

OHIO'S PAPERLESS ENVIRONMENT:

OFAST / E-AUDIT / CENTRAL LOCATION /
SECURE FILE TRANSFER SYSTEM

RUSS HUPP, ADMINISTRATOR

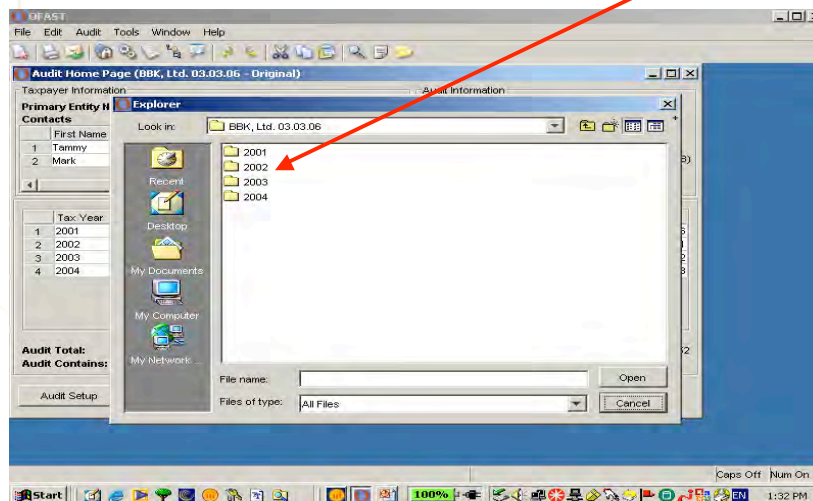
BRAD TOMLINSON, ASSISTANT ADMINISTRATOR

OHIO DEPARTMENT OF TAXATION, AUDIT DIVISION

FILE STRUCTURE

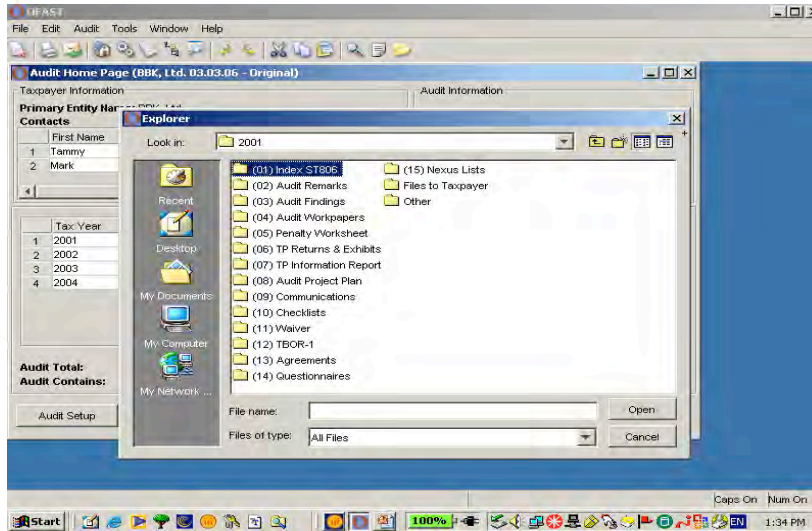
AUDIT PERIODS

EACH PERIOD
STANDS ALONE



Audit File Structure

THE FOLDERS ARE THE SAME AS THE TABS IN THE PAPER FILE



Exhibits

EXHIBITS ARE PLACED WITHIN THE FOLDERS USING THE SAME LOGIC AS IF YOU WERE DEALING WITH A PAPER FILE

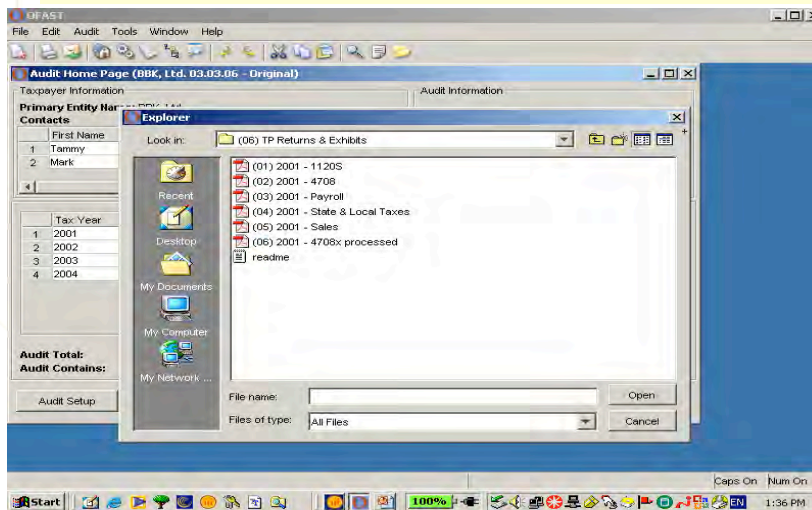


Exhibit Content

- Exhibits can be any format:
 - PDF
 - Tif
 - Excel
 - Word
 - Access
 - Etc.

SPECIAL FEATURE:

- CREATING LINKS FROM THE INDEX AND AUDITOR REMARKS TO THE EXHIBITS IS AN EXCELLENT WAY TO MAKE THE REVIEW PROCESS MORE EFFICIENT

THE E - AUDIT

