



POINT OF SALE MANUAL

Updated January 2020



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KAVIS Customer vs POS Customer

In KAVIS, the Point of Sale Customer database is maintained separately from the KAVIS Customer database.

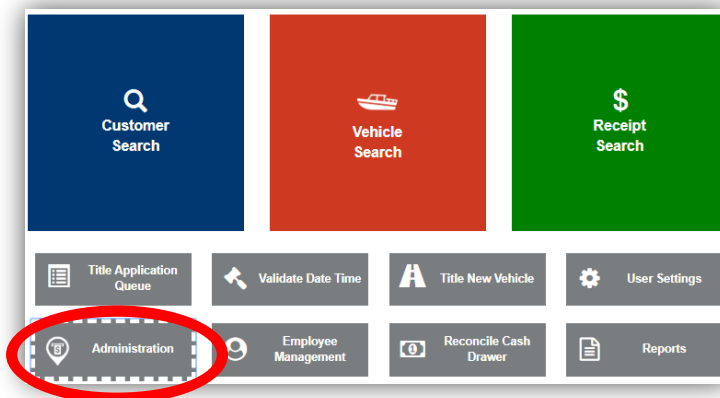
KAVIS Customers are used to process transactions that originated in KAVIS (i.e. Disabled Placards, Boat Title and Registrations Actions). Point of Sale Customers are used for several different reasons.

- 1) Indicating a customer is NSF (Non-sufficient funds).
- 2) Indicating a customer is Cash Only.
- 3) Manage ACH.
- 4) Issuing a Credit.
- 5) Issuing a Debit.
- 6) Paying off a Customer's Debit.
- 7) Managing Refunds.

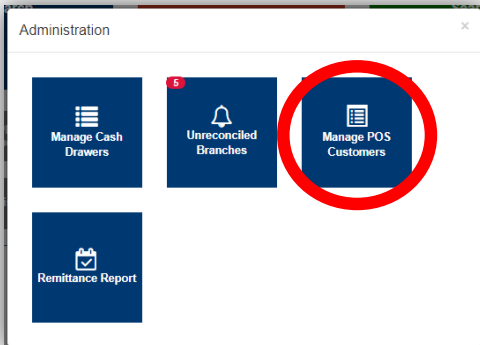
Adding a Point of Sale Customer

Since Point of Sale Customers are a separate database from KAVIS Customers, adding a KAVIS Customer does NOT mean they will show up in the POS database. To add a customer to the POS Customer database, you must have the POS Manager, or POS Administrator permissions in your user profile.

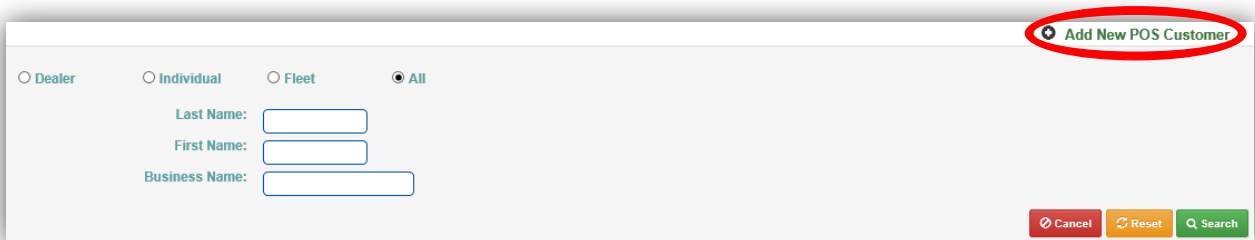
1. From the Home Screen, select  Administration.



2. Click on 

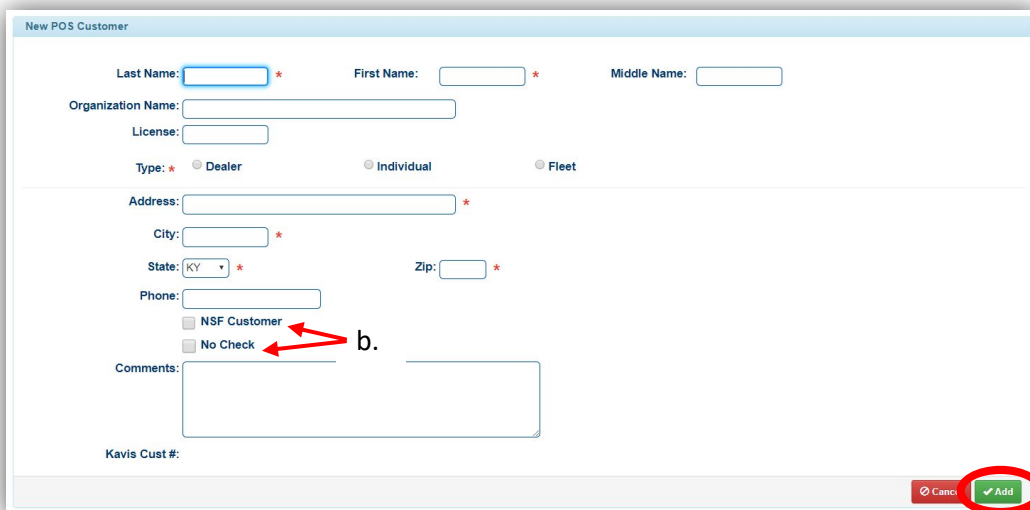


3. Click  **Add New POS Customer**.

A form titled 'Add New POS Customer'. At the top right, the title 'Add New POS Customer' is circled in red. Below the title are radio buttons for 'Dealer', 'Individual', 'Fleet', and 'All', with 'All' selected. There are input fields for 'Last Name', 'First Name', and 'Business Name'. At the bottom right, there are 'Cancel', 'Reset', and 'Search' buttons.

Enter the required fields and mark them as NSF Customer or No Check if that is appropriate.


- a. Required fields are Last Name, First Name, Type, Address, City, State, and Zip.
- b. Mark NSF or No Check if appropriate – NOTE this is a configuration setting that must be set up by KAVIS to access. If you would like this feature please contact KAVIS Support.

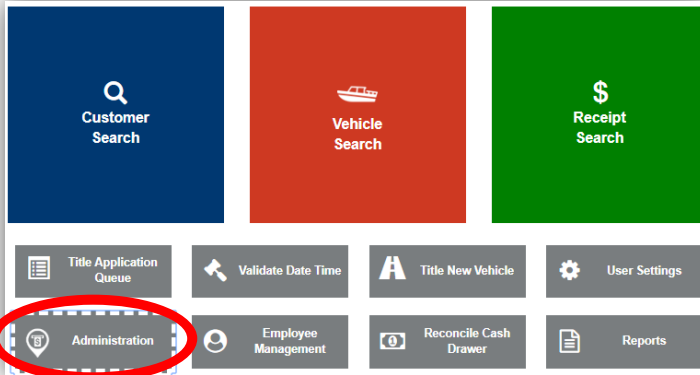
A form titled 'New POS Customer'. It contains several input fields: 'Last Name', 'First Name', 'Middle Name', 'Organization Name', 'License', 'Address', 'City', 'State', 'Zip', and 'Phone'. There are radio buttons for 'Type' with options 'Dealer', 'Individual', and 'Fleet'. Below the 'Type' section are two checkboxes: 'NSF Customer' and 'No Check'. A red arrow points from the letter 'b.' to the 'No Check' checkbox. At the bottom right, there are 'Cancel' and 'Add' buttons, with the 'Add' button circled in red.

4. Click  **Add** and the customer will be added to the Point of Sale Customer database.

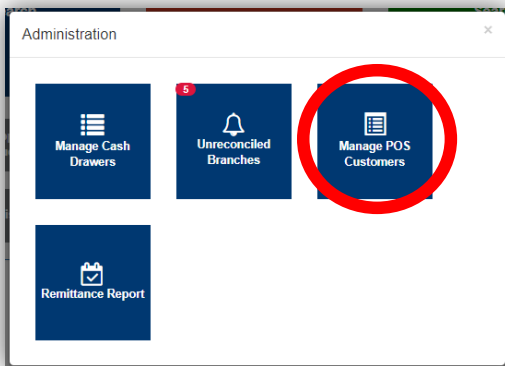



Point of Sale Customer Inquiry

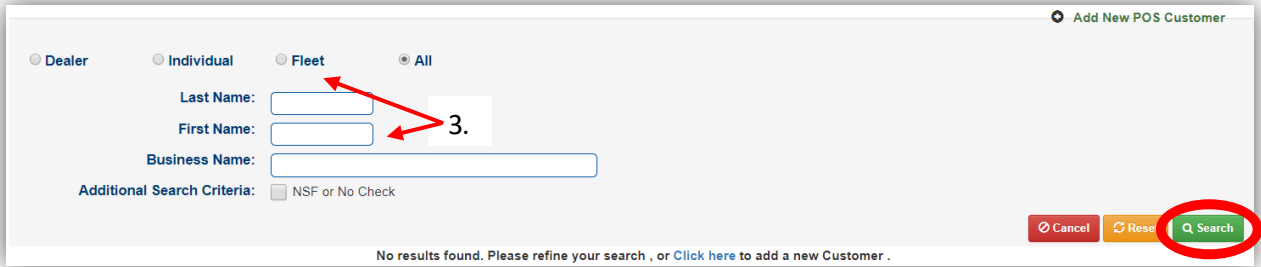
1. From the Home Screen, select  Administration.



2. Click on  Manage POS Customers.



3. Enter the customer's information, choose their specific type, and click .



Dealer Individual Fleet All

Last Name:

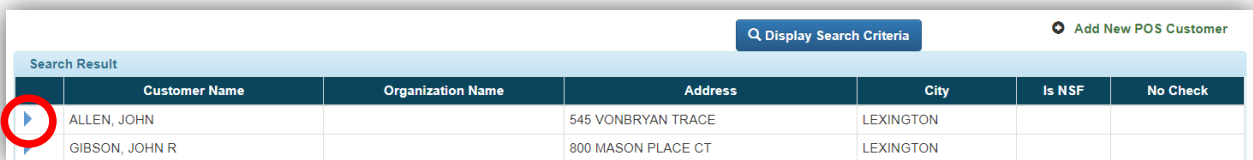
First Name:

Business Name:

Additional Search Criteria: NSF or No Check

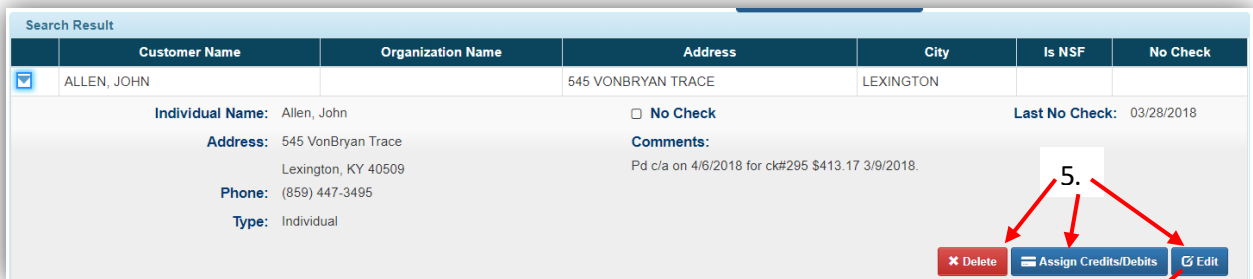
No results found. Please refine your search, or [Click here](#) to add a new Customer.

4. Click the  next to the correct customer to open the field.



Customer Name	Organization Name	Address	City	Is NSF	No Check
ALLEN, JOHN		545 VONBRYAN TRACE	LEXINGTON		
GIBSON, JOHN R		800 MASON PLACE CT	LEXINGTON		

5. You are able to delete this customer's account, assign credits and debits (depending on your county's configuration settings) or update their profile.



Search Result

Customer Name	Organization Name	Address	City	Is NSF	No Check
ALLEN, JOHN		545 VONBRYAN TRACE	LEXINGTON		

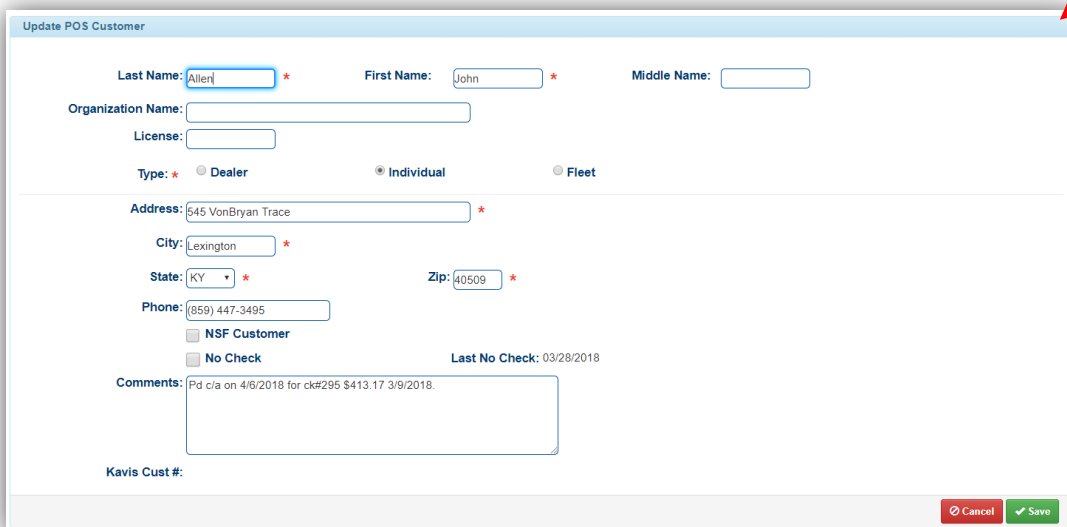
Individual Name: Allen, John **No Check** **Last No Check:** 03/28/2018

Address: 545 VonBryan Trace
Lexington, KY 40509

Phone: (859) 447-3495

Type: Individual

Comments:
Pd c/a on 4/6/2018 for ck#295 \$413.17 3/9/2018.



Update POS Customer

Last Name: * First Name: * Middle Name:

Organization Name:

License:

Type: * Dealer Individual Fleet

Address: *

City: *

State: * Zip: *

Phone:

NSF Customer No Check **Last No Check:** 03/28/2018

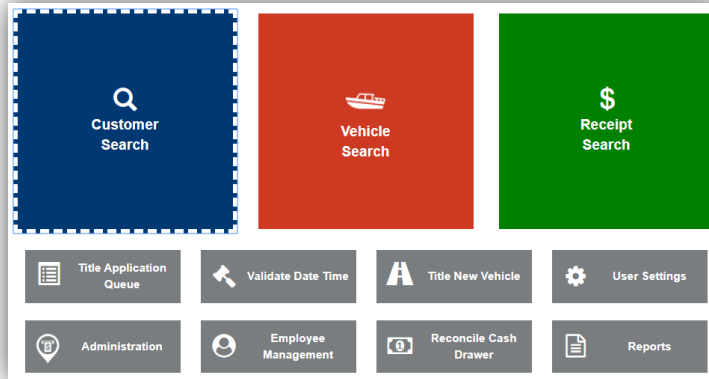
Comments:

Kavis Cust #:



Linking a KAVIS Customer to a NSF Customer

1. From the Home Page click on Customer Search.



2. Select Search By Individual's Name and enter the name of the KAVIS/POS Customer.

The search form has a 'Search By:' dropdown menu set to 'Individual's Name'. Below it are input fields for 'Last Name' (containing 'Allen'), 'First Name' (containing 'John'), 'Middle Name' (empty), and 'Suffix' (empty). There are also fields for 'Date of Birth' (empty) and 'County' (set to 'FAYETTE'). At the bottom right are 'Cancel', 'Reset', and 'Search' buttons.

3. Click **Select** next to the KAVIS Customer that will be linked to the Point of Sale Customer.

The table shows search results with columns: Customer ID, Driver License, Last Name, First Name, Middle Name, Suffix, DOB, SSN, ITIN, Physical Address, County of Residence, and Preferred Name. The first row is highlighted in green and has a 'Select' button circled in red.

Customer ID	Driver License	Last Name	First Name	Middle Name	Suffix	DOB	SSN	ITIN	Physical Address	County of Residence	Preferred Name	
001349906		ALLEN	JOHN			11/11/2011	xxx-xx-6955		704 Lancaster Ave, LEXINGTON, KY, 40508	FAYETTE		Select
000012960	A03901421	ALLEN	JOHN	CECIL	JR	09/28/1955	xxx-xx-4364		1616 JENNIFER RD #2A, LEXINGTON, KY, 40505	FAYETTE		Select
001019217	A89023953	ALLEN	JOHN	PATRICK		10/10/1979	xxx-xx-2554		133 MCPEEK PLACE, NICHOLASVILLE, KY, 40356	FAYETTE		Select

4. Click **Edit** on the Customer Account page.

The Customer Account page for 'ALLEN, JOHN' (Cust #: 001349906) shows a message: 'Kentucky did not issue a Driver's License Number for this SSN. Please continue.' Below the message are buttons for 'Edit', 'View', and 'Notes'. A 'Financial History' button is also visible.



5. Click [Link NSF Customer](#).

ALLEN, JOHN
Cust #: 001349906

[Name Change](#) [Convert to Organization](#)

Personal Information

Birth Date: 11/11/2011 *
 County of Residence: FAYETTE *
 Preferred Name:
 Gender: Male
 Citizenship: United States
 E-Mail:

Phone

Home:
 Mobile:
 Work:

Identification

Passport:
 Visa:
 Driver's License: Select State
 SSN: 403-23-6955
 Green Card:
 ITIN:

* At least one form of Identification is required!

Address

Is Mailing address different? No Yes

Physical

Address 1: 704 Lancaster Ave *
 Address 2:
 City: LEXINGTON *
 State: Kentucky * Zip: 40508 * 1649
 County: FAYETTE
 Attn:

Alias


No Alias data.

[Add Alias](#)

POS Customer


[Link NSF Customer](#)

[Cancel](#) [Save](#)


6. This will initiate a search for any Point of Sale Customers with that name. Click on  to expand Customer options.

Search Result


[Display Search Criteria](#) [Add New POS Customer](#)

	Customer Name	Organization Name	Address	City	Is NSF	No Check
	ALLEN, JOHN		545 VONBRYAN TRACE	LEXINGTON		




7. In the expanded field click  to flag KAVIS Customer as this NSF Customer.

ALLEN, JOHN	545 VONBRYAN TRACE	LEXINGTON
Individual Name: Allen, John	<input type="checkbox"/> No Check	Last No Check: 03/28/2018
Address: 545 VonBryan Trace Lexington, KY 40509	Comments: Pd c/a on 4/6/2018 for ck#295 \$413.17 3/9/2018.	
Phone: (859) 447-3495		
Type: Individual		



8. The message “Customer has been marked as NSF...” can be seen in the Action Center on the Customer Account page.

ALLEN, JOHN Cust #.001349906 704 Lancaster Ave LEXINGTON, KY 40508	Edit View Notes Financial History	Action Center  Customer has been marked as NSF in Fayette County on December 3, 2019.
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Shopping Cart Actions

Miscellaneous Items

Miscellaneous Items are used in KAVIS to collect funds for items not included in an AVIS transaction. These items are managed and controlled by the KAVIS Point of Sale Administrator, if you notice a discrepancy please contact us at kavis@ky.gov to make the correction.

