

# TSIS-CBS Interface Training

## Part I - Introduction



Welcome to the BLM's TSIS – CBS Interface Training Course.

## Introduction

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Hello, my name is Andy Hill and I will be the first presenter for this session, which is an introduction to the TSIS-CBS interface.

I have over 2 years of experience in the BLM as an resource support technician for the Medford District Office in Oregon. My experience includes working with large timber sale contracts that encompass both O&C and PD lands as well as many different accounts. I have also been actively engaged in the interface testing process that occurred prior to its release.

## Objectives



- Provide understanding about why the interface was developed
- Provide understanding about major differences between interfaced and non-interfaced timber sale contract records
- Show examples about how the interface functions

The objectives of the training are:

- To provide the participant with an understanding about why the interface was developed
- To provide the participant with an understanding about the major differences between interfaced and non-interfaced timber sale contract records
- And to show some examples about how the interface functions

## Topics

- Purpose of Interface
- Why the Interface
- Overview
- Implementation
- Terminology Review
- Differences in Functionality between Interfaced and Non-Interfaced Contracts
- Additional Recommendations
- Types of Contracts Demonstrated in this Training

The Introduction to the Interface will cover the following topics. We will be discussing:

The Purpose of the Interface

Why the Interface is needed

An overview of how the Interface functions

How the interface will be Implemented

A review of some CBS Terminology

Major differences in functionality between Interfaced and Non-Interfaced Contracts

Some additional recommendations while using the Interface, and

A quick overview of the types of contracts that will be demonstrated in the following training segments

## **Assumption**

- Participants are already knowledgeable about either TSIS or CBS

This training is based on the assumption that the participants are already knowledgeable about either TSIS or CBS. While non-users of either system will gain some knowledge from this presentation, to get the full benefit of the training you should go through initial training for either of those systems prior to viewing this one.

## Purpose of TSIS-CBS Interface

- A result of several audit recommendations
- Eliminate dual entry & time-consuming monthly TSIS-CBS reconciliations - \$\$
- Ensure receipts are deposited in correct account

The TSIS-CBS Interface has been developed for several important reasons:

- First, as a result of audits, to strengthen, solidify, and protect the integrity of the financial information. Auditors have cited the BLM in the past and continue to voice concerns related to the ability of users to bypass rules, regulations, and procedures associated with the collection of timber dollars.
- Second, to eliminate the need to perform dual entries of the same information in both the TSIS and CBS applications, which will also eliminate the costs associated with this dual entry. For example, the NOC estimates that the dual data entry costs BLM \$150,000/year in labor costs which includes the need to perform the time-consuming efforts of monthly reconciliations of TSIS and CBS data. **This will allow employees to spend time on more important priorities.**
- And third, to ensure that collected receipts from contract payments are deposited in the correct account.

## Why an Interface between CBS and TSIS?

- FY13 - \$40 mill annual receipts tracked in TSIS
- Complexities in BLM Forestry Program
  - Payments required prior to harvesting
  - Many types of receipts collected:  
e.g. timber, performance bond, road maintenance, etc.
- Receipts deposited in different accounts



In Fiscal Year 2013, over \$40 million of receipts were entered and tracked in TSIS. These same dollars also have to be entered and tracked in CBS. An interface, where data can be entered in one of the applications - but can be used in both, would save the BLM in labor costs and eliminate a possible source of data errors.

The Forestry Program has many complexities related to the collection of receipts and where these dollars are deposited. A primary reason for the development of TSIS was to provide the BLM with an automated way to track these receipts. A large timber sale could result in over \$1 million dollars of collections, spread through installments over the course of several years. The BLM also has the requirement that the value of any timber is collected prior to the cutting of that timber unless payment is guaranteed via a payment bond.

Once those dollars are collected, they must be deposited in the proper account, which adds additional complexities due not only to the number of accounts, but also their specificity.

## **BLM Financial Accounts for Receipt Deposits**

- 40+ accounts, separating funds for:
  - O&C Lands
  - CBWR Lands
  - Public Domain Lands
  - Forest Health Projects
  - Road Maintenance
  - Rockwear, etc.

Currently, there are some 40 separate accounts associated with receipts generated from timber sales or other forest products.

There are separate fund locations for:

O&C Lands  
CBWR Lands  
Public Domain Lands  
Forest Health Projects  
Road Maintenance  
Rockwear, etc.





