TxDMV RTS Guide for Running Daily, Weekly, and Monthly RTS Activity Reports

02/16/16

Texas Department
of Motor Vehicles

Revision History

The chart below shows the information added or revised in each release of this document after its initial release in May, 2015.

RELEASE DATE	ADDITION/AREVISION MADE
06/12/2015	Added note about not covering all reports Added Appendix E. Locating Mainframe Reports Formerly Download… Added Legacy Report Number Reference Revised Print/Email sections for all Cognos reports Added Weekly Inventory Transaction Information section
06/18/2015	Added Special County Invoice Report Information Added note about running multiple reports at one time
07/14/2015	Changed intro to steps to be in logical order Added Weekly County IRP Transmittal section
08/28/2015	Revised the Date prompt for Daily Funds Remittance Report to *Business day before yesterday* Added Short Week Info in Weekly Funds Remittance Report and in Quick Path
09/28/2015	Added NMVTIS Report Email information Added note about how to add Cognos users
10/12/2015	Changed “last Monday” to “Monday of previous week” for Weekly Funds Remittance Report (Monday Reg) on page 37 and page 114; and Weekly Funds Summary Report on page 41 and page 114. Removed step “For Select Fee Source, click CUSTOMER” and replaced with a note not to select anything for Week to Dates Fees prompts on page 57 and page 115
10/31/2015	Replaced the Fee Collection and Distribution Report page screen shot on page 79 with the revised screen shot containing the new Funds Category prompt and added the step for the new prompt. Added the Funds Category prompt to the Quick Path on page 117
12/10/2015	Corrected the number of the Production Report to 9482 in several places
01/28/2015	In the Weekly Funds Remittance report (aka Monday Reg), on the Prompts page, corrected the instruction in Step 3a Select Funds Type from selecting “Registration” to “do not select any option” on page 37, 41, and114.
02/16/2016	Revised instructions and added new Sample report for the NMVTIS Inquiry Report on page 28 and 113

About this Guide

This guide provides instructions to enable you to manually run reports you may need for the RTS POS transactions that were formerly downloaded and printed to your printer automatically on a daily, weekly, and monthly basis (referred to as *legacy reports*). Information about other commonly run legacy reports (Apprehension, CRBF, and $5 Buyer Tag Fees) that may be run on-demand are also included in this guide.

You must be assigned the appropriate permissions to run reports, including Cognos Enterprise Reports. Your county RTS Admin assigns this to you on the Reports page in the Local Options >Security event. For more information, refer to the Adding Cognos Users job aid available from the Job Aids tab on the RTS Resources page on the TAC Hub (http://www.txdmv.gov/rts-refactoring-resources or click the RTS Refactoring Resources Help icon on your desktop)

Note: If you do not know who in your county is an RTS Admin, contact the service/help desk for assistance.

Instead of printing unnecessary reports, you can now determine the report information you need and then run only the reports you need when you need them. Many former RTS reports have been consolidated and defined as Cognos reports with configurable options for greater flexibility.

Although you will manually run most of the daily, weekly, and monthly reports in Cognos, there are some that remain in the refactored RTS POS directly.

To help you determine which reports to run, the sections in this guide are titled with the information formerly gathered in the legacy reports (for example, Daily Title Funds Summary and Transactions Information). Each section identifies the former RTS report number and contains the steps for locating the report and running it. Where possible, a sample report is also included to provide an illustration of what you can expect.

Once you are comfortable running the reports, you can use the sections in the Appendix that provide quick paths for running the reports without explanations.

Note: This guide covers the set of standard reports, but may not cover all reports that your office runs on a daily, monthly, weekly, or ad-hoc basis. Although the instructions contain the appropriate prompts for running these reports on a specific basis, you can run or reprint the reports on-demand using other prompt information at whatever interval you need.

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Legacy Report Number Reference

The following provides a reference to the appropriate Cognos information from a legacy report number perspective.

FORMER REPORT	PG #
3461/3463 $5 Buyer Tag Fees	106
3564 Special Plates County Invoice	17
3664 NMVITIS Inquiry Error	23
4552 Week-to-Date Cash Drawer	55
456B2, 456B3, 456C4 Week-to-Date Fees	55
458B2 Month-to-Date Fees (Consolidated Collections)	84
458B3 Month-to-Date Fees (Fee Source)	84
4602 Funds Transactions (Monday Reg/IRP)	46
4602 Funds Transactions (Title)	12
4603 Funds Summary	12
4603 Funds Summary (Monday Reg/IRP)	46
4604 Funds Remittance (Monday Reg/IRP)	36
4604 Funds Remittance (Title)	7
4672 Apprehension Report	97
4702 Inventory Transactions	62
4802 Monthly Funds/Registration Emissions Fee	73
4802 Monthly Funds/Sales Tax Penalty	63
4802 Monthly Funds/Young Farmer Program	63
4802 Sales Tax	73
4802 Sales Tax Emission Fee 1%	73
4802 TERP Fee	73
4802 Texas Mobility Fund	73
4882 Registration and Title Emissions Summary	73
4883 Registration and Title Emissions	73
5152 Voided Transaction	23
5901 Countywide Batch (Payment Type, Fees, Inventory, Exceptions)	1
5911 Title Package	2
5921 Substation Batch	4
7472 County IRP Transmittal Invoice	67
9021 Completed Set Aside Transactions	1
9353 Title and Registration Summary	78
9482 Employee Production	91
9901 Batch Inventory Action (BIAR)	1
CRBF Report	101

Running Daily Reports

The daily reports that you used to pull from your printer are now available to you to run manually as Cognos reports or from the POS Reprint Reports event.

The reports that are manually run from the Reports > Reprint reports include reports you may be used to working with and reprinting from the POS:

- 9901 Batch Inventory Action (BIAR)
- 5901 Countywide Batch (Payment Type, Fees, Inventory, Exceptions)
- 5911 Title Package
- 5921 Substation Summary Batch
- 9021 Completed Set Aside Transactions

The steps for reprinting the reports are covered in respective sections. For the reports that were converted to Cognos reports, the steps for manually running the reports, including selecting the report and supplying values on the Prompts page that displays, are described in detail. Samples of the reports are provided at the end of each report section to help you work with the new reports.

Many of the names of the Cognos match up to the name of the former mainframe report (like the Funds Remittance Report and the Voided Transaction reports). However, some reports, like similarly named summary and detail reports, have been combined into one report that contains a summary section at the top and sets of details in their own tables.

The Cognos reports you can manually run daily if you need this information include:

- **Funds Remittance Report** to gather the information in the former 4604 Funds Remittance (Title) report.
- **Fee Types Funds Report** to gather the information in the former 4602 Funds Transactions (Title) and 4603 Funds Summary reports. Note that the former Transactions and Summary information is combined into one Fee Types Funds Report for convenience with a summary section at the top and sets of details in their own tables.
- **Special County Invoice Report** to gather the information in the former 3564 Special Plates County Invoice.
- **Voided Transactions Report** to gather the information in the former 5152 Voided Transaction report.
- **NMVITIS Inquiry Report** to gather the information in the former 3664 NMVITIS Inquiry Error report.

Daily BIAR, Countywide, Title Package, and Completed Set Aside Transaction Reports

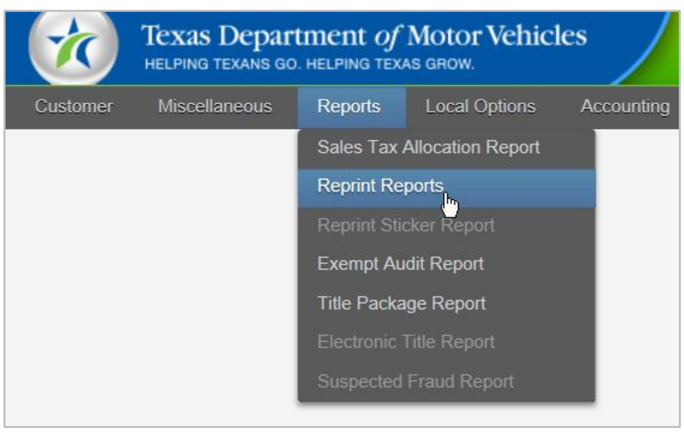
The main TAC office can manually run the following daily reports from the POS using the Reports > Reprint Reports event.

- 9901 Batch Inventory Action (BIAR)
- 5901 Countywide Batch (Payment Type, Fees, Inventory, Exceptions)
- 5911 Title Package
- 9021 Completed Set Aside Transactions

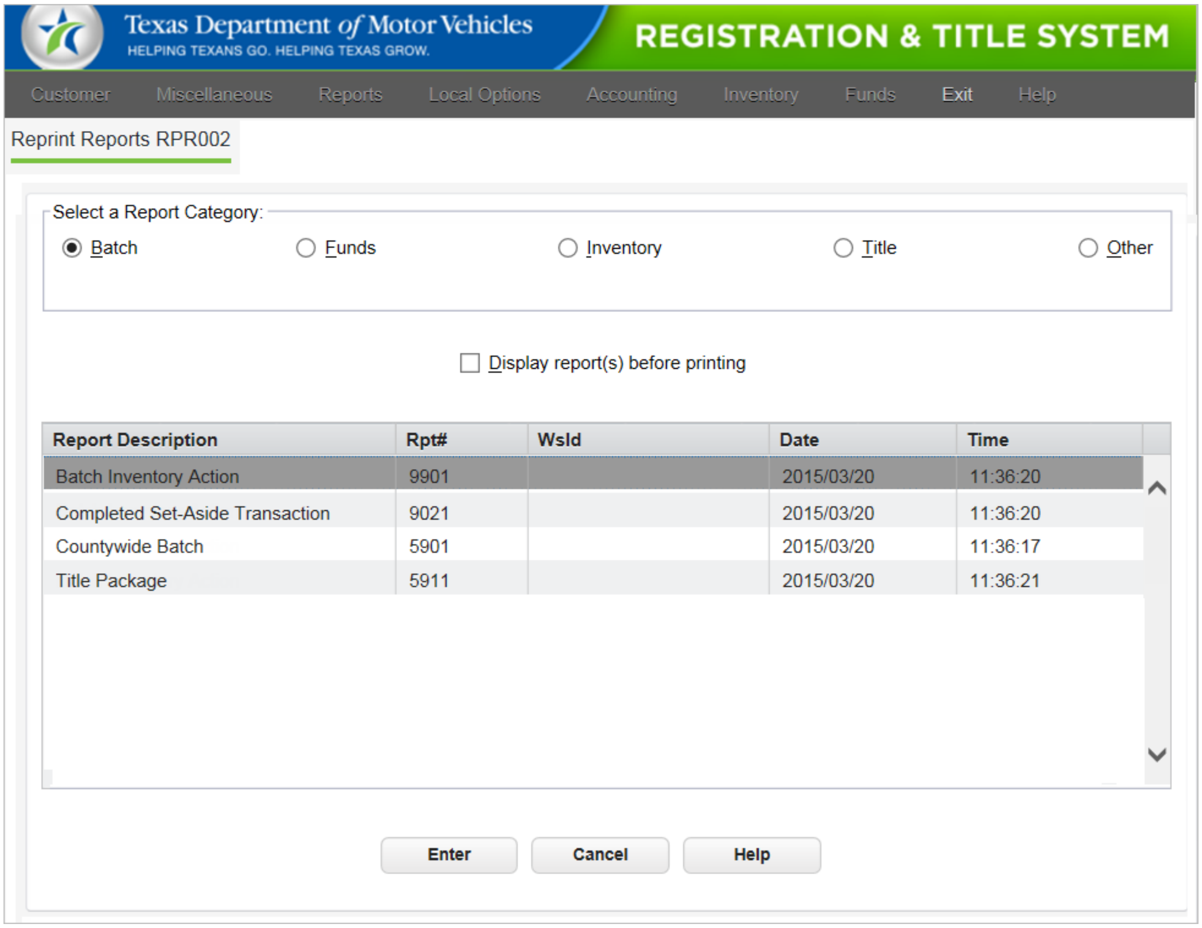
Note: Each TAC substation can manually run daily reports for their office. Refer to Daily Substation Reports on page 4.

By default, the reports will print directly to your default printer; however, you can select (on the Reprint Reports page) to have the reports display onscreen and then send them to your printer.

1. After logging into the RTS POS, click **Reports** from the main page access bar and then click **Reprint Reports**.



2. On the **Reprint Reports RPR002** page:



3. In the list of reports displayed (on the Batch category page), select **Batch Inventory Action**.

4. Press and hold the **Shift** key on your keyboard as you select the **Completed Set Aside Transaction**, **Countywide Batch** and **Title Package** reports.

5. To display the reports onscreen before they print, click the **Display report(s) before printing** checkbox.

6. Click the **Enter** button.

7. If the reports will display onscreen:

    a. Verify the information and click the **Print** button.

    b. On the **Print RPR008** page, click the **Enter** button.

    c. Repeat steps a and b for each report displayed.

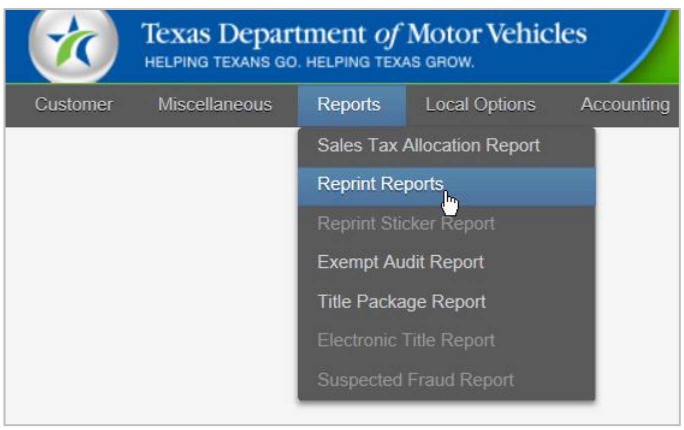
Daily Substation Reports

The substations of the main TAC office can manually run the following daily reports from the POS using the Reports > Reprint Reports event:

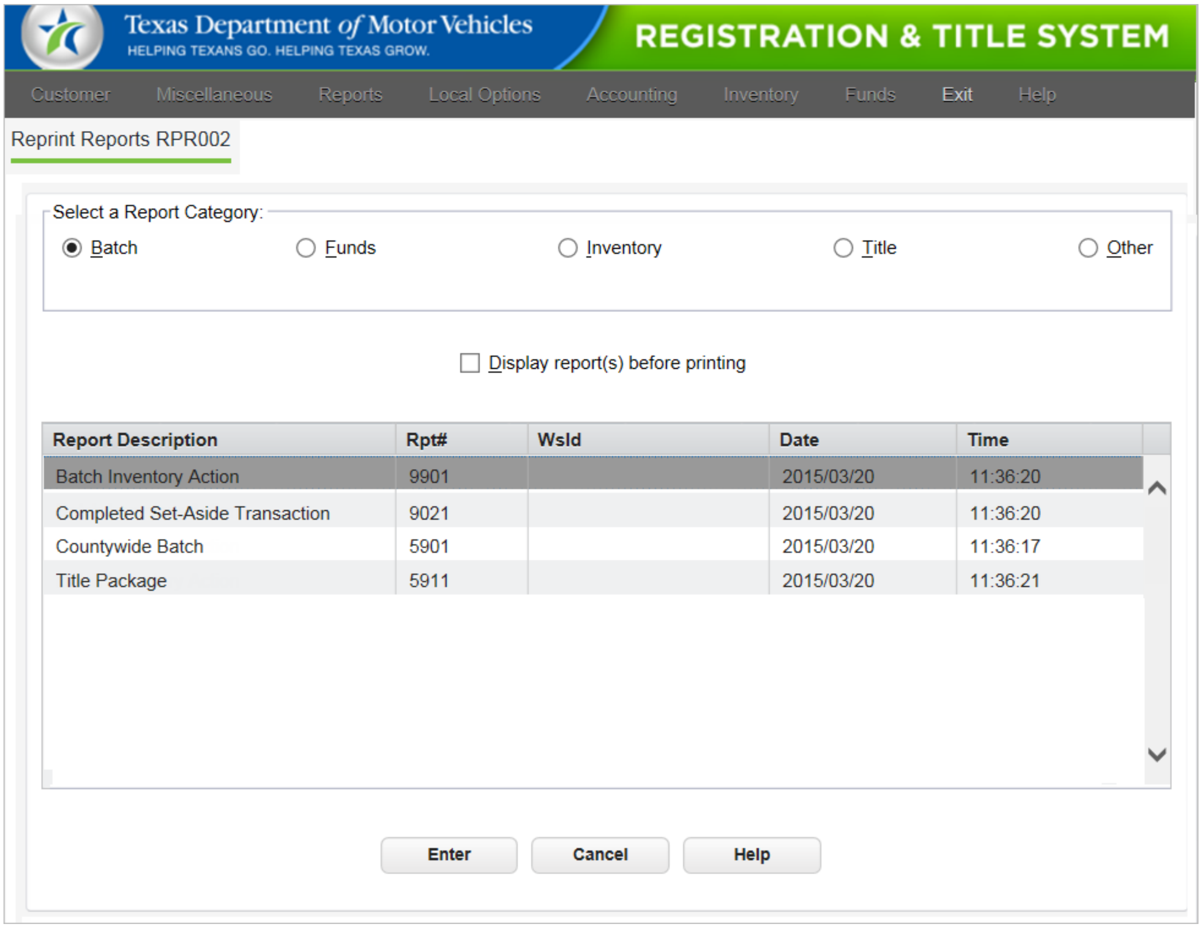
- 9901 BIAR Report
- 5911 Title Package
- 5921 Substation Summary Batch (which contains the 5922 Substation Fees and 5923 Substation Inventory)
- 9021 Completed Set Aside Transactions

By default, the reports will print directly to your default printer; however, you can select (on the Reprint Reports page) to have the reports display onscreen and then send them to your printer.

1. After logging into the RTS POS, click **Reports** from the main page access bar and then click **Reprint Reports**.



2. On the **Reprint Reports RPR002** page:



3. From the list of reports displayed (on the Batch category page), select **Batch Inventory Action**.

4. Press and hold the **Shift** key on your keyboard as you select the **Completed Set Aside Transaction**, **Countywide Batch** and **Title Package** reports.

5. To display the reports onscreen before they print, click the **Display report(s) before printing** checkbox.

6. Click the **Enter** button.

7. If the reports will display onscreen:

   a. Verify the information in the BIAR and click the **Print** button.

   b. On the **Print RPR008** page, click the **Enter** button.

   c. Repeat steps a and b for the Title Package report.

8. Back on the **Reprint Reports RPR002** page, click the **Funds** option (in the *Select a Report Category* area).

9. Locate and select **Substation Summary Online**.

10. To display the report onscreen before it prints, click the **Display report(s) before printing** checkbox.

11. Click the **Enter** button.

12. If the report will display onscreen:

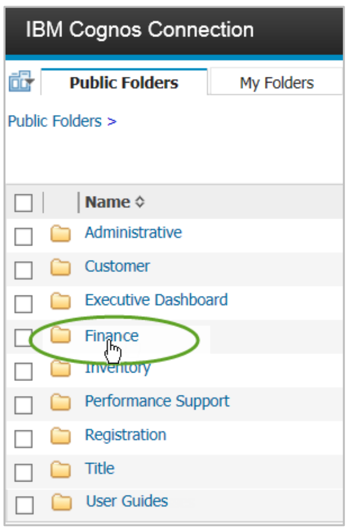
    a. Verify the information and click the **Print** button.

    b. On the **Print RPR008** page, click the **Enter** button.

Daily Funds Remittance Title Information

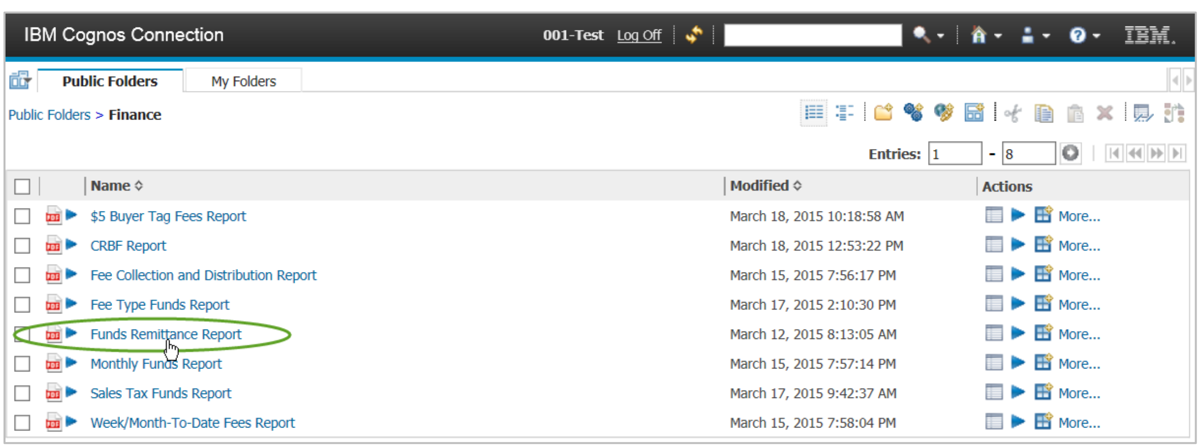
The information gathered in the former 4604 Funds Remittance (Title) report is now available in the **Funds Remittance Report** in Cognos.

1. After logging into Cognos and displaying the **Public Folders** area on the Cognos Connection home page, click the **Finance** folder.

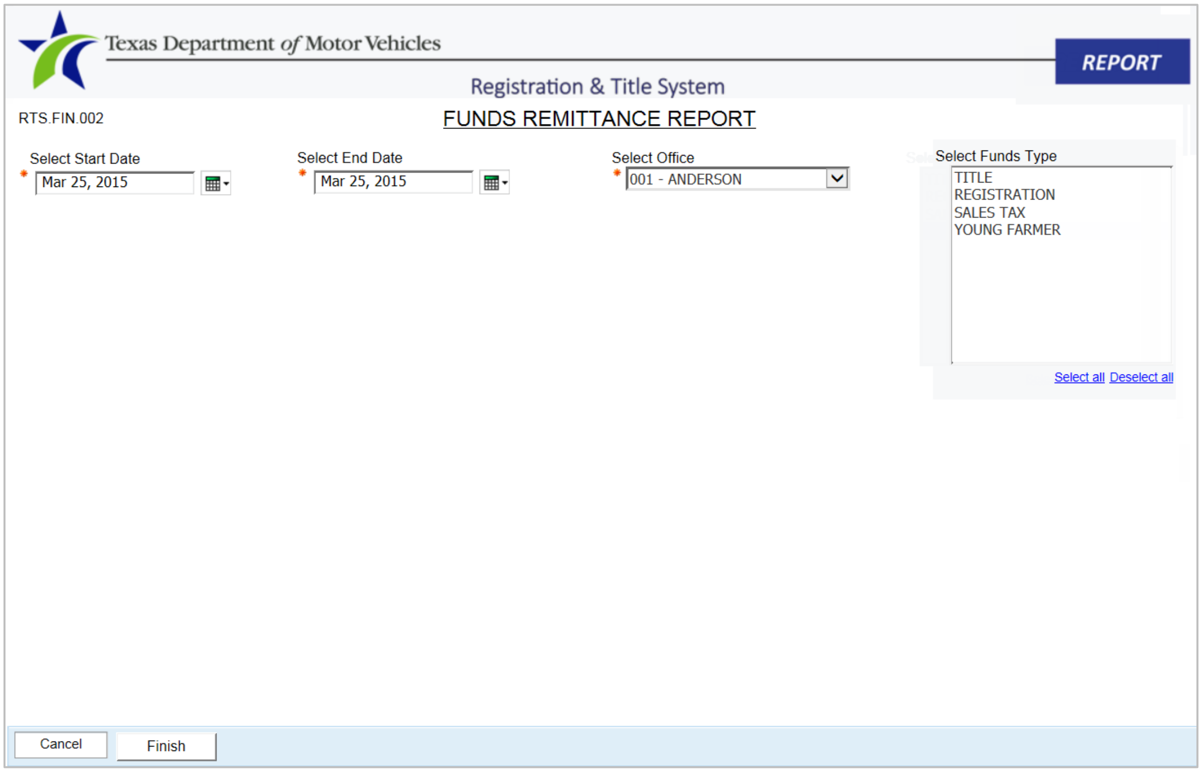


2. In the Finance reports list displayed, locate and click **Funds Remittance Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



3. On the **Prompts** page:



   a. For **Select Start Date**, click the and select the date representing the business day before yesterday.

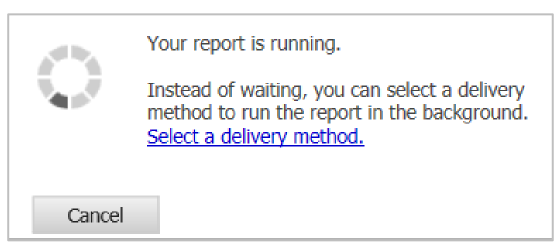
   b. For **Select End Date**, click the and select the date representing the business day before yesterday.

   c. For **Select Office**, click the drop-down list and click your office.

   d. For S**elect Funds Type**, click **TITLE**.

   e. Click the **Finish** button.

4. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



   Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

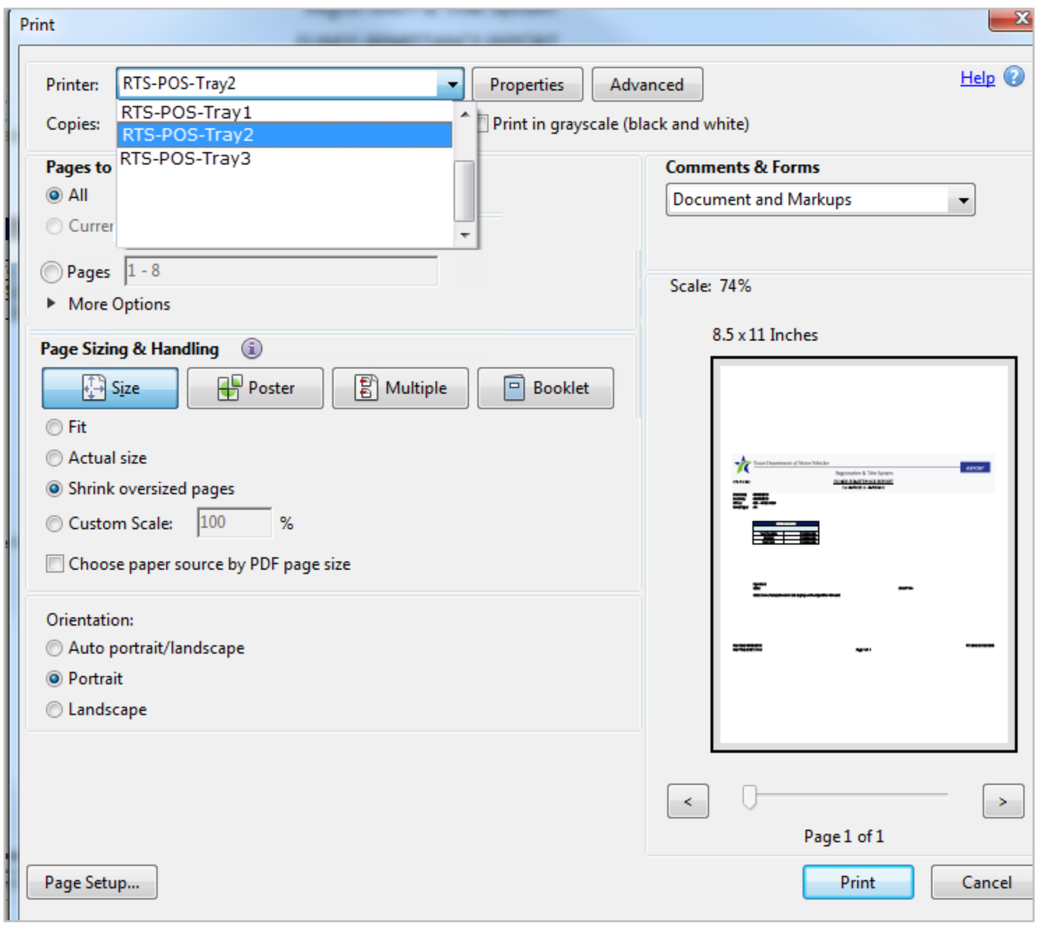
  b. On the **Print** pop-up, to use the:

    - **Default** RTS Printer tray:
      Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

      1) From the **Printer** drop-down, select **RTS-Tray-2**.
      2) Click the **Print** button.

    - **Manual feed** tray of your RTS printer:

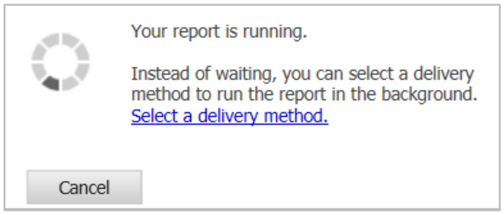
      1) Pull down Tray 1 and load paper into it.
      2) From the **Printer** drop-down, select **RTS-Tray-1**.
      3) Click the **Print** button.



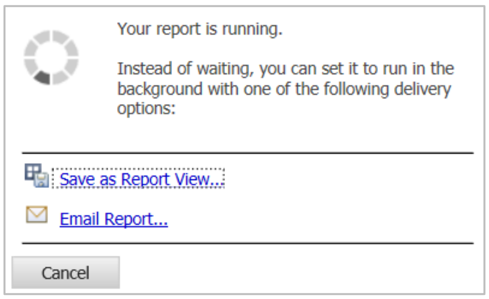
  c. From the Cognos Viewer toolbar, click to return to the Finance reports list.

- To email the report to yourself so you can send it to print later:

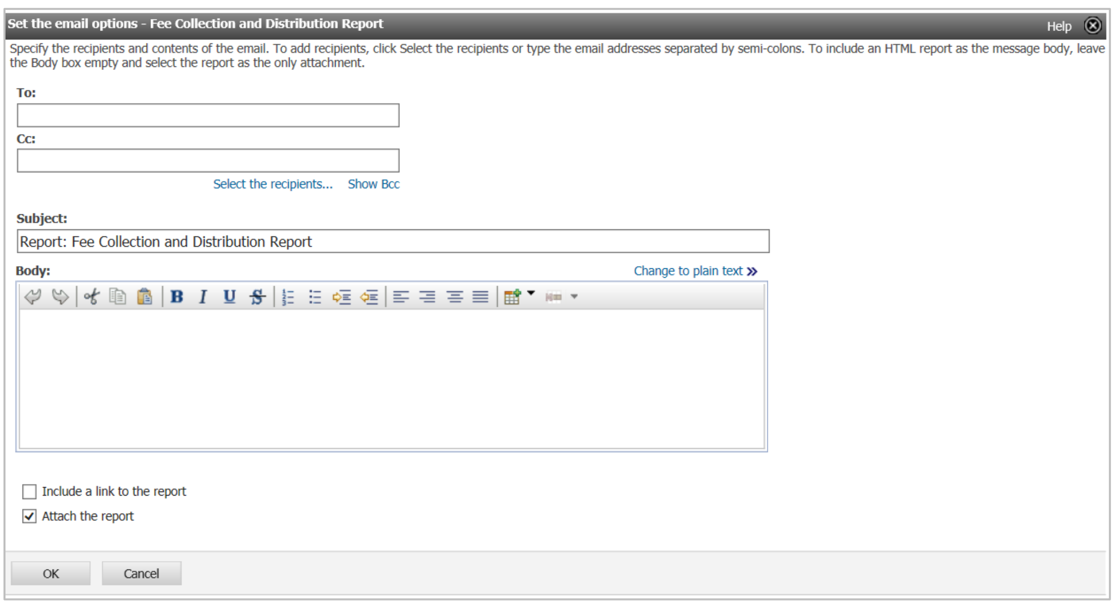
a. On the pop-up, click **Select a delivery method**.



b. From the options displayed, click **Email Report**.



c. On the **Set the email options** page, supply the necessary information.



d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

The Daily Funds Remittance Report (Title) provides the space for the signature, date, and check or electronic fund transfer information for the remittance.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.002

FUNDS REMITTANCE REPORT

For: 09/05/2014 - 09/05/2014

Start Date: 09/05/2014
End Date: 09/05/2014
Office: 002 - ANDREWS
Funds Type: TITLE

Funds Remittance Amounts				
				TxDMV Amts
Funds Report Date	Funds Category	Funds Remittance Amount ($)	County Amount ($)	Due Date: 10/09/2014
09/05/2014	TITLE APPL FEES	104.00	65.00	39.00
	TITLE APPL-COMP	65.00	0.00	65.00
	Total ($) for 09/05/2014	169.00	65.00	104.00

CRBF Amounts	
Year To Date	$301,939.21
1st Split	$176,939.21
2nd Split	$301,939.21

Signature:
Date:

CK/EFT No:

Note: Some Transactions will not display on the report for 48 hours

Run Date: 05/07/2015
Run Time: 9:56:13 AM

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RTS Date: 09/12/2014

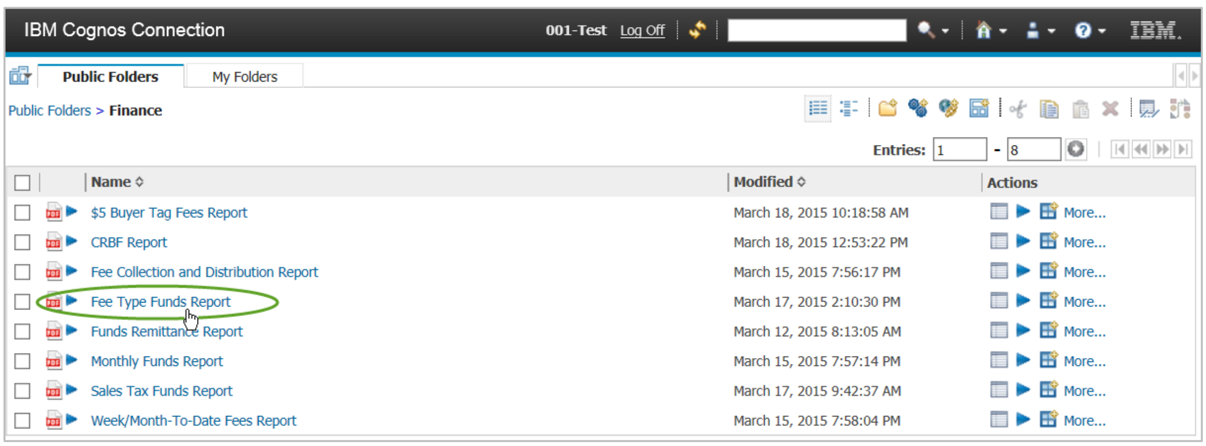
Daily Funds Summary and Transaction Information

The information gathered in the former 4602 Funds Transactions (Title) and 4603 Funds Summary reports is now available in the **Fee Types Funds** report in Cognos.

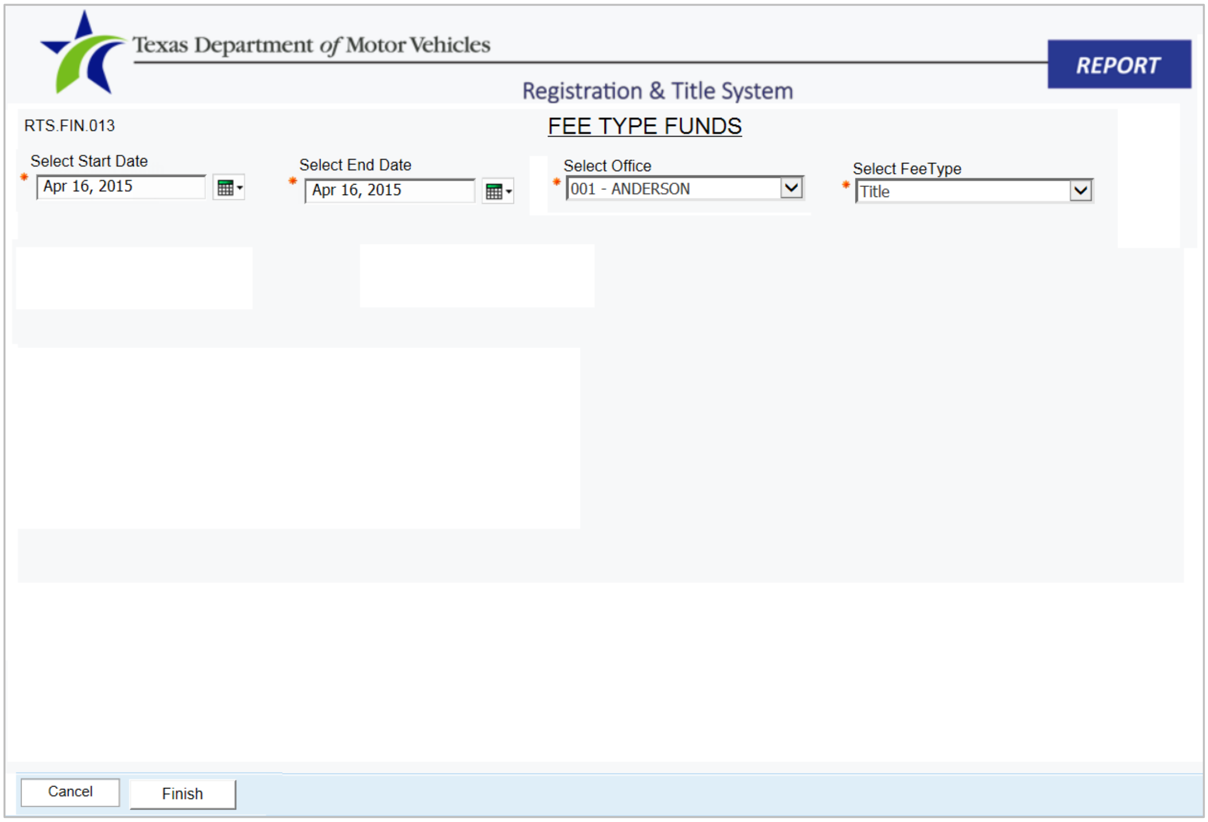
Note: For the Monday Reg/IRP information, refer to Weekly Funds Transactions and Summary (Monday Reg/IRP) Information on page 46.

1. In the **Finance** folder reports list, click **Fee Type Funds Report**.

   Notes:
   (1) If you are not on the **Finance** reports list**,** log in to Cognos to display the **Public Folders** area or click the **Public Folder** tab on the Cognos page currently displayed, and then click the **Finance** folder.
   (2) To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open



2. On the **Prompts** page:



   a. For **Select Start Date**, click the and click the date for yesterday.

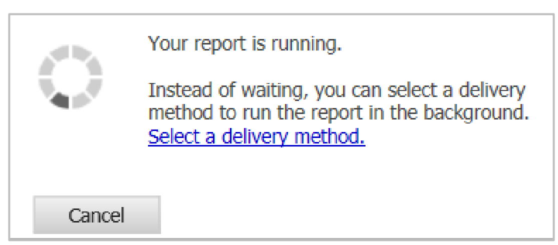
   b. For **Select End Date**, click the and click date for yesterday.

   c. For **Select Office**, click the drop-down list and click your office.

   d. For **Select Fee Type**, click the drop-down list and click **Title**.

   e. Click the **Finish** button.

3. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



   Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

a. From the Adobe toolbar that displays across the top of the report, click (Print).

