COST

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Cost Overview

The Cost section explains how to use the Cost module to easily track costs for individual resources. The system creates a Daily Cost record for every resource that is checked-in, based on a set of criteria. Cost users can analyze, manipulate and create reports from this information.

Reports generated in the Cost area can be used for management decision making purposes. Reporting recipients include Incident Management Teams, the Host Agencies, Financial Systems and other interested stakeholders.

To access the cost area of e-iSuite, after logging into the system, the user must:

1. Click on the **Incidents** Tab.
2. Select an Incident.
3. Click on the **Cost** tab.

The rest of this guide provides instructions from this point in the application.

Topics in this guide include:

- Resource Data
- Daily Costs
- Cost Rates
- Cost Groups
- Cost Accruals
- Cost Projections
- Cost Reports and Graphs

Manage Resource Data

This section explains how to edit information about a resource. To edit a resource, first select a resource from the grid and then click the **Edit Resource** button. There are two tabs in cost, as described below, and the edit resource functions are slightly different in each area. Those tabs are:

- **Resource Costs** - This is the default area and represents all the resources on the incident that other modules in e-ISuite are utilizing.
- **Resource Other Costs**—This is a new area in e-ISuite. This area has been created specifically for the cost user and is intended for the entry of resources, services or cost centers that are not actually checked into the incident, but are generating costs. Resource Other Costs functions are generally the same as the functions in the Resource Costs area. The difference in this area is that is omits the collection of information that is not meaningful to the cost function. The Common Data fields in this area are a subset of the fields that are under the Resource Costs tab.

There are two levels of data that can be edited for a resource. The first is the Common Data, which is generally entered at check in. The second is cost specific data, which is for exclusive use by the cost user. These two areas are described separately below.

NOTE: Understanding the concept of data sharing is critical. Data is shared between all e-ISuite areas, with the exception of the **Resource Other Costs** area. Changes, additions or deletions from any functional area affects all areas. Successful integration requires cooperation and established data ownership rules.

Edit Common Data

Follow the steps in this section to review common data:

NOTE: Information located above the tabs in the Edit Resources area are considered the Common Data for a Resource.

The Common Data in the Edit Resources area includes all editable information about the resource as shown below:

NOTE: Not all fields display in the Other Resource Costs area (described in the next area).

- * Accounting Code
- * Request Number
- * Status
- Person - checked, if applicable
- Invoice Setup (OF-286) - checked, if applicable
- * Resource Name
- Cell Phone #
- * Item Code

NOTE: Item codes for each parent and subordinate resource are critical to the correct generation of costs. For example if the Item Code HC1 is used for 20 members of a Type 1 crew, Costs will be calculated by 20 HC1 estimates at $8,200 for each member into a rollup cost of $164,000.

- Trainee - checked, if applicable
- Unit ID
- Agency
- Mobilization Date
- Check-In Date
- Check-In Time
- Actual Release Date

NOTE: A resource will continue to generate costs until a release date is entered. Simply changing the status to "D" will not stop costs from generating. If there is an estimated date of arrival entered at demob, then this date will override the actual release date and costs will run to the estimated date of arrival.

- Actual Release Time

NOTE: A label proceeded by an asterisk (*) indicates that the information is required.

NOTE: When the Person option is checked, Resource Name is replaced with

Last Name and First Name. Either a Last Name or a First Name is required.

NOTE: If the Person or Invoice Setup (OF-286) selection is changed, and time was posted for the resource, a message displays indicating that the time postings will be deleted if the user continues.

NOTE: If the Person or Invoice Setup (OF-286) selection is changed, and one or more original invoices were already generated for the resource, a message displays indicating that the resource has invoiced postings. The user must remove the invoice and manually delete those postings before changing the Person or Invoice Setup (OF-286) selection.

- To save any changes made on the Edit Resource window, click the Save button.

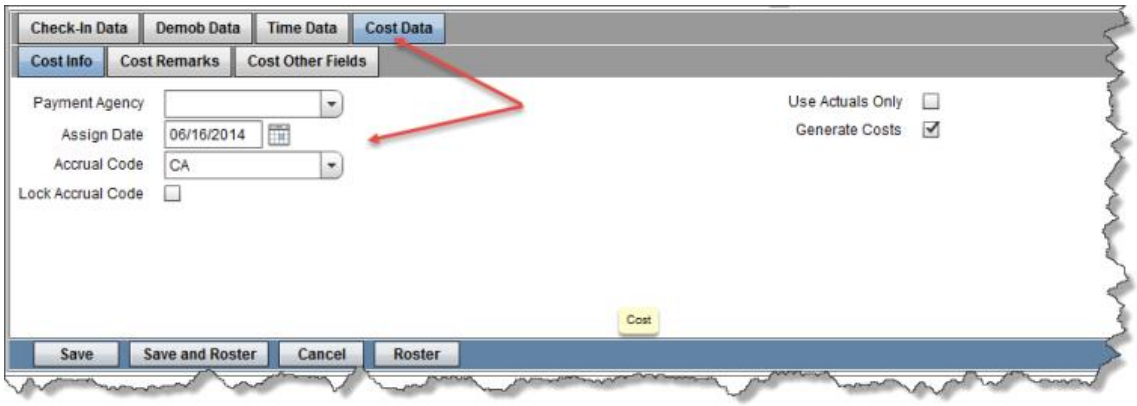
Edit Cost Specific Data

Information located in the tabs below the common data in the Manage Resource area is specific to that functional area and will display according to the Roles assigned to the user account. Click on the Cost tab to display the following information:

- **Payment Agency** - Select the agency responsible for paying the resource.
- **Assign date** - The assign date is for use by cost only. It is system generated based on the earliest of the following dates: Check-in Date, Hire Date or the earliest time posting date. This date can be edited if the cost user wants costs to generate costs earlier or later than those specific dates.
- **Accrual Code** - The system will always generate a default accrual code based on a matrix that defines how accrual codes are established. The code will change with updates to certain fields for the resource, like the Agency, Unit ID, Payment Agency, Item Code or the Incident Jurisdiction. While the system is usually correct, if the cost user wants to override the system generated accrual code, just select a different code from the drop-down list. Anytime the code is changed, check the **Lock Accrual Code** checkbox so the system does not override the change.
- **Lock Accrual Code** - Used in conjunction with changing the accrual code. Checking the checkbox locks the code from any system generated change.

- **Use Actuals Only** - When this box is checked by the cost user, the system will only use actual costs posted for the resource. All estimated costs will show as zero. This box will never be automatically checked by the system.

- **Generate Costs** - When this checkbox is checked, the system will generate daily cost records for the resource. When unchecked, daily cost records will not be editable and will not contain any cost information. The checkbox will default to checked, except when there is a resource with subordinates, like a handcrew, that has actual time postings. In this case, the primary resource (e.g., Crew) will not generate costs and the checkbox will be unchecked. The subordinate resources (e.g., the crew members) will have the generate costs checkbox checked and will generate costs. If the costs user wishes to override the Generate Costs settings for the primary resource (i.e., the unchecked checkbox), simply check the checkbox and save the change. This change will allow both the primary and subordinate resources to generate costs.



Add a Resource

To add a resource to an incident, please refer to *Check-In, Add Resource*.

Delete a Resource

To delete a resource from an incident, please refer to *Check-In, Delete Resource*.

Manage Daily Costs

This section explains how to view and manage Daily Cost Records.

Daily Cost Records

Based on the criteria, explained in this section, 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.

To view Daily Cost records for a resource, simply highlight a resource in the Resources grid, on the left side of the Daily Cost page. This will display the costs in the grid on the right side of the page. 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.

The Daily record, that is initially generated, contains a system generated cost estimate based on the Agency and Item Code defined for the resource. If the actual rate for a resource is known, the user can replace the estimate with the actual rate. When actual time is posted, in the Time Module, the application replaces the estimates with the actual time postings.

NOTE: Remember when managing daily cost records, the Resource Costs and Resource Other Costs tabs allow the user to split the costs between resources checked into the incident and Other Resources entered directly by the Cost User.

In order for the system to generate daily cost records for a resource, the following conditions must be met by the resource:

- The resource must have a status of C (Checked In).
- An Assign Date is defined for the resource.

NOTE: The Assign Date is set by the system when the user enters a Check-In Date, a Hire Date or Time is posted for the resource. The system will automatically populate the Assign Date field with the earliest date of activity for the resource.

- An Agency is defined for the resource.
- The Generate Daily Costs checkbox is selected for the resource.

NOTE: The system will automatically check or uncheck the Generate Costs checkbox based on the Generate Daily Costs matrix.

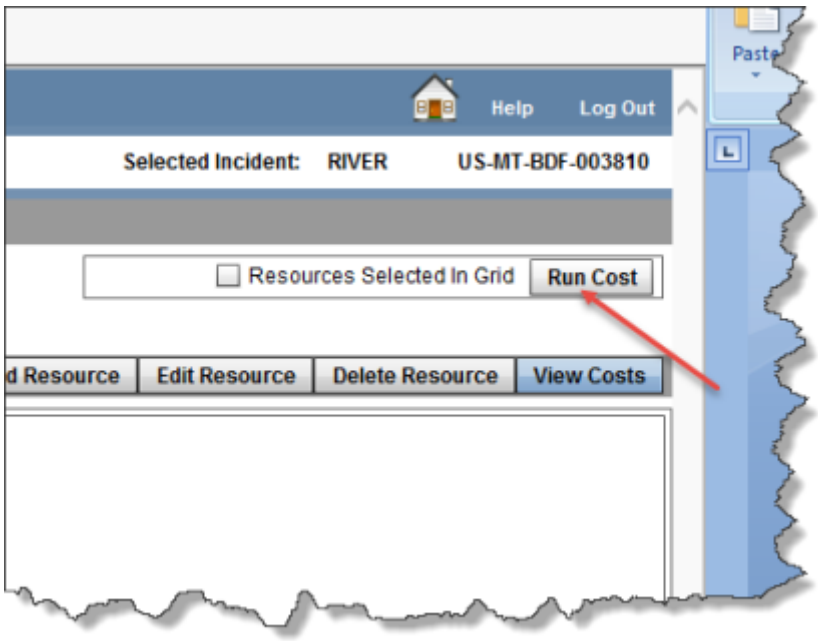
NOTE: Costs will never generate for a subordinate resource until actual time is posted for the subordinate. Also, once actual time is posted for a subordinate, costs will no longer generate for the primary resource unless the primary resource also has actual time postings (excludes aircraft). The Cost user can always override the system by checking or unchecking the generate costs checkbox

Create Daily Cost Records

Daily cost records are created and updated through the generate costs process. The rates table is used to initially calculate costs for all Item Codes except the Miscellaneous (Misc) Item Code. The rate amount for the Misc. Item Code is zero, and must be manually updated to generate costs.

Daily cost records are created and updated through the Run Costs Process. There are three ways to generate daily cost records.

1. Manually update costs for all resources by clicking the Run Cost button.

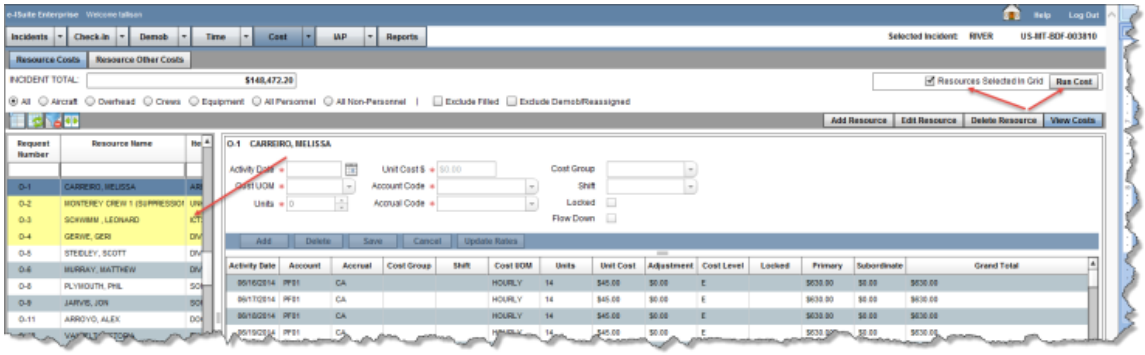


2. Manually update costs for a single or multiple resources by:

a. Checking the **Resources Selected in Grid** checkbox.

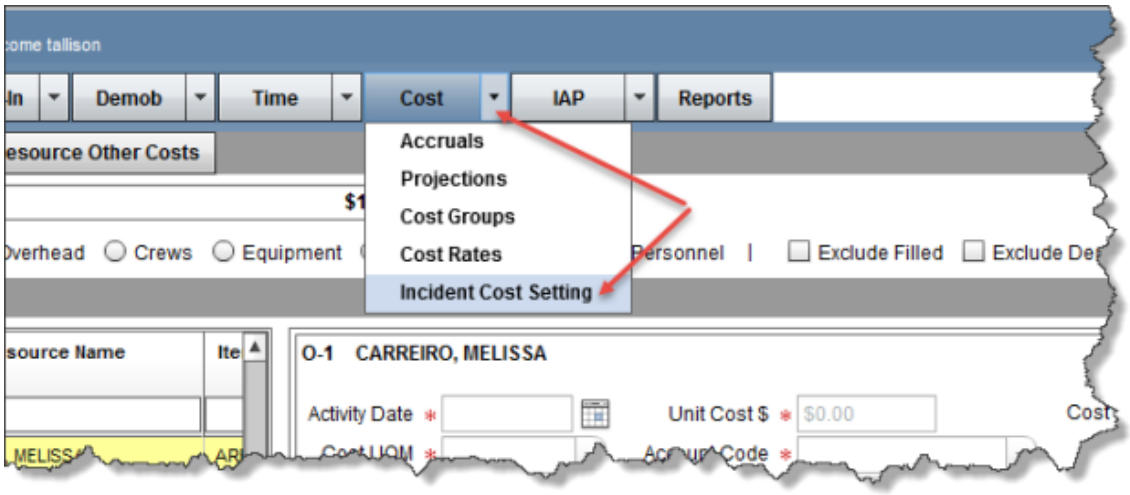
b. Selecting one or more resources in the grid (use CTRL click to select multiple resources).

c. Clicking the **Run Costs** button.



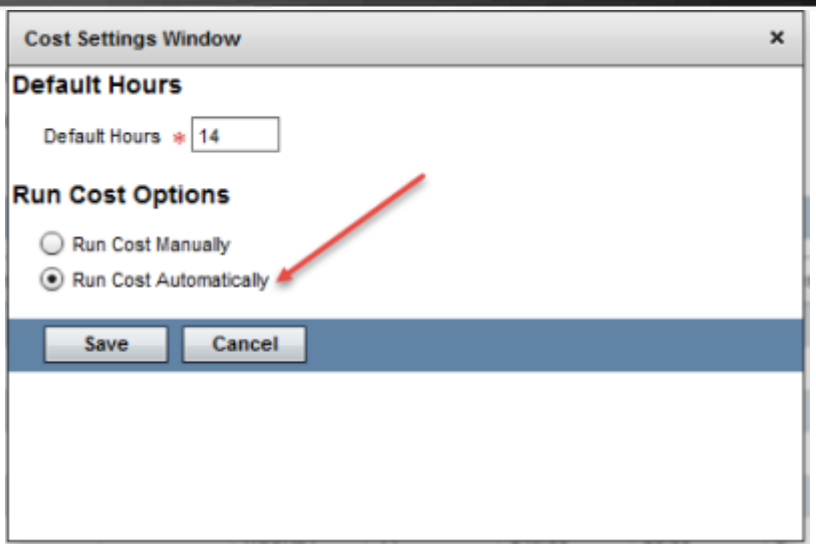
3. Automatically Update Cost Records:

a. The option to update costs automatically is set on the **Cost Settings** pop-up window. To access this window, select the **Incident Cost Settings** option from the **Cost** menu.



When the Run Costs Automatically radio button is selected, the system will automatically update costs for the Incident or Incident Group that is selected.

NOTE: The system default is Run Costs Manually, unless changed.



b. When the **Run Costs Automatically** option is selected, any updates in the system that impact costs for a resource would cause that resource's cost record to automatically update. Examples that would invoke a cost update are:

   i. A new resource or other resource cost is checked in or added.

   ii. Changes to Resource data including the Agency, Item Code, Accounting Code, Assign Date or Actual Release Date that affect the cost of a resource.

   iii. Records are not fully updated when the option is selected.

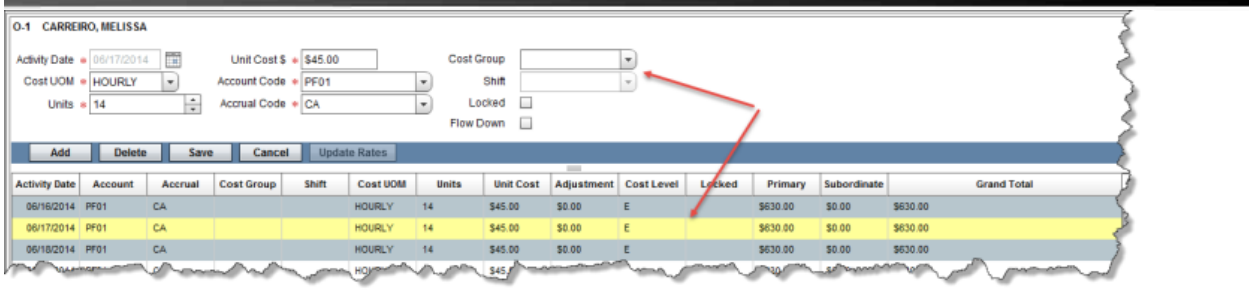
   iv. Time posting in the Time module.

   v. A new day begins.

Edit Daily Cost Records

1. Select a Resource from the Resources grid.

2. Click the Cost record in the Cost grid to edit. This will populate the data entry box at the top of the screen with the details of that daily cost record.



3. Make the appropriate changes to the Cost record.

4. If desired, select the **Locked** checkbox to lock the Cost record.

NOTE: When a Cost record is locked, the system will not change the data in the record. Do not lock cost records unless permanently saving the changes as Locking a cost record will prevent all system updates, including actual time postings.

5. If desired, select the **Flow Down** checkbox to flow down data from the selected cost record to all subsequent cost records. If there are multiple cost records for a single day, the flow down will follow the path of the accounting code in the record that was edited. Flow down will never change a subsequent locked record.

NOTE: Flow down will only flow down data that has just been changed. It will not flow down data in any other fields.

Delete Daily Cost Records

1. Select a Resource from the Resources grid.

2. Select a Cost record.

3. Click **Delete** to delete the cost record.

4. A confirmation message will display.

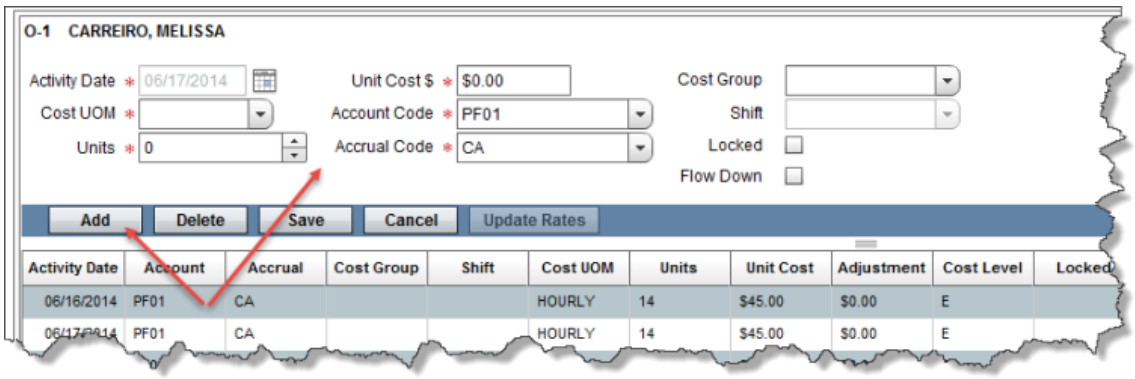
5. Click **Yes** to remove the Cost Record.

