

# **ICASS 9.5 FSC**

**International Cooperative Administrative Support Services**

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

**User Manual**

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## **THIS IS A LIST OF CHANGES TO THE ICASS 9.5 FSC SOFTWARE**

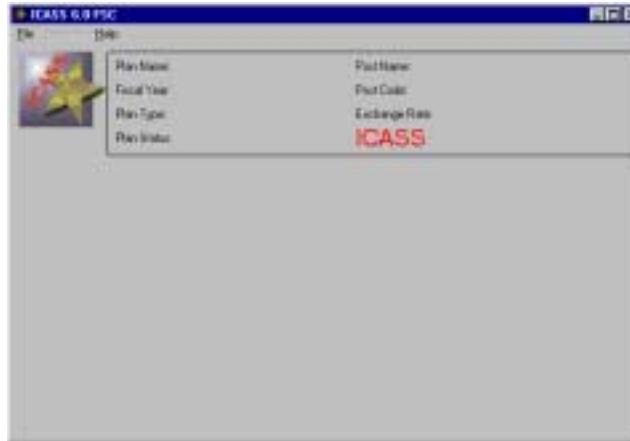
### **SOFTWARE CHANGES**

- 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** 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.
- 3** 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.
- 4** 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.
- 5** Agency codes, AMSAL and PAT amounts are updated with the current values from the ICASS Service Center.
- 6** In the ICASS/Non-ICASS Lease Module, the "Current FY Initial Request" column is renamed "Funding Request".
- 7** The *entire* comment field of the ICASS/Non-ICASS Lease Module is printed on the report.
- 8** The Initial and Mid-Year LGP Target data entry boxes have been removed from the Target Data tab.

## Overview

The ICASS FSC Main Screen is the starting point for all of the ICASS FSC programs. Upon launching ICASS 9.5 FSC you will see the ICASS FSC 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 FSC Home Screen



## Logging On

In ICASS 9.5 FSC you must log on in order to create, view, or edit any plan. The ICASS FSC database includes built in security that requires all users to log on with a user ID and password that are specific to each plan.

## Working with Plans

ICASS 9.5 FSC offers 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 FSC, 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.

## File Menu Options

The File menu contains the simple commands used to work with plans. [Table 1.1](#) gives a description of each command.

Table 1.1- File Menu Options

| Command                   | Description  |
|---------------------------|--|
| <b><u>N</u>ew Plan</b>    | Plan is empty. New data must be entered.   |
| <b><u>O</u>pen Plan</b>   | Loads a plan once it has been created or imported.   |
| <b><u>D</u>elete Plan</b> | Deletes the current plan, erasing its Budget data, Actuals and Distribution Factors.<br><b>WARNING! This cannot be undone.</b> |

| Command                                    | Description  |
|--|--|
| <b><u>I</u>mport Plan</b>                  | Allows you to load a plan created on a different computer. You may also load plans created using ICASS 7.5 FSC and above.                                    |
| <b><u>E</u>xport Plan</b>                  | Makes a copy of the current plan in a compact form which can be saved as a file and imported elsewhere.  |
| <b><u>C</u>reate Next <u>Y</u>ear Plan</b> | 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. |
| <b><u>C</u>opy Plan</b>                    | Makes an exact duplicate of the ICASS plan for test pattern scenarios.   |
| <b><u>P</u>aper Size</b>                   | Allows you to set the default paper size for all printed data from the program. The choices are 8.5 x 11 or A4.  |
| <b><u>C</u>lose Plan</b>                   | Closes the plan that is currently loaded.  |
| <b><u>E</u>xit</b>                         | Closes the ICASS 9.5 FSC program.  |

**To create a new plan:**

- 1 Select New Plan from the File 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 FSC location of the plan from the Post Name dropdown list. If your location isn't included on the list, [see "To add a post:" on page 4](#).
- 6 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 window allows you to set the password for opening the plan.

- 7 In the Password field, enter a password to use when logging on to the plan.
- 8 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**

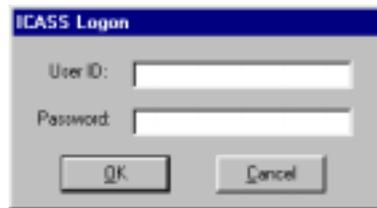


*This window shows all plans that have been created.*

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

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.
- 5 Click the OK button.



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



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

## Importing Old Plans

All plans created using ICASS 7.5 FSC and above may be imported into ICASS 9.5 FSC. The software recognizes data being imported from last year and handles the data differently from data imported from a current year.

### 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 FSC.
- 3 Click the Open button.

The logon window shown in [Figure 1.6 on page 5](#) will open.



**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.

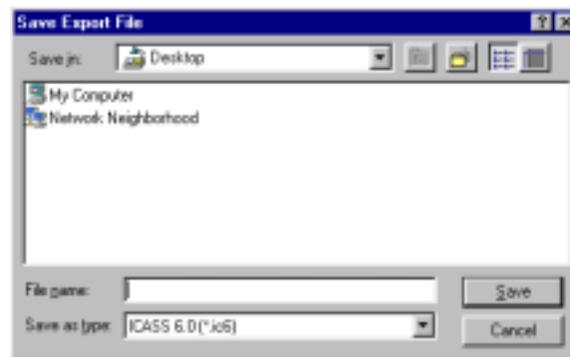


**Export Plan does not make a copy of the ICASSD90.MDB file, it only saves the plan currently open. It should not be used as an alternative to backing up your ICASS FSC data files as described in ["Backing Up ICASS Data" on page 7](#).**

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



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

## Paper Size

You may set the default paper size for all printed data from the program. FSC has the choice of printing reports on either A4 or 8.5 x 11 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 the systems manager develops a plan for backing up the ICASS data.

ICASSD90.MDB is the only file that must be saved in order to effectively back up the ICASS data. This file is located in your icass90fsc directory and should be backed up to a diskette if possible. Running the Repair program before backup (see "Repair and Compress" on page 12 of the System Administrator 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 FSC is set up on a LAN, check with your systems manager to insure that the ICASS FSC database is backed up on a daily basis.



**There are several similarly named files in the icass90fsc directory. When backing up files, be sure to back up ICASSD90.MDB.**

## Creating Next Year's Plan

ICASS 9.5 FSC 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 workload distribution factors and cost center allocation percentages from the current plan are automatically transferred into a new plan that you name. The quarter four actuals from the current plan are no longer automatically entered into the prior year actuals column of the field budget (see "[Budget Summary Worksheet](#)" on page 46). Items such as actuals and workload distribution factors, which are entered quarterly, will be reset to zero. The budget will be reset to the initial unlocked position; the year will be increased by one.

### To create a plan for next year:

- 1 Open the **F**ile menu in the menu bar and select Create Next **Y**ear 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 **O**K button.

*The plan for the next year will open.*

### Overview

Similar functions are offered throughout many of the modules in ICASS 9.5 FSC. 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 the user 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:

- Locally Hired Staff
- Foreign Service/Civil Service Details
- Other Budget Items
- Leases
- Budget Summary Worksheet

**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 typing then on the key pad of your keyboard.
- 3 When you arrive at the final figure, click the Copy button.

*This copies the figure to the clipboard 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 at the same time, the V key 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. You cannot hi-lite several cells simultaneously to copy that amount to those cells. You must copy to one cell at a time.*

## Column Dividers

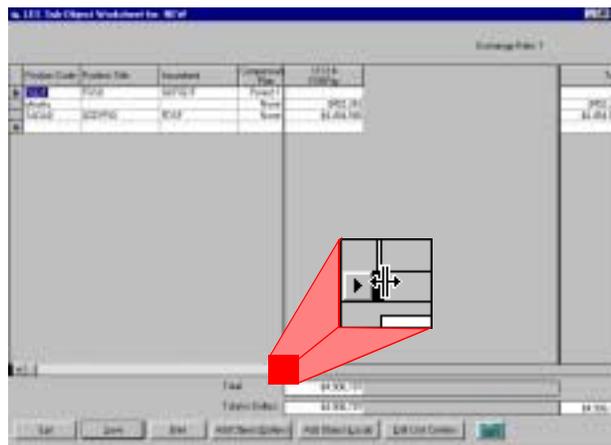
Column dividers allow you to move the boundaries of columns to allow you to see more columns as you work. The following sub-object worksheets include this feature:

- Locally Hired Staff
- Foreign Service/Civil Service Details
- Leases
- Depreciation Worksheet
- Edit Actuals

**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 wish 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 these 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 the FSC. The Edit Locations application allows you to define various locations at the FSC, 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

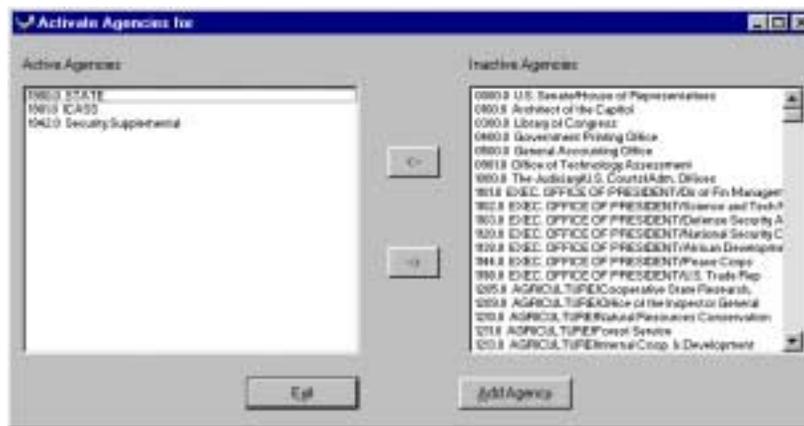
The Activate Agencies program is used by the FSC to 'activate' all Agencies represented at the FSC. When the software is installed, only "1900.0-State", and "1901.0-ICASS" are active. You must activate all the other agencies to display them on the data entry screens. If you import a plan from previous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

**To utilize the Activate Agencies application:**

- 1 Click the Activate Agencies button.

This will open the Activate Agencies window shown in [Figure 3.2](#).

