

5.12 – I COST APPORTIONMENT IN ICARS

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.

I. INTRODUCTION:

- A. ICARS provides features to facilitate reporting cost figures for cost share agreements. This feature involves three distinct steps.
 - 1. Creating ICARS divisions.
 - 2. Assigning resources to a division.
 - 3. Generating the cost sharing reports. To accurately report cost shares *requires* creating a separate division for each day of incident cost reporting.
- B. ICARS projections do not necessarily match up with incident divisions.

II. EXERCISES

- A. To create and manage a division.
 - 1. On the **Edit** menu, click **Divisions**.
 - 2. In the lower portion of the window, complete the following information.
 - 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:
 - 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.

- B. To assign resources to divisions.
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.
 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.
- C. To generate cost share reports
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.