

## **TSIS – CBS Interface Part II Cash Sale**



Welcome to Part II of the BLM's TSIS-CBS Interface Training. This part will provide an example of the use of the interface with a Cash Sale.

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Photo: BLM/Oregon

## Welcome

- Andy Hill – Medford District, Oregon
- Resource Support Technician



Hello, My name is Andy Hill and I will be presenting this session.

As mentioned before, I work with timber sale contract accounts with the Medford District Office in Oregon.

## Objectives

- Demonstrate a Cash Sale
- From both TSIS and CBS user viewpoints
- Emphasize critical elements of Interface



The objectives for this part of the TSIS-CBS Interface Training are: to demonstrate the functionality of the interface in a cash sale, to do this from both the TSIS and CBS user viewpoints, and to emphasize critical elements of the Interface.

## Topics



- Review Contract Definitions
- Collections CBS process
- Results of an Activity Report
- Suspense \$\$ Transfer to Earned
- Collection of contract charge – RM
- Contract Termination

Here's what we'll be discussing during this training.

We will review the Contract Definitions part of TSIS to provide an overview of how large and complex this sale is.

An overview of how collections are processed in CBS will be shown.

What happens when an Activity Report is certified in TSIS.

How to track the transfer of funds from suspense accounts to earned accounts in TSIS.

The collection of a contract charge – in this example ---- road maintenance, and how it influences TSIS.

And finally, we will go through the process of terminating a **contract**.

# TSIS – Award of Contract

CON02-TS-2014.5100 Int Training Cash Sale

Contract Info | Certification Info

Contract Information for CON02-TS-2014.5100: Int Training Cash Sale Contract Summary  
Exhibit B

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Sold	Sale Date:	1/31/2014	First Installment:	\$0.00 ( Unpaid )
Contract #:	CON02-TS-2014.5100	Award Date:		2nd and Subseq:	\$0.00 ( 0.0 % )
Fiscal Year:	2014	Approval Date:		Unpaid Balance:	\$9,120.00 ( 100.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:		Current Purchaser:	Lazy Loggers Lazy Loggers c/o John Lazy		
Anniversary 1:					
Anniversary 2:					
	Appraised	Original Sale	Current		
Acres:	8.00	8.00	8.00		
Value:	\$9,120.00	\$0.00	\$0.00		
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF		

Additional Information

Available Actions: Award Contract Open Issues Show All Issues  
(none)

We will start in TSIS with a contract that is at the Award of Contract phase. Note the current status of 'Sold'. The contract value has been determined and up to this point there has been no interaction with CBS.

# Prospectus Info

**CON02-TS-2014.5100 Int Training Cash Sale** Edit Header

Prospectus | Units | Strata | Legal Desc | Charges/Credits | Certify

**Prospectus and Product Information**

**Contract Information**

Contract Term: 12 months  
 Sale Type: Advertised  
 Contract Mechanism: 5450-3  
 Bid Format: Sealed  
 National Fire Plan: No  
 Pct Salvage, Sawtimber: 0.0  
 Multi-Agency Sale:   
 Lead Agency: Bureau of Land Management (DOI)

**Administrative Information**

Admin Office: CON02: Kremmling FO  
 Remit Office: CON02: Kremmling FO  
 Contract Admin: Bottomley Timothy A  
 Backup Admin: Ho I-Jui E  
 Accountant: Taylor Janice P  
 Resource Tech: Bottomley Timothy A  
 Planned Sale Date: 1/31/2014

Appraised Acres: 0.0  
 Appraised Volume: 76.0 MBF  
 Appraised Value: \$0.00  
 Status: New

**Products**

	Product	Species Description	Volume UOM	Appraised
Select	Sawtimber	108 Lodgepole Pine	76.0 MBF	\$9,120.00

New

Save Contract Cancel

Now for a quick review of what was sold. It is a relatively low value contract with lodgepole pine sawtimber as the only product. The contract volume is 76 MBF, and the value is \$9,120.

# Unit Information

> Colorado > Northwest DO > Kremming FO > 2014.5100 Int Training Cash Sale

**CON02-TS-2014.5100 Int Training Cash Sale**

Prospectus Units Strata Legal Desc Charges/Credits Certify

**Cutting Unit Information**

Unit #	Unit Name	Unit 1	Acres	Appraised	MBF
Select 1	Ridge	Unit 2	6.00	\$6,840.00	57.0
Select 2	Valley	Unit 2	2.00	\$2,280.00	19.0

Total Assigned: 8.00 \$9,120.00 76.0  
Unassigned: \$0.00 0.0

All product value and volume distributed. Select and update/remove a unit to change.

Save Contract Cancel

There are only two harvest units, one 6 acres in size and the other, 2 acres.

# Stratum 1 Information

The screenshot displays a software window titled "Stratum 1 Information" with a tabbed interface. The active tab is "Strata". Below the tabs, the window is divided into several sections:

- Stratified Cutting Unit Information:** Shows "Unit 1 Ridge" with "Stratified Acres: 0.00", "\$/Acre: \$1,140.00", and "Remaining: 6.00". There are "Prev" and "Next" buttons.
- Acres:** A section showing "Total Stratified: 0.00" and "Remaining: 6.00".
- Stratum Details:** A form for configuring a stratum. It includes:
  - Stratum Number:** 1.1 (with a red arrow pointing to it from the word "Stratum").
  - Name:** Ridge Strata
  - Acres:** 6
  - Cutting Method:** Clearcut
  - Land Base:** 600: Available - Full Mgt
  - Sub:** L1030000: Public Domain (with a red arrow pointing to it from the word "Subactivity").
  - PE:** JE0000: Restoration Treatment
  - Geographic Office:** CON02: Kremmling FO
  - Land Status:** PD: Public Domain
  - Land Use:** None: Not Applicable
  - County:** CO057: Jackson
- Buttons:** "Add" and "Cancel" buttons are at the bottom left.

There is one stratum for each unit.

Note for Stratum 1.1: The subactivity for the stratum is 1030 – Public Domain forestry.

# Stratum 2 Information

The screenshot displays a software window titled "Stratum 2 Information" with several tabs: "Prospectus", "Units", "Strata", "Legal Desc", "Charges/Credits", and "Certify". The "Strata" tab is active, showing "Stratified Cutting Unit Information" for "Unit 2 Valley". It lists "Stratified Acres: 0.00", "\$/Acre: \$1,140.00", and "Remaining: 2.00". A green box indicates "-No Strata Defined:". Below this, an "Acres" section shows "Total Stratified: 0.00" and "Remaining: 2.00". A "New" button is present. The "Stratum Details" section includes a "Use Template for:" dropdown set to "-None". The "Stratum Number" is "2.1", with a red arrow pointing to it labeled "Stratum". The "Name" is "Valley Strata". The "Acres" is "2". The "Cutting Method" is "Clearcut". The "Land Base" is "600: Available - Full Mgt". The "Sub:" dropdown is set to "L59000000: Forest Health", with a red arrow pointing to it labeled "Subactivity". The "Functional Area" is "JE0000: Restoration Treatment". Other fields include "Geographic Office: CON02: Kremmling FO", "Land Status: PD: Public Domain", "Land Use: None: Not Applicable", and "County: CO057: Jackson". "Add" and "Cancel" buttons are at the bottom.

However, in the description for Stratum 2.1, the subactivity is 5900, Forest Health. The effect of having two separate subactivities in the Interface will be shown later.

# Road Maintenance Charge

CON02-TS-2014.5100 Int Training Cash Sale

Prospectus | Units | Strata | Legal Desc | Charges/Credits | Certify

**Associated Charges and Credits Information**

**Credits**  
-No Credits Defined-

**Charges**  
-No Charges Defined-

View

**Credit/Charge Details**

---

Type: RM: Road Maintenance  
Description: Road Maintenance BLM Rd 1123  
UOM: Mbf  
Quantity: 76  
Value Per Unit: 3.87  
Appraised Value: 294.12 ←

Add Cancel

Save Contract Cancel

There is also a road maintenance charge of \$294.12, reflecting a unit charge of \$3.87 per MBF.

# Back to Award of Contract

CON02-TS-2014.5100 Int Training Cash Sale

Contract Info Certification Info

Contract Information for CON02-TS-2014.5100: Int Training Cash Sale Contract Summary  
Exhibit B

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	<b>Sold</b>	Sale Date:	1/31/2014	First Installment:	\$0.00 ( Unpaid )
Contract #:	CON02-TS-2014.5100	Award Date:		2nd and Subseq:	\$0.00 ( 0.0 % )
Fiscal Year:	2014	Approval Date:		Unpaid Balance:	\$9,120.00 ( 100.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:		Current Purchaser:	Lazy Loggers Lazy Loggers c/o John Lazy		
Anniversary 1:					
Anniversary 2:					
	Appraised	Original Sale	Current		
Acres:	8.00	8.00	8.00		
Value:	\$9,120.00	\$0.00	\$0.00		
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF		

Additional Information

Available Actions: Award Contract

Open Issues  Show All Issues  
 (none)

Now back to the process of approving a timber contract. As we mentioned earlier, the Contract Summary page shows that this contract is currently in the Sold Status. At this point we select “Award Contract”.

