



Land Resources Manager 5.5

TTG Forestry | LRM User Guide

TABLE OF CONTENTS

GETTING STARTED 2

 WHAT IS LRM? 2

 GETTING HELP 2

 ACCESSING THE SYSTEM 3

 THE AVD PECULIARITIES 4

Using LRM in the browser 5

Using RDP connector to remote to LRM 5

Signing into Maps and Files 5

 “MAPS AND FILES” REMOTE FOLDER 6

 AVD WEB CLIENT: Saving Reports and Map Files to your computer 6

 CREATING A NEW DESKTOP SHORTCUT FOR LRM PROD 6

 THE LRM USER INTERFACE 8

LRM LIFECYCLE OF A STAND 9

CONTRACT MANAGEMENT 10

 SILVICULTURE CONTRACTS (AKA P.O.) 10

 PAYMENT REQUESTS IN LRM 13

 CLOSING A SILVICULTURE CONTRACT 15

 AMENDING A CONTRACT 15

 HARVESTING CONTRACTS (AKA S.O.) 16

 HARVEST CONTRACTS – SPECIAL CASES 25

 CLOSING TIMBER SALES CONTRACTS 26

 HARVEST CONTRACTS – FAQs 27

What if stand requires site prep and is still in an active harvesting contract? 27

What if Timber price changed during the course of the contract? 27

What if I didn’t harvest all the stands in the TS contract? 28

What if the logger left patches of uncut timber in the stand? 28

 PRINTING CONTRACT REPORTS 29

MAPS 30

 REQUESTING A MAP UPDATE 30

 ACCESSING MAPS IN LRM 31

 CREATING MAP AND REPORT PACKAGES IN PDF 32

 PACKAGE GENERATOR IN LRM 32

 CREATING PDF MAPS USING THE MAP MANAGER 35

INFOTYPES, QUERYING AND EXPORTING TABULAR DATA 38

 THE INFOTYPE PANEL 38

 INFOTYPES 39

 VIEWING AND EXPORTING DATA 39

PRINTING REPORTS 41

 THE QUARTERLY SUMMARY REPORT (QSR) 41

 THE CURRENT SUMMARY REPORT (CSR) 42

TROUBLESHOOTING 43

FREQUENTLY ASKED QUESTIONS – FAQs 46

ANNEX I – LIST OF LRM INFOTYPES 48

GETTING STARTED

What is LRM?

LRM, short for Land Resources Manager, is a Forest Management Information System framework developed by Trimble® and customized to meet TTG Forestry needs. LRM is an intuitive and easy-to-use application for managing operational information and accessing tabular and spatial information. LRM has been used by TTG Forestry since March 2018. The current version is LRM 5.5.

Getting help

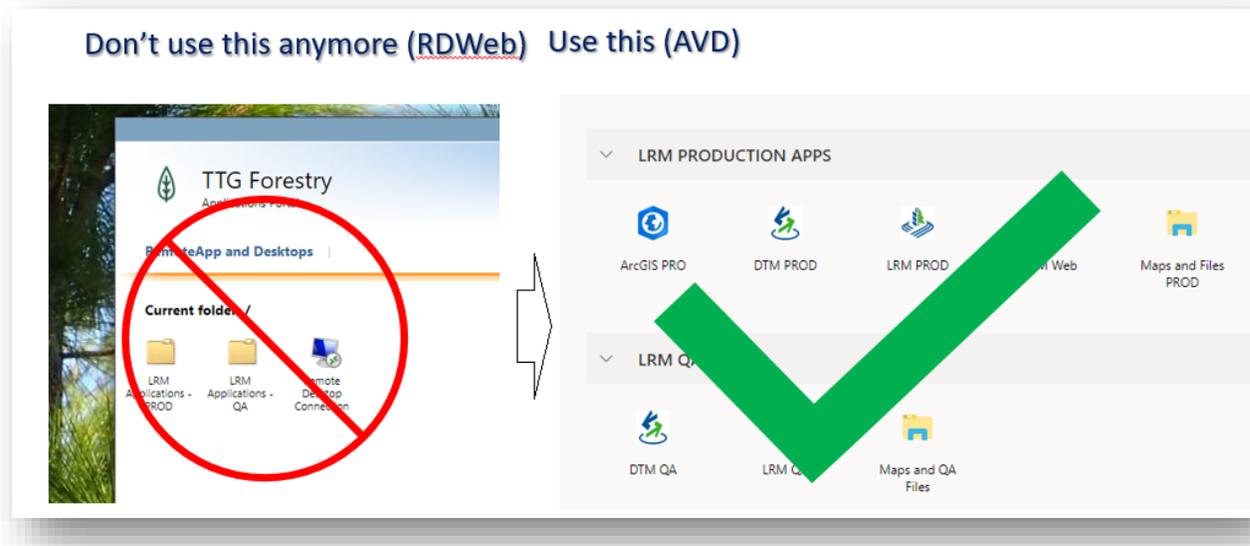
		<i>Who to Contact?</i>
BTG IT Support	<p><i>Help with questions like:</i></p> <ul style="list-style-type: none"> • My login/password is not working • My password is expired • Need to reset my password • Can't copy files • I don't have access to something I should have 	Phone: 212 441 3099 E-mail: support_us@btgpactual.com
LRM Support	<p><i>Help with questions and issues like:</i></p> <ul style="list-style-type: none"> • I have a question regarding data entry • LRM System errors • I have a contract question. • I need help getting data from LRM • I have an error message. • I have a reconcile error in my LRM status bar 	Phone: 404 789 1951 E-mail: lrn.support@ttgforestry.com https://www.ttgforestry.com/lrm_self_training/ neil.verplanck@ttgforestry.com (Inventory and harvesting contract questions)
TTG Edits	<p><i>Use this e-mail to request map updates, send Inventory loads, budgets, Map corrections, shapefiles, land sales, surveys, any data change request needed in LRM (for contracts use the lrm.support email above).</i></p>	<ul style="list-style-type: none"> • ttg_edits@ttgforestry.com
Fund Admin	<p><i>Accounting, Fund Admin, D365, and others</i></p> <ul style="list-style-type: none"> • BTG Compliance Approval • Legal Contracts • New Vendors setup • New Customers Setup 	<ul style="list-style-type: none"> • SH-FundAdmin-Timber@btgpactual.com • OL-Timberland-Compliance@btgpactual.com • SH-FundAdmin-contracts@btgpactual.com • Donna.Cavaliere@btgpactual.com • amanda.fulk@btgpactual.com
Glossary	<i>DUT or WebDUT</i>	Database Update Template . A web form that foresters use for reporting completed silviculture and harvesting activities. https://pam-ttg.azurewebsites.net/
	<i>SO</i>	SO: The same as Timber Sale Contract. SO is the term used in D365 and means sales order.
	<i>PO</i>	PO: The same as Silviculture Contract. PO is the term used in D365 and means purchase order.
	<i>D365</i>	The accounting system managed by the fund services group.
	<i>AVD</i>	Azure Virtual Desktop. A solution to deliver the TTG LRM application hosted in the cloud, to all users using the Browser or a connector.

Accessing the System

LRM System sits on the TTG Cloud, which is hosted by Microsoft Azure. To gain access to the system, a user must first request an account and be set up by the IT department and LRM Support, whose contact information you can see on page 3.

First Access: TTG users will use their current *network username* and *password*. New external users will receive their usernames (which will be an email address) and a temporary password from IT. Follow the steps below to gain access.

Starting in August 2023, the AVD (Azure Virtual Desktop) is the new way to access resources in the TTG Azure Cloud.



- Open your browser (Chrome or Edge) and navigate to <https://www.ttforestry.com>
- On the TTG website, click “the computer icon” link in the top bar as shown below:



- Alternatively you can type <https://www.ttforestry.com/remote> and bookmark/favorite it. TTG employees will use their regular email and password to sign in. Other **first-time users** will enter the username and the temporary password provided by IT.

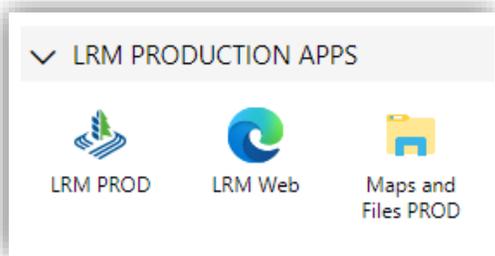
Sign in with your TTG credentials, just like in the old environment



*Save your password
In the browser so you don't need
to remember every time!*

Don't know/remember your TTG domain password? Contact BTG IT (Malcolm) at support_us@btgpactual.com. Lrm.Support@ttgforestry.com can't help you with that.

- Important: Enter your username as the email (even if you don't have access to that email). The BTG IT department handles that. If your password or username doesn't work or is expired, contact support_us@btgpactual.com and request for help. It's always a good idea to also copy lrm.support@ttgforestry.com so they know of the issue and can expedite assistance.
- Once you're signed on, you should see at least these three icons below. If you don't, please contact both IT and LRM support.



The AVD peculiarities

Before moving on, you need to know that, starting in August 2023, AVD replaced RDWeb as the way to access LRM and Maps&Files. **Now you can access LRM directly in a browser, but you can also use an RDP connector, like before.**

Using LRM in the browser

You can use LRM and Maps&Files in the browser now, from any computer connected to the internet.

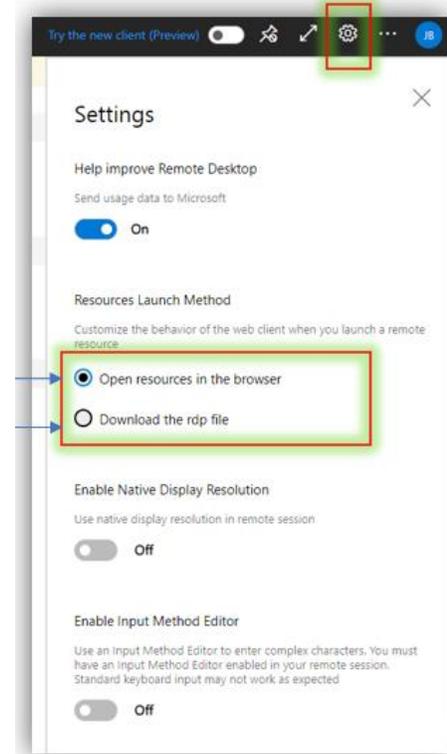
This is the preferred way to access LRM; the only downside is copying and pasting files from AVD to your PC with Ctrl+C and Ctrl+V doesn't work. You must use the Azure Virtual Drive to download files (more ahead or [click here](#) to see it now).

Using RDP connector to remote to LRM

If you choose "Download the RDP file", you'll need to have the new RDP Red connector client installed in your computer. Ask your IT to install it from the link below.

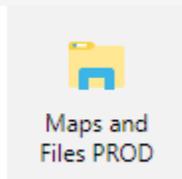
Choosing this option, copy and paste works and it works just like the RDP connector you used to use before the upgrade. Download the connector, double click, sign in and use LRM.

[Microsoft Remote Desktop Connector- Microsoft Store Apps](#)



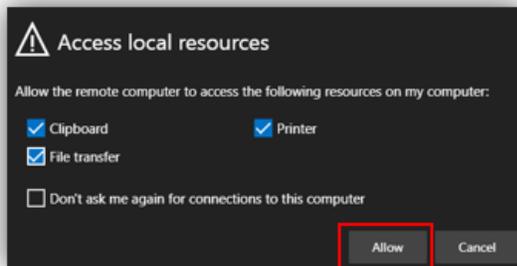
Signing into Maps and Files

To get started, click on the AVD icon "Maps and Files PROD" to get it opened.

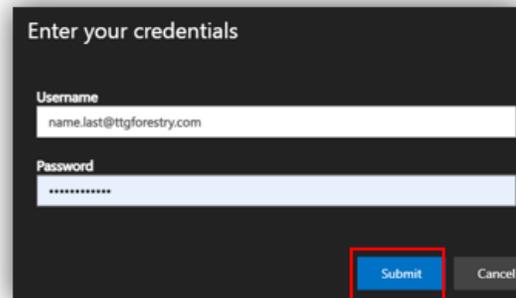


You'll need to sign in again...

First time, check all and mark "Don't ask..."



Re-enter your credentials and hit "submit"

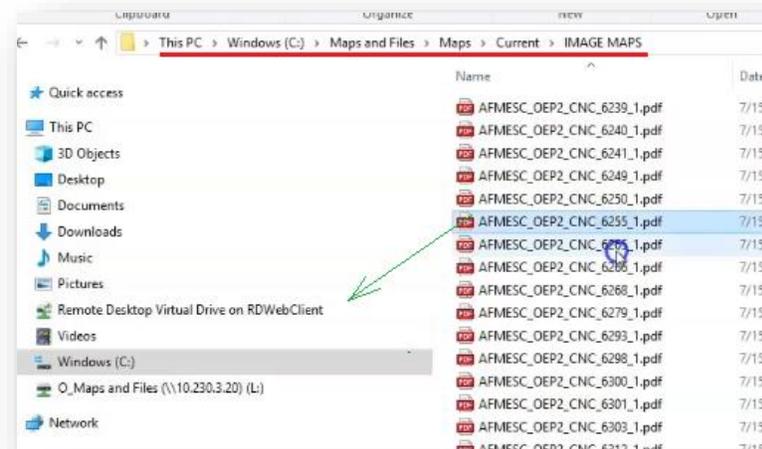


“MAPS AND FILES” REMOTE FOLDER

-The “Maps and Files PROD” remote cloud folder is where you’ll click to connect and have access to current shapefiles, PDF Maps, templates for several documents, Quarterly Summary Reports, kmz files, Silviculture database update template, Stand Lister crosswalk with old stand numbers when that is necessary, *on-demand* mmpk files for the *Field Maps app*, among other things. *Always check to see if you have updated files there after every quarter-end.*

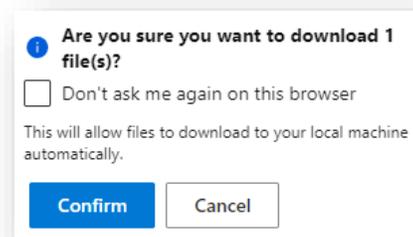
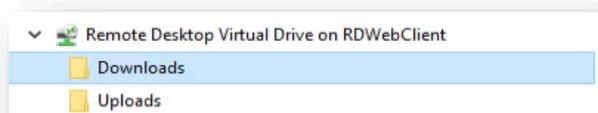
Never open a file directly in the cloud computer. Copy to your desktop first.

If using AVD Web, copy the pdf files and paste on to RemoteDesktop Virtual Drive>Downloads



AVD WEB CLIENT: Saving Reports and Map Files to your computer

If you’re using the Web version of AVD, you cannot save reports and maps directly to the Virtual Drive and Download. You cannot access your local drives as well. (Use the Red connector for it)
If you want to use the AVD Web version, you have to use the Virtual Drive to download and upload file to and from the LRM Server. To download, save the reports or maps to **C:/Temporary** on the C drive of the Remote Computer. Then, after saved, you can go to Maps & Files and copy/paste the files to the Virtual Drive>Downloads. The browser will ask you to download like any other file you download from the web



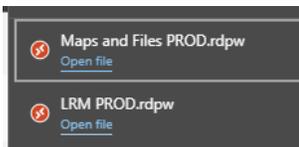
CREATING A NEW DESKTOP SHORTCUT FOR LRM PROD

CREATING AN RDP CONNECTION WITH THE NEW AVD LRM 5.5

- If you chose “Download the rdpw file” on page 6, you’ll need to have the new [RDP Red connector](#)

client installed on your computer. Ask your IT to install it from the link on page 6.

- Select that option in AVD settings and close the panel on the right. Now click on the LRM PROD icon and Maps&Files Prod icon to download an rdpw file. This file only opens with the “Red AVD connector” so you need to have it installed.

