: Calculating Unitary Debt Service and Unitary 1% and Unitary Railroad 1% Factor Calculation Factors; HOPTR calculations, correspondence, reports; Qualified Property Value Entry and Factor Calculation		

Tax Estimator

Workshop Number: LEVY.04.16	Workshop Name: Tax Estimator	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will demonstrate the functionality of the Tax Estimator. The estimates will be based off entered values and other data needed to complete the estimate.		

Tax Incremental Financing (TIF) Districts

Workshop Number: LEVY.04.17	Workshop Name: Tax Incremental Financing (TIF) Districts	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will assist user in setting up and maintaining Tax Incremental Financing (TIF) Districts. This will include defining the years of the TIF district, TAGS that part of the TIF and setting up the participation for each fund in the TIF.		

Correspondence

Workshop Number: LEVY.04.18	Workshop Name: Correspondence	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Redevelopment - TIF Increment Maintenance and Calculation

Workshop Number: LEVY.04.19	Workshop Name: Redevelopment - TIF Increment Maintenance and Calculation	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to maintain and calculate TIF Increment.		

Total Levy Charges

Workshop Number: LEVY.04.20	Workshop Name: Total Levy Charges	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Total Levy Charges, Original Charge(CA) Total Levy Charges Supplemental (CA)		

Reports

Workshop Number: LEVY.04.21	Workshop Name: Reports	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the existing levy reports. These will include, but are not limited to, Tax Roll Summary, Top X Taxpayers, and Tax Rate by TAG reports.		

Levy - Document requirements review decisions

Workshop Number: LEVY.04.99	Workshop Name: Levy - Document requirements review decisions	Aumentum Module: Levy
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Levy setup/configuration review

Workshop Number: LEVY.05.01	Workshop Name: Levy setup/configuration review	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review Tax Entity and Tax Rate client specific configuration entries with the client. The configurations discussed will include, but are not limited to, Funds, Tax Authorities (TA), Tax Authority Groups (TAG), Tax Authority Funds (TAF), TAG/TA Associations, Tax Rates, Delinquency Rates, Levy Groups, Levy Maintenance, Installment Schedules, and Bill Numbering.		

Education Revenue Augmentation Fund (ERAF)

Workshop Number: LEVY.05.02	Workshop Name: Education Revenue Augmentation Fund (ERAF)	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to proof the ERAF fund.		

1% Supplemental Factors

Workshop Number: LEVY.05.03	Workshop Name: 1% Supplemental Factors	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to run the apportionment factor calculations.		

1% State Unitary Factors

Workshop Number: LEVY.05.04	Workshop Name: 1% State Unitary Factors	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to run the apportionment factor calculations.		

Unitary Debt Service Factors

Workshop Number: LEVY.05.05	Workshop Name: Unitary Debt Service Factors	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to run the apportionment factor calculations.		

1% Qualified Property Factors

Workshop Number: LEVY.05.06	Workshop Name: 1% Qualified Property Factors	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to run the apportionment factor calculations.		

1% Pipeline Factors

Workshop Number: LEVY.05.07	Workshop Name: 1% Pipeline Factors	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to run the apportionment factor calculations.		

Apportionment Factor Calculation

Workshop Number: LEVY.05.08	Workshop Name: Apportionment Factor Calculation	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to run the apportionment factor calculations.		

TRA Boundary Change Proposals

Workshop Number: LEVY.05.09	Workshop Name: TRA Boundary Change Proposals	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description:		

Thomson Reuters staff will demonstrate how to process TRA Boundary changes.

TRA Consolidation

Workshop Number: LEVY.05.10	Workshop Name: TRA Consolidation	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to process TRA Boundary changes.		

TRA Split

Workshop Number: LEVY.05.11	Workshop Name: TRA Split	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to process TRA Boundary changes.		

RDA/IFD Project Proposals

Workshop Number: LEVY.05.12	Workshop Name: RDA/IFD Project Proposals	Aumentum Module: Levy
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters will demonstrate how to maintain RDA Projects.		

TRA Fund Structure Changes

Workshop Number: LEVY.05.13	Workshop Name: TRA Fund Structure Changes	Aumentum Module: Levy
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will demonstrate how to configure TRA relationships.		

TAG Ratios Transfer Guide (rule definitions) for new TAGs

Workshop Number: LEVY.05.14	Workshop Name: TAG Ratios Transfer Guide (rule definitions) for new TAGs	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to configure new TRAs.		

Transfer of Prior Year Values

Workshop Number: LEVY.05.15	Workshop Name: Transfer of Prior Year Values	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to process TRA Boundary changes.		

Transfer TAG Ratios to new TAGs (process)

Workshop Number: LEVY.05.16	Workshop Name: Transfer TAG Ratios to new TAGs (process)	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to configure new TRAs.		

Debt Service Fund Rates

Workshop Number: LEVY.05.17	Workshop Name: Debt Service Fund Rates	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to calculate debt service rates.		

Unitary Debt Service Rate

Workshop Number: LEVY.05.18	Workshop Name: Unitary Debt Service Rate	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to calculate debt service rates.		

Annual Tax Increment

Workshop Number: LEVY.05.19	Workshop Name: Annual Tax Increment	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate where the annual tax increment is calculated and how to proof.		

1% Unitary Rate

Workshop Number: LEVY.05.20	Workshop Name: 1% Unitary Rate	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description:		

Thomson Reuters will demonstrate configuration and calculation of funds.

TRA ATI Ratios

Workshop Number: LEVY.05.21	Workshop Name: TRA ATI Ratios	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will demonstration how to maintain and proof ATI Ratios.		

RDA Tax Increments (AB8 and Non-Commercial Aircraft)

Workshop Number: LEVY.05.22	Workshop Name: RDA Tax Increments (AB8 and Non-Commercial Aircraft)	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to maintain and calculate TIF Increment.		

RDA Pass Throughs

Workshop Number: LEVY.05.23	Workshop Name: RDA Pass Throughs	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to maintain and calculate TIF Pass through.		

Maintain Negotiated Exchange

Workshop Number: LEVY.05.24	Workshop Name: Maintain Negotiated Exchange	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to maintain negotiated agreements.		

Annual AB8 Factors

Workshop Number: LEVY.05.25	Workshop Name: Annual AB8 Factors	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to run the apportionment factor calculations.		

Extend Annual Secured Bill Charges

Workshop Number: LEVY.05.26	Workshop Name: Extend Annual Secured Bill Charges	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate roll processing steps for calculations and reconciliation.		

Extend Annual Unsecured Bill Charges

Workshop Number: LEVY.05.27	Workshop Name: Extend Annual Unsecured Bill Charges	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate roll processing steps for calculations and reconciliation.		

Extend Escape Bill Charges

Workshop Number: LEVY.05.28	Workshop Name: Extend Escape Bill Charges	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate roll processing steps for calculations and reconciliation.		

Extend Failure-to-File Penalty Bill Charges

Workshop Number: LEVY.05.29	Workshop Name: Extend Failure-to-File Penalty Bill Charges	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate roll processing steps for calculations and reconciliation.		

Extend Supplemental Bill Charges

Workshop Number: LEVY.05.30	Workshop Name: Extend Supplemental Bill Charges	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate roll processing steps for calculations and reconciliation.		

Generate the Defaulted Secured Roll

Workshop Number: LEVY.05.31	Workshop Name: Generate the Defaulted Secured Roll	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description:		

Thomson Reuters staff will demonstrate year end processes.

Generate the Delinquent Unsecured Receivables

Workshop Number: LEVY.05.32	Workshop Name: Generate the Delinquent Unsecured Receivables	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate year end processes.		

Process Tax Roll Corrections

Workshop Number: LEVY.05.33	Workshop Name: Process Tax Roll Corrections	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate roll processing steps for calculations and reconciliation.		

Extend Institutional Exemption Late Filing Penalty Bill Charges

Workshop Number: LEVY.05.34	Workshop Name: Extend Institutional Exemption Late Filing Penalty Bill Charges	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate roll processing steps for calculations and reconciliation.		

RDA Post- AB1290 Pass-Throughs

Workshop Number: LEVY.05.35	Workshop Name: RDA Post- AB1290 Pass-Throughs	Aumentum Module: Levy
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters staff will demonstrate how to maintain and calculate TIF Pass through.		

Levy Conversion review (with client)

Workshop Number: LEVY.06.01	Workshop Name: Levy Conversion review (with client)	Aumentum Module: Levy
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Levy data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT LEVY Configuration review (with client)

Workshop Number: LEVY.07.01	Workshop Name: UAT LEVY Configuration review (with client)	Aumentum Module: Levy
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Levy. The expectation is that all UAT configuration will be in place and available for verification.		

LEVY UAT conversion review (with client)

Workshop Number: LEVY.08.01	Workshop Name: LEVY UAT conversion review (with client)	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Levy UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Levy Reports

Workshop Number: LEVY.09.01	Workshop Name: Levy Reports	Aumentum Module: Levy
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Levy Workflow

Workshop Number: LEVY.09.02	Workshop Name: Levy Workflow	Aumentum Module: Levy
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Levy Interfaces and Extracts

Workshop Number: LEVY.09.03	Workshop Name: Levy Interfaces and Extracts	Aumentum Module: Levy
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Levy test case creation

Workshop Number: LEVY.10.01	Workshop Name: Levy test case creation	Aumentum Module: Levy
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Levy functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Levy testing assistance (throughout UAT)

Workshop Number: LEVY.10.02	Workshop Name: client Levy testing assistance (throughout UAT)	Aumentum Module: Levy
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Levy testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: LEVY.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Levy module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Levy tools.		

General Levy Training

Workshop Number: LEVY.11.02	Workshop Name: General Levy Training	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on general Levy functionality including, but not limited to, tax calculation processing, and tax charge corrections.		

Go Live Preparation

Workshop Number: LEVY.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: LEVY.12.02	Workshop Name: Go-Live Support	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		

Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Levy users during Go-Live.

LEVY Validation review and feedback (internal)

Workshop Number: LEVY.12.03	Workshop Name: LEVY Validation review and feedback (internal)	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Levy defect punch list (Critical and High severity)

Workshop Number: LEVY.12.04	Workshop Name: Document Levy defect punch list (Critical and High severity)	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Levy defects.		

Document Levy defect punch list (Medium and Low severity)

Workshop Number: LEVY.12.05	Workshop Name: Document Levy defect punch list (Medium and Low severity)	Aumentum Module: Levy
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Levy defects.		

Levy Data Mapping

Workshop Number: Levy.00.01	Workshop Name: Levy Data Mapping	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to determine the scope of the Legacy system's Levy data for conversion and map to Tax Authorities and Funds in Aumentum		

Levy data extract checkpoint

Workshop Number: LEVY.01.00	Workshop Name: Levy data extract checkpoint	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		
Description:		

Create Levy data extracts

Workshop Number: LEVY.00.02	Workshop Name: Create Levy data extracts	Aumentum Module: Levy
Implementation Phase: Phase 0 Base Aumentum Environment		

Description: Thomson Reuters staff and the client will review specific details of Tax data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.

Personal Property

PPA Data Mapping

Workshop Number: PPA.00.01	Workshop Name: PPA Data Mapping	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to determine the scope of the Legacy system's Personal Property data for conversion and map to appropriate Personal property tables in Aumentum		

Create Personal Property data extracts

Workshop Number: PP.00.02	Workshop Name: Create Personal Property data extracts	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Personal Property data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Personal Property data extract checkpoint

Workshop Number: PP.00.03	Workshop Name: Personal Property data extract checkpoint	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will perform validation checks on the Personal Property extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Go Live Preparation

Workshop Number: PP.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Document Personal Property defect punch list (Critical and High severity)

Workshop Number: PP.12.04	Workshop Name: Document Personal Property defect punch list (Critical and High severity)	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		

Description: Thomson Reuters staff will document critical and high severity Personal Property defects.

Document Personal Property defect punch list (Medium and Low severity)

Workshop Number: PP.12.05	Workshop Name: Document Personal Property defect punch list (Medium and Low severity)	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Personal Property defects.		

