



**REVERSALS, LIENS AND
KAVIS REPORTS MANUAL**

Updated January 2020




Contents

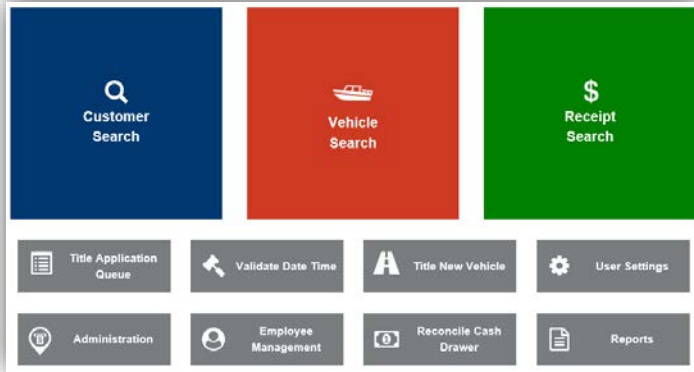
| | |
|---|----|
| Vehicle Summary Page | 3 |
| Searching for a Vehicle | 3 |
| Vehicle Summary Page Details | 4 |
| History Dropdown | 10 |
| Liens | |
| Adding a Filed Lien to an Active Title | 11 |
| Filing a Pending or Deleted Lien | 15 |
| Releasing or Deleting a Lien | 19 |
| Reversals | 21 |
| Reversals Rules | 22 |
| Example of a Reversal of a Kentucky Transfer Application | 23 |
| PVA Ad Valorem Adjustment | 29 |
| Use Tax Reversal | 34 |
| Reactivation | 37 |
| KAVIS Reports | 41 |
| KAVIS Report Descriptions | 42 |


Vehicle Summary Page

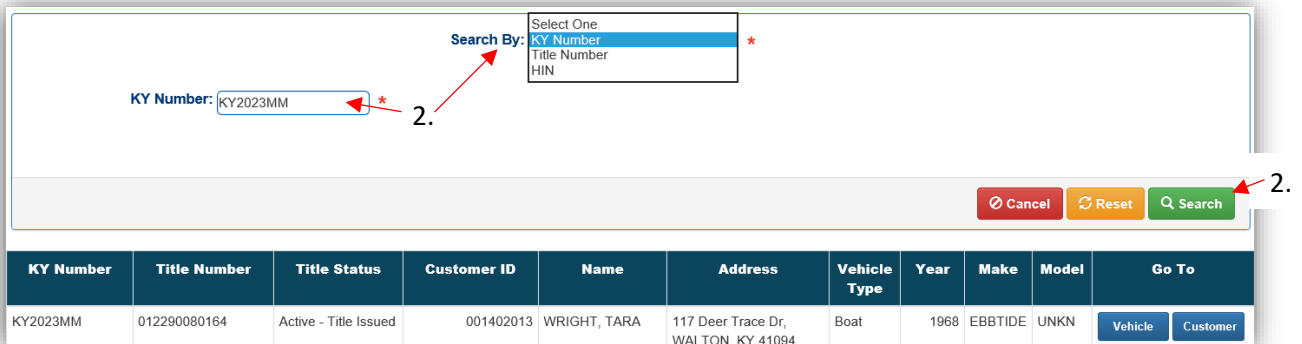
The Vehicle Summary Page is where to find all information regarding a specific vehicle. This includes the vehicle's owner history, Title and Registration, Ad Valorem, and Lien information. Also a complete transaction history, in addition to vehicle attributes and purchase information.

Searching for a Vehicle

1. From the Home Page, click the  tile.



2. Choose from the 'Search By' dropdown menu and enter the info available, then click .



The screenshot shows a search form with a 'Search By:' dropdown menu. The dropdown is open, showing options: 'Select One', 'KY Number', 'Title Number', and 'HIN'. The 'KY Number' option is selected. Below the dropdown is a text input field labeled 'KY Number:' containing 'KY2023MM'. A red arrow points to the input field with the number '2.'. To the right of the input field is a red asterisk '*'. Below the input field is a 'Search' button with a magnifying glass icon, also with a red arrow and the number '2.'. To the left of the 'Search' button are 'Cancel' and 'Reset' buttons. Below the search form is a table with the following data:

| KY Number | Title Number | Title Status | Customer ID | Name | Address | Vehicle Type | Year | Make | Model | Go To |
|-----------|--------------|-----------------------|-------------|--------------|--|--------------|------|---------|-------|--|
| KY2023MM | 012290080164 | Active - Title Issued | 001402013 | WRIGHT, TARA | 117 Deer Trace Dr, WALTON, KY 41094 | Boat | 1968 | EBBTIDE | UNKN | Vehicle Customer |

3. From the search results, click [Vehicle](#) to be taken the Vehicle's Summary Page.
4. [Customer](#) will open the Customer Account Page.

Vehicle Summary Page Details

1. The 'Previous' and 'Next' buttons will navigate to other titles that have been issued for the vehicle. (This example has 3 titles that can be viewed.)
 - a. The Reversal button is where to start if an action has been checked out of the Shopping Cart and needs to be reversed.
 - b. The Owner(s) section will have info about the current owners.
 - c. The **P** and **S** glyphicons indicate the Primary and Secondary owners.
 - d. Clicking the Customer ID will open an overlay with Customer Information, with a 'Select' button that navigates to their Customer Account Page.

Viewing 3 of 3 Titles

Owner(s) Chain of Ownership

Ownership Connector: OR

| Customer ID | Driver License | Customer Name | SSN/FEIN | Address | Begin Tax Exempt Date |
|-------------|----------------|--------------------|-----------------------------|---|-----------------------|
| 001141255 | | BEHRENS, JOSH (P) | xxx-xx-3120 | 49 W Cobblestone Ct, FLORENCE, KY 41042-9313 BOONE | |
| 001167783 | | STEWART, KATHY (S) | xxx-xx-2155 | 10045 Indian Hill Dr, UNION, KY 41091-9531 BOONE | |
| 001440062 | | GRIFFITH, ADAM | xxx-xx-4089 | 6160 Fox Run Ln, FLORENCE, KY 41042-8124 BOONE | |

2. Nested behind the Owners tab is the Chain of Ownership, containing all past titles on the vehicle.
 - a. The orange text is the title you are currently viewing.
 - b. The other Title Numbers are hyperlinks that will navigate to that title's Vehicle Summary Page.

Viewing 3 of 3 Titles

Owner(s) Chain of Ownership

| Seq. | Title Number | Primary Owner | Address | Title Status | Issue Date | Last Action Date |
|------|------------------------------|------------------|---|---------------------------|------------|------------------|
| 3 | 191750085005 | BEHRENS, JOSH | 49 W Cobblestone Ct, FLORENCE, KY 41042 | Application | | 06/24/2019 |
| 2 | 130040300056 | DURBIN, THOMAS B | 10652 Jackson Rd N, UTICA, KY 42376 | Surrendered - Transferred | 01/29/2013 | 06/24/2019 |
| 1 | 043210300102 | O'BRYAN, PAT | 276 Coast Guard Ln, OWENSBORO, KY 42303 | Surrendered - Transferred | 12/01/2004 | 01/04/2013 |

3. Clicking the Customer's SSN/FEIN (in step 1) will navigate to their Ownership Summary Page.
 - a. Clicking on the KY Number will navigate to that Vehicle's Summary Page.

STEWART, KATHY (001167783)
10045 Indian Hill Dr, UNION, KY 41091-9531

Ownership

| KY Number | Year | Make | Model | Dates of Ownership | Number Of Titles | Customers With SSN |
|--------------------------|------|--------|-------|----------------------------|------------------|--------------------|
| KY6361LL | 1976 | SIGNA | 0 | 07/27/1995-Currently Owned | 1 | 1 |
| KY0232XG | 1994 | SEARAY | 170BR | 08/12/1997-Currently Owned | 1 | 1 |
| KY0238JT |) | FISHER | 73115 | 06/24/2019-07/05/2019 | 1 | 1 |

a.

Cancel

4. The 'Begin Tax Exempt Date' button (in step 1) will open a calendar widget to enter a date, which is the beginning of vehicle being tax exempt.
 - a. Any penalty and interest on delinquent ad valorem due will stop being calculated upon the date chosen.
 - o For example, a Customer has taxes due on her boat on 4/30/2019, and is released of tax liability as of 7/1/2018. If she comes to the your office on 9/1/2018 to pay the past due ad valorem, she is only liable for the penalty and interest up to 7/1/2018.

Review Information

Per statute all persons owning a vehicle are to be held liable for ad valorem taxes, except as otherwise prescribed by a court ruling. If you are entering a date here please have necessary legal documents to back your input.

mm/dd/yyyy X

April 2019

Cancel Save & Continue

Status: Title Only

State Fee: \$3.00

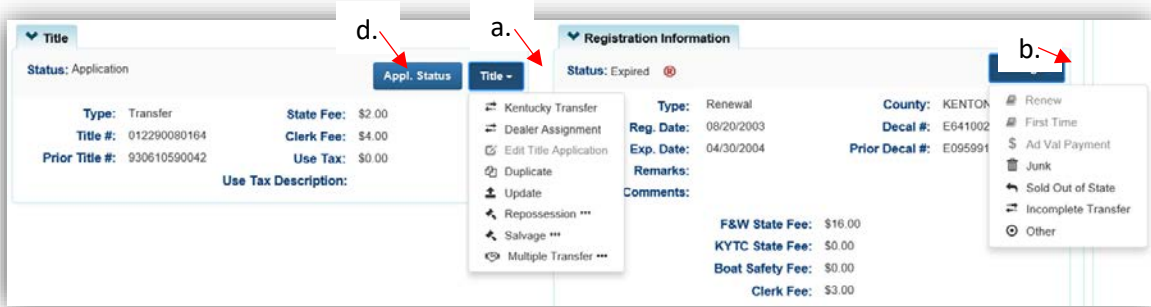
Type: Title Only

Reg. Date: 02/15/2019

County

Decal #

5. Under the Owners Section are the Title and Registration Information Sections.
 - a. A title action may be started from the 'Title' dropdown button.
 - b. The 'Manage' dropdown button has options on the Registration and pay Ad Valorem.
 - c. These menu options are explained in detail in the 'Title Application Manual for Existing KY Titles' and 'Boat Registration and Ad Valorem Manual'.



- d. If the title is still in Application status, click the **Appl. Status** button to open an overlay with review of what actions have taken on the application.

Title Application Status

| Application Status | Date Completed |
|--------------------------|------------------------|
| Returned to County Clerk | 11/14/2019 10:05:23 AM |
| NCIC Completed | 11/12/2019 11:38:03 AM |
| Sent To NCIC | 11/12/2019 11:38:02 AM |
| County Clerk Submitted | 11/12/2019 11:38:02 AM |
| Checkout Complete | 11/08/2019 2:15:19 PM |

[Close](#)

6. Scroll down the Vehicle Information Page, next is the Purchase Information section.

▼ Purchase Information

| | | | | |
|------------------------------|----------------------------|------------------------|-------------------------|------------------------|
| Date of Purchase: 06/21/2019 | Purchase Price: \$1,500.00 | Motor(s) Price: \$0.00 | Trade-in Amount: \$0.00 | Use Tax Credit: \$0.00 |
|------------------------------|----------------------------|------------------------|-------------------------|------------------------|

7. After this is the Ad Valorem Information section.
 - a. Click the ▶ next to each year to open more information about that year.

▼ Ad Valorem Information

| | Tax Year | County | District | Tax Status | Value (Boat + Motor) | Action Date | County Collected | Payment Date | Total Amount Paid |
|------|----------|-----------|----------|------------|----------------------|-------------|------------------|--------------|-------------------|
| a. ▶ | 2020 | JEFFERSON | 11 | Taxable | \$477.00 | 01/01/2020 | | | \$0.00 |
| ▶ | 2019 | JEFFERSON | 11 | Taxable | \$496.00 | 06/07/2019 | JEFFERSON | 06/07/2019 | \$9.20 |
| | | JEFFERSON | 11 | Taxable | \$496.00 | 06/07/2019 | | | \$0.00 |

8. Below the Ad Valorem section is the Lien Information section.
 - a. Lien history may be viewed, liens can be edited, or a new lien can be added.
 - b. This section is explained in detail in the [‘Liens’](#) section of this manual.

