



**COUNTY CLERK
REPORTS MANUAL**

Updated January 2020



Table of Contents

| | |
|---|----|
| Remittance Report | 4 |
| Point of Sale Reports | 6 |
| Point of Sale Report Descriptions | 9 |
| Daily Processing Report..... | 12 |
| KAVIS Reports | 14 |
| KAVIS Report Descriptions | 15 |



Reports

- Reversals are subtracted from the current daily/weekly/monthly reports. There will be no altering of previous reports.
- Reports are available for a User with a Branch Manager or County Clerk role with the 'POS Reports', 'Remittance Report', 'Lien Reports', 'KAVIS Reports', and 'Scanning Cover Sheets' permissions.

Kavis Access

Access Level: County Clerk

Permissions

Read Only

- Customer Inquiry
- Vehicle Inquiry

Customer Management

- Disabled Placards
- Add/Edit Customer

User Management

- Submit User Request

Title & Registration

- New Title Application

Lien Management

- Manage Lien - File
- Manage Lien - Release

Point Of Sale

- POS Reports
- Cashier
- POS Manager
- POS Admin - Logged in County
- Remittance Report - Read Only
- Reconcile Branch

Title Verification

- Title Transaction Queue - Full Edit
- Title Transaction Queue - Action Own

Reports

- Lien Reports
- KAVIS Reports


Others

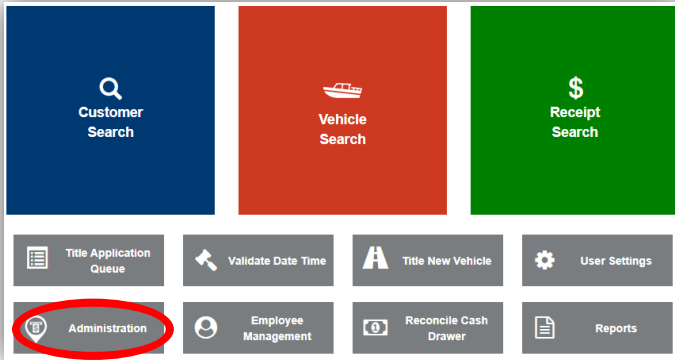
- Scanning Cover Sheets
- Edit Tax Liability



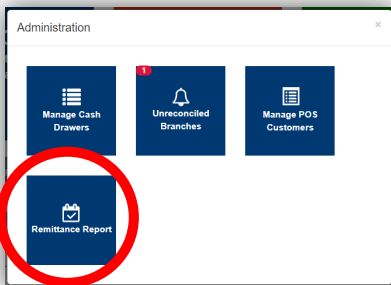
Remittance Report

The Remittance Report breaks down by branch the amount of fees to be sent via ACH payment to Motor Vehicle Licensing for Disabled Placards, Boat Registration, Boat Titling, ACIS Replacements, and Fish and Wildlife.

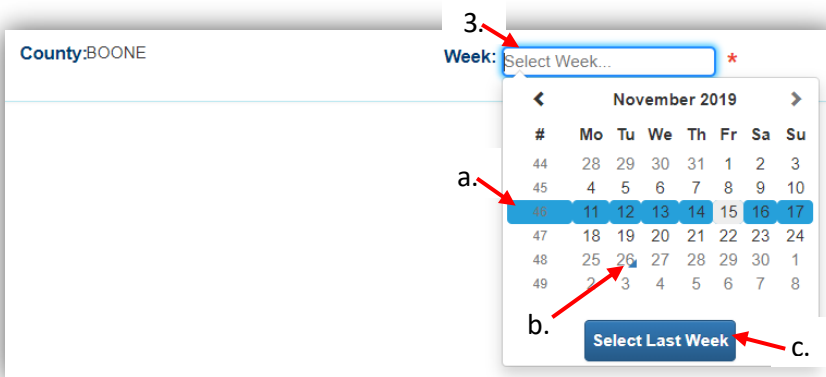
1. From the Home Page, choose  Administration .



