Project: SD2006-15

Agreement Number: 311016

Title: International Registration Plan & International Fuel Tax Agreement System Requirements Analysis

Technical Memorandum #1

Current Business Practices and System Actions

Submitted by:

ITERIS Innovation for better mobility

Submitted to:

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CONTENTS

1. INTRODUCTION

In September, 2007, Iteris and the South Dakota Department of Transportation (SDDOT), Office of Research entered into Agreement Number 311016. This agreement describes a research project structured to perform a detailed requirements analysis for a new South Dakota International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) System. The current system, which is operated by the South Dakota Department of Revenue and Regulation (SDDORR), is supplied by a vendor and will no longer be supported effective the end of calendar year 2010. South Dakota has elected to replace the current system. This research project will provide the definition of system requirements supporting future South Dakota system development or system procurement actions.

2. PURPOSE OF DOCUMENT

Technical Memorandum #1 represents the first of a series of deliverables designed to document current business practices and system actions, and to provide the basis for development of a detailed set of IRP and IFTA system requirements.

Background materials used in the preparation of this document were accumulated during an on-site visit with the SDDORR Prorate Office and South Dakota Bureau of Information Technology (BIT) management and staff. This visit occurred September 17th, 18th and 19th of 2007. The purpose of this visit was two-fold. First, all agency team members were assembled for a kick-off meeting to review project objectives, goals and schedules. Second, Iteris research staff spent time with SD Prorate Office staff to accomplish a "first round" of process observations. Iteris research staff were provided with a listing of key system functions for both the IRP and IFTA business areas. This listing provided the basis for observations of South Dakota IRP and IFTA business practices, administrative procedures and system actions.

The results of the first round process observation effort is documented as a set of DRAFT IRP and IFTA use cases included in this technical memorandum. These use cases are attached as appendices to this document. (See Appendix A: IRP Use Cases; Appendix B: IFTA Use Cases.) The process of observing and drafting the IRP and IFTA user cases has provided the research team with familiarity regarding the current IRP and IFTA processes and operations. The observations have also provided the research team an opportunity to view the processes from the "outside" in order to gain a perspective on potential improvements or gaps in current practice.

These use cases are submitted in Draft form and will serve as the basis for the second Iteris on-site visit, scheduled for October 23rd, 24th and 25th of 2007. Although the use cases, in general, provide a high-level picture of IRP and IFTA processes, the research team anticipates that each specific draft use case may exhibit some degree of divergence from actual practice. In addition, some use cases are merely descriptions of current practice, rather than a step by step literal roadmap of user interactions. However, the purpose for the "as is" use cases is to provide the Iteris research team and South Dakota stakeholders with a common basis for advancing use cases that provide improved system functionality. These materials will then be used for requirements and design of a future improved system that reflects needed functionality. (See Appendix C for a high-level diagram of the new system envisioned by this project.) With this perspective in mind the second on-site visit will serve to refine / develop use for a desired future system.

3. NEXT STEPS

A snapshot of the project schedule is shown in the table below. The second on-site visit is designed to accomplish the following objectives:

High-Level Review of Draft Technical Memorandum #1

This activity will capture comments from SD Prorate Office administrative and operations personnel regarding the content of Technical Memorandum #1. The intent is to review the document from a system perspective. This will insure that the research team has a firm grasp on current activities.

Targeted Process Observation Follow-Up

Specific areas of follow-up will be identified and observations will be recorded as needed. Those use cases which are highlighted in Appendices A and B, represent the ones which need to be studied in more detail during the second on-site visit. These use cases are noted in the following table:

IRP Use Cases	IFTA Use Cases
IR-021 End of the Month Reconciliation	FT-004 Tax Rate Updates
IR-025 Clearinghouse Files	FT-006 Bond Posting and Tracking
IR-026 Audit Files	FT-008 Audit Files
IR-027 Audit Adjustments for CH Files	FT-009 Audit Adjustments for CH Files
	FT-011 Transmittal Processing
	FT-012 End of Month Reconciliation and Reports
	FT-024 Reinstatement

Screen Element and Logic Review

Screen by screen review of the current system to obtain a sense of data and logic flow.

Refinement of Current System Gaps, Weaknesses

Review listing of preliminary requirements for the new system, gathered from the first on-site visit. This will include establishing requirement assessment rules regarding mandatory versus evaluated.

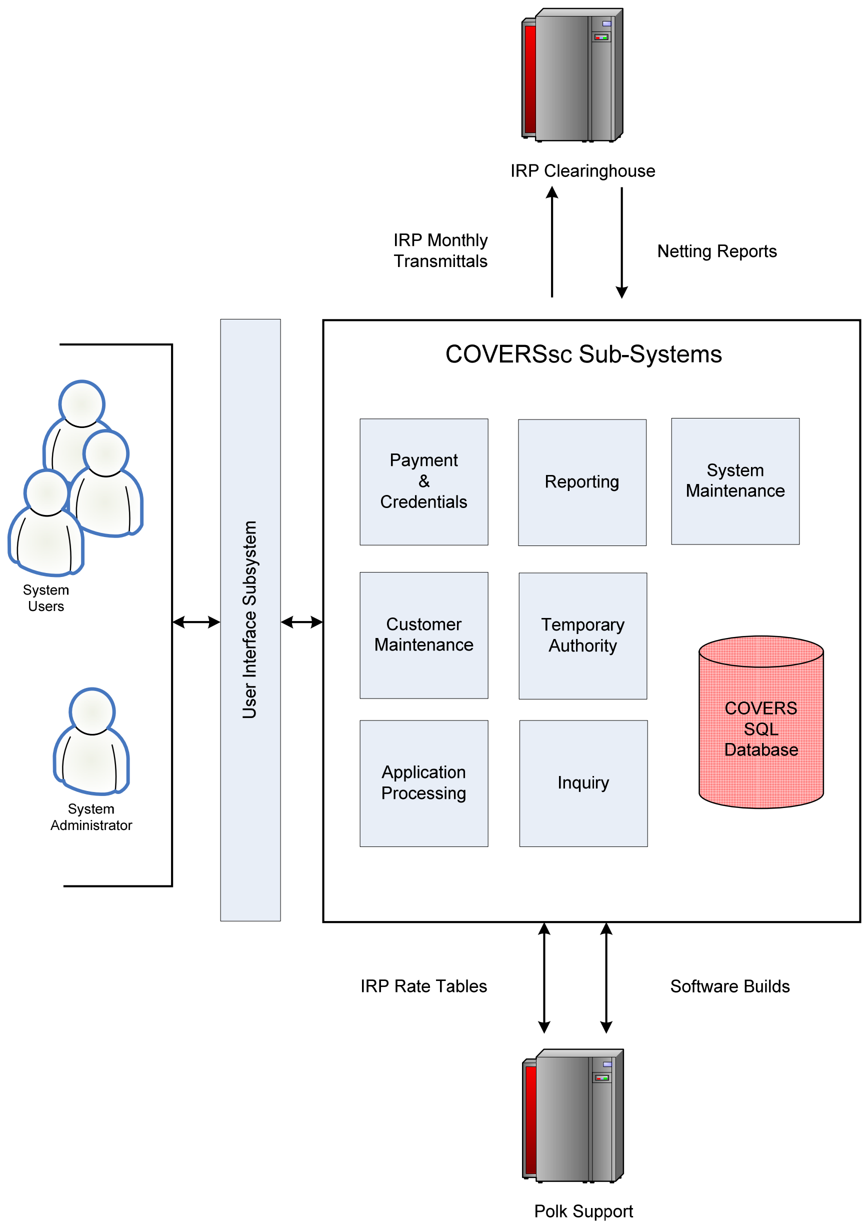
These on-site tasks will lead to finalization of Technical Memorandum #1 and development of detailed system requirements.

3.1. Updated Project Schedule

Activity / Task	Date(s)
Kick-Off Teleconference	Complete
On-Site Meeting #1	Complete
Draft Technical Memorandum #1	Complete
On-Site Meeting #2	Complete
Finalized Technical Memorandum #1	Complete
Draft Detailed System Requirements	11-21-07
Written Comments	12-05-07
On-Site Meeting #3	12-11-07 through 12-13-07
Finalized Detailed System Requirements	12-14-07
Draft System Specifications	01-04-08
Written Comments	01-18-08
Review Teleconference	01-23-08
Finalized System Specifications	01-30-08
On-Site Meeting #4 Project Close-Out & Executive PowerPoint	02-06-08

4. IRP Process Overview

South Dakota utilizes the Commercial Vehicle Registration System Client / Server system (COVERScs) developed by R. L. Polk and Company. This is a client / server based system comprising a SQL Server database, and eight sub-systems designed to provide various IRP functions as explained with the following high-level diagram and function descriptions:



Sub-System	Function Description
User Interface	This subsystem provides the user access to system functions. Access to the functions is governed by the System Administrator who assigns user names, passwords and user group access.
Customer Maintenance	This subsystem provides screens and functions to create, modify and remove Business, Registrant, Fleet and Vehicle records. These functions include: ✓ Add a Business. ✓ Update a Business. ✓ Suspend a Business. ✓ Add an Account (registrant). ✓ Update an Account (registrant). ✓ Suspend an Account (registrant). ✓ Add Fleet. ✓ Update Fleet. ✓ Suspend a Fleet. ✓ Account (registrant) Inquiry. ✓ Fleet Inquiry.
Application Processing	All activities related to new licenses, renewals, unit changes, deletions or additions, adding jurisdictions and weight increases are processed through this sub-system. These functions include: ✓ Application Summary. ✓ Inquiry By Application, Mileage and Unit. ✓ Application and Supplement Processing. o Renewal Applications o New Account/Fleet Applications o Unit Change/Transfer Applications o Weight Change Applications o Jurisdiction Add Applications ✓ Fee Calculation. ✓ Application Adjustments ✓ Add Vehicles. ✓ Update Vehicles. ✓ Vehicle Inquiry.
Payment & Credentials	This sub-system includes functions for processing payments, issuing credentials, transferring plates and decals and payment history review. These functions include: ✓ Recording of Payments. ✓ Payment History. ✓ Assign Plates and/or Decals. ✓ Issue Cab Cards. ✓ Incoming Transmittals. ✓ Unpay Applications.
Inquiry	This sub-system provides the ability to query the COVERS database by common identifiers such as license plate, VIN, account number and Billing Notice number.

Sub-System	Function Description
Temporary Authority	This functionality includes issuing temporary clearances by Unit or Applications, and enquiring as to status of temporaries.
System Maintenance	Functions within this sub-system are intended for use by the system administrator and include user controls, global settings, overrides, printer controls and reconciliation features. These functions include: ✓ User ID Maintenance. ✓ Status Code Maintenance. ✓ Inventory Maintenance. ✓ Transmittal Receipt Funds. ✓ Electronic Software Distribution. ✓ Set Access Security. ✓ Define "Canned" Comments. ✓ Administrative Overrides. o VIN Corrections o Change Fleet Registration Cycle o Change Indicators (ie. Cab Cards, Plates) o Delete / Clear Applications o Undo Plate / Decal Assignment ✓ Escrow and Deposits. ✓ Estimated Mileage. ✓ Exchange Rate Maintenance. ✓ Make Table Maintenance. ✓ Printer Assignment. ✓ Yearly Rollover Maintenance. ✓ Renewal Reconciliation. ✓ Renewal Print. ✓ Renewal Labels.
Reporting	This subsystem publishes system reports. South Dakota's deployment of COVERS included the installation of Infomaker database report writing software.

4.1. Processes Reviewed

South Dakota Prorate Office management provided a listing of key IRP processes which served as the basis for the initial on-site study and development of the use cases presented in Appendix A. These key processes encompass the majority of activities undertaken by the IRP personnel within the SD Prorate Office.

With the use cases serving as a basis, the research team has categorized these processes in terms of the major actors involved, the frequency with which the processes occur and the major systems used in completion of the processes. These process categories will help provide a framework for moving forward with the IRP system requirements gathering efforts. The process categorization if presented in the following table.

4.1.1. IRP Process Categorization

Process	Actors				Frequency					Systems			
	Applicant	IRP User	System Admin.	Other	On Demand	Weekly	Monthly	Quarterly	Other	COVERSsc	Clearing House	Mainframe	Other
IR-001 Issuing New Licenses	✓	✓		SD Titling SD Mailroom	✓					✓		✓	VINA Printers SDCVIEW
IR-002 PRISM Functionality					✓					✓			SAFER/ PRISM
IR-003 CVIEW Snapshots									As Required	✓			SAFER/ PRISM SDCVIEW
IR-004 Adding New Units	✓	✓		SD Titling SD Mailroom	✓			✓		✓		✓	VINA Printers SDCVIEW
IR-005 Weight Increases	✓	✓		SD Mailroom	✓			✓		✓			Printers SDCVIEW
IR-006 Adding Jurisdictions	✓	✓		SD Mailroom	✓			✓		✓			Printers SDCVIEW
IR-007 Applying Vehicle Credit	✓	✓			✓			✓		✓			SDCVIEW
IR-008 Application Maintenance			✓		✓			✓		✓			Printers SDCVIEW
IR-009 Refunds (Deleting Units)	✓	✓			✓			✓		✓			SDCVIEW

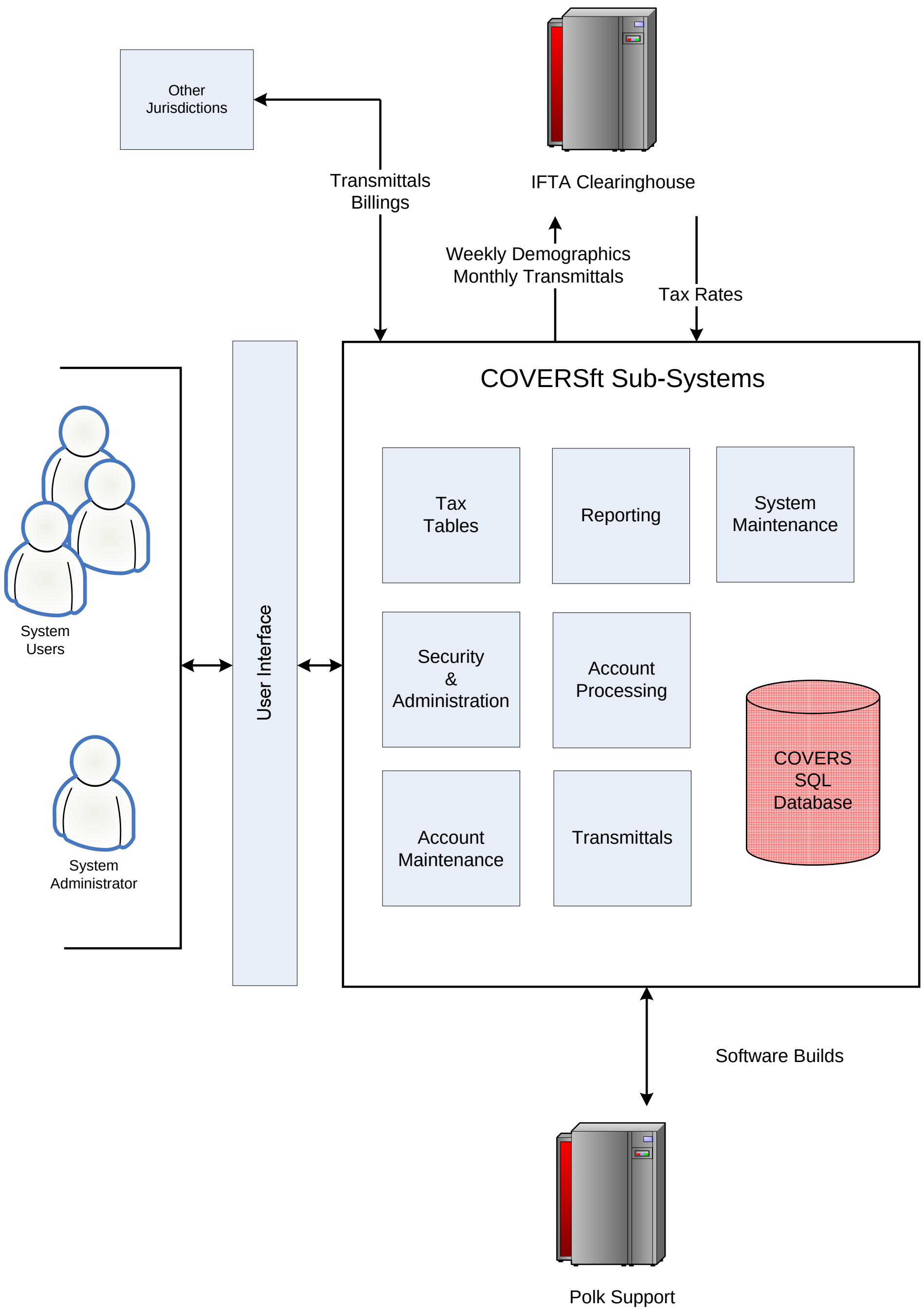
Process	Actors				Frequency					Systems			
	Applicant	IRP User	System Admin.	Other	On Demand	Weekly	Monthly	Quarterly	Other	COVERSsc	Clearing House	Mainframe	Other
IR-010 Issuing Temporaries	✓	✓			✓					✓			VINA Printers SDCVIEW
IR-011 Renewals	✓	✓						✓		✓		✓	Printers SDCVIEW
IR-012 Issuing Credentials	✓	✓			✓			✓		✓			Printers SDCVIEW
IR-013 Printing Credentials		✓			✓			✓		✓			Printer SDCVIEW
IR-014 Fee Calculations	✓	✓			✓			✓		✓			
IR-015 Billing Notices	✓	✓			✓			✓		✓			Printers
IR-016 Late Notices	✓	✓							Late Payment Cycle	✓			Printers
IR-017 Penalties and Interest		✓	✓						Late Payment Cycle	✓			
IR-018 Reports		✓	✓		✓		✓		Peer Reviews Audits	✓			Printers
IR-019 Processing Payments		✓		DORR Finance State Treasurer	✓					✓			SDCVIEW

