

Ministry of Forests and Range



FTA Training

Participant Guide

Range Billing Module

Version 3.0
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- Sherrie MacPhee – Resource Clerk, DMH

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Range Billing Module

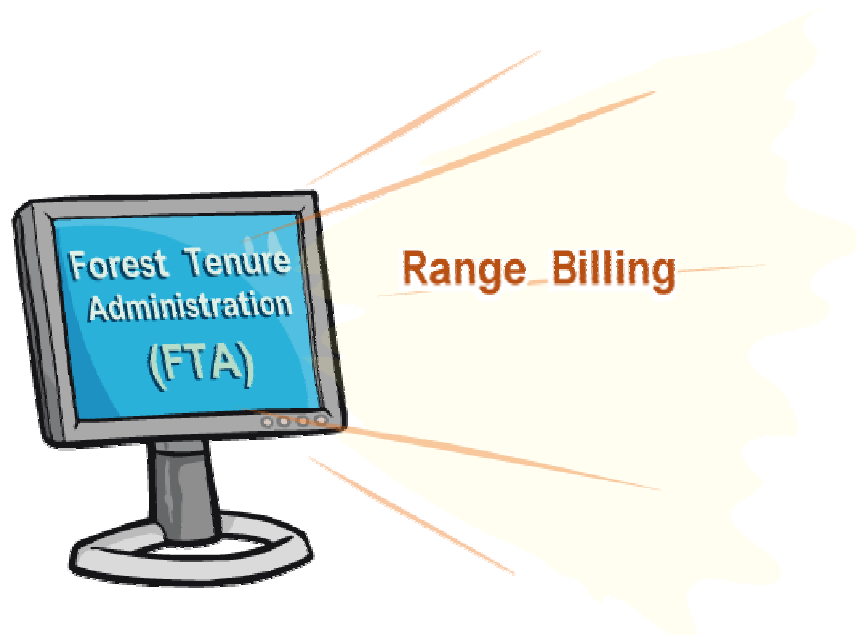
About this Guide

In this topic, you will learn:

- What the purpose of this guide is;
- Who this guide is intended for; and,
- How this guide is structured.

What is the purpose of this guide?

This guide supports the delivery of the **Range Billing Training Session**. It is intended to be used to assist participants during the online classroom session. Participants may also find this guide to be useful as a future support tool while using the Range Billing functions of the Forest Tenure Administration System (FTA).



Pre-requisites

It is recommended that you complete the following training prior to using this guide:

- An Orientation to MOF Business Applications (Web-based Tutorial)
- Module 1.1 Overview of FTA/ESF
- Module 3.1 Range Tenure Management

Who is this guide intended for?

The audience for this guide includes both district and headquarters staff that is responsible for Range Billing functions in FTA.

How is this guide structured?

This guide is comprised of a number of topics explained in the table below. You may read the guide in its entirety or select only those topics of interest to you.

Topics	Learning Objectives
Topic 1: Understanding The Range Billing Process	In this topic, you will understand: <ul style="list-style-type: none"> • What Range Billing is; • The steps to take to complete the billing process; and • The parties involved in the billing process.
Topic 2: Setting-up Rates & Fees	In this topic, you will understand: <ul style="list-style-type: none"> • The steps to take to set up rates & fees.
Topic 3: Preparing Range Tenure Billing Instructions	In this topic, you will learn: <ul style="list-style-type: none"> • How to preview an invoice; • Who prepares Range Tenures for billing; and, • How to prepare Range Tenures for billing.
Topic 4: Generating the Pre-Billing Report	In this topic, you will learn: <ul style="list-style-type: none"> • Who generates the Pre-Billing Report; and, • How to generate the Pre-Billing Report.
Topic 5: Approving & Processing Billing	In this topic, you will learn: <ul style="list-style-type: none"> • Who is responsible for approving Range Billings; • How Range Billings are approved; and, • The outcomes of the Range Billing Batch Process including reports.
Topic 6: Understanding Post Billing Tasks	In this topic, you will learn: <ul style="list-style-type: none"> • How to generate the Post Billing Report; and • When to archive tenures.
Topic 7: Wrap-Up	In this topic, you will understand: <ul style="list-style-type: none"> • The learning objectives achieved; • The data flow; and, • Where to go for additional assistance.

What's included in this guide?

In this guide you will find instructions and screen prints detailing how to perform various tasks using the Range Billing functionality of FTA. If you require field level definitions, you should refer to the comprehensive FTA On-Line Help Guide. You can access the On-Line Help Guide from FTA by clicking the **help** link in the upper right corner of each screen.

It is important to remember that the help guide is context sensitive. This means, you are automatically navigated to a help page which is directly applicable to the screen of FTA which you were working on when you clicked the **help** link.



The guide does **not** cover Range Tenure Management in FTA. This is covered in **Module 3.1 – Range Tenure Management**.

Understanding symbols used in this guide

Look for...	Denotes...
	Tip – Important information that you should pay close attention to.
	Warning – Information around tasks which you should be extremely careful performing.

Terms in this guide

The term LIM Operators has been used in this guide. Please note that since this guides creation, the Ministry of Forests and Range now refer to staff in this role as Geomatics Staff.

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Range Billing Module

Topic 1: Understanding the Range Billing Process

In this topic, you will understand:

- What Range Billing is;
- The steps to take to complete the billing process; and
- The parties involved in the billing process.

Understanding Range Billing

About Range Billing

Range billing is the process of billing clients for the use of Crown Land to conduct range activities. The area of Crown Land used is known as a Range Tenure. Therefore, billing functions are always based on Range Tenures.

Range Tenures are issued at the District level. Each District is responsible for ensuring the Range Billing process is fulfilled. Districts must work with Headquarters staff to ensure invoices are accurately processed. The Forest Tenures Administration System (FTA) allows these processing activities to be completed electronically.

