



# COST

**Version 2.0.1**

**Wednesday, June 3, 2020**

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## Cost Overview

The Cost section 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, based on a set of criteria. Cost users can analyze, manipulate and create reports from this information.

Reports generated in the Cost area can be used for management decision making purposes. Reporting recipients include Incident Management Teams, the Host Agencies, Financial Systems and other interested stakeholders.

To access the cost area of e-ISuite, after logging into the system, the user must:

1. Click on the **Incidents** Tab.
2. Select an Incident.
3. Click on the **Cost** tab.

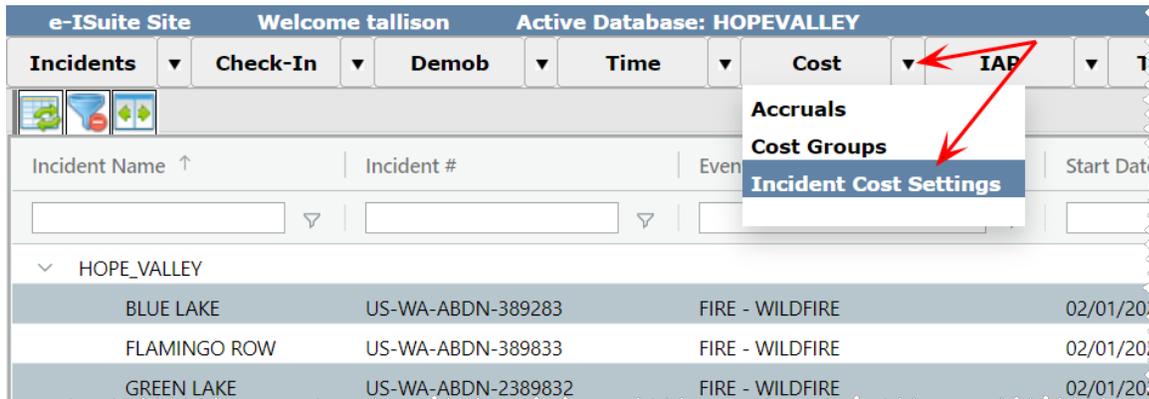
The rest of this guide provides instructions from this point in the application.

Topics in this guide include:

- [Resource Data](#)
- [Daily Costs](#)
- [Other Costs](#)
- [Cost Groups](#)
- [Cost Accruals](#)
- [Cost Reports and Graphs](#)

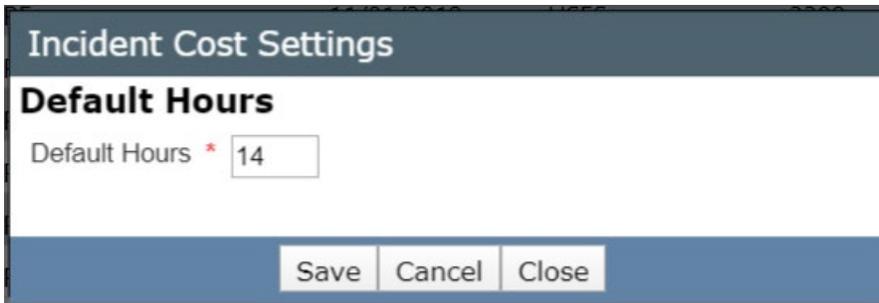
## Incident Cost Settings

There are default settings that impact the cost generation process. To access the cost settings click on the drop-down arrow next to the **Cost** menu button on the main toolbar and select **Incident Cost Settings**.



In the Cost Setting Window the user can set:

- **Default Hours**
  - The system default is **14** hours, which is a typical number of hours for incident personnel to work. The user can define a different number of hours the system will use to generate daily costs for resources using hourly rates by entering a different number.



The screenshot shows the Incident Cost Settings dialog box with the following details:

- Title: Incident Cost Settings
- Section: Default Hours
- Field: Default Hours \* 14
- Buttons: Save, Cancel, Close

## Manage Resource Data

This section explains how to edit information about a resource. To edit a resource, first select a resource from the grid and then click the **Edit Resource** button. There are two tabs in cost - as described below. The edit resource functions are slightly different in each area. The Cost tabs are:

- **Resource Costs** - This is the default area and represents all the resources on the incident that other modules in e-ISuite are utilizing.
- **Other Costs**—This is a new area in e-ISuite. This area has been created specifically for the cost user. Use this tab to add resources, services or cost centers that are not actually checked into the incident but are generating costs. Resource Other Costs functions are generally the same as the functions in the Resource Costs area. The difference in this area is that it omits the collection of information that is not meaningful to the cost function. The Common Data fields in this area are a subset of the fields that are under the Resource Costs tab.

There are two levels of data that can be edited for a resource. The first is the Common Data, which is generally entered at check in. The second is cost specific data, which is for exclusive use by the cost user. These two areas are described separately below.

**NOTE:** Understanding the concept of data sharing is critical. Data is shared between all e-ISuite areas, with the exception of the **Resource Other Costs** area. Changes, additions, or deletions from any functional area affects all areas. Successful integration requires cooperation and established data ownership rules.

## Edit Common Data

Follow the steps in this section to review common data:

**NOTE:** Information located above the tabs in the Edit Resources area are considered the Common Data for a Resource.

The Common Data in the Edit Resources area includes all editable information about the resource as shown below:

**NOTE:** Not all fields display in the Other Resource Costs area (described in the next area).



# Cost

- Accounting Code
- Request Number
- Status
- Person - checked, if applicable
- Invoice Setup (OF-286) - checked, if applicable
- Resource Name
- Cell Phone #
- Item Code

NOTE: Item codes for each parent and subordinate resource are critical to the correct generation of costs. For example if the Item Code HC1 is used for 20 members of a Type 1 crew, Costs will be calculated by 20 HC1 estimates at \$8,200 for each member into a rollup cost of \$164,000.

- Trainee - checked, if applicable
- Unit ID
- Agency
- Mobilization Date
- Check-In Date
- Check-In Time
- Actual Release Date

NOTE: A resource will continue to generate costs until a release date is entered. Simply changing the status to "D" will not stop costs from generating. If there is an estimated date of arrival entered at demob, then this date will override the actual release date and costs will run to the estimated date of arrival.

- Actual Release Time

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

NOTE: When the Person option is checked, Resource Name is replaced with



# Cost

Last Name and First Name. Either a Last Name or a First Name is required.

NOTE: If the Person or Invoice Setup (OF-286) selection is changed, and time was posted for the resource, a message displays indicating that the time postings will be deleted if the user continues.

NOTE: If the Person or Invoice Setup (OF-286) selection is changed, and one or more original invoices were already generated for the resource, a message displays indicating that the resource has invoiced postings. The user must remove the invoice and manually delete those postings before changing the Person or Invoice Setup (OF-286) selection.

- To save any changes made on the Edit Resource window, click the **Save** button.

## Edit Cost Specific Data

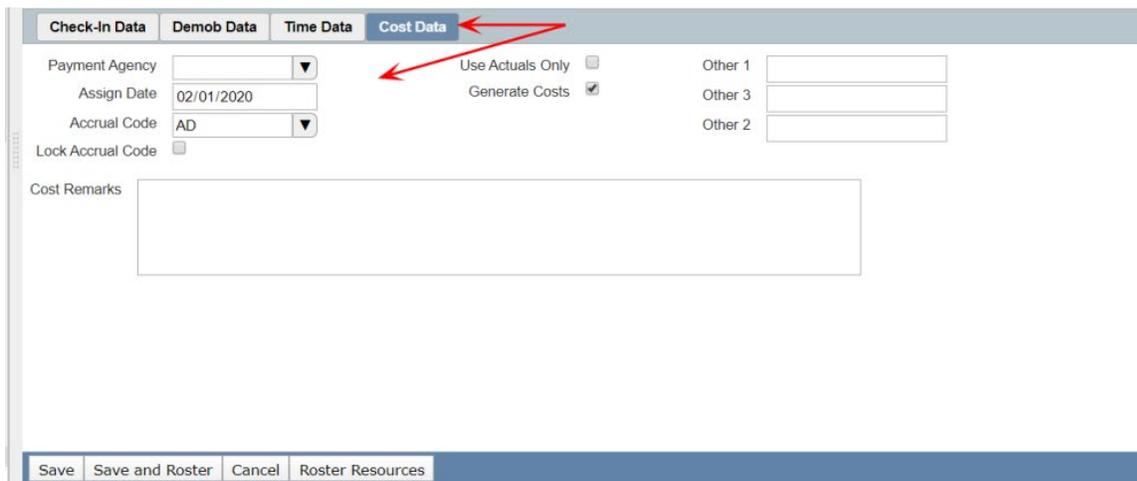
Information located in the tabs below the common data in the Manage Resource area is specific to that functional area and will display according to the Roles assigned to the user account. Click the Cost tab to display the following information:

- **Payment Agency** - Select the agency responsible for paying the resource.
- **Assign date** - The assign date is for use by cost only. It is system generated based on the earliest of the following dates: Check-in Date, Hire Date or the earliest time posting date. This date can be edited if the cost user wants costs to generate earlier than those specific dates.

NOTE: If you change the Assign Date to a date that is later than the Check-In Date, Hire Date, or earliest Time Posting Date, the system will always change the date back to the earliest date.

- **Accrual Code** - The system will always generate a default accrual code based on a matrix that defines how accrual codes are established. The code will change with updates to certain fields for the resource, like the Agency, Unit ID, Payment Agency, Item Code or the Incident Jurisdiction. While the system is usually correct, if the cost user wants to override the system generated accrual code, just select a different code from the drop-down list. Anytime the code is changed, check the **Lock Accrual Code** checkbox so the system does not override the change.

