

ICASS 9.5

International Cooperative Administrative Support Services



**U.S. Department of State
January 2003**

User Manual

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THIS IS A LIST OF THE CHANGES TO THE ICASS 9.5 SOFTWARE

SOFTWARE CHANGES

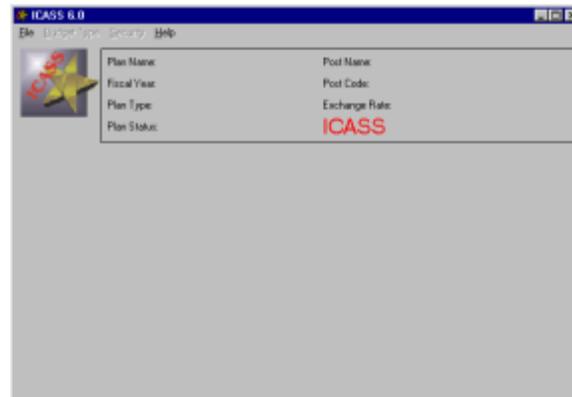
- 1 In the ICASS Report Module, Key Report #2 includes an agreement in the footer of the report which states, "By signing this post-issued invoice you are alerting your Washington headquarters that you agree to the accuracy of this billing for ICASS services. Your headquarters will receive an official invoice from the State Department."
- 2 The *entire* comment field of the ICASS/Non-ICASS Lease Module is printed on the report.
- 3 In the ICASS/Non-ICASS Lease Module, the "Current FY Initial Request" column is renamed "Funding Request".
- 4 In the ICASS Vehicle Depreciation Module, the system will no longer get caught in a loop if you fail to complete the Make/Model field.
- 5 In the ICASS Report Module for Standard users, the Workload Summary Report will not print the group factor's description for Procurement Services (Cost Center 6134) when the "No Factor Group" option is selected.
- 6 In the Non-ICASS LGP Other Budget Item Module, Security Vehicles (sub-object 3171) is added to the selection list.
- 7 In the ICASS Report Module, the LGP Security Supplemental Target is removed from Key Report #4.
- 8 In the Non-ICASS Module, the description for Cost Center 0007 is changed from "Costs paid by other agencies" to "Direct Charge: Guard cost paid at post."
- 9 In the Non-ICASS LGP Summary Worksheet Module, Cost Center 0007 is separated and computed separately from the other cost centers.
- 10 In the Non-ICASS LGP Summary Worksheet Module, the *total* costs for Cost Center 0007 is calculated separately for the *summary report*.
- 11 In the Non-ICASS Module, the title of Cost Center 5841 is changed from "Res Sec Coordinator" to "Res Sec Upgrades".
- 12 In the Non-ICASS Module, the title of Cost Center 5843 is changed from "Maintenance & Repair" to "Res Sec M&R".
- 13 In the Post Profile Module, target numbers entered into the fields now remain as typed and no longer run the risk of rounding up the last digit.
- 14 In the ICASS Depreciation Module, the system allows new entries to apply to the current budget and be depicted in the ICASS Other Budget Item Module.
- 15 Agency codes, AMSAL, PAT amounts and DTSP0 line costs are updated with the current values from the ICASS Service Center.

- 16** In the ICASS US Citizen Direct Hire Module, the GSO 9630 position has been removed from the cost pool list. Any costs associated with it are assigned to "0- None".
- 17** In the ICASS DTSP0 IVG Line Module, the message that appears when the user clicks the "Edit Annual Cost" button no longer directs the user to telephone Michelle Frederick or Steve Hartwell. The message that appears has been changed to: "In order to edit the annual cost for shared IVG lines, send your request to ICASSTechSupport@state.gov. Upon ISC approval, a password will be issued."
- 18** In the Non-ICASS LGP Distribution Module, the column for Cost Center 9912 will be changed from "9912 Surv Detection Sq. Meter (R)" to "9912 Surv Detection Sq. Meter (NR)".

Overview

The ICASS Main Screen is the starting point for all of the ICASS 9.5 programs. After you launch ICASS 9.5 you will see the ICASS 9.5 Main Screen ([Figure 1.1](#)). From this point, you will be able to create new plans, open existing plans or import plans.

Figure 1.1- ICASS Main Screen



Non-ICASS functions have been added to aid post in supplying important information to Washington. All non-ICASS functions can be accessed through the Budget Types menu on the menu bar.

Logging On

In ICASS 9.5 you must log on in order to create, view, or edit any plan. The ICASS database includes built in security that requires all users to log on with a user ID and password that are specific to each plan. For more information on the security features in ICASS 9.5, please see "Security" on page 6 of the ICASS 9.5 System Administration Manual.

Working with Plans

ICASS 9.5 offers post the ability to create, copy, delete, and save data as separate and complete plans. This allows the ability to generate test scenarios while maintaining a complete set of accurate data. In ICASS 9.5, you copy a plan, which allows you to create multiple test budgets based on the same set of data. The plans remain separate and identified by plan names. This gives you more flexibility in creating scenarios. Also you can import another post's data without affecting yours.



If you do not name the copied plan, a default name will be created. It will be the original plan name followed by a "1".



Your FMO should have the security level "ICASS Administrator".

File Menu Options

The File menu contains the simple commands used to work with plans. A description of each

command is found in [Table 1.1](#).

Table 1.1- File Menu Options

Command	Description
<u>N</u>ew Plan	Creates a new plan. New data must be entered.
<u>O</u>pen Plan	Loads a plan that has been created or imported.
<u>D</u>elete Plan	Deletes the current plan, erasing its Budget data, Actuals and Distribution Factors. WARNING! This cannot be undone.
<u>I</u>mport Plan	Allows you to load a plan created on a different computer. You may also load plans created using ICASS 7.5 and above.
<u>I</u>mport <u>L</u>GP Data	Allows you to import the LGP data created in the LGP PSA and Contracts module.
<u>E</u>xport Plan	Makes a copy of the current plan in a compact form which can be saved as a file and imported elsewhere.
<u>C</u>opy Plan	Makes an exact duplicate of the ICASS plan for test plan scenarios.
<u>C</u>reate Next <u>Y</u>ear Plan	Creates an outline of the current budget from which you can create next year's budget. Workloads and allocations do not need to be re-entered, just updated.
<u>P</u>aper Size	Allows you to set the default paper size for all printed data from the program. The choices are 8.5x11 or A4.
<u>C</u>lose Plan	Closes the plan that is currently loaded.
<u>E</u>xit	Closes the ICASS 9.5 program.

To create a new plan:

- 1 Select **N**ew Plan from the **F**ile menu.

This will open the create new plan window shown in [Figure 1.2](#).

Figure 1.2- Create New Plan Window

- 2 Enter the year of the plan in the Fiscal Year data entry field.
- 3 Enter the name of the plan in the Plan Name data entry field.

- 4 Enter the user name of the person creating the plan in the User Name data entry field.
- 5 Select the post location of the plan from the Post Name dropdown list. (If your post isn't included on the list, see "[To add a post:](#)" below.)
- 6 Designate the type of the plan (Standard or Lite) by selecting the proper button in the Plan Type section.
- 7 After you have entered in the appropriate data, click the OK button.

This will open the Set New User Password window ([Figure 1.3](#)).

Figure 1.3- Set New User Password



This will allow you to set the password for opening the plan.

- 8 In the Password field, enter a password to use when logging on to the plan.
- 9 In the Verify field, enter the same password entered in the Password field to verify your password.

To add a post:

If your post isn't included in the Post Name dropdown list, it may be added by following the instructions below.

- 1 Click the Add Post button at the bottom of the Create New Plan window

This will open the Add New Post window shown in [Figure 1.4](#).

Figure 1.4- Add New Post Window



- 2 Enter the Post Code and Post Name of the post and click the OK button.

To open an existing plan:

- 1 Select Open Plan from the File menu.

This will open the window shown in [Figure 1.5](#).

Figure 1.5- Opening an Existing Plan



This window shows all plans that have been created.

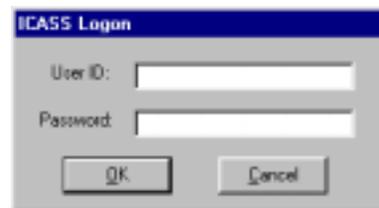
- 2 Select the plan by highlighting the name of the plan you want to open and clicking the **OK** button.



Only users that have been added to the plan by the ICASS administrator can log on to that particular plan.

This will open the Logon window shown in [Figure 1.6](#).

Figure 1.6- Logon Window



- 3 Type in the User ID for that particular plan.
- 4 Type in the Password for the plan.



Passwords are case sensitive, so it is important to type in all lowercase.

Importing, Exporting, and Copying Plans

All plans created using ICASS 5.5 or 6.5 and above may be imported into ICASS 9.5. The software recognizes data being imported from last year and handles the data differently from data imported from a current year. Plans may be exported as files using the Export feature. Plans may also be copied using the Copy feature.

Importing a plan:

- 1 Open the **File** menu from the menu bar and select **Import Plan**.

This will open the window shown in [Figure 1.7](#).

Figure 1.7- Importing a Plan



- 2 Choose the directory and file that you wish to import into ICASS 9.5.
- 3 Click the Open button.

A log on window like the one shown in [Figure 1.6 on page 6](#) will require the user name and password be entered.



You must have the correct password in order to import the plan.

- 4 Enter the User ID in the User ID field.
- 5 Enter the password in the Password field.
- 6 Click the OK button.

After a plan has been imported, it will become the open plan.

Exporting a plan:

Exporting is a good way for you to temporarily back up your data onto a floppy disk. This disk should be stored in a secure place.

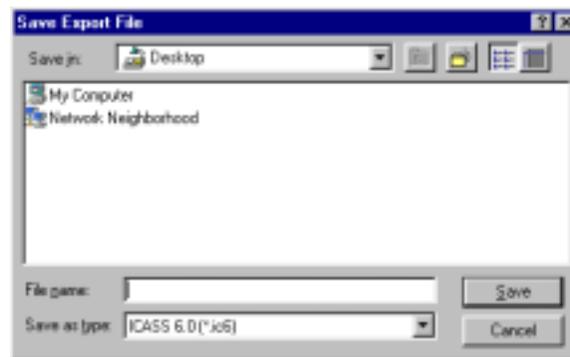


Export Plan does not make a copy of the ICASSD90.MDB file; it only saves the plan currently open. It should not be used as an alternative to backing up your ICASS data files as described in ["Backing Up ICASS Data" on page 9](#).

- 1 Click the File option in the menu bar and choose Export Plan.

This will open the window shown in [Figure 1.8](#).

Figure 1.8- Export Window



- 2 Choose the directory where you wish to save the exported file.



To save a plan onto a floppy disk, insert a 3.5" floppy disk into the floppy disk drive. When saving, choose the letter of the disk drive (usually "A").

- 3 Enter a name for the file in the File name data entry field.
- 4 Click the Save button.



If you cannot export your plan, you may not have ICASS Administrator privileges.

Copying a plan:

- 1 Open the File menu in the menu bar.
- 2 Select Copy Plan from the menu.

This will create an exact copy of the original plan. The copied plan will open by default. It will be distinguished from the original by adding a "1" to the end of the plan name.

Paper Size

You may set the default paper size for all printed data from the program. Post has the choice of printing reports on either A4 or 8.5x11 paper.

To set default paper size:

- 1 Open the File menu in the menu bar.
- 2 Select Paper Size from the menu.
- 3 In the Paper Size menu, click on either 8.5 x11 or A4.



This will set the paper size for all reports generated by the system, and will remain as set until changed.

Backing Up ICASS Data

It is not uncommon for a database to become corrupted beyond repair. For this reason, it is important that you work with your systems manager to develop a plan for backing up your ICASS data.

ICASSD90.MDB is the only file that must be saved in order to effectively back up your ICASS data. This file is located in your ICASS90 directory. This file should be backed up to a diskette if possible. Running the Repair program before back up (See "Repair and Compress" in the ICASS 9.5 System Administration Manual) will compress the file which may allow you to fit the files on a diskette. ICASSD90.MDB should be backed up to a location other than your hard drive. If ICASS is set up on a LAN, check with your systems manager to insure that the ICASS database is backed up on a daily basis.



There are several similarly named files in the ICASS90 directory. When backing up files, be sure to back up ICASSD90.MDB.

Creating Next Year's Plan

ICASS 9.5 has a feature that allows you to create a new plan by keeping only the relevant parts of the current year's data. When you create next year's plan, the projected distribution factors and cost center allocations percentages from the current plan are automatically transferred into a new plan that you name. The data from the projected distribution column from the current plan is automatically entered into the projected distribution column of the new plan. Items such as actuals and distribution factors, which are entered quarterly, will be reset to zero. All of the sub-objects used in the previous year's plan will remain active in all of the budget screens. The budget will be reset to the original unlocked position, and the year will be increased by one. The LGP PSA and Contracts data will be entered by default in the LGP PSA and Contract Program.

Who to Call for Assistance ...

LGP PSA and Contracts:

Stella Whitman, Phone: (703) 312-4063 (extension 3-4063)

To create a plan for next year:

- 1 Open the File menu in the menu bar and select Create Next Year Plan.

This will open the Change Plan Name window shown in [Figure 1.9](#).

Figure 1.9- Change Plan Name Window



- 2 Enter a new plan name in the New Plan Name data entry field and click the OK button.

The plan for the next year will open.

Overview

Similar functions are offered throughout many of the modules in ICASS 9.5. The purpose of this chapter is to highlight many of these shared functionalities. Included with descriptions of these items are listings of the modules that include the functions. Where the functionality does differ from what has been described in this chapter, the difference is noted in the module description.

Calculators

A calculator has been added to most of the sub-object worksheets for the purpose of helping post perform any necessary mathematical computation. The calculator enables the user to make the calculations and copy the data to the cell in which they are working.

The calculator function has been added to the following sub-object worksheets:

- LES Positions
- LGP Positions
- Leases
- US Citizen Direct Hire
- LGP Budget Items
- Other Budget Items
- Budget Summary Worksheet
- Non-ICASS LGP Positions
- Non-ICASS LGP Other Budget Items
- Non-ICASS LGP Budget Summary
- Non-ICASS Leases
- Non-ICASS FM Positions
- Non-ICASS FM Budget Summary

To utilize the calculator:

- 1 Click the  button.

This will open the calculator shown in [\(Figure 2.1\)](#).

Figure 2.1- Calculator



- 2 Enter the numbers into the calculator by clicking on the number and function buttons with the mouse, or by typing them on the keypad of your keyboard.

- 3 When you arrive at the final figure, click the Copy button.

This copies the figure to the clipboard buffer where it is available to be pasted into the desired field(s).

- 4 Click the Exit button to close the calculator.
- 5 Place the cursor in the field into which the value is to be entered.
- 6 On the keyboard, press the CTRL key and the V key (at the same time) to paste the information into the field.



You may paste the figure into numerous fields as long as that number is still in the clipboard buffer.

Column Divides

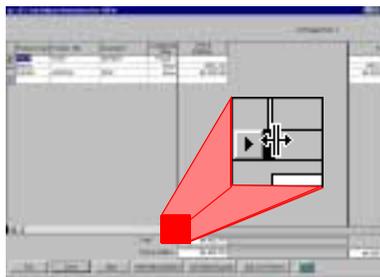
Column divides allow you to move the boundaries of columns to allow you to see more columns as you work. The following sub-object worksheets include this feature:

- LES Positions
- LGP Positions
- Leases
- US Citizen Direct Hire
- Depreciation Worksheet
- Edit Actuals
- Non-ICASS LGP Positions
- Non-ICASS LGP Distribution
- Non-ICASS Depreciation Worksheet
- Non-ICASS Leases
- Non-ICASS FM Positions
- Non-ICASS Representation Sub-Object Worksheet

To move the column divide:

- 1 Move your cursor across the bottom of the vertical column divide on the worksheet (shown in [Figure 2.2](#)).

Figure 2.2- Vertical Column Divide



- 2 When the cursor changes to a \leftrightarrow (double arrow), hold your left mouse button down and drag the line right or left, depending on which side you want to see.

Overview

The Post Profile/Misc. tab contains buttons which allow you to enter the plan's most pertinent data first. The data entered in the Activate Agencies, Edit Locations, Post Profile, and Compensation Plans applications will affect other applications in the program. For example, the Activate Agencies button will allow you to activate all agencies to be accounted for at post. The Edit Locations application defines the various locations at post, and allows you to add sub-cost centers.

This chapter will describe in detail the function of each button found on the Post Profile/Misc. tab. In some instances, different buttons share some or all of the functions of another. Where this occurs, you will be directed to a section of the manual that has already explained the function(s).

Figure 3.1- Post Profile/Misc. Tab



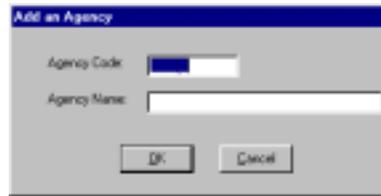
Activate Agencies

The Activate Agencies program is used by post to 'activate' all Agencies represented at post. When the software is installed, only "1900.0-State" and "1901.0-ICASS" are active. You must activate all the other agencies to display them on the data entry screens. If you import a plan from a previous version of ICASS, some agency data may need to be changed to accommodate changes in Agencies. For example, if an agency's name changes, ICASS 9.5 will contain the new name. It is important to confirm that all of the necessary agencies are activated after importing a plan.

No button. If Washington has approved the agency, click the Yes button to proceed.

If you choose Yes you will be presented with the window shown in [Figure 3.4](#).

Figure 3.4- Add an Agency Window



- 3 Enter the five-digit Agency code (provided by Washington) and the agency name in the data entry fields.

The new Agency will be added to the Active Agencies list.

Who to Call for Assistance:

Add Agency

Nancy Cady, Phone (202) 261-8663

To remove an agency from the active agency list:

- 1 Highlight the agency to be removed.
- 2 Click the  button.



Agency codes "1900.0- STATE," "1901.0- ICASS," and any other agency being used anywhere in the current plan may not be deactivated.



You must delete all work loads for the agency before deactivation, including comments and zeros.

- 3 When you have finished removing the appropriate agencies, click the Exit button.

Edit Locations

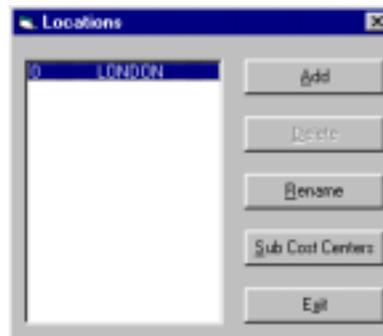
The Edit Locations application allows you to define the various locations at post. The sub-cost center application allows you to add sub-cost centers to specific main cost centers. Each location has its own set of main cost centers.

To utilize the Edit Locations application:

- 1 Click the Edit Locations button.

This will open the Edit Locations window shown in [Figure 3.5](#).

Figure 3.5- Edit Locations Window



You will start with one location, the main embassy, number zero.

- 2 Click the Add button to add a consulate.

This will open the Add Locations window shown in [Figure 3.6](#).

Figure 3.6- Add Locations Window



Once you have locked the budget you will be unable to add, delete, or rename locations. See ["Locking the Original Budget" on page 65](#) for more information on locking the budget.

- 3 Enter a name that identifies the consulate and click the OK button.

The new location will be numbered as one. You can change the name of the location at any time by opening the Add Location window ([Figure 3.5](#)) and clicking the Rename button.

- 4 Click the Exit button when you have finished adding consulates.

Sub-Cost Centers

Sub-Cost Centers (SCCs) can be created to facilitate a more precise level of ICASS cost distribution. An SCC is essentially a sub division of an existing ICASS cost center. New SCCs will be attached to a parent cost center, and will have the same distribution factors and distribution types as their parent. SCCs will be identified by an eight-digit function code which will consist of the first four digits of the parent function code followed by four digits that uniquely identify the new SCC.

For example, post wants to add an SCC for Information Systems at its main embassy. Post

decides that the parent cost center will be “5458 - Information Management Technical Support.” A new SCC called “Computer Services - Info. Systems” is created, and post assigns the sub-cost center key “001.” Because the SCC is added at the main embassy, the system then designates the new SCC function code as “5458-0001.” Each new SCC is specific to the current plan that is open, and a new SCC will be assigned to one location only. If you wish to use the same SCC in a different location, you must add it again, this time assigning it to the other location.



Two Cost Centers relating to Computer Services and Diplomatic Telecommunications Service Program Office (DTS-PO) have been changed: #5590 is now #5458, and #6197 is now #5449.

To add a sub-cost center:

- 1 From the Edit Locations application, highlight the number and name of the location where you wish to add an SCC.
- 2 Click the Sub Cost Centers button.

This will open the window shown in [Figure 3.7](#).

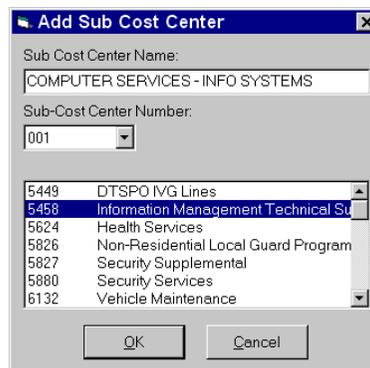
Figure 3.7- Sub Cost Centers Window



- 3 Click the Add button.

This will open the Add Sub Cost Center window shown in [Figure 3.8](#).

Figure 3.8- Add Sub Cost Center Window



- 4 Enter a short descriptive name into the Sub Cost Center Name field.
- 5 Select the SCC number from the Sub-Cost Center Number dropdown list which will refer to the SCC.



An SCC will assume the same distribution type as its parent cost center.

- 6 Choose the cost center that you wish to be the parent of your new SCC.
- 7 Click the OK button.

To delete a sub-cost center:



If you delete a sub-cost center you will lose all data associated with that sub-cost center.

- 1 From the Sub-Cost Centers window ([Figure 3.7 on page 16](#)) choose the SCC to be deleted.
- 2 Click the Delete button.

The system will require confirmation on two separate windows to confirm the request.

- 3 Click the Yes button on both to delete the sub-cost center.



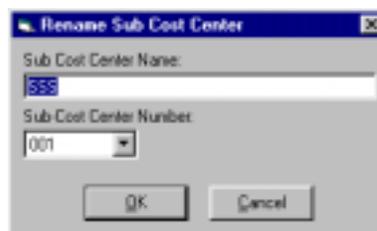
Once you have locked the budget you will be unable to delete sub-cost centers. See [“When the data has been added, click the Save button to save the data.” on page 61](#) for more information on locking the budget.

To rename a sub-cost center:

- 1 From the Sub-Cost Centers window ([Figure 3.7 on page 16](#)), select the SCC to be renamed.
- 2 Click the Rename button.

This will open the window shown in [Figure 3.9](#).

Figure 3.9- Renaming Sub-Cost Centers



- 3 Enter the new name in the field.
- 4 Select the new cost center key in the Sub-Cost Center Number field in order to change the Sub-Cost Center number.

5 Click the OK button.

Post Profile

The Post Profile module stores general data about the post. The module is divided into five tabs: General, Target Data, Next FY Projections, Contact Info and Post HR Data.

To open the Post Profile window:

Click the Post Profile button on the ICASS main screen. The Post Profile window will appear, and will be open to the General Tab (*Figure 3.10*).

Figure 3.10- Post Profile window

Buttons

There are four action buttons at the bottom of the Post Profile window, no matter which tab is open. [Table 3.1](#) lists each button, the tabs on which it is active, and its use.

Table 3.1- Action buttons on the Post Profile window

Button	Available on which Tab	Use
Exit	All tabs	Click this button to exit the tab.
Save	All tabs	Click this button to save the new data.
Print Post Profile	General, Target Data, Next FY Projections, and Contact Info	Click this button to generate and print a Post Profile report.
Print Post Pers.	Post HR Data	Click this button to generate and print the Summary of HR Data report.

