

## SETTLING YOUR HUNTING ACCOUNT

### **What is “settlement”?**

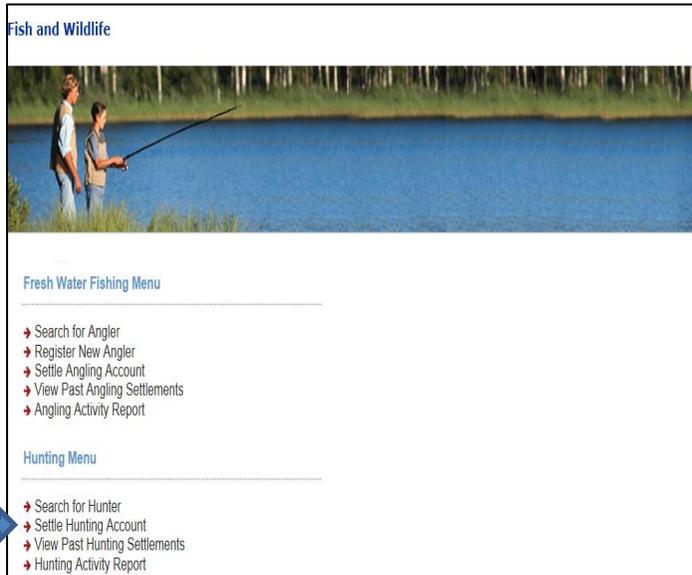
Your contract with the Province requires that you remit the total amount of Limited Entry Hunting (LEH) application sales, minus your commission.

At times agreed to in the contract, you will initiate an “account settlement” by printing a Settlement Report of all LEH applications sold through the online system and submitting the report to Service BC with payment (total sales minus commission).

### **Paper Hunting and Species Licence Sales**

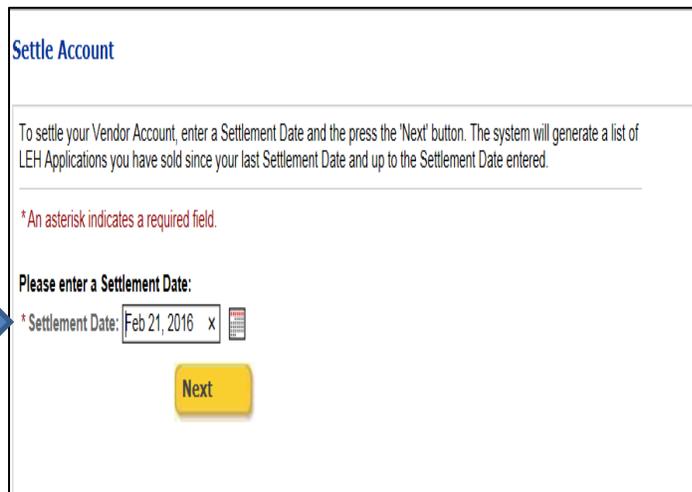
If you have also sold paper hunting and species licences, you must also submit a record of these sales to Service BC and include the amount with the total payment. Service BC will accept the payment and enter it into the Province’s accounting record.

## Section 1 – Settle hunting account



### Step 1 – Get started

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



The screenshot shows the 'Settle Account' form. It includes a title 'Settle Account', a paragraph explaining the process, a red asterisk note, a label 'Please enter a Settlement Date:', a text input field with 'Feb 21, 2016' and a calendar icon, and a yellow 'Next' button. A blue arrow points to the 'Settlement Date' input field.

### Step 2 – Enter a Settlement Date

- Enter the **Settlement Date** or click calendar 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.

### Step 3 – Settle account

**Settle Account**

Below is a list of issued LEH Applications that are ready to be settled. Also is a list of LEH Applications that have been cancelled in the 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**

**Issued LEH Application(s)**

| Issue Date                 | Application # | Application | Sold To |
|----------------------------|---------------|-------------|---------|
| [Applications listed here] |               |             |         |

- 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 LEH applications ready for settlement
- b. Start again using a different Settlement Date, or
- c. Return to the Main Menu without settling

Settlement Period: **mmm dd, yyyy** to **Apr 6, 2016**      Gross Amount Charged: \$31.50

Settlement ID: 66420      Less:

Created Date: Apr 6, 2016      Commission Earned: \$5.00

E-Licensing Invoice #: HT136792      GST/HST on Commission: \$0.25

**Settlement Amount: \$26.25**

Less: Post-Settlement Adjustments: \$0.00

**Settlement Amount after Adjustments: \$26.25**

**VIEW APPLICATIONS**

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

Ministry of Forests, Lands and Natural Resource Operations      Settlement ID: 66420  
E-Licensing Vendor Settlement Report      E-Licensing Invoice #: HT136792

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 **MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS**