PP Validation review and feedback (internal)

Workshop Number: PP.12.00	Workshop Name: PP Validation review and feedback (internal)	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. The technical consultant will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets the expectations of the technical consultant.		

Base Configuration

Workshop Number: PP.02.01	Workshop Name: Base Configuration	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Review of National, State and County level configuration items. The National configuration items are identified as being common to all Aumentum clients, whereas State configuration items are identified as being common to each State. County level configuration items are identified as being specific for that County.		

New market configuration

Workshop Number: PP.02.02	Workshop Name: New market configuration	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Review of State and County Level Configuration items. Review State valuation methods and County specific items.		

PP Validation review and feedback (internal)

Workshop Number: PP.03.01	Workshop Name: PP Validation review and feedback (internal)	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Validate data received from the County for completeness and what data elements may be missing.		

PP Conversion review (with client)

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

PP.03.03	PP Conversion review (with client)	Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Review data conversion with the Client for missing items as well as show items that were mapped correctly.		

PP Document extract and import errors

Workshop Number: PP.03.02	Workshop Name: PP Document extract and import errors	Aumentum Module: Personal Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description:		

Personal Property requirements review with Thomson Reuters and the client

Workshop Number: PP.04.01	Workshop Name: Personal Property requirements review with Thomson Reuters and the client	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Personal Property module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Personal Property

Workshop Number: PP.04.02	Workshop Name: Overview of Personal Property	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the capabilities of the Personal Property module. This will include reviewing ...		

Personal Property Setup /Configuration

Workshop Number: PP.04.03	Workshop Name: Personal Property Setup /Configuration	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will assist users in setting up needed Personal Property configuration. This will consist ...		

Reports

Workshop Number: PP.04.04	Workshop Name: Reports	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the existing Personal Property reports as well as discussing client specific reports.		

Workflow

Workshop Number: PP.04.05	Workshop Name: Workflow	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: PP.04.14	Workshop Name: Correspondence	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Personal Property - Document requirements review decisions

Workshop Number: PP.04.99	Workshop Name: Personal Property - Document requirements review decisions	Aumentum Module: Personal Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Statement Processing

Workshop Number: PP.05.04	Workshop Name: Statement Processing	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Annual Forms, Electronic file to Vendor		

Racehorses

Workshop Number: PP.05.14	Workshop Name: Racehorses	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Asset Category, Review flow between Assessor and Tax Collector		

Statutory Valuation

Workshop Number: PP.05.10	Workshop Name: Statutory Valuation	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Batch Process to Keep or raise/lower previous years values by set percentage.		

Vessel Direct Bill

Workshop Number: PP.05.13	Workshop Name: Vessel Direct Bill	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Batch Process to Keep or raise/lower previous years values by set percentage.		

Electronic Filing (Non Public Access)

Workshop Number: PP.05.11	Workshop Name: Electronic Filing (Non Public Access)	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Send and Receive Asset Listing Worksheets to Taxpayers, and Import them into PPA		

Posting & AA Integration

Workshop Number: PP.05.06	Workshop Name: Posting & AA Integration	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Posting, Annual Roll Build, Corrections		

Corrections

Workshop Number: PP.05.09	Workshop Name: Corrections	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Posting, Annual Roll Build, Corrections		

PPA Administration

Workshop Number: PP.05.19	Workshop Name: PPA Administration	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Status Reports, Workflows, Security		

Landlord/Facility

Workshop Number: PP.05.15	Workshop Name: Landlord/Facility	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Track Accounts/Assets in Marinas, Airports, Malls or Business Parks		

Audit Processing

Workshop Number: PP.05.16	Workshop Name: Audit Processing	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Setting up and Processing Audits		

PPA/AA Integration

Workshop Number: PP.05.08	Workshop Name: PPA/AA Integration	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Posting, Annual Roll Build, Corrections		

Workflow/Business Rules

Workshop Number: PP.05.17	Workshop Name: Workflow/Business Rules	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Base installed workflow demonstration review, user specific customizations		

Case Management integration

Workshop Number: PP.05.21	Workshop Name: Case Management integration	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Appears to be complex to warrant separate workshop		

Online Filings

Workshop Number: PP.05.18	Workshop Name: Online Filings	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Public Access integration; PPA account export and Discovery		

Appeals

Workshop Number: PP.05.20	Workshop Name: Appeals	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: This is obsolete now that we use Case Management		

Personal Property overview - provides general review of menus, navigation and searching.

Workshop Number: PP.05.01	Workshop Name: Personal Property overview - provides general review of menus, navigation and searching.	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Personal Property module. This workshop will demonstrate navigation within the application, show asset listings and valuations, and review the various Personal Property tools.		

Account Maintenance

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

PP.05.03	Account Maintenance	Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Demonstrate what can be done with the Account Page.		

Valuation

Workshop Number: PP.05.05	Workshop Name: Valuation	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Go through Asset Maintenance and how Values Can be Updated as well as Overrides.		

Modifiers

Workshop Number: PP.05.07	Workshop Name: Modifiers	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Show Exemptions and Penalties.		

PP Conversion review (with client)

Workshop Number: PP.06.01	Workshop Name: PP Conversion review (with client)	Aumentum Module: Personal Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Personal Property data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT PP Configuration review (with client)

Workshop Number: PP.07.01	Workshop Name: UAT PP Configuration review (with client)	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Personal Property. The expectation is that all UAT configuration will be in place and available for verification.		

PP UAT conversion review (with client)

Workshop Number: PP.08.01	Workshop Name: PP UAT conversion review (with client)	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Personal Property UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Personal Property Reports

Workshop Number: PP.09.01	Workshop Name: Personal Property Reports	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		

Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.

Personal Property Workflow

Workshop Number: PP.09.02	Workshop Name: Personal Property Workflow	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Personal Property Interfaces and Extracts

Workshop Number: PP.09.03	Workshop Name: Personal Property Interfaces and Extracts	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Personal Property test case creation

Workshop Number: PP.10.00	Workshop Name: Personal Property test case creation	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Personal Property functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Personal Property testing assistance (throughout UAT)

Workshop Number: PP.10.01	Workshop Name: client Personal Property testing assistance (throughout UAT)	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Personal Property testers during UAT.		

Post-UAT Fault review/release assignment

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

PP.10.02	Post-UAT Fault review/release assignment	Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: TRTA Gov and the Client agree on the severity and release cycle on remaining faults resulting from UAT.		

Validation: The Client has executed UAT

Workshop Number: PP.10.03	Workshop Name: Validation: The Client has executed UAT	Aumentum Module: Personal Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Validation: TRTA Gov confirms that Client UAT executed and completed as planned.		

The Client is able to report testing results and faults

Workshop Number: PP.10.07	Workshop Name: The Client is able to report testing results and faults	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: TRTA confirms and reviews all testing results and fault triage as received		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: PP.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Personal Property module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Personal Property tools.		

Training assessment

Workshop Number: PP.11.02	Workshop Name: Training assessment	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide assistance in evaluation the client training.		

Training materials (Agenda and Process Guides)

Workshop Number: PP.11.03	Workshop Name: Training materials (Agenda and Process Guides)	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide soft copies of training material. Agenda, process guides.		

Go-Live Support

Workshop Number: PP.12.02	Workshop Name: Go-Live Support	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Personal Property users during Go-Live.		

PP Validation review and feedback (internal)

Workshop Number: PP.12.03	Workshop Name: PP Validation review and feedback (internal)	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Process Guides delivered to the Client

Workshop Number: PP.12.06	Workshop Name: Process Guides delivered to the Client	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Validation: PM validates that all process guides are complete and delivered to the client		

PP Conversion review (with client)

Workshop Number: PP.12.07	Workshop Name: PP Conversion review (with client)	Aumentum Module: Personal Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Personal Property data conversion with the client. The goal is to confirm that the conversion of the source data meets client expectations.		

Project Management Office Playbook

Playbook Action Items

Project Management Plan

Workshop Number: PMO.01.01	Workshop Name: Project Management Plan	Aumentum Module: Undefined
Implementation Phase: 01 Project Startup		
Description: Thomson Reuters Project Manager will review the Project Management Plan (PMP) with the client Project Manager and Key Stakeholders. These documents include (as necessary) project organizational charts, risk management plan, resource plan, communication plan, change control plan, issue management plan, acceptance and quality plan. + Deliverables / DAS / CR log here or break out into it's own workshop?		

Draft Project Schedule

Workshop Number: PMO.01.02	Workshop Name: Draft Project Schedule	Aumentum Module: Undefined
Implementation Phase: 01 Project Startup		
Description: Thomson Reuters Project Manager will create and review the preliminary/draft Project Schedule with the Thomson Reuters project team and client Project Manager.		

Client Project Kick-off

Workshop Number: PMO.01.03	Workshop Name: Client Project Kick-off	Aumentum Module: Undefined
Implementation Phase: 01 Project Startup		
Description: Thomson Reuters will conduct a formal kick off of the project. Topics may include, but are not limited to, team composition, phases of the project, workshops, schedules, business calendars and processes, project communication and logistics.		

Client UAT support

Workshop Number: PMO.10.01	Workshop Name: Client UAT support	Aumentum Module: Other
Implementation Phase: 10 UAT		
Description: Thomson Reuters Project Manager will be available to support client testers and Thomson Reuters staff during UAT.		

Train the Trainer

Workshop Number: PMO.11.01	Workshop Name: Train the Trainer	Aumentum Module: Other
Implementation Phase: 11 Training		
Description: Thomson Reuters staff will provide on-site training to the Client key personnel.		

Production Cutover Plan (Go Live Preparedness)

Workshop Number: PMO.12.01	Workshop Name: Production Cutover Plan (Go Live Preparedness)	Aumentum Module: Other
Implementation Phase: 10 UAT		
Description: Thomson Reuters staff will create and review with the client the production cutover plan, identifying resource needs and timeline expectations.		

Go Live Preparation

Workshop Number: PMO.12.02	Workshop Name: Go Live Preparation	Aumentum Module: Other
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go Live Support

Workshop Number: PMO.12.03	Workshop Name: Go Live Support	Aumentum Module: Other
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Aumentum users during Go-Live.		

Prioritized Fault List Review for Go Live (Severity Levels Critical and High)

Workshop Number: PMO.12.04	Workshop Name: Prioritized Fault List Review for Go Live (Severity Levels Critical and High)	Aumentum Module: Other
Implementation Phase: 10 UAT		
Description: Thomson Reuters staff will identify and document Critical and High severity items, prioritization, and delivery plan for the defects for transition to support.		

Prioritized Fault List Review for Go Live (Severity Levels Medium and Low)

Workshop Number: PMO.12.05	Workshop Name: Prioritized Fault List Review for Go Live (Severity Levels Medium and Low)	Aumentum Module: Other
Implementation Phase: 10 UAT		
Description: Thomson Reuters staff will identify and document Medium and Low severity items, prioritization, and delivery plan for the defects for transition to support and product management.		

Lessons Learned by Phase

Workshop Number: PMO.12.06	Workshop Name: Lessons Learned by Phase	Aumentum Module: Other
Implementation Phase: 12 Go-Live		
Description: Thomson Reuters staff and client will capture and document lessons learned findings at the conclusion of each phase and at the overall end of the project.		

Transition to Support - External

Workshop Number: PMO.12.07	Workshop Name: Transition to Support - External	Aumentum Module: Other
Implementation Phase: 12 Go-Live		
Description: Project Manager and Customer Operations will conduct a session with the client in order to detail the process to establish ongoing communication with Support.		