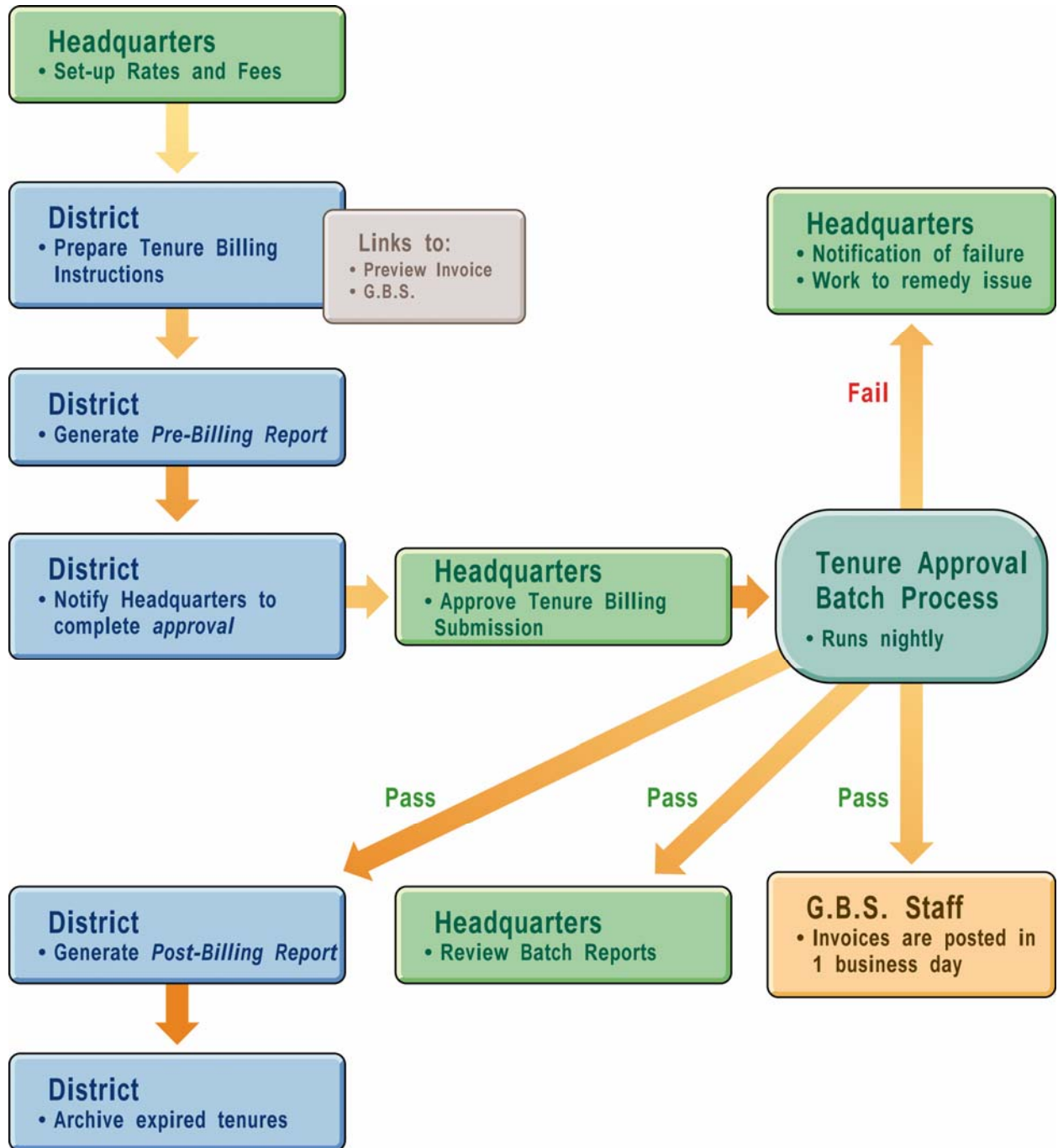
Range Billing Steps

The Range Billing Process includes five key steps as outlined in the table below. Each of these steps forms a topic in this guide. Please refer to each topic for detailed information.

	Step	Responsibility
1	Setting-up Rates and Fees (Topic 2)	Headquarters (Range)
2	Preparing Billing Instructions and Previewing Invoices (Topic 3)	District
3	Generating the Pre-billing Report (Topic 4)	District
4	Approving & Processing Billing (Topic 5)	Headquarters (Revenue)
5	Understanding Post Billing Tasks (Topic 6)	District

Topic 1: Understanding the Range Billing Process

The Range Billing Process



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Range Billing Module

Topic 2: Setting-up Rates & Fees

In this topic, you will understand:

- The steps to take to set up rates & fees.

Setting up Rates & Fees

Range Headquarters Staff are responsible for entering the rates and fees, into FTA, for range billings on an annual basis.

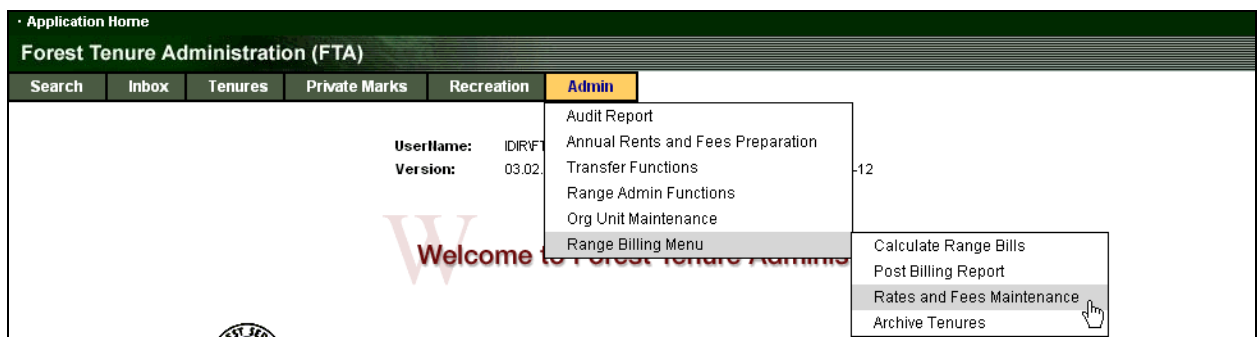
- The Usage (AUM) Rates are calculated based on the price of beef. Please contact the Range Headquarters Staff for further information.
- The Issuance Fees are prescribed in Section 13 of the Range Regulation. Please refer to the Range Regulation for further information.
- Data in the screen prints in this guide is hypothetical.



Only Headquarters Users have access to this function in FTA. District Users do **not** have access.

Navigating to the Rates & Fees Maintenance Page

The **FTA699-Rates and Fees Maintenance** page is a selection in the **Admin** menu. Navigate to **Admin** and select **Range Billing Menu**. Next, select **Rates and Fees Maintenance**.



Understanding the Rates & Fees Maintenance Page Layout

The Rates and Fees Maintenance page consists of a **Calendar Year** drop list, editable rate/fee fields and a **Save** button.

FTA699 - Rates and Fees Maintenance

Calendar Year: 2005 * Go

Last Updated On: 2005-12-21 17:37:43 By: IDIR\FTA\FPBHQ

	Rate/Fee (\$)		Rate/Fee (\$)
Grazing Ground Rent Rate:	0.00 *	Grazing Licence:	0.00 *
Grazing Usage Fee Rate:	0.00 *	Grazing Permit:	0.00 *
Grazing Non-Usage Fee Rate - Billable:	0.00 *	Non Replaceable Grazing Permit:	0.00 *
Haycutting Ground Rent Rate:	0.00 *	Haycutting Licence:	0.00 *
Haycutting Harvest Usage Fee Rate:	0.00 *	Haycutting Permit:	0.00 *
Haycutting Harvest Non-Usage Fee Rate - Billable:	0.00 *	Non Replaceable Haycutting Permit:	0.00 *

Save

Steps to Follow

The **FTA699-Rates and Fees Maintenance** page can be efficient to use if you have researched the rates/fees for the calendar year ahead of time. These are set by MoFR once per year at the beginning of the calendar year.

Follow these steps to enter rates and fees.

- 1 Use the drop list to select the **Calendar Year** you wish to add or modify rate/fee information for.
- 2 Click the **Go** Button. If rates/fees have been entered, these will be displayed.
- 3 Enter or modify **rates/fees** as required.
- 4 Click the **Save** button. The rate/fee information has been saved in FTA. You will receive a confirmation message stating "Save Successful".

Sample Page

FTA699 - Rates and Fees Maintenance

Calendar Year: 2005 * Go

Last Updated On: 2005-12-21 17:25:20 By: IDIR\FTAFBHQ

	Rate/Fee (\$)		Rate/Fee (\$)
Grazing Ground Rent Rate:	0.20 *	Grazing Licence:	250.00 *
Grazing Usage Fee Rate:	1.87 *	Grazing Permit:	50.00 *
Grazing Non-Usage Fee Rate - Billable:	0.50 *	Non Replaceable Grazing Permit:	25.00 *
Haycutting Ground Rent Rate:	0.60 *	Haycutting Licence:	100.00 *
Haycutting Harvest Usage Fee Rate:	5.61 *	Haycutting Permit:	25.00 *
Haycutting Harvest Non-Usage Fee Rate - Billable:	1.00 *	Non Replaceable Haycutting Permit:	15.00 *

Save

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Topic 3: Preparing Range Tenure Billing Instructions

In this topic, you will learn:

- How to preview an invoice;
- Who prepares Range Tenures for billing; and,
- How to prepare Range Tenures for billing.

