Timber Sale Invoicing in WisFIRS

Journal/Ledger/Invoice

Why Invoice in WisFIRS

1. All Timber Sales are now required to be invoiced in WisFIRS.

2. Provides for uniform invoicing method for our contractors

3. Contractor's payments are mailed to the lock box and credited to the right accounts

4. Less paperwork and data entry.

5. No need to transfer information between paper forms of the 2460-003 (stumpage detail) to the Journal to the Ledger and then back into WisFIRS for close-out.

6. All components of a Sale are entered and stored electronically in one place program from establishment to close.

7. Communicates financial information between WisFIRS to PeopleSoft

WisFIRS Roles and Responsibilities

Timber Sale Role- (Forester)
 All foresters establishing and administering Timber Sales are assigned the Timber Sale Role and can make haul ticket, and stumpage entries for their sales in the WisFIRS JOURNAL. The LEDGER can be accessed to view and print stumpage detail and invoices. Stumpage detail may be deleted from the LEDGER if it has not already been included in an invoice. The purpose of deleting the stumpage detail from the LEDGER is to open up haul tickets in the JOURNAL for editing.

Financial Role- (Financial Administrator)
 Select foresters from each team will also be assigned the WisFIRS Financial Role and can make entries in all three financial tabs (JOURNAL, LEDGER and INVOICE), generate invoices and create the final reports for a close-out.

Timber Sale Role - (Forester)

1. Performance Bonds-
   a. Letter of Credit- Attach a copy in the DOCUMENTS TAB
   b. Cash Bond- Complete 2460-003. Attach Preparer Copy in DOCUMENTS TAB.
      Mail Contractor copy as receipt. Mail Finance copy with check to:
      > State of Wisconsin DNR
      > Timber Sales
      > PO Box 93885
      > Milwaukee, WI 53293-0885

   This PO Box is to be used only for cash performance bonds

   c. Notify the Financial administrator when Performance Bond information is ready to enter in the LEDGER

2. Enter Haul ticket, mill and wood scales into the JOURNAL. Should be entered weekly.

3. Notify Financial administrator when stumpage has been entered and can be invoiced.   It is recommended that invoices are sent to the contractor on a weekly basis.

4. Print the stumpage detail and invoice from the LEDGER Tab

5. Mail invoice and stumpage detail to Contractor. Keep copies , attach to corresponding mill slips and file.

6. Keep track of payments on invoices. Payment confirmation emails are sent to the person listed as the contact on the invoice.   Payments appear in the LEDGER TAB within a few days after the email confirmation.

When ready to close sale:

7. Update the *Cut Acres* in WisFIRS NOTICE AND REPORT tab

8. Delete unused haul tickets from the JOURNAL.

9. Notify the Financial Administrator when the LEDGER balance is zero and sale is ready to close

10. Notify the Financial Administrator the status of the Performance Bond
    a. Refund/Release entire bond
    b. Amount to retain for damages
    c. For Cash bond only.

11. Send a letter to issuer of Letter of Credit to release the performance bond or follow the issuer's procedures to collect damages from the Letter of Credit.   Attach a copy of the letter in the DOCUMENTS tab.

12. Send a letter to the contractor to inform them that the sale is satisfactorily complete and performance bond will be released or refunded. Attach a copy in DOCUMENTS.

13. Prepare form 2460-004 Timber Sale Close-Out
    a. Attach Preparer copy in the DOCUMENTS tab
    b. For cash bond or excess stumpage refunds, email the 2460-004 to Nicolle Spafford for processing

Financial Role (Finance Administrator)

1. Add Performance Bond information in the WisFIRS LEDGER tab.

2. Generate invoices in the LEDGER.

3. Notify Forester when invoices are ready to print.

4. Update Performance Bond information in LEDGER at sale close-out.

5. Create Final Reports in JOURNAL.

6. Print journals, ledgers and the final value/volume by extension for the timbersale file.

Financial Role

2460/Financials Authority   06/26/2018

Team

Barnes- Eric Sirrine	Tom Piikkila	Sara Stack	Jacob Coonen
Park Falls- Dan Schumacher	Tom Onchuck	Maggie Lorenz	Bryce Berklund
Grantsburg- James Ulmaniec	Mike Wallis	Paul Heimstead	
Eau Claire- Andy Sorenson	Rob Strand	Ryan Peaslee	
Hayward- Pat Zimmer	James Kujala	Heidi Brunkow	David Todus
LaCrosse- Chris Semann	Chad Nickols	Andrew Gollnick	Kevin Schilling
Wausau- Shelly Wrzochalski	Sam Schuler	Rich LaValley	
Brule- Rod Fouks	Dave Schulz	Dan Kephart	
Spooner- Rod Fouks	Kyle Young	Nate Haskins	
Black River Falls- Eric Zenz	Clint Gilman		
Richland Center- Mike Finlay	Nick Morehouse	Rebecca Vasquez	Ben Ross
Fitchburg- Rebecca Mouw	Mike Sieger	Cody Dittier	
Wautoma- Jodi Stormoen	Scott Sullivan	Mark Diesen	Terri Wilson	Brady Backes
Green Bay- Lucas Schmidt	Jason Hennes	Adam Zirbel	
WI Rapids- Lyle Eiden	Jeff Nyquist	Aaron Wallace	Lyle Eiden
Oconto Falls- Rich Lietz	Chris Duncan	Tim James	Steve Kaufman
Wausaukee- Cole Couvillion	Avery Jehnke	Derrick McGee	
Antigo- Craig Williams	Hillary Keller	Wes Phillips	
Rhinelander- John Gillen			

GNA-Rich Lietz	Judy Freeman
GNA- Maggie Lorenze	Mary Podnar
GNA- Hillary Keller	Leeann Thole
GNA- Pete Wisdom	Pam Dembinski

Central Office   Leeann Thole   Patricia Wiesender Judy Freeman

New Sale vs Legacy Sale

New Sale is any sale established after the WisFIRS Financial update on February 8, 2018. These sales will have the Journal, Ledger and Invoice tabs open for the complete invoicing process in WisFIRS.

Legacy Sale is any sale established in WisFIRS prior to the February 8, 2018 update.

- Legacy Sales that have had some invoicing or advanced payments processed, will continue to do the invoicing process as before by completing a 2460-003 Form (Timber Sale Transaction with stumpage detail). Invoices need to be manually generated in the WisFIRS Invoice tab.

- Legacy sales that have not had any invoices or advanced payments processed, with a few minor changes, are now able to use the new WisFIRS Journal and Ledger tabs to generate Invoices.

Activating the Journal and Ledger Tabs for a Legacy Sale
(This is for Legacy Sales that have never been invoiced or payments received by any other invoicing method.)

To Modify Existing Sales:

    1. Click to edit the Established data.

Established		Edit Established Data

    2. Add data to the required fields: Preparer, Title, Certification.

    3. Delete the Contract End Date (highlight the data & click delete.

    4. Enter the Required Bond Amount and click Apply changes.

    5. You will see the button to enter the Original Contract.

Contract Periods	Enter Original Contract

    6. Click the button to create the contract period.

    7. Click Apply Changes.

    8. The tabs for the Journal and Ledger will be enabled.

Notice & Report	Approvals	Journal	Ledger/Perf Bond	Invoices	Documents

Journal

* Users must have the **Timber Sale Role** or the **Financial Role** in WisFIRS to have authority to enter Journal Records.

* The Journal Tab is used to enter the information from DNR Haul Tickets, Mill Scale Slips and Wood Scale Slips.

