Incident Cost Accounting and Reporting System User's Guide

The Incident Cost Accounting and Reporting System (ICARS) is part of the I-Suite group of software programs. ICARS, along with the I-Suite database, allows you to capture resource costs for management reporting.

Topics in this guide include the following:

- About this guide
- Getting Started
- Introducing ICARS
- Working with the Resources table view
- Working with the Daily table view
- Working with the File menu
- Working with the Edit menu
- Working with the Reports menu

About this guide

This Incident Cost Accounting and Reporting System User's Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using ICARS, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

- Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the fist step in a procedure might instruct you to

  1 On the **Edit** menu, click **Resources**.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the section, "Adding a resource."

You can utilize a resource record as a template to create a new resource.

Getting Started

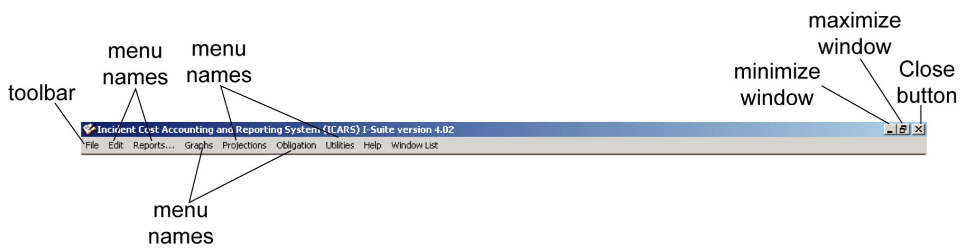
This section explains the basic concepts and information you need to begin using ICARS. Topics in this section include:

- Terms and concepts
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments.

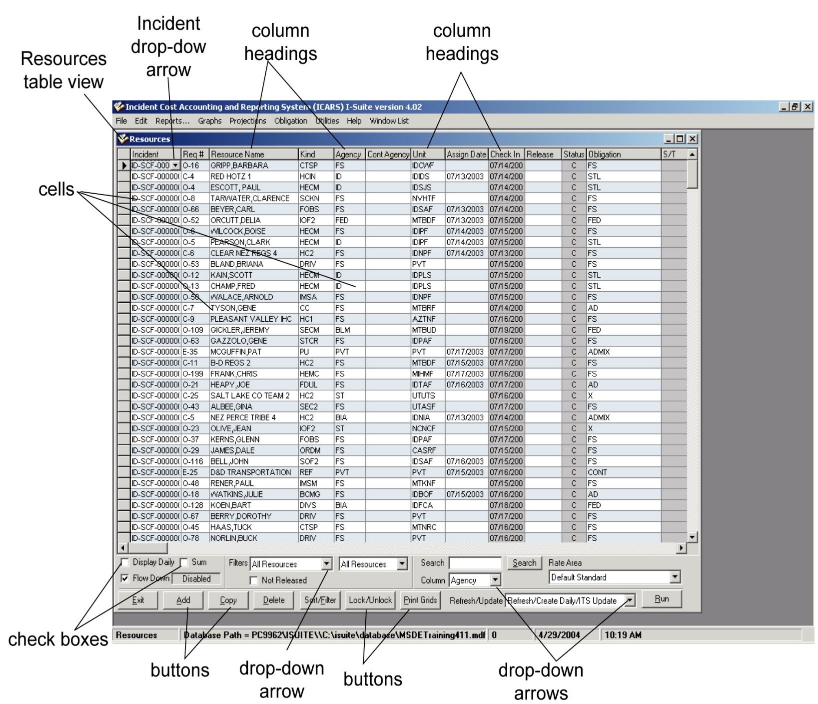
Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in ICARS. If you aren't already familiar with ICARS or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

The following diagram shows the ICARS toolbar and a brief explanation of the toolbar buttons.

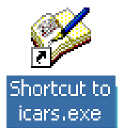


The following diagram shows the Resource table view in ICARS, and a brief explanation of the screen elements and terminology used throughout this guide.



Logging on and logging off

This section explains how to log on and log off of ICARS.



To log on to ICARS

1 From your **Desktop**, double-click the **ICARS** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **ICARS**.

If you have trouble logging on to ICARS, please refer to the "Handling installation problems," in the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

To log off ICARS

- On the **ICARS menubar**, click **Exit ICARS**.

Getting help

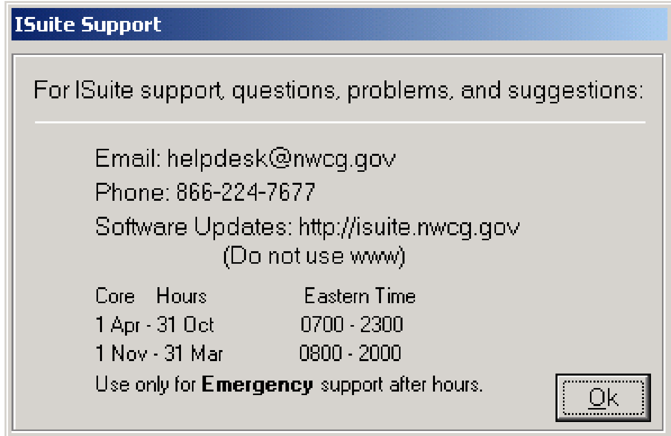
This section explains how to access and locate help information. There are three basic ways to obtain help information for ITS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Cost Accounting and Reporting System User's Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within ICARS

- On the **ICARS menubar**, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.



To locate help information on the I-Suite website

1 Start your Internet browser.

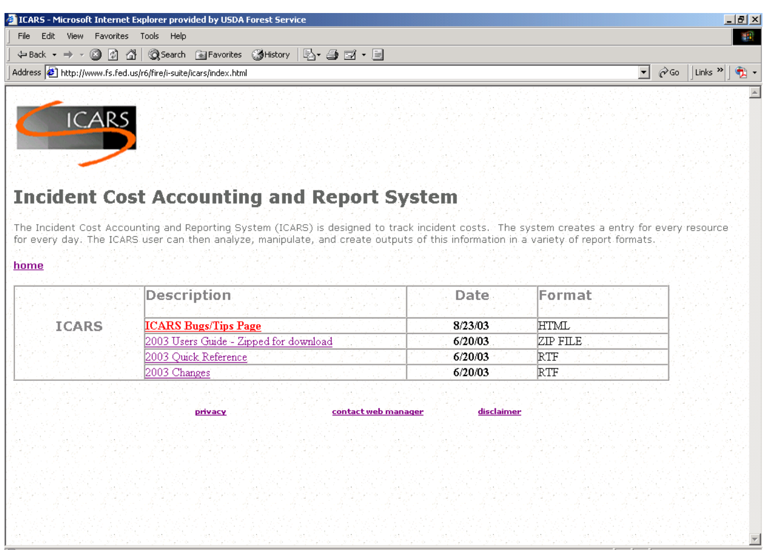
2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **ITS** application icon.