General Tab

The General tab maintains basic information about the open plan and the post it represents. Each section of the General Tab is described below.

Plan Info

The Plan Info section of the Post Profile Worksheet contains pertinent information about the active plan. This information is important because it will identify your plan to Washington when your budget is added to the Global Database. Different plans can have different post codes and post names.

The Plan Info section includes the Add New Post button that allows you to add new posts to the system to more accurately describe the location. You may enter a Post Code, Post Name, Country Name, and Region for every post added to the system.

To add a new post:

- 1 Click the Add New Post button.
- 2 Enter the Post Code and Post Name and then click the QK button.

The fiscal year field shows which fiscal year the plan is describing. If the year is changed in the field, only the information for that plan will be affected. All other plans will remain the same. Likewise, if the plan name is changed it will change only the active plan.

The Plan Type field indicates whether the plan is designated as either “Lite” or “Standard.” This can only be designated at the initial creation of a plan, and once designated, may not be changed.

Post Differential

The post differential is entered as a percentage from the possibilities listed in the dropdown box. If there is no differential for post, leave the setting at zero (the default). Changing this will effect the salary cost for US Citizen Direct Hires. The Post Differential rate should be entered as of October 1 for the initial budget, or April 1 for the mid-year.

Exchange Rate Info

Budget data can be entered in your country’s local currency. Exchange rates are in the form of local currency units per dollar, as of October 1. The system default exchange rate is one local currency unit to one dollar. The exchange rate date should be entered as "10/01/YYYY."



Once you have locked the budget you will be unable to change the exchange rate or the date.

Percentage of Budget in Local Currency

The percentage of budget in a local currency is represented by three fields. The Leases field designates a percentage of the budget in local currency that is used for leases. If a lease provides for payment in local currency at the US dollar exchange rate in effect on the date of payment, then the amount should not be included in the local currency computation. The Bureau field shows the percentage of the traditional bureau budget that will be based in local currency. The LGP shows the percentage of the LGP budget that will be spent in local currency.



This information is used for information purposes only in Washington. It does not affect your budget, but is used to determine Post’s exchange rate gains or losses.

ICASS Working Group Chair

Enter the Post IWG Chair, and select their agency affiliation from the dropdown list.

ICASS Council Chair

Enter the Post ICASS Council Chair, and select their agency affiliation from the dropdown list.

Fund Allocation

The percentage of funds per quarter allocated from Washington may be allocated on a quarterly basis. To utilize this feature, enter the percentage required for each quarter in the fields provided. The total does not have to equal 100% but cannot exceed 100%.

Target Data Tab

The Target Data tab contains the target amounts for the Initial budget and the Mid-Year (Final) budget. The Initial Target data includes the amounts for four categories: "Bureau Target", "Leases and LQA," and "LGP Target." These values are shown in the Budget Summary worksheet so the user can see the targets while completing the initial or mid-year (final) budget.

The Mid-Year (Final) Target data values are shown on the Budget Summary worksheet when the budget is locked. The amounts entered into the Bureau Target, and LGP Target, are provided by the ICASS Service Center for the initial and mid-year (final) budgets. Lease/LQA Target is determined by post for the initial budget and by OBO for the mid-year (final) budget.

Next FY Projections Tab

The Next FY Projections tab supplies information about the projected budget for the next fiscal year. The tab holds information about FSN wage increases, inflation rates, and new ICASS positions. Post can supply the projected amount of increases. This is used by the Regional Bureau in determining your Target for the next fiscal year.

Contact Info Tab

The Contact Info tab allows post to record contact information for the Admin officer, FMO, and FSN entering data at post. This allows the ISC and other Washington offices to determine who to contact for post ICASS budget questions. For each position, there are data entry fields that allow the name, telephone number, and fax number to be entered.

Post HR Data Tab

On this tab, you can record the number of employees assigned to each agency at post. The information should be as of May 1, YYYY. You can also enter the average percentage FSN compensation increase and effective rate for previous years, and create and print reports.

[Figure 3.11](#) shows the Post HR Data tab and describes the functions possible in it.

Figure 3.11- Post HR Data Tab

Agency Description	DH American	Eligible	FSN	Other	Total
0910.0 FOREIGN BROADCASTING INFO	1	1	2		4
1235.0 AGRI-FOREIGN AGRICULTURE S		0	1		3
1330.0 COMMERCE-US & FOREIGN COM	2	1	1		4
1800.0 STATE					0
1901.0 ICASS					0
1931.0 STATE-MSG SUPPORT					0
1940.0 STATE-BUREAU FOR REFUGEE					0
1942.0 STATE-SECURITY SUPPLEMEN					0
1967.0 PUBLIC DIPLOMACY (FORMER L					0
2019.0 TREAS-AFRICAN DEVELOPMEN					0
2105.2 ARMY-HQDA, DCOPS STRATEG					0
4400.0 PEACE CORPS					0
Total:	5	2	4		11

FSN Comp Plan Trend

Increase FY 98-99	Increase FY 99-00	Increase FY 00-01
0%	0%	0%
Effective Date	Effective Date	Effective Date

Overseas Schools

The Overseas Schools module offers post the ability to record and track the number of dependents of US Citizen Direct Hires and US Citizen Contractors attending Department of Defense (DOD), non-DOD, and Off Post Secondary Schools. The Overseas Schools application consists of a table, the rows of which are determined by how many agencies have been activated in the plan. By default, State and ICASS will always be active. A separate button on the bottom of the worksheet allows post to enter the names of each non-DOD school as well as the number of dependents which attend each school.

For DOD schools, enter dependent personnel assigned to post or on the employees orders who:

- Will enter a DOD school at post in grades K-12 during the year. Include dependents that are on the employee's orders, but have not arrived at post. If an agency has no school age dependents enter zero. Information should be as of October 1 of the current fiscal year.
- Will enter schools in grades K-12 in the U.S. Do not include dependents attending overseas schools in other countries. Information should be as of October 1 of the current fiscal year. Data that is saved will be added across and down the column.

For Non-DOD schools, enter only dependents of personnel assigned to post who will enter Non-DOD schools in grades K-12. Include all agencies at post and their U.S. citizen contractors. Dependents should be on the employee's orders or included in the contracts and have arrived or are scheduled to arrive at post during the school year. Dependents who are attending overseas schools away from post should also be included in the last column, "Number of Dependents in K-12 Overseas Schools Away from Post". **Do not include dependents of personnel assigned to another post**, but are attending schools at your post or dependents attending schools in the U.S. Information should be as of October 1 of the current fiscal year.

To utilize the Overseas Schools application:

- 1 Click the Overseas Schools button on the Post Profile/Misc. tab.

This will open the window displayed in [Figure 3.12](#).

Figure 3.12- Overseas Schools Window

Agency	# Dependents in DOD K-12 Schools at Post	# Dependents in Non-DOD K-12 Schools at Post	# Dependents in U.S. Overseas Schools/Other Post	Total
DOD SAGS				
Non-DOD SAGS				



You will be unable to add anything in the “# Dependents in Non-DOD K-12 Schools at Post” column. Data is entered into this category through the Non-DOD Schools button on the bottom of the worksheet (See ["To enter Non-DOD schools:"](#)).

- 2 For each agency, enter the number of dependents that attend each type of school.
- 3 Each time an adjustment is made in either row, click the TAB key on your keyboard to tabulate each row.
- 4 When you have finished work in this application, click the Save button in the lower left corner of the window.
- 5 To print the results, click the Print button.
- 6 To exit the application, click the Exit button.

To enter Non-DOD schools:

The names and number of dependents who attend Non-DOD schools may only be entered into the system through the Non-DOD Schools worksheet.

- 1 Click the Non-DOD Schools button on the bottom of the Overseas Schools worksheet.

This will open the window shown in [Figure 3.13](#).

Figure 3.13- Non-DOD Schools Worksheet

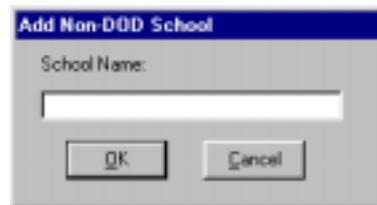


Before you are able to enter any data, it will be necessary to add the names of the schools that are attended.

- 2 Click the Add School button on the bottom of the screen.

This will open the window shown in [Figure 3.14](#).

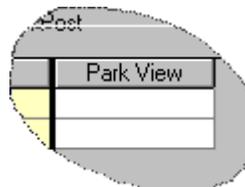
Figure 3.14- Add Non-DOD School Window



- 3 Enter the name of the Non-DOD school in the School Name data entry field and click the OK button.

A new column will appear to the right of the Agency column for you enter the number of dependents that attend that school ([Figure 3.15](#)).

Figure 3.15- School Name Column



- 4 Enter the number of dependents that attend each school in the columns provided.

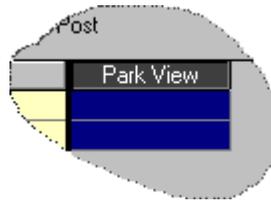
If you need to remove a school:

- 1 From the Non-DOD Schools worksheet ([Figure 3.13](#)), select the column of the school to be

removed by clicking on the title of the column.

This will highlight the column ([Figure 3.16](#)).

Figure 3.16- Highlighted Column



- 2 Click the Delete School button on the bottom of the worksheet.

Compensation Plans

The Compensation Plans module allows post to enter one or more compensation plans. Employees can be linked to a compensation plan and the software will calculate base pay based on the grade and step level indicated in the Budget sub-object worksheet. Post may define up to ten separate compensation plans for FSNs and both ICASS and non-ICASS LGP. Compensation tables require data entry for each grade level and each incremental step increase at each grade level. The compensation plan will compute itself based on the grade and the amount of the step increase for each grade.

The compensation plan window is divided into two tabs. The Salaries tab defines the steps in the compensation plan and the salaries assigned to each. The Benefits tab allows post to enter specific benefits to each compensation plan. Post is able to select the compensation plan, grade, and step for each employee in the sub-object worksheet. Post also has the option of selecting whether the salary is to be calculated in local or US currency. The compensation table can be adjusted by a percentage and/or a set dollar amount to reflect a “what-if” impact on salary costs. For example by entering 2.5% in the % adjustment field, each amount in the table would be increased by 2.5% and each employee paid from the table would be increased by that same percentage.

If the compensation plan does not apply to all categories of employees or the base pay amount is charged to different sub-object codes, then additional compensation plans can be added for other employee categories. For example, different plans would be appropriate for FSN and PSA employees because their base pay is charged to sub-object 1113 and 1142, respectively. Separate plans can be created for PSA guards, drivers, Family Member Appointments (FMA), or others not included in the initial plan. An existing plan can be changed by highlighting the plan and clicking the Modify button.

For more information on how salaries and benefits are calculated, see [Appendix C](#).

Benefits Tab

The same object code can be used more than once in the benefits section of the compensation plans data entry screen. When the same object is used more than once, the fixed amounts for that sub-object will be added together. The percent of salary amounts are added together, but may not equal more than 100%. Thus, only one sub-object entry appears on the Budget Summary Worksheet. Objects with the same code, but with different currency designations (i.e., local currency or American dollars) are not added together. As a result, the sub-object appears as two entries on the Budget Summary Worksheet - one for each currency.

To create compensation tables:

- 1 Click the Compensation Plan button on the Post Profile/Misc. tab.

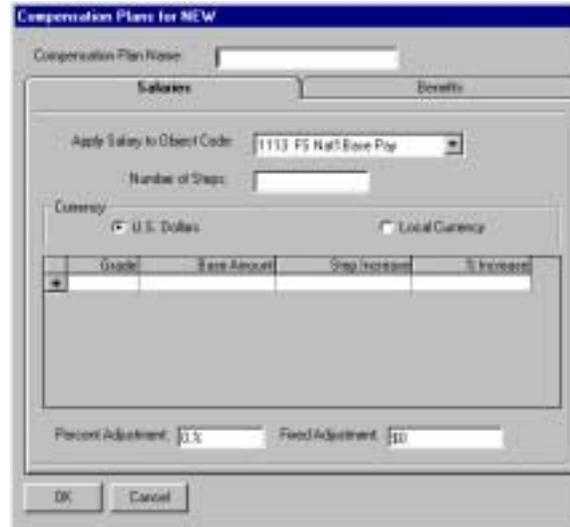
This will open the window shown in [Figure 3.17](#).

Figure 3.17- Compensation Plan Window

If there are no compensation plans listed, you must begin by creating a compensation plan.

- 2 Click the Add button.

This will open the window shown in [Figure 3.18](#).

Figure 3.18- Adding Compensation Plans

Grade	Base Amount	Step Increase	% Increase
-------	-------------	---------------	------------

3 Enter the required data into the fields in the compensation plans window.

Table 3.2 describes what information should be entered in which field.

Table 3.2- New Compensation Plan Field Description

Field	Description
Plan Name	Enter the name of the new compensation plan.
Apply Salary to Object Code	From the dropdown list, select the object code to which the salary of the individual is to be applied.
Number of Steps	Enter the number of steps in this compensation plan.
Currency	Specify the type of currency being used to compensate the person by selecting either the US or Local radio button.
Grade	Enter the grade of the pay scale.
Base Amount	Enter the base salary for an individual in the grade.
Step Increase	Enter the amount of compensation to be added to the base amount for every step in the plan.
% Increase	Percentage increase applied to the selected grade.
Percent Adjustment	Enter the percent adjustment to be made to the salaries of the employees on the compensation plan. This may be a negative number. The Percent Adjustment is applied to the salary (Base plus step) <u>before</u> the % increase is applied.
Fixed Adjustment	Enter the fixed dollar amount to be made to the salaries of those on the compensation plan. This may be a negative number. The Fixed Adjustment is applied to the salary (Base plus step) <u>before</u> the % increase is applied.

To add benefits to a compensation plan:

1 Select the Benefits tab in the Add Compensation Plan window.

The Benefits tab is shown in Figure 3.19.

Figure 3.19- Benefits Tab



2 Click the Add Object (Dollars) button to add objects (benefits) in American Dollars, or the

Add Object (Local) to add objects in Local Currency.

Clicking either button will open a selection window like the one shown in [Figure 3.20](#).

Figure 3.20- Add Object Window



- 3 Highlight the object(s) to be added to the compensation plan and click the OK button.

The object(s) will be shown in rows in the Benefits tab ([Figure 3.21](#)).

Figure 3.21- Benefits Tab with Objects Listed



Columns are provided for you to enter % of Salary and Fixed Amounts for each object.

- 4 Enter the % of Salary and Fixed Amount for each object. (Be sure the *entire* field is highlighted.)



The Benefit amount is calculated after specific and general percentage adjustments are made to the salary because benefits are calculated based upon: 1. The provided information from the compensation plans, and 2. The grade and step level indicated in the budget sub-object worksheet.

- 5 When you are finished, click the OK button.

To modify compensation plans:

- 1 Open the Compensation Plan application ([Figure 3.17 on page 25](#)).
- 2 Highlight the plan to change and click the Modify button.

This will open the selected plan and allow you to make any needed changes.

- 3 When you have made all of the changes, click the OK button to save the changes.

To delete a plan:

- 1 From the Compensation Plan window ([Figure 3.17 on page 25](#)), select the plan to be deleted.
- 2 Click the Delete button.

Before the plan is permanently purged from the system, a confirmation window will open requiring you to confirm or cancel the deletion.

- 3 If you wish to continue with the deletion, click the Yes button.



Clicking the Yes button will permanently delete the data in the compensation plan.

Distribution Worksheet

Workload counts are entered for each cost center and sub-cost center at every location for each participating agency in the Distribution Worksheet. Separate locations have separate workload counts, even for the same cost centers and sub-cost centers. Each cost center has a specific unit of measure associated with it (Distribution Factor). Print the report titled “Cost Center list” located under ["Reference Table Reports" on page 79](#) to see the complete list of cost centers and their distribution factors. A sub-cost center unit of measure will be the same as its parent cost centers unit of measure. For example, if a sub-cost center is created under the parent cost center “Information Management Technical Support”, then the sub-cost center distribution factor would be “Number of Peripherals” and its distribution type would be “Static.”



Workloads are stored independently for each plan. Any changes to the Workloads you enter for one plan are not automatically projected to another plan.

At the beginning of the fiscal year, you must enter a projected workload count for each cost center and sub-cost center at every location. This estimate will be used to calculate the expense distribution of the budget.



Agency workload counts are for the May-April period. Workload counts must be provided to the Council by June 1. Customer agencies should review and comment on them well before the July 1 approval date for the ICASS budget.

When you select a cost center from the distribution screen the unit of measure is displayed in the field labeled “Distribution Factor.” Each distribution factor is either static or cumulative. Static distribution factors are those that don’t normally accumulate from quarter to quarter. For example, the number of American direct hire positions would not normally change from quarter to quarter. The number would probably stay the same for most agencies. This is not to say that static distribution factors don’t change at all, they just do not accumulate over time.

Projected Workload vs. Quarterly Workload

Projected workload is an estimate of the quantity of work that will be completed within a defined year period. For cumulative cost centers, this estimate is based on the previous year’s actual workload counts. Two examples are:

- An agency's use of a cumulative type of service may vary throughout a year
- The measure of the work performed grows over time.

Therefore, the actual amount of work produced by the service provider serves as a good estimate. If the amount of work performed for an agency is voluminous, and cannot be tracked daily, a measure can be taken of the workload once a month, throughout the year period, covering low and high peak periods, and annualized as an estimate.

Static cost centers are defined as such because the measure of the service provided is of a nature where the measure of the service does not change. Measures such as number of square meters, people, vehicles, or instruments serviced, tend to remain the same throughout the year. Thus, a previous year's static measure serves as a good estimate for the upcoming fiscal year. Note that if post knows that an agency is to subscribe to a new service in the new fiscal year, or that the static count of the service will increase or decrease, these factors should be taken into account when making the projections for the upcoming year.

Projected workload is the factor upon which ICASS budgeted costs are distributed. These figures are entered on an agency- and cost-center-specific basis in the Distribution Module, under "Projected Workload". Agency invoices are based upon the projected (estimated) use of the ICASS services. In some cases, the projected figure is modified. See ["Modified Workload Counts" on page 30](#). Actual use of the services during the year period, on the other hand, is to be tracked by the service provider. This actual workload information, in turn, will serve as the estimated/projected workload for the next fiscal year.

Actual workload count can be entered into the Distribution Module on a quarterly basis. Entering data into these fields will have no effect on the agency invoices. The invoices will still be calculated based on the projected workload. To enter quarterly workload for Static Cost Centers, type in the number of actual square meters occupied and serviced for the quarter. For example, if the agency no longer gets the service in Q4, then enter zero.

Table 3.3- An agency that no longer gets service in the 4th Quarter

Code	Agency	Projected	1st QTR	2nd QTR	3rd QTR	4th QTR
1900	State	1,300	1,300	1,300	1,300	0 (zero)
1901	ICASS					

If a new American is serviced in the third and fourth quarter, and the per capita count for the agency increases from 3 to 4, then enter the following:

Table 3.4- An agency with a 3rd and 4th Quarter increase

Code	Agency	Projected	1st QTR	2nd QTR	3rd QTR	4th QTR
1900	State	3	3	3	4	4
1901	ICASS					



Depending on when the agency notifies the service provider of the increase, what stage of the budget cycle this information is conveyed, and if the Council agrees, the projected amount could be amended mid-year. Generally, projected workload is only amended in mid-year.

Actual workloads for cumulative counts are to be entered on a quarterly basis in a year to date (YTD) fashion. See "[Automatic Quarterly Workload Updates](#)" on page 31. Q1 would be entered, for example, as the number of vouchers processed in the first quarter. The second quarter would be the sum of the first and second quarter, and so forth. Quarter 4 YTD would serve as the projected workload for the next fiscal year.

Table 3.5- Workloads for Cumulative Counts

Code	Agency	Projected	1st QTR	2nd QTR	3rd QTR	4th QTR
1900	State	5,000	1,200	2,400	3,600	4,800
1901	ICASS					

The actual quarterly workload serves another purpose in the software. It is used for only two reports: "Actuals Summary by Agency" and "Budget v. Actuals by Cost Center and Agency". If projected workload is used to distribute budgeted costs to agencies, then the actual workload is used to distribute actual obligations to agencies. This is best shown in the "Budget v. Actuals by Cost Center and Agency" report since it shows how much money is being obligated in relation to how much was budgeted, on an agency basis. This information can serve the post Council members in seeing how much is actually being spent compared to the budget and how much each member could be paying for the service next year.

Modified Workload Counts

Some workload counts can be modified to reflect different levels of service. Where modified workload counts are permitted, the grid will contain an extra column for entering a modification factor. Modification levels can only be 0.6 or 0.3. Next to the "regular" columns for projected, first, second, third, and fourth quarter distribution amounts are columns for modified amounts. Data cannot be directly entered into the modified columns. The modified columns will contain the product of the workload counts entered into the "regular" column multiplied by the modification factor. You will not be required to manually calculate the modified distribution amounts. Because the default modification factor is one, there is no difference in the modified and "normal" columns unless the modification factor is changed. Consult the ICASS handbook for guidance on when it is appropriate to change a modification factor. The report titled "Cost Center List" under the "Reference Tables" report type also specifies whether a cost center is modifiable.

Multiple Modification Cost Centers

There are seven cost centers that contain two or more specific modification categories. For example, for an agency subscribed to Security Services, post would enter one workload count for Americans and one for Locally Engaged Staff. A separate row will be provided for each.

[Table 3.6](#) lists the seven modification cost centers and the separate break down for each.

Table 3.6- Multiple Modification Cost Centers

Cost Center	Title	Modifications
5880*	Security Services	Americans and LES Staff
6145†	General Services	Americans and LES x.2
6194*	Mail & Messenger Services	Americans and FSN's
6222*	Payrolling	Americans and LES Staff
6224*	Cashiering	Number of Petty Cash Payments, Accommodation Exchange Transactions, and Collections
6443‡	Community Liaison	Americans, TCN's and Contractors
6445†	Personnel Services	Americans and LES Staff
6134*	Procurement Services	Number of Executed Procurement Documents x 1.0, x 0.6, or x 0.3 depending on procurement size.

An * denotes cost centers found in standard plans.

A † denotes cost centers found in lite plans.

A ‡ denotes cost centers found in both standard and lite plans.



Cost Center 6145 has a modification factor of .2 for LES workload. This is not calculated automatically. You must calculate the amount off-line and then enter it into the "projected" workload field. Do not type .2 in the modification field. Modification can be only 1, .6, or .3.



Print the report titled "Cost Center List" to see a complete listing of cost centers and their distribution factors.

Automatic Quarterly Workload Updates

The Distribution worksheet contains buttons that allow you to automate the quarterly updates to the distribution worksheet. The Q1, Q2, Q3, and Q4 buttons activate this function. When you click one of these buttons, the amount designated in the projected column of the worksheet will be copied to that quarter for all cost centers if static. If cumulative, the software will distribute the projected amount in quarters, in a cumulative fashion. For example, when you are ready to enter the unit distributions for the first quarter cumulated, the Q1 button on the worksheet offers you the ability to transfer data from the projected column to the first quarter column. This will be done for all cost centers, and the system will automatically distinguish between static and cumulative distribution types. The cumulative factor will display one-quarter of the projected amount. In Q2, the cumulative amount will be one half of the projected amount, in Q3, three-quarters, and in Q4, the entire projected amount.



There are different distributions for projected (used for budget calculations only) and quarter one, quarter two, quarter three and quarter four (used for actuals by Agency calculations only).

To utilize the Distribution program:

- 1 Click the Distribution button on the Post Profile/Misc. tab.

This will open the Workload Distribution Worksheet ([Figure 3.22](#)).

Figure 3.22- Distribution Worksheet

- 2 Enter the necessary information in the fields as described in [Table 3.7](#).