NOTE: If the user deletes a system generated cost record and the user had added a manual cost record to that same date, the system will automatically delete the manually added record.

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.



NOTE:The **Activity Date** field cannot be edited.

3. Enter the **Cost UOM**.

4. Enter the **Units**.

5. Enter the **Unit Cost**.

6. The **Account Code** will populate with the default. Change as necessary.

7. The **Accrual Code** is system generated. Change as necessary.

8. If desired, select a **Cost Group** from the drop-down list.

NOTE: The system will auto-populate the **Shift** field with the shift for the Cost Group. The shift cannot be changed.

9. If desired, select the **Locked** checkbox to lock the Cost record.

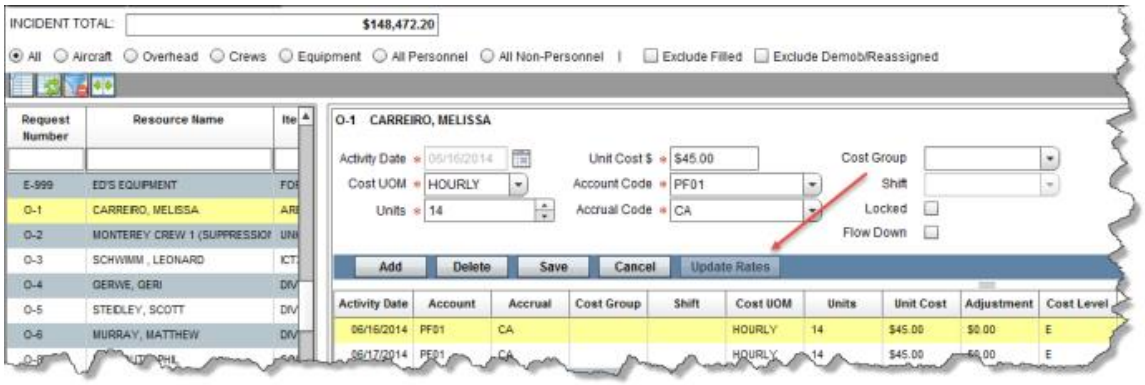
NOTE: When a Cost record is locked, the system will not change the data in the record.

10. If desired, select the **Flow Down** checkbox to flow down data from the selected Cost record to subsequent manually added cost records.

11. Click **Save** to save the new cost record.

Update Rates after a Rate Change

1. Select a Resource from the resource grid.
2. Select a daily cost record.
3. Click the **Update Rates** button.



4. The system displays a confirmation message indicating that all cost rates for the selected resource will be updated.
5. Select **Yes** to update all daily cost records for the selected resource.

NOTE: When the Update Rates button is selected, the system will recalculate all estimated costs and actual Costs in all Daily Cost Records for all Resources based on the new rates. A warning message will display that this action will overwrite all estimated rates in the Daily Cost records with the new rates.

Cost Level

The system sets the Cost Levels (CL) for a resource based on how the costs were generated for that cost record. The following list identifies the valid CL codes:

• E = Estimated Costs
• A = Actual Costs posted in the Time Module
• F = Costs Flowed Down from an Actual cost record
• U = User updated costs, or flowed down from a user updated cost record
• M = Manually added cost record
• Blank – The Generate Costs checkbox is unchecked for the resource.

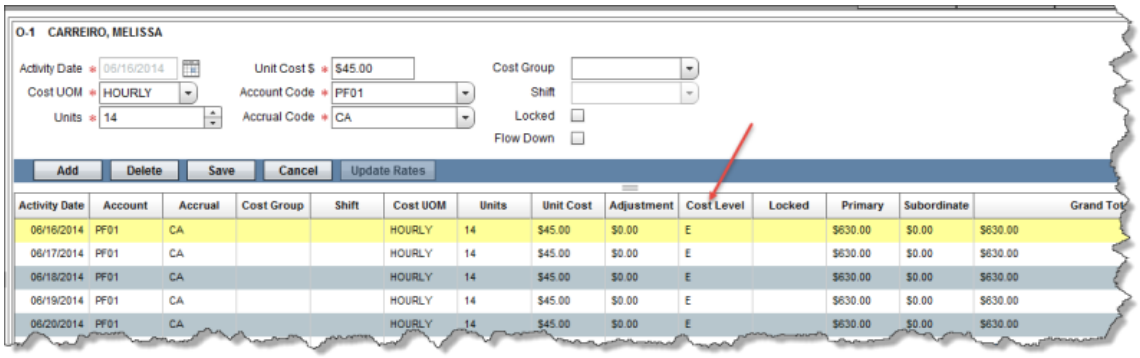
For example, when costs are first generated for a resource that has no actual time postings, the CL will be set to E. When there are actual time postings for a resource, the amount in the cost record may change, based on the actual costs and the CL will change to A.

All subsequent records that were generated after the actual costs, will have an F CL. This indicates that the cost amount was flowed down from the actual cost record.

When the user changes the following data in a cost record, the system will change the CL to U:
• Account Code
• Cost UOM
• Units
• Unit Cost

If the user manually adds a cost record, then the CL is set to M.

If the Generate Costs checkbox is unchecked for a resource, then the system will leave the CL field blank.



Aircraft Costs

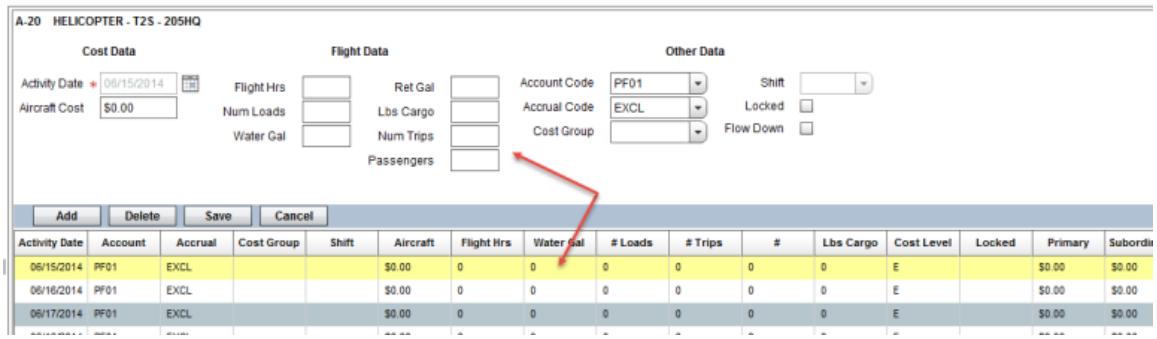
Aircraft resources have different daily cost record fields than all other resources. Aircraft resources include Helicopters, Airtankers and various types of Fixed Wing aircraft. When editing the daily costs for aircraft, the following additional aircraft specific fields will display:

- Aircraft Costs—The total daily cost of the aircraft
- Flight Hours—Hours the aircraft flew during the day

- Num Loads—Number of load an Airtanker dropped in a day
- Water Gal—Number of gallons of water dropped by a helicopter
- Ret Gal—Number of gallons of retardant dropped by an Airtanker
- Lbs Cargo—Number of pounds of cargo delivered by a helicopter
- Num Trips—Number of trips made by a helicopter
- Passengers—Number of passengers delivered

When cost records are created for a new day, the costs do not flow from the previous day. Because costs for aircraft are so random, based on weather and fire conditions, they always start at zero for a new day.

Beyond the additional fields of data and the daily cost creation, aircraft resources perform the same as all other cost records.



Manage Other Cost Data

This section explains how to configure Cost data for Other Costs.

1. From the Home page, select the **Incidents** button.

2. Select an Incident or Incident group.

3. Click the **Cost** button from the main toolbar.

4. Click the **Resource Other Costs** tab.

Add Other Cost

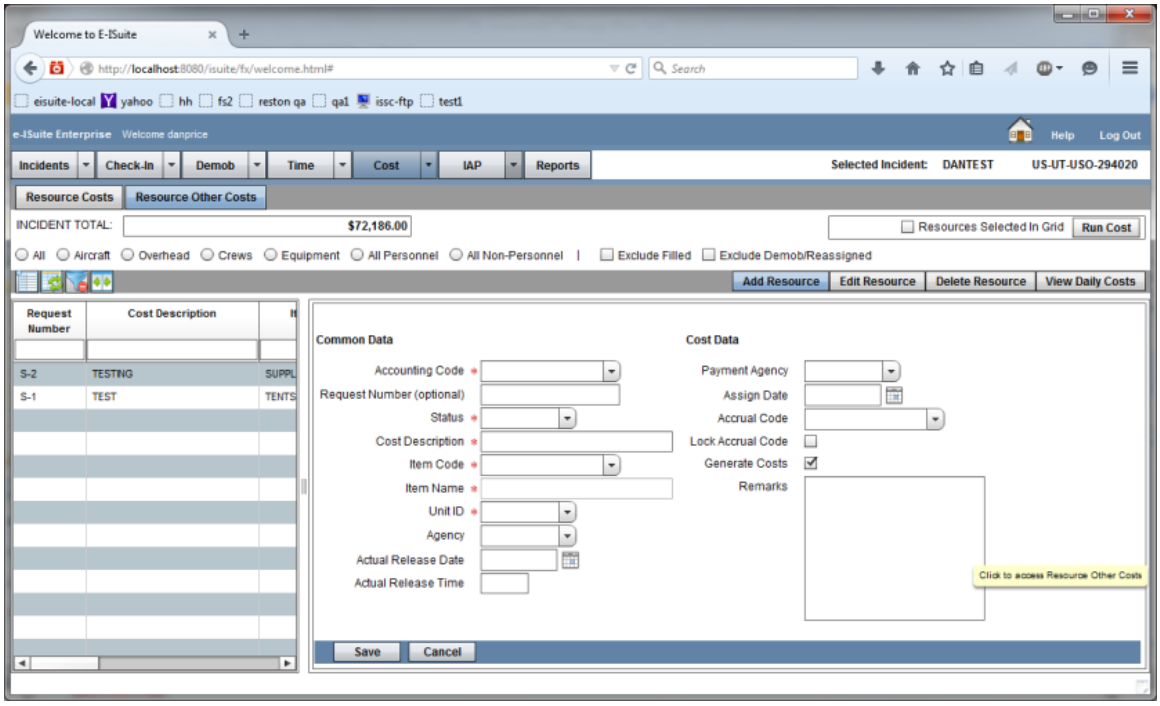
General Information:

- To assign cost data to an Other cost type, the Other cost must be assigned to an incident.
- Any Item Code can be assigned to an Other cost.
- If there is no specific Item Code, us the Miscellaneous option as the Item Code.

1. Click the **Add Resource** button.
2. Enter the Common Data and Cost Data.
3. Select an **Accounting Code** from the drop down list.
4. Enter the **Request Number**.
5. Select a **Status** from the drop down list.
6. Enter the **Cost Description**.
7. Select an **Item Code** from the drop down list.
8. Select a **Unit ID** from the drop down list.
9. Select an **Agency** from the drop down list.
10. Enter the **Actual Release Date** or select from the calendar.
11. Enter the **Actual Release Time**.
12. Select a **Payment Agency** from the drop down list.
13. Enter an **Assign Date**.
14. Select an **Accrual Code** from the drop down list.
15. Select the **Lock Accrual Code** checkbox, if applicable.
16. Select the **Generate Costs** checkbox, if applicable.
18. Enter any **Remarks**.

19. Click **Save**.

NOTE: Entering an Assign Date for the Other cost will start generating costs when the Run Cost process is either manually or automatically run. Other costs stop generating when an Actual Release Date is entered.



Edit Other Cost

1. Select a Cost Record from the grid.
2. Click the **Edit Resource** button.
3. Make the appropriate changes to the Cost Record.
4. Click **Save** to save the Cost Record.

Delete Other Cost

1. Select a Cost Record from the grid.

2. Click the **Delete Resource** button.
3. A confirmation message will display.
4. Click **Yes** to confirm removal of the record.

View Other Cost

1. Click the **View Daily Cost** button to view cost records generated for Other Costs.
2. To **Add** a Cost Record, enter the cost data.
3. Select an existing cost record in order to manually add an Other Cost record.
4. Enter the **Activity Date**.
5. Select the **Cost UOM** from the drop down list.
6. Enter the **Units**.
7. Enter the **Unit Cost**.
8. Select the **Accounting Code** from the drop down list.
9. Select an **Accrual Code** from the drop down list.
10. Select the **Cost Group** from the drop down list.
11. Select the **Shift** from the drop down list.
12. If applicable, click the **Locked** checkbox. When a record is locked the system won't change any data for that record.
13. If applicable, click the **Flow Down** checkbox. The Flow Down checkbox will flow any changed data down to all subsequent records that are not locked.
14. To Delete a cost record, select the record and click **Delete**.

Generate Costs for Other Costs

A rate table is used to calculate costs for all Item Codes except the Miscellaneous (Misc) Item Code. The rate amount for the Misc. Item Code is zero, which can manually be updated by the user.

1. Click the **Run Cost** button to run costs for all resources and other costs. Costs will also be generated if the Run Cost option is set to automatically run.

2. Select the **Resources Selected in Grid** checkbox to select only those resources for which to generate costs.

3. If applicable, select the **Update Rates** button to update the rates in all Cost records for the selected Resource.

- Automatically Generate Cost Records:

    - The Costs for Other Costs process option is set on the Cost Settings page. This setting sets the costs to Automatically run for the Incident or Incident Group that is selected. The system default is Manually Run unless changed.

    - Changes that would cause the option Run Costs Automatically to activate:

        - A new Other Cost was added to the system and an Assign Date was defined for that Other Cost.

        - A user added an Assign date to an Other Cost that did not previously have an Assign Date.

        - The user changed the Assign Date for an Other Cost record.

        - The user checked the Generate Costs option for an Other Cost records that previously did not have it selected.

        - The user changed the Accounting Code for an Other Cost record.

        - The user changed the Item Code for an Other Cost record.

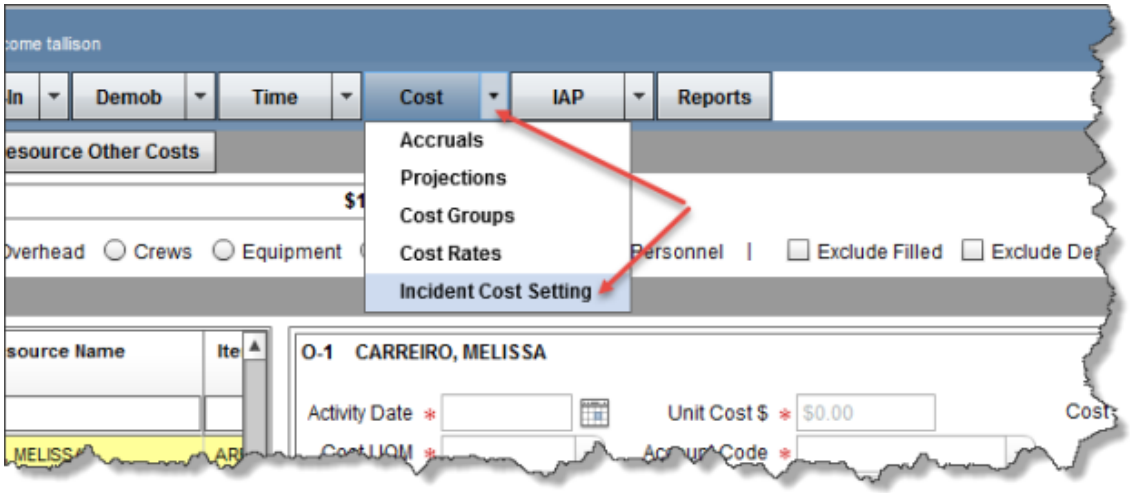
        - A new day begins.

    - The user can turn the Automatically Run Daily Cost option on or off for the incident or incident group.

- Manually Generate Cost Records:
    - Manual option is on the Cost Settings page.
    - System default is to manually run costs.
    - Costs can be selectively run for one or more Other Cists listed in the grid.
- Manually Add an Other Cost Record:
    - If a Cost record is manually added to an Other Cost, existing Cost Records for that same date will not be overwritten. That record will be saved as a separate cost entry for that same date.
- Cost Groups for Other Costs:
    - 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. The Cost Group is treated as default.
    - When a Cost Group is selected for an Other Cost record, it is assigned the Shift for the Cost Group and cannot be changed.
- Updating Rates:
    - 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.
    - Clicking Update Rates will overwrite all estimated rates in the Daily Cost records with the new rates.

Incident Cost Settings

There are default settings that impact the cost generation process.. To access the cost settings click on the drop-down arrow next to the Cost menu button on the main toolbar and select Incident Cost Settings.



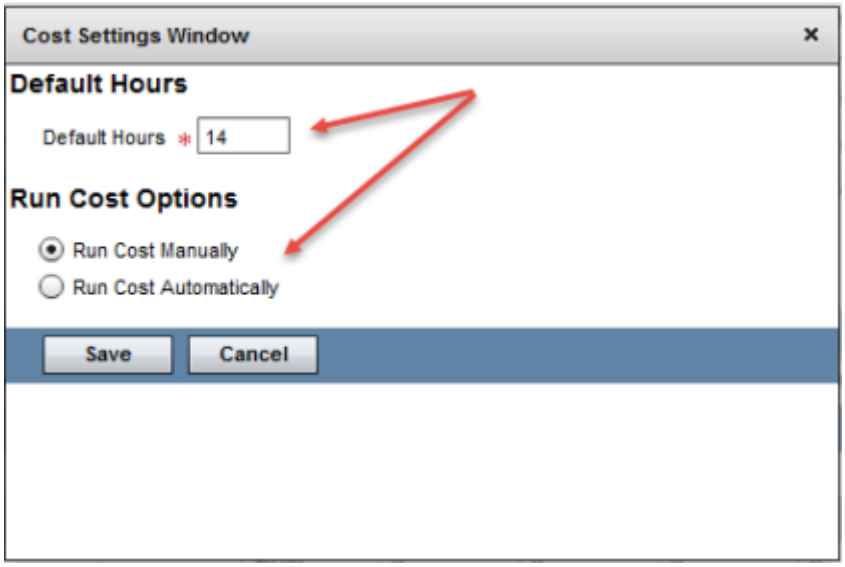
In the Cost Setting Window the user can set:

- **Default Hours**
  - The system default is 14 hours, which is a typical number of hours for incident personnel to work. The user can define a different number of hours the system will use to generate daily costs for resources using hourly rates by entering a different number.
- **Run Cost Manually**
  - When Run Costs Manually is selected, the system only updates cost records when the user selects the Run Costs button.

NOTE: When running reports or doing analysis, the user will probably want the **Run Costs Manually** button selected. This will prevent costs from changing in the middle of running reports, possibly resulting in varying totals across reports.

- **Run Cost Automatically**
  - Selecting to run cost automatically will create daily cost records and update those cost records whenever changes are made that will affect them.

NOTE: If the user wants to only run costs for individual resources, check the **Resources Selected in Grid** checkbox, select the resources in the grid for which to run costs and click **Run Cost**.



