

SOFTWARE GUIDELINES FOR INITIAL ICASS BUDGET PREPARATION

- Preparing Initial Requirements - FY 2009

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Introduction

This is the first of two guidelines on how to use the Web.ICASS software to prepare the FY09 ICASS Budget. This document provides guidelines for the Initial Requirements Budget and also highlights new features in Web.ICASS 2.28.00. It also includes new instructions that are to be followed for the FY 2009 cycle. Hyperlinks are included in this document for your convenience. By clicking on the hyperlinks you can access reference documents, such as cables, and related sections within the same document.

Summary of Software Changes

1. This section highlights some of the software changes and enhancements contained in version 2.28.00. For a full list of changes please refer to the system release notes on the [PASS website](#).
2. Several Cost Pools have new names and revised uses: [9663 is now Vehicle Fuel, Oil and Supplies](#); [9664 is now BOE Supplies and Services/Warehousing and Non-Office Operations](#); and [9665 is now BOE Supplies and Services/Office and Residential Operations](#).

3. Cost Pools 9666 (Administrative Supplies) and 9667 (Telephone) have been deactivated from the Other Budget Item (OBI) worksheet since they are no longer valid ICASS cost pools (see [6 FAH-5 H-341.7-2](#) and [H-341.9-3](#) for current guidance on budgeting for these costs).
4. When changing or updating a compensation plan in the LES Worksheet, the software will now accept the new plan without having to reset the grade and step.
5. Comparison Report #4 (Workload by Agency Comparison Report) has been temporarily turned off as the ISC works to incorporate the policy changes to cost centers and factor groups into this report.
6. The number of Cost Center factor groups has been expanded in the Distribution module (see [STATE 087419](#)) to reflect expanded definitions.
7. Factor Group Updates: STATE 065821 and STATE 073631:

For Standard software users, in July 2008 the multiple factor groups for the Vouchering Cost Center were streamlined. The workload count is the total number of vouchers from the COAST report listing workload counts by fiscal code (see [STATE 065821](#)).

For Standard and Lite software users, in September 2008, the factor groups were removed/corrected from Non-Residential Building Operations Cost Centers 7820 and 7860 (see [STATE 073631](#)).

8. For Standard software users, the factor groups for Payrolling Services (6222) will be revised on October 15, 2008 in a reference table update. The revised factor group set will be the same as that used in all other capitation counts: USDH, TCN, Contractors, Other and LE Staff. **IMPORTANT:** The software will automatically display the new factor groups, but users must manually enter the payroll workload accordingly.
9. For Lite software users, a new cost center was added: Security Services Security Services (5880) (see [6 FAH-5 H-342.6](#)). Lite users must add agency workload count to the new cost center and update the Personnel Services agency workload count accordingly.

Summary of New Guidance

In the past several months ICASS has undergone many changes that have been communicated to the field in a series of cables (see [STATE 087419](#)). In addition to the budget guidance found in [Chapter 340](#) of the ICASS Handbook, critical guidance regarding developing budgets is found in the new [Chapter 310](#); it is essential that posts be familiar with these changes to ensure budgets are properly developed. Specific updates to the software guidance include:

1. New Non-Personnel Cost Pool Names ([click here for details](#))
 - A. 9663 - Vehicle Fuel, Oil and Supplies
 - B. 9664 - BOE WH & Non-Office Ops.
 - C. 9665 - BOE Office & Res. Ops.
 - D. **Note:** the names of the new cost pools in the software are shortened for display purposes.

2. New Mandatory/Required Sub-Cost Centers ([click here for details](#))
 - A. 5624-0001: MEDEVAC
 - B. 6133-0099: Office Supplies
 - C. 6195-0099/6196-0099: ICASS Cell and Long Dist. Charges
 - D. 78XX-0099: Dedicated Storage

3. Workload Data Call

Since you have already entered data in several modules of the software for the data call submission, some of the sections of the software guidance merely require updates, edits or corrections of data (e.g. sections of the Post Profile folder, Overseas Schools folder, and workload counts in the Distribution folder). For specific information on what qualifies as an update, refer to [6 FAH-5 H-333.3](#) Changing Workload Counts and [6 FAH-5 H-315 \(5\)](#) Changes to Time Allocations.

