DESCRIPTION: The Report Menu allows an agent to request the print of individual reports. You must provide a work date or settlement number to request reports.

At the DMV Select Main Menu:
1. Select "Reports" from the top tool bar. The Report Console is displayed.

2. Select the date or settlement number and type of report from the Report Console that you would like to display.

3. Select "Print" from the top tool bar to print the report.

DMV Select Reports - Listed below are the DMV Select reports that are available for users to print for their use and a description of each report that defines the uses of each report.

Transaction Activity – Deferred – This report outlines all the secondary settlements that were open for processing transactions. These settlements are usually open to process dealer work or provide a secondary settlement to a satellite location such as an auto auction.

Transaction Activity – Driver – The report outlines all the original, renewals, reissues, duplicates, combined, temporary transactions processed for driver licenses, id cards, and cdl's. This report also indicates compliance, test maintenance, and driver transcripts performed.   This report is used to perform Driver Audit.

Transaction Activity – Vehicle – This report represents all the vehicle transactions performed in a location on a particular day. It documents all the registrations original, reissues, renewals, transfers, miscellaneous registrations, salvage inspections, IRP, vista, ifta, dealer/salesperson, vehicle transcripts, deferred dealer payments, vin's issued, overload permits, trip permits, handicap permits, miscellaneous titles, and registration surrenders performed and the fees associated with the transaction. This report is used to perform the Vehicle Audit.

Transaction Activity – Motor Voter – This report identifies which customers indicated they wanted to register to vote when they turned in their application. It documents that their application was forwarded to the State Board of Elections and the status of their application, processed, void, incomplete, initiated test or recorded test. There is also a blank page for additional names to be added. This report is used to perform the Motor Voter Audit.

Transaction Activity – Miscellaneous – This report identifies all the customers that were added to the system, address changes, name changes, customer numbers changes, identity/residency/ssn maintenance, hearing requests, insurance verification, SR22, heavy vehicle use tax maintenance, and correct revenue transactions. This report is used to perform the Vehicle Audit.

Transaction Activity – By Teller – This report lists all transactions and revenue amounts that were performed by all tellers in that location on a particular day. The last

page of this report gives an overall listing of each teller and their revenue amounts with totals for the entire location.

Decal Miscellaneous Cart Summary – This report identifies the entire inventory that is assigned to the miscellaneous cart. It is used to perform the weekly inventory check of the miscellaneous cart to ensure all inventories are accounted for.

Decal Tally Sheet – This report identifies all decals assigned to all tellers for that location for a particular day. It shows the time of occurrence that the decals that were assigned, verified, issued, returned and finalized and which teller performed these actions.

Plate Activity – This report represents all the license plates, permits, and out of stock plates that were issued from a location for any given day. This report is used to perform the Vehicle Audit.

Inventory Activity – Summary – This report is used to document all inventory activity that occurs during a particular period of time. It shows what inventory was received, transferred, issued and deleted. This report is run when quarterly inventories are performed.

Document Activity – This report identifies all the title documents that were processed for a location on a particular day. It states the teller number that performed the transaction, whether it was an original, replacement, substitute, supplemental, held, released, elien print, or reprint. It documents if the title was held and for what reason and how many liens were recorded. It shows the document serial numbers that printed and the document serial numbers that were voided and for what reason. This report shows the title serial numbers that were held, released or voided. This report is used to perform the Vehicle Audit.

Exception Activity – Inventory and Title Documents – This report represents all the exceptions performed on inventory and title documents by a teller. It will show the serial numbers for titles deleted and the reason codes for inventory deleted from the system. It also represents inventory that was used for the self-service center. This report is used to perform the Vehicle Audit.

Exception Activity – Void Transactions – This report represents all the transactions that were voided or deleted in a location on a particular day and which teller performed those transactions and the reasons why.

Exception Activity – Fee Exception and Over/Short – This report represents all the transactions that a no fee entry was performed on and the teller who processed the transaction. This report is used to perform the Vehicle Audit.

Exception Activity – ID Doc and Residency Doc Codes MD and RP – This report documents each time a teller bypassed the requirement for a customer to present documents from the primary and secondary listings to obtain a driver license or id card and the reason why the requirement was waived.

Exception Activity – Overrides/Special Authorizations – This report documents each time the bypass code was used for an illegal transfer or name exception of license plates, a bypass for processing a title transaction with a NCIC hit and for overriding the NADA sales and use tax amount on a title transactions and the reason why.

Exception Activity – Address Exception Code – This report indicates each time a bypass was used to enter an out of state address for a customer record and a description of why.

Customer Return Forms – This report represents all the customer return forms that were generated by a teller when a customer could not process their transaction and the reason why their transactions could not be processed.

Return Check/Invoice Payment – This report represents all payments received for return checks and invoices for that location on a particular day.

List Revenue Activity – This report is located under the Revenue Menu (not Report Menu) and it gives a break down of check, cash and credit amounts for all users with a total ending amount. It is useful to assist in revenue reconciliation at the end of the day. This is the same information that prints on the last page of the Transaction Activity – Teller.