

# THE WEB.ICASS FEED

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## SUBMIT TO DC BUTTON



### Help! My *Submit to DC* Button Isn't Active...I Can't Submit My Budget!!

Sounds like you're not the Plan Owner. Because we all take time off, it's a good idea to have multiple plan owners assigned to your budget plan. The Plan Owner needs to go to Plan Security and add you as a Plan Owner. If the Plan Owner is on leave, has transferred to a new post, or is no longer employed at your post, fear not! Just ask your PASS Administrator to re-assign you to be the Plan Owner.

## REFERENCE TABLE UPDATE

### REFERENCE TABLE UPDATES – "AUTOMATIC"??

#### Yes, But...You Have to Trigger Them!

We've been getting lots of questions lately about reference table updates. While they do happen "automatically" and behind-the-scenes, the process doesn't start until you open a plan and click on a worksheet. Check out a [short](#)



[PowerPoint tutorial](#) that's available on the ICASS website (under Software > Reference Table Updates) to learn more about how to ensure that your software gets the latest reference table update!



## WELCOME OUR NEW TEAM MEMBER

### A New Face on the Software Development Team

You may have already had the pleasure of meeting Bob Braganza at last year's budget workshops when he served on the ISC's Policy, Coordination and Training Team. As of June 2008, he is now part of our team serving as Project Manager for the Web.ICASS software. Stella Whitman, who used to be your POC for software issues, now serves the ISC as part of the Reimbursements Team. We welcome Bob to our team, and wish Stella all the best in her new role!



## BUDGETING BY FUNCTION YET?

### OBI Worksheet – Budgeting by Function vs. Sub-Object

Remember [last year's workshop presentation](#)? Since then, we reviewed your 2008 final budgets and see that 46% of posts worldwide are still budgeting by sub-object! Here's a breakdown, by region, of the number of posts that are now budgeting by function:

- EUR-IO – 57%
- SCA – 55%
- WHA – 45%
- AF – 43%
- EAP – 37%
- NEA – 19%



Now's the perfect time to make the switch since you'll be doing your 2009 initial budget soon. Once you do, you won't have to update time allocations anymore, but just the dollar amounts. Make the switch today!!

## ICASS HANDBOOK UPDATES

Be sure to check out the ICASS website's [homepage](#) for important links to chapters 310, 330, 340, and 350 of the ICASS Handbook. They'll serve as your friend as you start preparing your 2009 initial budget!

