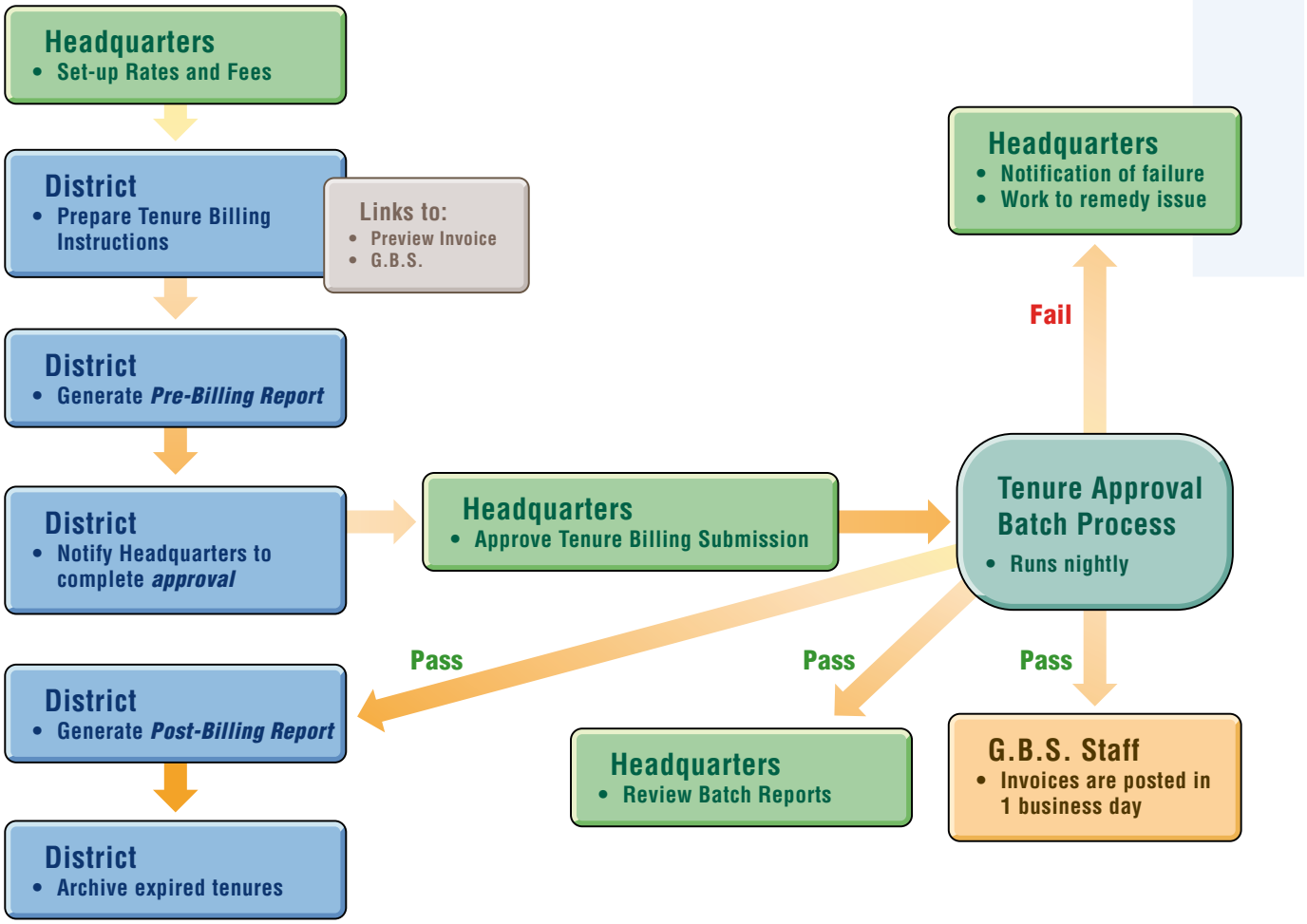
Preparing Range Tenures for Billing

About 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 Process



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. It is important to understand the various billing instructions you may set for Range Tenures.

Understand Tenure Billing Instruction Codes

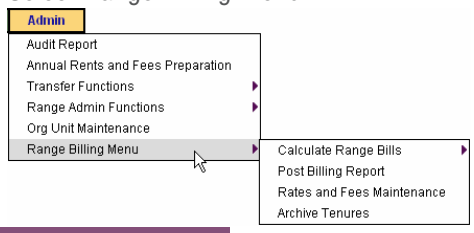
Code	Meaning	Important Notes
C	Canceled	Only valid for tenures which have an invoice # for the year specified
N	Do NOT Bill	Use if you do NOT want to prepare an invoice for the year specified
R	Replace Existing Invoice	Only valid for tenures which have an invoice # for the year specified
RI	Replacement Issuance Fee	Only valid for tenures which have an invoice # for the year specified
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

Know How to Navigate

Follow the steps to find your way to the Tenure Billing Instructions page in FTA.

