



Where are my reports that used to print automatically?

For County Offices

To locate information from the former:

In Cognos, go to:

Apprehension Report (4672)	Finance > Funds Remittance Report ¹
Funds Remittance Report (4604, 4605)	Finance > Funds Remittance Report
Funds Summary ² (4603)	Finance > Fee Type Funds Report
Funds Transactions ² (4602)	
Inventory Transactions (4702)	Inventory > Inventory Transactions Report
Monthly Funds Report Sales Tax Penalty (4802) Young Farmer (4802) Registration Emissions Fee (4802)	Finance > Monthly Funds Report
Month-To-Date Fees Report (458b2/458b3)	Finance > Week/Month-to-Date Fees Report
NMVTIS Inquiry Report (366a4)	Title > NMVTIS Inquiry Error Report
Production Report (9483)	Performance Support > Employee Transaction
Sales Tax Emission Fee 1% (4802)	Finance > Monthly Funds Report
Sales Tax Report (4802)	Finance > Monthly Funds Report
Special Plates County Invoice (3564)	Registration > Special Plates Registration > Special Plates County Invoice Report
TERP Fee (4802)	Finance > Monthly Funds Report
Texas Mobility Fund Fee (4802)	Registration > Monthly Funds Report
Voided Transaction Report (5152)	Administrative > Voided Transactions Report
Week-To-Date Cash Drawer (4552)	Finance > Week/Month-to-Date Fees Report
Week-To-Date Fees Report (456b2/B3/C4)	Finance > Week/Month-to-Date Fees Report
Year-To-Date Reg & Title Summary (9352)	Finance > Fee Collection and Distribution Report
County IRP Transmittal invoice (7472)	Uploaded to the Data/RTS/DL folder on your D: drive as <i>county #_date_IRP.pdf</i> . (Refer to the Job Aid about Printing the IRP Report.)

To print the:

In the POS, go to:

Batch Inventory Action – BIAR (9901)	Reports > Reprint Reports
Completed Set Aside Transactions (9021)	Reports > Reprint Reports
County Wide Payment, Fees, Inventory, Exception (5902/5903/5904)	Reports > Reprint Reports
Substation Summary Payment, Fees, Inventory (5921/5922/5923)	Reports > Reprint Reports
Title Package Report (5911)	Reports > Reprint Reports

¹ Prints as a column in the report when apprehension data is available

² Now runs as one report; the Summary displays at the top while the transactions display in the sections that follow the Summary.

