



PCIT Payment Processing and Financial Management

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Revision History

Version Number	Revision Summary	Date
1	<p>Initial version for 2008. Updates made for Release 3.2 include the following:</p> <ul style="list-style-type: none">• Replaced screen captures as necessary due to "Certificate Print Wizard" reference being changed to "Print Wizard" on the left hand menu.• Updated the payment for certificates at the "Issue" screen instead of the "Print" screen.• Replaced the <i>Change Fee</i> pages as needed.	April 2008

Configuration Management (CM) Disclaimer – *The USDA/APHIS/PPQ has given to EDS the responsibility and authority to maintain under CM control all artifacts created by EDS for the Phytosanitary Certificate Issuance and Tracking (PCIT) system including this document. Any requests for changes to this document should be forwarded to EDS. USDA/APHIS/PPQ can at any time rescind these obligations and thus absolve EDS of all responsibility for this document.*

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1.0 PCIT Payment Processing and Financial Management

The PCIT application manages certificate payments, allowing users to add money to their accounts via the Pay.gov interface, and managing the balance of that account within PCIT. PCIT interacts with the Department of Treasury Pay.gov system to collect and process the fee for issuing certificates.

Each PCIT applicant organization has an account within PCIT. To pay for their certificates, applicants submitting applications to federal duty stations must supply the processing ACO with a manual check or add money to their pre-purchase PCIT account via the Pay.gov interface. A further way of processing is when an ECS sets up an interagency agreement for a PCIT organization, allowing certificate payment to be handled outside of PCIT.

1.1 Payment Methods

Organizations can pay for their certificates through one of the following methods:

- Pre-Purchase Account, an account within PCIT used to deduct federal fees. Applicants can add to their pre-purchase account through Pay.gov by clicking the **Add to Balance** button under Financial Management or by making a manual payment at a duty station. The duty station will enter the payment information into PCIT and will submit the check using the lockbox procedures with a PCIT generated APHIS Form 94.

NOTE: The APHIS Form 94 report is used to track all manual payments processed by a duty station within a given period of time. These payments may be directly related to the processing of a certificate specified as "Manual Payment" by the applicant, or they may be created when an internal user adds money to an account. In the first case the processing duty station is set to the duty station processing the certificate. In the second case the user may select the processing duty station from their list of duty stations.

- Manual Payment - pay-as-you-go with check or money order; submitted to the lockbox with APHIS Form 94. Manual payments must be entered into the applicant's pre-purchase account before processing will be complete. Overpayment will result in the remaining funds staying in the applicant's pre-purchase account within PCIT.
- Interagency Agreements – authorizations set up within the PCIT system allowing an organization's certificates to be processed without using the pre-payment or manual process. The estimated number of certificates required for the upcoming year recorded on FORM AD-672.

An applicant can select and/or update their payment method on the *Summary/Submit* page by selecting **Pre-Purchase Account** or **Manual Payment** before submitting their application. **Pre-Purchase Account** is the default payment method.

NOTE: If an organization has an interagency agreement, **Interagency Agreement** will automatically be displayed in the Payment Method section. Refer to the *Creating Interagency Agreements* section for specific details.

NOTE: The Payment Method section will only display if the application is being submitted to a Federal Duty station.

The screenshot shows the 'Summary/Submit' page for a Federal Phytosanitary Certificate application. The page includes a navigation sidebar on the left with options like 'PCIT Home', 'Application Step by Step', 'Certificate Type', 'General', 'Export & Shipping', 'Commodities', 'Attachments', and 'Summary/Submit'. The main content area displays application details for Tracking # 112202, including applicant and exporter information, shipment details, and commodity information. The 'Payment Method' section is at the bottom, with 'Pre-Purchase Account' selected.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) [Sign Out](#)

Application for Federal Phytosanitary Certificate

Tracking #: 112202 [Save as Work in Progress](#) [Save as Template](#) [Close](#) [Print](#) [Delete](#)

Summary/Submit

Please review the information that you have provided for the application. Select 'Edit' to make changes to the associated part of the application. If this is a new application (not a Reuse), carefully review your application, certify the origin of the commodities, and then click the 'Submit Application' button.

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name: Alaska Plant World (Org ID 13604)
 Applicant Address: 1234 Main Street, Suite 500, Juneau, AK 99901, Phone: 907-555-1234

Exporter Name: Juneau Exporters
 Exporter Address: 29304 Anywhere Street, Juneau, AK 99901

Consignee Name: Danish Importers
 Consignee Address: Copenhagen [Edit](#)

Destination Country: Denmark
 Requested Issuing Duty Station: AK-Skagway (PPQ)

[Reference Information:](#)
 Import Permit Number:

[Comments:](#)

Shipment Value: Commercial
 Approximate Date For Departure From Port Of Export: 04/14/2008
 Port Of Export: [Edit](#)
 Declared Means Of Conveyance: Air Freight
 Shipping Details: For information, click the commodity 'Details' button(s) below.
 Point Of Entry: Copenhagen

Commodities Available For Inspection At: Juneau Warehouse
 Commodities Available On: 04/14/2008 [Time](#): 1545
 Commodities Total: 1 [Edit](#)

Common Name	Botanical Name	Quantity	Unit
Bushmint	Hyptis sp	10000	Crates

[Details](#)

Attachments: There are no file(s) attached to this application. [Edit](#)

Payment Method: * Pre-Purchase Account Manual Payment

Notice: I acknowledge that the fee is charged when the certificate is in printed status.

Notice: By submission of this application, I certify that the origin (place where grown) of the articles listed is as represented.

[Previous](#) [Submit Application](#)

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If the applicant chose the **Manual Payment** as the payment, the ACO or ACO Admin will receive a message when they begin processing the application.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Mary Davis of Skagway (PPQ)
[Sign Out](#)

Application for Federal Phytosanitary Certificate

PCIT Home

My Workload

My Duty Station Workload

Application Step by Step

General

Inspections

Treatments

Additional Declarations

Issue/Print Certificate

EXCERPT

Tracking #: 112203 [Close](#) [Print Application](#) [Print Certificate Draft](#)

Applicant Name: Alaska Plant World (Org ID 13604) Current Status: **Submitted**

Application Submission Date: 04/14/2008 [Update Status](#)

Application Details

Warning: A check or money order should have been submitted along with the application. Please make sure it has been deposited into the applicant's pre-purchase account to ensure there are sufficient funds prior to processing.

Certificate Type: PPQ Form 577 [Edit](#)

Applicant Name:	Alaska Plant World (Org ID 13604)	Edit
Applicant Address:	1234 Main Street Suite 500 Juneau, AK 55555 Phone: 907-555-1234	
Exporter Name:	Juneau Exporters	Edit
Exporter Address:	29304 Anywhere Street Juneau, AK 11111	
Consignee Name:	Danish Importers	Edit
Consignee Address:	Copenhagen	
Destination Country:	Denmark	
Requested Issuing Duty Station:	AK-Skagway (PPQ)	
Reference Information:		
Import Permit Number:	<input type="text"/>	
Comments:	<input type="text"/>	

Shipment Value:	Commercial	Edit
Approximate Date For Departure From Port Of Export:	04/14/2008	
Port Of Export:		Edit
Declared Means Of Conveyance:	Air Freight	
Shipping Details:	<i>For information, click the commodity 'Details' button(s) below.</i>	
Point Of Entry:	Copenhagen	

Commodities Available For Inspection At:	Juneau Warehouse	Edit		
Commodities Available On:	04/14/2008 Time : 1615			
Commodities Total:	1			
Common Name	Botanical Name	Quantity	Unit	Details
Bushmint	Hyptis sp	10000	Crates	

Attachments: There are no file(s) attached to this application. [Edit](#)

[Next](#)

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1.2 Payment Details

1.2.1 Federal Fees

Federal charges apply if the assigned duty station is a federal duty station at the time the certificate is issued.

1.2.2 State Fees

After entering inspection and/or treatment results and issuing the certificate, the inspector may enter the mileage traveled to conduct the inspection as well as the hours spent on the inspection. This data may be used to affect billing and the fee for the FPC through a State or County's internal billing system.

1.2.3 Reissued 577 or 579

There is a \$7 fee for reissuing a certificate in a one-to-one basis regardless of the number of times the certificate is replaced.

