Cost

Getting Help

- Access the e-ISuite website at: **http://eisuite.nwcg.gov**
- Contact the Helpdesk at: **(866) 224-7677**

Manage Resource Data

There are different types of data that can be edited for a resource. Two of those addressed in this document are the Common Data, which is generally entered at Check in; and the second is Cost specific data, which is for use by a user with the Cost role.

1. **Edit Common Data—**The Common Data in the Edit Resources area includes all editable information about the resource. Fields include *__Accounting Code__, *__Request Number__, *__Status__, **Person**, **Invoice Setup (OF-286)**, *__Resource Name__, **Cell Phone #**, *__Item Code__, **Trainee**, **Unit ID**, **Agency**, **Mobilization Date**, **Check-In Date**, **Check-In Time**, **Actual Release Date**. Items marked with an asterisk are required fields.
2. **Edit Cost Specific Data—**Click on the **Cost** tab to display information related to **Payment Agency**, **Assign Date**, **Accrual Code**, **Lock Accrual Code**, **Use Actuals Only** and **Generate Costs**.

Daily Cost Records

1. The system will generate daily cost records for checked in resources for every day that resource is assigned to the incident. A Daily Cost record contains information about a single day's activity and its costs related to the incident.
2. The system creates Daily records for a resource from the time the resource has an **Assign Date** to the current date, or the **Actual Release Date**, whichever occurs first.
3. The Daily record contains a system generated cost estimate based on the **Agency** and **Item Code** defined for the resource.
4. In order for the system to generate daily cost records for a resource, the following conditions must be met by the resource:
   - i. Status of **C** (Checked In).
   - ii. An **Assign Date**
   - iii. An **Item Code**
   - iv. An **Agency**
   - v. The **Generate Daily Costs** checkbox is selected.
5. The system can generate daily cost records for both a parent and subordinate resource. Subordinate resources generally function the same as the parent. Depending on the existence of actual time posting, the generate costs checkbox may be turned on or off for either the parent or the subordinate as follows:
   - i. If there are no actual time postings or only actual time postings for the parent, daily cost records are only created for the parent.
   - ii. If there are actual time postings for the subordinate, and not the parent, daily cost records are only created for the subordinate.
   - iii. If there are actual time postings for both the parent and the subordinate, there are daily cost records for both.
   - iv. The user can check or uncheck the **Generate Costs** checkbox at any time to force the system to create daily cost records for either the parent or subordinate.

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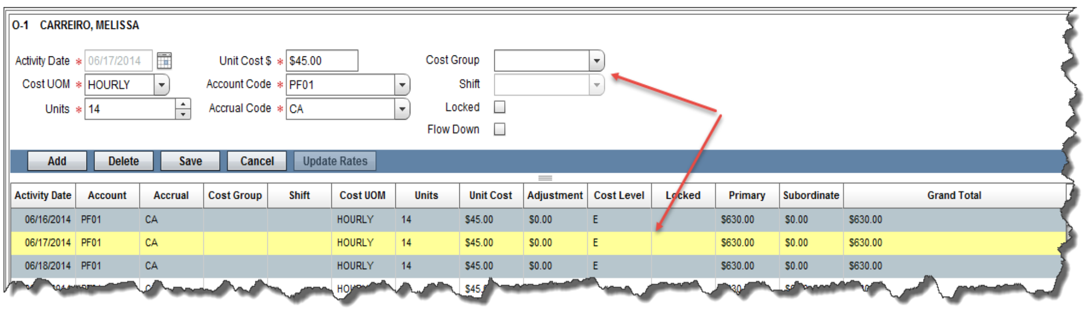
Create Daily Cost Records

Daily cost records are created and updated through the generate costs process.

1. To manually update costs for all resources, click the **Run Cost** button.
2. To manually update costs for a single or multiple resources:
   i. Click to check the **Resources Selected in Grid** checkbox.
   ii. Select one or more resources in the grid.
   iii. Click the **Run Costs** button.
3. To have the system automatically update cost records, select the **Incident Cost Settings** option from the **Cost** menu on the main toolbar. When the **Run Costs Automatically** radio button is selected, the system will automatically update costs for the Incident or Incident Group selected. Otherwise, the system default is Run Costs Manually.