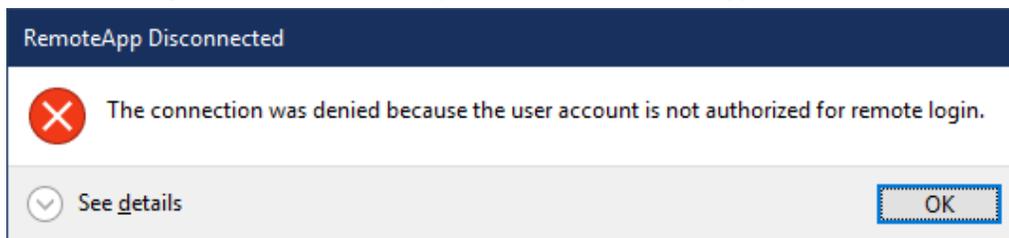


- Those connectors will probably be saved in your “Downloads” folder. Cut and paste them on your desktop if you prefer. They will be the shortcuts to launch LRM and the Files later. They will look like this if you have the connector installed:

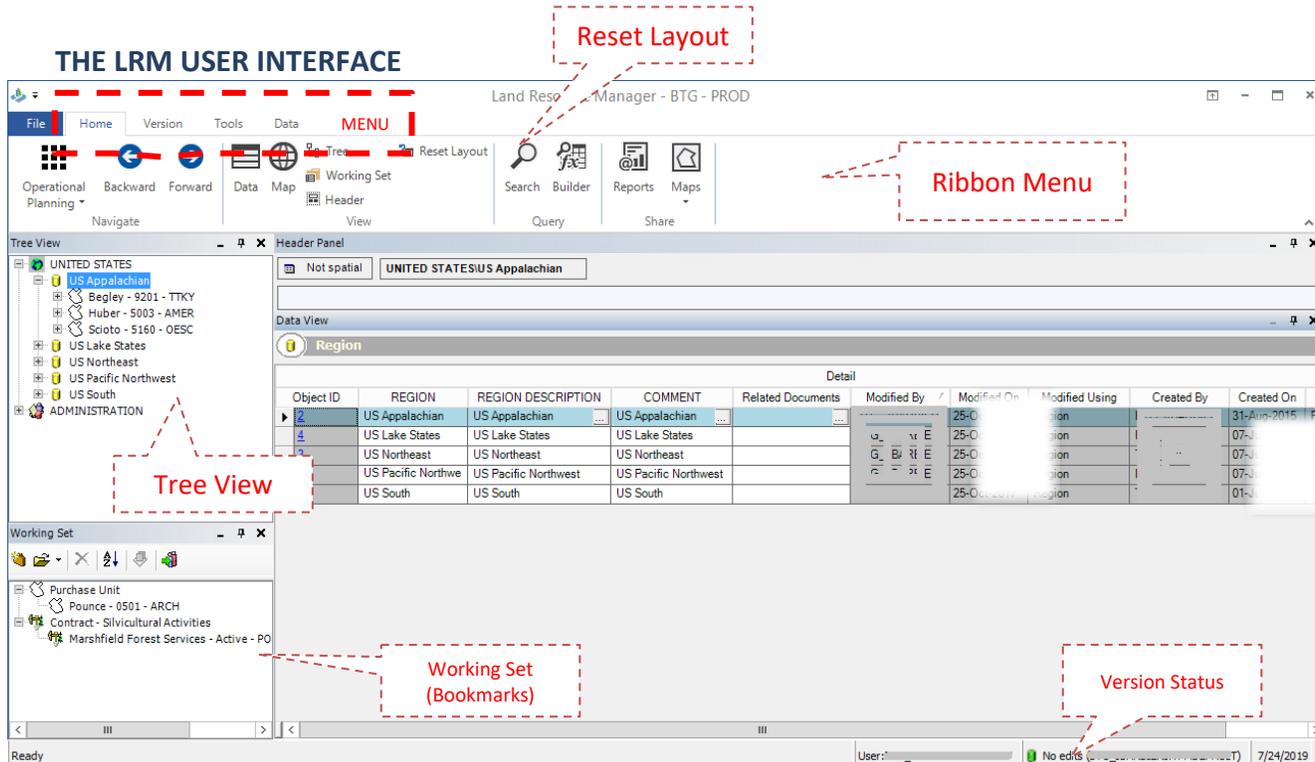


Launch LRM with a double-click of the first icon. Sign in.

If you see a message like this one below, please contact BTG IT support

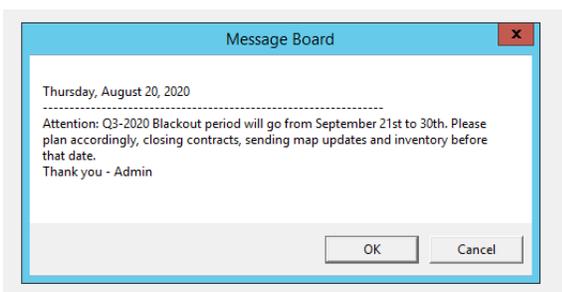


You now should see the LRM user interface - image below. If you have any problems in any steps before, contact LRM Support.



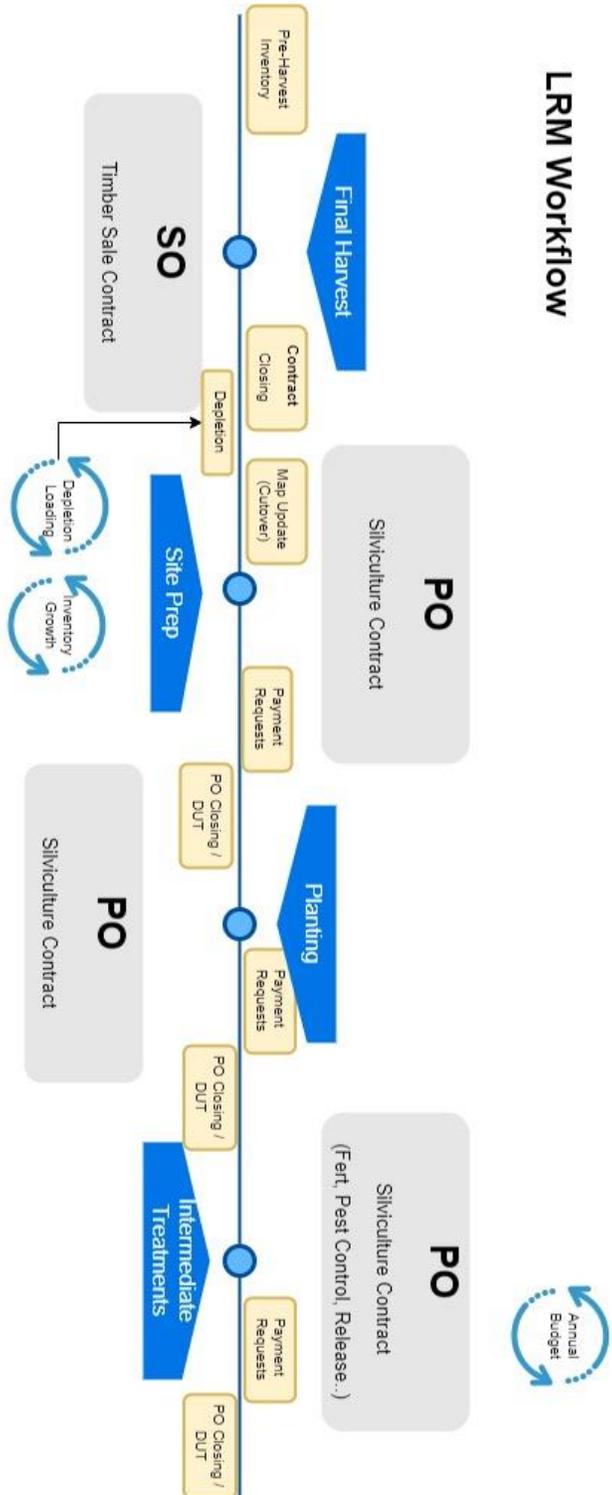
Please pay attention to the text balloons. They will be mentioned later on.

RESET LAYOUT BUTTON: This is one of the most useful buttons in the interface. LRM uses a floating-docking window type which means you can drag and drop and dock them wherever you want on the screen to make the best use of your screen space. This is useful also if you have two monitors. However, sometimes when you do that your interface gets messy and panels start to be hidden behind one another. **You'll want to reset the layout back to its default state** (like the image above). You can click on the "Reset Layout" button on the Home menu and it will be restored to the default state every time you feel like you need to reorganize things on the screen (*when you do that, you have to re-do the panel docking referred on [Troubleshooting #3](#)*)



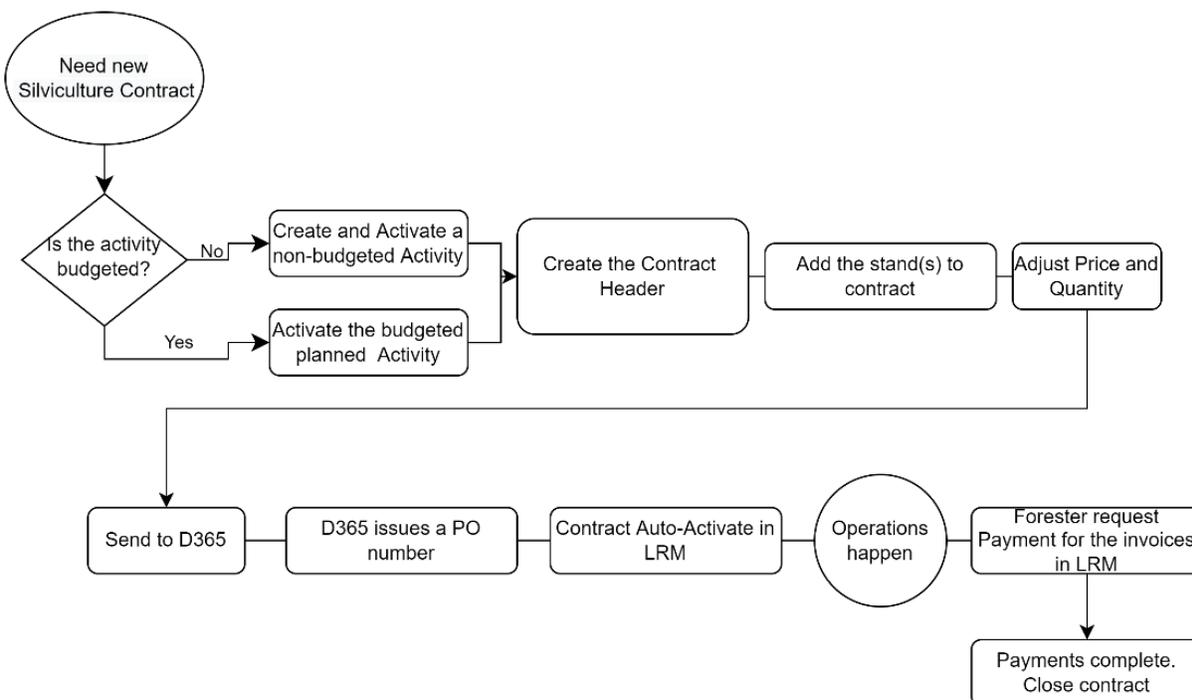
Message Board: Version 5.5 also has "The message board". Important communication between LRM admin staff and LRM users will be done through this window. Please pay attention to these messages that are updated periodically and contact LRM Support if you have any questions about them.

LRM LIFECYCLE OF A STAND



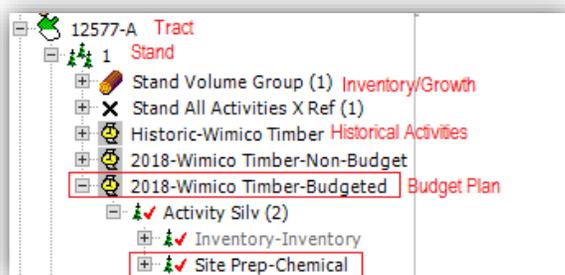
CONTRACT MANAGEMENT

Silviculture Contracts (aka P.O.)



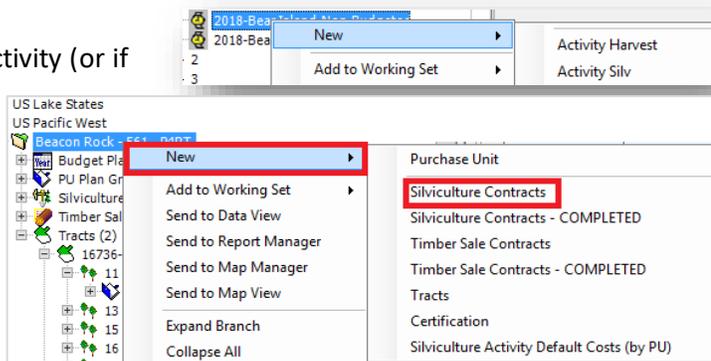
1- ADDING A NEW SILVICULTURE ACTIVITY: The first step to enter a new Silviculture Contract is to open LRM and, on the Tree View on the left, navigate to the PU (Purchase Unit), Tract, and Stand(s) that you want to work with. **If you have budgeted the activities during the last budgeting season, they will be under the corresponding budgeted year node.**

Under the stand, you will see two entries. One will be “Current year – PU name – Non-Budgeted” and the other will be “Current year – PU name –Budgeted”. If you have budgeted the silviculture activity you should find it in the current year budgeted plan. If haven’t budgeted, you’ll have to manually add the activity on a non-budgeted silviculture activity for that stand. For that, just right-click the corresponding node (or the historical node if none is available) point to New> Activity Silv, and add it. If the node is not there yet, use the historic node and LRM will place it in the right spot when you save it.



If you don't find a budgeted or non-budgeted node, right click the historic one.

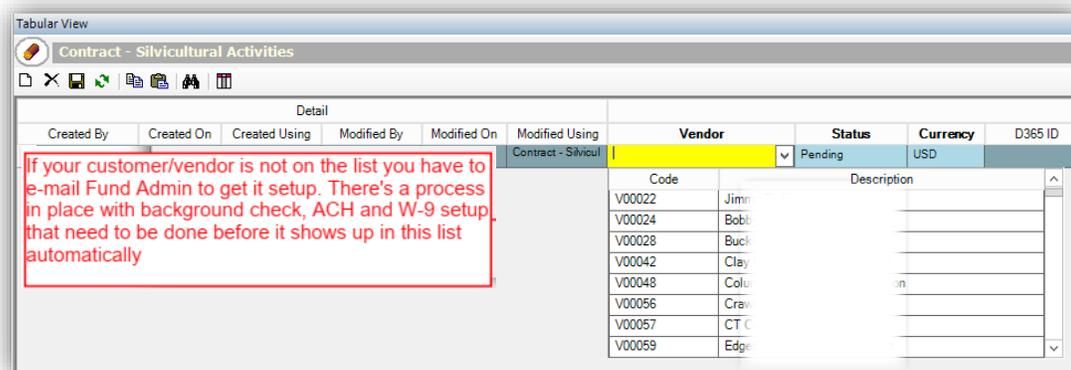
2- When you find the budgeted silviculture activity (or if you add a non-budgeted one), make sure it is the correct activity and the correct stand, and that the price is correct. If prices and quantities aren't up-to-date, you'll be able to adjust them in the contract itself later in step 6.



3- **ACTIVATING THE SILV JOB:** Switch the status field of the activity from "Planned" to "Active" and save it. This step is necessary, or you won't see the activities later when you try to add the stands to the contract. Do it for all the activities and for all the stands that will be in this contract.

4- **CREATING THE CONTRACT HEADER:** To initiate a new Silviculture Contract, right-click on the Purchase Unit you'll be creating a contract for and point to *New > Silviculture Contracts*.

5- **FILLING OUT CONTRACT HEADER:** Fill out the contract header fields. If you don't find your vendor on the list, please contact Fund Services and LRM Support.



6- On the Silviculture Activities tab under the contract, select the stands and the activities you've set to "Active" in Step 3. Also, pick the start and end date, and enter quantity, rates, and units of measure. This information will be placed in the contract, and they should match. Save changes as you go.

Current Stand Status		STANDS PART OF THIS CONTRACT			Year Est	STANDS PART OF THIS CONTRACT		
Species	Year Est	Stand	Activity	Quantity (MUST MATCH LEGAL DOC)	Year Est	Stand	Activity	Quantity
524	2022	5934-18	Regenerati	124.00	2022	5934-18	Regenerati	124.00
524	2022	5810-1	Regenerati	34.00	2022	5810-1	Regenerati	34.00

Code	Description
125636	5934-18
133382	5810-1

Right-Click here >>>

7- SENDING THE CONTRACT TO ACCOUNTING: Double-check everything. Once everything seems to be correct, change the STATUS field on the contract header to “Send to D365.” Save the changes and Post your version (File>Version>Post version).

LRM will then link up with the accounting system requesting the official contract creation. Once Fund Services approves the contract, you’ll see the D365 fields in the contract header filled out with code, creation date, and a confirmation code and the *status will be automatically set to Active*.

Name	Category	Type	SubType	Status	Start date	End Date
	Inventory	Inventory	Inventory	Complete	01-Jan-2018	01-Jan-2018
1	Site Prep	Chemical	Unknown	Active	12-Apr-2018	05-May-2018

This is your indication that the contract is ready to be executed. Activity information (actualization) will be reported to TTG_Edits using the BTG’s Database Update Template file (on the remote folder) and that information will be available in the budgeted or non-budgeted plan under the activity’s Chemical Actual tab, Silv. Actual and Silv. Actual D365 tab.

8- REQUEST PAYMENTS TO INVOICES: Please refer to the next payment request that must be made.

PAYMENT REQUESTS IN LRM

To prevent any future invoices from being overlooked or missed, TTG has implemented some safety nets to prevent this from happening. Fund Services will receive an email notification from LRM when a purchase order (PO aka Silv. contract) has been invoiced by the FSP. The email subject lists “Payment has been requested” and the body of the email lists who requested the payment (the FSP’s name), the quantity being invoiced, the PO number listed, and the Stand.

A payment has been requested by WRIGHTPH for amount 138.70 on contract POamer000158 for stand 12908-1.

Fund Services also has access to a “*Silviculture Contract Activities sent to D365*” report that lists pertinent information after a PO has been invoiced in LRM. This is checked in the morning and afternoon, so Fund Services know what invoices to expect and what payments should be made against a purchase order.

HOW TO REQUEST PAYMENTS IN LRM

Once a Silviculture Contract (*also known as PO or Purchase Order*) has been created in LRM and issued by D365, its status changes automatically to “Active”. The D365 Contract # field gets populated with the corresponding D365 contract number, for example, “POamer000075”.

Once activities have been performed in the field, the FSP is responsible for getting the invoice from the vendor and sending it SH-FundAdmin-Timber@btgpactual.com so the invoice can be paid.

