



REVENUE BRANCH

HBS Industry Reference Guide

Ministry of Forests and Range

February 1, 2008



This manual is intended for the use of individuals or companies when conducting business with the British Columbia Government. Permission is granted to reproduce it for such purposes. This manual and related documentation and publications, are protected under the *Federal Copyright Act*. They may not be reproduced for sale or for other purposes without the express written permission of the Province of British Columbia.

Table of Contents

1 Introduction

1.1 Document Defaults and Conventions	1-3
---	-----

2 Responsibility for Scale Returns

2.1 Legal	2-2
2.2 Corrections	2-3
2.3 Penalties for Late Submission.....	2-4

3 Industry HBS Roles and Responsibilities

3.1 Industry User Administrator (IUA)	3-2
3.2 Industry Site Administrator (ISA)	3-3
3.3 Industry Scalers.....	3-4

4 Understanding Client Location and Scale Site Linkages

5 Getting Started

5.1 To Set Up a New User or to Locate Users In HBS.....	5-2
5.2 To Set Up a Scaler in HBS	5-5
5.3 To Set up Delivery of Issued Documents	5-6

6 HBS Checklists

6.1 Daily HBS Activities	6-2
6.1.1 To Perform Daily HBS Activities.....	6-2
6.1.2 How should I submit scale data to HBS?.....	6-2
6.2 To Submit a XML File Transmission Online	6-4
6.3 To Check if Scale Returns Were Successfully Received by HBS.....	6-6
6.3.1 To Print the Detail Content Listing.....	6-7
6.4 To Enter Scale Data On-Line using HBS	6-9
6.5 To Search for a Submitted Detail Batch of Returns	6-11
6.6 To Review the List of Received Detail Scale Transmissions (XML) Listing.....	6-13
6.6.1 To fix a Rejected Scale Transmission (CUS)	6-15
6.7 Weekly HBS Activities.....	6-20
6.7.1 To Perform Weekly HBS Activities	6-20

6.7.2	What are HBS Anomaly Reports?	6-20
6.7.3	To Find Gaps & Duplicates	6-23
6.7.4	To Search for Digital Signature Failures	6-26
6.7.5	Request Bulk Action	6-29
6.7.6	To Ensure All Submitted MFR Samples Fit the Stratum Description.....	6-30
6.7.7	To View the Samples in HBS	6-31
6.7.8	To View the Population Strata in HBS	6-34
6.8	Monthly HBS Activities	6-37
6.8.1	To Perform Monthly HBS Activities.....	6-37
6.9	Annual HBS Activities	6-40
6.9.1	To Perform Annual HBS Activities.....	6-40
6.9.2	To Ensure All Sample Loads for the Cyclic Billing Year are Processed	6-40

7 Remote Transactions and Departures

	7.1 . Primary Departure/Remote Transactions	7-2
	7.2 Remote Red Tag	7-4
	7.3 Primary Departure	7-6
	7.4 To Record Split Loads for a Piece Scale Site.....	7-8

8 Using HBS

8.1	Event Types	8-2
-----	-------------------	-----

9 Finding Scale Data Using HBS

9.1	To find a Scale Return in HBS by Summary Document Number	9-2
9.2	To find a Scale Return in HBS By Statement Number.....	9-4
9.3	To find a Scale Return by Detail Document Number.....	9-5
9.4	To find a Weigh Slip Scale Return by Weigh Slip Number	9-6
9.5	To find a Scale Return (not Weigh Slip) Using Scaler License and Return Number	9-7
9.6	To Search for a set of Summary Scale Returns by Date Issued.....	9-8
9.7	To Search for Scale Returns in Submitted Detail Batches	9-9
9.8	To Search for a Set of Summary Scale Returns by Scale Date	9-10
9.9	To Search for a set of Detail Scale Returns	9-11

10 Correcting Scale Returns



10.1 Most Common Industry HBS Errors	10-2
--	------



10.2 To Correct a Detail Weight Scale Return in “Error” Online (Prior to Invoicing).....	10-3
--	------



10.3 How to Correct a Scale Return with an Incorrect Event Type	10-5
---	------



10.4 How to Correct a Digital Signature Failure	10-6
---	------

11 Queries and Reports

Appendix

Appendix I Getting Help.....	A-2
Appendix II HBS Error Codes	A-3
Appendix III HBS Scale Return Status Codes.....	A-27
Appendix IV – HBS Species, Produce and Grade Codes.....	A-28
Appendix V Original Document Submission & Retention (Piece Scale Sites).....	A-29

This page is intentionally left blank.

Introduction

1

This HBS Industry Reference Guide has been developed to assist forest industry employees who currently use, or will use the Harvest Billing System (HBS) application to collect, submit and/or correct scale return data.

The complete HBS training manual is available from the following website location:

[HBS User Manual](http://www.for.gov.bc.ca/hva/rh/hbs/) - (<http://www.for.gov.bc.ca/hva/rh/hbs/>)

We strongly recommend users complete the HBS web-based training prior to using the Harvest Billing System. The HBS web based training may be accessed from:

[HBS Interactive Training](http://www.for.gov.bc.ca/hva/hbs/wbt/index.html) - (<http://www.for.gov.bc.ca/hva/hbs/wbt/index.html>)

If at any time you are unsure of how to use the Harvest Billing System or are unable to integrate HBS into your existing scale collection and submission process, please do not hesitate to contact either your local ministry scaling representative or the HBS Help Desk for assistance.

The HBS Help Desk may be contacted by telephone at 1-877-387-8349 or email FORHVAP.HBSHELP@gov.bc.ca.

1.1 Document Defaults and Conventions



Important information about system functionality or suggested business process.



Suggested tips and/or suggestions.



Where to find additional information about a particular topic.



Identifies additional functionality or enhancements that are pending or under development.



Reminders.

This page is intentionally left blank.

Responsibility for Scale Returns

2

2.1 Legal

Industry HBS users who have responsibility to deliver scale returns for scale site(s) should be aware of the legal and financial implications of this responsibility.

Failure to submit a scale return(s) is an offence, and the person who failed to submit the return is subject to prosecution. The offence can also be subject to a violation ticket with a fine of \$173.00

Scale returns that are transmitted electronically are not considered to have been legally delivered until they have been stored and are readable in HBS.

Section 6.1.2 of this guide describes how scale returns can be transmitted to HBS and how to check that the returns were successfully received and stored in HBS.

2.2 Corrections

HBS users who have responsibility for scale returns have the authority to correct those returns both before and after they have been delivered to HBS. The Ministry of Forests and Range expects industry to use this authority whenever they discover errors or inaccuracies in scale data.

Section 9.1 of this guide describes how to find scale returns in HBS, and Section 10.1 describes how to correct scale returns.

2.3 Penalties for Late Submission

Every scale site must operate in compliance with conditions stated in the scale site's authorization. One of these conditions contains the schedule for scale return submissions. It might be daily, weekly, monthly or some other period depending on the method of delivery and site specific considerations. The *Scaling Regulation* provides a grace period of seven (7) days after the end of the period stated in the scale site authorization.

Scale return submission timing and penalty

- 11** (1) For the purposes of section 97 (1) of the Act the prescribed time is 7 days after the end of the period stated in a condition of the scale site authorization.
- (2) For the purposes of section 97 (2) of the Act, a person who delivers a scale return after the due date established under subsection (1) of this section, must pay a penalty to the government in the following amount:
- (a) if no stumpage is payable, \$100;
 - (b) if stumpage is payable,
 - (i) the greater of \$100 or 3% of the amount of the stumpage, if the scale return is delivered during the first month after the due date,
 - (ii) the greater of \$100 or 6% of the amount of the stumpage, if the scale return is delivered during the second month after the due date, or
 - (iii) the greater of \$100 or 9% of the amount of the stumpage, if the scale return is delivered more than 2 months after the due date.
- (3) The regional manager may waive a penalty under subsection (2) if satisfied that the delay in the delivery of the scale return was caused by circumstances beyond the control of the person required to deliver the scale return.

Industry HBS Roles and Responsibilities

3

Industry employees must be issued an HBS User ID in order to view all scale documents in HBS for their own company. These individuals are “Industry User”.

To use HBS to submit and/or correct scale data, the industry employee must:

- be assigned a BCeID and be registered with HBS under that ID,
- be assigned an HBS role, such as an Industry Scaler or Industry Site Administrator (ISA), also
- an ISA must also be associated to a company scale site or sites.

An industry employee can perform more than one role in HBS. The core HBS roles for industry users are:

- Industry User Administrator (IUA),
- Industry Site Administrator (ISA),
- Industry Scaler (SCL),
- Industry Sample Plan Administrator (IPA), and
- Industry Document Receiver (IDR).

A scaler set up in HBS as an industry user/industry scaler who has their own client code can submit scale return data for any site, but cannot view or edit the returns.

3.1 Industry User Administrator (IUA)

An Industry User Administrator (IUA) is an employee of a forest industry client who has been designated to perform the following tasks on behalf of their company:

- Initiate the HBS enrolment process by completing the Application to Establish Industry User Administrator Role form. This form can be accessed from: http://www.for.gov.bc.ca/hva/hbs/Industry_User_Application.pdf. The completed form should be faxed to the HBS Help Desk (250-387-9738), or mailed to the HBS Help Desk, Revenue Branch, Ministry of Forests, PO Box 9511 Stn. Prov. Govt, Victoria, B.C. V8W 9C2.
- Request access for new HBS users,
- Designate roles and scale sites associations for employees within their company,
- Maintain HBS user profiles (periodic changes to user account details, including derivations).

3.2 Industry Site Administrator (ISA)

An Industry Site Administrator (ISA) is a designated employee of a forest industry client with the authority to submit signed scale data (or enter on-line) for one or more scale sites and perform updates on that data. Ultimately, an ISA is responsible for ensuring scale data is provided to HBS in a timely manner. For their scale site, an ISA has the authority to:

- Submit scale returns to HBS using on-line screens or through file transfer,
- Update a scale return prior to invoicing,
- Request a **Cancel**, **Cancel and Replace** or **Replace** for a scale return, and
- Review XML transmission status reports.
- Ensure scale returns are received by HBS (**see note below**).

Receiving a CSA (Completed Satisfactorily) message after submitting a file of scale returns to HBS does **not** mean the scale returns are error-free and ready for invoicing. It only means the XML files have been accepted into HBS (made it in the “front door”) and are ready for further processing.

It is the responsibility of the ISA to ensure all scale returns have been successfully **received** by HBS. It is also the responsibility of the ISA to correct scaling related errors for their site. It is recommended the ISA check the status of their scale returns on a daily or weekly basis.

If you are unsure of how to use HBS to check if all scale returns have been successfully received by HBS, follow the procedures outlined in section 6.3 of this guide.



Only a Ministry of Forests and Range official can perform an on-line approval for a Cancel or Cancel and Replace of a scale return.

3.3 Industry Scalers

Types of Scalers

1. Licensed with no BCe ID and no HBS Authentication key:

- can scale only on paper scale returns,
- can't digitally sign,
- can't submit, and
- can't correct returns.

2. Licensed with Authentication key but no BCeID:

- can scale,
- can digitally sign,
- can't submit (needs to submit through scale site ISA, and
- can't correct returns.

3. Licensed with Authentication key and BCeID associated with their employer's MFR Client number:

- Termed an "company scaler",
- can scale,
- can digitally sign,
- can submit,
- can correct returns they have scaled, and
- cannot view returns they haven't scaled prior to invoicing.

4. Licensed with an Authentication key and BCeID associated with their own MFR Client number:

- termed an "independent scaler",
- can scale,
- can digitally sign,

- can submit scale returns to HBS using on-line screens or through file transfer for any scale site,
- can correct scale returns that they have scaled from any site,
- can request to Cancel, Cancel and Replace or Replace for a scale return, and
- can ensure scale returns have been successfully received by HBS.

Before a scaler can submit scale data to HBS, they must initiate the Authentication Key set-up process. Scalers are required to **“Digitally Sign”** all scale return data submitted to HBS. Refer to section 5.2 for instructions for setting up an Authentication Key with the HBS HelpDesk.

If the scaler does not have their own BCeID account, the scale site owner must submit an enrolment request on behalf of the scaler. The Enrolment request can be completed on-line at the following website:

[BCeID Registration Site](https://www.bceid.ca/) - (<https://www.bceid.ca/>)

If you require assistance, please contact the HBS Help Desk at 1-877-387-8349 or email FORHVAP.HBSHELP@gov.bc.ca.

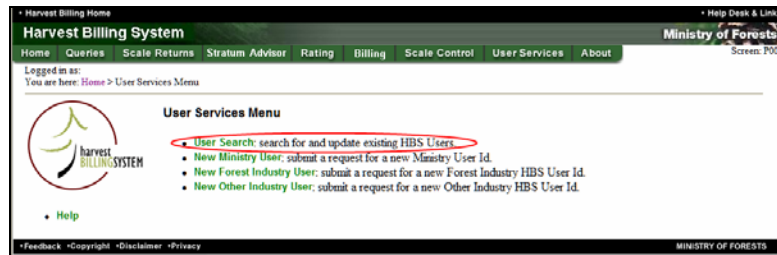
This page is intentionally left blank.

Understanding Client Location and Scale Site Linkages

4

When an industry user is granted access to the Harvest Billing System the role they are assigned determines what they can or cannot access in HBS.

To find out what users are associated with your organization, start from the User Services tab on the Home page:



An industry user who has been granted access to HBS as an Industry Site Administrator is initially granted access to **all** designated company scale sites. Your company may have more than one scale site and more than one employee designated as an Industry Site Administrator – you may want to associate only certain designated scale site(s) to each Industry Site Administrator.

HBS User Search

EXAMPLE

Search Criteria

Enter criteria which describe the user(s) you are searching for. You must enter a value in at least one field before you can execute a search. You may enter criteria in either the User Id Criteria box or the Other Criteria Box but not both.

User Id Criteria

User Id

Enter values in either User Id Criteria above or Other Criteria below.

Other Criteria

User role(s)

Client No/loc:

Org Unit

Last Name

First Name

Email

Phone -

Status

Click to show all Industry Users for that Client number and location.

User List [Help](#)

Your search yielded the following results. Click on the appropriate User Id to view details.

You searched for:
Client No: 00002468 , Loc: 02 , Role: Industry User

User Id	User Name	Status	User Type	Organization	Sub Organization	Pending Request
BCEIDTNASHLENAS	Nashlenas, Tom *	Active	Forest Client	POPE & TALBOT LTD.	ARROW LAKES TIMBER DIVISION EAST	
BCEIDDOHORNIN	Horning, Deano O.	Active	Forest Client	POPE & TALBOT LTD.	ARROW LAKES TIMBER DIVISION EAST	
BCEIDJCONNOLLY	Connolly, Jason *	Active	Forest Client	POPE & TALBOT LTD.	ARROW LAKES TIMBER DIVISION EAST	
BCEIDMBRZEZIK	Brzezick, Margo *	Active	Forest Client	POPE & TALBOT LTD.	ARROW LAKES TIMBER DIVISION EAST	

[New Ministry User](#) [New Client User](#)

Results 1 - 4 of 4

All users at 00002468/02 have been granted HBS Active status. To view details about the HBS user, click on the hyperlink in the **User Id** column.

Harvest Billing Home [Help Desk & Links](#)

Harvest Billing System [Home](#) [Queries](#) [Scale Returns](#) [Stratum Advisor](#) [Rating](#) [Billing](#) [Scale Control](#) [User Services](#) [About](#) [Ministry of Forests](#) Screen: P010

Logged in as:
You are here: [Home](#) > [User Search](#) > [User List](#) > [User Details](#)

Harvest Billing System User Details

MORE INFO: Please enter your contact information. This information is required to complete the registration process.
* indicates a required field

[Help](#)

EXAMPLE

* Client No/Loc: 00002468 / 02 [Client Lookup](#)

Client Name: POPE & TALBOT LTD.

Location: ARROW LAKES TIMBER DIVISION EAST

User Id: [BCEIDTNASHLENAS](#)

* Last Name:

* First Name:

* Middle Initial: Enter * if middle initial is unknown.

* Email Address:

* Phone: () -

Status: ☒ Active
☐ Deactivate

User role(s): ☐ Industry User Administrator
☒ Industry Site Administrator [Associated Sites](#)
☐ Industry Scaler
☒ Industry Sample Plan Administrator
☐ Industry Document Receiver

Requestor's Comments:

[Send Update Request](#)

[Feedback](#) [Copyright](#) [Disclaimer](#) [Privacy](#) [MINISTRY OF FORESTS](#)

- To view the sites this Industry Site Administrator (ISA) is associated with, click on the Associated Sites hyperlink.

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Screen: P018

Logged in as:
You are here: Home > User Search > User List > User Details > Associated Sites

Update Associated Sites - Industry

 MORE INFO:

- [Help](#)

EXAMPLE

Site Owner: ARROW LAKES TIMBER DIVISION EAST
 Client / Location: 00002468 02
 User ID: BCEIDT...
 Role: Industry Site Administrator

Scale Site Name	Scale Site	Associated?
P & T CASTLEGAR	506	☒
P & T CAYUSE	518	☒
P & T FOSTAIL	509	☒
P & T HALFWAY	510	☒
P & T ISI AND POINT	504	☒
P & T NEEDLES	507	☒
P & T OCTOPUS	516	☒
P & T RENATA	514	☒
P & T SNAG BAY	515	☒
P&T STOBO	508	☒
POPE & TALBOT FUEL LOGS	5PT	☒
POPE & TALBOT LTD	45D	☐
POPE & TALBOT LTD.	557	☒
POPE & TALBOT LTD.	556	☒
POPE & TALBOT LTD.	259	☐
POPE & TALBOT LTD.	512	☒
WASTE AND RESIDUE	ZZZ	☒

[User Details](#) [Save](#)

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

As shown, this user is associated with all of their company's scale sites except for 45D and 259. This means the user has been granted permission to view, submit and correct scale return data for these company scale sites (scale site ZZZ is used for Waste and Residue returns from any licensee in BC).



Only an Industry User Administrator can associate an ISA to a designated scale site.

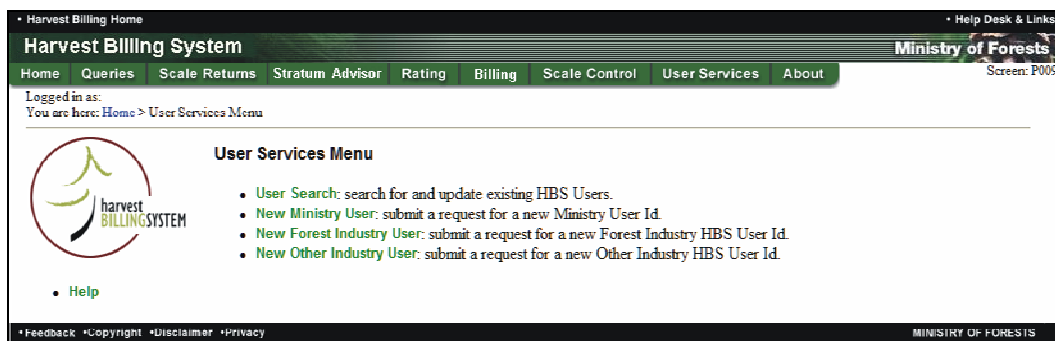
Getting Started

5

5.1 To Set Up a New User or to Locate Users In HBS

Forest industry clients with more than a couple of employees will want to have a designated Industry User Administrator (IUA) to be responsible for performing all subsequent enrolment requests on behalf of their company. The IUA will use the following procedure to search for current users or to request HBS access for employees in their company.

1. Ensure you are logged onto HBS as an Industry User Administrator.
2. From the main HBS home page, select the **User Services** tab.
3. From the User Services screen (P009) select the **User Search** link and search for the user name (to ensure the user does not already exist in HBS). This search will also identify current users for your organization.
4. To set up new users, in the User services screen (P009), select the **New Forest Industry User** link.



5. From the Harvest Billing System Enrolment Request screen, input valid user data for all mandatory fields designated by a * as shown below:

Harvest Billing System Enrolment Request

 **MORE INFO:** Please enter your contact information. This information is required to complete the registration process.

* indicates a required field

- [Help](#)

*	Client No/Loc	<input type="text"/> <input type="text"/> <input type="button" value="Client Lookup"/>
*	Last Name	<input type="text"/>
*	First Name	<input type="text"/>
*	Middle Initial	<input type="text"/> Enter * if middle initial is unknown.
*	Email Address	<input type="text"/>
*	Phone	(<input type="text"/>) <input type="text"/> - <input type="text"/>
	User role(s)	☐ Industry User Administrator ☐ Industry Site Administrator ☐ Industry Scaler ☐ Industry Sample Plan Administrator ☐ Industry Document Receiver
	Requestor's Comments	<input type="text"/>

6. Select the appropriate User Role(s).

 It is very important to ensure the new HBS user's email address is correct – HBS uses the email address to deliver output reports and notifications.

7. Select .

The Ministry Harvest Billing System Manager will review each enrolment request and approve or reject the application. If the request is approved, the Industry User Administrator will receive a confirmation notification email, outlining the user's BCeID User ID and HBS Access Status or role.

To complete the user enrolment process, the Industry User Administrator must forward the confirmation notification to the owner of the BCeID user.

8. Only the Industry User Administrator has the authority to request updates to the HBS role of the users within their organization. To update the role of an HBS user:

- From the tab click on the User Search hyperlink and fill in the Client code for your organization,

- Click the hyperlink in the User ID column for the user's name,
- Make the necessary changes and then click  to HBS. The HBS HelpDesk will respond with an e-mail.

An HBS user must obtain a BCeID password to access the HBS. Once assigned, BCeID passwords expire after two years. No notification is provided. It is the responsibility of the company's BCeID profile manager to reset passwords through the BCeID web site: <https://www.bceid.ca>

BCeID users can reset their own password as often as they wish.

5.2 To Set Up a Scaler in HBS

An industry scaler who is licensed by the Ministry of Forests to scale and submit log scale details must “digitally sign” original scale returns before the scale return leaves the scale site (either transmitted directly to HBS or exported to an industry business system). The scaler must digitally sign scale return data they have collected by entering a unique set of characters called an **Authentication Key**. Each industry scaler licensed by the Ministry of Forests must request an Authentication Key before scale return data can be submitted to HBS. If the scaler **has never been issued an Authentication Key**, follow the instructions below (otherwise, contact your local Ministry of Forests & Range scaling staff to request a reset):

1. The scaler will contact the HBS Help Desk (250) 387-8349 or 1-877-387-8349 to initiate the Authentication Key request.
2. When the HBS Help Desk receives an authentication key request from a ministry licenced scaler, the HBS Help Desk will require verification from the scaler making the request to confirm their identity.
3. When the identity of the scaler confirmed, the scaler will be asked to supply a “Requested Key”. The requested key must contain 7-9 characters and may be alpha (example: AAAAAAA), numeric (example: 9994449) or alpha/numeric (example: A9A9A9A). An Authentication Key is **case sensitive** and it’s recommended that it be issued ALL **UPPERCASE**.
4. The scaler’s scaling license number and Requested Key are entered into HBS, and the scaler’s Authentication Key is generated.



An Authentication Key is date sensitive and is linked to the scale date. If a scaler has changed their Authentication Key number and Digital Signature Failures occur, contact the HBS Help Desk to help resolve the problem.



An Authentication Key is similar to a PIN (Personal Identifier Number) – the scaler can request a specific number to use as their unique HBS Authentication Key number.

