



# Instructions to run the 2022 NCVTS State TR Vehicle Report



**Important!** – Review before running this report.

**It is recommended that you wait until the 10<sup>th</sup> day of January before running this report.**

There normally will be transactions and system adjustment that will not be fully processed until this time.

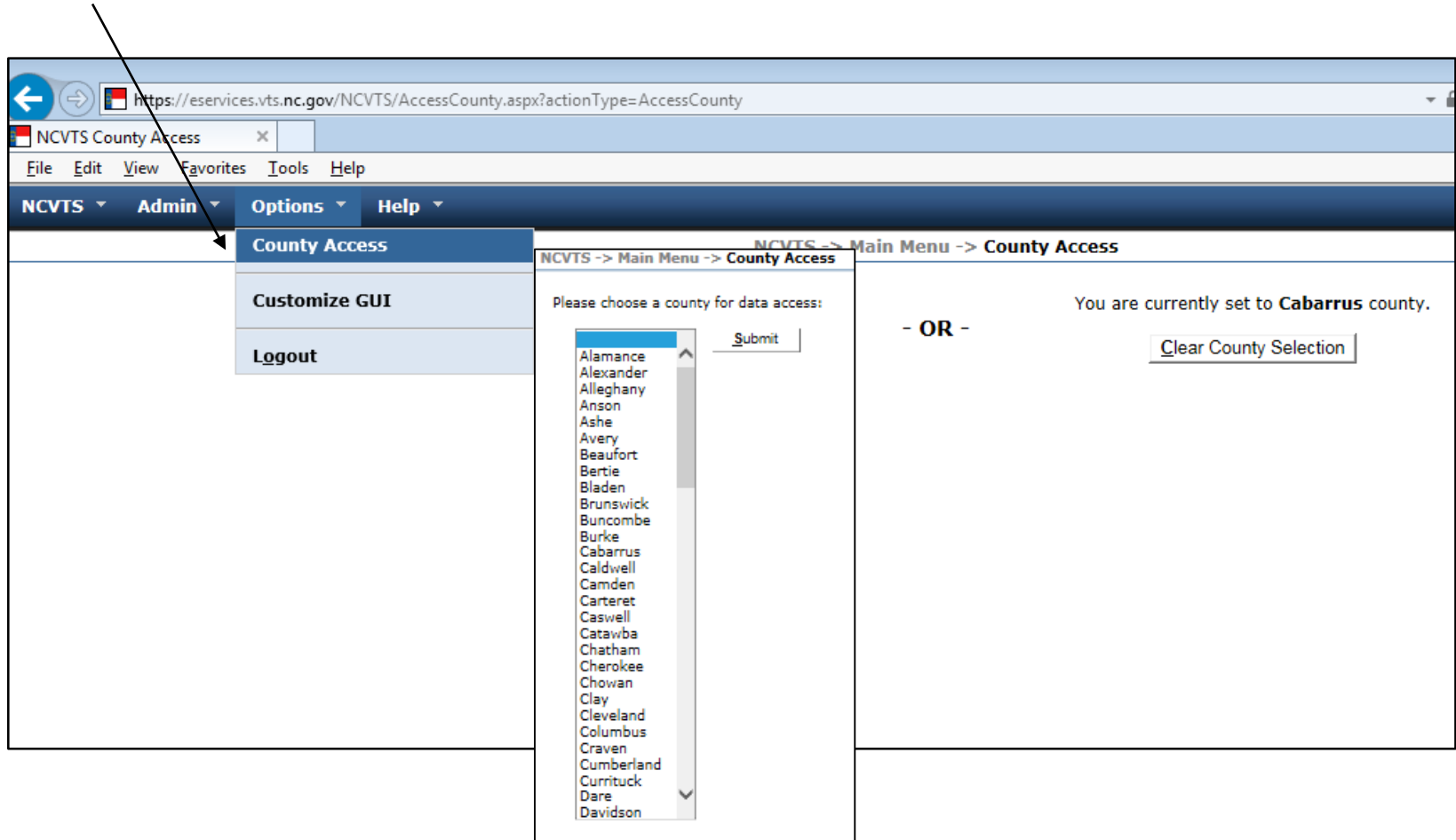
Please note that the data never is truly “locked” and there will be immaterial changes to the data throughout the year due to reclasses and changes to the vehicle tax amounts.



## Instructions to run the NCVTS State TR Vehicle Report

- Preparers of the TR forms will need to run the NCVTS State TR Vehicle Report to complete pages 4, 5 and 5a of the TR-1 report, and page 5 of the TR-2 report.