## An Example of Accounts

| Fund Account                      | Account Coding |
|-----------------------------------|----------------|
| CBwR TIMBER PIPELINE FUND         | XXXL5243AR(31) |
| CBwR TIMBER                       | XXXL5897XS(32) |
| CBwR TIMBER FOREST HEALTH         | XXXL5897XS(33) |
| JOINT SALE OTHER FEDERAL AGENCIES | XXXL3885CL     |
| O/C TIMBER PIPELINE FUND          | XXXL5882XS(31) |
| O/C TIMBER                        | XXXL5882XS(32) |
| O/C TIMBER FOREST HEALTH          | XXXL5882XS(33) |
| PD TIMBER PIPELINE FUND           | XXXL5243AR(31) |
| PD TIMBER                         | XXXL5881XS(32) |
| PD TIMBER FOREST HEALTH           | XXXL5881XS(33) |
| NATL GRASS (LU) TIMBER - SEC. 15  | XXXL5896XS(32) |

Here's a more readable screenshot of some accounts from the previous slide. The Forester may recognize the descriptions in the left column whereas the CBS person may be more familiar with the account codes in the right column.

## **Overview of the Interface**

- Accounting information entered only in CBS; no dual entry in TSIS
- TSIS sends CBS info to generate bills for collections and transfers
- CBS populates needed billing and collections info and makes available to TSIS as the contract progresses

We now want to provide an overview of what the Interface does.

With the Interface, accounting information is only entered in CBS. There is no need for a dual entry of the same information in TSIS.

TSIS sends CBS the information necessary to generate bills for collection and transfers, based on the amount of harvesting that has occurred as the contract progresses. CBS automatically populates the billings that go to the purchaser and records the receipt of any collections associated with those bills. Once entered into CBS, this information is made available to TSIS so the forester can determine how much money has been received to date for a specific contract.

We will show you some examples of this functionality later in the presentation.

## **Implementation**

Which timber sale contracts are interfaced?

- Current plan: all timber sale contracts for FY2015 and beyond are to be interfaced

The current plan is for all timber sale contracts for fiscal year 2015 and beyond to be interfaced.

# How to Determine which Contract Records are Interfaced in TSIS

- At the Contract Selection screen in TSIS

| Contract Number                           | Sale Name                             | Status   | Locked By |
|---|---------------------------------------|----------|-----------|
| <a href="#">Select</a> CON02-TS-2014.6006 | UAT #4c Scale TIE High C              | Awarded  |           |
| <a href="#">Select</a> CON02-TS-2014.6002 | UAT #3 FP Lump WATSON                 | Approved |           |
| <a href="#">Select</a> CON02-TS-2014.6001 | UAT #2 Lump MAIN                      | Approved |           |
| <a href="#">Select</a> CON02-TS-2014.6000 | UAT #1 Lump GOTAWAY                   | Approved |           |
| <a href="#">Select</a> CON02-TS-2013.9753 | BN TEST                               | New      |           |
| <a href="#">Select</a> CON02-TS-2013.0002 | Test Walden Hollow Sanitation Salvage | Approved |           |
| <a href="#">Select</a> CON02-TS-2013.0001 | Test Gorewood Sanitation Salvage      | Approved |           |

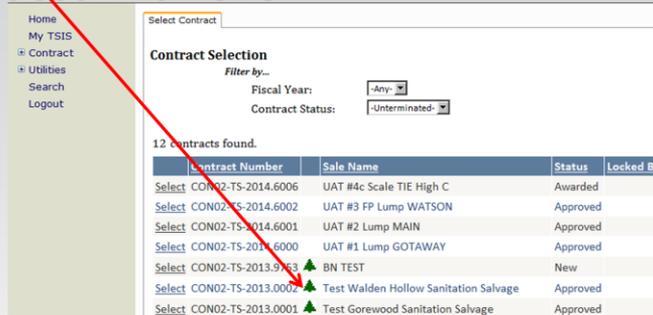


Tree icon = sale is not interfaced with CBS

Obviously, it is important for both the TSIS user and the CBS user to know if a contract record is interfaced or not. So when the user starts the TSIS application and goes to the contract selection screen, as seen here, a green tree icon will indicate that a specific contract is not interfaced. If there is no tree icon, the contract is interfaced with CBS.