5.3 To Set up Delivery of Issued Documents

HBS delivers issued documents (invoices, compiled sample statement, volume statements and ratio reports) using one of three methods:

- **Printed** paper invoices (default method),
- **Attended** electronic delivery using e-mail notification, or
- **Unattended** electronic delivery using File Transfer Protocol (FTP).

If you decide at a later date that you want to change the delivery method for your issued documents, the Ministry **must first expire your existing Statement Delivery Profile** before adding a new Statement Delivery Profile.

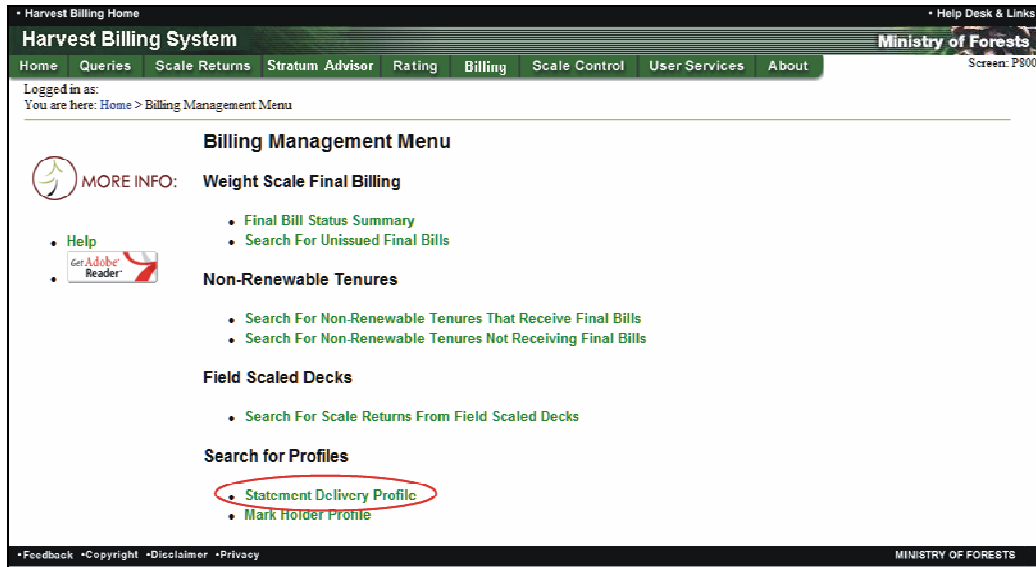
The delivery method is stored in the client's HBS Statement Delivery Profile. To request a delivery method other than the default printed paper invoices, use the following procedure:

1. Ensure you have designated the Industry Document Receiver (IDR) role for your company and the Industry Document Receiver's email address is current.

Refer to the section **To Set up a New User in HBS** for the procedure to designate the Industry Document Receiver for your company).

2. Submit the **Electronic Document Delivery MOU** to your Ministry of Forests Regional Manager.
3. When you receive notification from the Ministry that your Statement Delivery Profile has been activated, use the following procedure to view the details:
4. Ensure you are logged onto HBS
5. Select the **Billing** tab.

From the Billing Management Menu, select **Search for Profiles > Statement Delivery Profile**:



In order to receive an electronic method of delivery of issued documents (FTP or email notification) for your company, **you must complete the Electronic Document Delivery MOU (Memorandum of Understanding)**. This document and instructions for completing the process are available at:

<http://www.for.gov.bc.ca/hva/ct9344-Final.doc>

6. Insert the Client No. and the location code:

The invoices and volume statements you receive are linked to your **client/location code**.

7. Select  .

Harvest Billing System

Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as:
You are here: Home > Billing Management Menu > Search for Statement Delivery Profiles > Statement Delivery Profiles

List of Statement Delivery Profiles

Selected Search Criteria

Client No / Loc: 00002468 02
Client Name: POPE & TALBOT LTD.

Client / Loc	Effective Date	Expiry Date	Delivery Method
00002468 02	2003-November-20	2099-December-31	FTP

Results 1 - 1 of 1

Print

EXAMPLE

Feedback Copyright Disclaimer Privacy

MINISTRY OF FORESTS

If your company has more than one location and you want to have one individual receive issued documents for all your locations, the Industry Document Receiver will require a HBS User ID for **each client number/location**.

HBS Document Delivery Table

Document Types	Original To	Second Copy To
PS Invoicing	Mark Holder	Site Owner
PS Volume Statements	Mark Holder	Site Owner
WS Invoices	Mark Holder	Stratum Owner
WS Volume Statements	Mark Holder	Stratum Owner
Compiled Sample Volume Statements	Population Owner	Stratum Owner
Ratio Reports	Population Owner	Stratum Owner

HBs Checklists

6

To optimize use of the Harvest Billing System to ensure your scale return information is accurately and completely collected, we recommend industry users conduct the following routine tasks.

6.1 Daily HBS Activities

6.1.1 To Perform Daily HBS Activities

- Submit scale return data to HBS (XML files or on-line entry).
- Check Status of XML Files sent. Correct and resend any that were rejected.



Make note of the Transmission ID for future reference.

6.1.2 How should I submit scale data to HBS?

Industry clients can submit electronic detail scale return submissions to HBS using either:

- **Online XML** (Extensible Markup Language) **file transmission**,
- Unattended or automated **FTP** (File Transfer Protocol) delivery, or
- **Online data entry**.

To determine the most suitable method for submitting electronic detail scale return data to HBS for your company, consider the following:

Online - XML

- A registered HBS user must be logged onto the HBS system to submit the electronic file of scale returns.
- Data transfer to HBS is accomplished through a secure connection.

FTP

- Instantaneous feedback regarding the status of the upload is not provided. Consequently, the industry client is not able to take immediate corrective action if the file of scale returns is not successfully uploaded (the industry client must ensure a file management process is in place).
- There is no need to log onto the HBS application or be a registered user of HBS. Industry clients can use batch processing tools to execute unattended, scripted uploads of scale data files to HBS at any time of the day.
- If you chose to submit scale data to HBS using FTP, provide the static firewall IP addresses of your company systems to the HBS Help Desk (to ensure the HBS is accessing the correct folder to collect the electronic scale data).

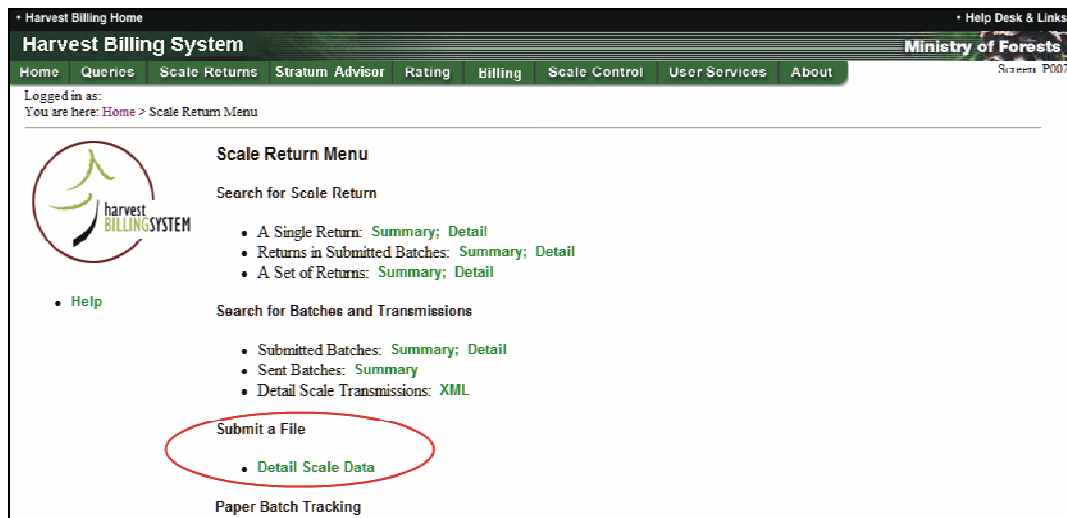
Online Data Entry

- On-line data entry users require a BCeID to access the HBS system.
- Users will be able to record and view their own scale data, but are not able to correct returns or view other scalers' returns for the site.

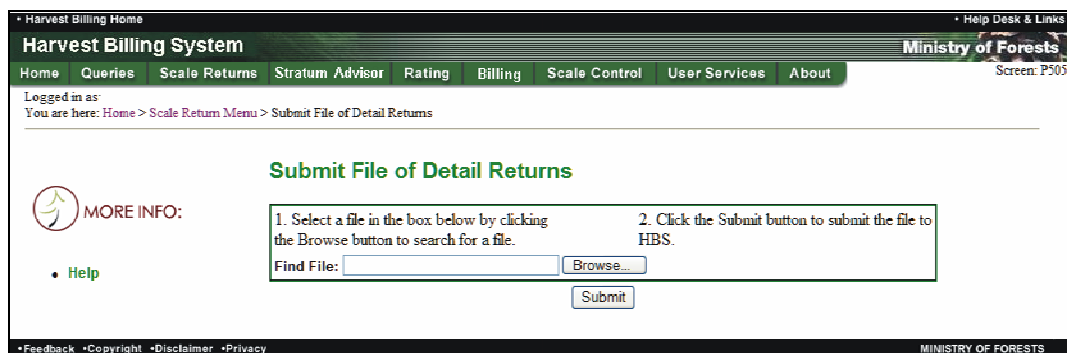
6.2 To Submit a XML File Transmission Online

When creating the XML file, the Creator Number field should be a 10-digit number containing your 8-digit **Client Number** and 2-digit **Location Code** for your scale site, not your Authentication Key number. For company scalers, it is the client and location of the user's employer. For independent scalers, it is the client and location of the user's scaler licence.

1. Ensure you are logged onto HBS and have the authority to add a XML file on behalf of your company.
2. From the HBS Home page, select the **Scale Returns** tab.
3. In the Scale Returns menu, select **Submit a File: Detail Scale Data**:



4. In the Submit a File of Detail Returns screen, (P505), click on the **Browse** button to navigate to and open the file of scale returns for transmission:



5. Select **Submit**.

If HBS returns: “Validation Error - This is not a valid HBS XML file transmission” it means the file you are trying to transmit is not in the correct XML format. Make sure you have selected the correct file. If you have selected the correct file, you must re-compile the file of scale returns and re-submit to HBS.

If you are unable to determine why HBS will not accept your XML file, contact your software vendor, company IT department, or the HBS HelpDesk for assistance: FORHVAP.HBSHELP@gov.bc.ca or phone (within Victoria: 250-387-8349 or (outside Victoria) 1-877-387-8349.

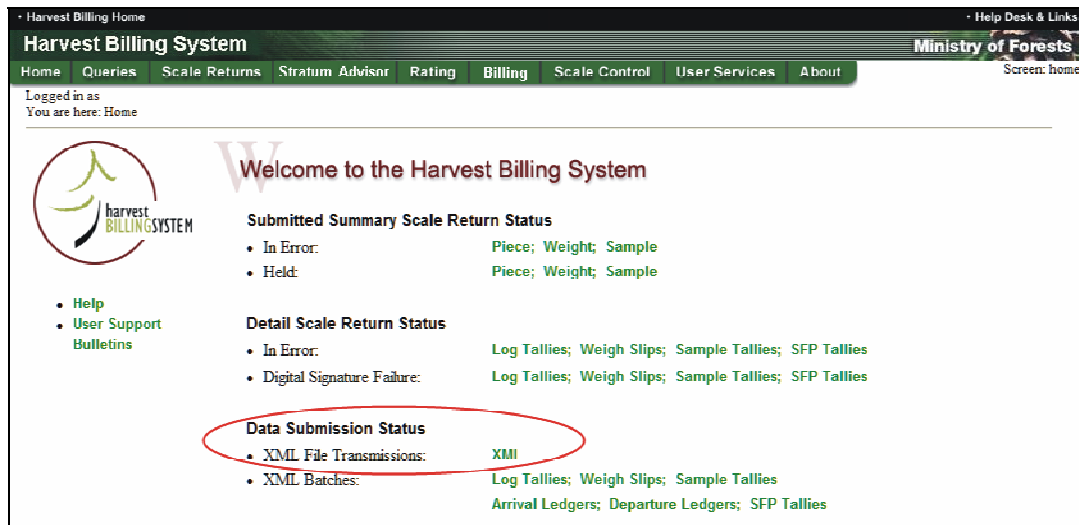
If your transmission is accepted by HBS a Transmission ID will be generated.



Be sure to record the Transmission ID for future reference

6.3 To Check if Scale Returns Were Successfully Received by HBS

1. Ensure you are logged onto HBS with the appropriate permission.
2. In the Data Submission Status section, select XML File Transmission Status: XML.



HBS only returns information for the past 1 month of XML file transmission activity if searching from the hot link on the Home Page.

You can locate more information by using the Scale Returns tab to perform a more detailed search.

Date / Time Received	EXAMPLE	Xmit Id	File Name	Batch Count	Record Count	Type	Step	Status	Reason
2007-Aug-08 08:46		242590	E6RQH17G.XML	0	0		1. Received	CSA	

XML files are not unpacked by HBS immediately. A "0" in the Batch Count and Record Count columns indicate the XML file has been received by HBS, but has not yet been unpacked.

You may also find there are delays in unpacking XML files at various times, such as month-end, when ratio jobs are run; the 5th and 20th of each month when piece scale and weight scale billing jobs are run. You may experience HBS delaying the unpacking of the XML files up to 72 hours.

- HBS will return a list of received detail scale transmissions (XML) for your scale site. Locate and confirm the status of your transmission in the returned list:



It is important to remember these codes reflect the **status** of the XML transmission and **does not indicate if the scale returns are error free**. You should check your scale returns to ensure they are “**Ready**” and not in “**Error**”.

List of Received Detail Scale Transmissions (XML)

Selected Search Criteria								
From:	2007-Jul-08							
To:	2007-Aug-07							
Scale Sites:	Associated Sites							
Exclusion :	Yes							
Date / Time Received	Xmit Id	File Name	Batch Count	Record Count	Type	Step	Status	Reason
2007-Jul-24 09:14	240387	E543IA312.XML	5	235	Prod	3. Edited	CSA	
2007-Jul-24 09:14	240386	7IVMU73Y.XML	1	1	Prod	3. Edited	CSA	
2007-Jul-24 09:13	240385	E6728460	1	26	Prod	3. Edited	CSA	
2007-Jul-24 09:13	240384	E65XS460	1	26	Prod	3. Edited	CSA	
2007-Jul-24 09:13	240383	7IVMC73Y.XML	1	13	Prod	3. Edited	CSA	
2007-Jul-24 09:12	240382	E64UA460	1	47	Prod	3. Edited	CSA	
2007-Jul-24 09:12	240381	E63PO460	1	14	Prod	3. Edited	CSA	
2007-Jul-24 09:12	240380	E6AE7460	1	6	Prod	3. Edited	CSA	

Even though your XML transmission to HBS may have been “Completed Satisfactorily” (CSA), it does not necessarily mean the scale returns contained in the transmission are error free. We recommend you complete the following activities:

- Review the List of Received Detail Scale Transmissions (XML), and
- Print the Transmission Detail Content Listing.

6.3.1 To Print the Detail Content Listing

In the List of Received Detail Scale Transmissions (XML) screen (screen P032 above), click on appropriate file identifier hyperlink in the **Xmit Id** column.

The Transmission Detail Content Listing will display – ensure all returns have a Version Status of “**RDY**” – if any of the returns have a Version Status of “**ERR**”, (unless the error code is only correctable by ministry staff), there is an expectation that you will correct the error indicated or re-submit the scale return(s) to HBS:



BRITISH COLUMBIA



Ministry of Forests

Harvest Billing System

Transmission Detail Content Listing

Page: 1 of 1

Run Date: 2005-Mar-10

Run Time: 8:35:09

Report ID: HBS2P236.rpt

Request No: 800809

Transmission:

85521

File Name:

C252P236.xml

Client:

00001227 04

Batches:

2

EXAMPLE

HBS Batch ID	Submitter Batch ID	Batch Type	Scale Site	From Date	To Date	Return Count	Batch Control			
115570	C252P236	Sample	236	2005-Mar-10	2005-Mar-10	1	208			

All files must be "RDY" and not in "ERR"

Accepted Documents											
DDN	Version	Scale Date	Primary Scaler	Return	Timber Mark	PSY	Weight Site Number	Total Pieces	Total m3	Sample Weight	Version Status
962H221M17000	1	2005-Mar-10	9670	221	EM7587	2336 04 2005	16549	208	40.095	33290	RDY

Batch Total Pieces:	208	Batch Total Volume:	40.095	Accepted Docs without Errors:	1	Accepted Docs with Errors:	0
---------------------	-----	---------------------	--------	-------------------------------	---	----------------------------	---

HBS Batch ID	Submitter Batch ID	Batch Type	Scale Site	From Date	To Date	Return Count	Batch Control				
115571	C252P236	Piece	236	2005-Mar-10	2005-Mar-10	1	1				

Accepted Documents										
DDN	Version	Scale Date	Primary Scaler	Return	Timber Mark	Cut Block	Load Arrival Number	Total Pieces	Total m3	Version Status
806HO81M0570K	1	2005-Mar-10	8057	96				0		NTI

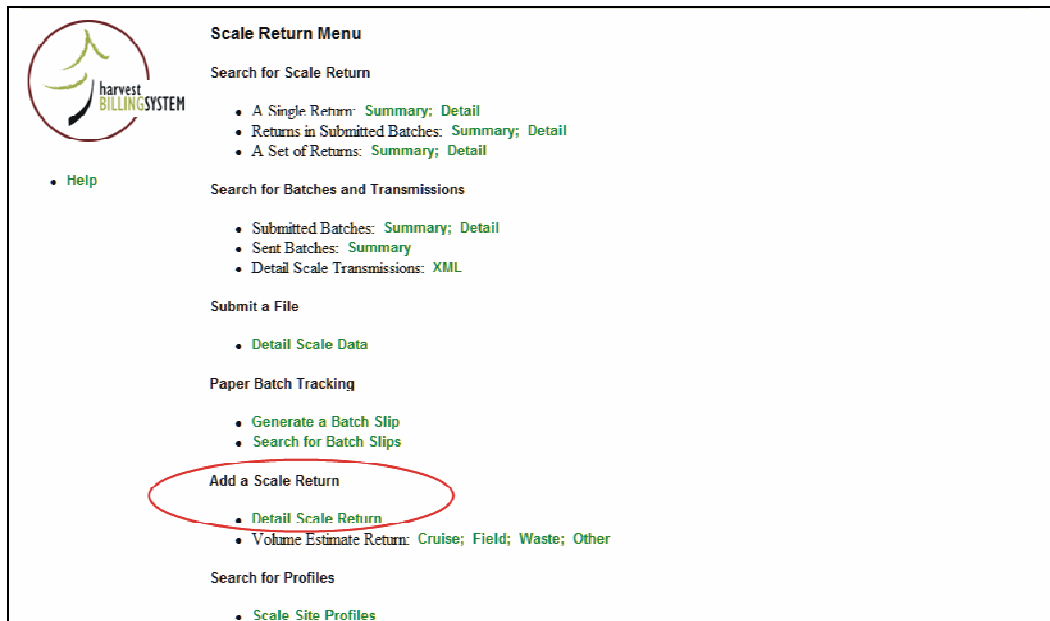
Batch Total Pieces:	0	Batch Total Volume:		Accepted Docs without Errors:	1	Accepted Docs with Errors:	0
---------------------	---	---------------------	--	-------------------------------	---	----------------------------	---



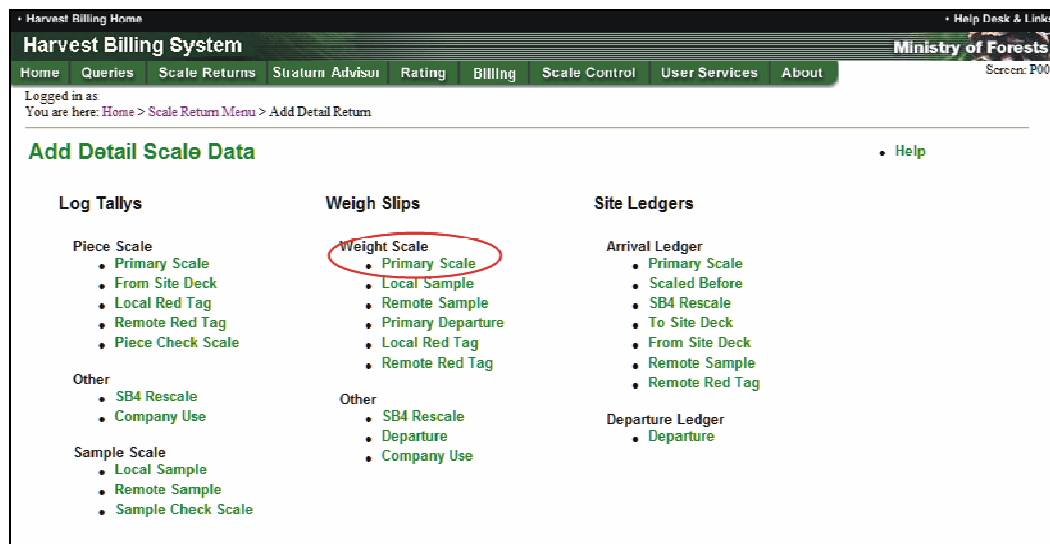
Industry users cannot correct “SD08 - No Confirmed Appraisal Worksheet exists for this scale date” errors. If you receive a SD08 error, contact your ministry scaling office for assistance.

6.4 To Enter Scale Data On-Line using HBS

1. Ensure you are logged onto HBS with permission to add detail scale return data to HBS.
2. Select the **Scale Returns** tab.
3. In the Scale Return Menu (P002), select **Add a Scale Return > Detail Scale Return**.



4. From the **Add Detail Scale Data** screen (P004), select the appropriate transaction type (for this example, a primary weight scale detail return will be chosen).



5. In the **Add a Weight Scale Detail Return – Primary Scale** screen (P600), enter data in all mandatory fields.

Initially, the detail scale return will have a Status of “**Original in Progress**”, a Version of “1” and a Version Status of “**Incomplete**”.



The **DDN** (Detail Document Number) will be generated by HBS when the detail return is successfully saved to the database

6. Select .
7. If HBS reports any format errors, correct the errors and select until the scale return is successfully saved to the database. The status of the scale return will be “**Incomplete**”.
8. Details of the scale return are added by clicking on the button when the return is in **Error** or **Incomplete** status.
9. To apply the x-reference edits, select the button. If the return passes the x-reference edits, the status of the scale return will be “**Ready**” and is ready for further HBS processing. If the return does not pass the x-reference edits, the status of the return will be “**Error**”. If the scale return is in error:
10. Select the button.
11. Correct the fields with errors.
12. Select the button. If the return passes the x-reference edits, the status of the scale return will be “**Ready**” and is ready for further HBS processing. If the return does not pass the x-reference edits, the status of the return will be “**Error**”. Repeat steps 9 and 10 until the scale return passes all x-reference edits and displays a status of “**Ready**”.

If you are adding log details online, we recommend that you **SAVE** your information frequently – your details will be saved to the database in the event of a service interruption.

6.5 To Search for a Submitted Detail Batch of Returns

If you are searching HBS to locate a list of submitted detail batches, you will notice HBS returns **all submitted detail batches** for **all scale sites** for your company. There may be occasions when you only want to find submitted detail batches for a specific scale site **or to search for batches transmitted more than a month ago**. If you only want to find submitted detail batches for a **single scale site**, use the following procedure:

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select the **Search for Batches and Transmissions – Detail Scale Transmissions: XML**.
4. From the **Search for Detail Scale Transmissions Screen**, enter your scale site number (you may choose a date range or accept the default **Transmissions Received Between** option).