Lien Information

| Lien Number | Status | Filed Date | Lien Holder | Address | County Filed | Released Date | |
|-------------|--------|------------|-------------|---|--------------|---------------|------|
| 654123 | Filed | 06/11/2019 | 1st Bank | 123 Main Street, Simpsonville, KY 40067 | BOONE | | View |

a. Add Lien

9. From the Vehicle Information section, an Update Title Application can be started.
 - a. The Situs County, Situs Address, and the Motor(s) can be added, edited, or removed without requiring a Title Update.
 - b. Information in the Vehicle Attributes section can be added or edited by clicking **Edit**.

Vehicle Information

Year: 1990 Make: FISHER Model: 73115
 KY Number: KY0238JT HIN: MPDM2311A090

9. Update

Vehicle Attributes

County of Dockage: DAVIESS
 Boat Type: Other - Utility Hull Material: Aluminum
 Engine Drive: Outboard Propulsion: Propeller
 Length: 16' 1" Beam: 3' 1"
 Occupant Capacity: 4 Weight Capacity:
 Number of Toilets: 0 Toilet Type:
 Primary Use: Pleasure Number of Motors: 1
 Brand:

b. Edit

Motor(s)

| Year | Make | Horsepower | Serial Number | Fuel Type |
|------|------|------------|---------------|-----------|
| 1991 | YAMA | 30 | KY0238JT | Gas |

Situs Address

No Situs Address.

10. After adding or editing information, **Save** must be clicked otherwise all changes will be lost.
- a. To add or edit any motor attributes, use the buttons inside the Motor section.

Vehicle Attributes

Boat Details

County of Dockage: DAVIESS * Vehicle has a Situs Address

Boat Type: Other - Utility * Length Ft: 16 *
Hull Material: Aluminum * Length In: 1 *
Engine Drive: Outboard * Beam Ft: 3 *
Propulsion: Propeller * Beam In: 1 *
Occupant Capacity: 4
Weight Capacity:
Number of Toilets: 0 *
Toilet Type: Select One...
Primary Use: Pleasure *
Brand:

Motor(s)

Use the small action icons (Delete Motor, Save Motor) to update Motor(s). These updates are immediately applied and operate independently from the larger red 'Cancel' and green 'Save' buttons.

Motor #1

Year: 1991 * Fuel: Gas * Year of Purchase:
Make: YAMA * Serial #: KY0238JT Purchase Amount: 0
Horsepower: 30.0 *
Delete Motor Edit Motor
+ Add Motor
Cancel Save

11. Once the Motor information has been added or edited, click **Save Motor**.

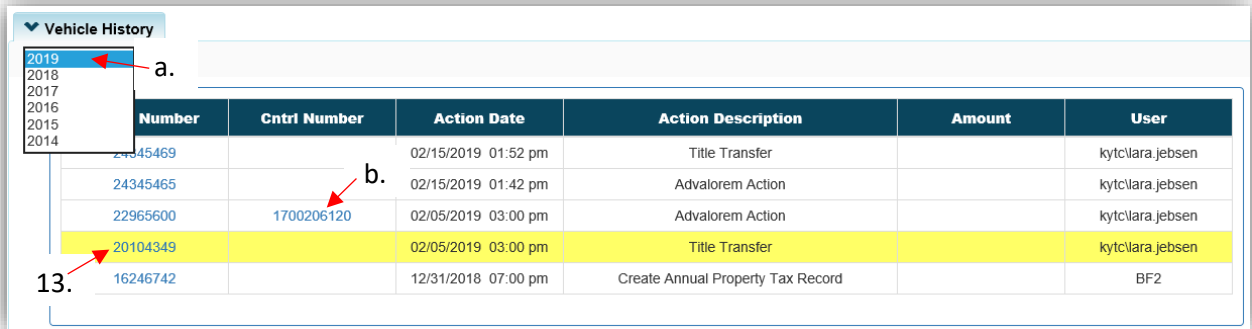
Motor(s)

Use the small action icons (Delete Motor, Save Motor) to update Motor(s). These updates are immediately applied and operate independently from the larger red 'Cancel' and green 'Save' buttons.

Motor #1

Year: 1991 * Fuel: Gas * Year of Purchase:
Make: YAMA * Serial #: KY0238JT Purchase Amount: 0
Horsepower: 30.0 *
Delete Motor Save Motor

12. The Vehicle History section at the very bottom of the Vehicle Summary Page will include all transactions that have been completed.
 - a. The years available in the dropdown will include all years KAVIS has on file for this specific title.
 - b. Clicking the Control Number will open an overlay with links to the corresponding documents in the PODD Archive.

13. 

| Number | Cntrl Number | Action Date | Action Description | Amount | User |
|----------|--------------|---------------------|-----------------------------------|--------|-------------------|
| 24345469 | | 02/15/2019 01:52 pm | Title Transfer | | kytcllara.jebesen |
| 24345465 | | 02/15/2019 01:42 pm | Advalorem Action | | kytcllara.jebesen |
| 22965600 | 1700206120 | 02/05/2019 03:00 pm | Advalorem Action | | kytcllara.jebesen |
| 20104349 | | 02/05/2019 03:00 pm | Title Transfer | | kytcllara.jebesen |
| 16246742 | | 12/31/2018 07:00 pm | Create Annual Property Tax Record | | BF2 |

13. Clicking the Transaction Number will highlight the line selected and show the title's information at the time of the transaction.
 - a. There will be a highlighted message at the top of the page.
 - b. Click **Reset** to return to the page to its default state of displaying the most-recent information.



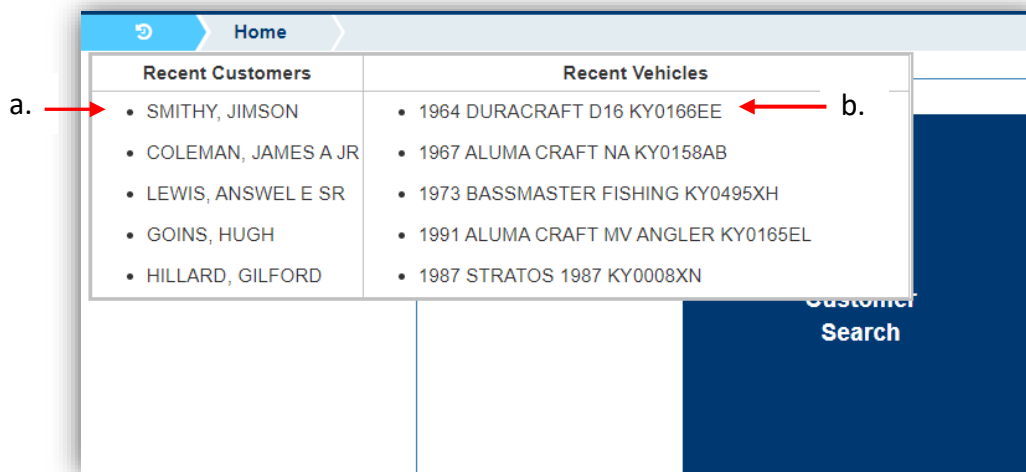
History Dropdown

The History Dropdown is a useful tool to quickly navigate back to recently viewed Vehicles and Customers.

1. On any page of the KAVIS application click on the 'History' icon in the top left corner.



2. This will prompt the dropdown to appear.
 - a. KAVIS will save the last 5 Customers viewed and display their names under Recent Customers. Click on one to go to the Customer Summary page.
 - b. KAVIS will save the last 5 Vehicles viewed and display them under Recent Vehicles. Click on one to go to the Vehicle Summary page.



Liens

- Any pending liens that remain on title applications that have been approved by MVL will be held from printing for 30 days. If on the evening of the 30th day they will be sent to the printer without the lien. The lien status will be changed to 'Deleted' in KAVIS. You may refile deleted liens, see the '[Filing a Pended or Deleted Lien](#)' section below.
- If an Owner moves out of Kentucky and there is a filed lien remaining on the title, mark the registration as Cancelled and choose the 'Customer Request' option. This will leave their title with an active status until they have given MVL the necessary paperwork for them to mark the title as surrendered.
 - See the 'Registration Cancellation' section of the Boat Registration and Ad Valorem Manual for step-by-step instructions on this.

Adding a Filed Lien to an Active Title

- You can add a filed lien to a title in Application or Active Status, if the Primary Owner's County of Residence and the user's logged in county is the same and if the user has the appropriate permissions granted to their KAVIS account.

To add a Filed lien to an Active Title or an Application after it has been completed and checked out.

1. From the Vehicle Summary Page, scroll down to the 'Lien Information' section and select **Add Lien**.
 - a. This will only be available if there are less than 2 active liens on the title.

The screenshot shows the 'Vehicle Summary Page' in KAVIS. At the top, there are 'Previous' and 'Next' buttons. Below them is a 'Reversal' button. The main content area is divided into several sections: 'Owner(s) Chain of Ownership', 'Title', 'Registration information', 'Purchase Information', 'Ad Valorem Information', and 'Lien Information'. The 'Title' section is expanded, showing details like 'Status: Active - Title Issued', 'Type: Transfer', 'Title #: 961210370015', and various fees. The 'Lien Information' section is collapsed, and a red arrow with the number '1' points to the 'Add Lien' button located at the bottom right of this section. Below the 'Lien Information' section is a table with columns: Lien Number, Status, Filed Date, Lien Holder, Address, County Filed, and Released Date.

2. Enter the required lien information and click **+ Add**.
 - a. If the title is active, you will only be able to add a filed lien. 'Pending' will be available if the title is an application.
 - b. KAVIS is not creating the Lien File Number, your business process for creating and validating the Lien File Number is to remain the same.
 - c. The checkboxes give you the choices of charging a late fee or no fee at all.
 - d. **Cancel** will remove the lien and return you to the Vehicle Summary Page.

3. Click **✓ AddToCart / Save** to add this lien's fees to the Shopping Cart, otherwise the button will say **✓ Save** and the updated information will be saved and you will be returned to the Vehicle Summary Page.
 - a. You can remove the lien or edit the information that was entered.
 - b. Click **Add Lien** to add a second lien.
 - o The lien with the earliest Filed Date will be given priority, even if it's added later.
 - o This button is not available if there are 2 liens on the title.
 - c. **Back To Vehicle Summary** and **✗ Cancel** will remove the information and return you to the Vehicle Summary Page.

4. Click **✓ Add To Cart** when all information has been entered.
 - a. In this example, I added a 2nd lien with an earlier filed date and it was placed as the 1st lien on the title.
 - b. **↶ Back To Vehicle Summary** and **✗ Cancel** will remove the information and return you to the Vehicle Summary Page.

Title Number: 961210370015 Primary Owner County of Residence: BOONE

Lien Information

| Lien Rank | Lien File Number | Date Filed | Filing Fee |
|-----------|------------------|------------|------------|
| 2nd Bank | 357159 | 07/02/2019 | \$22.00 |
| 1st Bank | 6549123 | 07/03/2019 | \$22.00 |

Total Lien Filing Fee Due: \$44.00

Buttons: **↶ Back To Vehicle Summary**, **✗ Cancel**, **✓ Add To Cart**

5. From the Shopping Cart, you can click **Edit** next to the lien and you will be brought back to step 2 to make changes.
 - a. **Delete** will remove the lien from Shopping Cart and it will not be added to the title.

PARKER, WILLARD + Add Miscellaneous Item
Customer ID: 000510001 (Items: 2)

| Item | Description | Qty | Price | Amount | Actions |
|-----------------|--|-----|-------|---------|---------------------|
| KAVIS | 1958 STAR CRAFT 00 Action: Manage (Liens) (Lien Status: Filed) LIEN FILING FEE, File Number: 357159 | 1 | 22.00 | \$22.00 | Edit, Delete, + Add |
| KAVIS | 1958 STAR CRAFT 00 Action: Manage (Liens) (Lien Status: Filed) LIEN FILING FEE, File Number: 6549123 | 1 | 22.00 | \$22.00 | Edit, Delete, + Add |
| Customer Total: | | | | 544.00 | |

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

Sub Total: \$44.00
Total: \$44.00

Buttons: **+ Force AVIS Items**, **✗ Cancel**, **⏸ Suspend Items**, **✓ Continue Shopping**, **🛒 Checkout**

6. After the lien(s) have been checked out, the Lien Information section on the Vehicle Summary Page will have the liens listed.
 - a. Click **View** next to a lien to change any information or to Release or Delete it.
 - o See the '[Releasing or Deleting a Lien](#)' section of this manual.