Process	Actors				Frequency					Systems			
	Applicant	IRP User	System Admin.	Other	On Demand	Weekly	Monthly	Quarterly	Other	COVERSsc	Clearing House	Mainframe	Other
IR-020 Exchange Rate Functionality			✓				✓			✓	✓		IRP, Inc.
IR-021 End of the Month Reconciliation			✓	DORR Finance State Treasurer			✓			✓			Printers
IR-022 Escrow		✓	✓	DORR Finance State Treasurer	✓					✓			Printers
IR-023 Vehicle and Fleet Deposits	✓	✓		DORR Finance State Treasurer	✓					✓			
IR-024 Transmittals			✓	CH States Non-CH States			✓		Incoming Upon Receipt	✓	✓		
IR-025 Clearinghouse Files		✓	✓	CH States			✓			✓	✓		
IR-026 Audit Files			✓	SDDORR Auditors	✓					✓			Excel
IR-027 Audit Adjustments for CH Files			✓	SDDORR Auditors	✓					✓	✓		Excel

Process	Actors				Frequency					Systems			
	Applicant	IRP User	System Admin.	Other	On Demand	Weekly	Monthly	Quarterly	Other	COVERSsc	Clearing House	Mainframe	Other
IR-028 Staggered (Renewals)	✓	✓	✓					✓		✓	✓		Printers SDCVIEW
IR-029 VIN Corrections	✓	✓	✓		✓					✓		✓	SDCVIEW
IR-030 Printing Functionality			✓		✓			✓		✓			Printers
IR-031 Comment Files		✓	✓		✓					✓			

5. IFTA Process Overview

South Dakota utilizes the Commercial Vehicle Registration System for Fuel Tax (COVERSft) developed by R. L. Polk and Company. This is a client / server based system comprising a SQL Server database with various tax, licensee, user and administrative tables, an administrative and user interface, help functions and reporting features. The following diagram and table provides a high-level snapshot of system functionality:



Sub-System	Function Description
User Interface	The User Interface sub-system provides the means through which all system activities are initiated, including system administrative and security functions. Upon log-in, system users are presented with a menu bar that provides the following menus and sub-menus of functions: ✓ **<u>File</u>** o Manage Accounts o Manage Printers o Select Time Periods o Screen Refresh ✓ **<u>Options</u>** o Account Locking Controls o Administrative Functions (See Below) ✓ **<u>Account (See Account Processing Section Below)</u>** ✓ **<u>Window Appearance Controls</u>** ✓ **<u>Help</u>**
Tax Tables	System administrator access to tax table maintenance functions, including: adding new jurisdictions, countries, tax rates and fuel types.
Security & Administration	Administrative Functions include: ✓ System Preferences ✓ User Control ✓ Data Control ✓ Security Settings (Groups & Users) ✓ System and Account Locks ✓ Maintenance of Codes (Account Status, Decals, System, Mail, ✓ “Canned” Comment Maintenance ✓ Payment Controls (Interest Rates, Application Order, Grace Periods, Write-Offs) ✓ Quarter Creation ✓ Billing Controls (Holds, Write-Offs, Letters, Contacts) ✓ User Setting Maintenance ✓ Return Controls ✓ ICN Search
Account Maintenance	✓ Create Accounts ✓ Modify Accounts ✓ Delete Accounts

Sub-System	Function Description
Account Processing	Account processing functions include the following major activities: ✓ Collections ✓ Payments ✓ Master Account Screen ✓ Period Specific Tax Activities ✓ License Application Maintenance ✓ Cab Card Production ✓ Account Commenting Tools ✓ Decal Tracking ✓ Refund Processing ✓ Reinstatement and Renewal Processing ✓ Return Processing
Transmittals	The COVERSft system provides capabilities to create weekly demographic and monthly billing transmittals.
Reporting	A number of predefined reports are available to COVERSft users and administrators. These reports can be run immediately or scheduled for automatic production. In addition, the system takes advantage of Infomaker database report writing software to generate ad-hoc reports for management.

5.1. Processes Reviewed

South Dakota Prorate Office management provided a listing of key IFTA processes which served as the basis for the initial on-site study and development of the "as is" use cases presented in Appendix B. These key processes encompass the majority of activities undertaken by the IFTA personnel within the SD Prorate Office.

With the use cases serving as a basis, the research team has categorized these processes in terms of the major actors involved, the frequency with which the processes occur and the major systems used in completion of the processes. These process categories will help provide a framework for moving forward with the IFTA system requirements gathering efforts. The IFTA process categorization is presented in the following table.

5.1.1. IFTA Process Categorization

Process	Actors				Frequency					Systems			
	Applicant	IFTA User	System Admin.	Other	On Demand	Weekly	Monthly	Quarterly	Other	COVERSft	Clearing House	Mainframe	Other
FT-001 Issuing New Licenses	✓	✓			✓					✓	✓		SDCVIEW
FT-002 Processing Tax Returns	✓	✓		**Remittance Center**				✓		✓	✓	✓	
FT-003 Return Printing		✓						✓		✓		✓	Printers
FT-004 Tax Rate Updates			✓					✓		✓			IFTA
FT-005 Processing Refunds		✓		SD Treasurer's Office				✓		✓		✓	
FT-006 Bond Posting & Tracking	✓	✓			✓					✓			**Excel**
FT-007 License Renewals	✓	✓							**Annual**	✓	✓		SDCVIEW Printers
FT-008 Audit Files			✓		✓					✓			Excel
FT-009 Audit Adjustments for CH Files			✓	**ISTA States**	✓						✓		Excel

Process	Actors				Frequency					Systems			
	Applicant	IFTA User	System Admin.	Other	On Demand	Weekly	Monthly	Quarterly	Other	COVERSft	Clearing House	Mainframe	Other
FT-010 Reports		✓	✓		✓					✓			Printers
FT-011 Transmittal Processing			✓			✓	✓			✓	✓		Excel Access
FT-012 End of Month Reconciliation & Reports		✓	✓				✓			✓			Excel
FT-013 Uploading Clearinghouse Data – Transmittals and Demographic Data			✓			✓	✓			✓	✓		Excel
FT-014 Temporary IFTA Decals	✓	✓			✓					✓			Access Printers
FT-015 CVIEW Snapshots					✓					✓			SDCVIEW
FT-016 Issuing License & Decals	✓	✓			✓					✓	✓		SDCVIEW Printers
FT-017 Decal Inventory		✓	✓		✓					✓			

Process	Actors				Frequency					Systems			
	Applicant	**IFTA User**	**System Admin.**	**Other**	**On Demand**	**Weekly**	**Monthly**	**Quarterly**	**Other**	**COVERSft**	**Clearing House**	**Mainframe**	**Other**
FT-018 Replacement Decals	✓	✓			✓					✓			
FT-019 Billing & Delinquent Return Notices	✓	✓	✓						Billing Cycle	✓	✓	✓	Printers SDCVIEW
FT-020 Jeopardy Assessments	✓	✓	✓						Billing Cycle	✓			
FT-021 Monthly Interest Assessments	✓	✓	✓						Billing Cycle	✓			
FT-022 Printing Functionality			✓		✓					✓		✓	Printers
FT-023 Comment Files		✓	✓		✓					✓			
FT-024 Reinstatement	✓	✓			✓					✓	✓		SDCVIEW
FT-025 IFTA Maintenance . System Administration			✓		✓					✓			

Appendix A: IRP Use Cases

IR-001 Issuing New Licenses

Business Process Area:	International Registration Plan		
Use Case Name:	Issuing New IRP License		
Use Case ID:	IR-001	**Revision**	0

Description
This use case describes the steps involved in issuing a new South Dakota IRP Prorate License to a new licensee. The steps include both manual and automated processes and involve registrants and South Dakota IRP personnel. In this case the applicant has started a trucking business and is applying for a prorate license for the first time. The vehicles have been purchased by the owner and will be based in South Dakota. The applicant has signed a statement accepting the South Dakota Estimated Mileage Chart as a basis for registration. 1. Applicant provides Schedule G mileage estimate. Note: An estimate must be provided is the applicant has actual miles in other states. [In this case the IRP users reviews the Schedule G for reasonableness, resolves any questions, an then inputs the mileage estimates from the Schedule G, if they are approved.]

Actors	
Primary:	South Dakota IRP registration personnel.
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)
Secondary:	South Dakota Data Center and Mail Personnel
Secondary:	South Dakota Titling personnel. Note: Only if title work is required.

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]
Sub-System:	South Dakota Title and Registration System [Pending Title creation if title work required.]
Sub-System:	VINA – Vehicle Identification Number Validation Software
Sub-System:	SDCVIEW

Pre-Conditions
1. License Application paperwork has been received by SDDORR.

Triggers
1. Receipt of original IRP New License application paperwork by SD Prorate Office.

Basic Flow		
Flow Description:	Issuing New IRP Licenses	
Step ID	**User Action**	**System Response** (optional)
1.	License Application paperwork is received and stamped by SD Prorate Office personnel.	Manual process.
2.	IRP user verifies that all required paperwork has been submitted and has been filled out correctly. If paperwork is incorrect the IRP user contacts the applicant to obtain required information. Paperwork is placed into a suspense file awaiting information. Upon receipt of information, IRP user begins processing again. IRP user verifies USDOT number of applicant by comparing information on the License Application with SAFERSYS.org.	Manual process.
3.	IRP user creates a new business record within the IRP system and saves record.	System prompts for information to be filled in by IRP user. System commits to database upon save.
4.	IRP user creates a new registrant record within the IRP system.	System prompts for information to be filled in by IRP user. System commits to database upon save.
5.	IRP user creates a new fleet record within the IRP system.	System prompts for information to be filled in by IRP user. System commits to database upon save.
6.	IRP user creates a new Application record within the IRP system. The registrant number is the account number. The default Application number is zero.	Systems creates a new Application.

Basic Flow		
7.	IRP user enters number of power units in Fleet and selects jurisdictions for prorate. IRP user determines if the South Dakota estimated mileage schedule is used, or carrier estimated mileage is entered. (Schedule G.) Note: Actual mileage must be used if applicant has actual mileage. IRP user is prompted when mileage/jurisdiction is entered in non-contiguous jurisdictions. IRP user either corrects or contacts applicant for clarification. Application can be saved and re-opened IRP user selects next tab to view percentages and validate total miles by entering total mileage where prompted.	System applies jurisdictions as selected and mileage as selected. System applies contiguous jurisdiction checks and prompts when mileage entered does not meet contiguous jurisdiction requirements. System displays calculated percentages by jurisdiction and calculated total distances. Display provides a data entry point to confirm total mileage.
8.	IRP user selects next tab to create weight groups. User creates a weight group identifier for each combination of vehicle type and weight category. IRP user responds to prompts as required.	System creates weight groups. Prompts for each jurisdiction where a weight group is higher than allowed. System also prompts where weights vary by more than 10% among jurisdictions. User must accept to continue process. System commits to database upon save.
9.	IRP user goes to Add Units for the account. IRP enters vehicle information in the Vehicle tab.	System prompts for information. System utilizes VINA to validate the VIN entered by the IRP user. If VIN check passes, skip to step 13. Note: VINA check applies to power units only.
10.	IRP user verifies the VIN and re-enters.	Reentry of VIN information, if no error, continue processing or return indication of error.
11.	If a South Dakota registered vehicle, IRP user checks VIN information in South Dakota Title and Registration system.	User creates a mainframe session and title information to return VIN for the vehicle.
12.	If non-South Dakota registered vehicle, IRP user saves work and contacts applicant for clarification.	Manual process.
13.	IRP user moves to Units tab to add the unit to a weight group within the fleet.	System prompts for information. System commits to database upon save.
14.	IRP user saves Application.	System submits changes to database.
15.	If applicant wishes to have a temporary issued, see IR-010.	See IR-010.
16.	IRP user saves payment.	System commits deposit information to database.
17.	IRP user selects “Calculate Later”.	System saves Application and schedules batch processing of the Application.

Basic Flow		
18.	System administrator starts calculation job.	System calculates all activity for the day. System generates print job for Billing Notice.
19.	N/A	System prints Billing Notice.
20.	IRP user obtains Billing Notice, reviews and mails to applicant.	Manual process.
21.	IRP user receives payment from applicant and verifies amount against the invoice.	Manual process.
22.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
23.	IRP user selects the Application for payment.	System provides ability to make an overpayment or pay in full for each Application. Note: Overpayments sit in account until the end of the month processing where amounts are administratively rolled over or refunds.
24.	IRP user selects the issue credentials for the Application.	System identifies yes or no.
25.	IRP user saves payment information.	System marks Application as paid, assigns plate, adjusts inventory and schedules a batch cab-card printing job at the Data Center. The batch job is processed by account number.
26.	N/A	Batch print job prints the cab-card for the paid Applications.
27.	IRP user logs into South Dakota Titling and Registration system to create pending title record for further processing by title personnel.	Title Pending record is created on the mainframe system.
28.	N/A	Data Center delivers cab-cards next morning.
29.	IRP user verifies cab-card information and mails to applicant.	Manual process.
30.	Match job runs. No user interaction required.	System runs match job nightly to synchronize IRP vehicle and plate information with the South Dakota Title and Registration system. This process creates the UP file to be loaded into T&R.

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-015	Billing notices.
IR-010	Issuing temporary clearances.

Linked Use Cases	
IR-019	Processing payments after receipt.
IR-023	Deposits for temporary clearances.
IR-003	CVIEW snapshot is created.
IR-002	PRISM checks are performed.

