APPENDIX O.2, IFTA, INC. CLEARINGHOUSE USER MANUAL



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1. Requirements

- 1.1. The IFTA, Inc. Clearinghouse (Clearinghouse) is responsible for the maintenance and administration of Demographic Data, Transmittal Data and Summary Transmittal Data uploaded by Participating Members. The Clearinghouse is also responsible for providing a mechanism for the exchange of Interjurisdictional Audit Reports and Decal data. The Participating Members may electronically view and retrieve the clearinghouse data.
- **1.2.** Participating Members in the Clearinghouse are required to upload Demographic Data, Transmittal Data and Summary Transmittal Data to participate in the Clearinghouse.
- **1.3.** Participating Members in the Clearinghouse may upload Interjurisdictional Audit Reports and Decal Data.
- 1.4. The Clearinghouse is also responsible for providing a mechanism for Funds Netting, which allows the Participating Members to electronically transmit and receive funds due from the uploaded Summary Transmittal Data. Participating Members are required to participate in Funds Netting. The Funds Netting Rules have been adopted and are contained in a separate document.
- 1.5. This manual provides detailed information on the uploading of data and use of the Clearinghouse by authorized users of the Clearinghouse. As other uses for the Clearinghouse may be developed in the future, this Manual will be updated to include instructions for those uses.
- **1.6.** Each Participating Member must sign an Access Agreement prior to using the Clearinghouse.

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2. File Formats for Data Upload - General Information

- 2.1. By signing the Clearinghouse Access Agreement, each Participating Member agrees to upload data in the file formats prescribed by the Clearinghouse Advisory Committee (CAC) and approved by the IFTA, Inc. Board of Trustees (Board).
- **2.2.** File Formats have been developed for Demographic Data, Transmittal Data, Summary Transmittal Data and Decal Data.

2.2.1. Demographic Data

The licensee information required to be exchanged among member jurisdictions pursuant to the IFTA Articles of Agreement Sections R350, R410, R420 and R430 and any additional information required by IFTA, Inc. for the purposes of uploading data.

2.2.2. Transmittal Data

The information required to be exchanged among member jurisdictions by Section P1040 of the IFTA Procedures Manual and Section A690 of the IFTA Audit Manual and any additional information required for purposes of uploading data and defined by IFTA, Inc.

2.2.3. Summary Transmittal Data

The summary totals of a participating jurisdiction's monthly transmittal as required by Section P1040 of the IFTA Procedures Manual and Section A690 of the IFTA Audit Manual and any additional information required for purposes of uploading data and defined by IFTA Inc.

2.2.4. Decal Data

The decal serial numbers and any additional information required for purposes of uploading data and defined by IFTA, Inc.

2.2.5. Interjurisdictional Audit Report

The report required by the IFTA Audit Manual, Section A660.200.

2.3. File Formats

2.3.1. Demographic Data.

The file formats for the Demographic Data are included herein as Table 1. Included in Table 1 are:

- 2.3.1.1. Field Name;
- 2.3.1.2. Description;
- 2.3.1.3. Required;
- 2.3.1.4. Example; and
- 2.3.1.5. Field Definition.
- 2.3.1.6. Notes are included to assist the Participating Member.
- 2.3.1.7. Demographic Data must be uploaded on a daily basis.

Demographic Data may also be uploaded anytime a change is made to the Data. To upload changes to the Demographic Data, a jurisdiction may upload a complete replacement file or may upload simply the change to the Demographic Data.

2.3.2. Transmittal Data.

The file formats for the Transmittal Data are included herein as Table 2. Included in Table 2 are:

- 2.3.2.1. Field Name;
- 2.3.2.2. Description;
- 2.3.2.3. Required;
- 2.3.2.4. Field Definition; and
- 2.3.2.5. Footer Value.
- 2.3.2.6. Notes are included to assist the Participating Member.
- 2.3.2.7. Transmittal Data must be uploaded at least once each month pursuant to the Funds Netting Calendar created by the CAC and approved by the Board. The Funds Netting Calendar is available on the secure pages of the IFTA, Inc. website at www.iftach.org. The Funds Netting Calendar is created for a calendar year and will be available a year in advance. Therefore, the current year calendar and the next year's calendar will be available.

2.3.2.8. If Transmittal Data is uploaded and upon jurisdiction review is found to be incorrect, the file must be deleted by IFTA, Inc. and a new file uploaded by the Participating Member.

2.3.3. Summary Transmittal Data.

The file formats for the Summary Transmittal Data are included herein as

- Table 3. Included in Table 3 are:
- 2.3.3.1. Field Name;
- 2.3.3.2. Description and Example
- 2.3.3.3. Field Definitions;
- 2.3.3.4. Footer Value; and
- 2.3.3.5. Flat File Structure.
- 2.3.3.6. Notes are included to assist the Participating Member.
- 2.3.3.7. Summary Transmittal Data must be uploaded at least once each month pursuant to the Funds Netting Calendar (see 2.3.2.7).
- 2.3.3.8. If Summary Transmittal Data is uploaded and upon jurisdiction review is found to be incorrect, the file must be deleted by IFTA, Inc. and a new file uploaded by the Participating Member.

2.3.4. Decal Data.

The file formats for the Decal Data are included herein as Table 4. Included in Table 4 are:

- 2.3.4.1. Field Name;
- 2.3.4.2. Field Requirements;
- 2.3.4.3. Field Definitions; and
- 2.3.4.4. Examples.
- 2.3.4.5. Notes and a sample Flat File are included to assist the Participating Member.
- 2.3.4.6. Decal Data may be uploaded at the discretion of the Participating Member.
- 2.3.4.7. If Decal Data is uploaded and upon jurisdiction review is found to be incorrect, the file must be deleted by IFTA, Inc. and a new file uploaded by the Participating Member.

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3. Connection to the Clearinghouse for Flat File Upload

Some methods of connection available to the Participating Members for connection to the Clearinghouse for flat file upload. IFTA, Inc. recommends that the Participating Members develop a plan to automate file transfers to the Clearinghouse.

3.1. Dial In.

IFTA, Inc. will provide the Participating Member with a toll free telephone number for dial in access to the Clearinghouse. IFTA, Inc. will also provide a user ID and password to access the Clearinghouse via a modem.

3.2. Cisco VPN Software.

The VPN software is available from IFTA, Inc. at no cost to the Participating Member. A Participating Member can download the VPN software from the secure pages of the IFTA, Inc. website at www.iftach.org.

- 3.2.1. Use of the VPN software will require a Participating Member to open Firewall ports and protocols.
 - 3.2.1.1. Port UDP 500 and Protocol ESP 50 are required for proper communication to IFTA, Inc. and its servers.
 - 3.2.1.2. NAT issue will arise and the Participating Member may have to turn off NAT for computers being utilized.
- 3.2.2. For technical assistance regarding the VPN connection, please contact IFTA, Inc.

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4. FTP and SFTP

- **4.1.** Once a connection method has been selected by a Participating Member, IFTA, Inc. will create an FTP folder for that jurisdiction within IFTA, Inc.'s FTP Server for flat file upload. This server is separate and apart from the Clearinghouse Server.
- **4.2.** IFTA, Inc. will assign a separate user ID and password for the FTP folder for the Participating Member.
- **4.3.** The FTP folder layout is:
 - 4.3.1. demflat (folder to place Demographic Data);
 - 4.3.2. transflat (folder to place Transmittal Data);
 - 4.3.3. summary (folder to place Summary Transmittal Data)
 - 4.3.4. decals (folder to place Decal Data); and
 - 4.3.5. archive (folder to keep all sent files in, time data stored in the archive will vary)
- **4.4.** IFTA, Inc. will upload the files from the FTP Server to the Clearinghouse Server.

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5. A Lesson on Flat Files

- **5.1.** A flat file can be thought of as a text file. The flat file contains 'text' data from a database. The text is simply formatted for a database to use.
- **5.2.** An example of a flat file is this:
 - 5.2.1. John,Doe,25

Jane,Smith,32

- 5.2.2. The data in 5.2.1. represents first name, last name, age. Each piece of data is separated by a comma (,).
- 5.2.3. The comma represents a column of data that you would see in programs such as Excel or Access.
- 5.2.4. The file containing the data in 5.2.1. should be saved into a .txt file. Here is an example of saving the data in Notepad.

🗉 Untitled - Notepad 📃 🗆 🗙											
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•				V V							

5.2.5. Excel can then be used to open the .txt file. Excel will inquire as to the divider (comma). Now the data is easy to sort and use proficiently.

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2 Jane	Smith	32									
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- 5.2.6. The process could easily be reversed. An Excel file can be saved as a .txt file for use as a flat file.Excel, Access, InfoMaker and other reporting tools offer these very basic tools to work with flat files and data of all types.
- **5.3.** The IFTA Inc. Clearinghouse database works under the same conditions as shown above. If you can view your jurisdictional data in Excel, Access or similar programs then you can easily make flat files.
- **5.4.** Saving Data as a .txt file in any of the above programs easily creates a Flat File that you could use to meet the Data requirements for the Clearinghouse and populate the database accordingly.

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6. Testing

- **6.1.** IFTA, Inc. will work with each Participating Member to test the upload of Demographic Data, Transmittal Data and Summary Transmittal Data to the Clearinghouse.
- **6.2.** The testing phase will continue until the Participating Member has had at least one successful test upload of all required data types.
- **6.3.** Once the testing phase is successfully completed, IFTA, Inc. will sign the Access Agreement authorizing the Participating Member to upload data to the Clearinghouse.