▼ Lien Information

| Lien Number | Status | Filed Date | Lien Holder | Address | County Filed | Released Date | |
|-------------|--------|------------|-------------|---|--------------|---------------|-------------------------|
| 357159 | Filed | 07/02/2019 | 2nd Bank | 123 Main Street, Simpsonville, KY 40067 | BOONE | | View |
| 6549123 | Filed | 07/03/2019 | 1st Bank | 321 Main Street, Simpsonville, KY 40067 | BOONE | | View a. |

7. There will also be a record of the transaction in the Vehicle History section of the Vehicle Summary Page.

▼ Vehicle History

2019 ▼

| Trans Number | Cntrl Number | Action Date | Action Description | Amount | User |
|--------------|--------------|------------------------|--------------------|--------|-------------------|
| 33417217 | | 07/09/2019 12:23:13 PM | Lien Add | | kytcllara.jebesen |
| | | 07/09/2019 12:23:13 PM | Lien Add | | kytcllara.jebesen |

Filing a Pending or Deleted Lien

If a lien is Pending or marked as Deleted by mistake, you can file/refile the lien from the Vehicle Summary Page.

1. From the Lien Information section of a Vehicle Summary Page, click **View** next to the lien you wish to file.

Previous Next

Viewing 6 of 6 Titles Reversal ▾

Owner(s) Chain of Ownership
Click the chevron (▸) above to expand this section.

Title Registration Information
Click the chevron (▸) above to expand this section.

Status: Application Appl. Status Title ▾

Type: Transfer State Fee: \$3.00
Title #: 191900085001 Clerk Fee: \$0.00
Prior Title #: 162010080136 Use Tax: \$0.00
Use Tax Description: No Sale

Purchase Information
Click the chevron (▸) above to expand this section.

Ad Valorem Information
Click the chevron (▸) above to expand this section.

Lien Information Add Lien

| Lien Number | Status | Filed Date | Lien Holder | Address | County Filed | Released Date | |
|-------------|---------|------------|-------------|---|--------------|---------------|----------------|
| | Pending | | | KY | | | View 1. |
| 95357 | Deleted | 07/09/2019 | 5th Bank | 987 Main Street, Simpsonville, KY 40067 | BOONE | | View |

2. Click **Edit**.
 - a. **Back To Vehicle Summary** will take you back to the Vehicle Summary Page.

Title Number: 191900085001 Primary Owner County of Residence: BOONE

Lien Information

Lien File Number: Lien Status: Pending

Lien Status: Pending Lien Expires: N/A
Address: Date Filed: N/A
Comments: County Filed: N/A
City: State: KY
Zip: Zip:

2. **Edit**

Total Lien Filing Fee Due: **\$0.00**

a. **Back To Vehicle Summary**

3. Choose 'Filed' from the Lien Status dropdown menu.
 - a. Enter the information, add a helpful comment, and click **Save**.
 - b. The checkboxes give you the choices of charging fees.
 - o If the lien filing fee was collected when it was pended, there will be no fee due.
 - o If the fee hasn't been charged yet, you can choose to charge the fee and/or the late fee.
 - c. **Cancel** will remove the information entered and take you back to step 2.

4. You can again **Edit** the information.
 - a. If you are charging the filing fee, click **AddToCart / Save** to be taken to the Shopping Cart, otherwise the button will say **Save** and the updated information will be saved and you will be returned to the Vehicle Summary Page.
 - b. **Back To Vehicle Summary** and **Cancel** will remove the information and return you to the Vehicle Summary Page.

5. Clicking **✓ AddToCart / Save** in step 4 will take you to the Shopping Cart with the previously selected fees.
 - a. Click **Edit** next to the lien if you need to change any of the information.
 - b. **Delete** will undo the changes to the lien and revert it back to the status in step 2 and keep you in the Shopping Cart.
 - c. **Cancel** will also undo the changes to the lien and revert it back to the status in step 2, however it will take you to the Home Page.

Void Miscellaneous Items OFF \$ Payoff Debits Send Items

Current Department: MOTOR VEHICLES

Collapse All / Expand All

Select All Items (0 of 1 Selected)

BEHRENS, JOSH + Add Miscellaneous Item
Customer ID: 001141255
(Items: 1)

| Item | Description | Qty | Price | Amount | |
|-----------------|---|-----|-------|---------|--|
| KAVIS | 1958 LONE STAR UNKNOWN Action: Manage (Liens) (Lien Status: Filed) LIEN FILING FEE, File Number: 654123 | 1 | 22.00 | \$22.00 | a. Edit b. Delete + Add |
| Customer Total: | | | | \$22.00 | |
| Sub Total: | | | | \$22.00 | |
| Total: | | | | \$22.00 | |

GUEST CUSTOMER (Items: 0)

c. Cancel Suspend Items Continue Shopping Checkout

6. After the lien fee(s) have been checked out, the Lien Information section on the Vehicle Summary Page will show the updated status.
 - a. Click **View** next to a lien to view the changes that have been done to it, to change any information, or if you need to Release or Delete it.
 - o See the section of this manual titled '[Releasing or Deleting a Lien](#)' for more information on this.

▼ Lien Information Add Lien

| Lien Number | Status | Filed Date | Lien Holder | Address | County Filed | Released Date | |
|-------------|---------|------------|-------------|---|--------------|---------------|-------------------|
| 654123 | Filed | 10/10/2019 | 3rd Bank | 123 Main Street, Simpsonville, KY 40067 | BOONE | | a. View |
| 95357 | Deleted | 07/09/2019 | 5th Bank | 987 Main Street, Simpsonville, KY 40067 | BOONE | | View |

- This will now have a History section where you can see any changes to the lien status, when and who performed the changes.

Title Number: 191900085001 Primary Owner County of Residence: BOONE

Lien Information

3rd Bank Lien File Number: 654123 Date Filed: 10/10/2019 Paid Filing Fee: \$22.00

Lien Status: Filed Lien File #: 654123 Date Filed: 10/10/2019 County Filed: BOONE Lien Expires: 10/10/2029
 Address: 123 Main Street City: Simpsonville State: KY Zip: 40067
 Comments: [Edit](#)

Total Lien Filing Fee Due: \$0.00

History

| Lien Status | Lien File Number | Date Filed | County Filed | Lienholder Name | Address | Continued (Y or blank) | Continued Date | Released Date | Comments | Updated Date | Updated By |
|-------------|------------------|------------|--------------|-----------------|---|------------------------|----------------|---------------|----------|--------------|-------------------|
| Deleted | 654123 | 10/10/2019 | BOONE | 3rd Bank | 123 Main Street, Simpsonville, KY 40067 | | | | | 10/22/2019 | KYTC\lara.jebesen |
| Filed | 654123 | 10/10/2019 | BOONE | 3rd Bank | 123 Main Street, Simpsonville, KY 40067 | | | | | 10/22/2019 | KYTC\lara.jebesen |
| Pending | | | BOONE | | KY | | | | | 10/22/2019 | KYTC\lara.jebesen |

[Back To Vehicle Summary](#)

- There will also be a record of the transaction in the Vehicle History section of the Vehicle Summary Page.

Vehicle History

2019

| Trans Number | Cntrl Number | Action Date | Action Description | Amount | User |
|--------------|--------------|------------------------|--------------------|--------|-------------------|
| 33417256 | | 07/09/2019 12:57:24 PM | Lien Update | | kytc\lara.jebesen |

Releasing or Deleting a Lien

This is only available if the Primary Owner's County of Residence was in your County at the time the lien was added to the title, and the Permissions granted to your KAVIS User Account.

Releasing a lien should be chosen if the owner has paid off the lien and there is documentation from the lienholder.

Deleting the lien should only be used if it was filed or pended in error.

1. Click **View** in the Lien Information section of a Vehicle Summary Page.

Previous Next

Viewing 2 of 2 Titles Reversal ▾

Owner(s) Chain of Ownership

Click the chevron (▸) above to expand this section.

Title

Status: Active - Title Issued Title ▾

Type: Transfer State Fee: \$0.00
Title #: 140490080276 Clerk Fee: \$0.00
Prior Title #: 051320080184 Use Tax: \$0.00
Use Tax Description:

Registration Information

Click the chevron (▸) above to expand this section.

Purchase Information

Click the chevron (▸) above to expand this section.

Ad Valorem Information

Click the chevron (▸) above to expand this section.

Lien Information Add Lien

| Lien Number | Status | Filed Date | Lien Holder | Address | County Filed | Released Date | |
|-------------|--------|------------|-------------|---|--------------|---------------|-------------|
| 654987 | Filed | 05/09/2019 | 1st bank | 123 Main Street, Simpsonville, KY 40067 | BOONE | | View |

2. Click **Edit**.
 - a. If the **Edit** button is not available, the Primary Owner's Residence is not in your County or you do not have the correct permissions granted to your account.
 - b. **Back To Vehicle Summary** will take you back to the Vehicle Summary Page.

Title Number: 140490080276 Primary Owner County of Residence: BOONE

Lien Information

1st bank Lien File Number: 654987 Date Filed: 05/09/2019 Paid Filing Fee: \$24.00

Lien Status: Filed Lien File #: 654987 Date Filed: 05/09/2019 County Filed: BOONE Lien Expires: 05/09/2029
Address: 123 Main Street City: Simpsonville State: KY Zip: 40067
Comments:

Edit

Total Lien Filing Fee Due: \$0.00

Back To Vehicle Summary

a. **Edit**

b. **Back To Vehicle Summary**

3. Choose 'Released' or 'Deleted' from the Lien Status dropdown menu.
 - a. If you choose to release the lien, enter the required Release Date.
 - b. Add a helpful comment, and click **Save**.
 - c. **Cancel** will cancel the edit and take you back to step 2.

4. A lien that has been Released or Deleted will remain on the Vehicle Summary Page.
 - a. The status can be changed again by clicking on the **View** button and repeating from step 2.

| Lien Number | Status | Filed Date | Lien Holder | Address | County Filed | Released Date | |
|-------------|----------|------------|-------------|---|--------------|---------------|------|
| 654987 | Released | 05/09/2019 | 1st bank | 123 Main Street, Simpsonville, KY 40067 | BOONE | 10/08/2019 | View |

Reversals

- On the most current title, there will be a red Reversal button with a dropdown menu. There will also be a red Reactivation button IF the most recent Registration Action was a Junked, Sold Out of State, or an Incomplete Transfer Cancellation.
- Reversals are subtracted from the current daily/weekly/monthly reports. There will be no altering of previous reports.

Viewing 5 of 5 Titles

Previous
Next

Owner(s)
Chain of Ownership

Reactivation
Reversal ▾

| Customer ID | Driver License | Customer Name | SSN/FEIN | Address |
|-------------|----------------|---------------|-------------|---|
| 001141255 | | BEHRENS, JOSH | xxx-xx-3120 | 49 W Cobblestone Ct, FLORENCE, KY 41042-9313 BOONE |

Title

Status: Surrendered - Junked Title ▾

Type: Transfer State Fee: \$0.00

Title #: 162010080136 Clerk Fee: \$0.00

Prior Title #: 142340080165 Use Tax: \$0.00

Registration Information

Status: Cancelled Manage ▾

Type: Ad Valorem County: BOONE

Reg. Date: 07/01/2019 Decal #: E510638

Exp. Date: Prior Decal #: E008426

Remarks: CCC

Clerk Error and **Customer Request** have the same overall functionality; you will be able to select the specific actions to reverse from the most recent transaction. The only difference between the two options is that the Customer Request option will not auto-select the Clerk Fees when Action checkboxes are checked.

PVA Ad Val Adjustment - this is only selectable when the title has had an adjustment made by the PVA to its tax segments or assessed value.