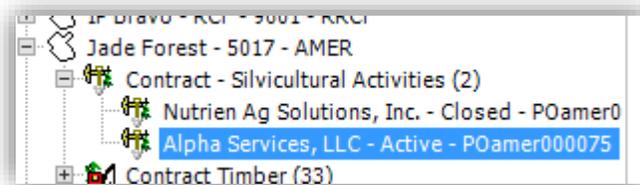
*****Please note that before sending the invoice to the Shared Box email address, the FSP is responsible for requesting payment for that invoice*****

NO INVOICE CAN BE PAID AGAINST A PO WITHOUT PAYMENT FIRST BEING REQUESTED IN LRM

Once the payment request has been made in LRM, an email will automatically be sent to Fund Services requesting payment for that invoice. A payment request in LRM will inform D365 and Fund Services that the invoice has been verified by the FSP for possible inconsistencies, the executed quantity has been adjusted to reflect the actual work that was completed and matches what is on the invoice for the work being performed in the field, and the invoice is ready to be processed and paid.

Step-by-Step Instructions

Log in to LRM and navigate to the Tree View to the *Region > Purchase Unit > Contract-Silviculture Activities*



Select the contract you are requesting payment for, then click the “Silv Act Pymt” tab at the bottom part of the screen to see all lines listed in the contract.

With the invoice sent by the vendor at hand, select the stand(s) for payment, adjust the quantity column to match the invoice quantity, and switch the “Pay?” field to Yes. Repeat this step for each stand on the invoice if requesting payment for more than one stand.

Silvicultural Activities		\$ Silv Act Pymt		D365 Payment		Invoicing Control		
PayID #	Activity #	Pymt Date	Quantity	Line Complete	Pay? (Check rate/quantity) IRREVERSIBLE !!!	Quantity	Stand	
37	73635	12/05/2018	38.59	Yes	Yes	38.59	12927-9	
33	73636	11/29/2018	47.21	Yes	Yes	47.21	12931-8	
32	73633	11/29/2018	84.41	Yes	Yes	84.41	12933-15	
31	73639	11/29/2018	96.50	Yes	Yes	96.50	12925-1	
					No	147.10	12935-1	
34	73634	11/29/2018	196.60	Yes	Yes	196.60	12929-13	
35	73638	11/29/2018	198.20	Yes	Yes	198.20	12938-23	

If, for some reason, the rates/quantities differ from the contract (legal document), an email with an explanation must be sent to the Asset Manager, copying Fund Services, requesting approval for the rate/quantity difference. No invoice will be paid if the Asset Manager does not approve the rate/quantity difference.

To finalize the payment, hit the save button on the menu. Go to the menu *Version > Post* to submit your payment request to Fund Services/D365. Soon after, Fund Services will receive an email with your payment request. Fund Services will then verify that all the information matches and schedule payment for that PO.

IMPORTANT: If the new, updated price/quantity has a variance greater than 20%, Fund Services will have to reach out to the Asset Manager for approval. Price/quantity changes from the original contract must also be manually requested to LRM Support AND Fund Services with proper explanations of why it’s overwriting the contract (legal document).

After all line items have been requested for payment in LRM and payment has been confirmed, the contract must be closed. Do not forget to send the [DUT](#) (database update template) file and to request `ttg_edits` for map updates in case partial treatment happens that requires a stand to be split due to differentiation of management. Also, ask LRM Support to remove stand(s) that eventually didn’t get treated, but were in the contract. This is very important. Do not close contracts before requesting invoice payments.

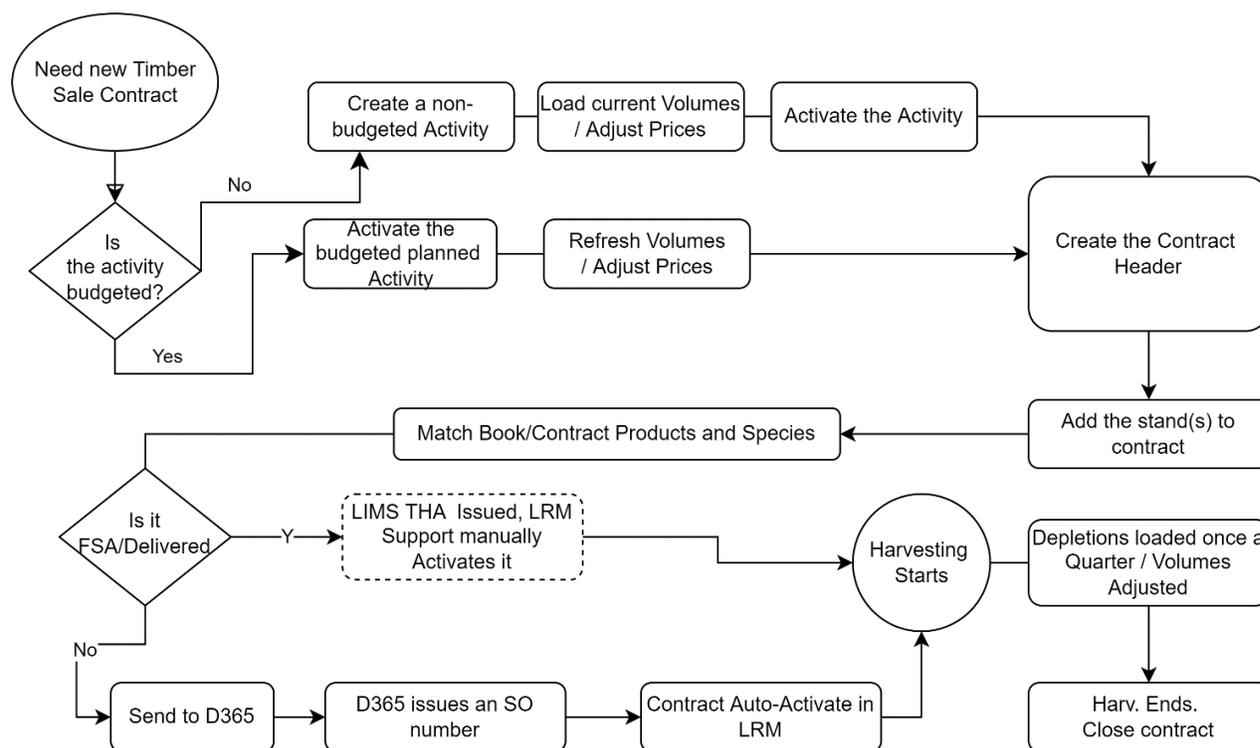
CLOSING A SILVICULTURE CONTRACT

1. Navigate to the Purchase Unit in the Tree View. Click the Contract Silviculture Activities node, and select the contract you need to close. Attach documents if necessary, following the procedures outlined on page 17 (Closing TS Contracts).
2. Make sure you requested payments for all items (that will need to be paid) in the “Silv Act Pymt” tab. If all items are showing “Pay?” = **Yes**. Save and Post version. ***You can leave items that won’t need payment as pay=no and still close the contract but once you close the contract it’s final.***
3. ***Please do not switch the contract status field to CLOSED until all payments have been confirmed by the FSP.***
4. Do not forget to send the [DUT](#) (database update template) file and to request ttg_edits@ttgforestry.com for map updates if necessary. Ask LRM Support to remove stands that eventually didn’t get treated but were in the contract. This is very important. <https://pam-ttg.azurewebsites.net/>

AMENDING A CONTRACT

1. Amending a contract in LRM is a manual process that requires LRM support admin rights to do it.
2. Once the contract expires (end date < current date), the contract must be closed or amended. Amendments and new contract end_date must be communicated to LRM Support by e-mail.
3. If, while amending a harvesting contract, new stand(s) are added to the cutting job, this new area must be a new entire stand. If that is not the case, a map update must be requested to [ttg_edits](mailto:ttg_edits@ttgforestry.com), a harvesting activity must be added and activated on the stand (see page 10) and a request for the stand to be added to the contract must be sent to LRM Support. The same is true for a silviculture contract.

Harvesting Contracts (aka S.O.)



Harvesting Contract (SO) Workflow 1

Harvesting Contracts must be entered into LRM so the inventory can be depleted and the volume available can be updated quarterly. Contract legal paperwork is done outside LRM but must include the same prices and quantities. Please start creating a contract in LRM **before** doing any field work.

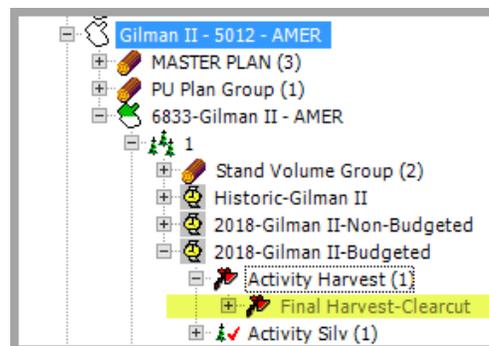
Please follow the steps:

STEP 1 – CREATING THE HARVESTING ACTIVITY: To enter a new timber sale contract in LRM, open the Tree View and navigate to the stand(s) that will be involved in the timber sale. You will see a “budgeted” and a “non-budgeted” node under the stand. It includes the Year and purchase unit in the naming convention.

Budgeted Timbersale Action: If a timber sale was entered during the budgeting process, you will see the activity under the “budgeted” option, as shown in the picture below:

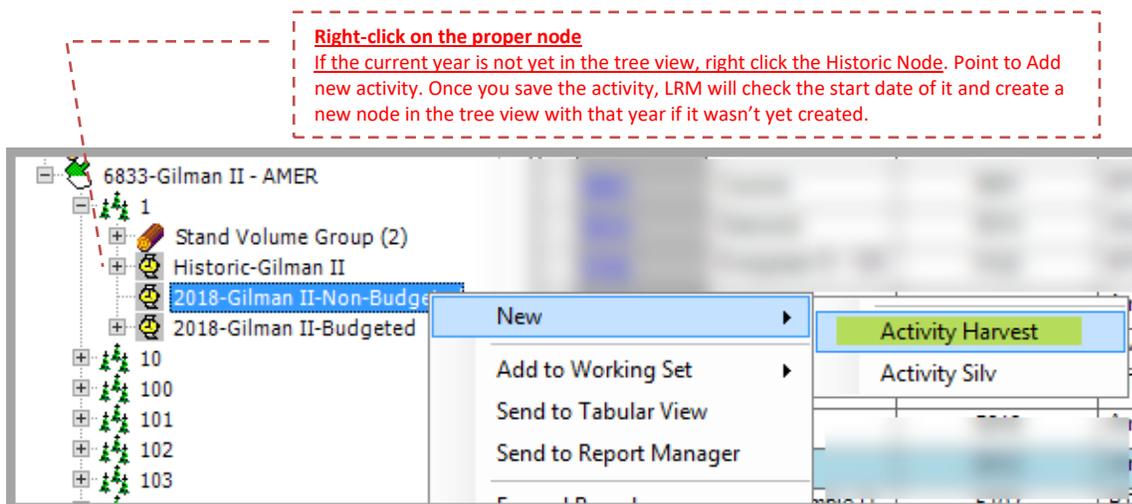
Important: If your timber sale was budgeted, skip to STEP 2. **NEVER CREATE A NON-BUDGETED ACTIVITY FOR THE SAME ONE THAT HAS ALREADY BEEN BUDGETED.**

Non-Budgeted Timbersale Action: If this sale you’re entering wasn’t budgeted, you will have to manually add this timber sale activity. Right-click on the “20xx-non-Budgeted” node, point to “New” and then select “Activity Harvest”. If the current year is not available, you can right-click on the “Historic” node and add the activity. LRM will use the start date to create a new node if necessary or to place it in the right node for that year.

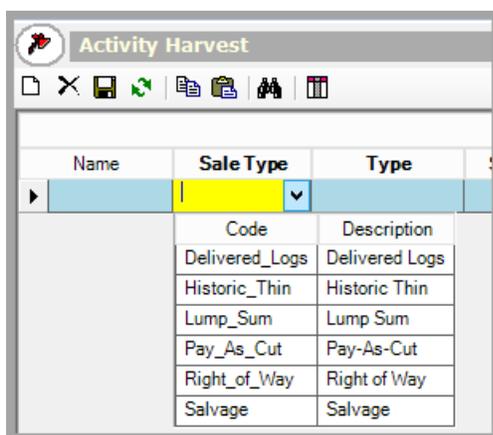


IMPORTANT NOTES:

- FSPs need to **send pre-harvesting inventory** data to ttg_edits@ttgforestry.com prior to putting a new TS contract in LRM, so depletions can work correctly.
- FSPs must also **send harvesting unit shapefiles or drawings** for regions where stands are not the harvesting units (northern hardwoods for example). Ttg_edits will then create a new stand based on the harvesting unit, and add inventory to it, and FSPs will then be able to pick that new stand with the correct boundary to put in the TS contract.
- For Thinning, **post-thin inventory** must be sent to ttg_edits the moment, or right after a thinning contract is closed.

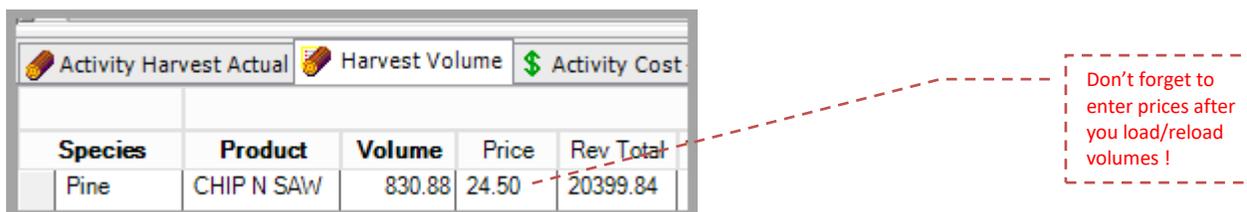


The fields in the **BOLD** header are required on the Activity Harvest page. If in your region it's common to name a timber sale, this can be entered in the "Name" field.

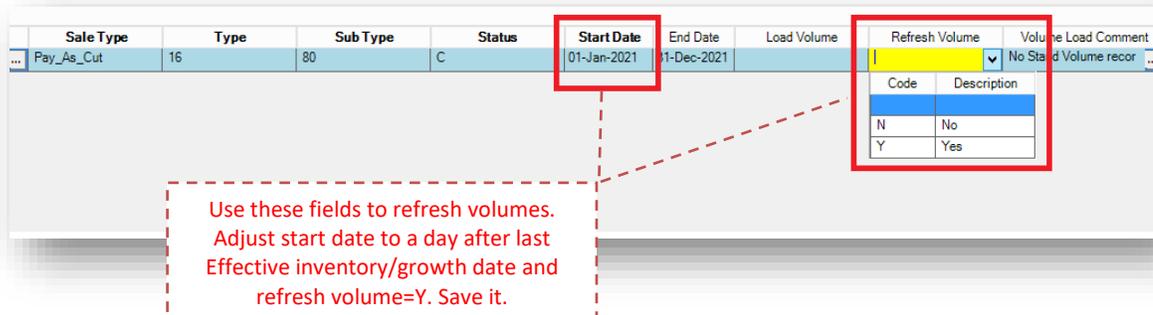


Once populated, click the **save** icon on the Activity Harvest section. **Annual budgets are locked once approved.**

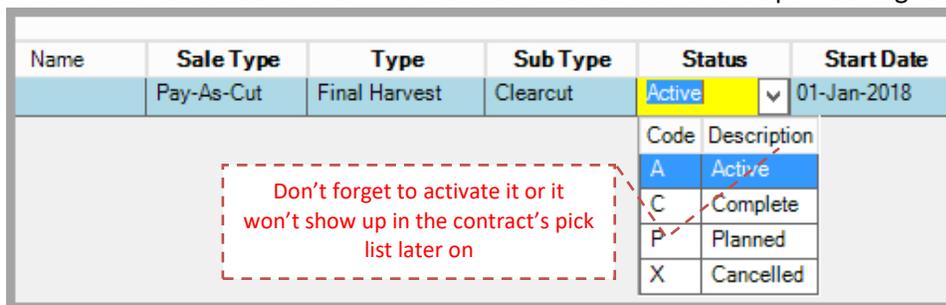
STEP 2 – CHECKING THE VOLUMES/PRICE: Once timber sale activity is selected, verify that the values under the "Harvest Volume" tab are correct. This would have either been populated during the budgeting process or entered during the non-budgeted process outlined in STEP 1. If the information (volumes, species, products, prices) needs to be updated, which frequently is the case, you can do it later, on the contract itself (Step 6). If multiple stands are in the same harvest contract, then the Price should be the same for LRM to properly summarize at the contract level. *Only region-specific booked Species/Products are available to enter here; contracted Species/Products will be entered and aligned with the booked products in the contract creation step. If there will be multiple contracted products depleted from one booked product, an estimated blended price could be entered.*



If you want to update the budgeted harvest volumes (and prices) with the most current inventory data, set the “Refresh Volume” field to “Y” and save it. LRM will bring the latest inventory (pre-harvest or growth) for you. Adjust the prices and the budgeted revenue will automatically be updated upon saving the new prices. *If creating a harvest activity, use the “Load Volume=Y” first to bring the volumes from inventory. Use the “Refresh Volume=Y” if volumes are already present and only need to be updated.* Check the “Volume Load Comment” field for the status when it finishes refreshing.