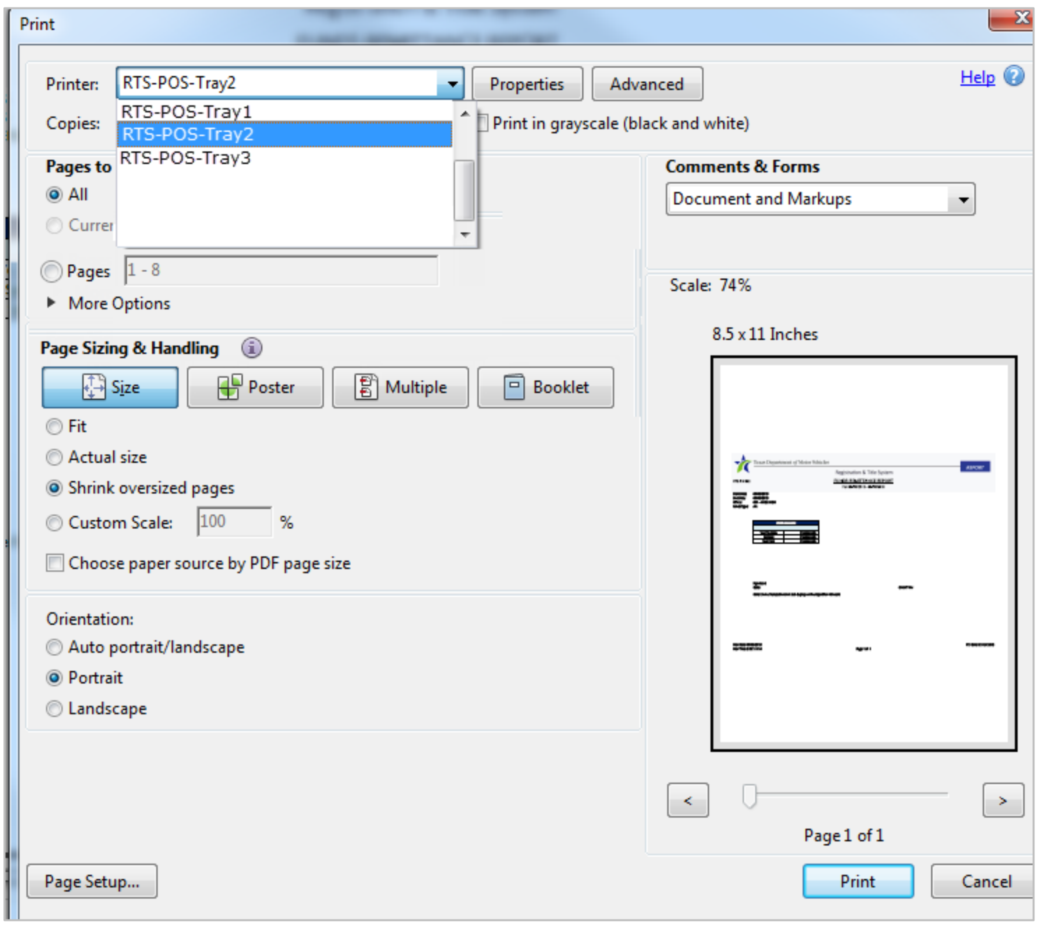
b. On the **Print** pop-up, to use the:

  - **Default** RTS Printer tray:
    Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

    1) From the **Printer** drop-down, select **RTS-Tray-2**.
    2) Click the **Print** button.

  - **Manual feed** tray of your RTS printer:

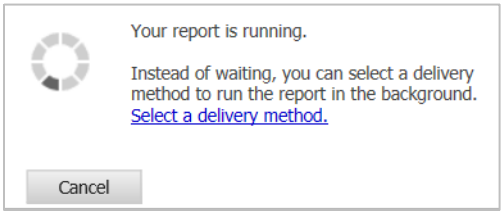
    1) Pull down Tray 1 and load paper into it.
    2) From the **Printer** drop-down, select **RTS-Tray-1**.
    3) Click the **Print** button.



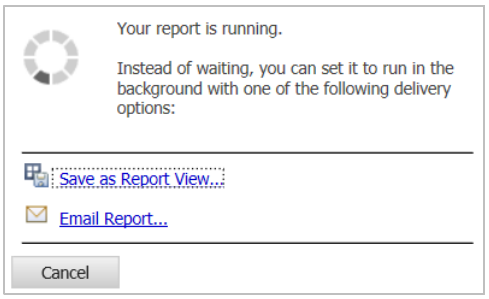
c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

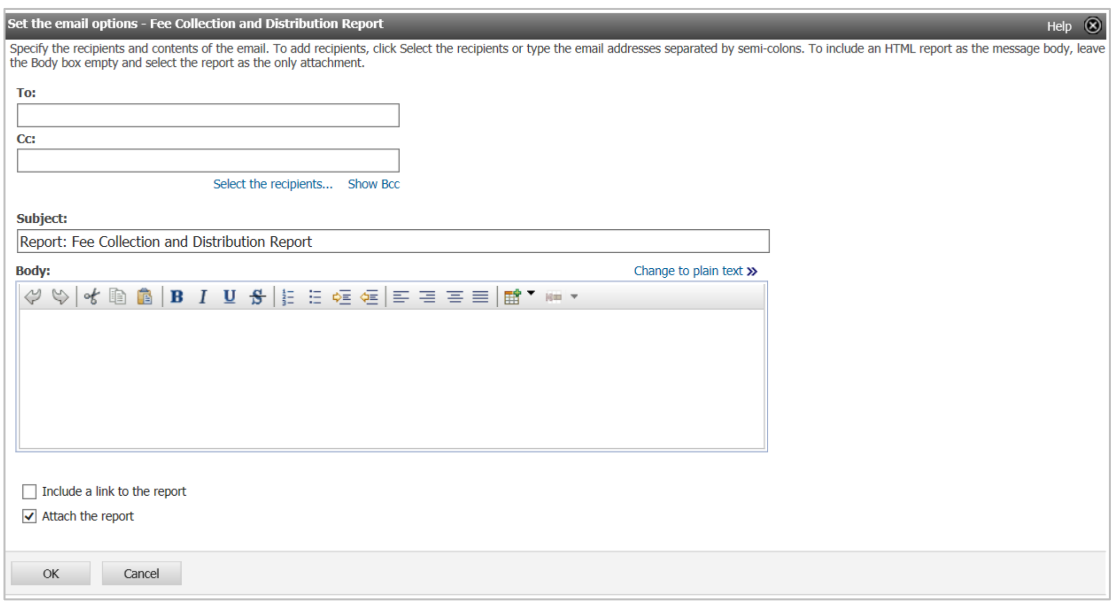
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

The Daily Fee Type Funds Report contains a summary of the fees collected during title transactions as well as the displays the transactions involved for each fee.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.013

FEE TYPE FUNDS

Date Range: 09/05/2014 - 09/05/2014

Start Date: 09/05/2014
End Date: 09/05/2014
Office: 002 - ANDREWS
Fee Type: Title

Title Fees Summary				
Date	Accounting Description	Amount ($)	Collected	Voided
09/05/2014	TITLE APPLICATION FEE	$169.00	13	2
Total		$169.00	13	2

TITLE APPLICATION FEE — Total Item Price: $169.00 — Fees Collected: 13 — Fees Voided: 2

00200041885100512	$13.00	00200041885101100	$13.00	00200041885143711	$13.00	00200041885162834	$13.00
00210041885084053	$13.00	00210041885090655	$13.00	00210041885100421	$13.00	00210041885123659	$13.00
00210041885124554	$13.00	00210041885124746	($13.00)	00210041885124933	$13.00	00210041885163825	$13.00
00220041885100614	$13.00	00220041885122738	$13.00	00220041885140620	($13.00)	00220041885143146	$13.00
00220041885163753	$13.00						

Run Date: 05/07/2015
Run Time: 10:01:35 AM

Page 1 of 1

RTS Date: 09/12/2014

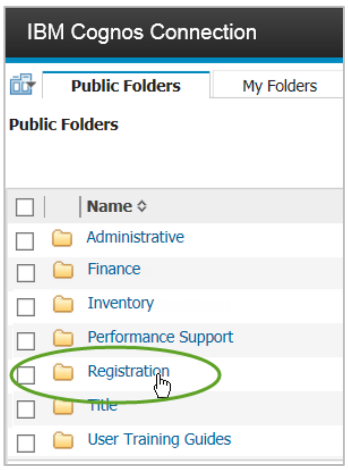
Daily County Special Plates Invoice Information

The information gathered in the former 3564 Special Plates County Invoice report is now available in the **County Special Plates Invoice Report** in Cognos.

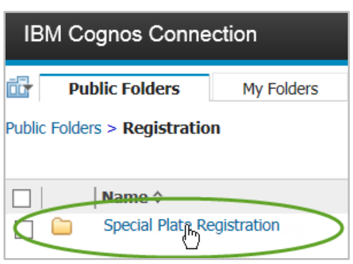
1. On the **Finance** reports list, click the **Public Folders** tab on the Cognos Connection home page.

   Note: If you are not on the **Finance** reports list, log in to Cognos to display the Public Folder area or click the **Public Folder** tab on the Cognos page currently displayed.

2. In the **Public Folders** area, click the **Registration** folder.

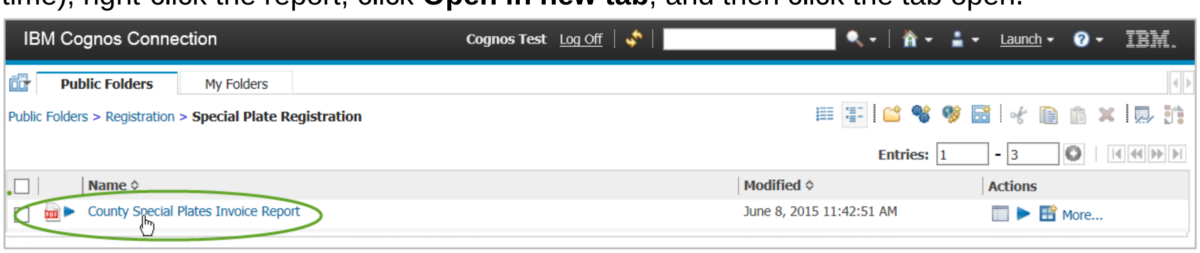


3. In the Registration reports list displayed, click the **Special Plate Registration** folder.

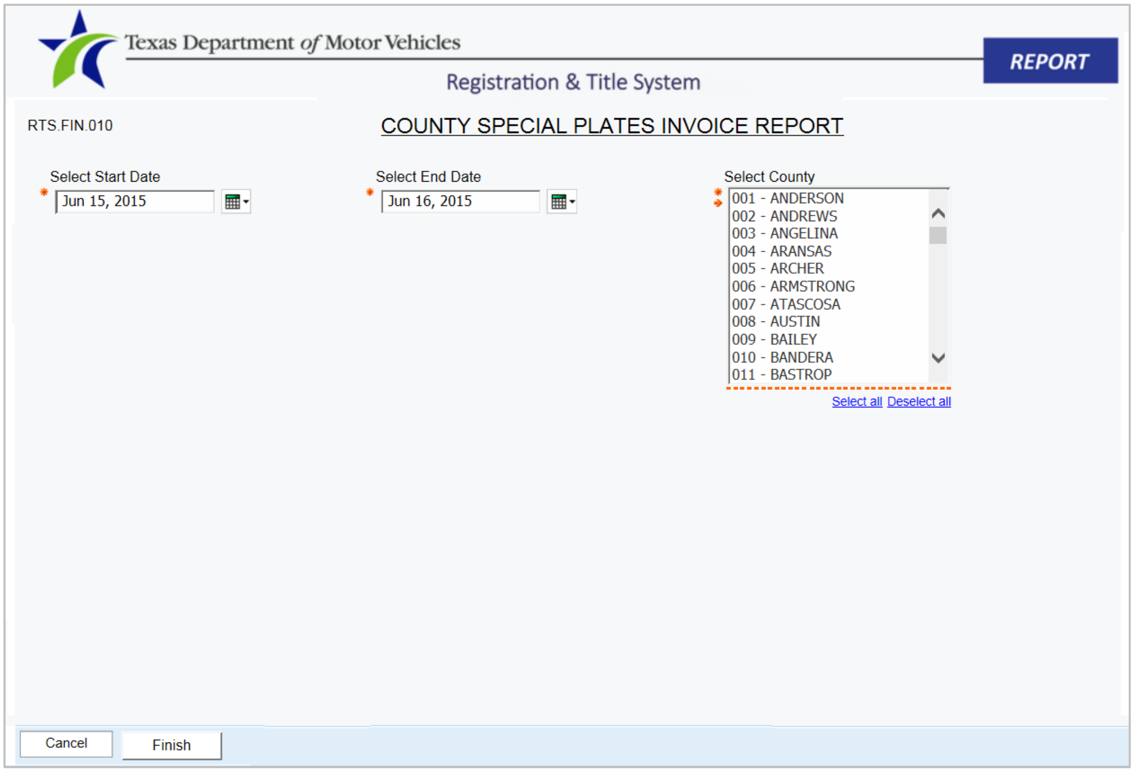


4. In this reports list, locate and click **County Special Plates Invoice Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



5. On the **Prompts** page:



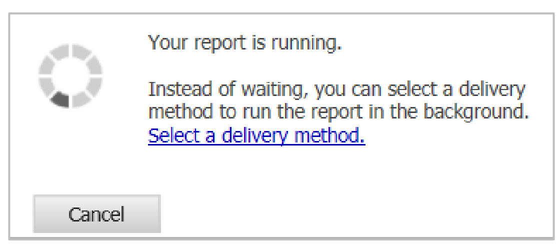
   a. For **Select Start Date**, click the and select the date for yesterday.

   b. For **Select End Date**, click the and select the date for yesterday.

   c. For **Select Office**, click your office.

   d. Click the **Finish** button.

6. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



   Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

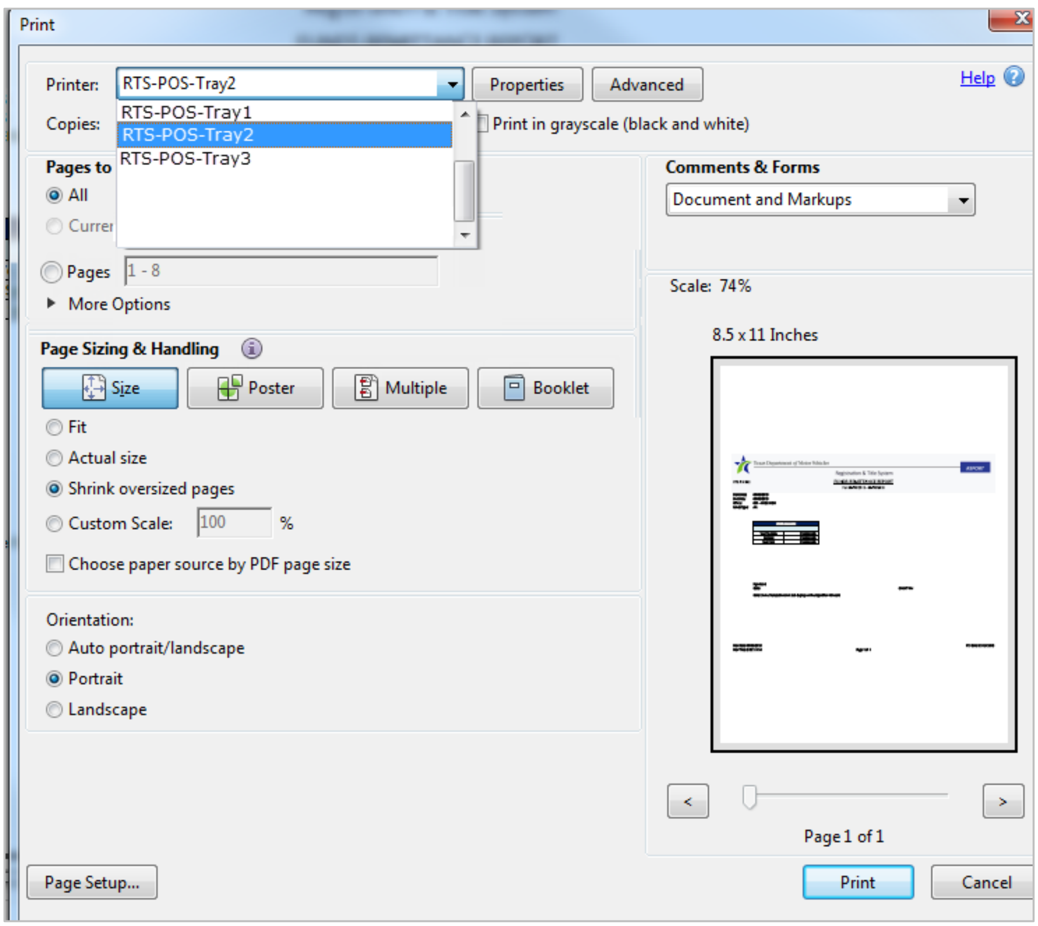
  b. On the **Print** pop-up, to use the:

     - **Default** RTS Printer tray:
       Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

       1) From the **Printer** drop-down, select **RTS-Tray-2**.
       2) Click the **Print** button.

     - **Manual feed** tray of your RTS printer:

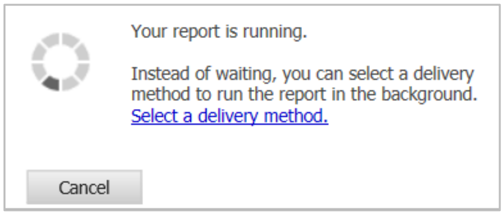
       1) Pull down Tray 1 and load paper into it.
       2) From the **Printer** drop-down, select **RTS-Tray-1**.
       3) Click the **Print** button.



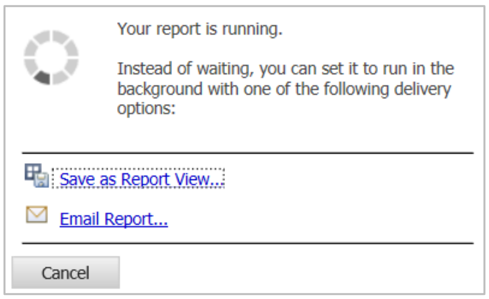
  c. From the Cognos Viewer toolbar, click to return to the **Special Plate Registration** reports list.

- To email the report to yourself so you can send it to print later:

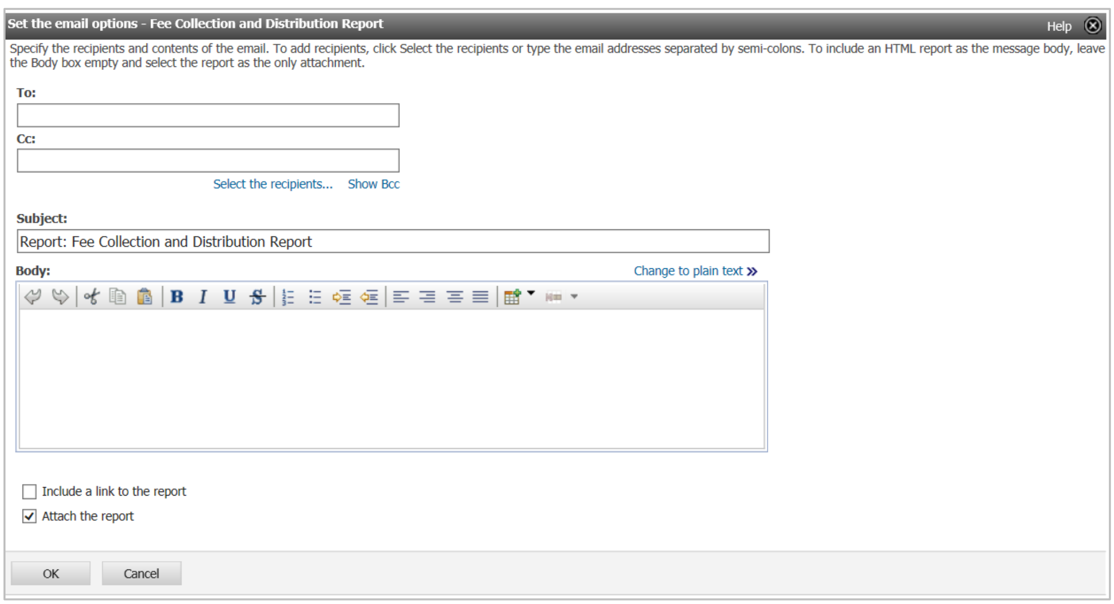
a. On the pop-up, click **Select a delivery method**.



b. From the options displayed, click **Email Report**.



c. On the **Set the email options** page, supply the necessary information.



d. Click the **OK** button to close this page and return to the **Special Plates Registration** reports list.

Sample Report

The County Special Plates Invoice Report may span several pages to show all of the special plates purchased during the day specified. The last page of the report shows the total number of special plates in the report.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.010

WILLIAMSON COUNTY SPECIAL PLATES INVOICE REPORT

For: 06/08/2015 - 06/16/2015

Start Date: 06/08/2015
End Date: 06/16/2015
County: 246 - WILLIAMSON

Base Registration Plate Code	Registration Plate Code	Owner Name	Owner City	Manufacturing Plate Number	Document Number
ADOPT A BEACH PLT	PER ADOPT A BEACH PLT	J [illegible]	GEORGETOWN	POPOU	
Registration Plate Code Total - PER ADOPT A BEACH PLT					1
Base Registration Plate Code Total - ADOPT A BEACH PLT					1
ANIMAL FRIENDLY PLT	ANIMAL FRIENDLY PLT	[illegible]	AUSTIN	D7GDN	22733237096101930
Registration Plate Code Total - ANIMAL FRIENDLY PLT					1
Base Registration Plate Code Total - ANIMAL FRIENDLY PLT					1
BRONZE STAR MEDAL PLT	BRONZE STAR MEDAL PLT	[illegible]	GEORGETOWN	GJ40HH	01425042103113106
Registration Plate Code Total - BRONZE STAR MEDAL PLT					1
BRONZE STAR MEDAL PLT	BRONZE STAR MEDAL PLT (FEE)	[illegible]	GEORGETOWN	GJ42HH	
Registration Plate Code Total - BRONZE STAR MEDAL PLT (FEE)					1
Base Registration Plate Code Total - BRONZE STAR MEDAL PLT					2
CLASSIC AUTO PLT	CLASSIC AUTO PLT	[illegible] R	ROUND ROCK	GJ17FS	24630542165091044
Registration Plate Code Total - CLASSIC AUTO PLT					1
Base Registration Plate Code Total - CLASSIC AUTO PLT					1
DISABLED VETERAN PLT	DISABLED VETERAN PLT	[illegible] I	ROUND ROCK	4DV*VMC	24632541108153920
Registration Plate Code Total - DISABLED VETERAN PLT					1
Base Registration Plate Code Total - DISABLED VETERAN PLT					1
DON'T TREAD ON ME C	DON'T TREAD ON ME C	I [illegible]	CEDAR PARK	MOLABE	

Run Date: 06/16/2015
Run Time: 8:30:23 AM

Page 1 of 5

RTS Date: 06/15/2015

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.010

WILLIAMSON COUNTY SPECIAL PLATES INVOICE REPORT

For: 06/08/2015 - 06/16/2015

Start Date: 06/08/2015
End Date: 06/16/2015
County: 246 - WILLIAMSON

Base Registration Plate Code	Registration Plate Code	Owner Name	Owner City	Manufacturing Plate Number	Document Number
Registration Plate Code Total - PER WILDLIFE PLT					1
WILDLIFE PLT	WILDLIFE PLT	[redacted]	CEDAR PARK	GY28D	
Registration Plate Code Total - WILDLIFE PLT					1
Base Registration Plate Code Total - WILDLIFE PLT					2
WOMAN VETERAN PLT	PER WOMAN VETERAN PLT	D[redacted]	THRALL	GONOGO	24633340834151047
Registration Plate Code Total - PER WOMAN VETERAN PLT					1
Base Registration Plate Code Total - WOMAN VETERAN PLT					1
Plate Total					30

Run Date: 06/16/2015
Run Time: 8:30:23 AM

Page 5 of 5

RTS Date: 06/15/2015

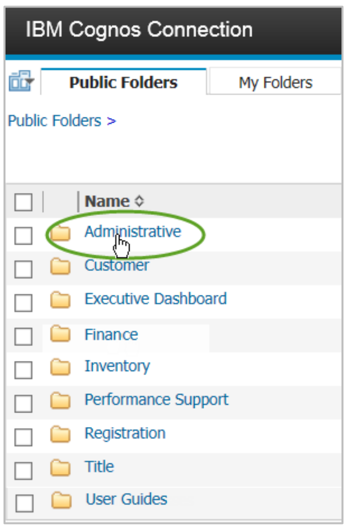
Daily Voided Transaction Information

The information gathered in the former 5152 Voided Transaction report is now available in the Voided Transaction Report in Cognos.

1. On the **Title** reports list displayed, click the **Public Folder tab** area on the Cognos Connection home page.

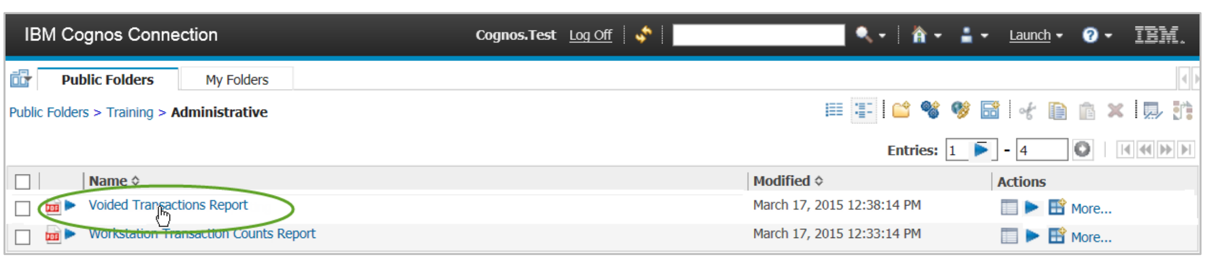
   Note: If you are not on the **Title** reports list, log in to Cognos to display the Public Folder tab area or click the **Public Folder** tab on the Cognos page currently displayed.

2. From the list of folders displayed, click the **Administrative** folder.

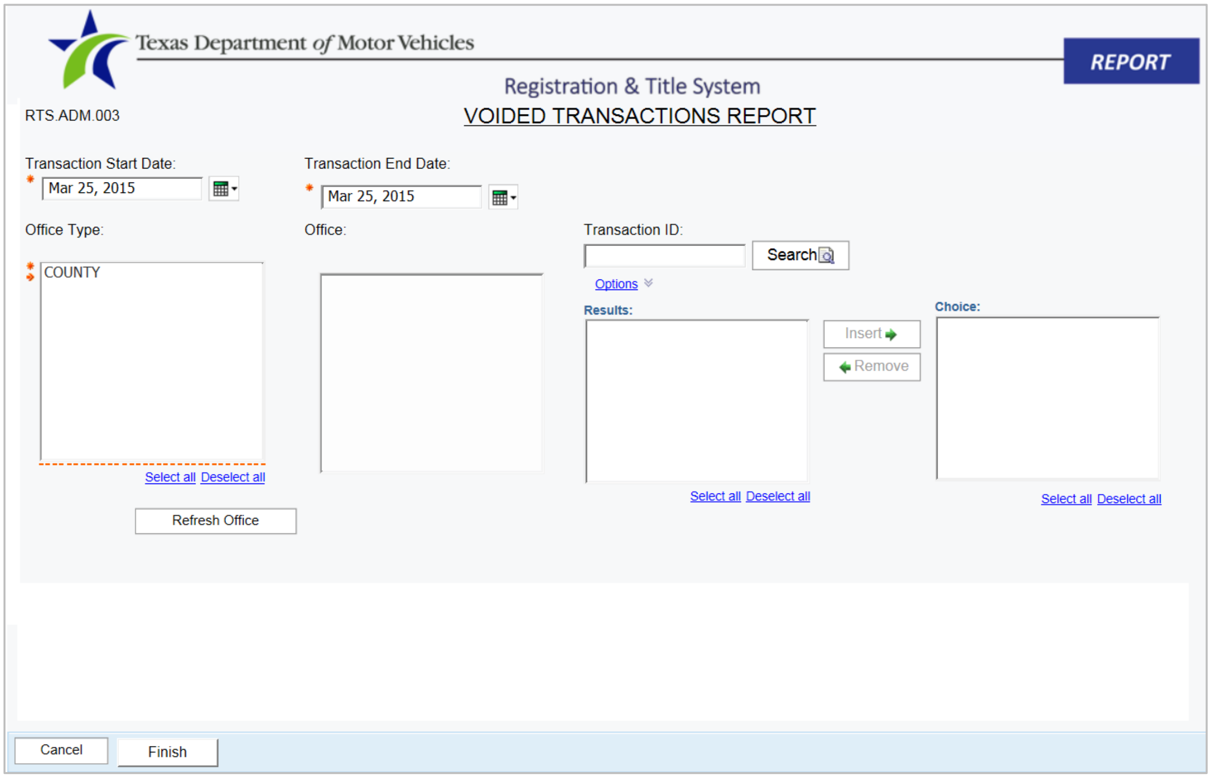


3. In the reports list displayed, locate and click the **Voided Transactions Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



4. On the **Prompts** page:



a. For **Transaction Start Date**, click the and select the date for yesterday.

b. For **Transaction End Date**, click the and select the date for yesterday.

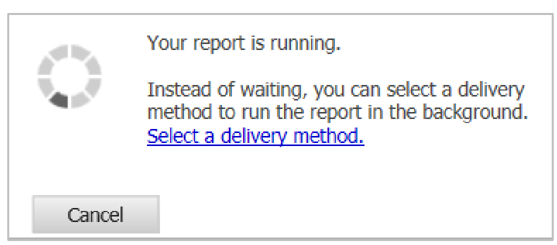
c. For **Office Type**, click **COUNTY**.

d. Click the **Refresh Office** button.

e. For **Office**, click your office.

f. Click the **Finish** button.

5. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

   a. From the Adobe toolbar that displays across the top of the report, click (Print).

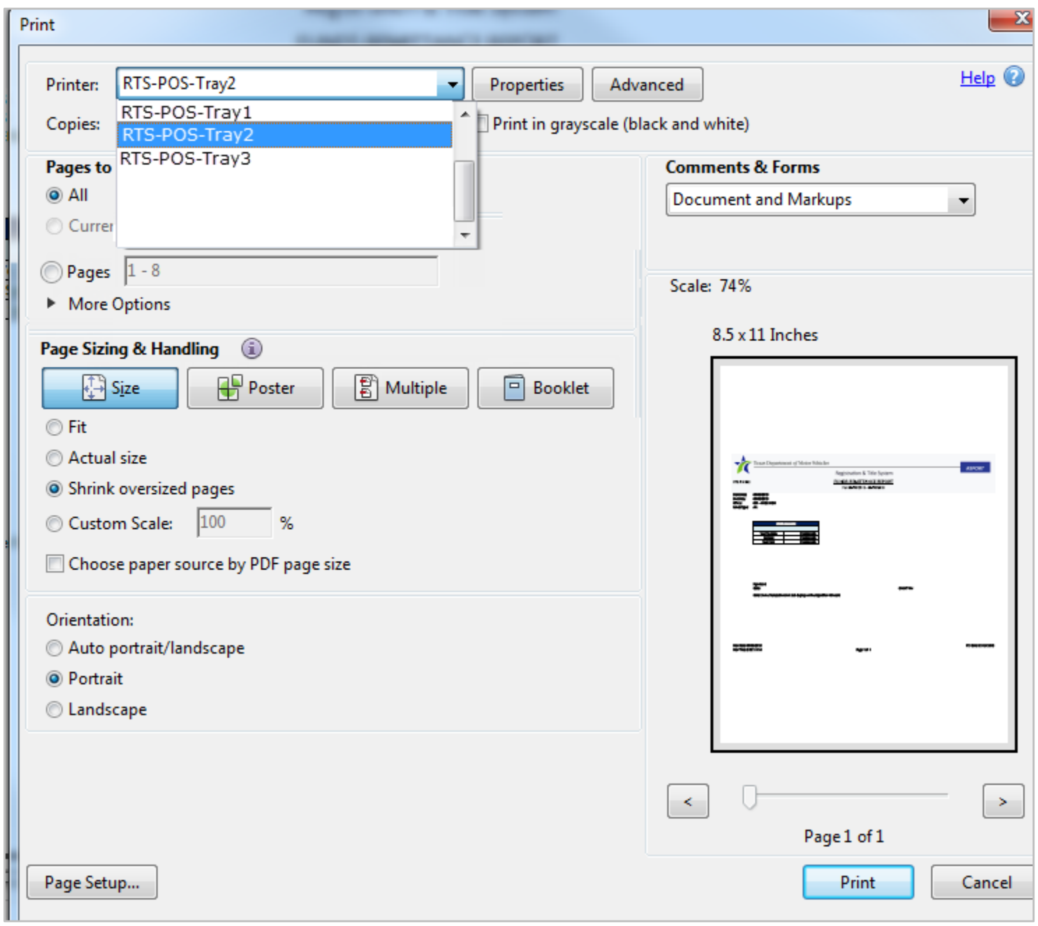
   b. On the **Print** pop-up, to use the:

      - **Default** RTS Printer tray:
        Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

         1) From the **Printer** drop-down, select **RTS-Tray-2**.
         2) Click the **Print** button.

      - **Manual feed** tray of your RTS printer:

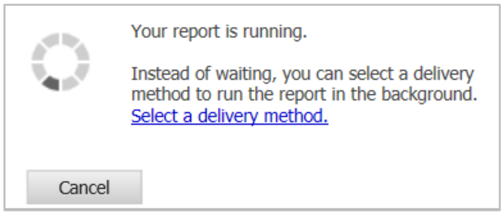
         1) Pull down Tray 1 and load paper into it.
         2) From the **Printer** drop-down, select **RTS-Tray-1**.
         3) Click the **Print** button.



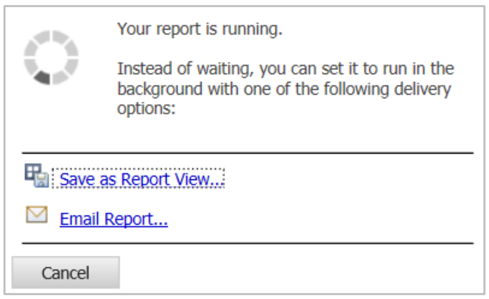
   c. From the Cognos Viewer toolbar, click to return to the **Administrative** reports list.

- To email the report to yourself so you can send it to print later:

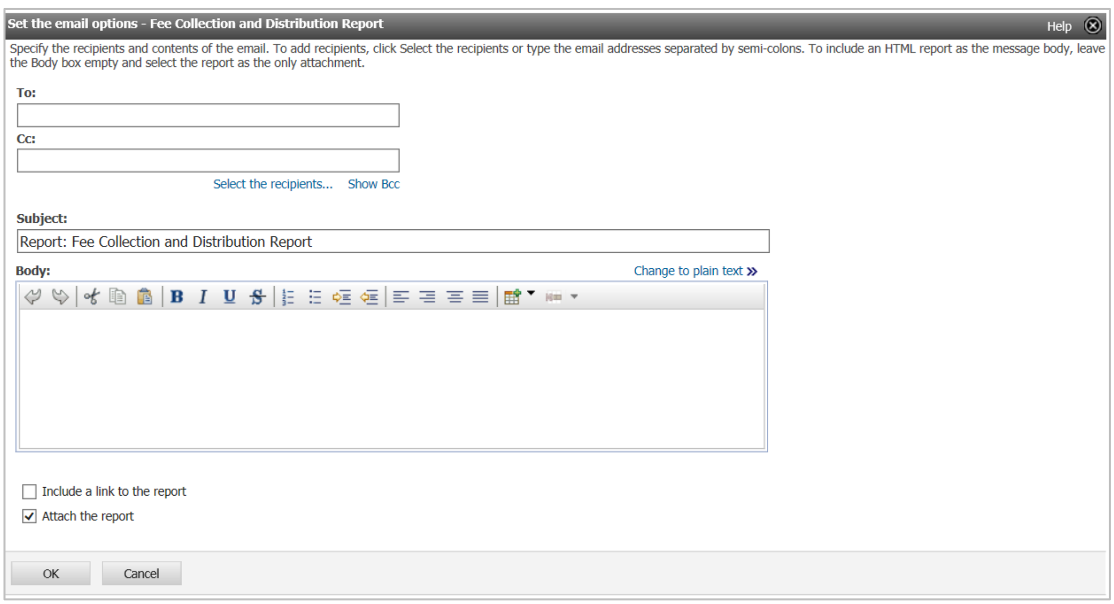
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Administrative** reports list.

Sample Report

The Voided Transaction report may span multiple pages. The information shows the transaction IDs and the name of the user who logged into the workstation where the voided transaction occurred.

Texas Department of Motor Vehicles

REPORT

Registration & Title System

RTS.ADM.003

VOIDED TRANSACTIONS REPORT

For: 09/05/2014 - 09/05/2014

Transaction Start Date: 09/05/2014
Transaction End Date: 09/05/2014
Office Type: COUNTY
Office: 002 - ANDREWS
Transaction ID: All

Office	Voided Transaction Date	Voided Transaction ID	Voiding Transaction ID	Employee ID
002 - ANDREWS	09/05/2014	00210041885124554	00210041885124746	COURTNE
	09/05/2014	00210041885124650	00210041885124749	COURTNE
	09/05/2014	00220041885122738	00220041888160107	COURTNE
Total Transactions Voided - 002 - ANDREWS	3			
GRAND TOTAL TRANSACTIONS VOIDED	3			

Run Date: 05/07/2015
Run Time: 10:07:29 AM

Page 1 of 1

RTS Date: 09/12/2014

Daily NMVITIS Information

The information gathered in the former 3664 NMVITIS Inquiry Error report is now available in the NMVITIS Inquiry Report in Cognos.

Note: This report is generated in Excel Worksheet format.

Unlike other Cognos reports, you must determine if you want to email the report from Cognos while it is being generated. Refer to the appropriate section:

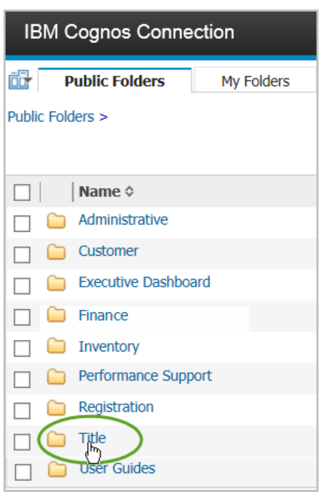
- Running the NMVITIS Report to Completion and Printing It
- Running the NMVITIS Report and Emailing It Before It Completes (page 31)

Running the NMVITIS Report to Completion and Printing It

1. On the **Special Plate Registration** reports list displayed, click the **Public Folders** tab on the Cognos Connection home page.

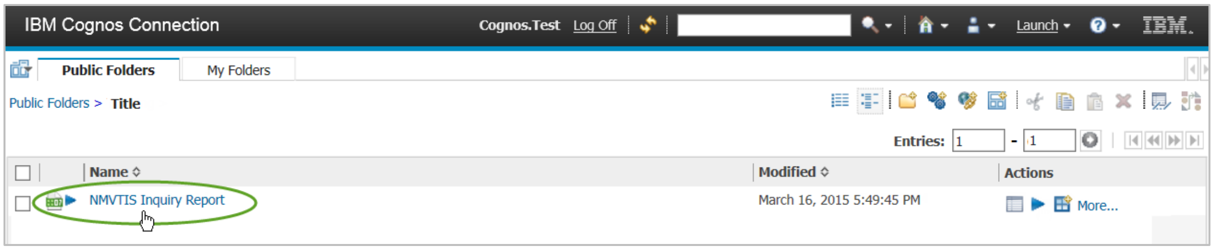
   Note: If you are not on the **Special Plate Registration** reports list, log in to Cognos to display this tab area or click the **Public Folder** tab on the Cognos page currently displayed.

2. From the list of folders displayed, click the **Title** folder.

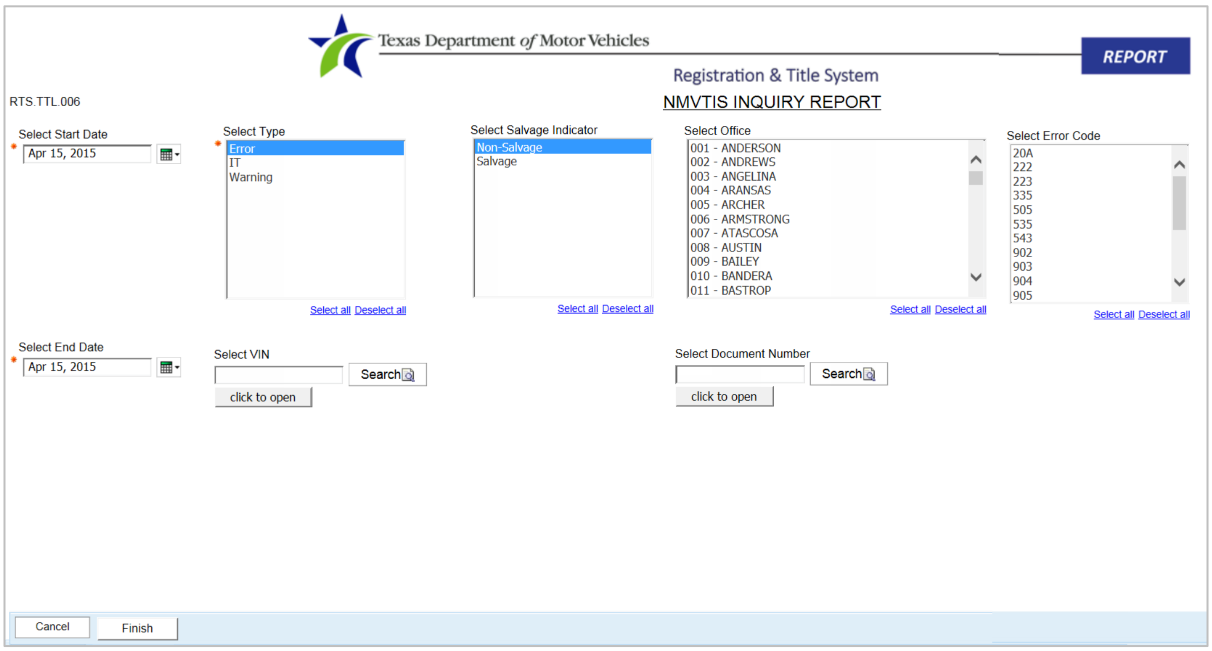


3. In the Title reports list displayed, locate and click **NMVITIS Inquiry Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



4. On the **Prompts** page:



a. For **Select Start Date**, click the and select the date for yesterday.

b. For **Select End Date**, click the and select the date for yesterday.

c. For **Select Type**, leave **Error** selected.

d. For **Select Salvage Indicator**, leave **Non-Salvage** selected.