- a. All checkboxes in the Ad Valorem Information section that were adjusted by the PVA or DOR User will be available to select for a refund.

Use Tax Only - this only selectable when Use Tax is present on the Title. Clicking it will select the Use Tax Refund checkbox, and open the Reversal Type Field. There are multiple types to choose from, and an additional field will open for manual entry of a correct Use Tax amount when applicable.

- a. You will not be able to select the Reverse Title Action and State Fee and Clerk Fee checkboxes.

Reactivation - this button is only available when the registration has been cancelled due to being Junked, Sold Out of State, or part of an Incomplete Transfer.

- a. After the Title and Registration have been reactivated, the PVA must create the tax segments for the years the registration was cancelled.
- b. The boats will be marked with a PVA stamp immediately upon Reactivation.

Reversals Rules

- Reversals should be used to fix mistakes, and will make the Customer Account page appear as if the reversed Action never occurred. For example, if you reverse a title application, the ownership will go back to the previous owner/seller in the application.
- Reversals are started from the Vehicle Summary Page.
- Reversals can only be completed on the most current title of a boat.
 - It does not matter what User did the original transaction.
 - Transactions less than 2 years old may be reversed.
 - Reversals can be completed for transactions that were completed in AVIS.
- Reversals will only be allowed in reverse chronological order of how the original transactions occurred.
 - The Actions available to reverse will be any Action that occurred with the last transaction on the boat.
 - When in Reversal Mode, the section(s) that open are the only ones that relate to the last transaction for that boat (Title, Registration, Ad Valorem, and/or Lien Information). If a section does not open with checkboxes, then there was no associated Action of that type in the last transaction.
- The decision whether or not to perform a reversal is entirely up to your office's business practice and the specific situation. KAVIS is giving you the tools to reverse Actions, but your county can make the decisions as to when you will do them.
- Ad Valorem that was paid with a title application transaction can only be reversed after the title Action has been reversed and checked out. This is because the Ad Valorem is paid on the previous title, so it cannot be reversed with the new title, and must be processed on its own title page.
- A Reversal can only be processed one at a time, so the system will prevent checkout if multiple Reversals are in the Shopping Cart for the same title.
- There will always be a required Manager Approval before a Reversal is added to the Shopping Cart, except for PVA Ad Val Adjustments, since there are few limitations to Reversals.

Example of a Reversal of a Kentucky Transfer Application

In this example, we will walk through reversing a KY Transfer application that was completed on the wrong title. type

1. The Yamaha whose title ends in 04 was supposed to be transferred.
 - a. The other Yamaha with a title ending in 62 was transferred by mistake, it is now located in the Previously Owned Vehicles section of the Customer Account Page.
2. After the Reversal, the title that was transferred in error will be returned to having Jeff as the primary owner.

PURVIS, JEFF
Cust #: 001596261
125 Saint Johns Rd
FRANKFORT, KY 40601

[Edit](#) [View](#)
[Financial History](#)

Action Center

- \$ Ad Valorem taxes are past due for 4 vehicles.
- @ Customer has 4 vehicles ready for Registration Renewal.

Vehicles

Boats (4) [Renew All \(4\)](#) [Renew Selected \(0\)](#) [New Title](#) [Switch to List View](#)

1. **1995 YAMAHA RA1100T** KY0151EL
Title#: 071240370104 Active - Title Issued
Transfer Reg: Expired
[Manage](#) [Title](#) [View](#)

1989 BAYLINER 1750 KY0023XF
Title#: 063340370068 Active - Title Issued
Transfer Reg: Expired
[Manage](#) [Title](#) [View](#)

1988 SEARAY 270 KY0468BX
Title#: 102040370051 Active - Title Issued
Transfer Reg: Expired
[Manage](#) [Title](#) [View](#)

1979 CHARGER SOIRT KY9471KK
Title#: 022000370154 Active - Title Issued
Transfer Reg: Expired
[Manage](#) [Title](#) [View](#)

Disabled Placards
[Issue Disabled Placard](#)
No Disabled Placard History found!

Previously Owned Vehicles (1)

Showing 1 to 1 of 1 entries Filter:

| Year | Make | Model | Title # | KY / Plate # | Owner | Title Status | Reg. Status | |
|------|--------|---------|--------------|--------------|-------|---------------------------|-------------|---|
| 1995 | YAMAHA | RA1100T | 063180370062 | KY0151EM | P | Surrendered - Transferred | Cancelled | Manage View |

1a. 3a.

There are several ways to get to the Vehicle Summary Page to start a reversal.

3. Starting from a Customer Account Page, click **View** on the specific boat that needs the reversal.
 - a. For this example, it was transferred to Peter by mistake. On the previous owner's Customer Account Page in the above picture, it will be in the Previously Owned Vehicles section.

4. You can search for the Title Number from the Home Page 'Vehicle Search' tile.
 - a. Here, I searched for the previous Title Number (before the transfer).

| KY Number | Title Number | Title Status | Customer ID | Name | Address | Vehicle Type | Year | Make | Model | Go To |
|-----------|--------------|--------------|-------------|----------------|---|--------------|------|--------|--------|--|
| KY0151EM | 191510085002 | Application | 000043000 | BECKETT, PETER | 0636 Popular Ridge Ct, FLORENCE, KY 41042 | Boat | 1995 | YAMAHA | RA1100 | Vehicle Customer |

***NOTE:** selecting **Vehicle** here will bring you to the Vehicle Summary page with the previous title in focus. You would need to click the 'Next' button on the page in order to get to the Reversal dropdown button.

5. You can also Recall the receipt and click on either the Title#, KY#, or HIN#, they are hyperlinks that will take you to the Vehicle Summary Page.
 - a. This transaction included registration, the transfer title fees, two liens (pending and filed), and ad val payments on the boat that was transferred (the Yamaha) and on one of the Buyer's other boats (the Polaris Jetski).

Transaction ID: 033411490 Transaction Date: 05/31/2019
 Receipt Number: LPJ190531144722 Date Paid: 05/31/2019

BECKETT, PETER
 Customer ID: 000043000
 (Items: 12) (Vehicles: 1)

| Item | Description | Title # | KY # | HIN | Qty | Price | Amount |
|-----------------------|--------------------------------------|------------------------------|--------------------------|------------------------------|-----|-------|---------|
| KAVIS | 1995 YAMAHA RA1100T | 191510085002 | KY0151EM | YAMA3879A595 | | | |
| | F&W State Registration Fee | | | | 1 | 39.42 | \$39.42 |
| | 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 |
| | LIEN FILING FEE | | | | 1 | 22.00 | \$22.00 |
| | LIEN FILING FEE, File Number: 165489 | | | | 1 | 22.00 | \$22.00 |
| | Ad Valorem Tax, 2019 | | | | 1 | 23.57 | \$23.57 |
| | Clerk Lien Fee | | | | 1 | 2.00 | \$2.00 |
| | 1994 POLARIS JETSKI | | KY0377SN | | | | |
| | Ad Valorem Tax, 2019 | | | | 1 | 5.16 | \$5.16 |
| | Clerk Lien Fee | | | | 1 | 2.00 | \$2.00 |

Customer Total: \$135.15
 Sub Total: \$135.15
Total: \$135.15

Cash Payment: \$135.15

Buttons: Reprint / E-mail, Preview, Modify Receipt, Done

6. From the Vehicle Summary Page, click **Reversal** and choose from the dropdown menu.
 - a. The options available here will depend on the last transaction done on the title.
 - b. For this example, we will choose 'Clerk Error'.

Previous Next

Viewing 4 of 4 Titles

Owner(s) Chain of Ownership

| Customer ID | Driver License | Customer Name | SSN/FEIN | Address |
|-------------|----------------|----------------|-------------|--|
| 000043000 | B95388762 | BECKETT, PETER | xxx-xx-0976 | 0636 Popular Ridge Ct, FLORENCE, KY 41042 BOONE |

6. **Reversal** dropdown menu options:
 Clerk Error
 Customer Request
 PVA Ad Val Adjustment
 Use Tax Only

Title Registration Information

Status: Application Appl. Status Title

Type: Transfer State Fee: \$3.00
 Title #: 191510085002 Clerk Fee: \$6.00
 Prior Title #: 083180370062 Use Tax: \$0.00

Status: Active Manage

Type: First time County: BOONE
 Reg. Date: 05/31/2019 Decal #: KY0151EM
 Exp. Date: 04/30/2020 Prior Decal #: E051439

7. While in Reversal Mode, the sections that are open will be the ones that pertain to the previous transaction. For this example, that is the Title, Registration, and Lien sections.
 - a. Ad Val that was paid on this boat will be available to be reversed after this reversal of the transfer has been completed because it was paid on the prior title.
 - b. By selecting the 'Reverse Title Action' checkbox, all other actions that are dependent on the title will also be reversed (registration and both liens).
 - o Registration and Liens can be reversed individually, if needed,
 - c. You can always unselect the Clerk Fees. It is your office's choice whether to refund those (for this example, we will refund them).
 - o Clerk Fees can also be individually reversed/refunded without reversing the Actions.
 - d. When you have selected what you need to reverse, click **Continue Reversal**.

YOU ARE IN REVERSAL MODE

Previous
Next

Owner(s) Chain of Ownership Viewing 4 of 4 Titles

Click the chevron (▶) above to expand this section.

Title

Status: Application Appl. Status Title ▼

Type: Transfer **b. →** **Reverse Title Action**

Title #: 191510085002 State Fee: \$3.00 **Refund**

Prior Title #: 083180370062 Clerk Fee: \$8.00 **Refund**

Action Date: 05/31/2019 Use Tax: \$0.00 **Refund**

Description: Title Transfer **c. →**

Registration Information

Status: Active Manage ▼

Type: First time County: BOONE

Reg. Date: 05/31/2019 Decal #: KY0151EM

Exp. Date: 04/30/2020 Prior Decal #: E051439

Remarks: Action Date: 05/31/2019

Description: Title Transfer

Commer...

b. → **Reverse Registration Action**

F&W State Fee: \$39.42 **Refund**

KYTC State Fee: \$3.00 **Refund**

Boat Safety Fee: \$1.00 **Refund**

Clerk Fee: \$8.00 **Refund** **c. →**

Ad Valorem Information

Click the chevron (▶) above to expand this section.

Lien Information

| Lien Number | Status | Filed Date | Lien Holder | Address | County Filed | Released Date | Reversal |
|-------------|---------|------------|-------------|---|--------------|---------------|--|
| 105489 | Filed | 05/31/2019 | 1st Bank | 123 Main Street, Simpsonville, KY 40067 | BOONE | | Reverse Lien Action: <input checked="" type="checkbox"/> b. → Refund Fees Lien: \$22.00 <input checked="" type="checkbox"/> c. → Late: \$0.00 <input checked="" type="checkbox"/> c. → |
| | Pending | | 2nd Bank | KY | | | Reverse Lien Action: <input checked="" type="checkbox"/> b. → Refund Fees Lien: \$22.00 <input checked="" type="checkbox"/> c. → Late: \$0.00 <input checked="" type="checkbox"/> c. → |

Vehicle Information

Click the chevron (▶) above to expand this section.

Vehicle Attributes

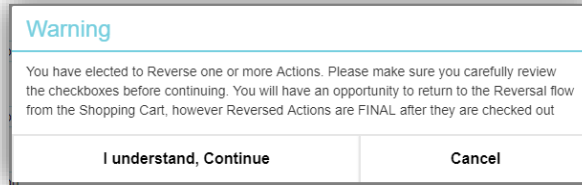
Click the chevron (▶) above to expand this section.

Vehicle History

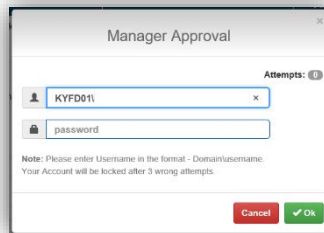
Click the chevron (▶) above to expand this section.

Cancel Continue Reversal

8. On the overlay, click 'I understand, Continue'.
 - a. This is warning you that you cannot reverse a Reversal. (If this example was a customer request because they changed their mind about the transfer, and then they returned the next week having changed their mind yet again, you would just perform the transfer application from the beginning again.).