TESTING HAS NOW BEEN COMPLETED. IN FACT, MANY AUDITORS OUTSIDE OF THE TEST GROUP HAVE BEGUN TO EXPERIMENT WITH THE PROCESS AND HAVE ADDED TO ITS CONTENT AND DEVELOPMENT

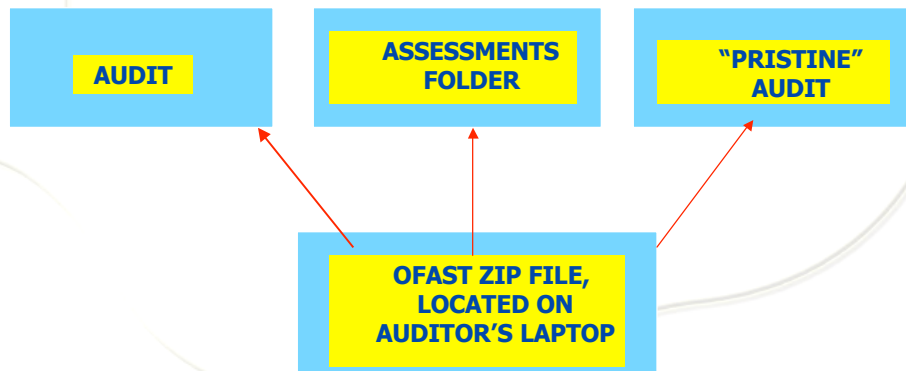
AT THIS TIME; PAPERLESS AUDITS ARE OPTIONAL; HOWEVER, IN THE *VERY NEAR FUTURE*, THE PROCESS WILL BECOME THE STANDARD OF HOW THE AUDIT DIVISION PERFORMS AUDITS, SINCE IT IS ESSENTIAL FOR THE USE OF OTHER SYSTEMS / PROCESSES TO BE DISCUSSED LATER IN THIS PRESENTATION.

CENTRAL LOCATION UPGRADES

- **ABILITY FOR THE ASSESSMENT GROUP TO DOWNLOAD THE "ASSESSMENTS" FOLDER AND UPLOAD DATA PLACED IN THE "ASSESSMENTS" FOLDER (INCLUDING APPEALS INFORMATION) THROUGH USE OF A BUTTON ON THE CENTRAL LOCATION SCREEN**

CENTRAL LOCATION UPGRADES (IN PROGRESS)

- UPLOAD ZIP FILES USING DROPDOWNS (AUDIT UPLOAD / ASSESSMENT UPLOAD) INVISIBLE TO THE AUDITOR, THE ZIP WILL BE SPLIT INTO THREE SEPARATE FILES WHEN SAVING UP TO CENTRAL LOCATION.