Project Transition to Support

Workshop Number: PMO 13.01	Workshop Name: Project Transition to Support	Aumentum Module: Other
Implementation Phase: Production		
Description: Workshop Goals:		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

- Officially transition the project from Implementation to Support
- Confirm scope of work remaining at Go Live
- Confirm team members
- Review timeline expectations
- Establish communications plan

Implementation Proposal Response Content - Boilerplate Content for Implementation Services

Workshop Number: INTERNAL PMO 01.01	Workshop Name: Implementation Proposal Response Content - Boilerplate Content for Implementation Services	Aumentum Module: Undefined
Implementation Phase: Unassigned		
Description: Implementation services responses to RPFs		

SOW Template

Workshop Number: INTERNAL PMO 01.02	Workshop Name: SOW Template	Aumentum Module: Undefined
Implementation Phase: Unassigned		
Description: SOW Template Updates		

Customer Implementation Survey for Each Phase and/or Project Completion

Workshop Number: INTERNAL PMO 13.02	Workshop Name: Customer Implementation Survey for Each Phase and/or Project Completion	Aumentum Module: Undefined
Implementation Phase: Unassigned		
Description: Customer Implementation Survey for Each Phase and/or Project Completion		

Phase 0 Project Management Scope / Activities List

Workshop Number: PMO 00.00	Workshop Name: Phase 0 Project Management Scope / Activities List	Aumentum Module: Undefined
Implementation Phase: 00 Phase 0		
Description: Fill in		

Project Reporting & Metrics

Workshop Number: INTERNAL PMO 01.03	Workshop Name: Project Reporting & Metrics	Aumentum Module: Undefined
Implementation Phase: Unassigned		
Description: Fill in		

PMO Project SharePoint Site & Project Online

Workshop Number: INTERNAL PMO 01.04	Workshop Name: PMO Project SharePoint Site & Project Online	Aumentum Module: Undefined
Implementation Phase: Unassigned		
Description: Fill in		

Stakeholder Management

Workshop Number: INTERNAL PMO 01.05	Workshop Name: Stakeholder Management	Aumentum Module: Undefined
Implementation Phase: Unassigned		
Description: fill in		

Budgeting and Financials Management (Hours, ETC, Time Reporting, Travel, etc.)

Workshop Number: INTERNAL PMO 01.06	Workshop Name: Budgeting and Financials Management (Hours, ETC, Time Reporting, Travel, etc.)	Aumentum Module: Undefined
Implementation Phase: Unassigned		
Description: fill in		

Approved Project Schedule - MS Project Online Published & Updated

Workshop Number: PMO 01.04	Workshop Name: Approved Project Schedule - MS Project Online Published & Updated	Aumentum Module: Undefined
Implementation Phase: 01 Project Startup		
Description: Once approved from DRAFT...Ms Project schedule will be updated weekly and available via MS Project Online for all stakeholders.		

Project Closure - External Client

Workshop Number: PMO 13.02	Workshop Name: Project Closure - External Client	Aumentum Module: Undefined
Implementation Phase: Production		
Description: Project closure tasks, working with the client on this checklist.		

Training Plan

Workshop Number: 11.01	Workshop Name: Training Plan	Aumentum Module: Undefined
Implementation Phase: 11 Training		
Description: Fill in		

Set up Project Internal site and External access

Workshop Number: PMO 01.05	Workshop Name: Set up Project Internal site and External access	Aumentum Module: Undefined
Implementation Phase: 01 Project Startup		
Description: Fill in		

JAMA Access and Training

Workshop Number: PMO 01.06	Workshop Name: JAMA Access and Training	Aumentum Module: Undefined
Implementation Phase: 01 Project Startup		
Description: Fill in		

Mapping the Milestone Deliverable to the Project Phases

Workshop Number: INTERNAL PMO 1.07	Workshop Name: Mapping the Milestone Deliverable to the Project Phases	Aumentum Module: Other
Implementation Phase: Unassigned		
Description: Mapping the Milestone Deliverable to the Project Phases 5 Phase Approach: <ol style="list-style-type: none"> 1. Initiation & Planning 2. Definition & Analysis 3. Execution 4. Performance & Control 		

5. Production & Closure

Public Access

Kick-off meeting / Solution Overview

Workshop Number: PA.01.01	Workshop Name: Kick-off meeting / Solution Overview	Aumentum Module: Public Access
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters will meet with the Client to provide a high-level solution overview of Public Access as contracted. Time is allotted for a brief demonstration and high-level discussion regarding implementation and responsibilities of each party. Along with the Project Manager and the client, we will also discuss delivery milestones, and the change request process.		

Internal Base Configuration Tax

Workshop Number: PA.02.01	Workshop Name: Internal Base Configuration Tax	Aumentum Module: Public Access
Implementation Phase: 02 Base Config		
Description: Thomson Reuters will install/configure the following solutions per contract requirements.		
<ul style="list-style-type: none"> • Aumentum Tax (Search, Reach-In, Tax Display, Payments, Payment Processor Interface, Payment Plan Info., Tax Sale Info., Special Assessment info.) • eBilling Subscription • Lender Payment Import - File Processing • Aumentum E-Forms - Allows public to submit county forms electronically 		

Internal Base Configuration Valuation

Workshop Number: PA.02.02	Workshop Name: Internal Base Configuration Valuation	Aumentum Module: Public Access
Implementation Phase: 02 Base Config		
Description: Thomson Reuters will install/configure the following solutions per contract requirements.		
<ul style="list-style-type: none"> • Aumentum RPA (Search, Display, Comparable Sales, PDF Report) • Aumentum E-Forms - Allows public to submit county forms electronically • Aumentum PPA • GIS Map • Possessory Interest 		

Internal Base Configuration Auditor/Controller

Workshop Number: PA.02.03	Workshop Name: Internal Base Configuration Auditor/Controller	Aumentum Module: Public Access
Implementation Phase: 02 Base Config		
<p>Description: Thomson Reuters will install/configure the following solutions per contract requirements.</p> <ul style="list-style-type: none"> • Aumentum Reports - Allows tax district user to run Aumentum reports from Public Access portal • Apportionment Drill Down - Tax Districts can view apportionment data • eForms - (Fixed Charge File Submission, Fixed Charge Packet Information, District Request for Parcel Information) • Aumentum Tax Original Charges - Tax districts can view original charge data • Aumentum Tax Rates • Aumentum Tax Values (Drill down report) • DebtRate - Tax Districts can submit rates electronically to Aumentum • Document Management 		

Website Theme Discussion

Workshop Number: PA.04.01	Workshop Name: Website Theme Discussion	Aumentum Module: Public Access
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters and the Client will discuss theme, content, and layout concepts as they pertain to the inherent features of the content management system.		

Public Access, DNN, Modules, and Administrative Overview

Workshop Number: PA.04.02	Workshop Name: Public Access, DNN, Modules, and Administrative Overview	Aumentum Module: Public Access
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters will review the Dot Net Nuke (DNN) content management system focusing on the administrative features, including security and structure. Topics for review and discussion include, but are not limited to, user security, security roles and groups, page and module security, and general module configuration.		

Business Process Analysis - Treasurer, Tax Collector

Workshop Number: PA.04.03	Workshop Name: Business Process Analysis - Treasurer, Tax Collector	Aumentum Module: Public Access
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will meet with the Client to review all requirements, including any state-specific statutes, to be met by Public Access portal.</p> <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. <p>This workshop may require several reoccurring sessions based upon the number and scope of requirements.</p>		

Business Process Analysis - Auditor, Controller

Workshop Number: PA.04.04	Workshop Name: Business Process Analysis - Auditor, Controller	Aumentum Module: Public Access
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by Public Access portal.</p> <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. <p>This workshop may require several reoccurring sessions based upon the number and scope of requirements.</p>		

Business Process Analysis - Assessor, Clerk, Recorder

Workshop Number: PA.04.05	Workshop Name: Business Process Analysis - Assessor, Clerk, Recorder	Aumentum Module: Public Access
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by Public Access portal.</p> <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. <p>This workshop may require several reoccurring sessions based upon the number and scope of requirements.</p>		

Public Access - Document requirements review decisions

Workshop Number: PA.04.99	Workshop Name: Public Access - Document requirements review decisions	Aumentum Module: Public Access
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the Client for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.</p>		

Public Access Business Process Mapping Review

Workshop Number: PA.04.99	Workshop Name: Public Access Business Process Mapping Review	Aumentum Module: Public Access
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Public Access business process mapping review, identify process guides, test cases and any remaining configuration and conversion work.</p>		

Tax Bill Display

Workshop Number: PA.05.01	Workshop Name: Tax Bill Display	Aumentum Module: Public Access
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Implementation Phase: Phase 2 Aumentum Environment
Description: Thomson Reuters staff and the Client will review how the website is updated with respect to Aumentum, both extracts and reach-in. Thomson Reuters staff and the Client will review how to navigate, search, and look up tax bill information. Thomson Reuters staff and the Client will review how the data display can be modified using module configuration settings (as applicable to the module design).

Tax Sales Information Display

Workshop Number: PA.05.02	Workshop Name: Tax Sales Information Display	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff and the Client will review the default tax sale data display. Thomson Reuters staff and the Client will review how the data display can be modified using module configuration settings (as applicable to the module design).		

Payment Plan Information Display

Workshop Number: PA.05.03	Workshop Name: Payment Plan Information Display	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff and the client will review the default payment plan data display. Thomson Reuters staff and the Client will review how the data display can be modified using module configuration settings (as applicable to the module design).		

Special Assessment Display

Workshop Number: PA.05.04	Workshop Name: Special Assessment Display	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff and the Client will review the default special assessment data display. Thomson Reuters staff and the Client will review how the data display can be modified using module configuration settings (as applicable to the module design).		

Cart and Payment Processing Interface

Workshop Number: PA.05.05	Workshop Name: Cart and Payment Processing Interface	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff and the Client will review the payment process flow. Specifically, Thomson Reuters staff and the Client will review how transactions are processed via Public Access and then imported into Aumentum. Peripheral topics for review include payment reconciliation reporting, refunds, and cart option configuration.		

eForms & Data Sources

Workshop Number: PA.05.06	Workshop Name: eForms & Data Sources	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff and the Client will review how to configure an eForm and deliver it to Aumentum, as well as reviewing the different eForms configuration options available in the solution.		

eBilling

Workshop Number: PA.05.07	Workshop Name: eBilling	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate the eBilling subscription process along with configuration options.		

Lender Payment

Workshop Number: PA.05.08	Workshop Name: Lender Payment	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate lender payment display; including navigation, layout, and field display options.		

Apportionment Drill Down

Workshop Number: PA.05.09	Workshop Name: Apportionment Drill Down	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate apportionment data display; including navigation, layout, and field display options.		

Aumentum Reports

Workshop Number: PA.05.10	Workshop Name: Aumentum Reports	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate the viewing of Aumentum reports from within Public Access.		

View Original Charge Data Online

Workshop Number: PA.05.11	Workshop Name: View Original Charge Data Online	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Discuss and demonstrate the original charges data display - navigation, layout, and field display options.		

View Tax Rate Data Online

Workshop Number: PA.05.12	Workshop Name: View Tax Rate Data Online	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate how tax rate data can be viewed online; including navigation, layout, and field display options.		

View Tax Roll Values Online

Workshop Number: PA.05.13	Workshop Name: View Tax Roll Values Online	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate how tax roll values data can be viewed online; including navigation, layout, and field display options.		

Submit Debt Rates Online

Workshop Number: PA.05.14	Workshop Name: Submit Debt Rates Online	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate the procedure for Tax District users to submit debt rate data to Aumentum via the portal.		

Valuation Data Display

Workshop Number: PA.05.15	Workshop Name: Valuation Data Display	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate search, navigation, layout, and field options for the valuation display; including comparable sale, sketches, photos, and map services (GIS).		

PPA Online Filing

Workshop Number: PA.05.16	Workshop Name: PPA Online Filing	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate the method for submittal of personal property filing online to Aumentum.		

Possessory Interest

Workshop Number: PA.05.17	Workshop Name: Possessory Interest	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate the method for submittal of possessory interest data to Aumentum.		

Document Management

Workshop Number: PA.05.18	Workshop Name: Document Management	Aumentum Module: Public Access
Implementation Phase: Phase 2 Aumentum Environment		
Description: Review and demonstrate mangement, viewing, and logging of document submissions in Public Access.		

