

Job Aid - ELicensing Financial Reconciliation

SETTLING YOUR HUNTING ACCOUNT

What is “settlement”?

At times agreed to in your vendor contract the Province requires that you remit to your managing vendor office, settlement amounts for the total amount of Limited Entry Hunting (LEH) application and hunting licence sales, minus your commission and GST on your commission

To determine settlement amounts initiate a hunting settlement report, accessible through the main menu of your online vendor account. All LEH applications and hunting licences sold through the online system by your vendor account, commission and GST on commission as well as any potential adjustments due to voided sales are included in the settlement report.

It is recommended that settlements are generated after each day of sales in order to balance your settlement activity to your point of sale system, but otherwise you must generate a settlement not less than monthly and payment of settlement balances must be made in accordance with the schedule included in your vendor contract.

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Fish and Wildlife



NOTE TO ALL VENDORS: The Freshwater Fishing and Hunting E-Licensing sites will be unavailable on Tuesday, April 7 from 10:00 PM to 11:00 PM in order to perform system enhancement and maintenance work. We apologize for any inconvenience.

HUNTING Vendors please note that the B.C. resident credential does expire. You will see under the resident credential the date it will expire or if it has expired. If their residency has expired you will not be able to sell any hunting products. Please advise the hunter to contact Service BC or FrontCounter BC to renew their residency. Or they can do it online through their FWID profile, where they will have to submit proof and it can take up to 3 business days to be accepted and approved.

Vendors: Please direct hunters to contact the FrontCounter BC Contact Centre at 1-877-855-3222, if they need assistance with the FWID or credentials.

Fresh Water Fishing Menu

- Search for Angler
- Register New Angler
- Settle Angling Account
- View Past Angling Settlements
- Angling Activity Report

Hunting Menu

- Search for Hunter
- **Settle Hunting Account**
- View Past Hunting Settlements
- Hunting Activity Report

Step 1 - Getting started

- Go to the **Main Menu** on the **Fish and Wildlife** home page
- Click **Settle Hunting Account**

Settle Account

To settle your Vendor Account, enter a Settlement Date and the press the 'Next' button. The system will generate a list of Hunting Products you have sold since your last Settlement Date and up to the Settlement Date entered.

* An asterisk indicates a required field.

Please enter a Settlement Date:

* Settlement Date:

Step 2 – Enter a Settlement Date

- Enter the **Settlement Date** or click icon to choose date
- Click **Next**

NOTE: *It is recommended that you generate a settlement each day to balance your settlement activity to your point-of-sale system. However, you are required to generate a settlement not less than monthly and remit payment of your settlement(s) in accordance with the schedule included in your vendor contract.*

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Settle Account

Below is a list of Hunting product sales that are ready to be settled, as well as a list of Hunting Product sales that have been voided in the same settlement period.

Choose your next step:

- Settle your account as of the Settlement Date and generate your Settlement Report, or
- Start again by selecting a new Settlement Date, or
- Return to the Main Menu without settling.

Next

Hunting Products Sold

Transaction Date	Application ID / Licence #	Description	Sold To	Vendor Ref. #	Amount Charged	Commission	G
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Step 3 – Settle Account

- Select **Settle your account as of the Settlement Date and generate your Settlement Report**
- Click **Next**

On the Settle Account screen, you can also choose to:

- a. View the list of Hunting products ready for settlement
- b. Start again using a different Settlement Date, or
- c. Return to the Main Menu without settling

Settle Account

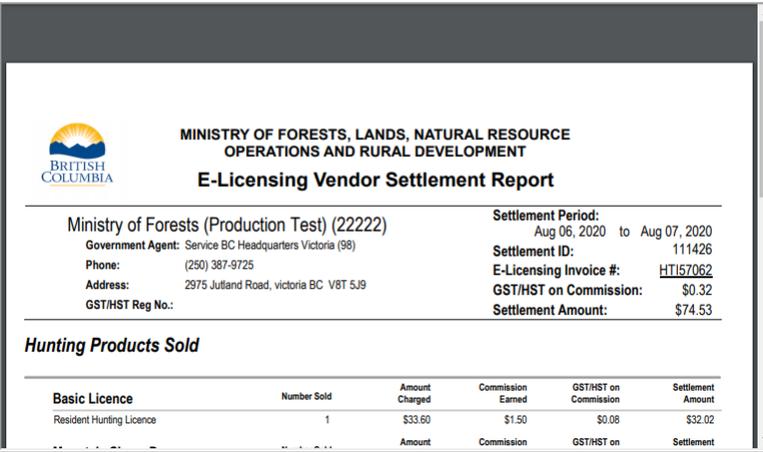
The Settlement is complete.

Settlement Period: Aug 6, 2020 to Aug 7, 2020	Gross Amount Charged: \$80.85
Settlement ID: 111426	Less: \$0.32
Created Date: Aug 7, 2020	Commission Earned: \$6.00
E-Licensing Invoice #: HTI57062	GST/HST on Commission: \$0.32
	Settlement Amount: \$74.53
	Less: Post-Settlement Adjustments: \$0.00
	Settlement Amount after Adjustments: \$74.53

VIEW PRODUCTS SOLD

Vendor Settlement Report

Your Settlement Report is generating below. Please print and return this report with your payment.



MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

E-Licensing Vendor Settlement Report

Ministry of Forests (Production Test) (22222) Government Agent: Service BC Headquarters Victoria (98) Phone: (250) 387-9725 Address: 2975 Jutland Road, victoria BC V8T 5J9 GST/HST Reg No.:	Settlement Period: Aug 06, 2020 to Aug 07, 2020 Settlement ID: 111426 E-Licensing Invoice #: HTI57062 GST/HST on Commission: \$0.32 Settlement Amount: \$74.53
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Hunting Products Sold

Basic Licence	Number Sold	Amount Charged	Commission Earned	GST/HST on Commission	Settlement Amount
Resident Hunting Licence	1	\$33.60	\$1.50	\$0.08	\$32.02
		Amount	Commission	GST/HST on	Settlement

Step 4 – Complete and print the settlement

If you have chosen to settle the account, a preview of the Vendor Settlement Report will appear in a window inside the Vendor Settlement Screen. If there has been no activity since the last settlement period, no settlement report will be generated.

Click **View Products Sold** to see the applications issued during the settlement report period.

Note: You are responsible for remitting the GST on the commission to CRA.

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Settle Account								
Settlement Period: Aug 6, 2020 to Aug 7, 2020		Gross Amount Charged:		\$80.85				
Settlement ID: 111426		Less:						
Created Date: Aug 7, 2020		Commission Earned:		\$6.00				
E-Licensing Invoice #: HTI57062		GST/HST on Commission:		\$0.32				
		Settlement Amount:		\$74.53				
		Less: Post-Settlement Adjustments:		\$0.00				
		Settlement Amount after Adjustments:		\$74.53				
RETURN TO SETTLEMENT								
Hunting Products Sold								
Transaction Date	Application ID / Licence #	Description	Sold To	Vendor Ref. #	Amount Charged	Commission	GST/HST on Commission	
Aug 7, 2020	485356820	Mountain Sheep Draw	Example, H.	44444	\$15.75	\$1.50	\$0.08	
Aug 7, 2020	485356856	Mountain Sheep Draw	Example, H.	44444	\$15.75	\$1.50	\$0.08	
Aug 7, 2020	4853568352	Resident Hunting Licence	Example, H.	44444	\$33.60	\$1.50	\$0.08	
Aug 7, 2020	4851827669	Deer - White tailed	Example, H.	44444	\$15.75	\$1.50	\$0.08	
Totals (CAD):					\$80.85	\$6.00	\$0.32	
Voided Hunting Products								
Transaction Date	Application ID / Licence #	Description	Sold To	Vendor Ref. #	Amount Charged	Commission	GST/HST on Commission	
(There are no cancelled LEH Applications in this settlement period.)								
Post-Settlement Adjustments								
Transaction Date	Refund Date	Application ID / Licence #	Description	Sold To	Vendor Ref. #	Amount Charged	Commission	GST/HST on Commission
(There are no LEH Applications which have been refunded to you after the settlement was completed.)								
Totals (CAD):					\$0.00	\$0.00	\$0.00	

Step 5 – Review Hunting Products

You can review all all hunting products sold during the settlement period, including:

- **Issued Applications** – LEH applications purchased during settlement period
- **Hunting and Species Licences** – sold during the settlement period
- **Voided Hunting Products** – Products that were issuing errors and you have not collected money for that were voided within 30 minutes of the sale and before the settlement was generated will be listed here.
- **Post-Settlement Adjustments** - hunting products refunded or adjusted after the settlement was completed – see next page for an example

Click **Return to Settlement** to return to the previous screen – **Vendor Settlement Report**.

The Settlement is complete.							
Settlement Period: Aug 7, 2020 to Aug 7, 2020		Gross Amount Charged:		\$31.50			
Settlement ID: 111430		Less:					
Created Date: Aug 7, 2020		Commission Earned:		\$3.00			
E-Licensing Invoice #: HTI57063		GST/HST on Commission:		\$0.16			
		Settlement Amount:		\$28.34			
		Less: Post-Settlement Adjustments:		\$0.00			
		Settlement Amount after Adjustments:		\$28.34			
VIEW PRODUCTS SOLD							

Step 6 – Post-settlement adjustment

Note: In some cases, a completed settlement may display post-settlement adjustments. These adjustments occur if the Wildlife and Habitat Branch void a transaction on your behalf after your settlement was generated. To request a void of a purchase transaction completed more than 30 minutes ago you must submit a "Vendor Licence and LEH Void Form" for any Hunting products that were issuing errors and you did not collect any money for.