Harvest Billing System

Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Screen: P041

Logged in as:
You are here: Home > Scale Return Menu > Search for Detail Scale Transmissions

Search for Detail Scale Transmissions

EXAMPLE

* indicates a required field

Specific Transmission ID
Transmission ID:

OR

General Criteria

Transmission Type: Transmission Step: Processing Status:

Transmissions Received Date (yyyymmdd)
* From: * To:

Scale Site

Exclusion
☒ Exclude Transmissions without Batches

☐ All Sites
☐ Sites in Region/District
☒ Single Site
☐ Sites in Associated Districts

Submitter

XML Transmission Creator
Input User ID

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

5. Select .

6.6 To Review the List of Received Detail Scale Transmissions (XML) Listing

1. In the **List of Received Detail Scale Transmissions (XML)** screen (P032), click on the hyperlink for the appropriate file in the **Batch Count** column:

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as:
 You are here: Home > Scale Return Menu > Search for Detail Scale Transmissions > Received Transmissions (XML)

List of Received Detail Scale Transmissions (XML)

Selected Search Criteria

From: 2007-Aug-28

To: 2007-Aug-29

Scale Sites: All Sites

Exclusion: Yes

EXAMPLE

Date / Time Received	Xmit Id	File Name	Batch Count	Record Count	Type	Step	Status	Reason
2007-Aug-29 14:02	245850	E7FAO473.XML	1	1	Prod	3. Edited	CSA	
2007-Aug-29 14:02	245849	E7E89473.XML	1	1	Prod	3. Edited	CSA	
2007-Aug-29 14:01	245848	E7EES473	2	84	Prod	3. Edited	CSA	
2007-Aug-29 14:00	245847	E7EFH473	1	1	Prod	3. Edited	CSA	
2007-Aug-29 14:00	245846	F7GER12P.XML	1	2	Prod	3. Edited	CSA	
2007-Aug-29 14:00	245843	F7GEZ323.XML	1	19	Prod	3. Edited	CSA	

2. When the List of Submitted Detail Scale Data Batches (XML) screen displays, ensure all scale returns are “**Ready**”. If any of the scale returns are “**In Error**”, click on the appropriate hyperlink in the **In Error** column to view the detail scale return.

This screen reflects the status of the scale returns when they were **first received by HBS**.

If the scale return’s status has changed (for example, if you have corrected the scale return, and the scale return status is now “**RDY**” instead of “**Error**”), you may find when you click on the hyperlink in the “**In Error**” column, HBS will not find the return

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as:
You are here: Home > Scale Return Menu > Search for Submitted Batches > List of Submitted Batches

List of Submitted Detail Scale Data Batches (XML) Help

EXAMPLE

Selected Search Criteria

Scale Sites: Associated Sites
Transmission Id: 245850
Batches: All Batches

Batch Id	Batch Received	Xmit ID	Doc Type	Scale Site	Return Count	Rejected	In Error	Ready	Other	Batch Step	Status	Reason
337595	2007-August-29 14:14	245850	S	473	1	0	1	0	0	3. Edited	CSA	

Results 1 - 1 of 1 Print

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

3. In the **DDN** column, click on the appropriate hyperlink.

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as:
You are here: Home > Scale Return > Detail Search Results

Sample Scale Search Results Help

EXAMPLE

Selected Search Criteria

Sort by: Detail document number
Batch id: 337595
Document type: Sample Tally

DDN	Vers No.	Status	Event Type	Scale Site	Scale Date	Pop/Strat/Year	Timber Mark	Scaler Licence	Return Number	Sampled Weigh Slip	Log Count	Net Volume Total
350C932E45F6G		ERR	SS	473	29-Aug-2007	4703 / 03 / 2008	NBUPW	355F	346	60875	312	42.523

Results 1 - 1 of 1 Suppress History Print

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

4. Assuming you have the right to correct scale returns, click on the **Hold** button on the scale return screen to complete the necessary corrections and save the scale return:

 If the button is not available, you may not be correctly set up in HBS – contact your local Ministry of Forests and Range scaling staff.

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About Screen: P602

Logged in as:
You are here: Home > Scale Return > Search for Detail Scale Data > View a Weight Scale Detail Return - Primary Scale

View a Weight Scale Detail Return - Primary Scale Help

HBS Edit Error

You must correct the following error(s):

- SD08 No Confirmed Appraisal Worksheet exists for this Scale Date

EXAMPLE

DDN: 320316000T98T	State: Original In Progress	Version No: 1	Status: Error
--------------------	-----------------------------	---------------	---------------

Version Information

Scale Site:	3C7	Scale Date:	26-Jun-2006 16:39
Primary Scaler:	177A	Pop/Strat/Year:	3013 / 14 / 2007
Secondary Scaler:		Cut Block:	000
Signing Scaler:	177A	LDS No:	119537
Sample:	None	Transport ID:	168
Timber Mark:	/0465		
		Field Scale:	☐
		Deck ID:	
Hash Total:	-856933209		
		Comment:	

[Change Log](#)

Transaction History						
Seq No.	Sign	Type	Date Summarized	SDN	Date Invoiced	Volume
1	DR	ORG				

Discard **Hold** Re-Edit Print

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

If you do not understand the HBS error code displayed, refer to **Appendix II** in this guide.

6.6.1 To fix a Rejected Scale Transmission (CUS)

An XML file of detail scale returns can be rejected by HBS under the following conditions:

- the wrong file was submitted to HBS. In this case, re-submit the correct XML file to HBS.
- an operating system “glitch” occurred, resulting in only a portion of the file being submitted to HBS. In this case, regenerate the XML file and re-submit to HBS.
- the XML file format is invalid and a “Validation Error – This is not a valid HBS XML File Transmission” error is received. This means either:
 - some or all of the scale return(s) contained in the XML file transmission are missing mandatory field information. HBS performs format edits on every scale return in the file. All scale returns must pass the format edits or the scale return(s) will be rejected. Evaluation of the scale returns is dependent on the event type (for example, the Load Description Slip is a mandatory field **except** for **CU** (Company Use) and **DP** (Departure) events. Check your scale

data to ensure all mandatory fields contain valid data, correct, re-create and re-submit the detail scale returns to HBS, or

- the scale software used to create the XML file does not comply with the Ministry of Forests file specifications. Contact your scale software vendor to report the problem. Once your scale software vendor has corrected the problem, you must re-create and re-submit the detail scale return(s) file to HBS.



The Ministry of Forests and Range XML file specifications are located at:

<http://www.for.gov.bc.ca/hva/hbs/overview/techspecs.htm>

Use the following procedure to determine why a XML file was rejected by HBS:

1. Assuming you have already located the XML File Transmission, review the status of the XML detail scale transmissions in the “Status” column. If the status indicates the transmission was **CUS** (Completed Unsatisfactorily), the **detail scale returns do not exist in HBS**, and you must take corrective action.

Click on the appropriate hyperlink in the **Xmit Id** column for more detailed information about the error(s) encountered.

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Screen: P032

Logged in as:
You are here: Home > Scale Return Menu > Search for Detail Scale Transmissions > Received Transmissions (XML)

List of Received Detail Scale Transmissions (XML)

Selected Search Criteria

From: 2005-Nov-01
To: 2005-Dec-31
Scale Sites: In Coast Forest Region
Exclusion: No

EXAMPLE

Date / Time Received	Xmit Id	File Name	Batch Count	Record Count	Type	Step	Status	Reason
2005-Nov-30 09:57	135613	5UWHT18F.XML	1	6	Prod	3. Edited	CSA	
2005-Nov-30 09:42	135609	5UWGM17S.XML	1	2	Prod	3. Edited	CSA	
2005-Nov-30 09:03	135593	5UR0H13L.XML	1	15	Prod	3. Edited	CSA	
2005-Nov-30 09:01	135591	5UW1K13C.XML	1	11	Prod	3. Edited	CSA	
2005-Nov-30 09:00	135582	CAAAY102.XML	1	2	Prod	3. Edited	CSA	
2005-Nov-30 09:00	135583	CAAEE19V.XML	1	31	Prod	3. Edited	CSA	
2005-Nov-30 09:00	135581	CAAEP16F.XML	1	27	Prod	3. Edited	CSA	
2005-Nov-30 08:49	135574	Csy0078C.xml	1	1	Prod	3. Edited	CSA	
2005-Nov-30 08:45	135573	CAAEF117	1	1	Prod	3. Edited	CSA	
2005-Nov-30 08:29	135572	CAAE79DL.XML	1	15	Prod	3. Edited	CSA	
2005-Nov-30 08:29	135571	CA9NH9DL.XML	1	22	Prod	3. Edited	CSA	
2005-Nov-30 08:14	135568	CAADC117	1	10	Prod	3. Edited	CSA	
2005-Nov-30 07:17	135551	CAABX114.XML	2	24	Prod	3. Edited	CSA	
2005-Nov-30 07:00	135543	D7984216.552	0	0		1. Received	CUS	FXA00
2005-Nov-30 07:00	135544	D7984217.552	0	0		1. Received	CUS	FXA00
2005-Nov-30 07:00	135545	D964D100.552	0	0		1. Received	CUS	FXA00
2005-Nov-30 07:00	135546	S7984216.552	0	0		1. Received	CUS	FXA00
2005-Nov-30 07:00	135547	S7984217.552	0	0		1. Received	CUS	FXA00
2005-Nov-30 07:00	135548	S964D100.552	0	0		1. Received	CUS	FXA00
2005-Nov-30 05:00	135527	cabla17r.xml	1	6	Prod	3. Edited	CSA	
2005-Nov-30 05:00	135528	cablw187.xml	2	24	Prod	3. Edited	CSA	

- Review the error code in the “Reason” column. Below are the error codes you may encounter, and a suggestion to resolve the problem.

Error Code	Error Description	Potential Solution
FXA00	This is not a valid HBS XML file transmission	Software problem – file created does not comply with Ministry format standard. Contact your software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FXA01	Batch count must match count of all batches in transmission file.	Software problem – file created does not comply with Ministry format standard. Contact your software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FXA02	All scale sites on all batch headers in transmission must be configured for detail submission.	Contact your ministry scaling representative – the scale site is not configured for detail scale returns.
FBA01	Scale site must be valid.	Contact your ministry scaling representative – the scale site is not configured correctly or does not exist.
FBA02	From scale date must be valid.	Software problem – date is not formatted correctly in the scale site software. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBA03	To scale date must be valid.	Software problem – date is not formatted correctly in the scale site software. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBA04	Document count must match count of all documents in batch.	Software problem – contact your scale site software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBA05	For PSS, PPS batches, batch control total must match the sum of log counts on all returns in batch.	Software problem – contact your scale site software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.

Error Code	Error Description	Potential Solution
FBB05	For WSB, WSR batches, batch control total must match the sum of gross weights on weigh slips in batch.	Software problem – contact your scale site software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBC05	For ARL, DPL, POT, WSO batches, batch control total must be the count of ledger entries or scale returns in batch.	Software problem – contact your scale site software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.

If you are unable to determine why your XML files are being rejected by HBS, contact the HBS HelpDesk for assistance: FORHVAP.HBSHELP@gov.bc.ca or phone (within Victoria: 250-387-8349 (outside Victoria) 1-877-387-8349).

6.7 Weekly HBS Activities

6.7.1 To Perform Weekly HBS Activities

Check scale returns to ensure all are in the appropriate status (i.e., “Ready” and not in “Error”). Some returns may be in error for reasons that only MOF staff can correct (i.e., “SD08 No Confirmed Appraisal Worksheet exists for this Scale Date”).

Ensure all scale returns have been received by HBS by completing the following searches:

For piece scale sites:

- Search for Scale Event Gaps and Duplicates,
- Arrival Event Gaps and Duplicates,
- Search for and resolve Digital Signature Failure.

For weigh scale sites:

- Search for Scale Event Gaps and Duplicates,
- Search for and resolve Digital Signature Failures,
- Weighing Event Gaps and Duplicates,
- Weigh Slips without matching Samples,
- Samples without matching Weigh Slips,
- Weigh Slips without matching Red Tag Scales,
- Ensure submitted MOF samples fit the stratum description

When assessing scale returns for anomalies, HBS uses a sliding window, based on scale date to determine which scale returns to access.

The window for each anomaly type is from 360 days ago, to 3 days ago. Anomalies older than 360 days are considered stale-dated and cannot be corrected at present.

6.7.2 What are HBS Anomaly Reports?

The HBS Anomaly Reports will assist you in managing scale data submissions to HBS by identifying gaps, duplicates or mismatches.

When assessing scale returns for anomalies, HBS uses a sliding window, based on scale date to determine which scale returns to access.

The window for each anomaly type is from 360 days ago, to 3 days ago. Anomalies older than 360 days are considered stale-dated and cannot be corrected at present.

It is important to remember the anomalies returned will only be those detected since the **latest run of the anomaly assessment batch jobs**. For example, if the anomaly batch jobs were run last night, any scale returns submitted or entered since that time will not be included in the search results. This includes both the anomaly (a new gap, duplicate or mismatch) and the solution to that anomaly (the scale return that fills a gap, the replacement to remove a duplicate, or the other half of the mismatch).

Anomaly Report Type	Criteria	Functionality
Scaling Event Gaps & Duplicates	Primary Scaler	HBS will review the log and sample returns provided – looking for gaps and duplicates in the scaler return number for a given scaler.
	Return Number	<p>A scaler return number can have 4 digits. A scaler return number will NOT be reset at the beginning of a calendar year. When a return number reaches 9999, it will be reset to 1 on the next return.</p> <p>Special Forest Product returns and Summary returns are currently not included in this process.</p> <p>You cannot search for Scaling Event Gaps & Duplicates for multiple Forest Regions.</p>
Weighing Event Gaps & Duplicates	Site	HBS will review the weigh slips provided – looking for gaps and duplicates in the weigh slip number for a given scale site.
	Weigh Slip Number	The weigh slip number can have up to 10 digits.
Arrival Event Gaps & Duplicates	Site	HBS will review log and sample returns plus arrival ledgers provided – looking for gaps and duplicates in the load arrival number for a given scale site.
	Scale Year	
	Load Arrival Number	The load arrival number can have 10 digits. The load arrival number will never be reset.
	Parcel Count	The load arrival number field is currently alpha-numeric. Non-numeric prefixes and suffixes (including spaces) are not considered during the anomaly analysis.
	Parcel Count	

Anomaly Report Type	Criteria	Functionality
Weigh Slip/Sample Mismatches	Site Weigh Slip Number Event Type Timber Mark Population Stratum Sampling Year Sample Weight	<p>Samples are linked to the original weigh slip using the weigh slip number. HBS will review the sample returns plus weigh slips provided – looking for mismatches:</p> <ul style="list-style-type: none"> • Weigh slips designated as a sample and no sample submitted, • Samples where the linked weigh slip either does not exist, or was not designated as a sample. <p>Weigh slip numbers must be purely numeric in order for the sample returns to be compiled. If the weigh slip number is not numeric, HBS will accept and hold sample returns in “Error” status.</p> <p>For Remote Samples, the originating site on the sample return must match the destination site on the weigh slip.</p>
Weigh Slip/Red Tag Mismatches	Site Weigh Slip Number	<p>Red tag returns are linked to the original weigh slip using the weigh slip number. HBS will review the red tag returns plus weigh slips provided – looking for:</p> <ul style="list-style-type: none"> • Weigh slips defined as red tag and no red tag return has been submitted, • Red tag returns where the linked weigh slip either does not exist or was not designated as red tag. <p>Weigh slip numbers on red tag returns must be purely numeric. This means if a red tag return is submitted with a weigh slip number that is not purely numeric, the return will be held in “Error” status and will not be invoiced.</p> <p>For remote red tags, the originating site on the piece scale return must match the destination site on the weigh slip.</p>

Active documents in the following states are included in the anomaly process:

AWP	- Awaiting Approval	HLD	- Held
DSF	- Digital Signature Failure	LCK	- Locked
ERR	- Error	NTI	- Not To Be Issued

Active documents in the following states are not included in the anomaly process:

PNV	- Replacement Version Pending	ACC	- Accepted
PND	- Correction Pending	DEL	- Deleted
CRD	- Cancel Requested	INV	- Invalid
CAN	- Cancelled	SPR	- Superseded
INC	- Incomplete		

6.7.3 To Find Gaps & Duplicates

1. Ensure you are logged onto HBS..
2. From the HBS Home Page, select the **Scale Control** tab.
3. Select Search for **Scale Event Anomalies**.
4. Select the **Anomaly Type** you wish to search for (the first 3 options are for gaps and duplicates, the next 6 options are for mismatches).

Harvest Billing Home

Harvest Billing System

Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Screen: P911

Logged in as: IDIF

You are here: Home > Scale Control Menu > Search for Scale Event Anomalies

Search for Scale Event Anomalies

MORE INFO:

* indicates a required field

Anomaly Status All

Anomaly Type Scaling Event Gaps and Duplicates

* **Event Date [Scale Date] (yyyymmdd)**

From

* **Scaling Criteria**

☐ Primary Scaler Licence

☐ All Sites

☐ Sites in Region/District

☒ Single Site

☐ Sites in Associated Districts

Coast Forest Region

Submit

Top of the Page

5. Select the **Anomaly Status** to search for (the default is ALL, but there are options such as Auto-Cleared, Outstanding, Stale-dated, User-Cleared). The “Outstanding” option should be used to find only anomalies that are not already resolved or stale-dated.
6. Enter the **Event Date** range (“From” and “To”).
7. In the **Additional Criteria** area, enter a Scale Site.
8. Select .
9. In the example shown on the next page one of the gaps has been auto-cleared because the missing scale returns have been submitted to HBS. The remaining four outstanding gaps must be resolved – either by submitting the missing scale return to HBS or contacting your local scaling representative for assistance.

If the return has been received by HBS, gaps will be auto-cleared by the system daily.

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Screen: P912

Logged in as:
You are here: Home > Scale Control Menu > Search for Scale Data Anomalies > Scaling Event Gaps and Duplicates

List of Scaling Event Gaps and Duplicates Help

EXAMPLE

Selected Search Criteria											
Anomaly Status:	All					Last Assessment:	2007 Aug 28 21:50				
From Event Date:	2007-Jan-01					Window Start:	2006-Sep-02 00:00				
To Event Date:	2007-Aug-01					Window End:	2007-Aug-25 23:59				
Scale Sites:	In Coast Forest Region										

Primary Scaler	Return Number	Scale Date	Scale Site	Timber Mark	Return Type	Event Type	Log Count	Anomaly Type	Missing Returns	Anomaly Status	Clear ?
008A	2319	2007-Mar-16	17D	ECUPA	Log Tally	Primary Scale	55	Gap	2315 - 2318	Auto-cleared	
008A	2324	2007-Mar-16	126	ECUPA	Sample Tally	Sample	78	Gap	2322 - 2323	Auto-cleared	
008A	2743	2007-Jul-05	17D	ECUPA	Log Tally	Primary Scale	62	Gap	2742	Outstanding	<input type="button" value="Clear"/>
008E	4397	2007-Mar-16	1BG	NBZX	Log Tally	Primary Scale	179	Duplicate		Auto-cleared	
008E	4397	2007-Mar-19	1BN		Log Tally	SB4 - Rescale	0	Duplicate		Auto-cleared	
008E	4438	2007-Mar-23	1BN	39/549	Log Tally	Primary Scale	55	Gap	4437	Auto-cleared	
008E	4454	2007-Mar-24	1BG	39/547	Log Tally	Primary Scale	42	Gap	4437 - 4453	Auto-cleared	
010E	6200	2007-Mar-06	187	78067	Sample Tally	Sample	59	Duplicate		Outstanding	<input type="button" value="Clear"/>
010E	6200	2007-Mar-08	187	79572	Sample Tally	Sample	69	Duplicate		Outstanding	<input type="button" value="Clear"/>
010E	6283	2007-Jun-03	1K8	F	Log Tally	Primary Scale	71	Gap	6260 - 6282	Auto-cleared	
010E	6465	2007-Jun-16	187	52023	Sample Tally	Sample	55	Duplicate		Outstanding	<input type="button" value="Clear"/>
010E	6465	2007-Jun-17	187	AM500B	Sample Tally	Sample	40	Duplicate		Outstanding	<input type="button" value="Clear"/>
010E	6497	2007-Jul-06	1K8	F	Log Tally	Primary Scale	41	Gap	6494 - 6496	Auto-cleared	
010F	734	2007-Jan-10	1G5	71818	Log Tally	Check Scale	50	Gap	730 - 733	Auto-cleared	
010F	746	2007-Feb-09	14X	BX4005	Log Tally	Check Scale	16	Gap	745	Outstanding	<input type="button" value="Clear"/>
010F	748	2007-Mar-06	14X	EB5852	Log Tally	Check Scale	47	Gap	747	Outstanding	<input type="button" value="Clear"/>
010F	775	2007-May-15	15C	39/50	Log Tally	Check Scale	26	Gap	773 - 774	Outstanding	<input type="button" value="Clear"/>
010F	778	2007-May-18	1W5	K3F001	Sample Tally	Check Scale	75	Gap	777	Auto-cleared	
014A	3328	2007-Feb-14	78U	EC4792	Log Tally	Primary Scale	53	Gap	3325 - 3327	Outstanding	<input type="button" value="Clear"/>
014A	3395	2007-Mar-10	78U	EC4792	Log Tally	Primary Scale	87	Gap	3393 - 3394	Outstanding	<input type="button" value="Clear"/>
014A	3445	2007-Mar-28	78U	EC4792	Log Tally	Primary Scale	50	Gap	3443 - 3444	Outstanding	<input type="button" value="Clear"/>
014A	3557	2007-Jun-18	1BG	39/544	Log Tally	Primary Scale	23	Gap	3554 - 3556	Outstanding	<input type="button" value="Clear"/>
014F	2015	2007-Jun-14	16G	FF4*	Log Tally	Primary Scale	30	Gap	2014	Outstanding	<input type="button" value="Clear"/>
014F	2070	2007-Jun-21	16G	F	Log Tally	Primary Scale	37	Gap	2069	Outstanding	<input type="button" value="Clear"/>
015A	1774	2007-Jan-15	104	NCAQH	Sample Tally	Sample	93	Duplicate		Outstanding	<input type="button" value="Clear"/>

Results 1 - 25 of 2000 (from total of 8075) [NEXT >](#) [LAST >>](#)

[Feedback](#) [Copyright](#) [Disclaimer](#) [Privacy](#) MINISTRY OF FORESTS

The return number identified by HBS as “missing (gap)” is the scale return for the weigh slip number **preceding** the weigh slip displayed in this report.

Once the scale return is submitted to HBS, and the anomaly assessment batch jobs are run, the “gap” will be auto-cleared by HBS.

Only a Ministry official has the authority to clear an anomaly. Industry users can fix the return that is causing the anomaly and then HBS will **auto-clear** it.

6.7.4 To Search for Digital Signature Failures

A digital signature failure will occur in HBS if:

- The scaler who collected the data did not complete the digital signature process using their Authentication Key. In this case, the scaler should digitally sign the original scale return(s) and re-submit to HBS.
- The scaler is using an invalid Authentication Key (for example, the scaler entered their Authentication Key number in lower case rather than upper case, or used an authentication key that does not correspond to the scale date). In this case, the scaler should contact the HBS Help Desk to acquire the valid Authentication Key for the scale date of the returns. The scaler will use the valid authentication key to digitally sign the original scale return(s) and re-submit to HBS.
- A corrected scale return from an industry business system has been transmitted to HBS. However, the original version of the scale return (collected and signed by the scaler) was not submitted to HBS.

