



# COST USER GUIDE

**Version 9.01.00  
Patch 1**

Thursday, September 24, 2009



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# Chapter 1

## Cost

The **Cost** User Manual 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 with **Generate Daily Costs** selected. **Cost** users can analyze, manipulate and create output from this information.

You can also use the **Cost** module to report costs for management decision making purposes. Reporting recipients include the Incident Team, the Team Management, the Host Agency and the USFS Financial System.

Information entered in **Cost** is shared with other I-Suite modules, including:

- Resources
- Demob
- Incident Action Plan (IAP)
- Time
- Supply

Topics in this guide include the following:

- Common Features (See Page 8)
- Selecting Cost Options (See Page 12)
- Reviewing Common Data (See Page 14)
- Archive Resources (See Page 16)
- Cost Processes (See Page 18)
- Cost Rates (See Page 21)
- Cost Resources (See Page 24)
- Cost Daily Records (See Page 27)
- Cost Reports (See Page 32)
- Acres Burned (See Page 40)
- Cost Analysis/Benchmark Report Setup (See Page 43)
- Cost Graphs (See Page 44)
- Cost Accruals (See Page 47)
- Cost Projections (See Page 53)
- Cost Share Apportionment (See Page 58)

## Cost Tips

Keep the following in mind for the Cost module:

- All **Cost Estimates** and **Accruals** are based on **Kind Code** and **Agency**.
- The **Cost** module uses the **Check-In Date** to start generating costs until **Time** is posted or the **Cost User** enters an **Assign Date**.
- To adjust an **Accrual Code**, add the appropriate **Payment Agency** that is paying for the resource. (e.g. If you are on a BLM incident, add BLM to the Payment Agency box for PVT resources. This adjusts the Accrual Code to FED.)
- It is critical that **Kind Codes** are correct for **Subordinate Resources**. (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.)
  - Each member should be identified as a FFT1, CRWB, etc.
- Leave the **Agency Code** blank for **Subordinates** of **Contract Resources** that do not need to be included in the actual process (e.g. Contract Dozer Operators).
- A **Demobed Resource** continues to generate **Cost** until an **Estimated Date of Arrival** or **Actual Release Date** is defined.
- The **Estimated Date of Arrival** or **Actual Release Date** does not flow-down to subordinates from the parent resource. Subordinates that fall into one of the **Accrual Categories** will continue to generate costs on the **Accrual Report** until an **Estimated Date of Arrival** or **Actual Release Date** is defined.
  - Make sure you enter the **Estimated Date of Arrival** or **Actual Release Date** for each **Subordinate Resource** in the **Demob** module.

## Generate Daily Costs

This section outlines when the Generate Daily Costs checkbox is checked for Parents and Subordinates and the results when the Update with Actuals process is run.

I-Suite automatically checks or un-checks the Generate Daily Costs checkbox based on the Resource configuration.

- A Resource with NO Subordinates that may or may not contain actual posted Time (e.g. most overhead resources, resources with no subordinates, contract resources without subordinates.):
  - **Parent Resource** - Generate Daily Costs is checked.
  - **Subordinate Resource** - There is no subordinate resource.
- A Resource with Subordinates. No Time posted for either the Parent or the Subordinate (e.g. Non-contract Crews and Engines prior to posting actual time):
  - **Parent Resource** - Generate Daily Costs is checked.
  - **Subordinate Resource** - Generate Daily Costs is NOT checked.

- A Resource with Subordinates. Actual Time is Posted to a Subordinate (e.g. Federal Crews and Engines after Actual Time was posted) and the Agency code is set to one of the following: AMD, APHS, BIA, BLM, BOR, DES, DOD, DOE, FED, FS, FWS, IAC, NPS, NWS, TRIB, USGS (Agency Group Code is F).
  - **Parent Resource** - Generate Daily Costs is NOT checked.
  - **Subordinate Resource** - Generate Daily Costs is checked for ALL Subordinates, even if only one Subordinate has an actual Time posting.

If all actual Time postings are deleted in the Time module for All Subordinates, then the Generate Daily Costs is checked for the Parent and NOT checked for the Subordinates.

- A Resource with Subordinates. Actual Time is posted to both the Parent and the Subordinates. (e.g. Pickup truck with AD driver.)
  - **Parent Resource** - Generate Daily Costs is checked.
  - **Subordinate Resource** - Generate Daily Costs is checked.
- Air Resources without Subordinates:
  - **Parent Resource** - Generate Daily Costs is checked.
  - **Subordinate Resource** - There is no subordinate resource.
- Air Resources with Subordinates either with or without Time posted:
  - **Parent Resource** - Generate Daily Costs is checked.
  - **Subordinate Resource** - Generate Daily Costs is checked.

Both Parent and Subordinates are checked to generate separate aircraft and crew costs.



## Chapter 2

### Common Features

This section describes the menus and toolbars available in the Cost module.

#### Menus

The following drop-down menus display at the top of the I-Suite windows:

##### File Menu

The following options are available in the **File** menu in all modules:

- **Open Database** - Opens an incident database in I-Suite.
- **Print** - Prints the grid in the open module or a report selected on the Reports window.

The **Print** option is not available in the Database Admin module.

- **Refresh Data** - Refreshes the data on your window.
- **Exit** - Closes the I-Suite application.

##### Modules Menu

The following options are available in the **Modules** menu:

- **Database Admin** - Opens the Database Admin Module.
- **Data Admin** - Opens the Data Admin Module.
- **Resources** - Opens the Resources Module.
- **Cost** - Opens the Cost Module.
- **Supply** - Opens the Supply Module.
- **IAP** - Opens the Incident Action Plan Module.
- **Demob** - Opens the Demob Module.
- **Time** - Opens the Time Module.
- **Injury/Illness** - Opens the Injury/Illness Module.

##### Filters Menu

Select an option from the **Filters** drop-down menu to filter the **Resources** grid by:

- Aircraft
- Crews
- Equipment
- Overhead
- All
- All Personnel

##### Reports Menu

Select an option from the **Reports** menu to print the following types of reports:

- Cost Reports
- Demob Reports
- Plan Reports
- Supply Reports
- Time Reports
- Custom Reports
- Injury/Illness Reports

### Tools Menu

The following options are available in the **Tools** menu in all modules:

- **Options** - Define the settings for the different modules in I-Suite.

The settings you can change in **Options** depends on the permissions that are assigned to you in the I-Suite system.

- **Quick Stats** - Quickly view Stats in the I-Suite system.
- **Change Password** - Change your I-Suite password.

### Help Menu

The following options are available in the **Help** menu:

- **I-Suite Help** - Opens Help information for the I-Suite application.
- **About** - Displays version information for I-Suite.
- **Support** - Displays contact information for the HelpDesk.

### Cost Menu

The **Cost** menu only displays when you are in the **Cost** module. The following options are available in this menu:

- **Acres Burned** - Defines acres burned information.
- **Cost Analysis Benchmark Setup** - Sets up the data to use in the Cost Analysis Report you can print on the Cost Report window.
- **Divisions** - Defines a division for Cost Apportionment purposes.
- **Graphs** - Creates standard or custom Cost Graphs.
- **Accruals** - Creates an Accrual Extract.
- **Projections** - Creates Cost Projections.
- **Rates** - Defines Rate Areas and Rates.

## Toolbars

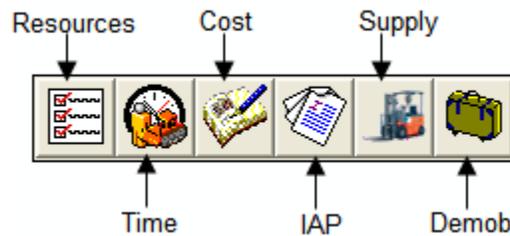
The following toolbars display at the top of the I-Suite windows:

### Main Toolbar

The Main toolbar contains two separate types of buttons:

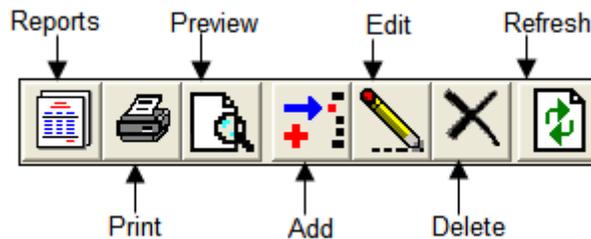
#### Module Buttons

The Module buttons open modules in the I-Suite system. These buttons are located on the left side of the Main toolbar. The following example identifies the buttons and the modules that they open:



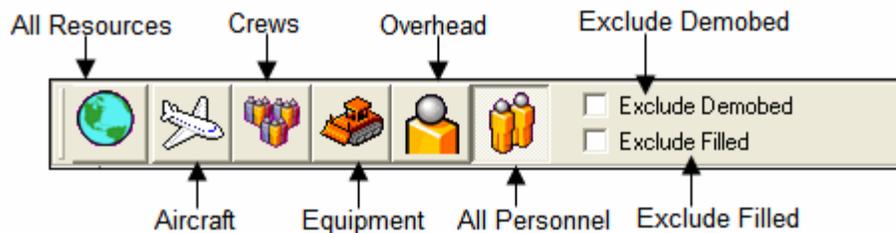
#### Action Buttons

The Action buttons perform an action in one of the I-Suite modules. These buttons are located on the right side of the Main toolbar. The following example identifies the buttons and the action that occurs:



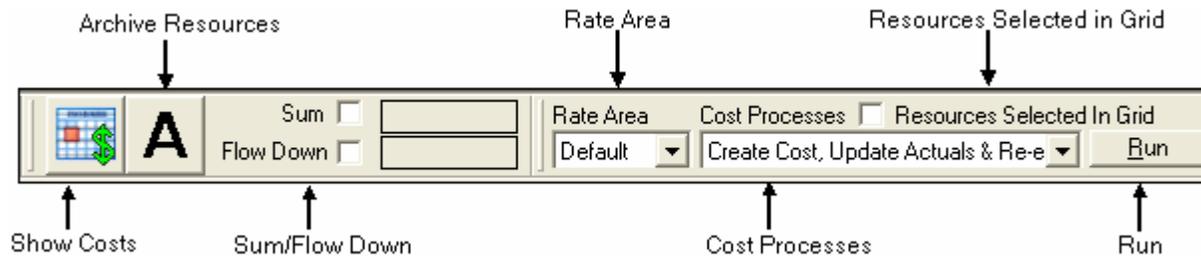
### Filter Toolbar

The **Filter** toolbar displays beneath the **Main** toolbar. Click the buttons in this toolbar to filter the information in the **Resources** grid. The following example identifies the buttons in this toolbar and the resources that display in the grid when you click the buttons:



## Cost Toolbar

The **Cost** toolbar displays to the right of the **Filter** toolbar when you are in the **Cost** module. The following example identifies the buttons and options in this toolbar:



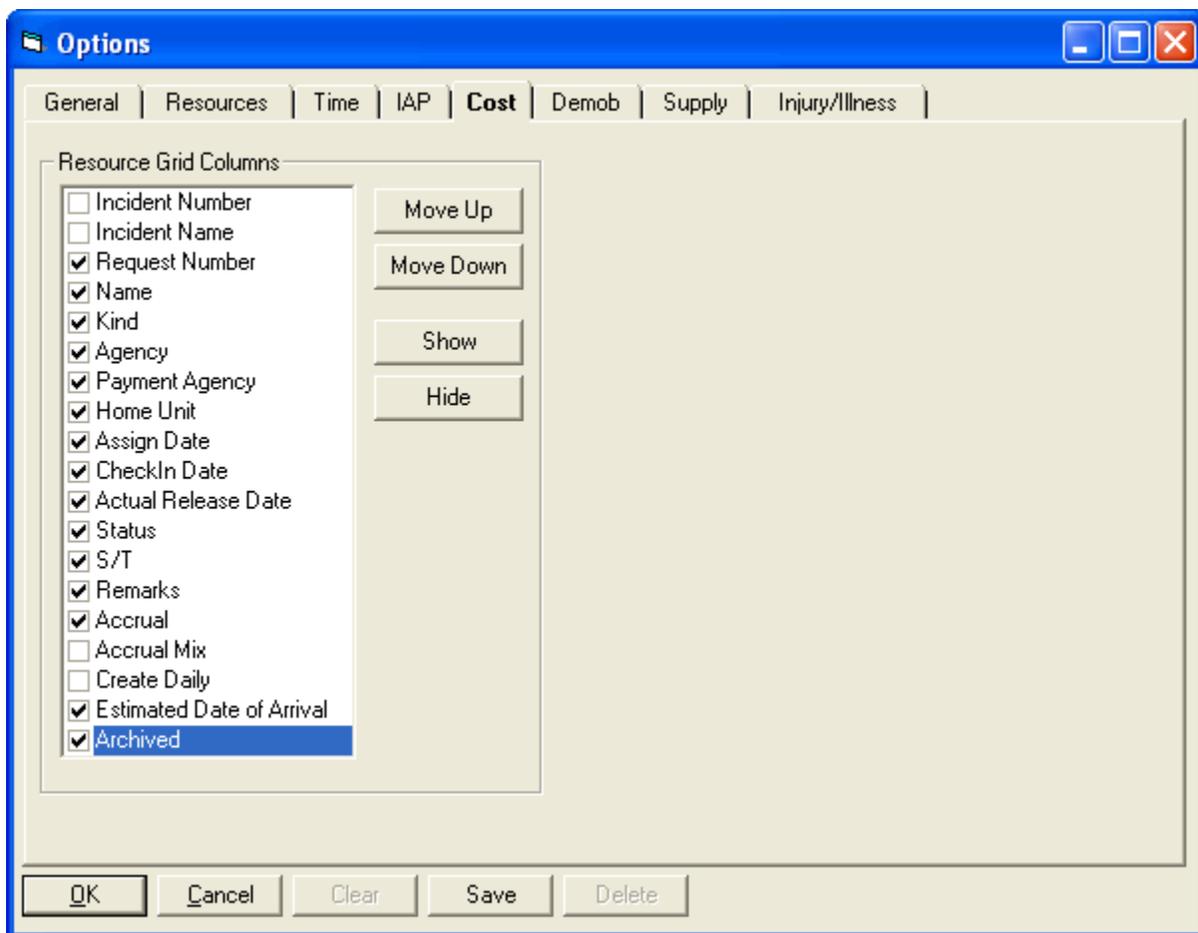
- **Show Costs** - Click this button to display the **Manage Cost** grid at the bottom of the window. This grid contains a list of **Daily Costs** for a selected resource.
- **Archive Resources** - Click this button to archive resources, so they are not included when Cost Processes are run.
- **Sum** - When this option is checked, the total cost displays for the selected resource, as well as any rollup costs.
- **Flow Down** - When this option is checked, the flow-down feature for the **Manage Cost** grid occurs. Flow-down allows you to change the **Quantity, Unit Cost, Units, Rate Type** or **Division** in the **Manage Cost** grid. When that information changes, the system changes (flows-down) the information in all of the Daily records below it that are not locked.
- **Rate Area** - To use a rate area other than the Default Standard rate area, select the appropriate rate area from this drop-down list.
- **Cost Processes** - Select a process from this drop-down list and click the **Run** button to run that process.
- **Resources Selected in Grid** - When this checkbox is checked, you can run Cost Processes for one or more resources selected in the grid.
- **Run** - Click this button after you have selected a **Cost Process** to run that process.

