



**Unemployment Insurance Tax Requirements Project  
Financial Management Bureau (FMB)  
Appendix 5.2A – Requirements Listing**



The following are FMB’s requirements specific to the UI Tax project. Only new requirements are presented. General requirements that were identified but previously documented are not presented as they are documented in the Supplemental Requirements Specifications document delivered in August 2007.

	<b>Process – Use Case Requirements</b>	<b>Meet</b>	<b>Partially Meet</b>	<b>Not Currently Included</b>	<b>Comments</b>
<b>Financial Management Bureau (FMB)</b>					
	<b>15.1 Post Journal Transactions to SHARE</b>				
	1. The UI Tax system shall generate the summary accounting transactions from the Accounting Summary report.				
	2. The UI Tax system shall retain the detailed accounting transactions that support each day’s summary journal entry transactions.				
	3. The UI Tax system shall maintain running, actual totals for each revenue type (e.g., federal clearing account, state trust fund, and P&I) collected by NMDWS.				
	4. The UI Tax system shall calculate the appropriate revenue distributions for each bank deposit based on the running actual totals for each revenue type.				
	5. The UI Tax system shall allow authorized users to adjust the running, actual totals to reflect transfers out of the bank accounts to USDOL, State Investment Council, etc.				
	<b>15.2 – CWC Payments via ASAP</b>				
	1. Any detailed accounting transactions in the UI Tax system and the summary accounting transactions to SHARE shall reflect that CWC payments are benefit reimbursements, not employer contributions.				
	2. FMB shall have access to open and close work items in the UI Tax system workflow component.				



	<b>Process – Use Case Requirements</b>	<b>Meet</b>	<b>Partially Meet</b>	<b>Not Currently Included</b>	<b>Comments</b>
	<b>15.3 – Quarterly Receivables Posting</b>				
	1. The program developed to fulfill the requirements documented in NMDWS TAX 3.18 Aging of Receivables use case shall create a file of adjusting journal entries for the SHARE system when processing data for the end of each quarter.				
	2. The file of adjusting journal entries shall reflect the net change of the accounts receivables balance since the end of the prior quarter.				
	3. The UI Tax system shall break down the receivables balance according to business rules.				
	<b>15.4 – Redeemed Warrants Reconciliation</b>				
	1. The system shall allow authorized users to locate warrants using the warrant number and/or employer account number.				
	2. The reconciliation process shall include error handling for situations such as invalid warrant numbers or a warrant number already flagged as redeemed.				
	3. The system shall allow an interface from the bank to the UI Tax System for the redeemed warrants reconciliation process.				
	4. The workflow component of the UI Tax system shall be configured to notify FMB of Tax-related tasks.				
	<b>15.5 – Unredeemed Credits Selection</b>				
	1. The system shall contain the capability to identify credits meeting the state’s unclaimed property business rules.				
	2. The system shall generate unclaimed property letters to employers with records written to the unclaimed property file.				
	3. The system shall include the ability to flag a credit as unclaimed property.				
	4. The system shall generate the appropriate accounting transactions				



	<b>Process – Use Case Requirements</b>	<b>Meet</b>	<b>Partially Meet</b>	<b>Not Currently Included</b>	<b>Comments</b>
	for credits classified as unclaimed property.				
	<b>FMB Supplemental Functional Requirements</b>				
	5. The system shall have the capability to allow refund cancellations/reversals (see NMDWS TAX 3.13 Returned Warrants Processing use case) and reissues (see NMDWS TAX 3.12 Employer Refund Processing use case).				
	6. The system shall have the capability to generate appropriate general ledger transactions and journal vouchers for cancelled/voided refund checks (see NMDWS TAX 3.13 Returned Warrants Processing use case).				
	7. General ledger account transactions shall track and account for the breakdown of reimbursable payments and charges for state and local governments and non-profit organizations (see 2.12 NMDWS TAX 2.12 Posting Payments use case, NMDWS TAX 3.15 Trial Balance use case, NMDWS TAX 3.16 Accounting Summary use case, and NMDWS TAX 3.17 Daily Transaction Detail use case).				
	8. Prepayment amounts shall be reclassified and posted to an employer’s account as a payment when a benefit charge is applied to the same account (see NMDWS TAX 5.03 Benefit Charge Adjustments use case and NMDWS TAX 5.04 Benefit Charge Statements use case).				
	9. Appropriate accounting transactions and journal entries shall be generated when a prepayment is reclassified as a payment to a reimbursable employer’s account (see NMDWS TAX 5.03 Benefit Charge Adjustments use case and NMDWS TAX 5.04 Benefit Charge Statements use case).				