2. Select  Remittance Report from the overlay.



3. Click on the box to select the week of the report you would like to see.
 - a. As you hover over a date, the week will highlight in blue.
 - b. The blue triangle will appear on the current date.
 - c. **Select Last Week** will automatically run the report for the previous week.



- If your branches are not reconciled for every day of the specific week you have chosen, you will not be able to generate a Remittance Report.

Get Remittance Data Error

County is not reconciled for the Week of 2019-03-25 - 2019-03-31!

County: BOONE Week: 13 03/25/2019 — 03/31/2019 *

UNRECONCILED

- You can change the week you are viewing.

County: BOONE Week: 47 11/18/2019 — 11/24/2019 *

Branch: BURLINGTON **6.** [View Report](#)

| Inventory Item | Count of Collected | Count of Reversed | Unit Price | Total |
|---|--------------------|-------------------|----------------------|----------------|
| Disabled Placards | | | | \$0.00 |
| Disabled Parking Placard (Blue) | 0 | 0 | \$0.00 | \$0.00 |
| Temporary Disabled Parking Placard (Red) | 0 | 0 | \$0.00 | \$0.00 |
| Motor Boat Registration | | | | \$0.00 |
| Decal Replacement - State Fee | 0 | 0 | \$0.00 | \$0.00 |
| F&W State Registration Fee | 2 | 2 | Not Applicable | \$0.00 |
| Motor Boat Title | | | | \$25.00 |
| State Duplicate Title Fee | 0 | 0 | \$2.00 | \$0.00 |
| State Title Fee | 2 | 0 | -\$2.00 | -\$4.00 |
| State Title Fee | 12 | 3 | \$3.00 | \$15.00 |
| State Update Title Fee | 7 | 0 | \$2.00 | \$14.00 |
| AVIS Replacements + (K)AVIS Hardware + Counties<20000 | | | | \$5.00 |
| KYTC State Registration Fee | 1 | 0 | \$2.00 | \$2.00 |
| KYTC State Registration Fee | 5 | 4 | \$3.00 | \$3.00 |
| Boat Safety Fee | | | | \$0.00 |
| Boat Safety Fee | 2 | 2 | \$1.00 | \$0.00 |
| | | | Branch Total: | \$30.00 |

- Click on **View Report** to open a pdf of the Remittance Report.

Remittance Report

Week Number: 13
 Day(s) of Business: 3/25/2019 To: 3/31/2019
 Printed Date: 4/3/2019 8:09 AM
 County: Boone **County Total: \$48.00**

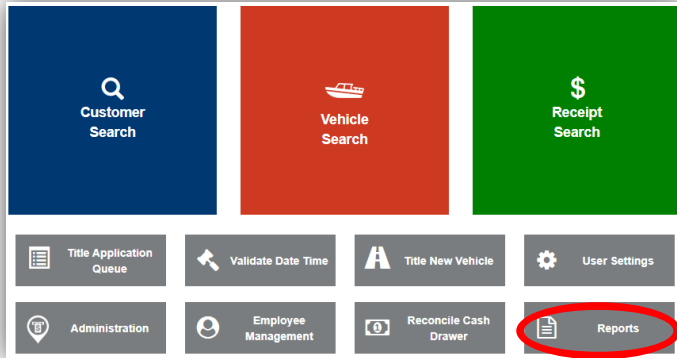
Branch Name: BURLINGTON

| Account Number | Item Description | Count | State Fee | Total |
|----------------|---------------------------------|-------|----------------------|----------------|
| 95000 | Disabled Parking Placard (Blue) | 4 | \$0.00 | \$0.00 |
| 95000 | Disabled Parking Placard (Blue) | 6 | \$8.00 | \$48.00 |
| | | | Branch Total: | \$48.00 |