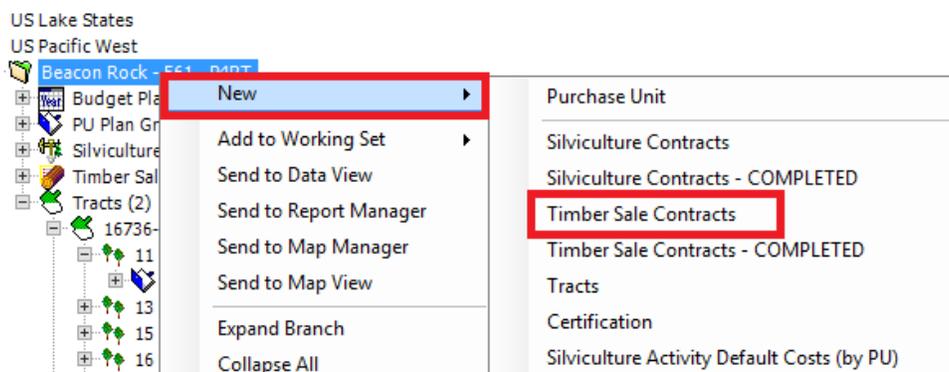


STEP 3 – ACTIVATING THE HARVEST ACTIVITY: Once you are ready to add the planned activity to a contract, switch the status of the activity to “Active” on the Activity Harvest page. **The timber sales activity WILL NOT be available to add to a contract until the status is set to ACTIVE in this step.** Repeat for all stands that need to be added to the same contract before proceeding to the next step.



STEP 4 – CREATING THE CONTRACT HEADER: In the Tree View, click on the Purchase Unit that you wish to add a Timber Sale Contract to. See the image below regarding where to click.

Right-click and point to “New” and select “Timber Sale Contracts”.



STEP 5 – POPULATING THE CONTRACT HEADER: After processing, LRM will bring up the Contract Timber page where you will need to populate the header fields. Once the items below are completed, click the Save icon.

- **FSA Ind?: Y E S** if this timber sale part of a Fiber Supply Agreement (FSA) or if it’s a delivered logs sale. In this case LIMS will handle it and it **won’t need to be sent to D365**.
- **Logger FSA:** If FSA Ind? Is populated with “YES” then select the customer for the FSA
- **FSA’s THA:** This is the number that links LIMS with LRM for volume depletion.
- **CustomerID Non-FSA:** If FSA ind? Is populated with “NO” then select a customer for a regular timber sales contract.
- **Sales Type:** PAC, Lump Sum, Salvage, Delivered, etc.
- **Harvest Type:** Final Harvest, Thinning, etc.
- **Start/End Date:** Select dates
- **Status:** Leave as “Pending” until you are sure that you are ready to send it to D365. Once completed, a contract will be initiated in D365 so this is why it needs to be left as pending for this step. Do not send to D365 if it’s FSA/Delivered=YES.

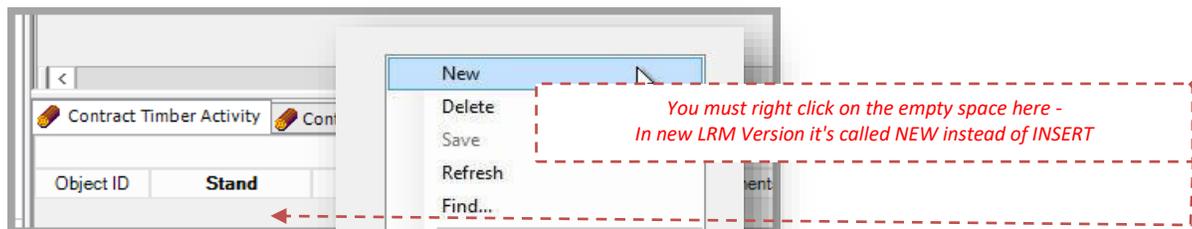
Data View

Timber Sale Contracts - COMPLETED

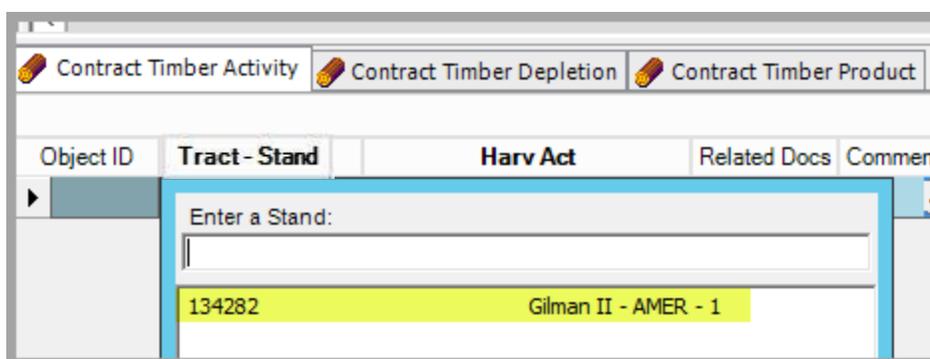
CONTRACT HEADER										
Contract # (LRM)	FSA/Delivered	Logger FSA	FSA's Timber Harvesting Agmt #	CustomerID/Non-FSA	Sales Type	Harv Type	Start Date	End Date	Status	Currency
1110	Yes	Miscellaneous Custo	200002		Delivered_Logs	1	28-May-2021	31-Dec-2021	Closed	USD
									Pending	USD

*If your non-FSA customer/vendor is not listed, you must e-mail Fund Services to get it setup. There's a process in place with a background check, ACH and W-9 setup for **all vendors** that need to be done before it shows up in this list automatically.*

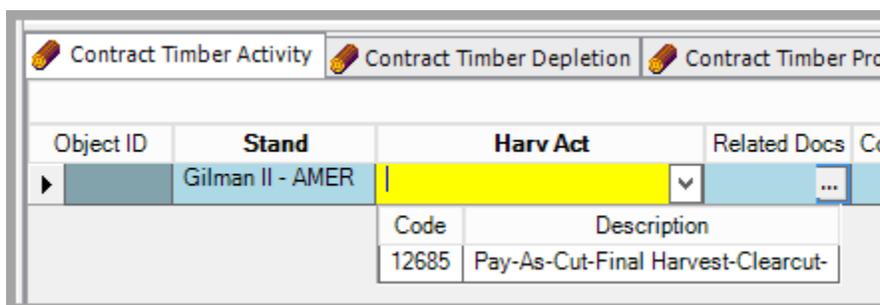
STEP 6 – PICKING THE STANDS FOR THE CONTRACT: Once saved, the Contract Timber Activity child table will be available. Under the Contract Timber Activity tab, **right-click** and select Insert.



Select the stands that you wish to add to the contract. Keep in mind that only the stands that were set to “Active” in Step 3 will be available here.



Once the stand has been selected, populate the “Harv Act” field and then select the Save icon on the Contract Timber page.



STEP 7 – CHECKING CONTRACT VOLUMES AND QUANTITIES: Once saved, LRM will populate the Contract Timber Product tab with the Species, Products, and Quantities from the inventory that were verified in Step 2 above.

D365 Product Code must match exactly the product/species code Accounting has in the books. If that doesn't happen, the contract will be rejected by D365 and the property manager will be asked to fix it.
If you don't have a copy of the current booked species/products in your Purchase Unit, please contact Fund Services or LRM Support before putting the contract in LRM. Once sent to D365 it's very difficult and time consuming to correct anything!

Do not forget to fill in the prices and quantities - must be the same as the legal documents. For lump-sum sales you might need to use Market Value unit prices prorated up to actual total sale price



Inventory Species	Contract Species	Inventory Product	Contract Product	D365 Prod.Code	Sales Type	Harv type	Quantity	Sale Price	Sale Price UOM
Hardwood	Hardwood	Pulpwood	Pulpwood	210PW	Pay_As_Cut	Final Harvest	2422.65		Tons
Hardwood	Hard Hardwood	Sawtimber	Sawtimber	130SAW	Pay_As_Cut	Final Harvest	1936.20		Tons
Hardwood	Soft Hardwood	Sawtimber	Sawtimber	332SAW	Pay_As_Cut	Final Harvest	0.00		Tons
Pine	Pine	Pulpwood	Pulpwood	500PW	Pay_As_Cut	Final Harvest	103.40		Tons
Pine	Pine	Sawtimber	Sawtimber	500SAW	Pay_As_Cut	Final Harvest	460.45		Tons
Pine	Pine	Sawtimber	Poles	500POL	Pay_As_Cut	Final Harvest	0.00		Tons

The Species/Product columns default to auto-populate from the stand inventory information selected as part of the contract. However, it's common for products to be included in the contract in more detail than they are carried on the books, and these must be correctly assigned to the Inventory Species/Product to ensure depletions are handled correctly. In the example above, the contract includes specific prices for Hard and Soft Hardwood Sawtimber and Pine Poles, which aren't in the inventory for the PU. The user entered these into the Contract Species and the Contract Product columns and then verified the correct Inventory Species and Product were auto-populated for depletion purposes. **If you have completed this step and feel the incorrect Inventory Species/Product is being populated, please notify lrn.support@ttgforestry.com**

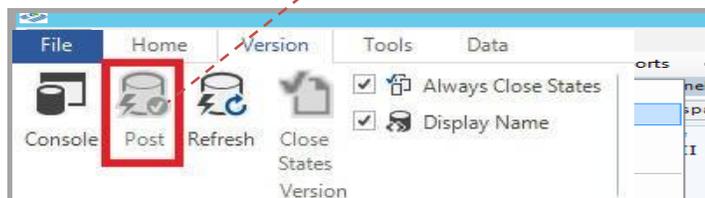
- For Lump Sum sales, please load pre-harvest inventory (where applicable) by sending data to ttg_edits@ttgforestry.com.
- For Lump Sum sales, please enter your best estimate as to what the buyer paid for each Species/Product currently in the inventory. **On a Lump Sum sale, the sum of the Quantity * Sales Price must match the actual payment value in the contract.**
- For Pay-As-Cut sales, the quantity can be zero but you must enter a Sale Price for every record.
- If you're selling products in units other than what is currently in the inventory for that Purchase Unit (e.g., selling by MBF instead of Tons in the South), please right-click and insert a new line. In this new line, you'll be able to enter the new Sale Price UoM (unit of measure) and the price according to that unit. **Leave the quantity as zero and include a conversion to the unit in the contract and note this in the email with the executed contract sent to Fund Services.**

STEP 8 – SEND TO ACCOUNTING (if not FSA or Delivered log sale): Once everything is entered and the contract is ready to be sent to Accounting (D365) to be executed, switch the status field in the Contract Timber Header to "Send to D365". Click the save button.

Start Date	End Date	Status	Currency	D365 ID	D365
05/24/2018	12/31/2018	Send to D365	USD		
		Code	Description		
		A	Active		
		C	Closed		
		P	Pending		
		R	Rejected		
		S	Send to D365		

Only submit to D365 if you are 100% sure everything is right and ready to be executed. To reverse it is very manual and complicated!

STEP 9: Once everything has been saved, you need to **post your version**. In the Version menu, click button “Post”. This will trigger a system linkup and initiate an official contract request in the Fund Services department within the D365 accounting System.



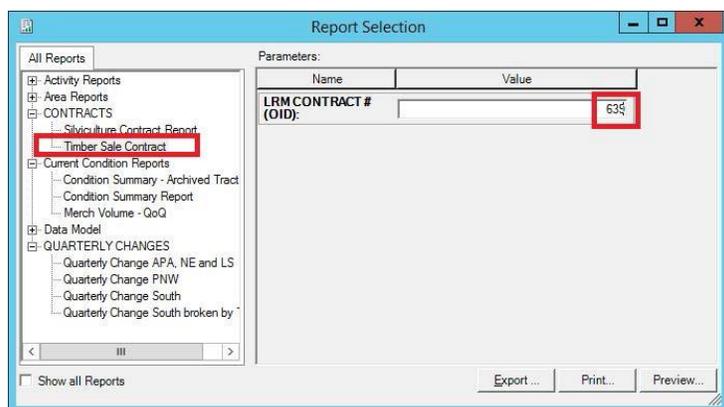
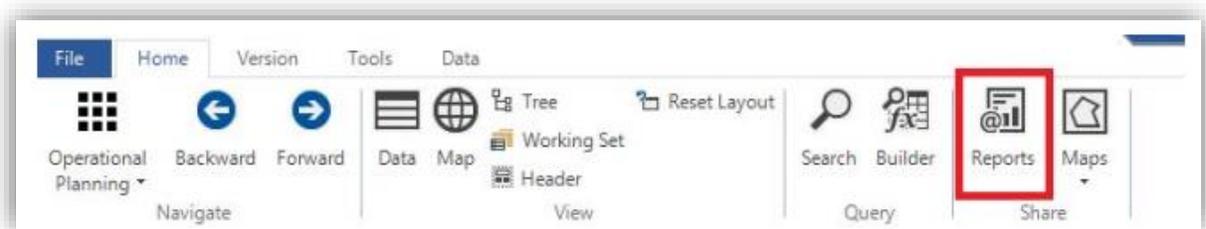
WARNING:
IF YOU DON'T POST IT,
NOTHING GETS SAVED

STEP 10 – CONTRACT IS ACCEPTED AND READY TO BE EXECUTED: Once it has been issued, you will notice that the D365 ID, Date Created, and FA Confirmer fields will be populated, and the status should automatically be set to “Active”. You will record the D365 ID on the physical contract and include it in the email Subject you send to Fund Services.

D365 ID	D365 Date Created	D365 FA Co
PO054322	03/22/2018	TStark
SOAMER000051	04/04/2018	

This is how you'll see that the contract has been created and activated in the accounting system

Please print out a report from LRM for the TS contract once it's issued by D365 and include it with your paperwork. For that, go to the Home Menu and click Reports:



Select the Timber Sale Contract report under the Contracts node. Enter the LRM contract number in the box and click the preview button to check it first and/or the export button to a PDF file.

Harvest Contracts – Special Cases

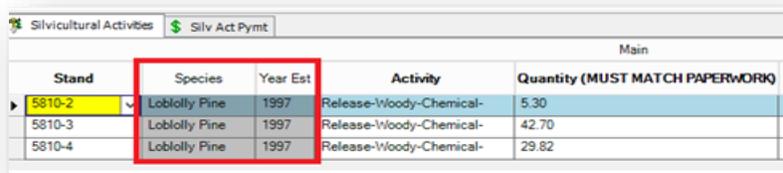
For **Lump Sum Sales**, once you receive the first payment, please submit a map update to ttg_edits so the stands on the contract can be marked as cutover then close the contract once everything is complete (BMP, inspections). For **Pay-as-Cut** however, only send a map update once the whole contract has been finalized and closed. If site prep or planting needs to be done before all stands are cut, you'll have to ask ttg_edits for the stands to be split beforehand. Whenever possible, put new stand numbers on the standing pieces and keep current stand numbers on the stands that are in the contract.

Understandably, it is often necessary to engage with site prep and reforestation contractors well in advance of planned activity to ensure their availability and confirm future scheduling. When this need arises, we ask that you utilize the following protocol:

- Confirm the plan regarding stand(s), **site prep, and reforestation** contractor, needed prescription, and rate with the asset manager.
- Enter the contract information into LRM (Vendor, associated stands, and expected area and rates), **but leave the Status field as "Pending"**. You'll get an LRM Contract ID even if it's pending – use this code for now.
- Work with the asset manager and vendor to construct the contract and have it fully executed.
- At the point when the site prep activity begins, work through the following key:
 - **If the timber sale associated with the stand(s) is complete**, please confirm the **timber sale** contract is marked as "Closed" in LRM, and the associated map updates have been completed at the stand level and the stands now show as cutover.
 - Navigate back to the silv contract in LRM, update with correct acres/rates if needed, set the Status field to "Send to D365" and post your version. You should get a D365 Contract # within 24 hours if all is correct.
 - Provide the D365 Contract # to the asset manager and vendor for invoicing purposes.
 - **If the timber sale associated with the stand(s) is still ongoing**, you can't close the TS contract just yet nor set the completed stands as cutover or we'd be over-depleting the inventory.

If you're at the point where the field site-prep activities are being executed and you need to pay the invoices in the "pending" contract, you'll need to go ahead and request a map update to split out the parts not yet harvested into new stands. Only then can you activate and pay the **site prep** contract. *When you send in this update request, please flag it as "Urgent" in the title of the email and briefly explain the case, asking not to change original stand IDs for those stands that are still in the contract. New stand IDs will have to be created for the split pieces.*

- Wait for the map update to be completed and then navigate back to the site-prep silv contract in LRM, update acres, or pick the new stands for the site-prep contract. You will see two new fields with *live view* columns in the stand table that can help you observe if the map updates are complete before sending to D365:



Stand	Species	Year Est	Activity	Quantity (MUST MATCH PAPERWORK)
5810-2	Loblolly Pine	1997	Release-Woody-Chemical-	5.30
5810-3	Loblolly Pine	1997	Release-Woody-Chemical-	42.70
5810-4	Loblolly Pine	1997	Release-Woody-Chemical-	29.82

- Once everything is in order, set the contract status field to “Send to D365”. Post and wait for the contract to be issued.
- To provide a contract report to asset manager and vendors for invoicing purposes is always a good practice.
- For Interplanting, please add a comment on the comments field (the bottom part of the contract screen - stand lines) to indicate what is the original Establishment year of that stand so Fund Admin can correctly allocate the costs.
- If the interplanting is for a stand that had a major planting failure (usually >50%), FSPs should use “planting (Regeneration)” activity instead of interplanting and have the stand be set to cutover or undefined beforehand. A comment is also very welcome by the Fund Services staff.