Edit Daily Cost Records

1. Select a Resource from the Resources grid.
2. Click the Cost record in the Cost grid to edit. The data will populate in the data entry box at the top of the screen. Make the necessary edits and save when complete.
3. When editing an aircraft record the system will display different data in the daily cost record as follows:

   i. **Aircraft Costs** – the total daily cost of the aircraft
   ii. **Flight Hours** – hours the aircraft flew during the day
   iii. **Num Loads** – number of loads an Airtanker dropped in a day
   iv. **Water Gal** – number of gallons of water dropped by a helicopter
   v. **Ret Gal** – number of gallons of retardant dropped by an Airtanker
   vi. **Lbs Cargo** – number of pounds of cargo delivered by a helicopter
   vii. **Num Trips** – number of trips made by a helicopter
   viii. **Passengers** – number of passengers delivered

Manually add Daily Cost Records

1. Select an existing Cost Record from the table with the same date on which the new cost record is to be added.
2. Click the **Add** button.
3. Enter the **Cost UOM**, **Units** and **Unit Cost**. Change the **Account Code**, **Accrual Code** or add a **Cost Group** if desired.
4. If a cost group is entered, the system will auto-populate the **Shift** field. This cannot be changed.
5. Click the **Locked** checkbox to lock the Cost record, if desired.
6. Click the **Flow Down** checkbox to flow down data from the selected Cost record to subsequent cost records, if desired.
7. Click **Save** to save the new cost record.

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Update Rates after a Rate Change

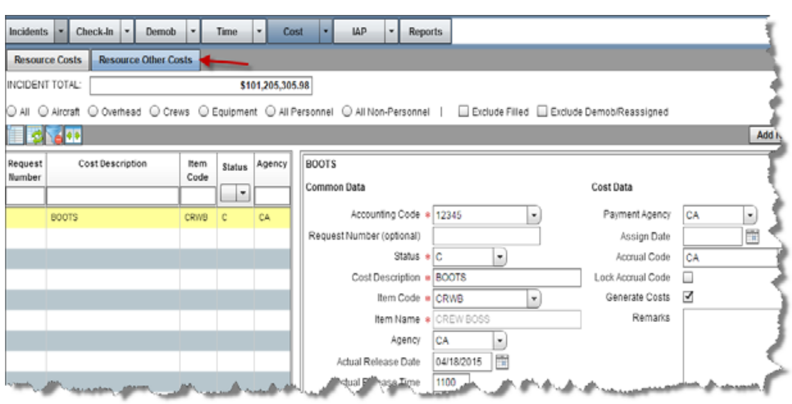
1. Select a resource and a daily cost record from the grid.
2. Click the **Update Rates** button. Select **Yes** to update all daily cost records for the selected resource.

Cost Level

1. Cost Levels (CL) for a resource are base on how the costs were generated for that cost record.
   - i. **E** = Estimated Costs generated by the system
   - ii. **A** = Actual Costs posted in the Time Module
   - iii. **F** = Costs Flowed Down from an Actual cost record to subsequent records
   - iv. **U** = User updated costs, or flowed down from a user updated cost record
   - v. **M** = Manually added cost record
   - vi. **Blank** = the Generate Costs checkbox is unchecked for the resource

Manage Other Costs Data

1. Next to the **Resource Costs** tab is the **Resource Other Costs** tab where you can enter costs for resources or services not reflected on the incident through the check in process.
   - i. Add Other Cost
     1. Click the **Add Resource** button
     2. Enter all the data for your other cost, assuring that all required fields denoted by an "*" are entered.
     3. Any **Item Code** can be assigned to an Other cost.
     4. If there is no specific Item Code, use the **Miscellaneous** option as the Item Code.
   - ii. Edit other Cost
     1. Select a Cost Record from the grid and click the **Edit Resource** button. Once the changes are made, click **Save** to save the cost record.
   - iii. Delete Other Cost
     1. Select a Cost Record from the grid and click the **Delete Resource** button. Click **Yes** to confirm removal of the record.
   - iv. View Other Cost
     1. Click the **View Daily Cost** button to view cost records generated for Other Costs. From here the user can Add or Delete an Other cost record.