# Worth Repeating

 Tree icon next to the contract name indicates the contract record is not interfaced with CBS



Select Contract

Contract Selection

Filter by--

Fiscal Year:

Contract Status:

12 Contracts found.

|        | Contract Number    | Sale Name   | Status   | Locked By |
|--------|--------------------|---|----------|-----------|
| Select | CON02-TS-2014.6006 | UAT #4c Scale TIE High C  | Awarded  |           |
| Select | CON02-TS-2014.6002 | UAT #3 FP Lump WATSON   | Approved |           |
| Select | CON02-TS-2014.6001 | UAT #2 Lump MAIN  | Approved |           |
| Select | CON02-TS-2014.6000 | UAT #1 Lump GOTAWAY   | Approved |           |
| Select | CON02-TS-2013.9753 | BN TEST   | New      |           |
| Select | CON02-TS-2013.0002 |  Test Walden Hollow Sanitation Salvage | Approved |           |
| Select | CON02-TS-2013.0001 |  Test Gorewood Sanitation Salvage      | Approved |           |

Because this is a very important detail and seems counter-intuitive, it is worth repeating. The tree icon next to the contract name indicates that that contract is not interfaced with CBS. The eventual goal is for those tree icons to disappear, which is to say that all timber sale contract records are now interfaced.

## **Terminology**

- CSAs (Commodity/Subject/Action)
- Suspense \$\$
- Earned \$\$
- Transfers
- Adjudication

Before we get into the specifics about how the Interface works, we should discuss some terms that are common language to CBS users, though TSIS users may not be familiar with, but do need to understand.

These terms are

- CSAs (Commodity/Subject/Action)
- Suspense dollars
- Earned dollars
- Transfers, and
- Adjudication

We'll talk about each of these over the next several slides.

## **CSA (Commodity/Subject/Action)**

- What is it?

A 'tag' used to assign accounting codes to collections in CBS

- Examples:

Commodity – Timber Management

Subject – Bid Deposit; Installment payment; Rockwear; Bonds

Actions – O&C; CBWR; PD

Earlier we talked about the number of different fund accounts we have for collections. CSAs, an acronym for Commodity – Subject – Action, is the tag attached to any collection and is used to determine the specific account a collection must reside in.

Any collection received by the BLM must immediately be assigned a CSA code in CBS. However, the CSA initially assigned to the collection may not be its final CSA since activity in TSIS or other actions can move the money to different CSA designations.

CSAs follow a hierarchical approach from general to more specific with the Commodity being the most general and the Action the most specific.

The examples shown here highlight that approach. Commodities usually represent major Bureau programs like timber management receipts. Similarly there are different commodities for receipts from the grazing, minerals, or recreation programs.

## **New CSA for Interfaced Contracts**

### **Interfaced Contracts**

- Commodity: Timber Management Interface

### **Non-Interfaced Contracts**

- Commodity: Timber Management Non Intfc

A new Commodity has been created specifically for interfaced contracts. Collections for interfaced contracts will be entered into CBS with this new Commodity “Timber Management Interface”. This Commodity can only be used for Interfaced contracts. Collections for non-interfaced contracts will continue to use the existing Commodity “Timber Management Non Intfc”. This Commodity should only be used for non-interfaced contracts.

## Suspense Dollars

**Suspense** = Temporary holding account for a collection

- Collections made before timber harvested include:
  - Cash Performance Bonds
  - Cash Bid Deposits
  - First Installments
  - Installment Payments
- These collections are assigned a Suspense CSA
- Eventually most collections will go to a permanent CSA
- Exceptions:
  - Cash Performance Bonds refunded to purchaser directly from suspense
  - Refunds on un-harvested timber

Suspense is a temporary holding account where a collection resides until its final account destination is determined. Earlier I mentioned one of the complexities of timber sale accounting is that money must be received by the BLM prior to the harvest of timber. A timber sale could involve many different CSAs, but the actual appropriate CSA cannot be determined until after the trees have been harvested. For example, a timber sale may involve both Public Domain and O&C lands. Only after the harvesting occurs can the forester determine if the collection should be considered a Public Domain or O&C collection.

Typical timber sale collections made prior to timber harvest include:

- Cash Performance Bond
- Cash Bid Deposit
- First Installment
- Additional Installment Payments

As stated in the previous slide, all collections must immediately be assigned a CSA. For these collections, they first receive a Suspense CSA.

Most Suspense collections will be transferred to a permanent CSA at specific times throughout the timber sale life cycle.

