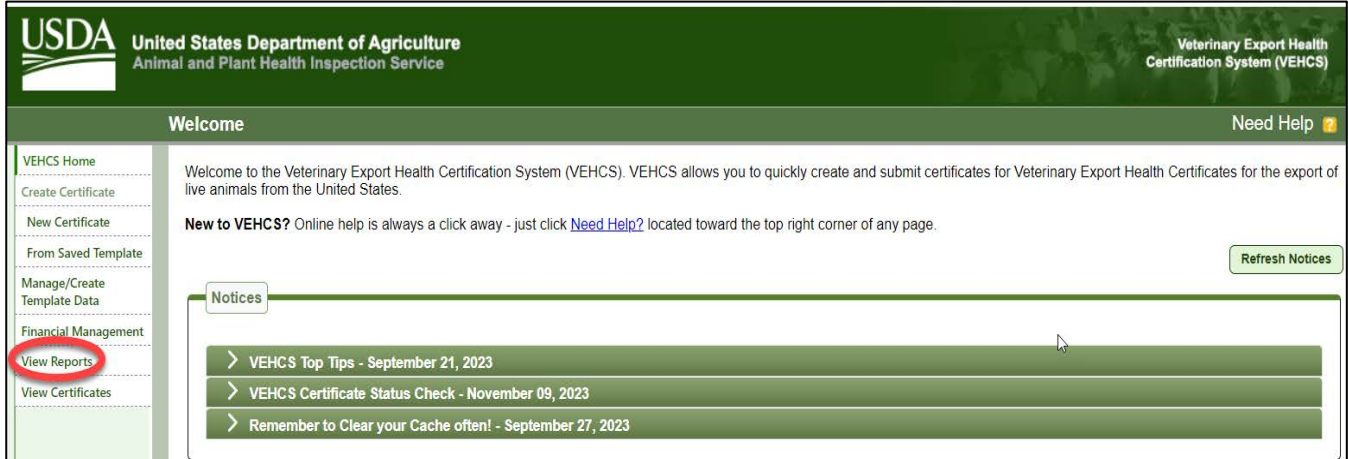
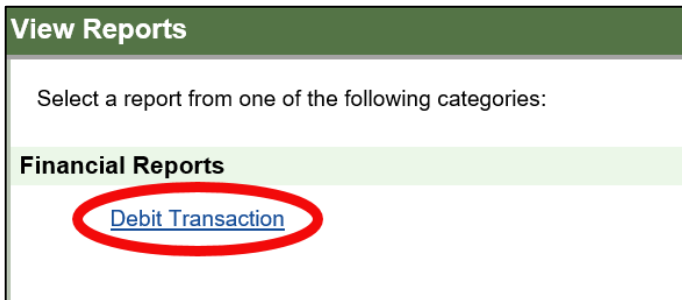


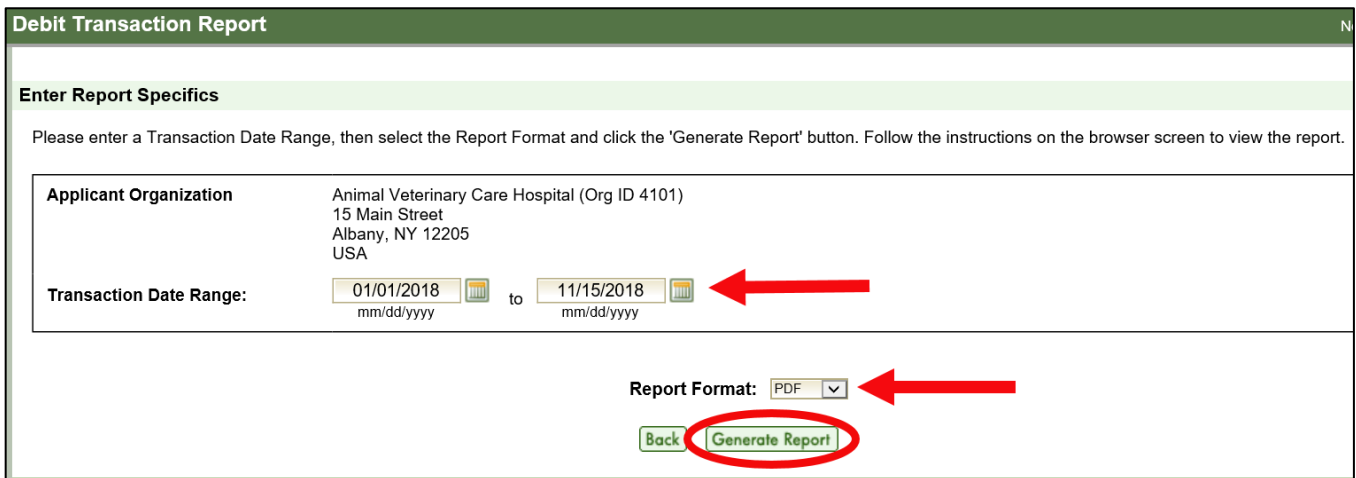
I. To obtain a debit transaction report, From the left navigation menu, click View Reports.
Note: the debit transaction report only displays transactions for your VEHCS Pre-purchase Account. Transactions using the User Fee Account method are not visible in the report; however, the certificate details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