- **Lock Accrual Code** - Used in conjunction with changing the accrual code. Checking the checkbox locks the code from any system generated change.
- **Use Actuals Only** - When this box is checked by the cost user, the system will only generate costs if there is an actual time posting for the resource. All estimated costs will show as zero. This box will never be automatically checked by the system.
- **Generate Costs** - When this checkbox is checked, the system will generate daily cost records for the resource. When unchecked, daily cost records will not be editable and will not contain any cost information. The checkbox will default to checked, except when there is a resource with subordinates, like a handcrew, that has actual time postings. In this case, the primary resource (e.g., Crew) will not generate costs and the checkbox will be unchecked. The subordinate resources (e.g., the crew members) will have the generate costs checkbox checked and will generate costs. If the costs user wishes to override the Generate Costs settings for the primary resource (i.e., the unchecked checkbox), simply check the checkbox and save the change. This change will allow both the primary and subordinate resources to generate costs.



The screenshot shows the 'Cost Data' tab in the e-ISuite interface. The 'Cost Data' tab is highlighted with a red arrow. The form contains the following fields and controls:

- Payment Agency: [Dropdown]
- Assign Date: 02/01/2020
- Accrual Code: AD [Dropdown]
- Lock Accrual Code:
- Use Actuals Only:
- Generate Costs:
- Other 1: [Text Field]
- Other 2: [Text Field]
- Other 3: [Text Field]
- Cost Remarks: [Text Area]

At the bottom of the form, there are buttons for Save, Save and Roster, Cancel, and Roster Resources.

## Add a Resource

To add a resource to an incident, please refer to [Check-In, Add Resource](#).



# Cost

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## Delete a Resource

To delete a resource from an incident, please refer to [Check-In, Delete Resource](#).

## Manage Daily Costs

This section explains how to view and manage Daily Cost Records.

### Daily Cost Records

Based on the criteria explained in this section, 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.

To view Daily Cost records for a resource, click the View Costs button in the top right corner, and highlight a resource in the Resources grid - on the left side of the Daily Cost page. This will display the costs in the grid on the right side of the page. 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.

The Daily record that is initially generated contains a system generated cost estimate based on the Agency and Item Code defined for the resource. If the actual rate for a resource is known, the user can replace the estimate with the actual rate. When actual time is posted in the Time Module, the application replaces the estimates with the actual time postings.

**NOTE:** Remember when managing daily cost records, the Resource Costs and Resource Other Costs tabs allow the user to split the costs between resources checked into the incident and Other Resources entered directly by the Cost User.

In order for the system to generate daily cost records for a resource, the following conditions must be met by the resource:

- The resource must have a status of C (Checked In).
- An Assign Date is defined for the resource.

**NOTE:** The Assign Date is set by the system when the user enters a Check-In Date, a Hire Date or Time is posted for the resource. The system will automatically populate the Assign Date field with the earliest date of activity for the resource.

- An Agency is defined for the resource.
- The Generate Daily Costs checkbox is selected for the resource.

NOTE: The system will automatically check or uncheck the Generate Costs checkbox based on the Generate Daily Costs matrix.

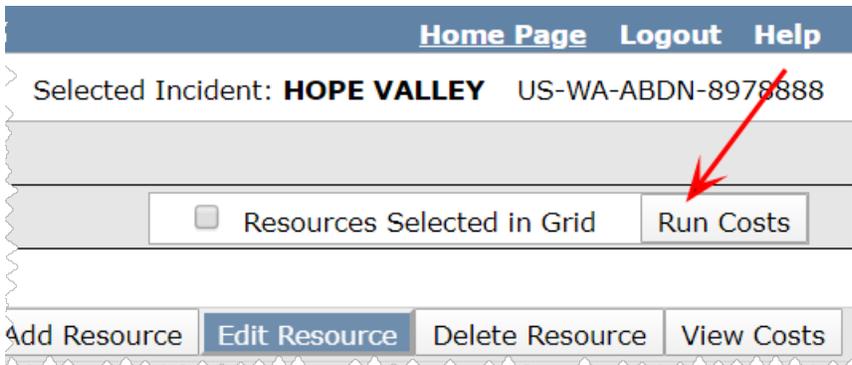
NOTE: Costs will never generate for a subordinate resource until actual time is posted for the subordinate. Also, once actual time is posted for a subordinate, costs will no longer generate for the primary resource unless the primary resource also has actual time postings (excludes aircraft). The Cost user can always override the system by checking or unchecking the generate costs checkbox

## Create Daily Cost Records

Daily cost records are created and updated through the generate costs process. The rates table is used to initially calculate costs for all Item Codes except the Miscellaneous (Misc) Item Code. The rate amount for the Misc. Item Code is zero and must be manually updated to generate costs.

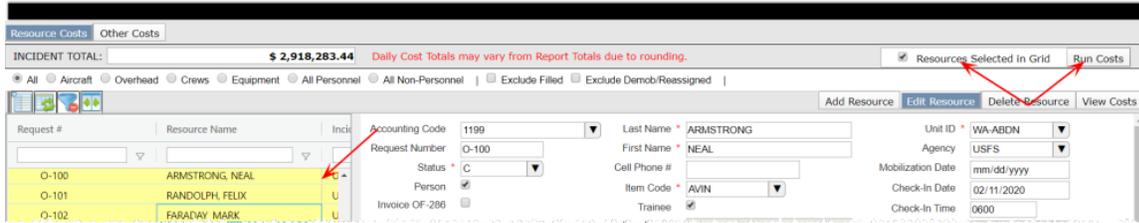
There are two ways to generate daily cost records.

1. Update costs for all resources by clicking the Run Cost button.



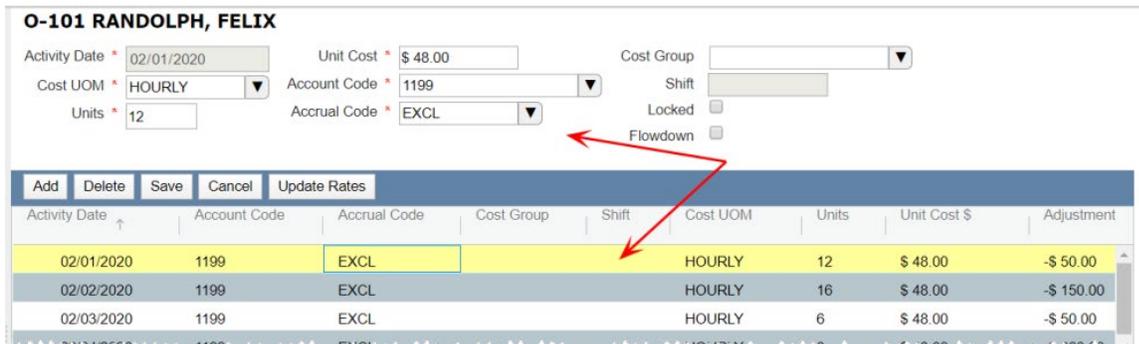
The screenshot shows a web interface with a blue header bar containing 'Home Page', 'Logout', and 'Help' links. Below the header, it displays 'Selected Incident: HOPE VALLEY US-WA-ABDN-8978888'. A red arrow points to the 'Run Costs' button, which is located next to a checkbox labeled 'Resources Selected in Grid'. At the bottom of the interface, there are four buttons: 'Add Resource', 'Edit Resource', 'Delete Resource', and 'View Costs'.

2. Update costs for a single or multiple resources by:
  - a. Checking the **Resources Selected in Grid** checkbox.
  - b. Selecting one or more resources in the grid (use CTRL click to select multiple resources).
  - c. Clicking the **Run Costs** button.



## Edit Daily Cost Records

1. On the View Costs screen, select a Resource in the Resources grid that has existing cost records.
2. Click a Cost record in the Cost grid to edit. This will populate the data entry box at the top of the screen with the details of that daily cost record.



Activity Date	Account Code	Accrual Code	Cost Group	Shift	Cost UOM	Units	Unit Cost \$	Adjustment
02/01/2020	1199	EXCL			HOURLY	12	\$ 48.00	-\$ 50.00
02/02/2020	1199	EXCL			HOURLY	16	\$ 48.00	-\$ 150.00
02/03/2020	1199	EXCL			HOURLY	6	\$ 48.00	-\$ 50.00

3. Make the appropriate changes to the Cost record.
4. If desired, select the **Locked** checkbox to lock the Cost record.

**NOTE:** When a Cost record is locked, the system will not change the data in the record. Do not lock cost records unless permanently saving the changes. Locking a cost record will prevent all system updates, including actual time postings.

5. If desired, select the **Flow Down** checkbox to flow down data from the selected cost record to all subsequent cost records. If there are multiple cost records for a single day, the flow down will follow the path of the accounting code in the record that was edited. Flow down will never change a subsequent locked record.

**NOTE:** Flow down will only flow down data that has just been changed. It will not flow down data in any other fields.



# Cost

## Delete Daily Cost Records

1. Select a Resource in the Resources grid.
2. Select a Cost record.
3. Click **Delete** to delete the cost record.
4. A confirmation message will display.
5. Click **Yes** to remove the Cost Record.

NOTE: If the user deletes a system generated cost record and a manual cost record exists for that same date, the system will automatically delete the manually added record.