**Figure 3.2- Activate Agencies Window**



- 2 Highlight the agency that you wish to activate from the Inactive Agencies list box.
- 3 Click the  button to transfer the agency name to the Active Agencies list box.



**Only users with Administrator privileges may add agencies.**

### Adding Agencies

If the appropriate agency is not found on the Inactive Agencies list box, then the agency must be added to the database.

#### To add an agency:



**Before adding a new agency to the ICASS FSC database you must have it approved by the ICASS Service Center in Washington. This is required to ensure proper billing.**

- 1 Click the Add Agency button.

When you click the Add Agency button, the warning shown in [Figure 3.3](#) will appear.

**Figure 3.3- Add Agency Warning**



- 2 If you have not gained approval from Washington to add an agency, you must click the **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.

**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 workloads 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 the FSC. 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 [“Budget Summary Worksheet” on page 46](#) 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 Edit Location window ([Figure 3.5 on page 13](#)) 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, you want to add a SCC for "Collections" at the main FSC location. The parent cost center will be "6262 - Cashier Monitoring." A new SCC called "Collections" is created, and you assign the sub-cost center key "001." Because the SCC is added at the main location, the system then designates the new SCC function code as "6262-0001." The first zero indicates the location as the main FSC location. Subsequent locations would be indicated by a "1", a "2" and so forth, depending upon how many additional locations are added.

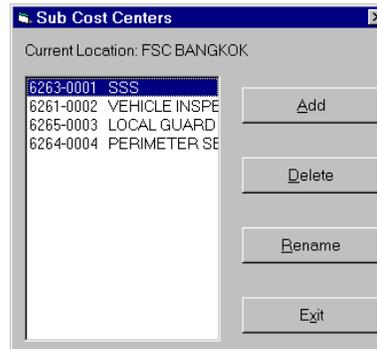
Each new SCC is specific to the current plan that is open, and a new SCC will be assigned to one location only. If you wish to use the same SCC in a different location, you must add it again, this time assigning it to the other location.

#### **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](#).

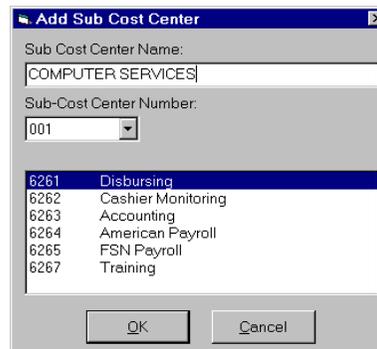
**Figure 3.7- Sub Cost Centers Window**



- 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](#)) 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 cost center.



**Once you have locked the budget you will be unable to add or delete sub-cost centers. See [“Budget Summary Worksheet” on page 46](#) 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 15](#)), 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.
- 5 Click the OK button.

## Post Profile

The Post Profile module stores general data about the FSC. 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  |
|---------------------------|---|--|
| <b>Exit</b>               | All tabs  | Click this button to exit the tab.                                     |
| <b>Save</b>               | All tabs  | Click this button to save the new data.                                |
| <b>Print Post Profile</b> | General, Target Data, Next FY Projections, and Contact Info | Click this button to generate and print a Post Profile report.         |
| <b>Print Post Pers.</b>   | 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 FSC 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. As mentioned previously, different plans can have different post codes and post names.

#### To add a new post:

- 1 Click the Add New Post button.

2 Enter the Post Code and Post Name, and then click the OK 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, the plan name will change only the active plan. The rest of the data will remain unaffected.

The Plan Type for FSC is “Standard” by default.

### 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 "mm/dd/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.

### 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 enables the user to type in the set target amounts for the Initial and Mid-Year (Final) budgets. The user should type in the “Bureau Target” and “Leases and LQA Target.” These two amounts are shown in the Budget Summary worksheet so the user can see the targets while completing their budget.

Mid-Year (Final) Target data are shown on the Budget Summary worksheet when the Mid-Year budget is locked. The amounts entered into the Bureau Target and Lease/LQA Target fields are provided by the ICASS Service Center.

### **Next FY Projections Tab**

The Next FY Projections tab supplies information about the projected budget for the next fiscal year. It assists the bureaus and IWG in Washington in determining the targets. The tab

holds information about FSN wage increases, inflation rates, and new ICASS FSC positions that will aid in the prediction of the budget. The FSC can also supply the amount expected in mandatory increases in the next fiscal year.

### Contact Info Tab

The Contact Info tab allows the FSC to record contact information for the Admin officer, FMO, and FSN entering data at the FSC. 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 your FSC, as of May 1<sup>st</sup>. You can also enter the average percentage FSN compensation increase and effective rate for previous years, and create and print reports. The illustration in [Figure 3.11](#) shows the Post HR Data tab and describes the functions for each section.

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   | 2           | 0        | 1        |       | 3         |
| 1330.0 COMMERCE-US & FOREIGN COM  | 2           | 1        | 1        |       | 4         |
| 1900.0 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 U |             |          |          |       | 0         |
| 2019.0 TREAS-AFRICAN DEVELOPMEN   |             |          |          |       | 0         |
| 2105.2 ARMY-HQDA, DCOPS STRATEG   |             |          |          |       | 0         |
| 4400.0 PEACE CORPS                |             |          |          |       | 0         |
| <b>Total:</b>                     | <b>5</b>    | <b>2</b> | <b>4</b> |       | <b>11</b> |

FSN Comp Plan Trend

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

Callout boxes:

- The total number of employees per agency is listed in this column.
- Type the number of employees by category.
- Each column's total is listed here.
- If you click in a white box, you can view instructions on how to complete it here.
- Type FSN Compensation increases and dates in these boxes.

## Compensation Plans

The Compensation Plans module allows FSC to enter one or more compensation plans. It is not mandatory to use this module. Local employees can be linked to a compensation plan and the software will calculate their pay based on the grade and step level indicated in the Locally Hired Staff sub-object worksheet. The user may define up to ten separate compensation plans. 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 the user to enter specific benefits to each compensation plan. The user is able to select the compensation plan, grade, and step for each employee in the sub-object worksheet. The user 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%, 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. For example, separate plans can be created for drivers, Family Member Appointments (FMA), or others not included in the initial plan. An existing compensation plan can be changed by highlighting the plan and clicking the Modify button.

### **Benefits Tab**

The Benefits tab allows the user to automate the benefit data entry for LES. Benefit tables are created within compensation plans and are linked to each other. The user activates the appropriate benefits sub-objects and enters the applicable percent so that the program can derive the benefit amount for each employee on the a compensation plan.

The same benefit 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.



**NEW:** Appendix C: Calculations and Formulas Explained provides details about calculating salaries and benefits.

#### **To create compensation tables:**

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

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

**Figure 3.12- 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 3.13](#).

**Figure 3.13- Adding Compensation Plans**

- 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  |
|------------------------------------|--|
| <b>Plan Name</b>                   | Enter the name of the new compensation plan.   |
| <b>Apply Salary to Object Code</b> | From the dropdown list, select the object code to which the salary of the individual is to be applied.       |
| <b>Number of Steps</b>             | Enter the number of steps in this compensation plan.   |
| <b>Currency</b>                    | Specify the type of currency being used to compensate the person by selecting either the US or Local button. |
| <b>Grade</b>                       | Enter the grade of the pay scale.  |
| <b>Base Amount</b>                 | Enter the base salary for an individual in the grade.  |
| <b>Step Increase</b>               | Enter the amount to be added to the base amount for every step in the plan.                                  |
| <b>% Increase</b>                  | This field allows the user to apply salary increases on a grade-specific basis.                              |

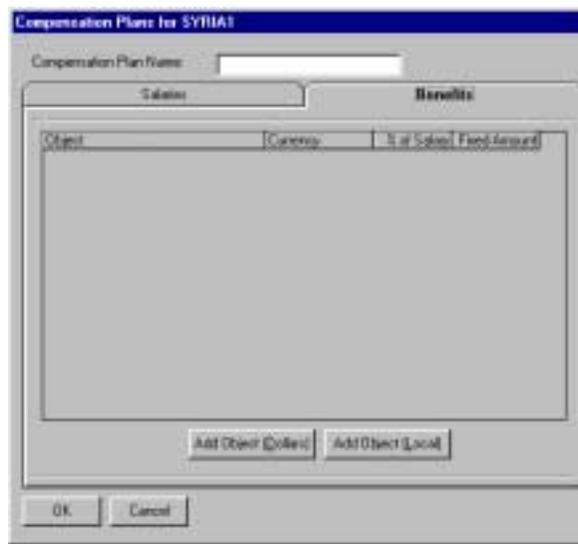
| Field                     | Description  |
|---------------------------|--|
| <b>Percent Adjustment</b> | This is the percent adjustment to be made to all the salaries of the employees on the compensation plan. This may be a negative number.  |
| <b>Fixed Adjustment</b>   | Enter the fixed dollar amount to be made to the salaries of those on the compensation plan. This may be a negative number. The Fixed Adjustment is applied before 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 3.14](#).

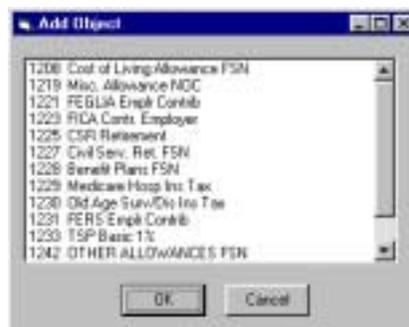
**Figure 3.14- Benefits Tab**



- 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 3.15](#).

**Figure 3.15- Add Object Window**



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



**You can activate and use the same objects multiple times.**

The object(s) will be shown in rows in the Benefits tab ([Figure 3.16](#)).

**Figure 3.16- Benefits Tab with Objects Listed**

| Object                     | Currency       | % of Salary | Fixed Amount |
|----------------------------|----------------|-------------|--------------|
| 1222 FERBA Empl Contrib    | US Dollars     | 0 %         | 0            |
| 1229 Medicare Hosp Ins Tax | Local Currency | 0 %         | 0            |
| 1242 OTHER ALLOWANCES FSN  | US Dollars     | 0 %         | 0            |

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

- 3 Enter the % of Salary and Fixed Amount for each object.