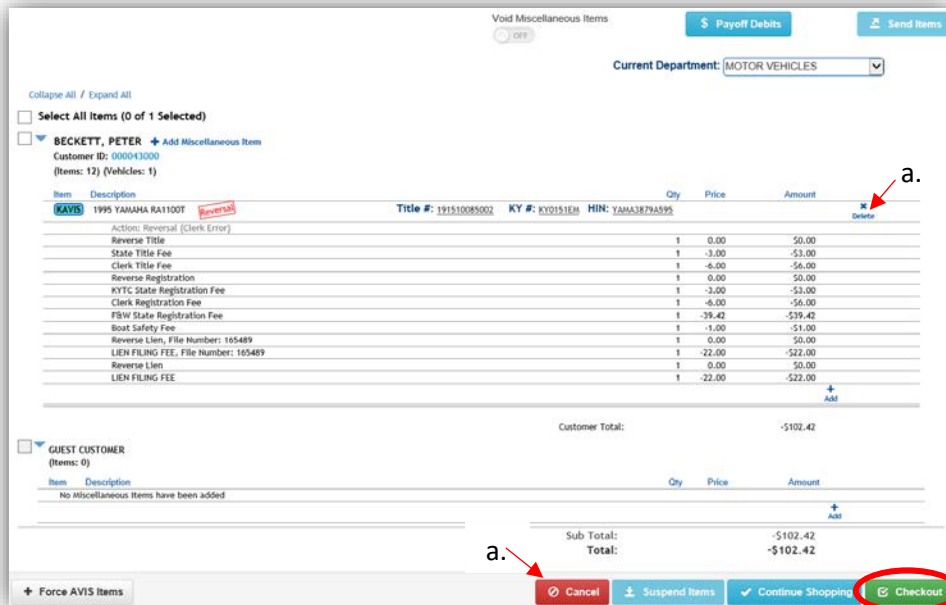


9. Reversals will always require a Manager's Approval before they are put in the Shopping Cart.

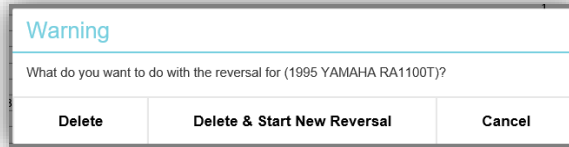


10. The Reversal is not complete until you check out the transaction, click **Checkout** if everything looks correct.

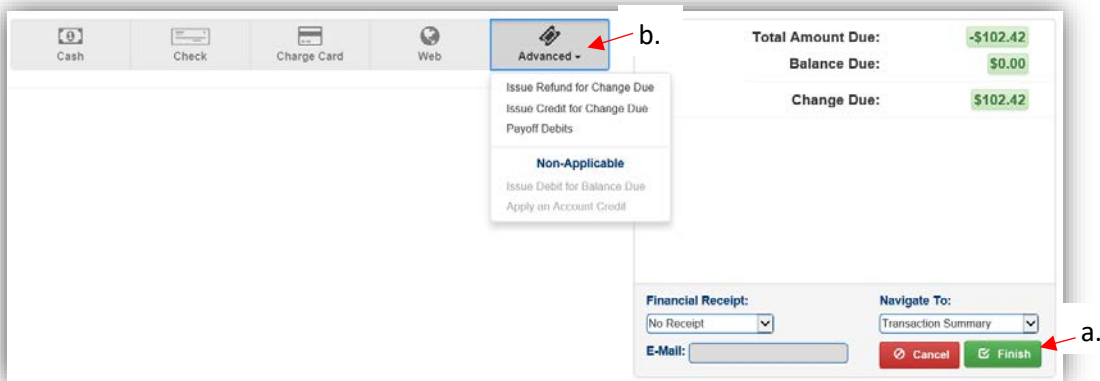
- a. Clicking **Delete** or **Cancel** will remove the Reversal from the Cart and the ad val will return to its previous state before the Reversal (Step 1).
 - o Remember, KAVIS items are not final until they have been checked out from the Shopping Cart, there is no need for a back-out.



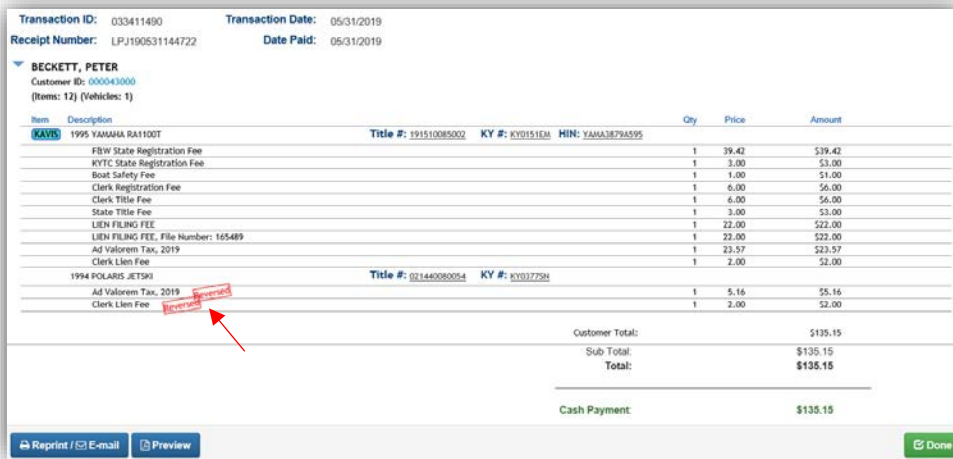
11. After clicking the **Delete** button from the Shopping Cart, an overlay will open in which you can choose 'Delete' to delete the Reversal (you will be kept in the Shopping Cart, now empty).
 - a. 'Delete & Start New Reversal' will remove the reversal and take you back to the Vehicle Summary Page where you can start a new reversal.



- b. 'Cancel' will simply close the overlay and keep the reversal in the Shopping Cart.
12. From the Checkout screen, you will issue the refund according to your office's business practice.
 - a. If you click Finish, you are telling KAVIS that you are refunding the Customer from the cash in your cash drawer.
 - b. Otherwise, choose from the 'Advanced' options.






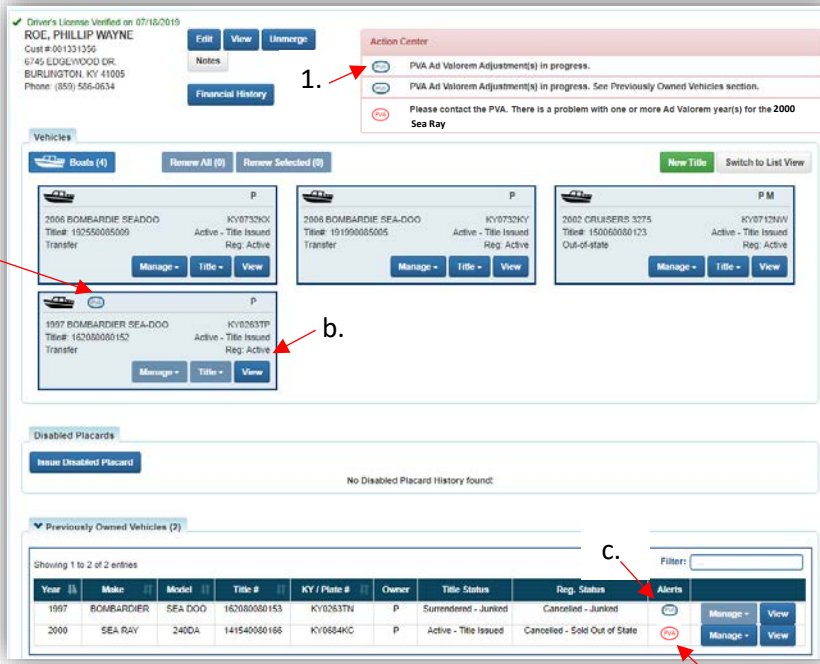
13. The original receipt (step 5) will now reflect the Reversal.





PVA Ad Valorem Adjustment


- PVAs can adjust Ad Valorem up to 2 years after they have been paid. This could result in the Owner either owing more in taxes or owed a refund.
- For each tax segment, only the PVA in the county in which the original taxes were paid will be able to make adjustments, regardless of the county of dockage or the owner's county of residence.

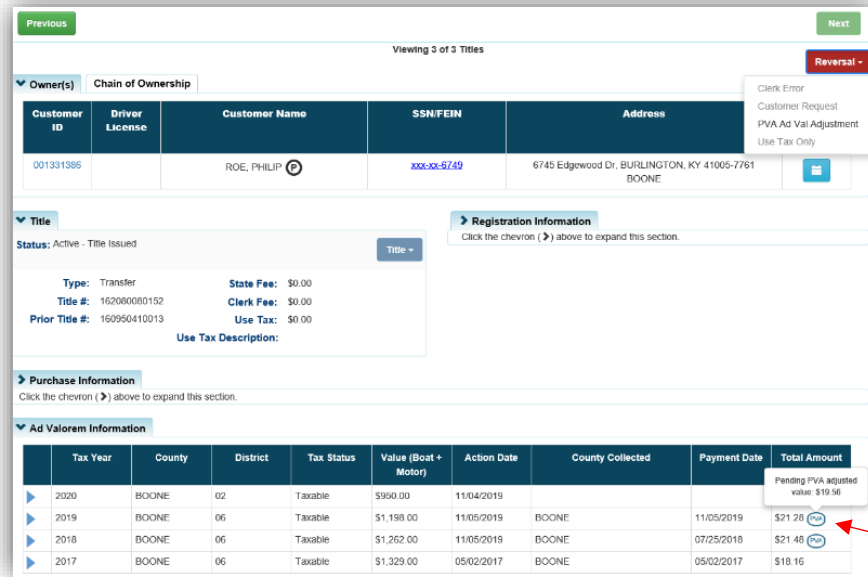
1. After the PVA changes any **paid** ad valorem segments, there will be the  icon in the Action Center and the boat's vehicle tile on the Customer's Account Page.
 - a. Hover the mouse over it to get a message.
 - b. To start the Reversal and process the refund or payment, click **View** to proceed to the Vehicle Summary Page.
 - c. If any previously owned vehicles can have Ad Valorem changed by the PVA the  icon will show in the Action Center and in the Alerts column of the previously owned vehicle.
 - d. If any previously owned vehicles have a problem with one or more Ad Valorem years the  icon will show in the Action Center and in the Alerts column of the previously owned vehicle.



The screenshot displays a customer account page for Phillip Wayne Roe. The top section includes contact information and an Action Center with three notifications: two about PVA Ad Valorem Adjustments in progress and one about a problem with Ad Valorem years for the year 2000. Below this is a 'Vehicles' section with three vehicle tiles. The first tile is for a 2006 BOMBARDIER SEA-DOO with a 'View' button highlighted by arrow 'a'. The second tile is for a 2008 BOMBARDIER SEA-DOO with a 'View' button highlighted by arrow 'b'. The third tile is for a 2002 CRUISERS 3275. Below the vehicles is a 'Disabled Placards' section. At the bottom is a 'Previously Owned Vehicles' table with two entries. The second entry, for a 2000 SEA RAY, has a 'PVA' icon in the 'Alerts' column, highlighted by arrow 'd'. The first entry, for a 1997 BOMBARDIER SEA-DOO, has a 'PVA' icon in the 'Alerts' column, highlighted by arrow 'c'.

| Year | Make | Model | Title # | KY / Plate # | Owner | Title Status | Reg. Status | Alerts | Manage - | View |
|------|------------|---------|--------------|--------------|-------|-----------------------|-------------------------------|---|----------|------|
| 1997 | BOMBARDIER | SEA DOO | 162080080153 | KY0263TN | P | Surrendered - Junctd | Cancelled - Junctd |  | Manage - | View |
| 2000 | SEA RAY | 240DA | 141540080166 | KY0684KC | P | Active - Title Issued | Cancelled - Sold Out of State |  | Manage - | View |

- On the Vehicle Summary Page, if you hover your mouse over the  icon, you will see the amount of the new Ad Valorem for that year. In the following example for 2019, \$21.28 is what the owner paid and \$19.56 is the new amount created by the PVA. This customer is due a refund of \$1.72 for 2019. To process the PVA adjustment you will start with the Reversal button and choose 'PVA Ad Val Adjustment'.



