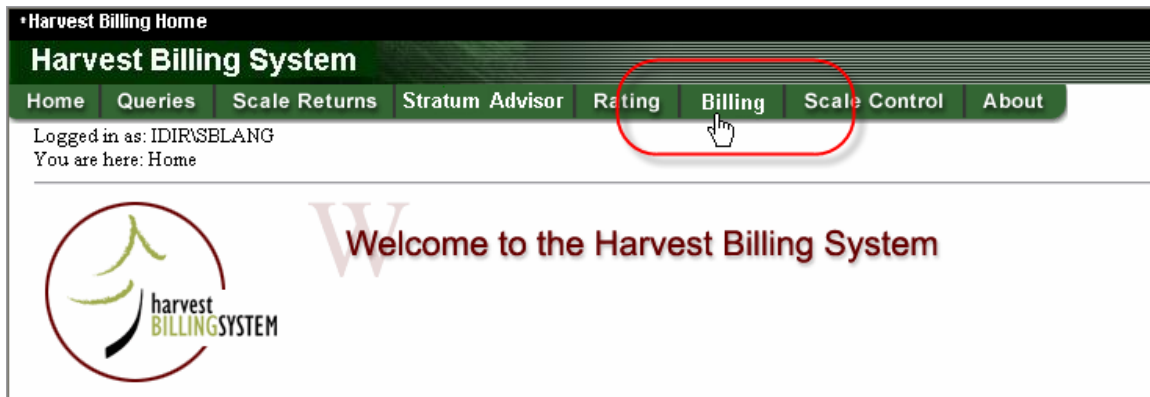
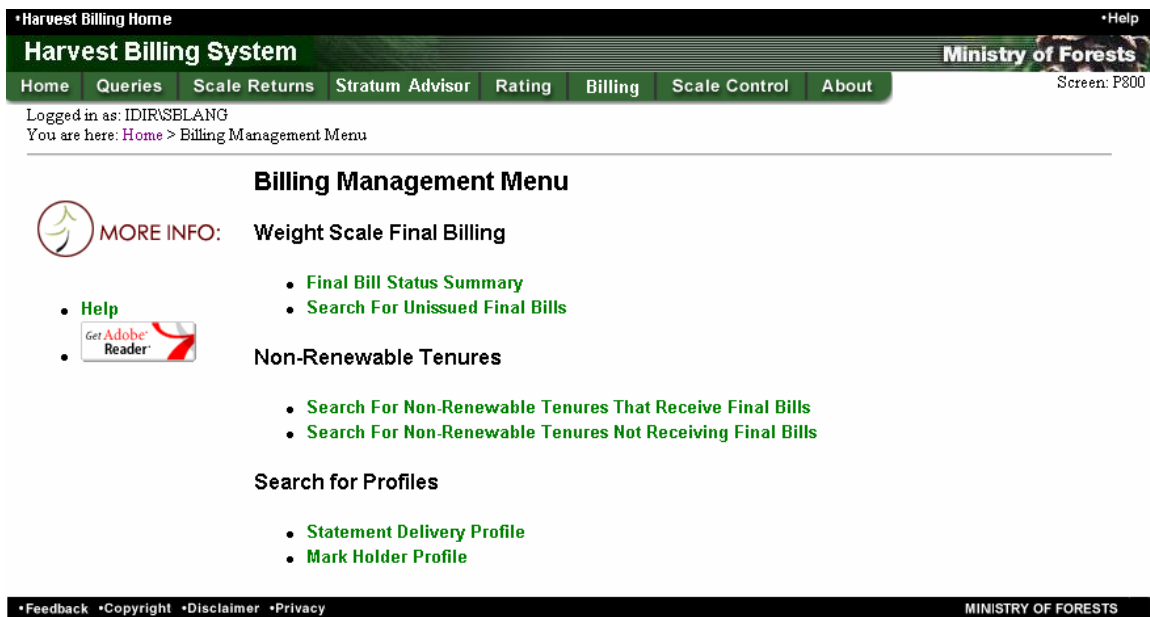


# Final Billing Quick Reference Guide

1. Select the **Billing** main menu option from a Harvest Billing System page



This will take you to “your view” of the Billing Management Menu page (P800)