* The data from the Journal entry is combined to calculate Stumpage and create a Ledger record

* The Journal also serves as a log to keep track of the progress of haul tickets assigned.

* The Journal also will give the information for the amount sold, hauled and the difference.

Journal Tab

Reports related to the Journal entries are available. Click to generate reports.

Enter Haul Ticket or Wood Scale numbers here

1. The records are identified in the grid as Haul or Scale

2. The ticket haul number(s) are listed in the grid.

3. The Trans# field shows ** to indicate that the record has not been included in a Stumpage Ledger Record.

Dew Can Bear Stand   **ACTIVE**   **HAYES LOGGING, INC.**

Tract No.	Sale No.	Sale Type	Payment Type	Sold	Contract End Date
4-18	**1225**	**Scaled**	**Deferred**	**11/17/2017**	**1/1/2020**

Notice & Report | Approvals | Journal | Ledger/Perf Bond | Invoices | Documents

Journal

Haul Slip by Extension Report   Print Journal

Notes

Any *Notes* can be added for the Journal. They will only appear on this screen. Click *Save Notes.*

0 of 4000   Save Notes

Haul/Scale Tickets

◉ Haul Ticket ○ Wood Scale

◉ Range of tickets

from [   ]   to [   ]

○ Individual Ticket/Scale

Ticket # [   ]   Add

Add ** to Ledger   Create Final Reports

Edit	Haul/Scale	Ticket #	Trans #	Haul/Scale Date	Mill	Mill Ticket #	Notes	PW-20T TONS	PR-18T TONS	MR-20T TONS
📝	Haul	7043	**	01/02/2019	Verso					29.390
📝	Haul	7045	**	01/03/2019	Verso					28.600
📝	Haul	7047	**							
📝	Haul	7048	**							
📝	Haul	7049	**							
📝	Haul	7050	**							
📝	Haul	8124	**							
📝	Haul	1883	**	01/02/2019	Verso					28.610
📝	Haul	1885	**	01/03/2019	Biewer				28.660	
📝	Haul	1887	**	01/04/2019	Biewer				29.540	
📝	Haul	7041	7	12/31/2018	Domtar			15.860	15.240	
📝	Haul	7042	7	12/31/2018	Domtar			12.870	12.370	
			Sold Reported Difference					630.000 346.650 (-283.350)	605.000 1057.620 (452.620)	440.000 206.970 (-233.030)

Enter Haul Tickets or Wood Scale Slips

* Journal entries require an identifying number.
* DNR Hauling tickets are pre-numbered and should be added as soon as they are assigned to the sale.
* Wood Scale slips don't always have a number. Using the date of the wood scale is highly recommended, either **mmddyyyy** or **yyymmdd.**

1. Select the type of record you are inserting by clicking the radio button for **Haul Ticket** or **Wood Scale**
2. Click the radio button for entering a **Range** of tickets or an **Individual** Ticket.
3. Enter the range of numbers or the single number (date if wood scale slip).
4. Click [Add]

Enter Mill Slip or Wood Scale Stumpage Information

1. Select edit icon to open the haul ticket record to fill in the reported volume.

Edit	Haul/ Scale	Ticket #	Trans #	Haul/Scale Date	Mill	Mill Ticket #	Notes	PW-20T TONS	PR-18T TONS	MR-20T TONS	
📝	Haul	1885	**	01/03/2019	Biewer				28.660		
📝	Haul	1887	**	01/04/2019	Biewer				29.540		
📝	Haul	1890	**								
📝	Haul	1891	**								

2. Enter the Haul/Scale Date of the ticket
3. The Mill and Notes are optional
4. Click [Add Species]

Delete Button removes the haul ticket record if not already invoiced. Unused Haul Tickets can also be deleted from this screen.

Haul/Scale Ticket

* Required   [Delete] [Cancel]

*DNR Haul/Scale Ticket #	1890
*Haul/Scale Date	01-09-2019
Mill	Domtar
Notes	

0 of 4000

[Add Species] [Cancel]

Mill Ticket	*Species + Product	*Rate	*Volume	
No records to display.				

[Apply Changes]

This **Cancel** button retains the record and returns to main Journal page.

Notes specific to the haul ticket can be added here. Notes will print on excel worksheet of stumpage transaction detail

This **Cancel** button erases current entry and remains on the page for data re-entry.

5. Select Species from drop down box

Mill Ticket	*Species + Product	*Rate	*Volume	
	MR - MAPLE, RED : 20T - CORDWOOD (TONS) OO - OAK, OTHER : 20T - CORDWOOD (TONS) PJ - PINE, JACK : 20T - CORDWOOD (TONS) PR - PINE, RED : 18T - MIXED CDS./LOGS (TONS) PW - PINE, WHITE : 20T - CORDWOOD (TONS)	⌄		

Add Species   Cancel

Apply Changes

6. Rate automatically fills in for the species selected.
7. Enter stumpage volume.
8. Click   Add Species   for additional species.

Mill Ticket	*Species + Product	*Rate	*Volume	
	PR - PINE, RED : 18T - MIXED CDS./LOC ⌄	A - $16.00/TONS 01/01/2020 ⌄	30.240 TONS	

Apply Changes

9. Click   Apply Changes   when record is complete
10. Repeat steps 1-9 for remaining haul tickets and wood scales to be included in invoice

 * Corrections to haul ticket information can be made by returning to the Journal home screen and opening up the record again by clicking the Edit icon. No corrections are allowed on a haul ticket after it has been invoiced.

11. Check for entry error prior to invoicing.
12. When ready to invoice, click [Add ** to Ledger]
13. Go to **Ledger/Perf Bond** tab.

Dew Can Bear Stand ACTIVE **HAYES LOGGING, INC.**

Tract No.	Sale No.	Sale Type	Payment Type	Sold	Contract End Date
4-18	**1225**	**Scaled**	**Deferred**	**11/17/2017**	**1/1/2020**

Notice & Report | Approvals | Journal | Ledger/Perf Bond | Invoices | Documents

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Journal

🖨 Haul Slip by Extension Report   🖨 Print Journal

Notes

[text box]

┌ Haul/Scale Tickets ─────────────
⦿ Haul Ticket ○ Wood Scale

⦿ Range of tickets

from [＿＿＿] to [＿＿＿]

○ Individual Ticket/Scale

Ticket # [＿＿＿]   [Add]

0 of 4000   [Save Notes]

[Add ** to Ledger]   [Create Final Reports]

Edit	Haul/ Scale	Ticket #	Trans #	Haul/Scale Date	Mill	Mill Ticket #	Notes	PW-20T TONS	PR-18T TONS	MR-20T TONS
📝	Haul	7043	**	01/02/2019	Verso					29.390
📝	Haul	7045	**	01/03/2019	Verso					28.600
📝	Haul	7047	**							
📝	Haul	7048	**							
📝	Haul	7049	**							
📝	Haul	7050	**							
📝	Haul	8124	**							
📝	Haul	1883	**	01/02/2019	Verso					28.610
📝	Haul	1885	**	01/03/2019	Biewer				28.660	
📝	Haul	1887	**	01/04/2019	Biewer				29.540	
📝	Haul	7041	7	12/31/2018	Domtar			15.860	15.240	
📝	Haul	7042	7	12/31/2018	Domtar			12.870	12.370	
			Sold Reported Difference					630.000 346.650 (-283.350)	605.000 1057.620 (452.620)	440.000 206.970 (-233.030)

Proof-read entries prior to invoicing here. Scroll using arrows to see complete page. Click Edit button for corrections.