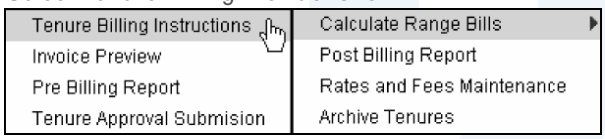
1. Select Admin Tab

2. Select Range Billing Menu



3. Select Calculate Range Bills

4. Select Tenure Billing Instructions



Prepare All Invoices

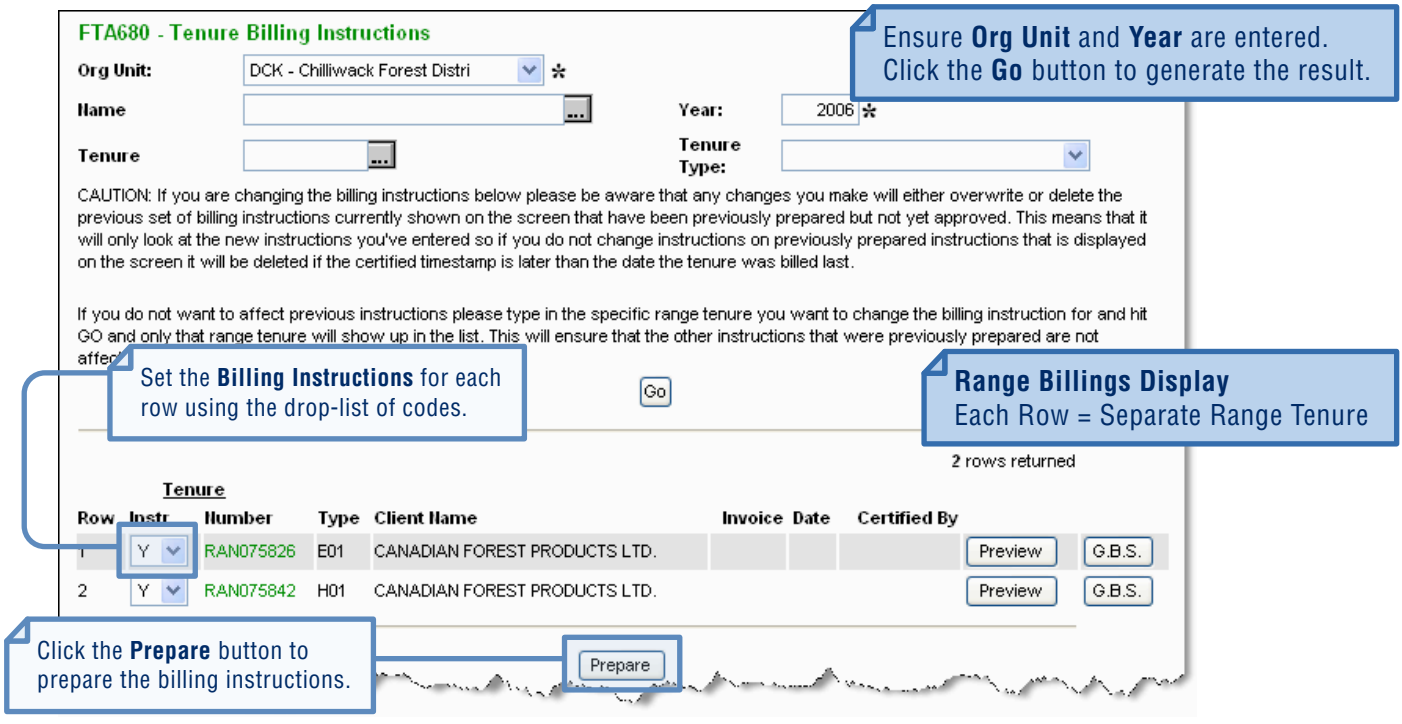
Follow the steps below to prepare all invoices for your organization for a specified calendar year:

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 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**.

   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**.
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.

Warnings

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. 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 from the **Calculate Range Bills** sub-menu.
- **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 help to you. Click the button to open GBS in a new browser window and view the corresponding invoice.