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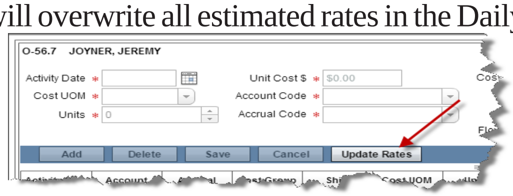
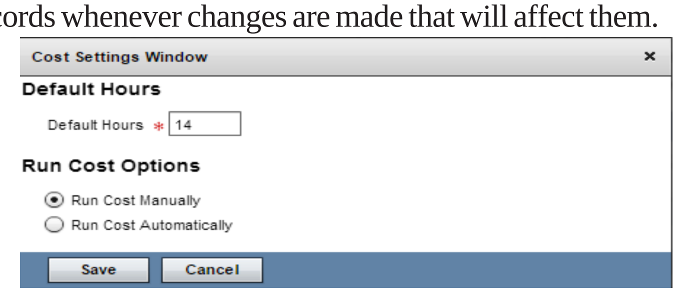
Generate Costs for Other Costs

1. A rate table is used to calculate costs for all Item Codes except the Misc Item Code. The rate for the Misc Item Code is zero, which can manually be updated by the user.
   i. Click the **Run Cost** button to run costs for all resources and all costs. Costs will also be generated if the Run Cost option is set to automatically run.
   ii. Select the **Resources Selected in Grid** checkbox to select only those resources for which to generate costs.
   iii. If applicable, select the **Update Rates** button to update the rates in all Cost records for the selected Resource.
2. Manually Generate Cost Records:
   i. The system default is to manually run costs. This option is on the **Cost Settings** page. Costs can be selectively run for one or more **Other Costs** listed in the grid.
3. Manually Add an Other Cost Record:
   i. If a Cost record is manually added to an Other Cost, existing Cost Records for that same date will not be overwritten. It will be saved as a separate cost entry for that same date.
4. Cost Groups for Other Costs:
   i. Once a Cost Group is assigned to one or more of an Other Costs's Cost records, it is assigned that same Cost Group as all additional Daily Cost Records and is treated as the default.
   ii. When a Cost Group is selected for an Other Cost record, it is assigned the Shift for the Cost Group and cannot be changed.
5. Updating Rates:
   i. When a user has updated rates, daily costs for the selected Other Costs will be recalculated based on the new rates defined for the Item Code.
   ii. Clicking **Update Rates** will overwrite all estimated rates in the Daily Cost records with the new rates.



Incident Cost Settings

1. To change the default settings, click the drop-down arrow next to the Cost menu button and select **Incident Cost Settings**.
   i. **Default Hours**: The system default is 14 hours.
   ii. **Run Cost Manually**: When this option is selected, the system only updates cost records when the user selects the **Run Costs** button.
   iii. **Run Cost Automatically**: When this option is selected, the system will create daily cost records and update those cost records whenever changes are made that will affect them.



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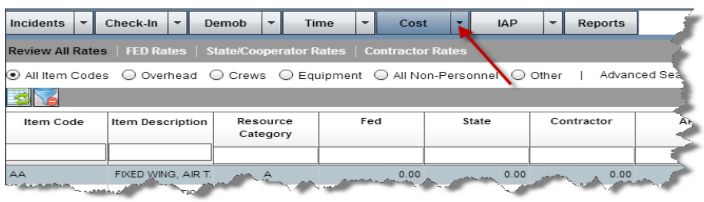
Cost Rates