Create Final Reports in JOURNAL at Sale Close-out

This must be done by Forester with the WisFIRS Financial Role. Final Reports are generated by WisFIRS from the Journal entries on Sales that were invoiced using the JOURNAL, LEDGER and INVOICE tabs in the updated WisFIRS Financials process. .

1. The ***Ledger Balance*** must be zero and the ***Cut Acres*** must be entered in the NOTICE & REPORT tab in order to generate the final reports.

2. Go to the JOURNAL.

3. Click [Create Final Reports] located above the journal grid (It will only be enabled when Cut Acres have been entered and the Ledger Balance is zero.)

4.The ***Final Reports*** will be generated for each ***Extension*** on each ***Species/Product*** record from the Volumes entered in the ***Journal*** records.

5.The generated records cannot be edited or deleted.

6.If the underlying data requires correction, you can click the button again after the correction is made. The previous Final Reports will be deleted and recalculated to include the changes.

7.The Fine Woody Material and MBF fields will be calculated based on the ratios of the entry in the Appraisal data.

8.After the Final Reports have been generated, you can run the **Final Value/Volume by Extension** report. The link is below the Appraisal Information grid on the NOTICE & REPORT tab.

	Code	Prod Code	Stumpage Rate	Units	Value Unit
📝	PJ	23T	$50.00	100.000	$50.00

Final Val/Volume by Extension

LEDGER/PERF BOND

- Only users with the **Timber Sale Financial Role** can create Ledger transactions.

- The Ledger keeps record of Performance Bond information and creates transactions for Timber Sale Billing

- Payment information received from PeopleSoft is included in the Ledger

- The Ledger keeps a running balance on the Sale's account.

- All Ledgers entries are tied directly to PeopleSoft from WisFIRS through invoice creation

LEDGER / PERF BOND TAB

Ledger Transactions include:
- Performance Bond Information and Actions
- **Stumpage** carried over from the Journal records
- Advanced stumpage payment transactions
- Late Payment interest penalties
- Charges for damages
- Dollar corrections
- Refund excess stumpage at sale closing

Sale Name	Status	Contractor	Back to Timber S
Dew Can Bear Stand	ACTIVE	HAYES LOGGING, INC.	

Tract No.	Sale No.	Sale Type	Payment Type	Sold	Contract End Date
4-18	1225	Scaled	Deferred	11/17/2017	1/1/2020

Notice & Report | Approvals | Journal | Ledger/Perf Bond | Invoices | Documents

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   [Add Performance Bond]

Bonds

Action	Date	TransNo	Transaction Description	Debit (-)	Credit (+)	Balance	Expiration	Notes	
	06-30-2018	4-1	Line Of Credit		$4,330.00	$4,330.00	01-01-2022		x

Bond Actions Drop-Down Menu:
- View
- Damages Draw Down
- Release the Bond
- Expire the Bond
- Edit (fix an error)

[Create Invoice] [Create New Transaction >]

Ledger

Date	Transaction No	Transaction Description	Scale or (Debit -)	Payment or (Credit +)	Balance	Invoice	Notes	
11/30/2018	1	Stumpage	$894.88		-$894.88			
12/06/2018	2	Stumpage	$1,602.60		-$2,497.48			
12/21/2018	3	Stumpage	$1,934.24		-$4,431.72			
12/20/2018	4	Stumpage Payment		$894.88	-$3,536.84			
12/27/2018	5	Stumpage Payment		$1,602.60	-$1,934.24			
01/03/2019	6	Stumpage	$13,075.04		-$15,009.28			
01/10/2019	7	Stumpage	$6,906.60		-$21,915.88			
01/08/2019	8	Stumpage Payment		$1,934.24	-$19,981.64			
01/18/2019	9	Stumpage	$4,220.64		-$24,202.28			
01/17/2019	10	Stumpage Payment		$13,075.04	-$11,127.24			
01/21/2019	11	Stumpage	$2,860.28		-$13,987.52			x

[Add Performance Bond]

to add Performance Bond information

[Create Invoice]

To invoice Stumpage carried over from Journal entries

[Print Ledger]

For a printed copy of Ledger

[Create New Transaction >]

For other transactions:
- Advanced Stumpage
- Late Interest Penalty
- Damages
- Dollar Corrections
- Refund Excess Stumpage

Record Performance Bond Information

1. Click [Add Performance Bond]
2. Choose bond type using radio button for either Irrevocable Letter of Credit or Cash and fill in information.
3. Add Notes (optional)
4. Click [Apply Changes]

Sale Name		Status		Contractor		
Dew Can Bear Stand		**ACTIVE**		**HAYES LOGGING, INC.**		**Back to Timber Sale Search**

Tract No.	Sale No.	Sale Type	Payment Type	Sold	Contract End Date
4-18	**1225**	**Scaled**	**Deferred**	**11/17/2017**	**1/1/2020**

Notice & Report | Approvals | Journal | Ledger/Perf Bond | Invoices | Documents

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   [Add Performance Bond]

Bonds

Action	Date	TransNo	Transaction Description	Debit (-)	Credit (+)	Balance	Expiration	Notes	
≡	06-29-2018	A1	Line Of Credit		$4,330.00	$4,330.00	01-01-2022	📄	✕

Timber Sale Performance Bond Detail

Add a Performance Bond

⦿ Irrevocable Letter of Credit (LOC) or Assurance/Surety Bond

*Amount [ ]

*Expiration Date [ ]   LOC # [ ]

*Bank / Bonding Co. [ ]

*Address [ ]

*City [ ]   *State [WI - ▾]   *Zip [ ]

○ Cash

*Amount [ ]   Check/Money Order # [ ]

Notes

[ ]

[Cancel] [Apply Changes]

Update Bond Information in WisFIRS

1. Go to LEDGER Tab
2. Click Action in Bonds Grid
3. Make selection from drop down menu
4. Fill in the information in box.

**Note- this only updates the bond information records in WisFIRS. To refund or transfer cash bond refer to close-out procedures item 13 under Timber Sale Role on page 4 of this handout.

Creating Stumpage due Transaction from Journal Entries – (Scaled Sale)

1. Select **Stumpage** to open dialogue box for stumpage transaction detail carried over from the Journal entries
2. Click [Open] from the dialogue box at bottom of screen to open the Excel worksheet with the stumpage detail.

Sale Name			Status		Contractor		Back to Timber Sale Search
Dew Can Bear Stand			**ACTIVE**		**HAYES LOGGING, INC.**		

Tract No.	Sale No.	Sale Type	Payment Type	Sold	Contract End Date
4-18	**1225**	**Scaled**	**Deferred**	**11/17/2017**	**1/1/2020**

Notice & Report | Approvals | Journal | Ledger/Perf Bond | Invoices | Documents

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   [Add Performance Bond]

Bonds

Action	Date	TransNo	Transaction Description	Debit (-)	Credit (+)	Balance	Expiration	Notes	
≡	06-29-2018	A1	Line Of Credit		$4,330.00	$4,330.00	01-01-2022	▯	✕

🖨 Print Ledger   [Create Invoice]   [Create New Transaction >]

Ledger

Date	Transaction No	Transaction Description	Scale or (Debit -)	Payment or (Credit +)	Balance	Invoice	Notes	
11/30/2018	1	**Stumpage**	$894.88		-$894.88	PDF	▯	
12/06/2018	2	**Stumpage**	$1,602.60		-$2,497.48	PDF	▯	
12/21/2018	3	**Stumpage**	$1,934.24		-$4,431.72	PDF	▯	
12/20/2018	4	Stumpage Payment		$894.88	-$3,536.84	PDF	▯	
12/27/2018	5	Stumpage Payment		$1,602.60	-$1,934.24	PDF	▯	
01/03/2019	6	**Stumpage**	$13,075.04		-$15,009.28	PDF	▯	
01/10/2019	7	**Stumpage**	$6,906.60		-$21,915.88	PDF	▯	
01/09/2019	8	Stumpage Payment		$1,934.24	-$19,981.64	PDF	▯	
01/18/2019	9	**Stumpage**	$3,799.84		-$23,781.48		▯	✕

Back to Timber Sale Search

Transactions with a 📄 icon

Indicate an invoice has been sent to People Soft and cannot be deleted

Transactions with an **X** are Not invoiced yet and may be deleted. Deleting the transaction unlocks the corresponding haul tickets in the Journal for editing.

