

Getting Help

- Access the e-ISuite website at: <http://famit.nwcg.gov/applications/eISuite>
- Contact the Helpdesk at: (866) 224-7677

Manage Resource Data

There are different types of data that can be edited for a resource. Two of those addressed in this document are the Common Data, which is generally entered in Check-In; and Cost specific data, which is for use by a user with the Cost role.

1. **Edit Common Data**—The Common Data in the Edit Resources area includes all editable information about the resource. Fields include: ***Accounting Code**, ***Request Number**, ***Status**, **Person**, **Invoice Setup (OF-286)**, ***Resource Name**, **Cell Phone #**, ***Item Code**, **Trainee**, **Unit ID**, **Agency**, **Mobilization Date**, **Check-In Date**, **Check-In Time**, **Actual Release Date**. Items marked with an asterisk are required fields.
2. **Edit Cost Specific Data**—Click on the **Cost** tab to display information related to **Payment Agency**, **Assign Date**, **Accrual Code**, **Lock Accrual Code**, **Use Actuals Only** and **Generate Costs**.

Daily Cost Record

1. The system will generate daily cost records for checked in resources for every day that resource is assigned to the incident. A Daily Cost record contains information about a single day's activity and its costs related to the incident.
2. The system creates Daily records for a resource from the time the resource has an **Assign Date** to the current date, or the **Actual Release Date**, whichever occurs first.
3. The Daily record contains a system generated cost estimate based on the **Agency** and **Item Code** defined for the resource.
4. In order for the system to generate daily cost records for a resource, the following conditions must be met by the resource:
 - i. Status of C (Checked In)
 - ii. An **Assign Date**
 - iii. An **Item Code**
 - iv. An **Agency**
 - v. The **Generate Daily Costs** checkbox is selected.
5. The system can generate daily cost records for both a parent and subordinate resource. Subordinate resources generally function the same as the parent. Depending on the existence of actual time posting, the generate costs checkbox may be turned on or off for either the parent or the subordinate as follows:
 - i. If there are no actual time postings or only actual time postings for the parent, daily cost records are only created for the parent.
 - ii. If there are actual time postings for the subordinate, and not the parent, daily cost records are only created for the subordinate.
 - iii. If there are actual time postings for both the parent and the subordinate, there are daily cost records for both.
 - iv. The user can check or uncheck the **Generate Costs** checkbox at any time to force the system to create daily cost records for either the parent or subordinate.

Create Daily Cost Records

Daily cost records are created and updated through the generate costs process.

1. To manually update costs for all resources, click the **Run Cost** button.
2. To manually update costs for a single or multiple resources:
 - i. Click to check the **Resources Selected in Grid** checkbox.
 - ii. Select one or more resources in the grid.
 - iii. Click the **Run Costs** button.

O-1 NORRIS, NICK

Activity Date * 01/10/2020 Unit Cost * \$ 57.00 Cost Group

Cost UOM * HOURLY Account Code * JL75 Shift

Units * 10 Accrual Code * EXCL Locked

Flowdown

Add	Delete	Save	Cancel	Update Rates									
Activity Date ↑	Account ...	Accrual ...	Cost Group	Shift	Cost UOM	Units	Unit Cost \$	Adjustment	Cost Level	Locked	Primary ...	Subordinate...	Grand Total
01/10/2020	JL75	EXCL			HOURLY	10	\$ 57.00	\$ 0.00	E		\$ 570.00	\$ 0.00	\$ 570.00
01/11/2020	JL75	EXCL			HOURLY	10	\$ 57.00	\$ 0.00	E		\$ 570.00	\$ 0.00	\$ 570.00
01/12/2020	JL75	EXCL			HOURLY	10	\$ 57.00	\$ 0.00	E		\$ 570.00	\$ 0.00	\$ 570.00
01/13/2020	JL75	EXCL			HOURLY	10	\$ 57.00	\$ 0.00	E		\$ 570.00	\$ 0.00	\$ 570.00
01/14/2020	JL75	EXCL			HOURLY	10	\$ 57.00	\$ 0.00	E		\$ 570.00	\$ 0.00	\$ 570.00
01/15/2020	JL75	EXCL			HOURLY	10	\$ 57.00	\$ 0.00	E		\$ 570.00	\$ 0.00	\$ 570.00

