## KAVIS

Reversals

Updated January 2024



## KAVIS Reversals Overview:

- This manual assumes that you are familiar with standard KY Transfer and Dealer Assignment Title process flows in KAVIS and understand how Registrations, Liens, and Ad Valorem payments work in KAVIS. Please complete the 'basic' functionality training before Reversals.
- Unlike AVIS, in KAVIS the actions you take on the NTA Bubbles are editable until you process payment and finalize checkout. This means in KAVIS when you make a mistake prior to checkout, you may simply return to the NTA bubble and correct the mistake without the need to perform a 'backout'.
- Generally speaking, you may Reverse an action within 2 years of the transaction.
- If you are Reversing a Title Action after the title has printed, you must contact MVL to make them aware so that they 'Undo' the title in NMVTIS.
  - 1. Start from the Vehicle Summary page of the vehicle associated with the action being reversed:

Vehicle Summary- Kavis × +									
← → C ⋒ ≒ kavis-test.kytc.ky.gov/Veh	hicle/Summary/56378063							* 🛛 🗷	1
		! THIS IS KAVIS	PRACTICE SITI	E. THIS IS KAVIS PRACTICE SITE.					
k/\vis		١	/ehicle S	ummary		Resume Transaction	90.00 \$0.00	KYTCljohn.clayton (JBC) Branch: JEFF CO-FISCAL CT BL Department: MV-Records PODD: FKTC003U (10.58.44.49) HELP •	¢
Home Vehicle Search	Vehicle Summary								
			2024 MER	CEDES-BENZ S					
	Previous		Viewing 1	of 1 Titles		Next			
	Owner(s) Chain of Ownership					Reversal +			
	Customer ID Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date			
	014439947 C18147596	CLAYTON, JOHN BRIDGES 🕑	<u>xxx-xx-9669</u>	107 WATSON CT., FRANKFORT, KY 40601-2	611 FRANKLIN				
*	Title			❤ Registration Information					
St	tatus: Application	Appl. Status	Title -	Status: Active		Manage -			
	Type: Original Title#: 233610565001	State Fee: \$3.00 Clerk Fee: \$6.00 Usage Tax: \$8,551.20 age Tax Description: Affidavit of To Consideration	al	Type:         First Time           Reg. Date:         12/27/2023           Exp. Date:         05/31/2024           Reg. Exemption:         PI           Remarks:         Gro	County: JEFFERSO Plate Type: Unbridled S Plate #: 020RJN late Action: Issue oss Weight: PC	N Dirit			
~	Purchase Information			Comments:	ec 7c				
	Date of Purchase: 12/27/202 Trade-in Amount: \$0.00	3 Purchase Price: \$142, Usage Tax Credit: \$0.00	520.00	KYTC Vehicle Registration Fee: Clerk Vehicle Registration Fee:	\$3.50 \$6.00				
C	Ad Valorem Information	s section.							
¥	Lien Information								_

2. In the top right of the VS page, you'll see the red



dropdown button.



- **Error'** and **'Customer Request'** work the same way. **'PVA Ad Valorem Adjustment'** would be used to Reverse a standalone Ad Val payment. The option is greyed out in this example because there was no Ad Val payment in the example being used. 'Use/Usage/Sales Tax Only' option is used to make adjustments to Use/Usage/Sales taxes.
- 4. For this example we'll select 'Clerk Error' to enter 'Reversal Mode':

👻 🕅 Vehicle Summary- Kavis 🛛 🗙 🕂			- o ×
← → C ⋒ ≒ kavis-test.kytc.ky.gov/			🖈 🗉 🕘 i
	THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.		-
k/\vis	Vehicle Summary	Resume ransaction \$0.	KYTCljohn.clayton (JBC) Branch: JEFF OD-FISCAL OT BL Department: N/Records 00 PODD: FRITCM/SU (10.58.44.49) © HELP ©
D Home Vehicle Search	Vehicle Summary	_	
	Previous Viewing 1 of 1 Titles Next		
	Commersity         Chain of Ownership           Click the chevron (2) above to expand this section.		
	♥ Title ♥ Registration Information		
	Status: Application Appl. Status Title - Status: Active		
	Type:     Original     Reverse Title Action     Type:     First Time     County:     JEFFERSON       Action Date:     12277023     State Fee:     Stol     Refund     Reg. Date:     12277023     Plate 5f::     QORNIN       Description:     First Time     Clerk Fee:     Stol     Refund     Refund     Refund:     Refund:     Plate 5f::     QORNIN       Usage Tax:     StistS1:20     Refund     Consideration     Refund:     Consideration     Plate 5f::     QORNIN       Usage Tax:     StistS1:20     Refund:     Consideration     Refund:     Gross Weight:     PC       Usage Tax:     StistS1:20     Refund:     Consideration     Refund:     Bescription:     Plate 5f::     QORNIN       Usage Tax:     StistS1:20     Refund:     Consideration     Remarks:     Gross Weight:     PC       Consideration     Consideration     Consideration     Refund:     Registration     Registration		
	♥ Purchase Information         State Vehicle Registration Fee: \$5.75         Refund           Click the chevron (>) above to expand this section.         KYTC Vehicle Registration Fee: \$3.30         Refund		
	Cierk Vehicle Registration Fee: \$6.00		
	Total Tax Due: \$0.00		
	Tax Year Stitus District Tax Status Value Action Date County Collected Due Date Payment Total Amount Date Paid		-

