

## Appendix F - Reports Requirements

ID	As-Is Report Name	Report Description	Source Application	Report Type	What, When or Why	Used By	Frequency	How Generated	Notes
RP1	MT IFTA Annual Mileage Report	Generated annually 3rd Monday of March and on Demand for any time period used to select IFTA accounts for audit.	FTS	Canned		IAU, ACS	1-2/Y	Both Batch and On Demand	On Demand for 1st three quarters of prior year in January. Batch on 3rd Monday in March for 4 quarters of prior year.
RP2	Audited Mileage Table	Mileage by fleet by motor carrier.	IRP	Canned		IAU	115/Y	On Demand by User	Reports sent to printer; user cannot control destination or save to PDF.
RP3	Carrier Vehicle Listing	Listing of vehicles by motor carrier.	IRP	Canned		IAU, MCS	60/Y	On Demand by User	Reports sent to printer; user cannot control destination or save to PDF.
RP4	MARSS22	SABHRS deposits and journals generated by FTS, IRP and permits.	FTS	Canned	Part of daily deposit documentation.	Collections, ACS	1/D	Batch by Vendor	Reports sent to printer; user cannot control destination or save to PDF.
RP5	MARFN76	Detail activity for SABHRS journals submitted in the file to SABHRS for FTS.	FTS	Canned	Reconciliation documentation.	Collections, ACS	1/D	Batch by Vendor	Reports sent to printer; user cannot control destination or save to PDF.
RP6	MARFN75	Batch activity for payments entered in FTS for all tax types by bank number.	FTS	Canned	Part of daily deposit documentation.	Collections, ACS	1/D	Batch by Vendor	Reports sent to printer; user cannot control destination or save to PDF.
RP7	MT Cashier Journal	Activity for all payments entered in IRP.	IRP	Canned	Part of daily deposit documentation.	Collections, MCS	1/D	On Demand by User	Reports sent to printer; user cannot control destination or save to PDF.
RP8	Daily Cash Report	SABHRS fee distribution for each payment applied to an invoice in IRP.	IRP	Canned	Part of daily deposit documentation.	Collections, MCS	1/D	On Demand by User	Reports sent to printer; user cannot control destination or save to PDF.
RP9	RS Distribution Report	Summary distribution report SABHRS.	IRP	Canned	Part of daily deposit documentation.	Collections	1/D	Both Batch and On Demand	Reports sent to printer; user cannot control destination or save to PDF.
RP10	Foreign Fee Report	Listing of foreign fee activity by account number for each day in the date range.	IRP	Canned	Reconciliation documentation.	Collections	1/M	On Demand by User	Reports sent to printer; user cannot control destination or save to PDF.
RP11	MDC Report	Activity for all payments entered in IRP including payment activity that should not impact SABHRS.	IRP	Ad Hoc	Reconciliation documentation.	Collections	When needed	On Demand by User	Reports sent to printer; user cannot control destination or save to PDF.
RP12	MARAM03	All Accounts status change.	FTS	Canned	To look for closed/cancelled accounts.	MCS	1/D	Batch by Vendor	
RP13	MARAM04	Activity by User ID.	FTS	Canned	Used with MARCR23	MCS	1/D	Batch by Vendor	
RP14	MARAM05	Activity by transaction type.	FTS	Canned	To monitor activity.	ACS	1/D	Batch by Vendor	Review activity
RP15	MARFN81	All payments received	FTS	Canned	Looking at credential balances.	Collections, MCS	1/D	Batch by Vendor	Includes all payment activity not just deposits
RP16	MARFN82	Deposit batch resolution.	FTS	Canned	Deposit error notification.	Collections	1/D	Batch by Vendor	Answers the question, "Did the batch process run correctly?" Collections batch error.
RP17	MARFN88	Refund authorizations.	FTS	Canned	Required documentation.	Collections	1/D	Batch by Vendor	
RP18	MARSS03	Batch header error report.	FTS	Canned	Batch error notification.	Collections/ACS	1/D	Batch by Vendor	PD tax return batch error. Answers the question: "Did we get batches from MFS?"