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7. User Registration and Initial Access to Clearinghouse

7.1. To register users, the IFTA Commissioner of the Participating Member must sign into the <u>http://www.iftach.org</u> Commissioner's page and click the Clearinghouse Registration Link on the right hand side of the menu. This screen will appear.

CLEARINGHOUSE ACCESS REGISTRATION PAGE

Use the form below to register your jurisdiction's Clearinghouse users. Please review these instructions prior to completing the form.

Username

When assigning a username, the best practice is to utilize the user's full name in some manner plus a character or number. USE OF A CHARACTER OR NUMBER IS HIGHLY RECOMMENDED FOR ADDED SECURITY. Usernames must not contain spaces.

Examples:

Employee: John Smith Username: jsmith% or !jsmith or jsmith9

User E-Mail:

Please enter the e-mail address of the user you are registering.

Full Name: Please enter the full name of the user you are registering.

Access Request:

Please select the type of access you wish to assign to the user. You may allow access to demographic information only, transmittal information only, or both demographic and transmittal data.

New: Enforcement Access. This new access level is designed for Roadside Enforcement. Roadside Enforcement will only be able to view Revoked Demographic Carriers.

Once you submit the form, two e-mails will be sent to each user you have registered. The first e-mail will contain the username you assigned. The second e-mail will contain the password assigned to this user by IFTA, inc. as well the web address for the Clearinghouse.

For new registrations, IFTA, Inc. will send the e-mails to registered users within 24 hours of registration.

To register users, please fill out the form below.

User Name	User E-Mail	Full Name	Access Request
1			Demographics and Transmittal
2			Demographics and Transmittal:
3			Demographics and Transmittal:
4			Demographics and Transmittals
5			Demographics and Transmittal:

- **7.2.** Once the IFTA Commissioner registers Clearinghouse Users, the users will receive both their username and password via e-mail from IFTA, Inc.
- **7.3.** Also included in the e-mail is the location of the Clearinghouse pages available over the internet.
- **7.4.** Once a user receives the e-mail with the username and password, links to two Web Pages will be provided, viewable in the user's preferred Internet Browser.
- **7.5.** When logging in for the first time to either Demographic Data or Transmittal Data, the user will have to accept the Certificate of Authority.
 - 7.5.1. You will be asked to accept IFTA, Inc's "self-signed' Certificate of Authority seen in Figure 1. (Different browsers may produce different popups similar to the one shown in Figure 1.

Web Sit	e Certified by an Unknown Authority 🛛 🛛 🕅										
^	Unable to verify the identity of 209.234.156.18 as a trusted site.										
	Possible reasons for this error:										
	- Your browser does not recognize the Certificate Authority that issued the site's certificate.										
	- The site's certificate is incomplete due to a server misconfiguration.										
	- You are connected to a site pretending to be 209.234.156.18, possibly to obtain your confidential information.										
	Please notify the site's webmaster about this problem.										
	Before accepting this certificate, you should examine this site's certificate carefully. Are you willing to to accept this certificate for the purpose of identifying the web site 209.234.156.18?										
	Examine Certificate										
	Accept this certificate permanently										
	 Accept this certificate temporarily for this session 										
	O Do not accept this certificate and do not connect to this web site										
	OK Cancel <u>H</u> elp										

Figure 1 - IFTA, Inc. Certificate

7.5.2. Choose "ACCEPT THIS CERTIFICATE PERMANENTLY" so you will no longer have to see the screen again.

- 7.5.3. The Window in Figure 1 is called "Web Site Certified by an Unknown Authority" due to the fact that IFTA, Inc. is not using a third-party vendor, like Verisign, to authenticate our site. To do so would mean opening the Clearinghouse to access by Verisign to verify that IFTA, Inc. is indeed IFTA, Inc. Due to the secure nature of the data in the Clearinghouse, IFTA, Inc. will not allow third-party access.
- 7.5.4. Because we have in place firewall measures to only allow the IFTA Community into the Clearinghouse, IFTA, Inc. created its own self-signed certificate. What this certificate does is provide a key used for the encryption and de-encryption of all data between your browser and the Clearinghouse web pages. IFTA, Inc. provides 128-bit encryption used regularly on the Internet. What this means is that hackers may be able to grab the data stream from the user to the Clearinghouse and vice-versa, but it would take many PC's thousands of years to decipher the encrypted data.
- **7.6.** Another error message that a user will see due to the fact that IFTA, Inc. allows other ways to connect to the Clearinghouse other than through the Internet can be seen in Figure 2. The error will not affect the user, so select "OK". The error causes no security threats.

Security Error: Domain Name Mismatch
You have attempted to establish a connection with "207.141.192.6". However, the security certificate presented belongs to "209.234.156.16". It is possible, though unlikely, that someone may be trying to intercept your communication with this web site.
If you suspect the certificate shown does not belong to "207.141.192.6", please cancel the connection and notify the site administrator. View Certificate
OK Cancel Help

Figure 2 - Certificate Acceptance

7.7. Dial In users will also have to accept the Certificates. Data from dial in is also encrypted.

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8. Demographic Data - Logging In and Search Engines

8.1. Once the certificate for encryption is accepted, the user will see the screen found in Figure 3. Choose the link that is appropriate for your connection. In most cases, the top link, for Internet Users, will be selected. You will be taken to the screen seen in Figure 4.

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Eile	Edit	⊻iew	Hi <u>s</u> tory	<u>B</u> ookmarks	<u>T</u> ools	Help	0
N	.ogin						
Den	ograf	ohic Ac	cess				
To	Logi	n Pag	e for IV	TERNET	USER	<u>s</u>	
<u>To La</u>	gin Pa	ge for VI	PN Users				
To Lo	gin Pa	ge Dial-l	IN and Fra	me Relay Clien	ts		

Figure 3 - Login based on your connection type.

Figure 4 - Login Credentials Needed

🥹 PI	ease	Log	In for	Access -	Mozi	lla Fir	efox		X
<u>Eile</u>	Edit	⊻iew	Hi <u>s</u> tory	<u>B</u> ookmarks	Tools	Help			
F	Please	Log In	for Acc	ess 🛛 🛛	1				
Dem	ograpł	ic Acc	ess						
If vo	u have	any pr	oblems, le	t me know.					
By d	esign,	when h	itting the	back button y	ou will h	ave to R	efresh the	e page.	
User	ID in	leoraf							
Pass	word:	•••••	••						
Lo	g in 🛛								

- 8.1.1. Enter the Username and Password assigned to you by the IFTA Commissioner and sent to you via e-mail.
- 8.1.2. Usernames and Passwords are NOT case sensitive, so just use lower case.
- 8.1.3. Select Log In.
- **8.2.** After logging in, you are taken to the Demographic Search Engine as seen in Figure 5. From here you will be able to look up Licensee Names, IFTA Licensee Numbers, License Status, etc. Please note there are two search engines.

Demographic Search - Mozilla Firefox Elle Edit View History Bookmarks Tools Help Nemographic Search х IFTA Demographics - Mattie Center of Resided Store - - - Active Contex is Multiple for -- - Record General - Ear Mental - Secol Deckes - Store Endotree - Store Use any combination of fields. Legal Zip Code: Base Jur: Available Juriedictione 💌 s E Carrier ID: Legal City: RC Mail Zip: Carrier Name: Statust Mail City: × H US DOT # Sort By: × Search Carrier Name is Mandatory. See User Manual for Justructions. SE Carrier Name: Base Jun: Available Jurisdictions 💌 Sant By: ¥ AR Search

Figure 5 - Demographic Search Engines

8.3. As an example, the screen shown at Figure 6 shows some search options for the primary search engine. You can run a sample search based on the criteria specified.

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Figure 6 - Preparing your Demographic Query - Primary Search Engine

- 8.3.1. In the search request shown in Figure 6:
 - 8.3.1.1. The Base Jurisdiction is Connecticut.
 - 8.3.1.2. The search is for any Carrier ID that starts with '99' with a License Status of 'Active'.
 - 8.3.1.3. The results will be sorted by Taxpayer ID.
- 8.3.2. Only those Jurisdictions that are participating in the Clearinghouse are listed in the Jurisdiction drop down box.

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You searched for												
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Sorry, no reco	rds matche	d your criteria.										
Carrier		Carrier	a	0 D .	Legal	Legal	Mail	Mail				
Number	Jur	Name	Status	StatusDate	City	Zip	City	Zip				
									~			

Figure 7 - Demographic Query Search Results

- **8.4.** Figure 7 is the page that opens after you perform the search. For confidentiality reasons, we are not showing any search results.
- 8.5. The table in Figure 7 will not only list results, but by clicking the headers, Carrier Number, Jur, Carrier Name, etc., you can sort your results as needed. This may help you find the information you are looking for more quickly. Clicking on a Carrier Number will provide you more detailed information on the Licensee.
- **8.6.** This primary search engine is a basic search engine. It will look for data exactly as you enter the criteria. Here are some examples on how to use it.
 - 8.6.1. Search for a carrier with a first name of 'Steve'. It could be any Carrier Name that starts with 'Steve' as will be evident when you perform the search.



8.6.2. Upon submitting the request you could get the following returned to you:Steve Doe

Steve Moving LLC

Steve Trucking

- 8.6.3. To narrow down search results, a Base Jurisdiction, Status Type, Carrier ID Numbers, and the Mail Addresses could be applied to the search. Instead of 'Steve' you could enter 'Steve A' to get Carrier Names that start with 'Steve A'.
- 8.6.4. The same results apply to any other search criteria for this search engine. If we entered '915' in the Carrier ID portion, returned to you will be ID's that start with '915'.