(i.e. depending on your role you may have more or less options on this page)

## 2. Select menu option • **Final Bill Status Summary**

Harvest Billing Home •Help

**Harvest Billing System** Ministry of Forests

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

Screen: P800

Logged in as: IDIR\SELANG  
You are here: [Home](#) > Billing Management Menu

### Billing Management Menu

 **MORE INFO:** Weight Scale Final Billing

- **Final Bill Status Summary**
- Search For Unissued Final Bills

• [Help](#)

• 

### Non-Renewable Tenures

- Search For Non-Renewable Tenures That Receive Final Bills
- Search For Non-Renewable Tenures Not Receiving Final Bills

### Search for Profiles

- Statement Delivery Profile
- Mark Holder Profile

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This will take you to the Final Bill process configuration page (P828)

Harvest Billing Home •Help

**Harvest Billing System** Ministry of Forests

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

Screen: P828

Logged in as: IDIR\SELANG  
You are here: [Home](#) > [Billing Management Menu](#) > Configure Final Bill Status Summary

### Configure Final Bill Status Summary

 **MORE INFO:** ★ indicates a required field

- [Help](#)

|                                                                      |                                                                                        |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| ★ Sampling Year                                                      | <input type="text" value="2005"/>                                                      |
| <b>Populations :</b>                                                 |                                                                                        |
| <input type="radio"/> All Populations                                |                                                                                        |
| <input checked="" type="radio"/> Populations in Associated Districts |                                                                                        |
| <input type="radio"/> Populations in Region/District                 | <input type="text" value="All"/> <span>▼</span>                                        |
| <input type="radio"/> Single Population                              | <input type="text"/> <input type="checkbox"/> Display Stratum List                     |
| <input type="radio"/> Population Owned By                            | <input type="text"/> <input type="text"/> <input type="button" value="Client Lookup"/> |
| Expiring Before                                                      | <input type="text" value="yyymmdd"/> (leave blank to list all)                         |
| <b>Suppress output for Populations where:</b>                        |                                                                                        |
| <input checked="" type="checkbox"/> Final Bills are completed        | <input checked="" type="checkbox"/> Sampling Year in progress                          |
| <input checked="" type="checkbox"/> No eligible PSYMarks billed      |                                                                                        |
| <input type="button" value="Submit"/>                                |                                                                                        |

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## You may now configure the Final Bill data

|                                                                      |                                                               |                                                                 |
|----------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------|
| ★ Sampling Year                                                      |                                                               | 2005                                                            |
| <b>Populations :</b>                                                 |                                                               |                                                                 |
| <input type="radio"/> All Populations                                |                                                               |                                                                 |
| <input checked="" type="radio"/> Populations in Associated Districts |                                                               |                                                                 |
| <input type="radio"/> Populations in Region/District                 | All                                                           |                                                                 |
| <input type="radio"/> Single Population                              |                                                               | <input type="checkbox"/> Display Stratum List                   |
|                                                                      | Client No.                                                    | Loc                                                             |
| <input type="radio"/> Population Owned By                            |                                                               | <input type="button" value="Client Lookup"/>                    |
| yyyyymmdd                                                            |                                                               |                                                                 |
| Expiring Before                                                      |                                                               | (leave blank to list all)                                       |
| <b>Suppress output for Populations where:</b>                        |                                                               |                                                                 |
| <input checked="" type="checkbox"/> Final Bills are completed        | <input checked="" type="checkbox"/> Sampling Year in progress | <input checked="" type="checkbox"/> No eligible PSYMarks billed |
| <input type="button" value="Submit"/>                                |                                                               |                                                                 |

- 1) Specify Sampling Year
- 2) Specify the Population(s) which you want to “process” (i.e. report, generate, etc.)
  - a) Select all populations
  - b) Populations for which you are associated with
  - c) All populations for a region or district
  - d) A Single population  
You may select to increase the level of detail to the stratum level for a single population  
***This is the option to use if you want to exclude one or more particular stratum from processing***
  - e) You may select populations owned by a specified client
- 3) Filter the list of Populations/Stratums by their expiry data
- 4) Select suppression of output to minimize the list of data to deal with
- 5) Once you are satisfied with the configuration, click the  button.