RP19	MARAM19	View accounts with credit balance.	FTS	Canned	Used for managing credits.	Collections	1/D	Batch by Vendor	
RP20	MARTR78	Incomplete tax return report.	FTS	Canned	To complete returns.	Collections	1/D	Batch by Vendor	
RP21	MARCN17	Balance due with credit available.	FTS	Canned	Need for moving credits.	ASO, Collections	1/D	Batch by Vendor	
RP22	MABAM01	Account add/change (interfaced PD accts).	FTS	Canned	Error report.	ACS	1/D	Batch by Vendor	
RP23	MARTR65	IFTA transmittals and summary.	FTS	Canned	Used for reconciliations.	Collections	1/M	Batch by Vendor	Reports sent to printer; user cannot control destination or save to PDF.
RP24	MARTR72	Delinquent tax return.	FTS	Canned	TS listing of licensees that did not file.	Collections	1/M	Batch by Vendor	
RP25	MARTR56X	Broken Accounts Report.	FTS	Canned	List of unbalanced accounts.	ACS	1/M	Batch by Vendor	
RP26	Payment Inquiry Report	Used daily to generate credit card settlement report, plus what was settled for that date. (Query tool for all payment activity.)	Permits	Ad Hoc	Reconciliation documentation.	Collections, MCS	1/D and as needed to verify data	On Demand by User	Prints to PDF.
RP27	Deposit to SABHRS Cash and Checks	Detail Permitting deposits completed by collections staff to SABHRS.	Permits	Canned	Reconciliation documentation.	Collections	1/D	On Demand by User	Prints to PDF.
RP28	SABHRS Report	Generated at 2:00 pm contains the fee detail for all payments by permitting deposit number and SABHRS deposit.	Permits	Canned	Reconciliation documentation.	Collections	1/D	On Demand by User	Prints to PDF.
RP29	Deposit Reconciliation - Deposited	Permits for date range deposited in Permits.	Permits	Ad Hoc	Used for balancing.	Collections	1/D	On Demand by User	Prints to PDF.
RP30	Deposit Reconciliation - Not Deposited	Permits for date range not deposited in Permits.	Permits	Ad Hoc		Collections	1/D	On Demand by User	Prints to PDF.
RP31	Refund Report	All users who have issued point of sale refunds from specific begin and end dates	Permits	Ad Hoc	Used for research.	Collections, MCS	1/D	On Demand by User	Prints to PDF.
RP32	Credit Card Sent to SABHRS	Permits paid by credit card that have been sent to SABHRS	Permits	Ad Hoc	Used for reconciliations.	Collections	1/D	On Demand by User	Prints to PDF.
RP33	Deposit Report	Specific permitting deposit number	Permits	Canned	Documentation for deposit.	Collections, MCS	? (1/M?)	On Demand by User	Prints to PDF.
RP34	Permit Summary Report	By user, all users, one location, all locations, pick specific begin and end dates.	Permits	Canned	Used for research.	Collections, MCS	1/D	On Demand by User	Prints to PDF.
RP35	Courtesy Warning Ticket (CWT) Summary Report		Permits	Canned		MCS Enforcement	1/D	On Demand by User	Prints to PDF.
RP36	Weight Analysis Report	Reports by permitting account and analysis number	Permits	Canned		MCS L&P	?		
RP37	GVW Account Sheet	All or motor carrier specific.	Permits	Ad Hoc		MCS L&P	?		
RP38	Trip Permits	Trip Permit pdf document when permit has been completed.	Permits	Canned		MCS, Internet Carriers	When needed	On Demand by User	Prints to PDF. Actual permit.
RP39	Term Permits	Term Permit pdf document when permit has been completed.	Permits	Canned		MCS, Internet Carriers	When needed	On Demand by User	Prints to PDF. Actual permit.
RP40	Custom Combine Permits	Custom Combine Permit pdf document when permit has been completed	Permits	Canned		MCS, Internet Carriers	When needed	On Demand by User	Prints to PDF. Actual permit.
RP41	GVW fee permits	GVW Fee Permit pdf document when permit has been completed.	Permits	Canned		MCS, Internet Carriers	When needed	On Demand by User	Prints to PDF. Actual permit.

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RP42	Western Regional	Western Regional Permit pdf document when permit has been completed.	Permits	Canned		MCS	When needed	On Demand by User	Prints to PDF. Actual permit.