1. To access the Cost Rates area, click the drop-down menu next to the **Cost** menu button and select **Cost Rates**. A non-editable list of all the rates by Item Code and Agency will display.
2. View/Edit Rate Groupings by **Rate Type.**
   i. The initial screen in the rate area is **Review All Rates**, which is a view only area. To edit rates, select a **Rate Type** from the top menu choices of **Fed Rates**, **State/Cooperator Rates** or **Contractor Rates**.
3. View/Edit Rates Groupings by **Item Code.**
   i. Select an item code to edit, by clicking an item code in the grid. The grid can be filtered by clicking one of the filter buttons above the rates. Filters include **All Item Codes**, **Overhead**, **Equipment**, **Crews** or **Other**. A user can also use the **Advanced Search** field.
4. View/Edit Overhead Rates and Custom State Cooperator Rates.
   i. Overhead rates perform differently than other rates. For overhead, the system presents the user with rates for a single direct resource, a single indirect resource and a subordinate. These rates can be edited and will apply to all overhead positions that relate to the specific rate type edited.

   ii. Under the **State/Cooperator button**, there is another unique button for **State/Cooperator Custom**. When this button is selected, the user can then select a state and enter specific rates by item code for that state. Rates entered here will take precedence over default rates set up for that state.



Cost Accruals

1. Accruals are defined as an expense that has occurred or been committed to, but not yet paid. Accruals reports to the US Forest Service are required daily.
2. Reportable US Forest Service Accrual Categories
   i. **AD** = Casual hires

   ii. **AMD** = Aviation Management Directorate aircraft

   iii. **CONT** = All non-air contracts

   iv. **INTL** = International

   v. **NOAA** = National Weather Service personnel

   vi. **States** = All fifty states plus the District of Columbia, Guam, Puerto Rico, Saipan, Midway, Samoa and the Virgin Islands.

   vii. **NWS** = National Weather Service
3. Accrual Categories that are NOT included in the extract are:
   i. **EXCL** = Exclude

   ii. **FED** = Federal Resources
4. Accruals Crossing Fiscal years
   i. The Forest Service Fiscal year starts on October 1 and accruals start a $0.00. The two digit Fiscal year is appended to the accounting code for accruals in the **Accrual Summary Report**, **Detail Report** and **Financial Export**. Incidents spanning more than one Fiscal year will have two accrual accounting codes, one for each year.

Cost Accruals cont'd

5. AD Draw Down
   i. Except for Casual Hires (AD) the Forest Service accounting system is able to reference existing accruals when payment are made, thus drawing down accruals to zero when all payments are complete. e-ISuite includes an AD Draw Down process that will reduce (Draw Down) accruals as AD's are paid. The system considers an AD as paid when an Original OF-288 Invoice is processed, printed and included in a financial export file.
   ii. The AD Drawdown will be reflected in accrual reports, the day after an AD is paid and their payment is included in a Financial Export file.
   iii. The AD Draw Down uses the total invoices amount prior to any adjustments that were identified in Block 22 on the OF-288 Invoice.
   iv. On the accrual reports, the system will total payments (AD Drawdown) by accounting code and resource. The accrual detail report will display the AD Drawdown by resource and the accrual summary report will display the AD Drawdown by accounting code.
6. AD Draw Down and Fiscal Year Rules
   i. 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.
   ii. 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.
   iii. 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 system will only draw down the new fiscal year invoiced amount in the new Fiscal year.
   iv. The AD Draw Down will not occur when all postings were made in the prior Fiscal Year, but not all of the AD Draw Down steps were completed in the prior Fiscal Year
7. Extracting Cost Accruals
   i. Select the **Accruals** option from the drop-down menu next to the **Cost** button.
   ii. Click the **Extract** button to extract the accrual data.
   iii. Select an Accrual Extract from the grid and click the **Finalize** button.
   iv. In the window that displays, enter the **Prepared by Name**, **Preparer Phone** and click **OK** to save the data.
8. Accrual Accounting Code
   i. A Cost user may want an accounting, code set up for the incident, to act like a different accounting code for accrual purposes. An accrual accounting code can be set up in the accrual extract.
   ii. Click the **Accrual Accounting Code** button.
   iii. Select an **Accounting Code** from the drop-down menu.
   iv. Select an Accrual Accounting Code from the drop down list to use as the **Accrual Accounting Code**. Note you can only select accounting codes that exist on the incident.
   v. Click **Save** to save the Accrual Accounting Code.

