

Introduction

This procedure manual has been written for the auditor. It is to be used as a training tool and as a reference guide to supplement the IFTA governing documents (the Articles of Agreement, Procedures Manual and Audit Manual). The intent is to provide detailed explanations of software usage, sampling procedures, policies and write-up for IFTA audits.

Any references to IFTA governing documents, taxability, administrative policies, laws, and rules are subject to change due to changes to the IFTA Agreement, administrative hearings and actions of the courts or legislature. While the content of the manual is current as of the revision date, the reader is responsible for any changes occurring after this date and should verify the current status of any information by contacting the Comptroller of Public Accounts toll free at 1-800-252-5555.

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Chapter 1

General Information

What is IFTA?

Texas implemented the provisions of the International Fuels Tax Agreement (IFTA) on July 1, 1995. The members (jurisdictions) include the 48 contiguous states and 10 Canadian provinces: Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec and Saskatchewan. The District of Columbia, United Mexican States and the Northwest, Nunavut and Yukon Canadian territories are not members of IFTA.

The purpose of IFTA is to ensure that fuels tax is paid or accrued to jurisdictions where the fuel is used. For example: A trucker buys tax paid fuel in Louisiana and shortly crosses into Texas. Under the IFTA agreement Texas would receive tax based on the miles driven in Texas, and Louisiana's fuels tax would be reduced for the fuel used in Texas.

The return consolidates all jurisdictions on a single quarterly report submitted to the carrier's base jurisdiction.

The basic procedure for calculating additional taxable gallons or credit gallons is to first calculate an overall MPG (miles per gallon) by dividing total miles traveled for all qualified vehicles by total gallons consumed for all qualified vehicles. Second, the total taxable miles traveled by qualified vehicles in each jurisdiction are divided by the overall MPG to derive the fuel consumed in each jurisdiction. The fuel consumption is reduced by tax paid purchases in each jurisdiction. If the trucker purchased less fuel in a jurisdiction than was consumed, the result is additional taxable gallons. If the trucker purchased more fuel in a jurisdiction than was consumed, the result is credit gallons.

The procedure for calculating additional taxable gallons or credit gallons is shown below.

Step 1:

Total miles traveled by
all qualified vehicles

Total gallons consumed
by all qualified vehicles

Overall MPG
(miles per gallon)

Step 2:

1	2	3	4	5	6
Jurisdiction	Total taxable miles traveled by qualified vehicles	Overall MPG	Fuel Consumed in Each jurisdiction (2 / 3)	Tax Paid Purchases	Additional taxable gallons or credit gallons (4 – 5)
A	1,000	5.5	182	319	(137)
B	600	5.5	109	80	29
C	800	5.5	146	0	146

EXAMPLE: Fourth Quarter of 2009 (094) REPORT PERIOD (only Alabama and Texas jurisdictions shown)

Step 1:

Total miles traveled by all qualified vehicles	Total gallons consumed by all qualified vehicles	Overall MPG (miles per gallon)
77,545	14,969	5.18

Step 2:

1	2	3	4	5	6
Jurisdiction	Total taxable miles traveled by qualified vehicles	Overall MPG	Fuel Consumed in Each jurisdiction (2 / 3)	Tax Paid Purchases	Additional taxable gallons or credit gallons (4 – 5)
AL	1,046	5.18	202	50	152
TX	35,060	5.18	6,769	9,742	(2,973)

The amounts per column 6 would be multiplied by the applicable tax rate for each jurisdiction and totaled to calculate the total tax or credit due.

Base Jurisdiction Concept

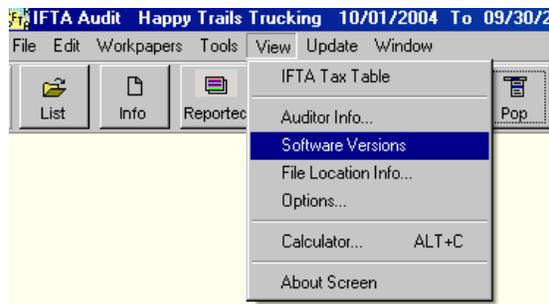
- Texas based taxpayers are audited by Texas for all member jurisdictions.
- IFTA requires that all records be kept in the base jurisdiction, or made available in the base jurisdiction.
- If the records are out of state, then the taxpayer must pay all expenses for the auditor to travel to that jurisdiction to perform the audit.
- In most cases, the taxpayers will send the records. Due to the complicated billing process, out-of-state travel should be avoided.

Initial IFTA Computer Program Installation

The IFTA audit software is installed by the Comptroller Audit, Information & Support group in Audit Headquarters.

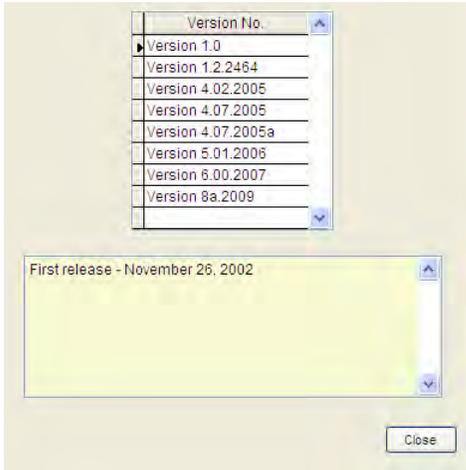
Program—Version and Changes

Open the program and click “View” | “Program Versions”



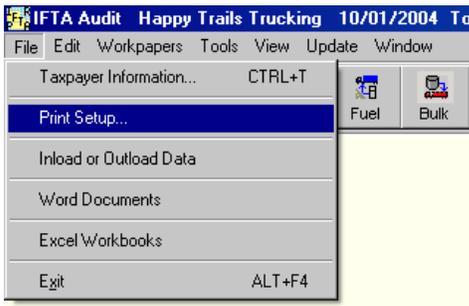
This indicates the latest version.

Click “OK” to close the screen.

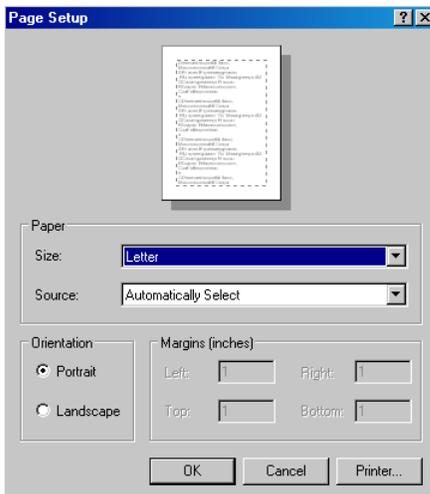


Printer Setup

Open the program and click “File” | “Print Setup”



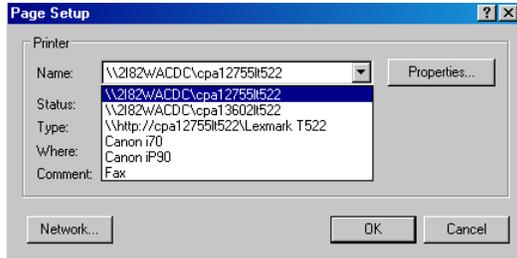
Click the “Printer” button



Click the down arrow and select the desired printer

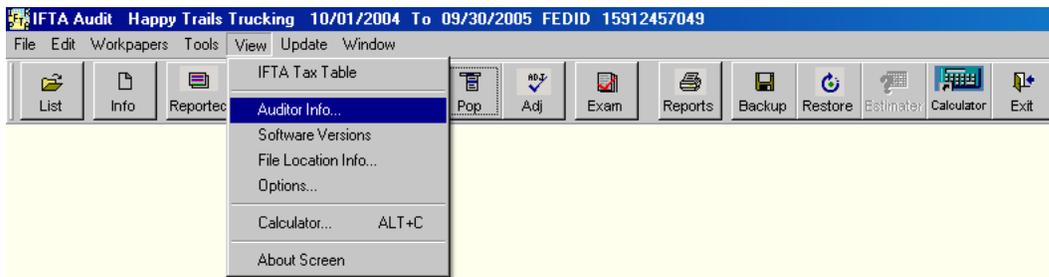
Click “OK” to close the screen.

Click “OK” to close the first screen.



Auditor Information

Open the program and click “View” | “Auditor Info”



Complete the form

License Number and Auditor Number are the auditor’s “acid”

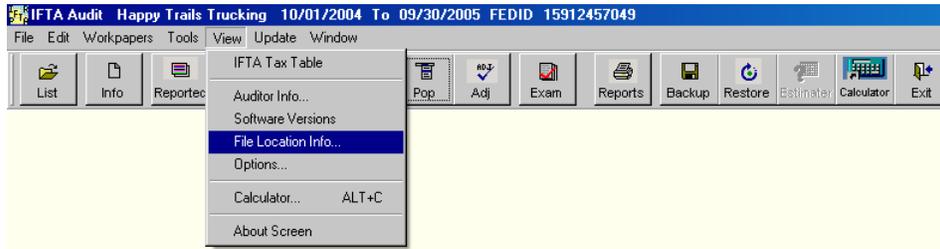
The User Number will be assigned by the program coordinator.

Once all is entered click “Ok”

 A screenshot of the 'IFTA Audit - Auditor Information' form. The form contains the following fields: First Name (Texas), Last Name (Auditor), Title (Auditor), License Number (abc123), User Number (11), Auditor Initials (SGJ), Auditor number (ABC123), Office (Mc Allen), Office Number (2101), Office Phone (() -), Office Fax (() -), Office Address (), Office City (Mc Allen), Office State (TX), and Office Zip (10000-1). An 'OK' button is located at the bottom right.

File Location Information

Open the program and click “View” | “File Location Info”.

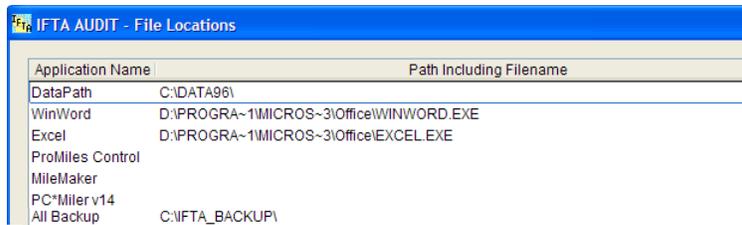


Data Path

Click the button next to “Application Name – Datapath.” This will allow selection of the default data path to save inload files and exported data.

All Backup

The “C:\IFTA_Backup” directory is the required location for the “Backup All Taxpayers” file and cannot be changed. It is the set path to include the IFTA audits for the Audit Utilities daily computer backup. Create the “C:\IFTA_Backup” folder if it has not been created.



Clean up Data

Run “Clean up Data” to make sure all files are free of “trash” anytime computer errors are received or trip or fuel purchase data has been changed.

Open the program and click “Update” | “Clean up Data”. Once completed, click “OK” then close the program and reopen it.



Tax Rate Updates

Tax rates will be updated each quarter. Update instructions will be sent via email.

Click Run.



Make sure Overwrite is checked and click Extract.



Click OK.



Backup of Individual Audits

This allows an auditor to make a copy of the audit

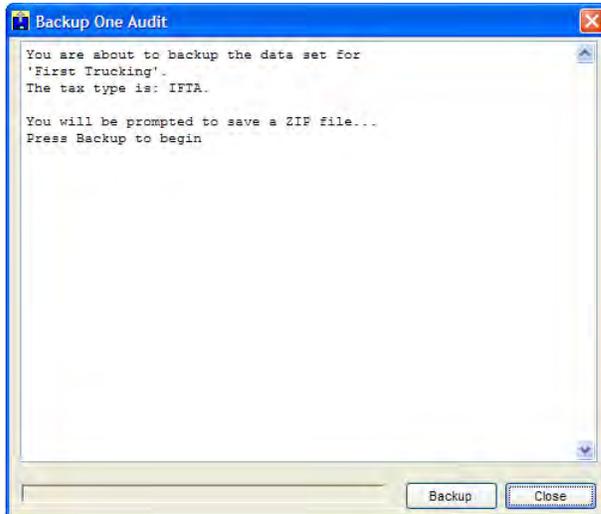
Click the “List” icon.

Highlight the audit to be backed up.

Click “OK” to close this screen.

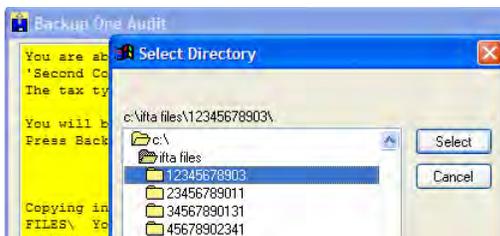
Click the “Backup” icon.

Click “Backup”

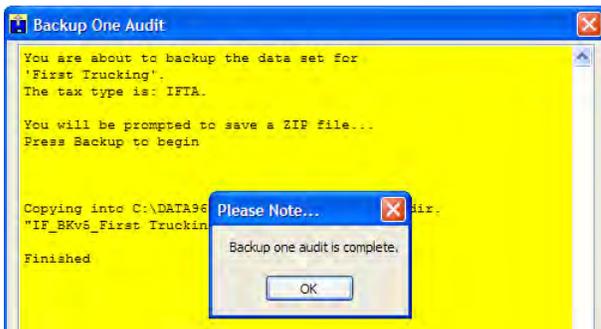


Select the location for the backup.

Highlight it and click “Select”



When the backup is complete click “OK” to close the message box.



Deleting an individual Audit

This allows an auditor to delete an audit.

Click the “List” icon.

Highlight the audit to be deleted.

Click “OK” to close this screen.

Click the “Info” icon.

Click the “Delete” button.

The screenshot shows the 'First Trucking' software window. The 'Taxpayer Information' tab is active, displaying the following fields:

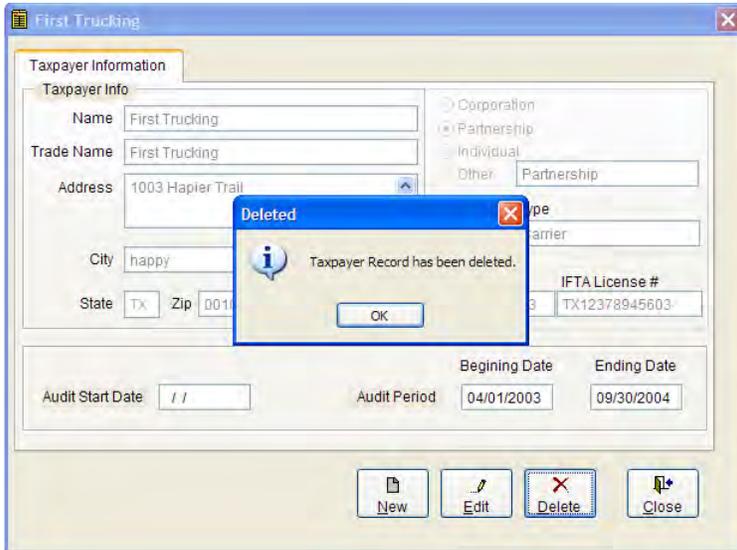
- Name:** First Trucking
- Trade Name:** First Trucking
- Address:** 1003 Hapier Trail
- City:** happy
- State:** TX
- Zip:** 00100
- Business Type:** Common Carrier
- Taxpayer #:** 12378945603
- IFTA License #:** TX12378945603
- Beginning Date:** 04/01/2003
- Ending Date:** 09/30/2004

At the bottom of the window, there are four buttons: New, Edit, Delete, and Close. The 'Delete' button is highlighted with a red border.

Click “Yes” to delete this audit.

The screenshot shows the same 'First Trucking' software window as above, but with a confirmation dialog box overlaid in the center. The dialog box is titled 'Please Note...' and contains the text: 'Do you want to delete this record?'. There are two buttons in the dialog box: 'Yes' and 'No'. The 'Delete' button in the main window is still highlighted with a red border.

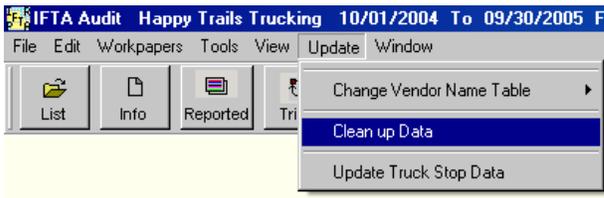
Click “OK” to close this screen.



Click “Update”

Click “Clean up Data”.

Once completed, click “OK”, exit the program, and reopen it.



Restore an Individual Audit

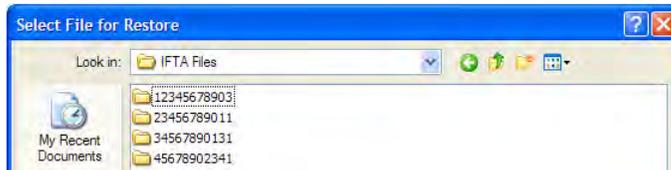
This allows an auditor to completely restore an audit.

Click the “Restore” icon.

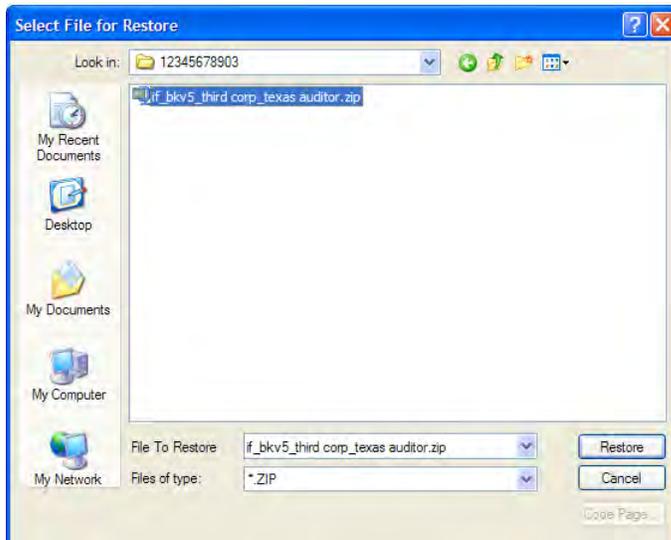
Click “Restore – Total”



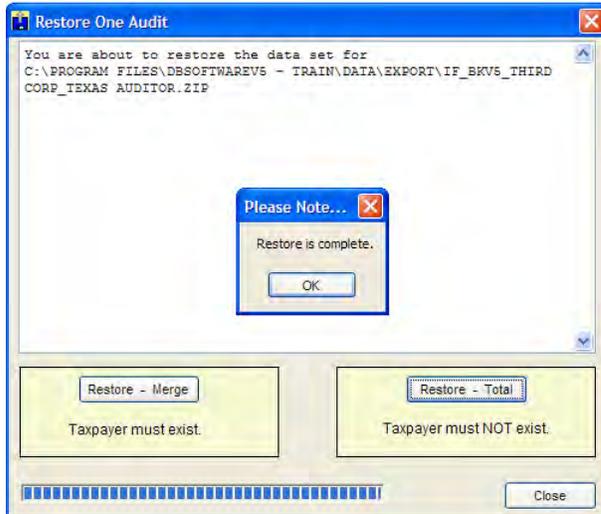
Select the taxpayer zip file to restore.



Highlight the file to restore and click “Restore”.



Once complete, click “OK” to close the screen.



Backup All Taxpayers

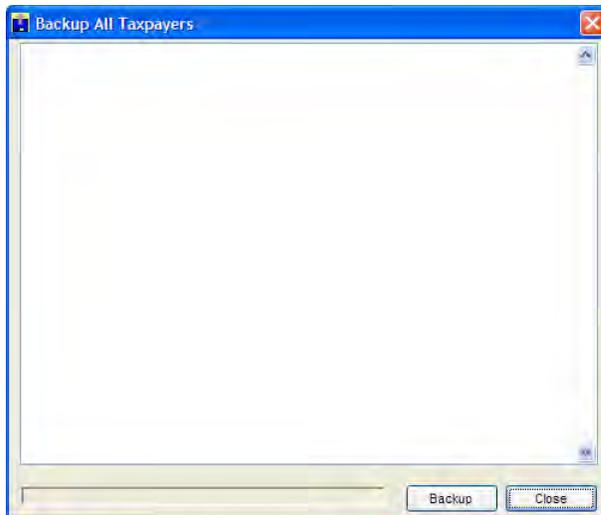
This should be performed at least once every week to ensure no loss of audit data.

Click “File.”

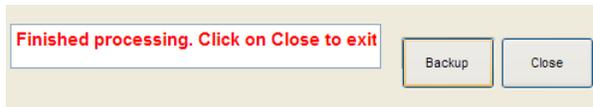
Click “Backup All taxpayers.”

Click “Backup.”

NOTE: *The “Backup All Taxpayers” will overwrite the previous all backup file. If a previous backup needs to be retained, its name must be changed before starting a new “Backup All Taxpayers.”*



The All Backup will automatically copy to the C:\IFTA_Backup directory



Click “Close” when this message appears.

Restore All Taxpayers

Click “File.”

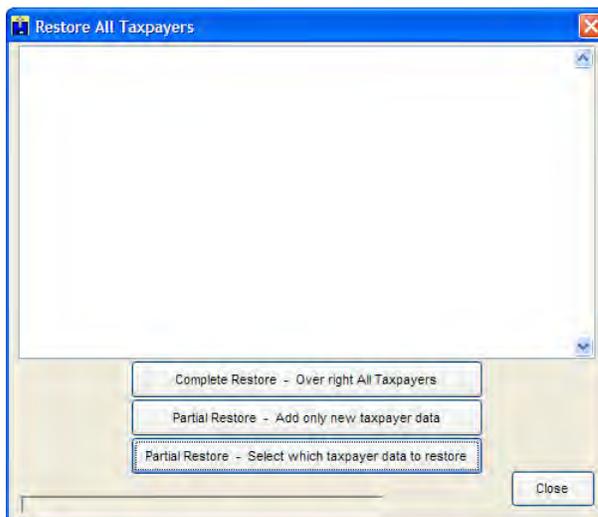
Click “Restore All taxpayers.”

There are 3 Options:

Complete Restore – Overwrite all taxpayers

Partial Restore – Add only new taxpayer data – This will add the complete data for ALL Taxpayers that are on a backup but not presently on the taxpayer list in the software.

Partial Restore – Select which taxpayer data to restore

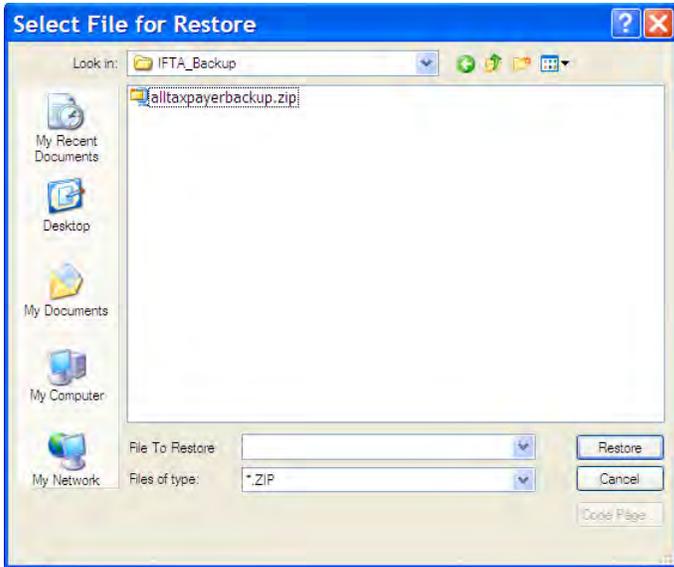


Complete Restore

Click Complete Restore | Over Write All taxpayers

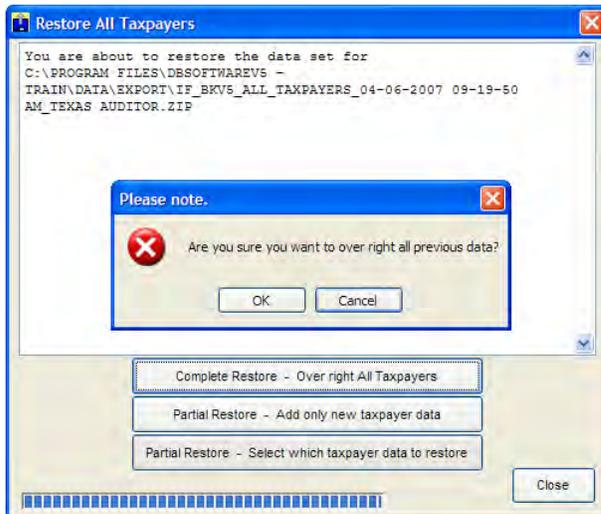
Locate the “alltaxpayerbackup.zip” file.

Click “Restore”

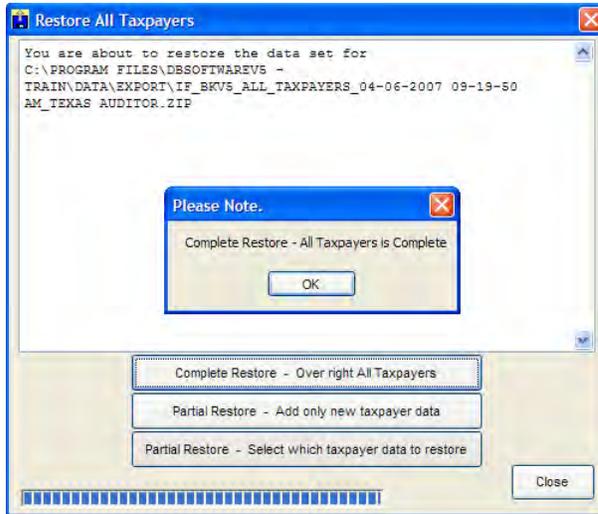


A warning message appears.

Click “OK” to overwrite all previous data

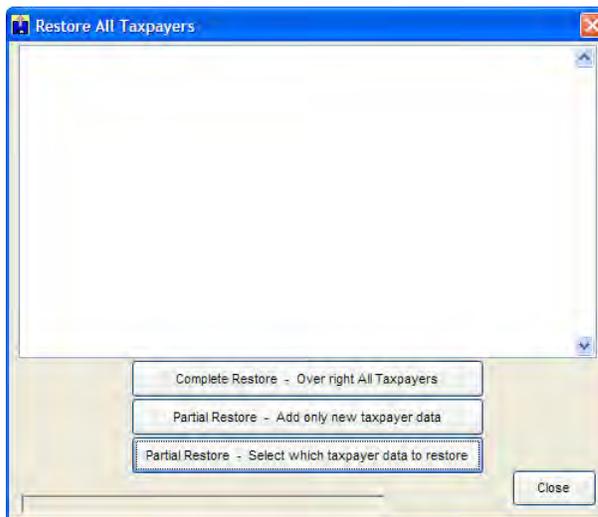


Click “OK” once the restore is complete



Partial Restore – Add only new taxpayer data

Click “Partial Restore – Add only new taxpayer data”

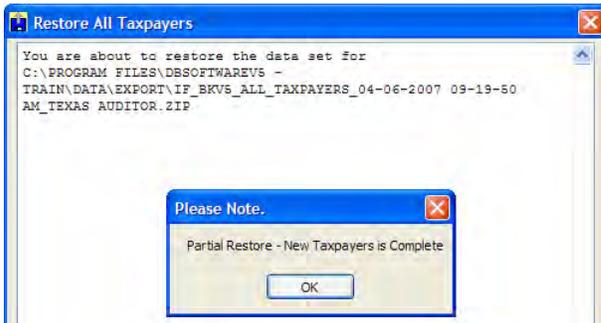


Locate the “alltaxpayerbackup.zip” file.

Click “Restore”

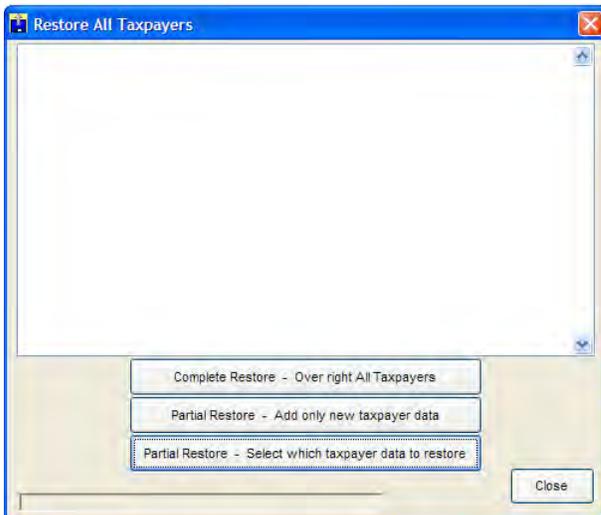


Click “OK” the message “Partial Restore – New taxpayer is Complete”



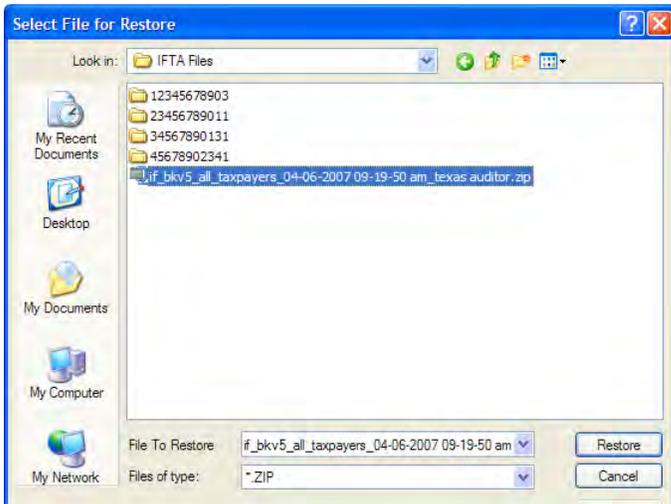
Partial Restore – Select which taxpayer data to restore

Click “Partial Restore – Select which taxpayer data to restore”



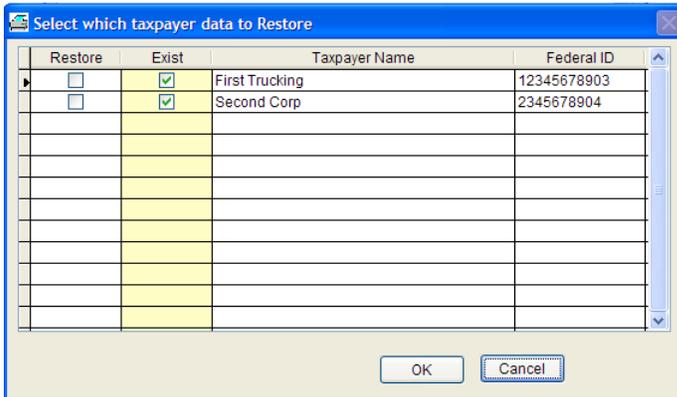
Locate the “alltaxpayerbackup.zip” file.

Click “Restore”

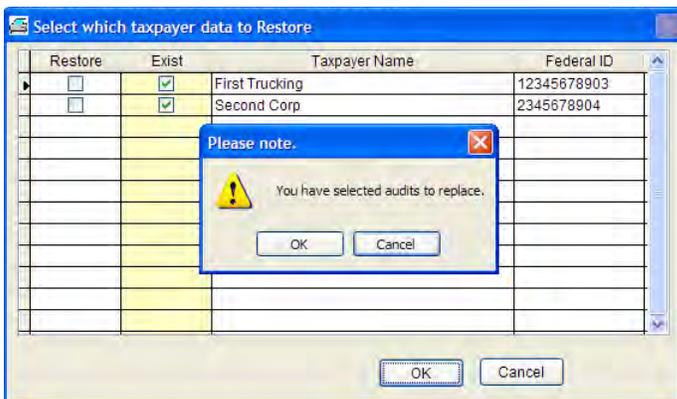


Click the box in the restore column for the taxpayer to restore.

Click “OK”

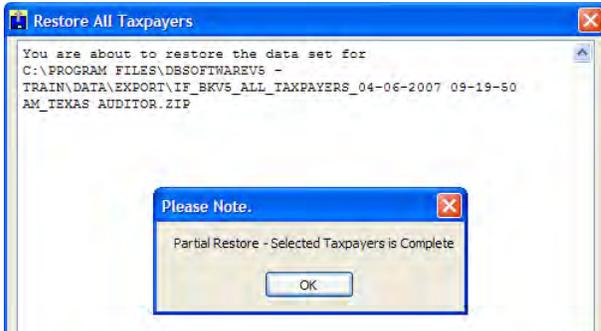


Click “OK” to confirm the change.



A message box “Partial Restore – Selected taxpayer’s Data is Complete” will appear.

Click “OK”



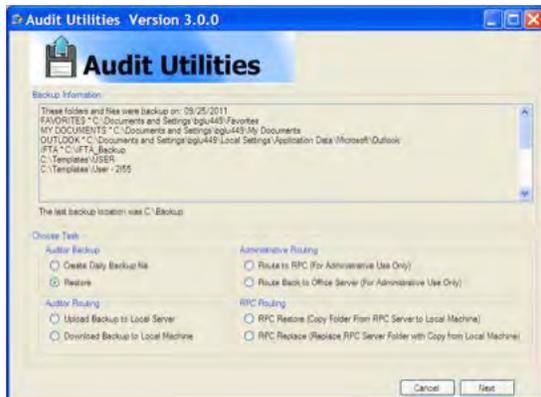
Total Restore Using Audit Utilities

There are situations such as a total computer failure when all of the audits will need to be restored using the Audit Utilities program.

Open Audit Utilities



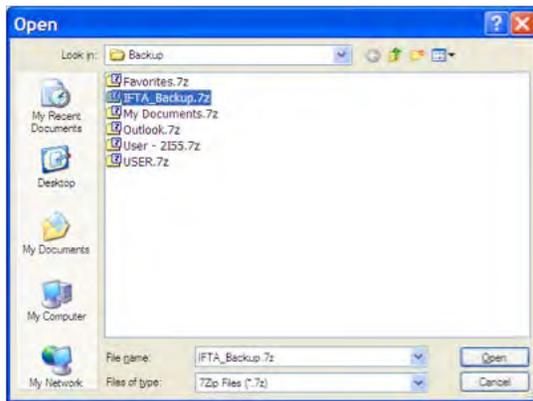
Click Restore then Next



Click the check box for the location of the backup. If it is not listed click ADD and find the location using the “Look in” menu that will appear.



It may be the assigned H:\ drive on the office server or an external hard such as the EDGE_DISKGO (E:).



Select the restore path. It should be C:\Program Files\DBSoftware V8b\Data (or the version in use).

Click Finish. The files will be unzipped to the designated location.

Using Assisting Auditors

This program allows multiple auditors to work on the same audit. It is recommended that the assisting auditor complete the entire sample unit and that the merge takes place only ONCE.

Initial set up

The lead auditor will use the Original Inload .txt file to set up the audit initially on the computer.

The lead auditor will make a backup of the audit and give the backup of the audit to the assisting auditor.

The assisting auditor will restore the audit to his computer.

Completed Assist Work

Once the assisting auditor has completed his work, a backup will be made of the assist work.

The lead auditor will restore the audit using the following procedures:

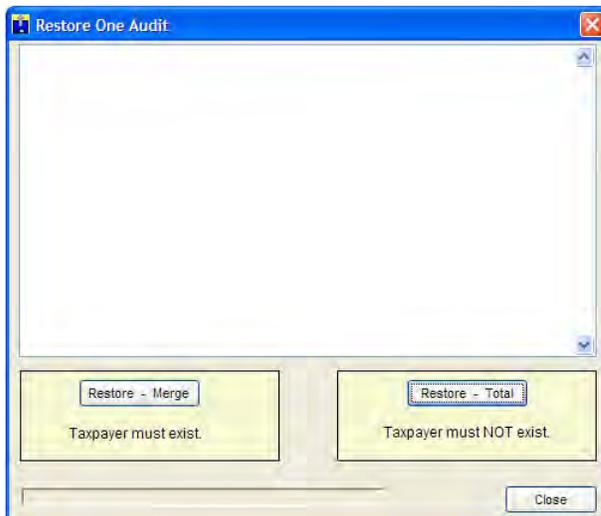
Click the List icon.

Highlight the audit to merge with assist audit data.

Click OK to close this screen.

Click the “Restore” icon.

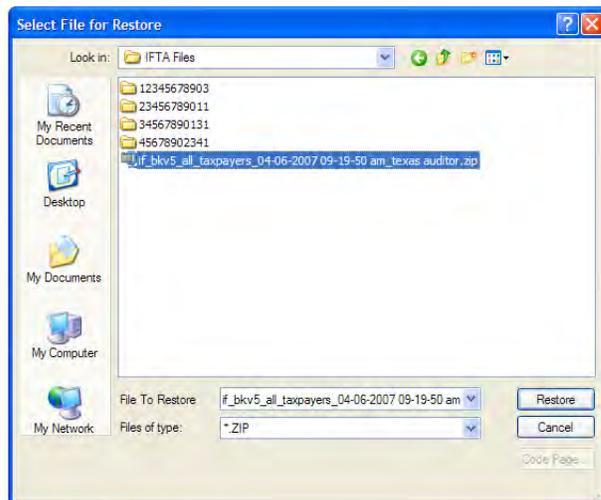
Click “Restore – Merge”



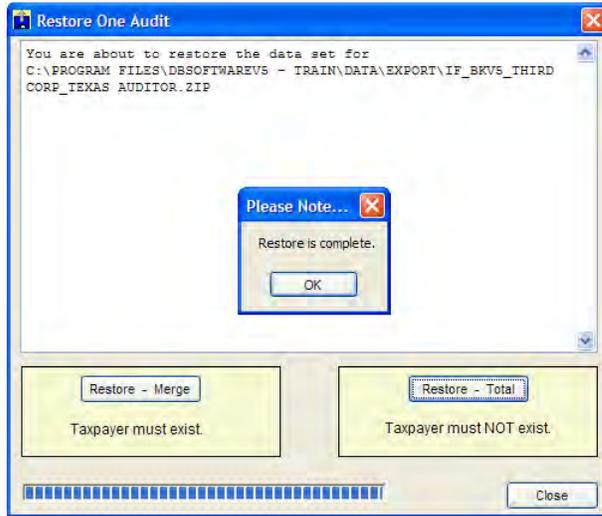
Select the taxpayer zip file received from the assisting auditor to be merged.

Highlight the assisting auditor’s file.

Click “Restore”



Click “OK” to close the screen.



Chapter 2

Getting Started

Overview

In summary this is the layout of an IFTA sampled audit:

1. Select an appropriate audit period to perform the audit.
2. Request “NY history inload” (.txt) file.
3. Inload “NY history inload” (.txt) file.
4. Select the proper sample \ detail audit approach.
5. Request a truck activity report if sampling.
6. If sampling, design a sample and select a short test that evaluates.
7. If truck units are 5 or less, review odometer miles.
8. Perform the short test.
9. Evaluate the short test.
10. If the short test reveals adjustments, complete the sample \ detail.
11. If sampling, evaluate the sample.
12. Write up the audit.
13. Submit the audit for review.

Select an Appropriate Audit Period

Run mainframe inquiry and review the “Texas history” to determine the audit period. A “Texas history” is the normal overnight report of taxpayer reported data requested on all accounts that are audited. The beginning and ending audit periods must be on the mainframe inquiry as reported before they can be selected for audit. Occasionally, supervisors will request that “an audit period be brought up to date”. This is usual for other tax codes but NOT for this one. Once the audit period is established DO NOT change it. IFTA is tax code 56.

Enter taxpayer reported data.

This program offers two options to enter taxpayer reported data:

1. Automated Entry
2. Temporary manual Entry

Automated Entry of Reported Data

Request a “NY history Inload” (.txt) File

A “NY history inload” is a text file (.txt) that has the specific audit period reported data for this taxpayer. It is important to request this “history inload” when the audit is about to begin and not more than 3 weeks from the start date. When a “NY history inload” is requested the reported data for the requested periods are placed into a hold status in NY. Since this account is in a hold status, ANY change in audit period (after the auditor has received the inload) MUST be discussed with and handled by the IFTA program administrators.

To request a “NY history inload” send an email with the following data to the appropriate person. The “NY history inloads” that are ordered by Wednesday will be received on Friday. If the request is after Wednesday it will not be received until the following Friday.

Taxpayer name
 Texas taxpayer number
 Audit period
 Start date

Periods in Exception

Occasionally there are problems with a taxpayer’s account on the New York (NY) system. These periods are marked with an “E” signifying exceptions exists on this account. The inload cannot be ordered until the exceptions are cleared. Therefore, the person ordering the NY inload will advise the auditor to contact the IFTA section of Account Maintenance to have the exceptions cleared. The auditor should send the following information to Account Maintenance:

- Subject: TP Name, TP Number, 56
- The above taxpayer has exceptions on the NY system for the following periods: 041, 042 (*examples*)
- Please clear the exceptions and advise me via email when completed so the NY inload can be ordered for the audit.
- If you have any questions, I can be reached at (*area code & number or VOIP extension*).
- Thank you,
 (*Your Name*)

After receiving the confirmation from Account Maintenance that the exceptions have been cleared on the NY system, the auditor should advise the person ordering the NY history inload that it can now be ordered.

- “NY history inload” (.txt) file received

Once received by email save the text (.txt) file to the appropriate taxpayer directory.

- Initial Reported Data Setup

Once the auditor has the initial inload there are 4 steps to be taken:

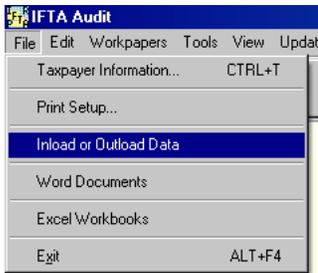
1. Initial inload of the audit into the program
2. Setting up audit period by fuel type
3. Reviewing the taxpayer information screen

4. Refreshing the population
5. Run the following reports in the Population Screen :
 “Analysis of OR and ZZ Jurisdictional Data” and
 “Non IFTA and Exempt Miles by Report Period”

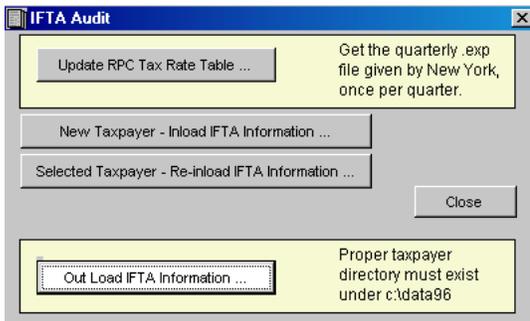
Initial Inload of the Audit into the Program

Open the program.

Click “File” | “Inload or Outload Data”

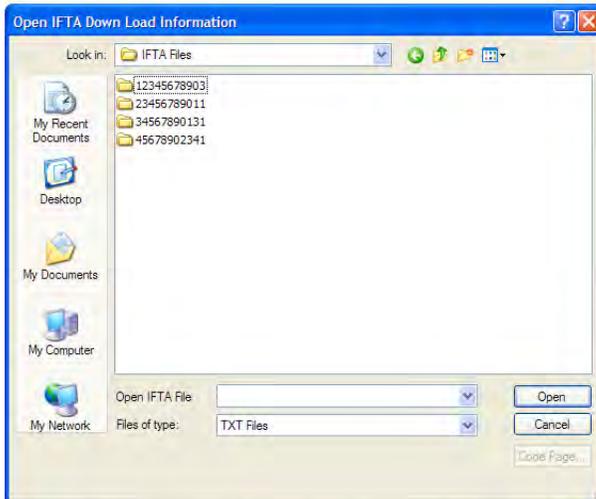


Click “New taxpayer – Inload IFTA Information”



Locate the text (.txt) file for the taxpayer.

Click “Open”



Creating Additional Periods

Although the NY inload will not list periods that were reported as zero, non-filer, or out-of-business (OOB), the IFTA audit program will create them. After the inload is imported, the auditor will select “Create Return Period” on the “IFTA Audit – Reported” screen so that these periods will be listed. This procedure should be followed for each fuel type.

Until the field work has commenced it is unlikely for the auditor to know whether or not the OOB report periods are valid. If the OOB time period is valid, no adjustments will be made. If the OOB period is not valid contact the IFTA Program Administrator. This type of situation may involve Enforcement or other divisions.

The auditor should include the OOB periods when requesting the NY inload. If the taxpayer was actually OOB, include a copy of the XIANFO inquiry in the completed audit package. A **Note to Reviewer** should explain the situation fully so that late filer penalty will not be assessed for the OOB periods by the RPC.

Return period	Fuel type
12/31/2004	Diesel
03/31/2005	Diesel
06/30/2005	Diesel
09/30/2005	Diesel

Reviewing the Taxpayer Information Screen

Click the “Info” icon



Click “Edit” and enter or tab thru name and trade name fields.

Compare the “TX History” reported summary data to this screen. Identify any changes.

Address Changes

If the auditor determines that the address is incorrect they should follow their office procedure to correct the address on the mainframe.

After the address on the mainframe has been changed, the auditor may edit and change the address on the address screen in the software.

Complete the taxpayer type and business description fields.

The “audit start date” field is currently left blank.

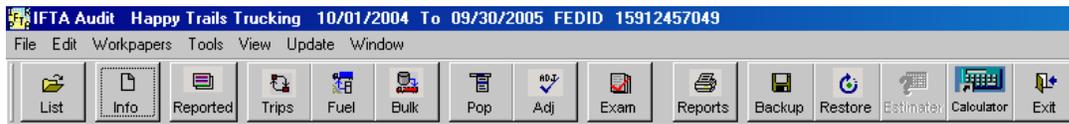
The audit period displayed should be the PRIMARY fuel tax for that audit. Usually it is diesel fuel.

When all changes or entries have been made, click “Save.”

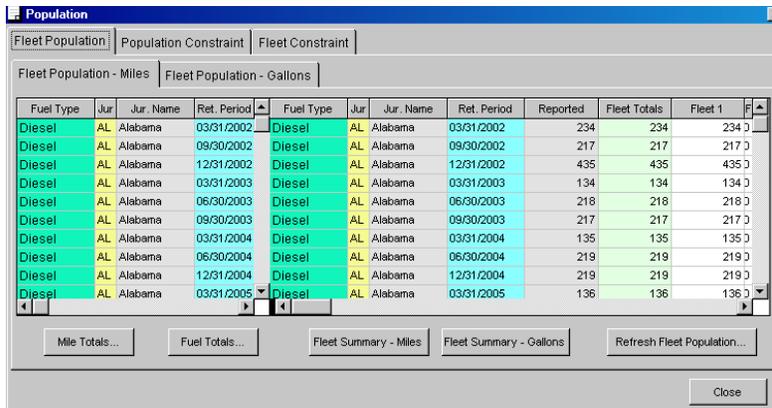
Click “Close” to leave screen.

Refreshing the Population

Click the “Pop” Icon



Click “Refresh Fleet Population”



The following message will appear, “Are you sure you wish to delete all entered data”. This message is referring to manual data entry of another fleet (i.e. Fleet 2.) At this point, the auditor has not manually entered any data, so click “Yes”.



Temporary Manual Entry

If for some reason the auditor does not have the .txt inload file initially, the taxpayer’s documentation for reported trip and fuel purchase data can be entered manually. This procedure is discouraged since the auditor does not have the NY reported data to test sample units. Ordering the NY inload within three (3) weeks of the state date, should keep this problem from happening. If a temporary manual entry is performed, DO NOT take the time to manually enter reported data from the Texas “history” – it is a waste of time – wait for the .txt inload file. Audits CANNOT be turned into review without a .txt inload file.

Open the program. Click the “Info” icon



Click “New”

Enter taxpayer name and taxpayer number

Click “Save” and “Close”

- Temporary Trip/fuel Entry

Since there is not any reported population this error message “Fleet number exceeds largest fleet no. Setting to 1” will be displayed. Click “OK” and continue entering the trip and fuel purchase data.



Reports cannot be run since there is not any reported data.

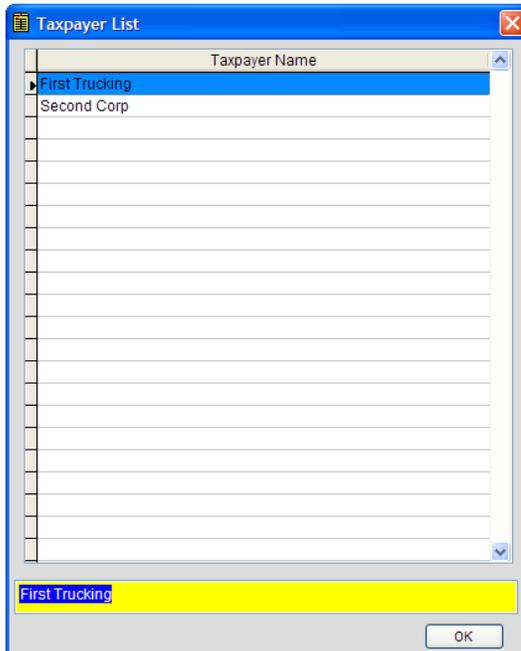
Text (.txt) file received

Once received by email save the text (.txt) file to the taxpayer directory.

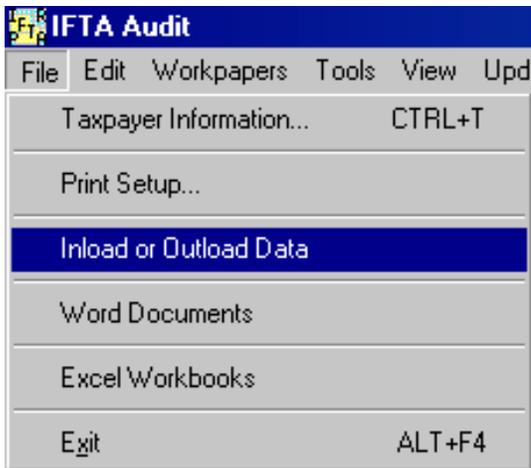
Open the program.

Click “List” and highlight the taxpayer name

Click “OK”

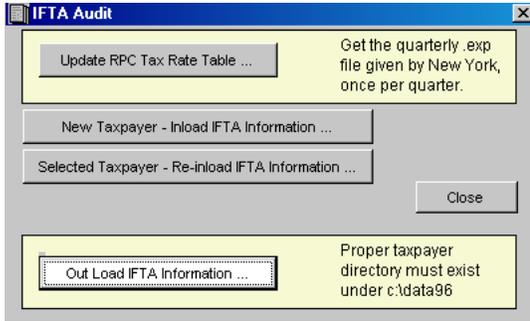


Click “File” | “Inload or Outload Data”



Re-Inload IFTA Information

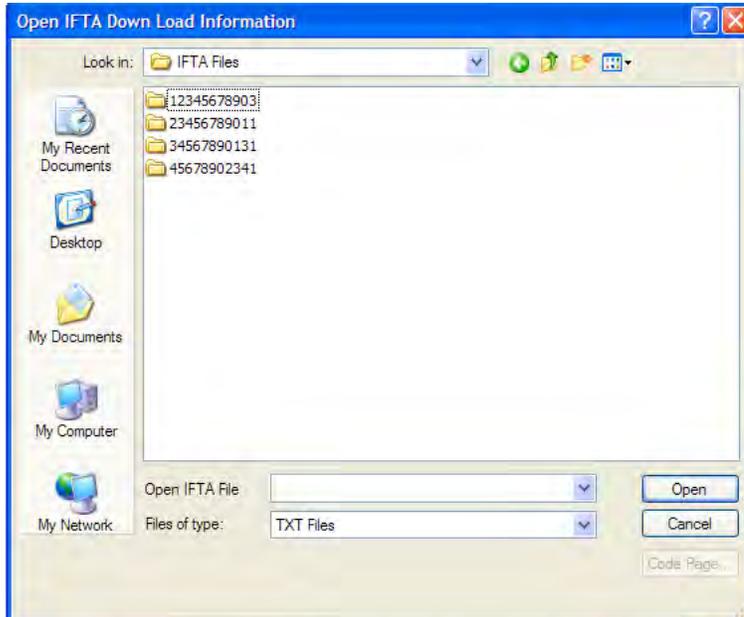
Click “Selected taxpayer – Re-inload IFTA Information”



Click the down arrow of “Look In” and browse to the appropriate taxpayer directory.

Click the applicable text (.txt) file

Click “Open”



Once finished, click “OK”

- Getting an error

If there is a taxpayer name error, return to the “Info” icon and edit and change the taxpayer name to correct it. Follow the previous steps to “Re-Inload” the .txt file.

- Once this task is complete refer to initial reported data setup to complete the data setup.

Chapter 3

Audit Planning

Pre-Audit Review

Review the “Texas History” looking for irregularities such as:

- Report period data does not include the entire audit period
- Report period data for each fuel type is different
- High MPGs
- Non-IFTA Miles
- Lower than average total miles
- Jurisdictions that are subject to declared disaster exemptions that may temporarily suspend their tax
- Reported total gallons greater or less than reported tax-paid gallons

PROGRAM :TS6141		COMPTROLLER OF PUBLIC ACCOUNTS					
REQUESTED BY: AUDITOR, JOHN Q		INTERNATIONAL FUEL TAX AGREEMENT					
		TAXPAYER HISTORY FROM 053 TO 063					
		DATA INFORMATION ON MILEAGE					
TAXPAYER #:		12345678903					
TAXPAYER NAME :		ABC CO INC					
PRD	FUEL TYPE	TOTAL IFTA MILES	TOTA NON-IFTA MILES	TOTAL MILES	TOTAL GALLONS	AVERAGE MPG	
053	DIESEL	18,626	2,000	20,626	2,300	8.10	
061	DIESEL	23,469	0	23,469	5,381	4.36	
063	DIESEL	7,500	0	7,500	1,320	5.68	

All TX tax paid fuel

PROGRAM :TS6142		COMPTROLLER OF PUBLIC ACCOUNTS								
REQUESTED BY: AUDITOR, JOHN Q		INTERNATIONAL FUEL TAX AGREEMENT								
		TAXPAYER HISTORY FROM 053 TO 063								
		JURISDICITON TABLE								
TAXPAYER #:		12345678903								
TAXPAYER NAME		ABC CO INC								
PERIOD : 053										
JURISDICTION		TOTAL IFTA MILES	TAXABLE MILES	TAXABLE GALLONS	TAX PAID GALLONS	NET TAXABLE GALLONS	TAX RATE	TAX-CREDIT DUE	INTEREST DUE	TOTAL DUE
TEXAS	D	6504	6504	803	726	77	0.2000	15.40	0.00	15.40
NEW MEXICO	D	551	551	68	0	68	0.1900	12.92	0.00	12.92
LOUISIANA	D	538	538	66	0	66	0.2600	17.16	0.00	17.16

PROGRAM :TS6142		COMPTROLLER OF PUBLIC ACCOUNTS								
REQUESTED BY: AUDITOR, JOHN Q		INTERNATIONAL FUEL TAX AGREEMENT								
		TAXPAYER HISTORY FROM 053 TO 063								
		JURISDICITON TABLE								
TAXPAYER #:		12345678903								
TAXPAYER NAME		ABC CO INC								
PERIOD : 053										
JURISDICTION		TOTAL IFTA MILES	TAXABLE MILES	TAXABLE GALLONS	TAX PAID GALLONS	NET TAXABLE GALLONS	TAX RATE	TAX-CREDIT DUE	INTEREST DUE	TOTAL DUE
TEXAS	D	6504	6504	803	0	803	0.2000	160.60	0.00	160.60
NEW MEXICO	D	551	551	68	0	68	0.1900	12.92	0.00	12.92
LOUISIANA	D	538	538	66	0	66	0.2600	17.16	0.00	17.16

No Tax paid – All Tax free fuel

PROGRAM :TS6142					COMPTROLLER OF PUBLIC ACCOUNTS					
REQUESTED BY: AUDITOR, JOHN Q					INTERNATIONAL FUEL TAX AGREEMENT					
					TAXPAYER HISTORY FROM 053 TO 063					
					JURISDICITON TABLE					
TAXPAYER # 12345678903										
TAXPAYER NAME ABC CO INC										
PERIOD : 053										
					NET					
JURISDICTION	TOTAL IFTA MILES	TAXABLE MILES	TAXABLE GALLONS	TAX PAID GALLONS	TAXABLE GALLONS	TAX RATE	TAX-CREDIT DUE	INTEREST DUE	TOTAL DUE	
TEXAS	D 6504	6504	803	726	77	0.2000	15.40	0.00	15.40	
NEW MEXICO	D 551	551	68	0	68	0.1900	12.92	0.00	12.92	
LOUISIANA	D 538	538	66	0	66	0.2600	17.16	0.00	17.16	
PROGRAM :TS6142					COMPTROLLER OF PUBLIC ACCOUNTS					
REQUESTED BY: AUDITOR, JOHN Q					INTERNATIONAL FUEL TAX AGREEMENT					
					TAXPAYER HISTORY FROM 053 TO 063					
					JURISDICITON TABLE					
TAXPAYER # 12345678903										
TAXPAYER NAME ABC CO INC										
PERIOD : 053										
					NET					
JURISDICTION	TOTAL IFTA MILES	TAXABLE MILES	TAXABLE GALLONS	TAX PAID GALLONS	TAXABLE GALLONS	TAX RATE	TAX-CREDIT DUE	INTEREST DUE	TOTAL DUE	
TEXAS	D 6504	6504	803	0	803	0.2000	160.60	0.00	160.60	
NEW MEXICO	D 551	551	68	0	68	0.1900	12.92	0.00	12.92	
LOUISIANA	D 538	538	66	0	66	0.2600	17.16	0.00	17.16	

Review the reported data from the program, using the following reports:

- Non-IFTA and exempt miles by report period
- Analysis of OR and ZZ jurisdictional data

Non IFTA and Exempt Miles by Report Period

JUR	Total Miles	Taxable Miles	Non IFTA Miles	Exempt Miles
MA	81,301	53,181	0	28,120
031	81,301	53,181	0	28,120
MA	88,497	50,362	0	38,135
032	88,497	50,362	0	38,135
MA	113,484	55,537	0	57,947
033	113,484	55,537	0	57,947
MA	99,619	60,991	0	38,628
ZZ	162	0	162	0
034	99,781	60,991	162	38,628
MA	88,852	52,907	0	35,945
ZZ	278	0	278	0
041	89,130	52,907	278	35,945

Analysis of OR and ZZ Jurisdictional Data

Report Period	OR		ZZ	
	Miles	Fuel	Miles	Fuel
024	507,355	99,148	0	19
031	511,630	0	0	91,173
032	538,628	101,245	0	23
033	527,319	0	0	114,032
034	559,294	0	324	125,679
041	573,604	0	556	130,037
042	673,145	151,893	162	0
043	635,812	0	104	0
044	671,823	173,532	36	0
051	697,512	153,748	0	0
052	624,075	0	0	143,331
Diesel	6,520,197	679,566	1,182	604,294
Totals	6,520,197	679,566	1,182	604,294

Initial Discussions with the Taxpayer

Before requesting records or selecting a sample, there should be a good understanding of the reported data through conversations with the taxpayer.