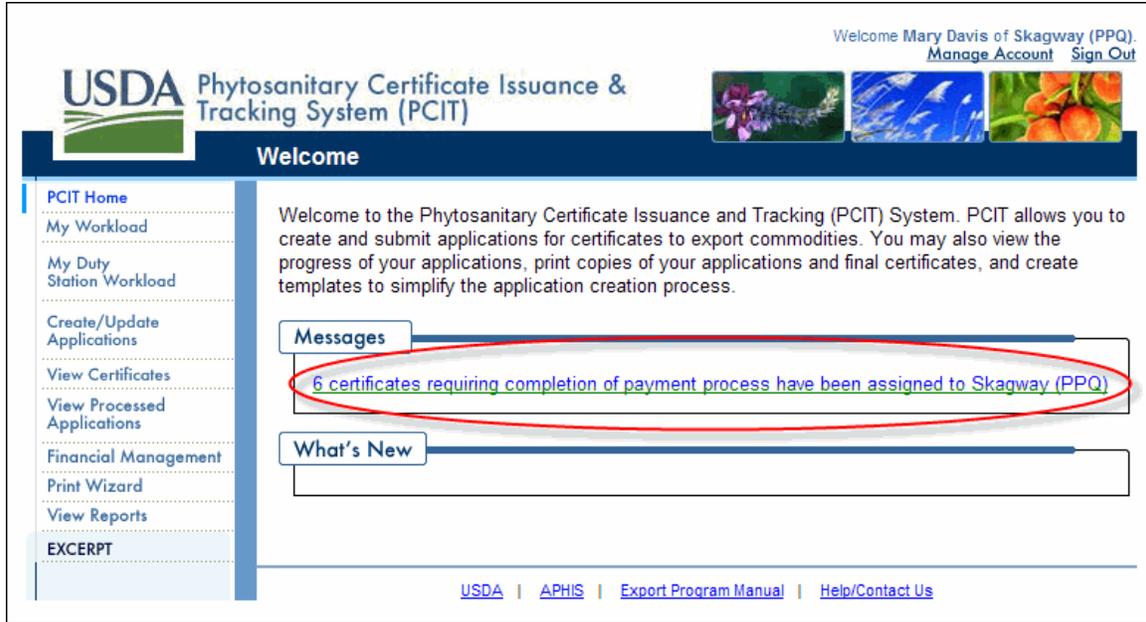
If the certificate is split, there is a \$7 fee for the first certificate and the regular \$23 or \$50 fee for the additional certificates.

If the replacement is needed due to an error made by PPQ, a replacement fee is not charged.

1.3 Fee Collection Process

Certificates cannot be processed for an organization when that organization's pre-purchase account does not have sufficient funds to cover the certificate fee(s). Organizations are only charged within the PCIT system for certificates submitted to and processed by federal duty stations. If a certificate is processed by a state or county duty station, no charges are applied within the system.

NOTE: Certificates in "Issued" status at a federal duty station, prior to Release 3.2, will be changed to Issued-Pending status. This will allow payments to be processed for these certificates.



Welcome Mary Davis of Skagway (PPQ).
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

PCIT Home
My Workload
My Duty Station Workload
Create/Update Applications
View Certificates
View Processed Applications
Financial Management
Print Wizard
View Reports
EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages
6 certificates requiring completion of payment process have been assigned to Skagway (PPQ)

What's New

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The completion of payment process follows the Issued-Pending process. Refer to the *Processing Issued-Pending Applications* section for more information.

Welcome Mary Davis of Skagway (PPQ) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 1 of 5)

PCIT Home
My Workload
My Duty Station Workload
Create/Update Applications
View Certificates
View Processed Applications
Financial Management
Print Wizard
View Reports
EXCERPT

These Issued-Pending certificates were previously in Issued status but were converted to Issued-Pending for PCIT release 3.2. The reason for this was due to a change in payment handling for Federal certificates; and therefore, the payment handling for these outstanding certificates have to be specially processed. Please read the instructions below and understand that Approved certificates will be put into Printed status, while Rejected certificates will be put into Void status.

The certificates listed below are in Issued-Pending status and need to be processed to be put into the final Printed status. You may use this screen to approve or reject the certificates in batch. Certificates listed in *red italics* and contain a print checkbox are certificates that appear not to have been printed but can be printed (maximum 30 at a time) and approved using this process.

Clicking on a checkbox will select a certificate to be processed in batch. Leaving a row of checkboxes blank will skip that certificate. You may review certificates by clicking on the 'View' button. When you have completed selecting the certificates to process in batch, click the 'Next' button.

FPC Number	Issued Date	Applicant	Commodities	Print	Approve Select All	Reject	
<i>F-F-02232-00091759-7-N</i>	04/10/2008	Alaska Plant World	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
<i>F-F-02232-00091760-7-N</i>	04/10/2008	Alaska Plant World	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
<i>F-F-02232-00091761-7-N</i>	04/10/2008	Alaska Plant World	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
<i>F-F-02232-00091762-7-N</i>	04/10/2008	Alaska Plant World	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
<i>F-F-02232-00091763-7-N</i>	04/10/2008	Alaska Plant World	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
<i>F-F-02232-00091764-7-N</i>	04/10/2008	Alaska Plant World	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View

[Cancel](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1.3.1 Federal Transactions

The user should follow the routine processing steps as described in the *ACO & ACO Admins Processing Applications* section and then complete the following steps:

1. On the *Certificate Adjustment & Payment* page, review the calculated fee. The fee will be charged once the **Issue Certificate & Charge Fee** button is clicked.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPO)**.
[Sign Out](#)

Application for Federal Phytosanitary Certificate

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[Issue/Print Certificate](#)

EXCERPT

Applicant Name: Alaska Plant World

Application Submission Date: 04/08/2008

Application Tracking Number: 91702

Current Status: **Submitted**

[Update Status](#)

Certificate Adjustment & Payment

At this time, you can make any necessary adjustments to the certificate.

Note: All dates entered in mm/dd/yyyy format will be written out in long date format: (e.g. January 10, 2005).

Inspection Date Adjustment

The current inspection date is **April 08, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: Or Any Text:

mm/dd/yyyy (44 characters max)

Issue Date Adjustment

The current issue date is **April 08, 2008**. If you wish to change this date, you can enter it here:

Enter A Date:

mm/dd/yyyy

Country of Transit Adjustment

The destination country is **Iceland**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

Printed ACO Adjustment

Currently, **Mary Davis** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO:

Certificate Preview

If you have made adjustments and wish to preview them before issuing the certificate, you must click this button to temporarily apply your changes: [Apply Adjustments for Preview](#)

Click this button to preview your certificate: [Preview Certificate](#)

Certificate Payment

The calculated fee is for this certificate is: **\$50.00**. [Change Fee](#)

Note: Issuing this certificate will debit the applicant's pre-purchase account the fee amount.

Important: Only click 'Issue Certificate & Charge Fee' button once to avoid possible duplicate charges.

[Issue Certificate & Charge Fee](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

2. To change the fee, click the **Change Fee** button.

Welcome **Mary Davis** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Applicant Name: Alaska Plant World Current Status: **Submitted**
Application Submission Date: 04/08/2008
Application Tracking Number: 91702

Change Certificate Fee

The calculated fee is: **\$50.00**.

Enter The New Amount:*

Reason For The Change:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: When selecting a new fee, you may enter your reason for the change. You may cancel the change by clicking the **Cancel** button or you may enter your change and click the **Save** button. You will return to the *Certificate Adjustment & Payment* page.

- If the certificate calculated fee is correct, click the **Issue Certificate & Charge Fee** button. **RESULT:** The *Print Certificate & Optional Fee Correction* page appears displaying the payment details.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top, it says 'Welcome Mary Davis of Skagway (PPQ)' with a 'Sign Out' link. The main header is 'Application for Federal Phytosanitary Certificate'. On the left is a navigation menu with options like 'PCIT Home', 'My Workload', 'My Duty Station Workload', 'Issue/Print Certificate', and 'EXCERPT'. The main content area shows application details: Applicant Name: Alaska Plant World, Application Submission Date: 04/08/2008, FPC Number: F-F-02232-00091702-7-N, and Current Status: Issued. The title of the page is 'Print Certificate & Optional Fee Correction'. A red reminder states: 'Reminder: For pre-paid phytos prior to release of PCIT Version 2.5, please continue to use the APHIS 80-R until all balances created prior to 09/08/2007 are exhausted.' Below this, it says 'This certificate was charged: \$50.00. If this is incorrect, you can correct the fee now.' with a 'Correct Fee' button. The next section explains how to print the original certificate, with 'Step 1' instructing to click 'Generate Original Certificate' and 'Step 2' instructing to click 'Printed' after successful printing. A list of two points explains the effects of clicking 'Printed'. There is a 'Printed' button. The 'Optional Steps' section includes 'Optional Step A' with a 'Bar Code' input field and an 'Add' button, and 'Optional Step B' with a 'Reuse Certificate' button. At the bottom, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

- If the fee charged is incorrect, you may immediately change the charge by clicking the **Correct Fee** button.
- To print the original certificate, click the **Generate Original Certificate** button. Once the original certificate has successfully printed, click the **Printed** button. This will ensure that duplicate original certificates cannot be generated in PCIT and will change the status of certificates in “Issued” status to “Printed” status.
- If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click the **Add** button.

7. If a certificate is eligible for “Reuse”, a **Reuse Certificate** button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

1.3.2 State/County Transactions

The user should follow the routine processing steps as described in the *ACO & ACO Admins Processing Applications* section and then complete the following steps:

1. On the *Certificate Adjustment* page, click the **Enter State/County Information** button.

NOTE: No charges are applied within the system when a certificate is processed by a state or county duty station.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPO)**.
[Sign Out](#)



Application for Federal Phytosanitary Certificate

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[Issue/Print Certificate](#)

[EXCERPT](#)

Applicant Name: Alaska Plant World

Application Submission Date: 04/08/2008

Application Tracking Number: 91703

Current Status: **Submitted**

[Update Status](#)

Certificate Adjustment

At this time, you can make any necessary adjustments to the certificate.

Note: All dates entered in mm/dd/yyyy format will be written out in long date format: (e.g. January 10, 2005).

