

AS-IS PROCESSES:

1. Motor Carrier Fleet and/or Vehicle Registration (IRP) [MCS]
2. Collections Receives New IRP Application with Payment [Admin]
3. Motor Carrier Fleet and/or Vehicle Registration Renewal (IRP) [MCS]
4. Cashiering Process for IRP Credentials and Transmittals [Admin]
5. Deposit Corrections Sub-Process [Admin]
6. A portion of the process was included in Process 4; other tasks are handled by Process 31 and has been removed [Admin]
7. Motor Carrier IFTA Licensing [MCS]
8. Motor Carrier IFTA Renewal [MCS]
9. Cashiering Process for Tax System (FTS) [Admin]
10. IFTA Bonding (as needed) [Admin]
11. IRP Transmittal and Payment Process [Admin]
12. IFTA Transmittal and Payment Process [Admin]
13. Establish Motor Fuels Taxes and Fees Audit Plan [Audit]
14. Conduct Motor Fuels Taxes and Fees Audit [Audit]
 - 14 a. Business Information Required for Process 14 [Audit]
15. Motor Fuels Taxes and Fees Post-Audit Activities [Audit]
16. Motor Carrier Vehicle Permit Issuing and End-of-Day Reconciliation [MCS]
17. Hand-Issued Permits Reconciliation [Admin]
18. Tax Billing and Collection [Admin]
19. IFTA Refund (Credentials and Tax) [Admin, MCS]
20. IRP Refund [Admin, MCS]
21. UCR registration and funds received directly by MDT [Admin, MCS]
22. Enter Manual Miscellaneous Financial Transactions (i.e. guard rail) [Admin]
23. Licensing for Compressed Natural Gas (CNG), Liquid Propane Gas (LPG), and Propane Distributors (PD) [MFS]
24. Dyed Fuel Citation Process and Fee Collection [Admin, MCS, MFS]

LEGEND

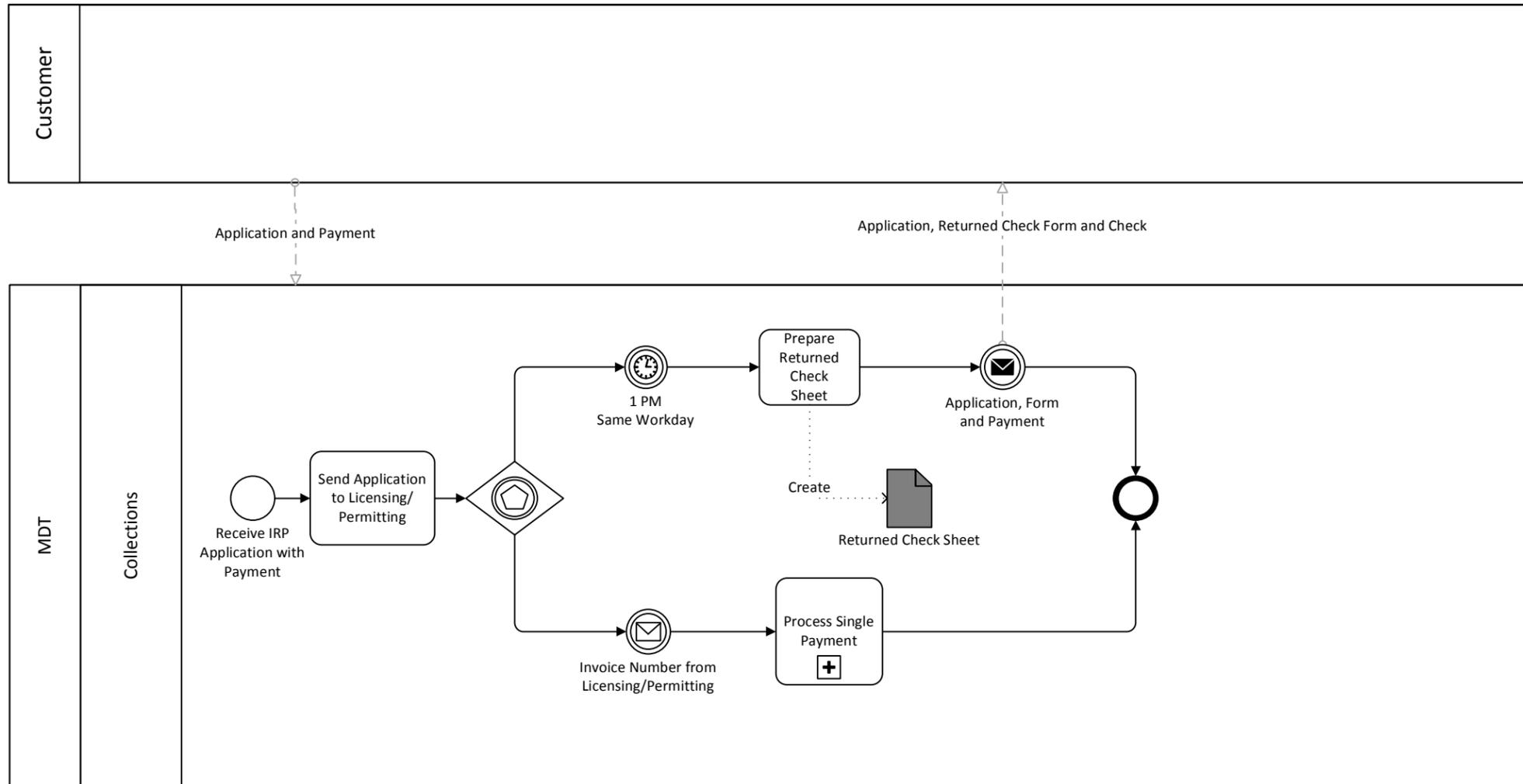
AP= Accounts Payable System	PP = Third Party Payment Processor
CM = Customer Manager System	SABHRS = State Accounting, Budgeting and Human Resources System
FTS = Fuel Tax System	SBA = State Bank Account Web Application
IRP = Vehicle Registration System	
Permits = Permitting System (including Oversize/Overweight and others)	

25. Non-Sufficient Funds (NSF) Check Processing [Admin, MCS]
26. Process Single Batch Sub-Process [Admin]
27. Process Mail with Checks/Cash [Admin]
28. End-of-Day Reconciliation [Admin]
29. Motor Carrier Vehicle Permit End-of-Day Collections Reconciliation [Admin]
30. Daily SABHRS Deposit Setup [Admin]
31. Deposit IFTA, IRP and Permits Payments Sub-Process [Admin]
32. Process Miscellaneous Checks and Cash Sub-Process [Admin]
33. Screen Vehicle and/or Motor Carrier [MCS]
34. Handle IRP Supplements [MCS]
35. Perform IRP Due Diligence Sub-Process [MCS]
36. Provision IFTA Decal [MCS]
37. Process Tax Returns [Admin]
38. Adjust Accounts [Admin]
39. Change Status(es) on Account [Admin]
40. Process Western Regional Transmittals and Payments [Admin]
41. Handle External User Security [MCS]
42. Handle Internal User Security [MCS]
43. Process Online Payments [Admin]
44. Handle IRP Receivables [MCS, Admin]
45. Process LP or NG Refund [Admin]
46. Provision Permit Sub-Process [MCS]
47. Provision Permit Amendment(s) [MCS]
48. Process Check Request Sub-Process [Admin]
49. Request Check or EFT Sub-Process [Admin]
50. Generate Routing Sub-Process [Admin]
51. Generate Vehicle Analysis Report [MCS]
52. Perform Field Work Sub-Process [Audit]
53. Enter Adjustments Sub-Process [Audit]

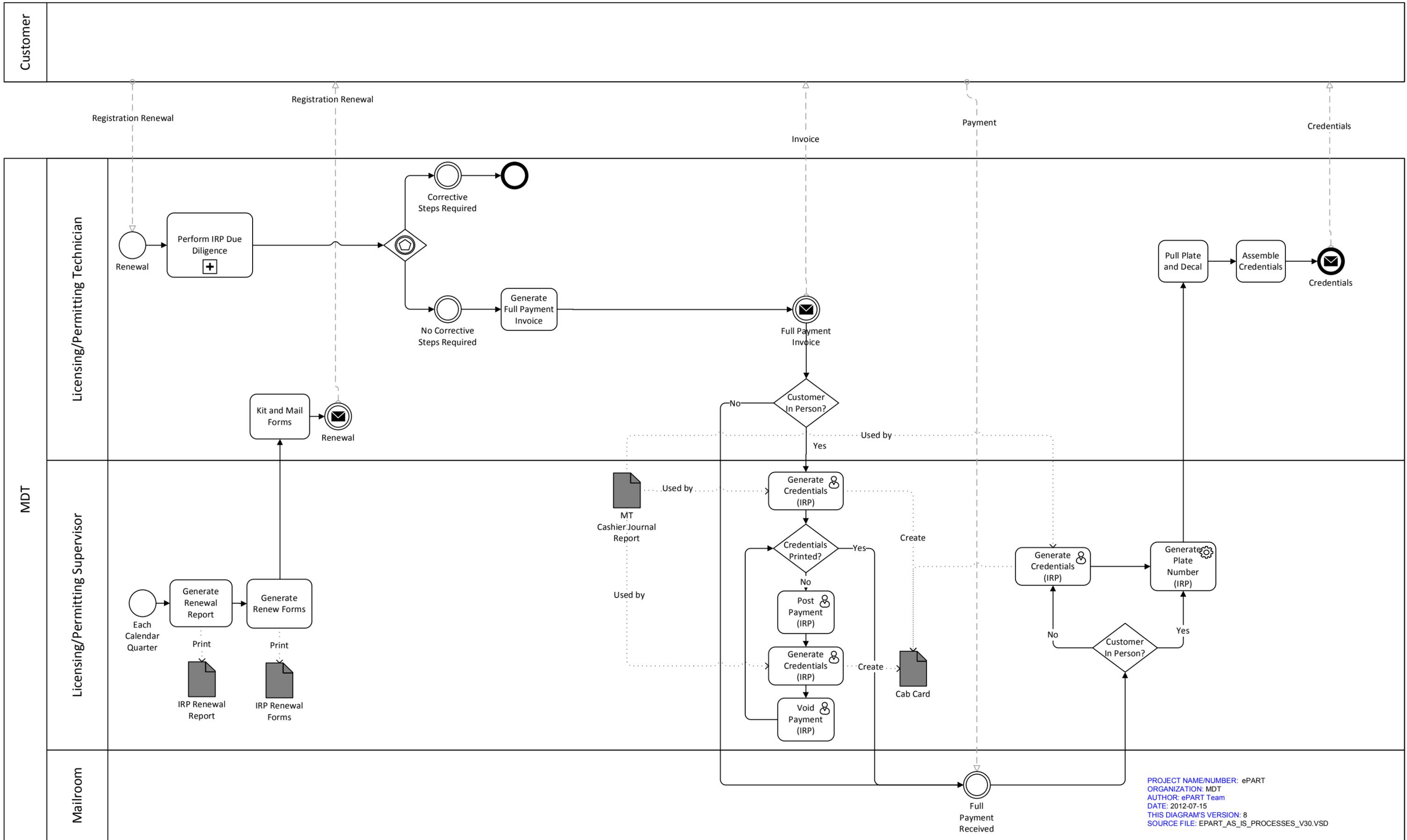
PROJECT NAME/NUMBER: ePART
ORGANIZATION: MDT
AUTHOR: ePART Team
DATE ENTIRE MODEL PUBLISHED: 2013-07-15
VERSION OF THE COMPLETE COLLECTION OF DIAGRAMS: 29*
SOURCE FILE: EPART_AS_IS_PROCESSES_V30.VSD

*NOTE: Individual diagrams have their own version numbers.

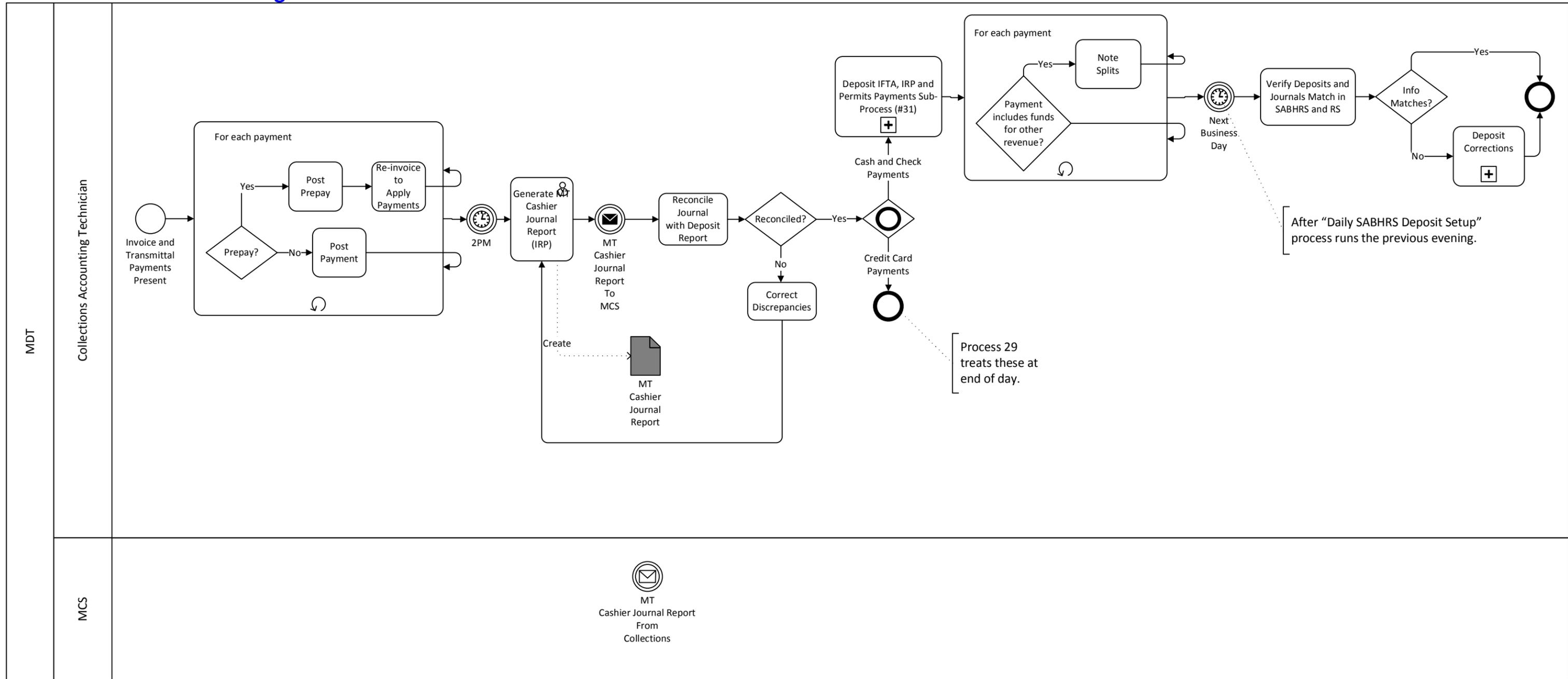
AS-IS PROCESS 2: Collections Receives New IRP Application with Payment



AS-IS PROCESS 3: Motor Carrier Fleet and/or Vehicle Registration Renewal (IRP)

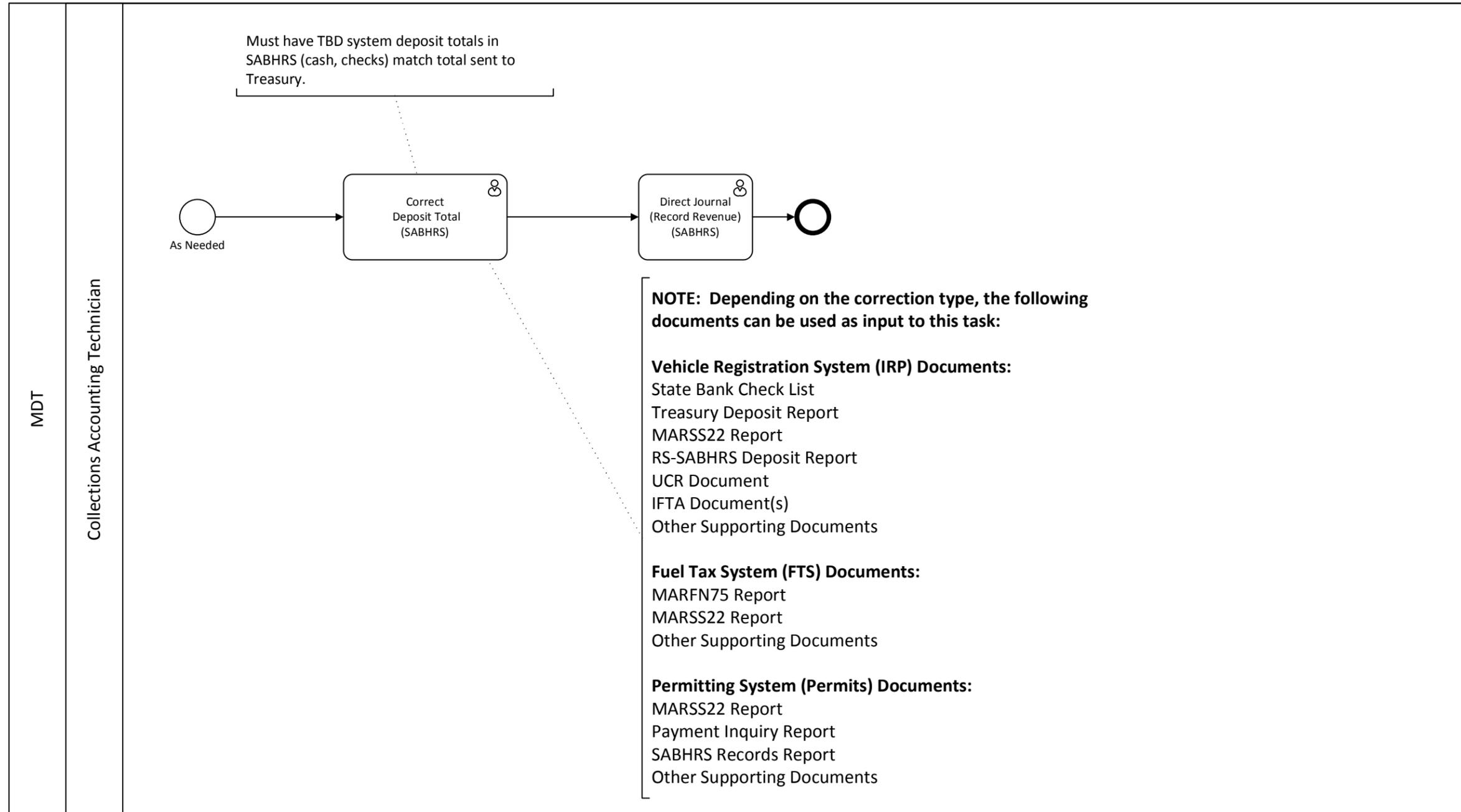


AS-IS PROCESS 4: Cashiering Process for IRP Credentials and Transmittals



AS-IS PROCESS 5: Deposit Corrections Sub-Process

Called from: Cashiering Processes for IRP credentials (4), Cashiering Processes for Tax System (9), Motor Carrier Vehicle Permit End-of-Day Collections Reconciliation (30)