**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.**

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

#### To modify compensation plans:

- 1 Open the Compensation Plan application ([Figure 3.12 on page 20](#)).
- 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 3.12 on page 20](#)), 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 Tables Reports” on page 63* for a 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 “Cashier Monitoring”, then the sub-cost center distribution factor would be “# of Cashier, Disbursement, Collections transactions” and its distribution type would be “Cumulative”.



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

When starting your next fiscal year’s plan, you must enter a projected workload count for each cost center and sub-cost center at every location for each agency. This estimate will be used to calculate the expense for each agency using FSC services.



**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.**

### **Cumulative vs. Static Factors**

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 may change from quarter to quarter, but usually 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

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 fiscal 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 or estimated use of the ICASS services. 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.

### Quarterly Workload

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 shows a static cost quarterly workload:

**Table 3.3- Agencies that No Longer Get Service**

| 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  |           |         |         |         |          |

To enter quarterly workload for Cumulative cost Centers, type in the actual number of transactions processed; for example, 1,200 for Q1. Under Q2, type the actual number of transactions processed in quarter two and quarter one combined (1,200 + 1,200 = 2,400). The same methodology applies for Q3 and Q4. By the fourth quarter, a year's worth of transactions should be entered. In other words, do not enter only the amount processed for that quarter alone; enter the cumulated count. Table 3.4 shows cumulative workload on a quarterly basis:

**Table 3.4- Agencies with quarter increases**

| 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  |           |         |         |         |         |

To enter quarterly workload for Cumulative cost Centers, type in the actual number of transactions processed; for example, for Q1. Under Q2, type the actual number of transactions pro-

cessed in quarter two and quarter one combined. The same methodology applies for Q3 and Q4. By the fourth quarter, a year's worth of transactions should be entered. In other words, do not enter only the amount processed for that quarter alone; enter the cumulated count. The following table shows cumulative workload on a quarterly basis:

### ***Automatic Quarterly 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 based on static counts. For example, when you are ready to enter the unit distributions for the first quarter, 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. For cumulative cost centers, this feature divided the projected amount by four (4) and spreads them across the four quarters on a cumulative basis. Table 3.5 displays a cost Center using automatic quarterly updates.

**Table 3.5- Automatic Quarterly Updates**

| Code | Agency | Projected | 1st QTR | 2nd QTR | 3rd QTR | 4th QTR |
|------|--------|-----------|---------|---------|---------|---------|
| 1900 | State  | 500       | 125     | 250     | 375     | 500     |
| 1901 | ICASS  |           |         |         |         |         |

#### **To utilize the Distribution program:**

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

This will open the Workload Distribution Worksheet ([Figure 3.17](#)).

**Figure 3.17- Distribution Worksheet**

- 2 Enter the necessary information in the fields as described in [Table 3.6](#).

**Table 3.6- Workload Distribution Field Descriptions**

| Field                      | Descriptions   |
|----------------------------|--|
| <b>Location</b>            | If your plan has more than one location, use the dropdown list to choose a location. The default is the main embassy.                                  |
| <b>Cost Center</b>         | Select the cost center from the dropdown list.   |
| <b>Distribution Factor</b> | This field displays the unit of measure used to distribute the cost of the selected function code.   |
| <b>Distribution Type</b>   | Displays whether the distribution factor is static or cumulative.  |
| <b>Agency</b>              | All of the agencies selected as "active" in the Activate Agencies module are listed in this column. They may not be added or removed from this window. |
| <b>Projected</b>           | Enter the projected cost statistics.   |
| <b>Q1</b>                  | Enter the amount for the first quarter.  |
| <b>Q2</b>                  | Enter the amount for the second quarter (cumulating quarter one and quarter two if a cumulative cost center).  |
| <b>Q3</b>                  | Enter the amount for the third quarter (cumulating quarter one, quarter two, and quarter three if a cumulative cost center).                           |

| Field           | Descriptions  |
|-----------------|---|
| <b>Q4</b>       | Enter the amount for the fourth quarter (cumulating quarter one, quarter two, quarter three, and quarter four if a cumulative cost center). |
| <b>Comments</b> | Enter any comments that may be necessary for further explanation or clarification.  |

## Training Distribution

The Training Distribution module allows FSCs to track training costs. However, agencies are not charged directly for training. Instead, training costs are distributed to the following six categories:

- 6261- Disbursing
- 6262- Cashier Monitoring
- 6263- Accounting
- 6264- American Payroll
- 6265- FSN Payroll
- 8790- Overhead

The amounts of distribution are entered as percentages, the total of which must equal 100%. Initially there will be only one cost center to distribute (Training- 6267). Any sub-cost centers entered under the cost center Training- 6267 will be able to be distributed into the same categories listed above. These sub-cost centers will be listed in the Training Cost Center dropdown list for selection after they have been added via the Edit Locations module. For information on adding sub-cost centers to a parent cost center, [see “Sub-Cost Centers” on page 14.](#)

### To utilize the Training Distribution module:

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

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

**Figure 3.18- Training Distribution Window**

- 2 In the Training Cost Center dropdown list, click to select a parent cost center that accounts for the time spent training.

- 3 Click in the Distribution column and type the percentage of training time for each cost center.
- 4 Click Save.



*The total percentage of all cost centers must equal 100%.*

## Service Withdrawal

The Service Withdrawal worksheet allows ICASS to track which agencies are withdrawing from ICASS services.

**To utilize the Service Withdrawal worksheet:**

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

*This will open the Service Withdrawal window shown in [Figure 3.19](#).*

**Figure 3.19- Service Withdrawal Window**

| Details |             |                         |                | Reason for Withdrawal |    |    |    |    |    |    |          |
|---------|-------------|-------------------------|----------------|-----------------------|----|----|----|----|----|----|----------|
| Agency  | Cost Center | Notification of Request | Effective Date | 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

- 2 Select the agency name from the dropdown list in the Agency column.
- 3 Select the cost center from which the agency is withdrawing in the Cost Center column.
- 4 Use the calendar ([Figure 3.20](#)) to select the notification and effective dates of the request.



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 from the dropdown list for each. Finally, double-click the day. The date will be entered into the field.

Figure 3.20- Calendar



The rows on the right side of the Service Withdrawal window are used in conjunction with the questions listed on the bottom right side of the window (Figure 3.21).

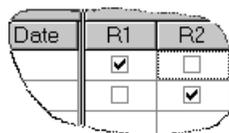
Figure 3.21- Service Withdrawal Reasons

| 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.  |

5 Choose one reason only. 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.

This will place a check in the box (Figure 3.22).

Figure 3.22- Placing checks in the columns



6 Enter any necessary comments in the Comments column.

7 Click the Save button to save your changes.

## Verify Data

The Verify Data function completes five different tests 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 agencies using ICASS services (workload distribution).
- 3 Third, a check is run to find any duplicate Lease ID numbers within the leases module.
- 4 Fourth, a test is run to determine if any numbers in the Total Percentage column of the Lease Worksheet do not equal zero.
- 5 Finally, the program checks for errors in the Training Distribution module whether the data adds to 100%.

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

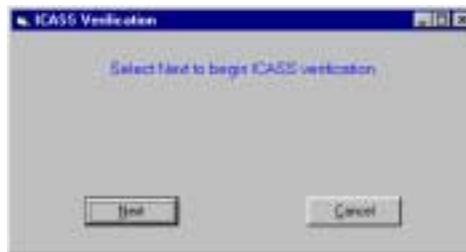
**To verify data:**

- 1 Click the Verify Data button.

*This will open the ICASS Verification window shown in [Figure 3.23](#).*

---

**Figure 3.23- 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 3.24](#).*

---

**Figure 3.24- Error Detected Window**



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

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

- 3 To view the report, click the View Report button.
- 4 Repeat steps 1-3 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.

## Overview

The Budget tab ([Figure 4.1](#)) contains many of the worksheets necessary for creating budgets. 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



## Locally Hired Staff

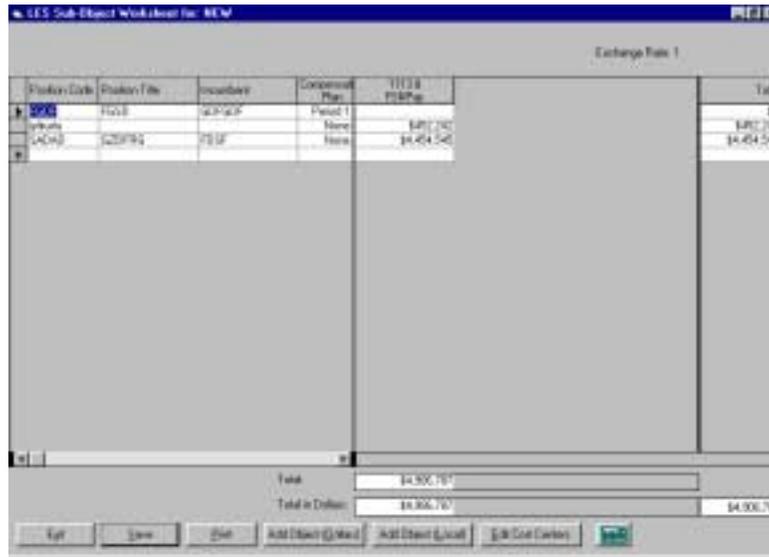
The Locally Hired Staff module allows you to enter budget items attributable to Locally Hired Staff positions. The module consists of two main worksheets. The first worksheet, the Sub-Object worksheet, allows you to enter Locally Hired Staff positions along with objects associated with the positions. The second worksheet, the Cost Center (Time Allocation) worksheet, allows you to allocate staff time to one or more cost centers. The total time must equal 100%.