## 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.

Activity Date	Account Code	Accrual Code	Cost Group	Shift	Cost UOM	Units	Unit Cost \$	Adjustment
02/01/2020	1199	EXCL			HOURLY	12	\$ 48.00	-\$ 50.00

NOTE: Changes cannot be made to the **Activity Date**.

3. Enter the **Cost UOM**.
4. Enter the **Units**.
5. Enter the **Unit Cost**.
6. The **Account Code** field is populated with the default. This can be changed, as needed.
7. The **Accrual Code** is system generated. This can be changed, as needed.

- If applicable, select a **Cost Group** from the drop-down list.

**NOTE:** The system will auto-populate the **Shift** field with the shift for the Cost Group. The shift cannot be changed.

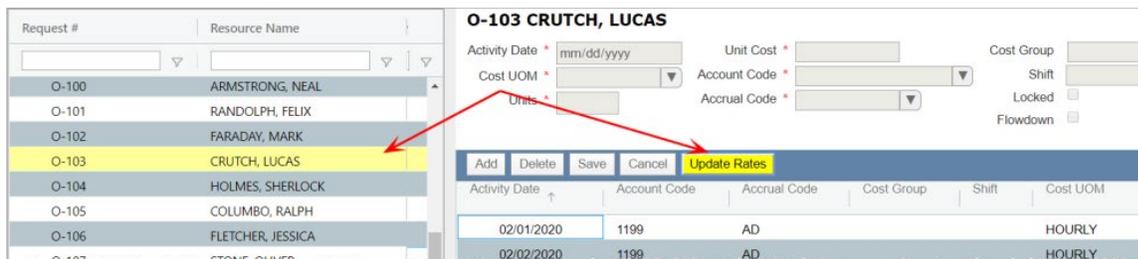
- Select the **Locked** checkbox to lock the Cost record, as needed.

**NOTE:** When a Cost record is locked, the system will not change the data in the record.

- Select the **Flow Down** checkbox to flow down data from the selected Cost record to subsequent manually added cost records, as needed.
- Click **Save** to save the new cost record.

## Update Rates after a Rate Change

- Select a Resource from the resource grid.
- Click the **Update Rates** button.



- The system displays a confirmation message indicating that all cost rates for the selected resource will be updated.
- Select **Yes** to update all daily cost records for the selected resource.

**NOTE:** When the **Update Rates** button is selected, the system will recalculate all estimated costs and actual costs in all Daily Cost Records for the resources selected in the grid - based on the new rates. A warning message will display that this action will overwrite all estimated rates in the Daily Cost records with the new rates.

## Cost Level

The system sets the Cost Level for a resource based on how the costs were generated for that cost record. The following list identifies the valid Cost Level codes:

- E = Estimated Costs
- A = Actual Costs posted in the Time Module
- F = Costs Flowed Down from an Actual cost record
- U = User updated costs, or flowed down from a user updated cost record
- M = Manually added cost record
- Blank – The Generate Costs checkbox is unchecked for the resource.

For example, when costs are first generated for a resource that has no actual time postings, the Cost Level will be set to E. When there are actual time postings for a resource, the amount in the cost record may change - based on the actual costs - and the Cost Level will change to A.

All subsequent records that were generated after the actual costs, will have an F Cost Level. This indicates that the cost amount was flowed down from the actual cost record.

When the user changes the following data in a cost record, the system will change the Cost Level to U:

- Account Code
- Cost UOM
- Units
- Unit Cost

If the user manually adds a cost record, then the Cost Level is set to M.

If the **Generate Costs** checkbox is unchecked for a resource, then the system will leave the Cost Level field blank.

**O-103 CRUTCH, LUCAS**

Activity Date \* 02/01/2020 Unit Cost \* \$ 20.84 Cost Group

Cost UOM \* HOURLY Account Code \* 1199 Shift

Units \* 12 Accrual Code \* AD Locked

Flowdown

Add Delete Save Cancel Update Rates

Units	Unit Cost \$	Adjustment	Cost Level	Locked	Primary Tot
12	\$ 20.84	-\$ 50.00	A		\$ 200.08
12	\$ 20.84	\$ 0.00	A		\$ 250.08
12	\$ 20.84	\$ 0.00	F		\$ 250.08
12	\$ 20.84	\$ 0.00	F		\$ 250.08
12	\$ 20.84	\$ 0.00	F		\$ 250.08
12	\$ 20.84	\$ 0.00	F		\$ 250.08

## Aircraft Costs

Aircraft resources have different daily cost record fields than all other resources. Aircraft resources include Helicopters, Airtankers and various types of Fixed Wing aircraft. When editing the daily costs for aircraft, the following additional aircraft specific fields will display:

- Aircraft Costs—The total daily cost of the aircraft
- Flight Hours—Hours the aircraft flew during the day
- Num Loads—Number of loads an Airtanker dropped in a day
- Water Gal—Number of gallons of water dropped by a helicopter
- Ret Gal—Number of gallons of retardant dropped by an Airtanker
- Lbs Cargo—Number of pounds of cargo delivered by a helicopter
- Num Trips—Number of trips made by a helicopter
- Passengers—Number of passengers delivered

When cost records are created for a new day, the costs do not flow from the previous day. Because costs for aircraft are so random, based on weather and fire conditions, they always start at zero for a new day.

Beyond the additional fields of data and the daily cost creation, aircraft resources perform the same as all other cost records.

**A-1 AIR TANKER**

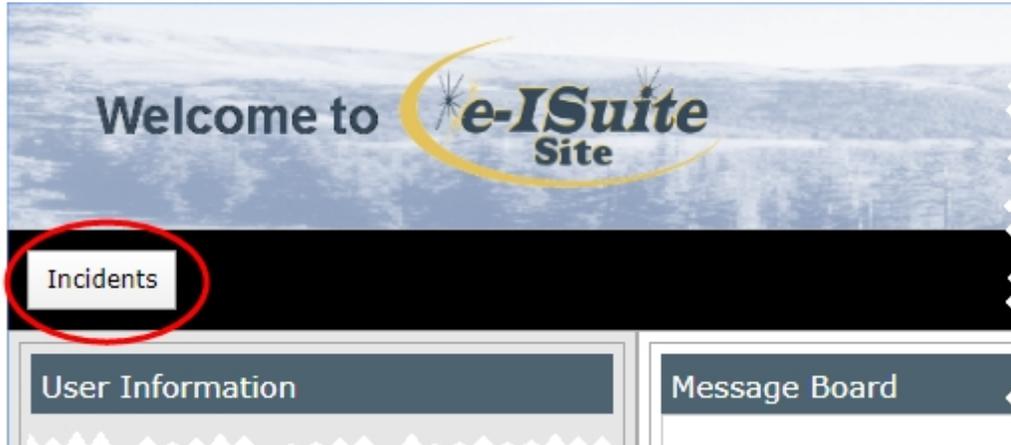
Cost Data		Flight Data				Other Data			
Activity Date *	02/01/2020	Flight Hrs	0	Ret Gal	0	Account Code	1199	Locked	<input type="checkbox"/>
Aircraft Cost	\$ 0.00	Num Loads	0	Lbs Cargo	0	Accrual Code	EXCL	Flowdown	<input type="checkbox"/>
		Water Gal	0	Num Trips	0	Cost Group			
				Passengers	0	Shift			

Activity Date	Account Code	Accrual Code	Cost Group	Shift	Aircraft Cost	Flight Hrs	Water Gal
02/01/2020	1199	EXCL			\$ 0.00	0	0
02/02/2020	1199	EXCL			\$ 0.00	0	0

## Manage Other Cost Data

This section explains how to configure Cost data for Other Costs.

1. From the Home page, select the **Incidents** button.



2. Select an Incident or Incident group.

Incident Name ↑	Incident #	Event Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
▼ HOPE_VALLEY		
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILD
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILD
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILD
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILD
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILD
LAKE WOEBEGONE	US-WA-ABDN-2839893	FIRE - WILD
MAGNOLIA VALLEY	US-GA-AESR-389238	FIRE - WILD
RED LAKE	US-WA-ABDN-387283795	FIRE - WILD
SCHAFFEEP	US-CA-SOE-001217	FIRE - WILD

3. Click the **Cost** button from the main toolbar.
4. Click the **Other Costs** tab.

Resource Costs **Other Costs**

INCIDENT TOTAL: **\$ 2,918,283.44** Daily Cost Totals may vary from Report Totals due to rounding.