4. If you have a question on any of the budget policy changes, email the ICASS Policy, Coordination and Training Team at ICASSServiceCenter@state.gov.

Creating the FY 2009 ICASS Initial Requirements

Start with your FY 2009 "Workload Data Call" plan that you submitted to DC in July to complete your FY 2009 Initial Requirements.

1. Open the FY 2009 ICASS plan and click the "Verify" button located near the top of the Web.ICASS screen. This important procedure will update all reference tables: American Salaries (AMSAL), Post Assignment Travel (PAT), agency codes, cost centers, cost pools and sub-object codes.

2. To confirm that the reference tables were appropriately updated, open the Other Budget Items Worksheet and confirm that the new Non-Personnel Cost Pool names were changed to the names under [#1 in Summary of New Software](#) Budget Guidance, above. If they are the same, you have confirmed that all FY 2009 Initial Reference Table Updates were completed. If they are not, please contact [ICASS Technical Support](#).

3. Update or correct errors to the workload counts and cost center ("time") allocations data reported originally in your data call submission. For specific information on what qualifies as an update, refer to [6 FAH-5 H-333.3](#) Changing Workload Counts and [6 FAH-5 H-315 \(5\)](#) Changes to Time Allocations.

Post Profile / Miscellaneous Folder: Entering Data

1. *Activate Agencies (Worksheet):*

If you need to update your active agency list, highlight the "Activate Agencies" folder. Activate new agencies at post and deactivate agencies as needed. If an agency that you need to activate does not appear on the list, contact [Mattie Harms](#) of the ICASS Service Center (ISC) Reimbursements Team to get the agency name, code and contact information activated in the Web.ICASS system. The agency code updates are released monthly via messaging on the 15th of each month.

Warning: If you ever see an agency code with two different agency names in a workload report, contact [ICASS Technical Support](#) immediately so that they can clean your database to remove the duplicate code. If you do not do this, you risk corrupting your data and generating incorrect invoices.

2. *Edit Locations and Sub-Cost Centers (Worksheet):*

A. Locations

If you need to update your locations for purposes of budgeting by location, do so now. Do not create new locations during the fiscal year. Update all workload counts and cost center ("time") allocations accordingly.

B. Sub-Cost Centers

There are new mandatory and required sub-cost centers, if certain criteria are met. Please refer to the handbook references provided below to see if your budget meets any of those criteria. If necessary, modify or create locations for your FY 2009 budgets and add mandatory sub-cost centers. Do this step before baselining the Initial Requirements to the Initial Budget stage.

1) 5624-0001: MEDEVAC

At the few IWG-approved MEDEVAC posts, medical personnel allocate an appropriate percentage of their time to the mandatory MEDEVAC sub-cost center 5624-0001 (see [6 FAH-5 H-341.3-3\(b\)](#), Time Allocation and [6 FAH-5 H-341.3-4\(e\)](#), How to Count).

2) 6133-0099: Office Supplies

At posts where a significant number of supply orders are direct charged to customer agencies, and the supply staff processes these direct charge orders, a sub-cost center (6133-0099-Office Supplies) must be established. The sub-cost center will allow post to segregate the costs for this cost center and equitably bill customer agencies (see [6 FAH-5 H-314.4\(1\)\(c\) Office Supplies/Direct Charging and Sub-Cost Centers](#)).

3) 6195-0099/6196-0099: ICASS Cell and Long Dist. Charges

All charges for official long distance calls and costs for mobile communications devices for ICASS sections must be budgeted to:

1. Standard posts: cost center 6195-Reception, Switchboard and Telephone Services, sub-cost center "6195-0099-ICASS Cell and Long Dist. Charges" (see [6 FAH-5 H-341.9-3\(B\)](#), Budgeted Costs, Note 2).
2. Lite posts: cost center 6196-Information Management Services, sub-cost center "6196-0099-ICASS Cell and Long Dist. Charges" (see [6 FAH-5 H-342.9-2](#), Budgeted Costs, Note 3).