### To utilize the Locally Hired Staff Worksheet:

- 1 Click the Locally Hired Staff 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 locations, a list box in the upper left hand corner will allow you to choose the location for which you are currently entering data. If this 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](#)).
- 4 If you have entered compensation plans in the Compensation Plans module (see ["Compensation Plans" on page 19](#)), 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.*

**Table 4.1- LES Positions Data Fields**

| Field                    | Description  |
|--------------------------|--|
| <b>Position Code</b>     | Enter an eight-digit position code.                          |
| <b>Position Title</b>    | Enter a position name.                                       |
| <b>Incumbent</b>         | Enter the name of the person currently filling the position. |
| <b>Compensation Plan</b> | Select the proper compensation plan if one has been created. |
| <b>Grade</b>             | Enter the grade of the person.                               |
| <b>Step</b>              | Enter the step of the person.                                |

| Field                    | Description  |
|--------------------------|--|
| <b>Hours Authorized</b>  | Enter the number of hours that have been authorized per week for the position. The default setting is 40.  |
| <b>Months Authorized</b> | Enter the number of months per year that have been authorized for the position. The default setting is 12. |

### **Sub-Object Worksheets in General**

There are three sub-object worksheets in the FSC software: LES Positions, Foreign Service/Civil Service Details, and Other Budget Items. These worksheets fall into one of two categories: Personnel or Non-Personnel Costs. The following table displays this:

**Table 4.2- Personnel and Non-Personnel Costs**

|                              | Personnel Costs  | Non-Personnel Costs |
|------------------------------|--|---------------------|
| <b>Sub-Object Worksheets</b> | LES Positions<br>Foreign Service/Civil Service Details | Other Budget Items  |

The Personnel Sub-Object worksheet requires that a position title and code be entered for each position. For Foreign Service/Civil Service, select the grade of the position. The salary is calculated at a Step 7, along with benefits and post differential. Grade and step numbers should be entered for LES positions, especially when using a compensation plan. This information is necessary in order to derive the correct salary. The worksheets also require you to enter appropriate objects in local currency, dollars, or both.

Initially there are no columns for entering sub-object data. New columns are added with the Add Object buttons at the bottom of the worksheet. You may enter the amounts budgeted to each position or other budget item 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. The exchange rate will always be listed directly over the worksheet. The default is one, but this can be changed in the Post Profile application on the Post Profile/Misc. tab (see ["Post Profile" on page 16](#)) to reflect your country's economy.

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. On the LES, 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.

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

- **Total:** Represents the column total for all of the positions or budget items 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 cannot be changed by the user. The system only contains valid ICASS sub-objects.**

#### To add sub-objects:

- 1 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**



- 2 Highlight the proper object(s) from the list box.
- 3 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               | WAEH |
|----|--------------------|------|
|    | 1113 \$<br>FSN Pay | WAEH |
|    |                    |      |
|    |                    |      |
|    |                    |      |

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

### **Cost Center (Time Allocation) Worksheet**

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

When you open the Cost Center worksheet, you will see the list in the left column of all of the positions or 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%). Initially there are no columns for cost centers. New columns are added with the Add Cost Center button at the bottom of the worksheet. The user must add cost centers to reflect the percentage of time that is allocated to each.

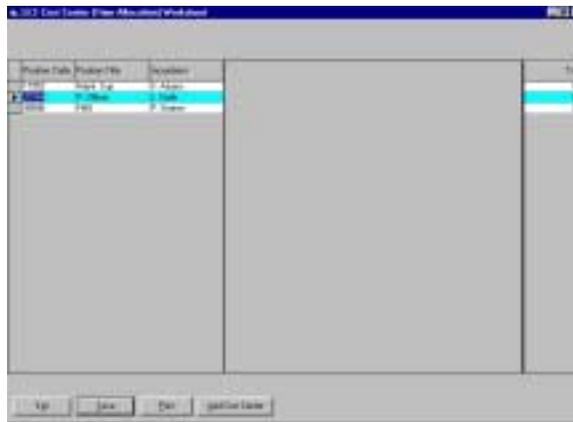
Data should be entered as percentages. For example, if one particular staff member were to spend half of their time in Accounting and half of their time in Cashier Monitoring, then you would add those two cost center columns. Next you would find the intersection of their row and those two cost center columns and enter 50 in each. When you move to the next row, the worksheet will automatically add the percentage sign. You may add as many cost centers as is necessary, but the percentage total must equal 100%. You may assign 100% of the cost to a single cost center if appropriate.

**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 4.5](#).*

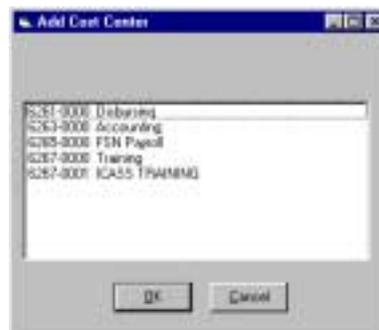
**Figure 4.5- Edit Cost Centers Window**



- 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 4.6](#).*

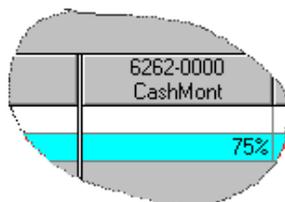
**Figure 4.6- Add Cost Center Worksheet**



- 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 4.7](#)).

**Figure 4.7- 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.

## Foreign Service/Civil Service Details

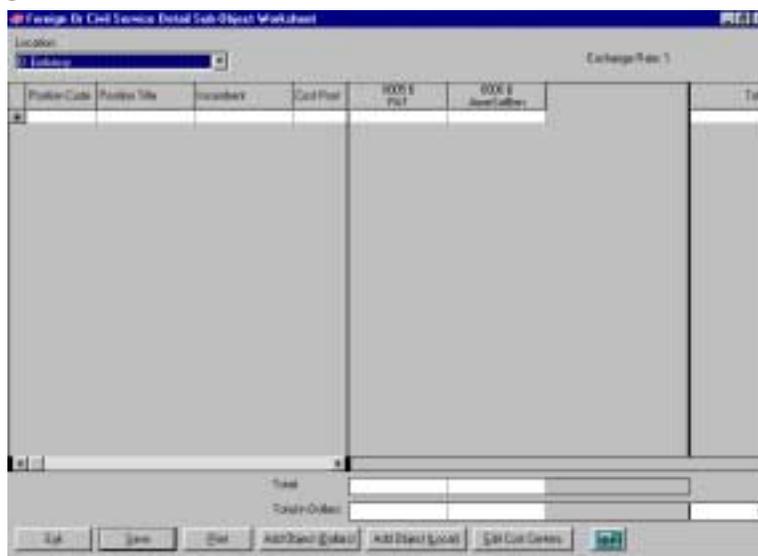
The Foreign Service/Civil Service Details worksheet allows the FSC to report budget items attributable to these positions. The functionality of both the sub-object and cost center worksheets are identical to those found in the Locally Hired Staff worksheet (*see “Locally Hired Staff” on page 33*). The user must enter a position code, position title, incumbent's name, cost pool of the position and position grade (not person's grade). The cost pool number will link each position to a lease. The grade selected will be used to automatically calculate the salary and benefits of the position.

### To utilize the Foreign Service/Civil Service Details module:

- 1 Click the Foreign Service/Civil Service Details button on the Budget tab.

This will open the Foreign/Civil Service Detail Sub-Object worksheet shown in [Figure 4.8](#).

**Figure 4.8- Foreign/Civil Service Detail Worksheet**



## New Cost Pools

There are three new cost pools available in the Foreign Service/Civil Service Details Module

in ICASS 9.5 FSC. 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  |
| 9630   | #10 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. Data entry is identical to that in "[Locally Hired Staff](#)" on page 33 with the exception that sub-objects are not associated with positions. Enter only non-personnel costs in this application.

Appropriate sub-object columns should be added in local currency, dollars, or both. Data can then be entered into the sub-object columns. After recording sub-object costs, use the Cost Center worksheet to distribute proper time allocations to each sub-object.

### 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. You may leave the field as "None" (the default) if no cost pool applies. Two budget items can share the same cost pool. However, the pool should really be one line-item pooling several budget items together. The pool is to save the user time when budgeting and accounting for funds.

### 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", any costs associated with an "excludable" sub-object will be excluded from the calculation of ICASS and overhead costs allocation.

### 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 4.9](#).

**Figure 4.9- Other Budget Items Worksheet**

- 2 If you are using one or more locations, 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. Operational and functional descriptions are preferred such as "Training", embassy support costs, or Washington support costs.
- 4 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."
- 5 If the item needs 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.
- 6 Add sub-objects as needed to complete the worksheet. (For instructions on adding sub-objects, see ["To add sub-objects:" on page 36.](#))

## Leases

The Leases module allows the FSC to identify all ICASS FSC leases and lease costs. This requires the FSC to insert the residential lease costs for all Foreign Service/Civil Service employees. Also, the FSCs are required to identify the lease cost of other non-residential properties.

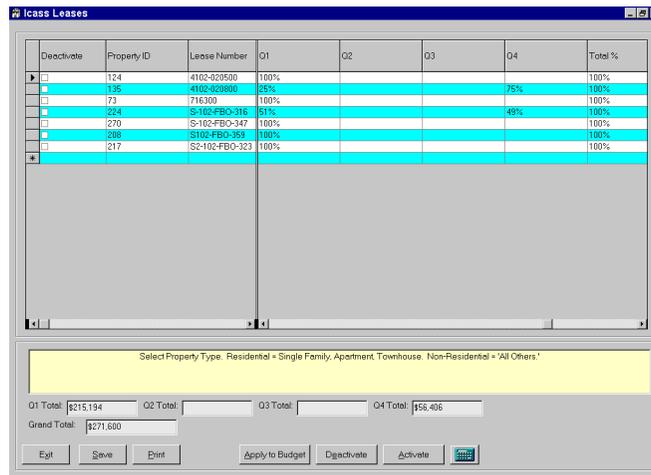
Lease records may be deactivated by the user. In addition, leases can be deleted or reactivated. In this way, the user can deactivate leases not being used, and reactivate them later if needed. Columns on the Lease worksheets to allow you to record prior year actuals, and occupants. Other columns allow funds to be allocate for each quarter. In this way, the FSC can record how much of their lease funding requests are to be allocated for Q1, Q2, Q3, and Q4.

### To utilize the Leases application:

- 1 Click the Lleases button.