**E-Licensing Vendor Settlement Report**

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|   |  |
|---|--|
| Ministry of Environment Production Support (11111)<br>Government Agent: Service BC Headquarters Victoria (98)<br>Phone: (250) 387-9589<br>Address: 2975 Jutland Road, Victoria BC V8W 9M2<br>GST/HST Reg No.: | Settlement Period: to Apr 06, 2016<br>Settlement ID: 66420<br>E-Licensing Invoice #: HT136792<br>GST/HST on Commission: \$0.25<br>Settlement Amount: \$26.25 |
|---|--|

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**Issued Applications**

| Standard LEH Draw | # of Applications Issued | Amount Charged | Commission Earned | GST/HST on Commission | Settlement Amount |
|-------------------|--------------------------|----------------|-------------------|-----------------------|-------------------|
| Standard LEH Draw | 5                        | \$31.50        | \$5.00            | \$0.25                | \$26.25           |

### 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 Applications** to see the applications issued during the settlement report period.

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

## Step 5 – Review LEH applications

You can review all LEH applications during the settlement period, including:

- **Issued Applications** – LEH applications purchased during settlement period.
- **Voiced Applications.**
- **Post-Settlement Adjustments** – LEH applications 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**.

|   |   |
|---|---|
| Settlement Period: <b>mm dd, yyyy</b> to <b>Apr 6, 2016</b> | Gross Amount Charged: \$31.50                       |
| Settlement ID: 66420  | Less:   |
| Created Date: Apr 6, 2016                                   | Commission Earned: \$5.00                           |
| E-Licensing Invoice #: HT136792                             | GST/HST on Commission: \$0.25                       |
|   | <b>Settlement Amount: \$26.25</b>                   |
|   | Less: Post-Settlement Adjustments: \$0.00           |
|   | <b>Settlement Amount after Adjustments: \$26.25</b> |

[RETURN TO SETTLEMENT](#)

| Issued Applications |               |                   |             |                |            |                       |
|---------------------|---------------|-------------------|-------------|----------------|------------|-----------------------|
| Issue Date          | Application # | Application       | Sold To     | Amount Charged | Commission | GST/HST on Commission |
| Apr 6, 2016         | 246729069     | Standard LEH Draw | JOHN SMITH2 | \$6.30         | \$1.00     | \$0.05                |
| Apr 6, 2016         | 246729130     | Standard LEH Draw | JOHN SMITH1 | \$6.30         | \$1.00     | \$0.05                |
| Apr 6, 2016         | 246729302     | Standard LEH Draw | MARY SMITH3 | \$6.30         | \$1.00     | \$0.05                |
| Apr 6, 2016         | 246729362     | Standard LEH Draw | MARY SMITH4 | \$6.30         | \$1.00     | \$0.05                |
| Apr 6, 2016         | 246729366     | Standard LEH Draw | MARY SMITH4 | \$6.30         | \$1.00     | \$0.05                |
| Totals (CAD):       |               |                   |             | \$31.50        | \$5.00     | \$0.25                |

| Voiced Applications |               |                   |             |                |            |                       |
|---------------------|---------------|-------------------|-------------|----------------|------------|-----------------------|
| Issue Date          | Application # | Application       | Sold To     | Amount Charged | Commission | GST/HST on Commission |
| Apr 6, 2016         | 246729792     | Standard LEH Draw | JOHN SMITH2 | \$6.30         | \$1.00     | \$0.05                |
| Totals (CAD):       |               |                   |             | \$6.30         | \$1.00     | \$0.05                |

| Post-Settlement Adjustments   |             |                |                    |         |                |            |                       |
|---|-------------|----------------|--------------------|---------|----------------|------------|-----------------------|
| Issue Date  | Refund Date | Application ID | Authorization Type | Sold To | 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):   |             |                |                    |         |                |            |                       |

## Step 6 – Post-settlement adjustment

**NOTE:** In some cases, a completed settlement may display post-settlement adjustments. These adjustments occur if the Fish and Wildlife Branch voided a transaction on your behalf after your settlement was generated.

You must submit a “Vendor Repudiation for electronic Angling or Hunting transaction” form to request a void.

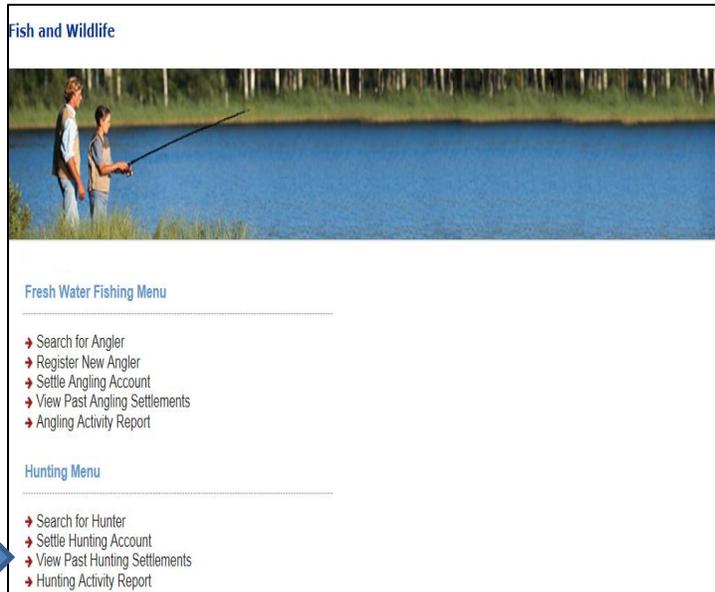
The Settlement is complete.

