

ADDITIONAL DAILY PROCESSES FOR COUNTY MOTOR VEHICLE

MVD Accounting – Finance Bureau

Additional daily processes include running the Obsolete Title Report and Voided Statement Report, checking the Electronic Title Queue, running Web renewals for registration, and reconciling voided titles.

Contents

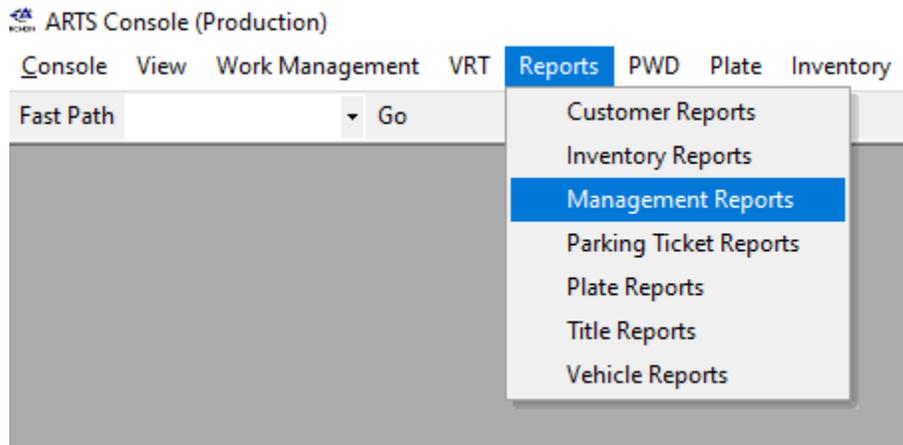
Using the Product Calculator	2
Void Statement Report (Recommended by DOT & State Auditors)	3
Electronic Title Queue (Required)	4
Web Registration Renewals (Required).....	6
Verify Title Control Numbers	13
Reconcile Voided Titles	13

Using the Product Calculator

Some counties use this report to transfer the information into their scanning system.

Reports > Management Reports > Obsolete Titles

1. **Change** the dates to yesterday's date (include weekends on Monday).
2. Click **Search**.
3. **Print Report**.

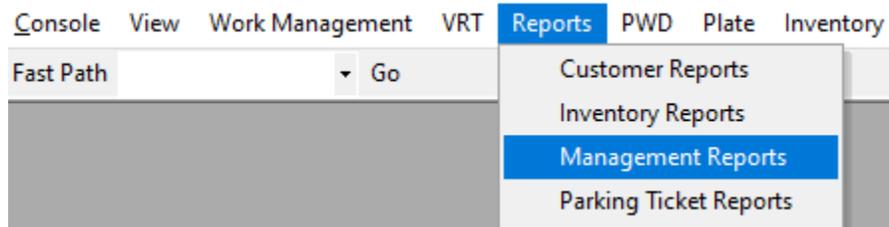


Void Statement Report (Recommended by DOT & State Auditors)

This report raises awareness of potential fraud and will be asked for by State auditors.

Reports > Management Reports > Void Statements

1. **Change** the dates to yesterday's date (include weekends on Mondays).
2. Click **Search**.
3. **Expand All**, then **Print** Report.

