

NCVTS QUICK REFERENCE GUIDE

QUICK SEARCH

1. Select record type
2. Type record number
3. Click **Go** button

*Quick Search
always available at
top of NCVTS*

PROCESS ABSTRACTS IN YOUR BASKET

1. Select **Workflow > Basket View**
2. Select checkbox for abstract
3. Click **Edit** button
4. Enter/select information to resolve issues
5. Click **Submit** button

CREATE ADJUSTMENT

1. Click **Create Adj** button
2. Enter or select information to adjust record
3. Click **Submit** button
4. Select **Adjustment Reason** and click **Submit**

SET DEPRECIATION SCHEDULE

1. Enter **Acquisition Year** and **Acquisition Cost**
2. Select **Depreciation Schedule**
3. Click **Submit** button

*Setting a Dep
Schedule ignores TEC*



ADJUSTMENT TYPES

- Add Value (AV)** - Features increase vehicle value
Condition Code (CO) - Vehicle is damaged
High Mileage (HM) - Vehicle mileage greater than average
New Value (NV) - Changing vehicle value

SET HIGH MILEAGE

1. Select **High Mileage** Adjustment Type
2. Enter mileage in High Mileage Odometer
3. Click **Calc HM** button
4. Select **Override Status**
5. Click **Submit** button

*Set High Mileage, Dep Schedule, Overrides,
and Exemptions before or after billing*

EXPORT DATA FOR MAILINGS

1. Click **Export** button
2. Select **Letters/Correspondence**
3. Click **Export** button
4. Select **Save As**
5. Change **File name** and location as desired
6. Click **Save** button

*Transfer and export
in mass from
Abstract Search
Results page*

RUN REPORTS

1. Select **Admin > Reports**
2. Select report and click **Go** button
3. Select report parameters
4. Click **View Report** button

AUTHORIZE PRORATION REFUNDS

1. Select **Workflow > Proration Queue [Pending Refunds]**
2. Select checkboxes for prorations to approve
3. Click **Authorize** button

AUTHORIZE ADJUSTMENT REFUNDS

1. Select **Workflow > Adjustment Queue [Pending Refunds]**
2. Select checkboxes for adjustments to approve
3. Select **Board Meeting Date**
4. Click **Set Board Date** button
5. Click **Approve** button
6. Click **Authorize** button

*County determines
whether approval
steps are required*

TRANSFER TO ANOTHER COUNTY

1. Select **County**
2. Click **Transfer To** button

FARRAGUT

OVERRIDE STATUS

- Permanent** - Not in next year's queue
Temporary - In Condition queue when Adjustment Type is AV, CO, or NV

OVERRIDE TYPES

- Pct** - Depreciates TEC value
Val - Sets permanent residual value

Registered Motor Vehicle Process Chart

Vehicle Renewal Month	License Plate Current Expiration Date	License Plate Current Valid Through Date	Vehicle Valuation and DMV Upload into VTS	Counties Process Vehicle Records / Listings	Notices Sent to STARS (SV1B) & Loaded
July 2013	7/31/13	8/15/13	3/31/13	4/1-4/26/13	4/27/13
Aug 2013	8/31/13	9/15/13	4/28/13	4/29-5/24/13	5/25/13
Sep 2013	9/30/13	10/15/13	5/26/13	5/27-6/28/13	6/29/13
Oct 2013	10/31/13	11/15/13	6/30/13	7/1-7/26/13	7/27/13
Nov 2013	11/30/13	12/15/13	7/28/13	7/29-8/30/13	8/31/13
Dec 2013	12/31/13	1/15/14	9/1/13	9/2-9/27/13	9/28/13
Jan 2014	1/31/14	2/15/14	9/29/13	9/31-10/25/13	10/26/13
Feb 2014	2/28/14	3/15/14	10/27/13	10/28-11/29/13	11/30/13
Mar 2014	3/31/14	4/14/14	12/1/13	12/2-12/27/13	12/28/13
Apr 2014	4/30/14	5/15/14	12/29/13	12/30-1/24/14	1/25/14
May 2014	5/31/14	6/15/14	1/26/14	1/27-2/21/14	2/22/14
Jun 2014	6/30/14	7/15/14	2/23/14	2/24-3/28/14	3/29/14
Jul 2014	7/31/14	8/15/14	3/30/14	3/31-4/25/14	4/26/14
Aug 2014	8/31/14	9/15/14	4/27/14	4/28-5/30/14	5/31/14
Sep 2014	9/30/14	10/15/14	6/1/14	6/2-6/26/14	6/28/14
Oct 2014	10/31/14	11/15/14	6/29/14	6/30-7/25/14	7/26/14
Nov 2014	11/30/14	12/15/14	7/27/14	7/28-8/29/14	8/30/14
Dec 2014	12/31/14	1/15/15	8/31/14	9/1-9/26/14	9/27/14
Jan 2015	1/31/15	2/15/15	9/28/14	9/29-10/24/14	10/25/14
Feb 2015	2/28/15	3/15/15	10/26/14	10/27-11/28/14	11/29/14
Mar 2015	3/31/15	4/15/15	11/30/14	12/1/14-12/26/14	12/27/14
Apr 2015	4/30/15	5/15/15	12/28/14	12/29/2014-1/30/15	1/31/15
May 2015	5/31/15	6/15/15	2/1/15	2/2-2/27/15	2/28/15
Jun 2015	6/30/15	7/15/15	3/1/15	3/3-3/27/15	3/28/15