Here are a few questions to consider:

- Are there any questions after reviewing the Texas history?
- Special note: If there are multiple fuel types with different audit periods, ask the taxpayer WHY they are different.
- What is the size of the taxpayer's fleet?
- Does the number of decals sets issued equal the number of vehicles operated?
- What type of qualified vehicle does the taxpayer use (i.e., 1 ton, 18 wheeler, etc)?
- Does the taxpayer have bi-fuel (two fuels types consumed simultaneously) or dual fuel (two fuel types used separately) vehicles?
- Does the taxpayer purchase biodiesel fuels?
- Does the taxpayer provide regional or nationwide hauling?
- What does the taxpayer consider the average MPG to be?
- Do they "dead-head" (travel empty on the trip back)?
- Is there consistent jurisdictional activity throughout the audit period?
- Does the audit period include any periods that require special jurisdictional handling (temporary declared +disaster exemptions)?
- Does the taxpayer have fixed routing?
- Does the taxpayer have a business with substantial seasonal fluctuation in mileage amounts?
- Does the taxpayer maintain bulk fuel storage and if yes, where?
- Does the taxpayer lease vehicles? If yes, short or long term leases?

Based on internal control testing and consideration of the above factors, the auditor can determine the appropriate approach for the audit.

Some additional questions the auditor should consider in determining the appropriate approach for the audit consist of the following:

- Does the taxpayer have multiple trucks in their fleet but only one truck that travels out of state?
- Does the taxpayer have multiple trucks in their fleet that only travel to one jurisdiction?
- Does the taxpayer have any trucks in their fleet that were only in business for a short period of time (e.g., 6 months)?
- Does the taxpayer have a large number of trucks in their fleet and ALL travel out of state on fixed routes?
- Are all trucks qualified vehicles?
- Do all qualified vehicles, including those that only travel in Texas, have decals?

Reported Amount Exceptions:

If there are reporting irregularities, review an imaged copy or taxpayer copy of the IFTA return and supporting documentation indicating that the return information was entered incorrectly on our system. Then contact the IFTA Section in Account Maintenance so this error can be corrected as soon as possible.

Audit Period Exceptions:

There are occasions an audit period needs to be revised or changed by updating, removing, or adding report periods. If so, email the IFTA program administrator the following information:

- Taxpayer name
- Texas taxpayer number
- Audit period
- Problem area

The affected periods will be taken out of “audit” status to allow Account Maintenance to correct the problem. Once corrected, the IFTA program administrator will order a new .txt inload using the revised audit period or data for this account. Refer to “Temporary Manual Entry of Reported Data” in Chapter 2 for instructions how to “re-inload” .txt inload file.

Invalid Open Collection Records

Credit open collection records are normally valid, should be left open, and documented on Notes to Reviewer. Deficiency open collection records should normally be reviewed during the course of the audit and are usually included in the audit adjustments. If they are included in the audit adjustments, they are invalid and must be closed by the administrative staff in the audit field office before sending the audit to review.

Multiple Fuel Types

See Chapter 6, Special Techniques, about bi-fuel, dual-fuel and biodiesel fuel systems.

There will be occasions when there are multiple fuel types such as diesel and gasoline. Each fuel type must be considered as a separate population to either sample or detail. Fuel types will not be considered separate fleets. Fleet numbers can be duplicated for different fuel types. For example, the auditor can have Fleet 1 diesel miles and fleet 1 gasoline miles.

Each fuel type should either be sampled or detailed. The program keeps the data for the different fuel types separate. For example, the auditor can sample fleet 1 diesel miles and detail fleet 1 gasoline miles.

The same type of sample is not necessary for different fuel types. For example, the auditor may perform a truck month sample for the primary fuel type and perform a quarter sample for the secondary fuel type. However, the miles and gallons for a particular fuel type **MUST** have the same sampling method. For example, auditor will perform a truck month sample for diesel fuel for both miles AND gallons.

Part of the planning process for multiple fuel types involves maintaining uniqueness of population unit. For example a sample selection in a truck month sample for unit X for July 2003 that is gasoline would have to be different than unit XX for July 2003 for diesel. One suggestion would be to label the primary fuel type population units with numbers 1-30 and label the secondary fuel type population units with numbers 100 – 130. Remember that the program will separate by fuel type.

Taxpayer Contact Information

Entering taxpayer contact information will allow the auditor to use the templates that are incorporated into the software.

Select the Taxpayer from the List Icon

Click Info” Icon

Click “Contacts” button

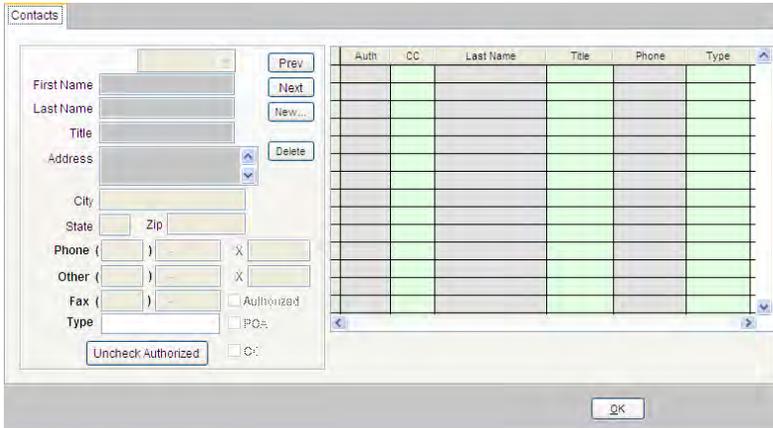
The screenshot shows a software window titled "Taxpayer Information". Inside, there is a "Taxpayer Info" section with the following fields and values:

- Name: First Trucking
- Trade Name: First Trucking
- Address: 101 Halpert
- City: Waco
- State: TX
- Zip: 76707-9999
- Business Type: Common Carrier
- Taxpayer #: 39000020758
- IFTA License #: TX90000207538

Below this section is an "Audit Period" section with:

- Audit Start Date: //
- Beginning Date: 04/01/2003
- Ending Date: 09/30/2004

At the bottom of the window are four buttons: New, Edit, Delete, and Close.



Click “New” to add a new contact

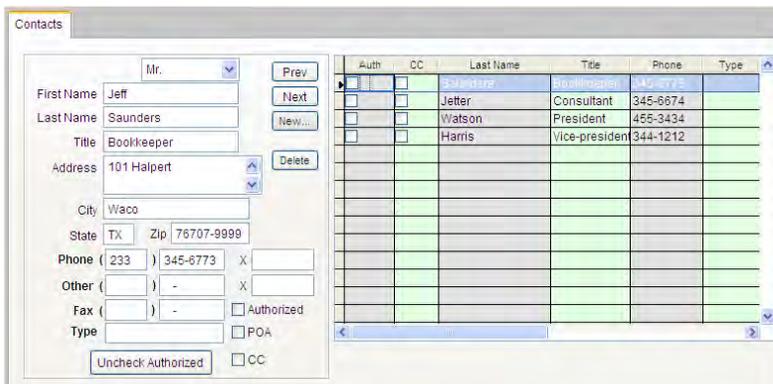
If the Address information is the master address click “Fill with Taxpayer Info” button

The field “Other” allows for a cell or other phone number

The field “Type” is for a reference entry



Once all contacts are entered the main screen has a quick grid of Last Name, Title, Phone and Type that can be sorted by clicking the desired header.



Check box selections on the left side of the individual contact

Authorized

There can be only ONE authorized contact. That contact is normally the person listed on the audit questionnaire who is authorized on behalf of the business to enter written agreements (normally an officer, partner or owner). It is not necessarily the individual selected to work with the auditor during the audit process.

Select the Authorized Person by clicking the line in the grid of the individual and clicking the check mark next to “Authorized.” Once selected, this is the authorized individual until the “uncheck Authorized” button is clicked.

POA

Individuals that represent the business but are not employees of that company must have written approval from an authorized individual (normally an officer, partner or owner) before an auditor can work with them. This written approval is normally a power of attorney, limited power of attorney or letter of authorization. If the contact is not an employee then the auditor would check this box.

CC

If a copy of the completed audit is to be sent to an address **different** from the IFTA master mailing address then check this box.

Detail Audit Approach

Request the following records:

- Complete unit list
- Workpapers used to prepare the IFTA quarterly return
- Trip sheets
- Fuel receipts

Review the complete unit list to verify that all IFTA qualified vehicles purchased during the audit period traveled to another state during the first year purchased. **If any vehicle does not meet this criterion, motor vehicle sales tax may be due.**

Problem Area – Partial Records (Detail Examination)

Assumptions:

- During conversations with the taxpayer as well as when records were obtained, the taxpayer states that the records provided are complete.
- The auditor has already conducted the pre-audit review (instructions at beginning of chapter 3).
- The auditor has requested (though not necessarily received) taxpayer-prepared summaries (while taxpayer-prepared summaries are *preferred*, they are NOT necessary since, in this instance, a detail examination is being conducted).

Scenario 1:

The taxpayer gives the auditor a “portion of the records” and no summaries.

- **When to begin fieldwork:**

If the auditor has accounted for all qualified units and verified that data for both miles and gallons is available for the same period, the auditor may proceed.

When to initially NOT begin fieldwork:

If the auditor is not certain whether documentation for all qualified units is available, the auditor should issue a 30-day letter of intent to estimate and list which records are needed (per AP 70).

If the auditor has accounted for all qualified units, but the data for both miles and gallons is not available for the same period, the auditor should issue a 30-day letter of intent to estimate and list which records are needed (per AP 70)..

After realizing that only partial records are available, the auditor should mail/provide to the taxpayer the following:

- An amended receipt for taxpayer records listing the actual records provided
- A 30-day letter stating which additional records are needed for which periods, and indicating that the audit will be estimated if records are not provided.

Scenario 2:

If the auditor knows initially that only partial records are available the auditor should mail/provide the taxpayer a 30-day letter stating which additional records are needed for which time periods and indicating that the audit will be estimated if records are not provided.

Detail Fieldwork Prior to Data Entry:

1. Reconcile the summary sheet data to the reported data.
2. Reconcile odometers.

Set up a spreadsheet to capture odometer readings for each unit for each quarter. Using the beginning odometer reading of the next quarter as the previous quarter ending odometer reading will accurately account for all miles.

Report	1998 Peterbilt			2000 Peterbilt			1998 Peterbilt			Audited	Reported	Difference
Period	Beg	End	Miles	Beg	End	Miles	Beg	End	Miles	Miles	Miles	Miles
031	-	-	-	-	-	-	-	-	-	15,092	13672	(1,420)
032	484,952	515,777	30,825	-	-	-	-	-	-	30,825	33833	3,008
033	515,777	550,687	34,910	-	-	-	-	-	-	34,910	34845	(65)
034	550,687	578,997	28,310	-	-	-	-	-	-	28,310	28187	(123)
041	578,997	615,984	36,987	-	-	-	-	-	-	36,987	37159	172
042	615,984	627,415	11,431	296,826	316,017	19,191	-	-	-	30,622	30585	(37)
043	-	-	-	316,017	350,176	34,159	-	-	-	34,159	32855	(1,304)
044	-	-	-	350,176	387,781	37,605	-	-	-	37,605	37194	(411)
051	-	-	-	387,781	420,887	33,106	-	-	-	33,106	33097	(9)
052	-	-	-	420,887	444,438	23,551	908,831	913,532	4,701	28,252	29342	1,090
										309,868	310,769	901

3. For Texas only miles and gallons by quarters, quickly review them and verify that no multi-jurisdictional activity is present.
4. Select a representative short test of at least two (2) probable sampling units to evaluate multi-jurisdictional and mathematic accuracy. Increasing the short test to greater than 25% does not require a Notification of Sampling for a detail audit. Performing a detail audit does not mean always mean all records will be reviewed.

The short test should reveal information about the following:

- Different years of operation
- ALL multi-jurisdictional activity

- Truck type changes (e.g., 1 ton to 18 wheeler)
 - Bi-fuel or dual-fuel vs. one fuel type units
 - Business activity changes
 - Reporting anomalies
 - Jurisdictions that are subject to declared disasters may temporarily suspend their tax.
- Note: If the auditor is performing a one truck or detail audit, this quarter will need to be included as part of the short test.

By reconciling the summary data, odometer data and reviewing Texas only quarters, the auditor should be able to identify any material errors. After performing these procedures, the auditor should select an adequate short test of quarters (at least two (2)) to evaluate multi-jurisdictional and mathematic accuracy. The auditor could discontinue examination for jurisdictional errors in the other quarters if no material errors are identified in this step.

5. Sample unit Notation

Use the Texas History and establish correspondence for each quarter or population unit number. If the audit period began with the first quarter of 2008 (081) then that period would be SP1 and 082 would be SP2.

Sample Audit Approach

Tailoring the Sample

Audit Division has a sampling manual, and the auditor should be familiar with the procedures outlined in that manual. IFTA follows the same sampling guidelines as other taxes. The auditor should have a good understanding of sample selection in CATS (Comprehensive Audit Tax System) as well as sampling and evaluation techniques. This manual highlights sampling procedures that deal specifically with IFTA audits.

Identifying appropriate subpopulations (homogeneous groups) will increase the accuracy of a sample. Considering some of the following questions will assist the auditor with this process:

- What is the size of the taxpayer's fleet?
- What is the unit type? (e.g., 1 ton or 18-wheeler?)
- Does the taxpayer have bi-fuel or dual-fuel or one-fuel type units?
- Is hauling regional or nationwide?
- Is jurisdictional activity throughout the audit period?
- What is the audit period?
- Does the taxpayer have fixed routing?
- Are there any special exemptions?
- Is there any seasonal activity?

The following examples indicate that an auditor should consider defining the population into more homogeneous groups prior to sampling:

- A taxpayer began operations with 1 unit at the beginning of the audit period and had 36 units by the end of the audit period.
- A taxpayer had three 1-ton trucks with trailers at the beginning of the audit period and had three 18-wheelers by the end of the audit period.

- A taxpayer has four (4) regional hubs that run independently of each other. Also, for clerical purposes, the taxpayer has one qualified gasoline unit that goes to all hubs.
- A taxpayer uses seasonal routing.

A suggested approach for the four (4) hubs example would be to have four (4) separate populations for each region. The approach for the gasoline unit would be to perform a detail review.

MPGs should always be evaluated. Review of the truck activity report may reveal that the MPGs vary greatly. A suggestion for the variance of MPGs might be to define the low, middle and high MPGs.

Once the population is defined, the auditor can randomly select the sample. In addition to ensuring that the sample evaluates, the auditor should also note whether the number of jurisdictions selected in the sample are proportionate to the population and whether jurisdictional percentages are in line. The sample should be representative of the population.

Initially it may be possible to evaluate the bases but not the jurisdictions. In this event, the auditor should evaluate the jurisdictional results as the fieldwork proceeds, understanding that additional sample units may need to be selected to better represent the jurisdictional activity.

Using the minimum sample units (e.g., 30 in a truck month sample) is a starting point. It may be necessary to select additional items if evaluations indicate skewed jurisdictional percentages or very few jurisdictions in the sample. In the initial stages of sample selection, if the records allow it, review the number of jurisdictions that will be in the sample and their percentage of the whole.

Sample Type and Records Needed

IFTA qualified units

Review the complete unit list to make sure all IFTA qualified vehicles that were purchased during the audit period traveled to another state during the first year of operation. If any vehicle does not meet this criterion, motor vehicle sales tax may be due.

Truck Month (30 – 80 minimum)

- Complete unit list
- Truck activity report by month
- Taxpayer summary by jurisdiction (tying each unit by month to the quarter reported amount)
- Trip sheets
- Fuel receipts

Truck Quarter (30 – 80 minimum)

- Complete unit list
- Truck activity report by month
- Taxpayer summary by jurisdiction (tying each unit by month to the quarter reported amount)
- Trip sheets
- Fuel receipts

Truck Week (50)

- Complete unit list
- Truck activity report by month
- Taxpayer summary by jurisdiction (tying each unit by month to the quarter reported amount)
- Trip sheets

- Fuel receipts

Quarter (6)

- Complete unit list
- Taxpayer summary by jurisdiction(tying each unit by quarter to the quarter reported amount)
- Trip sheets
- Fuel receipts

Truck Activity Report

Initially in any sample approach, except a quarter sample, request a truck activity report or use the one provided (see below). The taxpayer may be able to provide a list of all units by month showing miles and gallons. It would be beneficial if the report was in electronic format rather than paper. List only truck activity months.

Truck#						
Month						
2007-01						
2007-02						
TOTAL GALLONS BY TRUCK BY MONTH						
Truck#						
Month						
2007-01						
2007-02						

It is possible that the taxpayer may provide the auditor with paper or a PDF file on a disk. Complete and follow the PDF file form.

File Conversions

If the auditor requests a truck activity report and the taxpayer gives the auditor an electronic version of a PDF or TXT file, there are Excel conversion possibilities.

To request that the files are converted into Excel, email the following form to the Team Leader of the Computer Audit, Information & Support Group in Audit Headquarters.

The team leader will assign a Computer Audit Specialist (CAS) to convert the files. After receiving the assignment, the CAS will contact the auditor. The auditor can email the file to the assigned CAS unless it is a big file, then it can be placed on the O drive. It will take approximately five (5) working days to convert the data. Please do not send a file that is less than ten (10) pages of data.

The CAS is required to charge time to the audit for processing data when the time required exceeds one hour.

Fuels Reports Conversion

Date

Taxpayer Name

Taxpayer #

IFTA

Audit Period

Auditor Name
 Auditor Phone #
 # of PDF pages
 Data (Columns) that can be left out

Estimate how much time it would take to manually enter the data.

Once received, perform the following:

- Sort truck months by unit by month – Identify any skips from month to month. Review some to verify all data was provided, or that there are no gaps in miles.
- Sort truck months by quarter - All truck months in summary should equal the quarterly reported data.
- Review for MPG, miles, or fuel irregularities. There may be high MPGs, miles without fuel, or fuel without miles.
- Verify the number of units in the quarter as well as for Jurisdictions that are subject to disaster exemptions that suspend temporarily their tax rate
- If any problems are identified, ask the taxpayer to review and make any necessary corrections.

Disaster Issue

Occasionally jurisdictions that have a declared disaster suspend their tax for a specified period of time.

The miles and gallons will be reported as TOTAL but not as TAXABLE or TAX PAID. For the program, this means that any miles or gallons from the affected Jurisdiction during this period should be listed as ZZ. The adjustment, if reported incorrectly, would be “Wrong jurisdiction”.

If performing a quarter sample, detail the affected quarter on Fleet 2. To select the sample for Fleet 1 list all quarters except the affected quarter into the random number selection.

If performing a month sample, detail the affected month on Fleet 2. To select the sample for Fleet 1 list all months except the affected month into the random number selection.

If performing a truck month sample, select a minimum of 30 truck months for EACH fleet. The sample within the month of the affected quarter will be in Fleet 2. If there are less than 30 truck months in the affected month, then detail those truck months in Fleet 2. To select the sample for Fleet 1, list all truck months except the affected month into the random number selection.

Sample Selection

Once the defined areas are determined, prepare a spreadsheet of the truck months for that defined population and list a simple transaction sequence. It is normal when dealing with truck units that occasionally all units are not operating in ALL periods of the audit. As previously mentioned, test these to verify that there are no gaps or zero periods. In general, if possible, eliminate the truck months with zeros from the population initially. Another approach is to use the CATS program and list by unit the operating months of each unit.

Select	Smonth #	Smonth	Unit #	Miles	Gallons	MPG	ST
1	1941	0502	260	16,365	2,405	6.8	
2	1870	0501	224	18,754	2,754	6.81	

If the “zero” truck months cannot be determined, show them in the population as well as the sample selected. If thirty (30) truck months are selected and there are five (5) are zero periods, they CANNOT be deleted from the population and sample; select five (5) more random units with activity. The number of sample units would be thirty-five (35) – not thirty (30) (assuming the five (5) additional randomly selected units had activity).

Though miles and fuel will be independently sampled and projected, there is a relationship between the two and must be maintained. If there are 0 periods in either miles or fuel, the truck month would be counted as a 0 period for both miles and fuel. At least 30 sample units of miles and fuel in the same truck months is necessary for an adequate sample.

If selecting truck months from the CATS program, design a monthly or transaction sample. The same selected sample should be used for miles and gallons. This will allow for the matching of miles and fuel.

Evaluation of the Selected Sample

It is VERY important to evaluate the bases, the jurisdictional activity of the population, and the sample before proceeding with the short test data entry.

Remember to evaluate miles AND gallons. Both should have data and should evaluate.

Full Sample

		<u>Miles</u>	
		<u>Population</u>	<u>Sample</u>
(a)	Miles	32,298,785	496,640
(b)	# of units	2,005	30
(c)	Average (a / b)	16,109	16,555
(d)	Base percentage =lower average /higher average	97.31%	
(e)	Variation percentage =1-(d)	2.69%	

		<u>Gallons</u>	
		<u>Population</u>	<u>Sample</u>
(a)	Gallons	5,077,038	77,569
(b)	# of units	2,005	30
(c)	Average (a / b)	2,532	2,586
(d)	Base percentage =lower average /higher average	97.91%	
(e)	Variation percentage =1-(d)	2.09%	

Selection and Evaluation of the Short Test

A short test is 25% of the selected population units. Since sample \ population base as well as miles \ gallons jurisdictional information must be attained, a short test may need to exceed the 25%. If that is necessary, the auditor should issue a Notification of Sampling form to the Taxpayer. In selecting a short test, “In the order originally selected” is usually not the best idea unless this selection evaluates (overall and by jurisdiction). It is generally preferred to sort the entire sample by date, by unit and select every nth item for the short test rather than review the first 25% selected. This will usually produce a short test more likely to

evaluate. (By using a short test that evaluates overall and by jurisdiction, the auditor may use the sample evaluation reports from the program in the audit plan.)

It is VERY important to evaluate the bases, the jurisdictional activity of the population, and the short test **before** proceeding with the short-test data entry. It may be necessary to short test more than 25% to include enough jurisdictional activity. If an auditor reviews more than 25% a Notification of Sampling should be issued to the Taxpayer.

	Miles		Gallons	
	Population	Short Test	Population	Short Test
Total	32,298,785	119,244	5,077,038	18,832
Units	2,005	8	2,005	8
Average	16,109	14,906	2,532	2,354
Variation percentage	7.47%		7.03%	

Problem Area – Partial Records (Sample Examination)

Initially, if the taxpayer does not present summary sheets by jurisdiction by sample period, allow the taxpayer 30 days to re-create and provide all summary sheets. The auditor should note any differences from the summary sheets to reported amounts.

1. **After the taxpayer re-creates the summary sheets, the auditor should account for any differences.**

- Possible differences:
 - Missing unit
 - Missing month
 - Missing jurisdiction
 - Mathematical errors
- Is the difference recurring or isolated?
 - Recurring – If the differences are recurring and no exact reason can be determined for the differences, the auditor should use the recreated summary sheets and sample.
 - Isolated – If the difference appears isolated, the auditor could create a Fleet 2 and make a summary adjustment.

After accounting for the differences, the auditor should use the summary sheets for reported sample base amounts. Also, for the short-test, the auditor should review the base evaluation, rolup, and quarter MPG to determine if the sample is representative of the population.

2. After the taxpayer recreates and provides the summary sheets and no errors are noted, the auditor should use the summary sheets for reported sample base amounts. For the short-test, the auditor should review the base evaluation, rolup, and quarter MPG to determine if the sample is representative of the population.

Incomplete Summary Records and/or Source Documents

The auditor should issue a 30-day letter requesting all records needed and should state in the letter that an estimate will be performed if the records are not provided.

If part of the audit period has complete summary records and source documents for miles and gallons, the auditor may sample or detail these periods of the audit. This information may then be used to estimate the period of the audit for which records are incomplete.

Fleet Auditing

Fleet auditing allows the auditor to divide a population into homogeneous groups (or sub-populations). The auditor may decide to sample one sub-population and detail another. For example, the auditor may sample all periods except for a time frame and/or a particular jurisdiction such as an exemption in a declared disaster area.

Fleet auditing requires that the minimum sample units used in EACH fleet. For example, the auditor may select forty-five (45) sample units for Fleet 1 but select only the minimum of thirty (30) sample units for Fleet 2.

Generally, the larger population will be represented as Fleet 1. Smaller populations or detailed items will be represented as Fleet 2.

Example of fleet data:

Fleet 1			
Period	Jur	Miles	Gallons
1 - 2/2003	TX	2300	200

Fleet 2			
Period	Jur	Miles	Gallons
3/2003	TX	1201	130

A taxpayer having several fleets or regions, does not necessitate the use of fleet auditing. As discussed earlier, an overall sample with a representative amount of fleet or regional activity will yield the same results in less time.

**Warning – If the auditor decides to set-up more than one fleet and for ANY reason changes the audit period requiring a “re-inload”, ALL fleet data will need to be RE-ENTERED except for Fleet 1. All reporting exceptions should be accounted for before entering fleet population data.

Fleet Population Entry

Click the “List” icon.

Select the audit.

Click “OK” to close the list screen.

Click the “Pop” icon.



There are several entry options depending on how the data is sorted: fuel type, jurisdiction, and return period.

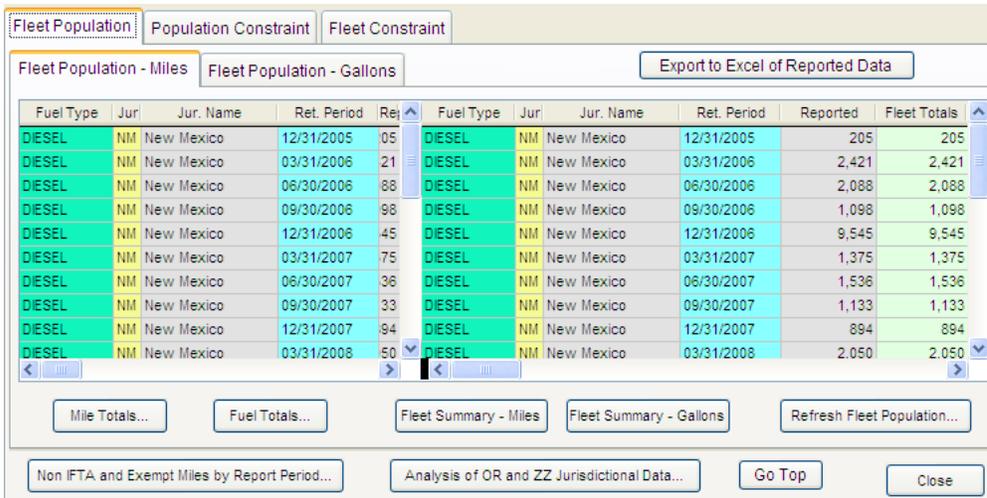
There are two tabs: miles and gallons.

Click Fleet 2 by miles or fuel and enter the appropriate amount.

By continuing to enter information for Fleet 2 or any subsequent fleets, Fleet 1 amounts will decrease automatically.

Summary totals can be verified by selecting “Mile Totals” and “Fuel Totals.” Also, there are two reports “Fleet Summary – Miles” and “Fleet Summary - Gallons.” The data can be sorted on the column headers by clicking the header.

After entering miles and gallons, click “Close” to save the data.



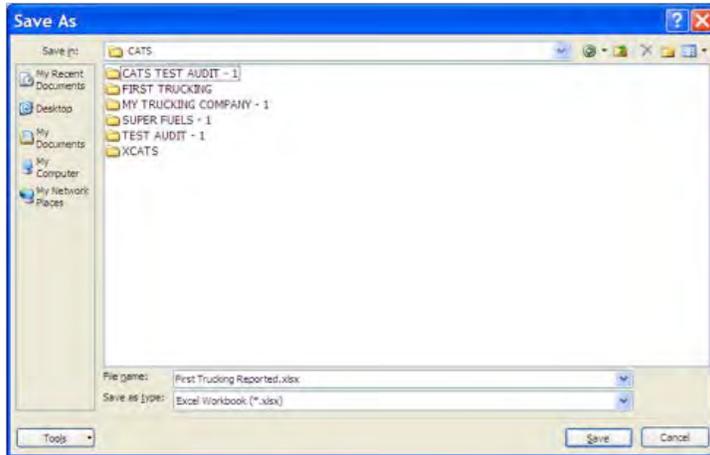
Export Reported Data to Excel

There is an option of exporting the reported data to an excel spreadsheet.

Click the “Export Reported Data to Excel” button

It will allow the auditor to select the directory to save it

Once the directory is selected click “Open” then click “Save”



The file will be saved and the excel spreadsheet file will open up.

7	Fuel Type	Fleet #	Return Period	Jur	Jur Name	Miles	Gallons
8							
9	DIESEL	1	06/30/2003	AL	Alabama	772	234
10	DIESEL	1	06/30/2003	AL	Alabama	772	234
11	DIESEL	1	06/30/2003	AZ	Arizona	1,980	235
12	DIESEL	1	06/30/2003	AZ	Arizona	1,980	235
13	DIESEL	1	06/30/2003	CA	California	3,324	360

Summary Fleet Entry

There are occasions when summary data needs to be entered as another fleet, but there is no separate fleet to enter (e.g., additional miles or fuel that were never a part of the original reported data.)

Go to the “Pop” screen.

Select a period and jurisdiction that will be in fleet 2. Enter one (1) mile in “Fleet Population – Miles”, and, in the same period and jurisdiction, enter a one (1) in “Fleet Population – Gallons.”

Now the system will accept entry into Fleet 2.

Fuel Type	Jur	Jur. Name	Ret. Period	Jur. Name	Ret. Period	Reported	Fleet Totals	Fleet 1	Fleet 2	Fleet 3
Diesel	AZ	Arizona	03/31/2001	Arizona	03/31/2001	31,984	31,984	31,984	0	0
Diesel	CA	California	03/31/2001	California	03/31/2001	155,821	155,821	155,821	0	0
Diesel	ZZ	ZZ Non IFTA	03/31/2001	ZZ Non IFTA	03/31/2001	0	0	0	0	0
Diesel	AZ	Arizona	06/30/2001	Arizona	06/30/2001	42,245	42,245	42,245	0	0
Diesel	CA	California	06/30/2001	California	06/30/2001	154,375	154,375	154,375	0	0
Diesel	NV	Nevada	06/30/2001	Nevada	06/30/2001	560	560	560	0	0
Diesel	ZZ	ZZ Non IFTA	06/30/2001	ZZ Non IFTA	06/30/2001	0	0	0	0	0
Diesel	AZ	Arizona	09/30/2001	Arizona	09/30/2001	28,520	28,520	28,520	0	0
Diesel	CA	California	09/30/2001	California	09/30/2001	169,714	169,714	169,714	0	0
Diesel	NV	Nevada	09/30/2001	Nevada	09/30/2001	1,498	1,498	1,498	0	0

Constraints

Occasionally, a particular jurisdiction or report period should not be projected.

Constrained periods or jurisdictions will remain as part of the overall sample but will not be projected.

Constraints are not used in a detail audit.

Constraining a period with adjustments DOES NOT alter the jurisdictional error percentage.

Constraining a period or jurisdiction constrains the miles AND gallons.

A particular fleet or the entire population can be constrained.

Example:

Fuel Type	Jur	011	012	013	014	021	022	023	024	031	032	033
Diesel	AZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Diesel	CA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Diesel	NV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Diesel	ZZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								

012 Population Base

Audited Jur	Reported Jur	Reported Fleet Base	Global Constraint	Fleet Constraint	Net Fleet Reported Amount	Reported Extraordinary Items	Population Base
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Sample	Returns	Reported Amounts	Exhibit	Exhibit	Col 3 - 4 - 5	Exam D	Col 6 - 7
AZ	AZ	42,245	42,245	0	0	0	0
CA	CA	154,375	154,375	0	0	0	0
NV	NV	560	560	0	0	0	0
Totals		197,180	197,180	0	0	0	0

012 Audited Amount

Audited Jur	Reported Jur	Audited Amount by Fleet - Diesel	Global Constraint	Fleet Constraint	Fleet Extraordinary Items	Audited Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Returns	Returns	Audited Amount by Fleet	Exam E	Population Base Fleet Constraints	Exam D	Sum of 3 thru 6
AZ	AZ	0	42,245	0	0	42,245
CA	CA	0	154,375	0	0	154,375
NV	NV	0	560	0	0	560
Totals		0	197,180	0	0	197,180

Constraint Entry

Go to “List” and select the audit.

Click “OK” to close the “List” screen.

Click the “Pop” icon.



There are two tabs: Population and Fleet Constraint. Click the one needed.

Fuel Type	Jur	Jur. Name	Ret. Period	Reported	Fleet Totals	Fleet 1	F
Diesel	CA	California	03/31/2003	29,924	29,924	29,924	0
Diesel	CA	California	06/30/2003	30,183	30,183	30,183	0
Diesel	CA	California	09/30/2003	31,539	31,539	31,539	0
Diesel	NV	Nevada	06/30/2001	560	560	560	0
Diesel	NV	Nevada	09/30/2001	1,498	1,498	1,498	0
Diesel	ZZ	ZZ Non IFTA	03/31/2001	0	0	0	0
Diesel	ZZ	ZZ Non IFTA	06/30/2001	0	0	0	0
Diesel	ZZ	ZZ Non IFTA	09/30/2001	0	0	0	0
Diesel	ZZ	ZZ Non IFTA	12/31/2001	0	0	0	0
Diesel	ZZ	ZZ Non IFTA	03/31/2002	0	0	0	0

Population Constraint Entry

Click the “Refresh Population Constraints” button to refresh the screen.

An individual box for a fuel type and/or a particular jurisdiction in a specific report period can be constrained.

Clicking the “Report Period Header” will “check” all jurisdictions of a particular report period.

Highlight a particular jurisdiction and quickly double-click it. This will “check” all periods of a particular jurisdiction. Quickly double clicking again will “uncheck” all of them.

Click “Close”. The changes will be automatically saved.

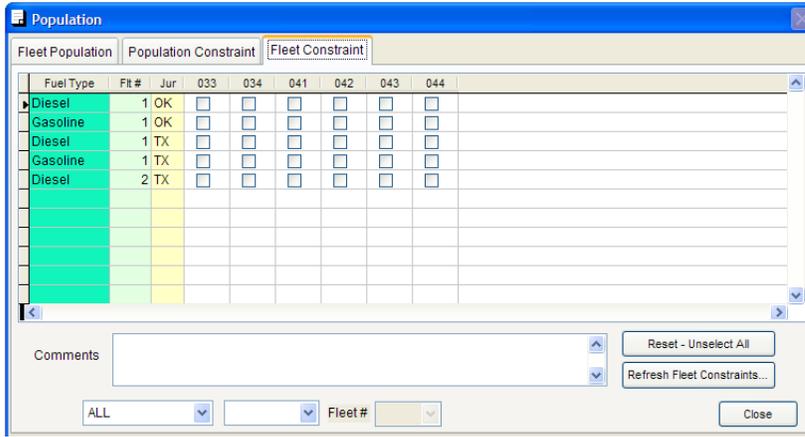
Fuel Type	Jur	011	012	013	014	021	022	023	024	031	032	033
Diesel	MO	<input type="checkbox"/>										
Diesel	NM	<input type="checkbox"/>										
Diesel	NV	<input type="checkbox"/>										
Diesel	OK	<input type="checkbox"/>										
Diesel	TX	<input type="checkbox"/>										
Diesel	UT	<input type="checkbox"/>										
Diesel	WI	<input type="checkbox"/>										
Diesel	ZZ	<input type="checkbox"/>										

Fleet Constraint Entry

Click the “Refresh Population Constraints” button to refresh the screen.

Click an individual box for a fuel type and/or a particular jurisdiction in a specific report period.

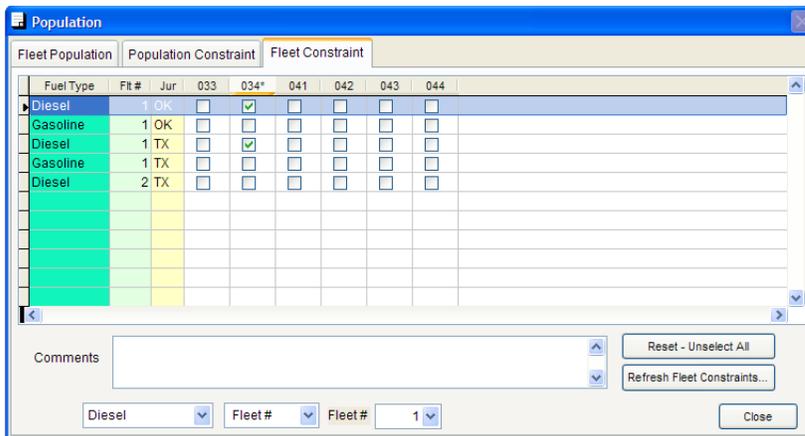
Select a particular jurisdiction and quickly double-click it. This will “check” all periods of a particular jurisdiction. Quickly double-clicking again will “uncheck” all of them.



The three (3) drop down boxes at the bottom of the screen allow an auditor to select a group of fuel types or fleets to change.



Example – Selecting Diesel – Fleet# – 1 and clicking only the fourth quarter of 2003 (034) Report Period Header will place check marks in the boxes for diesel, Fleet#1, for 034.



When finished, click close. The information will be automatically saved.

Chapter 4

Miles

Miles Entry Screens

Using the “List” icon first select the taxpayer.

Click the “Trips” icon.



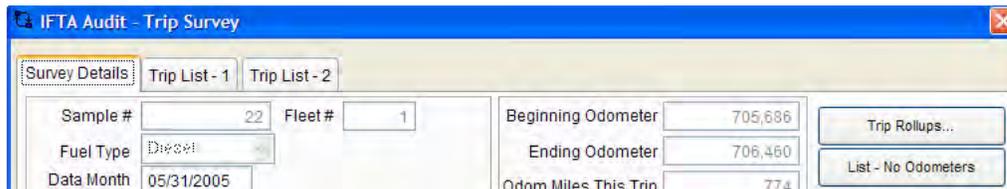
All general trip information is listed on a “Trip Survey” screen. The actual miles and jurisdiction data is listed on a “Trip Detail” screen.

The “Trip Survey” screen has three (3) tabs.

“Survey Details” – Miles data entry screen

“Trip List – 1” – Summary data to view

“Trip List – 2” – Summary data to view



Survey Details Tab

Sample # - This is a unique number assigned to each population unit (Sample #) by the auditor. The number is assigned by fuel type by fleet. If the population units are quarters the number of population units will equal the number of quarters in the audit period. If the population units are truck months the population units will equal the number of trucks times the number of months each truck operated in the audit period. Each population unit for a fuel type will have an individual identifying number limited to nine (9) digits.

“Fleet #” - Select the proper fleet #. This is usually “1” unless additional fleets have been created.

“Fuel Type” – Select the proper fuel type (i.e., diesel)

“Data Month” – This is the ending date of the sample unit. For example if the sample unit is a quarter such as the first quarter of 2007 (071), the ending date is 03/31/07. For example if the sample unit is truck month for unit 121 in February 2007, the ending date is 02/28/07.

“Trip Dates” – These are the “Beginning” and “Ending” trip dates.

“Unit Number” – This represents the vehicle being examined.

“Trip #” - If the taxpayer has a numbering system, the auditor should use it. If the taxpayer does not have a numbering system, the auditor should enter by unit and ending trip date. For example, unit 133 with a trip ending date of 06/23/07 would be 13370623. The Trip # field is limited to 9 digits.

“Driver Name” –Enter the driver’s name.

“Depart From – Origin of Trip”. If this is not the first trip in a sample unit, the “arrive point” from the previous trip will be automatically filled. Use this entry to eliminate gaps.

“Arrive Point” – The final destination of the trip.

NOTE: To edit or revise the “Depart From” city, jurisdiction abbreviation, “Arrive Point” city, jurisdiction abbreviation or “Via Points,” click “edit | arrive point jurisdiction abbreviation” to reset the fields.

“Comment field” – This allows comments or intermediate stops.

To enter intermediate stops, enter city and jurisdiction locations or a zip code.

Begin with an opening Bracket ([) enter the city (space) jurisdiction abbreviation or the zip code, and use a closing bracket (]).

If there is more than one city jurisdiction or zip code, begin with an opening bracket ([) enter the city (space) jurisdiction abbreviation or zip code, and, without spaces, enter a semicolon (;) and, without spaces, enter the next city (space) jurisdiction abbreviation or zip code. For example adding Big Spring TX and Lorena TX, enter as [Big Spring TX;76643;Lorena TX].

“Beginning Odometer” –Enter the beginning trip odometer or hub meter. If this is not the first trip in a sample unit, the ending odometer from the previous trip will be automatically filled. Use the beginning odometer entry to eliminate gaps. If there are no odometers, enter zero.

“Ending Odometer” – Enter the ending trip odometer or hub meter. If there are no odometers, enter zero.

The screenshot shows the 'Survey Details' section with the following data: Sample # 1234567890, Fleet # 1, Fuel Type DIESEL, Data Month 09/30/2003, Trip Dates 07/03/2003 to 07/03/2003, Unit Number 428, Driver Name Savage, Depart From Pharr, and Arrive Point Portland. The 'Trip Points' section is currently empty. The 'Jur Aud Miles Applied' is 2,445. Buttons for 'Find Orphaned Fuel Tickets' and 'Adjustment Report' are visible.

Specialty Reports

Two reports are available on this screen:

1. Find Orphaned Fuel Receipts
2. Adjustment Report

This screenshot is identical to the previous one, but the 'Find Orphaned Fuel Tickets' button is highlighted in blue, indicating it is the selected function.

Find Orphaned Fuel Tickets

This is a function as well as a report. The software will match any fuel receipt whose trip data is “exact” with a trip sheet that was not initially entered into the software through the Trip Survey screen.

If all fuel receipts are matched then the auditor will get the following message:



By selecting the buttons at the bottom, different summary data is displayed.

This is normally used to compare the reported amounts that have been entered by the auditor to the TX history reported amounts.

Roll up data can be exported to excel by clicking “Send selection to excel” then clicking the data to export.

Fuel Type	Fit #	SP	Unit No.	Trip Date	Trip No.	Miles Reported	Miles Audited	Difference
▶ DIESEL	1	1	101	09/09/2006	060908-101	1,642	2,070	428
DIESEL	1	1	101	09/10/2006	060910-101	1,471	1,587	116
DIESEL	1	1	101	09/13/2006	061223-101	1,923	1,664	-259
DIESEL	1	1	101	09/14/2006	060914-101	597	543	-54
DIESEL	1	1	101	09/15/2006	060915-101	656	656	0
DIESEL	1	1	101	09/25/2006	060925-101	2,159	1,881	-278
DIESEL	1	1	101	09/27/2006	060927-101	611	771	160
DIESEL	1	1	101	10/16/2006	061016-101	3,136	4,935	1,799
DIESEL	1	1	101	10/20/2006	061020-101	1,911	1,952	41
DIESEL	1	1	101	10/20/2006	061020-101	0	1,379	1,379
DIESEL	1	1	101	10/25/2006	061025-101	2,621	2,816	195
DIESEL	1	1	101	10/30/2006	061030-101	1,741	2,913	1,172
DIESEL	1	1	101	11/06/2006	061106-101	1,638	2,420	782
DIESEL	1	1	101	11/09/2006	061109-101	1,810	2,371	561
DIESEL	1	1	101	11/16/2006	061116-101	931	3,381	2,450

Fuel Type	Fleet Number	Sample Number	Unit Number	Trip Number	Details
Fuel Type - Jurs	Fleet Number	Sample Number	Unit Number	Trip Number	Jurs
Fuel Type - Per.	Fleet Number	Sample Number	Unit Number	Trip Number	Data Month
Fuel Type - P & J	Fleet Number	Sample Number	Unit Number	Trip Number	Period & Jurs

95 Count Send selection to Excel... Close

List – No Odometers Screen

This allows the auditor to see data without the odometer fields.

The screenshot shows the 'IFTA Audit - Trip Survey' window. It has tabs for 'Survey Details', 'Trip List - 1', and 'Trip List - 2'. The 'Survey Details' tab is active, displaying various input fields and summary statistics.

Sample #	1	Fleet #	1	Beginning Odometer	272,312
Fuel Type	Diesel			Ending Odometer	273,782
Data Month	06/30/2001			Odom Miles This Trip	1,470
Trip Dates	03/29/2001	to	04/01/2001	Reported Miles	1,235
Unit Number	10	Trip #	123060503	Miles Over or Short	235
Driver Name	123			Jur Aud Miles Applied	1,470
Depart From	Tracy				

Buttons on the right side include: Trip Rollups..., List - No Odometers, Export Trip Info to Excel..., and Export Details to Excel...

The data can be sorted on the column headers by clicking the header.

The screenshot shows the 'IFTA Audit - Trip Listing' window with a table of trip data. A button 'Export Trip Info to Excel...' is visible at the top right. The table has columns for Fuel Type, Flt #, SP, Unit No., Trip No., Trip Date, Reported Miles, Audited Miles, and Difference. A 'Totals' row is at the bottom of the table.

Fuel Type	Flt #	SP	Unit No.	Trip No.	Trip Date	Reported Miles	Audited Miles	Difference
Diesel	1	1	428	428030605	06/03/2003	2,666	2,666	0
Diesel	1	1	428	428030610	06/05/2003	3,347	3,347	0
Diesel	1	1	428	428030616	06/11/2003	2,712	2,712	0
Diesel	1	1	428	428030623	06/16/2003	3,755	3,755	0
Diesel	1	1	428	428030630	06/23/2003	2,749	2,749	0
Diesel	1	2	428	428030707	07/03/2003	2,134	2,134	0
Diesel	1	2	428	428030711	07/08/2003	2,667	2,667	0
Diesel	1	2	428	428030715	07/12/2003	2,302	2,302	0
Diesel	1	2	428	428030720	07/16/2003	3,485	3,485	0
Diesel	1	2	428	428030731	07/21/2003	1,225	1,225	0
Diesel	1	2	428	428030808	08/05/2003	1,887	1,887	0
Diesel	1	2	428	428030821	08/20/2003	944	944	0
Diesel	1	2	428	428030824	08/22/2003	876	876	0
Diesel	1	2	428	428030826	08/24/2003	503	503	0
Diesel	1	2	428	428030828	08/27/2003	749	749	0
Totals						1,191,215	4,394,438	-3,203,223

At the bottom left, it says '115 Trip Count'. A 'Close' button is at the bottom right.

“Export Trip Info to Excel” Button

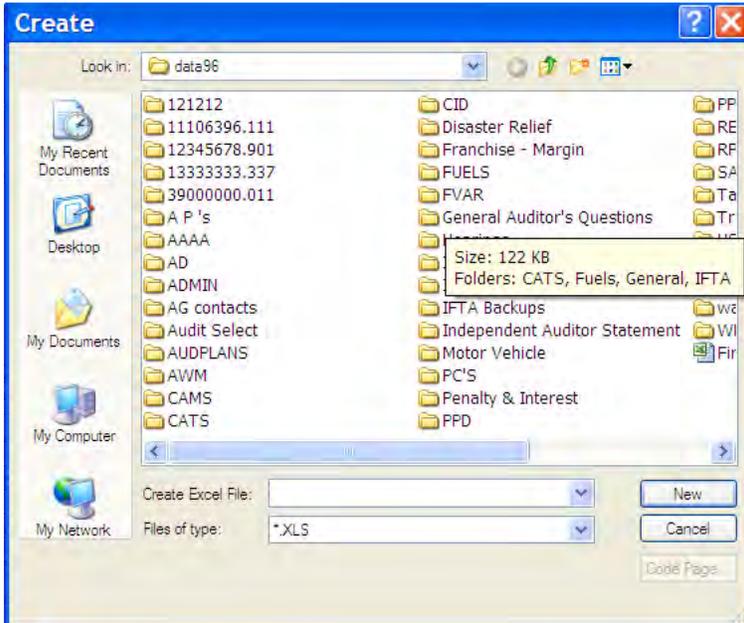
This button is used to export the data to an Excel spreadsheet from the data in the **Trip Survey Screens**.

This screenshot is identical to the one above, showing the 'IFTA Audit - Trip Survey' window. The 'Export Trip Info to Excel...' button on the right side is highlighted with a yellow background, indicating it is the focus of the instruction.

Click “Export Trip Info to Excel”.

Save the file to a desired location.

Click “New”



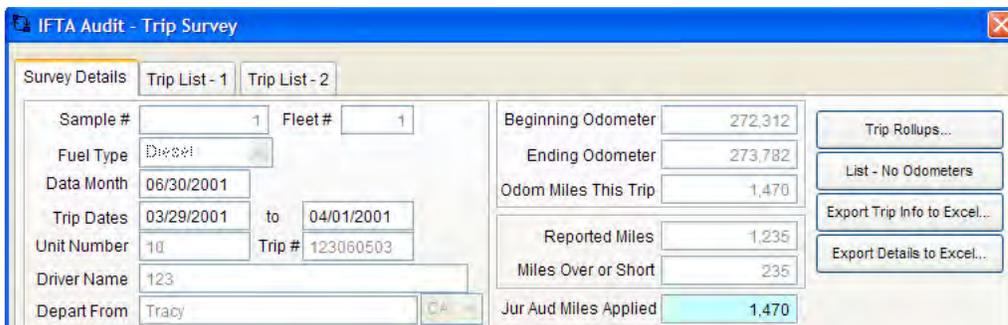
Open Excel.

Click “File | Open”. Select the newly created file and double-click it.

fueltype	fleetno	sampleperiod	triptr	unitno	trigno	tripdate	tripenddate	begodom	endodom	missm	milesrep	cummisss	milesaud	deppoint	anpoint	dear	depcity	ancity	drivernm
Diesel	1	1234567890	30-Sep-03	428	428030703	01-Jul-03	03-Jul-03	561267	563640	2373	2373	0	2373	Santa Fe Springs	New Orleans	C/L	Santa Fe Springs	New Orleans	Savage
Diesel	1	2	30-Sep-03	428	428030707	03-Jul-03	07-Jul-03	563640	565774	2134	2134	0	2134	New Orleans	Santa Fe Springs	L/C	New Orleans	Santa Fe Springs	Savage
Diesel	1	2	30-Sep-03	428	428030711	08-Jul-03	11-Jul-03	565774	568441	2667	2667	0	2667	Santa Fe Springs	Forest Park	C/G	Santa Fe Springs	Forest Park	Savage
Diesel	1	2	30-Sep-03	428	428030715	12-Jul-03	15-Jul-03	568441	570743	2302	2302	0	2302	Forest Park	Las Vegas	G/W	Forest Park	Las Vegas	Savage

Export Details to Excel Button

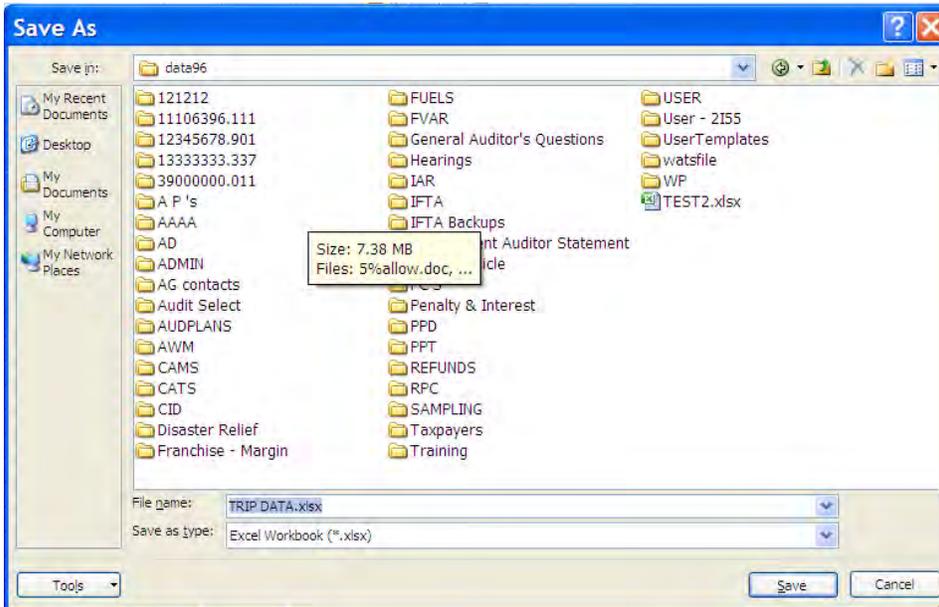
This button is used to create an Excel spreadsheet of the data in the Trip Detail Screen.



Click “Export Trip Info to Excel”.

Save the file to a desired location.

Click “New”



Open Excel.

Click “File | Open”. Select the newly created file and double-click it.

sampleperiod	fueltype	fleetno	jur	drivernm	adjustment	jretperiod	jtripdate	jtripno	junitno	repadj	audadj	post	aud	rep
1	Diesel	1	AL	Larry		30-Jun-03	10-Jun-03	428030610	428				259	259
1	Diesel	1	AL	Larry	Math Error	30-Jun-03	16-Jun-03	428030616	428	127	214	TRUE	214	127
1	Diesel	1	AL	Larry		30-Jun-03	23-Jun-03	428030623	428				256	256
1	Diesel	1	AL	Larry	Math Error	30-Jun-03	30-Jun-03	428030630	428	130	233	TRUE	233	130
1	Diesel	1	AZ	Larry		30-Jun-03	05-Jun-03	428030605	428				391	391
1	Diesel	1	AZ	Larry		30-Jun-03	10-Jun-03	428030610	428				393	393

Additional Columns not visible on the Trip Detail Screen

Repadj / Audadj / Post – These columns indicate whether or not an adjustment has been posted. **More details on Posting will be discussed in Chapter 6 – Adjustments.** When an adjustment is not posted, it is not considered an adjustment.

Post column will indicate “False” instead of “True”.
 Repadj column will indicate reported miles.
 Audadj column will show reported miles as audited miles.