4) 78XX-0099: Dedicated Storage

Posts with a warehouse or non-office property that is used to support multiple services as well as individual agencies (i.e., those that use dedicated storage space) must establish a sub-cost center, 78XX-0099-Dedicated Storage, to distribute the related warehouse BOE costs. "XX" represents one of the non-residential cost centers. This sub-cost center includes the portion of the warehouse that contains dedicated storage space, and costs are spread according to the gross square meters occupied by each agency. See [6 FAH-5 H-314.2\(c\)\(2\)\(b\) 78XX-0099-Dedicated Storage](#) for detailed instructions, including a sample calculation grid.

5) Basic Package

IMPORTANT: Sub-cost centers are not permitted in Basic Package. Posts that offer a service that is available to all customer agencies should add that service to another cost center with an appropriate distribution factor. See [6 FAH-5 H-341.1-1](#) Basic Package, Note 1.

3. Post Profile (Worksheet)

A. General (Tab):

- 1) Update the Plan Name
- 2) Update the Default Post Differential Percentage. Posts with location-based differentials must enter this information on a location basis in the "Edit Locations" module.
- 3) Update the official exchange rate from the [GFS website](#) to reflect the official exchange rate as of 10/01/08.
- 4) Update the name, email address and agency of the ICASS Council and Working Group Chairs.

B. Target Data (Tab):

- 1) Enter the FY 2009 targets as posted on the ICASS website (<http://icass.gov>) under "Budget, Current Fiscal Year" in the Budget folder. This is the official list of targets for posts. Targets e-mailed or sent by cable from regional or functional bureaus are not the official targets. The ISC will post the Regional (Traditional) Bureau, ICASS

Leases/LQA, and ICASS LGP targets once the global ICASS target is approved by the ICASS Budget Committee.

- 2) Although the Leases/LQA target listed on the ICASS website is broken down into two targets (lease and maintenance & repair), post must enter their total in the "Leases/LQA Target" data field.

C. **Next FY Projections (Tab):**

- Not applicable for the Initial Requirements/Initial Budget.

D. **Contact Info (Tab):**

- Update the name, email address and phone number of the positions listed in the Post Contact section.

4. **Overseas Schools (Worksheet):**

- A. Since the Overseas Schools data is the basis for calculating each agency's share of the cost of funding the Overseas Schools Grant Program, it is very important that this module be completed with accurate agency counts. The numbers of USG-employee dependents for each agency at each school are used as workload counts to distribute the centrally billed overseas schools grant costs.
- B. If applicable, update data for each school type. Counts must be entered on the Non-DOD Schools Worksheet for each agency at each school. Entering or deleting data does not affect your ICASS budget plan.

5. **Compensation Plans (Worksheet):**

- A. Create or update existing LE Staff/LGP Staff compensation plans used in the ICASS budget.
- B. If you have several similar compensation plans, rather than entering information multiple times, use the "Copy To" feature. This way you can copy an existing compensation plan and alter it as you wish. Be sure to give the copied plan a different name.
- C. If you have bonus payments already factored into the benefits section of the compensation plans for PSC (sub-object code 1169) and FSN (1199) employees, ensure that they are NOT included again in the "Months Authorized" (i.e., 13 vs. 12) in the LES and LGP Positions worksheets. Otherwise, post's requirements will be overstated.
- D. **Note:** For DH Americans, the PAT amount for the FY 2009 Initial is \$18,423. This automatically appears on the DH American Worksheet under sub-object 0005 – PAT.

6. **Distribution (Worksheet):**

- A. Review the workload count data and enter any necessary updates or corrections and Council-approved or Budget Committee-approved workload

modifications. Be sure to follow guidance as outlined in [6 FAH-5 H-333.3](#), Changing Workload Counts.