Table 3.7- Workload Distribution Field Descriptions

Field	Descriptions
Location	If your plan has more than one location, use the dropdown list to choose a location. The default is the main embassy.
Cost Center	Select the cost center from the dropdown list.
Distribution Factor	This field displays the unit of measure used to distribute the cost of the selected cost center.
Distribution Type	Displays whether the distribution factor is static or cumulative.
Agency	Displays all of the agencies active at post.
Factor Group	For those cost centers with multiple modification factors, the names of each modification classification. For example, for cost center 6443, the factor groups are Americans, TCN's and Contractors.
Modification Factor	Enter the appropriate factor to reflect a lower level of service. (1,.3 or.6)
Projected	Enter the projected cost statistics.
Q1	Enter the amount for the first quarter.
Q1- Mod	This amount is automatically entered to reflect the modified amount for Q1.
Q2	Enter the amount for the second quarter. If cumulative, enter Q1 and Q2.
Q2- Mod	This amount is automatically entered to reflect the modified amount for Q2.
Q3	Enter the amount for the third quarter. If cumulative, enter Q1, Q2, and Q3.
Q3- Mod	This amount is automatically entered to reflect the modified amount for Q3.

Field	Descriptions
Q4	Enter the amount for the fourth quarter. If cumulative, enter the total workload for the year.
Q4- Mod	This amount is automatically entered to reflect the modified amount for Q4.
Comments	Enter any comments that may be necessary for further explanation or clarification, especially if the workload has been modified for an agency.

Procurement Services Cost Center

Cost Center 6134 (Procurement Services) has an expanded functionality. After you select Cost Center 6134, you can choose either to list the total procurement for each agency or to separate Procurement into small, medium, or large categories.

To list total procurement for each agency:

Select "No Factor Groups" (shown in the red circle in [Figure 3.23](#)) on the Workload Distribution worksheet. Each agency's data will be displayed on one line.

Figure 3.23- Listing total procurement by agency

Agency	Mod Factor	Projected	Proj Mod	Q1 YTD	Q1-Mod YTD	Q2 YTD	Q2-Mod YTD	Q3 YTD	Q3-Mod YTD	Q4 YTD
0910.0 FOREIGN BROADCASTING INFC	1.00	15.0	15.0	3.8	3.8	0.0	0.0	0.0	0.0	0.0
1235.0 AGRH-FOREIGN AGRICULTURE!	1.00	13.0	13.0	3.3	3.3	0.0	0.0	0.0	0.0	0.0
1330.0 COMMERCE-US & FOREIGN COI	1.00	27.0	27.0	6.8	6.8	0.0	0.0	0.0	0.0	0.0
1900.0 STATE	1.00	540.0	540.0	135.0	135.0	0.0	0.0	0.0	0.0	0.0
1901.0 ICASS	1.00	938.0	938.0	234.5	234.5	0.0	0.0	0.0	0.0	0.0
1931.0 STATE-MSG SUPPORT	1.00	108.0	108.0	27.0	27.0	0.0	0.0	0.0	0.0	0.0
1940.0 STATE-BUREAU FOR REFUGEE	1.00	16.0	16.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0
1942.0 STATE-SECURITY SUPPLEMEN	1.00	56.0	56.0	14.0	14.0	0.0	0.0	0.0	0.0	0.0
1967.0 PUBLIC DIPLOMACY (FORMER L	1.00	57.0	57.0	14.3	14.3	0.0	0.0	0.0	0.0	0.0
2019.0 TREAS-AFRICAN DEVELOPMEN	1.00									
2105.2 ARMY-HQDA, DCOPS STRATEG	1.00	14.0	14.0	3.5	3.5	0.0	0.0	0.0	0.0	0.0
4400.0 PEACE CORPS	1.00					0.0	0.0	0.0	0.0	0.0
7223.0 AID-CHILD SURVIVAL & DISEASI	1.00	25.0	25.0	6.3	6.3	0.0	0.0	0.0	0.0	0.0
7551.0 HHS - CENTER FOR DISEASE C	1.00	286.0	286.0	71.5	71.5	0.0	0.0	0.0	0.0	0.0
9568.1 IBB - Affiliates	1.00									
9568.2 IBB - Monitoring Offices	1.00									
9568.4 IBB - Correspondents	1.00									
9705.0 DEFENSE INTELLIGENCE AGEN	1.00	136.0	136.0	34.0	34.0	0.0	0.0	0.0	0.0	0.0

To list procurement by size:

Select "W/ Factor Groups" on the Workload Distribution worksheet (shown in the red circle in

Figure 3.24).

Figure 3.24- Listing procurement by size

Agency	Factor Group	Mod Factor	Projected	Proj Mod	Q1 YTD	Q1-Mod YTD	Q2 YTD	Q2-Mod YTD	Q3 YTD	Q3-Mod YTD
0910.0 FOREIGN BROADCASTING INFC	Large (>\$100k)	1.00	15.0	15.0	3.8	3.8	0.0	0.0	0.0	0.0
0910.0 FOREIGN BROADCASTING INFC	Med x. 6 (\$2.5k-100k)	1.00								
0910.0 FOREIGN BROADCASTING INFC	Small x. 3 (<\$2.5k)	1.00								
1235.0 AGRIFOREIGN AGRICULTURE	Large (>\$100k)	1.00	13.0	13.0	3.3	3.3	0.0	0.0	0.0	0.0
1235.0 AGRIFOREIGN AGRICULTURE	Med x. 6 (\$2.5k-100k)	1.00								
1235.0 AGRIFOREIGN AGRICULTURE	Small x. 3 (<\$2.5k)	1.00								
1330.0 COMMERCE-US & FOREIGN COI	Large (>\$100k)	1.00	27.0	27.0	6.8	6.8	0.0	0.0	0.0	0.0
1330.0 COMMERCE-US & FOREIGN COI	Med x. 6 (\$2.5k-100k)	1.00								
1330.0 COMMERCE-US & FOREIGN COI	Small x. 3 (<\$2.5k)	1.00								
1900.0 STATE	Large (>\$100k)	1.00	540.0	540.0	135.0	135.0	0.0	0.0	0.0	0.0
1900.0 STATE	Med x. 6 (\$2.5k-100k)	1.00								
1900.0 STATE	Small x. 3 (<\$2.5k)	1.00								
1901.0 ICASS	Large (>\$100k)	1.00	938.0	938.0	234.5	234.5	0.0	0.0	0.0	0.0
1901.0 ICASS	Med x. 6 (\$2.5k-100k)	1.00								
1901.0 ICASS	Small x. 3 (<\$2.5k)	1.00								
1931.0 STATE-MSG SUPPORT	Large (>\$100k)	1.00	108.0	108.0	27.0	27.0	0.0	0.0	0.0	0.0
1931.0 STATE-MSG SUPPORT	Med x. 6 (\$2.5k-100k)	1.00								
1931.0 STATE-MSG SUPPORT	Small x. 3 (<\$2.5k)	1.00								
1940.0 STATE-BUREAU FOR REFUGEE	Large (>\$100k)	1.00	16.0	16.0	4.0	4.0	0.0	0.0	0.0	0.0
1940.0 STATE-BUREAU FOR REFUGEE	Med x. 6 (\$2.5k-100k)	1.00								
1940.0 STATE-BUREAU FOR REFUGEE	Small x. 3 (<\$2.5k)	1.00								
1942.0 STATE-SECURITY SUPPLEMEN	Large (>\$100k)	1.00	56.0	56.0	14.0	14.0	0.0	0.0	0.0	0.0
1942.0 STATE-SECURITY SUPPLEMEN	Med x. 6 (\$2.5k-100k)	1.00								
1942.0 STATE-SECURITY SUPPLEMEN	Small x. 3 (<\$2.5k)	1.00								
1967.0 PUBLIC DIPLOMACY (FORMER L	Large (>\$100k)	1.00	57.0	57.0	14.3	14.3	0.0	0.0	0.0	0.0
1967.0 PUBLIC DIPLOMACY (FORMER L	Med x. 6 (\$2.5k-100k)	1.00								

The user will enter each agency's data on three lines for large, medium, and small. Large procurements are defined as larger than \$100K; medium as between \$2.5K and \$100K; and small defined as less than \$2.5K. The user weights each level by applying the following factors: large = 1, medium = .6 and small = .3. See [Table 3.8](#) for a quick reference.

Table 3.8- Procurement Definitions and Weights

Procurement Size	Definition	Weights Applied
Large	Greater than \$100K	1
Medium	Between \$2.5 K and \$100K	.6
Small	Less than \$2.5K	.3

Partial Year Invoice

The Partial Year Invoice worksheet allows post to estimate additional costs generated by new agencies arriving at post or subscribing to a new service after your final budget has been submitted to Washington. Projected Workload Counts are entered by cost center at each location for each new participating agency. The software then creates reports based on this new workload. The reports are divided into two categories: Staff Year and Cost.

Reports and their Uses

The first report category, Staff Year, contains one report named "Staff Year Requirements". It calculates any additional staff-years' resources needed to provide service to the new agency. It does this by comparing the current workload to the new workload for each cost center. It will then use this comparison to calculate any additional staff-years required for each of the

ICASS position types. The current staff year is derived from the "LES Position" and "US Citizen Direct Hire" worksheets. The time allocations entered by post for each cost center are summed, and can be viewed on the respective cost center screens at the bottom, as seen in [Figure 3.25](#). These numbers are then used as data for the reports in the Partial Year Invoicing module.

Figure 3.25- Staff year averages are considered in the Partial Year Invoicing process

Position Code	Position Title	Incumbent	5458-0000 CompSvs	5824-0000 Health	5880-0000 SecSvs	6132-0000 VehMaint	6133-0000 AdmS	Total
ACFS2001	ELECTR. MNT. SPE	Vacant/Advertised						100%
ACFS2024	NEPA CLK/HOUS. II	OUALHEIM, CATHE						100%
ACFS2026	INV. CLK./HOUS. INI	GILL, INGRID						100%
ACFS2030	WORK ORDER CLK	PIGG, CHRISTINA						100%
ACFS2043	ADMIN. CLK. (96-043)	STANSBURY, BREN						100%
APFS0010	CLO (97-010)	CATE, LYDIA						100%
APFS0015	CLO (97-015)	ALOIS, BETH						100%
APFS0031	ADMIN. ASST. (97-0)	WILLIAMS, KATHEY						100%
APFS0032	NURSE (96-032)	ROBERTSON, KARE			95%			100%
APFS0068	NURSE (96-031)	THOMASON, REBE			95%			100%
APFS0163	ADMIN ASSISTANT	VACANT, ADVERTIS						100%
APFS099a	SUMMER HIRES	DUMMY POSITION						100%
APFS3032	CLASS B CASHIER (I)	FLETCHER-SMITH, I						100%
APFS4007	PERSONNEL ASST	HUSHOUR, SHARO						100%
APFS5011	MAIL CLK	VACANT						100%
APFS5014	M&P SUPV APO (97)	BENNETT, YEN						100%
APFS5021	COMP. OPER. LAN (I)	GEIER, WILLIAM	100%					100%
APFS5040	MAIL CLK. (97-040)	MCLARNEY, ANNET						100%
APFS5041	MAIL CLK. (97-041)	GRAYSON, RONNIE						100%
APFS5101	MAIL CLK. (97-101)	POWERS, MARGIE						100%
LS2-107F	WAREHOUSEMAN	LOSERT, WILHELM						100%
LS2-108F	WAREHOUSEMAN	DENZER, LOTHAR						100%
LS2-111F	LABORER	HALLCAVUSOGULLI						100%
LS2-112F	LABORER	VACANT						100%
LS2-113F	GARDENER	SERRETIELLO, VINC						100%
LS2-114F	LABORER	PASCIUCCO, GIOVA						100%
LS2-115F	LABORER	SOCHOR, JAN						100%
LS2-116F	LABORER	TRAEGLER, MICHA						100%
LS2-117F	LABORER	VACANT						100%
LS2-118F	LABORER	BADILLO, VICENTE						100%
LS2-119F	GARDENER	AL JATARI, EL HAS						100%
LS2-146F	ADMIN ASST PROC	CHRISTE, HARTMU						100%
LS2-806F	ENGR/ARCHITECT	NETHE, HARALD						100%
LS2-815F	TELEPHONE OPR	IULIAPAMBILI, G						100%
Staff Years:			9.14	2.91	3.01	0.8		

The second report category, Cost, contains three reports. The first and third deal with partial-year information. The second concerns full-year information.

- 1 *Cost for New Agency (Partial Year)* -- This report calculates the additional cost created by this agency for each cost center and pro-rates the cost. It does this by calculating the current unit cost for each cost center and excluding certain fixed costs (US Citizen DH Cost, Lease Cost, LGP Cost, DTSP0 Cost, and Furniture and Appliance Pool Costs). Based on this unit cost the report calculates the additional cost created by the new agency for each cost center. This cost does not include OH and ICASS redistribution costs. See ["FYUC x Workload Counts" on page 111](#) for more information about how this cost is calculated.
- 2 *Cost for New Agency (Full Year)* -- This report is for informational purposes only and is not an invoice for payment. It provides limited information for post and the regional bureau to determine additional costs for the next fiscal year. This report should be prepared every time there is an Partial Year Invoicing increase, even if the post has also prepared a partial-year invoice for the remainder of the current fiscal year. This full-year estimate is a basis on which an agency should decide whether it can afford the cost of a new position or new support requirement. Contrary to the partial year report, this report includes costs for US Citizen DH, Leases, and LGP. It does not include OH and ICASS redistribution costs. See ["Unit Cost for Full Year" on page 111](#) for more information about how this cost is calculated.
- 3 *Invoice (Partial Year)* -- This report is identical to Cost for New Agency (Par-

tial Year) except that it contains a signature block. This is the invoice you will submit to the agency representatives for signature, and then send to Washington. See "[Unit Cost for Partial Year](#)" on [page 111](#) for more information about how this cost is calculated.



For instructions on how to view and print the reports, see [Step 8 on page 39](#).

Modified Workload Counts in Partial-Year Invoice

Some workload counts can be modified to reflect different levels of service. See "[Modified Workload Counts](#)" on [page 30](#) for additional information.

Multiple Modification Cost Centers

There are seven modification cost centers that contain two or more specific categories. For example, for an agency subscribed to Security Services, post would enter one workload amount for Americans and one for Locally Engaged Staff. A separate row will be provided for each. [Table 3.6 on page 31](#) lists the seven modification cost centers and the separate break down for each.

To utilize the Partial Year Invoice Worksheet:

- 1 Click the [Partial Year Invoice/Service Withdrawal](#) button on the Post Profile/Misc. tab.

This will open the window shown in [Figure 3.26](#).

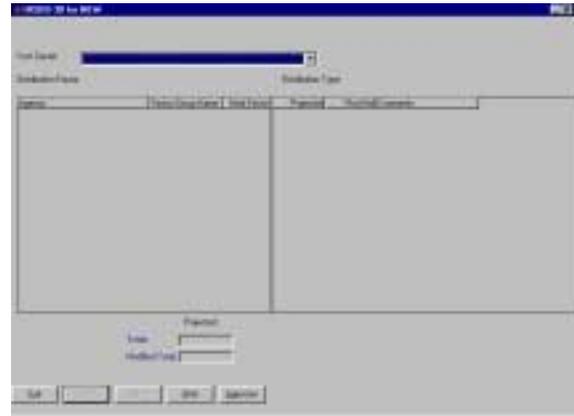
Figure 3.26- Module Selection Window



- 2 Click the Partial Year Invoice button.

This will open the Workload Distribution Worksheet shown in [Figure 3.27](#).

Figure 3.27- Partial Year Invoice Worksheet



- 3 Activate an Agency by doing the following:

- Click the Agencies button that is on the bottom of the worksheet.

This will open the Activate Agencies window shown in [Figure 3.28](#).

Figure 3.28- Activate Agencies Worksheet



- Locate the agency that you wish to activate from the inactive agency list.
- Highlight the agency and click the  button.



Activating an agency in the Partial Year Invoice worksheet only affects that segment of the program. The agency will not be added to the budget in any other place. See ["Activate Agencies" on page 12](#) for an explanation of activating agencies already at post.

- 4 Edit number of months at post by doing the following:

- At the bottom of the Activate Agencies window ([Figure 3.28](#)), click the Edit Months button.

This will open the Months at Post window ([Figure 3.29](#)).

Figure 3.29- Months at Post Window

- Enter the number of months the agency will be at post in the Months at Post field.
 - Click OK.
 - Click the **Exit** button to return to the Partial Year Invoice worksheet.
- 5 Choose the appropriate Cost Centers.
 - 6 Make sure there are active agencies.
 - 7 Enter the necessary information in the fields as described in [Table 3.9](#).

Table 3.9- Partial Year Invoice Worksheet Field Descriptions

Field	Descriptions
Location	If your plan has more than one location, use the drop down menu to choose a location. The default is the main embassy.
Cost Center	Select an eight-digit function code from the dropdown list.
Distribution Factor	This field displays the unit of measure used to distribute the cost of the selected function code.
Distribution Type	This field displays whether the distribution factor is static or cumulative.
Mod Factor	Enter the appropriate factor to reflect a higher or lower level of service.
Projected	Enter the projected workload for a full year. The system will automatically pro-rate the workload for partial year reports.
Proj Mod	The modified projected cost statistics are entered automatically.
Comments	Enter any comments that are necessary for clarification or explanation.



For an explanation of the functions available in reports, [See “Report Descriptions” on page 78](#)

- 8 Click the Print button on the bottom of the Partial Year Invoice worksheet.

This will open the window shown in [Figure 3.30](#).

Figure 3.30- Report Type Selector



- 9 Select the agency to be reported on from the Agency dropdown list.
- 10 Select the report type. (The reports are described in [Table 3.10](#).)

Table 3.10- Partial Year Invoicing Reports

Report	Description
Cost for New Agency (Partial Year)	This report shows the administrative cost of the selected agency for a partial year.
Cost for New Agency (Full Year)	This report shows the administrative cost of the selected agency for a full year.
Invoice (Partial Year)	This report gives a partial year invoice. This must be signed by the agency and sent to Washington.
Staff-Year Requirements	This report shows any additional staff-years required to support the additional workload.



The report you select will not be created if an agency is not selected. Use the arrow at the side of the Agency box to choose the appropriate agency. If the agency you want to select is not listed, you must activate it. If you try to view a report without choosing an agency, an error message will appear.

- 11 Click the OK button.

This will allow you to view the report. For a complete explanation on working with reports, see ["Working with the Displayed Report"](#) on page 76.

- 12 Click the  button to print the report.

Service Withdrawal

The Service Withdrawal worksheet allows Washington to collect data on the frequency and type of withdrawal from cost centers.

To utilize the Service Withdrawal worksheet:

- 1 Click the Partial Year Invoice/Service Withdrawal button on the Post Profile/Misc. tab.
- 2 When the Module Selection window ([Figure 3.26 on page 36](#)) opens, click the Service Withdrawal button.

This will open the Service Withdrawal window shown in [Figure 3.31](#).

Figure 3.31- Service Withdrawal Window

Details				Reason for Withdrawal							
Agency	Cost Center	Notification of Request	Effect	R1	R2	R3	R4	R5	R6	R7	Comments
*											

Reasons

- 1 Agency found a more responsive service provider.
- 2 Agency found a less expensive service provider.
- 3 Agency was incorrectly paying for a service it was not utilizing.
- 4 Agency departure from post (end of mission).
- 5 Agency's Washington Directive.
- 6 No reason given by agency.
- 7 Reason other than above.

Exit Save Print

The rows on the right side of the Service Withdrawal window are used in conjunction with the reasons listed on the bottom right side of the window ([Figure 3.33 on page 41](#)).

- 3 Select the agency name from the dropdown list in the Agency column.
- 4 Select the cost center from which the agency is withdrawing in the Cost Center column.



When an agency leaves post, Post can select cost center "1000 End of Mission", if applicable instead of selecting each relevant cost center.

- 5 Use the calendar ([Figure 3.32](#)) to select the notification and effective dates of the request.

Figure 3.32- Calendar

Details						
Agency	Cost Center	Notification of Request				
*						
Aug 1998		Aug		1998		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5



To utilize the calendar, click the button in either the Notification of Request or the Effective Date column. Next, select the proper month and date in the dropdown lists. Finally, double-click the day. The date will be entered into the field.

- 6 Choose one reason only ([Figure 3.33](#)). Click in the column next to the reason you chose. If you chose reason #7, then you must state the reason in the Comments column.

Figure 3.33- Service Withdrawal Reasons

Reason Key	
1	Agency found a more responsive service provider.
2	Agency found a less expensive service provider.
3	Agency was incorrectly paying for a service it was not utilizing.
4	Agency departure from post (end of mission).
5	Agency's Washington Directive.
6	No reason given by agency.
7	Reason other than above.

- 7 This will place a check in the box ([Figure 3.34](#)).

Figure 3.34- Placing checks in the columns

Date	R1	R2
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 8 Enter any necessary comments in the Comments column.
- 9 Click the Save button to save your changes.

Checklist

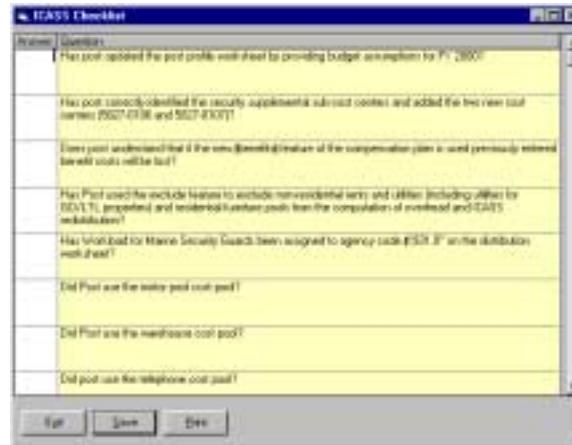
The checklist exists in the form of a worksheet that you can view and mark your progress. The checklist includes items overlooked while completing the entire budgeting process. Questions are answered on the checklist in a yes/no format. All questions must be answered. "No" is sometimes an appropriate answer.

To utilize the Checklist:

- 1 Click on the **C**hecklist button.

This will open the window shown in [Figure 3.35](#).

Figure 3.35- Checklist



- 2 Answer each question by signifying either "Yes" or "No" in the space to the left of the question. Type a "Y" for "yes" and an "N" for "no".

Verify Data

The Verify Data function completes five different verifications to locate inconsistencies within budget data.

- 1 The first test checks to see that every position or budget item has 100% allocation to the cost centers.
- 2 The second test confirms that every cost center used in the budget has been distributed to the various agencies.
- 3 Third, a check is run to find any duplicate Lease ID numbers between the ICASS and Non-ICASS Lease functions.
- 4 Fourth, a test is run to determine if the lease funding requests have been allocated 100% across quarters.
- 5 Finally, the program confirms that DTSP0 costs have been loaded and applied to the budget.

The results for each test are shown in the report. Post can then go back and correct any inconsistencies before sending their budget to Washington.

To verify data:

- 1 Click the Verify Data button.

This will open the ICASS Verification window shown in [Figure 3.36](#).

Figure 3.36- ICASS Verification Window

- 2 Click the Next button.

The test will be run. If an error is found, the ICASS Verification window will look like that shown in [Figure 3.37](#).

Figure 3.37- Error Detected Window

The errors will be listed on the report generated by the verification program.



For instructions on using reports, see [Chapter 6- "Reports"](#) in the ICASS 9.5 User Manual.

- 3 To view the report, click the View Report button.
- 4 Repeat steps 2-3 for the next four tests.
- 5 When the verification program has run all five tests, correct any errors the program found.
- 6 Rerun the Verify Data function to see if all of the errors have been corrected.



A new verification program has been added to verify that funding allocations across Quarters 1-4 in the Lease Worksheet add up to 100%.