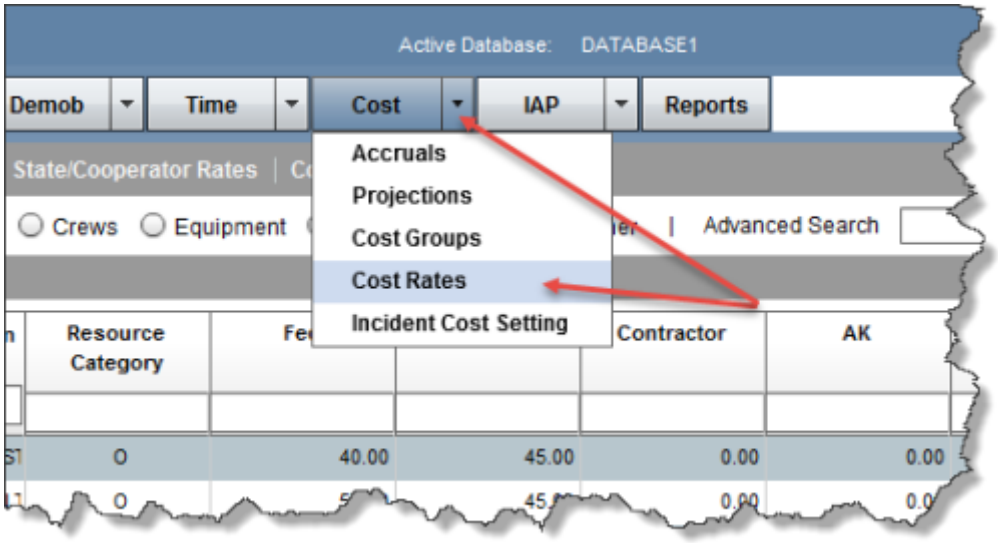
Cost Rates

The e-ISuite system allows a user to manage cost rates for an incident or incident group. Cost rates are utilized in the generation of daily costs for a resource and are thus defined by the item code and the agency to which the item code belongs. For example, a Type 3 Engine owned by the Forest Service would have a specific default rate.

Typically rates for equipment are daily rates and rates for personnel are hourly rates.

Default rates are estimates and are designed so that the cost module can generate costs before actual costs are posted in the time module. In some cases (e.g. federal personnel), the estimated rates in the rates table are the only source of hourly rate information and are retained throughout the incident.

To access the Cost Rates area, click the drop-down menu next to **Cost** on the main toolbar and then select **Cost Rates**. The screen will display a non-editable list of all the rates by Item Code and Agency. This section will describe how to filter the view of the rates information and update specific rates.



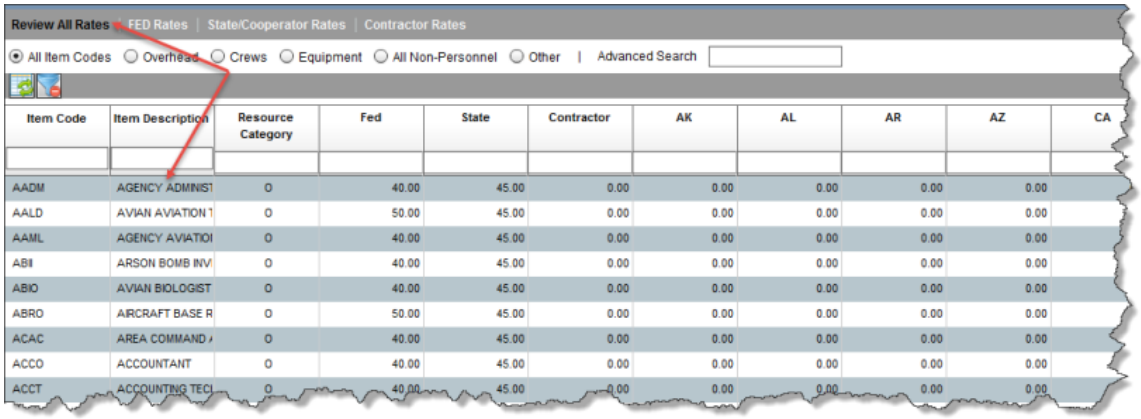
View Rate Groupings by Agency

The initial screen in the rate area is **Review All Rates,** which is a view only area. To edit rates, select an agency the top menu and view rates as described below:

- **Fed Rates** - Click to review/edit Fed Rates only.

- **State/Cooperator Rates** - Click to review/edit State or Cooperator Rates. There is a single default rate set up for each item code to cover all States and Cooperators. However, this section includes the ability to set up custom rates for any specific State or Cooperator.

- **Contractor Rates** - Click to review/edit Contractor Rates only.



View Rate Groupings by Item Code

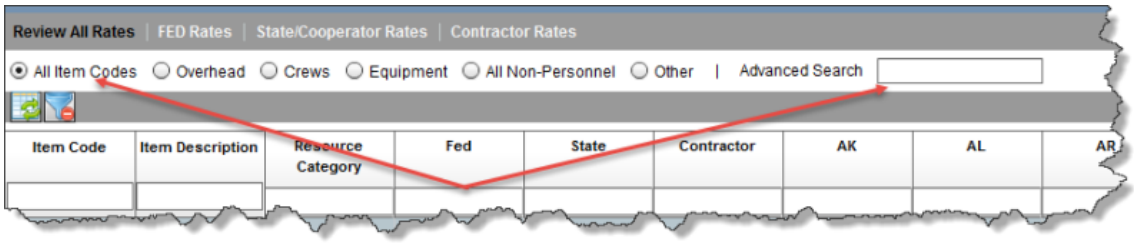
- To select an item code to edit, either select from the grid, or use the filter buttons to filter by **All Item Codes**, **Overhead**, **Equipment**, **Crews**, or **Other**.

- The **All Item Codes** filter displays all the rates in the schedule by item code.

- The **Overhead**, **Equipment** or **Crews** filters display resources identified by the Resource Category associated with the item code.

- The **Other** filter includes all resource categories that are not Overhead, Equipment or Crews.

- The **Advanced Search** field allows a user to search for an item in the Cost Rates grid, regardless of the column where the search criteria is located.

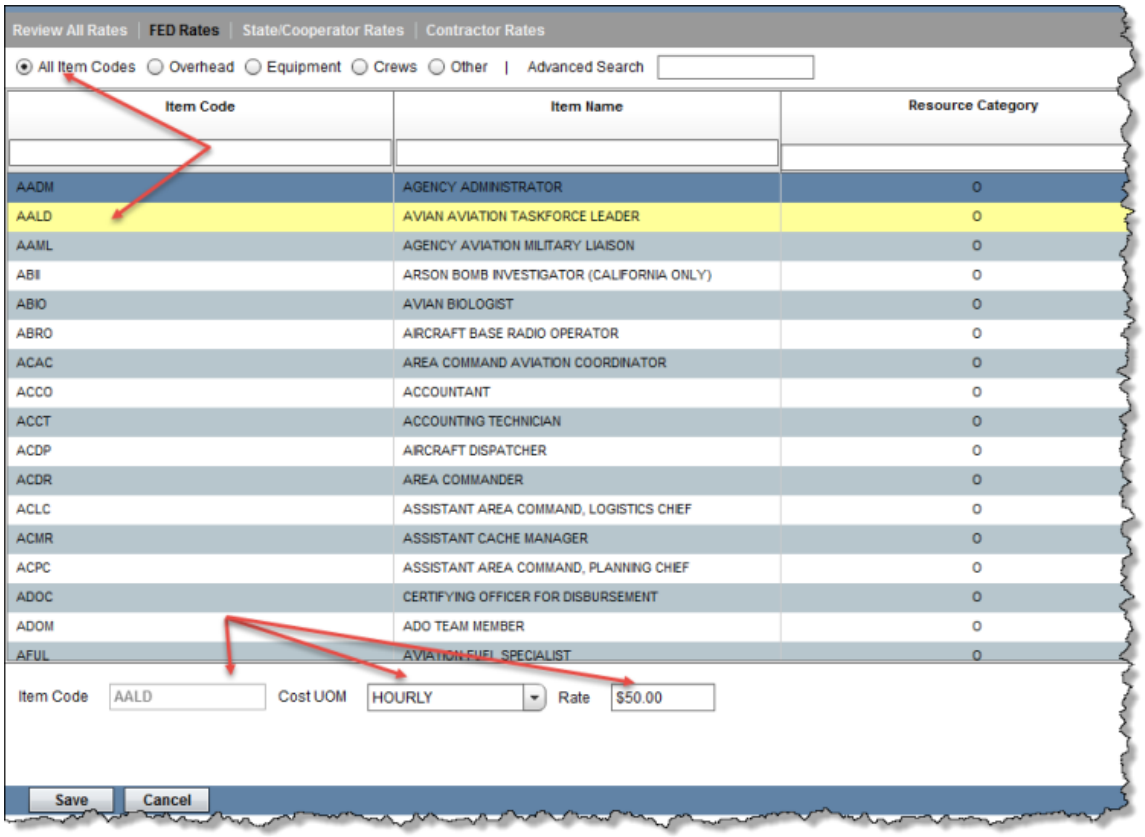


Update Rates

Most rates can be updated using the All Item Codes instructions below. There are a couple of exceptions for overhead and Custom State/Cooperator Rates:

All Item Codes

1. To update rates, find the correct Agency/Item Code combination to edit. Select the **Item Code** from the grid.
2. Select the type of rate for the Item Code from the Cost UOM drop-down list.
3. Enter the **Rate**.
4. Click **Save**.

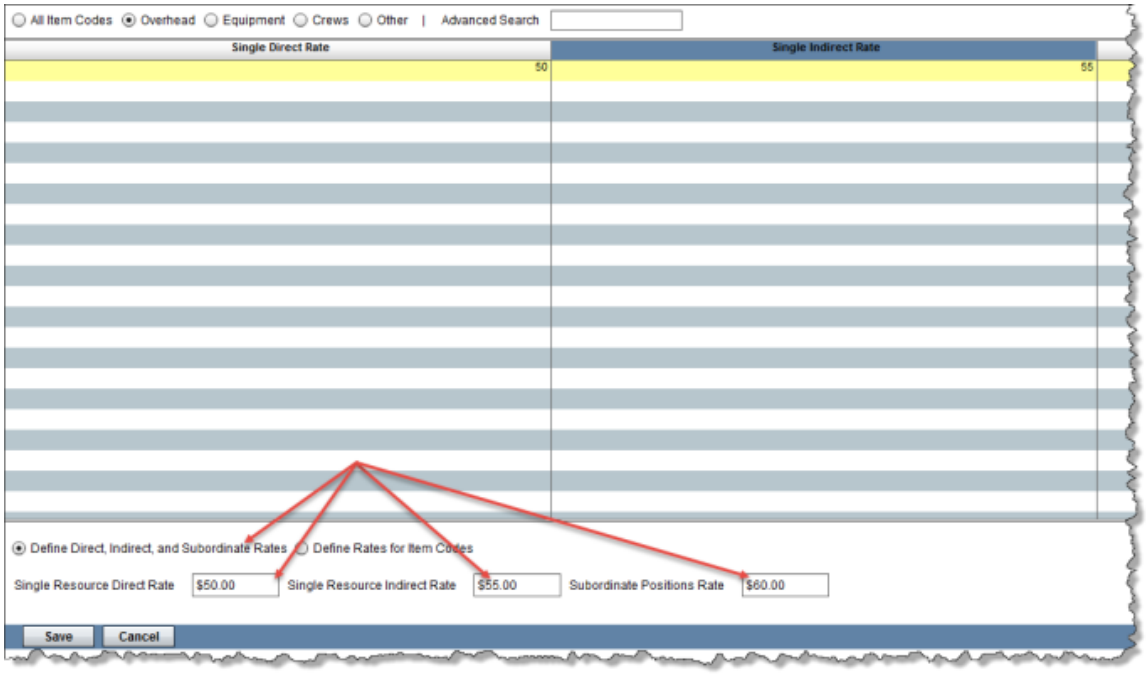


Overhead

To update rates for Overhead Item codes, click the **Overhead** radio button. There are two options:

1. Define Rates for Item Codes - functions just like the All Item Codes above.

2. Define a Single Resource and Subordinate Rate (under the Fed category, single is split to Direct and Indirect). The user can set single rates to cover all overhead resources. This function also includes the ability to set up different rates for item codes if they are functioning as a subordinate resource, like a crew member. To set rates simply enter a rate and click **Save**.



State/Cooperator Custom Rates

The user can either setup Default Rates or Custom Rates.

Click the **State/Cooperator Rates** tab to update State/Cooperator Default and Custom Rates. The default rates follow the instructions defined under *All Item Codes and Overhead*. To set up custom rates follow the steps described below:

NOTE: Only users with appropriate user rights can change/set rates.

1. Select the **State Cooperator Custom** radio button.

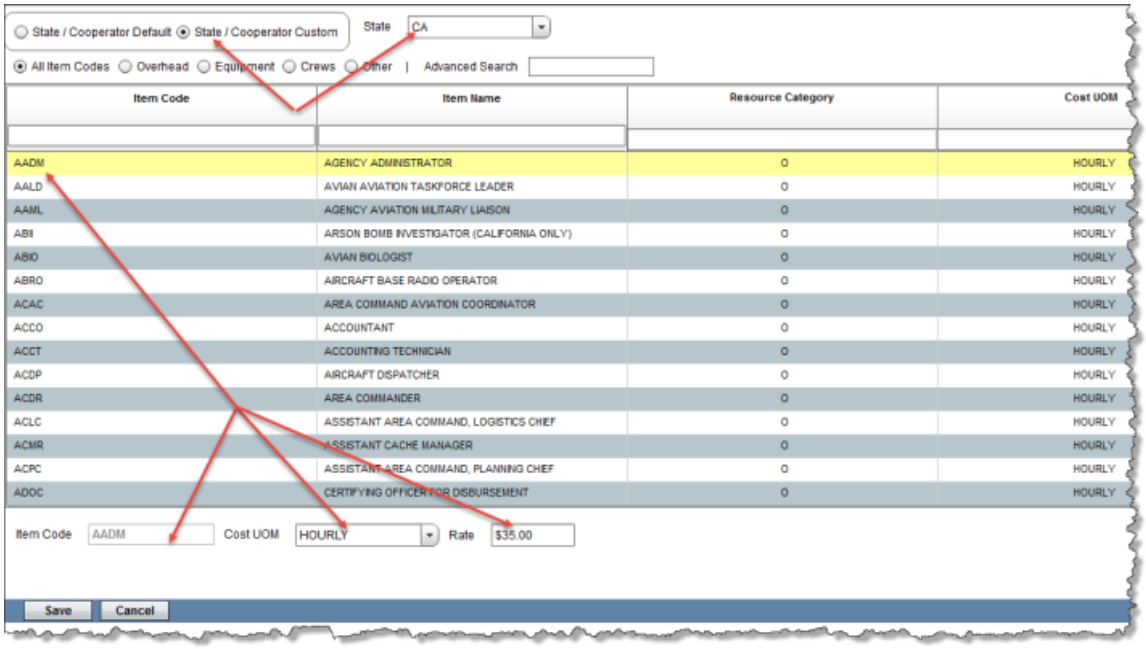
2. Select a **State** from the drop-down list.

3. Select an **Item Code** from the grid.

4. Select the type of rate for the Item Code from the **Cost UOM** drop-down list.

5. Enter the **Rate**.

6. Click **Save**.



Cost Accruals

This section explains the purpose and use of Cost Accruals.

Guidelines for US Forest Service accruals

Accruals are defined as an expense that has occurred or been committed to, but not yet paid. Currently the US Forest Service is the only agency that has required the calculation and submission of accruals for costs incurred on an incident. The US Forest Service requires all incidents utilizing Forest Service resources to export a report of their accruals on a daily basis.

Accrual categories are automatically generated for all resources as they are checked in. However, a Cost user will be responsible for verifying and managing the assignment of accrual categories.

Reportable US Forest Service Accrual Categories

The following accrual categories are included in the accrual export to the Forest Service:

- **AD**: Casual hires
- **AMD**: Aviation Management Directorate aircraft
- **CONT**: All non-air contracts
- **INTL**: International
- **NOAA**: National Weather Service personnel.
- **States**: All fifty states plus District of Columbia, Guam, Puerto Rico, Saipan, Midway, Samoa and the Virgin Islands are reportable.

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

Additional accrual categories that are NOT included in the extract are as follows:

- **EXCL** - Exclude
- **FED** - Federal resources

The Incident Jurisdiction defined for an Incident in Data Admin impacts the assignment of accrual categories.

Accrual categories can be manually adjusted or adjusted by changing information about the resource. For example, adding the Payment Agency that is paying for the resource (e.g., If the user is on an incident in Forest Service jurisdiction, adding BLM to the Payment Agency box for a PVT resource will adjust the Accrual Code from CONT to FED.)

NOTE: For an accrual to be created there must be at least one Resource at the Incident with a reportable Accrual Code. Additionally, Daily Costs records must exist for that resource.

Accruals Crossing Fiscal Years

- The two digit Fiscal Year is appended to the accounting code for accruals in the Accrual Summary Report, Detail Report, and Financial Export.
- The Forest Service Fiscal year starts on October 1.
- Accruals start at $0.00 at the start of the new Fiscal Year.
- Incidents being managed in only one Fiscal Year will include financial data for just that Fiscal year.
- 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.

AD Draw Down

- Except for Casual Hires (AD) the Forest Service accounting system is able to reference existing accruals when payments are made, thus drawing down accruals to zero when all payments are complete. Because of this, 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.

- 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.

- The AD Draw Down uses the total invoices amount prior to any adjustments that were identified in Block 22 on the OF-288 Invoice.

- 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.

- The system will display payments as a deduction by Accounting Code and Resource on the Accrual Detail Report.

EXAMPLE

As of 4/15/2015 the total actual postings (accrual amount) for all FS Casual employees = $1,548.80 for account code P4AABB12.

On 04/15/2015, one original invoice was generated for a total of $1,187.72 for accounting code P4AABB12.

After the financial export is generated, the subsequent accrual will decrease the casual pay accrual for accounting code P4AABB12 in the amount of $1,187.72.

Additionally the AD payment will be adjusted at the Resource Detail level of the Accrual.

AD Draw Down and Fiscal Year Rules

1. 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.

2. 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.

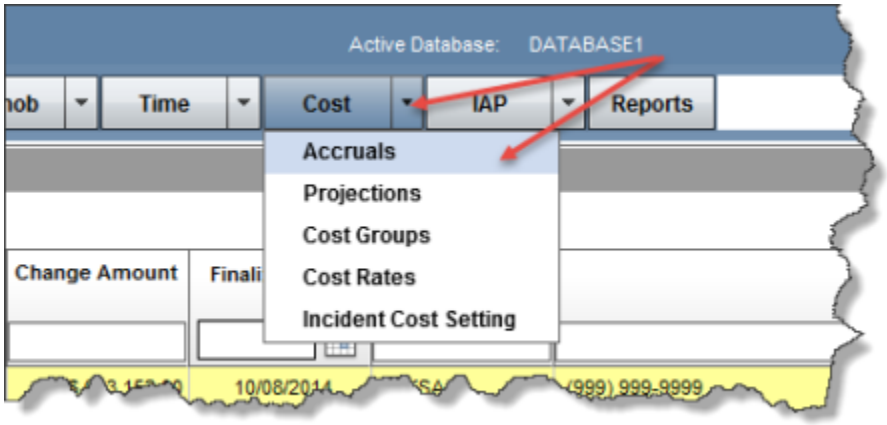
3. The AD Draw Down will occur in the new Fiscal Year when the Original OF-288 Invoice spans both Fiscal Years. When this occurs, the system must only draw down the new fiscal year invoiced amount in the new Fiscal Year.

In this case, the system will ignore the prior Fiscal Year postings and no action will be taken on these postings.