Adding Miscellaneous Items to a Transaction in the Shopping Cart

1. Click either **+ Add Miscellaneous Item** or **Add**.

Void Miscellaneous Items OFF \$ Payoff Debits Send Items

Current Department: MOTOR VEHICLES

Collapse All / Expand All

Select All Items (0 of 1 Selected)

Primary Owner Name: SMITH, JAMES **+ Add Miscellaneous Item**
Primary Owner SSN/FEIN: xxx-xx-6789
(Items: 3) (Vehicles: 1)

Item	Description	Control#:	Title #:	KY #:	Qty	Price	Amount	Force
AVIS	04 TOYT CAMRY	1900001163	130730370078	08007PCB				
	R ADJ REG CC FEE				1	9.00	\$9.00	
	R ADJ REG STATE FEE				1	39.00	\$39.00	
	R AD VAL TAX, 2014				1	108.28	\$108.28	+ Add

Customer Total: \$156.28

GUEST CUSTOMER (Items: 0)

Sub Total: \$156.28
Total: \$156.28

+ Force AVIS Items Cancel Suspend Items Continue Shopping Checkout

2. Choose the item from the dropdown menu.
 - a. Enter the quantity or price manually, depending on the item chosen
 - b. You may click **Delete** if you need to.

Primary Owner Name: SMITH, JAMES
Primary Owner SSN/FEIN: xxx-xx-6789
(Items: 3) (Vehicles: 1)

Item	Description	Control#:	Title #:	KY #:	Qty	Price	Amount	Done	Delete
AVIS	04 TOYT CAMRY	1900001163	130730370078	08007PCB					
	R ADJ REG CC FEE				1	9.00	\$9.00		
	R ADJ REG STATE FEE				1	39.00	\$39.00		
	R AD VAL TAX, 2014				1	108.28	\$108.28		
					1	0.00	\$0.00	<input checked="" type="checkbox"/>	Delete

Customer Total: \$156.28



Sub Total: \$156.28
Total: \$156.28

Cancel Suspend Items Continue Shopping Checkout

2. Select an item...
CERTIFIED COPIES
COPIES
FAX
MISC
NOTARY
POSTAGE
TITLE LIEN ASSIGNMENT

a. b.




3. You must click either  Done or  Delete once the item is chosen and price or quantity entered, if applicable.

Primary Owner Name: SMITH, JAMES
 Primary Owner SSN/FEIN: xxx-xx-6789
 (Items: 3) (Vehicles: 1)

Item	Description	Qty	Price	Amount
AVIS	04 TOYOT CAMRY			
	R ADJ REG CC FEE	1	9.00	\$9.00
	R ADJ REG STATE FEE	1	39.00	\$39.00
	R AD VAL TAX, 2014	1	108.28	\$108.28
	NOTARY	1	2.00	\$2.00
Customer Total:				\$156.28
Sub Total:				\$156.28
Total:				\$156.28

GUEST CUSTOMER (Items: 0)

Buttons: Cancel, Suspend Items, Continue Shopping, Checkout


4. Once you have entered all necessary miscellaneous items, click  Delete.



Primary Owner Name: SMITH, JAMES
 Primary Owner SSN/FEIN: xxx-xx-6789
 (Items: 5) (Vehicles: 1)


Item	Description	Qty	Price	Amount
AVIS	04 TOYOT CAMRY			
	R ADJ REG CC FEE	1	9.00	\$9.00
	R ADJ REG STATE FEE	1	39.00	\$39.00
	R AD VAL TAX, 2014	1	108.28	\$108.28
	NOTARY (Dept: MOTOR VEHICLES)	1	2.00	\$2.00
	MISC (Dept: MOTOR VEHICLES)	1	10.00	\$10.00
	Select an Item...	1	0.00	\$0.00
Customer Total:				\$168.28
Sub Total:				\$168.28
Total:				\$168.28





GUEST CUSTOMER (Items: 0)

Buttons: Cancel, Suspend Items, Continue Shopping, Checkout

5. To edit an item's quantity or price, click  Edit.



- Delete a specific item by clicking  Delete.
- You may add another miscellaneous item by clicking  Add.

Primary Owner Name: SMITH, JAMES  Add Miscellaneous Item
 Primary Owner SSN/FEIN: xxx-xx-6789
 (Items: 5) (Vehicles: 1)

Item	Description	Qty	Price	Amount	
AVIS	04 TOYOT CAMRY				
	R ADJ REG CC FEE	1	9.00	\$9.00	
	R ADJ REG STATE FEE	1	39.00	\$39.00	
	R AD VAL TAX, 2014	1	108.28	\$108.28	
	NOTARY (Dept: MOTOR VEHICLES)	1	2.00	\$2.00	
	MISC (Dept: MOTOR VEHICLES)	1	10.00	\$10.00	 
Customer Total:				\$168.28	
Sub Total:				\$168.28	
Total:				\$168.28	

GUEST CUSTOMER (Items: 0)




Buttons: Cancel, Suspend Items, Continue Shopping, Checkout





5.  Edit  Add



6. After your change is complete, click  or  to continue with the transaction.

Primary Owner Name: SMITH, JAMES
Primary Owner SSN/FEIN: xxx-xx-6789
(Items: 5) (Vehicles: 1)

Item	Description	Qty	Price	Amount
 04 TOYT CAMRY	Control#: 1900001163 Title #: 130730370078 KY #: 08007PCB			
	R ADJ REG CC FEE	1	9.00	\$9.00
	R ADJ REG STATE FEE	1	39.00	\$39.00
	R AD VAL TAX, 2014	1	108.28	\$108.28
	NOTARY (Dept: MOTOR VEHICLES)	1	2.00	\$2.00
	MISC (Dept: MOTOR VEHICLES)	<input type="text" value="1"/>	<input type="text" value="10.00"/>	\$10.00
Customer Total:				\$168.28
GUEST CUSTOMER (Items: 0)				
Sub Total:				\$168.28
Total:				\$168.28



Adding Miscellaneous Items to a Guest Customer

You may need to add a Miscellaneous Item to the shopping cart for a customer who is not involved in an AVIS or KAVIS transaction. This is called a “Guest Customer”.

1. The Guest Customer’s Miscellaneous Items may be added to a current customer’s order and all items will be checked out together.

The screenshot shows a shopping cart interface. At the top right, there are buttons for "Payoff Debits" and "Send Items". Below these is a dropdown menu for "Current Department" set to "testdept". On the left, there are links for "Collapse All / Expand All" and a checkbox for "Select All Items (0 of 1 Selected)". The main section shows a customer named "BOSO, JOSEPH" with a "Customer ID: 002334280" and "(Items: 4)". A table lists the items:

Item	Description	Qty	Price	Amount	
KAVIS	1991 SPECTRUM PONTOON				Edit Delete
	F&W State Registration Fee	1	16.67	\$16.67	
	KYTC State Registration Fee	1	3.00	\$3.00	
	Boat Safety Fee	1	1.00	\$1.00	
	Clerk Registration Fee	1	6.00	\$6.00	

Below the table is a "Customer Total:" of \$26.67. Underneath, there is a section for "GUEST CUSTOMER (Items: 0)" with a table that says "No Miscellaneous Items have been added". A red circle highlights the "+ Add" button in the bottom right of this section. At the bottom of the cart, there are buttons for "Force AVIS Items", "Cancel", "Suspend Items", "Continue Shopping", and "Checkout". The "Sub Total:" is \$26.67 and the "Total:" is \$26.67.

OR

2. The Guest Customer’s Miscellaneous Items can also be added to an empty shopping cart.

The screenshot shows a shopping cart interface for an empty guest customer. At the top right, there are buttons for "Payoff Debits" and "Send Items". Below these is a dropdown menu for "Current Department" set to "testdept". On the left, there are links for "Collapse All / Expand All" and a checkbox for "Select All Items (0 of 0 Selected)". The main section shows a customer named "GUEST CUSTOMER" with "(Items: 0)". A table lists the items:

Item	Description	Qty	Price	Amount	
	No Miscellaneous Items have been added				

A red circle highlights the "+ Add" button in the bottom right of the table. At the bottom of the cart, there are buttons for "Force AVIS Items", "Cancel", "Suspend Items", "Continue Shopping", and "Checkout". The "Sub Total:" is \$0.00 and the "Total:" is \$0.00.

3. See step 2 of the above section on details of miscellaneous items.

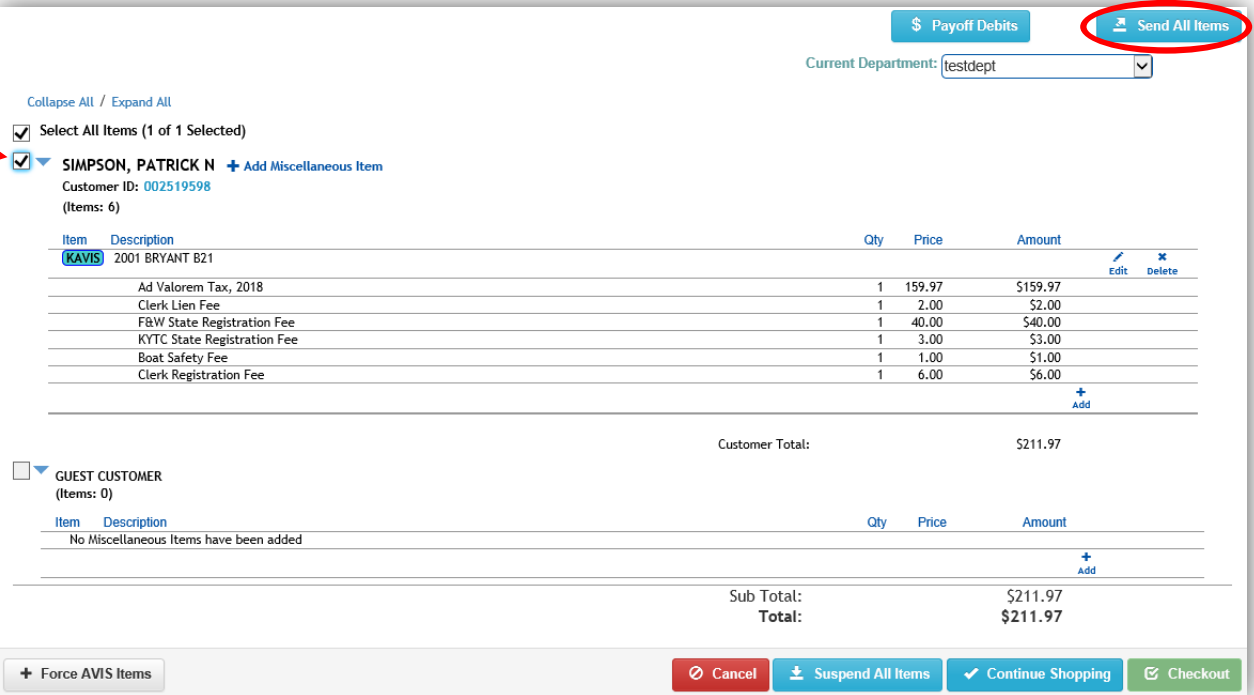


Sending Shopping Cart Items to a Different User

You may send items in your shopping cart to another logged in User in the same branch office. This feature is meant to be utilized to speed the process of a customer with multiple transactions, if you don't have enough cash in your drawer for a transaction's required change, or if you need your Manager to review the items while you continue with another Customer.

1. From the Shopping Cart, select the transaction(s) to be sent to another user and click

 **Send All Items**



1. Select All Items (1 of 1 Selected)

SIMPSON, PATRICK N + Add Miscellaneous Item
Customer ID: 002519598
(Items: 6)

Item	Description	Qty	Price	Amount	
KAVIS	Z001 BRYANT B21				Edit Delete
	Ad Valorem Tax, 2018	1	159.97	\$159.97	
	Clerk Lien Fee	1	2.00	\$2.00	
	FBW State Registration Fee	1	40.00	\$40.00	
	KYTC State Registration Fee	1	3.00	\$3.00	
	Boat Safety Fee	1	1.00	\$1.00	
	Clerk Registration Fee	1	6.00	\$6.00	
					Add
Customer Total:				\$211.97	

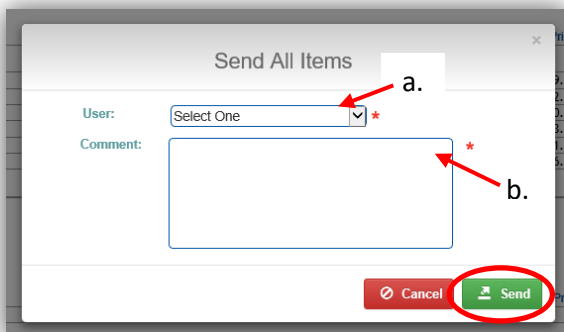
GUEST CUSTOMER
(Items: 0)

Item	Description	Qty	Price	Amount	
No Miscellaneous Items have been added					
					Add
Sub Total:				\$211.97	
Total:				\$211.97	

[+ Force AVIS Items](#) [Cancel](#) [Suspend All Items](#) [Continue Shopping](#) [Checkout](#)

2. Before clicking  **Send**.

- a. Select the user from the dropdown menu.
- b. Enter a required comment for that user.



Send All Items

User: *

Comment:

[Cancel](#) [Send](#)


3. Your shopping cart will either be empty (if you sent all items to another user) or the remaining transactions will be left for you to continue.

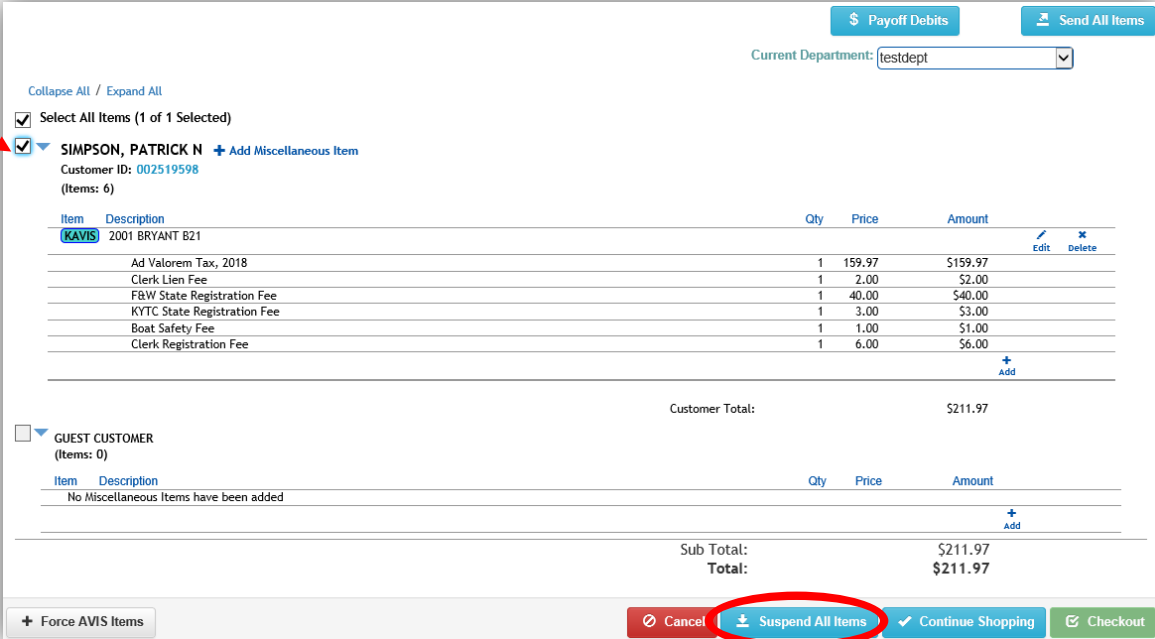


Suspending Items in the Shopping Cart

KAVIS provides a feature that allows items in the shopping cart to be suspended that are anticipated to be completed later the same day.

- You are not able to suspend a Disabled Placard transaction.
 - You are not able to reconcile your cash drawer until all suspended transactions are “Checked Out”.
 - o AVIS items will need to be “Backed Out” in AVIS, which will drop negative charges that you can check out as a \$0. Transaction.
1. Select the checkbox next to the transaction(s) you want to save.
 - a. The **Suspend All Items** button will be enabled.

1. 



Payoff Debits Send All Items

Current Department: testdept

Collapse All / Expand All

Select All Items (1 of 1 Selected)

SIMPSON, PATRICK N + Add Miscellaneous Item
Customer ID: 002519598
(Items: 6)

Item	Description	Qty	Price	Amount	
KAVIS	2001 BRYANT B21				Edit Delete
	Ad Valorem Tax, 2018	1	159.97	\$159.97	
	Clerk Lien Fee	1	2.00	\$2.00	
	FBW State Registration Fee	1	40.00	\$40.00	
	KYTC State Registration Fee	1	3.00	\$3.00	
	Boat Safety Fee	1	1.00	\$1.00	
	Clerk Registration Fee	1	6.00	\$6.00	

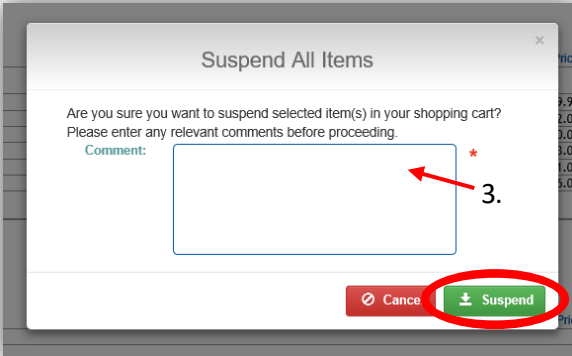
Customer Total: \$211.97

GUEST CUSTOMER (Items: 0)
No Miscellaneous Items have been added

Sub Total: \$211.97
Total: \$211.97

+ Force AVIS Items Cancel **Suspend All Items** Continue Shopping Checkout


2. Enter a comment explaining why the transaction needs to be suspended and click **Suspend**.



Suspend All Items

Are you sure you want to suspend selected item(s) in your shopping cart?
Please enter any relevant comments before proceeding.