## Chapter 3

### Selecting Cost Options

Follow the steps in this section to select options to use in the **Cost** area of the I-Suite system:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Cost** tab to select it.



3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each column that you want to select.
4. If you want to remove the selected columns from the **Cost** window, click the **Hide** button.  
If you want to display the selected columns on the **Cost** window, click the **Show** button.

### Chapter 3: Selecting Cost Options

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a column to either **Show** or **Hide** it.

5. To adjust the order in which the columns display on the **Cost** window, click a column. Then click the **Move Up** or **Move Down** button to move the selected column.

The order in which the columns display under **Resource Grid Columns** is the order in which they will display in the grid.

6. When you have made all of your changes, click the **Save** button to save the changes. Then click the **OK** button to close the Options window.



## Chapter 4

### Reviewing Common Data

This section explains how to review common data from the **Cost** module.

Follow the steps in this section to review common data:

Information located above the tabs (if any) in the **Manage Resource - Edit Mode** area is considered the **Common Data** for a **Resource**.

1. Click the **Cost** button to open the **Cost** module.
2. In the **Resources** grid, click to select the Resource you want to view.
3. Click the **Edit** button to open the record in the **Manage Resource - Edit Mode** area at the bottom of the window.
4. In the **Manage Resource – Edit Mode** area, review the following information for completeness and accuracy:
  - \*Request Number
  - \*Account Code
  - Person - checked, if applicable
  - Contracted - checked, if applicable
  - \*Resource Name
  - \*Kind/Position
  - Trainee - checked, if applicable
  - \*Status
  - Unit ID
  - Agency
  - \*Configuration
  - Actual Release Date
  - Actual Release Time

A label preceded by an asterisk (\*) indicates that the information is required.

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. You do not need to define both in order to save the record.

If you change the **Person** or **Contracted** selection and time was posted for the resource, a message displays indicating that the time postings will be deleted if you continue. When you select **Yes**, the system deletes all time postings. When you select **No**, the system does not change the **Person** or **Contracted** selection.

If you change the **Person** or **Contracted** selection and one or more invoices were already generated for the resource, a message displays indicating that the resource has invoiced postings. You must manually delete those postings before you can change the **Person** or **Contracted** selection.

5. To close the **Manage Resource - Edit Mode** window, click the **Close** button.

## Chapter 5

### Archive Resources

This section explains the process of archiving resources in the Cost module. Archiving resources makes the Cost Processes run more efficiently.

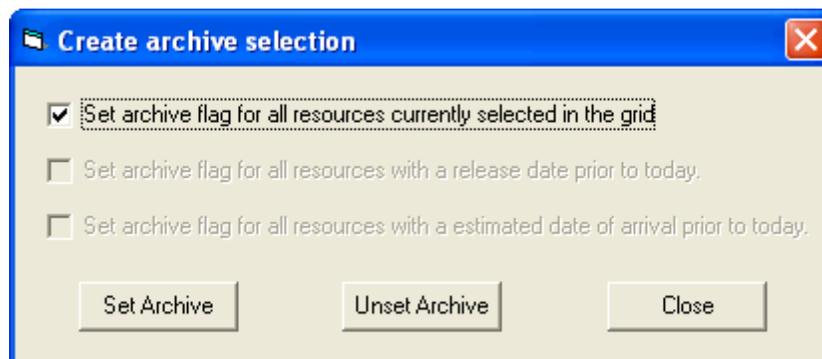
If you are archiving resources selected in the **Resources** grid, you cannot run any other archive options at the same time.

If you want to archive all resources with either an **Estimated Date of Arrival** or an **Actual Release Date** prior to the current date, both of those options can be selected to run at the same time.

### Archive Selected Resources

Follow the instructions in this section to archive resources that are selected in the Resources grid.

1. Click the **Cost** button to open the **Cost** module.
2. In the **Resources** grid, click one or more resources to include in the archive.
3. Click the **Archive** button to open the **Create Archive Selection** window.



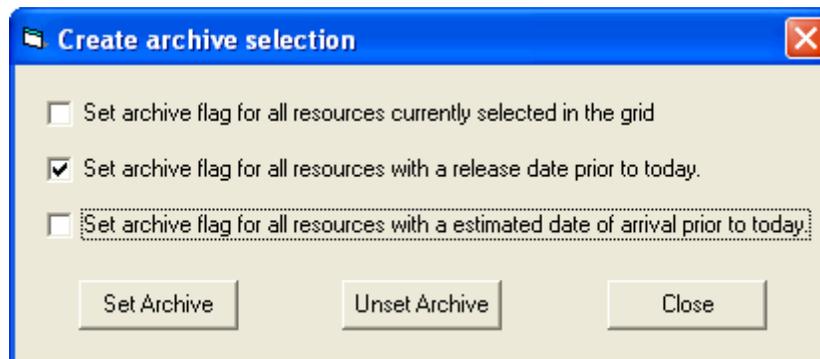
4. Click to check the **Set archive flag for all resources currently selected in the grid** option.
5. Click the **Set Archive** button.

To remove resources from the archive, repeat these same steps and click the **Unset Archive** button.

## Archive Resources with a Release Date

Follow the instructions in this section to archive resources that have an Actual Release Date defined that is prior to the current date.

1. Click the **Cost** button to open the **Cost** module.
2. Click the **Archive** button to open the **Create Archive Selection** window.



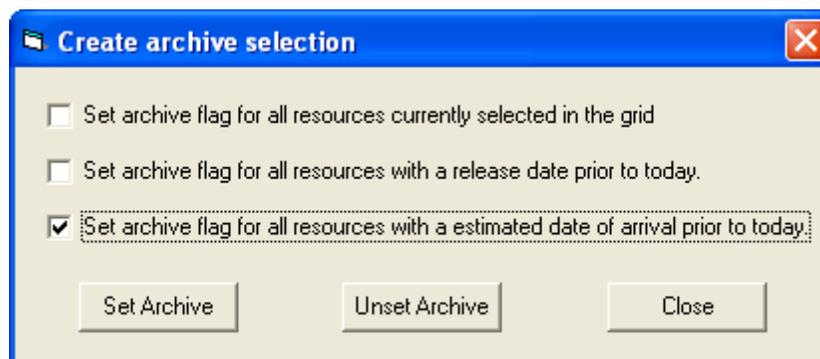
3. Click to check to the **Set archive flag for all resources with a release date** option.
4. Click the **Set Archive** button.

To remove resources from the archive, repeat these same steps and click the **Unset Archive** button.

## Archive Resources with an Estimated Date of Arrival

Follow the instructions in this section to archive resources that have an Estimated Date of Arrival defined that is prior to the current date.

1. Click the **Cost** button to open the **Cost** module.
2. Click the **Archive** button to open the **Create Archive Selection** window.



3. Click to check the **Set archive flag for all resources with an estimated date of arrival** option.
4. Click the **Set Archive** button.

To remove resources from the archive, repeat these same steps and click the **Unset Archive** button.

## Chapter 6

### Cost Processes

This section identifies the **Cost Processes** you can perform in the **Cost** module.

The following are key concepts to understanding **Cost Processes**:

- Each action is a separate process.
- Each process draws from distinct data in the database.
- The processes do not overlap.

The **Cost Processes** drop-down list is located in the **Cost** toolbar. Use the **Cost Process** options to perform the following procedures.

- **Create Cost, Update Actuals & Re-Estimate** (*See Creating Cost and Updating with Actuals on Page 18*)- 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** (*See Creating Cost and Updating with Actuals on Page 18*) – Creates estimated daily cost data from the rates lookup table and updates this data with actual cost data.
- **Create Cost Only** (*See Creating Cost and Updating with Actuals on Page 18*) – Creates estimated daily cost data from the rates lookup table.
- **Cost Lock/Unlock** (*See Locking/Unlocking Cost Records on Page 19*) – Locks (or unlocks) all cost records from the selected date forward.
- **Re-Estimate** (*See Creating Cost and Updating with Actuals on Page 18*) - 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 Only** (*See Creating Cost and Updating with Actuals on Page 18*) – Updates daily cost with actual cost data.

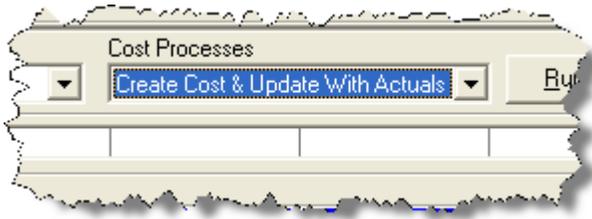
### Creating Cost and Updating with Actuals

Follow the steps in this section to create cost and update with actuals:

Creating/updating the Daily Costs is the first step that a Cost user must perform and should be completed before entering any data.

1. Click the **Cost** button to open the **Cost** module.

- In the **Cost** toolbar, click the **Cost Processes** box to display the drop-down list.



- From the list that displays, select one of the following options:
  - 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.
- Click the **Run** button to run the **Cost** process.

If you want to run a **Create, Update, or Re-estimate** process for only certain resources in the grid, click to check the **Select Resources in Grid** checkbox. Then click each of the resources in the grid that you want to include in the process. When you select a **Cost Process** and the **Run** button, the process is only run for those resources selected in the grid.

If the **Select Resources in Grid** checkbox is NOT checked, the process is run for all resources that are **Checked In** with **Generate Daily Costs** selected on the **Cost** tab in **Resources**.

## Locking/Unlocking Cost Records

Follow the steps in this section lock or unlock all Cost records from the selected date forward:

This feature locks or unlocks all of the entries in the database for the defined date range. To preserve hand-keyed items for individual resources, use the **Lock** feature on the **Daily Records** screen.

- Click the **Cost** button to open the **Cost** module
- From the **Cost Processes** drop-down list in the **Cost** toolbar, select the **Cost Lock/Unlock** option.

## Chapter 6: Cost Processes

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3. Click the **Run** button to run the process. A **Daily Cost Lock/Unlock** window displays.



The image shows a dialog box titled "Daily Cost Lock/Unlock". It has a blue title bar. Inside the dialog, there are two date selection fields: "Start Date" with the value "05/20/2007" and "End Date" with the value "05/21/2007". Below these fields are three buttons: "Close", "Lock", and "Unlock".

4. Enter the **Start Date** and **End Date** to include in the lock or unlock procedure.
5. If you want to lock the cost records for those dates, click the **Lock** button.  
If you want to unlock the cost records for those dates, click the **Unlock** button.
6. Click the **Close** button to close the **Daily Cost Lock/Unlock** window.
7. When the message displays indicating that your request to run **Cost Lock/Unlock** was completed, click the **OK** button to close the message window.