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select (click on) the **Search for a Set of Returns: Detail** option.
4. Select the appropriate **Scale Type** radio button (Piece, Weight or Sample Scale).
5. Click on the drop-down arrow  in the **Version Status** field and choose **Digital Signature Failure**.
6. Enter a search criteria as shown on the next page.

Harvest Billing System

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as:
You are here: Home > Scale Return > Search for Detail Scale Data

Search for Detail Scale Returns

Please enter the Selection Criteria

* indicates a required field

General Criteria Sort By

Detail Document Number

Return Type

☒ Log Tallies
 ☐ Weigh Slips
 ☐ Sample Tallies
☐ Arrival Ledgers
 ☐ Departure Ledgers
 ☐ SFP Tallies

Version Status: Deleted
Digital Signature Failure
Error ☐

Use Ctrl key to (de)select multiple Version Statuses individually, or use Shift key to (de)select a range of Version Statuses.

Error Code: ☐ Invert Selection (I.e. all errors except that specified)

Event Type: ☐

Event Date [Scale Date] (yyyymmdd) ☐

* From * To

Scale Site ☐

☐ All Sites
☐ Sites in Region/District
☒ Single Site
☐ Sites in Associated Districts

Lumber Mark ☐

☐ All Marks
☒ Marks in Region/District
☐ Single Mark
☐ Marks in Associated Districts

Primary Scaler Licence: ☐

Population/Stratum/Year: (P, P/Y or P/S/Y)

Client Association Client No/I oc:

All

• Top of the Page

7. Select .
8. HBS will return a list of returns matching the search criteria. In the **DDN** column, click on the appropriate hyperlink to view the detail scale return.

You are here: Home > Scale Return > Search for Detail Scale Data > Detail Search Results

Piece Scale Search Results [Help](#)

Selected Search Criteria

Sort by: Detail document number
 Associated client: ALL
 Scale Sites: All Sites
 Timber Marks: All Marks
 Document Type: Log Tally
 Scale from date: 2006-01-01
 Scale to date: 2006-12-31
 Status: DSF

EXAMPLE

DDN	Vers No.	Status	Event Type	Scale Site	Scale Date	Timber Mark	Scaler Licence	Return Number	Load Arrival Number	Log Count	Net Volume Total
700GB12514F6T	6	DSF	CU	537	13 Nov 2006		* 704F	116		0	0.000
700HL12514F6P	2	DSF	RT	537	14-Nov-2006	* 75715	* 704F	118		9	25.338
WAZB1102PPS01	1	DSF	RT	307	23-Apr-2006	64918A	0017	6661		6	6.934

Results 1 - 3 of 3

[Suppress History](#)
[Request Bulk Action](#)
[Print](#)

•Feedback •Copyright •Disclaimer •Privacy MINISTRY OF FORESTS

9. The scale return will look similar to the example shown below.

•Harvest Billing Home •Help

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About [TEST] Screen: P552

Logged in as: FSIA/urco_msa
 You are here: Home > Scale Return > Search for Detail Scale Data > View a Piece Scale Detail Return - Primary Scale

View a Piece Scale Detail Return - Primary Scale [Help](#)

HBS Edit Error

You must correct the following error(s):

- DIGSIG Digital Signature Validation Failed

EXAMPLE

DDN: RW5955-R1	State: Original In Progress	Version No: 4	Status: Digital Signature Failure
Version Information			
Scale Site: 16W	Scale Date: 12-Dec-2003		
Primary Scaler: 8278	Timber Mark: 25/302	Hash Total: -982171271	
Return Number: 55	Cut Block: *		
Secondary Scaler:	Load Arrival: 1		
Signing Scaler: 8278	LDS No: X25		
Log Count: 1	Transport ID: rwtrans	Field Scale: ☐	
Net Volume Total: 0.125	Parcel ID:	Deck ID:	
Scale Method: N	Parcel Count:	Beachcomb: ☐	
Comment: BT5955 Valid Log tally			

[Log Details](#) [Change Log](#)

The scaler who collected the scale data can correct the Digital Signature Failures by **re-signing, re-compiling and re-submitting** the scale returns to HBS. If you require further assistance, contact your local Ministry of Forests and Range scaling staff.



An Authentication Key is date sensitive and is linked to the scale date. If a scaler has changed their Authentication Key and Digital Signature Failures occur, contact the HBS Help Desk to help resolve the problem.

6.7.5 Request Bulk Action

The Request Bulk Action button is available for all types of scale return errors.

This allows the same correction to be applied to a number of returns at one time.

For further information on applying the Bulk Action button please refer the HBS Help Page for this Quick Reference Guide:

[Bulk Changes Reference Guide](#)

6.7.6 To Ensure All Submitted MFR Samples Fit the Stratum Description

The procedure to compare the sample segregation percentages to the approved sample plan may vary from region to region. However, there are several tools you can use to determine if the samples are conforming to the strata descriptions found in the approved sampling plan.

Review the Stratification and Sample Frequency document for the population (an example is provided below).

Harvest Billing System

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as: You are here: Home > Stratum Advisor Menu > Search for Plans > Sampling Plans > Sampling Plan

Screen: P333

View a Sampling Plan

MORE INFO:

Help

Population	Year	Plan Abv	Plan Name	Plan Status	Effective	Expiry	Client	Location
5001	2006	CC	2006 stratum plan	Superseded	2005-Apr-01	2006-Mar-31	00002468	02

NEXT >

Precision Limit	Sample Floor	District	Constraints	Estimates
1.00%	10	Arrow Boundary Forest District	Samples	Loads and Size

EXAMPLE

Stratum		Estimated					Optimum			Constraint		Target		
No.	Name	Segs	Volume	Loads	Size	St Dev	Samp	Prec	Freq	Samp	Prec	Samp	Prec	Freq
01	60%+HE C&Z	16	37300.000	1000	37.30	5.44	21	6.17%	47	30	5.14%	30	5.14%	33
04	60%+ WH SL	10	4000.000	100	40.00	4.89	10	7.19%	10	13	6.20%	13	6.20%	7
08	60%+CE SL	8	48600.000	1000	48.60	3.55	14	3.80%	71	30	2.57%	30	2.57%	33
12	60%+SP SL	26	76800.000	1600	48.00	4.45	28	3.40%	57	50	2.53%	50	2.53%	32
14	60%+LO SL	13	154000.000	3500	44.00	4.46	61	2.52%	57	60	2.54%	60	2.54%	58
15	60%+LO SL, >40%dry	18	60000.000	1200	50.00	4.35	21	3.69%	57	13	4.70%	13	4.70%	92
16	60%+Gr Fir Green SL	18	10500.000	300	35.00	3.70	10	5.44%	30	15	5.21%	15	5.21%	20
18	60%+ FI/LA SL CG	14	24900.000	700	35.70	2.16	10	3.72%	70	13	3.26%	13	3.26%	53
20	60%+FI/LA SL	14	157760.000	3400	46.40	2.92	39	1.96%	87	60	1.58%	60	1.58%	56
22	60%+HE SL	17	215050.000	5500	39.10	4.08	87	2.18%	63	80	2.27%	80	2.27%	68
26	MIX>20%CE SL	11	14905.000	275	54.20	6.37	10	7.15%	27	20	4.96%	20	4.96%	13
28	MIX<20%CE SL	16	19495.000	350	55.70	4.70	10	5.15%	35	25	3.19%	25	3.19%	14
30	SP/BA/WH >70%dry	10	12725.000	250	50.90	6.68	10	7.97%	25	25	4.88%	25	4.88%	10
39	60%+BA SL	19	45700.000	1000	45.70	2.78	11	3.58%	90	40	1.85%	40	1.85%	25
43	60%+FI/LA dry	8	940.000	20	47.00	1.20	10	1.12%	2	13	0.82%	13	0.82%	1
47	All species firekill	0	8349.000	165	50.60	3.57	10	4.24%	16	18	3.08%	18	3.08%	9
Population Totals			891114.000	20360			362					505		
Population Stats					43.77			0.97%	56				0.91%	40

Copy

Feedback Copyright Disclaimer Privacy

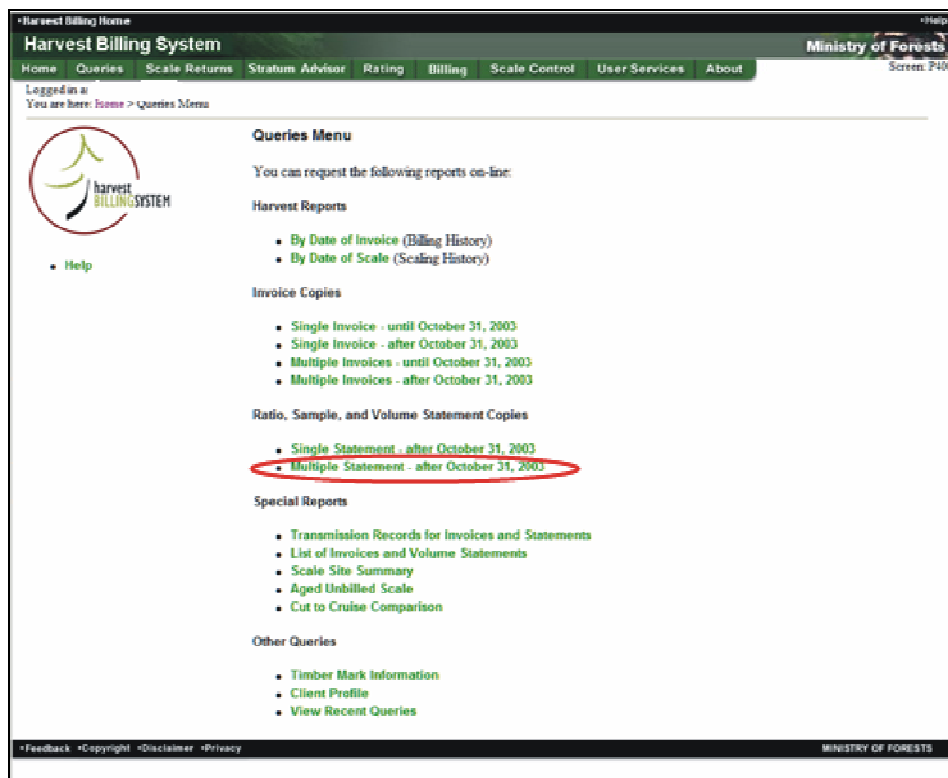
MINISTRY OF FORESTS

- View the samples in HBS, and/or view the strata in HBS.

The completed plan is sent to the appropriate district office(s) where a ministry official will program it in at the appropriate scale site(s). Any Industry Sample Plan Administrator or Ministry Sample Plan Administrator can enter and propose a plan. Only a Ministry Sample Plan Administrator can approve or reject a plan. Once the Sample Plan is entered in HBS, the district scaling staff, scalers and the population holder are responsible for administering and monitoring the Sample Plan.

6.7.7 To View the Samples in HBS

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Queries** tab.
3. In the Queries Menu, select the **Ratio, Sample and Volume Statement Copies > Multiple Statement – after October 31, 2003** option.



4. In the Search for Issued Documents screen, click the **Compiled Sample Statement** radio button and enter a search criteria.

Harvest Billing Home

Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as: You are here: Home > Search for Issued Documents

Search for Issued Documents

General Criteria Sort By

Issued Document Number

Document Type

☐ Piece Scale Invoice
 ☐ Weight Scale Invoice

☐ Piece Scale Volume Statement
 ☐ Weight Scale Volume Statement

☒ Compiled Sample Statement
 ☐ Ratio Statement

Scale Date

From: To:

From: To:

Issue Date

From: To:

Timber Mark:

Scale Site:

Population/Stratum/Year (P, P/Y or P/S/Y):

Region / District Scaled:

Region / District Harvested:

Client Association:

Client No/I no:

Feedback Copyright Disclaimer Privacy

MINISTRY OF FORESTS

5. Select

Harvest Billing Home

Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as: You are here: Home > Search for Issued Documents > Volume Statements

List of Compiled Sample Statements

Selected Search Criteria

From Scale Date: 2006-Jan-01

To Scale Date: 2006-Jan-03

Region / District Scaled: 14

Sorted By: Issued Document Number

EXAMPLE

Statement	SDN	Issue Date	Txn Type	Site	Scale Date	Pop/Str/Yr	Timber Mark	Statement I.o	Copy I.o	Total Volume	Total Weight
B078792	697761	2006-Jan-04	Original	45D	2006-Jan-02	4513-13-2006	BY5E19	00002458 08		49.591	34.560
D078793	697762	2006-Jan-04	Original	45D	2006-Jan-02	4513-11-2006	R14597	00002458 08		34.716	26.700
B078843	701476	2006-Jan-05	Original	451	2006-Jan-03	4501-02-2006	BN800K	00002731 00		57.483	41.950
D078910	701554	2006-Jan-05	Original	45A	2006-Jan-03	4507-89-2006	PIA27	00001271 29		49.960	41.200
B078960	701617	2006-Jan-05	Original	45D	2006-Jan-03	4513-18-2006	R14597	00002458 08		50.400	42.070
D078961	701618	2006-Jan-05	Original	45D	2006-Jan-03	4513-32-2006	WY06102	00002458 08		55.755	43.570
D079241	703609	2006-Jan-10	Original	452	2006-Jan-03	4502-06-2006	77798	00001056 00		56.488	40.980

Results 1 - 7 of 7

Feedback Copyright Disclaimer Privacy

MINISTRY OF FORESTS

6. To view a sample scale generated summary return, click on the hyperlink in the SDN column.

Use the **Print Document Register** button to print your results rather than scrolling through the screens.

The **Generate XML Collection** button is used when you want to find information about a scale and you aren't the person that provided the scale (for example, if you have an interest in the sampling profile for a given area).

If you select the **Generate PDF Collection** button, you can view the compiled sample statement and segregation details.

Note – HBS will only return a list of up to 200 records and still have the **Generate XML Collection** and the **Generate PDF Collection** buttons available for use. Once the records go over that count these buttons are not shown.

7. To view the sample scale summary return segregations, click on the Segregations hyperlink.

Harvest Billing System Ministry of Forests
Screen: P132

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About

Logged in as: idrlcmart
You are here: Home > Scale Return Menu > Search for Scale Returns > Sample Scale Submitted Summary Return

Sample Scale Generated Summary Return **EXAMPLE** • Help

SDN: 503068 State: Original Complete Version No: 1 Status: Issued

Version Information

Return Type: Primary Scale
Pop/Strat/Year: 3011 / 13 / 2004
Scaler Licence: 7100
Return Number: 37
Scale Site: 335
Scale Date: 2004- October- 1

Timber Mark: AY9210
Load Arrival No:
Log Count: 68
Weigh Slip: 28905

Sample Volume: 38.520
Sample Weight: 32030

Segregations Notations Change Log Show Details

Transaction

Txn Seq	DR/CR	Txn Type	Date Sent	Sample Number	Issue Date	Volume	Weight
1	DR	ORG		B034159	2004-10-05	38.520	32030

Print

Does the sample scale conform to the description contained in the active sampling plan? Is the volume and ratio reasonable?

Sample Scale Summary Return Segregations EXAMPLE [Help](#)

SDN: 503068		Version: 1		Status: Issued	
Version Information					
Pop/Strat/Year:	3011/ 13/ 2004	Timber Mark:	AY9210	Scale Date:	2004- October- 1
		Scale Site:	335	Weight:	32030
Species	Grade	Pieces	Volume	Ratio (m ³ /tonnes)	
Fir	Ungraded	68	38.520	1.20262	
Transaction Information					
Txn Seq:	1	Txn Type:	Original	DR/CR:	DR

[Return](#)

[Feedback](#) [Copyright](#) [Disclaimer](#) [Privacy](#) MINISTRY OF FORESTS

6.7.8 To View the Population Strata in HBS

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Stratum Advisor** tab.
3. In the Stratum Advisor Menu, select **Search for Strata**.

Harvest Billing Home Ministry of Forests

Home Queries Scale Returns **Stratum Advisor** Rating Billing Scale Control About

Logged in as: idr/cjmacart
You are here: Home > Stratum Advisor Menu



[Help](#)

Stratum Advisor Menu

- Search For Sampling Plans
- Search For Populations
- **Search For Strata**

Search for Profiles

- Population Profile

[Feedback](#) [Copyright](#) [Disclaimer](#) [Privacy](#) MINISTRY OF FORESTS

4. In the Search for Strata screen, enter your search criteria.

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About

Logged in as: idr/cjmacart
You are here: Home > Stratum Advisor Menu > Search for Strata



MORE INFO:

[Help](#)

Search for Strata

Supply the following search criteria:

* Sampling Year:

* Population:

EXAMPLE

[Feedback](#) [Copyright](#) [Disclaimer](#) [Privacy](#) MINISTRY OF FORESTS

5. Select .

6. In the List of Strata in a Population, click on the appropriate hyperlink in the **Stratum No.** column.

List of Strata in a Population

 MORE INFO: [Help](#)

EXAMPLE

Year	Population	Client	Location	Strata Count
2004	3011	00002176	03	13

Stratum No.	Name	Sample Data						Billed Data				
		Loads	Volume	Weight	Ratio	Size	St.Dev	Freq	Loads	Volume	Weight	Prec
01	FIR	67	3144.334	2705490	1.16220	46.930	0.00	0	0	0.000	0	0.00%
02	HE S/L 90%	1	38.060	37960	1.00237	38.060	0.00	0	0	0.000	0	0.00%
03	CE S/L 90%	11	571.260	387170	1.47548	51.930	0.00	0	0	0.000	0	0.00%
04	SP/BA S/L 90%	63	3124.601	2464360	1.26792	49.597	0.00	0	0	0.000	0	0.00%
05	SP/BA <90% S/L	18	897.389	673660	1.33211	49.855	0.00	0	0	0.000	0	0.00%
06	SP/BA Burnt	29	1427.540	1080320	1.32140	49.230	0.00	0	0	0.000	0	0.00%
07	Mix 70% 3&5	2	111.302	71790	1.55038	55.651	0.00	0	0	0.000	0	0.00%
08	Pulp	0	0.000	0	0.00000	0.000	0.00	0	0	0.000	0	0.00%
09	FI Burnt	102	4605.820	3811700	1.20834	45.160	0.00	0	0	0.000	0	0.00%
10	90%WH SL	5	163.159	128460	1.27012	32.632	0.00	0	0	0.000	0	0.00%
11	VWWBurnt	25	1417.784	924910	1.53289	56.711	0.00	0	0	0.000	0	0.00%
12	VWWBurnt	26	1411.935	980780	1.43960	54.305	0.00	0	0	0.000	0	0.00%
13	90% FI burnt exempt	14	614.639	489410	1.25688	43.903	0.00	0	0	0.000	0	0.00%

Population Totals	Loads	Volume	Weight	Ratio	Size	Loads	Volume	Weight	Prec
	363	17527.813	13756010	1.27419	48.286	0	0.000	0	0.00%

[List of Plans](#) [List of Species](#) [List of Grades](#) [List of Segregations](#)

[Print](#)

7. HBS will return a list of samples collected for the specific stratum you have chosen. To view the species contained in the Sample, click on the appropriate hyperlink LIST next to the **Species** column:

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About

Screen: P865

Logged in as: idiriojmacart
You are here: Home > Stratum Advisor Menu > Search for Strata > List of Stratum > Samples in Stratum

List of Samples in a Stratum

 MORE INFO: [Help](#)

EXAMPLE

Year	Population	Stratum	Stratum Name
2004	3011	10	90%WH SL

Txn	Scaler	Return	Site	Scale Date	Mark	Segr.	Volume	Weight	Ratio	Outlier	Species			Grade		
											2/3	1/3	1/3	2/3	1/3	1/3
584868	769E	53	335	2004-Oct-13	EU2069	1	9.396	7360	1.27837		WH	List				List
344475	9588	081	336	2003-Dec-01	EU2074	4	46.410	38870	1.19398		WH	List				List
344476	9588	077	336	2003-Nov-27	EU2074	1	51.800	42790	1.21055		WH	List				List
552518	999E	27	335	2004-Aug-10	EU2057	2	26.530	17810	1.48961		WH	List				List
527263	710D	29	335	2004-Jun-23	EU2057	3	29.023	21640	1.34117		WH	List				List

Harvest Billing System

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as: You are here: Home > Stratum Advisor Menu > Search for Strata > List of Strata > List of Samples > List of Species in a Sample

List of Species in a Sample

MORE INFO:

- Help

Year	Population	Stratum	Txn	Mark	Scaler	Return	Site	Scale Date	Arrival
2004	3011	10	344475	E-U2074	9588	0081	336	2003-Dec-01	0604

EXAMPLE

NEXT >

Sample Data			
Species	Volume	Fraction	Ratio
LO	2.140	4.61%	0.05506
WH	44.270	95.39%	1.13892

Sample Totals			
	Volume	Weight	Ratio
	46.410	36870	1.19398

Species Profile

Return

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

Does the sample scale conform to the description contained in the active sampling plan?
Is the volume and ratio reasonable?



If you find the submitted MRF samples do not fit the stratum description, contact the Ministry of Forests and Range.



Use the **Return** button on the screen to go back and select the next sample to view or use the 'breadcrumb trail' at the top of the screen to go back to the previous screen.

6.8 Monthly HBS Activities

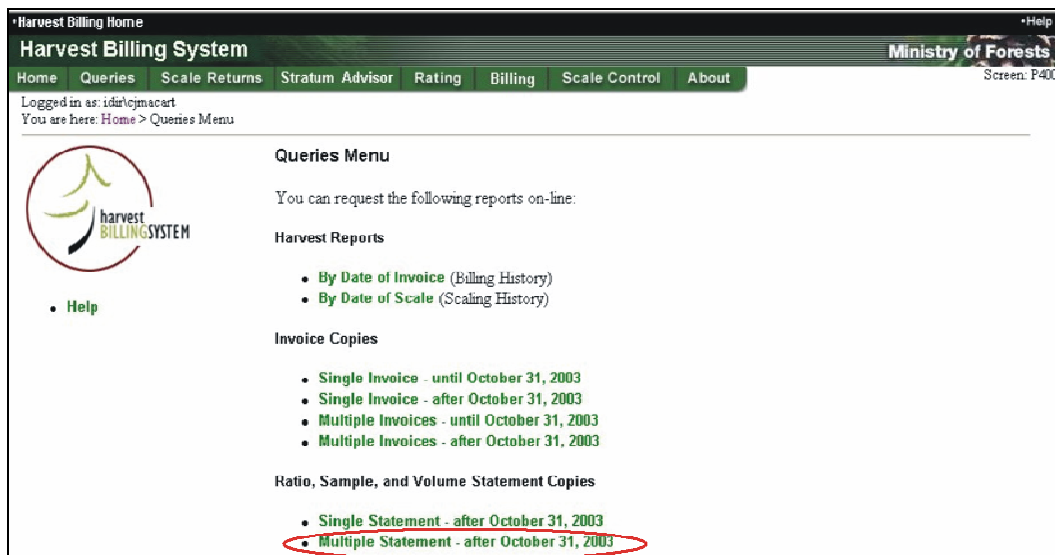
6.8.1 To Perform Monthly HBS Activities

To ensure all MFR samples selected are added to ratio files. Ratio Statements are issued to the population owner either in paper or electronic format.

To ensure all samples taken are submitted, compiled and appear on a Ratio Statement for the correct stratum.