4 On the **ICARS webpage**, click to select the **topic** of your choice.

The following diagram shows the ICARS application icon on the Welcome to I-Suite webpage.

The following diagram shows the ICARS webpage and a list of available topics.



To contact the I-Suite Helpdesk

The I-Suite Helpdesk is available 24-hours per day, seven days per week.

- Call **(866) 224-7677**, or email **helpdesk@dms.nwcg.gov**.

To obtain a copy of this Incident Action Plan User's Guide

1 Start your Internet browser.

2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **ICARS** application icon.

4 On the **ICARS webpage**, click to select **ICARS User's Guide**.

5 In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Introducing ICARS

ICARS allows you to capture and extrapolate incident costs from a variety of sources, such as ITS time records, incident invoices, resource contracts, and utility estimates. ICARS also allows you to report costs for management decision making, including reporting to:

- incident team management
- host forest
- USFS financial system.

Understanding the stand-alone and integrated environments, data ownership, and Standard Operating Procedures

Remember these key points when working in ICARS and I-Suite:

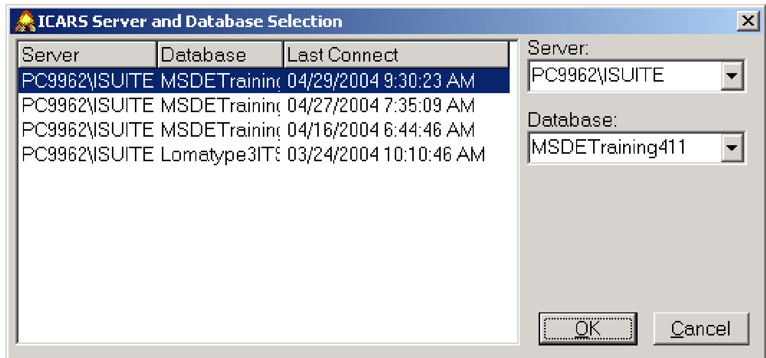
- **Integrated environment**. When working in the integrated environment, all I-Suite users view the data from the same source. Ownership issues and data standards are critical.
- **Stand-alone environment**. When working in the stand-alone environment, each group of users has a separate data source. While the data is shared between the I-Suite programs, such as in reports, ownership issues are eliminated.
- **Data ownership**. Data ownership gives authority to various I-Suite users to change and manage specific data elements. This authority is established as a safequard to ensure data itegrity for all I-Suite users.
- **Standard Operating Procedures**. Each section of I-Suite users much communicate effectively with other users for agreement as to who has "authority" for certain data elements. For example, a Check-In person typically has the authority to change the resource status, while a Time Recorder typically has authority to change or update a pay rate or accounting code.

To open ICARS

1 On your **desktop**, double-click the **ICARS** icon.

2 On the **ICARS Server and Database Selection** dialog box, click to select the database of your choice, and then click **OK**.

The following diagram shows the ICARS Server and Database Selection dialog box.



Working with the Resources table view

The Resources table view displays all records for resources assigned to an incident. The Resource table view is the primary grid displayed when you open ICARS. In ICARS, there are numerous ways to add, update, and display data records for each distinct resource assigned to an incident.

To print the Kind table

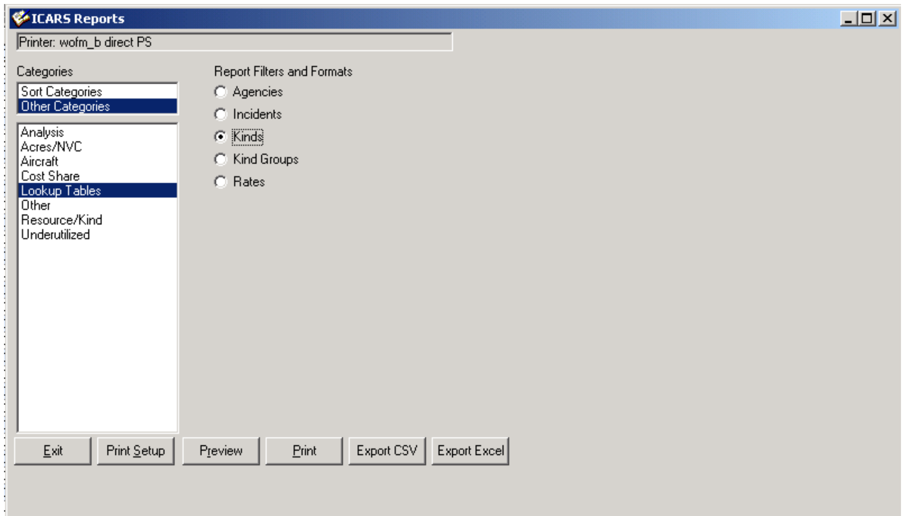
Print out the Kind table and refer to it when you are at an incident.

1 On the **Reports** menu, click **Reports**.

2 On the **ICARS Reports** dialog box under **Categories**, click to select **Other Categories**, and then click **Lookup Tables**.

3 Under **Report Filters and Formats**, click **Kinds**, and then click the **Print** button.

The following diagram shows the ICARS Reports dialog box.

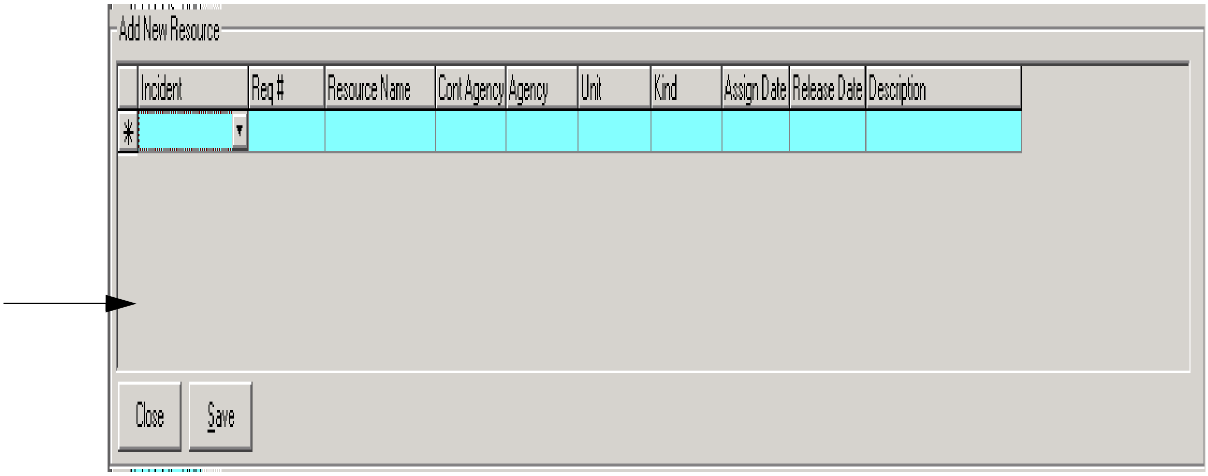


To add a resource to an incident

As a Cost person, you will usually only enter aircraft and supply resources.