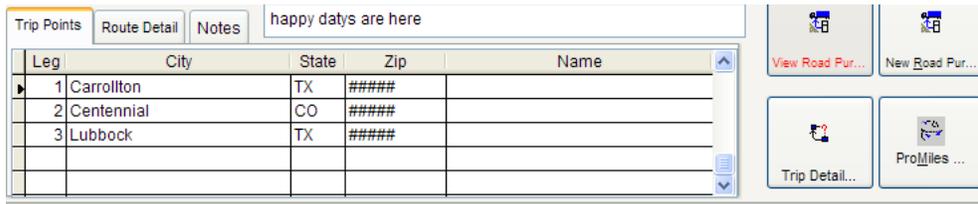
The amounts that will continue through the sample will be the “adj” amounts. Therefore, only posted adjustments will accumulate as an error rate.

sampleperiod	fueltype	fleetno	jur	drivernm	adjustment	jretperiod	jtripdate	jtripno	junitno	repadj	audadj	post	aud	rep
1	Diesel	1	AL	Larry		30-Jun-03	10-Jun-03	428030610	428				259	259
1	Diesel	1	AL	Larry	Math Error	30-Jun-03	16-Jun-03	428030616	428	127	214	TRUE	214	127
1	Diesel	1	AL	Larry		30-Jun-03	23-Jun-03	428030623	428				256	256
1	Diesel	1	AL	Larry	Math Error	30-Jun-03	30-Jun-03	428030630	428	130	233	TRUE	233	130
1	Diesel	1	AZ	Larry		30-Jun-03	05-Jun-03	428030605	428				391	391
1	Diesel	1	AZ	Larry		30-Jun-03	10-Jun-03	428030610	428				393	393

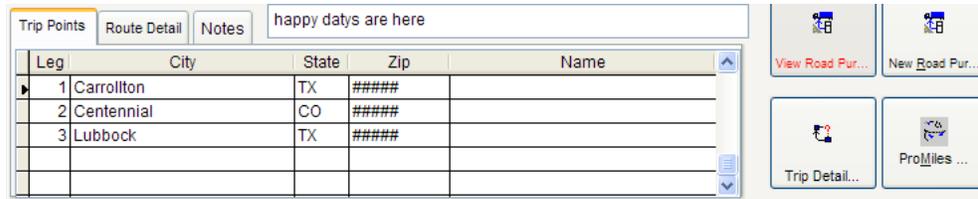
sampleperiod	fueltype	fleet	jur	drivernm	adjustment	iretperiod	itripdate	itripno	junitno	repadj	audadj	post	aud	rep
1	Diesel	1	AL	Larry		30-Jun-03	05-Jun-03	428030610	428				259	259
1	Diesel	1	AL	Larry	Math Error	30-Jun-03	11-Jun-03	428030616	428	127	127	FALSE	214	127
1	Diesel	1	AL	Larry		30-Jun-03	16-Jun-03	428030623	428				256	256
1	Diesel	1	AL	Larry	Math Error	30-Jun-03	23-Jun-03	428030630	428	130	130	FALSE	233	130
1	Diesel	1	AZ	Larry		30-Jun-03	03-Jun-03	428030605	428				391	391
1	Diesel	1	AZ	Larry		30-Jun-03	05-Jun-03	428030610	428				393	393

General Comment Tabs

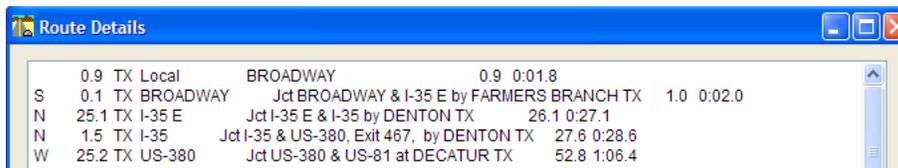
Trip Points
Route Detail
Notes



Trip Points –Lists the legs selected in the trip



Route Detail –Lists the routing



Notes – Show general comments (items not put in [])

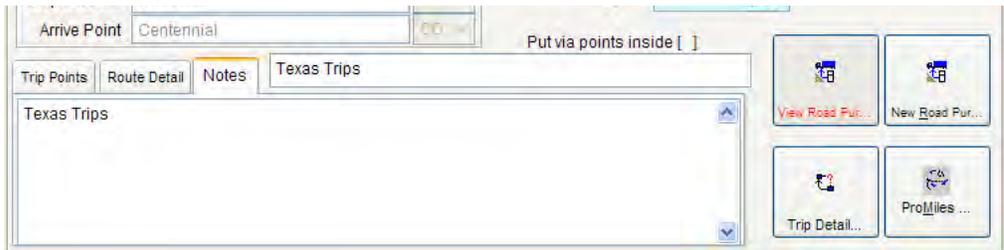


Detail miles/fuel screens

There are 4 buttons to enter or view the miles/fuel data entry:

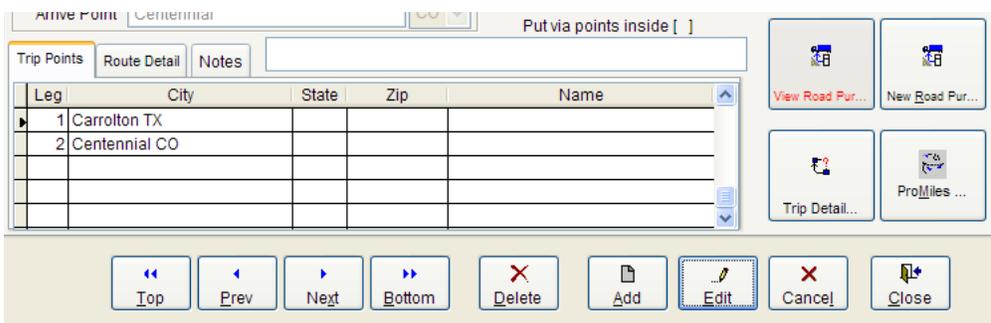
- “View Road Purchases” – This screen allows and auditor to view previously entered fuel purchase data.
- “New Road Purchases” – This screen allows an auditor to enter fuel purchase data.
- ProMiles – This calculates trip routing of miles and jurisdictions.
- “Trip Detail” – This screen allows and auditor to enter or view trip detail.

”View Road Purchases” and “New Road Purchases” will be discussed in detail in Chapter 5



ProMiles Entry Screen – Short Version (embedded in program)

Click “ProMiles”



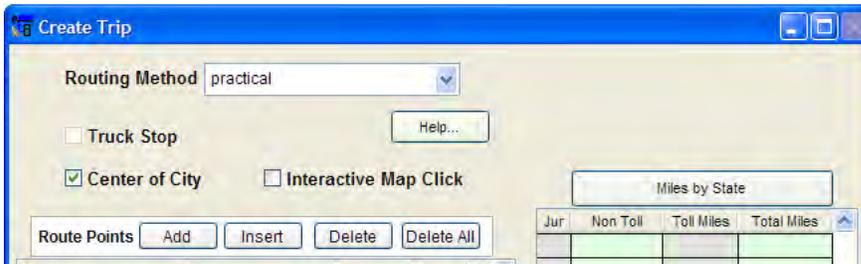
The “depart from”, “arrive point” and any “via points” will be auto-inserted into Legs of the trip.

Center of city is auto-checked.

Routing is set to practical.

Each city, jurisdiction abbreviation for each row is called a “leg”.

Note: Truck stop and Interactive Map Click check boxes are not working correctly.



Routing Method

Interstate:

The Interstate routing method uses limited access interstates and limited access state highways. It will only route using US or state highways if that route is less than one half the length of the limited access route.

Practical:

The Practical routing method optimizes the trip for speed. This assumes an average of roughly 55 MPH for limited access highways and interstates, 45 MPH for primary (not limited access) highways, 40 MPH for secondary highways and 30 MPH for local roads. For a majority of trucking companies, this routing method seems to provide the best routes. On trips longer than 1,200 miles, the practical routing method is usually closest to household goods mileages.

All Truck Usable Roads – Shortest Route:

The All Truck Usable Roads routing method will find the shortest route possible using all roads in the data base usable by a heavy truck. On most trips shorter than 1,200 miles, the All Truck Usable Roads routing method is usually closest to household goods mileages.

STAA Designated:

The STAA routing method uses, where possible, the National Network of Highways, also known as the Surface Transportation Assistance Act of 1982. This option is used most by units hauling double or 53' trailers.

Leg	City	State	Zip	TS
1	Carrolton TX			
2	Centennial CO			

Jur	Non Toll	Toll Miles	Total Miles

“Center of City” check box

When a “city name, jurisdiction abbreviation” is entered and the “center of city” check box is “checked”, it will return ONE response – the center of that city. If the “center of city is NOT “checked”, it will return ALL zip-codes for that city. It can be very time consuming to select the exact zip code. The center of the city is shown under Zip as “#####”

Leg	City	State	Zip	TS

Jur	Non Toll	Toll Miles	Total Miles

If the ‘center of city’ box is NOT “checked”, the following screen will appear.

Leg	City	State	Zip	County
6	Centennial	CO	#####	Arapahoe
7	Centennial	CO	80015	Arapahoe
8	Centennial	CO	80016	Arapahoe
9	Centennial	CO	80111	Arapahoe
10	Centennial	CO	80112	Arapahoe
11	Centennial	CO	80121	Arapahoe
12	Centennial	CO	80122	Arapahoe

Open Border check box

Routing Method: practical

Truck Stop Help...

Center of City Interactive Map Click

Open Border

Miles by State

Jur	Non Toll	Toll Miles	Total Miles

Route Points: Add, Insert, Delete, Delete All

Leg	City	State	Zip	TS

“Open Border” – If checked, this allows trips in where the shortest route is through Canada or Mexico.

“Add” button – This adds a leg to the bottom of the trip.

Click “Add”. The auditor will get a blank “Leg” 3. Add the additional city jurisdiction abbreviation.

Routing Method: practical

Truck Stop Help...

Center of City Interactive Map Click

Open Border

Miles by State

Jur	Non Toll	Toll Miles	Total Miles

Route Points: Add, Insert, Delete, Delete All

Leg	City	State	Zip	TS
1	Carrollton TX			
2	Centennial CO			

Click “Enter”.

Routing Method: practical

Truck Stop Help...

Center of City Interactive Map Click

Open Border

Miles by State

Jur	Non Toll	Toll Miles	Total Miles

Route Points: Add, Insert, Delete, Delete All

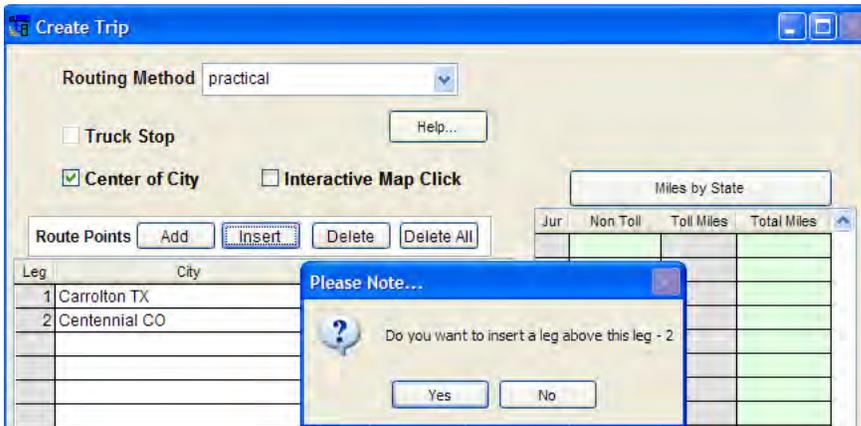
Leg	City	State	Zip	TS
1	Carrollton TX			
2	Centennial CO			
	Lubbock			

“Insert” button - Highlight the leg that is to be moved down a leg and clicks “Insert”.

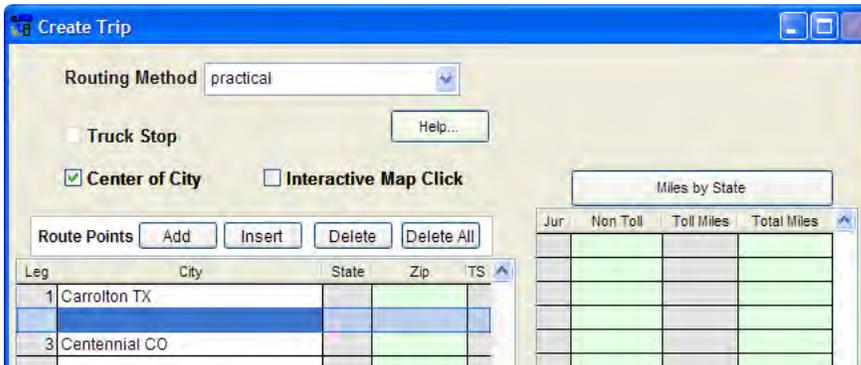
In this example the auditor wishes to insert a leg between Carrollton TX (Leg 1) and Centennial CO (Leg 2), so Leg 2 is highlighted.

When the “Insert” button is pressed a message will appear “Do you want to insert a leg above the leg – 2”

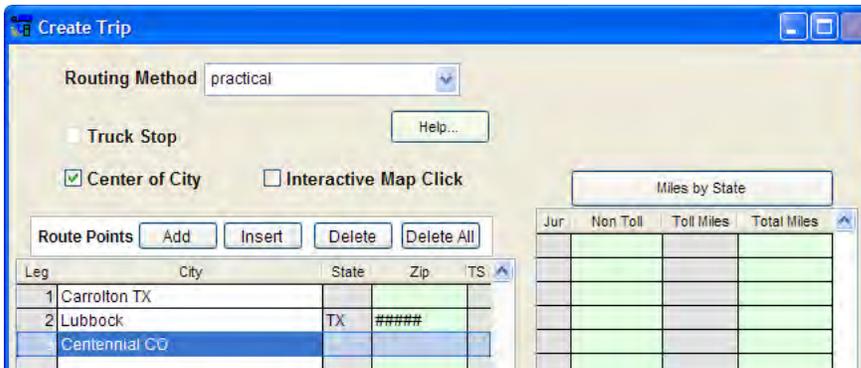
If this is correct click “Yes”.



A blank “Leg 2” will be inserted. Enter the additional city and jurisdiction abbreviation.

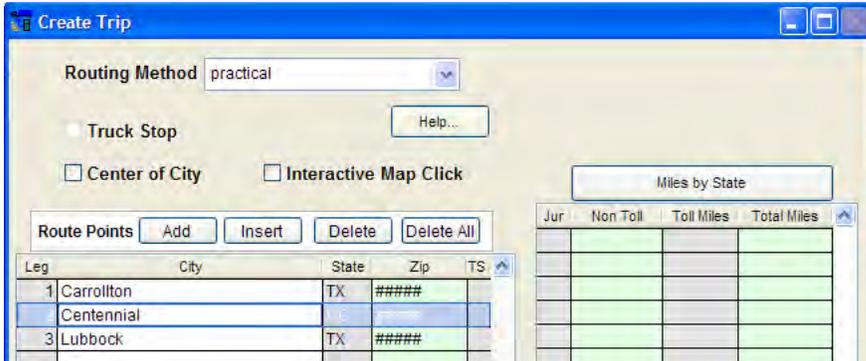


Click “Enter”.



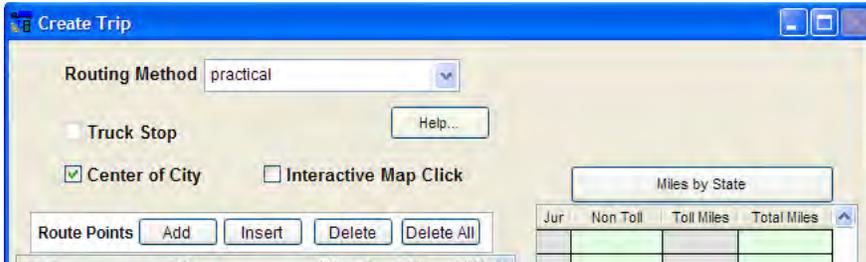
“Delete” button

The auditor highlights the leg to be deleted and clicks “Delete”.



“Delete All” button

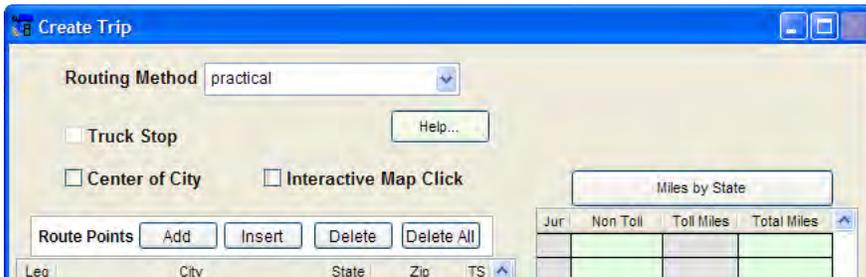
Click “Delete All” to delete all trip legs in this screen. No data will be deleted from the trip survey screen.



“Help” Button

Occasionally, the quickest method to obtain the proper route is to select a junction of roads or jurisdictions rather than a city.

Click “Help”.



Junction Help Screen



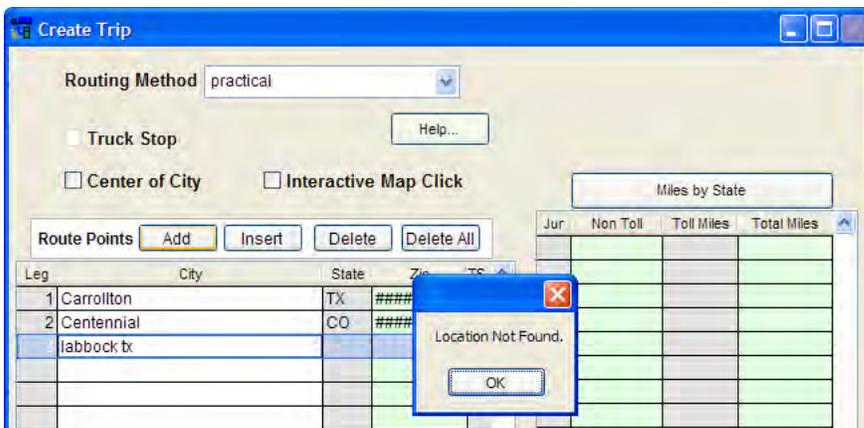
ProMiles Entry

Click “ProMiles”

The Depart From, Arrive Point and any via points will be auto-inserted into Legs of the Trip. Center of city is auto-checked. Routing is set to Practical.

Click “Enter” through the City jurisdiction abbreviations. If they are spelled correctly, the cursor will automatically move to the next leg of the trip.

If there are misspellings it will show this error “Location Not Found” and highlight the trip leg in error.



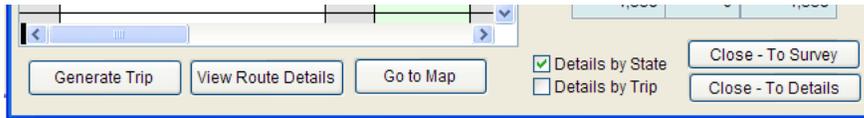
Click “OK” and type over the part to revise and click “Enter”. Normally the quickest way to find the proper spelling is to enter the first 2 letters, a (space), and the jurisdiction abbreviation.

Note – A city must have a least 2 letters.

Reminder – There must always be a (space) between the city and jurisdiction abbreviation.

Tools to Evaluate the Data:

- Route Details
- Map
- Miles by State
- Miles by Trip



Route Details

Click "View Route Details".

This screen allows an auditor to verify the routing used by the taxpayer.

A screenshot of the "Route Details" window. The window title is "Route Details". It contains a list of route segments with columns for direction, state, route type, description, distance, and time. A "Close" button is at the bottom right.

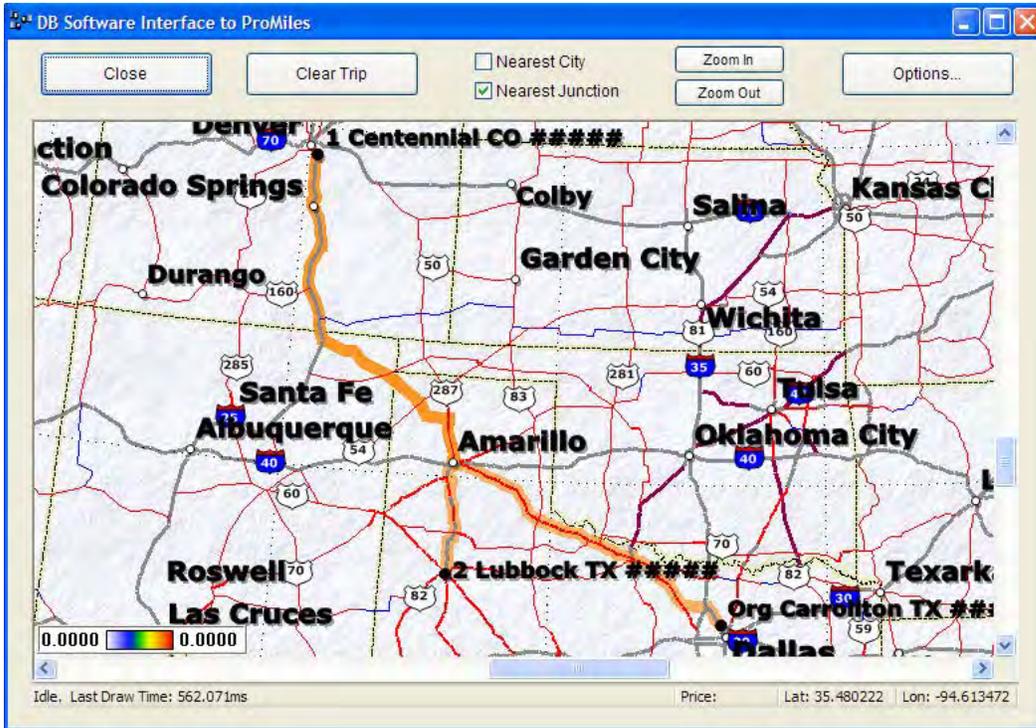
Direction	State	Route Type	Description	Distance	Time
	TX	Local	BROADWAY	0.9	0:01.8
S	TX	BROADWAY	Jct BROADWAY & I-35 E by FARMERS BRANCH TX	1.0	0:02.0
N	25.1 TX	I-35 E	Jct I-35 E & I-35 by DENTON TX	26.1	0:27.1
N	1.5 TX	I-35	Jct I-35 & US-380, Exit 467, by DENTON TX	27.6	0:28.6
W	25.2 TX	US-380	Jct US-380 & US-81 at DECATUR TX	52.8	1:06.4
N	28.3 TX	US-81	Jct US-81 & US-287 at BOWIE TX	81.1	1:37.3
N	28.6 TX	US-287	Jct US-287 & US-82 by HENRIETTA TX	109.7	2:08.5
W	18.3 TX	US-82	Jct US-82 & I-44 in WICHITA FALLS TX	128.0	2:28.5
E	2.9 TX	I-44	Jct I-44 & US-287 in WICHITA FALLS TX	130.9	2:31.4
N	215.2 TX	US-287	Jct US-287 & I-40 in AMARILLO TX	346.1	6:26.2
W	5.7 TX	I-40	Jct I-40 & US-287 BR, Exit 72, in AMARILLO TX	351.8	6:31.9
W	2.1 TX	US-287 BR	Jct US-287 BR & US-287-87 in AMARILLO TX	353.9	6:34.2
N	4.7 TX	US-287-87	Jct US-287-87 & US-287 in AMARILLO TX	358.6	6:39.3
N	44.8 TX	US-287	Jct US-287 & US-87 at DUMAS TX	403.4	7:28.2
N	23.8 TX	US-87	Jct US-87 & US-385	427.2	8:03.9
N	15.2 TX	US-385	Jct US-385 & US-87 at DALHART TX	442.4	8:26.7
N	37.0 TX	US-87	US-87 NM-TX BORDER	479.4	9:22.2
N	9.5 NM	US-87	Jct US-87 & US-64 at CLAYTON NM	488.9	9:36.5
W	82.0 NM	US-64	Jct US-64 & I-25 by RATON NM	570.9	11:39.5

Map Screen

Click "Go to Map"



"Clear Trip" – This deletes the routing on this screen only. It does not clear the trip data on the ProMiles trip screen.



Map Options

“Open Border” – If checked, this allows trips in which the shortest route is through Canada or Mexico.

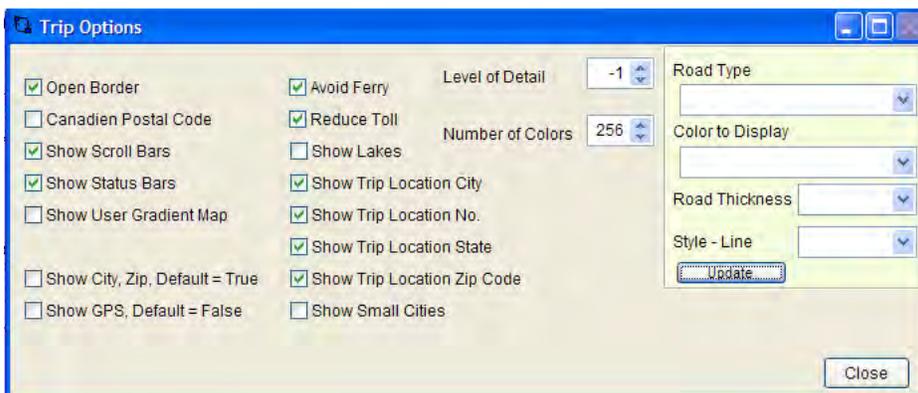
“Avoid Ferry” – If checked, this avoids trips that cross with ferries.

“Reduce Toll” – If checked, this avoids trips that use toll roads.

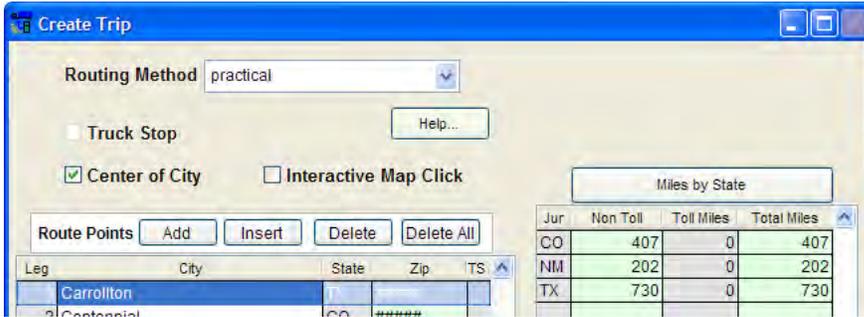
“Show Trip Location No.” – The map will show “Org” as the first leg and then all other legs selected will be given a number. This is very helpful when tracing round trips.

“Show Small Cities” – If checked, this will show small cities. Normally, this remains unchecked so that the auditor can view a simple map.

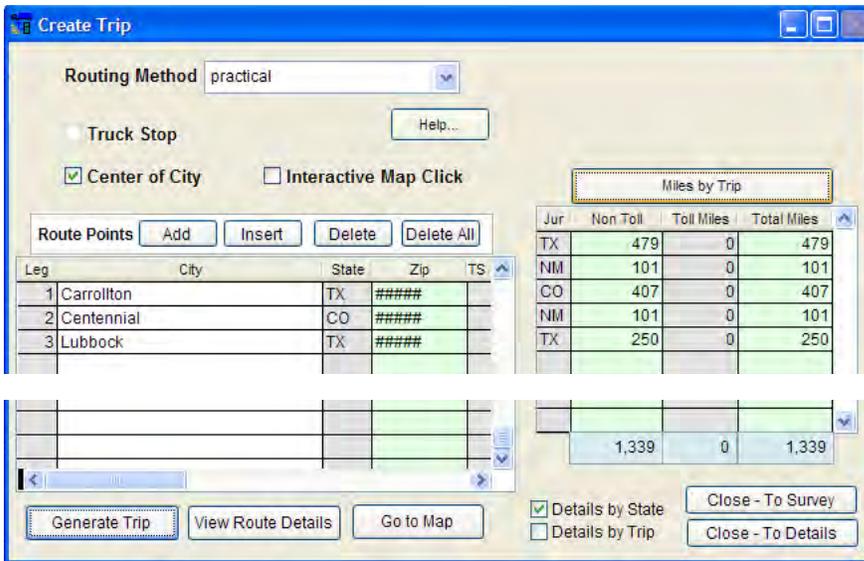
“Level of detail” – This controls the amount of initial clutter when viewing the map.



“Miles by State” – This sorts the miles in jurisdiction order.



“Miles by Trips” – This sorts the miles by each leg of the trip. This tool is very useful on large trips to match what jurisdictions were traveled and in what order.



There are two methods to display data: “Details by State” and

“Detail by Trip.”

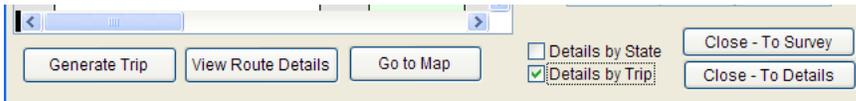
The data can be viewed by either method.

“Details by State” – Check “Details by State” and click “Close to Details” will export a summary of miles sorted by jurisdiction abbreviation to the “Trip Survey Detail” screen.



“Details by Trip” – Check “Details by Trip” and click “Close to Details” will export the routing of the trip by jurisdiction abbreviation to the “Trip Detail” screen.

This export should match the taxpayer’s trip sheets.



IFTA Audit - Trip Survey - Detailed Jurisdiction Information

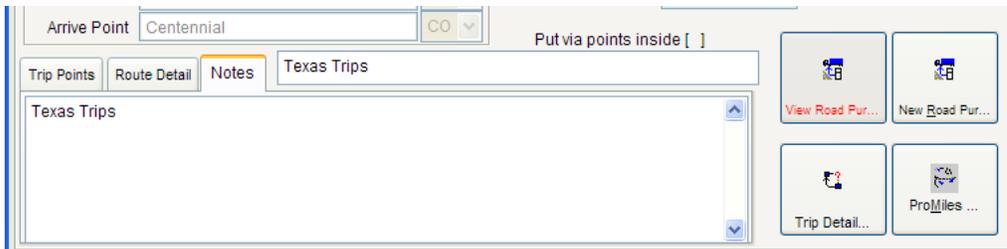
Fuel Type Diesel SP # 22 Fleet # 1

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
121	121050501	05/01/2005	TX	0	479	479	479	
121	121050501	05/01/2005	NM	0	101	0	101	
121	121050501	05/01/2005	CO	0	407	0	407	
121	121050501	05/01/2005	NM	0	101	0	101	
121	121050501	05/01/2005	TX	0	250	0	250	

“Close to Survey” – This button closes the ProMiles screen with NO entry to the trip detail screen.

Trip Detail Screen

Click “Trip Detail”



There are two tabs:

- List of Jurs
- Detail – This Jur

IFTA Audit - Trip Survey - Detailed Jurisdiction Information

Fuel Type Diesel SP # 22 Fleet # 1

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
121	121050501	05/01/2005	CO	0	407	407	407	
121	121050501	05/01/2005	NM	0	202	202	202	
121	121050501	05/01/2005	TX	0	730	730	730	

“List of Jurs” tab

The entry points for this screen are “Rep Miles,” “Aud Miles” and “Adjustment.”

If ProMiles is initially used, this screen will be auto-filled with trip and jurisdictional data. Enter the “Rep Miles” and any adjustment if necessary.

Using ProMiles Data

Click “Update with Map Miles”

Enter the taxpayer reported data.

Reconcile the difference between “Aud” and “Rep Miles.”

Determine the correct “Aud Miles:”

1. If odometers are reliable, “Total Aud Miles” must equal “Odometer Elapsed Miles” from the trip survey screen.
2. Since ProMiles (mileage program) is a tool, minimum mileage differences are not always an adjustment. The policy is to start with a ten (10) miles variance. The minimum miles difference will vary from audit to audit. For example, a taxpayer hauls cattle – ranches are not normally inside any city limits and are not usually destined for any city limits so the minimum miles difference might be 20 to 30 miles. Once the minimum miles difference has been determined for an audit, maintain that same difference for the entire audit.
3. Enter the routes traveled per the trip sheets in ProMiles.

DB software with ProMiles Full Version (software must v8b or higher)

General Change

Both DB software and ProMiles full version should be opened for trip entry.

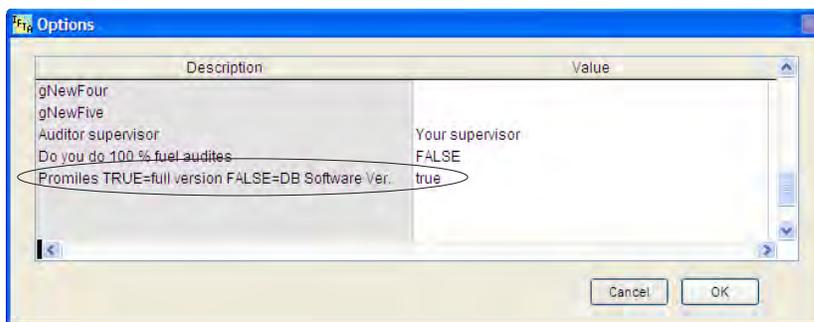
General Screen Change

Go to View / Options

Take the elevator to the bottom

If the Value is true then the software will default to ProMiles Full Version

If the Value is false then the software will default to ProMiles within the software



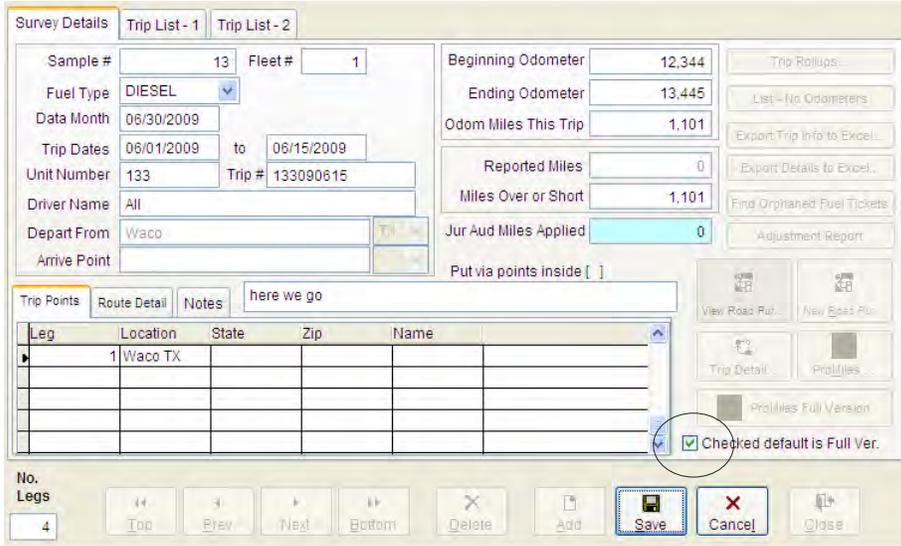
Miles Trip Survey Screen Changes

A new check box has been added at the bottom. If checked, the auditor is using the ProMiles full version.

At any time the auditor can uncheck the box. At that time the auditor will be using the ProMiles in the software mode so initially left out fields will be available to be entered. The ProMiles in the software mode will continue until the auditor re-checks the check box OR if the auditor goes out of the Trip screens.

In the Full Version ProMiles mode, the following fields will be auto-entered:

- Depart From City /Jur
- Arrive Point City / Jur
- Trip Points



Using DB software V8b

After a trip has been entered in IFTA software, minimize the software and bring up the ProMiles Full version

Maximize the ProMiles full version. Enter the trip route. Make any edits or changes.

Once the Trip Route is calculated in the Trip tab, the auditor will select the State Tab.

Review the Reported data on the trip sheet – by State Alpha or by Trip (ordered)

The data can be sorted by State (Alphabetical) or State (Ordered) by clicking the column header. State (Ordered) is the order of travel based on the entries.

The screenshot shows the ProMiles XF software interface. The 'State' tab is selected, displaying a table with columns for State (Alphabetical), Non-Toll, Toll, and Total. The data is as follows:

State (Alphabetical)	Non-Toll	Toll	Total
AL	135.6	0.0	135.6
FL	398.4	0.0	398.4
LA	456.1	0.0	456.1
MS	280.9	0.0	280.9
TX	488.3	0.0	488.3
Total	1759.3	0.0	1759.3

By Trip or State Ordered

State (Ordered)	Non-Toll	Toll	Total
TX	209.0	0.0	209.0
LA	201.3	0.0	201.3
MS	203.2	0.0	203.2
AL	68.1	0.0	68.1
FL	398.4	0.0	398.4
AL	67.5	0.0	67.5
MS	77.7	0.0	77.7
LA	254.8	0.0	254.8
TX	279.3	0.0	279.3
Total	1759.3	0.0	1759.3

After the selection is made **click the Calculate button**

Click “Calculate” to insure all jurisdictions and miles will copy to the trip detail screen accurately.

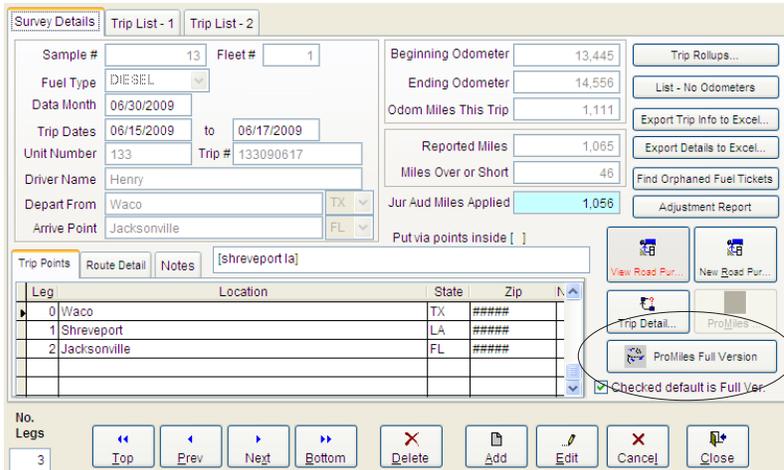
Click Edit / Copy to ASCII (ask-key)



Minimize the ProMiles full version and maximize the IFTA software.

Review and MAKE SURE that the trip showing is the trip you wish to add the miles to. The software DOES NOT KNOW which trip is the correct trip and will OVERWRITE the data in the trip detail screen.

Click the “ProMiles Full Version” on the applicable Trip Survey Screen.



If this is the original entry, select Replace Reported



If Reported Amounts are already entered should be **kept** select Keep Reported.

The data will be entered into the Trip Routing, Trip Survey and Trip detail screens.

Example
Entry

Waco TX / 79412 / Ho (Hodges) TX / Allsup's 331 in Abilene TX /

GPS Lat 30.888692 Long -99.281303

Go to Map and select a Point near Caldwell TX between Hodges and Abilene

	Name	Address	City, State/Prov.	Zip Code	County	Miles
ORG			Waco, TX	####	Mclennan	
1			Freedom, TX	79412	Lubbock	349.5
2			Hodges, TX		Jones	160.4
3			Jct TX-21 & TX-36 at CALDWELL TX			270.2
4	Allsup's #331	I-20 & FM 600	Abilene, TX			257.4
5			30.888692;-99.281303			128.4
▶ 6			Totals			1165.9

Calculate and Go to State Tab

Trip	Route	State		
State (Alphabetical)	Non-Toll	Toll	Total	
TX	1165.9	0.0	1165.9	
Total	1165.9	0.0	1165.9	

Click Calculate / Edit / Paste ASCII

Trip Detail Screen

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles
▶ 133	133090617	06/17/2009	TX	0	1,166	1,166	1,166

Additional UI elements: "List of Jurs" / "Detail - This Jur", Fuel Type: DIESEL, SP #

Trip Survey Screen

The screenshot shows the IFTA software interface. The 'Survey Details' tab is active, displaying fields for Sample # (13), Fleet # (1), Fuel Type (DIESEL), Data Month (06/30/2009), Trip Dates (06/15/2009 to 06/17/2009), Unit Number (133), Trip # (133090517), Driver Name (Henry), Depart From (Waco), and Arrive Point (30.888692-99.281303). The 'Beginning Odometer' is 13,445 and the 'Ending Odometer' is 14,556, resulting in 'Odom Miles This Trip' of 1,111. The 'Jur Aud Miles Applied' is 1,166. The 'Trip Points' table below shows the following data:

Leg	Location	State	Zip	Name
0	Waco	TX	#####	
1	Freedom	TX	79412	
2	Hodges	TX		
3	Jct TX-21 & TX-36 at CALDWELL TX	TX		
4	Allsup's #3311-20 & FM 600 Abilene	TX		
5	30.888692-99.2813031	TX		

Additional Examples

Example 1 – Alpha – Simple

TP Reported Data

Waco TX / Jacksonville FL

State	Miles
AL	70
FL	380
LA	200
MS	205
TX	210
	1065

Auditor Entered Data

Trip	Route	State
	Name	Address
	ORG	Waco, TX
1		Jacksonville, FL
2		Totals

Auditor Data to be pasted

Trip	Route	State
State (Alphabetical)	Non-Toll	Toll
AL	67.5	0.0
FL	375.1	0.0
LA	254.8	0.0
MS	77.7	0.0
TX	279.3	0.0
Total	1054.4	0.0

Data Pasted – Reported Data Added – Replace Reported

List of Jurs		Detail - This Jur		Fuel Type	DIESEL		SP #
Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles
133	133090617	06/17/2009	AL	70	68	-2	68
133	133090617	06/17/2009	FL	380	375	-5	375
133	133090617	06/17/2009	LA	200	255	55	255
133	133090617	06/17/2009	MS	205	78	-127	78
133	133090617	06/17/2009	TX	210	279	69	279

There are material differences. Select a different route

Trip	Route		State	
	Name	Address	City, State/Prov.	Zip Code
ORG			Waco, TX	####
1			Shreveport, LA	####
2			Jacksonville, FL	####
3			Totals	
4				

Audited Data to be pasted

Trip	Route		(State)
State (Alphabetical)	Non-Toll	Toll	Total
AL	68.1	0.0	68.1
FL	375.1	0.0	375.1
LA	201.3	0.0	201.3
MS	203.2	0.0	203.2
TX	209.0	0.0	209.0
Total	1056.7	0.0	1056.7

Audited Data Pasted – Keep Reported

List of Jurs		Detail - This Jur		Fuel Type	DIESEL		SP #
Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles
133	133090617	06/17/2009	AL	70	68	-2	68
133	133090617	06/17/2009	FL	380	375	-5	375
133	133090617	06/17/2009	LA	200	201	1	201
133	133090617	06/17/2009	MS	205	203	-2	203
133	133090617	06/17/2009	TX	210	209	-1	209

Example 2 – Alpha Ordered – Jurs Don't Match

TP Reported data

Waco TX / Cheyenne WY

State	Miles
KS	320
NE	310
OK	245
TX	175
WY	45
	1095

Auditor entered data

Trip	Route		State		Map
	Name	Address	City, State/Prov.	Zip Code	County
ORG			Waco, TX	####	Mclennan
1			Cheyenne, WY	####	Laramie
2			Totals		
3					

Audited Data to be pasted

Trip	Route	State		
State (Alphabetical)	Non-Toll	Toll	Total	
CO	372.7	0.0	372.7	
OK	42.8	0.0	42.8	
TX	538.5	0.0	538.5	
WY	11.6	0.0	11.6	
Total	965.6	0.0	965.6	

Data Pasted – Reported Data Added – Replace Reported

List of Jurs		Detail - This Jur		Fuel Type		DIESEL		SP #	
Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles		
133	133090617	06/17/2009	CO	0	373	373	373		
133	133090617	06/17/2009	OK	245	43	-202	43		
133	133090617	06/17/2009	TX	175	539	364	539		
133	133090617	06/17/2009	WY	45	12	-33	12		
133	133090617	06/17/2009	KS	320	0	-320	0		
133	133090617	06/17/2009	NE	310	0	-310	0		

There are material differences. Select a different route

Trip	Route	State	Map	Itinerary				
	Name	Address	City, State/Prov.	Zip Code	County	Miles	Time	Empty
ORG			Waco, TX	####	Mclennan			
1			North Platte, NE	####	Lincoln	867.7	13:24	<input type="checkbox"/>
2			Cheyenne, WY	####	Laramie	222.3	2:59	<input type="checkbox"/>
3			Totals			1090.0	16:23	<input type="checkbox"/>

Audited Data Pasted

Trip	Route	State		
State (Alphabetical)	Non-Toll	Toll	Total	
KS	317.5	0.0	317.5	
NE	310.6	0.0	310.6	
OK	243.4	0.0	243.4	
TX	176.0	0.0	176.0	
WY	42.5	0.0	42.5	
Total	1090.0	0.0	1090.0	

Audited Data pasted – Keep Reported

List of Jurs		Detail - This Jur		Fuel Type		DIESEL		SP #	
Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles		
133	133090617	06/17/2009	KS	320	318	-2	318		
133	133090617	06/17/2009	NE	310	308	-2	308		
133	133090617	06/17/2009	OK	245	243	-2	243		
133	133090617	06/17/2009	TX	175	176	1	176		
133	133090617	06/17/2009	WY	45	43	-2	43		

Example 3 – Trip (State Ordered) – Jurs Don't Match
TP Reported data

Houston TX \ Pittsburgh PA \ Houston TX

State	Miles
TX	195
LA	120
AR	250
TN	210
KY	255
OH	245
WV	10
PA	65
WV	10
OH	245
KY	255
TN	210
AR	255
LA	120
TX	200
	2645

Auditor entered data

Trip		Route	State	Map		
	Name	Address	City, State/Prov.	Zip Code	County	Miles
ORG			Houston, TX	####	Harris	
1			Pittsburgh, PA	####	Allegheny	1447.2
2			Houston, TX	####	Harris	1447.2
3			Totals			2894.4

Audited Data to be pasted

Trip	Route	State		
State (Ordered)	Non-Toll	Toll	Total	
TX	113.7	0.0	113.7	
LA	237.9	0.0	237.9	
MS	296.8	0.0	296.8	
TN	257.6	0.0	257.6	
KY	241.8	0.0	241.8	
OH	241.0	0.0	241.0	
WV	14.1	0.0	14.1	
PA	88.6	0.0	88.6	
WV	14.1	0.0	14.1	
OH	241.0	0.0	241.0	
KY	241.8	0.0	241.8	
TN	257.6	0.0	257.6	
MS	296.8	0.0	296.8	
LA	237.9	0.0	237.9	
TX	113.7	0.0	113.7	
Total	2894.4	0.0	2894.4	

Data Pasted – Reported Data Added – Replace Reported

List of Jurs		Detail - This Jur		Fuel Type	SP #	Fleet #		
Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
133	133090617	06/17/2009	TX	195	114	-81	114	
133	133090617	06/17/2009	LA	120	238	118	238	
133	133090617	06/17/2009	MS	0	297	297	297	
133	133090617	06/17/2009	TN	210	258	48	258	
133	133090617	06/17/2009	KY	255	242	-13	242	
133	133090617	06/17/2009	OH	245	241	-4	241	
133	133090617	06/17/2009	WV	10	14	4	14	
133	133090617	06/17/2009	PA	65	89	24	89	
133	133090617	06/17/2009	WV	10	14	4	14	
133	133090617	06/17/2009	OH	245	241	-4	241	
133	133090617	06/17/2009	OH	245	241	-4	241	
133	133090617	06/17/2009	KY	255	242	-13	242	
133	133090617	06/17/2009	TN	210	258	48	258	
133	133090617	06/17/2009	MS	0	297	297	297	
133	133090617	06/17/2009	LA	120	238	118	238	
133	133090617	06/17/2009	TX	200	114	-86	114	
133	133090617	06/17/2009	AR	250	0	-250	0	
133	133090617	06/17/2009	AR	255	0	-255	0	

There are material differences. Select a different route

Trip	Route	State	Map		
Name	Address	City, State/Prov.	Zip Code	County	Miles
ORG		Houston, TX	####	Harris	
1		Pittsburgh, PA	####	Allegheny	1310.6
2		Houston, TX	####	Harris	1310.6
3		Totals			2621.2

Audited Data Pasted

Trip	Route	State	
State (Ordered)	Non-Toll	Toll	Total
TX	192.0	0.0	192.0
LA	121.0	0.0	121.0
AR	250.4	0.0	250.4
TN	209.1	0.0	209.1
KY	254.1	0.0	254.1
OH	245.9	0.0	245.9
WV	6.5	0.0	6.5
PA	63.2	0.0	63.2
WV	6.5	0.0	6.5
OH	245.9	0.0	245.9
KY	254.1	0.0	254.1
TN	209.1	0.0	209.1
AR	250.4	0.0	250.4
LA	121.0	0.0	121.0
TX	192.0	0.0	192.0
Total	2621.2	0.0	2621.2

Audited Data pasted – Keep Reported

List of Jurs		Detail - This Jur		Fuel Type	SP #	Fleet #		
Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
133	133090617	06/17/2009	TX	195	192	-3	192	
133	133090617	06/17/2009	LA	120	121	1	121	
133	133090617	06/17/2009	AR	250	250	0	250	
133	133090617	06/17/2009	TN	210	209	-1	209	
133	133090617	06/17/2009	KY	255	254	-1	254	
133	133090617	06/17/2009	OH	245	246	1	246	
133	133090617	06/17/2009	WV	10	7	-3	7	
133	133090617	06/17/2009	PA	65	63	-2	63	
133	133090617	06/17/2009	WV	10	7	-3	7	
133	133090617	06/17/2009	OH	245	246	1	246	
133	133090617	06/17/2009	WV	10	7	-3	7	
133	133090617	06/17/2009	PA	65	63	-2	63	
133	133090617	06/17/2009	WV	10	7	-3	7	
133	133090617	06/17/2009	OH	245	246	1	246	
133	133090617	06/17/2009	KY	255	254	-1	254	
133	133090617	06/17/2009	TN	210	209	-1	209	
133	133090617	06/17/2009	AR	255	250	-5	250	
133	133090617	06/17/2009	LA	120	121	1	121	
133	133090617	06/17/2009	TX	200	192	-8	192	
Totals				2,645	2,621	-24	2,621	

ZZ Jurisdiction Exceptions

Trip data may route though some jurisdictions that are not members of IFTA, such as the following:

- (DC) District of Columbia
- (AK) Alaska
- (MX) Mexico

Canadian Territories

- (NT) Northwest Territories
- (NU) Nunavut
- (YT) Yukon

These are not valid jurisdiction entries. When the data is entered on the Trip Detail screen, it must be replaced with ZZ.

Highlight the invalid jurisdiction.

List of Jurs		Detail - This Jur		Fuel Type	SP #	Fleet #		
Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
428	428030703	07/03/2003	AZ	0	399	399	399	
428	428030703	07/03/2003	CA	0	224	0	224	
428	428030703	07/03/2003	MX	0	167	0	167	
428	428030703	07/03/2003	NM	0	166	0	166	
428	428030703	07/03/2003	TX	0	715	0	715	

Click "Detail – This Jur"

Click “Edit” and change the jurisdictional abbreviation to ZZ.

Click “Save”.

IFTA Audit - Trip Survey - Detailed Jurisdiction Information

List of Jurs | Detail - This Jur | Fuel Type Diesel | SP # 1234567890 | Fleet # 1

Data Month: 09/30/2003 | Unit No.: 428
 Trip Date: 07/03/2003 | Trip No.: 428030703
 Jurisdiction: ZZ | ZZ Non IFTA | Fuel Type: Diesel

Reported Miles: 0
 Audited Miles: 167
 Difference: 167
 Map Miles: 167

Click “List of Jurs” .Click “Save”.

XX – Unknown Gap Miles

When odometer miles are greater than reported or audited miles, and the auditor cannot account for them, the auditor should allocate the additional miles to XX.

Exception – If there were NOT any reported miles for that quarter, this adjustment is not appropriate.

Note – 100 miles or less or the amount of miles to drive from the destination jurisdiction to the next jurisdiction should be considered “Drive Around Miles” and not “XX Unknown Miles”.

Click “Detail – This Jur”

Click “Add” and enter “XX”.

Reported Miles = 0

Audited Miles = whatever the amount is

Click “Save”

IFTA Audit - Trip Survey - Detailed Jurisdiction Information

List of Jurs | Detail - This Jur | Fuel Type Diesel | SP # 1234567890 | Fleet # 1

Data Month: 09/30/2003 | Unit No.: 428
 Trip Date: 07/03/2003 | Trip No.: 428030703
 Jurisdiction: XX | Texas | Fuel Type: Diesel

Reported Miles: 0
 Audited Miles: 0
 Difference: 0
 Map Miles: 0

Trip Description: [Empty text area]

Odometer Elapsed Miles from Trip Survey: 0

Save | Cancel

Click “List of Jurs”

Enter the adjustment – “Gap – Odom – Missing Miles”

Click Save

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
428	428030703	07/03/2003	AZ	399	399	0	399	
428	428030703	07/03/2003	CA	224	224	0	224	
428	428030703	07/03/2003	NM	166	166	0	166	
428	428030703	07/03/2003	TX	882	715	-167	715	
428	428030703	07/03/2003	XX	0	871	871	0	Gap - Odom - Missing Miles

No Odometers Procedure

If odometer readings were not recorded on trip sheets there is no internal control to verify that all miles ran were reported. All intrastate and interstate miles must be tested using the ProMiles software. Dates should be reviewed to eliminate or confirm the possibility of missing trips.

When entering data in the trip detail screen, if “Reported Miles” + 10% are less than “Map Miles,” use the “Map Miles” as “Audited Miles.” “Map Miles” are the best information available. If “Reported Miles” is greater than “Map Miles” use “Reported Miles” as “Audited Miles”. Without odometers, MPGs cannot increase. Tax-free fuel should be added to “push down” the MPG to at least the reported level.

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
009	2060	01/16/2007	AZ	515	585	70	585	
009	2060	01/16/2007	CA	424	590	166	590	
009	2060	01/16/2007	NM	166	156	-10	156	
009	2060	01/16/2007	TX	1,098	1,198	100	1,198	

AZ, CA and TX – Audited is greater

Jur	Reported	10% Total	Audited
AZ	515	52	567
CA	424	42	466
TX	1098	110	1208

NM – Reported is greater. In this case note NM 166 is “Audited.”

New Entry

AZ and CA even with the additional 10% are still less than audited. So the Audited will remain as Audited.

TX with the additional 10% is greater than Audited. Reported will be used as Audited.

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
009	2060	01/16/2007	AZ	515	585	70	585	Math Error
009	2060	01/16/2007	CA	424	590	166	590	Math Error
009	2060	01/16/2007	NM	166	166	0	156	
009	2060	01/16/2007	TX	1,098	1,098	0	1,198	

Review Rollup MPG and Overall MPG at the end of each sample unit.

Note: "Audited MPG" can **NOT** increase when odometers are not available.

Sample unit MPG Eval

Fuel Type	Flt #	Samp #	Aud MPG	Rep MPG
Diesel	1	1	5.08	4.96
Diesel	1		<u>5.08</u>	<u>4.96</u>
Diesel			<u>5.08</u>	<u>4.96</u>

Quarter MPG Review

Fuel Type	Period	Rep MPG	Aud MPG	Difference
Diesel	023	5.13	5.40	-0.27
Diesel	024	5.02	5.28	-0.26
Diesel	031	5.12	5.44	-0.32
Diesel	032	5.31	5.69	-0.38
Diesel	033	6.84	7.07	-0.23
Diesel	034	7.78	8.12	-0.34
Diesel	041	5.60	5.92	-0.32
Diesel	042	4.96	5.30	-0.34
Diesel	043	5.49	5.70	-0.21
Diesel	052	5.51	6.22	-0.71
Diesel	053	4.89	5.08	-0.19
Diesel		<u>5.17</u>	<u>5.47</u>	

Adjustment Types: Miles

The following are the error codes for miles:

- Wrong Jurisdiction
- Map <> Rep Miles
- Math Error
- Adjusting Entry
- Gap – Odom – Drive Around
- Gap – Odom – Known Trip
- Gap – Odom – Missing Miles
- Gap – Origin / Destin

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
428	428030703	07/03/2003	AZ	399	399	0	399	
428	428030703	07/03/2003	CA	224	224	0	224	Wrong Jurisdiction
428	428030703	07/03/2003	MX	0	167	167	167	Map <> Rep Miles
428	428030703	07/03/2003	NM	166	166	0	166	Gap - Odom - Drive Around
428	428030703	07/03/2003	TX	882	715	-167	715	Gap - Odom - Known Trip
								Gap - Odom - Missing Miles
								Gap - Origin / Destin
								Math Error
								Adjusting Entry

Wrong Jurisdiction

This occurs when the miles for one jurisdiction were incorrectly reported as the miles of another jurisdiction. When this occurs, the auditor should have 2 entries.

Map <>Rep Miles

The map miles are greater than the reported miles.

Math Error

A catch-all – if it is not any other kind of adjustment it is categorized here.

Adjusting Entry

This is a difference between the sample unit summary of reported miles and the auditor entered reported miles by trip.

Gap – Odom – Drive Around

The taxpayer has odometers. The ending odometer of the previous trip and the beginning odometer of the next trip are not the same but are less than 100 miles or the minimal miles to drive to the next jurisdiction. The Origin and the Destination jurisdiction abbreviation are the same.

Gap – Odom – Known Trip

The taxpayer has odometers. One example might be that the taxpayer normally makes round trips and the “gap” would complete the missing round trip. Another example might be that the taxpayer normally goes to a certain jurisdiction and the miles missing agree with the miles involved.

Gap – Odom – Missing Miles

The taxpayer has odometers. The auditor does not know where the taxpayer traveled and there is no history based upon the number of miles where the taxpayer may have traveled. There are more than 100 miles to the next jurisdiction. There are enough miles to go through several jurisdictions. One example might be the

plotted trip for ProMiles = 1,000 and Rep Miles = 1,200 and the Odometer Miles = 2,500. NOTE – This entry cannot be used for report periods in which the taxpayer reported NO miles.

No Miles Reported Alternative – List adjustment as a Math Error

If the taxpayer did not report any miles in a period or miles that would qualify for Gap-Odom- Missing Miles, then the amounts will need to be manually allocated based upon the TX history percentage.