IR-002 PRISM Functionality

Business Process Area:	International Registration Plan		
Use Case Name:	PRISM Functionality		
Use Case ID:	IR-002	**Revision**	0

Description
This use case describes the primary PRISM functions which must be accomplished by the IRP system. These functions involve IRP user and system interaction to perform validations and checks on registration information during new Application and renewal processing. Please note: This use case description provides a scenario for the future system.

Actors	
Primary:	South Dakota IRP registration personnel.
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	SAFER / PRISM

Pre-Conditions
1. Automated links established between IRP registration system and SDCVIEW. 2. SDCVIEW linkage to SAFER for nightly uploads and downloads of SAFER/PRISM data.

Triggers
1. Receipt of original IRP New License or Renewal Application paperwork by SD IRP office.

Basic Flow		
Flow Description:	PRISM Functionality	
Step ID	**User Action**	**System Response** (optional)
1.	IRP System Administrator loads PRISM files received from Polk. (Target Files, MSC-150)	Manual process.
2.	IRP user enters USDOT # and FEIN for new registrant.	PRISM process validates USDOT # and FEIN against PRISM files. Messages on mismatch.
3.	N/A	PRISM process checks last update date of MCS-150 against PRISM files. Messages if greater than 12 months old.
4.	IRP user enters USDOT # and FEIN for each vehicle, if different from registrant's USDOT# and FEIN.	PRISM process validates USDOT # and FEIN against PRISM files. Messages on mismatch.
5.	N/A	PRISM process checks last update date of MCS-150 against PRISM files. Messages if greater than 12 months old.
6.	N/A	PRISM process checks safety status of USDOT# associated with VIN in PRISM files. Messages if MCSIP step = OOS.
7.	IRP user enters short term lease indicator.	System captures indicator.
8.	IRP user prints bar-code.	System prints PRISM compliant bar-code on the cab-card.
9.	IRP user USDOT # registration query.	System returns all registration details based upon USDOT# for registrant or safety carrier. Includes census information and vehicle listing, if applicable.
10.	IRP user Owner Query.	System returns ownership census information for specific VINs.
11.	IRP user flags account as suspended.	System save flag at account and vehicle level.
12.	N/A	System generates daily registration transactions for upload to SAFER/PRISM.
13.	N/A	System provides inactive vehicle reports.
14.	IRP user confirms inactive status.	System changes vehicle records to inactive.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

IR-003 CVIEW Snapshots

Business Process Area:	International Registration Plan		
Use Case Name:	CVIEW Snapshots		
Use Case ID:	IR-003	**Revision**	0

Description
This use case describes the requirements for generating registration information for SDCVIEW. All required data transaction sets will be generated by the IRP system and processed by SDCVIEW.

Actors	
Primary:	South Dakota SDCVIEW Administrator

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	SAFER / PRISM
Sub-System:	SDCVIEW

Pre-Conditions
1. System to System interface has been developed, deployed and is operating between IRP system and SDCVIEW.
2. Valid file pathway established for file transfer.
3. SDCVIEW connectivity to SAFER/PRISM.

Triggers
1. IRP processes have been transacted. (New Licenses, Renewal, Change Applications)

Basic Flow		
Flow Description:	CVIEW Snapshots	
Step ID	**User Action**	**System Response** (optional)

Basic Flow		
1.	N/A	Nightly automated job creates Vehicle, Fleet and Account transaction sets (activity files) based upon registration activity which occurred during previous registration session.
2.	N/A	Interface procedures govern the creation, placement and clean-up of interface files.
3.	South Dakota SDCVIEW Administrator	System generates activity reports summarizing file creation and interface activities for the previous cycle.
4.	South Dakota SDCVIEW Administrator	Notifications of corrective actions.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

IR-004 Adding New Units

Business Process Area:	International Registration Plan		
Use Case Name:	Adding New Units		
Use Case ID:	IR-004	**Revision**	0

Description
This use case describes the steps involved in adding new units (vehicles, trailers) to existing fleets. In this case a South Dakota titled vehicle has been purchased by the applicant, is being added to an existing weight group, and an existing fleet. The applicant phones this information into the SD Prorate Office. The vehicle has never been entered into the IRP system. The applicant completes section I, III, VI and weights in section IV of the Application for IRP form. The applicant wishes to be issued temporary authority. The applicant has an established account with SD IRP office and is in good standing. Variations: 1. Applicant already has title to the vehicle being added. [In this case titling of the vehicle is not required. Steps 34 and 37 in the basic flow outline below.] 2. Applicant provides an advance deposit because applicant was issued a South Dakota IRP License less than 12 months ago, or applicant has had a late payment or NSF. [In this case, an advanced deposit is required before the temporary is issued. See IR-023.] 3. VIN verification fails. [In this case, the VINA software notifies the IRP user of a potential problem with the input VIN.]

Actors	
Primary:	South Dakota IRP registration personnel.
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)
Secondary:	South Dakota Data Center and Mail Personnel
Secondary:	South Dakota Titling personnel. (Issue new title for vehicle. Outside the scope of this process.)

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]
Sub-System:	South Dakota Title and Registration System [Pending Title creation.]
Sub-System:	VINA – Vehicle Identification Number Validation Software

Pre-Conditions
1. Minimum Application information has been received by SDDORR. 2. Business, Account and Fleet records already created.

Triggers
1. Receipt of Application for IRP plus other paperwork by SD IRP office, or request to add vehicle. This may be through mail, hand delivery, phone, e-mail or fax.

Basic Flow		
Flow Description:	Adding New Units	
Step ID	**User Action**	**System Response** (optional)
1.	Request to add new unit(s) is received from applicant. (Phone, fax, mail, in-person.)	Manual process.
2.	IRP user verifies that all required minimum information has been submitted. If minimum information is not correct, IRP user will contact applicant to obtain information. Upon receipt of information, IRP user begins processing again.	Manual process.

Basic Flow		
3.	IRP user creates a new Application for the account that is adding new units.	System prompts for information and returns a blank Application screen.
4.	IRP user reviews weight groups and determines if new weight group needs to be created. If weight group already exists for the vehicle, skip next step.	System displays weight groups on weight group maintenance display.
5.	IRP user selects Weights and adds a weight group for the vehicle.	System displays screen and saves weight group for fleet.
6.	IRP user selects Units, Add from the Application menu.	System responds with appropriate Add Units screen.
7.	IRP user creates vehicle record on Vehicle tab.	System prompts for information. System utilizes VINA to validate the VIN entered by the IRP user. If VIN check passes, skip to step 11.
8.	IRP user verifies the VIN and re-enters.	Reentry of VIN information, if no error, continue processing or return indication of error.
9.	If a South Dakota registered vehicle, IRP user checks VIN information in South Dakota Title and Registration system.	User creates a mainframe session and title information to return VIN for the vehicle.
10.	If non-South Dakota registered vehicle, IRP user saves work and contacts applicant for clarification.	Manual process.
11.	IRP user creates unit record on Unit tab.	System prompts for information.
12.	IRP user saves Application.	System commits Application information to the database.
13.	If applicant wishes to have a temporary issued, see IR-010.	See IR-010.
14.	IRP user accesses Temporary Permit sub-system and selects account and Application number for issuing of a temporary permit.	System pulls up temporary permit information for the added vehicle(s).
15.	IRP user selects “save” and “print”.	System creates the temporary permit with associated expiration date and prints the permit.
16.	IRP user reviews temporary permit and faxes to applicant.	Manual process.
17.	IRP user places account file in suspense awaiting paperwork, including a signed Application for IRP and title paperwork.	Manual process.
18.	IRP office receives and stamps paperwork from applicant.	Manual process.
19.	IRP user verifies information and paperwork.	Manual process.

Basic Flow		
20.	IRP user manually calculates the Excise tax due based upon the paperwork received.	Manual process.
21.	IRP user modifies the Application for the account.	System opens saved Application for further processing.
22.	IRP user enters all additional information into the system and saves. (Vehicle, Unit)	System prompts for information and commits the data to the database.
23.	IRP user verifies activity noted on the Application summary screen.	Manual process.
24.	IRP user selects “Calculate Later”.	System saves Application and schedules batch processing of the Application.
25.	System administrator starts calculation job.	System calculates all activity for the day. System generates print job for Billing Notice.
26.	N/A	System prints Billing Notice on local printer.
27.	IRP user obtains Billing Notice, reviews, including excise tax amount calculated manually earlier in the process, and mails to applicant.	Manual process.
28.	IRP user places account file in suspense awaiting payment.	Manual process.
29.	IRP user receives payment from applicant and verifies amount against the invoice.	Manual process.
30.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
31.	IRP user selects the Application for payment.	System identifies batch or on-line.
32.	IRP user saves payment information. Note: Processing of payments are covered by Use Case # IR-019.	System marks Application as paid. System schedules a batch job which assigns plates and decals and schedules a batch cab-card printing job at the Data Center.
33.	IRP user logs into South Dakota Titling and Registration system to create pending title record for further processing by title personnel.	Title Pending record is created on the mainframe system.
34.	N/A	Data Center delivers cab-cards next morning.
35.	IRP user verifies cab-card information and mails to applicant.	Manual process.
36.	Match job runs. No user interaction required.	System runs match job nightly to synchronize IRP vehicle and plate information with the South Dakota Title and Registration system. This process creates the UP file to be loaded into T&R.

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-015	Billing notices.
IR-010	Issuing temporary clearances.
IR-019	Processing payments after receipt.
IR-023	Deposits for temporary clearances.
IR-002	PRISM checking.
IR-003	CVIEW snapshot is created.

IR-005 Weight Increases

Business Process Area:	International Registration Plan		
Use Case Name:	Weight Increases		
Use Case ID:	IR-005	**Revision**	0

Description
This use case describes the steps involved in increasing the registered weight of currently registered vehicles. In this case the applicant wishes to increase the registered weight for all vehicles within the single fleet. The applicant has called this information into the Prorate Office and wishes to have a temporary permit. No vehicles are added or deleted. No jurisdictions are added. The applicant completes section I, III, IV and VI of the Application for IRP form. The applicant has an established account with SD IRP office and is in good standing. Variations: 1. Applicant was issued a South Dakota IRP License less than 12 months ago, or applicant has had a late payment or NSF. [In this case the applicant will be required to deliver the required application paperwork prior to issuing the Temporary Clearance.]

Actors	
Primary:	South Dakota IRP registration personnel.
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)

Systems / Sub-Systems	
System:	IRP Registration System

Systems / Sub-Systems	
Sub-System:	Windows Printers [Data Center or local print selection.]

Pre-Conditions
1. Minimum Application information has been received by SDDORR. 2. Business, Account and Fleet records already created. 3. Applicant is not precluded from obtaining Temporary Clearances.

Triggers
1. Receipt of Application for IRP plus other paperwork by SD Prorate Office, or request to increase weight. This may be through mail, hand delivery, phone, e-mail or fax.

Basic Flow

Flow Description:	Weight Increases	
Step ID	**User Action**	**System Response** (optional)
1.	Request to increase weight is received from applicant. (Phone, fax, mail, in-person.)	Manual process.
2.	IRP user verifies that all required information has been submitted. If minimum information is not correct, IRP user will contact applicant to obtain information. Upon receipt of information, IRP user begins processing again.	Manual process.
3.	IRP user creates a new Application for the account that is increasing weight.	System prompts for information and returns a blank Application screen.
4.	IRP user selects Weights.	System responds with appropriate Weight Group Maintenance screen.
5.	IRP user creates a new weight group category for the new weight.	System prompts for information on weight group including default lbs.
6.	IRP user enters desired weight in each jurisdiction for the weight group.	System accepts or provides warnings on weights that exceed the jurisdiction limits or exhibit a greater than 10% variance between jurisdictions. IRP user responds to accept system default weights.
7.	IRP user assigns units to weight group.	System allows for moving all or some units to the new weight group. System displays units and weight group.

Basic Flow		
8.	IRP user saves Application.	System submits changes to database.
9.	IRP user accesses Temporary Permit sub-system and selects account and Application number for issuing of a temporary permit.	System pulls up temporary permit information for the increase in weight.
10.	IRP user selects “save” and “print”.	System creates the temporary permit with associated expiration date and prints the permit.
11.	IRP user reviews temporary permit and faxes to applicant.	Manual process.
12.	IRP user places account file in suspense awaiting paperwork, including a signed Application for IRP.	Manual process.
13.	IRP office receives and stamps paperwork from applicant.	Manual process.
14.	IRP user verifies information and paperwork.	Manual process.
15.	IRP user modifies the Application for the account.	System opens saved Application for further processing.
16.	IRP user verifies activity noted on the Application Summary screen.	Manual process.
17.	IRP user selects “Calculate Later”.	System saves Application and schedules batch processing of the Application.
18.	System administrator starts calculation job.	System calculates all activity for the day. System generates print job for Billing Notice.
19.	N/A	System prints Billing Notice.
20.	IRP user obtains Billing Notice, reviews and mails to applicant.	Manual process.
21.	IRP user places account file in suspense awaiting payment.	Manual process.
22.	IRP user receives payment from applicant and verifies amount against the invoice.	Manual process.
23.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
24.	IRP user selects the Application for payment.	System provides ability to make payment or pay in full for each Application.
25.	IRP user selects the Application for payment.	System identifies batch or on-line.
26.	IRP user saves payment information. Note: Processing of payments are covered by Use Case # IR-019.	System marks Application as paid. System schedules a batch job which assigns plates and decals and schedules a batch cab-card printing job at the Data Center.

Basic Flow		
27.	N/A	Data Center delivers cab-cards next morning.
28.	IRP user verifies cab-card information and mails to applicant.	Manual process.

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-019	Processing of payments.
IR-015	Billing notices are created and mailed.
IR-010	Issuance of a temporary permit.
IR-003	CVIEW snapshot created.

IR-006 Adding Jurisdictions

Business Process Area:	International Registration Plan		
Use Case Name:	Adding Jurisdictions		
Use Case ID:	IR-006	**Revision**	0

Description
This use case describes the steps involved in adding jurisdictions to an existing account. In this case the applicant wishes to add jurisdictions, during the registration year, for the entire fleet. The applicant has not supplied a Form G and will accept the estimated mileage from the SD mileage chart. The applicant completes section I, III, IV, and VI of the Application for IRP form. The applicant wishes to be issued temporary authority. The applicant has an established account with SD IRP office and is in good standing. Variations: 1. Applicant provides Schedule G mileage estimate. [In this case the IRP users reviews the Schedule G for reasonableness, resolves any questions, an then inputs the mileage estimates from the Schedule G, if they are approved.] 2. Applicant was issued a South Dakota IRP License less than 12 months ago, or applicant has had a late payment or NSF. [In this case the applicant will be required to deliver the required application paperwork prior to issuing the Temporary Clearance.]

Actors	
Primary:	South Dakota IRP registration personnel.
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]

Pre-Conditions
1. Minimum Application information has been received by SDDORR. 2. Business, Account and Fleet records already created. 3. Applicant is not precluded from obtaining Temporary Clearances.

Triggers
1. Receipt of Application for IRP plus other paperwork by SD IRP office, or request an added jurisdiction. This may be through mail, hand delivery, phone, e-mail or fax.

Basic Flow		
Flow Description:	Adding Jurisdictions	
Step ID	**User Action**	**System Response** (optional)
1.	Request to add additional jurisdictions is received from applicant.	Manual process.
2.	IRP user verifies that all required information has been submitted. If minimum information is not correct, IRP user will contact applicant to obtain information. Upon receipt of information, IRP user begins processing again.	Manual process.
3.	IRP user creates a new Application for the account that is adding jurisdictions.	System prompts for information and returns a blank Application screen.
4.	IRP user selects Jurisdiction and Select.	System responds with appropriate Select Jurisdiction screen.
5.	IRP user selects the added jurisdictions from the Application.	System moves jurisdictions into selected jurisdictions and checks to ensure contiguous jurisdiction rules are met. Messages in case of error in contiguous jurisdictions.
6.	IRP user enters prorate mileage information. In this case estimated information is used for each added jurisdiction.	System provides entry capability for each jurisdiction. Estimate mileage is displayed for each new jurisdiction.

