













## 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_IC5213_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_IC5214_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 &gt; 2\_COST

 00_To_Be_Posted	
 01_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_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_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 4DigitRO_Vendor_RO_AgreementType; remove 4-digit RO in final eDoc Box. 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 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

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.*