

TSIS-CBS Interface Training

Script – Part III: Installment Payments

Slide 1: Title Page

Welcome to the BLM's Course titled: *TSIS-CBS Interface Part III Installment Payments*.

Slide 2: Welcome

Hi! I'm Maria Caliva from the BLM Salem District Office. I have worked with the TSIS program for many years and have participated in the testing of TSIS 5. I am also a member of the Project Change Management Board (PCMB) for TSIS. We will be talking about Installment Payments in Part III, so let's get started.

Slide 3: Objectives

The objectives for this module of the TSIS-CBS Interface are to: Demonstrate how Installment payments in a Timber Sale Contract are processed through the Interface. We will also show the process in both the TSIS and CBS applications. And we want to emphasize the critical elements of the Interface; particularly regarding Installment Timber Sale Contracts.

Slide 4: Topics

Here is what we will be discussing during this training: An Overview of Installment Payments will be provided. We will cover the Collection Processes for both the 1st Installment and a Cash Performance Bond. We will also demonstrate the creation of Subsequent Installment Bills. We will show the impact of Activity Report Certification on Earned versus Suspense Accounts. We will create and then resolve an Overcut Bill situation. We will demonstrate a new process in TSIS that creates Instructions for Transfer for a CBS user to process. We will discuss the Effect of Timber Sale Contract Modifications on the Interface. And we will demonstrate the new process in TSIS for Refunding Cash Performance Bonds.

Slide 5: Timber Sale Contract Payment Options

In Part II of the training, we discussed the process when the Purchaser pays the entire value of the timber sale contract prior to harvesting. There are two options available for Purchasers where they do not have to pay the entire contract value prior to harvesting. These options are: Installment Payments and Payment Bonds. In an Installment option, the purchaser makes one or more partial payments in advance of cutting. The other option, a Payment Bond, is used to guarantee payment for the timber that has been cut and allows the BLM to bill the purchaser for timber as it is removed. This part of the training will cover how the Interface works with Installment payments. The next training section – Part IV - will cover Payment Bonds.

Slide 6: Overview of Installment Sales

The installment clauses in the timber sale contract require that payments be made in advance of cutting. The contract terms determine the installment amount, generally about 10% of the purchase price up to a maximum of \$50,000. These payments are due without notice. It is the

responsibility of the purchaser, not the BLM, to ensure that payments are made on time. The contract administrator enters Activity Reports in TSIS to determine if payments are up-to-date or if bills need to be created. The Activity Reports can be used to determine if the purchaser is out of compliance with the contract, which could make the purchaser subject to immediate remedial actions. We will demonstrate in this section how bills are created through the Interface and the importance of certifying Activity Reports.

Slide 7: Timber Sale Contract Status

Similar to Part II of the training, we will start with a contract in the Sold status. However, this contract is of higher value and volume, which can result in the successful bidder electing to use the installment payment clauses in the BLM timber sale contract. As you can see, no money has been collected at this point.

Slide 8: Account Summary

In addition to verifying that no funds have been collected, the Account Summary screen shows that there is a road maintenance charge that will total \$2,172 with this contract.

Slide 9: Contract Award

The TSIS user can Award the Contract by selecting the Award Contract button.

Slide 10: Contract Approval Open Items

However, if the TSIS user were to continue on and attempt to Approve the contract, they would get the error messages as displayed, saying that no performance bond has been established, nor has the first installment of the contract been made. Both of these items must be addressed before the contract can be approved.

Slide 11: Performance Bond Amount Determination

The TSIS user can go to the Bonds screen to find out what the minimum performance bond amount is, which in this case is \$35,800. For Interfaced or Non-Interfaced timber sale contracts, the TSIS user would fill in the required information. This contract is covered by a cash bond.