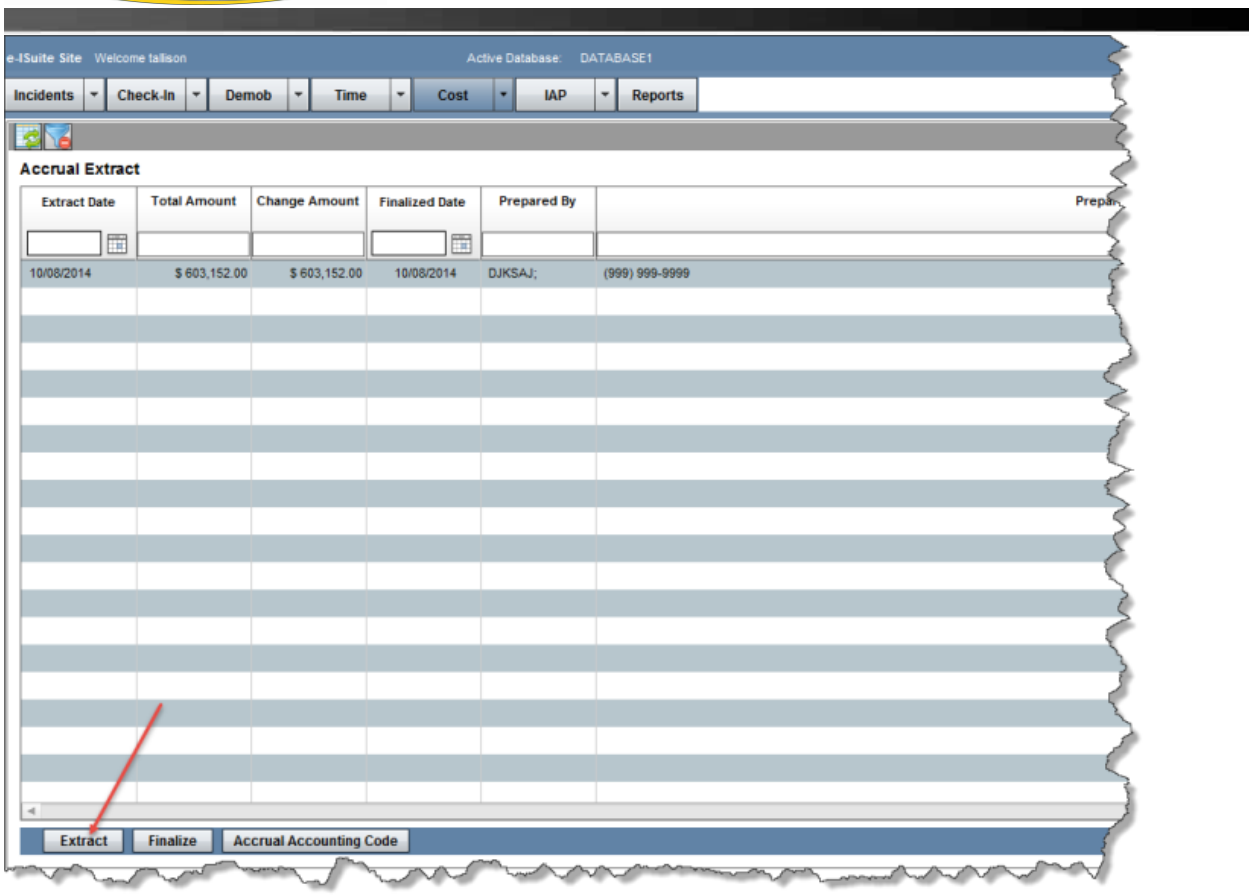
4. The AD Draw Down will not occur when all postings were made in the prior Fiscal Year, but not all of the AD Draw Down Steps previously defined were completed in the prior Fiscal Year.

Extracting Cost Accruals

1. From the Cost drop down menu select the **Accruals** option.



2. Select the **Extract** button to extract the accrual data.



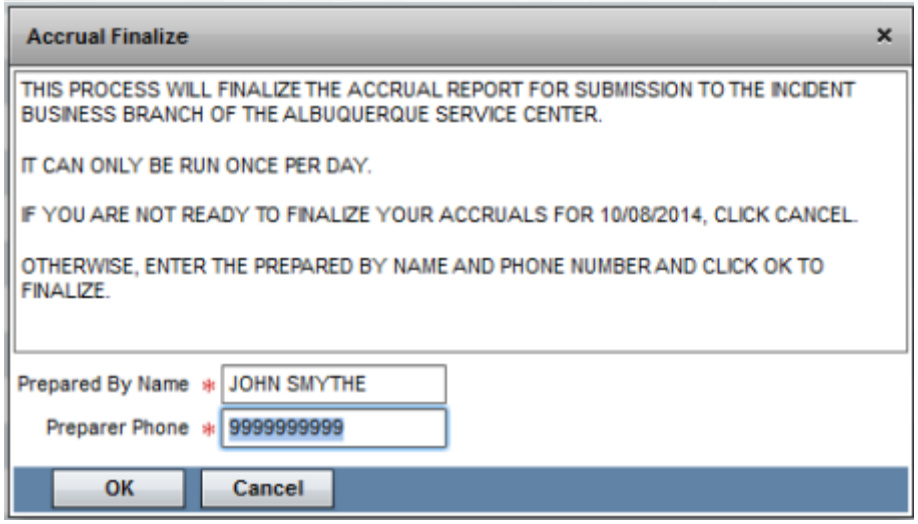
NOTE: This process can be done as many times a day as required to update the extract.

3. Select an Accrual Extract from the grid.

4. Click the **Finalize** button.

NOTE: The user can only Finalize an accrual extract once a day. An accrual will continue to accumulate over multiple days until finalized.

5. The **Accrual Finalize** window will display.



6. Enter the **Prepared by Name**.

7. Enter the **Preparer Phone**.

8. Click **OK** to save the data entered.

NOTE: A sequential number is posted to each accrual after it is Finalized (e.g. 0001). Accrual information is now ready to include in the Financial Export.

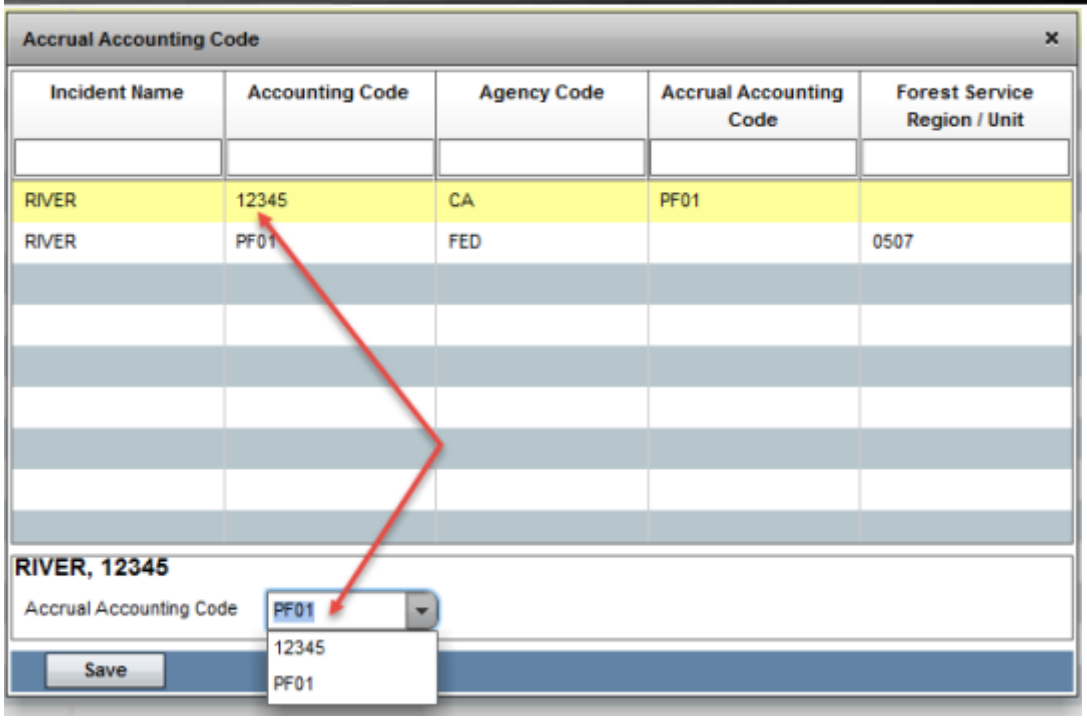
Accrual Accounting Code

In some cases the Cost user will want an accounting code set up for the incident to act like a different accounting code for accrual purposes. In this case the Cost user can set up an accrual accounting code that, for accrual purposes, will be used in the accrual extract.

1. Click the **Accrual Accounting Code** button to identify an Accrual Accounting Code for any Accounting Codes associated with the Incident.

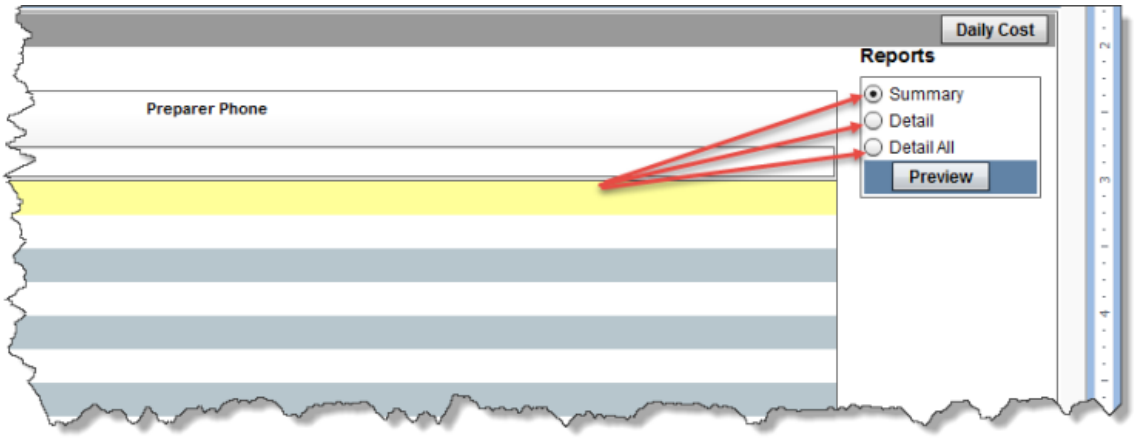
2. From the **Accrual Accounting Code** drop down menu, select an Accrual Accounting Code to use for an Accounting Code.

3. Click **Save** to save the Accrual Accounting Code.



Accrual Reports

Accrual reports can be found on the right side of the accrual extract screen. There are three reports that can be previewed and then printed. Except for the detail all report, a specific accrual extract must be selected to preview. Below are the report descriptions.



Cost Accrual Summary

The Cost Accrual Summary report rolls up all the totals for an incident by Accounting Codes. The cost is summarized by line items of accrual categories. A grand total for the incident is displayed at the bottom of the report.

Accrual Summary Report
Extract Date: 10/08/2014
Sequence: 001
Prepared By: DJKSAJ; (999) 999-9999
(Incident Group) SITE_GROUP

e-ISuite Cost Report
Printed: 10/08/2014
Page 2 of 2

RIVER (003810)

Accounting Code	RC Line #	Accrual	Total Amount	Prev Amount	Change Amount
839915					
	001	CONT ACCRUAL CODE	$ 29,552.00	$ 0.00	$ 29,552.00
	015	California	$ 157,600.00	$ 0.00	$ 157,600.00
		839915 Total:	$ 187,152.00	$ 0.00	$ 187,152.00
		RIVER(003810) Total:	$ 187,152.00	$ 0.00	$ 187,152.00
		Grand Total:	$ 603,152.00	$ 0.00	$ 603,152.00

Cost Accrual Detail Report

The Accrual Detail Report displays all of the detail records for an Accrual Category Code by Accounting Code. The cost is summarized by line items of Accrual Categories. A Grand Total for the Incident is displayed at the bottom of the report. This report only contains information for the accrual extract that is selected in the grid.

Accrual Detail Report
Extract Date: 10/08/2014
Sequence: 001
Prepared By: DJKSAJ; (999) 999-9999
(Incident Group) SITE_GROUP

e-ISuite Cost Report
Printed: 10/08/2014
Page 3 of 3

RIVER(003810)

Resource Name	Request #	Item Code	Unit ID	Total Amount	Previous Amount	Change Amount
839915 - CONT ACCRUAL CODE						
SHOWER 1	E-1001	SHW	CA-1NAS	$ 23,400.00	$ 0.00	$ 23,400.00
			All CONT ACCRUAL CODE Total:	$ 23,400.00	$ 0.00	$ 23,400.00
839915 - California						
HC2 SEQUOIA	C-3	HC2	CA-SQF	$ 78,400.00	$ 0.00	$ 78,400.00
ES3; SALINAS 2176C; E-1	E-1	ES3	CA-XMY	$ 20,000.00	$ 0.00	$ 20,000.00
MOYA, KIM	E-16.1	ENOP	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
CHRISTENSEN, CHRISTINE	E-16.2	ENGB	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
ALLEN, NIGEL	E-16.3	FFT1	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
LESSARD, PAUL A	E-16.4	FFT1	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
VALENCIA, BENNIE LEO	E-16.5	FFT1	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
ENG3; LP 41; E-16	E-16	ENG3	CA-LPF	$ 39,600.00	$ 0.00	$ 39,600.00
			All California Total:	$ 157,600.00	$ 0.00	$ 157,600.00
			839915 Total:	$ 181,000.00	$ 0.00	$ 181,000.00
			RIVER(003810) Total:	$ 181,000.00	$ 0.00	$ 181,000.00

Cost Accrual Detail All Report

The Accrual All Detail Report displays details about all of the Cost Accrual Extracts that have been run for the Incident or Incident Group. The cost is summarized by line items of Accrual Categories by Resource. A grand total for the incident displays at the bottom of the report.

Accrual All Detail Report

Extract Date: 10/08/2014

Sequence:

Prepared By:

RIVER US-CA-LPF-003810

e-ISuite Cost Report

Printed: 10/08/2014

Page 1 of 1

RIVER(003810)

Resource Name	Request #	Item Code	Unit ID	Total Amount	Previous Amount	Change Amount
839915 - CONT ACCRUAL CODE						
SHOWER 1	E-1001	SHW	CA-1NAS	$ 23,400.00	$ 0.00	$ 23,400.00
GENERATOR 1	E-1002	GEN	CA-1NAS	$ 6,152.00	$ 0.00	$ 6,152.00
			All CONT ACCRUAL CODE Total:	$ 29,552.00	$ 0.00	$ 29,552.00
839915 - California						
HC2 SEQUOIA	C-3	HC2	CA-SQF	$ 78,400.00	$ 0.00	$ 78,400.00
ES3; SALINAS 2176C; E-1	E-1	ES3	CA-XMY	$ 20,000.00	$ 0.00	$ 20,000.00
MOYA, KIM	E-16.1	ENOP	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
CHRISTENSEN, CHRISTINE	E-16.2	ENGB	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
ALLEN, NIGEL	E-16.3	FFT1	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
LESSARD, PAUL A	E-16.4	FFT1	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
VALENCIA, BENNIE LEO	E-16.5	FFT1	CA-LPF	$ 3,920.00	$ 0.00	$ 3,920.00
ENG3; LP 41; E-16	E-16	ENG3	CA-LPF	$ 39,600.00	$ 0.00	$ 39,600.00
			All California Total:	$ 157,600.00	$ 0.00	$ 157,600.00
			8399 Total:	$ 187,152.00	$ 0.00	$ 187,152.00

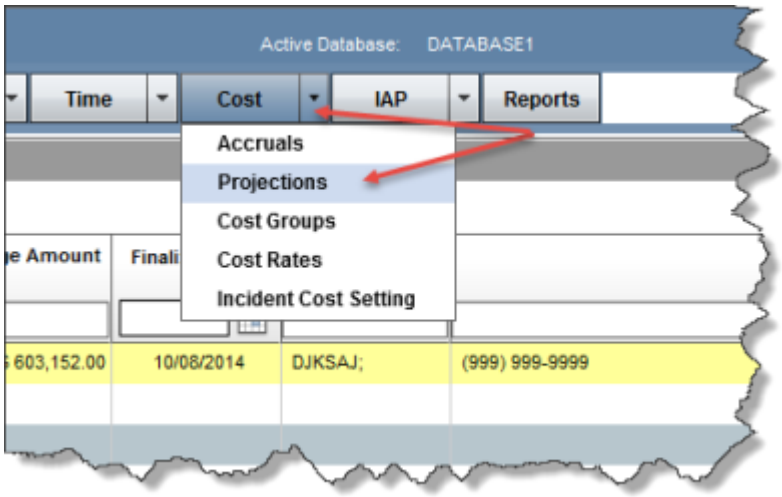
Cost Projections

A Cost user may be asked by the Finance Section Chief, or other command staff, for a Cost Projection. Cost projections are used to predict the estimated future cost of an incident and are necessary for a variety of management decisions. For example, use projections when determining the cost of multiple different specific strategies.

Use the Cost Projections option in the Cost module to select and manipulate data to generate customized projections. As a starting point for each projection, Cost uses the current day's count of equipment and personnel resources. Cost Projections also identify Support Costs, which include all non-overhead support costs that are related to indirect item codes.

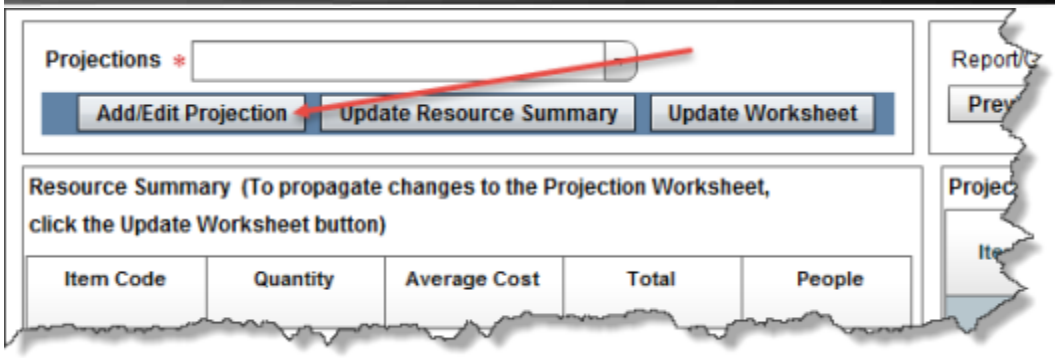
Projections use the current day's count of Resources plus the calculated daily cost of those resources.

Cost Projections can be accessed by clicking the drop-down arrow next to **Cost** on the main toolbar and selecting **Projections**.



Creating and Editing Cost Projections

The first step in working with projections is to create the projection. To accomplish this click on the Add/Edit Projection button beneath the projections drop-down list. From this window either Add, Edit or Delete a projection.

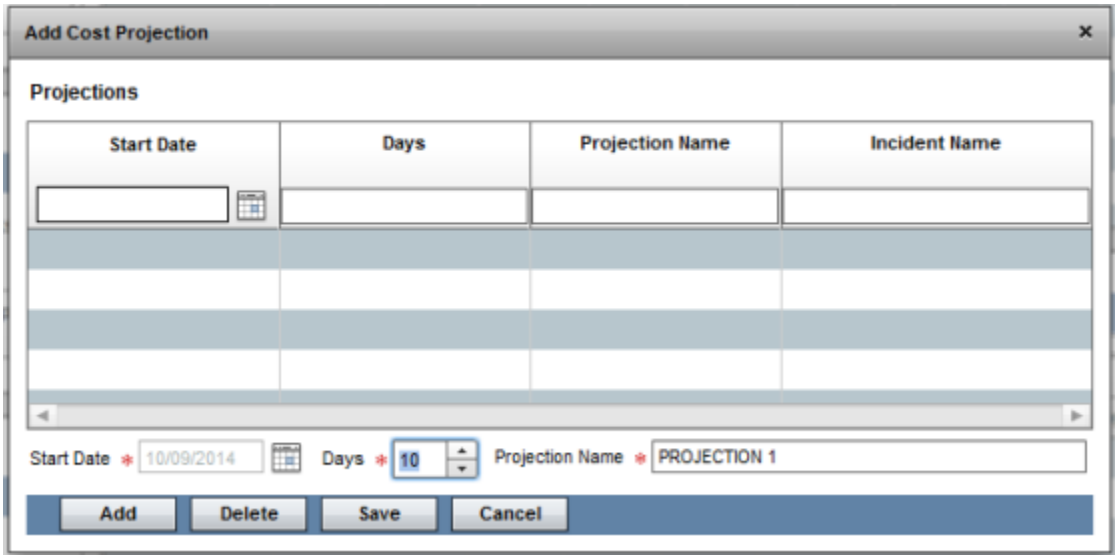


Add a Cost Projection

1. Click Add from the Add Projection window.
2. Enter the number of **Days** that the projection should cover.
3. Enter the **Projection Name**.
4. Click the **Save** button to generate a cost projection.

