Bulk Processing Ad Valorem

KAVIS Bulk Processing Overview:

k/\vis

This guide demonstrates Bulk Processing Ad Valorem



- 1. Bulk Processing is accessed from the KAVIS Home Page, and allows you to enter a list of title numbers to process Ad Valorem for multiple titles in a single checkout.
- 2. Click the Bulk Processing tile on the Home Page to enter the Bulk Processing page:

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Home Bulk Processing			
	Vehicles (0)		
	Bulk Actions -		
	Search By: Title #:		
	Instruction: Create a custom list of vehicles to work with by entering a full Title # into the field above and then clicking the Search button or pressing Enter. Each Search result will be added to the grid below, and Actions can be taken on these vehicles in built or individually, corresponding to selected check pages.		
	🖉 Cancel 🛛 🗷 Add To Cart		
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3. From the blue Bulk Actions dropdown, select 'Pay Selected Ad Valorem':

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4. Enter a Tile Number and click the Green Search button

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S Home Bulk Processing	8		
	Vehicles (1)		
	Pay Selected Ad Valorem - Pay Delinquent Only		
	Search By: Title #: 1771510551123 ●		
	Instruction: Create a custom list of vehicles to work with by entering a full Title # into the field above and then clicking the Search button or pressing Enter. Each Search result will be added to the grid below, and Actions can be taken on these vehicles in butk or individually, corresponding to selected check boxes.		
	▶ 🗹 🚓 2016 HOND CRV Title #: 171510551123 Plate #: 12119NA Yth: 53488444502085955 Amount: \$452.03 ¥ Remove		
	Total Due: \$452.03		
	Ø Cancel ► Add To Cart		
© Kentucky Transportation Cabir 200 Mero Street, Frankfort, KY 400	Net 522 		Suggestions / Questions? Contact the KAVIS Team

- 5. KAVIS lists the vehicle information and amount of Ad Val to be paid
- 6. Enter a 2nd Title Number and click the green Search button:

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	Vehicles (2)		
	Pay Selected Ad Valorem - Pay Delinquent Only		
	Search By: Title #: *		
	Instruction: Create a custom list of vencies to work with by entering a full Title # into the field above and then circling the Search button or pressing Enter, Each Search result will be added to the grid below, and Actions can be taken on these vencies in bulk or individually, corresponding to selected check poxes.	n	
	▶ 🗹 🚓 2016 HOND CRV Title #: 171510561123 Plate #: 121WNA VIN: 53/89/4/H5GC/866956 Amount: \$452.03 ★ Remove		
	Image: Second		
	Total Due: \$613.18		
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- 7. KAVIS displays the Ad Valorem due for the 2nd vehicle.
- 8. Repeat for all Titles you'd like to include in the transaction.
- 9. You can also select an option to only 'Pay Delinquent Only'



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	Add Customer Total: \$161.15	
1	JONES, TOYA JEAN + Add Miscellaneous Item Customer (D: 01/385004 (Rems: 3)	
	Nem Description Qty Price Amount MMIN Truck, 2016 HOND CRV Title #: 121510551122 KY/Plate #: 121W145 / X	
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	Add Customer Total: \$452.03	
	CUEST CUSTOMER (Remot: 0)	
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