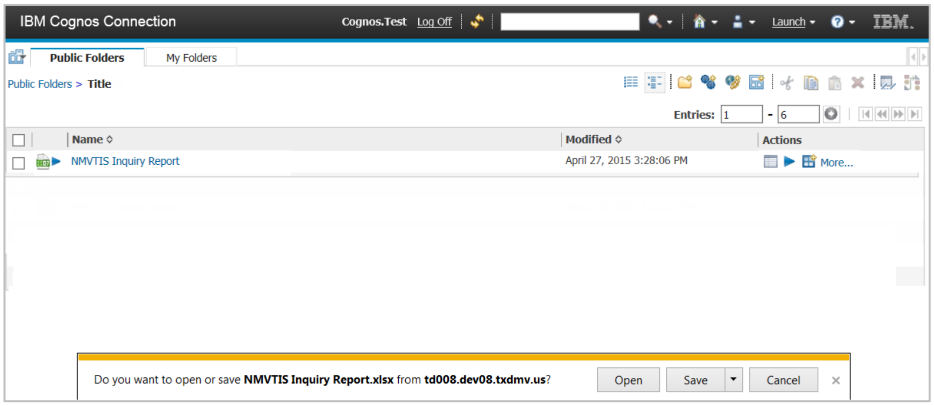
e. For **Select Office**, click the drop-down list and click your office.

f. Click the **Finish** button.

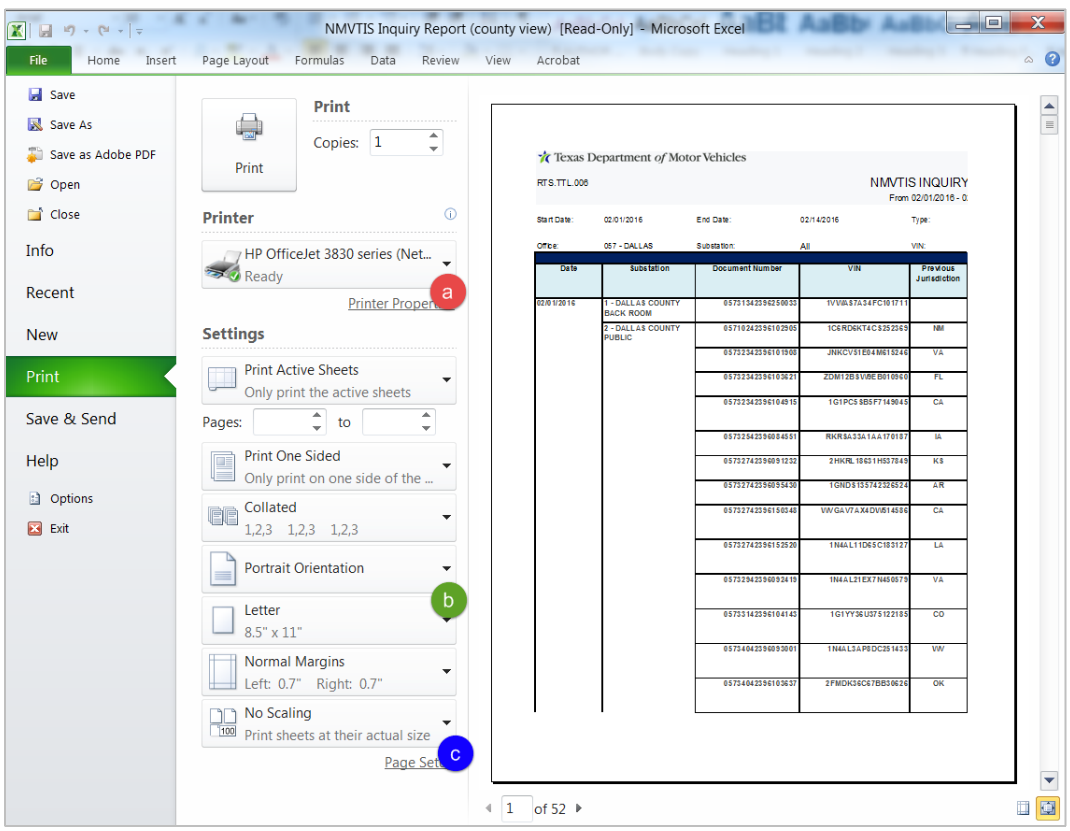
g. If you are running this report:

- In a series of reports - each in their own windows, click the **Public Folders** tab to return to the reports list to run the next report and then follow the instructions to print it in Appendix E on page 120.

- To completion:



1) When the **Open/Save** popup displays along the bottom of the page, click the **Open** button.
2) At the top of the report page, click **File > Print**.
3) On the **Print** page:



a. From the **Printer** drop-down, select either the:
   - **Default RTS Printer** tray (To avoid using up the “500” paper inventory, load plain paper in this tray.)
   - **RTS-Tray-1** to use the manual tray and load plain paper into the tray.

b. From the **Portrait Orientation** drop-down, select **Landscape Orientation**.

c. From the **No Scaling** drop-down, select **Fit All Columns on One Page**.

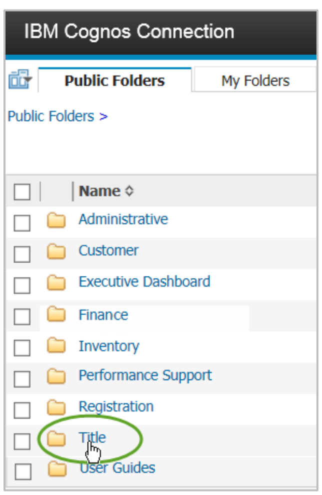
d. Click the **Print** button and then close the Excel report to return to the Title folder reports list.

Running the NMVITIS Report and Emailing It Before It Completes

1. On the **Special Plate Registration** reports list displayed, click the **Public Folders** tab on the Cognos Connection home page.

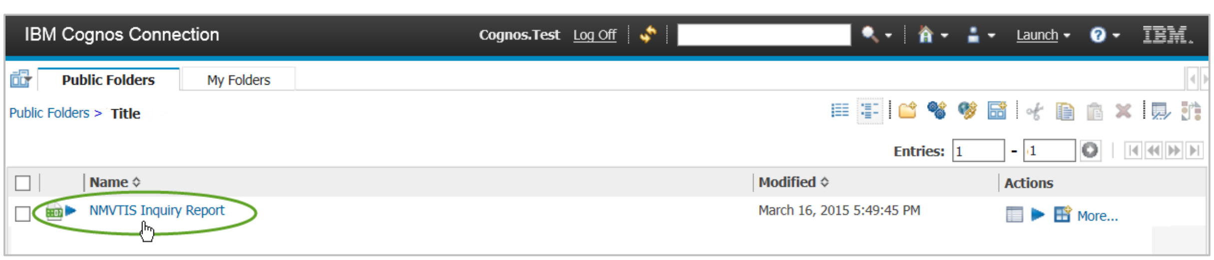
   Note: If you are not on the **Special Plate Registration** reports list, log in to Cognos to display this tab area or click the **Public Folder** tab on the Cognos page currently displayed.

2. From the list of folders displayed, click the **Title** folder.

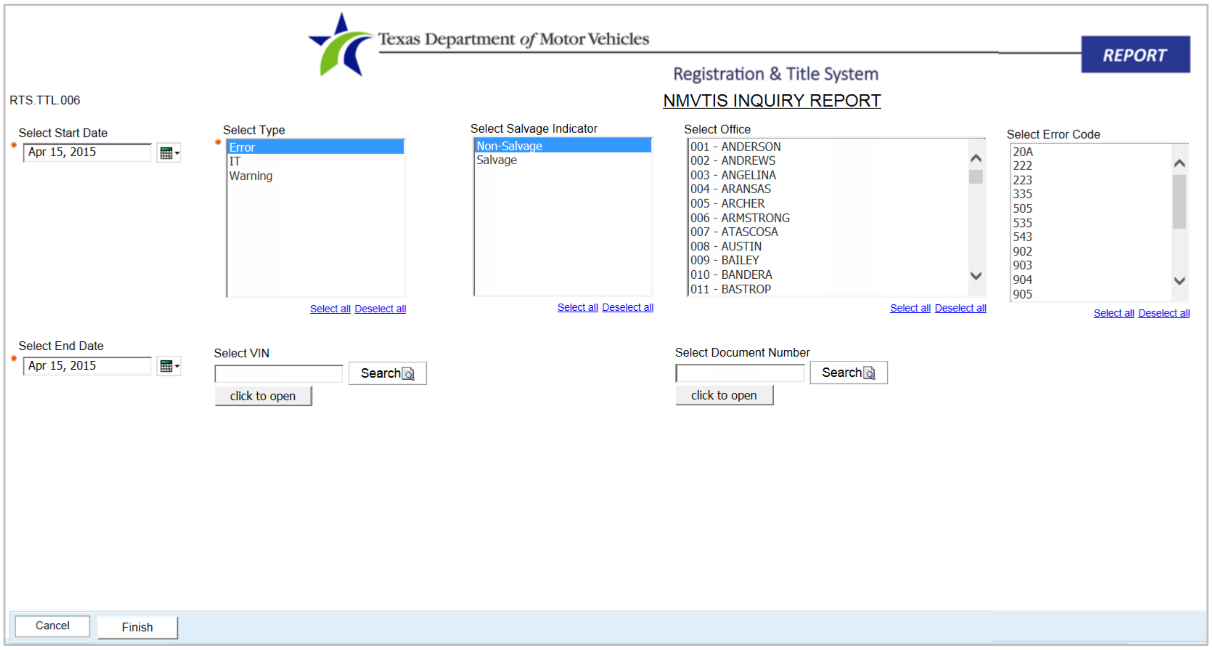


3. In the Title reports list displayed, locate and click **NMVITIS Inquiry Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



4. On the **Prompts** page:



a. For **Select Start Date**, click the and select the date for yesterday.

b. For **Select End Date**, click the and select the date for yesterday.

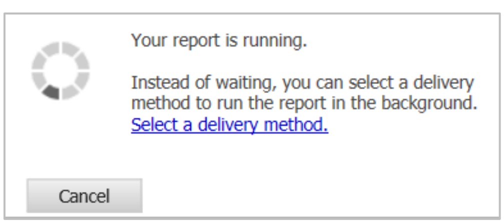
c. For **Select Type**, leave **Error** selected.

d. For **Select Salvage Indicator**, leave **Non-Salvage** selected.

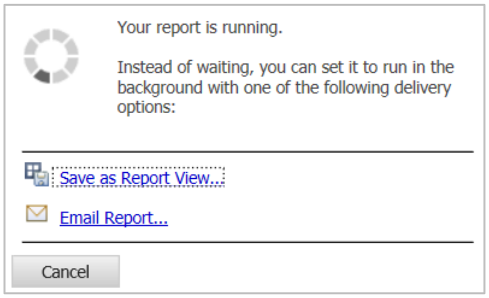
e. For **Select Office**, click the drop-down list and click your office.

f. Click the **Finish** button.

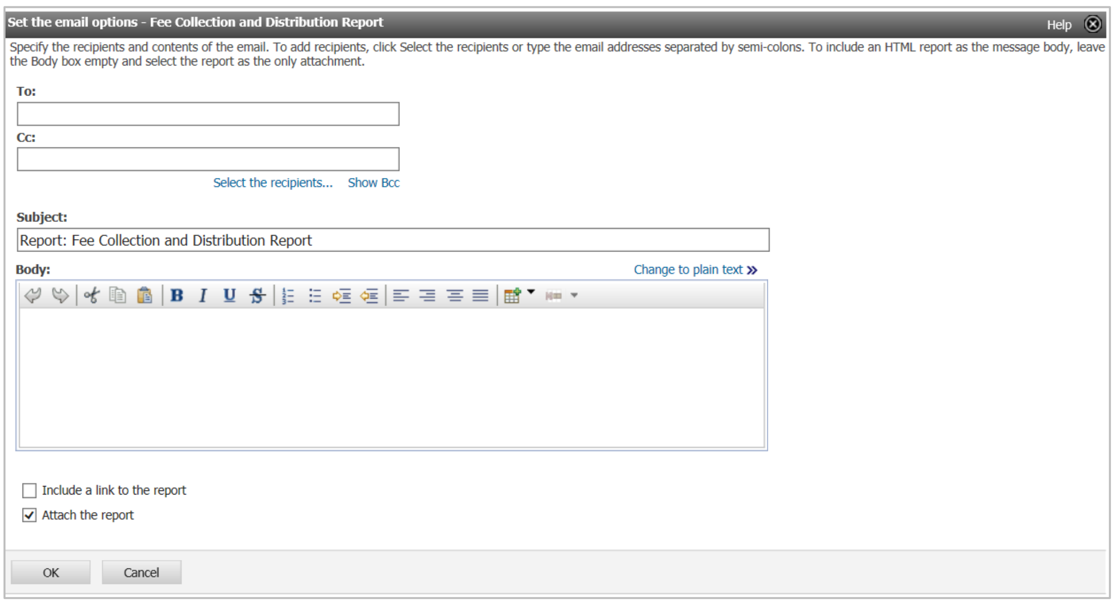
5. On the **Report is running** pop-up, click Select a delivery method.



6. From the options displayed, click **Email Report**.



7. On the **Set the email options** page, supply the necessary information.



8. Click the **OK** button to close this page and return to the **Title** reports list.

Sample Report

The NMVITIS Inquiry Report is formatted as an Excel spreadsheet file by default. When it displays onscreen, it is typically more than several screens long – although it may print off in several pages.

On 02/16/2016, several columns are automatically suppressed when county end users run the report (such as the Office, Regional Office, Type, and Salvage Indicator) and word wrapping within each column is enabled. The report looks similar to the following:

Texas Department *of* Motor Vehicles — *Registration and Title System Report*

RTS.TTL.006

NMVTIS INQUIRY REPORT

From 02/01/2016 - 02/14/2016

Start Date:	02/01/2016	End Date:	02/14/2016	Type:	Error	Salvage Indicator:	Non-Salvage	Error Code: All
Office:	057 - DALLAS	Substation:	All	VIN:	All		Document Number:	All

Date	Substation	Document Number	VIN	Previous Jurisdiction	Message Text	Message Code
02/01/2016	1 - DALLAS COUNTY BACK ROOM	05731342396250033	1VWAS7A34FC101711		VIN POINTER RECORD FOUND FOR NEW VIN	903
	2 - DALLAS COUNTY PUBLIC	05710242396102905	1C6RD6KT4CS252369	NM	NO VIN POINTER RECORD FOR EXISTING VIN	902
		05732342396101908	JNKCV51E04M615246	VA	NO VIN POINTER RECORD FOR EXISTING VIN	902
		05732342396103621	ZDM12BSW9EB010960	FL	NO VIN POINTER RECORD FOR EXISTING VIN	902
		05732342396104915	1G1PC5SB5F7149045	CA	VIN POINTER TITLE ISSUE DATE IS DIFFERENT FROM SURRENDERED TITLE	907
		05732542396084551	RKRSA33A1AA170187	IA	NO VIN POINTER RECORD FOR EXISTING VIN	902
		05732742396091232	2HKRL18631H537849	KS	NMVTIS HAS BRAND 09 FROM VA THAT TX DOES NOT	910
		05732742396095430	1GNDS135742326524	AR	NO VIN POINTER RECORD FOR EXISTING VIN	902
		05732742396150348	WVGAV7AX4DW514586	CA	VIN POINTER TITLE ISSUE DATE IS DIFFERENT FROM SURRENDERED TITLE	907
		05732742396152520	1N4AL11D65C183127	LA	VIN POINTER TITLE ISSUE DATE IS DIFFERENT FROM SURRENDERED TITLE	907
		05732942396092419	1N4AL21EX7N450579	VA	VIN POINTER TITLE ISSUE DATE IS DIFFERENT FROM SURRENDERED TITLE	907
		05733142396104143	1G1YY36U375122185	CO	VIN POINTER TITLE ISSUE DATE IS DIFFERENT FROM SURRENDERED TITLE	907
		05734042396093001	1N4AL3AP8DC251433	WV	VIN POINTER JURISDICTION IS DIFFERENT FROM SURRENDERED TITLE	905
		05734042396103637	2FMDK36C67BB30626	OK	VIN POINTER TITLE ISSUE DATE IS DIFFERENT FROM SURRENDERED TITLE	907
		05734042396133411	JT4RN61D3F5083867	CA	NO VIN POINTER RECORD FOR EXISTING VIN	902
	7 - GRAND PRAIRIE SUBSTATION	05700742396140917	1HTMSAAR28J687635	VA	VIN POINTER JURISDICTION IS DIFFERENT FROM SURRENDERED TITLE	905
		05739342396081435	1GDKP32Y4S3504377	OK	VIN POINTER TITLE ISSUE DATE IS DIFFERENT FROM SURRENDERED TITLE	907
		05739342396104309	1N4AL11D25N486166	VA	VIN POINTER TITLE ISSUE DATE IS DIFFERENT FROM SURRENDERED TITLE	907
		05739642396084150	JM1BJ2218Y0304101	TX	NMVTIS HAS BRAND 09 FROM OK THAT TX DOES NOT	910

Running Weekly Reports

The weekly reports that you used to pull from your printer are now available to you to run manually as Cognos reports. The following sections include the steps for manually running the reports, including selecting the report and supplying values on the Prompts page that displays. Samples of the reports are provided at the end of each report section to help you work with the new reports.

Many of the names of the Cognos match up to the name of the former mainframe report (like the Funds Remittance Report and the Voided Transaction reports). However, some reports, like similarly named summary and detail reports, have been combined into one report that contains a summary section at the top and sets of details in their own tables.

The Cognos reports you can manually run for weekly information if you need this information include:

- **Funds Remittance Report** to gather the information in the former report 4604 Funds Remittance Monday Registration and the 4604 Funds Remittance for IRP reports.

  Note: The procedure for running the short week Funds Remittance report is slightly different. To avoid extra information, you must run the report two business days after the month ends. Refer to page 40.

- **Fee Types Funds Report** to gather the information in the former 4602 Funds Transactions Monday Registration/IRP and 4603 Funds Summary Monday Registration/IRP reports. You will run a Fee Type Funds Report for the Registration data and another one for IRP data). Note that the former Transactions and Summary information is combined into one Fee Types Funds Report for convenience with a summary section at the top and sets of details in their own tables.
- **Week/Month-To-Date Fees Report** to gather the information in the former 4552 Week-to-Date Cash Drawer and the 456B2, 456B3, and 456C4 Week-to-Date Fees reports. The Cash Drawer information is in a table within the report.
- **Inventory Transactions Report** to gather the information in the former 4702 Inventory Transaction report.

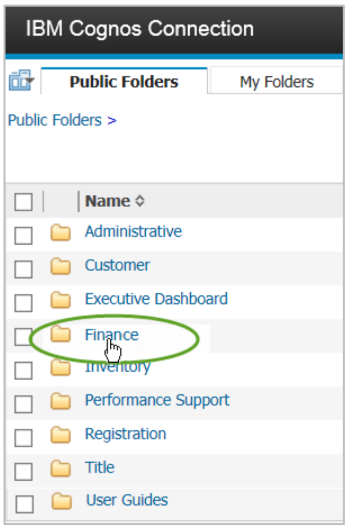
Note: The County IRP Transmittal Invoice Report to replace the 7472 County IRP Transmittal Invoice information is not yet available in Cognos. Refer to the latest Release Notes for information about receiving this report.

Weekly Funds Remittance (Monday Reg/IRP) Information

The information gathered in the former 4604 Funds Remittance (Monday Registration/IRP) report is now available in the Funds Remittance Report in Cognos.

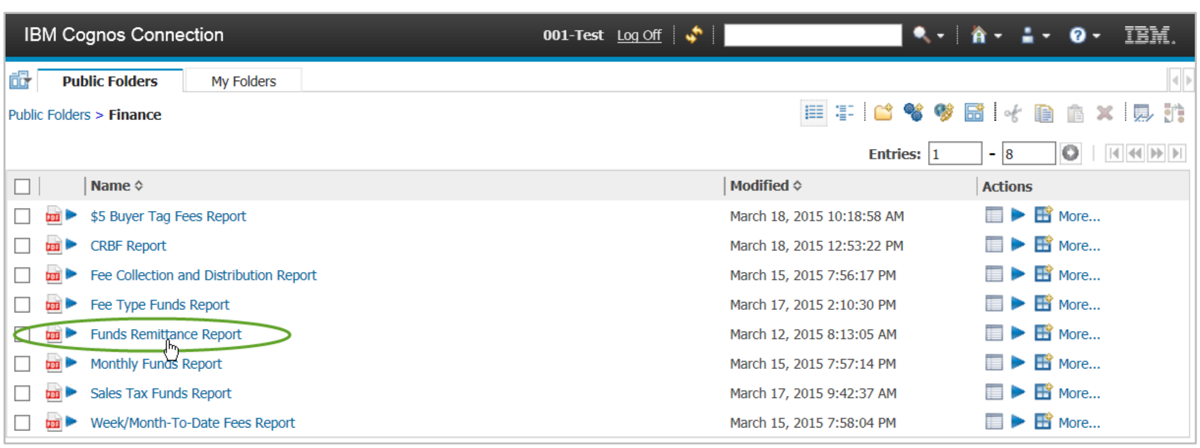
Note: For a short week, refer to the next section on page 40.

1. After logging into Cognos and displaying the **Public Folders** area on the Cognos Connection home page, click the **Finance** folder.

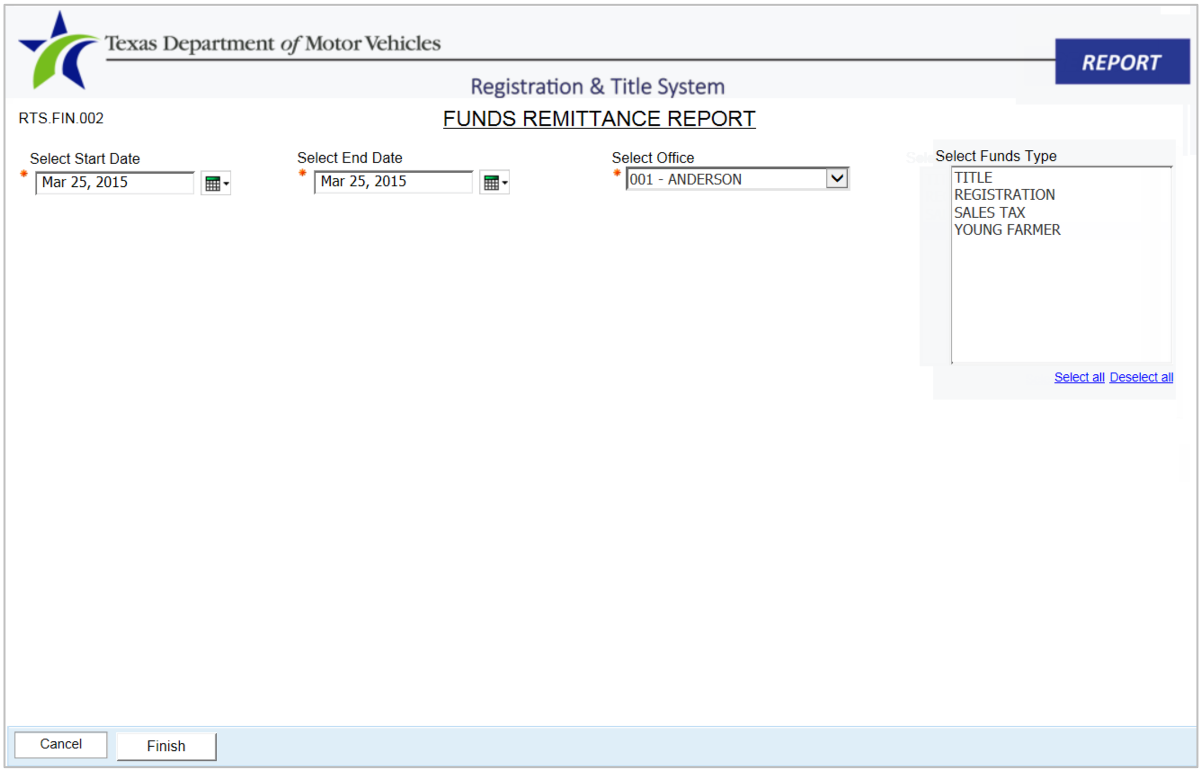


2. In the Finance reports list displayed, locate and click **Funds Remittance Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



3. On the **Prompts** page:



   a. For **Select Start Date**, click the and select the date for the Monday of the previous week (for example, if you running this report on Tuesday, September 29, you would select Monday, September Monday 21).

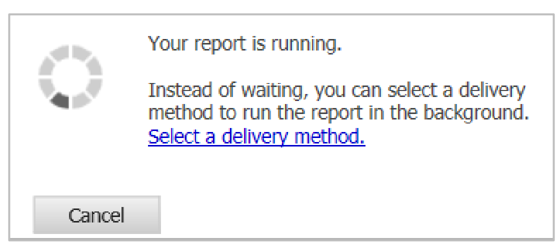
   b. For **Select End Date**, click the and select the date for last Sunday.

   c. For **Select Office**, click the drop-down list and select your office.

   d. For **Select Funds Type**, do not select any option.

   e. Click the **Finish** button.

4. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



   Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

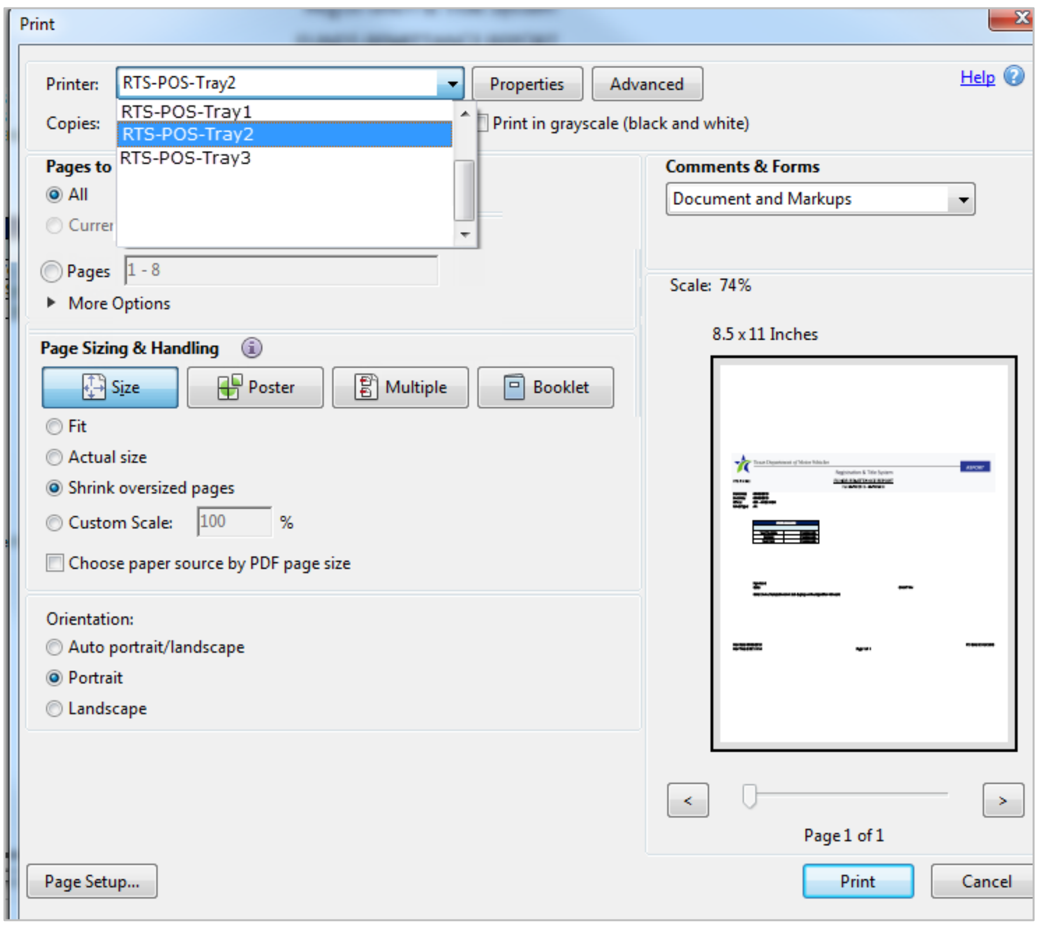
  b. On the **Print** pop-up, to use the:

  - **Default** RTS Printer tray:
    Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

    1) From the **Printer** drop-down, select **RTS-Tray-2**.
    2) Click the **Print** button.

  - **Manual feed** tray of your RTS printer:

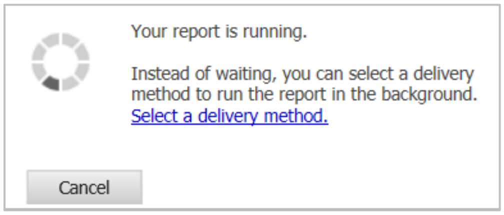
    1) Pull down Tray 1 and load paper into it.
    2) From the **Printer** drop-down, select **RTS-Tray-1**.
    3) Click the **Print** button.



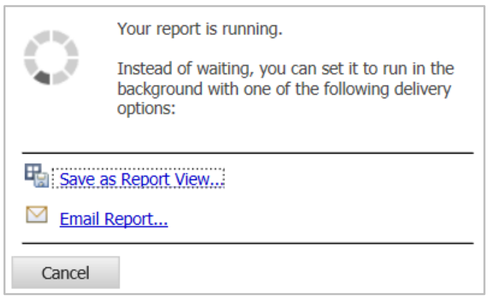
  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

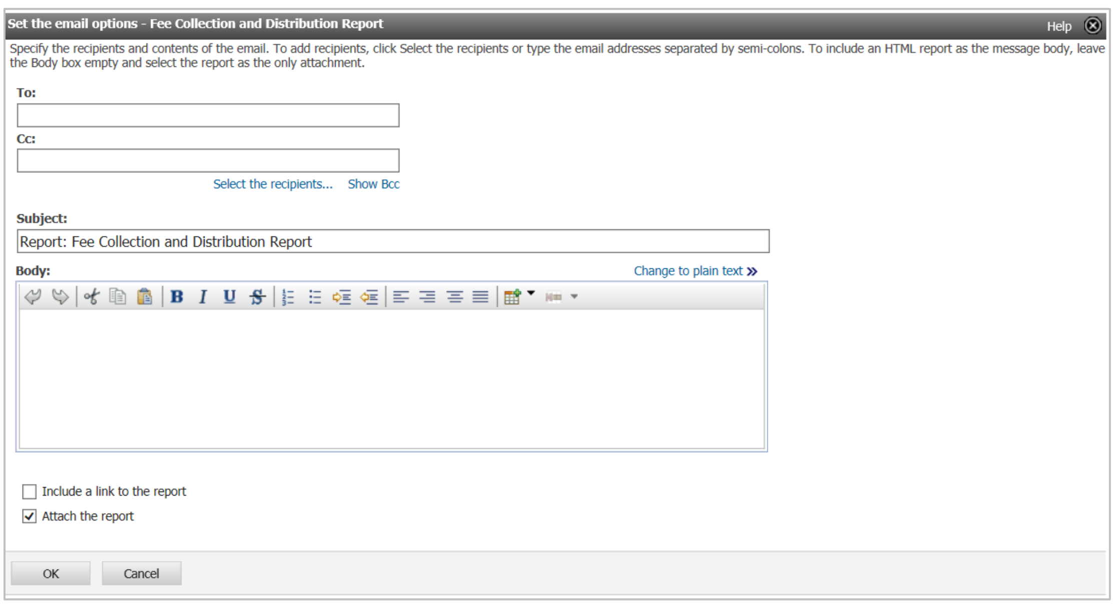
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



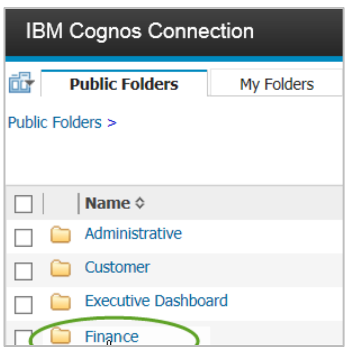
  d. Click the **OK** button to close this page and return to the **Finance** reports list.

Short Week Weekly Funds Remittance (Monday Reg)

If the last week of the month is a short week, the Weekly Funds Remittance report to get Registration information for that week must be run on the second business day after the month ends to get the correct data. If the last day of a month is on:

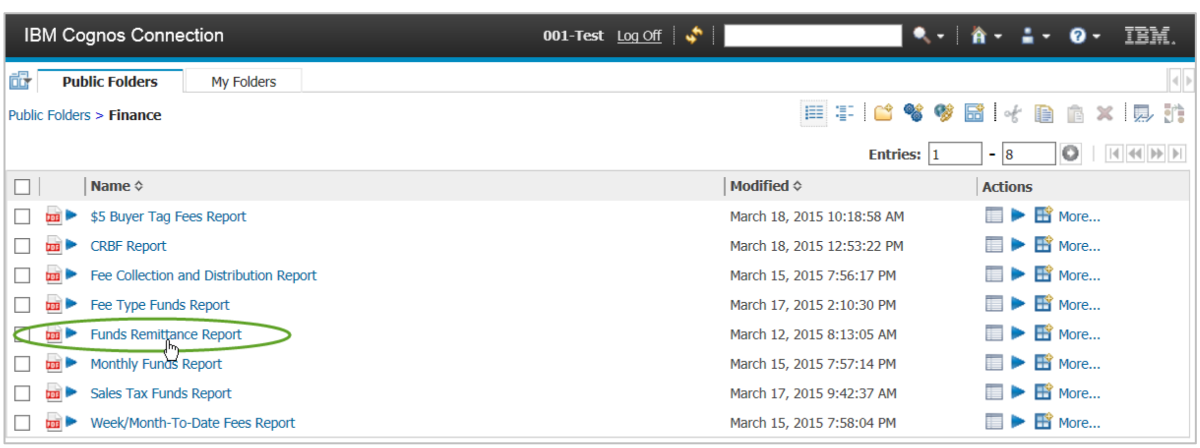
- Monday, run the report on the Wednesday two days later
- Tuesday, run the report on the Thursday two days later
- Wednesday, run the report on the Friday two days later
- Thursday, run the report on the following Monday

1. After logging into Cognos and displaying the **Public Folders** area on the Cognos Connection home page, click the **Finance** folder.

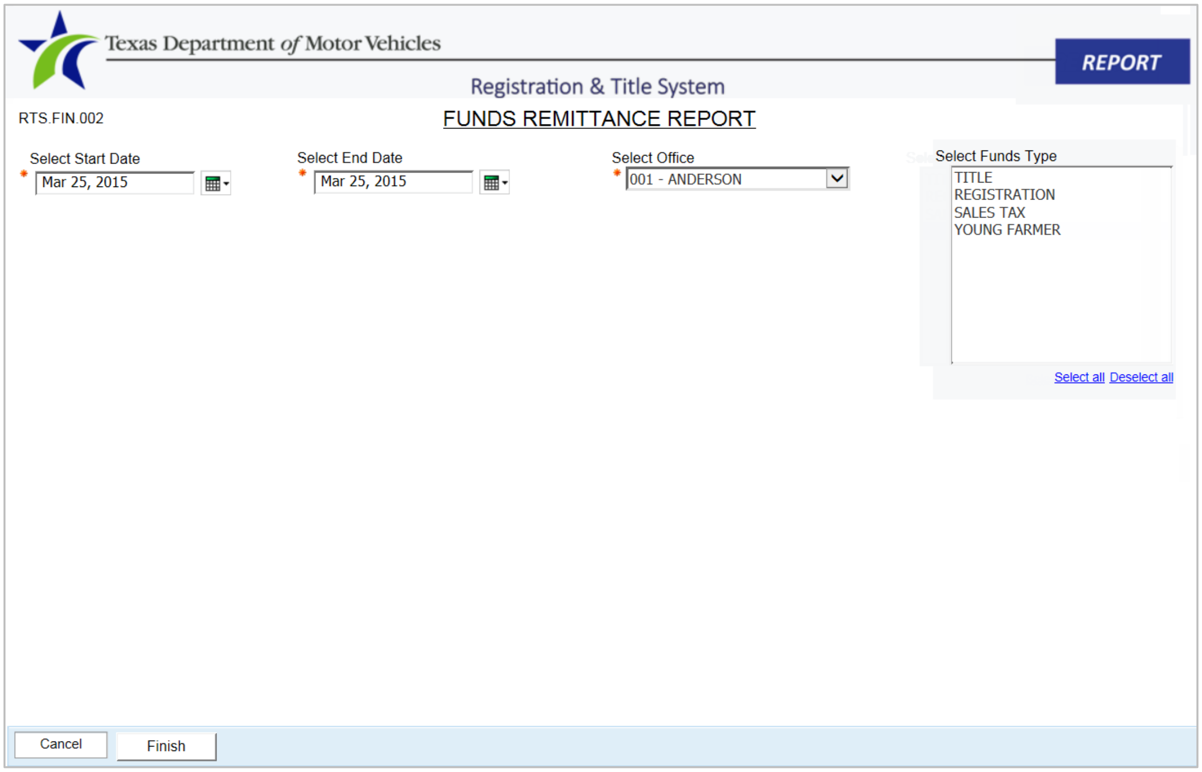


2. In the Finance reports list displayed, locate and click **Funds Remittance Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



3. On the **Prompts** page:



   a. For **Select Start Date**, click the and select the date for the Monday of the previous week (for example, if you running this report on Tuesday, September 29, you would select Monday, September Monday 21).

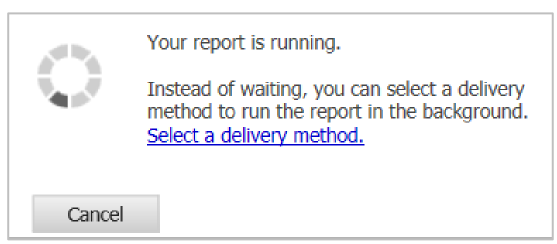
   b. For **Select End Date**, click the and select the date for this coming Sunday (or last Sunday if you are running this on the Monday for a short week that ended last Thursday).

   c. For **Select Office**, click the drop-down list and select your office.

   d. For **Select Funds Type**, do not click any option.

