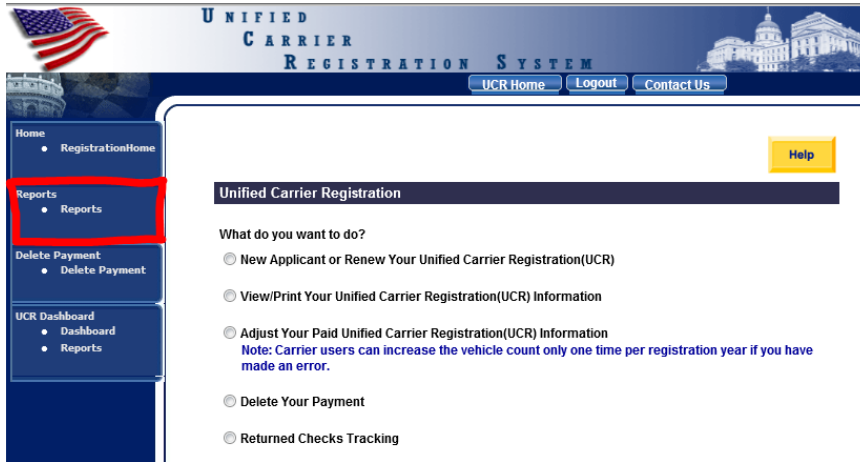


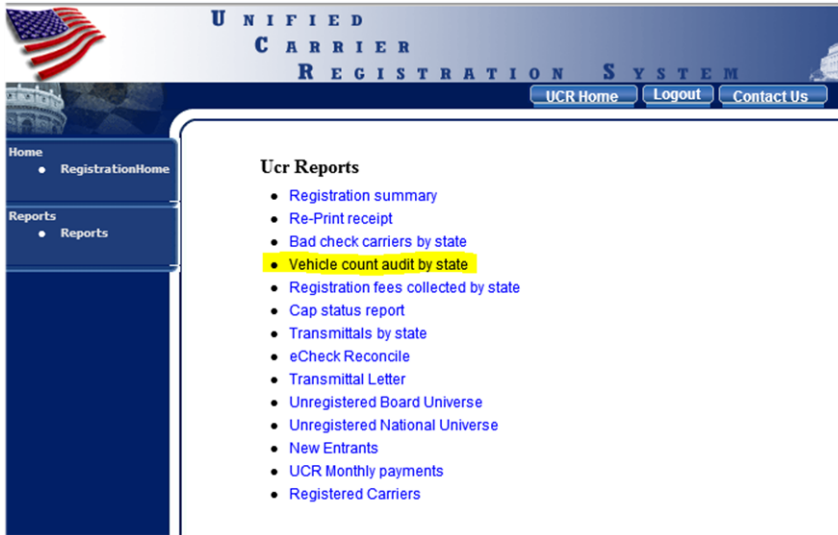
UCR AUDIT PROCESS:

Downloading and Saving the UCR Audit Report:

1. Log-in to UCR Website at: <https://www.ucr.in.gov/>
2. Select Reports feature



3. Select [Vehicle count audit by state](#) report



4. Select "WI" and the year that you are auditing

UCR Reports:

Please select 2 letter State ID:

State:

Select Registration Year:

5. Review [UCR Audit List Template](#)
 - a. Make certain that columns in grey (B – P) match the current report

6. Copy all carrier only data from the UCR website report (do not copy title fields)
7. Paste-Special-Values all copied data into column B, row 2 in the UCR Audit List Template
8. SAVE AS: click "save as" on UCR Audit List Template and save as "YYYY UCR Audit List" where YYYY is the year being audited.

Selecting Audits:

1. To comply with UCR Audit guidelines, we are required to audit 100% of "Audit Bracket" F and E and 3% of "Audit Bracket" B, C and D together (audit brackets found in column O).
2. Put an "X" in column A next to all items where "Audit Bracket" (column O) is an E or F.
3. To select audits in "Audit Bracket" B, C and D:
 - a. Filter "Audit Bracket" (column O) by D only
 - i. Add filter how-to steps (if needed)
 - ii. Filter how-to.....
 - b. Filter "UCR Reg Veh" (column L) selecting all carriers with 19 or 20 (top of audit bracket C where original vehicle shows they should have registered in audit bracket D – 21-100 vehicles)
 - c. Filter out companies where Orig – (Intra + UCR REG) (column R) is zero or less
 - d. Put an "X" in column A for any item to be audited.
 - e. Complete same process for B and C until you reach 3% requirement.
4. Statistics relative to total items and audit numbers can be found on the "AUDIT TOTALS" tab.