Comment:

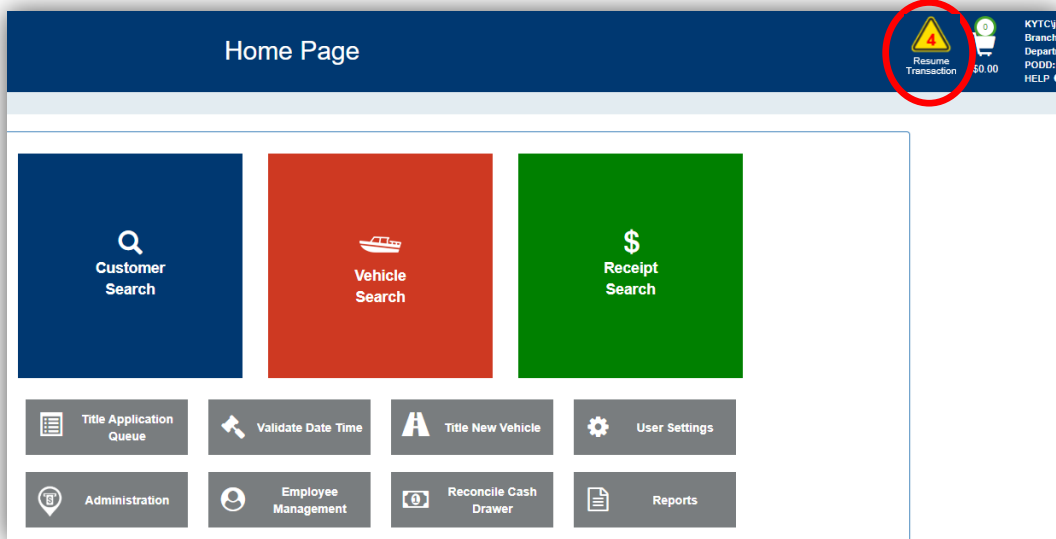
3. 


Cancel **Suspend**



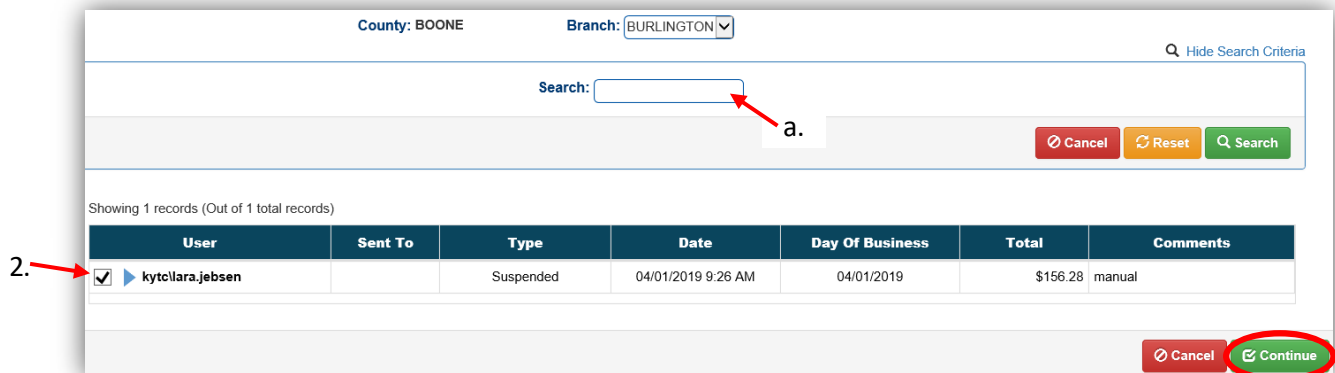
Resuming a Suspended Transaction

1. When the customer returns to continue the transaction, click on .



2. Select the checkbox next to the correct transaction and click .

 - a. If there are multiple transactions that have been suspended, you can search them by keyword.




The transaction will be placed in the shopping cart for you to continue with the transaction.



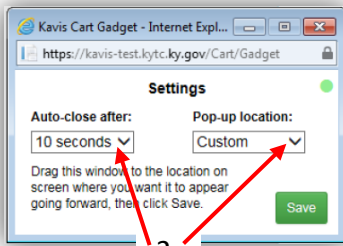
AVIS Transactions Displayed in KAVIS

- Once you have processed a transaction in AVIS, it will appear in your Shopping Cart. The KAVIS “Rolling Totals” tool is a small pop-up window that will notify you that it transferred to KAVIS properly.



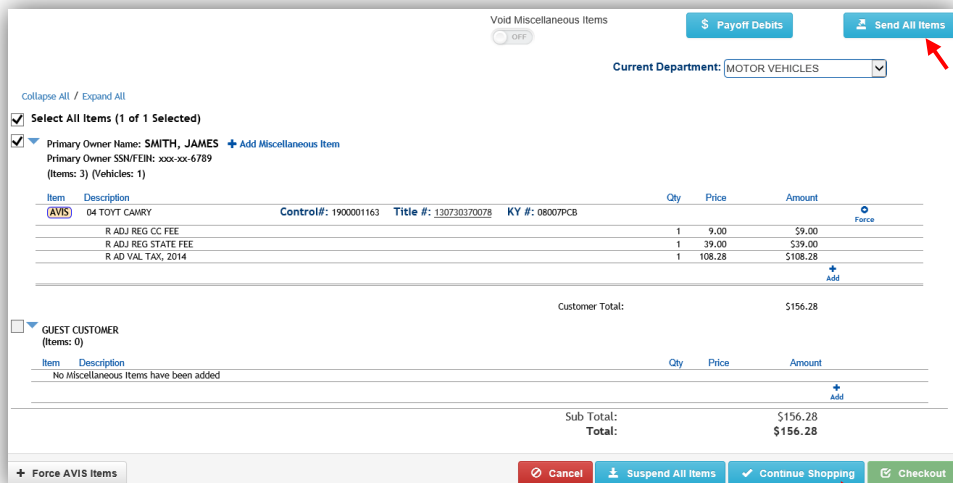
- If you click , you can select the amount of time until the pop-up window closes and where on the screen it will appear.

2.



2.

- Check the KAVIS shopping cart to confirm the amounts that have dropped from AVIS are correct. If they have not dropped at all, or dropped incorrectly, see the [‘Force AVIS Items’](#) section of this manual.
- AVIS items that have been put in the cart directly from AVIS (not forced) cannot be deleted from the shopping cart. To remove them from the Shopping Cart.
 - Perform a backout in AVIS, which will drop the negative amounts in the cart.
 - Suspend the transaction (this is only a temporary solution, you can’t reconcile your cash drawer with suspended items.
 - Sent the items to another clerk.



Force AVIS Items

This allows you to manually enter an AVIS transaction into the KAVIS Shopping Cart. This CANNOT affect AVIS in any way (think of the AVIS/KAVIS connection as 1-way communication). This is helpful if there is a miscommunication and an AVIS item doesn't drop in the KAVIS Shopping Cart as it should.

Cancel will not delete the forced items from the Shopping Cart like it normally will with items added with KAVIS. To remove items from the cart you must delete manually delete them from the cart.

1. From the Shopping Cart, click **+ Force AVIS Items** to add the item(s) to a new Customer that is not already in the Shopping Cart.
 - a. To enter the item to a Customer that is in the Shopping Cart, click **Force**.
 - o Continue with step 3.

Void Miscellaneous Items Payoff Debits Send Items

Current Department: MOTOR VEHICLES

Collapse All / Expand All

Select All Items (0 of 1 Selected)

Primary Owner Name: SMITH, JAMES + Add Miscellaneous Item
 Primary Owner SSN/FIN: xxx-xx-6789
 (Items: 5) (Vehicles: 1)

Item	Description	Control#	Title #	Qty	Price	Amount	
AVIS	94 CHEV CORVETT	1900103198	17066112006	1	6.00	\$6.00	Force
	R ADJ REG CC FEE			1	2.00	\$2.00	
	R ADJ REG STATE FEE			1	5.00	\$5.00	
	R CC TITLE FEE			1	20.00	\$20.00	
	R STATE TITLE FEE			1	100.00	\$100.00	
	R USAGE TAX						

Customer Total: \$153.00

GUEST CUSTOMER (Items: 0)

Sub Total: \$153.00
Total: \$153.00

+ Force AVIS Items Cancel Suspend Items Continue Shopping Checkout

2. If you clicked **+ Force AVIS Items** in sep 1, fill out the Customer and Vehicle information.
 - a. Choose from the dropdown options.
 - b. Enter the price, and the required comment.
 - c. To force a negative amount, enter the numbers and THEN the minus sign. Example. "40.00 -".
 - d. Click **Done** when you have entered all information, or **Delete** to remove it from the cart.

Void Miscellaneous Items Payoff Debits Send Items

Current Department: MOTOR VEHICLES

Collapse All / Expand All

Select All Items (0 of 2 Selected)

Primary Owner Name: *
 Primary Owner SSN/FIN: *

Item Description

Make: Model: Year:

Control#: * Title#: Plate#: VIN/HIN #: Decal#:

[F] BOAT REG-CLERK x \$6.00

Comments: * Done Delete

Customer Total: \$0.00

Primary Owner Name: SMITH, JAMES
 Primary Owner SSN/FIN: xxx-xx-6789
 (Items: 5) (Vehicles: 1)

GUEST CUSTOMER (Items: 0)

Sub Total: \$153.00
Total: \$153.00

Cancel Suspend Items Continue Shopping Checkout




3. To add a miscellaneous item to a specific vehicle or customer, click **Add**.
 - a. **Delete** will delete this item from the Shopping Cart (and the customer if it's the only item entered).
 - b. To force an AVIS item to the same vehicle, click **Force** next to the vehicle.
 - c. You can click **+ Force AVIS Items** if you need to force another AVIS item for another vehicle.
 - d. Click **Checkout** when you have entered all of the correct items to continue with the checkout process.

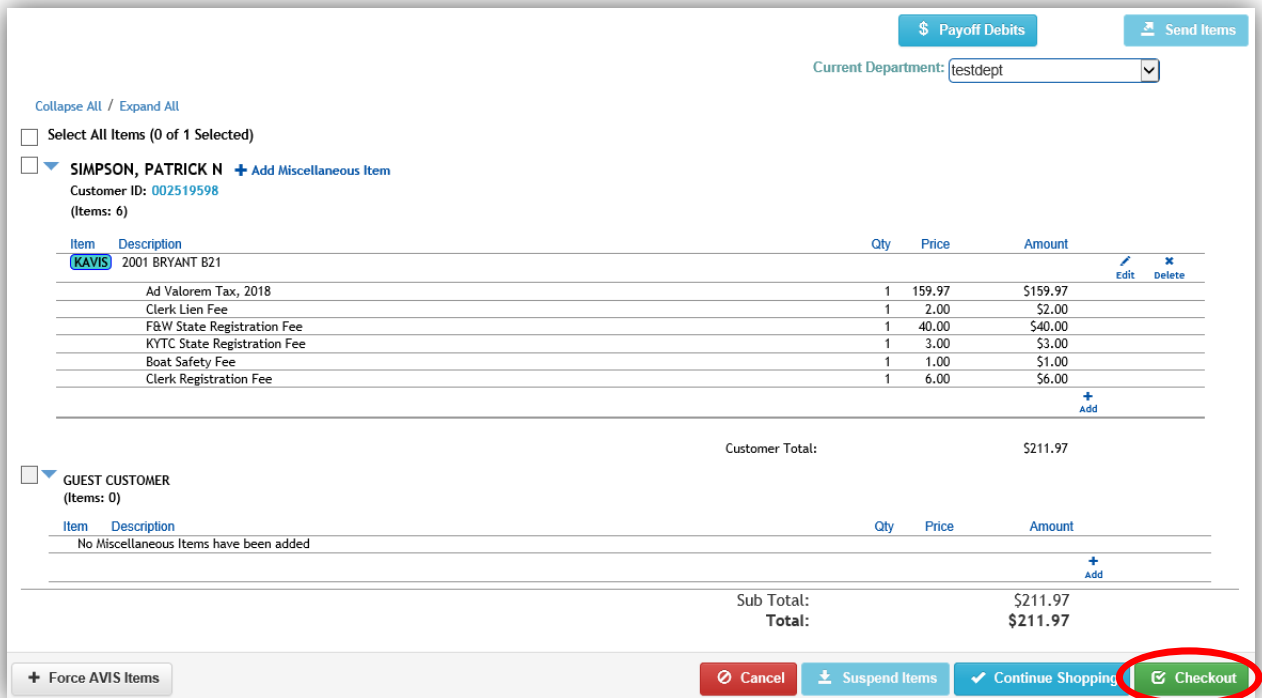
The screenshot shows the AVIS shopping cart interface. At the top, there are buttons for 'Payoff Debits' and 'Send Items', and a 'Void Miscellaneous Items' toggle set to 'OFF'. The 'Current Department' is set to 'MOTOR VEHICLES'. Below this, there are two customer entries. The first customer is 'SMITH, JAMES' with 5 items, including a 94 CHEV CORVETT and various fees. The second customer is 'Andy Dwyer' with 1 item, '[F] BOAT REG-CLERK'. At the bottom, there are buttons for 'Force AVIS Items', 'Cancel', 'Suspend Items', 'Continue Shopping', and 'Checkout'. Red arrows and labels 'a.', 'b.', 'c.', and '3.' point to specific UI elements: 'Delete' (a), 'Force' (b), '+ Force AVIS Items' (c), and the 'Add' button (3). The 'Checkout' button is circled in red.

Reference the '[Checking Out a Transaction](#)' section of this manual for more guidance.



Checking Out a Transaction

Once all transactions are in the Shopping Cart, click  **Checkout** to select the tender type(s).



Payoff Debits Send Items

Current Department: testdept

Collapse All / Expand All

Select All Items (0 of 1 Selected)

SIMPSON, PATRICK N + Add Miscellaneous Item
Customer ID: 002519598
(Items: 6)

Item	Description	Qty	Price	Amount	Edit	Delete
KAVIS	2001 BRYANT B21					
	Ad Valorem Tax, 2018	1	159.97	\$159.97		
	Clerk Lien Fee	1	2.00	\$2.00		
	F&W State Registration Fee	1	40.00	\$40.00		
	KYTC State Registration Fee	1	3.00	\$3.00		
	Boat Safety Fee	1	1.00	\$1.00		
	Clerk Registration Fee	1	6.00	\$6.00		

Customer Total: \$211.97


GUEST CUSTOMER
(Items: 0)

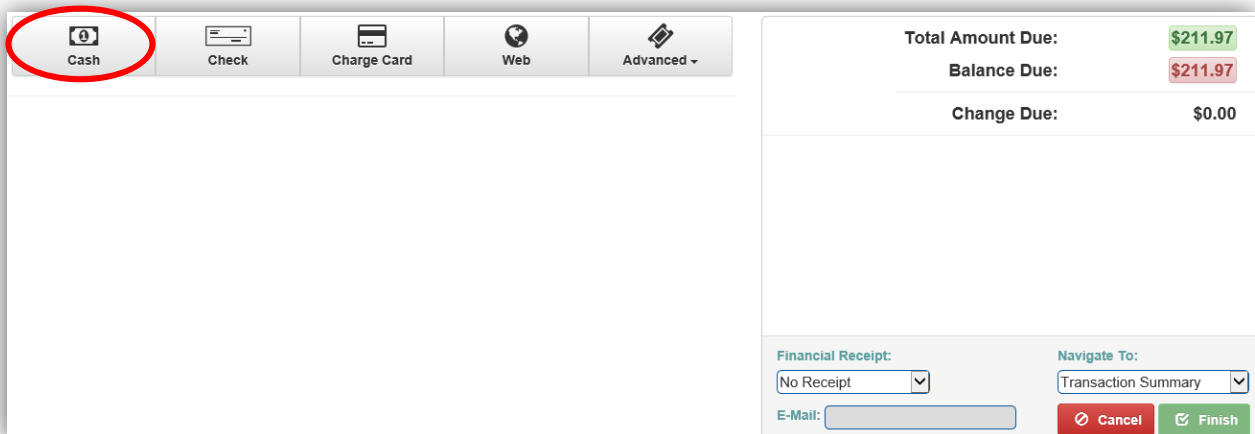
Item	Description	Qty	Price	Amount
	No Miscellaneous Items have been added			

Sub Total: \$211.97
Total: \$211.97

+ Force AVIS Items Cancel Suspend Items Continue Shopping **Checkout**

Cash Payment

1. Choose  **Cash** as your payment type.



Cash Check Charge Card Web Advanced

Total Amount Due: **\$211.97**
Balance Due: **\$211.97**
Change Due: \$0.00

Financial Receipt: No Receipt Navigate To: Transaction Summary

E-Mail: Cancel Finish



2. The balance due will automatically appear in the amount field.
 - a. Unless they have given you exact change, change this number to reflect what they have handed you and click **Add Payment**.

Cash Payment

Amount: \$ 211.97

Cancel Add Payment

3. The balance due will be updated to reflect the cash payment.
 - a. The change is calculated.
 - b. Make sure the payment entered is correct, if not, click the **x** to delete the payment.
 - c. Select **Finish** when all payments are entered correctly.

Total Amount Due: \$211.97

Balance Due: \$0.00

Change Due: \$8.03

Cash Payment \$220.00 x

Financial Receipt: No Receipt


Navigate To: Transaction Summary

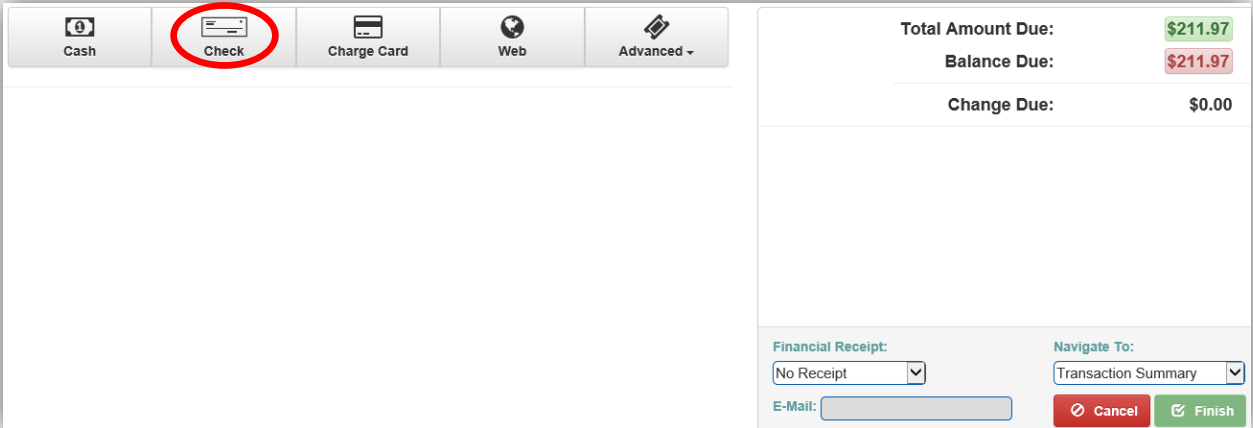
E-Mail:

Cancel Finish




Check Payment

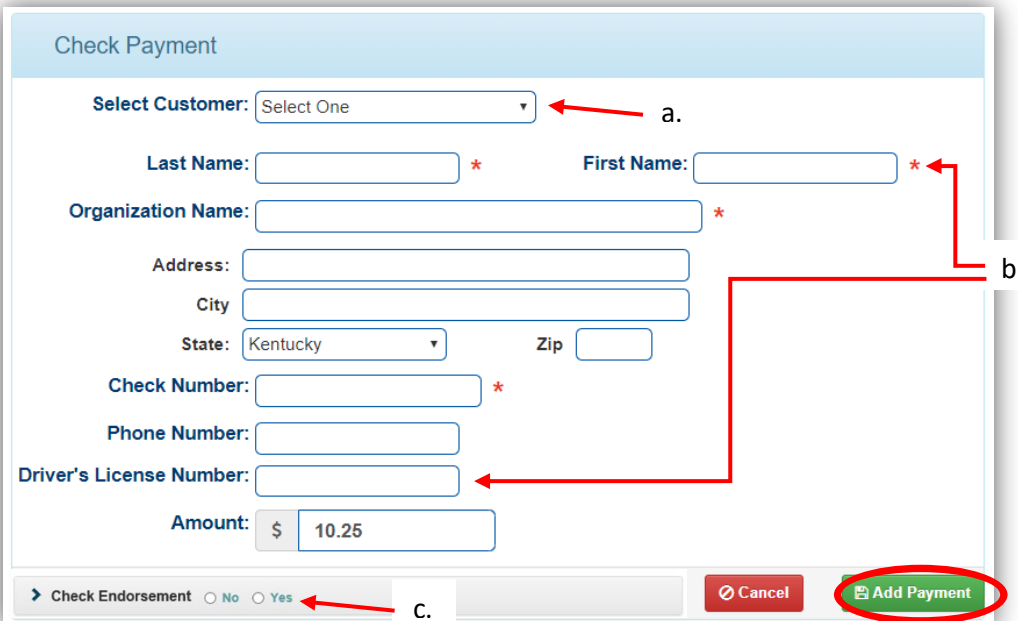
1. Choose  as your payment type.