Previewing an Invoice

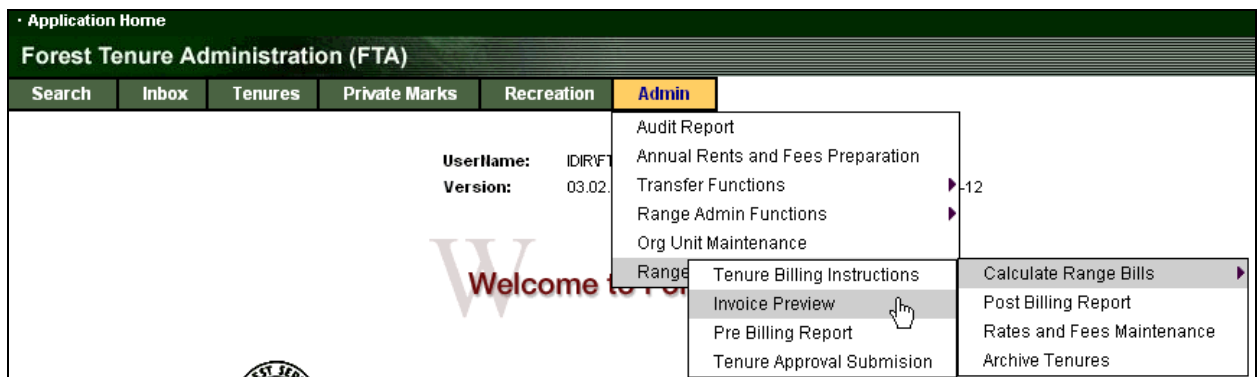
District or Headquarters' Staff may preview any invoice in FTA. This is useful if you require information about an invoice prior to submitting it to be billed. For example, perhaps a client calls requesting the amount of the invoice.



Note that invoices must be sent out **December 01**. Therefore, allow adequate time to prepare invoices.

Navigating to the Invoice Preview Page

The **FTA695-Invoice Preview** page is a selection in the **Admin** menu. Navigate to **Admin** and select **Range Billing Menu**. Next, select **Calculate Range Bills** and then **Invoice Preview**.



Understanding the Invoice Preview Page Layout

The **FTA695-Invoice Preview** page consists of two data entries fields (**Tenure Number** and **Year**) which are used to display the corresponding invoice.

FTA695 - Invoice Preview

Tenure Number: * Region:
Year: 2005 * District:
Name:
Address:
City: Prov: PC:

Quantity	Description	Amount (\$)

Sub-Total
GST @ %
Total Charge

Steps to Follow

The **FTA695-Invoice Preview** page is useful for examining an invoice which accompanies a specific Range Tenure. You can **NOT** modify the invoice from the Invoice Preview page.

Follow these steps to preview an invoice:

- ① Enter the number of the **Range Tenure** corresponding to the invoice you wish to preview. If you are uncertain of the **Tenure Number**, you may click the search icon to search for a specific tenure.
- ② Enter the **Calendar Year** that corresponds to the invoice you wish to preview.
- ③ Click the **Go** button.
- ④ The invoice displays on the page.
 - The top portion of the page provides location and the details of the primary client.
 - The bottom portion of the page provides the billing information.



You can **NOT** modify any data on the invoice. If you believe the data to be incorrect, you may return to the Hay Cutting Rotation or Grazing Rotation pages.



Multiple Clients

If the tenure has multiple clients associated with it, then both the primary and secondary client will receive a copy of the invoice once it is generated. The copies will have the exact same Invoice Number. The clients are responsible for deciding who will pay the invoice.



Invoice Preview & Issuance Fee for Replacement

The Issuance Fee will **not** display on the **FTA695-Invoice Preview** page for tenures replaced using the extended date field; however, it will display on the Pre-Billing Report and be billed to the client.

Topic 3: Preparing Range Tenure Billing Instructions

Sample Page – Invoice Preview

FTA695 - Invoice Preview

Tenure Number:  *

Year: *

Region: RSI

District: DMH

2005 Fees for Grazing Licence

Name: 100 MILE RANCH LTD.

Address: BOX 2170

City: 100 MILE HOUSE **Prov:** BC **PC:** V0K2E0

Quantity	Description	Amount (\$)
176	Authorized AUM @ 0.20 per AUM Ground Rent	35.20
176	Utilized AUM @ 1.87 per AUM Use Fee	329.12
Sub-Total		364.32
GST @ 7%		25.50
Total Charge		389.82

Preparing Range Tenures for Billing

District staff is responsible for the preparation of Range Tenures for billing. This task occurs annually at the end of the calendar year. The first task District staff are responsible for is the setting of the Tenure Billing Instructions. These instructions communicate which invoices are ready for billing. Tenures which do not appear on the list (i.e. those that are not Active) or those which you set to N or C will **not** be billed.

It is important to understand the various billing instructions you may set for Range Tenures. In FTA, you will see codes in the **Instruction** drop list. The following table outlines these codes and their meanings.

Code	Meaning	Important Notes
C	Cancelled	Only valid for tenures which have an invoice # for the year specified. For example, you have produced an invoice and now wish to cancel it.
N	Do NOT Bill	Use if you do NOT want to prepare an invoice for the year specified.
R	Replace Existing Invoice	Only valid for tenures which have an invoice # for the year specified. For example, you have produced an invoice and realized it was incorrect. You wish to replace it with this one. Note that this does NOT include issuance fees.
RI	Replacement Issuance Fee	Only valid for tenures which have an invoice # for the year specified. For example, you produced an invoice and realized that it was incorrect. You wish to issue a new invoice with includes an issuance fee.
Y	Ready to Bill	Used to prepare an invoice for the year specified which does NOT include issuance fees.
YI	Ready to Bill with Issuance Fee	Used to prepare an invoice for the year specified which includes issuance fees. Note: YI should also be used for tenures which are being replaced when the RAN Number stays the same. For example, you need to set the billing instruction to YI the first year of the new licence.



Take note that the codes “C”, “R”, and “RI” may only be used for tenures which already have an **Invoice Number** for the year specified. For example, you have previously prepared the invoice but realize you made an error. Now, you may use these codes to prepare the invoice again.