1. On the **Edit** menu, click **Resources**.
2. Click the **Add** button.
3. On the **Add New Resource** dialog box, click the **Incident** drop-down arrow, and then click to select the **Incident** where the new resource is assigned.
4. In the **Req #** cell, type the **Request Number** of the new resource.
5. In the **Resource Name** cell, type the new **Resource Name**.
6. Click the **Kind** drop-down arrow, and then click to select the **Kind** of the new resource.
7. Click the **Agency** drop-down arrow, and then click to select the **Agency** of the new resource.
8. If appropriate, click teh **Cont Agency** drop-down arrow, and then click to select the **Contracting Agency** of the new resource.
9. Click the **Unit** drop-down arrow, and then click to select the **Unit** of the new resource.
10. In the **Assign Date** cell, type the **Date** the new resource is assigned.
11. In the **Release** cell, type the **Releast Date** of the new resource, if appropriate.
12. In the **Description** cell, type a description of the new resource.
13. When finished, click the **Save** button.

The following diagram shows the Add New Resource dialog box on the Resources table view. The arrow points to the first blank cell in the table.



To copy a resource

Remember, you are looking at "live" data in the Resources table. Once your cursor advances to the next cell in the table, your edits are automatically saved. There is no "undo."

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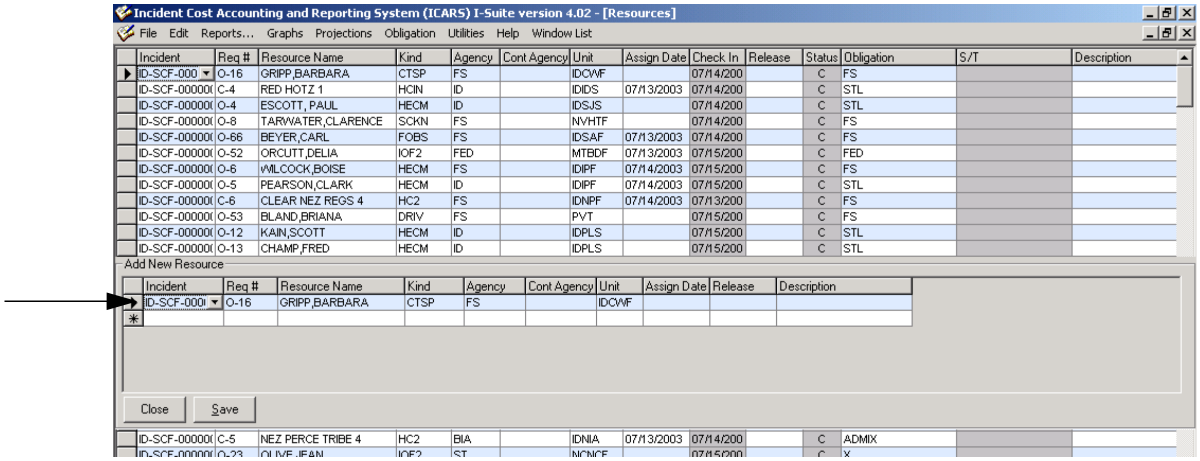
1 On the **Resources** table, click in the left-most column to select the resource of your choice.

2 Click the **Copy** button.

3 On the **Add New Resource** dialog box, modify the following information as appropriate

- Incident
- Req #
- Resource Name
- Kind
- Agency
- Cont Agency
- Unit
- Assign Date
- Release
- Description.

The following diagram shows the Add New Resource dialog box for copying a resource. The arrow points to the resource being copied.



To edit a resource

1. On the **Resources** table, click in the left-most column to select the resource of your choice.
2. To update the cell of your choice, double-click that cell, and then type to replace the contents of the cell with the new information.
3. To save your changes, press TAB or click to select another record.

To delete a resource

Deleting a resource deletes the resource record as well as all related records, including time postings, credits, and debits. Since there is no "undo," delete with caution!

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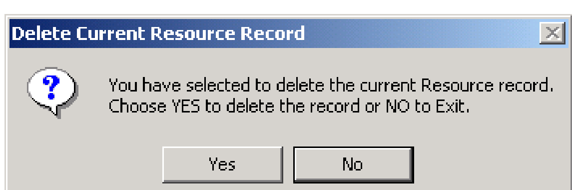
1. On the **Resources** table, click in the left-most column to select the resource of your choice.
2. Click the **Delete** button.
3. On the **Delete Current Resource Record** dialog box, click **Yes** to confirm the delete or click **No** to preserve the record.

The following diagram shows the Delete Current Resource Record dialog box.



To sort data elements by column heading

- Locate the **column heading** that identifies the data element you want to sort, and then click that cloumn heading title.

To filter for a specific type of data

1. On the **Resources** table, click the left **Filters** drop-down arrow, and then click to select the **Incident Filter** of your choice.
2. Click the right **Filters** drop-down arrow, and then click to select the **Resource Type** of your choice.

Working with the Daily table view

The Daily table view displays associated or "related" records that are listed on the Resource table.These records capture the costs of that resource for every day it is assigend to the incident. The Daily table view is the secondary grid available in ICARS, and allows you to add, update, and display detail cost data in the daily resources associated with each resource.