# Contract Approval Attempt

- Home
- My TSIS
- Contract
  - Select Contract
  - New Contract
  - Contract Definition
  - Auction/Negotiation
  - Award/Approval/Assignment
  - Account Tracking
  - Bonding
  - Activity Reporting
  - Modification
  - Suspension/Cancellation
  - Termination
- Utilities
- Search
- Logout

CON02-TS-2014.5100 Int Training Cash Sale

Contract Info | Certification Info

**Contract Information for CON02-TS-2014.5100: Int Training Cash Sale**

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Awarded	Sale Date:	1/31/2014	First Installment:	\$0.00 ( Unpaid )
Contract #:	CON02-TS-2014.5100	Award Date:	1/31/2014	2nd and Subseq:	\$0.00 ( 0.0 % )
Fiscal Year:	2014	Approval Date:		Unpaid Balance:	\$9,120.00 ( 100.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:		Current Purchaser:	Lazy Loggers		
Anniversary 1:					
Anniversary 2:					
	Appraised	Original Sale	Current		
Acre(s):	8.00	8.00	8.00		
Value:	\$9,120.00	\$9,120.00	\$9,120.00		
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF		

Additional Information

Available Actions: Approve Contract

Open Issues  Show All Issues  
(none)

After we have entered and certified the award date, the Contract is now in the Awarded Status. The next step is to select the “Approve Contract” button.

# Additional Information Required

CON02-TS-2014.5100 Int Training Cash Sale

Award/Approval Assignment

**Contract Award**

Sale Date: 1/31/2014  
Award Date: 1/31/2014  
Document Return Date: 3/2/2014  
Document Receipt Date:

Decertify Extend Return Date

**Contract Approval**

Approval Date:  \*

Valid performance bond required.  
0% of First Installment (\$1,000.00) paid.

Sign & Certify Approval Cancel

\*: Required fields.

We are unable to certify this contract to Contract Approval because of the two reasons shown in red. There is no Performance bond recorded in the database, nor has the 1<sup>st</sup> Installment been receipted in CBS.

# Bond Information Entered

CON02-TS-2014.5100 Int Training Cash Sale

Contract Bonding

**Contract Bonding Information**

CON02-TS-2014.5100  
Int Training Cash Sale  
Status: Awarded  
Purchaser: Lazy Loggers

Sale Price: \$9,120.00  
Minimum Performance:   
Bonding Requirement:

Performance Bond:

Format: ILC ←  
Surety: (none)  
Bond Number: 4567  
Description: ILC  
Face Value: \$1,900.00  
Excess Value: \$0.00  
Expiration Date: 1/31/2015  
Bond Contact: (none)  
Status: New

Payment Bond:

No Payment Bond entered.

For this contract we will use an Irrevocable Letter of Credit, or an ILC, as the performance bond. This information can be entered by the TSIS user in the Contract Bonding section of TSIS. A later example will show a cash bond, which is the only type of bond that will involve interfacing with CBS.

# Contract Summary

**CON02-TS-2014.5100 Int Training Cash Sale**

Contract Info | Certification Info

**Contract Information for CON02-TS-2014.5100: Int Training Cash Sale** Contract Summary Exhibit B

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Awarded	Sale Date:	1/31/2014	First Installment:	\$0.00 ( Unpaid )
Contract #:	CON02-TS-2014.5100	Award Date:	1/31/2014	2nd and Subseq:	\$0.00 ( 0.0 % )
Fiscal Year:	2014	Approval Date:		Unpaid Balance:	\$9,120.00 ( 100.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:		Current Purchaser:	Lazy Loggers		
Anniversary 1:					
Anniversary 2:					
	Appraised	Original Sale	Current		
Acre(s):	8.00	8.00	8.00		
Value:	\$9,120.00	\$9,120.00	\$9,120.00		
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF		

Additional Information

Available Actions:    (none)

We will try to “Approve Contract” again at the Contract Summary screen.

# First Installment Required

CON02-TS-2014.5100 Int Training Cash Sale

Award/Approval | Assignment

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**Contract Award**

Sale Date: 1/31/2014  
Award Date: 1/31/2014  
Document Return Date: 3/2/2014  
Document Receipt Date:

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**Contract Approval**

Approval Date:  \*

\*: Required fields.

Valid performance bond entered.  
0% of First Installment (\$1,000.00) paid.

Note that we now have a valid performance bond, but there is still the need to have a First Installment paid prior to contract approval.

# Review of Contract Summary

CON02-TS-2014.5100 Int Training Cash Sale

Contract Info Certification Info

Contract Information for CON02-TS-2014.5100: Int Training Cash Sale

Contract Summary Exhibit B

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Awarded	Sale Date:	1/31/2014	First Installment:	\$0.00 ( Unpaid )
Contract #:	CON02-TS-2014.5100	Award Date:	1/31/2014	2nd and Subseq:	\$0.00 ( 0.0 % )
Fiscal Year:	2014	Approval Date:		Unpaid Balance:	\$9,120.00 ( 100.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:		Current Purchaser:	Lazy Loggers		
Anniversary 1:					
Anniversary 2:					
	Appraised	Original Sale	Current		
Acres:	8.00	8.00	8.00		
Value:	\$9,120.00	\$9,120.00	\$9,120.00		
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF		

Additional Information

Available Actions:   Open Issues  (none)

The lack of any funds deposited for this contract can be verified by going back to the Contract Summary Screen and viewing payment information in the upper right corner.

# Enter a New Transaction in Account Tracking

You are here: Timber > BLM > Wyoming > Wyoming High Desert DQ > Rawlins FO > 2014.0001: Scale OverEstimate

WYD03-TS-2014.0001 Scale OverEstimate

Account Summary | History | **New Transaction** | Installment Template | Anniversary

**New Transaction**

Transaction Editor

WYD03-TS-2014.0001  
Scale OverEstimate  
Status: Approved - Active  
Purchaser: SWANSON GROUP

Transaction Date/Time:  \*

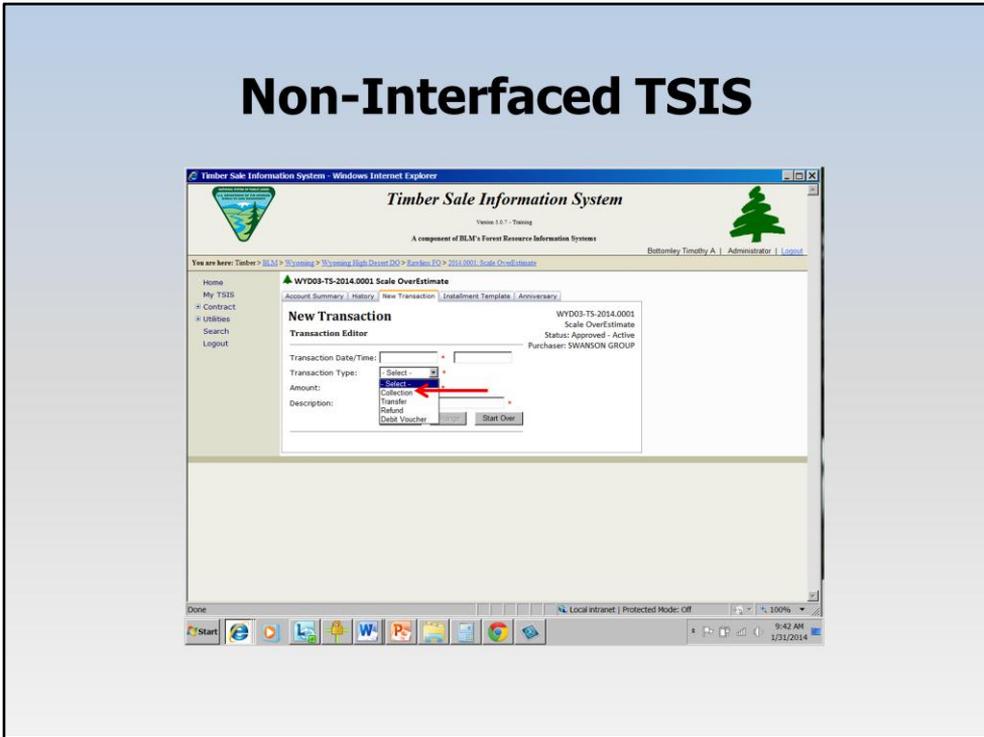
Transaction Type:  \*

Amount:  \*

Description:  \*

For a non-interfaced contract in TSIS, the TSIS user is responsible for entering payment information, such as the first installment that is needed to approve the contract. In Account Summary, the user selects the “New Transaction” tab which displays this screen.

# Non-Interfaced TSIS



Then they select "Collection" from the drop down menu. The Description window allows them to label this collection as the first installment.

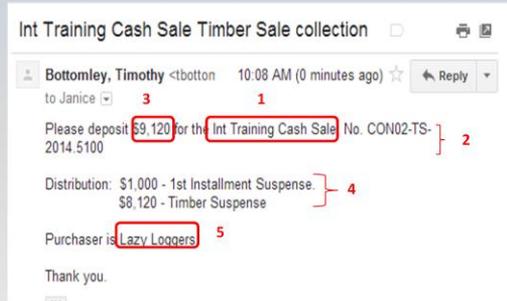
# Interfaced TSIS

The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Account Summary', 'History', 'New Transaction' (which is highlighted), 'Installment Template', and 'Anniver'. Below the navigation bar is the main content area titled 'New Transaction' and 'Transaction Editor'. The form contains the following fields and controls:

- Transaction Date/Time:** Two input fields, the second of which has a red asterisk indicating it is required.
- Transaction Type:** A dropdown menu with a red asterisk. The dropdown is open, showing options: '- Select -', 'Distribute General Suspense', and 'Transfer/Refund Instructions'.
- Amount:** An input field.
- Description:** An input field with a red asterisk.
- Buttons:** Three buttons labeled 'Continue', 'Change', and 'Start Over' are located at the bottom of the form.