Inspection Date Adjustment

The current inspection date is **April 08, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: Or Any Text:

mm/dd/yyyy (44 characters max)

Issue Date Adjustment

The current issue date is **April 08, 2008**. If you wish to change this date, you can enter it here:

Enter A Date:

mm/dd/yyyy

Country of Transit Adjustment

The destination country is **Iceland**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

Printed ACO Adjustment

Currently, **Mary Davis** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO:

Certificate Preview

If you have made adjustments and wish to preview them before issuing the certificate, you must click this button to temporarily apply your changes: [Apply Adjustments for Preview](#)

Click this button to preview your certificate: [Preview Certificate](#)

State/County Information

You may enter State/County information here. [Enter State/County Information](#)

[Issue Certificate](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

RESULT: The *Enter State/County Information* page appears displays.

- Complete the fields of the *Enter State/County Information* page according to the following field chart. All data fields are optional. The data entered on this screen can be downloaded and used as input for existing state and county financial systems. Please contact your office’s financial personnel for guidance on what fields to complete.

Field	Notes
Start Date	■ Indicates beginning date of inspection process.
End Date	■ Indicates end date of inspection process.
Time	■ Indicates hours and minutes spent on the shipment inspection.
Overtime	■ Indicates overtime hours and minutes taken over shipment inspection.
Mileage	■ Indicates mileage traveled to conduct the shipment inspection.
Shipment Value	■ Indicates value of shipment.
Use Of the Shipment	■ Indicates the use of the shipment.
Fee	■ Indicates the fee for the shipment.
Applicant ID	■ Indicates the applicant for the shipment.
Custom Field 1	■ Free text field.
Custom Field 2	■ Free text field.

- When you have entered the State/County Information, click the **Save** button. At anytime you can edit the information by following the steps in the *Update State/County Information* section.
RESULT: The *Certificate Adjustment* page reappears.
- To issue the certificate, click the **Issue Certificate** button.
RESULT: The *Print Certificate* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of Skagway (PPQ). [Sign Out](#)

Application for Federal Phytosanitary Certificate

PCIT Home | My Workload | My Duty Station Workload | **Issue/Print Certificate** | EXCERPT

Applicant Name: Alaska Plant World | Current Status: **Issued**
 Application Submission Date: 04/08/2008
 FPC Number: F-S-02090-00091703-7-N

Print Certificate

To print the original certificate now, you can follow these steps.

Step 1: To print the original certificate, select the ['Generate Original Certificate'](#) button.

[Generate Original Certificate](#)

Step 2: Once the original certificate has successfully printed, click the ['Printed'](#) button. This will do the following:

- Will ensure that duplicate original certificates cannot be generated in PCIT.
- Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.

[Printed](#)

Optional Steps

Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click 'Add'.

Bar Code: [Add](#)

Bar Code Number(s):

No bar codes have been added.

Optional Step B: If a certificate is eligible for Reuse, a "Reuse Certificate" button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

[Reuse Certificate](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To print the original certificate click the **Generate Original Certificate** button. Once the original certificate has successfully printed, click the **Printed** button. This will ensure that duplicate original certificates cannot be generated in PCIT and will change the status of certificates in "Issued" status to "Printed" status.
- If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click the **Add** button.
- If a certificate is eligible for "Reuse", a **Reuse Certificate** button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

1.3.3 Manual Payment

Organizations can pay for their certificates by providing their processing ACOs with a manual payment. Selecting manual payment on the application is simply an indication to the processing duty station that a check or money order should have been provided by the applicant. When a duty station receives a manual payment (check or money order) the duty station will update the applicant's pre-purchase account prior to processing the application. All applications processed by a duty station will only pull funds from the applicant's pre-purchase account.

NOTE: You should NEVER create a new applicant organization account for a manual payment received from an applicant that submits applications within the PCIT system.

The user should follow the routine processing steps as described in the *ACO & ACO Admins Processing Applications* section and then complete the following steps to update their pre-purchase account or to charge for certificates issued outside of PCIT.

1. Select the Financial Management link at the left side of the screen.

RESULT: The *Applicant Organization Financial Transactions* page appears.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ). Sign Out". The main header is "Applicant Organization Financial Transactions".

Left Sidebar:

- PCIT Home
- My Workload
- My Duty Station Workload
- Create/Update Applications
- View Certificates
- View Processed Applications
- Financial Management** (highlighted)
- Print Wizard
- View Reports
- EXCERPT

Main Content Area:

All money used to pay for certificate fees should be drawn from the applicant's pre-purchase account. Manual payments (i.e., checks or money orders from the applicants) should be deposited into the applicant's pre-purchase account. Searching for the applicant organization below will allow you to update their pre-purchase account and to also charge for certificates issued outside of PCIT.

Enter the organization/applicant name (or a part of the name using wildcards "**") and click the "Search" button. You may also search by Org ID. Once you search and if no matches are found, you will have the opportunity to add an account for new applicants. Click here for [search tips](#).

IMPORTANT TIP: You should NEVER have to create a new applicant organization account if the money being deposited is for applications submitted within the PCIT system.

Search Form:

Enter Organization Name:

Or

Org ID:

No organizations were found at this time. To avoid adding possible duplicate industry organizations, please try searching with the wildcard character. See search tips above for help.

Footer: USDA | APHIS | [Export Program Manual](#) | [Help/Contact Us](#)

- To search for an organization to update their pre-purchase account or to charge for certificates issued outside of PCIT, enter the organization’s name (or part of the name using wildcards “*”) and click the **Search** button.

RESULT: A list of organizations that meet the search criteria appear below the search text.

NOTE: If you need to create a new organization, refer to *Section 1.5.1 Creating/Updating a New Organization* for details.

Welcome **Mary Davis of Skagway (PPO)**
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

PCIT Home
My Workload
My Duty Station Workload
Create/Update Applications
View Certificates
View Processed Applications
Financial Management
Print Wizard
View Reports
EXCERPT

All money used to pay for certificate fees should be drawn from the applicant’s pre-purchase account. Manual payments (i.e., checks or money orders from the applicants) should be deposited into the applicant’s pre-purchase account. Searching for the applicant organization below will allow you to update their pre-purchase account and to also charge for certificates issued outside of PCIT.

Enter the organization/applicant name (or a part of the name using wildcards “*”) and click the ‘Search’ button. You may also search by Org ID. Once you search and if no matches are found, you will have the opportunity to add an account for new applicants. Click here for [search tips](#).

IMPORTANT TIP: You should NEVER have to create a new applicant organization account if the money being deposited is for applications submitted within the PCIT system.

Enter Organization Name:

Or

Org ID:

Organization	Location	Contact Name	Contact Number	
Roy's Fruit Stand (Org ID 10956)	Winchester, VA	Roy Somner	540-123-4567	Transactions Update Org.
Royal Madera Vineyards (Org ID 8660)	Madera, CA	Kay Herbert	5594866666	Transactions

USDA | APHIS | [Export Program Manual](#) | [Help/Contact Us](#)

- Locate the desired organization; click the corresponding **Transactions** button.

RESULT: The *Applicant Organization Financial Transactions* page displays.

Welcome **Mary Davis of Skagway (PPO)**
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

PCIT Home
My Workload
My Duty Station Workload
Create/Update Applications
View Certificates
View Processed Applications
Financial Management
Certificate Print Wizard
View Reports
EXCERPT

To either add funds to the applicant’s pre-purchase account, or, to charge them for certificate issued outside of PCIT, select one of the choices provided in the drop-down list and click the ‘Next’ button.

Applicant Name: Roy's Fruit Stand

Applicant Address: 2000 Elmwood Lane
Winchester, VA 12345
Phone: 540-123-4567

Current Balance: \$4,927.00

Update Account:

USDA | APHIS | [Export Program Manual](#) | [Help/Contact Us](#)

- In the Update Account drop-down list, you can either choose to add funds to a pre-purchase account or to charge a certificate issued outside of PCIT.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ). Sign Out". The main header is "Applicant Organization Financial Transactions".

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

To either add funds to the applicant's pre-purchase account, or, to charge them for certificate issued outside of PCIT, select one of the choices provided in the drop-down list and click the 'Next' button.

Applicant Name: Roy's Fruit Stand (Org ID 10956)

Applicant Address: 2000 Elmwood Lane
Winchester, VA 12345
Phone: 540-123-4567

Current Balance: \$5,704.00

Update Account: Add funds to pre-purchase account

[Back](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

Left Navigation Menu:

- PCIT Home
- My Workload
- My Duty Station Workload
- Create/Update Applications
- View Certificates
- View Processed Applications
- Financial Management**
- Print Wizard
- View Reports
- EXCERPT

1.3.3.1 Add Funds to a Pre-Purchase Account

- To add funds to the selected Applicant's pre-purchase account, from the *Applicant Organization Financial Transactions* page select the **Add funds to pre-purchase account** option and click the **Next** button.

RESULT: The *Add Funds to Pre-Purchase Account* page appears.

NOTE: The money can be collected directly by the ACO in the office or payment can be done using the drop-box method.

Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis of Skagway (PPQ)**
[Sign Out](#)

Add Funds to Pre-Purchase Account

Reminder: For pre-paid phytos prior to release of PCIT Version 2.5, please continue to use the APHIS 80-R until all balances created prior to 09/08/2007 are exhausted.

Reminder: Collect the manual payment and submit it using the lockbox procedures.