Edit Daily Cost Records

1. Select a Resource from the Resources grid.
2. Click the Cost record in the Cost grid to edit. The data will populate in the data entry box at the top of the screen. Make the necessary edits and save when complete.
3. When editing an aircraft record the system will display different data in the daily cost record as follows:
 - i. **Aircraft Costs** – the total daily cost of the aircraft
 - ii. **Flight Hours** – hours the aircraft flew during the day
 - iii. **Num Loads** – number of loads an Airtanker dropped in a day
 - iv. **Water Gal** – number of gallons of water dropped by a helicopter
 - v. **Ret Gal** – number of gallons of retardant dropped by an Airtanker
 - vi. **Lbs Cargo** – number of pounds of cargo delivered by a helicopter
 - vii. **Num Trips** – number of trips made by a helicopter
 - viii. **Passengers** – number of passengers delivered

Manually Add Daily Cost Records

1. Select an existing Cost Record from the table with the same date on which the new cost record is to be added.
2. Click the **Add** button.
3. Enter the **Cost UOM**, **Units** and **Unit Cost**. Change the **Account Code**, **Accrual Code** or add a **Cost Group** if desired.
4. If a cost group is entered, the system will auto-populate the **Shift** field. This cannot be changed.
5. Click the **Locked** checkbox to lock the Cost record, if desired.
6. Click the **Flow Down** checkbox to flow down data from the selected Cost record to subsequent cost records, if desired.
7. Click **Save** to save the new cost record.

Update Rates after a Rate Change

1. Select a resource and a daily cost record from the grid.
2. Click the **Update Rates** button. Select **Yes** to update all daily cost records for the selected resource.

Cost Level

1. Cost Levels (CL) for a resource are based on how the costs were generated for that cost record.
 - i. **E** = Estimated Costs generated by the system
 - ii. **A** = Actual Costs posted in the Time Module
 - iii. **F** = Costs flowed down from an Actual Cost record to subsequent records
 - iv. **U** = User updated costs or flowed down from a user updated cost record
 - v. **M** = Manually added cost record
 - vi. **Blank** = The Generate Costs checkbox is unchecked for the resource or the Use Actuals Only box is checked.

Manage Other Costs Data

1. Next to the **Resource Costs** tab is the **Other Costs** tab where you can enter costs for resources or services not reflected on the incident through the check in process.
 - i. Add Other Cost
 1. Click the **Add Resource** button
 2. Enter all the data for your other cost, assuring that all required fields denoted by an "*" are entered.
 3. Any **Item Code** can be assigned to an Other cost.
 4. If there is no specific Item Code, use the **Miscellaneous** option as the Item Code.
 - ii. Edit other Cost
 1. Select a Cost Record from the grid and click the **Edit Resource** button. Once the changes are made, click **Save** to save the cost record.
 - iii. Delete Other Cost
 1. Select a Cost Record from the grid and click the **Delete Resource** button. Click **Yes** to confirm removal of the record.
 - iv. View Other Cost
 1. Click the **View Cost** button to view cost records generated for Other Costs. From here the user can Add or Delete an Other cost record.

The screenshot shows the 'Cost' tab selected in the top navigation bar. Below it, the 'Other Costs' tab is active. The interface displays a table with columns for Request #, Cost Description, Item Code, and Status. A row is highlighted with 'SUPPLIES' in the Cost Description, 'SUP' in the Item Code, and 'C' in the Status. To the right of the table is a 'Common Data' form with fields for Accounting Code (JL75), Request Number (Optional), Status (C), Cost Description (SUPPLIES), Item Code (SUP), Item Name (SUPPLIES), Agency (USFS), Actual Release Date (mm/dd/yyyy), and Actual Release Time. To the right of the Common Data form is a 'Cost Data' form with fields for Payment Agency, Assign Date (01/10/2020), Accrual Code (EXCL), Lock Accrual Code (unchecked), Generate Costs (checked), and Remarks. At the bottom of the form are 'Save' and 'Cancel' buttons.