To compare the segregation details listed in the Ratio Statement to the samples scaled in the population, follow the procedure below:

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Queries** tab.
3. From the Queries Menu screen (P400), select Ratio, Sample and Volume Statement Copies > **Multiple Statement – after October 31, 2003** option:



4. In the Search for Issued Documents screen (P450), select the radio button for the **Ratio Statement** Document Type and enter a search criteria:

Search for Issued Documents

General Criteria Sort By

Issued Document Number **EXAMPLE**

Document Type

☐ Piece Scale Invoice
 ☐ Weight Scale Invoice
☐ Piece Scale Volume Statement
 ☐ Weight Scale Volume Statement
☐ Compiled Sample Statement
 ☒ **Ratio Statement**

Scale Date

From: To:

Issue Date

From: To:
 20040401 20041031

Timber Mark:

Scale Site:

Population/Stratum/Year:

Region / District Scaled:

Region / District Harvested:

Client Association

Client No/Loc

5. Select .
6. The ratio statements that match your search criteria will be returned in the List of Ratio Statements screen (P456). Click on the hyperlink in the **Statement** column to view the Ratio Statement.

Use the button to print your results rather than scrolling through the screens.

The button may be used to produce that statements or invoices in an XML format that can be downloaded to an industry business system for reconciliation of the scale returns.

It may also be used to acquire scaling information and you aren't the person that provided the scale (for example, if you have an interest in the sampling profile for a given area).

Harvest Billing System **Ministry of Forests**

Home | Queries | Scale Returns | Stratum Adviser | Rating | Billing | Scale Control | About

Logged in as: idale@msr.net
You are here: Home > Search for Issued Documents > Volume Statements

EXAMPLE

List of Ratio Statements

More Info: Your search yielded the following results. You will be able to navigate through the first 200 records. If you need to see the other records, please refine your search criteria. To view a single statement, click on the statement number. To print the returned list, click on the print document register button.

Help
Get Adobe Reader

Selected Search Criteria

From Issue Date: 2004-Apr-01
To Issue Date: 2004-Oct-31
Pop-Strat-Year: 1006-17-2004
Sorted By: Issued Document Number

Statement	Issue Date	Pop/Str/Yr	Statement To	Copy To
F003798	2004-Jun-01	1006-17-2004	00002516 00	
F004636	2004-Jul-02	1006-17-2004	00002516 00	
F029725	2004-Aug-03	1006-17-2004	00002516 00	
F033029	2004-Sep-01	1006-17-2004	00140048 00	
F037497	2004-Oct-01	1006-17-2004	00140048 00	

Results 1 - 5 of 5

Print Document Register | Generate XML Collection | Generate PDF Collection

7. Click on the hyperlink for the appropriate population in the Statement column to find summary details for the Pop/Str/Yr Segregation and compiled samples:

 **BRITISH COLUMBIA**  **Ministry of Forests** **Statement: F037497**
Page 1 of 1

Ratio Statement

Summary Document: F037497 **Issue Date: 2004-Oct-01**

Population Region: Coast Forest Region
Population Owner: 00140048 00

Population District: North Island - Central Coast Forest District
Stratum Owner:

WESTERN FOREST PRODUCTS INC.
520 KENT SOUTH AVE E
VANCOUVER, BC V5X 4V6

EXAMPLE

Pop/Strat/Yr: 1006-17-04
Stratum Name: Timber Licence Pulp
Computation Period: 2004-Sep-01 to 2004-Sep-30
Ratio Effective Date: 2004-Oct-01

YTD Samples: 31
YTD Sample Weight (kg): 967290
YTD Sample Volume (m3): 1,101.587
YTD Sample Ratio (m3/tonne): 1.13884

Segregation Details

Species	Grade	Period Volume (m3)	YTD Volume (m3)	YTD Ratio (m3/tonne)
Balsam	Grade J	0.320	33.102	0.03422
Balsam	Grade U	0.201	20.100	0.02078
Balsam	Grade X	0.085	14.444	0.01493
Balsam	Grade Y	0.256	9.262	0.00958
Balsam	Grade Z	0.000	0.012	0.00001
Fir	Grade Y	0.000	0.298	0.00031
Hemlock	Grade H	0.000	4.140	0.00428
Hemlock	Grade I	0.000	4.779	0.00494
Hemlock	Grade J	15.138	684.361	0.70750
Hemlock	Grade U	31.071	167.021	0.17267
Hemlock	Grade X	4.001	104.393	0.10792
Hemlock	Grade Y	1.024	48.781	0.05043
Hemlock	Grade Z	0.000	0.016	0.00002
Rejects	Grade Z	0.000	2.047	0.00212
Spruce	Grade J	0.000	4.046	0.00418
Spruce	Grade U	0.438	1.329	0.00137
Spruce	Grade X	0.000	2.278	0.00236
Spruce	Grade Y	0.000	1.178	0.00122
Segregations: 18		52.634	1,101.587	1.13884

Compiled Samples

Statement Number	Scale Site	Scale Date	Scaler Licence	Return Number	Txn Type	Return Category	Weight Slip Number	LDS Number	Timber Mark	Sample Volume (m3)	Sample Weight (kg)	Sample Ratio (m3/tonne)
B032230	102	2004-Sep-15	806E	899	Original	PR	2562		T0481G	24.008	23070	1.04066
B032989	102	2004-Sep-22	806E	899	Original	PR	2613		T0481G	26.526	26480	1.07727
Total for 2 compiled samples for this period:										52.534	49550	

6.9 Annual HBS Activities

6.9.1 To Perform Annual HBS Activities

Submit annual sample plans to HBS and advise the appropriate Ministry of Forests and Range Sample Plan Administrator the plan is awaiting review and approval.

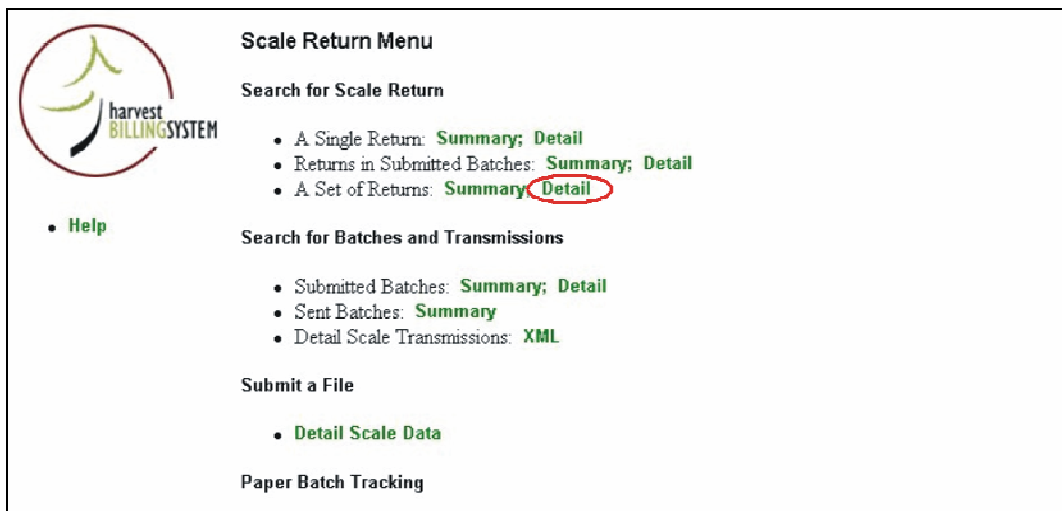
Ensure all sample loads for the cyclic billing year are processed.



The Ministry of Forests and Range must be provided sufficient lead time **prior to the effective date** to review the Sampling Plan and program into the Weight Scale Software.

6.9.2 To Ensure All Sample Loads for the Cyclic Billing Year are Processed

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select **Search for Scale Return > A Set of Returns > Detail** option.



4. In the Search for Detail Scale Returns screen (P046), select the **Sample Scale** radio button and enter search criteria:



MORE INFO:

- Help
-  Get Adobe Reader

Search for Detail Scale Returns

Please enter the Selection Criteria

* indicates a required field

EXAMPLE

General Criteria

Detail Document Number

Search

☐ Piece Scale
☐ Arrival Ledger

☐ Weight Scale
☐ Departure Ledger

☒ **Sample Scale**
☐ Special Forest Product Tally

Version Status:

Error Category:

Event Type:

Scale Date

From:
20081101

To:
20041031

Timber Mark:

Scale Site No:

Primary Scaler Licence:

Population/Stratum/Year:

Region / District of

☒ Scale
☐ Harvest

Client Association

Client No./ac

Sort By

Page 1 of 1

5. Select .
6. HBS will return a list of sample scale returns that match your search criteria. To ensure all sample loads for the cyclic billing year have been processed, ensure all sample scale returns display a status of **ISS** (issued) in the Status column.

Sample Scale Search Results

[Help](#)

Your search yielded the following results. You will be able to navigate through the first 2000 scale returns. If you need to see the other records, please refine your search criteria. Click on the Transaction Type to view a single Summary Scale Return.

Selected Search Criteria

Sort by: Detail document number
Associated client: ALL
District scaled: Okanagan Shuswap Forest District
Document type: Sample Tally
Scale from date: 2004/01/31
Scale to date: 2004/09/30
Timber mark: ER5283

EXAMPLE

DDN	Vers No.	Status	Event Type	Scale Site	Scale Date	Pop/Strat/Year	Timber Mark	Scaler Licence	Return Number	Sampled Weigh Slip	Log Count	Net Volume Total
Z011311F0R004	1	ISS	SSS	S06	06-Aug-2004	3013/07/2005	ER09263	0180	11	3601	223	41 365
782FV5IH0200V	1	ISS	SS	S26	27-Sep-2004	3013/09/2005	ER0263	7620	26	7227	26	40 458
K321Y2168360H	1	ISS	SS	SAA	13-Aug-2004	3044/01/2004	ER0263	K335	226	3739	119	45 044
K32301H8350M	1	ISS	SS	SAA	16-Sep-2004	3044/01/2004	ER0263	K335	239	3806	111	45 527
K32WV51G83603	1	ISS	SSS	SAA	10-Sep-2004	3044/07/2004	ER09263	K305	238	3963	126	43 364

Results 1 - 5 of 5

[Suppress History](#)
[Print](#)

7. Review stratum advisor to ensure that the actual sampling plan precision meets the target sampling precision, as required by registration.

This page is intentionally left blank.

Remote Transactions and Departures

7



7.1 . Primary Departure/Remote Transactions

Remote Sample:

Samples on billable loads are chosen randomly after the timber is stratified. This means loads chosen for sampling are piece scaled and must be reported to the ministry as they are used as the basis of weight scale billing. Most samples are measured at the same location as the weighing measurement. These loads are designated as “Sample Scale” or “Local Sample” in HBS.

Occasionally, however, a weight scale operator will scale timber for other scaling sites. In these cases, the load will be hauled to the other site after weighing, dumped at the other site and then the truck will return to the original weight scale site to tare out. The event code associated with these types of weighing is Primary Departure. The sample loads from these Primary Departure Loads will also be sent to the other site for sampling. In this case, the timber weigher must indicate on the weigh slip that the load is a “Remote Sample” rather than a “Sample Scale”. The weight scale software should take care of this event type designation if the stratum has been set up properly. The weigher must complete the following two fields:

- **DESTINATION** - Scale site number where the timber will be sampled.
- **OUTGOING LDS NUMBER** - Load Description Slip (LDS) number for transport between the weighing and sampling site. Must be a unique number.

When the load is sampled at the receiving (remote) site, the licensed scaler recording the log measurements must indicate the return is a “Remote Sample” rather than a “Sample Scale”. The scaler must complete the following seven fields:

- **LOAD ARRIVAL NUMBER** - the next load arrival number for the scale site.
- **INCOMING LDS NUMBER** - The unique LDS for transport between the departing site and the receiving site.
- **TRANSPORT IDENTIFIER.**
- **WEIGH SLIP NUMBER** - must be the number that was assigned to the load at the original site.
- **ORIGINATING SCALE SITE NUMBER** - must match the scale site number where the timber was originally weighed.
- **POP/STRAT/YEAR.**
- **SAMPLE WEIGHT.**

The example below illustrates how the Remote Sample process is completed.

Scale Site 248 - Weight scale return where timber was originally weighed.

View a Weight Scale Detail Return - Remote Sample **EXAMPLE**

DDN: 248718056R10J State: Original Complete Version No: 1 Status: Issued

Scale Site: 248 Scale Date: 05-Apr-2006 14:13

Primary Scaler: 6034 Popl/Strat/Year: 2452 / 30 / 2006

Secondary Scaler: 6034 Cut Block: NA

Signing Scaler: 6034 LDS In: 866147

Sample: Random Transport ID: H26

Timber Mark: 50674 LDS Out: 866544

Hash Total: 966242741 Field Scale: ☐ 26H

Weight Slip: 75610

Gross Weight: 497.80

Tare Weight: 157.10

Deck ID:

Change Log

Seq No.	Sign	Type	Date Summarized	SDN	Date Invoiced	Volume	Value
1	DR	ORG	2006-05-05	749375	2006-05-10	31.742	923.79

View Sample Scale Detail Return - Remote Sample **EXAMPLE**

DDN: 974MT71Y47D8Y State: Original Complete Version No: 1 Status: Issued

Scale Site: 26H Scale Date: 07-Apr-2006 12:00

Scaler: 977D Popl/Strat/Year: 2452 / 30 / 2006

Return Number: 474 Load Arrival: 797

Secondary Scaler: 977D LDS In: 866544

Signing Scaler: 977D Transport ID: H26

Log Count: 58 Scale Method: G

Net Volume Total: 34.118

Timber Mark: 50674 Comment:

Weight Slip: 75610

Hash Total: 824845112

Sample Weight: 33350

Originating Scale Site: 248

Log Details **Change Log**

Seq No.	Sign	Type	Date Summarized	SDN	Date Invoiced	Volume	Weight
1	DR	ORG	2006-04-10	745088		34.118	33350

Scale Site 248 - Weight scale return where timber was originally weighed.

Scale Site 26H - Sample scale return where timber was piece scaled.

Weight Slip 75610 - matches on both.

LDS 866544 - Outgoing on the weigh slip and incoming on the sample return, or a unique identifier.



7.2 Remote Red Tag

In some situations, timber cannot be stratified, and therefore cannot be invoiced using the Ministry weight scale process. In these cases, the timber must be piece scaled for the Ministry of Forests and Range. These loads are designated as “Red Tag” in HBS. HBS will expect a piece scale return to be submitted for billing purposes.

Occasionally, a licensed scaler may not be available at the same location as the weighing measurement, and the load must be transported elsewhere for piece scaling. The timber weigher must indicate on the weigh slip that the load is “Remote Red Tag” rather than “Red Tag”. The timber weigher must complete the following two fields:

- **DESTINATION** - the scale site number where the timber will be scaled.
- **OUTGOING LDS NUMBER** - Load Description Slip number for transport between the weighing and scaling site.

When the load is scaled at the receiving scale site, the scaler recording the log measurements must indicate on the return that the load is “Remote Red Tag” rather than “Red Tag”. The scaler must complete the following additional fields:

- **LOAD ARRIVAL NUMBER** - the next load arrival number for the scale site.
- **INCOMING LDS NUMBER** - The unique LDS for transport between the departing site and the receiving site.
- **TRANSPORT IDENTIFIER.**
- **ORIGINATING SCALE SITE NUMBER** - should match the scale site number where the timber was originally weighed.

The example below illustrates how the Remote Red Tag process is completed.

Scale Site
117 - Weight
scale return
where
timber was
originally
weighed.

Scale Site
11P - Piece
scale return
where
timber was
scaled.

Harvest Billing System Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About
Screen 790

Logged in as:
You are here: Home > Scale Returns > Search for Detail Scale Data > View a Weight Scale Detail Return - Remote Red Tag

View a Weight Scale Detail Return - Remote Red Tag

• Help

DDN: 1101170692624 State: Original In Progress Version No: 1 Status: Not to be Issued

Version Information

Scale Site: 117	Scale Date: 03-Jan-2007 12:00	Weight Slip: 15952
Primary Scaler: 955F	Company Stratum: 10417507	Gross Weight: 60730
Secondary Scaler: 955F	Cut Block: 33-3	Tare Weight: 15430
Signing Scaler: 955F	LDS No: 13521	Deck ID:
Timber Mark: EA1600	Transport ID: 02K	
Hash Total: 1309172761	LDS Out: 13521	
	Field Scale: ☐	
	Destination: 11P	
	Comment:	

Change Log Non-billable - REMOTE RED TAG

Hold Re-Edit Print

Harvest Billing System Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About
Screen 791

Logged in as:
You are here: Home > Scale Returns > Search for Detail Scale Data > View a Piece Scale Detail Return - Remote Red Tag

View a Piece Scale Detail Return - Remote Red Tag

• Help

DDN: 6070772769F16 State: Original Complete Version No: 1 Status: Issued

Version Information

Scale Site: 11P	Scale Date: 04-Jan-2007	Weight Slip: 15952
Primary Scaler: 609F	Timber Mark: EA1600	Hash Total: -134601062
Return Number: 7761	Cut Block: 33-3	
Secondary Scaler:	Load Arrival: 15052	
Signing Scaler: 609F	LDS No: 13521	
Log Count: 88	Transport ID: 02K	Field Scale: ☐
Net Volume Total: 45.250	Parcel ID:	Deck ID: ☐
Scale Method: N	Parcel Count:	Beachcomb: ☐

Comment:

Originating Scale Site: 117

Log Details Change Log

Transaction History

Seq No.	Sign	Type	Date Summarized	SON	Date Invoiced	Volume	Value
1	DR	ORG	2007-01-21	67264254	2007-01-22	46.250	37.04

Cancel Cancel and Replace with Changes Print



7.3 Primary Departure

Occasionally, billable timber will be weighed at one scale site and then sent to another location before being removed from the truck. In this case, the HBS transaction is known as “**Primary Departure**”. This transaction records:

- timber measurement for billing purposes, and
- records the departure of the load from the scale site (required by the Ministry of Forests and Range).

The timber weigher must indicate on the weigh slip that the load is “Primary Departure” (rather than “Primary Scale”) and must complete the following two fields.

- **DESTINATION** - scale site number where the timber will be sampled.
- **OUTGOING LDS NUMBER** - Load Description Slip number for transport between the weighing and sampling scale sites.



The Primary Departure event type may also be used for a weigh scale site with more than one Ministry of Forests and Range scale site number.

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About

Screen: P602

Logged in as:
You are here: Home > Scale Return > Search for Detail Scale Data > View a Weight Scale Detail Return - Primary Departure

View a Weight Scale Detail Return - Primary Departure Help

DDN: 303318011R22Q		State: Original Complete		Version No: 1		Status: Issued	
Version Information							
Scale Site:	308	Scale Date:	12-Apr-2006 08:20				
Primary Scaler:	2110	Pop/Strat/Year:	1002 / 01 / 2008				
Secondary Scaler:		Cut Block:	12				
Signing Scaler:		LDS No:	645				
Sample:	None	Transport ID:	JBT				
Timber Mark:	ES4301	LDS Out:	2457				
		Field Scale:	☐				
Hash Total:		Destination:	3YU				
		Comment:					
Weigh Slip:	331122						
Gross Weight:	30000						
Tare Weight:	10000						
Deck ID:							

Change Log

Transaction History							
Seq No.	Sign	Type	Date Summarized	SDN	Date Invoiced	Volume	Value
1	DR	ORG	2007-03-12	147040884		40.000	20.00



For tracing purposes (using the example provided above), the scale site is not completing the arrival ledger, therefore the corresponding arrival entry transaction will not be found in HBS.



7.4 To Record Split Loads for a Piece Scale Site

On occasion, large loads of timber will arrive at a piece scale site and be “split” into multiple parcels for scaling. In these situations, multiple returns will be submitted to HBS - each recording a portion of the billable timber.

Historically, when these large loads of timber arrive at a piece scale site, they are assigned a load number on arrival and a suffix is affixed to indicate the number. (For example, load number 1234 may be split into 1234A and 1234B for scale control purposes). With the implementation of HBS, the Ministry of Forests and Range has requested that industry record split loads in a slightly different manner.

- Industry can continue to use suffixes on split loads, however the Parcel Count and Parcel ID fields must be completed on all returns submitted for the load. The Parcel Count records the number of parcels the load was split into and the parcel identifier is the unique identifier for each individual parcel within the load. For example:

Load Arrival Number: 1234A

Parcel Count: 2

Parcel ID: 1

Load Arrival Number: 1234B

Parcel Count: 2

Parcel ID: 2

- Industry can drop the use of suffixes for split loads and complete the Parcel Count and Parcel ID fields on all returns submitted for the load. For example:

Load Arrival Number 1234

Parcel Count: 2

Parcel ID: 1

Load Arrival Number 1234

Parcel Count: 2

Parcel ID 2

Using HBS

8

8.1 Event Types

Piece Scale - Log Tallies

Scale Type	Event Type	When to Use
PIECE SCALE	Primary Scale (PS)	Use when unscaled timber arrives at the scale site from the area the timber was harvested from (Crown or private lands).
	From Site Deck (FD)	Use when timber is removed from a deck of unscaled timber stored at the scale site and is not attributable to any specific load.
	Local Red Tag (RT)	Use when a load of unscaled timber arrives at a weighing site and the scaler determines the load will require piece scaling. Red Tag loads occur when a load of timber does not meet any of the strata requirements at the weigh scale site.
	Remote Red Tag (RR)	Use when a load of timber arrives at a weigh scale site and the scaler determines the load will require piece scaling – however the load is being scaled at a scale site other than the site where it was weighed. Red Tag load occur when a load of timber does not meet any of the strata requirements at the weigh scale.
	Check Scale (CS)	Used by a ministry check scaler to re-measure a load of timber scaled by the original scaler (to maintain scaling standards and uniform scaling practices throughout the province). The check scale is used to compare scale results in terms of volume and value in addition to assessing compliance with the scaler's authorization to scale.
	SB4 Rescale (4R)	Use when a load of timber was scaled previously at another scale site and has been transported to the current site for re-scaling. Scale returns with this event type must be submitted to HBS and will consume a scale return number.
	Company Use (CU)	This event type is for company use – a scale return will be submitted to HBS and a scale return number will be consumed.
SAMPLE SCALE	Local Sample (SS)	Use for a load of timber that has been selected as a MOF sample load.
	Remote Sample (RS)	Use for a load of timber that was selected as a MOF sample load, but is being scaled at a different scale site.
	Sample Check Scale (CS)	Used by a ministry check scaler to re-measure a sample load of timber scaled by the original scaler.

Weight Scale – Weigh Slips

Scale Type	Event Type	Stratum	When to Use
WEIGHT SCALE	Primary Scale (PS)	Billable: HBS Strata Cruise Based: Non-HBS Strata	Use when unscaled timber arrives at the weigh scale site from the area the timber was harvested from (Crown or private lands).
	Local Sample (SS)	Billable: In PS strata	Use when a load of timber has been selected as a MFR sample and the load is piece scaled at the scale site where the load was weighed.
	Remote Sample (RS)	Billable: in PS strata/must be different strata in some software	Use when a load of timber was selected to be a Ministry of Forests and Range sample but is being scaled at a different scale site than the weighing site.
	Primary Departure (PD)	Billable: in PS strata/must be different strata in some software	Use when a load of unscaled timber arrives at the weighing site from the area the timber was harvested from (Crown or private lands) and is being weighed through and delivered to a different district scale site.
	Local Red Tag (RT)	Red Tag: non HBS strata	Use when a load of unscaled timber arrives at a weighing site and the scaler determines the load will require piece scaling. Red Tag loads occur when a load of timber does not meet any of the strata requirements at the weigh scale site.
	Remote Red Tag (RR)	Red Tag: non HBS strata	Use when a load of timber arrives from a weight scale site and the scaler determines the load will require piece scaling – however the load was approved to be piece scaled at a different site than the weighing scale site. Red Tag load occur when a load of timber does not meet any of the strata requirements at the weigh scale.
	Remote Sample (RS)	Use for a load of timber that was selected as a MFR sample load, but is being scaled at a different scale site.	
	Sample Check Scale (CS)	Used by a ministry check scaler to re-measure a sample load of timber scaled by the original scaler.	