If you selected a population list you will go to page P829

if you selected a single population with the stratum list displayed you will go to page P830

## P829 – Final Bill Status Summary

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Logged in as: IDIR\SLANG  
You are here: [Home](#) > [Billing Management Menu](#) > [Configure Final Bill Status Summary](#) > Final Bill Status Summary

Final Bill Status Summary
Help

| Selected Search Criteria |      |                       |                |           |                             |
|--------------------------|------|-----------------------|----------------|-----------|-----------------------------|
| Populations:             | All  | As Of:                | 2006-Jan-03    | Suppress: | Final Billing complete      |
| Sampling Year:           | 2005 | Owned By:             |                |           | Sampling Year in Progress   |
| Expiring Before:         |      | Generated / Eligible: | 11094 of 15112 |           | No eligible PSYMarks billed |

| Pop No | Pop Expiry  | Eligible PSYMarks | Last Generated | Total | Issued | Ready | Held | Error | Cancelled | Deleted | Other | Select ?                 |
|--------|-------------|-------------------|----------------|-------|--------|-------|------|-------|-----------|---------|-------|--------------------------|
| 2145   | 2005-May-01 | 11                | 2005-Sep-13    | 11    | 11     | 0     | 0    | 0     | 0         | 0       | 0     |                          |
| 2147   | 2005-May-31 | 594               | 2005-Sep-13    | 591   | 591    | 0     | 0    | 0     | 0         | 0       | 0     |                          |
| 2150   | 2005-Apr-30 | 9                 | 2005-Sep-13    | 9     | 9      | 0     | 0    | 0     | 0         | 0       | 0     |                          |
| 2201   | 2005-Oct-31 | 462               |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 2253   | 2005-May-31 | 221               | 2005-Sep-13    | 221   | 221    | 0     | 0    | 0     | 0         | 0       | 0     |                          |
| 2336   | 2005-Apr-30 | 69                | 2005-Sep-13    | 69    | 69     | 0     | 0    | 0     | 0         | 0       | 0     |                          |
| 2452   | 2006-Mar-31 | 31                |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 2521   | 2006-Mar-31 | 39                |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 2539   | 2005-Apr-30 | 19                | 2005-Sep-13    | 19    | 19     | 0     | 0    | 0     | 0         | 0       | 0     |                          |
| 2540   | 2005-Apr-30 | 7                 | 2005-Sep-13    | 7     | 7      | 0     | 0    | 0     | 0         | 0       | 0     |                          |

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Generate and Hold
Generate and Release
Select All
Clear All
Print

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From this page you can perform the following tasks:

- drill down to a stratum list for a specific population, by clicking on the population number in the “Pop No” column. This will take you to page P830.
- drill down to a list of weight scale summary returns, that have been generated for a population, by clicking on any of the non-zero, non-blank values in the following columns:

|       |        |       |      |       |           |         |       |
|-------|--------|-------|------|-------|-----------|---------|-------|
| Total | Issued | Ready | Held | Error | Cancelled | Deleted | Other |
|-------|--------|-------|------|-------|-----------|---------|-------|

- select populations that you want to generate final bills for, by clicking the appropriate check box in the “Select?” column, and then clicking one of the “Generate” buttons
- The “Select All” button will “check” all check boxes on the **current\*** page.
- The clear all button “un-checks” all check boxes on the **current\*** page
- The print button produces a report of all of the populations specified in the “Selected Search Criteria:” frame.

**current\*** - This implies only the rows displayed on this page. (i.e. **not** any of the populations that would be displayed by clicking on the results navigation links.