Generate Costs for Other Costs

1. A rate table is used to calculate costs for all Item Codes except the **Misc Item Code**. The rate for the Misc Item Code is zero, which can manually be updated by the user.
 - i. Click the **Run Cost** button to run costs for all resources and all costs. Costs will also be generated if the Run Cost option is set to automatically run.
 - ii. Select the **Resources Selected in Grid** checkbox to select only those resources for which to generate costs.
 - iii. If applicable, select the **Update Rates** button to update the rates in all Cost records for the selected Resource.
2. Manually Generate Cost Records:
 - i. Costs can be selectively run for one or more **Other Costs** listed in the grid.
3. Manually Add an Other Cost Record:
 - i. If a Cost record is manually added to an Other Cost, existing Cost Records for that same date will not be overwritten. It will be saved as a separate cost entry for that same date.
4. Updating Rates:
 - i. When a user has updated rates, daily costs for the selected Other Costs will be recalculated based on the new rates defined for the Item Code.
 - ii. Clicking **Update Rates** will overwrite all estimated rates in the Daily Cost records with the new rates.

O-8 JONES, JEREMY

Activity Date * Unit Cost *

Cost UOM * Account Code *

Units * Accrual Code *

Incident Cost Settings

1. To change the default settings, click the drop-down arrow next to the **Cost** menu button and select **Incident Cost Settings**.
 - i. **Default Hours**: The system default is 14 hours.

Incident Cost Settings

Default Hours

Default Hours *

Cost Accruals

1. Accruals are defined as an expense that has occurred or been committed to, but not yet paid. Accruals reports to the US Forest Service are required daily.
2. Reportable US Forest Service Accrual Categories
 - i. **AD** = Casual hires
 - ii. **AMD** = Aviation Management Directorate aircraft
 - iii. **CONT** = All non-air contracts
 - iv. **INTL** = International
 - v. **NOAA** = National Weather Service personnel
 - vi. **States** = All fifty states plus the District of Columbia, Guam, Puerto Rico, Saipan, Midway, Samoa and the Virgin Islands.
 - vii. **NWS** = National Weather Service
3. Accrual Categories that are NOT included in the extract are:
 - i. **EXCL** = Exclude
 - ii. **FED** = Federal Resources
4. Accruals Crossing Fiscal years
 - i. The Forest Service Fiscal year starts on October 1 and accruals start a \$0.00. The two digit Fiscal year is appended to the accounting code for accruals in the **Accrual Summary Report, Detail Report** and **Financial Export**. Incidents spanning more than one Fiscal year will have two accrual accounting codes, one for each year.
5. AD Payment
 - i. Except for Casual Hires (AD) the Forest Service accounting system is able to reference existing accruals when payments are made, thus drawing down accruals to zero when all payments are complete. e-ISuite includes an AD Payment process that will reduce (Draw Down) accruals as AD's are paid. The system considers an AD as paid when an Original OF-288 Invoice is processed, printed and included in a financial export file.
 - ii. The AD Payment will be reflected in accrual reports, the day after an AD is paid and their payment is included in a Financial Export file.
 - iii. The AD Payment uses the total invoices amount prior to any adjustments that were identified in Block 22 on the OF-288 Invoice.
 - iv. On the accrual reports, the system will total AD Payments) by accounting code and resource. The accrual detail report will display the AD Payment by resource and the accrual summary report will display the AD Payment by accounting code.
6. AD Payment and Fiscal Year Rules
 - i. The AD Payment will occur in the prior Fiscal year when all of the postings and the AD Payment steps previously defined occur in the prior Fiscal year.
 - ii. The AD Payment will occur in the new Fiscal Year when all of the postings and the AD Payment steps previously defined occur in the new Fiscal year.
 - iii. The AD Payment will occur in the new Fiscal Year when the Original OF-288 Invoice spans both Fiscal Years. When this occurs, the system will only draw down the new fiscal year invoiced amount in the new Fiscal year.
 - iv. The AD Payment will not occur when all postings were made in the prior Fiscal Year, but not all of the AD Payment steps were completed in the prior Fiscal Year
7. Extracting Cost Accruals
 - i. Select the **Accruals** option from the drop-down menu next to the **Cost** button.
 - ii. Click the **Extract** button to extract the accrual data.
 - iii. Select an Accrual Extract from the grid and click the **Finalize** button.
 - iv. In the window that displays, enter the **Prepared by Name, Preparer Phone** and click **OK** to save the data