Viewing 3 of 3 Titles

Owner(s) Chain of Ownership

| Customer ID | Driver License | Customer Name | SSN/FEIN | Address |
|-------------|----------------|---------------|-------------|--|
| 001331386 | | ROE, PHILIP | xxx-xx-6749 | 6745 Edgewood Dr, BURLINGTON, KY 41005-7781 BOONE |

Registration Information

Status: Active - Title Issued

Type: Transfer State Fee: \$0.00
 Title #: 162080080152 Clerk Fee: \$0.00
 Prior Title #: 160950410013 Use Tax: \$0.00


Purchase Information

Ad Valorem Information

| | Tax Year | County | District | Tax Status | Value (Boat + Motor) | Action Date | County Collected | Payment Date | Total Amount |
|--|----------|--------|----------|------------|----------------------|-------------|------------------|--------------|--------------|
| | 2020 | BOONE | 02 | Taxable | \$360.00 | 11/04/2019 | | | |
| | 2019 | BOONE | 06 | Taxable | \$1,198.00 | 11/05/2019 | BOONE | 11/05/2019 | \$21.28 |
| | 2018 | BOONE | 06 | Taxable | \$1,262.00 | 11/05/2018 | BOONE | 07/25/2018 | \$21.48 |
| | 2017 | BOONE | 06 | Taxable | \$1,329.00 | 05/02/2017 | BOONE | 05/02/2017 | \$18.16 |

2.

- For 2018, the owner paid \$21.48 and the PVA adjustment resulted with a new total due of \$22.10, so the owner will owe \$.62 for 2018.

| Payment Date | Total Amount Paid |
|--------------|---|
| 11/05/2019 | |
| 07/25/2018 | \$21.48  |
| 05/02/2017 | \$18.16 |

Pending PVA adjusted value: \$22.10

4. Clicking the 'PVA Ad Val Adjustment' option from the Reversal dropdown (step 2) will open the page in Reversal Mode.
 - a. The year(s) the PVA adjusted will be selected, you cannot select only 1 if there are multiple years that have been changed.
 - b. Choose the checkbox affirming you have paperwork from the PVA to scan into PODD.
 - c. Enter a comment that will appear in the history section of the Vehicle Summary Page.
 - d. Click **Continue Reversal** to add the refund or amount due to the Shopping Cart.

YOU ARE IN REVERSAL MODE

Previous
Next

Viewing 3 of 3 Titles

➤ **Owner(s)** Chain of Ownership
Click the chevron (➤) above to expand this section.

➤ **Title**
Click the chevron (➤) above to expand this section.

➤ **Registration Information**
Click the chevron (➤) above to expand this section.

➤ **Purchase Information**
Click the chevron (➤) above to expand this section.

▼ **Ad Valorem Information**

| | Tax Year | County | District | Tax Status | Value (Boat + Motor) | Action Date | County Collected | Payment Date | Total Amount Paid | Reverse & Refund |
|---|----------|--------|----------|------------|----------------------|-------------|------------------|--------------|-------------------|-------------------------------------|
| ▶ | 2020 | BOONE | 02 | Taxable | \$950.00 | 11/04/2019 | | | \$0.00 | |
| ▶ | 2019 | BOONE | 06 | Taxable | \$1,198.00 | 11/05/2019 | BOONE | 11/05/2019 | \$21.28 | <input checked="" type="checkbox"/> |
| ▶ | 2018 | BOONE | 06 | Taxable | \$1,262.00 | 11/05/2019 | BOONE | 07/25/2018 | \$21.48 | <input checked="" type="checkbox"/> |
| ▶ | 2017 | BOONE | 06 | Taxable | \$1,329.00 | 05/02/2017 | BOONE | 05/02/2017 | \$18.16 | |

I attest that the customer has presented the completed and signed Ad Valorem Tax exoneration form from the PVA, and that it will be scanned into PODD. * PVA adjusted tax owed will be added to the Shopping Cart.

➤ **Lien Information**
Click the chevron (➤) above to expand this section.




➤ **Vehicle Information**
Click the chevron (➤) above to expand this section.

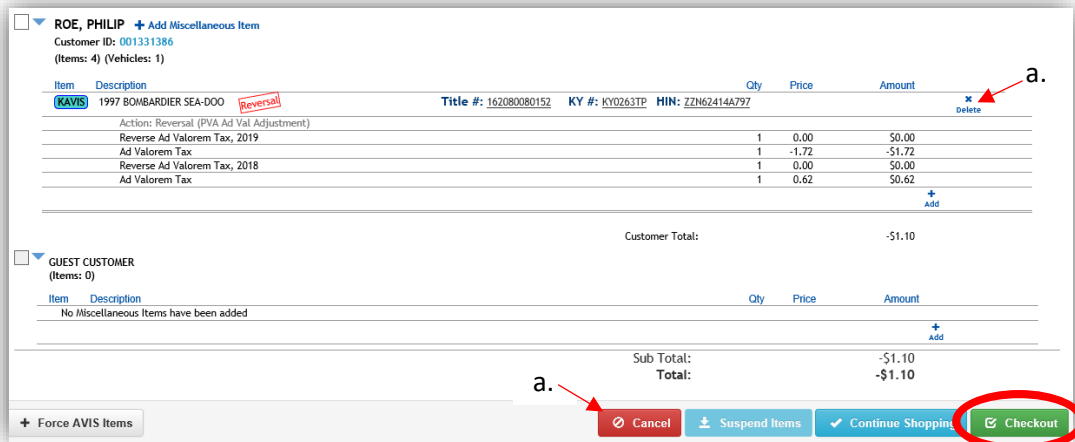
➤ **Vehicle Attributes**
Click the chevron (➤) above to expand this section.

➤ **Vehicle History**
Click the chevron (➤) above to expand this section.

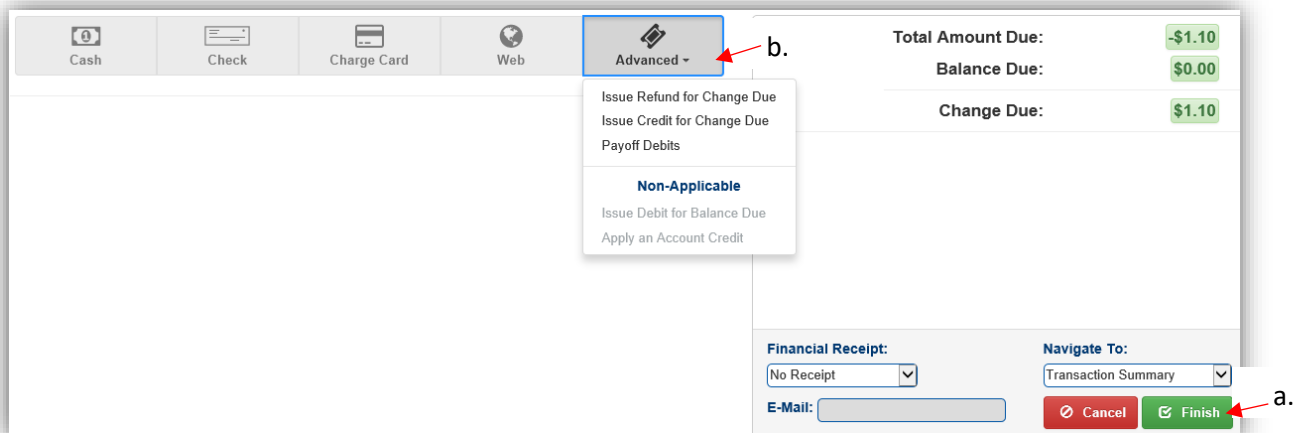
Comments: PVA Adjustment 2018, 2019 *

Cancel
Continue Reversal

5. From the Shopping Cart, click  to proceed with the transaction.
 - a. Clicking  or  will remove the Reversal from the Cart and the ad val will return to its previous state before the Reversal was started (Step 1).
 - o KAVIS items are not finalized until they have been checked out.





6. From the Checkout screen, you will either collect the additional ad valorem due or issue the refund according to your office's business practices.
 - a. For a refund, if you click Finish, you are telling KAVIS that you are giving the Customer cash from your cash drawer.
 - b. To issue a Refund or Credit for the change due, choose from the Advanced dropdown options.



7. The Ad Valorem section of the Vehicle Summary Page will reflect the changes and corrected payments.

| Ad Valorem Information | | | | | | | | | |
|------------------------|----------|--------|----------|------------|----------------------|-------------|------------------|--------------|-------------------|
| | Tax Year | County | District | Tax Status | Value (Boat + Motor) | Action Date | County Collected | Payment Date | Total Amount Paid |
| ▶ | 2019 | BOONE | 11 | Taxable | \$65,500.00 | 09/23/2019 | BOONE | 03/22/2019 | \$888.19 |
| ▶ | 2018 | BOONE | 11 | Taxable | \$72,000.00 | 09/23/2019 | BOONE | 05/09/2018 | \$1,011.33 |
| ▶ | 2017 | BOONE | 11 | Taxable | \$73,321.00 | 05/01/2017 | BOONE | 05/01/2017 | \$1,001.57 |
| ▶ | 2016 | BOONE | 11 | Taxable | \$77,180.00 | 05/27/2016 | BOONE | 05/27/2016 | \$1,099.93 |

8. The Vehicle History section of the Vehicle Summary Page will keep a record of all Reversals.
 - a. Hover your mouse over the  icon to see the comment added during the PVA Adjustment Reversal.

| Vehicle History | | | | | | |
|-----------------|---------------|------------------------|--|--------|-------------------|----|
| 2019 | | | | | | |
| Trans Number | Cntrl Number | Action Date | Action | Amount | User | |
| 33425496 | | 09/23/2019 9:26:51 AM | Reversal - PVA Adjustment | | kytc\lara.jebesen | |
| | | 09/23/2019 9:26:51 AM | Reversal  | | kytc\lara.jebesen | a. |
| 33421995 | | 09/10/2019 5:24:24 PM | Merge Customers with Titles | | KYTC\lara.jebesen | |
| 33421994 | | 09/10/2019 1:21:10 PM | PVA Update | | KYTC\lara.jebesen | |
| 33421993 | | 09/10/2019 1:20:45 PM | PVA Update | | KYTC\lara.jebesen | |
| 27899000 | 19-1-02-03866 | 03/22/2019 12:16:31 PM | Registration Addition/Renewal | | BRC | |
| 25733865 | | 01/01/2019 12:00:00 AM | Create Annual Property Tax Record | | R4X | |

Use Tax Reversal

If you would like to refund a Customer their Boat Use Tax, start with the Vehicle Summary Page.

1. When Use Tax has been paid, the 'Use Tax Only' option will be available in the Reversal dropdown menu.
 - a. Notice the Use Tax amount in the Title section.

The screenshot shows the 'Chain of Ownership' and 'Title' sections. The 'Title' section displays the following information:

| Customer ID | Driver License | Customer Name | SSN/FEIN | Address |
|-------------|----------------|---------------|-------------|---|
| 001271922 | | SMITH, ALBERT | xxx-xx-5862 | 1016 Orchard Rd, FLORENCE, KY 41042-1224 BOONE |

Below the table, the 'Title' section shows:

- Status: Application
- Type: Original
- Title #: 191910085001
- State Fee: \$3.00
- Clerk Fee: \$6.00
- Use Tax: \$900.00
- Use Tax Description: Purchased from a Dealer Out of State

The 'Registration Information' section shows:

- Status: Active
- Type: First time
- Reg. Date: 07/10/2019
- Exp. Date: 04/30/2020
- County: BOONE
- Decal #: KY0900WF
- Prior Decal #:

A 'Reversal' dropdown menu is open, showing options: Clerk Error, Customer Request, PVA Ad Val Adjustment, and Use Tax Only. A red arrow labeled '1.' points to the 'Use Tax Only' option.

2. In Reversal Mode, select from the Reversal Type dropdown menu.
 - a. 'Charged in Error' and 'Overpayment' will refund 100% of the Use Tax
 - o All others will refund 97%.
 - b. Enter a required comment and click **Continue Reversal**.