The Cost Level (CL) column reflects the source/reliability of cost data, and includes the following three types:

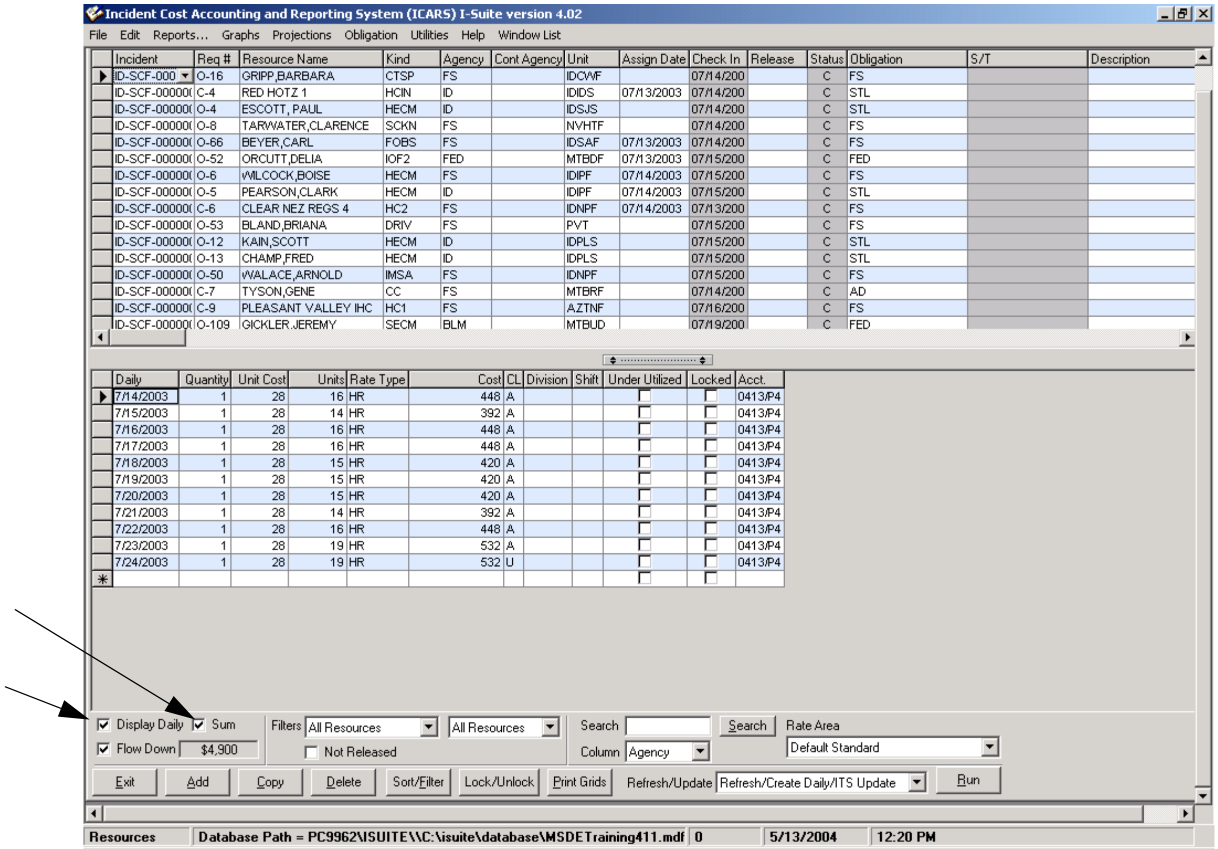
- **A, Actual**. Cost level data originates from ITS time records. You must specify a recource for posting time.
- **E, Estimate**. Cost level data is estimated from the rates lookup table.
- **U, User-updated**. Cost level data typically originates from contract documentation.

To display the Daily table view

The Daily Display lists daily records for a resource specified in the Resources table.

1. On the **Resource** table, click the **Display Daily** check box.
2. To sum the total daily cost of the resource, click the **Sum** check box.

The following diagram shows the Display Daily table view for all resources. The arrows point to the Display Daily and Sum check boxes.



Understanding the Flow Down and Lock/Unlock features

There are two features in ICARS that allows you to control the recalculation of data.

- **Flow Down**. In ICARS, the flow down feature allows you to tells ICARS to recalculate Unit Cost data, starting at the point where you changed the Unit Cost in the Daily table and *flowing down* through the remainder of the data.

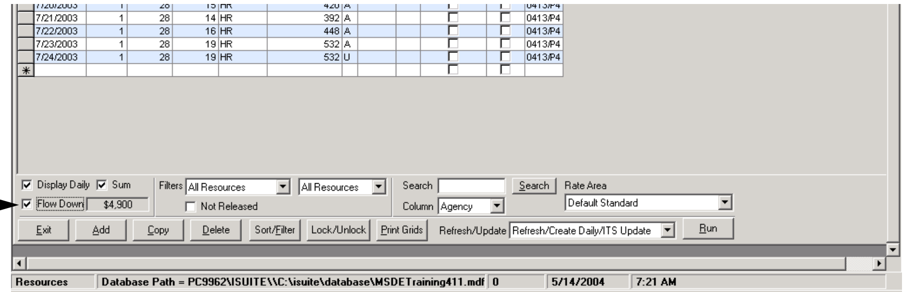
  Use the Flow Down feature with caution.

- **Lock/Unlock**. This feature allows you to lock or unlock specific records on the Daily table. The Lock check box allows you to preserve hand-entered data.

To use the Flow Down feature

- On the **Daily** table, click the **Flow Down** check box.

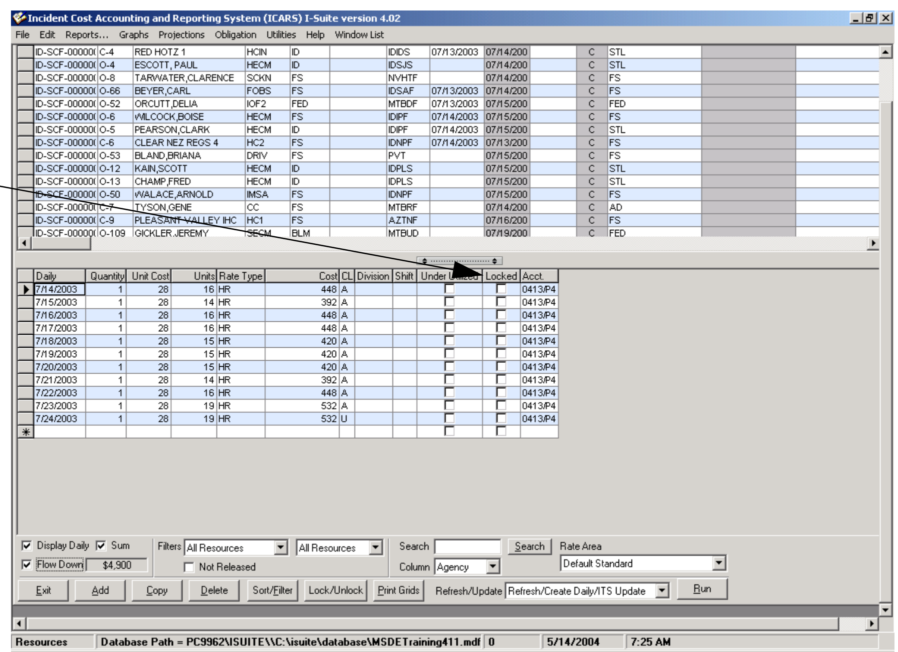
The following diagram shows the bottom portion of the Daily table. The arrow point to the location of the Flow Down check box.