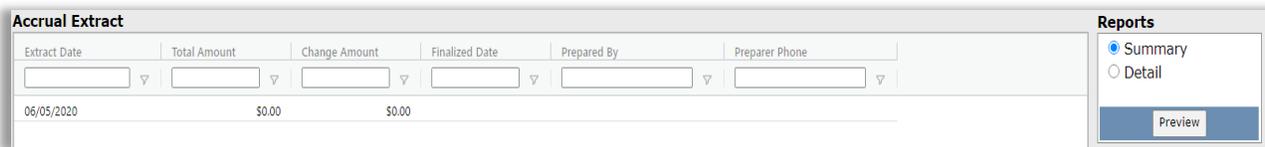
Cost Accruals cont'd

8. Accrual Accounting Code

- i. A Cost user may want an accounting, code set up for the incident, to act like a different accounting code for accrual purposes. An accrual accounting code can be set up in the accrual extract.
- ii. Click the **Accrual Accounting Code** button.
- iii. Select an **Accounting Code** from the drop-down menu.
- iv. Select an Accrual Accounting Code from the drop down list to use as the **Accrual Accounting Code**. Note you can only select accounting codes that exist on the incident.
- v. Click **Save** to save the Accrual Accounting Code.

9. Accrual Reports

- i. Accrual reports can be found on the right side of the accrual extract screen. Two reports can be previewed and then printed.



Extract Date	Total Amount	Change Amount	Finalized Date	Prepared By	Preparer Phone
06/05/2020	\$0.00	\$0.00			

Reports
 Summary
 Detail

Cost Groups

1. Cost Groups functions can be used as Cost Tracking or Cost Share. Cost Groups can be accessed by clicking the **Cost** drop-down menu and selecting the **Cost Groups** option.
2. Add a new Cost Group
 - i. Select the **Cost Group Information** tab and enter a **Start Date** for the Cost Group.
 - ii. Select a **Shift**, enter **Cost Group** name and enter the **Description** of the Cost Group.
 - iii. Select an **Agency Code** from the drop-down menu, if desired.
 - iv. Select the appropriate **Agency Percentage** and click the **Save Percentage to List** button.
 - v. Repeat these steps until the **Percentage Total** equals 100% and click the **Save** button to save the Cost Group.
3. Edit a Cost Group
 - i. Select the Cost Group from the grid and click the **Edit Cost Group** button.
 - ii. Edit the information desired and click the **Save** button to save the changes to the Cost Group.
4. Delete a Cost Group
 - i. Select the Cost Group from the grid and click the **Delete Cost Group** button. Click **Yes** to confirm deletion of the Cost Group.
5. View Agency Percentages
 - i. Select an existing Cost Group from the grid and click the **Manage Agency Percentages** tab.
 - ii. Expand a Date for which to view the percentages and click the **Edit** button to make changes to the percentages.
6. Assign Resources to a Cost Group
 - i. Click the **Cost** button to open the Cost area and select a resource to assign to a cost group.
 - ii. Click the daily cost record for the date to add the cost group to.
 - iii. From the **Cost Groups** drop-down list, select the Cost Group to assign to that resource for the defined date and click the **Save** button to save the Cost Group to the resource. Note that the **Shift** field is automatically generated and is not editable.



Selected Incident: TEST US-AZ-AZS-0001

Cost Group	Start Date	Description	Shift
A	06/01/2020	A	DAY

Cost Group Information
 Start Date *
 Shift *
 Cost Group *
 Description *

Cost Reports

1. The Cost module allows users to run a number of pre-designed reports for management decision-making purposes. To access these reports, click **Reports** from the main toolbar and select the **Cost** tab.