



Business Operations Agreement

Schedule 2

Appendix 14 - MIS Data Requirements Overview

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Service Operations Directorate
Transport for London
4th Floor, Palestra
197 Blackfriars Road
Southwark London SE1 8NJ

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1 APPENDIX 14 – 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.

FINANCE

Data to include, but not limited to:

- Scheme ID

Charge purchase payments:

- Transaction ID
- Charge ID
- Date purchased
- Charge type (standard daily, PND, resident daily, etc)
- Channel (web, phone, etc)
- Dates charge valid from/to
- VRM(s)
- Charge amount

Admin charges:

- Transaction ID
- Admin charge ID
- Date purchased
- Admin charge type (new VRM, renewal, etc)
- Channel (web, phone, etc)
- VRM(s)
- Admin charge amount

Fleet statements:

- Statement ID
- Statement issue date
- Statement period
- Statement balance
- Payment collection date

Fleet payments:

- Transaction ID
- Charge ID
- VRM(s)
- Journey date(s)
- Charge type (regular, ad-hoc, admin, etc)
- Charge amount
- Channel (direct debit, web, phone, etc)

Auto pay statements:

- Statement ID
- Statement issue date
- Statement period
- Statement balance
- Payment collection date

Auto pay payments:

- Transaction ID
- Charge ID
- VRM(s)
- Journey date(s)
- Charge type (regular, ad-hoc, admin, etc)
- Charge amount
- Channel (recurring payment card, web, phone, etc)

FINANCE CONTINUED

Data to include, but not limited to:

Reimbursements:

- Payment date
- Journey date
- VRM
- Payment amount
- Reason for journey
- Claim successful?
- Reason for rejection

Refunds:

- Refund ID
- Linked back to original payment
- Refund date
- Refund amount
- Refund reason (charge, admin fee, etc)

Bad debtors:

- Linked back to customer/service
- Date raised
- Amount owed
- Bad debt provision
- Bad debt written off

Deferred income:

- Linked back to charge type/customer/service

Management accounting structure:

- Profit centres (e.g. fleet, discounts, standard charges, residents)
- Other cost and revenue objects (diplomatic debtors etc.)

Chart of accounts:

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

TfL accounting periods