Total Amount Due:	\$211.97
Balance Due:	\$211.97
Change Due:	\$0.00

Financial Receipt: No Receipt
Navigate To: Transaction Summary
E-Mail:
Cancel Finish

2. Enter the Customer's information if it is not automatically populated.
 - a. Select a customer from drop down to bring in their KAVIS information to populate the Check Payment fields.
 - b. Or manually enter the check information.
 - c. Check whether or not you want the check endorsed.
 - o This is a configurable setting, if you do not have this feature and would like us to turn it on for your county, call KAVIS Support at 502-782-1018.
 - d. When all info is entered correctly, click  **Add Payment**.



Check Payment

Select Customer: Select One **a.**

Last Name: * First Name: * **b.**

Organization Name: *

Address:

City:

State: Kentucky Zip:

Check Number: * **b.**

Phone Number:


Driver's License Number: **b.**



Amount: \$ 10.25

Check Endorsement: No Yes **c.**

Cancel **Add Payment**



3. Once the correct payment info is entered, click **Finish**.
 - a. If you have chosen not to endorse the check, but then changed your mind, click  and it will be endorsed.

Total Amount Due:	\$211.97
Balance Due:	\$0.00
Change Due:	\$0.00
Check Payment 1654	\$211.97  

Financial Receipt:	Navigate To:
<input type="text" value="No Receipt"/>	<input type="text" value="Home Page"/>
E-Mail: <input type="text"/>	<input type="button" value="Cancel"/> <input type="button" value="Finish"/>



Charge Card Payment

1. Choose **Charge Card** as your payment type.

Cash Check **Charge Card** Web Advanced ▾

Total Amount Due: **\$211.97**
Balance Due: **\$211.97**
Change Due: **\$0.00**

Financial Receipt: No Receipt ▾ Navigate To: Transaction Summary ▾
E-Mail:


2. Select the card type from the dropdown menu.
 - a. Enter the authorization code from the credit card receipt.
 - This is to differentiate between multiple credit card transactions with the same charge amounts when you reconcile your drawer.
 - b. Review that the Amount is correct, and click **Add Payment**.

Cash Check Charge Card Web Advanced ▾

Charge Card Payment

Card Type: Select One... ▾ * 2.
Authorization Code: * a.
Amount: \$ 211.97 b.



3. Once the correct payment info is entered, click .

Total Amount Due:	\$211.97
Balance Due:	\$0.00
Change Due:	\$0.00
Charge Card Payment 123465	\$211.97 ✕


Financial Receipt:

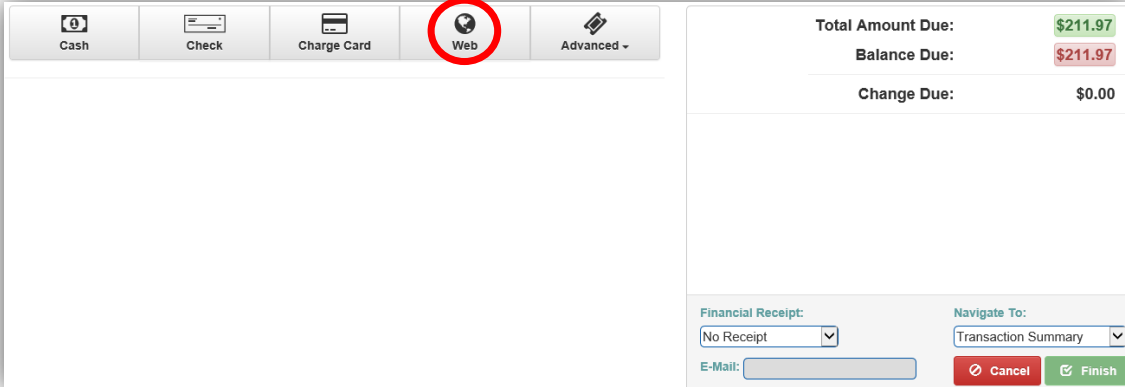
Navigate To:

E-Mail:



Web Payment

1. Choose  as your payment type.




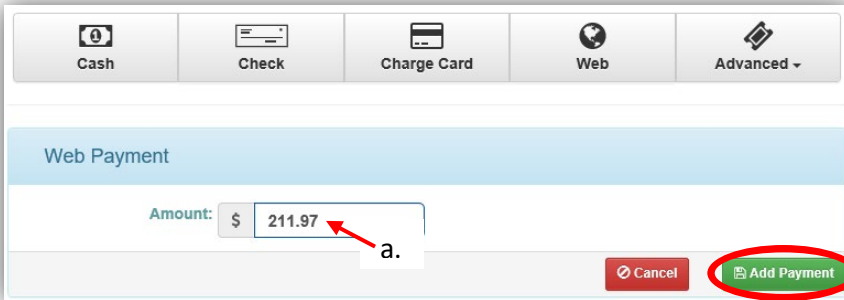
Cash	Check	Charge Card	Web	Advanced ▾
------	-------	-------------	------------	------------

Total Amount Due: **\$211.97**
Balance Due: **\$211.97**
Change Due: **\$0.00**

Financial Receipt: No Receipt ▾
E-Mail:


Navigate To: Transaction Summary ▾

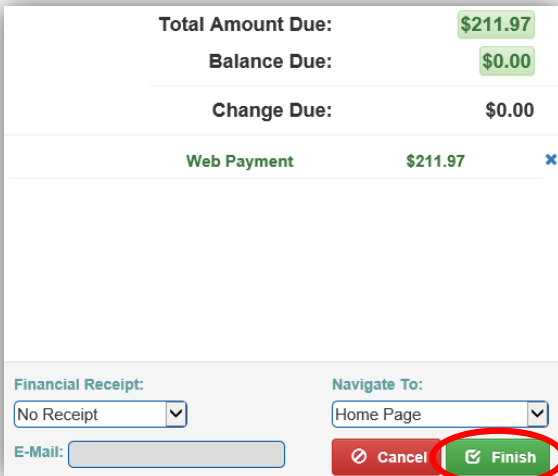
2. The balance due will be automatically entered into the field.
 - a. Make sure it is correct and click .



Web Payment

Amount: \$ **a.**

3. Once the correct payment info is entered, click .



Total Amount Due:	\$211.97
Balance Due:	\$0.00
Change Due:	\$0.00

Web Payment \$211.97 ✕

Financial Receipt: No Receipt ▾
E-Mail:

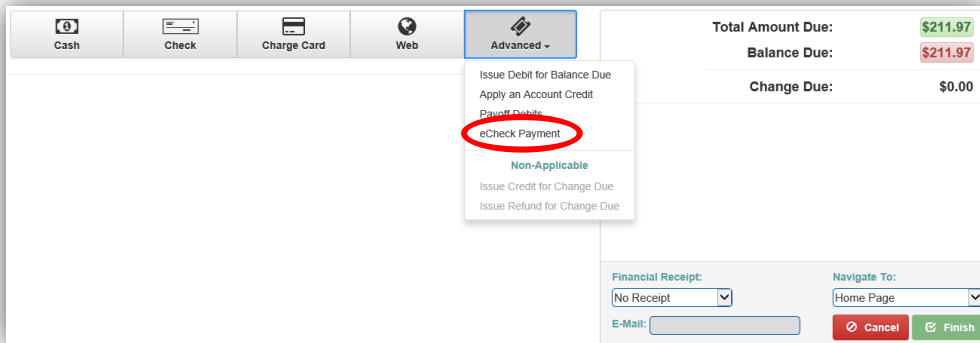
Navigate To: Home Page ▾



eCheck Payment

This is a configurable setting, if you would like this feature for your county, call KAVIS Support at 502-782-1018.

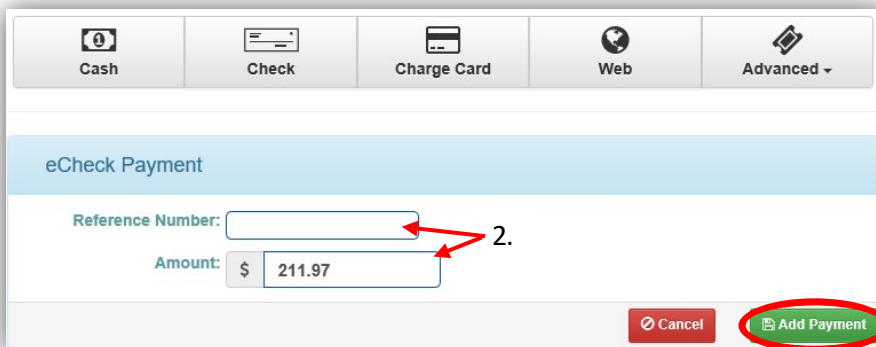
1. Choose 'eCheck Payment' from the  dropdown menu.




The screenshot shows a payment selection interface. At the top, there are tabs for Cash, Check, Charge Card, Web, and Advanced. The Advanced tab is selected, and a dropdown menu is open, listing options: Issue Debit for Balance Due, Apply an Account Credit, Payoff Debits, eCheck Payment (highlighted with a red circle), Non-Applicable, Issue Credit for Change Due, and Issue Refund for Change Due. To the right, a summary shows Total Amount Due: \$211.97, Balance Due: \$211.97, and Change Due: \$0.00. At the bottom, there are fields for Financial Receipt (No Receipt), E-Mail, and Navigate To (Home Page), along with Cancel and Finish buttons.

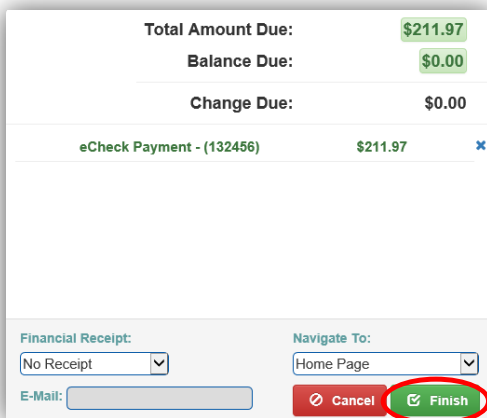
2. Enter the Reference Number and check that the amount is correct before clicking

 **Add Payment**



The screenshot shows the eCheck Payment form. It has a header with tabs for Cash, Check, Charge Card, Web, and Advanced. Below the tabs, the form is titled 'eCheck Payment'. There are two input fields: 'Reference Number:' and 'Amount:'. The amount field is pre-filled with '\$ 211.97'. A red arrow points to the Reference Number field with the number '2.' next to it. At the bottom right, there are 'Cancel' and 'Add Payment' buttons, with the 'Add Payment' button highlighted by a red circle.

3. Once the correct payment info is entered, click  **Finish**.



The screenshot shows the payment confirmation screen. It displays a summary of the payment: Total Amount Due: \$211.97, Balance Due: \$0.00, and Change Due: \$0.00. Below this, there is a table with one row: eCheck Payment - (132456) \$211.97. At the bottom, there are fields for Financial Receipt (No Receipt), E-Mail, and Navigate To (Home Page), along with 'Cancel' and 'Finish' buttons, with the 'Finish' button highlighted by a red circle.



Multiple Forms of Payment for One Transaction

Every time you enter a payment type, it will be subtracted from the Balance Due. If the amount goes over the Balance Due, it will be added to the Change Due.

1. Starting Balance of \$159.66.

Total Amount Due:	\$159.66
Balance Due:	\$159.66
Change Due:	\$0.00

Financial Receipt:	Navigate To:
<input type="text" value="No Receipt"/>	<input type="text" value="Home Page"/>
E-Mail: <input type="text"/>	<input type="button" value="Cancel"/> <input type="button" value="Finish"/>

2. After \$50.00 on a credit card, the remaining balance is \$109.66.

Total Amount Due:	\$159.66
Balance Due:	\$109.66
Change Due:	\$0.00

Charge Card Payment 123456	\$50.00	x
-----------------------------------	----------------	----------

Financial Receipt:	Navigate To:
<input type="text" value="No Receipt"/>	<input type="text" value="Home Page"/>
E-Mail: <input type="text"/>	<input type="button" value="Cancel"/> <input type="button" value="Finish"/>



3. After a \$75.00 check is added, the balance is \$34.66.

Total Amount Due:	\$159.66	
Balance Due:	\$34.66	
<hr/>		
Change Due:	\$0.00	
<hr/>		
Check Payment 1234	\$75.00	✕
Charge Card Payment 123456	\$50.00	✕
<hr/>		
Financial Receipt:	Navigate To:	
No Receipt	Home Page	
E-Mail:	<input type="text"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Finish"/>	

4. After \$35.00 in cash is paid, there is \$.34 due in change.

- a. If you click **Finish**, KAVIS thinks you will give the change from your cash drawer and when you reconcile, it will be subtracted from your starting balance.
- b. See the ['Issue a Credit for Change Due'](#) and ['Issue a Refund for Change Due'](#) section of the manual if you would like to issue a refund or credit their account instead of giving change.

Advanced ▾	Total Amount Due:	\$159.66	
b. → → Issue Refund for Change Due → Issue Credit for Change Due → Payoff Debits	Balance Due:	\$0.00	
	Change Due:	\$0.34	
	<hr/>		
Non-Applicable	Cash Payment	\$35.00	✕
Issue Debit for Balance Due	Check Payment 1234	\$75.00	✕
Apply an Account Credit	Charge Card Payment 123456	\$50.00	✕
eCheck Payment	<hr/>		
Financial Receipt:	Navigate To:		
No Receipt	Home Page		
E-Mail:	<input type="text"/>		
<input type="button" value="Cancel"/>	<input checked="" type="button" value="Finish"/>	a.	



Debits and Credits

Debits and Credits are available to those counties who choose to do so.

Issue a Debit for the Balance Due

Debits are useful if the Customer does not have the correct amount of payment at the time of the transaction.

1. Choose 'Issue Debit for Balance Due' from the **Advanced** dropdown menu.

The screenshot shows the POS system interface. At the top, there are navigation tabs: Cash, Check, Charge Card, Web, and Advanced. The 'Advanced' dropdown menu is open, and 'Issue Debit for Balance Due' is highlighted with a red circle. Other options in the menu include 'Apply Debit for Payment', 'Payoff Debits', and 'eCheck Payment'. Below the menu, there are fields for 'Financial Receipt' (set to 'No Receipt') and 'Navigate To' (set to 'Home Page'). There are also 'Cancel' and 'Finish' buttons.

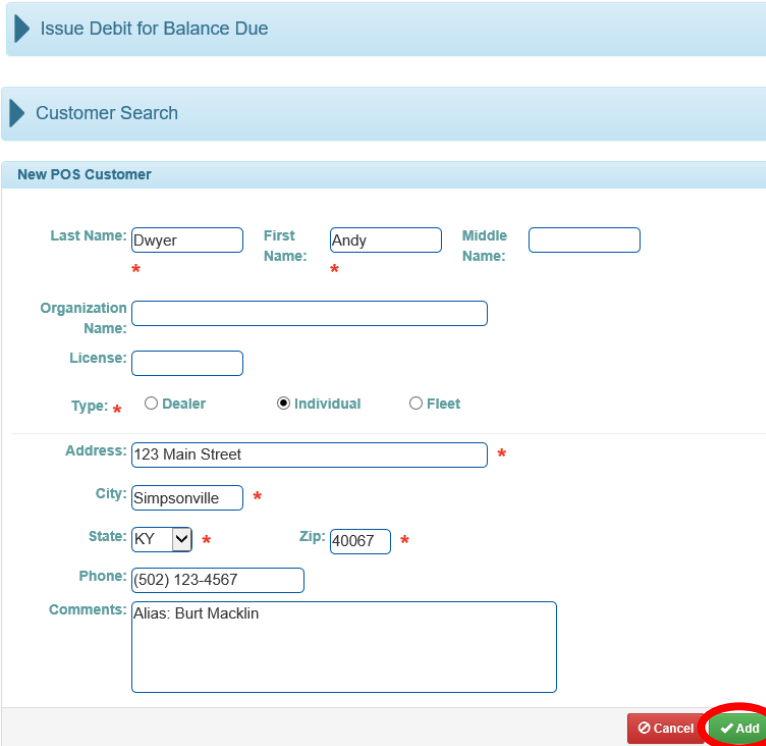
2. Fill in the customer's info and click **Search**.
 - a. Click the **▶** next to a Customer to open the section to make sure you are choosing the correct Customer.
 - Click **Select** if it is the correct Customer.
 - b. If they are not in the search results, then they are not a POS customer, you can add them to the POS Customer database by clicking **Add POS Customer**.

The screenshot shows the 'Customer Search' form. At the top, there are navigation tabs: Cash, Check, Charge Card, Web, and Advanced. Below the tabs, there is a section for 'Issue Debit for Balance Due'. Underneath, there is a 'Customer Search' section with radio buttons for 'Dealer', 'Individual', 'Fleet', and 'All' (selected). There are input fields for 'Last Name', 'First Name', 'Middle Name', 'Business Name', and 'License'. The 'Last Name' field contains 'smith'. Below the form, there are buttons for 'Add POS Customer', 'Cancel', 'Reset', and 'Search'. A red arrow labeled '2.' points to the 'Search' button. Below the search results, there is a table with columns: Customer Name, Organization Name, Address, City, and a 'Select' button. The first row shows 'SMITH, ANTHONY' with address '6417 HEATHERSFIELD DRIVE, BURLINGTON'. A red arrow labeled 'a.' points to the 'Select' button for this customer. Below the table, there is a section for 'Individual Name', 'Address', 'Phone', and 'Type' for the selected customer.