All 
  Aircraft 
  Overhead 
  Crews 
  Equipment 
  All Personnel 
  All Non-Personnel 
  Exclude Filled 
  Exclude Demob/Reassign

Request #	Cost Description	Item Code
S-1	SUPPLY 1	SU
S-2	SUPPLY 2	SU
S-3	SUPPLY 3	SU
S-4	SUPPLY 4	SU
S-5	SUPPLY 5	SU
S-6	SUPPLY 6	SU

Activity Date \*  Unit Cost \*   
 Cost UOM \*  Account Code \*   
 Units \*  Accrual Code \*

Activity Date ↑ | Account Code | Accrual Code

## Add Other Costs

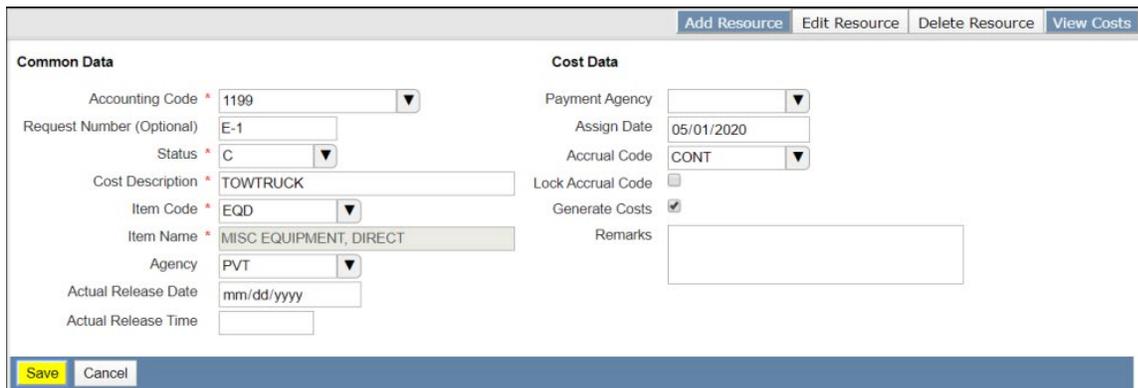
### General Information:

- To assign cost data to a Other Cost type, the Other Cost must be assigned to an incident.
- Any Item Code can be assigned to an Other Cost.
- If there is no specific Item Code, use the Miscellaneous option as the Item Code.

1. Click the **Add Resource** button.
2. Select an **Accounting Code** from the drop down list if a default code does not auto-populate the field.
3. Enter the **Request Number**, if applicable.
4. Validate that the **Status** defaulted to **C**.
5. Enter the **Cost Description**.
6. Select an **Item Code** from the drop down list.
7. The **Item Name** is system generated, based on the selected **Item Code**.
8. Select an **Agency** from the drop down list.
9. Enter the **Actual Release Date** or select from the calendar. This can be left blank, if unknown.

10. Enter the **Actual Release Time**. This can be left blank, if unknown.
11. Select a **Payment Agency** from the drop down list, if applicable.
12. Enter an **Assign Date**.
13. The **Accrual Code** is system generated, but can be changed, if necessary.
14. Select the **Lock Accrual Code** checkbox, if applicable.
15. The **Generate Costs** checkbox will default to checked. This can be changed, if necessary.
16. Enter any **Remarks**.
17. Click **Save**.

**NOTE:** Entering an Assign Date for the Other cost will start generating costs when the Run Cost process is either manually or automatically run. Other costs stop generating when an Actual Release Date is entered.



## Edit Other Cost

1. Select an Other Cost Record from the grid.
2. Click the **Edit Resource** button.
3. Make the appropriate changes to the Other Cost Record.
4. Click **Save** to save the Other Cost Record.



# Cost

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## Delete Other Cost

1. Select an Other Cost Record from the grid.
2. Click the **Delete Resource** button.
3. A confirmation message will display.
4. Click **Yes** to confirm removal of the record.

## Generate Costs for Other Costs

A rate table is used to calculate costs for all Item Codes except the Miscellaneous (Misc) Item Code. The rate amount for the Misc. Item Code is zero, which can manually be updated by the user.

1. Click the **Run Cost** button to run costs for all resources and other costs.
2. Select the **Resources Selected in Grid** checkbox to select only those resources for which to generate costs.
3. If applicable, select the **Update Rates** button to update the rates in all Cost records for the selected Resource.

## Edit Costs for Resource Other Costs

1. Click the **View Daily Cost** button to view cost records generated for Other Costs.
2. Select a **Resource Other Cost** in the grid.
3. Select a cost record listed in the Cost grid.
4. Make changes to any of the following data fields.
  - Cost UOM
  - Units
  - Unit Cost \$
  - Account Code
  - Accrual Code
  - Cost Group



# Cost

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- Locked
- Flow Down

5. Click **Save**.
6. To manually add a cost record to a date, select an existing cost record in the grid and click the **Add** button. Then complete the Cost fields.
7. To delete a cost record, select the cost record to delete and click the **Delete** button.



## Cost Accruals

This section explains the purpose and use of Cost Accruals.

### Guidelines for US Forest Service accruals

An Accrual is defined as an expense that has occurred or been committed to, but not yet paid. Currently the US Forest Service is the only agency that has required the calculation and submission of accruals for costs incurred on an incident.

Accrual categories are automatically generated for all resources as they are checked in. However, a Cost user will be responsible for verifying and managing the assignment of accrual categories.

### Reportable US Forest Service Accrual Categories

The following accrual categories are included in the accrual export to the Forest Service:

- **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 impacts the assignment of accrual categories.



## Cost

Accrual categories can be manually adjusted or adjusted by changing information about the resource. For example, adding the Payment Agency that is paying for the resource will adjust the Accrual Code. (e.g., If the user is on an incident that is in the Forest Service jurisdiction, adding BLM to the Payment Agency box for a PVT resource will adjust the Accrual Code from CONT to EXCL.)

NOTE: For the system to create an accrual, there must be at least one Resource at the Incident with a reportable Accrual Code. Additionally, Daily Costs records must exist for that resource.

### Accruals Crossing Fiscal Years

- The two digit Fiscal Year is appended to the accounting code for accruals in the Accrual Summary Report, Detail Report, and Financial Export.
- The Forest Service Fiscal year starts on October 1.
- Accruals start at \$0.00 at the start of the new Fiscal Year.
- Incidents being managed in only one Fiscal Year will include financial data for just that Fiscal year.
- 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.

### AD Payment

- 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. Because of this, e-ISuite includes an AD Payment process that will reduce 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.
- The AD Payment will be reflected in accrual reports the day after the AD Payment is included in a Financial Export file.
- The system will display payments as a deduction by Accounting Code and Resource on the Accrual Detail Report.

## EXAMPLE

As of 4/15 the total actual postings (accrual amount) for all FS Casual employees = \$1,548.80 for account code P4AABB12.

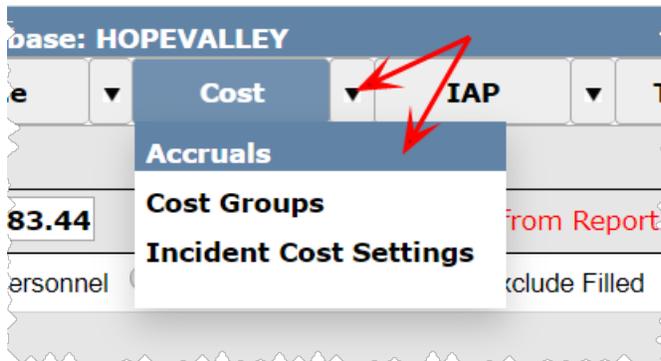
On 04/15, one original invoice was generated for a total of \$1,187.72 for accounting code P4AABB12.

After the financial export is generated, the subsequent accrual will decrease the casual pay accrual for accounting code P4AABB12 in the amount of \$1,187.72.

Additionally the AD payment will be adjusted at the Resource Detail level of the Accrual.

## Extracting Cost Accruals

1. From the **Cost** drop down menu select the **Accruals** option.



2. Select the **Extract** button to extract the accrual data.



# Cost

Accrual Extract						
Extract Date	Total Amount	Change Amount	Finalized Date	Prepared By	Preparer Phone	
03/27/2020	\$8,100.00	\$8,100.00	03/27/2020	BOB SMITH	(999) 999-9999	
02/26/2020	\$531,736.46	\$50,906.06				
02/25/2020	\$480,830.40	\$61,571.92	02/25/2020	SMITH, BOB	(999) 888-7777	
02/22/2020	\$419,258.48	\$14,838.38	02/22/2020	SMITH, BILL	(999) 888-7777	
02/21/2020	\$404,420.10	\$404,420.10	02/21/2020	SMITH, BILL	(999) 888-7777	

**Extract** Finalize Accrual Accounting Code

NOTE: An Accrual Extract can occur as many times during a day as is needed until it is Finalized.

3. Select an Accrual Extract from the grid.
4. Click the **Finalize** button.

NOTE: The user can only Finalize an accrual extract once a day. The accrual will continue to accumulate over multiple days until the accrual extract is finalized. Once an accrual extract is finalized, the Accrual Extract process can no longer be run for that day.

5. The **Accrual Finalize** window will display.

**Accrual Finalize**

This process will finalize the accrual report for submission to the Incident Business Branch of the Albuquerque Service Center.  
It can only be run once per day.

If you are not ready to finalize your accruals for 04/06/2020, click Cancel.

Otherwise, enter the prepared by name and phone number and click OK to finalize.