Vehicle Summary-Kavis X +														- 0	y x
← → C බ to kavis-test.kytc.ky.go	v/Vehicle/Summary/5	6378063												* •	: ال
	✓ Ad Valorem In	nformation										_			
										Total Tax Due	: \$0.00				
	Tax Ye	Nar Situs	District	Tax Status	Value	Action Date	County Collec	cted	Due Date	Payment Date	Total Amount Paid				- 1
	2024	FRANKLIN	03	Taxable	\$0.00	12/27/2023			05/31/2024		\$0.00				- 1
	▼ Lien Informat	tion													
											Add Lie	en			
	Lien Number	Status Fil	led Date	Lien Holder		Address		County Filed	Released Date	Re	versal				
	MB226	Pending	Benz	Finance	KY					Reverse Lie Refui Lien: \$2 Late: \$	en Action:  http://www.senace.org/lice.				
	Vehicle Inform	nation	1 this section												
	History     Click the chevron	<ul> <li>(&gt;) above to expand</li> <li>(&gt;) above to expand</li> </ul>	I this section.												
					Commen	ts:				*					
						L				Cancel	Continue Reve	ersal			
© Kentucky Transportation Cabine 200 Mero Street, Frankfort, KY 4062	t 12												Suggestic Contact 1	ns / Questions? le KAVIS Team	

 Select the checkbox of the item or items KAVIS should Reverse. You see each Section of the Vehicle Summary is expanded to display the actions and fees associated with the **last** transaction. Selecting 'Reverse Title Action' will automatically select all checkboxes:

est.kytc.ky.gov/Vehicle/Summary/56378063			
❤ Title		✓ Registration Information	
Status: Application	Appl. Status Title -	Status: Active	
Type: Original Title #: 239510565001 Action Date: 1227/023 Description: First Time Title and Registration	Very Reverse Title Action State Fee: S3.00 Clerk Fee: S6.00 Usage Tax: S6,551.20 Sage Tax Description: Affidavit of Total Consideration	Type: First Time County: JEFFERSON Reg.Date: 12/27/2023 Plate Type: Untoxided Spirit Exp.Date: 0/31/2024 Plate &: 0/201A) Reg.Exemption: Plate Action: Issue Remarks: Plate Action: Issue Remarks: County: JEFFERSON Comments: PR Reverse Registration Action	
Purchase Information     Click the chevron (>) above to expand t     Ad Valorem Information	lis section.	State Vehicle Registration Fee: 55.75 Creater Article Registration Fee: 55.00 Refund Clerk Vehicle Registration Fee: 56.00 Refund	
		Total Tax Due: \$0.00	
Tax Year Situs	District Tax Status Value Ad	ction Date County Collected Due Date Payment Total Amou Paid	unt
2024 FRANKLIN	03 Taxable \$0.00 12/2	27/2023 05/31/2024 \$0.00	
Y Lien Information		bbA	Lien
	Date Lien Holder	Address County Released Reversal	
Lien Status File		- nee Date	



6. Optional checkboxes will be colored in blue **Refund** so for example if your office does not want to refund the \$6.00 Clerk Fee in the Title Section. You would simply de-select that box:

❤ Title				
Status: Applicatio	n		Appl. Status	Title -
Туре:	Original	🔽 Reverse	Title Action	
Title #:	233610565001	State Fee:	\$3.00	
Action Date:	12/27/2023		Re	fund
Description:	First Time Title and Registration	Clerk Fee:	\$6.00	fund
		Usage Tax:	\$8,551.20 <b>Re</b>	fund
		Usage Tax Description:	Affidavit of Total Consideration	

7. When you've made all your selection, enter Comments in the text box and click the green 'Continue Reversal' button. A pop-up screen is displayed letting you know that Reversed Actions are FINAL after check out. You can't Reverse a Reversal.