- B. Ensure that the workload counts for new agencies are incorporated into the appropriate cost center worksheets.
- C. Identify workload data that needs to be entered or cross-walked due to agency code changes. Agency codes that are designated as “obsolete” may not be used in 2009. If applicable, you must deactivate the obsolete agency code, activate the appropriate agency code (if not already activated), and cross-walk the workload count data to this agency code. Contact [Mattie Harms](#) for questions on cross-walking workload data for obsolete agency codes.
- D. Ensure that workload data is entered by factor group and ensure for the cost centers where factor groups were eliminated [e.g. Vouchering (Standard), BOE (Lite and Standard)] that the workload count was ‘rolled-up’ and summed correctly ([see summary above](#)).
- E. For Standard software users, ensure that the workload data for cost center 6222 Payrolling is re-entered based on the revised factor groups of USDH, TCN, Contractors, Other and LE Staff (after the October 15, 2008 reference file update).
- F. For Lite software users, ensure that the workload data for the new cost center 5880 Security Services Security Services has been entered.

Budget Folder – Entering Budget Data into Worksheets

Enter FY 2009 requirements into the LES Positions, US Citizen Direct Hire, Other Budget Items, LGP Positions, LGP Budget Items, Leases, and Depreciation worksheets that are located in the Budget folder. The Budget Summary Worksheet is the worksheet that summarizes the data contained in all seven of these worksheets, at the sub-object level.

1. LES, US Citizen Direct Hire and LGP Position (Worksheets)

- A. Add or remove positions, as appropriate. It is important that each LES, LGP and USDH position has the same position code that was assigned by your HR staff, as it appears in the Post Personnel database.
- B. Positions imported into the ICASS software via “Import From PS” are treated in the software as NEW positions. You MUST therefore enter time allocation data for each imported position before exiting from the sub-object worksheet.
Warning: If you import position data for an existing position, be sure that you reenter time allocation data and delete the duplicate position.
- C. If the Compensation Plan module is used for LES and LGP salaries and benefits, the number of authorized hours in the position worksheets is 40 by default. If you create a 48- or 60-hour-per-week compensation plan, do **not** change the default number of authorized hour (40) to 48 or 60 in the position worksheet. Otherwise, it will miscalculate the salary and benefit costs.

- D. Foreign Service National (FSN) investigators are funded by ICASS and included in your Regional (Traditional) Bureau target. They must be entered on the LES Positions Worksheet, accordingly. Ensure that FSN investigators are NOT entered in the LGP Positions Worksheet. For Lite software users, the time allocation should be to the new cost center 5880 Security Services.

2. Other Budget Items and LGP Budget Items (Worksheets)

All ICASS-funded non-personnel costs are entered in the OBI Worksheet, while DS-funded LGP non-personnel costs are entered in the LGP Other Budget Items Worksheet.

A. Other Budget Items Worksheet

- i. Budget Methodology: Budgeting on an operational, functional, or programmatic basis greatly simplifies the process of (time) allocating costs to cost centers (see "[Allocating Costs to Cost Centers](#)"). Allocation of these operational categories to cost centers is self-explanatory since they often mirror the ICASS cost centers. Entering sub-objects in the Description rows vertically and their respective costs horizontally in the sub-object columns is an incorrect use of this worksheet and increases the level of effort in your data-entry effort. An example of operational formatting is to label a row "6192 Pouching Services" on the OBI Worksheet under the Description column. All non-personnel costs associated with the "Pouching Services" operation would be entered across the respective sub-object codes columns. The (time) allocation would then be 100% to 6192 Pouching Services.
- ii. EUR/SCA/EAP Bureaus only: For Pacific Architecture and Engineer (PA&E) costs, enter a description "PA&E Contract" under the Description column and enter the contract cost on the OBI Worksheet under sub-object 0001. Allocate the cost to the cost centers for which the PA&E contract employees were hired. For example, if the PA&E contractors were hired to perform building maintenance, then the contract would be allocated proportionally across the appropriate cost centers. The percentages you use must be calculated on a measurable basis (number of contractors per site, frequency of work, square meters, etc.).
- iii. Leases/ Rent and M&R: Short-term non-residential rent and M&R are not entered directly onto the OBI Worksheet. Instead they are "applied" from the ICASS Leases Worksheet (see [Leases](#) and [M&R](#))
- iv. Non-Personnel Cost Pools: The OBI Worksheet is the worksheet where you may take advantage of the non-personnel cost pools: 9663, 9664, and 9665. Using the 9663 and 9665 cost pools is optional; however, **using Cost Pool 9664 is required for posts with warehouse/non-office properties where agencies have dedicated storage space.**
 1. 9663- Vehicle Fuel, Oil and Supplies Cost Pool: All routine daily usage costs for vehicles are budgeted using the 9663-Vehicle Fuel, Oil and Supplies Cost Pool and are allocated to cost centers based on their relative usage. Using a process similar to time allocation, post determines an appropriate percentage of costs for these

