



Quick Path – Running Monthly Reports

This quick path summarizes the major steps for running the monthly reports. For 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  icon on your desktop.

1. Click  (Cognos Reports) and log in.
2. Click  **Finance**.
3. Click  **Monthly Funds Report**.
4. For **Prompts**:
 - **Select Year** = *This year*
 - **Select Month**= *Last month*
 - **Select County**= *Your county*
5. Click **Finish**.
6. Click .
7. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).
8. Click **Print**.
9. Click .
10. Click  **Fee Collection and Distribution Report**.
11. For **Prompts**:
 - **Select Start Year** = *This year*
 - **Select End Year** = *This year*
 - **Select Start Month** = *Last month*
 - **Select Office Type** = **COUNTY**
 - **Select Office** = *Your office*
12. Click **Finish**.
13. Click .
14. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).



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15. Click **Print**.

16. Click .

17. Click  **Funds Remittance Report**.

18. For **Prompts**:

- **Select Report Type = Monthly**
- **Select Year = *This year***
- **Select Month = *Last month***
- **Select Office = *Your Office***
- **Select Total BreakDown Display = All**

19. Click **Finish**.

20. Click .

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

22. Click **Print**.

23. Click .

24. Click  **Performance Support**.

25. Click  **Employee Transaction Report**.

26. For **Prompts**:

- **Select Start Date = *First business day of last month***
- **Select End Date = *Last business day of last month***
- **Select Office Type = COUNTY**
- **Select Office = *Your office***

27. Click **Finish**.

28. Click .

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

30. Click **Print**.