Prepared By Name \* JOHN DOE  
Prepared Phone \* (999) 999-9999

**OK** Cancel

6. Enter the **Prepared by Name**.

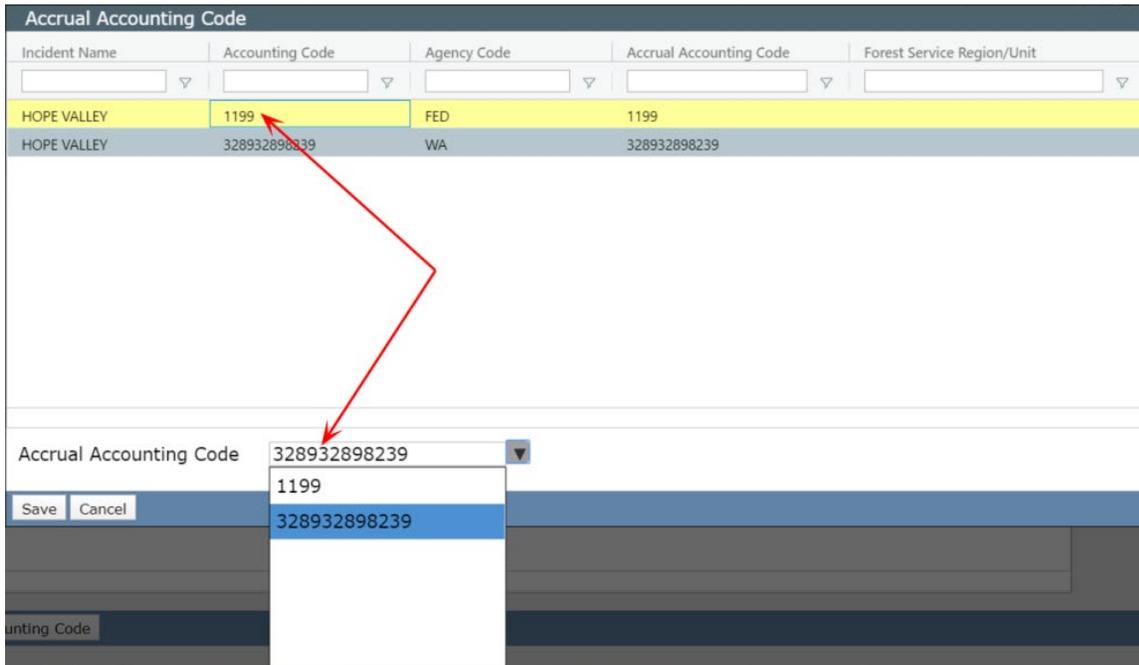
7. Enter the **Preparer Phone**.
8. Click **OK** to save the data entered.

**NOTE:** A sequential number is posted to each accrual after it is Finalized (e.g. 0001). Accrual information is now ready to include in the Financial Export.

## Accrual Accounting Code

In some cases, the Cost user will want an accounting code set up for the incident to act like a different accounting code for accrual purposes. The Cost user can set up an accrual accounting code that will be used in the accrual extract for accrual purposes.

1. Click the **Accrual Accounting Code** button to open the Accrual Accounting Code pop-up window.
2. Select an **Accounting Code** in the grid.
3. From the **Accrual Accounting Code** drop down list, select an Accrual Accounting Code to use for the Accounting Code highlighted in the grid.
4. Click **Save** to save the Accrual Accounting Code.



Incident Name	Accounting Code	Agency Code	Accrual Accounting Code	Forest Service Region/Unit
HOPE VALLEY	1199	FED	1199	
HOPE VALLEY	328932898239	WA	328932898239	

Accrual Accounting Code: 328932898239

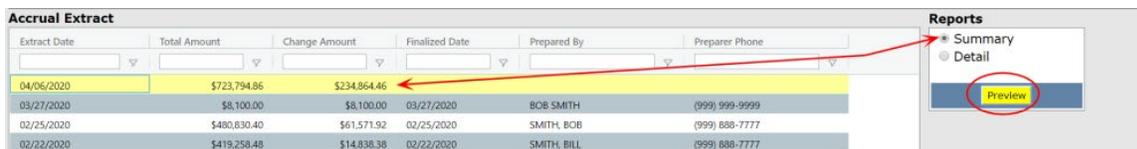
Save Cancel

Accounting Code

## Accrual Reports

Options for generating Accrual Reports are available on the right side of the Accrual Extract screen. There are two reports that can be previewed and then printed: **Summary** and **Detail**. See the sections below for descriptions of the reports. To preview and then print a Cost Accrual Report:

1. Select an accrual extract the grid.
2. Select the appropriate report option (**Summary** or **Detail**).
3. Click the **Preview** button.



The screenshot shows the 'Accrual Extract' interface. On the left is a table with columns: Extract Date, Total Amount, Change Amount, Finalized Date, Prepared By, and Preparer Phone. The first row is highlighted in yellow. On the right is a 'Reports' panel with radio buttons for 'Summary' and 'Detail', and a 'Preview' button circled in red. A red arrow points from the 'Preview' button to the first row of the table.

Extract Date	Total Amount	Change Amount	Finalized Date	Prepared By	Preparer Phone
04/06/2020	\$723,794.86	\$234,864.46			
03/27/2020	\$8,100.00	\$8,100.00	03/27/2020	BOB SMITH	(999) 999-9999
02/25/2020	\$480,830.40	\$61,571.92	02/25/2020	SMITH, BOB	(999) 888-7777
02/22/2020	\$419,258.48	\$14,838.38	02/22/2020	SMITH, BILL	(999) 888-7777

## Accrual Summary

The Accrual Summary report rolls up all the totals for an incident by Accounting Codes. The cost is summarized by line items of accrual categories. A grand total for the incident displays at the bottom of the report.

Accrual Summary Report				e-ISuite Cost Report	
Extract Date: 10/08/2014				Printed: 10/08/2014	
Sequence: 001				Page 2 of 2	
Prepared By: DJKSAJ; (999) 999-9999					
(Incident Group) SITE_GROUP					
RIVER (003810)					
Accounting Code	RC Line #	Accrual	Total Amount	Prev Amount	Change Amount
839915	001	CONT ACCRUAL CODE	\$ 29,552.00	\$ 0.00	\$ 29,552.00
	015	California	\$ 157,600.00	\$ 0.00	\$ 157,600.00
839915 Total:			\$ 187,152.00	\$ 0.00	\$ 187,152.00
RIVER(003810) Total:			\$ 187,152.00	\$ 0.00	\$ 187,152.00
Grand Total:			\$ 603,152.00	\$ 0.00	\$ 603,152.00

## Accrual Detail Report

The Accrual Detail Report displays all of the detail records for an Accrual Category Code by Accounting Code. The cost is summarized by line items of Accrual Categories. A Grand Total for the Incident displays at the bottom of the



# Cost

report. This report only contains information for the accrual extract that is selected in the grid.

Accrual Detail Report				e-ISuite Cost Report		
Extract Date: 10/08/2014				Printed: 10/08/2014		
Sequence: 001				Page 3 of 3		
Prepared By: DJKSAJ; (999) 999-9999						
(Incident Group) SITE_GROUP						
RIVER(003810)						
Resource Name	Request #	Item Code	Unit ID	Total Amount	Previous Amount	Change Amount
<b>839915 - CONT ACCRUAL CODE</b>						
SHOWER 1	E-1001	SHW	CA-1NAS	\$ 23,400.00	\$ 0.00	\$ 23,400.00
<b>All CONT ACCRUAL CODE Total:</b>				<b>\$ 23,400.00</b>	<b>\$ 0.00</b>	<b>\$ 23,400.00</b>
<b>839915 - California</b>						
HC2 SEQUOIA	C-3	HC2	CA-SQF	\$ 78,400.00	\$ 0.00	\$ 78,400.00
ES3; SALINAS 2176C; E-1	E-1	ES3	CA-XMY	\$ 20,000.00	\$ 0.00	\$ 20,000.00
MOYA, KIM	E-16.1	ENOP	CA-LPF	\$ 3,920.00	\$ 0.00	\$ 3,920.00
CHRISTENSEN, CHRISTINE	E-16.2	ENGB	CA-LPF	\$ 3,920.00	\$ 0.00	\$ 3,920.00
ALLEN, NIGEL	E-16.3	FFT1	CA-LPF	\$ 3,920.00	\$ 0.00	\$ 3,920.00
LESSARD, PAUL A	E-16.4	FFT1	CA-LPF	\$ 3,920.00	\$ 0.00	\$ 3,920.00
VALENCIA, BENNIE LEO	E-16.5	FFT1	CA-LPF	\$ 3,920.00	\$ 0.00	\$ 3,920.00
ENG3; LP 41; E-16	E-16	ENG3	CA-LPF	\$ 39,600.00	\$ 0.00	\$ 39,600.00
<b>All California Total:</b>				<b>\$ 157,600.00</b>	<b>\$ 0.00</b>	<b>\$ 157,600.00</b>
<b>839915 Total:</b>				<b>\$ 181,000.00</b>	<b>\$ 0.00</b>	<b>\$ 181,000.00</b>
<b>RIVER(003810) Total:</b>				<b>\$ 181,000.00</b>	<b>\$ 0.00</b>	<b>\$ 181,000.00</b>

## Manage Cost Groups

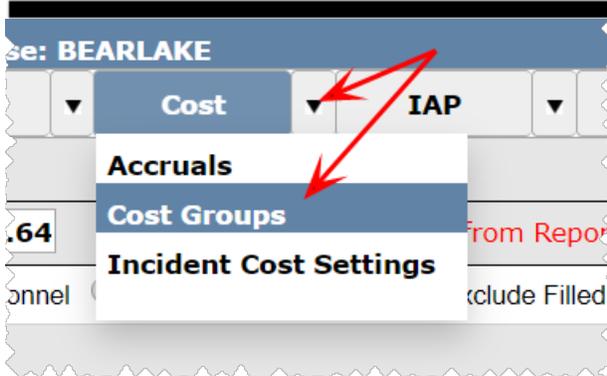
The cost groups function can be used in two ways:

- **Cost Tracking** - In this scenario, cost groups represent a cost center to which the cost user wants to track costs. By attaching a cost group to specific resources for specific days, the cost user is able to breakout costs for cost tracking.
- **Cost Share** - In the cost sharing scenario, cost groups typically represent a division. Cost sharing is provided for incidents where there is more than one jurisdictional agency involved and costs are shared between agencies. Cost sharing functions through the assignment of resources to divisions (cost groups), with those divisions potentially having unique percentage breakdowns per division, per day. The basic functions of Cost Sharing in the system includes:
  - Creating Cost Groups (i.e., divisions)
  - Assigning resources to a Cost Group
  - Generating Cost Share Reports

### General Rules:

- Cost Group percentages are rounded to the nearest tenth of a percent (e.g. 48.75 rounds to 48.8)
- A Cost Group can have different combinations of agencies and percentages, however, the total percentage has to equal 100%.
- The first time costs are run for the day, each Cost Group will be updated with new daily records that are based on the previous day.