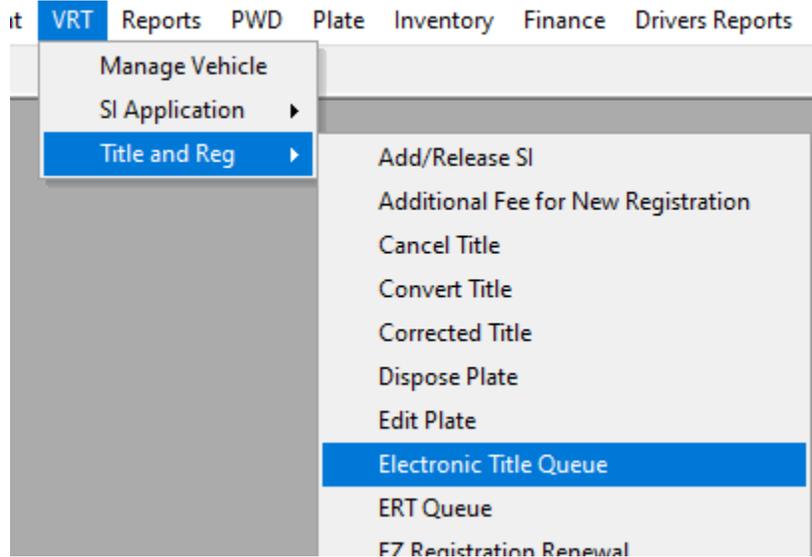


Void Statements - NOTE: Report takes s

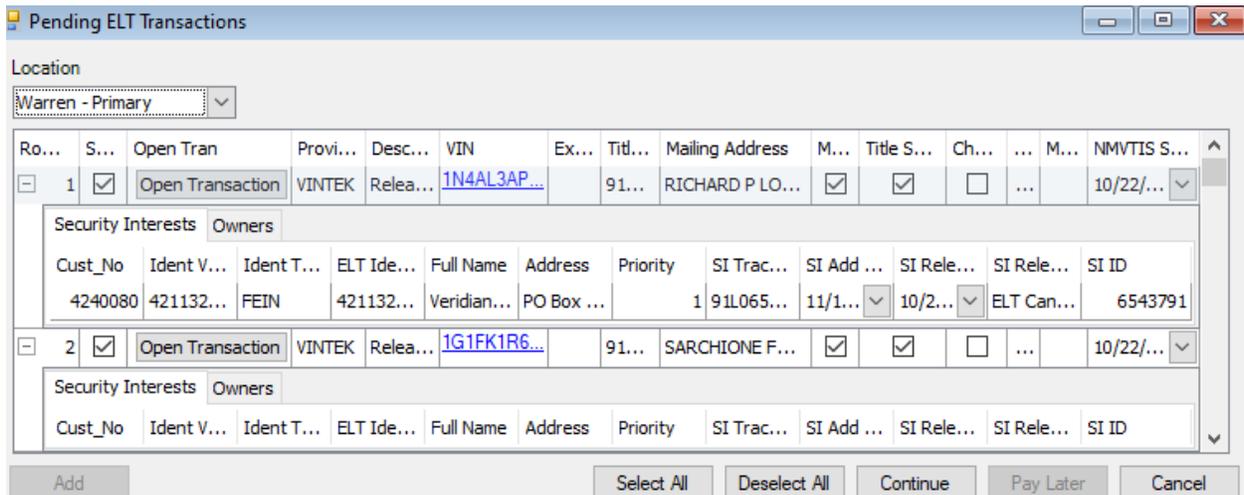
A screenshot of a 'Void Statement Search' form. It has a title bar 'Void Statement Search'. Below the title bar, there is a 'Location' dropdown menu with 'Warren - Primary' selected. Below that, a message reads 'A Void Statement was made within this date range.' There are two date input fields: 'Start Date' with '10/20/2021' and 'End Date' with '10/20/2021'. A 'Search' button is located at the bottom right of the form.

Electronic Title Queue (Required)