Slide 12: Cash Bond Error – Not in CBS

However, if the TSIS user attempts to enter a Cash Performance Bond prior to having this collection recorded, an error message would appear as displayed in the red box. For Interfaced Contracts, the collection information must be in CBS. For Non-Interfaced Sale Contracts, the collection information must have been entered in the TSIS Account Tracking as a New Transaction. Other types of Performance Bonds, such as the use of a surety, can be entered without any needed action by CBS, because no collection is made in these circumstances.

Slide 13: Email to Alert CBS User

The purchaser has informed you that they intend to come in and provide a payment that satisfies both the first installment and the cash performance bond. We recommend that you send an email to your CBS counterpart with the information similar to what is shown here. In Part II we went into detail on the email content, so we will not repeat it here.

Slide 14: Collection Breakdown in CBS

The CBS user would receipt the payment and prepare a collection deposit.

Slide 15: Collection Receipt from CBS

Here is a copy of the receipt from CBS that is generated for this transaction. Note in the description that the funds specifically say that they are for a first installment and a performance bond. And as a friendly reminder, this receipt does contain personally identifiable information – the address of the purchaser, so electronic and hard copy versions of this receipt should be appropriately safeguarded.

Slide 16: Contract Status - Awarded

Back in TSIS, prior to the collection, this is how the sale summary screen would appear. Note that there have been no payments made.

Slide 17: Contract Status Updated

After the CBS collection, the Refresh Data button can be selected so that TSIS can detect the collection and display it. Note that the first installment payment and the cash performance bond now show up.

Slide 18: Account Ledger Details

A view of the Timber Sale account ledger also shows the first installment collection as well as the collection for the cash performance bond.

Slide 19: Performance Bond Refresh

Now, when the TSIS user enters a cash performance bond, TSIS will check with CBS to see how much is in the performance bond CSA and whether or not that matches the face value entered by the user. So the TSIS user should verify that a collection under the performance bond CSA shows up on the TSIS Ledger prior to completing a cash bond.

Slide 20: Accepted Performance Bond

Because the correct required collection is in the Performance Bond CSA, the Performance Bond entry is accepted.

Slide 21: Final Contract Approval Stage

With the Collections information now in TSIS, the contract approval process can occur. The TSIS user selects the Approve Contract button.

Slide 22: Contract Approval Certification

Messages appear related to the performance bond and the First Installment. The TSIS user enters the approval date and then selects “Save and Certify Approval”.

Slide 23: Timber Sale Contract Status - Approved

The Sale is now approved. Contracts must be in at least an approved status before any Activity Reports can be entered.

Slide 24: Use of Installment Template

The purchaser has contacted the forester administering the contract and informed them that they would like to start harvesting some timber and that they will be making a payment. Per BLM regulations, the timber must be paid for, prior to cutting. The TSIS user uses the Installment Template in Account Tracking to start the process of creating a Courtesy Statement. This Courtesy Statement does not go to the purchaser. Rather it is used by the CBS user as a guide as to which accounts the upcoming payment should be placed in. The Installment Template defaults to 10% of the total sale value, which is rounded up according to policy, and in this case is \$18,000. The TSIS user can include any amount for the road maintenance charge within the minimum and maximum amounts. In this example the TSIS user is just going to use 10% of the road maintenance charge, or \$217.20.

Slide 25: Courtesy Statement Creation

Even though we are creating a Courtesy Statement, it is termed a bill in TSIS and CBS. Note that there are two bill numbers. A TSIS bill number, also known as a resource bill number, and a CBS bill number. The TSIS bill number on this screen is located in the blue text near the “Generate” button. TSIS bill numbers always start with “T”. Either bill number may be used when searching in CBS. This search process will be shown a few slides later. In this example, TSIS created the bill with the number T00001343 and sent the information to CBS, generating CBS Bill # 2014000652, which is shown at the top of the screen. CBS generated bills will always start with the current Fiscal Year, in this example - 2014. The CBS user can locate the bill in CBS using either the CBS Bill number or the TSIS, or Resource Bill Number. It is important for both the TSIS and CBS users to reference a specific bill number in any communication. We will be demonstrating this throughout the exercises.