To lock a specific entry

- On the **Daily** table, click to select the **Locked** check box for the row(s) of your choice.

The following diagram shows the Daily table. The arrow points to the Locked check box column.



Entering daily data

This section explains how to enter daily data for aircraft and supply resources, and how to enter a release date for the resource of your choice.

To enter daily data for supply and aircraft resources

1 On the **Resources** table, click to select the **Daily Display** check box.

2 Click the right **Filters** drop-down arrow, and then click to select on of the following

- to enter daily data for **Aircraft**, click to select **Aircraft**
- to enter daily data for **Supplies**, click to select **Supplies**.

3 Click in the first available blank row, in the cell to the right of the ✳ .

4 Type the daily data as appropriate for that type of **resource**.

5 To save your entries, press TAB to advance the cursor to the next available blank row.

To enter a release date for a resource

Designating a release date tells ICARS to stop generating daily records for that resource.

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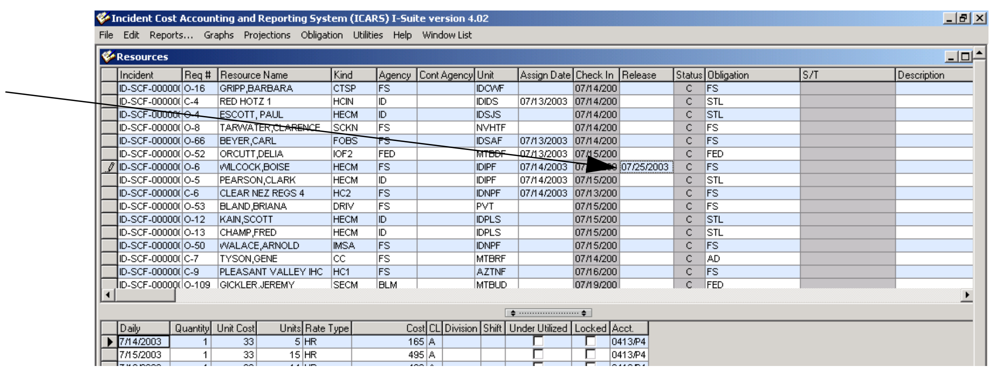
1 On the **Resource** table, locate the resource of your choice.

2 In the **Release** column for that resource, type the **Release Date**.

The following diagram shows a portion of the Resource table view. The arrow points to the Release Date that was entered for a particular resource.



Working with the File menu

The ICARS File menu allows you to create a new incident, open an existing incident, change ICARS display settings, and modify your printer settings.

To create a new incident

The I-Suite default database in part of the installation package. It is blank and should not be used as the incident database.

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1 On the **File** menu, click **New Incident**.

2 Complete the following boxes

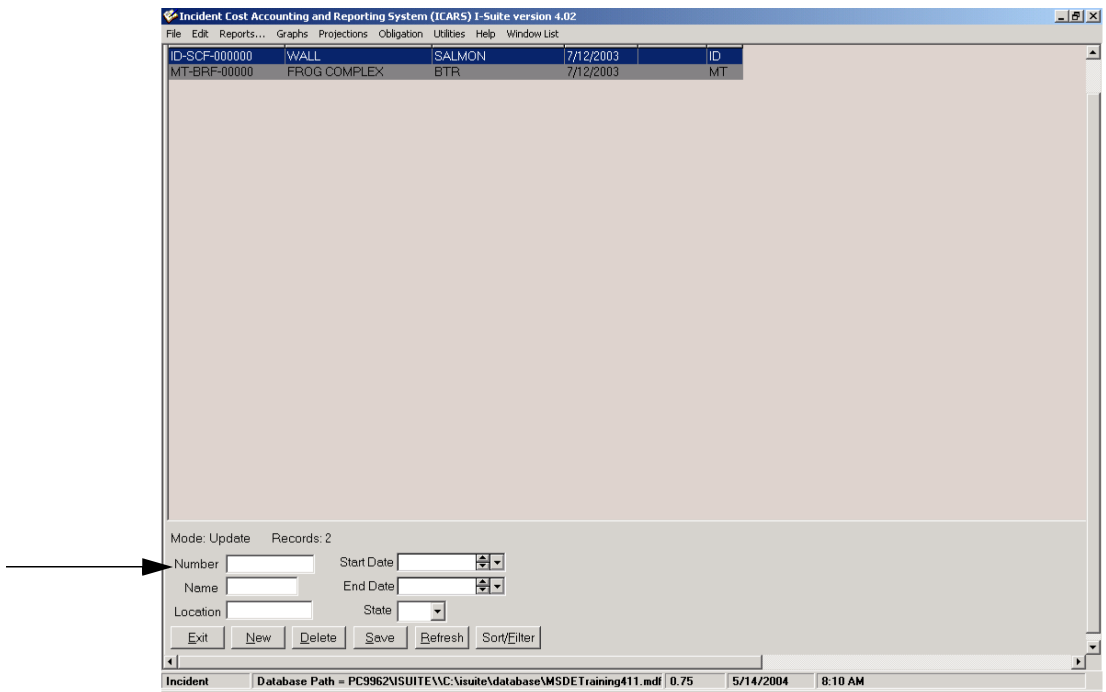
- Number
- Name
- Location.

3 Click the **Start Date** drop-down arrow, and then click to select the **Start Date** of the incident.

4 Click the **State** drop-down arrow, and then click to select the **State** of your choice.

5 When finished, click the **Save** button.

The following diagram shows the Incident screen. The arrow points to where you enter new incident information.



