

Weekly Transmittal Process

Weekly transmittal is based on the ACH week and shall be completed by close of business on Wednesday of each week (Thursday if holiday). The transmittal will no longer be mailed, faxed or emailed to the state. All transmittal data will be easily accessible to both county and state staff through IVES.

Netsmart VRS - Home

File Search Fee/CAS Work Queue Tools Batch Blank Forms Administration Help

New Search

Applicant
Deposit
Cash Drawer
Verification
Transmittal CTRL+T

Click on the Fee/CAS menu

Click New and choose Transmittal from the dropdown.

This will bring up the Weekly Transmittal.

Transmittal

File Search Fee/CAS Requests/Documents Actions Work Queue Linking Tools Help

save close

Weekly Transmittal Flags

Location and Range

County
Polk

Week = Tuesday through the next Monday ACH Period

Week Range Begin Date Week Range End Date
12/24/2018 12/30/2018

Location and Range

The county of the User is defaulted in the field.

Enter the beginning and ending date of the ACH week.

Part 1 Transmittal Log

Marriages

Number of Original Marriages submitted with marriage registration report for this period 5 Check box if None

Sealing Notices

Seal Name (Year-Week No.) 2018-01

Birth Death Match

Match Name (Year-Week No.) 2018-01

Part 1 Transmittal Log

Enter the total number of original marriages submitted for the ACH week.

If there are NO original marriages, check the box.

Enter the Sealing Notices report name (Year-Week No.)

Enter the Birth Death Match report name (Year-Week No.)

Part 2 Paper: Control Numbers Used

IVES (State) Paper

First # this week 1)

Last # this week 2)

Subtotal 1st Series of #s 3)

Subtract line 1) from line 2) and ADD one (1)

First available # NEXT week 4)

Complete the second series only if different sequence of numbers also used this reporting period.

First # 2nd series this week 5)

Last # 2nd series this week 6)

Subtotal 2nd Series of #s 7)

Subtract line 5) from line 6) and ADD one (1)

First available # NEXT week 8)

TOTAL SAFETY PAPER USED 9)

Add lines 3) and 7)

NON-IVES (County) Paper

First # this week 1)

Last # this week 2)

Subtotal 1st Series of #s 3)

Subtract line 1) from line 2) and ADD one (1)

First available # NEXT week 4)

Complete the second series only if different sequence of numbers also used this reporting period.

First # 2nd series this week 5)

Last # 2nd series this week 6)

Subtotal 2nd Series of #s 7)

Subtract line 5) from line 6) and ADD one (1)

First available # NEXT week 8)

TOTAL SAFETY PAPER USED 9)

Add lines 3) and 7)

Part 2 Paper: Control Numbers Used

Enter the IVES and Non-IVES safety paper number beginning with the first number and ending with the last number of the ACH week (Field 1-2).

Enter the subtotal of the first series of numbers (Field 3)

Enter the first available safety paper for the next week (Field 4)

If there is a difference in the sequence enter the beginning and ending safety numbers, the subtotal of the series, and the next available safety paper number (Field 5-8)

Enter the Total safety paper used (Field 9)

Click SAVE

Part 3 Unaccounted Control Numbers

Check if None

Part 3 Unaccounted Control Numbers

Notes

Unaccounted Ctrl #'s Flags

Unaccounted Ctrl Numbers - IVES

IVES - Begin Number IVES - End Number Check box if None

Unaccounted Ctrl Numbers - Non-IVES

Non-IVES - Begin Number IVES - End Number Check box if None

Part 3 Unaccounted Control Numbers

Check if None

Part 3 Unaccounted Control Numbers

IVES - Begin Number	IVES - End Number
7000021	7000024

Notes

Part 3 Unaccounted Control Numbers

If there are no Unaccounted IVES and Non-IVES paper to report. Click on the 'Check if None' box.

To report Unaccounted Control Numbers, click on the plus button.

A separate screen will appear. Enter the beginning and ending IVES safety paper numbers that are unaccounted. *If there are NO IVES unaccounted control numbers, check the None box.*

Enter the beginning and ending Non- IVES safety paper numbers that are unaccounted. *If there are NO Non-IVES unaccounted control numbers, check the None box.*

Click Save and close. A grid will populate with or without the data.

To add more unaccounted control numbers, click the plus button

Part 4 Damaged Control Numbers

Check if None

Part 4 Damaged Control Numbers

Damaged Control #'s Flags

Damaged Control Numbers - IVES

IVES - Begin Number IVES - End Number Check box if None

Damaged Control Numbers - Non-IVES

Non-IVES - Begin Number Non-IVES - End Number Check box if None

Part 4 Damaged Control Numbers

Check if None

Part 4 Damaged Control Numbers

IVES - Begin Number	IVES - End
8000004	8000008

Part 4 Damaged Control Numbers

If there are no IVES and Non-IVES Damaged paper to report. Click on the 'Check if None' box.