Customer Name	Organization Name	Address	City	Select
SMITH, ANTHONY		6417 HEATHERSFIELD DRIVE	BURLINGTON	Select
SMITH, CARL		2147 BEIL ROAD	BURLINGTON	Select
SMITH, CASSIE		7781 PLEASANT VALEY RD	FLORENCE	Select



3. If you need to add them as a POS Customer, enter the required info and click .



Issue Debit for Balance Due

Customer Search

New POS Customer

Last Name: * First Name: * Middle Name:

Organization Name:

License:

Type: * Dealer Individual Fleet


Address: *

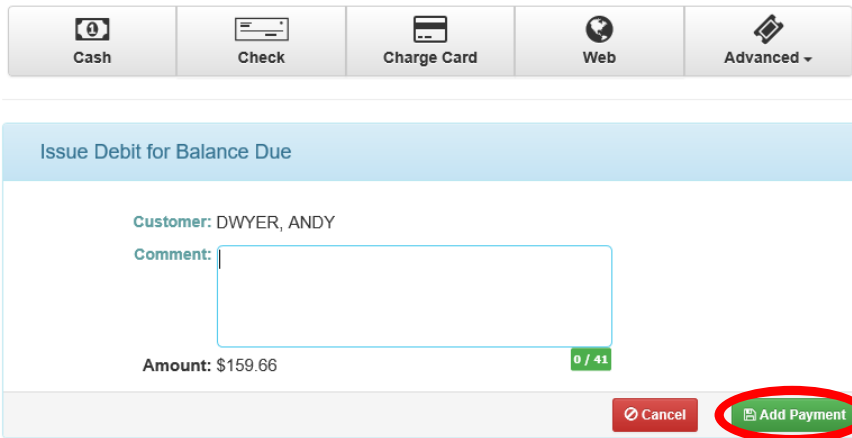
City: *

State: * Zip: *

Phone:

Comments:

4. Enter a helpful comment and click .



Cash Check Charge Card Web Advanced


Issue Debit for Balance Due

Customer: DWYER, ANDY

Comment:

Amount: \$159.66 0 / 41



5. Once the correct payment info is entered, click  **Finish**.

Total Amount Due:	\$159.66
Balance Due:	\$0.00
Change Due:	\$0.00
Debit - Dwyer, Andy	\$159.66 ✕

Financial Receipt: ▼ Navigate To: ▼

E-Mail:


6. The receipt will have a Debit Slip the customer can keep as a reminder.

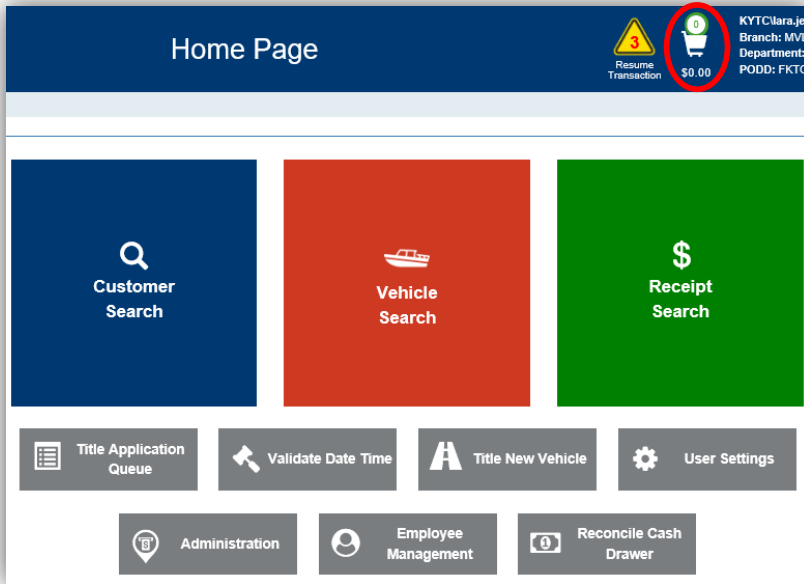
	Franklin County Clerk JEFF HANCOCK, County Clerk FRANKLIN COUNTY Branch Clerk: LPJ	
Type: Reprint	Receipt #: LPJ190116080926	Date: 1/16/2019 8:11:00 AM EST
Description		Amount
GUEST CUSTOMER COPIES		\$130.00
Total:		\$130.00
	Debit - S & S, MARINE Debit Slip Issued to S & S, MARINE (VOU190116171946)	-\$130.00
	Change Due	\$0.00
6. 		
Debit Slip		
S & S, MARINE	Franklin County Clerk's Office FRANKLIN COUNTY Branch Clerk: LPJ	VOU190116171946 
Issued To		Total Amount <input type="text" value="-\$130.00"/>
Print Date/Time: 1/22/2019 7:16:54 AM EST		Transaction Date/Time: 1/16/2019 8:10:37 AM EST




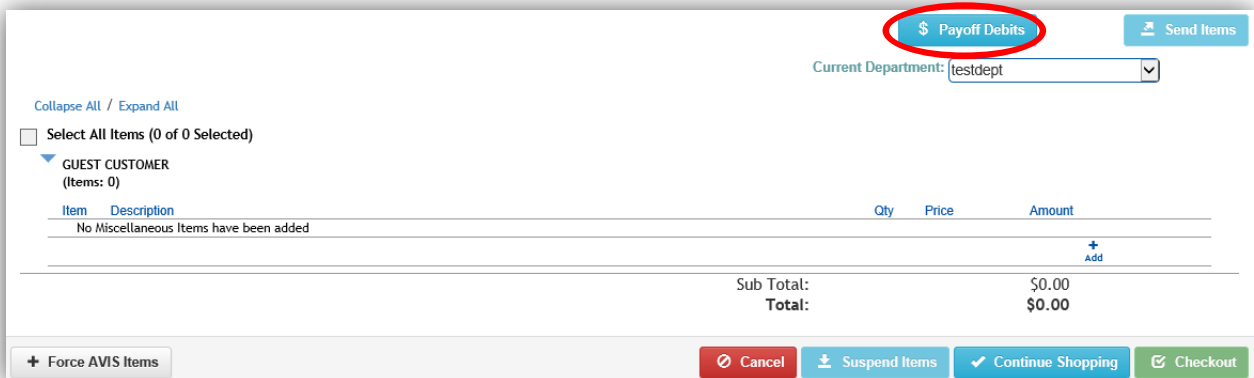
Pay Off Debits

Customers can pay off their debits in a single transaction, or they can be added to another transaction's balance.

1. To pay them in a single transaction, click  from the Home Page.



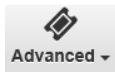
2. From the Shopping Cart, select .
 - a. You may do this with an empty shopping cart, or with items already in it.
 - b. This will take you to step 4 below.



OR



3. You may also add a debit to an existing balance by selecting 'Payoff Debits' from the



dropdown menu from the Checkout Screen.

Cash Check Charge Card Web **Advanced** ▼

- Issue Debit for Balance Due
- Apply an Account Credit
- Payoff Debits**
- eCheck Payment
- Non-Applicable
 - Issue Credit for Change Due
 - Issue Refund for Change Due

Total Amount Due: **\$211.97**
Balance Due: **\$211.97**
Change Due: **\$0.00**

Financial Receipt: No Receipt ▼ Navigate To: Home Page ▼
E-Mail:

4. Enter your customer's info and click **Search**.

Cash Check Charge Card Web **Advanced** ▼

Payoff Debits



Dealer Individual Fleet All

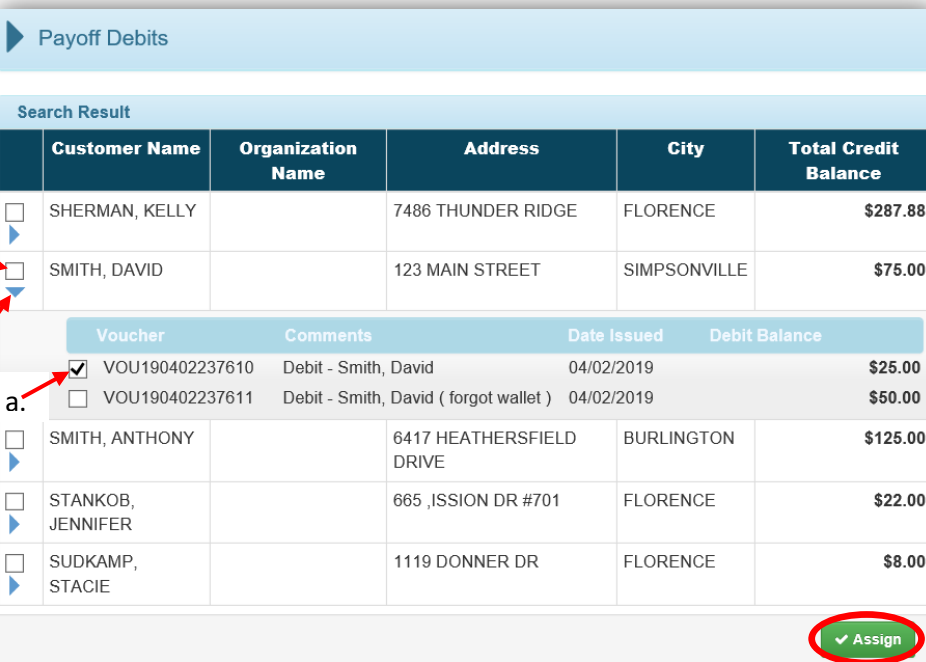
Last Name: **4.**
First Name:
Middle Name:
Business Name:
License:
Voucher #:

Total Amount Due: **\$211.97**
Balance Due: **\$211.97**
Change Due: **\$0.00**

Financial Receipt: No Receipt ▼ Navigate To: Home Page ▼
E-Mail:



5. Click the  next to a Customer to open the section and see if there are multiple vouchers.
 - a. Select the checkbox(s) next to the correct voucher you would like to pay off and click .
 - b. If you select the checkbox next to the Customer's name, all vouchers in their account will be chosen.




Payoff Debits


Search Result

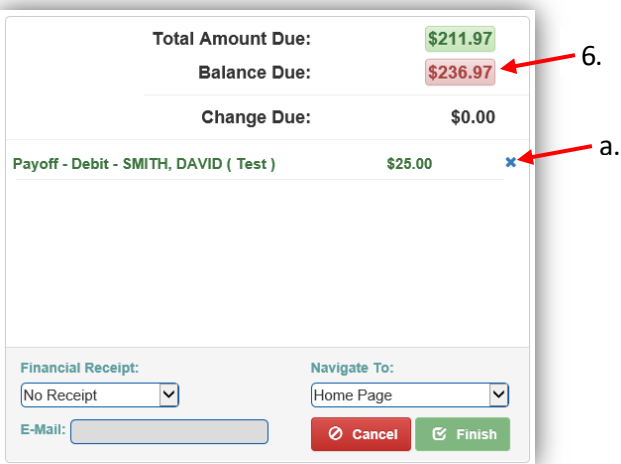
	Customer Name	Organization Name	Address	City	Total Credit Balance
<input type="checkbox"/>	SHERMAN, KELLY		7486 THUNDER RIDGE	FLORENCE	\$287.88
<input type="checkbox"/>	SMITH, DAVID		123 MAIN STREET	SIMPSONVILLE	\$75.00

	Voucher	Comments	Date Issued	Debit Balance
<input checked="" type="checkbox"/>	VOU190402237610	Debit - Smith, David	04/02/2019	\$25.00
<input type="checkbox"/>	VOU190402237611	Debit - Smith, David (forgot wallet)	04/02/2019	\$50.00

<input type="checkbox"/>	SMITH, ANTHONY		6417 HEATHERSFIELD DRIVE	BURLINGTON	\$125.00
<input type="checkbox"/>	STANKOB, JENNIFER		665 ,JSSION DR #701	FLORENCE	\$22.00
<input type="checkbox"/>	SUDKAMP, STACIE		1119 DONNER DR	FLORENCE	\$8.00




6. The debit will be added to the Total Amount Due (from the Shopping Cart)
 - a. If you need to delete the debit, click  next to it.



Total Amount Due: \$211.97

Balance Due: \$236.97

Change Due: \$0.00

Payoff - Debit - SMITH, DAVID (Test) \$25.00 

Financial Receipt: No Receipt | Navigate To: Home Page

E-Mail: Cancel Finish

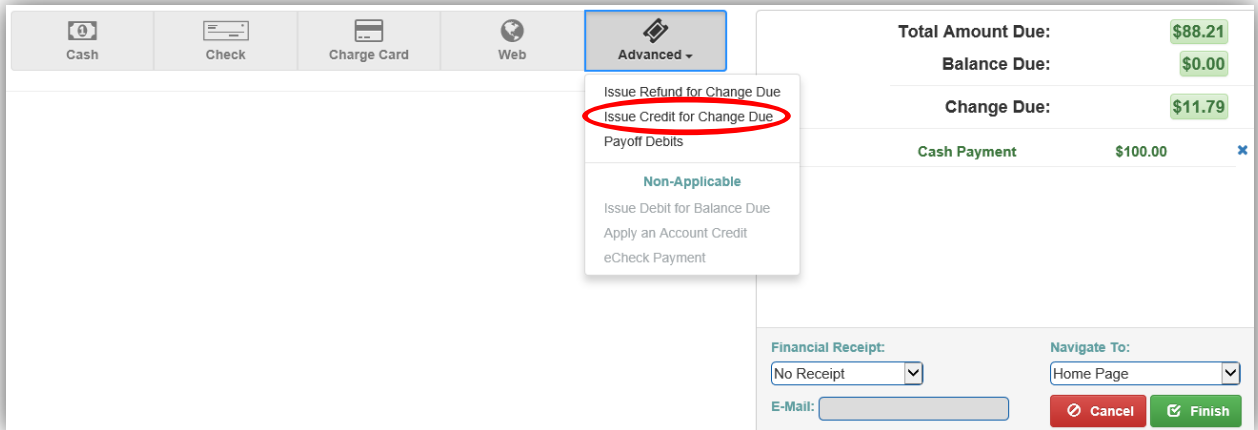
Reference the '[Checking Out a Transaction](#)' section of this manual for more guidance.



Issue a Credit for Change Due

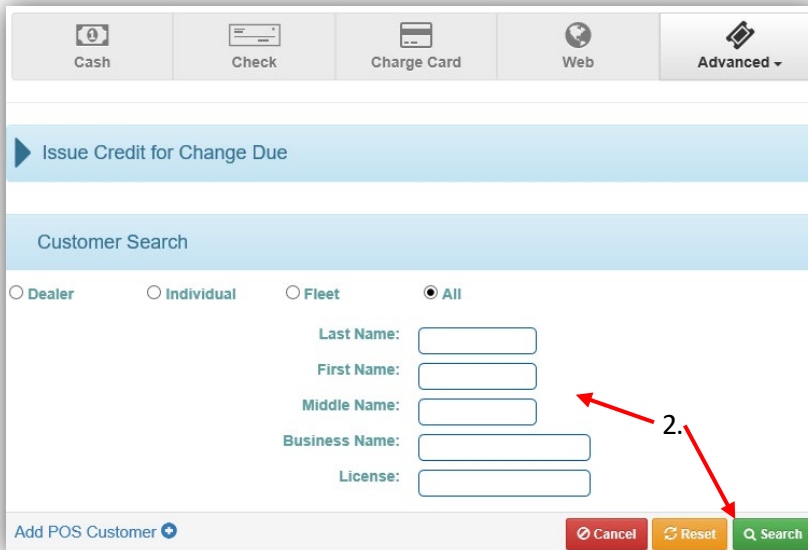
This is the method of applying a credit to a POS Customer Account instead of issuing a refund.

1. When there is change due, select 'Issue Credit for Change Due' in the dropdown menu.





The screenshot shows the POS system interface. At the top, there are navigation tabs: Cash, Check, Charge Card, Web, and Advanced. The 'Advanced' tab is selected, and a dropdown menu is open, showing options: Issue Refund for Change Due, Issue Credit for Change Due (circled in red), Payoff Debits, Non-Applicable, Issue Debit for Balance Due, Apply an Account Credit, and eCheck Payment. On the right side, there is a summary of amounts due: Total Amount Due: \$88.21, Balance Due: \$0.00, Change Due: \$11.79, and Cash Payment: \$100.00. At the bottom right, there are fields for Financial Receipt (No Receipt) and Navigate To (Home Page), along with Cancel and Finish buttons.

2. Fill in the customer's info and click [Search](#).



The screenshot shows the 'Issue Credit for Change Due' screen. At the top, there are navigation tabs: Cash, Check, Charge Card, Web, and Advanced. Below the tabs, there is a blue header with the text 'Issue Credit for Change Due'. Underneath, there is a 'Customer Search' section with radio buttons for Dealer, Individual, Fleet, and All (selected). Below the radio buttons, there are input fields for Last Name, First Name, Middle Name, Business Name, and License. A red arrow labeled '2.' points to the 'Search' button at the bottom right. At the bottom left, there is a link 'Add POS Customer' and buttons for Cancel, Reset, and Search.



3. Click the  next to their name to make sure it is the correct customer before clicking **Select**.
 - a. If you do not find the Customer in the search results, you can add them to the POS customer database by clicking **Add POS Customer** .

Issue Credit for Change Due

Customer Search

Dealer
 Individual
 Fleet
 All





Last Name:



First Name:

Middle Name:

Business Name:

License:

[Add POS Customer](#) 




3.  