With the Interface, this functionality has changed. TSIS users can no longer enter collections. That can be done only in CBS. We will demonstrate that process next. Later we will discuss the two types of transactions that can be done in the Interfaced TSIS – Distribute General Suspense and Transfer/Refund Instructions.

## Recommended Email to CBS



In this example, a simple Cash Sale, we are assuming the purchaser just comes in and pays the entire contract value at one time.

The TSIS user will need to contact their CBS counterpart and provide the needed information to ensure the funds are deposited correctly. This email message contains the five needed parts sent to the CBS user:

1. Contract Name
  2. Contract Number
  3. Total Amount
  4. Breakdown of the Amount, if needed
- and
5. Purchaser.

Note that even though the purchaser paid the entire amount at one time, we must separate out the First Installment. The reason for this breakout is in the event the contract turns into a suspended status for some reason, like a legal action, the First Installment is required by Federal regulation (43 CFR 5461.2 (a)(2)).

We highly recommend that the TSIS user and CBS user create this email documentation in support of timber sale financial transactions and that you include all 5 of the parts in this example email – sale name, sale number, total amount, breakdown of amount if necessary and the purchaser's name. It is also important to remember that the CBS person needs the information in this email the same day the collection has been

received. If the CBS person receives the collection prior to receiving any information from the TSIS user, they need to contact the TSIS user that same day for the pertinent information.

# Initial CBS Screen

The screenshot displays the 'New Transaction' screen in CBS. The interface has a green header and a light green background. On the left, there is a navigation menu with categories like 'Logoff', 'Change Password', 'Help', 'Print', 'Reports', 'Billings', 'Mailroom', and 'Collections'. The main area contains the following fields and options:

- User:** csakai
- Office:** LLOR950000
- System:** User Training
- Form Buttons:** 508
- Current FY:** 2014
- Customer:** Not Specified
- DDA Account:** None
- DDA Balance:** None
- Hold for Further Work:**
- Cost Center:** LLOR950000
- Transaction Date:** 06/02/2014
- Postmark/Receive Date:**
- Commodity:** IAC PRODUCTS
- Subject:** SELECT HERE FIRST
- Action:** SELECT HERE SECOND
- Product:** SELECT HERE THIRD
- Line Item Remarks:**
- Transaction #:** None
- Receipt #:** None
- Quantity:** 1.00
- No Charge:**
- Add Item:**
- Order Amount:** \$0.00
- Unpaid Amount:** \$0.00
- Transaction Status:** Unknown
- Table Header:** Line Edit Delete Details Description Quantity Unit Price Subtotal Item Status Cost Center Receipt Office Serial Numbers BPD Year Remarks

These next several slides show the information the CBS user will enter. Similar to that shown with TSIS, we assume the user is already a trained user in CBS. This shows a blank CBS New Transaction data entry screen, prior to adding information.

Please notice that the screenshots taken from CBS are differentiated by their green background as opposed to TSIS screenshots which have a white background.

# CSA Completed

User: esaki  
Office: LLOR950000  
System: User Training

Form Buttons 508

Logoff  
Change Password  
Help  
Print  
Reports

Billings  
New Bill  
Update Bill  
Print Bills  
Bill Demand Letters

Mailroom  
Mailroom Entry  
Mailroom Verify

**New Transaction**  
DDA Add Item Instructions Save Order Pay Delete Order  
Barcode option

Current FY 2014 Customer Not Specified DDA Account None DDA Balance None

Hold for Further Work

Cost Center LLOR950000 Transaction Date 06/02/2014 Postmark/Receive Date

Commodity TIMBER MANAGEMENT INTERFACE  
Subject FIRST INSTALLMENT  
Action FIRST INSTALLMENT XXXL6500DP

Line Item Remarks INT TRADING CASH SALE

Transaction # None Receipt # None  
Enter Authorization Numbers  
Unit Price

Add Item

Order Amount \$0.00 Unpaid Amount \$0.00 Transaction Status Unknown

Line Edit Delete Details Description Quantity Unit Price Subtotal Item Status Cost Center Receipt Office Serial Numbers BPD Year Remarks

Commodity  
Subject  
Action

Line Item Remarks

This screen shows the CSA entry. Remember CSA stands for Commodity, Subject, and Action. In this case the Commodity is “Timber Management Interface”. The subject is “First Installment” and the Action is “First Installment XXXL6500DP”, which is the specific fund site. The Line Item Remarks default to the CBS transaction number if this area is left blank, but the CBS user can enter something else. The TSIS ledger displays the text entered in the Line Item Remarks.

The next step is to enter the Authorization Numbers, which are the Timber Sale Contract Numbers.

# 1<sup>st</sup> Step in Authorization Number Validation

Authorization Number(s)					
Type: TSIS TIMBER SALE					
Format: AAXNNDTSDNNNNPNNNN					
Geo State Office Code - TS - Fiscal Year . Number					
Start:				-TS-	
End:					
Add Clear Help					
OK Cancel Delete All					
Line	Delete	AuthNo	Quantity	Unit Price	Amount
Total:					0.00

As we mentioned in Part 1 of this training, CBS users no longer enter Timber Sale Contract values for an interfaced contract; however, they now validate that there is an authorization number in TSIS – regardless of whether the contract is interfaced or not. This is done by inserting the reference Timber Contract number as the first step in validation.

# Authorization Number Ready for Validation

Authorization Number(s)  
Type: TSIS TIMBER SALE  
Format: AAXNNDTSDNNNNPNNNN

Geo State Office Code - TS - Fiscal Year . Number

Start: [ ] [ ] [ ] -TS- [ ] [ ] [ ] [ ]

End: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Add Clear Help

Validate Cancel Delete All

There are new Authorization Numbers to validate.

Line	Delete	AuthNo	Quantity	Unit Price	Amount
1		CON02-TS-2014.5100	1		
<b>Total:</b>					

After the Timber contract number is added, they select "Validate".

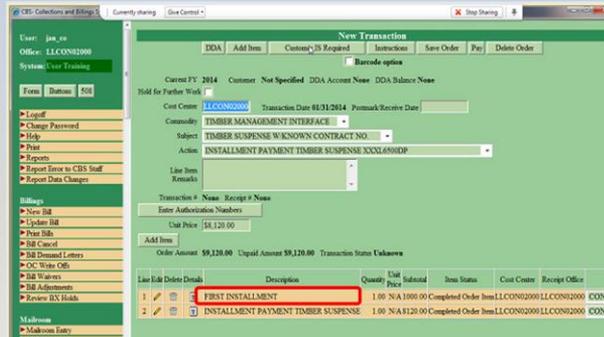
# Authorization Number Passes Validation

The screenshot shows a web browser window with the title 'CBS Authorization Number Input - Windows Internet Explorer'. The page content includes a form for entering authorization numbers. A red box highlights a message that reads 'All Authorization Numbers passed validation.' Below this message is a table with the following data:

Line Delete	AuthNo	Quantity	Unit Price	Amount
1	CON02-TS-2014-5100	1		1000.00
Total:				1000.00

A message displays that the authorization numbers are valid. The CBS user can now close this window and proceed with the collection process. If the authorization numbers are not valid, they may view the text of the message identifying the issue.

# Both Collections Listed



As we mentioned earlier, this particular contract is paid in full, which would seem to negate the need for a first installment. However, because of BLM timber sale regulations, even in this case the first installment must be listed separately.

# Timber Contract Number Shown

Description	Quantity	Unit	Subtotal	Item Status	Cost U	Cost Code	Privilege Office	Serial Number	BPP
BEST INSTALLMENT	1.00	N/A	1000.00	Completed Order Item	LLCON02000	LLCON02000	ECON02-TS-2014-5108	201	
INSTALLMENT PAYMENT TIMBER SUSPENSE	1.00	N/A	1120.00	Completed Order Item	LLCON02000	LLCON02000	ECON02-TS-2014-5108	201	

The slide is just a slight scroll to the right to show that the Timber contract number is listed with each CBS transaction. Unfortunately in this slide, the number is a bit blurry.

# Adding Purchaser

Payment Page - Windows Internet Explorer

**Cash Payment**

Malroom Search  Payment Amount: 9120.00

In order to avoid the prospect of deleting either this payment or a malroom entry in the future due to an item being entered twice, please check the malroom entries if this item is not being paid in person. It may also save you some input time.

**Remitter**

Payer # 210938 Receive Date 01/31/2014

Company LAZY LOGGERS ←

Last Name

First Name

Middle Name

Suffix

Address 555 LAZY LN

Address 2

Contract Info

Zip/Postal Code 97471-9744 Zip Search City ROSEBURG State OR

Country US

Accept Cancel Reset

Done Local intranet | Protected Mode: ON 100% 12%

The CBS user must also enter information about the purchaser. Normally, all the CBS user needs to do is search using the Purchaser's name or company name and after selecting that name, the other fields are filled in automatically.

