

Cost Module Tips

Managing Daily Cost Records

1. A Resource must have a **Check-in Date**, an **Assign Date** or **Actual Posted Time** to start generating Costs.
 - The Cost module will use the earliest date to start generating costs.
2. Cost estimates are determined by **Kind Code** and **Agency**.
3. Correct **Kind Codes** for **Subordinate Resources** are critical (e.g., If the Kind Code HC1 is used for 20 members of a Type 1 crew, the Cost module will calculate 20 HC1 estimates at \$8,200 for each member into a rollup cost of \$164,000.)
 - The actual Kind Code for each member should be identified (e.g., FFT1, CRWB, etc.)
4. Aviation Resource Types should never have a system generated cost. The Daily Cost needs to be manually entered by the Cost user.
5. Rather than running the Cost Process for all Resources, you can instead click to check the **Resources Selected in Grid** checkbox. Then select the **Resource(s)** in the grid for which you want to run the process.
6. The **Full Cost Process** does not need to be run every time you update the **Daily Cost** records. There are multiple **Cost Processes** that you can run. The following Cost Processes are available.
 - **Create Cost, Update Actuals & Re-Estimate** - Creates estimated **Daily Cost** data from the **Rates** lookup table. Updates the data with any **Actual Costs**. Then re-estimates the cost for any existing **Daily Cost** records.
 - **Create Cost & Update With Actuals** - Creates estimated daily cost data from the **Rates** lookup table and updates this data with **Actual Cost** data.
 - **Create Cost Only** - Creates **Estimated Daily Cost** data from the **Rates** lookup table.
 - **Re-estimate** - Re-estimates the cost in **Estimated** or **Actual** cost records with a zero (0.00) cost amount. For each of these records, the application recalculates the **Rate Type Code, Unit, Quantity, and Unit Cost**. It then compares the recalculated values with the previous values. If there is a difference, the record is updated with the new values and the **Cost Update Level** is set to **Estimate**.
 - **Update with Actuals** - Updates **Daily Cost** with **Actual Cost** data.
7. To speed up the Cost Process, released, audited Resources may be **Archived**.
 - Archive Resources selected the **Resources** grid.
 - Archive Resources with an **Actual Release Date** defined.
 - Archive Resources with an **Estimated Date of Arrival** defined.
8. When the user runs the Cost Processes, the **Cost Levels** are updated in the Daily Cost records. The **Cost Levels** include:
 - **E** (Estimate) - Cost Level data is estimated from the **Rates** lookup table.
 - **A** (Actual) - Cost Level data is Actual Time from the **Time** records.
 - **U** (User Updated) - Cost Level data was updated by the **User** or **Flowed Down** from an Actual Cost entry.

Cost Module Tips

Generate Daily Costs

The following table outlines when Generate Daily Costs checkbox is ON or OFF. Based on the scenario in the first column, I-Suite will automatically check or un-check the Generate Daily Costs checkbox.

Resource Configuration	Parent Resource Generate Daily Costs	Subordinate Generate Daily Costs
Resource with No Subordinates ♦ With or without actual time posted <i>i.e., Most overhead resources, resources with no subordinates, and contract resources without subordinates</i>	ON	N/A
Resource with Subordinates ♦ No actual time posted for either the parent or subordinate. <i>i.e., Non-contract Crews and engines prior to posting actual time.</i>	ON	OFF
Resource with Subordinates ♦ With actual time posted to the subordinate(s). <i>i.e., Crews and engines after actual time has been posted.</i>	OFF	ON
Resource with Subordinates ♦ With actual time posted to both the parent and the subordinate(s). <i>i.e., Pickup truck with AD driver</i>	ON	ON
Air resources without subordinates.	ON	N/A
Air resources with subordinates ♦ With or without actual time posted <i>Both the parent and subordinate will turn on to generate separate aircraft and crew costs.</i>	ON	ON

Cost Module Tips

Managing Accruals

1. Resource **Accrual Codes** are first determined by the **Incident Jurisdiction** and then by the **Payment Agency**. Refer to the *Accrual Chart* below, which includes each **Accrual Category** and the “Rules” I-Suite uses to determine the assigned Accrual Code. There are some circumstances when there are exceptions to the rules, such as State Compacts and Non-Typical Payment Agreements. If this occurs, select the appropriate code and click to check the **Lock Accrual Code** checkbox.
2. For **Subordinates of Contract Resources** (e.g., Contract Dozer Operators) that do not need to be included in the Accrual Process, leave the **Agency** box blank or set the **Accrual Code** to **EXCL** and click to check the **Lock Accrual Code** checkbox.

Accrual Chart

I-Suite Accrual Category	I-Suite Fields and Rules for Accrual Coding
AD (Forest Service Only)	Any Jurisdiction And Agency = FS And Employment Type = AD
CONT	If Incident Jurisdiction or Payment Agency = FS And Agency = PVT And Contract = True *See Note Below
STATES (LOCAL) <i>Accrual Code will be the two letter State Designator</i>	If Incident Jurisdiction or Payment Agency = FS And Agency = Incident State **See Note Below
STATES (NOT LOCAL) <i>Accrual Code will be the two letter State Designator</i>	Any Jurisdiction And Agency NOT = Incident State **See Note Below
AMD	If Incident Jurisdiction or Payment Agency = FS And Agency = AMD
NOAA	If Incident Jurisdiction or Payment Agency = FS And Agency = NWS
INTL (International)	This is a manual process. Utilize this code only by the direction of ASC.
EXCL (Exclude)	All Resources that do not fit the above criteria.

- * If the Kind Code is Caterer or Shower and Agency is PVT, the Resource will accrue to CONT, regardless of the Incident Jurisdiction.
- ** When Agency is = to City, County or Rural, the first two letters of the Home Unit (State) will be used to determine the Accrual Code.
- ** When Agency is = to CCC or OES it is considered a California State Resource and will accrue based on the State Accrual Code rules above.