To report Damaged paper, click on the plus button to the right of Damaged Control Numbers.

A separate screen will appear. Enter the beginning and ending IVES safety paper numbers that are damaged. *If there are NO IVES damaged control numbers, check the None box.*

Enter the beginning and ending Non- IVES safety paper numbers that are damaged. *If there are NO Non-IVES damaged control numbers, check the None box.*

Click Save and close. A grid will populate with or without the data.

To add more damaged control numbers, click the plus button

Part 5 Exchanged Control Numbers

If there is no IVES and Non-IVES Exchanged paper to report. Click on the 'Check if None' box.

To report Exchanged paper, click on the plus button to the right of Exchanged Control Numbers.

A separate screen will appear. Enter the beginning and ending IVES safety paper numbers that are exchanged. *If there are NO IVES exchange control numbers, check the None box. DO NOT ENTER NUMBER ASSOCIATED WITH WALLET EXCHANGES.*

Enter the beginning and ending Non- IVES safety paper numbers that are exchanged. *If there are NO Non-IVES exchange control numbers, check the None box. DO NOT ENTER NUMBER ASSOCIATED WITH WALLET EXCHANGES.*

Click Save and close. A grid will populate with or without the data.

To add more exchanged control numbers, click the plus button.

Enter the total number of wallet exchanges processed. If there are NO small wallet exchange, check the box indicating one.

Part 5 Exchanged Control Numbers

Check if None

Part 5 Exchanged Control Numbers

Number of Birth Small Wallet Exchanges this period Check if None

Exchanged Ctrl #'s

Flags

Exchanged Ctrl Numbers - IVES

IVES Begin Number IVES End Number Check box if None

Exchanged Ctrl Numbers - Non-IVES

Non-IVES Begin Number Non-IVES End Number Check box if None

Part 5 Exchanged Control Numbers

Check if None

Part 5 Exchanged Control Numbers

IVES Begin Number	IVES End Number
8000001	8000001

Number of Birth Small Wallet Exchanges this period Check if None

File Search Fee/CAS Requests/Documents Actions Work Queue Linking Tools Help

save close

Completion

Completed (Y/N) Completed Date Completed By

Editing an existing event.

Completion

Enter a Y in the Completed field and click on the Save button at the top.

A pop up message will appear stating, "The Transmittal has been sent to Vital Records."

Click the OK button

The completed date and the person who completed the transmittal will appear in the field.

(See Printing instructions on next page.)

Click Close

The Transmittal has been sent to Vital Records.

OK

Printing the Weekly Transmittal

Transmittal

File Search Fee/CAS **Requests/Documents** Actions Work Queue Linking Tools Help

Documents Weekly Transmittal

Weekly Transmittal

Location and Range

County: Van Buren

Week = Tuesday through the next Monday ACH Period

Week Range Begin Date: 01/01/2019 Week Range End Date: 01/07/2019

Part 1 Transmittal Log

Marriages

Number of Original Marriages submitted with marriage registration report for this period: 5 Check box if None

Sealing Notices

Seal Name (Year-Week No.): 2019-03

Birth Death Match

Match Name (Year-Week No.): 2019-03

A copy can be printed once the transmittal is marked completed.

To print a copy of the weekly transmittal

Click on the Request/Documents > Documents

Choose Weekly Transmittal

View

Weekly Transmittal Report

County: Van Buren Week Range Begin: 01/01/2019 Week Range End: 01/07/2019

Marriages
Number of Original Marriages submitted with marriage registration reports for this period: 5

Sealing Notices
Seal Name: 201903

Birth Death Match
Match Name: 201903

Part 2 Paper: Control Numbers Used

IVES (State) Paper		NON-IVES (County) Paper	
First # this week	1) 200000	First # this week	1) 100
Last # this week	2) 200025	Last # this week	2) 110
Subtotal 1st Series of #s	3) 26	Subtotal 1st Series of #s	3) 11
Subtract line 1) from line 2) and ADD one (1)		Subtract line 1) from line 2) and ADD one (1)	
First available # NEXt week	4) 200026	First available # NEXt week	4) 306