Cost Accruals cont'd

9. Accrual Reports
   i. Accrual reports can be found on the right side of the accrual extract screen. Three reports can be previewed and then printed. Except for the **Detail All** report, a specific accrual extract must be selected to preview.

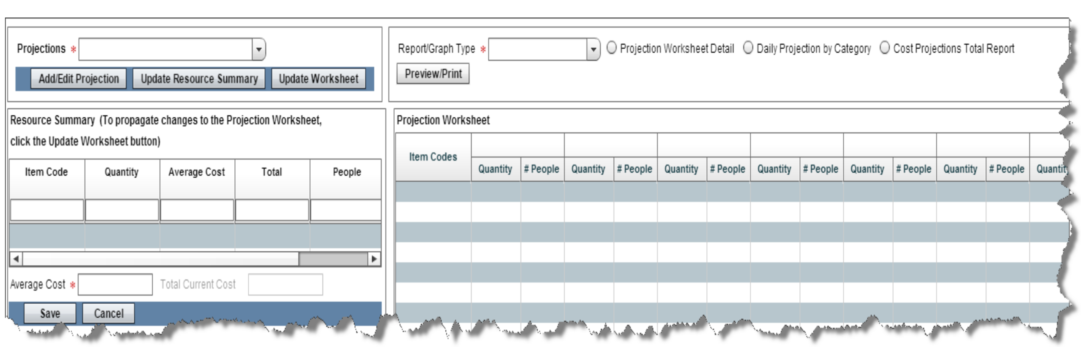
Cost Projections

The **Cost Projections** option allows a user to select and manipulate data to generate customized projections. Projections use the current day's count of Resources plus the calculated daily cost of those resources.

1. Create and Edit a Cost Projection
   i. Add a Cost Projection
      1. From the Add Projection window, click the **Add/Edit Projection** button.
      2. Enter the number of **Days** the projection should cover.
      3. Enter the **Projection Name** and click the **Save** button.
   ii. Edit a Cost Projection
      1. Select the Cost Projection to be edited and update the number of days to include in the projection.
      2. Click the **Save** button to update the cost projection.
   iii. Delete a Cost Projection
      1. Select the Cost Projection to be deleted and click the **Delete** button to delete the projection. Click **Yes** to confirm deletion.
2. Edit the Resource Summary
   i. The Resource Summary section is a summary, by Item Code, including all the direct resources and a summary of direct and support overhead. The system calculates each item code based on the current days cost information for the **Quantity**, **Average Cost**, **Total** and **People** fields.
   ii. The resource summary can be updated to refect the current days information, at any time. When you click the **Update Resource Summary** button.
      1. All the data in the **Resource Summary** will be refreshed with current resource information.
      2. The date for the cost project is updated to the current date plus 1.
      3. The system compares the manually added cost data with actual resources for the incident and removed the manually added item if it now exists on the incident.

Cost Projections cont'd

3. Manually added Item Codes
   i. Users can manually add item codes for resources that do not exist on the incident and do not display in the Resource Summary.
   ii. Add an Item
      1. Click the **Add** button in the **Manually Added Item Codes** area.
      2. Select an Item Code from the drop-down list and enter the **Average Cost** for the **Item Code**.
      3. Click **Save** to save the item code.
   iii. Edit an Item
      1. Select a manually added Item Code in the **Manually Added Item Codes** grid.
      2. Change the **Item Code** or **Average Cost**, if desired.
      3. Click **Save** to save the changes.
   iv. Delete an Item
      1. Select an **Item Code** in the **Manually Added Item Codes** grid.
      2. Click the **Delete** button and click **Yes** to confirm deletion.
4. Support Costs
   i. This area of the system generates calculations of the average support costs. The average support costs are used for support cost calculations in the projection worksheet. Fields in this area include **Total Support Costs**, **Total Personnel and Average Cost Per Person**.
5. Cost Projection Worksheet
   i. The **Cost Projection Worksheet** is to the right of the Resources summary in the projections screen. The worksheet displays all the dates to be included in the projection across the top of the screen.
   ii. Click the **Update Worksheet Button** to refresh the worksheet data with any changes made in the **Resources Summary** area of the projection.
6. Creating a Projection Report
   i. From the **Report/Graph Type** drop-down menu select from **Report Only**, **Graph Only** or **Report and Graph**.
   ii. Select from the following reports: **Projection Worksheet Detail**, **Daily Projection by Category** or **Cost Projections Total Report**.
   iii. Click **Preview/Print** to preview or print the report.



