










Quick Path – Running Daily Reports

This quick path summarizes the major steps for running the daily reports in Cognos and the RTS POS. For more details and example reports, refer to the *TxDMV RTS Guide for Running Daily, Weekly, and Monthly RTS Activity Reports* on the RTS Refactoring Resources page on the TAC Hub available by clicking the  icon on your desktop.

Running the Daily Cognos Reports

1. Click  (Cognos Reports) and log in.
2. Click  **Finance**.
3. Click  **Funds Remittance Report**.
4. For **Prompts**:
 - **Select Start Date** = *Business day before yesterday*
 - **Select End Date** = *Same as above*
 - **Select Office** = *Your office*
 - **Select Funds Type** = **TITLE**
5. Click **Finish**.
6. Click .
7. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).
8. Click **Print**.
9. Click  (to return to the last reports list)
10. Click  **Fee Type Funds Report**.
11. For **Prompts**:
 - **Select Start Date** = *Yesterday*
 - **Select End Date** = *Yesterday again*
 - **Select Office** = *Your office*
 - **Select Fee Type** = **TITLE**
12. Click **Finish**.





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13. Click .

14. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

15. Click **Print**.

16. Click .

17. Click  **Registration**.

18. Click  **Special Plates Registration**.

19. Click   **County Special Plates Invoice Report**.

20. For **Prompts**:

- **Transaction Start Date** = *Yesterday*
- **Transaction End Date** = *Yesterday*
- **Office** = *Your office*

21. Click **Finish**.

22. Click .

23. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

24. Click **Print**.

25. Click .

26. Click  **Administrative**.

27. Click   **Voided Transactions Report**.

28. For **Prompts**:

- **Transaction Start Date** = *Yesterday*
- **Transaction End Date** = *Yesterday*
- **Office Type** = **COUNTY (Refresh Office button)**
- **Office** = *Your office*



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29. Click **Finish**.

30. Click .

31. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

32. Click **Print**.

33. Click .

34. Click  **Title**.

35. Click  **NMVITIS Inquiry Report**.

36. For **Prompts**:

- **Select Start Date = Yesterday**
- **Select End Date = Yesterday**
- **Select Type = Error**
- **Select Salvage Indicator = Non-Salvage**
- **Select Office = Your office**

37. Click **Finish**.

38. Click .

39. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).

40. Click **Print**.

Running the Daily POS Reports (Main Office)

41. Click  and log in.

42. Click **Reports > Reprint Reports**.

43. Click **Enter**.

44. Click **Funds**.



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45. Click **Substation Batch Summary**.

46. Click **Enter**.

Running the Daily Substation Reports

47. Click **Reports > Reprint Reports**.

48. Click **Funds**.

49. Click **Ctrl +:**

- **Batch Inventory**
- **Title Package**

50. Click **Enter**.

51. Click **Funds**.

52. Click **Substation Summary Online**.

53. Click **Enter**.