Slide 26: Courtesy Statement Bill

Here is a view of Bill Number 2014000652. Note that it is a Courtesy Statement. The Courtesy Statement is recommended for internal use only. Its purpose is to assist the collection officer in placing the funds in the correct account when payments are received. There is no specific timeframe associated with the courtesy statement, and the purchaser is under no requirement

to pay the bill at this time. Later we will show a different type of bill, which does require payment within a specified time.

Slide 27: Processing Payment

In CBS, the CBS user would search for the bill. Once they locate the specific bill, they can process the payment.

Slide 28: Validation Check

Note the message in blue text here. This message lets the CBS user know that this bill was created in TSIS. CBS actually “calls” TSIS here to make sure that the bill is still valid. It would produce an error message if no bill exists and the CBS user would be prevented from processing any further.

Slide 29: Collection Receipt

A copy of the receipt that is generated is either hand-delivered or mailed to the purchaser and should also be sent by the CBS user to the TSIS user and become a part of the official office copy of the timber sale contract file. Remember – as mentioned in Part I, these receipts often contain personally identifiable information, so any hard copies or electronic versions of these receipts must have the appropriate safeguards. Also please note in the Description, that these funds will go into Timber Suspense. That is because no activity reports have been certified to this point. So, there is no way to identify the specific, earned CSA accounts at this time. Later, we will show when funds will transfer to earned CSAs.

Slide 30: 2nd Installment and RM Suspense in Account Summary

In TSIS, the \$18,000 dollar installment payment shows up in the Accounts summary, as well as the \$217.20 suspense payment for road maintenance.

Slide 31: 2nd Installment Shown in TSIS

The TSIS Contract Summary screen will also show the \$18,000 installment has been made under the category “2nd and Subsequent payments”. However, this screen does not show any collections for other contract charges like Road Maintenance, Rock Wear, or Slash Disposal. So this information should be used with some caution.

Slide 32: Activity Report No. 1 Entry

Since the purchaser has complied with contract requirements by making their payment, they are free to start harvesting. Since making their payment, they have cut and yarded 5 acres. We will now enter Activity Report number 1 to illustrate the effect of this activity on the interface.

Slide 33: Road Maintenance Charge

We are also going to process a road maintenance fee based on the volume of timber that was cut and yarded.

Slide 34: Start of Activity Report Certification

The TSIS user will now start the process to certify Activity Report Number 1. An Activity Report will not have any influence on the Interface until after the Report certification process has been completed.

Slide 35: Certification Calculations

As the certification is processed, calculations are shown. This functionality in TSIS remains the same as prior to the Interface. While not directly related to the Interface, there is an important item on this screen for the timber sale administrator. Near the bottom are the remaining values in suspense that are available for cutting and yarding. These numbers are extremely important as they tell how much is available to cut against. This is a “caution light” to the contract administrator that another installment may be necessary soon if there continues to be activity on this contract.

Slide 36: Adjudication Review

The last screen in the certification process, the Instructions screen is very important. Before the TSIS user selects the “Certify and Print” button, they should review the adjudication that will occur with this certification. This is the last opportunity for the TSIS user to make corrections easily. As we mentioned in Part One of this training, adjudication transfers funds *in CBS* from suspense CSAs to earned CSAs. Once funds are placed in earned CSAs, it is much more difficult to transfer them to different earned or suspense CSAs. So please pay close attention to the earned accounts that will receive these funds. In this example, \$9,925.25 will be transferred into a Public Domain forestry account with reference to a specific county in Colorado. Another \$120.58 will be adjudicated to the BLM’s road maintenance account.

Also of note is the remaining funds in these two suspense accounts. There is \$8,074.75 in Timber Suspense and \$96.62 in Road Maintenance Suspense. If you compare those values with what was earned in the activity report, you can easily determine that there are not enough funds in the Suspense account to support another 5 acres of harvesting activity. The next activity report in this exercise will deal with situations where the amount harvested exceeds what is in suspense. If the values and the accounts for the adjudication transfer are correct, the TSIS user should select the “Certify and Print” button and send these instructions to CBS.