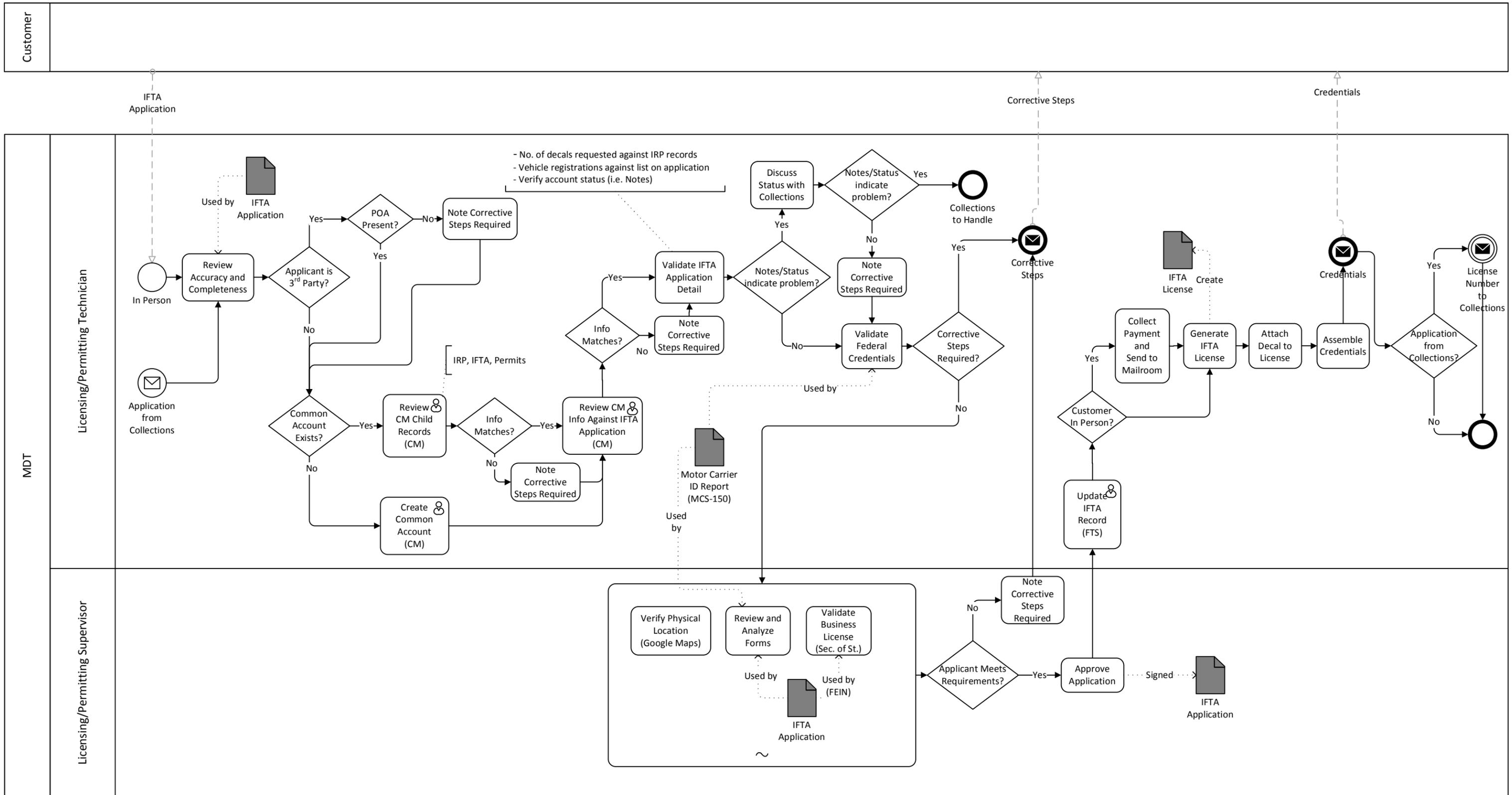


~~AS-IS PROCESS 6: Process Single IRP Payment Sub-Process (Removed)~~

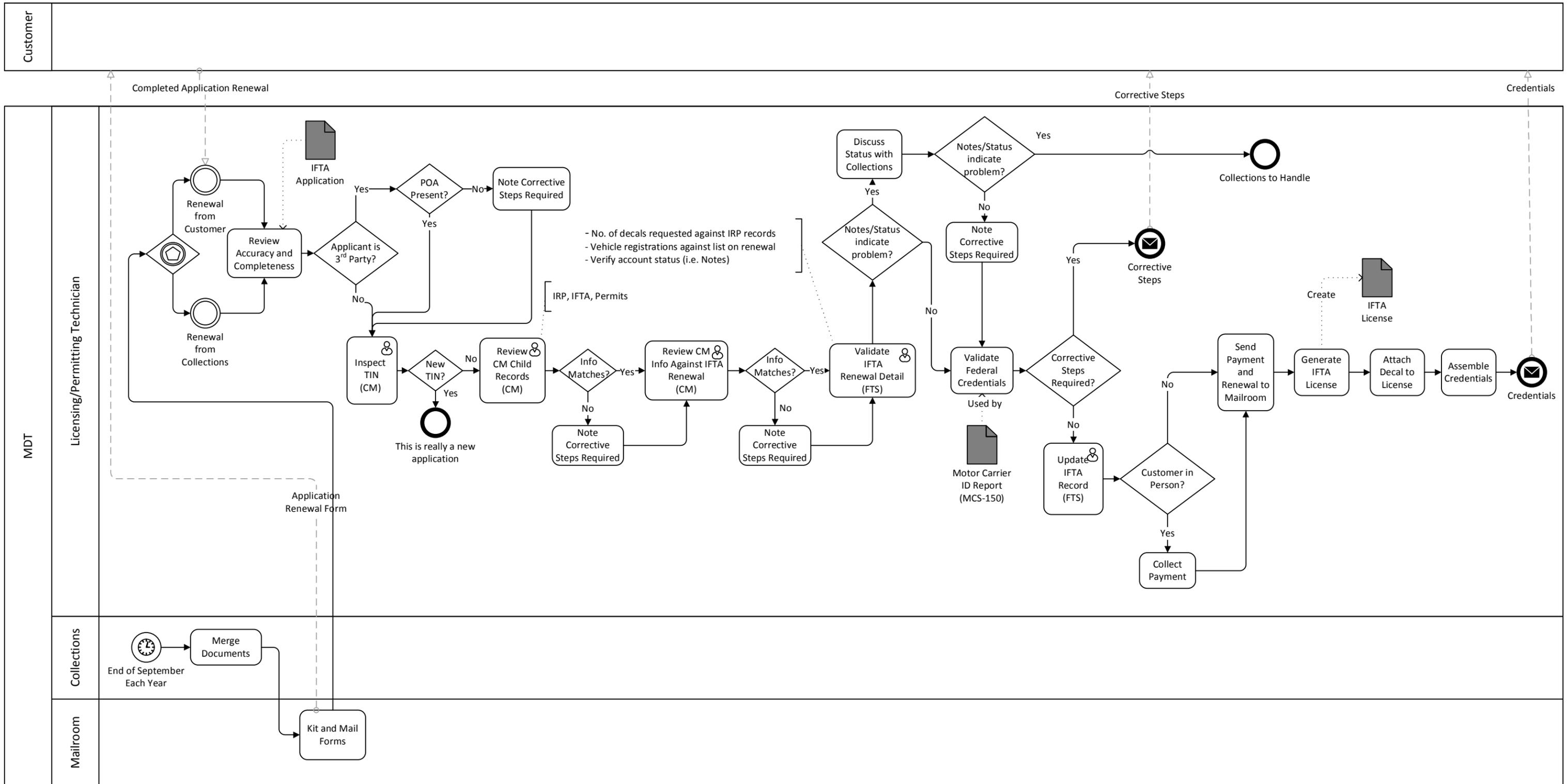
~~Called from: Cashiering Processes for IRP credentials (4)~~

NOTE: This process is deprecated. A portion of the process was included in Process 4; other tasks are handled by Process 31.

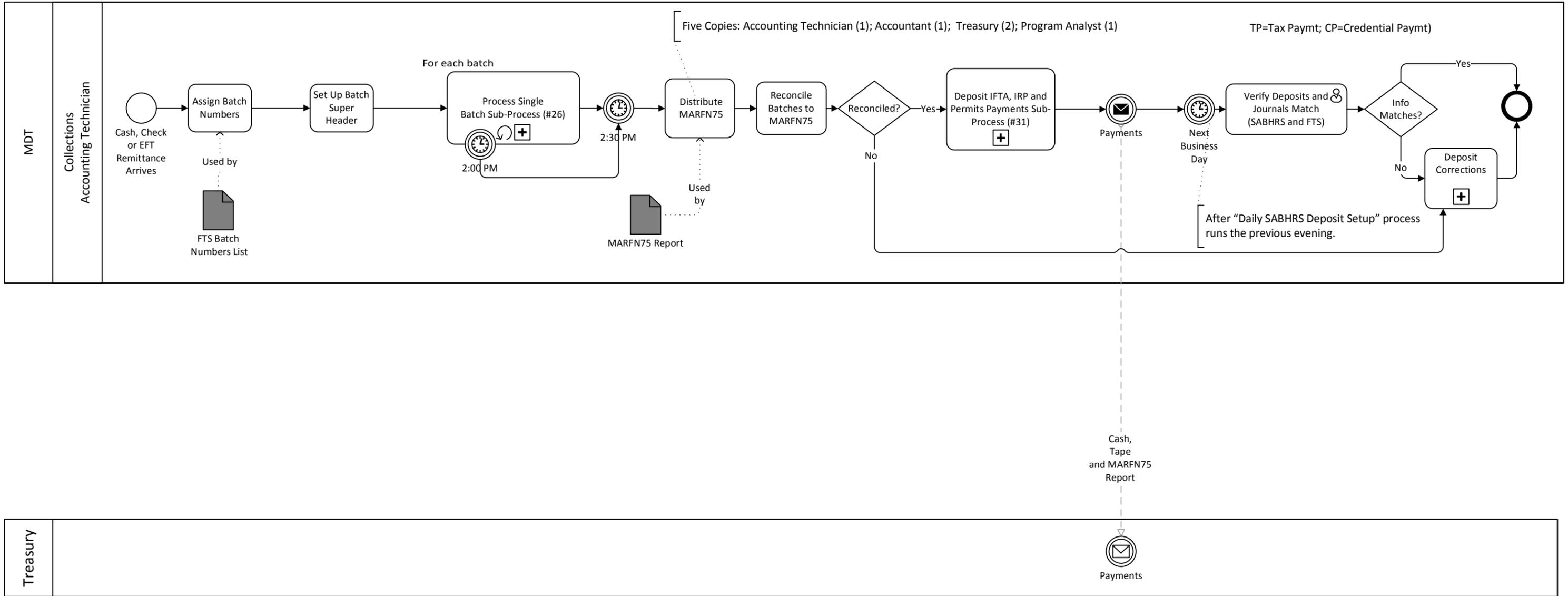
AS-IS PROCESS 7: Motor Carrier IFTA Licensing



AS-IS PROCESS 8: Motor Carrier IFTA Renewal



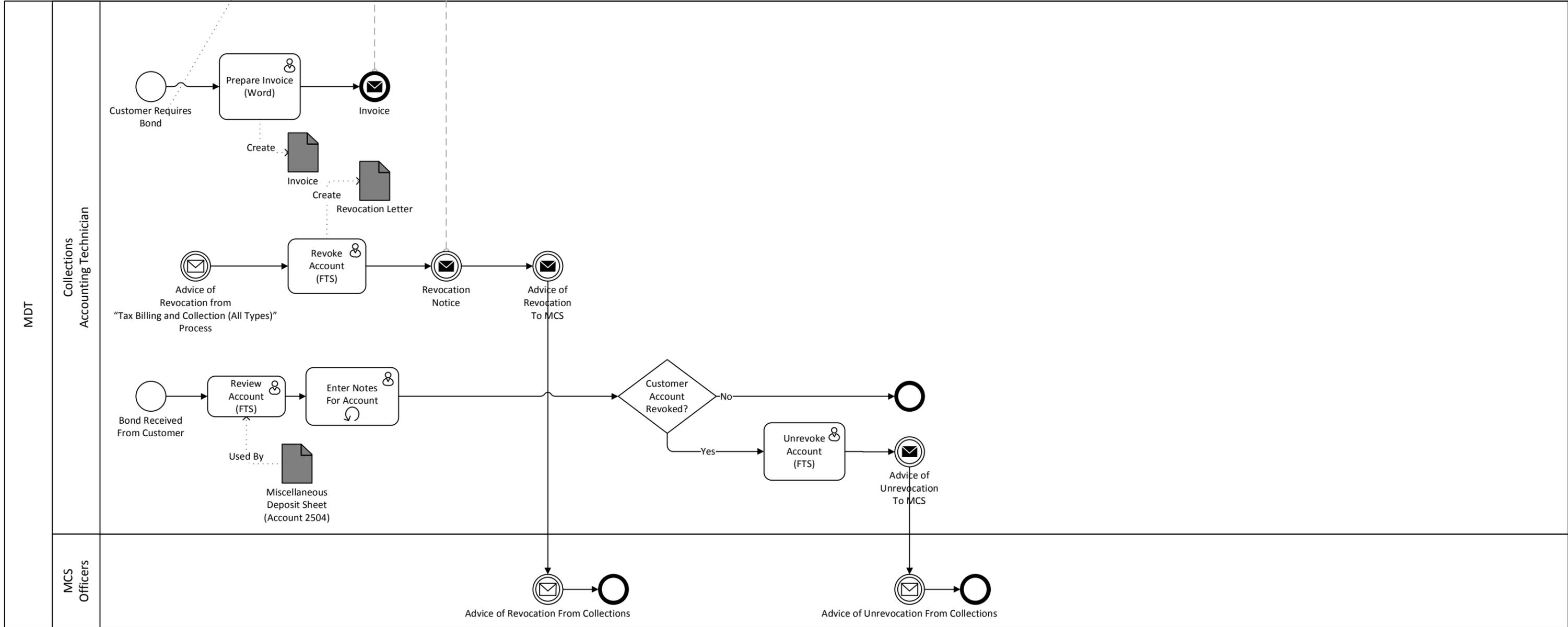
AS-IS PROCESS 9: Cashiering Process for Tax System (FTS)



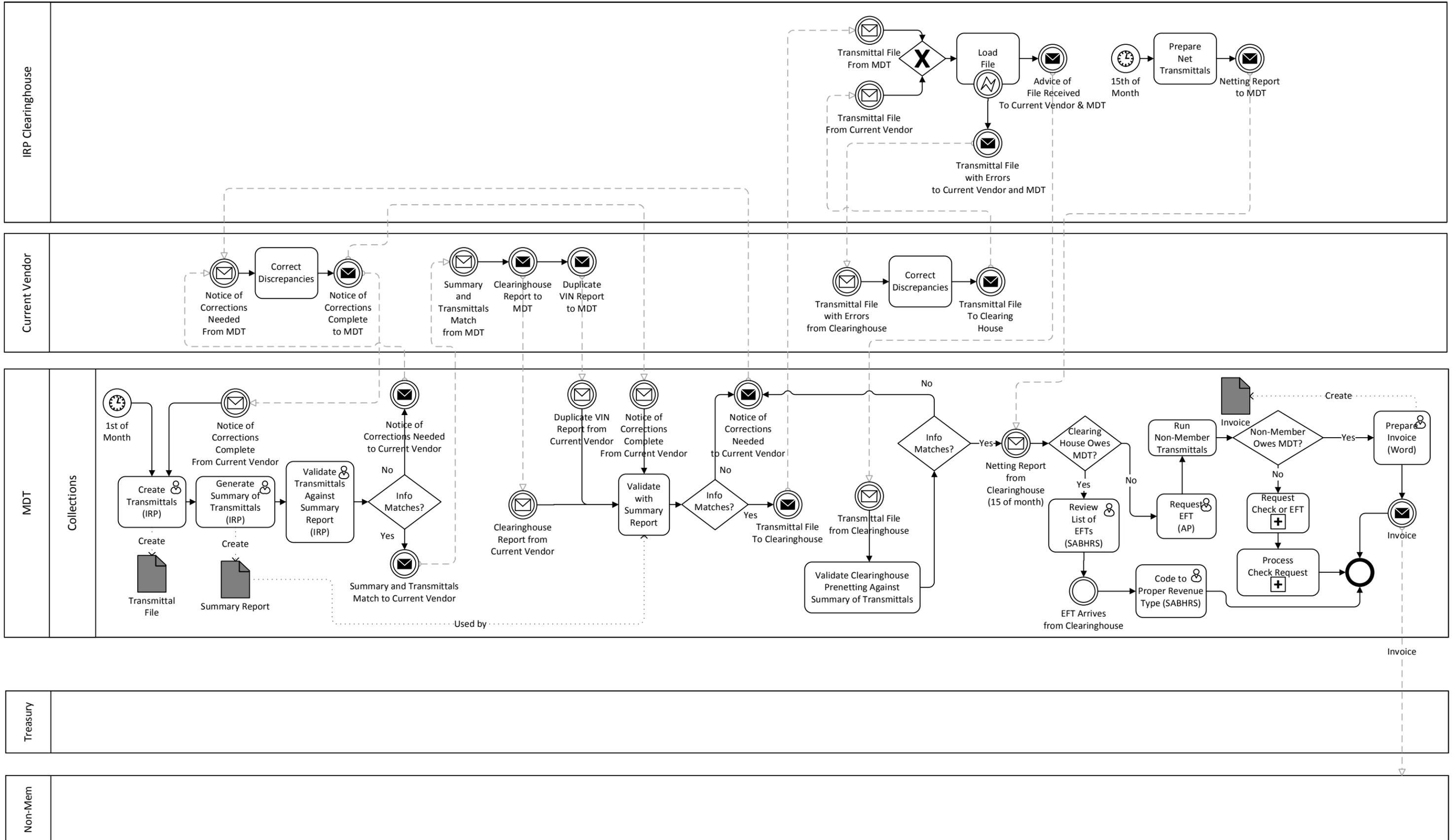
AS-IS PROCESS 10: IFTA Bonding

Customer

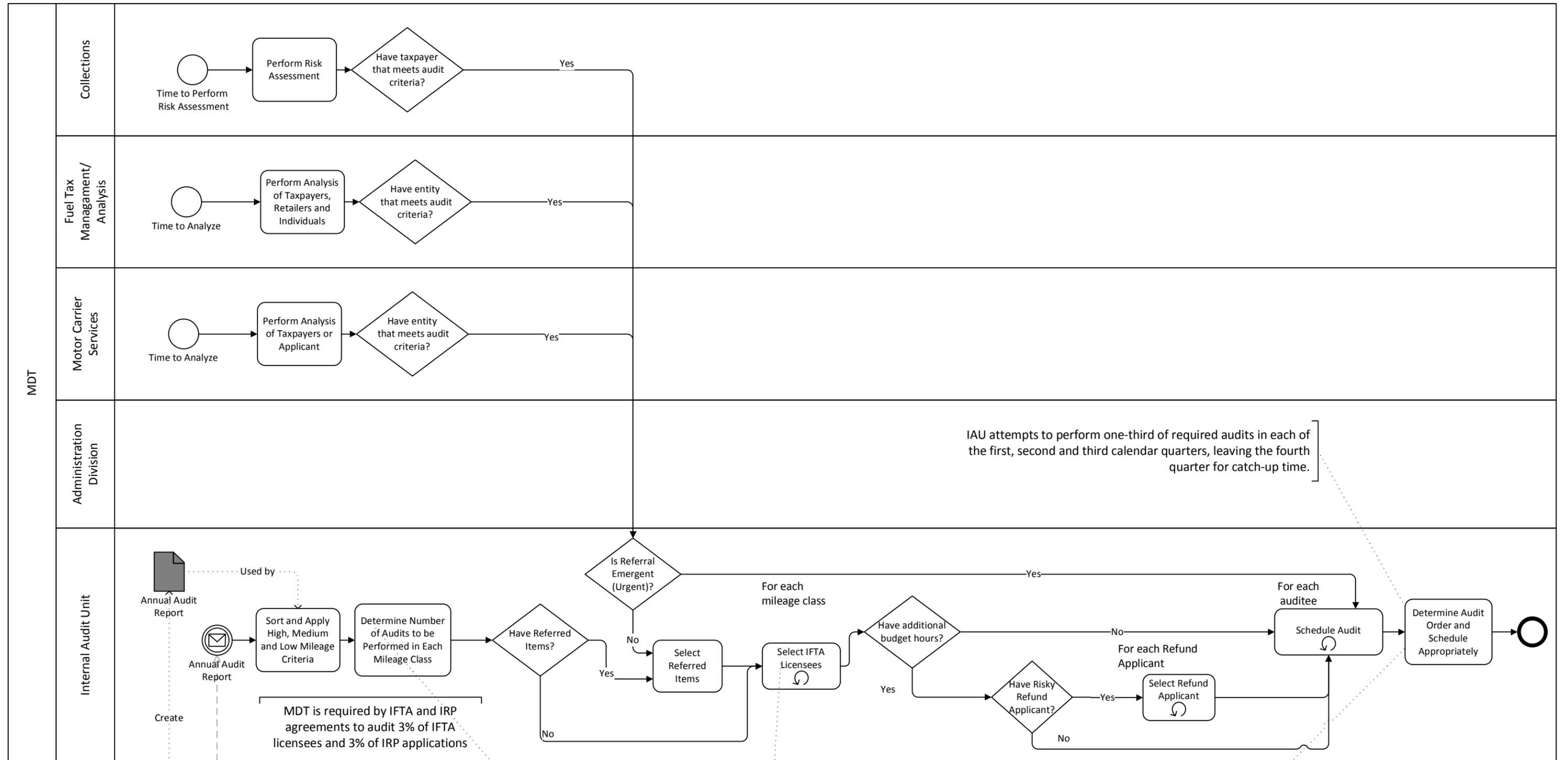
Scenario that triggers this business event is that the customer has filed their tax return late three times, or the customer has been revoked.



AS-IS PROCESS 11: IRP Transmittal and Payment Process



AS-IS PROCESS 13: Establish Motor Fuels Taxes and Fees Audit Plan

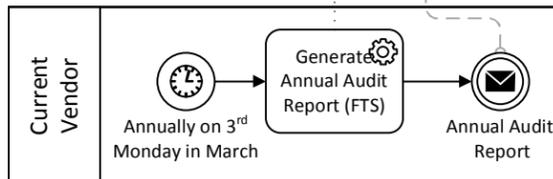


MDT is required by IFTA and IRP agreements to audit 3% of IFTA licensees and 3% of IRP applications

All IFTA Licensees and their Mileage

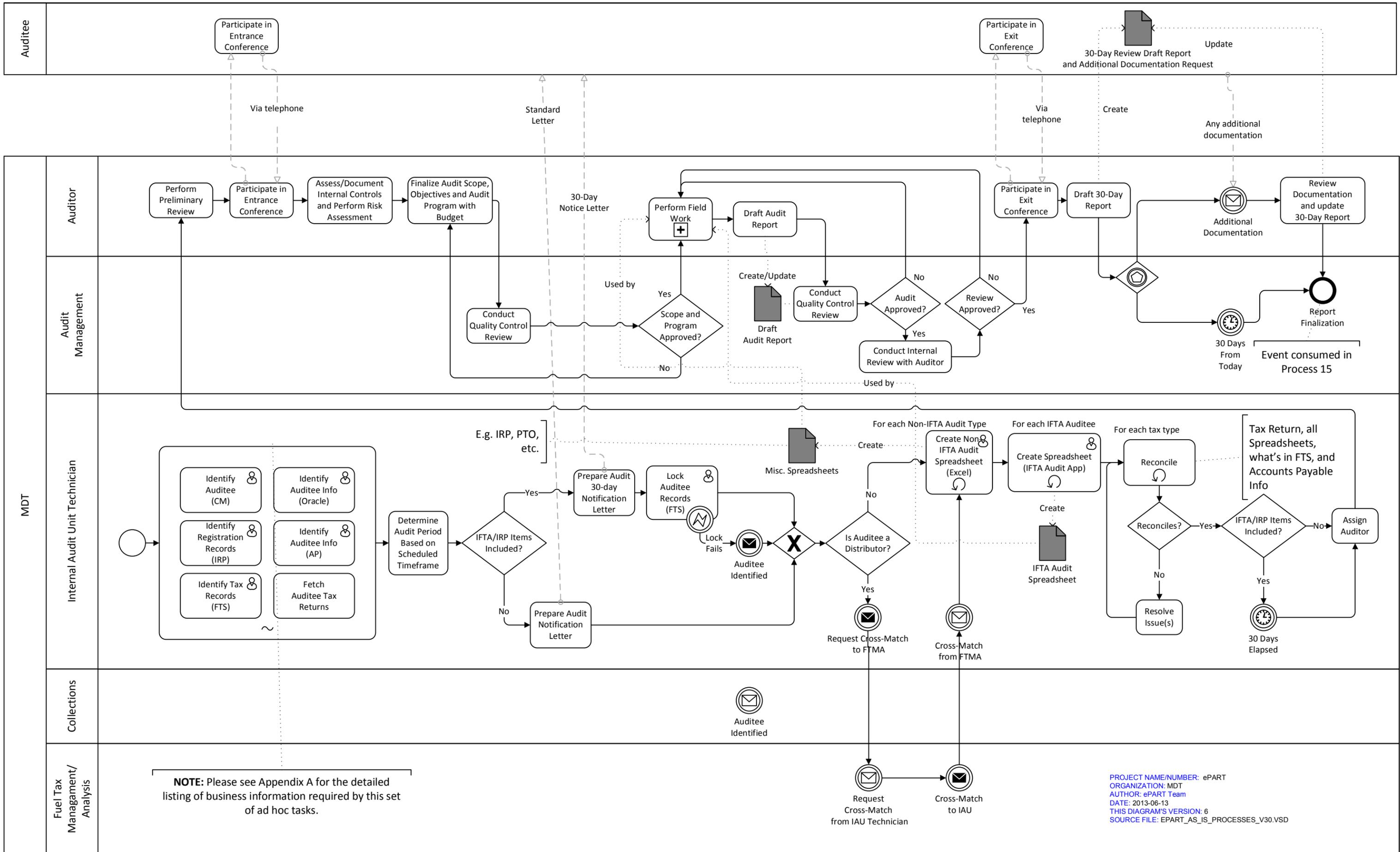
Within 3% population (see note at left), subselect 10% from High mileage class, 15% from Low mileage class, and balance from Medium mileage class. If applicant also has IRP or other refund, these are audited, too.