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

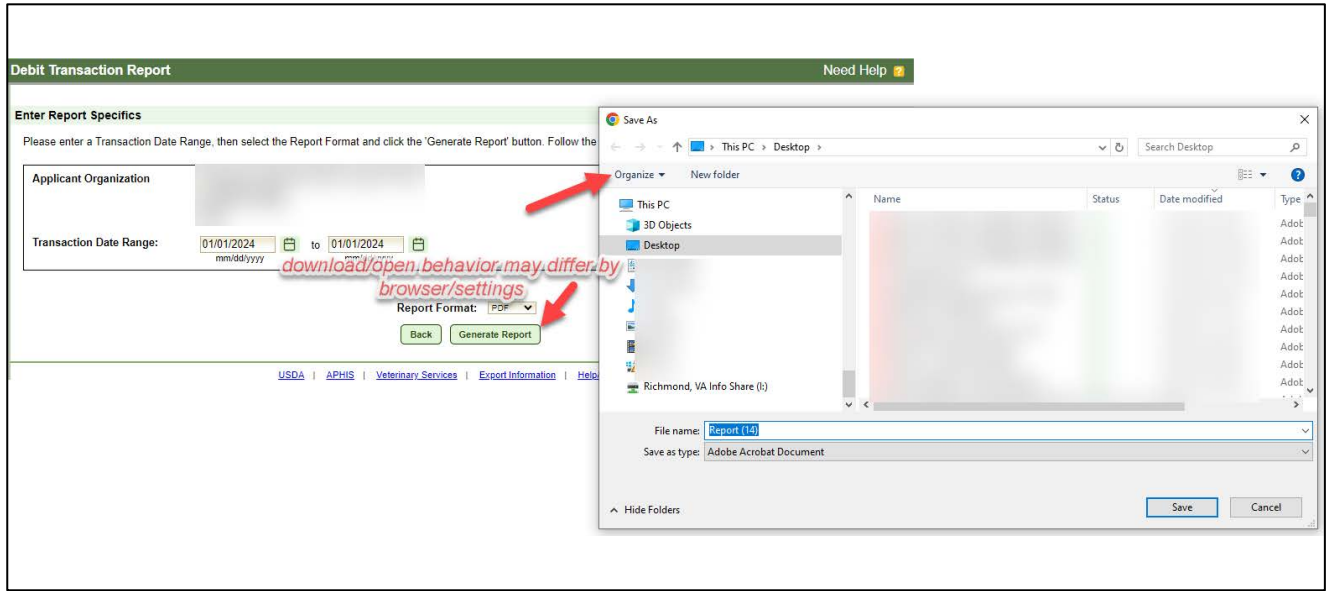


III. Enter the desired Transaction Date Range. In the Report Format drop-down box, select PDF or Excel format. Then click the **Generate Report** button.



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.



Example of PDF format:

Debit Transaction
Report Date - January 10, 2024

Organization: [Redacted] LLC (Org ID [Redacted])
[Redacted], MO 63146

Activity Date Range: October 1, 2023 to November 22, 2023

Report Summary:
Account Balance as of Nov 22, 2023: \$352.00
Current Account Balance: \$296.00

Report Detail:

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
11/15/2023			Pay.gov Deposit		\$500.00	\$540.00
11/15/2023	3062	/ AV	Certificate Fee	\$60.00		\$480.00
11/16/2023	3069	/ AV	Certificate Fee	\$60.00		\$420.00
11/16/2023	3062	/ AV	Certificate Fee	\$60.00		\$360.00
11/16/2023	3061	/ AV	Certificate Fee	\$0.00		\$360.00