Customer Name	Organization Name	Address	City	
DWYER, ANDY		123 MAIN STREET	SIMPSONVILLE	Select

Individual Name: Dwyer, Andy **Comments:**
Address: 123 Main Street Alias: Burt Macklin
 Simpsonville, KY 40067
Phone: (502) 123-456_
Type: Individual

4. Enter a helpful comment and click **Add Payment**.



Cash
 Check
 Charge Card
 Web

Issue Credit for Change Due


Customer: DWYER, ANDY

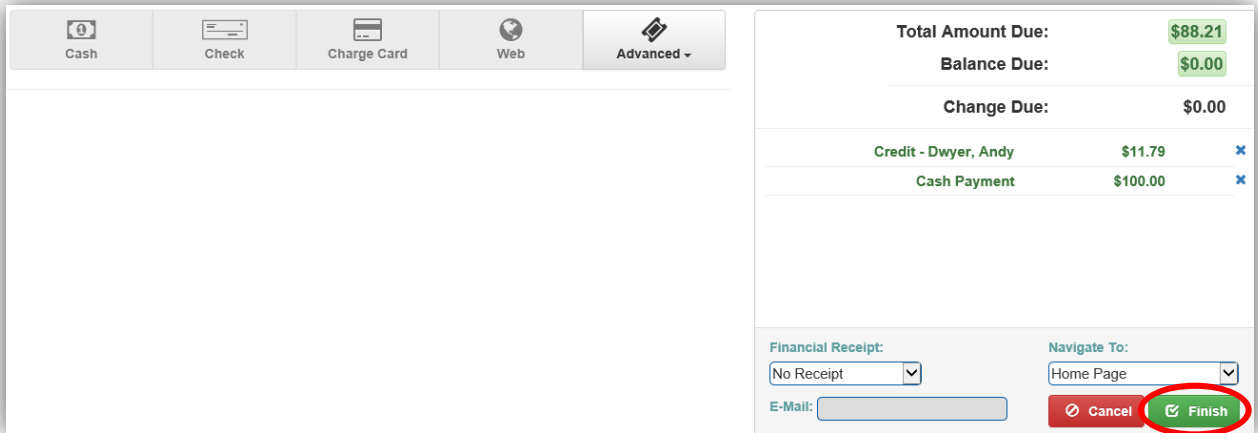
Comment:

Amount: \$11.79 0 / 41



5. Click  **Finish** to finalize the transaction.



The screenshot displays a payment interface with a top navigation bar containing icons for Cash, Check, Charge Card, Web, and an Advanced dropdown menu. The main content area is mostly blank. On the right side, there is a summary section with the following details:

Total Amount Due:	\$88.21
Balance Due:	\$0.00
Change Due:	\$0.00


Credit - Dwyer, Andy	\$11.79	x
Cash Payment	\$100.00	x

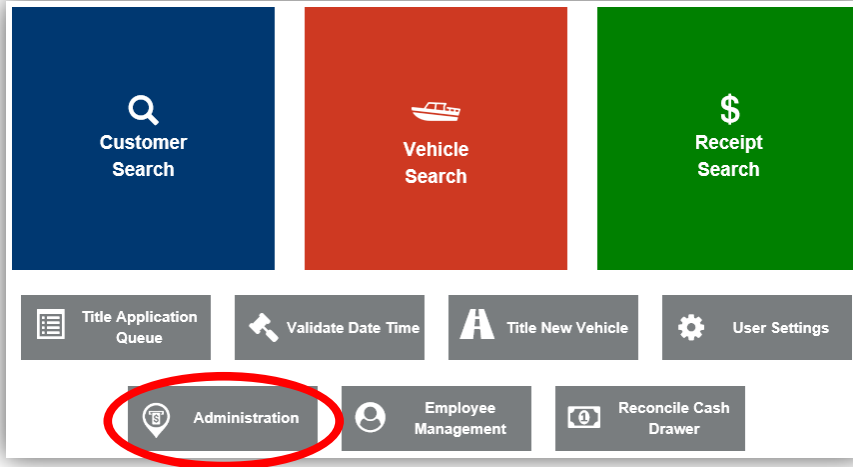
At the bottom of the interface, there are two dropdown menus: "Financial Receipt:" set to "No Receipt" and "Navigate To:" set to "Home Page". Below these is an "E-Mail:" input field. At the bottom right, there are two buttons: a red "Cancel" button and a green "Finish" button with a checkmark icon, which is circled in red.



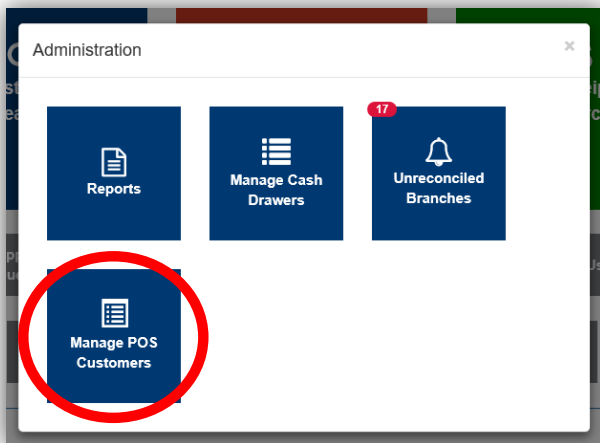
Assigning Credits and Debits to Point of Sale Customers

You can assign Credits and Debits directly to a POS Customer's Account.

1. From the Home Screen, choose the  Administration tile.



2. Select  Manage POS Customers.



3. You may add a new POS customer, or search from the existing customers.



Dealer
 Individual
 Fleet
 All

Last Name:
 First Name:
 Business Name:

3.

4. From the search results, click the to make sure it's the correct customer

a. Select .

Customer Name	Organization Name	Address	City
SMITH, BOBBY		652 ROLLING CRK	LEXINGTON
Individual Name: SMITH, BOBBY Address: 652 ROLLING CRK LEXINGTON, KY 40515 Phone: Type: Individual License:			
SMITH, DAVID T			WADDY
SMITH, JANE		200 MERO ST	FRANKFORT

5. Before clicking .

a. Enter the correct amount to be assigned.

b. Add a helpful comment.


c. Choose Credit or Debit.

Total Credit Amount: \$0.00 Total Debit Amount: \$0.00

Amount: \$ Comment:
 Credit Debit

a. b. c.



6. After clicking **Done** , you will be able to assign another credit or debit, or click  when you are finished.

Search Result Display Search Criteria Add New POS Customer

Customer Name	Organization Name	Address	City
SMITH, BOBBY		652 ROLLING CRK	LEXINGTON

Individual Name: SMITH, BOBBY
Address: 652 ROLLING CRK
LEXINGTON , KY 40515
Phone:
Type: Individual
License:

Comments:

Delete Assign Credits/Debits Edit

Assign Credits/Debits Total Credit Amount: \$25.04 Total Debit Amount: \$0.00

1. Amount: \$25.04 Comment: Finalized before assigning credit

Amount: \$ x Comment:

Credit Debit

Edit Delete
Done Delete

Cancel Save



Issue a Refund for Change Due

Some counties offer a refund check instead of change from the drawer.


1. Select 'Issue Refund for Change Due' from the **Advanced** dropdown menu.

The screenshot shows the POS system interface. At the top, there are tabs for Cash, Check, Charge Card, Web, and Advanced. The Advanced dropdown menu is open, showing options: Issue Refund for Change Due (circled in red), Issue Credit for Change Due, Payoff Debits, Non-Applicable, Issue Debit for Balance Due, Apply an Account Credit, and eCheck Payment. On the right side, the Total Amount Due is \$88.21, Balance Due is \$0.00, and Change Due is \$11.79 (circled in red). Below this, there is a Cash Payment of \$100.00. At the bottom right, there are buttons for Financial Receipt (No Receipt), E-Mail, and Navigate To (Home Page), along with Cancel and Finish buttons.

2. You can either search for an existing customer, or create a new POS customer.

The screenshot shows the POS system interface for the 'Issue Refund for Change Due' screen. The 'Customer Search' section is active. It has radio buttons for Dealer, Individual, Fleet, and All (selected). Below these are input fields for Last Name (Dwyer), First Name (Andy), Middle Name, Business Name, and License. At the bottom left, the 'Add POS Customer' button is circled in red. At the bottom right, there are buttons for Cancel, Reset, and Search (circled in red).



3. If you search for an existing customer, click the  to make sure it is the correct customer before clicking **Select**.

Customer Name	Organization Name	Address	City
DWYER, ANDY		123 MAIN STREET	SIMPSONVILLE


Individual Name: Dwyer, Andy
Address: 123 Main Street
Simpsonville, KY 40067
Phone: (502) 123-4567
Type: Individual
Comments: Alias: Burt Macklin

4. Add a helpful comment and click **Add Payment**.

Customer: DWYER, ANDY
Comment:

Amount: \$0.34



5. The refund will show above the payment, click  **Finish** to finalize the transaction.
 - a. Each office has their own unique business practice in how they handle this refund check from this point.

Total Amount Due:	\$88.21	
Balance Due:	\$0.00	
Change Due:	\$0.00	
Refund - Dwyer, Andy	\$11.79	✕
Cash Payment	\$100.00	✕


Financial Receipt:

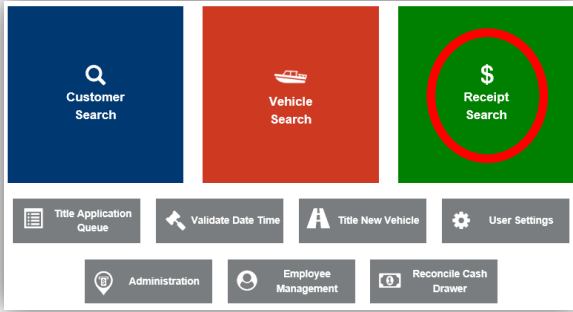
Navigate To:

E-Mail:

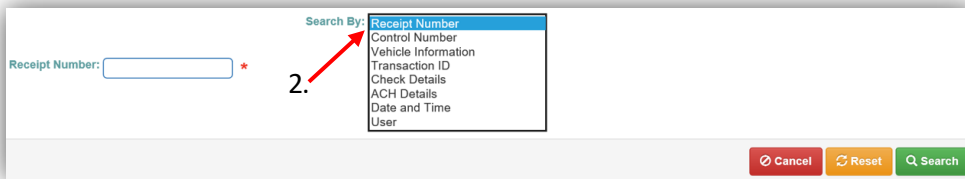


Transaction Inquiry

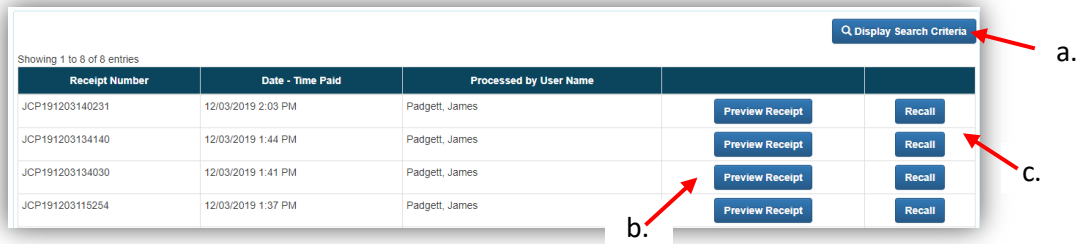
- To search for a transaction that has been completed, start with the  tile on the Home Page.





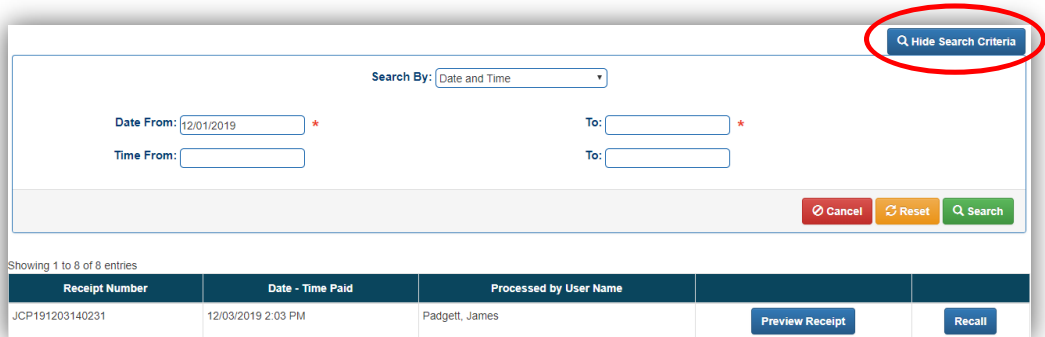
- There are several search criteria to choose from.



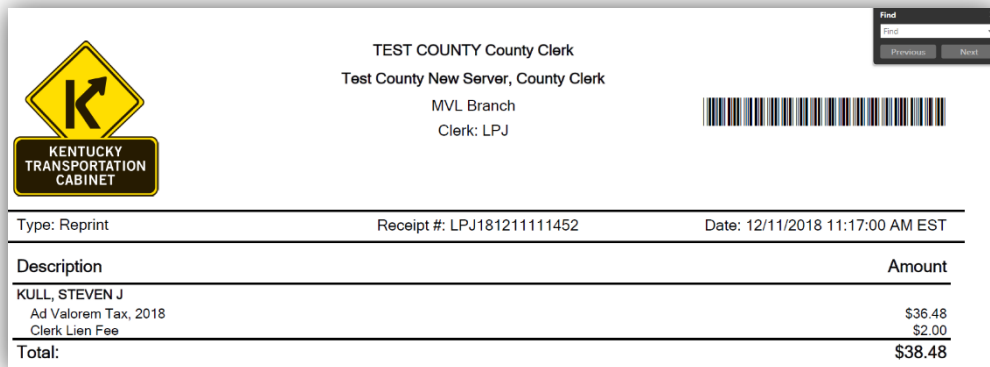
- The results will display below the search.



-  will expand the search criteria to allow changes.  will close/hide the search criteria.

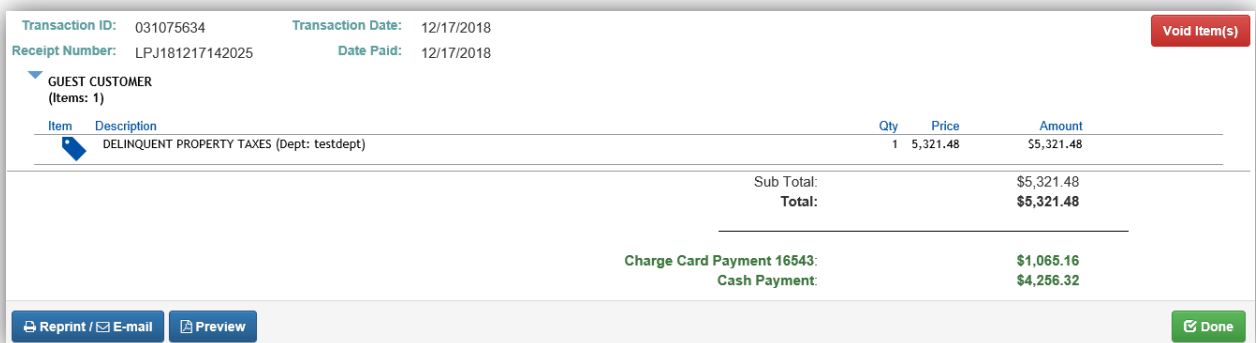


- b. **Preview Receipt** will show a PDF preview of what the receipt will look like before it is printed.

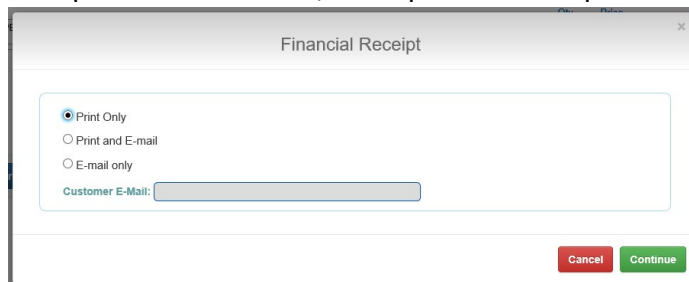


If you are looking for a specific part of the transaction, you may search the pdf by selecting 'Ctrl + F'. This is helpful if it is a fairly long receipt.

- c. **Recall** will navigate to Transaction Summary of this receipt.



- **Preview** will show a PDF preview of what the receipt will look like before it is printed. The same as Preview Receipt
- **Reprint / E-mail** will print the receipt and open the following window to choose between printing and/or email (if the original receipt included a decal, the reprint will not print a decal).

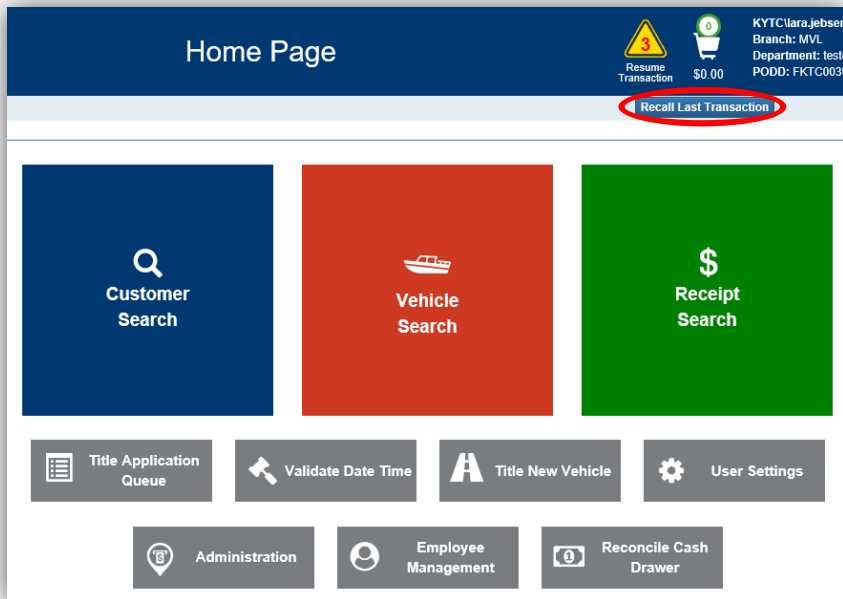


Voiding Miscellaneous Items


KAVIS allows you to void Miscellaneous Items after a transaction has been checked out, if an error is caught **before** the associated cash drawer is reconciled.

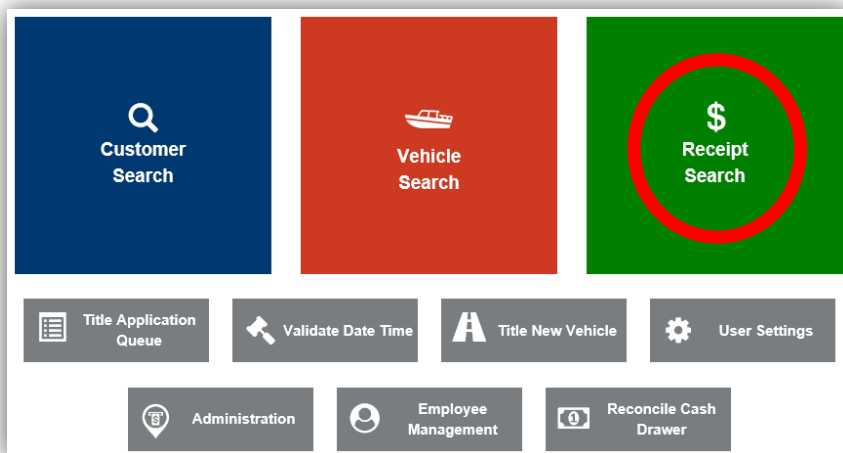
There are 2 ways to get to the Transaction Summary Page.

1. From the Home Page immediately following the transaction, click [Recall Last Transaction](#).

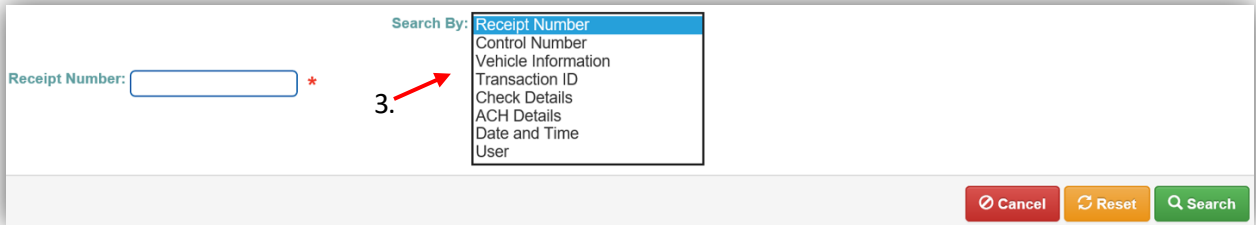


OR

2. From the Home Screen, choose the  tile.



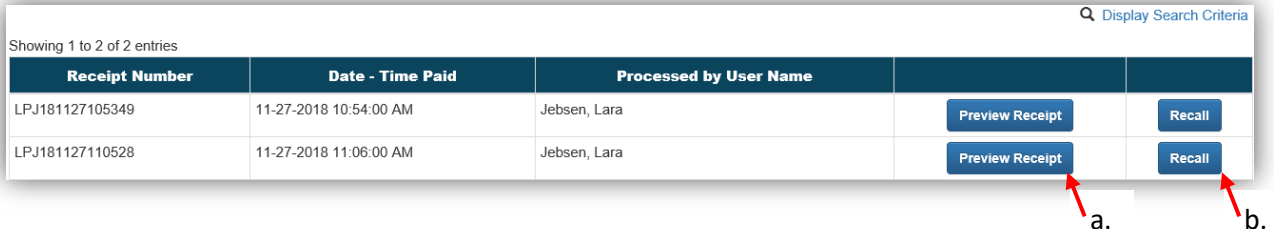
3. Search for the transaction by one of the dropdown options.