Number of non-IFTA/IRP audits is based on the allocation of hours from the audit committee, less the hours needed to complete the required IFTA/IRP audits and the number of referred audits. There has never been a focused effort to audit a specific set/subset of taxpayers.

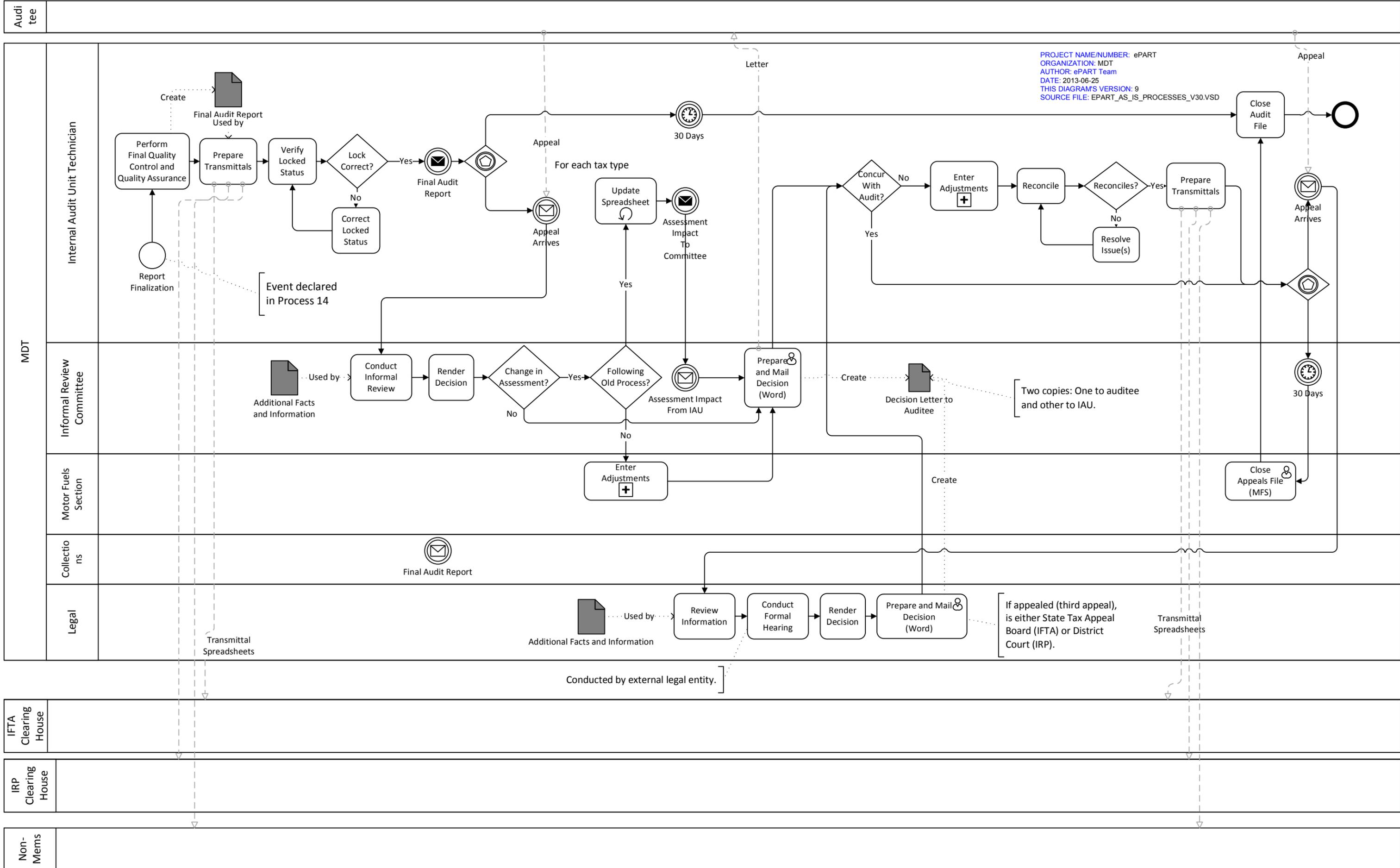


PROJECT NAME/NUMBER: ePART
 ORGANIZATION: MDT
 AUTHOR: ePART Team
 DATE: 2013-05-14
 THIS DIAGRAM'S VERSION: 4
 SOURCE FILE: EPART_AS-IS_PROCESSES_V30.VSD

AS-IS PROCESS 14: Conduct Motor Fuels Taxes and Fees Audit



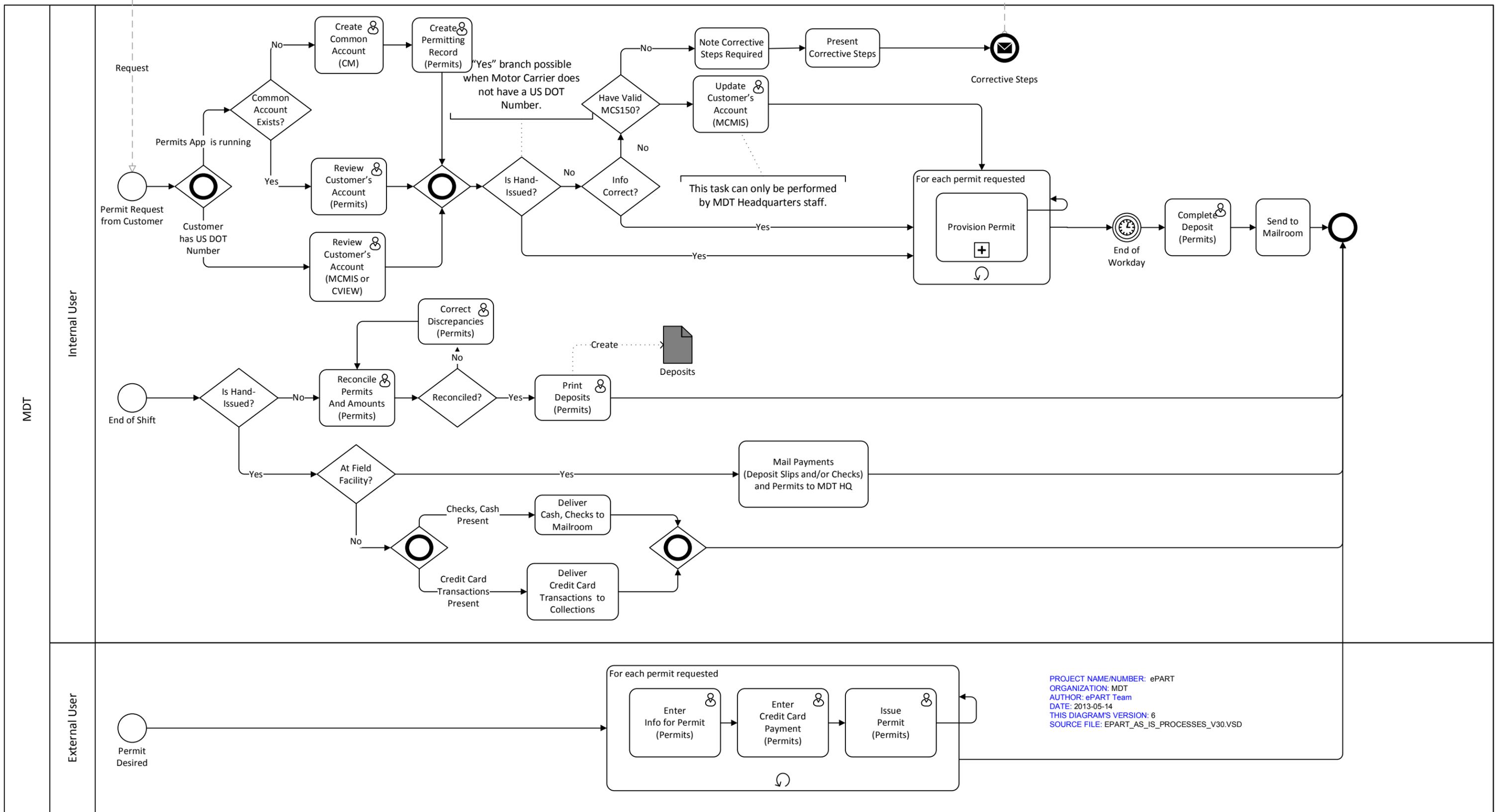
AS-IS PROCESS 15: Motor Fuels Taxes and Fees Post-Audit Activities



AS-IS PROCESS 16: Motor Carrier Vehicle Permit Issuing and End-of-Day Reconciliation

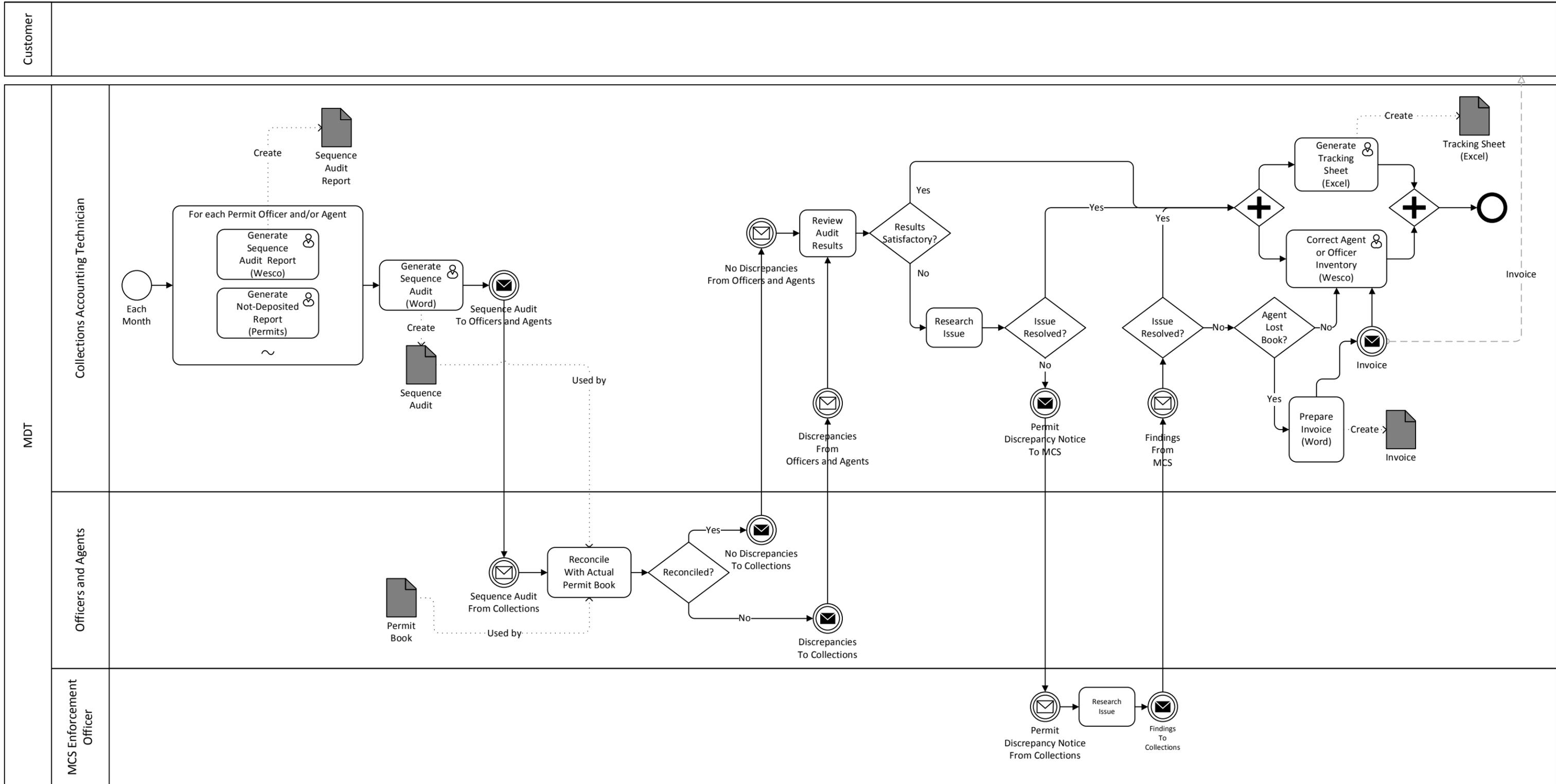
Customer

NOTE: This process will be augmented—most probably with a call to a sub-process—after new processes are defined for this project. (J. Alm)

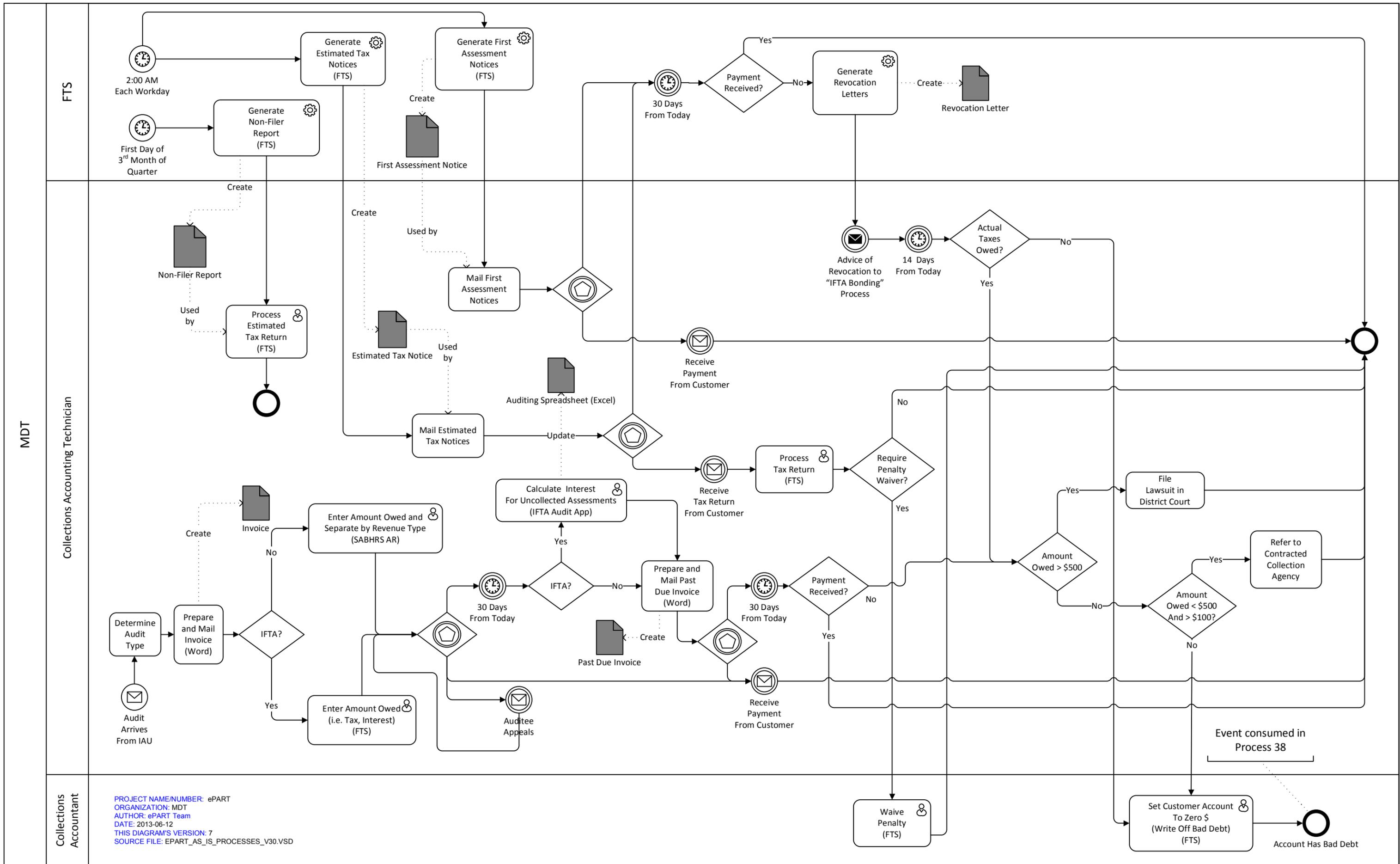


PROJECT NAME/NUMBER: ePART
 ORGANIZATION: MDT
 AUTHOR: ePART Team
 DATE: 2013-05-14
 THIS DIAGRAM'S VERSION: 6
 SOURCE FILE: EPART_AS_IS_PROCESSES_V30.VSD

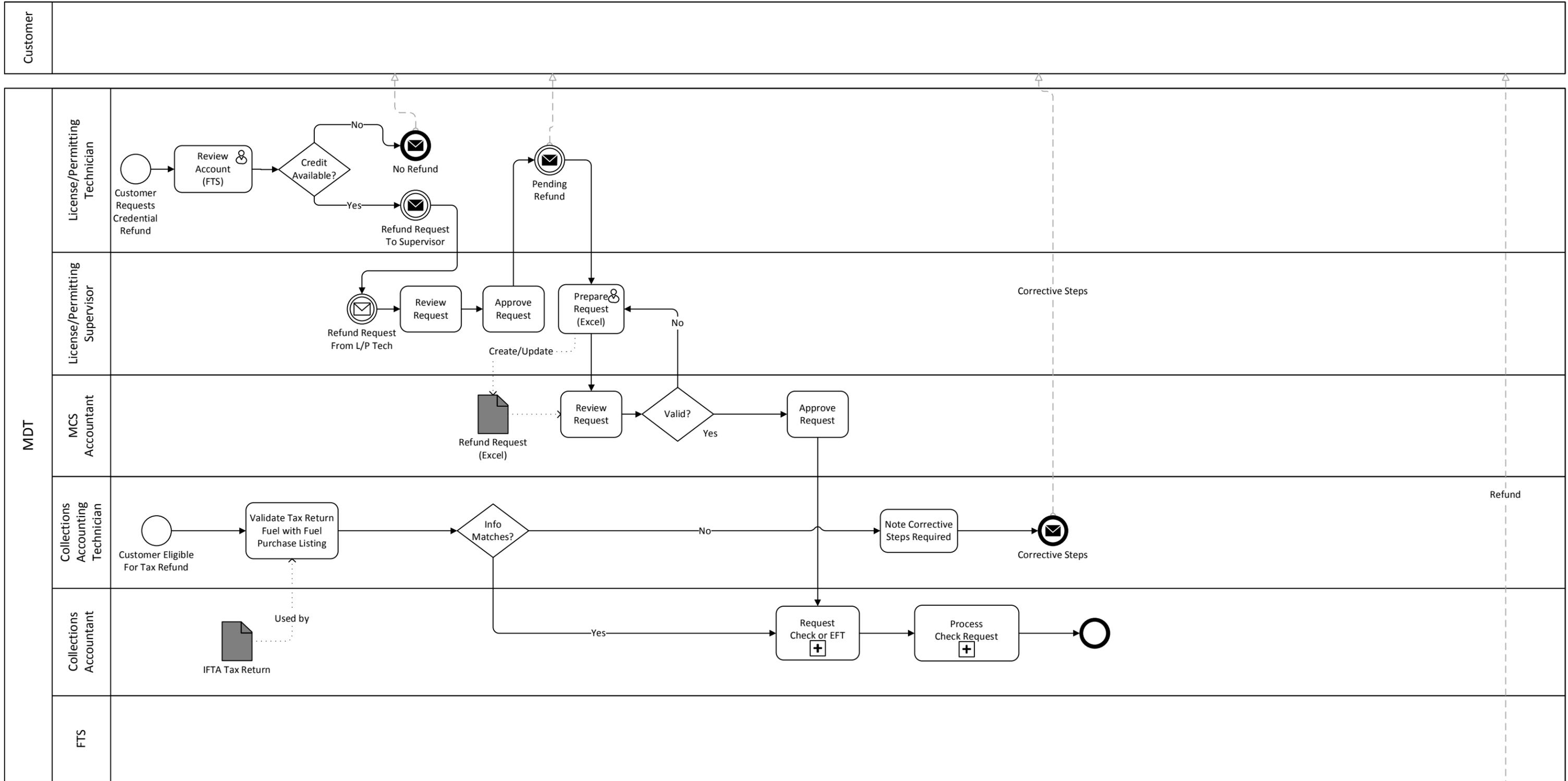
AS-IS PROCESS 17: Hand-issued Permits Reconciliation



AS-IS PROCESS 18: Tax Billing and Collection (All Tax Types)

