View Endorsement Fees and Debit Transaction Report

I. To obtain a debit transaction report, From the left navigation menu, click <u>View Reports</u>. Note: the debit transaction report only displays transactions for your VEHCS Pre-puchase Account. Transactions using the User Fee Account method are not visible in the report; however, the certificate details show the expected charges.

	ited States Department of Agriculture Veterinary Export Health mal and Plant Health Inspection Service Certification System (VEHCS)
	Welcome Need Help 😢
VEHCS Home	Welcome to the Veterinary Export Health Certification System (VEHCS). VEHCS allows you to quickly create and submit certificates for Veterinary Export Health Certificates for the export of
Create Certificate	live animals from the United States.
New Certificate	New to VEHCS? Online help is always a click away - just click Need Help? located toward the top right corner of any page.
From Saved Template	Refresh Notices
Manage/Create Template Data	Notices
Financial Management	Ν
View Reports	VEHCS Top Tips - September 21, 2023
View Certificates	VEHC S Certificate Status Check - November 09, 2023
	Remember to Clear your Cache often! - September 27, 2023

II. On the View Reports screen, click Debit Transaction.

View Reports
Select a report from one of the following categories:
Financial Reports
Debit Transaction

II. Enter the desired Transaction Date Range. In the Report Format drop-down box, select PDF or Excel format. Then click the **Generate Report** button.

Debit Transaction Report	Ν
Enter Report Specifics	
Please enter a Transaction Date F	Range, then select the Report Format and click the 'Generate Report' button. Follow the instructions on the browser screen to view the report.
Applicant Organization	Animal Veterinary Care Hospital (Org ID 4101) 15 Main Street Albany, NY 12205 USA
Transaction Date Range:	01/01/2018 mm/dd/yyyy to 11/15/2018 mm/dd/yyyy
	Report Format: PDF V Back Generate Report

IV. Depending on your browser and browser settings, the file will open or you will be prompted to open or save/download the file. Follow the applicable steps to view the report.

Note: Certificates paid using a User Fee Account will show a \$0 fee on the report; however, you can view the certificate details in VEHCS to see the expected charges that will be applied to your User Fee Account.

bit Transaction Report		Need Help 😰			
nter Report Specifics	Save As				
Please enter a Transaction Date Range, then select the Report Format and click the 'Generate Report	' button. Follow the $\leftarrow \rightarrow - \uparrow$ \square > This PC > Deskto	op >	ٽ ~	Search Desktop	Q
Applicant Organization	Organize 👻 New folder			1	
Transaction Date Range: 01/01/2024 🖶 to 01/01/2024 🛱 mmiddlyyyy download/cpen.behavior.	This PC 3 3D Objects Deskop may.differ.by	^ Name	Status	Date modified	Type Ado Ado Ado Ado
Back Generate R					Ado Ado Ado Ado
USDA APHIS Veterinary Services Exect	Information Hele Richmond, VA Info Share (I:)	~ <		_	Ado Ado
	File name: Report (14) Save as type: Adobe Acrobat Docu	ument			5
	A Hide Folders			Save	Cancel

Example of PDF format:

		Debit Trar	isaction			
		Report Date - Jan	uary 10, 2024			
Organizatio	n: LLC (C	Drg IC				
	, MC	0 63146				
Activity Dat		2023 to November 22, 202	3			
Report Sum	mary:					
	lance as of Nov 22, 2					
Current Acc	count Balance: \$296.0	<mark>00</mark>	\$60 = Prepurchase			
Report Deta	ail:		account charge	User Fe	e Accoun	t.
Date	Certificate Number	Accredited Veterinarian	Transaction Description	Debit	Credit	Balance
10/11/2023	3061	/ AV	Certificate Fee	\$0.00		\$0.00
10/11/2023	3066	/ AV	Certificate Fee	\$0.00		\$0.00
10/11/2023	3060	/ AV	Certificate Fee	\$0.00		\$0.00
11/14/2023			Pay.gov Deposit		\$100.00	\$100.00
11/15/2023	3067	/ AV	Certificate Fee	\$60.00		\$40.00
			Pay.gov Deposit		\$500.00	\$540.00
11/15/2023						
11/15/2023 11/15/2023	3062	/ AV	Certificate Fee	\$60.00		\$480.00
	3062 3065	/ AV / AV		\$60.00 \$60.00		\$480.00 \$420.00
11/15/2023			Certificate Fee			1.000