One exception is that Cash Performance Bonds will be refunded back to the purchaser directly from suspense. Another exception may be a refund for timber that was not harvested, due to a change in the contract such as a modification that removes some harvest units.

## Earned Money

- Earned = a permanent account for a collection
- A collection is 'earned' when it has a permanent CSA
- For timber contract collections that occurs upon certification of an Activity Report

An earned account is a permanent account. Collections in earned accounts must also have an attached CSA.

When a collection is 'earned' it has a final CSA. For timber contract collections, that occurs **only** after an Activity Report has been certified.

## Transfers



- \$\$ movement from one CSA to another
  - Suspense CSA to another Suspense CSA
  - Suspense CSA to an Earned CSA: only occur via TSIS activity
  
- Transfers from Earned Accounts
  - Very complex process
  - Not discussed in this training session
  - **Avoid these**

Transfers are actions that move money from one CSA to another. A transfer could involve money movement between two different suspense CSAs or money movement from a suspense CSA to an earned CSA.

Transfers between earned CSA or out of an earned CSA to a suspense CSA or a refund are very complex processes and one that will not be covered in this training. Because of their complexity it is highly recommended to avoid these types of transfers.

## Adjudication

The process of transferring a collection from suspense to an earned account

- Activity Reports generate Instructions to CBS indicating where to move a collection along with the appropriate CSA
- CBS automatically performs the transfer as soon as instructed by TSIS – no input by CBS user
- Different process with payment bond sales

One very specific transfer is called an Adjudication, which is the movement of dollars from a suspense **account** to an earned account.

This can only be done through the completion and certification of activity reports in TSIS, which can include timber harvesting activity, as well as road maintenance or other fee collections.

The process is automatic after the certification of the activity report, requiring no input from the CBS user.

There is a slightly different process with payment bond contracts which will be discussed in a later section of this training.

# Final Step in Activity Record Certification

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

[Timber/Activity](#) | 
 [Charges/Credits/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 | \$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**

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

**Report Output**  
 Activity Report Form  
 Contract Summary

This is an example of the Instructions screen in the Activity Report certification process. The TSIS user will see this screen just before finalizing the certification process. The red box area shows the dollar amounts that will be earned with adjudication after the Activity Report is certified.

# Financial Term Use in TSIS Example

**Timber Sale Account Ledger** Page 1 of 1

Scale Sale Overbill Caught Late Date Printed: 11 Feb 2014 07:06  
 CON02-TS-2014.5003 Purchaser: Logit Rite DBA Logit Rite



**Timber**

| Date       | Type          | Description                                 | Bills         | Sales              | Payments           | New Balance        | Suspense          | Earned            |
|------------|---------------|---|---------------|--------------------|--------------------|--------------------|-------------------|-------------------|
| 01/29/2014 | Sale          | Original Sale                               |               | \$40,000.00        |                    | \$40,000.00        |                   |                   |
| 01/30/2014 | Collection    | SCALE SALE OVERBILL CAUGHT LATE             |               |                    | \$4,000.00         | \$36,000.00        | \$4,000.00        |                   |
| 02/04/2014 | Collection    | TIMBER SALE INSTALLMENT PAYMENT             |               |                    | \$10,000.00        | \$26,000.00        |                   | \$10,000.00       |
| 02/04/2014 | Transfer (-T) | TIMBER SALE INSTALLMENT PAYMENT             |               |                    | (\$10,000.00)      | \$36,000.00        |                   | (\$10,000.00)     |
| 02/04/2014 | Transfer (+T) | CBS Transaction: 6262354                    |               |                    | \$10,000.00        | \$26,000.00        | \$10,000.00       |                   |
| 02/05/2014 | Mod           | Mod #1                                      |               | (\$2,000.00)       |                    | \$24,000.00        |                   |                   |
| 02/05/2014 | Adjudication  | Act Rpt #1: Certify To Timber 1030 PD CO057 |               |                    |                    | \$24,000.00        | (\$8,000.00)      | \$8,000.00        |
|            |               |   | <b>\$0.00</b> | <b>\$38,000.00</b> | <b>\$14,000.00</b> | <b>\$24,000.00</b> | <b>\$6,000.00</b> | <b>\$8,000.00</b> |

*Note: Red boxes highlight 'Suspense', 'Earned', 'Transfer (-T)', and 'Adjudication'. A blue arrow points to the description of the adjudication entry.*

The reason why a basic understanding of this CBS terminology is important for the TSIS user becomes very apparent in viewing an Account Ledger in the Accounting section of TSIS.

