



# **Enforcement Operations Agreement**

## **Schedule 2**

### **Appendix 06 - MIS Data Requirements Overview**

**tfl\_scp\_000555**

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## **1 APPENDIX 06 – DATA REQUIREMENTS OVERVIEW**

This overview is indicative only and not an exhaustive set of Data requirements. Detailed Data requirements will be developed and agreed with the Service Provider at the system design stage. The relationships required between each of these Data areas will be jointly agreed and defined as part of the system design.

The MIS will store all delta versions of the Data, so each Data area may contain historical versions of a record (including reason codes associated with changes) as well as the most current version.



## REPs, APPEALS, STAT DEC'S

Data to include, but not limited to:

### Representation

- Rep ID
- Penalty Charge number
- Date representation received
- Reason for representation
- Channel
- Date representation decision/closed
- Representation decision (accept, reject, etc)
- Representation accept/reject reason code
- Cancellation flag
- PCN re-issued flag

### Appeals

- Appeal ID
- Penalty Charge number
- Date appeal received by PATAS
- Date appeal received by TfL
- Appeal case number
- Appeal hearing date
- Reason for appeal
- Date appeal pack sent to independent adjudicator
- Date of appeal decision
- Appeal decision (allowed, not contested, refused, etc)
- Reason for decision
- Cancellation flag

### Statutory declarations

- Penalty Charge number
- Date of stat dec
- Reason/ground
- Outcome

## FINANCE

Data to include, but not limited to:

### Penalty Charge payments

- Payment ID
- Penalty Charge number
- Payment date
- Channel (web, call, etc)
- Payment amount

### Refunds:

- Refund ID
- Penalty Charge number
- Link back to original payment
- Refund date
- Refund amount
- Refund reason (duplicate payment, cancellation, etc)

### Bad debtors:

- Linked back to Penalty Charge number, VRM, debtor type
- Date raised
- Amount owed
- Bad debt provision
- Bad debt written off

### Management accounting structure:

- Profit centres (e.g. Penalty Charge type)
- Other cost and revenue objects (diplomatic debtors, foreign debtors, contravention type etc.)

### Chart of accounts

- Income/expenditure control accounts (income, bad debt write off, bad debt expense)

TfL accounting periods