Public Access test case creation

Workshop Number: PA.10.01	Workshop Name: Public Access test case creation	Aumentum Module: Public Access
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Public Access functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

User Acceptance Testing Assistance - Assessor, Clerk, Recorder

Workshop Number: PA.10.02	Workshop Name: User Acceptance Testing Assistance - Assessor, Clerk, Recorder	Aumentum Module: Public Access
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Public Access testers during UAT.		

User Acceptance Testing Assistance- Auditor, Controller

Workshop Number: PA.10.03	Workshop Name: User Acceptance Testing Assistance- Auditor, Controller	Aumentum Module: Public Access
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Public Access testers during UAT.		

User Acceptance Testing Assistance- Treasurer, Tax Collector

Workshop Number: PA.10.04	Workshop Name: User Acceptance Testing Assistance- Treasurer, Tax Collector	Aumentum Module: Public Access
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Public Access testers during UAT.		

Training - Assessor, Clerk, Recorder

Workshop Number: PA.11.01	Workshop Name: Training - Assessor, Clerk, Recorder	Aumentum Module: Public Access
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material, Thomson Reuters staff will introduce the client to the Public Access module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Public Access tools.		

Training - Auditor, Controller

Workshop Number: PA.11.02	Workshop Name: Training - Auditor, Controller	Aumentum Module: Public Access
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Implementation Phase: Phase 4 Training and Go Live Aumentum Environment
Description: Using appropriate training material, Thomson Reuters staff will introduce the client to the Public Access module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Public Access tools.

Training - Treasurer, Tax Collector

Workshop Number: PA.11.03	Workshop Name: Training - Treasurer, Tax Collector	Aumentum Module: Public Access
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material, Thomson Reuters staff will introduce the client to the Public Access module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Public Access tools.		

Go Live Preparation

Workshop Number: PA.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Public Access
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: PA.12.02	Workshop Name: Go-Live Support	Aumentum Module: Public Access
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Public Access users during Go-Live.		

Real Property

Real Property Data Mapping

Workshop Number: RP.00.01	Workshop Name: Real Property Data Mapping	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to determine the scope of the Legacy system's Real Property data for conversion and map to appropriate Real Property tables in Aumentum		

Creation of Real Property data extracts

Workshop Number: RP.00.02	Workshop Name: Creation of Real Property data extracts	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Real Property data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Real Property data extract checkpoint

Workshop Number: RP.00.03	Workshop Name: Real Property data extract checkpoint	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will perform validation checks on the Real Property extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Base Configuration of real property module is reviewed.

Workshop Number: RP.02.01	Workshop Name: Base Configuration of real property module is reviewed.	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Review of National and State level configuration items. The National configuration items are identified as being common to all Aumentum clients, whereas State configuration items are identified as being common to each State.		

New market deployment configuration of real property module is reviewed.

Workshop Number: RP.02.02	Workshop Name: New market deployment configuration of real property module is reviewed.	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review jurisdiction level configuration items. These configuration items are identified as those needed to support the specific jurisdiction's initial data conversion.		

Real property requirements review with TR and client

Workshop Number: RP.04.01	Workshop Name: Real property requirements review with TR and client	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will meet with the county to review all requirements to be met by Valuation. <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop will require several reoccurring sessions based upon the number and scope of requirements.		

Real Property - Document requirements review decisions

Workshop Number: RP.04.02	Workshop Name: Real Property - Document requirements review decisions	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the		

county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.

Document business process mapping as process guide.

Workshop Number: RP.04.03	Workshop Name: Document business process mapping as process guide.	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Code and UDF Mapping

Workshop Number: RP.05.01	Workshop Name: Code and UDF Mapping	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will demonstrate to users how to configure the client specific items using the Aumentum application.		

RP Conversion review (with client)

Workshop Number: RP.06.01	Workshop Name: RP Conversion review (with client)	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Real Property data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT RP Configuration review (with client)

Workshop Number: RP.07.01	Workshop Name: UAT RP Configuration review (with client)	Aumentum Module: Real Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Real Property. The expectation is that all UAT configuration will be in place and available for verification.		

UAT Valuation Sample Model Review (with client)

Workshop Number: RP.07.02	Workshop Name: UAT Valuation Sample Model Review (with client)	Aumentum Module: Real Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will review sample valuation models with the customer. This review will include - Sample land model - Sample cost model		

- Sample comp sale model
- Sample income model

RP UAT conversion review (with client)

Workshop Number: RP.08.01	Workshop Name: RP UAT conversion review (with client)	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Real Property UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

GIS & Pictometry Integration

Workshop Number: RP.09.01	Workshop Name: GIS & Pictometry Integration	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will collaborate with appropriate client staff to set up GIS and pictometry integration (if such integration is included in the project).		

Real Property Reports

Workshop Number: RP.09.02	Workshop Name: Real Property Reports	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Real Property Workflow

Workshop Number: RP.09.03	Workshop Name: Real Property Workflow	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Real Property Interfaces and Extracts

Workshop Number: RP.09.04	Workshop Name: Real Property Interfaces and Extracts	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Real Property test case creation

Workshop Number: RP.10.01	Workshop Name: Real Property test case creation	Aumentum Module: Real Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Real Property functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

Client Real Property testing assistance (throughout UAT)

Workshop Number: RP.10.02	Workshop Name: Client Real Property testing assistance (throughout UAT)	Aumentum Module: Real Property
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Real Property testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: RP.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Real Property module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Real Property tools.		

Appraisal Site Methodology

Workshop Number: RP.11.02	Workshop Name: Appraisal Site Methodology	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will explain how valuation activities occur at the appraisal site level, not at the PIN (aka, parcel) level. Also included in this workshop is a demonstration showing the appraisal site value distributed to one or more PINs.		

Other Menu and Sidebar Items

Workshop Number: RP.11.03	Workshop Name: Other Menu and Sidebar Items	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will identify and discuss the use of a variety of menu and sidebar items.		

Code and UDF Mapping

Workshop Number: RP.11.10	Workshop Name: Code and UDF Mapping	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will demonstrate database configuration related to the Valuation module. This is a training workshop. Final Valuation module configuration is the client's responsibility.		

M&S Configuration

Workshop Number: RP.11.11	Workshop Name: M&S Configuration	Aumentum Module: Real Property
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the configuration related to use of the Marshall & Swift valuation engine to value commercial buildings and features. This is a training workshop. Final configuration of the database to support the Marshall & Swift valuation engine is the client's responsibility.		

Land Characteristics

Workshop Number: RP.11.20	Workshop Name: Land Characteristics	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate data entry related to land. Included are discussions comparing market valuation to use valuation (e.g., agricultural use), user defined fields, and adjustments.		

Building and Permit Characteristics

Workshop Number: RP.11.21	Workshop Name: Building and Permit Characteristics	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate data entry related to buildings and building permits. Included are discussions related to building sections, structural elements, adjustments, notes, flags, situses, copying a building, moving a building, and permit maintenance.		

Marshall & Swift Commercial Valuation

Workshop Number: RP.11.22	Workshop Name: Marshall & Swift Commercial Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the use of the Marshall & Swift Multiple Valuation Platform (MVP) to value commercial buildings and features. Included are discussions of data entry required for special areas such as basements, malls, mezzanines, and balconies. This workshop also covers steps needed to enable the MVP model for use in valuing commercial building and feature objects on an appraisal site.		

Sketch Management

Workshop Number: RP.11.23	Workshop Name: Sketch Management	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Aumentum Valuation sketch tool.		

Feature Characteristics

Workshop Number: RP.11.24	Workshop Name: Feature Characteristics	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate data entry related to features (non-building improvements). Included are discussions regarding copying a feature, moving a feature, feature adjustments, and options to either relate or attach a feature to another entity.		

Sales and Transfer Maintenance

Workshop Number: RP.11.25	Workshop Name: Sales and Transfer Maintenance	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will explain and demonstrate Valuation's Sales History page. Included are discussions related to sales snapshots, sale detail maintenance, income surveys associated with sold properties, and use of transfer price as an override value distributed to all appraisal sites included in the transfer.		

Condominium Project Data Entry

Workshop Number: RP.11.26	Workshop Name: Condominium Project Data Entry	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the configuration of condo projects, unit types, and units.		

Mass Updates

Workshop Number: RP.11.27	Workshop Name: Mass Updates	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's capacity to mass update property characteristics, adjustments, and flags.		

Permit Import

Workshop Number: RP.11.28	Workshop Name: Permit Import	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's capacity to import building permits.		

Model Control

Workshop Number: RP.11.30	Workshop Name: Model Control	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Aumentum's Model Control feature is used to combine rate sets (e.g., land model, floor stratified cost model, comp model, income model, etc.) into a comprehensive property valuation model. Thomson Reuters staff will use Model Control to configure models for various types of properties and demonstrate the associate of these models with neighborhoods.		

Land Valuation

Workshop Number: RP.11.31	Workshop Name: Land Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the configuration and use of land models to value land. Included are discussions related to market valuation, use valuation, calculation options, and steps needed to enable a land model for use in valuing land objects on appraisal sites.		

Floor Stratified Cost Valuation

Workshop Number: RP.11.32	Workshop Name: Floor Stratified Cost Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the configuration and use of cost models to value buildings and features. Included are discussions related to rate stratification, two dimensional rates, structural elements, adjustments, depreciation, and steps needed to enable a floor stratified cost model for use in valuing building and feature objects on an appraisal site.		

CA Cost Valuation

Workshop Number: RP.11.33	Workshop Name: CA Cost Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the configuration and use of cost models to value buildings and features. Included are discussions related to rate stratification, two dimensional rates, structural elements, adjustments, depreciation, and steps needed to enable a California Cost model for use in valuing building and feature objects on an appraisal site.		

Variable Configuration

Workshop Number: RP.11.34	Workshop Name: Variable Configuration	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Many Aumentum processes make use of user-configurable variables. Thomson Reuters staff will demonstrate the configuration of standard, binary, scalar, transformation, and value variables.		

DataSource Configuration

Workshop Number: RP.11.35	Workshop Name: DataSource Configuration	Aumentum Module: Real Property
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Implementation Phase: Phase 2 Aumentum Environment
Description: Many Aumentum features depend on user-definable datasources. Thomson Reuters staff will demonstrate the configuration of datasources

Comp Selection, Index and Adjustment Maintenance

Workshop Number: RP.11.36	Workshop Name: Comp Selection, Index and Adjustment Maintenance	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate configuration of rules used by Aumentum's Comp Model feature. Subtopics include configuration of comp selection rules (identifies potential comparables), comp index rules (calculates a comparability index for each potential comp), and comp adjustment rules (calibrates adjustments to be applied to units of comparison).		

Comp Model Maintenance

Workshop Number: RP.11.37	Workshop Name: Comp Model Maintenance	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate configuration of a comp model using the variables, datasources, and selection/index/adjustment rules configured in the predecessor workshops, as well as steps needed to enable a comp model for use in valuation.		

Benchmark Comps

Workshop Number: RP.11.38	Workshop Name: Benchmark Comps	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Aumentum's Benchmark Comps feature allows the user to identify specific comparable sales to be used in batch valuation of a group of properties. Thomson Reuters staff will demonstrate this feature.		

Reported Income Valuation

Workshop Number: RP.11.40	Workshop Name: Reported Income Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's Reported Income feature. Included are discussions regarding income surveys, reconstruction of operating income statements, direct capitalization, yield capitalization, and steps needed to enable reported income for use in valuation.		

Income Valuation

Workshop Number: RP.11.41	Workshop Name: Income Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's income modeling feature. Subtopics include types of models, rate rules, and steps needed to enable an income model for use in valuation. This workshop also includes a demonstration of Aumentum's Asking Rent feature (stores income data for specific appraisal sites).		

External Rates

Workshop Number: RP.11.42	Workshop Name: External Rates	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's External Rates feature.		

Override Valuation

Workshop Number: RP.11.43	Workshop Name: Override Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Aumentum allows value overrides at many levels (e.g., appraisal site, value group, land/building/feature object, line item rate). Thomson Reuters staff will identify and demonstrate several means of overriding values.		