Section 2 – View past hunting settlements

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Step 1 - Getting started

- Go to the **Main Menu** on the **Fish and Wildlife** home page
- Click **View Past Hunting Settlements**

Fish and Wildlife



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- Angling Activity Report

Hunting Menu

- Search for Hunter
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- Hunting Activity Report

Step 2 – Generate a view of past settlements

On the **View Past Settlements** screen, enter any of the following in the **Settlement ID** field:

- A percentage sign (%) to see a list of all past Settlement Reports, or
- A “From” and “To” date in the Settlement Date fields to see a list of Settlement Reports with a settlement date falling within that period, or
- A “From” and “To” date in the Created Date fields to see a list of Settlement Reports that you created during that period
- Click **Search**

View Past Settlements

To view past settlements, enter some search criteria and click the “Search” button below.

Settlement ID:

Settlement Date: From: To:

Created Date: From: To:

View Past Settlements

Settlement ID	Settlement Date	Created Date	Settlement Amount	Payments	Fee Adjustments	Outstanding Invoice Balance
111425	Aug 6, 2020	Aug 7, 2020	\$4.72			\$4.72
111430	Aug 7, 2020	Aug 7, 2020	\$28.34			\$28.34
111426	Aug 7, 2020	Aug 7, 2020	\$74.53			\$74.53
Totals (CAD):			\$107.59			\$107.59

[Search Again](#)

Step 3 – View past settlements

The **Past Settlements** screen displays a list of Settlement Reports and their Settlement Dates. Payments, post settlement adjustments and the current outstanding balance is displayed

- Click on the **Settlement ID** number to view a specific Settlement Report
- You can also click **Search** in the lower right corner of the screen to search again, perhaps using a different date range

Note: *Prior to remitting a settlement payment to Service BC, you should always check the current outstanding balance of your settlement(s) to ensure you are remitting the current balance outstanding.*

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Section 3 – Hunting Activity Report

Fish and Wildlife



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- **Hunting Activity Report**

Step 1 – Get Started

- From the Fish and Wildlife Main Menu click **Hunting Activity Report**

***Note:** Vendors should generate the Hunting Activity Report when preparing their GST remittance forms for the GST on commission they have earned. This report includes a cumulative list of settlement activity **AND** post-settlement adjustments completed during the date range selected. As commission and GST on commission is reversed on post-settlement adjustments, this report is key in assisting vendors with determining the correct GST amount to remit to CRA for a reporting period.*

Activity Report

* Created Date From: Jul 15, 2020 To: Aug 7, 2020

Detail Level: Detail Summary

Group by Vendor Reference Number:

Vendor Reference Number:

* An asterisk indicates a required field.

Next

Step 2 – Generate a the Hunting Activity Report

- Enter a “From” and “To” date for the activity report. The default **Detail Level** is **Summary**
- Click **Next**

***Note:** You can group your Activity Report by Vendor Reference Number if you wish to distinguish between store locations or employees.*

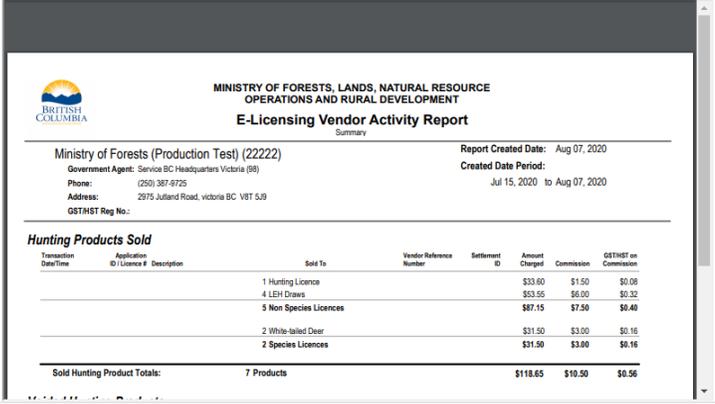
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Step 3 – Review the report

The **Vendor Activity Report** (Hunting) will display

Activity Report

Please be patient as the report is generating below.



MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT
E-Licensing Vendor Activity Report
Summary

Ministry of Forests (Production Test) (22222) Report Created Date: Aug 07, 2020
Government Agent: Service BC Headquarters Victoria (R) Created Date Period: Jul 15, 2020 to Aug 07, 2020
Phone: (250) 387-8725
Address: 2975 Jutland Road, Victoria BC V8T 5J9
GST/HST Reg No.:

Hunting Products Sold

Transaction Date/Time	Application ID / License # / Description	Sold To	Vendor Reference Number	Settlement ID	Amount Charged	Commission	GST/HST on Commission
	1 Hunting Licence				\$33.60	\$1.50	\$0.08
	4 LEH Drivers				\$33.55	\$0.00	\$0.32
	5 Non Species Licences				\$87.15	\$7.50	\$0.40
	2 White-tailed Deer				\$31.50	\$3.00	\$0.16
	2 Species Licences				\$31.50	\$3.00	\$0.16
Sold Hunting Product Totals:			7 Products		\$118.65	\$10.50	\$0.56

Back

Questions?

If the instructions contained in this tutorial do not answer your questions, review the Fish and Wildlife WILD Limited Entry Hunting Vendor User Manual or contact your Service BC manager.

Need help or have questions?

Visit www.gov.bc.ca/hunting

OR

Contact your [Service BC](#) managing office