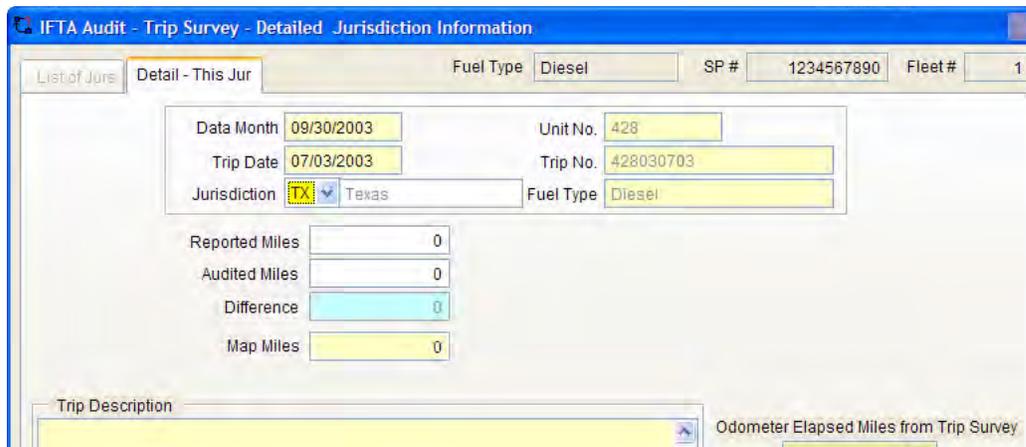
PROGRAM : T56143				COMPTROLLER OF PUBLIC ACCOUNTS			DATE :	1/22/2007
				INTERNATIONAL FUEL TAX AGREEMENT			PAGE :	10
				TAXPAYER HISTORY FROM 053 TO 063				
REQUESTED BY : BILLS, ALFRED D								
TAXPAYER # : 12345678903								
TAXPAYER NAME : ABC CO INC								
FUEL TYPE : DIESEL								
	TOTAL	% OF	TOTAL	% OF	TAX \ CREDIT	SURTAX \ CREDIT	TOTAL	
JURISDICTION	MILES	TOTAL	GALLONS	TOTAL	DUE	DUE	TAX \ CREDIT	
TX TEXAS	200,000	97.466%	36,364	97.465%				
AR ARKANSAS	1,500	0.731%	273	0.732%				
LA LOUISIANA	1,700	0.829%	309	0.828%				
NM NEW MEXICO	2,000	0.975%	364	0.976%				
	205,200		37,310					

For the 2,500 miles in the example, the auditor would allocate proportionally.

Jurisdiction	Missing Miles	Reported Jur %	Allocated Miles
TX TEXAS		97.466%	2,437
AR ARKANSAS		0.731%	18
LA LOUISIANA		0.829%	21
NM NEW MEXICO		0.975%	24
	2,500		

Go to the Trip Detail Screen and select “Detail this Jur”

- Add “TX Reported 0”, “Audited 2,437”, Save
- Add “AR Reported 0”, “Audited 18”, Save
- Add “LA Reported 0” “Audited 21”, Save
- Add “NM Reported 0”, “Audited 24”, Save



Select “List of Jurs”. Note adjustments as Math Error and click Save

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles	Adjustment
428	428030703	07/03/2003	TX	0	2,437	2,437	0	Math Error
428	428030703	07/03/2003	LA	0	21	21	0	Math Error
428	428030703	07/03/2003	AR	0	18	18	0	Math Error
428	428030703	07/03/2003	NM	0	24	24	0	Math Error

Gap - Origin / Destin Trip

This adjustment indicates that there are no odometer readings. An example would be the last trip date was 3/15 and the next trip is 3/22, or the destination of the previous trip is not the same as the origin of the next trip.

Copy / Paste Trip Entry

Sometimes the routing of a trip is the same as a previous trip. This allows the auditor to copy the data and paste it to the trip detail screen.

Click “Copy Trip”

The auditor will be able to click on the summary of a trip and see the trip detail below it.

Click on the trip to copy and click “Save & Close”.

Flt #	SP	Unit No.	Trip Date	Trip No.	Miles Reported	Miles Audited	Difference
1	2	428	07/01/2003	428030703	2,373	2373	0
1	2	428	07/03/2003	428030707	2,134	2134	0
1	2	428	07/08/2003	428030711	2,667	2667	0
1	2	428	07/12/2003	428030715	2,302	2302	0
1	2	428	07/16/2003	428030720	3,485	3485	0
1	2	428	07/21/2003	428030731	1,225	1225	0

Unit no	Trip no	Trip date	Jurs	Aud Miles	Rep Miles	Difference	Map Miles	Adjustment
428	428030703	07/03/2003	AZ	393	393	0	399	
428	428030703	07/03/2003	CA	698	698	0	224	
428	428030703	07/03/2003	LA	236	236	0	241	
428	428030703	07/03/2003	NM	160	160	0	166	
428	428030703	07/03/2003	TX	886	886	0	895	

Click “Paste Trip”

The screenshot shows a software interface with a table and several buttons. The table has columns for various metrics, with the 'Totals' row highlighted in cyan. The values in the 'Totals' row are 2,373, 2,373, 0, and 1,925. Below the table are buttons for 'Update with Map Miles...', 'Update with Reported Miles...', 'Copy Trip', and 'Paste Trip'. To the right are 'Next Trip' and 'Prev Trip' buttons. Below these is a label 'Odometer Elapsed Miles from Trip Survey' with a value of 2,373. At the bottom are 'Delete', 'Save', 'Cancel', and 'Close' buttons.

		Totals	2,373	2,373	0	1,925

Update with Map Miles... Copy Trip Paste Trip Next Trip Prev Trip

Update with Reported Miles... Odometer Elapsed Miles from Trip Survey 2,373

Delete Save Cancel Close

Complete the “Rep Miles” for the current trip sheet and reconcile “Aud” to “Rep Miles”

Detail – This Jur Tab

This screen is used if ProMiles is not used to initially ADD jurisdiction abbreviations.

ZZ jurisdiction exceptions

Trip data may route though the following jurisdictions:

- (DC) District of Columbia
- (AK) Alaska
- (MX) Mexico
- (NT) Northwest Territories
- (NU) Nunavut
- (YT) Yukon

These are not member jurisdictions. When the data is listed on the Trip Detail screen, it must be replaced with ZZ.

Click “Add”

Enter the jurisdictional abbreviation

Enter Reported and Audited Miles.

Click “Save”

To enter multiple jurisdictions, click “Select Multiple Jurisdictions” and check the affected jurisdictions.

List of Jurs **Detail - This Jur** Fuel Type DIESEL SP # 12 Fleet # 1

Data Month 09/30/2008 Unit No. #77
 Trip Date 09/30/2008 Trip No. ALL
 Jurisdiction NM New Mexico Fuel Type DIESEL

Reported Miles 987
 Audited Miles 987
 Difference 0
 Map Miles 0

Select multiple jurisdictions

Trip Description

Odometer Elapsed Miles from Trip Survey 13,974

Add Edit Cancel

U. S. Jurisdictions None Canadian Jurisdictions None

Jur

- AL
- AR
- AZ
- CA
- CO
- CT
- DE
- FL
- GA
- IA
- ID
- IL
- IN
- KS
- KY
- LA
- MA
- MD
- ME
- MI
- MN
- MO
- MS
- MT
- NC
- ND
- NE
- NH
- NJ

Jur

- AB
- BC
- MB
- NB
- NF
- NS
- ON
- PE
- PQ
- SK

Tips on entering Trip Data

If the taxpayer has odometers and is traveling intrastate, using ProMiles is not necessary. After entering information on the Trip Survey screen, go directly to the Trip Detail screen and select “Detail This Jur” and enter the “Rep” and “Aud Miles.”

If the taxpayer has odometers and for several trips is traveling intrastate, make one entry on the Trip survey. The use of ProMiles is not necessary. After entering information on the Trip Survey screen, go directly to the Trip Detail screen and Select “Detail This Jur” and enter the “Rep” and “Aud Miles.”

By entering the trip origin, fuel vendor locations and trip destination, the program should route the trip reasonably close to where the truck actually traveled. If there are material discrepancies (miles or jurisdictions), consider using the jurisdiction help feature in the program which gives options for routing the trip by highway, intersection and border crossing.

Jurisdictions that are declared disaster areas may temporarily suspend their tax.

Example:

053 GA – The taxpayer should have reported all GA (Georgia) 053 – September 2005 miles as (ZZ) tax free miles. If they did not, the following correction entry should be made:

```
Jur Rep Aud
GA 101 0
ZZ 0 101
```

If a quarter sample is performed, change it to a quarter detail to review the Exam B Det Qtr Sum Report to account for all miles reported.

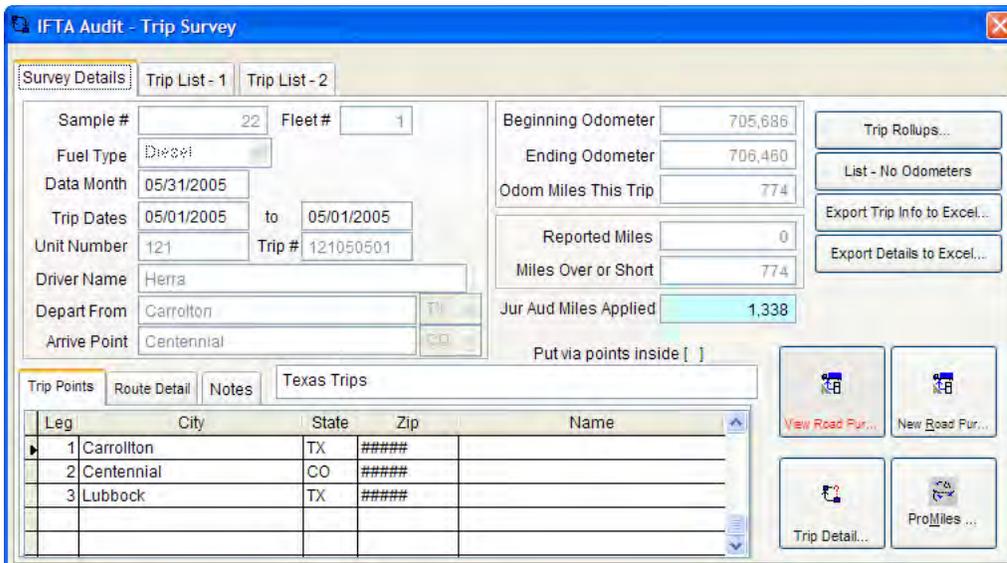
Trip permits are included in total miles but not taxable miles. Verify it is a fuel tax trip permit and not an apportioned registration or over weight trip permit. In the program, enter trip permit miles as ZZ miles. The fuel on the trip should be entered as tax paid fuel to that jurisdiction.

Chapter 5 Gallons

Fuel Purchase Screen

There are two different methods of entering and/or viewing fuel receipts:

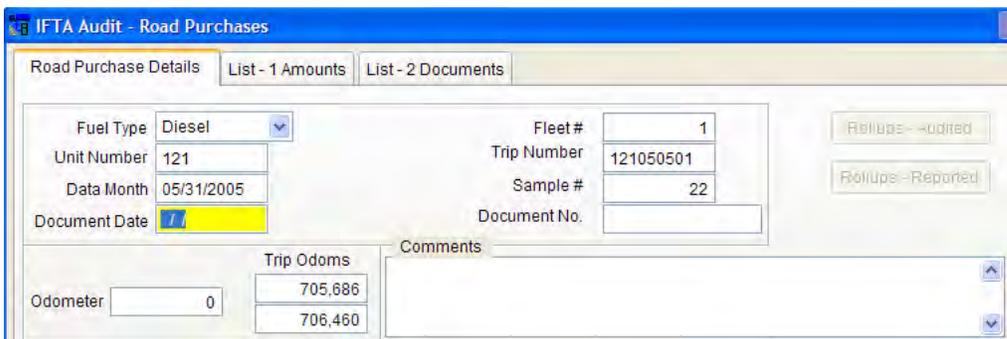
Miles Survey Screen – Road Purchases



Direct Icon – Road Purchases



The advantage of entering the fuel through the link in the miles survey screen is that the data from the trip survey screen will automatically populate the fuel screen. The auditor does not have to enter that information.



Fuel purchases entered through the “Fuel” icon will not attach automatically to miles data for the same trips. If the auditor wants to make sure all miles and fuel are together, the auditor must enter ALL fuel through the miles survey screen. The other option is for the auditor to go to the Miles Trip Survey Screen.

Click “Find Orphaned Fuel tickets.” All entered fuel tickets with complete data will attach to the appropriate trip data.

Road Purchases Screen

The Road Purchases Screen has 3 tabs.

- Road Purchase Details
- List – 1 Amounts
- List – 2 Documents

Road Purchase Details tab - Screen entry / view detail data

List – 1 Amounts tab - This is a summary screen to view data.

Fuel Type	Flt #	SP	Unit No.	Trip No.	Rep	Reported Amt	Aud	Aud Amt	Difference	Adjustment	Doc. Date
Diesel	2	31	3046	050916 VA	VA	577	VA	577	0		09/30/2005
Diesel	2	31	2900	050930 GA	GA	70	ZZ	70	0	Wrong Jurisdiction	09/30/2005
Diesel	2	31	3032	050919 GA	GA	150	ZZ	150	0	Wrong Jurisdiction	09/30/2005
Diesel	2	31	3036	050926 GA	GA	76	ZZ	76	0	Wrong Jurisdiction	09/30/2005
Diesel	2	31	3038	050927 GA	GA	194	ZZ	194	0	Wrong Jurisdiction	09/30/2005
Diesel	2	31	3039	050906 GA	GA	222	ZZ	222	0	Wrong Jurisdiction	09/30/2005

List – 2 Documents tab - This is a summary screen to view data.

Fuel Type	Flt #	SP	Unit No.	Trip No.	Doc Date	Vendor Name	City	Doc No.
Diesel	2	31	3042	050929	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	3043	050930	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	3044	050930	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	3045	050902	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	3046	050916	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	2900	050930	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	3032	050919	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	3036	050926	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	3038	050927	09/30/2005	Various	Various	FUEL SUMMARY
Diesel	2	31	3039	050906	09/30/2005	Various	Various	FUEL SUMMARY

Road Purchase Details Tab

Fuel Type – Select the proper fuel type (e.g., diesel)

Fleet # – Select the proper fleet number. This is “1” unless the auditor has created additional fleets.

Unit Number – The unit # of the qualified vehicle,

Trip # – If the taxpayer has a numbering system, the auditor may use it. If not, the auditor should assign a trip number by combining the unit number and ending trip date. For example, unit 133 with a trip ending date of 06/23/04 would be 133040623. The trip number is limited to 9 digits.

Data Month – This is the date ending the sample unit. For example, if the sample unit is a quarter such as the first quarter of 2009 (091), the ending date is 03/31/09. And, if the sample unit is truck month such as unit 121 for February 2009, the ending date is 02/28/09.

Sample # – This is a unique number by fuel type by fleet assigned to the population units by the auditor. If the population unit is quarters all trips during that quarter will have the same population number. If the population unit is truck months, all trips for that vehicle for that month are entered in the selected population unit number. The population unit (Sample #) number is limited to nine (9) digits.

Document Date – purchase invoice date

Document No – purchase invoice number

Comments – General comments about this fuel receipt

“Trip Odoms” – A notation of the beginning and ending odometers from the Trip Survey screen

Odometer – The odometer reading at the time of a fuel purchase

Zip Code – The zip code that is on the fuel receipt (The location city will fill in automatically.)

Price per Gallon – The purchase price per gallon on the fuel receipt

Reported Gallons – The gallons that the taxpayer reported for this fuel receipt on the detail summary

Audited Gallons – The quantity of fuel purchased on the fuel receipt rounded to the nearest gallon

City – City location of the fuel purchased on the fuel receipt

Jurisdiction Rep – The jurisdiction abbreviation that the taxpayer recorded for this fuel receipt on the detail summary.

Jurisdiction Aud – The jurisdiction abbreviation on the fuel receipt (This field will initially auto fill from the jurisdiction rep field.)

Vendor Name – Vendor name on the fuel receipt (If this is a recurring vendor name, the program will indicate a suggestion based on previously entered names.)

Fuel Amt – If a fuel receipt shows the fuel amount but not the quantity, enter the “price per gallon” and “fuel amt” fields. This will automatically compute and fill the reported gallons.

Liters – If fuel is purchased in Canada or Mexico and listed in liters, this field will convert it into gallons. Enter the price per gallon and liters fields. This will automatically fill the reported gallons with the computed gallons.

The screenshot displays a software interface for entering fuel receipt information. At the top, there are fields for 'Document Date' (03/31/2004) and 'Document No.' (4WT). Below this, there are sections for 'Trip Odoms' (with values 2,000,000 and 3,500,000) and 'Comments'. The main section contains input fields for 'Odometer' (0), 'Fuel Amt.' (0.00), 'Price Per Gallon' (0.000), 'Liters' (0.0000), 'Reported Gallons' (212.00), and 'Audited Gallons' (212.00). There are also dropdown menus for 'City' (Various), 'Jurisdiction Rep' (Wyoming), and 'Jurisdiction Aud' (Wyoming). A 'Difference' field shows 0.00. At the bottom, there is a 'Vendor Name' field with 'Summary' and a 'Fuel Adjustments' dropdown. Two buttons are visible: 'Export Fuel Info. to Excel...' and 'Export Fuel Adj. Info. to Excel...'. A checkbox labeled 'Chk. Trucks?' is also present.

Fuel Adjustments

Wrong Jurisdiction

The taxpayer detail report shows one jurisdiction, but the fuel receipt shows another jurisdiction.

Rep Gal 25 Jur Rep TX
Aud Gal 25 Jur Aud LA

Wrong Amount Reported

The taxpayer detail report shows one amount of gallons but the fuel receipt show another amount of gallons. One example of this occurring would be for the taxpayer to report the fuel dollar amount instead of the fuel gallons amount.

Rep Gal 30 Jur Rep TX
Aud Gal 25 Jur Aud TX

Incomplete Fuel Receipt

There is a fuel receipt attached. It is incomplete or not legible. This would invalidate the fuel. Invalid fuel is considered tax free fuel. ZZ is the jurisdictional abbreviation for tax free fuel.

Rep Gal 30 Jur Rep TX
 Aud Gal 30 Jur Aud ZZ

Fuel Reported – No Receipt

There is no fuel receipt attached. This would invalidate the fuel. Invalid fuel is considered tax free fuel. ZZ is the jurisdictional abbreviation for tax free fuel.

Rep Gal 30 Jur Rep TX
 Aud Gal 30 Jur Aud ZZ

TF Fuel Reported as TP Fuel

The fuel is tax-free fuel but the taxpayer reported it as tax-paid fuel. An example would be purchases of fuel from certain Indian reservations. ZZ is the jurisdictional abbreviation for tax free fuel.

Rep Gal	30	Jur Rep	TX
Aud Gal	30	Jur Aud	ZZ

Valid Receipt – Not Reported

There is a valid fuel receipt but the fuel is not on the taxpayer detail summary report or trip sheet.

Rep Gal	0	Jur Rep	TX
Aud Gal	30	Jur Aud	TX

Reported Reefer Fuel

“Reefer Fuel” is for the refrigeration units not the vehicle. It should not be reported. If “Reefer fuel” is reported in error, it should be adjusted like this:

Rep Gal	30	Jur Rep	TX
Aud Gal	0	Jur Aud	TX

Math Error

A general adjustment when amounts differ.

Rep Gal	30	Jur Rep	TX
Aud Gal	45	Jur Aud	ZZ

Wrong Fuel Type Reported

Fuel reported as the wrong fuel type. An example would be if a gasoline purchase was reported as a diesel purchase.

Rep Gal	30	Jur Rep	TX
Aud Gal	0	Jur Aud	TX

NOTE: If the taxpayer should have reported the fuel receipt as a different fuel type, the auditor should make an adjustment such as valid receipt not reported.

MPG Tax Free Fuel

This adjustment is used when the auditor determines by reviewing miles gap adjustments or MPG reports that show the MPG is too high. This adjustment will allocate tax free fuel. ZZ is the jurisdictional abbreviation for tax free fuel.

Rep Gal	0	Jur Rep	ZZ
Aud Gal	45	Jur Aud	ZZ

Unsup Fuel Noted – Not Rep

In reviewing the taxpayer detail summary, the auditor discovers that the taxpayer did NOT report certain fuel purchases. There is no fuel receipt attached. This would invalidate the fuel. Invalid fuel is considered tax free fuel. ZZ is the jurisdictional abbreviation for tax free fuel.

Rep Gal	0	Jur Rep	ZZ
Aud Gal	45	Jur Aud	ZZ

Adjusting Entry

If a reconciliation of the detail taxpayer summary for the sample and the audited reported data results in a difference, the auditor will make an adjustment for reported amounts ONLY.

Rep Gal	45	Jur Rep	TX
Aud Gal	0	Jur Aud	TX

Disallowed Fuel

This is a special entry for questioned fuel.

Rep Gal	30	Jur Rep	TX
Aud Gal	0	Jur Aud	TX

OR Jurisdiction Entry

OR (Oregon) is a valid jurisdiction, but it has no tax, so all fuel purchased in OR should be reported as (ZZ) tax-free gallons. Print the Analysis of OR and ZZ Jurisdictional Data reports. These reports will provide information about the population for these two jurisdictions.

Note – Do not presume that reported ZZ gallons are always OR tax free gallons. ZZ gallons reported could be fuel for which the taxpayer has no valid receipts.

Auditing OR and ZZ Gallons

Fleet Population - Miles				Fleet Population - Gallons				Reported	Fleet Totals	Fleet 1
Fuel Type	Jur	Jur. Name	Ret. Period	Fuel Type	Jur	Jur. Name	Ret. Period			
Diesel	OK	Oklahoma	06/30/2005	Diesel	OK	Oklahoma	06/30/2005	2,001	2,001	2,001
Diesel	OR	Oregon	06/30/2002	Diesel	OR	Oregon	06/30/2002	0	0	0
Diesel	OR	Oregon	06/30/2004	Diesel	OR	Oregon	06/30/2004	192	192	192
Diesel	OR	Oregon	09/30/2004	Diesel	OR	Oregon	09/30/2004	130	130	130
Diesel	OR	Oregon	12/31/2004	Diesel	OR	Oregon	12/31/2004	669	669	669
Diesel	OR	Oregon	03/31/2005	Diesel	OR	Oregon	03/31/2005	210	210	210
Diesel	WY	Wyoming	12/31/2004	Diesel	WY	Wyoming	12/31/2004	1,678	1,678	1,678
Diesel	ZZ	ZZ Non IFTA	12/31/2002	Diesel	ZZ	ZZ Non IFTA	12/31/2002	319	319	319
Diesel	ZZ	ZZ Non IFTA	12/31/2003	Diesel	ZZ	ZZ Non IFTA	12/31/2003	717	717	717
Diesel	ZZ	ZZ Non IFTA	03/31/2004	Diesel	ZZ	ZZ Non IFTA	03/31/2004	-61	-61	-61
Diesel	ZZ	ZZ Non IFTA	09/30/2004	Diesel	ZZ	ZZ Non IFTA	09/30/2004	154	154	154
Diesel	ZZ	ZZ Non IFTA	12/31/2004	Diesel	ZZ	ZZ Non IFTA	12/31/2004	783	783	783

ZZ Examples

For these examples, assume there is an OR fuel receipt for 20 gallons.

The auditor is reviewing the second quarter of 2002 (022), and the taxpayer did not report this fuel receipt.

Aud Jur	Gal Rep	Jur Gal Adjustment
ZZ 20	ZZ 0	Math error

In reviewing the second quarter of 2004 (042), the auditor determines the taxpayer reported this fuel receipt as OR fuel in error.

Aud Jur Gal	Rep Jur	Gal Adjustment
ZZ 20	OR 20	Wrong jurisdiction

In reviewing the fourth quarter of 2002 (024), the auditor determines the taxpayer reported this fuel receipt as valid tax free gallons.

Aud Jur Gal	Rep Jur	Gal Adjustment
ZZ 20	ZZ 20	None

In reviewing first quarter of 2004 (041), the auditor determines the taxpayer did not report this fuel receipt.

Aud Jur	Gal Rep Jur Gal	Adjustment
ZZ 20	ZZ 0	Math Error

Auditing ZZ Gallons (No OR miles or fuel was reported)

The auditor discovers MX or DC fuel for 20 gallons.

If reported

Aud Jur	Gal Rep Jur	Gal Adjustment
ZZ 20	ZZ 20	None

If NOT reported

Aud Jur	Gal Rep Jur	Gal Adjustment
ZZ 20	ZZ 0	Math Error

If it is a math error

Aud Jur	Gal Rep Jur	Gal Adjustment
ZZ 0	ZZ -61	Math Error

Jurisdictions that are declared disaster areas may temporarily suspend their tax.

Jurisdictions in a Declared Disaster Area

The taxpayer should have reported all GA (Georgia) fuel in September 2005 as tax-free (ZZ) fuel. Print the Analysis of ZZ Jurisdictional Data report. This report will provide information about whether ZZ gallons were reported for this quarter.

Note – Do not assume that all reported ZZ gallons for the third quarter of 2005 are GA. The gallons could be OR tax free gallons or something else. ZZ gallons are the difference between total gallons and tax-paid gallons.

Example

The taxpayer purchased fuel in GA in September of 2005 and reported all fuel as tax-paid in the GA jurisdiction.

Correcting Entry

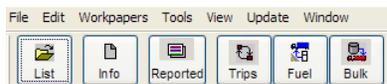
Rep Jur Rep Amt	Aud Jur Aud Amt	Adjustment
GA 202	ZZ 202	Tax-free fuel reported as tax-paid fuel

Bulk Fuel Screen

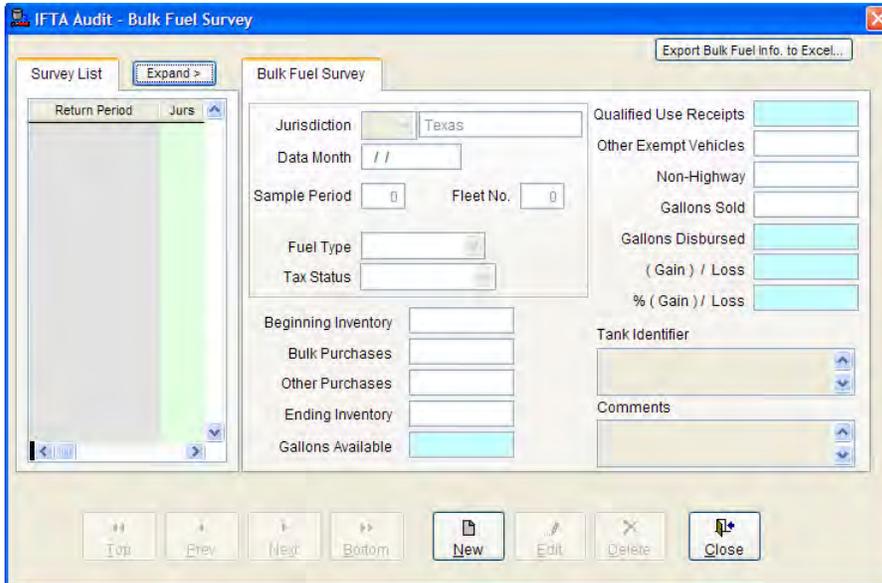
The bulk screen allows the auditor to review data and make any necessary changes..

This screen allows an auditor to see the different fuel depots and the available fuel.

Click the Bulk icon.



Note all amounts in gallons.



Fuel Entry Tips

Entry of fuel through the Trip Survey link to the fuel screen uses less key strokes because certain data is auto-filled into the fuel purchases screen.

Entering all fuel as “reported” by sample unit and reconciling the entered data will result in time efficiency.

OR fuel should be entered as ZZ fuel. Reviewing the Analysis of OR and ZZ Jurisdictional Analysis Reports will allow an auditor to determine which jurisdiction was reported in each period.

Gap mile entries are an indicator that there is a possibility that gap fuel may need to be added to maintain MPG calculations.

If a quarter sample is performed, change it to a quarter detail to review the Exam C Det Qtr Sum Report to account for all fuel reported.

Jurisdictions that are subject to disaster exemptions that suspend temporarily their tax rate

Example:

053 GA – The taxpayer should have reported all GA (Georgia) 053- September 2005 fuel as (ZZ) tax-free gallons. If not, make the following correction:

Jur	Rep	Aud
GA	101	0
ZZ	0	101

Importing Fuel

Importing Fuel in Summary:

Enter the Fuel into a spreadsheet or use a spreadsheet provided by the taxpayer.

Use Trip Data first 10 columns headers to manually enter data to spreadsheet

Use File layout to manipulate data

Copy data to Excel spreadsheet specific to that TP

CSV file

Match vs. Not Match trips

Types of Errors

Correct CSV file

Verify it has been imported correctly

Go to Trip Screen and click “Find Orphan Fuel Tickets” button

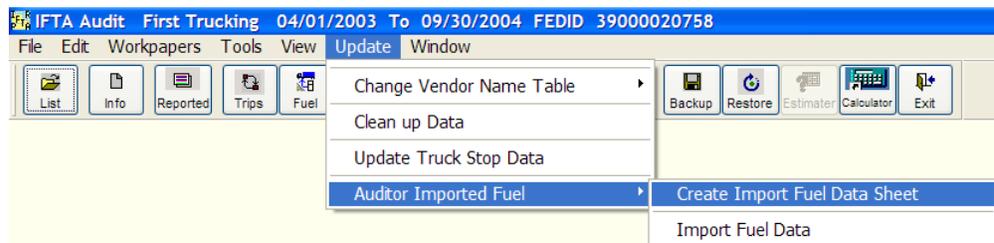
Importing Fuel

Using a .csv file, the auditor can import fuel data into the IFTA software.

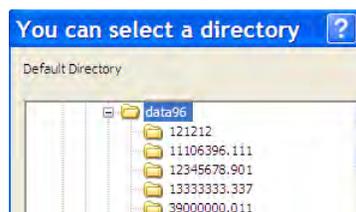
Excel Fuel Data Sheet

The software will generate an Excel spreadsheet with the correct column format that must be used for the software to accept the imported file. Taxpayer data can also be used but it will need to be copied into the software generated spreadsheet.

First click “Update / Auditor Imported Fuel / Create Import Fuel Data Sheet”



Select the directory where the Excel file will be saved.



Click “OK.” An Excel spreadsheet will be brought up.

It will be filled with example data. Just overtype or clear out the example data. Don’t delete the rows because it will delete the adjustment row data.

	A	B	C	D	E	F	G	H	I	J	K	
1	linecount num	sampleperiod num	fleetno num	fueltype char	retperiod date	jurisdic char	jurrep char	unitno char	tripno char	datepur date	city char	nan
2	1	1	1	Diesel	12/31/2006	TX	TX	All	64	12/1/2006		
3	2	1	1	Diesel	12/31/2006	OK	OK	All	64	12/2/2006		

Excel Import File

Note the top header – it will show TP Name_Fuel.xls. It is important that THIS particular file is the one used to enter or paste any data into. The software is programmed to see THIS file name when the file is imported. There is an option of saving different files by putting letters or numbers AFTER the word Fuel.

General file Guidelines:

The Column headers must stay the same.

The Columns must stay in the same order.

Linecount num column MUST begin with 1 AND be in continuing assending order. An example would be 1-2-3-4-5 not 1-2-4-5-7.

“Retperiod date” and “datepur date” columns should be in MM\DD\YYYY format. An example would be 02/13/2007.

“Jurisdic char” and “jurrep char” columns should be in CAPS. An example would be TX.

	M	N	O	P	Q	R	S
1	city char	name char	documentno char	begodom num	endodom num	odomread num	pricepergallon
2			R45			35	54
3			R46			78	78
4			R47			33	33
5			R45			105	105
6			R49			45	45
7			R50			35	35

Data MUST be filled out for all Columns except “begodom num,” “endodom num,” “odomread num” and “pricepergallon num” – these are optional.

“Nogallons reported” and “nogalaud audited” amount should NOT have the 1000 separator checked. For example 3356 should be shown, NOT 3,356.

Entering the data in an Excel format will allow the auditor to select the appropriate adjustment selection in the adjustment char column.

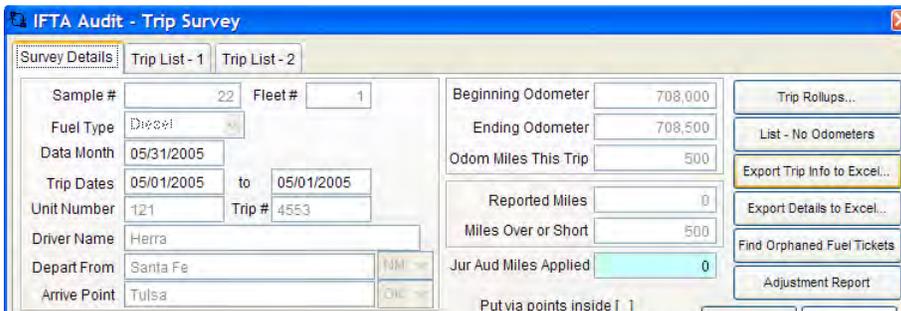
	O	P	Q	R	S	T	U	V	W
1	endodom num	odomread num	nogallons reported num	nogalaud audited num	pricepergallon num	adjustment char		List for dropdown	
2			35	54		Math Error		Math Error	
3			78	78				Taxfree Fuel	
4			33	33				g Jurisdiction	
5			105	105				g Amount Reported	
6			45	45				plete Fuel Receipt	
7			35	35				el Reported as TP Fuel	
8			78	78				Valid Receipt - Not Reported	
9			55	98		Math Error		Reported Reefer Fuel	
10			120	108		Math Error		Wrong Fuel Type Reported	

Valid Adjustments
Select from list or leave blank.

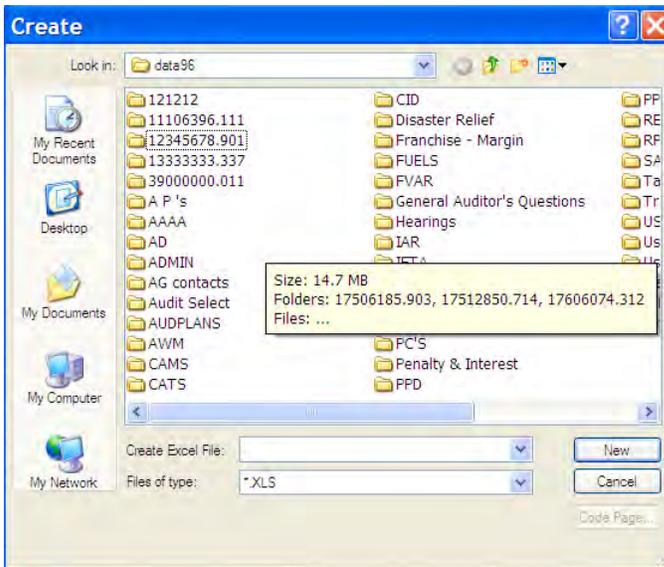
Trip Data

The trip miles data should already be entered. If so then there is access to the summary data to add to the spreadsheet.

Go to Trips icon and click the “Export Trip info to Excel” button.



Select the directory location, name the file and click “New.”



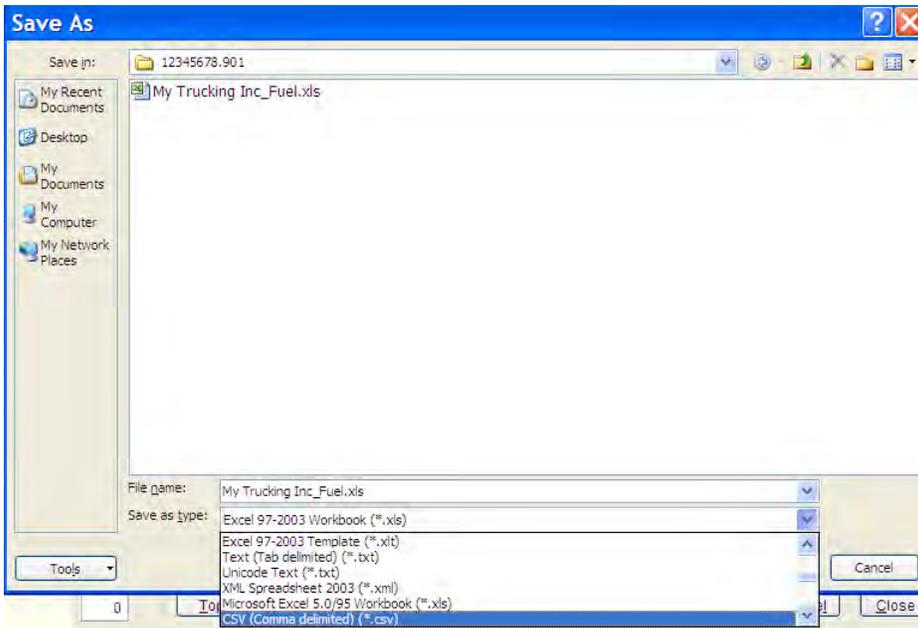
Open Excel and select the new file.

fueltype	fleet	samp	tripqtr	unitno	tripno	tripdate	tripenda	begodor	endodor
Diesel	1	####	30-Sep-0	428	428030703	01-Jul-03	03-Jul-03	561267	563640
Diesel	1	2	30-Sep-0	428	428030707	03-Jul-03	07-Jul-03	563640	565774
Diesel	1	2	30-Sep-0	428	428030711	08-Jul-03	11-Jul-03	565774	568441
Diesel	1	2	30-Sep-0	428	428030715	12-Jul-03	15-Jul-03	568441	570743
Diesel	1	2	30-Sep-0	428	428030720	16-Jul-03	20-Jul-03	570743	574228
Diesel	1	2	30-Sep-0	428	428030731	21-Jul-03	31-Jul-03	574228	575453
Diesel	1	2	30-Sep-0	428	428030808	05-Aug-0	08-Aug-0	575453	577340
Diesel	1	2	30-Sep-0	428	428030821	20-Aug-0	21-Aug-0	577340	578284
Diesel	1	2	30-Sep-0	428	428030824	22-Aug-0	24-Aug-0	578284	579160
Diesel	1	2	30-Sep-0	428	428030826	24-Aug-0	26-Aug-0	579160	579663
Diesel	1	2	30-Sep-0	428	428030828	27-Aug-0	28-Aug-0	579663	580412

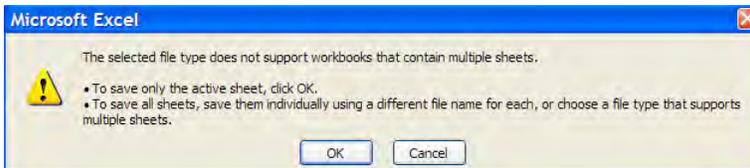
The first ten columns contain the data needed to complete the fuel information. Print this spreadsheet with that data as a guide.

CSV File

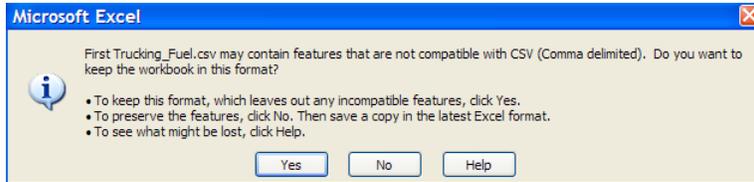
After the excel entry is complete and saved, click “File / Save As.” In the “Save As type” box select CSV (Comma Delimited) (*.csv) and click “Save.” It must be saved as a CSV file for the software to accept it.



Click “Ok” on this message



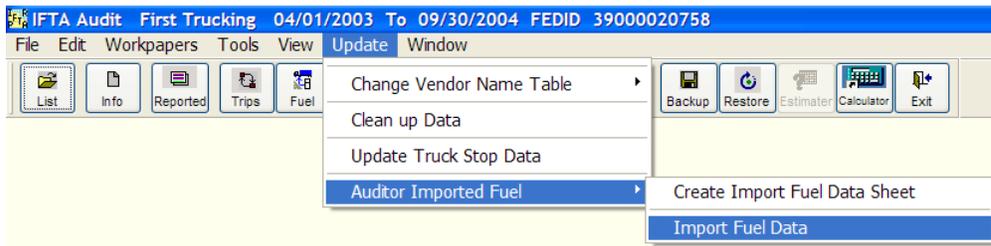
Click “Yes” on this message



If the message comes up again click yes each time.

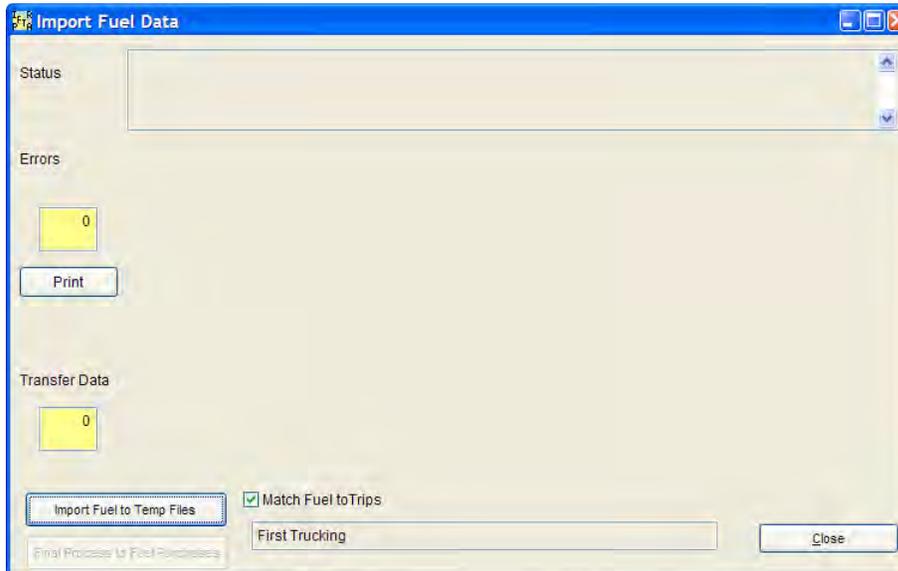
Importing the CSV File

Go to Update / Auditor Imported Fuel / Import Fuel Data

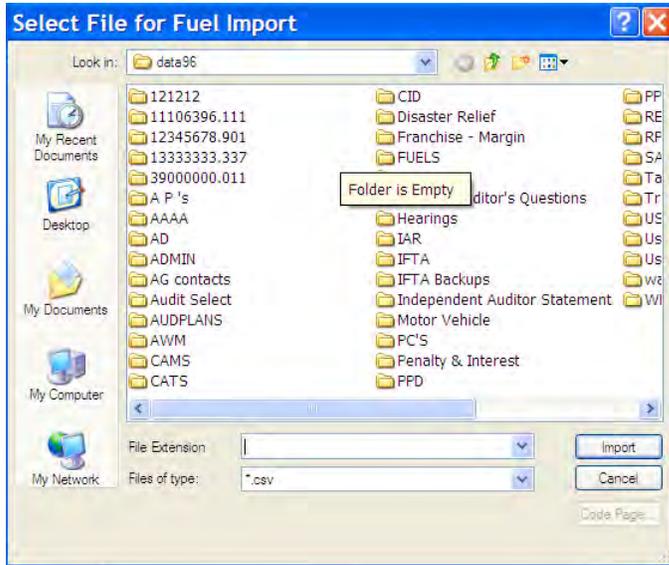


NOTE – “Match Fuel to Trips” option – used to match imported fuel only to previously entered trip data.

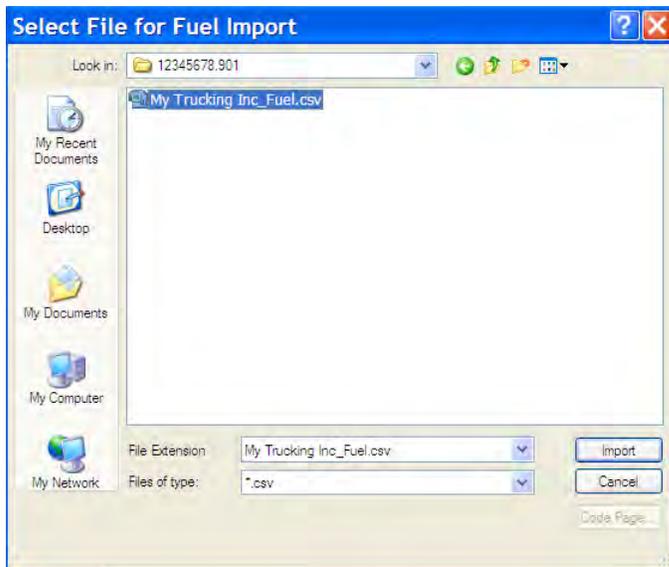
Click the “Import Fuel to Temp Files”



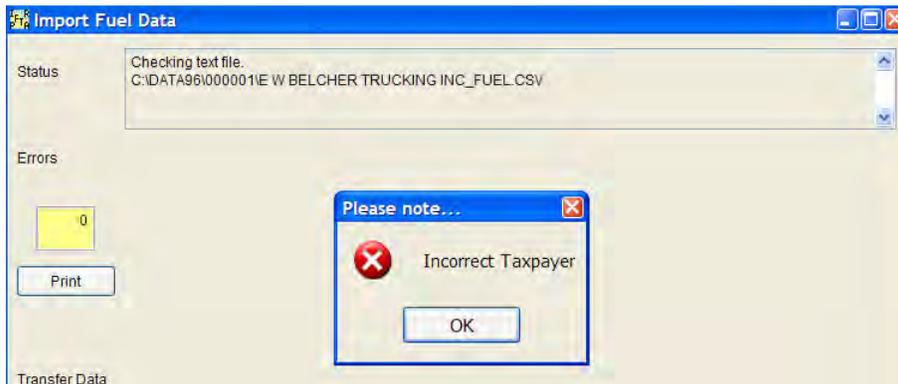
A screen to select the directory will appear. Click on the directory where the .csv file was saved (remember it's the .csv file).



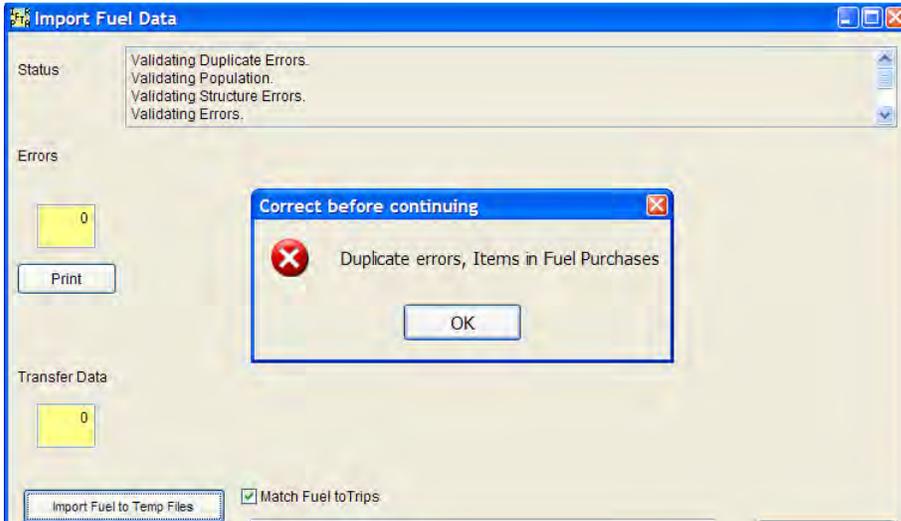
Click the file so that it shows in the File Extension block. Then click the Import button.



If the wrong file or wrong TP .csv file is selected an error message will appear.



If there are problems with the import click “OK” on this screen to see a detail list of the errors.

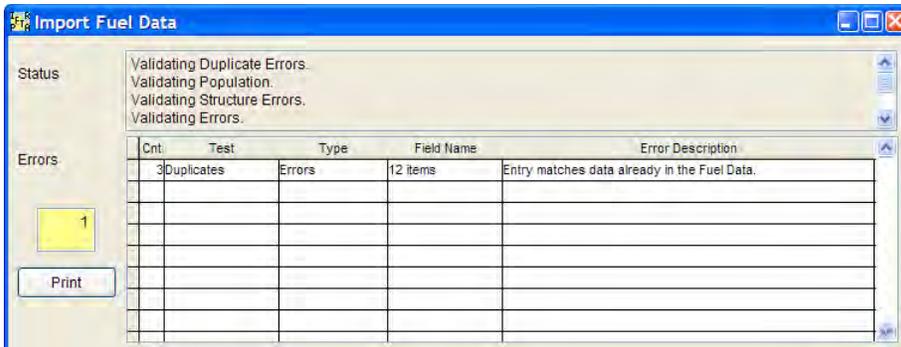


The Cnt Column is the Line count num row of the .csv file.

The Test Column would show the following type of tests:

- Structure
- Population
- Exist
- Match
- Duplicate

The system will complete one test and display errors of that test before going to the next test. NOT ALL errors possible will be shown initially – just those for that test.



Listed below are the areas which will generate an error

Test Column would show

- Structure
- Population
- Exist
- Match
- Duplicate

Possible Errors

Structure

- There is no column named Linecount
- Linecount number should start with 1 and be in ascending order (1,2,3) with no skips
- Linecount number cannot be a duplicate
- Field Name column is not in the correct order
- Field Name is not correct
- Adjustment does not match Adjustment List in the software
- Jurisdiction entered is not a valid Jurisdiction
- City not entered
- Vendor Name not entered
- Invoice # not entered

Population

Return Period _____ is not in audit period

- Date Pur _____ is not in audit period
- The Fleet # _____ is not in the pop list
- The Fuel Type _____ is not in the pop list

If the Trip Match is checked

- Fuel Type _____ does not exist
- Fleet # _____ does not exist
- SP # _____ does not exist
- Return Period _____ does not exist
- Unit # _____ does not exist
- Trip # _____ does not exist

Match

- Return Period _____ does not match Trip #
- Fleet # _____ does not match Trip #
- SP # _____ does not match Trip #
- Fuel Type _____ does not match Trip #
- Unit # _____ does not match Trip #

Match (Advisories)

These are **advisories**; the data will import, but should be verified.

- Document # _____ is not unique
- Date Pur _____ is not within 60 days of Return Period _____
- Reported Jur _____ is not trip data

Duplicate

Entries in the .csv file match entries already in the software.

IF the Trip Match is NOT Checked

All .csv entries that do AND do not have a trip matching data will be imported into the software.

Print Button

The screen displays a print button – the report can be previewed or printed.

Error Correction

It is quicker to correct the .csv file rather than correcting the Excel spreadsheet then saving it as a .csv file.

The Import File is successful.

If advisories only are listed and no errors click “Final Process to Fuel Purchases.”

Import Fuel Data

Status

- View Imported Fuel Data.
- Validating Advisories.
- Validating Match Errors.
- Validating Trip Exist Errors.

Errors

0

Print

Transfer Data

Cnt	SP	Flt#	Fuel Type	Return Perio	Jur	Jur R	Unit No.	Trip No.	Date Pur	City	Name	Doc No
1	2	1	Diesel	09/30/2003	TX	TX	428	428030707	08/13/2003	various	Bills	R45
2	2	1	Diesel	09/30/2003	TX	TX	428	428030707	08/14/2003	various	Bills	R46
3	2	1	Diesel	09/30/2003	TX	TX	428	428030707	08/15/2003	various	Bills	R47

Match Fuel to Trips

Click “OK”

Import Fuel Data

Status

- Updating Fuel Data Completed.
- Updating Fuel Data.
- View Imported Fuel Data.
- Validating Advisories.
- Validating Match Errors.

Errors

0

Print

Transfer Data

Cnt	SP	Flt#	Fuel Type	Return Perio	Jur	Jur R	Unit No.	Trip No.	Date Pur	City	Name	Doc No
1	2	1	Diesel	09/30/2003	TX	TX	428	428030707	08/13/2003	various	Bills	R45
2	2	1	Diesel	09/30/2003	TX	TX	428	428030707	08/14/2003	various	Bills	R46
3	2	1	Diesel	09/30/2003	TX	TX	428	428030707	08/15/2003	various	Bills	R47

Please note... Processing Complete

OK

The imported fuel can be viewed by going to the “Fuel/List-2 Documents” tab. Sort by the “Import Record Column.” Imports will be at the bottom of the list.

Fuel Type	Flt #	SP	Unit No.	Trip No.	Doc Date	Vendor Name	City	Doc No.	Import Record
Diesel	1	*****	1234567890	1234567890	03/31/2004	Various	Hewitt	WE334	
Diesel	1	*****	1234567890	1234567890	03/31/2004	Summary	Various	4VA	
Diesel	1	*****	1234567890	1234567890	03/31/2004	Summary	Various	4WY	
Diesel	1	2	428	428030707	08/13/2003	Bills	various	R45 20080515	TX
Diesel	1	2	428	428030707	08/14/2003	Bills	various	R46 20080515	TX
Diesel	1	2	428	428030707	08/15/2003	Bills	various	R47 20080515	TX

Imported records are identified on the “Road Purchase Details” screen as “imported.”

Fuel Type: Diesel
 Unit Number: 428
 Data Month: 09/30/2003
 Document Date: 08/13/2003

Fleet #: 1
 Trip Number: 428030707
 Sample #: 2
 Document No.: R45

Rollups - Audited
 Rollups - Reported
 Imported

Export Fuel Info. to Excel...
 Export Fuel Adj. Info. to Excel...
 Chk Trucks?

To view road purchases by trip from the Trip Survey Detail screen, click “View Road Purchases.” Click “List – 1 Amounts.”

Fuel Type	Flt #	SP	Unit No.	Trip No.	Rep	Reported Amt	Aud	Aud Amt	Difference	Adjustment	Doc. Date
Diesel	1	2	428	428030707	TX	75	TX	75	0		08/13/2003
Diesel	1	2	428	428030707	TX	90	TX	75	15	Math Error	08/14/2003
Diesel	1	2	428	428030707	TX	33	TX	33	0		08/15/2003

Chapter 6

Special Techniques

Estimating

Overview

The liability for each fleet can be determined using different methods, for example, estimate one or more fleets and sample or detail others.

Getting into the Estimator

Select a Taxpayer Name from the List Screen. Close that screen.

Click the “Estimator” icon.

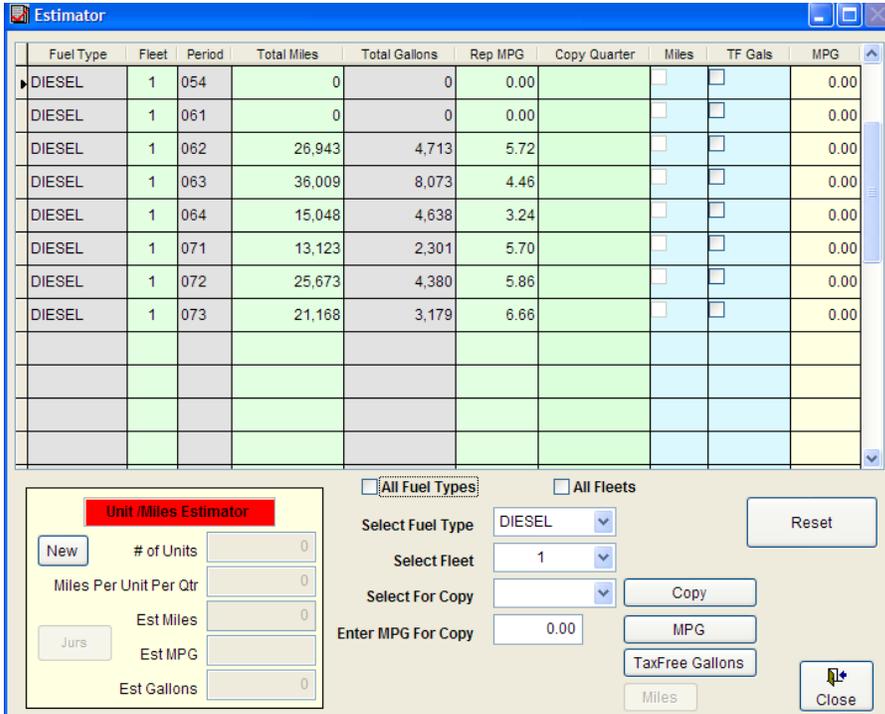


Estimator Screen

It will show all the Reported Data by fuel type by fleet number.

All data will be treated as one fleet unless an additional fleet is added.

The auditor input fields are the Copy Quarter, Miles, TF Gals and MPG.



Exit the Estimator Screen

Data is auto saved when the screen is closed unless there is an error message.

Reset Button

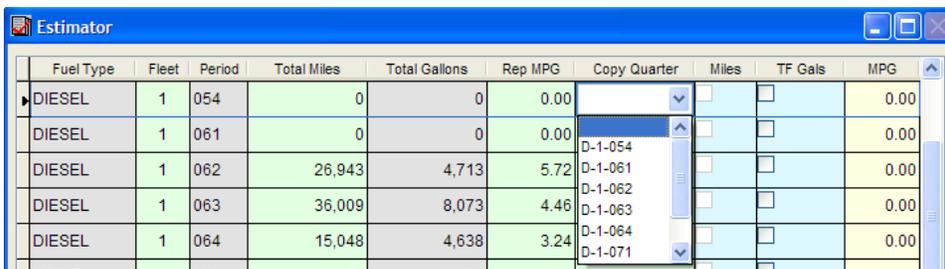
Data can be reset in the form by clicking the reset button. “Reset” will remove all previously entered data.

Screen Terms

Copy Quarter

The “Copy Quarter” column represents each fuel type and report period in the audit period. For example D-1-054 represents Diesel – Fleet 1 – 4th quarter of 2005.

Copy Quarter is used to copy the total miles and total fuel data from one quarter to another. Individual jurisdiction data is not included.