# Chapter 7

## Cost Rates

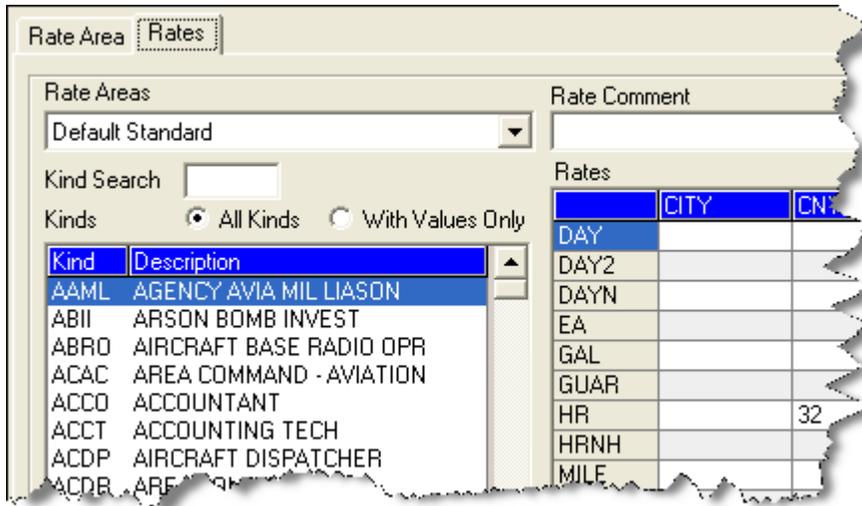
Rates are assigned to kind codes to help determine the cost. Standard rates are included for single resources such as crews, engines, overhead, fallers, pickups, and fuel tenders. The main function of the Rates option is to determine a default rate for a resource kind. You can define numerous types of rates for a number of different kinds of resources.

Cost rates are defined on the **Rate Areas/Rates** window. The application will use the rate from the **Default Standard** rate area for kind codes without a defined rate.

## Viewing Default Rates

Follow the steps in this section to view default rates used to calculate costs for specific resources:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** drop-down menu at the top of the window, select the **Rates** option. The **Rate Area/Rate** window displays.
3. Click the **Rates** tab to select it.



4. From the **Rate Areas** drop-down list, select the rate area that you want to view.
5. Click one of the following options to identify the type of kind codes to display under **Kinds**:
  - All Kinds
  - With Values Only
6. Under **Kinds**, click the kind code for which you want to view rates. When you click a kind code, the rates for that code display in the **Rates** grid on the right side of the window.

## Chapter 7: Cost Rates

7. When you have finished viewing the rates, click the **Close** button to close the **Rate Area/Rates** window.

### Creating a New Rate Area

Follow the steps in this section to create a new rate area:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** drop-down menu at the top of the window, select the **Rates** option. The **Rate Area/Rates** window displays.

Area Name	Viewable
RATE1	<input checked="" type="checkbox"/>
RATE2	<input checked="" type="checkbox"/>
RATE3	<input checked="" type="checkbox"/>
RATE4	<input type="checkbox"/>

**Edit Mode**

Area Name

Viewable

Close Add Clear Previous Next Save

3. Click the **Add** button that displays at the bottom of the window.
4. In the **Area Name** box, enter the name you want to assign to the rate area.
5. If you want the rate area to be viewable on the main **Cost** window, click to check the **Viewable** checkbox. When the rate area is available on the **Cost** window, it can be used in the **Create Cost** process.
6. Click the **Save** button to save the new rate area. When the area is saved, it displays in the grid at the top of the window.

## Adding Rates to an Area Other Than Default Standard

Follow the steps in this section to add rates to a rate area other than the Default Standard one:

Only add rates to kind codes that require a rate different from the **Default Standard** rate. The application will use the rate from the **Default Standard** rate area for kind codes without a defined rate.

To use a rate area other than the **Default Standard** rate area, select the appropriate rate area from the **Rate Area** drop-down list on the main **Cost** window.

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** drop-down menu at the top of the window, select the **Rates** option to open the **Rate Area/Rates** window.
3. Click the **Rates** tab to select it.
4. From the **Rates Area** drop-down list, select the rate area for which you want to define rates.
5. Click one of the following options to identify the kind codes to display under **Kinds**:
  - All Kinds
  - With Values Only
6. Under **Kinds**, click the kind code for which you want to define rates.

To search for a kind code, enter the code in the **Kind Search** box. The first code that matches your entry is highlighted in the Kind Code list.

7. In the **Rates** grid, type the rates you want to assign to the kind code in the appropriate boxes.
8. Click the **Save** button to save the rates to the selected rate area.
9. When the **Data Saved** window displays, click the **OK** button to close the window.



## Chapter 8

### Cost Resources

This section explains how to define **Resource** data from the **Cost** module. Keep the following in mind when entering data:

- Entry items located above the tabs (i.e. just below the **Manage Resource – Edit Mode** label) are common to all I-Suite modules.
- Data entry items for specific modules are located on their respective tabs (i.e. on the **Plans** and **Cost** tabs).
- Resources is the primary entry point for I-Suite data. The quality of the initial data is critical to successful integration of the data into other I-Suite modules.

Understanding the concept of data sharing is critical. Data is shared between all I-Suite modules. Changes, additions, or deletions from any functional area affects the other I-Suite modules. Successful integration requires cooperation and established data ownership rules.

### Editing Resource Data from the Cost Window

Follow these steps to edit resource data from the **Cost** window:

1. Click the **Cost** button to open the **Cost** module.
2. In the **Resources** grid, click the Resource you want to edit.
3. Click the **Edit** button to open the **Manage Resource - Edit Mode** area at the bottom of the window.
4. Review the following information for completeness and accuracy:
  - \*Request Number
  - \*Account Code
  - Person - checked, if applicable
  - Contracted - checked, if applicable
  - \*Resource Name, or \*Last Name and \*First Name (for a person)
  - \*Kind/Position

Make sure each resource is identified with the correct Kind Code (e.g. FFT1, CRWB, etc.).

It is critical that **Kind Codes** are correct for **Subordinate Resources**. (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 rollout cost of \$164,000.)

- Trainee - checked, if applicable
- \*Status

- Unit ID
- Agency

Leave the **Agency Code** blank for **Subordinates of Contract Resources** that do not need to be included in the actual process (e.g. Contract Dozer Operators).

- \*Configuration
- Actual Release Date
- Actual Release Time

A label preceded by an asterisk (\*) indicates that the information is required.

When the **Person** option is checked, **Resource Name** is replaced with **Last Name** and **First Name**.

5. Make the appropriate changes to the data.
6. Click the **Save** button to save your changes.

## Defining Cost Data

Follow these steps to enter **Cost Data** for a resource:

1. Click the **Cost** button to open the **Cost** module.
2. In the **Resources** grid, click the resource for which you are defining cost data.
3. Click the **Edit** button to open the **Manage Resource - Edit Mode** area at the bottom of the window.
4. Click the **Cost** tab.

The screenshot shows a software interface for defining cost data. It features a tabbed interface with 'Plans', 'Time - Individual', and 'Cost' tabs. The 'Cost' tab is selected. The form includes several input fields: 'Payment Agency' with a dropdown menu showing 'ID', 'Assign Date' with a date dropdown showing '03/21/2008', 'Accrual Code' with a dropdown menu showing 'ID', and a 'Lock Accrual Code' checkbox. There is also a 'Cost Remarks' text area and a 'Generate Daily Costs' checkbox which is checked. At the bottom of the window, there is a row of buttons: 'Close', 'Add', 'Clear', 'Previous', 'Next', and 'Save'.

5. From the **Payment Agency** drop-down list, select the name of the agency that is actually responsible for payment of the resource. Always use a Payment Agency in cost apportionment situations.

## Chapter 8: Cost Resources

The **Payment Agency** is the agency responsible for payment of the resource. Data entered in this box is also used to determine the **Accrual Code**.

Make sure you always select a **Payment Agency** in **Cost Apportionment** situations.

6. Enter the **Assign Date** to identify when the resource should begin receiving payment. This is the same date as the **Hire Date** for **Contracted Resources** in the **Time** system. You can either type the date or select it from the drop-down calendar.
7. From the **Accrual Code** drop-down list, select the appropriate accrual code for the resource. This code may automatically be selected based on the **Request Number, Agency, Kind Code, Incident State, Incident Jurisdiction, Payment Agency, Unit ID** and whether the **Contracted** option is selected.

The system default for the **Accrual Code** should be used in most cases. Only make a manual correction if you know the default is incorrect. For example, you want the accrual code to show as **INTL** (International).

8. To prevent the **Cost Accrual Code** from being changed for a resource, click to check the **Lock Accrual Code** checkbox.
9. If needed, you can enter remarks related to the cost data in the **Cost Remarks** box.
10. To generate **Daily Costs** for the resource, click to check the **Generate Daily Costs** checkbox.

The Daily record is only created if the **Generate Daily Costs** checkbox is checked for the **Checked-In** parent resource. If the **Generate Daily Costs** checkbox is not checked for the Parent Crew Record, the **Create Daily Record** function is turned OFF for ALL of the Crew Members. To turn Create Daily ON, check the **Generate Daily Costs** checkbox.

For information about when the **Generate Daily Costs** is automatically turned on, refer to Generate Daily Costs (See Page 6).

11. Click the **Save** button to save your changes.



## Chapter 9

### Cost Daily Records

This section explains how to view and manage **Daily Records**. The following information is included in this section:

#### Showing Daily Detail

The **Daily Detail** record contains information about a single day's activity and its cost relation to the incident. Every Resource record listed in the Resources grid has associated records that include the costs of that Resource for every day the Resource is assigned to the incident. These records are included in the **Manage Cost** grid, which displays at the bottom of the window when you click the **Show Cost** button. The system creates Daily records for a resource from the time the resource is **Checked-In** to the **Current Date**.

The **Daily** record is only created if the **Generate Daily Costs** option is turned ON for the **Checked-In** parent resource. For example, if the **Generate Daily Costs** option is turned OFF for the **Parent Crew Record**, it is turned OFF for **ALL** of the **Crew Members**. To turn **Generate Daily Costs** ON, check the **Generate Daily Costs** checkbox on the **Cost** tab in Manage Resources.

For information about when the **Generate Daily Costs** is automatically turned on, refer to Generate Daily Costs (See Page 6).

The Cost module uses either the **Check-In Date** or the **Assign Date**, whichever is earlier, to generate costs.

The Daily record that is generated only contains an estimate and is based on the **Rates**, **Agency** and **Kind** that are defined. If you know the actual rate for a resource, you may replace the estimate with the actual rate for that resource. If the **Time** module contains actual time and you select the **Update Actuals** process, the application enters the actual time and costs.

The **Cost** module uses the **Actual Release's Estimated Date of Arrival** defined in **Demob** to identify when to stop generating **Daily Cost** records for a resource. If the **Estimated Date of Arrival** is not defined for a resource, the application uses the **Actual Release Date**.

Follow the steps in this section to display the **Manage Cost Grid** at the bottom of the **Cost** window:

1. Click the **Cost** button to open the **Cost** module.
2. In the **Resources** grid, click the resource for which you want to view the **Daily Detail**.

## Chapter 9: Cost Daily Records

- Click the **Show Cost** button to open the **Manage Cost** grid at the bottom of the window.

Activity Date	Total \$	Rollup \$	Account Code	Division	Shift	Rate Type	Quantity	Units	Unit Cost	Underutilized	CL	Locked
9/9/2007	\$432.00	\$432.00	P1ABCD			HR	1	13.5	\$32.00	<input type="checkbox"/>	A	<input type="checkbox"/>
9/10/2007	\$192.00	\$192.00	P1ABCD			HR	1	6	\$32.00	<input type="checkbox"/>	A	<input type="checkbox"/>
9/11/2007	\$256.00	\$256.00	P1ABCD			HR	1	8	\$32.00	<input type="checkbox"/>	A	<input type="checkbox"/>
9/12/2007	\$256.00	\$256.00	P1ABCD			HR	1	8	\$32.00	<input type="checkbox"/>	A	<input type="checkbox"/>
9/13/2007	\$256.00	\$256.00	P1ABCD			HR	1	8	\$32.00	<input type="checkbox"/>	A	<input type="checkbox"/>
9/14/2007	\$448.00	\$448.00	P1ABCD			HR	1	14	\$32.00	<input type="checkbox"/>	E	<input type="checkbox"/>

- Click a date listed in the grid at the bottom of the window to display the **Daily Detail** for that date. The **Daily Detail** displays above the **Manage Cost** grid.

You can sort the data in the Manage Cost grid by clicking the column headings in the grid.

## Cost Level Data

When you click the **Show Costs** button, a **CL** (Cost Level) column displays in the **Manage Cost** grid at the bottom window. This column identifies the source of the Cost Data. There are three types of cost level data:

- E = Estimate
- A = Actual
- U = User Updated or Flow Down from Actual

When the cost data in a Daily Cost record is updated by **Actual** data from Time, any Daily Cost records created after the updated date contain a **U** Cost Level. This indicates that the amount in the Daily Cost record was not estimated, but flowed down from the Actual cost data record.

## Updating Estimated Cost Level

Follow these steps to update the **E (Estimate)** cost level data.

Estimate (**E**) cost level is estimated from the **Rates** table.

- Select a resource that has no actual time posted.
- Click the **Show Cost** button to display the **Manage Cost** grid at the bottom of the window.
- Notice that the posted time in the **Manage Cost** grid displays as **Estimate (E)** under the **CL** column.

## Updating Actual Cost Level

Follow these steps to update the **A (Actual)** cost level data.

Actual (**A**) cost level data comes from the **Time** module.

1. In the **Time** module, post time for the specified resource.
2. In the **Cost** module, select the **Update with Actuals** options from the **Cost Processes** drop-down list. Then click the **Run** button.
3. Click the **Show Cost** button to display the **Manage Cost** grid at the bottom of the window.
4. In the **Resources** grid, click the resource for which you just posted time. Notice that the posted time in the **Manage Cost** grid displays as Actual Time (**A**) under the **CL** column.

