Finance Working Files File Structure

Finance Channel

	0_Uploads	No subfolders included
	1_COMP	
R	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.

00_	To_Be_Posted	
01_	Aircraft_Costs	Aircraft cost records
	AircraftTail#_RO#	For the first individual aircraft, rename the AircraftTail#_RO# folder using the this convention (e.g., 14HX_A1). For additional aircraft, create new folders.
1	Helibase	Use convention HBSum_YYMMDD; for multiple helibases, include helibase name. Ex: BigPineHBSum_YYMMDD
	Tankerbase	Use convention TBSum_YYMMDD; for multiple tankerbases, include tankerbase name. Ex: OakFlatTBSum_YYMMDD
02_	Cost_Management	Resources other than aircraft not generating EIS costs via TIME or PROC, including "white envelope" resources. Add necessary subfolders to organize.
	01_Caterer	File by RO# and date using convention CATR_RO#_YYMMDD. If multiple vendors, subfolders may be established.
	02_Shower	File by RO# and date using convention SHWR_RO#_YYMMDD. If multiple vendors, subfolders may be established.
	03_BUYT_Spreadsheet	File using convention BUYT_SS_YYMMDD
	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_	Daily_Cost_Tracking	Reports generated from e-ISuite data supporting CTD reporting and host agency requests.
	Current_Day_Summary	Use convention CurrentDaySum_YYMMDD
	Group_Category_Summary	Use convention GroupCategorySum_YYMMDD
04_	Cost_Share	Agreements and supporting documentation for settlement of cost share.
05_	Final_Cost_Statement-IHF	

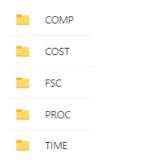
Finance Channel > 3_PROC

00_	To_Be_Posted		
01_	Batches		
	ASC_Batch_Transmittals	Number sequentially with 3-digit number and do not include IMT name; e.g., MT-LNF-001234-001	
	DOI_Payments		
	State_Payments		
02_	Invoice_Records	Use convention Vendor_RO_AgreementType. File by resource category	jory.
	0_Ready_for_Audit_and_Paymer	nt	
	1_Ready_for_Finance_eDoc_Box		
	Crews		
	Equipment		
	Land_Use_Agreements		
	Overhead		
	Supply		

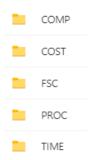
Finance Channel > 4_TIME

00_To_Be_Posted		
01_Batches		mittals - number sequentially with 3-digit number and with no IMT , MT-LNF-001234-AD001
02_Personnel_Time_Records		ource OH convention = LastName_RO_EmploymentType. Others use n EntityName_RO_EmploymentType(s). File by resource category.
0_Ready_for_Audit_and_F	Payment	
1_Ready_for_Finance_eD	oc_Box	
Aircraft		
Crews		
Equipment		
Overhead		
03_Excess_Hours_Documenta	tion	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

Finance Channel > 6_ICS213_GMs



Finance Channel > 7_ICS214_Unit_Logs



Finance Channel > 8_Final_Finance_eDoc_Box

See separate document for structure.