8.7. The Secondary Search Engine operates a bit differently.

8.7.1. The same example used above will be used in this sample search.

Carrier Name: Steve Submit

In this case the search engine is looking specifically for the 'Steve' string, and only that. 'Steve' is being searched for anywhere in the **Carrier Name** and **DBA Name**.

8.7.2. In this example you could get these results:

"Steve Doe"

"Jack, Steve"

"Anderson, Steve"

- 8.7.3. You could also get the following results for Steve: Carrier Name: NELLY X CASTILLO-VALLE DBA Name: **STEVE** & BROS TRUCKING
- 8.7.4. Notice above that Steve does not appear in the Carrier Name, only in the DBA Name.
- 8.8. In summary, the primary search engine will look for data that matches your criteria from the beginning of your search criteria: 'Steve' will get you "Steve", "Steve Simons", "Steve Trucks", "Steve Moving Company" etc.
- 8.9. The secondary search engine will look for your search criteria within the name of the carrier: 'Steve' will get you "<u>Steve Moving Company</u>", "<u>Anderson, Steve</u>", "<u>John and Steve Trucks</u>" etc.
- **8.10.** It's up to you, the user, to experiment and find which one will work best for you in finding the data for which you are looking.

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9. Demographic Data - Report Generator

9.1. The purpose of the Report Generator is to run queries against the database and download information in a text format so you can import the data into Legacy, Access, Excel and other database programs. This may help in sharing the information with Law Enforcement agencies or to run ad hoc reports against the data.

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					IFTA Demo	graphics			^
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					Use any combine	tion of fields			
	s		Base	Jur:	Available Juriodictione	Legal Zip Code:			
	E		Carri	er ID:		Legal City:			
	R		Carrie	Name:		Mail Zip:			
	C		Sta	tust	~	Mail City:			
	1		US D	OT#:		Sort By:	×		
					Be	arch			
	s			-	Carrier Name is Mandatory. II	e Over Manual for Instructions			
	E		Carrier Name	£	Base Jur: Avai	leble Jurisdictions 🔽 🛛 Sau	nt By:	*	
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Figure 8 - Link to Demographic Report Generator

- **9.2.** Click the link to the Report Generator found on the IFTA Demographics page as shown in Figure 8.
- **9.3.** As of the creation of the document, several reports are available. Those reports are:
 - 9.3.1. Status Breakdown Report A breakdown of each jurisdiction and the number of licensees for each status type; total number of licensees registered in each jurisdiction. (Can be accessed from the IFTA Demographics Search page.)
 - 9.3.2. Active Carriers with a Revoked Status A list of all active licensees with a revoked license in another jurisdiction. (Can be accessed from the IFTA Demographics Search page.)

- 9.3.3. Active Carriers in Multiple Jurisdictions A list of all active licensees that also have an active license in another jurisdiction. (Can be accessed from the IFTA Demographics Search page.)
- 9.3.4. Participating and Last Update A report of all participating jurisdictions and the last time the demographic database was updated by each jurisdiction. (Can be accessed from the IFTA Demographics Search page.)
- 9.3.5. General Reports
 - 9.3.5.1. Report 1 Retrieve all licensees from one or two jurisdictions based on license status.
 - 9.3.5.2. Report 2 Select a license status type and retrieve all carriers in all jurisdictions based on that type.
 - 9.3.5.3. Report 3 Select a jurisdiction and retrieve all licensees in that jurisdiction. (Selective fields returned.)
 - 9.3.5.4. Report 4 Select a jurisdiction and retrieve all licensees in that jurisdiction. (All fields returned.)
 - 9.3.5.5. Report 5 Select a jurisdiction, city, mail Zip code or legal Zip code to retrieve all licensees for that jurisdiction.
 - 9.3.5.6. Report 6 Select a jurisdiction, city or legal Zip code to retrieve all licensees for that jurisdiction.
 - 9.3.5.7. Report 7 Select a jurisdiction, city or mail Zip code to retrieve all licensees for that jurisdiction.
 - 9.3.5.8. Report 8 Retrieve all accounts with revoked and suspended license statuses from all participating jurisdictions. (Selective fields returned.)
 - 9.3.5.9. Report 9 Retrieve all accounts with revoked and suspended license statuses from all participating jurisdictions. (All fields returned.)
 - 9.3.5.10. Report 10 Retrieve all data based on jurisdiction and license status type.
- **9.4.** IFTA, Inc. is always open to adding new reports to fit the Participating Members' needs. If you have an idea, please send it to us, and we will be able to create the report for you.

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https://207.141um/report1.php G Google Search: steve		
Report 1: Choose 1 or 2 Jurisdictions and a Status Type Columns Returned: Taxpayer Jurisdiction, Taxpayer ID, Taxpayer b Status and Status Date Jurisdiction 1: — Jurisdiction 2: — Current Status: — RunReport Report 2: Choose a Status Type to get all Carriers for tha status. Columns Returned: Taxpayer Jurisdiction, Taxpayer ID, Taxpayer b Status and Status Date Current Status: Revoked	Jame, Taxpayer It particular Jame, Taxpayer	
RunReport		
Done	207.141.192.6	8

Figure 9 – Demographic Data Report Generator

- **9.5.** As an example, we will review Report 2 shown in Figure 9.
 - 9.5.1. This Report will list all Carriers based on a Status Type.
 - 9.5.2. The columns returned on the report are:
 - 9.5.2.1. Taxpayer Jurisdiction;
 - 9.5.2.2. Taxpayer ID;
 - 9.5.2.3. Taxpayer Name;
 - 9.5.2.4. Taxpayer Status; and
 - 9.5.2.5. Status Date.

9.5.3. Once Run Report is selected, all carriers with Revoked Licenses will be returned. Please allow time for the Report to run and allow time for the report to download. Some reports can be many megabytes in size and connection speeds vary. After that a pop-up screen will appear asking you to save the file and where you would like to save it.

Opening database	_dump.txt	×
You have chosen to o	pen	
🔋 database_du	mp.txt	
which is a: Text Docu from: https://207.14 What should Firefox	ment 1.192.6 : do with this file?	
🔿 Open with	txtfile (default)	
💽 Save to Disk		
Do this auto	matically for files like this from now on.	
	OK Cancel	

Figure 10 – Saving a Demographic Data Report

- 9.5.4. Select Save to Disk and save the report on your computer in the file you designate.
- 9.5.5. In the example report shown in Figure 11, all of the information has been changed for confidentiality reasons.

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<u>File E</u> dit	F <u>o</u> rmat	⊻iew	Help						
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A1 A1 A1 A1 A1 A1 A1 A1 A1 A1 A1 A1 A1 A	868569 868956 867775 867858 867858 867685 700076 700999 799676 799675 799687 799507	36709 97809 56609 96909 70909 78509 56009 97009 57009 57009 65709 65909		WITCJSII WARVIN R GINZAISZ GSRRY R JIJNSIN GSIRGS I JAIIWAN TRIY C R RSSSS CICCY GIYNN SJSTISR GAISN W R D & R TRANSPIRT IIC JSNKINS VICKI J R NIISS WAILACS K R WINSSTT ISWUSI J SSAWIN CIII J R KIIPATRICK CJRISTIPJSR	8007-08 R R 8000-90 R 8000-09 R 8000-90 R 8000-90 JAWSS	-08 8000-90 8007-08 -97 8007-07 -98 8007-07 -98 -97 -06 -97 9998-90 -97 R	-97 -80 -09 -07 -87 9998-08-06		 •
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Figure 11 – The Demographic Data Report

9.5.6. The column names will NOT line up with the results. This file is meant to be imported into another program where alignment will take place.

- 9.5.7. The file is TAB delimited and each record is started by a new line.
- 9.5.8. For this example, the file would be imported into Excel.
- 9.5.9. Open up Excel and choose **FILE** \rightarrow **OPEN**.
- 9.5.10. Locate the file you just created. In this case it is called

database_dump.txt, as seen in Figure 12.

Open		? 🗙
Look in:	📝 Desktop 💽 🛧 👘 🕅 🗸 🎦 📰 🛪 Tools 🔻	
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Mv Network	File name:	<u>)</u> pen 🔻
Places	Files of type: Text Files	:ancel

Figure 12 – Open the Demographic Data Report Dump File

9.5.11. You are then presented with the Text Import Wizard, seen in Figure 13.

Text Import Wizard - Step 1 of 3	? 🗙
The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data: • Delimited • Characters such as commas or tabs separate each field. • Fixed width • Fields are aligned in columns with spaces between each field.	
Start import at row: 1 🚔 File origin: 437 : OEM United States	_
Preview of file C:\Documents and Settings\jdegraf.DELLJAS\Des\database_dump.txt.	
<pre>1 txpyr_jurtxpyr_idtxpyr_nametxpyr_statusstatus_date 2 A199798959809JSRC & JSRC TRUCKING INCR8000-90-97</pre>	1
3 A197707895807INSITUFIRW TSCJN111GISS INCR8000-90-97 4 A198650569709TBICIANI WARGARST SUSP9997-99-07	
5 A188660697609GICS1N A11SN SR9998-99-90	-
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Cancel < Back <u>N</u> ext > <u>F</u> ini	ish

9.5.12. Since the Text File is TAB Delimited make sure the TAB Delimiter check box is checked as show in Figure 14. Then click Next.