NOTE: The system will use the current date plus one to calculate the start date. The user cannot change this.

NOTE: When in Single Incident mode, only data for that incident is used in the projection When in Manage All as One mode, all incident data is used in the projection.



Edit a Cost Projection

1. Select the Cost Projection to be edited from the grid.
2. Update the number of **Days** to include in the cost projection.
3. Click the **Save** button to update the cost projection.

Delete a Cost Projection

1. Select a Cost Projection from the Projections grid.
2. Click the **Delete** button to delete the projection.
3. A confirmation message will display.
4. Click **Yes** to confirm the deletion.

Resource Summary

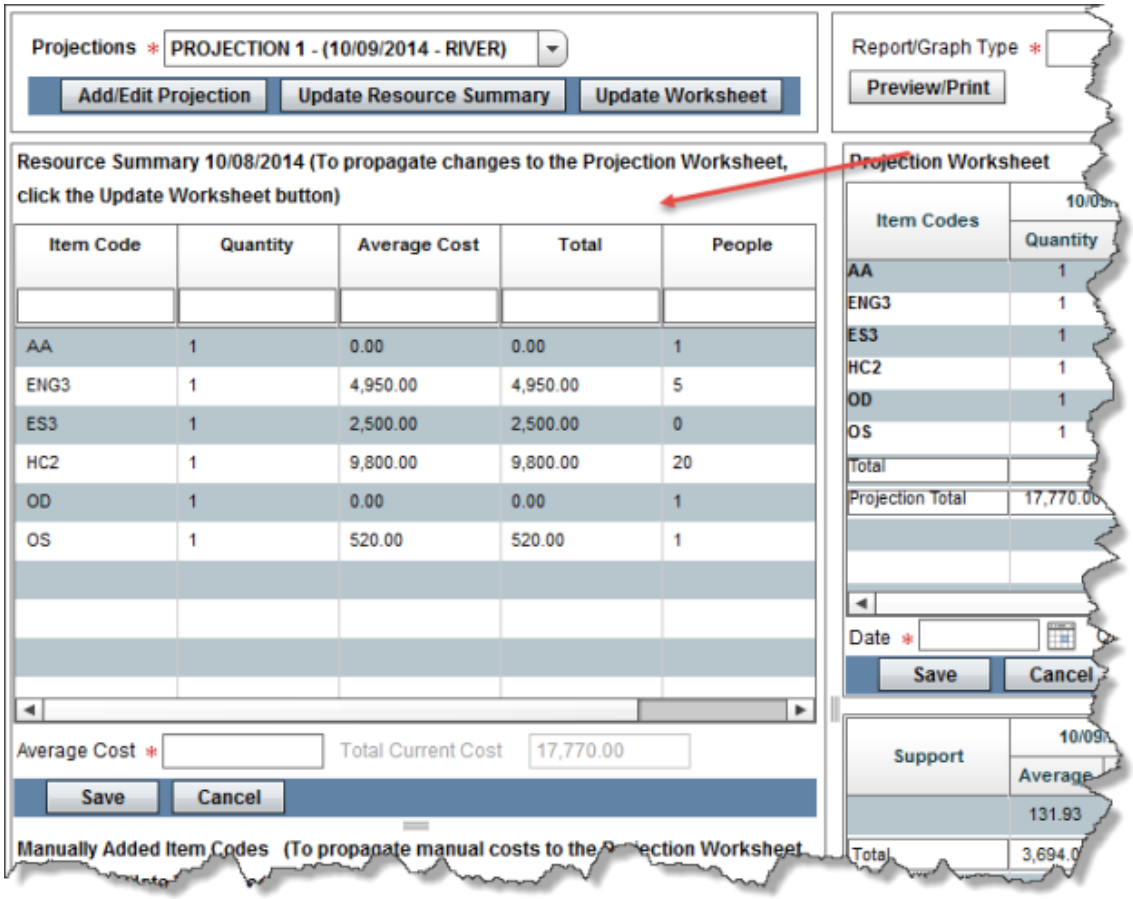
The **Resource Summary** is the section directly below the Add/Edit projections area discussed in the previous section. When a projection is created and selected, this area will populate with data. This area is split up into three sections:

Resources Summary

This section is a summary, by **Item Code**, including all the direct resources and a summary of direct and support overhead. The system will calculate for each item code, based on the current days cost information, the fields below:

- **Quantity**—How many of the item code are currently checked into the incident. Used to populate the projection worksheet.
- **Average Cost**—The user can edit this field by selecting an item code from the grid and entering a new average cost in the data entry box and saving. This cost is used to populate the projection worksheet.
- **Total**—Total daily cost of this item code, for display purposes only.

- **People**—A count of the personnel associated with this item code. This is not editable and is used in the calculation of support costs.



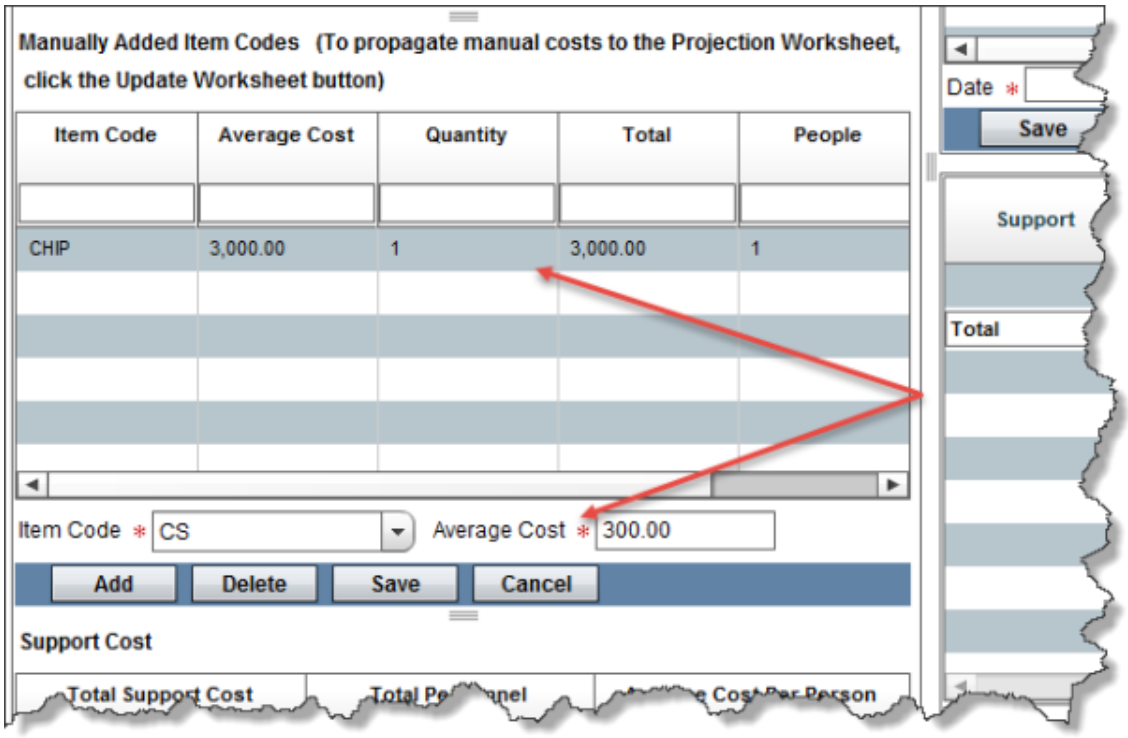
Manually Added Item Codes

In this area, the user can manually add item codes for resources that do not currently exist on the incident and do not display in the Resource Summary. Additionally the user can Edit and Delete manually added item codes.

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.
3. Enter the **Average Cost** for the Item Code.

4. Click **Save**.



Edit an Item

1. Select a manually added Item Code in the Manually Added Item Codes grid.
2. Optionally, change the **Item Code**.
3. Optionally, change the **Average Cost**.
4. Click **Save**.

Delete an Item

1. Select an Item Code in the Manually Added Item Codes grid.
2. Click the **Delete button** and confirm deletion.

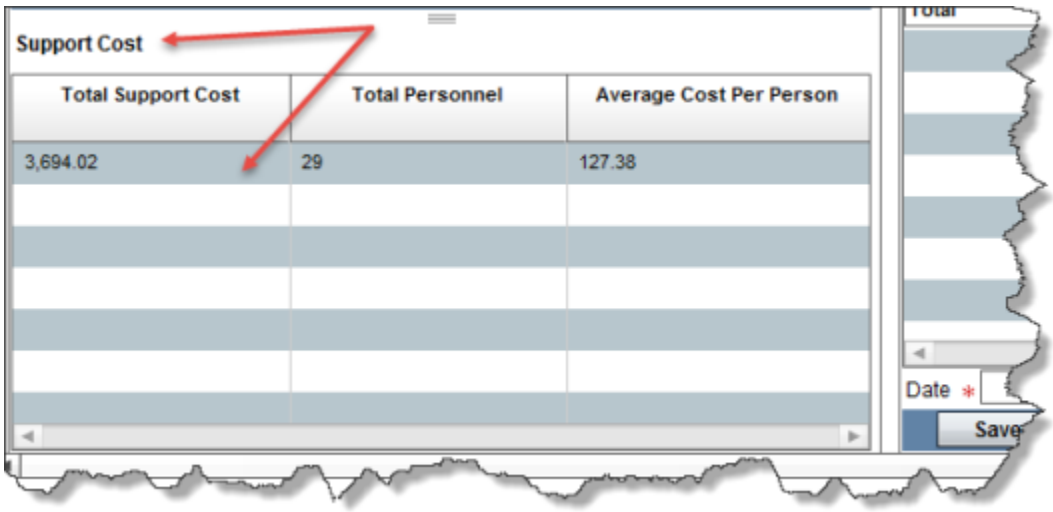
Support Costs

In this area is a system generated calculation of the average support costs. The average Support Costs is used for support cost calculations in the projection worksheet. Fields displayed and the calculations used are as follows:

- Total Support Costs (Includes all indirect resources and costs except support overhead).
- Total Personnel (Includes all direct resources and support overhead).
- Average Cost Per Person (Total Support Costs divided by Total Personnel).

NOTE: If Costs have not been run for the current day, no information will show up in this area.

NOTE: To update the Projections Worksheet with changes made to the resource summary, the user must click the **Update Worksheet** button.



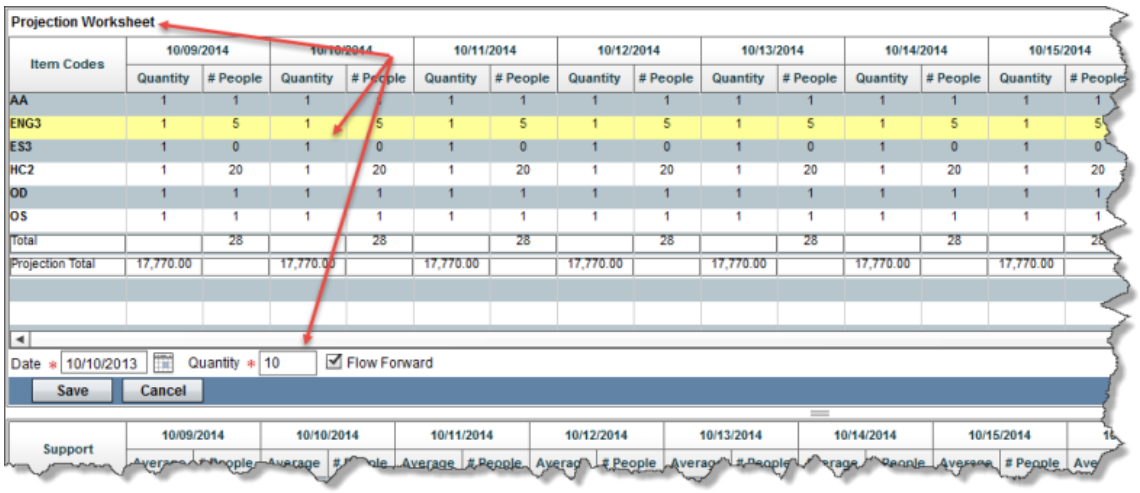
Cost Projection Worksheet

The Cost projection worksheet is to the right of the Resource summary in the projections screen. The worksheet displays all the dates to be included in the projection across the top of the screen. Within each date column is data for each item code and the support costs that can be edited. The worksheet is split into two sections. The functionality of these sections is described below:

Update Item Codes

This section of the worksheet contains all the item codes, both system generated and manually entered. The quantity of each item code to be included in the projection can be edited by date as follows:

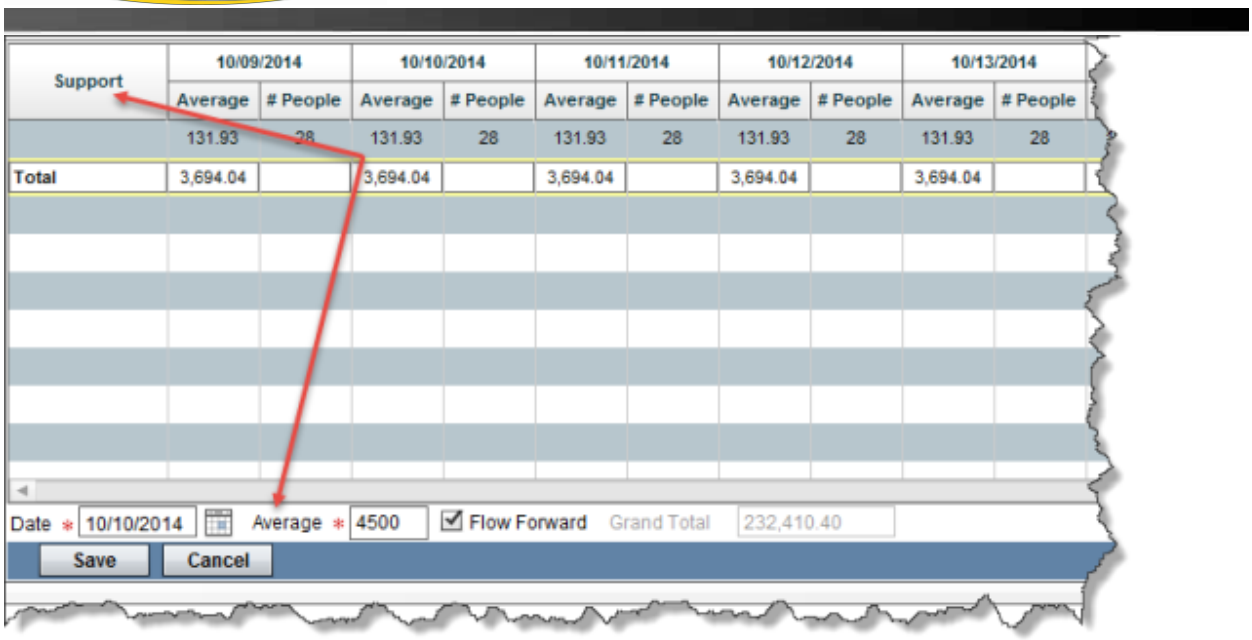
1. Select an **Item Code** in the Projection Worksheet grid.
2. From the **Date** field, select the date to edit.
3. Change the **Quantity**.
4. Optionally, check the **Flow Forward** checkbox to automatically update the Quantities to the same amount for all subsequent dates for that Item Code.
5. Click **Save** to save the changes to the Cost Projection.



Update Support Average Cost

This section of the worksheet contains just the support costs. The system has estimated the average support costs per person. If the user does not agree with this cost or has reason to change it, that can be done here as follows:

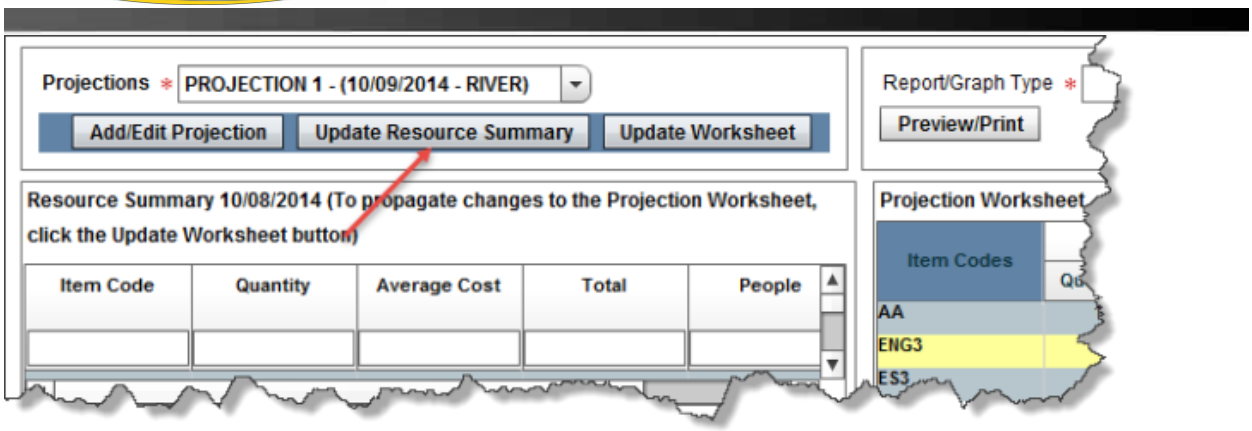
1. From the **Date** field, select the date to be edited.
2. Change the **Average Cost**.
3. If desired check the **Flow Forward** checkbox to automatically update the Quantities to the same amount for all subsequent dates for that Item Code.
4. Click **Save** to save the changes to the Cost Projection.



Update Resource Summary Button

1. Click the **Update Resource Summary** button to update the Resource Summary area with the current cost data. When this button is selected, the following occurs:

    - The date for the cost Projection is updated to the current date plus 1.
    - The data in the Resource Summary grid is updated with the current data in all Daily Cost Records.
    - The system will compare the manually added cost data with actual resources for the incident. If there are resources that now have the manually added item codes assigned to the incident, the system will move the cost data from the Manual Item Codes grid to the Resource Summary grid and display the actual cost amounts.



Update Worksheet Button

1. Select a Cost Projection listed in the **Projections** drop-down list.

2. Click the **Update Worksheet** button to refresh the worksheet data.

When a user clicks the **Update Worksheet** button, the system will update the worksheet with any changes made since the last update was run including:

- If the date range of the projection was changed the worksheet will be updated to reflect the new date range.

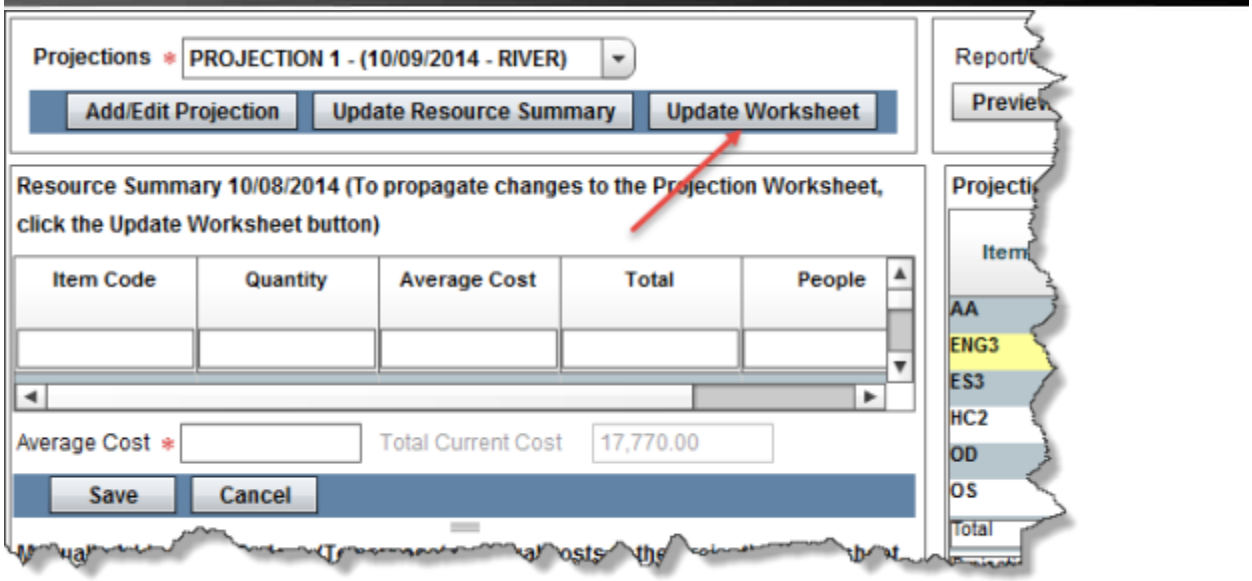
- If time has passed since the last update any days in the worksheet prior to the current day plus one, will be removed.