The screenshot shows a search interface with a text input field labeled "Receipt Number:" followed by an asterisk. To the right, a "Search By:" dropdown menu is open, listing several options: Receipt Number, Control Number, Vehicle Information, Transaction ID, Check Details, ACH Details, Date and Time, and User. A red arrow labeled "3." points to the "Date and Time" option. At the bottom right, there are three buttons: "Cancel" (red), "Reset" (orange), and "Search" (green).

4. For this example, I searched by 'Date and Time'.

- a. If you aren't 100% sure which transaction you want to modify, click **Preview Receipt** to view it.
- b. When you are sure of the transaction, click **Recall**.



The screenshot shows a table with two rows of search results. The table has columns for "Receipt Number", "Date - Time Paid", and "Processed by User Name". Each row has two buttons: "Preview Receipt" and "Recall". Red arrows labeled "a." and "b." point to the "Preview Receipt" and "Recall" buttons respectively in the second row.

Receipt Number	Date - Time Paid	Processed by User Name		
LPJ181127105349	11-27-2018 10:54:00 AM	Jebsen, Lara	Preview Receipt	Recall
LPJ181127110528	11-27-2018 11:06:00 AM	Jebsen, Lara	Preview Receipt	Recall



5. Click **Modify Receipt**.

Transaction ID: 031075625 Transaction Date: 12/17/2018
 Receipt Number: LPJ181217111804 Date Paid: 12/17/2018

DWYER, ANDY
 Customer ID: 002410476
 (Items: 10)

Item	Description	Year	Item Number	Qty	Price	Amount
	Disabled Parking Placard (Blue)	47	022473 Issue Date: 12/17/2018 Expiration Date: 05/31/2024 Clerks Initials: LPJ Control Number: 18-351-121-0-DP-00001	1	0.00	50.00
	Disabled Parking Placard (Blue)	47	022474 Issue Date: 12/17/2018 Expiration Date: 05/31/2024 Clerks Initials: LPJ Control Number: 18-351-121-0-DP-00002	1	10.00	\$10.00
KAVIS	1605 Viking Ship		Title #: 183511215001 KY #: KY0900CB			
	FBW State Registration Fee			1	7.00	\$7.00
	KYTC State Registration Fee			1	3.00	\$3.00
	Boat Safety Fee			1	1.00	\$1.00
	Clerk Registration Fee			1	6.00	\$6.00
	Clerk Title Fee			1	6.00	\$6.00
	State Title Fee			1	3.00	\$3.00
	DELINQUENT PROPERTY TAXES (Dept: testdept)			1	65.00	\$65.00
	TLS \$22.00 (Dept: testdept)			1	22.00	\$22.00

Customer Total: \$123.00
 Sub Total: \$123.00
Total: \$123.00

Check Payment 1234: \$123.00

Reprint / E-mail Preview **Modify Receipt** Done

6. Choose the specific item(s) to be voided
 a. Or select 'Void All' and click **Continue**.

Transaction ID: 031075625 Transaction Date: 12/17/2018
 Receipt Number: LPJ181217111804 Date Paid: 12/17/2018

DWYER, ANDY **Void All**
 Customer ID: 002410476
 (Items: 10)


Item	Description	Year	Item Number	Qty	Price	Amount	Reversal
	Disabled Parking Placard (Blue)	47	022473 Issue Date: 12/17/2018 Expiration Date: 05/31/2024 Clerks Initials: LPJ Control Number: 18-351-121-0-DP-00001	1	0.00	50.00	<input type="checkbox"/> Reversal
	Disabled Parking Placard (Blue)	47	022474 Issue Date: 12/17/2018 Expiration Date: 05/31/2024 Clerks Initials: LPJ Control Number: 18-351-121-0-DP-00002	1	10.00	\$10.00	<input type="checkbox"/> Reversal
KAVIS	1605 Viking Ship		Title #: 183511215001 KY #: KY0900CB				<input type="checkbox"/> Reverse
	FBW State Registration Fee			1	7.00	\$7.00	<input type="checkbox"/> Refund
	KYTC State Registration Fee			1	3.00	\$3.00	<input type="checkbox"/> Refund
	Boat Safety Fee			1	1.00	\$1.00	<input type="checkbox"/> Refund
	Clerk Registration Fee			1	6.00	\$6.00	<input type="checkbox"/> Refund
	Clerk Title Fee			1	6.00	\$6.00	<input type="checkbox"/> Refund
	State Title Fee			1	3.00	\$3.00	<input type="checkbox"/> Refund
	DELINQUENT PROPERTY TAXES (Dept: testdept)			1	65.00	\$65.00	<input checked="" type="checkbox"/> Void
	TLS \$22.00 (Dept: testdept)			1	22.00	\$22.00	<input checked="" type="checkbox"/> Void

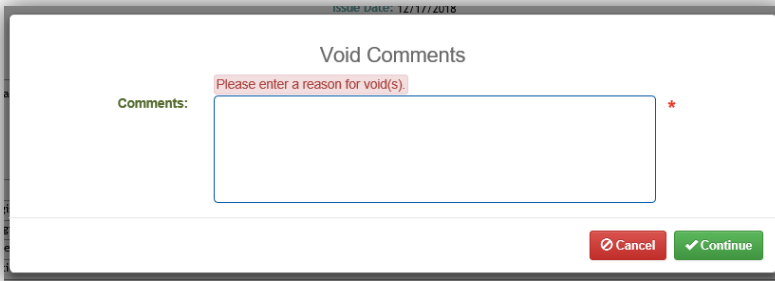
Customer Total: \$123.00
 Sub Total: \$123.00
Total: \$123.00


Check Payment 1234: \$123.00 Void

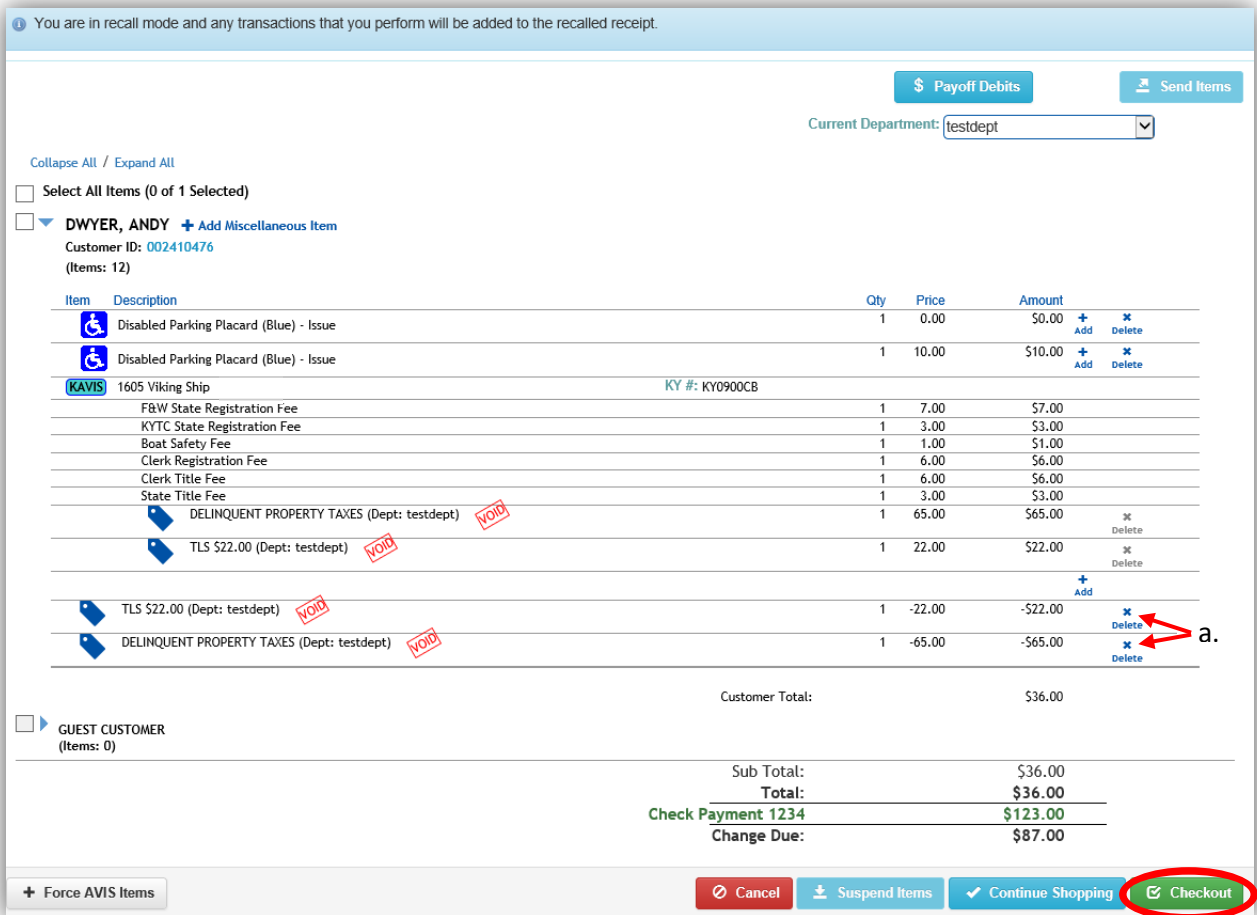
Cancel **Continue**



7. Enter the reason and click .



8. Review the Shopping Cart to make sure it is correct.
 a. Choose  **Delete** if either void is incorrect.



You are in recall mode and any transactions that you perform will be added to the recalled receipt.

Payoff Debits Send Items

Current Department: testdept


Collapse All / Expand All

Select All Items (0 of 1 Selected)

DWYER, ANDY + Add Miscellaneous Item
 Customer ID: 002410476
 (Items: 12)

Item	Description	Qty	Price	Amount		
	Disabled Parking Placard (Blue) - Issue	1	0.00	\$0.00	+ Add	x Delete
	Disabled Parking Placard (Blue) - Issue	1	10.00	\$10.00	+ Add	x Delete
KAVIS	1605 Viking Ship					KY #: KY0900CB
	F&W State Registration Fee	1	7.00	\$7.00		
	KYTC State Registration Fee	1	3.00	\$3.00		
	Boat Safety Fee	1	1.00	\$1.00		
	Clerk Registration Fee	1	6.00	\$6.00		
	Clerk Title Fee	1	6.00	\$6.00		
	State Title Fee	1	3.00	\$3.00		
	DELINQUENT PROPERTY TAXES (Dept: testdept)	1	65.00	\$65.00		x Delete
	TLS \$22.00 (Dept: testdept)	1	22.00	\$22.00		x Delete
					+ Add	
	TLS \$22.00 (Dept: testdept)	1	-22.00	-\$22.00		x Delete
	DELINQUENT PROPERTY TAXES (Dept: testdept)	1	-65.00	-\$65.00		x Delete
Customer Total:				\$36.00		
GUEST CUSTOMER (Items: 0)						
Sub Total:				\$36.00		
Total:				\$36.00		
Check Payment 1234				\$123.00		
Change Due:				\$87.00		

+ Force AVIS Items Cancel Suspend Items Continue Shopping **Checkout**

9. Click  **Checkout** and refund the change due how your county chooses to do those (refund or credit to the account), each explained in the [‘Issuing a Refund for Change Due’](#) and [‘Issuing a Credit for Change Due’](#) sections of this Manual.

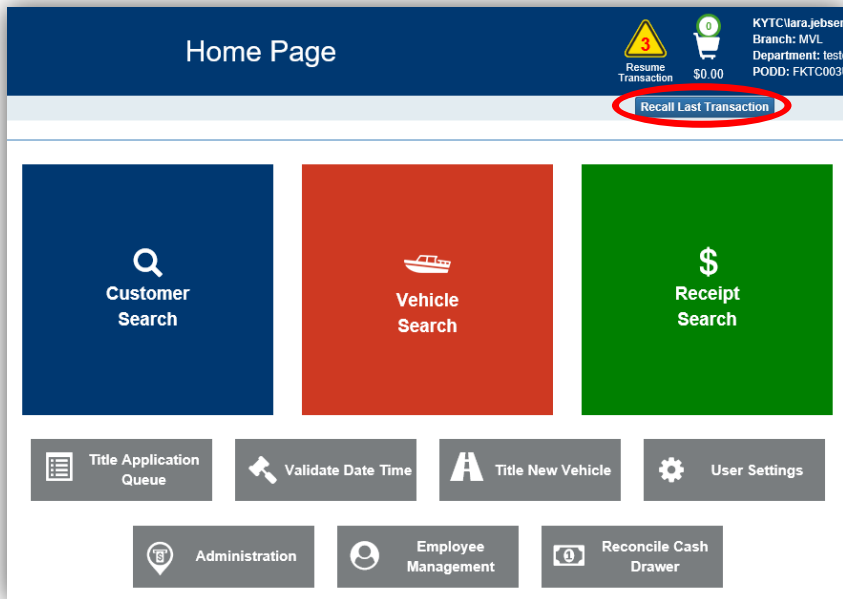


Voiding Payments

KAVIS allows you to change the payment type after Checkout has been completed, **before** the associated cash drawer has been reconciled.

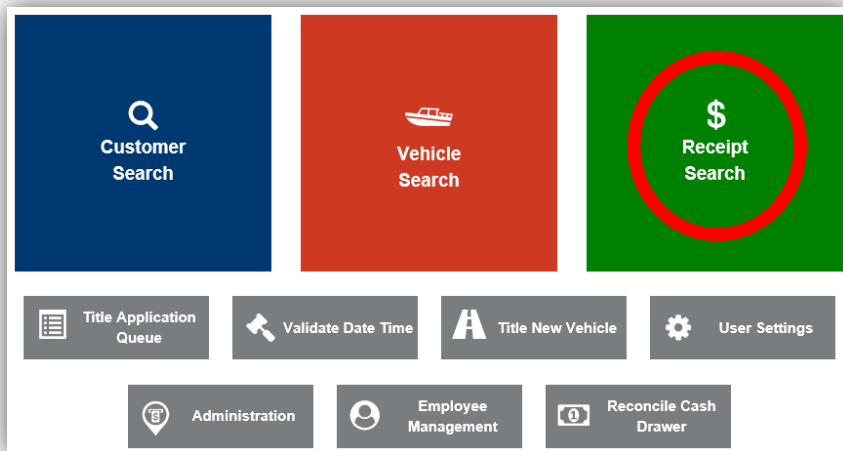
There are 2 ways to get to the Transaction Summary Page.

1. From the Home Page immediately following the transaction, click [Recall Last Transaction](#).



OR

2. From the Home Screen, choose the [Receipt Search](#) tile.



3. Search for the transaction by one of the dropdown options.

Receipt Number: *

Search By: **Receipt Number**
Control Number
Vehicle Information
Transaction ID
Check Details
ACH Details
Date and Time
User

3. →

Cancel Reset Search

4. For this example, I searched by 'Date and Time'.

- a. If you aren't 100% sure which transaction you want to modify, click **Preview Receipt** to view it.
- b. When you are sure of the transaction, click **Recall**.

Showing 1 to 2 of 2 entries

Receipt Number	Date - Time Paid	Processed by User Name	Preview Receipt	Recall
LPJ181127105349	11-27-2018 10:54:00 AM	Jebsen, Lara	Preview Receipt	Recall
LPJ181127110528	11-27-2018 11:06:00 AM	Jebsen, Lara	Preview Receipt	Recall

a. b.

5. Click **Modify Receipt**.

Home > Drawer Reconciliation > Transaction Summary

Transaction ID: 031075380 Transaction Date: 11/27/2018
Receipt Number: LPJ181127110528 Date Paid: 11/27/2018

▼ DWYER, ANDY
Customer ID: 002410476
(Items: 6)

Item	Description	Qty	Price	Amount
KAVIS	1988 SEA RAY SEVILLE			
	Ad Valorem Tax, 2018	1	33.21	\$33.21
	Clerk Lien Fee	1	2.00	\$2.00
	F&W State Registration Fee	1	43.00	\$43.00
	KYTC State Registration Fee	1	3.00	\$3.00
	Boat Safety Fee	1	1.00	\$1.00
	Clerk Registration Fee	1	6.00	\$6.00

Customer Total: \$88.21
Sub Total: \$88.21
Total: \$88.21

Check Payment 123: \$88.21

Reprint / E-mail Preview **Modify Receipt** Done



6. Choose the VOID checkbox and click **Continue**.

Transaction ID: 031075380 Transaction Date: 11/27/2018
Receipt Number: LPJ181127110528 Date Paid: 11/27/2018

▼ DWYER, ANDY Void All
Customer ID: 002410476
(Items: 6)

Item	Description	Qty	Price	Amount
KAVIS	1988 SEA RAY SEVILLE			
	Ad Valorem Tax, 2018	1	33.21	\$33.21
	Clerk Lien Fee	1	2.00	\$2.00
	FBW State Registration Fee	1	43.00	\$43.00
	KYTC State Registration Fee	1	3.00	\$3.00
	Boat Safety Fee	1	1.00	\$1.00
	Clerk Registration Fee	1	6.00	\$6.00

Customer Total: \$88.21
Sub Total: \$88.21
Total: \$88.21

Check Payment 123: \$88.21 Void

6.

Cancel **Continue**


7. Enter a helpful comment and click **Continue**.

Void Comments

Comments: Please enter a reason for void(s). *

Cancel **Continue**



8. Review and click  Checkout.

Home > Cart Summary

You are in recall mode and any transactions that you perform will be added to the recalled receipt.

Current Department:

Collapse All / Expand All

Select All Items (0 of 1 Selected)

DWYER, ANDY [+ Add Miscellaneous Item](#)
 Customer ID: 002410476
 (Items: 6)

Item	Description	Qty	Price	Amount	
KAVIS	1988 SEA RAY SEVILLE				Edit Delete
	Ad Valorem Tax, 2018	1	33.21	533.21	
	Clerk Lien Fee	1	2.00	52.00	
	F&W State Registration Fee	1	43.00	543.00	
	KYTC State Registration Fee	1	3.00	53.00	
	Boat Safety Fee	1	1.00	51.00	
	Clerk Registration Fee	1	6.00	56.00	
				+ Add	
Customer Total:				\$88.21	

GUEST CUSTOMER
 (Items: 0)

Item	Description	Qty	Price	Amount
No Miscellaneous Items have been added				
				+ Add

	Sub Total:	\$88.21
	Total:	\$88.21
	Void - Check Payment 123 - example	\$88.21
	Check Payment 123	\$88.21
	Balance Due:	\$88.21

9. You will be taken to the Checkout Page to enter a new payment.

You are in recall mode and any transactions that you perform will be added to the recalled receipt.