The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.266.2621

Forest Inventory & Reporting System - WisFIRS Public

Do you want to open or save **StumpageDetailExcel.xls** from intranet.dnr.state.wi.us?   [Open] [Save ▼] [Cancel] ✕

Excel Worksheet with Stumpage Detail

1. Check for entry errors but **Do NOT** correct errors on this spreadsheet.
2. To correct entry errors:
   a. Delete this spreadsheet
   b. Return to the LEDGER and delete **X** the **Stumpage** transaction
   c. Go to the JOURNAL and select the edit icon to correct the haul ticket information and then click _____ again and return to *Ledger* tab

   `Add ** to Ledger`

3. If no corrections are necessary click _____ to print and save this Excel document

   `Enable Editing`

4. May need to adjust margins in order to fit information on page.
5. **Print** a copy of spreadsheet and send to the Contractor along with the invoice.
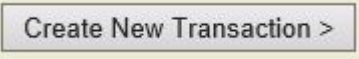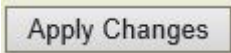
PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing
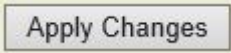
P32

	A	B	D	E	G	H	I	J	K	L	M	N	O
1	Property:	(2777) BLACK RIVER STATE FOREST											
2	TS Name:	Dew Can Bear Stand											
3	Tract #:	4-18											
4	Sale #:	1225											
5	Contractor:	HAYES LOGGING, INC.											
6	Ledger Trans #:	9											
7													
8			MR-20T		PJ-20T		PR-18T		PW-20T				
9	Haul/Scale #	Date	Vol	Val	Vol	Val	Vol	Val	Vol	Val			
10	1883	01/02/2019	28.610	$343.32									
11	1885	01/03/2019					28.660	$458.56					
12	1887	01/04/2019					29.540	$472.64					
13	1890	01/02/2019			3.080	$49.28	13.310	$212.96	13.860	$221.76			
14	1891	01/09/2019			2.850	$45.60	12.300	$196.80	12.810	$204.96			
15	1892	01/09/2019			2.860	$45.76	12.360	$197.76	12.870	$205.92			
16	1893	01/10/2019			2.850	$45.60	12.340	$197.44	12.850	$205.60			
17	7043	01/02/2019	29.390	$352.68									
18	7045	01/03/2019	28.600	$343.20									
19	Total		86.600	$1,039.20	11.640	$186.24	108.510	$1,736.16	52.390	$838.24			
20													
21	Total Value of all Species:			$3,799.84									
22													
23	Haul/Scale #	Comments											
24	1883												
25	1885												
26	1887												
27	1890												
28	1891												
29	1892												
30	1893												
31	7043												
32	7045												
33													

Any individual haul ticket Note entered in the Journal will print in this area.

Creating Advanced Stumpage or Lump Sum Transaction/Invoice

1. Click [Create New Transaction >] and select Advanced Stumpage Due

2. Enter amount of payment and select DNR Contact from drop down box.
3. Add notes (optional) Does not print on invoice

3. Click [Apply Changes]

4. IMPORTANT The invoice is created and sent to PeopleSoft without further action by the user and cannot be edited or deleted.. Make sure information is correct. [Apply Changes]

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   [Add Performance Bond]
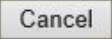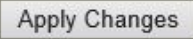
Bonds

	(+)	Balance	Expiration	Notes
	0.00	$4,330.00	01-01-2022	📄	✕

WisFIRS - Enter Advanced Payment and Create Invoice ⊠

* **Amount**   * **DNR Contact**

[$10,000.00]   [WIESENDER, PATRICIA ▾]

Notes: 42 of 4000

Lump Sum Sale Or Advanced Stumpage Payment

[Cancel]   [Apply Changes]

eate Invoice   Create New Transaction >

- Advanced Stumpage Due
- Late Interest Penalty
- Damages
- Correction
- Refund Excess Stumpage Pmt

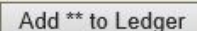|		
	-$4,431.72	📄 📄
$894.88	-$3,536.84	📄 📄
,602.60	-$1,934.24	📄 📄
	-$15,009.28	📄 📄
	-$21,915.88	📄 📄
,934.24	-$19,981.64	📄 📄
	-$24,202.28	📄 📄
,075.04	-$11,127.24	📄 📄

5. Transaction then appears in Ledger list.
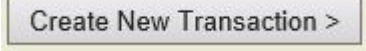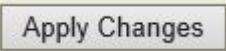
6. Click 📄(PDF) to view and print the invoice.

7. Send invoice to Contractor

8. Contractor must mail payment along with a copy of the invoice to the address indicated on the invoice.

9. **For Lump Sum Sale** you must return to the JOURNAL to enter the corresponding stumpage and [Add ** to Ledger]

Creating Late Interest Penalty Transaction

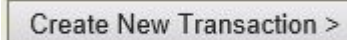1. Click [Create New Transaction >]

and from drop down select Late Interest Penalty

2. Fill in overdue amount and number of days late. Notes are optional,

3. Click [Apply Changes]

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   [Add Performance Bond]

Bonds

Action	Date	TransNo	Transaction Description	Debit (-)	Credit (+)	Balance	Expiration	Notes	
					0.00	$4,330.00	01-01-2022	🗋	✕

WisFIRS - Enter a Late Interest Penalty ☒

* Overdue Amount   * # of Days Late   Penalty Amount

$10,000.00   10   / 30 X 1.5% = $ 50.00

Notes: 21 of 4000

Late Interest Penalty

[Cancel]   [Apply Changes]

Create New Transaction >
- Advanced Stumpage Due
- Late Interest Penalty
- Damages
- Correction
- Refund Excess Stumpage Pmt

	Balance		
	-$4,431.72	📄	🗋
$894.88	-$3,536.84	📄	🗋
,602.60	-$1,934.24	📄	🗋
	-$15,009.28	📄	🗋
	-$21,915.88	📄	🗋
,934.24	-$19,981.64	📄	🗋
	-$24,202.28	📄	🗋
,075.04	-$11,127.24	📄	🗋

Late Interest Penalty transactions appear in the Ledger as shown below and can be deleted **X** and re-entered up until it has been included in an invoice. An invoiced Late Interest Penalty transaction will be noted with a 📄 icon