- If the Resource Summary was updated (Update Resource Summary), the system will apply those changes to the Projection Worksheet.

- If the user added, deleted or edited a manually added item code, the system will apply those changes to the Projection Worksheet.

EXAMPLE
A projection was created for 6/1 to 6/10. Within the projection, 5 dozers were defined for 6/1 to 6/5 and 2 dozers were defined for 6/6 to 6/10. On 6/3, the **Update Worksheet** button was clicked. The projection was updated so 5 dozers are now defined for 6/4 to 6/5 and 2 dozers for 6/6 to 6/10.

The projection can be updated as many times as needed. If the assumptions totally change, the user can start over with a new projection at any time.

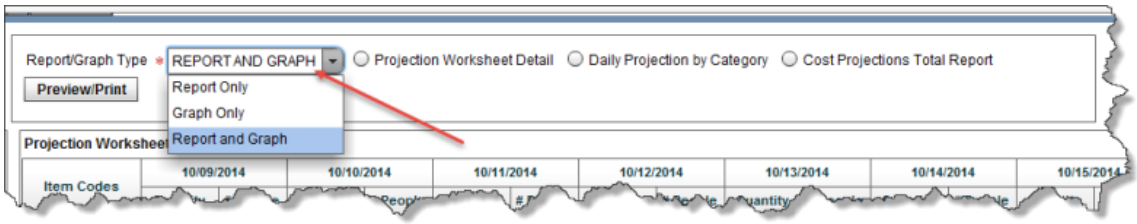


Creating a Projection Report

There are three Reports and Graphs available for projections. All reports can be accessed from within the projection module. To run reports the user must:

1. From the **Report/Graph Type** drop-down menu select

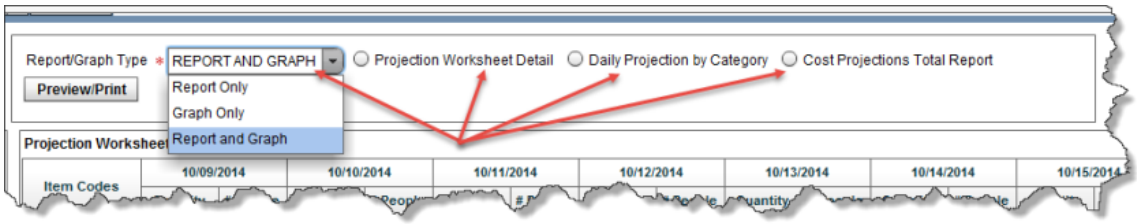
    - Report Only
    - Graph Only
    - Report and Graph



2. Select the button for the report they want to run:

    - **Projection Worksheet Detail**—This report is a worksheet that replicates the projection worksheet and is intended as a tool collecting data to update the projection.
    - **Daily Projection by Category**—Provides a report with a column for each day, with each day split out by item code groups.

- **Cost Projections Total Report**—Includes a column for the costs to date, projection costs and total costs. For use to display the expected cost of the incident through the projection period.



3. Click **Preview/Print**.

Manage Cost Groups

The cost groups function can be used in two ways:

- **Cost Tracking** - In this scenario, cost groups represent a cost center to which the cost user wants to track costs. By attaching a cost group to specific resources for specific days, the cost user is able to break costs out to match any desired cost tracking.

- **Cost Share** - In the cost sharing scenario, cost groups typically represent a division. Cost sharing is provided for incidents where there is more than one jurisdictional agency involved and costs are to be shared between agencies. Cost sharing functions through the assignment of resources to divisions (cost groups), with those divisions potentially having unique percentage breakdowns per division, per day. The basic functions of the system related to Cost Share involves:

    - Create Divisions (Cost Groups)

    - Assigning resources to a division

    - Generating Cost Share Reports

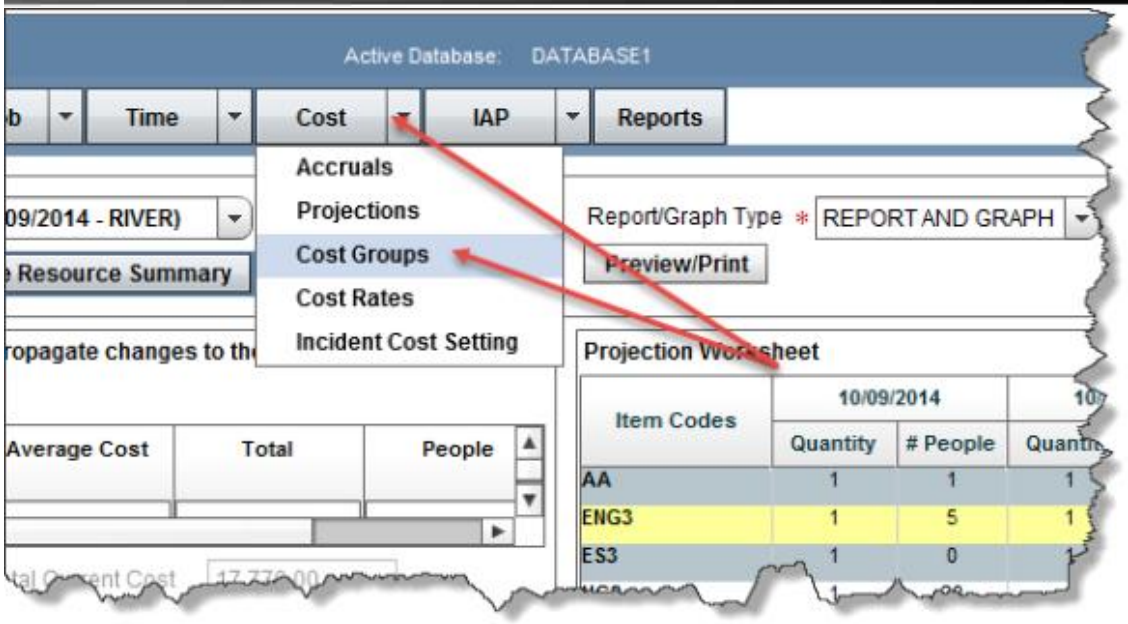
General Rules:

- Cost Group percentages are rounded to the nearest tenth of a percent (e.g. 48.75 rounds to 48.8)

- A Cost Group can have different combinations of agencies and percentages, however, the total percentage has to equal 100%.

- The first time costs are run for the day, each Cost Group will be updated with new daily records that are based on the previous day.

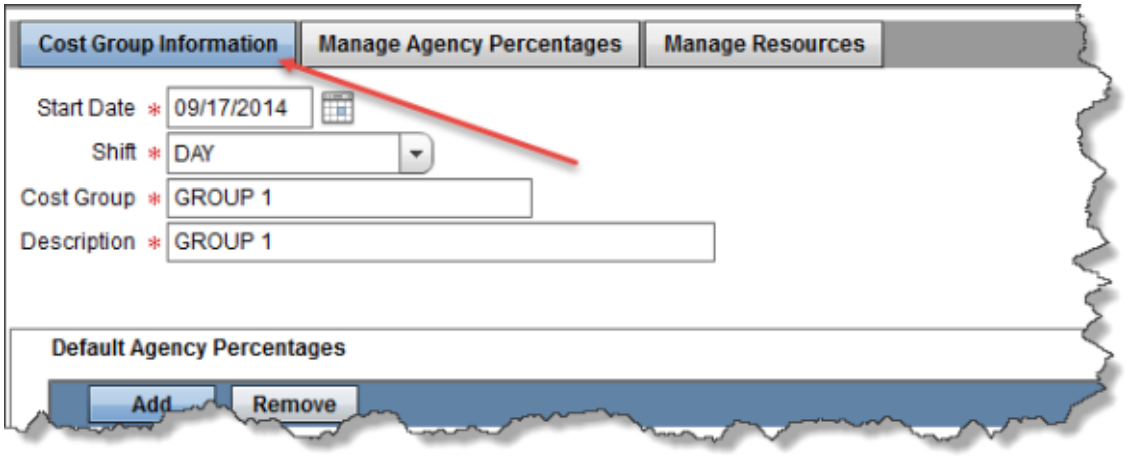
Cost Groups can be accessed by clicking the Cost drop-down menu, and selecting the **Cost Groups** option.



Add a new Cost Group

The first step in Cost Sharing is to create Cost Groups. The Cost Group is where the user defines divisions, shifts and cost sharing percentages by agency. Once a Cost Group is set up, the user can assign it to a resource in the Daily Cost Grid. Only those resources with a Cost Group defined are included in the Cost Share reports. Set up cost groups using the following steps:

1. Select the **Cost Group Information** tab.

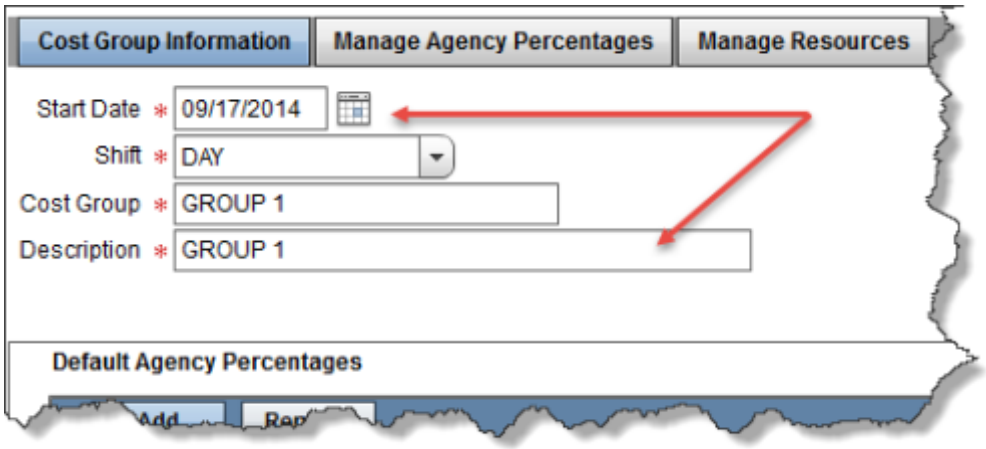


2. Enter a **Start Date** for the Cost Group or select from the calendar.

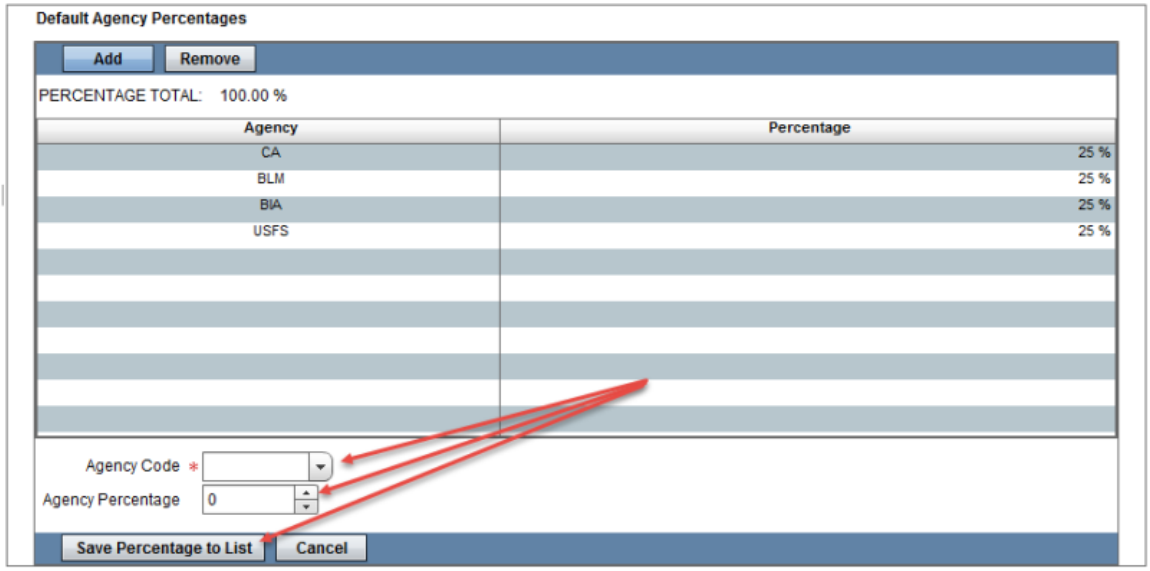
NOTE: If the start date is prior to the current date the system will automatically

create entries from the start date to the current date.

3. Select a **Shift** from the drop-down menu.
4. Enter a **Cost Group** name.
5. Enter the **Description** of the Cost Group.

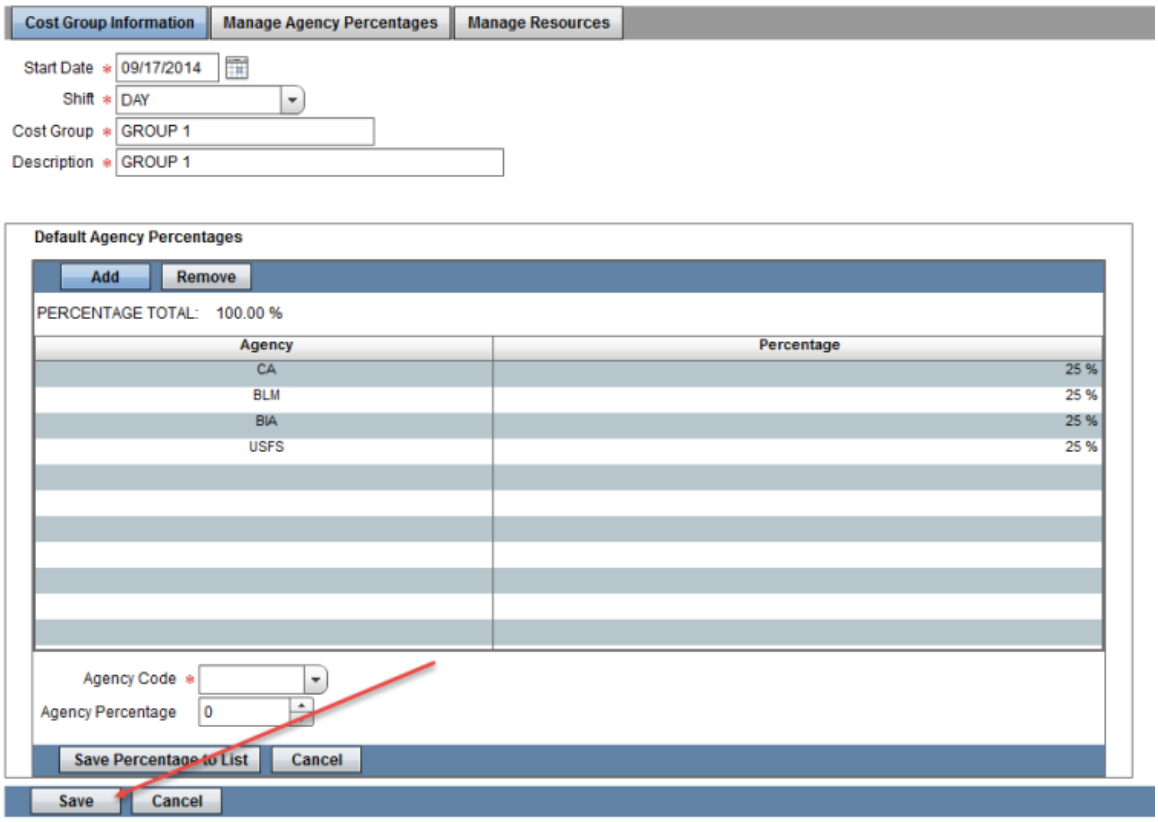


6. Optionally, select an **Agency Code** from the drop-down menu.
7. Select the appropriate **Agency Percentage** by using the up and down arrows.
8. Click the **Save Percentage to List** button.



9. Repeat steps 6 - 8 until the Percentage Total equals 100%.

10. Click the **Save** button to save the Cost Group.



NOTE: The user can repeat this process for as many agencies as they like, but the total percentage for all agencies must add up to 100%.

NOTE: The system will disable the Agency/Percentages area on the Cost Group information tab when the user saves the default Agency/Percentages to the Cost Group. The user will need to access the Manage Agency Percentages tab in order to edit the percentages.

Edit an existing Cost Group

If the **Start Date** for the Cost Group is changed, group records for the Cost Group are created from the selected start date to the current date. If the **Start Date** is changed to a date prior to the original start date, the default agency/percentages are used when creating the new Cost Group dates. If the **Start Date** is changed to a date after the original start date, the appropriate dates will be removed from the Cost Group, and the Cost Group will be removed from any resource to which it was assigned to it on those dates.

1. Select an existing Cost Group from the grid. If the Cost Group grid is expanded, click the **Edit Cost Group** button.
2. Edit the desired information for the Cost Group including:
    - Change the **Start Date**.
    - Change the **Shift**.
    - Change the **Description**.
    - Change the **Default Agency Percentages**.
3. Click **Save** to save the changes to the cost group.

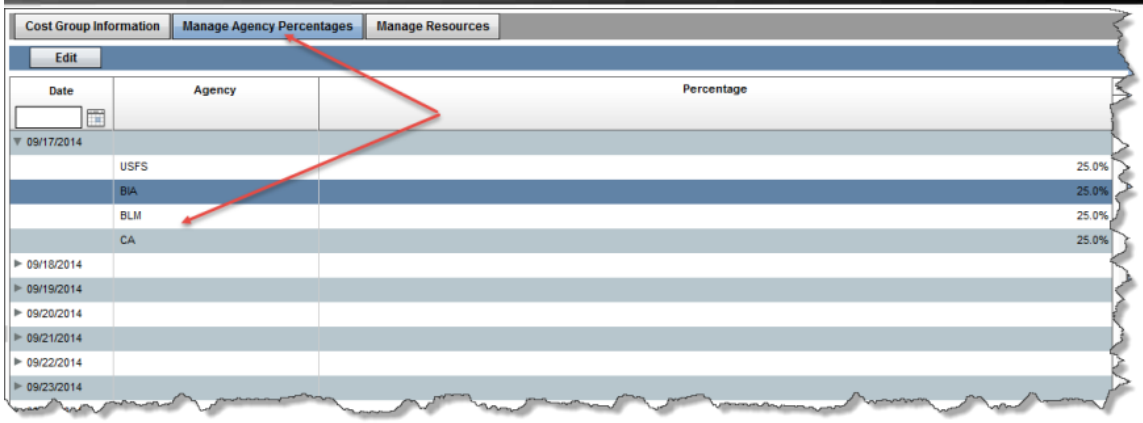
Delete an existing Cost Group

If a Cost Group is deleted and that Cost Group was selected for a resource's Daily Cost records, the system will notify the user that it is in use. If the user chooses to continue, that Cost Group will be removed from the resource's Daily Cost record.

1. Select an existing Cost Group from the grid.
2. Click the **Delete Cost Group** button.
3. A confirmation message will display.
4. Click **Yes** to delete the Cost Group.