Slide 37: Adjudication Success Message

After the TSIS user selects “Certify and Print”, a message will appear concerning the adjudication and if a bill was created. In this exercise, the adjudication was successful and no bill was created, because there already were funds available in Suspense. Reminder: If TSIS or CBS encountered any issues, error messages would be displayed in this same highlighted area.

Slide 38: Earned Balance in TSIS

The updated Account Summary after this activity report certification also now shows funds in Earned Accounts.

Slide 39: Earned Account Description

The Account Ledger in Account Tracking will provide the specific earned account that those funds were transferred to.

Slide 40: Activity Report No. 2

We are now going to process another Activity Report. With this report we are going to exceed the amount of funding in the Suspense accounts to demonstrate what will occur with the Interface. Under Activity Report Number 2 observed and entered on May 27th, we will have ten acres cut and yarded.

Slide 41: Activity Report 2 – RM Fee

The volume harvested is also reflected in the Road Maintenance Fee charge.

Slide 42: Initiating Certification Process

The TSIS user will now start the certification process for this activity report.

Slide 43: Certification Calculations

As we go through the activity report certification process, the calculations sheet informs the TSIS user that we are in an Overcut and OverYarded situation because there are not enough funds in Suspense to cover this activity. Remember back a few slides when we drew your attention that there was \$8,074.75 remaining in Timber Suspense to cover any cutting. Activity Report No. 2 has a value of \$19,850.50 in timber cut and yarded. Therefore the purchaser is now in an overcut and overyarded situation of \$11,775.75. This is a very serious contract violation that we will be discussing a little later. This situation could possibly have been avoided if the Sale Administrator had paid attention to the low level of funds in Suspense and brought that matter to the attention of the purchaser.

Slide 44: Adjudication and Billing Details

The Instructions page shows: (1) In the Adjudication Details section: the amount that is in Suspense which will be transferred to Earned in both TSIS and CBS. (2) In the Billing Details section: what will be billed as well as the earned accounts that are associated with the Overcut Bill. (3) The billing date and the billing due date. Both of these dates were automatically set by TSIS and are based on when the activity report was entered. The TSIS user has the option of changing the billing date. The Due Date is set by regulations and is the 15th day after the billing date. Note that one change with the Interface is that the TSIS user will no longer have the option of not generating a bill. A bill will be generated when the activity report is certified. The TSIS user can only influence the Billing Date.

Slide 45: Overcut Bill Instructions

Just like the pre-Interface TSIS, the TSIS user specifies how to send the bill and can add additional instructions to the CBS accounts person. When the TSIS user selects the “Certify and Print” button, a bill is created and the adjudication (transfer) is performed in CBS.

Slide 46: Bill Number Reference

After certification, the message at the top informs the TSIS user that the adjudication has been successful and also that a bill has been created along with the Bill number. Note the two bill numbers. The first is the CBS bill number, the one in parentheses is the TSIS (resource) bill number.

Slide 47: Email Message on Overcut Bill

The TSIS user then notifies the CBS accountant about this new bill. TSIS does have an automated messaging system where the accountant would get a message with the pertinent information. However, because different offices may have different designations of responsibilities, the TSIS user should send an email message to ensure that the CBS user is aware of this bill.

Slide 48: Overcut Bill for Collection

The CBS User is able to search CBS using bill number 2014000531 as a reference. Note that this Bill is titled a “Bill for Collection”. The earlier bill in this exercise was titled a “Courtesy Statement”. This Bill for Collection has a Date Due of June 11th, fifteen days after the May 27th Billing Date. A “Bill for Collection” will have a specific due date.

Slide 49: Contract Violation Issue

Earlier we mentioned that this overcut/overyarded situation is a serious contract violation, falling under the category of a delinquent payment. Per Section II – D, the purchaser has one working day to correct the violation or all operations should be suspended. This may appear to conflict with the Bill for Collection that states that the purchaser has 15 days. However, keep in mind that there really are two issues. One is the collection issue and how long before interest charges start accruing on the bill, which is 15 days. This issue is also discussed towards the end of this referenced Handbook section.

