UNIT 8

I-Suite Cost

5/3/2013

This Training Manual is for use with the 13.01.00 version of the I-Suite System.

Table of Contents

1. Identify US Forest Service accruals.
2. Identify reportable US Forest Service accrual categories.
3. Explain the logic/criteria for each reportable accrual category.
4. Identify the Accrual Fiscal Year.
5. Add/edit an Accrual Code (Accounting Code).
6. Assign an Accrual Override Code to incident resources.
7. Create an accrual extract.
8. Run/preview an accrual report.
9. Finalize and print an accrual report for submission to the host agency or forest.
10. Export an accrual report in PDF format.
11. Explain when AD Draw Down occurs.

8.9 – Cost: Projections.
1. Define Cost projections.
2. Create a projection.
3. Edit a projection.
4. Update a projection.
5. Generate a projection graph.
6. Generate a projection report.

8.10 – Cost: Cost Apportionment.
1. Define cost apportionment.
2. Create and manage a division.
3. Assign resources to a division.
4. Generate cost share reports.

COURSE: I-Suite

UNIT: 8.0 – Cost: Overview.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                     able to:

     1. Identify the purpose of the Cost module.

     2. Explain Data Ownership and the importance of Standard Operating Procedures.

     3. Identify the basic features of the Cost screen.

I. COST

   A. Identify the purpose of the Cost module.

      1. Use the **Cost** module to track individual resources. The system creates a line for every resource for every day. The Cost user can then analyze, manipulate, and create outputs of this information in a variety of report formats.

NOTE: Also use the **Cost** module to report costs for management decision making purposes. Reporting recipients include the Incident Team, the Team Management, the Host Agency, and the USFS Financial System.

   B. Review the concept of Data Ownership and why Standard Operating Procedures are important.

      1. *Data ownership* provides authority to various I-Suite users which allows them to change and manage specific data elements. This authority is established as a safeguard to ensure data integrity for all I-Suite users.

      2. *Standard Operating Procedures* imply that users in each section of I-Suite communicate effectively with other users, which helps to identify those individuals who have "authority" for certain data elements (e.g. Resources typically has authority to change the resource status; a Time Recorder typically has authority to change or update a pay rate or an accounting code).

   C. Identify the basic features of the Cost screen.

      1. The **Cost** toolbar is located to the right of the **Filter** toolbar. The buttons in this tool bar include:

         a. **Show Costs** - Click this button to display the **Manage Cost** grid at the bottom of the window. This grid contains a list of **Daily Costs** for a selected resource.

         b. **Archive Resources** - Click this button to archive certain resources in the **Resources** grid. Any resources that are archived will not be included in any **Cost Processes** that are run.

         c. **Sum** - When this option is checked, the total cost displays for the selected resource, as well as any rollup costs. The **Total** amount displays in the box to the right of the **Sum** option. The **Rollup** amount displays in the box to the right of the **Flow Down** option.

NOTE: The rollup costs include the cost of the parent and any subordinates.

         c. **Flow Down** - When this option is checked, the flow-down feature for the **Manage Cost** grid occurs. Flow-down allows you to change the **Quantity**, **Unit Cost**, **Units**, **Rate Type** or **Division** in the **Manage Cost** grid. When that information changes, the application changes (flows-down) the information in all of the Daily records below it that are not locked.

         d. **Rate Area** - To use a rate area other than the **Default Standard** rate area,

select it from the **Rate Area** drop-down list.

   e. **Resources Selected in Grid** - When this option is checked, only those resources selected in the **Resources** grid are included in any **Cost Processes** that are run.

   f. **Cost Processes** - Select a process from this drop-down list and click the **Run** button to run that process.

   g. **Run** - Click this button after you have selected a **Cost Process** to run that process.

2. The **Cost** drop-down menu at the top of the window contains the following **Cost** options:

   a. **Acres Burned** - Select this option to define acres burned information.

   b. **Cost Analysis Benchmark Setup** - Select this option to setup the data to use in the **Cost Analysis Report** you can print on the **Cost Report** window.

   c. **Divisions** - Select this option to define a division for **Cost Apportionment** purposes.

   d. **Graphs** - Select this option to create standard or custom **Cost Graphs**.

   e. **Accruals** - Select this option to create an **Accrual Extract**.

   f. **Projections** - Select this option to create **Cost Projections**.

   g. **Rates** - Select this option to define Rate Areas and Rates.

COURSE: I-Suite

UNIT: 8.1 – Cost: Options.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                       able to:

                                       1. Select grid columns and set the column
                                           order.

                                       2. Change the system date.

I. COST OPTIONS

    A. Select grid columns and set the column order.

    B. Change the system date.

II. RESOURCES GRID

    A. To identify the columns to display in the grid and the order in which to display them:

        1. From the **Tools** drop-down menu, select **Options**.

        2. On the **Options** window, click the **Cost** tab.

        3. Under **Resource Grid Columns**, click the column you want to display or remove. Then click the **Show** or **Hide** button to identify whether to show or hide the selected column.

        4. To move a column in the grid, click the column under **Resource Grid Columns**. Then click the **Move Up** or **Move Down** button to adjust the order in which the column displays.

        5. When finished, click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.

    NOTE: Grid columns can be sorted by clicking a column heading.

III. SYSTEM DATE

    A. To change the system date:

NOTE: Make sure the date and time are properly set for any PC running Cost. Set the System Date to allow for four to five days of data (At least five days after the Incident Start Date). If this unit is taught as part of the full course, you do not need to change the date and time again. It should have been set prior to any data entry.

        1. On the **Windows Quick Launch** toolbar, right-click **Date/Time**. In the menu that displays, click **Adjust Date/Time**. The **Date and Time Properties** window opens.

        2. Under **Date**, click to select the appropriate **Date**.

        3. Under **Time**, enter the appropriate time.

        4. To save your changes, click **Apply** and then **OK**.

COURSE: I-Suite

UNIT: 8.2 – Cost: Cost Processes.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                     able to:

     1. Run Cost Processes.

     2. Create Cost Only.

     3. Update with Actuals Only.

     4. Create Cost & Update with Actuals.

     5. Create Cost, Update Actuals & Re-estimate

     6. Re-estimate

     7. Lock or Unlock a Daily Cost Entry.

     8. Exclude Resources from Cost Processes

I. COST PROCESSES

   A. Run Cost Processes

   B. Create Cost Only

   C. Update With Actuals Only

   D. Create Cost & Update With Actuals

   E. Create Cost, Update Actuals, & Re-estimate

   F. Re-estimate

   G. Lock or Unlock Daily Cost Entries

   H. Exclude Resources from Cost Processes

II. REVIEW PROCESSES

NOTE: The following are key concepts to understanding the Cost Processes:

- Each action is a separate process.
- Each process draws from distinct data in the Database.
- The processes do not overlap.