Basic Flow		
7.	IRP user moves to View Percentages tab and verifies percentages, distances and other information.	System displays prorate information and provides summary distance information.
8.	IRP user enters total distance miles into system to validate number displayed.	System provides data entry field to validate total calculated distance miles.
9.	IRP user saves Application.	System submits changes to database.
10.	IRP user accesses Temporary Permit sub-system and selects account and Application number for issuing of a temporary permit.	System pulls up temporary permit information for the increase in weight.
11.	IRP user selects “save” and “print”.	System creates the temporary permit with associated expiration date and prints the permit.
12.	IRP user reviews temporary permit and faxes to applicant.	Manual process.
13.	IRP user places account file in suspense awaiting paperwork, including a signed Application for IRP.	Manual process.
14.	IRP office receives and stamps paperwork	Manual process.
15.	IRP user verifies information and paperwork.	Manual process.
16.	IRP user modifies the Application for the account.	System opens saved Application for further processing.
17.	IRP user verifies activity noted on the Application screen.	Manual process.
18.	IRP user selects “Calculate Later”.	System saves Application and schedules batch processing of the Application.
19.	System administrator starts calculation job.	System calculates all activity for the day. System generates print job for Billing Notice.
20.	N/A	System prints Billing Notice.
21.	IRP user obtains Billing Notice, reviews and mails to applicant.	Manual process.
22.	IRP user places account file in suspense awaiting payment.	Manual process.
23.	IRP user receives payment from applicant and verifies amount against the invoice.	Manual process.
24.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
25.	IRP user selects the Application for payment.	System identifies batch or on-line.

Basic Flow		
26.	IRP user saves payment information. Note: Processing of payments are covered by Use Case # IR-019.	System marks Application as paid. System schedules a batch job which assigns plates and decals and schedules a batch cab-card printing job at the Data Center.
27.	IRP user verifies cab-card information and mails to applicant.	Manual process.

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-019	Processing of payments.
IR-015	Billing notices are created and mailed.
IR-010	Issuance of a temporary permit.
IR-003	CVIEW snapshot created.

IR-007 Applying Vehicle Credit

Business Process Area:	International Registration Plan		
Use Case Name:	Applying Vehicle Credit		
Use Case ID:	IR-007	**Revision**	0

Description

This use case describes the process of applying a vehicle credit to an account.

In this case an applicant is deleting a vehicle from the fleet and adding another to the same fleet. The applicant requires a temporary license for the new vehicle.

Variations:

1. Applicant is not in good standing.

   [In this case, an advanced deposit is required before the temporary is issued.]

2. Applicant wishes to transfer the credit for unused registration fees to a new unit.

   [In this case the IRP user will note date of receiving plate, and hold applicaiton until such time that the applicant provides the new vehicle information. Upon receipt of the new vehicle information, the old unit will be deleted from the fleet, creating a credit for the fleet. The new unit will be added. (See IR-004 Adding Units.) Payment of fees for the new unit will be net of the credit amount.]

3. VIN verification fails.

   [In this case, the VINA software notifies the IRP user of a potential problem with the input VIN.]

Actors	
Primary:	South Dakota Registration Personnel
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)
Secondary:	South Dakota Data Center and Mail Personnel
Secondary:	South Dakota Titling personnel. (Issue new title for vehicle. Outside the scope of this process.)

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]
Sub-System:	South Dakota Title and Registration System (SDCARS) [Pending Title creation.]
Sub-System:	VINA

Pre-Conditions
1. Minimum Application information has been received by SDDORR. 2. Business, Account, Fleet and Unit records already created.

Triggers
1. Receipt of Application for IRP plus other paperwork by SD IRP office, or request to delete and add a vehicle. This may be through mail, hand delivery, phone or fax. (E-mail?)

Basic Flow		
Flow Description:	Applying Vehicle Credit	
Step ID	**User Action**	**System Response** (optional)
1.	Request to delete a vehicle, add a new unit and apply credit from deleted vehicle is received from applicant. (Phone, fax, mail, in-person.)	Manual process.

Basic Flow		
2.	IRP user verifies that all required information has been submitted. If minimum information is not correct, IRP user will contact applicant to obtain information. Upon receipt of information, IRP user begins processing again. Note plate and cab-card must be received before processing the vehicle deletion.	Manual process.
3.	IRP user creates a new Application for the account that is adding new unit.	System prompts for information and returns a blank Application screen.
4.	IRP user reviews weight groups and determines if new weight group needs to be created. If weight group already exists for the vehicle, skip next step.	System displays weight groups on weight group maintenance display.
5.	IRP user selects Weights and adds a weight group for the vehicle.	System displays screen and saves weight group for fleet.
6.	IRP user selects option to apply vehicle credit.	System save flag.
7.	IRP user selects Units, Add from the Application menu.	System responds with appropriate Add Units screen.
8.	IRP user creates vehicle record on Vehicle tab.	System prompts for information. System utilizes VINA to validate the VIN entered by the IRP user. If VIN check passes, skip to step 11.
9.	IRP user verifies the VIN and re-enters.	Reentry of VIN information, if no error, continue processing or return indication of error.
10.	If a South Dakota registered vehicle, IRP user checks VIN information in South Dakota Title and Registration system.	User creates a mainframe session and title information to return VIN for the vehicle.
11.	If non-South Dakota registered vehicle, IRP user saves work and contacts applicant for clarification.	Manual process.
12.	IRP user creates unit record on Unit tab.	System prompts for information.
13.	IRP user saves Application.	System commits Application information to the database.
14.	If the applicant has provided an advanced deposit, see IR-023.	See IR-023.
15.	IRP user accesses Temporary Permit sub-system and selects account and Application number for issuing of a temporary permit.	System pulls up temporary permit information for the added vehicle(s).
16.	IRP user selects “save” and “print”.	System creates the temporary permit with associated expiration date and prints the permit.

Basic Flow		
17.	IRP user reviews temporary permit and faxes to applicant.	Manual process.
18.	IRP user places account file in suspense awaiting paperwork, including a signed Application for IRP.	Manual process.
19.	IRP office receives and stamps paperwork, including plate and cab-card from deleted unit.	Manual process.
20.	IRP user modifies the Application for the account.	System prompts for information and returns a blank Application screen.
21.	IRP user selects Units and Remove from Service from the menu.	System displays screen to remove unit from service.
22.	IRP user selects which unit to remove, verifies the effective date and selects yes on transfer.	System provides entry screen to enter information.
23.	IRP user saves Application.	System commits Application to database.
24.	IRP user verifies information and paperwork for the added vehicle.	Manual process.
25.	IRP user manually calculates the Excise tax due based upon the paperwork received.	Manual process.
26.	IRP user modifies the Application for the account.	System opens saved Application for further processing.
27.	IRP user enters all additional information into the system and saves. (Vehicle, Unit) IRP user selects the Credit Unit under the Unit tab for the added vehicle.	System prompts for information and commits the data to the database.
28.	IRP user verifies activity noted on the Application screen.	Manual process.
29.	IRP user checks “Apply Credit” and selects “Calculate Later”.	System saves Application and schedules batch processing of the Application.
30.	System administrator starts calculation job.	System calculates all activity for the day. System generates print job for Billing Notice.
31.	N/A	System prints Billing Notice.
32.	IRP user obtains Billing Notice, reviews and mails to applicant. Billing notice reflects Foreign and Base credits available when calculating the Total Amount Due.	Manual process.
33.	IRP user receives payment from applicant and verifies amount against the invoice.	Manual process.

Basic Flow		
34.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
35.	IRP user selects the Application for payment.	System identifies batch or on-line.
36.	IRP user saves payment information. Note: Processing of payments are covered by Use Case # IR-019.	System marks Application as paid. System schedules a batch job which assigns plates and decals and schedules a batch cab-card printing job at the Data Center.
37.	IRP user logs into South Dakota Titling and Registration system to create pending title record for further processing by title personnel.	Title Pending record is created on the mainframe system.
38.	N/A	Data Center delivers cab-cards next morning.
39.	IRP user verifies cab-card information and mails to applicant.	Manual process.
40.	Match job runs. No user interaction required.	System runs match job nightly to synchronize IRP vehicle and plate information with the South Dakota Title and Registration system. This process creates the UP file to be loaded into T&R.

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-015	Billing notices.
IR-010	Issuing temporary clearances.
IR-019	Processing payments after receipt.
IR-023	Deposits for temporary clearances.
IR-002	PRISM checking.
IR-003	CVIEW snapshot.

IR-008 Application Maintenance

Business Process Area:	International Registration Plan		
Use Case Name:	Application Maintenance		
Use Case ID:	IR-008	**Revision**	0

Description
Application maintenance is performed by the IRP System Administrator utilizing the Maintenance sub-system. The maintenance sub-system has multiple functions, including administrative overrides which allow authorized administrators the ability to override issue indicators, correct VINs and delete or clear applications. In this case a VIN correction is processed using an administrator override.

Actors	
Primary:	IRP System Administrator

Systems / Sub-Systems	
System:	IRP Registration System

Pre-Conditions
1. Error VIN has been entered for an added vehicle and the application has been calculated.

Triggers
1. Notification of VIN error. (IRP user, applicant, Title and Registration personnel, or other.)

Basic Flow		
Flow Description:	Application Maintenance	
Step ID	**User Action**	**System Response** (optional)
1.	System administrator is notified of error VIN.	Manual process.
2.	System administrator enters Administrative Overrides screen within the Maintenance sub-system	System provides screen input upon entry of proper user name and credentials.
3.	System administrator selects VIN Correction, selects applicable account number, year and fleet.	System prompts for information.
4.	System administrator inputs incorrect VIN and correct VIN and saves.	System prompts for information and commits the information to database. Administrative activity is logged.

Linked Use Cases

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-003	Create delete and add vehicle CVIEW snapshot.

IR-009 Refunds (Deleting Units)

Business Process Area:	International Registration Plan		
Use Case Name:	Refunds (Deleting Units)		
Use Case ID:	IR-009	**Revision**	0

Description
This use case describes the steps involved in deleting a unit(s) (vehicles, trailers) from an existing fleet resulting in the creation of a refund or credit on the account. In this case a South Dakota prorate applicant wishes to delete a unit from their fleet. The applicant completes section I, V, and VI of the Application for IRP form. The applicant wishes to obtain a refund of unused South Dakota registration fees and sends plate and cab-card along with application to SD Prorate Office. Variations: 1. Applicant wishes to transfer the credit for unused registration fees to a new unit. [In this case the IRP user will note the date that plate and cab-card were returned and save application until such time that the applicant provides the new vehicle information. Upon receipt of the new vehicle information, the old unit will be deleted from the fleet, creating a credit for the fleet. The new unit will be added. (See IR-004 Adding Units.) Payment of fees for the new unit will be net of the credit amount.] 2. Applicant indicates a desire to obtain a refund from other jurisdictions. [In this case the IRP user will create a notification letter to jurisdictions indicating that the applicant deleted a vehicle unit(s).]

Actors	
Primary:	South Dakota IRP registration personnel.
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]

Pre-Conditions
1. Minimum application information has been received by SDDORR.
2. Unit record has been created in IRP registration system.

Triggers
1. Receipt of Application for IRP plus license plate and cab-card.

Basic Flow

Flow Description:	Refunds (Deleting Units)	
Step ID	**User Action**	**System Response** (optional)
1.	Request to delete new unit(s) is received from applicant. (Mail or in-person.)	Manual process.
2.	IRP user verifies that all required information has been submitted. (Including cab-card and prorate license plate.) If minimum information is not correct, IRP user will contact applicant to obtain information. Upon receipt of information, IRP user begins processing again.	Manual process.
3.	IRP user creates a new application for the account.	System prompts for information and returns a blank application screen.
4.	IRP user selects Units and Remove from Service from the menu.	System displays screen to remove unit from service.
5.	IRP user selects which unit to remove, verifies the effective date and selects no on transfer.	System provides entry screen to enter information.
6.	IRP user saves application.	System commits application to database.
7.	IRP user selects Calculate Now.	System calculates registration credit based upon effective date. System prints Billing Notice.
8.	IRP user retrieves Billing Notice, reviews and creates zero billing.	Manual Process.
9.	IRP user saves application.	System commits application information to the database.
10.	IRP user accesses the Payments subsystem.	System provides payment menu.
11.	IRP user enters account number and selects application to apply payment to.	System prompts and responds with screen detail.

Basic Flow		
12.	IRP user enters amount paid of zero.	System provides entry point for amount of advance deposit. Warrant is created for payment within the next 30 days.
13.	N/A	System runs a batch job and creates an "I" record for moving plate to the previous plate field.

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-015	Billing notice creation.
IR-019	Processing payments, zero.
IR-003	CVIEW snapshot to inactivate vehicle.

IR-010 Issuing Temporaries

Business Process Area:	International Registration Plan		
Use Case Name:	Issuing Temporaries		
Use Case ID:	IR-010	**Revision**	0

Description
This use case describes the process of issuing temporary clearances for SD IRP applicants. Temporaries can be issued for many varied reasons, including: ✓ Add Unit(s) ✓ Add Jurisdiction(s) ✓ Weight Increase(s) ✓ Lost Credentials ✓ VIN Corrections ✓ Other Corrections (ie. VIN, Name, Address, etc.) From a system standpoint the temporary process for each of the above is essentially the same. For sake of brevity, the steps for issuing a temporary clearance are taken from IR-004 Adding New Units. Only those steps are listed below with no additional steps listed. Variations: 1. Applicant is not in good standing. [In this case, an advanced deposit is required before the added unit temporary is issued. See IR-023.]

Actors	
Primary:	South Dakota IRP User
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]

Pre-Conditions
1. Minimum application information has been received by SDDORR.

Triggers
1. Receipt of Application for IRP plus other paperwork by SD IRP office, or request to delete and add a vehicle. This may be through mail, hand delivery, phone or fax. (E-mail?)

Basic Flow		
Flow Description:	Issuing Temporaries	
Step ID	**User Action**	**System Response** (optional)
1.	IRP user saves application for the added vehicle(s).	System commits application information to the database.
2.	If the applicant has provided an advanced payment see IR-023.	See IR-023.
3.	IRP user accesses Temporary Permit sub-system and selects account and application number for issuing of a temporary permit.	System pulls up temporary permit information for the added vehicle(s).
4.	IRP user selects save and print.	System creates the temporary permit with associated expiration date and prints the permit.
5.	IRP user review temporary permit and faxes to applicant.	Manual process.

Linked Use Cases	
Use Case ID	**Description of Linkage**

Linked Use Cases	
IR-023	Vehicle and fleet deposits.
IR-003	CVIEW snapshot created.

IR-011 Renewals

Business Process Area:	International Registration Plan		
Use Case Name:	Renewals		
Use Case ID:	IR-011	**Revision**	0

Description
This use case describes the steps involved in the IRP renewal process. Included in this process is the generation of the renewal credentials through payment of fees. In this case a carrier elects to renew all vehicles within the fleet for the upcoming registration year. Variations: Applicant makes changes to the Renewal Application. The following potential changes can occur: a. Vehicles (Add/Delete) [In this case the renewal has additional steps which follow the Adding New Units and Refunds (Deleted Unit) use cases. (IR-004, IR-009)] b. Jurisdictions (Add) [In this case the renewal has additional steps which follow the Adding Jurisdictions use case. (IR-006)] c. Weights (Change) [In this case new weight groups may be added for new weight combinations which follow the Weight Increases use case. (IR-005)] d. Ownership Information (Change) [In this case ownership is updated, or an entire new account is created, as in the case of a business sale.] e. WY Intrastate [WY flag is set or not.] f. <10,000 Miles Nationally [<10,000 Miles flag is set or not.]