To add funds to the applicant's pre-purchase account enter the fields below and click the 'Save' button. The amount entered will be added to the applicant's current balance and the transaction will be displayed in the applicant's financial log as well as the APHIS Form 94. Items marked * are required.

Applicant Name: Roy's Fruit Stand (Org ID 10956)

Applicant Address: 2000 Elmwood Lane
Winchester, VA 12345
Phone: 540-123-4567

Current Balance: \$5,704.00

Transaction Date:*
(Date on manual payment) mm/dd/yyyy

Amount Paid:* (up to 25000.00)
xx.xx

Payor:*

Payment Type:*

Check or Money Order Number:*

Processing Duty Station:*

Comments:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

5. Complete the required fields of the *Add Funds to Pre-Purchase Account* page according to the following field chart:

Field	Notes
Transaction Date	■ The date on the manual payment.
Amount Paid	■ The amount of money paid by the applicant. Maximum amount allowed is 5000.00
Payor	■ Name of the person providing the payment.
Payment Type	■ Certificates can be paid for via check or money order. Select the appropriate payment type from the drop-down list.
Check or Money Order Number	■ The number listed on the check or money order.
Processing Duty Station	■ Name of the duty station processing the application. Select the appropriate duty station from the drop-down list.

6. Click the **Save** button to save your entry.
RESULT: The *Pre-Purchase Account Update Confirmation* page appears displaying the pre-purchase account update details.

The screenshot displays the 'Pre-Purchase Account Update Confirmation' page. At the top left is the USDA logo and the text 'Phytosanitary Certificate Issuance & Tracking System (PCIT)'. On the top right, it says 'Welcome Mary Davis of Skagway (PPQ). Sign Out'. Below the header, a blue bar contains the title 'Pre-Purchase Account Update Confirmation'. The main content area asks, 'Are you sure you want to add \$800.00 to the pre-purchase account of Roy's Fruit Stand?' and provides two buttons: 'No' and 'Yes'. At the bottom, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

- Click the **Yes** button.

RESULT: The *Applicant's Pre-Purchase Account Balance* page appears displaying the current balance for the applicant.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant's Pre-Purchase Account Balance

Reminder: Collect the manual payment and submit it using the lockbox procedures.

Applicant Name: Roy's Fruit Stand
Applicant Address: 2000 Elmwood Lane
 Winchester, VA 12345
 Phone: 540-123-4567
Current Balance: \$6,504.00

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1.3.3.2 Charge for a Certificate Issued Outside of PCIT

- To charge a certificate which was issued outside of PCIT, from the *Applicant Organization Financial Transactions* page select the **Charge for a certificate issued outside of PCIT** option and click the **Next** button.

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

PCIT Home
 My Workload
 My Duty Station Workload
 Create/Update Applications
 View Certificates
 View Processed Applications
Financial Management
 Print Wizard
 View Reports
 EXCERPT

To either add funds to the applicant's pre-purchase account, or, to charge them for certificate issued outside of PCIT, select one of the choices provided in the drop-down list and click the 'Next' button.

Applicant Name: Roy's Fruit Stand (Org ID 10956)
Applicant Address: 2000 Elmwood Lane
 Winchester, VA 12345
 Phone: 540-123-4567
Current Balance: \$6,504.00
Update Account: Charge for a certificate issued outside of PCIT

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

RESULT: The *Charge For Certificate Issued Outside Of PCIT* page appears.

Welcome **Mary Davis of Skagway (PPQ)**
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Charge For Certificate Issued Outside Of PCIT

To use the applicant's pre-purchase account to pay for a phytosanitary certificate created outside of PCIT, enter the fields below and click the 'Save' button. The amount entered will be deducted from the applicant's current balance and the transaction will be displayed in the applicant's financial log. Items marked * are required.

Applicant Name: Roy's Fruit Stand (Org ID 10956)

Applicant Address: 2000 Elmwood Lane
 Winchester, VA 12345
 Phone: 540-123-4567

Current Balance: \$6,504.00

Transaction Date:*
mm/dd/yyyy

Certificate Type:*

Certificate Number:*

Amount:*

Processing Duty Station:*

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

9. Complete the required fields of the *Charge For Certificate Issued Outside of PCIT* page according to the following field chart:

Field	Notes
Transaction Date	■ The date on the manual payment.
Certificate Type	■ The type of certificate. Select the appropriate certificate type from the drop-down list.
Certificate Number	■ The number listed on the certificate.
Amount	■ The amount of money that will be charged for the certificate. Select the appropriate amount from the drop-down list.
Processing Duty Station	■ Name of the duty station processing the application. Select the appropriate duty station from the drop-down list.

10. Click the **Save** button to save your entry.

RESULT: The *Pre-Purchase Account Update Confirmation* page appears displaying the pre-purchase account update details.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ). Sign Out". The main header reads "Pre-Purchase Account Update Confirmation". The central message asks: "Are you sure you want to deduct \$23.00 from Roy's Fruit Stand's pre-purchase account for certificate number: 91703?". Below the message are two buttons: "No" and "Yes". At the bottom, there are links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

11. Click the **Yes** button.

RESULT: The *Applicant's Pre-Purchase Account Balance* page appears displaying the current balance for the applicant.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ). Sign Out". The main header reads "Applicant's Pre-Purchase Account Balance". The page displays the following information:

- Applicant Name:** Roy's Fruit Stand
- Applicant Address:** 2000 Elmwood Lane, Winchester, VA 12345, Phone: 540-123-4567
- Current Balance:** \$6,481.00

 Below the information is an "Ok" button. At the bottom, there are links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

1.3.4 Interagency Agreement

The user should follow the routine processing steps as described in the *ACO & ACO Admins Processing Applications* section. Refer to the *PCIT Management section, Creating Interagency Agreements* for further details about creating an interagency agreement.

Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of Skagway (PPO).
[Sign Out](#)

Application for Federal Phytosanitary Certificate

[PCIT Home](#)

[My Workload](#)

[My Duty Station Workload](#)

[Application Step by Step](#)

[General](#)

[Inspections](#)

[Treatments](#)

[Additional Declarations](#)

[Issue/Print Certificate](#)

[EXCERPT](#)

Applicant Name: Glacier Lumber

Application Submission Date: 04/08/2008

Application Tracking Number: 91705

Current Status: **Submitted**

[Update Status](#)

Certificate Adjustment

At this time, you can make any necessary adjustments to the certificate.

Note: All dates entered in mm/dd/yyyy format will be written out in long date format: (e.g. January 10, 2005).

Inspection Date Adjustment

The current inspection date is **April 08, 2008**. If you wish to change this date, you can enter it here:

Enter A Date: **Or Any Text:**

mm/dd/yyyy (44 characters max)

Issue Date Adjustment

The current issue date is **April 08, 2008**. If you wish to change this date, you can enter it here:

Enter A Date:

mm/dd/yyyy

Country of Transit Adjustment

The destination country is **United Kingdom**. If you wish to add additional countries that the shipment will traverse to before reaching the destination country, click the 'Add Country of Transit' button.

[Add Country of Transit](#)

Printed ACO Adjustment

Currently, **Mary Davis** has been selected as the ACO responsible for issuing this certificate. If you'd like to change that, please select an ACO here:

Select An ACO:

Certificate Preview

If you have made adjustments and wish to preview them before issuing the certificate, you must click this button to temporarily apply your changes: [Apply Adjustments for Preview](#)

Click this button to preview your certificate: [Preview Certificate](#)

Issue Certificate

[Issue Certificate](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1. To issue the certificate for an Interagency Agreement, on the *Certificate Adjustment* page, click the **Issue Certificate** button.
RESULT: The *Print Certificate* page appears.

The screenshot displays the 'Print Certificate' page within the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT). At the top, the USDA logo and system name are visible, along with a user welcome message for Mary Davis of Skagway (PPQ) and a 'Sign Out' link. The page title is 'Application for Federal Phytosanitary Certificate'. On the left, a navigation menu includes 'PCIT Home', 'My Workload', 'My Duty Station Workload', 'Issue/Print Certificate', and 'EXCERPT'. The main content area shows application details: Applicant Name: Glacier Lumber, Application Submission Date: 04/08/2008, and FPC Number: F-S-02090-00091705-7-N. The current status is 'Issued'. The 'Print Certificate' section contains instructions: 'To print the original certificate now, you can follow these steps.' Step 1: 'To print the original certificate, select the **Generate Original Certificate** button.' A button labeled 'Generate Original Certificate' is present. Step 2: 'Once the original certificate has successfully printed, click the **Printed** button. This will do the following: 1. Will ensure that duplicate original certificates cannot be generated in PCIT. 2. Will change the status of certificates in ISSUED status to PRINTED status, which is the final status in PCIT.' A button labeled 'Printed' is present. The 'Optional Steps' section includes 'Optional Step A: If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click **Add**.' An input field for 'Bar Code:' and an 'Add' button are shown. Below, 'Bar Code Number(s):' is followed by an input field containing 'No bar codes have been added.' 'Optional Step B: If a certificate is eligible for Reuse, a **Reuse Certificate** button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.' A button labeled 'Reuse Certificate' is present. At the bottom, there are links for 'USDA | APHS | Export Program Manual | Help/Contact Us'.