Recalculation, and Conclusion

Workshop Number: RP.11.44	Workshop Name: Recalculation, and Conclusion	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Recalculation produces an estimated value for an appraisal site. Conclusion finalizes that value and passes it to the Assessment Administration module. Thomson Reuters staff will demonstrate both of these functions. The workshop will include both one-off and batch recalc and conclusion.		

Study Group Analysis

Workshop Number: RP.11.50	Workshop Name: Study Group Analysis	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's Study Group Analysis feature.		

Sales Ratio Analysis

Workshop Number: RP.11.51	Workshop Name: Sales Ratio Analysis	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's Sales Ratio Analysis feature.		

Cost Model Analysis

Workshop Number: RP.11.52	Workshop Name: Cost Model Analysis	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's Cost Model Analysis feature.		

Land Analysis

Workshop Number: RP.11.53	Workshop Name: Land Analysis	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's Land Analysis feature.		

Neighborhood Analysis

Workshop Number: RP.11.54	Workshop Name: Neighborhood Analysis	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's Neighborhood Analysis feature.		

Income Analysis

Workshop Number: RP.11.55	Workshop Name: Income Analysis	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's Income Analysis feature.		

Income Comparable Analysis

Workshop Number: RP.11.56	Workshop Name: Income Comparable Analysis	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Valuation's Income Comparable Analysis feature.		

Special Events (New Construction, Demolition, Calamity, Restoration)

Workshop Number: RP.11.70	Workshop Name: Special Events (New Construction, Demolition, Calamity, Restoration)	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will show users how to process special events(assessments) in Aumentum.		

Direct Enrollment

Workshop Number: RP.11.71	Workshop Name: Direct Enrollment	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will show users how to configure and perform Direct Enrollment on real property within Aumentum		

Williamson Act Valuation

Workshop Number: RP.11.72	Workshop Name: Williamson Act Valuation	Aumentum Module: Real Property
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Implementation Phase: Phase 2 Aumentum Environment
Description: Thomson Reuters staff will demonstrate the ability to perform Williamson Act Valuations within Aumentum

Proposition 8

Workshop Number: RP.11.73	Workshop Name: Proposition 8	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's ability to process Prop 8 values on real property		

Section 11 (1978) Valuation

Workshop Number: RP.11.74	Workshop Name: Section 11 (1978) Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the ability to perform Section 11 Valuations within Aumentum		

Mills Act Valuation

Workshop Number: RP.11.75	Workshop Name: Mills Act Valuation	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the ability to perform Mills Act Valuations within Aumentum		

User and User Role Configuration (Permissions)

Workshop Number: RP.11.90	Workshop Name: User and User Role Configuration (Permissions)	Aumentum Module: Real Property
Implementation Phase: Phase 1 Aumentum Environment		
Description: Individual users' database permissions are controlled by their role assignments. Thomson Reuters staff will demonstrate the configuration of users and user roles. This is a training workshop. Final configuration of users and user roles is the client's responsibility.		

Edit Check Management

Workshop Number: RP.11.91	Workshop Name: Edit Check Management	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Edit checks may be configured to enforce business rules related to data entry. Thomson Reuters staff will demonstrate the configuration of edit checks. This is a training workshop. Final configuration of the edit checks is the client's responsibility.		

Property Record Card Management

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

RP.11.92	Property Record Card Management	Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the configuration of the Property Record Card. This is a training workshop. Final configuration of the Property Record Card is the client's responsibility.		

RPA - Train the Trainer

Workshop Number: RP.11.95	Workshop Name: RPA - Train the Trainer	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will meet with client trainers to discuss recommended training strategies and procedures.		

Property Data Collection

Workshop Number: RP.11.96	Workshop Name: Property Data Collection	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will demonstrate Aumentum's field data collection feature.		

Go Live Preparation

Workshop Number: RP.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: RP.12.02	Workshop Name: Go-Live Support	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Real Property users during Go-Live.		

RPA Validation review and feedback (internal)

Workshop Number: RP.12.03	Workshop Name: RPA Validation review and feedback (internal)	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Real Property defect punch list (Critical and High severity)

Workshop Number: RP.12.04	Workshop Name:	Aumentum Module: Real Property
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

	Document Real Property defect punch list (Critical and High severity)	
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document Real Property critical and high severity defects.		

Document Real Property defect punch list (Medium and Low severity)

Workshop Number: RP.12.05	Workshop Name: Document Real Property defect punch list (Medium and Low severity)	Aumentum Module: Real Property
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document Real Property medium and low severity defects .		

Special Valuation Scenarios

Workshop Number: RP.04.04	Workshop Name: Special Valuation Scenarios	Aumentum Module: Real Property
Implementation Phase: Phase 2 Aumentum Environment		
Description: This workshop is to discuss the valuation of unusual property.		

Records

Records Data Mapping

Workshop Number: REC.00.01	Workshop Name: Records Data Mapping	Aumentum Module: Records
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to determine the scope of the Legacy system's Records data for conversion and map to SysTypes in Aumentum		

Creation of Aumentum Records data extracts

Workshop Number: REC.00.02	Workshop Name: Creation of Aumentum Records data extracts	Aumentum Module: Conversion
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Records data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Records data extract checkpoint

Workshop Number: REC.00.03	Workshop Name: Records data extract checkpoint	Aumentum Module: Records
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will perform validation checks on the Records extract data, review overall progress towards a subset conversion and adjust or realign Phase 0		

conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.

Base Configuration

Workshop Number: REC.02.01	Workshop Name: Base Configuration	Aumentum Module: Records
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Review of National and State level configuration items. The National configuration items are identified as being common to all Aumentum clients, whereas State configuration items are identified as being common to each State.		

New market config

Workshop Number: REC.02.02	Workshop Name: New market config	Aumentum Module: Records
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review jurisdiction level configuration items. These configuration items are identified as those needed to support the specific jurisdiction's initial data conversion.		

REC Document extract and import errors

Workshop Number: REC.03.01	Workshop Name: REC Document extract and import errors	Aumentum Module: Records
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will identify and properly document conversion faults and will deliver the conversion reports package to the client		

Validation review and feedback (internal)

Workshop Number: REC.03.02	Workshop Name: Validation review and feedback (internal)	Aumentum Module: Records
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the initial conversion of Records data. The technical consultant will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process may be repeated if necessary until initial conversion data is delivered to the client. .		

REC Conversion review (with client)

Workshop Number: REC.03.03	Workshop Name: REC Conversion review (with client)	Aumentum Module: Records
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the Records data conversion with the client. The goal is to confirm that the conversion of the source data meets client expectations.		

Records requirements review with Thomson Reuters and the client

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

REC.04.01	Records requirements review with Thomson Reuters and the client	Records
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Records module.</p> <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. <p>This workshop may require several reoccurring sessions based upon the number and scope of requirements.</p>		

Overview of Records: Owners, Properties, Locations

Workshop Number: REC.04.02	Workshop Name: Overview of Records: Owners, Properties, Locations	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will review the capabilities of the Records module. This will include reviewing how to review property information and maintain names, addresses, legal descriptions, geographic locations, ownership, document information and legal party roles.</p>		

Records Setup /Configuration

Workshop Number: REC.04.03	Workshop Name: Records Setup /Configuration	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will assist users in setting up needed Records configuration. This will consist of Tax Authority Groups (TAGs), County maintenance, and address verification (if required).</p>		

Legal Party Maintenance

Workshop Number: REC.04.04	Workshop Name: Legal Party Maintenance	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will demonstrate how to use Legal Party Maintenance to maintain names and addresses.</p>		

New Revenue Objects

Workshop Number: REC.04.05	Workshop Name: New Revenue Objects	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will demonstrate how to use Task N (Create New Parcel Type Revenue Object from General Parcel) and Task F (Create New Filing Type Revenue Object) from the Records - Revenue Object Maintenance menu selection. This workshop includes a review of how to create new revenue objects.</p>		

Addresses

Workshop Number: REC.04.06	Workshop Name: Addresses	Aumentum Module: Records
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Implementation Phase: Phase 1 Aumentum Environment
Description: Thomson Reuters staff will demonstrate how to maintain Legal Party mailing addresses and Revenue Object situs addresses.

Ownership

Workshop Number: REC.04.07	Workshop Name: Ownership	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the use of the Revenue Object Maintenance screen to manage property ownership. This could be for transfers or other recordations.		

Property Legal Descriptions and Redescriptions

Workshop Number: REC.04.08	Workshop Name: Property Legal Descriptions and Redescriptions	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the use of the Revenue Object Maintenance screen to manage property descriptions or redescribe the property descriptions. This process is used to create a legally sufficient description of the parcel.		

Merges and Splits

Workshop Number: REC.04.09	Workshop Name: Merges and Splits	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the use of the Revenue Object Maintenance screen to manage Merges and Splits, including the creation of Plats.		

Associating Other Legal Parties

Workshop Number: REC.04.10	Workshop Name: Associating Other Legal Parties	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to use Revenue Object Maintenance to add legal party associations. The workshop will show how legal parties can be linked to Revenue Objects as non-ownership roles.		

Connected Revenue Objects

Workshop Number: REC.04.11	Workshop Name: Connected Revenue Objects	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to use Revenue Object Maintenance Task C (C- Connect related Revenue Objects) to define a relationship between two or more Revenue Objects.		

Records Corrections

Workshop Number: REC.04.12	Workshop Name: Records Corrections	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to use the Records Corrections task for activities such as updating official document information, undoing transfers, and adjusting transfer detail information.		

Annexations

Workshop Number: REC.04.13	Workshop Name: Annexations	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to use Task G (G - Change TAG) from Records - Revenue Object Maintenance. This workshop will cover changing a Tax Authority Group (TAG) when there is an annexation involving a parcel or a group of parcels.		

Reports

Workshop Number: REC.04.14	Workshop Name: Reports	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the existing Records reports. These will include, but are not limited to, the Legal Party Audit, Legal Party Mailing Address Comparison, Parcel Audit and Productivity Reports.		

Workflow

Workshop Number: REC.04.15	Workshop Name: Workflow	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: REC.04.16	Workshop Name: Correspondence	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Records - Document requirements review decisions

Workshop Number: REC.04.99	Workshop Name: Records - Document requirements review decisions	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.

Manufactured Homes

Workshop Number: REC.05.01	Workshop Name: Manufactured Homes	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Demonstrate the ability for a user to maintain process the state HCD file		

Possessory Interest

Workshop Number: REC.05.02	Workshop Name: Possessory Interest	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Demonstrate the ability for a user to maintain possessory interest information and status		

Timeshare Maintenance

Workshop Number: REC.05.03	Workshop Name: Timeshare Maintenance	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Demonstrate the ability to create/maintain timeshares in Aumentum		

Fractional Transfers

Workshop Number: REC.05.04	Workshop Name: Fractional Transfers	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Demonstrate how process transfers with fractional ownership changes		

Change of Control

Workshop Number: REC.05.05	Workshop Name: Change of Control	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Show users how to process transfers when held by legal entities/LEOPS		

Leases

Workshop Number: REC.05.06	Workshop Name: Leases	Aumentum Module: Records
Implementation Phase: Phase 1 Aumentum Environment		
Description: Demonstrate how to maintain leases within Aumentum		

REC Conversion review (with client)

Workshop Number: REC.06.01	Workshop Name: REC Conversion review (with client)	Aumentum Module: Records
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Records data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT REC Configuration review (with client)

Workshop Number: REC.07.01	Workshop Name: UAT REC Configuration review (with client)	Aumentum Module: Records
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Records. The expectation is that all UAT configuration will be in place and available for verification.		

REC UAT conversion review (with client)

Workshop Number: REC.08.01	Workshop Name: REC UAT conversion review (with client)	Aumentum Module: Records
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Records UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Records Reports

Workshop Number: REC.09.01	Workshop Name: Records Reports	Aumentum Module: Records
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Records Workflow

Workshop Number: REC.09.02	Workshop Name: Records Workflow	Aumentum Module: Records
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Records Interfaces and Extracts

Workshop Number: REC.09.03	Workshop Name: Records Interfaces and Extracts	Aumentum Module: Records
Implementation Phase: Phase 2 Aumentum Environment		

Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.