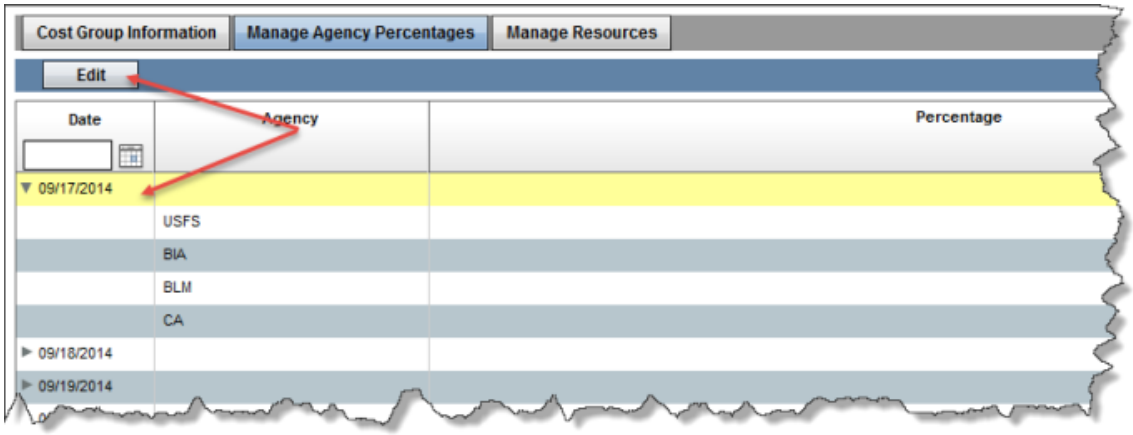
View Agency Percentages

1. Select an existing Cost Group from the grid.
2. Click the **Manage Agency Percentages** tab.
3. Expand a **Date** for which to view the percentages.
4. View the percentages for the date.

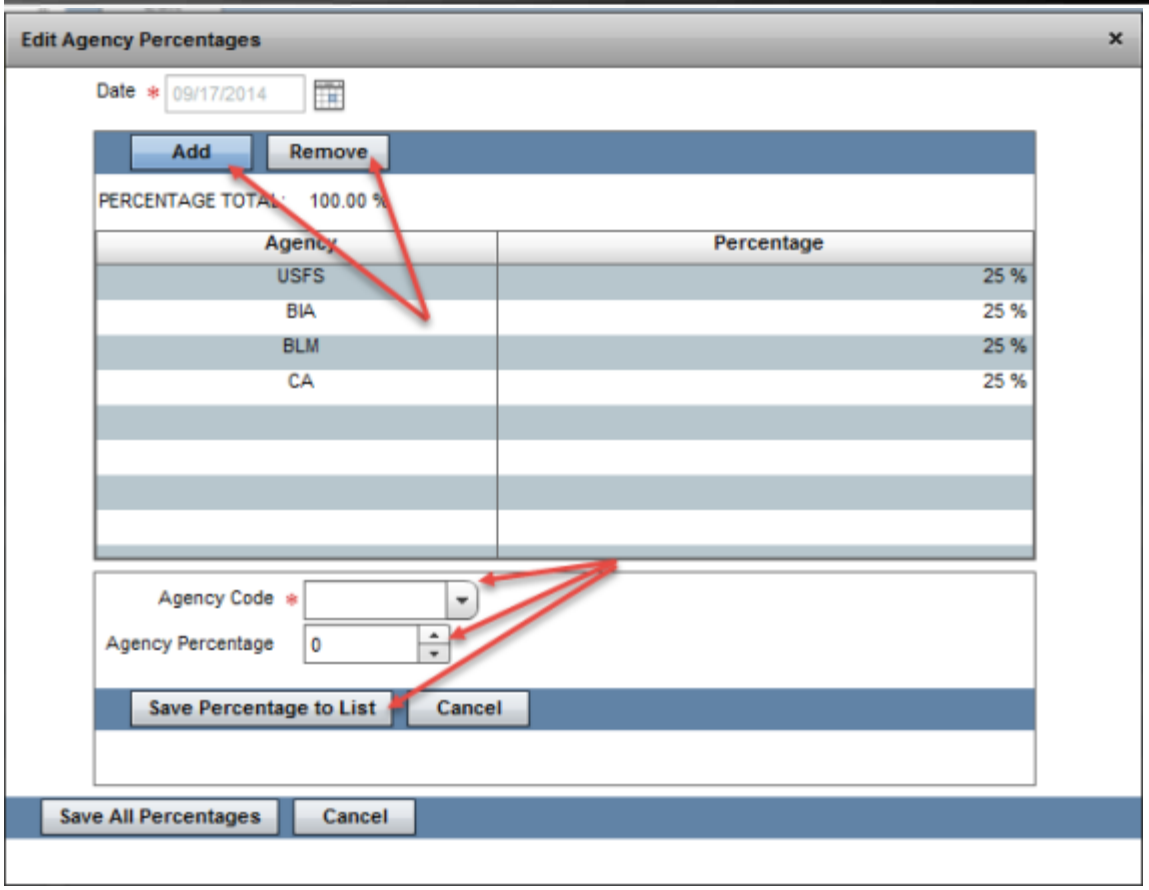


Edit Cost Group Percentages

1. Select an existing Cost Group from the grid.
2. Click the **Manage Agency Percentages** tab.
3. Select a date to view the percentages.
4. Click the **Edit** button.



5. The **Edit Agency Percentages** window displays.



6. Click an agency/percentage and make the appropriate changes to the data.

7. Click the **Save Percentage to List** button.

8. If needed, add a new agency/percentage and click the **Save Percentage to List** button.

9. Remove an agency/percentage by selecting an agency and clicking the **Remove** button.

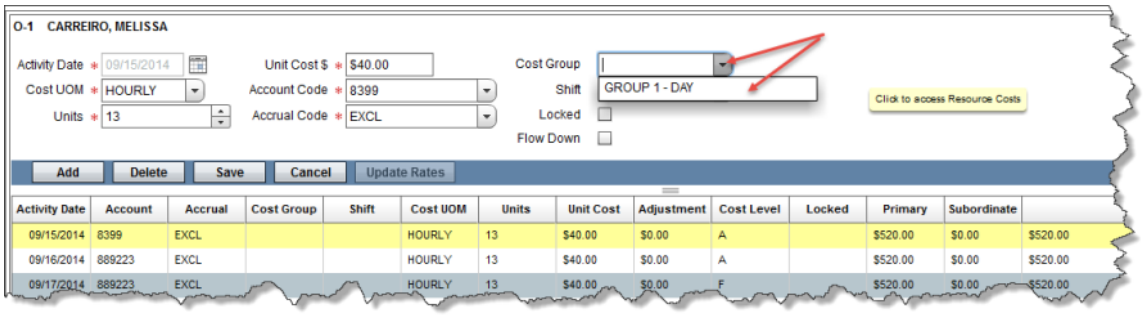
10. Click the **Save All Percentages** button to save any changes to the agency/percentages for the selected date.

NOTE: The user can repeat this process for as many agencies as they like, but the total percentage for all agencies must add up to 100%.

Assign Resources to a Cost Group

Follow these steps to assign resources to a Cost Group:

1. Click the **Cost** button to open the Cost area.
2. In the Resources grid, click the resource to assign to a cost group.
3. Click the daily cost record for the date to add the cost group to.
4. From the **Cost Groups** drop-down list, select the Cost Group to assign to that resource for the defined date.



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

NOTE: When a Cost Group for a Crew resource is selected, a prompt displays asking whether to apply the Cost Group selected to all sub-resources for that date..

5. Click the **Save** button to save the division to the resource.

Generating Cost Share Reports

The last step in cost share reporting is to generate the Cost Share Reports. The reports provide the entire cost share picture and a summary of all the cost groups, averaging the daily percentages to determine the total percentages for each agency included in the cost share.

Cost Share reports are described under *Cost Reports*.

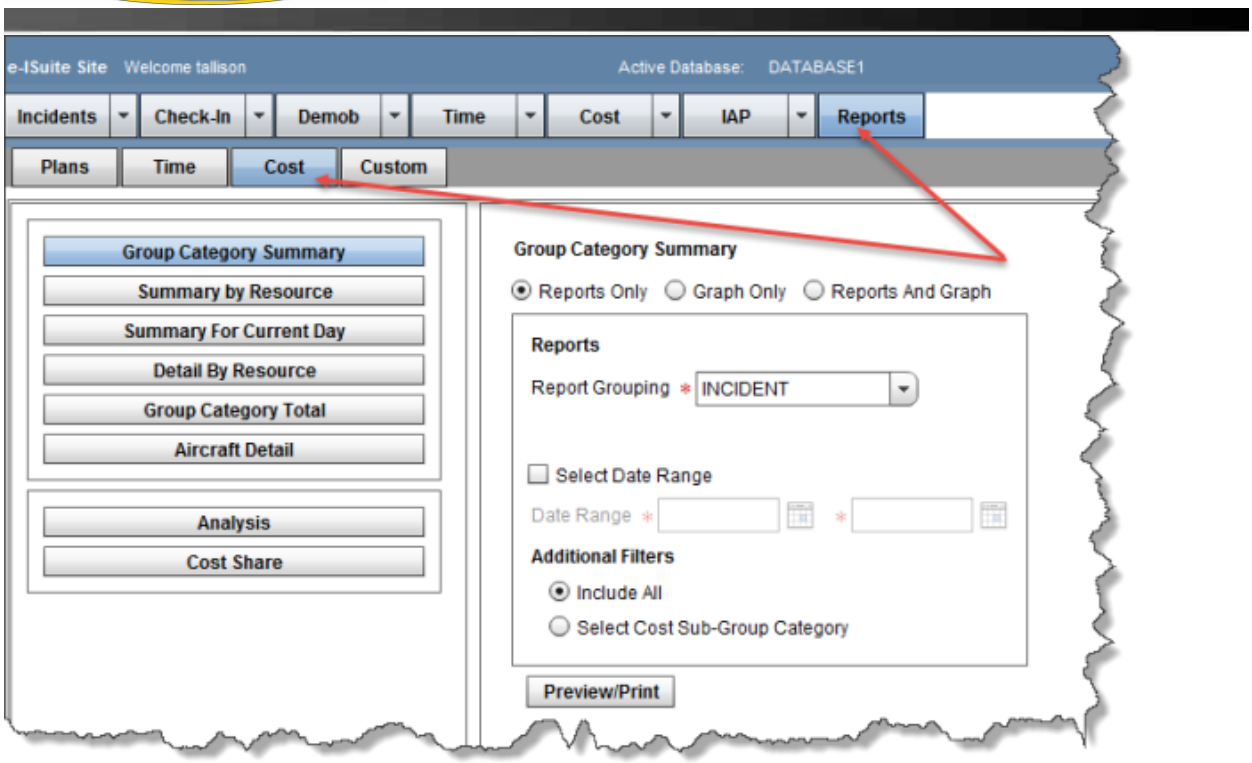
Cost Reports

The Cost module allows users to run a number of pre-designed reports for management decision-making purposes. The user can select a specific report, graph or both; select a date range if desired; determine the grouping and filter criteria; and then preview, print or export the report data.

Follow the steps in this section to created cost reports and graphs:

1. Click **Reports** on the main toolbar.
2. Select the **Cost** tab.
3. Select one of the following options to generate the identified report:

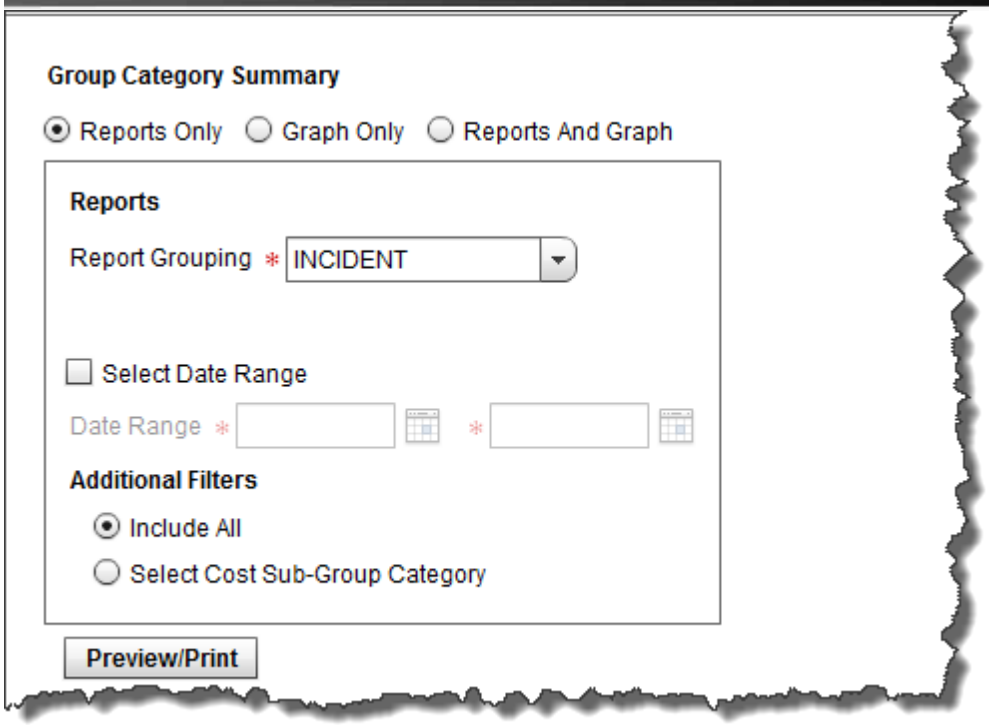
- Group Category Summary (see Group Category Summary)
- Summary by Resource (see Summary by Resource)
- Summary For Current Day (see Summary For Current Day)
- Detail By Resource (see Detail By Resource)
- Group Category Total (see Group Category Total)
- Aircraft Detail (see Aircraft Detail)
- Analysis (see Analysis)
- Cost Share (see Cost Share)



Group Category Summary

This option creates a report and/or graph by day including all days from the start date of the incident. Each day is a separate column in the report and is summarized by item codes, with a total at the bottom of each day.

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Group Category Summary** button.



4. Under Group Category Summary, select **Reports Only**, **Graph Only** or **Reports and Graph**.

5. Under Reports, select a **Reports Grouping** from the drop-down menu. Grouping can include

    - Accounting Code
    - Agency
    - Payment Agency
    - Cost Group
    - Unit ID
    - Incident

6. To select a date range, click the **Select Date Range** checkbox.

7. Enter the Date Range or select from the calendar.

8. Select from the **Additional Filters** of **Include All** or select **Cost Sub-Group Category**.

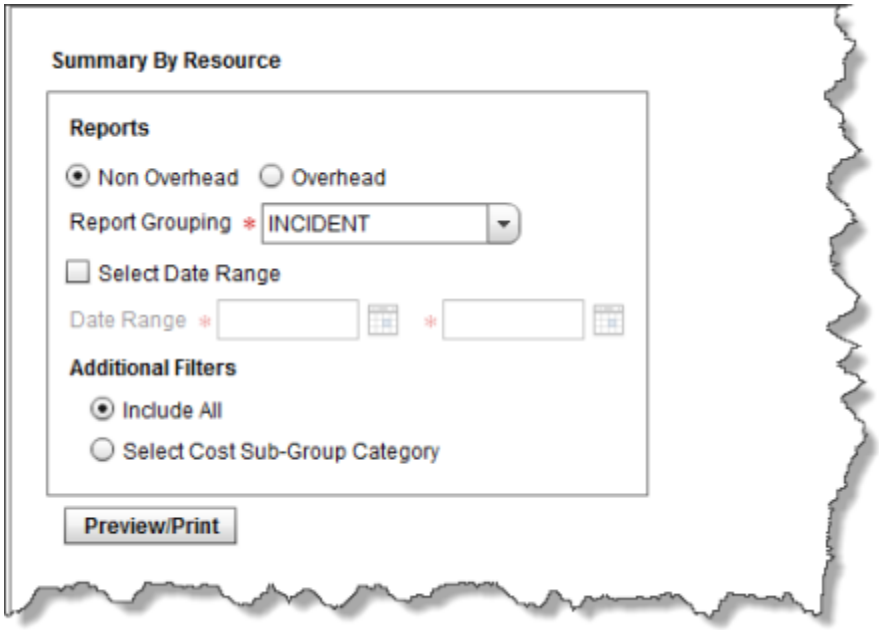
9. If **Cost Sub-Group Category** is selected, then select one or more sub group categories from the list provided.

10. Click **Preview/Print** to preview the report before printing.

Summary by Resource

This option creates a report similar to the group category summary, but with more detail. Instead of being summarized by item code, this report breaks out each resource into a separate line, with a summary total by item code.

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Summary by Resource** button.



4. Select the **Non Overhead** or **Overhead** radio button.
5. Under Reports, select a **Grouping** from the drop-down menu. Grouping can include:
    - Accounting Code
    - Agency
    - Payment Agency
    - Cost Group

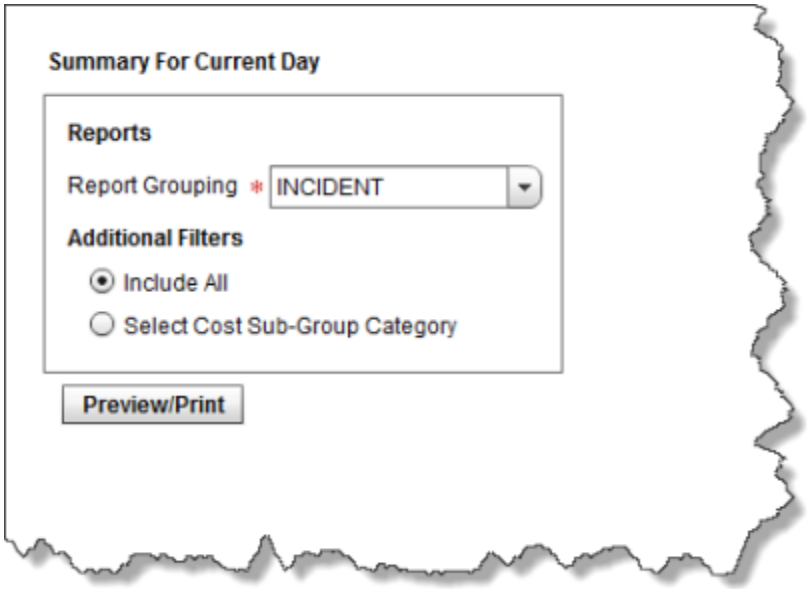
- Unit ID
- Incident

6. To select a date range, click the **Select Date Range** checkbox.
7. Enter the **Date Range** or select from the calendar.
8. Select from the **Additional Filters** of **Include All** or select **Cost Sub-Group Category**.
9. If **Cost Sub-Group Category** is selected, then select one or more sub group categories from the list provided.
10. Click **Preview/Print** to preview the report before printing.

Summary for Current Day Report

This option creates a report and/or graph with two columns containing a summary of the costs for the current system date and the costs to date.

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Summary For Current Day** button.