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

**Figure 4.10- Leases Worksheet**



2 Enter the lease information as required.

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

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

4 Click the Apply to Budget button.

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

**Table 4.4- Program Leases Fields**

| Field                          | Description   |
|--------------------------------|---|
| <b>Deactivate</b>              | Select the check box to deactivate a lease.   |
| <b>Property ID</b>             | Enter the OBO-assigned property ID number (alphanumeric).   |
| <b>Lease Number</b>            | Enter the OBO-assigned Lease Number.  |
| <b>Occupant</b>                | Click the table cell to activate a dropdown list. Select the occupant's position title and cost pool #.<br><b>Note:</b> The occupant must appear in the Foreign Service/ Civil Service Details worksheet. |
| <b>Occupant Name</b>           | Enter the name or other notes regarding the occupant.   |
| <b>Type of Property</b>        | Click the table cell to activate a dropdown list. Select the property type from the list.   |
| <b>Address</b>                 | Enter the street address of the property.   |
| <b>Owned/Leased/LQA</b>        | Click the table cell to activate a dropdown list. Select the property ownership, type of lease, or LQA.   |
| <b>Effective Date of Lease</b> | 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   |
|---------------------------------|---|
| <b>Expiration Date of Lease</b> | 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.  |
| <b>Currency</b>                 | Click the table cell to activate a dropdown list. Select whether payment is made in <i>US Dollars</i> or <i>Local Currency</i> .  |
| <b>Prior Year Actuals</b>       | Enter the actual obligation for the prior fiscal year.  |
| <b>Funding Request</b>          | Enter the US dollar amount requested for the current fiscal year. Be sure to include condo fees or related costs included in the lease cost.  |
| <b>Increase/Decrease</b>        | Difference between the Current FY Request dollar amount and the Prior Year Actual dollar amount is system generated.  |
| <b>Current Year Actuals</b>     | Enter the current lease period actuals as of April 1 if this is your Mid-Year Budget.   |
| <b>Prepaid Lease Amount</b>     | Enter the amount paid in the current fiscal year that is applicable to the lease period in the next fiscal year. This is for information purposes only. The amount in this column is not added to the Current FY request. Include pertinent comments in the Comment field if appropriate. |
| <b>Comments</b>                 | Enter comments or justification needed to support your request.   |
| <b>Frequency of Payments</b>    | Select how often payments are made.   |
| <b>Q1</b>                       | Enter the percentage of the lease budget that is allocated for the first quarter.   |
| <b>Q2</b>                       | Enter the percentage of the lease budget that is allocated for the second quarter.  |
| <b>Q3</b>                       | Enter the percentage of the lease budget that is allocated for the third quarter.   |
| <b>Q4</b>                       | Enter the percentage of the lease budget that is allocated for the fourth quarter.  |

#### 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 Deactivate button at the bottom of the ICASS FSC Leases worksheet.

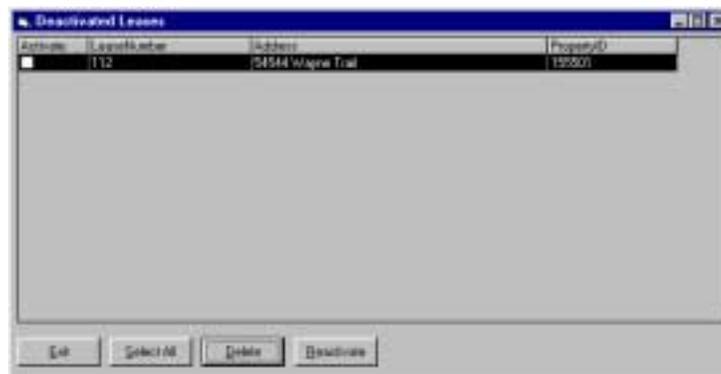
*This will remove all of the leases that were checked.*

#### To reactivate (deactivated) leases:

- 1 Click the Activate button at the bottom of the ICASS FSC Leases worksheet.

This will open the Deactivated Leases window shown in [Figure 4.11](#).

**Figure 4.11- Deactivated Leases Window**



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

The leases will be reactivated and placed on the ICASS FSC 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.**

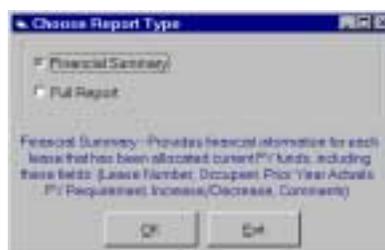
- 1 From the Deactivated Leases window ([Figure 4.11](#)), place a check in the check box for the lease to be deleted.
- 2 Click the Delete button.

**To print reports:**

- 1 Click the Print button.

This will open the Choose Report Type window shown in [Figure 4.12](#).

**Figure 4.12- Choose Report Type Window**



- 2 Select the report you want to utilize and click the OK button. ([Table 4.5](#) describes each

report.)

**Table 4.5- Lease Reports**

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



See "[Working with the Displayed Report](#)" on page 60 for details on working with the report.

## Depreciation Worksheet

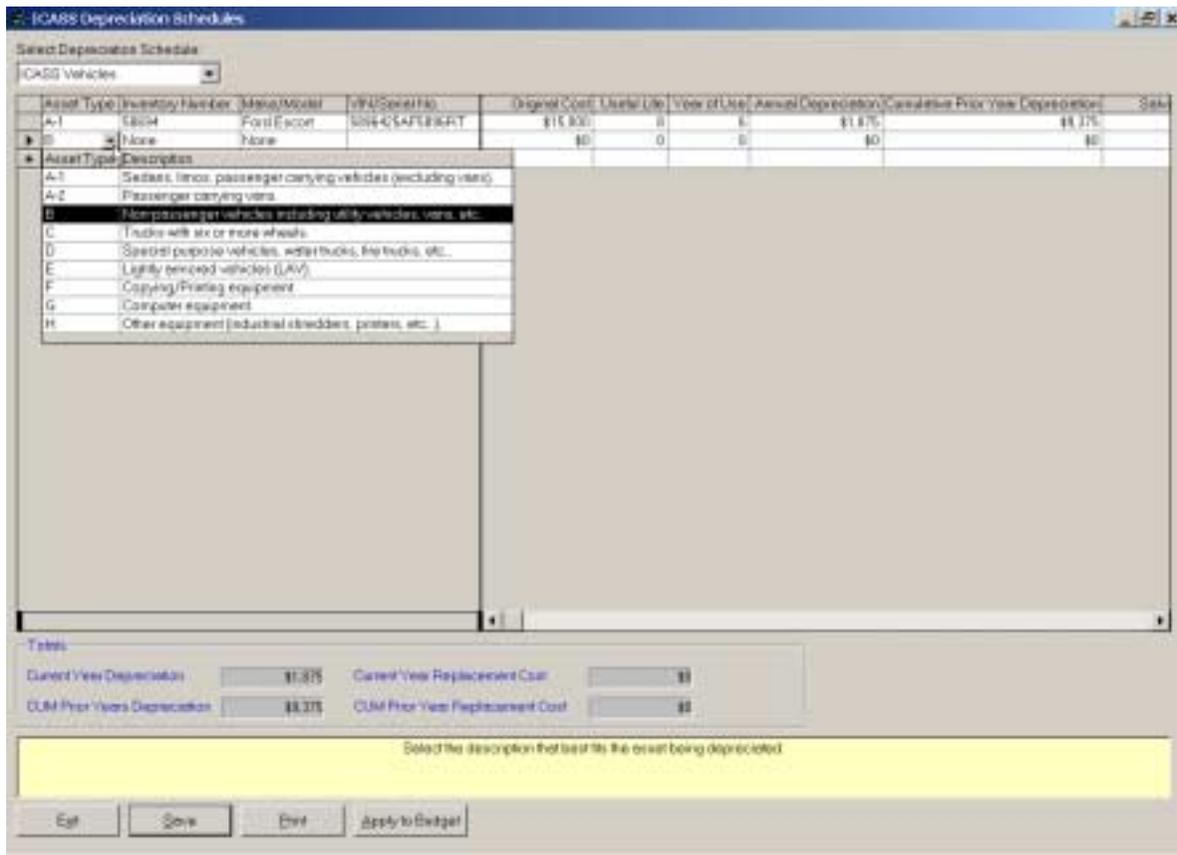
The depreciation worksheet allows users to list all of the capitalized assets at the FSC. This schedule is to be completed for all vehicles with four wheels or more and other assets with a value of \$25,000 or more.

### 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 4.13](#).

**Figure 4.13- Depreciation Worksheet**



- 2 Enter the data into the fields. A listing of each field, and a description of each is included in [Table 4.6](#).
- 3 When the data has been added, click the **S**ave button to save the data.
- 4 To apply the depreciation data to the budget, click the **A**pply to Budget button.