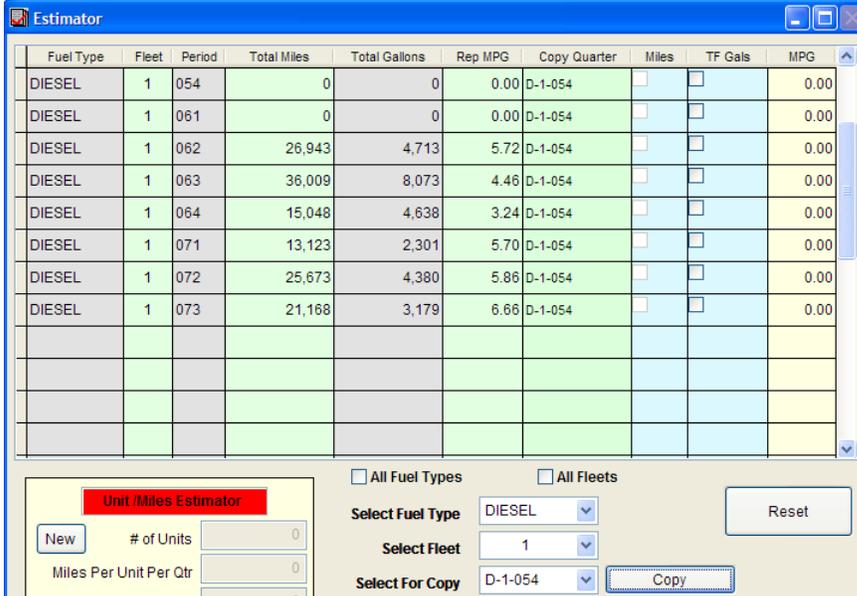


Change the whole fleet at one time by going to:

“Select Fuel Type” and selecting the Fuel Type

“Select Fleet” and selecting the Fleet number

“Select for Copy” and selecting the Copy Quarter click the “Copy” Button.



General Rules for Using Copy Quarter

The quarter being “copied” and the quarter being “copied to” must be in the same fleet.

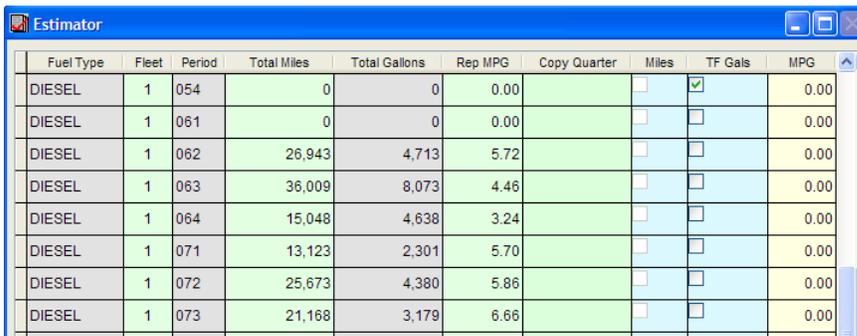
Only one quarter can be copied per fleet.

“Copy Quarter” and “Miles” procedures cannot be used in the same fleet.

If a quarter is copied to a zero reported period, MPG can be selected.

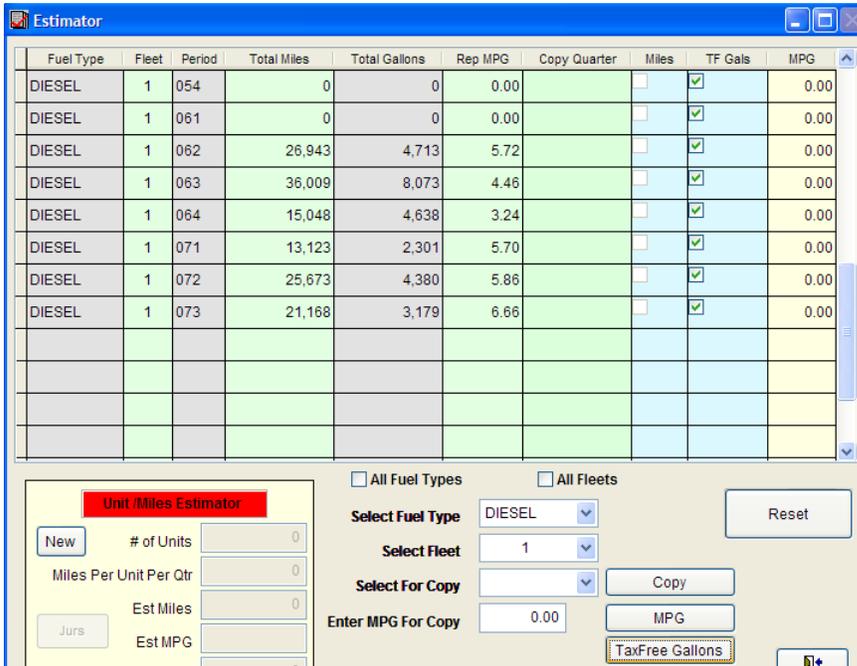
TF GALS – Tax Free Gallons

If the TF Gal field is blank, the gallons are treated as tax paid. If the TF Gals box is checked all gallons for the fuel type, fleet number and quarter will be treated as tax free.



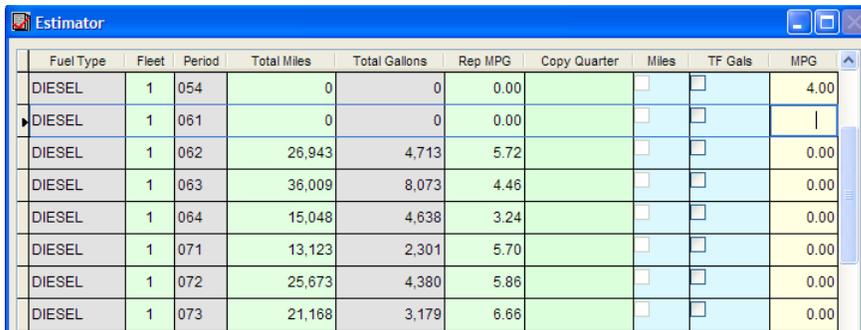
An entire fleet can be changed at one time by going to:

- “Select Fuel Type” and selecting the Fuel Type
- “Select Fleet” and selecting the Fleet number click the “Tax Free Gallons” Button.



MPG – Miles Per Gallon

A zero (0) in the MPG column means that the reported MPG will be used. In the example below Diesel Fleet 1 for 062 has a reported MPG of 5.72 and a zero (0) in the MPG column. The reported MPG of 5.72 will be used for estimating unless the zero (0) in the last column is changed.



To change the whole fleet at one time by going to:

- “Select Fuel Type” and selecting the Fuel Type
- “Select Fleet” and selecting the Fleet number
- “Enter MPG For Copy” and entering an MPG then click the “MPG” Button.

Fuel Type	Fleet	Period	Total Miles	Total Gallons	Rep MPG	Copy Quarter	Miles	TF Gals	MPG
DIESEL	1	054	0	0	0.00				4.00
DIESEL	1	061	0	0	0.00				4.00
DIESEL	1	062	26,943	4,713	5.72				4.00
DIESEL	1	063	36,009	8,073	4.46				4.00
DIESEL	1	064	15,048	4,638	3.24				4.00
DIESEL	1	071	13,123	2,301	5.70				4.00
DIESEL	1	072	25,673	4,380	5.86				4.00
DIESEL	1	073	21,168	3,179	6.66				4.00

Unit Miles Estimator

New # of Units: 0

Miles Per Unit Per Qtr: 0

Est Miles: 0

Jurs: _____

All Fuel Types All Fleets

Select Fuel Type: DIESEL

Select Fleet: 1

Select For Copy: _____

Enter MPG For Copy: 4.00

Buttons: Reset, Copy, MPG

General Guidelines

If MPG for all quarters of a fleet is clicked make sure the MPG is not raised for the quarter. For example above Diesel Fleet 1 quarter 064 reported 3.24 which is LOWER than the auditor selected MPG of 4. The auditor would want to go back to that quarter and enter a 0 or 3.24 (which will auto fill back to 0).

Miles

There will be situations when the reported total miles are too low. The number of miles per vehicle as well as the jurisdictions traveled based upon a unit/miles/mpg calculation can be selected.

The “Unit Miles Estimator” is located in the lower left side of the Estimator. To activate this function click “New.”

Fuel Type	Fleet	Period	Total Miles	Total Gallons	Rep MPG	Copy Quarter	Miles	TF Gals	MPG
DIESEL	1	101	232,438	45,542	5.10				0.00
DIESEL	1	102	356,538	70,154	5.08				0.00
DIESEL	1	103	268,184	51,714	5.19				0.00
DIESEL	1	104	248,340	46,002	5.40				0.00
DIESEL	1	111	248,678	49,954	4.98				0.00
DIESEL	1	112	228,636	47,672	4.80				0.00

Unit Miles Estimator

New # of Units: 0

Miles Per Unit Per Qtr: 0

Est Miles: 0

Jurs: _____

Est MPG: _____

Est Gallons: 0

All Fuel Types All Fleets

Select Fuel Type: DIESEL

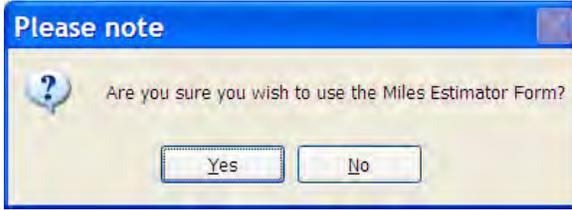
Select Fleet: 1

Select For Copy: _____

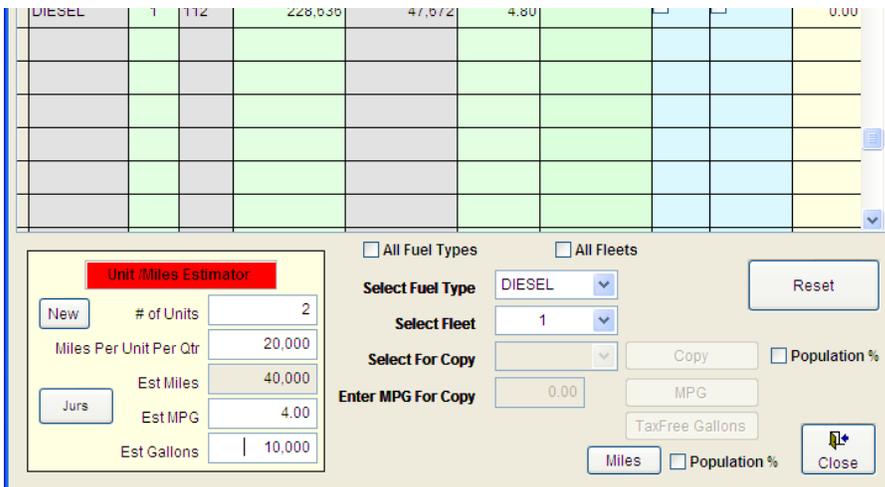
Enter MPG For Copy: 0.00

Buttons: Reset, Copy, MPG, TaxFree Gallons, Miles, Population %, Close

Confirm the miles estimator will be used by clicking yes.



- Enter the number of units based on the decals issued, IRP registration information or the best information available.
- Enter the number of “Miles Per Unit Per Qtr.” (Audit policy is a minimum of 20,000 miles per unit per quarter in most situations.)
- Enter the “Est MPG”



The number of gallons will be automatically computed.

Click “Jur” to allocate the miles per jurisdiction.

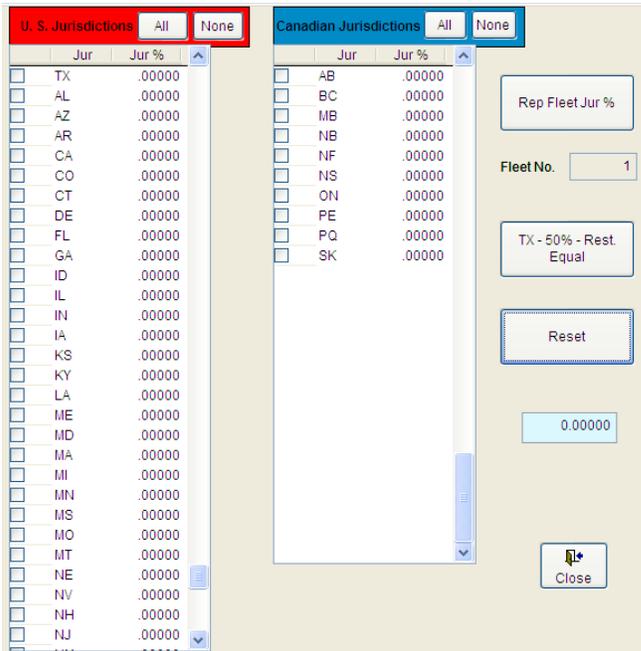
Jur % Entry

There are three methods for allocating the miles per jurisdiction:

1. Using reported percentages
2. Setting TX to 50% and remainder to reported jurisdictions equally
3. Using percentages and jurisdictions determined by the auditor on the best information available

Click “Jurs” after entering the units, miles and MPG information.

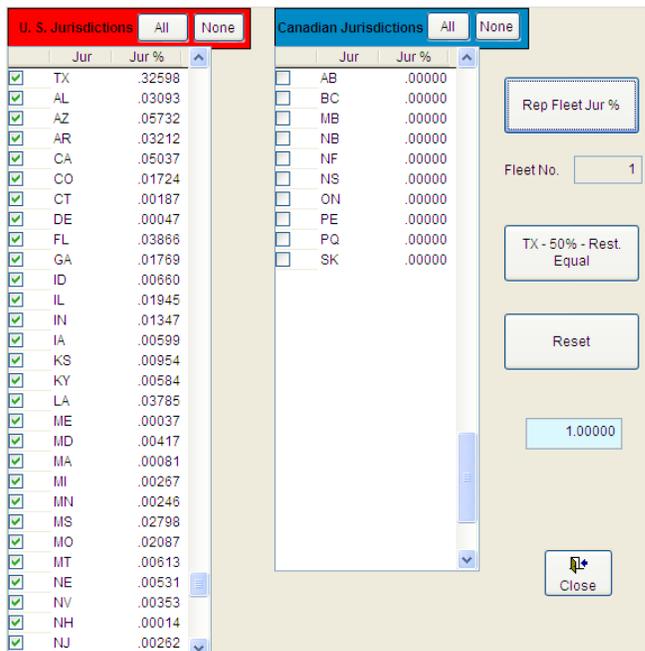
Jurisdiction Screen Overview



Using Reported Percentages

Click “Rep Fleet Jur %”

The reported jurisdiction percentages will automatically fill. The program will allocate the estimated miles for the total number of units based on these percentages. Verify that the small blue box on the right shows 1.00000. Click “Close” to return to the main estimator screen. The entered data will be saved automatically when closing the screen.

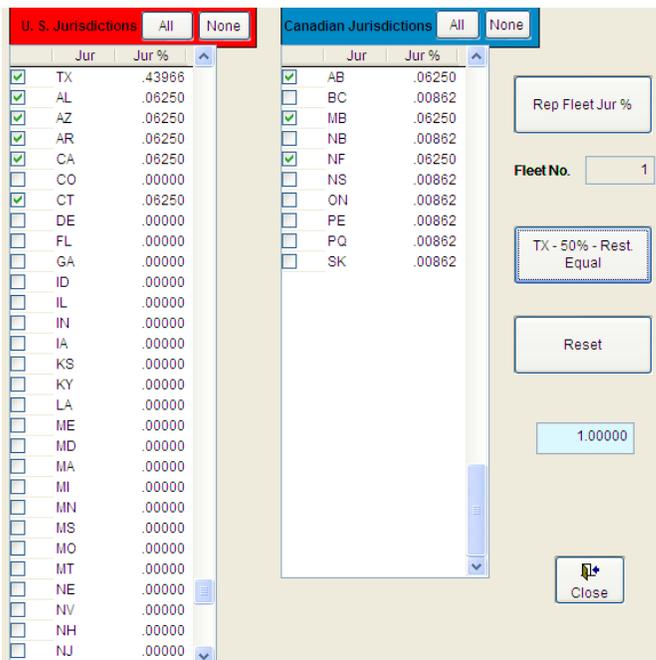


If the taxpayer did not report all jurisdiction travel and jurisdictions need to be added do not use this function.

The jurisdictions can be selected manually by clicking the check box next to the applicable jurisdictions, US and Canadian. All jurisdictions can be selected by clicking “All” at the top of “US Jurisdictions” and/or “Canadian Jurisdictions” columns.

Click “TX- 50% - Rest Equal”

The program will allocate 50% of the estimated miles to Texas and remainder equally among the selected jurisdictions.



Verify that the small blue box on the right shows 1.00000. Click “Close” to return to the main estimator screen. The entered data will be saved automatically when closing the screen.

Using Percentages and Jurisdictions determined by the auditor on the best information available

To use any other percentages and designate the jurisdictions, enter the percentage to be applied to each jurisdiction after the decimal point by replacing the zeros with the percentage to be applied. The check box to the left of the jurisdiction will automatically be checked when an entry is made. “Tab” to next applicable jurisdiction.

Verify that the small blue box on the right shows 1.00000. Click “Close” to return to the main estimator screen. The entered data will be saved automatically when closing the screen.

The main estimator screen will appear after closing the jurisdiction screen. To complete the estimate click:

1. “Select Fuel Type” and select the appropriate fuel,
2. “Select fleet” and select the fleet number, and
3. “Miles”

The screenshot shows the 'Estimator' software window. At the top is a table with columns: Fuel Type, Fleet, Period, Total Miles, Total Gallons, Rep MPG, Copy Quarter, Miles, TF Gals, and MPG. The table contains six rows of data for DIESEL fuel type across different fleet and period combinations. Below the table is a control panel with various input fields and buttons.

Fuel Type	Fleet	Period	Total Miles	Total Gallons	Rep MPG	Copy Quarter	Miles	TF Gals	MPG
DIESEL	1	101	232,438	45,542	5.10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	102	356,536	70,154	5.08		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	103	268,184	51,714	5.19		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	104	248,340	46,002	5.40		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	111	248,678	49,954	4.98		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	112	228,636	47,672	4.80		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00

The control panel includes a 'Unit Miles Estimator' section with fields for # of Units (15), Miles Per Unit Per Qtr (20,000), Est Miles (300,000), Est MPG (4.00), and Est Gallons (75,000). It also has checkboxes for 'All Fuel Types' and 'All Fleets', dropdown menus for 'Select Fuel Type' (DIESEL) and 'Select Fleet' (1), and buttons for 'Reset', 'Copy', 'MPG', 'TaxFree Gallons', and 'Close'. There are also radio buttons for 'Using Jur Miles' and 'Population %'.

The “Miles” and “TF Gals” will automatically be checked after “Miles” is selected.

Various scenarios can be tried before finalizing the estimate. The results for each scenario should be reviewed via the Exam and Reports functions before deciding on which estimated procedure to use.

Clicking “Reset” will clear all entered data. If other scenarios are going to be attempted, saving a screen print of each one with its results will be helpful in comparing them and in recreating the one to be used.

Estimating Scenarios

One fleet – Copy Quarter, Tax free and MPG

One fleet – Miles, Tax free and MPG

One fleet – Tax free and MPG Only

One fleet –Tax free only

2 Fleets – Copy Quarter and Miles, Tax free and MPG

One fleet – Copy Quarter, Tax free and MPG

Some general data:

The TX history and 3rd party records indicate that the TP has one unit.

There are two 0 reported periods – 054 and 061

There are two periods less than the baseline of 20,000 miles per quarter – 064, 071
 “Copy Quarter” approach appears to be best method for this estimate.

Fuel Type	Fleet	Period	Total Miles	Total Gallons	Rep MPG	Copy Quarter	Miles	TF Gals	MPG
DIESEL	1	054	0	0	0.00				0.00
DIESEL	1	061	0	0	0.00				0.00
DIESEL	1	062	26,943	4,713	5.72				0.00
DIESEL	1	063	36,009	8,073	4.46				0.00
DIESEL	1	064	15,048	4,638	3.24				0.00
DIESEL	1	071	13,123	2,301	5.70				0.00
DIESEL	1	072	25,673	4,380	5.86				0.00
DIESEL	1	073	21,168	3,179	6.66				0.00

Select 063 as the Copy Quarter

All fuel will be considered tax free fuel

4 MPG is used except for 064 in which the reported 3.24 is used

The Result

Fuel Type	Fleet	Period	Total Miles	Total Gallons	Rep MPG	Copy Quarter	Miles	TF Gals	MPG
DIESEL	1	054	0	0	0.00	D-1-063	<input checked="" type="checkbox"/>		4.00
DIESEL	1	061	0	0	0.00	D-1-063	<input checked="" type="checkbox"/>		4.00
DIESEL	1	062	26,943	4,713	5.72		<input checked="" type="checkbox"/>		4.00
DIESEL	1	063	36,009	8,073	4.46		<input checked="" type="checkbox"/>		4.00
DIESEL	1	064	15,048	4,638	3.24	D-1-063	<input checked="" type="checkbox"/>		3.24
DIESEL	1	071	13,123	2,301	5.70	D-1-063	<input checked="" type="checkbox"/>		4.00
DIESEL	1	072	25,673	4,380	5.86		<input checked="" type="checkbox"/>		4.00
DIESEL	1	073	21,168	3,179	6.66		<input checked="" type="checkbox"/>		4.00

Close the Screen and go to the Exam screen, click “Compute and Initiate.”

One fleet – Miles, Tax free and MPG

Some general data:

The TX history and 3rd party records indicate that the TP to has 5 units.

There are two 0 reported periods – 054 and 061

There are no periods less than the baseline of 20,000 X 5 = 100,000

Miles approach seems to best approach to estimate this audit.

Fuel Type	Fleet	Period	Total Miles	Total Gallons	Rep MPG	Copy Quarter	Miles	TF Gals	MPG
DIESEL	1	054	0	0	0.00				0.00
DIESEL	1	061	0	0	0.00				0.00
DIESEL	1	062	26,943	4,713	5.72				0.00
DIESEL	1	063	36,009	8,073	4.46				0.00
DIESEL	1	064	15,048	4,638	3.24				0.00
DIESEL	1	071	13,123	2,301	5.70				0.00
DIESEL	1	072	25,673	4,380	5.86				0.00
DIESEL	1	073	21,168	3,179	6.66				0.00

The TX Audit History is available for Jurisdictional percentages
 TX – 35.5, OK – 10.2, KS – 2.5, LA-10.7, MS-7.8, AL-6.4, GA-2.2 and FL-7.8
 All fuel will be considered tax free fuel
 4 MPG was used except for 064 in which the reported 3.24 was used

The Result

U. S. Jurisdictions		Canadian Jurisdictions	
Jur	Jur %	Jur	Jur %
<input checked="" type="checkbox"/>	TX .475	<input type="checkbox"/>	AB .000
<input checked="" type="checkbox"/>	AL .064	<input type="checkbox"/>	BC .000
<input type="checkbox"/>	AZ .000	<input type="checkbox"/>	MB .000
<input type="checkbox"/>	AR .000	<input type="checkbox"/>	NB .000
<input type="checkbox"/>	CA .000	<input type="checkbox"/>	NF .000
<input type="checkbox"/>	CO .000	<input type="checkbox"/>	NS .000
<input type="checkbox"/>	CT .000	<input type="checkbox"/>	ON .000
<input type="checkbox"/>	DE .000	<input type="checkbox"/>	PE .000
<input checked="" type="checkbox"/>	FL .078	<input type="checkbox"/>	PQ .000
<input checked="" type="checkbox"/>	GA .022	<input type="checkbox"/>	SK .000
<input type="checkbox"/>	ID .000		
<input type="checkbox"/>	IL .000		
<input type="checkbox"/>	IN .000		
<input type="checkbox"/>	IA .000		
<input checked="" type="checkbox"/>	KS .025		
<input type="checkbox"/>	KY .000		
<input checked="" type="checkbox"/>	LA .125		
<input type="checkbox"/>	ME .000		
<input type="checkbox"/>	MD .000		
<input type="checkbox"/>	MA .000		
<input type="checkbox"/>	MI .000		
<input type="checkbox"/>	MN .000		
<input checked="" type="checkbox"/>	MS .078		
<input type="checkbox"/>	OH .000		
<input checked="" type="checkbox"/>	OK .133		

Fuel Type	Fleet	Period	Total Miles	Total Gallons	Rep MPG	Copy Quarter	Miles	TF Gals	MPG
DIESEL	1	054	0	0	0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	061	0	0	0.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	062	26,943	4,713	5.72		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	063	36,009	8,073	4.46		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	064	15,048	4,638	3.24		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.24
DIESEL	1	071	13,123	2,301	5.70		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	072	25,673	4,380	5.86		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00
DIESEL	1	073	21,168	3,179	6.66		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00

Close the screen, go to the Exam screen and click “Compute and Initiate.”

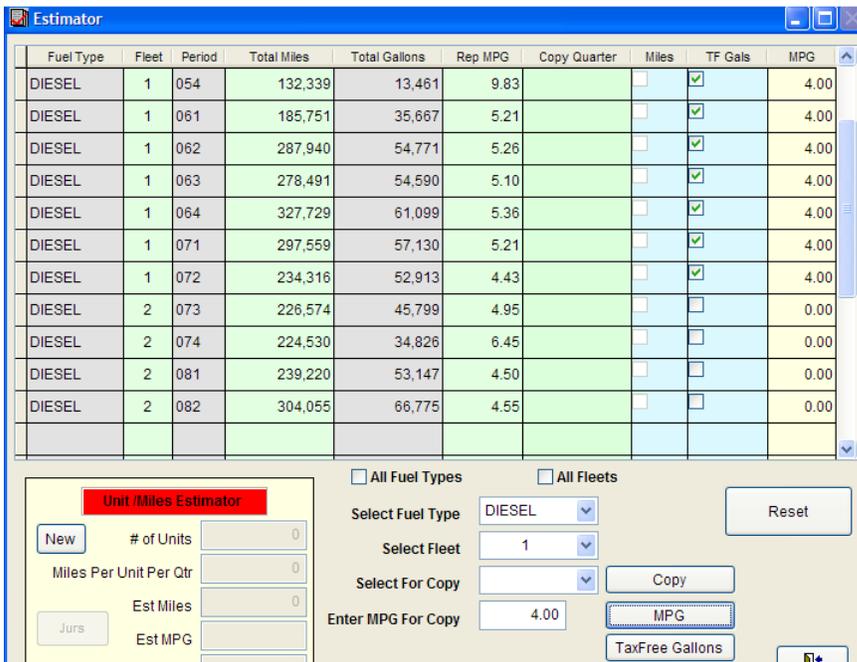
One fleet – Tax free and MPG Only

There will be occasions when miles totals by quarter appear to be in line with the baseline of 20,000 miles per quarter per unit. **Caution – review the jurisdictions by quarter to make sure that there are not limited jurisdictions such as one trip to CA.**

Go to the Estimator Screen

The entire fleet can be changed at one time by going to:

- “Select Fuel Type” and selecting the Fuel Type
- “Select Fleet” and selecting the Fleet number
- “Enter MPG For Copy” and entering an MPG
- Click the “MPG” Button.
- Click the “Tax Free Gallons” button.



Close the screen, go to the Exam screen and click “Compute and Initiate.”

One Fleet – Tax free only

There will be occasions when miles totals by quarter appear to be in line with the baseline of 20,000 miles per quarter per unit. **Caution – review the Jurisdictions by quarter to make sure that there are not limited Jurisdictions such as one trip to CA.**

A review of the documentation indicates that the reported MPG seems reasonable for the TP involved. **Caution – if there have NOT been any records, be careful about accepting the reported MPG.**

Go to the Estimator Screen

Select to change the whole fleet at one time by going to:

- “Select Fuel Type” and selecting the Fuel Type
- “Select Fleet” and selecting the Fleet number
- Click the “Tax Free Gallons” button.

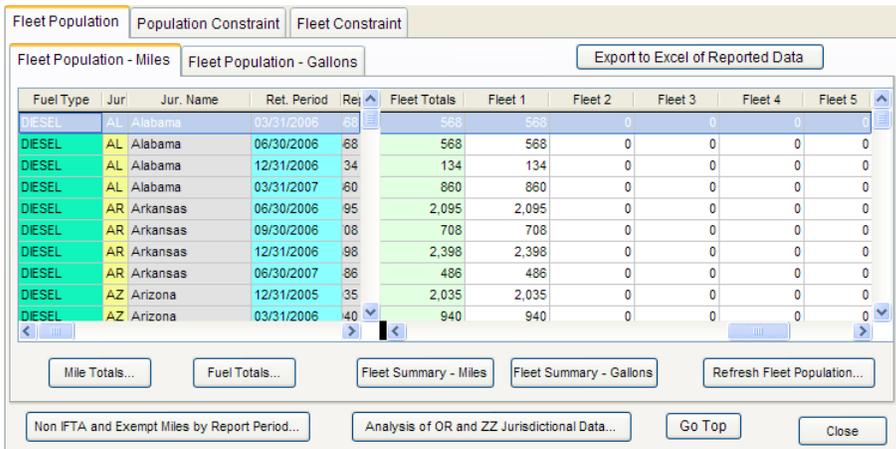


Close the screen, go to the Exam screen and click “Compute and Initiate.”

2 Fleets – Copy Quarter, Miles, Tax free and MPG

Fleet 2 data must be entered in the population area for Miles AND Gallons.

DO NOT mix quarters. Enter ALL the quarter jurisdictional data to fleet 1 or fleet 2.



Estimator screen

Click the “Reset” to insure all multiple fleet data is entered.

The system is set up to prevent accidentally entering Miles and Copy Quarter together. To enter multiple miles **the miles portion must be entered first**, leave the Estimator screen, and then re-enter the Estimator screen to enter Copy Quarter data for the next fleet. Care must be taken when performing this entry work to select the correct fleet number.

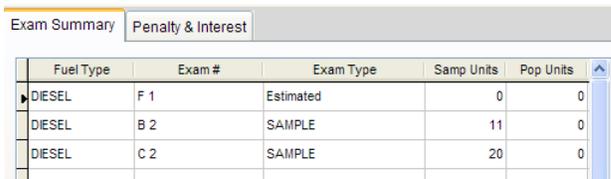


Reports

Click the “Exam” Icon

Click the “Compute” Button.

Any fleets with an estimate will now show Estimated in the Exam Type and designated by an F and the fleet #.



Click “Initiate” button

Finish the screen and close it

Go to the “Reports” Icon

There are two reports when an Estimate is performed – Exam F and Exam Fa. In the case where Copy Quarter or Miles approaches are not used then there will only be an Exam F.

Fuel Type	Fit #	Exam	Code	Title	Select
	0	Exam A		Summary of Audit Results	<input type="checkbox"/>
	0	Exam A - 1		Net Total Due by Quarter	<input type="checkbox"/>
	0	Exam A - 2		Audited Tax / <Credit> Due by Quarter	<input type="checkbox"/>
DIESEL	0	Exam B		Audited Miles	<input type="checkbox"/>
DIESEL	0	Exam C		Audited Gallons	<input type="checkbox"/>
DIESEL	1	Exam F		Estimate of Miles and Gallons	<input type="checkbox"/>
DIESEL	1	Exam F	a	Estimated Jur Miles	<input type="checkbox"/>

The results of the Exam Fa – Jurisdictional Miles are documented in the affected quarters on Exam B. Quarters with no changes are reflected as reported data in Exam B.

All tax free fuel is in Exam C.

Exam Fa

The Copy Quarter total that was selected will be displayed. In this case the 327,729.

For all reported jurisdictions to be available for the estimate results all Jurs that were reported in the selected Fleet (in this case Fleet 1) and their reported miles are in Col 1 and 2. A Reported Jurisdictional percentage is computed. The Copy Quarter Miles total is multiplied by each reported jurisdictional percentage to arrive at the audited miles for each of the quarters for which the Copy Quarter will be applied.

Those periods to be applied are footnoted at the bottom of the report.

Any jurisdiction with less than .0001 will be given .0001.

Est 2	SGJ 05/10/2009
Marfa, TX	TP # 12224445559
Fleet # 1	IFTA Lic # TX22244455519
Fuel Type : DIESEL	Exam F a
Estimated Jur Miles	Page 1 of 3

Copy Quarter		064	
Copy Quarter Miles Total			
327,729			
Reported Jurs (1)	Miles Fleet Data (2)	Reported Jurs Percent (3)	Audited Jur Amount (4)
AL	2,130	0.0012	393
AR	5,687	0.0033	1,082
AZ	15,885	0.0091	2,982
CA	12,364	0.0071	2,327
CO	4,954	0.0028	918
CT	140	0.0001	33
DE	23	0.0001	33
FL	8,818	0.0051	1,671
GA	1,307	0.0007	229

Copy Quarter Miles Total 327,729	Reported Jurs (1)	Miles Fleet Data (2)	Reported Jurs Percent (3)	Audited Jur Amount (4)
		1,744,125		327,729

Notes: Jurisdictions that are less than .0001 are given .0001.
Any difference³ from Copy Quarter total and audited jur amount is reduced by TX

This quarter of Jur data applies to Periods:
054 061

Forward Col 2 by Jur to Exam B

Exam F

This is the reported data and the changes made for the estimate. This will allow an auditor to show the Taxpayer in one page how the estimate was calculated. There are “Miles Changes”, “MPG Changes” and “TF Gal” in this example.

Est 2
Marfa, TX
Fleet # 1
Fuel Type : DIESEL

SGJ 05/10/2009
TP # 12224445559
IFTA Lic # TX22244455519
Exam F
Page 1 of 1

Estimated Jur Miles

Report Period	Reported Miles	Miles Changes	Net Miles	Reported MPG	MPG Changes	Net MPG	Adjusted Gallons	Reported Gallons	IF Gal	Taxpaid Gallons	Taxfree Gallons
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
054	132,339	327,729	327,729	9.83	4.00	4.00	81,932	13,461	Y	0	81,932
061	185,751	327,729	327,729	5.21	4.00	4.00	81,932	35,667	Y	0	81,932
062	287,940	0	287,940	5.26	4.00	4.00	71,985	54,771	Y	0	71,985
063	278,491	0	278,491	5.10	4.00	4.00	69,623	54,590	Y	0	69,623
064	327,729	0	327,729	5.36	4.00	4.00	81,932	61,099	Y	0	81,932
071	297,559	0	297,559	5.21	4.00	4.00	74,390	57,130	Y	0	74,390
072	234,316	0	234,316	4.43	4.00	4.00	58,579	52,913	Y	0	58,579

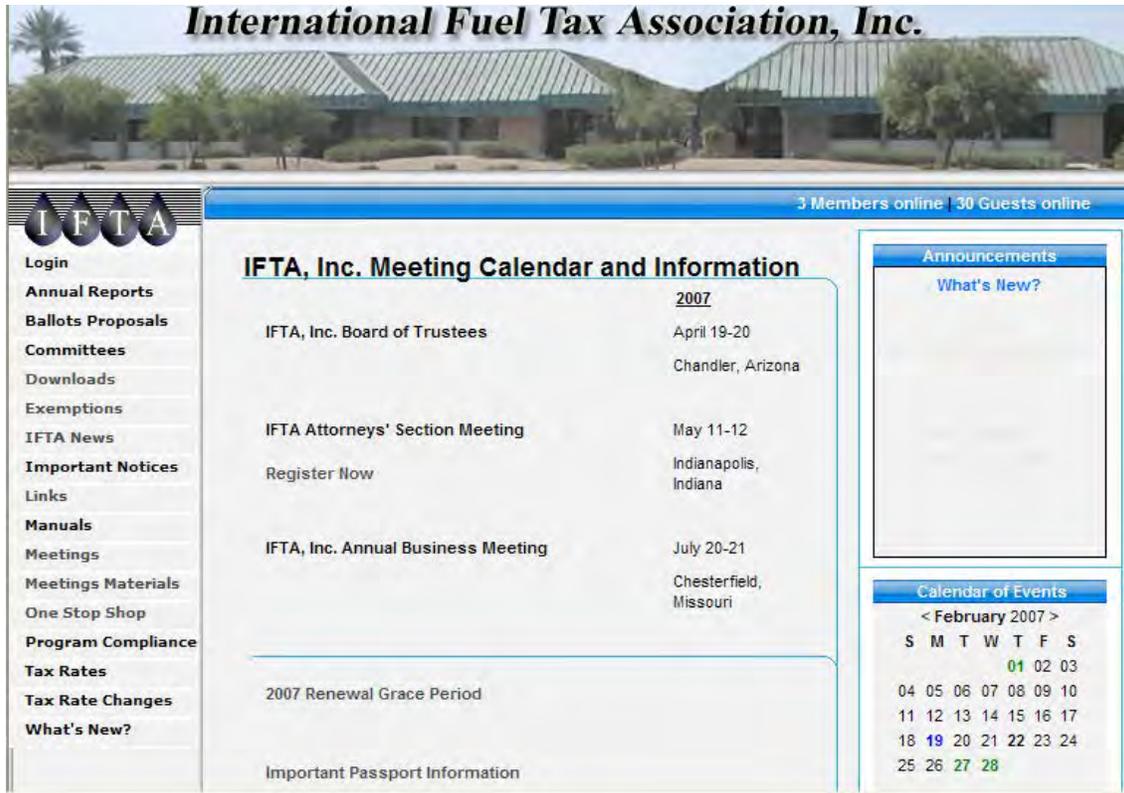
Exemptions

If a taxpayer is claiming an exemption on a return, the taxpayer should explain and support the exemption they are claiming.

Go to the IFTA website: <http://www.iftach.org/index.php>

The exemptions link is on the left side of the screen.

Verify the validity of any claimed exemptions.



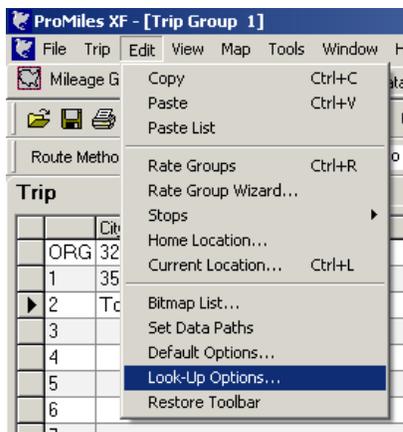
GPS Entry

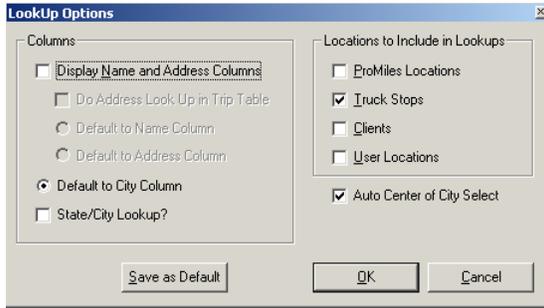
The ProMiles full version must be used for GPS entry.

ProMiles Full Version

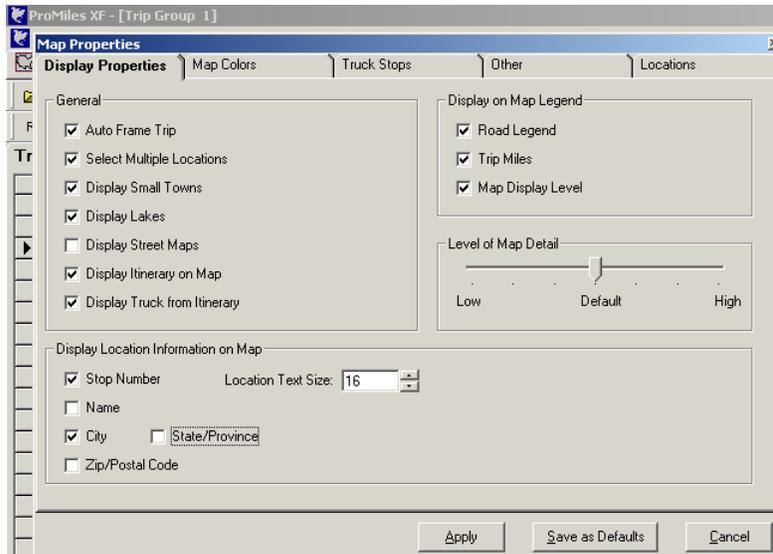
Default Formats

Edit – Look-up Options

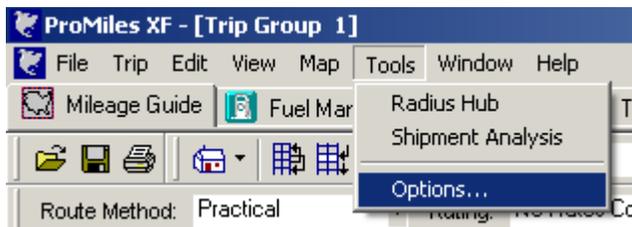


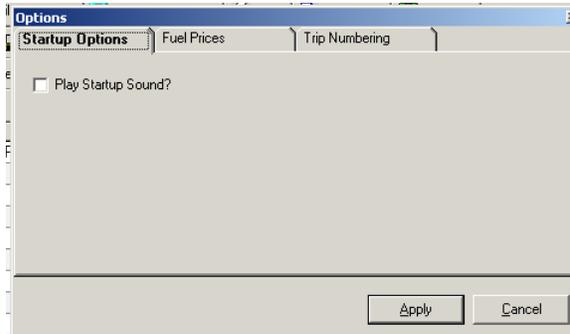


Map – Properties



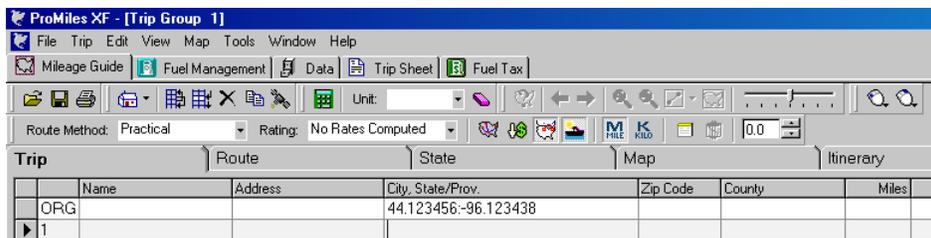
Tools – Options





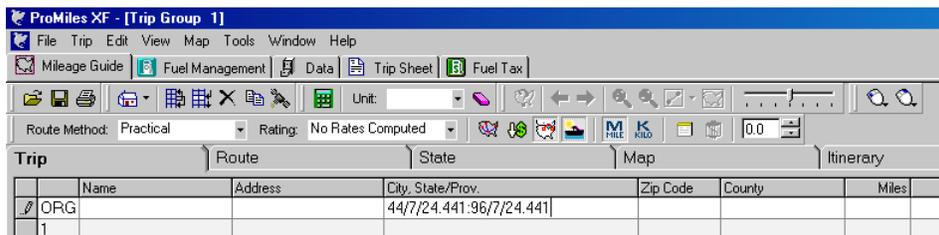
GPS Entry

Enter the Long – Lat (longitude and latitude) in the City Column.
Enter Long “colon:” Lat



Degrees

Enter Long Degrees with a “/” in between each internal degree for both Lat and Long and a colon “:” between the Lat and Long Degrees



Scroll down to enter the next leg.

Click the Calc (F10) icon to calculate the trip.



Click the State tab

State (Alphabetical)	Non-Toll	Toll	Total
AR	278.5	0.0	278.5
TN	0.2	0.0	0.2
TX	180.5	0.0	180.5
Total	459.2	0.0	459.2

Enter the total by state or by trip in the Map Miles section and round to the nearest mile.

Unit no	Trip no	Trip date	Jurs	Rep Miles	Aud Miles	Difference	Map Miles
1	1030331	03/31/2003	AR	0	279	279	279
1	1030331	03/31/2003	TN	0	0	0	1
1	1030331	03/31/2003	TX	0	181	181	181

Documentation of GPS

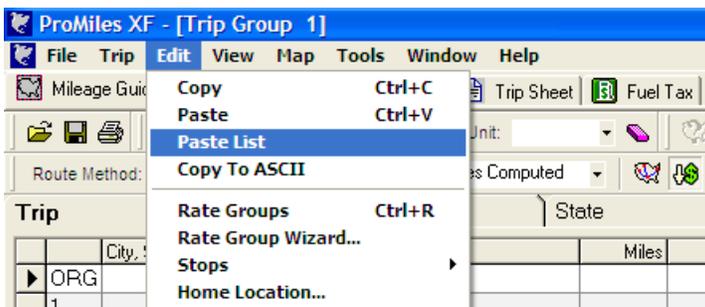
Print all trips that disagree with reported.

In a short test if all reported and audited agree, print one trip for every short-test truck month.

GPS by List

If GPS information is received in spreadsheet format it is possible to enter all the GPS by sample unit in one entry. Sort the GPS data in such a way that all data for a particular sample unit is together.

- Copy the data in the spreadsheet
- Open the full version of ProMiles
- Click “Edit”
- Click “Paste List”



Buses

Three Basic Types of Operations

Charters

Line Runs

Pooling

Charter Trips

A customer calls a bus company and arranges a trip from one city to another.

There is a single bus with a single driver for the entire trip.

The bus company is responsible for reporting all distance and fuel for the trip.

Line Runs

These are scheduled trips which occur regardless of the number of passengers traveling.

The bus company is responsible for reporting all distance and fuel.

Pooling

Single bus/multiple jurisdictions/multiple drivers

Under a pooling arrangement, a single bus will be operated on a single trip between City A and City Z, across two or more jurisdictions (provinces and states), by several carriers and several drivers.

Each driver is employed by the carrier which has the authority to operate in the respective jurisdiction in which the driver operates the bus.

US Statutory Requirement: Pooling/Through Service Agreements is a US statutory requirement which was imposed on the passenger bus industry in order to allow bus companies to provide better service to the traveling public and to allow the bus industry to compete more effectively with other passenger carriers.

Example:

- Trip from Toronto to New York City and two bus companies, A & B
- Company A's bus travels from Toronto to NYC.
- The bus crosses into NY at Fort Erie ON and is routed through PA.
- The bus arrives at Buffalo NY terminal and the driver changes to Company B driver.
- This driver change is called "slip seating" in the bus industry.
- On the return trip the opposite would occur.

Passengers Remain on the Bus

- Under a pooling arrangement passengers remain on the bus throughout the trip.
- They do not have to disembark and re-embark each time a bus crosses jurisdictional operating boundaries.
- Passengers stay on the bus, but the driver and the operating authority for the vehicle change.

Share Equipment

These arrangements allow a number of bus companies to share equipment in order to transport passengers more efficiently.

Applies Across US and Canada**How Does Pooling Work**

- One bus line might service an entire route from City A to City Z crossing several jurisdictions, but several carriers have operating authority for different segments or “legs” of the route.
- These bus companies, under US federal law with the approval of the US Department of Transportation, enter into long-term lease arrangements to service the route jointly.
- One bus will travel the entire route. However, that bus operates under the authority of each authorized carrier as it travels that portion of the route for which the respective carrier holds the authority to service.
- The bus driver changes each time the bus arrives at the limit of the operating authority held by the company who employs the driver.
- The bus is usually fueled by the carrier under whose authority the bus starts the trip. Each driver prepares a trip report for his/her leg of the trip.
- Note: Each of these drivers is based in a different jurisdiction and distance traveled and fuel purchased in the driver’s base jurisdiction is reported to his/her base jurisdiction.
- Periodically, all of the bus companies in the agreement allocate costs and revenues. The cost of fuel includes the fuel tax.
- The emphasis of the bus industry is to net distances amount through service agreement/pooling participants.
- The bus industry believes that by netting distance, fuel tax is correctly allocated among jurisdictions.

Issues for Audit

- Large Fuel Tax Credits Claimed
- There are large fuel credits claimed in the base jurisdiction where bulk storage is maintained. These credits arise because large quantities of fuel are put in the buses at the beginning of trips and relatively short distances are traveled in the jurisdiction where the trips originate.
- The base jurisdiction does not know what is reported to other jurisdictions by partner carriers or if all of the activity of carriers or pool units is reported.
- There is an inability to match fuel consumed with distance traveled. Each leg of the trip is reported by a different carrier to its respective base jurisdiction.
- The reported MPG/KPL is inaccurate since fuel and distance cannot be matched unless returns are reviewed for all the affected jurisdictions. This is virtually impossible to do when there are several affected jurisdictions.
- The records kept by the individual bus operators are not auditable since no single bus operator maintains records that show details pertaining to all legs of the entire trip.
- There is limited control over jurisdiction travel by vehicles and inadequate reporting of jurisdiction travel. Control as to where a bus travels shifts from one carrier to another. And, the location to which a bus travels is sometimes different from the planned or reported route.
- There is no centralized control over the activity of buses. A bus will travel from its base jurisdiction to another jurisdiction on a pool run but does other trips before returning to the base jurisdiction. The allocation of reported distance for these types of trips is sometimes incorrect and/or incomplete.
- Accountability for distance and fuel tax is disjointed and appears to be incomplete when examined by any one jurisdiction.
- The netting of distances among Through Service Agreement participants does not necessarily result in the correct allocation of fuel tax because of variations in the MPG/KPL among different bus fleets.

Possible Solutions

It is recognized that Pooling/Through Service Agreements/Bus Interlining helps bus companies to achieve efficiencies and enables them to provide better service to passengers.

These arrangements are required by the US federal government, which must approve every agreement the bus companies enter.

Pooling may not always fit neatly into IFTA reporting or the computation of jurisdiction travel.

An appropriate way can be found for bus companies to correctly account for and report distance and fuel to each affected jurisdiction.

Solution #1

- Each carrier reports all distance traveled and all fuel purchased for buses in its fleet regardless of which bus company operates its buses.
- This would require that all partners in a pooling agreement provide each other with all information pertinent to their respective buses.

Solution #2

- A bus “Clearinghouse” would allocate distance and fuel to carriers on each bus route.
- This information would be submitted to the clearinghouse by the bus companies participating in pooling arrangements. Supporting distance and fuel records would be retained by the clearinghouse and be available for the audit by the various jurisdictions.

Solution #3

- Determine the MPG/KPL for each carrier’s charter fleet only. Apply that MPG/KPL factor to the company’s inter-jurisdictional travel by charter and pool buses to determine the total tax liability and the allocation to affected jurisdictions.

Charters are not operated under pooling arrangements; therefore, the carrier would have all distance, fuel, and other records for charter runs.

Gaps Vs Timing Differences

Scenario I – Gap Miles and MPG Gallons

A 30 truck-month audit with a gap:

Example:

Unit #	Trip Date	Beg. Odom.	End. Odom	Trip Sheet
32	01/02/2001	30,556	34,566	Yes
32	01/07/2001	36,000	36,200	Yes

There are no other trips in this truck-month to account for the 1,434 miles (36,000-34,566) difference.

Gap Miles Considerations

Gaps are valid. To remove gap miles, the taxpayer must prove that the miles were not applicable or reported elsewhere.

- Odometer and hub meter were combined, but both cannot apply.
- Reported miles were based on maps or mileage program instead of odometers.
- Miles were reported under the wrong unit #.
- Miles were reported in the wrong truck-month.

If the taxpayer can prove that the gaps did not occur, or that the miles were reported under another unit # or truck-month, gap miles do NOT exist.

For Audit Purposes

Miles – If gap miles are found to be invalid or have been accounted for in another way, there is not a gap adjustment. If gap miles are found to be valid, the auditor should enter an adjustment. **Do not remove reported amounts from one quarter to another!**

Gap Gallons Considerations

Gap gallons (MPG gallons) are required on material gaps. To remove material gap gallons, the taxpayer must prove the gap miles were not applicable, which means that the gap gallons are also not applicable.

- Fuel receipt showing applicable unit # and date reported but not attached to a trip.
- Fuel receipt showing applicable unit # and date reported but attached to another unit.
- Fuel receipt showing applicable unit # and date reported but attached to another truck-month.

For Audit Purposes

Gallons – If gap miles are found to be invalid or gap gallons are accounted for in another way, there is not a gap gallon adjustment. If gap miles are found to be valid and have not been reported, the auditor should make a gap gallon adjustment. **Do not move reported amounts from one quarter to another quarter.**

Scenario II – Miles Reported in Wrong Periods or for Wrong Units

January 2003 was selected for unit 12. The trip sheets have odometer readings. Some of the trips for this unit are not in this truck-month. Gaps are initially listed. The taxpayer provides documentation showing that the miles were reported under unit 12 for April 2003. Since the taxpayer can prove that the miles were reported, no gap miles exist.

For Audit Purposes

Miles – If gap miles are found to be valid or are accounted for in another way, there is not a gap adjustment. **Do not move reported amounts from one quarter to another quarter.**

Scenario III – Fuel Reported in Wrong Periods or for Wrong Units

January 2003 was selected for unit 12. The trip sheets list fuel receipts that are not attached or provided. The fuel is initially entered as tax-free fuel, and documentation is requested to show the fuel is valid or has been reported. The taxpayer shows that the fuel was reported with unit 4, truck-month January 2003. Since the gallons were reported, there is not an error.

For Audit Purposes

Gallons – If missing receipts are found or have been reported, there is not a tax-free gallon (MPG) adjustment. A check should be made that the fuel was only reported once. If the fuel was reported in both truck-months, an entry should be made to remove it from the truck-month in question because the receipt was not part of that paperwork.

When reviewing the MPG of each of the truck months, remember the missing fuel. **Do not move reported amounts from one quarter to another quarter.**

Biodiesel Fuel – Frequently Asked Questions

Q: Is biodiesel fuel exempt from Texas state tax?

A: Texas state tax is *not* imposed on biodiesel fuel (B-100) or the volume of biodiesel fuel that is blended with petroleum diesel fuel.

A blend of biodiesel fuel with petroleum based diesel fuel is designated Bxx, where the xx represents the volume percentage of biodiesel fuel in the blend. For example: B-20 is 20% biodiesel and 80% petroleum diesel. Texas state tax is paid on the percentage (80%) of petroleum diesel fuel gallons.

Q: How does a licensee report biodiesel fuel and biodiesel fuel blends purchased in Texas?

A: Biodiesel fuel (B-100) and biodiesel fuel blends, such as B-20, are included in the total gallons consumed (item D) to calculate fleets average miles per gallons.

It is presumed that biodiesel fuel and biodiesel blends are consumed in the jurisdiction where the fuel was purchased. Biodiesel fuel and biodiesel fuel blends that are purchased in Texas and delivered into the fuel supply tank(s) of IFTA licensed motor vehicles is considered consumed in Texas. When biodiesel fuel is purchased in Texas the “taxable miles” (**item I**) and “tax paid gallons” (**item L**) reported for Texas on the return schedule **must be adjusted**. Follow the steps below when biodiesel fuel (B-100) or biodiesel fuel blends (B-20) are purchased in Texas.

B-100 Biodiesel Fuel purchased in Texas

State tax is not paid on B-100 biodiesel fuel purchased in Texas. Adjust the taxable miles (item I) traveled in Texas and the tax paid gallons (item L) for Texas.

Step 1

B-100 gallons purchased in Texas tax free
 X fleet average MPG (*item E*)
 = miles traveled using B-100

Step 2

Total IFTA miles for Texas (*item H*)
 – miles traveled using B-100 from Step 1
 = Taxable Miles for Texas (**item I**) *if a negative number enter a zero in item I

Step 3

Total gallons purchased in Texas (B-100 biodiesel and petroleum diesel fuel)
 – B-100 gallons purchased in Texas tax free
 = Tax Paid Gallons for Texas (item L)

Example when B-100 is purchased in Texas:

19,000 miles in Texas

3,500 miles in New Mexico

6,500 miles in Arizona

= 29,000 Total IFTA miles

4,800 gallons of B-100 biodiesel fuel purchased in Texas

zero (-0-) gallons purchased in New Mexico

1,000 gallons of petroleum diesel fuel purchased in Arizona

= 5,800 Total Gallons Consumed

To find fleet average mile per gallon item E:29,000 total IFTA miles ÷ 5,800 total gallons consumed = 5.00 average MPG (**item E**)**To find Texas taxable miles (item I) and Texas taxable gallons (item L):**

Step 1

4,800 gallons of B-100 X 5.00 fleet MPG = 24,000 miles traveled using B-100

Step 2

19,000 total IFTA miles for Texas (**item H**)

– 24,000 miles using B-100

= <5,000> taxable miles for Texas (**item I**) *if negative number enter zero (0) in item I

Step 3

4,800 Total gallons purchased in Texas

– 4,800 gallons of B-100 purchased in Texas

= -0- (zero) tax paid gallons purchased in Texas (**item L**)*Attached Graphic* for completed IFTA Report Supplement 560-102**B-xx Biodiesel Blended Fuel Purchased in Texas at a Reduced Tax Rate**

Texas state tax is paid on the percentage of petroleum diesel fuel gallons in a B-xx blend.

