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.
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**.