**Table 4.6- Depreciation Worksheet Data Fields**

| Field                               | Description   |
|-------------------------------------|---|
| <b>Select Depreciation Schedule</b> | 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 FSC Vehicles, Other ICASS Assets, and ICASS LGP Vehicles. Assets must be entered in the appropriate schedule. |
| <b>Asset Type</b>                   | Click in the box to reveal a dropdown list. Select the description that best describes the asset being depreciated.   |

| Field                                      | Description   |
|--|---|
| <b>Inventory Number</b>                    | 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.  |
| <b>Make/Model</b>                          | Enter the make and model of the vehicle being listed. For non-vehicle equipment items, enter the brand name or other distinguishing title.  |
| <b>VIN/Serial No</b>                       | Type the Vehicle Identification Number (VIN) or the Serial Number of the item.  |
| <b>Original Cost</b>                       | Enter the amount paid for the item, including transportation. If the cost of transportation is unknown, provide an estimate.  |
| <b>Useful Life</b>                         | Enter the useful life of the asset. Use guidance from 6FAM, unless conditions at FSC require an earlier or later replacement.   |
| <b>Year of Use</b>                         | 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."  |
| <b>Annual Depreciation</b>                 | Automatically calculated. $[(oc - sv) / ul]$<br>If $ul=0$ or $yu=0$ then Annual Depreciation=0.<br>If $yu>ul$ then Annual Depreciation=0.   |
| <b>Cumulative Prior Years Depreciation</b> | Automatically calculated. $[(Original Cost - Salvage Value) / (Useful Life)] * [(Year of Use) - 1]$ .   |
| <b>Salvage Value</b>                       | Enter the estimated proceeds expected at time of disposition. This number should NOT be the current salvage value.  |
| <b>Purchase Price of Replacement</b>       | Enter the estimated cost to replace the asset, including the cost of transportation. The worldwide average for transportation cost for vehicles is \$4000.  |
| <b>Replacement Cost per Year</b>           | Automatically calculated. $[(pp-oc)/ul]$<br>If $ul=0$ or $yu=0$ then Replacement Cost- Current Year =0.<br>If $yu>ul$ then Replacement Cost- Current Year =0.   |
| <b>Prior Year Replacement Cost</b>         | Automatically calculated. $[(purchase price of replacement) - (original cost)] / (useful life) * [(year of use) - 1]$   |
| <b>Proceeds of Sale</b>                    | Enter the actual proceeds of the sale. If the proceeds have not been received, indicate so in the comments field.   |
| <b>Comments</b>                            | Enter any appropriate comments here. <ul style="list-style-type: none"> <li>• Provide details about the vehicle proceeds, if not received.</li> <li>• Type "Remove from Inventory" if the vehicle has been sold, the proceeds have been received, <i>and</i> the disposition has been sent (OF-132).</li> </ul> |

## Budget Summary Worksheet

The Budget Summary worksheet obtains cost data from the Sub-object worksheets. This data is your budget. The worksheet is used to make macro changes to your budget.

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**. The Budget Summary

worksheet is designed to allow fine tuning of the original budget to meet an Initial target.

Both the original budget and the initial budget are sent to Washington for loading into the ICASS Global Database ([see “Exporting to Washington” on page 66](#)).

### 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 worksheet other than to add rows for all objects which were obligated to last year. If you are creating a plan from scratch, you will have to enter the prior year actuals manually.

### To open the Budget Summary worksheet:

- 1 Click the Budget Summary Worksheet button.

This will open the worksheet shown in [Figure 4.14](#).

**Figure 4.14- Budget Summary Worksheet**

| Object Type                        | Object                        | Prior Year Actuals | Original Budget | Comments                                  |
|------------------------------------|-------------------------------|--------------------|-----------------|---|
| Traditional Bureau                 |                               |                    |                 |   |
|                                    | 1113 FS Nat'l Base Pay        | \$681,000          | \$0             | Annual Wage FY00 increase effective       |
|                                    | 1121 Temp Base Pay America    | \$18,000           | \$15,615        | Annual Wage FY00 effective January 1.     |
|                                    | 1122 Part Time Base Pay Amera | \$98,000           | \$0             | Annual Wage FY00 effective January 1.     |
|                                    | 1131 OT / Holiday Pay America | \$4,000            | \$0             | Estimation base on prior year needs.      |
|                                    | 1134 OT / Hol / ND FSN        | \$38,216           | \$0             | in order to more effectively control FSN  |
|                                    | 1141 Core PEPS SVC USCIT      | \$5,867            | \$6,000         | increase to cover rate of OT and night    |
|                                    | 1142 Core PEPS SVC FSN        | \$95,400           | \$0             | Ann wage FY00 effective 3/1 /00 \$19.8K   |
|                                    | 1148 OT/ Hol / ND FSC/ FSN    | \$98,400           | \$0             | Estimated 5% increase \$5,000 FY01 Net    |
|                                    | 1161 Terminal Leave American  | \$500              | \$0             | Estimation base on prior year needs.      |
|                                    | 1162 Terminal Leave FSN       | \$13,000           | \$0             | 6 FSNs scheduled to retire this FY01.     |
|                                    | 1166 TER Leave FSC FSN        | \$629              | \$0             | Estimation for 1 FSC 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           | \$0             | Anticipate Fall of CFA and return of      |
|                                    | 1206 Dependent Educ Allowance | \$82,045           | \$0             | Dependent in lower grades FY 01           |
|                                    | 1219 Misc Allowance NOC       | \$38,830           | \$0             | Allowance NOC are Fixed amounts.          |
|                                    | 1221 FEGLIA Empl Contrib      | \$864              | \$811           | Paylla 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           | \$0             | Annual 4.000 30% in FY-00 for Health      |
|                                    | 1229 Medicare Hosp Ins Tax    | \$3,385            | \$241           | increase due to anticipated 3.7%          |
| Traditional Bureau Total:          |                               | \$4,413,520        | \$251,372       |   |
| Leases/LOA Total:                  |                               | \$675,625          | \$0             |   |
| Local Guard Non-Residential Total: |                               | \$194,900          | \$0             |   |
| LGP Security Supplemental Total:   |                               | \$777,953          | \$0             |   |
| Grand Total:                       |                               | \$6,062,000        | \$251,372       |   |

| Initial Targets    | Leases/LOA  | LGP       | LGP Security Supplemental |
|--------------------|-------------|-----------|---------------------------|
| Traditional Bureau | \$701,500   | \$202,700 | \$866,631                 |
|                    | \$4,095,500 |           |                           |

**You will notice that the information entered into the sub-object worksheets has been transferred into the Budget Summary worksheet.**

### Available Funds Worksheet

Available funds consist of Prior Year Carryover funds, Prior Year Proceeds Received this FY, Estimated Current Year Proceeds, and Prior Year Unobligated Recoveries (Prior to last fiscal year). These funds are recorded in the columns on the Available Funds Worksheet tab. These funds can be “spent” by making entries into the Available Funds Adjustments column of the Budget Summary worksheet. As these entries are made, the Balance of Capital Asset Replacement Carry Forward field in the Summary of Funds Available box will record the remaining balance. The warning in [Figure 4.15](#) will appear only after the balance of Capital

Asset Replacement Carry Forward has been calculated and the results are less than zero.

Figure 4.15- Warning



Calculation of the funds available are completed outside of the ICASS FSC software, and then manually entered into ICASS 9.5 FSC. 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 initial budget and invoice.

Figure 4.16- Available Funds Tab

| Amount of Funds Available                            | Amount Available |
|--|------------------|
| Post Year Adjusted Prior Year Debt                   | \$0              |
| Post Year Proceeds - Increased FY                    | \$0              |
| Estimated Current Year Proceeds                      | \$0              |
| Post Year Undesignated Resources (Plus to Last Year) | \$0              |
| <b>TOTAL AVAILABLE</b>                               | <b>\$0</b>       |
| Initial Proceeds Applied to Current Year             | \$0              |
| Balance of Capital Asset Replacement Carry Forward   | \$0              |

Initial Budget: \$0  
Current Budget: \$0

Buttons: Exit, Save, Print, Lock Budget, F5

To make an adjustment simply enter a positive 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.

### ***Locking the Original Budget***

After last year's actuals have been entered and the budget worksheets completed (e.g., Locally Hired Staff, FS/CS Detail, etc.), 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 budget. Once locked, an exact copy of the original budget (data entered into the Sub-Object and Cost Center worksheets) is made, and the original budget is stored away. The copy is called the **initial budget**. The initial budget is modifiable, allowing you to adjust object costs

in order to meet an initial target. The locked budget is shown in [Figure 4.17](#).

**Figure 4.17- Locked Budget**

| Object Type                        | Object                           | Prior Year Actuals | Original Budget | General Adjustments | Specific Adjustments | Target (Initial) Budget |
|------------------------------------|----------------------------------|--------------------|-----------------|---------------------|----------------------|-------------------------|
| Traditional Bureau                 | 1113 FS Natl Base Pay            | \$681,000          | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1121 Temp Base Pay American      | \$116,000          | \$15,615        | \$0                 | \$0                  | \$15,615                |
|                                    | 1122 Part Time Base Pay American | \$88,000           | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1131 OT / Holiday Pay American   | \$4,000            | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1134 OT / Hol / HD FSN           | \$38,216           | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1141 Cont PERS SVC USGIT         | \$5,867            | \$6,000         | \$0                 | \$0                  | \$6,000                 |
|                                    | 1142 Cont PERS SVC FSN           | \$954,480          | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1148 OT / Hol / HD PSC FSN       | \$98,420           | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1151 Terminal Leave American     | \$500              | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1152 Terminal Leave FSN          | \$13,000           | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1166 TER Leave PSC FSN           | \$629              | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1186 Cash Awards FS              | \$45,213           | \$5,000         | \$0                 | \$0                  | \$5,000                 |
|                                    | 1187 Cash Awards FSN             | \$21,000           | \$21,000        | \$0                 | \$0                  | \$21,000                |
|                                    | 1201 Post Allowance              | \$11,000           | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1206 Dependent Educ Allowance    | \$82,045           | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1219 Misc Allowance NDC          | \$338,830          | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1221 FEGLIA Emplr Contrib        | \$864              | \$61            | \$0                 | \$0                  | \$61                    |
|                                    | 1223 Civil Serv Ret FSN          | \$547              | \$0             | \$0                 | \$0                  | \$0                     |
|                                    | 1228 Benefit Plans FSN           | \$82,308           | \$0             | \$0                 | \$0                  | \$0                     |
| Traditional Bureau Total:          |                                  | \$4,413,520        | \$261,372       | \$0                 | \$0                  | \$261,372               |
| Leases/LQA Total:                  |                                  | \$675,626          | \$0             | \$0                 | \$0                  | \$0                     |
| Local Guard Non-Residential Total: |                                  | \$194,900          | \$0             | \$0                 | \$0                  | \$0                     |
| LGP Security Supplemental Total:   |                                  | \$777,953          | \$0             | \$0                 | \$0                  | \$0                     |
| Grand Total:                       |                                  | \$6,062,000        | \$261,372       | \$0                 | \$0                  | \$261,372               |

| Initial Targets    | Leases/LQA  | LGP       | LGP Security Supplemental |
|--------------------|-------------|-----------|---------------------------|
| Traditional Bureau | \$4,695,500 | \$202,700 | \$866,831                 |



**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.**

Changes made to the initial budget will not affect the original budget. The result of changes made will be displayed in the initial budget column of the Budget Summary. In this way, FSC 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 initial budget changes to be lost.