Scale Type	Event Type	Stratum	When to Use
O T H E R	SB4 Rescale (4R)	Previously Scaled: non-HBS strata	Use when a load of scaled timber arrives from another scale site (load arrives marked with a previously scaled Timber Brand and a Load Description Slip certified by the scaler).
	Departure (DP)	Company Use Out: non-HBS strata	Use when a load of timber is being shipped out of the weigh scale site.
	Company Use (CU)	Company Use In: non-HBS strata	Use for other commodity weighings (such as lumber, gravel etc) or for timber that has been previously scaled at the current site and is now being re-scaled from inventory. Scale returns with this event type will not be submitted to HBS and will not consume a scale return number.

Scale Site Arrival Ledger

Scale Type	Event Type	When to Use
ARRIVAL LEDGER	Primary Scale (PS)	Use when unscaled timber arrives at the weigh scale site from the area the timber was harvested from (Crown or private lands). HBS expects a corresponding scale return.
	Scaled Before (B4)	Use when a load of scaled timber arrives from another scale site. These loads will arrive marked with a previously scaled Timber Brand and a Load Description Slip certified by a scaler. HBS expects a corresponding departing event from the shipping scale site.
	SB4 Rescale (4R)	Use when a load of scaled timber arrives from another scale site. These loads will arrive marked with a previously scaled Timber Brand and a Load Description Slip certified by a scaler. Timber coded 4R differs from B4 in that the site owner/operator is choosing to rescale the timber and submit the detail scale data to HBS. HBS expects a corresponding scale return. Note: loads designated 4R will consume a scaler return number.
	To Site Deck (TD)	Use when a load of unscaled timber arrives from the area the timber was harvested from and will be added to an unscaled storage deck (surge pile) of the same timber mark. HBS does not expect a corresponding scale return. Note: Approval from the Ministry of Forests and Range is required before proceeding with this practice as the integrity of individual loads is lost.
	From Site Deck (FD)	Use when timber is removed from a storage deck (surge pile) and spread for scaling. HBS does not expect a corresponding scale return.

Scale Type	Event Type	When to Use
	Remote Sample (RS)	<p>Use when a load of timber (originally selected to be a MFR sample load, however, the ministry has approved the sample to be scaled at this scale site rather than the weighing site) arrives.</p> <p>HBS does not expect a corresponding scale return.</p> <p>Note: Record the Originating Scale Site code and Weigh Slip Number in the corresponding ledger fields.</p>
	Remote Red Tag (RR)	<p>Use when a load of timber (previously determined at the weighing site to require piece scaling, but approved by the ministry to be piece scaled at this site rather than the weighing site) arrives.</p> <p>HBS does not expect a corresponding scale return.</p> <p>Note: Record the Originating Scale Site code and Weigh Slip Number in the corresponding ledger fields.</p>

Scale Site Departure Ledger

Scale Type	Event Type	When to Use
DEPARTURE LEDGER	Departure (DP)	Use when a load of timber is being removed from a scale site.

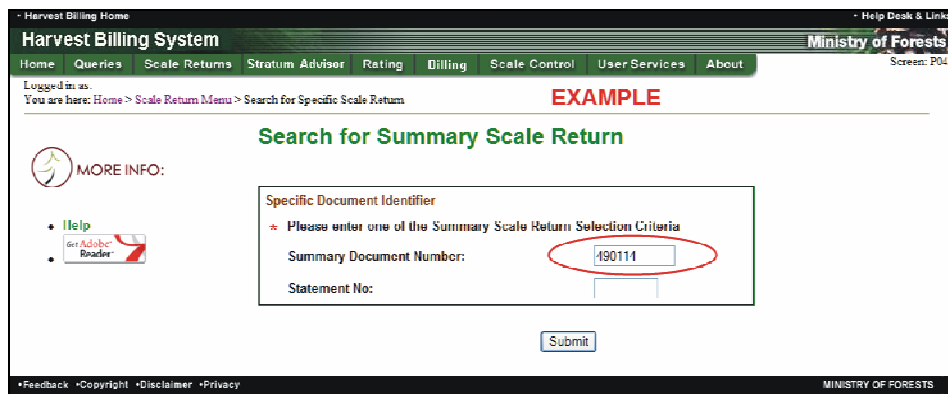
Finding Scale Data Using HBS

9

9.1 To find a Scale Return in HBS by Summary Document Number

If you know the HBS summary document number for a summary scale return submitted to HBS for your company and you want to view details about the return in HBS, use the following procedure.

1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Return** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return > A Single Return – Summary** option.
4. On the Search for Summary Scale Return screen (P042), insert the scale return document number in the **Summary Document Number** field.
5. Select .



Harvest Billing System

Home Queries Scale Returns Stratum Adviser Rating Billing Scale Control User Services About

Logged in as: You are here: Home > Scale Return Menu > Search for Specific Scale Return

EXAMPLE

Search for Summary Scale Return

MORE INFO:

- Help
- Get Adobe Reader

Specific Document Identifier

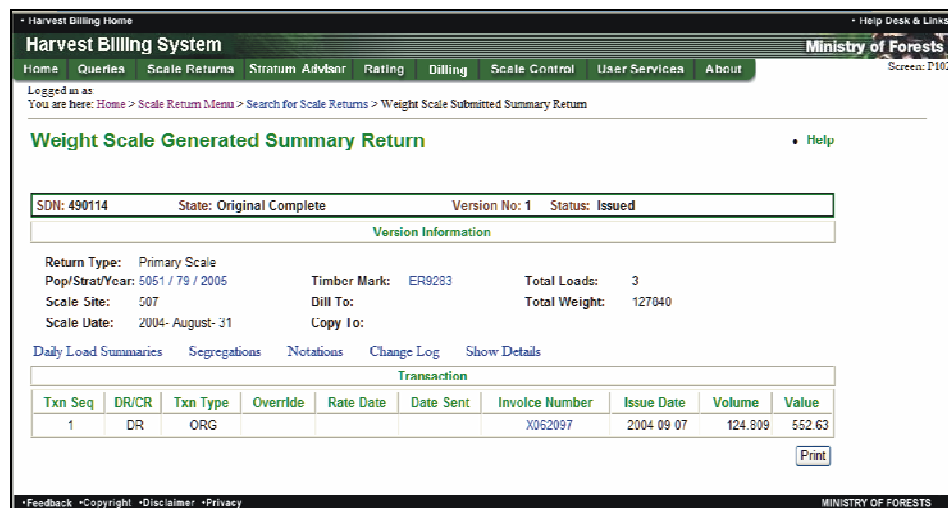
* Please enter one of the Summary Scale Return Selection Criteria

Summary Document Number:

Statement No:

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

6. HBS will display the Summary Return. To view the detail scale returns, click on the Show Details hyperlink.



Harvest Billing System

Home Queries Scale Returns Stratum Adviser Rating Billing Scale Control User Services About

Logged in as: You are here: Home > Scale Return Menu > Search for Scale Returns > Weight Scale Submitted Summary Return

Weight Scale Generated Summary Return

SDN: 490114 State: Original Complete Version No: 1 Status: Issued

Version Information

Return Type: Primary Scale
Pop/Strat/Year: 5051 / 79 / 2005
Scale Site: 507
Scale Date: 2004- August- 31

Timber Mark: ER9283
Dill To:
Copy To:

Total Loads: 3
Total Weight: 127040

Daily Load Summaries Segregations Notations Change Log Show Details

Txn Seq	DR/CR	Txn Type	Override	Rate Date	Date Sent	Invoice Number	Issue Date	Volume	Value
1	DR	ORG				X062097	2004 09 07	124.899	552.63

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

7. The detail scale returns included in the Generated Summary Return will be displayed. To view the detail scale return, click on the Detail Document Number (**DDN**) hyperlink:

Detail Transactions				
DDN	Version	Net Weight	Volume	Value
505527006F198	2	42270	41.271	182.71
505527007F82G	2	43280	42.253	187.08
505527011F25Y	2	42290	41.285	182.84

View a Weight Scale Detail Return - Primary Departure
[Help](#)

DDN: 505527006F198 **State:** Original Complete **Version No:** 2 **Status:** Issued

Version Information

Scale Site: 507	Scale Date: 05-Aug-2004 06:31	
Primary Scaler: 7331	Pop/Strat/Year: 5051 / 79 / 2005	
Secondary Scaler: 7331	Cut Block: 1	Weigh Slip: 550619
Signing Scaler: 7331	LDS Nu: 11521	Gross Weight: 60120
Sample: None	Transport ID: 604	Tare Weight: 17850
Timber Mark: ER9283	LDS Out: 0	
	Field Scale: ☐	Deck ID:
Hash Total: 297972371	Destination: 666	
	Comment: Tulku DANO	

[Change Log](#)

Transaction History

Seq No.	Sign	Type	Date Summarized	SDN	Date Invoiced	Volume	Value
1	DR	ORG	2004-09-05	490114	2004-09-07	41.271	182.71

[Print](#)

9.2 To find a Scale Return in HBS By Statement Number

If a scale return has been invoiced to your company and you want to view details about the return in HBS, use the following procedure:

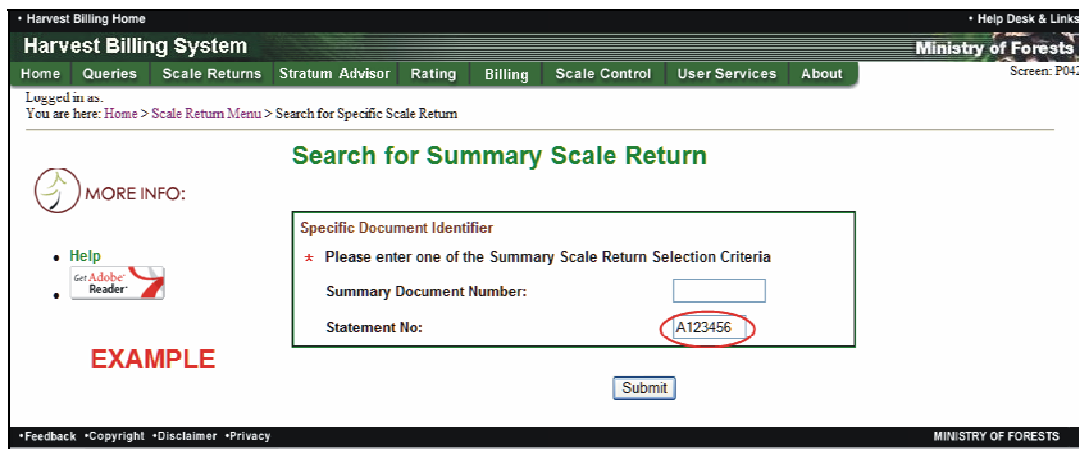
Ensure you are logged onto HBS.

From the HBS Home Page, select the **Scale Return** tab.

In the Scale Return Menu screen (P002), select the **Search for Scale Return, Single Return – Summary** option.

On the Search for Summary Scale Return screen (P042), insert the statement number in the **Statement No** field.

Select .



HBS will navigate to the **Summary Scale Return** screen. Click on the Invoice number to view or print the invoice (PDF format).

9.3 To find a Scale Return by Detail Document Number

If you know the HBS detail document number for a specific scale return in (for your company) and you want to find and view the scale return in HBS, use the following procedure:

1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Returns** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return, Single Return – Detail** option.
4. In the Search for Detail Scale Return screen (P048), select the radio button for **Specific Document Identifier**:

Harvest Billing Home

Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Screen: P048

Logged in as:
You are here: Home > Scale Return > Search for Detail Scale Data

Search for a Single Detail Scale Return **EXAMPLE**

* indicates a required field

☒ **Specific Document Identifier**

Detail Document Number: 450678#56y78

☐ **Scale site and weigh slip number**

Scale Site: Weigh Slip:

☐ **Scaler license and return number**

Scaler Licence: Return Number:

Submit

Only active version will be returned

Feedback Copyright Disclaimer Privacy

MINISTRY OF FORESTS

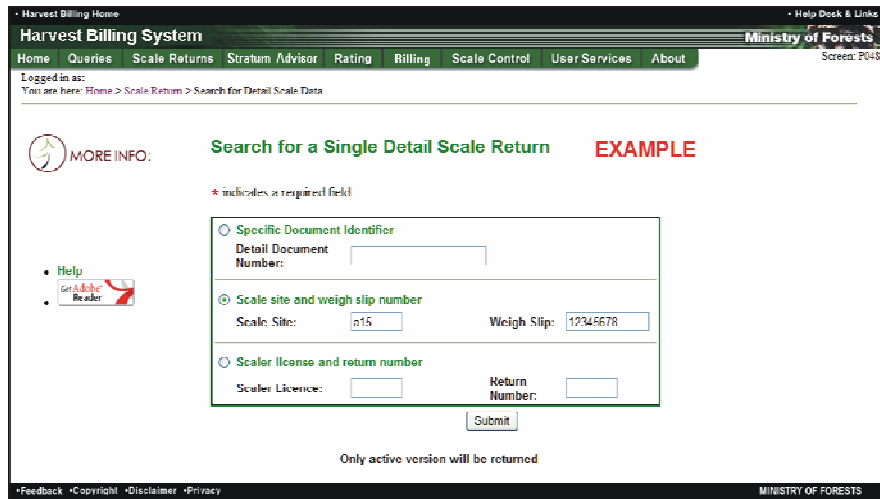
5. Insert the scale return number in the **Detail Document Number** field. Select **Submit**.

9.4 To find a Weigh Slip Scale Return by Weigh Slip Number

If you want to find a specific weigh scale return in HBS (for your company), use the following procedure:

1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Returns** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return, Single Return – Detail** option.
4. In the Search for Detail Scale Return screen (P048), select the radio button for **Scale site and weigh slip number**.

 **Step 5:** you must enter both a scale site code and a weigh slip number for your search to be successful and ensure you select the appropriate radio button.



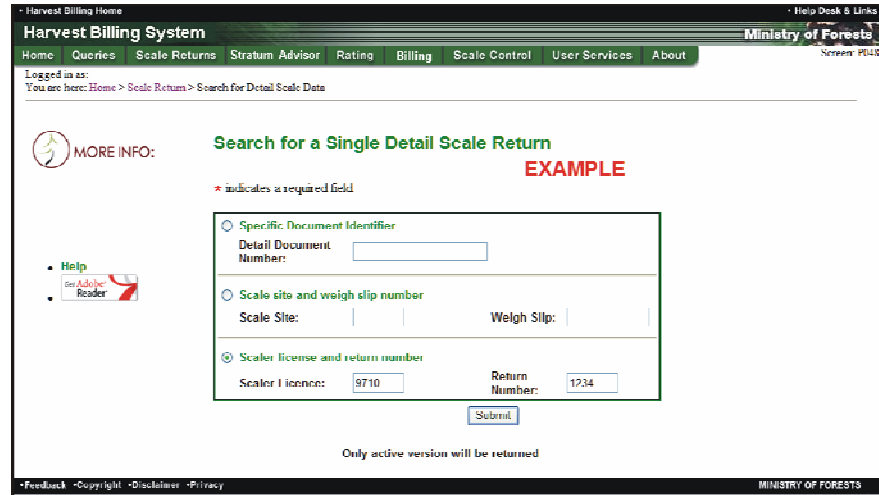
5. Insert the Scale Site code and Weigh Slip number.
6. Select .

9.5 To find a Scale Return (not Weigh Slip) Using Scaler License and Return Number

You can also find scale returns in HBS for your company by searching by scaler license and scale return number:

1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Returns** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return, A Single Return – Detail** option.
4. On the Search for Detail Scale Return screen (P048), select the radio button for Scaler License and Return Number:

 **Step 5: you must enter a scaler license and a return number for your search to be successful and ensure you select the appropriate radio button.**



5. Insert the **Scaler License** number and **Return Number** in the appropriate fields.
6. Select .

9.6 To Search for a set of Summary Scale Returns by Date Issued

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select the **A Set of Returns–Summary** option.
4. From the Search for Scale Returns screen (P045), select the appropriate **Scale Type** radio button:

Harvest Billing System
Home Overview Scale Returns Status Review Rating Billing Scale Control User Services About
Ministry of Forests
Screen P045

Logged on as:
Tanner Bess: Home > Scale Returns Menu > Search for Summary Scale Returns

Search for Summary Scale Returns

Enter all Criteria **EXAMPLE** [Sort By](#)

Summary Document Number

Scale Type:
☒ Pilot Scale
☐ Weight Scale
☐ Sample Scale

Version Status: ☐ [View Selection](#) (i.e. all errors except that specified)

Error Code:

Return Category:

☒ Issue Date (YYYYMMDD) ☐ Scale Date (YYYYMMDD)
 From: 20060101 To: 20060201

Scale Site:
☐ All Sites
☐ Sites in Region/District: All
☒ Single Site: 145
☐ Sites in Associated Districts

Timber Mark:
☒ All Marks
☐ Marks in Region/District: All
☐ Single Mark:
☐ Marks in Associated Districts

Harvesting Scale License:

Weight and Sample Scale Only
 Population/Stratum/Year: (P, RW or P&RW)

Client Association: All Client Mark as: [Client Lookup](#)

[Top of the Page](#) [Submit](#)

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

TIP Your search will result in a list of returns, sorted by document number.

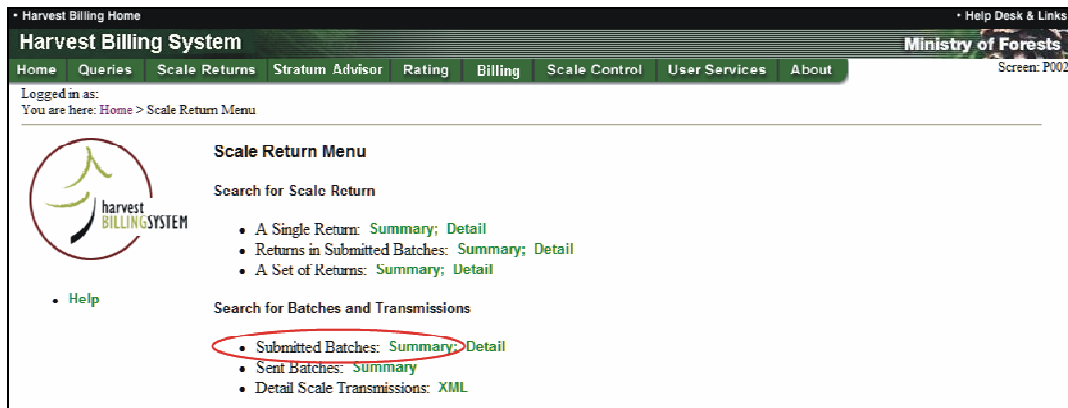
If you want to sort by other criteria, click on the appropriate radio button in the "Sort By" column.

Ensure you have selected the correct value in the "Client Association" field. If HBS is not returning any results you may have selected the wrong value for this field.

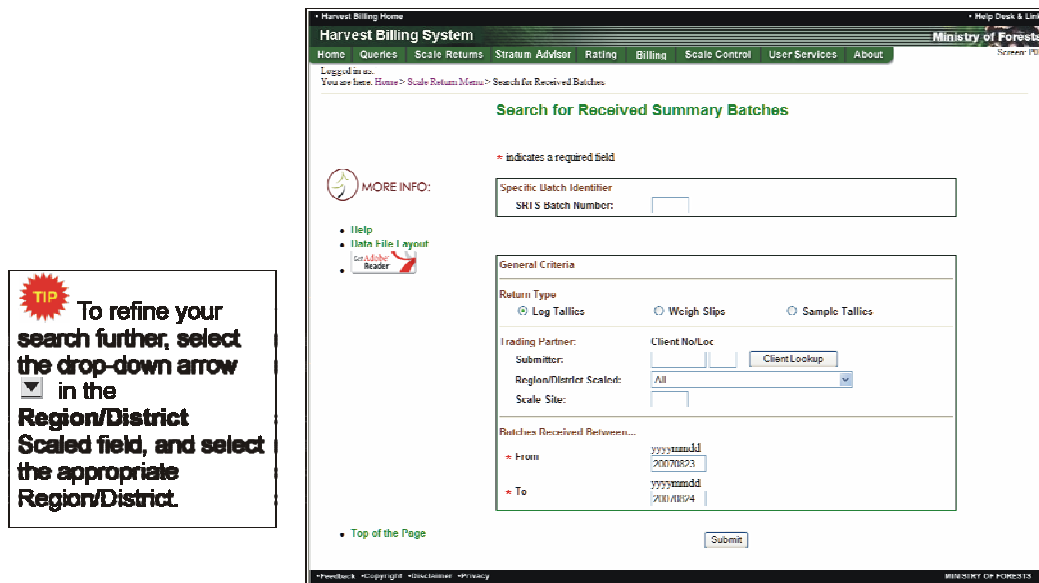
5. Select the Issue Date radio button.
6. Enter a date range.
7. Select [Submit](#).

9.7 To Search for Scale Returns in Submitted Detail Batches

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select the **Returns in Submitted Batches –Detail** option.



4. From the **Search for Scale Returns in Submitted Detail Batches** screen (P047), select the appropriate **Return Type** radio button:



5. Enter a date range in the **Batches Received Between** area.
6. Select **Submit**.

9.8 To Search for a Set of Summary Scale Returns by Scale Date

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select the **A Set of Returns–Summary** option.
4. From the Search for Scale Returns screen (P045), select the appropriate **Scale Type** radio button.
5. Select the **Scaled Date** radio button.
6. Enter a date range.
7. Select **Submit**.

Harvest Billing System Ministry of Forests

Home Overview Scale Returns Scale Return Menu Billing Scale Control User Services About

Legend as: You are here: Home > Scale Return Menu > Search for Summary Scale Returns

Search for Summary Scale Returns EXAMPLE

General Criteria Sort By

Summary Document Number

Scale Type

☒ Piece Scale ☐ Weight Scale ☐ Sample Scale

Version Status: ☐

From Code: ☐ Invert Selection (i.e. all errors except that specified)

Return Category:

☒ Issue Date (yyyymmdd) ☒ **Scale Date (yyyymmdd)** ☐

From: To:

Scale Site

☐ All Sites ☐ Sites in Region/District:

☒ Single Site:

☐ Sites in Associated Districts

Timber Mark

☒ All Marks ☐ Marks in Region/District:

☐ Single Mark:

☐ Marks in Associated Districts

Primary Scaler Licence:

Weight and Sample Scale Only

Regulation/Stratum/Year:

(P, P/Y or P/S/Y)

Client Association Client No/Loc:

Top of the Page

Feedback Copyright Disclaimer Privacy

TIP Your search will result in a list of returns, sorted by document number.

If you want to sort by other criteria, click on the appropriate radio button in the "Sort By" column.

9.9 To Search for a set of Detail Scale Returns

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select the **A Set of Returns–Detail** option.
4. From the Search for Detail Scale Returns screen (P046), select the appropriate **Search** radio button.
5. Enter a date range.
6. Select .