vehicle-related costs and allocates them to the relevant cost centers. For detailed guidance, see chapter [6 FAH-5 H-314.6.d](#) on the ICASS.gov website. To utilize cost pool 9663:

- a. Enter descriptive text into the Description Column; for example, Vehicle Fuel, Oil & Supplies
- b. Choose Cost Pool 9663 in the cost pool column (reminder: you may only use a cost pool once)
- c. Enter in budget amounts in the appropriate sub-object fields/columns in the OBI Worksheet.
- d. **Note:** see "[Allocating Costs to Cost Centers](#)" for next steps.

2. *9664-BOE Supplies and Services/Warehouse and Non-Office Operations Cost Pool:* BOE costs for warehouse/non-office properties are distributed using a required cost pool, 9664-BOE Supplies and Services/Warehouse and Non-Office Operations. To ensure consistency in budgeting, use of this cost pool is required for all posts with warehouse/non-office properties that support multiple cost centers and/or individual agencies that have dedicated storage space. This cost pool simplifies the budgeting of certain costs (e.g., utilities, maintenance contracts, cleaning contracts, grounds care, related supplies, etc.) and allows post to allocate these costs according to square meters. For detailed guidance, see chapter [6 FAH-5 H-314.2.c \(2\)](#) on the ICASS.gov website. To utilize cost pool 9664:

- a. Enter descriptive text into the Description Column; for example, BOE Warehouse & Non-Office Ops
- b. Choose Cost Pool 9664 in the cost pool column (reminder: you may only use a cost pool once, with the exception of an associated lease)
- c. Enter budget amounts in the appropriate sub-object fields in the OBI Worksheet.
- d. **Note:** see "[Allocating Costs to Cost Centers](#)" for next steps.
- e. **Note:** Local guard costs for Warehouse and Non-Office property are not shared through the 9664 cost pool. Instead, they are shared by square meters under 5826 Non-Residential Local Guard Program Services.

3. *Using 9665-BOE Supplies and Services/Office and Residential Operations Cost Pool:* BOE costs for shared office and residential property may be budgeted using cost pool 9665. When budgeting for BOE supplies and services for shared office and residential space, costs are allocated only in the four Building Operations cost centers according to the relative total gross square meters of each building type. For detailed guidance, see chapter [6 FAH-5 H-314.2.b \(3\)](#) on the ICASS.gov website. To utilize cost pool 9665:

- a. Enter descriptive text into the Description Column; for example, BOE Supplies & Services/Office & Residential Ops
- b. Choose Cost Pool 9665 in the cost pool column (reminder: you may only use a cost pool once)
- c. Enter budget amounts in the appropriate sub-object fields in the OBI Worksheet.
- d. **Note:** see "[Allocating Costs to Cost Centers](#)" for next steps.

- v. Exclude: Select "Yes" under the Exclude column for any line item that contains costs for utilities or furniture/appliance pools. Utilities fall under the BOE descriptions. Rents are excluded by default by the software when the lease is 'applied' to budget. The software excludes costs only for purposes of calculating agencies' percentage share of Miscellaneous and ICASS redistribution costs. The software will automatically exclude only the appropriate sub-objects. If you have excludable and non-excludable costs in the same line, also select "Yes"; only the appropriate sub-objects will be excluded. For a list of the excluded sub-object numbers see page #262 in Appendix B of the [Web.ICASS Software User Manual](#).

3. LGP Other Budget Items Worksheet

Enter and update non-residential non-personnel local guard costs such as guard equipment, uniforms, radios, and contractor-provided non-residential guard costs on the LGP Budget Items Worksheet.

