



FTA – Range Billing Module: Documentation Updates

The following information reflects updates included in V3.0 of the Range Billing documentation. These are modifications since the previous version (1.2).

- A note has been added to remind users that the term LIM Operators is used in the materials; however, the current term to refer to staff in this role is Geomatics Staff.
- Topic 2: Added a short explanation of calculations.
 - Usage (AUM) Rates are calculated based on the price of beef. Please contact Range Headquarters Staff for additional information.
 - The Issuance Fees are prescribed in Section 13 of the Range Regulation.
- Topic 3: Added warning regarding the use of the Invoice Preview page.
 - 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: Added explanation of tenures not billed.
 - Tenures which do not appear on the Tenure Billing Instruction List (i.e. those that are not Active) or those which you set to N or C will not be billed.
- Topic 3: Clarified notes related to billing codes.

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.

Code	Meaning	Important Notes
YI	Ready to Bill with Issuance Fee	<p>Used to prepare an invoice for the year specified which includes issuance fees.</p> <p>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.</p>

- Topic 3: Added details to assist in understanding Batch Billing.

The **FTA680-Tenure Billing Instructions** page 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.
 - 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.
 - 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.
 - 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.
 - 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.
- Topic 3: Added clarification around when the term “GBS” appears on the FTA680-Tenure Billing Instructions page.

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.

- Topic 3: Added warning to remind participants not to change tenure information for invoices which have been billed.

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).

- Topic 3: Added clarification around modifying 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.

- Topic 5: Added clarification to describe the role of Headquarters.

Revenue Headquarters Staff must use FTA to approve billing submissions. Headquarters is approving these billings for submission to finance. Headquarters is not examining each individual invoice.

- Topic 5: Added warning of what to do if a participant realizes they have made a billing error.

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.