## Updating Cost Manually

Follow these steps to manually update the cost data:

When cost level data is manually updated by a user (**U**), the information most likely comes from contract data.

1. Click the **Show Cost** button to open the **Manage Cost** grid.
2. In the **Resources** grid, click the resource you want to update.
3. In the **Manage Cost** grid, click the **Daily Cost** record you want to update.
4. Make the appropriate changes to the **Unit** or **Unit Cost**.
5. Click the **Save** button. Notice that the entry under the **CL** column changes to **U (User Updated)**.

## Using Flow Down

A **Flow Down** function is available that allows you to change the **Unit Cost**, **Units**, **Rate Type** or **Division** in multiple Daily Cost records at the same time.

The **Flow Down** changes all entries from the selected date forward, except for **Locked** entries (See *Locking a Daily Cost Entry on Page 30*).

You can turn off the **Flow Down** option by unchecking the **Flow Down** checkbox.

Follow the steps in this section to use the **Flow Down** option:

1. Click the **Cost** button to open the **Cost** module.
2. In the **Resources** grid, click the appropriate resource.
3. Click to check the **Flow Down** checkbox in the **Cost** toolbar at the top of the window.
4. Click the **Show Cost** button to display the **Manage Cost** grid at the bottom of the window.

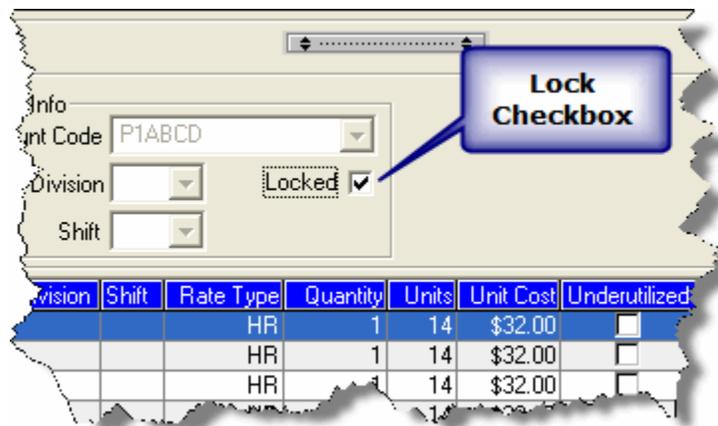
## Chapter 9: Cost Daily Records

5. Click the date for the entry you want to edit.
6. Change the **Unit Cost**, **Units**, **Rate Type** or **Division** entries. The entry is changed for all dates from the selected date forward.
7. Click the **Save** button

## Locking a Daily Cost Entry

The **Lock** feature is a valuable feature for **Cost** to preserve hand-keyed data entries. Follow the steps in this section to lock a **Daily Cost** entry:

1. Click the **Cost** button to open the **Cost** module.
2. In the **Resources** grid, click the appropriate resource.
3. Click the **Show Cost** button to display the **Manage Cost** grid at the bottom of the window.
4. In the **Manage Cost** grid, click the date for the entry you want to lock.
5. Click the **Locked** option that displays in the detail area just above the **Manage Cost** grid.



6. Click the **Save** button. Notice that the **Lock** checkbox is now checked for that entry in the **Manage Cost** grid, and you can no longer edit the data in the record.

To unlock a locked entry, click to uncheck the **Locked** checkbox and then click the **Save** button. You can then edit the cost detail for that date.

## Assigning an Actual Release Date

When you assign an actual release date to a resource, the application stops generating Daily Cost records for that resource.

A **Demobed Resource** continues to generate costs until a **Actual Release Date** is defined.

Follow the steps in this section to assign an **Actual Release Date** to the resource:

1. In the **Resources** grid, click the resource that is being released.
2. Click the **Edit** button to open the **Manage Resources - Edit** window.
3. In the **Actual Release Date** box, type the actual release date for the resource.

Identify the last date of actual time for the resource, and then type that last date as the **Actual Release Date**.

Coordinate with the **Time Unit** to determine the **Actual Release Date**.

4. Click the **Save** button to save your changes.
5. Open the **Cost** module. Notice that Daily records for the edited Resource no longer display beyond the Actual Release Date.

# Chapter 10

## Cost Reports

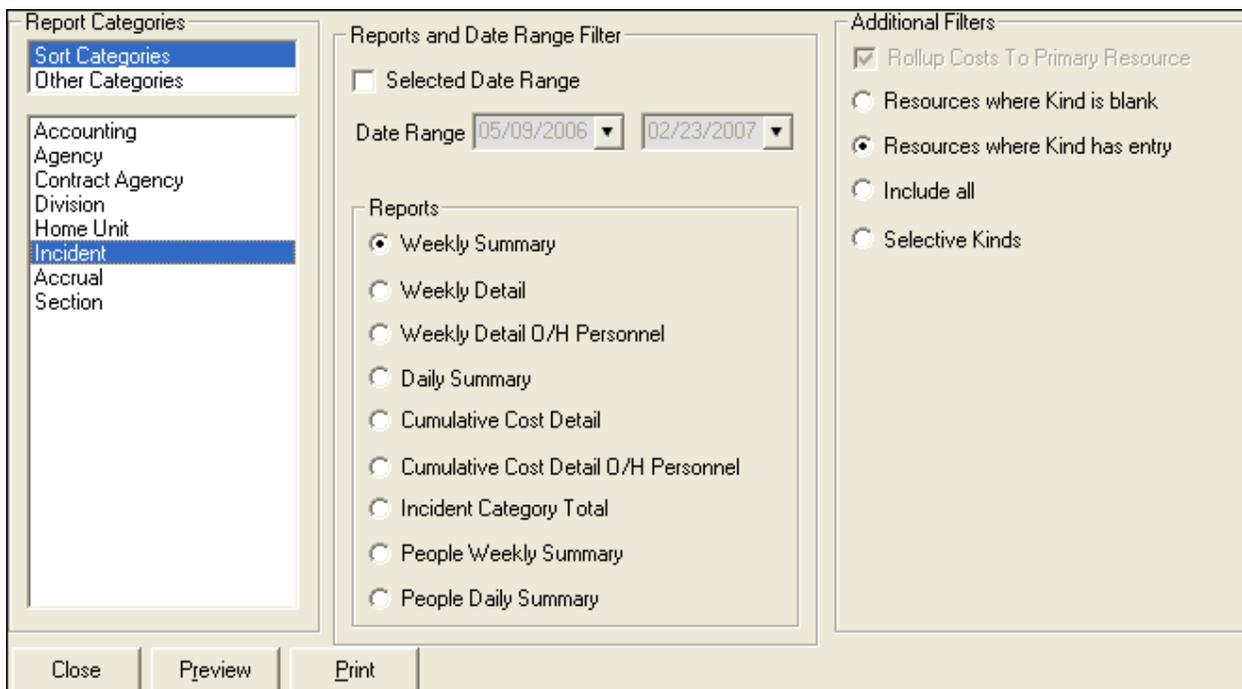
This section explains how to run and print standard **Cost Reports**.

### Printing Standard Cost Reports

The **Cost** module allows users to run a number of pre-designed reports for management decision-making purposes. You can select a general format, determine the sort and filter criteria, and then preview, print or export the report data.

Follow the steps in this section to print **Standard Cost Reports**:

1. Click the **Cost** button to open the **Cost** module.
2. Click the **Reports** button to open the **Cost Reports** window.
3. Under **Report Categories**, click the **Sort Categories** option.



The screenshot shows the 'Cost Reports' window with the following sections:

- Report Categories:** A list with 'Sort Categories' selected. Below it, a list of categories includes Accounting, Agency, Contract Agency, Division, Home Unit, Incident (highlighted), Accrual, and Section.
- Reports and Date Range Filter:** Includes a checkbox for 'Selected Date Range' (unchecked), a 'Date Range' field with dropdowns for '05/09/2006' and '02/23/2007', and a 'Reports' section with radio buttons for: Weekly Summary (selected), Weekly Detail, Weekly Detail O/H Personnel, Daily Summary, Cumulative Cost Detail, Cumulative Cost Detail O/H Personnel, Incident Category Total, People Weekly Summary, and People Daily Summary.
- Additional Filters:** Includes a checked checkbox for 'Rollup Costs To Primary Resource', and radio buttons for 'Resources where Kind is blank', 'Resources where Kind has entry' (selected), 'Include all', and 'Selective Kinds'.

At the bottom are buttons for 'Close', 'Preview', and 'Print'.

4. In the area **beneath Report Categories**, click to select one of the following reports:
  - Accounting
  - Agency

- Payment Agency
  - Division
  - Home Unit
  - Incident
  - Accrual
  - Section
5. To define a range of dates to include in the report, click the **Selected Date Range** option. Then enter the **Date Range**.

If you do not click the Selected Date Range checkbox and define a date range, the report defaults to the entire date range.

6. Under **Reports**, click the type of report you want to create. The following options are available:
- **Weekly Summary** - This report contains a summary of the costs for each day of the defined week. The cost information is broken down by **Kind Group** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.
  - **Weekly Detail** - This report contains detailed cost information for each day of the defined week. The cost information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.
  - **Weekly Detail O/H Personnel** - This report contains detailed overhead personnel cost information for each day of the defined week. The cost information is broken down by **Personnel Resource**, **Kind Code**, and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.
  - **Daily Summary** - This report contains a summary of the costs for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.
  - **Cumulative Cost Detail** - This report identifies the Daily Cost for each day the incident has been open. The information is broken down by **Resource/Kind Codes**.
  - **Cumulative Cost Detail O/H Personnel** - This report identifies the Daily Cost for each day the incident has been open. The information is broken down by the **Kind Code** and then the **Personnel Resource**.
  - **Category Total** - This report identifies cost totals based on the **Category**.

The name of the **Category Total** report changes, based on the **Report** you are printing. For example, for an Incident report, this would be **Incident Category Total**.

- **People Weekly Summary** - This report contains a summary of the people working on the incident for each day of the defined week. The information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.
  - **People Daily Summary** - This report contains a summary of the people working on the incident for the current date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.
7. To roll up costs to the primary resource, click to check the **Rollup Costs to Primary Resource** check box in the **Additional Filters** frame.
8. In the **Additional Filters** frame, click any of the additional filters you want to use in generating the report. The options available in this area are based on the report you are printing.
9. To preview the report, click the **Preview** button. To print the report, click the **Print** button.
10. When you are finished, click the **Close** button to close the **Select Reports** window.

## Printing Other Cost Reports

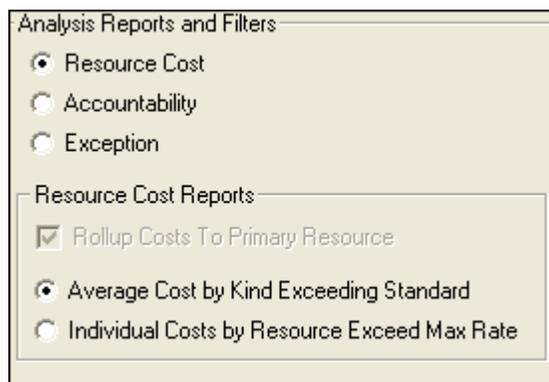
Follow the steps in this section to print Other Cost Reports:

1. Click the **Cost** button to open the **Cost** module.
2. Click the **Reports** button to open the **Cost Reports** window.
3. Under **Report Categories**, click the **Other Categories** option.
4. In the area **beneath Report Categories**, click to select one of the following reports:
  - *Analysis (See Printing an Analysis Report on Page 34)*
  - *Acres/NVC (See Printing an Acres/NVC Report on Page 35)*
  - *Aircraft (See Printing an Aircraft Report on Page 36)*
  - *Cost Share (See Printing a Cost Share Report on Page 36)*
  - *Resource/Kind (See Resource Kind Report on Page 37)*
  - *Underutilized (See Printing an Underutilized Report on Page 37)*

## Printing an Analysis Report

Follow these steps to print an Analysis report:

1. On the **Cost Reports** window, click **Other Categories**. Then click the **Analysis** option to display those Report Settings:



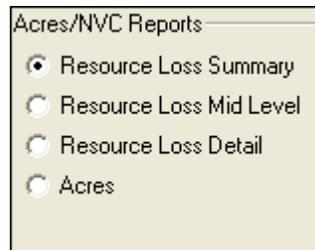
2. Under **Analysis Reports and Filters**, click one of the following options to identify the type of Analysis Report to create:
  - **Resource Cost** - This report identifies the average cost by Kind that exceeds the standard cost. It also identifies the individual costs by resource that exceeds the maximum rate.
  - **Accountability** - This report identifies the percentage of resource types (i.e. Aircraft, Crew, Equipment, Support, Direct) defined for the incident and compares the **Current Values** with the **Standard Values**. The **Difference** and **Standard Deviation** are listed for each resource type.
  - **Exception** - This report identifies resources with actual time posted that also have three or more days of unposted time.

3. Under **Resource Cost Reports**, click one of the following options to further filter the information in the report:
  - Average Cost by Kind Exceeding Standard
  - Individual Costs by Resource Exceed Maximum Rate
4. Click the **Preview** button to view the report. Click the **Print** button to print the report.