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



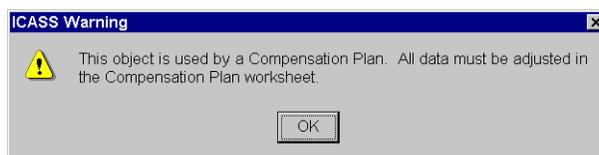
**You should not need to unlock your budget. If you believe you need to unlock your it please contact the ICASS support center software team before doing so. They may be able to help you solve your problem without unlocking your budget. You do not need to unlock to make changes in the Distribution module.**

### **Adjusting to meet the Initial Budget**

Once locked, adjustments can be made to meet the initial 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 on the Budget Summary worksheet that spreads the adjustment proportionately to all budget records using the object. If the field in which you want to enter data 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-work-

sheet.

**Figure 4.18- General Adjustment Warning**



The second way (specific adjusting) is done using the Sub-Object worksheets in the budget. Using specific adjusting, you can adjust individual positions or other budget item records, like Locally Hired Staff. The modified adjustments budget is the new invoice amount, which will be reflected in the invoice reports.



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

### **Mid-Year Functionality**

The mid-year function allows the FSC to further refine its budget 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 met. To this end, an additional column can be added to the BSW 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 budget in exactly the way that the initial budget is an overlay to the original budget.

Once the original budget is locked, you have a new option; a button that will allow you to lock your Mid-Year Budget Summary worksheet.

When you click the Lock MY button, the locked initial budget becomes the mid-year budget and columns will be added showing the two adjustment columns, initial budget, available funds adjustments, and financial plan columns. A separate tab allows you to see and change the Available Funds worksheet (see ["Available Funds Worksheet" on page 47](#) for more information).

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

In the same way that changes were made in the initial budget, changes are made in the mid-year 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 on the Budget Summary worksheet. 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.

Specific adjustments are made by accessing (and changing) data in the sub-object worksheet. Although sub-object amounts are changeable, the user will not be able to alter percentage amounts allocated to cost centers except in the event that it is for a new employee added after

the budget was locked. Using this method, you can adjust positions or other budget item records individually.



**All data from the original and initial 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. The data in this column is then added to or subtracted from the initial budget to arrive at the mid year budget.



**Once the budget has been locked for the Mid-Year, policy does not allow projected workload counts to 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 FSC, (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).**

## Narrative Summary Tab

Figure 4.19- Narrative Summary Tab

The screenshot shows a software window titled "Budget Summary Worksheet" with three tabs: "Budget Summary Worksheet", "Available Funds Worksheet", and "Narrative Summary". The "Narrative Summary" tab is active and contains several input fields and text areas:

- Top 3 Unfunded Priorities:** Three rows, each with a dropdown menu and a "\$ Amount:" field.
- ICASS Financial Summary and Key Issues:** A large text area with a scroll bar.
- Carryover:** A section with "Total Available (From Available Funds Tab):" set to "\$75,100" and a large text area below it.
- New Facilities Projects:** A section with "Major Projected ICASS Costs:" and a large text area below it.

At the bottom of the window, there is a prominent yellow rectangular box, which according to the text, contains descriptions for the input fields.

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 description appears in the yellow box.

## Overview

The user may enter the actual amount of money spent throughout the course of the year into the software. This allows the user to view quarterly actuals in comparison to the amount budgeted. The Actuals tab allows the user to load actuals from the FSC 60 data file and to modify these actuals. The Actuals programs are accessed from the ICASS FSC 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 the user 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 "[Import Errors](#)" on page 53 for a list of possible errors). Rejected records should be corrected immediately. Posts have the option of manually entering the corrected records into the Actuals worksheet, 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 FSC rights will be able to import Actuals.

## Importing Actuals

Importing Actuals will delete any 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 either using the export plan option in the File menu.



***After loading Actuals make sure that you update the YTD Workload for the quarter you just imported so that Actuals can be distributed to agencies in Budget vs. Actuals reports.***

### 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 Actuals for each.**

This will open a confirmation window 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**

|                   |  |
|-------------------|--|
| <b>Error</b>      | The post code in your database does not match the one in the import file.  |
| <b>Resolution</b> | Either you have the wrong FSC 60 import file or you incorrectly entered the post code into the ICASS FSC system.   |
| <b>Error</b>      | The Import file contains data other than data meant for the end of the quarter.  |
| <b>Resolution</b> | Should this occur it is because the FSC provided an improper file for the ICASS FSC import. They will have to provide a new file.  |
| <b>Error</b>      | All of the Actuals from the import file do not have the same Post Code, Fiscal Year, or Fiscal Month.  |
| <b>Resolution</b> | Should this occur it is because the FSC provided an improper file for the ICASS FSC import. They will have to provide a new file.  |
| <b>Error</b>      | The data is not in the expected format.  |
| <b>Resolution</b> | 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 for 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 52](#) 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**

**To start entering expenses manually:**

- 1 Select a location if you have more than one at post. Non-location based cost pools are also an option in the Location drop-down box
- 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.
- 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 YTD workloads for the quarter that you just imported so that actuals can be distributed to agencies in the Budget v. Actuals reports.***

7 Click the Save button to save your data.

**Table 5.2- Actuals Field Descriptions**

| Field              | Description   |
|--------------------|---|
| <b>Location</b>    | Use the dropdown list to choose a location. The default setting is the main embassy.  |
| <b>Cost Center</b> | 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.  |
| <b>Object Code</b> | Select the proper object code from the dropdown list.<br><b>Note:</b> When the object code is selected, the data for the description field (described below) will be entered automatically by the system. |
| <b>Description</b> | When the object code has been selected, the Description field will display the object description.  |
| <b>Q1 YTD</b>      | Enter YTD totals for the first quarter.   |
| <b>Q2 YTD</b>      | Enter YTD totals for the second quarter.  |
| <b>Q3 YTD</b>      | Enter YTD totals for the third quarter.   |
| <b>Q4 YTD</b>      | Enter YTD totals for the fourth quarter.  |
| <b>Comments</b>    | 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 for the position's allocation of time: 25% for cashiering, 50% for payroll, and 25% for disbursement. After saving the record, \$25,000 would be categorized as belonging to cashiering, \$50,000 would belong to payroll and \$25,000 would belong to disbursement.

A common import error occurs when an obligation uses a cost pool, cost center or object that is not included in the budget. To correct the error, budget \$1 to the object in question, and allocate the \$1 to cost centers (Edit Cost Center) in the appropriate worksheet.

### Calculating Washington/Regional Actuals

(Cost Pools 9611-9687 for FS/CS Positions)

FSC does not pay the salary or PAT for American positions. Therefore, no actuals exist. For ICASS reports, American salary and PAT actuals are taken from the budget. Amounts for each Washington funded sub-object in the budget are divided by four (one for each quarter) and projected to each quarter of actuals.

### 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/H/ NDFSN 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 (for example, 50% to cashiering and 50% to Disbursing). 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 FSC software package.

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, or mid-year data 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 1/2 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 File option in the menu bar and choose Paper 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 the software.



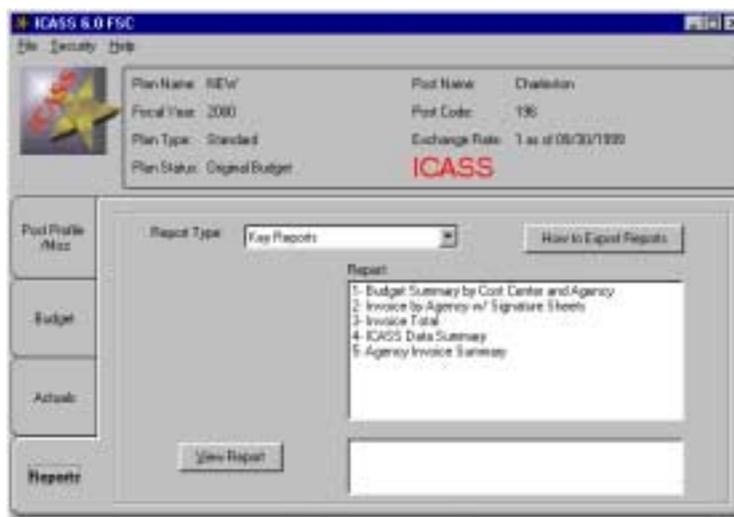
*The paper size will remain as set until changed and will affect all reports generated through the software.*

#### 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 Invoice 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 box 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

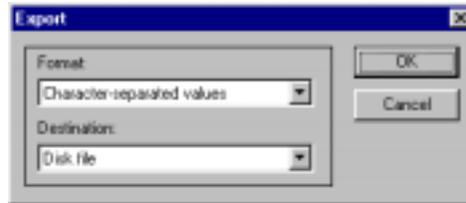
| Button  | Function  |
|---|---|
|  | Closes the report.  |
|  | Moves to the first page of the report.  |
|  | Moves back one page.  |
|  | Moves forward one page.   |
|  | Moves to the last page of the report.   |
|  | Prints the report.  |
|  | Exports the report to a file. For a detailed explanation on how to export a report to a file, <a href="#">see "To export a report to a file:" on page 61.</a> |
|  | 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  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 you wish to use to export the report (Word, Excel, Lotus, and so forth).
- 3 Leave the Destination at the default: Disk file.
- 4 Click the OK button.

*This will open the window shown in Figure 6.5.*

---

**Figure 6.5- Export File Window**

*This window allows you to designate the specific drive and folder.*

- 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 to be used to save the report.
- 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

Table 6.2 describes several key reports.