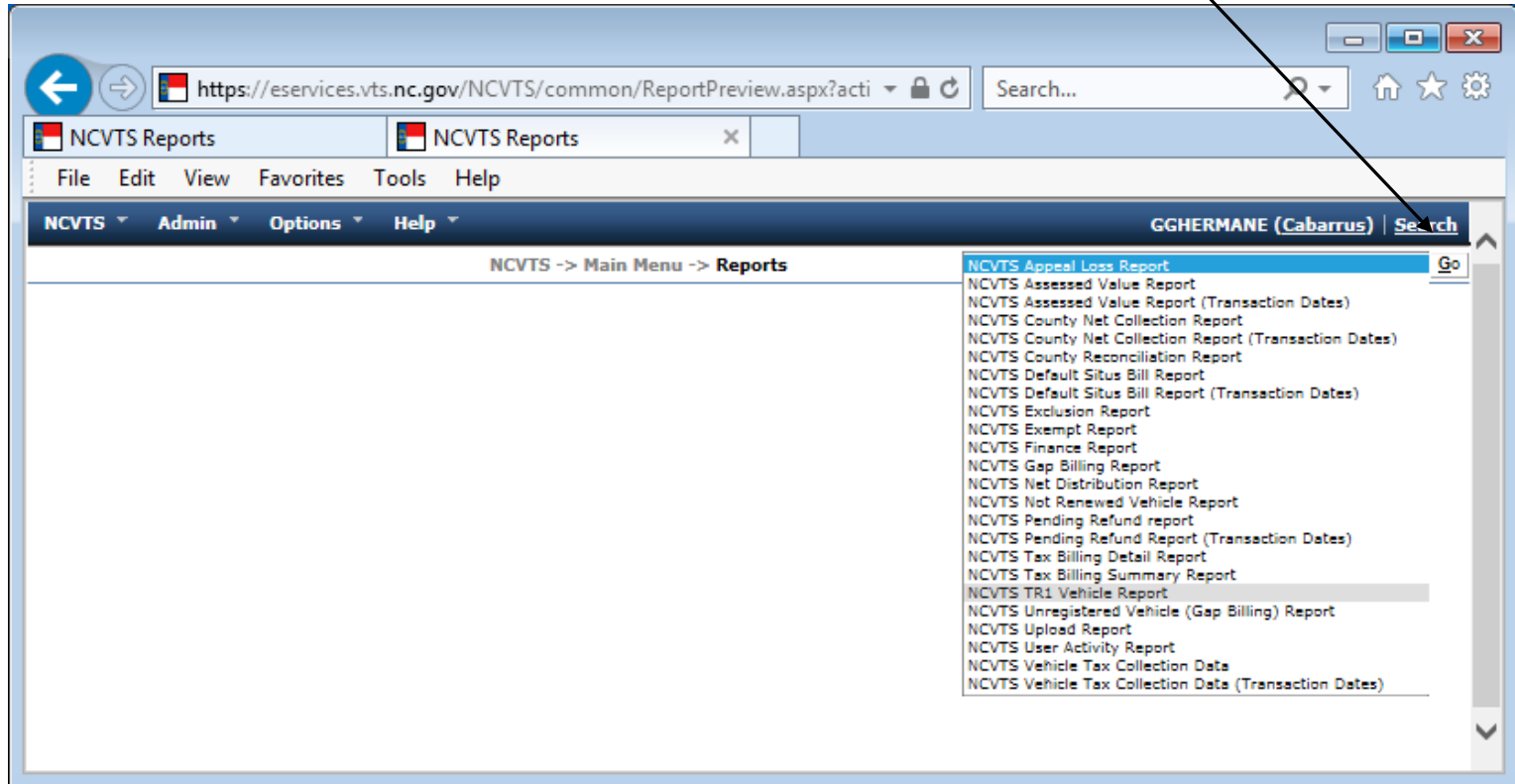
**Step 1. Choose County** - (only if you are not already logged in to your county. Skip this step if you are logged in) Go to “Options” and choose “County Access”