Records test case creation

Workshop Number: REC.10.01	Workshop Name: Records test case creation	Aumentum Module: Records
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Records functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Records testing assistance (throughout UAT)

Workshop Number: REC.10.02	Workshop Name: client Records testing assistance (throughout UAT)	Aumentum Module: Records
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Records testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: REC.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Records
Implementation Phase: Phase 2 Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Records module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Records tools.		

General Records Training

Workshop Number: REC.11.02	Workshop Name: General Records Training	Aumentum Module: Records
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on general Records functionality including, but not limited to, Revenue Object maintenance, Property Maintenance, and Legal Party maintenance.		

Go Live Preparation

Workshop Number: REC.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Records
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		

Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.

Go-Live Support

Workshop Number: REC.12.02	Workshop Name: Go-Live Support	Aumentum Module: Records
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Records users during Go-Live.		

REC Validation review and feedback (internal)

Workshop Number: REC.12.03	Workshop Name: REC Validation review and feedback (internal)	Aumentum Module: Records
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Records defect punch list (Critical and High severity)

Workshop Number: REC.12.04	Workshop Name: Document Records defect punch list (Critical and High severity)	Aumentum Module: Records
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Records defects.		

Document Records defect punch list (Medium and Low severity)

Workshop Number: REC.12.05	Workshop Name: Document Records defect punch list (Medium and Low severity)	Aumentum Module: Records
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Records defects.		

Special Assessments

Special Assessment Data Mapping

Workshop Number: SA.00.01	Workshop Name: Special Assessment Data Mapping	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to determine the scope of the Legacy system's Special Assessments data for conversion and map to appropriate Special Assessment tables in Aumentum		

Create Special Assessments data extracts

Workshop Number: SA.00.02	Workshop Name: Create Special Assessments data extracts	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Special Assessments data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Special Assessments data extract checkpoint

Workshop Number: SA.00.03	Workshop Name: Special Assessments data extract checkpoint	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will perform validation checks on the Special Assessments extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Special Assessments requirements review with Thomson Reuters and the client

Workshop Number: SA.04.01	Workshop Name: Special Assessments requirements review with Thomson Reuters and the client	Aumentum Module: Special Assessments
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Special Assessments module. <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Special Assessments

Workshop Number: SA.04.02	Workshop Name: Overview of Special Assessments	Aumentum Module: Special Assessments
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will review the capabilities of the Special Assessments module. This will include the method for managing non-ad valorem charges. Examples of these charges include, but are not limited to, lighting districts, solid waste, road improvements, and sidewalks.		

Special Assessment Maintenance

Workshop Number: SA.04.03	Workshop Name: Special Assessment Maintenance	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to create and maintain special assessments.		

Revenue Object Maintenance

Workshop Number: SA.04.04	Workshop Name: Revenue Object Maintenance	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to add or remove a Special Assessment on a Revenue Object as well as how to modify its attributes.		

Mass Import

Workshop Number: SA.04.05	Workshop Name: Mass Import	Aumentum Module: Special Assessments
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to import bulk data that is received periodically, such as at Tax Roll creation time. Examples include importing a file containing either fixed, amortized, or rate table based Special Assessments.		

Calculations and Posting

Workshop Number: SA.04.06	Workshop Name: Calculations and Posting	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to calculate and post Special Assessments charges which will enable them to be used in the Levy Management module to create Tax Bills.		

Reports

Workshop Number: SA.04.07	Workshop Name: Reports	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the existing Special Assessment reports. These will include, but are not limited to, the Amortization, Special Assessment Value, and Balance Due reports.		

Workflow

Workshop Number: SA.04.08	Workshop Name: Workflow	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: SA.04.09	Workshop Name: Correspondence	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Special Assessments - Document requirements review decisions

Workshop Number: SA.04.99	Workshop Name: Special Assessments - Document requirements review decisions	Aumentum Module: Special Assessments
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Online FCSA Submissions

Workshop Number: SA.05.01	Workshop Name: Online FCSA Submissions	Aumentum Module: Special Assessments
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will demonstrate how to submit FCSA charges through the portal.		

Import Certified Charges

Workshop Number: SA.05.02	Workshop Name: Import Certified Charges	Aumentum Module: Special Assessments
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will demonstrate how to maintain special assessments, import charges, calculate, post and reconcile.		

Maintain FCSA Charges - Manual

Workshop Number: SA.05.03	Workshop Name: Maintain FCSA Charges - Manual	Aumentum Module: Special Assessments
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will demonstrate how to maintain special assessments, import charges, calculate, post and reconcile.		

FCSA Reporting

Workshop Number: SA.05.04	Workshop Name: FCSA Reporting	Aumentum Module: Special Assessments
Implementation Phase: 05 Config - Client Specific		
Description: Thomson Reuters will demonstrate how to maintain special assessments, import charges, calculate, post and reconcile.		

SA Conversion review (with client)

Workshop Number: SA.06.01	Workshop Name: SA Conversion review (with client)	Aumentum Module: Special Assessments
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Special Assessments data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT SA Configuration review (with client)

Workshop Number: SA.07.01	Workshop Name: UAT SA Configuration review (with client)	Aumentum Module: Special Assessments
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Special Assessments. The expectation is that all UAT configuration will be in place and available for verification.		

SA UAT conversion review (with client)

Workshop Number: SA.08.01	Workshop Name: SA UAT conversion review (with client)	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Special Assessments UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Special Assessments Reports

Workshop Number: SA.09.01	Workshop Name: Special Assessments Reports	Aumentum Module: Special Assessments
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Special Assessments Workflow

Workshop Number: SA.09.02	Workshop Name: Special Assessments Workflow	Aumentum Module: Special Assessments
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Special Assessments Interfaces and Extracts

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

SA.09.03	Special Assessments Interfaces and Extracts	Special Assessments
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Special Assessment test case creation

Workshop Number: SA.10.01	Workshop Name: Special Assessment test case creation	Aumentum Module: Special Assessments
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Special Assessment functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Special Assessment testing assistance (throughout UAT)

Workshop Number: SA.10.02	Workshop Name: client Special Assessment testing assistance (throughout UAT)	Aumentum Module: Special Assessments
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Special Assessment testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: SA.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Special Assessments module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Special Assessments tools.		

General Special Assessments Training

Workshop Number: SA.11.02	Workshop Name: General Special Assessments Training	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on Special Assessments functionality including, but not limited to, special assessment maintenance, revenue object maintenance, and special assessment calculations and posting.		

Go Live Preparation

Workshop Number: SA.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: SA.12.02	Workshop Name: Go-Live Support	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Special Assessments users during Go-Live.		

SA Validation review and feedback (internal)

Workshop Number: SA.12.03	Workshop Name: SA Validation review and feedback (internal)	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Special Assessments defect punch list (Critical and High severity)

Workshop Number: SA.12.04	Workshop Name: Document Special Assessments defect punch list (Critical and High severity)	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Special Assessments defects.		

Document Special Assessments defect punch list (Medium and Low severity)

Workshop Number: SA.12.05	Workshop Name: Document Special Assessments defect punch list (Medium and Low severity)	Aumentum Module: Special Assessments
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Special Assessments defects.		

Tax Accounting

Tax Accounting requirements review with Thomson Reuters and the client

Workshop Number: TA.04.01	Workshop Name: Tax Accounting requirements review with Thomson Reuters and the client	Aumentum Module: Tax Accounting
Implementation Phase: 041 Business Process Mapping		
<p>Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Tax Accounting module.</p> <ul style="list-style-type: none"> - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. <p>This workshop may require several reoccurring sessions based upon the number and scope of requirements.</p>		

Overview of Tax Accounting

Workshop Number: TA.04.02	Workshop Name: Overview of Tax Accounting	Aumentum Module: Tax Accounting
Implementation Phase: Phase 0 Base Aumentum Environment		
<p>Description: Thomson Reuters staff will review the process in which Aumentum transactions can be sent to an external accounts payable and general ledger system.</p>		

Tax Accounting Setup / Configuration

Workshop Number: TA.04.03	Workshop Name: Tax Accounting Setup / Configuration	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will assist the client with the configuration needed to create general ledger entries. This will include, but is not limited to, configuring GL Mappings, Tax Account Settings, GL Attributes, Funds, Accounts, Banks and 1099 Interest.</p>		

General Ledger Export

Workshop Number: TA.04.04	Workshop Name: General Ledger Export	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will demonstrate how to create a file of general ledger transactions. This will create export files from Aumentum to be given to a third party accounting system. Reports will be created and reviewed with client. Reporting errors are reviewed and the client will be shown how to correct errors.</p>		

Payment Export

Workshop Number: TA.04.05	Workshop Name: Payment Export	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
<p>Description: Thomson Reuters staff will demonstrate how to create payment export files to be given to a third party accounts payable system. This file will consist of refunds created from overpayments or payment corrections. Reports and files will be created and reviewed.</p>		

IRS Form 1099 Processing

Workshop Number: TA.04.06	Workshop Name: IRS Form 1099 Processing	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will explain the IRS Form 1099 process and also how to create IRS Form 1099. This workshop will cover the process to create and maintain the IRS Form 1099 interest and any prerequisites.		

Workflow

Workshop Number: TA.04.07	Workshop Name: Workflow	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: TA.04.08	Workshop Name: Correspondence	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Reports

Workshop Number: TA.04.09	Workshop Name: Reports	Aumentum Module: Tax Accounting
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the existing Tax Accounting reports.		

Tax Accounting - Document requirements review decisions

Workshop Number: TA.04.99	Workshop Name: Tax Accounting - Document requirements review decisions	Aumentum Module: Tax Accounting
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

Teeter Accounting

Workshop Number: TA.05.01	Workshop Name: Teeter Accounting	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		

Description: Thomson Reuters will work with the users to set up GL fund mapping.
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Collections

Workshop Number: TA.05.02	Workshop Name: Collections	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will work with the users to set up GL fund mapping.		

Delinquents

Workshop Number: TA.05.03	Workshop Name: Delinquents	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will work with the users to set up GL fund mapping.		

Accounts Receivable

Workshop Number: TA.05.04	Workshop Name: Accounts Receivable	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will work with the users to set up GL fund mapping.		

TA Conversion review (with client)

Workshop Number: TA.06.01	Workshop Name: TA Conversion review (with client)	Aumentum Module: Tax Accounting
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Tax Accounting data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT TA Configuration review (with client)

Workshop Number: TA.07.01	Workshop Name: UAT TA Configuration review (with client)	Aumentum Module: Tax Accounting
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Tax Accounting. The expectation is that all UAT configuration will be in place and available for verification.		

TA UAT conversion review (with client)

Workshop Number: TA.08.01	Workshop Name: TA UAT conversion review (with client)	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Tax Accounting UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Tax Accounting Reports

Workshop Number: TA.09.01	Workshop Name: Tax Accounting Reports	Aumentum Module: Tax Accounting
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Tax Accounting Workflow

Workshop Number: TA.09.02	Workshop Name: Tax Accounting Workflow	Aumentum Module: Tax Accounting
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Tax Accounting Interfaces and Extracts

Workshop Number: TA.09.03	Workshop Name: Tax Accounting Interfaces and Extracts	Aumentum Module: Tax Accounting
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Tax Accounting test case creation

Workshop Number: TA.10.01	Workshop Name: Tax Accounting test case creation	Aumentum Module: Tax Accounting
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Tax Accounting functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Tax Accounting testing assistance (throughout UAT)

Workshop Number: TA.10.02	Workshop Name: client Tax Accounting testing assistance (throughout UAT)	Aumentum Module: Tax Accounting
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Tax Accounting testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: TA.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Tax Accounting module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Tax Accounting tools.		

General Tax Accounting Training

Workshop Number: TA.11.02	Workshop Name: General Tax Accounting Training	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on Tax Accountings functionality including, but not limited to, general ledger, and payment export file creation.		