RP43	Book Permits	Book Trip or Term Permit pdf documents when permit has been completed.	Permits	Canned		MCS	When needed	On Demand by User	Prints to PDF.
RP44	Courtesy Warning Tickets	CWT Permit pdf document when permit has been completed.	Permits	Canned		MCS	When needed	On Demand by User	Prints to PDF.
RP45	DELETED	Counts deleted vehicles by date range.	IRP	Ad Hoc		MCS	When needed / Quarterly		IQ Report
RP46	RENWFLEET	Counts renewed fleets by date ranges (uses SVI).	IRP	Ad Hoc		MCS	When needed		IQ Report
RP47	VEHADDS	New (added) vehicles by date range.	IRP	Ad Hoc		MCS	When needed / Quarterly		IQ Report
RP48	JRKAPWRUNT	Power unit report, can also run this for buses & trailers.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP49	FLTCOUNT	IQ report to run the number of power unit fleets.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP50	REGTRUKBUS	IQ report - Bus and Trucks by vehicle type.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP51	VEHMAKE	IQ report to run the vehicle makes.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP52	MTTITLERPT	IQ report to run the Title Numbers by registration year.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP53	PRORATESVC	IQ report to pull all the IRP accounts with a specific prorate service physical address by registration years.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP54	POCPF001	Daily Federal Out of Service Report .	IRP	Ad Hoc		MCS	When needed		IQ Report
RP55	MTREGONLYS	REGONLY accounts in Common Account.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP56	MTRENLABEL	IRP Labels for quarterly mailings.	IRP	Ad Hoc		MCS	When needed / Quarterly		IQ Report
RP57	OUTSTNDBAL	Outstanding IRP Balances Report.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP58	MTACTIVEFL	IRP Report on Active Accounts.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP59	DUPVIN_RPT	DUPLICATE VIN DATA LISTING REPORT.	IRP	Canned		MCS	When needed	On Demand by User	Report Processing/ More Reports/ Additional Reports 2 =
RP60	INVVIN_RPT	INVALID VIN DATA LISTING REPORT.	IRP	Canned		MCS	When needed	On Demand by User	Report Processing/ More Reports/ Additional Reports 2 =
RP61	PIDPF001	OUT OF SERVICE SUMMARY REPORT.	IRP	Canned		MCS	When needed	On Demand by User	Report Processing/ More Reports/ Additional Reports 2 =
RP62	PIDPF002	OUT OF SERVICE DETAIL REPORT.	IRP	Canned		MCS	When needed	On Demand by User	Report Processing/ More Reports/ Additional Reports 2 =
RP63	POCPF001	PRISM: OOS ISSUED/RESCINDED.	IRP	Canned		MCS	When needed	On Demand by User	Report Processing/ More Reports/ Additional Reports 3 =
RP64	MCFPRCD	IPR RENEWAL ACCOUNT.	IRP	Canned		MCS	When needed		Inquiry Processing / USDOT Inquiry/ Put in the USDOT # and click submit.
RP65	USDOT Inquiry	USDOT Inquiry Report and Screen.	IRP	Ad Hoc		MCS	When needed		IQ Report
RP66	Carrier List	Carriers number, account & fleet.	IRP	Ad Hoc		Audit	When needed	On Demand by User	IQ Report
RP67	IRP Renewals-MCS-150		IRP	Canned		MCS	When needed	On Demand by User	Actual document sent to Motor Carriers for renewal.
RP68	Temporary Authority		IRP	Canned		MCS	When needed	On Demand by User	Actual credential.
RP69	IRP cab cards		IRP	Canned		MCS	When needed	On Demand by User	Actual credential.
RP70	IFTA credentials		IFTA	Canned		MCS	When needed	On Demand by User	Actual credential.