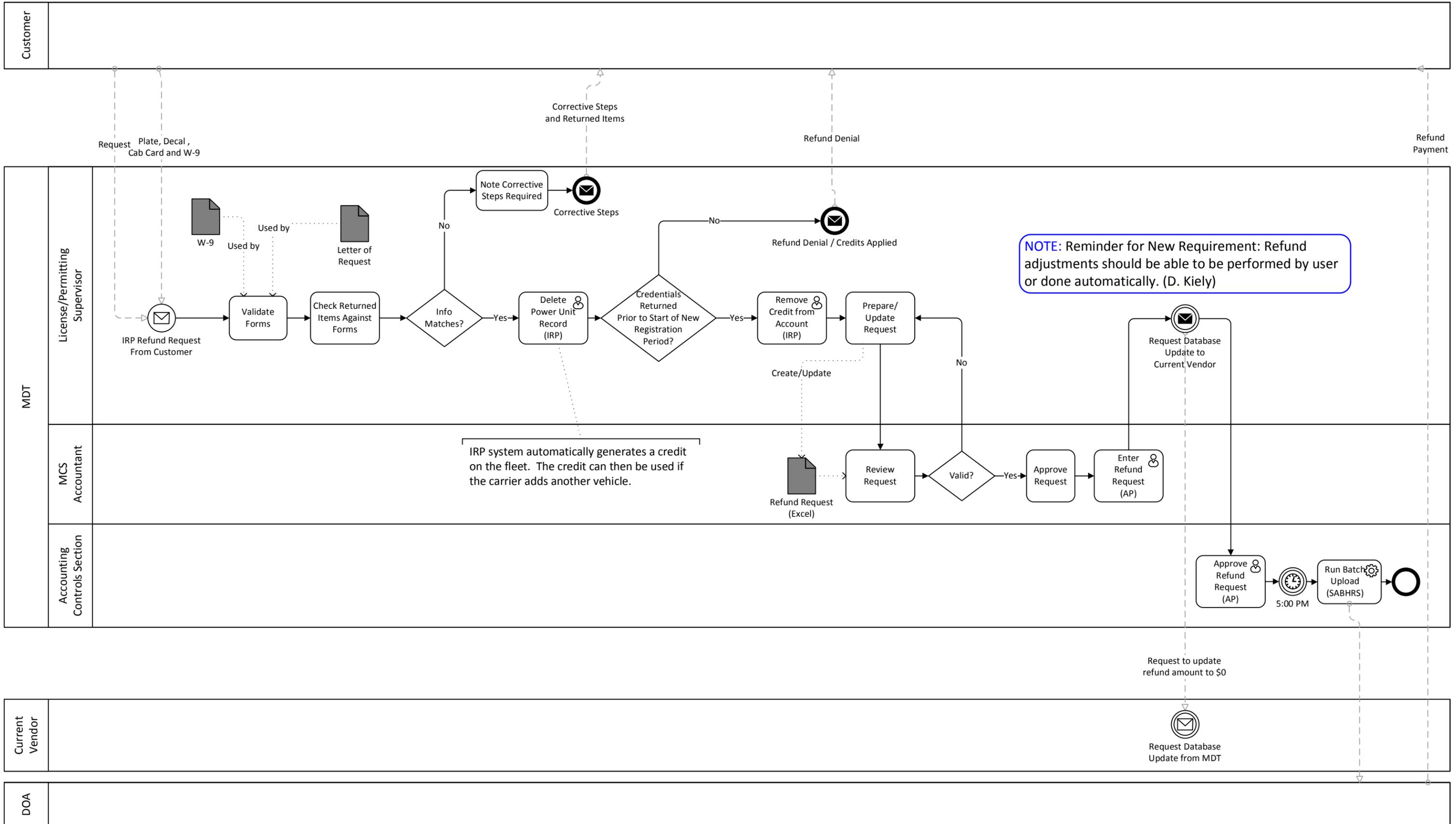


AS-IS PROCESS 19: IFTA Refunds (Credentials and Tax)

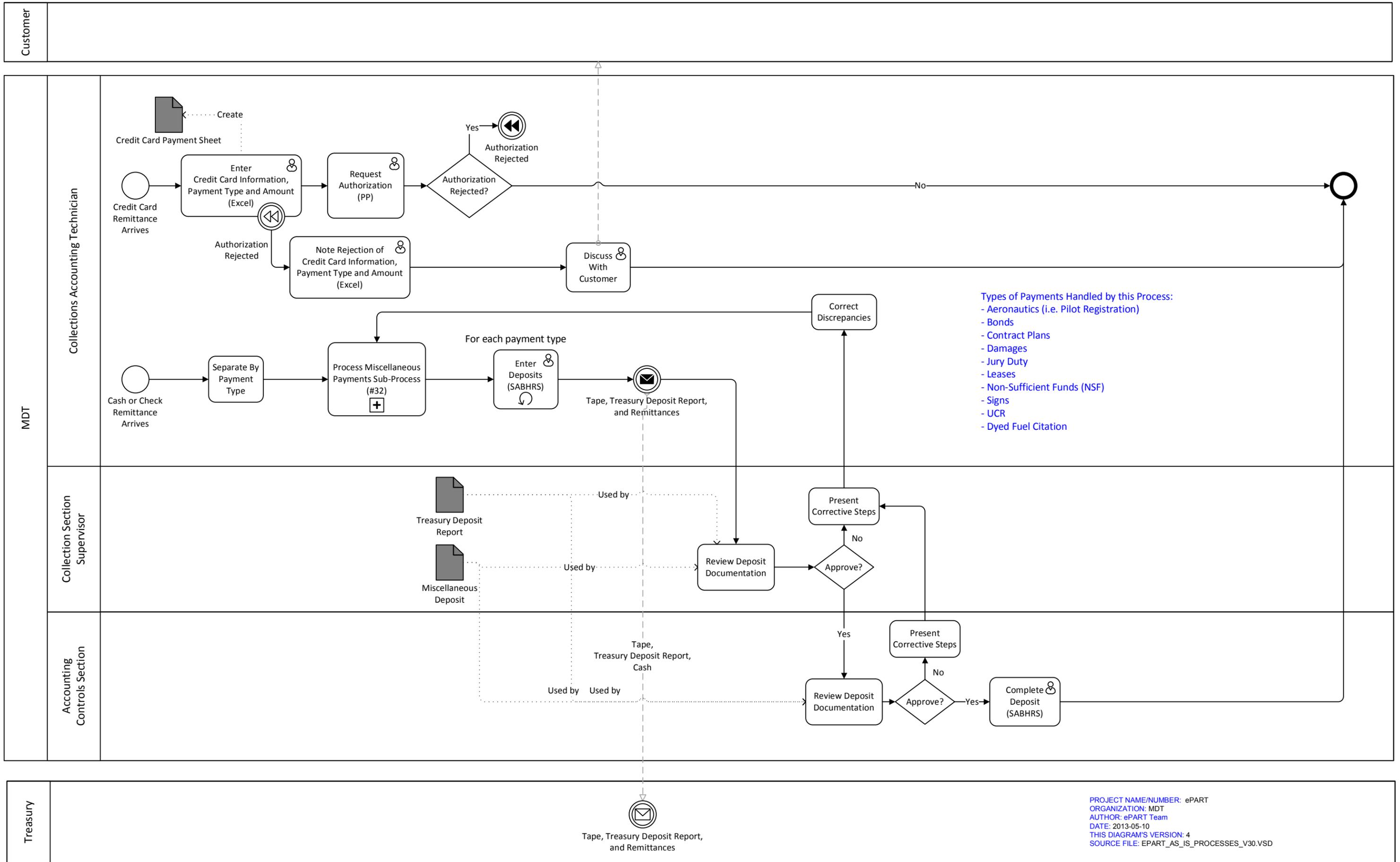


PROJECT NAME/NUMBER: ePART
 ORGANIZATION: MDT
 AUTHOR: ePART Team
 DATE: 2013-07-15
 THIS DIAGRAM'S VERSION: 9
 SOURCE FILE: EPART_AS_IS_PROCESSES_V30.VSD

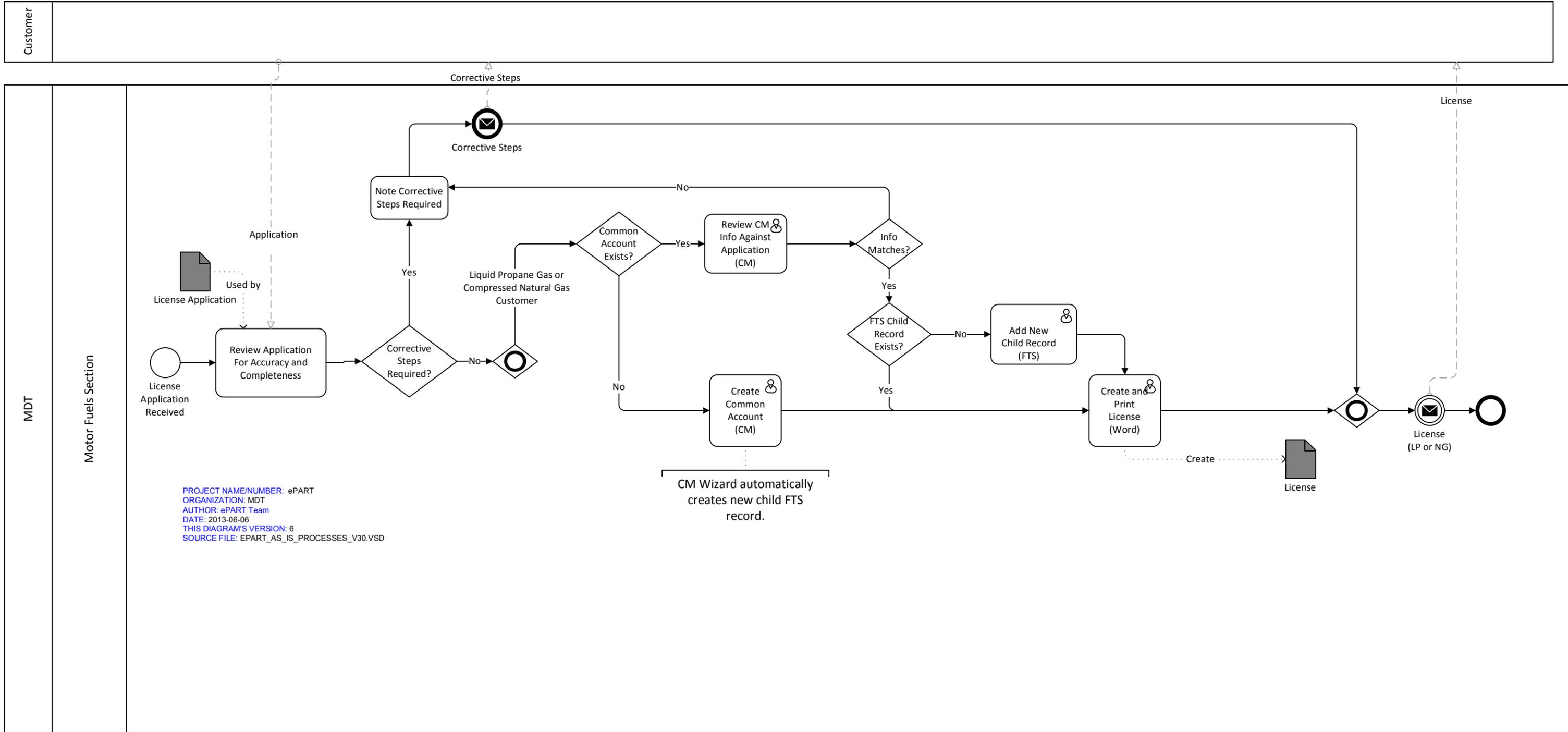
AS-IS PROCESS 20: IRP Refund



AS-IS PROCESS 22: Enter Manual Miscellaneous Financial Transactions



AS-IS PROCESS 23: Licensing for Compressed Natural Gas (NG), and Liquid Propane Gas (LP)



MDT

Motor Fuels Section

Customer

License Application
Used by
Application

License Application Received

Review Application For Accuracy and Completeness

Corrective Steps Required?

Note Corrective Steps Required

Corrective Steps

Common Account Exists?

Create Common Account (CM)

CM Wizard automatically creates new child FTS record.

Review CM Info Against Application (CM)

Info Matches?

FTS Child Record Exists?

Add New Child Record (FTS)

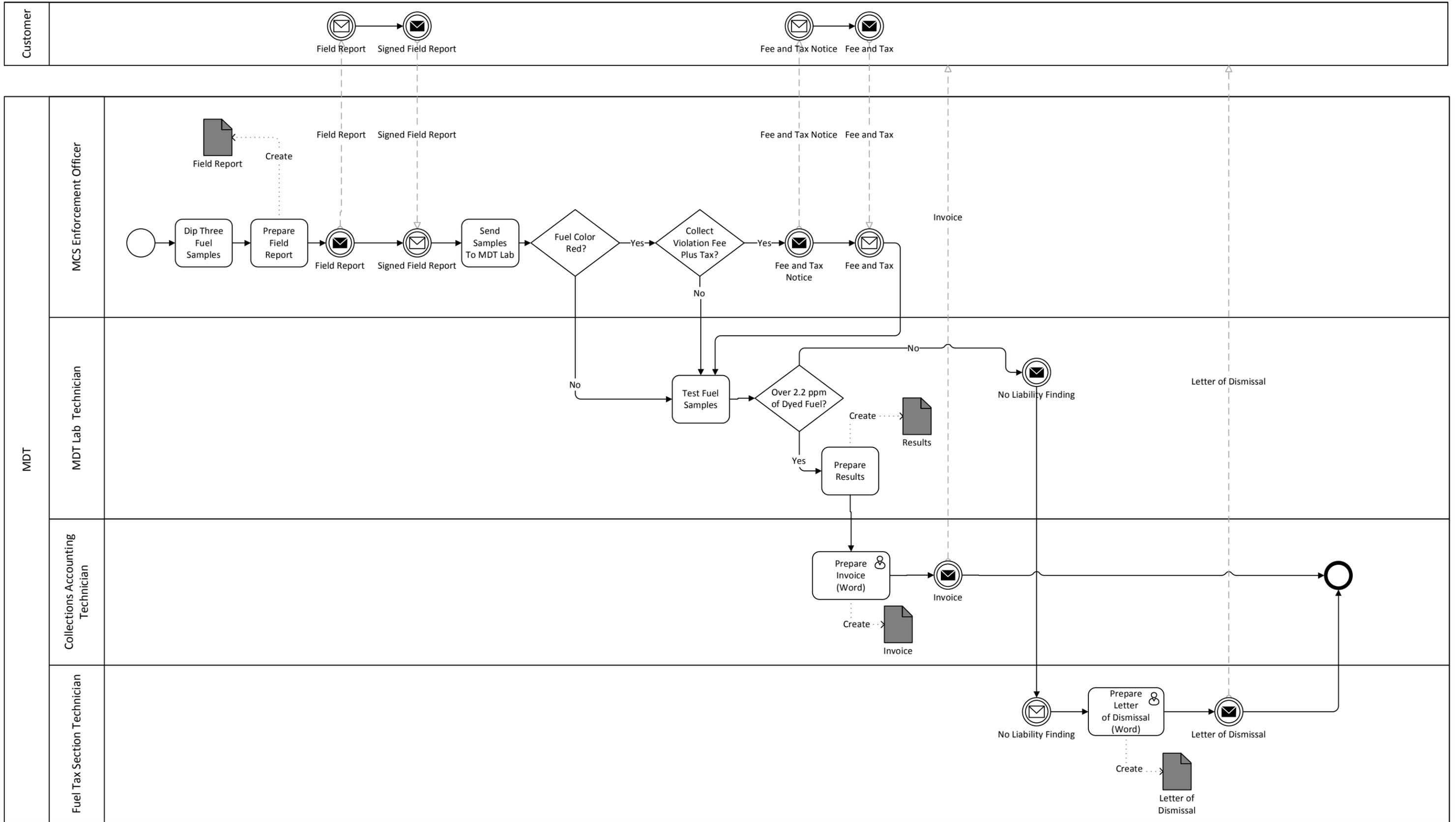
Create and Print License (Word)

Create License

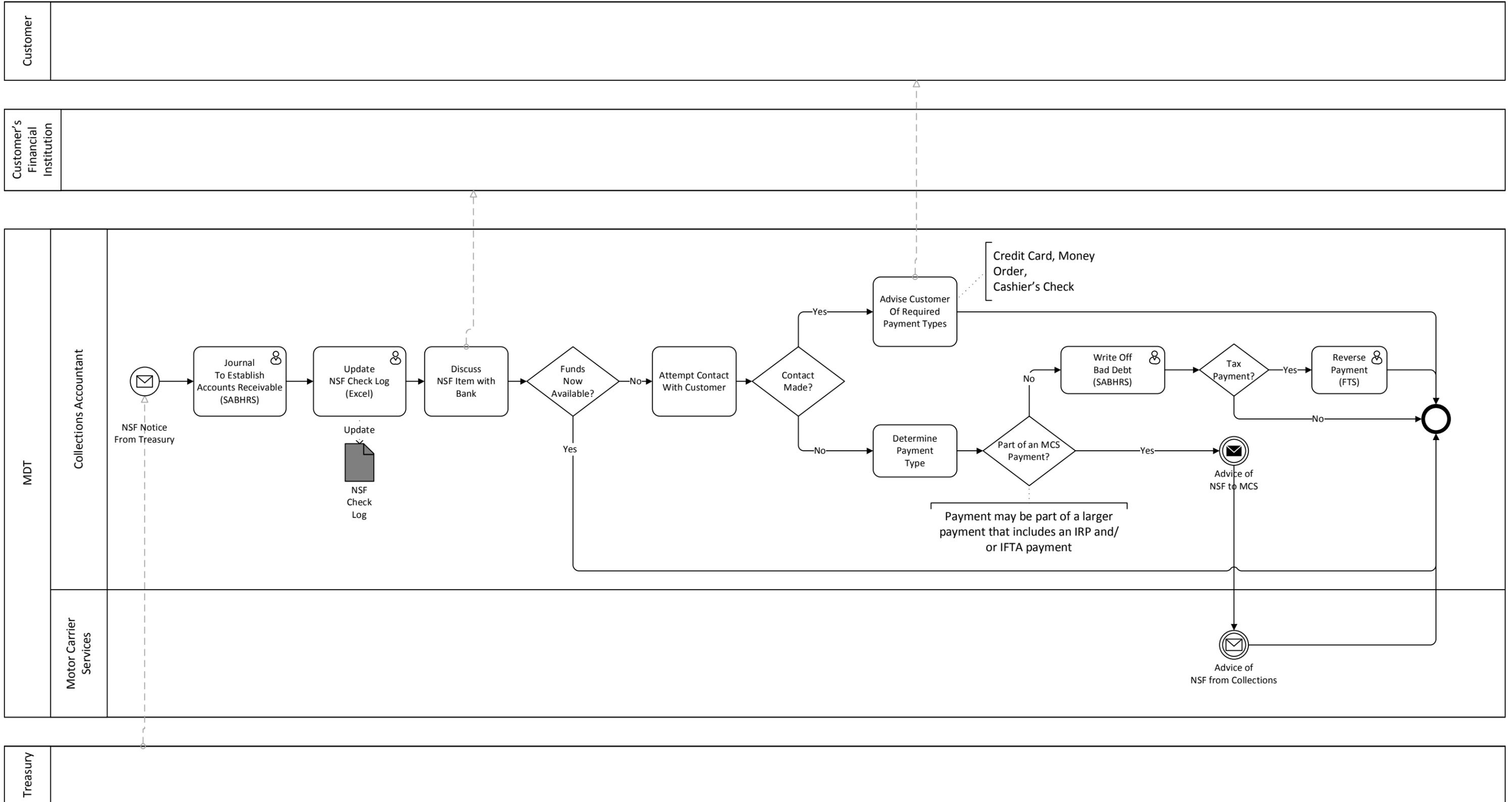
License (LP or NG)

