

DOR Reports Quick Reference Guide

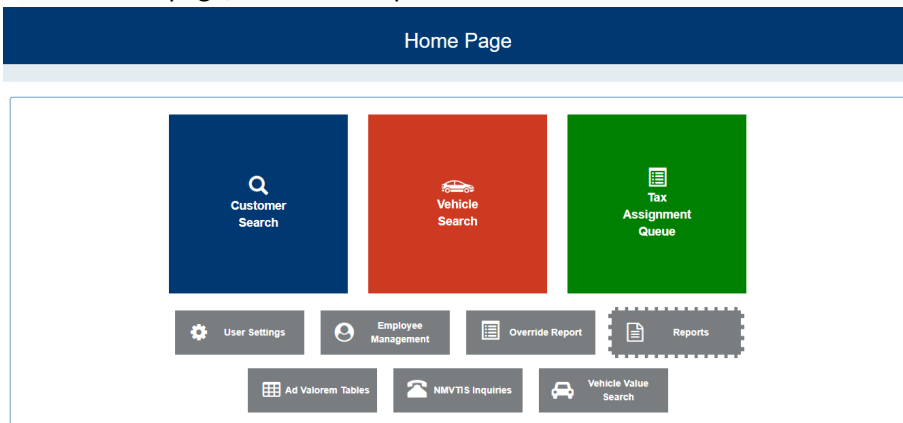
Individual Report Quick Reference:

- Ad Valorem Backouts and Underpays
 - A total collection of Ad Valorem Backouts and Underpays
 - Defaulted for All counties but can choose a specific county. Requires Start Date of the requested month
- Boat Tax Roll Report
 - This report pulls the statewide ad valorem tax data for the previous year
 - This Report will use the Start Date to find the previous year
- Customer Delinquency List
 - Search by FEIN, UDI number, or SSN
 - The result will check for delinquencies owed on all vehicle types owned by the chosen FEIN or SSN or UDI number
- Defaulted Tax Districts Report
 - This report pulls the newly defaulted tax districts that were created as part of a title transaction for the selected Start and End date
 - All counties are selected by default but can choose a specific county from the dropdown
- Mail/Notice Summary Report
 - This report pulls a statewide count of the Annual Renewal Notice, Transfer Notices, and Delinquent Notices sent for the selected Start and End date
- Monthly Advalorem Tax Collection Journal
 - This report will pull the advalorem payments broken out by jurisdictions for the selected Start and End date
 - All counties are selected by default but can choose a specific county from the dropdown
- Monthly Use Tax Detail Report
 - A report of each transaction involving Use Tax during the selected Start and End date range
 - All counties are selected by default but can choose a specific county from the dropdown
- Monthly Use Tax Summary Report
 - A summary report of transactions involving Use Tax during the month of the selected Start date
 - All counties are selected by default but can choose a specific county from the dropdown
- Pre-Obligation Tax Report
 - Search by FEIN, UDI number, or SSN
 - The report will list all the taxes owed on all vehicles for the chosen FEIN, SSN or UDI number for the current year
- Projected Monthly Collection Report
 - This report displays the tax amount due for each month of the previous year from the selected Start Date
- Sales Tax Detail Report
 - A report of each transaction involving Sales Tax during the month of the selected Start date
 - All counties are selected by default but can choose a specific county from the dropdown
- Sales Tax Summary Report
 - A summary report of transactions involving Use Tax during the month of the selected Start date
 - All counties are selected by default but can choose a specific county from the dropdown
- Usage Tax Detail Report
 - A report of each transaction involving Usage Tax during the month of the selected Start date
 - All counties are selected by default but can choose a specific county from the dropdown
- Usage Tax Summary Report
 - A summary report of transactions involving Usage Tax during the month of the selected Start date
 - All counties are selected by default but can choose a specific county from the dropdown
- Vehicle Assessment < \$10,000 Report
 - A yearly report for the selected vehicle types in a Taxable status for the most recent two model years that have assessed or override values of \$10,000 or less