✓ ✓ ✓ Vehicle Summary- Kavis × +															-	. 0	×
← → ଫ ଲ 🛱 kavis-test.kytc.ky.gov																•	
	♥ Ad Valorem	Information									Total Tax Due	s: \$0.00					ŕ
	Tax Y	'ear :	Situs	District	Tax Status	Value	Action Date	County Collect	ted	Due Date	Payment Date	Total Amount Paid					
	2024	FRAM	NKLIN 03		Taxable	\$0.00	12/27/2023			05/31/2024		\$0.00					
	♥ Lien Informa	tion										Add Lien					
	Lien Number	Status	Filed Date	•	Lien Holder		Address	5	County Filed	Released Date	Re	versal					
	MB226 Pending			War	Warning						Reverse Lien Action:						١.
				the ch	eckboxes before he Shopping Carl	continuing. You w however Revers	II have an opport ed Actions are FI	unity to return to the Re NAL after they are chec	versal flow ked out		Lien: Si Late: S	22.00 🗹 0.00					
					l unders	tand, Continue		Cancel									
	Vehicle Infor	mation	o avoand this sa	ction													
	* History		o españa ano se														
	Click the chevror	n (>) above to	o expand this se	ction.													
						Commen	ts: testing				*						
											Cancel	Continue Revers	sal				
Kentucky Transportation Cabinel 200 Mero Street, Frankfort, KY 4062	t 12													Suggesl Contact	ions / Que the KAVIS		

8. Click 'I Understand, Continue' and Manager Approval will be required:

→ M Write Summary Savis X + - σ X								
← → ♂ ⋒ 🛱 kavis-test.kytc.ky.go	ov/Vehicle/Summary/S6378063	* 🛛 🕘 🗄						
	Ad Valorem Information Total Tax Due: \$0.00							
	Tax Year Situs District Tax Status Value Action Date County Collected Due Date Payment Total Amount							
	2024 FRAMUN 03 Taxable \$0.00 12/27/2023 05/31/2024 \$0.00							
	V Lien Information							
	Lien       Status       Field Date         Number       Manager Approval       Reversal         Manager Approval       Reversal       Reversal         Marcon       Reversal       Reversal         Marcon       Reversal       Reversal         Marcon       Reversal       Reversal         Marcon       Reversal       Reversal         Cancel       Vent       Reversal         Marcon       Reversal       Reversal         Marcon       Reversal       Reversal         Cancel       Vent       Reversal							
	Comments: (resting) * Continue Revenue							
© Kentucky Transportation Cabine 200 Mero Street, Frankfort, KY 4063	Met	estions / Questions? Ict the KAVIS Team						

💙 🕅 Shopping Cart Summary- Kavis 🗙 +		- 0
← → ♂ ⋒ 🛱 kavis-test.kytc.ky.gov/Cart/Summary		* 🛛 🥹
	1 THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.	
k/\vis	Shopping Cart Summary	Image: State
D Home Vehicle Search Cart Summary		
	Void Miscellaneous Items	Items
	Current Department: MV-Records	
Collapse All / Expand All Select All Items (0 of 1 Selected)		
CLAYTON, JOHN BRIDGES + Add Miscell Customer (b: 014439947 (items: 9)	neous Rem	
Item Description KAVIS Passenger Auto, 2024 MERCEDES-8ENZ 5	City Price Amount     X     X     City Price Amount     X     Delete     Delete	
Action: Reversal (Clerk Error) Reverse Title State Title See	1 0.00 \$0.00 1 2.00 \$2.00	
Usage Tax Usage Tax Reverse Registration	1 - 8,551,20 - 58,551,30 1 - 0,00 - 50,00	
Clerk Vehicle Registration Fee KYTC Vehicle Registration Fee State Vehicle Registration Fee	1 - 6.00 - 56.00 1 - 3.50 - 53.50 1 - 5.75 - 55.75	
Reverse Lien, File Number: MB226 LIEN FILING FEE, File Number: MB3	1 0.00 50.00 6 1 -22.00 -522.00	
	Åds	_
	Customer Total: -58,591.45	
(Items: 0)	Otv Price Amount	
No Miscellaneous Items have been added	• • • • • • • • • • • • • • • • • • •	
	مع Sub Total: - ،\$8,591.45 Total: - \$8,591.45	
		_
+ Force AVIS Items	Ø Cancel ± Suspend Items ✓ Continue Shopping 𝔅 Chee	ckout

- 9. Details of the line items being Reversed will appear in the 'Shopping Cart Summary' and dollar amounts being Reversed will appear as negative numbers. Keep in mind in this example we did not Reverse the \$6 Clerk Title Fee, therefore it is not listed in the Summary.
- 10. Review the 'Shopping Cart Summary' to ensure the items listed are the items you intend to Reverse, as Reversals are permanent.

