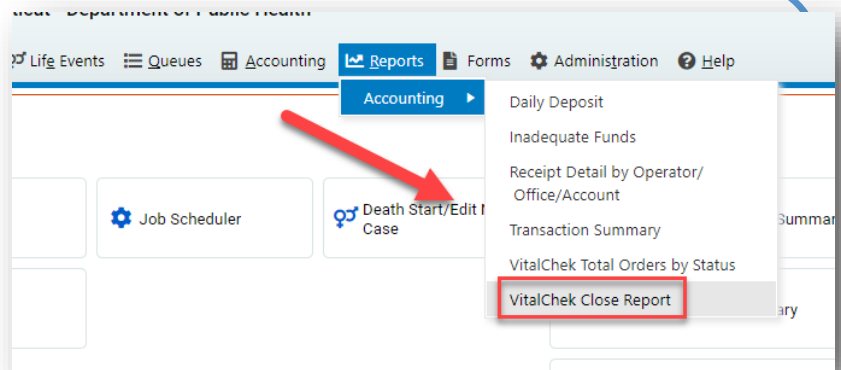


Viewing VitalChek Close Reports

1. Navigate to the Reports button in the Activity Toolbar and select **VitalChek Close Report**.



2. Input a range of dates that will populate the desired report.

VitalChek Close Report

Start Date: MMM-dd-yyyy

End Date: MMM-dd-yyyy

Input a date that encompasses a wide range in order to view all available reports. If dates override into another month, the range will need to include both months in order for the report to populate

3. Select the report to view.

VitalChek Close Report

Id	Start Date	End Date	Print Report
63	1/14/2021 3:35:12 PM	2/1/2021 3:56:14 PM	PDF Excel
40	12/3/2020 2:07:00 PM	1/6/2021 10:28:44 AM	PDF Excel
39	12/3/2020 10:57:01 AM	12/3/2020 12:57:47 PM	PDF Excel
38	12/2/2020 10:38:46 AM	12/2/2020 12:37:01 PM	PDF Excel
37	12/2/2020 8:32:43 AM	12/2/2020 9:53:08 AM	PDF Excel
36	12/1/2020 10:47:38 AM	12/1/2020 12:55:11 PM	PDF Excel
35	11/30/2020 10:02:32 PM	12/1/2020 9:57:10 AM	PDF Excel
32	11/30/2020 11:15:11 AM	11/30/2020 12:49:08 PM	PDF Excel
25	8/14/2020 1:44:25 PM	11/30/2020 9:48:33 AM	PDF Excel
14	7/22/2020 9:33:27 AM	7/31/2020 3:16:57 PM	PDF Excel
12	7/8/2020 4:21:13 PM	7/10/2020 8:55:28 AM	PDF Excel

Total Records : 11

If an end date is not posted, the closeout process has not been completed for that batch.

4. Open the PDF to review the selected report.

VitalChek Close Report

Report Parameters
 Cash Out Id: 63

The State of Connecticut
 State Vital Records Office
 410 Capital Ave., S811VRB/Hartford, CT 06134-0308
 OFFICE: New London City Hall
 USER: J.Ayala

Cash Out Date: Feb-01-2021 3:56 pm

Check Number:

Payment Transactions

Order #	Applicant	Registrar	Copies	Service	Agency Fee	Delivery Fee	VitalChek Fee	Total Fee
20210100013	AAA Funeral Home TEST	Marley, Bob M	1	Death CC	\$20.00	\$0.00	\$6.00	\$26.00
20210100017	Lucille Ball	Ball, Lucille	1	Death CC	\$20.00	\$0.00	\$0.00	\$20.00
20210100022	Mary Terry	Ball, Lucille	1	Death CC	\$20.00	\$0.00	\$0.00	\$20.00
20210100024	AAA Funeral Home TEST	Vaibhops, Resident	1	Death CC	\$20.00	\$0.00	\$6.00	\$26.00
20210100025	AAA Funeral Home TEST	Vaibhops, Resident	1	Death Burial Permit	\$5.00	\$0.00	\$0.90	\$5.90
20210200003	AAA Funeral Home TEST	Hepburn, Audrey Katherine	5	Death CC	\$100.00	\$0.00	\$6.90	\$106.90
	AAA Funeral Home TEST	Hepburn, Audrey Katherine	1	Death Burial Permit	\$5.00	\$0.00	\$0.00	\$5.00
Total					\$190.00	\$0.00	\$25.80	\$215.80

Total Agency Fees: \$190.00
 Total VitalChek Fees (CC, EFT, MO, Check): \$25.80
 Delivery and VitalChek Fees for orders not paid with Credit Card or EFT: \$0.00
 Total Payment: \$190.00

Thursday, February 11, 2021 10:01:42AM
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