License

AS-IS PROCESS 24: Dyed Fuel Citation Process and Fee Collection

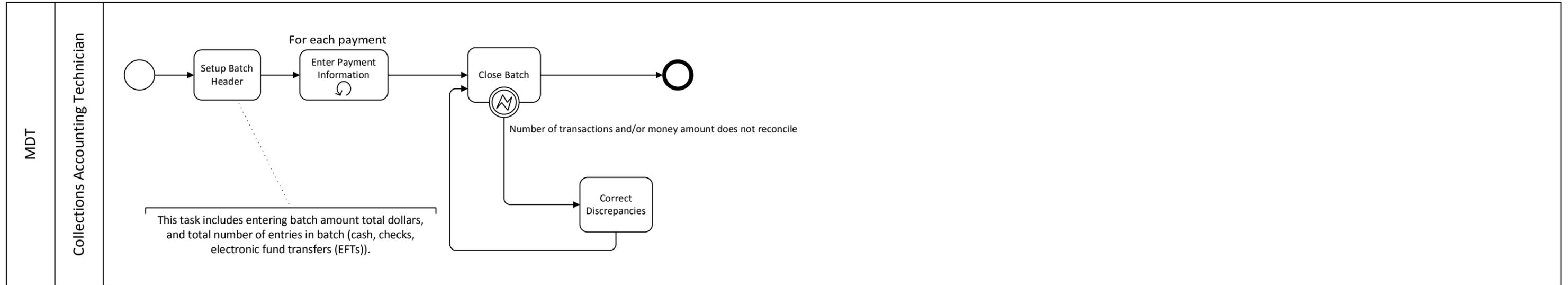


AS-IS PROCESS 25: Non-Sufficient Funds (NSF) Check Processing

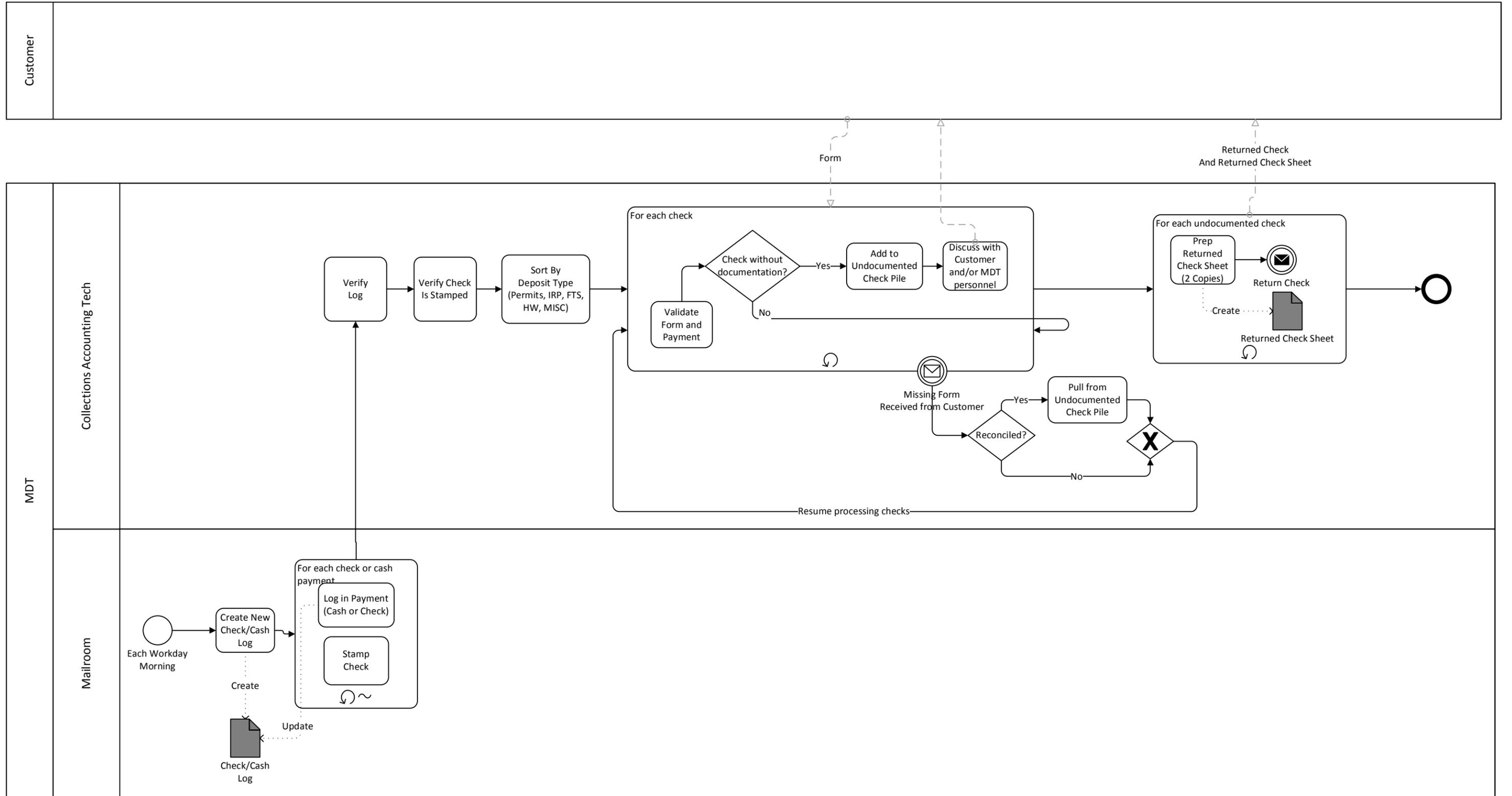


AS-IS PROCESS 26: Process Single Batch Sub-Process

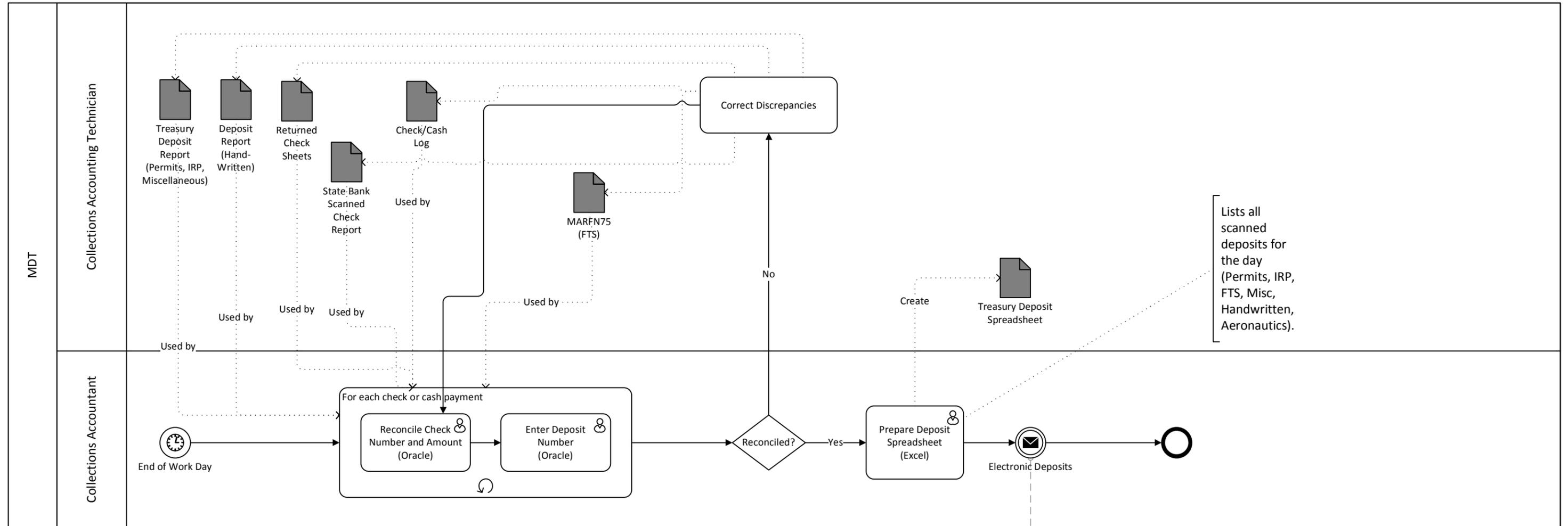
Called from: Cashiering Process for Tax System (9)



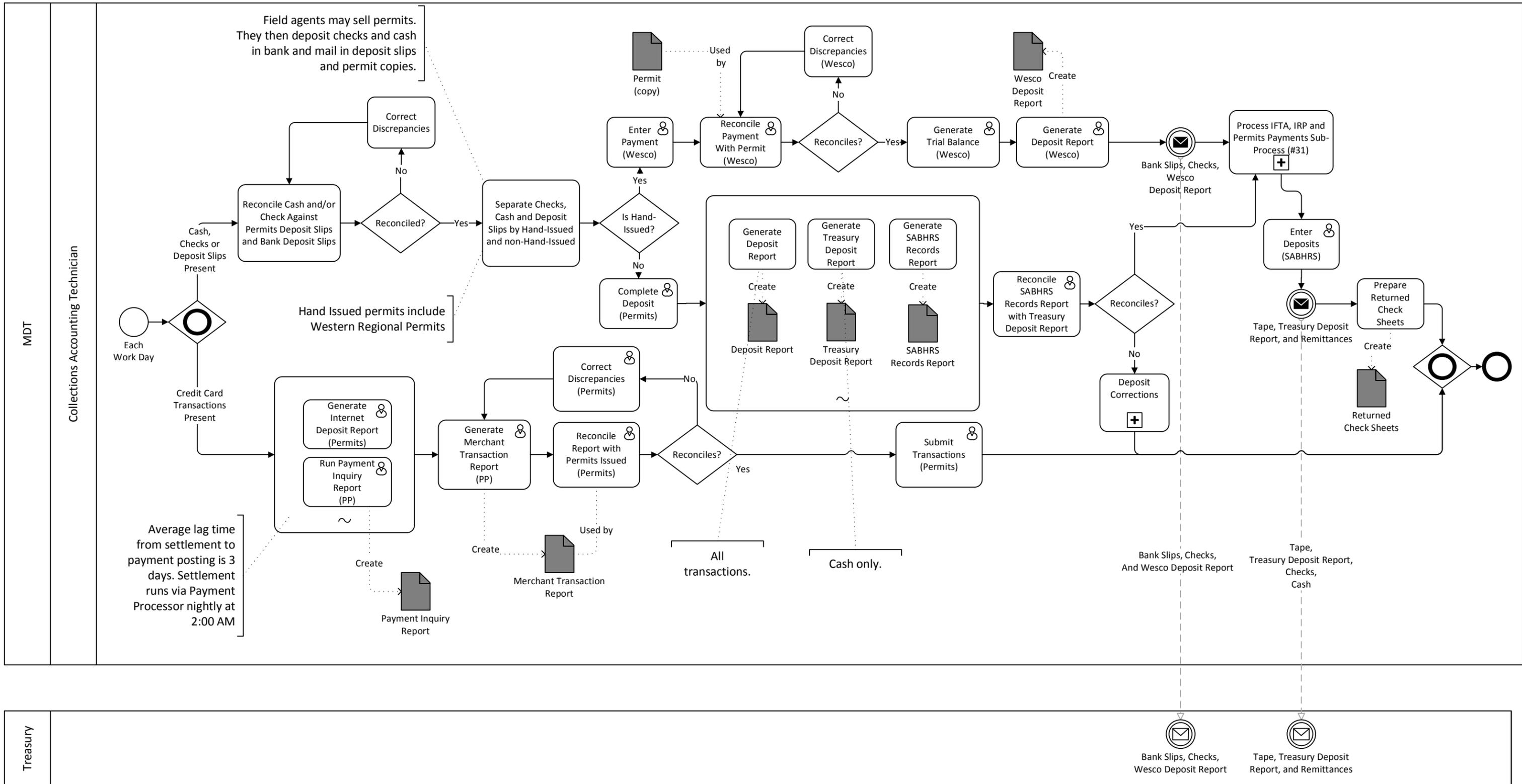
AS-IS PROCESS 27: Process Mail with Cash/Checks



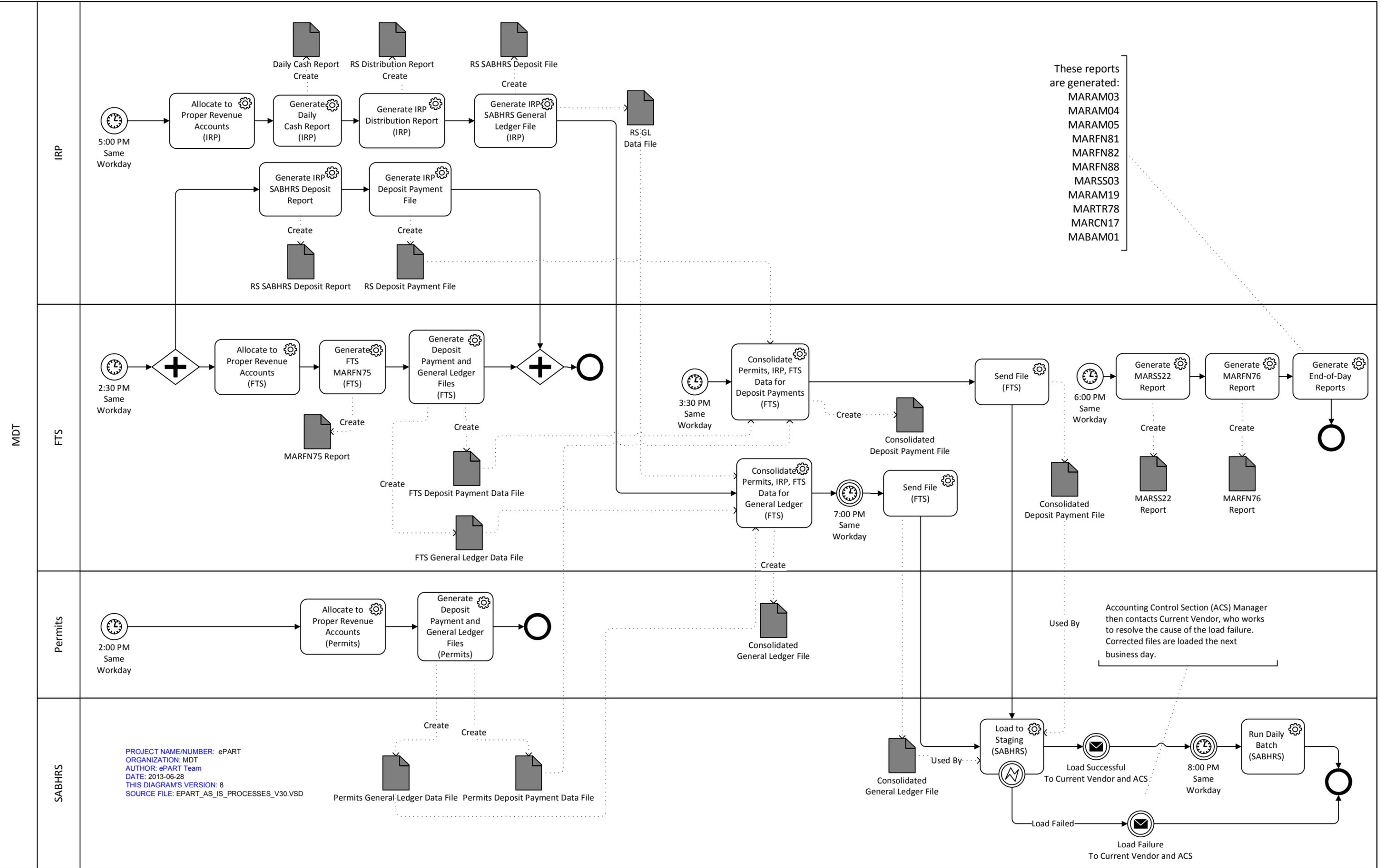
AS-IS PROCESS 28: End-of-Day Check Reconciliation



AS-IS PROCESS 29: End-of-Day Collections Reconciliation



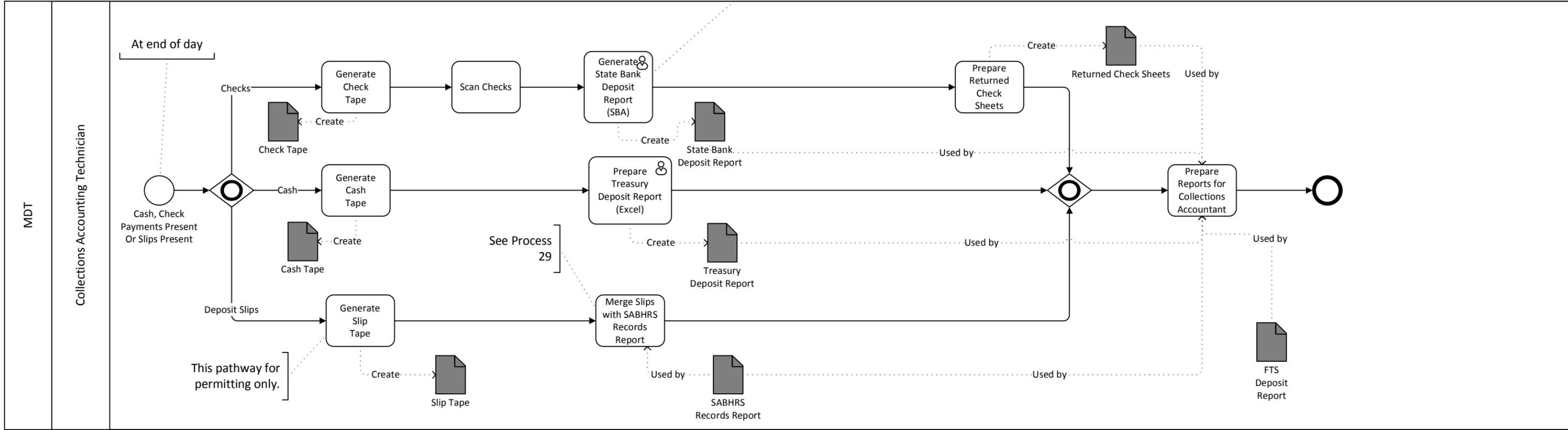
AS-IS PROCESS 30: Daily SABHRS Deposit Setup



AS-IS PROCESS 31: Deposit IFTA, IRP and Permits Payments Sub-Process

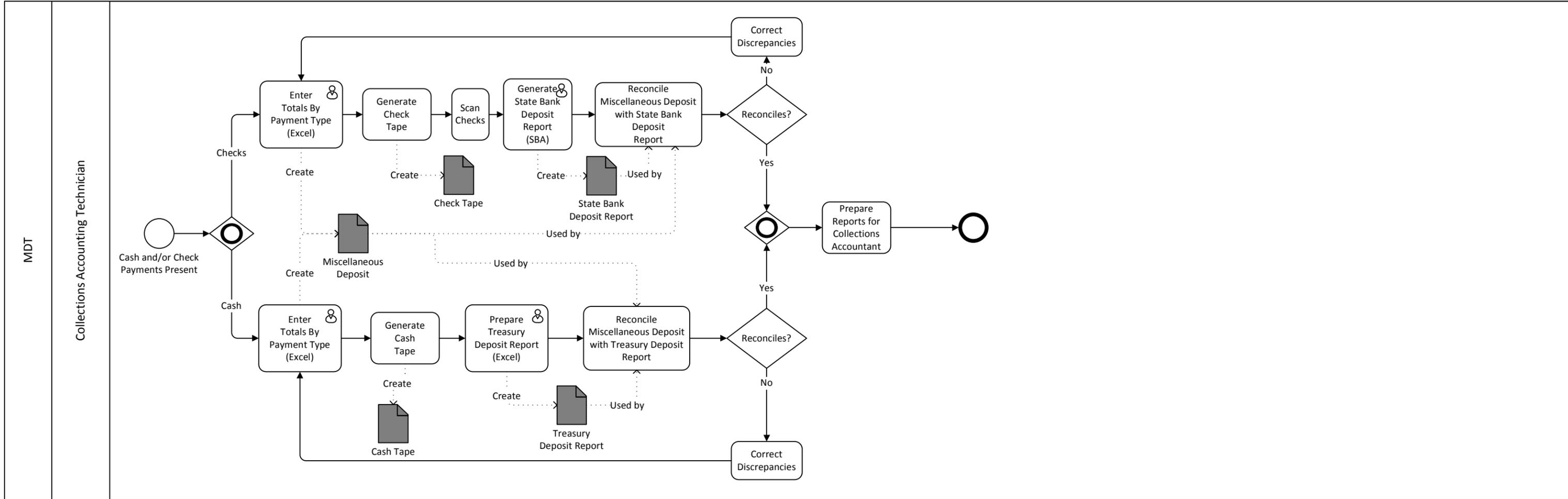
Called from: Cashiering Processes for IRP credentials (4); End-of-Day Collections Reconciliation (29)

Two Copies: Accounting Technician (1); Accountant (1).

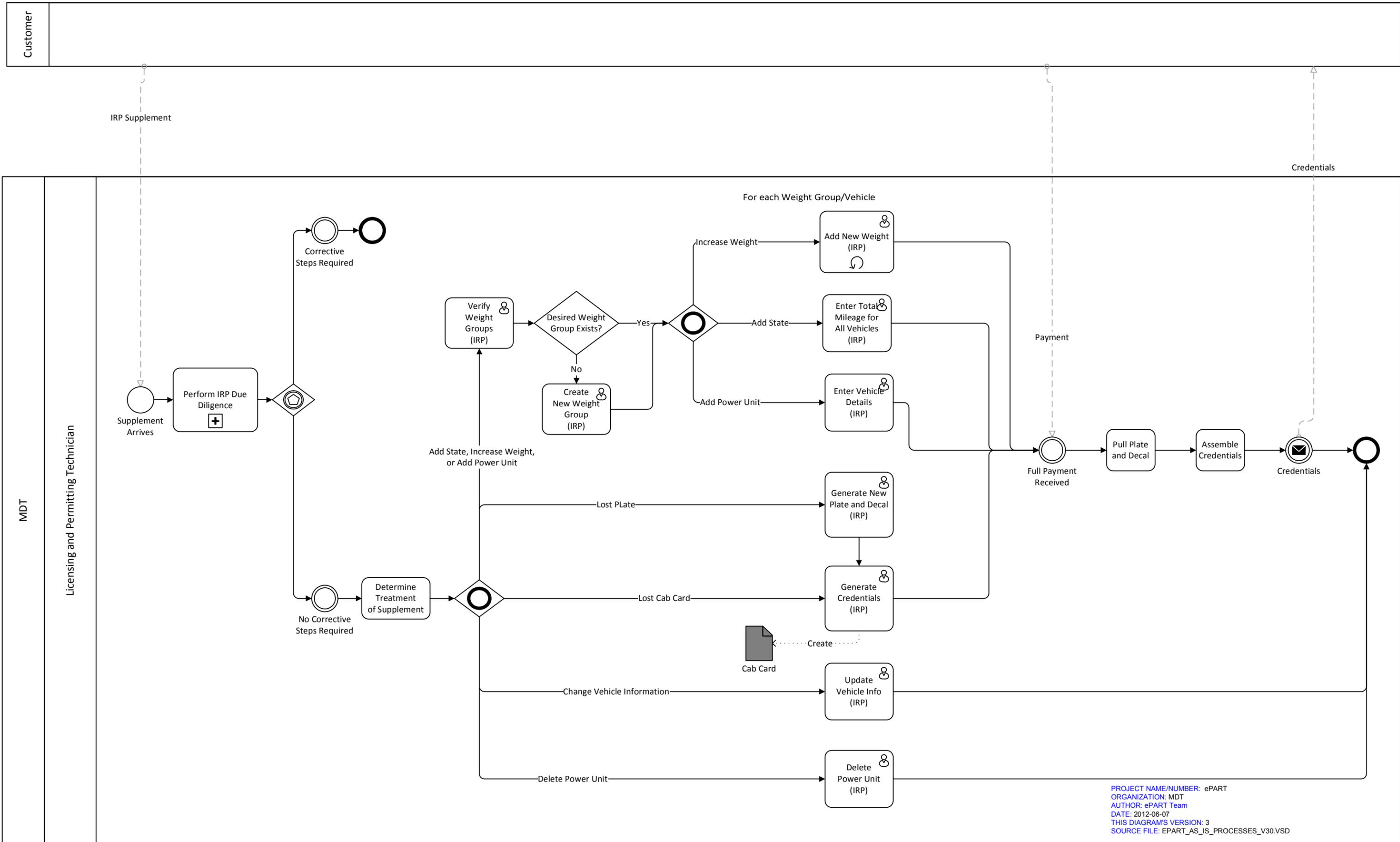


AS-IS PROCESS 32: Process Miscellaneous Payments Sub-Process

Called from: Enter Manual Miscellaneous Financial Transactions (22)