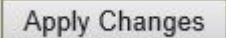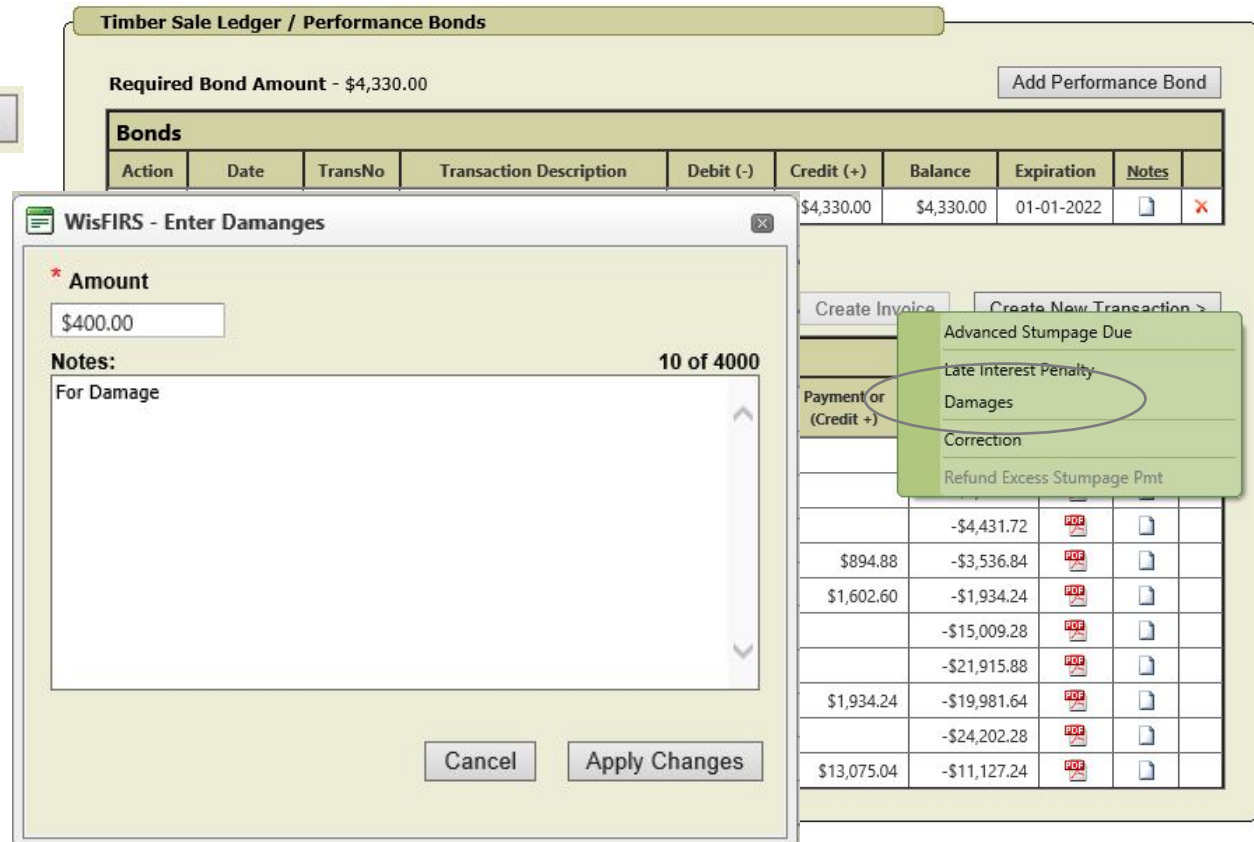|	Date	Transaction No	Transaction Description	Scale or (Debit -)	Payment or (Credit +)	Balance	Invoice	Notes	
📝	06/15/2018	9	Late Interest Penalty	$4.40		$1,367.60		🗋	✕

Creating Transaction for Damages - incurred during course of an open timber sale
(NOT to be used to withhold damages from the performance bond at closing.)

1. Click Create New Transaction >

and select Damages from drop down menu

2. Fill amount of damages incurred during the course of an open timber sake. Not to be used to retain any portion of the performance bond at close-out.   Note s are optional,

3. Click Apply Changes

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   Add Performance Bond

Bonds

Action	Date	TransNo	Transaction Description	Debit (-)	Credit (+)	Balance	Expiration	Notes	
					$4,330.00	$4,330.00	01-01-2022		X

WisFIRS - Enter Damages

* **Amount**

$400.00

Notes: 10 of 4000

For Damage

Cancel   Apply Changes

Create Invoice   Create New Transaction >

- Advanced Stumpage Due
- Late Interest Penalty
- Damages
- Correction
- Refund Excess Stumpage Pmt

		-$4,431.72	PDF
	$894.88	-$3,536.84	PDF
	$1,602.60	-$1,934.24	PDF
		-$15,009.28	PDF
		-$21,915.88	PDF
	$1,934.24	-$19,981.64	PDF
		-$24,202.28	PDF
	$13,075.04	-$11,127.24	PDF

Damage transactions appear in the Ledger as shown below and can be deleted **X** and re-entered up until it has been included in an invoice.   An invoiced Damage transaction will be noted with a 🅟🅓🅕 icon

	Date	Transaction No	Transaction Description	Scale or (Debit -)	Payment or (Credit +)	Balance	Invoice	Notes	
✎	06/15/2018	10	Damages	$565.00		$802.60		📄	X

Creating Correction Transaction (Credit or Debit Memo for dollars only for incorrect stumpage invoiced)
Before creating this transaction Contact Financial Specialist for guidance with corrections for incorrectly invoiced stumpage.

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   [Add Performance Bond]

Bonds

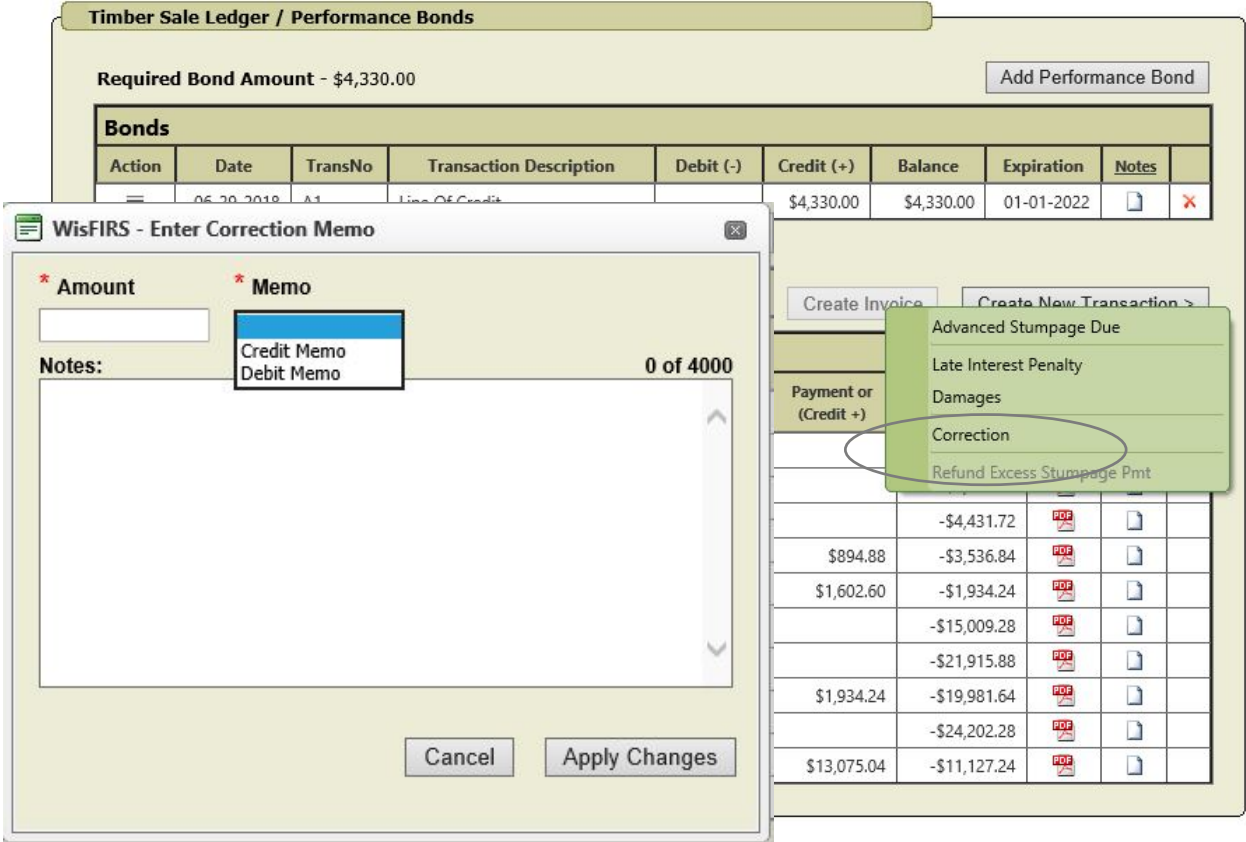| Action	Date	TransNo	Transaction Description	Debit (-)	Credit (+)	Balance	Expiration	Notes	
≡	06-20-2018	A1	Line Of Credit		$4,330.00	$4,330.00	01-01-2022	📄	✗