Cost

Cost Groups

1. Cost Groups functions can be used as Cost Tracking or Cost Share. Cost Groups can be accessed by clicking the **Cost** drop-down menu and selecting the **Cost Groups** option.

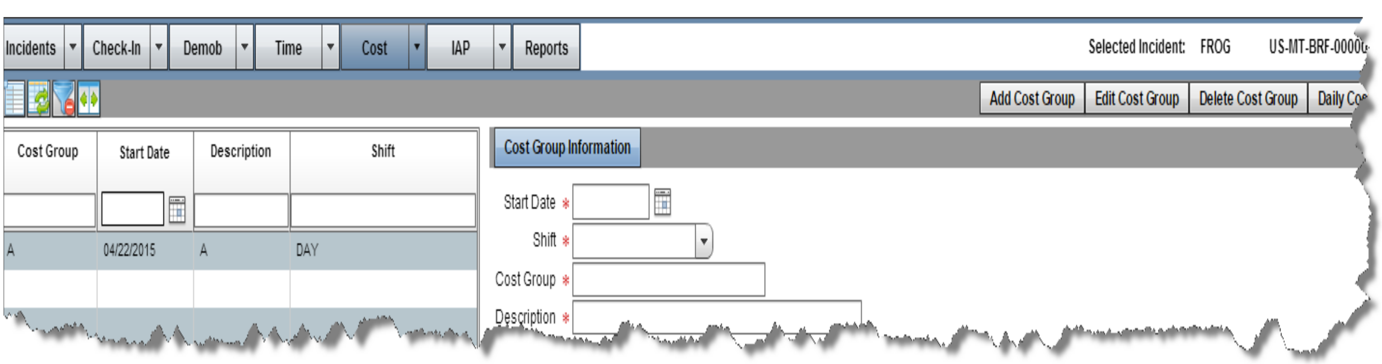
2. Add a new Cost Group
   i. Select the **Cost Group Information** tab and enter a **Start Date** for the Cost Group.
   ii. Select a **Shift**, enter **Cost Group** name and enter the **Description** of the Cost Group.
   iii. Select an **Agency Code** from the drop-down menu, if desired.
   iv. Select the appropriate **Agency Percentage** and click the **Save Percentage to List** button.
   v. Repeat these steps until the **Percentage Total** equals 100% and click the **Save** button to save the Cost Group.

3. Edit a Cost Group
   i. Select the Cost Group from the grid and click the **Edit Cost Group** button.
   ii. Edit the information desired and click the **Save** button to save the changes to the Cost Group.

4. Delete a Cost Group
   i. Select the Cost Group from the grid and click the **Delete Cost Group** button. Click **Yes** to confirm deletion of the Cost Group.

5. View Agency Percentages
   i. Select an existing Cost Group from the grid and click the **Manage Agency Percentages** tab.
   ii. Expand a Date for which to view the percentages and click the **Edit** button to make changes to the percentages.

6. Assign Resources to a Cost Group
   i. Click the **Cost** button to open the Cost area and select a resource to assign to a cost group.
   ii. Click the daily cost record for the date to add the cost group to.
   iii. From the **Cost Groups** drop-down list, select the Cost Group to assign to that resource for the defined date and click the **Save** button to save the Cost Group to the resource. Note that the **Shift** field is automatically generated and is not editable.



Cost Reports

1. The Cost module allows users to run a number of pre-designed reports for management decision-making purposes. To access these reports, click **Reports** from the main toolbar and select the **Cost** tab.