# Receipt of Collection

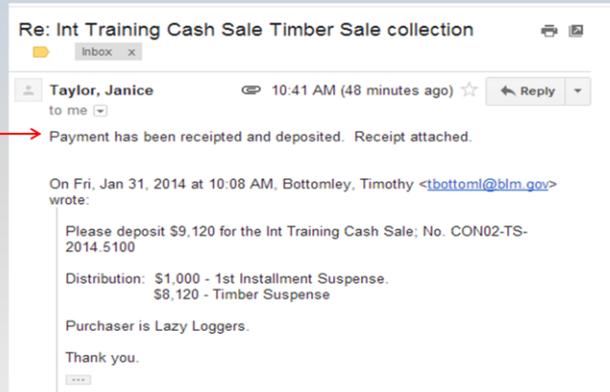
<b>United States Department of the Interior</b> <b>Bureau of Land Management</b> KREMMLING FIELD OFFICE PO BOX 68 - 2103 E. PARK AVE. KREMMLING, CO 80459 -0068 Phone: 970-724-3000		Receipt This is a Test Receipt (ebus) and NOT an Official Record			
Transaction #: 2862226		No: 277786			
Date of Transaction: 01/31/2014					
CUSTOMER:					
LAZY LOGGERS 555 LAZY LN ROSEBURG,OR 97471-9744 US					
LINE #	QTY	DESCRIPTION	REMARKS	UNIT PRICE	TOTAL
1	1.00	TIMBER MANAGEMENT INTERFACE / FIRST INSTALLMENT / FIRST INSTALLMENT CASES: CON02-TS-2014.5100/\$1000.00	INT TRAINING CASH SALE	- n/a -	1000.00
2	1.00	TIMBER MANAGEMENT INTERFACE / TIMBER SUSPENSE W/KNOWN CONTRACT NO. / INSTALLMENT PAYMENT TIMBER SUSPENSE CASES: CON02-TS-2014.5100/\$8120.00		- n/a -	8120.00
<b>TOTAL:</b>					<b>\$9,120.00</b>
PAYMENT INFORMATION					
1	AMOUNT:	9120.00	POSTMARKED:	N/A	
	TYPE:	CASH	RECEIVED:	01/31/2014	
	NAME:	LAZY LOGGERS 555 LAZY LN ROSEBURG OR 97471-9744 US			

1<sup>st</sup> Installment

Timber Suspense

The receipt generated by this CBS action is now shown. Note the amounts for 1<sup>st</sup> Installment and Timber Suspense. In the following examples in this training we will show other accounts, like Road Maintenance.

## ***Recommended* - Email Message on Collection Deposit**



As mentioned earlier, we highly recommend using email to help you track the financial process involved with timber contracts. In this example, we show the response back from the CBS person to the TSIS person stating that the deposit has been made and a receipt is attached.

# TSIS Contract Approval

Home  
My TSIS  
Contract  
Select Contract  
New Contract  
Contract Definition  
Auction/Negotiation  
Award/Approval/Assignment  
Accounts Tracking  
Bonding  
Activity Reporting  
Modification  
Suspension/Cancellation  
Termination  
Utilities  
Search  
Logout

**CON02-TS-2014.5100 Int Training Cash Sale**

Contract Info | Certification Info

Contract Information for CON02-TS-2014.5100: Int Training Cash Sale

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Awarded	Sale Date:	1/31/2014	First Installment:	\$0.00 ( Unpaid )
Contract #:	CON02-TS-2014.5100	Award Date:	1/31/2014	2nd and Subseq:	\$0.00 ( 0.0 % )
Fiscal Year:	2014	Approval Date:		Unpaid Balance: \$9,120.00 ( 100.0 % )	
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:		Current Purchaser:	Lazy Loggers		
Anniversary 1:					
Anniversary 2:					
	Appraised:	Original Sale	Current		
Acres:	8.00	8.00	0.00		
Value:	\$9,120.00	\$9,120.00	\$9,120.00		
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF		

Additional Information

Available Actions:   Show All Issues (none)

No Payments

Remaining Balance

We are now back in TSIS. Notice that there are no payment amounts shown for 1<sup>st</sup> Installment, or subsequent installments. The entire balance of \$9,120.00 remains unpaid. What often happens is that it takes time for the payment information to be refreshed in TSIS.

# TSIS with Collection Information

CON02-TS-2014.5100 Int Training Cash Sale

[Contract Info](#) [Certification Info](#)

**Contract Information for CON02-TS-2014.5100: Int Training Cash Sale** [Contract Summary](#) [Exhibit B](#)

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Awarded	Sale Date:	1/31/2014	First Installment:	\$1,000.00 ( Paid )
Contract #:	CON02-TS-2014.5100	Award Date:	1/31/2014	2nd and Subseq:	\$8,120.00 ( 89.0 % )
Fiscal Year:	2014	Approval Date:		Unpaid Balance:	\$0.00 ( 0.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:		Current Purchaser:	Lazy Loggers		
Anniversary 1:					
Anniversary 2:					
	Appraised	Original Sale	Current		
Acres:	8.00	8.00	8.00		
Value:	\$9,120.00	\$9,120.00	\$9,120.00		
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF		

Additional Information

Available Actions: [Approve Contract](#)

Open Issues  Show All Issues  
(none)

The Contract Summary sheet has now refreshed and shows the payments, both the First Installment and the Subsequent Installments, and shows an unpaid balance of zero dollars. The TSIS user can now proceed with the contract approval process by selecting the “Approve Contract” button in the lower left corner of the screen.

# Approval Certification

CON02-TS-2014.5100 Int Training Cash Sale

Award/Approval Assignment

**Contract Award**

Sale Date: 1/31/2014  
Award Date: 1/31/2014  
Document Return Date: 3/2/2014  
Document Receipt Date:

Decertify Extend Return Date

**Contract Approval**

Approval Date: 1/31/2014 \*

Valid performance bond entered.  
100% of First Installment (\$1,000.00) paid.

Save & Certify Approval Cancel

\*: Required fields.

The performance bond and 1<sup>st</sup> Installment message are now in blue. After entering an approval date, the contract can be certified as approved.

# Contract Summary After Approval

**CON02-TS-2014.5100 Int Training Cash Sale**

Contract Info | Modification Info | Activity Info | Certification Info

**Contract Information for CON02-TS-2014.5100: Int Training Cash Sale** Contract Summary Exhibit B

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Approved	Sale Date:	1/31/2014	First Installment:	\$1,000.00 ( Paid )
Contract #:	CON02-TS-2014.5100	Award Date:	1/31/2014	2nd and Subseq:	\$8,120.00 ( 89.0 % )
Fiscal Year:	2014	Approval Date:	1/31/2014	Unpaid Balance:	\$0.00 ( 0.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:	1/31/2015	Current Purchaser:	Lazy Loggers		
Anniversary 1:	No 1st Anniv				
Anniversary 2:	No 2nd Anniv				
	Appraised	Original Sale	Current	Uncut	Unyarded
Acres:	8.00	8.00	8.00	8.00	8.00
Value:	\$9,120.00	\$9,120.00	\$9,120.00	\$9,120.00	\$9,120.00
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF	76.0 MBF	76.0 MBF

Additional Information

Available Actions:

(none)

Now the Contract status has changed to approved. Activity Records can now be entered. Note that in this example, the purchaser has paid the entire contract price. Later examples will show installment payments and using payment bonds.

# 1<sup>st</sup> Activity Report

CON02-TS-2014.5100 Int Training Cash Sale Activity Report #1 Go to:

Timber Activity | Charge/Credit Activity | Certify

**Activity Information**

Activity Entry Date: 1/31/2014  
 Observation Date: 1/31/2014  
 Inspector Name: Bottomley Timothy A

	Cut			Yarded		
	Acres	Value	Volume	Acres	Value	Volume
Last:	0.00	\$0.00	-	0.00	\$0.00	-
New:	-	-	-	-	-	-
Total:	0.00	\$0.00	-	0.00	\$0.00	-

Unit / Modification	Acres	Acres Cut	Yarded	...Last Report...		...Remaining/New...	
				Acres	Cut	Acres	Yarded
☰ Sale 1.1 Ridge Strata	6.00	0.00	0.00	6.00	6.00	<input type="text" value="3"/>	<input type="text" value="3"/>
☰ Sale 2.1 Valley Strata	2.00	0.00	0.00	2.00	2.00	<input type="text" value="1"/>	<input type="text" value="1"/>

Here is our first activity report. It is completed with the observation date, and acres cut and yarded by harvest unit strata.

# Certification of Activity Report

The screenshot shows a web application window titled "CON02-TS-2014.5100 Int Training Cash Sale Activity Report #1". At the top right, there is a "Go to:" dropdown menu with "New Activity Report..." selected and a "Go" button. Below this, there are three tabs: "Timber Activity", "Charge/Credit Activity", and "Certify", with "Certify" being the active tab. The main content area is titled "Certify Activity Report" and contains a "Certification History:" section with the text "No history." Below this, there is a blue "Certify" button. At the bottom right of the main content area, there is a grey "Remove This Activity Report" button. At the bottom left of the window, there are two buttons: "Save Activity" and "Cancel".

After entering and saving the data, the TSIS User certifies the activity report. Clicking the Certify button at this point does not submit the activity to CBS. It merely begins a series of calculations in TSIS for the user to confirm before completing the certification process.

# Certification Continued

CON02-TS-2014.5100 Int Training Cash Sale Activity Report #1 Go to: [New Activity Report...] Go

Timber Activity | Charge/Credit Activity | Cert | **Calculations**

### Activity Calculations

Current Total Purchase Price:	\$9,120.00	Total Payments To-Date:	\$9,120.00
First Installment Collections:	\$1,000.00	First Installment:	\$1,000.00
- First Installment Earned:	\$0.00	+ Total Road Construction To-Date:	\$0.00
+ Payments Excluding 1st Install:	\$8,120.00		
= Total Payments To-Date:	\$9,120.00	Percentage of Contract Paid:	100.0%
Current Unpaid Balance:	\$0.00	Total First Installment Credit:	\$1,000.00
Performance Bond Excess Value:	\$0.00	(after certification)	
		- First Installment Credit Used To-Date:	\$0.00
		First Installment Credit to Adjudicate:	\$1,000.00

**Apply First Installment Credit (1st Half)**  
If you apply the First Installment Credit Available of \$1,000.00, that amount will be earned and deducted from the billable amount due (if any).