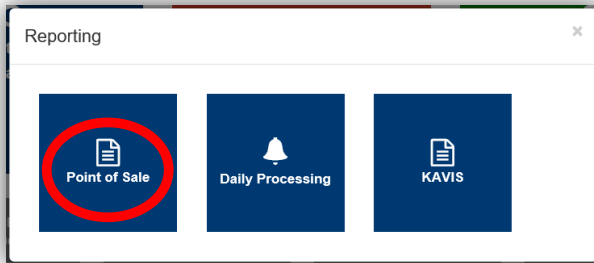


Point of Sale Reports

1. From the Home Page, click on 'Reports'.



2. Click on 'Point of Sale'.




3. You can view each report in a separate tab by clicking **View** next to the specific report.
 - a. You can select a different branch, if you have access.
 - b. The date will default to the current date, you can change this if needed.
 - c. After checking 'Select All' or the checkboxes for specific reports, **View Selected** will open each report in its own tab, **Print Selected** will send them to the specified printer.
 - d. **CSV** will create a CSV formatted file in an FTP location.
 - o Reference the '[Extract File Location Instructions](#)' pdf located on the KAVIS Resource Site for specific instructions on this.

The screenshot shows the KAVIS report selection interface. At the top, there are filters for County (BOONE), Branch (BURLINGTON), Start Date (01/15/2020), and End Date (01/15/2020). Below these are checkboxes for 'Select All' and a 'Report Printer' dropdown set to 'OIT Follow'. A list of reports follows, each with a checkbox and a 'View' button. Some reports have a 'Specific Customer' button. At the bottom, there are 'View Selected' and 'Print Selected' buttons. Red arrows and numbers 1-4 point to various elements: 1 points to the 'Select All' checkbox, 2 points to the 'Branch' dropdown, 3 points to a 'View' button, 4 points to a 'Specific Customer' button, and 'd.' points to 'CSV' buttons next to several reports.

4. After selecting the date range you would like to run a specific report for, **Specific Customer** will allow you to run that report for a specific customer.
 - a. Enter their information and click **Q Search**.

The 'Customer Search' form has radio buttons for 'Dealer', 'Individual', 'Fleet', and 'All' (selected). It has input fields for 'Last Name' (containing 'smith'), 'First Name', and 'Business Name'. At the bottom are 'Cancel', 'Reset', and 'Q Search' buttons. A red arrow and the number '4' point to the 'Last Name' input field.



5. Click the  to open the Customer's information.
 - a. **Select** will add the Customer to the report page.

Search Result Display Search Criteria

| | Customer Name | Organization Name | Address | City | |
|---|----------------|-------------------|--------------------------|--------------|---------------|
|  | SMITH, ANTHONY | | 6417 HEATHERSFIELD DRIVE | BURLINGTON | Select |
|  | SMITH, CARL | | 2147 BEIL ROAD | BURLINGTON | Select |
|  | SMITH, CASSIE | | 7781 PLEASANT VALEY RD | FLORENCE | Select |
|  | SMITH, DAVID | | 123 MAIN STREET | SIMPSONVILLE | Select |

5. **Individual Name:** Smith, David **Comments:**

Address: 123 Main Street
Simpsonville, KY 40067

Phone:

Type: Individual

a. **Select**

6. The Customer had been added to the Debits and Credits Report.
 - a. **All Customers** will remove the specific customer so you can run the report for all Customers.

County: **BOONE** Branch: **BURLINGTON** Start Date: **03/04/2019** End Date: **04/03/2019**

Select All Report Printer: Select Report printer... *

| Point of Sale Reports | | |
|--------------------------|---|-------------|
| <input type="checkbox"/> | ACH Report By Clerk ID | View |
| <input type="checkbox"/> | ACH Report by customer - All Customers Specific Customer | View |
| <input type="checkbox"/> | Bank Deposit Summary | View |
| <input type="checkbox"/> | Check Deposit Report | View |
| <input type="checkbox"/> | Debits and Credits - Smith, David Specific Customer All Customers | View |

a. **All Customers** 7. **View**

7. **View** will open a PDF of the report for the customer selected, or all customers if a specific one is not chosen.

