

THE WEB.ICASS FEED

Volume 5, Issue 6
July 2008



ICASS SOFTWARE VERSION

Have You Upgraded to Web.ICASS 2.27?

We recently notified several posts of the need to upgrade to Web.ICASS 2.27.00 and 2.27.01, based on a list of posts we received from the PASS office. We understand that the list may have been outdated so if your post already upgraded, please let us know you have already upgraded. Then continue working on your 2009 Workload Count and Time Allocation data call (also referred to as "data call")!

If you *are* still running Web.ICASS 2.25.00, avoid the hassles and upgrade today!

COST CENTER CHANGES

Why Don't I See Any of the Cost Center CHANGES in My Software?



Did you receive our software announcement cable? Per [2008 State 049776](#), you need to first upgrade to 2.27.01, then download the cost center reference table file from the [ICASS website](#), and then *manually*

update your reference tables. Once you perform those steps, you'll see the new cost center changes right away for instant gratification!

VOUCHERING COST CENTER



Factor Groups or No Factor Groups? Correction to Vouchering Cost Center

Per [2008 State 069939](#) we have released a revised cost center reference table update. This corrects the vouchering services cost center (6223) to eliminate factor groups. You need to download the revised cost center reference table file from the [ICASS website](#) and then *manually* update your reference tables.

FACTOR GROUP CHANGES



Watch Out – Order of Factor Groups Changed For Some Cost Centers

2009 is a new baseline year for cost centers, including name changes, how to count, and factor groups. When you create next year's plan to start your 2009 data call, you may have noticed that the order of factor groups is different for some cost centers and that your workload for LES has been swapped with the workload for a different factor group. Be especially careful to check the workload data in the following cost centers:

Standard: 5880, 6194, and 6224
Lite: 6145 and 6445

2009 DATA CALL SUBMISSIONS

Do I have to Submit My 2009 Workload and Time Allocation Data Early Again?

Yes...last year's pilot was a success! Version 2.27 will enable you to transmit your "data call" budget using your "Submit to DC" button in the Initial Requirements stage. You can find the data call due dates and other information in [2008 State 069053](#). **Note: data call does not apply to ASPs or GFS... only to State service providers.**



INSTRUCTIONS FOR DATA CALL

Help!! I Can't Find the Data Call Preparation Instructions

Last year, we posted special preparation instructions in a standalone document posted to our website. This year, we added the preparation instructions as a permanent part of the software user manual. [Click here](#) to access the PASS website so you can download the appropriate manual. Then open up the PDF document and scroll down to page 284 to find Appendix I.

IGNORE TARGET "ERROR" MESSAGE

Data Call Plans – Ignore Target "Error"

Before you submit your data call, you'll no doubt run *Verify*, right?? Of course! So when you do, you'll notice an "error" regarding differences in your ICASS targets. This is because the *Create Next Year's Plan* feature copies some of the dollars from your 2008 Final budget to the 2009 Initial Requirements plan, while all the targets in Post Profile are reset to zero. Since this data call does not require you to include any dollar amounts, there are no targets involved. So simply ignore the error message when you get ready to submit your data call!

DATA CALL STATUS: "NOT SUBMITTED"

I Submitted My Data Call – Why's the Submission Status Still "Not Submitted"??

To help you distinguish between the data call submission and the submission of your initial and final budgets, we added a new field "Data Call Status" to separately track the status of your submitted data call. For more information on how "Data Call Status" works, see page 44 of the user manual.



TIME TO PURGE THOSE OLD 2009 'WHAT-IF'S'

Got Some Old 2009 Plans Hangin' Around?

Any 2009 plans created using version 2.25.00 or earlier will not work properly in 2.27.00. If you haven't yet upgraded to 2.27, be sure to delete all 2009 plans beforehand. If you already upgraded to 2.27 and still have some old 2009 plans, you must delete them now! The cost center changes for FY 2009 changed the structure of the data, so 2009 plans will only work properly when you use 2.27 to create next year's plan.