1. Click [Create New Transaction >]

and select Corrections from drop-down menu

WisFIRS - Enter Correction Memo   ☒

* Amount   *** Memo**

[   ]   ┌──────────────┐
                    │   │   [Create Invoice]   [Create New Transaction >]
Notes: │ Credit Memo │   0 of 4000   Advanced Stumpage Due
                    │ Debit Memo   │   Late Interest Penalty
                    └──────────────┘   Damages
2. Fill dollar amount of   Payment or   Correction
   debit or credit.   (Credit +)   Refund Excess Stumpage Pmt

3. Choose Credit or Debit
   Memo from drop down   -$4,431.72 📄 📄

                                                     $894.88   -$3,536.84 📄 📄

3.Click [Apply Changes] $1,602.60 -$1,934.24 📄 📄

                                                                -$15,009.28 📄 📄

                                                                -$21,915.88 📄 📄

                                                     $1,934.24 -$19,981.64 📄 📄

                                                                -$24,202.28 📄 📄

                      [Cancel]   [Apply Changes] $13,075.04 -$11,127.24 📄 📄

Correction transactions appear in the Ledger as shown below and can be deleted **X** and re-entered up until it has been included in an invoice. An invoiced Correction transaction will be noted with a 📄 icon and can no longer be edited or deleted.

	Date	Transaction No	Transaction Description	Scale or (Debit -)	Payment or (Credit +)	Balance	Invoice	Notes	
✏️	06/15/2018	11	Correction		$75.00	$877.60		📄	✗

Refund Excess Stumpage

1. Done at sale close-out
2. When *Advance Stumpage Payments* exceed reported stumpage volume this transaction is done to reduce the Ledger balance in WisFIRS to zero.
3. Complete form 2460-004 Close-Out (forms catalog) and send to the Budgets and Grants Section.
4. Budgets and Grants section will process from the 2460-004 and mail a check for excess stumpage to the contractor.

1. Click **Create New Transaction >** and select *Refund Excess Stumpage Pmt* from the drop down menu. This is enabled only if there is a positive balance remaining in the ledger

2. Amount is automatically filled in based on the remaining balance in the ledger.

3. Click **Apply Changes**

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   Add Performance Bond

Bonds

Action	Date	TransNo	Transaction Description	Debit (-)	Credit (+)	Balance	Expiration	Notes	
≡	06-29-2018	A1	Line Of Credit		$4,330.00	$4,330.00	01-01-2022	🗋	✕

Print Ledger   Create Invoice   Create New Transaction >

Drop down menu:
- Advanced Stumpage Due
- Late Interest Penalty
- Damages
- Correction
- Refund Excess Stumpage Pmt

Ledger

				Scale or	Payment or it +)

WisFIRS - Refund Excess Stumpage ⊠

* **Amount**

$335.00

Notes: 0 of 4000

Ledger balance column values:
- -$4,431.72
- 894.88 → -$3,536.84
- 602.60 → -$1,934.24
- -$15,009.28
- -$21,915.88
- 934.24 → -$19,981.64
- -$24,202.28
- 075.04 → -$11,127.24

Refund Excess Stumpage transaction appears in the Ledger can be deleted **X** and re-entered up until the Sale's FINAL REPORTS are entered.

Invoice

- The **INVOICE TAB** generates:

- Invoices from information entered into the Journal and Ledger tabs on sales billed after the WisFIRS financial release on February 8, 2018.

- Invoices manually entered on sales billed prior to February 8, 2018.

- All sales are now use invoicing in WisFIRS

INVOICE TAB

- Any invoice, regardless of how it was created in WisFIRS, will appear in the Invoices grid.
- Invoices with Status SENT_TO_FIN are in the PeopleSoft system and can no longer be edited or deleted.
- Invoices in DRAFT status can be edited or **X** to delete and unlock the Ledger Transaction.
- Click ![PDF] con to view and print invoices.

Sale Name		Status		Contractor		Back to Timber S
Dew Can Bear Stand		**ACTIVE**		**HAYES LOGGING, INC.**		

Tract No.	Sale No.	Sale Type	Payment Type	Sold		Contract End Date
4-18	**1225**	**Scaled**	**Deferred**	**11/17/2017**		**1/1/2020**

Notice & Report | Approvals | Journal | Ledger/Perf Bond | Invoices | Documents

Invoices

Create New Invoice

Invoice Date	Ledger Trans No.	Invoice No	Amount	Status	Due Date	Invoice	
11-30-2018	1	FG-2777-1225-1-1495	$894.88	SENT_TO_FN	12-30-2018	PDF	
12-06-2018	2	FG-2777-1225-2-1511	$1,602.60	SENT_TO_FN	01-05-2019	PDF	
12-21-2018	3	FG-2777-1225-3-1600	$1,934.24	SENT_TO_FN	01-20-2019	PDF	
01-03-2019	6	FG-2777-1225-6-1628	$13,075.04	SENT_TO_FN	02-02-2019	PDF	
01-10-2019	7	FG-2777-1225-7-1693	$6,906.60	SENT_TO_FN	02-09-2019	PDF	
01-18-2019	9	FG-2777-1225-9-1735	$4,220.64	SENT_TO_FN	02-17-2019	PDF	
01-20-2019	10	FG-2777-1225-10-01738	$2,860.28	DRAFT	01-20-2019	Edit	✕

Creating Invoices from the Ledger.