Understanding Batch Billing

The **FTA680-Tenure Billing Instructions** page, explained below, allows you to prepare instructions for one, many, or all tenures in your district. It is highly recommended that you prepare instructions for all tenures within your district at the **same** time. However, if this cannot be achieved, then you must keep the following in mind:

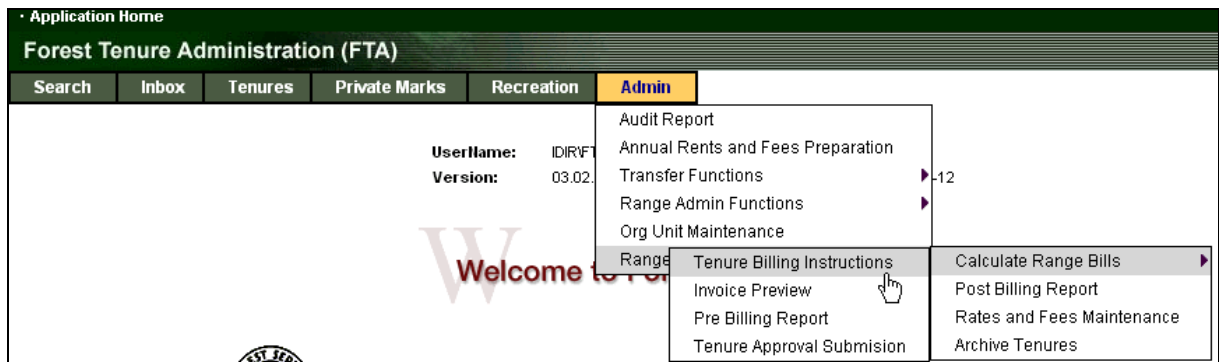
- The **FTA680-Tenure Billing Instructions Page** processes what is displayed on the page.
 - o Scenario A: If you have displayed **all** tenures for your district, and these have never had billing instructions set, you can set an instruction for each tenure, and click the **Prepare** button. All tenures will be picked up by the Headquarters Approval Submission once you have notified them that they may go ahead with the Approval Submission.
 - Refer to **Topic 5: Approving & Processing Billing** to learn more about the Headquarters Approval Submission.
 - o Scenario B: If you have completed Scenario A above, and realize that you made an error on the instruction for a single tenure, then you may use this page to modify that tenure's billing instruction as long as you have **not** yet notified Headquarters to begin their Approval Submission. It is important to ensure that you only display that specific tenure on the **FTA680-Tenure Billing Instructions** page, when you modify the instruction. If you have multiple tenures which you need to modify, you should only display and prepare instructions for one tenure at a time.
 - Note: All tenures which you previously prepared billing instructions for, including any tenure's instruction you have individually modified, will be picked up by the Headquarters Approval Submission once you have notified them that they may go ahead with the Approval Submission.
 - o Scenario C: If you have displayed only some tenures (i.e. you have used the **Tenure Type** field to select a single type of Range Tenure), and these have never had billing instructions set, you can set an instruction for each tenure and click the **Prepare** button. All tenures will be picked up by the Headquarters Approval Submission once you have notified them that they may go ahead with the Approval Submission. If you wish to return to this page, to set instructions for additional tenures, you must ensure that:
 - Headquarters has completed their Approval Submission for your original batch of tenures.
 - If your original batch of tenures is currently being processed, you will **not** be able to edit the billing instructions for any of these tenures using the **FTA680-Tenure Billing Instructions** page.
 - If your original batch of tenures has been completely processed, an invoice number will display and the billing instructions field will be blank. You may only use the C, R, or RI code for future billing instructions.
 - You notify Headquarters of the second batch which is awaiting their Approval Submission.

Topic 3: Preparing Range Tenure Billing Instructions

- o It is important to realize that you cannot prepare the same billing instruction twice, in the same year, for a single tenure. For example, if you prepare the billing instruction for a tenure and it has been processed, then you must ensure that you do **not** prepare the **same** billing instruction for this tenure a second time. If you do prepare the same billing instruction for this tenure, it will **not** be picked up by Headquarters upon their Approval Submission the second time. It is important to note that you may change the billing instruction for a tenure after it has been billed.

Navigating to the Tenure Billing Instructions Page

The **FTA680-Tenure Billing Instructions** page is a selection in the **Admin** menu. Navigate to **Admin** and select **Range Billing Menu**. Next, select **Calculate Range Bills** and then **Tenure Billing Instructions**.



Understanding the Tenure Billing Instructions Page Layout

The **FTA680-Tenure Billing Instructions** page consists of two distinct sections.

- The top portion of the page is used to search for the tenure(s) you wish to set instructions for.
- The bottom portion of the page is used to set the tenure instructions for all active tenures.



If you notice a tenure displaying in the bottom portion of the Tenure Billing Instructions page which you do **not** believe should be displaying, then you should investigate the status of the tenure. **Only tenures which are active will display.** Range Tenure status is discussed in Module 3.1 Range Tenure Management.

Topic 3: Preparing Range Tenure Billing Instructions

FTA680 - Tenure Billing Instructions

Org Unit: *

Name: ...

Year: *

Tenure: ...

Tenure Type:

CAUTION: If you are changing the billing instructions below please be aware that any changes you make will either overwrite or delete the previous set of billing instructions currently shown on the screen that have been previously prepared but not yet approved. This means that it will only look at the new instructions you've entered so if you do not change instructions on previously prepared instructions that is displayed on the screen it will be deleted if the certified timestamp is later than the date the tenure was billed last.

If you do not want to affect previous instructions please type in the specific range tenure you want to change the billing instruction for and hit GO and only that range tenure will show up in the list. This will ensure that the other instructions that were previously prepared are not affected.

7 rows returned

Row	Instr	Number	Type	Client Name	Invoice	Date	Certified By
1	<input type="text" value="N"/>	RAN073538	E02	WALTERS, ROBERT SIDNEY			<input type="button" value="Preview"/> <input type="button" value="G.B.S."/>
2	<input type="text" value="N"/>	RAN074247	E02	LUMSDEN, JAMES			<input type="button" value="Preview"/> <input type="button" value="G.B.S."/>
3	<input type="text" value="YI"/>	RAN075826	E01	CANADIAN FOREST PRODUCTS LTD.			<input type="button" value="Preview"/> <input type="button" value="G.B.S."/>
4	<input type="text" value="YI"/>	RAN075827	E03	CANADIAN FOREST PRODUCTS LTD.			<input type="button" value="Preview"/> <input type="button" value="G.B.S."/>
5	<input type="text" value="YI"/>	RAN075842	H01	CANADIAN FOREST PRODUCTS LTD.			<input type="button" value="Preview"/> <input type="button" value="G.B.S."/>
6	<input type="text" value="YI"/>	RAN075843	H02	CANADIAN FOREST PRODUCTS LTD.			<input type="button" value="Preview"/> <input type="button" value="G.B.S."/>
7	<input type="text" value="YI"/>	RAN075844	H03	CANADIAN FOREST PRODUCTS LTD.			<input type="button" value="Preview"/> <input type="button" value="G.B.S."/>

Steps to Follow

The **FTA680-Tenure Billing Instructions** page is mandatory for the preparation of invoices. There are a few ways in which you may wish to use this page:

- Prepare instructions for all invoices for your district.
- Prepare instructions for a single invoice for your district.
- Modify instructions for an invoice which you have previously prepared billing instructions for.

Prepare All Invoices

Follow these steps to prepare instructions for **all invoices** for your district:

- 1 Using the top portion of the page, select your **Organization Unit** from the drop list.
- 2 Enter the **Year** you wish to prepare invoice instructions for. This field will automatically default to the current year.
- 3 Click the **Go** button. All invoices corresponding to the Organizational Unit and Year are displayed in the bottom portion of the Tenure Billing Instructions page. Take note of the following:
 - Each invoice displays as a separate row.
 - If an invoice has not yet been generated for a tenure for the year specified, the following columns will be blank **Invoice**, **Date**, and **Certified by**. If the Invoice column contains "GBS" this indicates that the billing submission has been approved by Headquarters (Revenue) and is waiting to be processed by GBS. Once the invoice is processed, an Invoice Number is displayed.
 - The number of rows returned is displayed at the top of the list. If there are many rows returned, you will need to scroll to see them all.
- 4 Set the billing instruction for each tenure (row) using the drop list in the column labeled **Instr**.

