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- TABLE TENT ASSEMBLY INSTRUCTIONS**
1. Fold the paper on each of the dotted lines.
 2. Match the edge of flap A to the solid line on flap B.
 3. Tape flap A to flap B across the solid line.

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Texas Department of Motor Vehicles



Cognos Reports Quick Reference: New Locations for Automatic Reports

JULY 2015

Former Report Name (Number)	Location in Cognos
Apprehension Report (4672)	<input type="checkbox"/> Finance ➔ Funds Remittance Report (Prints as a column when data available)
Funds Remittance Report (4604, 4605)	<input type="checkbox"/> Finance ➔ Funds Remittance Report
Funds Summary (4603)	<input type="checkbox"/> Finance ➔ Fee Type Funds Report (Now runs as one report with Summary at the top)
Funds Transactions (4602)	<input type="checkbox"/> Inventory ➔ Inventory Transactions Report
Inventory Transactions (4702)	<input type="checkbox"/> Finance ➔ Monthly Funds Report
Monthly Funds Report (Sales Tax Penalty (4802), Young Farmer (4802), Registration Emissions Fee (4802))	<input type="checkbox"/> Finance ➔ Week/Month-to-Date Fees Report
Month-To-Date Fees Report (458b2/458b3)	<input type="checkbox"/> Title ➔ NDMVTIS Inquiry Error Report
NMVTIS Inquiry Report (366a4)	<input type="checkbox"/> Performance Support ➔ Employee Transaction
Production Report (9482)	<input type="checkbox"/> Finance ➔ Monthly Funds Report
Sales Tax Emission Fee 1% (4802)	<input type="checkbox"/> Finance ➔ Monthly Funds Report
Sales Tax Report (4802)	<input type="checkbox"/> Finance ➔ Monthly Funds Report
TERP Fee (4802)	<input type="checkbox"/> Finance ➔ Monthly Funds Report
Texas Mobility Fund Fee (4802)	<input type="checkbox"/> Administrative ➔ Voided Transactions Report
Voided Transaction Report (5152)	<input type="checkbox"/> Finance ➔ Week/Month-to-Date Fees Report
Week-To-Date Cash Drawer (4552)	<input type="checkbox"/> Finance ➔ Week/Month-to-Date Fees Report
Week-To-Date Fees Report (456b2/B3/C4)	<input type="checkbox"/> Finance ➔ Fee Collection & Distribution Report
Year-To-Date Reg & Title Summary (9352)	<input type="checkbox"/> Registration ➔ Special Plates ➔ Registration ➔ Special Plates County Invoice Report
Special Plates County Invoice (3564)	Uploaded to Data/RTS/DL folder on your D drive as <i>county #_date_IRP.pdf</i>
County IRP Transmittal Invoice (7472)	

Batch Inventory Action (BIAR; 9901), Completed Set Aside Transactions (9021), County Wide Payment/Fees/Inventory/Exception (5902/5903/5904), Substation Summary/Payment/Fees/Inventory (5921/5922/5923), & Title Package Report (5911) are available in RTS. To print, go to Reports ➔ Reprint Reports. For IRP report printing, refer to the job aid.

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