Text Import	Wizard - Step	2 of 3			? 🔀				
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.									
Delimiters									
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Cancel < <u>B</u> ack <u>Next</u> <u>F</u> inish									

Figure 14 – Step 2 of the Text Import Wizard

9.5.13. Click on Next.

Text Import	Wizard - Step	3 of 3			? 🔀
This screen lets the Data Forma 'General' com values to dat	s you select each at. verts numeric valu ves, and all remain <u>A</u> dvanced	column and set ues to numbers, date ing values to text.	Column data forr General Circuit Cir	nat Y y rt column (skip)	
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txpyr_jur Al Al Al Al	txpyr_id 99798959809 97707895807 98650569709 88660697609	Cxpyr_name JSRC & JSRC TRU INSITUF1RW TSCJ TRICIAN1 WARGAR GICSIN AllSN S	CKING INC N111GISS INC ST SUS	txpyr_status R R R R	st 80 80 99: 99:
<u> </u>		Cancel	< <u>B</u> ack	Next >	inish

Figure 15 – Last Step of Text Import Wizard

9.5.14. Click on Finish to complete the file import. The file is now in Excel format ready for you to use as shown in Figure 16.

N	🛚 Microsoft Excel - database_dump							
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3	Al	97707895807	INSITUFIR'	R	8000-90-97			
4	Al	98650569709	TRICIANI V	R	9997-99-07			
5	AI	88660697609	GICSIN AII	R	9998-99-90			
6	AI	85989699709	JIII CJARIS	R	8000-90-97			
7	Al	85695760009	JIJNSIN IA	R	8000-90-97			
8	Al	85906609709	YIUR SQU	R	8000-90-97			
9	Al	86966709609	WCCRIAN	R	9999-06-98			
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Figure 16 – Excel Document

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10. Demographic Data - Status Breakdown

10.1. From the Search Engine Page click on Status Breakdown.

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Figure 17 – Demographic Search Page - Status Breakdown

10.2. Clicking on this link will give you a real time break down of the number of licensees in each participating jurisdiction and the license status breakdown of all licensees. See Figure 18.

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<u>File</u>	<u>E</u> dit <u>V</u> iew <u>G</u> o <u>B</u>	<u>l</u> ookmarks <u>T</u> ools	Help				0				
Jur	Active	Revoked	Inactive	Cancelled	Suspended	Total Records	^				
AL	4,301 (%35.92)	298 (%2.49)	0 (%0.00)	7,375 (%61.59)	0 (%0.00)	11,974	-				
AR	3,328 (%44.41)	573 (%7.65)	0 (%0.00)	3,593 (%47.95)	0 (%0.00)	7,494					
AZ	3,606 (%64.75)	0 (%0.00)	0 (%0.00)	1,963 (%35.25)	0 (%0.00)	5,569	~				

Figure 18 - Real Time Status Breakdown

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11. Demographic Data - Decal Numbers

11.1. Going back once again to the Demographic Data Search Engine there is also a link to look up decal numbers.

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R	Carrier Name:		Mail Zip:		
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Figure 19 – Demographic Search Page - Decal Numbers

11.2. The purpose of the decal search engine is to match decal numbers with a licensee. See Figure 20.

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		- 94	<u>^</u>
Home Report	t Generator User Manua Ent ecal Number: 3 Base Jur: 4 Year: 2	1 IFTA Decals <u>Decal Database</u> - <u>Status Breakdown</u> er Number and Choose Jurisdiction. 1345 Arkansas 2008 • Search	

Figure 20 – Decal Search Engine

11.3. To determine which licensee has a certain decal number, enter the decal number and the base jurisdiction. In this example, decal number 3345 has been entered for an Arkansas licensee. Click on Search.

🖲 IFTA Deca	l Se	arch Res	ults - Mozilla	Firefox	
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You searched for Your search has f	3345 Sound	in AR. 1 records.			
Taxpayer ID	Jur	Year Issued	Decal Number/Range	Number Issu For Range	ed
71043617901	AR	2008	3316 - 3345	30	
			34		

Figure 21 – Decal Search Results

11.4. The decal search returns a decal number or range of decal numbers and indicates the Taxpayer ID of the licensee to which the decal was issued.

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12. Transmittals

12.1. Initial access to Transmittal Data is the same as for Demographic Data. Please review the following sections of this User Manual as follows:

12.1.1. User Registration - Section 7.1

- 12.1.2. Site Certificate for Encryption Section 7.5
- 12.1.3. How to Log On Section 8
- 12.1.4. Running Reports with the Report Generator Section 9
- 12.1.5. Importing Reports into Microsoft Excel Beginning at Section 9.5.3.
- **12.2.** After you log into the Clearinghouse Transmittal Site, you will be presented with the IFTA Transmittals page.

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)	lase Jur:	Alabama	~	Trans	Vear:	2009 💌	Gearch)		

Figure 22 - IFTA Transmittals Page

12.3. There are three types of queries available from this page. The first one is the equivalent to a Paper report that Jurisdictions send out monthly.

12.4. Paperless Transmittals

12.4.1. By uploading Transmittal Data and Summary Transmittal Data to the Clearinghouse in the required formats developed by the CAC and approved by the Board, a Participating Member is considered a "paperless jurisdiction". When complying with these requirements, the Participating Members exchange their transmittals electronically on a monthly basis according to the Funds Netting Calendar developed by the CAC and approved by the Board. Non-participating member jurisdictions will have read-only access to the Clearinghouse which will allow them to have access to the transmittals from the Participating Members.

- 12.4.2. Listed in the drop down box under Paperless Transmittals on the Transmittals screen (see Figure 22) are those Jurisdictions which have met the Paperless requirements. That is they have met the requirements as outlined by IFTA, Inc. and the Clearinghouse Advisory Committee for both Transmittal Data and Summary Transmittal Data.
- 12.4.3. After you enter your search criteria click the Search Button to pull down the Transmittal Report.

12.5. Summary Totals - No Details

- 12.5.1. The second search engine (see Figure 22) will retrieve a listing of all Summary Totals for the Traveled Jurisdiction.
- 12.5.2. You will find that the Results Page for the second search engine is much like the Paperless search engine with one primary omission: there are no Totals of what one Jurisdiction might owe or be owed from another Jurisdiction. However, you still get the detailed Carrier Data.
- 12.5.3. With the third search engine (see Figure 22), you can retrieve a listing of all Summary Totals for the Base Jurisdiction.
- 12.5.4. When only selecting the Transmittal Year, you will retrieve what is available for that given year, as shown in Figure 23.

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<u>Transmittal Home Page</u> Available Summary Totals for 2008														
Jur	Base isdiction	Fransmittal Year	Transmittal Number	Date Posted	Opens In New Window		CÎ.							
	FL	2008	01	2008-02-08	Submit	Get Flat File								
	FL	2008	02	2008-03-15	Submit	Get Flat File	=							
	FL	2008	03	2008-04-09	Submit	Get Flat File								
	FL	2008	04	2008-05-17	Submit	Get Flat File								
	FL	2008	05	2008-06-10	Submit	Get Flat File								
	FL	2008	06	2008-07-12	Submit	Get Flat File								
	FL	2008	07	2008-08-15	Submit	Get Flat File								
	FL	2008	08	2008-09-05	Submit	Get Flat File								
	FL.	2008	09	2008-10-04	Submit	Get Flat File								
	FL	2008	10	2008-11-13	Submit	<u>Get Flat File</u>								

Figure 23 - Result of Searching Only a Transmittal Year for a Base Jurisdiction

12.5.5. Click the Submit Button to retrieve detailed data.

12.6. Transmittals - Not Paperless

12.6.1. The fourth search engine (not pictured but accessible from the screen shown in Figure 22) is for those Jurisdictions that send data to the Clearinghouse Transmittal Database, but have not met the requirements for paperless transmittals.

12.7. Carrier Search

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Figure 24 - IFTA Transmittals - Carrier Search

12.7.1. From the main menu, click on "Carrier Search".

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Search by a Taxpayer ID Only. You also Taxpayer ID Number: Transmittal Year: 2009 💌 Retrieve) must choose a Transmittal Year	
PCR Carrier Search You also must choo Taxpayer ID: Transmittal Year: 2009 💌 Base Jurisdiction: Optional	se a Transmittal Year Retrieve	

Figure 25 - Carrier Search Page

12.7.2. With this Search Engine (shown in Figure 25) you can look for data in two ways by Carrier ID Number (the IFTA license number).

Figure 26 - Searching by Partial ID Number

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Search by a Taxpayer ID Only. You also must choose a Transmittal Year Taxpayer ID Number: 99 Transmittal Year: 2009 Retrieve	
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12.7.3. Providing a full Carrier Number (shown in Figure 27) gives you the benefit of getting the exact Carrier you need.

Figure 27 - Searching by Full ID Number

12.8. IFTA Transmittals - Data Available

Figure 28 - IFTA Transmittals - Data Available Search

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IFTA Transmittals	<u>^</u>
Help - Fuel and Distance Report - Report Generator - Carrier Search - Data Available - Audits: IAR - Funds Nettin	ng Demo
For Assistance:(480)839-4382 Jason or jdentaf@jftach.org	
Paperless Transmittals Jurisdictions Listed Under "Base Jur:" are the O NLY valid Paperless Jurisdictions.	
Base Idaho VTravel Jur: Jur: Kansas Vear: 2008 V Search	
Summary - No Details - Check Previous Tranmittal Numbers for Updates Travel Jur: Alabama Year: 2008 Search	
Summary Totals - No Details NEW: Line Detail Summary Comparison Base Jur: Florida Vear: 2008 Search	
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12.8.1. This report provides which transmittals have been posted by the Participating Members. (See Figure 29.)