## Printing an Acres/NVC Report

Follow these steps to print an Acres/NVC Report:

1. On the **Cost Reports** window, click **Other Categories**. Then click the **Acres/NVC** option to display those Report Settings.

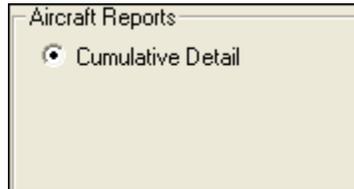


2. Click one of the following options to identify the information to include in the report:
  - **Resource Loss Summary** - This report contains a high level view of the acres that were lost and the Net Value Change (NVC) resources that were affected. The information in this report is based on values defined on the **Acres Burned NVC/FIL** window.
  - **Resource Loss Mid Level** - This report contains a mid-level view of the acres that were lost and the NVC resources that were affected. The information in this report is broken down by **NVC Subtotals** for each date. The information in this report is based on values defined on the **Acres Burned NVC/FIL** window.
  - **Resource Loss Detail** - This report contains detailed information about the acres that were lost and the NVC resources that were affected. In addition to the information included in the **Resource Loss (Mid-Level)** report, this report includes information about the **Fuel Intensity Level (FIL)**. The information in this report is based on the values defined on the **Acres Burned NVC/FIL** window.
  - **Acres Burned** - This report contains the information that was defined on the **Acres Burned** window.
3. Click the **Preview** button to view the report. Click the **Print** button to print the report.

## Printing an Aircraft Report

This report identifies the air costs based on those resources that were assigned **Air kind codes** (i.e. AT) Follow these steps to print an Aircraft Report:

1. On the **Cost Reports** window, click **Other Categories**. Then click the **Aircraft Report** option to display those Report Settings.

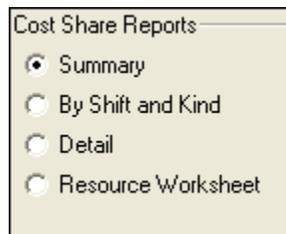


2. Click the **Preview** button to view the report. Click the **Print** button to print the report.

## Printing a Cost Share Report

Follow these steps to print a Cost Share Report:

1. On the **Cost Reports** window, click **Other Categories**. Then click the **Cost Share** option to display those Report Settings.



2. Click one of the following options to identify the information to include in the report:
  - **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 Apportionment** information for listed Shifts and Resources. This information includes **Daily Cost, Federal Cost, State Cost, and Other Cost**.
  - **Resource Worksheet** - This report contains **Cost Apportionment** information for listed Resources. This information includes **Daily Cost, Federal Cost, State Cost, and Other Cost**.
3. Click the **Preview** button to view the report. Click the **Print** button to print the report.

## Resource Kind Report

This report identifies cost information based on either **Kind** and **Resource codes** or **Overhead Personnel Resources**. Follow these steps to print a Resource Kind Report:

1. On the **Cost Reports** window, click **Other Categories**. Then click the **Resource/Kind** option to display those Report Settings.

2. Enter the **For Date** to include in the report.
3. To include information by cost, click the **By Cost** option. To include information by overhead personnel cost, click the **By Cost O/H Personnel** option.
4. Click the **Preview** button to view the report. Click the **Print** button to print the report.

## Printing an Underutilized Report

This report lists any resources that were checked as **Underutilized** on the **Daily Records** screen. Follow these steps to print an Underutilized report:

1. On the **Cost Reports** window, click **Other Categories**. Then click the **Underutilized** option to display those Report Settings.

## Chapter 10: Cost Reports

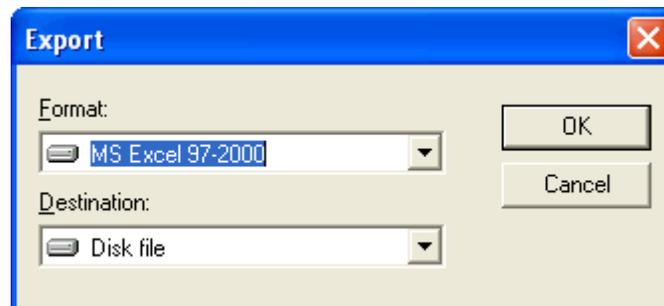
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2. If appropriate, click to check the **Selected Date Range** checkbox. Then enter the **Date Range** to include in the report.
3. Click one of the following options to identify the information to include in the report:
  - Weekly Summary
  - Weekly Detail
  - Weekly Detail O/H Personnel
  - Daily Summary
  - Cumulative Cost Detail
  - Cumulative Cost Detail O/H Personnel
  - Underutilized Category Total
  - People Weekly Summary
  - People Daily Summary
4. Click the **Preview** button to view the report. Click the **Print** button to print the report.
5. When you have finished printing reports, click the **Close** button to close the **Select Reports** window.

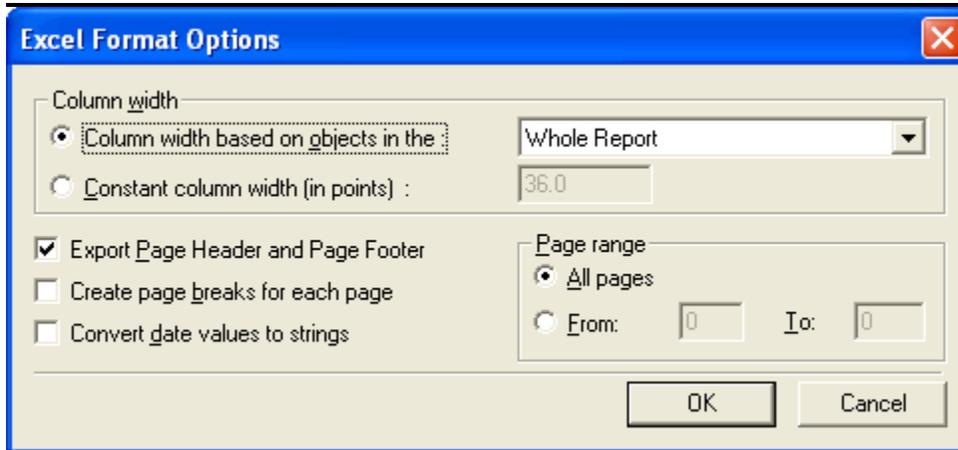
## Exporting a Report to Excel

In **Cost**, you can export report data to **Word, Excel, PDF, or TXT**. Follow the instructions in this section to export a report to **Excel**. The same principles apply to exporting reports to other formats.

1. In the **Cost Reports** window, **Preview** the report you want to export.
2. Click the **Export Report** button on the Preview window to open the **Export** window.



3. From the **Format** drop-down list, select the **MS Excel** option. Then click the **OK** button. An **Excel Format Options** window displays.



4. Under **Column width**, identify the width of the columns to use. You can either select the **Column width based on objects in the Report** or define a **Constant column width (in points)**.
5. To include the **Page Header and Page Footer**, click to check this checkbox.
6. To **Create page breaks for each page**, click to check this checkbox.
7. To **Convert data values to strings**, click to check this checkbox.
8. You can include **All pages** in the report or define a page range in the **From** and **To** boxes
9. Click the **OK** button to export the report. A **Select Export File** window displays.
10. From the **Save in** drop-down list, select the directory where you want to save the **Excel** file.
11. In the **File name** box, enter the name you want to assign to the **Excel** file.
12. Click the **Save** button to export the file.
13. Open the report in **Excel**.

Once you save a file in Excel, you can use Excel to create charts and graphs as appropriate for you reporting needs.

# Chapter 11

## Acres Burned

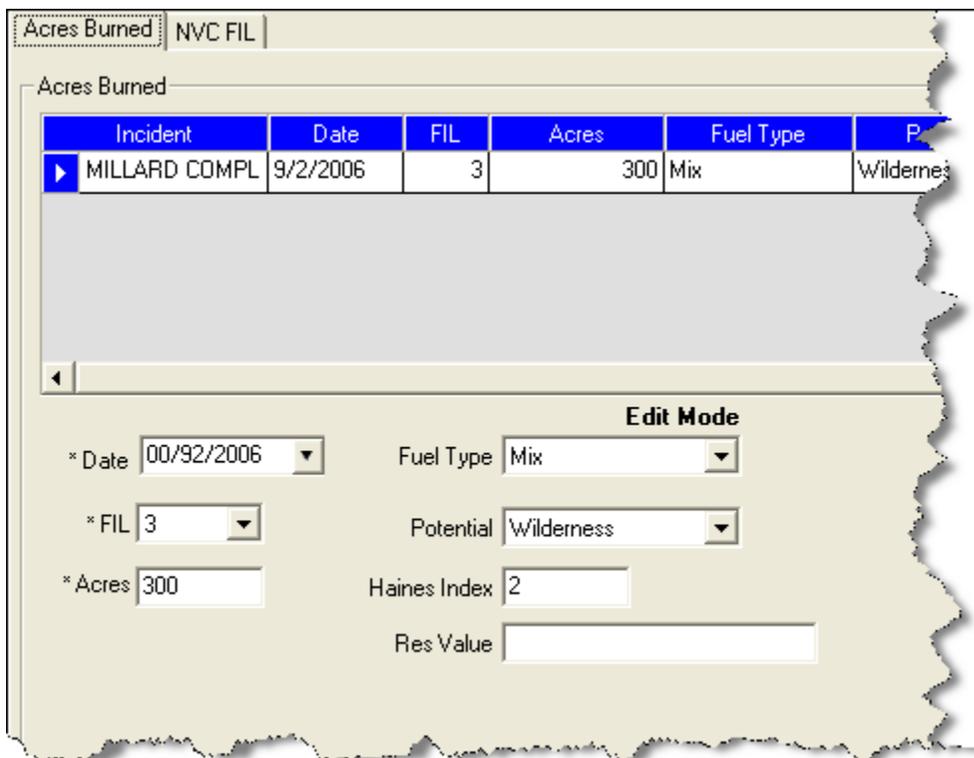
Acres Burned is an additional tool that can be used to do the following:

- Calculate the dollar loss for various types of predefined resources. When using this option you would insert acres burned records for each day on the incident (just the new acres, not the total).
- Estimate the Net Value Change (NVC), which is derived from the number of acres burned, the Fire Intensity Level (FIL) of the acres burned, and the NVC categories affected.

## Defining Acres Burned

Follow the instructions in this section to define **Acres Burned**:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select the **Acres Burned** option. The **Acres Burned** window displays with the **Acres Burned** tab selected.



The screenshot shows the 'Acres Burned' window with the 'Acres Burned' tab selected. It contains a table with the following data:

Incident	Date	FIL	Acres	Fuel Type	P
MILLARD COMPL	9/2/2006	3	300	Mix	Wildernes

Below the table is an 'Edit Mode' section with the following fields:

- \* Date: 00/92/2006
- Fuel Type: Mix
- \* FIL: 3
- Potential: Wilderness
- \* Acres: 300
- Haines Index: 2
- Res Value: (empty field)

3. Enter the appropriate **Date**.

4. From the **FIL** drop-down list, select the **Fuel Intensity Level**. The levels that are available are defined on the **NVC FIL** tab.
5. In the **Acres** box, enter the number of acres burned.
6. From the **Fuel Type** drop-down list, select the type of fuel burned. The available options include **Grass**, **Timber**, **Mix**, or **High Dead**.
7. From the **Potential** drop-down list, select the location of acreage. The available options include **Urban**, **Wilderness**, or **Other**.
8. Enter the **Haines Index** value for the fire. The Haines Index is an atmospheric index used to identify the potential for wildfire growth by measuring the stability and dryness of the air over a fire.
9. In the **Res Value** box, enter the appropriate resource value.
10. Click the **Save** button to save the record. When you save an Acres Burned record, it displays in the grid at the top of the **Acres Burned** window.

## Defining NVC FIL

Follow the steps in this section to estimate the **Net Value Changed** (NVC) and define the **Fuel Intensity Level** (FIL).

The **Net Value Changed** (NVC) estimate is derived from the number of acres burned, the fire intensity level of the acres burned, and the NVC categories that are affected.

The information that you define on the **NVC FIL** tab represents the cost per acre for each **NVC Category** for each **Fire Intensity Level** (FIL). Normally, as the FIL increases, the cost per acre increases. By default, the **Cost Per Acres** is left blank, because this value differs greatly from one area to the next. You will need to obtain these values from the area where the incident occurs. The reports for this section of Cost only include categories with a **Cost Per Acre** value.

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select the **Acres Burned** option.
3. Click the **NVC FIL** tab on the **Acres Burned** window.