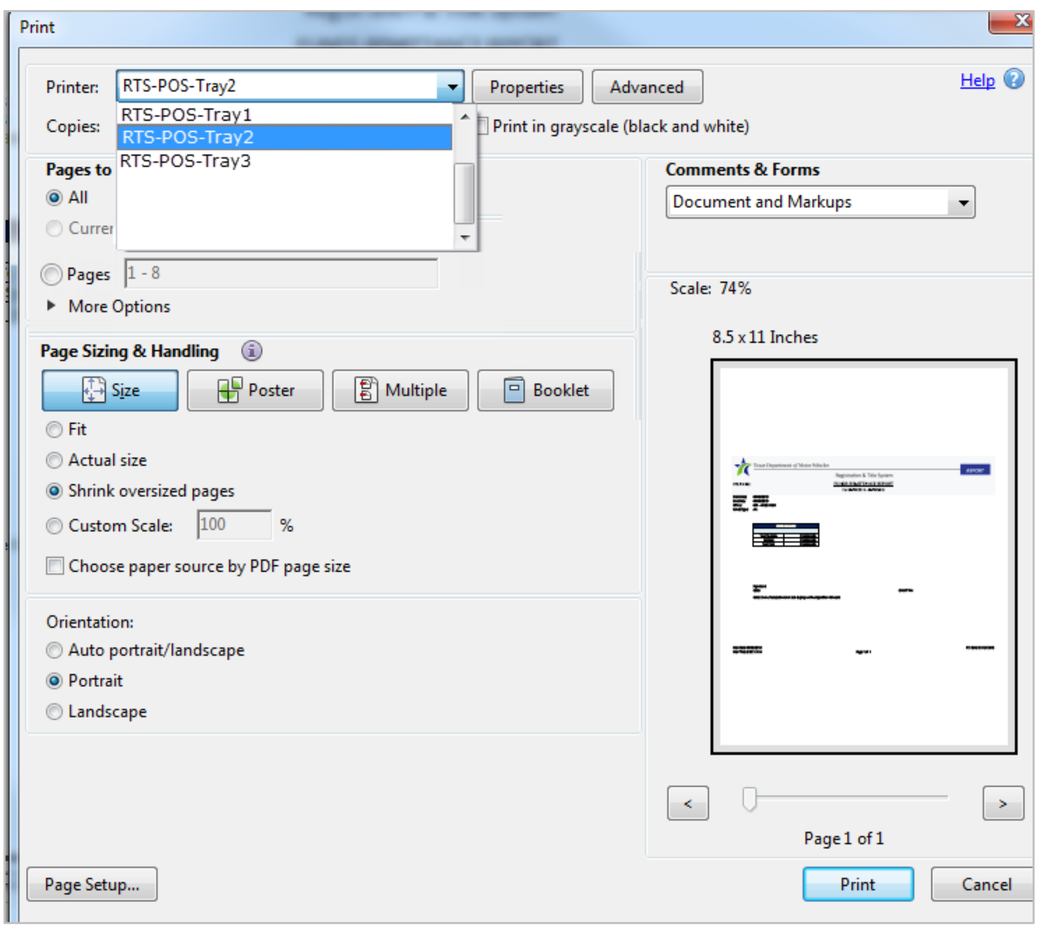
   e. Click the **Finish** button.

4. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

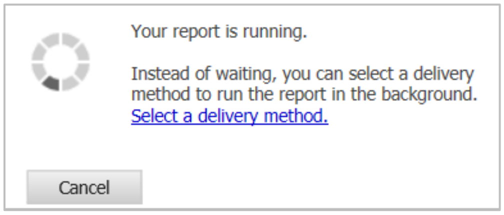
- To wait and print directly from the onscreen display:
  a. From the Adobe toolbar that displays across the top of the report, click (Print).
  b. On the **Print** pop-up, to use the:
     - **Default** RTS Printer tray:
       Tip: To avoid using up the "500" paper inventory, you can load some plain paper in this tray.
       1) From the **Printer** drop-down, select **RTS-Tray-2**.
       2) Click the **Print** button.
     - **Manual feed** tray of your RTS printer:
       1) Pull down Tray 1 and load paper into it.
       2) From the **Printer** drop-down, select **RTS-Tray-1**.
       3) Click the **Print** button.



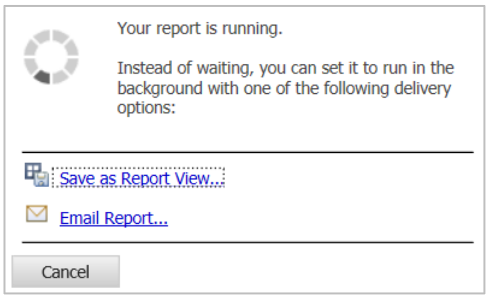
c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

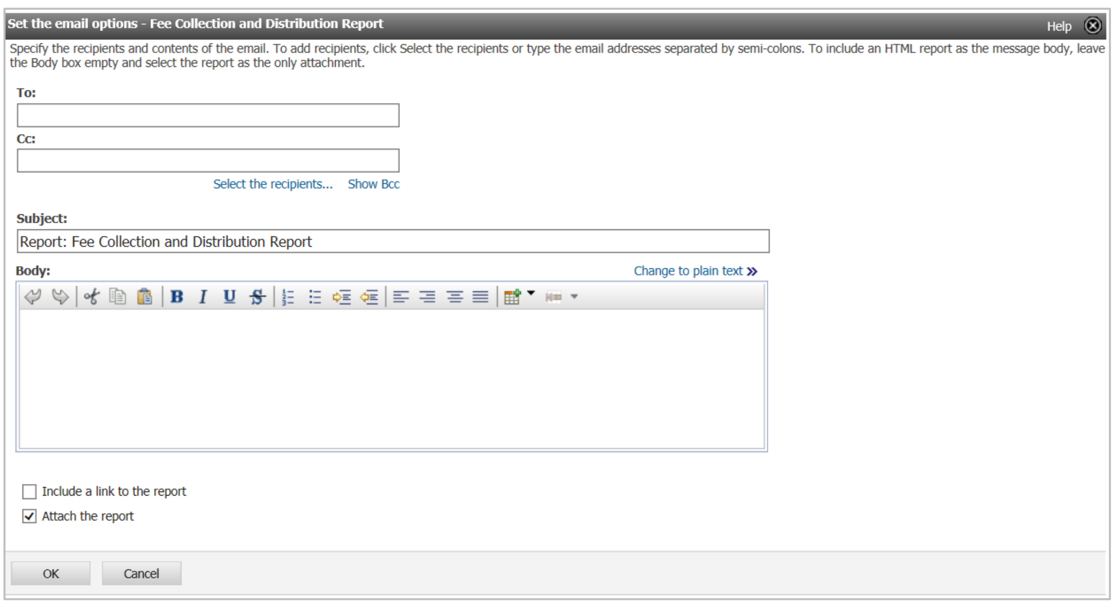
a. On the pop-up, click **Select a delivery method**.



b. From the options displayed, click **Email Report**.



c. On the **Set the email options** page, supply the necessary information.



d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

The Funds Remittance Report may span several pages to show all of the categories in which the funds were collected during the week specified and contains a summary of the CRBF owed on the last page.

Texas Department of Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.002

FUNDS REMITTANCE REPORT

For: 08/31/2014 - 09/06/2014

Start Date: 08/31/2014
End Date: 09/06/2014
Office: 002 - ANDREWS
Funds Type: REGISTRATION

Funds Remittance Amounts

				TxDMV Amts	
Funds Report Date	Funds Category	Funds Remittance Amount ($)	County Amount ($)	Due Date: 09/02/2014	Due Date: 10/04/2014
08/31/2014	AUTOMATION FEE	2.00	0.00	0.00	2.00
	CO R & B FUND	117.18	0.00	0.00	117.18
	CTY COMMISSIONS	3.80	3.80	0.00	0.00
	OPT RD & B FEE	14.00	14.00	0.00	0.00
	REG FEE-DPS	2.00	0.00	0.00	2.00
	Total ($) for 08/31/2014	138.98	17.80	0.00	121.18

Funds Remittance Amounts

				TxDMV Amts	
Funds Report Date	Funds Category	Funds Remittance Amount ($)	County Amount ($)	Due Date: 09/09/2014	Due Date: 10/10/2014
09/06/2014	AUTOMATION FEE	383.00	0.00	0.00	383.00
	BUYERS TAG	175.00	0.00	0.00	175.00
	CO R & B FUND	19,332.26	0.00	0.00	19,332.26
	CTY COMMISSIONS	708.70	708.70	0.00	0.00
	DELQ TRANSFER	170.00	85.00	0.00	85.00
	DELQ TRNSF CNTY	250.00	250.00	0.00	0.00

Run Date: 05/07/2015
Run Time: 10:14:14 AM

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RTS Date: 09/12/2014

The final page shows a summary of the CRBF.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.002

FUNDS REMITTANCE REPORT

For: 08/31/2014 - 09/06/2014

Start Date: 08/31/2014
End Date: 09/06/2014
Office: 002 - ANDREWS
Funds Type: REGISTRATION

Funds Remittance Amounts					
				TxDMV Amts	
Funds Report Date	Funds Category	Funds Remittance Amount ($)	County Amount ($)	Due Date: 09/09/2014	Due Date: 10/10/2014
09/06/2014	SPL TXDOT PART	15.00	0.00	15.00	0.00
	TRANS OF REGIS	45.00	22.50	0.00	22.50
	VENDR CNTY CMSN	2.00	2.00	0.00	0.00
	VETERANS' FUND	2.00	0.00	0.00	2.00
	Total ($) for 09/06/2014	24,353.96	3,598.70	137.00	20,618.26

CRBF Amounts	
Year To Date	$301,939.21
1st Split	$176,939.21
2nd Split	$301,939.21

Signature:

Date: CK/EFT No:

Note: Some Transactions will not display on the report for 48 hours

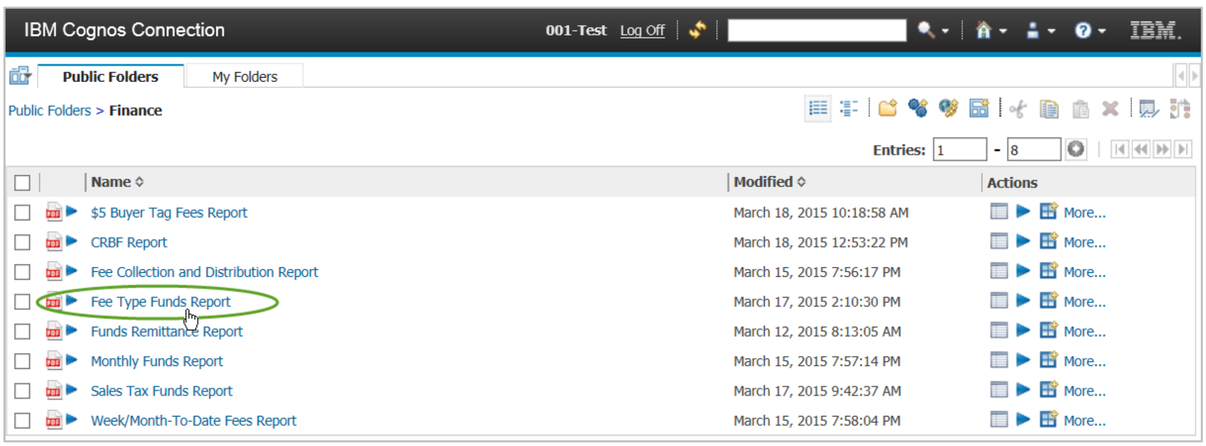
Run Date: 05/07/2015 RTS Date: 09/12/2014
Run Time: 10:14:14 AM Page 3 of 3

Weekly Funds Transactions and Summary (Monday Reg/IRP) Information

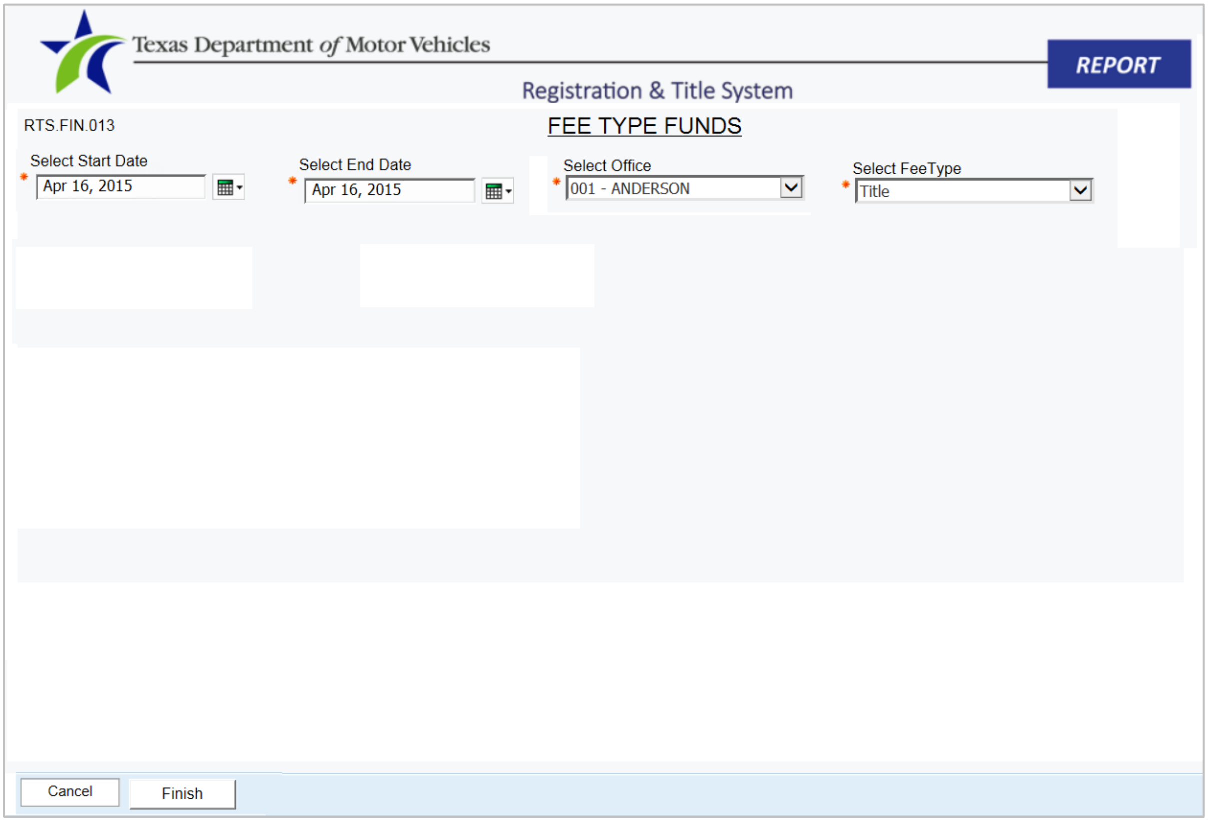
The information gathered in the former 4602 Funds Transactions (Monday Registration / IRP) and 4603 Funds Summary (Monday Registration/IRP) reports is now available in the Fee Types Funds report in Cognos.

1. From the **Finance** reports list, locate and click **Fee Type Funds Report**.

   Notes:
   (1) If you are not on the **Finance** reports list, log in to Cognos to display the **Public Folders** area or click the **Public Folder** tab on the Cognos page currently displayed, and then click the **Finance** folder.
   (2) To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



2. On the **Prompts** page:



   a. For **Select Start Date**, click the and select the date for last Monday.

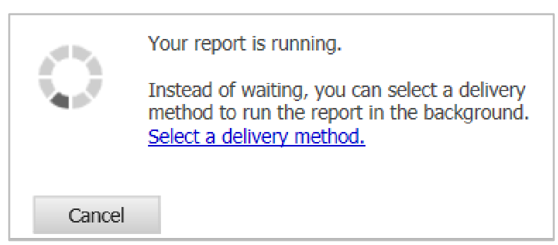
   b. For **Select End Date**, click the and select the date for last Sunday.

   c. For **Select Office**, click the drop-down list and click your office.

   d. For **Select Fee Type**, click **Registration**.

   e. Click the **Finish** button.

3. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



   Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

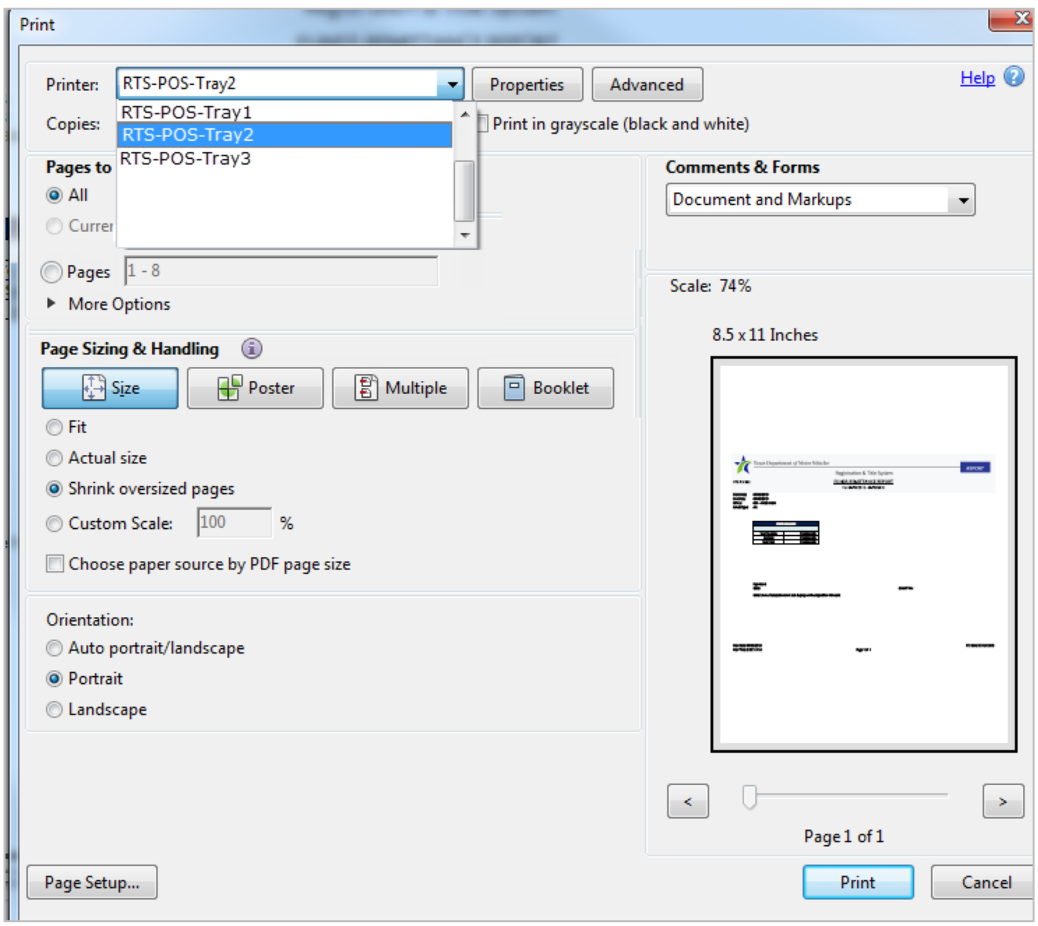
  b. On the **Print** pop-up, to use the:

  - **Default** RTS Printer tray:
    Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

    1) From the **Printer** drop-down, select **RTS-Tray-2**.
    2) Click the **Print** button.

  - **Manual feed** tray of your RTS printer:

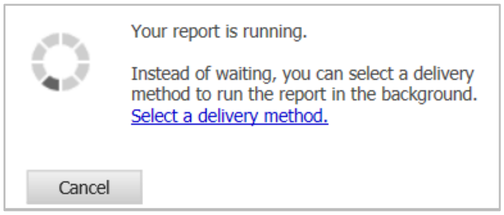
    1) Pull down Tray 1 and load paper into it.
    2) From the **Printer** drop-down, select **RTS-Tray-1**.
    3) Click the **Print** button.



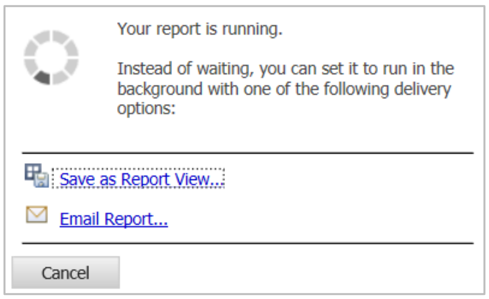
  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

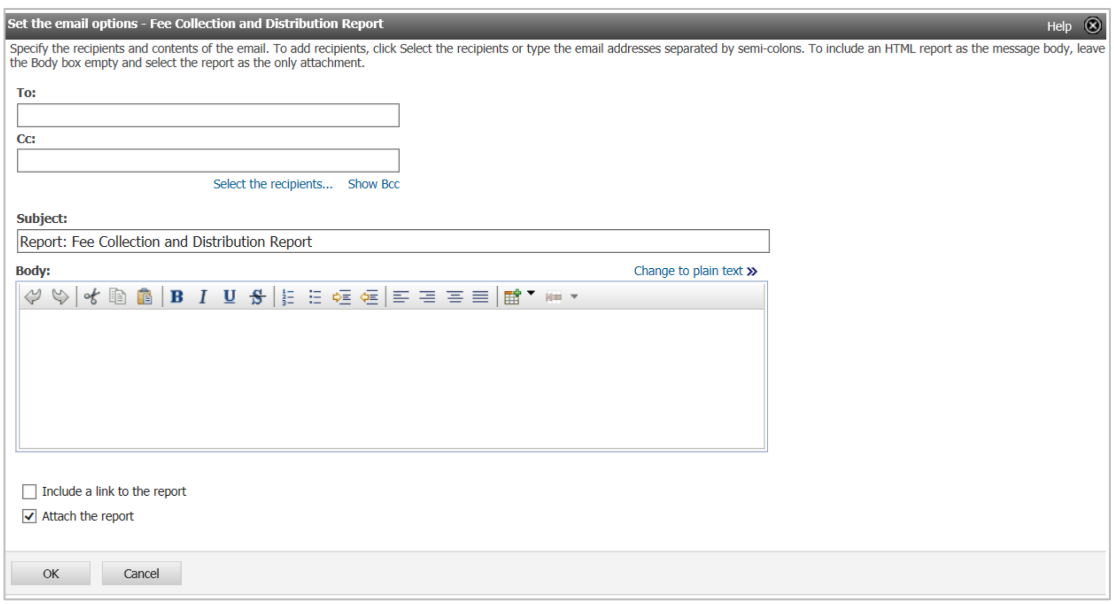
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Finance** reports list.

4. Back on **the Finance** reports list page, click the **Fee Type Funds Report** again.

5. On the **Prompts** page:

   a. For **Select Start Date**, click the and select the date for last Monday.

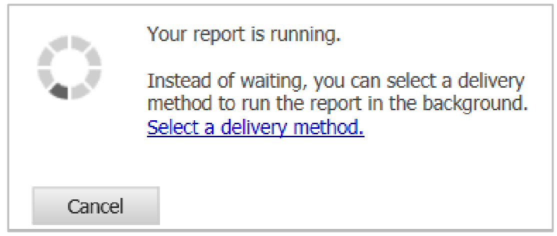
   b. For **Select End Date**, click the and select the date for last Sunday.

c. For **Select Office**, click the drop-down list and select your office.

d. For **Select Fee Type**, click **IRP**.

e. Click the **Finish** button.

6. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click  (Print).

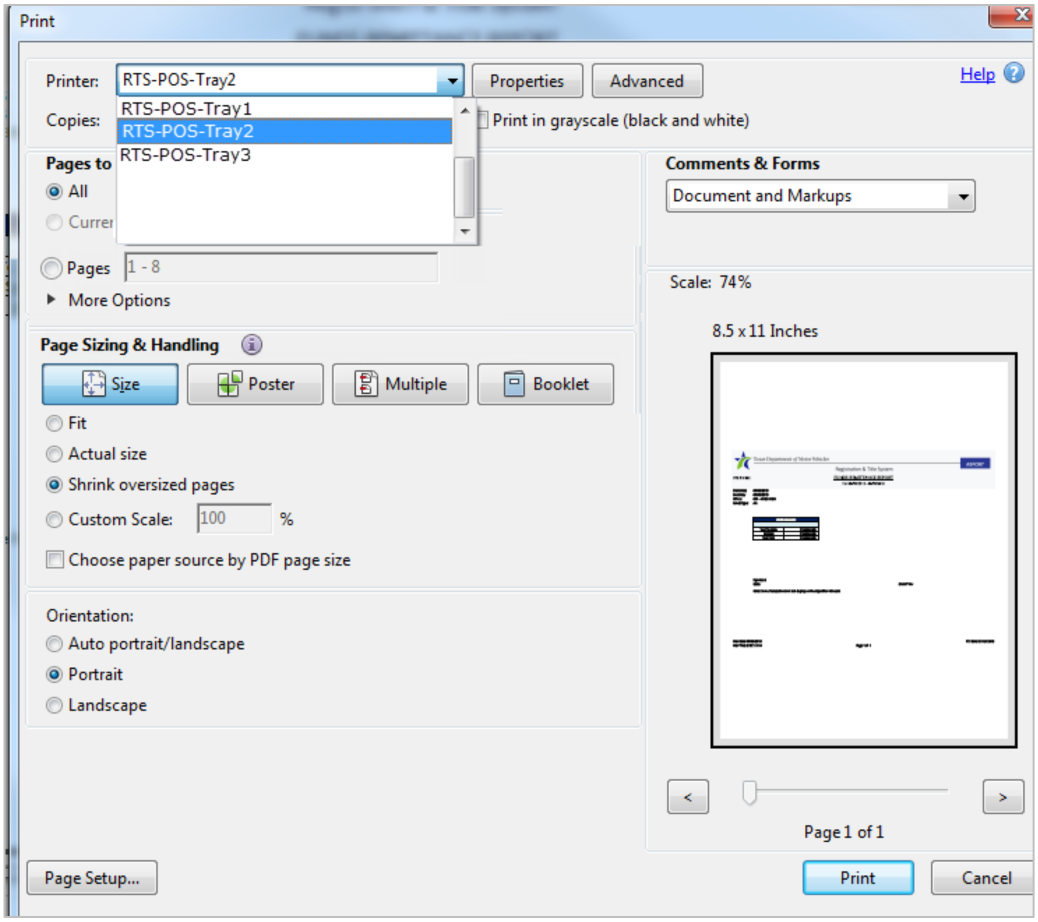
  b. On the **Print** pop-up, to use the:

     - **Default** RTS Printer tray:
       Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

       1) From the **Printer** drop-down, select **RTS-Tray-2**.
       2) Click the **Print** button.

     - **Manual feed** tray of your RTS printer:

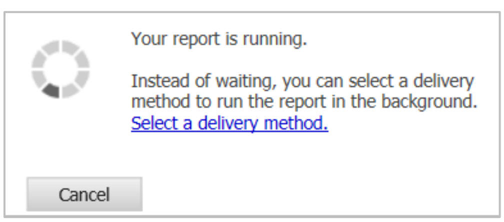
       1) Pull down Tray 1 and load paper into it.
       2) From the **Printer** drop-down, select **RTS-Tray-1**.
       3) Click the **Print** button.



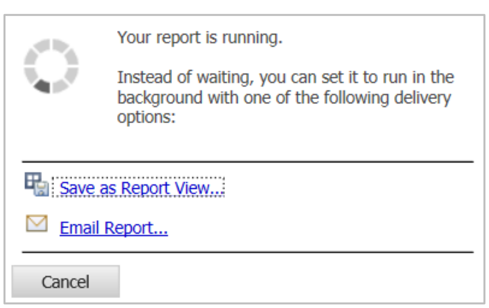
c. From the Cognos Viewer toolbar, click to return to the Finance reports list.

- To email the report to yourself so you can send it to print later:

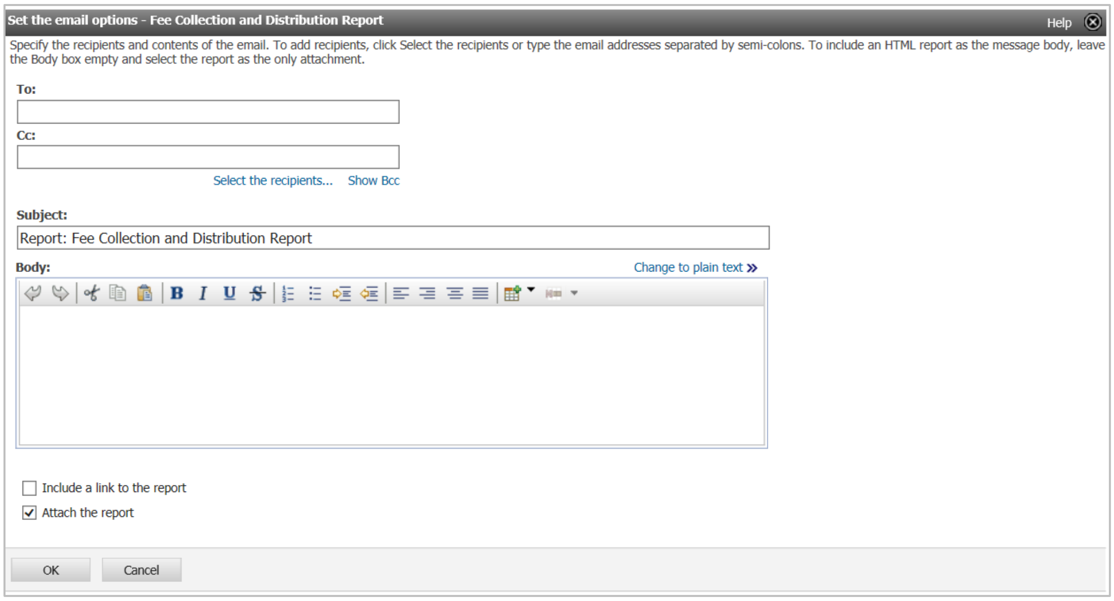
a. On the pop-up, click **Select a delivery method**.



b. From the options displayed, click **Email Report**.



c. On the **Set the email options** page, supply the necessary information.



d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

The Fee Type Funds Reports typically span multiple pages to show a summary of all the fees associated with registration collected on each date in the week specified and then sections for each fee collected that show the specific transactions involved.

Page 1 shows the beginning of the Summary. It can be followed by multiple pages of the Summary.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.013

FEE TYPE FUNDS

Date Range: 08/31/2014 - 09/06/2014

Start Date: 08/31/2014
End Date: 09/06/2014
Office: 002 - ANDREWS
Fee Type: Registration

Registration Fees Summary

Date	Accounting Description	Amount ($)	Collected	Voided
09/02/2014	72 HOUR PERMIT	$50.00	2	0
09/02/2014	AUTOMATION FEE	$102.00	102	0
09/02/2014	BUYERS TAG	$35.00	7	0
09/02/2014	CNTY ROAD BRIDGE ADD-ON FEE	$651.00	93	0
09/02/2014	DELINQUENT TRANSFER PENALTY	$20.00	2	0
09/02/2014	DELQ TRANS PENALTY 2008	$250.00	2	0
09/02/2014	DUPLICATE RECEIPT	$4.00	2	0
09/02/2014	LATE REGISTRATION PENALTY	$10.80	1	0
09/02/2014	MAIL IN FEE	$3.00	1	0
09/02/2014	PERSONALIZATION FEE	$40.00	1	0
09/02/2014	PLATE STICKER	$803.00	14	0
09/02/2014	REG FEE-DPS	$84.00	84	0
09/02/2014	REGIS. CREDIT REMAINING	($59.21)	2	0
09/02/2014	REPLACEMENT FEE $6	$36.00	6	0
09/02/2014	TEXAS TECH UNIVERSITY PLT	$30.00	1	0
09/02/2014	TRANSFER	$7.50	3	0

Run Date: 05/07/2015
Run Time: 10:25:43 AM

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RTS Date: 09/12/2014

After the Summary totals display, the individual details sections for each transaction display through the end of the report.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.013

FEE TYPE FUNDS

Date Range: 08/31/2014 - 09/06/2014

Start Date:	08/31/2014
End Date:	09/06/2014
Office:	002 - ANDREWS
Fee Type:	Registration

Registration Fees Summary

Date	Accounting Description	Amount ($)	Collected	Voided
	Total	$24,353.96	1,531	27

30-DAY PERMIT		Total Item Price:	$150.00	Fees Collected:	6	Fees Voided:	0
00210041883135621	$25.00	00210041883161559	$25.00	00210041885162506	$25.00	00220041883164818	$25.00
00220041885094522	$25.00	00220041885170137	$25.00				
72 HOUR PERMIT		Total Item Price:	$75.00	Fees Collected:	3	Fees Voided:	0
00210041882082342	$25.00	00220041882140102	$25.00	00220041884091322	$25.00		
ADDL WEIGHT		Total Item Price:	$55.00	Fees Collected:	1	Fees Voided:	0
00200041883101849	$55.00						

Run Date: 05/07/2015
Run Time: 10:25:43 AM

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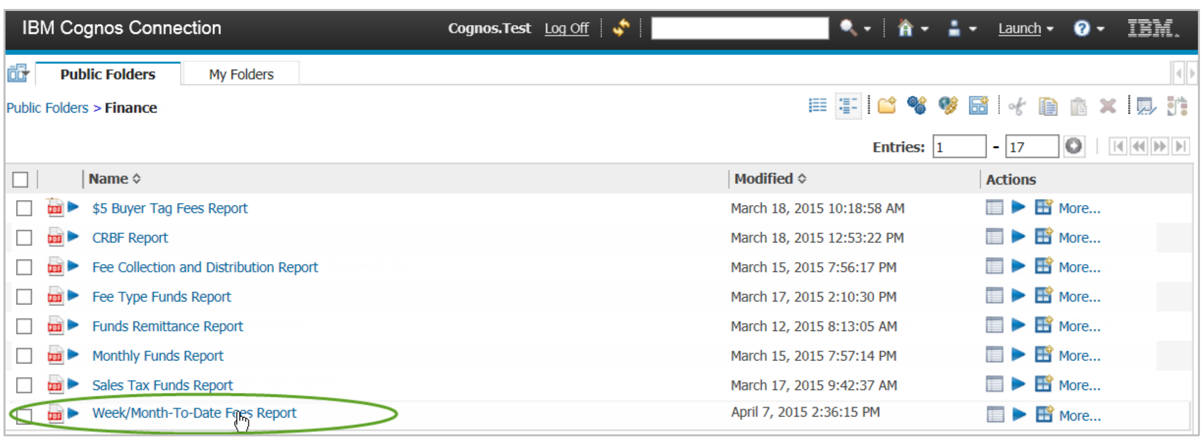
RTS Date: 09/12/2014

Week-To-Date Cash Drawer and Week-To-Date Fees Information

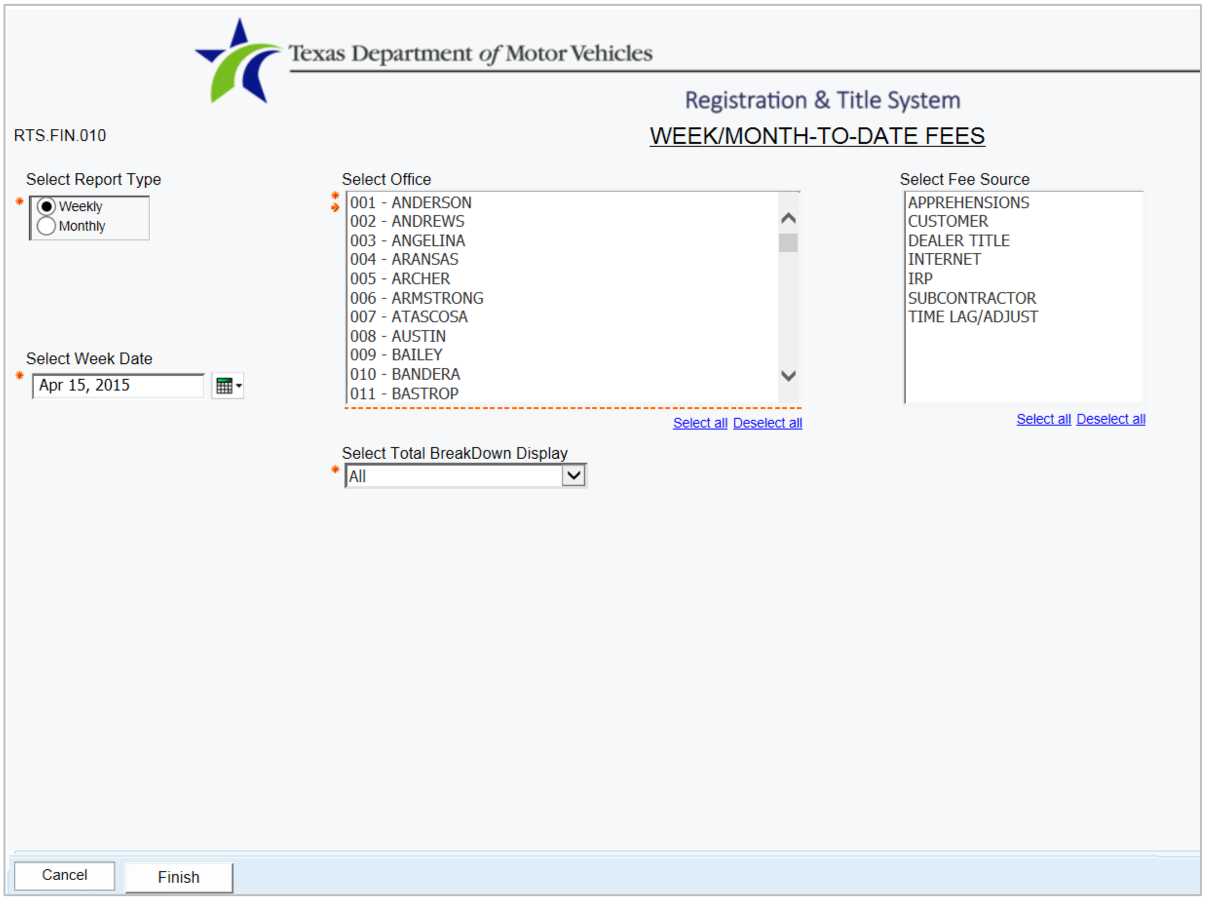
The information gathered in the former 4552 Week to Date Cash Drawer and the 456B2, 456B3, and 456C4 Week to Date Fees reports is now available in sections of the Week/Month-To-Date Fees Report in Cognos.

1. In the **Finance** reports list displayed, locate and click the **Week/Month-To-Date Fees Report**.

   Notes:
   (1) If you are not on the **Finance** reports list**,** log in to Cognos to display the **Public Folders** area or click the **Public Folder** tab on the Cognos page currently displayed, and then click the **Finance** folder.
   (2) To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



2. On the **Prompts** page:



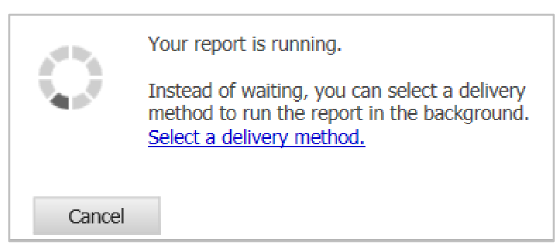
a. For **Select Report Type**, be sure the **Weekly** option is selected.

b. For **Select Week Date**, click the and select last Sunday.

c. For **Select Office**, click your office from the list displayed.
Note: Do not select any option in the **Fee Type** area, which will provide the entire report.

d. Click the **Finish** button.

3. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

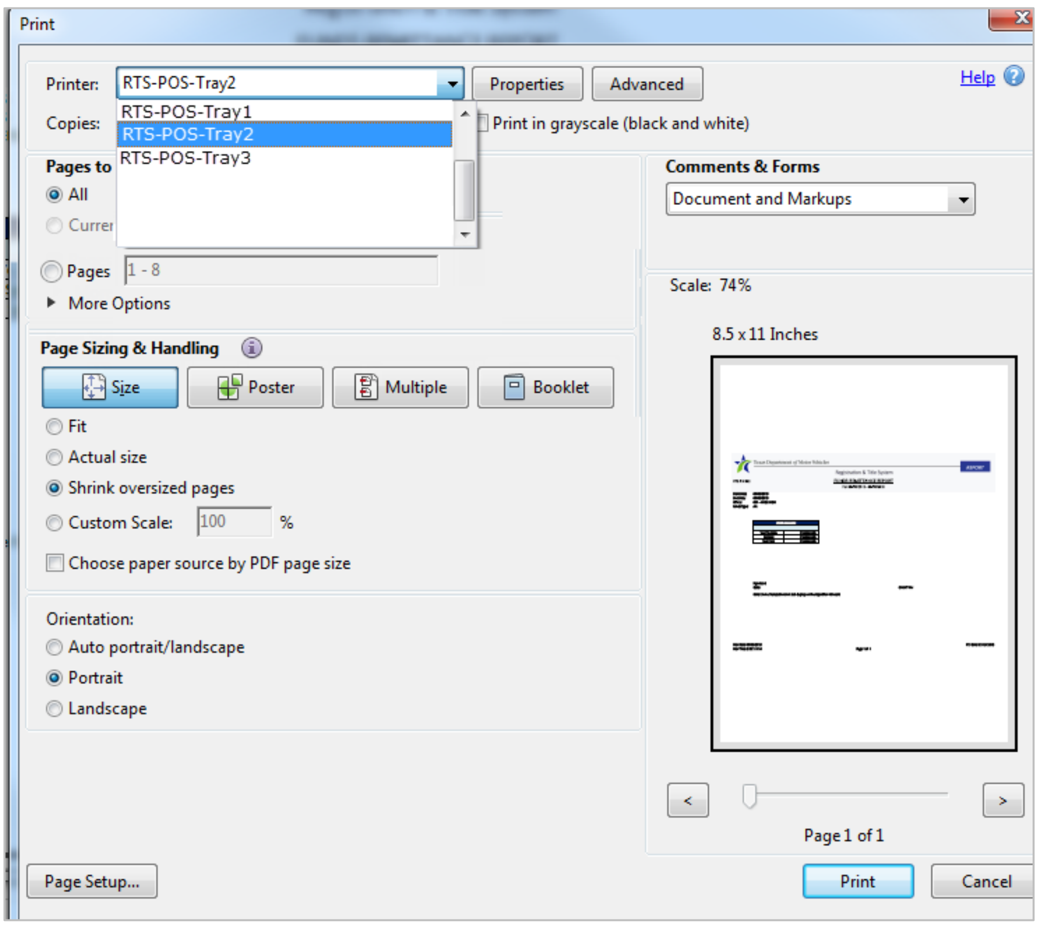
  b. On the **Print** pop-up, to use the:

  - **Default** RTS Printer tray:
    Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

    1) From the **Printer** drop-down, select **RTS-Tray-2**.
    2) Click the **Print** button.

  - **Manual feed** tray of your RTS printer:

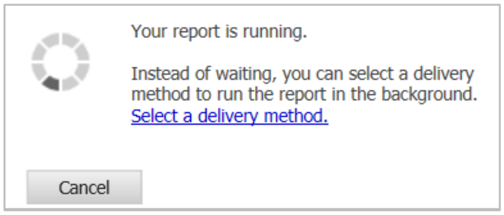
    1) Pull down Tray 1 and load paper into it.
    2) From the **Printer** drop-down, select **RTS-Tray-1**.
    3) Click the **Print** button.



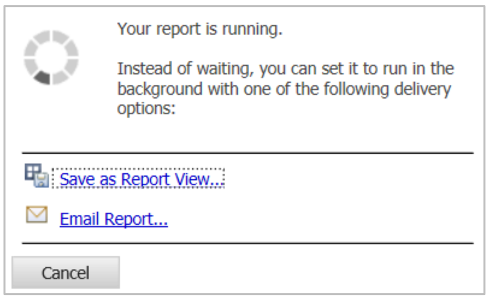
  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

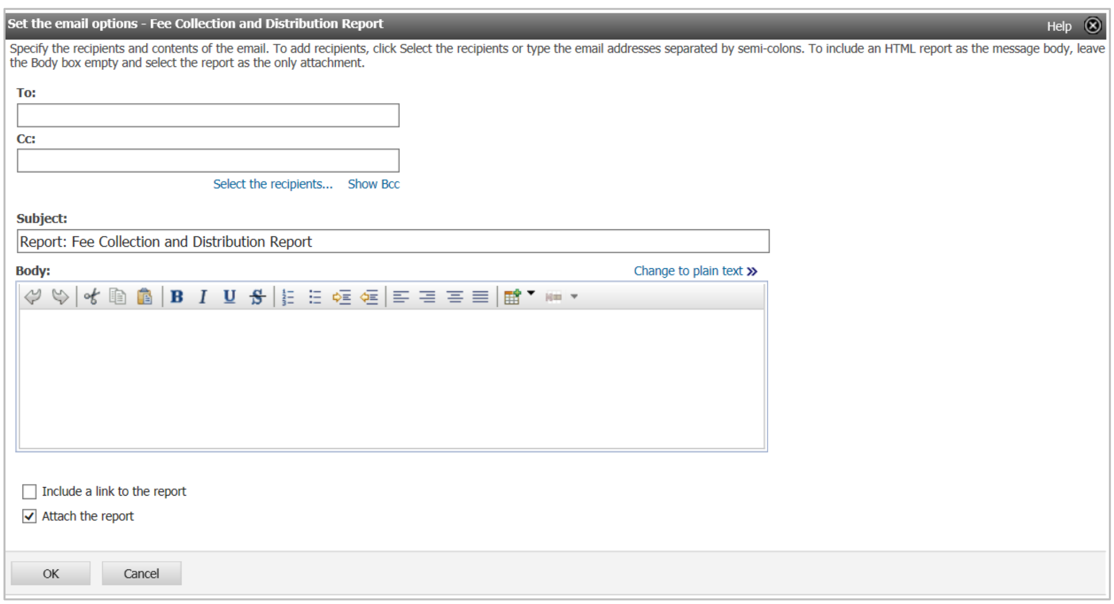
a. On the pop-up, click **Select a delivery method**.



b. From the options displayed, click **Email Report**.



c. On the **Set the email options** page, supply the necessary information.



d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

The Week/Month-To-Date Fees Report spans multiple pages with multiple sections in it (as shown in the sample report.)

Within the report, the:

- Total by Office section shows the fee source type and fees collected by day and ends with Grand Totals of this information.
- Total by Fee Source section shows the total amount of each type of fee collected by the office.
- Totals by Branch Office ($) section shows the amounts collected in each cash drawer.
- Funds Adjustments section shows the name of the fee adjusted, when it was made, and the amount of the adjustment as well as the grand total of adjustments.

Page 1 starts with the Total by Office section, which shows the fee source type and fees collected by day and may span multiple pages before it ends.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.010

WEEK/MONTH-TO-DATE FEES

For: 08/31/2014 - 09/06/2014

Total BreakDown Type:	All
Week Start Date:	08/31/2014
Week End Date:	09/06/2014
Office:	002 - ANDREWS
Account Item Code:	All
Fee Source:	CUSTOMER

Totals by Office

				Tuesday		Wednesday		Thursday		Friday			
				09/02/2014		09/03/2014		09/04/2014		09/05/2014		Week To Date Total	
Office	Fee source Type	Payable Type	Account Item	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity
ANDREWS	INTERNAL COLLECTIONS	REGISTRATION	30-DAY PERMIT	0.00	0	75.00	3	0.00	0	75.00	3	150.00	6
			72 HOUR PERMIT	50.00	2	0.00	0	25.00	1	0.00	0	75.00	3
			ADDL WEIGHT	0.00	0	55.00	1	0.00	0	0.00	0	55.00	1
			AUTOMATION FEE	102.00	102	127.00	127	71.00	71	80.00	80	380.00	380
			BUYERS TAG	35.00	7	85.00	17	45.00	9	10.00	2	175.00	35
			CNTY ROAD BRIDGE ADD-ON FEE	651.00	93	819.00	117	448.00	64	490.00	70	2,408.00	344
			DELINQUENT TRANSFER PENALTY	20.00	2	100.00	10	40.00	4	10.00	1	170.00	17
			DELQ TRANS PENALTY 2008	250.00	2	0.00	0	250.00	1	0.00	0	500.00	3
			DUPLICATE RECEIPT	4.00	2	4.00	2	16.00	8	0.00	0	24.00	12
			EXEMPT REGISTRATION	0.00	0	0.00	0	0.00	1	0.00	0	0.00	1
			INQUIRY	0.00	0	2.00	1	0.00	0	0.00	0	2.00	1
			LARGEMOUTH BASS PLT	0.00	0	30.00	1	0.00	0	0.00	0	30.00	1
			LATE REGISTRATION PENALTY	10.80	1	3.00	1	0.00	0	0.00	0	13.80	2
			MAIL IN FEE	3.00	1	0.00	0	4.00	4	7.00	7	14.00	12
			ONE TRIP PERMIT	0.00	0	0.00	0	25.00	5	0.00	0	25.00	5
			PERSONALIZATION FEE	40.00	1	40.00	1	0.00	0	0.00	0	80.00	2
			PLATE STICKER	803.00	14	1,380.00	29	594.00	10	839.00	19	3,616.00	72
			REG FEE-DPS	84.00	84	91.00	91	55.00	55	59.00	59	289.00	289
			REGIS. CREDIT REMAINING	(59.21)	2	(55.00)	1	(12.69)	1	(38.06)	1	(164.96)	5
			REPLACEMENT FEE $5	0.00	0	15.00	3	0.00	0	5.00	1	20.00	4
			REPLACEMENT FEE $6	36.00	6	42.00	7	36.00	6	0.00	0	114.00	19
			TEXAS TECH UNIVERSITY PLT	30.00	1	0.00	0	0.00	0	0.00	0	30.00	1
			TRANSFER	7.50	3	5.00	2	22.50	9	10.00	4	45.00	18
			VETERANS' FUND	2.00	1	0.00	0	0.00	0	0.00	0	2.00	1
			WINDSHIELD STICKER	5,064.96	82	5,227.40	88	2,890.44	55	2,950.32	57	16,133.12	282
			Total - REGISTRATION	7,134.05	406	8,045.40	502	4,509.25	304	4,497.26	304	24,185.96	1,516
		SALES TAX	SALES TAX FEE	12,813.14	17	38,855.73	29	17,342.54	21	3,820.00	13	72,831.41	80
			SALES TAX PENALTY FEE	350.61	4	1,677.08	10	420.59	5	109.06	1	2,557.34	20
			TEXAS MOBILITY FUND FEE	255.00	17	435.00	29	330.00	22	195.00	13	1,215.00	81
			Total - SALES TAX	13,418.75	38	40,967.81	68	18,093.13	48	4,124.06	27	76,603.75	181

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RTS Date: 09/12/2014

After the first section grand totals, other sections of information display, including the cash drawer information (in the Totals by Branch Office section) and the Adjustment section.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.010

WEEK/MONTH-TO-DATE FEES

For: 08/31/2014 - 09/06/2014

Total BreakDown Type:	All
Week Start Date:	08/31/2014
Week End Date:	09/06/2014
Office:	002 - ANDREWS
Account Item Code:	All
Fee Source:	CUSTOMER

Totals by Office

				Tuesday		Wednesday		Thursday		Friday			
				09/02/2014		09/03/2014		09/04/2014		09/05/2014		Week To Date Total	
Office	Fee source Type	Payable Type	Account Item	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity
ANDREWS	INTERNAL COLLECTIONS	TITLE	TITLE APPLICATION FEE	221.00	17	377.00	29	286.00	22	169.00	13	1,053.00	81
			Total - TITLE	221.00	17	377.00	29	286.00	22	169.00	13	1,053.00	81
		YOUNG FARMER	YOUNG FARMER PROGRAM	0.00	0	10.00	2	0.00	0	10.00	2	20.00	4
			Total - YOUNG FARMER	0.00	0	10.00	2	0.00	0	10.00	2	20.00	4
		Total - INTERNAL COLLECTIONS		20,773.80	461	49,400.21	601	22,888.38	374	8,800.32	346	101,862.71	1,782
	Total - ANDREWS			20,773.80	461	49,400.21	601	22,888.38	374	8,800.32	346	101,862.71	1,782
Grand Total				20,773.80	461	49,400.21	601	22,888.38	374	8,800.32	346	101,862.71	1,782

No Data Available

Total by Fee Source ($)

Office	CUSTOMER
ANDREWS	$101,855.71
Total	$101,855.71

Totals By Branch Office ($)

			Friday	Thursday	Tuesday	Wednesday	
Office	Brach Office	Cash Drawer	09/05/2014	09/04/2014	09/02/2014	09/03/2014	Week To Date Total
ANDREWS	Brach Office 0	Cash Drawer 0	8,800.32	22,888.38	20,773.80	49,400.21	101,862.71
		Brach Office 0 Total	8,800.32	22,888.38	20,773.80	49,400.21	101,862.71
	ANDREWS Total		8,800.32	22,888.38	20,773.80	49,400.21	101,862.71
Grand Total			8,800.32	22,888.38	20,773.80	49,400.21	101,862.71

Funds Adjustment

Office	Description	Issue Date	Report Date	Amount ($)
FINANCIAL SERVICES	AUTOMATION FEE	08/09/2014	08/09/2014	($1.00)
	AUTOMATION FEE	08/23/2014	08/23/2014	($3.00)
	AUTOMATION FEE	08/30/2014	08/30/2014	($1.00)
	BUYERS TAG	08/09/2014	08/09/2014	($5.00)
	BUYERS TAG	08/23/2014	08/23/2014	($10.00)
	CHILD SAFETY FUND	08/23/2014	08/23/2014	($3.00)
	CHILD SAFETY FUND	08/30/2014	08/30/2014	($1.50)
	CNTY ROAD BRIDGE ADD-ON FEE	08/09/2014	08/09/2014	($10.00)
	CNTY ROAD BRIDGE ADD-ON FEE	08/23/2014	08/23/2014	($30.00)
	CNTY ROAD BRIDGE ADD-ON FEE	08/30/2014	08/30/2014	($10.00)
	DELINQUENT TRANSFER PENALTY	08/23/2014	08/23/2014	($10.00)

Run Date: 05/07/2015
Run Time: 10:31:53 AM

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RTS Date: 09/12/2014

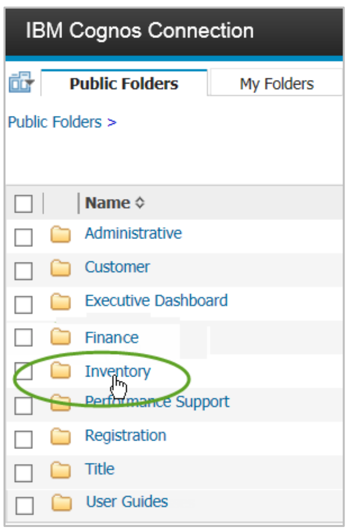
Weekly Inventory Transaction Information

The information gathered in the former 4702 Inventory Transaction report is now available in the **Inventory Transaction Report** in Cognos.

1. From the **Finance** reports list, click the **Public Folders** tab.

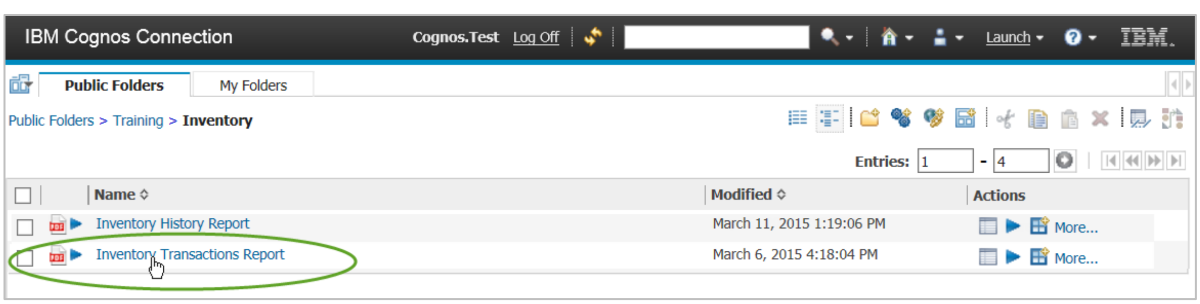
   Notes:
   (1) If you are not on the **Finance** reports list, log in to Cognos to display the **Public Folders** area or click the **Public Folder** tab on the Cognos page currently displayed and then click the **Finance** folder.
   (2) To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report

2. Click the **Inventory** folder.

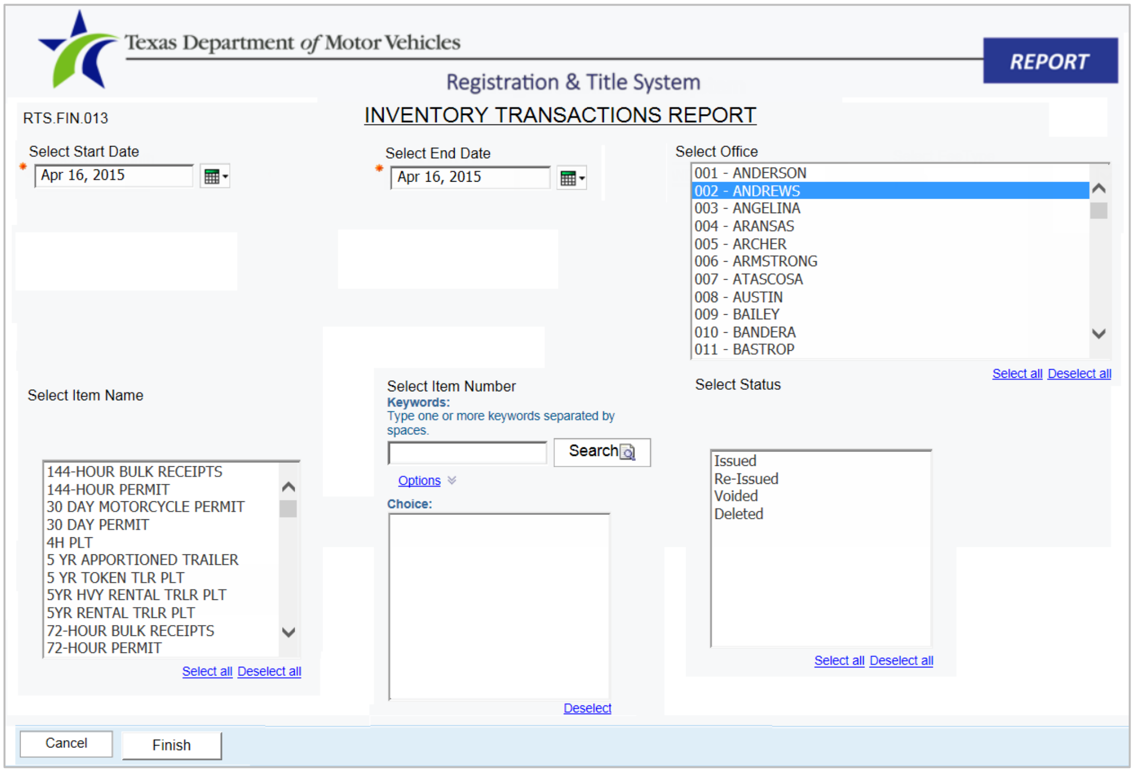


3. In the reports list displayed, locate and click **Inventory Transactions Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



4. On the **Prompts** page:



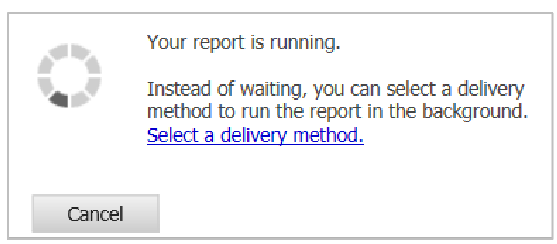
a. For **Select Start Date**, click the and select the date for last Monday.

b. For **Select End Date**, click the and select the date for last Sunday.

c. For **Select Office**, select your office from the list.

d. Click the **Finish** button.

5. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

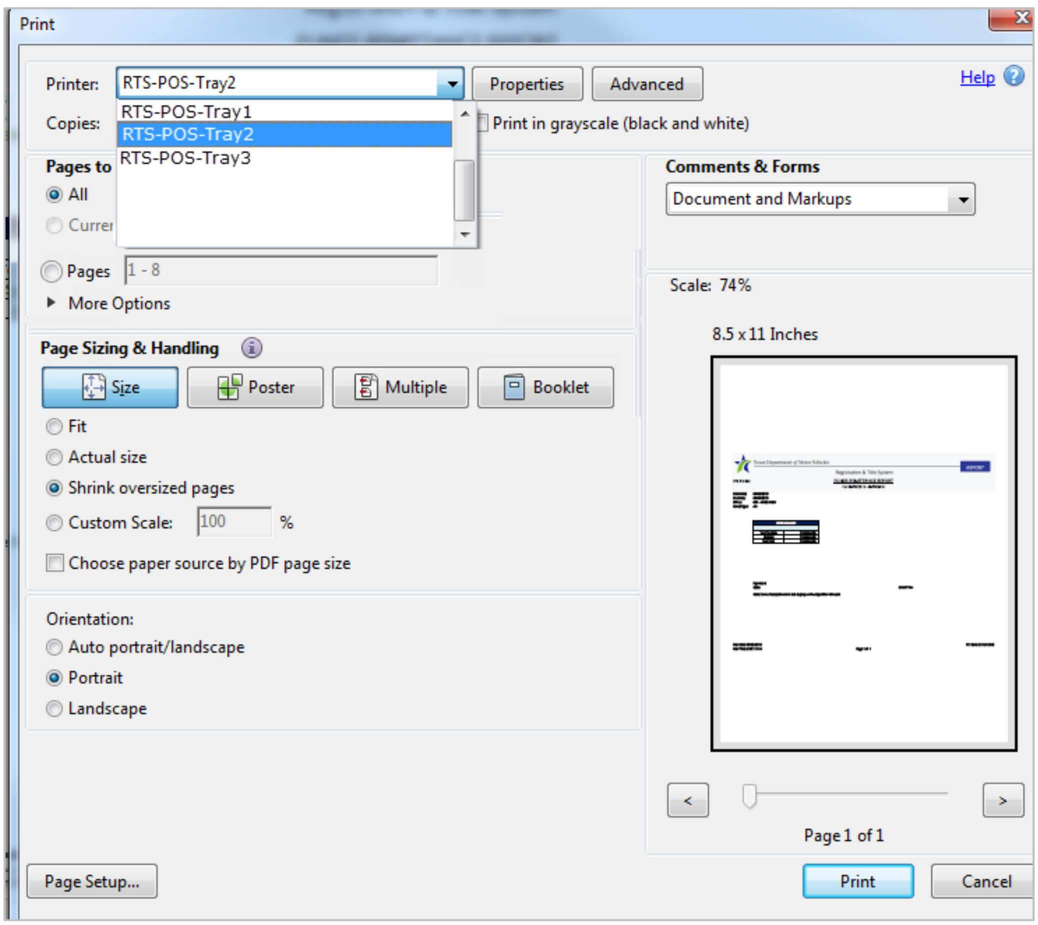
  b. On the **Print** pop-up, to use the:

     ○ **Default** RTS Printer tray:
     Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

       1) From the **Printer** drop-down, select **RTS-Tray-2**.
       2) Click the **Print** button.

     ○ **Manual feed** tray of your RTS printer:

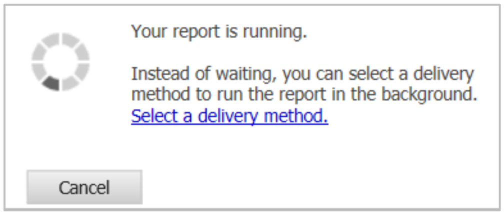
       1) Pull down Tray 1 and load paper into it.
       2) From the **Printer** drop-down, select **RTS-Tray-1**.
       3) Click the **Print** button.



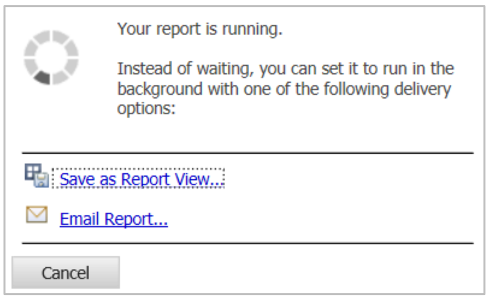
  c. From the Cognos Viewer toolbar, click to return to the **Inventory** reports list.

- To email the report to yourself so you can send it to print later:

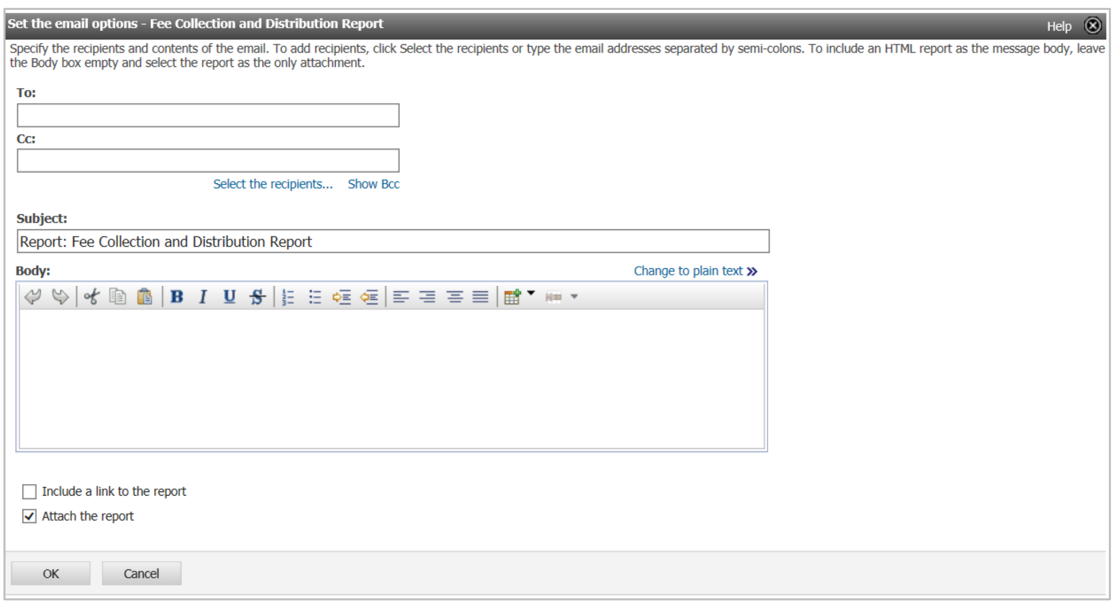
a. On the pop-up, click **Select a delivery method**.



b. From the options displayed, click **Email Report**.



c. On the **Set the email options** page, supply the necessary information.



d. Click the **OK** button to close this page and return to the **Inventory** reports list.

Sample Report

The Inventory Transactions report may span several pages to show all of the types of inventory selected for the report.

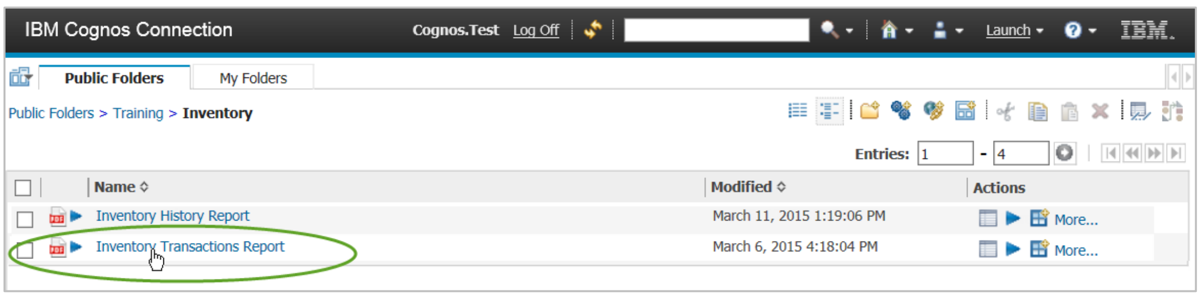
No sample is available at this time.

Weekly County IRP Transmittal Invoice Information

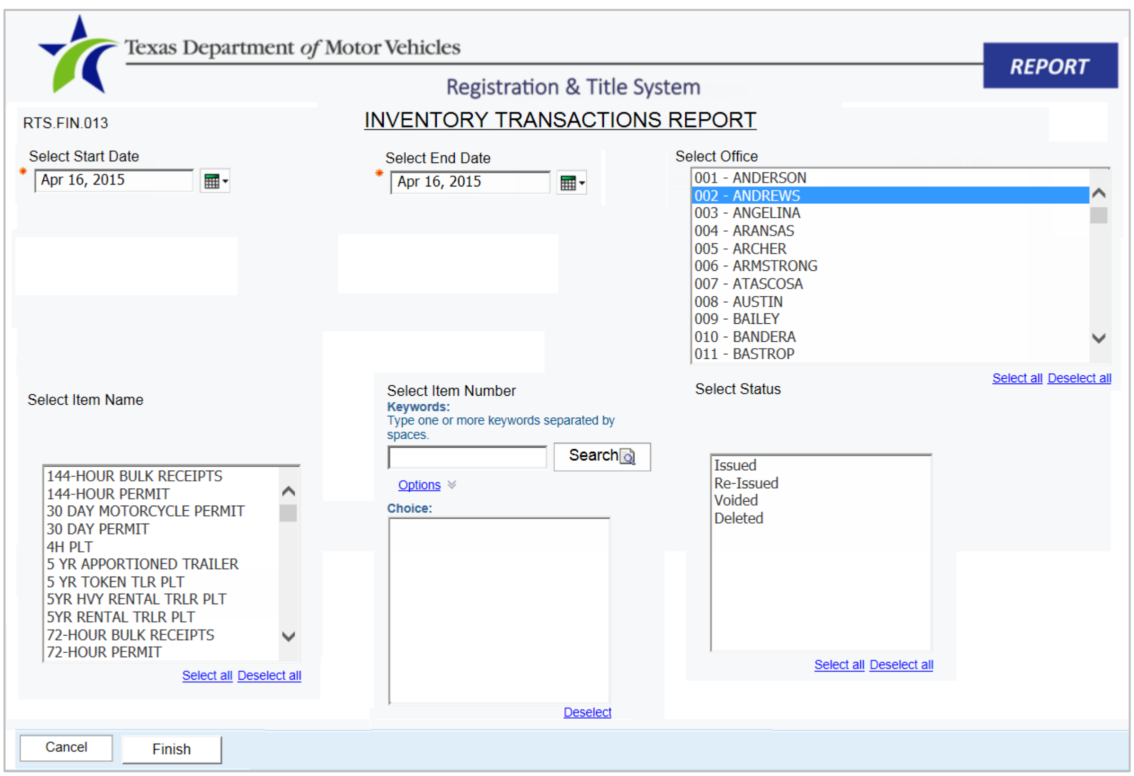
The information gathered in the former weekly **7472 County IRP Transmittal Invoice** report is now available in in Cognos as the Weekly County IRP Transmittal Invoice.

1. From the **Finance** reports list, locate and click **Weekly County IRP Transmittal Invoice**.

   Notes:
   (1) If you are not on the **Finance** reports list, log in to Cognos to display the **Public Folders** area or click the **Public Folder** tab on the Cognos page currently displayed, and then click the **Finance** folder.
   (2) To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



2. On the **Prompts** page:



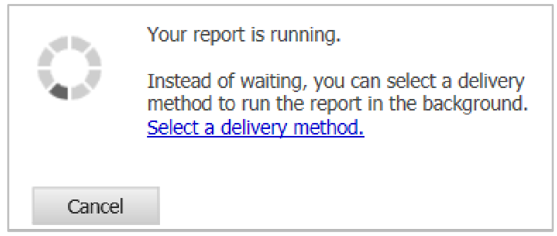
a. For **Select Start Date**, click the and select the date for last Monday.

b. For **Select End Date**, click the and select the date for last Sunday.

c. For **Select Office**, select your office from the list.

d. Click the **Finish** button.

3. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

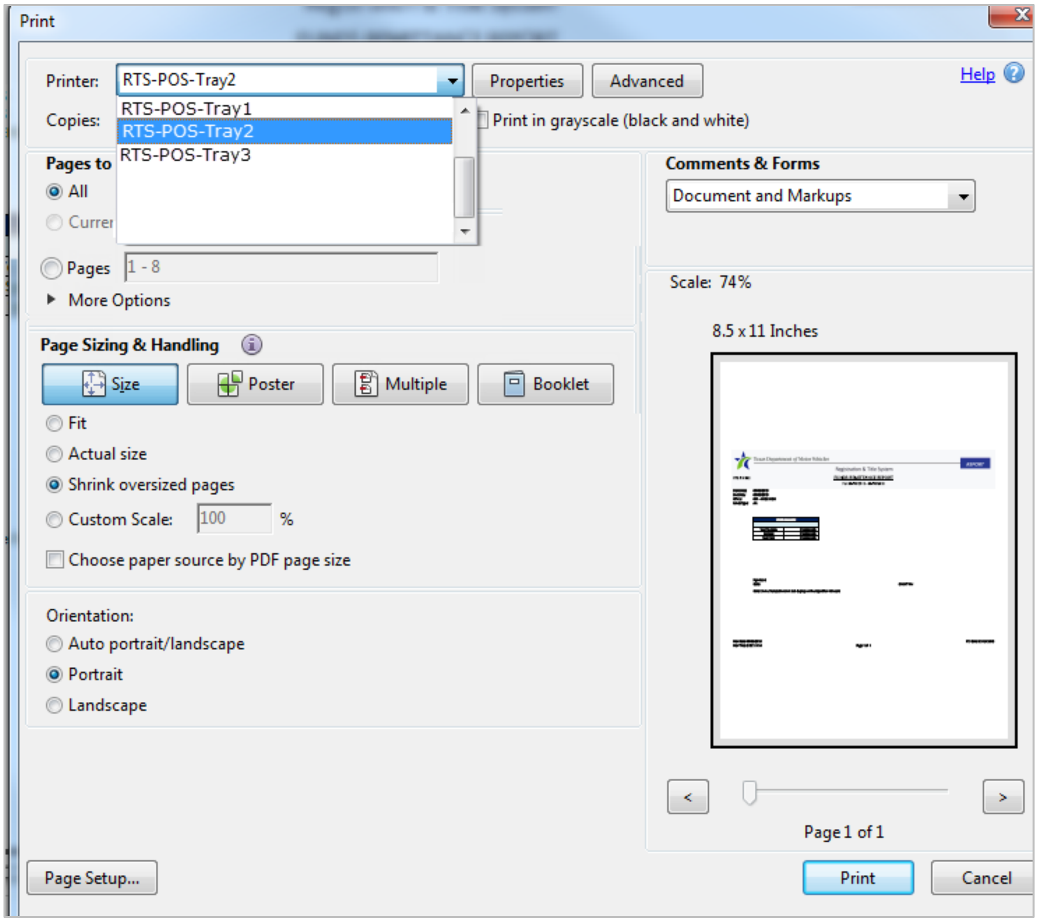
  b. On the **Print** pop-up, to use the:

  - **Default** RTS Printer tray:
    Tip: To avoid using up the "500" paper inventory, you can load some plain paper in this tray.

    1) From the **Printer** drop-down, select **RTS-Tray-2**.
    2) Click the **Print** button.

  - **Manual feed** tray of your RTS printer:

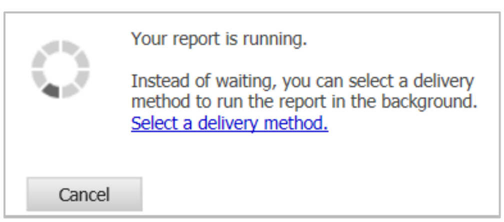
    1) Pull down Tray 1 and load paper into it.
    2) From the **Printer** drop-down, select **RTS-Tray-1**.
    3) Click the **Print** button.



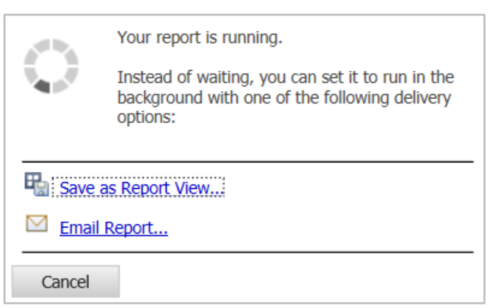
c. From the Cognos Viewer toolbar, click  to return to the **Inventory** reports list.

- To email the report to yourself so you can send it to print later:

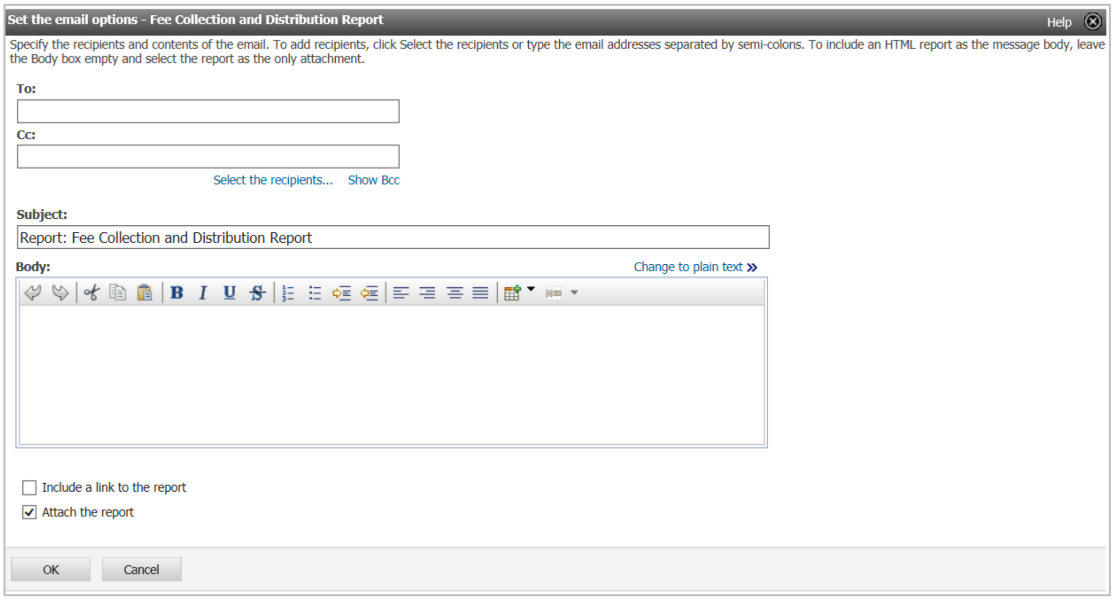
a. On the pop-up, click **Select a delivery method**.



b. From the options displayed, click **Email Report**.



c. On the **Set the email options** page, supply the necessary information.



d. Click the **OK** button to close this page and return to the reports list.

Sample Report

The Inventory Transactions report may span several pages to show all of the types of inventory selected for the report.

No sample is available at this time.

Running Monthly Reports

The monthly reports that you used to pull from your printer are now available to you to run manually as Cognos reports. The following sections include the steps for manually running the reports, including selecting the report and supplying values on the Prompts page that displays. Samples of the reports are provided at the end of each report section to help you work with the new reports.

Many of the names of the Cognos match up to the name of the former mainframe report (like the Funds Remittance Report and the Voided Transaction reports). However, some reports, like similarly named summary and detail reports, have been combined into one report that contains a summary section at the top and sets of details in their own tables.

The Cognos reports you can manually run for monthly information if you need this information include:

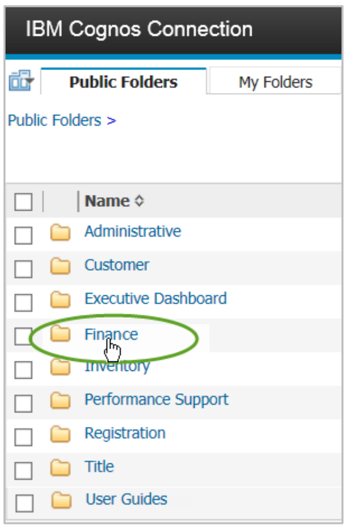
- **Monthly Funds Report** to gather the information in the former 4802 Monthly Funds report (such as the TERP, Registration Emission, Young Farmer, Texas Mobility Fund, and Sales Tax fees). You can run each type of fund individually, run them all, or select specific funds to run in one report.
- **Employee Transaction Report** to gather the information in the former 9482 Employee Production report.
- **Fee Collection and Distribution Report** to gather the information in the former 9353 Title and Registration Summary
- **Week/Month-To-Date Fees Report** to gather the information in the former 458B2 Month-to-Date Fees (Consolidated Collections) and 458B3 Month-to-Date Fees (Fee Source) reports.

Monthly Funds Information

The information gathered in the former 4802 Monthly Funds report (such as the TERP, Registration Emission, Young Farmer, Texas Mobility Fund, and Sales Tax fees) is now available in the **Monthly Funds Report** in Cognos.