Actors	
Primary:	South Dakota IRP registration personnel.
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]
Sub-System:	South Dakota Title and Registration System (SDCARS) [Pending Title creation, if required.]

Pre-Conditions
1. Minimum application information has been received by SDDORR. 2. Applicant is a carrier in good standing with the IRP office.

Triggers
1. Roll-over process is completed. 2. MCS-150 print date check is accomplished. (9 month back.) 3. System creates a Renewal Application package based upon the renewal month of the account.

Basic Flow		
Flow Description:	Renewals	
Step ID	**User Action**	**System Response** (optional)
1.	N/A	System prints Renewal Application package based upon renewal month of the account. Package includes listing of currently registered vehicles, jurisdiction and weight groups and the South Dakota Ownership Form.
2.	IRP user receives renewal package and verifies that information is properly entered and the signatures are in place. If the information is not correct, IRP user will contact applicant to obtain information. Upon receipt of information, IRP user begins processing again.	Manual process.
3.	IRP user modifies application created by roll-over process for the account that is renewing.	System roll-over process has completed and creates renewal application. System prompts for information and returns a blank application screen.
4.	IRP user goes to Jurisdictions and enters actual mileage from the renewal schedule.	System provides entry of “A” for actual and distance for actual reported mileage.

Basic Flow		
5.	IRP user enters total actual mileage from the renewal schedule to validate system totals.	System calculates totals for mileage entered in the Distance column.
6.	IRP user verifies activity noted on the Application screen amount calculated manually, earlier in the process.	Manual process.
7.	IRP user selects “Calculate Later”.	System saves application and schedules batch processing of the application.
8.	System administrator starts calculation job.	System calculates all activity for the day. System generates print job for Billing Notice.
9.	N/A	System prints Billing Notice.
10.	IRP user obtains Billing Notice, reviews and mails to applicant.	Manual process.
11.	IRP user creates suspense file for the account and awaits payment.	Manual process.
12.	IRP user receives payment from applicant and verifies amount against the Billing Notice.	Manual process.
13.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
14.	IRP user selects the application for payment.	System provides ability to make payment or pay in full for each application.
15.	IRP user saves payment information. Note: Processing of payments are covered by Use Case # IR-019.	System marks Application as paid. System schedules a batch job which assigns plates and decals and schedules a batch cab-card printing job at the Data Center.
16.	N/A	Data Center delivers cab-cards next morning.
17.	IRP user verifies cab-card information and mails to applicant.	Manual process.

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-015	Billing notices are created.
IR-019	Payment processing.
IR-002	PRISM checking.
IR-003	CVIEW snapshot created.

IR-012 Issuing Credentials & IR-013 Printing Credentials

Business Process Area:	International Registration Plan		
Use Case Name:	Issuing Credentials & Printing Credentials		
Use Case ID:	IR-012 & IR-013	**Revision**	0

Description
This use case describes the process of issuing credentials and printing for SD IRP applicants. Issuing credentials and printing credentials are combined because the two processes are essentially lock-stepped to one another. From a system standpoint the step of issuing credentials comes at the end of processes which can include issuing New Licenses, Renewals and Temporary Clearances. In each case the IRP user saves the application after entering all information and, typically, selects Calculate Later. <u>In all cases, credentials are not issued until payment has been received from the applicant.</u> This short use case starts with receipt of full payment against a Billing Notice. The Billing Notice could be for New License Applications, Renewals or Temporary Clearances. Variations: 1. The extraordinary occurrence of an on-site applicant requiring immediate printing of credentials. [In this case the applicant delivers all required paperwork and pays the Billing Notice, on site, in the SD Prorate Office. Billing Notice and Cab-Cards are not batch printed, but rather printed on local printers in the Prorate Office.] 2. Payment of an amount less than due. In this case the process is stopped and the applicant notified. 3. Payment of an amount more than due. In this case a credit balance results with a possible subsequent refund process.

Actors	
Primary:	South Dakota IRP User
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)
Secondary:	South Dakota Data Center and Mail Personnel

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]

Pre-Conditions
1. Minimum application information has been received by SD Prorate Office.
2. Established account paying a Billing Notice.

Triggers
1. Receipt of payment from the applicant. Payment can be in the form of a check, COMM check, cash or a Vital Check.

Basic Flow

Flow Description:	Issuing Credentials and Printing Credentials	
Step ID	**User Action**	**System Response** (optional)
1.	IRP user receives payment from applicant and verifies amount against the Billing Notice.	Manual process.
2.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
3.	IRP user selects the application for payment.	System provides ability to make an overpayment or pay in full for each application.
4.	IRP user selects the issue credentials for the application.	System identifies on-line.
5.	IRP user saves payment information. Note: Processing of payments are covered by Use Case # IR-019.	System marks Application as paid. System schedules a batch job which assigns plates and decals and schedules a batch cab-card printing job at the Data Center.
6.	N/A	Data Center delivers cab-cards next morning.
7.	IRP user verifies cab-card information and mails cab-cards and license plates to applicant.	Manual process.

Linked Use Cases

Use Case ID	Description of Linkage
IR-019	Payment processing.
IR-003	CVIEW snapshot created.

IR-014 Fee Calculations & IR-015 Billing Notices

Business Process Area:	International Registration Plan		
Use Case Name:	Fee Calculations & Billing Notices		
Use Case ID:	IR-014 & IR-015	**Revision**	0

Description
This use case describes the process of calculating fees and creating Billing Notices. Given the logical fit between these processes, they are both described within this use case. This case is described in a generic fashion, as several earlier use cases provide basic flow discussion, given specific activities. (See IR-004 – Adding Unites, IR-005 – Weight Increases, IR-006 – Adding Jurisdictions and IR-011 – Renewals.) Fee calculations and printing of Billing Notices represent the conclusion of the following IRP account activities: ✓ New License Applications ✓ Renewal ✓ Supplemental Appications Fee calculations are typically accomplished in a batch mode, whereby an after hours job is run to calculate fees for all activity entered into the system during business hours. The batch job also creates the Billing Notices which are printed on a local computer within the SD Prorate Office. Variations: 1. Applicant provides an advance deposit. [In this case, the amount of the advance deposit must be accounted for prior to creating the billing notice.]

Actors	
Primary:	South Dakota IRP User
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers [Data Center or local print selection.]

Pre-Conditions
1. Minimum application information has been received by SDDORR. 2. Previous Application activity has occurred, such as Temporary Clearance for adding a Jurisdiction.

Triggers
1. Receipt of Application for IRP plus other paperwork by SD IRP office, or request to delete and add a vehicle. This may be through mail, hand delivery, e-mail, phone or fax.

Basic Flow		
Flow Description:	Fee Calculations and Printing Billing Notices	
Step ID	**User Action**	**System Response** (optional)
1.	IRP user receives information from applicant and verifies activity noted on the Application summary screen.	Manual process.
2.	IRP user selects "Calculate Later".	System saves Application and schedules batch processing of the Application.
3.	System administrator starts calculation job.	System calculates all activity for the day. System generates print job for Billing Notice.
4.	N/A	System prints Billing Notice on local printer.
5.	IRP user obtains Billing Notice, reviews and mails to applicant.	Manual process.
6.	IRP user places account file in suspense awaiting payment.	Manual process.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

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IR-016 Late Notices

Business Process Area:	International Registration Plan		
Use Case Name:	Late Notices		
Use Case ID:	IR-016	**Revision**	0

Description
This use case describes the process of creating Late Notices. Printing of Late Notices is a "system generated" job which processes un-paid invoices over thirty days old. System calculates interest based upon the original Billing Notice date. The system keeps track of the first, second and third notice. If the bill is unpaid after the third late notice, than the registration is revoked in both COVERS and the South Dakota Title and Registration system. The system will continue to generate late notices beyond 90 days. In the case of a revocation, the IRP System Administrator suspends the account by flagging the Business and Registrant record with the appropriate comments. In addition, South Dakota Title and Registration personnel are notified of the suspension.

Actors	
Primary:	South Dakota IRP User
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)
Secondary:	SD Title & Registration personnel.

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	Windows Printers

Pre-Conditions
1. Unpaid temporary invoices at least 30 days past due.

Triggers
1. System date is greater than invoice date, plus 30 days.

Basic Flow	
Flow Description:	Late Notices

Basic Flow		
Step ID	**User Action**	**System Response** (optional)
1.	N/A	System job identifies past due accounts and prints late notice. (Late notice #1, #2 or #3.) Late notices are printed locally at the Prorate Office.
2.	IRP user gathers late notice, reviews and mails to applicant.	Manual process.
3.	Upon non-payment of 3rd late notice, IRP user initiates action to suspend account by assigning appropriate status code to suspend the business, registrant and fleet.	System accepts status code assignment for Business, Registrant and Fleet.
4.	IRP user initiates action with South Dakota Titling and Registration to suspend registration.	Manual process, using the mainframe.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

Remainder of page left blank intentionally.

IR-017 Penalties and Interest

Business Process Area:	International Registration Plan		
Use Case Name:	Penalties and Interest		
Use Case ID:	IR-017	**Revision**	0

Description
This use case describes the processes associated with accumulating penalties and interest against accounts that are past due, have failed to provide required title paperwork to the Prorate Office, or have a "non sufficient funds" notification. The following describes circumstances where penalty and interest calculations are required: ✓ Interest is charged to carriers that have had temporary authorities issued and have not paid their invoice within 30 days. The balance used to determine interest is net of any deposits received. These penalties are only assessed to the units that have had the temp issued. Interest is assessed at 1.5% of the total unpaid balance for that unit or $5.00 which ever is greater. Interest is "system calculated" with no input required by the IRP user. Note that interest is not compounded. ✓ A one time late payment penalty is also assessed. This penalty is 10% of the total unpaid balance for that unit or $10.00 whichever is greater. The late payment penalty is "system calculated" with no input required by the IRP user. Note that penalties are not included in interest calculations. ✓ Interest is also charged to accounts that have had a NSF payment. Interest is assessed at 1.5% beginning 30 days after the Notice of Dishonor is sent. In the case of an NSF payment, the IRP Administrator creates a letter to the applicant communicating the NSF along with interest and penalties due. Interest and billings for NSF payments are accomplished outside the IRP system via a manual process. ✓ The IRP system automatically calculates interest and the amount is reflected on the Billing Notices generated. (Except for NSF payments.) ✓ A flat $20 penalty, per vehicle, is assessed for each temporary clearance that is not calculated by 20 days after issuance of the temporary. ✓ Penalties are also assessed for title transfer documentation that is received past the required thirty day timeframe. The penalty is $1.00 for each late week, up to 25 weeks. After 25 weeks, the penalty is a flat $50.00 per vehicle. ✓ Penalties are also assessed for a NSF payment. The penalty is $30.00. In this case, an applicant who has been issued a temporary clearance for a new vehicle, provides the information, including title transfer paperwork, 1 week after the 30 day limit. In addition, the applicant fails to make payment within 30 days of the Billing Notice date. The applicant makes payment after receipt of a 1st Late Billing Notice. This use case picks up after the title paperwork for the new vehicle has been received by the Prorate Office.

Actors	
Primary:	South Dakota IRP User (Designated Payment Processor)
Secondary:	Prorate license applicant. (Applicant can be authorized reporting service or registrant.)

Systems / Sub-Systems	
System:	IRP Registration System

Pre-Conditions
1. Temporary Clearance has been issued to an applicant. 2. A balance is due from the applicant. 3. Applicant fails to deliver paperwork within 20 days of issuance of Temporary Clearance. 4. Applicant fails to deliver title transfer documentation within 30 days of date of temporary purchase. 5. Applicant fails to pay within 30 days of Billing Notice date.

Triggers
Receipt of required paperwork from applicant.

Basic Flow		
Flow Description:	Penalties and Interest	
Step ID	**User Action**	**System Response** (optional)
1.	IRP office receives and stamps paperwork	Manual process.
2.	IRP user verifies information and paperwork.	Manual process.
3.	IRP user modifies the application for the account.	System opens saved application for further processing.
4.	IRP user verifies activity noted on the Application Summary screen.	Manual process.
5.	IRP user indicates the number of Title Late Weeks. (One in this case.)	System captures late weeks number.
6.	IRP user selects “Charge T/A Penalty”.	System captures late title penalty flag.
7.	IRP user selects “Calculate Later”.	System saves application and schedules batch processing of the application.
8.	System administrator starts calculation job.	System calculates all activity for the day. System generates print job for Billing Notice.
9.	N/A	System prints Billing Notice. Billing Notice reflects the late title penalty in the within the total.

Basic Flow		
10.	IRP user obtains Billing Notice, reviews and mails to applicant.	Manual process.
11.	IRP user places account file in suspense awaiting payment.	Manual process.
12.	N/A	System job identifies past due accounts and prints late notice. (Late notice #1.) System calculates interest and late payment penalty. Late notice is printed locally at the Prorate Office.
13.	IRP user gathers late notice, reviews and mails to applicant.	Manual process.
14.	IRP user receives payment from applicant and verifies amount against the invoice.	Manual process.
15.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
16.	IRP user selects the application for payment.	System provides ability to make an overpayment or pay in full for each application.
17.	IRP user selects “issue credentials” for the application.	System identifies batch.
18.	IRP user saves payment information. Note: Processing of payments are covered by Use Case # IR-019.	System marks Application as paid. System schedules a batch job which assigns plates and decals and schedules a batch cab-card printing job at the Data Center.
19.	N/A	Data Center delivers cab-cards next morning.
20.	IRP user verifies cab-card information and mails to applicant.	Manual process.

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-019	Payment processing system.

IR-018 Reports

Business Process Area:	International Registration Plan		
Use Case Name:	Reports		
Use Case ID:	IR-018	**Revision**	0

Description
Standard and ad-hoc reports are available from the COVERcs system. The following list of reports are generated from the system: The following reports were provided to Iteris as samples of reports commonly used in IRP business processes: ✓ Account Listing by County & Registration Year ✓ IRP Account Listing ✓ Accounts Not Renewed ✓ IRP Activity Report (Date limited.) ✓ Annual IRP Audit Activity ✓ Applications Calculated But Unpaid ✓ Applications Not Paid ✓ Cab Card Count ✓ Credential / Cab Card Activity (Date limited.) ✓ Jurisdiction Credit Applied ✓ Deposit Distribution ✓ Daily Deposits ✓ Distance Recap ✓ Duplicate Fees ✓ Exchange Rate ✓ Vehicle Refund Peer Review Reports (Run by Registration Year) ✓ Accounts with addresses same as base jurisdiction ✓ Accounts with addresses different than base jurisdiction ✓ Accounts with supplements in particular reg year ✓ Accounts with deleted vehicles ✓ Accounts who report estimated distance ✓ Accounts of lessees with owner-operators ✓ All Household goods fleets ✓ All fleets with a weight variance of 10% ✓ Accounts that are new registrants (less than a year) In addition, COVERSsc was supplied with Infomaker for an ad-hoc reporting capability. Other reports are available in COVERSsc to cover transmittals, decal inventory and numerous reports for auditing functions.

IR-019 Processing Payments

Business Process Area:	International Registration Plan		
Use Case Name:	Processing Payments		
Use Case ID:	IR-019	**Revision**	0

Description
This use case describes the steps followed in processing IRP application payments. Processing of payments comes at the conclusion of application processes including New Applications, Renewals and Temporaries. In each of these cases, fees have been calculated and Billing Notices have been created. This case will reflect the receipt and processing of a payment for a previously billed application. This process also summarizing the processing of a deposit by IRP staff. (Deposits are processed into the South Dakota finance system by the Office of Finance.) Variations: 1. Payment of amount less than owed. [In this case the check is held and the applicant is contacted in order to receive remaining funds. Time for interest assessment continues to increment.] 2. Payment of amount more than owed. [In this case the money will be deposited and a credit will be created for the application. Depending upon the amount a refund will be generated at the end of the month, unless the credit can be applied to another application. There must be a minimum of $10.00 remaining to issue the refund because South Dakota charges a $5.00 refund fee and requires that the minimum refund be $5.00.]

