













Finance Working Files File Structure
















Finance Channel

 0_Uploads	No subfolders included
 1_COMP	
 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_IC213_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_IC214_Unit_Logs	Includes Unit Logs for all Units and FSC. Use convention 214_AuthorLastName_Date
 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#_Claimant/PotentialClaimant_Subject_ClaimType Do not include contract claims - see PROC files for those.

Finance Channel > 2_COST

 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.
 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.
0_Ready_for_Audit_and_Payment	
1_Ready_for_Finance_eDoc_Box	
Crews	
Equipment	
Land_Use_Agreements	
Overhead	
Supply	


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 EntityName_RO_EmploymentType(s). 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_YMMMDD 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

-  COMP


-  COST


-  FSC


-  PROC


-  TIME


Finance Channel > 7_ICS214_Unit_Logs

-  COMP

-  COST

-  FSC

-  PROC

-  TIME

Finance Channel > 8_Final_Finance_eDoc_Box

See separate document for structure.