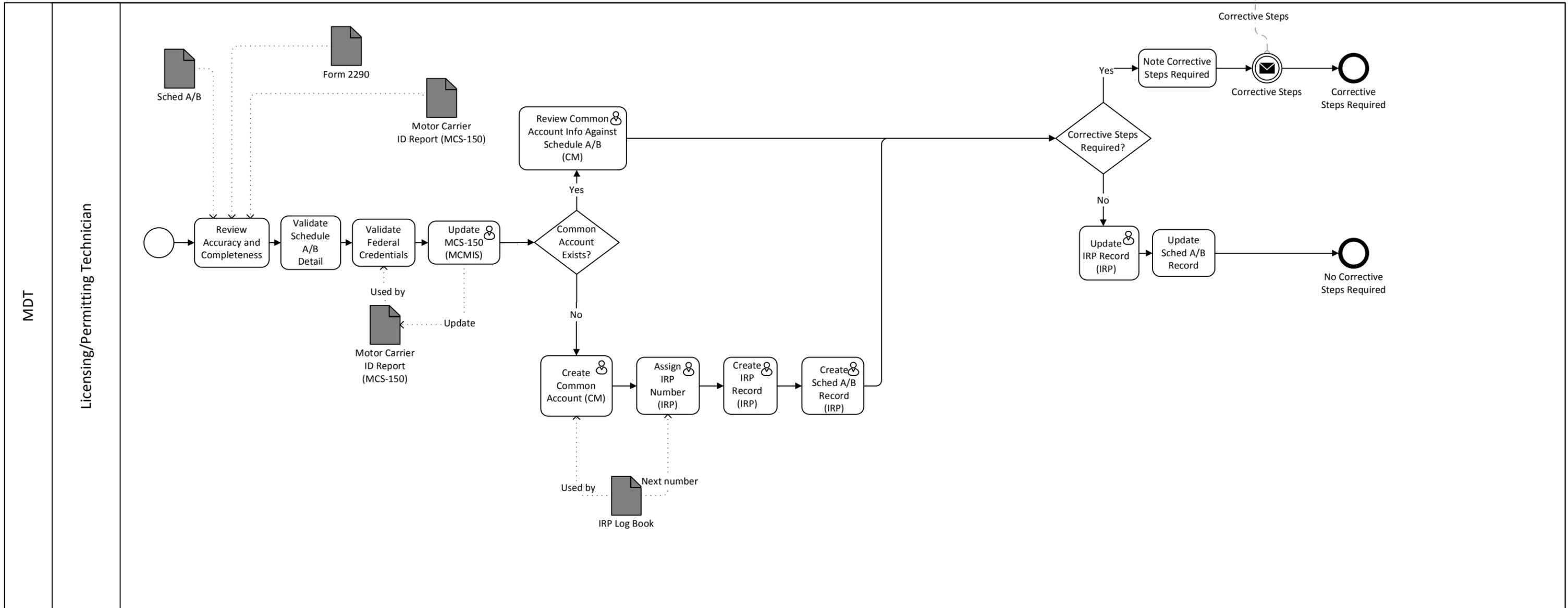


AS-IS PROCESS 34: Handle IRP Supplements

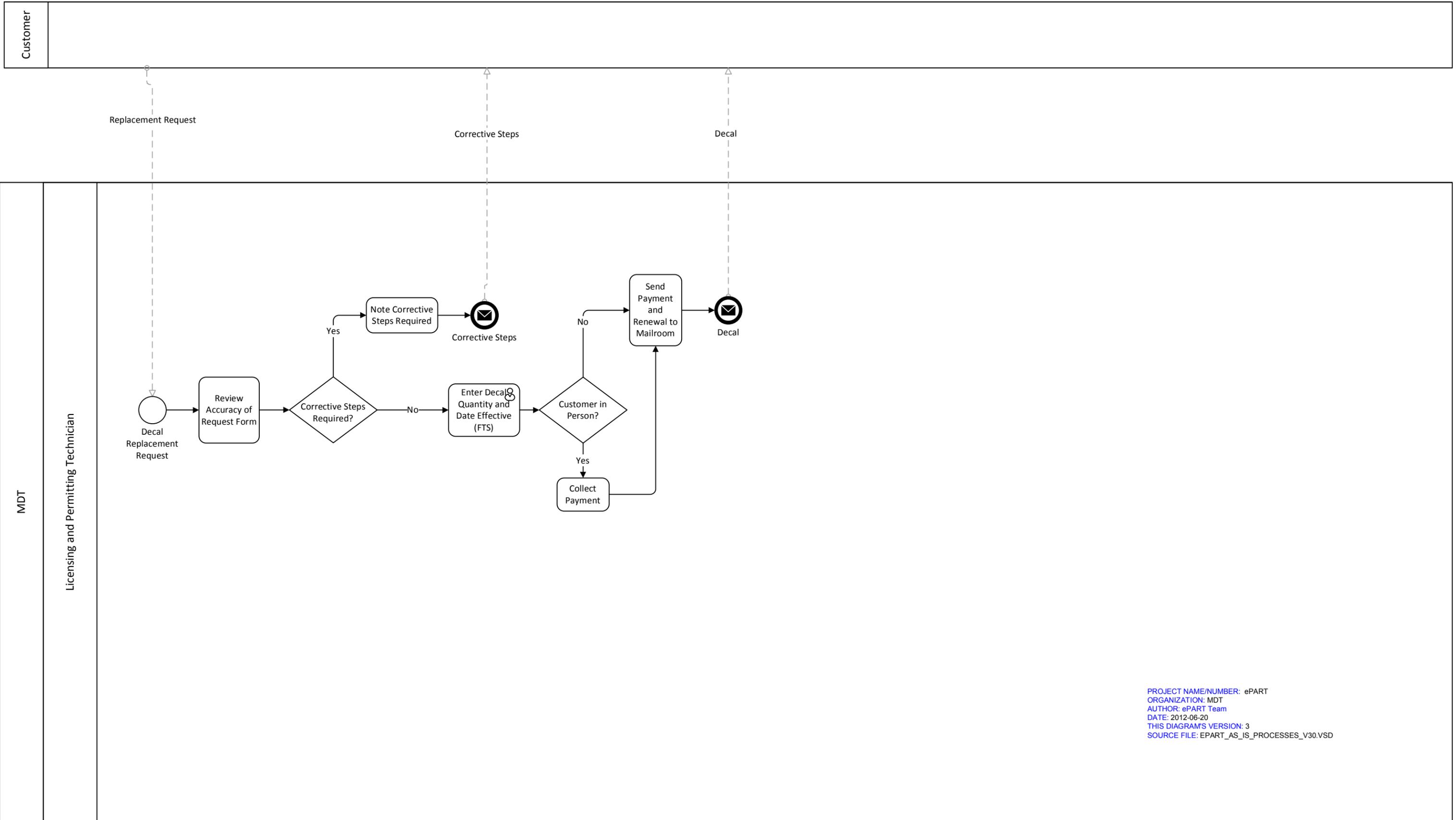


AS-IS PROCESS 35: Perform IRP Due Diligence Sub-Process

Called from: Motor Carrier Fleet and/or Vehicle Registration (IRP) (1); Motor Carrier Fleet and/or Vehicle Registration (IRP) (3); and Handle IRP Supplements (34)

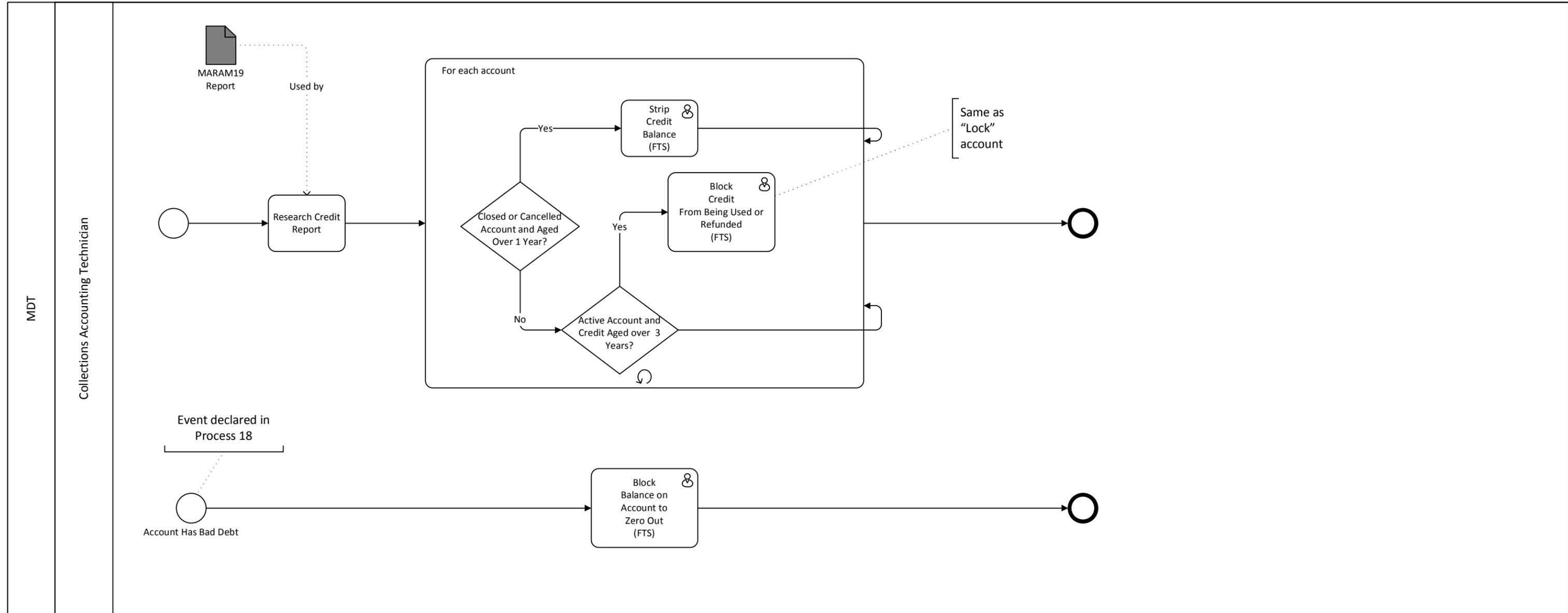


AS-IS PROCESS 36: Provision IFTA Decal

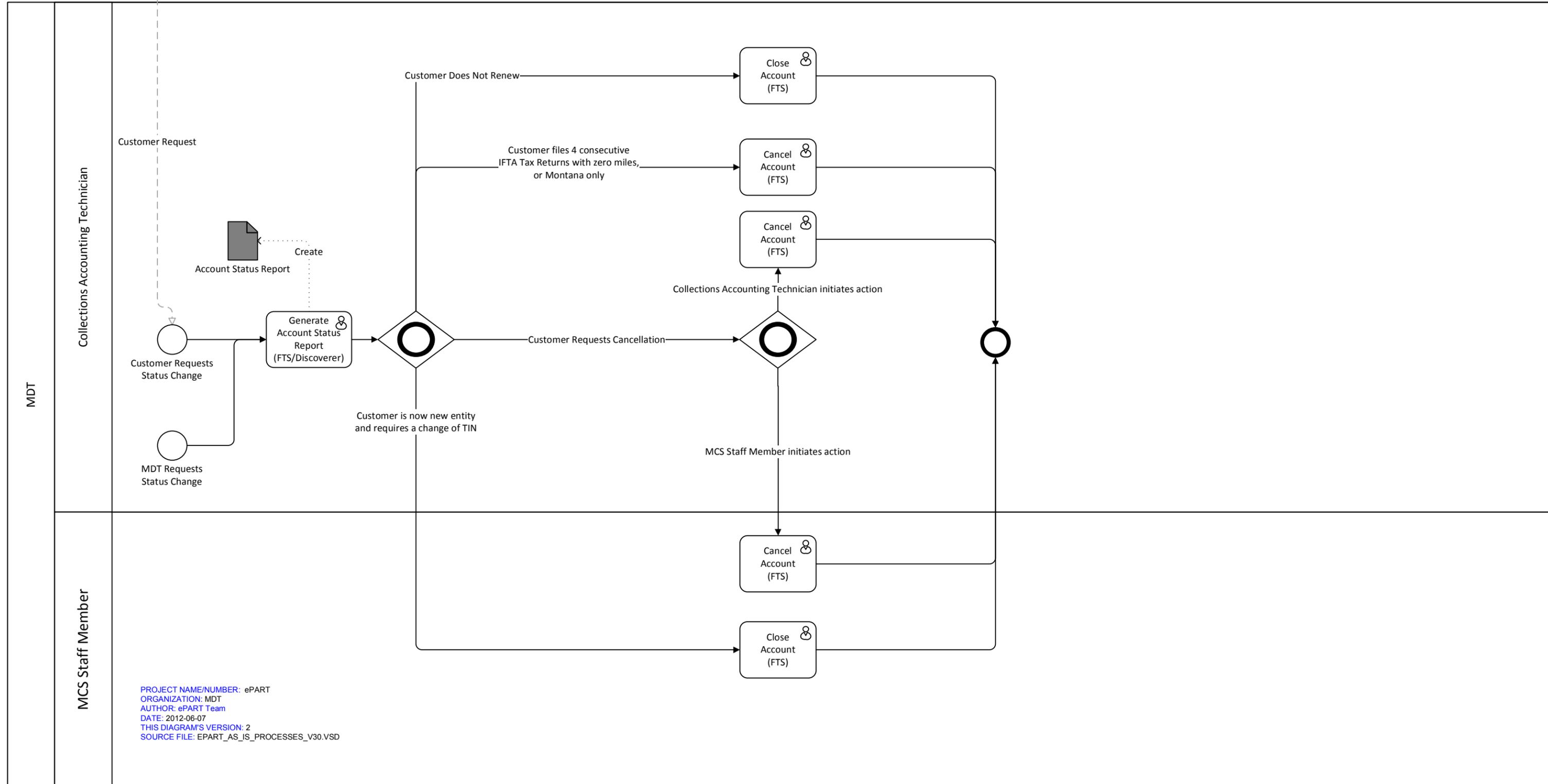


PROJECT NAME/NUMBER: ePART
ORGANIZATION: MDT
AUTHOR: ePART Team
DATE: 2012-06-20
THIS DIAGRAM'S VERSION: 3
SOURCE FILE: EPART_AS_IS_PROCESSES_V30.VSD

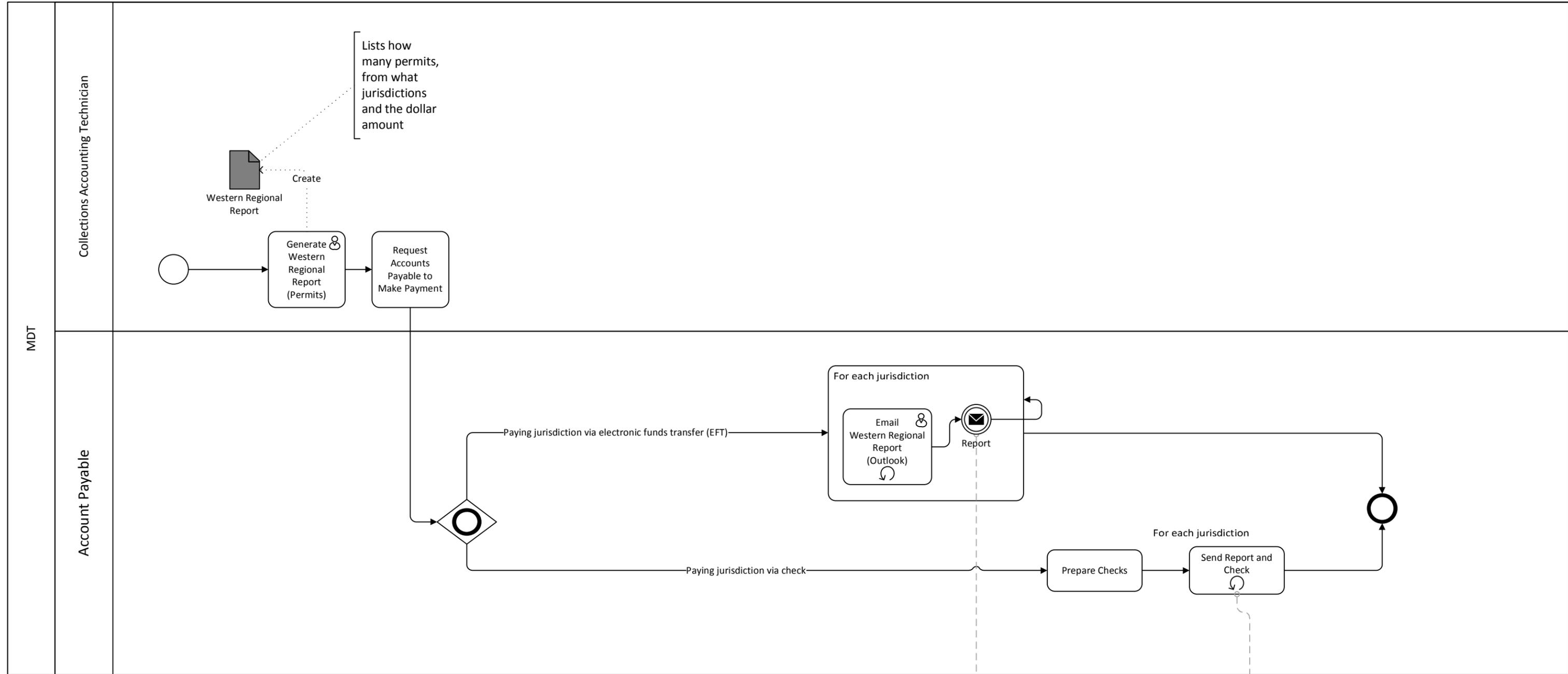
AS-IS PROCESS 38: Adjust Accounts



AS-IS PROCESS 39: Change Status(es) on Account



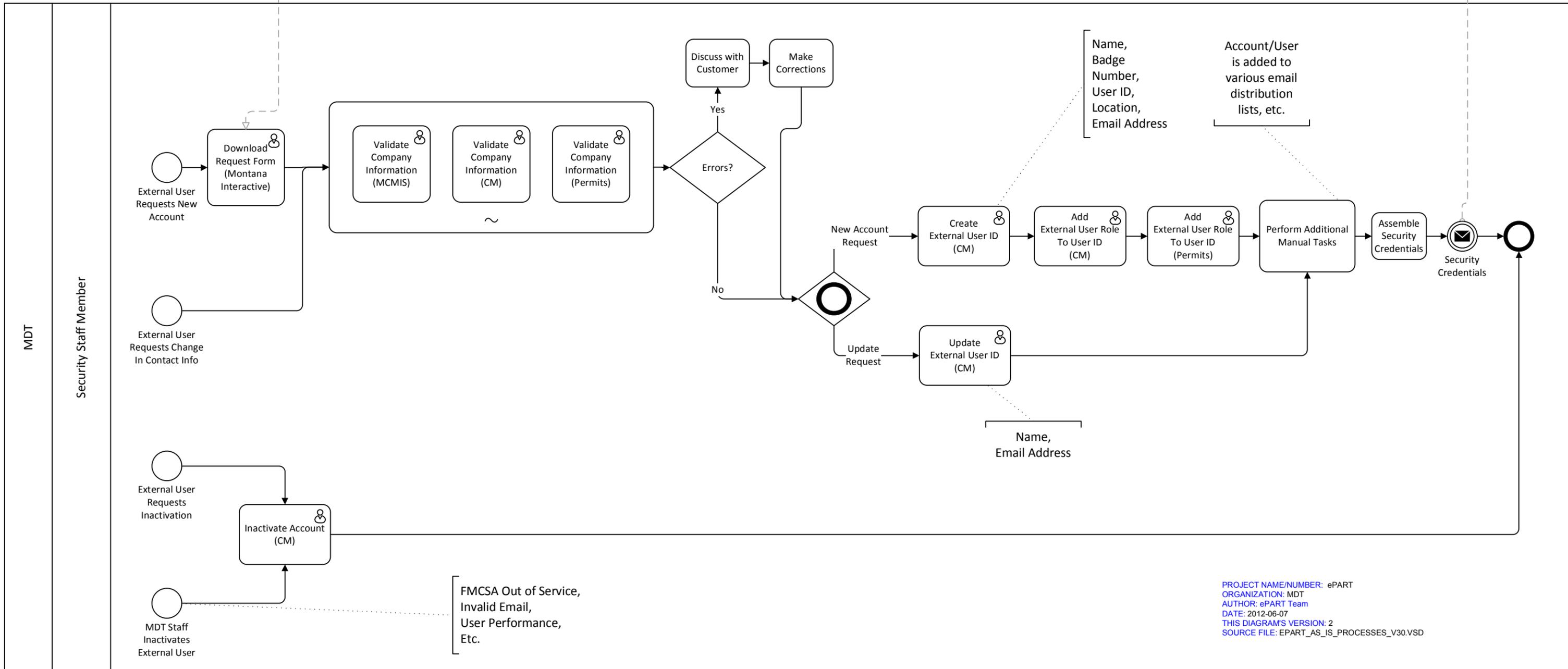
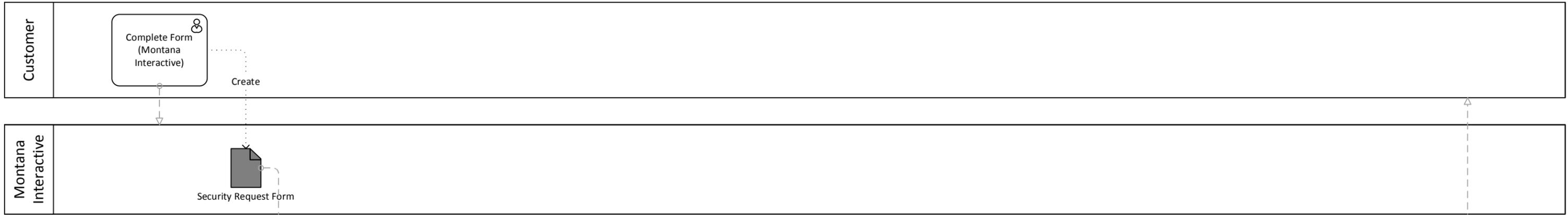
AS-IS PROCESS 40: Process Western Regional Transmittals and Payments



PROJECT NAME/NUMBER: ePART
 ORGANIZATION: MDT
 AUTHOR: ePART Team
 DATE: 2012-06-07
 THIS DIAGRAM'S VERSION: 2
 SOURCE FILE: EPART_AS_IS_PROCESSES_V30.VSD