Go Live Preparation

Workshop Number: TA.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: TA.12.02	Workshop Name: Go-Live Support	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Tax Accounting users during Go-Live.		

TA Validation review and feedback (internal)

Workshop Number: TA.12.03	Workshop Name: TA Validation review and feedback (internal)	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description:		

Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.

Document Tax Accounting defect punch list (Critical and High severity)

Workshop Number: TA.12.04	Workshop Name: Document Tax Accounting defect punch list (Critical and High severity)	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Tax Accounting defects.		

Document Tax Accounting defect punch list (Medium and Low severity)

Workshop Number: TA.12.05	Workshop Name: Document Tax Accounting defect punch list (Medium and Low severity)	Aumentum Module: Tax Accounting
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Tax Accounting defects.		

Tax Sale

Tax Sale Data Mapping

Workshop Number: TS.00.01	Workshop Name: Tax Sale Data Mapping	Aumentum Module: Delinquents
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will work with the client to map tax data		

Create Tax Sale data extracts

Workshop Number: TS.00.02	Workshop Name: Create Tax Sale data extracts	Aumentum Module: Delinquents
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will review specific details of Tax Sale data extract processing and review intermediate file formats. Benchmark properties will be identified and legacy system extract counts will be established. The client will start the legacy data conversion mapping process.		

Tax Sale data extract checkpoint

Workshop Number: TS.00.03	Workshop Name: Tax Sale data extract checkpoint	Aumentum Module: Delinquents
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff and the client will perform validation checks on the Tax Sale extract data, review overall progress towards a subset conversion and adjust or realign Phase 0 conversion objectives. Counts, amounts, and acceptable margins will be established for Phase 0 data extract completion.		

Tax Sale requirements review with Thomson Reuters and the client

Workshop Number: TS.04.01	Workshop Name: Tax Sale requirements review with Thomson Reuters and the client	Aumentum Module: Delinquents
Implementation Phase: 04 Business Process Analysis		
Description: Thomson Reuters staff will meet with the county to review all requirements, including any state-specific statutes, to be met by the Tax Sale module. - Clarify the intent of each requirement. - Reach consensus on whether the requirement is met by existing functionality (fit), not met by existing functionality (gap), or waived. This workshop may require several reoccurring sessions based upon the number and scope of requirements.		

Overview of Tax Sale

Workshop Number: TS.04.02	Workshop Name: Overview of Tax Sale	Aumentum Module: Delinquents
Implementation Phase: Phase 0 Base Aumentum Environment		
Description: Thomson Reuters staff will provide an overview of how the Tax Sale module is used to process either a lien-based or a property-based Tax Sale..		

Tax Sale Setup / Configuration

Workshop Number: TS.04.03	Workshop Name: Tax Sale Setup / Configuration	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will assist the client with the configuration of the Tax Sale application settings, Tax Sale Fees, Redemption Periods, and Calendar Period Setup.		

Tax Deed Setup / Configuration

Workshop Number: TS.04.04	Workshop Name: Tax Deed Setup / Configuration	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will assist the client with the configuration of the Tax Deed Application Settings and Tax Deed Fees for the Tax Deed process.		

Buyer Maintenance

Workshop Number: TS.04.05	Workshop Name: Buyer Maintenance	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will review the process of creating and maintaining Tax Sale buyer information. This information includes, but is not limited to, names, addresses, identification numbers, and bank account information.		

Export/Import

Workshop Number: TS.04.06	Workshop Name: Export/Import	Aumentum Module: Delinquents
Implementation Phase: Phase 1 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to run Tax Sale export/import processes. Criteria will be defined based on the clients needs. Output reports will be created for client review. File layouts will be configured based on their vendor needs.		

Tax Sale Processing

Workshop Number: TS.04.07	Workshop Name: Tax Sale Processing	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will provide a review of the prerequisites needed to conduct a Tax Sale. If applicable, the required exports needed to provide information to third party auction vendors will be discussed. Finally, the updates needed to reflect the results of the sale will be demonstrated along with the payment processes used to post Tax Sale buyer payments.		

Tax Sale Corrections

Workshop Number: TS.04.08	Workshop Name: Tax Sale Corrections	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to make corrections to a tax sale item. Canceling, Voiding and Adjusting tax sale items will be covered.		

Excess Proceeds

Workshop Number: TS.04.09	Workshop Name: Excess Proceeds	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to manage excess proceeds for a group of Tax Sale bills including, but not limited to, running the Excess Proceeds process.		

Tax Deed Processing

Workshop Number: TS.04.10	Workshop Name: Tax Deed Processing	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate the Tax Deed Process to prepare for and to conduct the Tax Deed Sale which involves the bundling of tax bills and the application of fees and interest. This will include the transfer of ownership for a tax sale property if the property is sold at the Tax Deed Sale.		

Tax Deed Corrections

Workshop Number: TS.04.11	Workshop Name: Tax Deed Corrections	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		

AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

Description: Thomson Reuters staff will demonstrate the process to correct Tax Deeds. This will involve adjusting charges, interest, and fee issues.

Redemption Processing

Workshop Number: TS.04.12	Workshop Name: Redemption Processing	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will demonstrate how to redeem tax sale items. The workshop will cover posting the appropriate tax sale related payments, redeeming those payments, generating redemption notices, and creating ACH payment files if applicable.		

Reports

Workshop Number: TS.04.13	Workshop Name: Reports	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review the existing Tax Sale reports.		

Workflow

Workshop Number: TS.04.14	Workshop Name: Workflow	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: If applicable per requirements, Thomson Reuters staff will review the capabilities of workflow. This will include an explanation of how certain tasks can be configured to be automated to flow throughout Aumentum.		

Correspondence

Workshop Number: TS.04.15	Workshop Name: Correspondence	Aumentum Module: Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters staff will review existing data services, report templates; and explain how to generate correspondence in batch or individually.		

Tax Sale - Document requirements review decisions

Workshop Number: TS.04.99	Workshop Name: Tax Sale - Document requirements review decisions	Aumentum Module: Delinquents
Implementation Phase: 041 Business Process Mapping		
Description: Thomson Reuters staff will prepare requirements documents for all items identified as gaps in the requirements review sessions. These requirements documents will be provided to the county for their review and comment. Thomson Reuters staff will modify the draft requirements documents as needed based on client feedback.		

TS Conversion review (with client)

Workshop Number:	Workshop Name:	Aumentum Module:
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AUMENTUM STATEMENT OF WORK PROJECT WORKSHOPS

TS.06.01	TS Conversion review (with client)	Delinquents
Implementation Phase: Phase 2 Aumentum Environment		
Description: Thomson Reuters will deliver a full conversion to the client to allow for review of all converted Tax Sale data. Thomson Reuters will identify any known data anomalies for client follow up.		

UAT TS Configuration review (with client)

Workshop Number: TS.07.01	Workshop Name: UAT TS Configuration review (with client)	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters will assist the client in a review of all UAT configuration needed by Tax Sale. The expectation is that all UAT configuration will be in place and available for verification.		

TS UAT conversion review (with client)

Workshop Number: TS.08.01	Workshop Name: TS UAT conversion review (with client)	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the Tax Sale UAT data conversion with the client. The review will focus on conversion faults reported after the previous conversion.		

Tax Sale Reports

Workshop Number: TS.09.01	Workshop Name: Tax Sale Reports	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all reports and Correspondence are configured and working as defined in the Business Process Analysis Requirements documents. The custom reports and correspondence covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Tax Sale Workflow

Workshop Number: TS.09.02	Workshop Name: Tax Sale Workflow	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all workflow processes are configured and working as defined in the Business Process Analysis Requirements documents. The workflow processes covered in this workshop are those that Thomson Reuters is contractually obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.		

Tax Sale Interfaces and Extracts

Workshop Number: TS.09.03	Workshop Name: Tax Sale Interfaces and Extracts	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will meet with the client to assure that all interfaces and extracts are configured and working as defined in the Business Process Analysis Requirements documents. The interfaces and extracts covered in this workshop are those that Thomson Reuters is contractually		

obligated to implement. This is expected to be an iterative process: coding - demonstration - client testing - client feedback - recoding until completion.

Tax Sale test case creation

Workshop Number: TS.10.01	Workshop Name: Tax Sale test case creation	Aumentum Module: Delinquents
Implementation Phase: 10 UAT		
Description: Thomson Reuters to provide the remaining process guides (if necessary) and examples of test cases for all major Tax Sale functions. The expectation is that the process guides and example test cases will serve as a resource to the client in composing their test cases to be used in UAT. The process guides and the example test cases will be delivered in advance of UAT to allow sufficient time for the client to review and prepare their own test cases.		

client Tax Sale testing assistance (throughout UAT)

Workshop Number: TS.10.02	Workshop Name: client Tax Sale testing assistance (throughout UAT)	Aumentum Module: Delinquents
Implementation Phase: Phase 3 UAT Aumentum Environment		
Description: Thomson Reuters staff will be available to support client Tax Sale testers during UAT.		

Product overview - provides general review of menus, navigation and searching.

Workshop Number: TS.11.01	Workshop Name: Product overview - provides general review of menus, navigation and searching.	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Using appropriate training material and the Aumentum application, Thomson Reuters staff will introduce the client to the Tax Sale module. This workshop will demonstrate navigation within the application, show how the property characteristics are displayed, and review the various Tax Sale tools.		

General Tax Sale Training

Workshop Number: TS.11.02	Workshop Name: General Tax Sale Training	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will provide training on Tax Sale functionality including, but not limited to, tax sale and buyer maintenance, tax sale processing, and tax sale redemptions.		

Go Live Preparation

Workshop Number: TS.12.01	Workshop Name: Go Live Preparation	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters and the client have completed the Go Live preparation tasks as listed in the project plan.		

Go-Live Support

Workshop Number: TS.12.02	Workshop Name: Go-Live Support	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will be available to provide on-site and/or remote support to the client Tax Sale users during Go-Live.		

TS Validation review and feedback (internal)

Workshop Number: TS.12.03	Workshop Name: TS Validation review and feedback (internal)	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will review the database to verify that the data conversion is consistent with expectations. They will provide feedback to the conversion engineer, who will implement the recommended changes. This review/feedback/adjustment process will be repeated until the data conversion meets expectations.		

Document Tax Sale defect punch list (Critical and High severity)

Workshop Number: TS.12.04	Workshop Name: Document Tax Sale defect punch list (Critical and High severity)	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document critical and high severity Tax Sale defects.		

Document Tax Sale defect punch list (Medium and Low severity)

Workshop Number: TS.12.05	Workshop Name: Document Tax Sale defect punch list (Medium and Low severity)	Aumentum Module: Delinquents
Implementation Phase: Phase 4 Training and Go Live Aumentum Environment		
Description: Thomson Reuters staff will document medium and low severity Tax Sale defects.		