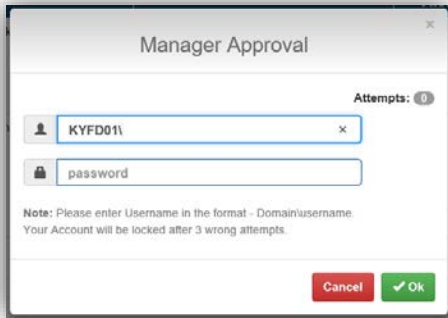
The screenshot shows the 'YOU ARE IN REVERSAL MODE' banner at the top. The 'Title' section is expanded, and the 'Reversal Type' dropdown menu is open, showing options: Select One, Charged in error, Taxes Paid Twice, Taxpayer eligible for Exemption, Sale was Reversed, Incorrect Information on Title, Overpayment, and Other. A red arrow labeled '2.' points to the dropdown menu.

The 'Use Tax' section shows:

- State Fee: \$3.00 Refund
- Clerk Fee: \$6.00 Refund
- Use Tax: \$900.00 Refund

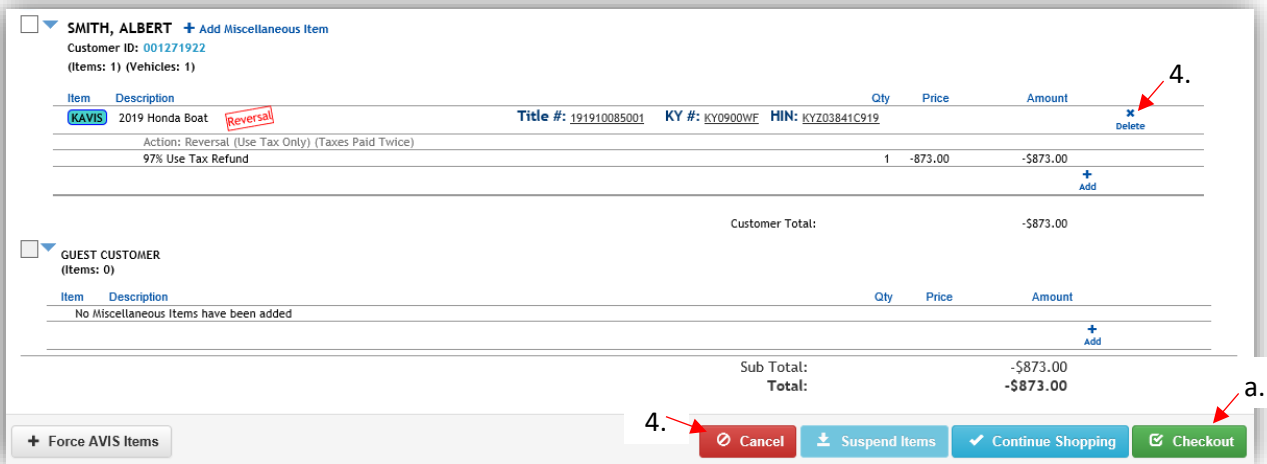
The 'Comments' field is empty, and a red arrow labeled 'b' points to the 'Continue Reversal' button.

3. Reversals will always need a Manager's Approval.



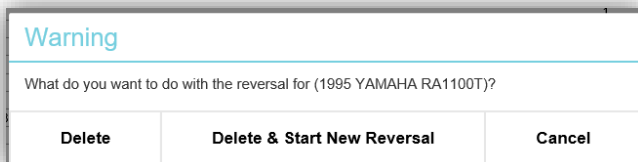
4. After reviewing the Shopping Cart, if something needs to be changed or the Reversal needs to be removed entirely, you can click [Delete](#) or the **Cancel** button.

a. The Reversal isn't complete until you check out the transaction completely.

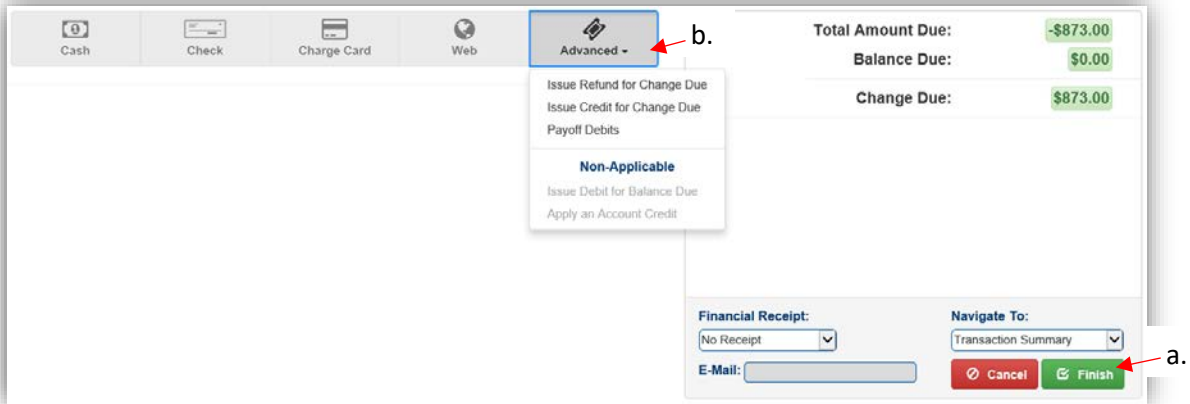


5. If you choose the [Delete](#) button from the Shopping Cart, an overlay will open in which you can choose 'Delete' to delete the Reversal (you will be kept in the Shopping Cart, now empty).

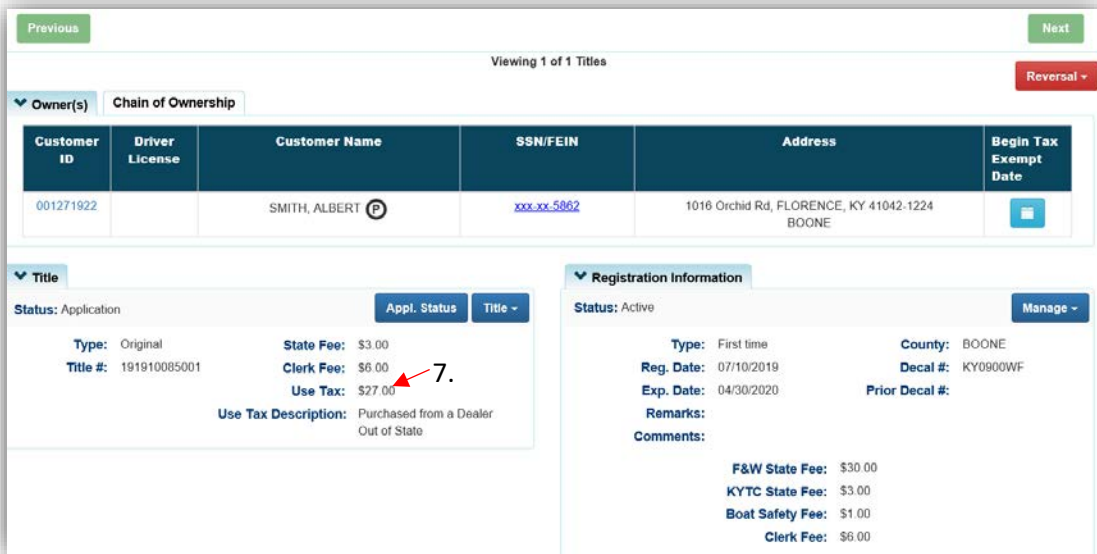
a. 'Delete & Start New Reversal' will remove it and take you back to the Vehicle Summary Page where you can start another Reversal.



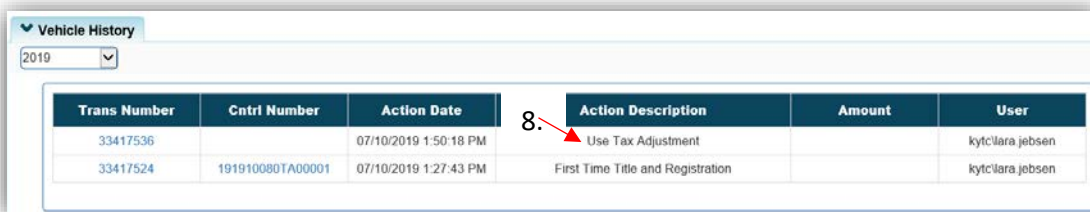
6. From the Checkout screen, you will issue the refund according to your office's business practice.
 - a. If you click Finish, you are telling KAVIS that you are refunding the Customer from the cash in your cash drawer.
 - b. Otherwise, choose from the Advanced options.



7. The Vehicle Summary Page will show either the 3% of the Use Tax that was not refunded, or \$0.00, depending on the Reversal Type chosen in step 2.



8. The Vehicle History section of the Vehicle Summary Page keeps a history of all Reversals.



Reactivation

The Reactivation button is only enabled when the registration was previously cancelled due to being Junked, Sold Out of State, or an Incomplete Transfer.

After the Title and Registration have been reactivated, the PVA must create the tax segments for the years the registration was cancelled.

After a Reactivation has been completed, the title actions that were performed before the Reactivation cannot be reversed.

NOTE: If a boat that was junked is being reactivated a TC 96-352 form must be completed and scanned with the reactivation receipt.

1. From the Customer Account Page, locate the surrendered boat in the Previously Owned Vehicles section and click **View** to go to the Vehicle Summary Page.
 - a. This boat was junked in AVIS, so the title has a status of Active. Any boat that was junked in KAVIS will have a Title Status of 'Surrendered'.

The screenshot displays a customer account page for YATES, JERALD D. The page includes an Action Center with a green checkmark and the message "There are no pending actions required for this Customer". Under the Vehicles section, there is a "Boats (1)" tab and a "Renew All (0)" button. A vehicle card for a 1967 STARCRAFT SUPERSPORT is shown with details: KY0108EC, Title#: 081021080006, and Reg: Active. Below this, there is a "Disabled Placards" section with an "Issue Disabled Placard" button and the message "No Disabled Placard History found!".

At the bottom, the "Previously Owned Vehicles (7)" section is expanded, showing a table with 7 entries. The first entry is highlighted with a red circle around the "View" button. A red arrow labeled "1." points to the "Previously Owned Vehicles (7)" header, and another red arrow labeled "a." points to the "View" button in the table row.

| Year | Make | Model | Title # | KY / Plate # | Owner | Title Status | Reg. Status | Alerts | |
|------|-----------------|---------|--------------|--------------|-------|-----------------------|--------------------|--------|---------------|
| 1965 | LOWE INDUSTRIES | UNKNOWN | 151531080002 | KY0422JZ | P | Active - Title Issued | Cancelled - Junked | | Manage - View |

2. From the Vehicle Summary Page, click the **Reactivation** button.

Previous Next

Viewing 2 of 2 Titles

Owner(s) Chain of Ownership

| Customer ID | Driver License | Customer Name | SSN/FEIN | Address | Begin Tax Exempt Date |
|-------------|----------------|-----------------|-------------|---|-----------------------|
| 001990170 | | YATES, JERALD D | xxx.xx.9539 | 114 Highway To Heaven, TAYLORSVILLE, KY 40071-9609 SPENCER | |

Title Status: Active - Title Issued Title -

Type: Transfer State Fee: \$0.00
Title #: 151531080002 Clerk Fee: \$0.00
Prior Title #: 033461080009 Use Tax: \$0.00
Use Tax Description:

Registration Information Status: Cancelled Manage -

Type: Corrected County: SPENCER
Reg. Date: 04/07/2004 Decal #: E664119
Exp. Date: 04/30/2005 Prior Decal #: E705448
Remarks: CCC
Comments: JUNKED
F&W State Fee: \$0.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00
Clerk Fee: \$0.00

3. The Reverse Title Action checkbox will be selected, add a helpful comment and click **Continue Reactivation**.

YOU ARE IN REVERSAL MODE

Previous Next

Viewing 2 of 2 Titles

Owner(s) Chain of Ownership
Click the chevron (▸) above to expand this section.