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AL	2006	01	02	03	04	05	06	07	08	09	10	11	12	
AL	2007	01	02	03	04	05	06	07	08	09	10	11	12	
AL	2008	01	02	03	04	05	06	07	08	09				
AR	2002	11	12											
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AR.	2004	01	02	03	04	05	06	07	08	09	10	11	12	
AR	2005	01	02	03	04	05	06	07	09	10	11	12		
AR	2006	01	02	03	04	05	06	07	08	09	10	11	12	
AR	2007	007	008	009	01	010	011	012	02	03	04	05	06	
AR	2008	001	002	003	004	005	006	007	008	009	010	011		[
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Figure 29 - IFTA Transmittal - Data Available Report

12.8.2. In the example shown in Figure 29, Alabama has data in the

Clearinghouse from May 2004 through December of 2008, at the time of this writing. This page can help assist you in finding out what exactly has been posted.

12.9. Transmittal Data - Report Generator

- 12.9.1. There are several reports available from the Transmittal Data.
 - 12.9.1.1. Stratification Report retrieves the total miles reported by all licensees in a Base Jurisdiction, by year.
 - 12.9.1.2. Mileage Reports
 - **12.9.1.2.1.** Retrieves the 100 IFTA licensees reporting the most distance for a given year.
 - **12.9.1.2.2.** Retrieves the 15 IFTA licensees reporting the most distance for a given year.
 - 12.9.1.3. Fuel and Distance Report Provides a breakdown of fuel types and distance reported for that fuel type for a transmittal period.

- 12.9.1.4. General Reports
 - 12.9.1.4.1. Report 1 Transmittal Detail Report Provides a text file for the Base Jurisdiction reporting transmittal information to a Travel Jurisdiction for a given year and time period.
 - 12.9.1.4.2. Report 2 Summary Numbers Based on the selection of a Base Jurisdiction, a Travel Jurisdiction and a Transmittal Number, retrieves Summary Transmittal Data for that particular transmittal.
 - **12.9.1.4.3.** Report 2(a) Summary Numbers Retrieve Summary Transmittal Data for the year selected.
 - **12.9.1.4.4.** Report 3 Transmittal Detail Report Based on the selection of a carrier (license) number, all transmittal detail for the year for that carrier is retrieved.
 - **12.9.1.4.5.** Report 4 Transmittal Detail Report Based on a Travel Jurisdiction, all activity for the year is retrieved.
 - 12.9.1.4.6. Report 5 Transmittal Detail Report Based on the Base Jurisdiction selected, all data is retrieved where total distance does not equal taxable (tax) distance.
 - **12.9.1.4.7.** Report 5(a) Transmittal Detail Report Based on the Travel Jurisdiction selected, all data is retrieved where total distance does not equal taxable (tax) distance.
 - 12.9.1.4.8. Report 6 Transmittal Detail Report Based on the carrier (license) number, retrieves total distance reported by that licensee.
 - **12.9.1.4.9.** Report 7 Transmittal Detail Report Retrieves total distance reported by all licensees.
 - 12.9.1.4.10. Report 7(a) Transmittal Detail Report Based on the Base Jurisdiction selected, retrieves total distance reported by all licensees reporting for that jurisdiction.
 - **12.9.1.4.11.** Report 8 Transmittal Detail Report Retrieves all returns other than original returns.
 - **12.9.1.4.12.** Report 9 Transmittal Detail Report Retrieves al AU and RV returns only.

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IFTA Transmittals	^
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For Assistance (480)839-4382 Jason or idegraf@ittach.org	
Paperless Transmittals Jurisdictions Listed Under "Base Jur:" are the ONLY valid Paperless Jurisdictions.	
Base Idaho Travel Jur: Jur: Kansas Vear: 2008 Search	
Summary - No Details - Check Previous Tranmittal Numbers for Updates Travel Jur: Alabama Year: 2008 Search	
Summary Totals - No Details NEW: Line Detail Summary Comparison Base Jur: Florida Year: 2008 Search	
4,371	~

Figure 30 - IFTA Transmittals – Report Generator

12.9.2. When you click on Report Generator (as shown in Figure 30), you will be asked to select a year for the report you would like to run (see Figure 31).



Figure 31 - IFTA Transmittals – Report Generator – Year Selection

- 12.9.3. As you can see it is divided by year. This was done to make your downloads a bit faster. You need only choose the year that you are looking for to get to the Report Pages.
- 12.9.4. Follow the instructions beginning at Section 9.5.3. for retrieving and uploading data into Microsoft Excel.
- 12.9.5. Like in Demographics you are provided with many different reports that should fit your needs. If you need something else, please let IFTA, Inc. know and we will be glad to provide that report for you. If you need any further assistance or would like to see something added that would be useful to your Jurisdiction, don't hesitate to call IFTA, Inc. or contact jdegraf@iftach.org for further assistance.

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13. Funds Netting

13.1. You can access the Funds Netting screens from the IFTA Transmittal page (see Figure 32).

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Figure 32 - IFTA Transmittals – Funds Netting Demo

- **13.2.** It is entitled Funds Netting Demo because Funds Netting has not yet been implemented. Once implemented, the final screens will be placed into this manual.
- **13.3.** Click on Funds Netting Demo (see Figure 32) to open the Funds Netting screens.

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Netting- Amount Due from Base Jurisdiction The official test Jurisdiction for Funds Netting are the following: KS, ME, MS, SK Throughout the next few months we will only be testing with the above Jurisdiction. No other Jurisdictions will be used at this time.	
Date Uploaded to 2008-11-01 to 2008-11-30 - OFFICIAL TEST #11 V Base Clearinghouse: Jun:	
Date Uploaded to Clearinghouse: 2008-11-01 to 2008-11-30 - OFFICIAL TEST #11 Trav Jur: Alabama Travel Jurisdiction Report Final Settlement Report - All Jurisdictions	III
Date Uploaded to 2008-11-01 to 2008-11-30 - OFFICIAL TEST #11 Clearinghouse: Settlement Report	
Accounting Features. Who has paid and who has not. For IFTA Inc. Maintenance Only	
Date Uploaded to 2008-11-01 to 2008-11-30 - OFFICIAL TEST #11 Clearinghouse:	
Prorate \$:	

Figure 33 – Funds Netting Start Page

13.4. Four jurisdictions are currently testing the Funds Netting processes of the Clearinghouse: Kansas, Maine, Mississippi and Saskatchewan.

13.5. Funding Report

- 13.5.1. The clearinghouse will assign a Clearinghouse Transmittal Period Number to each Funds Netting Cycle.
- 13.5.2. For each Funds Netting cycle, a Participating Member will be able to access a Funding Report.
- 13.5.3. To access a Funding Report on the Clearinghouse:
 - 13.5.3.1. Select the Date Uploaded to the Clearinghouse. This date is the period of the Funds Netting Cycle.
 - 13.5.3.2. Select your Base Jurisdiction.
 - 13.5.3.3. Click on Funding Report

Figure 34 – Funding Report Selection

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Date Uploaded to Clearinghouse	et Eunding Report	ľ

13.5.4. The Funding Report for the selected Base Jurisdiction will be retrieved.

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					ME			-38.68			
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		ME	KS	2008	09	0.80		36.30	-35.50	Details	
		ME	MS	2008	09	-0.94		-11.67	10.73	Details	
		ME	SK	2008	09	0.00		13.91	-13.91	Details	
				5X		-0.14		38.54	-38.68		
											7/

Figure 35 – Funding Report

- 13.5.5. The Funding Report tells a Participating Member how much money is due from or due to each other Participating Member.
- 13.5.6. The net results between the Participating Member and each of the other Participating Members are also shown.
- 13.5.7. The bottom line net result of the Funds Netting Cycle for the Base Jurisdiction is also shown. This will indicate whether the Base Jurisdiction will owe funds to the Funds Netting Account or will be receiving funds from the Funds Netting Account for the Funds Netting Cycle.

13.6. Travel Jurisdiction Report

- 13.6.1. The Travel Jurisdiction Report allows a Base Jurisdiction to retrieve Funds Netting information by Travel Jurisdiction rather than by the Base Jurisdiction. This report differs from the Funding Report only in that it is sorted by Travel Jurisdiction rather than by Base Jurisdiction.
- 13.6.2. To access a Travel Jurisdiction Report on the Clearinghouse:
 - 13.6.2.1. Select the Date Uploaded to the Clearinghouse. This date is the Funds Netting Cycle.
 - 13.6.2.2. Select your Base Jurisdiction.
 - 13.6.2.3. Click on Travel Jurisdiction Report

Figure 36 – Travel Jurisdiction Report Selection

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Date Upload	ded to Clearinghouse: 2008-10-01 to 2008-10-31 - OFFICIAL TEST #10 💉 Trav Jur: Maine 💉 🖛 Travel Jurisdiction Report

13.6.3. The Travel Jurisdiction Report for the selected Base Jurisdiction will be retrieved.



Figure 37 – Travel Jurisdiction Report

13.7. Settlement Report

- 13.7.1. For each Funds Netting cycle, a Participating Member will be able to access a Settlement Report. This report, in summary fashion, will show what each Participating Member is due to or from the Funds Netting Account.
- 13.7.2. To access a Settlement Report on the Clearinghouse:
 - 13.7.2.1. Select the Date Uploaded to the Clearinghouse. This date is the Funds Netting Cycle.
 - 13.7.2.2. Click on Settlement Report

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Figure 38 – Settlement Report Selection

13.7.3. The Settlement Report for the selected Funds Netting Cycle will be retrieved.

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			ME	38.	68		0.00	
			MS	0.0	00		73.92	
			SK	0.0	00		1,427.41	
		Fo	or testing	purposes, the	red nun	ıber shou	ld be Zero. \$ 0	

Figure 39 – Settlement Report

13.8. Payment Section Report

13.8.1. This report will allow IFTA, Inc. to generate pro-rated monetary amounts in the event of late funding by one or more Participating Member. This screen is shown for information purposes only and will be used by IFTA, Inc. staff.

