**ICASS Training Overview for Financial Management Service Providers**

This document is a curated list of the different training resources available to help you understand ICASS and your role as the USDH or LE Staff Financial Management Service Provider. If you are new to ICASS, we recommend you start with the first offerings on the list. If you are more experienced, please check out the advanced offerings. USDH FMOs that have completed tradecraft training will likely skip the Introduction to ICASS section. Key documents are listed below. All training offerings, unless otherwise noted, are available to both USDH and LE staff.

***Introduction to ICASS:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| [ICASS Basics](https://www.icasstraining.com/training-basics)  | Videos – Scroll down on the page to click and view. | 15 minutes | Basic overview.Recommended for LE staff. |
| [Time Allocation in ICASS](https://www.icasstraining.com/training-basics) | 10 minutes |
| [Workload Counts](https://www.icasstraining.com/training-basics) | 10 minutes |
| [MOU & Subscription of Service](https://www.icasstraining.com/training-mps) | 5 minutes | Builds off basics.Recommended for LE staff. |
| [Workload Count Modification](https://www.icasstraining.com/training-mps) | 10 minutes |

***Annual Training:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| FMO –ICASS updates (includes software updates) for new fiscal year | Live Webinar – link to join will be sent thru email ad | 90 minutes | Recommended for LE staff ICASS accountants and FMOs. |

***Beginning Training:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| ICASS Basics for Overseas Posts (GFS33) | FSI Distance Learning – contact your agency Training Coordinator to register or contact FSI Registrar\* | 1-2 hours | Recommended for LE staff. Prerequisite for GFS32. |
| ICASS Cost Distribution Fundamentals and Invoices (GFS 34) | 4-5 hours | Recommended for LE staff. Recommended if you work on ICASS budgeting/invoices. Prerequisite for GFS32. |
| Working with ICASS (PA214) | FSI- In person. Contact your agency Training Coordinator to register or contact FSI Registrar\* | 4 days | Included in FMO Tradecraft PA211. |
| [ICASS Meeting](https://www.icasstraining.com/training-mps) Schedule - Meetings are structured around the ICASS budget cycle. Each discuss the upcoming ICASS meeting at post. FMOs participate in these meetings. | Video Series - scroll down the page and select to view.  | Varies: 10-20 minutes each | Recommended. |
| [ICASS Invoice- Washington level -](https://www.icasstraining.com/training-invoicing) Guides you thru different types of ICASS Invoices, billing processes and timelines for Washington bill payer. | 15 minutes |
| [ICASS Invoice Billing- Post Component](https://www.icasstraining.com/training-invoicing) - Guides you thru how post invoice is created and the post invoice timeline. | 10 minutes |
| [ICASS TDY Post Policy and Invoices -](https://www.icasstraining.com/training-invoicing)  Overview of TDY post policy, review different categories of TDY charges and answer some of the FAQS from the field. | 16 minutes |
| [FAP Budget Tool User Manual](https://usdos.sharepoint.com/sites/CGFS-ICASS/Public%20Documents/FAP%20Budget%20Tool%20Users%20Manual.pptx) - Tool developed to support posts in preparing FAP budget information. | PowerPoint |  | Direct link.Recommended for LE staff ICASS accountants. |

***Intermediate Training:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| Web ICASS Software (GFS32) | FSI- In person. Contact your agency Training Coordinator to register or contact FSI Registrar\* | 5 days | Recommended for LE staff ICASS accountants and FMOs. |

***Advanced Training:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| Advanced FMO (PA219) | FSI- In person. Contact your agency Training Coordinator to register or contact FSI Registrar\* | 5 days | ½ day spent at ISC. USDH only. |

***Key Documents:***

* [What is ICASS? (An Informative Overview)](https://usdos.sharepoint.com/%3Aw%3A/r/sites/CGFS-ICASS/_layouts/15/Doc.aspx?sourcedoc=%7B44C6D6ED-D757-45D1-99C4-E01DBD345B87%7D&file=What%20is%20ICASS%20(An%20Informative%20Overview).docx&action=default&mobileredirect=true)
* Cost Center Sheets
	+ [Standard Cost Center Sheet](https://elearningassets.com/customers/ICASS/files/current/Standard_Cost_Center_Sheet.pdf)
	+ [Lite Cost Center Sheet](https://elearningassets.com/customers/ICASS/files/current/Lite_Cost_Center_Sheet.pdf)
	+ [Standardize Sub-Cost Center sheet](https://elearningassets.com/customers/ICASS/files/current/Standardized_Sub-Cost_Center_Sheet.pdf)
* [ICASS Handbook, 6 FAH 5 H-340 Cost Centers](https://fam.state.gov/FAM/06FAH05/06FAH050340.html) [Scroll down to Financial Management cost centers starting at 6 FAH-5 H-341.10 Financial Management Services]

Also, don’t forget to schedule a **consultation** with the ISC before arriving at a new post!

If you have any questions, please reach out to us at ICASSServiceCenter@state.gov

***\*FSI courses –Contact the FSI Registrar’s Office at*** [***http://fsitraining.state.gov***](http://fsitraining.state.gov) ***will provide additional instructions on how to register for FSI classes for both DOS and non-DOS students.***