

THE WEB.ICASS FEED

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OBSOLETE AGENCY CODES

Don't Submit with Obsolete Agency Codes!!!

Agency Code 0000.0 = Rejected Budget

You used the TDY module to calculate your daily unit costs. It all worked out and you have a TDY policy posted on eCC ☺...but then you submitted your final budget and the Global Database rejected it ☹

Before you submit your budget, make sure that obsolete agency code 0000.0 is not active anywhere in your budget plan. This includes the Active Agencies list under Post Profile *and* the TDY and PYI modules.

Be sure to check all three areas before you submit, and spare yourself the headache!

PS – [ICASS Hints #5: Official Visits and Temporary Duty \(TDY\) Post Policy](#) has been updated to clarify that you are not to activate an obsolete agency code when creating TDY invoices.

COMPENSATION PLANS

Compensation Plans Must Have Unique Names

Did you create compensation plans for your budget plan? We certainly hope so! If you did:



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Make sure that each compensation plan name is unique or your budget will be inaccurate!

If you use the same plan name for two (or more) compensation plans, the software will add the salary and benefit data from the two together, thereby overinflating the dollars found in your budget.

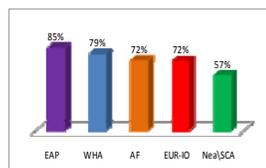


STILL NOT BUDGETING BY FUNCTION?

OBI Worksheet – Budgeting by Function (Cost Center) vs. Sub-Object

Remember [last year's newsletter](#) on this? Since then, we reviewed your 2009 initial budgets and see that 72% of posts worldwide have made the switch away from budgeting by sub-object! That's a huge jump from FY 2008 where only 54% of posts were budgeting by function. Here's a breakdown, by region, of the number of posts that are now budgeting by function:

EAP – 85%
WHA – 79%
AF – 72%
EUR-IO – 72%
NEA/SCA – 57%



FY2010 is the perfect time for the rest of you to make the switch since you'll soon be updating your time allocation information as you prepare your July data call submission. Stay tuned for an upcoming [ICASS Hint](#) for assistance on how to budget by function (cost center) in the OBI.

NEW DATA VERIFICATION REPORT



I Don't Understand What Key Report #7 Is Telling Me

This report is designed to let you know if there are data issues with your budget plan. For now, the report checks for DH American positions in the worksheets without assigned salaries and for workload data that is corrupt in your database. The vast majority of you will see "NONE" for both items when you run this report, which means you do not need to worry because the verification found no problems.

Before you submit the budget, be sure to run *Verify* and check the other verification reports (such as Cost Center Allocation, Distribution to Agencies, and Differences in Targets)

...and correct any of the identified errors before you submit!!!

CREATING SUB-COST CENTERS

It's Not as Scary as You Think!

Can't figure out how to create those mandatory sub-cost centers? Check out the [ICASS Hint #6](#) on our website. It's a very detailed document about the policy behind budgeting for warehouse expenses. Page 5 shows nice screenshots of our software on how to create a subcost center.

The same guidance is, of course, in [the Web.ICASS 2.29.00 User Manual](#) on page 78.



SUBMITTING PY AND TDY INVOICES

How Do I Submit Partial Year and TDY Invoices to Washington?

Unlike your ICASS budgets, you do not transmit these invoices electronically through the Web.ICASS software. Instead, you email them!

Submit your signed [Partial Year Invoices](#) by email to RMPYICASSInvoice@state.gov with a cc to your regional bureau and the respective agency billing point of contact.

Submit your signed [Temporary Duty Invoices](#) by email to RMTDYICASSInvoice@state.gov with a cc to your regional bureau and the respective agency billing point of contact.