## Chapter 11: Acres Burned

Acres Burned NVC FIL

Net Value Change (NVC) Fuel Intensity Level (FIL)

NVC Category	Fuel Intensity Level	Cost Per Acre
+ Fish		
+ Forage		
+ Immature		
- Mature Tir	1	
	2	
	3	
	4	
	5	
	6	
+ Recreator		
+ Water Sto		

**Edit Mode**

\* NVC Category

\* Fuel Intensity Level

\* Cost Per Acre

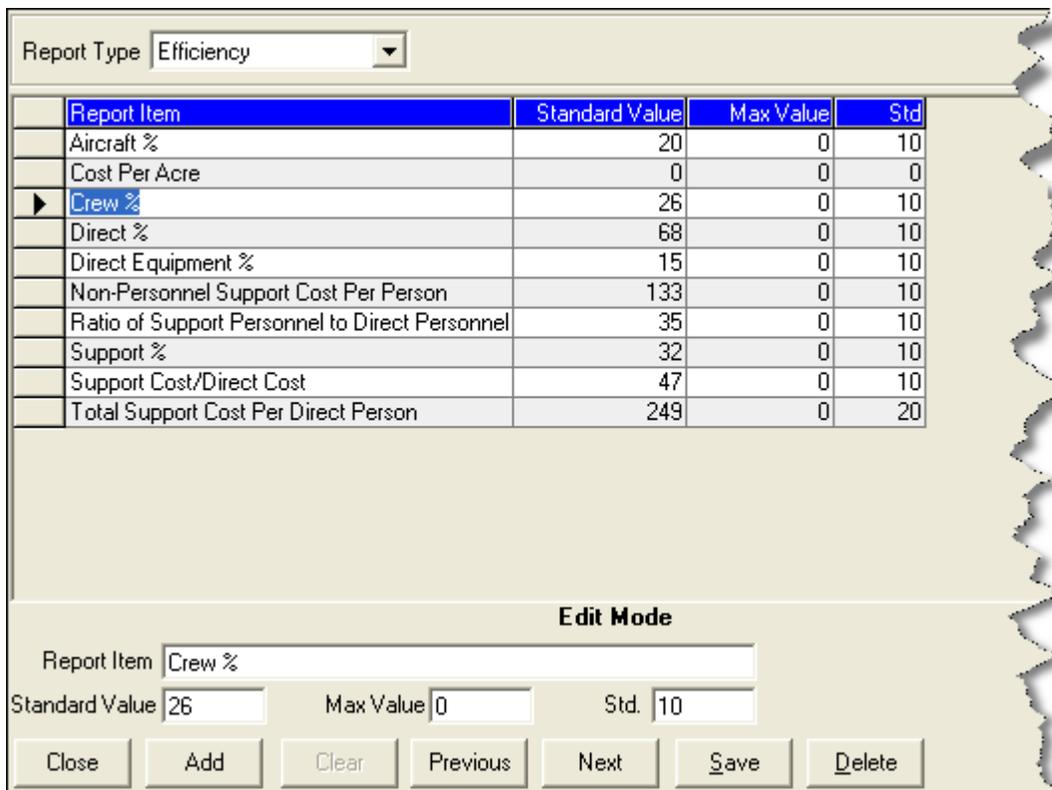
4. From the **NVC Category** drop-down list, select the appropriate **Net Value Change** option.
5. Enter the appropriate **Fuel Intensity Level**.
6. Enter the appropriate **Cost Per Acre**.
7. Click the **Save** button.

# Chapter 12

## Cost Analysis/Benchmark Report Setup

Follow the steps in this section to setup the data to use in the **Cost Analysis Report** you can print on the **Cost Report** window.

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select the **Cost Analysis Benchmark Setup** option to open that window.



Report Item	Standard Value	Max Value	Std
Aircraft %	20	0	10
Cost Per Acre	0	0	0
Crew %	26	0	10
Direct %	68	0	10
Direct Equipment %	15	0	10
Non-Personnel Support Cost Per Person	133	0	10
Ratio of Support Personnel to Direct Personnel	35	0	10
Support %	32	0	10
Support Cost/Direct Cost	47	0	10
Total Support Cost Per Direct Person	249	0	20

**Edit Mode**

Report Item: Crew %

Standard Value: 26    Max Value: 0    Std: 10

Buttons: Close, Add, Clear, Previous, Next, Save, Delete

3. From the **Report Type** drop-down list at the top of the window, select the appropriate report type. Available options include **Efficiency** and **Resource Cost**.
4. Enter the **Report Item** name.
5. Enter the **Standard Value** for the report.
6. Enter the maximum value allowed in the **Max Value** box.
7. Enter the standard deviation in the **Std** field.
8. Click the **Save** button to save the values.

## Chapter 13

### Cost Graphs

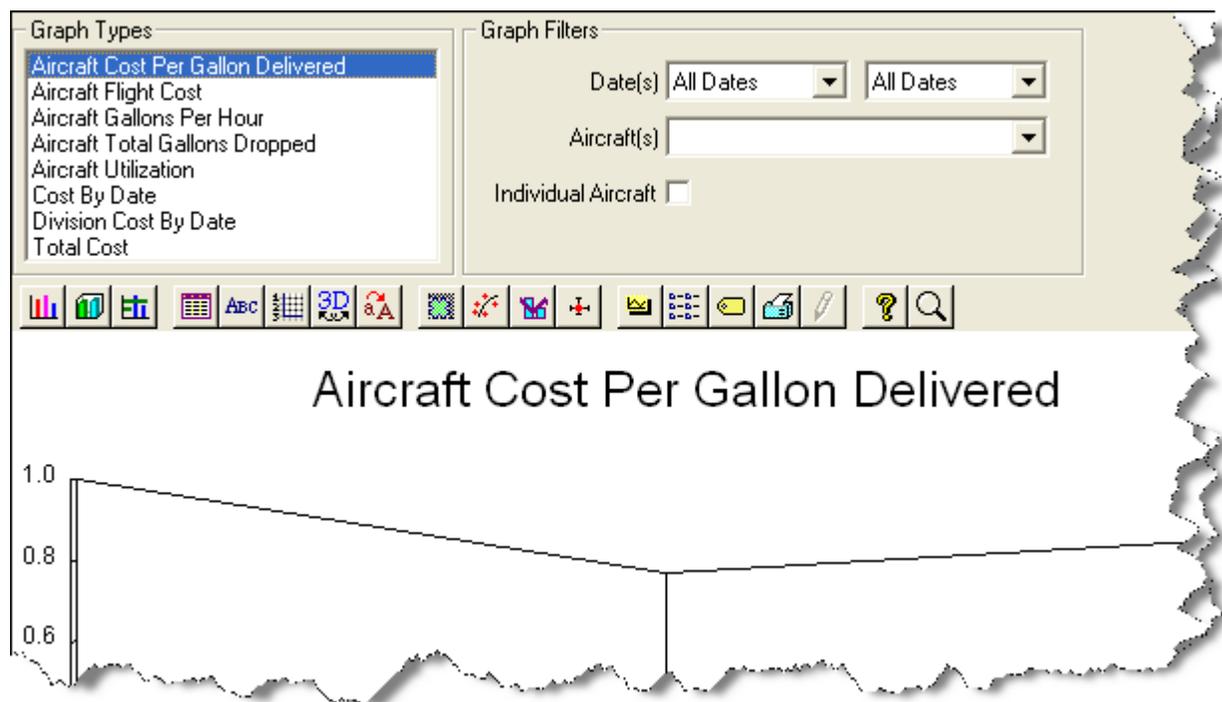
This section explains how to generate and customize **Cost** graphs.

#### Generating Pre-Designed Cost Graphs

The **Cost** module allows users to produce a number of pre-designed graphs for management decision-making purposes. You can select a general format and then modify the graphs display for presentation. Cost graphing offers several standard graphs.

Follow the instructions in this section to generate a pre-designed cost graph:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select the **Graphs** option. The **Cost Graphs** window displays.



3. Under **Graph Types**, click the graph that you want to generate. The following pre-designed graphs are available:
  - Aircraft Cost Per Gallon Delivered
  - Aircraft Flight Cost
  - Aircraft Gallons Per Hour

- Aircraft Total Gallons Dropped
  - Aircraft Utilization
  - Cost By Date
  - Division Cost By Date
  - Total Cost
4. Complete the information in the **Graph Filters** area based on the type of graph you selected:
- Complete the following steps if you selected the **Aircraft Cost Per Gallon Delivered, Aircraft Gallons Per Hour, Aircraft Total Gallons Dropped** or **Aircraft Utilization** graphs:
    - a. Enter the **Date(s)** to include in the graph.
    - b. From the **Aircraft(s)** drop-down list, select the aircraft to include in the graph.
    - c. To include an individual aircraft, click to check the **Individual Aircraft** checkbox.
  - When generating an **Aircraft Flight Cost** graph, click to check the **Individual Aircraft** checkbox to include an individual aircraft in the graph. To include all aircrafts, uncheck the **Individual Aircraft** checkbox.
  - When generating a **Cost By Date** graph, enter the **Date(s)** to include.
  - When generating a **Division Cost By Date** graph, enter the **Date(s)** to include. Then select the appropriate division from the **Division(s)** drop-down list.
  - When generating a **Total Cost** graph, you do not have to define any additional information.
5. When you have finished viewing the graphs, click the **Close** button to close the window.

## Buttons for Customizing Cost Graphs

You can create custom cost graphs by using the graph buttons to alter the existing graphs. The following is a list of the graph buttons you can use to customize a graph:

-  **2D Gallery Button** - Click the **2D Gallery** button to select a two dimensional look for the graph.
-  **3D Gallery Button** - Click the **3D Gallery** button to select a three dimensional look for the graph.
-  **Style Button** - Click the **Styles** button to change the style of the call-outs for the graph. For example, you could click the **Colored As Slices** option to color the call-out text the same as the slices are colored in the Pie chart.
-  **Data Button** - Click the **Data** button to change the appearance of the graph's data. For example, you could click the **Exploded Slices** button on the **Data** tab to change the pie slice values to **1** for each field.
-  **Titles Button** - Click the **Titles** button to change any graph titles.
-  **Axis Button** - Click the **Axis** button to change the settings for the graph's X or Y axis.

## Chapter 13: Cost Graphs

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-  **3D Button** - Click the **3D** button to adjust the settings for a 3 dimensional graph. For example, you could change the 3D appearance of the pie chart by tilting it down and changing the depth.
-  **Font Button** - Click the **Fonts** button to change the font used in the graph. For example, you could underline and italicize the title.
-  **Markers Button** - Click the **Markers** button to change the appearance of the graph's markers. For example, you can change the pattern of each slice included in the Pie chart.
-  **Trends Button** - Click the **Trends** button to include Trend lines in the graph. For example, you can include a Mean line which is drawn horizontally through the average value of all data points in a set.
-  **Overlay Button** - Click the **Overlay** button to create a second "Overlay" graph with the same X axis as the primary graph.
-  **Error Bar Button** - Click the **Error Bar** button to add and configure an error bar for a graph.
-  **Background Button** - Click the **Background** button to change the background color for the graph.
-  **Legend Button** - Click the **Legend** button to add and configure a legend for the graph.
-  **Label Button** - Click the **Labels** button to edit the labels for the graph. For example, you can select the **Text Array** option on the **Labels** tab to define text labels. After you select **Text Array**, you will need to click the **Label Text** button to define the text for the labels.
-  **System Button** - Click the **System** button to define export and print options for the graph. For example, you could export the image as a **WMF** file and print the graph in a **Landscape** format with **Color**.

To save the graph as a template, click the **System** button. In the **Graph Template** frame, click the **Browse** button to browse to the **File** where you want to save the template. Then enter a **Name** for the template. Click the **Save** button to save the template.

The system will add the ".gsp" extension to the template name.  
You can store multiple templates in a graph file. When you are creating a template, do not check **Save Data**.



## Chapter 14

### Cost Accruals

This section explains the purpose and use of **Cost Accruals**.

#### Guidelines for US Forest Service accruals

The US Forest Service requires all incidents utilizing Forest Service resources to report their accruals on a daily basis. The assignment of an accrual category for resources is automated – processed when a new resource is entered into an I-Suite database. However, a Cost user will be responsible for verifying and managing the assignment of accrual categories.

Providing a **Daily Accrual Summary** report to a **Host Forest** or the **National Forest Service** payment center is a Requirement.

#### Reportable US Forest Service Accrual Categories

Sixty-three separate accrual categories are available to Cost users, but only the following sixty-two accrual categories are reportable:

- **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

The **Incident Jurisdiction** defined for an Incident in Data Admin facilitates cost accrual category decisions.

To adjust an Accrual Code, add the appropriate Payment Agency that is paying for the resource. (e.g., If you are on a **BLM** incident, add **BLM** to the **Payment Agency** box for **PVT** resources. This adjusts the **Accrual Code** to **FED**.)

## Chapter 14: Cost Accrual

### Items of Note for Accruals

- The two digit Fiscal Year is appended to the accounting code for accruals in the Accrual Summary Report, Detail Report, and Financial Export.
  - o The new Fiscal Year starts on October 1 each year.
  - o Accruals start at \$0.00 at the start of the new Fiscal Year.
  - o Incidents being managed in only one Fiscal Year will include financial data for just that Fiscal Year.
  - o Accrual reports include:
    - a sub-total for each accounting code
    - a total for each incident in the database
    - a grand total for all incidents in the database
    - totals by the accrual accounting code with the Fiscal Year appended

Accrual Reports will not include totals by Fiscal Year. It only provides totals by the accrual accounting code with the Fiscal Year appended to the accounting code.

- o 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.
- o The OF-288 and OF-286 invoices will not show the appended Fiscal Year with the accounting code.

If the user manually typed the Fiscal Year at the end of the accounting code, the Fiscal Year will be shown twice. (e.g. if PBM32407 was typed into I-Suite, it will be PBM3240707 for the 2007 Fiscal Year and PBM32400708 for the 2008 Fiscal Year.