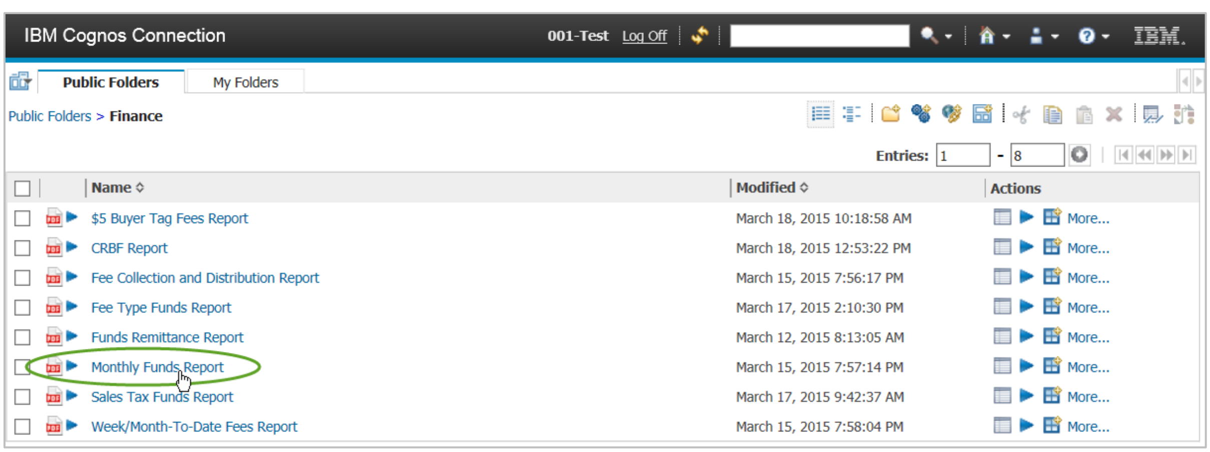
1. From the **Public Folders** area, click the **Finance** folder.

   Note: If you are not on the **Public Folders** area, log in to Cognos to display the Public Folders area or click the **Public Folder** tab on the Cognos page currently displayed and then click the **Finance** folder.

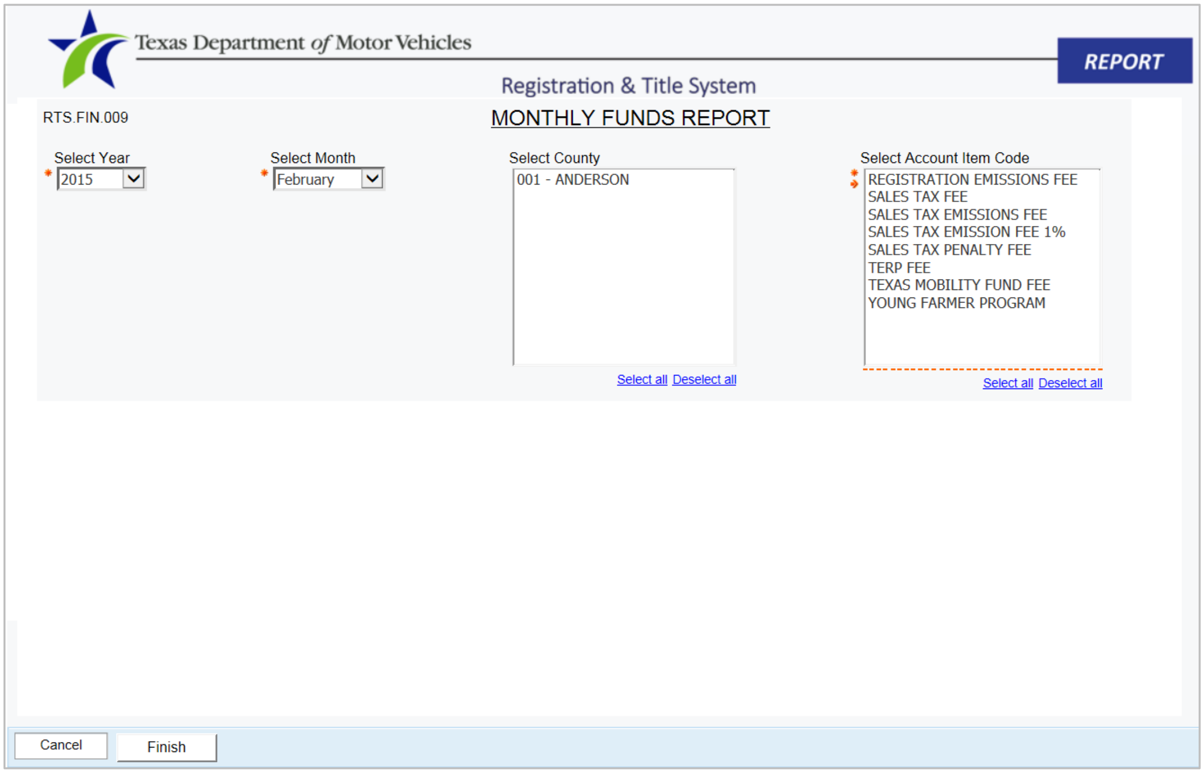
   

2. In the **Finance** reports list displayed, locate and click **Monthly Funds Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.

3. On the **Prompts** page:



   a. For **Select Year**, click the drop-down and select the year.

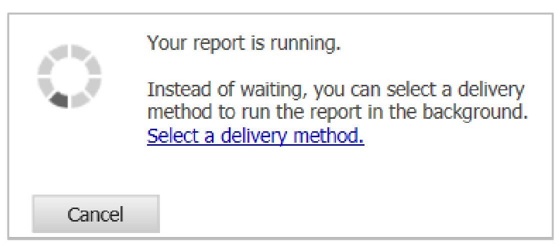
   b. For **Select Month**, click the drop-down and select the previous month.

   c. For **Select County**, click your county in the list displayed.

   d. For **Select Account Item Code**, do not make a selection (which causes the report to run with all item codes displayed).

   e. Click the **Finish** button.

4. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



   Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

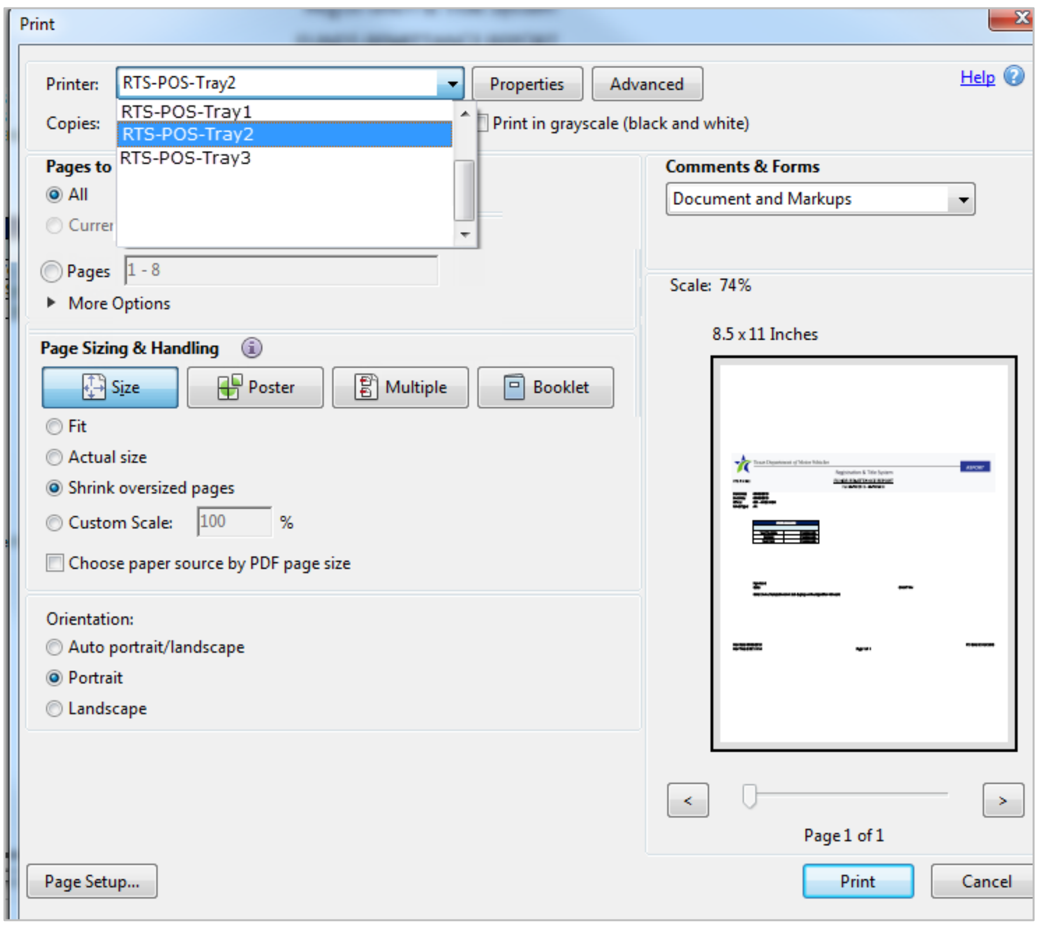
  b. On the **Print** pop-up, to use the:

     - **Default** RTS Printer tray:
       Tip: To avoid using up the "500" paper inventory, you can load some plain paper in this tray.

       1) From the **Printer** drop-down, select **RTS-Tray-2**.
       2) Click the **Print** button.

     - **Manual feed** tray of your RTS printer:

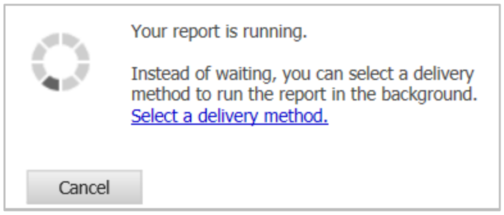
       1) Pull down Tray 1 and load paper into it.
       2) From the **Printer** drop-down, select **RTS-Tray-1**.
       3) Click the **Print** button.



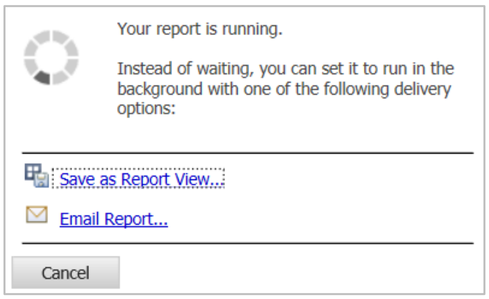
  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

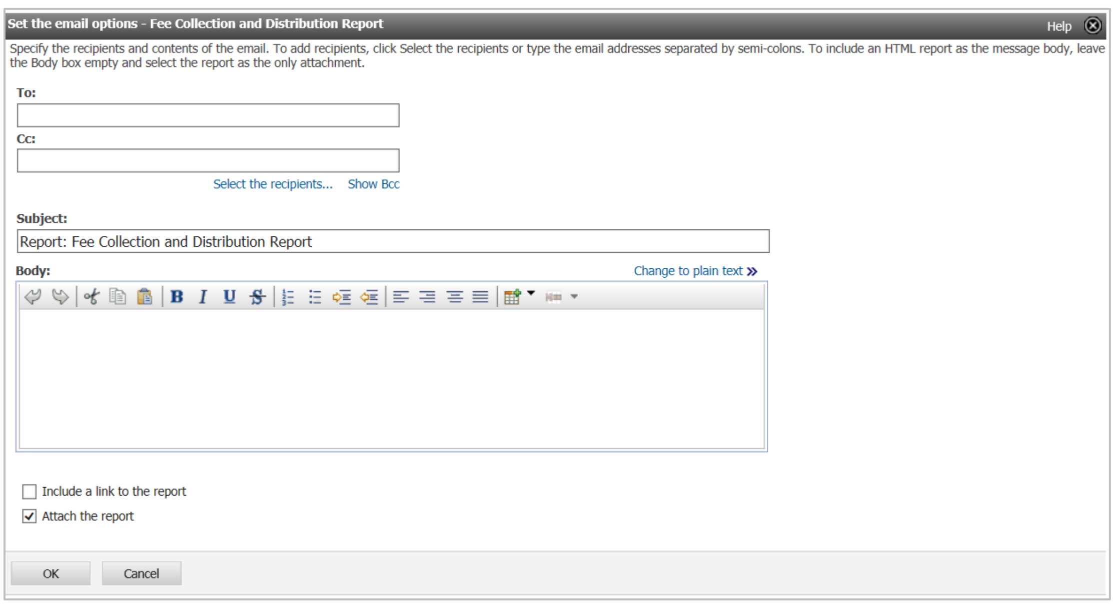
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

The Monthly Funds report spans multiple pages. The Monthly Totals section shows the summary while the details for each category are contained in the remaining sections.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.009

MONTHLY FUNDS REPORT

For: September 2014

Transaction Year:	2014
Transaction Month:	September
Office:	002 - ANDREWS
Account Item Code:	

Monthly Totals

County	REGISTRATION EMISSIONS FEE	SALES TAX EMISSION FEE 1%	SALES TAX EMISSIONS FEE	SALES TAX FEE	SALES TAX PENALTY FEE	TEXAS MOBILITY FUND FEE	YOUNG FARMER PROGRAM
002 - ANDREWS	$209.98	$751.96	$125.00	$148,333.16	$2,918.05	$2,370.00	$25.00

REGISTRATION EMISSIONS FEE Top of the Page

Issuance Date: September 2014		
County	Transaction ID	Amount ($)
002 - ANDREWS	00220041889162035	$49.00
	00220041890093013	$49.00
	27199641883001198	$55.99
	27199641883001199	$55.99
Total		$209.98
Items Sold		4
Voided		0

SALES TAX EMISSION FEE 1% Top of the Page

Issuance Date: September 2014		
County	Transaction ID	Amount ($)
002 - ANDREWS	00220041891115438	$751.96
	00220041891151423	0.00
Total		$751.96
Items Sold		2
Voided		0

SALES TAX EMISSIONS FEE Top of the Page

Issuance Date: September 2014		
County	Transaction ID	Amount ($)
002 - ANDREWS	00220041890093013	$125.00
Total		$125.00
Items Sold		1
Voided		0

SALES TAX FEE Top of the Page

Issuance Date: September 2014		
County	Transaction ID	Amount ($)
002 - ANDREWS	00200041882110322	$1,609.31
	00200041882121932	$687.73
	00200041882123451	$1,606.35
	00200041882130221	$171.25
	00200041883090334	$2,201.88

Run Date: 05/07/2015
Run Time: 11:33:12 AM

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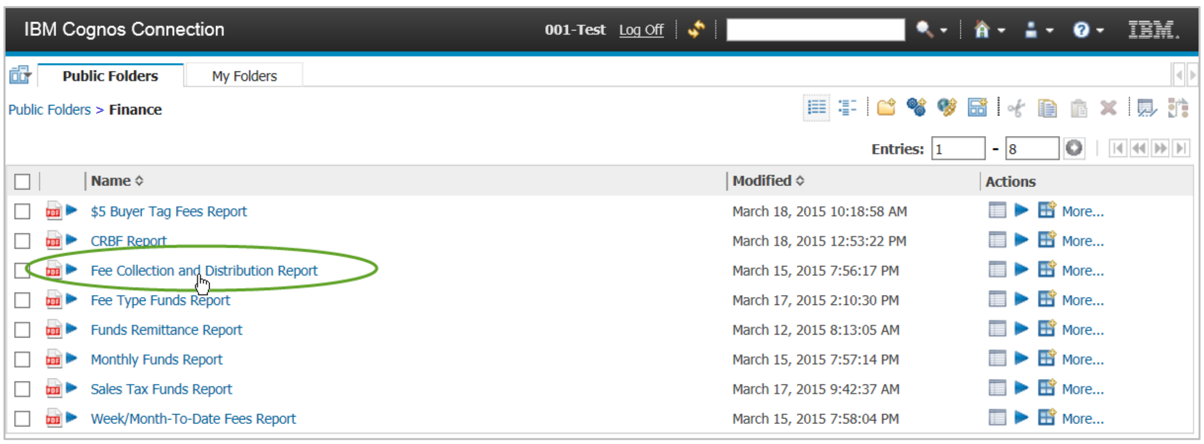
RTS Date: 09/12/2014

Monthly Title and Registration Summary Information

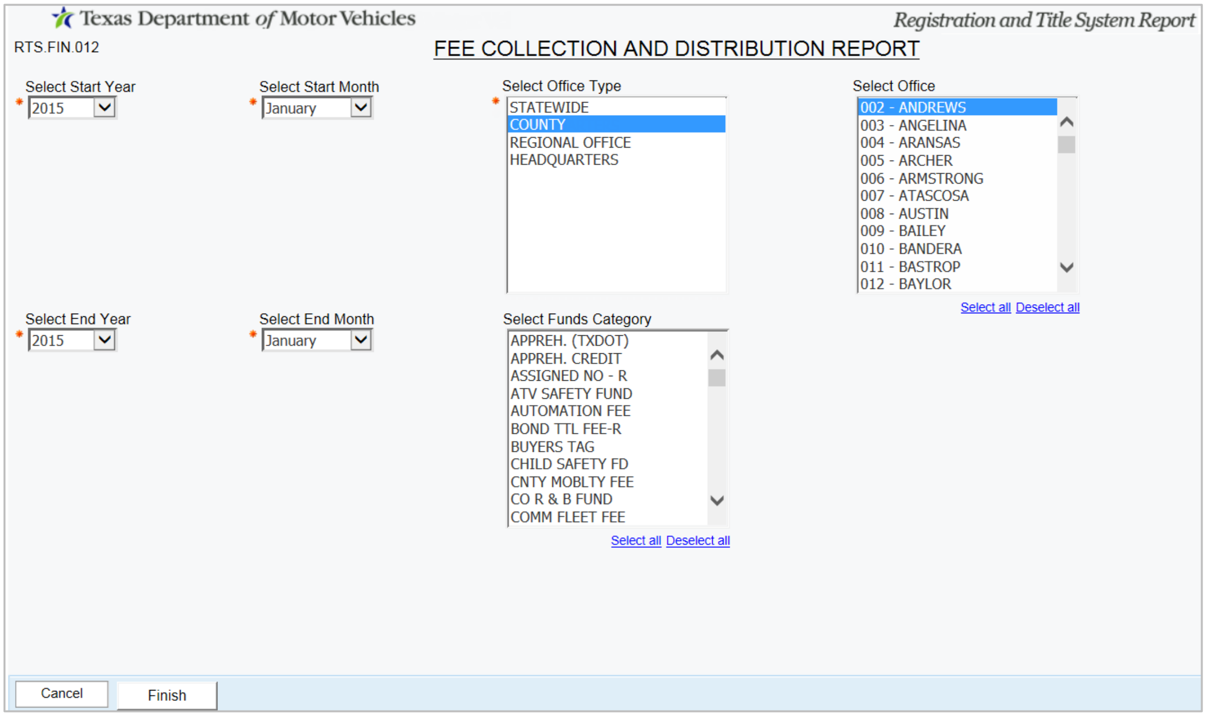
The information gathered in the former 9353 Title and Registration Summary is now available in the **Fee Collection and Distribution Report** in Cognos.

1. In the **Finance** reports list displayed, locate and click **Fee Collection and Distribution Report**.

   Notes:
   (1) If you are not on the **Finance** reports list**,** log in to Cognos to display the Public Folders area or click the **Public Folder** tab on the Cognos page currently displayed and then click the **Finance** folder.
   (2) To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



2. On the **Prompts** page:



a. For **Select Start Year**, click the drop-down and select this year.

b. For **Select End Year,** click the drop-down and select this year.

c. For **Select Start Month**, click the drop-down list and click last month.

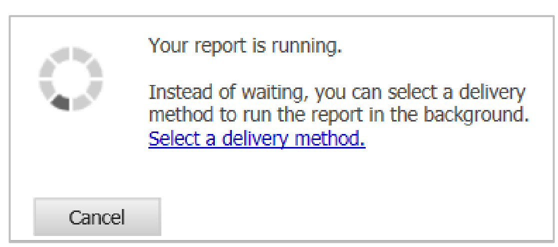
d. For **Select Office Type**, click the **COUNTY** option.

e. For **Select Office**, click your office.

f. For **Funds Category**, click the appropriate option or do not select any option to report on all categories.

~~f.~~g. Click the **Finish** button.

3. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

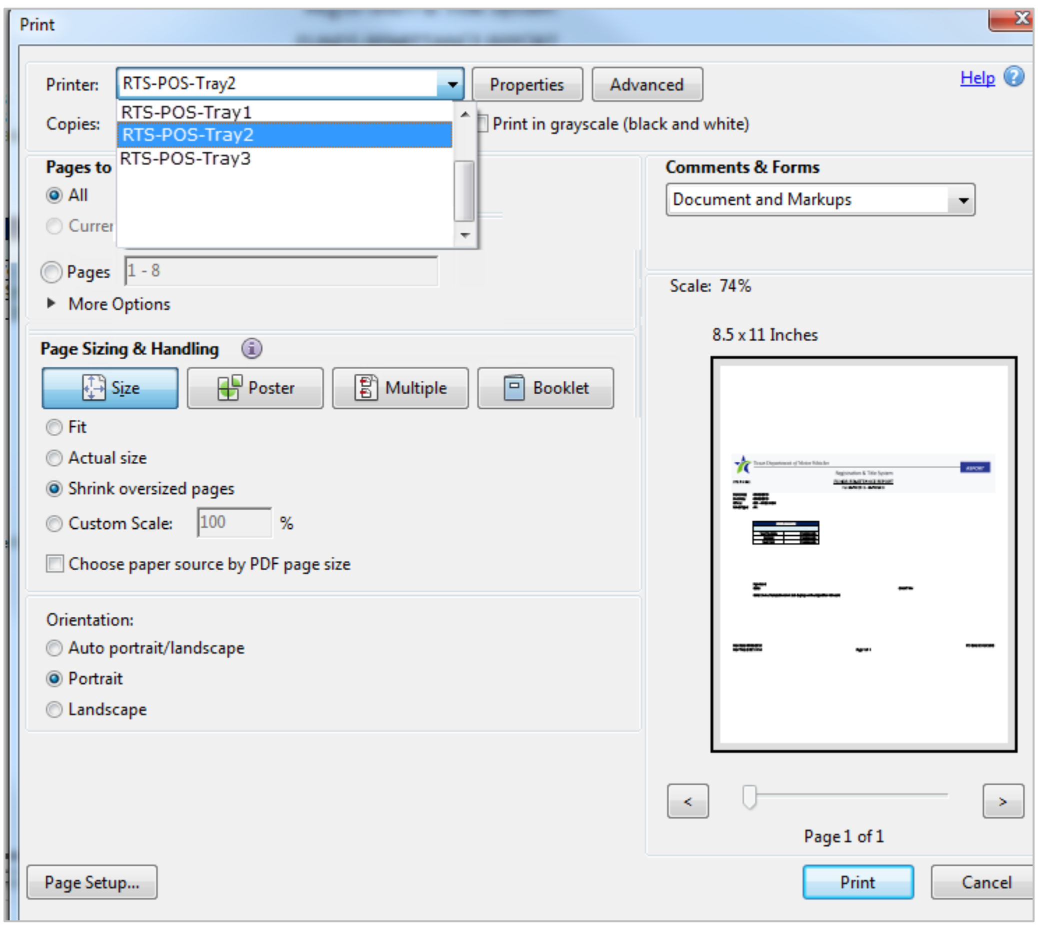
  b. On the **Print** pop-up, to use the:

     - **Default** RTS Printer tray:
       Tip: To avoid using up the "500" paper inventory, you can load some plain paper in this tray.

       1) From the **Printer** drop-down, select **RTS-Tray-2**.
       2) Click the **Print** button.

     - **Manual feed** tray of your RTS printer:

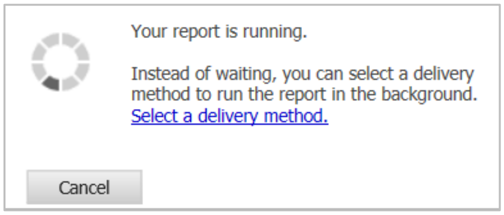
       1) Pull down Tray 1 and load paper into it.
       2) From the **Printer** drop-down, select **RTS-Tray-1**.
       3) Click the **Print** button.



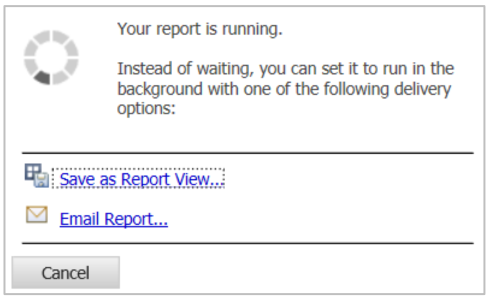
  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

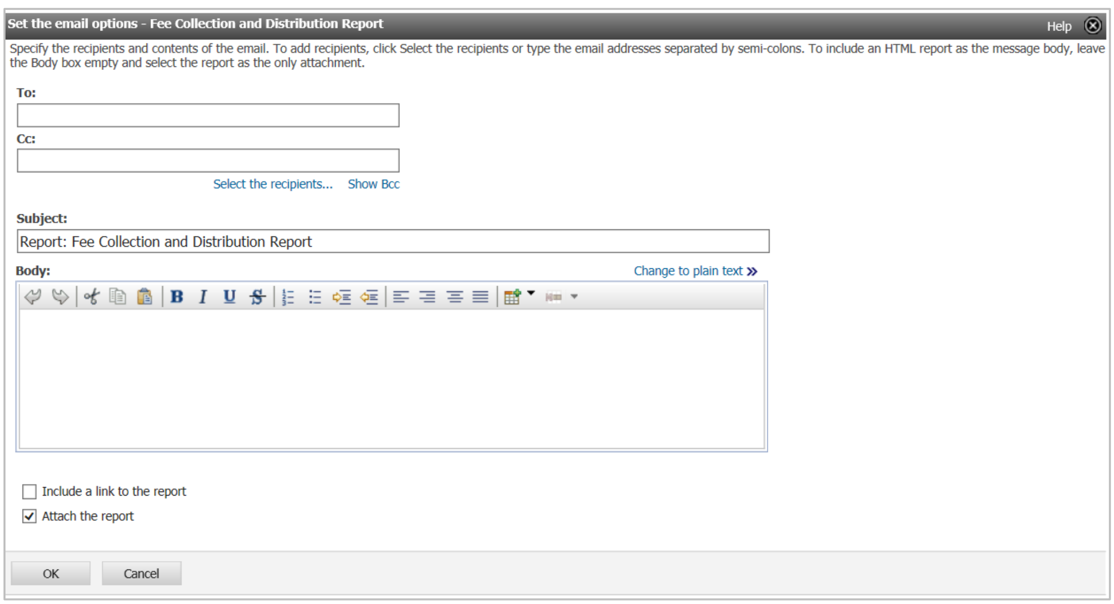
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

The Fee Collection and Distribution Report spans multiple pages with 3 sections:

- Inventory Item Counts section that runs down the left of the page
- Fees Collected section that starts on this page and continues until it is done
- Funds Distribution section that displays as the last section (refer to page 83)

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.012

FEE COLLECTION AND DISTRIBUTION REPORT

Date Range: 09/2014 - 09/2014

Start Month:	September
Start Year:	2014
End Month:	September
End Year:	2014
Office Category:	County
Office:	002 - ANDREWS

Inventory Item Counts

Item Description	Items Sold Count	Void Count
30 DAY PERMIT	11	0
72-HOUR PERMIT	5	0
BLUE DISABLED PLACARD	11	0
COMBINATION PLT	3	0
DISABLED PERSON PLT	1	0
FARM TRLR PLT	4	0
FARM TRUCK PLT	1	0
MACHINERY PLT	2	0
MOTORCYCLE PLT	2	2
ONE-TRIP PERMIT	6	0
PASSENGER-TRUCK PLT	118	5
PLATE STICKER	123	9
RED DISABLED PLACARD	2	0
TOKEN TRLR PLT	8	1
TRAVEL TRLR PLT	1	0

Fees Collected

Accounting Fees Description	Amount ($)
30-DAY PERMIT	275.00
72 HOUR PERMIT	125.00
ADDL WEIGHT	55.00
AUTOMATION FEE	671.00
BUYERS TAG	340.00
CNTY ROAD BRIDGE ADD-ON FEE	4,277.00
COMBINATION PLT	980.00
DELINQUENT TRANSFER PENALTY	190.00
DELQ TRANS PENALTY 2008	900.00
DUPLICATE RECEIPT	26.00
EXEMPT REGISTRATION	0.00
HORNED LIZARD PLT	30.00
INQUIRY	2.00
IRP FUNDS INTERFACE	1,119.76
LARGE STAR WHITE/BLACK D PLT	0.00

Run Date: 05/07/2015
Run Time: 11:48:59 AM

Page 1 of 6

RTS Date: 09/12/2014

The Funds Distribution section follows the end of the Fees Collected section and ends with an Overall Total on the last page of the report.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.012

FEE COLLECTION AND DISTRIBUTION REPORT

Date Range: 09/2014 - 09/2014

Start Month: September
Start Year: 2014
End Month: September
End Year: 2014
Office Category: County
Office: 002 - ANDREWS

Funds Distribution				
Funds Category	TxDMV Amount Due ($)	County Amt Due ($)	Other Amt Due ($)	Total Amt Due ($)
SLSTXEMI	0.00	0.00	125.00	125.00
SLSTXEP1	0.00	0.00	751.96	751.96
SP-COMM CRDT	(3.00)	0.00	0.00	(3.00)
SP-HORNED TOAD	22.00	0.00	0.00	22.00
SP-LMOUTH BASS	22.00	0.00	0.00	22.00
SP-PERSONALIZE	77.50	0.00	0.00	77.50
SP-TEXAS-TECH				
SPCOMM				
SPCOMMVP				
SPTXDMV				
SPTXDOT				
TITLEAPPL				
TITLECOMP				
TMFTTL				

Run Date: 05/07/2015
Run Time: 11:48:59 AM

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.012

FEE COLLECTION AND DISTRIBUTION REPORT

Date Range: 09/2014 - 09/2014

Start Month: September
Start Year: 2014
End Month: September
End Year: 2014
Office Category: County
Office: 002 - ANDREWS

Funds Distribution				
Funds Category	TxDMV Amount Due ($)	County Amt Due ($)	Other Amt Due ($)	Total Amt Due ($)
TRANSFER	33.75	33.75	0.00	67.50
VETERANS' FUND	7.00	0.00	0.00	7.00
YOUNGFARMER	0.00	0.00	25.00	25.00
Total	40,363.39	7,055.15	154,733.15	202,151.69

Run Date: 05/07/2015
Run Time: 11:48:59 AM

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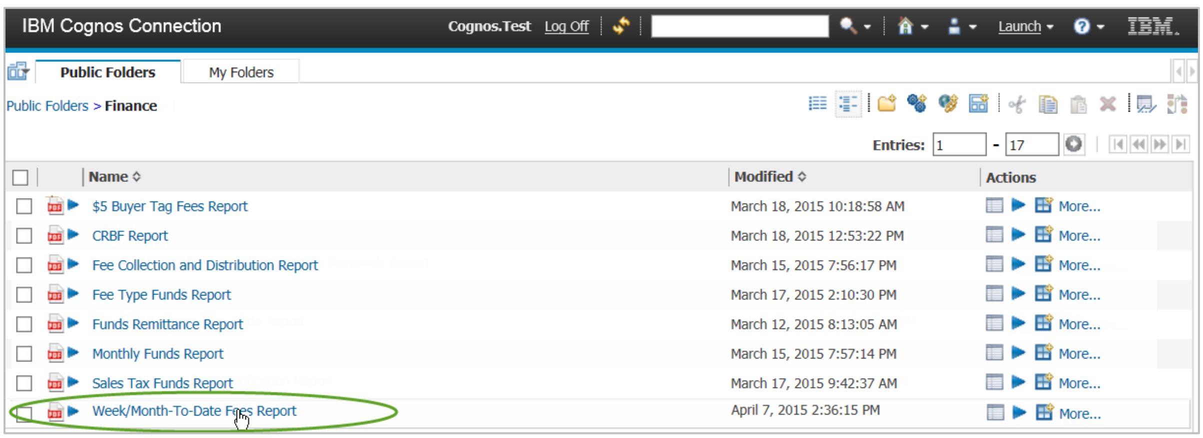
RTS Date: 09/12/2014

Month-To-Date Fees Information

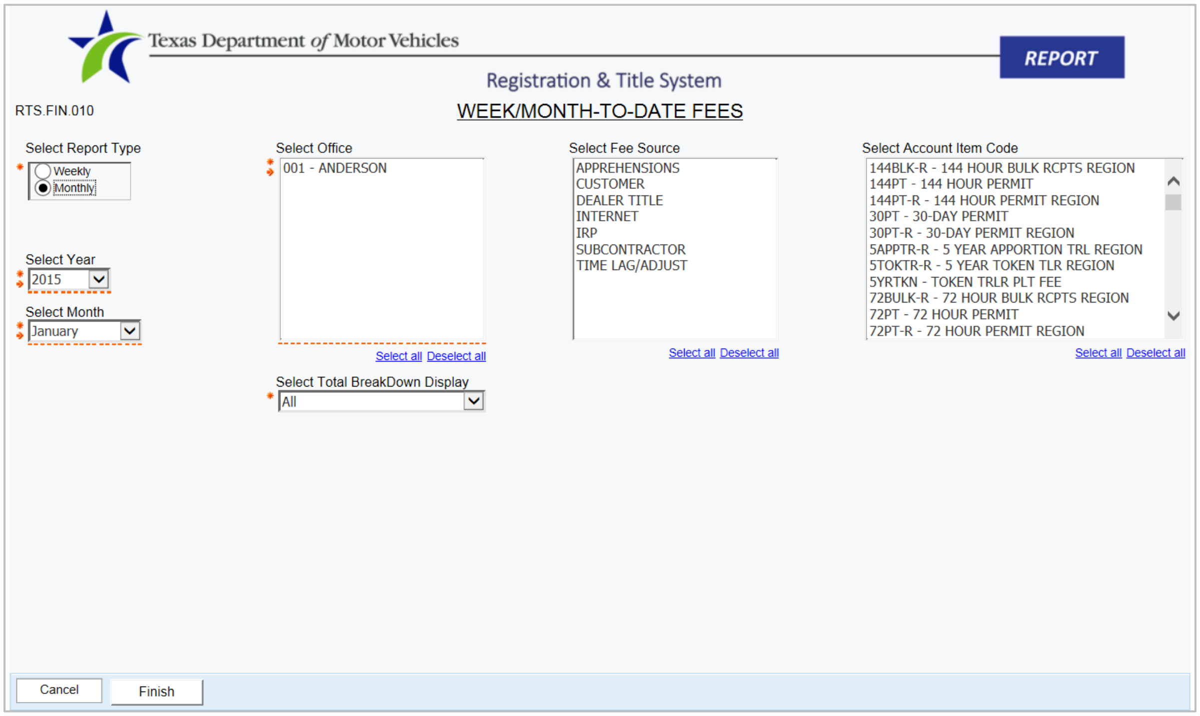
The data contained in the former 458B2 Month-to-Date Fees (Consolidated Collections) and 458B3 Month-to-Date Fees (Fee Source) reports is now available in sections of the Week/Month-To-Date Fees Report in Cognos.

1. In the **Finance** reports list displayed, locate and click **Funds Remittance Report**.

   Notes:
   (1) If you are not on the **Finance** reports list**,** log in to Cognos to display the **Public Folders** area or click the **Public Folder** tab on the Cognos page currently displayed, and then click the **Finance** folder.
   (2) To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



2. On the **Prompts** page:



   a. For **Select Report Type**, click the **Monthly** option.

   b. For **Select Year**, click the drop-down list and click the year.

   c. For **Select Month**, click the drop-down list and click last month.

   d. For **Select Office**, click your office.

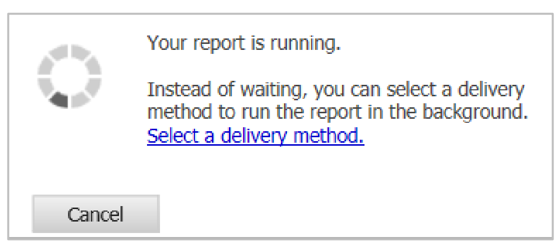
   e. For **Select Total BreakDown Display**, leave **All** selected.

   f. For **Select Fee Source**, do not make a selection (which causes the report to run with all fee sources displayed).

   g. For **Select Account Item Code**, do not make a selection (which causes the report to run with all item codes displayed).

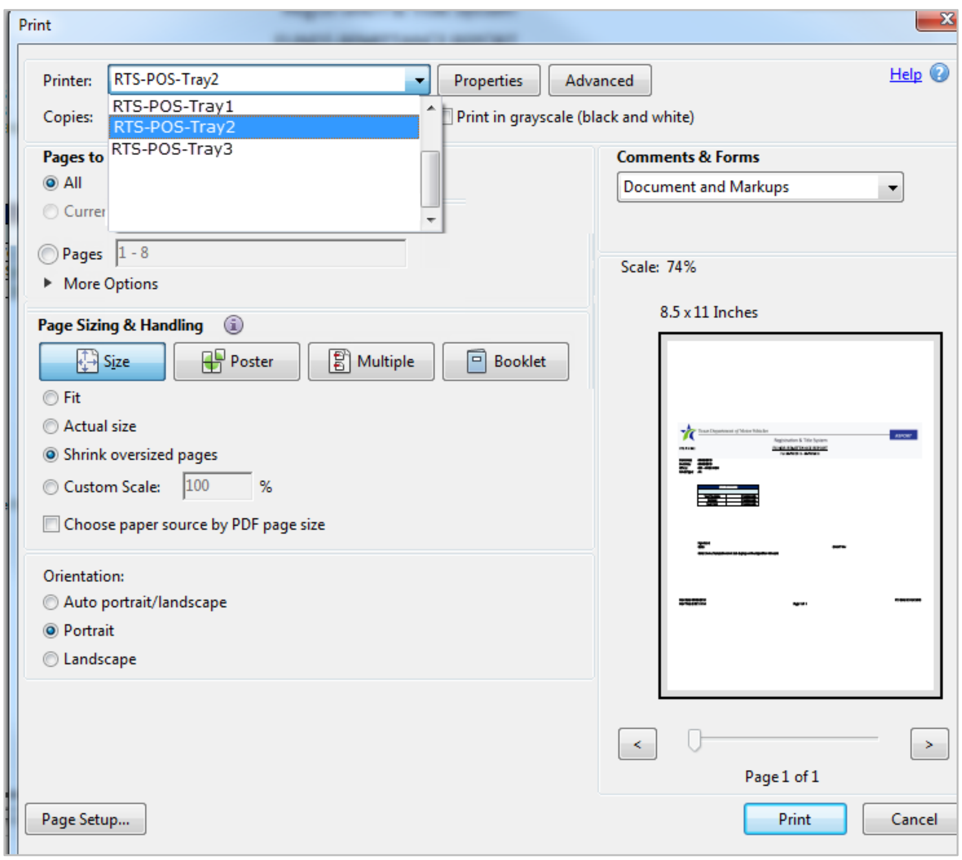
   h. Click the **Finish** button.

3. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

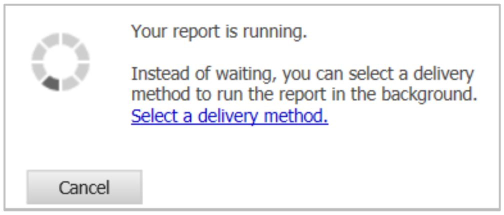
- To wait and print directly from the onscreen display:
  a. From the Adobe toolbar that displays across the top of the report, click (Print).
  b. On the **Print** pop-up, to use the:
     - **Default** RTS Printer tray:
       Tip: To avoid using up the "500" paper inventory, you can load some plain paper in this tray.
       1) From the **Printer** drop-down, select **RTS-Tray-2**.
       2) Click the **Print** button.
     - **Manual feed** tray of your RTS printer:
       1) Pull down Tray 1 and load paper into it.
       2) From the **Printer** drop-down, select **RTS-Tray-1**.
       3) Click the **Print** button.