First, determine the gallons of petroleum diesel fuel in the B-xx blend on which Texas tax was paid. Second, adjust the taxable miles (**item I**) traveled in Texas and the tax paid gallons (**item L**) for Texas.**Step 1**

B-20 gallons purchased in Texas at a reduced tax rate

X 20 % (percentage of tax-exempt biodiesel blended with the petroleum diesel fuel)

= gallons of tax-exempt biodiesel fuel in the B-20 blended gallons purchased

Step 2

Tax-exempted gallons from Step 1

X fleet average MPG (**item E**)

= miles traveled using tax-exempt biodiesel

Step 3Total IFTA miles for Texas (**item H**)

– miles traveled using tax-exempt bio-diesel gallons from Step 2

= taxable miles for Texas (**item I**) *if negative number enter zero (0) in item I**Step 4**

Total gallons purchased in Texas (biodiesel blended fuel and petroleum diesel)

– tax-exempt gallons from Step 1

= Tax Paid Gallons for Texas (**item L**)**Example when B-xx blend is purchased in Texas:**

19,000 miles in Texas

3,500 miles in New Mexico

6,500 miles in Arizona

= 29,000 Total IFTA miles
 1,500 gallons of petroleum diesel fuel purchased in Texas
 3,300 gallons of B-20 biodiesel fuel purchased in Texas
 zero (-0-) gallons purchased in New Mexico
 1,000 gallons of petroleum diesel fuel purchased in Arizona
 = 5,800 Total Gallons Consumed
To find fleet average mile per gallon item E:
 29,000 total IFTA miles ÷ 5,800 total gallons consumed = 5.00 average MPG (item E)
To find Texas taxable miles (item I) and Texas taxable gallons (item L):
Step 1
 3,300 of B-20 gallons purchased in Texas at a reduced tax rate
 X 20 % (percentage of tax-exempt biodiesel blended with the petroleum diesel fuel)
 = 660 gallons of tax-exempt biodiesel fuel in the B-20 blended gallons purchased
Step 2
 660 Tax-exempted gallons from Step 1
 X 5.00 fleet average MPG (item E)
 = 3,300 miles traveled using tax-exempt biodiesel
Step 3
 19,000 Total IFTA miles for Texas (item H)
 – 3,300 miles traveled using tax-exempt bio-diesel gallons from Step 2
 = 15,700 taxable miles for Texas (**item I**) *if negative number enter zero (0) in item I
Step 4
 4,800 Total gallons purchased in Texas (biodiesel blended fuel and petroleum diesel)
 – 660 tax-exempt gallons from Step 1
 = 4,140 Tax Paid Gallons for Texas (**item L**)
Attached Graphic for completed IFTA Report Supplement 56-102 (B-100)(B-xx)

- Q.** Can a licensee request a refund for tax paid to a jurisdiction other than Texas on biodiesel fuel or biodiesel fuel blends that are actually consumed in Texas?
- A.** Yes. The presumption that biodiesel fuel and biodiesel fuel blends are consumed in the jurisdiction where the biodiesel fuel was purchased may be overcome if it is shown that the total gallons of biodiesel fuel or biodiesel fuel blends purchased in the IFTA jurisdiction is greater than the amount of total gallons of diesel fuel used in that jurisdiction by all diesel powered motor vehicles operated by the licensee during the reporting quarter. An IFTA licensee who overpays the tax on biodiesel fuel or biodiesel fuel blends by way of their IFTA tax return may request a refund from the Comptroller. A taxpayer may download a copy of the Texas Claim For Refund of Gasoline and Diesel Fuel Taxes (form 06-106) on the Internet at <http://www.cpa.state.tx.us/taxinfo/taxforms/06-forms.html>. A refund claim must be supported with purchase invoice(s) and the IFTA tax return on which the tax was paid to Texas.

56-102 (Rev. 5-04a)
IFTA FUEL TAX REPORT SUPPLEMENT
 a. T Code **56100**
 c. Texas taxpayer number
 g. Taxpayer name **EXAMPLE: B-100 PURCHASED IN TEXAS**
 h. Due date
 d. IFTA number **TX**
 e. Filing period
 f.
 • DO NOT WRITE IN SHADED AREAS • Please read instructions on back • TYPE OR PRINT

1. Indicate the appropriate fuel type for this supplement (CHECK ONLY ONE - Use a separate IFTA Report Supplement, Form 56-102, for each fuel type) OTHER (See instructions)
 01 - DIESEL 02 - GASOLINE 03 - ETHANOL 04 - PROPANE (LPG) OTHER

A. Total IFTA miles (Whole miles) **29,000** + B. Total Non-IFTA miles (Whole miles) = C. Total miles (Item A + Item B) **29,000** ÷ D. Total gallons consumed (IFTA and non-IFTA) **5,800** = E. Average fleet MPG (Item C ÷ Item D) **5.00**

F. Juris. ID	G.	H. Total IFTA Miles (Whole miles)	I. Taxable Miles (Whole miles)	J.	K. Taxable Gallons (Item I ÷ E)	L. Tax Paid Gallons (Whole gallons)	M. Net Taxable Gallons (K - L)	N. Tax Rate	O. Tax/-Credit> Due (M x N) (Dollars & cents)	P. Interest Due (Dollars & cents)	Q. Total Due (O + P) (Dollars & cents)
AZ		6,500	6,500		1,300	1,000	300				
NM		3,500	3,500		700	-0-	700				
TX		19,000	-0-		-0-	-0-	-0-				

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b. You have certain rights under Ch. 559, Government Code, to review, request, and correct information we have on file about you. Contact us at the address or toll-free number listed on the IFTA Fuel Tax Report, Form 56-101.

56-102 (Rev. 5-04a)
IFTA FUEL TAX REPORT SUPPLEMENT
 a. T Code **56100**
 c. Texas taxpayer number
 g. Taxpayer name **EXAMPLE: B-xx PURCHASED IN TEXAS**
 h. Due date
 d. IFTA number **TX**
 e. Filing period
 f.
 • DO NOT WRITE IN SHADED AREAS • Please read instructions on back • TYPE OR PRINT

1. Indicate the appropriate fuel type for this supplement (CHECK ONLY ONE - Use a separate IFTA Report Supplement, Form 56-102, for each fuel type) OTHER (See instructions)
 01 - DIESEL 02 - GASOLINE 03 - ETHANOL 04 - PROPANE (LPG) OTHER

A. Total IFTA miles (Whole miles) **29,000** + B. Total Non-IFTA miles (Whole miles) = C. Total miles (Item A + Item B) **29,000** ÷ D. Total gallons consumed (IFTA and non-IFTA) **5,800** = E. Average fleet MPG (Item C ÷ Item D) **5.00**

F. Juris. ID	G.	H. Total IFTA Miles (Whole miles)	I. Taxable Miles (Whole miles)	J.	K. Taxable Gallons (Item I ÷ E)	L. Tax Paid Gallons (Whole gallons)	M. Net Taxable Gallons (K - L)	N. Tax Rate	O. Tax/-Credit> Due (M x N) (Dollars & cents)	P. Interest Due (Dollars & cents)	Q. Total Due (O + P) (Dollars & cents)
AZ		6,500	6,500		1,300	1,000	300				
NM		3,500	3,500		700	-0-	700				
TX		19,000	15,700		3,140	4,140	<1,000>				

[Back to Page 3](#)

b. You have certain rights under Ch. 559, Government Code, to review, request, and correct information we have on file about you. Contact us at the address or toll-free number listed on the IFTA Fuel Tax Report, Form 56-101.

Bi-Fuel and Dual-Fuel Systems

Bi-Fuel Systems

Sometimes a taxpayer will purchase specialized equipment that blends two fuel types to improve engine performance and/or mileage. One example of such equipment is a bi-fuel system that injects propane (LG) into diesel fuel while the unit is traveling on the highway.

Fuel types are reported separately on the IFTA return. The taxpayer will be able to report the fuel receipts for both fuel types but may not know how to report the miles correctly. The taxpayer should obtain the diesel to propane ratio from the equipment manufacturer. Once obtained, the total miles by a quarter by a juris-

diction are divided by the ratio to derive propane miles. The propane miles are subtracted from total miles to calculate diesel miles.

Calculation of Reported Miles by Fuel Type

ABC Co INC					ABC / 05-10-07
Happy, TX					TP # 12345678903
Calc of Reported Miles by Fuel Type					IFTA Lisc # 23456789013
					Page 1 of 1
			Report Period - 032		
		Reported	Diesel to Propane	Propane	Diesel
	Jur	Miles	Ratio 1:4.5	Miles	Miles
	(1)	(2)	(3)	(4)	(5)
	From	Returns	Ratio	Col 3 / 4.5	Col 2 - 4
	TX	15,535		3,452	12,083
	AL	1,140		253	887
	GA	60		13	47
	LA	1,028		228	800
	MS	1,452		323	1,129
	NM	932		207	725
	OK	166		37	129
	TN	1,284		285	999
	VA	135		30	105
	Total	<u>21,732</u>	4.50	<u>4,828</u>	<u>16,904</u>

Audit Approach

Pre- Audit

Reviewing the history will show if the taxpayer is reporting multiple fuel types. Having multiple fuel types does not automatically mean that the taxpayer has a unit with a bi-fuel system. It only shows that the taxpayer is reporting multiple fuel types. If no multiple fuel types are on the history do not assume that there are no units with a bi-fuel system. The taxpayer may have not reported fuel types correctly.

Entrance Conference

A question should be asked such as “Do any of your units operate on bi-fuel systems?”

If the taxpayer indicates that a unit is operating on a bi-fuel system, the taxpayer should provide to the auditor the computation that was used by quarter by jurisdiction to arrive at fuel type miles.

Reviewing the audit history may also provide information as to how bi-fuel system miles were reported:

- Different miles and gallons for both fuel types
- Total miles reported to BOTH fuel types
- Total miles reported to only ONE of two fuel types
- No alternative fuel type being reported at all

This is an example of total miles reported to BOTH fuel types:

Beginning in the fourth quarter of 2003 (034) diesel and propane total IFTA miles are the same.

Program:	AT56141			COMPTROLLER OF PUBLIC ACCOUNTS	DATE :	04/27/2007
				INTERNATIONAL FUEL TAX AGREEMENT	PAGE :	4
REQUESTED BY :	AB AUDITOR			TAXPAYER HISTORY FROM 032 TO 043		
				DATA INFORMATION ON MILEAGE		
TAXPAYER # :	12345678903					
TAXPAYER NAME :	ABC CO INC.					
			TOTAL	TOTAL NON-	TOTAL	AVERAGE
	PRD	FUEL TYPE	IFTA MILES	IFTA MILES	TOTAL MILES	GALLONS
						MPG
	032	DIESEL	21732	0	21732	1695
		PROPANE	19660	0	19660	401
	033	DIESEL	31407	0	31407	2746
		PROPANE	29174	0	29174	570
	034	DIESEL	22236	0	22236	1910
		PROPANE	22236	0	22236	327
	041	DIESEL	16581	0	16581	1795
		PROPANE	16581	0	16581	360
	042	DIESEL	24664	0	24664	2278
		PROPANE	24664	0	24664	338
	043	DIESEL	20329	0	20329	1726
		PROPANE	20329	0	20329	1092
		DIESEL	136949	0	136949	12150
		GASOLINE	0	0	0	0
		ETHANOL	0	0	0	0
		PROPANE	132644	0	132644	3088
		ALTERNATIVE	0	0	0	0

Fieldwork

Some units may be bi-fuel systems while other units are one fuel type. The best approach is to segregate the two fuel types into different fleets unless this is a detail audit.

Once segregated, select an appropriate sample by unit or period. Enter all trip data for the sample unit designated as diesel fuel type. Diesel fuel is normally the dominant fuel type. Enter only the diesel fuel. Create a spreadsheet from the miles rollups for that sample unit.

Rollup by Sample unit by Jur

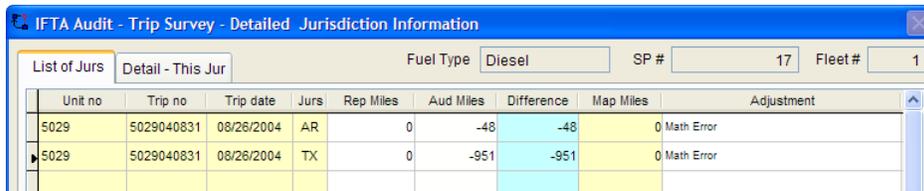
Fuel Type	Fleet #	SP	Jur	Miles Reported	Miles Audited	Difference
Diesel	1	17	AR	218	218	0
Diesel	1	17	TX	4,281	4,281	0
Diesel	1	20	AR	587	587	0
Diesel	1	20	TX	3,058	3,058	0

Sample unit Spreadsheet

ABC CO INC				AMC / 05/21/07		
Happy, TX				TP # 12345678903		
Bi-Fuel Systems Calc				IFTA Lisc # 23456789013		
				Page 1 of 1		
Sample Unit 17						
SU	Period	Jur	Audited Miles	Diesel to Propane Ratio 1:4.5	SU Propane Miles	SU Diesel Miles
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Summary Audited Data				Ratio	Col 4 / 4.5	Col 4 - 6
17	09/30/2004	AR	218		48	170
17	09/30/2004	TX	4,281		951	3,330
			4,499	4.5	999	3,500
Sample Unit 20						
SU	Period	Jur	Audited Miles	Diesel to Propane Ratio 1:4.5	SU Propane Miles	SU Diesel Miles
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Summary Audited Data				Ratio	Col 4 / 4.5	Col 4 - 6
20	12/31/2004	AR	587		130	457
20	12/31/2004	TX	3,058		680	2,378
			3,645	4.5	810	2,835

If necessary, make a summary entry for the diesel fuel type to adjust entered diesel miles to sample unit spreadsheet diesel miles.

The summary entry to be used will be determined by what the taxpayer reported. The taxpayer may have reported all miles as diesel or “some miles”.



Secondary Fuel Type entry

After entering the diesel fuel type, the auditor should enter the secondary fuel type. The information may be entered in summary using reported amounts, if any, and audited amounts per the sample unit spreadsheet.

Fuel in Error

Fuel from the secondary fuel type may have been reported erroneously as the primary fuel type. All fuel in error should be removed from the primary fuel type and noted with the adjustment “Wrong Fuel Type Reported” adjustment and re-entered as secondary fuel type.

Short test of miles results in adjustments with units using a bi-fuel system:

If the short test reveals no adjustments in miles, except for units using a bi-fuel system, the auditor should consider creating a summary spreadsheet by quarter of the audited primary and secondary fuel types. The auditor should ensure that all other quarters are representative of reported miles.

Reviewing MPGs

Remember when calculating MPG for units using a bi-fuel system that it requires adding miles and gallons for both fuel types.

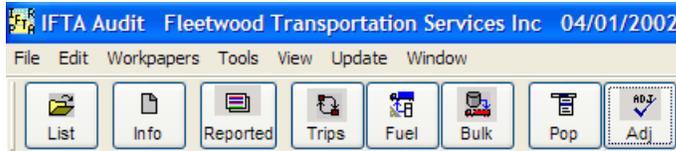
Dual-Fuel Systems

Dual-fuel systems either operate with a manual switch or some type of automatic sensor that tells the fuel injection system which fuel should be used. Most of the dual-fuel systems with an automatic sensor can also allow the operator to manually override the automatic system. Most likely the taxpayer is not going to have the trip sheets with recorded odometer reading and location each time the fuel types are switched. Auditors will probably need to use the bi-fuel procedures for allocating fuel use and mileage.

Chapter 7

Adjustments

Click the “Adj” icon



The adjustments portion of the program will utilize the data entered in the miles and fuel purchase screens.

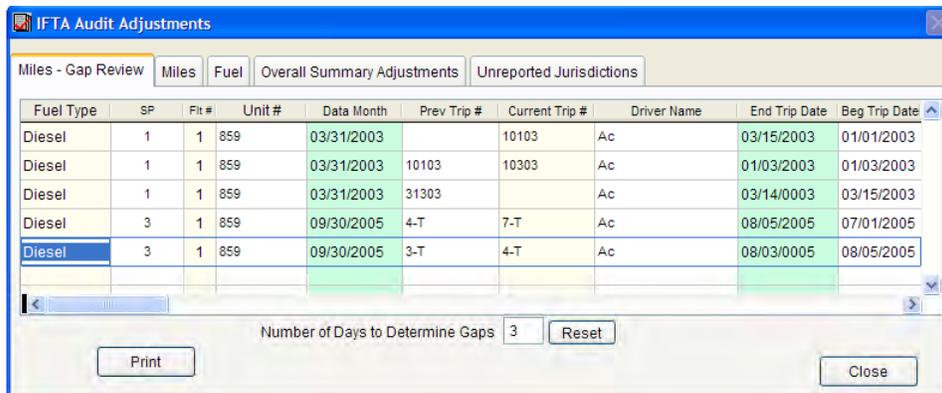
It is very important that all entries in this area are refreshed before proceeding to ensure that any data that has been added, edited or deleted is current.

Miles – Gap Review tab

The program will sort the trip survey data and list any irregularity. This does not mean a gap actually exists; it means a gap possibly exists.

Types of Gaps:

1. Odometers not continuous
2. Destination of previous trip compared to origin of the next trip



Click “Print”.

Page 1

Unit #	Data Month	Trip #	Driver Name	Beg Trip Date	End Trip Date	Beg Odom	End Odom	Difference	Trip Origin	Trip Destin
Diesel										
Fleet # 1										
SP # 1										
859	03/31/2003	31303	Ac	03/15/2003	03/14/0003	526,050	525,480	-570	Houston	Houston
859	03/31/2003	10103	Ac	01/03/2003	01/03/2003	499,517	499,957	440	Houston	Houston
859	03/31/2003		Ac	01/01/2003	03/15/2003	499,509	526,050	26,541	Houston	Houston
SP # 3										
859	09/30/2005	3-T	Ac	08/05/2005	08/03/0005	157,240	155,496	-1,744	Houston	Houston
859	09/30/2005	4-T	Ac	07/01/2005	08/05/2005	141,006	157,240	16,234	Houston	Houston

Print the “Miles– Gaps Review.”

Close and Go to the “Miles” icon. At “Trip List 1” click “Gap Sort”.

Compare the gaps report to the entries on the screen to determine if there are actual gaps. If so, create a new entry to enter a trip for the gap miles and gallons.

Listed below are possible reasons why there appears to be a gap but is actually not a gap. If any errors are uncovered, the auditor should correct them in the trip survey screen.

Incorrect date, SP#, or unit entry

Missing Trip #

Fuel Type	Fit #	SP	Unit No.	Trip No.	Trip Date	Beg Odom	End Odom	Odom This Trip	Reported Miles	Miles Over/Short
Diesel	1	1	611	33103-611	03/31/2003	0	0	0	440	-440
Diesel	1	1	859		03/14/0003	525,480	526,050	570	570	0
Diesel	1	3	859	4-T	08/03/0005	155,496	157,240	1,744	1,744	0
Diesel	1	1	859	10103	01/01/2003	499,509	499,957	448	448	0
Diesel	1	1	859	10303	01/03/2003	499,517	499,957	440	440	0
Diesel	1	1	859	010603	01/06/2003	499,957	500,405	448	448	0
Diesel	1	1	859	10803	01/08/2003	500,405	500,925	520	520	0
Diesel	1	1	859	10903	01/09/2003	500,925	501,495	570	570	0
Diesel	1	1	859	11003	01/10/2003	501,495	502,706	1,211	1,211	0
Diesel	1	1	859	11203	01/12/2003	502,706	503,917	1,211	1,211	0
Diesel	1	1	859		01/14/2003	503,917	504,597	680	680	0
Diesel	1	1	859	11603	01/16/2003	504,597	505,189	592	592	0
Diesel	1	1	859	11703	01/17/2003	505,189	505,835	646	646	0
Diesel	1	1	859	12103	01/21/2003	505,835	506,855	1,020	1,020	0
Diesel	1	1	859	012303	01/22/2003	506,855	507,267	412	412	0
Diesel	1	1	859	12403	01/24/2003	507,267	507,853	586	586	0
Diesel	1	1	859	12703	01/27/2003	507,853	508,513	660	660	0
Diesel	1	1	859		01/29/2003	508,513	508,833	320	320	0
Totals						116,210	119,072		-2,862	

Dates beyond the number of days to determine gap point

When there are NO odometers, the number of days from the end of previous trip date and beginning of next trip date should be reviewed. The number of days can be reviewed by changing the gap days.

Fuel Type	SP	Flt #	Unit #	Data Month	Prev Trip #	Current Trip #	Driver Name	End Trip Date	Beg Trip Date
Diesel	1	1	859	03/31/2003		10103	Ac	03/15/2003	01/01/2003
Diesel	1	1	859	03/31/2003	10103	10303	Ac	01/03/2003	01/03/2003
Diesel	1	1	859	03/31/2003	31303		Ac	03/14/0003	03/15/2003
Diesel	3	1	859	09/30/2005	4-T	7-T	Ac	08/05/2005	07/01/2005
Diesel	3	1	859	09/30/2005	3-T	4-T	Ac	08/03/0005	08/05/2005

Number of Days to Determine Gaps:

Miles / Fuel Tabs—Reviewing Adjustment Results

Listed on these screens are the miles and fuel adjustments.

All columns should be sorted to review adjustments. Click the top of the column to sort. This is very important in a sample.

Frequency of the sample units and adjustments

Example – An audit shows four (4) adjustments in an eight (8) truck month short test, and all adjustments are in SP 3. The frequency of the sample units is NOT met, but the frequency of multiple adjustments is met. In this case the auditor may decide NOT to project the sample.

Example – An audit shows four (4) adjustments in an eight (8) truck month short test, and all adjustments are in separate sample units. The frequency of the sample units is met, but the frequency of multiple adjustments is NOT met. In this case, the auditor may decide to project the sample since the frequency of sample units is met. The auditor should test one or two additional truck months to verify that the frequency continues.

Other questions:

Are there some adjustments more material than others?

Are most of the adjustments in one time frame?

Are most of the adjustments due to one driver, unit or jurisdiction?

Are missing miles considered gap adjustments throughout the audit period?

Are gap adjustments throughout the audit period?

Fuel Type	Fit #	SP	Data Month	Jur	Adjustment	Type	Post	Unit #	Trip No.	Trip Date	Aud	Rep	Diff.	Driv
Diesel	1	17	08/31/2005	LA	Map <-> Rep Miles	SAMPLE	✓	108	108-050810	08/08/2005	255	200	55	Unk
Diesel	1	17	08/31/2005	LA	Map <-> Rep Miles	SAMPLE	✓	108	108-050810	08/08/2005	259	200	59	Unk
Diesel	1	6	08/31/2005	NM	Map <-> Rep Miles	SAMPLE	✓	202	02-SUMMARY	08/12/2005	579	350	229	Unk
Diesel	1	17	08/31/2005	NM	Math Error	SAMPLE	✓	108	108-050817	08/13/2005	160	0	160	Unk
Diesel	1	17	08/31/2005	NM	Math Error	SAMPLE	✓	108	108-050817	08/13/2005	160	0	160	Unk
Diesel	1	17	08/31/2005	SC	Math Error	SAMPLE	✓	108	108-050810	08/08/2005	178	215	-37	Unk
Diesel	1	6	08/31/2005	TX	Map <-> Rep Miles	SAMPLE	✓	202	202-050812	08/07/2005	742	600	142	Unk
Diesel	2	22	04/30/2003	AZ	Math Error	SAMPLE	✓	105	105-10	04/21/2003	390	390	0	Unk
Diesel	2	22	04/30/2003	CA	Math Error	SAMPLE	✓	105	105-10	04/21/2003	670	670	0	Unk
Diesel	2	22	04/30/2003	NM	Math Error	EXTRAORDINA	✓	105	105-10	04/21/2003	165	160	5	Unk
Diesel	2	22	04/30/2003	TX	Math Error	EXTRAORDINA	✓	105	105-10	04/21/2003	575	500	75	Unk
Diesel	2	22	04/30/2003	XX	Gap - Odom - Missing Mile	EXTRAORDINA	✓	105	105-10	04/21/2003	1,363	0	1,363	Unk

Based on the answers, the auditor may need to create another fleet, use constraints, or make extraordinary type adjustments.

Multiple Fleets – See Chapter 3 – Fleet Auditing

Constraints – See Chapter 3 – Constraints

Extraordinary Adjustments

Extraordinary means that the items should not be an error in the sample or included in the sample or population bases. The program will remove the adjustment from the sample and the population, and treat it as a detailed adjustment.

Click the word “sample” under the type column.

Fuel Type	Fit #	SP	Data Month	Jur	Adjustment	Type	Post	Unit #	Trip No.	Trip Date	Aud	Rep	Diff.	Driv
Diesel	1	1	06/30/2003	AL	Math Error	SAMPLE	✓	428	428030616	06/11/2003	214	127	87	Lan
Diesel	1	1	06/30/2003	AL	Math Error	SAMPLE	✓	428	428030630	06/23/2003	233	130	103	Lan
Diesel	1	1	06/30/2003	CA	Math Error	SAMPLE	✓	428	428030630	06/23/2003	373	336	37	Lan

Click Extraordinary

Fuel Type	Fit #	SP	Data Month	Jur	Adjustment	Type	Post	Unit #	Trip No.	Trip Date	Aud	Rep	Diff.	Driv
Diesel	1	1	06/30/2003	AL	Math Error	EXTRAORDINA	✓	428	428030616	06/11/2003	214	127	87	Lan
Diesel	1	1	06/30/2003	AL	Math Error	SAMPLE	✓	428	428030630	06/23/2003	233	130	103	Lan
Diesel	1	1	06/30/2003	CA	Math Error	SAMPLE	✓	428	428030630	06/23/2003	373	336	37	Lan
Diesel	1	1	06/30/2003	FL	Math Error	SAMPLE	✓	428	428030630	06/23/2003	199	152	47	Lan

In this example, AL Aud 214 Rep 127 adjustment is extraordinary

Fleet # 1
Fuel Type: Diesel

Exam B 1 Samp Jur Sum
Page 1 of 2

JUR	Audited Miles	Reported Miles	Difference
TX	241,582	1,038,114	-796,532
AL	9,588	8,781	807
AZ	13,602	14,166	-564
AR	4,038	3,714	324

The AL adjustment has been reduced by the extraordinary amount.

Fleet # 1
Fuel Type: Diesel

Exam B 1 Samp Jur Sum
Page 1 of 2

JUR	Audited Miles	Reported Miles	Difference
TX	241,582	1,038,114	-796,532
AL	9,374	8,654	720
AZ	13,602	14,166	-564

The reported amount of the extraordinary item reduces the population.

032 Population Base

Audited Jur	Reported Jur	Reported Fleet Base	Global Constraint	Fleet Constraint	Net Fleet Reported Amount	Reported Extraordinary Items	Population Base
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Sample	Returns	Reported Amounts	Exhibit	Exhibit	Col 3 - 4 - 5	Exam D	Col 6 - 7
TX	TX	5,054	0	0	5,054	0	5,054
AL	AL	772	0	0	772	127	645
AZ	AZ	1,980	0	0	1,980	0	1,980

The audited amount of the extraordinary item is included in the final results.

032 Audited Amount

Audited Jur	Reported Jur	Audited Amount by Fleet - Diesel	Global Constraint	Fleet Constraint	Fleet Extraordinary Items	Audited Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Returns	Returns	Audited Amount by Fleet	Exam E	Population Base Fleet Constraints	Exam D	Sum of 3 thru 6
TX	TX	1,156	0	0	0	1,156
AL	AL	697	0	0	214	911
AZ	AZ	1,899	0	0	0	1,899

Audit Type Action

The following buttons will allow the auditor to complete an audit by fuel type by fleet.

- Sample
- Detail
- NTD

In all cases, begin by clicking “Refresh”. “Sample” is the default.

Click the appropriate action. ALL OF THE data will change to the action selected.

Example:

Click “Refresh”.

Click “Detail”.

All entries become “Detail” in the “Type” field.

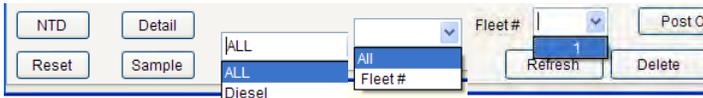


Multiple Fuel Types and Multiple Fleets

Click “All” and select the fuel type.

Click the blank box and select “Fleet #”

Click “Fleet #” box to select the Fleet #



Example – Gasoline, Fleet 2, Detail

Click “Refresh”

Click “Gasoline”

Click “Fleet #”

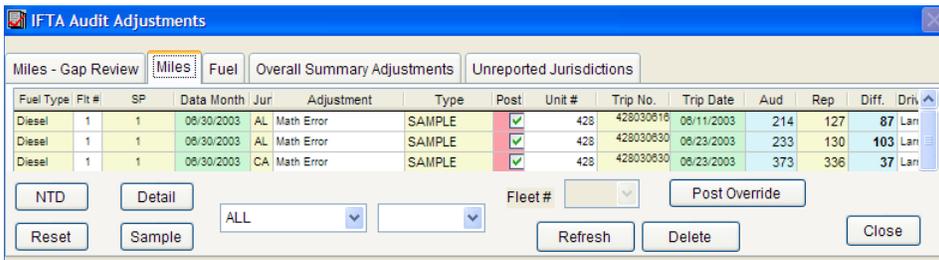
Click “2”

Click “Detail”

Overriding Posted Entries – Temporary Approach

To determine the materiality of a sample if one or more entries are temporarily removed, the auditor should select “post override”. This is a temporary approach since all adjustments will be sampled or detailed in each audit.

Click “Post Override”



Click the box in the post column for the particular adjustment(s).

In the above example, AL Aud 214 Rep 127 will be selected.

When the “Post” box is clicked, the checkmark is removed, and the AL Aud becomes 127 and Rep remains 127.

This means that the entry is no longer an adjustment but remains part of the population.

Fuel Type	Fit #	SP	Data Month	Jur	Adjustment	Type	Post	Unit #	Trip No.	Trip Date	Aud	Rep	Diff	Driv
Diesel	1	1	06/30/2003	AL	Math Error	SAMPLE	<input type="checkbox"/>	428	428030616	06/11/2003	127	127	87	Lan
Diesel	1	1	06/30/2003	AL	Math Error	SAMPLE	<input checked="" type="checkbox"/>	428	428030630	06/23/2003	233	130	103	Lan
Diesel	1	1	06/30/2003	CA	Math Error	SAMPLE	<input checked="" type="checkbox"/>	428	428030630	06/23/2003	373	336	37	Lan
Diesel	1	1	06/30/2003	FL	Math Error	SAMPLE	<input checked="" type="checkbox"/>	428	428030630	06/23/2003	199	152	47	Lan

Fleet # 1 Exam B 1 Samp Jur Sum
 Fuel Type: Diesel Page 1 of 2

JUR	Audited Miles	Reported Miles	Difference
TX	241,582	1,038,114	-796,532
AL	9,588	8,781	807
AZ	13,602	14,166	-564
AR	4,038	3,714	324

87 is subtracted from AL audited miles, but reported miles remain the same.

Fleet # 1 Exam B 1 Samp Jur Sum
 Fuel Type: Diesel Page 1 of 2

JUR	Audited Miles	Reported Miles	Difference
TX	241,582	1,038,114	-796,532
AL	9,501	8,781	720
AZ	13,602	14,166	-564

Testing the Results of a Particular Fleet or Fuel Type

To determine the tax result of a particular fuel type / fleet #, the auditor should select NTD for the other fuel type / fleet # for miles and fuel. For example to determine the tax for “Miles Diesel Fleet 2 Sample”, the auditor should select NTD for all of the fuel adjustments and NTD “Miles Diesel Fleet 1”. The Exam A Report will show the tax result for Miles Diesel Fleet 2 Sample.

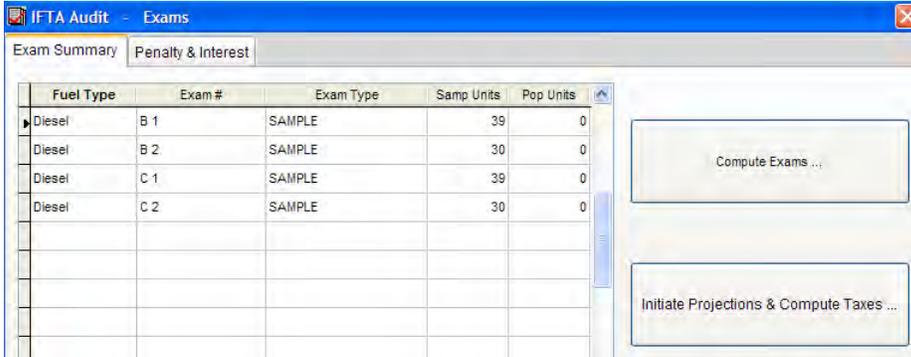
Overall Summary tab – Under construction – do not use

Unreported jurisdictions tab

A sample may contain an audited jurisdiction but not a reported jurisdiction. For example, a sample of thirty (30) truck months not having reported miles for NJ is not indicative of the taxpayer not reporting any NJ miles during the audit period. It means it was not reported for the sample.

Select the appropriate action type in the adjustments area (Sample/Detail/NTD) for miles and gallons.

Go to the “Exams” icon and click “Initiate Projections & Compute Taxes”.



Go to the “Report” icon and look for all reports entitled “Unreported Jurisdictions”.

Diesel	1	Exam B	c	Audited Amount by Quarter	<input type="checkbox"/>
Diesel	1	Exam B	d	Application of Projection Factor - Reported Jurisdictions	<input type="checkbox"/>

If there are any jurisdictions other than ZZ, the auditor will need to make a decision.

053 Application of Projection Factors - Unreported Jurisdictions

Audited Jur	Reported Jur	Comments	Population Base	Gross Audited †	Net Pop Base Net of Reported	Unreported Reported Amount	Overall Error Rate	Applic of Proj Factors Unrep Jurs	Un Jur.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
Returns	Sample	See Notes	Population Base	Comput of Projection Factors	Col 4 Total x Col 5	Col 6 Footnote 3	Comput of Projection Factors	Col 6 Footnote 4 x Col 8	C
NJ	NJ	(3)		0.0003	788	788		0	
ZZ	ZZ	(3)		0.0107	28,119	28,119		0	

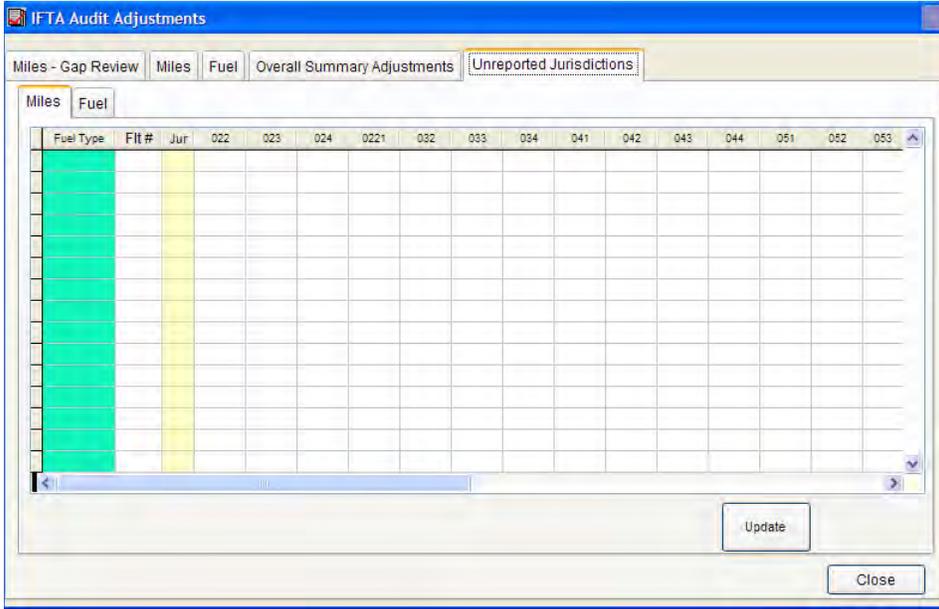
Should NJ be projected, or is it extraordinary?

Should NJ be projected for only all report periods or only certain periods? If there are unreported jurisdiction adjustments in virtually every sample unit, NJ should be projected for all report periods. If there are only one or two unreported jurisdiction adjustments, NJ should not be projected.

If considering only certain return periods for projection, the auditor should 1) determine whether the taxpayer would have logically traveled through the particular jurisdiction for the return period, 2) list all of the return periods in which the taxpayer traveled through the jurisdiction, and 3) list all of the return periods in which the sample adjustments show the taxpayer traveling through the jurisdiction.

Unreported Jurisdiction Entry

Click “Miles” and “Update”
 Click “Fuel” and “Update”.

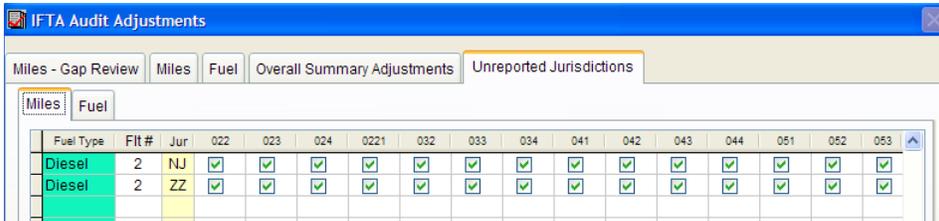


Uncheck the report periods that should not be projected.

DO NOT uncheck ANY ZZ entries

Close the screen; the data will be automatically saved.

Go to the “Exam” icon and click “compute and initiate” for the reports to reflect the change.



Chapter 8

Evaluating Samples

General Sampling Guidelines:

The auditor should verify that the following guidelines have been achieved when miles and gallons are sampled for a particular fleet.

Miles and gallons should...

- ...be for the same period and fuel type,
- ...contain the minimum sample size,
- ...evaluate within 85% between the sample and population averages, and
- ...have a representative jurisdictional percentage between the sample and population.

Same period and fuel type

The auditor had the records to be able to perform the same type sample (truck month, quarter etc) when the sample for Miles AND Gallons was initially selected.

MPG is very important element in IFTA audits. MPG cannot be reconciled if miles and gallons have not been tested for the same sample.

Minimum sample size

Each sample type has a prescribed minimum sample size, and this minimum applies to both miles and gallons. If there is a population unit containing miles but NOT gallons then another population unit should be selected to ensure that the minimum sample size is achieved. Remember that even though another population unit has been selected, the population unit not having the gallons is not disregarded in the sample base count for evaluation purposes. For further discussion on when to use zeroes in a sample or population, see Chapter 3 – Sample Selection.

If the minimum sample size is inadequate due to size, jurisdictional routing, or complexity; the auditor should expand the sample.

Will evaluate at least minimum population / sample base %

Each sample base average must evaluate to within 85% of the population base average.

The expectation is that when the sample / population base % is initially reviewed, that the sample selected will MOST CLOSELY evaluate to the population.

Will evaluate jurisdictional %

When the auditor compares the return reported amount and the auditor-entered reported amounts by jurisdiction, they should evaluate closely to the each other.

- Miles
- Gallons
- Rollup MPG
- Quarter MPG Review
- Audited Miles
- Audited Gallons

Base Evaluation

In this example there are six (6) population units for miles and gallons.

The “Sam / Pop Review” is above 85%

Sample Unit	Unit #	Reported Miles		Reported Gallons	
		Sample Base	Pop Base Total	Sample Base	Pop Base Total
1	30	3,709		0	
1	R4S	4,528		0	
1	R5S	10,398		0	
1	Unknown	0		1,845	
1	VARIOUS	-873		0	
2	30	3,279		2,004	
2	R4S	16,996		0	
5	R4S	17,275		0	
5	Unknown	0		1,759	
6	R4S	18,099		0	
6	Unknown	0		1,897	
7	R4S	18,631		0	
7	Unknown	0		2,030	
9	R4S	17,734		0	
9	Unknown	0		2,018	
Totals		109,776	214,290	11,553	22,408
Units		6	13	6	13
Mean		18,296	16,484	1,926	1,724
Sam / Pop Review		0.90100		0.89510	

Ratio / Mean Evaluation

In most cases if the Base Evaluation is in line the completed sample will evaluate

Fleet - Ratio / Mean Review of Miles and Gallons

$\frac{\text{Difference}}{\text{Reported Sample}} \times \text{Pop Base} = \text{Amount Subject to Tax}$	$\frac{\text{Difference}}{\# \text{ of Samp Units}} \times \# \text{ of Pop Units} = \text{Amount Subject to Tax}$
--	--

Fleet # 1

Miles Review

$\frac{931}{109,776} \times 214,290 = 1,817$
--

$\frac{931}{6} \times 13 = 2,017$

Miles Review 90.08 %

Gallons Review

$\frac{290}{11,553} \times 22,408 = 562$
--

$\frac{290}{6} \times 13 = 628$

Gallons Review 89.49 %

Miles Evaluation

This evaluation compares return reported data to auditor entry reported data and indicates whether the randomly selected sample units are representative of the return reported population.

Are major and minor jurisdictions proportionately represented in the sample as in the population?

Fleet - Miles - Review of Sample Reported Miles to Population Reported Miles
Fleet # 1

JUR	Sample Reported Miles	Sample Reported %	Reported Miles	Reported %	Difference %
TX	48,868	44.516100	96,857	45.199000	-0.682900
LA	38,160	34.761700	80,734	37.675100	-2.913400
MS	6,518	5.937500	12,998	6.065600	-0.128100
OK	6,766	6.163500	9,071	4.233000	1.930500
KS	4,384	3.993600	6,253	2.918000	1.075600
AL	2,263	2.061500	3,965	1.850300	0.211200
NM	2,737	2.493300	3,778	1.763000	0.730300
AR	0	0.000000	471	0.219800	-0.219800
MO	0	0.000000	83	0.038700	-0.038700
FL	80	0.072900	80	0.037300	0.035600
ZZ	0	0.000000	0	0.000000	0.000000
Totals	109,776		214,290		

Gallons Evaluation

This evaluation compares return reported data to auditor entered reported data and indicates whether the randomly selected sample units are representative of the return reported population.

Are major and minor jurisdictions represented proportionately in the sample as in the population?

Fleet - Gallons - Review of Sample Reported Gallons to Population Reported
Fleet # 1

JUR	Sample Reported Gallons	Sample Reported %	Reported Taxpaid Gallons	Reported %	Difference %
TX	5,282	45.719700	10,634	47.456300	-1.736600
LA	3,921	33.939200	8,219	36.678900	-2.739700
MS	722	6.249500	1,232	5.498000	0.751500
OK	797	6.898600	1,007	4.493900	2.404700
KS	412	3.566200	722	3.222100	0.344100
NM	316	2.735200	420	1.874300	0.860900
AL	103	0.891500	103	0.459700	0.431800
AR	0	0.000000	71	0.316900	-0.316900
Totals	11,553		22,408		

Rollup MPG Evaluation

This is a summary of the sample units and their MPG's. Since Sample units are not contiguous (each number right next to another) care must be taken not to see one low and one high and presume that they cancel each other. Each sample unit must stand on it's own. If there is a truck month report then sample units can be reviewed at the reported level.

Are audited MPG's comparable to reported MPG's?

Are reported MPG's lower than audited MPG's? If so, why?

Sample unit MPG Eval

Fuel Type	Flt #	Samp #	Aud MPG	Rep MPG
DIESEL	1	1	10.10	9.63
DIESEL	1	2	9.58	10.12
DIESEL	1	5	9.73	9.82
DIESEL	1	6	8.06	9.54
DIESEL	1	7	9.29	9.18
DIESEL	1	9	9.61	8.79
DIESEL	1		<u>9.35</u>	<u>9.50</u>
DIESEL			<u>9.35</u>	<u>9.50</u>

Quarter MPG Evaluation

Do the miles per gallon figure appear normal for each report period?

If miles per gallon are larger or smaller in a period, will a prior or subsequent period aid in reconciling the difference?

Quarter MPG Review

Fuel Type	Period	Rep MPG	Aud MPG	Difference
DIESEL	031	9.63	9.63	0.00
DIESEL	032	10.12	9.94	0.18
DIESEL	033	9.51	9.33	0.18
DIESEL	034	10.14	9.70	0.44
DIESEL	041	9.82	9.43	0.39
DIESEL	042	9.54	9.62	-0.08
DIESEL	043	9.18	8.83	0.35
DIESEL	044	8.51	8.34	0.17
DIESEL	051	8.79	8.76	0.03
DIESEL	052	9.55	9.34	0.21
DIESEL	053	10.91	10.55	0.36
DIESEL	054	9.46	9.04	0.42
DIESEL	061	9.86	9.51	0.35
DIESEL		<u>9.56</u>	<u>9.35</u>	

Audited Miles Evaluation

Review this evaluation if there is a large error rate for a particular jurisdiction and to see if the sample and projection will be the same

Fuel Type : DIESEL

Page 1 of 1

Fleet - Miles - Review of Sample Audited Miles to Projected Miles
Fleet # 1

JUR	Sample Audited Miles	Sample Audited %	Proj Audited Miles	Proj Audited %	Difference %
TX	46,560	42.057000	92,286	42.774300	-0.717300
LA	40,876	36.922700	86,481	40.083700	-3.161000
OK	7,474	6.751200	10,020	4.644200	2.107000
MS	5,991	5.411600	11,949	5.538300	-0.126700
KS	5,043	4.555300	7,192	3.333500	1.221800
NM	2,743	2.477700	3,786	1.754800	0.722900
AL	1,946	1.757800	3,409	1.580100	0.177700
FL	74	0.066800	74	0.034300	0.032500
AR	0	0.000000	471	0.218300	-0.218300
MO	0	0.000000	83	0.038500	-0.038500
Totals	110,707		215,751		

Audited Gallons Evaluation

Use this evaluation if there is a large error rate for a particular jurisdiction and to see if the sample and projection will be the same. One use of this report would be if an auditor had unreported jurisdictions.

Fuel Type : DIESEL

IFTA Lic # TX74123430010

Page 1 of 1

Fleet - Gallons - Review of Sample Audited Gallons to Projected Gallons
Fleet # 1

JUR	Sample Audited Gallons	Sample Audited %	Audited Gallons	Proj Audited %	Difference %
TX	5,478	46.255200	11,029	47.798400	-1.543200
LA	3,756	31.714900	7,874	34.125000	-2.410100
OK	740	6.248400	936	4.056500	2.191900
MS	654	5.522200	1,117	4.840900	0.681300
ZZ	509	4.297900	964	4.177900	0.120000
NM	363	3.065100	482	2.088900	0.976200
KS	343	2.896200	601	2.604700	0.291500
AR	0	0.000000	71	0.307700	-0.307700
Totals	11,843		23,074		

Evaluation Summary**Adjustment section**

Review the sample errors to ensure frequency of occurrence has been established.

Review the sample items to make sure that all extraordinary items have been handled properly.

Review the sample for any unreported jurisdictions. Decide if these should be projected in the sample or considered extraordinary.

Exam section

Review the sample to ensure the minimum sample size has been selected for miles and gallons.

Review the base evaluation to ensure the difference between the sample and population base averages is 85% or more.

Evaluate miles and gallons to ensure that percentages are proportionate for major and minor jurisdictions.

Chapter 9

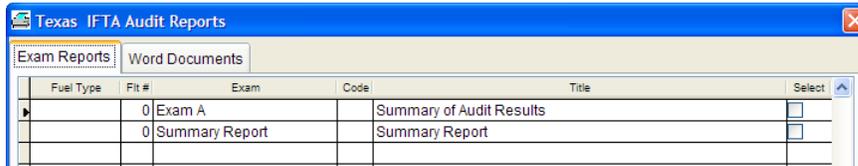
Calculation of the Audit Results

Individual adjustments listed on the Adjustments screen should be verified and the screen refreshed prior to proceeding to the Exam function for computing the results. Penalty and Interest should be reviewed in the Exam function before “Compute” and “Initiate” are activated.

When the “Reports” icon is selected, a list of reports is automatically generated depending on the audit type (no tax change, detail, or sample). The following information relates to the various reports generated depending on the audit procedures employed.

NTD Report Results

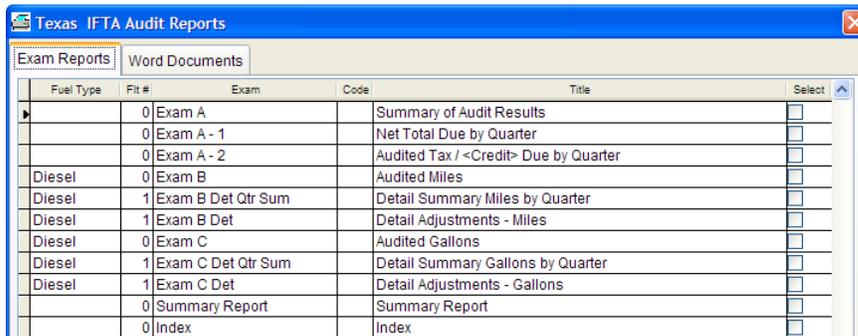
The program uses reported gallons and miles as audited miles and gallons. The following screen shows the reports that will be printed.



Fuel Type	Fit #	Exam	Code	Title	Select
	0	Exam A		Summary of Audit Results	<input type="checkbox"/>
	0	Summary Report		Summary Report	<input type="checkbox"/>

Detail Report Results

The program automatically assigns the exam numbers and exam titles as shown on the following screen:



Fuel Type	Fit #	Exam	Code	Title	Select
	0	Exam A		Summary of Audit Results	<input type="checkbox"/>
	0	Exam A - 1		Net Total Due by Quarter	<input type="checkbox"/>
	0	Exam A - 2		Audited Tax / <Credit> Due by Quarter	<input type="checkbox"/>
Diesel	0	Exam B		Audited Miles	<input type="checkbox"/>
Diesel	1	Exam B Det Qtr Sum		Detail Summary Miles by Quarter	<input type="checkbox"/>
Diesel	1	Exam B Det		Detail Adjustments - Miles	<input type="checkbox"/>
Diesel	0	Exam C		Audited Gallons	<input type="checkbox"/>
Diesel	1	Exam C Det Qtr Sum		Detail Summary Gallons by Quarter	<input type="checkbox"/>
Diesel	1	Exam C Det		Detail Adjustments - Gallons	<input type="checkbox"/>
	0	Summary Report		Summary Report	<input type="checkbox"/>
	0	Index		Index	<input type="checkbox"/>

Exam B Det or Exam C Det (Detail Adjustments Miles or Gallons)

The adjustments are printed in detail and sorted by sample unit.

B 1 Det
Page 2 of 2

Unit #	Data Month	Trip #	Driver Name	Jur	Audited Miles	Reported Miles	Difference	Adjustments
R4S	06/30/2004	20040630	Dunne (?)	TX	0	520	-520	Adjusting Entry
			SP 6		0	-203	203	
R4S	09/30/2004	20040930	Dunne (?)	AL	0	24	-24	Adjusting Entry
R4S	09/30/2004	20040930	Dunne (?)	KS	0	-26	26	Adjusting Entry
R4S	09/30/2004	20040930	Dunne (?)	LA	0	-378	378	Adjusting Entry
R4S	09/30/2004	20040930	Dunne (?)	MS	0	48	-48	Adjusting Entry
R4S	09/30/2004	20040930	Dunne (?)	NM	0	-4	4	Adjusting Entry
R4S	09/30/2004	20040930	Dunne (?)	OK	0	-48	48	Adjusting Entry
R4S	09/30/2004	20040930	Dunne (?)	TX	0	147	-147	Adjusting Entry
			SP 7		0	-237	237	

Exam B Det Qtr Sum or Exam C Det Qtr Sum (Detail Summary Miles or Gallons by Quarter)

The totals on this report will not match “Exam B Det” report because “Exam B Det” shows adjustments only.

This report prints the summary audited and reported miles or gallons.

If the entire quarter was reviewed, or if a quarter-sample becomes a detail, column 4 should have zeroes in each jurisdiction.

Fuel Type: Diesel

031

Exam B 1 Det Qtr Sum
Page 1 of 13

Jur	Return Reported Miles	Samp Reported Miles	Adjusted Reported Miles	Samp Audited Miles	Adjusted Audited Miles	Samp Audited Percent	Additional Audited Miles	Audited Miles
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Return	Return	Sample	Col 2 - 3	Sample	Col 4 + 5	Col 6 / Col 6 Total	Col 7 X Audited Miss Miles	Col 6 + Col 8
TX	6,475	6,475	0	5,860	5,860	0.314500	0	5,860
AL	370	370	0	292	292	0.015700	0	292
KS	824	824	0	853	853	0.045800	0	853
LA	7,982	7,982	0	9,430	9,430	0.506000	0	9,430
MS	1,278	1,278	0	1,315	1,315	0.070600	0	1,315
OK	833	833	0	885	885	0.047500	0	885
ZZ	0	0	0	0	0	0.000000	0	0
Totals	17,762	17,762	0	18,635	18,635		0	18,635

Exam B Diesel or Exam C Diesel (Audited Miles or Gallons)

If there were multiple fleets, this exam summarizes the same fuel type.

Exam B Diesel
Page 1 of 13

031 Diesel Audited Miles

Audited Jur	Fleet 1	Fleet 2	Audited Miles
(1)	(2)	(3)	(4)
Returns	Audited Amount	Audited Amount	Col 2 + 3
TX	5,860	0	5,860
AL	292	0	292
KS	853	0	853
LA	9,430	0	9,430
MS	1,315	0	1,315
OK	885	0	885
	18,635	0	18,635
ZZ	0	0	0
Totals	18,635	0	18,635

Exam A – 2 (Audited Tax/Credit Due by Quarter)

This report combines audited miles and gallons by fuel type.

The report also calculates audited tax and audited MPG.

Exam A 2
Page 1 of 14

Audited Tax/<Credit> by Quarter

Report Period	Fuel Type	Jur	Audited IFTA Miles	Audited Taxable Miles	Audited Taxable Gallons	Audited Tax-Paid Gallons	Audited Net Taxable Gallons	Tax Rate	Audited Tax/<Credit>	Sur Charge Tax Rate	Audited Surcharge Amount	Total Aud Tax/<Credit>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
			Exam B	Exam B	Col 5 / G	Exam C	Col 6 - 7	Reported	Col 8 X 9	Reported	Col 6 X 11	Col 10 + 12
031	D	TX	5,860	5,860	580	571	9	0.200	1.80	0.000	0.00	1.80
031	D	TX	5,860	5,860	580	571	9	0.200	1.80	0.000	0.00	1.80
031	D	AL	292	292	29	0	29	0.170	4.93	0.000	0.00	4.93
031	D	AL	292	292	29	0	29	0.170	4.93	0.000	0.00	4.93
031	D	KS	853	853	84	61	23	0.250	5.75	0.000	0.00	5.75
031	D	KS	853	853	84	61	23	0.250	5.75	0.000	0.00	5.75
031	D	LA	9,430	9,430	934	1,022	-88	0.200	-17.60	0.000	0.00	-17.60
031	D	LA	9,430	9,430	934	1,022	-88	0.200	-17.60	0.000	0.00	-17.60
031	D	MS	1,315	1,315	130	78	52	0.180	9.36	0.000	0.00	9.36
031	D	MS	1,315	1,315	130	78	52	0.180	9.36	0.000	0.00	9.36
031	D	OK	885	885	88	71	17	0.130	2.21	0.000	0.00	2.21
031	D	OK	885	885	88	71	17	0.130	2.21	0.000	0.00	2.21
Totals			37,270	37,270	3,690	3,606	84		12.90		0.00	12.90

Report Period	Fuel Type	Total IFTA Miles	Total Non-IFTA Miles	Total Miles	Total Gallons	Average MPG
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Reported	Reported	Exam B	Exam B	Col C + D	Exam C	Col E / F
031	D	37,270	0	37,270	1,845	10.10

Exam A – 1 (Net Total Due by Quarter)

All fuel types are combined by period for tax, penalty, and interest.

Net Total Due by Quarter

Jur	Audited Tax/ <Credit> (1)	Audited Surcharge Amount (2)	Total Aud Tax/ <Credit> (3)	Reported Tax (4)	QTR Tax Adj. (5)	Prev. Balance (6)	Overall Difference (7)	Net Tax Due (8)	Audit Interest (9)	Aud Total Due (10)
Exam A-2	Exam A-2	Exam A-2	Exam A-2	Reported	Col 3 - 4					
081										
TX	1.80	0.00	1.80	20.20	-18.40	0.00	-18.40	-18.40	0.00	-18.40
AL	4.93	0.00	4.93	6.46	-1.53	0.00	-1.53	-1.53	0.00	-1.53
KS	5.75	0.00	5.75	6.25	-0.50	0.00	-0.50	-0.50	0.00	-0.50
LA	-17.60	0.00	-17.60	-47.00	29.40	0.00	29.40	29.40	0.88	30.28
MS	9.36	0.00	9.36	9.90	-0.54	0.00	-0.54	-0.54	0.00	-0.54
OK	2.21	0.00	2.21	2.08	0.13	0.00	0.13	0.13	0.00	0.13
Totals	6.45	0.00	6.45	-2.11	8.56	0.00	8.56	8.56	0.88	9.44
									Penalty	0.00
									Total	9.44

Exam A (Summary of Audit Results)

The first and second columns show differences for miles and fuel for each jurisdiction.

This exam summarizes the tax, penalty, and interest by jurisdiction.