VRT > Title and Reg > Electronic Title Queue

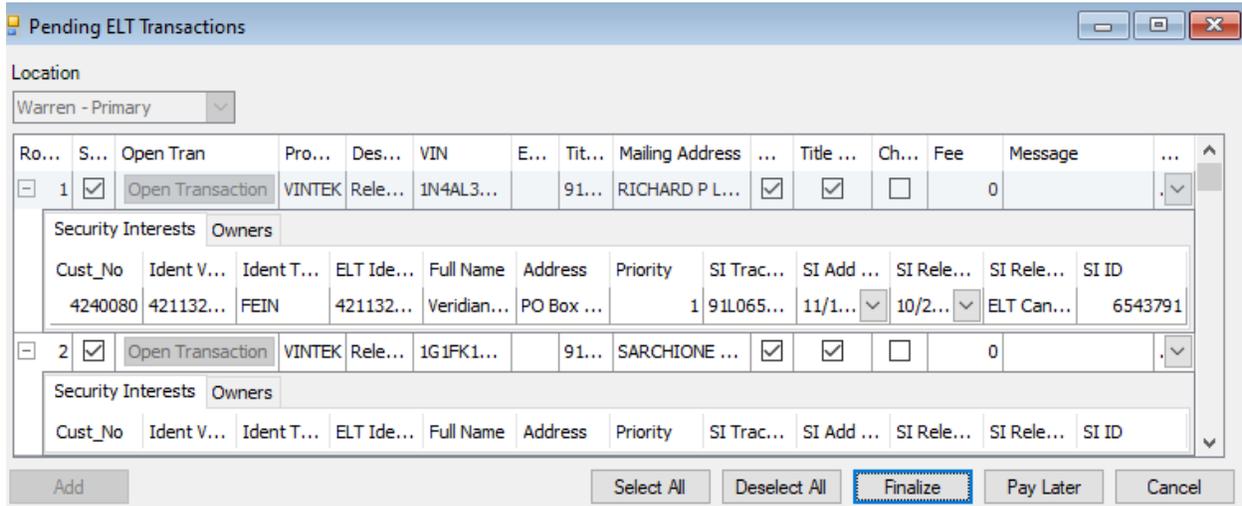


1. **Select All.**
2. Click **Continue.**



3. **Print Cover Letters.**

4. **Finalize.**



5. Match Cover Letters by VIN with Titles and mail to intended recipient.

Note: If not all titles print, find them in Work Management → Set Manager.

Web Registration Renewals (Required)

1. **Print** Daily Ledger Report email from GovTech with totals (under **Tag** tab).
2. **VRT > Title and Reg > Web Reg Renewal** (Only those that need address changes will be listed. **Expand All** and print this screen.)



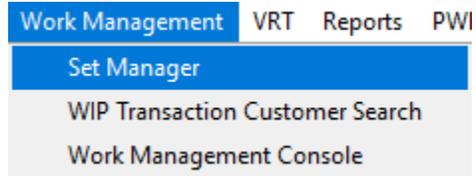
A. Click on each **Customer – Change address**, either Mailing or Residency, whichever is indicated. When all addresses are updated, click **Pay Now**. This will move these into your Payment Manager. Do not do anything in Payment Manager yet. Go to Step B.

NOTE: If the address is out of county, these will probably fail. If they fail, renew these individually under Registration Renewal so the user can override the Discretionary Edit for Incorrect County.

The screenshot shows a web application window titled "Web Registration Renewal". At the top, there is a "Location" dropdown menu set to "Warren - Primary", two checkboxes for "Show Address Changes Only" and "Show Remote Deposit Only", and a "Next Batch" button. Below this is a table with two rows of vehicle data. Each row is expandable, indicated by a minus sign in a box. The first row is for "Rico, Joey Tre" with a "Mailing" address change, plate number "KLG201", VIN "1G4CW54K814247079", and a renewal fee of "\$56.00". The second row is for "Atkinson, Cory Alan" with a "Residency" address change, plate number "BYN690", VIN "1B3LC76M88N690409", and a renewal fee of "\$51.00". At the bottom of the window, there are four buttons: "Expand All", "Collapse All", "Pay Now" (which is highlighted with a blue border), and "Cancel".

Recipient Name	Change of Address	Changed Address Type	Plate Number	VIN	Make	Renewal Fee
Rico, Joey Tre	1216 Walton Dr Apt 204, Ames IA 50014	Mailing	KLG201	1G4CW54K814247079	BUIC	\$56.00
Atkinson, Cory Alan	8947 Copper Drive , West Des Moines IA 50266	Residency	BYN690	1B3LC76M88N690409	DODG	\$51.00