	Cut			Yarded		
	Acres	Value	Volume	Acres	Value	Volume
<b>Last:</b>	0.00	\$0.00	---	0.00	\$0.00	---
<b>New:</b>	4.00	\$4,560.00	38.0 MBF	4.00	\$4,560.00	38.0 MBF
<b>Total:</b>	4.00	\$4,560.00	38.0 MBF	4.00	\$4,560.00	38.0 MBF

<b>Cutting Value Summary</b> Second Installment & Subsequent Payments: \$8,120.00 + First Installment Credit: \$1,000.00 + Performance Bond Excess Value: \$0.00 + Payment Bond Value: \$0.00	<b>Yarding Value Summary</b> Second Installment & Subsequent Payments: \$8,120.00 + First Installment Available: \$1,000.00 --
---	---

The certification process causes a couple of other screens to pop up automatically. The TSIS user must review these screens very carefully. In the Calculations screen, the option of applying one half of the first installment is available. Section 3 of the timber contract contains language about when one-half of the first installment can be applied as a payment. In this example, because the entire amount was paid prior to any harvesting, this one-half of the first installment can be applied.

# Bottom of Same Screen

= Total Payments To-Date: \$9,120.00		Total First Installment Credit: \$1,000.00 (after certification)	
Current Unpaid Balance:	\$0.00	- First Installment Credit Used To-Date:	\$0.00
Performance Bond Excess Value:	\$0.00	First Installment Credit to Adjudicate: \$1,000.00	

→

**Apply First Installment Credit (1st Half)**  
*If you apply the First Installment Credit available of \$1,000.00, that amount will be earned and deducted from the billable amount due (if any).*

	Cut			Yarded		
	Acres	Value	Volume	Acres	Value	Volume
<b>Last:</b>	0.00	\$0.00	---	0.00	\$0.00	---
<b>New:</b>	4.00	\$4,560.00	38.0 MBF	4.00	\$4,560.00	38.0 MBF
<b>Total:</b>	4.00	\$4,560.00	38.0 MBF	4.00	\$4,560.00	38.0 MBF

<p><b>Cutting Value Summary</b></p> <p>Second Installment &amp; Subsequent Payments: \$8,120.00</p> <p>+ First Installment Credit: \$1,000.00</p> <p>+ Performance Bond Excess Value: \$0.00</p> <p>+ Payment Bond Value: \$0.00</p> <p>- Cut Against Bond on Other Contracts: \$0.00</p> <hr/> <p>= Cutting Credit: \$9,120.00</p> <p>- Value Cut To-Date: \$4,560.00</p> <hr/> <p>= Available for Cutting: \$4,560.00</p> <p>Cut Against Bond: \$0.00</p>	<p><b>Yarding Value Summary</b></p> <p>Second Installment &amp; Subsequent Payments: \$8,120.00</p> <p>+ First Installment Available: \$1,000.00</p> <p>+ Payment Bond Value: \$0.00</p> <p>- Yarded Against Bond on Other Contracts: \$0.00</p> <hr/> <p>= Yarding &amp; Removal Credit: \$9,120.00</p> <p>- Value Yarded To-Date: \$4,560.00</p> <hr/> <p>= Available for Yarding &amp; Removal: \$4,560.00</p> <p>Yarded Against Bond: \$0.00</p>
---	--

This is the same screen, but shows the bottom portion along with a check in the box for applying the First Installment Credit. This screen and the information it contains has not changed from when TSIS was not interfaced.

# Final Opportunity to Validate Adjudication

CON02-TS-2014.5100 Int Training Cash Sale Activity Report #1      Go to: #1 : 1/31/2014 : uncertified

[Timber Activity](#) | 
 [Change/Credit Activity](#) | 
 [Certify](#) | 
 [Calculations](#) | 
 [Instructions](#)

**Total Billable Yarding Activity To-Date (minus collections and outstanding bills)**

Account	Structure	Activity Earned	Billed/Unpaid	Billable
Timber	1030 PD CO057	\$3,420.00	\$0.00	\$3,420.00
	5900 PD CO057	\$1,140.00	\$0.00	\$1,140.00
<b>Billable Total:</b>				<b>\$4,560.00</b>

**Adjudication Details**

Account	To Structure	Payments Ahead	Amount to Earn	Remainder
Timber	1030 PD CO057	\$8,120.00	\$3,420.00	\$4,700.00
	5900 PD CO057	\$4,700.00	\$1,140.00	\$3,560.00
<b>Adjudicated Total:</b>			<b>\$4,560.00</b>	

**Remainder Against Cutting Credit**

**Bill Handling**  
 Billable Amount is \$0 or less.  
 No bill to be generated.

**Report Output**  
 Activity Report  
 Field Collection Form  
 Contract Summary

The Instructions tab also has not changed in appearance. However, because of the automatic bill creation associated with activity report certification, this is the last opportunity for the TSIS user to stop the generation of an incorrect bill. In this example, since the entire contract value was paid at the beginning, there would not be a bill generated anyway. In later examples, bills will be generated, so we will be discussing this screen in more detail during those examples.

This screen does show adjudication (or transfers) that will occur if the report is certified. Under the Adjudication Details line you can see that \$3,420 will be earned in the 1030 subactivity and \$1,140 will be earned in the 5900 subactivity. These dollar amounts are based on the amount of harvesting done in a specific stratum. We will also highlight the adjudication details in upcoming activity reports in this training.

# Account Summary

CON02-TS-2014.5100 Int Training Cash Sale

Account Summary | History | New Transaction | Installment Template | Anniversary

## Account Summary

Account Overview:

Account	Installment Amount	Current Value	Suspense Balance	Earned Balance	Unpaid Balance
Suspense (General)					
Timber	\$1,000.00	\$9,120.00	(Suspense) \$3,560.00 (First Install) + \$1,000.00 (Total) = \$4,560.00	\$4,560.00	\$0.00
Road Maintenance	Not defined	\$294.12	\$294.12	\$0.00	\$0.00
Rockwear	Not defined				
Contract Expenses	Not defined				
<b>Totals:</b>	<b>\$1,000.00</b>	<b>\$9,414.12</b>	<b>\$4,854.12</b>	<b>\$4,560.00</b>	<b>\$0.00</b>

Current Purchase Price:	\$9,120.00
Timber Payments Received:	\$9,120.00
- First Installment Payments:	\$1,000.00
+ Completed Road Construction:	\$0.00
= Payment Credit:	\$8,120.00
Percentage of Contract Paid:	100.0 %
Percentage minus First Install:	89.0 %
First Installment Credit:	\$1,000.00
First Installment Applied:	\$0.00
First Installment Available:	\$1,000.00

After the activity report has been certified, the TSIS user can go into Account Details and get the current summary of the Timber Sale Account. In this example please note that there is now a balance in the Earned account.

This transfer to the earned column occurred automatically with the certification of the Activity Report.

# Adjudication Information

CON02-TS-2014.5100 Int Training Cash Sale

Account Summary **History** New Transaction | Installment Template | Anniversary

**History**

CON02-TS-2014.5100  
Int Training Cash Sale  
Status: Approved - Active  
Purchaser: Lazy Loggers

Adjudication (Transfer) ▾

Summary Ledger 📄  
Detail Ledger 📄

Adjudication Date	Report Number	Amount	Status	Removed Date	Removed By
1/31/2014 9:58:12 AM	1	\$4,560.00	Complete		

Line Number	From Descript	From Status	From Amount	To Descript	To Status	To Amount
1	From: Timber Suspense	Complete	(\$3,420.00)	To: Timber 1030 PD CO057	Complete	\$3,420.00
2	From: Timber Suspense	Complete	(\$1,140.00)	To: Timber 5900 PD CO057	Complete	\$1,140.00

Print Adjudication 🖨️

The TSIS user can also go into Account History and view the Adjudication Transfers that have occurred. Note the movement from Timber Suspense to either the 1030 or 5900 accounts.

# Account Summary – Refresh Data

CON02-TS-2014.5100 Int Training Cash Sale

Account Summary | History | New Transaction | Installment Template | Anniversary

## Account Summary

Account Overview:

Account	Installment Amount	Current Value	Suspense Balance	Earned Balance	Unpaid Balance
Suspense (General)			(Suspense) \$3,560.00 (First Install) + \$1,000.00 (Total) = \$4,560.00	\$4,560.00	\$0.00
Timber	\$1,000.00	\$9,120.00			
Road Maintenance	Not defined	\$294.12	\$294.12	\$0.00	\$0.00
Rockwear	Not defined				
Contract Expenses	Not defined				
<b>Totals:</b>	<b>\$1,000.00</b>	<b>\$9,414.12</b>	<b>\$4,854.12</b>	<b>\$4,560.00</b>	<b>\$0.00</b>

Current Purchase Price: \$9,120.00

Timber Payments Received: \$9,120.00

- First Installment \$1,000.00

Payments:

+ Completed Road Construction: \$0.00

= Payment Credit: \$8,120.00

Percentage of Contract Paid: 100.0 %

Percentage minus First Install: 89.0 %

First Installment Credit: \$1,000.00

First Installment Applied: \$0.00

First Installment Available: \$1,000.00

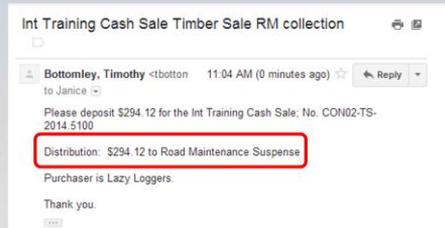
[Refresh Data](#)