11. Click the green

Checkout

button to complete the Reversal.

<ul> <li>Transaction Summary- Kavis</li> </ul>									- ø ×	
← → ଫ ଲ 🛱 kavis-test.kytcl	ky.gov/Transaction/DetailSummary?transactionId=								🖈 🛯 🕘 🗄	
1 THIS IS KAMS PRACTICE SITE. THIS IS KAMS PRACTICE SITE.										
k/\vis			Transact	tion Summ	nary			Resume Transaction \$0.0	KYTCijohn.clayton (JBC) Branch: JEFF CO-FISCAL CT BL Department: MV-Records 0 PODD: FKTC003U (10.58.44.49) ✿ HELP ●	
Home Drawer Rec	onciliation Transaction Summary									
	Transaction ID: 946845577 Receipt Number: JBC231228085302  Cutatoreti (51409447) (Itens: 9)  Part Description Reverse Title State Title Fee State Title Fee State Title Fee State Title Fee Reverse Lien LEW FULMO FEE	Transaction Date: Date Paid:	12/28/2023 12/28/2023 Title #: 2336/056500	1	Customer Totali Sub Total: Total:	Oty         Price           1         6.00           1         3.100           1         6.5100           1         6.00           1         6.00           1         6.00           1         6.00           1         5.73           1         6.00           1         -2.00	Amount 50.00 53.00 54.00 54.00 54.00 53.00 54.00 53.00 54.00 54.00 54.00 54.00 54.00 54.00 54.00 54.00 54.00 54.00 54.00 54.00 54.00 55.00 54.00 55.00 54.00 55.00 5			
				Credit - GARDNE	R USED CARS:		\$8,591.45			
	🖶 Reprint / 🖂 E-mail 🛛 🖉 Preview						Modify Receipt	🕑 Done		
© Kentucky Transportation C: 200 Mero Street, Frankfort, KY	abinet 40622								Suggestions / Questions? Contact the KAVIS Team	

12. The Reversal is complete.

## Use/Usage/Sales Tax Only:

1. Suppose you need to only make an adjustment to the amount of Usage Tax collected. Select the 'Use/Usage/Sales Tax Only' option from the Reversal dropdown button:

		I THIS IS INVIS PRACTIC			KYTCliphn.clayton (J
vis		Vehicl	e Summary	Resume Transaction \$0.00	Branch: JEFF CO-FIS Department: MV-Reco PODD: FKTC003U (10 HELP
Home Customer Sea	arch Customer Account Vehicle	Summary			
		20	24 TOYOTA CROWN		
	Previous	Viev	ing 1 of 1 Titles	Next	
	Chain of Ownership			Reversal +	
	Customer ID Driver License	Customer Name SSN/Fi	EIN Address	Clerk Error Customer Request PVA Ad Valorem Adjustment Use/Usage/Sales Tax Only	
	014439947 C18147596 (	LAYTON, JOHN BRIDGES P	669 107 WATSON CT., FRANKFORT, KY 40601-2611	FRANKLIN	
	❤ Title		* Registration Information		
	Status: Application	Appl. Status Title	Status: Title Only	Manage -	
	Type: Original Title#: 233620565001 Us	State Fee:     \$3.00       Clerk Fee:     \$6.00       Usage Tax:     \$2,460.00       age Tax Description:     Alldavk of Total Consideration	Type: Tile Only Cou Reg. Date: 12/28/2023 Plate T Exp. Date: Plate Act Reg. Exemption: Plate Act Remarks: Gross Wei	inty: JEFFERSON lpge: te #: ight:	
	♥ Purchase Information		State Vehicle Registration Fee: \$0.00		
	Date of Purchase: 12/28/202 Trade-in Amount: \$0.00	3 Purchase Price: \$41,000.00 Usage Tax Credit: \$0.00	KYTC Vehicle Registration Fee: \$0.00 Clerk Vehicle Registration Fee: \$0.00		