Total Amount Due: \$88.21

Balance Due: \$88.21

Change Due: \$0.00

Void - Check Payment 123 - example \$88.21 [✖](#)

Check Payment 123 \$88.21

Financial Receipt:

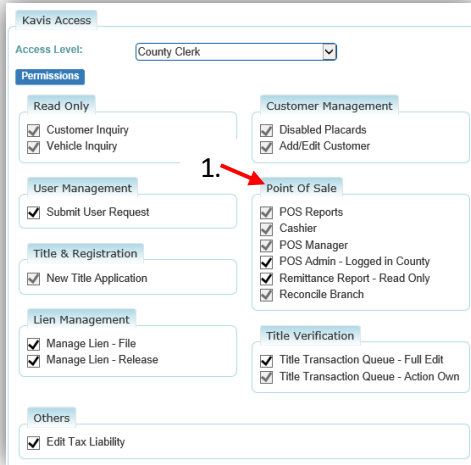
E-Mail:

Navigate To:




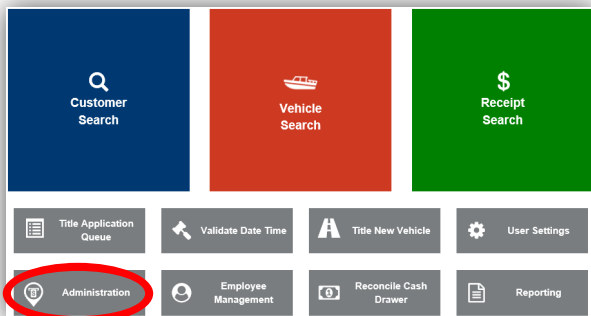
Reports

1. Reports are available for a user with a Manager or County Clerk role with the 'POS Reports', 'POS Manager', 'POS Admin', and 'Remittance Report' permissions.

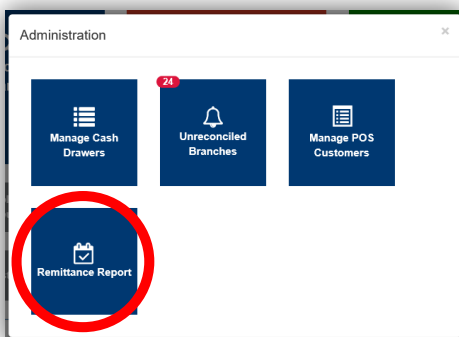


Remittance Report

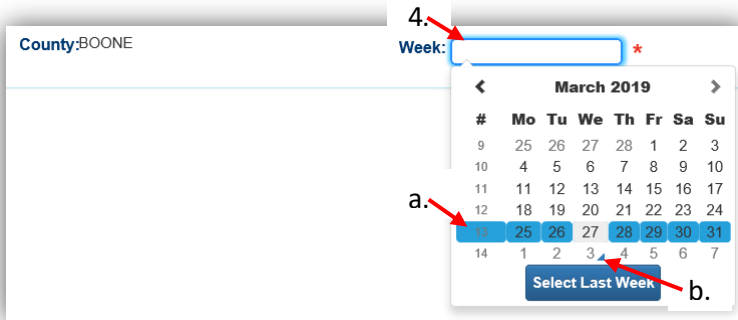
2. From the Home Screen, choose  Administration.



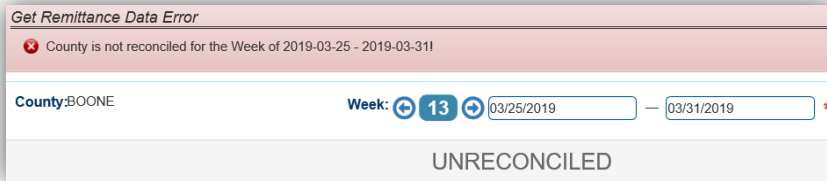
3. Select  Reports.



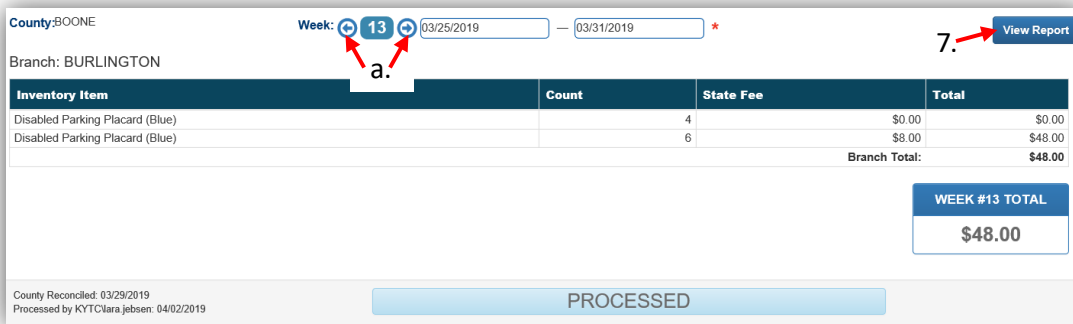
4. Click on the box to select the week of the report you would like to see.
 - a. As you hover over a date, the week will highlight in blue.
 - b. The blue triangle will appear on the current date.



5. If your county is not reconciled for the specific week you have chosen, you will not be able to generate a Remittance Report.



6. You can change the week you are viewing.



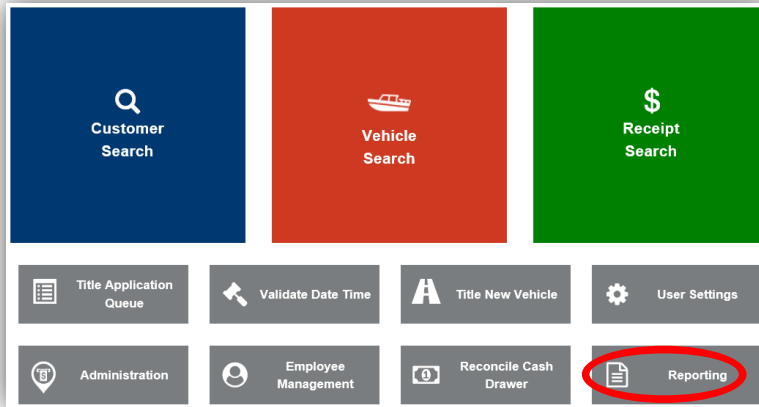
7. click on **View Report** to open a pdf of the Remittance Report.

Remittance Report				
Week Number:	13			
Day(s) of Business:	3/25/2019	To:	3/31/2019	
Printed Date:	4/3/2019 8:09 AM			
County:	Boone	County Total:	\$48.00	
Branch Name:	BURLINGTON			
Account Number	Item Description	Count	State Fee	Total
95000	Disabled Parking Placard (Blue)	4	\$0.00	\$0.00
95000	Disabled Parking Placard (Blue)	6	\$8.00	\$48.00
			Branch Total:	\$48.00

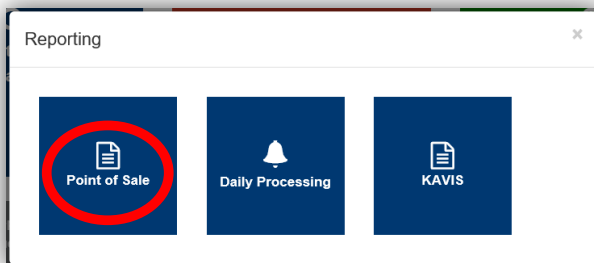


Point of Sale Reports

1. From the Home Page, click on 'Reporting'.



2. Click on 'Point of Sale'.



3. You can view each report in a separate tab by clicking **View** next to the specific report
 - a. You can select a different branch, if you have access.
 - b. The date will default to the current date, you can change this if needed.
 - c. After checking 'Select All' or the checkboxes for specific reports, **View Selected** will open each report in its own tab, **Print Selected** will send them to the specified printer.
 - d. **CSV** will create a CSV formatted file in an FTP location.
 - o Reference the 'Extract File Location' pdf for specific instructions on this.

4. After selecting the date range you would like to run a specific report for,
 - Specific Customer** will allow you to run that report for a specific customer
 - a. Enter their information and click **Search**.

Customer Search


Dealer
 Individual
 Fleet
 All

Last Name: ← 4.

First Name:

Business Name:



5. Click the  to open the Customer's information.
 - a. **Select** will add the Customer to the report page.

Search Result Display Search Criteria

	Customer Name	Organization Name	Address	City	
	SMITH, ANTHONY		6417 HEATHERSFIELD DRIVE	BURLINGTON	Select
	SMITH, CARL		2147 BEIL ROAD	BURLINGTON	Select
	SMITH, CASSIE		7781 PLEASANT VALEY RD	FLORENCE	Select
	SMITH, DAVID		123 MAIN STREET	SIMPSONVILLE	Select

5. **Individual Name:** Smith, David **Comments:**

Address: 123 Main Street
Simpsonville, KY 40067

Phone:

Type: Individual

a. **Select**

6. The Customer had been added to the Debits and Credits Report.
 - a. **✕ All Customers** will remove the specific customer so you can run the report for all Customers.

County: **BOONE** Branch: **BURLINGTON** Start Date: **03/04/2019** End Date: **04/03/2019**

Select All Report Printer: **Select Report printer...** *

Point of Sale Reports		
<input type="checkbox"/>	ACH Report By Clerk ID	View
<input type="checkbox"/>	ACH Report by customer - All Customers Specific Customer	View
<input type="checkbox"/>	Bank Deposit Summary	View
<input type="checkbox"/>	Check Deposit Report	View
<input type="checkbox"/>	Debits and Credits - Smith, David Specific Customer ✕ All Customers	View

a. **✕ All Customers** 7. **View**

7. **View** will open a PDF of the report for the customer selected, or all customers if a specific one is not chosen.

Outstanding Credits/Debits By Customer

Day(s) of Business: 4/02/2019 To 4/02/2019
Date Printed: 4/3/2019 9:34 AM

David Smith
123 Main Street
Simpsonville, KY 40067

Previous Balance: \$0.00

DEBITS

Day of Business	Date Issued	Receipt Number	Amount	Date Processed	Amount Processed	Description
4/02/2019	04/02/2019	LPJ190402125729	-\$25.00		-\$25.00	Debit - Smith, David
4/02/2019	04/02/2019	LPJ190402125858	-\$50.00		-\$50.00	Debit - Smith, David (forgot wallet)
Total:			-\$75.00	2 Item(s)	-\$75.00	

Selected Period Balance: -\$75.00
Current Balance: -\$75.00

Total balance for selected date range: -\$75.00



Point of Sale Report Descriptions

1. ACH Report by Clerk ID

All ACH payments for the selected date range, organized by clerk.

2. ACH Report by customer - All Customers

All ACH Payments for the selected date range and branch, organized by Customers.

- The report can also be run for specific customers by Clicking on the 'Specific Customer' button.

3. Bank Deposit Summary

This summarizes the amount to be deposited for each payment type for each cash drawer for the selected date range and branch.

4. Check Deposit Report

This report gives the Name, Amount, Check #, and Receipt # for all checks received for the chosen date range and branch.

5. County Sales Report

This report displays the total amount of fees taken in for both County Totals and Branch Totals. The fees included are State Fee, Clerk Fee, Use Tax, Ad Val Tax, Clerk Lien Fee, Fund Donate, Miscellaneous, DP State, and DP Clerk for both AVIS and KAVIS.

6. Debits and Credits - All Customers

This report summarizes the credits and debits processed for all customers in the selected branch for the chosen date range.

- The report can be generated for a specified customer by clicking on the 'Specific Customer' button.

7. Outstanding Credit/Debit List

This report summarizes the outstanding credits and debits for all customers for the selected date range and branch organized by the clerk who processed the transactions.

8. Overages & Shortages - All Customers

This will have all Credits, Debits, and Refund Checks processed by each branch for the chosen date range.

- The report can be generated for a specified customer by clicking on the 'Specific Customer' button.

9. Paid Charges Report - All Customers

This is a list of all debits that were paid during the chosen date range at the branch selected.

- The report can be generated for a specified customer by clicking on the 'Specific Customer' button.



10. POS-to-AVIS Daily Reconciliation by Clerk ID - Voided Sales

This is a daily report that summarizes all the voided amounts refunded in State, Clerk, Use Tax, Adval Tax, Clerk Lien Fee, Fund donation, Miscellaneous, Lien Filing Fee (collected through KAVIS) and Disabled Placards for the chosen Start Date.

- This is arranged by the work voided/reversed by each clerk in both AVIS and KAVIS and also the Branch totals and the County totals for the branch and date chosen as the Start Date.
- The Miscellaneous column includes the amounts collected as AVIS miscellaneous, KAVIS miscellaneous and Lien Filing Fees collected through AVIS.

11. POS-to-AVIS Daily Reconciliation by Clerk ID - Work Processed

This report summarizes all the amounts collected in State, Clerk, Usage Tax, Adval Tax, Clerk Lien Fee, Fund Donation, Miscellaneous, Lien Filing Fee (collected through KAVIS) and Disabled Placards.

- This is arranged by the work completed by each clerk in both AVIS and KAVIS and also the Branch totals and the County totals for the branch and date range chosen.
- The Miscellaneous column includes the amounts collected as AVIS miscellaneous, KAVIS miscellaneous and Lien Filing Fees collected through AVIS.

12. Proof of Cash Report: AVIS Total to Drawer Total

This shows the total work processed by each cash drawer, broken down into AVIS Fees, Boat Fees, Boat Lien Filing Fees, Other Clerk Fees, Disabled Placard Fees, and Total Sales for the date range and branch chosen.

13. Proof of Cash Report: Drawer Total and Adjustments to Deposit

For the date range and branch chosen, this displays the total amount of sales expected for each cash drawer including the following:

- Credits toward the expected deposit (refund checks, credit slips, debit pay-offs, and any cash drawer overages)
- Debits against the expected deposit (debit slips issued, web renewals, voucher payments, and any cash drawer shortages)
- Breakdown of the expected deposit of each payment type

14. Refunds Report - All Customers

This will show all refunds processed (Date or Business and Date of Issuance, Receipt #, Amount, and Description) for the chosen dates and branch organized by Customer.

- This can be generated for a specified customer by clicking on the 'Specific Customer' button.

15. Sales Extract By Day Of Business

This is a CSV file that can be used to upload to a 3rd party's accounting software.

This extracts the sales transactions for the chosen date range once the county has been reconciled.



16. Sales Report By Account Numbers - Branch Level

This report displays all the transactions assigned to various accounts for the chosen branch and date range.

17. Sales Report By Account Numbers - Clerk Level

This report displays all the transactions assigned to various accounts in the chosen branch and date range, organized by clerk.

- This is available as a CSV file to be uploaded into a 3rd party's accounting software.

18. Sales Report By Account Numbers - County Level

This report displays all transactions mapped to various accounts for the entire county for the chosen date range.

19. Sales Report By Account Numbers – Summary

This report is a summary of all transactions and their related mapping to the accounts.

- This is available as a CSV file to be uploaded into a 3rd party's accounting software.

20. Sales Transaction Detail Report

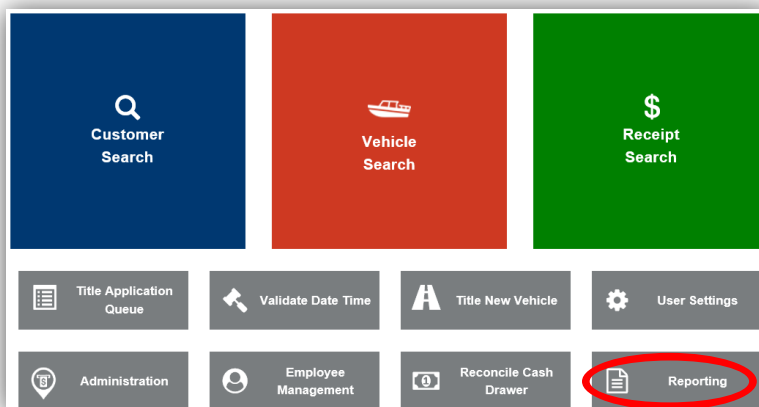
This report summarizes all the transactions done by each receipt and clerk in the chosen date range and branch. This is a large report, it is recommended that you select the same day for the Start and End Dates.

- This report also provides PODD control numbers and KY Plate Number associated with every transaction.
- The report will be generated with data for all Branches in the county, with individual branch totals and a county total at the very bottom.

Daily Processing Report

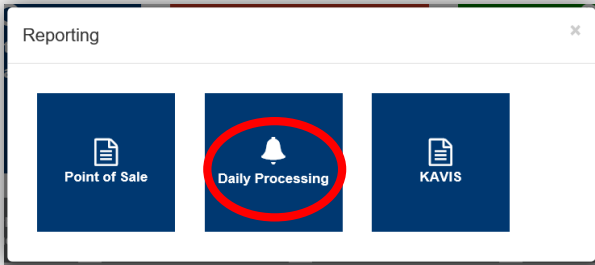
This only contains fees that have been collected in KAVIS, it does not include AVIS fees.

1. From the Home Page, click on 'Reporting'.



2. Click on 'Daily Processing'.





3. Choose the date you would like to see.

a. If the branch has not been reconciled, **Not Reconciled** will appear to let you know.

County: BOONE Branch: BURLINGTON

Date: 04/02/2019

3.

Summary of Daily Processing

Day of Business: 4/2/2019
Current Date: 4/3/2019


Branch: BURLINGTON **Not Reconciled**

a.

Clerk ID	State Fees		Clerk Fees		AdValorem		Lien Fees		Use Tax		Other Fees		Totals
	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Collected
LPJ	\$0.00	\$28.00	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$170.00
Total	\$0.00	\$28.00	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$170.00

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




4. If the branch has been reconciled for the day selected,  Reconciled will be displayed.

County: BOONE Branch: BURLINGTON

Date: 03/20/2019

Summary of Daily Processing

Day of Business: 3/20/2019
Current Date: 4/3/2019

Branch: BURLINGTON  Reconciled **4.**

Clerk ID	State Fees		Clerk Fees		AdValorem		Lien Fees		Use Tax		Other Fees		Totals
	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Reversed	Collected	Collected
LPJ	\$0.00	\$29.75	\$0.00	\$12.00	\$0.00	\$297.06	\$0.00	\$16.00	\$0.00	\$0.00	\$0.00	\$44.00	\$398.81
Total	\$0.00	\$29.75	\$0.00	\$12.00	\$0.00	\$297.06	\$0.00	\$16.00	\$0.00	\$0.00	\$0.00	\$44.00	\$398.81

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