- Pulls vehicles from the previous year of the Start Date field for the selected vehicle type
- Vehicle Salvage Report
 - A yearly report with selectable Vehicle Types that had taxable 'Salvage' title types as of the close of business for the most recent complete calendar year
 - Pulls vehicles from the previous year of the Start Date field for the selected vehicle type
- Vehicles Purchased Prior to End of Year
 - Report of all vehicles purchased in the year of the Start Date field, but titled only in the previous year
- Weekly Tax Recapitulation Report
 - Report will display amounts collected and refunded in KAVIS. Includes Usage, Sales and Use tax amounts collected in the selected Start and End date range

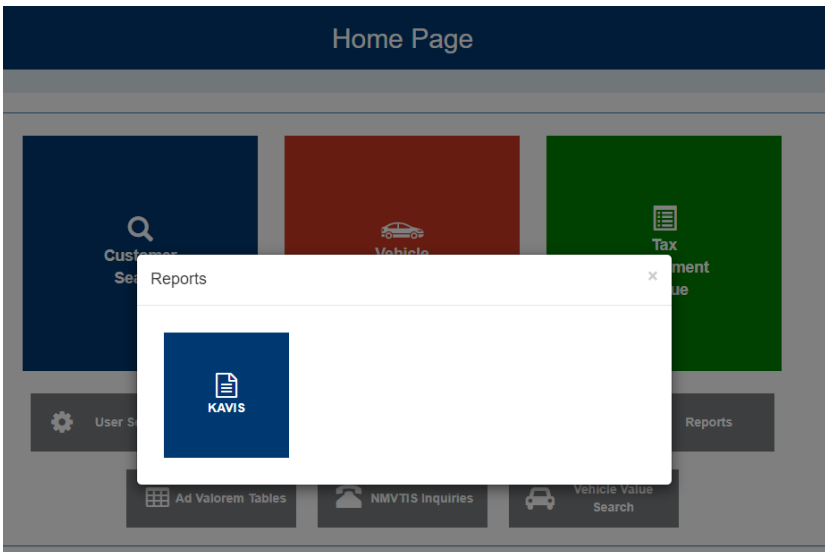
General report instructions:

1. From the KAVIS homepage, select the Reports tile:



a.

2. Select the KAVIS button



a.

3. Enter the Start and End date for the necessary reporting dates

Start Date: **End Date:**

Report Printer: *

a.

- b. Please note that the dates will not work the same for every report. Some reports will pull data for full date range and other reports will pull data for month or year of the Start Date. Please see the specific reports below to understand how the dates will work for each report.

4. To view an individual report, select the View button next to the report:

County: JEFFERSON Start Date: 12/01/2023 End Date: 12/22/2023

Select All Report Printer: *

Name	
<input type="checkbox"/> Boat Tax Roll Report	<input type="button" value="View"/>
Customer Delinquency List - Generated By: <input checked="" type="radio"/> FEIN <input type="radio"/> SSN <input type="radio"/> UD# <input type="text"/>	<input type="button" value="View"/>
<input type="checkbox"/> Defaulted Tax Districts Report	<input type="button" value="View"/>
<input type="checkbox"/> Mail/Notice Summary Report	<input type="button" value="View"/>

a.

5. To pull data for multiple reports at the same time, select the checkboxes for each report and click View Selected at the bottom of the page

6. To print data for report(s), select the checkboxes for each report and click View Print at the bottom of the page. Users must also choose a printer from the Report Printer dropdown at the top of the page.

7. Clicking Done will return the user to the Home page

<input checked="" type="checkbox"/> Vehicle Assessment < \$10,000 Report	Vehicle Type: <input type="text" value="ALL"/>	<input type="button" value="View"/>
<input checked="" type="checkbox"/> Vehicle Salvage Report	Vehicle Type: <input type="text" value="ALL"/>	<input type="button" value="View"/>
<input checked="" type="checkbox"/> Vehicles Purchased Prior to End of Year		<input type="button" value="View"/>

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