## Step 2: Access Reports - Click on “Admin” and click on “Reports”

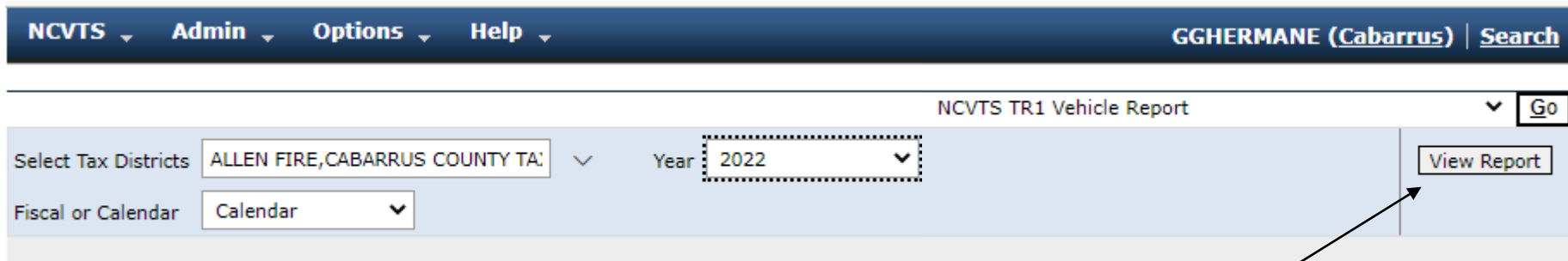
The screenshot shows a web browser window with the address bar displaying `https://eservices.vts.nc.gov/NCVTS/common/ReportPreview.aspx?actionType=ReportPreview`. The browser's address bar also shows the page title "NCVTS Reports". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The application's main menu is visible, with "NCVTS" selected. The "Admin" sub-menu is open, showing a list of options: "View DMV Log", "Billing Summary", "Payment Summary", "Payment Exceptions", "Payment Error Processing", "Interest Accrual Dates", "Maintain Business Depreciation Schedule", "Reset Cache Data", "Reports" (highlighted in blue), "Log Audit", "User Management", "Lookup Management", "Batch Management", and "High Mileage Maintenance". A breadcrumb trail in the top right corner reads "NCVTS -> Main Menu -> Reports".

**Step 3: Choose Report** – From the pulldown box in the upper corner to the right, click on the “NCVTS TR1 Vehicle Report” and click on “Go”.



**Step 4: Populate the Report Parameters & Run the Report** – In the “Select Tax Districts” field choose “(select all)” to include all the districts in the report. In the “Fiscal or Calendar” field, choose “Calendar”. Choose the current year (2022 for the 2022 TR Reports).

Click on the “View Report” button to the right.



The screenshot shows the top navigation bar with 'NCVTS', 'Admin', 'Options', and 'Help' menus, and the user 'GGHERMANE (Cabarrus)' with a 'Search' button. Below this is the report title 'NCVTS TR1 Vehicle Report' and a 'Go' button. The main form area contains three fields: 'Select Tax Districts' with the value 'ALLEN FIRE,CABARRUS COUNTY TA:' and a dropdown arrow; 'Year' with the value '2022' and a dropdown arrow; and 'Fiscal or Calendar' with the value 'Calendar' and a dropdown arrow. A 'View Report' button is located to the right of these fields. A dashed box highlights the 'Year' field, and an arrow points from a callout box to the 'View Report' button.

Click “View Report”

**Step 4 cont'd:** A pop-up should show that the report is loading.

The screenshot displays the NCVTS Reports application interface. At the top, there is a browser window title 'NCVTS Reports' and a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a navigation bar with 'NCVTS', 'Admin', 'Options', and 'Help' dropdown menus. The main content area shows the breadcrumb 'NCVTS -> Main Menu -> Reports'. Below this, there are filters for 'Select Tax Districts' (set to 'ALLEN FIRE, CABARRUS COUNT'), 'Year' (set to '2022'), and 'Fiscal or Calendar' (set to 'Calendar'). At the bottom of the main content area, there is a toolbar with navigation icons, a page indicator 'of 0', a zoom level of '100%', and a 'Find | Next' button. A black arrow points from the top right of the application window to a 'Loading...' pop-up dialog box in the bottom right corner. The dialog box contains a green circular loading spinner, the text 'Loading...', and a blue 'Cancel' link.



**Step 6: Export the Report:** Click on the export icon and you will have to option to export the report into Excel, or another format.

ALLEN FIRE,CABARRUS COUNTY TA: Year 2022 View Report

Calendar

of 1 > | > | ↺ | ↻ | 100% | [Export Icon] | [Print Icon] | Find | Next

Word

Excel

PowerPoint

PDF

TIFF file

MHTML (web archive)

CSV (comma delimited)


XML file with report data

Data Feed

Year 2			Year 3			Net	
Value	Paid Fees	Paid Taxes	Value	Paid Fees	Paid Taxes	Net Taxable Value	Net Property Tax Paid
\$64,405,664.00		\$48,888	19,323,008.00		\$17,461.11	\$85,092,010.00	\$67,465.02
\$1,956,076,745.00		\$14,628,035	19,231,639.00		\$4,597,002.19	\$2,609,389,998.00	\$19,501,992.12
\$37,928,812.00		\$30,606	10,728,915.00		\$8,601.24	\$49,217,683.00	\$39,573.35
\$879,389,118.00	\$1,919,880.00	\$4,268,887	36,356,243.00	\$578,610.00	\$1,379,534.17	\$1,181,406,445.00	\$5,731,056.77
\$1,273,141.00		\$2,976	\$402,161.00		\$924.98	\$1,710,422.00	\$3,989.37
\$3,982,327.00		\$5,611	\$1,346,705.00		\$1,886.41	\$5,359,397.00	\$7,544.77
\$58,352,898.00		\$41,214	14,970,310.00		\$15,012.67	\$74,543,592.00	\$57,165.62