Actors	
Primary:	South Dakota IRP User (Designated Payment Processor)
Secondary:	South Dakota DORR Finance Office
Secondary:	South Dakota Treasurer's Office

Systems / Sub-Systems	
System:	IRP Registration System

Pre-Conditions
Account with an Application balance due.

Triggers

Triggers
Receipt of payment. (Payment can be in the form of cash, COMM check, check or Vital Check.)

Basic Flow		
Flow Description:	Processing Payments	
Step ID	**User Action**	**System Response** (optional)
1.	IRP user receives payment from applicant and verifies amount against the Billing Notice.	Manual process.
2.	IRP user accesses Payment sub-system and selects the account for which payment has been received.	System pulls up payments screen for the account.
3.	IRP user selects the application for payment.	System provides ability to make payment or pay in full for each application.
4.	IRP user selects "issue credentials" for the application.	System identifies either batch or on-line.
5.	IRP user saves payment information. Note: Processing of payments are covered by Use Case # IR-019.	System marks Application as paid. System schedules a batch job which assigns plates and decals and schedules a batch cab-card printing job at the Data Center.
6.	N/A	Data Center delivers cab-cards next morning.
7.	IRP user verifies cab-card information and mails to applicant.	Manual process.
8.	IRP user prints Daily Financial Report "Account Paid". User specifies from and to dates.	System prints report for data range specified by user.
9.	IRP user compares payment amounts on report to payments received.	Manual process.
10.	IRP user tabulates the total payments received.	Manual process.
11.	IRP user fills-out deposit submittal sheet in Excel.	Non-system process.
12.	IRP user provides total deposit and submittal sheet to authorized SD Prorate Office designee. Cash and checks are forwarded to the South Dakota Treasurer's office.	Manual Process.

Linked Use Cases	
Use Case ID	**Description of Linkage**

Linked Use Cases	
IR-003	CVIEW snapshot created.

IR-020 Exchange Rate Functionality

Business Process Area:	International Registration Plan		
Use Case Name:	Exchange Rate Functionality		
Use Case ID:	IR-020	**Revision**	0

Description
This use case describes the steps involved in changing the US Dollar to Canadian Dollar exchange rate. The exchange rate is used in transmittal calculations for Canadian IRP jurisdictions. The exchange rate is changed at the beginning of the month. IRP, Inc. issues a notification to all IRP administrators stating the proper exchange rate to be used. (Posted on the IRP, Inc. website.)

Actors	
Primary:	IRP System Administrator

Systems / Sub-Systems	
System:	IRP Registration System
System:	IRP, Inc.

Pre-Conditions
1. System set to accept new exchange rate.

Triggers
1. Manual process to flag the third Monday of each month for maintenance of the exchange rate for the upcoming month.

Basic Flow		
Flow Description:	Exchange Rate Functionality	
Step ID	**User Action**	**System Response** (optional)

Basic Flow		
1.	IRP, Inc. sends out e-mail with new rates.	Manual process.
2.	IRP administrator selects Exchange Rate Maintenance from within the Maintenance sub-system.	System provides input / update screen.
3.	IRP administrator enters new value and effective date for upcoming month and saves.	System commits information to data base.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

IR-021 End of the Month Reconciliation

Business Process Area:	International Registration Plan		
Use Case Name:	End of the Month Reconciliation		
Use Case ID:	IR-021	**Revision**	0

Description
The IRP System Administrator is responsible for end of month reconciliation activities. These activities are manual, relying on reports from the COVERS system. These reports are the Revenue Distribution report and the Refund report. The Revenue Distribution report includes a manual reconciliation portion which provides blanks for the IRP System Administrator to reconcile all financial activity for the month. This includes: New Deposits Deposits Applied Payments Overpayments IRP System Administrator runs the Refund Report for the month. This report shows vehicle refund balances and overpayment refund balances. Refunds are processed manually through the warrant submittal system.

Actors	
Primary:	IRP System Administrator

Systems / Sub-Systems	
System:	COVERSsc

Pre-Conditions
1. All monthly IRP activity is completed.

Triggers
1. Month-end calendar driven dates.

IR-022 Escrow

Business Process Area:	International Registration Plan		
Use Case Name:	Escrow		
Use Case ID:	IR-022	**Revision**	0

Description
Escrows are used to capture monies from “unpay” billings. These are applications for which payment has been received; however a billing error has resulted in payment of incorrect amounts. If the correction occurs before the South Dakota Finance Office sends the remittance to the IRP Clearinghouse (CH), then the effected applications can be unpaid, modified, and repaid using balances that were placed in escrow. In this case a billing error results in an incorrect payment which is caught before the CH remittance is completed. Variations: 1. Error is caught after the deadline for remittance to CH. [System Administrator decides course of action.] 2. Error results in an escrow balance which is not immediately applied to a new application. [System Administrator creates a manual refund.]

Actors	
Primary:	IRP System Administrator
Secondary:	IRP User
Secondary:	South Dakota Office of Finance
Secondary:	State Treasurer’s Office

Systems / Sub-Systems	
System:	IRP Registration System

Pre-Conditions
1. Incorrect billing notice. 2. Timing such that correction occurs before the transmittal to CH. 3. Application is either the last application or previous applications have been unpaid to make this application the last.

Triggers
1. Identification of error in billing.

Basic Flow		
Flow Description:	Escrow	
Step ID	**User Action**	**System Response** (optional)
1.	IRP user or applicant identifies Billing Notice error.	Manual process.
2.	IRP administrator uses the Unpay Application function within the Payments sub-system to unpay the effected application(s).	System upays the application allowing the application to be modified. Any balances are placed into escrow for the account.
3.	IRP user repays the application through the Payments sub-system specifying any escrow amounts to be applied to the payment.	System prompts for information and processes the payment.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

IR-023 Vehicle and Fleet Deposits

Business Process Area:	International Registration Plan
Use Case Name:	Vehicle and Fleet Deposits

Use Case ID:	IR-023	Revision	0

Description

This use case describes the steps followed in processing vehicle or fleet deposits for temporary clearances. Deposits are required of carriers who wish to add units and who have operated less than one year and for those carriers who have had late payments or NSF payments.

Note: Vehicle deposits are VIN specific and may be applied only to the specific VIN which generated the credit. Fleet deposits can be applied to any vehicle within the fleet.

This case will reflect the receipt and processing of a deposit for a temporary vehicle clearance on a new vehicle being added to an existing fleet. (Note that deposits are typically collected and processed at the fleet level.)

Actors

Primary:	South Dakota IRP User (Designated Payment Processor)
Secondary:	South Dakota Finance Office
Secondary:	South Dakota State Treasurer's Office

Systems / Sub-Systems

System:	IRP Registration System

Pre-Conditions

1. Receipt of payments from applicants. (Note: Can be applicants, reporting services or Vital Check.)

Triggers

1. Receipt of payments.

Basic Flow

Flow Description: Vehicle and Fleet Deposits

Step ID	User Action	System Response (optional)
1.	IRP user has completed adding unit, jurisdiction and weights for new unit.	See IR-004
2.	IRP user goes to Account Maintenance and selects Escrow Deposit option.	System responds with proper screen and prompts for information.

Basic Flow		
3.	IRP users selects Account Fleet deposit and enters the amount of the deposit, notes amount, type of payment and checks the VIN of the added unit. IRP user selects appropriate deposit credit, (vehicle or fleet). IRP user saves information.	System responds with proper screen and prompts for information. System commits information to database.
4.	Amount of deposit is netted during creation of Billing Notice.	See IR-015

Linked Use Cases	
Use Case ID	**Description of Linkage**
IR-004	Example deposit scenario with an added vehicle application transaction.
IR-015	Creation of billing notice.

IR-024 Transmittals

Business Process Area:	International Registration Plan		
Use Case Name:	Transmittals		
Use Case ID:	IR-024	**Revision**	0

Description
Processing of IRP incoming and outgoing transmittals is accomplished monthly. By agreement, IRP transmittals and remittances follow a tight schedule. IRP Clearinghouse transmittals are due by the 10th calendar of the month, with fees due to the Clearinghouse by the 15th business day of each month. INCOMING Non CH jurisdictions send paper transmittals at the end of each month. These paper transmittals are tracked manually using Excel. Payments for entered into COVERS through the Payment Sub-System, Incoming Transmittal Receipts. CH incoming transmittal information is gathered from the monthly CH Netting Report which is run monthly. IRP staff review the Netting Report and enter amounts into the Payment Sub-System, Incoming Transmittal Receipts. OUTGOING Non CH jurisdictions will receive paper transmittal letters. These letters are printed manually outside of the COVERS system. The letters will be used to generate voucher warrants, when appropriate. CH jurisdictions receive South Dakota outgoing transmittals through the monthly CH transmittal upload process. Clearinghouse jurisdiction incoming transmittal files are downloaded from the Clearinghouse site. South Dakota creates and uploads the monthly CH file.

Actors	
Primary:	IRP System Administrator
Secondary:	Non CH jurisdictions.
Secondary:	CH jurisdictions.
Secondary:	South Dakota SDORR Finance Office
Secondary:	South Dakota State Treasurer's Office

Systems / Sub-Systems	
System:	IRP Registration System
Sub-System:	IRP Clearinghouse System

Pre-Conditions
1. Month-End Reconciliation has occurred.

Triggers
1. Receipt of transmittals from CH and non-CH jurisdictions.

Basic Flow		
Flow Description:	Transmittals	
Step ID	**User Action**	**System Response** (optional)
1.	Upon completion of month-end reconciliations, IRP System Administrator enters the Transmittal/Recap Report within the Reports sub-system.	System provides report parameter entry screen.
2.	IRP System Administrator enters the appropriate "from" and "to" dates for the report run and selects the appropriate jurisdictions.	System prompts for information.
3.	IRP System Administrator selects run report.	System generates report and sends to printer.
4.	IRP System Administrator retrieves report, verifies information and mails.	Manual process.
5.	IRP System Administrator creates warrant(s) for amounts due to jurisdictions.	Process outside system.

Basic Flow		
6.	For CH outgoing transmittals, the System Administrator selects “Create Clearinghouse File” on the Transmittal / Recap Report within the Reports sub-system.	System prompts for information.
7.	IRP System Administrator selects run report.	System generates CH transmittal file for the selected jurisdictions.
8.	IRP System Administrator downloads CH file from secure CH ftp site.	Process outside system.
9.	IRP System Administrator receives fees from a jurisdiction.	
10.	IRP System Administrator compares amounts to CH transmittal file.	Manual process.
11.	IRP System Administrator enters transmittal information on the Incoming Transmittal Receipts screen within the Payment sub-system.	System provides date entry screen

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

IR-025 Clearinghouse Files

Business Process Area:	International Registration Plan		
Use Case Name:	Clearinghouse Files		
Use Case ID:	IR-025	**Revision**	0

Description
Clearinghouse upload files are generated through a monthly batch process. This process is encompassed in creation of the transmittals. (See IR-024.)

Actors	
Primary:	IRP System Administrator
Secondary:	IRP User

Systems / Sub-Systems

Systems / Sub-Systems	
System:	COVERSsc
Sub-System:	IRP Clearinghouse

IR-026 Audit Files

Business Process Area:	International Registration Plan		
Use Case Name:	Audit Files		
Use Case ID:	IR-026	**Revision**	0

Description
IRP Audit files are created to provide SDDORR auditing staff with information IRP account information including name and address. New account and changes to existing accounts are captured. The IRP audit files are combined with IFTA audit files, which contain the same information for IFTA accounts. Data elements include the following: ▪ Name ▪ DBA Name ▪ Address ▪ FEIN ▪ IFTA Account # ▪ IRP Account # ▪ Phone Number ▪ Cancelled / Current License Indicator ▪ Issued Date ▪ Cancelled Date ▪ IRP Reporting Service Name ▪ IFTA Reporting Service Name

IR-027 Audit Adjustments for CH Files

Business Process Area:	International Registration Plan		
Use Case Name:	Audit Adjustments for CH Files		
Use Case ID:	IR-027	**Revision**	0

Description
Current process is administered within Excel.

Actors	
Primary:	IRP User
Secondary:	SDORR Audit Staff

IR-028 Staggered

Business Process Area:	International Registration Plan		
Use Case Name:	Staggered		
Use Case ID:	IR-028	**Revision**	0

Description
No specific use case is generated for this, however a review of Polk documentation for the conversion to a quarterly staggered registration process revealed several specific system requirements which are discussed below: South Dakota utilizes a staggered, quarterly renewal cycle for its IRP carriers. This approach to renewals requires a system which meets specific functional requirements spelled out in the Polk South Dakota Staggered Conversion Functional Requirements, Version 1.1. General requirements include: ✓ Four Registration Cycles (February, May, August, November) ✓ HVUT year assignments specific to registration cycles. ✓ Schedule A reporting periods specific to registration cycles. ✓ Registration cycle-specific printing of mailing labels. ✓ Dual registration year decal and cab card printing capability. ✓ Reporting service reminder reports by renewal cycle. ✓ Renewal Notice Reminder reports by renewal cycle. ✓ Registration cycle volume reports showing accounts, fleets and units by registration cycle. ✓ Title and registration upload files showing registration cycle expiration dates.

IR-029 VIN Corrections

Business Process Area:	International Registration Plan		
Use Case Name:	VIN Corrections		
Use Case ID:	IR-029	**Revision**	0

Description

Description
VIN corrections are handled in two distinctly different processes, determined by when the error is found. ✓ If the error is found subsequent to calculation of the application, the IRP System Administrator utilizes an administrative override function within the System Administration windows. **See IR-008 for a description of the VIN correction process.**

IR-030 Printing Functionality

Business Process Area:	International Registration Plan		
Use Case Name:	Printing Functionality		
Use Case ID:	IR-030	**Revision**	0

Description
No specific use cases are described here, however just a listing of the printing functional requirements for the IRP system. IRP office printing functionality requires the ability to select print jobs from a list of printers, both local and at the Data Center. Local printers should provide the capability to print Billing Notices and Late Notices. Local printers should also print Cab Cards for those print jobs which must be accomplished in non-batch mode. Data Center printers should support batch printing of cab-cards and renewals. Note: SD Prorate Office has the capability to print cab-cards for two registration periods, using ITI printers.

IR-031 Comment Files

Business Process Area:	International Registration Plan		
Use Case Name:	Comment Files		
Use Case ID:	IR-031	**Revision**	0

Description
Comments are captured at the Business, Registrant, Fleet or Account level. (Although SD practice dictates that applicable comments be placed on the registrant level.) Comments are added by right clicking on any screen at which point a pop-up window displays comments associated with the record. The IRP user can enter comments in free-form. Each comment is date / time stamped along with annotation for user name. "Canned" system comments can be created by the System Administrator. These comments are assigned a number and "canned" text. This is accomplished with the System Maintenance sub-system.

APPENDIX B: IFTA USE CASES

FT-001 Issuing New Licenses

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Issuing New Licenses		
Use Case ID:	FT-001	**Revision**	0

Description
This use case describes the steps involved in issuing new licenses to South Dakota IFTA applicants. Variations: 1. Bond is required due to tax reporting / payment delinquency or NSF tax payment.

Actors	
Primary:	IFTA User
Secondary:	IFTA Applicant

Systems / Sub-Systems	
System:	COVERSft

Pre-Conditions
1. System is available for processing.

Triggers
1. Complete IFTA application package is received by IFTA personnel for processing, including funds for decals and bond, if required.

Basic Flow

Flow Description:	Issuing New Licenses	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA user receives application package and checks all paperwork for completeness.	Manual process.
2.	IFTA user creates a new application and fills out information in the new application screen. IFTA user selects fuel type.	System prompts for information and supplies auto population of mailing address fields.