Notice the boxes around the terms ‘Suspense’, ‘Earned’, ‘Transfer’, and ‘Adjudication’.

Also, the arrow points to a description of an adjudication, which provides the input for the CSA. The description includes the subactivity – 1030 , the land designation – PD, for Public Domain, and the county designation, CO 057, which is a county in the state of Colorado.

## **TSIS-CBS Interface Functionality**

- Only major differences with interfaced contracts are covered in this presentation
- User Guide available at:  
*<http://teamspace/or/sites/fris/Pages/TSISUserSupport.aspx>*

Let's summarize the major differences between Interfaced contracts and Non-Interfaced contracts. The timber sale contract examples that will follow in this presentation will also highlight those differences.

This presentation does not provide detailed information about all of the changes, but a User Guide has been developed that provides this detailed information. It is available at: <http://teamspace/or/sites/fris/Pages/TSISUserSupport.aspx>

## **TSIS-CBS Interface Functionality**

### **When Does the Interface - interface?**

- Interface 'kicks in' when a contract is entered in TSIS
- Contract cannot be approved until the full First Installment is shown as a collection in CBS

So when during the timber contract process does the interface start to share information with TSIS?

In other words ... When does the Interface – interface?

The Interface will occur automatically, without any interaction by the TSIS or CBS user.

A TSIS user will not be able to approve a contract until that first installment has been deposited and performance bond requirements have been met.

We will demonstrate how this process works when we show you examples later in this training presentation.

## **TSIS-CBS Interface Functionality**

- Activity reports are the major catalyst
- Contract Approval date - a driver
- Payment Bond billing date - a major influence
- Before sale terminated – all collections must be received and refunds completed (no balance in suspense)

A large timber contract can have many generated bills with subsequent payments through its life. The interface uses TSIS to determine when bills are generated, which is often based by how fast a particular contract is progressing. TSIS notifies CBS when a bill needs to be created and sent to the purchaser. After the purchaser makes the payment, this collection is entered in CBS and is made available to TSIS. The TSIS user can then view this information and be kept up-to-date on sale payments.

The primary tool in TSIS that determines when bills should be generated is the Activity Report.

Two other data items can also generate bills:

- the contract approval date for Anniversary Payments, if applicable,
- and the billing date for payment bond contracts.

## **Non-Interfaced Contracts**

- Continue entering all data in the Account Tracking module in TSIS
- Monthly FO reconciliations still required

By comparison, for Non-interfaced contracts, the TSIS user must continue to enter all data in the Account Tracking module.

**The CBS user must continue to enter contract modifications or edits in CBS.**

Additionally, the monthly reconciliation process is still required for all Field Offices with Non-Interfaced timber contracts.

## **What if CBS Information is Not Kept Current for an Interfaced Contract?**

- Depending on the status of a timber contract, TSIS user may be:
  - Unable to approve the contract
  - Unable to keep activity reports current
  - Unable to terminate the contract

In this discussion of the functionalities of the Interface, you can see how important it is that CBS has the correct information.

If the CBS information is not kept up-to-date, depending what status a timber contract is in, the TSIS user may be:

- unable to approve the contract
- or be unable to keep activity reports current
- or be unable to terminate the contract

If there is a CBS-related issue, warning messages are displayed in TSIS .

## **TSIS – Removed Functionality for Interfaced Contracts Only**

- **Not available in Account Tracking:** 
  - New Transaction, Collection
  - New Transaction, Refund
  - New Transaction, Debit Voucher
  - History, Bill History: Write Off
  - History, Bill History: Undo Bill Pay
  - History, Collection History: Undo Collection

As we have already mentioned, the Interface eliminates the need for dual financial data entry. Consequentially, because much of the financial data will now be entered in CBS, there is a reduction of functionality in TSIS.

Briefly, some of the specific functions in the Account Tracking module in TSIS that users no longer have the ability to do are:

- To enter new transactions for Collections, Refunds, or Debit vouchers
- Nor will they be able to enter Bill Histories for Write Offs, undoing Bill Pays, or Undo collections.

More information about the loss of this functionality can be found in the User Guide.

However, non-interfaced contracts will still retain this functionality.