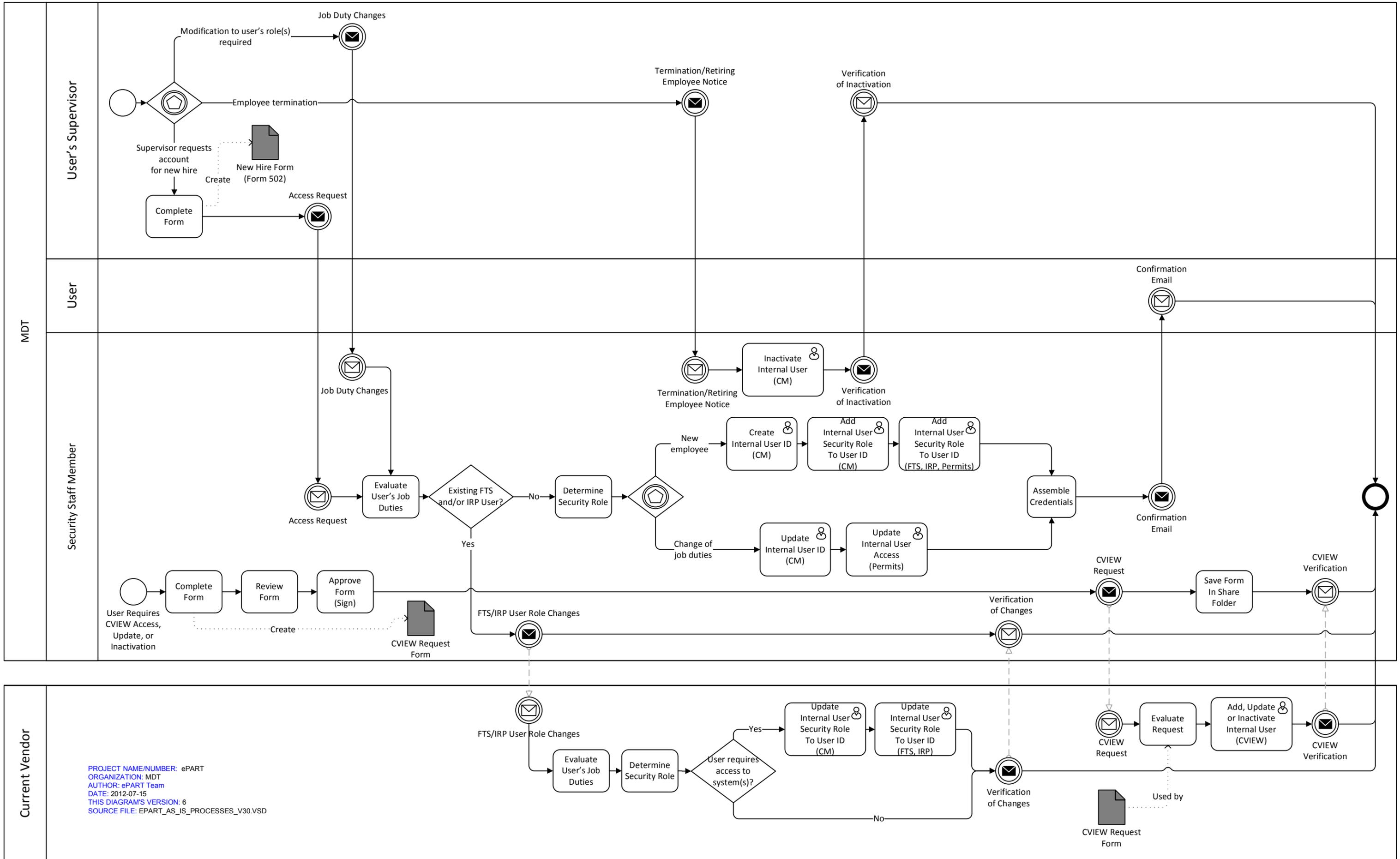


AS-IS PROCESS 41: Handle External User Security

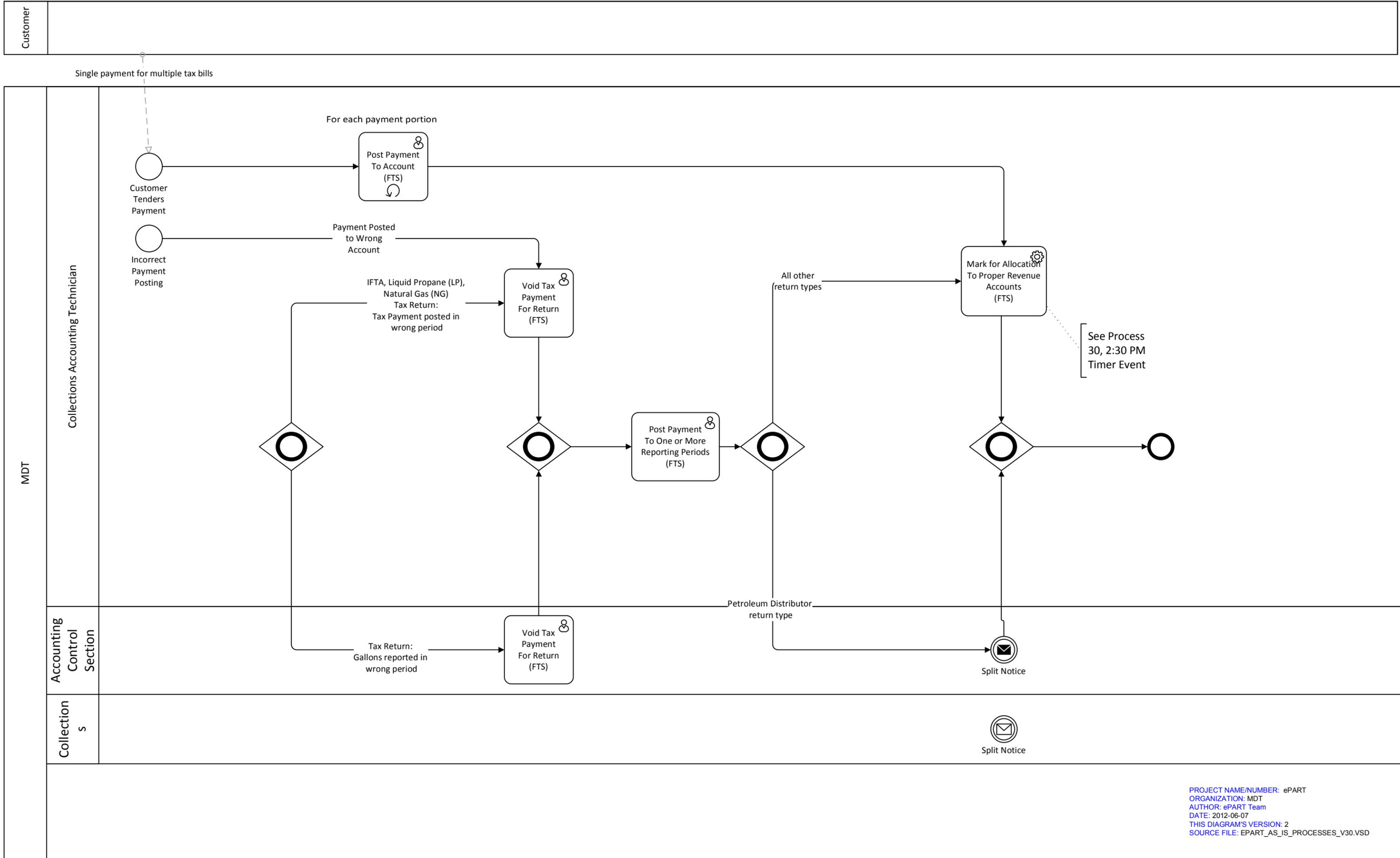


PROJECT NAME/NUMBER: ePART
 ORGANIZATION: MDT
 AUTHOR: ePART Team
 DATE: 2012-06-07
 THIS DIAGRAM'S VERSION: 2
 SOURCE FILE: EPART_AS-IS_PROCESSES_V30.VSD

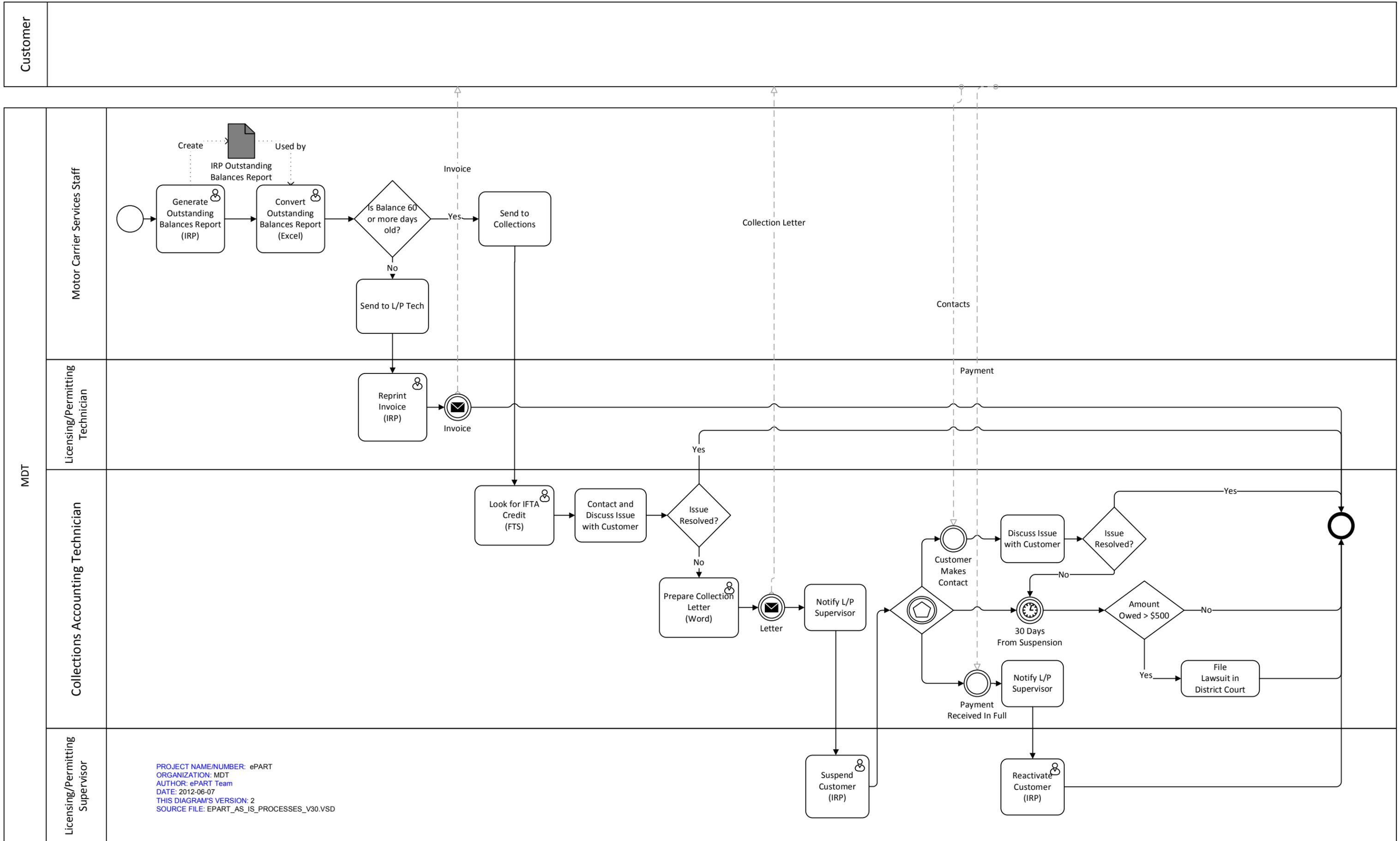
AS-IS PROCESS 42: Handle Internal (MDT) User Security



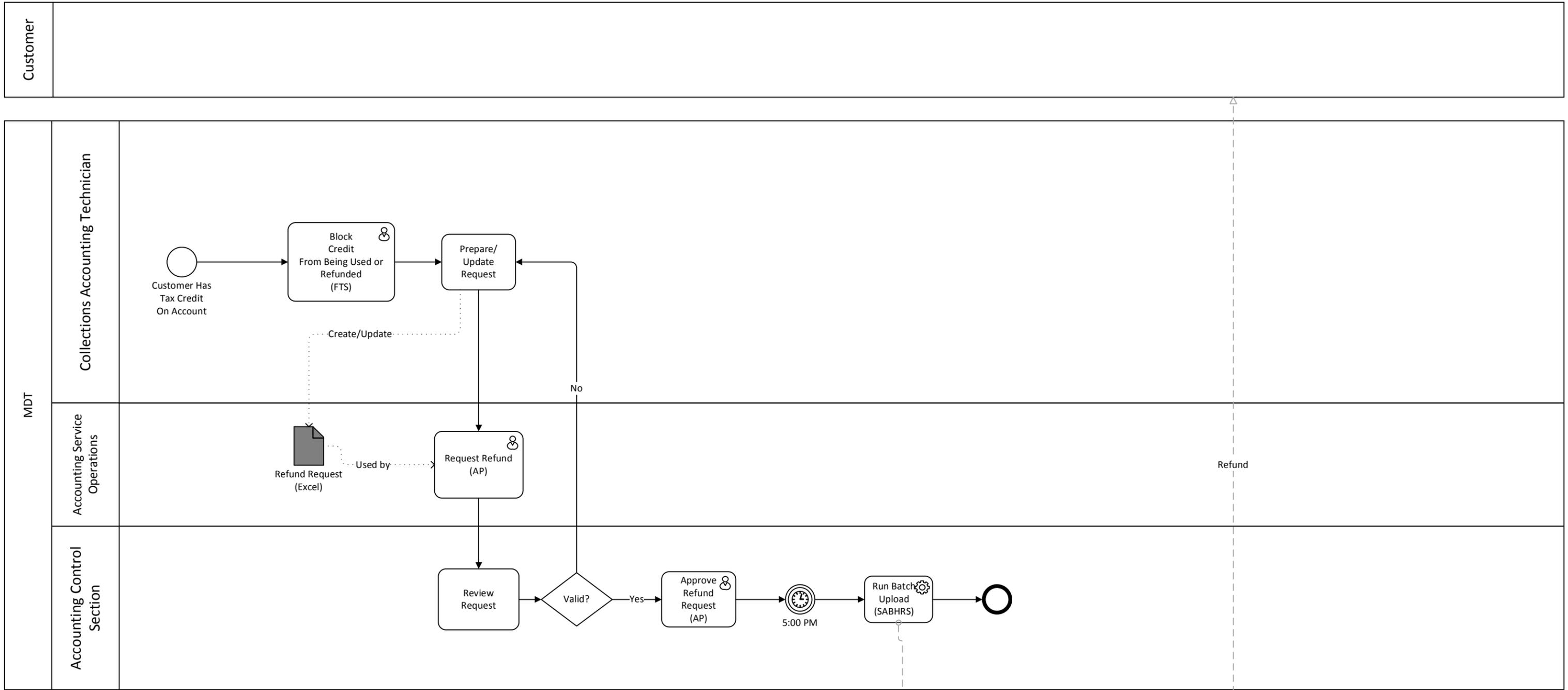
AS-IS PROCESS 43: Process Online Payments



AS-IS PROCESS 44: Handle IRP Receivables



AS-IS PROCESS 45: Process LP or NG Refund

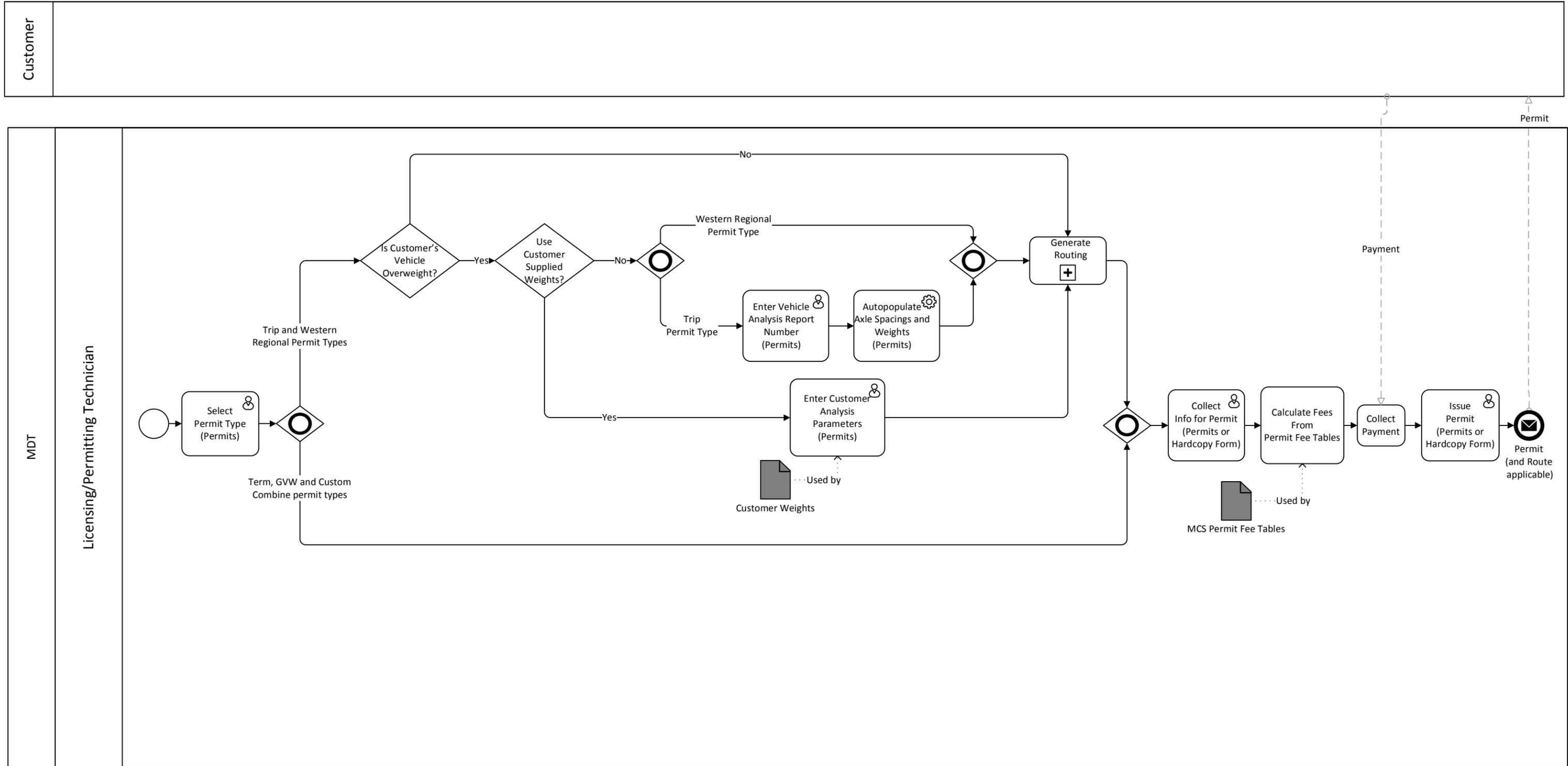


PROJECT NAME/NUMBER: ePART
 ORGANIZATION: MDT
 AUTHOR: ePART Team
 DATE: 2012-07-15
 THIS DIAGRAM'S VERSION: 2
 SOURCE FILE: EPART_AS_IS_PROCESSES_V30.VSD

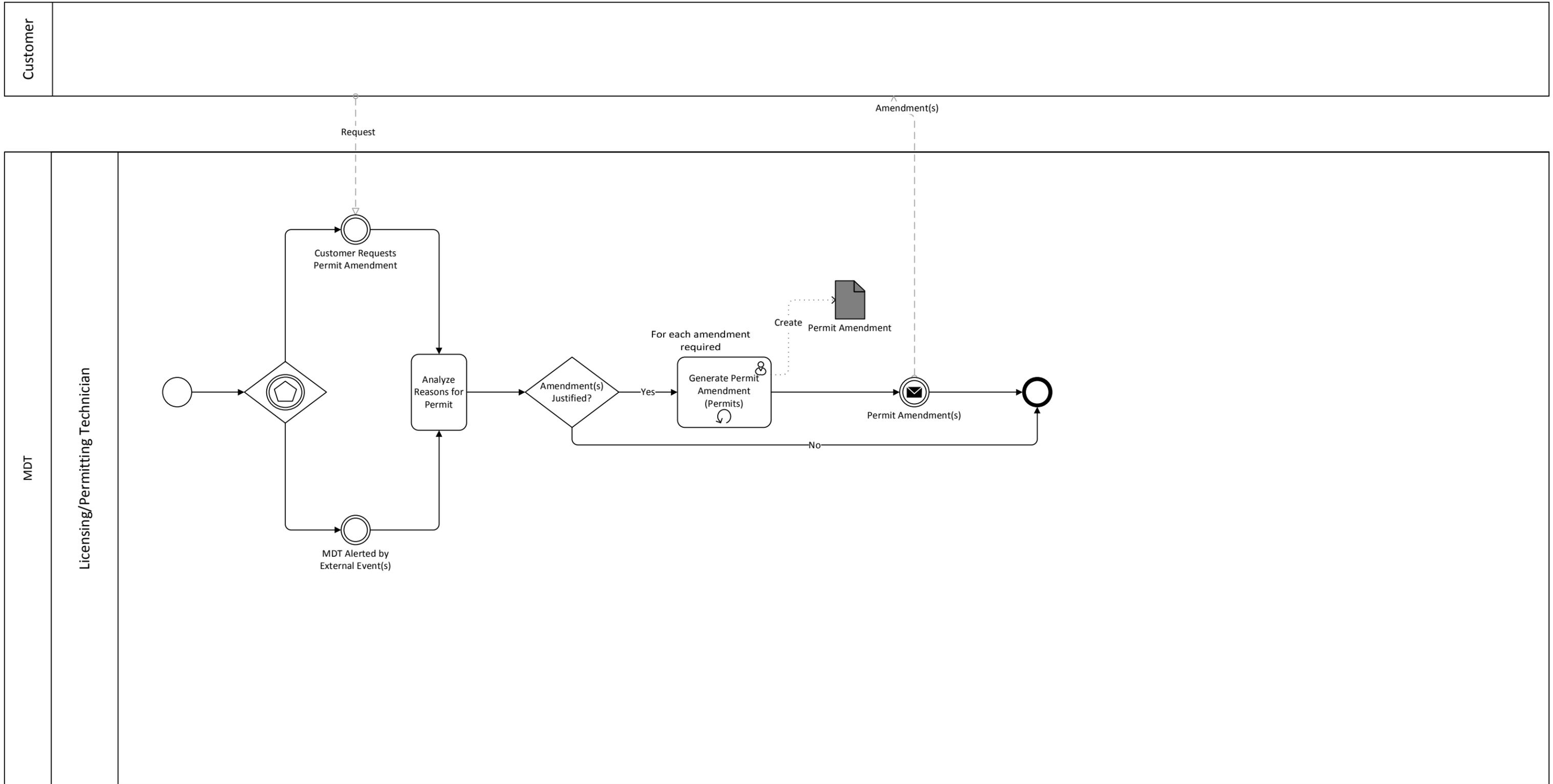


AS-IS PROCESS 46: Provision Permit Sub-Process

Called from: Motor Carrier Vehicle Permit Issuing and End-of-Day Reconciliation (16)