   A. Review the Cost processes that you can perform.

     1. **Create Cost, Update With Actuals & Re-estimate** - Creates estimated **Daily Cost** data from the **Rates** lookup table. Updates the data with any **Actual Costs**. Then re-estimates the cost for any existing **Daily Cost** records.

     2. **Create Cost & Update With Actuals** – Creates estimated **Daily Cost** data from the **Rates** lookup table and updates the data with any **Actual Costs**.

     3. **Create Cost Only** – Creates estimated **Daily Cost** data from the **Rates** lookup table.

     4. **Re-estimate** - Re-estimates the cost in Estimated or Actual cost records with a zero (0.00) cost amount. For each of these records, the application recalculates the Rate Type Code, Unit, Quantity, and Unit Cost. It then compares the recalculated values with the previous values. If there is a difference, the record is updated with the new values and the Cost Update Level is set to Estimate.

     5. **Update With Actuals Only** - Updates **Daily Cost** with **Actual Cost** data.

     6. **Cost Lock/Unlock** – Locks (or unlocks) all cost records from the selected date forward.

III. CREATE/UPDATE DAILY COSTS

NOTE: Creating and Updating the Daily Costs is the first step that a Cost User must perform and should be completed before entering any data.

   A. To Create Cost Create Costs, Update with Actuals, or Re-Estimate Costs:

1. Open the **Cost** module.

2. From the **Cost Processes** drop-down list, select one of the following:

    a. Create Cost, Update Actuals, and Re-estimate

    b. Create Cost & Update with Actuals

    c. Create Cost Only

    d. Re-estimate

    e. Update With Actuals Only

3. Click the **Run** button.

NOTE: If you want to run a **Create**, **Update**, or **Re-estimate** process for only certain resources in the grid, click to check the **Select Resources in Grid** checkbox. Then click each of the resources in the grid that you want to include in the process. When you select a **Cost Process** and the **Run** button, the process is only run for those resources selected in the grid.

NOTE: If the **Select Resources in Grid** checkbox is NOT checked, the process is run for all resources that are **Checked In** with **Generate Daily Costs** selected on the **Cost** tab in Resources.

B. To Lock or Unlock Cost:

NOTE: This feature locks or unlocks all of the entries in the database for the defined dates. To preserve hand-keyed items for individual resources, use the **Lock** feature on the **Daily Records** screen.

1. Open the **Cost** module.

2. From the **Cost Processes** drop-down list, select **Cost Lock/Unlock**. Then click the **Run** button.

3. On the **Daily Cost Lock/Unlock** window, enter the appropriate **Start Date** and **End Date.** You can either type the dates or select them from the drop-down calendar.

4. Click the **Lock** or **Unlock** button, as appropriate.

5. To close the **Daily Cost Lock/Unlock** window, click the **Close** button.

6. When the message window displays, click the **OK** button to close the window.

IV. Exclude Resources from Cost Processes

NOTE: The Archive feature in I-Suite allows you to exclude Resources from any of the Cost Processes that you run.

A. Archive Resources Selected in the Grid

1. Open the **Cost** module.

2. Select the resources in the **Resource** grid that you want to exclude from the Cost Processes.

3. Click the **Archive** button.

4. Click to check the **Set archive flag for all resources currently selected in the grid** option.

5. Click the **Set Archive** button.

NOTE: To ensure that the Resources were archived, add the **Archived** column to your **Resource** grid. A checkmark displays in this column for each of the resources that were archived.

NOTE: If a resource was archived that you want to include in the Cost Processes, click the **Unset Archive** button instead of the **Set Archive** button.

B. Archive Resources with Release Date

NOTE: This process will archive all resources with **Actual Release Dates** prior to the current date. To ensure that this process works correctly, you must enter **Actual Release Dates** that are prior to the current date for all resources you want to archive.

1. Open the **Cost** module.

2. Click the **Archive** button.

3. Click to check the **Set archive flag for all resources with a release date prior to today** option.

4. Click the **Set Archive** button.

C. Archive Resources with Estimated Date of Arrival

NOTE: This process will archive all resources with **Estimated Dates of Arrival** that are prior to the current date. To ensure that this process works correctly, you must enter **Estimated Dates of Arrival** that are prior to the current date for all resources you want to archive.

1. Open the Cost module.

2. Click the Archive button.

3. Click to check the **Set archive flag for all resources with an estimated date of arrival prior to today** option.

4. Click the **Set Archive** button.

REVIEW UNIT OBJECTIVES

COURSE: I-Suite

UNIT: 8.3 – Cost: Rates.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                   able to:

      1. View the default rates used to calculate
          costs for specific resources.

      2. Create a new rate area.

      3. Add rates to a rate area other than the
          "Default Standard" rate area.

I. COST RATES

NOTE: Standard rates for resources such as crews, engines, overhead, fallers, pickups, and fuel tenders are included in the Cost module. The main function of the Rates option is to determine a default rate for a Kind of resource. You can define numerous types of rates for a number of different Kinds of resources.

    A. View the default rates used to calculate costs for specific resources.

    B. Create a new rate area.

    C. Add rates to a rate area other than the "Default Standard" rate area.

II. DEFAULT RATES

    A. To view the default rates used to calculate costs for specific resources:

       1. From the **Modules** drop-down menu, select **Cost**.

          OR

          On the **Tool** bar, click the **Cost** button.

       2. From the **Cost** drop-down menu, select **Rates**.

       3. On the **Rate Area / Rates** window, click the **Rates** tab.

       4. From the **Rate Areas** drop-down list, select the appropriate **Rate Area.** Then click one of the following to identify the Kind codes to display under **Kind**:

          a. All Kinds

          b. With Values Only.

       5. Under **Kinds**, click to select the **Kind** with the rates you want to review.

       6. Under **Rates**, review the rates defined for the selected **Kind**.

       7. To close the **Rate Area / Rates** window, click the **Close** button.

III. RATE AREA

    A. To create a new rate area:

       1. Open the **Cost** module.

       2. From the **Cost** drop-down menu, select **Rates**.

       3. On the **Rate Area / Rates** window, click the **Rate Area** tab. Then click the **Add** button.

       4. In the **Area Name** box, enter the name to assign to the **Rate Area**.

       5. If you want the rate area to be viewable on the main **Cost** window, click to check the **Viewable** checkbox. When the rate area is available on the **Cost** window, it can be used in the **Create Cost** process.

6. To save the new rate area, click the **Save** button.

7. To close the **Rate Area / Rates** window, click the **Close** button.

IV.   RATES

NOTE: Only add Rates to Kind Codes that require a rate different from the **Default Standard Rate**. The application will use the rate from the **Default Standard Rate Area** for Kind Codes without a defined rate.

A. To add rates to a rate area other than the **Default Standard** rate area:

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Rates**.