The **Cost Groups** option can be accessed by clicking the drop-down arrow next to **Cost** on the main toolbar.



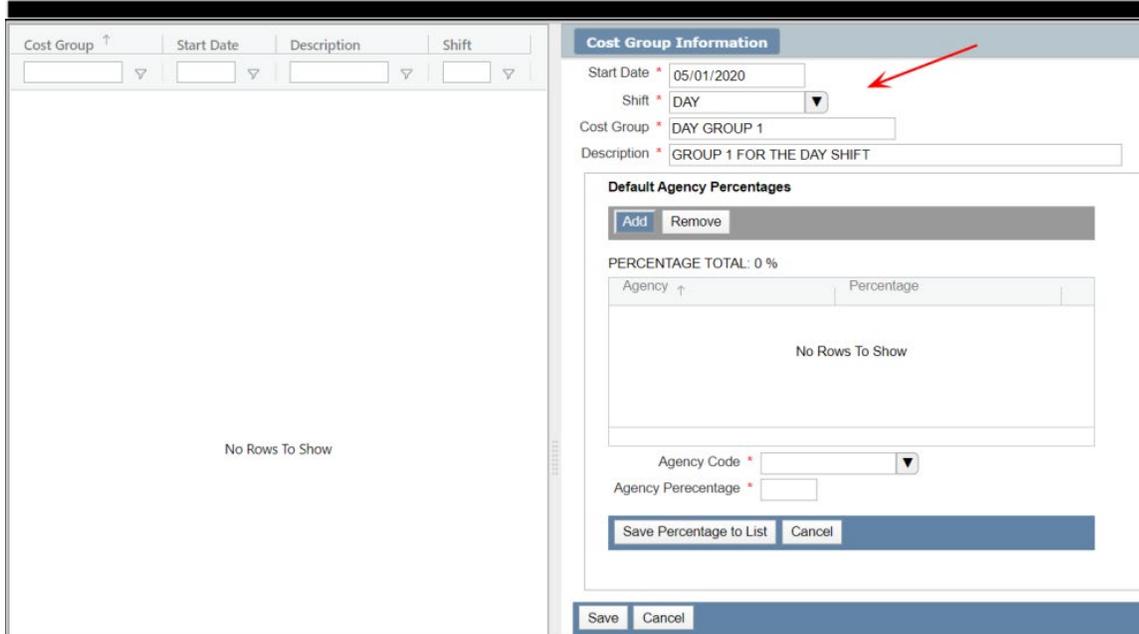
## Add a new Cost Group

The first step in Cost Sharing is to create Cost Groups. The Cost Group is where the user defines divisions, shifts, and cost sharing percentages by agency. Once a Cost Group is set up, the user can assign it to a resource on the Daily Cost screen. Only those resources with a Cost Group defined are included in the Cost Share reports. Set up cost groups using the following steps:

1. On the Cost Group screen, click the **Add Cost Group** button.
2. If an Incident Group Site Group is selected, select the Incident to which the Cost Group applies from the **Select Incident** drop-down list.
3. Enter a **Start Date** for the Cost Group or select the date from the calendar.

**NOTE:** If the start date is prior to the current date the system will automatically create entries from the start date to the current date.

4. Select a **Shift**.
5. Enter a **Cost Group** name.
6. Enter a **Description** of the Cost Group.



**Cost Group Information**

Start Date \* 05/01/2020  
 Shift \* DAY  
 Cost Group \* DAY GROUP 1  
 Description \* GROUP 1 FOR THE DAY SHIFT

**Default Agency Percentages**

Add Remove

PERCENTAGE TOTAL: 0 %

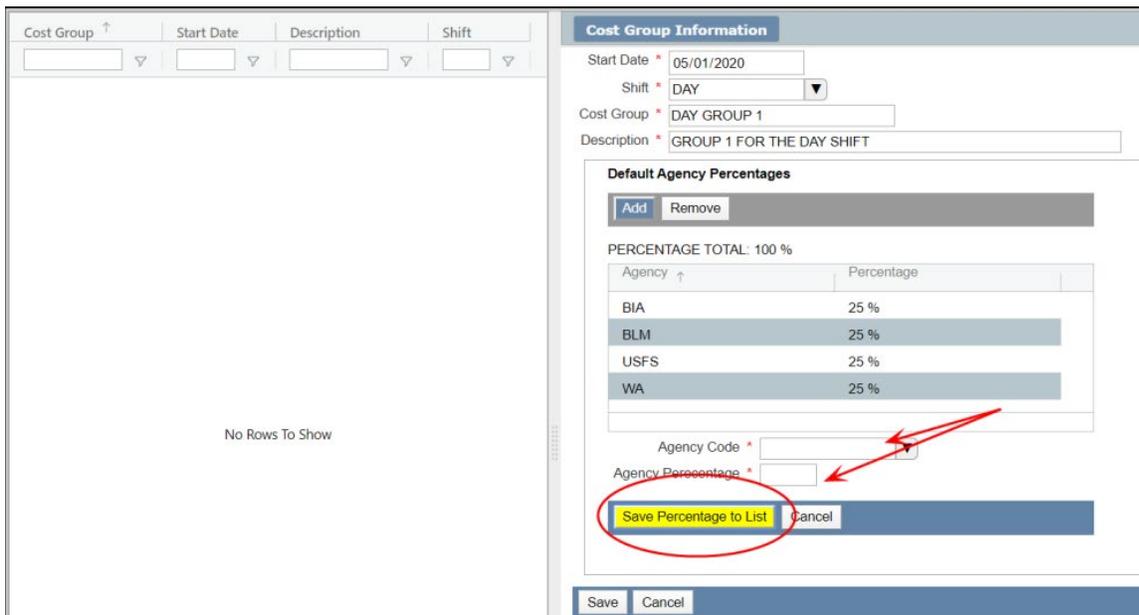
Agency ↑	Percentage
No Rows To Show	

Agency Code \*  
 Agency Percentage \*

Save Percentage to List Cancel

Save Cancel

7. Click the **Add** button under **Default Agency Percentages**.
8. Select an **Agency Code** from the drop-down list.
9. Enter the appropriate **Agency Percentage** for the selected Agency.
10. Click the **Save Percentage to List** button.



**Cost Group Information**

Start Date \* 05/01/2020  
 Shift \* DAY  
 Cost Group \* DAY GROUP 1  
 Description \* GROUP 1 FOR THE DAY SHIFT

**Default Agency Percentages**

Add Remove

PERCENTAGE TOTAL: 100 %

Agency ↑	Percentage
BIA	25 %
BLM	25 %
USFS	25 %
WA	25 %

Agency Code \*  
 Agency Percentage \*

Save Percentage to List Cancel

Save Cancel

11. Repeat steps 7 - 10 until the Percentage Total equals 100%.
12. Click the **Save** button at the bottom of the page to save the Cost Group.



# Cost

NOTE: The user can repeat this process for as many agencies as they like, but the total percentage for all agencies must add up to 100%.

## Edit an existing Cost Group

Follow the steps in this section to edit an existing Cost Group.

NOTE: If the **Start Date** for the Cost Group changes, group records for the Cost Group will be created from the selected start date to the current date. If the change to the **Start Date** is prior to the original start date, the system will use the default agency/percentages when creating the new Cost Group dates. If the change to the **Start Date** is after the original start date, the appropriate dates will be removed from the Cost Group, and the Cost Group will be removed from any resource to which it was assigned on those dates.

1. Select an existing Cost Group in the grid on the left side of the screen.
2. Changes can be made to any of the following information:
  - **Start Date**
  - **Shift**
  - **Cost Group**
  - **Description**
  - **Default Agency Percentages**

NOTE: When changing the Default Agency Percentages, click the **Save Percentage to List** button to make the change to the percentage.

3. Click **Save** to save the changes to the cost group.

## Delete an existing Cost Group

Follow the steps in this section to delete an existing Cost Group.

NOTE: If a Cost Group is deleted and that Cost Group was selected for a resource's Daily Cost records, the system will notify the user that it is in use. If the user chooses to continue, that Cost Group will be removed from the



# Cost

resource's Daily Cost record.

1. Select an existing Cost Group in the grid on the left side of the screen.
2. Click the **Delete Cost Group** button.
3. A confirmation message will display.
4. Click **Yes** to delete the Cost Group.

## View Agency Percentages

1. Select an existing Cost Group in the grid on the left side of the screen.
2. Click the **Manage Agency Percentages** tab.
3. Expand a **Date** to view the percentages.
4. View the percentages for the date.

Cost Group	Start Date	Description	Shift
DAYGROUP1	04/01/2020	GROUP 1 FOR THE ...	DAY
GROUP 1	02/01/2020	GROUP 1	DAY

Date	Agency	Percentage
04/01/2020	USFS	25 %
	BIA	25 %
	BLM	25 %
	WA	25 %
> 04/02/2020		
> 04/03/2020		
> 04/04/2020		
> 04/05/2020		
> 04/06/2020		
> 04/07/2020		

## Edit Cost Group Percentages

1. Select an existing Cost Group from the grid on the left side of the screen.
2. Click the **Manage Agency Percentages** tab.