4. Leases(Worksheet)

- A. In the Leases Worksheet update the ICASS leases, respective funding request amount, occupant and quarterly funds allocation. Provide the unique lease number for every lease (with exception where a lease is split for a tandem couple). **TIP:** Do not leave the lease number blank or those leases will appear as duplicate leases when you run the verify function.
- B. All residential leases should have an occupant; deactivate any "Vacant" leases if they have no prior year actuals.
- C. The lease data is divided into two types: 1) ICASS service provider residences and 2) non-residential properties. The lease costs can only be entered and applied to the budget from the Leases Worksheet. When you click "Apply to Budget," the lease costs for the ICASS service provider DH American residences appear on the US Citizen DH Worksheet if linked to an US Citizen Direct Hire cost pool. Otherwise, these lease costs will appear on the OBI Worksheet if not linked to an US Citizen Direct Hire cost pool.
- D. For a lease related to a Tandem Couple, be sure to update the "Comments" column to indicate if the lease is shared between ICASS and Non-ICASS or just ICASS positions.
- E. It is important to use a unique cost pool for each residential lease so that the data will display under the appropriate US Citizen Direct Hire on the US Citizen DH Worksheet. Otherwise, residential leases with the same cost pool on the Leases Worksheet will be summed and the total will appear on the US Citizen DH Worksheet as one cost under one position.
- F. Locations: Web.ICASS allows the user to list leases by location. If you have leases that you want to move from the embassy worksheet to another location worksheet, deactivate the lease on the Leases Worksheet, change the location at the top of the worksheet, press the activate button, check the box next to the lease you wish to activate, and click reactivate. For lease funding requests

entered on location worksheets to appear in the budget, you must click "Apply to Budget" for each location worksheet.

- G. Lease information listed in the Initial Requirements should include all properties leased in FY 2009 as well as any new leases anticipated in FY 2009. The initial requirement should reflect the complete FY 2009 cost. Once baselined, these costs should be adjusted to show a FY 2009 Initial Budget that is equal to or less than the FY 2009 Initial Target. **IMPORTANT:** The amounts shown as Initial Requirements and any comments will be used by OBO (and all other relevant Bureaus) when formulating the FY 2009 Final Targets.
- H. Comments entered for each lease are very important to OBO in understanding your lease requirements. The following are examples of the type of information that may be included in the Comments area of the Leases Worksheet:
- Lease waiver approved (date)
 - Lease terminated (date)
 - Lease terminated (date) due to move to NEC
 - Transferred from Program to ICASS or ICASS to Program
 - Tandem couple
 - Initial Budget reduced by (\$) to meet target, and/or any other useful information post can provide about the lease.
 - For leases with Occupant "Other (2372)", update the occupant name and justify why you did not select a USDH cost pool ("Occupant") in the Comments column.
- I. **Warning:** You **MUST** open the OBI Worksheet and [allocate the applied lease costs to cost centers](#) before baselining your Initial Requirements or running "Verify" or you will lose the funding request amount applied to the OBI Worksheet. If lost, you will have to open the Leases Worksheet and reapply those costs by clicking "Apply to Budget."
- J. If leases or M & R costs are paid in local currency, use the 10/1/08 official exchange rate from the [GFS website](#) to convert the funding request to US dollars and enter the amount in the worksheet.
- K. Lease funding requests should show the total lease requirements for the fiscal year. Do not reduce the lease request by the fenced lease carryover amount. The total required amount must be stated. Lease carryover reductions will be reflected in the Initial Budget amount.
- L. **Maintenance and Repair (M & R) Column**
- i. See [6 FAH-5 H-342.12](#), Building Operations (Lite Posts) and [6 FAH-5 H-341.12](#), Building Operations (Standard Posts) for detailed budgeting guidance.
 - ii. M & R costs for ICASS STL NR leases must be entered on the ICASS Leases Worksheet in the following columns:
 - M & R Prior Year Actuals – Enter prior year actuals for sub-object 2511.
 - M & R Funding Request – Enter the amount of funds needed for M & R for each STL NR lease.