2. To print the original certificate click the **Generate Original Certificate** button. Once the original certificate has successfully printed, click the **Printed** button. This will ensure that duplicate original certificates cannot be generated in PCIT and will change the status of certificates in “Issued” status to “Printed” status.
3. If the original certificate printed correctly, you may optionally enter the bar code printed on the security paper. Enter the certificate bar code in the input box and click the **Add** button.
4. If a certificate is eligible for “Reuse”, a **Reuse Certificate** button will display. Clicking on this button will allow you to reuse this certificate to generate additional certificates with similar information.

1.4 Batch Processing Issue-Pending Applications

A message appears on the *Welcome* page indicating that an application in Issued-Pending status has been assigned. The following steps show the flow for the management of the financial element of the Issued-Pending process:

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Welcome page. The user is identified as Mary Davis of Skagway (PPQ). The page includes a navigation menu on the left with options like 'PCIT Home', 'My Workload', and 'Financial Management'. The main content area features a 'Messages' section with the following items:

- [4 applications in Submitted status have been assigned to Fairbanks \(State\)](#)
- [1 application in Submitted status has been assigned to Skagway \(PPQ\)](#)
- ~~[7 certificates requiring completion of payment process have been assigned to Skagway \(PPQ\)](#)~~
- [4 applications in Issued-Pending status have been assigned to Skagway \(PPQ\)](#)**
- [1 application in Issued-Pending status has been assigned to Fairbanks \(State\)](#)
- [2 applications in Issued status for 10 or more days have been assigned to Fairbanks \(State\)](#)

The 'What's New' section is currently empty. At the bottom of the page, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

1. On the *Welcome* page, click the Issued-Pending message to view further details.
RESULT: The *My Duty Station Workload* page appears.

Welcome Mary Davis of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

My Duty Station Workload

PCIT Home
 My Workload
My Duty Station Workload
 Create/Update Applications
 View Certificates
 View Processed Applications
 Financial Management
 Print Wizard
 View Reports
 EXCERPT

Please select a Duty station and Application status to view a list of applications. From the resulting list, you may choose to Process or Assign/Reassign an application.

Duty Station: AK: Skagway (PPQ) ▾

And

Select Status: Issued-Pending ▾

And Optionally

Select Assigned To: Select ▾

FPC/Tracking Number and Name of Applicant	Status	Submission Date	Inspection Availability Date	Assigned To
F-F-02232-00089904-7-N M&N International Group, Inc.	Issued-Pending	02/18/2008	02/19/2008	<input type="button" value="Process"/> <input type="button" value="Assign"/>
F-F-02232-00090854-7-N Alaskan Lumber Warehouse	Issued-Pending	02/18/2008	02/17/2008	<input type="button" value="Process"/> <input type="button" value="Assign"/>
F-F-02232-00090855-7-N Alaskan Lumber Warehouse	Issued-Pending	02/18/2008	02/18/2008	<input type="button" value="Process"/> <input type="button" value="Assign"/>
F-F-02232-00090856-7-N Alaskan Lumber Warehouse	Issued-Pending	02/18/2008	02/18/2008	<input type="button" value="Process"/> <input type="button" value="Assign"/>

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- You can process all of the Issued-Pending applications by clicking the **Process All 577 Applications** button.

NOTE: You can also process one application at a time by clicking the corresponding **Process** button.

NOTE: You may review certificates by clicking the **View** button. When you have completed selecting the certificates to process in batch, click the **Next** button.

RESULT: The *Batch Process Issued-Pending (Step 1 of 5)* page appears.

Welcome **Mary Davis** of **Skagway (PPQ)**.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 1 of 5)

PCIT Home
My Workload
My Duty Station Workload
Create/Update Applications
View Certificates
View Processed Applications
Financial Management
Print Wizard
View Reports
EXCERPT

The certificates listed below are in Issued-Pending status and need to be processed to be put into the final Printed status. You may use this screen to approve or reject the certificates in batch. Certificates listed in *red italics* and contain a print checkbox are certificates that appear not to have been printed but can be printed (maximum 30 at a time) and approved using this process.

Clicking on a checkbox will select a certificate to be processed in batch. Leaving a row of checkboxes blank will skip that certificate. You may review certificates by clicking on the 'View' button. When you have completed selecting the certificates to process in batch, click the 'Next' button.

FPC Number	Issued Date	Applicant	Commodities	Print	Approve	Select All	Reject	
F-F-02232-00089904-7-N	02/18/2008	M&N International Group, Inc.	Walnut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
<i>F-F-02232-00090854-7-N</i>	02/18/2008	Alaskan Lumber Warehouse	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
F-F-02232-00090855-7-N	02/18/2008	Alaskan Lumber Warehouse	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View
<i>F-F-02232-00090856-7-N</i>	02/18/2008	Alaskan Lumber Warehouse	Oak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View

[Cancel](#) [Next](#)

USDA | APHIS | [Export Program Manual](#) | [Help/Contact Us](#)

3. Select the **Print** (if available) and **Approve** checkbox for the appropriate certificate to process in batch.

RESULT: The *Batch Process Issued-Pending (Step 2 of 5)* page appears.

The screenshot shows the 'Batch Process Issued-Pending (Step 2 of 5)' page in the USDA PCIT system. The page header includes the USDA logo and the title 'Phytosanitary Certificate Issuance & Tracking System (PCIT)'. A user greeting 'Welcome Mary Davis of Skagway (PPQ). Sign Out' is visible in the top right. The main content area contains three steps:

- Step 1:** You can optionally change the Authorized Officer name that is printed on the certificate, or select Unknown to leave it blank. If you wish to do that, choose the name here and click the 'Apply to All' button:

Authorized Officer:
- Step 2:** To print the original certificate, select the '[Generate Original Certificate](#)' button.
- Step 3:** If the original certificate printed correctly, select the '[Printed](#)' button.

At the bottom of the main content area, there are 'Back' and 'Next' buttons. The footer contains links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

NOTE: The *Batch Process Issued-Pending (Step 2 of 5)* page only appears if one or more of the certificates have not already been printed and the **Printed** checkbox is selected. If all the certificates have already been printed and/or no **Print** checkboxes are selected, you will immediately proceed to the *Batch Process Issued-Pending (Step 3 of 5)* page.

4. You can change the Authorized Officer by selecting the appropriate name from the drop-down list. Once you have successfully printed the original certificate, click the **Printed** button to mark the certificate as printed.
RESULT: The *Batch Process Issued-Pending (Step 2 of 5)* page reappears with a message stating that the selected certificates are marked as printed.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPO). Sign Out". The main header reads "Batch Process Issued-Pending (Step 2 of 5)".

The selected certificates are marked as printed.

Step 1: You can optionally change the Authorized Officer name that is printed on the certificate, or select Unknown to leave it blank. If you wish to do that, choose the name here and click the 'Apply to All' button:

Authorized Officer:

Step 2: To print the original certificate, select the '[Generate Original Certificate](#)' button.

Step 3: If the original certificate printed correctly, select the '[Printed](#)' button.

The footer contains links for [USDA](#), [APHIS](#), [Export Program Manual](#), and [Help/Contact Us](#).

- 5. Click the **Next** button.

RESULT: The *Batch Process Issued-Pending (Step 3 of 5)* page appears.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ). Sign Out". The main header is "Batch Process Issued-Pending (Step 3 of 5)". On the left is a navigation menu with items like "PCIT Home", "My Workload", "My Duty Station Workload", "Create/Update Applications", "View Certificates", "View Processed Applications", "Financial Management", "Print Wizard", "View Reports", and "EXCERPT". The main content area contains the following text: "Please enter the inspection results for all the accepted selected certificates below. Enter inspection findings and the average percent inspected. Items marked * are required." Below this is a dropdown menu for "Inspector Name:" with "Davis, Mary" selected. Under "Inspection Findings:" is a text area containing "Inspected and Released". Below that is a text input field for "Inspection Percent:" with the value "2". At the bottom of the form are "Back" and "Next" buttons, with the "Next" button circled in red. The footer contains links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

- Select your name in the **Inspector Name** drop-down list, enter the **Inspection Findings**, and enter the average **Inspection Percent**. Click the **Next** button.
RESULT: The *Batch Process Issued-Pending (Step 5 of 5)* page appears.

Welcome **Mary Davis of Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 5 of 5)

The table listed below provides a summary review of the certificates you are processing for the current batch. Please review the list and click the 'Submit' button to process the batch.

Please Note: Once you click the 'Submit' button, the process will be complete and the fees will be deducted from the applicants' pre-purchase accounts.

FPC Number	Applicant	Action	Federal Fee
F-F-02232-00090854-7-N	Alaskan Lumber Warehouse	Approved	\$50.00 Change Fee

[Cancel](#) [Back](#) [Submit](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Review the list of certificates that you are processing for the current batch. To change the fee of any federal certificate, click the **Change Fee** button. Refer to *Section 1.4.1, Change Certificate Fee during Batch Process* for details.

Welcome **Mary Davis of Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 5 of 5)

The table listed below provides a summary review of the certificates you are processing for the current batch. Please review the list and click the Submit button to process the batch.

Please Note: Once you click the Submit button, the process will be complete and the fees will be deducted from the applicants' pre-purchase accounts.

FPC Number	Applicant	Action	Federal Fee
F-S-02090-00065815-7-N	Alaska Plant World	Approved	Enter State/County Information

[Cancel](#) [Back](#) [Submit](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

State and County users have the ability to enter State/County information by clicking the **Enter State/County Information** button next to each certificate. Refer to *Section 1.4.2, Enter State/County Information during Batch Process* for details.