RP71	Credit Card – 121501 / Discoverer Report	Monthly Credit card discoverer report.	Permits	Ad Hoc	Monthly.	MCS	When needed	On Demand by User	Discoverer Report
RP72	32J permits		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP73	Address Issues		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP74	Amendments		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP75	Boat Company Permits		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP76	Book Permits		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP77	Custom Combine		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP78	Dimensions Reports		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP79	Exxon Reports		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP80	IFTA accounts and status		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP81	Internet User access		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP82	MCS - find a permit		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP83	Mobile Homes		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP84	Oversize Permits		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP85	Permit Count		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP86	Registrant USDOT		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP87	Routes		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP88	Third Party - MCSIP Report		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP89	TIN Search		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP90	Triples		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP91	USDOT Report		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP92	Users – Security		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP93	Western Regional Report		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP94	Xerox Security check		Permits	Ad Hoc		MCS	When needed	On Demand by User	Discoverer Report
RP95	PD/PW credits 2 reports	TS report of Distributor credits.	FTS	Ad Hoc	See Notes.	Collections/ACS	daily	On Demand by User	Discoverer-verify SABHRS 2101 balance
RP96	Credential credits	TS report of credential payments not used.	FTS	Ad Hoc	See Notes.	Collections/ACS	weekly	On Demand by User	Discoverer-reconcile credentials
RP97	Credential balance due	TS report credentials issued with no payment.	FTS	Ad Hoc	See Notes.	Collections/ACS	weekly	On Demand by User	Discoverer-reconcile credentials
RP98	New accounts issued by tax type	TS report used to create files for new accounts.	FTS	Ad Hoc	See Notes.	Collections/ACS	monthly	On Demand by User	Discoverer-create files
RP99	IFTA AMPG-TMPG	TS report tax returns generating small balances.	FTS	Ad Hoc	See Notes.	Collections/ACS	monthly	On Demand by User	Discoverer-identify small balances
RP100	Credential payments 1 account	TS credential reconciliation.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-reconcile credentials

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RP101	Credentials issued 1 account	TS credential reconciliation.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-reconcile credentials
RP102	TIN changes	TS listing of TIN changes.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-resolve discrepancies
RP103	Name and address reports	TS Mailing labels requires 2 reports for each run.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-used to create mailing labels
RP104	IFTA annual report verification accounts	TS Field audits, new accounts, decals issued.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-verify the accounts included in annual reports
RP105	IFTA accounts with current year decals	TS Verify decals were issued to all accounts .	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-verify that decals were issued on TS for all active IFTA
RP106	IFTA accounts current year license	TS Verify license issue to all accounts.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-verify that a license was issued on TS for all active IFTA
RP107	Assessed field audits	TS field audits posted with the year.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-pull only field audits assessed in TS
RP108	IFTA failure to renew for current year	TS accounts that have not renewed.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-cancel accounts that did not renew
RP109	Line item data from tax returns	TS tax return detail miles, gallons etc.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer- statistical data reports as needed
RP110	Tax type status reports	TS accounts and current status.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-tax type by status
RP111	Refunds processed	TS refunds processed by tax type.	FTS	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-number of refunds and amount by tax type
RP112	Access data reports	PS and CA access changes for month.	Permits	Ad Hoc	See Notes.	Collections/ACS	monthly	On Demand by User	Discoverer-verify changes to access
RP113	Permit Payment data	PS permits and associated date for date.	Permits	Ad Hoc	See Notes.	Collections/ACS	When needed	On Demand by User	Discoverer-research payments
RP114	Billing Notices	TS billing letters.	FTS	Canned	When a balance is owing.	Collections	When needed	Batch by Vendor	These are generated when a balance is owing in FTS.
RP115	IFTA Licensee File	Complete list with account information for renewals and tax returns.	FTS	Canned	To send renewals and tax returns.	Collections	Quarterly	Batch by Vendor	This is a FTP file sent to a secure drop box and MDT picks it up and manipulates the file for merging.
RP116	Western Regional Transmittals	Motor carriers that have purchased permits: to pay other jurisdictions per the Multi-State Agreement.	Permits	Canned		Collections	1/M	On Demand by User	PDF file is printed.
RP117	MARFN90	Balances past due with accrued interest.	FTS	Canned		Collections	1/M	Batch by Vendor	This report is used at FYE to record the AR balances. This could be an ad hoc report. FTS used by Collections currently prints monthly in the month end batch process.
RP118	MARFN93	Receivable ageing report. that is used monthly in the Month-End batch process.	FTS	Canned		Collections	1/M	Batch by Vendor	This could also be an ad hoc report. FTS used by Collections currently prints monthly in the month end batch process.