3. On the **Rate Area / Rates** window, click the **Rates** tab.

4. From the **Rate Areas** drop down list, select the **Rate Area** to which you want to add rates. Then click one of the following to identify the Kind codes to display under **Kind**:

   a.   All Kinds

   b.   With Values Only.

5. Under **Kinds**, click to select the **Kind** for which you want to define rates.

6. In the **Rates** grid, type the rates you want to assign to the kind code in the appropriate boxes.

7. Click the **Save** button to save the rates to the selected rate area.

8. When the **Data Saved** window displays, click the **OK** button to close the window.

9. Click the **Close** button to close the **Rate Area/Rates** window.

NOTE: To use a **Rate Area** other than the **Default Standard Rate Area**, select the appropriate **Rate Area** from the **Rate Area** drop-down list on the **Cost** window.

REVIEW UNIT OBJECTIVES

COURSE: I-Suite

UNIT: 8.4 – Cost: Resources.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                           able to:

      1. Add resource data from the Cost module.

      2. Edit resource data from the Cost module.

      3. Identify common data.

      4. Identify Cost data.

I. COST RESOURCE

    A. Add resource data from Cost.

    B. Edit resource data from Cost.

    C. Explain common data.

    D. Explain Cost data.

II. RESOURCE DATA

    A. Add resource data from the Cost module.

      1. Open the **Cost** module.

      2. Click the **Add** button in the toolbar.

      3. In the **Manage Resource – Add Mode** area, enter the following required information:

        a. Request Number

        b. Account Number

        c. Resource Name/Last Name First Name

        d. Kind/Position

        e. Status

        f. Configuration

      4. Click the **Save** button to save the information.

    B. To edit resource data from the Cost module:

      1. Open the **Cost** module.

      2. In the **Resources** grid, click the appropriate resource.

      3. Click the **Edit** button in the toolbar.

      4. In the **Manage Resource – Edit Mode** area, edit the appropriate information. Click the **Save** button to save your changes.

    C. Review common data.

      1. Open the **Cost** module.

      2. In the **Resources** grid, click the appropriate resource.

      3. Click the **Edit** button in the toolbar.

NOTE: Entry items located above the tabs (i.e. just below the **Manage Resource-Edit Mode** label) are common to all I-Suite modules.

NOTE: Data entry items for specific modules are located on their respective tabs (i.e. on the **Plans**, **Cost**, and **Time** tabs.)

NOTE: Resources is the primary data entry point for I-Suite data. The quality of the initial

data is critical to the successful integration of the data into other I-Suite modules.

    a. Make sure each member is identified with the correct **Kind Code** (i.e. FFT1, CRWB, etc.).

NOTE: It is critical that **Kind Codes** are correct for **Subordinate Resources** (e.g. If the Kind Code HC1 is used for 20 members of a Type 1 crew, the Cost module will calculate 20 HC1 estates at $8,200 for each member into a rollup cost of $164,000.)

    b. Leave the **Agency Code** blank for **Subordinates of Contract Resources** that do not incur a separate cost (e.g. Contract Dozer Operators).

NOTE: Understanding the concept of **Data Sharing** is critical. Data is shared between all I-Suite modules. Changes, additions, or deletions from any functional area affects the other I-Suite modules. Successful integration requires cooperation and established **Data Ownership Rules**.

Example: Cost should only delete those resources entered by the Cost unit.

III. COST DATA

  A. To add Cost data:

    1. Open the **Cost** module.

    2. In the **Resources** grid, click the resource to which you want to add Cost data.

NOTE: Cost data can be added to rostered resources, as well as non-rostered resources.

    3. Click the **Edit** button to open the **Manage Resource - Edit Mode** area at the bottom of the window.

    4. Click the **Cost** tab, then enter the following information:

        a. Select an agency from the **Payment Agency** drop-down list.

NOTE: The **Payment Agency** is the agency responsible for payment of the resource. Data entered in this field is also used to determine the accrual code.

NOTE: When adding Cost data to a rostered resource, you cannot select the Payment Agency. This defaults to the agency selected for the parent resource.

NOTE: Make sure you always select a **Payment Agency** in **Cost Apportionment** situations.

        b. In the **Assign Date** box, enter an assign date. The **Assign Date** is the date when the resource begins receiving payment and is the same as the **Hire Date** for **Contract Resources** in the **Time** module. You can either type the date or select it from the drop-down calendar.

        c. Select the appropriate **Accrual Code** from the drop-down list. This code may automatically be selected based on the **Request Number**, **Agency**, **Kind Code**, **Incident State**, **Contracting Agency**, and **Employment Type** (AD or Other) that is defined.

NOTE: The system default for the accrual code should be used in most cases. Only make a manual correction if you know the default is incorrect. For example, if you want the accrual code to be excluded from cost accruals, select EXCL (Exclude).

    d. To prevent the **Cost Accrual Code** from being changed for a resource, click to check the **Lock Accrual Code** checkbox.

    e. In the **Cost Remarks** box, you can enter any remarks related to the cost information.

    f. Click to check the **Generate Daily Costs** checkbox if you want costs generated for a resource.

NOTE: The Daily record is only created if the **Generate Daily Costs** checkbox is checked for the Checked-In parent resource. If the **Generate Daily Costs** checkbox is not checked for the Parent Crew Record, the **Create Daily Record** function is turned OFF for ALL of the Crew Members. To turn Create Daily ON, check the **Generate Daily Costs** checkbox.

COURSE: I Suite

UNIT: 8.5 – Cost: Daily Records.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                            able to:

     1. Utilize the Manage Cost grid.

     2. Define three different cost levels.

     3. Use the Flow Down and Lock/Unlock
        processes.

     4. Enter a Release Date and identify the
        impact.

     5. Enter Daily data for resources.

I. DAILY COST RECORDS

    A. Utilize the Manage Cost grid.

    B. Review Cost Level data.

    C. Use the Flow Down and Lock/Unlock processes.

    D. Enter a release date for a resource.

    E. Enter Daily data resources.

NOTE: You must run the **Create Cost** process before you can enter costs.

II. MANAGE COST GRID

NOTE: Displaying the **Manage Cost** grid gives you a direct visual link to the relationship between Resource records and Daily records.

    A. To display the Manage Cost grid:

        1. Open the **Cost** module.

        2. Click the **Show Cost** button in the **Cost** toolbar.

        3. In the **Resources** grid, click a resource.

NOTE: Every Resource record listed in the **Resources** grid has associated records that include the Costs of that Resource for every day the Resource is assigned to the incident. These records display in the **Manage Cost** grid, which displays at the bottom of the window when you click the **Show Cost** button.

NOTE: Cost provides a number of ways in which to add, update, and display the **Detail Cost Data** in the **Daily Records** associated with each Resource.