Outstanding Credits/Debits By Customer

Day(s) of Business: 4/02/2019 To 4/02/2019
Date Printed: 4/3/2019 9:34 AM

David Smith
123 Main Street
Simpsonville, KY 40067

Previous Balance: \$0.00

DEBITS

| Day of Business | Date Issued | Receipt Number | Amount | Date Processed | Amount Processed | Description |
|-----------------|-------------|-----------------|----------|----------------|------------------|--|
| 4/02/2019 | 04/02/2019 | LPJ190402125729 | -\$25.00 | | -\$25.00 | Debit - Smith, David |
| 4/02/2019 | 04/02/2019 | LPJ190402125858 | -\$50.00 | | -\$50.00 | Debit - Smith, David (forgot wallet) |
| Total: | | | -\$75.00 | 2 Item(s) | -\$75.00 | |

Selected Period Balance: -\$75.00
Current Balance: -\$75.00

Total balance for selected date range: -\$75.00



Point of Sale Report Descriptions

1. ACH Report by Clerk ID

All ACH payments for the selected date range, organized by clerk.

2. ACH Report by customer - All Customers

All ACH Payments for the selected date range and branch, organized by Customers.

- The report can also be run for specific customers by Clicking on the 'Specific Customer' button.

3. Bank Deposit Summary

This summarizes the amount to be deposited for each payment type for each cash drawer for the selected date range and branch.

4. Check Deposit Report

This report gives the Name, Amount, Check #, and Receipt # for all checks received for the chosen date range and branch.

5. County Sales Report

This report displays the total amount of fees taken in for both County Totals and Branch Totals. The fees included are State Fee, Clerk Fee, Use Tax, Ad Val Tax, Clerk Lien Fee, Fund Donate, Miscellaneous, DP State, and DP Clerk for both AVIS and KAVIS.

6. Debits and Credits - All Customers

This report summarizes the credits and debits processed for all customers in the selected branch for the chosen date range.

- The report can be generated for a specified customer by clicking on the 'Specific Customer' button.

7. Outstanding Credit/Debit List

This report summarizes the outstanding credits and debits for all customers for the selected date range and branch organized by the clerk who processed the transactions.

8. Overages & Shortages - All Customers

This will have all Credits, Debits, and Refund Checks processed by each branch for the chosen date range.

- The report can be generated for a specified customer by clicking on the 'Specific Customer' button.

9. Paid Charges Report - All Customers

This is a list of all debits that were paid during the chosen date range at the branch selected.

- The report can be generated for a specified customer by clicking on the 'Specific Customer' button.



10. POS-to-AVIS Daily Reconciliation by Clerk ID - Voided Sales

This is a daily report that summarizes all the voided amounts refunded in State, Clerk, Use Tax, Adval Tax, Clerk Lien Fee, Fund donation, Miscellaneous, Lien Filing Fee (collected through KAVIS) and Disabled Placards for the chosen Start Date.

- This is arranged by the work voided/reversed by each clerk in both AVIS and KAVIS and also the Branch totals and the County totals for the branch and date chosen as the Start Date.
- The Miscellaneous column includes the amounts collected as AVIS miscellaneous, KAVIS miscellaneous and Lien Filing Fees collected through AVIS.

11. POS-to-AVIS Daily Reconciliation by Clerk ID - Work Processed

This report summarizes all the amounts collected in State, Clerk, Usage Tax, Adval Tax, Clerk Lien Fee, Fund Donation, Miscellaneous, Lien Filing Fee (collected through KAVIS) and Disabled Placards.

- This is arranged by the work completed by each clerk in both AVIS and KAVIS and also the Branch totals and the County totals for the branch and date range chosen.
- The Miscellaneous column includes the amounts collected as AVIS miscellaneous, KAVIS miscellaneous and Lien Filing Fees collected through AVIS.

12. Proof of Cash Report: AVIS Total to Drawer Total

This shows the total work processed by each cash drawer, broken down into AVIS Fees, Boat Fees, Boat Lien Filing Fees, Other Clerk Fees, Disabled Placard Fees, and Total Sales for the date range and branch chosen.

13. Proof of Cash Report: Drawer Total and Adjustments to Deposit

For the date range and branch chosen, this displays the total amount of sales expected for each cash drawer including the following:

- Credits toward the expected deposit (refund checks, credit slips, debit pay-offs, and any cash drawer overages)
- Debits against the expected deposit (debit slips issued, web renewals, voucher payments, and any cash drawer shortages)
- Breakdown of the expected deposit of each payment type

14. Refunds Report - All Customers

This will show all refunds processed (Date or Business and Date of Issuance, Receipt #, Amount, and Description) for the chosen dates and branch organized by Customer.