## CBS – Removed Functionality for Interfaced Contracts Only

Doc Type:TIMBER  
Receipt Office:LORE05000  
Sale Number: (AAXNN-TS-NNNN,NNNN)  
Amount:  
Receive Date:06/19/2014  
Approval Date:  
Sale Name:  
Sale Description:(PARENT SALE,MOD#)  
Fund:  
Functional Area:  
Timber State:  
Timber County:  
Timber SWC Commodity:  
WBS:  
Office Code:  
Comments:  
CBS Customer #:  
Last Name:  
First Name:  
Middle Name:  
Name Suffix:  
Company:  
Address1:  
Address2:  
Customer Contact:  
City:  
State:  
Postal Code:  
Country:

Similarly in CBS, users will find that they no longer have to enter the timber sale contract information they previously had to in CBS. In fact, the CBS user should not enter any information on this screen for Interfaced Sales.

The Interface will allow them to link to existing contracts that have this information. However for non-interfaced sales, this information will still have to be entered and kept up-to-date by the CBS user.

This is one example of how the Interface eliminates the dual entry of data.

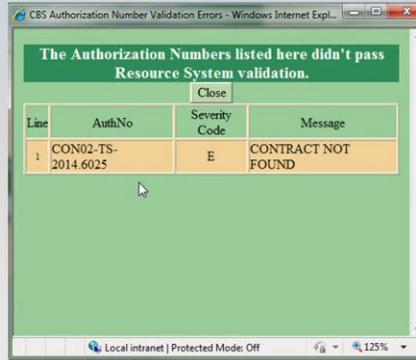
Many of these removed functionalities were originally needed to complete monthly reconciliations between CBS and TSIS. Because the interface replaces the need to retain data in both systems, the monthly reconciliations will not be required for interfaced timber sale contracts; therefore, this functionality is no longer required.

The information transfer will be demonstrated in the timber sale examples.

Another change is that CBS users will not be able to access 'earned' CSAs for the commodity "Timber Management – Interfaced" except when applying payment to a bill or transferring a payment off a bill. If there is a need to transfer a payment off a bill, a Remedy Ticket to the NOC CBS Customer Service Desk will be required.

# Contract Must Be in TSIS to Interface

If Contract is not in TSIS



The Interface engages any contract that has been entered in TSIS and the Sale Definition is “Certified”. If a contract is not in TSIS or if the Sale Definition has not been certified, then the authorization number will not pass resource system validation.

## CBS – New Functionality

- Authorization Number Validation
- Bill Validation
- Two Commodities for Timber Management (interfaced vs non-interfaced)
- Note: Transaction Remarks entered in CBS appear in TSIS ledger

The Interface does provide some new functionality to CBS, specifically:

- The CBS user will validate Authorization Numbers (also known as Timber Sale contract numbers) for both interfaced and non-interfaced contracts.
- The CBS user can also validate bills
- There are now two Commodities for Timber Management (interfaced vs non-interfaced)
- And, Transaction Remarks entered in CBS will also appear in the TSIS ledger

## Critical Change with the Interface



After an Activity Report is certified:

- Bill is generated automatically for CBS
  - no option to *not* generate

There is one very important – critical - change to remember with the Interface.

After **an** Activity Report is certified, a bill for CBS is generated automatically, if the purchaser owes money.

Unlike the non-interfaced TSIS, the user will no longer have the option to NOT generate a bill for CBS.

## Additional Recommendations



- Scale for Payment Contracts: Must be cautious not to over bill. Additional training will be provided for scale for payment contracts
- Special characters ( # \* ` ) in contract names can be used, but not recommended
- TSIS users: Click Refresh Data button on Account Summary screen for most updated info from CBS on deposits, transfers, etc.

Some other items, while not critical, that the user may find useful when operating the Interface are:

TSIS users must be cautious with scale for payment contracts because of the potential to overbill a purchaser when a contract is undercutting. One of the training sessions will focus specifically on scale for payment contracts.

We recommend not using any special characters, such as the number sign, the asterisk, or the single quote in the contract name.

Another suggestion for TSIS users is to click on Refresh Data button on Account Summary screen to reflect the latest info from CBS on deposits, transfers, etc.

## Training Includes

- Two Types of Contracts:
  - Lump Sum
    - Cash
    - Installments
    - Payment Bonds
  - Scale for Payment (Scale Sale)
    - Installment
    - Payment Bond



This training will continue with some examples of how the interface works. We will break these examples out by the type of contract, either Lump Sum or Scale for Payment, which is often referred to as a 'Scale Sale.'