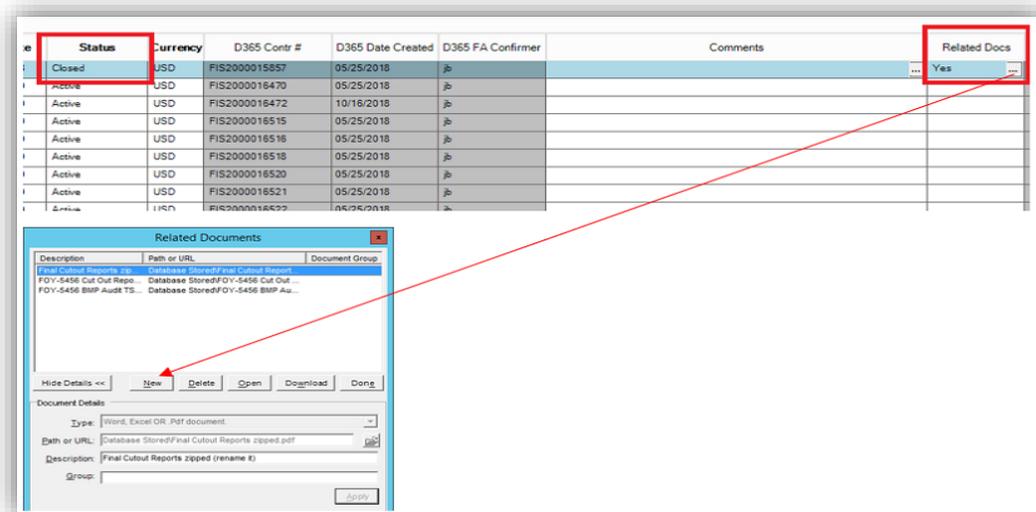
Closing Timber Sales Contracts

The Timber Sale contract will eventually be complete, and all stands in it will be cutover. ***Once that happens you have to submit to ttg_edits@ttgforestry.com a map update request so LRM can be updated from a planted stand to a cutover stand and it will release it for site prep work and contracting.***

Once a Timber Sale contract is complete, the BMP Auditing form **in PDF format** (template found in the remote folder on the cloud) must be filled out and attached to the contract header (figure below) along with the harvest summary report showing all amounts and depletions received, along with any other documents you find to be important. Contract status must be set to “CLOSED”. It shouldn’t happen, but if BMP are done after contract closing, send the form file to the LRM Support for uploading.

What to do?

- Navigate to the Purchase Unit in the Tree View.
- Click the Contract Timber node, and select the contract you need to close.
- Find the field “Related Docs” and click on the three dots button (...). A new window will be displayed where you can attach documents.
- Click New, select the type of file (pdf usually), and type something as description and group.
- On the Path or URL field, **paste the URL of the document stored in SharePoint** or click the folder button and navigate to the folder where the file to upload is.
Make sure you’re going to your local machine (TSclient) and not the remote server. Upload to Virtual drive if using the AVD Web
- Once everything is filled out and file is selected, click **Apply** to save it and hit Done.



- Once documents are attached, set STATUS FIELD of the contract to CLOSED. Hit the Save button on the main menu. Go to the menu VERSION and click POST
- **Important:** Always send in the [DUT](#) (database update template) file and request ttg_edits for stand splits if parts remain uncut or LRM Support to remove from contract stands that eventually didn't get cut.
- **Lump Sum Contracts must have their stands marked cutover in the same quarter the payment is received by Fund Services. Keep the contract open until BMP is complete.**

Harvest Contracts – FAQs

What if the stand requires site prep and is still in an active harvesting contract?

A logic change is now **allowing site prep on stands that are still in active harvesting contracts** was implemented in LRM recently. From now on, you can add stands that do not require splitting or map updates to site prep and even planting contracts without having to set them to cutover first. You'll still see a warning message telling you that you shouldn't do it, but you can just click OK and move forward anyway. Refer to page 25 for more details.

What if the Timber prices changed during the contract?

It should be accompanied by an amendment in most cases. If the harvesting job hasn't started yet, the Regional Manager can approve by e-mail the changes in product price and the lrn.support@ttgforestry.com staff can update them in LRM and D365.

The same is true if quantities and products change or need to be added. Try to keep only stands that should be completely harvested during the same semester to avoid keeping the contract open just because one stand was not cut among many others. You cannot close contracts unless all stands are cut (see next topic if not all stands are going to be cut).

What if I didn't harvest all the stands in the TS contract?

In the case not all the stands have been cut, you will have to email lrn.support@ttgforestry.com asking for that stand to be removed from the contract.

Once that is done, navigate to the stand's budgeted (now active) harvesting activity and change its status to "canceled" and save; or change it to planned and move the start date to the future if it's going to be cut within the current budgeted year.

After that, you can close the contract and submit the [DUT](#) and map update request to ttg_edits.

What if the logger left patches of uncut timber in the stand?



It's not uncommon, especially in the Pacific Northwest and Northern hardwoods, for patches of uncut timber to be left out after harvesting is complete. The image on the side shows that. It is up to the field forester and, with the help of the map portal and the GIS person in the company, to check that using a imagery layer like Sentinel-2 and inform ttg_edits@ttgforestry.com to update LRM and maps accordingly.

Large roads and highways should also be digitized out of productive area and be flagged as such in the systems and

maps for better forest inventory accuracy.

PRINTING CONTRACT REPORTS

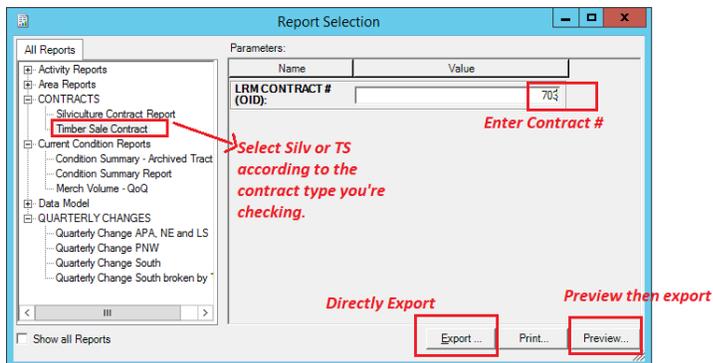
In LRM you can find preset reports for Timber Sales Contracts (aka SO) and Silviculture contracts (aka PO). To print them, first note the LRM Contract ID # for the contract you want to print.

Contract # (LRM)	FSA/Delivered	D365 Contr #
703	No	SOamer000151
693	No	SOamer000145
666	No	SOamer000134
618	No	SOamer000116
511	No	FIS2000014052
510	No	FIS2000016832
447	No	SOamer000002
415	No	FIS2000015820
413	No	FIS2000015171
631	No	SOamer000117
417	No	FIS9635
416	No	FIS2000015821
414	No	FIS2000015209

Internal LRM Contract Code - This is the one to use

This is the D365 code issued at the moment of contract creation. This code is only used in D365 and not much in LRM.

Once you find the code for the contract you need – in this case, let’s use TS contract 703 as an example – click the Home Menu > Reports button.



Then click “Preview” to see the report. From this window you can print and export to several file formats, including PDF and Excel.

Timber Sale Contract

Created on: June 19, 2019 Issued on: June 19, 2019

FUND CODE: AMER PART OF AN FSA? N
 PURCHASE UNIT: 500B - Bearisland CUSTOMER ID: C04139
 CUSTOMER: WST Products, LLC
 SALES TYPE: Lump_Sum *STATUS: A
 Type 3 LRMEXPORT ID/DATE: 123 - June 19, 2019
 Subtype 13

CONTRACT - TIMBER PRODUCTS ON CONTRACT							
Contract ID	Inw. Species	Inw. Product	Conts. Species	Conts. Product	Sales Price	Volume / UoM	Total
703	500	FW	500	FW	\$11.00	2,344.00 T	\$ 25,224.00
703	500	CNS	500	CNS	\$15.00	4,044.00 T	\$ 60,660.00
703	500	SAW	500	SAW	\$12.00	2,268.00 T	\$ 27,216.00
703	210	FW	210	FW	\$9.00	399.00 T	\$ 3,591.00
						10,096.00	\$ 155,296.66

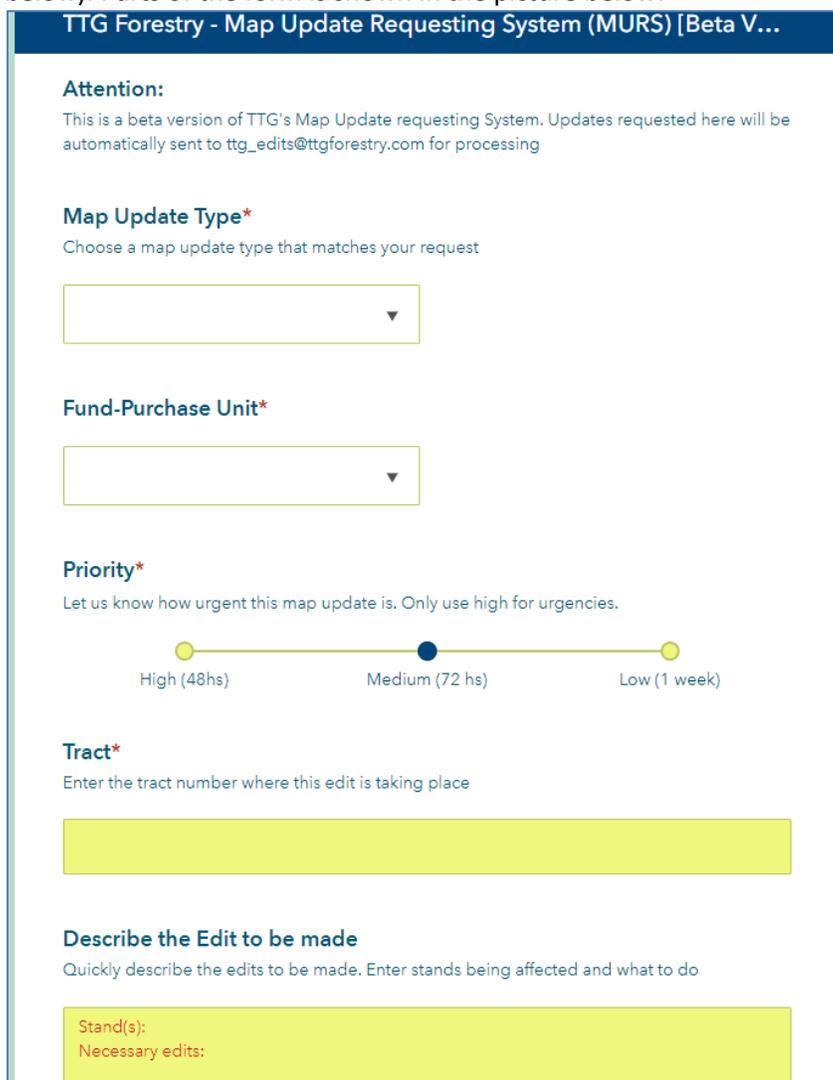
Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

MAPS

Requesting a Map Update

You can request changes in the data for the properties you manage in two ways.

- 1) **Via MURS web form:** Recently TTG deployed MURS (Map Update Requesting System) where you can fill out a form to request an update. Access it via <https://arcg.is/1Lm1qj> (or the QR code below). Parts of the form is shown in the picture below:



TTG Forestry - Map Update Requesting System (MURS) [Beta V...

Attention:
This is a beta version of TTG's Map Update requesting System. Updates requested here will be automatically sent to ttg_edits@ttgforestry.com for processing

Map Update Type*
Choose a map update type that matches your request

Fund-Purchase Unit*

Priority*
Let us know how urgent this map update is. Only use high for urgencies.

High (48hs) Medium (72 hs) Low (1 week)

Tract*
Enter the tract number where this edit is taking place

Describe the Edit to be made
Quickly describe the edits to be made. Enter stands being affected and what to do

Stand(s):
Necessary edits:

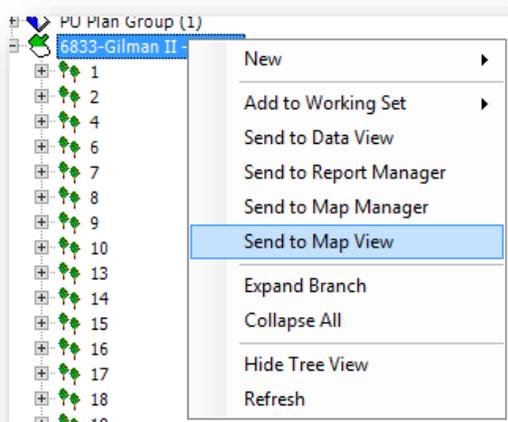


- 2) **Emailing TTG Edits:** You can e-mail files and any update request such as map updates, tabular updates, harvest units, new inventory data, corrections, or anything related to the email ttg_edits@ttgforestry.com

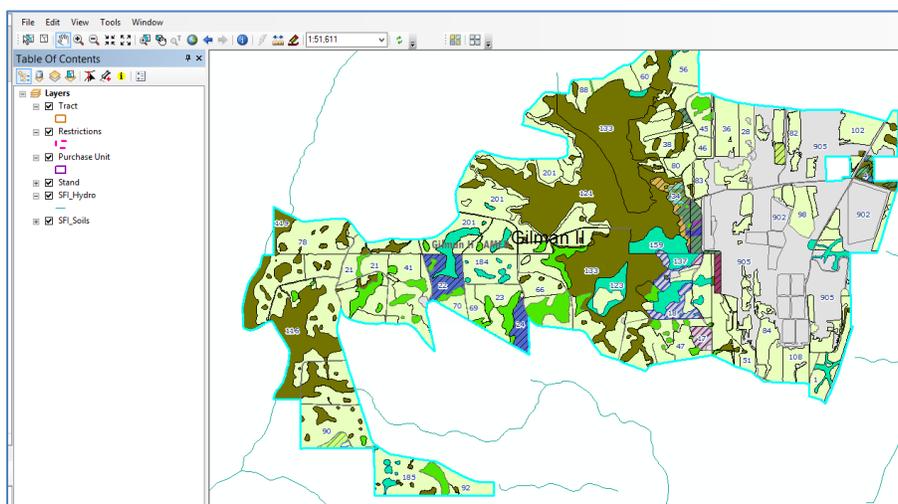
Accessing Maps in LRM

Although you have geo-enabled PDF maps updated every quarter in the remote Maps and Files folder, you might want to produce your maps for whatever reason. To have access to recently processed map updates, layers that are required by SFI, and other information, you have the option of opening LRM's mapping interface to explore the spatial data from your desktop.

- To open it, right-click on a Purchase Unit, Tract, or Stand and select "Send to Map View".
- If that option is greyed out, hit File>Options. Under "License", make sure "ArcView" is selected. If not, select it and hit OK; restart LRM.



After sending it to Map View, a map window will load. It will look very similar to ArcMap if you're familiar with it. You can add other layers to the map such as soils, SFI, streams, restrictions, conservation areas, T&E and many others by clicking map View menu **FILE> ADD SYSTEM DATA** and checking the layers you want to load. *LRM Map viewer video training – [click here](#) to watch a short YouTube demo.*



If your map window doesn't get sized properly, please check your screen resolution. It's probably too high.

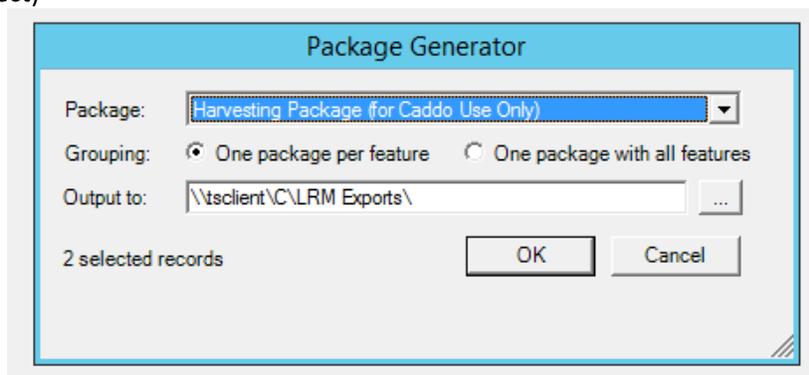
Creating Map and Report Packages in PDF Package Generator in LRM

Create a Harvesting Package:

- In LRM, Open the Query Builder
- Open the Contract Timb Listing (SO)>All queries>All SO InfoType (as shown in the image below)
- Right-click>” Auto Filter Enabled”. Filter the Contract ID you want a package for. Select one or all the stands (holding the Ctrl key) in the contract.