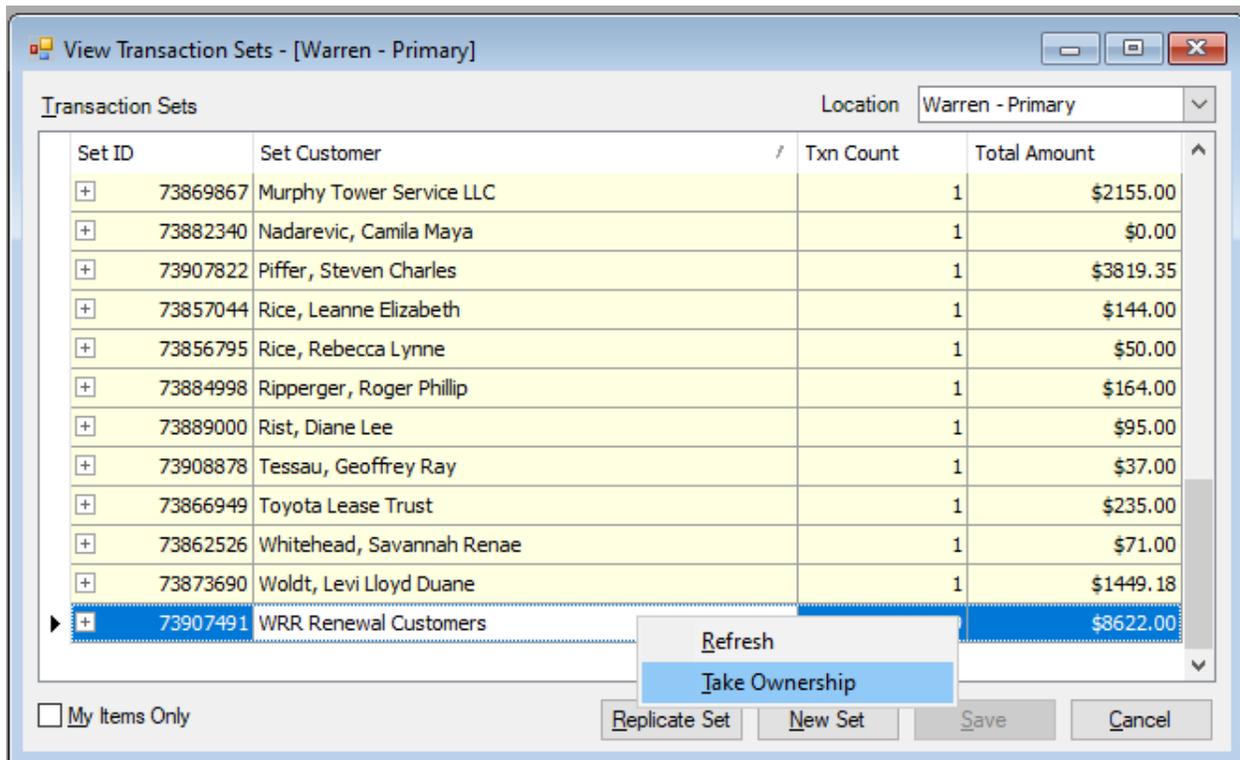
B. Work Management > Set Manager



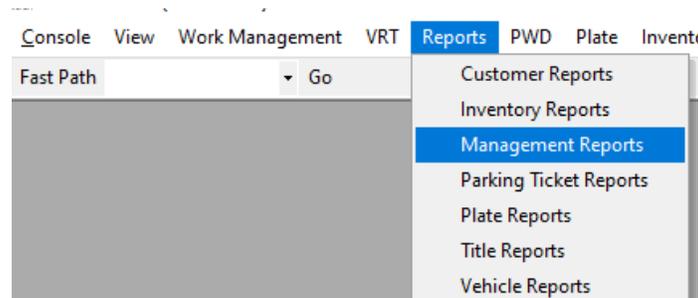
- i. Find **WRR Renewal Customer** in customer list
- ii. **Highlight**
- iii. **Right click**
- iv. **Take ownership**
- v. **Save**

vi. **Cancel**

This will move them into Payment Manager. Refresh Payment Manger if necessary.



If totals in Payment Manager do not match GovTech report, check **Reports > Management Reports > WRR Errors**.



Change dates to the date you are balancing. Select Search.

- Management Reports**
- ELT History
 - Fee Adjustments
 - Misc Tran Key/Value
 - Obsolete Titles
 - Permit Inquiry
 - Productivity By Transaction
 - Productivity by User
 - Productivity By User/Transaction
 - Removed Vehicles
 - Security Interest Additions
 - Security Interests Released
 - Title Bond Search
 - Title Stock Adjustments
 - Titles Issued
 - Transaction History
 - Transaction Summary
 - TTLX Data
 - Void Registration
 - Void Statements
 - WRR Errors
 - WRR Renewals

Web Registration Report Errors

Web Reg Renewal Search

Location:
Warren

The renewal(s) happened within this date range.

Start Date: 10/21/2021 End Date: 10/21/2021

Expand and **Print**. Renew these individually under Registration Renewal so the user can override the Discretionary Edit.

Web Registration Report Errors

Active Filters: From Date: 10/21/2021, To Date: 10/21/2021, Location: Warren

Web Reg Renewal Errors

County		Records Processed		
Warren	61	59		
2289071	10/21/2021	Credit Card	Payment Type	
10/22/2021	BYN690	1B3LC76M88N690409	VIN	Make (\$51.00)

When all renewals have been processed, return to Payment Manager. Refresh to ensure all renewals are captured. Highlight to Merge the transactions, choosing Web Reg Renewal as primary customer, if it is an option. Then click on the **Statement Payment** tab.

