

The CSV files are Excel Spreadsheets with the direct data from KAVIS Point of Sale System. Once the county has reconciled all the branches in their county, a batch process will be prepared and ran overnight. The next day, a clerk can access the CSV files to either import/upload to their 3<sup>rd</sup> party vendor's software or create they can use the data to create custom reporting for their office.

### Accessing CSV Files

To access CSV files, please read the Extract File Location QRG located on the Clerk's Resource Site.

- They automatically upload to the Shared Folder each night

**Link to Document:**

<https://transportation.ky.gov/motor-vehicle-licensing/KAVIS2Reportsx/KAVIS2-Get%20extract%20file%20instruction-122717.pdf>

**If your branch was not reconciled overnight, follow the steps below:**

1. Reconciled Branch from previous day
2. Go to the Point of Sale Reports Page
3. Choose specific day

**Start Date:**  \*      **End Date:**  \*

\*Note: Use one day at a time.

4. Select the CSV file desired.

<input type="checkbox"/>	Sales Extract By Day Of Business		<a href="#">CSV</a>
<input type="checkbox"/>	Sales Report By Account Numbers - Clerk Level	<a href="#">View</a>	<a href="#">CSV</a>
<input type="checkbox"/>	Sales Report By Account Numbers - Summary	<a href="#">View</a>	<a href="#">CSV</a>

5. Go to the Shared File Location created in **Extract File Location QRG** above and search for specific date.

- FRANKLIN.20190119.CountyBranchDept
- FRANKLIN.20190119.Detail
- FRANKLIN.20190119.Inventory
- FRANKLIN.20190119.PaymentAccounts
- FRANKLIN.20190119.Payments
- FRANKLIN.20190119.Sales
- FRANKLIN.20190119.SalesAccounts
- FRANKLIN.20190119.Summary
- FRANKLIN.20190119.Users

### CSV Files

1. The following reports can be used by a 3<sup>rd</sup> Party Vendor to create Customized Reports:

**Sales Extract by Day of Business**

- FRANKLIN.20190119.CountyBranchDept
- FRANKLIN.20190119.Inventory
- FRANKLIN.20190119.PaymentAccounts
- FRANKLIN.20190119.Payments
- FRANKLIN.20190119.Sales
- FRANKLIN.20190119.SalesAccounts
- FRANKLIN.20190119.Users

2. The following reports can be utilized by your office to create custom reporting in Excel and other tools outside of the KAVIS Application:

**Sales Report By Account Numbers- Clerk Level**

- FRANKLIN.20190119.Detail

**Sales Report By Account Numbers- Summary**

- FRANKLIN.20190119.Summary