NOTE: Once you click the **Submit** button, the process will be complete, the certificates which are approved will be updated to “Printed” status, those rejected will be updated to “Denied” status and the fees will be deducted from the applicant’s pre-purchase accounts for any approved certificates to federal duty stations.

RESULT: The *Batch Process Issued-Pending (Confirmation)* page appears.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)**.
[Sign Out](#)





Batch Process Issued-Pending (Confirmation)

PCIT Home

My Workload

My Duty Station Workload

Create/Update Applications

View Certificates

View Processed Applications

Financial Management

Print Wizard

View Reports

EXCERPT

You have processed 1 certificates.

Of those 1 certificates, 1 was accepted, 0 were rejected and 0 had insufficient funds. Please make sure you sign all accepted printed certificates and destroy any rejected ones.

The federal fees charged in this batch of certificates include:

Applicant	Total	Accepted	Rejected	Insufficient Funds	Total Fees
Alaskan Lumber Warehouse	1	1	0	0	\$50.00
Total	1	1	0	0	\$50.00

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1.4.1 Change Certificate Fee during Batch Process

To change the certificate fee before submitting, click the corresponding **Change Fee** button on the *Batch Process Issued-Pending (Step 5 of 5)* page.

RESULT: The *Change Certificate Fee* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)**. [Sign Out](#)

Application for Federal Phytosanitary Certificate

Applicant Name: Alaskan Lumber Warehouse Current Status: **Issued-Pending**
 Application Submission Date: 02/18/2008
 FPC Number: F-F-02232-00090856-7-N

Change Certificate Fee

The calculated fee is: **\$50.00**.

Enter The New Amount:*

Reason For The Change:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

Select the new amount and if desired add the reason for the change. Click the **Save** button to save your change.

1.4.2 Enter State/County Information during Batch Process

To enter state/county information, click the corresponding **Enter State/County Information** button on the *Batch Process Issued-Pending (Step 2 of 5)*.

Welcome Mary Davis of Skagway (PPQ).
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Batch Process Issued-Pending (Step 5 of 5)

The table listed below provides a summary review of the certificates you are processing for the current batch. Please review the list and click the Submit button to process the batch.

Please Note: Once you click the Submit button, the process will be complete and the fees will be deducted from the applicants' pre-purchase accounts.

FPC Number	Applicant	Action	Federal Fee
F-S-02090-00065815-7-N	Alaska Plant World	Approved	Enter State/County Information

[Cancel](#) [Back](#) [Submit](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

RESULT: The *Enter State/County Information* page appears.

Welcome Mary Davis of Skagway (PPQ).
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for 577 Federal Phytosanitary Certificate

Enter State/County Information

All data fields are optional. The data entered on this screen can be downloaded and used as input for existing state and county financial systems. Please contact your office's financial personnel for guidance on what fields to complete.

Start Date:
mm/dd/yyyy

End Date:
mm/dd/yyyy

Time: Hours Minutes

Overtime: Hours Minutes

Mileage:

Shipment Value:
xx.xx

Use Of The Shipment:

Fee:
xx.xx

Applicant ID:

Custom Field 1:

Custom Field 2:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

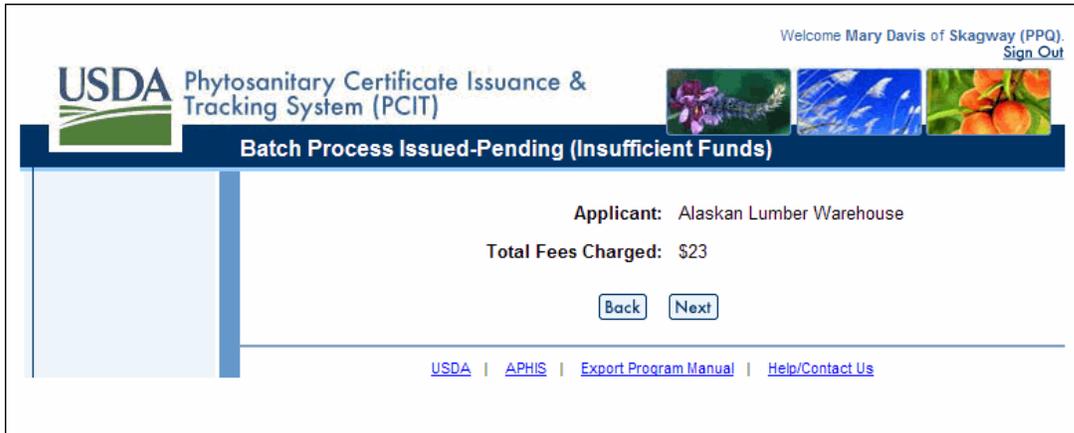
Complete the fields of the *Enter State/County Information* page according to the following field chart. All data fields are optional. The data entered on this screen can be downloaded and used as input for existing state and county financial systems. Please contact your office's financial personnel for guidance on what fields to complete.

Field	Notes
Start Date	■ Indicates beginning date of inspection process.
End Date	■ Indicates end date of inspection process.
Time	■ Indicates hours and minutes spent on the shipment inspection.
Overtime	■ Indicates overtime hours and minutes taken over shipment inspection.
Mileage	■ Indicates mileage traveled to conduct the shipment inspection.
Shipment Value	■ Indicates value of shipment.
Use Of the Shipment	■ Indicates the use of the shipment.
Fee	■ Indicates the fee for the shipment.
Applicant ID	■ Indicates the applicant for the shipment.
Custom Field 1	■ Free text field.
Custom Field 2	■ Free text field.

When you have finished entering the State/County Information, click the **Save** button.

1.4.3 Insufficient Funds during Batch Process

The following screen displays when there are insufficient funds during a batch process. Certificates cannot be processed for an organization if that organization's account has an insufficient balance to process all certificates in the batch. The certificates stay in an intermediate state such as Issued-Pending until the payment information is corrected.



1.5 Financial Management

1.5.1 Creating/Updating a New Organization

Profiles created under the Financial Management section are for use by duty stations that will create and submit applications on behalf of applicants who do not have access to the PCIT web application. Only one profile per company/organization is needed. ACOs can create a new applicant organization by completing the following steps:

1. Select the Financial Management link at the left side of the screen.

RESULT: The *Applicant Organization Financial Transactions* page appears.

The screenshot displays the USDA PCIT Applicant Organization Financial Transactions page. At the top, it says 'Welcome Mary Davis of Skagway (PPO)' with a 'Sign Out' link. The main header is 'Applicant Organization Financial Transactions'. On the left is a navigation menu with options like 'PCIT Home', 'My Workload', 'My Duty Station Workload', 'Create/Update Applications', 'View Certificates', 'View Processed Applications', 'Financial Management' (highlighted), 'Print Wizard', and 'View Reports'. Below the menu is an 'EXCERPT' section. The main content area contains the following text:

All money used to pay for certificate fees should be drawn from the applicant's pre-purchase account. Manual payments (i.e., checks or money orders from the applicants) should be deposited into the applicant's pre-purchase account. Searching for the applicant organization below will allow you to update their pre-purchase account and to also charge for certificates issued outside of PCIT.

Enter the organization/applicant name (or a part of the name using wildcards "**") and click the 'Search' button. You may also search by Org ID. Once you search and if no matches are found, you will have the opportunity to add an account for new applicants. Click here for [search tips](#).

IMPORTANT TIP: You should NEVER have to create a new applicant organization account if the money being deposited is for applications submitted within the PCIT system.

Enter Organization Name:

Or

Org ID:

No organizations were found at this time. To avoid adding possible duplicate industry organizations, please try searching with the wildcard character. See search tips above for help.

At the bottom, there are links for 'USDA | APHS | Export Program Manual | Help/Contact Us'.

2. Search for an organization by entering the name (or part of the name using wildcards “*”) and click the **Search** button.

NOTE: To avoid adding possible duplicate industry organizations, please try searching with the wildcard character. Click the [search tips](#) link for additional help.

RESULT: After a search is performed, the **Create Applicant Org.** button appears.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top, it says "Welcome Mary Davis of Skagway (PPQ) (Org ID 10951) Sign Out". The main heading is "Applicant Organization Financial Transactions". On the left is a navigation menu with items like "PCIT Home", "My Workload", "My Duty Station Workload", "Create/Update Applications", "View Certificates", "View Processed Applications", "Financial Management", "Print Wizard", "View Reports", and "EXCERPT". The main content area contains instructions: "All money used to pay for certificate fees should be drawn from the applicant's pre-purchase account. Manual payments (i.e., checks or money orders from the applicants) should be deposited into the applicant's pre-purchase account. Searching for the applicant organization below will allow you to update their pre-purchase account and to also charge for certificates issued outside of PCIT." It then says "Enter the organization/applicant name (or a part of the name using wildcards '*') and click the 'Search' button. You may also search by Org ID. Once you search and if no matches are found, you will have the opportunity to add an account for new applicants. Click here for [search tips](#)." An **IMPORTANT TIP** follows: "You should NEVER have to create a new applicant organization account if the money being deposited is for applications submitted within the PCIT system." Below this is a search form with "Enter Organization Name:" and a text box containing "Sunshine". Below that is an "Or" section with "Org ID:" and an empty text box. At the bottom of the search form are three buttons: "Clear", "Search", and "Create Applicant Org.", with the last one circled in red. A message box below the buttons states: "No organizations were found at this time. To avoid adding possible duplicate industry organizations, please try searching with the wildcard character. See search tips above for help." At the very bottom of the page are links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

- Click the **Create Applicant Org.** button.
RESULT: The *Create an Applicant Organization* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Mary Davis of Skagway (PPO) (Org ID 10951) Sign Out

Create an Applicant Organization

Please create a profile for the company/organization. Only one profile per company/organization is needed. Profiles created here are for use by duty stations who will create and submit applications on behalf of applicants who do not have access to the PCIT web application.
Items marked * are required.

