



Quick Path – Running Weekly Reports

This quick path summarizes the major steps for running the weekly reports. For 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.

1. Click  (Cognos Reports) and log in.
2. Click  **Finance**.
3. Click  **Funds Remittance Report**.
4. For **Prompts**:
 - **Select Start Date** = *Last Monday*
 - **Select End Date** = *Last Sunday*
 - **Select Office** = *Your office*
 - **Select Funds Type** = **Registration**
5. Click **Finish**.
6. Click .
7. Click **RTS Tray 2** (or Tray 1 if you have loaded paper).
8. Click **Print**.
9. Click .
10. Click  **Fee Type Funds Report**.
11. For **Prompts**:
 - **Select Start Date** = *Last Monday*
 - **Select End Date** = *Last Sunday*
 - **Select Office** = *Your office*
 - **Select Funds Type** = **Registration**
12. Click **Finish**.
13. Click .

For a Short Week:

For a short week, you must run this report on the 2nd business day after the month ends using the following prompts:

- **Select Start Date** = *Last Monday*
- **Select End Date** = **Upcoming Sunday** (or **Last Sunday** if running this on the Monday for a short week that ended last Thursday)
- **Select Office** = *Your office*
- **Select Funds Type** = **Registration**





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

15. Click **Print**.

16. Click .

17. Click  **Fee Type Funds Report**.

18. For **Prompts**:

- **Select Start Date = Last Monday**
- **Select End Date = Last Sunday**
- **Select Office = Your office**
- **Select Funds Type = IRP**

19. Click **Finish**.

20. Click .

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

22. Click **Print**.

23. Click .

24. Click  **Week/Month-To-Date Fees Report**.

25. For **Prompts**:

- **Select Report Type = Weekly**
- **Select Week Date = Last Monday**
- **Select Office = Your office**
- **Select Fee Type = CUSTOMER**

26. Click **Finish**.

27. Click .

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

29. Click **Print**.



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30. Click .

31. Click  **Inventory**.

32. Click   **Inventory Transactions Report**.

33. For **Prompts**:

- **Select Start Date** = *Last Monday*
- **Select End Date** = *Last Sunday*
- **Select Office** = *Your office*

34. Click **Finish**.

35. Click .

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

37. Click **Print**.

38. In the **Task** bar at the bottom left of your computer screen, click the **File Explorer** icon.

39. In the address bar at the top of the **File Explorer** page :

- a. Click in the open space to the right of the word **Libraries**.
- b. On your keyboard, press the letter **D** and then the **:** (colon) key.
- c. Press the **Enter** key.

40. In the list of folders displayed, locate and double-click the  **RTS** folder.

41. In the list of folders displayed, locate and double-click the  **DL** folder.

42. In the list of report files displayed, locate and double-click the appropriate  IRP report.

43. On the **Full Screen** prompt, click the:

- **Yes** button to use your entire screen to display the report.
- **No** button to display the report in a smaller window on your screen.

44. At the top of the Adobe report page, click the **File** menu and click **Print** (or click .