NOTE: The **Daily Record** is only created if the **Generate Daily Costs** checkbox is checked for the **Checked-In** parent resource.

NOTE: The Cost module uses either the **Check-In Date** or the **Assign Date**, whichever is earlier, to generate costs.

NOTE: The Cost module uses the **Actual Release's Estimated Date of Arrival** defined in Demob to identify when to stop generating Daily Cost records for a resource. If the **Estimated Date of Arrival** is not defined for a resource, the application uses the **Actual Release Date**.

    B. Review Cost Level data.

        1. The **CL** (Cost Level) column identifies the source of cost data. There are three types of cost level data:

            a. E (Estimate).

            b. A (Actual).

c. U (User-updated or flow down from Actual).

NOTE: When the cost data in a Daily Cost record is updated by **Actual** data from Time, any Daily Cost records created after the updated date contain a **U** Cost Level. This indicates that the amount in the Daily Cost record was not estimated, but flowed down from the **Actual** cost data record.

2. **E** (Estimate). Cost level data is estimated from the rates lookup table.

    a. Select a resource that has no actual time posted.

    b. Click the **Show Cost** button to display the **Manage Cost** grid.

    c. Notice that the posted time in the **Manage Cost** grid displays as **Estimate (E)** under the **CL** column.

3. **A** (Actual). Cost level data is from **Time** records. You must specify a resource for posting time.

    a. In **Time**, post time for the selected resource.

    b. In **Cost**, select the **Update with Actuals** option from the **Cost Processes** drop-down list. Then click the **Run** button.

    c. Click the **Show Cost** button to display the **Manage Cost** grid.

    d. Click the resource for which you just posted **Time** in the **Resources** grid. Notice that the posted time in the **Manage Cost** grid displays as **Actual Time (A)** under the **CL** column.

4. **U** (User-updated or flow down from Actual). Cost level data is determined by the Cost unit.

    a. Click the **Show Cost** button to open the **Manage Cost** grid.

    b. In the **Resources** grid, click the resource you want to update.

    c. In the **Manage Cost** grid, click the **Daily Cost** record you want to update.

    d. Make the appropriate changes to the **Unit** or **Unit Cost**.

    e. Click the **Save** button.

    f. Notice that the entry under the **CL** column has changed to **User Updated (U)**.

C. To use the Flow Down and Lock Record options:

1. Open the **Cost** module

2. In the **Resources** grid, click a resource.

3. Click to check the **Flow Down** checkbox in the **Cost** toolbar at the top of the window.

4. If the **Manage Cost** grid is not open, click the **Show Cost** button to open it.

5. Modify the **Unit Cost**. Then click the **Save** button.

NOTE: The **Flow Down** changes the **Unit Cost** for all entries from the selected date forward.

6. To lock an entry in the **Manage Cost** grid, click the entry to select it. Then click the **Locked** option that displays in the area just above the **Manage Cost** grid.

7. Modify the **Unit Cost**. Then click the **Save** button.

NOTE: The **Flow Down** changes the **Unit Cost**for all entries from the selected date forward, except for the **Locked** records.

NOTE: The **Lock** feature is a valuable feature for **Cost** to preserve hand-keyed data entries.

NOTE: Use the **Flow Down** option with caution.

D. To enter a release date for a resource:

NOTE: Designating an **Actual Release Date** stops **Cost** from generating **Daily Cost** records for a given resource. A **Demobed Resource** continues to generate costs until an **Actual Release Date** is entered.

1. In the **Resources** grid, select the resource to which you want to assign a release date. Then click the **Edit** button.

2. In the **Manage Resource** area, type the **Actual Release Date** in the **Actual Release Date** text box.

3. Click the **Save** button.

NOTE: Determine the last date of **Actual Time** for that resource, and then enter that last date as the **Actual Release Date**.

NOTE: Coordinate with the TIME unit to determine the actual release dates.

NOTE: Open the **Manage Cost** grid in the **Cost** module. Notice that **Daily Records** for the edited resource no longer display beyond the **Release Date**.

E. To edit Daily Cost data for a Resource:

1. In the **Resources** grid, click a resource.

2. Click the **Show Cost** button.

3. In the **Manage Cost** grid, click the entry you want to edit.

4. In the area above the **Manage Cost** grid, enter the appropriate **Daily Cost** information for the selected resource.

5. To save your entries, click the **Save** button.

F. To delete a Daily Cost record for a Resource:

1. Select one or more cost records in the **Manage Cost** grid.

2. Click the **Delete** button.

3. A confirmation message will display.

4. Click **Yes** to continue.

NOTE: Deleted Daily Cost records will re-generate with estimates or actual costs, when the cost process is run.

COURSE: I-Suite

UNIT: 8.6 – Cost: Cost Reports.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                     able to:

      1. Run and print standard Cost reports.

      2. Run and print other standard Cost
         reports.

      3. Export Cost reports data.

I. COST REPORTS

    A. Run and print standard Cost reports.

    B. Run and print other standard Cost reports.

    C. Export Cost reports data.

II. PRINT STANDARD REPORTS

    A. To print a standard Cost report:

NOTE: You can print a number of pre-designed **Cost** reports for management decision making purposes. You can select a general format, determine the **Sort** and **Filter** criteria, and then **Preview**, **Print** or **Export** the data.

1. Open the **Cost** module.

2. Click the **Reports** button in the **Cost** toolbar to open the Cost Reports window.

    OR

    From the **Reports** drop-down menu, select **Cost Reports**.

3. Under **Report Categories**, click **Sort Categories**. In the area beneath **Report Categories**, click to select one of the following reports:

    a. Accounting

    b. Agency

    c. Payment Agency

    d. Division

    e. Home Unit

    f. Incident

    g. Accrual

    h. Section

NOTE: For this exercise, select the **Incident Sort Category**.

4. Click to check the **Selected Date Range** checkbox.

NOTE: If you do not check the **Selected Date Range** checkbox. The report defaults to the entire date range.

5. In the **Date Range** boxes, enter the appropriate beginning and ending dates. You can either type the dates or select them from the drop-down calendars.

6. Under **Reports**, click to select the **Report** you want to print:

NOTE: The information in the report is based on the category you selected under **Report Categories**. This also includes the **Underutilized** report category that displays when you

select **Other Categories**.

   a. **Weekly Summary** - This report contains a summary of the costs for each day of the defined week. The cost information is broken down by **Kind Group** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

   b. **Weekly Detail** - This report contains detailed cost information for each day of the defined week. The cost information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

   c. **Weekly Detail O/H Personnel** - This report contains detailed overhead personnel cost information for each day of the defined week. The cost information is broken down by **Personnel Resource**, **Kind Code**, and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

   d. **Daily Summary** - This report contains a summary of the costs for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.

   e. **Cumulative Cost Detail** - This report identifies the **Daily Cost** for each day the incident has been open. The information is broken down by **Resource**/**Kind Codes**.

   f. **Cumulative Cost Detail O/H Personnel** - This report identifies the **Daily Cost** for each day the incident has been open. The information is broken down by the **Kind Code** and then the **Personnel Resource**.

   g. **Category Total** - This report identifies cost totals based on the **Category**.