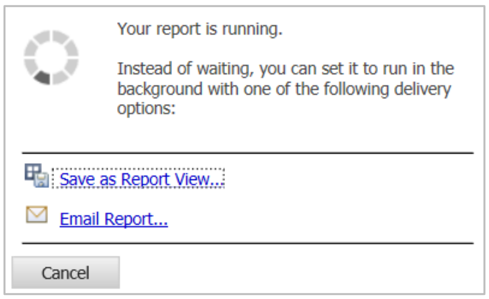
  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

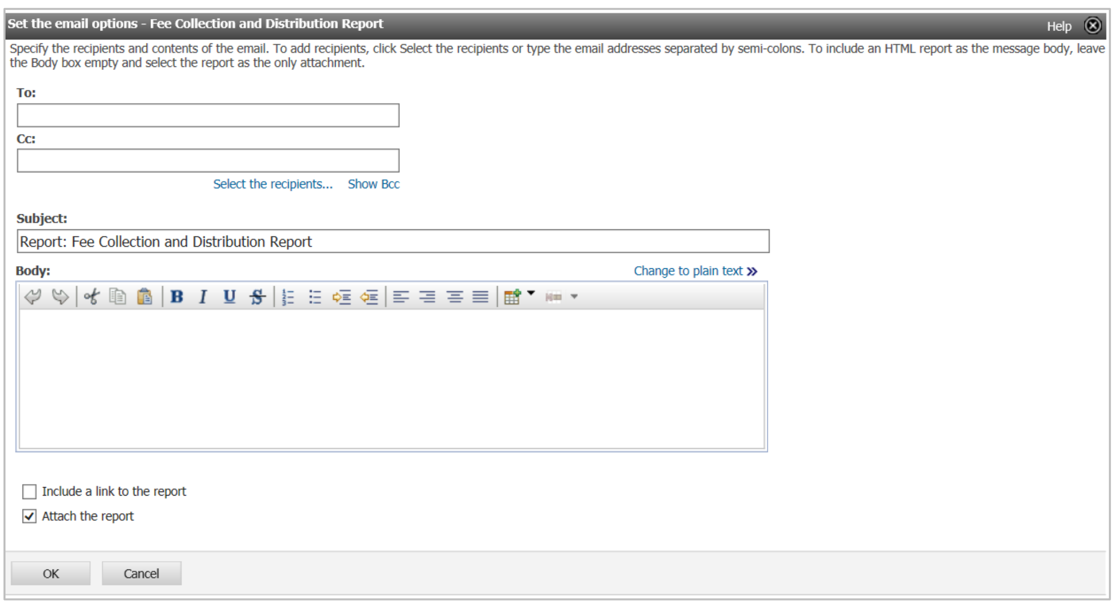
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

Very similar to the weekly version of this report (on page 60), the Month-To-Date Fees Report spans multiple pages and includes several sections of information:

- Total by Office section shows the fee source type and fees collected by day and ends with Grand Totals of this information.
- Total by Fee Source section shows the total amount of each type of fee collected by the office.
- Totals by Branch Office ($) section shows the amount of money collected in each cash drawer.
- Funds Adjustments section shows the name of the fee adjusted, when the adjustment was made, and its amount as well as grand total of adjustments.

Page 1 starts with the Total by Office section, which shows the fee source type and fees collected by day and may span multiple pages before it ends.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.010

WEEK/MONTH-TO-DATE FEES

For: 09/01/2014 - 09/30/2014

Total BreakDown Type:	All
Month Start Date:	09/01/2014
Month End Date:	09/30/2014
Office:	002 - ANDREWS
Account Item Code:	All
Fee Source:	All

Totals by Office

Office	Fee Source Type	Payable Type	Account Item	September				Month Total	
				(09/01/2014 - 09/05/2014)		(09/08/2014 - 09/12/2014)			
				All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity	All Fee Sources ($)	Quantity
ANDREWS	INTERNAL COLLECTIONS	REGISTRATION	30-DAY PERMIT	150.00	6	125.00	5	275.00	11
			72 HOUR PERMIT	75.00	3	50.00	2	125.00	5
			ADDL WEIGHT	55.00	1	0.00	0	55.00	1
			AUTOMATION FEE	383.00	383	286.00	286	669.00	669
			BUYERS TAG	175.00	35	165.00	33	340.00	68
			CNTY ROAD BRIDGE ADD-ON FEE	2,429.00	347	1,834.00	262	4,263.00	609
			COMBINATION PLT	0.00	0	980.00	2	980.00	2
			DELINQUENT TRANSFER PENALTY	170.00	17	20.00	2	190.00	19
			DELQ TRANS PENALTY 2008	500.00	3	400.00	5	900.00	8
			DUPLICATE RECEIPT	24.00	12	2.00	1	26.00	13
			EXEMPT REGISTRATION	0.00	1	0.00	1	0.00	2
			HORNED LIZARD PLT	0.00	0	30.00	1	30.00	1
			INQUIRY	2.00	1	0.00	0	2.00	1
			LARGEMOUTH BASS PLT	30.00	1	0.00	0	30.00	1
			LATE REGISTRATION PENALTY	13.80	2	10.15	1	23.95	3
			MAIL IN FEE	17.00	15	21.00	21	38.00	36
			ONE TRIP PERMIT	25.00	5	5.00	1	30.00	6
			PERSONALIZATION FEE	80.00	2	0.00	0	80.00	2
			PLATE STICKER	3,646.00	73	1,743.00	41	5,389.00	114
			REG FEE-DPS	292.00	292	230.00	230	522.00	522
			REGIS. CREDIT REMAINING	(164.96)	5	(188.25)	6	(353.21)	11
			REPLACEMENT FEE $5	20.00	4	0.00	0	20.00	4
			REPLACEMENT FEE $6	114.00	19	84.00	14	198.00	33
			TEMPORARY DISABLED PLACARD	0.00	0	10.00	2	10.00	2
			TEXAS TECH UNIVERSITY PLT	30.00	1	0.00	0	30.00	1
			TRANSFER	45.00	18	22.50	9	67.50	27
			VETERANS' FUND	2.00	1	5.00	1	7.00	2
			WINDSHIELD STICKER	16,241.12	284	13,973.42	229	30,214.54	513
			Total - REGISTRATION	**24,353.96**	**1,531**	**19,807.82**	**1,155**	**44,161.78**	**2,686.00**
		SALES TAX	REGISTRATION EMISSIONS FEE	0.00	0	98.00	2	98.00	2
			SALES TAX EMISSION FEE 1%	0.00	0	751.96	2	751.96	2
			SALES TAX EMISSIONS FEE	0.00	0	125.00	1	125.00	1
			SALES TAX FEE	72,831.41	80	75,501.75	68	148,333.16	148
			SALES TAX PENALTY FEE	2,557.34	20	360.71	7	2,918.05	27
			TEXAS MOBILITY FUND FEE	1,215.00	81	1,155.00	77	2,370.00	158
			Total - SALES TAX	**76,603.75**	**181**	**77,992.42**	**157**	**154,596.17**	**338.00**
		TITLE	REBUILT FEE	0.00	0	65.00	1	65.00	1
			TITLE APPLICATION FEE	1,053.00	81	1,001.00	77	2,054.00	158

Run Date: 05/07/2015

Run Time: 11:59:13 AM

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RTS Date: 09/12/2014

After the first section grand totals, other sections of information display, including the cash drawer information (in the Totals by Branch Office section) and the Adjustment section.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.010

WEEK/MONTH-TO-DATE FEES

For: 09/01/2014 - 09/30/2014

Total BreakDown Type:	All
Month Start Date:	09/01/2014
Month End Date:	09/30/2014
Office:	002 - ANDREWS
Account Item Code:	All
Fee Source:	All

Funds Adjustment

Office	Description	Issue Date	Report Date	Amount ($)
FINANCIAL SERVICES	REG FEE-DPS	09/06/2014	09/06/2014	($2.00)
	SALES TAX FEE	08/31/2014	08/31/2014	($202.81)
	SALES TAX FEE	09/30/2014	09/30/2014	($1,083.75)
	TEMPORARY DISABLED PLACARD	08/30/2014	08/30/2014	($5.00)
	TERP FEE	08/31/2014	08/31/2014	($5.00)
	TERP FEE	09/30/2014	09/30/2014	$5.00
	TEXAS MOBILITY FUND FEE	08/31/2014	08/31/2014	($15.00)
	TEXAS MOBILITY FUND FEE	09/30/2014	09/30/2014	($15.00)
	TITLE APPLICATION FEE	08/08/2014	08/08/2014	($13.00)
	TITLE APPLICATION FEE	08/29/2014	08/29/2014	($52.00)
	TITLE APPLICATION FEE	09/02/2014	09/02/2014	($13.00)
	TITLE APPLICATION FEE	09/03/2014	09/03/2014	($20.00)
	TITLE APPLICATION FEE	09/04/2014	09/04/2014	($13.00)
	VETERANS' FUND	08/30/2014	08/30/2014	$2.00
	WINDSHIELD STICKER	07/05/2014	07/05/2014	($50.75)
	WINDSHIELD STICKER	08/09/2014	08/09/2014	($50.75)
	WINDSHIELD STICKER	08/30/2014	08/30/2014	($203.00)
	WINDSHIELD STICKER	09/06/2014	09/06/2014	($104.75)
FINANCIAL SERVICES - Total				($2,895.80)
Total				($2,895.80)

Run Date: 05/07/2015
Run Time: 11:59:13 AM

Page 4 of 4

RTS Date: 09/12/2014

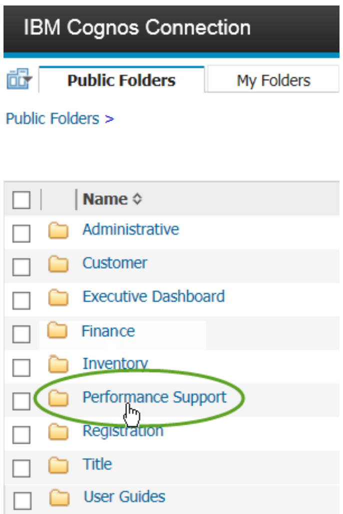
Monthly Employee Production Information

The information gathered in the former 9482 Employee Production report is now available in the **Employee Transaction Report** in Cognos.

1. From the **Finance** reports list, click the **Public Folders** tab.

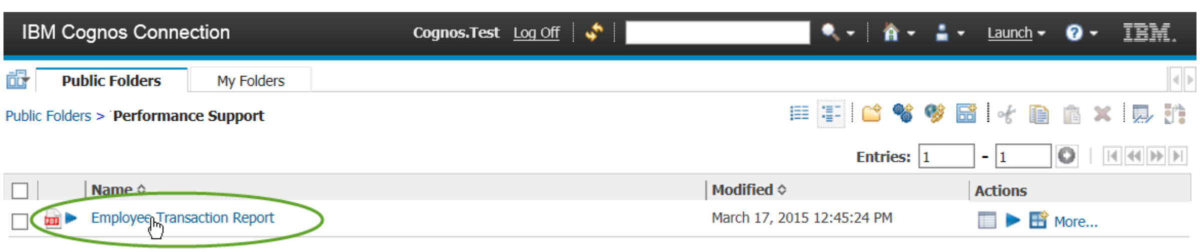
   Note: If you are not on the **Finance** reports list**,** log in to Cognos to display the **Public Folders** area or click the **Public Folder** tab on the Cognos page currently displayed, and then click the **Finance** folder.

2. In the Public Folders area, click the **Performance Support** folder.

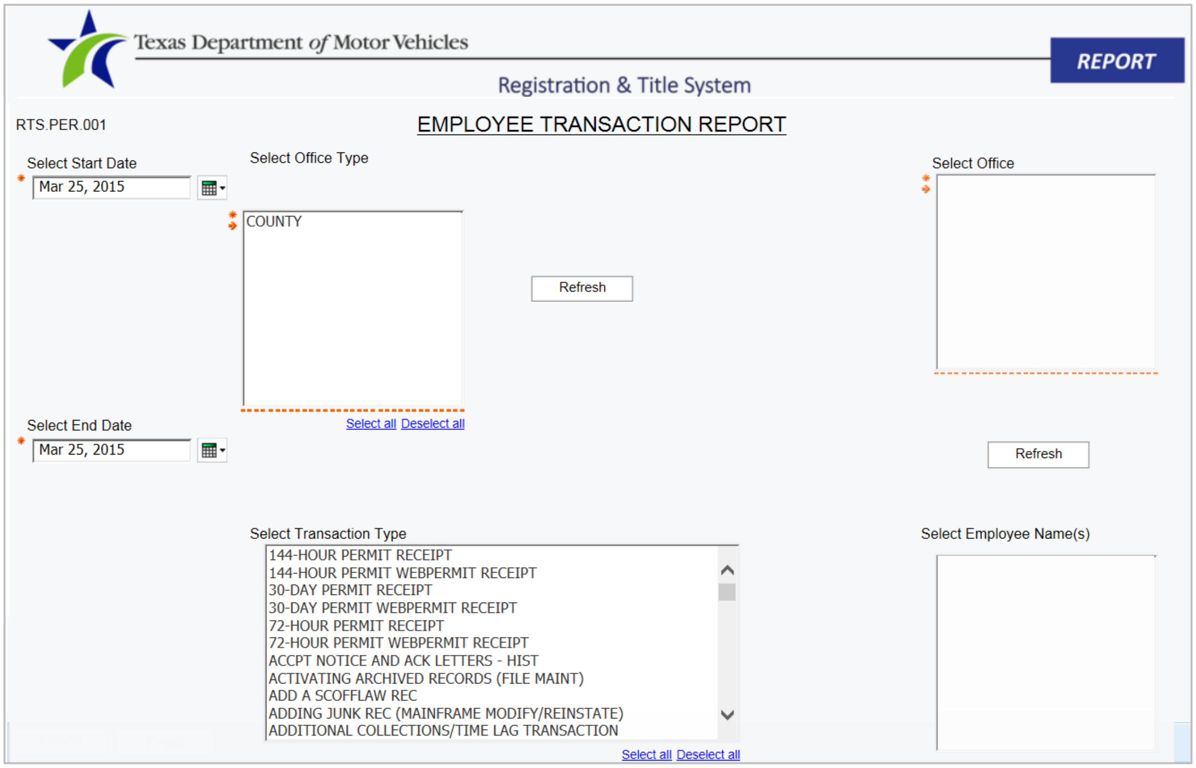


3. In the reports list displayed, locate and click **Employee Transaction Report**.

   Note: To open this report and run it in its own tab (so you can run multiple reports at one time), right-click the report, click **Open in new tab**, and then click the tab open.



4. On the **Prompts** page:



a. For **Select Start Date**, click the and select the first business day of last month.

b. For **Select End Date**, click the and select the last business day of last month.

c. For **Select Office Type**, click **COUNTY** and then click the **Refresh** button.

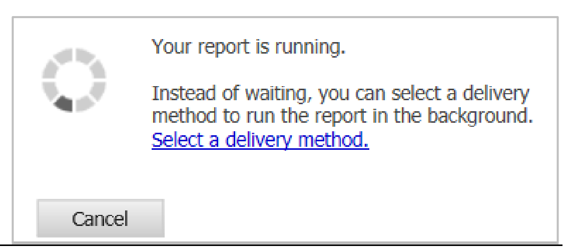
d. For **Select Transaction Type**, do not make a selection (which causes the report to run with all transaction types displayed).

e. For **Select Office**, click the office where the employees work and click the **Refresh** button below the list.

f. For **Select Employee Name**, do not select anything (which selects all of the employees shown in the list).

g. Click the **Finish** button.

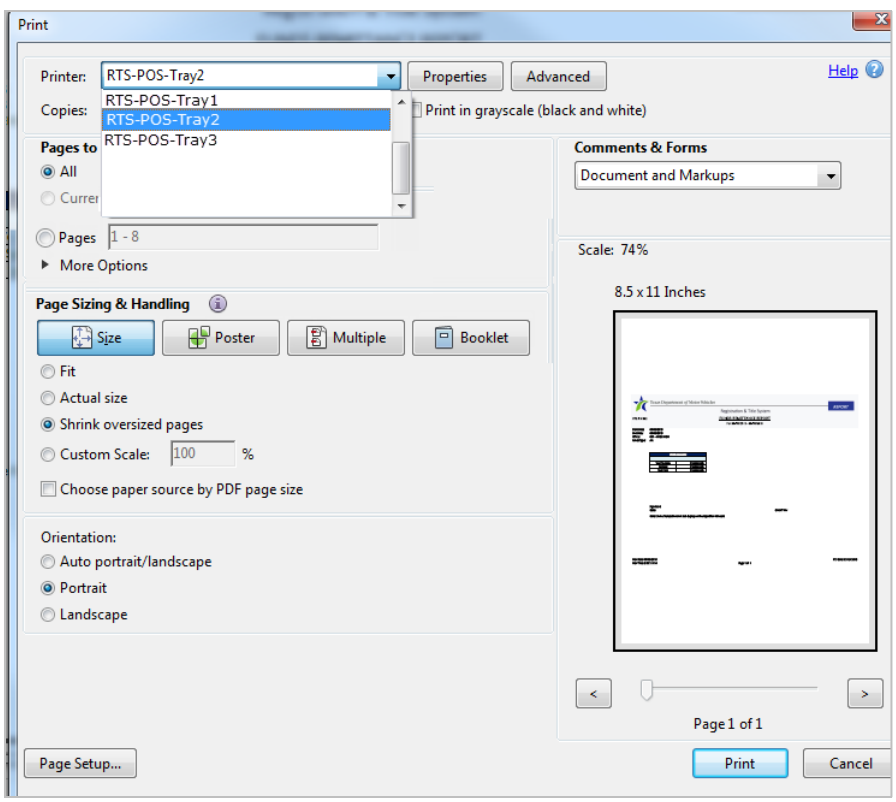
5. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background



and have the system email it to you when the report finishes running.

Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

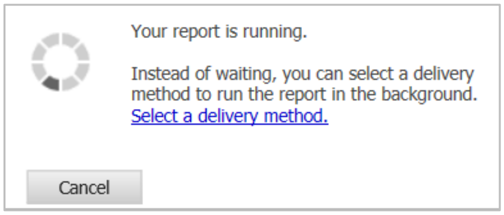
- To wait and print directly from the onscreen display:
  a. From the Adobe toolbar that displays across the top of the report, click (Print).
  b. On the **Print** pop-up, to use the:
     - **Default** RTS Printer tray:
       Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.
       1) From the **Printer** drop-down, select **RTS-Tray-2**.
       2) Click the **Print** button.
     - **Manual feed** tray of your RTS printer:
       1) Pull down Tray 1 and load paper into it.
       2) From the **Printer** drop-down, select **RTS-Tray-1**.
       3) Click the **Print** button.



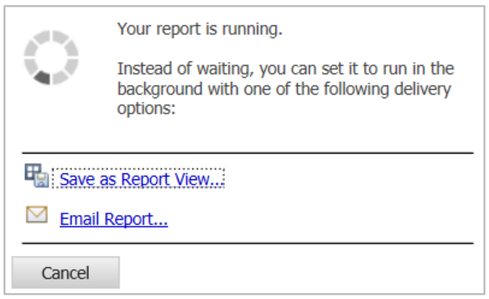
  c. From the Cognos Viewer toolbar, click to return to the **Performance Support** reports list.

- To email the report to yourself so you can send it to print later:

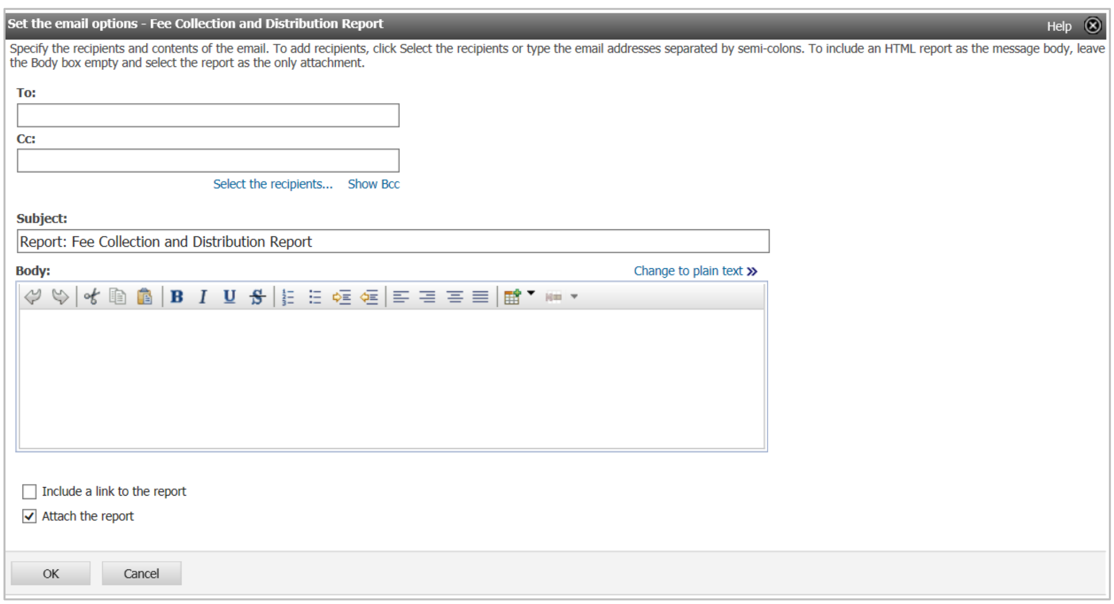
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Performance Support** reports list.

Sample Report

This Employee Transaction Report can span multiple pages depending on the number of employees and the transaction types selected. Each employee is listed within a section and the sections may break over several pages. The total number of transactions and the total number of days worked are available at the end of each employee section.

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.PER.001

EMPLOYEE TRANSACTION REPORT

For: 09/01/2014 - 09/30/2014

Office Type:	COUNTY
Office:	002 - ANDREWS
Employee Name:	All
Transaction Type:	All

Office	Employee ID	Employee Name	Transaction Type	Count
2 - ANDREWS	BECKYD	BECKY DEAVER	72-HOUR PERMIT RECEIPT	3
			ADDRESS CHANGE TRANSACTION	2
			CLOSEOUT OF CASH WS ID	3
			DUPLICATE RECEIPT	2
			NON-TITLED VEHICLE RECEIPT	5
			PERMANENT ADDITIONAL WEIGHT RECEIPT	1
			PERMANENT DISABLED PLACARD RECEIPT	3
			REGISTRATION RENEWAL RECEIPT	96
			REPLACEMENT RECEIPT	6
			TITLE APPLICATION RECEIPT	34
			TITLE CORRECTION RECEIPT	3
			VOID A TRANSACTION	16
			VOID INVENTORY ITEMS TRANSACTION	12
	Total Transactions			**186**
	Total Number of Days Worked			**7**
	COURTNE	COURTNEY MOORE	30-DAY PERMIT RECEIPT	4
			72-HOUR PERMIT RECEIPT	1
			DUPLICATE RECEIPT	1
			EFT TRANSACTIONS	2
			EXCHANGE REGISTRATION RECEIPT	2
			INQUIRY RECEIPT	1
			RECEIVE INVOICE OF INVENTORY ITEMS TRANSACTION	1
			REGISTRATION RENEWAL RECEIPT	76
			REPLACEMENT RECEIPT	9
			REPRINT STICKER	1
			TEMPORARY DISABLED PLACARD RECEIPT	1
			TITLE APPLICATION RECEIPT	29
			TITLE CORRECTION RECEIPT	2
			VOID A TRANSACTION	6
			VOID INVENTORY ITEMS TRANSACTION	6
	Total Transactions			**142**
	Total Number of Days Worked			**8**
	LORINDA	LORINDA JAQUEZ	30-DAY PERMIT RECEIPT	3
			ADDRESS CHANGE TRANSACTION	1
			CLOSEOUT OF CASH WS ID	2
			DUPLICATE RECEIPT	7
			INQUIRY RECEIPT	2
			ONE TRIP PERMIT RECEIPT	3
			PERMANENT DISABLED PLACARD RECEIPT	1
			REGISTRATION RENEWAL RECEIPT	98
			REPLACEMENT RECEIPT	7
			TITLE APPLICATION RECEIPT	21
			TITLE CORRECTION RECEIPT	7
	Total Transactions			**152**
	Total Number of Days Worked			**8**

Run Date: 05/07/2015
Run Time: 11:39:15 AM

Page 1 of 2

RTS Date: 09/12/2014

Other Report Information

The following sections explain how to locate the legacy report information in Cognos reports that you can run on demand when you need them:

- Apprehension information on page 97
- County road and bridge fund (CRBF) information on page 101
- $5 buyer tag fee information on page 106

Apprehension Information

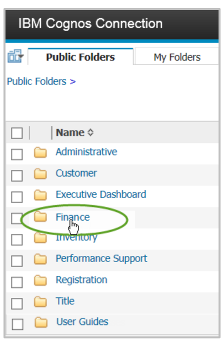
Apprehension information (formerly run as 4672 Apprehension Report) is now gathered in the daily and weekly Funds Remittance report described in previous sections of this guide and displays as a section of information if any apprehensions occurred within the timeframe when the report is run.

You can also run the Week/Month-To-Date Fees and select APPREHENSIONS as a Fee Source if you are looking for that information.

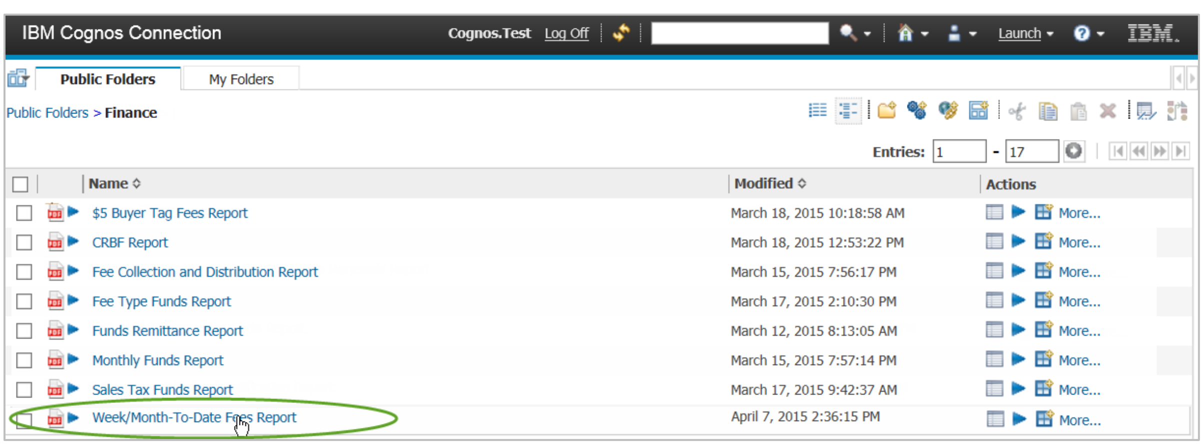
To run the Week/Month to Date report:

1. From the **Public Folders** area on the Cognos Connection home page, click the **Finance** folder.

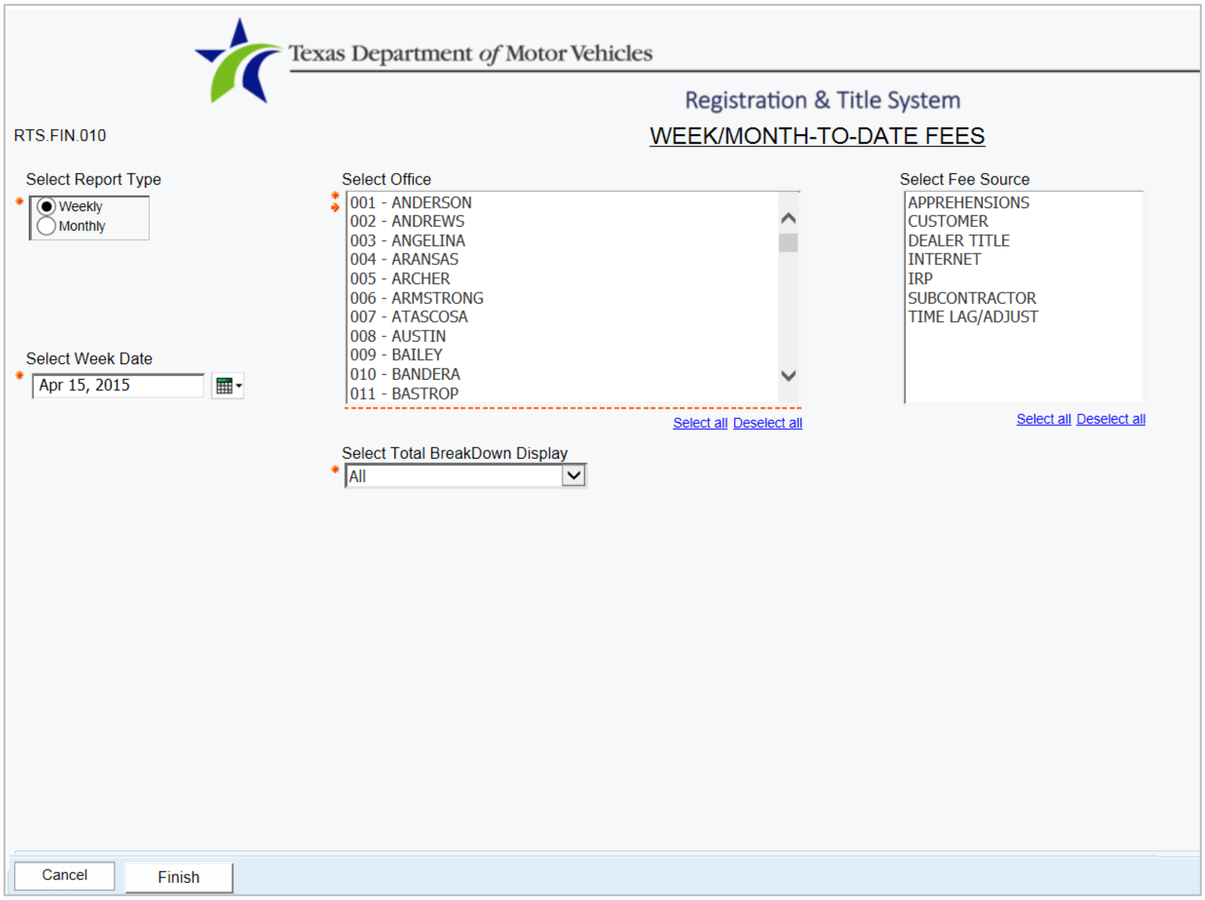
   Note: If you are not on the **Public Folders** area, log in to Cognos to display this tab area or click the **Public Folders** tab on the Cognos page currently displayed.

2. In the **Finance** reports list displayed, locate and click the **Week/Month-To-Date Fees Report**.

3. On the **Prompts** page:



a. For **Select Report Type**, click the appropriate option.

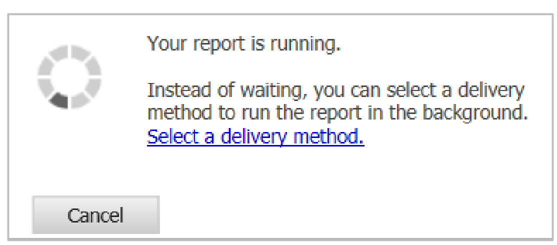
b. For **Select Date**, click the and select the appropriate dates.

c. For **Select Office**, click your office from the list displayed.

d. For **Select Fee Type**, click **APPREHENSIONS**.

e. Click the **Finish** button.

4. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

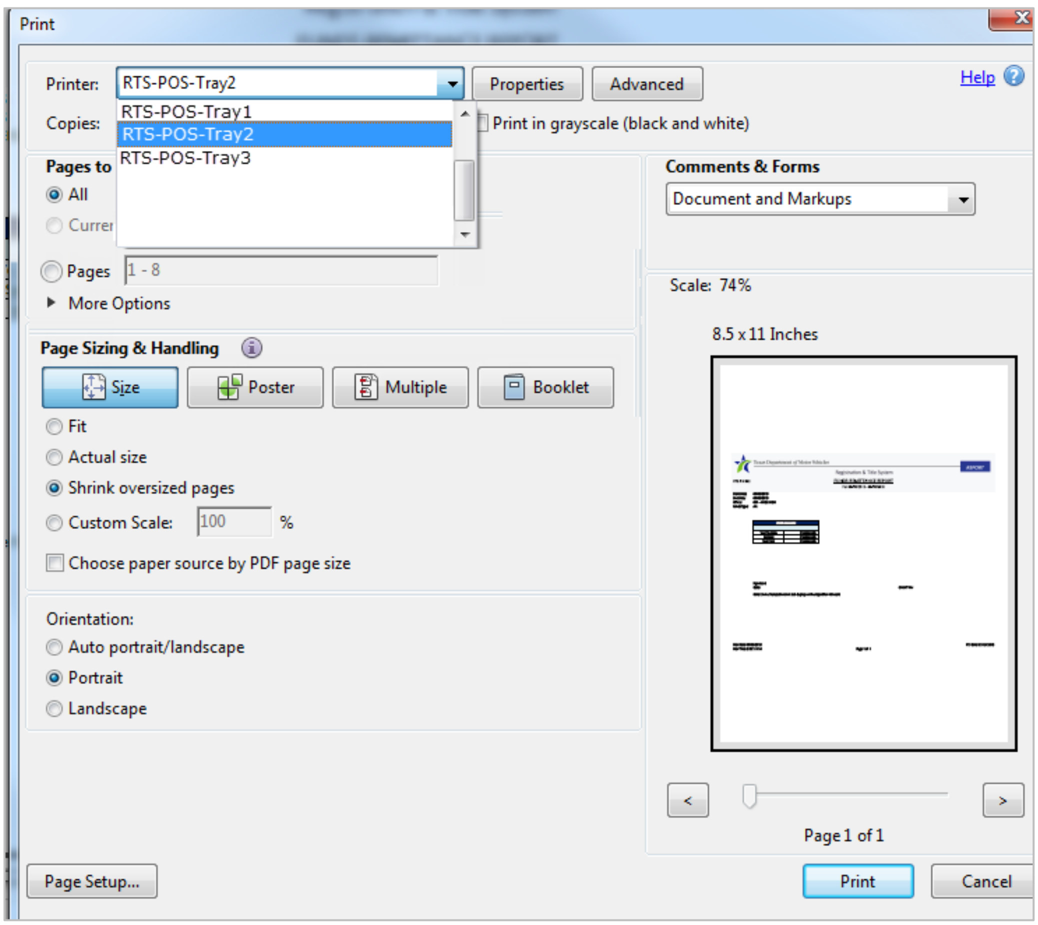
  b. On the **Print** pop-up, to use the:

  - **Default** RTS Printer tray:
    Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

    1) From the **Printer** drop-down, select **RTS-Tray-2**.
    2) Click the **Print** button.

  - **Manual feed** tray of your RTS printer:

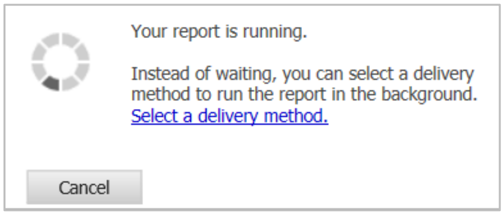
    1) Pull down Tray 1 and load paper into it.
    2) From the **Printer** drop-down, select **RTS-Tray-1**.
    3) Click the **Print** button.



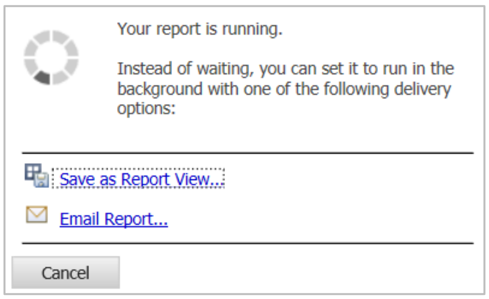
  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

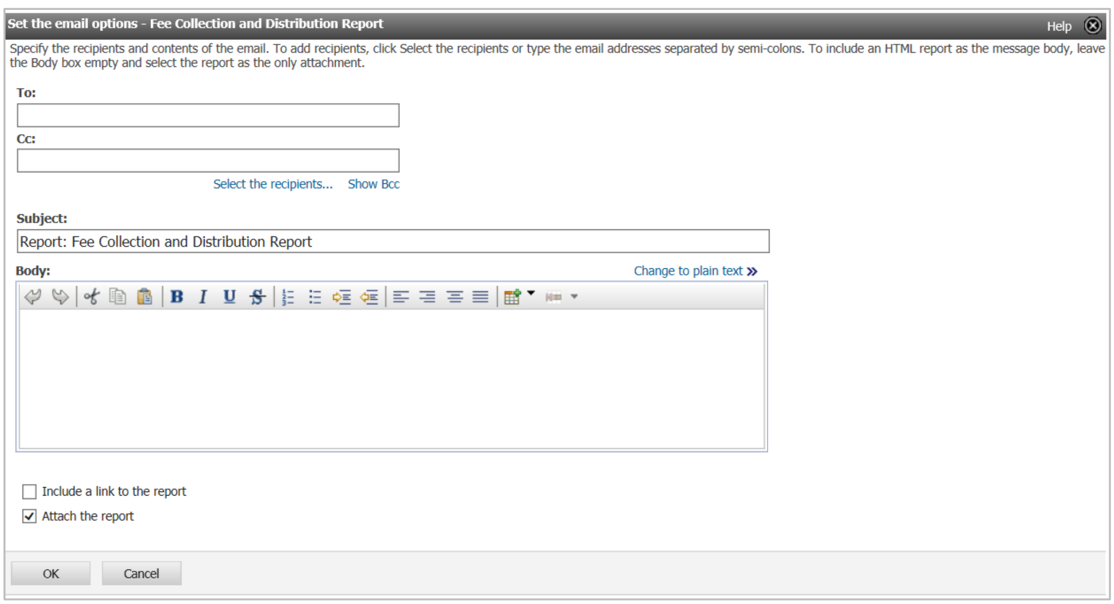
a. On the pop-up, click **Select a delivery method**.



b. From the options displayed, click **Email Report**.



c. On the **Set the email options** page, supply the necessary information.



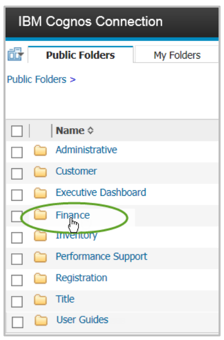
d. Click the **OK** button to close this page and return to the **Finance** reports list.

CRBF Information

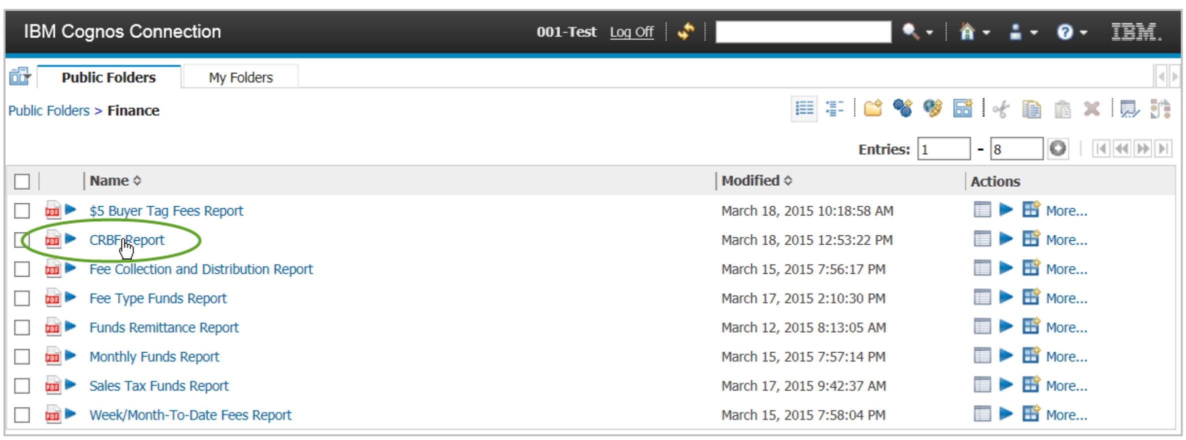
The County Road and Bridge Fee (CRBF) information is gathered in the CRBF Report in Cognos in the Finance Folder.

