

THE WEB.ICASS FEED

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NARRATIVE SUMMARY



Have a Good Story to Tell in the Narrative Summary Portion of Your Budget?

It's all about *quality*, not quantity!! Unfortunately, the Budget Summary Worksheet report doesn't allow for pages and pages of narrative. So while you can see it all on the screen in the worksheet, some of the text may not appear in the report. Check out our [FAQ's](#) for tips on how to limit the size of your narrative text. We don't want you to fail the scorecard inadvertently!

BEWARE: EMAIL STORAGE

Warning: E-Mail Storage Has Exceeded Allowable Limit!



Some regional bureaus require posts to send a copy of their ICASS and Non-ICASS budgets by email; the ICASS Service Center does not. The only official plan is the one transmitted via the "Submit to DC" button. So save your ICASS friends some room in their in-boxes. No emailing budgets, *please*.

RUN "VERIFY" TO "QUALIFY"

When I submitted my budget it was automatically rejected—Why?

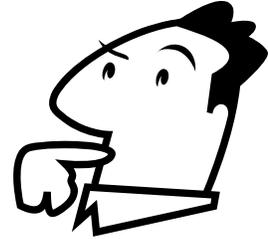
The ICASS Global Database (GDB) performs the same validations on your budget as you do when you click "Verify." So, if your budget fails the GDB's 'verify' it's automatically rejected. Avoid the headache and **VERIFY** before you *Submit to DC*.



BUDGET STATUS: “NOT SUBMITTED”

I submitted My Budget, But the Status Is Still “Not Submitted”!

Refresh is the answer. The submission status does not automatically refresh on your screen so click the refresh button on your internet explorer or click on a different node like the “ICASS Events Log”. When you go back to Plan Maintenance, you’ll notice that the status changes right away to “Submitted.”



BUDGET STATUS: “SUBMITTED”

The Status is Still “Submitted,” Why?

There are many plans ahead of you so wait 30-60 minutes and give those plans a chance to make it into the GDB. You will see the status as “Received” which indicates that the plan imported successfully into the GDB. Once we process the budget – up to 3 business days – it will then show up on your end as “Accepted.”



CONFIRM YOUR BUDGET SUBMISSION



Going Away on That Much Deserved Vacation?

Gotta get out the door? Just one more thing? ICASS budget of course! If you’re submitting your 2008 final budget on the day you leave, confirm the status shows “Received” before you head out the door! When the GDB automatically rejects your budget, it is difficult to find colleagues at your Post to assist with the resubmission process. *Bon voyage!*

BUDGET STATUS: “REJECTED”

I Just Submitted My Budget, and It Was Already Rejected. Why?!

Three reasons: 1) Oops. You didn’t run ‘Verify’ and the GDB caught some errors; 2) you accidentally submitted a Non-ICASS plan that’s still in the *Initial Budget* stage (*baseline your plan to Final Budget stage!*); or 3) you clicked the “Submit to DC” button twice. If you clicked twice, you sent two budgets to Washington. The first one went through OK and the second one was rejected. Why? Because the first one already took a spot for your post in the GDB. We can’t have two plans from the same post and budget stage. So,

check the ICASS website for the Plans Received notice (published 5pm DC time) to see if we got the first one.