Account Details from Contract/Modification Definition:

Account	Land Status	Subactivity	County	WBS	Value	% of S	Earned	Unearned
T	PD	L10300000	CO057: Jackson		\$6,840.00	75.00 %	\$3,420.00	\$3,420.00
T	PD	L59000000	CO057: Jackson		\$2,280.00	25.00 %	\$1,140.00	\$1,140.00
RM	NA	L91200000			\$294.12	100.00 %	\$0.00	\$294.12

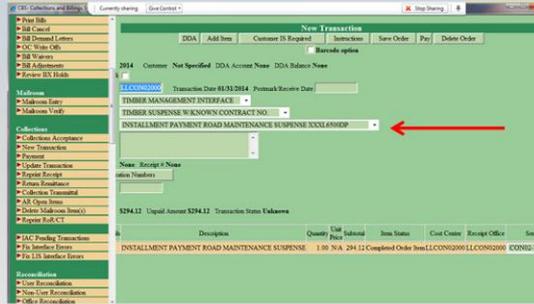
In the Account Summary screen there is a button called “Refresh Data”. This button updates all TSIS-CBS data transfers. To ensure that as a TSIS user, you are getting the most current information, we recommend that you select this button whenever you see it. Often, there will be no change as the data is current, but refreshing it will not hurt.

# Recommended Email to CBS on RM Deposit



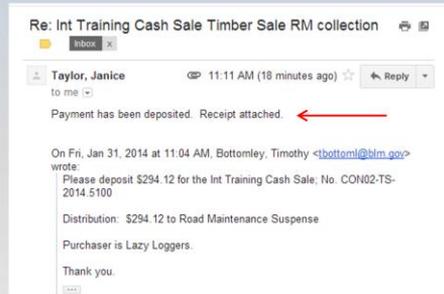
To continue on with our example, the purchaser brought in the funds for Road Maintenance, two hundred – ninety-four dollars and twelve cents to be exact. This screen shows a suggested email communication to the CBS user of where those funds should be collected.

# CBS Entry



This screen shows where the collection is to be directed in CBS, specifically “Road Maintenance Suspense”. The other CBS processes that were already demonstrated remain the same. The only change is to the CSA that was selected.

# Recommended CBS Email Response



And here is the email response back to the TSIS user stating that the deposit has been made. Note that the CBS person is including a copy of the receipt.

# Road Maintenance Deposit Receipt

<b>United States Department of the Interior</b> <b>Bureau of Land Management</b> KREMMLING FIELD OFFICE PO BOX 68 - 2103 E. PARK AVE. KREMMLING, CO 80459-0068 Phone: 970-724-3000		Receipt This is a Test Receipt (cbtu) and NOT an Official Record			
Transaction #: 2862227 Date of Transaction: 01/31/2014		No: 2777787			
CUSTOMER:					
LAZY LOGGERS 555 LAZY LN ROSEBURG,OR 97471-9744 US					
LINE #	QTY	DESCRIPTION	REMARKS	UNIT PRICE	TOTAL
1	1.00	TIMBER MANAGEMENT INTERFACE / TIMBER SUSPENSE W/KNOWN CONTRACT NO. / INSTALLMENT PAYMENT ROAD MAINTENANCE SUSPENSE CASES: CON02-TS-2014.5100/S294.12		- n/a -	294.12
<b>TOTAL:</b>					<b>\$294.12</b>
PAYMENT INFORMATION					
1	AMOUNT:	294.12	POSTMARKED:	N/A	
	TYPE:	CASH	RECEIVED:	01/31/2014	
	NAME:	LAZY LOGGERS 555 LAZY LN ROSEBURG OR 97471-9744 US			
REMARKS					
<small>This receipt was generated by the automated BLM Collections and Billing System and is a paper representation of a portion of the official electronic record contained therein.</small>					

The TSIS user should print out this receipt and include it in the Timber Sale Contract File.

# RM Fees reflected in TSIS

CON02-TS-2014.5100 Int Training Cash Sale

Account Summary | History | New Transaction | Installment Template | Anniversary

### Account Summary

Account Overview:

Account	Installment Amount	Current Value	Suspense Balance	Earned Balance	Unpaid Balance
Suspense (General)					
Timber	\$1,000.00	\$9,120.00	(Suspense) \$3,560.00 (First Install) + \$1,000.00 (Total) = \$4,560.00	\$4,560.00	\$0.00
Road Maintenance	Not defined	\$294.12	\$294.12	\$0.00	\$0.00
Rockwear	Not defined				
Contract Expenses	Not defined				
<b>Totals:</b>	<b>\$1,000.00</b>	<b>\$9,414.12</b>	<b>\$4,854.12</b>	<b>\$4,560.00</b>	<b>\$0.00</b>

Current Purchase Price: \$9,120.00

Timber Payments Received: \$9,120.00

First Installment Payments: \$1,000.00

Completed Road Construction: \$0.00

= Payment Credit: \$8,120.00

Percentage of Contract Paid: 100.0 %

Percentage minus First Install: 89.0 %

First Installment Credit: \$1,000.00

First Installment Applied: \$0.00

First Installment Available: \$1,000.00

Refresh Data

Account Details from Contract/Modification Definition:

Account	Land Status	Subactivity	County	WBS	Value	% of \$	Earned	Unearned
T	PD	110300000	CO057: Jackson		\$6,840.00	75.00 %	\$3,420.00	\$3,420.00
T	PD	159000000	CO057: Jackson		\$2,280.00	25.00 %	\$1,140.00	\$1,140.00
RM	NA	191200000			\$294.12	100.00 %	\$0.00	\$294.12

The updated Account Summary in TSIS now shows the Road Maintenance collection.

# 2<sup>nd</sup> Activity Report

CON02-T5-2014.5100 Int Training Cash Sale Activity Report #2      Go to:

Activity Information		Activity Totals					
Activity Entry Date:	1/31/2014			Cut		Yarded	
Observation Date:	1/31/2014	Acres	Value	Volume	Acres	Value	Volume
Inspector Name:	Bottomley Timothy A	Last: 4.00	\$4,560.00	38.0 MBF	4.00	\$4,560.00	38.0 MBF
Certification Date:		New: 4.00	\$4,560.00	38.0 MBF	4.00	\$4,560.00	38.0 MBF
Activity Status:	New	Total: 8.00	\$9,120.00	76.0 MBF	8.00	\$9,120.00	76.0 MBF
Billing Status:							

Unit / Modification	Total Acres	....Last Report....		....Remaining/New....	
		Acres	Cut Yarded	Acres	Cut Yarded
☰ Sale 1.1 Ridge Strata	6.00	3.00	3.00	3.00	3.00
				<input type="text" value="3.00"/>	<input type="text" value="3.00"/>
☰ Sale 2.1 Valley Strata	2.00	1.00	1.00	1.00	1.00
				<input type="text" value="1.00"/>	<input type="text" value="1.00"/>

Unit 1

Unit 2

We are now going to close out the contract by first completing an Activity Report that shows the remainder of the harvest units cut and yarded.

# Road Maintenance Charge Entered

CON02-TS-2014.5100 Int Training Cash Sale Activity Report #2 Go to: New Activity Report...

Charge/Credit Activity

Sale / Modification	Total Quantity	Completed/Assessed To-Date	Remaining/ New Activity
Sale RM Road Maintenance BLM Rd 1123	76.00	Mbf 0.00	76.00
Total Credits (Road Construction):			\$0.00 \$0.00 \$0.00
Total Charges Assessed:			\$294.12 \$0.00 \$0.00

Save Activity Cancel

Because there are now funds in the Road Maintenance account, we can also show the completion of the road maintenance charge.

# Certification



Once the Timber Activity and the Charge Activity have been completed, the TSIS user can certify this Activity Report. On this screen, the TSIS user has already selected “Certify” and TSIS is processing the request. Again, transfer and billing instructions are not sent to CBS at this time.

# Certification Calculations

[Timber Activity](#) | [Change/Credit Activity](#) | [Certify](#) | **Calculations**

**Activity Calculations**

Current Total Purchase Price:	\$9,120.00	Total Payments To-Date:	\$9,120.00
First Installment Collections:	\$1,000.00	First Installment:	\$1,000.00
- First Installment Earned:	\$0.00	+ Total Road Construction To-Date:	\$0.00
+ Payments Excluding 1st Install:	\$8,120.00		
= Total Payments To-Date:	\$9,120.00	Percentage of Contract Paid:	100.0%
Current Unpaid Balance:	\$0.00	Total First Installment Credit:	\$1,000.00
Performance Bond Excess Value:	\$0.00	(after certification)	
		- First Installment Credit Used To-Date:	\$0.00
		First Installment Credit to Adjudicate:	\$1,000.00

Apply First Installment Credit (1st Half)  
 If you apply the First Installment Credit Available of \$1,000.00, that amount will be earned and deducted from the billable amount due (if any).