NOTE: The name of the **Category Total** report changes, based on the **Report** you are printing. For example, for an **Incident** report, this would be **Incident Category Total**.

   h. **People Weekly Summary** - This report contains a summary of the people working on the incident for each day of the defined week. The information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

   i. **People Daily Summary** - This report contains a summary of the people working on the incident for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.

7. To roll up costs to the primary resource, click to check the **Rollup Costs to Primary Resource** checkbox under **Additional Filters**.

8. Under **Additional Filters**, click to select one of following additional filters, as appropriate:

   a. Resources where Kind is blank

   b. Resources where Kind has entry

c. Include all (Kinds)

d. Selective Kinds

9. To preview the report, click the **Preview** button.

10. To print the report, click the **Print** button.

11. When finished, click the **Close** button to close the window.

III. OTHER COST REPORTS

A. To generate Other Cost reports:

1. Under **Report Categories**, click **Other Categories**.

2. In the area under **Report Categories**, click one of the following reports:

a. **Analysis:**

- **Resource** - This report can identify the average cost by Kind that exceeds the standard cost. It can also identify the individual costs by resource that exceeds the maximum rate.

- **Accountability** - This report identifies the percentage of resource types (i.e. Aircraft, Crew, Equipment, Support, Direct) defined for the incident and compares the **Current Values** with the **Standard Values**. The **Difference** and **Standard Deviation** are listed for each resource type.

- **Exception** - This report identifies resources that meet the selected filter requirements. You can select any of the following filters for this report:

o Resource Status is D but No Release Date is Entered.

o Resources with no actual Time posted

o Resource Daily Cost exceeds a defined amount.

NOTE: You can define the amount for this filter in the box that displays to the right of this filter option.

o Resource with Actual Time Posted, but has a defined number of days with Unposted time.

NOTE: You can define the number of days for this filter in the box that displays to the right of this filter option.

b. **Acres NVC:**

- **Resource Loss (Summary)** - This report contains a high level view of the acres that were lost and the Net Value Change (NVC) resources that were affected. The information in this report is based on values defined on the **Acres Burned NVC/FIL** window.

- **Resource Loss (Mid - Level)** - This report contains a mid-level view

of the acres that were lost and the NVC resources that were affected. The information in this report is broken down by **NVC Subtotals** for each date. The information in this report is based on values defined on the **Acres Burned NVC/FIL** window.

- **Resource Loss (Detail)** - This report contains detailed information about the acres that were lost and the NVC resources that were affected. In addition to the information included in the **Resource Loss (Mid-Level)** report, this report includes information about the **Fuel Intensity Level** (FIL). The information in this report is based on the values defined on the **Acres Burned NVC/FIL** window.

- **Acres Burned** - This report contains the information that was defined on the **Acres Burned** window.

c. **Aircraft:**

- **Cumulative Air Costs Report**. This report identifies the air costs based on those resources that were assigned **Air kind codes** (i.e. AT).

d. **Cost Share:**

- **Cost Share Summary** - This report identifies the **Daily Cost** for the **Shift** on the listed dates. It also identifies the **Federal**, **State**, and **Other** percentage of the cost obligations for the **Shift** on the listed dates.

- **Cost Share by Shift and Kind** - This report identifies the **Daily Cost** for the **Shift** and **Kind** on the listed dates. It also identifies the **Federal**, **State**, and **Other** percentage of the cost obligations for the **Shift** and **Kind** on the listed dates.

- **Cost Share Detail** - This report contains detailed **Cost Apportionment** information for listed **Shifts** and **Resources**. This information includes **Daily Cost**, **Federal Cost**, **State Cost**, and **Other Cost**.

- **Cost Share Resource Worksheet** - This report contains **Cost Apportionment** information for listed Resources. This information includes **Daily Cost**, **Federal Cost**, **State Cost**, and **Other Cost**.

e. **Resource/Kind:**

- **Resource Kind by Cost** - This report identifies cost information based on kind and resource codes.

- **Resource Kind by Cost O/H Personnel** - This report identifies cost information based on overhead personnel resources.

f. **Underutilized** - This report lists any resources that were checked as

underutilized in the **Daily Records** screen.

IV. EXPORT REPORTS

NOTE: In Cost, you can export data to **Word**, **Excel**, **PDF**, or **TXT**. For this exercise, you will export a report to Excel.

A. To export a report to Excel:

1. Preview the report of your choice.

2. Click the **Export Report** button.

3. From the **Format** drop-down list, select the **MS Excel** option. Then click the **OK** button. An **Excel Format Options** window displays.

4. Under **Column width**, identify the width of the columns to use. You can either select the **Column width based on objects in the Report** or define a **Constant column width (in points)**.

5. To include the page header and page footer, click to check the **Page Header and Footer** checkbox.

6. To create page breaks for each page, click to check the **Create page breaks for each page** checkbox.

7. To convert data values to strings, click to check the **Convert data values to strings** checkbox.

8. You can include **All pages** in the report or define a page range in the **From** and **To** boxes

9. Click the **OK** button to export the report. A **Select Export File** window displays.

10. From the **Save in** drop-down list, select the directory where you want to save the **Excel** file.

11. In the **File name** box, enter the name you want to assign to the Excel file.

12. Click the **Save** button to export the file.

13. Open the report in **Excel** from the location where the file was saved.

NOTE: Once you save a file in Excel, you can use Excel to create charts and graphs, as needed.

COURSE: I-Suite

UNIT: 8.7 – Cost: Graphs.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                           able to:

      1. Generate pre-designed graphs.

      2. Customize a pre-designed graph.

I. COST GRAPHS

    A. Generate pre-designed graphs.

    B. Customize a pre-designed graph.

NOTE: Graphing Incident data provides a powerful visual feature to supplement reports for management decision making purposes.

II. GRAPH CONTROL WINDOW

    A. Use the Graph Control window to change the appearance of a graph.

NOTE: The style of graph selected determines the options that are available on the Graph Control window. For example, the options under the Error Bar tab apply to a 2D bar chart but not a 3D pie chart. For additional information on specific features, use the Help function.

III. PRE-DESIGNED GRAPHS

NOTE: Cost allows you to produce a number of pre-designed graphs for management decision making purposes. You can select a general format and then modify the graphical display for presentation. Cost Graphing offers several standard graphs.