- M & R Increase/Decrease – Automatically calculated by the software.
 - M & R Current Year Actuals – This is applicable for Final Budgets only.
 - **Note:** M & R for STL NR must not include any BOE or salary costs.
- iii. In order for the M & R funding request to appear as part of your budget, first save the data and then you **MUST** click the “Apply to Budget” button. Doing so applies the funding request to the OBI with its respective lease.
 - iv. For each non-residential lease for which post included a funding requirement for M & R, state why the landlord is not paying those costs in the Comments section. **IMPORTANT:** If this information is not included in the comments, OBO will not include routine M & R funds in the Final Target.
 - v. *Editing M & R Costs:* The M & R data will appear in the OBI Worksheet on the same line as its associated lease, under sub-object code 2511. You cannot edit the 2511 costs on the OBI Worksheet. You must do this on the Leases Worksheet and reapply.
 - vi. **Warning:** You **MUST** open the OBI Worksheet and [allocate the applied M&R costs to cost centers](#) or you will lose the data.

5. **Depreciation**

- A. Update ICASS vehicle, ICASS asset, and ICASS LGP vehicle information in the Depreciation Worksheet, including VIN numbers. LGP vehicles purchased with ICASS Non-Residential LGP funds must be listed on the ICASS LGP Vehicle Depreciation Worksheet.
- B. Remove disposed ICASS vehicles or vehicles no longer in use from the ICASS Vehicle Worksheet. For vehicles that have been fully depreciated but are still listed in the ICASS Vehicle Depreciation Worksheet, enter \$1 as sale proceeds so that replaced vehicles will not continue to be capitalized and included in the initial requirements.
- C. Remove disposed ICASS other assets or assets no longer used from the ICASS Other Assets Worksheet. For ICASS other assets that were already replaced but are still listed in the ICASS Other Assets Depreciation Worksheet enter \$1 as sale proceeds so that replaced assets will not continue to be capitalized and included in the initial requirements.
- D. Enter the anticipated proceeds of sales in FY 2009 for ICASS vehicles and other assets on the ICASS Vehicle and Other Assets worksheets, respectively. If proceeds have not been received, indicate this in the Comments field. You may not have this information in time for your initial budget submission but you should update it by the time you submit your final budget. When you enter a number in the Proceeds of Sales column of the respective worksheet, the depreciation and capitalization costs are not included in the current year depreciation total.
- E. To complete the Depreciation Worksheet you **MUST** save the data and click the "Apply to Budget" button at the bottom of both worksheets (ICASS Vehicles and ICASS Other Assets) to ensure that the costs are carried over to the OBI

Worksheet. **Warning:** If you enter vehicle data in the ICASS Vehicles Worksheet without clicking "Apply to Budget" and continue entering assets data in the Other Assets Worksheet, you will lose vehicle data entered even if you click "Apply to Budget" on the Other Assets Worksheet.

- F. Cumulative ICASS Vehicle and ICASS Other Asset depreciation and capitalization costs from the respective depreciation worksheets are totaled at the sub-object level and appear as a line item in the OBI Worksheet for each worksheet. **IMPORTANT:** Do not forget to open the OBI Worksheet and [allocate the applied depreciation and additional capitalization requirements costs to cost centers](#) that the depreciable items were purchased for or you will lose the data.
- G. Other assets valued less than \$25,000 are not included in the Other Assets Depreciation Worksheet (forklifts are the only exception and are entered in this worksheet).