Recorder

CUSTOM INTERFACES LISTING

Interface Name	TR Response	Decision
1. Ascend and Anthem	That interface is not part of the scope of the Aumentum Fit Analysis, additionally, the Auditor no longer has Anthem. TR is providing an interface between eConvey and Aumentum.	County will need a middle wear piece between Aumentum and Landmark
2. ArcSDE	This is covered specifically in the Fit document under Use Case 204, GIS 4.19	Included
3. Cayenta	Discussed during the Tax Accounting workshops and the functionality described in our responses to narrative questions 41, 42 and 43 was demonstrated. Aumentum Tax Accounting produces schedulable exports of configurable files of G/L transactions for consumption by Cayenta.	Included
4. Marshall & Swift	For commercial property we interface with Marshall & Swift's calc engine. On the residential side, we import their rates from their updated cost tables. Calibrated cost on the commercial side was identified as a gap in the workshop and noted in the workshop as being on our roadmap, however was inadvertently omitted from the fit analysis report as noted by the county. That has been rectified. None of this work is billable.	Included
5. Quickbooks	Quickbooks is being used as a check register and balancing tool between Ascend and the bank – however, Aumentum does not have check writing capability.	No longer needed
6. Petitions Database	Recommend we have another discussion about options. Ideally, using new security enhancements to provide role-based access of Aumentum Case Management to the BOE, eliminating the need for the Petition Database, or a less desired option of exploring pulling/pushing data from Aumentum to the Petition database.	Addit meeting to determine need - Laura, Jillian, etc.
7. IVR	There were no discussions around live feeding an IVR system, and our RFP response listed a file extract for IVR, and our Public Access (website presence). There are APIs that the IVR could call for query	
8. Sympro	In Attachment N of the RFP, Sympro says 'no interface needed'.	No longer needed
9. Taxing Districts Sharepoint	We discussed in various workshops the capability of Aumentum to push/publish reports to Public Access through our batch job processor. Public Access also provides a district portal where districts can log in and see information such as reports, as well as submit files of non-ad valorem to Aumentum for processing.	FIT
10. Lockbox extract	In the cashiering and A/R workshops, it was demonstrated how Aumentum can create a customer configurable file extract for lockbox. We've received several extract formats from the Treasurer's office and addressed in the use case where Aumentum needs to be modified to meet the extract data needs. We have also received a new Daily Extract use case which has not yet been reviewed with the county.	Included
11. Destroyed Property Database (MS Access)	This was not brought up in a discussion, nor was there a use case around it. We believe the county could attach the Destroyed Property claim form to the account, adjust the value for the appropriate year, conclude it and make a note. Notes are searchable/printable.	No longer needed
12. Official Payments	Discussed in both Cashiering and Public Access sessions. Aumentum can receive payment files from Official Payments, and Public Access can work with payment providers for shopping cart capability.	Now Point N Pay - included
13. eCheck	eChecks can be processed as a configurable File I/O for payment processing, as discussed in cashiering and A/R sessions.	Included
14. iNovah	This did not come up in any use case discussion. Would the county like to have a discussion?	No longer needed
15. Pet license and license track number	This did not come up in any use case discussion. Would the county like to have a discussion?	Dave will check with Sheriff and Auditor - may be no longer needed

CUSTOM REPORT LISTING

	A	B	C	D	E
1	Req No	Title	Use Case	Total Cost	Notes
2	1326	County Configured Receipt	UseCase-21	\$6,800.00	County has chosen to make this an optional report to be added to scope by CR at a later point. Please see Customization Listing. Referenced in WASNO-USECASE-21 CHECK OR CASH PAYMENT COLLECTED AT COUNTER. The use case is a FIT, but does mention if the county wants the custom receipt on top of Aumentum standard receipts, it would be billable at 34 hours.
3		PTC-LID, LUD, RID – New District	UseCase-44	Included	Complex Configuration Required - Special assessment letter included if from existing core data service
4		Create Office Notice of Assessed Value – Personal Property 8.4.7	UseCase-183	Included	Complex Configuration Required– 1 Data Service, 1 Notice
5		1.7.1 Levy Reports	UseCase-111		County has chosen to make this an optional report to be added to scope by CR at a later point. Please see Customization Listing. "Software Development Required - Annual Report – 60 hours/\$12,000* Certification letters to districts – 60 hours/\$12,000* Preliminary Letters to Districts – 40 hours/\$8,000.* Top Tax Payers – 40 hours/\$8,000.* All other reports included. Existing options in Aumentum, but may not be exactly how county wants. Suggest county not purchase these custom options until they are trained on existing offerings and see what the data services have available. "

A	B	C	D	E	F	G	H	I	J	K	L	M
#	Module	Customization	Number of Hours	Cost per Hour	Total Cost	Declined Customizations	Optional CR for Levy report	DSC	Jillian's Comments	TREASURER COMMENTS	ASSESSOR COMMENTS	COUNTY DECISION
2	Software Customization Costs											
3	1.	Aumentum Tax	Treasurer Requirement # 1496	272.00	\$ 200.00	\$ 54,400.00	\$ (54,400.00)		This item was not referenced in a use case. As mentioned in the RFP we have several mass address change tools, but not specifically "find and replace" referenced in WASNO-USECASE-21 CHECK OR CASH PAYMENT COLLECTED AT COUNTER. The use case is a FIT, but does mention if the county wants the custom receipt on top of Aumentum standard receipts, it would be billable at 34 hours.	No longer required	Treasurer	Declining
4	2.	Aumentum Tax	Treasurer Requirement # 1326	34.00	\$ 200.00	\$ 6,800.00	\$ (6,800.00)			We would like this included in the contract as an option. The charge should only be incurred if the option is exercised.	Treasurer	OPTIONAL - will have CR to include if later decided they are needed -- will be at this quoted value
5	3.	Aumentum Tax & Valuation	Assessor/Treasurer # 1210	136.00	\$ 200.00	\$ 27,200.00	\$ (27,200.00)		This item is not referenced in a use case.	We would have expected this to be available by now based on the RFP response.		Declining
6	4.	Aumentum Valuation	Assessor Requirement #325	68.00	\$ -	\$ -			Aligns with our product roadmap; non chargeable - delivery upon our product roadmap timing		OK	Nonbillable This would be an additional feature with an additional fees. We will need these fees noted. \$1,850 + \$0.65/personal property account = one-time. \$0.16/personal property account per year = annual fees (pro-rated for first budget yet based upon go-live). This is for the ability to work personal property accounts in the field, on MobileAssessor. If they are just wanting to edit 10-15 data fields for pre-existing BPP records that are flattened, and not actually expecting full record creation, deletion, and full workflow for BPP - then it would be less \$.
7	5.		Assessor Requirement #1009	136.00	\$ -	\$ -		Depends on # of PP accounts	in use case WASNO-USECASE-197 MOBILE - this item was 27,200 based on our built in mobile option.		Mobile app from DCS	
8	6.		Assessor Requirement #276	136.00	\$ -	\$ -			in use case WASNO-USECASE-197 MOBILE - this item was 27,200 based on our built in mobile option.		Mobile app from DCS	Included
9			Mobile Assessor - DISTO					Depends on # of Mobile			Mobile app from DCS	Additional Fees -- will need to understand what the fees are This is normally \$500 + (\$350 per Mobile) in one-time fees, and \$87.50 per Mobile per year in annual fees. However, with the purchase of AdvancedMaps (already in the quotes I provided) then this comes down to (\$315 per Mobile) in one-time fees, and the \$500 setup is waived.... but the annual is still \$87.50 per mobile per year. NOTE: we also get discounts from Leica on the Disto devices themselves. We get anywhere from 10-25% off of retail. I'd need to know how many devices they'd want, and then could quote the hardware costs too if they'd want to get them through us.
10	7.		Assessor Requirement #442	136.00	\$ -	\$ -			in use case WASNO-UseCase-33 Val mod, originally billed at 27,200 for 136 hours, however this is no longer a gap.		OK	Nonbillable
11	8.		Assessor Requirement #22	136.00	\$ 200.00	\$ 27,200.00	\$ (27,200.00)		in use case WASNO-UseCase-82 Model Setup		We do not need this customization work completed. We will live without it. A single parcel lock will work.	Declining
12	9.		Assessor Requirement #637	136.00	\$ -	\$ -			In Public Access use Cases. Demonstrated satisfactorily in terms of client configurability. Was originally 136 hours at 27200. If county does not agree that public access was demonstrated as client configurable, this customization cost will be reinstated.		OK	Nonbillable
13	10.		Assessor Requirement #1700	136.00	\$ 200.00	\$ 27,200.00	\$ (27,200.00)		Need information on Imaging System being used by County - Not in a Use Case		We do not need this customization work completed. We will live without it.	Declining
14	11.		Assessor Requirement #880	272.00	\$ 200.00	\$ 54,400.00	\$ (54,400.00)		in use case WASNO-USECASE-197 MOBILE - This item was \$4,500 based on our built in mobile option		Mobile app from DCS	Included
15	12.		Assessor Requirement #399	408.00	\$ 200.00	\$ 81,600.00	\$ (81,600.00)		System allows for one-off tracking of income & expense data -Related to Income Approach, but do not see it called out in use case.		We do not need this customization work completed. We will live without it.	Declining
16	13.		Assessor Requirement #424	68.00	\$ 200.00	\$ 13,600.00	\$ (13,600.00)		in use case WASNO-UseCase-179 Appeals (Petitions) 4.15. Would like to meet with the county once more to discuss Aumentum Case Management module. This requirement customization cost was originally 13,600 - but we feel that it may not be necessary if the county uses Aumentum Case Management		The Assessor and the BOE have agreed to use the Case Management system available in Aumentum. Therefore, we will not need this customization.	Declining
17	14.		Assessor Requirement #151	680.00	\$ -	\$ -			Associated with Cost Model Maintenance but not called out specifically, (not listed in requirements in Use Case) but also listed in RFP as Roadmap and non billable.		OK	Nonbillable
18	15.		Assessor Use Case-33 - Val Mod	20.00	\$ 200.00	\$ 4,000.00			If the county wants a workflow customization for additional signature - 1 workflow customization at 20 hours		WA State requires 2 signatures. We need this work done but do not feel we should have to pay for it.	County wants to proceed
19	16.		Treasurer Use Case-15 PTC Value Modification Recalculation of Taxes	20.00	\$ 200.00	\$ 4,000.00	\$ (4,000.00)		If the county wants a workflow customization for additional review for certain types of corrections - 1 workflow customization at 20 hours	We would like this included in the contract as an option. The charge should only be incurred if the option is exercised.	Treasurer	OPTIONAL - will have CR to include if later decided they are needed -- will be at this quoted value
20	17.		From Fil Analysis	320.00	\$ 200.00	\$ 64,000.00			Import values via excel		We do not need this customization if we can import values via CSV file.	County wants to proceed

A	B	C	D	E	F	G	H	I	J	K	L	M
21	18.	Assessor Use Case-68 RPA Value 4.9	640.00	\$ 200.00	\$ 128,000.00				What if processing outlined in use case		We need more tools in the system to try out component value changes and be able to statistically measure the results. We do want to explore this option. We do this now through extracts and statistical analysis outside the system after applying changes to our production environment.	County wants to proceed
22	19.	Assessor Use Case-111 Levy Reports	60.00	\$ 200.00	\$ 12,000.00		\$ (12,000.00)		If changes to existing Tax Rates by TAG report desired		All levy reports are required by WA State and should be included.	OPTIONAL - will have CR to include if later decided they are needed -- will be at this quoted value
23	20.	Assessor Use Case-111 Levy Reports	60.00	\$ 200.00	\$ 12,000.00		\$ (12,000.00)		IF TR is to change existing data service that supports letters		All levy reports are required by WA State and should be included.	OPTIONAL - will have CR to include if later decided they are needed -- will be at this quoted value
24	21.	Assessor Use Case-111 Levy Reports	40.00	\$ 200.00	\$ 8,000.00		\$ (8,000.00)		IF TR is to change existing data service that supports letters		All levy reports are required by WA State and should be included.	OPTIONAL - will have CR to include if later decided they are needed -- will be at this quoted value
25	22.	Assessor Use Case-111 Levy Reports	40.00	\$ 200.00	\$ 8,000.00		\$ (8,000.00)		If changes to existing Top Tax Payers report desired		All levy reports are required by WA State and should be included.	OPTIONAL - will have CR to include if later decided they are needed -- will be at this quoted value
26	23.	Treasurer Use Case-180 Treasurer Website	120.00	\$ 200.00	\$ 24,000.00				If the Tax Estimator for excise is required a separate meeting will be necessary to determine scope and pricing.	This calculator has been requested so that LID/LUD/RID payments can be made online as well.	Treasurer	County wants to proceed - Need a value from Jillian
27	24.	New Market Aumentum Dev.	all requirements - WA Development	675.00	\$ 200.00	\$ 135,000.00					Not sure why this is called out???	Included
28	25.	New Market Aumentum Dev. Mobile Assessor with Data Cloud Discount	all requirements - WA Development	6,860.00	\$ -	\$ -			New Market Development at no charge		OK	NA
29			Software Customization Total		\$ 691,400.00	\$ (285,600.00)	\$ (50,800.00)	\$ (108,000.00)				
31												
32			New Customization Total		\$ 247,000.00							