For the Lump Sum contracts, we will cover the three different ways of paying for the contract, which are:

1. Paid in full, or a cash sale
2. Paid in installments, and
3. Use of a payment bond

For the Scale **for** Payment contracts we will focus on specifics within the Interface related to Installment and Payment Bond methods of payment.

## Training (cont'd)



- Examples follow the 'happy' path
- Examples focus on changes with the interface
- Discussions re: other situations e.g. transfers, modifications, refunds, etc.

Our examples will follow the 'happy' path with no complications or problems. However, we will discuss some possible issues that often arise during timber sale contract administration, such as transfers, **modifications**, and refunds.

## Assumptions for this Training

- Basic contract data already created in TSIS
- Starts with initial funds ready for deposit
- Computer screen backgrounds are color coded:
  - White relates primarily to TSIS user
  - Green relates primarily to CBS user

Our assumptions for this training course include:

- The training exercises shown will start after the timber contract has already been created in TSIS and the Contract Definition is certified.
- We will start with the initial funds ready for deposit, which is usually the bid deposit or the first installment.

To aid in your viewing and comprehension of this training, the **computer** screen color is different between the TSIS application and the CBS application. When TSIS actions are shown, the screen background is white. When CBS actions are demonstrated, the screen background is green which matches the CBS training database.

# Caution - Privacy Act Information

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

Please be advised that receipts and bills created in the Interface often contain information that is protected under the Privacy Act. Usually that information takes the form of “personally identifiable information”, such as the address of the purchaser, shown in the red boxes on this slide. These bills and receipts can be transferred via BLM email, for example, between a TSIS user and a CBS user. The email examples in our training assume that the emails will not be forwarded without appropriate safeguards.

All electronic and hard copies of these bills and receipts should also be protected per Privacy Act requirements.

Each State has its own requirements regarding implementation of the Privacy Act and those requirements take precedence over any techniques shown in this training.

Any questions should be directed to your representative Privacy Act official.

# Slide Viewing Guide

The screenshot shows a software interface for 'Contract Bonding Information'. The title bar reads 'CON02-TS-2014.6019 UAT #3 Lump Training Installment Sale Example'. The main content area is divided into two columns. The left column contains the following fields: 'Sale Price: \$178,983.40', 'Minimum Performance Bonding Requirement: \$5,800.00' (highlighted with a red box), 'Performance Bond:' section with 'Format: Cash' (dropdown), 'Surety: (not applicable)', 'Bond Number: 2345', 'Description: Cash Bond', 'Face Value: \$5,800', 'Excess Value:', 'Expiration Date:', and 'Bond Contact:'. The right column contains 'Payment Bond:' with the text 'No Payment Bond entered.' and buttons 'Enter' and 'Attach'. At the bottom left, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Description' field. A red asterisk is next to the 'Format', 'Bond Number', and 'Face Value' fields. A red asterisk is also next to the 'Save' button. At the bottom left, there is a red asterisk followed by the text '\*: Required fields.'

Here are some tips to view the slides used in this training.

Red boxes are used to draw the viewer's attention to an area on the screen.

Red arrows are used to show where the user would enter data.

Highlighted blue boxes indicate where the user should click on a button.



## Handouts Available

- Handouts of information about the example contracts are available
- At: TSIS User Support tab  
<http://teamspace/or/sites/fris/Pages/TSISUserSupport.aspx>
- Includes:
  - Cheat sheets to highlight differences between Interfaced vs Non-Interfaced contracts and between Lump Sum and Payment by Scale contracts
  - Email template for CBS & TSIS users to highlight information to share with interface counterpart

To facilitate note taking for the contract examples and other situations, handouts are available:

from the FRIS launchpad > TSIS User Support .

You can also find cheat sheets that highlight the differences between Interfaced and Non-Interfaced contracts, and between Lump Sum and Scale for Payment contracts.

Plus, there are email templates for the Interface users to follow that highlight specific information to share when communicating with your interface counterpart.

## 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 some of 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.

# Thanks!

- Next topic is Cash Sale



(Speaker Note - Last slide for Introduction)

This concludes the TSIS-CBS Overview portion of the training.

Thanks for listening – Stay tuned for the next topic which is Cash Sale.