Overview

The Budget tab, shown in [Figure 4.1](#), contains many of the worksheets necessary for creating budgets at post. Data entry for each of the sub-object worksheets is very similar. This chapter will describe in detail the function of each button found on the Budget tab. In some instances, different buttons share some or all of the functions of another. Where this occurs, you will be directed to a section of the manual that has already explained the function(s).

Figure 4.1- Budget Tab



LES Positions

Use this worksheet for budget items attributable to LES/PSC positions excluding Local Guards. A position title and code of at least four characters should be entered. Refer to the ICASS handbook for information on coding positions. Grade and step numbers can be entered if needed. If you use the Compensation Plan, you must enter data in these fields in order for the plan data to appear in this worksheet correctly. Appropriate sub-object columns should be added in local currency, dollars, or both. Data can then be entered into the sub-object columns.

The first step in entering your budget data is to record sub-object data. The main part of the worksheet is the grid in which you will enter data. The exchange rate will always be listed directly over the worksheet. The default is one, but this can be changed in the Post Profile/Misc. tab ([see "Post Profile" on page 18](#)) to reflect your country's exchange rate.

Each position has its own row, with one or more sub-objects associated with it. The sub-objects are listed in columns that you add. Initially there are no columns. New columns are added with the Add Object buttons at the bottom of the worksheet. You may enter the amounts budgeted to each position in either US dollars or in your local currency. Therefore every individual sub-object can have two columns. Sub-objects can be differentiated by looking at the column heading. A "\$" sign after the sub-object code denotes US dollars, and "LC" denotes local currency.

You will see that once you leave a cell in which you have entered an amount, the figure is formatted with commas and dollar signs as appropriate. When you move your cursor into a cell containing a dollar amount the formatting is removed. The default settings for hours per week worked and number of months worked are 40 and 12 respectively. If necessary, changes can be made on a position by position basis.

To utilize the LES Position Worksheet:

- 1 Click the **LES Position** button on the Budget tab.

This will open the worksheet shown in [Figure 4.2](#).

Figure 4.2- LES Sub-Object Worksheet

- 2 If you are using one or more consulates, a list box in the upper left hand corner will allow you to choose the location for which you are currently entering data. If that is the case, select the proper location.



Follow the guidelines set forth in the ICASS handbook when entering the position code.

- 3 Enter a position code, title and name of the incumbent (for a detailed listing of the fields, see [Table 4.1](#)).

Table 4.1- LES Positions Data Fields

Field	Description
Location	Select the location for which you are adding data.
Position Code	Enter an eight-digit position code.
Position Title	Enter a position name.
Incumbent	Enter the name of the person currently filling the position.
Compensation Plan	Select the proper compensation plan if one has been created.
Grade	Enter the grade of the of the position.
Step	Enter the step of the of the position.
Hours Authorized	Enter the number of hours that have been authorized per week for the position. The default setting is 40. See note below.
Months Authorized	Enter the number of months per year that have been authorized for the position. The default setting is 12.

- If you have entered compensation plans in the Compensation Plans application (see "[Compensation Plans](#)" on page 24), select the compensation plan to be applied to the position in the "Compensation Plan" column.

When you enter the grade and step, the system will automatically tabulate the salary.



Use of the Compensation Plan is not mandatory. It is not unusual to have a complicated plan that you can not duplicate in the Compensation Plan module. If this is the case, simply select the applicable sub-objects and enter the data manually.



If you created a 42-hour compensation plan, do not change the default setting. If you change 40 to 42, an additional 2 hours will be added to your calculation.

Sub-Object Totals

There are two types of totals that are listed on the LES sub-object worksheet:

- Total:** Represents the column total for all of the positions on the worksheet currently open. This total will be summarized in the currency type specific to that column.
- Total in Dollars:** Represents the row total for all the sub-objects assigned to a position or other budget item in dollars, whether they were entered in dollars or in the local currency.



Not all sub-objects will appear on all worksheets. These sub-object restrictions are based on decisions made by the Interagency ICASS Working Group and can not be changed by the user.

To add sub-objects:

- Click either the Add Object (Dollars) button (for an object based on US currency) or Add Object (Local) button (for an object based on local currency). Both buttons are located on the bottom part of the worksheet.

When either button is clicked, the Add Object List shown in [Figure 4.3](#) will open.

Figure 4.3- Add Object List



- Highlight the proper object(s) from the list box.
- Click the OK button.

A column for each object will be added to the right of the LES Pay column (Figure 4.4).

Figure 4.4- Object Column

Mo Auth	1113 \$ FSNPay	WAEF

4 Enter the data for the object in the columns that were added for the object(s).

Edit Cost Centers

After cost data has been entered into the Sub-Object worksheets, percentages must be distributed to the cost centers. The Edit Cost Centers button allows you to add the cost centers to which the costs will be distributed.

When you open the Edit Cost Centers worksheet, you will see the list in the left column of all of the positions that have been entered for the Sub-Object worksheet. On the far right is a total percentage column for all the cost centers entered for that row (remember that this row total must equal 100%).

Cost Center Columns

Each position has its own row, with one or more cost centers associated with it. Initially there are no columns. The cost centers are listed in columns that the user adds. New columns are added with the Add Cost Center button at the bottom of the worksheet. Data should be entered as percentages. For example, if one particular LES Position were to spend half of his or her time in Payrolling and half of his or her time in Vouchering, then you would add those two cost center columns. Next you would find the intersection of their row and those two cost center columns and enter 50 in each. When you move to the next row, the worksheet will automatically add the percentage sign. The percentage total will equal 100%. You may assign 100% of the cost to a single cost center if appropriate. See Figure 4.5 for an example of both.

Figure 4.5- Example of split and single cost centers

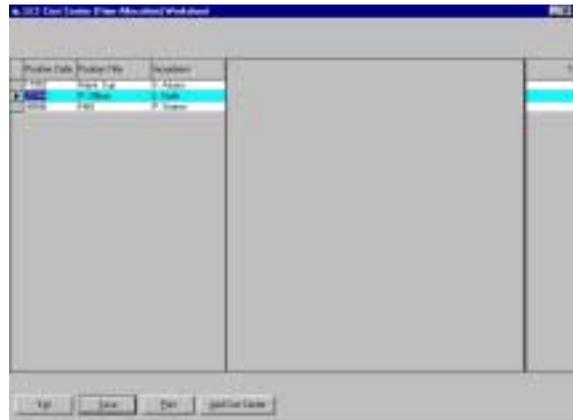
Position Code	Position Title	Incumbent	6221-0000 AcctsRec	6222-0000 Payroll	6223-0000 Voucher	6224-0000 Cashier	6441-0000 AmerPa	Total
ACF52001	ELECTR. MNT. SPE	Vacant/Advertised						100%
ACF52024	NEPA CLK./HOUS. II	QUALHEIM, CATHE						100%
ACF52026	INV. CLK./HOUS. IN	GILL, INGRID						100%
ACF52030	WORK ORDER CLK.	FIGG, CHRISTINA						100%
ACF52043	ADMIN. CLK. (96-043)	STANSBURY, BREI						100%
APF50010	CLO (97-010)	CATE, LYDIA	25%	75%				100%
APF50015	CLO (97-015)	ALOIS, BETH						100%
APF50031	ADMIN ASST. (97-0	WILLIAMS, KATHEY				100%		100%
APF50032	NURSE (96-032)	ROBERTSON, KAR						100%
APF50068	NURSE (96-031)	THOMASON, REBE						100%
APF50163	ADMIN ASSISTANT	VACANT, ADVERTI						100%
APF5099a	SUMMER HIRES	DUMMY POSITION						100%
APF53032	CLASS B CASHIER	FLETCHER-SMITH,				95%		100%
APF54007	PERSONNEL ASST	HUSHOUR, SHARO						100%
APF55011	MAIL CLRK	VACANT						100%

To allocate time to cost centers:

1 Click the Edit Cost Centers button on the bottom of the Sub-Object worksheet.

This will open the window shown in [Figure 4.6](#).

Figure 4.6- Edit Cost Centers Window



- 2 If you are using multiple locations, a dropdown list in the upper left corner will allow you to choose the location for which you are currently entering data.
- 3 Click the Add Cost Center button to add cost centers to the worksheet.

This will open the window shown in [Figure 4.7](#).

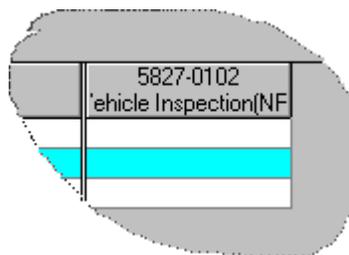
Figure 4.7- Add Cost Center Worksheet



- 4 Highlight the proper cost center(s) from the list box on the Add Cost Center worksheet.
- 5 Click the OK button.

Columns will be added to the right of the Incumbent column of the Edit Cost Centers window ([Figure 4.8](#)).

Figure 4.8- Cost Center Percentage Columns



- 6 Enter the percent of time spent by position for each cost center in the grid on the right side of the Cost Center worksheet.
- 7 When you complete the time allocation process, save your data.



If you are budgeting by location, you may have positions that spend time supporting cost centers in those locations. For example, if one employee were spending 90% of his time in pay-rolling for the embassy and 10% of his time in payroll for a consulate, you could allocate his time accordingly. To do so, when selecting the Payroll center, be sure to select it twice: once for the embassy and once for the consulate. Next you would find the intersection of the position and these two cost centers, 6222-0000 and 6222-1000, and assign the time allocations accordingly.

US Citizen Direct Hire

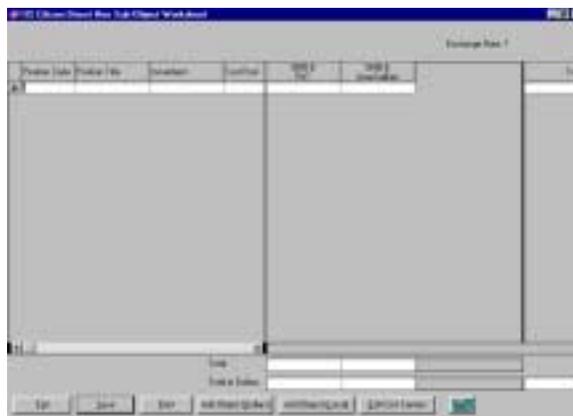
Use this worksheet for budget items attributable to US Citizen Direct Hire positions only. Data entry is similar to the LES Positions worksheet (see "[LES Positions](#)" on page 44 for more information), although there are different data fields and different object codes may be available.

To utilize the US Citizen Direct Hire application:

- 1 Click the US Citizen Direct Hire button on the Budget tab.

This will open the worksheet shown in [Figure 4.9](#).

Figure 4.9- US Citizen Direct Hire Worksheet



- 2 Enter the proper data in the fields as described in [Table 4.2](#).

Table 4.2- US Citizen Direct Hire Fields

Field	Description
Location	Select the location for which you are adding data.
Position Code	Enter an eight -digit position code.
Position Title	Enter a title name.

Field	Description
Incumbent	Enter the name of the person currently filling the position.
Cost Pool	Choose a Cost Pool from the drop down list. You may leave the field as "None" (the default) if no Cost Pool applies
Grade	Enter the person's grade.

New Cost Pools

There are three new cost pools available in the US Citizen Direct Hire worksheet in ICASS 9.5. They are listed in [Table 4.3](#).

Table 4.3- New Cost Pools

Number	Description
9628	#8 General Services Officer
9629	#9 General Services Officer

Other Budget Items

Any budget items that are not directly or easily attributed to a single position are considered "other budget item related", and should be on the Other Budget Items worksheet. Appropriate sub-object columns should be added in local currency, dollars, or both. Data can then be entered into the sub-object columns.

Cost Pools

Other budget items can be associated with a cost pool if needed. Click the button to choose a cost pool from the dropdown list in the Cost Pool column. You may leave the field as "None" (the default) if no cost pool applies. Two budget items can share the same cost pool.

Exclude Functionality

The exclude functionality is designated by entering "Y" for "Yes" or an "N" for "No". The default setting is "No". If you enter a "Y" the cost of specific sub-objects will be excluded from the calculation of ICASS and overhead distribution. The excluded sub-objects are those associated with:

- Residential and Non-Residential Rents
- Utilities
- IVG Line Costs
- Furniture Pool

Excluded amounts will be reflected on ICASS Key Report #1, although they will not be shown separately on the agency invoices. Check the ICASS Handbook for guidance on when it is appropriate to exclude other budget items. Exclusion is only used for the purposes of calculating the share of ICASS and overhead costs for each agency. "Excluded" costs are factored into invoices and are, therefore, charged to the agencies.

Utilizing the Other Budget Items application:

- 1 Click the Other Budget Items button on the Budget tab.

This will open the worksheet shown in [Figure 4.10](#).

Figure 4.10- Other Budget Items Worksheet

Other Budget Items Sub-Object Worksheet for: ICASS FRANKFURT 20001

Exchange Rate: 1.867

Description	Cost Pool	Exclude	1187 LC CashAwardFSN	2156 \$ FldTrvNoc	2163 \$ OthTrvlTaxis	2201 \$ TransGovProp	Total
▶ V/G Lines	None	Yes					\$46,997
1187-Cash Awards FSN	None	No	17,780				\$9,523
2156-Field Travel NOC	None	No		\$0			\$0
2165-Emergency Visit Travel	None	No			\$2,200		\$2,200
2201-Transport Govt Prop	None	No				\$900	\$17,397
2222-Unaccompanied Pouc	None	No					\$61,331
2288-Dispatch Agysrv	None	No					\$6,100
2299-Misc Freight NOC	None	No					\$12,240
2322-Telephone Tolls	None	No					\$116,551
2341-Postage/PO Box Rent	None	No					\$66,845
2361-Electricity	None	Yes					\$557,258
2362-Gas	None	Yes					\$227,102
2363-Water	None	Yes					\$230,594
2364-Sewerage	None	Yes					\$168,857
2365-Garb, Trashdisp or NOC	None	Yes					\$85,003
2379-Misc Rentals NOC	None	No					\$1,525
2450-Misc Printing NOC	None	No					\$1,553
2521-Motor Vehicle M&R	None	No					\$24,831
2552-Serv Facility Oper	None	No					\$156,079
2558-Post Language TrgCr	None	No					\$19,510
2569-Other Contr Pers-NOC	None	No					\$0
2585-Office Machine Maint	None	No					\$68,934
2586-Reprr&Maint Equipmer	None	No					\$31,601
2589-Oth Contr Serv-NOC	None	No					\$202,512
2586-Contr Security NOC	None	No					\$29,941
2611-Auto Fuels&Lubricants	None	No					\$14,845
2612-Auto Parts&Supplies	None	No					\$6,320
2621-Reference Materials	None	No					\$56
2622-Office Supplies	None	No					\$81,897
2641-Medical Supplies	None	No					\$24,000
2652-Bldg Repr Supp&Matf	None	No					\$20,621
2653-Furnishing Repr Items	None	No					\$33,329
Total:			17,780	\$0	\$2,200	\$900	
Total in Dollars:			\$9,523	\$0	\$2,200	\$900	\$2,401,753

Exit Save Print Add Object (Dollars) Add Object (Local) Edit Cost Centers

- If you are using one or more consulates, a list box in the upper left corner will allow you to choose the location for which you are currently entering data. Select the proper location.
- Enter a description for the budget item being entered. This description can be anything you wish. The description should reflect the function to which the selected sub-objects appear.
- If the item can be associated with a particular cost pool, select the appropriate cost pool from the drop down list. If none apply, select "None." If the cost pool field is left blank, the system will set it as "None" by default.
- If certain sub-objects need to be excluded, enter a "Y" in the Exclude data entry field. If this field is left blank, the system will set it as "No" by default.
- Add sub-objects as needed to complete the worksheet. (For instructions on adding sub-objects, see ["To add sub-objects:" on page 46](#).)

Edit Cost Centers

After cost data has been entered into the Sub-Object worksheets, percentages must be distributed to the cost centers. The Edit Cost Centers button allows you to add the cost centers to be distributed.

When you open the Edit Cost Centers worksheet, you will see the list of all of the budget items that have been entered for the Sub-Object worksheet. On the far right is a total percentage column for all the cost centers entered for that row (remember that this row total must equal 100%).

Items Specific to Other Budget Items

Entering allocation data for Other Budget items is identical to that of personnel data ([see "To allocate time to cost centers:" on page 47](#)). The first column, Description, indicates the description entered in the other budget items Sub-Object mini-worksheet. There is no total for the cost center columns.



There are three items that are applied to the Other Budget Item worksheet: Lease costs for non-residential properties, Assets, and IVG line costs.

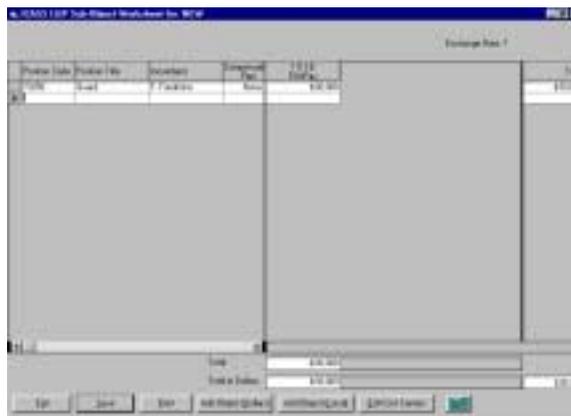
LGP Positions

Use this worksheet for budget items attributable to the ICASS Local Guard program only. Data entry is identical to the LES Positions worksheet (see ["LES Positions" on page 44](#) for more information), although different object codes may be available. There is a separate worksheet for entering Non-ICASS LGP positions in the DS tab in the Non-ICASS program ([See "LGP Positions" on page 82](#)).

To open the LGP Positions application:

Click the LGP Positions button on the Budget tab. This will open the worksheet shown in [Figure 4.11](#).

Figure 4.11- LGP Positions Worksheet



LGP Budget Items

The LGP Budget Items application allows post to keep all non-LGP position costs associated with the LGP program separate from other ICASS budget items. Data entry is identical to that in ["Other Budget Items" on page 50](#). Enter only non-personnel costs in this application. Personnel information should be entered into the LGP Positions worksheet (see ["LGP Positions"](#)).



The LGP Budget Items worksheet has been added to keep all costs associated with the LGP program separated from LGP Personnel costs.

Utilizing the LGP Budget Items application:



Enter only those LGP Budget Items that pertain to the ICASS LGP program. Non-ICASS Other Budget Items must be entered in the Non-ICASS LGP Other Budget Items worksheet. (See "[LGP Other Budget Items](#)" on page 84).

- 1 Click the LGP Budget Items button on the Budget tab.

This will open the worksheet shown in [Figure 4.12](#).

Figure 4.12- LGP Budget Items Worksheet



- 2 If you are using one or more consultates, a list box in the upper left corner will allow you to choose the location for which you are currently entering data. Select the proper location.
- 3 Enter a description for the budget item being entered.

This description can be anything you wish. In some cases, the description may simply be a reiteration of the cost center or sub object involved (e.g. Overhead).

- 4 Add sub-objects as needed to complete the worksheet. (For instructions on adding sub-objects, see "[To add sub-objects:](#)" on page 46.)
- 5 Allocate the LGP Budget line items to cost centers just like LES positions. The cost centers are different from DH and LES position cost centers.

Leases

The Leases module allows post to identify all ICASS leases and lease costs. This requires post to insert the residential lease costs for all US Citizen Direct Hire personnel. Also, posts are required to identify the lease cost of other non-residential properties.

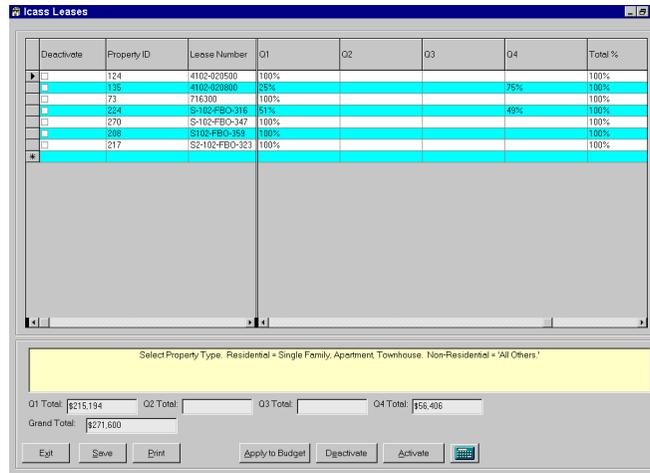
Lease records may be deactivated by post. In addition, leases can be deleted or reactivated. In this way, post can deactivate leases not being used, and reactivate them later if needed. There are columns which allow post to record prior year actuals, and occupants. Post can also record what percentage of their lease budget is allocated for Q1, Q2, Q3, and Q4. A new column will display the total of each year's percentage to ensure quarters add up to 100%. If the quarters' total does not add up to 100%, the Verify Data Process will include a similar check and will produce an error report. The quarterly dollar amount appears on this worksheet, in the lower left corner.

To utilize the Leases application:

- 1 Click the Leases button.

This will open the window shown in [Figure 4.13](#).

Figure 4.13- Leases Worksheet



- 2 Enter the lease information, being sure to deactivate any non-ICASS properties from the list.
- 3 The percentages in the Q1 -Q4 columns will be added up and their total will be put in the Total % column. This new total will appear when you move into a different row.

[Table 4.4](#) provides information on each field.

Table 4.4- ICASS Leases Fields

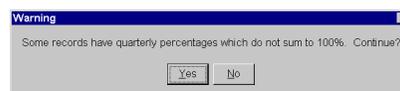
Field	Description
Deactivate	Select the check box if you need to deactivate a lease.
Property ID	Enter the OBO-assigned property ID number (alphanumeric).
Lease Number	Enter the OBO-assigned Lease Number.
Occupant	Click the table cell to activate a dropdown list. Select the occupant's position title. Note: The occupant must appear in the US Citizen Direct Hire worksheet.
Occupant Name	Enter the name or other notes regarding the occupant.
Type of Property	Click the table cell to activate a dropdown list. Select the property type from the list.
Address	Enter the street address of the property.
Owned/Leased/LQA	Click the table cell to activate a dropdown list. Select the property ownership, type of lease, or LQA.
Effective Date of Lease	Select the date the term of the lease begins from the calendar. <i>Double-click</i> the number representing the day to choose the date.

Field	Description
Expiration Date of Lease	Select the date the term of the lease expires from the calendar. <i>Double-click</i> the number representing the day to choose the date.
Currency	Click the table cell to activate a dropdown list. Select whether payment is made in <i>US Dollars</i> or <i>Local Currency</i> .
Prior Year Actuals	Enter the actual obligation for the prior fiscal year.
Funding Request	Enter the US dollar amount requested for the current fiscal year. Be sure to include condo fees or related costs included in the lease. <i>Update this request when preparing your Midyear Budget.</i>
Increase/Decrease	This number is system generated; it is the dollar difference between the current fiscal year Initial Request amount and the Prior Year Actual amount.
Current Year Actuals	Enter the current lease period actuals as of April 1 if this is your Mid-Year Budget.
Prepaid Lease Amount	Enter the amount paid in current fiscal year that is applicable to the lease period in the current fiscal year and beyond. This is for information purposes only. The amount in this column is not added to the current fiscal year request. Include pertinent comments in the Comment field if appropriate.
Comments	Enter comments or justification needed to support your request.
Frequency of Payments	Select how often payments are made.
Q1	Enter the percentage of the lease budget that is allocated for the first quarter.
Q2	Enter the percentage of the lease budget that is allocated for the second quarter.
Q3	Enter the percentage of the lease budget that is allocated for the third quarter.
Q4	Enter the percentage of the lease budget that is allocated for the fourth quarter.
Total	Total percentage automatically calculated.

- 4 Click the Save button to save the data you entered onto the worksheet.