CENTRAL LOCATION UPGRADES (IN PROGRESS)

■ FULLY IMPLEMENTED BY OCTOBER OF 2007:

- NEW SCREEN USING MORE EFFICIENT SEARCH CAPABILITIES
- ABILITY TO REPORT ON AUDITOR ACTIVITY (FILES IN /OUT/TOTAL)
- ABILITY TO STORE MUCH LARGER FILES (1GB)
- ABILITY TO UPLOAD AND DOWNLOAD ASSESSMENT INFORMATION ONLY

SECURE FILE TRANSFER SYSTEM

- **AUDIT DIVISION IS PILOT FOR EXPANDING USE TO FULL DEPARTMENT**
 - **WHAT IS THE SECURE FILE TRANSFER SYSTEM?**
 - **HOW DOES THE SECURE FILE TRANSFER SYSTEM WORK?**
 - **WHEN AND HOW AM I TO USE IT?**

SECURE FILE TRANSFER SYSTEM

- **WHAT IS THE SECURE FILE TRANSFER SYSTEM?**

A SECURE SERVER, ACCESSABLE THROUGH THE INTERNET, THAT WILL ALLOW THE TAX DEPARTMENT TO TRANSFER LARGE DATA FILES FROM AND TO TAXPAYERS, POTENTIALLY ELIMINATING THE NEED TO USE MAIL, UPS, ETC.

SECURE FILE TRANSFER SYSTEM

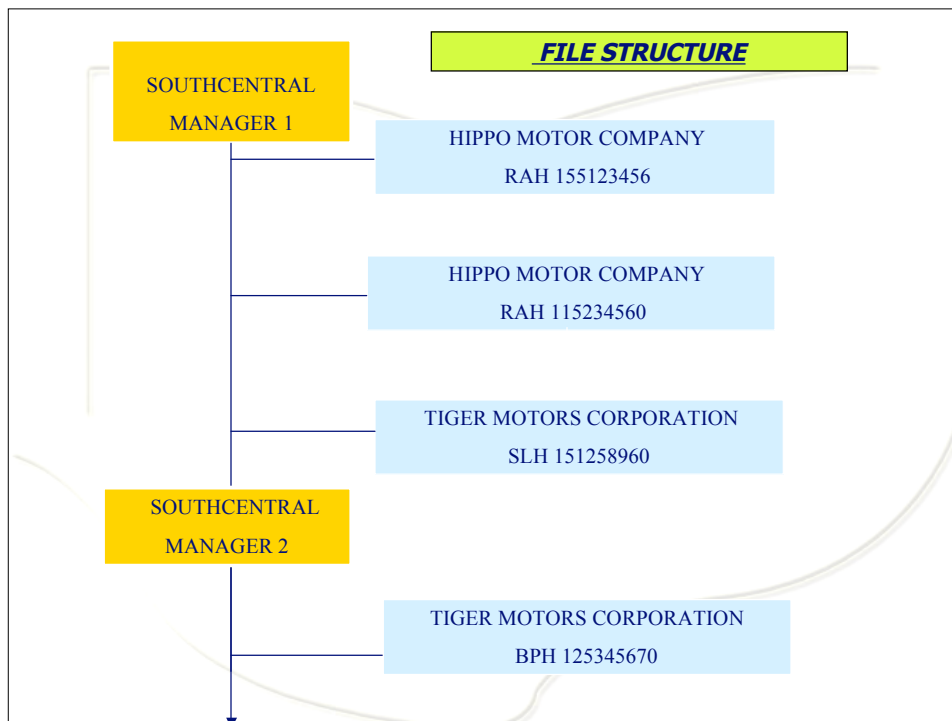
- **HOW DOES THE SECURE FILE TRANSFER SYSTEM WORK?**
 - **USER WILL COMPLETE A "SECURE FILE TRANSFER ACCOUNT REQUEST" (AVAILABLE ON TAXI INTRANET WEBSITE). WHEN COMPLETED, TAXI WILL AUTOMATICALLY SEND THE REQUEST TO AN AUDIT MANAGEMENT MAILBOX WITH A COPY TO THE PERSON WHO IS MAKING THE REQUEST.**
 - **INFORMATION SERVICES DIVISION (ISD) WILL PICK UP THE REQUEST AND CREATE AN ACCOUNT FOR USE BETWEEN THE TAX DEPARTMENT AND THE TAXPAYER, SETTING UP A USER ID AND PASSWORD.**