The other issue is a timber sale contract administration issue - the contract violation, which must be corrected within one working day, or all contract operations must be suspended. The timber sale contract administrator needs to communicate with the Purchaser the seriousness of this violation, explain why payment is needed within one working day, even though the Bill for Collection implies that they have 15 days, and also impress upon the Purchaser that an additional installment payment is needed before any more harvesting can occur.

Slide 50: Payment Email to TSIS User

Once the payment has been received, the CBS user should notify their TSIS counterpart. NOTE: This email notification is critical when there is an overcut bill generated by TSIS so that the Contract Administrator knows whether or not to issue a suspension notice.

Slide 51: Overcut Payment Receipt

Reviewing the receipt for this overcut bill, note that the description provides the earned CSA accounts that the money was deposited in. Because this timber has already been harvested, the earned CSA can be determined. Also, note the last line in the red outlined box – Receipt Reference. This Receipt Reference provides the bill number that originated this collection process. This is the only place on the receipt where this bill number can be found. The Receipt Reference contains both the CBS and the TSIS bill numbers. The importance to tying the payment to a specific bill number will be discussed more in the next slide.

Slide 52: TSIS Ledger after Overcut Payment

The Account Ledger in TSIS also now reflects both the bill and the collection, including a reference to the specific Activity Report that generated the bill and subsequent collection. It is important that the payment is applied to the bill in CBS. If the payment was receipted as a new transaction, the information would go across to TSIS, but CBS would not tell TSIS that the bill has been paid. TSIS would not allow any additional activity reports because the collection was not applied to the bill and CBS will show an unpaid TSIS bill.

Slide 53: Email for Collection without Bill

The purchaser is anticipating a faster rate of harvest and does not want to run into problems with overcut bills again, so they make another deposit which equates to two installments. The CBS person alerts the TSIS user that additional funds have been deposited and includes a copy of the receipt.

Slide 54: Unbilled Collection Receipt

The receipt totals \$36,000, which equates to two timber installments. However, no additional funds were deposited for Road Maintenance fees. Note that, because the timber has not been cut and an activity report has not been certified, the funds go into a suspense account.

Slide 55: Ledger with Non-billed Collection

The collection is shown in the TSIS Account Ledger. However, there are no suspense funds available in Road Maintenance suspense. Because there will be a need to charge some road maintenance fees with the upcoming harvesting, the TSIS user can direct the CBS user to transfer funds from the Timber Suspense account to the Road Maintenance Suspense account.

Slide 56: Transfer Instructions Initiation

There is a new process in TSIS that will create instructions for the CBS user on a transfer of funds from one suspense account into another one in the same contract. The TSIS user initiates this process by selecting the “New Transaction” tab in Accounts Summary.

Slide 57: Transfer Information Input

The TSIS user starts the process of the transfer by selecting the Transfer/Refund Instructions option in the New Transaction screen. In this exercise there is a need to transfer \$217.20 from the Timber Suspense account to the Road Maintenance Suspense Account.

Slide 58: Transaction Description

The TSIS user will also complete a short description of this Transaction. The TSIS user can provide more details about the transfer a little later in this process. The “Continue” button should be selected after the Description is completed. This will provide additional data fields that will require information for the report. Also notice the note in blue lettering at the bottom of the screen. This Instructions process will not in itself create a transfer or refund. It just provides information to the CBS user, who will be the person that actually performs this transfer.

Slide 59: Available Accounts from which the Funds are Transferred From

A list of the accounts involved with this timber sale contract becomes available. These are the accounts that the funds transfer will come from.

Slide 60: Complete Data Entry for Transfer Instructions

The \$217.20 needed in the Road Maintenance suspense account will be coming from the Timber Suspense Account, as is shown here.

Slide 61

The TSIS user will need to enter a message in a text box for the CBS Accountant. This is a required field. The TSIS user then selects the “Print Transfer/Refund Instructions” button.