3. Select a date.
4. Click the **Edit** button.

Date ↑	Agency	Percentage
04/01/2020	USFS	25 %
	BIA	25 %
	BLM	25 %

5. The **Edit Agency Percentages** window displays.

Date \* 04/01/2020

PERCENTAGE TOTAL: 100 %

Agency ↑	Percentage
BIA	25 %
BLM	25 %
USFS	25 %
WA	25 %

Agency Code \* [dropdown]

Agency Percentage \* [input]

Save Percentage to List Cancel

Save All Percentages Cancel

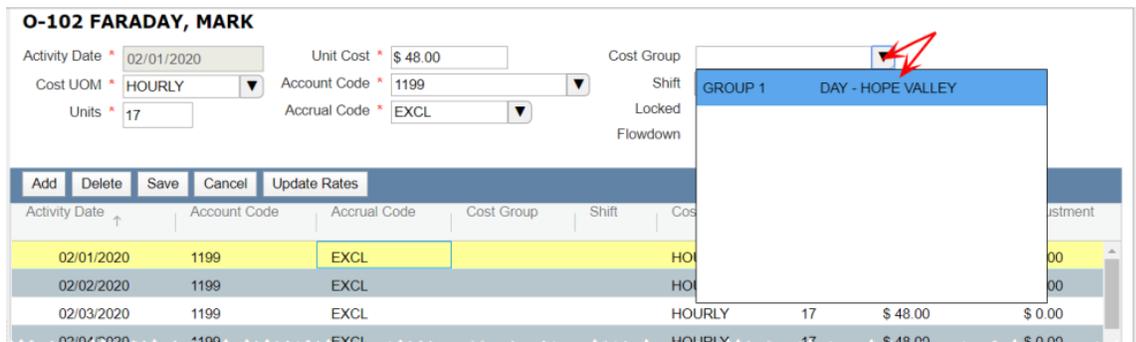
6. Click an agency/percentage and make the appropriate changes to the data.
7. Click the **Save Percentage to List** button.
8. If needed, add a new agency/percentage and click the **Save Percentage to List** button.
9. Remove an agency/percentage by selecting an agency and clicking the **Remove** button.
10. Click the **Save All Percentages** button to save any changes to the agency/percentages for the selected date.

**NOTE:** The user can repeat this process for as many agencies as they like, but the total percentage for all agencies must add up to 100%.

## Assign Resources to a Cost Group

Follow these steps to assign resources to a Cost Group:

1. Click the **Cost** button to open the Daily Cost screen.
2. In the Resources grid, click the resource to assign to a cost group.
3. Click the daily cost record for the date to which the cost group will be added.
4. From the **Cost Groups** drop-down list, select the Cost Group to assign to that resource for the defined date.



Activity Date	Account Code	Accrual Code	Cost Group	Shift	Units	Cost
02/01/2020	1199	EXCL		HO		00
02/02/2020	1199	EXCL		HO		00
02/03/2020	1199	EXCL		HOURLY	17	\$ 48.00
02/04/2020	1199	EXCL		HOURLY	17	\$ 48.00

**NOTE:** Cost Groups only display in the drop-down list if there was Cost Group created for that date.



## Cost

NOTE: When a Cost Group for a Crew resource is selected, a prompt displays asking whether to apply the selected Cost Group to all sub-resources for that date..

5. Click the **Save** button to save the Cost Group to the resource.

## Generating Cost Share Reports

The last step in cost share reporting is to generate the Cost Share Reports. The reports provide the entire cost share picture and a summary of all the cost groups, averaging the daily percentages to determine the total percentages for each agency included in the cost share.

Cost Share reports are described under [Cost Reports](#).

## Cost Reports

The Cost module allows users to run a number of pre-designed reports for management, decision-making purposes. Print a report, graph, or both. Identify a date range, grouping, and filter criteria. Once the report criteria is identified, preview, print, or export the report data.

Follow the steps in this section to create cost reports and graphs:

1. Click **Reports** on the main toolbar.
2. Select the **Cost Reports** tab.
3. Select one of the following options to generate the identified report:
  - Group Category Summary (see [Group Category Summary](#))
  - Summary by Resource (see [Summary by Resource](#))
  - Summary For Current Day ( see [Summary For Current Day](#))
  - Detail By Resource (see [Detail By Resource](#))
  - Group Category Total (see [Group Category Total](#))
  - Aircraft Detail (see [Aircraft Detail](#))
  - Analysis (see [Analysis](#))
  - Cost Share (see [Cost Share](#))



# Cost

e-ISuite Site Welcome tallison Active Database: HOPEVALLEY

Incidents Check-In Demob Time Cost IAP Training Reports

Plans Reports Time Reports Cost Reports Training Specialist Reports Custom Reports

Cost Report Totals may vary due to rounding.

**Group Category Summary**

Reports Only  Graph Only  Reports And Graph

**Reports**

Report Grouping \* INCIDENT

Select Date Range

Date Range \* mm/dd/yy \* mm/dd/yy

**Additional Filters**

Include All  Select Cost Sub-Group Category

Preview/Print

## Group Category Summary

This option creates a report or graph by day. If a Date Range is not defined, the report includes all days from the start date of the incident to the current date. Each day is a separate column in the report and is summarized by item codes, with a total at the bottom of each day.

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Group Category Summary** button to display the Group Category Summary fields.



# Cost

### Group Category Summary

Reports Only  Graph Only  Reports And Graph

#### Reports

Report Grouping \* INCIDENT ▼

Select Date Range

Date Range \* mm/dd/yy \* mm/dd/yy

#### Additional Filters

Include All  
 Select Cost Sub-Group Category

Preview/Print

4. Under Group Category Summary, select **Reports Only**, **Graph Only** or **Reports and Graph**.
5. Under Reports, select a **Report Grouping** from the drop-down menu. Grouping can include:
  - **Accounting Code** - When this option is selected, **Additional Filters** include options for Accounting Codes.
  - **Agency** - When this option is selected, **Additional Filters** include options for Agencies.
  - **Payment Agency** - When this option is selected, **Additional Filters** include options for Payment Agencies.
  - **Cost Group** - When this option is selected, **Additional Filters** include options for Cost Groups.
  - **Unit ID** - When this option is selected, **Additional Filters** include options for Unit IDs.
  - **Incident** - When this option is selected, **Additional Filters** include options for Sub-Group Category.

6. To select a date range, click the **Select Date Range** checkbox.
7. Enter the Date Range or select a date from the calendar.
8. Select **Additional Filters**.

NOTE: The **Additional Filters** that are available are based on the **Report Grouping** that is selected. For example, if you select Accounting Code, the Additional Filters include options for accounting codes. If you select, Agency, then the Additional Filters include options for agencies. To include all data, select the **Include All** option.

9. Click **Preview/Print** to preview and then print the report.

## Summary by Resource

This option creates a report similar to the Group Category Summary, but with more detail. Instead of being summarized by item code, this report breaks out each resource into a separate line, with a summary total by item code.

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Summary by Resource** button to display the Summary By Resource fields.

**Summary By Resource**  
**Reports**  
 Non Overhead  Overhead  
Report Grouping \* INCIDENT ▼  
 Select Date Range  
Date Range \* mm/dd/yy \* mm/dd/yy  
**Additional Filters**  
 Include All  
 Select Cost Sub-Group Category



## Cost

4. Select the **Non Overhead** or **Overhead** radio button to include either Non-Overhead Resources or Overhead Resources in the report.
5. Under Reports, select a **Grouping** from the drop-down menu. Grouping can include:
  - **Accounting Code** - When this option is selected, **Additional Filters** include options for Accounting Codes.
  - **Agency** - When this option is selected, **Additional Filters** include options for Agencies.
  - **Payment Agency** - When this option is selected, **Additional Filters** include options for Payment Agencies.
  - **Cost Group** - When this option is selected, **Additional Filters** include options for Cost Groups.
  - **Unit ID** - When this option is selected, **Additional Filters** include options for Unit IDs.
  - **Incident** - When this option is selected, **Additional Filters** include options for Sub-Group Category.
6. To select a date range, click the **Select Date Range** checkbox.
7. Enter the **Date Range** or select a date from the calendar.
8. Select **Additional Filters**.

**NOTE:** The **Additional Filters** that are available are based on the **Report Grouping** that is selected. For example, if you select Accounting Code, the Additional Filters include options for accounting codes. If you select, Agency, then the Additional Filters include options for agencies. To include all data, select the **Include All** option.

9. Click **Preview/Print** to preview and then print the report.

## Summary for Current Day Report

This option creates a summary of the costs for the current system date and the costs to date. The report is split into two columns.

1. Select the **Reports** button at the top of the screen.

2. Select the **Cost Reports** tab.
3. Click the **Summary For Current Day** button to display the summary for Current Day fields.

### Summary For Current Day

#### Reports

Report Grouping \*

#### Additional Filters

Include All  
 Select Cost Sub-Group Category

4. Under Reports, select a **Grouping** from the drop-down menu. Grouping can include:
  - **Accounting Code** - When this option is selected, **Additional Filters** include options for Accounting Codes.
  - **Agency** - When this option is selected, **Additional Filters** include options for Agencies.
  - **Payment Agency** - When this option is selected, **Additional Filters** include options for Payment Agencies.
  - **Cost Group** - When this option is selected, **Additional Filters** include options for Cost Groups.
  - **Unit ID** - When this option is selected, **Additional Filters** include options for Unit IDs.
  - **Incident** - When this option is selected, **Additional Filters** include options for Sub-Group Category.
5. Select **Additional Filters**.