Title Status: Active - Title Issued Title -

Type: Transfer Reverse Title Action
Title #: 151531080002 State Fee: \$0.00
Prior Title #: 033461080009 Clerk Fee: \$0.00
Action Date: 04/01/2016 Use Tax: \$0.00
Description: Registration Correction with Receipt Use Tax Description:

Registration Information Status: Cancelled Manage -

Type: Corrected County: SPENCER
Reg. Date: 04/07/2004 Decal #: E664119
Exp. Date: 04/30/2005 Prior Decal #: E705448
Remarks: CCC Action Date: 04/01/2016
Description: Registration Correction with Receipt
Comments: JUNKED
 Reverse Registration Action
F&W State Fee: \$0.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00
Clerk Fee: \$0.00

Purchase Information
Click the chevron (▸) above to expand this section.

Ad Valorem Information
Click the chevron (▸) above to expand this section.

Lien Information
Click the chevron (▸) above to expand this section.

Vehicle Information
Click the chevron (▸) above to expand this section.

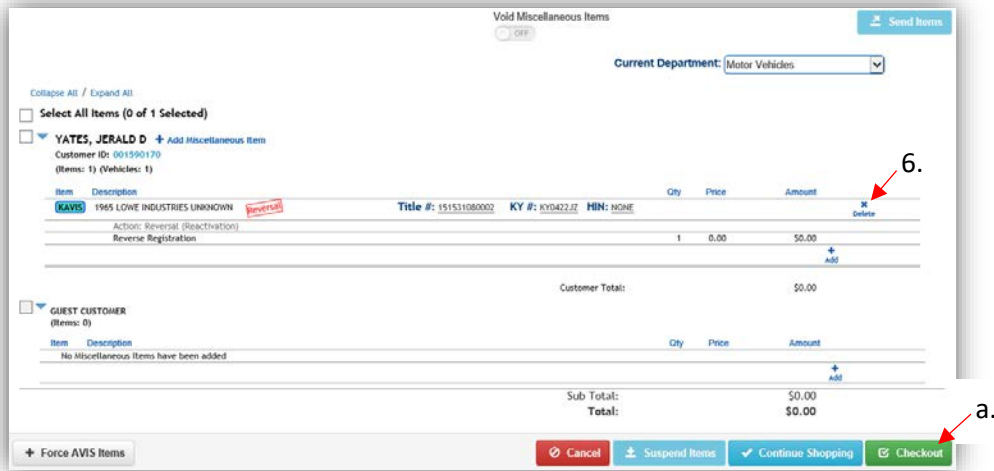
Vehicle Attributes
Click the chevron (▸) above to expand this section.

Vehicle History
Click the chevron (▸) above to expand this section.

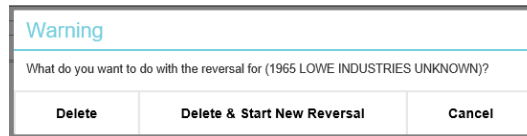
Comments:

Cancel Continue Reactivation

4. From the Shopping Cart, you can still click **Delete** and the registration will remain cancelled.
 - a. Nothing in KAVIS is changed unless you click a Save button, or checkout a transaction, even if the total due is \$0.00.



5. After clicking the **Delete** button from the Shopping Cart, an overlay will open in which you can choose 'Delete' to delete the Reversal (you will be kept in the Shopping Cart, now empty).
 - a. 'Delete & Start New Reversal' will remove it and take you back to the Vehicle Summary Page where you can start another Reversal.



- b. 'Cancel' will simply close the overlay.

6. From Step 4, check out the transaction completely.
 - a. After the Registration is no longer cancelled, the PVA will need to create at least the current year's tax segment. They can also create segments for the all of the years that the boat's registration was cancelled if they wish.
 - b. You will be prevented from taking most Actions on the Title and Customer's Account until the segments are created by the PVA.

Primary Owner has PVA Issues

KAVIS has detected that the title has PVA issues for the following Ad Valorem year(s): 2019.

Previous Next

Viewing 2 of 2 Titles Reversal

Owner(s) Chain of Ownership

| Customer ID | Driver License | Customer Name | SSN/FEIN | Address | Begin Tax Exempt Date |
|-------------|----------------|-----------------|-----------------------------|---|-----------------------|
| 001590170 | | YATES, JERALD D | xxx-xx-9539 | 114 Highway To Heaven, TAYLORSVILLE, KY 40071-9609 SPENCER | |

Title Status: Active - Title Issued Title

Type: Transfer State Fee: \$0.00
 Title #: 151531080002 Clerk Fee: \$0.00
 Prior Title #: 033461080009 Use Tax: \$0.00
 Use Tax Description:

Registration Information Status: Expired Manage

Type: Corrected County: SPENCER
 Reg. Date: 04/07/2004 Decal #: E664119
 Exp. Date: 04/30/2005 Prior Decal #: E705448
 Remarks:
 Comments:

YATES, JERALD D Edit View Notes

Cust #: 001590170
 114 Highway To Heaven
 TAYLORSVILLE, KY 40071
 Phone: (502) 477-8430

Financial History

Action Center

Please contact the PVA. There is a problem with one or more Ad Valorem year(s) for the 1965 LOWE INDUSTRIES UNKNOWN.

1965 LOWE INDUSTRIES UNKNOWN is Missing Required Information for Registration.

Vehicles

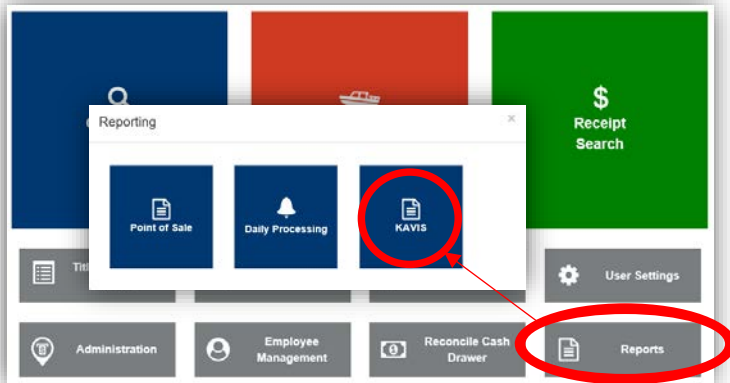
Boats (2) Renew All (0) Renew Selected (0) New Title Switch to List View

| | |
|--|---|
| | |
| 1967 STARCRAFT SUPERSPORT Title#: 081021080006 Transfer | KY0108EC Active - Title Issued Reg: Active |
| Manage Title View | |
| | |
| 1965 LOWE INDUSTRIES UNKNOWN Title#: 151531080002 Transfer | KY0422JZ Active - Title Issued Reg: Expired |
| Manage Title View | |

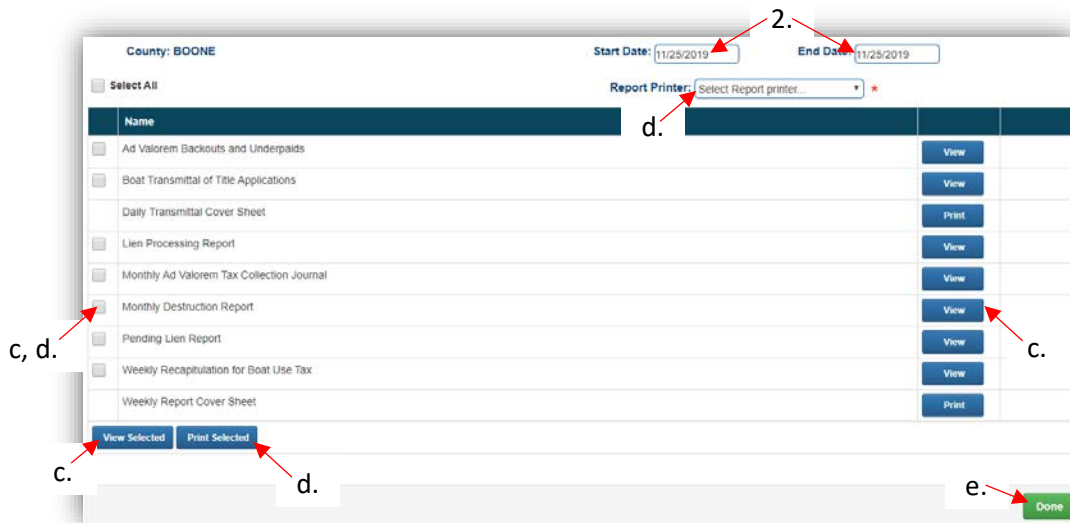
KAVIS Reports

Reports for Boat transactions that have been processed in KAVIS will be detailed here. Users who have the report permissions granted to their KAVIS account will be able to see the associated reports.

1. From the Home Screen, click on 'Reports'.
 - a. Then 'KAVIS' from the overlay window.



2. The current date will be chosen for the Start and End Dates The dates you select will be determined by the report being selected.
 - a. See the next section of this manual titled '[KAVIS Report Descriptions](#)' for guidance on what dates to choose for each specific report.
 - b. The branch must be reconciled for all reports to run, except for the lien reports.
 - c. To view the report, you can either click **View** next to the report or select the checkbox next to the report and click **View Selected**.
 - d. Select the checkbox next to the report and click **Print Selected** to send the report to the printer in the dropdown menu.
 - e. **Done** will take you back to the Home Page.



KAVIS Report Descriptions

1. Ad Valorem Backouts and Underpays

This report lists all the Ad Valorem backouts (done via Reversals or PVA adjustments) and underpayments (done by changing the delinquent date for ad val payments).

- This is a monthly report; choose the first and last day of the month for the Start and End Dates.
- Reversal transactions that involve ad valorem during the time period chosen will be shown as a 'BackedOut Payment'.

2. Boat Transmittal of Title Applications

This report summarizes all the Boat Titles processed on a specific day. This will usually be similar to the Clerk's Title Application Queue, however it will include Duplicates and Salvage applications that skip the queue and are sent to be printed the evening they were checked out.

- This report is a daily report; choose the specific day as both the Start and End Dates.

3. Daily Transmittal Cover Sheet

This cover sheet is to be used to scan your Transmittal Reports into PODD.

- This is a daily report, use the same day for the Start and End Dates, this will print as the Batch Date.
- In the box provided, hand write any communication you may have for MVL.

4. Lien Processing Report

This report summarizes all the liens released, updated/changed and added for any date range you choose to run for all branches in your County.

- Any Reversal done involving a lien will be included in the Lien Updates section since the reversal changed the lien status to 'Deleted'.

5. Monthly Ad Valorem Tax Collection Journal

This report summarizes the Ad Valorem amount collected for a month split among different jurisdictions and the state. You will be able to view how much amount should be paid to each jurisdiction and how much have to be paid to the state.

- Any Reversal done, no matter when the original transaction took place will be subtracted from the totals for each jurisdiction.
- This is a monthly report; choose the first day of the month for the Start Date and the last day of the month for the End Date.

6. Monthly Destruction Report

This report will let you know which paper title applications and their associated paperwork should NOT be destroyed.

- From the Start Date chosen, you will be given the destruction report for up to 3 months prior. For example, if you choose any date in September 2019 as the Start Date, the report will include title applications for all of June 2019 and older that should NOT be destroyed.

7. Pending Lien Report

This report summarizes all the liens that are in 'Pending' status and have 15 or less days to be filed before the title prints without the lien. Any liens that are still in a pending status when the titles are sent to be printed will be changed to a deleted status. These can still be filed, see the ['Filing a Pended or Deleted Lien'](#) section of this manual for information on this.

- This report is for the current day, no matter the dates chosen for the Start and End Dates.

8. Weekly Recapitulation for Boat Use Tax

This report summarizes the Boat use tax collected for the week and the amount to be sent to the state after any reversals and the 3% clerk fees have been withdrawn.

- This report should be run with Monday as the Start Date and Sunday as the End Date.
- Any Reversed amount will be included in the 'Frontline Correction Transactions for Week' line.

9. Weekly Report Cover Sheet

This cover sheet is to be used to scan your Weekly Reports into PODD for the Department of Motor Vehicles to

In the box provided on the cover sheet, write the number of damaged decal sheets, the check # and amount, and any other notes for MVL.

- This is a weekly report, whatever is chosen as the Start Date, this will determine the week this report covers.