[illegible]

TIP Your search will result in a list of returns, sorted by document number.

If you want to sort by other criteria, click on the appropriate radio button in the "Sort By" column.

This page is intentionally left blank.

Correcting Scale Returns

10



10.1 Most Common Industry HBS Errors

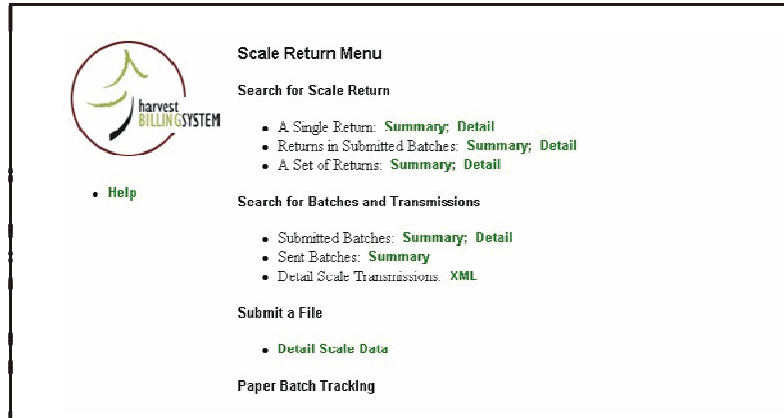
1. Selecting the wrong Event Type (see Section 10.3).
2. Failing to Ensure HBS has successfully received all scale returns (see Section 6.3).
3. Making a change to a signed scale return before it is submitted to HBS (see Section 10.2).
4. Failing to ensure that all scale returns have been invoiced [‘Ready’ and not in ‘Error’] (see Section 6.5).
5. Scaler does not use sequential return numbers when moving from scale site to scale site (see Anomaly Reports – Section 6.6.2).
6. Scaler uses an invalid Digital Signature or does not digitally sign scale returns (see Section 10.4).



10.2 To Correct a Detail Weight Scale Return in “Error” Online (Prior to Invoicing)

1. Ensure you are logged onto HBS and have authority to correct scale return data.
2. From the Scale Return Menu screen (P002), select Search for Scale Return > A Set of Returns > Detail option:

 **If a scale return has a status of Issued and requires correction, the scale return must be processed through the Ministry of Forests and Range approval process.**



3. In the Search for Detail Scale Returns screen (P046), select the Weigh Scale radio button and enter search criteria, including a Version status of Error.
4. Select .
5. HBS will return a list of returns matching your search criteria. In the Weigh Scale Search Results screen, click on the appropriate hyperlink in the DDN column.

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as:
You are here: Home > Scale Return > Detail Search Results

Weigh Scale Search Results Help

Selected Search Criteria

Active version: true
Sort by: Detail document number
Associated client: ALL
Scale Sites: In Coast Forest Region
Timber Marks: All Marks
Document type: Weigh Slip
Scale from date: 2007-01-01
Scale to date: 2007-02-01
Status: ERR

EXAMPLE

DDN	Vers No.	Status	Event Type	Scale Site	Scale Date	Pop/Strat/Year	Timber Mark	Weigh Slip Number	Scaler Licence	Net Weight
740010120Z65G	2	ERR	RR	7401	15-Jan-2007	10559907	EB5852	2065	9649	27510
740010120Z86G	2	FRR	RR	7401	15-Jan-2007	10559907	FR5852	2086	9649	35760
740010120Z87G	2	CRR	RR	7401	15-Jan-2007	10559907	CD5852	2007	9649	20540
740010120Z88G	2	ERR	RR	7401	15-Jan-2007	10559907	EB5852	2088	9649	23330

Results 1 - 4 of 4

MINISTRY OF FORESTS

6. Review the HBS Edit Error message and select the button to correct the error(s) and edit the appropriate fields.

Step 6: If the button is not available, you may not be correctly set up in HBS - contact your local Ministry of Forests and Range scaling staff.

EXAMPLE

HBS Edit Error

You want correct the following error(s):

• MM06 More than one matching end tag tag tally found for this weigh slip

DDN: FMM010120Z65G Status: Original In Progress Version No: 2 Status: Error

Version Information

Scale Site:	7401	Scale Date:	15 Jan 2007 14:00
Primary Scales:	9619	Complete Stratum:	10559907
Secondary Scales:	9649	Out Block:	0/1
Signifying Scales:	9649	FIS No:	264/6
Timber Mark:	EB5852	Transport ID:	2259
Hash Total:	70190/189	LBIS Date:	2202
		Hold Scale:	☐
		Destination:	14X
		Comment:	

Change Log: Non billable: RCNOTE RED TAG

Transaction History

Seq No.	Sign	Type	Date Submitted	DDN	Date Received	Volume	Value
1	LN	1004					

TIP: If you are not sure if you have successfully corrected the scale return error, select before .

This will invoke the HBS edit checks without incrementing the scale return version number.

Enter a comment (example: MM06 error -check Appendix 5 of this guide for instructions on correcting this error).

7. Select the button. You will notice the status of the scale return changes from "Error" to "Ready".



10.3 How to Correct a Scale Return with an Incorrect Event Type

Occasionally, a scaler or timber weigher may incorrectly designate transactions in the field (for example, a scale return that should have been designated as “Red Tag” is incorrectly designated as a “Sample Scale”) and submit the scale return to HBS. If the scale return has an incorrect event type, use one of the following recommendations to correct the scale return:

- **THE ORIGINATING SCALE SITE** - the scaler can correct, re-compile and re-submit the scale return to HBS. HBS will automatically supersede the incorrect transaction with the new (correct) submission, or,
- **MINISTRY OF FORESTS AND RANGE** - on rare occasions, if it is not feasible for the originating scale site to take corrective measures to fix the incorrect event type, Ministry personnel may be able to correct the event type if the return is in HELD or Incomplete status. Event types are limited to the event type that is associated with the incorrect event type. For example a sample event type can never be changed to a primary scale event type.



The Detail Document Number (DDN) for the original Incorrect scale return is not used when the scale return is entered into HBS by the Ministry of Forests (if the original DDN was used; HBS would reject the correction as a duplicate scale return).



10.4 How to Correct a Digital Signature Failure

A digital signature failure will occur in HBS if:

- The scaler who collected the data did not complete the digital signature process using their Authentication Key. In this case, the scaler should digitally sign the original scale return(s) and re-submit to HBS.
- The scaler is using an invalid Authentication Key (for example, the scaler entered their Authentication Key number in lower case rather than upper case, or used an authentication key that does not correspond to the scale date). In this case, the scaler should contact the **HBS HELP DESK** for assistance in retrieving the valid Authentication Key for the scale date of the returns. The scaler will use the valid authentication key to digitally sign the original scale return(s) and re-submit to HBS.
- A corrected scale return from an industry business system has been transmitted to HBS. However, the original version of the scale return (collected and signed by the scaler) was not submitted to HBS.

Only a Ministry of Forests and Range official has the authority to clear a digital signature failure using **on-line** HBS screens. If there are a large number of scale returns in digital signature failure, industry should clear the problem by **re-signing** the scale return(s), **recompiling** and **re-submitting** the returns to HBS.

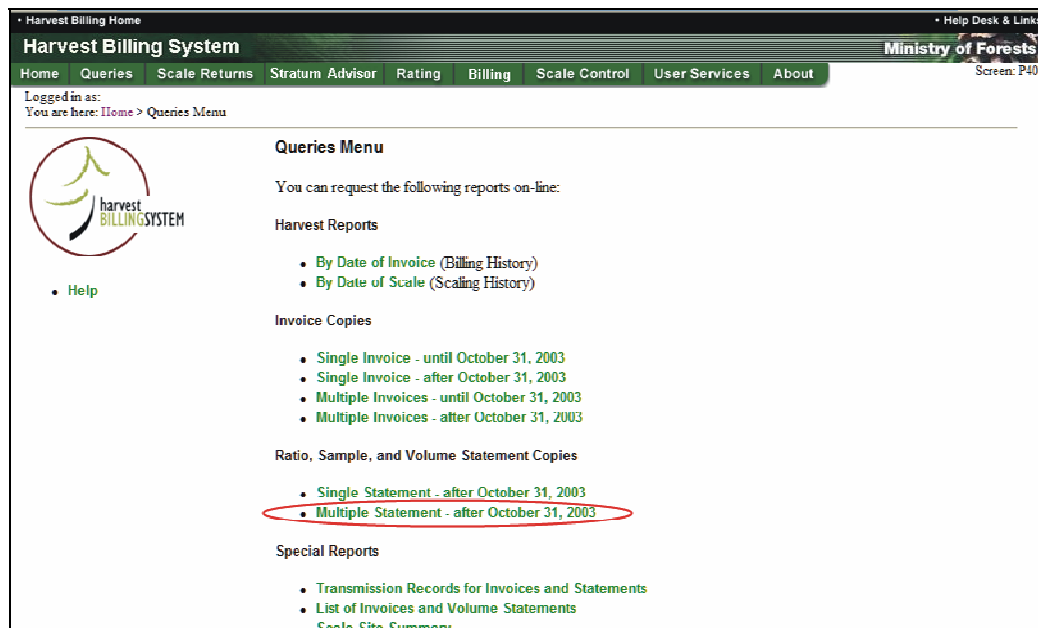
Queries and Reports

11

HBS provides a number of ways to retrieve scaling information and generate reports. The **Queries Menu** contains a selection of reports designed to help you quickly find the information you are looking for – you will also notice HBS includes a variety of flexible search parameters to assist you in checking and auditing scale data.

For example, if you are interested in the amount of volume processed at a scale site for a particular period of time, try using this procedure:

1. From the HBS Home Page, select the **Queries** tab.
2. In the Queries Menu, select the **Ratio, Sample and Volume Statement Copies > Multiple Statement – after October 31, 2003** option.



3. Enter your search criteria.

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Logged in as:
You are here: Home > Search for Issued Documents

EXAMPLE

Search for Issued Documents

 MORE INFO:

- Help
- Invoice General Information
- 

General Criteria		Sort By
Issued Document Number		
Document Type		
☐ Piece Scale Invoice ☒ Piece Scale Volume Statement ☐ Compiled Sample Statement ☐ Weight Scale Invoice ☐ Weight Scale Volume Statement ☐ Ratio Statement		
Scale Date		
From: <input type="text" value="yyyymmdd"/> <input type="text" value="20060101"/>	To: <input type="text" value="yyyymmdd"/> <input type="text" value="20061231"/>	☐
Issue Date		
From: <input type="text" value="yyyymmdd"/> <input type="text"/>	To: <input type="text" value="yyyymmdd"/> <input type="text"/>	☐
Timber Mark: <input type="text"/>	☐	
Scale Site: <input type="text" value="506"/>	☐	
Population/Stratum/Year (P, P/Y or P/S/Y): <input type="text"/>	☐	
Region / District Scaled: <input type="text" value="All"/>	☐	
Region / District Harvested: <input type="text" value="All"/>	☐	
Client Association		
Both ☐	Client No/Loc <input type="text"/>	<input type="button" value="Client Lookup"/>
<input type="button" value="Find Statements"/>		

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

- Select .
- HBS will return scaling information matching your search criteria. From this screen you can:
 - ,
 - View Volume Statements (link in **Statement** column),
 - View the Generated Summary Return (link in **SDN** column),
 - View the scale returns used to generate the Summary Return (Show Details link – link in **DDN** column),
 - View Timber Mark information (Timber Mark link), and
 - View the Summary Return Segregations.

Harvest Billing Home Help Desk & Links

Harvest Billing System Ministry of Forests

Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About

Screen: P456

Logged in as:
You are here: Home > Search for Issued Documents > Volume Statements

List of Issued Piece Scale Volume Statements

MORE INFO:

Selected Search Criteria

From Scale Date: 2006-Jan-01
To Scale Date: 2006-Dec-31
Scale Site: 506
Sorted By: Issued Document Number

EXAMPLE

Statement	SDN	Issue Date	Isn Type	Site	Scale Date	Timber Mark	Statement To	Copy To	Total Volume
L026644	787858	2006-Aug-22	Original	506	2006-Aug-15	BB607	00009784 00	00002468 02	26.650
L027731	67231507	2006-Oct-20	Original	506	2006-Oct-15	V40-	00001065 00	00002468 02	26.739

Results 1 - 2 of 2

Print Document Register Generate XML Collection Generate PDF Collection

Feedback Copyright Disclaimer Privacy MINISTRY OF FORESTS

6. For Weigh Scale sites, this process may also be used to view scaling information and year-to-date statistical information such as:
- View invoices (link in **Invoice** column),
 - View the Generated Summary Return (link in **SDN** column),
 - View the scale returns used to generate the Summary Return (Show Details link – link in **DDN** column),
 - View Timber Mark information (Timber Mark link),
 - View stratum statistics (POP/STAT/YEAR link),
 - View segregations in a sample, species in a sample and grades in a sample, and
 - View graphical representation of year-to-date statistics.

This page is intentionally left blank.

Appendix

Appendix I Getting Help

HBS HELP DESK

Hours of Operation: 8:00 AM to 4:00 PM - Monday to Friday.

Phone (250) 387-8349 or 1-877-387-8349.

Email FORHVAP.HBSHELP@gov.bc.ca

HBS WEBSITE

HBS manuals: <http://www.for.gov.bc.ca/hva/rh/hbs/#mergedProjects/>

HBS Public website: <http://www.for.gov.bc.ca/hva/hbs/index.htm>

HBS website (Industry & Ministry): <http://www4.for.gov.bc.ca/hbs/home.jsp>

Appendix II HBS Error Codes

Code	Error Description	POSSIBLE REMEDY
AD03	Arrival date is greater than the current date	Fix data and re-submit or correct online.
BC01	Source must be BCOMB1, BCOMB2 or BCOMB3 when tally is designated as Beachcomb.	Fix data and re-submit or correct online.
BC02	Source must not be BCOMB1, BCOMB2 or BCOMB3 when tally is not designated as Beachcomb.	Fix data and re-submit or correct online.
BC03	NMV indicator = true and the Beachcomb mark is null.	Fix data and re-submit or correct online.
BC04	If NMV = N Timber Mark must be a valid Timber Mark.	Fix data and re-submit or correct online.
BM02	Beachcomb Timber Mark must be in the Timber Mark table and in the Mark Billed Client table. not in the timber mark table.	Fix data and re-submit or correct online.
BM03	Beachcomb Timber Mark status is not HI, HA, HN, LC or HC.	Fix data and re-submit or correct online.
BM04	When the Beachcomb timber mark is a cash sale (file type=B21 or B20), the SB4 indicator must be true.	Fix data and re-submit or correct online.
BM05	When the Beachcomb timber mark is a cruise-based timber mark (cruise indicator=Y), the SB4 indicator must be true.	Fix data and re-submit or correct online.
BT01	Bill to client not in the Forest Client table.	Fix data and re-submit or correct online.
BT01	Butt (rads) must be > 0.	Fix data and re-submit or correct online.
BT02	Client status is "DAC" (de-activated).	Fix data and re-submit or correct online.
BT03	Bill to client and location is not in the Client Location Table.	Fix data and re-submit or correct online.
BT04	Location expired indicator = "Y".	Fix data and re-submit or correct online.
BT05	Bill to Client Name is longer than 60 characters.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
BT06	Required to Bill to Client address information is incomplete.	Fix data and re-submit or correct online.
CB00	Camp boom number must not be blank when the return category code = "Field".	Fix data and re-submit or correct online.
CG01CHKS01	Timber for this mark must be scaled using Coast grade codes.Original scale return not found.	Fix data and re-submit or correct online. Fix data and re-submit or correct online.
CG02	Timber for this mark must be scaled using Coast grade codes in effect on the scale date.	Fix data and re-submit or correct online.
CG03	Sampled timber from Coast marks must be placed in a Coastal stratum.	Fix data and re-submit or correct online.
CG04	Weighed timber for Coast marks must be placed in a Coastal stratum	Fix data and re-submit or correct online.
CHKS00	Original scaler must be different from the check scaler	Fix data and re-submit or correct online.
CHKS01	Original scale return not found.	Fix data and re-submit or correct online.
CHKS02	More than one original scale return found.	Fix data and re-submit or correct online.
CHKS03	Original scale return is currently locked for billing purposes.found, but its event type cannot be Check Scale.	Fix data and re-submit or correct online.
CHKS04	Original scale found, but its event type cannot be SB4 Rescale.	Fix data and re-submit or correct online.
CHKS05	Original scale found, but its event type cannot be Company Use.	Fix data and re-submit or correct online.
CHKS06	Original scale found, but it has already been replaced	Fix data and re-submit or correct online.
CHKS07	Original scale found, but its status prevents its replacement.	Fix data and re-submit or correct online.
CHKS08	Original scale found, but the scale site or weight slip differs.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
CHKS09	Original scale found, but Mark, PSY or weight differ.	Fix data and re-submit or correct online.
CT01	Copy to client not in the Forest Client table.	Fix data and re-submit or correct online.
CT02	Client status is "DAC" (de-activated).	Fix data and re-submit or correct online.
CT03	Copy to client and location is not in the Client Location table.	Fix data and re-submit or correct online.
CT04	Location expired indicator = "Y".	Fix data and re-submit or correct online.
CT05	Copy to Client Name is longer than 60 characters	Fix data and re-submit or correct online.
CT06	Required Copy to Client address information is incomplete.	Fix data and re-submit or correct online.
CTB00	Cutblock is not in the Cutblock table.	Fix data and re-submit or correct online.
CTB01	Cut Block must be one of the cut blocks associated with this mark.	Fix data and re-submit or correct online.
CTB02	Cut Block must be "NONE" when the mark has no cut blocks.	Fix data and re-submit or correct online.
DD03	Departure date is greater than the current date.	Fix data and re-submit or correct online.
DIGSIG	Digital Signature Validation Failed.	Fix data and re-submit or correct online.
DK00	Duplicate document submission.	Fix data and re-submit or correct online.
DL00	Load No. of loads must be numeric.	Fix data and re-submit or correct online.
DSS01	Destination scale site does not exist in the Scale Site table	Fix data and re-submit or correct online.
ED00	Unknown Scale Type.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
ED01	Missing Document Begin Record.	Fix data and re-submit or correct online.
FB01	Cannot issue a final bill for an exempted Timber Mark.	Contact your ministry scaling representative.
FBA01	Scale site must be valid.	Fix data and re-submit or correct online.
FBA02	From scale date must be valid. Scale site must be valid	Fix data and re-submit or correct online.
FBA03	To scale date must be valid.	Fix data and re-submit or correct online.
FBA04	Document count must match count of all documents in batch.	Fix data and re-submit.
FBA05	For PSS, PPS batches, batch control total must match the sum of log counts on all tallies in batch.	Fix data and re-submit.
FBA06	For Ledger Batches, Site & Submitter Batch ID must be unique (ARL and DPL).	Fix data and re-submit.
FBB05	For WSB, WSR batches, batch control total must match the sum of gross weights on weigh slips in batch.	Fix data and re-submit.
FBC05	For ARL, DPL, POT, WSO batches, batch control total must be the count of ledger entries or scale returns in batch.	Fix data and re-submit.
FLA02FBA04	Scale site must be the same as recorded on the batch header.Document count must match count of all documents in batch.	Fix data and re-submit. Fix data and re-submit.
FLA03FBA05	Arrival not permitted.For PSS, PPS batches, batch control total must match the sum of log counts on all tallies in batch.	Fix data and re-submit or correct online. Fix data and re-submit.
FLA04FBA06	Arrival date must be valid.For Ledger Batches, Site & Submitter Batch ID must be unique (ARL and DPL).	Fix data and re-submit or correct online. Fix data and re-submit.
FLA08FBB05	Cutblock ID not permitted.For WSB, WSR batches, batch control total must match the sum of gross weights on weigh slips in batch.	Fix data and re-submit or correct online. Fix data and re-submit.

Code	Error Description	POSSIBLE REMEDY
FLA09FBC05	Field scale flag not permitted.For ARL, DPL, POT, WSO batches, batch control total must be the count of ledger entries or scale returns in batch.	Fix data and re-submit or correct online. Fix data and re-submit.
FLA10FLA02	Weigh slip number not permitted.Scale site must be the same as recorded on the batch header.	Fix data and re-submit or correct online. Fix data and re-submit.
FLA11FLA03	Scale not permitted.Arrival not permitted.	Fix data and re-submit or correct online.
FLA21FLA04	Field scale deck ID not permitted.Arrival date must be valid.	Fix data and re-submit or correct online.
FLA22FLA08	Originating scale site code not permitted.Cutblock ID not permitted.	Fix data and re-submit or correct online.
FLB03FLA09	Arrival required.Field scale flag not permitted.	Fix data and re-submit or correct online.
FLB08FLA10	Cutblock ID required.Weigh slip number not permitted.	Fix data and re-submit or correct online.
FLB09FLA11	Field scale flag required.Scale not permitted.	Fix data and re-submit or correct online.
FLA13	Originating scale site code not permitted.	Fix data and re-submit or correct online.
FLA14	Split load not permitted.	Fix data and re-submit or correct online.
FLA17	Departure date must be valid.	Fix data and re-submit or correct online.
FLB10FLA21	Weigh slip number required.Field scale deck ID not permitted.	Fix data and re-submit or correct online.
FLB11	Scale required.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
FLB13	Originating scale site code required.	Fix data and re-submit or correct online.
FLB21	Field scale deck ID required.	Fix data and re-submit or correct online.
FLB22	Originating scale site code required.	Fix data and re-submit or correct online.
FLC11FLA22	Scale date must be valid.Originating scale site code not permitted.	Fix data and re-submit or correct online.
FSD01FLB03	Field Scale Deck ID must be present when Field Scale Flag = "Y".Arrival required.	Fix data and re-submit or correct online.
FSX01FLB08	Field Deck ID on log tally must match Field Deck ID on a prior volume estimateCutblock ID required.	Fix data and re-submit or correct online.
FSX02FLB09	Field Deck ID on weigh slip must match Field Deck ID on a prior volume estimate.Field scale flag required.	Fix data and re-submit or correct online.
FSX03FLB10	Scale Deck ID must be an upper case letter from A to Z or a number from 0 to 9.Weigh slip number required.	Fix data and re-submit or correct online.
FTAD01FLB11	Defect number must be unique within log.Scale required.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Fix data and re-submit or correct online.
FTAH01FLB13	Return type cannot be changed from a sample scale or weight scale to a piece scale.Originating scale site code required.	Ask HBS Help Desk to remove the original. Fix data and re-submit or correct online.
FTAH02FLB21	Scale site must be the same as recorded on the batch header.Field scale deck ID required.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
FTAH03FLB22	Load arrival number not permitted.Originating scale site code required.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Fix data and re-submit or correct online.
FTAH04FLC11	Incoming LDS number not permitted.Scale date must be valid.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Fix data and re-submit or correct online.
FTAH05	Transporter identifier not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH05FSD01	Transport identifier not permitted.Field Scale Deck ID must be present when Field Scale Flag = "Y".	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Fix data and re-submit or correct online.
FTAH06FTAD01	Source not permitted.Defect number must be unique within log.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH07FTAH01	Cutblock ID not permitted.Event type cannot be changed from a piece scale or weight scale to a sample scale.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS Ask HBS Help Desk to remove the original.
FTAH02	Scale site must be the same as recorded on the batch header.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.

Code	Error Description	POSSIBLE REMEDY
FTAH03	Load arrival number not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH11FTAH04	Weigh slip number not permitted.Incoming LDS number not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH13FTAH05	Originating scale site number requiredTransport identifier not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH14FTAH06	Scale date must be valid.Source not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH17FTAH07	Split load not permitted.Cutblock ID not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH19FTAH11	Check scale not permitted.Weigh slip number not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.

