# Finance Working Files File Structure

#### Finance Channel

	0_Uploads	No subfolders included
	1_COMP	
Ą	2_COST	
	3_PROC	
	4_TIME	
	5_Information	No subfolders included; file information pertinent to managing the section. A layer of subfolders may be created if necessary.
	6_ICS213_GMs	Includes GMs for all Units and FSC. Use convention GM_YYMMDD_XXX XXX is a brief description of topic. Name limited to 30 characters.
	7_ICS214_Unit_Logs	Includes Unit Logs for all Units and FSC. Use convention 214_AuthorLastName_Date
8	8_Final_Finance_eDoc_Box	

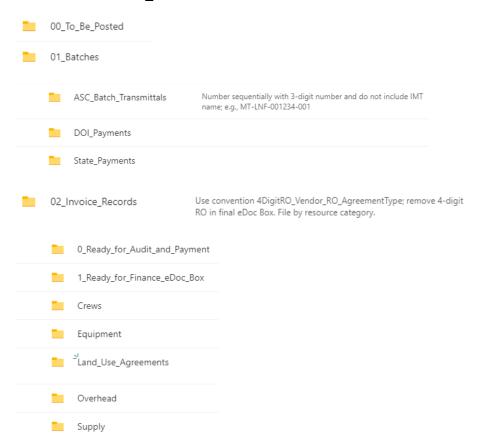
## Finance Channel > 1\_COMP

00_To_Be_Posted	
01_Comp_for_Injury	Do not include Privacy Act protected information.
02_Claims	Use convention Claim#_Claimaint/PotentialClaimant_Subject_ClaimType Do not include contract claims - see PROC files for those.

## Finance Channel > 2\_COST

	00_1	o_Be_Posted	
	01_4	Aircraft_Costs	Aircraft cost records
		AircraftTail#_RO#	For aircraft not reported by HB or TB. Rename and create additional folders as needed using convention Tail#_RO#.
		Helibase	Contents named by date and helibase (HB) if more than one reporting. Ex: YYMMDD_BigPineHBSum
		Tankerbase	Contents named by date and tankerbase (TB) if more than one reporting. Ex: YYMMDD_OakFlatTBSum
	02_	Cost_Management	Resources other than aircraft not generating EIS costs, including "white envelope" resources. Add necessary subfolders to organize.
		01_Caterer	File by date and by vendor/RO if more than one. Ex: YYMMDD_VendorName or YYMMDD_VendorName_RO#
		02_Shower	File by date and by vendor/RO if more than one. Ex: YYMMDD_VendorName or YYMMDD_VendorName_RO#
		03_BUYT_Spreadsheet	File by date, e.g., YYMMDD_BUYT_SS
		04_Lend_Lease	Files related to sharing of resources via lend lease. COST may create a level of subfolders if needed to organize appropriately.
=	03_0	Daily_Cost_Tracking	Reports generated from e-ISuite data supporting CTD reporting and host agency requests.
		Current_Day_Summary	File by date, e.g., YYMMDD_CurrentDaySum
		Group_Category_Summary	File by date, e.g., YYMMDD_GroupCategorySum
	04_0	Cost_Share	Agreements and supporting documentation for settlement of cost share.
	05_F	Final_Cost_Statement-IHF	

## Finance Channel > 3\_PROC



### Finance Channel > 4\_TIME

00_To_Be_Posted	
01_Batches	ASC transmittals - number sequentially with 3-digit number and with no IMT name; e.g., MT-LNF-001234-AD001
02_Personnel_Time_Records	Single resource OH convention = LastName_RO_EmploymentType. Others use convention 4DigitRO_Name_RO_EmploymentType(s). Remove 4-digit RO in final eDoc box. File by resource category.
0_Ready_for_Audit_and_Payment	
1_Ready_for_Finance_eDoc_Box	
Aircraft	
Crews	
Equipment	
Overhead	
03_Excess_Hours_Documentation	Documents use naming convention ExcessHrs_YYMMDD and cover both excessive shifts and work/rest justification information.
04_Assignment_Extensions	Documents use naming convention Name_RO_EmploymentType

#### **NWCG Incident Business Committee**

Finance Channel > 6\_ICS213\_GMs



Finance Channel > 7\_ICS214\_Unit\_Logs



Finance Channel > 8\_Final\_Finance\_eDoc\_Box

See separate document for structure.