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Base Jur	Postdate	Total Reported	Total To Fund	Total Getting Back	% of Grand Total	Prorate	Prorate Difference	Account Funded	Payment Made	Funded?	Paid?
KS	2008-10-31	-1,462.65	0.00	-1,462.65	%97.42	0.00	-1,462.65	n/a	n/a		
ME	2008-10-31	-38.68	0.00	-38.68	%2.58	0.00	-38.68	n/a	n/a		
MS	2008-10-31	73.92	73.92	0.00	%0.00	0.00	0.00	N	N		
sĸ	2008-10-31	1,427.41	1,427.41	0.00	%0.00	0.00	0.00	N	N		
		0.00	1,501.33	-1,501.33	100.00	0.00	-1,501.33			Funded	MarkPaid

Figure 40 – Payment Section Report

13.9. Total Due Comparison

13.9.1. The total due comparison link will allow you to view the total due of the line detail to that of the total due in the summary file.

Figure 41- Total Due Comparison Link

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			Base Jur:	Alabama	v 1	irans Year	2009 💌	Search			

Clearinghouse User Manual Page 57 of 69 June 2009 13.9.2. In figure 42 there is an example of Summary Totals and Line Detail Totals matching. The difference will be seen as 0.00 if the two totals match. If the two totals do not match the difference will be shown and highlighted in red.

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ND	KS	2009	04	13,494.09	13,494.09	0.00	Submit	
ND	KY	2009	04	1,383.30	1,384.22	0.92	Submit	
ND	LA	2009	04	2,187.80	2,187.80	0.00	Submit	
ND	MA	2009	04	1,766.52	1,766.52	0.00	Submit	
ND	MB	2009	04	49,401.58	49,401.58	0.00	Submit	~

Figure 42 – Total Due Comparison Results

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14. Interjurisdictional Audit Reports

14.1. Participating Members may electronically exchange Interjurisdictional Audit Reports by uploading those reports to the Clearinghouse in an Adobe Acrobat .pdf format. Twice daily, the Clearinghouse will generate automatic e-mails to the Audit Contact of each Jurisdiction affected by the audit(s).

14.2. Audit Contact Information

- 14.2.1. Update your Jurisdiction Communication List through the IFTA, Inc. Website (<u>www.iftach.org</u>) to provide an e-mail address for "Clearinghouse Audit Notification". Please provide the e-mail address of the person who should receive the notice of new Interjurisdictional Audit Reports posted to the Clearinghouse.
- 14.2.2. If this is the same e-mail address currently provided for "Audit Contact", please list that e-mail address again.

14.3. Uploading Interjurisdictional Audit Report Tool

14.3.1. Log on to the Transmittal portion of the Clearinghouse and click on the Audits: IAR Link

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Figure 43 – IFTA Transmittals – Audits: IAR Selection

14.3.2. The Interjurisdictional Audit Report page will open.



Figure 44 – Interjurisdictional Audit Report Uploads and Search

14.3.3. To upload an Interjurisdictional Audit report, select "To Upload Interjurisdictional Audit Reports proceed to <u>Here</u>". The upload page will open.

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lect All: verse All	0 O	DDF 1991	arould like	to upload							

Figure 45 – Upload an Audit Report

14.3.4. Select your Base Jurisdiction from the drop down box.

- 14.3.5. Enter the Taxpayer ID number this is the IFTA license number of the licensee.
- 14.3.6. Select **ONLY THOSE** jurisdictions affected by the audit of the licensee. If all jurisdictions are affected, you may check "Select All". "Inverse All" will reverse whatever is currently in the checkbox(s).
- 14.3.7. Select the Interjurisdictional Audit Report you wish to upload by browsing your computer to find the appropriate file. Select "Upload".

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ms 🗹	мт 🗹	NE 🗹	NB 🗹	nm 🗹	NC 🗹	nd 🗹	ин 🗹	NJ 🗹	nv 🗹	NY 🔽	
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elect All nverse All Now please	choose the	.PDF you v	would like t	to upload.							

Figure 46 – Example Completed Upload Page

14.3.8. You will receive confirmation of a successful file upload.

Figure 47 - Upload Confirmation



14.3.9. Click on the "Search for Audits" link to search for Interjurisdictional Audit Reports. You can also search for audits from the main Interjurisdictional Audit Report main menu (see Figure 42).

14.4. Searching for Interjurisdictional Audit Reports

14.4.1. There are 4 different ways to search for Audits Reports.

Figure 48	- Find I	nterjurisdictional	Audit	Reports
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😉 Search for Audits - Mozilla Firefox	
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Find Interjurisdictional Audit Reports 1. Choose the Affected Jurisdiction, enter a Taxpayer ID and choose the Year and Mon Affected Jurisdiction Affected Jurisdiction 2. Choose the Affected Jurisdiction and pick a Year and Month.	th. Find Audits
Affected Jur: Alabama 2008 VIV Find Audits 3. Choose the Base Jurisdiciton that Uploaded the file and pick a Year and Month. This will grab all files for the Base Jurisdiction for the chosen Year and Month. Base Jur: Alabama V 2008 VIV Find Audits	

- 14.4.2. Choose the Affected Jurisdiction (Jur), enter a Taxpayer ID and choose the Year and Month. This search is good for finding very specific audits in a given date range.
- 14.4.3. Choose the Affected Jurisdiction and choose the Year and Month to get ALL audits that were posted for the specific Year and Month for the Affected Jurisdiction.
- 14.4.4. The third search engine is especially useful to view audit reports that you, as the Base Jurisdiction, have just posted to the Clearinghouse.

14.4.5. Here is a sample search using the third search engine. This is what Alabama has posted for the entire month of October 2005.

👂 Mozilla	Firefox Bet	a 2				
<u>E</u> ile <u>E</u> dit	⊻iew <u>G</u> o	<u>B</u> ookmarks <u>T</u> ools <u>H</u> elp				
Audit Posted by	Taxpayer ID	Filename	Ref.#		Date Loaded	Mark As Read
AL	3333	IFTA Audit Tool2.pdf	101	(<u>Download</u>)	2005-10-14	Not_Read
AL	44444	IFTA Audit Tool3.pdf	102	(<u>Download</u>)	2005-10-14	Not_Read
AL	555544	IFTA Audit Tool4.pdf	103	(<u>Download</u>)	2005-10-14	Not_Read
AL	5555	IFTA Audit Tool5.pdf	100	(<u>Download</u>)	2005-10-14	Not_Read
4L	55555	IFTA Audit Tool5.pdf	104	(<u>Download</u>)	2005-10-14	Read
AL.	23434	IFTA Audit Tool6.pdf	105	(<u>Download</u>)	2005-10-14	Not_Read
AL	555	IFTA_Audit_Tool6.pdf	106	(<u>Download</u>)	2005-10-14	Read

Figure 49 – Sample Search for Audits posted by Alabama

- 14.4.5.1. **Audit Posted By:** This is the Jurisdiction that posted the Audit Report.
- 14.4.5.2. **Taxpayer ID:** The IFTA license number of the carrier that was the subject of this audit.
- 14.4.5.3. **File Name:** This is simply the name of the file that was uploaded.
- 14.4.5.4. **Ref. #:** We will use this number if we have any issues with any particular files.
- 14.4.5.5. (DOWNLOAD): Use this LINK to download the file to your machine.
- 14.4.5.6. **Date Loaded:** This is the Date that the Audit Report was posted to the Clearinghouse.
- 14.4.5.7. **Mark As Read:** This is an optional function that you may use to indicate you have read the file.
- 14.4.5.8. After reading the file, click on "Not_Read" The button will change to "Read".

14.4.5.9. "Read" indicates you have read the file.

14.4.6. When you pick a file to download, you will be given a pop-up box (See Figure 48). Simply choose to save this file to your PC.

Figure 50– Pop-Up Box For Interjurisdictional Audit Report File Download

Do you w	ant to open or save this file?	
	Name: IFTA Audit Tool5.pdf Type: Adobe Acrobat 7.0 Document From: 207.141.192.8 Qpen <u>S</u> ave Cancel	

14.4.7. Click on Save and then select a file on your computer within which to

save the file.