Topic 3: Preparing Range Tenure Billing Instructions

5

Click the **Prepare** button. This is located at the bottom of the list. You will receive a "Prepare Successful" message indicating that the billing instructions have been successfully prepared.



Once you have prepared the Tenure Billing Instructions, do **not** change any tenure information (e.g. grazing or haycutting rotation details) in FTA for those invoices which you have billed (i.e. used the codes Y, YI, R, or RI).

If you do change tenure information for tenures you have billed, you will need to return to this page and re-prepare the tenure billing instructions.

Note: You should never change tenure information for tenures you have billed if you have already notified Headquarters (Revenue Staff) to approve the tenure billings submission. You will learn about the role of Headquarters in Topic 5 of this guide. You may make changes to tenure information and re-set that tenure's billing instructions (using the codes C, R, or RI) once the initial billing has been completed.



The Tenure Number column contains a hyperlink to the **Tenure** page. This page includes detailed information about the tenure. However, if you navigate to this page and then use the **Back** button to return to the **Tenure Billing Instructions** page, you will lose any instructions you set during the session. **Therefore, do NOT use this link at this time.**

There are two buttons associated with each row of data:

- **Preview button** – this button is meant to display a preview of your invoice. This is the same page explained in the previous topic "**Preview Invoice**". However, if you click this button and subsequently return back to the Tenure Billing Instructions page, you will lose any instructions you set during the session. **Therefore, do NOT use this button at this time.** If you need to preview an invoice, select the **Invoice Preview** page using the navigation explained in the last topic.
- **GBS button** – this button is only useful once the invoice has been approved and processed in the General Billing System. You must have authority to access the General Billing System in order for this button to be of use to you. Click the button to open GBS in a new browser window and view the corresponding invoice.

Prepare a Single Invoice

Follow these steps to prepare instructions for **a single invoice** for your district:

1

Using the top portion of the page, select your **Organization Unit** from the drop list.

2

Enter the **Year** you wish to prepare invoice instructions for. This field will automatically default to the current year.

3

Enter the **Tenure Number** if you know it.

If you do not know the Tenure Number use the remaining fields to narrow your results.

- Name – this is the Client's Name.
- Tenure Type – select the type of Range Tenure.

4

Click the **Go** button. All invoices corresponding to the fields you have entered are displayed. If you entered a specific Tenure Number then that tenure is displayed.

- If you do not enter a specific Tenure Number, you may receive multiple results.

5

Set the billing instruction for the tenure using the drop list in the column labeled **Instr.**

Topic 3: Preparing Range Tenure Billing Instructions

6

Click the **Prepare** button. This is located at the bottom of the list. You will receive a "Prepare Successful" message indicating that the billing instructions have been successfully prepared.



Remember, once you have prepared the Tenure Billing Instructions, do **not** change any tenure information (e.g. grazing or haycutting rotation details) in FTA for those invoices which you have billed (i.e. used the codes Y, YI, R, or RI).

Modify Billing Instructions

You may modify the billing instructions for a tenure if you have prepared these instructions but you have **not** asked Headquarters to approve the tenure billing submission. See Topic 5 for additional information on Headquarters role.

For example,

- If you have set the billing instructions for a tenure and then realized you made an error, you may modify the billing instructions and prepare them again for that tenure.
- If you have set the billing instructions and then realized your tenure details were incorrect, you may modify the tenure details, and then prepare the tenure billing instructions again.

Follow these steps to modify and prepare a Range Tenure's billing instructions which you have **previously prepared billing instructions** for:

1

Using the top portion of the Tenure Billing Instruction page, select your **Organization Unit** from the drop list.

2

Enter the **Year** you wish to prepare invoice instructions for. This field will automatically default to the current year.

3

Enter the **Tenure Number** of the tenure you wish to modify the instructions for.

4

Click the **Go** button. A single row of data is displayed in the bottom portion of the page.

- A date/time stamp is displayed in the **Date** column. This is the last date/time this tenure's billing instructions were prepared.
- The user id of the individual whom last prepared this tenure's billing instructions is displayed in the **Certified By** column.

5

Modify the billing instruction for the tenure using the drop list in the column labeled **Instr.**

6

Click the **Prepare** button. This is located at the bottom of the list. You will receive a "Prepare Successful" message indicating that the billing instructions have been successfully prepared.

FTA Participant Guide –



Range Billing Module

Topic 4: Generating the Pre-Billing Report

In this topic, you will learn:

- Who generates the Pre-Billing Report; and,
- How to generate the Pre-Billing Report.

Who Generates the Pre-Billing Report?

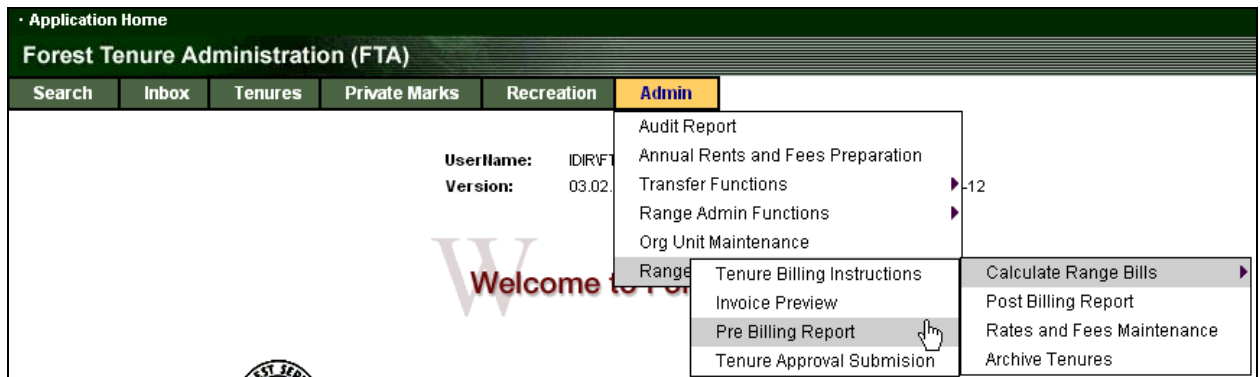
District Staff are responsible for generating the Pre-Billing Report. This report is generated once the Tenure Billing Instructions have been set (see the previous topic). The purpose of this report is to verify all tenure billing instructions have been set appropriately prior to notifying Headquarters Staff to approve the instructions.

How is the Pre-Billing Report Generated?

The Pre-Billing Report is generated directly from FTA. It is displayed in Acrobat Reader as a PDF.

Navigating to the Pre-Billing Report Submission Page

The **FTA685-Pre-Billing Report Submission** page is a selection in the **Admin** menu. Navigate to **Admin** and select **Range Billing Menu**. Next, select **Calculate Range Bills** and then **Pre-Billing Report**.



Understanding the Pre-Billing Report Submission Page Layout

The **FTA685-Pre-Billing Report Submission** page consists of two mandatory fields:

- District; and,
- Billing Year.

FTA685 - Pre Billing Report Submission

District: *

Billing Year: *

Steps to Follow

The **FTA685-Pre-Billing Report Submission** page allows you to generate the **Pre-Billing Report** which includes all tenure billing instructions for your district for a specified year. It is highly recommended that District Users generate and review this report prior to asking a Headquarters User to approve the billings. A sample of the Pre-Billing Report is available in **Appendix A** of this guide.