1. Return to LEDGER TAB

2. Click [Create Invoice] to open Timber Sale Invoice dialogue box

3. All transactions not previously invoiced will be include on this invoice

Sale Name		Status		Contractor		Back to Timber Sale Search
Dew Can Bear Stand		**ACTIVE**		**HAYES LOGGING, INC.**		

Tract No.	Sale No.	Sale Type	Payment Type	Sold	Contract End Date
4-18	**1225**	**Scaled**	**Deferred**	**11/17/2017**	**1/1/2020**

Notice & Report | Approvals | Journal | Ledger/Perf Bond | Invoices | Documents

Timber Sale Ledger / Performance Bonds

Required Bond Amount - $4,330.00   [Add Performance Bond]

Bonds

Action	Date	TransNo	Transaction Description	Debit (-)	Credit (+)	Balance	Expiration	Notes	
≡	06-29-2018	A1	Line Of Credit		$4,330.00	$4,330.00	01-01-2022	🗋	✕

🖨 Print Ledger   [Create Invoice]   [Create New Transaction >]

Ledger

Date	Transaction No	Transaction Description	Scale or (Debit -)	Payment or (Credit +)	Balance	Invoice	Notes	
11/30/2018	1	**Stumpage**	$894.88		-$894.88	📄	🗋	
12/06/2018	2	**Stumpage**	$1,602.60		-$2,497.48	📄	🗋	
12/21/2018	3	**Stumpage**	$1,934.24		-$4,431.72	📄	🗋	
12/20/2018	4	Stumpage Payment		$894.88	-$3,536.84	📄	🗋	
12/27/2018	5	Stumpage Payment		$1,602.60	-$1,934.24	📄	🗋	
01/03/2019	6	**Stumpage**	$13,075.04		-$15,009.28	📄	🗋	
01/10/2019	7	**Stumpage**	$6,906.60		-$21,915.88	📄	🗋	
01/09/2019	8	Stumpage Payment		$1,934.24	-$19,981.64	📄	🗋	
01/18/2019	9	**Stumpage**	$3,799.84		-$23,781.48		🗋	✕

Creating Invoices from the Ledger. (continued)

3. DNR Contact: **IMPORTANT** Select Forester administering the sale. DNR contact selected here will receive the email confirmations when payment is received on this invoice.
4. Click buttons to "Preview" "Delete" "Cancel" or "Save Draft" of invoice.
5. Add additional comments you would like contractor to see. Comments print on invoice.
6. Click [Send to PeopleSoft / Create & Save Invoice PDF]   only when you are sure everything is correct.

Notice & Report	Approvals	Journal	Ledger/Perf Bond	Invoices	Documents

Timber Sale Invoice

Back to Invoices   [Preview]   [Delete] [Cancel] [Save Draft]

Bill To

HAYES LOGGING, INC.
Attn: COREY HAYES
9516 Eureka Rd.
Tomah WI 54660

PeopleSoft Customer ID: 0000012516

DNR Contact: WIESENDER, PATRICIA ▾
(715) 299-4641
Patricia.Wiesender@Wisconsin.gov

Line Items

[Add Line Item]

* Ledger Trans No.	* Transaction Type	* PeopleSoft Codes	* Amount
10	STUMPAGE ▾	Black River State Forest-Timber Sales (2777) ▾	2860.28

Total: $ 2,860.28

Comments (will print on the invoice)

Stumpage for 2777-1225-10

[Send to PeopleSoft / Create & Save Invoice PDF]

You must print and mail this invoice to the logger along with supporting documentation.

Creating Invoices from Invoice Tab – for Legacy Sales with invoices prior to the new Financial Release
(These sales only have the Invoice Tab active. Journal and Ledger Tabs are not active.)

1. Complete 2460-003 (found in forms catalog) with haul ticket/mill slip information
2. Go to INVOICE TAB in WisFIRS. Click [Create New Invoice] to open Timber Sale Invoice box.
3. Select DNR Contact: from drop down. Should be Forester administering sale.
4. Type in Ledger Transaction number
5. Select Transaction Type from drop down
6. PeopleSoft code will automatically fill in depending on transaction type
7. Type in amount due from 2460-003
8. Click [Add Line Item] for additional items (if any) to be invoiced
9. Click [Save Draft] and make sure correct. Click [Delete] to remove invoice and start over
10. Click [Send to PeopleSoft / Create & Save Invoice PDF]

Timber Sale Invoice

Back to Invoices   [Preview] [Delete] [Cancel] [Save Draft]

Bill To

DELANEY FOREST PRODUCTS, LLC
Attn:
W3530 Starlight Rd
Warrens WI 54666   **DNR Contact:** WIESENDER, PATRICIA ▾
                                        (715) 299-4641
PeopleSoft Customer ID: 0000014607   Patricia.Wiesender@Wisconsin.gov

Line Items

                                        [Add Line Item]

* Ledger Trans No.	* Transaction Type	* PeopleSoft Codes	* Amount
15	STUMPAGE ▾	Black River State Forest-Timber Sales (2777) ▾	1245.37 ✗

Total: $ 1,245.37
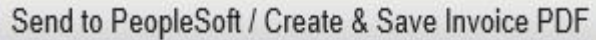
Comments (will print on the invoice)

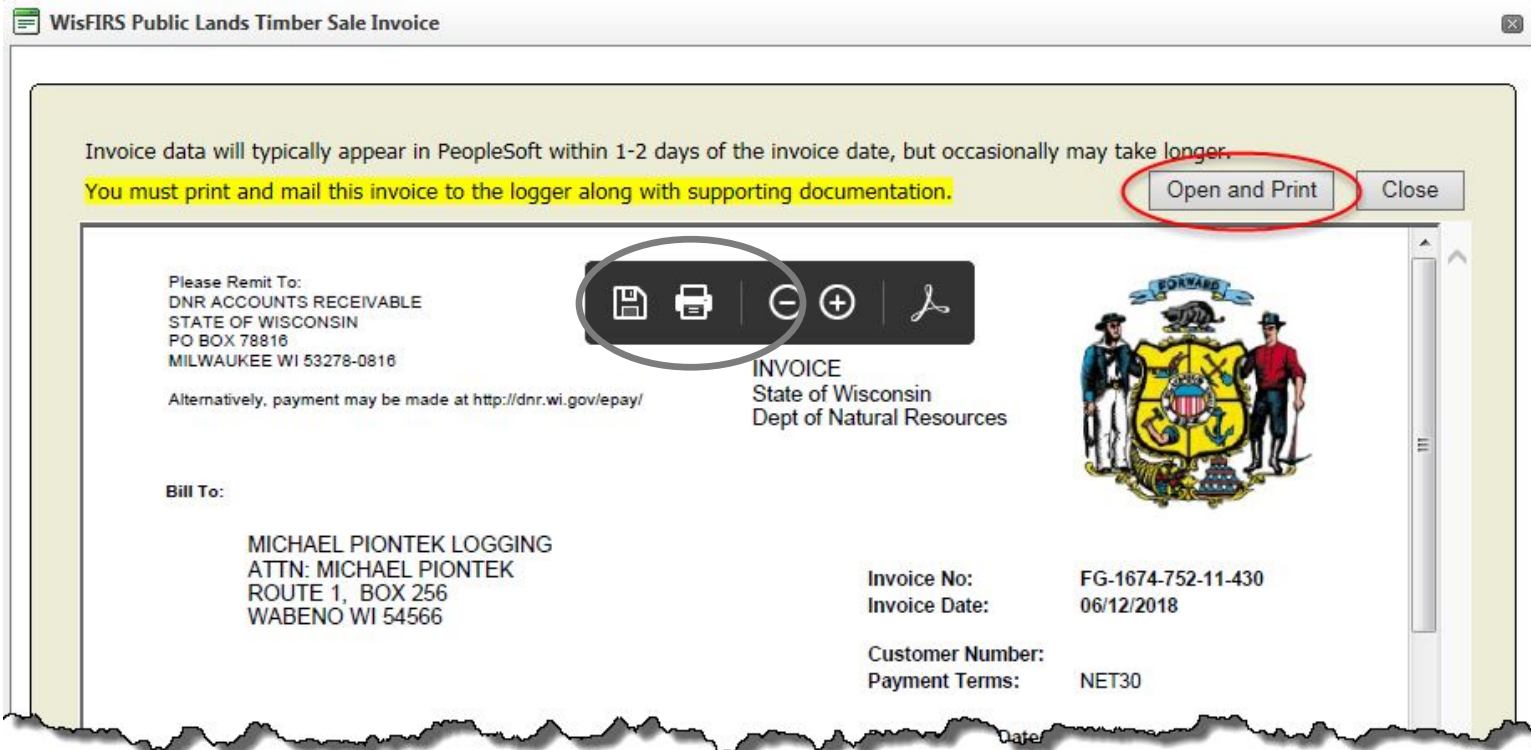[   ]

[Send to PeopleSoft / Create & Save Invoice PDF]

You must print and mail this invoice to the logger along with supporting documentation.