Table 6.2- Key Reports

| Report   | Description  |
|--|--|
| <b><i>Cost Center Detail by Agency:<br/>Includes Unit Cost</i></b> | 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. |
| <b><i>Invoice by Agency w/ Signature Sheets</i></b>                | Displays the invoice by agency with a signature sheet for each agency to confirm its invoice amount.   |
| <b><i>Invoice Total</i></b>  | Displays the invoice in the same format as the Invoice by agency report except the invoice is the total FSC invoice.   |
| <b><i>ICASS Target Data Summary</i></b>                            | Provides summary of Initial or Mid-Year ICASS FSC budget.  |
| <b><i>Agency Invoice Summary</i></b>                               | Lists the serviced agencies and their respective invoice amounts.  |
| <b><i>Budget Detail by Cost Center and Object</i></b>              | Provides the Cost of Cost Center operation by sub-object level.  |

### Supplemental Reports

Table 6.3 describes supplementary budget reports.

Table 6.3- Supplemental Reports

| Report   | Description   |
|--|---|
| <b><i>Budget Summary by Cost Center</i></b>                | Shows the distribution of the budget to all cost centers. Available funds adjustments are included in this report.  |
| <b><i>Budget Summary by Cost Center &amp; Location</i></b> | Summarizes budget by cost center and location. In addition, two reports list consulate locations across the top which make it easier to compare cost center costs from one location to another. |
| <b><i>Budget Summary by Cost Center &amp; Object</i></b>   | Summarizes budget by cost center and sub-object.  |
| <b><i>Budget Summary by Object</i></b>                     | Summarizes the budget by sub-object only. Available funds adjustments are included in the target budget version of this report.   |
| <b><i>Budget Summary by Object &amp; Location</i></b>      | Summarizes budget by sub-object and location. In addition, two reports list consulate locations across the top which make it easier to compare object costs from one location to another.       |

| Report   | Description  |
|--|--|
| <b><i>Invoice by Agency</i></b>                                      | Generates an invoice for each agency. 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 funding categories. You can print the Sub-Objects report to see which objects are summed into which rows 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 workload. Sub-cost centers in the invoices are rolled up by cost center. |
| <b><i>ICASS Invoice</i></b>  | Shows the ICASS costs to each agency in an invoice format.   |
| <b><i>Invoice Detail by Agency</i></b>                               | Displays the invoice detail by cost center and agency, but this report does not specify invoice details by cost centers.   |
| <b><i>Invoice Detail by Cost Center and Agency</i></b>               | Shows 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.   |
| <b><i>Workload Summary</i></b>                                       | Summarizes projected workload counts for each agency, by cost center.  |
| <b><i>Budget Summary by Cost Center/Pool</i></b>                     | Summarizes 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 the target budget versions of this report.  |
| <b><i>Budget Summary by Cost Center/Pool &amp; Object</i></b>        | Summarizes budget by cost pool or cost center and sub-object.  |
| <b><i>Budget Summary by Object &amp; Cost Center/Pool</i></b>        | Summarizes budget by sub-object and cost pool or cost center.  |
| <b><i>Budget Summary by Cost Center w/ Training</i></b>              | Summarizes budget by cost centers with training.   |
| <b><i>Budget Summary by Cost Center &amp; Object w/ Training</i></b> | Summarizes budget by cost center and sub-object with training.   |
| <b><i>ICASS HR Data</i></b>  | Displays number of people at post for each agency.   |

### Reference Tables Reports

Table 6.4 describes Reference Table reports.

**Table 6.4- Reference Tables Reports**

| Report                    | Description   |
|---------------------------|---|
| <b><i>Agency List</i></b> | 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 FSC for data entry. The agency report is extremely long since there are over 500 agencies and addresses listed. |

| Report                  | Description  |
|-------------------------|--|
| <b>Cost Center List</b> | 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 distribution factor type is to be used for the cost center. |
| <b>Sub-Object List</b>  | Lists all of the sub-objects available in the system.  |

## Charts and Graphs

Table 6.5 describes pie charts and bar graphs that are available in the software program.

Table 6.5- Charts and Graphs

| Report  | Description   |
|---|---|
| <b>Budget Summary by Agency Pie Chart</b>               | Pie chart shows the breakdown of each agency's share of the ICASS FSC invoice. This report shows the first ten agencies at FSC by invoice, with all other agencies grouped under the heading 'other'. |
| <b>Budget Summary by Cost Center Pie Chart</b>          | Pie chart shows the cost center breakdowns.   |
| <b>Budget Summary by Object Pie w/ Washington Cost</b>  | Pie chart summarizes budget by object. Includes Washington Cost.  |
| <b>Budget Summary by Object Pie w/o Washington Cost</b> | Pie chart summarizes budget by object. Does not include Washington Cost.  |
| <b>Sub-Object Worksheet Pie Chart</b>                   | Pie chart summarizes budget by budget worksheet type.   |
| <b>Budget vs. Prior Year Actuals</b>                    | Bar graph which compares last year's fourth quarter actuals with this year's budget, at the sub-object level. The sub-objects are categorized at the object level.                                    |

## Prior Year Comparisons

Table 6.6 describes reports that compare the current year budget to a budget from a prior year

Table 6.6- Prior year Comparison Reports

| Report  | Description  |
|---|--|
| <b>Budget Summary by Cost Center vs. Prior Year</b>   | Summary of budget by cost center for current fiscal year vs. prior fiscal year.                    |
| <b>Budget Summary by Object vs. Prior Year</b>        | Summarizes budget by sub-object for current fiscal year vs. prior fiscal year.                     |
| <b>Workload Summary vs. Prior Year by Cost Center</b> | Summarizes projected workload counts for current fiscal year vs. prior fiscal year by cost center. |
| <b>Workload Summary vs. Prior Year by Agency</b>      | Summarizes 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 and data entered

in the Actuals program.

**Table 6.7- Actuals Reports**

| Report  | Description   |
|---|---|
| <b><i>Actuals Summary by Cost Center</i></b>            | Summarizes actuals by cost center for all quarters.                 |
| <b><i>Actuals Summary by Object</i></b>                 | Summarizes actuals by object only, for all quarters.                |
| <b><i>Actuals Summary by Cost Center and Object</i></b> | Summarizes actuals by both cost center and object for all quarters. |
| <b><i>Actuals Summary by Agency</i></b>                 | Summarizes quarterly actuals by agency.                             |

### ***Budget vs. Actuals Reports***

Comparison reports compare the 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 be reported.

**Table 6.8- Budget vs. Actuals Reports**

| Report   | Description   |
|--|---|
| <b><i>Budget vs. Actuals by Cost Center</i></b>            | Monitors the percentage of budget that is being spent each quarter. This report compares, side by side, the budget for each cost center along with the YTD Actuals for the same cost center.  |
| <b><i>Budget vs. Actuals by Object</i></b>                 | Compares budget and actuals by object only.   |
| <b><i>Budget vs. Actuals by Cost Center and Object</i></b> | Allows you to compare budget costs and actual costs at the cost center level by sub-object.   |
| <b><i>Budget vs. Actuals by Agency</i></b>                 | Compares agencies' quarterly invoice to YTD share of spending (actuals).  |
| <b><i>Budget vs. Actuals by Cost Center and Agency</i></b> | Calculates each agency's share of the budgeted cost of 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 calculated for the actuals. |

### 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 FSC 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 to Washington. Only a user with ICASS FSC 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 you export the correct plan.*

#### To send by Email:

To send the file, email may be used only if using MS-Mail on DoS Net or OpenNet.

#### To export a plan:

- 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 dropdown list, 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 2001 budget, then the file name would be 2502001.
- 5 Click the Save button.
- 6 Once the file is created, attach it to a message addressed to Patricia Garate or Nancy Cady. Please include your Post name, fiscal budget year, and your name and phone number in the e-mail in case we have any questions.
- 7 If you have sent this same budget in by another means as well as the e-mail, indicate the dates that the previous versions were sent. Also, indicate whether the budget is a **revised** budget.

#### To send by disk:

- 1 If you cannot e-mail your plan, you can send a copy by mail or pouch.
- 2 Open the plan that you wish to send to Washington.
- 3 Open the File menu in the menu bar and select Export Plan.
- 4 In the Save in data entry field, choose the disk drive (usually A:).
- 5 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 2001 budget, then the file name would be 2502001.

- 6 Click the save button.
- 7 Once the file is created, label the disk with your Post name, fiscal budget year, and your name and phone number.
- 8 If you have sent this same budget before, indicate the dates that the previous versions were sent.

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  |
|----------------|--------------|
| <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 Voucher Services may use "number of stripcodes" as the distribution factor. In this case, the user enters the number of stripcodes processed for each agency. USAID - 20, State - 35, ICASS - 10. The total number of stripcodes is 65. USAID has 30% of the service, State has 55% and ICASS has 15%. The total cost of the Voucher Services 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 39 of Chapter 4.](#))

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

$$\text{Agency \%} = \text{Agency Service Costs} / \text{Total Service Costs}$$

- Or -

$$(\text{Sum of Agency Cost Center Costs} - \text{Sum of Agency Excluded Costs}) / (\text{Sum of All Cost Center Costs} - \text{Sum of All Excluded Costs})$$

Each agency's OH cost is derived as follows:

The Agency percentage is applied to the total OH cost:

$$\text{Agency \%} \times \text{Total OH Costs}$$

- For example, FCS (foreign Commercial Service), agency code 1330:

$$\text{FCS OH Costs} = (\text{FCS \%} \times \text{Total OH Costs})$$

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

$$\text{ICASS OH} = (\text{ICASS\%} \times \text{Total OH Costs})$$

### ***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:

$$\text{Agency 2nd \%} = (\text{Agency Service Costs}) / [(\text{Total Service Costs}) - (\text{Total ICASS Service Costs})]$$

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):

$$\text{Agency 2nd \%} \times (\text{Total ICASS Service Costs} + \text{ICASS OH})$$

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

$$\text{State 2nd \%} \times (\text{Total ICASS} + \text{ICASS OH Costs}) = \text{State's "ICASS Redistribution" Costs}$$

### ***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:

$$\text{Invoice} = \text{Agency's Service Costs} + (\text{Agency Share} \times \text{Total OH}) + (\text{Agency 2nd Share} \times (\text{ICASS} + \text{ICASS OH})) + \text{Agency's Excluded Costs}$$

## 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, for invoice purposes, the total OH and Redistribution costs for an agency 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 of the invoice 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).