    A. To generate pre-designed graphs:

      1. Open the **Cost** module.

      2. From the **Cost** drop-down menu, select **Graphs** to open the **Cost Graphs** window.

      3. Under **Graph Types**, click to select one of the following graph types:

            a. Aircraft Cost Per Gallon Delivered

            b. Aircraft Flight Cost

            c. Aircraft Gallons Per Hour

            d. Aircraft Total Gallons Dropped

            e. Aircraft Utilization

            f. Cost By Date

            g. Division Cost By Date

            h. Total Cost

NOTE: For this exercise, use the **Total Cost** graph.

      4. Review the graph, and then click the **Close** button.

NOTE: The **Cost By Date Graph** displays an Area Chart of Total Incident Costs By Date.

    B. To generate a Cost By Date graph:

      1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Graphs** to open the **Cost Graphs** window.

3. Under **Graph Types**, click to select **Cost by Date**.

4. From the **Date(s)** drop down lists, select the **Dates** to include in the graph.

5. From the **Incident** drop down list, select the Incident to include in the graph.

6. Click the **Fonts** button in the graph toolbar to open the **Graph Control** window. Modify the **Typeface** and **Size** of the **Graph Title**.

7. To save your changes, click the **Apply Now** button, and then click the **OK** button.

8. Click the **Options** button at the bottom of the window to open the **Graph Options** window. Under **Graph Titles**, enter a second graph title in the **Bottom Line 1** box. This title displays beneath the graph.

9. To save your changes, click the **Apply** button.

10. Review the graph, and then click the **Close** button.

NOTE: For this exercise, use the **Aircraft Utilization Graph**.

C. To generate the Aircraft Utilization graph:

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Graphs** to open the **Cost Graphs** window.

3. Under **Graph Types**, click to select **Aircraft Utilization**.

4. From the **Date(s)** drop down lists, select the **Dates** to include in the graph.

5. From the **Aircraft(s)** drop down list, select **All Aircraft**.

6. Review the graph, and then click the **Close** button.

IV. CUSTOMIZE GRAPHS

NOTE: You can build on the standard graphs by altering the display.

A. To customize a pre-designed graph:

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Graphs** to open the **Cost Graphs** window.

3. Under **Graph Types**, click to select **Total Cost**.

4. Follow the directions on the **Cost Graphs** handout from your student binder.

COURSE: I-Suite

UNIT: 8.8 – Cost: Accruals.

OBJECTIVES: Upon completion of this unit, the trainee will be able to:

1. Identify US Forest Service accruals.

2. Identify reportable US Forest Service accrual categories.

3. Explain the logic/criteria for each reportable accrual category.

4. Identify the Accrual Fiscal Year.

5. Add/edit an Accrual Code (Accounting Code).

6. Assign an Accrual Override Code to incident resources.

7. Create an accrual extract.

8. Run/preview an accrual report.

9. Finalize and print an accrual report for submission to the host agency or forest.

10. Export an accrual report in PDF format.

11. Explain when AD Draw Down occurs.

I. COST ACCRUALS

    A. Identify US Forest Service accruals.

    B. Identify reportable US Forest Service accrual categories.

    C. Explain the logic/criteria for each reportable accrual category.

    D. Identify the Accrual Fiscal Year.

    E. Add/edit an Accrual Code (Accounting Code).

    F. Assign an Accrual Override Code to incident resources.

    G. Create an accrual extract.

    H. Run/preview an accrual report.

    I. Finalize and print an accrual report for submission to the host agency or forest.

    J. Export an accrual report in PDF format.

    K. Explain when AD Drawn Down occurs.

II. ACCRUAL CATEGORIES

THE INSTRUCTOR SHOULD OBTAIN A COPY OF THE CURRENT INCIDENT ACCRUAL MATRIX TO PROVIDE STUDENTS WITH UP-TO-DATE INFORMATION.

    A. Review US Forest Service accruals.

      1. The US Forest Service requires all incidents utilizing Forest Service resources to report their accruals on a daily basis. The assignment of an accrual category for resources is automated – processed when a new resource is entered into an I-Suite database. However, a Cost user will be responsible for verifying and managing the assignment of accrual categories.

NOTE: Providing a **Daily Accrual Summary Report** to a Host Forest or the National Forest Service Payment Center Is A ***Requirement***.

    B. Identify reportable US Forest Service accrual categories.

      1. Sixty separate accrual categories are available to Cost users, but only the following fifty-nine accrual categories are reportable:

        a. **AD**: Casual hires

        b. **AMD**: Aviation Management Directorate aircraft

        c. **CONT**: All non-air contracts

        d. **INTL**: International

        e. **NOAA**: National Weather Service personnel

        f. **States:** All fifty states, plus District of Columbia, Guam, Puerto Rico and the Virgin Islands.

C. Discuss the logic/criteria for each reportable accrual category.

    1. Extract data is captured into the following fifty-nine categories by accounting code:

        a. **AD**: Casual hires

        b. **AMD**: Aviation Management Directorate aircraft

        c. **CONT**: All non-air contracts

        d. **INTL**: International

        e. **NOAA**: National Weather Service personnel

        f. **States:** All fifty states, plus District of Columbia, Guam, Puerto Rico and the Virgin Islands.

NOTE: The Incident Jurisdiction defined for an Incident in Data Admin facilitates cost accrual category decisions.

NOTE: Accrual categories refer to a specific RC line number in the FS financial system. This line number displays on the Accrual Summary report.

    2. The EXCL (Exclude) accrual category is not included in the extract.

D. Identify the Accrual Fiscal Year:

    1. The two digit Fiscal Year is appended to the accounting code for accruals in the Accrual Summary Report, Detail Report and Financial Export.

NOTE: Accrual Reports will not include totals by Fiscal Year. They only include totals by the accrual accounting code with the Fiscal Year appended to the accounting code.

NOTE: If the user manually typed the Fiscal Year at the end of the accounting code, the Fiscal Year will be shown twice. (e.g., if PBM32408 was typed into I-Suite, it will display as PBM3240708 for the 2008 Fiscal Year and PBM32400709 for the 2009 Fiscal Year.)

        a. The new Fiscal Year starts on October 1 each year.

        b. Accruals start at $0.00 at the start of the new Fiscal Year.

        c. Incidents being managed in only one Fiscal Year will include financial data for just that Fiscal Year.

        d. Incidents that span more than one Fiscal Year will have two accrual accounting codes, one for each Fiscal Year. The accounting code with the new Fiscal Year appended will only be created when there are costs associated with that accounting code in the new Fiscal Year.

        e. The OF-288 and OF-286 invoices will not show the appended Fiscal Year with the accounting code.

        f. Changes that were made to financial data in the previous Fiscal Year do not effect the new Fiscal Year accrual data. Those changes are included in the previous Fiscal Year's accrual data.