Summary of Audit Results

Net Miles Difference	Net Tax Paid Fuel Difference	Jur	Audited Tax/ <Credit> (2)	Audited Surcharge Amount (3)	Reported Tax/ <Credit> (4)	Tax/ <Credit> (5)	Interest Amount (6)	Jur Total Due (7)	Penalty Amount (8)	Total Due (9)
For Information Purposes Only See Notes		(1)	Exam A-1	Exam A-1	Exam A-1	Exam A-1	Exam A-1	Col 5 + 6	Exam A-1	Col 7 + 8
-2,308	196	TX	-165.60	0.00	-99.20	-66.40	0.00	-66.40	0.00	-66.40
-317	-103	AL	69.34	0.00	57.61	11.73	3.46	15.19		15.19
0	0	AR	-4.73	0.00	-4.73	0.00	0.00	0.00		0.00
-6	0	FL	2.35	0.00	2.64	-0.29	0.00	-0.29		-0.29
659	-69	KS	20.86	0.00	-13.72	34.58	4.32	38.90		38.90
2,716	-165	LA	139.00	0.00	35.60	103.40	32.30	135.70		135.70
-527	-68	MS	25.38	0.00	21.78	3.60	0.88	4.48		4.48
0	0	MD	1.53	0.00	1.53	0.00	0.00	0.00		0.00
6	47	NM	-10.80	0.00	-5.37	-5.43	0.01	-5.42		-5.42
708	-57	OK	12.74	0.00	-4.94	17.68	2.08	19.76		19.76
931	-219		90.07	0.00	-8.80	98.87	43.05	141.92	0.00	141.92

Sample Report Results

Fuel Type	Flt #	Exam	Code	Title	Select
	0	Exam A		Summary of Audit Results	<input type="checkbox"/>
	0	Exam A - 1		Net Total Due by Quarter	<input type="checkbox"/>
	0	Exam A - 2		Audited Tax / <Credit> Due by Quarter	<input type="checkbox"/>
Diesel	0	Exam B		Audited Miles	<input type="checkbox"/>
Diesel	1	Exam B	a	Audited Amount	<input type="checkbox"/>
Diesel	1	Exam B	b	Audited Amount by Quarter by Fleet	<input type="checkbox"/>
Diesel	1	Exam B	c	Audited Amount by Quarter	<input type="checkbox"/>
Diesel	1	Exam B	d	Application of Projection Factor - Reported Jurisdictions	<input type="checkbox"/>
Diesel	1	Exam B	e	Population Base	<input type="checkbox"/>
Diesel	1	Exam B	f	Computation of Projection Factors	<input type="checkbox"/>
Diesel	1	Exam B Samp Jur Sum		Miles Sample Base Data by Jurisdiction	<input type="checkbox"/>
Diesel	1	Exam B Samp SU Sum		Miles Sample Base Data by Sample Unit	<input type="checkbox"/>
Diesel	1	Exam B Samp		Sample Adjustments - Miles	<input type="checkbox"/>
Diesel	0	Exam C		Audited Gallons	<input type="checkbox"/>
Diesel	1	Exam C	a	Audited Amount	<input type="checkbox"/>
Diesel	1	Exam C	b	Audited Amount by Quarter	<input type="checkbox"/>
Diesel	1	Exam C	c	Application of Projection Factor - Unreported Jurisdictions	<input type="checkbox"/>
Diesel	1	Exam C	d	Application of Projection Factor - Reported Jurisdictions	<input type="checkbox"/>
Diesel	1	Exam C	e	Population Base	<input type="checkbox"/>

Exam B Samp or Exam C Samp (Sample Adjustments – Miles or Gallons)

The adjustments are printed in detail and sorted by sample unit.

Sample Adjustments - Miles IFTA Lic # TX741234
 Fleet 1 Exam B 1 Samp
 Fuel Type: DIESEL Page 1 of 2

Unit #	Data Month	Trip #	Driver Name	Jur	Audited Miles	Reported Miles	Difference	Adjustments
VARIOUS	03/31/2003	20030331	Various	AL	0	78	-78	Adjusting Entry
VARIOUS	03/31/2003	20030331	Various	KS	0	-29	29	Adjusting Entry
VARIOUS	03/31/2003	20030331	Various	LA	0	-1,448	1,448	Adjusting Entry
VARIOUS	03/31/2003	20030331	Various	MS	0	-37	37	Adjusting Entry
VARIOUS	03/31/2003	20030331	Various	OK	0	-52	52	Adjusting Entry
VARIOUS	03/31/2003	20030331	Various	TX	0	615	-615	Adjusting Entry
SP #				1	0	-873	873	

Exam B Samp SU Sum or Exam C Samp SU Sum (Miles or Gallons Sample Base Data by Sample unit)

This report summarizes ALL audited and reported miles or gallons by sample unit by unit #.

Fleet # 1 Exam B 1 Samp SU Sum
 Fuel Type: Diesel Page 1 of 1

Sample Unit	Unit #	Data Month	Audited Miles	Reported Miles	Difference
1	30	01/31/2003	1,926	1,926	0
1	30	03/31/2003	1,783	1,783	0
1	R45	03/31/2003	4,528	4,528	0
1	R55	01/31/2003	4,894	4,894	0
1	R55	02/28/2003	5,504	5,504	0
1	VARIOUS	03/31/2003	0	-873	873
2	30	05/31/2003	1,428	1,428	0

Exam B Samp Jur Sum or Exam C Samp Jur Sum (Miles or Gallons Sample Base Data by Jurisdiction)

This report summarizes ALL audited and reported miles or gallons by jurisdiction.

Fleet # 1
 Fuel Type: Diesel

Exam B 1 Samp Jur Sum
 Page 1 of 1

JUR	Audited Miles	Reported Miles	Difference
TX	46,560	48,868	-2,308
AL	1,946	2,263	-317
FL	74	80	-6
KS	5,043	4,384	659
LA	40,876	38,160	2,716
MS	5,991	6,518	-527
NM	2,743	2,737	6
OK	7,474	6,766	708
Totals	110,707	109,776	931

Report by Computation of Projections Reported Miles

Exam B or Exam C (Computation of Projection Factors)

This report shows the calculation of the audit results by jurisdiction for sampled and/or detailed portions of the audit. A description of the footnote references is shown below:

1. No errors were found in the sample of this jurisdiction.
 The jurisdiction was reviewed, and the sample resulted in no adjustments.
2. This jurisdiction was not selected in the sample.
3. This jurisdiction was not reported as a Jurisdiction but the amount was included in the reported amount.
 For example, the taxpayer reported no fuel purchases in AR, and the auditor finds a 100 gallon fuel receipt showing fuel purchased in AR and determines that the taxpayer reported the fuel purchase in AZ instead.
4. This jurisdiction was not reported as a jurisdiction, and the amount was not included.
 For example, the taxpayer reported no fuel purchases in AR and the auditor finds a 100 gallon fuel receipt showing fuel purchased in AR and notes that the taxpayer did not report the fuel purchase in any jurisdiction.
5. This jurisdiction was determined to be an extraordinary item in the sample.
 All entries for adjustments for a specific jurisdiction should be treated the same.
6. This jurisdiction was reviewed and all sample entries were matched to another jurisdiction. The audited amount is 0.
 For example, if all AL fuel was reported to AB fuel in error, then the AL fuel will project an error but the AB fuel will be projected as 0.

Fuel Type: Diesel

Exam B 1 f
Page 1 of 2

Computation of Projection Factors

Audited Jur	Reported Jur	Audited Sample	Gross Audited \$	Reported Sample	Difference	Comments	Jur Not Projected	Audited Sample JUR to Project	Audited Sample Jur to Proj Net Unrep Jur	Reported Sample JUR to Project	Jurisdictional Error Rate	Audited Sample Jur to Proj Not Reported Only	Adjusted Reported Sample Jur to Project	Overall Error Rate
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Sample	Returns	Exam B Samp Jur Sum	Col 3 Item / 3 Total	Exam B Samp Jur Sum	Col 3 - 5	See Notes	Col 2 Footnote 1, 2 & 5	Col 3 Net Footnotes 1, 2 & 5	Col 9 Net Footnotes 3 & 4	Col 5 Net Footnotes 1, 2 & 5	Col 10 / Col 11	Col 9 Footnote 4	Col 11 + 13	Col 3 Total / Col 5 Total
TX		46,860	0.4206	48,868	-2,308			46,860	46,860	48,868	0.9928	0	48,868	
AL		1,946	0.0176	2,268	-317			1,946	1,946	2,268	0.8599	0	2,268	
	AR	0	0.0000	0	0	(2)	AR	0	0	0	0.0000	0	0	
FL		74	0.0007	80	-6			74	74	80	0.9260	0	80	
KS		5,043	0.0456	4,384	659			5,043	5,043	4,384	1.1503	0	4,384	
LA		40,876	0.3692	38,160	2,716			40,876	40,876	38,160	1.0712	0	38,160	
MS		5,991	0.0541	6,518	-527			5,991	5,991	6,518	0.9191	0	6,518	
	MO	0	0.0000	0	0	(2)	MO	0	0	0	0.0000	0	0	
NM		2,743	0.0248	2,737	6			2,743	2,743	2,737	1.0022	0	2,737	
OK		7,474	0.0675	6,766	708			7,474	7,474	6,766	1.1046	0	6,766	
		0	0.0000	0	0	(2)		0	0	0	0.0000	0	0	
Totals		110,707		109,776	931			110,707	110,707	109,776		0	109,776	

Exam B or C Population Base

The fleet population is displayed on this report. Any constraints or extraordinary items will be reflected and automatically reduce the population base as reflected in column (8).

Audited Jur	Reported Jur	Reported Fleet Base	Global Constraint	Fleet Constraint	Net Fleet Reported Amount	Reported Extraordinary Items	Population Base
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Sample	Returns	Reported Amounts	Exam E	Exam E	Col 3 - 4 - 5	Exam D	Col 6 - 7
TX	TX	918,826	0	0	918,826	0	918,826
AL	AL	810	0	0	810	0	810
AZ	AZ	302,493	0	0	302,493	0	302,493
AR	AR	550	0	0	550	0	550
CA	CA	105,495	0	0	105,495	0	105,495
CO	CO	40	0	0	40	0	40
FL	FL	402	0	0	402	0	402

Exam B or C Application of Projection Factor – Reported

The jurisdictional error rate from the computation of projection factors is applied to the net fleet population.

022 Application of Projection Factor - Reported

Audited Jur	Reported Jur	Population Base	Jur Not Projected	JUR Pop Not Projected	Comments	Net Pop Base Net of Unreported	Juris-dictional Error Rate	Applic of Projection Factors Reported Jurs
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Returns	Returns	Population Base	Comput of Projection Factors	Col 3 Footnotes 1 & 2	See Notes	Col 3 Net all Footnotes	Comput of Projection Factors	Col 7 x 8
TX	TX	918,826		0		918,826	0.9840	904,125
AZ	AZ	302,493		0		302,493	0.9895	299,317
NM	NM	170,506		0		170,506	1.0313	175,843
022		1,391,825		0		1,391,825		1,379,285

Exam B or C Application of Projection Factors – Unreported

This report shows the application of footnotes 3 and 4 which deal with unreported amounts included or excluded.

022 Application of Projection Factors - Unreported

Audited Jur	Reported Jur	Comments	Population Base	Gross Audited †	Net Pop Base Net of Reported	Unreported Reported Amount	Overall Error Rate	Applic of Proj Factors Unrep Jurs	Un Reported Jurisdictions
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Returns	Sample	See Notes	Population Base	Comput of Projection Factors	Col 4 Total x Col 5	Col 6 Footnote 3	Comput of Projection Factors	Col 6 Footnote 4 x Col 8	Col 7 + 9
ZZ	ZZ	(3)		0.0117	18,395	18,395		0	18,395
ZZ	ZZ	(4)		0.0032	5,031	0		5,025	5,025
022			1,572,206		23,426	18,395	0.9988	5,025	23,420

Exam B or C Audited Amount by Quarter

This report adds columns (3) through (6) by fleet.

022 Audited Amount by Quarter

Audited Jur	Reported Jur	Applic of Projection Factor- Reported Jurs	Un Reported Jurisdictions	Jur Not Projected	JUR Pop Not Projected	Audited Amount by Quarter
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Returns	Returns	Applic of Projection Factor- Reported Jurs	Unreported Jurisdictions	Comput of Projection Factors	Applic of Projection Factor - Reported Jurs	Col 3 + 6
TX	TX	904,125	0		0	904,125
AL	AL	0	0		810	810
AZ	AZ	299,317	0		0	299,317
AR	AR	0	0		550	550
CA	CA	0	0	CA	105,495	105,495
CO	CO	0	0		40	40
FL	FL	0	0		402	402

Exam B or C Audited Amount

This report summarizes the audited amount by quarter by fleet including any constraints or extraordinary items.

022 Audited Amount

Audited Jur	Reported Jur	Audited Amount by Fleet - Diesel	Global Constraint	Fleet Constraint	Fleet Extraordinary Items	Audited Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Returns	Returns	Audited Amount by Quarter	Exam E	Population Base Fleet Constraints	Exam D	Sum of 3 thru 6
TX	TX	904,125	0	0	0	904,125
AL	AL	810	0	0	0	810
AZ	AZ	299,317	0	0	0	299,317
AR	AR	550	0	0	0	550
CA	CA	105,495	0	0	0	105,495
CO	CO	40	0	0	0	40
FL	FL	402	0	0	0	402
KS	KS	551	0	0	0	551

Exam B or C Diesel

If there were multiple fleets, this exam summarizes the fuel type.

Exam B Diesel
Page 1 of 13

031 Diesel Audited Miles

Audited Jur	Fleet 1	Fleet 2	Audited Miles
(1)	(2)	(3)	(4)
Returns	Audited Amount	Audited Amount	Col 2 + 3
TX	5,860	0	5,860
AL	292	0	292
KS	853	0	853
LA	9,430	0	9,430
MS	1,315	0	1,315
OK	885	0	885
	18,635	0	18,635
ZZ	0	0	0
Totals	18,635	0	18,635

Exam A 2

This report combines audited miles and gallons by fuel type and calculates the audited tax/credit and audited MPG.

Exam A 2
Page 1 of 14

Audited Tax/<Credit> by Quarter

Report Period	Fuel Type	Jur	Audited IFTA Miles	Audited Taxable Miles	Audited Taxable Gallons	Audited Tax-Paid Gallons	Audited Net Taxable Gallons	Tax Rate	Audited Tax/<Credit>	Sur Charge Tax Rate	Audited Surcharge Amount	Total Aud Tax/<Credit>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
			Exam B	Exam B	Col 5 / G	Exam C	Col 6 - 7	Reported	Col 8 X 9	Reported	Col 6 X 11	Col 10 + 12
031	D	TX	5,860	5,860	580	571	9	0.200	1.80	0.000	0.00	1.80
031	D	TX	5,860	5,860	580	571	9	0.200	1.80	0.000	0.00	1.80
031	D	AL	292	292	29	0	29	0.170	4.93	0.000	0.00	4.93
031	D	AL	292	292	29	0	29	0.170	4.93	0.000	0.00	4.93
031	D	KS	853	853	84	61	23	0.250	5.75	0.000	0.00	5.75
031	D	KS	853	853	84	61	23	0.250	5.75	0.000	0.00	5.75
031	D	LA	9,430	9,430	934	1,022	-88	0.200	-17.60	0.000	0.00	-17.60
031	D	LA	9,430	9,430	934	1,022	-88	0.200	-17.60	0.000	0.00	-17.60
031	D	MS	1,315	1,315	130	78	52	0.180	9.36	0.000	0.00	9.36
031	D	MS	1,315	1,315	130	78	52	0.180	9.36	0.000	0.00	9.36
031	D	OK	885	885	88	71	17	0.130	2.21	0.000	0.00	2.21
031	D	OK	885	885	88	71	17	0.130	2.21	0.000	0.00	2.21
Totals			37,270	37,270	3,690	3,606	84		12.90		0.00	12.90

Report Period	Fuel Type	Total IFTA Miles	Total Non-IFTA Miles	Total Miles	Total Gallons	Average MPG
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Reported	Reported	Exam B	Exam B	Col C + D	Exam C	Col E / F
031	D	37,270	0	37,270	1,845	10.10

Exam A 1

All fuel types are combined to calculate tax, penalty, and interest by period.

Exam A 1
Page 1 of 13

Net Total Due by Quarter

	Audited Tax/ <Credit>	Audited Surcharge Amount	Total Aud Tax/ <Credit>	Reported Tax	QTR Tax Adj.	Prev. Balance	Overall Difference	Net Tax Due	Audit Interest	Aud Total Due
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Jur	Exam A-2	Exam A-2	Exam A-2	Reported	Col 3 - 4					

081

TX	1.80	0.00	1.80	20.20	-18.40	0.00	-18.40	-18.40	0.00	-18.40
AL	4.93	0.00	4.93	6.46	-1.53	0.00	-1.53	-1.53	0.00	-1.53
KS	5.75	0.00	5.75	6.25	-0.50	0.00	-0.50	-0.50	0.00	-0.50
LA	-17.60	0.00	-17.60	-47.00	29.40	0.00	29.40	29.40	0.88	30.28
MS	9.36	0.00	9.36	9.90	-0.54	0.00	-0.54	-0.54	0.00	-0.54
OK	2.21	0.00	2.21	2.08	0.13	0.00	0.13	0.13	0.00	0.13

Totals	6.45	0.00	6.45	-2.11	8.56	0.00	8.56	8.56	0.88	9.44
--------	------	------	------	-------	------	------	------	------	------	------

Penalty 0.00
Total 9.44

Exam A

The first and second columns show differences for miles and fuel for each jurisdiction.

This exam summarizes the tax, penalty, and interest by jurisdiction.

Exam A
Page 1 of 1

Summary of Audit Results

Net Miles Difference	Net Tax Paid Fuel Difference	Jur	Audited Tax/ <Credit>	Audited Surcharge Amount	Reported Tax/ <Credit>	Tax/ <Credit>	Interest Amount	Jur Total Due	Penalty Amount	Total Due
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		Exam A-1	Exam A-1	Exam A-1	Exam A-1	Exam A-1	Exam A-1	Col 5 + 6	Exam A-1	Col 7 + 8
-2,308	196	TX	-165.60	0.00	-99.20	-66.40	0.00	-66.40	0.00	-66.40
-317	-103	AL	69.34	0.00	57.61	11.73	3.46	15.19		15.19
0	0	AR	-4.73	0.00	-4.73	0.00	0.00	0.00		0.00
-6	0	FL	2.35	0.00	2.64	-0.29	0.00	-0.29		-0.29
659	-69	KS	20.86	0.00	-13.72	34.58	4.32	38.90		38.90
2,716	-165	LA	139.00	0.00	35.60	103.40	32.30	135.70		135.70
-527	-68	MS	25.38	0.00	21.78	3.60	0.88	4.48		4.48
0	0	MD	1.53	0.00	1.53	0.00	0.00	0.00		0.00
6	47	NM	-10.80	0.00	-5.37	-5.43	0.01	-5.42		-5.42
708	-57	OK	12.74	0.00	-4.94	17.68	2.08	19.76		19.76
931	-219		90.07	0.00	-8.80	98.87	43.05	141.92	0.00	141.92

Other Reports

Exam D--Extraordinary

Exam D Miles

This detailed report shows any extraordinary miles adjustments.

Exam D Miles
Page 1 of 1

SP #	Unit #	Data Month	Trip #	Driver Name	Jur	Audited Miles	Reported Miles	Difference	Adjustments
19	560	04/30/2002	1732154	Unknown	NM	0	12	-12	Wrong Jurisdiction
19	560	04/30/2002	1732156	Unknown	NM	16	4	12	Math Error
			022			16	16	0	
			Fleet 1			16	16	0	
			Fuel Type: DIESEL			16	16	0	

Exam D Gallons

This detailed report shows any extraordinary fuel adjustments.

Exam D Gallons
Page 1 of 1

SP #	Unit #	Data Month	Trip #	Vendor Name	Jur	Audited Gallons	Reported Gallons	Difference	Adjustments
717	2030	06/30/2002	None	4k Truck Stop	AZ	0	88	-88	Wrong Fuel Type Repo
717	2030	06/30/2002	None	National Truck Stop	NM	60	0	60	Wrong Jurisdiction
			022			60	88	-28	
			Fleet 1			60	88	-28	
			Fuel Type: DIESEL			60	88	-28	
Forward to Exam D Adjust Sum									

Exam D Adjust Sum

This report summarizes any extraordinary miles and gallons by jurisdiction by period.

Exam D Adjust Sum
Page 1 of 1

JUR	Return Period	Audited Miles	Reported Miles	Audited Gallons	Reported Gallons
NM	022	16	16	0	0
AZ	022	0	0	0	88
NM	022	0	0	60	0
		16	16	60	88
: DIESEL		16	16	60	88
Totals		16	16	60	88

Population Base

This report shows the population base by jurisdiction. Any reported extraordinary items are excluded from the population.

022 Population Base

Audited Jur	Reported Jur	Reported Fleet Base	Global Constraint	Fleet Constraint	Net Fleet Reported Amount	Reported Extraordinary Items	Population Base
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Sample	Returns	Reported Amounts	Exam E	Exam E	Col 3 - 4 - 5	Exam D	Col 6 - 7
TX	TX	918,826	0	0	918,826	0	918,826
AL	AL	810	0	0	810	0	810
AZ	AZ	302,493	0	0	302,493	88	302,405
AR	AR	550	0	0	550	0	550
CA	CA	105,495	0	0	105,495	0	105,495
CO	CO	40	0	0	40	0	40
FL	FL	402	0	0	402	0	402

Audited Amount

This report shows the audited amounts by fleet by fuel type and excludes any audited extraordinary items.

022 Audited Amount

Audited Jur	Reported Jur	Audited Amount by Fleet - Diesel	Global Constraint	Fleet Constraint	Fleet Extraordinary Items	Audited Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Returns	Returns	Audited Amount by Quarter	Exam E	Population Base Fleet Constraints	Exam D	Sum of 3 thru 6
TX	TX	904,125	0	0	0	904,125
AL	AL	810	0	0	0	810
AZ	AZ	302,224	0	0	0	302,224
NV	NV	391	0	0	0	391
NM	NM	167,420	0	0	60	167,480
OH	OH	62	0	0	0	62
OK	OK	69,035	0	0	0	69,035
TN	TN	142	0	0	0	142
UT	UT	83	0	0	0	83
ZZ	ZZ	23,912	0	0	0	23,912
Totals		1,577,574	0	0	60	1,577,634

Exam E--Constraints

This report shows the periods constrained by jurisdiction.

Constraints
 Fuel Type : DIESEL
 SGJ 03/18/2007
 Exam E
 Page 1 of 1

Fleet #	Jur	Return Period
1	TX	023
1	AL	023
1	AZ	023
1	AR	023
1	CA	023
1	CO	023
1	FL	023
1	GA	023
1	ID	023
1	IL	023
1	KS	023

Population Base

Any constrained periods will reduce the population base.

Fuel Type : Diesel Page 2 of 13

023 Population Base

Audited Jur	Reported Jur	Reported Fleet Base	Global Constraint	Fleet Constraint	Net Fleet Reported Amount	Reported Extraordinary Items	Population Base
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Sample	Returns	Reported Amounts	Exam E	Exam E	Col 3 - 4 - 5	Exam D	Col 6 - 7
TX	TX	892,470	892,470	0	0	0	0
AL	AL	1,281	1,281	0	0	0	0
AZ	AZ	292,467	292,467	0	0	0	0
AR	AR	694	694	0	0	0	0
CA	CA	127,536	127,536	0	0	0	0
FL	FL	199	199	0	0	0	0

Audited Amount

The constrained amounts are included in the audited amount of this report.

023 Audited Amount

Audited Jur	Reported Jur	Audited Amount by Fleet - Diesel	Global Constraint	Fleet Constraint	Fleet Extraordinary Items	Audited Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Returns	Returns	Audited Amount by Quarter	Exam E	Population Base Fleet Constraints	Exam D	Sum of 3 thru 6
TX	TX	0	892,470	0	0	892,470
AL	AL	0	1,281	0	0	1,281
AZ	AZ	0	292,467	0	0	292,467
AR	AR	0	694	0	0	694
CA	CA	0	127,536	0	0	127,536
FL	FL	0	199	0	0	199

Exam B 1 MM Samp--Missing Miles Entry

Gap – Odom – Missing Miles adjustments are not on the Exam B Samp or Detail reports. They are projected separately.

This report shows the detailed missing miles adjustments.

Exam B 1 MM Samp
Page 1 of 1

SP #	Unit #	Data Month	Trip #	Driver Name	Audited Miles	Reported Miles	Difference
3722	735	04/30/2003	2284722GAP	Unknown	440	0	440
				3722	440	0	440
10613	2080	02/28/2005	3031139GAP	Unknown	354	0	354
				10613	354	0	354
				Fleet 1	794	0	794
				Fuel Type: DIESEL	794	0	794
				Totals	794	0	794

Exam B 1 MM Samp Comp

This report shows the calculation of the missing miles error rate.

Diesel Exam B 1 MM Samp Comp
Page 1 of 1

Computation of Missing Miles Error Rate

Missing Miles Audited Miles	Sample Reported Miles	Missing Miles Error Rate
(1)	(2)	(3)
Exam B 2 MM Samp	Exam B 2 Samp SU Sum	Col 1 / 2
Totals	794	226,343
		0.0035

Forward Col 2 to MM Samp Period this Exam

Exam B 1 MM Samp Period

The error rate calculated in Exam B 1 Samp Comp is applied to reported amounts per the returns to derive the missing miles for each report period.

Fuel type: Diesel

Exam B 1 MM Samp Period

Page 1 of 1

Computation of Missing Miles by Period

Report Period	Reported Amount	Missing Miles Error Rate	Missing Miles Samp Adj	Missing Miles Detail Adj	Missing Miles Adjustment
(1)	(2)	(3)	(4)	(5)	(6)
Returns	Exam B 2 MM Samp Comp	Col 2 X 3	Exam D MM Miles	Col 4 + 5	
022	8,908,797		31,181	0	31,181
023	8,740,392		30,591	0	30,591
024	8,696,903		30,439	0	30,439
031	8,812,537		30,844	0	30,844
032	8,998,310		31,494	0	31,494
033	9,196,291		32,187	0	32,187
034	8,335,983		29,176	0	29,176
041	8,308,919		29,081	0	29,081
042	9,168,704		32,090	0	32,090
043	8,971,573		31,401	0	31,401
044	8,491,494		29,720	0	29,720
051	8,040,246		28,141	0	28,141
052	8,451,255		29,579	0	29,579
Totals	113,121,404	0.0035	395,924	0	395,924

Audited Amount by Fleet

The missing miles amount determined from the report “Exam 1 MM Samp Period” is applied by jurisdiction on this report.

Fuel Type: Diesel

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022 Audited Amount by Fleet

Audited Jur	Reported Jur	Audited Amount by Quarter	Audited Amount %	Missing Miles	Missing Miles Adjustment	Audited Amount by Fleet
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Returns	Returns	Audited Amount by Quarter	Col 3 / Col 3 Total	Exam B MM Samp Period	Col 4 x Col 5 Total	Col 3 + 6
TX	TX	5,394,030	0.5573		17,376	5,351,406
AL	AL	15,853	0.0017		53	15,906
AZ	AZ	1,791,130	0.1871		5,834	1,796,964
AR	AR	12,070	0.0013		41	12,111
CA	CA	683,861	0.0714		2,226	686,087
OK	OK	423,757	0.0443		1,381	425,138
TN	TN	741	0.0001		3	744
UT	UT	601	0.0001		3	604
ZZ	ZZ	19,149	0.0020		62	19,211
Totals		9,571,970		31,181	31,181	9,603,151

Chapter 10

Penalty and Interest

Penalty Screen

Click the “Exam” icon.

Click the “Penalty / Interest” tab.

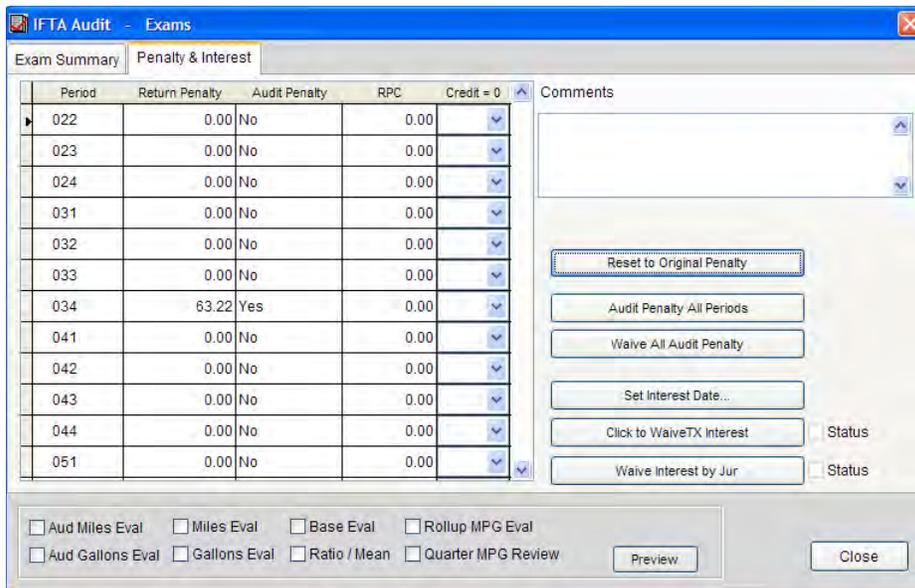
Late Returns – Any late return amounts will appear in the “Return Penalty” column.

Options

Apply Penalty by Period – Click the block in the “Audit Penalty” column and select “Yes” for any period in which to assess penalty.

Audit Penalty All Periods – Click “Audit Penalty All Periods” to change “No” to “Yes” in the “Audit Penalty” column for all periods.

Waive All Audit Penalty – Click “Waive All Audit Penalty”, and the “Audit Penalty” column will change to “No” for all periods.

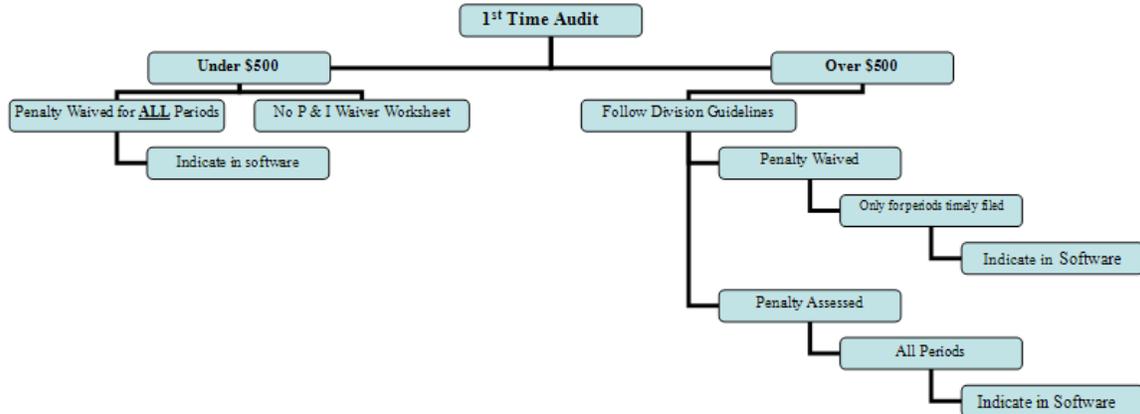


Penalty Guidelines

First time Audit

Waive penalty on all audits under \$500 net liability including late periods.

On audits of \$500.00 or more, waive penalty for timely filed periods following Audit Division guidelines.



Second Time Audit

Penalty will follow Audit Division guidelines.

Penalty Calculation

Click the “Exam” icon.

Select the “Penalty / Interest” tab.

To assess penalty, select which period to change to “Yes” by clicking in the “Audit Period” column.

Return to the “Exam Summary” tab.

Click “Compute and Initiate”

Close the screen and go to the “Reports” icon

Go to the Exam A 1 report

Col 8 (IF a positive amount) X 10% = penalty for \$50 whichever is greater.

	Audited Tax/ <Credit>	Audited Surcharge Amount	Total Aud Tax/ <Credit>	Reported Tax	QTR Tax Adj.	I Prev. Bt Balance	Overall Difference	Net Tax Due	Audit Interest	Aud Total Due
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Jur	Exam A-2	Exam A-2	Exam A-2	Reported	Col 3 - 4					
Totals	6,727.36	0.00	6,727.36	2,878.87	3,848.49	24,180.68	28,029.17	3,848.49	3,179.04	7,027.53
									Penalty	384.85
									Total	7,412.38

Interest

Interest is ALWAYS due unless waived in writing by the affected jurisdiction(s).

Audit interest is calculated at 1% per month. Audit interest shall be calculated separately for each jurisdiction.

Interest Date Screen

Click the “Exam” icon

Click “Compute and Initiate”

“Use This Date” - This option uses today’s date for the interest calculation. This provides the taxpayer with the amount owed as of today. This is a temporary calculation not the date used for the final reports.

“Reset to Today + 60” – This option calculates interest 60 days into the future. This provides the taxpayer an estimate of the amount due within 60 days. This is a temporary calculation and is not included in the final reports.

“Save & Use This Date” – This option calculates the interest for the final schedules. When the auditor enters the date, he should consider reviewing and processing time of the audit. Generally, the auditor will enter a date of 60 days in the future.

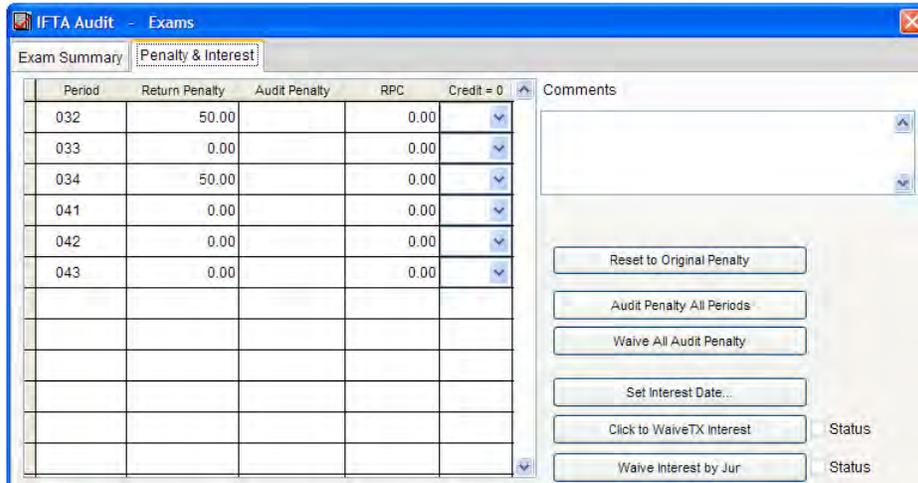


Waive TX Interest Button

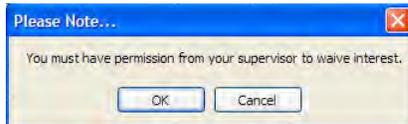
From the “Exams” screen, select “Penalty / Interest”.

Management may decide to waive Texas interest. The auditor does not have the authority to waive interest. If management directs the auditor to waive Texas interest, the following steps should be followed.

Select “Click to Waive TX Interest”

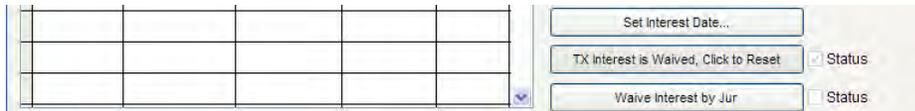


The following message will appear:



If permission is granted, click OK.

After clicking OK, the status box will now be checked.



Select the “Exam Summary” tab.

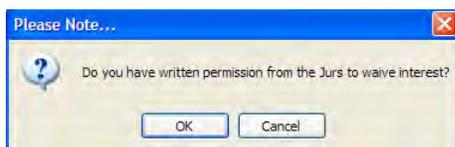
Click “Compute and Initiate”, and the reports will now be Texas interest free.

Waive Interest by Jurisdiction

To waive interest for any jurisdiction other than Texas, the auditor must have a written waiver from that jurisdiction. The written notice to waive jurisdiction interest must be sent by the affected jurisdiction to the Comptroller’s designated IFTA Program Administrator in Tax Policy.

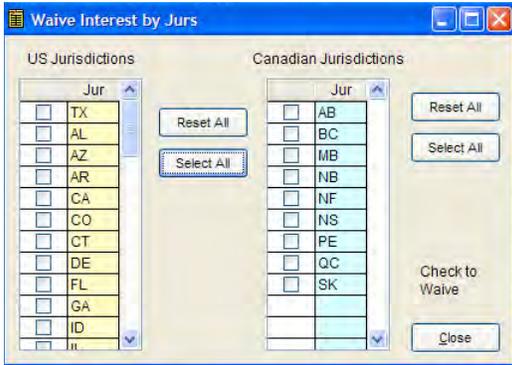
Click “Waive Interest by Jur”

The following message will appear “Do you have written permission from the Jurs to waive interest?” If the answer is “yes” click “OK”.

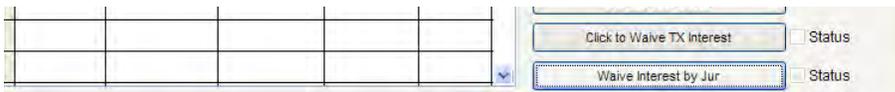


Click the jurisdictions that have given approval.

Click “Close”



The status box is now checked.



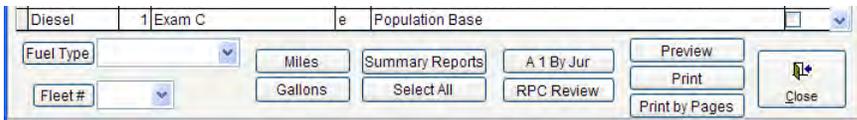
Select the “Exam Summary” tab.

Click “Compute and Initiate” and the reports will now be interest free for the selected jurisdictions.

Interest Calculation

After completing the audit, clicking “compute and initiate”, and selecting an interest date, click the “Reports” icon.

Click “A1 by Jur”



Interest is calculated in the following manner:

$$\text{Overall Difference (column 7)} \times 3\% = \text{Audit Interest (column 9)}$$

Jur	Audited Tax/ <Credit> (1) Exam A-2	Audited Surcharge Amount (2) Exam A-2	Total Aud Tax/ <Credit> (3) Exam A-2	Reported Tax (4) Reported	QTR Tax Adj. (5) Col 3 - 4	Prev. Balance (6)	Overall Difference (7)	Net Tax Due (8)	Audit Interest (9)	Aud Total Due (10)
021 TX	401.80	0.00	401.80	-400.80	802.60	0.00	802.60	802.60	24.08	826.68
022 TX	-159.00	0.00	-159.00	-163.80	4.80	802.60	807.40	4.80	24.22	29.02
023 TX	-188.80	0.00	-188.80	-200.00	11.20	807.40	818.60	11.20	24.56	35.76
024 TX	-283.00	0.00	-283.00	-336.00	53.00	818.60	871.60	53.00	26.15	79.15
031 TX	-159.00	0.00	-159.00	-151.00	-8.00	871.60	863.60	-8.00	25.91	17.91

Interest is calculated by jurisdiction. The audit interest, column nine (9), reflects a cumulative total.

The monthly interest rate is 1%; therefore, each quarterly report period has a 3% interest rate (3 months X 1% = 3%)

The previous balance (column 6) is the overall difference (column 7) from the prior period. The previous balance for the first period = 0.

The overall difference (column 7) = quarter tax adjustment (column 5) + previous balance (column 6).

For Example: 022 TX Qtr Tax Adj (4.80) + Prev Balance (802.60) = Overall Difference (\$807.60) X .03 = \$24.22 audit interest.

There are situations when a period is skipped. For example, if the tax equals zero for period third quarter of 2002 (023), then the amount of interest for the third quarter would be the interest for the second quarter of 2002 (022) would be doubled.

Since column 9 reflects a cumulative interest amount, the interest in the last period is much greater than interest in other individual periods. This is because the last period will include all the interest from the end of the audit period to the date entered as the interest date.

Chapter 11

Write Up

Writing up an audit begins with verifying the data has been entered correctly, the entries are verified, errors are correctly projecting the liability or credit and the auditor assembles the audit package in the approved manner.

This chapter starts with three different write-up checklists, an assembly checklist and a CATS checklist.

1. Software usage checklist for:
 - a. No Tax Due Audits
 - b. Tax Due Audits
 - c. Estimated Audits
2. Software processing check list
3. Review checklist for auditors and supervisors
4. Assembly checklist
5. CATS checklist

The software usage checklist should be used as a reference while the auditor is entering the trips and fuel purchases. It is also a reminder for the various procedures necessary to complete the field work.

The software processing check list should be used before the exit conference and prior to routing the audit for the office review.

After the exit conference and writing up the audit, the auditor should then use the review checklist, the assembly checklist and the CATS checklist.

Software Usage Checklists

<i>For NTD Audits</i>			
	<u>Action</u>	<u>Explanation</u>	<u>Notes</u>
	<u>ALL AUDITS</u>		
<input type="checkbox"/>	1. Verify info screen complete		(1)
<input type="checkbox"/>	2. Info Screen Audit period = Reported Audit periods	a. Go to reported screen and verify that all NEEDED quarters are present. b. 053 GA (miles and gallons)–how accounted for.	(2)
<input type="checkbox"/>	3. <i>Miles</i>		
<input type="checkbox"/>	No DC, AK or MX	Should be ZZ.	(3)
<input type="checkbox"/>	Reported ZZ treated correctly	Check reported ZZ.	(4)
<input type="checkbox"/>	Map miles noted	Should be numbers in there with consistent allowance amounts.	
<input type="checkbox"/>	Test Trip Detail for consistent allowance.		
<input type="checkbox"/>	Short test noted	More than just a summary adjustment for the quarter.	
<input type="checkbox"/>	4. <i>Fuel</i>		
<input type="checkbox"/>	Correct adjustments		
<input type="checkbox"/>	OR-ZZ treated correctly		
<input type="checkbox"/>	Short Test Noted		
<input type="checkbox"/>	5. Review Gap Report to Miles	Print report, then gap sort summary screen	(5)
<input type="checkbox"/>	6. Exam Screen–Final Interest Date	Make sure date is also in BOTTOM square.	
<input type="checkbox"/>	7. Penalty Correct	Follow IFTA P & I Guidelines.	
<input type="checkbox"/>	8. Review MPG evaluations	Could indicate mpg fuel needs to be added.	(6)
<input type="checkbox"/>	9. Reminder: If Aud MPG>Rep MPG–explain in Audit Report	Most of the time, mpg should not be allow- ed to rise with poor records or no records.	
	<u>SAMPLE AUDITS</u>		
<input type="checkbox"/>	10. IF sample–Evaluate	Review ALL evaluations: jur miles/ jur gallons / base	(8)
<input type="checkbox"/>	11. Reports–Any Unreported? Review	Check to see if unreported additions make sense, i.e., CT on west coast trip. (only quarters)	(9)
	<u>DETAIL AUDITS</u>		
<input type="checkbox"/>	12. Reports–IF Quarter Sample or Detail–Review Det Qtr Sum	On Exam B1 Det Qtr Sum and Exam C1 Det Qtr Sum, column 2 and 3 must agree.	
<input type="checkbox"/>	13. IF detail–ZZ reported fuel accounted for		

For Tax-Due Audits		
Action	Explanation	Notes
<u>ALL AUDITS</u>		
1. Verify info screen complete		(1)
2. Info Screen Audit period = Reported Audit periods	a. Go to reported screen and verify that all NEEDED quarters are present. b. 053 GA (miles and gallons)--how accounted for.	(2)
3. <i>Miles</i>		
No DC, AK or MX	Should be ZZ.	(3)
Reported ZZ treated correctly	Check reported ZZ.	(4)
Map miles noted	Should be numbers in there with consistent allowance amounts.	
Test Trip Detail for consistent allowance.		
Short test noted	More than just a summary adjustment for the quarter.	
Missing Miles>TX border miles	Total missing miles greater than necessary for round trip to Texas border. If there is known, frequent route, allocate according- ly. If not, use "XX."	
4. <i>Fuel</i>		
Correct adjustments		
OR-ZZ treated correctly		
Short Test Noted		
5. Review Gap Report to Miles	Print report, then gap sort summary screen	(5)
6. Exam Screen--Final Interest Date	Make sure date is also in BOTTOM square.	
7. Penalty Correct	Follow IFTA P & I Guidelines.	
8. Review MPG evaluations	Could indicate mpg fuel needs to be added.	(6)
9. Reminder: If Aud MPG>Rep MPG--explain in Audit Report	Most of the time, mpg should not be allow- ed to rise with poor records or no records.	
<u>SAMPLE AUDITS</u>		
10. Adjustments Screen--IF sample --have frequency	if no frequency at all - detail if no frequency with some records - extra-ordinary	(7)
11. IF sample--Evaluate	Review ALL evaluations: jur miles/ jur gallons / base	(8)
12. Reports--Any Unreported? Review	Check to see if unreported additions make sense, i.e., CT on west coast trip. (only quarters)	(9)
<u>DETAIL AUDITS</u>		
13. Reports--IF Quarter Sample or Detail--Review Det Qtr Sum	On Exam B1 Det Qtr Sum and Exam C1 Det Qtr Sum, column 2 and 3 must agree.	
14. IF detail--ZZ reported fuel accounted for		

For Totally Estimated Audits			
	Action	Explanation	Notes
	<u>ALL AUDITS</u>		
<input type="checkbox"/>	1. Verify info screen complete		(1)
<input type="checkbox"/>	2. Info Screen Audit period = Reported Audit periods	a. Go to reported screen and verify that all NEEDED quarters are present. b. 053 GA (miles and gallons)--how accounted for.	(2)
<input type="checkbox"/>	3. <i>Miles</i> No DC, AK or MX	Should be ZZ.	(3)
<input type="checkbox"/>	Reported ZZ treated correctly	Check reported ZZ.	(4)
<input type="checkbox"/>	Make summary adjustments	Use reported miles unless they are 0 or less than Average reported miles. If reported less than average, use average. If average used, adjust gallons to hold mpg.	
<input type="checkbox"/>	4. <i>Fuel</i> Correct adjustments	For estimates, no credit for tax-paid fuel	
<input type="checkbox"/>	OR-ZZ treated correctly		
<input type="checkbox"/>	5. Exam Screen--Final Interest Date	Make sure date is also in BOTTOM square.	
<input type="checkbox"/>	6. Penalty Correct	Don't waive penalty on estimates.	
<input type="checkbox"/>	7. Review MPG evaluations	Reminder: Aud MPG should never be greater than Rep MPG. 4 MPG should be considered.	(6)
<input type="checkbox"/>	9. Reports	On Exam B1 Det Qtr Sum and Exam C1 Det Qtr Sum, column 2 and 3 must agree.	
<input type="checkbox"/>	10. ZZ reported fuel accounted for		

	Notes
<input type="checkbox"/>	(1) Access via "Info" button on IFTA software toolbar.
<input type="checkbox"/>	(2) Compare audit period info via "Info" button to periods listed via "Reported" button.
<input type="checkbox"/>	(3) Select "Trips" button, then "Export Details to Excel..." button. Note any DC, AK or MX and change to ZZ.
<input type="checkbox"/>	(4) Access via "Reported" button, then "Summary of Operations by Jurisdiction" button.
<input type="checkbox"/>	(5) Access via "Trips" button, then "Trip List - 1" tab, then "Gap Sort" button.
<input type="checkbox"/>	(6) Review Exam A-2 mpg computations. For further detail review info via "Exam" button (after "Compute Exams" and "Initiate Projection..." completed) from schedules produced from "Rollup MPG eval" and "Quarter MPG review" checkboxes.
<input type="checkbox"/>	(7) Access via "Adj" button. If no frequency consider "extraordinary" in "Type" column.
<input type="checkbox"/>	(8) Access via "Exam" button, after computations.
<input type="checkbox"/>	(9) To remove an unreported jurisdiction from projection, access info via the "Adj" button, Unreported Jurisdiction Tab.

Software Processing Checklist

(Use before Exit Conference and again before turning into Supervisor/Manager)

<input type="checkbox"/>	INFO screen – verify tp name, number & audit period
	Reported screen – Are all periods in audit listed? If not, click Create Return Periods
<input type="checkbox"/>	POPULATION SCREEN Are all periods in the audit listed? If changes were made to the Reported screen, Population will require refreshing. If more than 1 fleet is listed, open and print “Fleet Summary – Miles” and “Fleet Summary – Gallons.” The data for additional fleets will disappear when the population is refreshed and need to be re-entered.
<input type="checkbox"/>	After computing open ADJ screen - Miles
	Put in SP order – are there any “o” SPs? If so, make of note of the Trip Number with adjustments showing SP “o” and close screen. Open Trips screen, click Trip List 1 and find actual trip for the “o” SP and Click Survey tab Click Trip Detail and resave all entries Click Close , Click Edit , Click Save Repeat steps for each “o” Click ADJ screen – Miles Click Fleet # - next to fuel type, if more than 1 fleet Choose Fleet where “o” occurs Make a note of any extraordinary items and if fleet is detail or sample. As always, adjustments will default to sample when refreshed. Click Refresh Change Fleet back to detail if necessary and change appropriate items to Extraordinary. Check SPs, “o” should be gone. Close
<input type="checkbox"/>	Exam screen
	Click P & I tab
	Are all periods in audit listed? If not, close, go back to reported screen and create missing periods
	Are there any duplicate periods? Yes – follow next directions If not go to A
<input type="checkbox"/>	BEFORE MAKING CHANGES OR WORKING WITH THE SOFTWARE PRINT SCH A

B	<p>Population Screen How many fleets are there? If more than 1 fleet is listed, open and print "Fleet Summary – Miles" and "Fleet Summary – Gallons." The data for additional fleets will disappear when the population is refreshed and need to be re-entered.</p> <p>Reported screen Delete affected report period(s)</p> <p>Population Screen Verify that report period was deleted Clean up data</p> <p>Exit program Open program</p> <p>Click File/Inload or Outload Data Click Selected Taxpayer – Re-inload IFTA Information Go to directory where inload is stored and click on In-load.txt file</p> <p>Reported Screen – is report period back? Create zero periods if necessary</p> <p>Population Screen Refresh Is report period there?</p>
A	<p>If there was more than 1 fleet, input the original data per the reports printed before the change or refresh.</p> <p>Adjustment Screen Check data for more than 1 fleet, make a note of any adjustments that are extraordinary, make a note of procedure for each fleet (sample or detail)</p> <p>Refresh Set fleet to detail if applicable, change any entry back to extraordinary if necessary Close screen and open Exam screen Click P & I tab If report periods are correct, make any changes to penalty if necessary. Click Exam Summary tab</p> <p>A Click Compute Exams Click Initiate Projections and Compute Taxes When Interest screen appears set interest date on "Save and Use this Date" button. Add 30 to 60 days unless payment has been received.</p> <p>Duplicate Jurisdictions on Sch. A1 and/or A2 Reload NY history follow steps in B</p>
AFTER MAKING CHANGES OR WORKING WITH THE SOFTWARE PRINT SCH A	
Compare Sch A's. If amounts are different retrace steps in check list	
REPEAT THESE STEPS ANYTIME ANY CHANGES ARE MADE TO THE AUDIT	

Review Checklist

(For auditors and supervisors)

Office Review	The IFTA audits do not go to a typist. Any errors noted in the audit letters during in-office review must be corrected prior to the audit being sent to the RPC.
	No tick marks on any template letter, audit exam, or supplements that will be sent to the taxpayer.
	The auditor must provide the Review Report from the templates - C:\Templates\IFTA to complete the audit review. The Review Report should also be saved to the audit backup disk.
	The auditor must print and provide the Rollup MPG Evaluation and the Quarter MPG Review to complete the audit review.
	Place the IFTA Audit Review Checklist, The IFTA Review Report, the Rollup MPG Evaluation, and Quarter MPG Review in the folder to be sent the RPC.
<input type="checkbox"/>	The auditor cleaned-up and refreshed miles and gallons prior to creating back-up.
<input type="checkbox"/>	CICS: TP Name matches XISUMM 56 on audit reports, cover letter, jurisdiction letter, etc
<input type="checkbox"/>	XICOLL list & note valid open collection records in Notes to Reviewer; close if not valid. Do Not Close liabilities for late return penalty; will be added to billing.
<input type="checkbox"/>	Open Collection Credits on Estimates – Close that record included in audit.
<input type="checkbox"/>	XIPMTS list audit payments & note in Notes to Reviewer; include CICS print-outs in audit folder. Payment received prior to billing XIPMTS – Office review should be expedited, e-mail sent to Stephanie Brown & Albert Alvarez to expedite through RPC & NY Note: If audit payments are made while the audit is still in review, please notify Stephanie & Albert.
<input type="checkbox"/>	IFTA Software: Info Screen – Verify TP name, number & audit period; verify info screen is complete.
<input type="checkbox"/>	Reported Screen – Have auditor show return periods all listed –match to history; if periods are 0, make sure there is a jurisdiction – TX. If not all listed, return to auditor to create return periods.
<input type="checkbox"/>	Exam Screen - P&I Tab – Have auditor show no missing or duplicated periods. If either missing or duplicated periods – return to auditor and have them review procedures.
<input type="checkbox"/>	P&I Tab - If penalty is denied the audit penalty indicators should be yes. If penalty is waived and Exam A column 5 shows a liability of \$500 or more, then any period with return penalty should be yes.
<input type="checkbox"/>	Adjustment Screen – After calculating and setting interest calculation date go to Adj. Screen -Miles Tab – Have auditor show there are no zero numbered samples – if noted, return to auditor and have them review procedures.
<input type="checkbox"/>	Jurisdiction Duplicates – Exam A, A1 and A2 – If noted, return to auditor and have them review procedures.
<input type="checkbox"/>	Compute Taxes – Exam A- note Interest Calculation Date = Today + 30 to 60 days; if the audit is paid, use the postmark date of payment as the Interest Calculation Date. If funding, but not paid, and sent to the RPC by the 15th of the month use the last day of the current month. If sent after the 15th, use last day of following month. If not funding use the last day of the following month.
<input type="checkbox"/>	Audit Period: Consistent with AWM, cover letter, P&I, etc.
<input type="checkbox"/>	Statute: Per AWM agrees with P&I and Adjustment Schedules
	Audit Procedures:
<input type="checkbox"/>	NTD -Exam A only. Place any exhibits behind audit plan, but before the audit questionnaire.
<input type="checkbox"/>	Sample -including NTD; must evaluate; review short-test, jurisdictional activity of the population and sample evaluations for miles and gallons, should be 85% or higher. Six sample evaluations are available on the Exam screen.

<input type="checkbox"/>	Sample-Unreported? Check to see if unreported additions make sense, i.e., CT on west coast trip (only quarters)
<input type="checkbox"/>	Notification of Sampling – reviewed; are there enough units in the sample.
<input type="checkbox"/>	Sample Item Report – should be part of the Notification of Sampling or a separate exhibit listed on the index.
<input type="checkbox"/>	Sample- Extraordinary transactions -errors in one sample period, one truck, one state, etc. If no frequency – detail as extraordinary.
<input type="checkbox"/>	Review MPG Evaluations listed on Exam screen. (MPG fuel added as necessary)
<input type="checkbox"/>	Audited MPG > Reported MPG – explained in audit report and audit plan; MPG-should not be allowed to rise w/ poor or no records.
<input type="checkbox"/>	Tax Due/Credit -all Exams necessary to flow of the audit (A, A1, A2, Miles-B, B1, B1a-as needed, Gallons-C, C1, C1a-as needed).
<input type="checkbox"/>	No Odometers: MPG cannot increase (add MPG fuel for added miles as ZZ fuel); Run map miles.
<input type="checkbox"/>	Amended- Auditor should obtain original backup from the RPC, even on a total estimate because of possible changes during upload. Check imaged transmittal to see if any errors noted for original audit.
<input type="checkbox"/>	Amended- On the INFO screen write “Amended” next to TP name. This can be seen on Exam A. Include ALL audited returns even if no change in a period. The exams should be consistent with original audit.
<input type="checkbox"/>	Estimate- all Exams necessary to flow of the audit (A, A1, A2, B, C, F1, F1a).
<input type="checkbox"/>	Estimate- Have all AP 70 letters been provided to the taxpayer?
<input type="checkbox"/>	Estimate- 20,000 miles/truck at a 4MPG; if not must be fully explained in audit report and audit plan
<input type="checkbox"/>	Estimate- Estimates do not need to evaluate, but there are no projected credits (Review Exam A2); if noted, return to auditor to follow procedures for reversing projected credits.
<input type="checkbox"/>	Estimate- No increase in MPG; if reported MPG is less than 4, let the program default to the reported MPG.
<input type="checkbox"/>	Estimate- No penalty waiver.
<input type="checkbox"/>	Estimate- all Exams necessary to flow of the audit (A, A1, A2, B, B1, C, C1, D).
<input type="checkbox"/>	Detail- All Exams necessary to flow of the audit (A, A1, A2, B, B1, C, C1).
<input type="checkbox"/>	Detail – Exam B1 Det Qtr Sum and Exam C1 Det Qtr Sum, Col 2 and 3 must agree.
<input type="checkbox"/>	Detail – Is ZZ reported fuel accounted for?
	All Audits-
<input type="checkbox"/>	MPG –Review rollup MPG and Overall MPG at the end of each sample unit. A high MPG, over 5.5, should be qualified or any unusual MPG questioned.
<input type="checkbox"/>	Error Adjustment: As specific as possible; don't use math error as a default.
<input type="checkbox"/>	Miles- Not members of IFTA - DC, AK, MX, NT, NU and YT miles are ZZ miles. Check any reported ZZ miles to verify they've been treated correctly.
<input type="checkbox"/>	Trip Detail –Map miles should have numbers w/ consistent allowance amounts; test for consistent allowance.
<input type="checkbox"/>	Missing Miles missing miles greater than what is needed for round trip to TX border. If known, frequent route allocate accordingly. If not, use “XX.”
<input type="checkbox"/>	Review Gap Report to Miles – Print report, then gap sort summary screen.
<input type="checkbox"/>	Fuel- OR ZZ treated correctly; reviewed that fuel adjustments are correct.
<input type="checkbox"/>	Audit Plan: Waive/Deny paragraph and exit conference paragraph agree with cover letter and AWM.
<input type="checkbox"/>	Cover Letter: Do not use the exit letter as the cover letter.