- Changes that were made to financial data in the previous Fiscal Year do not effect the new Fiscal Year accrual data. Those changes are included in the previous Fiscal Year's accrual data.
- For an AD Draw Down to occur, the following must happen:
  1. The person must have an accrual code of AD. (Usually an employment type of AD and an agency of FS.)
  2. An Original OF-288 must be printed.
  3. After the OF-288 is printed, accruals must be extracted and finalized.
  4. After accruals are extracted and finalized, a Financial Export file must be created.
  5. After the Financial Export File is created, accruals must be extracted and finalized again. The AD Draw Down is included on these Accrual Reports.
  6. After accruals have been extracted and finalized for the second time, another Financial Export File must be created. The AD Draw Down will show in this export file.

Accruals can only be finalized once per day and the financial export can only be created once per day.

AD Draw Downs use the total invoiced amount prior to deductions shown in Block 22 on the Commissary Record for the OF-288 Invoice.

The AD Draw Down is based on the last accounting code posted for each day. Example:

- Day one \$100 posted on P1234 (AD Draw down is on P1234 for \$100)
- Day two \$100 posted on P5678 (AD Drawn down is on P5678 for \$100).
- Day three in the morning has \$75 posted on P5678 and in the afternoon has \$25 posted on P1234 (AD

Draw down is on P1234 for \$100).

- The AD Drawn 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.
- 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.
- The AD Drawn Down will occur in the new Fiscal Year when on the Original OF-288 invoice span both Fiscal Years. When this occurs, the entire invoiced amount will be drawn down in the new Fiscal Year.

If the AD Drawn Down occurs in the new Fiscal Year because the Original OF-288 Invoice spans both Fiscal Years, it may result in a negative accrual amount.

- The AD Draw Down will occur in the new Fiscal Year 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.

The AD Draw Down will only occur when another Original OF-288 invoice is printed for that resource in the new Fiscal Year and all of the AD Draw Down steps were completed in the new Fiscal Year. This may result in a negative accrual amount.

If another Original OF-288 invoice is not printed in the new Fiscal Year, the AD Draw Down may never occur in this situation.

## Defining Accounting Codes

Follow the steps in this section to add or edit an Accounting Code:

1. From the **Modules** drop-down menu, select the **Data Admin** option to open the **Data Admin** window.
2. On the **Incident Data** tab, click the **Accounting Code** option under **Feature**.
3. To add an **Accounting Code**, click the **Add** button.
4. From the **Incident Name** drop down list, select the appropriate **Incident Name**.
5. From the **Agency Code** drop down list, select the appropriate **Agency Code**.
6. Enter the new **Accounting Code** for the incident
7. If you selected the **FS Agency**, a **Region / Unit** drop-down list is available. Select the appropriate region or unit code from this drop-down.
8. Click the **Save** button to save the accounting code.
9. When finished, click the **Close** button.

Follow the steps in this section to assign an Accrual Override Code to include resources:

1. Open **Data Admin**. Make sure the **Incident Data** tab is selected.
2. Under **Feature**, click to select **Accounting Codes**.
3. In the **Accounting Codes** grid, click to select the **Accounting Code** to which you want to assign an **Accrual Override Code**.

## Chapter 14: Cost Accrual

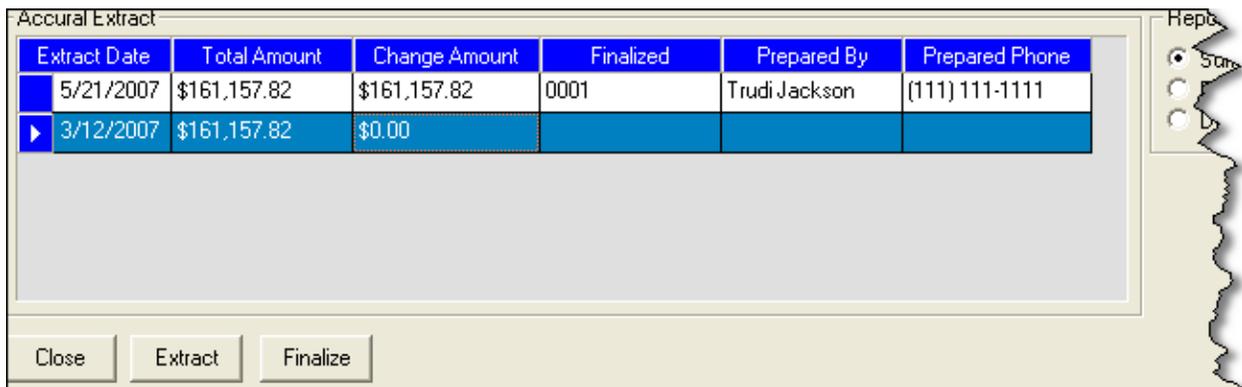
4. From the **Accrual Override Code** drop-down list, select the **Accrual Override Code** you want to assign to the **Accounting Code**.
5. To save your changes, click the **Save** button.
6. When finished, click the **Close** button.

## Creating an Accrual Extract

Follow the steps in this section to create an Accrual Extract.

Once resources have been assigned an **Accrual Code**, users can run an extract to capture **Accrual Amounts** assigned to each category.

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select the **Accruals** option to open the Accrual Extract window.



Extract Date	Total Amount	Change Amount	Finalized	Prepared By	Prepared Phone
5/21/2007	\$161,157.82	\$161,157.82	0001	Trudi Jackson	(111) 111-1111
▶ 3/12/2007	\$161,157.82	\$0.00			

Close Extract Finalize

3. Click the **Extract** button at the bottom of the **Accruals** window. The extract displays in the **Accrual Extract** grid at the top of the window.

## Printing an Accrual Extract

Follow the steps in this section to print an accrual extract:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select **Accruals** to open the **Accrual Extract** window.
3. Click the **Accrual Extract** you want to include in the report.
4. Under **Reports**, click the report you want to print.
5. To preview the report and then print it, click the **Preview** button. When the **Preview** window opens, click the **Print Report** button.

To print the report without first previewing it, click the **Print** button.

6. When the **Print** window displays, click the **Print** button.

## Finalizing an Accrual Extract

Follow the steps in this section to finalize an accrual extract:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** drop-down menu, select **Accruals** to open the **Accrual Extract** window.
3. Click the extract you want to finalize in the **Accrual Extract** grid.
4. Click the **Finalize** button. An **Accrual Finalize** window displays.
5. Enter the **Prepared By Name**.
6. Enter the **Prepared By Phone**.
7. Click the **OK** button.
8. When the message window displays indicating that the accruals were finalized, click the **OK** button to close the window.

A sequential number is posted to each accrual after it is Finalized (e.g. 0001).

9. Under **Reports**, click to select the appropriate report, and then click the **Print** button.

Instead of faxing, reports can be exported in a PDF format and then e-mailed or posted to a Website.

## Exporting a Report to PDF

Instead of faxing, reports can be exported in **PDF** format, and then emailed or posted to a Website. Follow the steps in this section to export a report to a PDF format.

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select **Accrual** to open the **Accrual Extract** window.
3. Click the **Accrual Extract** you want to export.
4. Under **Reports**, click the type of report you want to create and then export.
5. Click the **Preview** button.
6. When the **Preview** window displays, click the **Export Report** button. An **Export** window displays.
7. From the **Format** drop down list, select **Acrobat Format (PDF)**.
8. From the **Destination** drop-down list, select the destination where you want to save PDF file.
9. Click the **OK** button to export the report. An **Export Options** window displays.
10. To include all pages of the report in the export process, click the **All** option. To include a range of pages in the export, click the **Page Range** option. Then define the page range in the **From** and **To** boxes.
11. Click the **OK** button to export the report. A **Choose Export File** window displays.

## Chapter 14: Cost Accrual

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12. From the **Save in** drop-down list, select the directory where you want to save the PDF file.
13. Enter the **File name** to assign to the PDF file.
14. Click the **Save** button to export the file.



## Chapter 15

### Cost Projections

This section explains the purpose and use of **Cost Projections**.

#### Guidelines for 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, you can use projections when updating the WFSA or determining the cost of a specific strategy.

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 direct personnel resources. Added to this is the support calculation as follows:

$$\frac{\text{Current Day Total Support Cost}}{\text{Current Day Total Direct Personnel}} \times \text{Future Day Direct Personnel}$$

Use the **Update** function in Cost Projections to:

- increase or decrease the number of days for a projection.
- apply current day's costs to a previous day's specifications.

Projections use the current day's count of Resources **Plus** the calculated support cost. Take this into consideration when presenting a projection for decision making purposes.

### Creating a Cost Projection

Follow the steps in this section to create a **Cost Projection**:

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.

1. Click the **Cost** button to open the **Cost** module.

To ensure that your data is current, make sure you run the **Create Daily** process before proceeding with the remaining steps.

## Chapter 15: Cost Projections

- From the **Cost** menu, select the **Projections** option. The **Projections** window displays.

The screenshot shows the 'Projections' window with the following data:

**Projection Section:**

- Incident: FROG
- Start Date: 05/29/2007
- Days: 5
- Projection Name: May 29

**Summary of Projection Kinds Table:**

Kind	Quantity	Average Cost	Total Cost	People
AA	1	0.00	\$0.00	1
DOZ1	1	2,400.00	\$2,400.00	1
ENG3	7	1,008.00	\$7,056.00	21
ENG4	2	2,009.00	\$4,018.00	6
ENG6	1	980.00	\$980.00	2
ES3	5	1,111.60	\$5,558.00	15
HC1	4	7,164.92	\$28,659.68	80
HC2	7	7,142.00	\$49,994.00	140
HC3	1	0.00	\$0.00	20
OD	21	433.86	\$9,111.06	21
WAT1	1	1,611.00	\$1,611.00	2

**Projection Detail For Selected Kind Table (Flow Down):**

Date	Quantity	People
05/29/2007	1.00	1
05/30/2007	1.00	1
05/31/2007	1.00	1
06/01/2007	1.00	1
06/02/2007	1.00	1

- From the **Incident** drop-down list on the top-right side of the window, select the appropriate incident.
- Make sure the correct **Start Date** is defined.

When you access the **Projections** window, the system automatically inserts the next day's date into the **Start Date** box. In most cases, you will want the projection to begin the following day. If needed, you can change this entry.

- In the **Days** box, enter the total number of days to include in the projection.
- Enter the **Projection Name**.
- Click the **Save** button to create the projection.

When you create the projection, the system automatically inserts the projection information into the **Summary of Projection Kinds** grid. This grid contains a sum of all **Direct Kind** types that are currently being used for the incident. It includes their **Quantity**, **Average Cost**, **Total Cost**, and the **Total Number of People** on the incident for those direct resources. The values inserted into this grid are generated when the projection in the header record is first created.

The only information in the **Summary of Projection Kinds** grid that you can edit is the **Average Cost**. Make changes to the entries in this column if you do not believe that the average cost generated by the program is accurate for future days.

## Editing Projected Detail for Selected Kind

When you click a record listed in the **Summary of Projection Kinds** grid, information for that record displays in the **Projection Detail For Selected Kind** grid. Follow the instructions in this section to edit the **Quantity** for the selected **Kind**:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select the **Projections** option. The **Projections** window displays.
3. Under **Summary of Projection Kinds**, click the kind you want to edit.
4. In the **Incidents** grid, click the projection you want to edit.
5. Under **Projection Detail for Selected Kind**, click to check the **Flow Down** checkbox. When this option is selected, the system automatically updates all dates after the date you edit with your changes.
6. Identify the date you want to edit. Enter the new **Quantity** for that date. The system automatically updates the entries for all dates that follow the selected date with the new amount.
7. Click the **Save** button to save your changes to the projection.

## Updating Projection with Current Day's Cost

Cost Projections may need to be updated for two different reasons:

- To change the number of days in a projection.
- To adjust a previously created projection for the current day.

Follow the steps in this section to use the **Update Projection w/Current Day's Cost** option to update the projection:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Cost** menu, select the **Projections** option to open the **Projections** window.
3. In the **Incidents** grid, click the projection you want to update.
4. Click the **Update Projection w/Current Days Costs** button. The **Update Projection Options** window displays.

5. In the **Change Projection Days** box, enter the total number of days to include in the projection.

## Chapter 15: Cost Projections

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6. Click the **Run Update** button. When you run this process, the following occurs:
  - The system automatically changes the **Start Date** for the projection to tomorrow's date.
  - The system cuts off all days prior to the next day and creates a projection that includes the days that you defined.
  - The quantity that you defined for days that were previously included in the projection remains the same.

### **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 Projection w/Current Days Cost** button was clicked. When prompted to update the projection days, 10 was entered indicating ten days. The projection was updated so 5 dozers are now defined for 6/4 to 6/5 and 2 dozers for 6/6 to 6/13.

You can update the projection as many times as needed. If your assumptions totally change, you can start over with a new projection at any time.

## Creating a Projection Graph

Cost users may want to generate a projection graph for presentation along with reports. Follow the steps in this section to create a Projection graph:

1. Click the **Cost** button to open the **Cost** module
2. From the **Cost** drop-down list, select the **Projections** option to open the Projections window.
3. In the **Incidents** grid, click the appropriate projection.
4. Under **Graphs**, click the type of graph you want to create. The available options are **Cost By Date** and **Total Proj. Cost**.
5. Click the **Graph** button to create the graph. The graph opens in the **Preview** window.
6. Click the **Print Report** button on the **Preview** window to print the graph.
7. When the **Print** window opens, click the **Print** button.