Code	Error Description	POSSIBLE REMEDY
FTAH23FTAH13	Actual count of logs provided must balance to the log count field.Originating scale site code not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH29FTAH14	Duplicate log tally - DDN + DV already exist.Scale date must be valid.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH33FTAH17	Hash total re-computation failed.Split load not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAL01	Log number must be unique within tally.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAL02	Timber mark only permitted for Beachcomb tallies.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH19	Check scale not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAH23	Actual count of logs provided must balance to the log count field.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.

Code	Error Description	POSSIBLE REMEDY
FTAL09FTAH29	Log volume provided must balance to computed log volume.Duplicate log tally - DDN + DV already exist.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTAL10FTAH33	Defect count provided must balance to computed defect count.Hash total re-computation failed.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTBH01FTAL01	Event type cannot be changed from a sample scale or weight scale to a piece scale.Log number must be unique within tally.	See Page 68 for instructions.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTBH03FTAL02	Load arrival number required.Timber mark only permitted for Beachcomb tallies.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTBH04FTAL09	Incoming LDS number required.Log volume provided must balance to computed log volume.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTBH05FTAL10	Transport identifier required.Defect count provided must balance to computed defect count.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTBH06FTBH01	Source required.Event type cannot be changed from a sample scale or weight scale to a piece scale.	Fix data and re-submit or correct online. See Page 68 for instructions.

Code	Error Description	POSSIBLE REMEDY
FTBH07FTBH03	Cutblock ID required.Load arrival number required.	Fix data and re-submit or correct online. Fix data and re-submit or correct online.
FTBH11	Weigh slip number required.	Fix data and re-submit or correct online.
FTBH13	Originating scale site code required.	Fix data and re-submit or correct online.
FTBH19	Check scale required.	Fix data and re-submit or correct online.
FWAH01	Event Type cannot be modified: sample or piece tally exists and this correction changes the document to a weigh slip.	Contact local scaling representative.
FWAH02	Scale site must be the same as recorded on the batch header.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH04	Scale date must be valid.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FTBH04	Incoming LDS number required.	Fix data and re-submit or correct online.
FTBH05	Transport identifier required.	Fix data and re-submit or correct online.
FTBH06	Source required.	Fix data and re-submit or correct online.
FTBH07	Cutblock ID required.	Fix data and re-submit or correct online.
FTBH11	Weigh slip number required.	Fix data and re-submit or correct online.
FWAH05FTBH13	Scale time must be valid.Originating scale site code required.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
FWAH06FTBH19	Incoming LDS number not permitted.Check scale required.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Fix data and re-submit or correct online.
FWAH07FWAH01	Transport identifier not permitted.Event Type cannot be modified: sample or piece tally exists and this correction changes the document to a weigh slip.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Contact local scaling representative.
FWAH10FWAH02	Sample deduction not permitted.Scale site must be the same as recorded on the batch header.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH11FWAH04	Source not permitted.Scale date must be valid.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH15FWAH05	PSY not permitted.Scale time must be valid.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH17FWAH06	Outgoing LDS number not permitted.Incoming LDS number not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.

Code	Error Description	POSSIBLE REMEDY
FWAH18	Destination not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH24	Duplicate weigh slip – DDN + DV already exist.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH28	Hash total re-computation failed.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH06FWAH07	Incoming LDS number required.Transport identifier not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH07FWAH10	Transport identifier required.Sample deduction not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH11FWAH11	Source required.Source not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH15FWAH15	PSY required.PSY not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.

Code	Error Description	POSSIBLE REMEDY
FWBH17FWAH17	Outgoing LDS number required.Outgoing LDS number not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH18FWAH18	Destination required.Destination not permitted.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FXA00FWAH24	This is not a valid HBS XML file transmission.Duplicate weigh slip – DDN + DV already exist.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Contact HBS Help Desk if unable to resolve problem.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FXA01FWAH28	Batch count must match count of all batches in transmission file.Hash total re-computation failed.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FXA02FWBH06	All scale sites on all batch headers in transmission must be configured for detail submission.Incoming LDS number required.	Contact MOF scaling staff to request update to scale site profile.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FXA03	Creator must be a valid ministry client location code.	Contact HBS Help Desk.
FXA04	Software vendors can only submit test transmissions.	Self explanatory.

Code	Error Description	POSSIBLE REMEDY
FWBH07	Transport identifier required.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
GR01FWBH11	Species Grade combination does not exist.Source required.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
GW01FWBH15	Gross Weight must be numeric and > 0.PSY required.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
IG01FWBH17	Timber for this mark must be scaled using Interior grade codes.Outgoing LDS number required.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
IG02FWBH18	Timber for this mark must be scaled using Interior grade codes in effect on the scale date.Destination required.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
IG03FXA00	Sampled timber from Interior marks must be placed in an Interior stratum.This is not a valid HBS XML file transmission.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved. Contact HBS Help Desk if unable to resolve problem.
IG04FXA01	Weighed timber from Interior marks must be placed in an Interior stratum.Batch count must match count of all batches in transmission file.	Fix data and re-submit or correct online.Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
LA00FXA02	Load arrival number must be numeric and > 0All scale sites on all batch headers in transmission must be configured for detail submission.	Fix data and re-submit or correct online.Contact MOF scaling staff to request update to scale site profile.

Code	Error Description	POSSIBLE REMEDY
LC00FXA03	Log Count must be numeric >0.Creator must be a valid ministry client location code.	Fix data and re-submit or correct online. Contact HBS Help Desk.
LC01FXA04	Sum of the number of pieces must equal log count.Software vendors can only submit test transmissions.	Fix data and re-submit or correct online. Self explanatory.
LC02GR01	Log count must match actual number of logs.Species Grade combination does not exist.	Fix data and re-submit or correct online. Fix data and re-submit or correct online.
LD00	Loads must be numeric >0.	Fix data and re-submit or correct online.
LN02	Length (dm) must be > 0.	Fix data and re-submit or correct online.
LT01	Length (dm) must be > 0.	Fix data and re-submit or correct online.
LW01	Total loads/weight must equal the sum of daily loads/weight.	Fix data and re-submit or correct online.
LW02	Document total loads/weight must equal the sum of total loads/weight.	Fix data and re-submit or correct online.
MM01	Matching weigh slip not found for this local sample tally.	Fix data and re-submit or correct online.
MM02	Matching weigh slip found for this local tally, but event type, PSY, mark or weight differ.	Fix data and re-submit or correct online.
GW01	Gross Weight must be numeric and > 0.	Fix data and re-submit or correct online.
MM03	Matching weigh slip not found for this remote sample tally.	Fix data and re-submit or correct online.
MM04	Matching weigh slip found for this local tally, but event type, PSY, mark, weight or scale sites differ.	Fix data and re-submit or correct online.
MM05LA00	More than one sample tally found for this weigh slip.Load arrival number must be numeric and > 0.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
MM06LC00	More than one matching red tag tally found for this weigh slip. Log Count must be numeric.	Fix data and re-submit or correct online.
MM07LC01	Matching weigh slip not found for this remote sample tally check scale. Sum of the number of pieces must equal log count.	Fix data and re-submit or correct online.
MM08LC01	Matching weigh slip not found for this remote sample tally check scale. Log count must match actual number of logs.	Fix data and re-submit or correct online. Fix data and re-submit or correct online.
LD00	Loads must be numeric.	Fix data and re-submit or correct online.
LN02	Length (dm) must be > 0.	Fix data and re-submit or correct online.
LT01	Length (dm) must be > 0.	Fix data and re-submit or correct online.
LW01	Total loads/weight must equal the sum of daily loads/weight.	Fix data and re-submit or correct online.
LW02	Document total loads/weight must equal the sum of total loads/weight.	Fix data and re-submit or correct online.
NM00	NMV must be A, U or blank for a WASTE tally.	Fix data and re-submit or correct online.
NM01	NMV code must be blank or N or S on a non-WASTE tally.	Fix data and re-submit or correct online.
NM02	NMV indicator = false and the input mark is null.	Fix data and re-submit or correct online.
NM03	Product codes is not logs and NMV indicator = True.	Fix data and re-submit or correct online.
NM04	NMV indicator = True and the input mark is not null.	Fix data and re-submit or correct online.
NP00	Number of pieces must be numeric.	Fix data and re-submit or correct online.
NP01	Number of pieces must be > 0.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
NS00	Number of sections must be numeric or blank.	Fix data and re-submit or correct online.
NW00	Net weight must be a numeric and > 0	Fix data and re-submit or correct online.
NW01	Net weight must be > 0	Fix data and re-submit or correct online.
OSL01	Original scaler licence does not exist in the Scale Control System (Quant License).	Fix data and re-submit or ask the HBS Help Desk to confirm if the scaling licence is valid in the Ministry Scale Control System.
OSS01	Originating scale site does not exist in the Scale Site table.	Fix data and re-submit or ask the Help Desk to confirm if the scale site is valid in the Ministry Scale Control System.
NP01	Number of pieces must be > 0.	Fix data and re-submit or correct online.
PC00NS00	Parcel count cannot be null when Parcel Identifier is not null. Number of sections must be numeric or blank.	Fix data and re-submit or correct online.
PC02NW00	Parcel count cannot be zero. Net weight must be a numeric > 0.	Fix data and re-submit or correct online.
P100NW01	Parcel identifier cannot be null when parcel count is not null. Net weight must be > 0	Fix data and re-submit or correct online.
P101OSL01	Parcel identifier must be <= parcel count. Original scaler licence does not exist in the Scale Control System (Quant License).	Fix data and re-submit or correct online. Fix data and re-submit or ask the HBS Help Desk to confirm if the scaling licence is valid in the Ministry Scale Control System.
P102OSS01	Parcel identifier cannot be 0. Originating scale site does not exist in the Scale Site table.	Fix data and re-submit or correct online. Fix data and re-submit or ask the Help Desk to confirm if the scale site is valid in the Ministry Scale Control System.

Code	Error Description	POSSIBLE REMEDY
PM00PC00	Cruise, Field and Waste scale data cannot be submitted on forms FS72.Parcel count cannot be null when Parcel Identifier is not null.	Fix data and re-submit or correct online.
PSL01PC02	Primary scaler licence does not exist in the Scale Control System (Quant Licence)Parcel count cannot be zero.	Fix data and re-submit or correct online.
QV00P100	The quantity must be numeric.Parcel identifier cannot be null when parcel count is not null.	Fix data and re-submit or correct online.
RC02P101	Multiple segregation marks only permittedcd on Beachcomb tallies.Parcel identifier must be <= parcel count.	Fix data and re-submit or correct online.
RN00P102	Return number must be 0 to 999Parcel identifier cannot be 0.	Fix data and re-submit or correct online.
RN01PM00	Return number must be consistent throughout the tally.Cruise, Field and Waste scale data cannot be submitted on forms FS72.	Fix data and re-submit or correct online.
RT02PSL01	Sum of daily loads is > 0 for a nil or final return.Scaler Licence does not exist on SCS.	Fix data and re-submit or correct online.
SAM01QV00	For Event Type SS, RS Sample Type must be Random or Forced.The quantity must be numeric.	Fix data and re-submit or correct online. Fix data and re-submit or correct online.
SAM02	For Event Type PS, PD Sample Type must be Company or None.	Fix data and re-submit or correct online.
SD01	Scale date is not a valid date.	Fix data and re-submit or correct online.
SD03	Scale date is greater than current date.	Fix data and re-submit or correct online.
SD04	Scale date is less than stratum effective date.	Fix data and re-submit or correct online.
RC01	Return category not BCOMB and greater than one timber mark in scale return segregations.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
SD05RC02	Scale date is greater than stratum expiry date.Multiple segregation marks only permitted on Beachcomb tallies.	Fix data and re-submit or correct online.
SD08RN00	No confirmed appraisal worksheet exists for this scale date.Return number must be 0 to 999	Fix data and re-submit or correct online.
SD09RN01	No rate available for a segregation on a prior WS return.Return number must be consistent throughout the tally.	Contact Regional Appraisal Staff. Fix data and re-submit or correct online.
SD10	No Appraisal Stumpage Rate Record exists for this Scale Date	Fix data and re-submit or correct online.
SD10RT01	No Appraisal Stumpage Rate Record exists for this scale date.Sum of daily loads is zero or a primary return.	Fix data and re-submit or correct online.
SD11RT02	More than one override rule in effect.Sum of daily loads is > 0 for a nil or final return.	Fix data and re-submit or correct online.
SD12SAM01	Range of daily load and scale dates spans two mark rate periods and no override rate rule in effect.For Event Type SS, RS Sample Type must be Random or Forced.	Fix data and re-submit or correct online.
SD13SAM02	Daily loads entered for a date greater than return scale date.For Event Type PS, PD Sample Type must be Company or None.	Fix data and re-submit or correct online.
SD15SD01	No rates in effect for this scale date and timber mark.Scale date is not a valid date.	Fix data and re-submit or correct online.
SD02	Scale date is more than one year old.	Fix data and re-submit or correct on-line or contact your local scaling representative.
SD03	Scale date is greater than the current date.	Fix data and re-submit or correct online.
SD03	Scale date is greater than the current date.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
SD16SD04	There are duplicate days within a return. Scale date is less than stratum effective date.	Fix data and re-submit or correct online.
SD17SD05	No rates for one or more segregation in effect for this scale date. Scale date is greater than stratum expiry date.	Fix data and re-submit or correct online.
SD06	Scale date is outside the range of the timber mark contract.	Fix data and re-submit or correct online.
SD07	Scale date is greater than mark contract expiry date and more than one override rule in effect.	Fix data and re-submit or correct online.
SDW01SD08	Wt. less Subsample must be numeric and > Tare Weight. No confirmed appraisal worksheet exists for this scale date.	Fix data and re-submit or correct online.
SDW02	Wt. less Subsample must be numeric and < Gross Weight.	Fix data and re-submit or correct online.
SG02	Species and grade combination is invalid.	Fix data and re-submit or correct online.
SG03	Duplicate segregation.	Fix data and re-submit or correct online.
SG04	At least one segregation is needed on a piece scale return.	Fix data and re-submit or correct online.
SGL01	Signing scaler licence does not exist in the Scale Control System (Quant Licence)	Fix data and re-submit or correct online.
SGL02	Signing Scaler Licence must match either the Primary or Secondary Scaler Licence.	Fix data and re-submit or correct online.
SL02	Scaler Licence not in the quantification licence table.	Fix data and re-submit or correct online.
SL03	Scaler Licence must be consistent throughout the tally.	Fix data and re-submit or correct online.
SN01	There must be < 400 segregations in one sample return.	Fix data and re-submit or correct online.
SP01	Species, product and grade combination does not exist.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
SP02	Species, product and grade combination is not in effect on this scale date.	Fix data and re-submit or correct online.
SR01	Sample ratio must be < 10.	Fix data and re-submit or correct online.
SR02	No ratios found for this population/stratum/year.	
SS01	Scale site not in the scale site table.	Fix data and re-submit or correct online.
SS03	Scale site must be consistent throughout the document.	Fix data and re-submit or correct online.
SS05	Non-waste tallies must not have a scaling station of ZZZ.	Fix data and re-submit or correct online.
SSL01	Secondary scaler licence does not exist in the Scale Control System (Quant Licence).	Fix data and re-submit or correct online.
SSZZ	The scale site cannot be =ZZZ.	Fix data and re-submit or correct online.
ST01	A weigh slip with a billable event type and a Billable mark requires a billable stratum.	Fix data and re-submit or correct online.
ST02	A weigh slip with a non-billable event type requires a company-use stratum.	Fix data and re-submit or correct online.
ST03	The Pop/Strat/Year must contain 8 or 10 characters.	Fix data and re-submit or correct online.
ST04	The sample year must be numeric.	Fix data and re-submit or correct online.
SV00	Volume must be numeric.	Fix data and re-submit or correct online.
SW01	Sample Weight must be > 0.	Fix data and re-submit or correct online.
TB01	Timber Brand is not in the Scale Site table.	Fix data and re-submit or correct online.
TB02ST01	Timber Brand must be different than log tally scale site. Billable Population/Stratum/Year combination does not exist as a Stratum in SCS when expected.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
TB03	Timber Brand must be different than weigh slip scale site.	Fix data and re-submit or correct online.
TC01ST02	Sample Tally transaction code must be blank.Billable Population/Stratum/Year combination must not be present when scale event requires a non-billable stratum.	Fix data and re-submit or correct online.
SV00	Volume must be numeric.	Fix data and re-submit or correct online.
TL01SW01	Total loads must equal the sum of daily loadsSample Weight must be > 0.	Fix data and re-submit or correct online.
TM01TB01	Timber Mark must be in Timber Mark table and in Mark Billed Client table.Timber Brand is not in the Scale Site table.	Fix data and re-submit or correct online.
TM02TB02	Billed Timber Mark is null.Timber Brand must be different than log tally scale site.	Fix data and re-submit or correct online.
TM04TB03	Cannot invoice a cash-sale Timber Mark (payment method code = C).Timber Brand must be different than weigh slip scale site.	Fix data and re-submit or correct online.
TM05TC01	Cannot invoice a cruise-based Timber Mark (cruise indicator = Y).Sample Tally transaction code must be blank.	Fix data and re-submit or correct online. Fix data and re-submit or correct online.
TM06TM01	The return category is "CRUISE" but the Timber Mark is not cruise-based.Timber Mark must be in Timber Mark table and in Mark Billed Client table.	Fix data and re-submit or correct online.
TM07TM02	Cannot sample a cruise-based timber mark (cruise indicator = Y).Beachcomb Timber Mark is null.	Fix data and re-submit or correct online.
TM03	Timber Mark status is not in HI, HA, HN, LC or HC.	Fix data and re-submit or correct online.
TM08TM04	Cannot sample a cash-sale Timber Mark (file type code = B21 or B20).Cannot invoice a cash-sale Timber Mark (payment method code = C).	Fix data and re-submit or correct online.
TM04	TM is not a valid Timber Mark.	Fix data and re-submit or correct online.

Code	Error Description	POSSIBLE REMEDY
TM09TM05	The Timber Mark is cruise-based but the return category is not "Cruise". Cannot invoice a cruise-based Timber Mark (cruise indicator = Y).	Fix data and re-submit or correct online.
TP01	Top (rads) must be > 0.	Fix data and re-submit or correct online.
TW01	Tare must be numeric and < Gross Weight.	Fix data and re-submit or correct online.
WSN01	Weigh slip number must be numeric.	Fix data and re-submit or correct online.
WT00	Weight must be numeric.	Fix data and re-submit or correct online.

Appendix III HBS Scale Return Status Codes

Abbreviation	Status
ACC	Accepted
AWP	Awaiting Approval
CAN	Cancelled
CRD	Cancel Requested
DEL	Deleted
DSF	Digital Signature Failure
ERR	Error
FAL	Failed
HLD	Held
INC	Incomplete
INV	Invalid
ISS	Issued
LCK	Locked
NTB	Not to be Billed
NTI	Not to be Issued
OIV	On an Invoice
PND	Correction Pending
PNV	Replacement Version Pending
RDY	Ready
RRD	Replacement Requested
SPR	Superseded

Appendix IV – HBS Species, Produce and Grade Codes

Valid Species Codes for HBS Production		Valid Product Codes for HBS Production		Valid Product Codes for HBS Production	
Species Code	Description	Product Code	Description	Grade Code	Description
AL	Alder		*Logs	1	Grade 1
AR	Arbutus	CA	Cants	2	Grade 2
AS	Aspen	MT	Mining Timbers	3	Grade 3
BA	Balsam	PR	Posts and Rails	4	Grade 4
BI	Birch	SB	Shake Bolts and Blocks	5	Grade 5
CE	Cedar	SK	Shakes	6	Grade 6
CO	Cottonwood	SS	Stakes and Stocks	B	Grade B
CY	Cypress	XM	Christmas Trees	C	Grade C
FI	Fir			D	Grade D
HE	Hemlock	*When Description = Logs it is keyed online as a single blank.		E	Grade E
LA	Larch			F	Grade F
LO	Lodge-Pine			G	Grade G
MA	Maple			H	Grade H
OT	Other Species			I	Grade I
R	Rejects			J	Grade J
SP	Spruce			K	Grade K
UU	Yew			L	Grade L
WA	Waste			M	Grade M
WB	White Bark Pine			U	Grade U
WH	White Pine			X	Grade X
WI	Willow			Y	Grade Y
YE	Yellow Pine			Z	Grade Z

Appendix V Original Document Submission & Retention (Piece Scale Sites)

Scale data is not considered “submitted” unless the scale data has been accepted by HBS and all scale returns are “RDY”. For more information or clarification, refer to the *Electronic Transactions Act* (SBC 2001), Chapter 10, Part 3:

18 (1) Unless the originator and addressee agree otherwise, information or a record in electronic form is sent when it enters an information system outside the control of the originator or, if the originator and the addressee are in the same information system, if the information or record becomes capable of being retrieved and processed by the addressee.

(2) If information or a record is capable of being retrieved and processed by an addressee, the information or record in electronic form is deemed, unless the contrary is proven, to be received by the addressee

(a) when it enters an information system designated or used by the addressee for the purpose of receiving information or records in electronic form of the type sent, or

(b) if the addressee has not designated or does not use an information system for the purpose of receiving information or records in electronic form of the type sent, on the addressee becoming aware of the information or record in the addressee's information system.

The prescribed time for submission of scale details and returns (as per the requirements of Section 97 (1) (f) of the Forest Act) are as follows:

Scale Returns:

- i) If the submission method is on original paper forms, submit the paper forms as required by the scale site authorization.
- ii) If the submission method is by electronic file transfer, paper submission is **not** required. A back-up document shall be retained for 2 years in paper or electronic format. The electronic returns shall be transmitted daily to the Ministry of Forests and Range Harvest Billing System.
- iii) If the submission is to be by online entry, complete online entry weekly (i.e. by the end of the week in which the timber is scaled). A paper copy of the original paper form with the original load documentation attached should be delivered to the Ministry of Forests and Range office as required by the scale site authorization.

Site Ledgers and Load Description Slips (for any month in which timber arrived or departed):

- i) If the submission method is on original paper forms, submit the paper forms as required by the scale site authorization. Original Load Description Slips shall be attached in chronological order to the back of the associated Site Arrival Ledger (FS523), except as in clauses a) i) and 8.a) iii) above. Back-up ledgers shall be retained for 2 years.
- ii) If the submission method is by electronic file transfer or online entry, a paper ledger submission is **not** required. The electronic file or online entry shall be transmitted at the end of the month to the Ministry of Forests and Range Harvest Billing System. Original Load Description Slips shall be stapled or enveloped in chronological order and submitted monthly to the Ministry of Forests and Range. Back-up ledgers shall be retained for 2 years in paper or electronic format.

MINISTRY OF FORESTS AND RANGE ADDRESSES

The following addresses shall be used for document submissions:

REVENUE BRANCH (Mail)	REVENUE BRANCH (Courier)	OFFICE 
ATTN: BILLING OPERATIONS MINISTRY OF FORESTS & RANGE REVENUE BRANCH PO BOX 9511 STN PROV GOVT VICTORIA BC V8W 9C2	ATTN: BILLING OPERATIONS MINISTRY OF FORESTS & RANGE REVENUE BRANCH 727 FISGARD STREET VICTORIA BC V8W 1R8	REGIONAL OR DISTRICT OFFICE ADDRESS