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Demographic Data Field Formats and Field Definitions

Field	Description		Example	Definition	
Base_Jurisdiction	2 Character State Abbreviation	Required	AZ, AL, CA, OH	The jurisdiction to which the taxpayer has applied and been accepted for an IFTA License.	
Taxpayer_ID	up to 11 Character Alpha-Numeric value	Required	123456789, 123456789SS	The IFTA license number assigned to the IFTA licensee by the base jurisdiction.	
Taxpayer_Name	up to 40 Character Alpha-Numeric value	Required	Last Name, First Name or Entity Name	Legal Entity Name or Name under which person pays Taxes	
Taxpayer_DBA_Name	up to 40 Character Alpha-Numeric value	Required *		Name of which Tax Payer is Doing Business As.	
Legal_Addr_Line_1	up to 40 Character Alpha-Numeric value	Required *		Physical Location of Taxpayer	
Legal_Addr_Line_2	up to 40 Character Alpha-Numeric value	Required *		Physical Location of Taxpayer	
Legal_Addr_City	up to 40 Character Alpha-Numeric value	Required *	Chicago, San Antonio	Physical Location of Taxpayer	
Legal_Addr_State	2 Character State Abbreviation	Required *	AZ, AL, CA, OH	Physical Location of Taxpayer	
Legal_Addr_ZipCode	up to 11 Character Alpha-Numeric value	Required *	85044 or 85044-5689, 4N3-3H3	Physical Location of Taxpayer	
Legal_Addr_Country	up to 3 Character Alpha value	Required *	USA or CAN	Physical Location of Taxpayer	
Mail_Addr_Line1	up to 40 Character Alpha-Numeric value	Required *		Contact by Mail Address	
Mail_Addr_Line2	up to 40 Character Alpha-Numeric value	Required *		Contact by Mail Address	
Mail_Addr_City	up to 40 Character Alpha-Numeric value	Required *	Chicago, San Antonio	Contact by Mail Address	
Mail_Addr_State	2 Character State Abbreviation	Required *	AZ, AL, CA, OH	Contact by Mail Address	
Mail_Addr_ZipCode	up to 11 Character Alpha-Numeric value	Required *	85044 or 85044-5689, 4N3-3H3	Contact by Mail Address	
Mail_Addr_Country	up to 3 Character Alpha value	Required *	US, USA, CA, CAN are all acceptable	Contact by Mail Address	
	up to 1 Character Alpha value	Required	A or C or S or R (active, cancelled,	Current Status of the License which the taxpayer is operating under. R400 of	
License_Status			suspended, revoked)	Procedure Manual	
Status_Date	YYYY-MM-DD	Required	2005-05-31	Date of a change in Carrier Status.	
Filer_Type	up to 1 Character Alpha-Numeric value	Required *	A or Q (annually or quarterly)	Type of Return filed by the Taxpayer.	
Licensing_Date	YYYY-MM-DD	Required	2005-05-31	Date of Initial Licenseing	
USDOT_NO	up to 22 Character Alpha-Numeric value	Required *	2536982	As Issued by the US DOT	
IRP_NO	up to 22 Character Alpha-Numeric value	Required *	5654889	IRP Account Number used by the Jurisdiction	
Bulk_Fuel	up to 1 Character Alpha value	Required *	Y or N	Indicates if the Licensee maintains bulk fuel. IFTA Articles of Agreement R1020	
Entity_Type	up to 40 Character Alpha-Numeric value	Required *	Corporation, Individual, Partnership, Church etc.	The Business type of the Licensee.	
Update_Date	YYYY-MM-DD	Required *	2005-05-31	This date should reflect any changes to the Carriers Record.	
Reinstatement_Date	YYYY-MM-DD	Required *	2005-05-31	The date that a particular carriers was reinstated.	
* Notes	We expect you to provide as many fields as	ossible. But we	o do understand that each jurisdiction is differer	nt.	
	Therefore in some cases certain data may no	t apply to your ju	uridiction.		
Required =	Required = This field is a Mandatory Field				
Required * =	Required * = This field is not Mandatory, but accepted if you collect this data in your jurisdiction.				
	A TAB delimited flat file is recommended.				

Transmittal Data File Formats and Field Definitions

Field Name	Description	Required	Definition
base_jurisdiction	2 Character Alpha Jurisdiction State Abbreviation	Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges	The jurisdiction producing the transmittal report and uploading the data.
Taxpayer_ID	up to 11 Character Alpha-Numeric value	Required for Licensee Transactions and Surcharges	The IFTA license numer assigned to the IFTA licensee by the base jurisdiction.
trav_jurisdiction	2 Character Alpha Jurisdiction State Abbreviation	Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges	The jurisdiction for which the base jurisdiction is producing the transmittal report or through which the licensee reported operation.
trans_year	YYYY	Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges	The year in which the base jurisdiction is producing the transmittal report.
trans_number	up to 4 Character Alpha-Numeric	Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges	The number of the transmittal being filed for the transmittal year, numbered consecutively, e.g 01, 02
trans_period	up to 30 Character Alpha-Numeric	Optional for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges	The time period for which the base jurisdiction is producing the transmittal report for. e.g. January 1-30
Return_Period_Year	YYYY	Required for Licensee Transactions and Surcharges	Year of the return.
Return_Period_Quarter	2 Character Numeric Value	Required for Licensee Transactions and Surcharges	01, 02, 03, 04
Fuel_Type	up to 4 Character Alpha-Numeric value, Use Abbreviations.	Required for Licensee Transactions and Surcharges	D = Diesel, G = Gasoline, GH = Gasohol, P = Propane, M = Methanol, E = Ethanol, E-85 = E-85, M-85 = M-85, A-55 = A-55, LNG = LNG, CNG = CNG, B = Biodiesel. Additional fuel types may be added by jurisdictions as necessary.
total_distance	Numeric - up to 11 Places	Required for Licensee Transactions - for Surcharges this should read 0 (zero)	The total of all miles (or kilometers) reported by a licensees for a fuel type and processed by the base jurisdiction for the transmittal period.
taxable_distance	Numeric - up to 11 Places	Required for Licensee Transactions - for Surcharges this should read 0 (zero)	The total of all taxable miles (or kilometers) reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period.
Avg_MPG	up to 10 Character Numerc value, 2 decimal places e.g. 123456.12	Required for Licensee Transactions - for Surcharges this should read 0 (zero)	The reported fuel consumption factor for each licensee.
taxable_fuel	Numeric - up to 11 Places	Required for Licensee Transactions and Surcharges - should match the non-surcharge field	The total of all taxable gallons (or liters) reported by a licensee for a fuel types and processed by the base jurisdiction for the transmittal period.
tax_paid_fuel	Numeric - up to 11 Places	Required for Licensee Transactions - for Surcharges this should read 0 (zero)	The total of all tax-paid gallons (or liters) reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period.
net_tax_fuel	Numeric - up to 11 Places	Required for Licensee Transactions - for Surcharges this should read 0 (zero)	The total of all net taxable gallons (or liters) reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period.
Tax_Rate	up to 9 Character Numerc value, 4 decimal places e.g. 0.1234	Required for Licensee Transactions and Surcharges. For Surcharges the Surcharge tax rate should be used	The rate of the tax per gallon in the travel jurisdiction for the fuel type being reported.
Tax_Due	Numeric - up to 17 Places + 2 Decimal Places e.g. 1234567890.12	Required for Licensee Transactions and Surcharges	The total of all tax due reported by a licensee for a fuel types and processed by the base jurisdiction for the transmittal period.
interest_due	Numeric - up to 17 Places + 2 Decimal Places e.g. 1234567890.12	Required for Licensee Transactions and Surcharges, if applicable	The total of all interest due reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period.

Transmittal Data File Formats and Field Definitions

Field Name	Description	Required	Definition
total_due	Numeric - up to 17 Places + 2	Required for Licensee Transactions and	The total due reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period.
	Decimal Places e.g. 1234567890.12	Surcharges	
Deficiency_Amount	up to 12 Character Numeric value, 2	Required for Licensee Transactions using Option 1	The difference between the amount the licensee owed for a fuel type on the return and the amount the licensee paid. (P1060 Allocation of Tax .001)
	decimal places e.g. 1234567890.12		
Filing Version	2 Character Alpha Value	Required for Licensee Transactions and	OR - Original Return - The original (first) guarterly/annual return received by a jurisdiction from a taypaver
I IIIIg_version		Surcharges	AR = Amended Return - Any quarterly/annual return received by a jurisdiction from a taxpayer
			AU = Audit Results - Any quarterly/annual return generated by the jurisdiction to correct the original or amended return, as the result of a taxpaver audit
			PA = Processing Adjustment - Any adjustment made by the jurisdiction to correct an original or amended return, including audit
			RV = Return Reversed - Any quarterly/annual return backed out of a transmittal because an amended or audited return has replaced previously
			transmitted data
			UC = Uncollectible - Any adjustment made by the jurisdiction to collect a refund of monies that were previously distributed to other member jurisdictions
	2000/		and subsequently deemed uncollectible
Orig_Iransaction_Year	ŶŶŶŶ	Required for Financial Reconciliation Adjustments	Based upon the Year of the original Transmittal.
Orig Transaction Month	MM	Required for Financial Reconciliation Adjustments	Based upon the Month of the original Transmittal
Transaction Type	1 Character Alpha Value	Optional for Financial Reconciliation Adjustments	(D)ebit, (C)redit
- 71			
Reason_Code	2 Character Alpha Value	Required for Financial Reconciliation Adjustments	B - Prior period balance
			T - Transmittals
			M - Manual Adjustment
			P - Payments
			D - Jurisdiction Dishonorments
			U - Olisel
			A - Relance Due (for non-RPC jurisdictions, balance due is the Total due minus navments. For RPC jurisdictions, Relance due is the Net Amount
			A builde back (or inter o jandelations), building due is the rotal due minus payments. For it o jandelations, building due is the rotal due in minus payments.
			U - Uncollectible
Transaction Date		Required for Financial Reconciliation Adjustments	The date the transaction posed to the base jurisdiction's system
Transastion_Date			
Transaction_Amount	up to 12 Character Numeric value, 2	Required for Financial Reconciliation Adjustments	The amount that is being reported for this particular Adjustment
	decimal places		
Create_Date	YYYY-MM-DD	Required for Licensee Transactions and Financial	Data as recorded by your systems.
		Reconciliation Adjustments and Surcharges	
trans_period_start	YYYY-MM-DD	Required for Licensee Transactions and Financial	The beginning date of the Transmittal Period
		Reconcination Adjustments and Surcharges	
trans period end	YYYY-MM-DD	Required for Licensee Transactions and Financial	The end date of the Transmittal Period
		Reconciliation Adjustments and Surcharges	
Surcharge	Y(es) or N(o)	Optional for Licensee Transactions except for a	Yes or No value. Indicates if the Line is a Surcharge or Not.(added 9.05.02 RPC request)
		Surcharge which must indicate a 'Y' value	
1	SEE SURCHARGE EXAMPLE PRO	VIDED	