- This can be generated for a specified customer by clicking on the 'Specific Customer' button.

15. Sales Extract By Day Of Business

This is a CSV file that can be used to upload to a 3rd party's accounting software.

This extracts the sales transactions for the chosen date range once the county has been reconciled.



16. Sales Report By Account Numbers - Branch Level

This report displays all the transactions assigned to various accounts for the chosen branch and date range.

17. Sales Report By Account Numbers - Clerk Level

This report displays all the transactions assigned to various accounts in the chosen branch and date range, organized by clerk.

- This is available as a CSV file to be uploaded into a 3rd party's accounting software.

18. Sales Report By Account Numbers - County Level

This report displays all transactions mapped to various accounts for the entire county for the chosen date range.

19. Sales Report By Account Numbers – Summary

This report is a summary of all transactions and their related mapping to the accounts.

- This is available as a CSV file to be uploaded into a 3rd party's accounting software.

20. Sales Transaction Detail Report

This report summarizes all the transactions done by each receipt and clerk in the chosen date range and branch. This is a large report, it is recommended that you select the same day for the Start and End Dates.

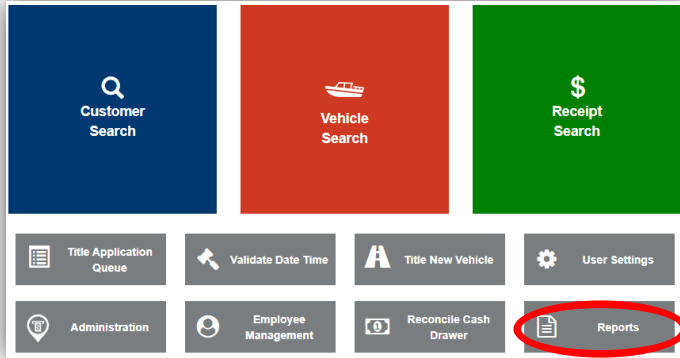
- This report also provides PODD control numbers and KY Plate Number associated with every transaction.
- The report will be generated with data for all Branches in the county, with individual branch totals and a county total at the very bottom.



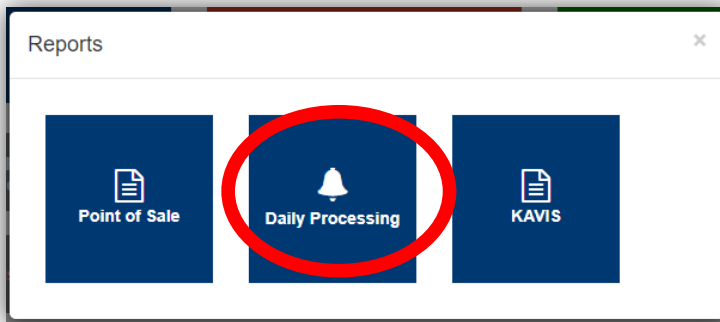
Daily Processing Report


This only contains fees that have been collected in KAVIS, it does not include AVIS fees.

1. From the Home Page, click on 'Reporting'.



2. Choose 'Daily Processing' from the overlay.



3. Choose the date you would like to see
 - a. If the branch has not been reconciled,  Not Reconciled will appear to let you know.


County: BOONE Branch: BURLINGTON

Date: 04/02/2019

3.

Summary of Daily Processing


Day of Business: 4/2/2019
Current Date: 4/3/2019
Branch: BURLINGTON

 Not Reconciled

| Clerk ID | State Fees | | Clerk Fees | | AdValorem | | Lien Fees | | Use Tax | | Other Fees | | Totals |
|--------------|---------------|----------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|-----------------|
| | Reversed | Collected | Reversed | Collected | Reversed | Collected | Reversed | Collected | Reversed | Collected | Reversed | Collected | Collected |
| LPJ | \$0.00 | \$28.00 | \$0.00 | \$12.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$130.00 | \$170.00 |
| Total | \$0.00 | \$28.00 | \$0.00 | \$12.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$130.00 | \$170.00 |

*Please note that this report contains fees only collected in KAVIS.