If the percentage in the Total % column does not equal 100%, the following window will appear:

Figure 4.14- Percentage Warning



You can continue if the percentages do not equal 100. Click Yes to continue, or No to revert to the previous screen.

- 5 Click the Apply to Budget button.

This will apply the costs of the property to the budget.



If a lease is shared by a tandem couple (ICASS and Program) enter the lease in both the ICASS and the OBO program lease module. Divide the initial request accordingly.

To deactivate leases:

- 1 In the Deactivate column (the first column) of the lease, place a check in the box by clicking in the check box.



The deactivated leases have not been deleted from the program, only hidden from view. They may be reactivated.

- 2 Click the **D**eactivate button at the bottom of the ICASS Leases worksheet.

This will remove all of the leases that were checked.

To reactivate (deactivated) leases:

- 1 Click the **A**ctivate button at the bottom of the ICASS Leases worksheet.

This will open the Deactivated Leases window shown in [Figure 4.15](#).

Figure 4.15- Deactivated Leases Window



- 2 Select the lease to be reactivated by placing a check in the check box.
- 3 Click the **R**eactivate button.

The leases will be reactivated and placed on the ICASS Leases worksheet.

To delete deactivated leases:



Deleting leases purges the record from the system. If the lease will be needed for future budgets, it is better to leave them deactivated.

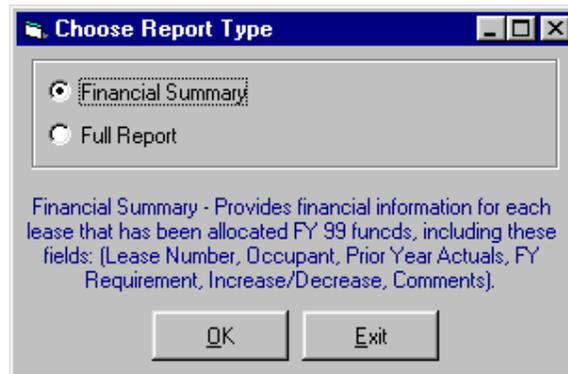
- 1 From the Deactivated Leases window ([Figure 4.15](#)), place a check in the check box for the lease to be deleted.
- 2 Click the **D**elete button.

To print reports:

- 1 Click the **P**rint button.

This will open the Choose Report Type window shown in [Figure 4.16](#).

Figure 4.16- Choose Report Type Window



- 2 Select the report you want to utilize and click **OK** the button. (Each report is described in [Table 4.5](#).)



See "[Working with the Displayed Report](#)" on page 76 for details on working with the report.

Table 4.5- Lease Reports

Report	Description
Financial Summary	Provides financial information for each lease that has been allocated current fiscal year funds, including the following fields: Lease Number, Occupant, Prior Year Actuals, FY Requirement, Increase/Decrease, and Comments.
Full Report	Provides all data that is contained in the lease grid. This report only contains three lease records per page.

DTSPO IVG Lines

The DTSPO IVG Lines worksheet on the Budget tab allows post to load International Voice Gateway (IVG) data provided by DTSPO. This application will allow post to load the data directly into the software for inclusion in the budget.

Most data loaded into the DTSPO IVG Lines module is locked and cannot be modified. However, in the 9.5 version, you are able to edit dollar amounts loaded from the DTS-PO IVG Lines process. The Other Budget Items worksheet is automatically updated to reflect the edited amounts. The Verify Data process checks to ensure that totals from the IVG lines match the edited annual cost amounts.

To utilize the DTSPO IVG Lines application:

- 1 Click the DTSPO IVG Lines button.

Edit Annual Cost button

The Edit Annual Cost button is a feature in the ICASS 9.5 release. To use it do the following:

- 1 Click the Edit Annual Cost button on the bottom of the worksheet.

This will open the window shown in Figure 4.17.

Figure 4.19- Edit Annual Cost



- 2 This password screen will communicate that you must contact the ICASS Service Center to get approval for the annual cost edits and receive the password to proceed. Once you receive the password, enter it in the box, and click OK.
- 3 A new Edit Annual Cost screen will appear after the correct password is given. You will be prompted to enter the annual cost. If an amount is not entered between 0 and 10 million, an error message will appear, and you will be prompted to enter a new amount. Click OK to save the information, or Cancel to revert to the previous screen.
- 4 The new annual cost amount will be saved, and the IVG Lines Table on the data database (ICASSD) will be updated with the new amount.
- 5 Click Apply to Budget. The cost will appear on the "Other Budget Item" worksheet.

This DTSP0 IVG data (Table 4.6 on page 58) will be included in the Other Budget Items worksheet, and will automatically allocate 100% to the IVG line cost center.

Depreciation Worksheet

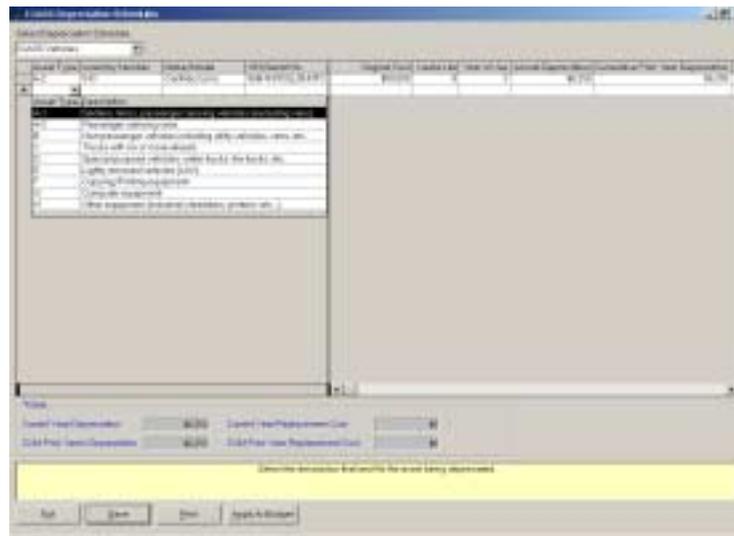
The depreciation worksheet allows users to list all of the capitalized assets at post. This schedule is to be completed for all vehicles with four wheels or more and other assets with a value of \$25,000 or more.

To utilize the Depreciation Worksheet application:

- 1 To open the depreciation worksheet, click the Depreciation Worksheets button.

This will open up the worksheet as shown in [Figure 4.20](#).

Figure 4.20- Depreciation Worksheet



- 2 From the *Select Depreciation Schedule* dropdown list, select either ICASS Vehicles, Other ICASS Assets, or ICASS LGP Vehicles worksheet.
- 3 Enter the data into the fields. A listing of each field, and a description of each is included in [Table 4.7](#).

Table 4.7- Depreciation Worksheet Data Fields

Field	Description
Select Depreciation Schedule	Click the <input type="button" value="v"/> button on the right side of the detail box and select a depreciation schedule. There are three different depreciation schedules: ICASS Vehicles, Other ICASS Assets, and ICASS LGP Vehicles. Assets must be entered in the appropriate schedule.
Asset Type	Click in the box to reveal a dropdown list. Select the description that best describes the asset being depreciated.
Inventory Number	Enter the inventory number of the item entered in the first field. If the asset is a ghost vehicle or other asset, then assign a number beginning with 999900.
Make/Model	Enter the make and model of the vehicle being listed. For non-vehicle equipment items, enter the brand name or other distinguishing title.
VIN/Serial Number	Type the Vehicle Identification Number (VIN) or the Serial Number of the item.
Original Cost	Enter the amount paid for the item, including transportation. If the cost of transportation is unknown, provide an estimate.
Useful Life	Enter the useful life of the asset. Use guidance from 6FAM, unless conditions at Post require an earlier or later replacement.

Field	Description
Year of Use	Enter the asset's year of use. DO NOT count the year the asset was placed in service. DO count the year the asset was taken out of service. For example, in FY98 the year of use for a vehicle that was put into service in FY96 would be "2."
Annual Depreciation	This field is automatically calculated by the system. $[(oc - sv) / ul]$ If $ul=0$ or $yu=0$ then Annual Depreciation=0. If $yu>ul$ then Annual Depreciation=0.
Cumulative Prior Years Depreciation	This field is automatically calculated by the system. $[(Original Cost) - (Salvage Value)] / (Useful Life) * [(Year of Use) - 1]$.
Salvage Value	Enter the estimated proceeds expected at time of disposition. This number should NOT be the current salvage value.
Purchase Price of Replacement	The estimated cost to replace the asset, including the cost of transportation. The worldwide average for transportation cost for vehicles is \$4000.
Replacement Cost Per Year	This field is automatically calculated by the system. $[(pp-oc)/ul]$ If $ul=0$ or $yu=0$ then Replacement Cost- Current Year =0. If $yu>ul$ then Replacement Cost- Current Year =0.
Prior Year Replacement Cost	Automatically calculated $[(purchase price of replacement) - (original cost)] / (useful life) * [(year of use)-1]$.
Proceeds of Sale	Enter the actual proceeds of the sale as of October 1, yyyy. If the proceeds have not been received, indicate so in the comments field.
Comments	Enter any appropriate comments here.

- When the data has been added, click the Save button to save the data.



Don't forget to allocate the cost to the appropriate cost center in the Other Budget Item worksheet (Edit Cost Center).

- To apply the depreciation data to the budget, click the Apply to Budget button. The data will appear on the Other Budget Item worksheet. You must do this while the ICASS Vehicles and Other ICASS Assets are in view. ICASS LGP vehicle depreciation is not applied to the ICASS budget.

Budget Summary Worksheet

The Budget Summary worksheet obtains cost data from the Sub-Object worksheets. (LES Positions, DH American, Other Budget Items, LGP Positions, LGP Budget Items.) This data is presented in such a form as to allow changes to your budget. This worksheet contains three tabs: Budget Summary Worksheet, Available Funds Worksheet, and Narrative Summary.

To open the Budget Summary Worksheet:

- Click the Budget Summary Worksheet button.

This will open the worksheet shown in [Figure 4.21](#).

Figure 4.21- Budget Summary Worksheet

Object Type	Object	Prior Year Actuals	Original Budget	Comments
Traditional Bureau				
	1113 FS Nat'l Base Pay	\$681,000	\$752,431	Annual Wage FY00 increase effective
	1121 Temp Base Pay American	\$118,000	\$127,348	Annual Wage FY00 effective January 1,
	1122 Part Time Base Pay Ameri	\$98,000	\$113,618	Annual Wage FY00 effective January 1,
	1131 OT / Holiday Pay America	\$4,000	\$4,000	Estimation base on prior year needs.
	1134 OT / Hol / ND FSN	\$38,216	\$39,000	In order to more effectively control FSN
	1141 Contr PERS SVC USCIT	\$5,867	\$6,000	Increase to cover rate of OT and night
	1142 Contr PERS SVC FSN	\$954,480	\$1,020,857	Ann wage FY00 effective 3/1/00 \$19.6K
	1148 OT/Hol / ND PSC FSN	\$98,420	\$104,000	Estimated 5% increase \$5,000 FY01 Net
	1161 Terminal Leave American	\$500	\$500	Estimation base on prior year needs.
	1162 Terminal Leave FSN	\$13,000	\$14,000	6 FSNS scheduled to retire this FY01.
	1166 TER Leave PSC FSN	\$629	\$1,000	Estimation for 1 PSC who will be retiring
	1186 Cash Awards FS	\$4,573	\$5,000	Maintain Base. ADJ: Reduction to meet
	1187 Cash Awards FSN	\$21,000	\$21,000	Maintain Base. ADJ: Reduction to meet
	1201 Post Allowance	\$11,000	\$11,000	Anticipate Fall of CFA and return of
	1206 Dependent Educ. Allowanc	\$82,045	\$78,000	Dependent in lower grades FY01.
	1219 Misc. Allowance NOC	\$338,830	\$338,800	Allowance NOC are Fixed amounts.
	1221 FEGLIA Emplr Contrib	\$864	\$1,000	Feiglia increase due to 3.7% increase as
	1227 Civil Serv. Ret. FSN	\$547	\$0	One FSN under the CSR, retired in FY00.
	1228 Benefit Plans FSN	\$82,908	\$104,120	Annual: 4,000 30% in FY-00 for Health
	1229 Medicare Hosp Ins Tax	\$3,385	\$3,700	increase due to anticipated 3.7%
Traditional Bureau Total:		\$4,413,520	\$5,432,802	
Leases/LOA Total:		\$675,626	\$701,500	
Local Guard Non-Residential Total:		\$194,900	\$305,142	
LGP Security Supplemental Total:		\$777,953	\$866,831	
Grand Total:		\$6,062,000	\$7,306,275	

Initial Targets	Leases/LOA	LGP	LGP Security Supplemental
Traditional Bureau	\$701,500	\$202,700	\$866,831
\$4,095,500			

This worksheet will open with the contents of the Budget Summary Worksheet Tab displayed.

Budget Summary Worksheet Tab

As previously discussed, the Sub-Object worksheets are used to estimate funding requirements for the fiscal year. Then the Cost Centers worksheets are used to assign those records to cost centers by percentages. The result is a budget called the **original budget**. The Budget Summary worksheet is designed to allow fine tuning of the original budget, in order to meet a target established by the IWG. This budget is called the **Initial Target Budget**.

Both the original budget and the initial target budget are sent to Washington in the fall for loading into the ICASS Global Database ([see "Exporting to Washington" on page 104](#)). Reports in the ICASS software will have the capability of reporting original or target budgets. At mid-year, you will receive a final target and make adjustments to meet a final target. See ["Target Data Tab" on page 20](#). This final budget will be submitted to Washington in the spring.

Global Database

The budget information that is submitted by your post will be loaded into a database in Washington along with all other ICASS budgets from around the world. From this database, Agency invoices are generated.

Prior Year Actuals

Prior Year actuals are used for comparison of the current original budget versus last year's obligations. This column is for reference, and has no influence on any other part of the work-

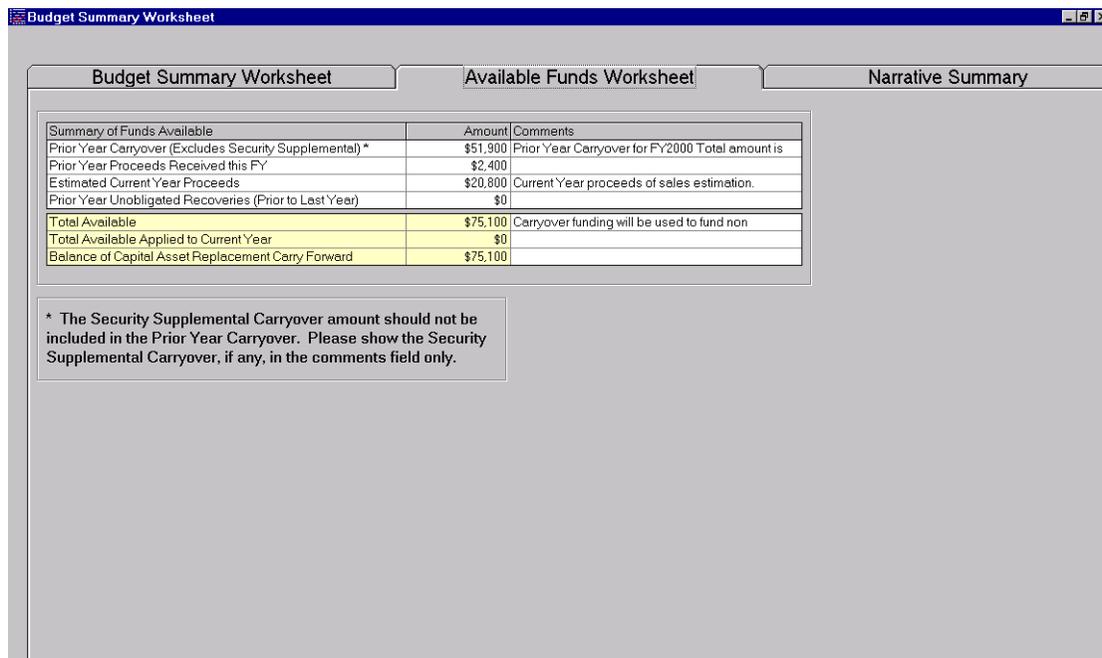
sheet other than to add rows for all objects which were obligated to last year. All amounts are listed regardless of errors.

The Load From 60 button on the bottom of the Budget Summary Worksheet window allows you to load fourth quarter actuals from an FSC 60 into the prior year actual column. This will place the previous year's fourth quarter actuals (from the FSC 60) in the prior year actual column.

Available Funds Worksheet Tab

The Available Funds worksheet has been removed from the Budget Summary Worksheet and placed on a separate tab (Figure 4.22). It contains fields for the sum of Prior Year Carryover, Prior Year Proceeds Received this FY, Estimated Current Year Proceeds, and Prior Year Unobligated Recoveries. Calculation of these line items are completed outside of the ICASS software, and then manually entered into ICASS 9.5. Adjustments to the budget using these funds (in the column labeled Available Funds Adjustments within the Budget Summary worksheet) affect the financial plan but do not affect the target budget and invoice.

Figure 4.22- Available Funds Tab



Summary of Funds Available	Amount	Comments
Prior Year Carryover (Excludes Security Supplemental) *	\$51,900	Prior Year Carryover for FY2000 Total amount is
Prior Year Proceeds Received this FY	\$2,400	
Estimated Current Year Proceeds	\$20,800	Current Year proceeds of sales estimation.
Prior Year Unobligated Recoveries (Prior to Last Year)	\$0	
Total Available	\$75,100	Carryover funding will be used to fund non
Total Available Applied to Current Year	\$0	
Balance of Capital Asset Replacement Carry Forward	\$75,100	

* The Security Supplemental Carryover amount should not be included in the Prior Year Carryover. Please show the Security Supplemental Carryover, if any, in the comments field only.

The amount of Available Funds available is set within the following fields located on the Available Funds tab: 1) Prior Year Carryover, 2) Prior Year Proceeds Received this FY, 3) Estimated Current Year Proceeds, and 4) Prior Year Unobligated Recoveries. These amounts are totaled by the program. The total is labeled Total Available. As adjustments are made in the Budget Summary Worksheet, the Total Available Applied to the Current Year field will change. The difference is displayed in the Balance of Capital Asset Replacement Carry Forward field.

To make an adjustment simply enter a positive or negative number into the Available Funds Adjustment column of the Budget Summary worksheet. Amounts will be applied when you move the cursor to a new cell. When you are finished click Save to save your work.

Available Funds Adjustments do not affect the invoice report, but are made to show projected

usage of Prior Years' Unobligated Capital Asset Carry Forward funds. Adjustments can be made to account for such things as expected proceeds of sale, and other projected collections at post. You can add comments to explain the specific reason for the adjustment. Adjustments are totaled with the target budget in the Fin Plan column located on the Budget Summary Worksheet. This column displays the total expected spending for post.

If after the balance of Capital Asset Replacement Carry Forward has been calculated, the results are less than zero, the warning in [Figure 4.23](#) will be generated.

Figure 4.23- You will see this warning only if the available funds are less than zero



Narrative Summary Tab

Figure 4.24- Narrative Summary Tab

A screenshot of the "Narrative Summary" tab within the "Budget Summary Worksheet" application. The window title is "Budget Summary Worksheet" and it has standard Windows window controls. The interface is divided into three tabs: "Budget Summary Worksheet", "Available Funds Worksheet", and "Narrative Summary", with the latter being the active tab. The "Narrative Summary" tab contains several sections: "Top 3 Unfunded Priorities" with three rows of dropdown menus and "\$ Amount:" input fields; "ICASS Financial Summary and Key Issues" with a large text area; "Carryover" with a "Total Available (From Available Funds Tab):" field showing "\$75,100" and a text area; and "New Facilities Projects" with a "Major Projected ICASS Costs:" field and a text area. At the bottom of the window, there is a prominent yellow rectangular box.

The Narrative Summary Tab allows you to create a "cover page" for the budget submission. Each post can complete the relevant boxes on this tab, and this information will be submitted along with the budget. Descriptions of what to enter into the fields are contained in a yellow box. To view a description, click on a detail box, and the information appears in the yellow box at the bottom of the screen.

Targets



The total columns in the Budget Summary Worksheet for Traditional Bureau, Leases, and LGP must match the targets that appear on the lower left corner of the Budget Summary Worksheet screen. See "[Target Data Tab](#)" on page 20.

Locking the Original Budget

After last year's actuals have been entered and the Sub-Object worksheets have been completed, click the **Lock Budget** button to lock the original budget. Locking the budget is done so that Washington can see the original budget in addition to the initial target budget. Once locked, an exact copy of the original budget (data entered into the Sub-Object worksheets) is made, and the original budget is stored away. The copy is called the **initial target budget**. The initial target budget is modifiable and will not effect the original budget. The locked budget is shown in [Figure 4.21 on page 62](#).



Once you lock your budget, you will not be able to add or remove sub-cost centers or locations. You also will not be able to change the current exchange rate.

Locking your budget allows you to make adjustments to your original budget. The result of the changes will be displayed in the target budget column of the Budget Summary Worksheet. In this way, post and Washington will be able to compare the original budget with the one modified to meet the target. If changes are required in the original budget after it has been locked, you must unlock it. Unlocking causes all target budget changes to be lost.



The Comments field in the Budget Summary Worksheet will be saved when the plan is locked or unlocked.

Adjusting the Initial Target Budget

Once locked, adjustments can be made to meet the initial target budget. These adjustments can be made in two ways: general adjustments and specific adjustments. General adjustments allow you to enter budget adjustments for a specific object in a column on the Budget Summary worksheet that spreads the adjustment proportionately to all target budget records using the object. If the field you want to enter data in is tied to an existing compensation plan, the warning below will appear. It will tell you to enter the information in the appropriate compensation sub-worksheet.



When making downward adjustments, do not adjust to zero dollars. Leave at least \$1.00.

Figure 4.25- General Adjustment Warning



The second way, specific adjusting, is done using the Sub-Object worksheets in the target bud-

get. Using this method, you can adjust individual positions or other budget item records. The modified target budget is displayed as the new invoice amount, which will be reflected in the invoice reports.

Using General (Proportional) Cost Adjustments to the Budget

A proportional adjustment is used when you wish to spread the adjustment of a specific object proportionally to all of the cost centers assigned to that object, regardless of position. To enter a proportional adjustment, simply enter the amount of the adjustment into the General Adjustments column of the locked Budget Summary worksheet. Use positive numbers to increase the budget, and negative numbers to decrease the budget. As you make changes, notice that the target budget invoice and column totals change to reflect the numbers that are entered into the general adjustments column. When you have finished making proportional adjustments, click the Save button, and the data in the General Adjustments column will be moved to the Specific Adjustments column, and the underlying budget records will be changed to reflect the adjustment. The Specific Adjustments column shows all of the Adjustments that have been made to the Budget Summary thus far.



IVG Line, Lease, Depreciation, Local Guard, Compensation, and Benefit Plan Sub-Objects cannot have general adjustments applied to them. They must be changed on their respective worksheets.

Making Specific Adjustments to the Budget

Specific adjustments are used when you want to adjust the dollar amount for a specific position or other budget item. These changes are made in the same way you would before the budget was locked. Simply open the Sub-Object worksheet, find the position and object that you wish to change and make the adjustment. After you have finished, click the Save button and the changes will be reflected in the Budget Summary worksheet.

Mid-Year Functionality

The mid-year function allows post to further refine budgets beyond revisions made in the initial locked budget summary worksheet. These revisions reflect changes made in funding since the beginning of the fiscal year when the initial budget was constructed. To this end, a budget worksheet has been added to the system to allow you to input these changes. Changes made at mid-year will not be made directly to the original budget. Instead, these changes are recorded separately in the mid-year budget worksheet. The mid-year budget worksheet acts as an overlay to the initial target budget in exactly the way that the initial target budget is an overlay to the original budget.

Once the original budget is locked and the initial target budget is completed, you can lock your Mid-Year Budget Summary worksheet.