Slide 62

This screen shows the Transfer Instructions that the TSIS user will send to their CBS counterpart. The Order-Item for the Source Collection ID identifies the transaction in CBS that may be used as the source for the transfer (that is - where the money is to be transferred from).

Slide 63

These instructions can be saved as an Excel, PDF, or Word file. For this exercise we will save them as a PDF.

Slide 64

The instructions are now saved as a PDF that the TSIS user can include in the Timber Sale Contract folder as well as send to the CBS user for action.

Slide 65

Here is an example of the short message the TSIS user should send with the PDF. Because the instructions contain the Timber Sale Contract Name and Number it is not necessary to repeat them here.

Slide 66

After the CBS user has processed the transfer, the TSIS Timber Sale Contract Account Ledger will show this transfer.

Slide 67

We are now going to process two modifications to this timber sale contract, one a negative modification that removes volume and reduces acreage and the value of the timber sale contract and the second one, a positive modification that adds volume, acreage, and value. Because data entry functionality for modifications in TSIS is unchanged with the interface, we will not go through the steps of creating a modification in TSIS. Here we are just showing the summary of these two modifications.

Slide 68

These modifications have resulted in small changes to the timber sale acreage, volume, and value and are incorporated in the Timber Sale Contract Summary in TSIS. With the Interface the CBS user will not need to create or update any timber sale information in CBS. This is another example of how the Interface eliminates dual data entry.

Slide 69

The purchaser has informed you that they are going to expedite the harvesting of the timber in this contract and would like a bill for the remaining amount so they can pay it now. The TSIS user can view the Account Summary screen and determine that the remaining balance to be paid is \$87,313.22. This summary shows unpaid balances of \$85,720.05 in the Timber Account and \$1,593.17 in the Road Maintenance Account. There is no mechanism in the Interface to create a bill for the purchaser in this situation, however, you can inform the Purchaser of this unpaid balance amount and provide them direction on the best way to make the payment.

Slide 70

After the Purchaser has made this payment, a receipt is generated from CBS showing that collection has been received.

Slide 71

The Account Summary in TSIS now shows an unpaid balance of \$0.

Slide 72

The TSIS user then processes the final Activity Report including the modifications.

Slide 73

The remaining Contract Charges are also included in this Activity Report.

Slide 74

The TSIS user then initiates the Activity Report certification process.

Slide 75

The TSIS user then proceeds through certification, which includes checking the box to “Apply First Installment Credit”.

Slide 76

This is a final check to make sure there are no outstanding balances and that the correct CSAs are being used for the adjudication. Note the “No Bill to be generated” message. This is because all collections have been received.

Slide 77

After selecting the “Certify and Print” button, a message displays that the CBS adjudication was successful and that no bills were created.

Slide 78

The TSIS user can verify that all collections have been made and all timber cut and yarded by viewing the Contract Summary screen. However, again remember that the Contract Summary screen does not show any unpaid balances related to Contract Charges.

Slide 79

The TSIS user can check to see the status of other Contract Charges, such as Road Maintenance in the Account Summary screen. It shows an unpaid balance of \$0. Under Account Details, the earned/unearned for each cost structure (such as CSA and county) in the contract are shown. Also the status of any unharvested timber is shown at the bottom of the screen.

Slide 80

The TSIS user can initiate the contract termination process by selecting “Termination” in the left navigation panel.

Slide 81

TSIS checks to see if all contract requirements have been met. There are two prerequisites that need attention. First we must release the cash performance bond. And then we will need to

refund the \$35,800 from the performance bond account. Until that bond is released and refunded back to the purchaser, the sale cannot be terminated.

Slide 82

The Bond can be released in TSIS simply by selecting the “Release” button.

Slide 83

The performance bond has now been released in TSIS

Slide 84

However, the contract still cannot be terminated because of the remaining account balance in CBS from the cash performance bond.