# Cost

NOTE: The **Additional Filters** that are available are based on the **Report Grouping** that is selected. For example, if you select Accounting Code, the Additional Filters include options for accounting codes. If you select, Agency, then the Additional Filters include options for agencies. To include all data, select the **Include All** option.

6. Click **Preview/Print** to preview and then print the report.

NOTE: Click the **Export as Excel** button to export the report to an Excel spreadsheet.

## Detail by Resource Report

This option creates a report, grouped by Item code, with a section for each resource. The resource section includes a detailed cost record for each day the resource has generated costs on the incident. The report can be run for all non-overhead resources or for all overhead resources.

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Detail by Resource** button to display the Detail by Resource fields.

**Detail By Resource**  
 Non Overhead  Overhead

**Reports**  
Report Grouping \* INCIDENT ▼  
 Select Date Range  
Date Range \* mm/dd/yy \* mm/dd/yy

**Additional Filters**  
 Include All  
 Select Cost Sub-Group Category

Preview/Print



## Cost

4. Select the **Non Overhead** or **Overhead** radio button to include either Non-Overhead Resources or Overhead Resources in the report.
5. Under Reports, select a **Grouping** from the drop-down menu. Grouping can include:
  - **Accounting Code** - When this option is selected, **Additional Filters** include options for Accounting Codes.
  - **Agency** - When this option is selected, **Additional Filters** include options for Agencies.
  - **Payment Agency** - When this option is selected, **Additional Filters** include options for Payment Agencies.
  - **Cost Group** - When this option is selected, **Additional Filters** include options for Cost Groups.
  - **Unit ID** - When this option is selected, **Additional Filters** include options for Unit IDs.
  - **Incident** - When this option is selected, **Additional Filters** include options for Sub-Group Category.
6. To select a date range, click the **Select Date Range** checkbox.
7. Enter the Date Range or select from the calendar.
8. Select **Additional Filters**.

**NOTE:** The **Additional Filters** that are available are based on the **Report Grouping** that is selected. For example, if you select Accounting Code, the Additional Filters include options for accounting codes. If you select, Agency, then the Additional Filters include options for agencies. To include all data, select the **Include All** option.

9. Click **Preview/Print** to preview and then print the report.

## Group Category Total

This option creates a summary report or graph by group Category. The report will contain a column for each item in the group category. For example, if Agency is selected as the group category, there would be a summary column for each agency.

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Group Category Total** button to display the Group Category Total fields.

### Group Category Total

Reports Only  Graph Only  Reports And Graph

#### Reports

Report Grouping \*

Select Date Range

Date Range \*  \*

#### Additional Filters

Include All

Select Cost Sub-Group Category

4. Under Group Category Total, select **Reports Only**, **Graph Only** or **Reports And Graph**.
5. Under Reports, select a **Grouping** from the drop-down menu. Grouping can include:
  - **Accounting Code** - When this option is selected, **Additional Filters** include options for Accounting Codes.
  - **Agency** - When this option is selected, **Additional Filters** include options for Agencies.
  - **Payment Agency** - When this option is selected, **Additional Filters** include options for Payment Agencies.



# Cost

- **Cost Group** - When this option is selected, **Additional Filters** include options for Cost Groups.
- **Unit ID** - When this option is selected, **Additional Filters** include options for Unit IDs.
- **Incident** - When this option is selected, **Additional Filters** include options for Sub-Group Category.

6. To select a date range, click the **Select Date Range** checkbox.
7. Enter the **Date Range** or select from the calendar.
8. Select **Additional Filters**.

NOTE: The **Additional Filters** that are available are based on the **Report Grouping** that is selected. For example, if you select Accounting Code, the Additional Filters include options for accounting codes. If you select, Agency, then the Additional Filters include options for agencies. To include all data, select the **Include All** option.

9. Click **Preview/Print** to preview and then print the report.

NOTE: Click the **Export as Excel** button to export the report to an Excel spreadsheet.

## Aircraft Detail Report

This option creates reports and graphs for aircraft costs, based on those resources that are assigned Aircraft item codes (i.e. AT).

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Aircraft Detail** button to display the Aircraft Detail fields.



# Cost

**Aircraft Detail**  
 Reports Only  Graph Only  Reports And Graph  
**Reports**  
 Select Date Range  
Date Range \*  \*   
**Additional Filters**  
 Include All  
 Select Aircraft Type

4. Under Aircraft Detail, select **Reports Only**, **Graph Only** or **Reports And Graph**.
5. To select a date range, click the **Select Date Range** checkbox.
6. Enter the **Date Range** or select the date from the calendar.
7. Select one of the following **Additional Filters**:
  - Select All
  - Select Aircraft Type.
8. If **Aircraft Type** is selected, check one or more Aircraft Types to include in the report.
9. Click **Preview/Print** to preview and then print the report.

**NOTE:** Click the **Export as Excel** button to export the report to an Excel spreadsheet.

## Analysis

This option creates a variety of Analysis Reports. See the following sections for information about each report:



# Cost

## Resource Cost

This report identifies the average cost by Item Code or by resource that exceeds a preset standard cost. To print this report:

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Analysis** button.
4. Select **Resource Cost**.
5. Selection one of the following **Additional Filters** to identify the data to include in the report:
  - Daily Cost Comparison by Item Code
  - Daily Cost Comparison by Resource Exceeding Standard Rate
6. Click **Preview/Print** to preview and then print the report.

**Analysis Resource Cost**

Resource Cost  Exception  Resource/Item Code - By Cost  Resource/Item Code - By Cost Overhead

---

**Reports**

**Additional Filters**

Daily Cost Comparison by Item Code  
 Daily Cost Comparison by Resource Exceeding Standard Rate

---

Preview/Print

## Exception

This set of reports includes specific exception reports for use in analyzing cost data and improving the accuracy of costs. To print this report:

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Analysis** button.

4. Select **Exception**.
5. Selection one of the following **Additional Filters** to identify the data to include in the report:
  - Resources with no actual time posted.
  - Resources daily costs exceeds [amount specified]. This amount defaults to 10,000, but can be changed, as needed.
  - Resources with actual time postings, But [##] or more days of unposted time. The ## defaults to 3, but can be changed, as needed.
  - Resources with No Agency Assigned.
  - Resources with Missing Assign Dates or Status is F.
6. Click **Preview/Print** to preview and then print the report.

**Analysis Exception**

Resource Cost  Exception  Resource/Item Code - By Cost  Resource/Item Code - By Cost Overhead

---

**Reports**

**Additional Filters**

Resources With No Actual Time Posted

Resources Daily Cost Exceeds

Resources With Actual Time Posting But or More Days of Unposted Time

Resources With No Agency Assigned

Resources With Missing Assign Dates or Status is F

---

## Resource/Item Code - by Cost

This report identifies cost information based on item codes and resources. To print this report:

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Analysis** button.
4. Select **Resource/Item Code - By Cost**.



# Cost

5. To enter a range of dates to include in the report, check the **Select Date Range** checkbox, and enter dates into the Date Range fields or select dates from the calendar.
6. Click **Preview/Print** to preview and then print the report.

**Analysis Resource/Item Code - By Cost**

Resource Cost  Exception  Resource/Item Code - By Cost  Resource/Item Code - By Cost Overhead

---

**Reports**

Select Date Range

Date Range \*  \*

Show/Hide Instructions

---

Preview/Print

## Resource/Item Code - by Cost Overhead

This report identifies cost information based on overhead, personnel resources. To print this report:

1. Select the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Analysis** button.
4. Select **Resource/Item Code - By Cost Overhead**.
5. To enter a range of dates to include in the report, check the **Select Date Range** checkbox, and enter dates into the Date Range fields or select dates from the calendar.
6. Click **Preview/Print** to preview and then print the report.



# Cost

**Analysis Resource/Item Code - By Cost Overhead**

Resource Cost  Exception  Resource/Item Code - By Cost  Resource/Item Code - By Cost Overhead

**Reports**

Select Date Range

Date Range \*  \*

## Cost Share

This option prints Cost Share reports including:

- **Summary** - This report identifies the Daily Cost for the Shift on the listed dates. It also identifies the percentage allocations of the cost obligations for the Shift on the listed dates.
- **By Shift and Item Code** - This report identifies the Daily Cost for the Shift and Item Code on the listed dates. It also identifies the percentage allocations of the cost obligations for the Shift and Item Code on the listed dates.
- **Detail** - This report contains detailed Cost Share information for listed Shifts and Resources. This information includes all Cost Group percentage allocations.
- **Resource Worksheet** - This report contains Cost Share information for listed Resources. This information includes all Cost Group percentage allocations.

1. Click the **Reports** button at the top of the screen.
2. Select the **Cost Reports** tab.
3. Click the **Cost Share** button to display the Cost Share Summary fields.



# Cost

### Cost Share Summary

Summary  By Shift/Item Code  Detail  Resource Worksheet

Show/Hide Instructions

**This report identifies the Daily Cost for the Shift and Item Code on the listed dates. It also identifies the Cost Group percentage allocations of the cost obligations for the Shift on the listed dates.**

Preview/Print

4. Under Cost Share Summary select one of the following report options:
  - Summary
  - By Shift/Item Code
  - Detail
  - Resource Worksheet
5. Click **Preview/Print** to preview and then print the report.



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