1. On the **Public Folders** area, click the **Finance** folder.

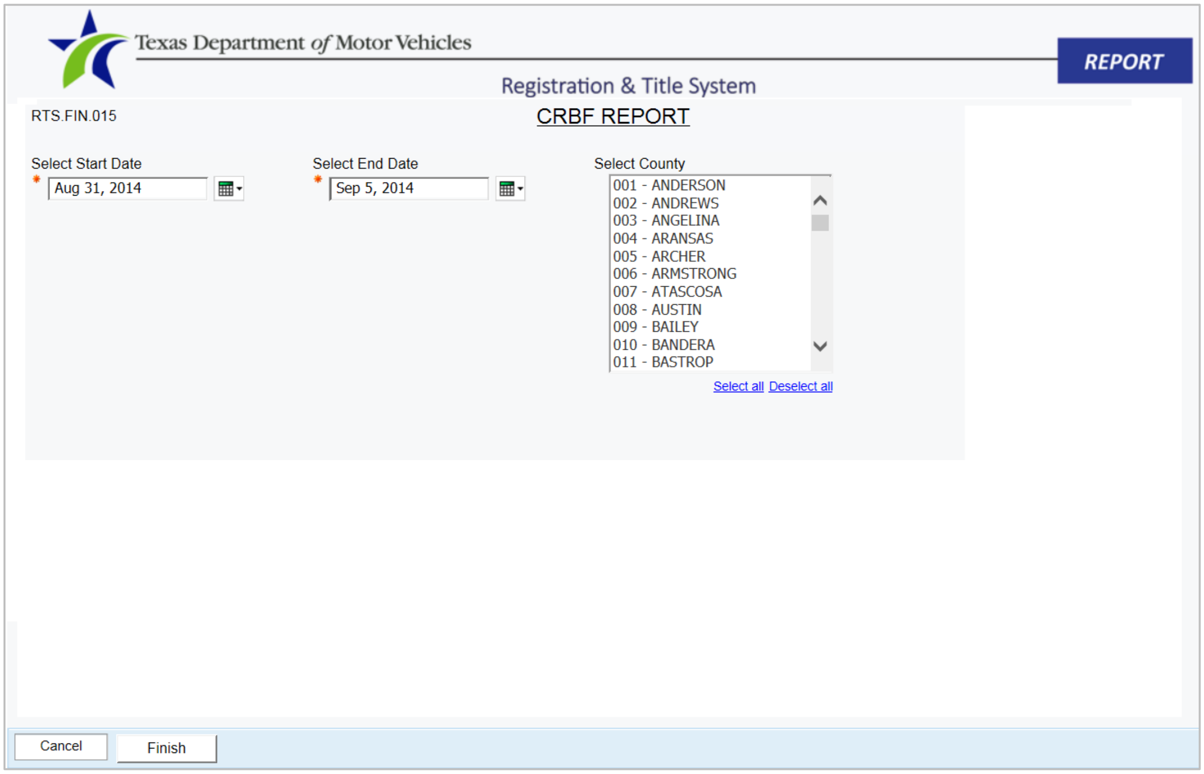
   Note: If you are not on the **Public Folders** area, log in to Cognos to display this tab area or click the **Public Folders** tab on the Cognos page currently displayed.



2. In the reports list displayed, locate and click the **CRBF Report**.



3. On the **Prompts** page:



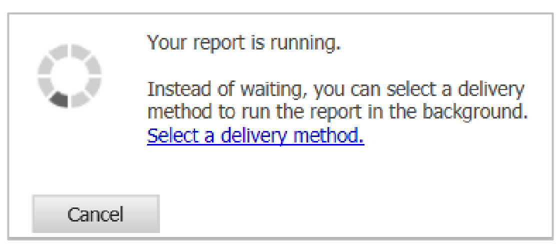
a. For **Select Start Date**, click the and select the appropriate date.

b. For **Select End Date**, click the and select the appropriate date.

c. For **Select County**, click your office from the list displayed.

d. Click the **Finish** button.

4. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

- To wait and print directly from the onscreen display:

  a. From the Adobe toolbar that displays across the top of the report, click (Print).

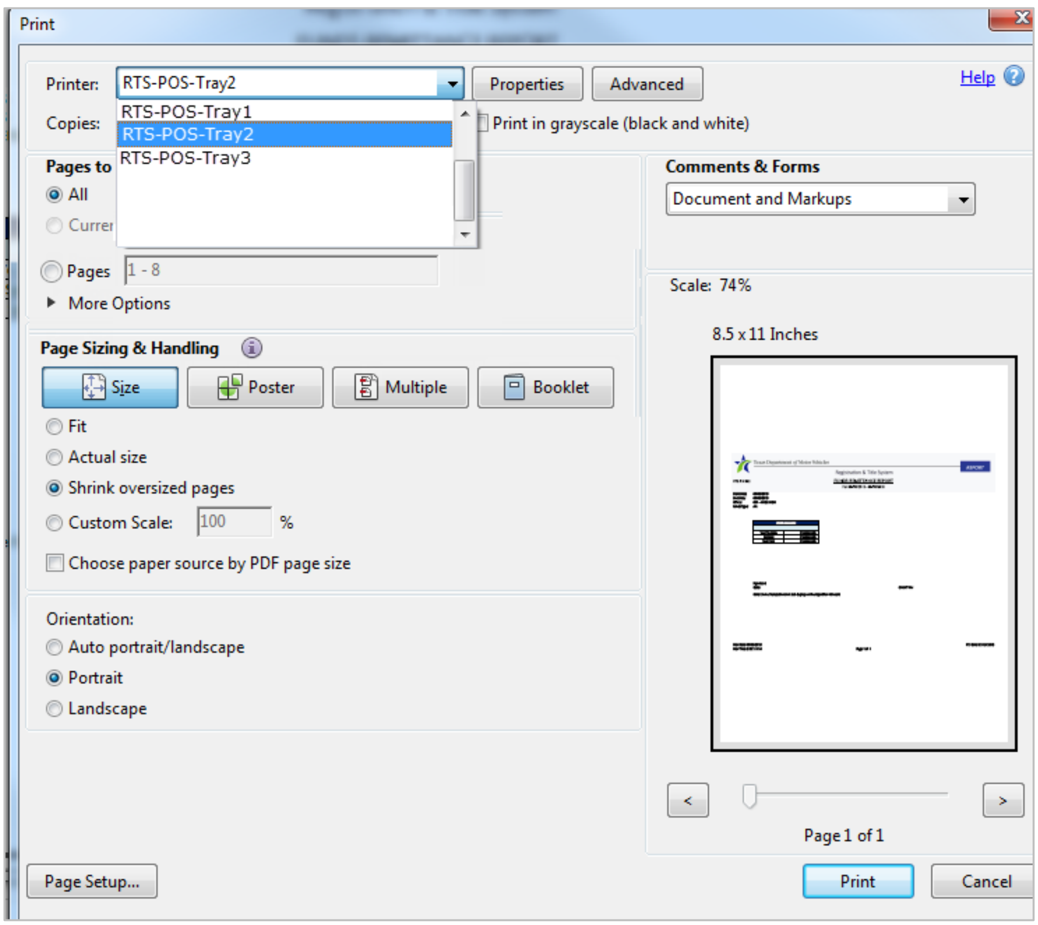
  b. On the **Print** pop-up, to use the:

    - **Default** RTS Printer tray:
      Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.

      1) From the **Printer** drop-down, select **RTS-Tray-2**.
      2) Click the **Print** button.

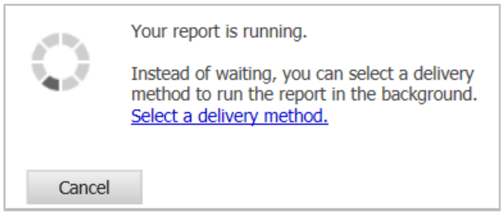
    - **Manual feed** tray of your RTS printer:

      1) Pull down Tray 1 and load paper into it.
      2) From the **Printer** drop-down, select **RTS-Tray-1**.
      3) Click the **Print** button.

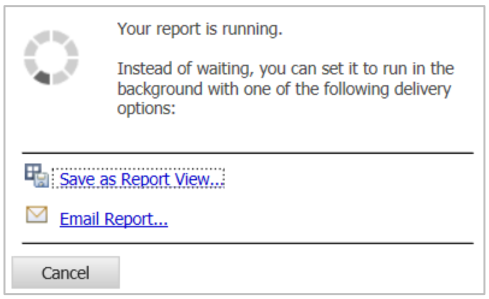


  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

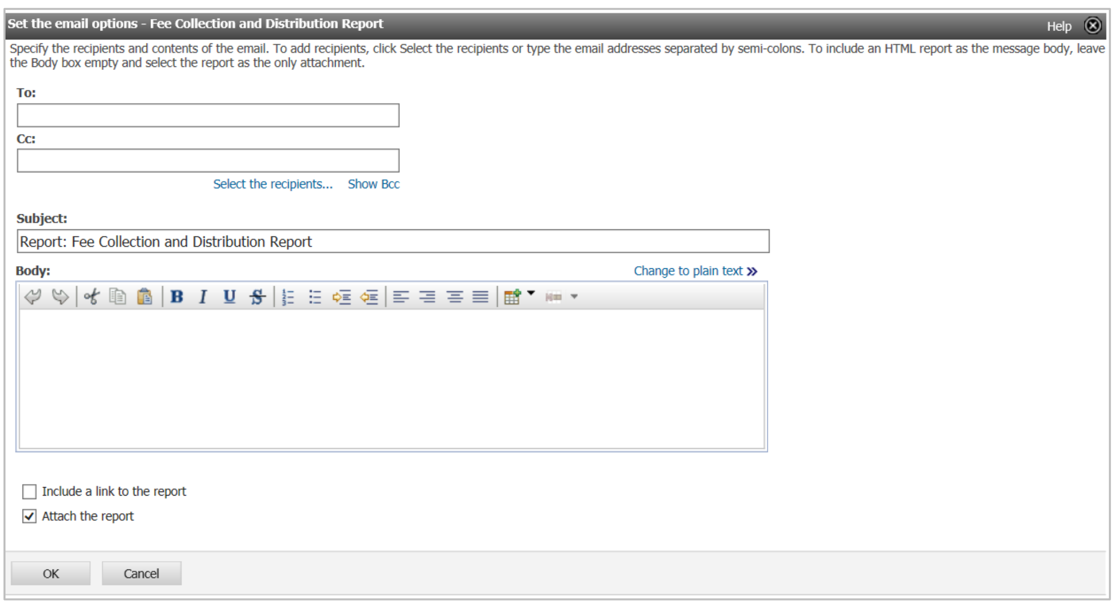
- To email the report to yourself so you can send it to print later:
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.015

CRBF REPORT

For: 08/31/2014 - 09/05/2014

Start Date: 08/31/2014
End Date: 09/05/2014
County: 002 - ANDREWS

CRBF Year-to-Date Amount by County Summary Report

County	Date	CRBF First Level Split Amount ($)	CRBF Second Level Split Amount ($)	CRBF Amount ($)	CRBF YTD Amount ($)	CRBF County Amount ($)	CRBF County Amount YTD ($)	CRBF State Amount ($)	CRBF State Amount YTD ($)
002 - ANDREWS	Aug 2014	176,939.00	301,939.00	117.00	1,324,185.00	0.00	301,939.00	117.00	1,021,328.00

CRBF Year-to-Date Amount by County Detail Report

County	Date	CRBF First Level Split Amount ($)	CRBF Second Level Split Amount ($)	CRBF Amount ($)	CRBF YTD Amount ($)	CRBF County Amount ($)	CRBF County Amount YTD ($)	CRBF State Amount ($)	CRBF State Amount YTD ($)
002 - ANDREWS	31 - Aug	176,939.00	301,939.00	117.00	1,324,185.00	0.00	301,939.00	117.00	1,021,328.00

Run Date: 05/08/2015
Run Time: 9:29:53 AM

Page 1 of 1

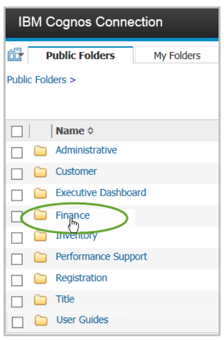
RTS Date: 09/12/2014

$5 Buyer Tag Fee Information

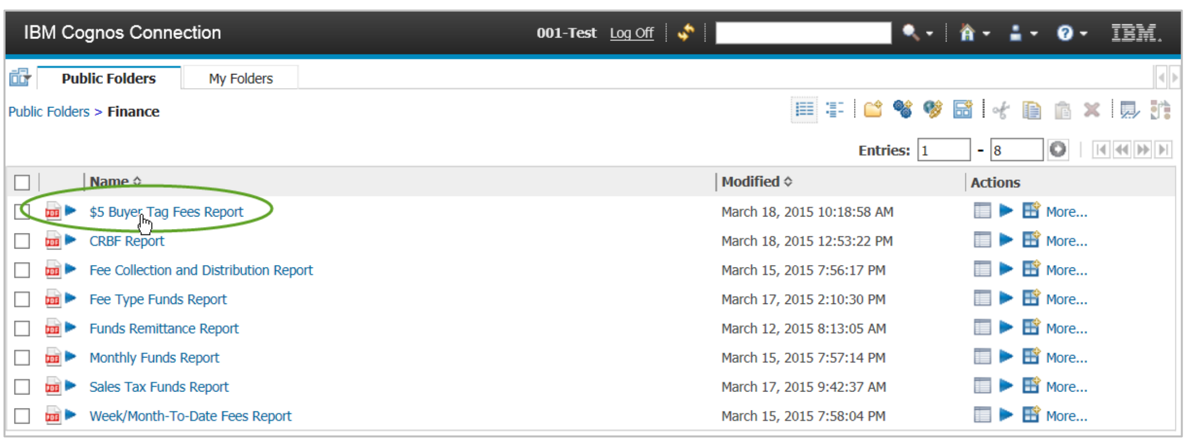
The $5 Buyer Tag Fee information is gathered in the $5 Buyer Tag Fees Report in Cognos in the Finance Folder. You can report on information for a month. You can also select a specific dealer to report on.

1. In the **Public Folders** area, click the **Finance** folder.

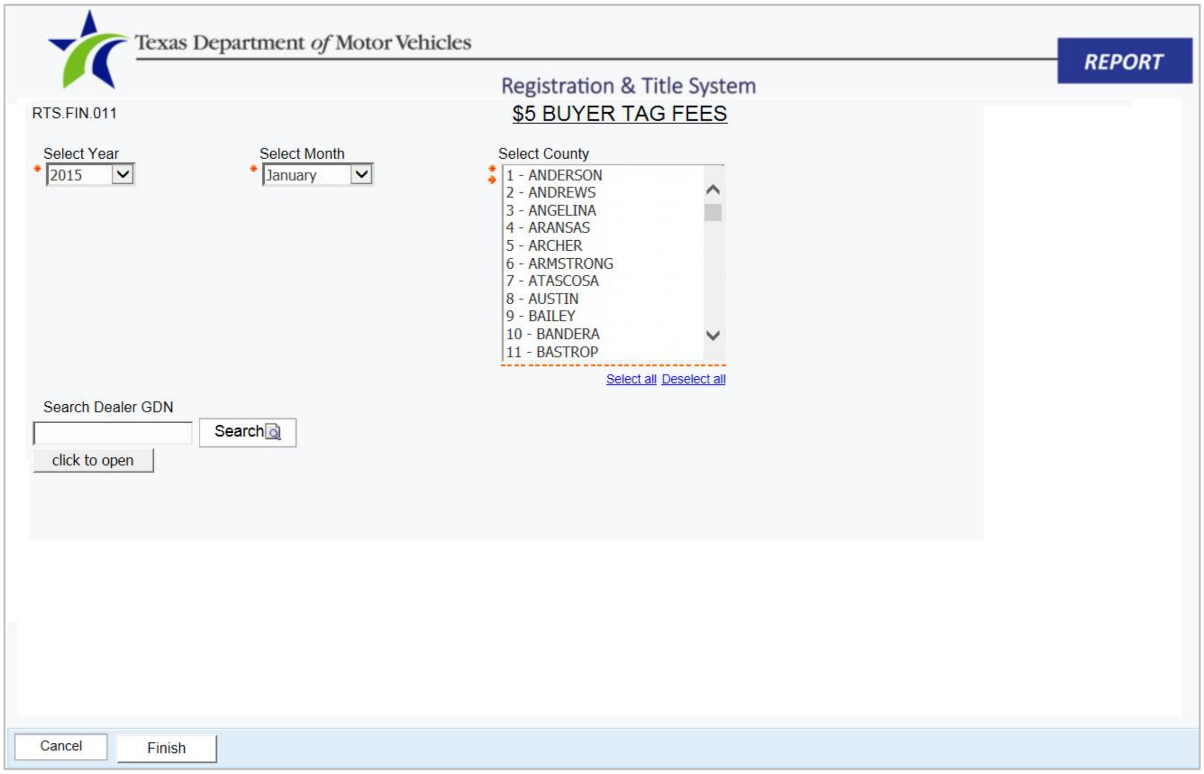
   Note: If you are not on the **Public Folders** area, log in to Cognos to display this tab area or click the **Public Folders** tab on the Cognos page currently displayed.



2. In the **Finance** reports list displayed, locate and click the **$5 Buyer Tag Fees Report**.



3. On the **Prompts** page:



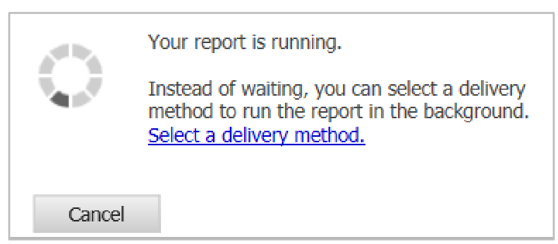
   a. For **Select Start Date**, click the drop-down list and select the appropriate date.

   b. For **Select End Date**, click the drop-down list and select the appropriate date.

   c. For **Select County**, click your office from the list displayed.

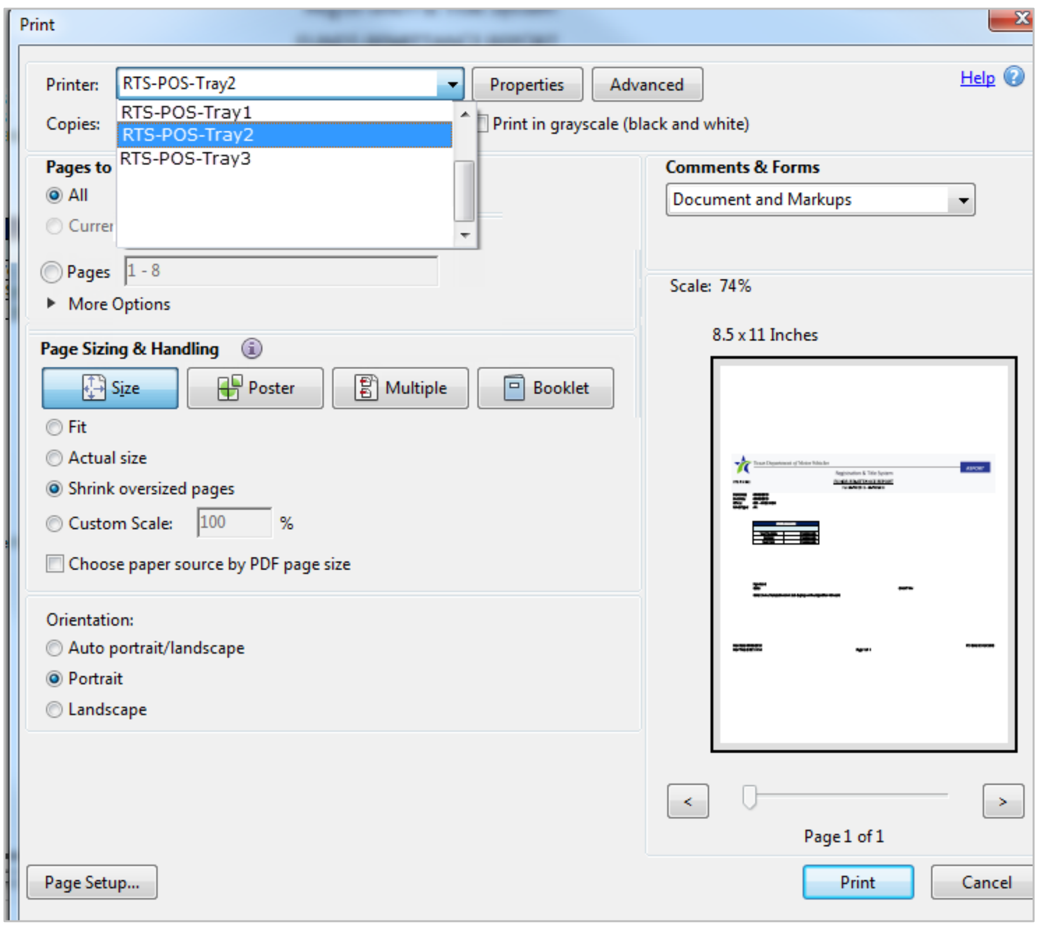
   d. Click the **Finish** button.

4. When the **Your report is running** pop-up displays, you can wait for the report to finish running and print it from the onscreen display or run the report in the background and have the system email it to you when the report finishes running.



Note: If you are running each report in its own window, you can click the **Public Folders** tab to return to the reports list and run the next report. And then, follow the instructions in Appendix E on page 120.

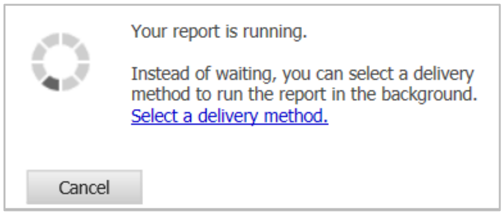
- To wait and print directly from the onscreen display:
  a. From the Adobe toolbar that displays across the top of the report, click (Print).
  b. On the **Print** pop-up, to use the:
    - **Default** RTS Printer tray:
      Tip: To avoid using up the “500” paper inventory, you can load some plain paper in this tray.
      1) From the **Printer** drop-down, select **RTS-Tray-2**.
      2) Click the **Print** button.
    - **Manual feed** tray of your RTS printer:
      1) Pull down Tray 1 and load paper into it.
      2) From the **Printer** drop-down, select **RTS-Tray-1**.
      3) Click the **Print** button.



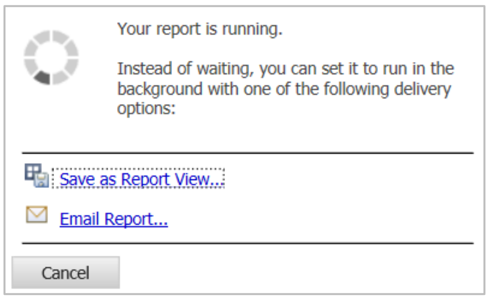
  c. From the Cognos Viewer toolbar, click to return to the **Finance** reports list.

- To email the report to yourself so you can send it to print later:

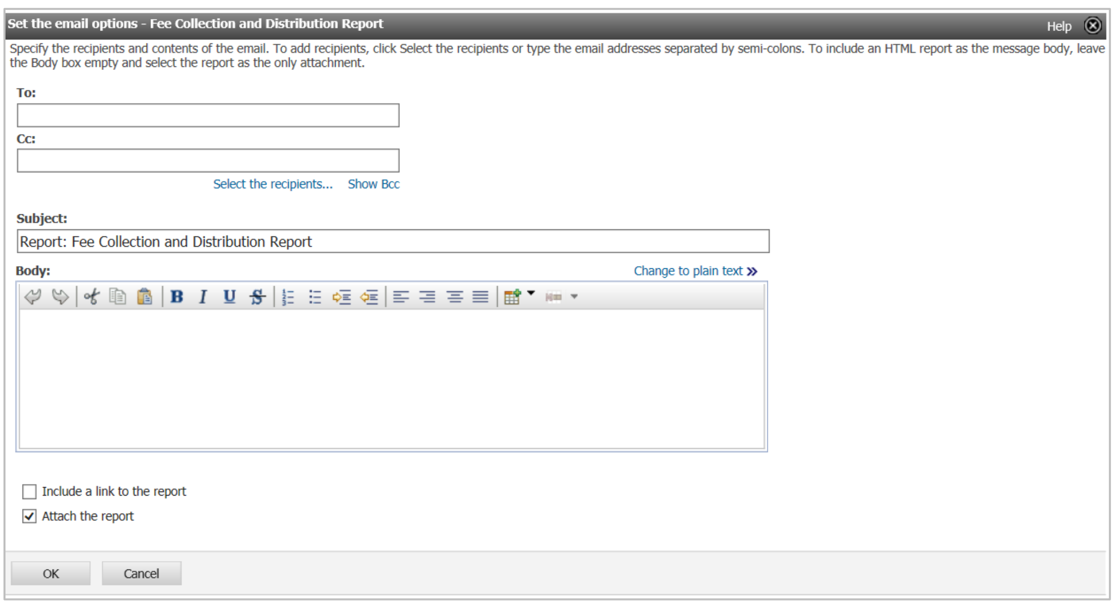
  a. On the pop-up, click **Select a delivery method**.



  b. From the options displayed, click **Email Report**.



  c. On the **Set the email options** page, supply the necessary information.



  d. Click the **OK** button to close this page and return to the **Finance** reports list.

Sample Report

Texas Department *of* Motor Vehicles

REPORT

Registration & Title System

RTS.FIN.011

$5 BUYER TAG FEES

For: September 2014

Year: 2014
Month: September
County: 2 - ANDREWS
GDN : All

Trans Code	Trans Count	w/ Dealer Number	w/ Buyertag	Tax Date prior to Sept. 1, 2008
NONTTL	7	2	2	0
TITLE	155	79	72	0
Totals	162	81	74	0

$5 Dealer Tag Fees **NOT** Collected

County	Trans ID	Trans Code	GDN	Exempt Code	Class Code	Doc Type	Evidence
2 - ANDREWS	00200041883090334	TITLE	2941	0	35	1	6
	00210041883085347	TITLE	2941	0	35	1	6
	00210041883090111	TITLE	2941	0	35	1	6
	00210041883142808	TITLE	P6723X	0	37	1	6
	00210041891155409	TITLE	48N112	0	35	1	6
	00220041883141608	TITLE	P6723X	0	37	1	6
	00220041884132113	TITLE	00809	0	25	1	6
Dealer Transactions not collecting $5 for 2 - ANDREWS:					7		
Exempt Dealer Transactions not collecting $5 for 2 - ANDREWS:					0		
TOTAL Dealer Transactions not collecting $5:					7		
TOTAL Exempt Dealer Transactions not collecting $5:					0		

Run Date: 05/08/2015
Run Time: 9:39:27 AM

Page 1 of 1

RTS Date: 09/12/2014

Appendix A. Daily Reports Quick Path

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** and load paper).

40. Click **Print**.

Print Note:

To fit the NMVITIS report on a page so it is readable, change Print settings:

- **Portrait Orientation** > ***Landscape Orientation***
- **No scaling** **>** **Fit all columns on One Page**

Running the Daily RTS POS Reports (Main Office)

1. Click and log in.
2. Click **Reports** > **Reprint Reports.**
3. On **Reprint Reports RPR002**, click **Shift** +:
   - Batch Inventory
   - Completed Set Aside Transactions
   - Countywide Batch
   - Title Package
4. Click **Enter**.
5. Click **Funds**.
6. Click **Substation Batch Summary**.
7. Click **Enter**.

Appendix B. Weekly Reports Quick Path

1. Click and log in.
2. Click **Finance**.
3. Click **Funds Remittance Report**.
4. For **Prompts**:
   - **Select Start Date** = *Monday* (*of prev* week)
   - **Select End Date** = *Last Sunday*
   - **Select Office** = *Your office*
   - **Select Funds Type** = no selection
5. Click **Finish**.
6. Click .

For a short week:

For a short week, you must run this report on the 2nd business day after the month ends using the following prompts:

- **Select Start Date** = *Previous Monday*
- **Select End Date** = ***Upcoming Sunday*** *(or* ***Last Sunday*** *if running this on the Monday for a short week that ended last Thursday)*
- **Select Office** = *Your office*
- **Select Funds Type** = **no selection**

7. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).
8. Click **Print**.
9. Click .
10. Click **Fee Type Funds Report**.
11. For **Prompts**:
    - **Select Start Date** = *Monday (of previous week)*
    - **Select End Date** = *Last Sunday*
    - **Select Office** = *Your office*
    - **Select Fee Type** = **Registration**
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 **Fee Type Funds Report**.

18. For **Prompts**:

    - **Select Start Date** = *Last Monday*
    - **Select End Date** = *Last Sunday*
    - **Select Office** = *Your office*
    - **Select Fee Type** = **IRP**

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 **Week/Month-To-Date Fees Report**.

25. For **Prompts**:

    - **Select Report Type** = **Weekly**
    - **Select Week Date** = *Last Monday*
    - **Select Office** = *Your office*

    Note: Do not make any selection for Fee Type to print entire report.

26. Click **Finish**.

27. Click .

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

29. Click **Print**.

30. Click .

31. Click **Inventory**.

32. Click **Inventory Transactions Report**.

33. For **Prompts**:
    - **Select Start Date** = *Last Monday*
    - **Select End Date** = *Last Sunday*
    - **Select Office** = *Your office*
34. Click **Finish**.
35. Click .
36. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).
37. Click **Print**.
38. In the **Task** bar at the bottom left of your computer screen, click the **File Explorer** icon.
39. In the address bar at the top of the **File Explorer** page :
    a. Click in the open space to the right of the word **Libraries**.
    b. On your keyboard, press the letter **D** and then the **:** (colon) key.
    c. Press the **Enter** key.
40. In the list of folders displayed, locate and double-click the **RTS** folder.
41. In the list of folders displayed, locate and double-click the **DL** folder.
42. In the list of report files displayed, locate and double-click the appropriate IRP report.
43. On the **Full Screen** prompt, click the:
    - **Yes** button to use your entire screen to display the report
    - **No** button to display the report in a smaller window on your screen.
44. At the top of the Adobe report page, click the **File** menu and click **Print** (or click the icon.

Appendix C. Monthly Reports Quick Path

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*
    - Select Funds Category = *Appropriate options*
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 **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**.

Appendix D. Daily Substation RTS POS Reports Quick Path

1. Click and log in.
2. Click **Reports** > **Reprint Reports**.
3. Click **Funds**.
4. Click **Ctrl** +:
   - Batch Inventory
   - Title Package
5. Click **Enter**.
6. Click **Funds**.
7. Click **Substation Summary Online**.
8. Click **Enter**.

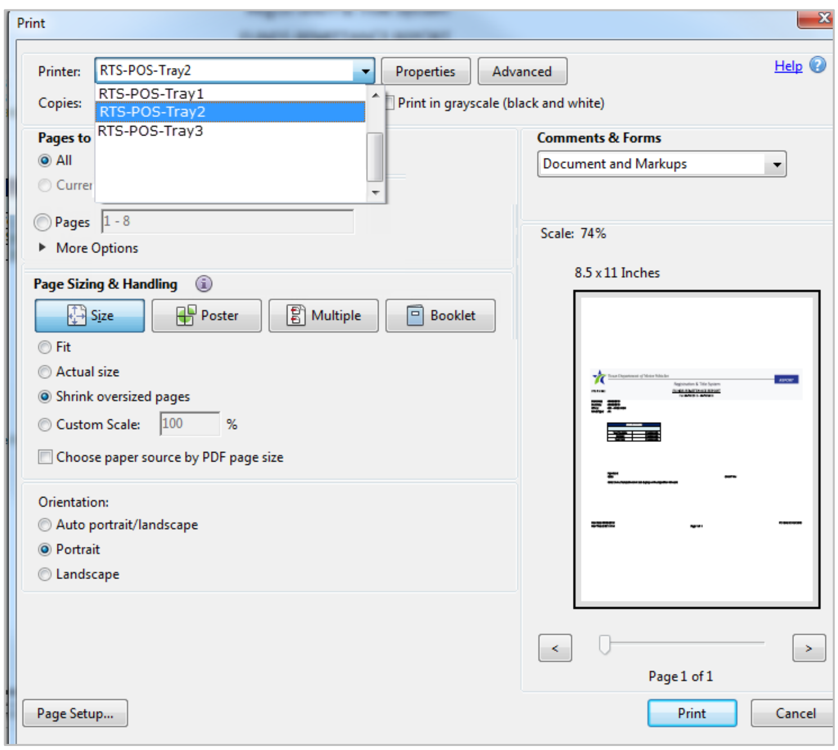
Appendix E. Printing Cognos Reports

By default, most Cognos reports described in this guide are generated as PDFs for easy online reading and the preferred method for printing these reports is from the PDF while viewing online as described in the appropriate sections in this manual. (The generic steps are repeated below.)

However, there may be times when you need to reduce the page count of a large report to save paper. To do this, you can export the processed PDF report into Excel and work with page and print options in Excel (such as the Page Layout or Scaling) that may help reduce the number of pages to print. These instructions describing how to export the PDF report into Excel and print the Excel file are on page 121.

Printing a Cognos Report PDF from the Cognos Viewer

1. From the Adobe toolbar that displays across the top of the report, click (Print).
2. On the **Print** pop-up, to use the:



   - **Default** RTS Printer tray:

     Tip: To avoid using up the "500" paper inventory, load plain paper in this tray.

     a. From the **Printer** drop-down list, select **RTS-Tray-2**.

     b. Click the **Print** button.

   - **Manual feed** tray of your RTS printer:

     a. Pull down **Tray 1** and load paper into it.

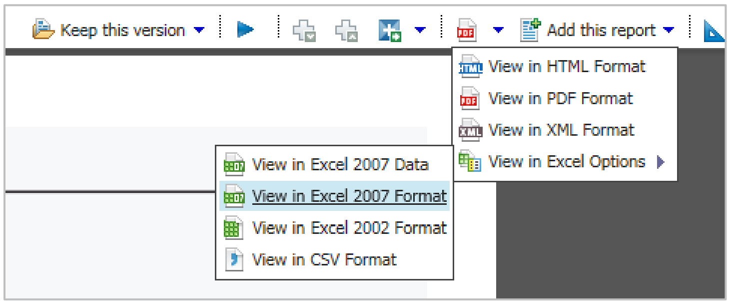
     b. From the **Printer** drop-down list, select **RTS-Tray-1**.

     c. Click the **Print** button.

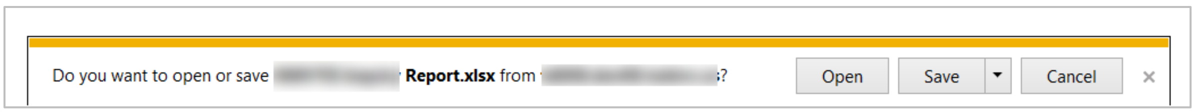
     d. From the Cognos Viewer toolbar, click to return to the previous reports list.

Exporting a Cognos Report PDF into Excel and Printing It

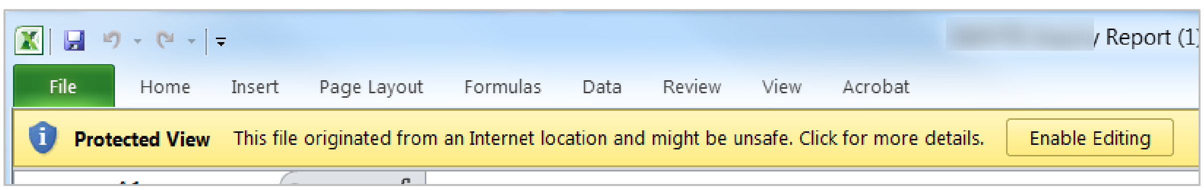
1. From top toolbar in Cognos Report Viewer window of the PDF report, click **Format** (PDF icon) **> View in Excel Options > View in Excel 2007 Format**.



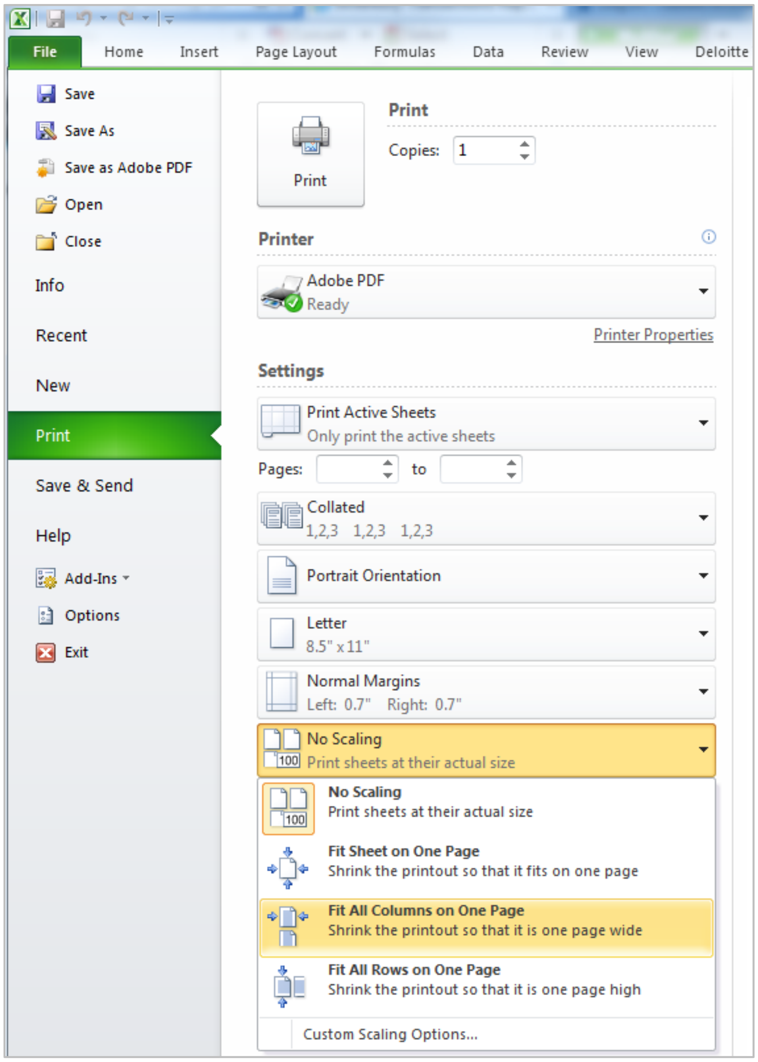
2. On the prompt displayed at the bottom of the page, click the **Open** button.



3. If the **Enable Editing** button displays along the top of the Excel spreadsheet, click it to grant access to the file.



4. On the toolbar at the top of the Excel spreadsheet, click **File > Print**.



5. On the **Print** page:

   a. Make sure the appropriate Printer is set.

   Tip: To avoid printing on the “500” paper inventory, add plain paper to **Tray 2** of the RTS printer or pull down Tray 1 (the manual feed tray) and load it.

   b. Use the **Settings** and **Custom Scaling Options** to help shrink the information onto normal-sized print pages.

   For example, in the **Settings** area:

   - Click **Portrait Orientation** drop-down and select **Landscape**.
   - Click the **Normal Margins** drop-down and reset the margins.
   - Click **Fit All Columns on One** page (as shown).

6. Click the **Print** button.

Appendix F. Locating the Mainframe Reports Formerly Downloaded and Printed Automatically

To locate information from the former:	*In Cognos, go to:*
Apprehension Report (4672)	Finance > Funds Remittance Report[1]
Funds Remittance Report (4604, 4605)	Finance > Funds Remittance Report
Funds Summary[2] (4603) Funds Transactions[2] (4602)	Finance > Fee Type Funds Report
Inventory Transactions (4702)	Inventory > Inventory Transactions Report
Monthly Funds Report Sales Tax Penalty (4802) Young Farmer (4802) Registration Emissions Fee (4802)	Finance > Monthly Funds Report
Month-To-Date Fees Report (458b2/458b3)	Finance > Week/Month-to-Date Fees Report
NMVTIS Inquiry Report (366a4)	Title > NMVTIS Inquiry Error Report
Production Report (9482)	Performance Support > Employee Transaction
Sales Tax Emission Fee 1% (4802)	Finance > Monthly Funds Report
Sales Tax Report (4802)	Finance > Monthly Funds Report
Special Plates County Invoice (3564)	Registration > Special Plates Registration > County Special Plates Invoice Report
TERP Fee (4802)	Finance > Monthly Funds Report
Texas Mobility Fund Fee (4802)	Finance > Monthly Funds Report
Voided Transaction Report (5152)	Administrative > Voided Transactions Report
Week-To-Date Cash Drawer (4552)	Finance > Week/Month-to-Date Fees Report
Week-To-Date Fees Report (456b2/B3/C4)	Finance > Week/Month-to-Date Fees Report
Weekly County IRP Transmittal invoice (7472)	Finance > Weekly County IRP Transmittal invoice
Year-To-Date Reg & Title Summary (9352)	Finance > Fee Collection and Distribution Report

To print the:	*In the POS, go to:*
Batch Inventory Action – BIAR (9901)	Reports > Reprint Reports
Completed Set Aside Transactions (9021)	Reports > Reprint Reports
County Wide Payment, Fees, Inventory, Exception (5902/5903/5904)	Reports > Reprint Reports
Substation Summary Payment, Fees, Inventory (5921/5922/5923)	Reports > Reprint Reports
Title Package Report (5911)	Reports > Reprint Reports

[1] Prints as a column in the report when apprehension data is available

[2] Now runs as one report; the Summary displays at the top while the transactions display in the sections that follow the Summary.