	Cut			Yarded		
	Acres	Value	Volume	Acres	Value	Volume
Leaf:	4.00	\$4,560.00	38.0 MBF	4.00	\$4,560.00	38.0 MBF
New:	4.00	\$4,560.00	38.0 MBF	4.00	\$4,560.00	38.0 MBF
<b>Total:</b>	<b>8.00</b>	<b>\$9,120.00</b>	<b>76.0 MBF</b>	<b>8.00</b>	<b>\$9,120.00</b>	<b>76.0 MBF</b>

<b>Cutting Value Summary</b>		<b>Yarding Value Summary</b>	
Second Installment & Subsequent Payments:	\$8,120.00	Second Installment & Subsequent Payments:	\$8,120.00
+ First Installment Credit:	\$1,000.00	+ First Installment Available:	\$1,000.00
+ Performance Bond Excess Value:	\$0.00	+ Payment Bond Value:	\$0.00
+ Payment Bond Value:	\$0.00	- Yarded Against Bond on Other Contracts:	\$0.00
- Cut Against Bond on Other Contracts:	\$0.00		
= Cutting Credit:	\$9,120.00	= Yarding & Removal Credit:	\$9,120.00
- Value Cut To-Date:	\$9,120.00	- Value Yarded To-Date:	\$9,120.00
= Available for Cutting:	\$0.00	= Available for Yarding & Removal:	\$0.00

The Calculations screen automatically pops up for the TSIS user to review. In this case, all volume associated with the contract value has been cut and yarded.

# Final Check on Adjudication including RM

CON02-TS-2014.5100 Int Training Cash Sale Activity Report #2      Go to: [New Activity Report...]

Timber Activity | Charge/Credit Activity | Certify | Calculations | **Instructions**

**Total Billable Yarding Activity To-Date (minus collections and outstanding bills)**

Account	Structure	Activity	Earned	Billed/Unpaid	Billable
Road Maintenance	Maint 9120 NA NA	\$294.12	\$0.00	\$0.00	\$294.12
Timber	1030 PD CO057	\$6,840.00	\$3,420.00	\$0.00	\$3,420.00
	5900 PD CO057	\$2,280.00	\$1,140.00	\$0.00	\$1,140.00
<b>Billable Total:</b>					<b>\$4,854.12</b>

**Adjudication Details**

Account	To Structure	Payments Ahead	Amount to Earn	Remainder
Timber	1030 PD CO057	\$3,560.00	\$3,420.00	\$140.00
	5900 PD CO057	\$140.00	\$140.00	\$0.00
First Installment	5900 PD CO057	\$1,000.00	\$1,000.00	\$0.00
Road Maintenance	Maint 9120 NA NA	\$294.12	\$294.12	\$0.00
<b>Adjudicated Total:</b>			<b>\$4,854.12</b>	

**Remainder Against Cutting Credit**  
 No Billed Amounts-

**Bill Handling**  
 Billable Amount is \$0 or less.  
 No bill to be generated.

**Report Output**  
 Activity Report Form  
 Field Collection Form  
 Contract Summary

Certify & Print      Cancel

The "Instructions" screen shows values that would be on a bill if one needed to be generated. In this case, no bill is needed because the contract price was paid in full at the beginning. This screen also shows the adjudication of the remaining dollars to earned accounts. Note: the \$140 remainder in the first timber line is the 'payments ahead' for the 2<sup>nd</sup> timber line.

# Sale Complete

Home  
My TSIS  
Contract

Select Contract  
New Contract  
Contract Definition  
Auctions/Negotiation  
Award/Approval/Assignment  
Account Tracking  
Bonding  
Activity Reporting  
Modification  
Suspension/Cancellation  
Termination  
Utilities  
Search  
Logout

**CON02-TS-2014.5100 Int Training Cash Sale**

Contract Info | Modification Info | Activity Info | Certification Info

Contract Information for CON02-TS-2014.5100: Int Training Cash Sale Contract Summary Exhibit 8

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Approved - Complete	Sale Date:	1/31/2014	First Installment:	\$1,000.00 ( Paid )
Contract #:	CON02-TS-2014.5100	Award Date:	1/31/2014	2nd and Subseq:	\$9,120.00 ( 100.0 % )
Fiscal Year:	2014	Approval Date:	1/31/2014	Unpaid Balance:	\$0.00 ( 0.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:	1/31/2015	Current Purchaser:	Lazy Loggers		
Anniversary 1:	No 1st Anniv				
Anniversary 2:	No 2nd Anniv				
	Appraised	Original Sale	Current	Uncut	Unyarded
Acres:	8.00	8.00	8.00	0.00	0.00
Value:	\$9,120.00	\$9,120.00	\$9,120.00	\$0.00	\$0.00
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF	0.0 MBF	0.0 MBF

Additional Information

Available Actions:

(none)

Once the final activity report is certified, the Timber Sale Summary screen in TSIS now shows that all acres, value, and volume have been cut and yarded.

# Check of Accounting

CON02-TS-2014.5100 Int Training Cash Sale

Account Summary | History | New Transaction | Installment Template | Anniversary

## Account Summary

Account Overview:

Account	Installment Amount	Current Value	Suspense Balance	Earned Balance	Unpaid Balance
Suspense (General)			(Suspense) \$0.00 (First Install) + \$0.00 (Total) = \$0.00	\$9,120.00	\$0.00
Timber	\$1,000.00	\$9,120.00			
Road Maintenance	Not defined	\$294.12	\$0.00	\$294.12	\$0.00
Rockwear	Not defined				
Contract Expenses	Not defined				
<b>Totals:</b>	<b>\$1,000.00</b>	<b>\$9,414.12</b>	<b>\$0.00</b>	<b>\$9,414.12</b>	<b>\$0.00</b>

Current Purchase Price: \$9,120.00

Timber Payments Received:	\$9,120.00
- First Installment Payments:	\$1,000.00
+ Completed Road Construction:	\$0.00
= Payment Credit:	\$8,120.00

Percentage of Contract Paid: 100.0 %  
 Percentage minus First Install: 89.0 %  
 First Installment Credit: \$1,000.00  
 First Installment Applied: \$1,000.00  
 First Installment Available: \$0.00

Refresh Data

Account Details from Contract/Modification Definition:

Account	Land Status	Subactivity	County	WBS	Value	% of \$	Earned	Unearned
T	PD	L10300000	CO057: Jackson		\$6,840.00	75.00 %	\$6,840.00	\$0.00
T	PD	L59000000	CO057: Jackson		\$2,280.00	25.00 %	\$2,280.00	\$0.00
RM	NA	L91200000			\$294.12	100.00 %	\$294.12	\$0.00

The Account Summary screen shows that there is no Unpaid Balance. The bottom of the screen also shows that all adjudications to earned accounts have been made. There are three earned accounts: one is for subactivity 1030, another is subactivity 5900, and the third is for road maintenance.

# Start of Sale Termination

A component of OCLM's FOREST RESOURCE INFORMATION SYSTEMS

You are here: Timber > BLM > Colorado > Northcross DO > Kennelwood FO > 2014-2100 Int Training Cash Sale

Bottomley Timothy A | Steward | [Logout](#)

Home  
My TSIS  
Contract  
Select Contract  
New Contract  
Contract Definition  
Auction/Negotiation  
Award/Approval/Assignment  
Account Tracking  
Bonding  
Activity Reporting  
Modification  
Suspension/Cancellation  
**Termination**  
Utilities  
Search  
**Logout**

**CON02-TS-2014.5100 Int Training Cash Sale**

Account Summary | History | New Transaction | Installment Template | Anniversary

**Account Summary**

Account Overview:

Account	Installment Amount	Current Value	Suspense Balance	Earned Balance	Unpaid Balance
Suspense (General)			(Suspense) \$0.00		
Timber	\$1,000.00	\$9,120.00	(First Install) \$0.00 (Total) = \$0.00	\$9,120.00	\$0.00
Road Maintenance	Not defined	\$294.12	\$0.00	\$294.12	\$0.00
Rockwear	Not defined				
Contract Expenses	Not defined				
<b>Totals:</b>	<b>\$1,000.00</b>	<b>\$9,414.12</b>	<b>\$0.00</b>	<b>\$9,414.12</b>	<b>\$0.00</b>

Current Purchase Price: \$9,120.00

Timber Payments Received: \$9,120.00

First Installment Payments: \$1,000.00

Completed Road Construction: \$0.00

Payment Credit: \$8,120.00

Percentage of Contract Paid: 100.0 %

Percentage minus First Install: 89.0 %

First Installment Credit: \$1,000.00

First Installment Applied: \$1,000.00

First Installment Available: \$0.00

Refresh Data

Account Details from Contract/Modification Definition:

Account	Land Status	Subactivity	County	WBS	Value	% of \$	Earned	Unearned
T	PD	L10300000	CO057	Jackson	\$6,840.00	75.00 %	\$6,840.00	\$0.00

At this point the TSIS user will want to Terminate the Timber Sale Contract. The user first selects "Termination" from the left hand navigation pane.

# Item Check Prior to Termination

Timber	\$1,000.00	\$9,120.00	(Total) = \$0.00	\$9,120.00	\$0.00	Construction: = Payment Credit: \$8,120.00
Road Maintenance	Not defined	\$294.12	\$0.00	\$294.12	\$0.00	Percentage of Contract Paid: 100.0 %
Rockwear	Not defined					Percentage minus First Install: 89.0 %
Contract Expenses	Not defined					First Installment Credit: \$1,000.00
<b>Totals:</b>	<b>\$1,000.00</b>	<b>\$9,414.12</b>	<b>\$0.00</b>	<b>\$9,414.12</b>	<b>\$0.00</b>	First Installment Applied: \$1,000.00
						First Installment Available: \$0.00

Refresh Data

**Account Details from Contract/Modification Definition:**

Account	Land Status	Subactivity	County	WBS	Value	% of \$	Earned	Unearned
T	PD	L10300000	CO057: Jackson		\$6,840.00	75.00 %	\$6,840.00	\$0.00
T	PD	L59000000	CO057: Jackson		\$2,280.00	25.00 %	\$2,280.00	\$0.00
RM	NA	L91200000			\$294.12	100.00 %	\$294.12	\$0.00

- ✓ Contract Status: Approved - Complete
- ✓ All acres cut and yarded: Yes
- ✓ All volume cut and yarded: Lump Sum Sale: Yes
- ✓ All value cut and yarded: Yes
- ✓ Total Value equals Total Earned: Yes
- ✓ Remaining account balance: None
- ✓ Related Trespass Cases: None
- ✗ Performance Bond: Must be released before termination
- ✓ Payment Bond: Released

**Termination Details**

Cannot terminate contract until all prerequisites are met.

