Quick Path – Running Daily Reports

This quick path summarizes the major steps for running the daily reports in Cognos and the RTS POS. For more details and example reports, refer to the *TxDMV RTS Guide for Running Daily, Weekly, and Monthly RTS Activity Reports* on the RTS Refactoring Resources page on the TAC Hub available by clicking the ❷ icon on your desktop.

Running the Daily Cognos Reports

1. Click ▦ (Cognos Reports) and log in.

2. Click 🗀 **Finance**.

3. Click ▦▶ **Funds Remittance Report**.

4. For **Prompts**:
   - **Select Start Date** = *Business day before yesterday*
   - **Select End Date** = *Same as above*
   - **Select Office** = *Your office*
   - **Select Funds Type** = **TITLE**

5. Click **Finish**.

6. Click 🖫.

7. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

8. Click **Print**.

9. Click ◀ (to return to the last reports list)

10. Click ▦▶ **Fee Type Funds Report**.

11. For **Prompts**:
    - **Select Start Date** = *Yesterday*
    - **Select End Date** = *Yesterday again*
    - **Select Office** = *Your office*
    - **Select Fee Type** = **TITLE**

12. Click **Finish**.

13. Click 🖬

14. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

15. Click **Print**.

16. Click 🏠.

17. Click 📁 **Registration**.

18. Click 📁 **Special Plates Registration**.

19. Click 📄▶ **County Special Plates Invoice Report**.

20. For **Prompts**:
    - **Transaction Start Date** = *Yesterday*
    - **Transaction End Date** = *Yesterday*
    - **Office** = *Your office*

21. Click **Finish**.

22. Click 🖬.

23. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

24. Click **Print**.

25. Click 🏠.

26. Click 📁 **Administrative**.

27. Click 📄▶ **Voided Transactions Report**.

28. For **Prompts**:
    - **Transaction Start Date** = *Yesterday*
    - **Transaction End Date** = *Yesterday*
    - **Office Type** = **COUNTY (Refresh Office button)**
    - **Office** = *Your office*

29. Click **Finish**.

30. Click 🖳.

31. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

32. Click **Print**.

33. Click 🏠.

34. Click 📁 **Title**.

35. Click 📊 **NMVITIS Inquiry Report**.

36. For **Prompts**:
    - **Select Start Date** = *Yesterday*
    - **Select End Date** = *Yesterday*
    - **Select Type** = **Error**
    - **Select Salvage Indicator** = **Non-Salvage**
    - **Select Office** = *Your office*

37. Click **Finish**.

38. Click 🖳.

39. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

40. Click **Print**.

Running the Daily POS Reports (Main Office)

41. Click 🟩 and log in.

42. Click **Reports** > **Reprint Reports.**

43. Click **Enter**.

44. Click **Funds**.

45. Click **Substation Batch Summary**.

46. Click **Enter**.

Running the Daily Substation Reports

47. Click **Reports** > **Reprint Reports**.

48. Click **Funds**.

49. Click **Ctrl** +:
    - **Batch Inventory**
    - **Title Package**

50. Click **Enter**.

51. Click **Funds**.

52. Click **Substation Summary Online**.

53. Click **Enter**.