

## The Bundle Report – Producing & Assembling (for Renewal-Only Clients)



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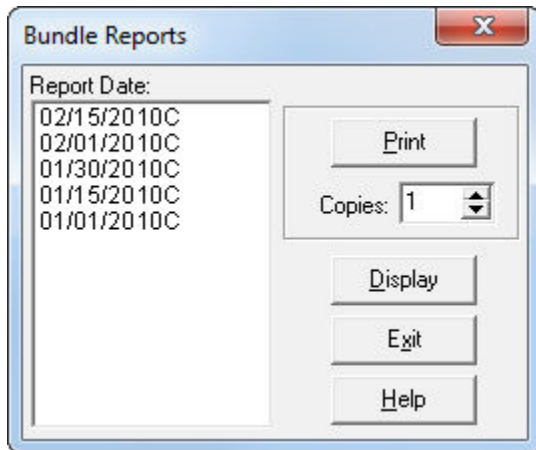
The Bundle Report is a report detailing all transactions completed with relevant EFT (Electronic Fund Transfers) from the previous day. This report should be held for record keeping purposes.

Anytime you complete a transaction in the CVR system, the following day a Bundle Report is generated. You are only required to send a bundle report if it contains transactions outside of standard renewals. If your report contains transactions outside of renewals, please refer to the generic Bundle Report document that outlines how to submit paperwork.

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### **To Produce a Bundle Report in the Illinois EVR program:**

1. First select the  **Menu** from the left.
2. Then, select the  **Bundle Icon**.
3. A window will appear as shown below:



4. **Highlight** the date you would like to print the report for.
5. **Indicate the Number of Copies** to be produced.
6. **Select the Print Button** to print the report.

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**The Illinois Automobile Dealers Association (IADA)** upon shipment of inventory will include the return address of where a bundle report needs to be sent should it need to be sent. If there are contradictions between this document and instruction you receive from the IADA, the IADA documents should take precedence.