<input type="checkbox"/>	Check taxpayer name, number, address and audit period.
<input type="checkbox"/>	Do not use title for sole proprietor.
<input type="checkbox"/>	Check that P&I paragraph is included and that decision agrees with cover letter and AWM.
<input type="checkbox"/>	Disagreed or non-committal in exit conference paragraph show IAR declined, held, not available, etc.
<input type="checkbox"/>	If no contact made w/ TP -use the "You were mailed..." paragraph which does not reference the IAR held, declined, etc.
<input type="checkbox"/>	Verify that the audit has addressed the IAR one way or another.
<input type="checkbox"/>	Exit Letter: If issued, a copy s/b an exhibit.
<input type="checkbox"/>	Jurisdiction Letter: Check taxpayer name, number, address, and audit period
<input type="checkbox"/>	Correct Jurisdiction Letter – Funded or Not Funded
<input type="checkbox"/>	Jurisdiction Distribution: Compare jurisdictions listed with Exam A
<input type="checkbox"/>	Audit Report: Addressed- Internal controls, Audit Procedures, and Recommendations
<input type="checkbox"/>	MPG -Compare MPG to the last page of Exam A2; Explained increase in MPG-should not be allowed to rise w/ poor or no records.
<input type="checkbox"/>	P&I Waiver Worksheet: Re-checked figures
<input type="checkbox"/>	Needed if liability (Exam A col 5) over \$500 or prior audit; follow Division guidelines.
<input type="checkbox"/>	P&I Worksheet recommendation agrees with the cover letter and audit plan.
<input type="checkbox"/>	List late periods in P&I worksheet also include in Audit Plan.
<input type="checkbox"/>	Index: Compare to audit package, count pages, and check that exhibits are labeled correctly. (No Tick Marks)
<input type="checkbox"/>	Summary Report -should not be included on Index, but put on top of audit package.
<input type="checkbox"/>	Orient all audit docs so that the page headings are either across the top or down the right side of the package.
<input type="checkbox"/>	Notes to Reviewer: Interest calculation date, fund or not fund, payments w/ postmark dates, valid open collection periods listed, audit backed up to CD or diskette and add name of CC person.
<input type="checkbox"/>	Backup: Correct back-up on CD? Exam A Col 5 amts should tie to software w/ no "0" sample #'s or repeating P&I periods. NY inload saved to CD and Review Report from templates also saved to CD.

ASSEMBLY Checklist

IFTA AUDIT CHECKLIST		
ASSEMBLE AUDIT ACCORDING TO THIS CHECKLIST		
	NTD	TAX DUE/ CREDIT
COPY OF PAYMENT CHECK	NO	YES
P&I WORKSHEET - CATS	NO	YES (Except 1st time audits with total liability \$500 or less)
COVER LETTER - IFTA Template	YES	YES
JURISDICTION LETTER - IFTA Template Juris Letter.dot Estimates - Est. transmittal.dot	YES	YES
JURISDICTION DISTRIBUTION	YES	YES
REPORT OF AUDIT RESULTS (including Records Evaluation)	YES	YES
INDEX TO WP	NO	YES
EXAMS	"A" ONLY	A, A1, A2 and any other schedule(s) necessary to flow of the audit
EXHIBITS	IF ANY* *place behind Exam A	YES
AUDIT PLAN	YES	YES
CONFIRMATION LETTER (if used)	YES	YES
ANY OTHER CORRESPONDENCE WITH TAXPAYER	YES	YES
QUESTIONNAIRE	YES	YES
INSIDE FOLDER:		
AUDIT HISTORY	YES	YES
INQUIRIES	YES	YES
DISKETTE (IFTA software backup & all docs, etc. Do not use WATS backup)	YES	YES

CATS Checklist

Main Screen - FOR IFTA		
(Assignment List)		
BUTTON (left side)	TAB (top of window)	description
Detail		audit period Filer Type statute expiration date - needs to be manually added
	button by statute date	statute waiver form statute expiration date (flows to detail screen)
	Hours	where can see hours uploaded for audit - updated when synchronize assignments
Contact		name phone number address contact begin date
	Purpose	contact type Notes to Reviewer questionnaire date
Comments		<i>list of documents issued (Receipt of Records, Notification of of Sampling, etc) dates issued and response dates for documents above</i>
Notices		
Audit Documentation		
(Icon at top of Assignment screen)		
BUTTON	TAB	description
Pre-audit		NAICS code shows taxes permitted for shows prior assignments
Audit Write-Up		First Contact Date - this one flows to AWM Start Date Entrance Conference Date Exit Conference Date Audit Method Secondary Method Agreement Code Est Adjustment Box for No Tax Change Taxpayer Errors
	P & I Waiver Worksheet	Needs to be filed out for Cats purposes if No Tax Change is not checked
Finalization		Route audit - need to click Back Up

Exit Conference Documents

The taxpayer will receive a copy of all reports with the Notice of Audit Results. It is not necessary for the auditor to provide all reports at the exit conference, unless the taxpayer requests them. Begin by providing the following reports:

Exam A
 Exam B Samp Jur Sum
 Exam B Det / Samp
 Exam B Missing Miles
 Exam C Samp Jur Sum
 Exam C Det / Samp
 Adjustment Report – from Trip Survey Screen

If payment is made at the exit conference or prior to the audit review, consider the following policy.

IFTA Audit Funding Policy

IFTA audits should be funded in the same month that they clear the New York RPC except for fully estimated audits or partially estimated audits (when the estimate exceeds 50% of the audit liability) **and** the expectation of collection is highly improbable. (See Attachment I for partially estimated audits.)

IFTA audits are routed to the processing center for review & uploading to the NY system. Barring any unusual situations, the audit should be funded in the same month it clears the NY system. The reviewer processing the audit should fund it as soon as it clears the NY system; usually the day after the audit was uploaded to NY. If the audit clears the NY system near the end of a month and no payment has been received, the reviewer should bring the interest accrual through to the next month and delay funding until the interest accrual date. This will allow the taxpayer to make a payment through the interest accrual date after receiving the Notification of Audit Results from Audit Processing. The “Dist Rel Date” and the “Interest Acc Date” on the NY system must occur in the same month. Payment is not given consideration unless it is covered in one of the circumstances discussed under “Payments.”

Note: (The “Dist Rel Date” is the distribution release date and indicates the date funds are released to all affected jurisdictions. The “Interest Acc Date” means the interest accrual date and reflects the date through which the interest was accrued.)

Payments

Taxpayer pays the audit **in full** prior to issuance of Notice of Tax Due:

Interest must be accrued through the month of the payment date.
 Audit must be funded in the same month the payment was made.

Taxpayer pays the audit after the initial “interest accrual date” per the auditors’ schedules but before the audit is “completed” on AWM:

Interest must be re-calculated through the month the payment is made.
 Funding must occur in the month the payment is made.

Audits Not Yet Funded

Reviewers should schedule and perform a monthly check on XICOLL/XIPMTS on all audits that have not been funded. If an actual payment has been made (not a minimal transfer of credits), interest should be brought up to date and the audit funded.

To do this, the lead reviewer should run the following report on the New York system on or by the 20th of each month.

- Click “Audit” icon
- Click “Audit Reports” icon
- Highlight “6 Audit Cases W/O Exceptions and W/O Dist Rel Date (IF-3855)”
- Click “OK”
- After the report appears on screen
- Click “Print”

After printing the report, the lead reviewer should run XIPMTS for each taxpayer’s audit open collection record. If any payments have been received from a taxpayer the interest should be brought up to current and the audit funded.

Administrative Hearings and Attorney General Actions

Any partial payment due either due to a pay-out agreement with Enforcement Division or a hearing or a settlement/lawsuit with the Attorney General’s Office must be funded in the month the first payment is made. If the interest accrual date is prior to the payment date, interest must be re-calculated up to the payment date or the funding date which ever is later.

Amended Audits

Amended audits should follow the same guidelines. Auditors and reviewers need to insure that the interest accrual is brought up to the date the amendment is agreed on or the payment is made, whichever comes first.

There are other circumstances when specific audits should not be funded, but are dealt with on a case-by-case basis.

Note: If, because of time constraints, an audit cannot be funded in the same month the payment is made, interest should be re-calculated through the month the audit will be uploaded and funded on the NY system.

Field Office Personnel

There are not any “unapplied audit payment” entries on the NY system. It is necessary to upload paid audits to the NY system as quickly as possible when a payment is received prior to audit billing.

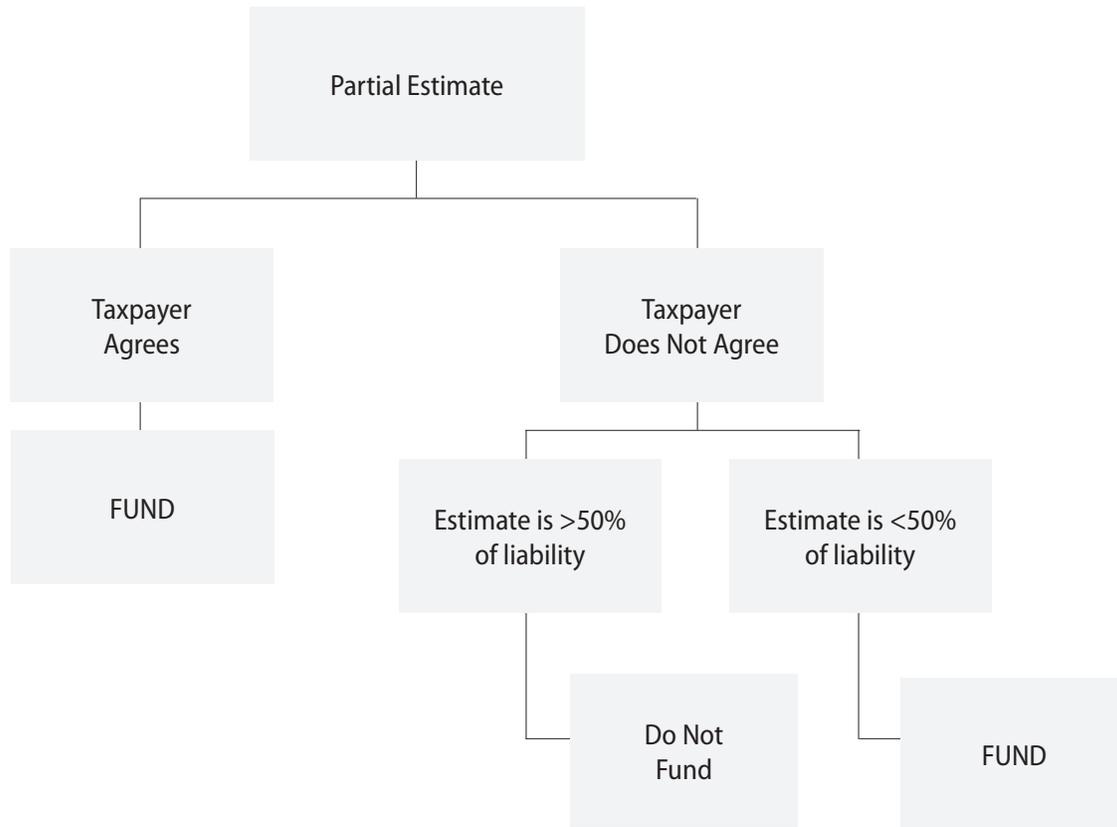
Payments received in the field need to be noted on the **Notes to Reviewer**.

In addition, if an auditor does receive a payment in the field

- Office review of the audit should be expedited.

- Auditors should email both reviewers (stephanie.brown@cpa.state.tx.us **AND** albert.r.alvarez@cpa.state.tx.us) that a payment has been received so they will know to expedite the audit through the NY system and the Processing Center.

Field Office Review and routing to the RPC on all IFTA audits should follow AP101.



Write-up Checklist

IFTA AUDIT CHECKLIST ASSEMBLE AUDIT ACCORDING TO THIS CHECKLIST

	NTD	TAX DUE/CREDIT
COPY OF PAYMENT CHECK	NO	YES
P&I WORKSHEET - CATS	NO	YES (Except 1st time audits with total liability \$500 or less)
COVER LETTER - IFTA Template	YES	YES
JURISDICTION LETTER - IFTA Template Juris Letter.dot Estimates - Est. transmittal.dot	YES	YES
JURISDICTION DISTRIBUTION	YES	YES
REPORT OF AUDIT RESULTS (including Records Evaluation)	YES	YES
INDEX TO WP	NO	YES
EXAMS	"A" ONLY	A, A1, A2 and any other schedule(s) necessary to flow of the audit
EXHIBITS	IF ANY* *place behind Exam A	YES
AUDIT PLAN	YES	YES
CONFIRMATION LETTER (if used)	YES	YES
ANY OTHER CORRESPONDENCE WITH TAXPAYER	YES	YES
QUESTIONNAIRE	YES	YES
INSIDE FOLDER:		
AUDIT HISTORY	YES	YES
INQUIRIES	YES	YES
DISKETTE (IFTA program backup & all docs, etc. Do not use WATS backup)	YES	YES

Common Write-up Errors – Tax Code 56

Agency Work Manager:

- Valid open collection records are not listed in Notes to Reviewer
- If the auditor determines that an open collection record is not valid, they should follow their office procedure to close the open collection record prior to batching the audit to review. Do not send an audit with invalid open collection records to the RPC.
- Payment information not in Notes to Reviewer – Payment information not e-mailed to Reviewers
- Notes to reviewer comments are not used when necessary or too much information in Notes to Reviewer
- Funding information missing from notes to reviewer – Must state to fund or not fund
- Consultants with a POA/LOA not listed as contacts
- Estimated Tax amount does not equal Exam A Column 5 (Tax/Credit)
- Statute expiration missing or incorrect in Work Manager

Penalty & Interest Waiver Worksheet: (Worksheet required for all IFTA audits with tax computations > \$500.00)

- Late periods are not itemized
- Penalty amounts are not listed
- Headquarters approval not obtained prior to submitting audit to RPC when applicable
- Waiver decision does not match Cover Letter and IFTA Exam A
- Signature missing from supervisor/management

Cover Letter /Jurisdiction Letter/ Jurisdiction Distribution:

- Letter not addressed to authorized representative on cover letter
- XISUMM address not used (should be same address on cover letter & jurisdiction letter)
- Waiver decision missing/incorrect on cover letter
- Exit conference paragraph on cover letter does not match audit plan
- Cover letters are dated (do not date the cover letters)
- Incorrect jurisdiction letter (funded or not funded) included in audit package should agree with Notes to Reviewer)

Report of Audit Results:

- Page numbers are incorrect
- Not proofed for spelling and grammar
- Information included that should be part of the audit plan only

Index:

- Exam titles/exhibit titles do not match printed reports
- Page numbers are incorrect
- Exams listed with -0- pages
- Supplemental exams are not labeled to match the exam it supports
- Exams/exhibits/supporting exams are not listed on the index
- Check marks are placed on the Index (and other reports) by supervisors/auditors

Audit Disk/CD:

- Diskette/CD is blank
- Diskette not labeled correctly

Audit Penalty Screen

- Incorrect waiver code is used
- Audit penalty not applied to late periods when tax estimate is over \$500.00 and audit penalty is waived
- Audit Penalty not applied to all periods when penalty waiver denied

Supporting/Supplemental Exams:

- Columns are not totaled
- Calculations are not explained
- To/from footnotes are missing
- Use exam and not schedule as the title
- Supplemental exams are not labeled to match the exam it supports

Exhibits:

- Not labeled with exhibit number and page number on each page
- Agreement to Extend Period of Limitation not in correct order (most current should be first)
- Notification of Sampling/Estimate not in correct order (most current should be first)
- Sample Items Report not listed
- Power of Attorney and Letter of Authorization are confused for the same thing
- Receipt for Taxpayer Records not signed as returned or noted accordingly when not signed

Sampling:

- Sample is not evaluated
- Short test not documented in audit plan when sample abandoned, especially for NTD audits
- Notification of Sampling is not specific as to actual procedures performed
- Sample Items Report not included as an exhibit

Audit Plan:

- Sampling section is not completed
- Inadequate documentation of audit procedures
- Listing of events section not completed
- Taxpayer name and number not listed at the top of each page
- Blank pages are not removed
- Pages are not numbered in consecutive order (do not use alpha numbering)
- Internal emails should not be included in audit plan
- Exit Conference Section incomplete

Procedure:

- Statute waiver not signed by authorized representative
- Notification not issued to authorized representative
- Diskette is blank, missing or has incorrect taxpayer
- Word/Excel documentation not found on diskette

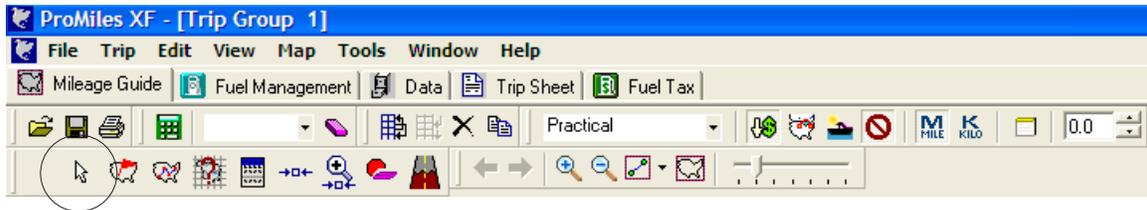
- All pages are not letter size (8 ½ x 11)
- Pages have sticky notes, tape, staples, paper clips and etc.
- Incorrect label used on diskette
- Audit questionnaire missing
- Auditor does not read Review Errors in Agency Work Manager

Amended Audits:

- Original diskette from the RPC is not used
- Amended cover letter not used
- Amended not added after taxpayer name on diskette or other reports, including index
- Changes in the penalty waiver decision from original audit not listed in AWM, Notes for Reviewer
- Audit Amendment Request required for Hearings Amendments

Addendum Texas ProMiles Handbook

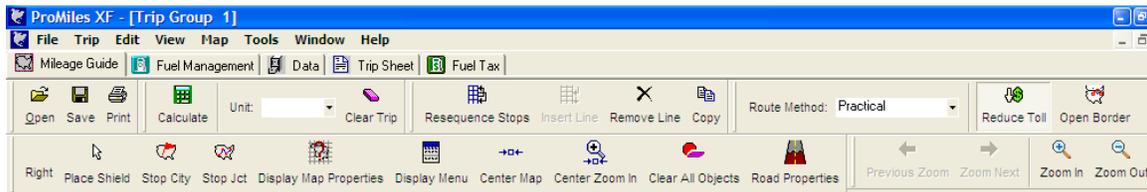
Toolbars



When Map is selected the icons at the bottom light up.

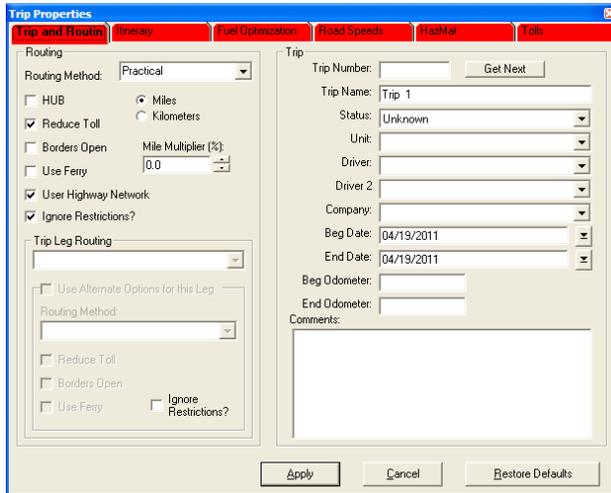
The first set of icons at the bottom will apply to the **right** mouse key

If View /Captions on Toolbars is selected

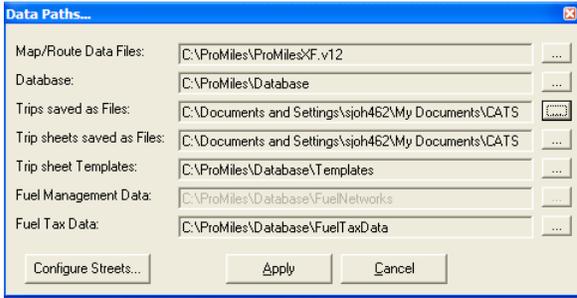


Software Defaults

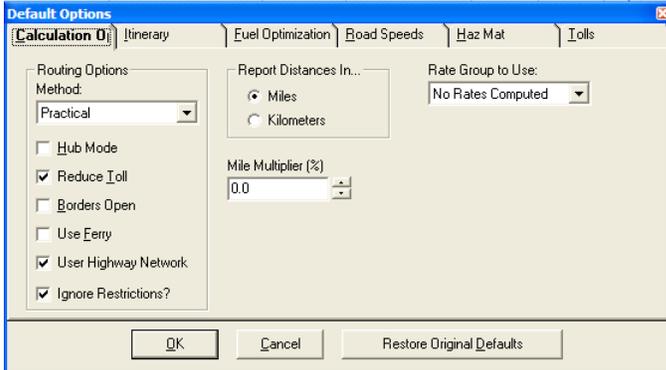
Trip / Properties



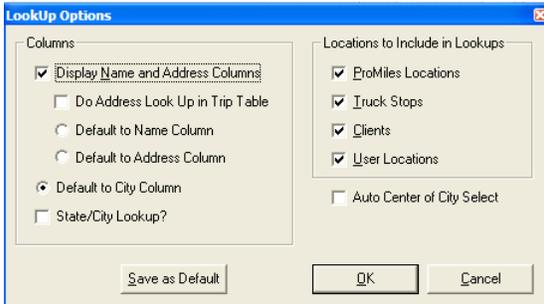
Edit / Set Data Paths



Edit / Default Options / Calculation Tab

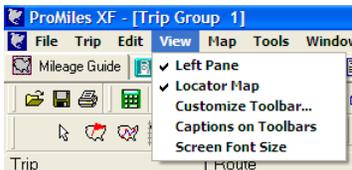


Edit / Look Up Options

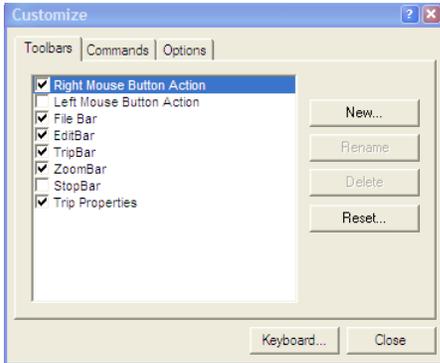


Clicking Auto Center of City will limit some lookups

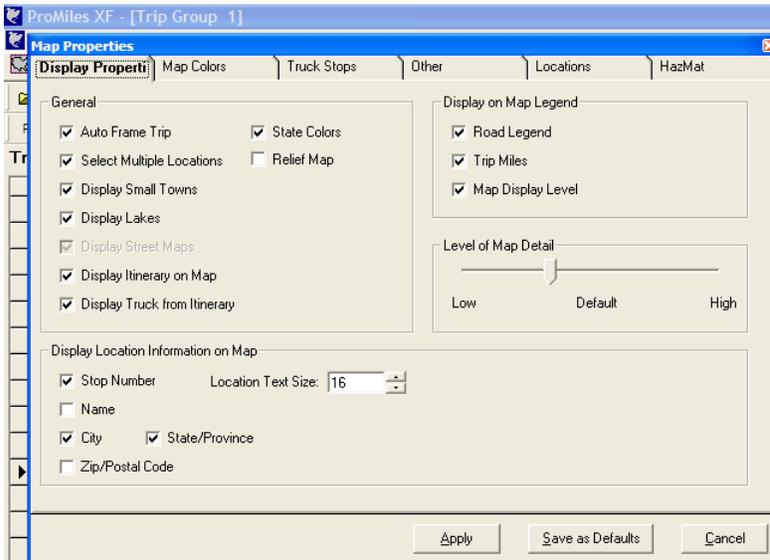
View – OPTION



View – Customize Toolbars



Map / Properties / Display Properties Tab

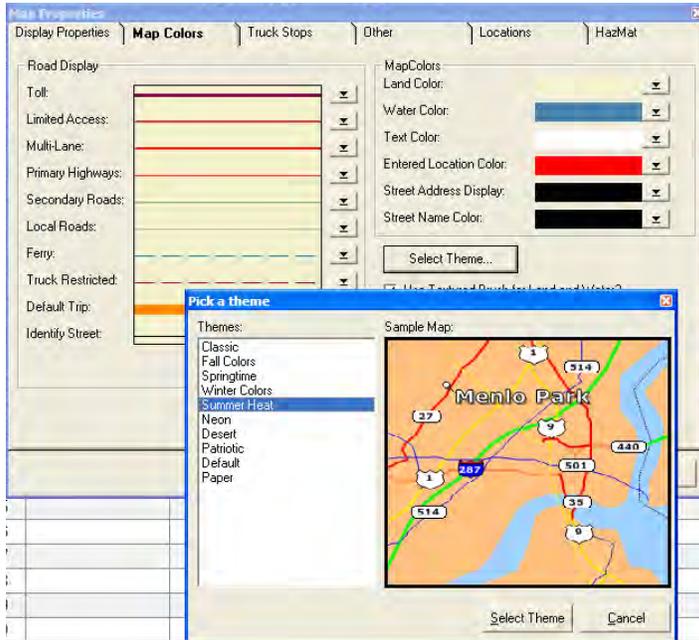


Map / Properties / Map Colors Tab

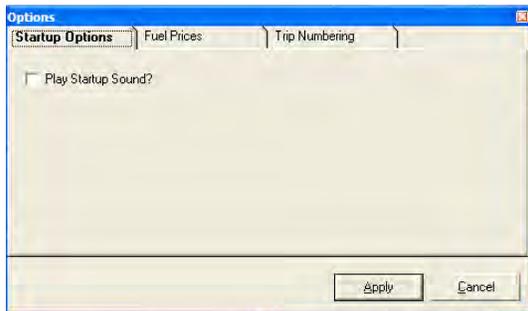
Click “Select Theme” button

Click Summer Heat or another theme.

Click “Select Theme” button



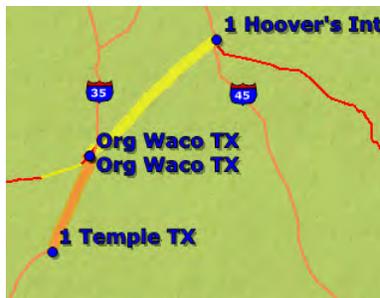
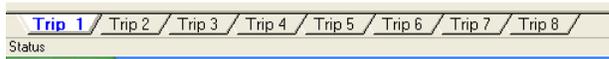
Tools / Options



Trips In General

Trip tabs

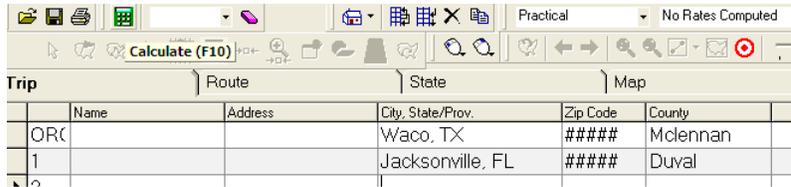
These are Separate Trips if Copied or Saved BUT are the SAME trip for the Map



Calculating The Trip tab



Once the auditor enters all the trip points, this icon is clicked to calculate the trip.



Clearing / Deleting a Trip tab



To clear or delete a trip being viewed click “Clear Trip” (pink eraser icon)

Saving a Trip Tab

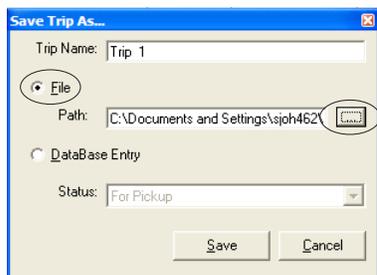
Note this will only SAVE the trip tab being viewed

Initial Save - Click the Save Trip icon

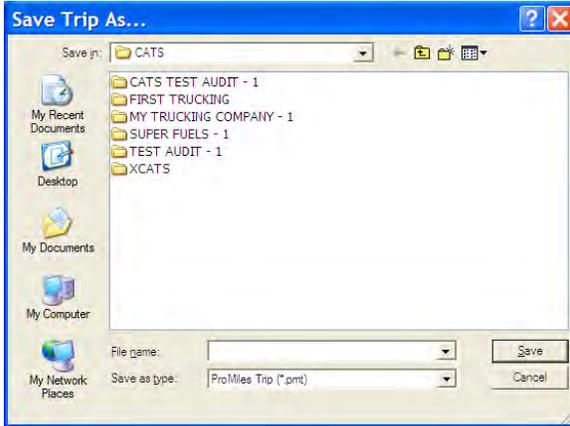


A “Save Trip As...” screen will appear.

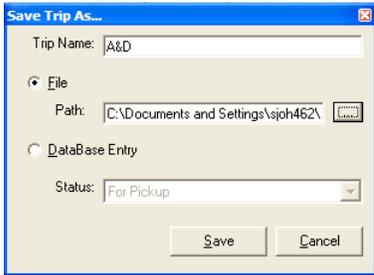
Trips should be saved to the taxpayer’s file in the CATS directory.



Click File. Click the Path Button go to CATS directory. Put in the trip name to be used. Select the appropriate Taxpayer. Click Save



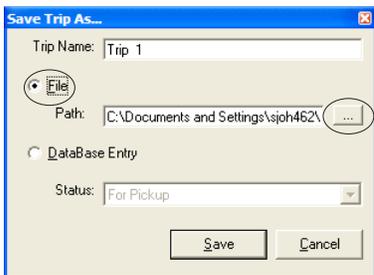
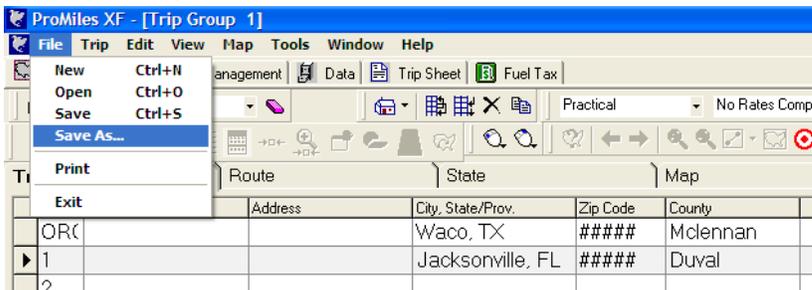
When this screen appears click Save.



Revise a Saved Trip tab

To change a trip previously saved, to NOT use the “Save” icon.

Go to File / Save as

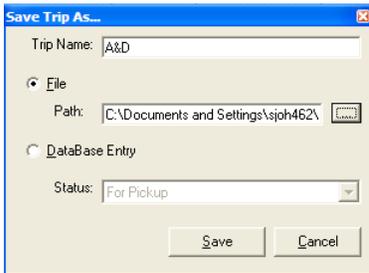


Then select the File / Path button and click the trip to be revised.

Click the Save button



This screen will appear – Click Save

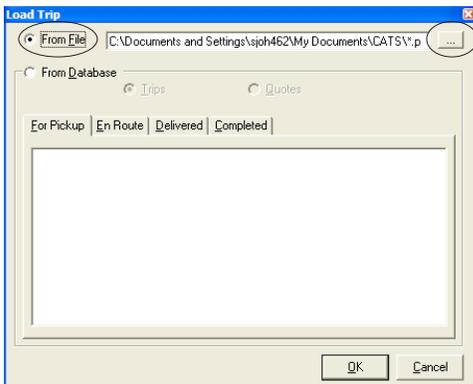


Opening a Single Trip Tab

Click the Open Trip icon



Click From File and click the file path button



Select the appropriate Taxpayer and click the trip

Then click Open



Click OK on the next screen.

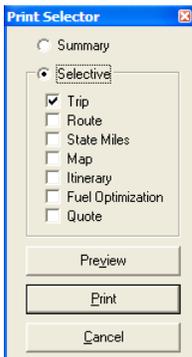


Printing a specific Trip Tab

Click the Print icon.

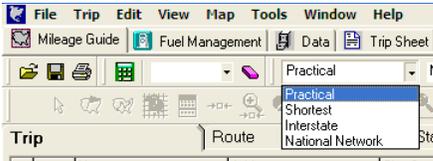


Select the data to be printed.



Routing Methods

There are 4 routing methods –Practical is the one most used by auditors and taxpayers. If there are problems matching the taxpayers routed or miles try another routing method to see if the trip under those circumstances will meet the Reported Jur Miles.



Practical

The Practical routing method considers not only distance, but also driving time in calculating the most practical route. Roads speeds vary by road type and state and can be adjusted by the user. On most trips longer than 1,200 miles, the Practical routing method will usually be closest to Household Goods Mileages. This is the most popular routing method for trips over 500 miles.

Shortest

The Shortest routing method will find the shortest route possible using all roads in the database usable by a heavy truck. On most trips shorter than 1,200 miles, the Shortest routing method will usually be closest to Household Goods Mileages.

Interstate

Interstate routing is used to select limited access highways. Other US or state highways will be used if the route is less than one-half the distance of the limited access highway.

National Network

The National Network routing method uses, where possible, the National Network of Highways, also known as the Surface Transportation Assistance Act of 1983. This is the most popular routing option for units hauling doubles or 53’ trailers.

Entering a Trip

The cursor will default to the “City, ST” field

Data can be entered in several ways:

City ST – San Angelo TX

Partial City ST – San TX

This will bring up a list to select from. There must be at least 2 letters for the City.

Select Location			
City	County	State	Zip Code
San Angelo	Tom Green	TX	#####
San Angelo	Tom Green	TX	76901
San Angelo	Tom Green	TX	76902
San Angelo	Tom Green	TX	76903
San Angelo	Tom Green	TX	76904
San Angelo	Tom Green	TX	76905
San Angelo	Tom Green	TX	76906
San Angelo	Tom Green	TX	76906

If the city is misspelled, the program will not find it. If the spelling is questionable, the two (2) letter method may be best.

Zip code – 76701

Truck Stop

Select a City ST and then click the Truck Stop Tab

Select Houston TX

Select Location				
ProMiles Locations		Truck Stops		
City	County	State	Zip Code	
Houston	Harris	TX	#####	
Houston	Harris	TX	77001	
Houston	Harris	TX	77002	

Click Truck Stop and select a truck Stop

Select Location				
ProMiles Locations		Truck Stops		
Name	City	State	Zip Code	
45 Travel Center	Houston	TX		
A 1 Truck Stop (Phill	Houston	TX		
Action T/S Coastal	Houston	TX		

Truck Stop detail will be copied to the Trip.

Trip	Route	State	Map		
	Name	Address	City, State/Prov.	Zip Code	County
ORC			Waco, TX	#####	Mclennan
1			Wadley, TX		Liberty
2			Waco, TX	76701	Mclennan
3			35.637321;-88.845545		
4	45 Travel Center	I-45 Exit 64	Houston, TX		
5					

GPS by Latitude / Longitude – 35.637321;-88845543 – Note a COLON (:) is placed between entries.

GPS by Degrees – 44/7/24.441:96/7/24.441

Enter Long Degrees with a “/” in between each internal degree for both Lat and Long and a COLON (:) between the Lat and Long Degrees

Trip	Route	State	M
	Name	Address	City, State/Prov.
ORC			44/7/24.441:96/7/24.441
1			

GPS entries entered as degrees will automatically be changed to Lat:Long entries. Therefore what is entered is different from what is displayed and there will not be a trail. The taxpayer may wish to test some entries to verify that the trip is the same as entered.

Trip	Route	State	Map		
	Name	Address	City, State/Prov.	Zip Code	County
ORC			Waco, TX	#####	Mclennan
1			Wadley, TX		Liberty
5			44.123456;-96.123438		

GPS List

GPS entries in a spreadsheet can be entered all together.

Go to the spreadsheet and highlight the GPS coordinates and click Copy

Go to the trip screen and click Edit / Paste List



Junction

The auditor can enter specified junction information instead of a City ST

Types of Junctions – State points / One Road is Known / Both Roads are Known

General Road Notation – Interstate (I), US highway (US) State Road - example (TX)

State Points

Jur”dash”Jur

Example: tx-nm

A screen will be appear displaying all roads crossing the entered state borders and the appropriate junction can be selected, then click OK.

City	County	State	Zip Code
Tx:Nm			
Tx:Nm by Sunland Park		NM	
Tx:Nm County C by Sunland Park		NM	
Tx:Nm I-10 by Anthony		TX	
Tx:Nm I-40 by San Jon		NM	
Tx:Nm Tx-102 by Texline		TX	
Tx:Nm Tx-1058 by Grady		NM	
Tx:Nm Tx-114 by Causey		NM	
Tx:Nm Tx-1218 by Kermit		TX	

The junction will appear on the trip screen.

Trip	Route	State	Map
	Name	Address	City, State/Prov. Zip Code
ORC			Tx-Nm Tx-128 by Jal, NM

One of the two roads is Known

Jct ”Known Road” ”space” ”Jur”

Jct I45 TX

A screen will come up displaying all I45 junctions in the jurisdiction. The auditor can select the appropriate junction and then click OK.

Select Location				
ProMiles Locations				
City	County	State	Zip Code	
Jct 455 & Tx-455 by Celina		TX		
Jct Bus 45F & I-45 by Retreat		TX		
Jct Bus 45F & Tx-31 by Corsicana		TX		
Jct Bus 45F & Us-287 by Corsicana		TX		
Jct Bus 45G & Tx-1181 by Ennis		TX		
Jct I-10 & I-35 by San Antonio		TX		
Jct I-10 & I-45 by Houston		TX		

The junction will then appear on the trip screen

Trip	Route	State	Map
	Name	Address	City, State/Prov.
ORC			Tx-Nm Tx-128 by Jal, NM
1			Jct I-410 & Tx-345 by Balcones Hei, TX

Both Roads are Known

Jct "Road1" "&" "Road2" "space" "Jur"

JctUS84&US67 tx

The entered data will change to the Junction

Trip	Route	State	Map
	Name	Address	City, State/Prov.
ORC			Tx-Nm Tx-128 by Jal, NM
1			Jct I-410 & Tx-345 by Balcones Hei, TX
2			Jct Us-84 & Us-67 by Santa Anna, TX

Editing the Trip

Re-sequence Stops – Route Through All



Re-sequencing should not be used if trips are entered by fuel stop or intermediate stop dates.

This icon will sequence the trip so that the trip points will line up logically.

Trip	Route	State	Map
	Name	Address	City, State/Prov.
ORC			Waco, TX
1			Jacksonville, FL
2			Sacramento, CA
3			Oklahoma City, O
4			Kansas City, MO
5			El Paso, TX

Re-Sequence Trip Options

Re-Sequence Mode

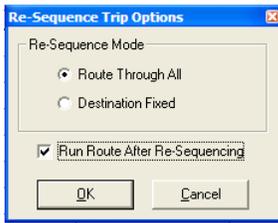
Route Through All

Destination Fixed

Run Route After Re-Sequencing

OK Cancel

If the map hasn't changed, click the "calculate" icon.



Clicking the Run route after re-sequencing will route the trip in a logical trip and run the trip

Trip	Route	State	Map
	Name	Address	City, State/Prov. Zip Code County
ORC			Waco, TX ##### McLennan
1			Jacksonville, FL ##### Duval
2			Kansas City, MO ##### Jackson
3			Oklahoma City, OK ##### Oklahoma
4			El Paso, TX ##### El Paso
5			Sacramento, CA ##### Sacramento
▶ 6			Totals

Re-sequence Stops – Destination Fixed

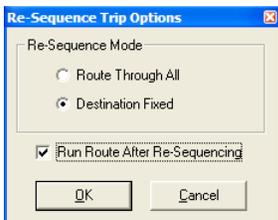


Re-sequencing should not be used if trips are entered by fuel stop or intermediate stop dates.

This icon will sequence the trip so that the trip points will line up logically.

If Destination Fixed is clicked then the Origin and Destination trip points will stay the same.

Trip	Route	State	Map
	Name	Address	City, State/Prov. Zip Code County
ORC			Waco, TX ##### McLennan
1			Jacksonville, FL ##### Duval
2			Sacramento, CA ##### Sacramento
3			Oklahoma City, O ##### Oklahoma
4			Kansas City, MO ##### Jackson
5			El Paso, TX ##### El Paso



Trip	Route	State	Map
	Name	Address	City, State/Prov. Zip Code County
ORC			Waco, TX ##### McLennan
1			Jacksonville, FL ##### Duval 11
2			Kansas City, MO ##### Jackson 1
3			Oklahoma City, O ##### Oklahoma :
4			Sacramento, CA ##### Sacramento 11
5			El Paso, TX ##### El Paso 11
▶ 6			Totals 5.

Inserting a Trip Point



A trip point can be added to the trip.

To insert a line click the arrow on the left of the line below the insert point.

Trip	Name	Address	City, State/Prov.	Zip Code	County
ORC			Waco, TX	#####	Mclennan
▶ 1			Jacksonville, FL	#####	Duval
2			Kansas City, MO	#####	Jackson
3			Oklahoma City, O	#####	Oklahoma
4			Sacramento, CA	#####	Sacramento
5			El Paso, TX	#####	El Paso
6			Totals		54

Click the Insert icon and a new line will be added

Trip	Name	Address	City, State/Prov.	Zip Code	County
ORC			Waco, TX	#####	Mclennan
1					
▶ 2			Jacksonville, FL	#####	Duval
3			Kansas City, MO	#####	Jackson
4			Oklahoma City, O	#####	Oklahoma
5			Sacramento, CA	#####	Sacramento
6			El Paso, TX	#####	El Paso

Click the City ST field and enter the new trip location.

Trip	Name	Address	City, State/Prov.	Zip Code	County
ORC			Waco, TX	#####	Mclennan
1			Temple, TX	#####	
2			Jacksonville, FL	#####	Duval
3			Kansas City, MO	#####	Jackson
4			Oklahoma City, O	#####	Oklahoma
5			Sacramento, CA	#####	Sacramento
6			El Paso, TX	#####	El Paso

Deleting a Single Trip Line



Click the left box of the trip point to be deleted.

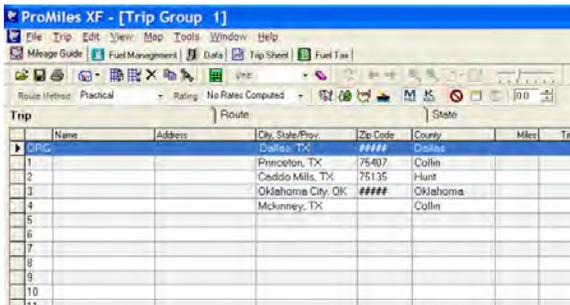
Trip	Name	Address	City, State/Prov.	Zip Code	County
ORC			Waco, TX	#####	Mclennan
▶ 1			Temple, TX	#####	Bell
2			Jacksonville, FL	#####	Duval
3			Kansas City, MO	#####	Jackson
4			Oklahoma City, O	#####	Oklahoma
5			Sacramento, CA	#####	Sacramento
6			El Paso, TX	#####	El Paso

Click the Delete icon and a line highlighted will be deleted

Trip	Name	Address	City, State/Prov.	Zip Code	County
ORIG			Waco, TX	#####	Mclennan
1			Jacksonville, FL	#####	Duval
2			Kansas City, MO	#####	Jackson
3			Oklahoma City, O	#####	Oklahoma
4			Sacramento, CA	#####	Sacramento
5			El Paso, TX	#####	El Paso

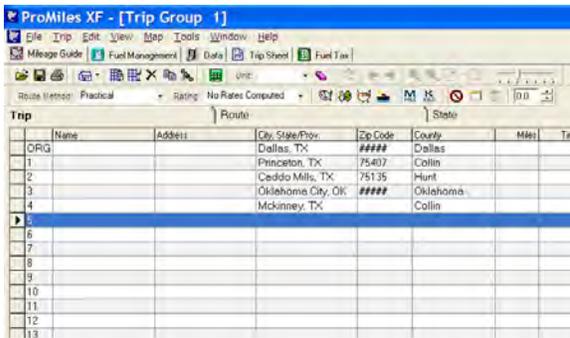
Copy an existing location to another leg of the trip

Click the arrow on the left of the line to be copied

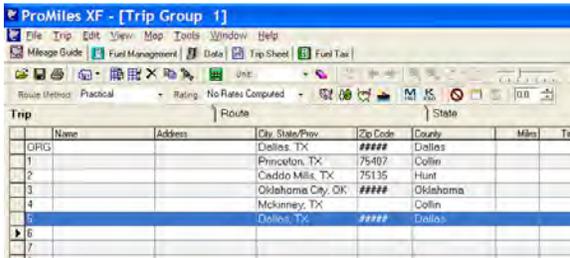


Click the copy icon 

Highlight the destination line or the line below the insert point



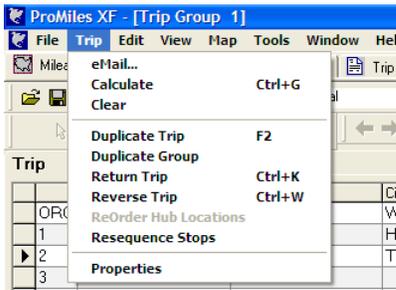
Click Edit/Paste or Ctrl V to paste the new location



Note: There is not a paste icon on the tool bar. File/Paste or Ctrl V can be used for the paste function.

Non Icon Trip Changes

Click Trip to bring up this screen:



Duplicate Trip

Clicking Duplicate Trip will copy a trip from one tab to the next tab

Trip	Name	Address	City, State/Prov.	Zip Code	County	Miles	Time	Empty
ORG			Waco, TX	####	Mclennan			
1			Houston, TX	####	Harris	201.6	3:47	<input type="checkbox"/>
2			San Angelo, TX	####	Tom Green	417.6	6:45	<input type="checkbox"/>
3			Totals			619.2	10:32	<input type="checkbox"/>
4								<input type="checkbox"/>

Trip 1 / **Trip 2** / Trip 3 / Trip 4 / Trip 5 / Trip 6 / Trip 7 / Trip 8

Return Trip

This option if selected will complete the return trip exactly as shown

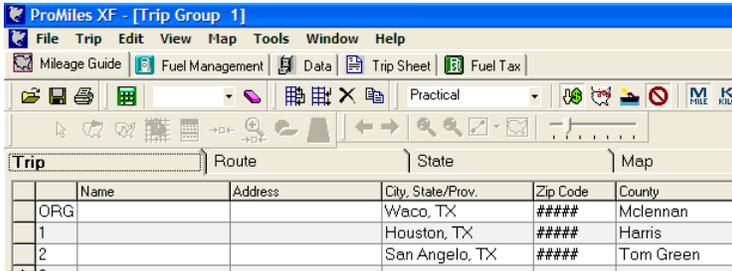
Trip	Name	Address	City, State/Prov.	Zip Code	County	Miles	Time	Empty
ORG			Waco, TX	####	Mclennan			
1			Houston, TX	####	Harris			<input type="checkbox"/>
2			San Angelo, TX	####	Tom Green			<input type="checkbox"/>
3								<input type="checkbox"/>

See results

Trip	Name	Address	City, State/Prov.	Zip Code	County	Miles	Time	Empty
ORG			Waco, TX	####	Mclennan	201.6	3:47	
1			Houston, TX	####	Harris	417.6	6:32	<input type="checkbox"/>
2			San Angelo, TX	####	Tom Green	417.6	6:45	<input type="checkbox"/>
3			Houston, TX	####	Harris	417.6	6:32	<input type="checkbox"/>
4			Waco, TX	####	Mclennan	201.6	3:47	<input type="checkbox"/>
5			Totals			1238.4	20:51	<input type="checkbox"/>

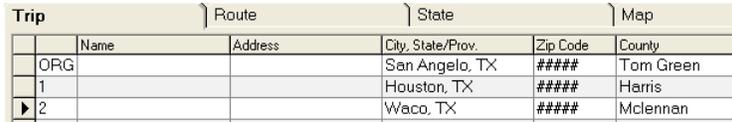
Reverse Trip

This option if selected will reverse the trip exactly.



Trip	Name	Address	City, State/Prov.	Zip Code	County
ORG			Waco, TX	####	Mclennan
1			Houston, TX	####	Harris
2			San Angelo, TX	####	Tom Green

See results



Trip	Name	Address	City, State/Prov.	Zip Code	County
ORG			San Angelo, TX	####	Tom Green
1			Houston, TX	####	Harris
2			Waco, TX	####	Mclennan

Customizing Trip Routes

Ignore Restrictions



Ignore Restrictions – Default is no Road Restrictions

There are restricted roads that may or may not have been restricted for 18 wheelers for some period.

Example of restrictions: Holland Tunnel

Waco TX
New York NY

Without Restriction



Restricted roads will be highlighted in red.

N	58.5	NJ	I-78		Jct I-78 & US-1 in NEWAF	1653.0	24:33
N	5.9	NJ	US-1		Jct US-1 & NJ-139 in JER	1658.9	24:38
E	0.9	NJ	NJ-139		Jct NJ-139 & HOLLAND T	1659.8	24:39
E	1.3	NJ	HOLLAND TUNN		HOLLAND TUNNEL NJ-N	1661.1	24:43
E	0.8	NY	HOLLAND TUNN		Jct HOLLAND TUNNEL &	1661.9	24:46
E	0.6	NY	CANAL ST		Jct CANAL ST & W BROA	1662.5	24:47
S	0.5	NY	W BROADWAY		Jct W BROADWAY & Loc	1663.0	24:48
	1663.0		Stop 1		New York, NY #####	1663.0	

With Restriction



Borders



Borders – The Default is Border Closed – If clicked Borders are open

State		Map		Itinerary	
City, State/Prov.	Zip Code	County	Miles	Time	
Buffalo, NY	#####	Erie			
Detroit, MI	#####	Wayne	359.4	7:17	
Totals			359.4	7:17	

Borders Closed

Trip	Route		State	
State (Ordered)	Non-Toll	Toll	Total	
NY	70.3	0.0	70.3	
PA	46.4	0.0	46.4	
OH	191.8	0.0	191.8	
MI	50.9	0.0	50.9	
Total	359.4	0.0	359.4	

Borders Open

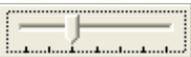
Trip	Route		State	
State (Ordered)	Non-Toll	Toll	Total	
NY	1.7	1.5	3.2	
ON	255.1	0.0	255.1	
MI	1.7	0.0	1.7	
Total	258.5	1.5	260.0	

Ferry



The default is no ferries. If clicked ferries are allowed.

Level of Map Detail



This allows an auditor when using the Map to set the level of city and road detail.

Reduce Tolls



The default is Reduced Tolls – If clicked toll roads are allowed.

Trip	Route	State	Map
	Name	Address	City, State/Prov. Zip Code County
ORC			Waco, TX ##### McLennan
1			Kansas City, MO ##### Jackson
2			Totals

If Reduced Tolls

Dir	Miles	State	Route	Toll	To	Distance	Time
	0.0		Origin		Waco, TX #####		
E	3.5	TX	US-84		Jct US-84 & I-35 by BELL	3.5	0:04
N	34.1	TX	I-35		Jct I-35 & I-35 W by HILL	37.6	0:33
N	45.7	TX	I-35 W		Jct I-35 W & I-20 by EDG	83.3	1:12
W	10.1	TX	I-20		Jct I-20 & I-820, Exit 428,	93.4	1:21
E	16.6	TX	I-820		Jct I-820 & I-35 W, Exit 16	110.0	1:35
N	28.3	TX	I-35 W		Jct I-35 W & I-35 by DENT	138.3	1:59
N	37.7	TX	I-35		I-35 OK-TX BORDER	176.0	2:32
N	130.0	OK	I-35		Jct I-35 & I-40, Exit 126, ir	306.0	4:23
E	2.1	OK	I-40		Jct I-40 & I-35, Exit 153, t	308.1	4:25
N	105.9	OK	I-35		Jct I-35 & US-177, Exit 23	414.0	5:56
N	5.4	OK	US-177		US-81 KS-OK BORDER	419.4	6:02
N	46.9	KS	US-81		Jct US-81 & I-235 by OAK	466.3	6:58
S	0.5	KS	I-235		Jct I-235 & I-135 by OAKL	466.8	6:59
N	32.1	KS	I-135		Jct I-135 & US-50, Exit 33	498.9	7:26
E	68.5	KS	US-50		Jct US-50 & I-35 by EMPC	567.4	8:49
N	95.5	KS	I-35		Jct I-35 & I-435, Exit 222,	662.9	10:10
S	7.7	KS	I-435		I-435 KS-MO BORDER	670.6	10:17
S	12.9	MO	I-435		Jct I-435 & I-70, Exit 63, t	683.5	10:28
W	5.8	MO	I-70		Jct I-70 & I-670, Exit 2C, i	689.3	10:33
	0.2	MO	Local			689.5	10:34
	689.5		Stop 1		Kansas City, MO #####	689.5	

Allowing Toll Roads

Note the green arrows showing the toll roads.

Dir	Miles	State	Route	Toll	To	Distance	Time
	0.0		Origin		Waco, TX #####		
E	3.5	TX	US-84		Jct US-84 & I-35 by BELL	3.5	0:04
N	34.1	TX	I-35		Jct I-35 & I-35 W by HILL	37.6	0:33
N	45.7	TX	I-35 W		Jct I-35 W & I-20 by EDG	83.3	1:12
W	10.1	TX	I-20		Jct I-20 & I-820, Exit 428,	93.4	1:21
E	16.6	TX	I-820		Jct I-820 & I-35 W, Exit 16	110.0	1:35
N	28.3	TX	I-35 W		Jct I-35 W & I-35 by DENT	138.3	1:59
N	37.7	TX	I-35		I-35 OK-TX BORDER	176.0	2:32
N	130.0	OK	I-35		Jct I-35 & I-40, Exit 126, ir	306.0	4:23
E	2.1	OK	I-40		Jct I-40 & I-35, Exit 153, t	308.1	4:25
N	110.2	OK	I-35		I-35 KS-OK BORDER	418.3	5:59
N	127.6	KS	I-35	↓	Jct I-35 & I-335, Exit 127,	545.9	7:49
N	50.0	KS	I-335	↓	Jct I-335 & I-470, Exit 5, ir	595.9	8:32
E	5.4	KS	I-470	↓	Jct I-470 & I-70 in TOPEK,	601.3	8:36
W	55.5	KS	I-70	\$25.75	Jct I-70 & I-70, Exit 421, t	656.8	9:24
E	1.4	KS	I-70		Jct I-70 & I-670, Exit 422,	658.2	9:25
E	1.1	KS	I-670		I-670 KS-MO BORDER	659.3	9:26
E	2.0	MO	I-670		Jct I-670 & Local	661.3	9:28
	0.2	MO	Local			661.5	9:28
	661.5		Stop 1	\$25.75	Kansas City, MO #####	661.5	

Point and Click

The routing on the map vs the trip route screen can be changed by clicking the Map tab

Example:

Original trip is just origin and destination.

Trip		Route		State	Map	
	Name	Address	City, State/Prov.	Zip Code	County	
ORC			Waco, TX	#####	McLennan	
1			Denver, CO	#####	Denver	
2	Totals					

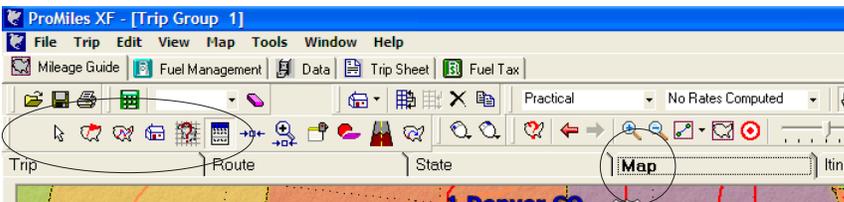
Compare the routing on the trip sheets to the route software computed. To change the order to match the taxpayer's routing. Highlight and click the line below the insertion point.

Trip		Route		State	Map	
	Name	Address	City, State/Prov.	Zip Code	County	
ORC			Waco, TX	#####	McLennan	
1			Denver, CO	#####	Denver	
2	Totals					

Click the Map Tab

The icons on the bottom row are active.

The first set of icons are RIGHT mouse key functions



On the Map tab screen, enlarge the area so that junctions can be determined. This allows for better junction accuracy.

Click this icon to set a Junction point in the established trip.

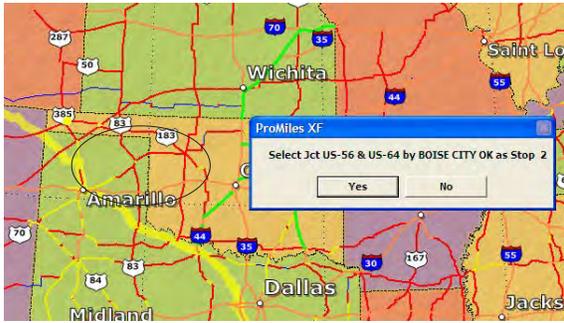


Click this icon - to set a City point in the established trip.



If the new city is not close to the current route the route may be erratic.

Select the point on the map and Right click it. It will show a point and a query will pop up asking if the point selected is correct. Click Yes.



Click the Calculate icon to complete the trip.

Going back to the Trip screen it now shows a junction

Trip	Name	Address	City, State/Prov.	Zip Code	County
ORC			Waco, TX	#####	Mclennan
1			Jct US-64 & US-56	#####	Boise
2			Denver, CO	#####	Denver
3			Totals		

It is better to select the Junction icon.