When you click the Lock MY button, the locked initial target budget becomes the mid-year target budget and columns will be added showing the initial target budget, specific and general adjustments, mid-year target budget, and financial plan. Columns for making general and available funds adjustments are added to fine-tune and meet the mid-year target budget. A separate tab allows you to see and change the Available Funds worksheet (see ["Available Funds Worksheet Tab" on page 63](#) for more information).

As in the initial target budget, amounts have been summarized at the sub-object level. You are now ready to make your mid-year changes to the budget.

Cost center percentage amounts may not be changed, however, new employees or other budget items may be added to the budget worksheets. These new employees or other budget items are permitted to have cost center percentages designated to them.

Cost changes are made in the same way as in the initial target budget. As you will recall, these adjustments can be made in two ways: general and specific. General adjustments are made to a specific sub-object for all positions and other budget items that use the sub-object. To make a general adjustment, type in the appropriate amount in the light colored column titled General Adjustments. Each time you move your cursor off of a row, the total for the General Adjustments column will be updated. To update your entire Mid-Year worksheet, click the Save button. The General Adjustments are spread to all worksheets using the object. After clicking Save, the General Adjustments transfer over to the specific adjustments column.

Specific adjustments are made by accessing (and changing) data in the sub-object worksheet.



All data from the original and initial target budgets has been retained, and is accessible from the budget reports.

The Specific Adjustments column displays adjustments made at both the specific and the general levels. This column is then added to or subtracted from the initial target budget to arrive at the mid-year target budget.



Once the budget has been locked for the Mid-Year, projected workload counts cannot be changed except under the following circumstances: 1) To add a new agency and the related workloads, (2) To delete agencies and related workloads for those pulling out of post, (3) To add workload for agencies subscribing to a new service, and (4) To delete/adjust workload for service no longer provided (six month notice required). You do not need to unlock a budget in order to change/add/delete workloads.

If you unlock the Budget Summary you will lose any cost data saved after the budget was locked.

Overview

Post may enter the actual amount of money spent throughout the course of the year. This allows post to view quarterly actuals in comparison to the amount budgeted. The Actuals tab allows post to load actuals from the FSC 60 and to modify these actuals. The Actuals programs are accessed from the ICASS Main Screen by selecting the Actuals tab ([Figure 5.1](#)).

Figure 5.1- Actuals Tab



Load Actuals

FSC's will send an FSC 60 data file to post on a quarterly basis. The name of this file will be provided by the FSC. This file can be automatically imported into the system. Obligations for imported cost centers, sub-cost centers, and cost pools will be validated and automatically entered into the Actuals tables. Invalid records will be skipped and reported with a description of the error (see [Table 5.1 on page 70](#) for a list of possible errors). Rejected records should be corrected immediately. Posts have the option of manually entering the corrected records through the software, or the data can be corrected at the FSC (e.g., changing the object code) and updated next quarter. Only users with Administrator or Edit ICASS rights will be able to import Actuals.

Importing Actuals

Importing Actuals will delete all actuals currently in the plan for the quarter being imported. For this reason it is recommended that before you begin to import any actuals, backup your plan using the export plan option in the File menu.



After loading Actuals make sure that you update the Distribution Factors for the quarter you just imported so that Actuals can be distributed to the agencies for reporting purposes. These quarterly workload updates do not affect the initial or final invoices. They do affect the Budget vs Actuals by Agency Report.

To import Actuals:

- 1 Click the Load Actuals button from the Actuals tab.

This will open the window shown in [Figure 5.2](#).

Figure 5.2- Load Actuals Window



- 2 Select the drive that contains the Actuals file from the Look in drop down list.
- 3 Select the folder/directory that contains the Actuals file from the Folders/Directory list box.
- 4 Double-click the Actuals file from the Folders/Directory list box. If no file appears in the expected location select "All" from the List File of Type drop down list, and select the appropriate file.
- 5 Click the Open button.



If you wish to update the Actuals in several plans, open each plan separately, and run import for each.

This will initiate a warning asking if you would like to proceed. If you have already backed up your data and are ready to proceed click the Yes button. Clicking the No button will abort the importation. If you selected Yes, the import process will begin. When the import process is complete you may receive a message warning you that all of the Actuals could not be imported. Click the OK button to continue. When the procedure is complete, a dialog box will open telling you that the import is complete.

Import Errors

The import process is as follows:

- 1 Each record in the FSC 60 file is classified as valid or non-valid before it is loaded into the database.
- 2 The valid records are inserted into the Edit Actuals module, as well as on the various Actuals and Budget vs. Actuals reports.
- 3 The invalid records are inserted into an "Import Errors" table.

Most errors will not normally cause problems, and can be corrected manually. Most errors that can occur while importing actuals will be listed in a report called *Import Errors Summary* report. This report will automatically display at the end of the import if there are errors. The Import Error Report contains invalid records of the following nature:

- Object Code not in ICASS Database.
- Cost Center not in ICASS Database.
- No Cost Center for the listed Object Codes in the import file.

- Cost Pool not in ICASS Database.
- Cost Pool not allocated in a Budget.
- Cost Pool not used by the Obligated Location.
- The Locations do not exist.
- The Sub-Cost Centers are not in the current plan.
- The Objects are for Depreciation only and may not be obligated.

More serious errors can cause the import to abort. When serious errors occur the entire import process is aborted and no actuals are imported into the system. Some of the errors that may be encountered are listed in [Table 5.1](#).

Table 5.1- Possible Errors

Error	The post code in your database does not match the one in the import file.
Resolution	Either you have the wrong FSC 60 import file or you incorrectly entered the post code into the ICASS system.
Error	The Import file contains data other than data meant for the end of the quarter.
Resolution	Should this occur it is because the FSC provided an improper file for the ICASS import. They will have to provide a new file.
Error	All of the Actuals from the import file do not have the same Post Code, Fiscal Year, or Fiscal Month.
Resolution	Should this occur it is because the FSC provided an improper file for the ICASS import. They will have to provide a new file.
Error	The data is not in the expected format.
Resolution	Either you are trying to import the wrong file or a file that has not been formatted properly. Some FSC's send the files in a compressed (Zipped) format. The file must be decompressed before importing. Some posts receive the files via Wang VS along with other text files. The files must be formatted as PC Text files before importing.

Edit Actuals

Actual expenses are currently defined by this system as obligations. They are entered on a cumulative quarterly basis from a report provided by the appropriate FSC or manually at post. Each quarter, the year-to-date expenses for each cost center, sub-cost center, and cost pool are entered by sub-object at every location. Separate locations will have separate data entry, even for the same cost centers, sub-cost centers, and cost pools. When looking at the data entry screens, the numbers in the Q4-YTD column do not represent the sum of the figures from the other three columns. Each quarter is taken as a separate set of YTD figures. Actuals can be manually entered or imported from data provided by the FSC's. Refer to the section titled ["Load Actuals" on page 68](#) for more information.



Actuals are stored independently for each plan. The Actuals you enter for one plan are not projected to other plans.

Batch totals are maintained on the bottom of the screen for your convenience. There are totals for each quarter grouped as: "This Cost Center" and "All Cost Centers." "This Cost Center" refers to the cost center (or sub-cost center) currently being edited. These batch totals are

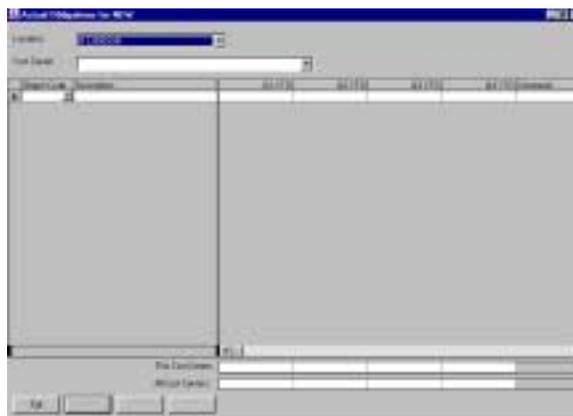
updated each time you move your cursor from one row to another. “All Cost Centers” is the total for all actuals entered in to all cost centers and sub-cost centers entered into this plan. These batch totals are updated each time you click Save or Delete.

To utilize the Edit Actuals application:

Click the Edit Actuals button on the Actuals tab.

This will open the worksheet shown in [Figure 5.3](#).

Figure 5.3- Edit Actuals Worksheet



For cost pools that have been assigned to an American Position in the Budget Worksheet or 9661 (Centrally Disbursed Salaries, Benefits and Allowances for LES positions) or 9662 (Non-Residential FSN/PSC LGP) choose Non-Location based cost pools from the location menu, and choose the appropriate cost pool from the cost centers dropdown list.

To start entering expenses manually:

- 1 Select a location if you have more than one at post.
- 2 Select a cost center or sub-cost center using the dropdown list.
- 3 When you have selected a cost center or description, you can start entering the expenses for each sub-object.
- 4 Either type the object code in the left hand column of the grid or select one from the list by clicking in the cell and then clicking the button that will appear in the grid.



If you obligate amounts for a sub-object under Cost Pool 9661 and 9662, the sub-object must be budgeted for. If not, then the dollar amount entered in Actuals will be lost.

- 5 Tab to the appropriate grid column representing the quarter being entered and enter the dollar amount. Actuals are entered in US dollars with two decimals.
- 6 Enter figures for other objects.



After entering actuals make sure that you update the distribution factors for the quarter that you just imported so that actuals can be distributed to the agencies for reporting purposes. The quarterly distribution update does not change initial or final invoices. Invoices are based on the "projected" workload distribution only.

7 Click the Save button to save your data.

Table 5.2- Actuals Field Descriptions

Field	Description
Location	Use the dropdown list to choose a location or non-location based cost pool. The default setting is the main embassy.
Cost Center	Enter an eight-digit function code or cost pool, click on the <input type="button" value="v"/> button in the function code box and select one from the list.
Object Code	Select the proper object code from the dropdown list. Note: When the object code is selected, the data for the description field (described below) will be entered automatically by the system.
Description	When the object code has been selected, the Description field will display the object description.
Q1 YTD	Dollar amount can be edited or added to this field.
Q2 YTD	Dollar amount can be edited or added to this field.
Q3 YTD	Dollar amount can be edited or added to this field.
Q4 YTD	Dollar amount can be edited or added to this field.
Comments	Enter any necessary comments for clarification or explanation.

Apportioning Actuals to Cost Centers and Cost Pools

The dollar amount entered for each object in each budget record is distributed to the cost centers based on the percentage specified. For example, a position has been recorded with a total of \$100,000 for all objects. Three cost centers were specified: 25% for Information Systems, 50% for Locally Engaged Staff Services, and 25% for Vehicle Maintenance. After saving the record, \$25,000 would be categorized as belonging to Information Systems, \$50,000 would belong to LES Services and \$25,000 would belong to Vehicle Maintenance.

When actuals are imported, they are apportioned for the respective objects the same way in which they were budgeted. If an actual obligation is imported for an object that was not included in the budget, an error report will be generated. If you receive an error message, one of the following situations may be the case.

- 1 The object was incorrect in the obligation report - the dollar amount can be manually entered into the correct object under the "Edit Actuals" function.
- 2 The object was correct and was not budgeted for - \$1 for the object in question can be added into the budget. Import the actuals again and the data will be imported successfully.

The apportioning of actuals to cost centers differs slightly when budgeting and obligating using cost pools. For example, you may obligate money in Quarter 1 for a specific object (like a bonus) for a specific LES staff person. You budget and obligate for LES costs under the cost

pool 9661. Therefore, if you budgeted for bonuses for several staff persons, even though only one person received a bonus in Quarter 1, the actual obligation amount of the bonus will be apportioned to all of those staff persons.

Calculating Washington/Regional Actuals

(Cost Pools 9611-9687 DH American Positions)

Post does not pay the salary or PAT for American positions. Therefore, no actuals exist. Non-post actuals (Washington/Regional) are taken from the budget. These Washington funded costs are post assignment travel (PAT) and American Salaries. American Salaries are represented in cost pools 9611 through 9687. Amounts for each non-post sub object in the budget are divided by four (one for each quarter) and projected to each quarter of actuals. You can view the sub-objects report to review the list of post cost and what is considered non-post cost sub-objects.

Distributing Cost Pool Actuals

Cost pools 9661 and 9662 provide a simple method of importing amounts for regionally disbursed salaries, benefits and compensation (1100, 1200 and 1300 series objects). Once entered, the software program spreads the actual amounts to cost centers based on the budgeted distribution of the same objects. For each object in Cost Pool 9661 or 9662, the system searches the entire budget for the same object. If the object is used in the budget, the cost pool actual amount for that object will be spread to the same cost centers, in the same percentages, as the object was in the budget.

For example, an actual obligation amount of \$10,000 is entered for Object 1134 - OT/Hol/ND/FSN under Cost Pool 9661. All records (positions) in the budget are searched for use of Object 1134. When all of the Object 1134 records are found, a total is calculated. If the total budgeted amount for Object 1134 is \$25,000, a routine is performed to calculate the percentage of the \$25,000 that is distributed to each cost center based on the time allocated in the budget (e.g. 50% to financial management and 50% to GSO). The total 9661 Cost Pool/Object 1134 actual obligation is then distributed to the cost centers in the same percentages (50-50).

All Other Cost Pool Actuals

“All Other” includes all cost pools except 9661 or 9662. Non-9661/9662 Cost Pools are assigned to DH American position records in the budget (Washington-based costs). 9663 through 9667 are assigned to other budget items. Amounts entered for objects under these cost pools are spread to cost centers based on the budget record of the specific position or budget item assigned to that cost pool.

For example, a dollar amount of \$10,000 is entered for Object 2141 (Post Assignment Travel / Return) under Cost Pool 9621 (Sr. GSO. Object 2141) is spread in the same percentages to the cost centers for that cost pool amount as it was for that budget record assigned to 9621.

Overview

The Reports tab provides you with several pre-written reports that can be used to review, analyze and confirm the data entered into the ICASS software package. Non-ICASS reports are available as well. For more information, see ["Non-ICASS Functions- Reports Tab" on page 97](#).

Invoicing is done from budgets only. Actuals are not involved with any part of invoicing. Invoice reports are primarily grids, with rows representing cost centers and columns representing groups of objects. You can print the Sub-Objects report to see which objects are summed into which columns on the invoice. Before invoices are generated, the budget being used is apportioned to the cost centers. Then it is distributed to the agencies by cost center and object. Sub-cost centers in the invoices are rolled up by cost center, and available funds adjustments are not shown separately. An invoice is generated for each agency. [See "Reference Table Reports" on page 79](#).

Several presentations of budget data are available using charts and graphs. Where appropriate, a new choice is given in budget reports on whether original, initial target, or mid-year target budget will be presented. Additional variations of the reports are possible through criteria used to limit the reports. All reports are specific to the plan that is currently open. There are no reports that will compare or merge multiple plans.

Tailoring your Reports

In order to make your reports more useful, it is helpful to reduce the amount of information shown. The Reports program helps you narrow the scope of your reports through a series of filters. The first filter is the Report Type dropdown list. The reports are categorized by types, and this list narrows the reports by type. Some reports can be listed using different sets of criteria. For example, the Invoice by Agency with Signature Sheets report can be printed showing all agencies, selected agencies, or all agencies except for those selected.

Paper Size

Reports can be printed on two different paper sizes; 8.5 X 11 or A4. Paper size can be selected from the File menu. Once selected, the paper size will remain until changed. All reports will be printed to that size paper.

To set default paper size:

- 1 Click the **F**ile option in the menu bar and choose **P**aper Size.
- 2 In the Paper Size menu select on either 8.5 x11 or A4. This will set the paper size for all reports generated by ICASS 9.5.



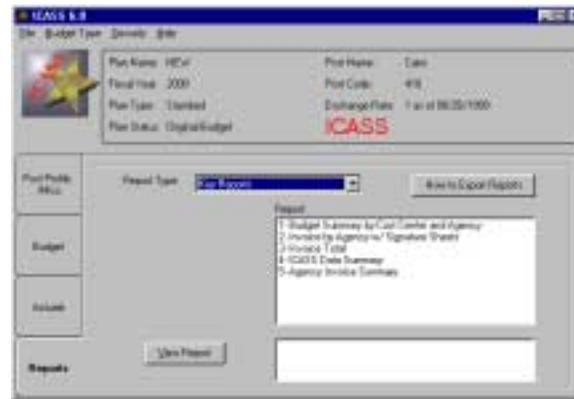
The paper size will remain as set until changed and will affect all reports generated through the software.

Opening and using reports:

- 1 Select the Reports tab.

You will be presented with a window like the one [Figure 6.1](#).

Figure 6.1- Reports Tab



- 2 Select the type of report you want to see from the Report Type dropdown list.

The Report field shows you the reports that can be accessed.

- 3 Select the report you want to view by clicking its name in the Report list box.
- 4 Click the View Report button.

In some instances, this will open a window similar to that found in [Figure 6.2](#) (the window shown is specific to the Agency with Signature Sheets report). This window offers you further options about viewing the report. On the left side of the window are radio buttons which allow you to narrow the scope of the report. If you select the “Report All” option, the report will include all agencies. If you select the “Report Only” or “Report All Except” options, the list on the right side of the window will allow you to select the criteria used in the report.

Figure 6.2- Report Display Filter



- 5 After you have used the filters to define the parameters of the report, click the Next button on the bottom of the window.

Working with the Displayed Report

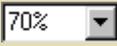
Your report will display in a window similar to that in [Figure 6.3](#).

Figure 6.3- Report Window



From this window you can use the buttons in the tool bar to navigate, print, or export your report. [Table 6.1](#) describes the functions of the buttons on the displayed report

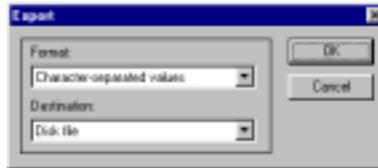
Table 6.1- Report Function Buttons

Button	Function
	Closes the report.
	Moves to the first page of the report.
	Moves back one page.
	Moves forward one page.
	Moves to the last page of the report.
	Prints the report.
	Exports the report to a file. For a detailed explanation on how to export a report to a file, see "To export a report to a file:" .
	Sizes the report. In the current example, the report is being viewed at 70% magnification.

To export a report to a file:

- 1 Click the  (Export) button.

This will open the window shown in [Figure 6.4](#).

Figure 6.4- Export Window

- 2 Use the Format dropdown list to designate the format (for Microsoft® Excel 8.0 or Microsoft® Word for Windows) you wish to use to export the report.
- 3 Leave the Destination at the default: Disk file.
- 4 Click the OK button.

This will open the window shown in [Figure 6.5](#). This window allows you to designate the specific drive and folder.

Figure 6.5- Export File Window

- 5 In the Save in dropdown list, select the drive and/or folder where the file is to be saved.
- 6 Enter a name for the file in the File name field.
- 7 In the Save as type dropdown list, select the file type the report will be saved as.
- 8 Click the Save button.
- 9 Be sure to use the appropriate program to open the file, based on its formats.

Report Descriptions

Key Reports

Report	Description
<i>Cost Center Detail by Agency: Includes Unit Cost</i>	Calculates each agency's share of the budgeted services provided, and calculates a unit cost for each service. Excluded items will be separated from their budgeted cost centers in a separate column. ICASS Redistribution Costs are reported by Agency on the last page of the report.
<i>Invoice by Agency w/ Signature Sheets</i>	Displays the invoice by agency with a signature sheet for each agency to confirm its invoice amount.
<i>Invoice Total</i>	Displays the invoice in the same format as the Invoice by Agency report except the invoice is the total post invoice.
<i>ICASS Target Data Summary</i>	Summary of ICASS budget.
<i>Agency Invoice Summary</i>	Lists the serviced agencies and their respective invoice amount.
<i>Budget Detail by Cost Center & Object</i>	Summary of budget by position or budget item. Detail is broken down by cost center and object.

Supplemental Reports

Report	Description
<i>Budget Summary by Cost Center</i>	Shows the distribution of the budget to all cost centers. Available funds applied to the budget are included in the initial target budget version of this report. In addition, the report lists consulate locations which make it easier to compare cost center costs from one location to another.
<i>Budget Summary by Cost Center & Location</i>	Summary of budget by cost center and location. The format of the report makes it easy for comparison at a cost center level.
<i>Budget Summary by Cost Center & Object</i>	Summary of budget by cost center and sub-object.
<i>Budget Summary by Object</i>	Summary of the budget by sub-object only. Available funds adjustments are included.
<i>Budget Summary by Object & Location</i>	Summary of budget by sub-object and location. The format of the report makes it easy for comparison of location costs on a sub-object level.
<i>Invoice by Agency</i>	Prints the invoice for each agency at post.
<i>ICASS Invoice</i>	Prints an invoice for each agency showing how ICASS costs are distributed to the cost centers.
<i>Invoice Detail by Agency</i>	Provides details of cost types: service costs, OH cost, ICASS cost, and excluded cost, for each agency.
<i>Invoice Detail by Cost Center and Agency</i>	Displays the total invoice for each agency by cost center. For each cost center, further detail amounts are listed for the service cost, overhead cost, ICASS cost, and excluded costs.
<i>Workload Summary</i>	Summary of projected workload counts, modification, and modified counts for each agency, by cost center.

Report	Description
Budget Summary by Cost Center/Pool	Summary of the Budget by Cost Center and Cost Pool. All budget records entered without cost pool codes are apportioned to the cost centers. Dollar amounts for budget records with cost pool codes assigned are summed under the assigned cost pool. Available funds adjustments are included in this report.
Budget Summary by Cost Center/Pool & Object	Summary of budget by cost pool or cost center and lists the sub-object under each pool or center.
Budget Summary by Object & Cost Center/Pool	Summary of budget by sub-object. Lists the cost pool or cost center.
ICASS State Invoices	Lists the traditional bureau portion of specific State invoices.
ICASS HR Data	Displays number of people at post for each agency.

Reference Table Reports

Report	Description
Agency List	Lists all agencies loaded into the software. It provides the official billing address and Agency Code used by State when invoicing the individual agencies. It also identifies those agencies that are activated for use by your specific post for data entry. The agency report is extremely long since there are over 500 agencies and addresses listed.
Cost Center List	Reports all of the cost centers and cost pools currently being used by the system. Along with the codes and descriptions, the report also shows what type of distribution factor (workload count) is to be used for each.
Sub-Object List	Lists all of the sub-objects available in the system, and which sub-objects fall under the invoice column groupings.

Charts and Graphs

Report	Description
Budget Summary by Agency Pie Chart	Pie chart shows the breakdown of each agency's share of the ICASS invoice. This report shows the first ten agencies at post by invoice, with all other agencies grouped under the heading 'other'.
Budget Summary by Cost Center Pie Chart	Pie chart shows the cost center breakdowns as follows: Lite Post <ul style="list-style-type: none"> Shows each cost center. Displays a separate pie chart showing BOE cost center group. Standard Post <ul style="list-style-type: none"> Shows each cost center group. Displays separate pie charts showing each cost center group.
Budget Summary by Object Pie w/ Washington Cost	Pie chart summarizing budget by object. Includes Washington Cost.
Budget Summary by Object Pie w/o Washington Cost	Pie chart summarizing budget by object. Does not include Washington Cost.

Report	Description
Sub-Object Worksheet Pie Chart	Pie chart summarizing budget share by position type or other budget items.
Budget vs. Prior Year Actuals	Bar graph compares last year's fourth quarter actuals with this year's budget, at the sub-object level. The sub-objects are categorized for this report in the same way that they were in the sub-object pie chart, except this report does not compare Washington costs.

Prior Year Comparisons

Report	Description
Budget Comparison by Cost Center vs. Prior Year	Compares budget by cost center for current fiscal year vs. prior fiscal year.
Budget Comparison by Object	Compares budget by sub-object for current fiscal year vs. prior fiscal year.
Workload Comparison by Cost Center	Compares projected workload counts for current fiscal year vs. prior fiscal year by cost center.
Workload Comparison by Agency	Compares projected workload counts for current fiscal year vs. prior fiscal year by agency.