Click on the "Export" icon and choose "Excel"

**Step 7: Save the report on your server:** The Excel report will display. Save the report on your server.

									
Report Date 1:									
Jurisdiction	Total Bill Count	Paid Taxes	Year 4			Net			
			Bill Count	Taxable Value	Paid Fees	Paid Taxes	Net Taxable Value	Net Property Tax Paid	
ALLEN FIRE	7478	\$28,214.04	1591	\$13,027,656.00		\$7,195.01	\$64,223,840.08	\$35,758.18	
CABARRUS COUNTY TAX	175686	\$9,906,028.75	38478	\$411,000,529.00		\$2,886,163.55	\$1,826,215,087.32	\$12,952,552.18	
COLD WATER FIRE	3997	\$16,063.30	868	\$7,853,602.00		\$4,721.97	\$34,519,424.08	\$20,867.06	
CONCORD CITY TAX	73757	\$3,072,570.71	16134	\$183,986,015.00	\$242,010.00	\$885,761.90	\$825,115,584.65	\$4,016,186.76	
CONCORD DOWNTOWN TAX	82	\$1,072.82	28	\$381,931.00		\$882.06	\$866,655.00	\$2,007.55	
JACKSON PARK FIRE	1662	\$7,302.09	391	\$4,083,805.00		\$4,096.12	\$16,671,176.22	\$11,484.55	
KANNAPOLIS CITY TAX	30782	\$1,408,822.30	6605	\$63,277,109.00	\$99,075.00	\$399,998.97	\$286,977,215.84	\$1,830,743.84	
KANNAPOLIS FIRE - RU	2339	\$5,722.26	500	\$5,088,395.00		\$4,090.03	\$21,417,733.07	\$9,928.52	
LOCUST CITY TAX	245	\$7,457.63	52	\$618,917.00	\$520.00	\$2,239.87	\$2,715,299.26	\$9,843.04	
MIDLAND CITY TAX	4015	\$60,034.35	863	\$8,645,545.00		\$17,326.55	\$38,743,144.09	\$78,071.30	
MIDLAND FIRE	1629	\$8,701.75	350	\$3,855,080.00		\$3,094.85	\$14,688,541.51	\$11,843.02	
MT MITCHELL FIRE	1295	\$6,728.26	295	\$2,457,658.00		\$2,033.82	\$10,567,306.92	\$8,687.46	
MT PLEASANT CITY TAX	1450	\$47,627.46	324	\$2,796,312.00		\$14,163.96	\$12,200,552.92	\$6,000.01	
MT PLEASANT FIRE	5236	\$34,587.47	1156	\$9,929,141.00		\$10,254.50	\$43,490,416.23	\$4,000.00	
NORTHEAST FIRE	1443	\$11,203.92	294	\$2,568,472.00		\$3,265.74	\$11,390,456.28	\$1,000.00	
ODELL FIRE	8632	\$50,509.05	1952	\$23,518,911.00		\$16,023.51	\$97,920,682.81	\$6,000.00	
RICHFIELD FIRE	129	\$552.06	24	\$204,866.00		\$143.40	\$99,016.39	\$99.80	
RIMER FIRE	2741	\$11,890.63	590	\$4,974,165.00		\$3,392.19	\$22,487,120.40	\$15,458.83	
<b>Total</b>		<b>\$15,187,130.26</b>				<b>\$341,605.00</b>	<b>\$4,419,785.29</b>	<b>\$3,834,528,755.70</b>	<b>\$19,859,151.04</b>

The totals that should be reported are the “Net Taxable Value” and the “Net Property Tax Paid” totals.



## **SOME NOTES ABOUT MATCHING NCVTS JURISDICTIONS TO THE JURISDICTIONS ON YOUR TR REPORTS**

The TR forms report values and levies for current districts only. If the NCVTS report shows values and levies from old districts that have been dissolved and replaced by new districts, enter those amounts in the corresponding new districts that are prepopulated on your TR forms. Please note that TR forms have standardized district names and codes that will not exactly match the codes the counties have set up in NCVTS.

There may be some differences between districts you have set up in NCVTS and the districts TR forms, because:

1. Some county wide districts may be combined on the TR forms.
2. Districts that are not authorized by a county or municipal budget municipal are not reported on the TR-1 or TR-2 forms.

Do not hesitate to contact the Information Unit at 919-814-1129 there are any questions about how the NCVTS districts map to the districts shown on your TR forms.