Allocating Costs to Cost Centers

After entering ICASS costs into the budget sub-object worksheets, post must allocate all personnel and operational costs to specific cost centers. This step is essential in determining the total costs for each cost center. The "Cost Center" or "Time Allocation" worksheets are accessed directly from the budget sub-object worksheet by clicking the "Edit Cost Center" button at the bottom of the worksheet. You cannot exit from the sub-object worksheets if allocations do not total 100%. There are several special considerations when allocating costs:

1. *Non-Residential LGP:* Ensure no USDH or LES (other than guard) costs are allocated to cost center 5826 (Non-Residential Local Guard Program) as this service only includes non-residential guard-related costs. Any support performed by USDH or other LES staff for guard services should be captured as work performed for the ICASS local guard program and charged to 1901.0. For Standard posts, review [6 FAH-5 H-341.5](#).and for Lite posts refer to [6 FAH-5 H-342.5](#).
2. Ensure that FSN Investigators (FSNIs) costs are allocated to 5880-Security Services (Lite and Standard.)
3. *Miscellaneous:* Miscellaneous costs are defined as small costs that cannot be easily attributed to specific cost centers. For Standard posts, review [6 FAH-5 H-341.13 Miscellaneous Costs \(8790\)](#) and for Lite posts, refer to [6 FAH-5 H-342.13 Miscellaneous Costs \(8790\)](#) for specific guidance on what personnel and non-personnel costs can be allocated to this cost center.
4. *Non-Personnel Cost Pools:*
 - A. Click on the "edit cost centers" button at the bottom of the screen
 - B. Enter percentage of costs under appropriate cost center columns for a cost pool. The total percentage must be 100%.
 - C. For Cost Pool 9663, allocation of costs should be restricted to cost centers that have a dedicated vehicle assigned (i.e. 6136 Shipping and Customs, etc).
 - D. For Cost Pool 9664, allocation of costs should be restricted to cost centers 6132, 6133, 6139, 6143, 6144, 6145, 7810, 7820, 7850, 7860.

- E. For Cost Pool 9665, allocation of costs should be restricted to cost centers 7810, 7820, 7850 and 7860.
- F. Click on the save button at the bottom of the screen and click the exit button to return to the OBI worksheet.

Budget Summary Worksheet (BSW)

After costs have been allocated to cost centers, all cost data entered into the position and OBI worksheets are summarized on a sub-object basis and appear as such on the BSW under the "Initial Requirements" column.

Importing "Actuals" Data:

Post should import prior year actuals. The BSW allows you to load fourth quarter actuals from a data file into the "Prior Year Actuals" column. You can create the Prior Year ICASS actuals data file, called the ICASS Extract, using COAST.

Pre-baseline Verification

After post has completed the steps above, post must run "Verify" again from the Plan Maintenance screen before baselining the Initial Requirements. This procedure will synchronize reference tables and remove corrupt data. It also alerts the user to the verification items listed below. If items have been detected, reports can be run for each finding. The reports identify the location of the items found. If the items identified are errors, correct them and run "Verify" again.

Running the "Verify" process identifies the following:

1. Whether a position or budget item is not fully allocated to one or more cost centers (100%). A report will indicate the worksheet that is not fully allocated and the name of the unallocated budget item. You must reenter the item, the costs, and allocations.
2. Whether items less than \$25,000 are listed in the ICASS Other Assets Depreciation Worksheet. The exception is for forklifts; if a forklift is entered on this worksheet, ignore the verification message.
3. Whether the budgeted cost centers have been distributed among agencies. In other words, whether workload data missing.
4. Whether duplicate leases exist in your ICASS lease tables. Duplicate leases that are not associated with tandem couples or different occupants within the same year must be identified and the correct property ID must be entered.

Next Steps

Once you have completed the Initial Requirements (Stage 1) of your ICASS budget, you are ready to baseline your budget to the Initial Budget (Stage 2). Instructions on baselining are provided in "Baselining Initial Requirements – FY 2009."

IMPORTANT: The initial requirements data derived from the Compensation Plans, Depreciation and Leases worksheets CANNOT be updated from the Initial Budget Phase (Stage 2). You must make sure that the Initial Requirements data is correct before baselining the plan from Stage 1 to Stage 2.

Contact Information for Assistance:

For technical questions regarding the software please contact:
ICASS Technical Support (ICASStechsupport@state.gov; Tel: 202-663-1973)

For software and budget data entry related questions please contact:
Bob Braganza (BraganzaRG@state.gov; Tel: 202-663-1419)
Jim Nunno (NunnoJM@state.gov ; Tel: 202-663-1237)
Michelle Frederick (FrederickMA@state.gov; Tel: 202-663-3271)