Follow these steps to prepare the **Pre-Billing Report**:

- ① Select the **District** you wish to generate the report for. If you are a District User this field will default to your district.
- ② Enter the **Billing Year** you wish to prepare invoice instructions for. This field will automatically default to the current year.
- ③ Click the **Submit** button. The report will be displayed using Acrobat Reader.
- ④ Verify all data within the report is accurate.
 - If the data is **accurate** you may now seek approval for the billings from Headquarters. See the next topic for additional information.
 - If the data is **not accurate**, you may modify the data in FTA. However, once you have made a modification to a tenure, you must prepare the range tenure billing instructions again. See the section “**Modify Billing Instructions**” in the last topic for additional information.



You may print this report by clicking the **Print** icon in Acrobat Reader.

FTA Participant Guide –



Range Billing Module

Topic 5: Approving & Processing Billing

In this topic, you will learn:

- Who is responsible for approving Range Billings;
- How Range Billings are approved; and,
- The outcomes of the Range Billing Batch Process including reports.

Who Approves Range Tenure Billings?

District and Headquarters Staff both play key roles in the approval process. District Staff are responsible for notifying Headquarters Staff (Revenue Branch/Manager, Billing Operations & Support) that their Range Tenures are ready to be billed. Revenue Headquarters Staff must then use FTA to approve these billing submissions. Headquarters is approving these billings for submission to finance. Headquarters is **not** examining each individual invoice.

District Staff	Headquarters Staff (Revenue)
Notify Headquarters Staff that Range Tenures are ready for billing once they have: <ul style="list-style-type: none"> Prepared Range Tenure Billing Instructions Generated Pre-Billing Report 	Approve Billing Submissions



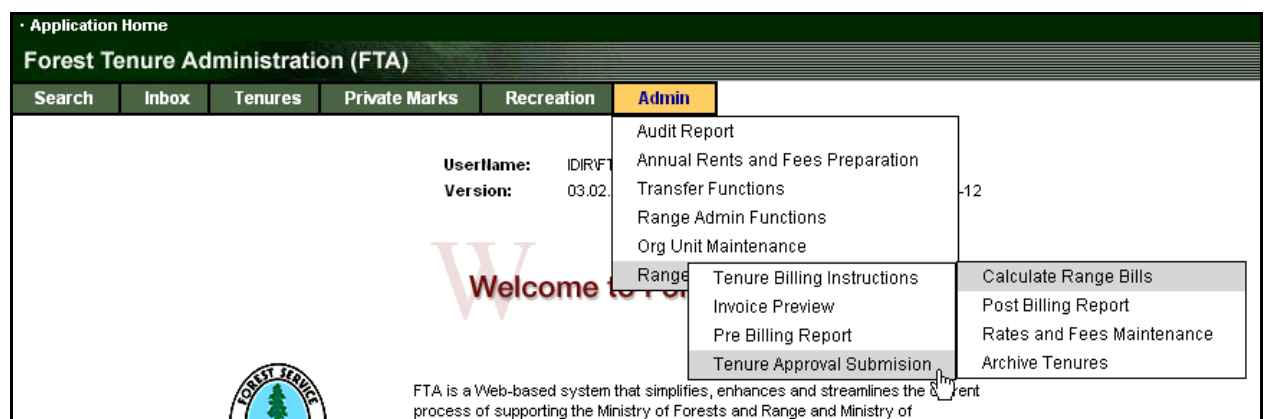
Once you have notified Headquarters (Revenue Staff) that they can approve these billings for submission to finance, do **not** alter any data for tenures which you have billed. If you find you have made an error, contact Headquarters (Revenue Staff) immediately and they will work with you to resolve the issue.

How are Range Tenure Billings Approved?

Range Tenure Billings are approved using the **Tenure Approval Submission** page. Only users whom have Headquarter status will be able to use this page.

Navigating to the Tenure Approval Submission Page

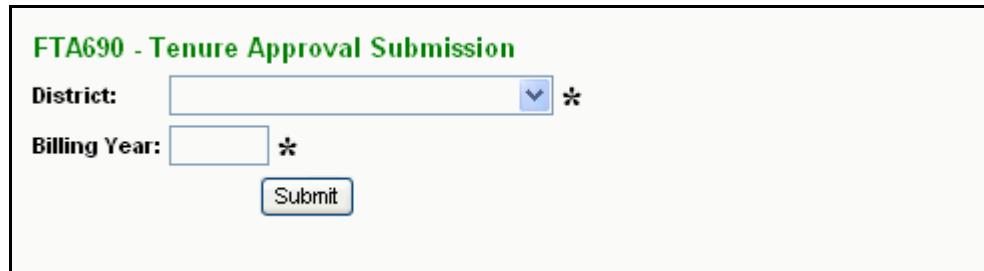
The **FTA690-Tenure Approval Submission** page is a selection in the **Admin** menu. Navigate to **Admin** and select **Range Billing Menu**. Next, select **Calculate Range Bills** and then **Tenure Approval Submission**.



Understanding the Tenure Approval Submission Page Layout

The **FTA690-Tenure Approval Submission** page consists of two mandatory fields:

- District; and,
- Billing Year.



Steps to Follow

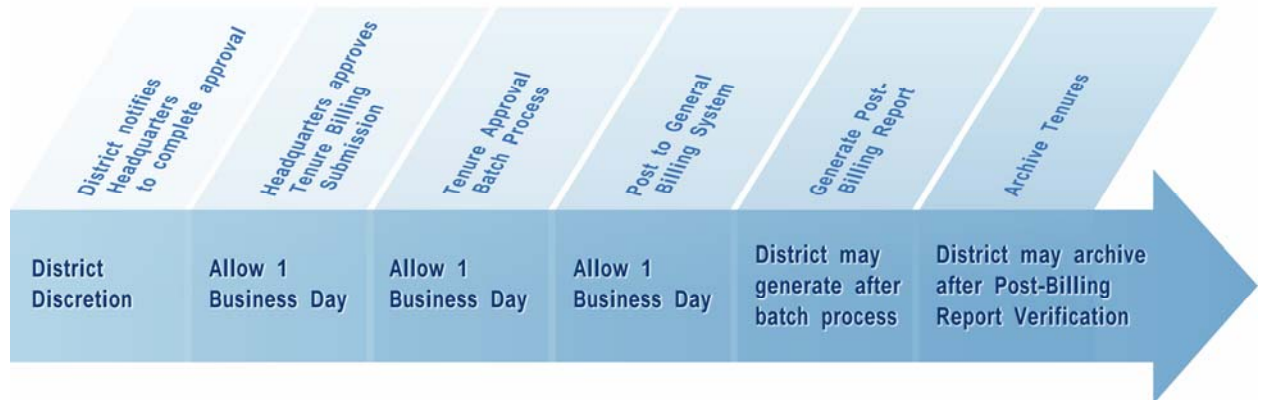
The **FTA690-Tenure Approval Submission** page allows you to approve the Range Tenure billing instructions which have been submitted by a district for a specified year. Follow these steps to approve the submissions:

- 1 Select the **District** you wish to approve the submissions for.
- 2 Enter the **Billing Year** you wish to approve the submissions for.
- 3 Click the **Submit** button. You will receive a “**Submit successful**” message indicating that you have successfully approved the submission for overnight batch processing.
- 4 Batch processing occurs automatically in FTA. Each night, FTA checks to see if submissions have been approved. FTA then processes these submissions. If the submission:
 - **Passes**—the invoice data is transferred and ready to be posted in the General Billing System (GBS).
 - o If a problem in billing occurs an email is sent to APPHELP detailing the issue.
 - o The Post Billing Report may be generated by District Users (this is discussed in the next topic).
 - **Fails**—headquarters staff receives notification of the batch process failure and works to remedy the issue. Note that the entire batch will fail if a single error is detected.