Transmittal Data File Formats and Field Definitions

Footer Value	endoftransfile	
	The footer is to appear exactly as shown above, 'endoftransfile'	
	The footer will be the last line of your flat file.	
	A folder called FAILED will hold your Failed Files, or files that did not complete transit to	
	the FTP Server.	
* Notes:	10-04-2007 - Surcharge Definitions	
	and Example Added	
	09-30-2003 - Reinstated Requirements.	
	09-15-2003 - New Requirements listed.	
	4/26/2003	
	Requirements for Paperless Transmittals Incorporated	
	All NEGATIVE monetary amounts need to be reprsented as e.g.: -154.90.	
	Flat File Structure:	
	TAB Delimited recommended	

Summary Transmittal Data Field Formats and Definitions

Field Name	Description and Example	Definitions
	2 Character Alpha jurisdiction State Abbreviation - AZ,	The jurisdiction producing the transmittal report and uploading the
base_jurisdiction*	OH, WA	data.
	2 Character Alpha jurisdiction State Abbreviation - AZ,	Traveled jurisdiction: The jurisdiction for which the base jurisdiction
	OH, WA	is producing the transmittal report and through which the licensee
trav_jurisdiction*		reported operations.
	up to 30 Character Alpha-Numeric - 01, 02, 12, 15,	The time period for which the base jurisdiction is producing the
	January 1-30	transmittal report for. e.g. January 1-30
trans_period*		
	4 Character Year - 2004, 2005, 2006	The year in which the base jurisdiction is producing the transmittal
trans_year*		report
	up to 4 Character Alpha Numeric - 01, 02, 12, 15,	The number of the transmittal being filed for the transmittal year
trans_number*	0004, 0005	(consecutive number)
	Numeric - up to 11 Places - 989, 1568, 19735,	The total of all total miles (or kilometers) reported by all licensees
	12345678912	for all fuel types and processed by the base jurisdiction for the
total distance*		transmittal period.
	Numeric - up to 11 Places - 989, 1568, 19735,	The total of all miles (or kilometers) reported by all licensees for all
	12345678912	fuel types and processed by the base jurisdiction for the transmittal
taxable_distance*		period.
	Numeric - up to 11 Places - 989, 1568, 19735,	The total of all taxable gallons (or liters) reported by all licensees
	12345678912	for all fuel types and processed by the base jurisdiction for the
taxable_fuel*		transmittal period.

Summary Transmittal Data Field Formats and Definitions

Field Name	Description and Example	Definitions
	Numeric - up to 11 Places - 989, 1568, 19735,	The total of all tax-paid gallons (or liters) reported by all licensees
	12345678912	for all fuel types and processed by the base jurisdiction for the
tax_paid_fuel*		Libe total of all pet tax-paid gallons (or liters) reported by all
	Numeric - up to 11 Places - 989, 1568, 19735,	licensees for all fuel types and processed by the base jurisdiction for
net_tax_fuel*	12345678912	the transmittal period.
	Numeric - up to 17 Places + 2 Decimal Places -	The total of all tax due reported by all licensees for all fuel types and
tax_due*	120.00, 5000.78, 35.29, 12345678912.05	processed by the base jurisdiction for the transmittal period.
	Numeric - up to 17 Places + 2 Decimal Places -	The total of all interest due reported by all licensees for all fuel types
	120.00, 5000.78, 35.29, 12345678912.05	and processed by the base jurisdiction for the transmittal period.
interest_due*		
	Numeric - up to 17 Places + 2 Decimal Places -	The total due reported by all licensees for all fuel types and
	120.00, 5000.78, 35.29, 12345678912.05	processed by the base jurisdiction for the transmittal period. Total
		Due is in U.S. Funds for U.S. jurisdictions. Canadian jurisdictions
total_due*		use Canadian Dollar Amounts.
	Numeric - up to 17 Places + 2 Decimal Places -	The total of all transaction amounts being reported for the
transaction_amount**	120.00, 5000.78, 35.29, 12345678912.05	jurisdiction to jurisdiction transactions. (RPC Request)
	Numeric - up to 17 Places + 2 Decimal Places -	The amount after jurisdiction to jurisdiction transactions that is due
	120.00, 5000.78, 35.29, 12345678912.05	upon receipt of the transmittal. A negative total due will not be
balance_due**		included in this amount. (RPC Request)
	Numeric - up to 17 Places + 2 Decimal Places -	The Cost of Conversion is the cost, expressed in Canadian funds,
	120.00, 5000.78, 35.29, 12345678912.05	to a Canadian jurisdiction to convert from Canadian funds to U.S.
		funds and is discretionary to the Canadian jurisdiction. (See
conversion_cost ****		P1030.300.025.) If not applicable please leave blank.
	Numeric - up to 17 Places + 2 Decimal Places -	The conversion_total_due field is the amount due from a Canadian
	120.00, 5000.78, 35.29, 12345678912.05	jurisdiction to a U.S. jurisdiction expressed in Canadian funds. If
		not applicable please leave blank.
conversion total due ***		
	Numeric - up to 1 Place + 4 Decimal Places -	The Conversion Rate is the rate used by Canadian jurisdictions to
	1.0078. 0.1234	convert Canadian Funds to U.S. funds when transmitting to U.S.
		jurisdictions. (See P1030.200 and P1030.300.020.) If not
		applicable, please leave blank.
conversion_rate ***		

Summary Transmittal Data Field Formats and Definitions

Field Name	Description and Example	Definitions
	Date Format: YYYY-MM-DD	The Conversion Date is the Date Canadian funds were converted to
		U.S. funds by Canadian jurisdictions transmitting to U.S.
		jurisdictions. (See P1030.200 and P1030.200.020.) If not
conversion_date ***		applicable please leave blank.
	Numeric - up to 17 Places + 2 Decimal Places -	The net_amount_transmitted is the 'conversion_total_due'
	120.00, 5000.78, 35.29, 12345678912.05	multiplied by the conversion_rate and is expressed in US funds.
		(See P1030.300.030.) If not applicable please leave blank.
net_amount_transmitted ***		

* Indicates REQUIRED Field

**Indicates OPTIONAL Field endofsummary

*** Indicates that all fields must be used by Canadian jurisdictions transmitting to U.S. jurisdictions. In this case, 'conversion_rate', 'conversion_date', 'conversion_total_due', and 'net_amount_transmitted' all must be populated. Otherwise these fields may remain blank if not applicable.

**** Indicates that 'conversion_cost' may be used at the discretion of the Jurisdiction.

Footer Value

The footer is to appear exactly as shown above, 'endofsummary' The footer will be the last line of your flat file. A folder called FAILED will hold your Failed Files, or files that did not complete transit to the FTP Server.

Flat File Structure TAB Delimited recommended Each Record should be Represented by A New Line

Totals to each jurisdiction must be present. Use Zeros to indicate no Activity.

Example

This is an example of 3 records, one showing activity, and one verifying no activity and one with Conversion for Canadian to U.S. funds. The third line in the example shows Conversion amounts, cost, rate, and the net amount transmitted.

AZ FL 05 2004 05 125 95 87 58 29 59.96 7.55 65.55 AZ GA 05 2004 05 0 0 0 0 0 0.00 0.00 0.00 AZ GA 05 2004 05 0 0 0 0 0 0.00 0.00 1.526 2006-01-24 1525.34 5.00 1520.34 endofsummary

Decal Database Field Formats and Definitions

Decal Flat File

Field Name	Field Requirements	Definition	Example
base_jurisdiction	2 Character Alpha Jurisdiction Abbreviation	Base jurisdiction that issued the decal.	AZ, AR etc
taxpayer_id	up to 11 Character Alpha-Numberis	The IFTA license number assigned to the IFTA licensee by the base jurisdiction.	12345678901
firstdecal	15 Character Alpha-Numeric	The starting number for the range of decals issued.	1000001
lastdecal	15 Character Alpha-Numeric	The ending number for the range of decals issued.	2000002
year_of_decal	4 Character Numeric	Year decal was issued for.	2004, 2005

ALL FIELDS MANDATORY

If only one decal is issued to a Carrier, the same number must be in the 'firstdecal' and 'lastdecal' fields.

Sample Flat File

Using Comma ',' as a delimiter. Each Record should be on a new line. AZ,12345678901,100001,10002,2005 AZ,58798741258,500,550,2005