Completing the Audit:

1. Open IFTA/IRP program, SAFER and CVIEW websites in separate internet windows
 - a. IFTA/IRP Program (per individual state)
 - b. SAFER: <http://www.safersys.org/>
 - i. Under "FMCSA Searches" ¾ of the way down the page in the middle – select "Company Snapshot" link
 - c. CVIEW (if applicable – link per individual state)
2. Put a "Z" in column A function when reviewing a specific line. Change back to "X" once audit for that company is complete. This will highlight the column, making audit easier.
3. Copy US DOT# (column D) of the item being reviewed
4. CVIEW:
 - a. Paste US DOT# in field labeled US DOT#, select radio button for "Carrier Dashboard View" and hit "Next" button
 - b. If "State Carrier ID" field contains WI#, copy WI# and paste-special-text in column "Q" (WI#) of the UCR Audit List spreadsheet
5. IFTA/IRP program:
 - a. IRP MENU
 - b. Determine if customer has IRP
 - c. Find Registration Year
 - d. Determine total number of IRP vehicles
 - e. Determine if carrier has IFTA
 - i. Mark Y=Yes or N=No in UCR Audit List spreadsheet in column "U -IFTA"

- f. Determine number of decals during reporting period
 - i. Add number of decals to UCR Audit List spreadsheet in column "V -WISCRS #IFTA Decals"
 - 1. This is potential verification but carriers do tend to order additional decals

6. SAFER:

- a. Go to SAFER website at www.safersys.org
- b. Select "Company Snapshot" under FMCSA

FMCSA Searches

- [Company Snapshot](#)
- [Analysis & Information \(A&I\) Online](#)
- [Licensing & Insurance](#)

- c. Paste US DOT# in SAFER, make sure the USDOT Number radio button is selected and hit "Search" button

- d. Select SMS Results

- e. Select "Carrier History"

For U.S. DOT# 908055

- f. Review carrier for total number of power units during time period relative to audit

i. Reporting period ends June 30th of prior year so use final June number – most recent (column "Y") vs. MCMIS check (column "Z")

Carrier History

The Carrier Measurement History Report displays six monthly runs. The default is the current month's results followed by run dates, use the previous and next buttons. You can also choose to view quarterly or semi-annual reports.

The report displays the BASIC values that were available on the SMS website for that run. To view historical SMS runs by version 3, go to the BASIC of interest and expand the measure graph.

Monthly

	Mar 27 2015	Apr 24 2015	May 22 2015	Jun 19 2015
SMS Version	3.0.2	3.0.2	3.0.2	3.0.2
Status	Active	Active	Active	Active
Carrier Operation	Interstate	Interstate	Interstate	Interstate
Number of Power Units	130	173	173	173
Number of Drivers	134	204	204	204

- g. Place number from most recent MCSA1 filing in column "Y" and MCMIS (SAFER) VEH. CHECK number in column "Z"
7. Review total number of unique interstate oversize/overweight permitted vehicles – place number in column "W"
8. Review total number of unique vehicle inspections less than 26,000 pounds – place number in column "X"
9. Verify "intrastate" vehicles with internal reports as available and enter number in column "AA"
10. Note Y=Yes or N=No for lease company in column "AB"
11. Does the company register buses – Yes/No in column "AC"
12. UCR Form 1 on file – Yes/No in column "AD"
13. Total vehicles from UCR Form 1 – place number in column "AE"
14. UCR Form 2 on file – Yes/No in column "AF"
15. Total vehicles from UCR Form 2 – place number in column "AG"

RESULT (orange colored) COLUMNS:

1. Column AH: UCR registration minus sum total of IRP vehicles plus inspections on <26,000 pound vehicles
 - a. Negative number shows short registration number and should be flagged
2. Column AI: UCR registered units relative to IFTA decals issued – not definitive proof
 - a. Negative number shows more decals ordered than UCR registered vehicles
3. Column AJ: UCR Registered vehicles less vehicles claimed on UCR Form 2
 - a. Negative number shows variance with UCR claimed vehicles and UCR registered vehicles
4. Column AK: UCR Form 1 (retreated vehicles) less claimed intrastate vehicles
 - a. Negative number shows fewer intra vehicles documented than claimed during UCR registration
5. Column AL: UCR registration claimed intrastate vehicles relative to intrastate vehicle review
 - a. Negative number means fewer actual intrastate vehicles per internal state record review than registered or claimed during UCR registration
6. Column AM: Original vehicles less MCMIS/MCSA total – sheet gives carrier benefit of lesser of MCMIS/MCSA total
 - a. Negative number means carrier under claimed the total vehicles during UCR registration
7. Column AN: UCR vehicle less oversize/overweight registrations (column "W")
 - a. Negative number means carrier had a greater number of interstate oversized vehicles than registered with UCR

Column AQ: Flag – use this to flag any accounts that require contact.

Column AR: Audit Check Done – use this column once a carrier has met the checks and is ok.