Recall that no tenure data must be altered once the billing instructions for that tenure have been prepared.

The Billing Timeline



Range Billing Process Outcomes

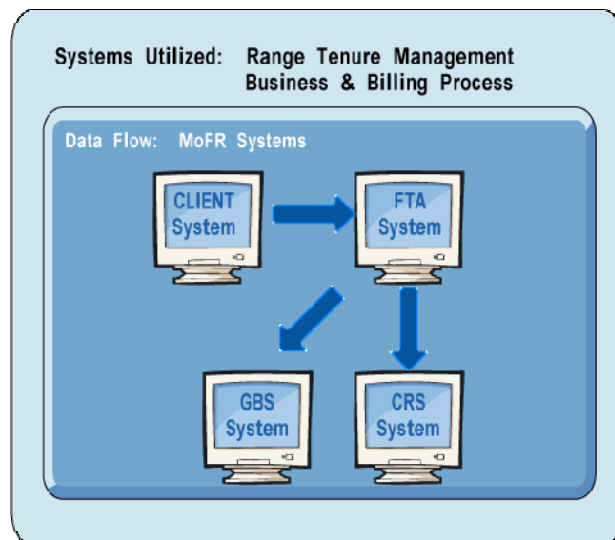
Understanding Batch Reports

Once the range billing process has been completed the Batch Reports are automatically generated. There are two reports:

- Tenure Approval Batch Report
- Tenure Approval Batch Summary Report

Linking to the General Billing System

In addition, recall that the invoice data is now transferred to GBS and invoices await posting. Posting of invoices is completed by GBS Staff, usually, within a day. Once invoices have been posted, any user who has access to GBS may examine the invoice. If you have access to GBS you may access the invoice using the **GBS** button on the **FTA680-Prepare Range Tenure Billing Instructions** page. Refer back to **Topic 3** for additional information.



FTA Participant Guide –



Range Billing Module

Topic 6: Understanding Post Billing Tasks

In this topic, you will learn:

- How to generate the Post Billing Report; and,
- When to archive tenures.

Generating the Post Billing Report

The **Post Billing Report** is a useful report for a District User to generate to verify their billings for a given year. It is highly recommended that each district generate this report, examine its contents, and verify that all billing has been completed accurately. This step should be completed one day after approval of the submission has been completed by Headquarters Staff. A sample of the Post Billing Report is available in **Appendix A** of this guide.

Navigating to the Post Billing Report Submission Page

The **FTA686-Post Billing Report Submission** page is a selection in the **Admin** menu. Navigate to **Admin** and select **Range Billing Menu**. Next, select **Post Billing Report**.



Understanding the Post Billing Report Submission Page Layout

The **FTA686-Post Billing Report Submission** page has two mandatory fields:

- Organizational Unit; and,
- Calendar Year.

In addition, you may decide how you wish the data to display on the report by selecting one of the sort options.

Steps to Follow

The **FTA686-Post Billing Report Submission** page allows you to generate a report that includes all Range Tenure billings which have been completed for an Organizational Unit (e.g. District) and specified Calendar Year. Follow these steps to generate the report:

- 1 Select the **Organizational Unit** for the report.
- 2 Enter the **Calendar Year** for the report. This field will automatically default to the current year.
- 3 Select the **Sort By** option that corresponds to how you wish the report results to display. You may select one of the following options: Client Name, File ID, File Type, or Invoice Number.
- 4 Click the **Submit** button. The report will be displayed using Acrobat Reader.



If you notice an error in the report, you must contact Headquarters immediately. The data in this report represents the invoices which have been issued to the client for payment.

Archiving Tenures

Tenures should be archived on an annual basis by each district. The archive function allows expired Range Tenures to be archived. This allows you to clean up your work in FTA so that your pages have less clutter.



Do **NOT** archive tenures prior to this point in the Range Billing Process. Archiving tenures prior to batch processing can cause the batch process to fail.

The process of Archiving Tenures is discussed in **Module 3.1: Range Tenure Management** of this training. If you require a re-fresher on this process, please return to Module 3.1.

FTA Participant Guide –



Range Billing Module

Topic 7: Wrap-Up

In this topic, you will understand;

- The learning objectives achieved;
- The data flow; and,
- Where to go for additional assistance.

The Learning Objectives Achieved

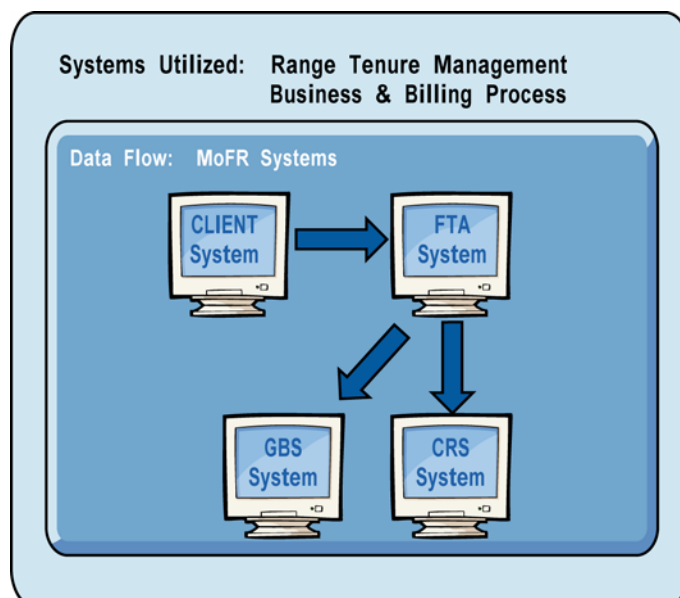
You have completed the **FTA Participant Guide – Range Billing Module**. You should now have an understanding of the business process used to bill Range Tenures within MoFR including the roles of District and Headquarters Staff. The steps involved in Range Billing should be clear. In addition, you should be able to complete the following tasks in FTA:

- Set up Rates & Fees;
- Preview an Invoice;
- Prepare Range Tenure Billing Instructions;
- Generate the Pre-Billing Report;
- Approve Range Billings;
- Generate the Post Billing Report; and,
- Archive Tenures at the appropriate time.

The Data Flow

The following image explains the various systems utilized during range related activities:

- Client data comes into FTA via the CLIENT System. This is discussed further in **Module 3.1: Range Tenure Management** of the FTA Training program.
- FTA feeds billing data to the General Billing System (GBS) to allow invoices to be generated.
- FTA feeds data to the Corporate Reporting System (CRS) to allow reports to be run on range related data.



Other Resources Available

There are additional resources available to assist you with learning how to use other features and functions of FTA. These include:

- **FTA Training Website** – this site includes the Participant Guides & Training Sessions for other training modules as well as an FTA Question & Answer Forum. Visit the site at <http://qwww.for.gov.bc.ca/his/fta/>
 - o Please note that this site is currently under development.
- **District Business Champion** – each district has identified key support business champions for FTA. Find out who in your district can help!
- **On-Line Help** – available by clicking the **Help** button in the upper right of each FTA page. Remember that this is context sensitive. This means you will receive a help page which corresponds to the page you are on in FTA.
 - o If you have the Table of Contents open for the On-Line Help Guide, click the book icon next to **Administrative Functions**. Next, click the book labeled **Range Tenure Administration** to examine all Range help pages.
- **Business Application Support Center** – available by calling 250-387-8888.
- If you require assistance using the CLIENT System, GBS, or CRS then you should discuss this with your supervisor.