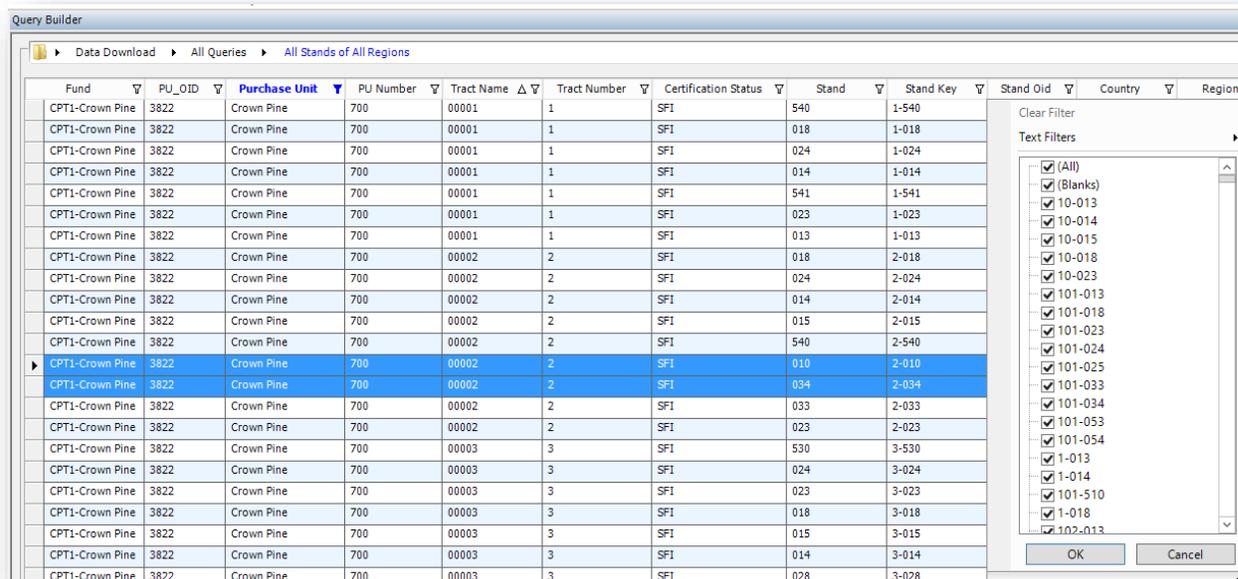
- With stands selected, click the “Create Harv. Package” button on the right-hand side.
- Select what Packaging template to be used (Generic for all Regions or Crown Pine specific for that project)



- Select your preference for grouping if more than one stand was selected. If you want just one package per stand or if you prefer a single PDF file with all stands in it. *The latter might work best for harvesting.*
- In “Output to”, pick a directory (if one file per feature) or a file path (path\myfile.pdf, if one file with all stands) in your local machine (C:/Temporary). Make sure you’re not exporting to the Server’s C drive instead or the file(s) won’t be accessible.
- Hit OK to start generating the packages. It will take a while depending on the number of stands and the size of the selected package. *[Go grab a coffee]*
- Wait until you see the message that your package was successfully generated.
- Your package should now be available in the output folder or file you selected above (and shown in the message mentioned in the step above as well).

Create a Silviculture Package (Stand Establishment):

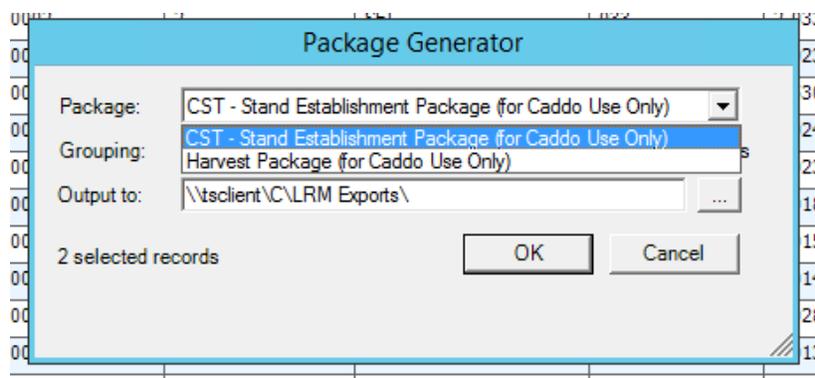
- In LRM, Open the Query Builder
- Open the Data Download InfoType
- Right-click> “Auto Filter Enabled”. Filter the Purchase Unit and the Stand Keys you want to export a package for



- If more than one stand (*compstand*) is going to be in the package, hold the Ctrl key and select all the stands as shown in the image above.
- Click the “Package Gen...” button on the right-hand side.

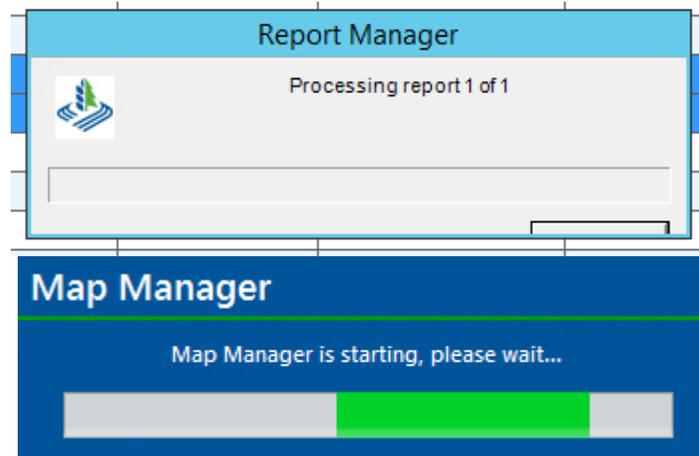


- On the Window that pops up, select what package you want to generate. In this case, a Silviculture-Stand Establishment Package.

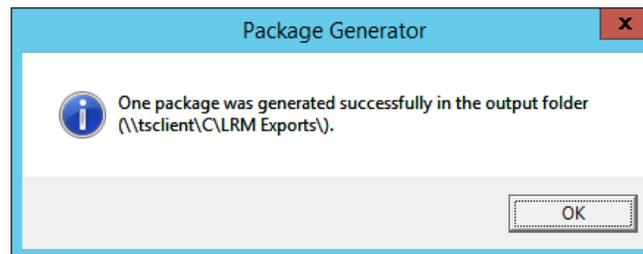


- Select your preference for grouping. If you want just one package per stand or if you prefer a single PDF file with all stands in it. One package per feature works best at this point for Sily

- In “Output to”, pick a directory (if one file per feature) or a file path (if one file with all) in your local machine (if on AVD Web, use C:/Temporary). Make sure you’re not exporting to the Server’s C drive instead or the file(s) won’t be accessible.
- Hit OK to start generating the packages. It will take a while depending on the number of stands and the size of the selected package. *[Go grab a coffee]*



- Wait until you see this message:



- Your package should now be available in the output folder or file you selected above (and shown in the message above as well).

PS: This is an automated product and might not look exactly like you wanted it to be. Ask your local GIS person to adjust the MXD templates if needed.

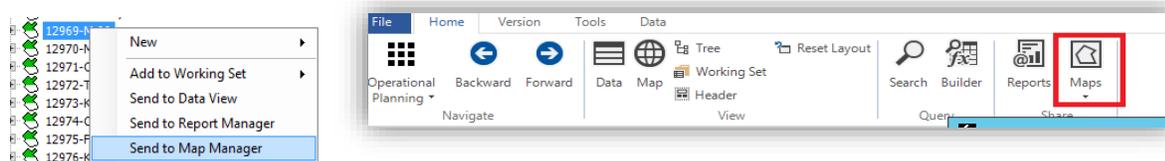
Creating PDF Maps using the Map Manager

LRM lets you create simple PDF maps in pre-defined templates. New Templates are being added to LRM from time to time.

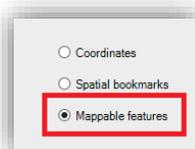
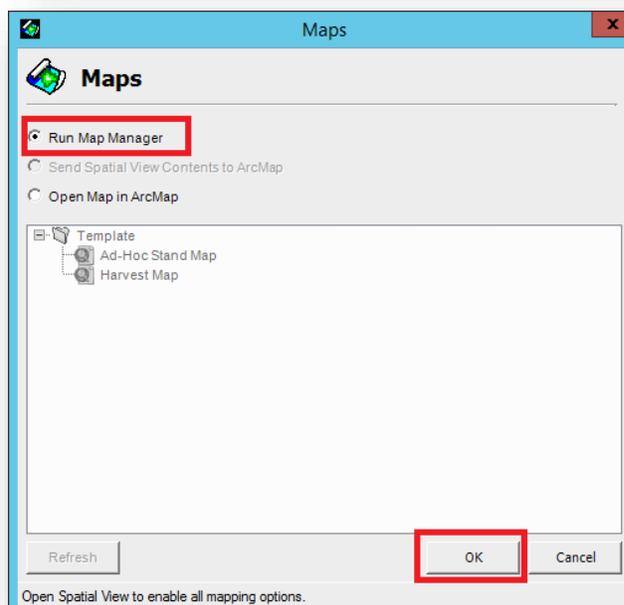
You can use this procedure to create simple maps to add to contracts or to print and take with you to the field. Some Timber Sale projects might require more than a standard map, especially if the sale does not encompass full stands. In this case, the GIS analyst in charge of your area should be able to create it for you. To create a map using the LRM standard templates, please follow the steps below:

Steps:

- From the Home Menu ribbon, click on Maps. You can also right-click a Tract or Stand and point to Send> Send to Map Manager

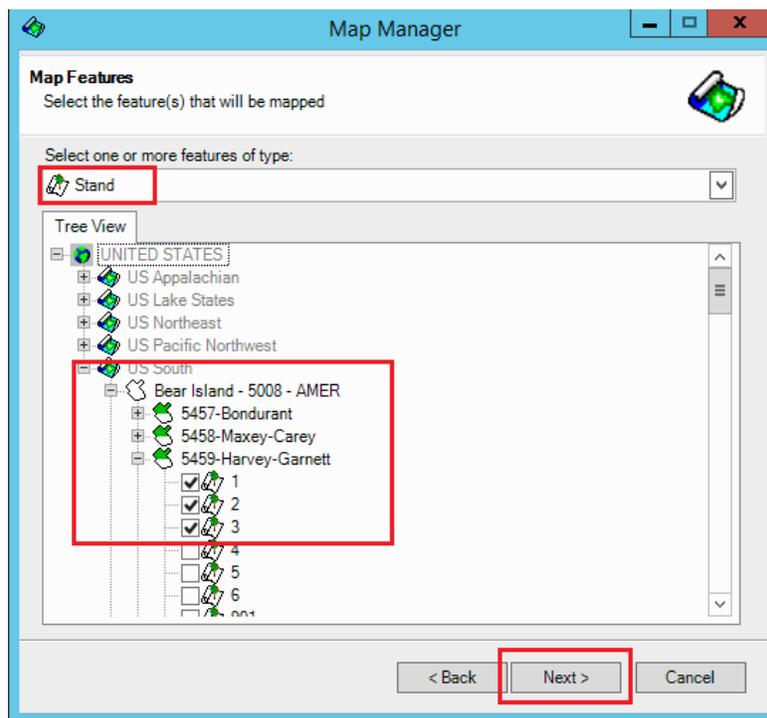


- If you clicked the Maps icon, Select “Run Map Manager” and hit OK

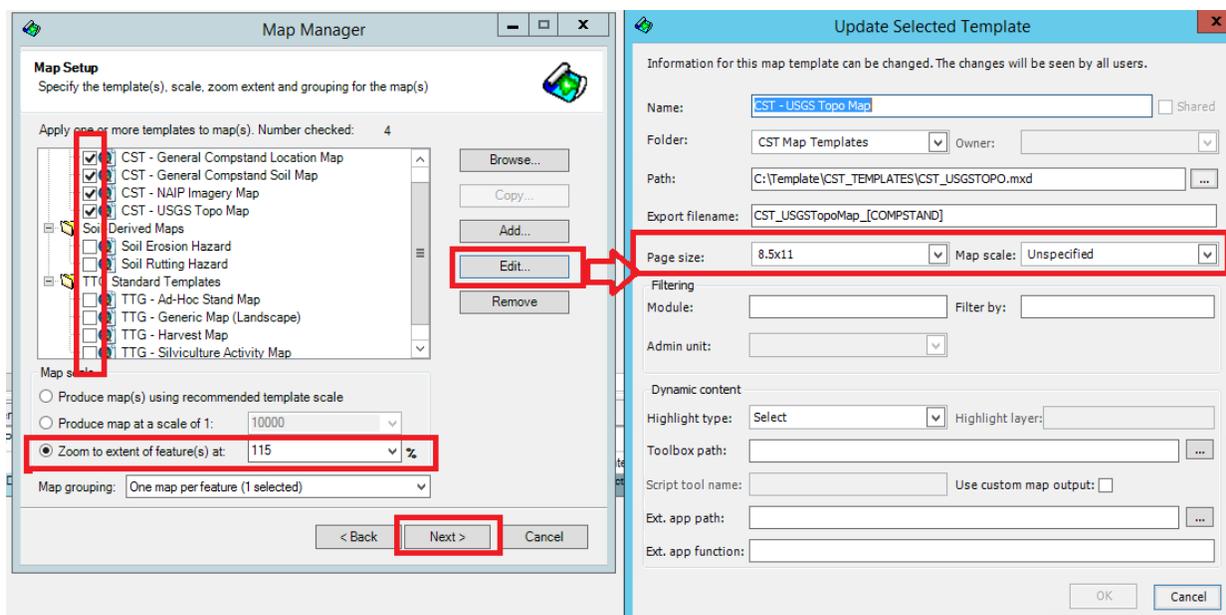


- Select *Mappable features* and hit Next

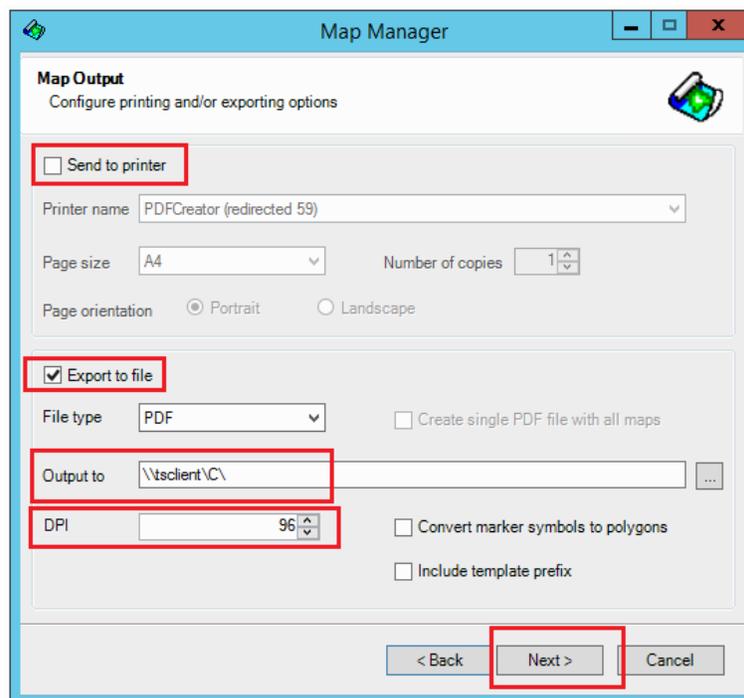
- Select Stands or Tracts on the feature type. Try to avoid selecting stands from more than one Tract at once for better-looking maps. Hit *Next*.



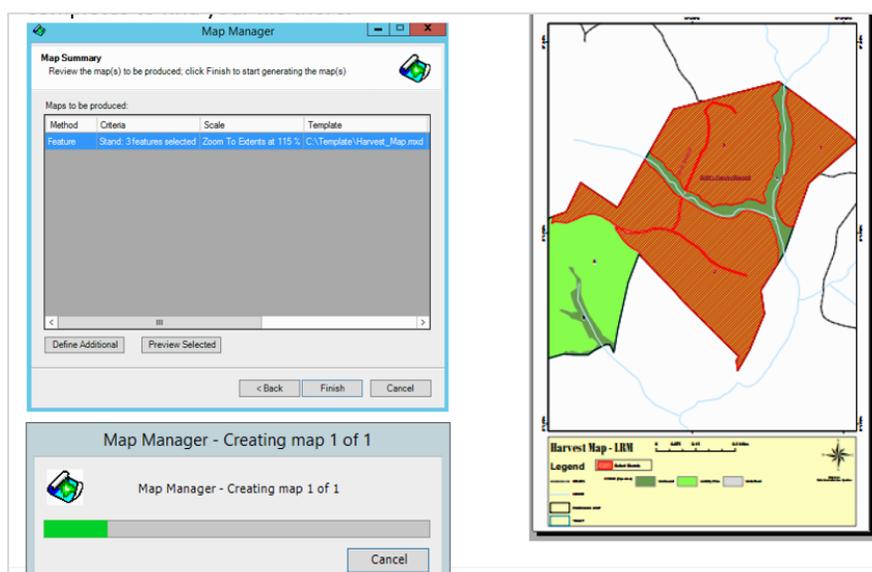
- Select the map template(s) you want to use. Select the level of zoom around the selected features (110 to 120% should work well). In the Map grouping, you can choose if you want to have only **one file with all the selected stands on it** or **one map file per selected stand**. Hit Edit to choose the page size and others. Hit *Next*.



