

THE WEB.ICASS FEED

Volume 4, Issue 1

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FY 2007 INITIAL BUDGET PREPARATION INSTRUCTIONS—A MUST READ!!!

New and Improved instructions are available on the ICASS Website in the “Budget Instructions” folder. Budget Preparers **MUST** read and follow these instructions which include new budget items such as:

- M&R for STL Non-Residential shared properties must be included in ICASS Lease Budget
- Information about GO properties must also be reported in the Non-ICASS OBO Leases Module; and much more.....



Special points of interest:

- ◆ FY 2007 Initial Budget Instructions. (Must Read!!!)
- ◆ Extracting Actuals from COAST

IF YOU ARE AN SCA (SOUTH CENTRAL ASIA) POST.....

If you are an SCA (South Central Asia) Post....

Please email your FY 2007 ICASS and Non-ICASS budget plans by October 16 to ICASS Tech Support

(ICASStechsupport@state.gov) for org/post code conversion.

The new SCA org/post codes are available in Web.PASS version 2.05. Web.PASS 2.05 must be installed before you can see your converted 2007 budgets. For more information contact Stella Whitman (WhitmanSL@State.gov).



On the Back Page

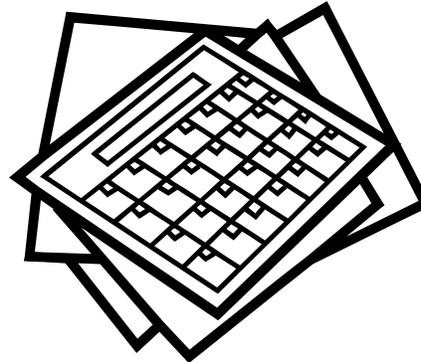
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CHECKLISTS—MUST BE COMPLETED PRIOR TO THE WORKSHOP

Per State 164093 (dated 9/29/06), all workshop participants must bring initialed, completed PART 1 and PART 2 of the ICASS and Non-ICASS checklists to the budget workshop. To download your copy, go to the ICASS Website under the “Budget Instructions” folder.

LAST REQUEST FOR NEW AGENCY CODES—OCTOBER 31.

The ISC will only start accepting FY 2007 Initial Budgets (ICASS and Non-ICASS) after November 16 since the last reference table update for the Initial Phase is scheduled for November 15th. ICASS software users must request any agency codes by October 31, to be included in the November update for the FY 2007 Initial Agency Invoices. Contact Mattie Harms (HarmsMR@State.gov) for new agency code.



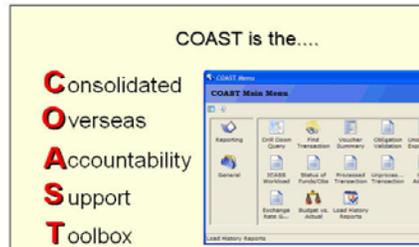
ISC will start accepting FY 07 Budgets after November 16th.

ICASS ACTUALS FILE FROM COAST—NOT YET AVAILABLE

ICASS Actuals file from COAST (Consolidated Overseas Accountability Support Toolbox).

COAST? You can find it here: [COAST](#)

One of the features of the new COAST application is the ability to extract the ICASS Actuals text file. However, there are problems importing the extracted actuals file



into Web.ICASS. GFS Charleston is currently working on correcting these problems in COAST version 1.1. GFS will announce COAST software fix via GFS Broadcast in mid-October. If you wish to start entering Prior Year Actuals (2006 Q4) into the 2007 Budget Summary Worksheet before the COAST fix is available, you can do so manually.

PROBLEMS IN ENTERING COMMENTS IN THE LEASES WORKSHEET?

If so, scroll through the Lease Worksheet to the far right so that the comments display column is completely to the right. Click in the display area and look to the left of the screen. The comment edit area will be displayed there. If you continue to have difficulty seeing the comment field, read FAQ titled "Cannot enter data in the Comments section"

located under the "Software" section (<http://icass.gov/software/FAQs>) of the ICASS Website or contact ICASS Tech Support (ICASSTechsupport@state.gov).

Here is a video clip of how to enter comments



Video Clip



Got more questions.....

Check out the ICASS Website at www.icass.gov