✓ M Vehicle Summary- Kavis × +				- ø ×					
← → ଫ ଲ 🛱 kavis-test.kytc.ky.gov				🖈 🗉 🕘 i					
	THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.								
k/\vis	Vehicle Summary	Resume Transaction	9 50.00	KYTCijohn.clayton (JBC) Branch: JEFF CO-FISCAL CT BL Department: MV-Records PODD: FKTC003U (10 55 44 49) Ø HELP Ø					
D Home Customer Search	n Customer Account Vehicle Summary								
	- YOU ARE IN REVERSAL MODE	h							
	2024 TOYOTA CROWN								
	Previous Viewing 1 of 1 Titles Next								
	Chain of Ownership     Click the chevron ( ≥) above to expand this section.								
	✓ Title								
	Status: Application Appl. Status Title - Click the chevron (>) above to expand this section.								
	Type: Original State Fee: \$3.00 Refund Clerk Fee: \$5.00 Refund Usage Tax: \$2.460.00 Refund Usage Tax: \$2.460.00 Refund Original Refund Usage Tax: \$2.460.00 Refund Consideration								
	Reversal Type:     Select One       Y Purchase Information     Charged in error       Click the chevron (>) above to expand this section.     Sale was Reversed       Incorrect Information     Click the chevron (>) above to expand this section.       Click the chevron (>) above to expand this section.     Other								
	Vehicle cleritori (*) above to expand this section.  Cick the chevitor (*) above to expand this section.			•					

2. In the Reversal Type dropdown select 'Overpayment' and manually enter the correct tax amount:

Vehicle Summary- Kavis X	+		- ø ×
← → C A 🛱 kavis-test.ky	<b>: ky.gov</b> /Vehicle/Summary/56378076		x 🛛 🖲 :
	() THIS IS KAVIS PRA		
k/\vis	Vel	hicle Summary	Resume Transaction 50.000 Resume LP ©
න Home Customer	Search Customer Account Vehicle Summary		
	Yo	J ARE IN REVERSAL MODE	<b></b> ł
		2024 TOYOTA CROWN	
	Previous	Viewing 1 of 1 Titles	Next
	♥ Owner(s)       Chain of Ownership         Click the chevron (>) above to expand this section.         ♥ Trice         Status: Application         Type:       Original         Tride #:       23302065001         Tride #:       23302065001         Usage Tax:       52,460.00         Refu       Usage Tax:         Usage Tax:       52,460.00         Refu       Clerk Fee:         Statue of Trial       Clerk of the constraints         Refusion       Refusion         Usage Tax:       52,460.00         Refusion       Refusion         Constraints       Application         Refusion       Refusion         Usage Tax:       52,460.00         Refusion       Refusion         Constraints       Constraints         Constraints       Constraints <th>nte - Click the chevron (&gt;) above to expand this section.</th> <th></th>	nte - Click the chevron (>) above to expand this section.	
	Correct Usage Tax (2100.00		

3. This example will refund \$360 of overpayment to the Customer (\$2,460 - \$2,100)

- O X		
← → ♂ ⋒ 🛱 kavis-test.kytc.ky.gov	v/Cart/Summary 🔶 🛛 🖗	÷
1 THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.		
k/\vis	Shopping Cart Summary	Г ВL 49) <b>Ф</b>
> Home     > Customer Search     > Cart Summary		
	Void Miscellaneous Items Z Send Items	
	Current Department: IMV-Records v	
_	Collappe All / Espand All	
	Select All Items (of 71 Selected) V CLATTON, JOHN SRIDDES + Add Mixedianeous Item Cutomer (Br. 01 4459942) (Items: 1) Imm Deciption Dity Price Amount	
	Openation         Title #: ::::::::::::::::::::::::::::::::::	
	Unage Tax 1 -360.00 -3360.00	
	Customer Total: -5360.00	
	CUEST CUSTOMER (Remo: 6)         Dly         Price         Amount           Item         Description         Dly         Price         Amount	
	No Allocetlaneous Rens have been added	
	Sub Total: -\$360.00 Total: - <b>\$360.00</b>	
	✦ Force AVIS Items 《 Cancel ± Suspend Items ✓ Continue Shopping 《 Checkout	
Kentucky Transportation Cabinel     P Type here to search	nt Suggestons / Questons / Questo	<b>P</b>
	Checkout	

4. Click the green

button to continue, like other Reversals.