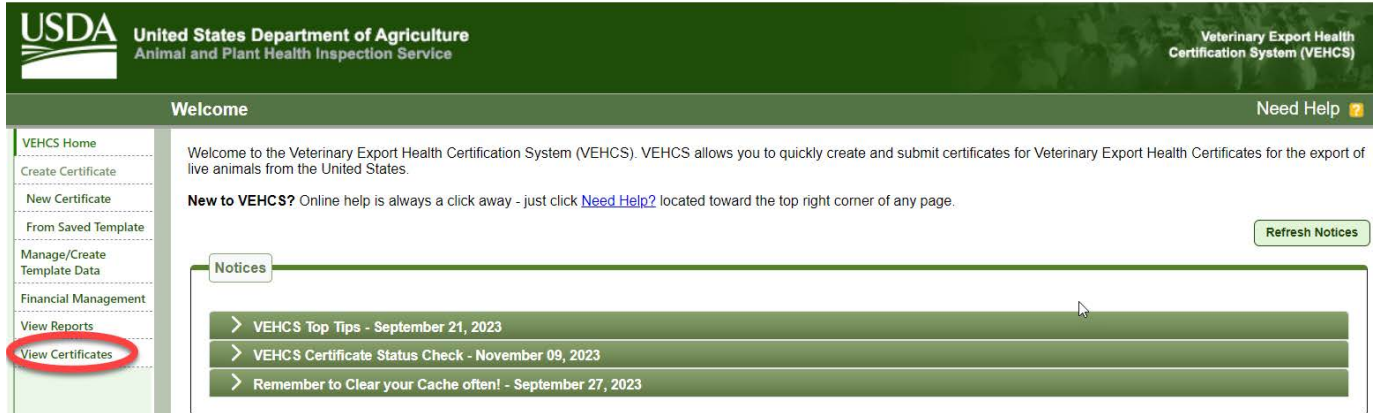
\$60 = Prepurchase account charge
\$0 = User Fee Account charge

Example of Excel format:

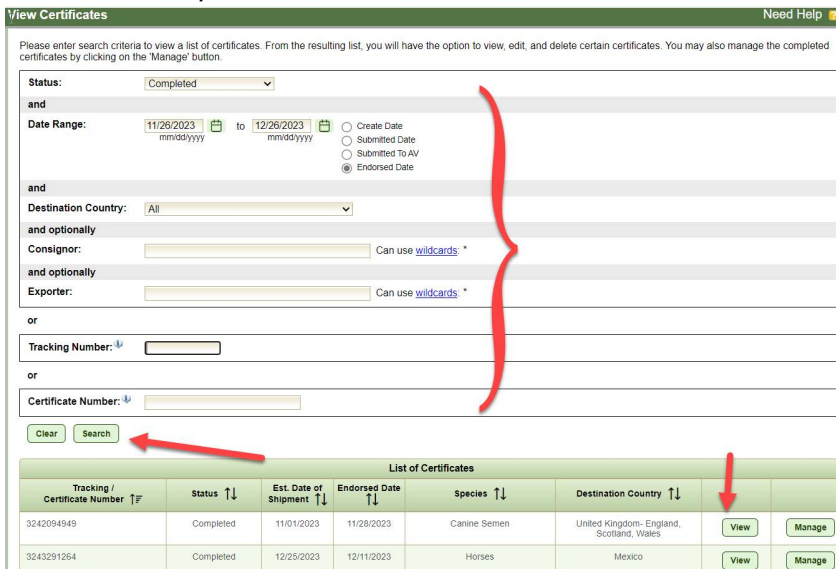
	A	B	C	D	E	F	G	H
1	Date	Certificate Number	Accredited Veterinarian	Transaction Description	Debit	Credit	Balance	
2	1/9/2018	VS-OK-18-CA-019-00009756	Av B. User, DVM	Certificate Fee	\$38.00		\$1,045.00	
3	1/9/2018	VS-OK-18-CA-019-00009759	Av B. User, DVM	Certificate Fee	\$38.00		\$1,007.00	
4	1/23/2018	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	
8	3/26/2018	VS-FL-18-CA-015-00000701	Av A. User, DVM	Certificate Fee	\$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.



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.



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.

Fee Information

Payment Method: User Fee System (VEHCS [redacted] testing (Org ID: [redacted]))

Charge Fee Table			
Fee Code/Description	Quantity	Fee	Total
102- Non-slaughter horses to Canada – 1st horse	1.0	\$60.00	\$60.00
Grand Total:		\$60.00	

Responsible Payor

VEHCS [redacted] testing (Org ID: [redacted])