4. If the branch has been reconciled for the day selected,  Reconciled will be displayed.

County: BOONE Branch: BURLINGTON

Date: 03/20/2019

Summary of Daily Processing

Day of Business: 3/20/2019
Current Date: 4/3/2019

Branch: BURLINGTON  Reconciled **4.**

| Clerk ID | State Fees | | Clerk Fees | | AdValorem | | Lien Fees | | Use Tax | | Other Fees | | Totals |
|--------------|---------------|----------------|---------------|----------------|---------------|-----------------|---------------|----------------|---------------|---------------|---------------|----------------|-----------------|
| | Reversed | Collected | Reversed | Collected | Reversed | Collected | Reversed | Collected | Reversed | Collected | Reversed | Collected | Collected |
| LPJ | \$0.00 | \$29.75 | \$0.00 | \$12.00 | \$0.00 | \$297.06 | \$0.00 | \$16.00 | \$0.00 | \$0.00 | \$0.00 | \$44.00 | \$398.81 |
| Total | \$0.00 | \$29.75 | \$0.00 | \$12.00 | \$0.00 | \$297.06 | \$0.00 | \$16.00 | \$0.00 | \$0.00 | \$0.00 | \$44.00 | \$398.81 |

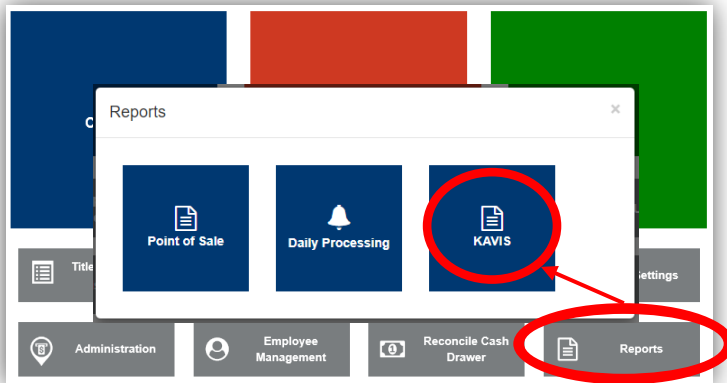
*Please note that this report contains fees only collected in KAVIS.



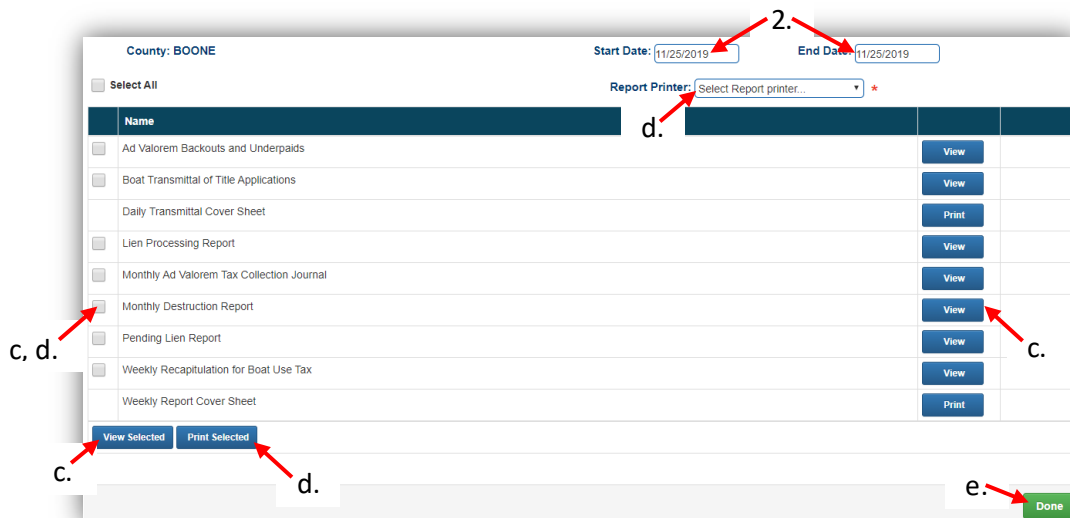
KAVIS Reports

Reports for Boat transactions that have been processed in KAVIS will be detailed here. Users who have the report permissions granted to their KAVIS account will be able to see the associated reports.