To locate and open the default I-Suite database

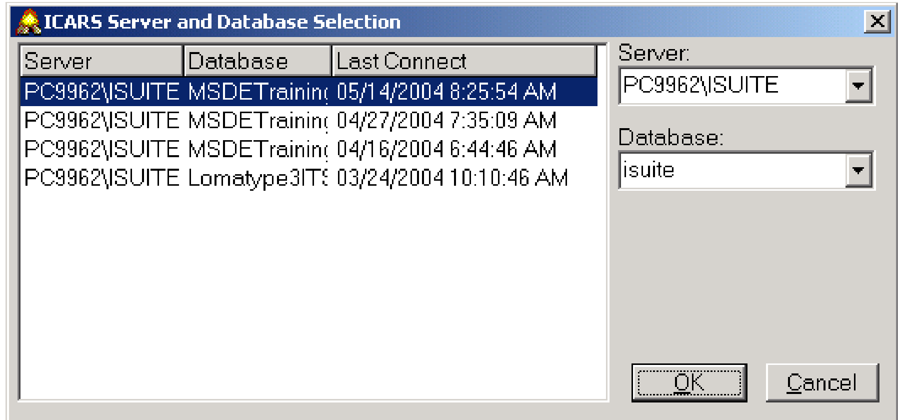
This task explains how to open the empty default I-Suite database that loads with the I-Suite software installation.

1 On the **File** menu, click **Open Database**.

2 On the **ICARS Server and Database Selection** dialog box, click the **Database** drop-down arrow, click to select **Isuite**, and then click **OK**.

3 On the **Isuite** dialog box, click **OK**.

The following diagram shows the ICARS Server and Database Selection dialog box.



The following diagram shows the ISuite dialog box.

To open the training database

This task explains how to open the training database so that you may practice using ICARS while not affecting "real" data.

1 On the **File** menu, click **Open Database**.

2 On the **ICARS Server and Database Selection** dialog box, click the **Database** drop-down arrow, click to select the **training database**, and then click **OK**.

To change your screen options

1 On the **File** menu, click **Options**.

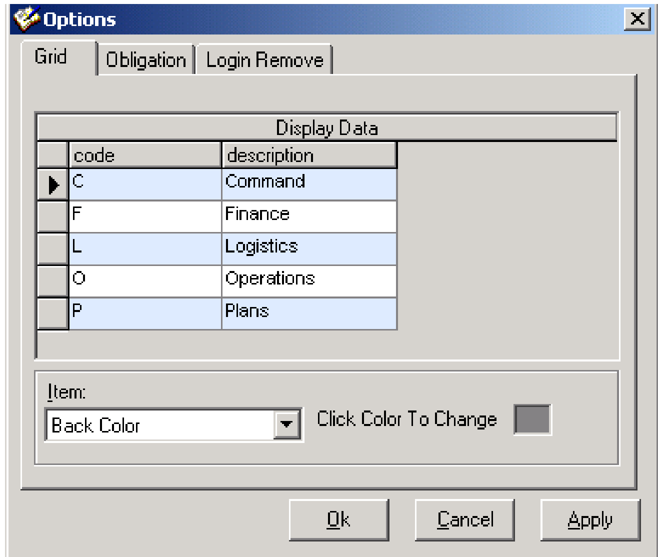
2 On the **Options** dialog box on the **Grid** tab, click the **Item** drop-down arrow, and then click to select **Back Color Odd**.

3 Click the **Click Color to Change** color square, click to select the **Color** of your choice from the **Color** dialog box.

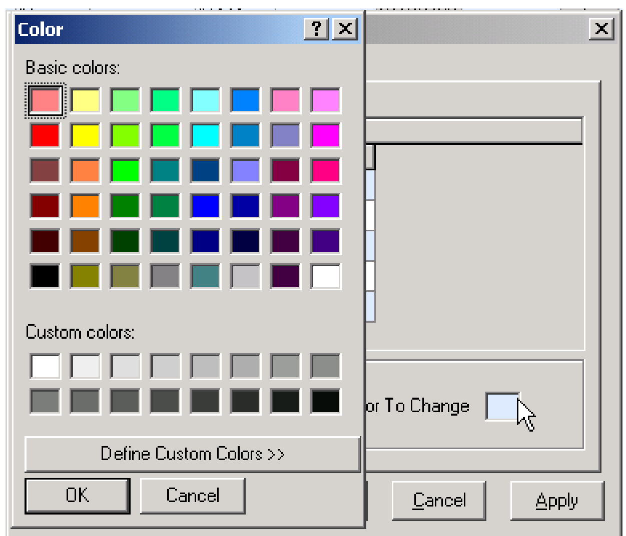
4 Click **OK**, and then click **Apply**.

5 For every database you want to remove from your login, click the **Login Remove** tab, click to select the check boxes of your choice, and then click **Apply**.

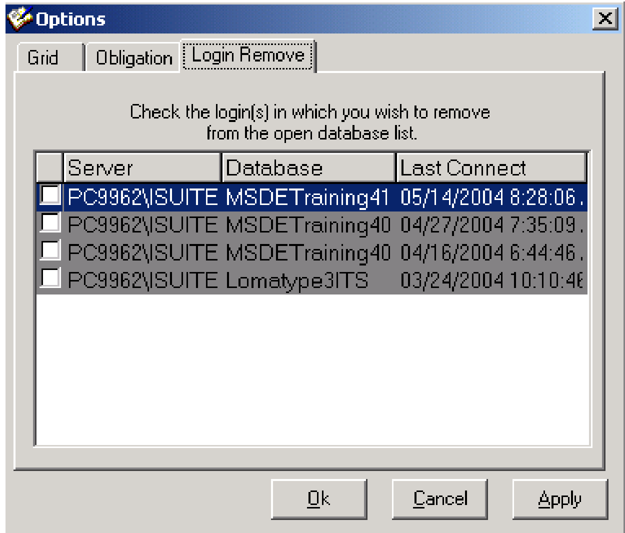
The following diagram shows the Grid tab on the Options dialog box.



The following diagram shows the Color dialog box.



The following diagram shows the Login Remove tab on the Options dialog box.



