



THE WEB.ICASS FEED



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GOT BME?

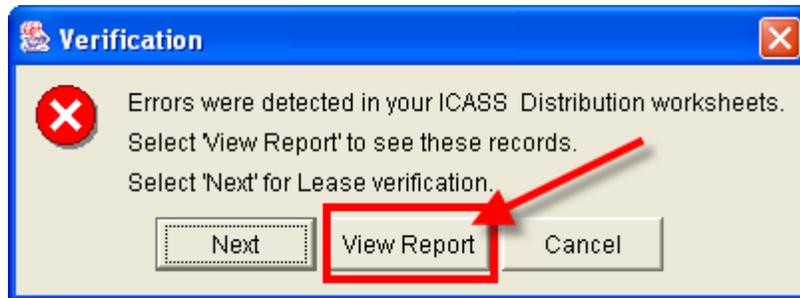
Budget's Finished, But Still Need to Add BME?

No problem! It's not as hard as it may seem. Even if you have already baselined to stage 2, you can make changes to your Initial Requirements to add BME. Step-by-step instructions are available on the [ICASS website](#) under *Budget > Current Fiscal Year*.

ERRORS IN YOUR BUDGET?

Running Verify and Clicking Cancel Fixes Nothing!!

Posts are contacting us saying that they run *Verify* "...a million times," but error messages are still popping up on the screen every time they run *Verify*. Simply running *Verify* will not correct errors in your budget. You must view the report and make the corrections yourself!



NON-ICASS 'SUBMIT TO DC'

Help!! My Submit to DC button is Greyed Out! How Do I Submit the Non-ICASS Budget??

What? You didn't read our [instructions](#)? We update them each cycle just to make your life easier...we even highlighted the answer to this question for extra emphasis! The key is the LGP Budget Summary Worksheet. Enter the worksheet and be sure to baseline the plan –from INITIAL REQUIREMENTS to INITIAL BUDGET! Once you do that, your submit button will activate.

ONLY SUBMIT YOUR BUDGET ONCE!!

Submission Status Will Be "Rejected" If You Click the Submit Button More Than Once

Remember when we mentioned this in a [previous newsletter](#)? HERE'S A REMINDER – only submit the plan **once** and then regularly check your ICASS Events Log and Submission Status from Plan Maintenance to ensure that the plan was properly received in Washington!! Submitting a second time will always result in an automatic rejection.

BUDGET STATUS HASN'T CHANGED FROM "SUBMITTED"?

I Submitted My Budget Yesterday, and Status is Still "Submitted Initial." Should I Worry?

Yes! You may have submitted the budget, but that does not mean that we got it. Before going home or leaving the office for vacation, you need to check your Events Log to confirm that we received your plan. For further details about this process, see "Budget Stages and Submission" on [page 65 through 69 of the Web.ICASS Software User's Manual](#), as referenced in our [Software Guidance](#).

***OBO NON-ICASS SOFTWARE***

New OBO Software Manager

[Matt Lisack](#) of Geneva Software, Inc. just joined our team and will be managing the ICASS-OBO software project. Please contact Matt directly for all OBO software-related questions, including questions about the Lease module in your ICASS plan, preparing your OBO Non-ICASS budget, and submitting your Non-ICASS plan to Washington. Welcome, Matt!!

NON-ICASS ACCEPTANCE

Up to One Week to Accept Non-ICASS Plans

Because of the submission schedule this year, we cannot process the acceptance of your Non-ICASS budget plans as quickly as your ICASS plans. Therefore, your submission status for Non-ICASS may remain "Received Initial" for several business days before processing, as we will primarily be accepting these plans on Fridays. As long as the Global Database received your Non-ICASS plan, do not worry about the delayed acceptance.

***HOLIDAY CHEER***

Software Team on Leave on Friday, December 26, 2008



WHA's budget submission deadline was just extended to December 29th. Felicitaciones!! Now we know which region's on Santa's "nice" list this year!

If you try to submit early, be aware that our team, including ICASS Technical Support, will not be in the office on Friday the 26th. So if you run into any difficulties or have any questions, send us an email and we will gladly respond on Monday the 29th when we're back in the office.

Happy Holidays from the ICASS Software Development Team!!