## Creating a Projection Report

Cost users may need to generate a projection report for management decision-making purposes. Follow the steps in this section to create a **Cost Projection** report:

1. Click the **Cost** button to open the **Cost** module
2. From the **Cost** menu, select the **Projections** option to open the Projections window.
3. In the **Incidents** grid, click the appropriate projection.
4. Under **Reports**, click the report you want to print. The available report options are **Projection**, **Weekly**, or **Total Costs**.

5. To preview and then print the report, click the **Preview** button. When the Preview window displays, click the **Print Reports** button.

To print the report without first previewing it, click the **Print** button.

6. When the **Print** window displays, click the **Print** button.



## Chapter 16

### Cost Share Apportionment

This section explains the purpose and use of **Cost Apportionment**.

Cost sharing is provided for incidents where there is more than one jurisdictional agency involved and costs are to be shared between agencies. Cost apportionment functions through the assignment of resources to divisions, with those divisions potentially having unique percentage breakdowns per division, per day.

### Guidelines for Cost Apportionment

The **Cost** module provides features to facilitate reporting cost figures for **Cost Share Agreements**. This feature involves three distinct steps:

1. Create Cost Divisions. (*See Creating Divisions on Page 58*)
2. Assigning resources to a division. (*See Assigning Resources to a Division on Page 60*)
3. Generating Cost Share Reports. (*See Generating Cost Share Reports on Page 60*)

To accurately report cost shares, you must create a separate division for each day of incident cost reporting.

Cost does not provide a separate "Cost Share" module or menu. Rather, it utilizes the more generic features to accomplish cost share reporting.

The divisions in the Cost module are not necessarily the same as the operational division on an incident.

### Creating Divisions

The first step in **Cost Apportionment** is to create new entries in the **Divisions** table. The **Division** table is where you define divisions, shifts and cost sharing percentages by agency. For example, the Day shift on Division A would be A1 (A = Division, 1 = Day Shift). Once a division is set up, you can assign the division to a resource in the **Manage Cost Grid**. Only those resources with a **Division** and **Shift** defined are included in the **Cost Share**.

The divisions in the Cost module are not necessarily the same as the operational divisions on an incident.

Follow the steps in this section to create a new division:

1. Click the **Cost** button to open the **Cost** module

- From the **Cost** menu, select the **Divisions** option to open the **Cost - Divisions** window.

The screenshot shows the 'Cost - Divisions' window. At the top, there is a table with columns: Incident, Division, Date, Shift, Fed %, State %, and Other %. The table contains two rows for Incident 'FROG' with Divisions 'A' and 'B'. Below this is a detailed table for Division 'B' with columns: Date, Shift, Fed %, State %, and Other %. The data rows are: 3/12/2007 (N, 50, 40, 10), 3/13/2007 (N, 50, 40, 10), 3/14/2007 (N, 50, 40, 10), 3/15/2007 (N, 50, 40, 10), and 3/16/2007 (N, 50, 40, 10). Below the table is an 'Edit Mode' form with fields for: \* Division (B), \* Date (03/13/2007), \* Shift (N), \* Fed % (50), \* State % (40), \* Other % (10), and a Description box. At the bottom are buttons: Close, Add, Clear, Previous, Next, Save, Delete, and Copy.

Incident	Division	Date	Shift	Fed %	State %	Other %
FROG	A					
FROG	B					
		3/12/2007	N	50	40	10
		3/13/2007	N	50	40	10
		3/14/2007	N	50	40	10
		3/15/2007	N	50	40	10
		3/16/2007	N	50	40	10

**Edit Mode**

\* Division:  \* Fed %:   
 \* Date:  \* State %:   
 \* Shift:  \* Other %:   
 Description:

Buttons: Close, Add, Clear, Previous, Next, Save, Delete, Copy

- From the **Incident** drop-down list, select the appropriate incident.
- In the **Division** box, enter the code to assign to the division. In most cases, this is an A, B or 1, 2 type value.
- Enter the **Date** for the cost apportionment percentages.
- From the **Shift** drop-down list, select the appropriate shift.
- In the **Fed%** box, enter the Federal percentage of their cost obligations to the division for the defined date.
- In the **State%** box, enter the State percentage of their cost obligations to the division for the defined date.
- In the **Other%** box, enter the Other percentage of their cost obligations to the division for the defined date. Other represents any other agency or group that is not either Federal or State (i.e. county, city, etc.).
- In the **Description** box, enter any additional information about the division.
- Click the **Save** button to save the division information.

If you entered a date prior to the current date in the **Date** box, a message displays indicating that the system will automatically create division entries for all of the prior dates. Click **OK** to continue with the process. If you do not want division entries created for all of the prior dates, click the **Cancel** button and enter a different date into the **Date** box.

- Repeat these steps for each division you want to add to the system.
- Click the **Close** button when you have finished adding divisions

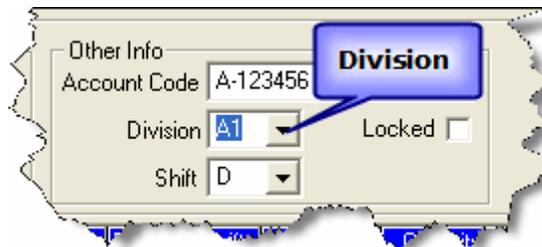
The application will automatically create a daily entry for every division up to the current date.

### Assigning Resources to a Division

The second step in cost share reporting is to set division assignments – by resource and day.

Follow the steps in this section to assign resources to a division:

1. Click the **Cost** button to open the **Cost** module.
2. In the **Resources** grid, click the resource you want to assign to the division.
3. Click the **Show Costs** button to display the **Daily Detail** information at the bottom of the window.
4. Click the appropriate date in the grid at the bottom of the window.
5. From the **Divisions** drop-down list, select the division to assign to that resource for the defined date.



Divisions only display in the drop-down list if there was an entry created for that day.

When you select a division for a **Crew** resource, a prompt displays asking whether you want to apply the division to all sub-resources for that date. Click the **Yes** button to apply the division to the sub-resources. Click the **No** button if you do not want to apply the division to the sub-resources.

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

### Generating Cost Share Reports

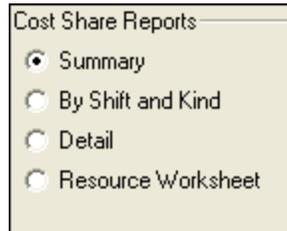
The third step in cost share reporting is to generate the **Cost Share Reports**.

The **Cost Share Report** provides a summary of all the divisions and averages the daily percentages to determine the total percentages for **Federal**, **State**, and **Other**. The **Division Report** provides information for a specific division.

Follow the steps in this section to generate **Cost Share Reports**:

1. Click the **Cost** button to open the **Cost** module.
2. From the **Incidents** drop-down list, select the appropriate incident.
3. Click the **Reports** button to open the **Select Report** window.
4. Under **Report Categories**, click the **Other Categories** option.

5. Click the **Cost Share** report in the area beneath the **Report Categories** frame. The Report Settings for Cost Share display:



6. Under **Cost Share Reports**, click **By Shift and Kind**.
7. To preview and then print the report, click the **Preview** button. When the Preview window displays, click the **Print Report** button.  
  
To print the report without first previewing it, click the **Print** button.
8. When the **Print** window displays, click the **Print** button.



## Chapter 17

### Cost Report Descriptions

The following **Cost Reports** are available in I-Suite:

#### Sort Categories Cost Reports

On the **Cost** tab, click the **Sort Categories** option under **Report Categories** on the **Select Reports** window. When you select this option you can print the following Cost Reports:

The information in the reports are separated into sections based on the option you select in the box that displays under **Report Categories**. The following options are available:

- **Accounting**
- **Agency**
- **Payment Agency**
- **Division**
- **Home Unit**
- **Incident**
- **Accrual**
- **Section**

#### Weekly Summary

This report contains a summary of the costs for each day of the defined week. The cost information is broken down by **Kind Group** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

#### Weekly Detail

This report contains detailed cost information for each day of the defined week. The cost information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

#### Weekly Detail O/H Personnel

This report contains detailed overhead personnel cost information for each day of the defined week. The cost information is broken down by **Personnel Resource**, **Kind Code**, and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

#### Daily Summary

This report contains a summary of the costs for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.

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### Cumulative Cost Detail

This report identifies the **Daily Cost** for each day the incident has been open. The information is broken down by **Resource/Kind Codes**.

### Cumulative Cost Detail O/H Personnel

This report identifies the **Daily Cost** for each day the incident has been open. The information is broken down by the **Kind Code** and then the **Personnel Resource**.

### Category Total

This report identifies cost totals based on the **Category**.

The name of the **Category Total** report changes, based on the Report you are printing. For example, for an Incident report, this would be **Incident Category Total**.

### People Weekly Summary

This report contains a summary of the people working on the incident for each day of the defined week. The information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

### People Daily Summary

This report contains a summary of the people working on the incident for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.

### Other Categories

On the **Cost** tab, click the **Other Categories** option under **Report Categories** on the **Select Reports** window. When you select this option you can print the following Cost Reports:

#### Analysis - Resource Cost

This report can identify the average cost by Kind that exceeds the standard cost. It can also identify the individual costs by resource that exceeds the maximum rate.

#### Analysis - Accountability

This report identifies the percentage of resource types (i.e. Aircraft, Crew, Equipment, Support, Direct) defined for the incident and compares the Current Values with the Standard Values. The Difference and Standard Deviation are listed for each resource type.

#### Analysis - Exception

This report identifies resources with actual time posted that also have three or more days of unposted time.

#### Resource Loss (Summary)

This report contains a high level view of the acres that were lost and the Net Value Change (NVC) resources that were affected. The information in this report is based on values defined on the **Acres Burned NVC/FIL** window.

## Chapter 17: Cost Report Descriptions

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### Resource Loss (Mid - Level)

This report contains a mid-level view of the acres that were lost and the NVC resources that were affected. The information in this report is broken down by NVC Subtotals for each date. The information in this report is based on values defined on the **Acres Burned NVC/FIL** window.

### Resource Loss (Detail)

This report contains detailed information about the acres that were lost and the NVC resources that were affected. In addition to the information included in the Resource Loss (Mid-Level) report, this report includes information about the Fuel Intensity Level (FIL). The information in this report is based on the values defined on the **Acres Burned NVC/FIL** window.

### Acres Burned

This report contains the information that was defined on the **Acres Burned** window.

### Cumulative Air Costs

This report identifies the air costs based on those resources that were assigned Air kind codes (i.e. AT).

### Cost Share 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.

### Cost Share 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.

### Cost Share Detail

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

### Cost Share Resource Worksheet

This report contains **Cost Apportionment** information for listed **Resources**. This information includes **Daily Cost, Federal Cost, State Cost, and Other Cost**.

### Resource Kind by Cost

This report identifies cost information based on kind and resource codes. The information in this report includes:

- the kind code and requirement number for the resource,
- the name of the resource,
- the agency code for the resource,
- the unit cost,
- the rate type,

- the rate units,
- the local,
- and the assign date.

### Resource Kind by Cost O/H Personnel

This report identifies cost information based on overhead personnel resources. The information in this report includes:

- the kind code and requirement number for the resource,
- the name of the personnel resource,
- the agency code for the resource,
- the unit cost,
- the rate type,
- the rate units,
- the local,
- and the assign date.

### Underutilized Weekly Summary

This report contains a summary of the costs for each day of the defined week. The cost information is broken down by **Kind Group** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

### Underutilized Weekly Detail

This report contains detailed cost information for each day of the defined week. The cost information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

### Underutilized Weekly Detail O/H Personnel

This report contains detailed overhead personnel cost information for each day of the defined week. The cost information is broken down by **Personnel Resource**, **Kind Code**, and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

### Underutilized Daily Summary

This report contains a summary of the costs for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.

### Underutilized Cumulative Cost Detail

This report identifies the **Daily Cost** for each day the incident has been open. The information is broken down by **Resource/Kind Codes**.

### Underutilized Cumulative Cost Detail O/H Personnel

This report identifies the **Daily Cost** for each day the incident has been open. The information is broken down by the **Kind Code** and then the **Personnel Resource**.

**Chapter 17:Cost Report  
Descriptions**

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**Underutilized Category Total**

This report identifies cost totals based on the **Underutilized Category**.

**Underutilized People Weekly Summary**

This report contains a summary of the people working on the incident for each day of the defined week. The information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

**Underutilized People Daily Summary**

This report contains a summary of the people working on the incident for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.



# Appendix A

## Revision History

<u>Revision Date</u>	<u>Revision Summary</u>
2009-09-24	Revised instructions for 9.01.00 Patch 1.
2009-05-01	Revised instructions for the 9.01.00 version of I-Suite.
2008-04-25	Revised instructions for the 8.01.00 version of I-Suite.
2007-07-25	Revised instructions for the 7.01.05 version of I-Suite.
2007-04-20	Revised instructions for 7.01.00 version of I-Suite.
2007-01-19	Revised instructions based on changes received for Training Manuals.
2006-12-04	Revised instructions by adding more detail and graphics.
2006-06-12	Revised instructions for the 6.02 version of I-Suite.
2006-04-17	Revised instructions for the new I-Suite 2006 application.
2005-02-28	Revised instructions for the new I-Suite website and to reflect changes in procedures from the June and August 2004 I-Suite releases.

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