

Clerk Reports in KAVIS

This guide will list all the reports available to Clerk users in KAVIS.

POS Reports

The POS reports will be as we have today for Boats.

1. ACH Report By Clerk ID
2. ACH Report by customer
3. Bank Deposit Summary
4. Check Deposit Report
5. County Sales Report
6. Daily Voided Sales
7. Debits and Credits
8. Outstanding Credit/Debit List
9. Overages & Shortages
10. Paid Charges Report
11. POS-to-AVIS Daily Reconciliation by Clerk ID - Voided Sales
12. POS-to-AVIS Daily Reconciliation by Clerk ID - Web Renewals
13. POS-to-AVIS Daily Reconciliation by Clerk ID - Work Processed
14. Proof of Cash Report: AVIS Total to Drawer Total
15. Proof of Cash Report: Drawer Total and Adjustments to Deposit
16. Refunds Report
17. Sales Extract By Day Of Business
18. Sales Report By Account Numbers - Branch Level
19. Sales Report By Account Numbers - Clerk Level
20. Sales Report By Account Numbers - Clerk Level - Export
21. Sales Report By Account Numbers - County Level
22. Sales Report By Account Numbers - Summary
23. Sales Transaction Detail Report

Daily Report

1. Clerks can view their daily activities by State Fees, Clerk Fees, AdValorem, Clerk Lien Fee, Use Tax, Miscellaneous Fee, Lien Filing Fee, Disabled Placards, Totals. The report will show amounts collected and reversed in separate columns.
2. The report will display if the branch has been reconciled for the Day chosen.
3. Clerks can navigate between the dates using the date widget on the page.

County: ADAIR Branch: ADAIR COUNTY Report: Select Report printer... * **Print**

Choose your branch.

Date: 12/11/2023 Navigate between dates

Select the printer to be used.

1 of 1

Summary of Daily Processing

Day of Business: 12/11/2023
 Current Date: 12/22/2023

Branch: ADAIR COUNTY



Displays if the county has been reconciled or not.

Clerk ID #Trans	State Fees		Clerk Fees		AdValorem		Clerk Lien Fee		Use Tax		Miscellaneous Fee		Lien Filing Fee		Disabled Placards		Totals	
	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Collected	
VVJ 3	\$0.00	\$107.12	\$0.00	\$33.00	\$0.00	\$40.28	\$0.00	\$0.00	\$0.00	\$3420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3610.90
Total 3	\$0.00	\$107.12	\$0.00	\$33.00	\$0.00	\$40.28	\$0.00	\$0.00	\$0.00	\$3420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3610.90
Net Collected		\$107.12		\$33.00		\$40.28		\$0.00		\$3420.00		\$0.00		\$0.00		\$0.00		\$3600.40
Grand Total Less Clerk Lien Fee																		\$3600.40

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

New KAVIS Reports

1. Clerk and State Fee Weekly Transaction Report

- a. Input Parameters:
 - i. Choose date range for a week from Monday through Sunday.
- b. The report will list all the collection transactions in the county for the chosen week. This is a weekly report and the date selection should be for a week from Monday through Sunday.
- c. Reversal transactions will be in another report – Reversed Clerk and State Fee Weekly Transaction Report.

2. Customer Delinquency List

- a. Input Parameters:
 - i. SSN or FEIN or UDI number.
- b. The report will be a replacement to the DI screen in AVIS.
- c. User will be able to generate the Delinquencies owed by entering either a FEIN, SSN or UDI number.
- d. The result will check for delinquencies owed on all vehicle types owned by the chosen FEIN or SSN or UDI number.

3. Registration Fee and Transaction Report by Action

- a. Input Parameter:
 - i. Use the Start Date and End Date fields to choose date range.
- b. The report will list the count and amount of each of the registration action performed in the chosen date range grouped by month.
- c. The registration actions covered are
 - i. Decal replacement
 - ii. Registration Reprint with Fee
 - iii. Registration Reprint with no Fee
 - iv. First Time New
 - v. Out of State
 - vi. Renewals
 - vii. Transfer
 - viii. Weight Change

4. Registration State Fee and Transaction Report

- a. Input Parameter:
 - i. Use the Start Date and End Date fields to choose date range.
- b. The report will list the count and amount collected against various plates and exemptions for the chosen date range grouped by month.

5. Pre-Obligation Tax Report

- a. Input Parameter:
 - i. SSN or FEIN or UDI number.
- b. The report will list all the taxes owed on all vehicles for the chosen FEIN, SSN or UDI number for the current year.

6. Missing Titles Report

- a. The report is generated as of the current system date.
- b. The report will list all titles marked with the Pend Reason of the below
 - i. Application not in PODD (equivalent in AVIS - Code 3 in AVIS)
 - ii. Application not in PODD – Code 3
- c. The equivalent of this report is currently being sent as an email from MVL.

7. Return Titles

- a. The report is generated as of the current system date.
- b. The report will list all titles marked with the Pend Reason of the below:
 - i. Fraud
 - ii. Stolen
- c. The equivalent of this report is currently being sent as an email from MVL.

8. Rescan Titles Report

- a. The report is generated as of the current system date.
- b. The report will list all titles marked with the Pend Reason of the below:
 - i. Rescan to PODD
- c. The equivalent of this report is currently being sent as an email from MVL.

9. Reversed Clerk and State Fee Weekly Transaction Report

- a. Input Parameter:
 - i. Choose a date range from Monday through Sunday.
- b. The report will list out all the reversed transactions for the chosen week.