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## P830 – Final Bill Status Summary (Single Population w/Stratum List)

Harvest Billing Home
Ministry of Forests
Screen: P830

Harvest Billing System
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About

Logged in as: IDIR/SLANG  
You are here: Home > Billing Management Menu > Configure Final Bill Status Summary > Final Bill Status Summary > Final Bill Status Summary (Single Population w/Stratum List)

### Final Bill Status Summary (Single Population w/Stratum List)

[Help](#)

| Selected Search Criteria |      |                       |             |           |                             |
|--------------------------|------|-----------------------|-------------|-----------|-----------------------------|
| Population:              | 2452 | As Of:                | 2006-Jan-03 | Suppress: | Final Billing complete      |
| Sampling Year:           | 2005 | Owned By:             |             |           | Sampling Year in Progress   |
| Expiring Before:         |      | Generated / Eligible: | 0 of 31     |           | No eligible PSYMarks billed |

| Stratum No | Stratum Expiry | Eligible PSYMarks | Last Generated | Total | Issued | Ready | Held | Error | Cancelled | Deleted | Other | Select ?                 |
|------------|----------------|-------------------|----------------|-------|--------|-------|------|-------|-----------|---------|-------|--------------------------|
| 05         | 2005-Dec-31    | 6                 |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 06         | 2005-Dec-31    | 0                 |                |       |        |       |      |       |           |         |       |                          |
| 07         | 2005-Dec-31    | 3                 |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 08         | 2005-Dec-31    | 0                 |                |       |        |       |      |       |           |         |       |                          |
| 09         | 2005-Dec-31    | 5                 |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 10         | 2005-Dec-31    | 0                 |                |       |        |       |      |       |           |         |       |                          |
| 12         | 2005-Dec-31    | 5                 |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 13         | 2005-Dec-31    | 1                 |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 14         | 2005-Dec-31    | 1                 |                |       |        |       |      |       |           |         |       | <input type="checkbox"/> |
| 15         | 2005-Dec-31    | 0                 |                |       |        |       |      |       |           |         |       |                          |

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From this page you can perform the following tasks:

- drill down to a list of weight scale summary returns, that have been generated for a population, by clicking on any of the non-zero, non-blank values in the following columns:

|       |        |       |      |       |           |         |       |
|-------|--------|-------|------|-------|-----------|---------|-------|
| Total | Issued | Ready | Held | Error | Cancelled | Deleted | Other |
|-------|--------|-------|------|-------|-----------|---------|-------|

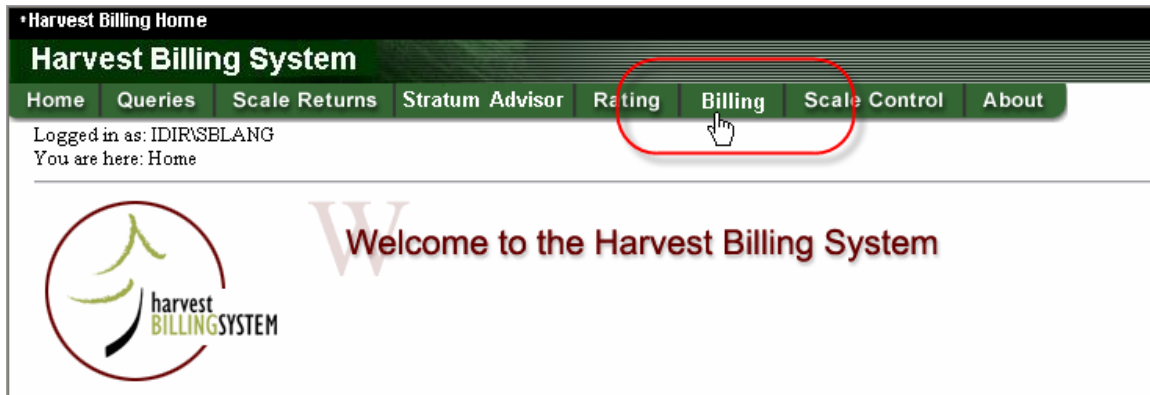
- select specific stratum numbers that you want to generate final bills for, by clicking the appropriate check box in the “Select?” column, and then clicking one of the “Generate” buttons
- The “Select All” button will “check” all check boxes on the **current\*** page.
- The clear all button “un-checks” all check boxes on the **current\*** page
- The print button produces a report of all of the populations specified in the “Selected Search Criteria:” frame.

**current\*** - This implies only the rows displayed on this page. (i.e. **not** any of the populations that would be displayed by clicking on the results navigation links.

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## Release Final Bills

To release Final Bills, return to the billing menu



And select the 

- [Search For Unissued Final Bills](#)

 link