1/2 140 Page: 215.90 x 279.40

Close

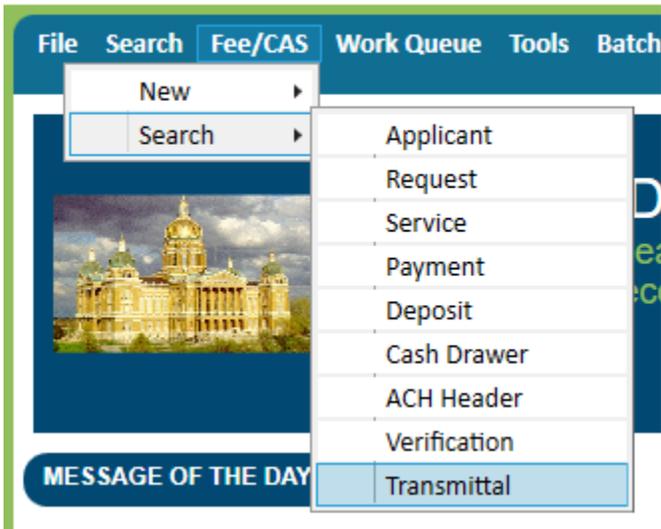
The Weekly Transmittal Report appears

Click on the Print icon

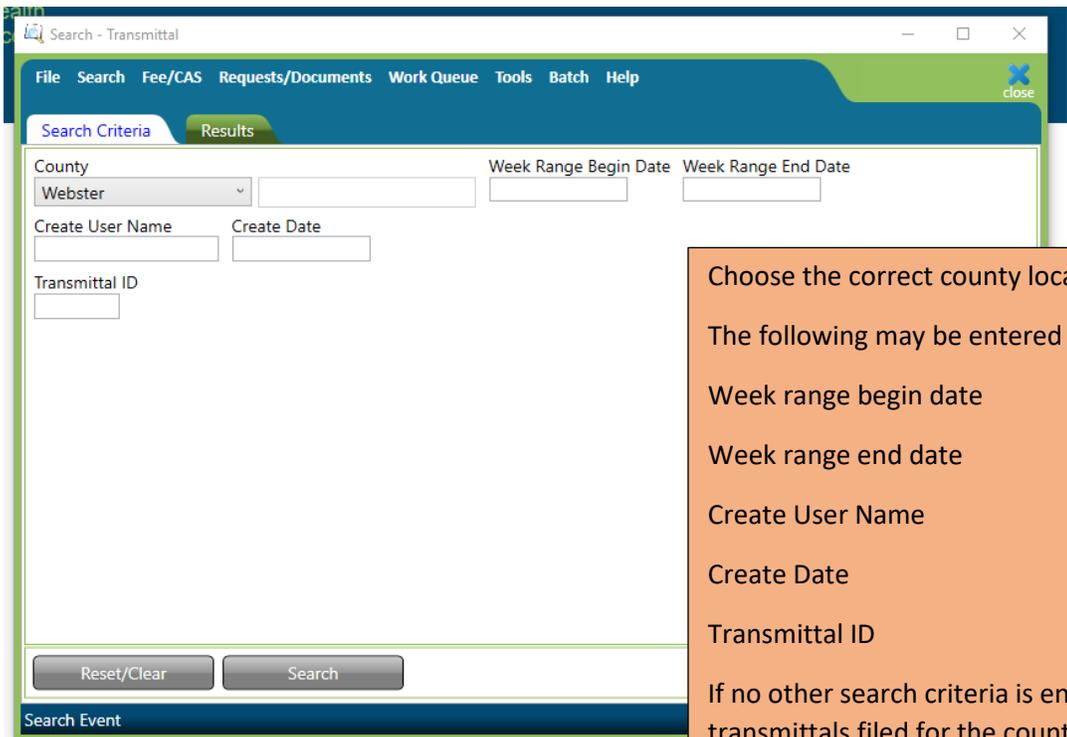
Close report

Searching for the Weekly Transmittal

Home Netsmart VRS - Home



To search for a transmittal that has been filed in IVES
Fee/CAS>Search>Transmittal



Choose the correct county location.
The following may be entered to search for a transmittal:
Week range begin date
Week range end date
Create User Name
Create Date
Transmittal ID
If no other search criteria is entered, results will show all transmittals filed for the county location.

Search - Transmittal

File Search Fee/CAS Requests/Documents Work Queue Tools Batch Help

Search Criteria Results

County	Week Range Begin Date	Week Range End Date	Create User Name	Create Date	Transmittal ID	TRANSMITTALID1
Webster	2/12/2019	2/18/2019		2/21/2019	83	83

The search results will appear in the grid.

Double click to open transmittal.

Data previously entered on a transmittal that has been successfully saved and filed cannot be modified. A previously filed transmittal may be printed at any time.