

COURSE: ICARS

UNIT: 5.12 – COST APPORTIONMENT IN ICARS

SUGGESTED TIME: 45 minutes

TRAINING AIDS: Computer projector, screen, computer (one for instructor and one per trainee).

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

1. Create and manage a division.
2. Assign resources to divisions.
3. Generate cost share reports.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. INTRODUCTION:</p> <p>A. ICARS provides features to facilitate reporting cost figures for cost share agreements. This feature involves three distinct steps.</p> <ol style="list-style-type: none"> 1. Creating ICARS divisions. 2. Assigning resources to a division. 3. Generating the cost sharing reports. To accurately report cost shares <i>requires</i> creating a separate division for each day of incident cost reporting. <p>B. ICARS projections do not necessarily match up with incident divisions.</p> <p>ICARS DOES NOT PROVIDE A SEPARATE ‘COST SHARE’ MODULE OR MENU. RATHER, IT UTILIZES THE MORE GENERIC FEATURES TO ACCOMPLISH COST SHARE REPORTING.</p> <p>DISCUSS ICARS PROJECTIONS.</p> <p>II. EXERCISES</p> <p>THE FIRST STEP IN COST SHARE REPORTING IS TO CREATE NEW ENTRIES IN THE DIVISIONS TABLE.</p> <p>A. To create and manage a division.</p> <ol style="list-style-type: none"> 1. On the Edit menu, click Divisions. 	<p><i>exercise found on page 5.12-2 in student guide.</i></p>

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<ol style="list-style-type: none"> 2. In the lower portion of the window, complete the following information. <ol style="list-style-type: none"> a. Division: A b. Incident: MT-BRF-00000 c. Shift: D d. Date: 08/06/2003 e. Fed%: 75 f. State%: 25 3. Click the Save button. 4. Create a second division, with the following data: <ol style="list-style-type: none"> a. Division: B b. Incident: MT-BRF-00000 c. Shift: D d. Date: 08/06/2003 e. Fed%: 50 f. State%: 50 5. Click the Save button. 6. Create a Division C for 8/6/03 at 33 / 30 / and 37 percents. 7. When finished, click the Exit button. <p>THE SECOND STEP IS TO SET DIVISION ASSIGNMENTS - BY RESOURCE, BY DAY.</p> <ol style="list-style-type: none"> B. To assign resources to divisions. <ol style="list-style-type: none"> 1. On the Edit menu, click Resources. 2. Click the right Filter drop-down arrow, and then click to select Equipment. 3. Click the Sort/Filter button, click to select Kind on the Sort tab, click the ASC>> button, and then click the OK button. 	<p><i>exercise found on page 5.12-3 in student guide.</i></p>

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<ol style="list-style-type: none"> 4. Click to select the Display Daily check box. 5. Scroll down to locate and view the Alan Brock 1 engine. 6. On the Daily table, in the Division cell for 8/6/2003, click the Division drop-down arrow, click to select A, and then press TAB to save this change. 7. Scroll down to locate and view the Alan Brock 2 engine. 8. In the Daily table, in the Division cell for 8/6/2003, click the Division drop-down arrow, click to select B, and then press TAB to save this change. 9. Complete this exercise for August 7th, 8th, and 9th with some variations. <p>THE THIRD STEP IS TO GENERATE THE COST SHARE REPORTS.</p> <p>C. To generate cost share reports</p> <ol style="list-style-type: none"> 1. Click the Reports menu. 2. On the ICARS Reports dialog box under Categories, click to select Other Categories, and then click to select Cost Share. 3. Click the Incident drop-down arrow, and then click to select MT-BRF-00000. 4. Click By Shift and Kind, and then click the Preview button. 5. Preview other Cost Share reports of your choice. 	<p><i>exercise found on page 5.12-3 in student guide.</i></p>