Company/Org. Admin Name: * Sue Z Sunshine
First Name M.I. Last Name

Company/Org. Name: *

Street Address: *

City: *

State/Territory: *

Zip Code: *

Phone: * **Fax:**

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Complete the required fields of the *Create an Applicant Organization* page according to the following field chart:

Field	Notes
Company/Org. Admin Name	<ul style="list-style-type: none"> Name of the organizational/company administrator (including first name, middle initial and last name).
Company/Org. name	<ul style="list-style-type: none"> Name of the organization/company.
Street Address	<ul style="list-style-type: none"> The organization/company street address.
City	<ul style="list-style-type: none"> The organization/company city.
State/Territory	<ul style="list-style-type: none"> State/Territory in which the organization/company is located.
Zip Code	<ul style="list-style-type: none"> Zip code of the organization/company address. Zip code can be five-digits or nine-digits.
Phone	<ul style="list-style-type: none"> Ten-digit organization/company telephone number includes the area code. In addition, you may enter an extension number.
Fax	<ul style="list-style-type: none"> The organization/company fax number. This is an optional field.

5. Click the **Save** button to return to the search screen.
RESULT: The *Applicant Organization Financial Transactions* page appears.
6. To update the applicant organization information, first search for the organization by entering the name (or part of the name using wildcards “*”) and click the **Search** button.

Welcome **Mary Davis** of Skagway (PPQ) (Org ID 10951) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

PCIT Home
 My Workload
 My Duty Station Workload
 Create/Update Applications
 View Certificates
 View Processed Applications
Financial Management
 Print Wizard
 View Reports
 EXCERPT

All money used to pay for certificate fees should be drawn from the applicant's pre-purchase account. Manual payments (i.e., checks or money orders from the applicants) should be deposited into the applicant's pre-purchase account. Searching for the applicant organization below will allow you to update their pre-purchase account and to also charge for certificates issued outside of PCIT.

Enter the organization/applicant name (or a part of the name using wildcards “*”) and click the 'Search' button. You may also search by Org ID. Once you search and if no matches are found, you will have the opportunity to add an account for new applicants. Click here for [search tips](#).

IMPORTANT TIP: You should NEVER have to create a new applicant organization account if the money being deposited is for applications submitted within the PCIT system.

Enter Organization Name:

Or

Org ID:

Organization	Location	Contact Name	Contact Number	
Sunshine Produce (Org ID 12751)	Berryville, VA		1234567892	Transactions Update Org.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Once you locate the Organization you wish you update, click the corresponding **Update Org.** button.
RESULT: The *Update Applicant Organization* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Mary Davis** of **Skagway (PPQ)** (Org ID 10951) . [Sign Out](#)

Update Applicant Organization

Please review the organization information. You may update the organization information by making changes and selecting the 'Save' button.
 Items marked * are required.

Company/Org. Name:*

Street Address:*

City:*

State/Territory:*

Zip Code:*

Phone:* **Fax:**

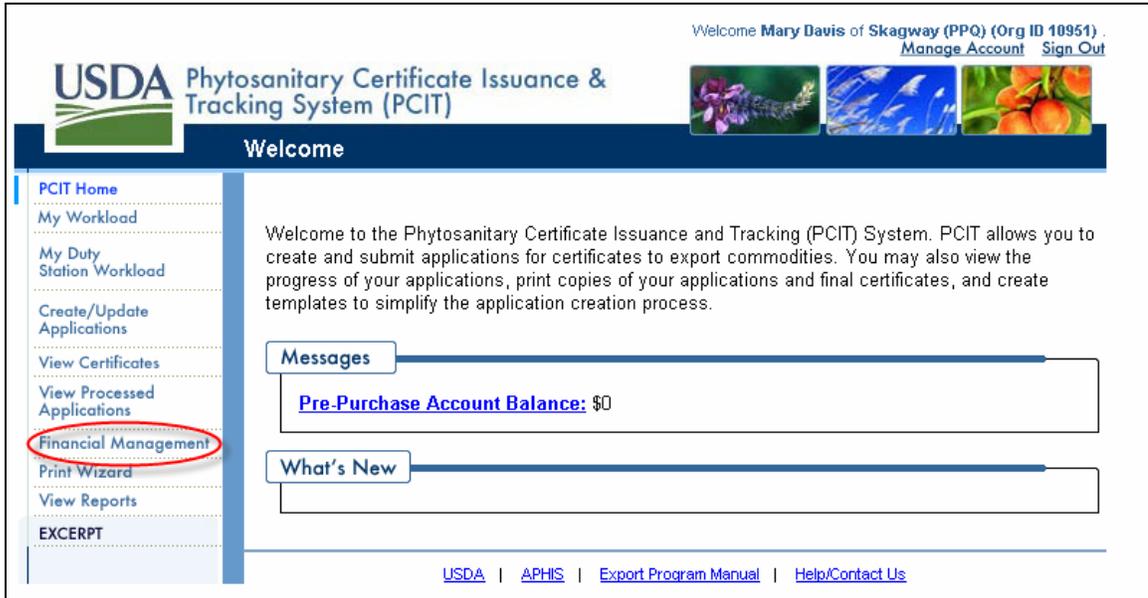
[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Update the applicant organization information as appropriate and click the **Save** button to save your entry.

1.5.2 Adding Funds as an ACO

If you are an ACO and want to add funds to a pre-purchase account, complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.



2. Select the **Financial Management** link at the left side of the screen.
RESULT: The *Applicant Organization Financial Transactions* page appears.
3. To search for an organization to update its pre-purchase account, enter the organization's name (or part of the name) and click the **Search** button.
RESULT: A list of organizations that meet the search criteria appear below the search text.

Welcome **Mary Davis of Skagway (PPQ) (Org ID 10951)** . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

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 EXCERPT

All money used to pay for certificate fees should be drawn from the applicant's pre-purchase account. Manual payments (i.e., checks or money orders from the applicants) should be deposited into the applicant's pre-purchase account. Searching for the applicant organization below will allow you to update their pre-purchase account and to also charge for certificates issued outside of PCIT.

Enter the organization/applicant name (or a part of the name using wildcards "**") and click the 'Search' button. You may also search by Org ID. Once you search and if no matches are found, you will have the opportunity to add an account for new applicants. Click here for [search tips](#).

IMPORTANT TIP: You should NEVER have to create a new applicant organization account if the money being deposited is for applications submitted within the PCIT system.

Enter Organization Name:

Or

Org ID:

Organization	Location	Contact Name	Contact Number	
Roy's Fruit Stand (Org ID 10956)	Winchester, VA	Roy Somner	540-123-4567	Transactions Update Org.
Royal Madera Vineyards (Org ID 8660)	Madera, CA	Kay Herbert	5594866666	Transactions

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. Locate the desired organization; click the corresponding **Transactions** button.
RESULT: The *Applicant Organizational Financial Transactions* page displays.

Welcome **Mary Davis of Skagway (PPQ) (Org ID 10951)** . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

PCIT Home
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 EXCERPT

To either add funds to the applicant's pre-purchase account, or, to charge them for certificate issued outside of PCIT, select one of the choices provided in the drop-down list and click the 'Next' button.

Applicant Name: Roy's Fruit Stand (Org ID 10956)
Applicant Address: 2000 Elmwood Lane
 Winchester, VA 12345
 Phone: 540-123-4567
Current Balance: \$6,581.00
Update Account:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- In the Update Account drop-down list, select **Add funds to pre-purchase account** and click the **Next** button.

RESULT: The *Add Funds to Pre-Purchase Account* page displays.

Welcome **Mary Davis of Skagway (PPQ)** (Org ID 10951) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Add Funds to Pre-Purchase Account

Reminder: For pre-paid phytos prior to release of PCIT Version 2.5, please continue to use the APHIS 80-R until all balances created prior to 09/08/2007 are exhausted.

Reminder: Collect the manual payment and submit it using the lockbox procedures.

To add funds to the applicant's pre-purchase account enter the fields below and click the 'Save' button. The amount entered will be added to the applicant's current balance and the transaction will be displayed in the applicant's financial log as well as the APHIS Form 94. Items marked * are required.

Applicant Name: Roy's Fruit Stand (Org ID 10956)

Applicant Address: 2000 Elmwood Lane
Winchester, VA 12345
Phone: 540-123-4567

Current Balance: \$6,481.00

Transaction Date: * 04/08/2008
(Date on manual payment) mm/dd/yyyy

Amount Paid: * (up to 25000.00)
xx.xx

Payor: *

Payment Type: * Select

Check or Money Order Number: *

Processing Duty Station: * AK: Skagway (PPQ)

Comments:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To add balance to the applicant's pre-purchase account, enter the **Transaction Date**, **Amount Paid**, **Payor**, **Payment Type**, **Check or Money Order Number**, and **Processing Duty Station** then click the **Save** button.