FTA Participant Guide –



Range Billing Module

Appendices

- Appendix A: Pre-Billing Report
- Appendix B: Post Billing Report

Appendix A: Pre-Billing Report

The following is a sample page of a Pre-Billing Report.

			Ministry Of Forests Range Billing System			FTA408R DBP01 IDIRISAMACPHE 12/13/05 3:42:45PM Page 1 of 5		
Pre-Billing Report For 2005								
Report Parameters:								
District: DMH								
Client Name	Tenure	Type	Auth. Amount	Rent	Fee	Non-Use Amount	Issue Fee	Total Incl. GST
JOHNSON, JOHNSON	RAN072502	H01	8	4.80	44.88	0.00	0.00	53.16
GUST, GUST	RAN072847	E01	677	135.40	1,054.68	0.00	0.00	1,273.39
BEZANSON	RAN072866	E01	182	36.40	340.34	0.00	0.00	403.11
COLDWELL, COLDWELL	RAN072890	E01	56	11.20	104.72	0.00	0.00	124.03
BOOKER, BOOKER	RAN072900	E01	374	74.80	699.38	0.00	0.00	828.37
FAESSLER	RAN072909	E01	137	27.40	0.00	0.00	0.00	29.32
O.C. DEVELOPMENTS INCORPORATED	RAN072910	E01	45	9.00	84.15	0.00	0.00	99.67
HOIUM, BRAIM	RAN072913	E01	348	69.60	650.76	0.00	0.00	770.79
CRAWFORD, CRAWFORD	RAN072921	E01	734	146.80	1,372.58	0.00	0.00	1,625.74
COLDWELL, COLDWELL	RAN072923	E01	758	151.60	1,417.46	0.00	0.00	1,678.89
NICKEL, NICKEL	RAN072926	E01	181	36.20	338.47	0.00	0.00	400.90
DOUGHERTY, CADE, COLLINS, DOUGHERTY, DOUGHERTY	RAN072934	E01	985	197.00	1,841.95	0.00	0.00	2,181.68
HINSCH, WILLIAMSON, HINSCH, HINSCH	RAN072992	E01	516	103.20	964.92	0.00	0.00	1,142.89
LORING	RAN073001	E01	111	22.20	207.57	0.00	0.00	245.85
GLEN, JR, GLEN	RAN073004	E01	347	69.40	648.89	0.00	0.00	768.57
MCKAY	RAN073035	E01	468	93.60	875.16	0.00	0.00	1,036.57
O.C. DEVELOPMENTS INCORPORATED	RAN073052	E01	186	37.20	244.97	0.00	0.00	301.92
SCOTT, SCOTT	RAN073053	E01	980	196.00	1,832.60	0.00	0.00	2,170.60
PITT, PITT	RAN073059	E01	476	95.20	637.67	0.00	0.00	784.17
BAUCHE	RAN073061	E01	162	32.40	302.94	0.00	0.00	358.81
NIELSEN, BARKOWSKY, BARKOWSKY, FORTIN, JOHNSON, NIELSEN, JOHNSON	RAN073070	E01	570	114.00	1,065.90	0.00	0.00	1,262.49
R.M. MONICAL & SONS LTD.	RAN073082	E01	3,557	711.40	6,651.59	0.00	0.00	7,878.40
CLUB RANCH CATTLE CO. LTD.	RAN073083	E01	1,309	261.80	2,447.83	0.00	0.00	2,899.30
DEWEY, DEWEY	RAN073086	E01	861	172.20	1,610.07	0.00	0.00	1,907.03
MORRISON	RAN073089	E01	256	51.20	478.72	0.00	0.00	567.01
CUNNINGHAM, CUNNINGHAM, CUNNINGHAM, GAMMIE	RAN073118	E01	537	107.40	1,004.19	0.00	0.00	1,189.40
PETER	RAN073121	E01	170	34.00	317.90	0.00	0.00	376.53
THE CUTTER RANCH LTD.	RAN073132	E01	1,392	278.40	2,603.04	0.00	0.00	3,083.14
FURBER, FURBER	RAN073133	E01	238	47.60	445.06	0.00	0.00	527.15
VAN OSCH	RAN073134	E01	55	11.00	102.85	0.00	0.00	121.82
JACOBSEN	RAN073135	E01	993	198.60	1,856.91	0.00	0.00	2,199.40
BLEEKER, BLEEKER	RAN073138	E01	151	30.20	282.37	0.00	0.00	334.45
SCHWARZER, SCHWARZER	RAN073139	E01	297	59.40	555.39	0.00	0.00	657.83
JOHNSTON, JOHNSTON	RAN073141	E01	297	59.40	555.39	0.00	0.00	657.83

Appendix B: Post Billing Report

The following is a sample first and last page of a Post Billing Report.

Ministry Of Forests
Range Billing System
Post - Billing Report For 2005 by District

FTA409R
DBP01
IDIR\SAMACPHE
3/17/06 11:34:28AM
Page 1 of 31

Report Parameters:

Org Unit: DMH
Calendar Year: 2005
Sort by: Client Name

District: 100 Mile House Forest District

Client Name and Address	Invoice Number C/R Date	Tenure Number Type	Auth Amnt Rent Fee	Non Use Fees	Issue Fees	Sub-Total All Fees GST	Invoice Total
100 MILE RANCH LTD. BOX 2170 100 MILE HOUSE, BC V0K 2E0	A064194 2005-12-29	RAN073450 E01	176 35.20 329.12	0.00 0.00		364.32 25.50	389.82
						Client Sub Total:	389.82
112 MILE RANCH LTD. PO BOX 123 100 MILE HOUSE, BC V0K 2E0	A064263 2005-12-29	RAN076018 E01	1,183 236.60 2,212.21	0.00 0.00		2,448.81 171.42	2,620.23
						Client Sub Total:	2,620.23
HILLARY ADAM PO BOX 1023 150 MILE HOUSE, BC V0K 2G0	A064243 2005-12-29	RAN075334 E01	265 53.00 0.00	0.00 0.00		53.00 3.71	56.71
						Client Sub Total:	56.71
LORNE ADAMS RR 1 LONE BUTTE, BC V0K 1X0	A064242 2005-12-29	RAN075333 E01	551 110.20 1,030.37	0.00 0.00		1,140.57 79.84	1,220.41
						Client Sub Total:	1,220.41


BRITISH COLUMBIA


Ministry Of Forests
Range Billing System
Post - Billing Report For 2005 by District

FTA409R
 DBP01
 IDIR\SAMACPHE
 3/17/06 11:34:28AM
 Page 31 of 31

Post - Billing Summary For DMH 100 Mile House Forest District

Tenure Type	Count	Auth. Amount	Ground Rent	Usage Fees	Non Use Fee	Issuance Fees	Sub-Total All Fees	GST	Grand Total of all Fees
Grazing Licences	126	85,426	17,085.20	148,794.03	0.00	1,000.00	166,879.23	11,681.53	178,560.76
Grazing Permits	3	973	194.60	1,684.87	0.00	0.00	1,879.47	131.55	2,011.02
Non-Replaceable Grazing Permits	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total For Grazing	129	86,399	17,279.80	150,478.90	0.00	1,000.00	168,758.70	11,813.08	180,571.78
Haycutting Licences	12	183	109.80	297.33	0.00	100.00	507.13	35.51	542.64
Haycutting Permits	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Replaceable HayCutting Permits	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total For Haycutting	12	183	109.80	297.33	0.00	100.00	507.13	35.51	542.64
Total For Manual Invoices	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00

End of Report