Basic Flow		
3.	IFTA user saves record.	System commits record to the database.
4.	IFTA selects cab card printing option (batch or on-line).	System prints cab card (batch or on-line) for applicant.
5.	IFTA user opens “issue decals” function within application.	System responds and prompts for information.
6.	IFTA user enters the number of decals required and posting date, along with decal payment information. IFTA user saves record.	System prompts for information and commits information to database. Decals are assigned and decal inventories are adjusted to reflect the issuance (batch or on-line).
7.	In the case of a bond requirement, the IFTA user calculates the amount of bond required, and enters the amount in the account Master view. An amount is also entered into an off-line spreadsheet for tracking.	System prompts for bond amount. Off-line spreadsheet is updated.
8.	IFTA user reviews account Master view to verify information and enters / confirms status date desired by applicant, or next quarter. IFTA user saves the record.	System prompts and commits information to database.

Linked Use Cases	
Use Case ID	**Description of Linkage**
FT-006	Bond posting.
FT-016	Issuing Credentials
FT-015	Create CVIEW snapshot.

FT-002 Processing Tax Returns

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Processing Tax Returns		
Use Case ID:	FT-002	**Revision**	0

Description
This use case describes the steps involved in processing of quarterly IFTA returns. This process relies upon the SDDORR Remittance Center is Sioux Falls for processing of IFTA quarterly returns. These returns are submitted by account holders and authorized reporting services, as applicable. Variations 1. Return has errors and must be further processed by the IFTA staff before posting of return can occur. [In this case the return will be held in suspense and processed upon receipt of information.]

Actors	
Primary:	IFTA User
Secondary:	SDDORR Remittance Center Personnel
Secondary:	IFTA Account Holder (Reporting service)

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	SDDORR Remittance Center Mainframe System

Pre-Conditions
1. System is configured to input quarterly tax returns.

Triggers
1. Microfilm is mailed to SD Prorate Office. Flat file of tax return data from the Remittance Center is created and posted on the mainframe, accessible to the SD IFTA Office.

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Basic Flow		
Flow Description:	Processing Tax Returns	
Step ID	**User Action**	**System Response** (optional)
1.	SDDORR IFTA Office sends IFTA tax returns to current IFTA account holders approximately 30 days prior to the tax return due date.	Manual process.
2.	IFTA account holder or reporting services fills out return and mails to remittance center.	Manual process.
3.	Data center microfilms tax returns and mails to SD IFTA Office. This information is used to create the encoding screen for each of the tax returns.	Off-line process utilizing mainframe tools. Manual process.
4.	SDDORR remittance staff manually encodes data from the returns into the remittance center mainframe	Non-edited data entry process into the remittance center mainframe.
5.	IFTA user start job to import flat file COVERSft for processing.	System job.
6.	IFTA user runs / prints the EDI error report.	System job.
7.	IFTA user will verify monies received using mainframe interface.	Non-COVERSft process.
8.	Microfilm file is converted to a TIFF formatted digital file and stored on server.	Non-COVERSft process.
9.	Using EDI error report and TIFF images IFTA user opens the return screen in COVERSft and modifies, adds comments as appropriate. If account holder must be contacted, the return is saved as "pending" until additional information is received. Upon receipt of additional information, IFTA user completes return and posts.	System displays return information for editing and commenting. Post will commit data to system. Pending will hold record in suspense for further processing.
10.	IFTA user uses payments screen to review collections and liabilities.	System displays liabilities and payment history as selected.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

FT-003 Return Printing

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Return Printing		
Use Case ID:	FT-003	**Revision**	0

Description
This use case describes the steps in printing IFTA returns. Although returns can be printed for all account holders on a quarterly basis, they may also be printed individually. The process for printing is essentially the same in both cases.

Actors	
Primary:	IFTA User

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	SDDORR Tax Mainframe
Sub-System:	SDDORR Tax Mainframe Printers

Pre-Conditions
1. System is configured to print quarterly or individual tax returns.

Triggers
1. Quarterly returns are calendar driven, while individual returns may be required on an ad-hoc basis.

Basic Flow		
Flow Description:	Return Printing	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA user selects Process Return from within COVERft. IFTA user either selects quarterly option or select an individual account for printing.	System provides screen and prompts for information.

Basic Flow		
2.	IFTA user runs TRTN job on mainframe.	Non COVERSft process.
3.	Print job request starts the mainframe printing of returns.	Non COVERSft process.
4.	IFTA user retrieves return(s) from local printer, reviews return(s) and mails.	Manual process.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

FT-004 Tax Rate Updates

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Tax Rate Updates		
Use Case ID:	FT-004	**Revision**	0

Description
Tax rate updates are updated on a quarterly basis, prior to processing of returns. This process is a System Administrator level process and relies upon downloading jurisdiction tax rate data from IFTA website with a subsequent manual update to tax tables within COVERSft.

Actors	
Primary:	IFTA System Administrator

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	IFTA

Pre-Conditions
1. System is configured to accept changes to jurisdiction tax rates on fuel.

Triggers
1. Calendar driven manual job relating to quarterly dates.

Basic Flow		
Flow Description:	Tax Rate Updates	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA e-mail sent out to System Administrator signifying the posting of new tax rate tables. (Typically 2nd week of the month.)	Non-system process.
2.	IFTA System Administrator rolls over previous rates from previous quarter and manually edits tax rate information using the tax rate table functionality in COVERSft.	System provide tax rate tables for editing. System commits information to database.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

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FT-005 Processing Refunds

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Processing Refunds		
Use Case ID:	FT-005	**Revision**	0

Description
This use case describes the steps in processing refunds for IFTA account holders who have overpaid. In this case, both COVERSft and the SDDORR mainframe are used to process warrants. In addition, manual checks are built in to the system to require system administrator intervention for refunds above $250. In addition, a second check is built in to the process to account for refunds warrants over $1,000 to be printed. Note that no refunds are issued for balances less than $25.

Actors	
Primary:	IFTA User

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	SDDORR Tax Mainframe

Pre-Conditions
1. System is configured to print process refunds and print warrants.

Triggers
1. Printing of refund list for processing of warrants.

Basic Flow		
Flow Description:	Processing Refunds	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA user selects “refund request” from COVERSft. IFTA user selects sort options and then runs report.	System responds with screen. System runs report to print / screen. System automatically schedules refunds less than $250 and greater than the minimum amount of $25.

Basic Flow		
2.	IFTA user reviews list of refunds. IFTA user opens the "refund issue" screen for those accounts with a refund greater than $250 and approves for issuing.	System accepts accounts for refunds and commits to database.
3.	IFTA user goes to "refund request" screen and verifies the refund is "OK" for processing. Note: For those refunds over $1,000, the IFTA user must manually change the "OK To Process" indicator flag to "OK". IFTA user sets refund status to "C" or "I" for cancel or issue. IFTA user saves record.	System accepts entries and commits to database for processing.
4.	IFTA user goes into "lock account" screen and COVERSft and locks account(s) for processing.	System locks account(s) to prevent access to account until processing is complete.
5.	IFTA user runs the "warrant report" on the COVERSft system. IFTA user identifies location for placement of TWAR file.	System runs the warrant report job and creates a TWAR file for input processing by the SDDORR mainframe.
6.	SDDORR mainframe runs a scheduled job to transfer the TWAR file and create warrants.	Non-COVERSft system.
7.	IFTA user e-mail SDBIT representative to notify BIT personnel of the need to "cut" the TWAR job.	Manual process, BIT initiates job. Mainframe job runs and creates warrants.
8.	State treasurer delivers warrants to SD IFTA office for processing.	Manual process.
9.	IFTA user mails refunds to account holders.	Manual process.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

FT-006 Bond Posting and Tracking

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Bond Posting and Tracking		
Use Case ID:	FT-006	**Revision**	0

Description
Bond posting and tracking is accomplished off line with a series of Excel spreadsheets. COVERSft allows for entry of bond amounts required on the master record of the account. Bonds are required for account holders who have been revoked in the past or have a tax delinquency.

Actors	
Primary:	IFTA User

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	Excel spreadsheet

Pre-Conditions
1. Account holder requires a bond.

Triggers
1. New IFTA application or renewal with a bond.

Basic Flow		
Flow Description:	Bond Posting and Tracking	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA user receives application or renewal from applicant or account holder.	Manual process.
2.	IFTA user queries account status within COVERSft by selecting account from listing, typically using TIN.	System responds with appropriate account screen.

Basic Flow		
3.	If a bond is supplied, IFTA user enters amount into account master screen.	System prompts and commits to database.
4.	IFTA user adds bond to spreadsheet.	Non-system actions using Excel.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

FT-007 License Renewals

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	License Renewals		
Use Case ID:	FT-007	**Revision**	0

Description
This use case describes the steps for annual IFTA license renewals. These renewals occur on a calendar year basis with renewal notices typically sent out in the September timeframe. Account holders who are delinquent in tax filing or tax payments are precluded from renewing IFTA licenses. In addition, the account holder may be required to post a bond if they have had a history of delinquent tax payments or filing. In this case a renewal application is received which does not require a bond and is not precluded from renewing. Variations: 1. Account is precluded from renewing. [In this case the process stops and account holder is notified.] 2. Account requires a bond. [See FT-006.]

Actors	
Primary:	IFTA User

Systems / Sub-Systems	
System:	COVERSft

Pre-Conditions
1. System is configured to process renewals.

Triggers
1. Renewal forms have been received by SD IFTA Office.

Basic Flow		
Flow Description:	License Renewals	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA user receives completed renewal notice from account holder.	Manual process.
2.	IFTA user selects account in the COVERSft system. IFTA user verifies account standing by viewing the "collection" screen in COVERSft. If balance owed is greater than $5.00, than suspend renewal.	System responds with screen showing detailed collection history.
3.	IFTA user reviews "account master" screen to verify if information has changed. Changes are made on the "account" screen if applicable. IFTA user save changes.	System responds with screens and commits information to database.
4.	IFTA user reviews last return to insure that IFTA miles have been reported in SD and at least one other jurisdiction. Note: If miles are not reported for SD and at least one other jurisdiction, then the renewal is suspended.	System responds with screen.
9.	IFTA user opens "issue decals" function within application.	System responds and prompts for information.
10.	IFTA user enters the number of decals required and posting date, along with decal payment information. IFTA user saves record.	System prompts for information and commits information to database. Decals are assigned and decal inventories are adjusted to reflect the issuance.
5.	IFTA user proceeds to "renewal" screen and processes renewal.	System responds with screen and commits information to database.

Linked Use Cases	
Use Case ID	**Description of Linkage**
FT-015	CVIEW snapshot created.

Linked Use Cases	
FT-006	Posting of bond, if required.

FT-008 Audit Files

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Audit Files		
Use Case ID:	FT-008	**Revision**	0

Description
IFTA Audit files are created to provide SDDORR auditing staff with information IRP account information including name and address. New account and changes to existing accounts are captured. The IFTA audit files are combined with IRP audit files, which contain the same information for IFTA accounts. Data elements include the following: ▪ Name ▪ DBA Name ▪ Address ▪ FEIN ▪ IFTA Account # ▪ IRP Account # ▪ Phone Number ▪ Cancelled / Current License Indicator ▪ Issued Date ▪ Cancelled Date ▪ IRP Reporting Service Name ▪ IFTA Reporting Service Name

FT-009 Audit Adjustments for CH Files

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Audit Adjustments for CH Files		
Use Case ID:	FT-009	**Revision**	0

Description
Feedback from audits of IFTA account holders may result in adjustments to amounts owed, or due from jurisdictions from transmittals which have already been transmitted to the IFTA Clearinghouse. Adjustment information needs to be communicated to the CH in order to properly account for the audit adjustment. In order to propagate the adjustment through to the Clearinghouse, a dummy account associated with an unused period, is established and a dummy return is processed as normal. (See FT-003.) This process provides an adjusted CH file.

Actors	
Primary:	IFTA User

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	Excel

Linked Use Cases	
Use Case ID	**Description of Linkage**
FT-003	Creation and processing of a return. (Dummy return.)

FT-010 Reports

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Reports		
Use Case ID:	FT-010	**Revision**	0

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Description
The COVERSft system provides numerous “stock” reports which are used by SD IFTA Office staff. The following reports were provided to Iteris as samples of reports commonly used in IFTA business processes: ✓ IFTA Account Listing ✓ IFTA Account Status Change ✓ IFTA Accounts Added ✓ IFTA Accounts Closed or Revoked ✓ Accounts Receivable Aging ✓ IFTA Annual Filer Listing ✓ Daily Cash Summary ✓ Decal Collection Report ✓ Monthly Cash Summary ✓ Refunds Issued ✓ Revenue Summary Peer Review Reports ✓ List of IFTA Accts for a given license year ✓ Aged Receivable Report indicating unprocessed tax returns ✓ List of active accounts ✓ List of revoked accounts ✓ List of withdrawn accounts Audit Reports ✓ Selected % of Accts by Taxable Miles Detail ✓ Carrier Audit Information ✓ Audit Average MPG ✓ Audit Flat/Changed MPG (Shows accounts that have a flat or changed MPG) Would want to add the address, city, state and zip to this report. ✓ Taxable/Tax Pd Gallons Comparison. Would want to add the address, city, state and zip to this report. In addition, COVERSft was supplied with Infomaker for an ad-hoc reporting capability. Other reports are available in COVERSft to cover transmittals, decal inventory and numerous reports for auditing functions.

FT-011 Transmittal Processing

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Transmittal Processing		
Use Case ID:	FT-011	**Revision**	0

Description
This process is a manual process occurring outside the COVERSft system. The process is broken down into actions covering incoming and outgoing transmittal activity. The following is brief overview of the process and is taken from procedures used by SD IFTA Office personnel to accomplish transmittal tasks: INCOMING Incoming Payments These payments are tracked separately depending upon whether the payment originated from another jurisdiction's transmittal or a billing from SD. In each case spreadsheets are used for tracking verification and taxable gallons reporting, as well as creation of payment vouchers. Incoming Transmittals Excel spreadsheets are used to track incoming billings from other jurisdictions and capture net taxable gallons. OUTGOING Clearinghouse jurisdiction transmittal information is uploaded monthly to the CH site. This information represents the monthly activity for CH jurisdictions. This file is created in COVERSft and moved to an upload location. The transmittal summary along with non-CH jurisdiction information is input into an Excel spreadsheet. Excel spreadsheet information is copied into an Access database for creation of transmittal letters. South Dakota sends transmittal letters to all IFTA jurisdictions. The letters detail amounts owed to the jurisdictions, amounts owed to South Dakota, as well as the source of the amounts. (Jurisdiction reporting or South Dakota reporting.)

Actors	
Primary:	IFTA User
Secondary:	IFTA System Administrator

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	IFTA Clearinghouse System
Sub-System:	Excel

Systems / Sub-Systems	
Sub-System:	Access

Pre-Conditions
1. End of month reconciliation is completed.

Triggers
1. Date driven end of month reconciliation processes results in creation of Excel spreadsheet.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

FT-012 End of Month Reconciliation and Reports

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	End of Month Reconciliation and Reports		
Use Case ID:	FT-012	**Revision**	0

Description
End of month reconciliation processes are designed to provide a balancing of funds received from other states, the SDDORR Remittance Center and funds owed to South Dakota from other states. This work is primarily manual and incorporates the creation of spreadsheets for summarizing dollars received.

Actors	
Primary:	IFTA User
Secondary:	SDDORR Finance Office

Systems / Sub-Systems	
System:	COVERSft

Pre-Conditions
1. Returns and payments for previous month have been processed.

Triggers
1. Calendar driven, monthly.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

FT-013 Uploading Clearinghouse Data – Transmittals and Demographic Data

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Uploading Clearinghouse Data – Transmittals and Demographic Data		
Use Case ID:	FT-013	**Revision**	0

Description
The IFTA CH requires weekly transmittals of account demographic data. This information is used to keep member jurisdictions current on new, suspended or revoked accounts. This information is provided to the member jurisdictions by the IFTA CH. In this case a job is run from within COVERSft which produces a file formatted per CH file requirements. This file is manually transferred to a location for transmittal to CH.