RESULT: The *Pre-Purchase Account Update Confirmation* page displays.

Welcome **Mary Davis of Skagway (PPQ)** (Org ID 10951) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Pre-Purchase Account Update Confirmation

Are you sure you want to add **\$100.00** to the pre-purchase account of Roy's Fruit Stand?

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

7. Click the **Yes** button to confirm the pre-purchase account update.
RESULT: The *Applicant's Pre-Purchase Account Balance* page displays with the following reminder: **Collect the manual payment and submit it using the lockbox procedures.**

Welcome **Mary Davis** of Skagway (PPQ) (Org ID 10951) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant's Pre-Purchase Account Balance

Reminder: Collect the manual payment and submit it using the lockbox procedures.

Applicant Name: Roy's Fruit Stand

Applicant Address: 2000 Elmwood Lane
Winchester, VA 12345
Phone: 540-123-4567

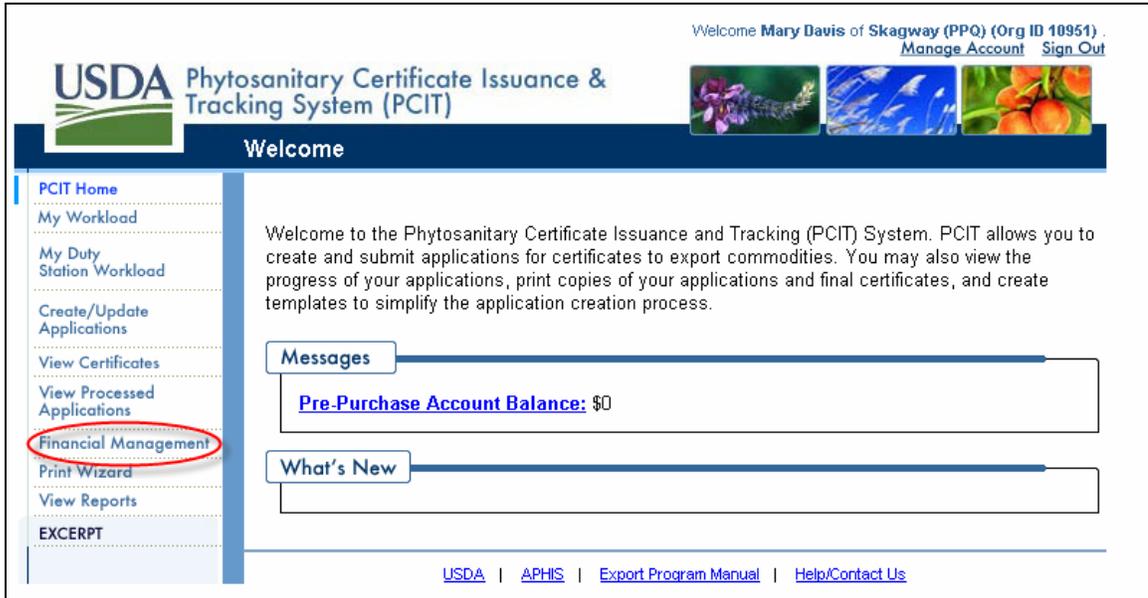
Current Balance: \$6,581.00

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

1.5.3 Entering Fees as an ACO

If you are an ACO and want to use a pre-purchase account to pay for a phytosanitary certificate created outside of PCIT, complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.



2. Select the Financial Management link at the left side of the screen.
RESULT: The *Applicant Organization Financial Transactions* page appears.

- To search for the organization to use its pre-purchase account, enter the organization's name (or part of the name) and click the **Search** button.
RESULT: A list of organizations that meet the search criteria appear below the search text.

Welcome **Mary Davis of Skagway (PPQ) (Org ID 10951)** . Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

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My Duty Station Workload
Create/Update Applications
View Certificates
View Processed Applications
Financial Management
Print Wizard
View Reports
EXCERPT

All money used to pay for certificate fees should be drawn from the applicant's pre-purchase account. Manual payments (i.e., checks or money orders from the applicants) should be deposited into the applicant's pre-purchase account. Searching for the applicant organization below will allow you to update their pre-purchase account and to also charge for certificates issued outside of PCIT.

Enter the organization/applicant name (or a part of the name using wildcards "**") and click the 'Search' button. You may also search by Org ID. Once you search and if no matches are found, you will have the opportunity to add an account for new applicants. Click here for [search tips](#).

IMPORTANT TIP: You should NEVER have to create a new applicant organization account if the money being deposited is for applications submitted within the PCIT system.

Enter Organization Name:

Or

Org ID:

Organization	Location	Contact Name	Contact Number	
Roy's Fruit Stand (Org ID 10956)	Winchester, VA	Roy Somner	540-123-4567	Transactions Update Org.
Royal Madera Vineyards (Org ID 8660)	Madera, CA	Kay Herbert	5594866666	Transactions

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Locate the desired organization; click the corresponding **Transactions** button.
RESULT: The *Applicant's Organization Financial Transactions* page displays.

Welcome **Mary Davis of Skagway (PPQ) (Org ID 10951)** . Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Applicant Organization Financial Transactions

PCIT Home
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Create/Update Applications
View Certificates
View Processed Applications
Financial Management
Print Wizard
View Reports
EXCERPT

To either add funds to the applicant's pre-purchase account, or, to charge them for certificate issued outside of PCIT, select one of the choices provided in the drop-down list and click the 'Next' button.

Applicant Name: Roy's Fruit Stand (Org ID 10956)

Applicant Address: 2000 Elmwood Lane
Winchester, VA 12345
Phone: 540-123-4567

Current Balance: \$6,581.00

Update Account:

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- In the Update Account drop-down list, select **Charge for a certificate issued outside of PCIT** and click the **Next** button.

RESULT: The *Charge For Certificate Issued Outside Of PCIT* page displays.

Welcome **Mary Davis** of **Skagway (PPQ)** (Org ID 10951) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Charge For Certificate Issued Outside Of PCIT

To use the applicant's pre-purchase account to pay for a phytosanitary certificate created outside of PCIT, enter the fields below and click the 'Save' button. The amount entered will be deducted from the applicant's current balance and the transaction will be displayed in the applicant's financial log. Items marked * are required.

Applicant Name: Roy's Fruit Stand (Org ID 10956)

Applicant Address: 2000 Elmwood Lane
Winchester, VA 12345
Phone: 540-123-4567

Current Balance: \$6,581.00

Transaction Date:* 04/08/2008
mm/dd/yyyy

Certificate Type:* Select

Certificate Number:*

Amount:* Select

Processing Duty Station:* AK: Skagway (PPQ)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To use the pre-purchase account to pay for a phytosanitary certificate created outside of PCIT, enter the **Transaction Date, Certificate Type, Certificate Number, Amount** and **Processing Duty Station**, then click the **Save** button.

RESULT: The *Pre-Purchase Account Update Confirmation* page displays.

Welcome **Mary Davis** of **Skagway (PPQ)** (Org ID 10951) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Pre-Purchase Account Update Confirmation

Are you sure you want to deduct **\$23.00** from Roy's Fruit Stand's pre-purchase account for certificate number: 123456789?

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

7. Click the **Yes** button to confirm the pre-purchase account update.

RESULT: If the applicant's pre-purchase account has insufficient funds for the certificate fee, the *Charge For Certificate Issued Outside Of PCIT* page will reappear with an error message regarding insufficient funds.

RESULT: If the applicant's pre-purchase account has adequate funds for the certificate fee, the *Applicant's Pre-Purchase Account Balance* page displays.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Mary Davis of Skagway (PPQ) (Org ID 10951) . Sign Out". The main header is "USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)". Below this is a dark blue banner with the text "Applicant's Pre-Purchase Account Balance". The main content area displays the following information:

- Applicant Name:** Roy's Fruit Stand
- Applicant Address:** 2000 Elmwood Lane
Winchester, VA 12345
Phone: 540-123-4567
- Current Balance:** \$6,558.00

Below the balance information is an "Ok" button. At the bottom of the page, there are links for "USDA", "APHIS", "Export Program Manual", and "Help/Contact Us".

1.6 Insufficient Funds

Certificates cannot be processed for an organization if that organization's pre-purchase account has insufficient funds to cover the certificate fee. The certificate stays in submitted status until the organization's pre-purchase account balance has sufficient funds to cover the fee and the applicant has been processed again. To add funds to the organization's pre-purchase account, click the **Financial Management** button. Refer to the *Adding Funds as an ACO* section for more information on how to add funds.

Welcome Mary Davis of Skagway (PPQ).
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Application for Federal Phytosanitary Certificate

Applicant Name: Alaskan Lumber Warehouse Current Status: **Submitted**
 Application Submission Date: 04/14/2008
 Application Tracking Number: 112206

Certificate Fee

Warning: The applicant's pre-purchase account has insufficient funds for the federal fees. Please use Financial Management to deposit a check or money order into the applicant's pre-purchase account. Then process and issue the application for the fees to be properly charged.

The federal fee for this certificate is: **\$50.00.**

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

Once the organization has sufficient funds in their pre-purchase account, you may re-process the application.