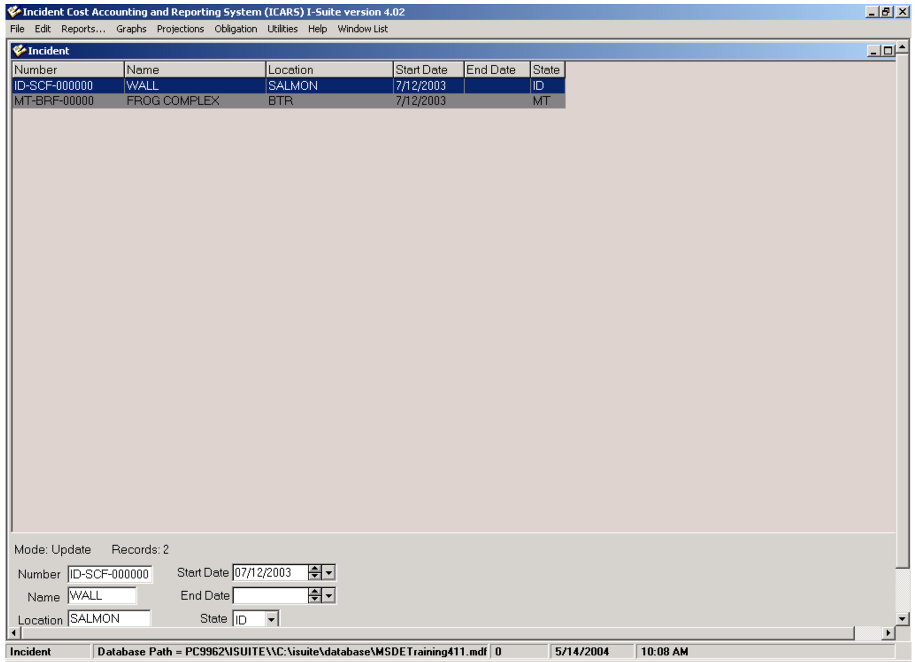
Working with the Edit menu

The Edit menu allows you to access and modify I-Suite lookup tables. Lookup tables identify lists of options that appear on drop-down lists, including drop-down lists for Incidents, Accounting Codes, Kinds, Rates, Rate Groups, Agencies, and Home Units. Since lookup tables are used globally within I-Suite, any changes you make impacts all other users.

To identify the number and names of incidents in the open database

- On the **Edit** menu, click **Incidents**.

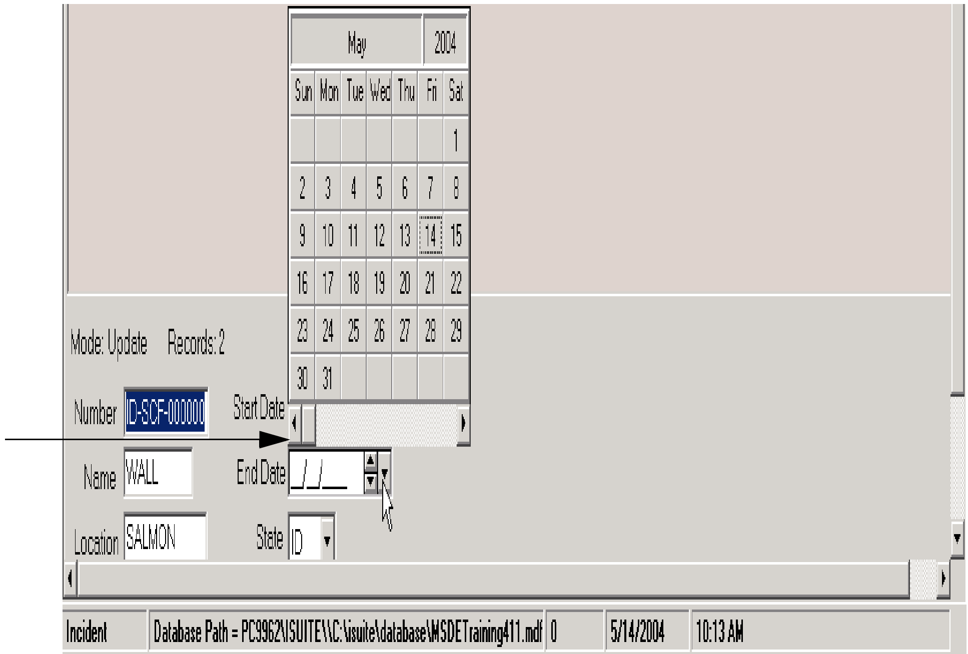
The following diagram shows the Incident lookup table. In this example, only two incidents, "FROG" and "WALL" are listed as options.



To enter end dates for an incident

1. On the **Incident** lookup table, click to select the **Incident** of your choice.
2. Click the **End Date** drop-down arrow, and then click to select the **End Date** for the incident of your choice.
3. When finished, click the **Exit** button.

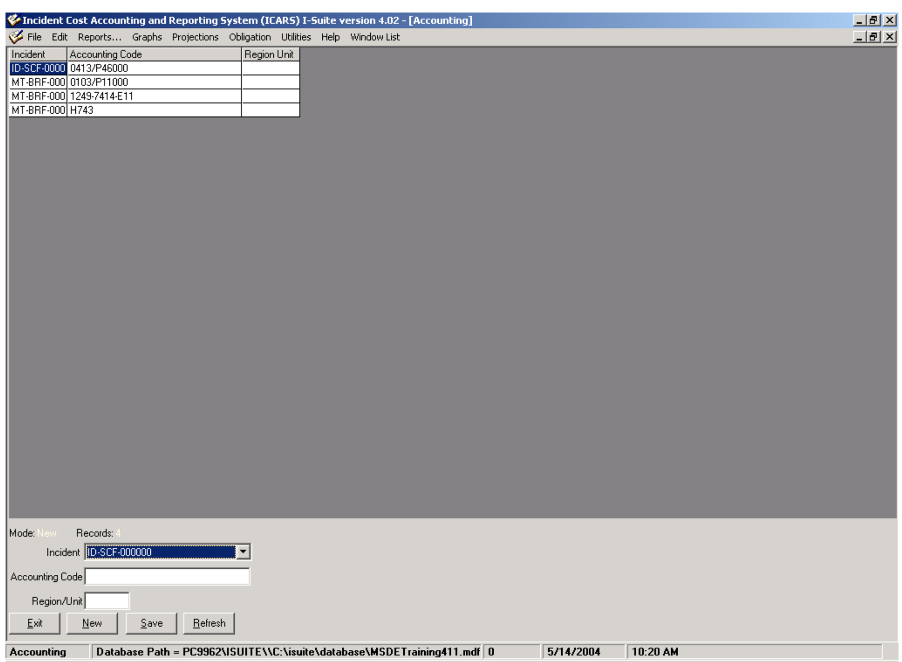
The following diagram shows the Incident lookup table. The arrow points to the calendar for entering an end date for an incident.



To identify accounting codes used on an incident

1. On the **Edit** menu, click **Accounting**.
2. Review the **Accounting** lookup table for that incident.
3. When finished reviewing the accounting codes, click the **Exit** button.

The following diagram shows the Accounting lookup table.



To find the default rates used to calculate costs for specific resources

Default rates allows you to calculate costs when no actual rate is entered for a resource. Edit the rates as part of your project plan and SOP.