|   |  |
|---|--|
| Settlement Period: <b>Feb 19, 2014</b> to <b>Feb 21, 2014</b> | Gross Amount Charged: \$288.75                       |
| Settlement ID: 50793  | Less:  |
| Created Date: Feb 21, 2014                                    | Commission Earned: \$12.00                           |
| E-Licensing Invoice #: RA430107                               | GST/HST on Commission: \$0.64                        |
|   | <b>Settlement Amount: \$276.11</b>                   |
|   | Less: Post-Settlement Adjustments: \$61.42           |
|   | <b>Settlement Amount after Adjustments: \$214.69</b> |

[VIEW LICENCES](#)

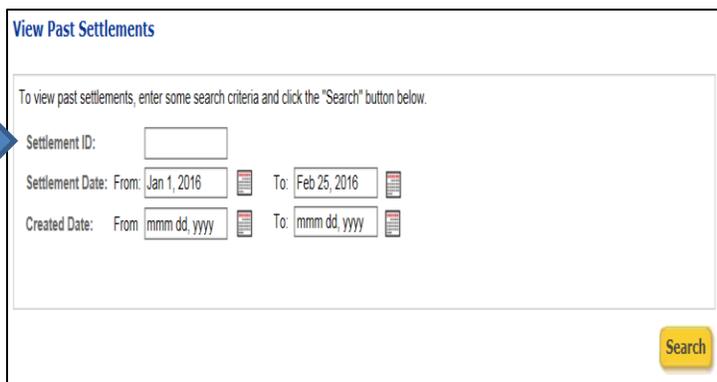
**Vendor Settlement Report**  
Your Settlement Report is generating below. Please print and return this report with your payment.

## Section 2 – View past hunting settlements



### Step 1 – Get started

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



### 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 that were settled by Service BC during 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

| Settlement ID         | Settlement Date | Created Date  | Settlement Amount | Payments | Fee Adjustments | Outstanding Invoice Balance |
|-----------------------|-----------------|---------------|-------------------|----------|-----------------|-----------------------------|
| <a href="#">50796</a> | Feb 11, 2016    | Feb 11, 2016  | \$15.75           |          |                 | \$15.75                     |
| <a href="#">50798</a> | Feb 14, 2016    | Feb 14, 2016  | \$19.95           |          |                 | \$19.95                     |
| <a href="#">50799</a> | Feb 17, 2016    | Feb 17, 2016  | \$39.90           |          |                 | \$39.90                     |
| <a href="#">50801</a> | Feb 21, 2016    | Feb 21, 2016  | \$17.85           |          |                 | \$17.85                     |
| <a href="#">50802</a> | Feb 25, 2016    | Feb 25, 2016  | \$10.50           |          |                 | \$10.50                     |
|                       |                 | Totals (CAD): | \$103.95          |          |                 | \$103.95                    |

[Search Again](#)

## Step 3 – View past settlements

The **Past Settlements** screen displays a list of Settlement Reports with Settlement Dates.

- 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.*

## Section 3 – Hunting Activity Report

Fish and Wildlife



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 – 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:  To:

Detail Level:  Detail  Summary

Group by Vendor Reference Number:

\* An asterisk indicates a required field.

Next

### Step 2 – Generate 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.*

## Step 3 – Review the report

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

**Vendor Activity Report**

**Report**

Please be patient as the report is generating below.

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**MINISTRY OF FORESTS, LANDS AND  
NATURAL RESOURCE OPERATIONS**

**E-Licensing Vendor Activity Report**  
Summary

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Ministry of Environment Production Support (11111) Report Created Date: Apr 07, 2016  
 Government Agent: Service BC Headquarters Victoria (98) Created Date Period: Apr 01, 2016 to Apr 30, 2016  
 Phone: (250) 387-5599  
 Address: 2975 Meland Road, Victoria BC, V8W 9M2  
 GST/HST Reg No.:

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**Issued Applications**

| Issue Date/Time             | Application ID | Application Type | Sold To | Vendor Reference Number | Settlement ID | Amount Charged | Commission | GST/HST on Commission |
|-----------------------------|----------------|------------------|---------|-------------------------|---------------|----------------|------------|-----------------------|
| Issued Applications Totals: |                |                  |         | 9 Applications          |               | \$58.70        | \$0.00     | \$0.45                |

## 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.