Slide 85

The TSIS user would create a Refund Instructions document to be sent to the CBS user through the process that is very similar to the example shown earlier when we transferred funds from Timber Suspense to Road Maintenance Suspense.

Slide 86

The TSIS user has the opportunity in the Additional Information window to provide more information to the CBS user, such as the purchaser’s preferred method of payment – a check or an electronic funds transfer. However, two items of caution: 1) different BLM offices may have specific methods of refunding. And 2) As has been mentioned earlier, be very careful about not putting any personally identifiable or confidential information here.

Slide 87

The refund instructions have been completed by the TSIS user. Note the CBS Order-Item number. We will be discussing this number in the next slide.

Slide 88

The original transaction had both a First Installment payment and the performance bond. Because all timber has been paid for and removed, the first installment is now in an earned account. The \$35,800 performance bond is still in a suspense account, which is the only type of account that refunds can be processed from. The Refund Instructions prepared in the previous slide contains the Order-Item number that the CBS user needs as a reference to find this transaction. The Order-Item Number is shown here with arrows pointing to where these numbers would be located. Also, please remember that the CBS Order Number is synonymous with the CBS Transaction Number.

Slide 89

After choosing the Order-Item number, the CBS user proceeds with completing the refund. The refund process in CBS is a 3 step process: authorization, generation, and approval. These steps require additional CBS roles, specifically the Accounts Processor Role and the CBS Approver role. This screen shows the completion of Step 1 - the Authorization. Step 2, the Generation will be not be shown in this training, though that step includes ensuring the purchaser's address and, if applicable, their EFT information is correct. Also at the end of Step 2, the refund information will be sent to TSIS, via the Interface.

Slide 90

As we just mentioned, we are not showing the entire refund process in this session, but this screen is the approval screen, which is the 3rd Step in the process. From the date a refund is Approved in CBS, the refund is transmitted to FBMS that night and accepted. Once accepted in FBMS, it may be approximately two to three weeks until the purchaser receives their refund.

Slide 91

Back in TSIS, the refund has not yet been reflected, which can be determined by the \$35,800 still remaining in the Suspense Balance for Performance Bond. As we have mentioned previously, selecting the "Refresh Data" button will update the TSIS information. Also mentioned previously, the refund will be displayed in TSIS after Step 2 is complete in CBS.

Slide 92

The Account Summary screen now reflects the cash performance bond refund. Note that there are no longer any funds in the Suspense Balance for Performance Bond. However, while TSIS shows no funds in suspense, the purchaser may not have received their refund. The TSIS user should not proceed with contract termination until after confirming with a CBS user that the refund has been approved. Once the contract is in terminated status no future collections or refunds can be made against this contract.

Slide 93

After confirming with the purchaser that they have received their refund, the TSIS user can proceed with Termination. Now when we select the Termination button, all requirements have been met. The TSIS user then completes the Termination Details and the Log Scale Disposition.

Slide 94

After those entries have been made, the TSIS user selects the "Terminate Contract" button.

Slide 95

Now the sale is in Terminated status. Again, once it is in terminated status no future collections or refunds can be made against this contract. If there were Open Issues, the TSIS user could not terminate the sale.

Slide 96

To Recap, in this training module we demonstrated how the TSIS-CBS Interface functions in a Timber Sale contract with Installment payments. The differences between Interfaced and non-Interfaced Timber Sale contracts that we discussed with the Cash Sales also apply with Installment payments. In this module we also demonstrated the differences between when Courtesy Statements and Bills for Collection are generated. The process for creating instructions for a transfer or a refund was also demonstrated in this module.

Slide 97

If you have any questions about the material presented here or are interested in more information about some of the topics discussed, please contact your State or District Forestry lead. A list of contacts are available from the FRIS launchpad under TSIS User Support and the State Leads tab.

Slide 98

This completes the third part of the TSIS – CBS Interface Training, the demonstration of an Installment Sale. Thank you very much for listening. Next up - Part Four will demonstrate the flow of a Payment Bond sale in the Interface.