The screenshot shows the 'Payment Manager' application window. The 'Statement Payment' tab is selected. A table displays the following data:

Customer Name	Location	Items	Total	Pay Amount
+ WRR Renewal Customers	Warren - Primary	59	\$8,622.00	\$8,622.00
+ Atkinson, Cory Alan	Warren - Primary	2	\$107.00	\$107.00

Buttons at the bottom include 'Merge', 'Move', 'Refresh Payment Manager', 'View/Print', 'Pay', and 'Cancel'.

The screenshot shows the 'Statement List' dialog box. It prompts the user to 'Select a statement to use for this process or cancel to exit.' The table contains the following data:

Customer Name	Location	Items	Total	Comments
Flatness, Kyle J...	Warren - Primary	2	\$742.00	
WRR Renewal ...	Warren - Primary	92	\$13,626.00	

Buttons at the bottom are 'OK' and 'Cancel'.

Amount Tendered should match email printout.

Add Organ Donations under Additional Charges (see next screenshot).

Click **Add Payment** under WRR Renewal Customers (add customer if necessary).

Payment Type should be **Pre-Paid**.

Click **PAY**, then **FINALIZE** the transactions so they will print.

The screenshot shows the 'Payment Manager' application window. It has two tabs: 'Statement Manager' and 'Statement Payment'. The 'Statement' dropdown is set to 'WRR Renewal Customers'. Under 'Cash Drawer / Location', 'Cash Drawer' is 'Warren Cash Drawer 5' and 'Location' is 'Warren - Primary'. The 'Customer / Payment Details' section contains a table with the following data:

Customer Name	Customer #	Primary	Add Payment Btn		
WRR Renewal Customers	5586670	<input checked="" type="checkbox"/>	Fines	Add Payment	
Type	Amount	Number	REF #	Expiration	Total
Pre-Paid	\$8,729.00				\$8,729.00
Rico, Joey Tre	6287761	<input type="checkbox"/>	Fines	Add Payment	
Affinity Credit Union	4171076	<input type="checkbox"/>	Fines	Add Payment	
Albrecht, Steven Dale	2145293	<input type="checkbox"/>	Fines	Add Payment	
Ally Bank	5748113	<input type="checkbox"/>	Fines	Add Payment	
Ally Financial	90436	<input type="checkbox"/>	Fines	Add Payment	
Atkinson, Cory Alan	4449921	<input type="checkbox"/>	Fines	Add Payment	

Below the table are buttons for 'Add Customer' and 'Delete Customer'. The 'Receipt Options' section has checkboxes for 'View/Print', 'Mail', and 'Email'. A summary box on the right shows:

Total	
Transactions:	\$8,729.00
Additional Charges:	\$0.00
Statement Total:	\$8,729.00
Amount Tendered:	\$8,729.00
Balance:	\$0.00

At the bottom, there are buttons for 'Refresh Payment Manager', 'View/Print', 'Pay', and 'Cancel'.

Add Organ Donations under Additional Charges.

Product	Description	Amount	Surcharge	Total
I Organ Don...		35.00		\$0.00

Total \$0.00

Add Row Delete Row Save Cancel

Verify Title Control Numbers

Verify that each (red) Title Control Number is accounted for. Record beginning and ending title control number and record any voids.

Reconcile Voided Titles

Inventory > Reconcile Title

Inventory Finance Drive

- Manage Inventory
- Manage Orders
- Receive Orders
- Reconcile Title

1. Under "Physical Inv Location," change to **County Primary Title Printer**.
2. Click **Continue**.

This brings up the individual packages of titles in inventory.