SECURE FILE TRANSFER SYSTEM

- **HOW DOES THE SECURE FILE TRANSFER SYSTEM WORK?**
 - **THE AUDITOR WILL UPLOAD THE AUDIT FILE OR OTHER LARGE DATA FILE THAT OTHERWISE WILL NOT GO THROUGH EMAIL AND NOTIFIES THE TAXPAYER THAT THE FILE IS READY TO BE RETRIEVED BY THEM. AUDITOR PROVIDES THE TAXPAYER WITH THE AUDIT ASSIGNMENT NUMBER AS A "SECRET QUESTION" ANSWER FOR RETRIVAL OF USER NAME AND PASSWORD**
 - **UPON ENTERING THE SYSTEM, THE TAXPAYER WILL USE THE AUDIT ASSIGNMENT NUMBER TO ANSWER THE SECRET QUESTION ON SECURE EMAIL FROM ISD TO PICK UP THEIR USER ID AND PASSWORD. THIS WAY, THE AUDITOR WILL NOT KNOW THE PASSWORD FOR THE TAXPAYER.**

SECURE FILE TRANSFER SYSTEM

- HOW DOES THE SECURE FILE TRANSFER SYSTEM WORK?
 - THE TAXPAYER ENTERS THE SYSTEM, JUST AS YOU WOULD ACCESS YOUR PERSONAL BANKING SECURE WEBSITE, USING AN INTERNET CONNECTION AND BROWSER
 - THE TAXPAYER CAN ONLY SEE THEIR ACCOUNT; ALL OTHERS UNDER THE AUDITOR'S JURISDICTION ARE HIDDEN BY SECURITY. EACH AUDIT MANAGER HAS A "MAILBOX" ASSIGNED TO THEM. ONLY THOSE GIVEN THE PASSWORD FOR A PARTICULAR MAILBOX CAN ACCESS IT.
 - WHEN THE TAXPAYER LOCATES THE FILE AND HITS THE "DOWNLOAD" BUTTON, THE PROCESS IS INITIATED (TRANSFER RATE IS 5MB / MINUTE, DEPENDENT ON INTERNET CONNECTION SPEED)



SECURE FILE TRANSFER SYSTEM

- **WHEN AND HOW TO USE IT?**
 - **MOST SMALLER (5MB OR LESS) TRANSFERS OF INFORMATION OR REQUESTS FOR INFORMATION ARE TO BE ACCOMPLISHED THROUGH THE USE OF SECURE EMAIL. A COPY OF THE COVER EMAIL IS TO BE INCLUDED IN THE AUDIT FILE CORRESPONDENCE FOLDER.**
 - **LARGER FILES (OVER 5MB) ARE TO BE SENT TO THE TAXPAYER USING THE SECURE FILE TRANSFER SYSTEM**

SECURE FILE TRANSFER SYSTEM

- **BENEFITS:**
 - **POSTAGE AND OFFICE SUPPLY COSTS ARE ELIMINATED FOR TAX DEPARTMENT AND TAXPAYER ALIKE**
 - **TURNAROUND TIME FOR QUESTIONS AND ANSWERS ARE POTENTIALLY GREATLY DECREASED**
 - **SYSTEM WILL ALLOW THE AUDIT DIVISION TO TRANSMIT THE ENTIRE PAPERLESS "E-AUDIT" PACKAGE TO THE TAXPAYER, THEREBY PROVIDING ADDITIONAL CUSTOMER SERVICE**
 - **SYSTEM PROVIDES A "RECEIPT" INDICATING WHEN (OR IF) THE TAXPAYER HAS RECEIVED THE INFORMATION BEING TRANSFERRED**
 - **ASSESSMENT DELIVERY MAY ALSO BE ADDED TO THIS PROCESS, ELIMINATING THE STATUTORY REQUIREMENT OF CERTIFIED MAIL RECEIPT**

SECURE FILE TRANSFER SYSTEM: TAXPAYER'S PERSPECTIVE



**SECURE FILE TRANSFER
SYSTEM**

LIVE DEMONSTRATION