TSIS automatically goes through a checklist of items that must be completed before the contract can be terminated. In this case there is still one pending item – The performance bond must be released.

# Bond Information

You are here: [Timber](#) > [BLM](#) > [Colorado](#) > [Northwest DO](#) > [Kremmling FQ](#) > [2014-5100 Int Training Cash Sale](#)

Home  
My TSIS  
Contract  
  Select Contract  
  New Contract  
  Contract Definition  
  Auction/Negotiation  
  Award/Approval/Assignment  
  Account Tracking  
  Bonding  
  Activity Reporting  
  Modification  
  Suspension/Cancellation  
  Termination  
Utilities  
Search  
Logout

**CON02-TS-2014.5100 Int Training Cash Sale**

Contract Bonding

**Contract Bonding Information**

CON02-TS-2014.5100  
Int Training Cash Sale  
Status: Approved - Complete  
Purchaser: Lazy Loggers

Sale Price: \$9,120.00  
Minimum Performance Bonding Requirement:  May be adjusted to \$0.00

Performance Bond:

Format: ILC  
Surety: (none)  
Bond Number: 4567  
Description: ILC  
Face Value: \$1,900.00  
Excess Value: \$0.00  
Expiration Date: 1/31/2015  
Bond Contact: (none)  
Status: New

Payment Bond:

No Payment Bond entered.

Reduce Update Replace  
Release Enter Attach

The TSIS user navigates to the “Bonding” module.

# Releasing Bond

CON02-TS-2014.5100 Int Training Cash Sale

Contract Bonding

**Contract Bonding Information**

CON02-TS-2014.5100  
Int Training Cash Sale  
Status: Approved - Complete  
Purchaser: Lazy Loggers

Sale Price: \$9,120.00

Minimum Performance Bonding Requirement: 1,900.00 May be adjusted to \$0.00

**Performance Bond:**

Format: ILC  
Surety: (none)  
Bond Number: 4567  
Description: ILC  
Face Value: \$1,900.00  
Excess Value: \$0.00  
Expiration Date: 1/31/2015  
Bond Contact: (none)  
Status: New

**Payment Bond:**

No Payment Bond entered.

Reduce Update Replace

Release Enter Attach



Under Performance Bond, the TSIS user selects “Release”.

# Bond Now Released

Home  
My TSIS  
Contract  
  Select Contract  
  New Contract  
  Contract Definition  
  Auction/Negotiation  
  Award/Approval/Assignment  
  Account Tracking  
  Bonding  
  Activity Reporting  
  Modification  
  Suspension Cancellation  
  Termination  
  Notes  
Search  
Logout

**CON02-TS-2014.5100 Int Training Cash Sale**

Contract Bonding Information

CON02-TS-2014.5100  
Int Training Cash Sale  
Status: Approved - Complete  
Purchaser: Lazy Loggers

Sale Price: \$9,120.00  
Minimum Performance: 1,900.00 May be adjusted to \$0.00  
Bonding Requirement:

Performance Bond: **No Performance Bond entered.**  
Payment Bond: No Payment Bond entered.

Enter      Enter    Attach

TSIS now shows that there is no performance bond. The TSIS user then selects Termination again.



# Item Check for Termination

Refresh Data

Account Details from Contract/Modification Definition:

Account	Land Status	Subactivity	County	WBS	Value	% of \$	Earned	Unearned
T	PD	L10300000	CO057: Jackson		\$6,840.00	75.00 %	\$6,840.00	\$0.00
T	PD	L59000000	CO057: Jackson		\$2,280.00	25.00 %	\$2,280.00	\$0.00
RM	NA	L91200000			\$294.12	100.00 %	\$294.12	\$0.00

Contract Status: Approved - Complete  
 All acres cut and yarded: Yes  
 All volume cut and yarded: Lump Sum Sale: Yes  
 All value cut and yarded: Yes  
 Total Value equals Total Earned: Yes  
 Remaining account balance: None  
 Related Trespass Cases: None  
 Performance Bond: Released  
 Payment Bond: Released

**Termination Details**

Road Use/Hauling Fees Settled?  \*

Other Contract Requirements Met?  \*

Relinquishment of Rights Signed?  \*

Termination Date:  \*

**Log Scale Disposition**

Dominant Species:  \*

Total Sale Gross Scale:  (MBF) \*

Total Sale Net Scale:  (MBF) \*

Total Sale Biomass:  (GTon) \*

Pct to Small Business:  \*

Receipt Date:  \*

Terminate Contract

Now all requirements are checked off.

# Completion of Termination Details

Refresh Data

Account Details from Contract/Modification Definition:

Account	Land Status	Subactivity	County	WBS	Value	% of \$	Earned	Unearned
T	PD	L10300000	CO057: Jackson		\$6,840.00	75.00 %	\$6,840.00	\$0.00
T	PD	L59000000	CO057: Jackson		\$2,280.00	25.00 %	\$2,280.00	\$0.00
RM	NA	L91200000			\$294.12	100.00 %	\$294.12	\$0.00

- ✓ Contract Status: Approved - Complete
- ✓ All acres cut and yarded: Yes
- ✓ All volume cut and yarded: Lump Sum Sale: Yes
- ✓ All value cut and yarded: Yes
- ✓ Total Value equals Total Earned: Yes
- ✓ Remaining account balance: None
- ✓ Related Trespass Cases: None
- ✓ Performance Bond: Released
- ✓ Payment Bond: Released

**Termination Details**

Road Use/Hauling Fees Settled?  \*

Other Contract Requirements Met?  \*

Relinquishment of Rights Signed?  \*

Termination Date:  \*

**Log Scale Disposition**

Dominant Species:  \*

Total Sale Gross Scale:  (MBF) \*

Total Sale Net Scale:  (MBF) \*

Total Sale Biomass:  (GTon) \*

Pct to Small Business:  \*

Receipt Date:  \*

Terminate Contract

The Termination Details and the Log Scale Disposition entries must also be completed. Once all required fields are completed, the user selects "Terminate Contract."

# Sale Terminated

CON02-TS-2014.5100 Int Training Cash Sale

Contract Info | Modification Info | Activity Info | Certification Info

Contract Information for CON02-TS-2014.5100: Int Training Cash Sale Contract Summary  
Exhibit 6

Administrative Info		Sale and Purchaser Info		Payment Info	
Status:	Terminated	Sale Date:	1/31/2014	First Installment:	\$1,000.00 ( Paid )
Contract #:	CON02-TS-2014.5100	Award Date:	1/31/2014	2nd and Subseq:	\$9,120.00 ( 100.0 % )
Fiscal Year:	2014	Approval Date:	1/31/2014	Unpaid Balance:	\$0.00 ( 0.0 % )
Contract Admin:	Bottomley Timothy A	Sold To:	Lazy Loggers Lazy Loggers c/o John Lazy		
Expiration Date:	-	Current Purchaser:	Lazy Loggers		
Anniversary 1:	No 1st Anniv				
Anniversary 2:	No 2nd Anniv				
	Appraised	Original Sale	Current	Uncut	Unyarded
Acres:	8.00	8.00	8.00	0.00	0.00
Value:	\$9,120.00	\$9,120.00	\$9,120.00	\$0.00	\$0.00
Volume(s):	76.0 MBF	76.0 MBF	76.0 MBF	0.0 MBF	0.0 MBF

Additional Information

Available Actions:  Open Issues  Show All Issues  
(none)

TSIS goes back to the contract summary screen and the status of the timber contract has changed to "Terminated". Once a contract is in Terminated status, a CBS user will also no longer be able to receipt or deposit money using that contract number.

## Recap

### Primary differences to TSIS user

- No longer enter collections information
- Information is needed in CBS prior to some functions

### Primary differences to CBS

- Link to sale
  - No need to enter sale information
  - Validation of sale number

### Automatic transfer from Suspense to Earned accounts

To Recap this training module, we demonstrated how the TSIS-CBS Interface functions in a simple Cash Sale.

The primary differences for TSIS user are 1) they no longer enter collections information, and 2) information is needed in CBS prior to conducting some functions in TSIS, such as contract approval.

The primary differences to CBS users are: 1) Since CBS “talks” to TSIS now, there is no need to enter information for a new timber sale contract or modifications to an existing timber sale contract in the CBS timber sale module. And 2) CBS validates with TSIS the authorization number entered when creating a transaction.

Another item we focused on in this section was to show the automatic transfer of funds (or adjudication) from suspense to earned accounts after an activity report is certified.

## For Additional Assistance

- Contact your State or District Forestry lead
- Listed under: TSIS User Support > State Leads tab at:

<http://teamspace/or/sites/fris/Pages/TSISUserSupport.aspx>



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

## The End – Part II



- Next – Part III Installment Sale

This completes the second part of the TSIS – CBS Interface Training, the demonstration of a Cash Sale.

Part Three will demonstrate the flow of an Installment sale in the Interface.

Thanks for listening!