Actuals Reports

Actuals reports allow the user to review data downloaded from the FSC 60 or data entered manually in the Actuals program.

Report	Description
Actuals Summary by Cost Center	Summarizes actuals by cost center for all quarters. Washington Actuals are simply the budget amounts.
Actuals Summary by Object	Summarizes actuals by object only, for all quarters. Washington Actuals are simply the budget amounts.
Actuals Summary by Cost Center and Object	Summarizes actuals by both cost center and object for all quarters. Washington Actuals are the budget amounts.
Actuals Summary by Agency	Summarizes quarterly actuals by agency only, for all quarters.

Budget vs. Actuals Reports

Comparison reports compare the initial or mid-year target budget with actuals when locked and the original budget with actuals when unlocked. For each of the following reports, it is required that you select the quarter to report on. Funds applied from carry forward balances also appear in these reports.



Actuals from Washington-based items are automatically entered based on budget amounts.

Report	Description
Budget vs. Actuals by Cost Center	Compares, side by side, the budget for each cost center along with the YTD Actuals for the same cost center. It also calculates the difference. Used to monitor the percentage of budget being spent each quarter.
Budget vs. Actuals by Object	Compares budget and YTD Actuals by object only.
Budget vs. Actuals by Cost Center and Object	Compares budget costs and actual costs at the cost center level, by sub-object.
Budget vs. Actuals by Agency	Compares YTD Actuals to the budget by agency.
Budget vs. Actuals by Cost Center and Agency	Calculates each agency's share of the services provided for the quarter for comparing the year to date share of spending. Unit costs by cost center for the budget can be compared to the unit cost by cost center for the YTD Actuals.

LGP PSA and Contract Info

The LGP PSA and Contract Info reports are based on the LGP PSA and Contracts that were entered into the LGP PSA and Contracts module and imported into the ICASS budget software. (For more information on the LGP PSA and Contracts module, see "[LGP PSA and Contracts Module](#)" on page 98.) The number of reports is determined by how many were entered into the LGP PSA and Contracts module.



The LGP PSA and Contract Info reports are only available for viewing within ICASS 9.5 after the LGP data has been imported into the system. For instructions on how to do this, see "[To export LGP Data and import into ICASS 9.5:](#)" on page 102.

Overview

The Non-ICASS DS tab allows post to budget the cost attributed to the Non-ICASS Local Guard Program. The Non-ICASS Local Guard Program is defined as the local guard program for Residential Properties and Non-Residential Properties occupied by only one agency. This chapter describes in detail the function of each button on the DS tab. In some instances, different buttons share some or all of the functions of another button. Where this occurs, you will be directed to a section of the manual that has already explained the function(s).

To open the Non-ICASS window:

Open the Budget Type menu and select Non-ICASS from the menu.

This will open the window shown in [Figure 7.1](#).

Figure 7.1- Non-ICASS DS Tab



LGP Positions

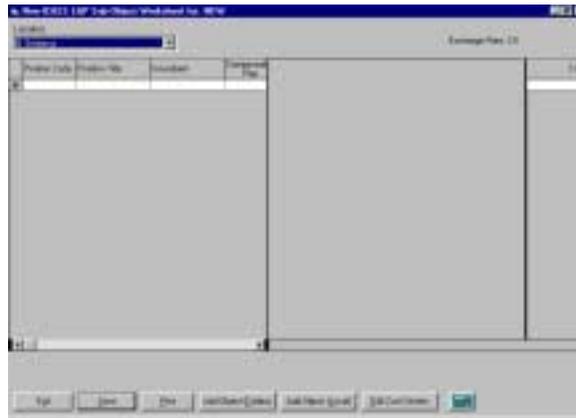
Use this worksheet for budget items attributable to the non-ICASS Local Guard program only. There is a separate worksheet for entering ICASS LGP positions on the Budget tab of the ICASS section of the software. Data entry is identical to that in the ICASS LGP Position worksheet (see ["LGP Positions" on page 52](#)).

Opening the Non-ICASS LGP Positions application:

- 1 Click the LGP Positions button on the DS tab.

This will open the worksheet shown in [Figure 7.2](#).

Figure 7.2- Non-ICASS LGP Positions



- 2 If you are using one or more locations, a dropdown list in the upper left hand corner will allow you to choose for which location you are currently entering data. If that is the case, select the proper location.

For each position:

- 3 Enter a position code of at least four characters in the Position Code field.
- 4 Enter a position code, title and name of the incumbent (for a detailed listing of the fields, see [Table 7.1](#)).

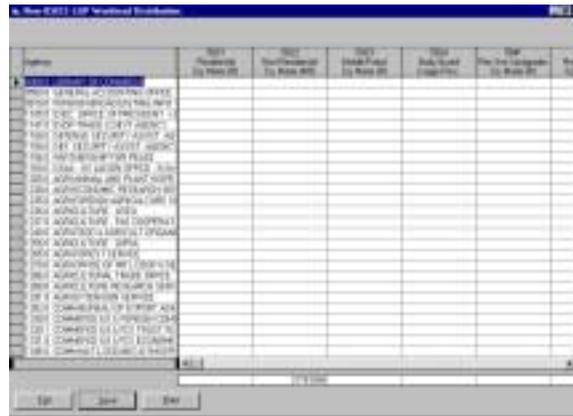
Table 7.1- Non-ICASS LGP Positions Data Fields

Field	Description
Location	If there is more than one location at post, use the dropdown list to select the proper one.
Position Code	Enter at a minimum a four-digit position code.
Position Title	Enter a title name.
Incumbent	Enter the name of the person currently filling the position.
Compensation Plan	Select the proper compensation plan if one has been created.
Grade	Enter the grade of the of the position.
Step	Enter the step of the of the position.
Hours Authorized	Enter the number of hours that have been authorized per week for the position. The default setting is 40.
Months Authorized	Enter the number of months per year that have been authorized for the position. The default setting is 12.

- 5 If you have entered compensation plans in the Compensation Plans application (see ["Compensation Plans" on page 24](#)), select the compensation plan to be applied to the position in the "Compensation Plan" column.

This will open the worksheet in [Figure 7.4](#).

Figure 7.4- LGP Distribution Worksheet



The worksheet lists all active agencies at post in a column at the left of the worksheet, and valid cost centers in a row across the top of the worksheet. The cost centers are set by default and cannot be changed.

- 2 For each agency, enter the applicable workload count for each cost center.
- 3 Click the Save button to save your data when you have finished adding the appropriate numbers for each agency.

 **If you exit the program without first saving your data, the data will be lost when you exit the program.**

Depreciation Worksheet

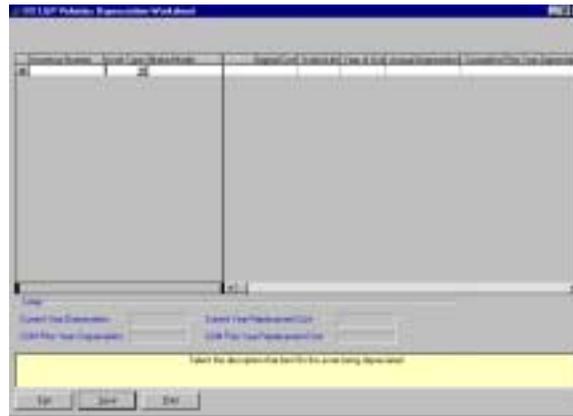
The depreciation worksheet in the Non-ICASS DS tab allows post to enter vehicle depreciation data. Data entry is nearly identical to the ICASS Depreciation worksheet ([see “Depreciation Worksheet” on page 59](#)). The non-ICASS Depreciation cannot be applied to the LGP budget.

To utilize the Depreciation Worksheet:

- 1 Click the Depreciation Worksheet button on the Non-ICASS DS tab.

This will open up the worksheet shown in [Figure 7.5](#).

Figure 7.5- Non-ICASS Depreciation Worksheet



2 Enter the data into the fields. A description of each field is described in [Table 7.2](#).

Table 7.2- Depreciation Worksheet Fields

Field	Description
Asset Type	Select the description from the drop-down list that best fits the asset being depreciated.
Inventory Number	Enter the vehicle inventory number. If the asset is a ghost vehicle or other asset, assign a number beginning with 999900.
Make/Model	Enter the brand name (i.e. Ford, GM, Xerox, etc.) of the asset.
VIN/Serial Number	Enter the Vehicle ID or Serial number.
Original Cost	Enter the original cost of the item including transportation cost, if known. Otherwise, provide an estimate.
Useful Life	Enter the asset's useful life. Use guidance from 6FAM, unless conditions at post require an earlier or later replacement.
Year of Use	Enter assets year of use. DO NOT count the year the asset was placed in service. DO count the year the asset was taken out of service.
Annual Depreciation	This figure is automatically calculated by the system. $((\text{Original Cost}) - (\text{Salvage Value})) / (\text{Useful Life})$.
Cumulative Prior Year Depreciation	This figure is automatically calculated by the system. $(((\text{Original Cost}) - (\text{Salvage Value})) / (\text{Useful Life})) * [(\text{Year of Use}) - 1]$.
Salvage Value	Enter the estimated proceeds expected at the time of disposition, NOT the current salvage value.
Purchase Price of Replacement	Enter the estimated cost to replace the asset, including transportation cost. The average transportation cost worldwide is \$4,000.
Replacement Cost Per Year	This figure is automatically calculated by the system. $(((\text{Purchase Price of Replacement}) - (\text{Original Cost})) / (\text{Useful Life})) * [(\text{Year of Use}) - 1]$.

Field	Description
Prior Year Replacement Cost	Enter the actual proceeds of sale as of April 30, YYYY.
Proceeds of Sale	Enter the actual proceeds of the sale as of October 1, YYYY. If the proceeds have not been received, indicate this in the comments field.
Comments	Provide details on the vehicle proceeds if they have not been received. If the vehicle has been sold, the proceeds received, and the disposition (OF-132) has been sent to the Department, enter "Remove from Inventory". In addition, enter vehicle mileage for LGP vehicles only.

LGP Budget Summary

The LGP Budget Summary worksheet allows post to compare its prior year actuals with the current budget. The worksheet provided for the non-ICASS budget is much less complex than that provided for ICASS (see [“When the data has been added, click the Save button to save the data.” on page 61](#)). After all LGP object data has been added to the proper worksheets, the LGP Budget Summary worksheet will show all of the data broken down into cost center categories, comparing prior year use versus current budget allowances. The worksheet calculates the difference between the two and allows post to enter any necessary comments. A calculator has been added to the worksheet to allow post to quickly perform any required mathematical calculations.



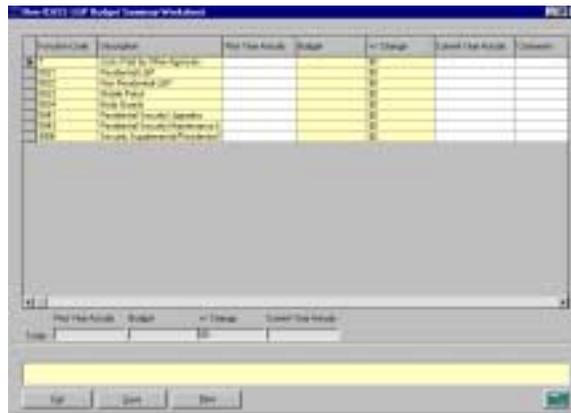
Actuals must be entered manually.

To utilize the LGP Budget Summary worksheet:

- 1 Click the LGP Budget Summary button on the DS tab.

This will open the window shown in [Figure 7.6](#). The information added for objects in the LGP Position ([“LGP Positions” on page 82](#)) and LGP Other Budget Item ([“LGP Other Budget Items” on page 84](#)) worksheets is already included on the worksheet, but has been sorted and displayed by function code /cost center.

Figure 7.6- LGP Budget Summary Worksheet



- 2 Enter the actuals associated with each function code in the Actuals column.
- 3 Enter any pertinent comments to those function codes which require explanation and/or justification.

Overview

The OBO tab includes applications for loading Non-ICASS lease data, OBO Maintenance costs and FM Position data. Also included is the FM Budget Summary worksheet which will allow post to compare actuals with the budgeted costs.

This chapter will describe in detail the function of each button found on the OBO tab. In some instances, different buttons share some or all of the functions of another. Where this occurs, you will be directed to a section of the manual that has already explained the function(s).

To utilize the OBO tab:

From the Non-ICASS window, select the OBO tab. This will open the window shown in [Figure 8.1](#).

Figure 8.1- OBO Tab



Leases

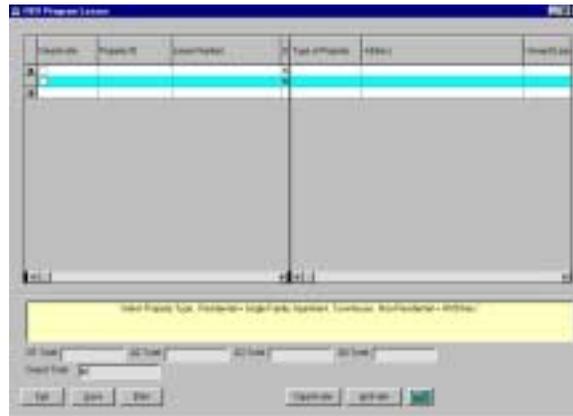
The Leases module allows post to identify all Non-ICASS leases and lease costs. This requires post to insert the residential lease costs for all program US Citizen Direct Hire personnel. The Non-ICASS Leases module works identically to that found for ICASS Leases ([see "Leases" on page 53](#)).

To utilize the Leases application:

- 1 Click the Leases button.

This will open the window shown in [Figure 8.2](#).

Figure 8.2- Program Leases Window



- 2 Enter the information for each lease in the fields provided. ([Table 8.1](#) provides information on each field.)

Table 8.1- Program Leases Fields

Field	Description
Deactivate	Select the check box if you need to deactivate a lease.
Property ID	Enter the OBO-assigned property ID number (alphanumeric).
Lease Number	Enter the OBO-assigned Lease Number.
Occupant	Click the table cell to activate a dropdown list. Select the occupant's position title.
Occupant Name	Enter the name of the occupant or other notes to identify the occupant.
Type of Property	Click the table cell to activate a dropdown list. Select the property type from the list.
Address	Enter the street address of the property.
Owned/Leased/LQA	Click the table cell to activate a dropdown list. Select the property ownership, type of lease, or LQA.
Effective Date of Lease	Select the date the term of the lease begins from the calendar. <i>Double-click</i> the number representing the day to choose the date.
Expiration Date of Lease	Select the date the term of the lease expires from the calendar. <i>Double-click</i> the number representing the day to choose the date.
Currency	Click the table cell to activate a dropdown list. Select whether payment is made in <i>US Dollars</i> or <i>Local Currency</i> .
Prior Year Actuals	Enter the actual obligation for the prior fiscal year.
Funding Request	Enter the US dollar amount requested for the current FY. Be sure to include condo fees or related costs included in the lease. <i>Update this request when preparing your Midyear Budget.</i>

Field	Description
Increase/Decrease	This is a system generated number which shows the dollar difference between the Initial Request amount and Prior Year Actual amount.
Current Year Actuals	Enter the current year actual obligations through 4/30 (Midyear budget only).
Prepaid Lease Amount	Enter the amount paid in the current FY that is applicable to the lease period in the current fiscal year and beyond. This is for information only. The amount in this column is not added to the current FY request. Include pertinent comments in the Comment field if necessary.
Comments	Enter comments or justification needed to support your request.
Frequency of Payments	Select how often payment is made from the options in the dropdown list.
Q1	Enter % allocation requirements for the first quarter of the current FY.
Q2	Enter % allocation requirements for the second quarter of the current FY.
Q3	Enter % allocation requirements for the third quarter of the current FY.
Q4	Enter % allocation requirements for the fourth quarter of the current FY.
Total %	Total % allocation requirements for the current FY is automatically calculated.

- 3 You may keep a lease active if you wish to show prior years' actuals even though the property is not part of the budget this year. Leave the CY "Initial Request" field blank and explain in the comment field.

Printing Lease Reports

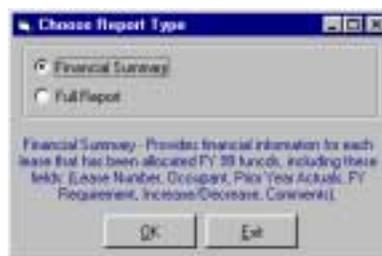
The Print button is located at the bottom left of the screen. This allows you to print the data that you have entered into the budget worksheets. The Non-ICASS Leases module offers two reports. The Financial Summary report provides financial information for each lease that has been allocated current FY funds. The Full report provides all data that is contained in the Leases grid.

To print reports:

- 1 Click the Print button at the bottom of the Program Leases window.

This will open the window shown in [Figure 8.3](#).

Figure 8.3- Choose Report Type window



- 2 Select the report you wish to print.
- 3 Click the OK button.

This will open the View Reports window.

- 4 Click the  button to print the report.

FM Positions

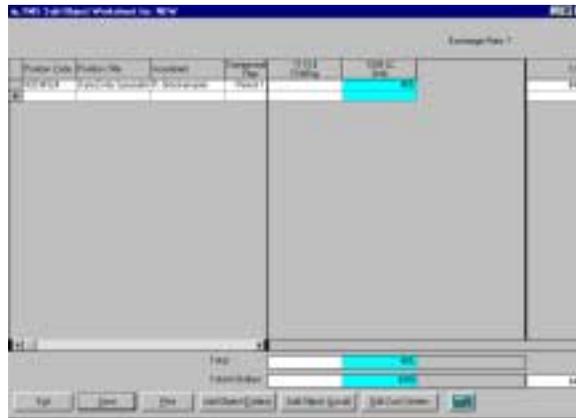
The FM Positions worksheet allows post to enter information about Facility Maintenance Staff positions. Data entry is identical to the Non-ICASS LGP Positions worksheet (see ["LGP Positions" on page 82](#)), although different object codes may apply.

Opening the FM Positions application:

Click the FM Positions button on the Budget tab.

This will open the worksheet shown in [Figure 8.4](#).

Figure 8.4- FM Positions Worksheet



FM Budget Summary

The FM Budget Summary worksheet allows post to compare its prior year actuals with the current budget. Data entry in the FM Budget Summary worksheet is identical to that found in the LGP Budget Summary worksheet (see ["LGP Budget Summary" on page 87](#)), except that the data is presented by object, not function code. The worksheet provided for the Non-ICASS budget is much less complex than that provided for ICASS (see ["When the data has been added, click the Save button to save the data." on page 61](#)). After all FM object data has been added to the FM Positions worksheet (See ["FM Positions"](#)), the Budget Summary worksheet will show all of the object data entered in the FM Positions worksheet. The worksheet calculates the difference between the prior year actuals and the budgeted amount for each object. A comments field allows post to elaborate on each object if necessary.

To utilize the FM Budget Summary worksheet:

- 1 Click the FM Budget Summary button.

This will open the worksheet shown in [Figure 8.5](#).

Figure 8.5- FM Budget Summary Worksheet



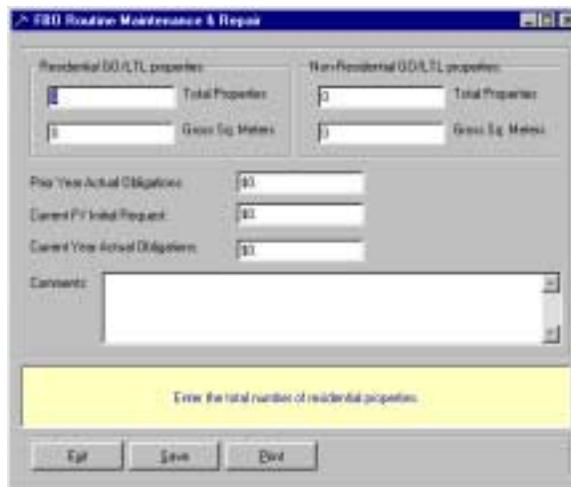
OBO Maintenance

To utilize the OBO Maintenance application:

- 1 Click the OBO Maintenance button in the OBO tab.

This will open the worksheet shown in [Figure 8.6](#).

Figure 8.6- OBO Maintenance Worksheet



- 2 Enter the OBO maintenance data into the fields on the worksheet. (A description of each

field is provided in [Table 8.2](#).)

Table 8.2- OBO Maintenance Fields

Field	Description
Residential GO/LTL Properties: Total Properties	Enter the total number of residential properties maintained by OBO.
Residential GO/LTL Properties: Total Sq. Meters	Enter the total square meters of residential property maintained by OBO.
Non-Residential GO/LTL Properties: Total Properties	Enter the total number of non-residential properties maintained by OBO.
Non-Residential GO/LTL Properties: Total Sq. Meters	Enter the total square meters of non-residential property maintained by OBO.
Prior Year Actual Obligations	Enter prior year actual obligations.
Current FY Initial Request	Enter current fiscal year initial request.
Current Year Actual Obligations	Enter the total current year actual obligations through the end of the second quarter. (Midyear Budget)
Comments	Describe any circumstances affecting your need for funds including new GO/LTL properties, property sales, currency fluctuations inflation, etc.

- When you have finished entering the data, click the Save button to save the information.

Overview

In general, representation funds have been inadequate to meet the needs of posts. Information on the importance placed on representation by the business community, as evidenced by their contributions, is needed to justify additional USG resources from Congress. The Representation sub-object worksheet (shown in [Figure 9.1](#)) allows post to report the following information by section or activity:

- Actual reimbursements
- Out of pocket expenses
- Outside contributions
- Current allotment
- Additional requirements
- Total request
- Obligations through second quarter
- Estimated outside contributions

Outside contributions should include funds received through the K Fund and the Gift Fund. All outside contributions reported should be vouchered through the Embassy B and F section. Employees are not authorized to receive reimbursement from donors directly. Posts are also encouraged to report the estimated value of in-kind resources provided by US businesses to support the Fourth of July celebrations and other US Embassy-sponsored representation activities.

To utilize the Representation sub-object worksheet:

- 1 From the Non-ICASS home screen, select the Representation tab ([Figure 9.1](#)).

Figure 9.1- Representation Tab



- 2 Click the Sub-Object Worksheet button.

This will open the Representation sub-object worksheet shown in [Figure 9.2](#).

Figure 9.2- Representation Sub-Object Worksheet



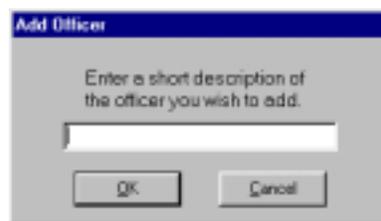
- 3 Enter the amounts for each column as required.
- 4 In the Fund Allocation grid at the bottom of the sub-object worksheet, enter the quarterly fund allotments. The total of all allotments must equal 100%.
- 5 Click the Save button to save the data.

To add officers:

- 1 Click the Add Officers button at the bottom of the sub-object worksheet.

This will open the Add Officers window shown in [Figure 9.3](#).

Figure 9.3- Add Officers Window



- 2 Enter a short description of the officer you wish to add.
- 3 Click the OK button.

The officer will be added to the Description column of the Representation sub-object worksheet.

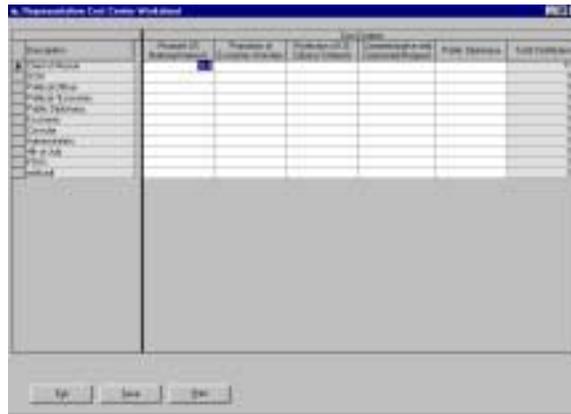
- 4 Add the information for the officer to reflect current FY data as with the other sections and activities.