- On the Map output window, select if you want to print it or export it as a file. You can export as images (png, jpeg, etc.) for contract documents or GeoPDF. On the **output option, be careful** to select a path on your local machine and not on the LRM server where you cannot access the file later. To save on the root of your C drive please enter [C:/Temporary](#) (It is advisable to create a LRM Export folder on your C drive to always use for this purpose so you don't need to change the path every time). The DPI is the map quality you want to export. Try not to choose a value higher than 300 or it will take a lot of time to create the file and it will be big in byte size. Hit *Next*



- Review the map summary and hit *Finish* to generate the map. After this, LRM might take several minutes to complete the task and ArcMap will flash. Do not close it. Check your folder once it completes to find your file there.

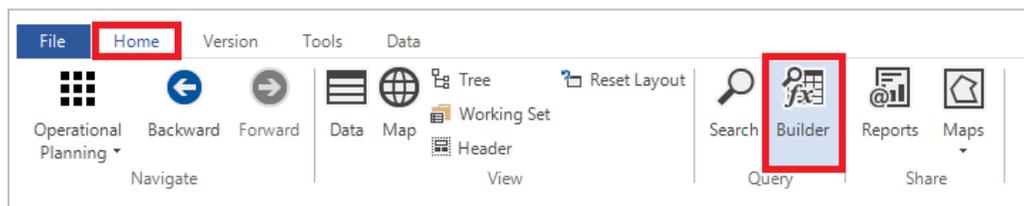


INFOTYPES, QUERYING, AND EXPORTING TABULAR DATA

THE INFOTYPE PANEL

InfoType is the name in LRM of a set of predefined queries (searches) where you can easily access tabular data from several tables and a combination of tables in the system.

Step 1: The first step to gain access to the InfoTypes is by clicking *Home Menu* and then *Builder*.

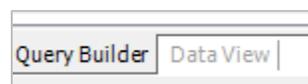


Step 2: If this is your first access, your InfoType panel will be shown behind the main panel (**it should work now in LRM 5.5**). This is because it was designed to be dragged and placed on a second screen. If you only have one, place the InfoType panel where you can use it; click its title bar and hold it, while holding, drag it and drop it into the centerpiece of the floating icon that will be displayed, as shown below. Drop it in the middle of it.



If your screen gets messy you can reset the layout (See page 7 for instructions)

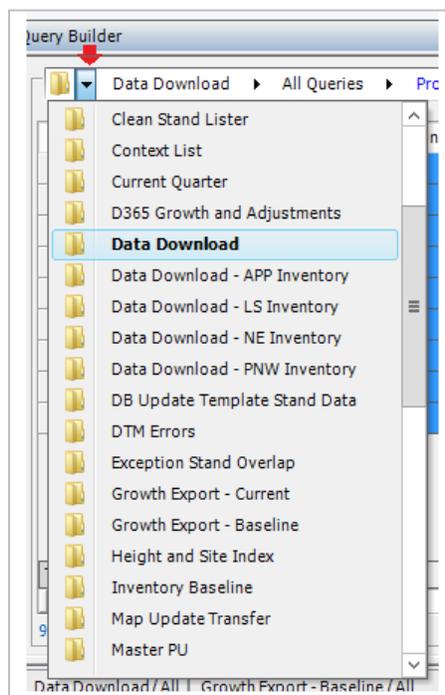
Now it should be visible. You can now toggle between the InfoType (Query Builder) window and the Data window at the bottom of the screen. Don't forget to toggle back to Data View when you're using the Tree View and to Query Builder when you want to get tabular data out.



INFOTYPES

Depending on your access level in the LRM application, you will see a list of predefined queries that pull data from several tables in the system and make them readable in plain text.

The image below shows where to click to see the list of InfoTypes you have access to.

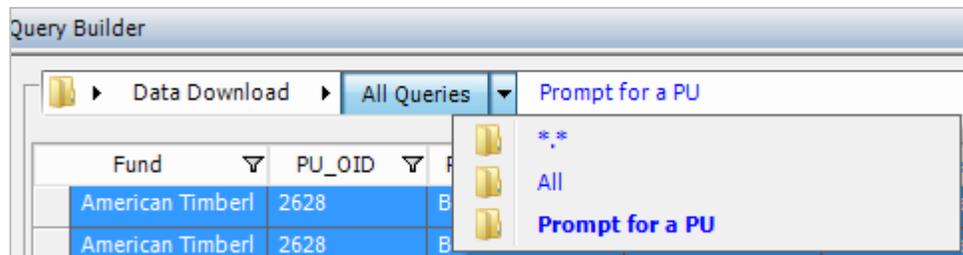


The most used InfoTypes are:

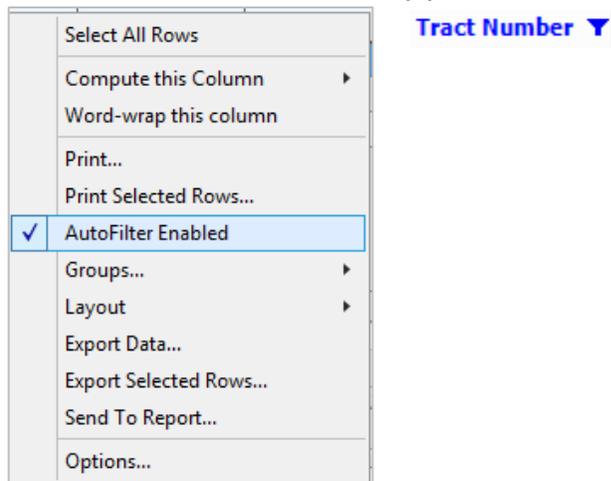
- the “Data Download” which contains inventory and main stand-level data fields necessary for management. The plain “Data Download” query is designed to be used for Purchase Units located in the US South while DD-APP Inventory is designed to be used for the Appalachian properties, LS in the Lake States, NE in the Northeast, and PNW in the Pacific Northwest region. You can see which region your PU is located easily in the Tree View.
- Master PU infotype is used for Asset Managers to approve Quarterly Data Changes.
- Contract Silv Listing and Contract Timber Listing show all the contracts entered in LRM to date. *Not all users have access to all these InfoTypes as it goes by your role within the organization.*

VIEWING AND EXPORTING DATA

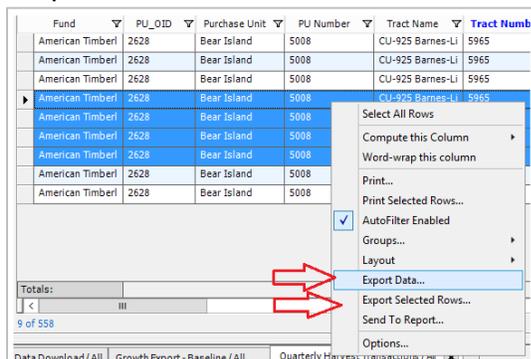
Once you pick the Infotype you will use, on the next arrow, you will pick which query to view. Usually, you can pick the “All” one to see all the data. Sometimes you will see other options such as “Prompt for a PU” and LRM will ask you to pick your Purchase Unit to filter down the data.



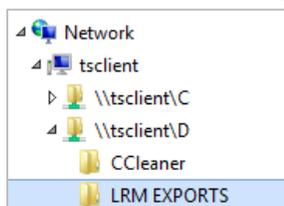
Once you pick your PU you will see all the data in the grid. The grid is Excel-like. You can right-click and enable Auto Filter and it will display a smaller filter icon just like Excel and you will be able to filter down data the way you want before exporting it.



To export data, you can right-click on the grid and select “Export Data” to export all rows or you can select the rows first (holding Ctrl and picking your rows) and then right-clicking and choosing “Export Selected Rows”.



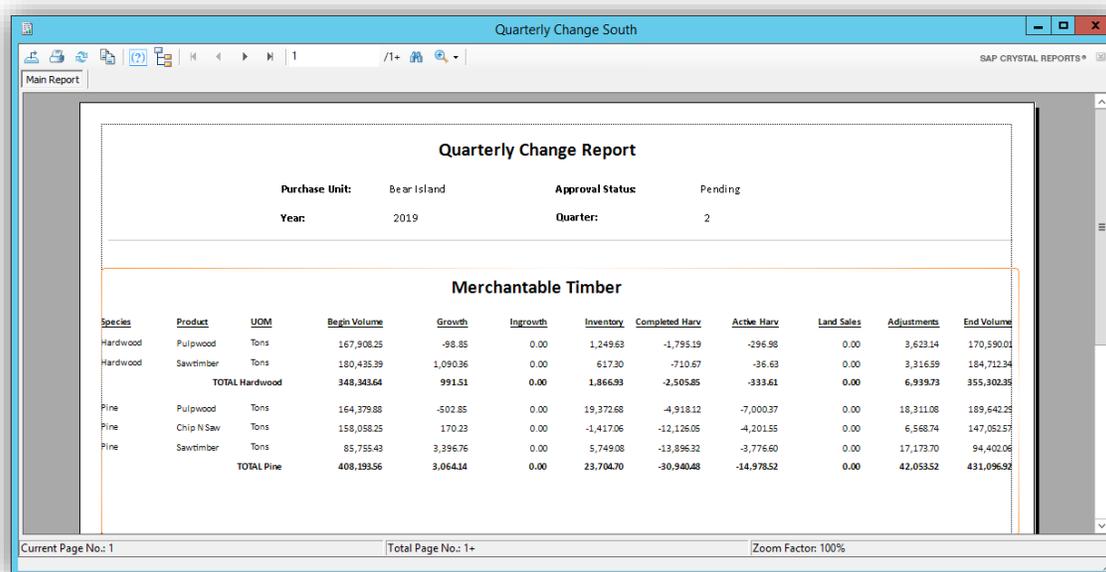
On the “Save As” window, choose the format you want in the Type dropdown (.xlsx for instance). Save on your local computer and not in the remote server by pointing to Network and navigating to your folders. *If you created a LRM Export folder in your C drive as we recommended on page 34, place it there.*



PRINTING REPORTS

THE QUARTERLY SUMMARY REPORT (QSR)

One very important report in LRM is the Quarterly Summary or Quarterly Change Report. It shows a picture of the assets at the end of each quarter including merchantable breakdown from the end of the previous quarter adding growth, ingrowth (moves from premerch to merch), Inventory adjustments, complete and active harvest volumes removals, land sales removals and map update adjustments to get to the end of the quarter volume. Pre-merchantable area figures before and after and a section for Land totalization per land cover type.



Quarterly Change Report

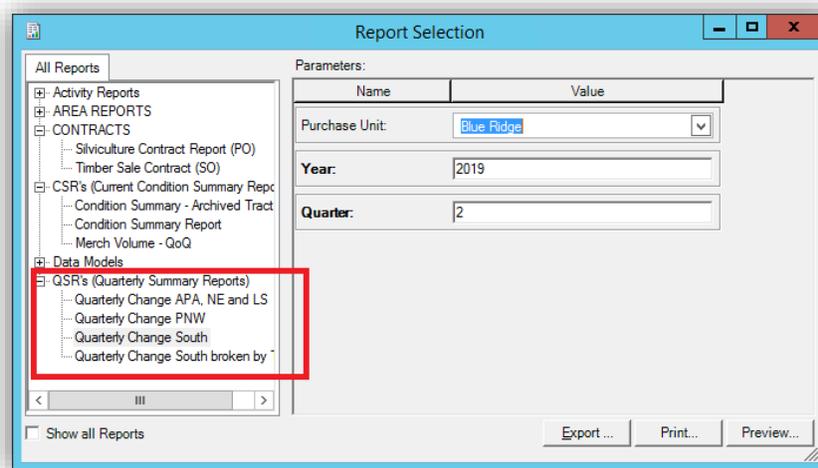
Purchase Unit: Bear Island Approval Status: Pending
 Year: 2019 Quarter: 2

Merchantable Timber

Species	Product	UOM	Begin Volume	Growth	Ingrowth	Inventory	Completed Harv	Active Harv	Land Sales	Adjustments	End Volume
Hardwood	Pulpwood	Tons	167,908.25	-98.85	0.00	1,249.63	-1,795.19	-296.98	0.00	3,623.14	170,590.01
Hardwood	Sawtimber	Tons	180,435.39	1,090.36	0.00	617.30	-710.67	-36.63	0.00	3,316.59	184,712.34
TOTAL Hardwood			348,343.64	991.51	0.00	1,866.93	-2,505.85	-333.61	0.00	6,939.73	355,302.35
Pine	Pulpwood	Tons	164,379.88	-502.85	0.00	19,372.68	-4,918.12	-7,000.37	0.00	18,311.08	189,642.29
Pine	Chip N Saw	Tons	158,058.25	170.23	0.00	-1,417.06	-12,126.05	-4,201.55	0.00	6,568.74	147,052.57
Pine	Sawtimber	Tons	85,755.43	3,396.76	0.00	5,749.08	-13,896.32	-3,776.60	0.00	17,173.70	94,402.06
TOTAL Pine			408,193.56	3,064.14	0.00	23,704.70	-30,940.48	-14,978.52	0.00	42,053.52	431,096.92

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

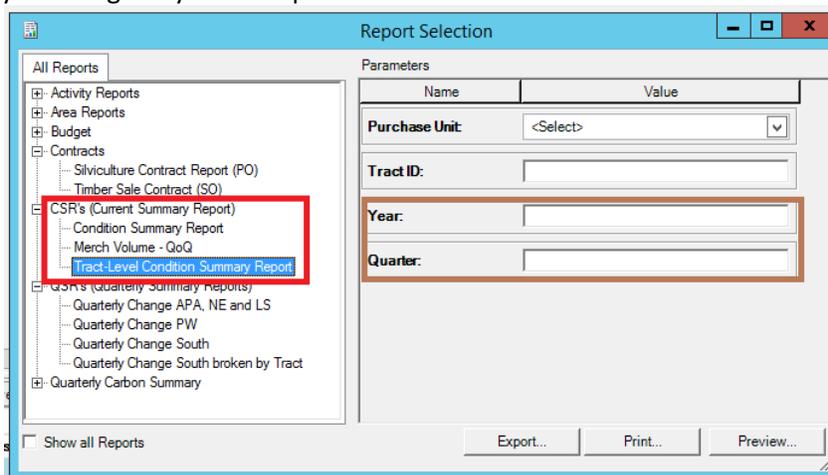
- QSRs are different depending on the region of the property. On the reporting selection tool (Home>Reports) you'll find the QSR section where you can select the PU for the region in the tree view. Appalachian, Northeast, and Lake States are in the first one. Pacific Northwest areas is the second one and the third one is for everything in the US South.



- Asset managers must approve the numbers in this report at the end of each quarter. They have to use the Master PU InfoType to approve them.

THE CURRENT SUMMARY REPORT (CSR)

The CSR report shows a current picture of the assets at the date it is generated. It can be generated at Purchase Unit or Tract-Level, and it displays merch, premerch and land classes. It can also be created for archived tracts by entering the year and quarter the tract was last active.



TROUBLESHOOTING

Most common LRM problems and how to solve them yourself:

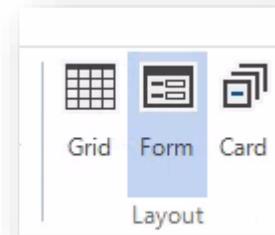
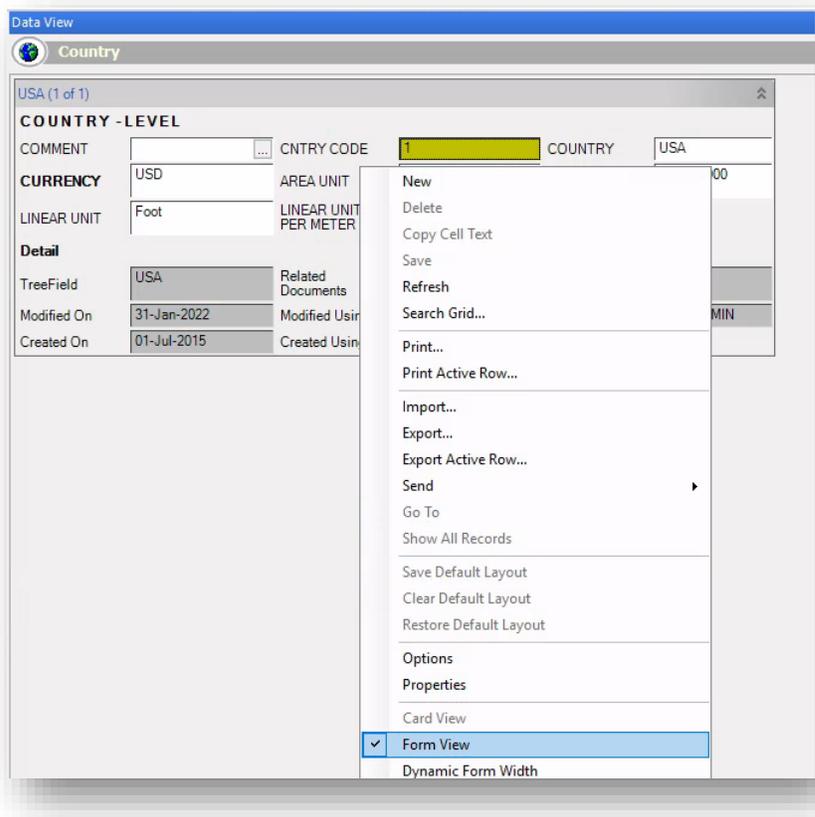
1-When launching the app from the connector sometimes it won't show up in full screen but on a small minimized window on the right lower corner of your screen.