10. Title State and Fee Transaction Report

- a. Input Parameter:
 - i. Choose the date range using the 'Start Date' and 'End Date' fields.
- b. The report will list out the counts and amounts collected for the below title actions grouped by month in the chosen date range.
 - i. Applications
 - ii. Application Cancel
 - iii. Dealer Assign
 - iv. Duplicate
 - v. Multiple Transfer
 - vi. Certificate of Origin
 - vii. Out of State
 - viii. Salvage
 - ix. Classic
 - x. Rebuilts
 - xi. Transfer
 - xii. Update

Remittance Report - Summary

1. Remittance Reports have been moved from 'Administration' tile to 'Reports' tile.
2. Remittance Report – Summary
 - a. Choose Week for processing remittance and ensure the week has been reconciled for the chosen week.
 - b. KAVIS will display a summary of amounts collected for the chosen week in the below three categories:
 - i. Disabled Placards
 - ii. Boat State Fees
 - iii. Vehicle State Fees
 - c. Clerk will have to select 'Mark Completed' button on the page to acknowledge that they have paid the remittance to State. MVL will be able to process remittance for the County only if this has been selected by the Clerk.

County: ADAIR Week: 50 12/11/2023 * — 12/17/2023 [View Report](#)

Inventory Item	Total
Disabled Placards	\$0.00
Boat State Fees	\$0.00
Vehicle State Fees	\$3.00

I HEREBY CERTIFY THAT THIS REMITTANCE REPORT AND SUPPORTING REPORTS ARE CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

WEEK #50 TOTAL
\$3.00

SIGNATURE OF CLERK _____ DATE _____

County Reconciled: 12/11/2023 [PENDING REMITTANCE](#) [Mark Completed](#)

Select button to acknowledge remittance to State.

Remittance Report – Detailed

1. The report provides a detailed breakdown of all the fees in the amount being remitted to state for the week.
2. Select week using the calendar widget on the page and ensure county has been reconciled for the chosen week.
3. Clerk would use the below sections on the Detailed Report
 - a. Disabled Placards
 - b. Fish and Wildlife Registration Fee
 - c. KYTC Boat Title Fee
 - d. KYTC Boat Registration Fee
 - e. KYTC Boat Bucket Fee
 - f. KYTC Vehicle Title Fee
 - g. KYTC Vehicle Registration Fee
 - h. KYTC Vehicle Bucket Fee
 - i. Apportion Certificate

County: ADAIR

Week: 50 12/11/2023 — 12/17/2023 *

[View Report](#)

Choose week

Branch: ADAIR COUNTY

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
Fish and Wildlife Registration Fee				\$0.00
F&W State Registration Fee	0	0	Not Applicable	\$0.00
KYTC Boat Title Fee				\$0.00
State Duplicate Title Fee	0	0	\$2.00	\$0.00
State Title Fee	0	0	\$3.00	\$0.00
State Update Title Fee	0	0	\$2.00	\$0.00
KYTC Boat Registration Fee				\$0.00
Boat Trust Fund	0	0	\$1.00	\$0.00
Dealer Assignment - Boat	0	0	\$2.00	\$0.00
Decal Replacement - State Fee	0	0	\$2.00	\$0.00
KYTC Boat Bucket Fee				\$0.00
AVIS Replacement	0	0	\$1.00	\$0.00
Population <20,000 Fund	0	0	\$1.00	\$0.00
Technology Improvements	0	0	\$1.00	\$0.00
KYTC Vehicle Title Fee				\$3.00
State Duplicate Title Fee - Off-Road	0	0	\$6.00	\$0.00
State Duplicate Title Fee - Waived	0	0	\$0.00	\$0.00
State Speed Title Fee	0	0	\$20.00	\$0.00
State Speed Title Fee - Waived	0	0	\$100.00	\$0.00
State Title Fee	1	0	\$3.00	\$3.00
State Title Fee - Off-Road	0	0	\$9.00	\$0.00
State Title Fee - Waived	0	0	\$100.00	\$0.00
State Update Title Fee - Off-Road	0	0	\$6.00	\$0.00
State Update Title Fee - Waived	0	0	\$0.00	\$0.00
KYTC Vehicle Registration Fee				\$0.00
Dealer Assignment – Motor Vehicle	0	0	\$2.00	\$0.00
Electric Motorcycle Ownership Fee	0	0	\$60.00	\$0.00
Electric Vehicle Ownership Fee	0	0	\$120.00	\$0.00
Hybrid Vehicle Ownership Fee	0	0	\$60.00	\$0.00
State Decal Replacement Fee	0	0	\$100.00	\$0.00
State Decal Replacement No Fee	0	0	\$100.00	\$0.00
State Plate Reissue Fee	0	0	\$2.00	\$0.00
State Plate Replacement Fee	0	0	\$100.00	\$0.00
State Vehicle Registration Fee	0	0	Not Applicable	\$0.00
Web State Vehicle Registration Fee	0	0	Not Applicable	\$0.00
KYTC Vehicle Bucket Fee				\$0.00
AVIS Replacement	0	0	\$1.00	\$0.00
Population <20,000 Fund	0	0	\$1.00	\$0.00
Reflectorize Fee	0	0	\$0.50	\$0.00
Technology Improvements	0	0	\$1.00	\$0.00
Apportion Certificate				\$0.00
AVIS Replacement	0	0	\$1.00	\$0.00
County Truck	0	0	\$0.30	\$0.00
Population <20,000 Fund	0	0	\$1.00	\$0.00
State Truck	0	0	\$0.70	\$0.00
Technology Improvements	0	0	\$1.00	\$0.00