To edit cost centers:

- 1 Click the Edit Cost Centers button at the bottom of the Representation sub-object worksheet.

This will open the Edit Cost Centers worksheet shown in [Figure 9.4](#).

Figure 9.4- Edit Cost Centers Worksheet



- 2 Enter the percentage of current year funds of each section, activity, and officer to be allocated to each cost center. The percentages for each must equal 100%.
- 3 When you have finished the allocation for each cost center, click the Save button to save the data.
- 4 Click the Exit button to return to the Representation Sub-Object worksheet.

Overview

The Non-ICASS Reports tab provides you with several pre-packaged reports that can be used to review, analyze and confirm the data entered into the ICASS software package. The functionality of reports in the Non-ICASS section of the software is identical to that on the ICASS side. For more information, see ["Reports" on page 74](#).

Opening and using Non-ICASS reports:

- 1 Select the Reports tab.

This will open a window like the one [Figure 10.1](#).

Figure 10.1- Non-ICASS Reports Tab



- 2 Select the report you want to view by highlighting its name in the Report list box.
- 3 Click the View Report button.

Report Descriptions

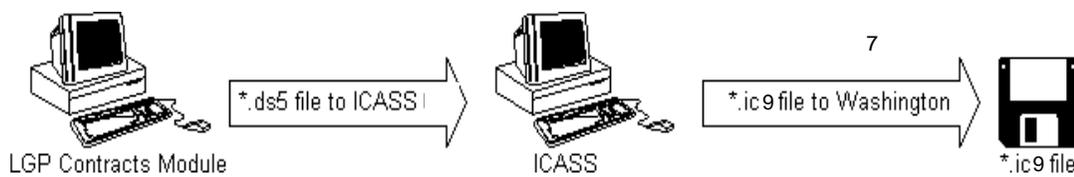
Report	Description
Budget Summary by Cost Center for Non-ICASS LGP	This report summarizes the Non-ICASS LGP budget by cost center.
Budget Summary by Object for Non-ICASS LGP	This report summarizes the Non-ICASS LGP budget by sub-object.
Budget Summary by Cost Center and Obj for NI LGP	Non-ICASS LGP budget summary by cost center and sub-object.
Budget Summary by Cost Center for FM	This report summarizes the FM budget by cost center.
Budget Summary by Object for FM	This report summarizes the FM budget by sub-object.
Budget Summary by Cost Center and Object for FM	FM budget summary by cost center and sub-object.

Overview

The LGP PSA and Contracts Module allows Regional Security Officers (RSOs) to provide general information for the local guard program. LGP PSA and Contracts are divided between Commercial Contracts and Personal Service Agreements. The record for each of the contracts is kept as a separate profile. Several profiles may be maintained for each location. A new import feature has been added. See Table 11.1 below.

The data generated in the LGP PSA and Contracts Module must be exported into ICASS 9.5 for inclusion in the budget. From ICASS 9.5, the data is exported within the budget to Washington as shown in [Figure 11.1](#).

Figure 11.1- Data Flow



To confirm that you have properly imported the .ds5 file into the ICASS plan, open the ICASS plan, click on the Report tab, click on the "Report Type" window, scroll down to the last report. Click on "LGP PSA and Contract Info."

Menus

There are three menus that contain additional functions in the LGP PSA and Contracts Module. Each menu's functions are described in [Table 11.1](#).

Table 11.1- LGP PSA and Contracts Module Menus

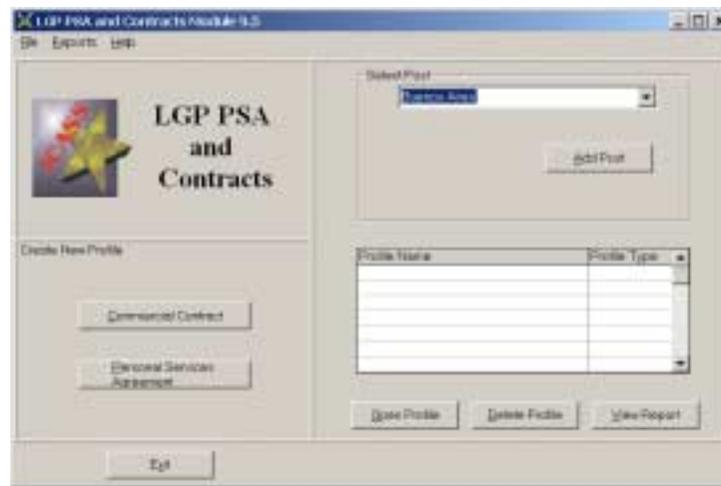
Menu	Command	Function
<u>F</u>ile	<u>N</u> ew Profile	Creates a new profile. You may create either a Commercial Contract or a Personal Services Agreement.
<u>F</u>ile	<u>O</u> pen Profile	Opens the selected profile.
<u>F</u>ile	<u>D</u> elete Profile	Deletes the selected profile.
<u>F</u>ile	<u>E</u> xport	Exports the profiles of the selected post to ICASS 9.5.
<u>F</u>ile	<u>I</u> mport Profile	Imports the profiles of the selected post into LGP PSA and Contracts Module.
<u>F</u>ile	<u>E</u> xit	Closes the LGP PSA and Contracts Module.
<u>R</u>eports	<u>V</u> iew Report	Allows you to view the report of the selected profile.
<u>R</u>eports	<u>P</u> aper Size	Allows you to select the size of the paper on which to print the report. The choices are A4 and 8.5 x11.

Menu	Command	Function
<u>H</u> elp	<u>T</u> echnical Support	Gives addresses, telephone numbers, e-mail addresses, and internet address from where you can receive technical support.
<u>H</u> elp	<u>A</u> bout ICASS	Gives version number and copyright information.

To open the LGP Profile:

Double-click the LGP PSA and Contracts Module icon on your desktop. This will open the LGP PSA and Contracts Module Home screen shown in [Figure 11.2](#).

Figure 11.2- LGP PSA and Contracts Module Home Screen



Home Screen

The LGP PSA and Contracts Module Home screen ([Figure 11.2](#)) is the starting point for entering all LGP Profiles. The RSO may select the post for which the profile is being created in the top right corner. If the post is not in the dropdown list, the Add Post function allows the post to be added.



The RSO can enter data and maintain files for more than one post.

To select a post:

- 1 Click the  button next to the Select Post dropdown list.

This will open the menu from which you can select the post name.

- 2 Click on the selection from the dropdown list.

To add a post:

- 1 Click the Add Post button.

This will open the Add New Post window shown in [Figure 11.3](#).

Figure 11.3- Add New Post Window



- 2 Enter the Post Code and Post Name in the data entry field provided for each.
- 3 Click the OK button.

In the bottom right corner of the Home screen is a listing of each profile created for the post. Initially this section contains no data. As profiles are added for each post, they will be listed in the table. You may open or delete any existing profile by using the Open Profile and Delete Profile buttons respectively.

On the left side of the Home screen are the buttons that allow you to select which kind of profile is being created. The choices are Commercial Contracts and Personal Service Agreements. Clicking one of these buttons will allow you to create a new LGP PSA and Contract for post.

Commercial Contracts vs. Personal Services

Commercial Contracts are those that are directly contracted by post. These are contracts between private security firms and post in which the security firm is given charge to guard post. This is as opposed to Personal Service Agreements where post hires individuals directly as the need arises. Conditions at post dictate which contract applies.

Commercial Contracts

The Commercial Contracts worksheet is broken into six tabs: General, Agencies at Post, Contract Costs, Guard Information, Comments, and Communications. Each tab contains data entry fields that allow you to enter the specifics of each contract.

Creating a Commercial Contract:

- 1 Click the Commercial Contract button on the left side of the LGP PSA and Contracts Module Home screen.
- 2 Click the Commercial Contract button.

This will open the Name LGP PSA and Contracts window shown in [Figure 11.4](#).

Figure 11.4- Name LGP PSA and Contracts Window



- 3 Enter a description of the contract in the space provided and click the OK button.

The Commercial Contract will open to the General tab ([Figure 11.5](#)).

Figure 11.5- Commercial Contract



- 4 Enter the data into the fields on each tab.
- 5 When the contract is complete, click the Save button to save the data.
- 6 Click the Exit button to return to the LGP PSA and Contracts Module Home screen.

Personal Services Agreement

The Personal Services Agreement worksheet is broken into six tabs: General, Agencies at Post, Comments, Guard Information, and Communications. Each tab contains data entry fields that allow you to enter the specifics of each contract.

Creating a Personal Services Agreement:

- 1 Click the Personal Services Agreement button on the left side of the LGP PSA and Contracts Module Home screen.

This will open the Name LGP PSA and Contracts window shown in [Figure 11.4](#).

- 2 Enter a description of the contract in the space provided and click the OK button.

The Personal Services Agreement will open to the General tab ([Figure 11.6](#)).

Figure 11.6- Personal Services Agreement



- 3 Enter the data into the fields on each tab.
- 4 When the contract is complete, click the Save button to save the data.
- 5 Click the Exit button to return to the LGP PSA and Contracts Module Home screen.

To export LGP Data and import into ICASS 9.5:



Only those profiles associated with the selected post will be exported into ICASS 9.5.

- 1 Select the post containing the profiles to be exported from the Select Post dropdown list.
- 2 From the LGP PSA and Contracts Module Home Screen ([Figure 11.2 on page 99](#)), open the File menu and select Export.

This will open the Save Export File window shown in [Figure 11.7](#).

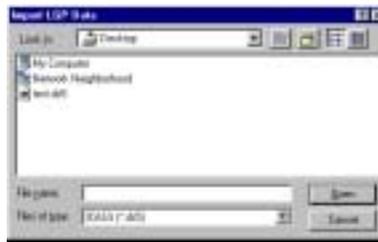
Figure 11.7- Save Export File Window



- 3 Select a destination location and name for the file and click the Save button.
- 4 Open ICASS 9.5.
- 5 Open the File menu and select Import LG P Data.

You will be presented with the Import LGP Data window shown in [Figure 11.8](#).

Figure 11.8- Import LGP Data Window



- 6 Select the file to import and then click the Open button.

The data will be imported into ICASS 9.5.

To open an existing LGP Profile:

- 1 From the LGP PSA and Contracts Module Home Screen highlight the profile to be opened.
- 2 Click the Open Profile button.

To delete an LGP Profile:

- 1 From the LGP PSA and Contracts Module Home Screen highlight the profile to be deleted.
- 2 Click the Delete Profile button.

New Feature: Importing LGP PSA and Contract files into the CGP Contract Module:

- 1 From File on the toolbar, click Import Profile.
- 2 Choose the *.ds5 file that you wish to import into LPG Contracts Module from the directory or the diskette.

LGP Reports

LGP reports can be accessed directly through the Reports menu located at the top of the LGP PSA and Contracts Module Home Screen (shown in [Figure 11.2 on page 99](#)).

To activate reports:

- 1 From the LGP PSA and Contracts Module Home Screen highlight the profile to be reported.
- 2 Open the Reports menu at the top of the LGP PSA and Contracts Module Home Screen.
- 3 Click the View Report button.

Overview

The final step in the budgeting process, from a software standpoint, is to send your budget to Washington. The budget software does not automatically send your file; it only creates a file to be sent. It is the responsibility of the post to get the file back to Washington. Once in Washington, the ICASS Service Center puts your budget into a global database. This database is used for invoicing, projecting, and monitoring purposes. When your budget is complete, follow the instructions below to send your budget by email to Washington. Only a user with ICASS administrator privileges can export a plan.



Export Plan does not make a copy of the .mdb file; it only saves the plan that is currently open. Make sure that this is the final plan for post.

To submit a budget by email to Washington:

Email should be used to submit the budget to Washington if you are using MS-Mail, DoS Net, or OpenNet. To send the export the budget by email:

- 1 Open the plan that you wish to send to Washington.
- 2 Open the File menu in the menu bar and select Export Plan.
- 3 In the Save in data entry field, use the arrow to choose the disk drive (usually C:).
- 4 In the File name data entry field, enter your Post Code followed by the fiscal year that this budget is for, with no spaces. For example, if this were Rome's 1999 budget, then the file name would be 2501999.
- 5 Click the Save button.
- 6 Once the file is created, attach it to an email message addressed to Patricia Garate or Nancy Cady.
- 7 Include the following information in the message:
 - your Post name
 - fiscal budget year
 - your name and phone number, in case there are any questions
- 8 If you sent a previous version of this budget, indicate the dates that any previous versions were sent. Indicate if this version is a revision or an exact duplicate.

If you cannot submit the budget by email:

If you are unable to submit the budget by email, you need to create a diskette to send the budget. To submit the budget on a disk:

- 1 Open the plan that you wish to send to Washington.
- 2 Open the File menu in the menu bar and select Export Plan.
- 3 In the Save in data entry field, use the arrow to choose the disk drive (usually A:).
- 4 In the File name data entry field, enter your Post Code followed by the fiscal year that this

budget is for, with no spaces. For example, if this were Rome's 1999 budget, then the file name would be 2501999.

- 5 Click the Save button.
- 6 Once the file is created, label the disk with the following information:
 - your Post name
 - fiscal budget year
 - your name and phone number, in case there are any questions
- 7 If you sent a previous version of this budget, indicate the dates that any previous versions were sent. Indicate *if it is a revision or not*.
- 8 Send the disk to Washington using one of the following methods:

Send by pouch to:

Department of State
ICASS

Attn: Patricia Garate or Nancy Cady
Room L1504 (SA-1)
Washington, DC 20520

Send by DHL or Federal Express to:

ICASS
Attn: Patricia Garate or Nancy Cady
Room L1504 (SA-1)
Columbia Plaza
2401 E Street NW
US Department of State
Washington, DC 20520

Salary Overview

Base salaries are set and reviewed periodically. Table A.1 shows the current base salary by grade.

Table A.1- Grade and Base Salary

Grade	Base Salary (Step 7)
<i>FE/MC-5</i>	\$135,340.00
<i>FE/OC-2</i>	\$123,220.00
<i>FO/FP-1</i>	\$102,679.00
<i>FO/FP-2</i>	\$83,199.00
<i>FO/FP-3</i>	\$67,416.00
<i>FO/FP-4</i>	\$54,627.00
<i>FO/FP-5</i>	\$44,263.00
<i>FO/FP-6</i>	\$39,571.00
<i>FO/FP-7</i>	\$35,374.00
<i>FO/FP-8</i>	\$31,623.00
<i>FO/FP-9</i>	\$28,271.00

The ICASS software calculates the total American Salary & Benefits cost as follows:

A benefits allowance of 28.6%, as well as any post differential allowed for a given post, is added to the salary from the table above. This amount is then capped at \$173,200.00. The amount budgeted to American Salary & Benefits for each employee is therefore the lesser of \$173,200.00 or $[S + S*(B/100) + S*(D/100)]$ where S is the salary from the above table, B = 28.6 and D is the post differential, expressed as a percentage, for the current post.

Directory of Agencies by Code

For the updated list of agencies, refer to:

ICASS Agency Report in the *ICASS Reports Session and Reference Tables*.

Calculations of Salary and Benefits (Compensation Plan Module)

For each grade there is a base salary (b) and a step increase (s). Each plan may also have some combination of: a percent increase (i), a percent adjustment (a) and/or a fixed increase (f).

For a given grade, the salary \$ and step t is calculated as follows:

$$\$ = (b + s * [t - 1]) + (b + s * [t - 1]) * i + (b + s * [t - 1]) * a + f$$

We subtract 1 from the step t to indicate that step 1 is the same as the base salary for that grade.

The above equation may be clearer as follows:

Let $r = (b + s * [t - 1])$ = the base salary plus the step increase.
Then $\$ = r + r * i + r * a + f$

Benefits are calculated based on the total salary amount \$ calculated above. For each object code in a given comp benefits plan, a percent of salary and/or a fixed amount is indicated as the benefit amount. Taking \$ as the salary calculated above, p as the benefits percent, and f as the fixed amount, the benefit amount is:

$$p * \$ + f$$

Calculations for Invoice Reports

Distribution Process

For all cost centers, except 8790-Overhead and Non-ICASS Dual Positions, users enter the workload counts for each agency. For example, the cost center Vehicle Maintenance may use "number of vehicles" as the distribution factor. In this case, the user enters the number of vehicles maintained for each agency. USAID - 20, State - 35, ICASS - 10. The total number of vehicles is 65. USAID has 30% of the vehicles, State has 55% and ICASS has 15%. The total cost of the Vehicle Maintenance cost center will be distributed accordingly.

Distribution Process - Non-ICASS Dual Position

A portion of a position's time can be allocated to the cost center "Non-ICASS Dual Positions". No workload is associated with this cost center because Non-ICASS Dual Position costs are not shared among agencies. By default, 100% of the cost allocated to the cost center is charged to State (1900). So if 50% of a position is allocated to Non-ICASS Dual Position, 50% of this person's salary, benefits, rents and utilities will be charged directly to State. If you change the default to another agency, AID for example, then the 50% of the position costs are charged to AID.

Distribution Process - Overhead Costs

Since OH cannot be distributed among the agencies based on workload (you cannot count how much OH an agency uses), the OH cost is distributed among the agencies at post based on

each agency's share of total service cost. Service Cost is defined as the Cost Center Costs less "Excluded Costs". (See "[Exclude Functionality](#)" on page 50 of Chapter 4.)

Each agency's share of OH is derived as follows:

Agency % = Agency Service Costs/Total Service Costs

- Or -

(Sum of Agency Cost Center Costs - Sum of Agency Excluded Costs) / (Sum of All Cost Center Costs - Sum of All Excluded Costs)

Each agency's OH cost is derived as follows:

The Agency percentage is applied to the total OH Cost:

Agency % x Total OH Costs

- For example, FCS, agency code 1330:

FCS's OH Costs = (FCS % x Total OH Costs)

- Likewise, ICASS as an agency (Agency code 1901) also picks up a share of OH:

ICASS OH = (ICASS% x Total OH Costs)

Distribution Process - ICASS Costs

Since ICASS does not fund itself, all ICASS costs (including its share of OH) are distributed to the other agencies. The same methodology for distributing the OH costs is applied to the ICASS costs. ICASS costs are distributed among the agencies based on each agency's relative share of the Total Service Cost.

Each Agency's "ICASS Redistribution" cost is derived as follows:

The Agency percentage is applied to the total ICASS cost. Keep in mind that each agency's share (Agency 2nd %) this time is derived exclusive of the ICASS agency's costs:

Agency 2nd % = (Agency Service Costs)/[(Total Service Costs) - (Total ICASS Service Costs)]

Each Agency's share of the ICASS costs is derived as follows:

The Agency 2nd percentage is applied to the total ICASS Cost (including ICASS OH):

Agency 2nd % x (Total ICASS Service Costs + ICASS OH)

- For example, State Department, agency code 1900 picks up a share of ICASS Costs as follows:

State 2nd % x (Total ICASS + ICASS OH Costs) = State's "ICASS Redistribution" Costs

Compilation of Agency Invoices

After all of the agency invoices have been completed, they are compiled. They consist of four components: Service Cost, OH Cost, ICASS Redistribution Cost, and Excluded Cost.

Each Agency's invoice is compiled as follows:

Invoice = Agency's Service Costs + (Agency Share x Total OH) + (Agency 2nd Share x (ICASS + ICASS OH)) + Agency's Excluded Costs

Formula for ICASS Redistribution on Agency Invoices

A common agency question is why, according to the invoice, it is paying a large sum of money for ICASS redistribution and overhead charges in a specific cost center when overall it is one of the smallest users of the ICASS service.

For example, a council member noted that in the calculation of Non-Residential Local Guard charges in its ICASS invoice: State occupies 56.7% of the total non-residential space (based on workload), but is charged only 45.59% of the non-residential service, overhead and ICASS redistribution. Whereas, the council member's agency only occupies 5.2% of the space (workload) but pays 12.05% of the total cost of the Non-Residential Guard service, overhead and ICASS redistribution.

Each agency's share of ICASS overhead and redistribution is based on the size of its *total ICASS service cost*. It is not derived on a cost center by cost center basis. First, the total OH and Redistribution costs for an agency, for invoice purposes, is divided up among the cost centers for which they have workload. For example, if an agency did not subscribe to Health Services, there would be zeros all the way across this line item in the invoice, including the OH and Redistribution column. Second, the numbers in the ICASS Redistribution and OH column have no relation to the agency's workload in the cost centers listed (i.e., related to other agency use of the service). Instead, the ICASS and OH costs are spread based on the agency's own experience — ranking the ICASS services it used from most to least — and deriving percentages for each cost center. These percentages are then applied to the total ICASS Redistribution and OH which is allocated to those cost centers.

The agency in the example has a much larger percentage of *service costs* contained in the Non-Residential Local Guard service, while State has a much larger percentage of its *service costs* in another service, such as Financial Services. Hence, a larger percentage of the agency's ICASS Redistribution is spread to the Local Guard line item than on State's invoice for the same service.

Calculating the *per unit costs* (or % of *service costs*) from the *final invoice cost* for a cost center is very misleading. This is because ICASS distribution is heavily factored and this redistribution is not related to the service cost itself. In essence, it is just a mathematical exercise performed by the computer for purposes of displaying the ICASS Redistribution and OH costs in a column of its own. The real issue is the total, which is based upon the customer agencies' overall use of all ICASS services (total service cost).

Formulas for Unit Cost Invoicing

This section explains the formulas used to obtain the unit cost for Partial Year Invoicing Reports. *Partial Year Invoice Policy states that these reports should only be generated based on the Final (Midyear) Budgets.*

Unit Cost for Partial Year

An agency may sign up for a new service, increase workload in a service or become a new customer to ICASS in the middle of the fiscal year. Therefore, ICASS developed a way to charge an agency for services subscribed to for part of the fiscal year where the budget does not include the workload related to this subscription.

The Unit Cost for a cost center on a partial year invoice is derived as a Partial Year Cost * pro-rated workload count (e.g. 3/12).

The Partial Year cost for a cost center is the sum of all allocated sub-object costs to that cost center. However certain sub-objects are excluded from that cost. Excluded sub-objects are any that are associated with:

- Direct Hire American positions including items like Residential Rent (2372);
- LGP positions and other budget items;
- Non-Residential Rent (2377)
- Regional Bureau costs (0001)
- DTSP0 IVG Lines
- And sub-objects associated with a Furniture Pool

For the following formulas, Σ = "Total".

Partial Year Unit Cost (PYUC):

$$\frac{\Sigma \text{LES Cost}^* + \Sigma \text{OBI Cost}^*}{\Sigma \text{Workload Distribution}}$$

The Unit Cost for a cost center on a partial year invoice:

$$\text{PYUC} \times \text{Prorated workload counts}$$



* Σ LES Cost: Excludes FSN Separation Liability Fund (object code 0004)

* Σ OBI Cost: Excludes Real Property Rent Resd.(2372), Real Property Rent Non-Resd.(2377), and Regional Bureau Costs (0001)

Unit Cost for Full Year

The Unit Cost for a cost center in the Full Year report is the same methodology used to calculate the unit cost that appears in Key Report # 1, Cost Center Detail by Agency: Includes Unit Cost.

Full Year Unit Cost (FYUC):

$$\frac{\Sigma \text{DH Cost} + \Sigma \text{LES Cost} + \Sigma \text{OBI Cost} + \Sigma \text{LGP Position Cost and LGP Budget Item Cost}}{\Sigma \text{Workload Distribution}}$$

The Unit Cost for a cost center on a full year invoice:

$$\text{FYUC} \times \text{Workload Counts}$$