Printing, Mailing and Filing Invoices

1. When you click [Send to PeopleSoft / Create & Save Invoice PDF] a PDF of the Invoice is created and saved.
2. At the same time the invoice opens in a pop-up window.   See below.
3. When the invoice is visible in the pop up window, click Open and Print to display the document with printing controls or click on the printer 🖶
4. Print two copies of the invoice for the Contractor and for the sale's file.
5. The invoice can also be opened by clicking the 📄 icon in either the INVOICE or LEDGER tabs in WisFIRS
6. Mail to the Contractor the Invoice along with **stumpage** detail (excel worksheet generated in Ledger)
7. Keep copies of invoice and detail attached to haul tickets and mill slips for the transaction in the Timber Sale File.

📋 WisFIRS Public Lands Timber Sale Invoice   ☒

Invoice data will typically appear in PeopleSoft within 1-2 days of the invoice date, but occasionally may take longer.

You must print and mail this invoice to the logger along with supporting documentation.   [Open and Print]   [Close]

Please Remit To:
DNR ACCOUNTS RECEIVABLE
STATE OF WISCONSIN
PO BOX 78816
MILWAUKEE WI 53278-0816

Alternatively, payment may be made at http://dnr.wi.gov/epay/

INVOICE
State of Wisconsin
Dept of Natural Resources

Bill To:

MICHAEL PIONTEK LOGGING
ATTN: MICHAEL PIONTEK   Invoice No: FG-1674-752-11-430
ROUTE 1, BOX 256   Invoice Date: 06/12/2018
WABENO WI 54566

                              Customer Number:
                              Payment Terms: NET30

Documents

Attach Documents related to the Timber Sale. Examples include but not limited to:

Contract
Letter of Credit/2460-003 Cash Performance Bond Remittance
Worker's Comp
Prospectus/Maps
2460-004 Performance Bond Release/Refund/Transfer

Attaching Documents

1. Scan and save a copy of the document to a file on your computer
2. Go to DOCUMENTS TAB in WisFIRS. Click [Attach] to open dialogue box.

3. Select Type document type from the drop down menu

4 Click [Browse...] to find File saved on your computer and select

5. Click [Attach] within the dialogue box.

State of Wisconsin
Department of Natural Resources
PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

Property Name
NHAL STATE FOREST

Sale #	Trans. #	Date
6476-1100H	12	12/13/2018

Contractor
ROBERTS LOGGING

Address
4570 BAYVIEW DRIVE

City	State	ZIP Code
RHINELANDER	WI	54501

☒ No monies retained due to failure to perform

☐ Monies retained or bonding company billed. Documentation on file

☒ Letter of Credit released - copy attached.

Comments:
LOC ISSUED 12/13/18

sample of LOC returned with excess stumpage

ACTION: COMPLETE AS APPLICABLE	ACCOUNTING CODE										BOND	STUMPAGE
	Starting Ledger Balance										15,015.00	657.81
		Fund	Appr.	Department ID	Account	Program	Project	Activity	Source Type	Category	Sub-Category		
Refund Performance Bond		21200	98500	370 551 1101	270 0000	N/A	N/A	N/A	N/A	N/A	N/A	15,015.00	
Transfer Performance Bond as Bond*													
Transfer Performance Bond as Stumpage*	DR	21200	98500	370 551 1101	270 0000	N/A	N/A	N/A	N/A	N/A	N/A		
	CR	21200			502 5000		370 000 000 000 001	TIMBERSALES	REV				
Retain Performance Bond as Damage	DR	21200	98500	370 551 1101	270 0000	N/A	N/A	N/A	N/A	N/A	N/A		
	CR	21200	17800	370 554 1101	592 0000	CON02	370 000 000 000 001	UNCPROPDAMAGES	REV	CTY00	FG001		
Refund Excess Stumpage		21200			502 5000		370 000 000 000 001	TIMBERSALES	REV				657.81
Transfer Excess Stumpage as Stumpage*													
Retain Excess Stumpage as Damage	DR	21200			502 5000		370 000 000 000 001	TIMBERSALES	REV				
	CR	21200	17800	370 554 1101	592 0000	CON02	370 000 000 000 001	UNCPROPDAMAGES	REV	CTY00	FG001		
Transfer Excess Stumpage as Performance Bond*	DR	21200			502 5000		370 000 000 000 001	TIMBERSALES	REV				
	CR	21200	98500	370 551 1101	270 0000	N/A	N/A	N/A	N/A	N/A	N/A		
*If Transfer, to Sale No.: _____	Ending Ledger Balance											0.00	0.00

Signature of Preparer	Date Signed
	02/13/2018

State of Wisconsin
Department of Natural Resources
PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

Timber Sale Close Out Transaction
Form 2460-004 (R 06/16)   Page 1 of 4

Property Name				
NHAL State Forest				
Sale # 6476-1126H	Trans. #		Date 11/29/2018	
Contractor				
CLOVERLAND LOGGING				
Address				
6330 TIMBERING HAVEN DR				
City EAGLE RIVER		State WI	ZIP Code 54521	

☒ No monies retained due to failure to perform

☐ Monies retained or bonding company billed. Documentation on file

☐ Letter of Credit released - copy attached.

Comments:
cash performance bond

PAID IN FY JUNE 2016

sample of cash performance bond with FY notification

ACTION: COMPLETE AS APPLICABLE		ACCOUNTING CODE											BOND	STUMPAGE
		Starting Ledger Balance											35,195.00	
		Fund	Appr.	Department ID	Account	Program	Project	Activity	Source Type	Category	Sub-Category			
Refund Performance Bond		21200	98500	370 551 1101	270 0000	N/A	N/A	N/A	N/A	N/A	N/A		35,195.00	
Transfer Performance Bond as Bond*														
Transfer Performance Bond as Stumpage*	DR	21200	98500	370 551 1101	270 0000	N/A	N/A	N/A	N/A	N/A	N/A			
	CR	21200			502 5000		370 000 000 000 001	TIMBERSALES	REV					
Retain Performance Bond as Damage	DR	21200	98500	370 551 1101	270 0000	N/A	N/A	N/A	N/A	N/A	N/A			
	CR	21200	17800	370 554 1101	592 0000	CON02	370 000 000 000 001	UNCPROPDAMAGES	REV	CTY00	FG001			
Refund Excess Stumpage		21200			502 5000		370 000 000 000 001	TIMBERSALES	REV					
Transfer Excess Stumpage as Stumpage*														
Retain Excess Stumpage as Damage	DR	21200			502 5000		370 000 000 000 001	TIMBERSALES	REV					
	CR	21200	17800	370 554 1101	592 0000	CON02	370 000 000 000 001	UNCPROPDAMAGES	REV	CTY00	FG001			
Transfer Excess Stumpage as Performance Bond*	DR	21200			502 5000		370 000 000 000 001	TIMBERSALES	REV					
	CR	21200	98500	370 551 1101	270 0000	N/A	N/A	N/A	N/A	N/A	N/A			
*If Transfer, to Sale No.: _____		Ending Ledger Balance											0.00	

Signature of Preparer	Date Signed 11/29/2018