III. ACCRUAL ACCOUNTING CODES

    A. To add or edit an Accounting Code for Accruals:

        1. Open **Data Admin**. Make sure the **Incident Data** tab is selected.

        2. Under **Feature**, click to select **Accounting Codes**.

        3. To add an **Accounting Code**, click the **Add** button.

        4. From the **Incident Name** drop down list, select the appropriate **Incident Name**.

        5. From the **Agency** drop-down list, select the appropriate agency.

NOTE: You must select an **Agency** before entering an accounting code. The **Accounting Code** box is disabled until you selected an **Agency**.

        6. In the **Accounting Code** box, enter the new **Accounting Code**.

        7. If you selected the **FS Agency**, a **Region / Unit** drop-down list is available. Select the appropriate region or unit code from this drop-down.

        8. To save your changes, click the **Save** button.

        9. When finished, click the **Close** button.

    B. To assign an Accrual Override Code to incident resources.

        1. Open **Data Admin**. Make sure the **Incident Data** tab is selected.

        2. Under **Feature**, click to select **Accounting Codes**.

        3. In the **Accounting Codes** grid, click to select the **Accounting Code** to which you want to assign an accrual override code.

        4. From the **Accrual Override Code** drop-down list, select the **Accrual Override Code** you want to assign to the accounting code.

        5. To save your changes, click the **Save** button.

        6. When finished, click the **Close** button.

IV. ACCRUAL EXTRACT

NOTE: Once Resources have been assigned an Accrual Code, you can run an extract to capture Accrual Amounts assigned to each Category.

    A. To create an accrual extract.

        1. Open the **Cost** module.

        2. From the **Cost** drop-down menu, select **Accrual**.

        3. On the **Accrual Extract** window, click the **Extract** button.

NOTE: You must print the report to fax to the Host Agency. For this exercise, you will not be able to actually print an Accrual Report.

    B. To run and preview an accrual report:

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Accrual** to open the **Accrual Extract** window.

3. Under **Accrual Extract**, click to select the current accrual extract.

4. Under **Reports**, click to select one of the following:

   a. Summary

   b. Detail

   c. Detail All

5. To preview your selected report, click the **Preview** button.

6. Review the **Accrual Report** in the **Preview** window. Then click the **Close** button.

NOTE: The **Detail Report** is a valuable tool that can be used to validate the accuracy of the **Accrual Report**. You should review this report prior to finalizing the **Daily Accruals**.

C. To finalize and print an accrual report for submission to the host agency or forest:

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Accrual** to open the **Accrual Extract** window.

3. Under **Accrual Extract**, click to select the current accrual extract.

4. Click the **Finalize** button, and then click the **OK** button.

NOTE: A sequential number is posted to each accrual after it is Finalized (e.g. 0001).

5. Under **Reports**, click to select the appropriate report, and then click the **Print** button.

NOTE: Instead of faxing, reports can be exported in a PDF format and then e-mailed or posted to a Website.

D. To export a report in PDF format.

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Accrual** to open the Accrual Extract window.

3. Under **Accrual Extract**, click to select the current accrual extract.

4. Under **Reports**, click to select a report. Then click the **Preview** button.

5. On the **Accrual** window in **Crystal Reports**, click the **Export** button to open the **Export** window.

6. From the **Format** drop down list select **Acrobat Format (PDF)**.

7. From the **Destination** drop down list select the appropriate file destination. Then click the **OK** button. An **Export Options** window displays.

8. To include all pages of the report in the export process, click the **All** option. To include a range of pages in the export, click the **Page Range** option. Then define the page

range in the **From** and **To** boxes.

9. Click the **OK** button to export the report. A **Choose Export File** window displays.

10. From the **Save in** drop-down list, select the directory where you want to save the PDF file.

11. Enter the **File name** to assign to the PDF file.

12. Click the **Save** button to export the file.

V. AD DRAW DOWN

A. For an AD Drawn Down to occur, the following must happen:

1. The person must have an accrual code of AD. (Usually an employment type of AD and an agency of FS.)

2. An Original OF-288 must be printed.

3. After the OF-288 is printed, accruals must be extracted and finalized.

4. After accruals are extracted and finalized, a Financial Export file must be created.

5. After the Financial Export File is created, accruals must be extracted and finalized again. The AD Draw Down is included on these Accrual Reports.

6. After accruals have been extracted and finalized for the second time, another Financial Export File must be created. The AD Drawn Down will be included in this export file.

NOTE: Accruals can only be finalized once per day and the financial export can only be created once per day.

NOTE: AD Drawn Downs use the total invoiced amount prior to deductions shown in Block 22 on the Commissary Record for the OF-288 Invoice.

NOTE: The AD Draw Down is based on the last accounting code posted for each day. Example:

- Day one $100 posted on P1234 (AD Draw Down is on P1234 for $100)

- Day two $100 posted on P5678 (AD Draw Down is on P5678 for $100)

-Day three in the morning has $75 posted on P5678 and in the afternoon has $25 posted on P1234 (AD Draw Down is on P1234 for $100).

a. The AD Draw Down will occur in the prior Fiscal Year when all of the postings and the AD Draw Down steps previously defined occur in the prior Fiscal Year.

b. The AD Draw Down will occur in the new Fiscal Year when all of the postings and the AD Draw Down steps previously defined occur in the new Fiscal Year.

c. The AD Draw Down will occur in the new Fiscal Year when the Original OF-288 invoice spans both Fiscal Years. When this occurs, the entire invoiced amount will be drawn down in the new Fiscal Year.

NOTE: If the AD Draw Down occurs in the new Fiscal Year because the Original OF-288 Invoice spans both Fiscal Years, it may result in a negative accrual amount.

d. The AD Draw Down will occur in the new Fiscal Year when all postings were made in the prior Fiscal Year, but not all of the AD Draw Down steps previously defined were completed in the prior Fiscal Year.

NOTE: The AD Draw Down will only occur when another Original OF-288 invoice is printed for that resource in the new Fiscal Year and all of the AD Draw Down steps were completed in the new Fiscal Year. This may result in a negative accrual amount.

If another Original OF-288 invoice is not printed in the new Fiscal Year, the AD Draw Down may never occur in this situation.

<u>STUDENT MANUAL</u>

COURSE: I-Suite

UNIT: 8.9 – Cost: Projections.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                     able to:

     1. Define Cost projections.

     2. Create a projection.

     3. Edit a projection.

     4. Update a projection.

     5. Generate a projection graph.

     6. Generate a projection report.

I. COST PROJECTIONS

    A. Define Cost projections.

    B. Create a projection.

    C. Edit a projection.

    D. Update a projection.

    E. Generate a projection graph.

    F. Generate a projection report.

II. PROJECTIONS

NOTE: A Cost user may be asked by the Finance Section Chief, or other command staff, for a projection.

    A. Review Cost projections.

NOTE: Cost Projections are used to predict the estimated future cost of an incident and are necessary for a variety of management decisions. For example, you can use projections when updating the WFSA or determining the cost of a specific strategy.