Solution: That is a known glitch Trimble has not fixed yet. When this happens find the corner of the window (in the red frame below), click and drag it to make the window bigger. Once you can see the maximize button click on it and you should be able to see LRM in normal window size.



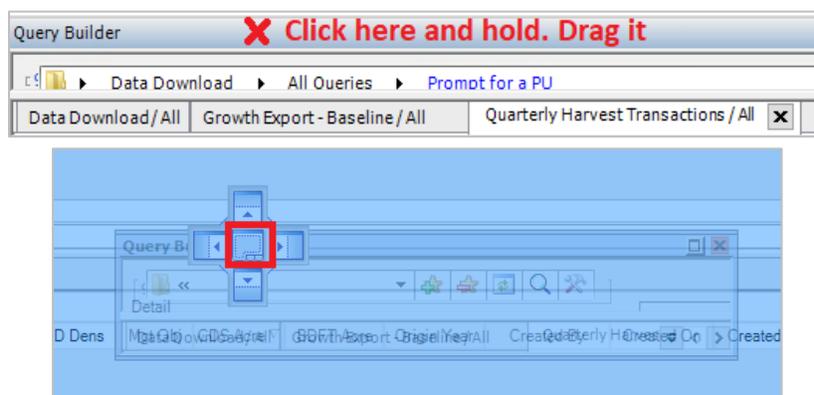
2-When you try to look at a data table it shows up like a form or card view instead of a normal grid (Excel-like).

Solution: Sometimes LRM will lose its grid-type settings and revert to card or form view. To fix that, right-click on the empty gray space (where the arrow is) and uncheck the form or card view on the menu. *You can also click on the grid button on the main menu.*



3- When you click the Builder (infotype) to see your data tables, but the window gets stuck behind the main data panel and you don't see a thing but the header "query builder": -(This should work fine in LRM 5.5)

Solution: This is another glitch in LRM that Trimble has not fixed yet. Please also check page 27. To make it visible, click on the title bar (red x below) hold, and drag it until a floating docking icon shows up then place your mouse on the center icon and drop the window there. It will dock and be visible

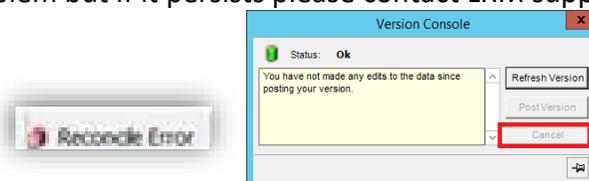


You can toggle between the InfoType (Query Builder) window and the Data window at the bottom of the screen now. Don't forget to toggle back to Data View when you're using the Tree View and to Query Builder when you want to get tabular data out.

4-Reconcile error on LRM status bar

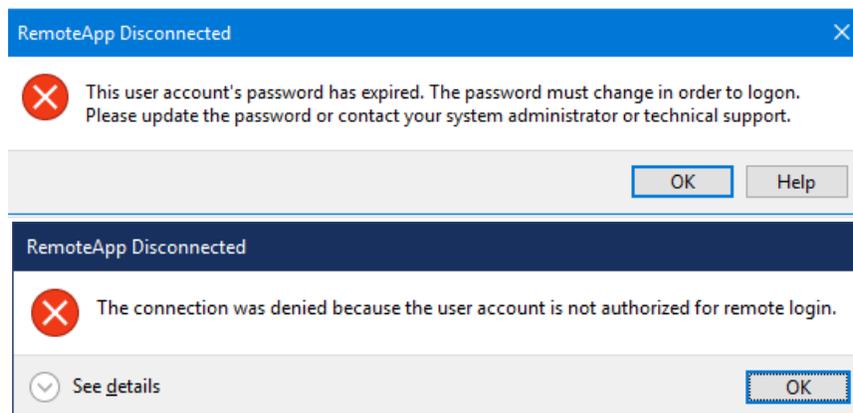
Solution: When this error appears, you shouldn't enter any new data in LRM until you solve it or you'll lose it. To solve this issue double-click where it says, "reconcile error" in the status bar and, on the window that pops up, click "Cancel". Reboot LRM.

This should solve the problem but if it persists please contact LRM support.



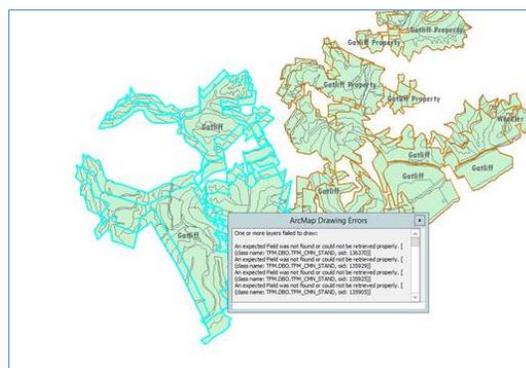
5-My password is expired. What should I do now?

Solution: You may see a message like the one below when trying to log in. Or, if you're using the system while the password expires, you might see a different message, in which case just close LRM, head to your browser, and type www.ttgforestry.com/remote. Try to log in with your known credentials. It will say it's expired and guide you through the steps to change it. If you can't get it changed, please contact lrn.support@ttgforestry.com and support_us@btgpactual.com or your local BTG IT Support person.



5-Purging local layers in case of ArcGIS Drawing errors

If you're getting a drawing error in LRM spatial view, like the one in the figure below, please follow these steps to fix it.



Drawing error in LRM spatial view

Workaround:

- With the map view closed, go to the menu **File > Options** then “Purge Files” item.
- Hit all four “purge” buttons;
- Go to “Layers” tab
- Make sure no checkbox is checked in this tab and “Automatically update files from server” is selected in the dropdown
- Click the “Purge Local Files” button.
Click OK, close, and re-open **LRM**.

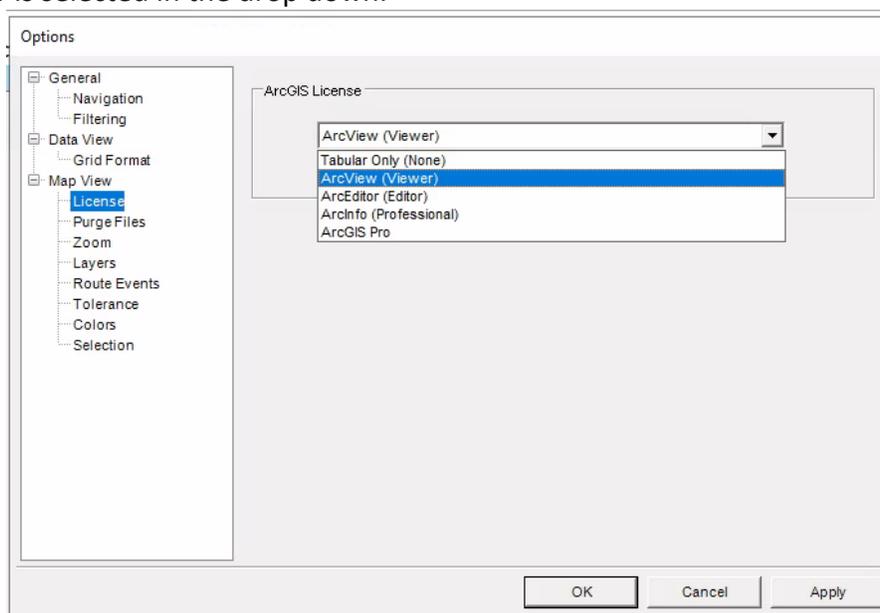
You should be able to see the stands symbolized with colors and no drawing errors (joined stand layer w/ data download info type as well). In case your problem persists, please contact LRM Support.

6-My “Map” button or “Send to Map View” is greyed-out

If you can't see maps or Send to Map View when right-clicking a stand or tract, it's because you haven't selected a spatial license to use in LRM.

To fix that, Click LRM File Menu, then Options. Click License under Map View and make sure at

least ArcView is selected in the drop down.



FREQUENTLY ASKED QUESTIONS – FAQs

■ How to Submit a Map Update?

Map updates, inventory updates, and estimates, Land sales spatial updates, silv and TS ops updates, and anything related to record updates should be submitted to ttg_edits@ttgforestry.com. Recently a web form was deployed so you can just [fill it out here](#) and request an update from any device.

■ The "Blackout period"?

A blackout period is usually 10 days prior to quarter-end where the staff holds off any new updates in the system to generate client reports without the daily fluctuation in the market value, we normally observe due to regular operations. During it, no map updates, inventory loads, TS contract closing, or creation is allowed. Silviculture contract creation and payment requests are allowed.

■ I need Support with LRM. What to do?

LRM Support email is available so users can request help with the usage of the LRM system and Contract Management only. Email your question to lrn.support@ttgforestry.com. Expect to receive an answer within 2 business hours unless there is a message here saying that support is not available during that week. You can also call [404 789 1951](tel:4047891951)

■ What needs to go through LRM?

Usually what needs to be in LRM are silviculture services contracts for Fertilization, Inventory, Pest Control, Regeneration (planting), Release, and Site prep ONLY. General services that aren't done at stand level like fence work and road maintenance, for example, should be sent directly to Fund Services.

- Timber sales contracts need to be initiated in LRM starting in August 2018.

- **Do you provide phone support?**

We sure do: Call [404 789 1951](tel:4047891951)

- **What do to if the Vendor/Customer is not in LRM?**

- There is a process in place to add a new VENDOR to the LRM dropdown list. Background checks and compliance approval are necessary. Please request the setup form to the email SH-FundAdmin-Timber@btgpactual.com copying LRM. Support. Once it is set up in D365 it will automatically show up in LRM about 1 hour later; TTG cannot add customers or vendors directly in LRM without this process being completed first.

-Copy of the forms are available in the Maps &Files folder (templates)

- **What do to if I'm getting errors?**

Please refer to the "Troubleshooting" session or contact lrn.support@ttgforestry.com

ANNEX I – List of LRM Info Types (List of queried data tables)

INFO TYPE NAME	DESCRIPTION	USER ACCESS
Acreage Report	A Year/Quarter/Tract level break down of Book Area and GIS Area.	TFM_ADMIN_ROLE, , ,TFM_PROPERTY_MANAGER_ROLE,TFM_ASSET_MANAGER_ROLE
Actualized Actions	Details of Stand level Activities that have been Completed.	TFM_ADMIN_ROLE,TFM_ASSET_MANAGER_ROLE,TFM_PROPERTY_MANAGER_ROLE
Annual Growth Rates	Editable info type to set Growth Rates by PU/Product/Species. Used in Grow by Percent procedure.	TFM_ADMIN_ROLE
Archived Locations	A list of Stands and Tracts that have been Archived. Editable to Admin users to "un-archive" if necessary.	TFM_ADMIN_ROLE
Budget - Harvest Activities	A list of Harvest Budget details.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE,TFM_VIEW_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ASSET_MANAGER_ROLE
Budget - Silv Activities	A list of Silv Budget information.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ASSET_MANAGER_ROLE
Budget - Silv Activities Detail	Silv Budget information with more details.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ASSET_MANAGER_ROLE
Budget - Silv Quarterly	Silv Budget info and values by Quarter.	TFM_ADMIN_ROLE, ,TFM_PROPERTY_MANAGER_ROLE,TFM_ASSET_MANAGER_ROLE
Budget - Silv Yearly	Silv Budget info and values by Year.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Budget Harvest Volumes	A child info type under Budget - Harvest Activities providing volume info for the selected Harvest.	-
Clean Stand Lister	Stand level Details.	TFM_GIS_ADMIN_ROLE,TFM_ADMIN_ROLE,TFM_ASSET_MANAGER_ROLE
Context List	Information about the Contexts in BTGs system, for Admin use.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE
Contract Silv Listing	Lists all Silv Activities that are attached to Contracts.	GD_ADMIN,TFM_VIEW_ROLE,TFM_MODIFY_ROLE,TFM_ASSET_MANAGER_ROLE
Contract Timb Listing	Lists all Harvest Activities that are attached to Contracts.	GD_ADMIN,TFM_VIEW_ROLE,TFM_MODIFY_ROLE,TFM_ASSET_MANAGER_ROLE
Current Quarter	Editable info type to set the Current Quarter which is used in Quarterly Processes.	TFM_ADMIN_ROLE
D365 Growth and Adjustments	Quarterly volume data formatted for import to D365	BTG_ARYTWINSKI,TFM_ADMIN_ROLE,BTG_JBARBIERI,TFM_ASSET_MANAGER_ROLE
Data Download	Stand-level Data Download	GD_ADMIN,TFM_ADMIN_ROLE,TFM_ADMIN_ROLE, ,TFM_PROPERTY_MANAGER_ROLE, ,
Data Download - APP Inventory	Inventory data specifically for Appalachian region	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Data Download - APP Inventory	Also used as a child info type under Data Download	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Data Download - LS Inventory	Inventory data specifically for Lake States region	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Data Download - LS Inventory	Also used as a child info type under Data Download.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Data Download - NE Inventory	Inventory data specifically for North East region.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Data Download - NE Inventory	Also used as a child info type under Data Download.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Data Download - PNW Inventory	Inventory data specifically for PNW region.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Data Download - PNW Inventory	Also used as a child info type under Data Download.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
DB Update Template Stand Data	An info type used to format stand data for loading into the DB Update Template each quarter.	TFM_ADMIN_ROLE
DTM Errors	A list of current error records in the DTM. Custom buttons are available to help clear these errors.	TFM_ADMIN_ROLE
Exception PU Area	Shows if there are differences between a PU area and the sum of its stands' area.	TFM_VIEW_ROLE
Exception Stand Overlap	Shows if any stands overlap spatially NOTE - I see this was made by TTG, it looks like it does not respect the stand Archive Ind.	TFM_ADMIN_ROLE

Fund Acres	Fund level Book Area and GIS Area.	TFM_ADMIN_ROLE
Growth Export - Baseline	Stand level volumes from Baseline Inventory. Used to export for growth.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE
Growth Export - Baseline	Appears as a child info type under Data Download.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE
Growth Export - Current	Stand level volumes from latest growth record.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE
Growth Export - Current	Appears as a child info type under Data Download.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE
Harvest Contract Stands	Lists stands linked to Harvest Contracts.	TFM_ADMIN_ROLE
Height and Site Index	Editable info type showing Height and SI info for stands.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE
Height and Site Index	Appears as a child info type under Data Download.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE
Inventory Baseline	Stand Baseline Inventory details at the Product/Species level.	TFM_VIEW_ROLE,TFM_ADMIN_ROLE,TFM_ASSET_MANAGER_ROLE
Map Update Transfer	Stand Data info used to upload to D365.	TFM_ADMIN_ROLE
Master PU	PU level info type with custom buttons and child info types. Used to run quarterly processes.	TFM_ADMIN_ROLE,TFM_ASSET_MANAGER_ROLE,
Purchase Unit	Purchase Unit information.	TFM_VIEW_ROLE,TFM_ASSET_MANAGER_ROLE
Quarterly Change Summary	Stand level details of change by quarter, giving BEFORE and AFTER values.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE,TFM_ASSET_MANAGER_ROLE
Quarterly Depletions	A list of Depletions by Year/Quarter/PU/Contract.	TFM_ADMIN_ROLE
Quarterly Harvest Transactions	Lists harvest transactions that were loaded manually as a temporary solution before Depletions were working.	TFM_ADMIN_ROLE,TFM_ADMIN_ROLE,TFM_ASSET_MANAGER_ROLE
Quarterly Land	Quarterly areas at the PU level.	TFM_ADMIN_ROLE,TFM_PROPERTY_MANAGER_ROLE
Quarterly Land by Tract	Quarter areas at the Tract level.	,TFM_ADMIN_ROLE
Quarterly Merch	Quarterly Merch data at the PU level.	TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE
Quarterly Merch by Stand	Quarterly Merch data at the Stand level.	TFM_ADMIN_ROLE
Quarterly Merch by Tract	Quarterly Merch data at the Tract level.	TFM_ADMIN_ROLE
Quarterly Premerch	Quarterly Premerch area at the PU level.	TFM_PROPERTY_MANAGER_ROLE,TFM_ADMIN_ROLE
Quarterly Premerch by Tract	Quarterly Premerch area at the Tract level.	TFM_ADMIN_ROLE
Quarterly Stand Data	Stand data by Quarter, providing a snapshot of all Stands each Quarter.	TFM_ADMIN_ROLE
Quarterly Stand Volume	Stand volumes by Quarter, as a child info type of Quarterly Stand Data.	TFM_ADMIN_ROLE
Species Groupings	Shows all Products/Species by Region and how they are grouped into Product Group/Species Group.	TFM_ADMIN_ROLE
Stand	Stand info. Created directly from Stand Context using LRM tool.	TFM_SECURITY_ROLE,TFM_ASSET_MANAGER_ROLE,
Stand Detail Update	Editable info type to update stand details.	TFM_ADMIN_ROLE
Stand Volume Groups	Shows all Volume Groups by Stand.	TFM_ADMIN_ROLE
Stand Volume Projection	Shows all Volume Projection Groups by Stand.	TFM_ADMIN_ROLE
Tract	Tract info. Created directly from Tract Context using LRM tool.	TFM_VIEW_ROLE,TFM_ASSET_MANAGER_ROLE
Validations	Shows any stand that breaks validation rules with a description of the broken rule.	TFM_ADMIN_ROLE