Example of Excel format:

	Α	В	С	D	E	F	G	Н
1	Date	Certificate Number	Accredited Veterinarian	Transaction Description	Debit	Credit	Balance	
2	1/9/2018	VS-OK-18-CA-019-00009756	Av B. User, DVM	Certificate Fee	\$38.00		\$1,045.00	
3	1/9/2018	VS-OK-18-CA-019-00009759	Av B. User, DVM	Certificate Fee	\$38.00		\$1,007.00	
4	1/23/2018	VS-CA-17-MX-004-00008351	Av B. User, DVM	Certificate Fee	\$100.00		\$907.00	
5	2/16/2018	VS-OK-18-CA-019-00009851	Av B. User, DVM	Certificate Fee	\$81.00		\$826.00	
6	3/21/2018	VS-AL-18-AU-017-00009955	Av A. User, DVM	Certificate Fee	\$38.00		\$788.00	
7	3/26/2018	VS-AL-18-CA-006-00009072	Av A. User, DVM	Certificate Fee	\$1.00		\$787.00	
0	2/26/2018	VS-EL-18-CA-015-00000201	Av A Lloor DVM	Cortificato Eco	¢1.00		¢786.00	

To view endorsement fees for a completed certificate, you will need to view the certificate details.

I. From the left navigation menu, click View Certificates.

	ited States Department of Agriculture Veterinary Export Health Imal and Plant Health Inspection Service Certification System (VEHCS)
	Welcome Need Help 💡
VEHCS Home Create Certificate	Welcome to the Veterinary Export Health Certification System (VEHCS). VEHCS allows you to quickly create and submit certificates for Veterinary Export Health Certificates for the export of live animals from the United States.
New Certificate From Saved Template Manage/Create	New to VEHCS? Online help is always a click away - just click Need Help? located toward the top right corner of any page. Refresh Notices
Template Data Financial Management View Reports View Certificates	Notices VEHCS Top Tips - September 21, 2023 VEHCS Certificate Status Check - November 09, 2023
	Remember to Clear your Cache often! - September 27, 2023

II. Enter the search criteria for your certificate and click "search". Then in the search results, click "View" on the certificate for which you wish to view the details.

Status:	Completed	~					
and							
Date Range:	11/26/2023 📛 to mm/dd/yyyy	12/26/2023 H mm/dd/yyyy	Create Date Submitted Date Submitted To AV Endorsed Date				
and							
Destination Country:	All		~				
and optionally							
Consignor:			Can use w	ildcards: *			
and optionally							
Exporter:	r.		Can use w	ildcards: *			
or Tracking Number: * or Certificate Number: *)			
Clear Search	-	-	List of (Certificates			7
Tracking / Certificate Number 1	F Status ↑↓	Est. Date of Shipment ↑↓	Endorsed Date ↑↓	Species ↑↓	Destination Country ↑↓	+	
3242094949	Completed	11/01/2023	11/28/2023	Canine Semen	United Kingdom- England, Scotland, Wales	View	Manage
3243291264	Completed	12/25/2023	12/11/2023	Horses	Mexico	View	Manage

III. On the certificate details page, scroll down to the "Fee Information" section. The certificate fee charged to you will display in chart format. If you paid with a VEHCS Prepurchase account, this amount will appear on the report; however, if you paid with a User Fee Account, this amount will be available to you through your User Fee System statements.

	Charge Fee Tal	ble	
Fee Code/Description	Quantity	Fee	Total
2- Non-slaughter horses to nada – 1st horse	1.0	\$60.00	\$60.00
onsible Payor	Grand Total:	\$60.00	