Actors	
Primary:	IFTA System Administrator

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	IFTA Clearinghouse

Pre-Conditions
N/A

Triggers
1. Weekly manual schedule-driven procedure to create the demographic file. .

Basic Flow		
Flow Description:	Uploading Clearinghouse Data – Transmittals and Demographic Data	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA System Administrator selects "Produce demographic data file" from the "IFTA Clearinghouse Processing" screen. IFTA user chooses file name, location and select run. This is produced weekly.	System prompts and then runs job to create file. File is created at location specified.
2.	IFTA System Administrator selects Transmittal and Summary to create the transmittal and summary file for upload to IFTA. These files are produced weekly.	System prompts and then runs job to create file. File is created at location specified.
3.	IFTA System Administrator moves file from creation location and transfers to IFTA CH file location.	Manual process.
4.	IFTA System Administrator logs in to CH and uploads the files, as appropriate.	Manual process.

FT-014 Temporary IFTA Decals

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Temporary IFTA Decals		
Use Case ID:	FT-014	**Revision**	0

Description
If a vehicle is added to an existing fleet, the IFTA account holder may request a temporary IFTA decal for the added vehicle. The temporary decal is good for 30 days and must be kept with the vehicle. A signed request along with payment must be received within that timeframe. In this case an IFTA account holder faxes a request for a temporary decal. (Providing IFTA Account Number, VIN, Unit Number and Name.)

Actors	
Primary:	IFTA User

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	Access Database

Pre-Conditions
1. Existing IFTA account holder adding a vehicle to fleet.

Triggers
1. Receipt of minimum information needed to process temporary IFTA decal request.

Basic Flow

Flow Description:	Temporary IFTA Decals	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA user receives request from IFTA account holder to add a vehicle. (Phone, Fax, E-mail)	Manual process.
2.	IFTA user checks account status using COVERSft system. (Reviews "collection history" screen.)	System responds with screen display.
3.	IFTA user opens Access Temporary Decal program and types in required information: ✓ Business Name ✓ Business Address ✓ Unit # ✓ VIN ✓ IFTA Account ID# ✓ Issue Date ✓ Expiration Date	Non-system functions.
4.	IFTA user selects PRINT decal and faxes to applicant.	Non-system function.

Linked Use Cases

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

FT-015 CVIEW Snapshots

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	CVIEW Snapshots		
Use Case ID:	FT-015	**Revision**	0

Description
The COVERSft system provides CVIEW snapshots of activity. These snapshots are essentially XML files containing specific data elements as defined by Iteris, Inc. specifications. These specifications define the baseline and daily update requirements to meet Federal guidelines as defined in data specifications for the FMCSA Safety and Fitness Electronic Records (SAFER) data requirements. Current processes generate the T0019 XML file utilizing both administrator-driven baseline routines and daily, system-driven update routines. These baseline and update routines place files out to pre-defined locations for processing by the South Dakota CVIEW system.

Actors	
Primary:	N/A

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	COVERSsc (Nightly routine to create snapshots.)
Sub-System:	South Dakota CVIEW

Pre-Conditions
1. Completion of daily IFTA processing activity.

Triggers
1. Baseline creation: IFTA system administrator starts IFTA baseline creation job. 2. Nightly update file creation: COVERSsc System runs scheduled job, nightly, to create the IRP & IFTA daily update file. All new, renewal and change data is captured.

FT-016 Issuing License and Decals

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Issuing License and Decals		
Use Case ID:	FT-015	**Revision**	0

Description
This use case is captured in the description of FT-001.

FT-017 & FT-018 Decal Inventory & Replacement Decals

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Decal Inventory & Replacement Decals		
Use Case ID:	FT-017 & FT-018	**Revision**	0

Description
The COVERSft system allows creation of IFTA inventory locations and number sequences. The interface is an IFTA system administrator function. The inventory locations are created and ranges of IFTA decals are assigned to each location. With decal tracking turned on, the COVERSft system will automatically deduct IFTA decal inventory from prescribed locations during license and decal issuance. Remaining inventories by location can be viewed and reports can be printed. Decal status codes are used to track the status of decals upon issuance. If a decal is stolen or has become dislodged, this information is stored when a new decal is issued through the “decal tracking and maintenance” screen. If replacement decals are required, the IFTA account holder notifies the SD IFTA office and provides explanation regarding the need for a replacement. Using the “decal tracking and maintenance” screen the IFTA user will issue a new decal

Actors	
Primary:	IFTA User

Systems / Sub-Systems	
System:	COVERSft

Pre-Conditions

Pre-Conditions
1. Account holder is not revoked or inactive. 2. Decal is lost, stolen or destroyed.

Triggers
1. Account holder notifies SD IFTA office of need for a replacement decal. (Phone, fax, e-mail.)

Basic Flow		
Flow Description:	Decal Inventory & Replacement Decals	
Step ID	**User Action**	**System Response** (optional)
1.	IFTA user receives request for a replacement decal.	Manual process.
2.	IFTA user checks current account status within COVERSft.	System responds with appropriate screen.
3.	IFTA user goes to "decal request" screen to request number of decals.	System responds.
4.	IFTA user issues decals on "decal tracking and maintenance" screen. IFTA user indicates proper code to be associated with replaced decal. IFTA user saves.	System responds with screens and commits information to database.

Linked Use Cases	
Use Case ID	**Description of Linkage**
N/A	N/A

FT-019 Billing Notices

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Billing Notices		
Use Case ID:	FT-019	**Revision**	0

Description
Billing notices are created by the COVERSft system following a 30 day billing cycle. The billing notices reflect amounts due, any penalties or interest assessed. The billing notice cycle is a three stage process: Billing Notice #1 Billing Notice #2 – 30 days after creation of Billing Notice #1 Billing Notice #3 – 60 days after creation of Billing Notice #1. This includes a revocation of the account. In this case the IFTA account is flagged with a "R" for revoked status. Note: In the case of a non-filer, the Jeopardy Assessment case applies. See FT-020.

Actors	
Primary:	IFTA User
Secondary:	IFTA Account Holder

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	SDDORR Mainframe
Sub-System:	Mainframe Printers
Sub-System:	COVERSsc (Creation of CVIEW snapshot.)
Sub-System:	SDCVIEW

Pre-Conditions
1. IFTA account is over 30 days late on payment of a Billing Notice.

Triggers
1. End of quarter processing is complete and calendar sensitive schedule prompts IFTA system administrator to start billing and delinquent return job.

Linked Use Cases	
Use Case ID	**Description of Linkage**
FT-020	Jeopardy assessments are made for delinquent non-filer account.
FT-021	Interest is applied to accounts.

FT-020 Jeopardy Assessments

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Jeopardy Assessments		
Use Case ID:	FT-020	**Revision**	0

Description
In the case of a non-filer, Jeopardy Assessments are made for non-filer accounts which are over 30 days delinquent. In this case the jeopardy assessment determines the amount owed for the account. The following cycle provides a snapshot of the Jeopardy Assessment process: Non-Filer Notice sent to non-filer – 30 days after return was due. Jeopardy Assessment and Billing Notice #1 is sent to non-filer – 60 days after return was due. Jeopardy Assessment is loaded into COVERSft , tax lien is filed and Billing Notice #2 with interest calculated – 90 days after return was due. Billing Notice #3 with revocation – 120 days after return was due.

Actors	
Primary:	IFTA System Administrator
Secondary:	IFTA User
Secondary:	IFTA Account Holder

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	SDDORR Mainframe
Sub-System:	Mainframe Printers

Pre-Conditions
1. IFTA account is in non-filer status.

Triggers
1. End of quarter processing is complete and calendar sensitive schedule prompts IFTA system administrator to start billing and delinquent return jobs.

Linked Use Cases

Linked Use Cases	
Use Case ID	**Description of Linkage**
FT-019	Billing notices one through three are created.
FT-021	Interest is applied to delinquent amounts due.

FT-021 Monthly Interest Assessments

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Monthly Interest Assessments		
Use Case ID:	FT-021	**Revision**	0

Description
The COVERSft system calculates monthly interest due and the amount is printed onto the billing notice. When calculating interest, the system uses the next due date for the payment as the date that interest is assessed.

FT-022 Printing Functionality

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Printing Functionality		
Use Case ID:	FT-022	**Revision**	0

Description
The COVERSft system uses multiple local printers. Batch jobs for renewals and returns are printed on mainframe printers in order to take advantage of bar code printing capabilities. Print jobs have the capability for duplex printing, however this is not working properly.

FT-023 Comment Files

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Comment Files		
Use Case ID:	FT-023	**Revision**	0

Description
Free form comment files are kept within the COVERSft system at the account level. In addition, “canned” comments can be created by the IFTA System Administrator as part of SA functionality. COVERSft allows the user to see comments related to the account that were entered by the user ("User" comments) or generated by the COVERSft system ("System"comments). A system comment is generated when a user changes data values in certain areas of the COVERSft system. The comment contains a description of the change, the year / quarter in which it was made, a date / time stamp, the user ID of the person changing the data, and the style of comment. System comments are generated whenever any data is changed on the Master or Application screens, and also when certain actions are performed in the system. A user comment is created when the user selects the comment function and then selects the 'New' function. The user is presented with a screen for typing in a comment. The system selects the current quarter and year for the comment, but the user can overwrite this. Once the comment is complete, the user can save it. A 'canned' comment procedure has been added to this screen to accommodate frequently used comments for the jurisdiction. New comments may be added in the administrative section. The user can set filters to easily locate a comment. The filter settings for the year view, quarter view and source view all default to 'All'. The user can change the settings on these views to restrict the search for a particular comment. The user can also search for comments by using the find function. This function allows the user to search the comments by key word. For example, if the user needs to determine if the account was ever revoked, the user can select the find command and enter 'revoke'. If the comment is found, the system displays the record and highlights the comment.

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FT-024 Reinstatement

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	Reinstatement		
Use Case ID:	FT-024	**Revision**	0

Description
The reinstatement process is similar to the new license process. The IFTA account is pulled up, the revocation is removed and new cab-card is created. A bond is always required in the case of a reinstatement.

Actors	
Primary:	IFTA User
Secondary:	IFTA Applicant

Systems / Sub-Systems	
System:	COVERSft
Sub-System:	COVERsc (For creation of CVIEW snapshot.
Sub-System:	SDCVIEW

Pre-Conditions
1. Account has been revoked.

Triggers
1. IFTA account holder provides new license information and supplies a bond for reinstatement.

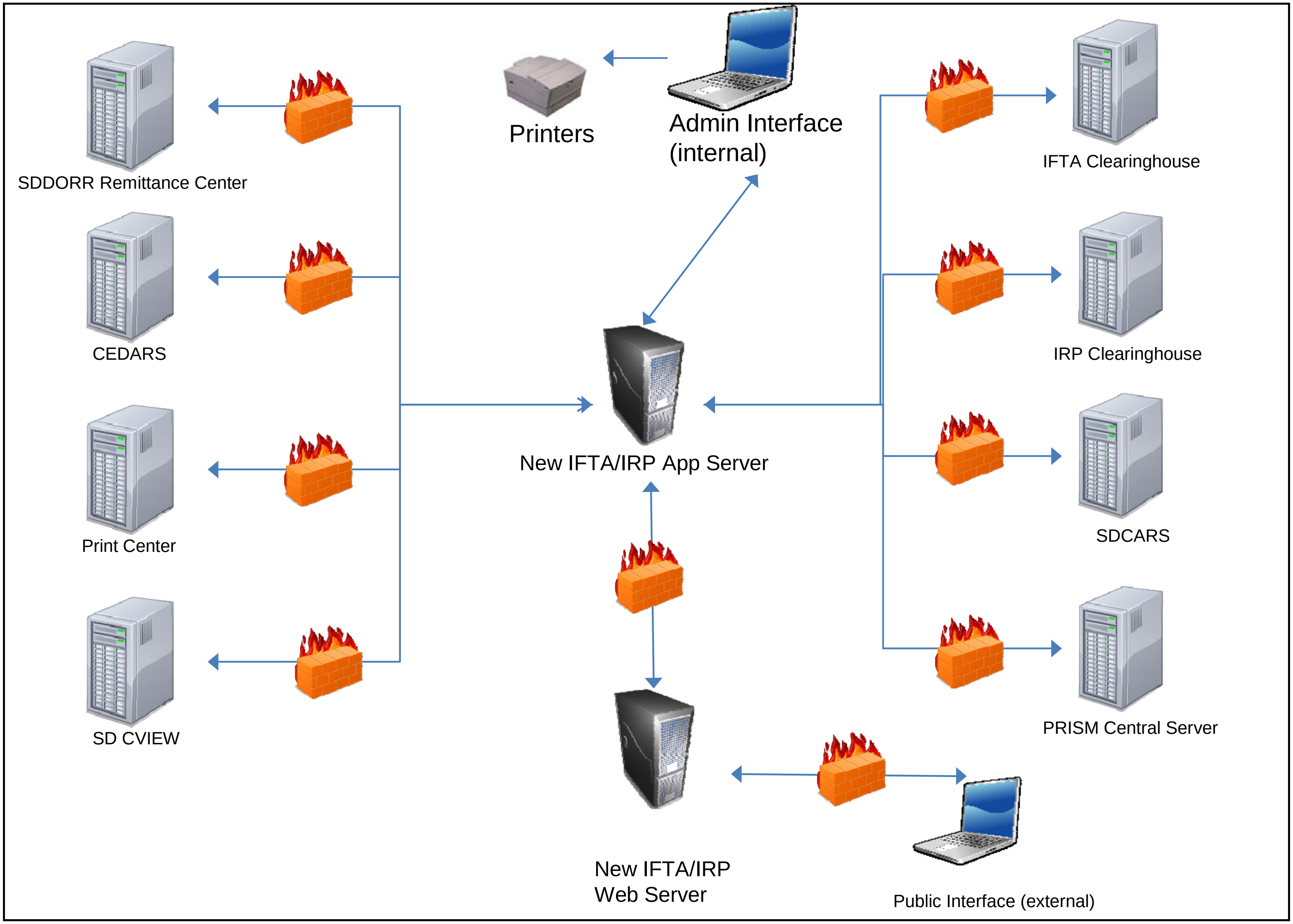
Linked Use Cases	
Use Case ID	**Description of Linkage**
FT-006	Bond posted for reinstatement.
FT-015	CVIEW snapshot created.

FT-025 IFTA Maintenance

Business Process Area:	International Fuel Tax Agreement		
Use Case Name:	IFTA Maintenance		
Use Case ID:	FT-025	**Revision**	0

Description
The COVERSft system provides several system maintenance features available to the authorized System Administrator. These functions cover setting of system variables, which include: Billing – Parameters controlling the printing of non filer and delinquent letters. Return – Parameters controlling the processing of IFTA returns. Interest – Sets interest rates on receivables. Penalty – Sets penalty parameters Refunds – Sets refund thresholds for minimums and approvals. Payments – Settings for applying payments to outstanding balances. Remittance – Codes to be used for processing of remittances. Other – Decal settings, CVIEW, renewal processing and override code. System administrative setting include: Status Codes – Creation and modification of standardized account status codes. Comments – Creation and modification of “canned” account comments. Decal Codes – Creation and modification of decal codes. Special Mail Codes – Codes used to designate particular mailing addresses.

Appendix C: High-Level System Diagram


Printers
Admin Interface (internal)
SDDORR Remittance Center
CEDARS
Print Center
SD CVIEW
New IFTA/IRP App Server
IFTA Clearinghouse
IRP Clearinghouse
SDCARS
PRISM Central Server
New IFTA/IRP Web Server
Public Interface (external)