4. Under Reports, select a **Report Grouping** from the drop-down menu. Grouping can include:

    - Accounting Code
    - Agency
    - Payment Agency
    - Cost Group
    - Unit ID
    - Incident

5. Select from the **Additional Filters** of **Include All** or select **Cost Sub-Group Category**.

6. If **Cost Sub-Group Category** is selected, then select one or more sub group categories from the list provided.

7. Click **Preview/Print** to preview the report before printing.

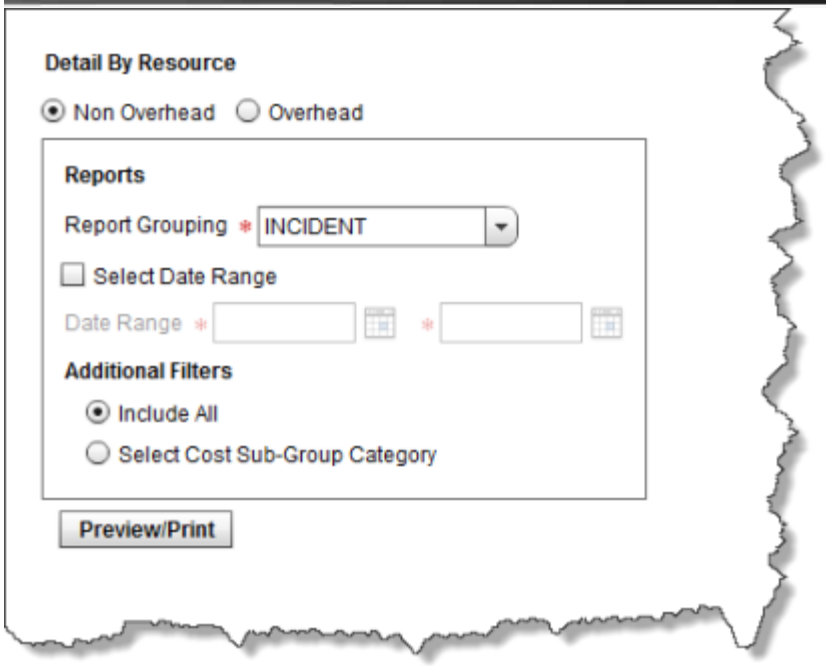
Detail by Resource Report

This option creates a report, grouped by Item code, with a section for each resource. The resource section includes a detailed cost record for each day the resource has generated costs on the incident. The report can be run for all non-overhead resources or for all overhead resources.

1. Select the **Reports** button at the top of the screen.

2. Select the **Cost Reports** tab.

3. Click the **Detail by Resource** button.



4. Select the **Non Overhead** or **Overhead** radio button.

5. Under Reports, select a **Report Grouping** from the drop-down menu. Grouping can include:

    - Accounting Code
    - Agency
    - Payment Agency
    - Cost Group
    - Unit ID
    - Incident

6. To select a date range, click the **Select Date Range** checkbox.

7. Enter the Date Range or select from the calendar.

8. Select from the **Additional Filters** of **Include All** or select **Cost Sub-Group Category**.

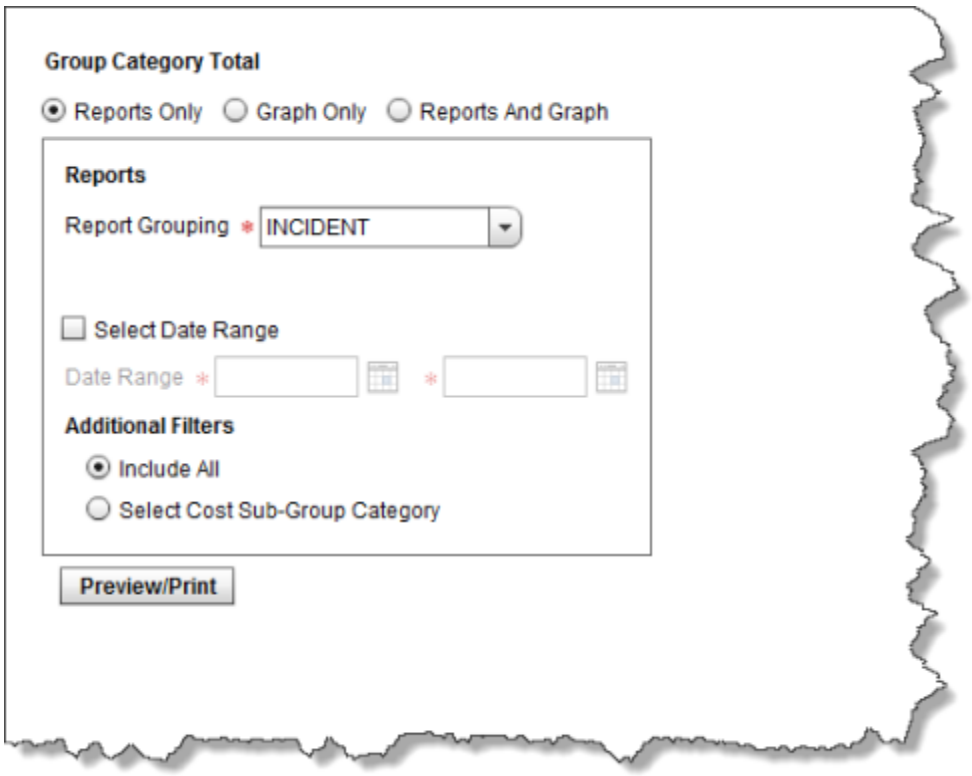
9. If **Cost Sub-Group Category** is selected, then select one or more sub group categories from the list provided.

10. Click **Preview/Print** to preview the report before printing.

Group Category Total

This option creates a summary report and/or graph by group Category. The report will contain a column for each item in the group category. For example, if Agency is selected as the group category, there would be a summary column for each agency.

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Group Category Total** button.



4. Select from the **Reports Only**, **Graph Only** or **Reports And Graph** radio button.
5. Under Reports, select a **Report Grouping** from the drop-down menu. Grouping can include:
    - Accounting Code

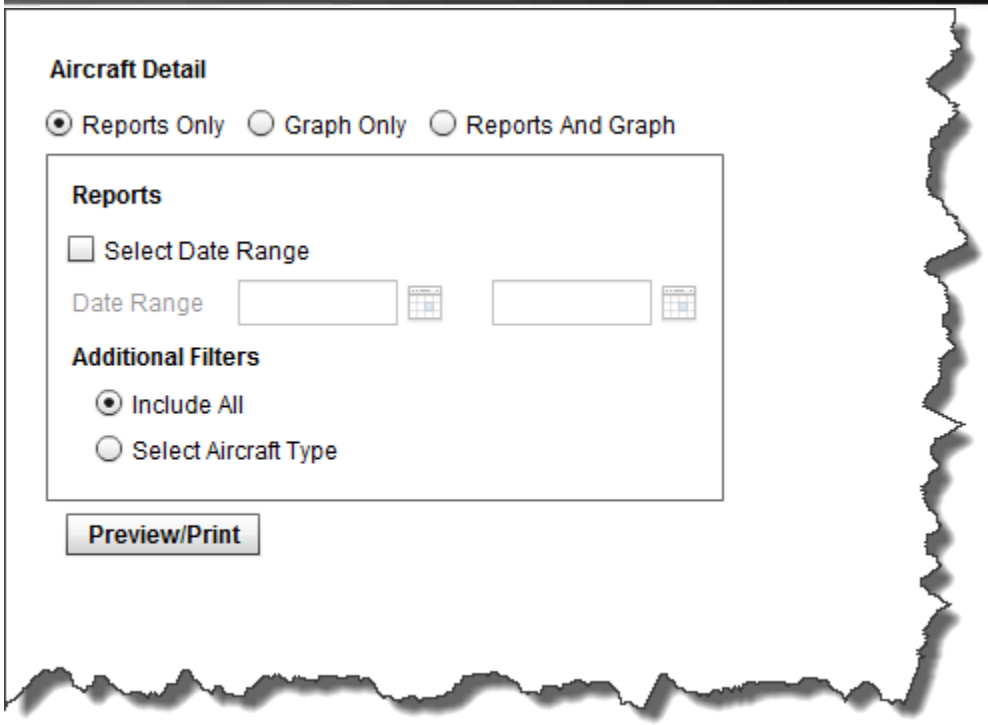
- Agency
- Payment Agency
- Cost Group
- Unit ID
- Incident

6. To select a date range, click the **Select Date Range** checkbox.
7. Enter the **Date Range** or select from the calendar.
8. Select from the **Additional Filters** of **Include All** or select **Cost Sub-Group Category**.
9. If Cost Sub-Group Category is selected, then select one or more sub group categories from the list provided.
10. Click **Preview/Print** to preview the report before printing.

Aircraft Detail Report

This option creates reports and graphs for aircraft costs based on those resources that are assigned Aircraft item codes (i.e. AT).

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Aircraft Detail** button.



4. Select from the **Reports Only**, **Graph Only** or **Reports And Graph** radio button.

5. To select a date range, click the **Select Date Range** checkbox.

6. Enter the **Date Range** or select from the calendar.

7. Select from the **Additional Filters** of Include All or Select Aircraft Type.

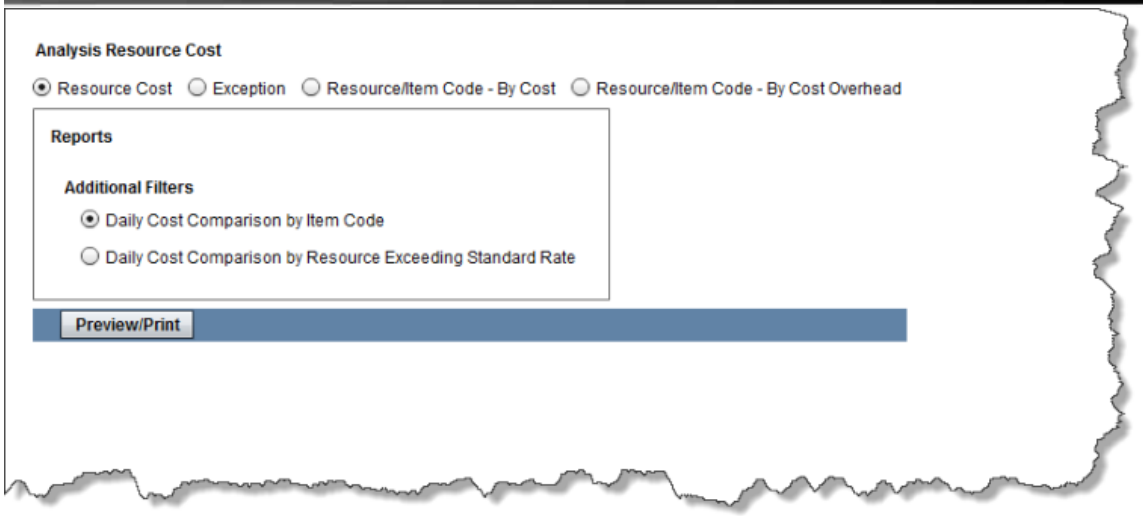
8. If **Aircraft Type** is selected, then pick one or more Aircraft Types from the list provided.

9. Click **Preview/Print** to preview the report before printing.

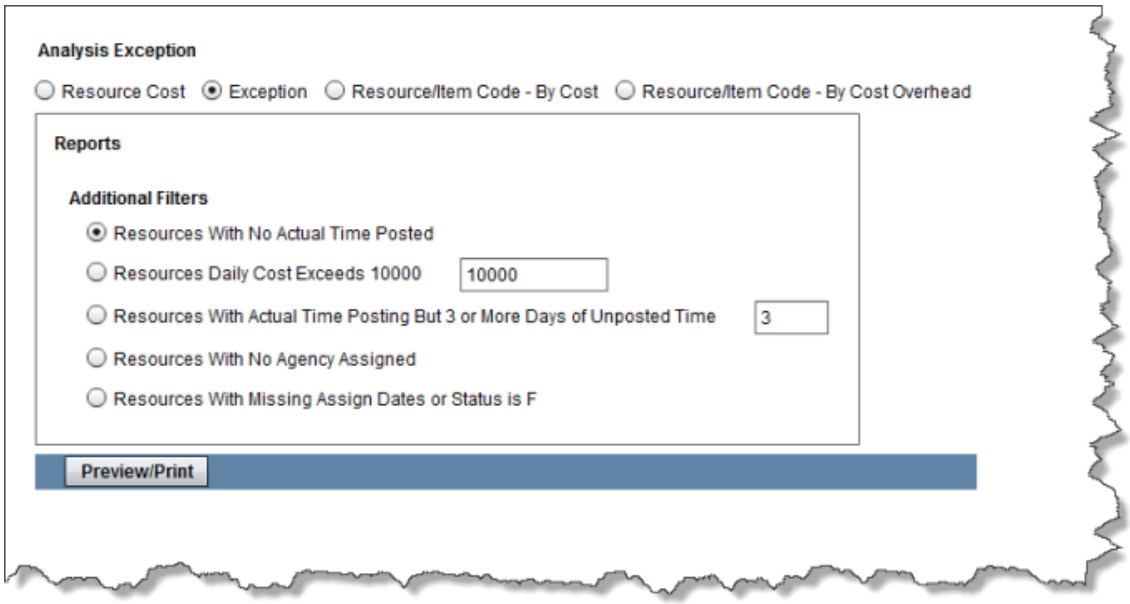
Analysis

This option creates a variety of Analysis Reports including:

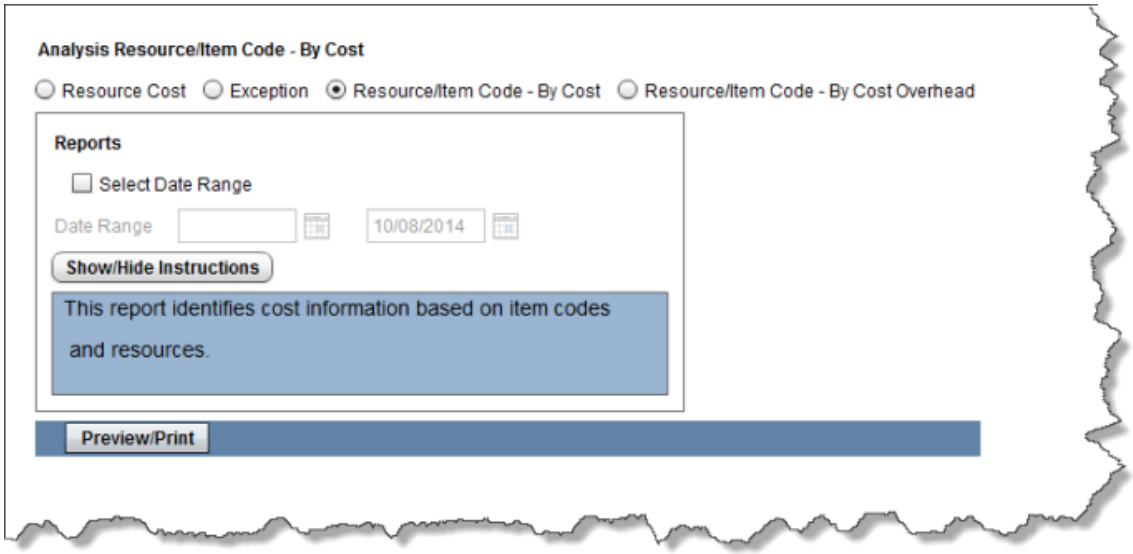
- **Resource Cost** - This report identifies the average cost by Item Code or by resource that exceeds a preset standard cost.



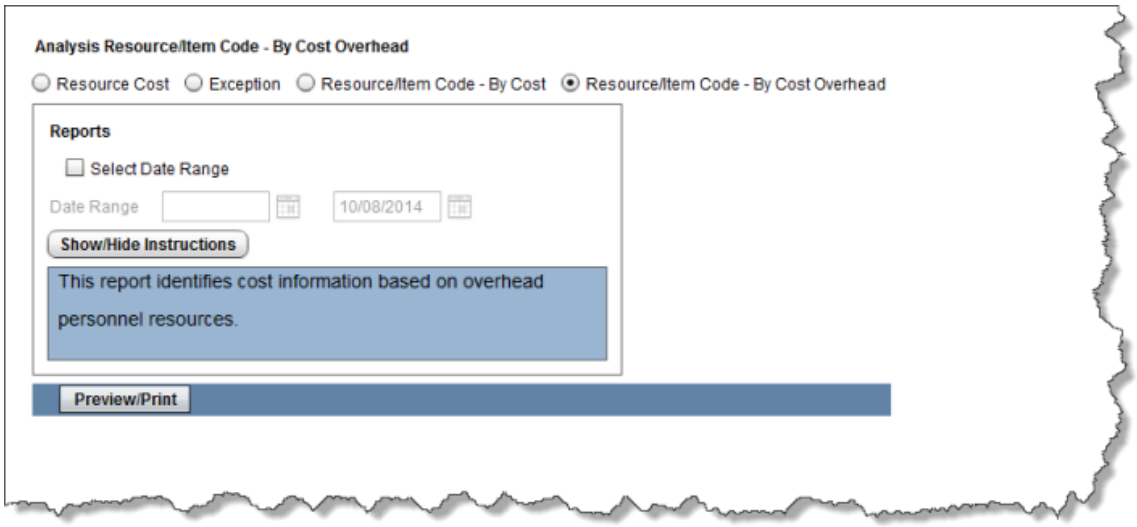
- **Exception** - This set of reports includes specific exception reports for use in analyzing cost data, and improving the accuracy of costs.
    - Resources with no actual time posted.
    - Resources with daily costs exceeding an amount entered.
    - Resources with actual time postings, but days of unposted time. User specified number of days.
    - Resources with No Agency Assigned.
    - Resources with Missing Assign Date or Status is F.



- **Resource/Item Code by Cost** - Report grouped by Item Code including all resources sorted by highest to lowest cost.



- **Resource/Item Code by Cost Overhead** - Overhead only report grouped by Item Code including all resources sorted by highest to lowest cost.



1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Analysis** button.
4. Under **Analysis Resource Cost** select from the **Resource Cost**, **Exception**, **Resource/Item Code-By Cost**, **Resource/Item Code - By Cost Overhead** radio button.

5. Select from the **Additional Filters** of Daily Cost Comparison by Item Code or Daily Cost Comparison by Resource Exceeding Standard Rate.

6. Click **Preview/Print** to preview the report before printing.

Cost Share

This option prints Cost Share reports including:

- **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.

- **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.

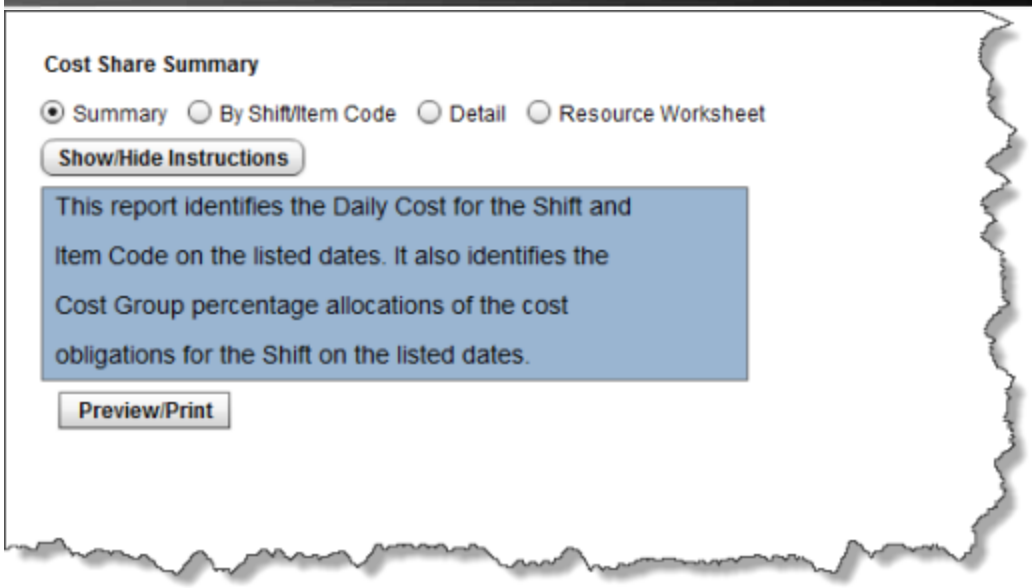
- **Detail** - This report contains detailed Cost Share information for listed Shifts and Resources. This information includes Daily Cost, Federal Cost, State Cost, and Other Cost.

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

1. Click the **Reports** button at the top of the screen.

2. Select the **Cost Reports** tab.

3. Click the **Cost Share** button.



4. Under Cost Share Summary select from the **Summary**, **By Shift/Item Code**, **Detail** or **Resource Worksheet** radio button.

5. Click **Preview/Print** to preview the report before printing.

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