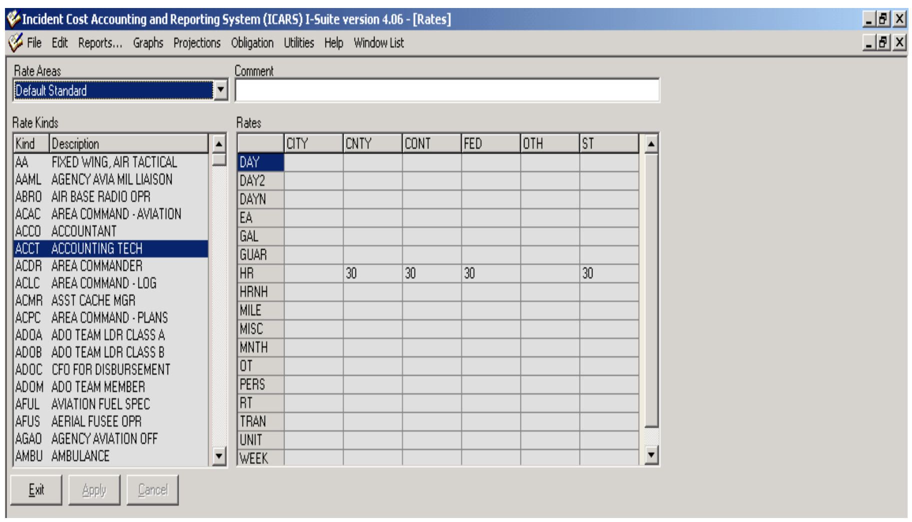
1 On the **Edit** menu, point to **Rates**, and then click **Rates**.

2 Under **Rate Kinds**, click to select the rate **Kind** for the resource of your choice.

3 Review the **Rates** lookup table for that resource.

4 When finished, click the **Exit** button.

The following diagram shows the Rates lookup table.



Working with the Reports menu

The Reports menu allows you to run standard or "canned" reports for management decision-making. You can select a general format, determine the sort and filter criteria, and then preview, print, or export this data.

About Crystal Reports

To run a standard report for an entire date range

1 On the **Reports** menu, click **Reports**.

2 On the **ICARS Reports** dialog box under **Categories**, click to select **Sort Categories** in the top box, and then click to select **Incident** in the bottom box.

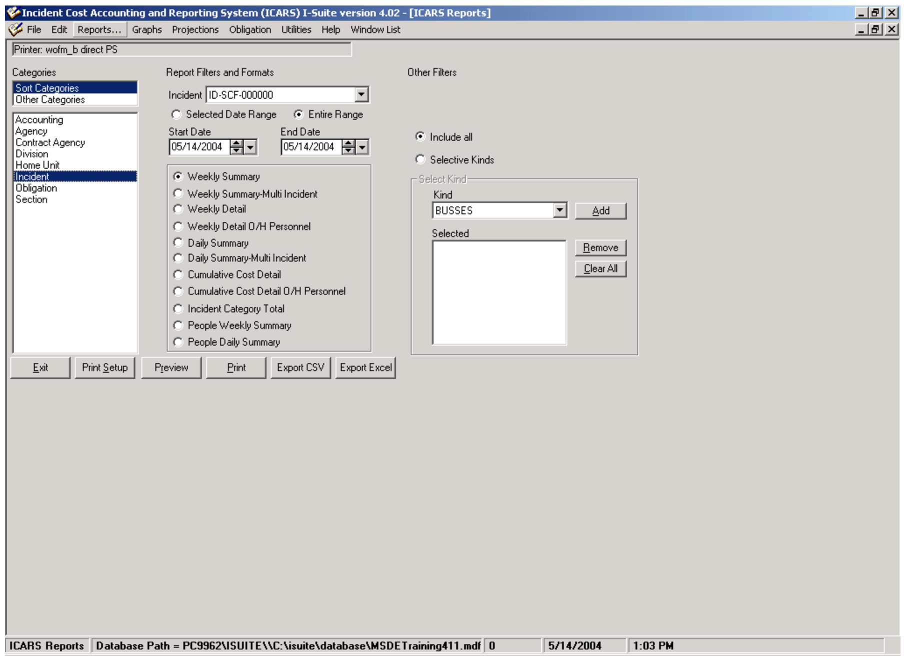
3 In the **Incident** box, click to select the **Incident** of your choice.

4 Click to select **Entire Date Range**.

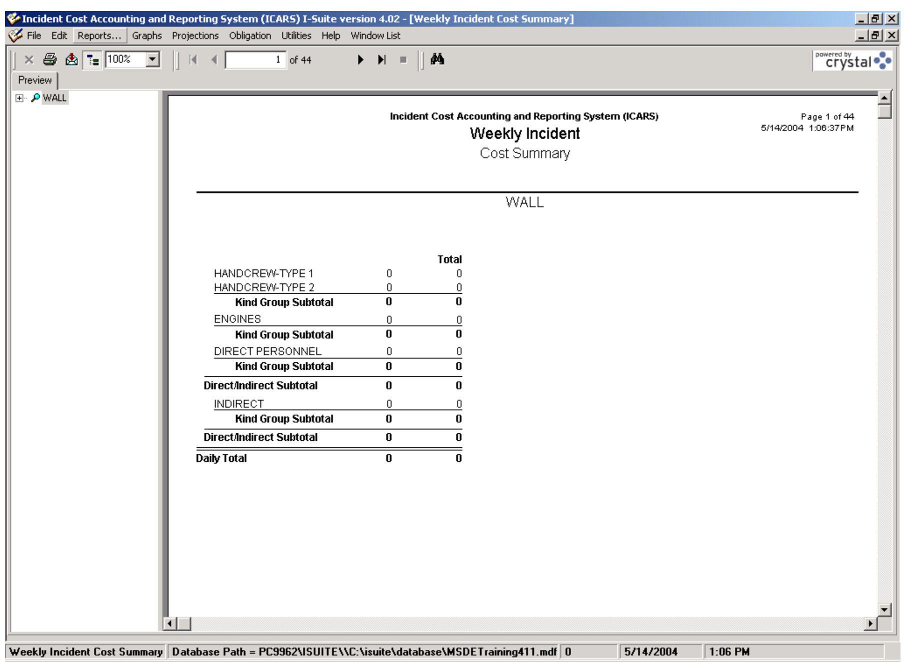
5 Click to select the **Report** of your choice, and then click the **Preview** button.

6 When finished reviewing the report, click the **Close** button.

The following diagram shows the ICARS Reports dialog box.



The following diagram shows a sample report as it appears on your screen.



To customize a report

The following diagram shows the

The following diagram shows the

To run a cumulative cost detail report

The following diagram shows the

The following diagram shows the

To run a weekly summary report for multiple incidents

To run an exception report

The following diagram shows the

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The following diagram shows the