Reconcile Title

Location: Warren - Primary Physical Inv Location: Warren - Primary Title ... Vendor Label #:

Continue Reset Find Title Control #

Title Stock Adjust and Reconcile

Title Sets

3. Choose the correct package (by red control number) your voided title is in. **Highlight** and click **Add Adjustment**. Example: Need to Void 24186838

Stock Inventory and Adjustments at Warren - Primary - Warren - Primary Title Printer-LU106

But...	Inv ID	Set ID	Issued	Adjusted	Remaining	Beg #	End #	In Printer	Date Issued	Reconciled
▲ ▼	516801	166388	174	1	0	24186301	24186475	True	9/28/2021	<input type="checkbox"/>
▲ ▼	516800	166387	175	0	0	24186476	24186650	True	10/1/2021	<input type="checkbox"/>
▲ ▼	516799	166386	175	0	0	24186651	24186825	True	10/5/2021	<input type="checkbox"/>
▲ ▼	516798	166385	174	1	0	24186826	24187000	True	10/7/2021	<input type="checkbox"/>
▲ ▼	516797	166384	175	0	0	24187001	24187175	True	10/12/2021	<input type="checkbox"/>
▲ ▼	516795	166382	175	0	0	24187351	24187525	True	10/19/2021	<input type="checkbox"/>

Stock Inv ID	# Of Units	Beg #	End #	Created Date	Used Status ...	Issued	Date Adjusted
516804	1	24185850	24185850	9/21/2021	Void	<input checked="" type="checkbox"/>	9/20/2021
516804	1	24185895	24185895	9/22/2021	Void	<input checked="" type="checkbox"/>	9/21/2021
516808	1	24185088	24185088	9/24/2021	Void	<input checked="" type="checkbox"/>	9/3/2021
516807	1	24185351	24185351	9/27/2021	Void	<input checked="" type="checkbox"/>	9/10/2021
516803	1	24186075	24186075	9/27/2021	Void	<input checked="" type="checkbox"/>	9/24/2021
516801	1	24186360	24186360	9/30/2021	Void	<input checked="" type="checkbox"/>	9/29/2021
516798	1	24186838	24186838	10/11/2021	Void	<input checked="" type="checkbox"/>	10/8/2021

Add Adjustment Move/Split INV ID 516798 Expected # Of Issued 5872 Revert Save

- A. Quantity = 1
- B. New Beg and End # are the same without the or leading letter or zeros.
- C. Used Status – Void
- D. Date Adjusted – may need to change this to the date it was processed.
- E. Add Adjustment

Add Adjustment

Add Adjustments for this Inventory Range

Stock Inv ID

Beg # End # In Printer

Issued Adjusted Remaining

Adjustment Information

Quantity New Beg # New End #

Used Status Issued

Date Adjusted

Add Adjustment Cancel

4. On the next screen, click **Save**.

5. You should now see your title number in the lower portion of the screen. Click **Close**.

But...	Inv ID	Set ID	Issued	Adjusted	Remaining	Beg #	End #	In Printer	Date Issued	Reconciled
▲ ▼	516801	166388	174	1	0	24186301	24186475	True	9/28/2021	<input type="checkbox"/>
▲ ▼	516800	166387	175	0	0	24186476	24186650	True	10/1/2021	<input type="checkbox"/>
▲ ▼	516799	166386	175	0	0	24186651	24186825	True	10/5/2021	<input type="checkbox"/>
▲ ▼	516798	166385	174	1	0	24186826	24187000	True	10/7/2021	<input type="checkbox"/>
▲ ▼	516797	166384	175	0	0	24187001	24187175	True	10/12/2021	<input type="checkbox"/>
▲ ▼	516795	166382	175	0	0	24187351	24187525	True	10/19/2021	<input type="checkbox"/>

Stock Inv ID	# Of Units	Beg #	End #	Created Date	Used Status ...	Issued	Date Adjusted
516804	1	24185895	24185895	9/22/2021	Void	<input checked="" type="checkbox"/>	9/21/2021
516808	1	24185088	24185088	9/24/2021	Void	<input checked="" type="checkbox"/>	9/3/2021
516807	1	24185351	24185351	9/27/2021	Void	<input checked="" type="checkbox"/>	9/10/2021
516803	1	24186075	24186075	9/27/2021	Void	<input checked="" type="checkbox"/>	9/24/2021
516801	1	24186360	24186360	9/30/2021	Void	<input checked="" type="checkbox"/>	9/29/2021
516798	1	24186838	24186838	10/11/2021	Void	<input checked="" type="checkbox"/>	10/8/2021
516828	1	24181577	24181577	7/1/2021	Used Stock	<input type="checkbox"/>	7/1/2021

Add Adjustment	Move/Split INV ID 516798	Expected # Of Issued	5872	Revert	Save
----------------	--------------------------	----------------------	------	--------	------