    1. Cost offers users a **Projection** module to select and manipulate data for generating customized projections. As a starting point for each projection, Cost uses the current day's count of equipment and direct personnel resources. Added to this is the support calculation as follows:

Current Day Total Support Costs		Future Day
Current Day Total Direct Personnel	X	*Direct* Personnel

    2. You can use the **Update** function in the projection module in two ways.

        a. To increase or decrease the number of days for a projection.

        b. To apply current day's costs to a previous day's specifications.

NOTE: Projections use the current day's count of Resources **Plus** the calculated support cost. Take this into consideration when presenting a projection for decision making purposes.

    B. To create a projection:

    1. Open the **Cost** module.

    2. To ensure that your data is current, run the **Create Daily** process.

    3. From the **Cost** drop-down menu, select **Projections**.

    4. When the **Projections** window displays, the system automatically inserts the next day's date into the **Start Date** box. In most cases, you will want the projection to

begin the following day. If needed, you can change this entry.

5. From the **Incident** drop-down list, select the appropriate Incident.

6. In the **Days** box, type the number of days.

7. In the **Projection Name** box, type an appropriate **Projection Name**.

8. To save the **Projection**, click the **Save** button.

NOTE: Projections are never 'hard and fast.' They can be modified to reflect a wide variety of scenarios.

C. To edit a projection.

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Projections** to open the **Projections** window.

3. Under **Incident**, click to select the appropriate **Projection**.

4. Under **Summary of Projection Kinds**, click to select the appropriate **Kind**.

5. Under **Projection Detail for Selected Kind**, click to check the **Flow Down** checkbox.

6. Edit the **Projection Detail**.

NOTE: Changes can only be made to the Average Cost and Quantity information.

7. To save your changes to the **Projection**, click the **Save** button.

NOTE: Projections may need to be updated for a couple of different reasons:

- To change the number of days in a projection
- To adjust a previously created projection for the current day.

D. To update a projection.

1. Open the **Cost** module.

2. From the **Cost** drop-down, select **Projections** to open the **Projections** window.

3. Under **Incident**, click to select the appropriate **Projection**.

4. Click the **Update Projection w/ Current Day's Costs** button.

5. In the **Change Projection Days** box, type **8**. Then click the **Run Update** button.

III.   GRAPHS & REPORTS

NOTE: Cost users may want to generate a Projection Graph for presentation along with reports.

A. To generate a projection graph.

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Projections** to open the **Projections** window.

3. Under **Incident**, click to select the appropriate **Projection**.

4. Under **Graphs**, click to select **Cost by Date**.

5. Click the **Graph** button to display the selected graph.

6. Run the **Total Projection Cost** graph.

NOTE: Users may need to generate a Projection Report for management decision making purposes.

B. To generate a projection report.

1. Open the **Cost** module.

2. From the **Cost** drop-down menu, select **Projections** to open the **Projections** window.

3. Under **Incident**, click to select the appropriate **Projection**.

4. Under **Reports**, click to select one of following reports:

   a. Projection

   b. Weekly Projection

   c. Total Costs.

5. To display your selected report, click the **Preview** button.

6. To print your selected report, click the **Print** button.

<u>STUDENT MANUAL</u>

COURSE: I-Suite

UNIT: 8.10 – Cost: Cost Apportionment.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                     able to:

       1. Define cost apportionment.

       2. Create and manage a division.

       3. Assign resources to a division.

       4. Generate cost share reports.

I. COST APPORTIONMENT

    A. Define cost apportionment.

    B. Create and manage a division.

    C. Assign resources to a division.

    D. Generate cost share reports.

II. COST SHARE REPORTING

    A. Review cost apportionment.

NOTE: Cost Apportionment is the process used to determine each agency's share of the Incident Costs.

    1. Cost provides features to facilitate reporting cost figures for cost share agreements. This feature involves three distinct steps.

        a. Creating cost divisions.

        b. Assigning resources to a division.

        c. Generating the cost sharing reports. To accurately report cost shares, you must create a separate division for each day of incident cost reporting.

NOTE: Cost does not provide a separate **Cost Share** module or menu. Rather, it utilizes the more generic features to accomplish Cost Share Reporting.

III. COST DIVISIONS

NOTE: The divisions in the Cost module are not necessarily the same as the operational divisions on an incident.

NOTE: The first step in **Cost Share Reporting** is to create new entries in the **Divisions** table.

    A. To create and manage a division:

    1. Open the **Cost** module.

    2. From the **Cost** drop-down menu, select **Divisions** to open the **Cost - Divisions** window.

    3. From the **Incident** drop down list, select an **Incident**.

    4. Under **Add Mode**, complete the following:

        a. Division - A

        b. Shift - D

        c. Date - Use the start date of the incident.

        d. Fed% - 50%

        e. State% - 50%

f. Other% - 0%

5. To save your changes, click the **Save** button.

6. Repeat the previous steps to create two more divisions using different start dates and percentages.

7. When finished, click the **Close** button.

NOTE: The system will automatically create a daily entry for every division up to the current date.

IV. ASSIGN RESOURCE TO DIVISION

NOTE: The second step is to set **Division Assignments - By Resource**, **By Day**.

A. To assign resources to a division:

1. Open the **Cost** module.

2. Click the **Show Cost** button in the **Cost** toolbar.

3. In the **Resources** grid, select a resource.

4. In the **Manage Cost** grid, select the division specified in the handout **(A)** from the **Division** drop-down list.

NOTE: When you select a division for a Crew resource, a prompt displays asking whether you want to apply the division to all sub-resources for that date. Click the **Yes** button to apply the division to the sub-resources. Click the **No** button if you do not want to apply the division to the sub-resources.

5. To save your changes, click the **Save** button.

6. Select different resources and complete the previous steps. Assign resources to different divisions on various dates.

NOTE: Divisions only display in the drop-down list if there was an entry created for that day.

V. COST SHARE REPORTS

NOTE: The third step is to generate the **Cost Share Reports**.

A. To generate cost share reports:

1. Open the **Cost** module.

2. Click the **Reports** button to open the Cost Reports window.

OR

From the **Reports** drop-down menu, select **Cost** Reports.

3. Under **Report Categories**, click to select **Other Categories.** Then click to select **Cost Share** in the bottom box.

4. From the **Incident** drop-down list, select the **Incident**.

5. Under **Cost Share Reports**, click to select **By Shift and Kind**. Then click the **Preview** button.

6. Preview other **Cost Share** reports of your choice.

7. When finished, click the **Close** button.

NOTE: The Cost Share report provides a summary of all the divisions and averages the daily percentages to determine the total percentages for Federal, State, and Other. The Division report provides information for a specific division.

```
ERROR: undefined
OFFENDING COMMAND:

STACK:
```