1. From the Home Screen, click on 'Reports'.
 - a. Then 'KAVIS' from the overlay window.



2. The current date will be chosen for the Start and End Dates. The dates you select will be determined by the report being selected.
 - a. See the next section of this manual titled '[KAVIS Report Descriptions](#)' for guidance on what dates to choose for each specific report.
 - b. The branch must be reconciled for all reports to run, except for the lien reports.
 - c. To view the report, you can either click **View** next to the report or select the checkbox next to the report and click **View Selected**.
 - d. Select the checkbox next to the report and click **Print Selected** to send the report to the printer in the dropdown menu.
 - e. **Done** will take you back to the Home Page.



KAVIS Report Descriptions

1. Ad Valorem Backouts and Underpays

This report lists all the Ad Valorem backouts (done via Reversals or PVA adjustments) and underpayments (done by changing the delinquent date for ad val payments).

- This is a monthly report; choose the first and last day of the month for the Start and End Dates.
- Reversal transactions that involve ad valorem during the time period chosen will be shown as a 'BackedOut Payment'.

2. Boat Transmittal of Title Applications

This report summarizes all the Boat Titles processed on a specific day. This will usually be similar to the Clerk's Title Application Queue, however it will include Duplicates and Salvage applications that skip the queue and are sent to be printed the evening they were checked out.

- This report is a daily report; choose the specific day as both the Start and End Dates.

3. Daily Transmittal Cover Sheet

This cover sheet is to be used to scan your Transmittal Reports into PODD for the Department of Motor Vehicles.

- This is a daily report, use the same day for the Start and End Dates, this will print as the Batch Date.
- In the box provided, hand write any communication you may have for MVL.

4. Lien Processing Report

This report summarizes all the liens released, updated/changed and added for any date range you choose to run for all branches in your County.

- Any Reversal done involving a lien will be included in the Lien Updates section since the reversal changed the lien status to 'Deleted'.

5. Monthly Ad Valorem Tax Collection Journal

This report summarizes the Ad Valorem amount collected for a month split among different jurisdictions and the state. You will be able to view how much amount should be paid to each jurisdiction and how much have to be paid to the state.

- Any Reversal done, no matter when the original transaction took place will be subtracted from the totals for each jurisdiction.
- This is a monthly report; choose the first day of the month for the Start Date and the last day of the month for the End Date.



6. Monthly Destruction Report

This report will let you know which paper title applications and their associated paperwork should NOT be destroyed.

- From the Start Date chosen, you will be given the destruction report for up to 3 months prior. For example, if you choose any date in September 2019 as the Start Date, the report will include title applications for all of June 2019 and older that should NOT be destroyed.

7. Pending Lien Report

This report summarizes all the liens that are in 'Pending' status and have 15 or less days to be filed before the title prints without the lien. Any liens that are still in a pending status when the titles are sent to be printed will be changed to a deleted status. These can still be filed, see the 'Reversals, Liens and KAVIS Reports Manual' for information on this.

- This report is for the current day, no matter the dates chosen for the Start and End Dates.

8. Weekly Recapitulation for Boat Use Tax

This report summarizes the Boat use tax collected for the week and the amount to be sent to the state after any reversals and the 3% clerk fees have been withdrawn.

- This report should be run with Monday as the Start Date and Sunday as the End Date.
- Any Reversed amount will be included in the 'Frontline Correction Transactions for Week' line.

9. Weekly Report Cover Sheet

This cover sheet is to be used to scan your Weekly Reports into PODD for the Department of Motor Vehicles.

- In the box provided on the cover sheet, write the number of damaged decal sheets, the check # and amount, and any other notes for MVL.
- This is a weekly report, whatever is chosen as the Start Date, this will determine the week this report covers.