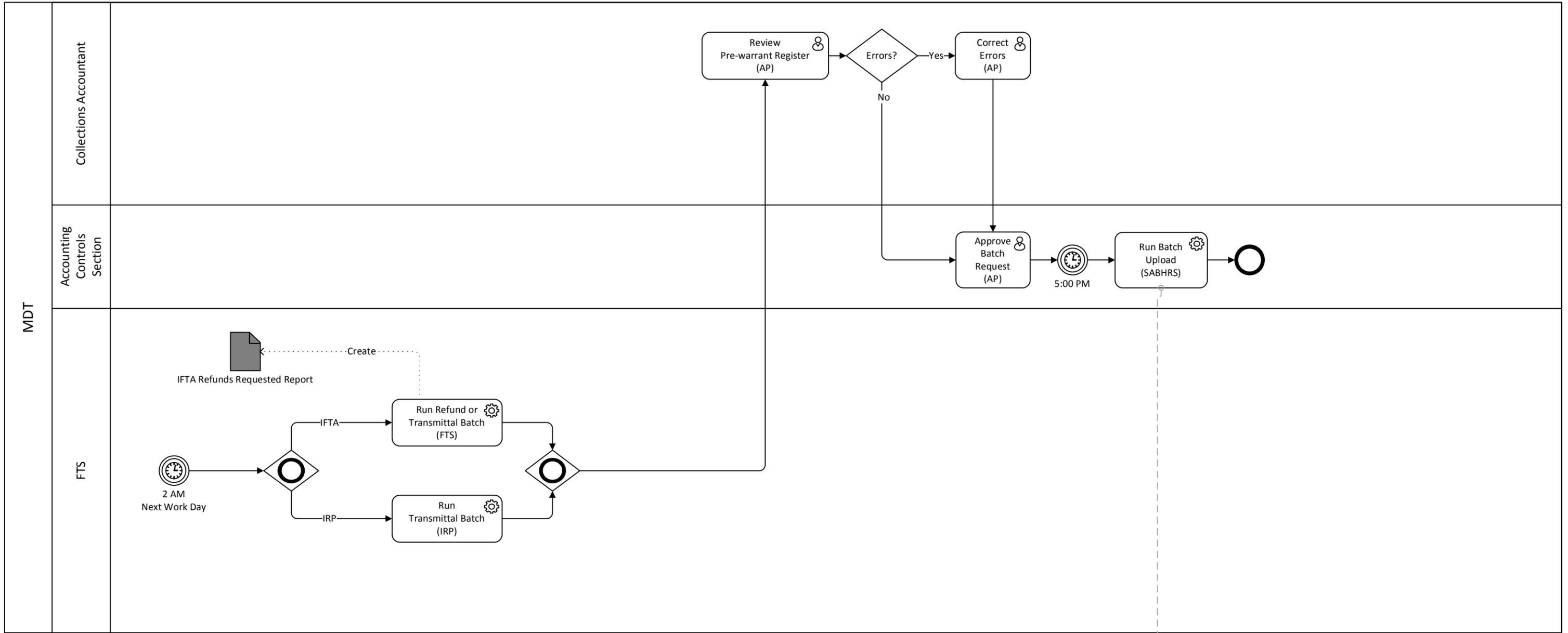


AS-IS PROCESS 47: Provision Permit Amendment(s)



AS-IS PROCESS 48: Process Check Request Sub-Process

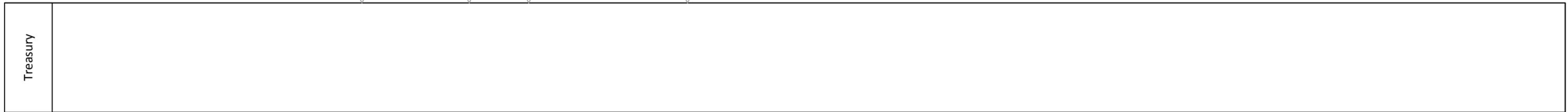
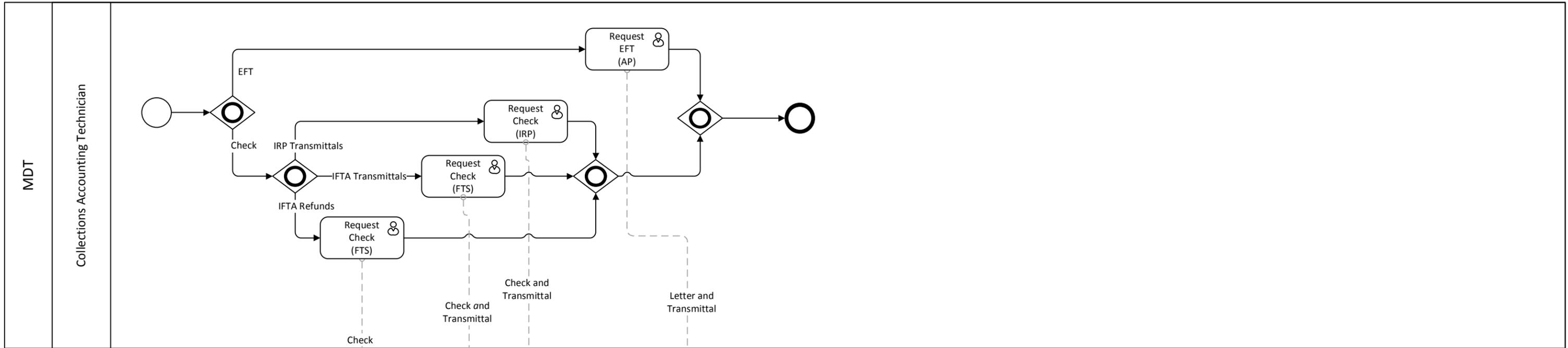
Called from: IRP Transmittal and Payment Process (11); IFTA Transmittal and Payment Process (12); IFTA Refund (Credentials and Tax) (19)



Department of Administration (DOA)

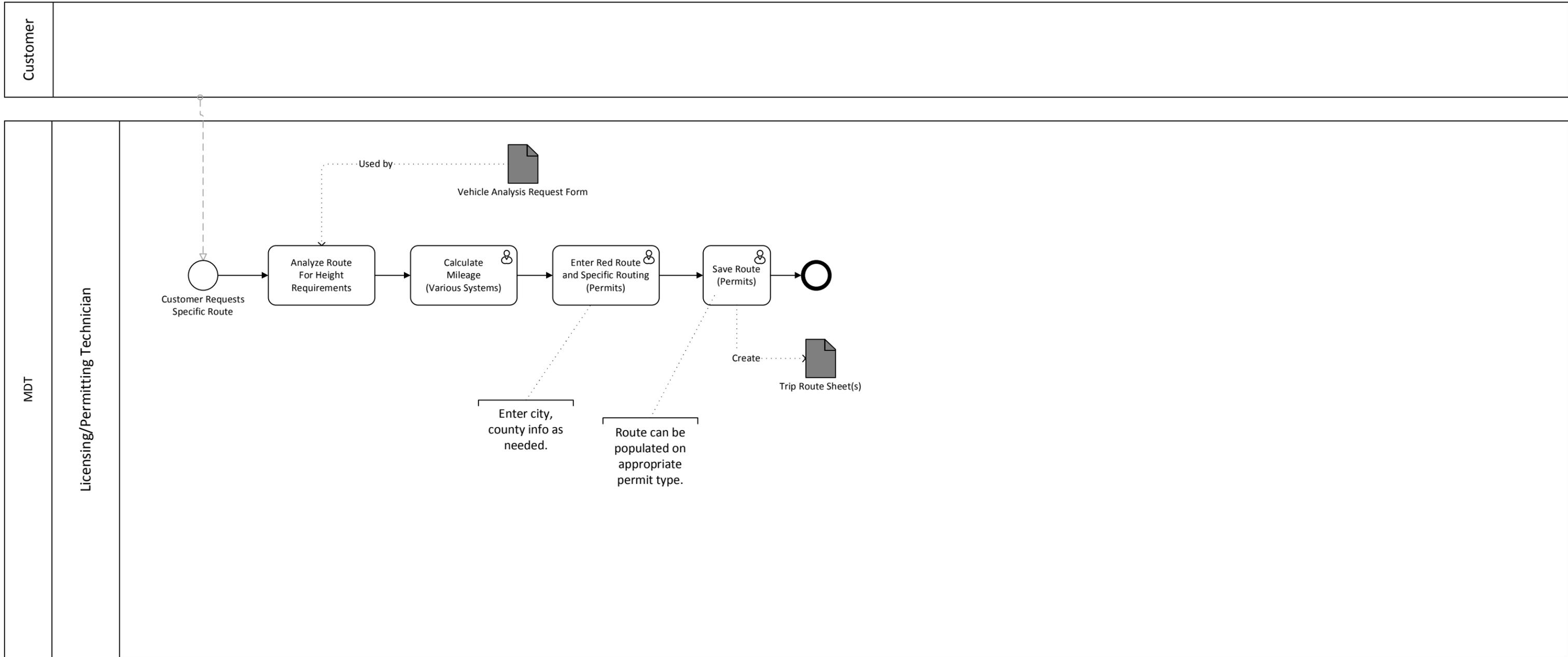
AS-IS PROCESS 49: Request Check or EFT Sub-Process

Called from: IRP Transmittal and Payment Process (11); IFTA Transmittal and Payment Process (12); IFTA Refunds (Credentials and Tax) (19)

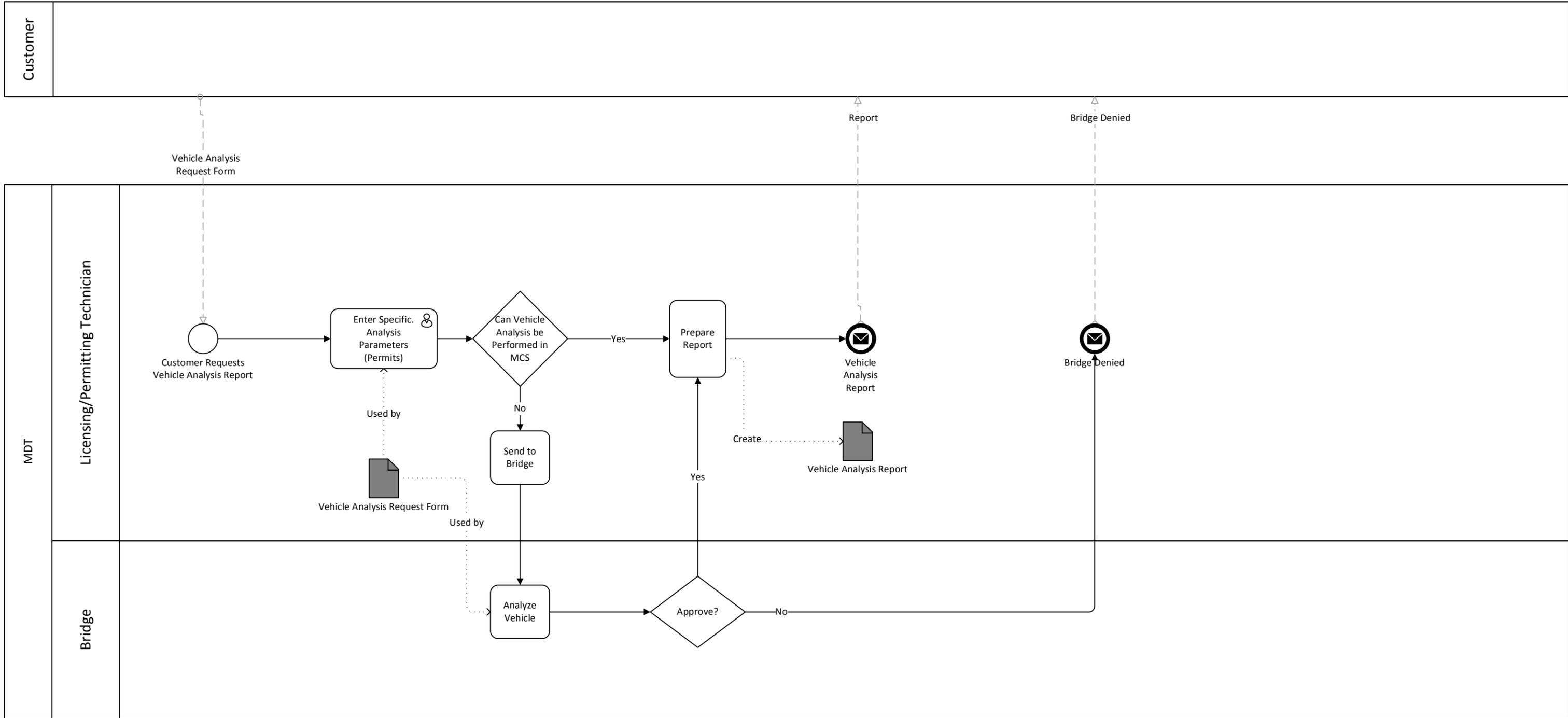


AS-IS PROCESS 50: Generate Routing Sub-Process

Called from: Provision Permit Sub-Process (46)

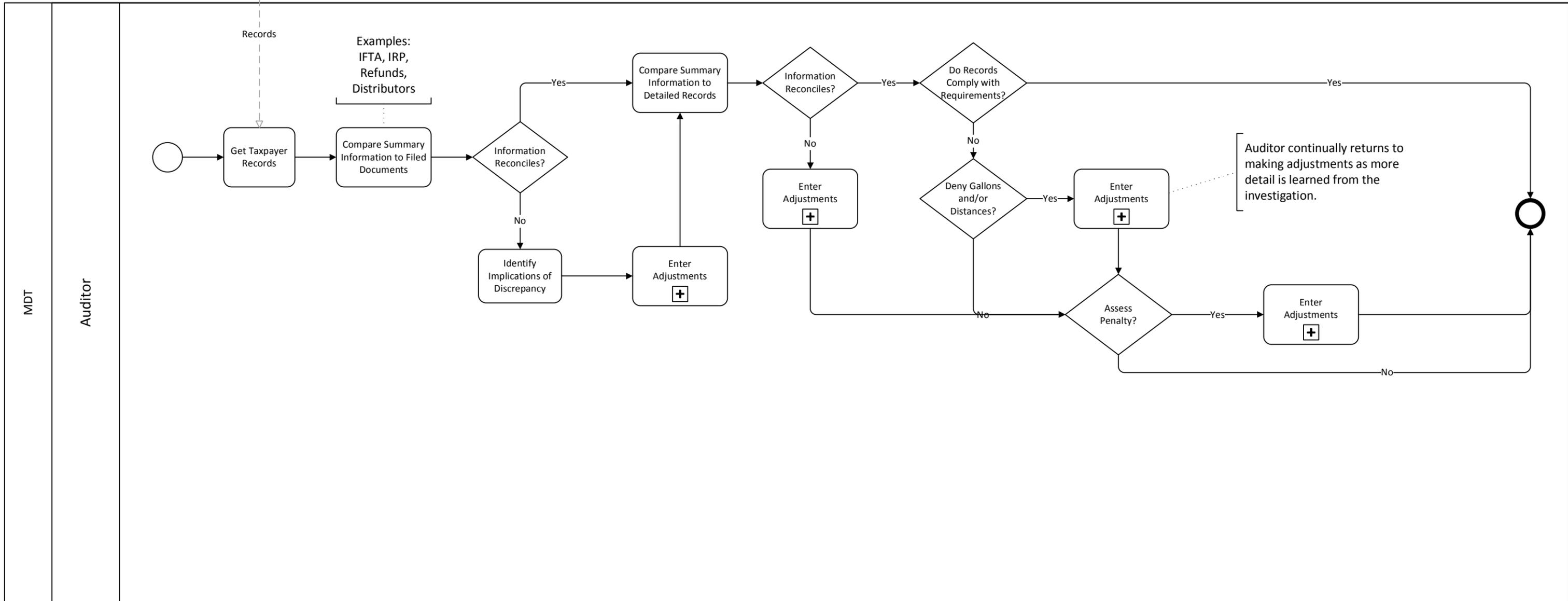
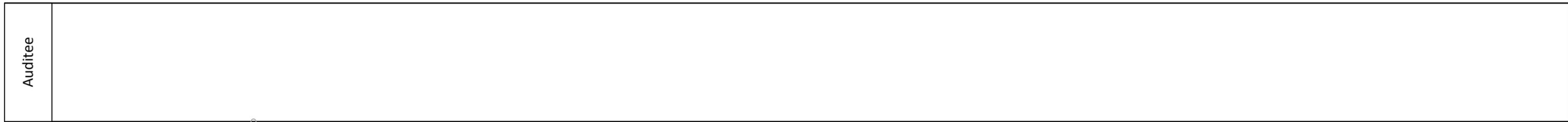


AS-IS PROCESS 51: Generate Vehicle Analysis Report



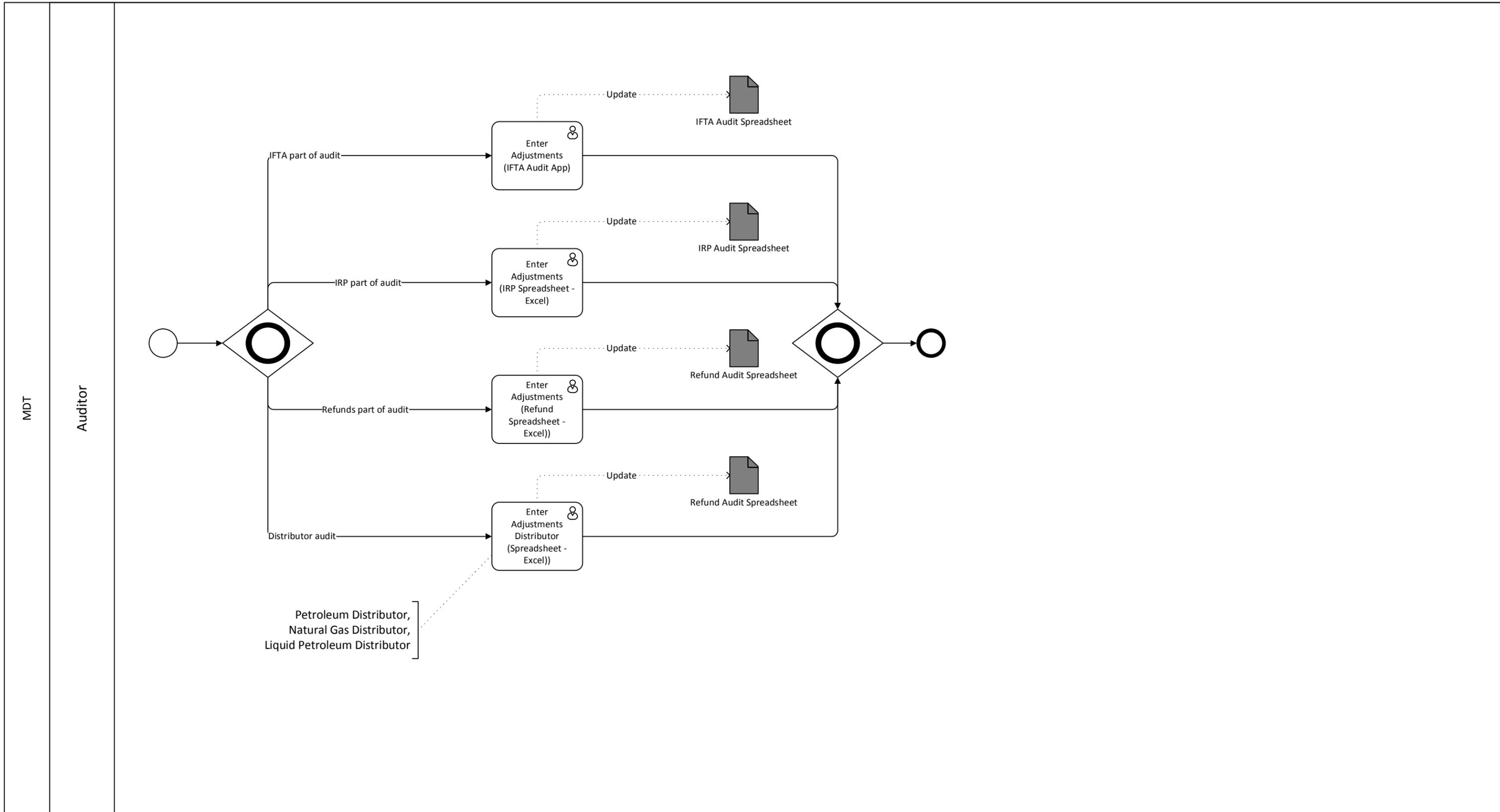
AS-IS PROCESS 52: Perform Field Work Sub-Process

Called from: Conduct Motor Fuels Taxes and Fees Audit (14)



AS-IS PROCESS 53: Enter Adjustments Sub-Process

Called from: Motor Fuels Taxes and Fees Post-Audit Activities (15); Perform Field Work Sub-Process (52)



AS-IS PROCESSES: Appendix A

Business Information Required for Process #14: Conduct Motor Fuels Taxes and Fees Audit

NOTE: Reminder for New Requirement: This information is gleaned via screen captures of up to 50 separate screens across several applications. This should be accessible via forms, reports, etc. in any future solution. (V. Murphy)

Customer Manager (CM) Fields	
Taxpayer Identification Number	
US DOT Number	
IFTA Account Number	
IRP Account Number	
Company Name	
DBA Name	
Primary Acct Status (e.g. Active, Cancelled, etc.)	
Address (physical, mailing, city, state, and zip code)	
Contact information (name and phone number)	

FTS Fields	
Account Number	
Status (e.g. Active, Cancelled, etc.)	
Legal Name	
Trade Name	
Address (physical, mailing, city, state, and zip code)	
Contact information (name and phone number)	
Taxpayer Identification Number	
US DOT Number	
Effective Date of license (date when license obtained)	
Number of Decals ordered for each license year (may order decals multiple times a year)	
Total Net Due (company's account balance as of the most recent quarter filed)	
For each quarter within the audit period:	
Quarter and Year	
Total Tax from return	
Credit balance coming into quarter	
Penalty	
Penalty waived	
Interest (total and by jurisdiction)	
Total Paid	
Adjust Amount	
Refund Amount	
Credit Created after tax from return is applied	
Refund Adjustment	
Total Miles by fuel type	
Total Gallons by fuel type	
MPG (MPG calculated by taxpayer and MPG used in the system)	
Jurisdictional information by fuel type:	
total miles	
taxable miles	
tax paid gallons	
tax due	
surcharge tax amount	
interest	
Ability to lock account and indicate account is locked	

IRP Fields	
Registrant Name	
Registration Year	
Carrier Number	
Fleet Number	
Business Address	
Year to Date Fees	
Base Fees	
Foreign Fees	
Total Distance	
Date First Operated	
Expiration Date	
US DOT Number	
Taxpayer Identification Number	
Fleet Type (e.g. tractors, trailers, etc.)	
Number of Supplements	
Administrative Fees (total or by supplement number)	
Type of change made on each supplement (e.g. added distance in a new jurisdiction, added a vehicle, etc.)	
information about change (e.g. what jurisdiction was added)	
Ability to lock account and indicate account is locked	
Audited Mileage Table Report	
registration year, carrier number, fleet number	
jurisdiction	
Actual or Estimated	
if estimated, first or second year	
added on a supplement	
pro-rated or non-prorated	
distance traveled	
percentage calculated	
fees paid	
Vehicle Listing Report	
registration year, carrier number, fleet number	
Unit #	
Vehicle type (i.e. tractor, trailer, etc.)	
Plate #	
Year of vehicle	
VIN	
Date added/deleted from fleet	