

Finance Working Files and Folder Matrix for FireNet - Updated May 2023

Folder in Finance Channel	Subfolder = User-Created	Italics	Sub-Subfolder / 2ndSub-Subfolder Italics = User-Created	File Naming Convention / Example	Notes
0_Uploads					Temporary repository for records collected via finance workflow.
1_COMP	00_To_Be_Posted				Temporary storage of documents from 0_Uploads and/or inbox for review/filing
	01_Comp_for_Injury			1_Comp_Log*	No PII included - Use "1_" to sort to top; file in 01_Comp_for_Injury
				*Comp Log is one document used by all IMTs assigned.	
				2_APMC_Log*	M# log used if APMC is authorized. No PII included . Use "2_" to follow comp log.
				*APMC Log is one document used by all IMTs assigned.	
				HFLIA_Contacts_Procedures	No standard naming convention; example of document that may be included
				Statistics_YYMMDD	No PII included ; no standard naming convention; example, not required
					Recommendation: Maintain case files outside of FireNet for confidentiality.
	02_Claims			1_Claims_Log	Use 1_ to sort to top of documents; file in 02_Claims
			Claim#_Claimant_Subject_Type	Sub-Subfolder: CL01_CarverFm_Fence_Potential	Info from 1_Claims_Log; Folder uses two-digit claim # to facilitate chronological sort to CL99.
				SF91_Claim# / SF91_CL01	Claim # from log; recommend redaction of confidential info
				SF94_WitnessLastName_Claim# / SF94_Miller_CL01	If multiple witnesses with same last name, add initial.
2_COST	00_To_Be_Posted				Temporary storage of documents from 0_Uploads and/or inbox for review/filing
	01_Aircraft_Costs				
			AircraftTail#_RO# **	Sub-Subfolder: 14HX_A1	**1st individual aircraft - rename AircraftTail#_RO#; subsequent - create new
				Files: Tail#_YYMMDD/14HX_230316	Aircraft use summary cost report
			Helibase	Files: HBSum_YYMMDD or see next line for multiples	Alternative option is to create subfolders by helibase to organize records
				AlphaHBSum_YYMMDD and BetaHBSum_YYMMDD	Add helibase name for multiples to differentiate daily files. 30 characters max.
			IR_Flights		User-created folder; no standard convention for folder or files; 30-character limit for each
			Tankerbase	Files: TBSum_YYMMDD or see next line for multiples	Alternative option is to create subfolders by tankerbase to organize records
				AlphaTBSum_YYMMDD; BetaTBSum_YYMMDD	Add tankerbase name for multiples to differentiate daily files. 30 character max.
	02_Cost_Management			CostTrackingMethods_YYMMDD	Date = beginning date; if superseded, include range of dates in effect.
				TransitionNotes_YYMMDD	Date = date of transition
			01_Caterer	CATR_RO#_YYMMDD	If multiple vendors, subfolders may be created to organize by RO#
			02_Shower	SHWR_RO#_YYMMDD	If multiple vendors, subfolders may be created to organize by RO#
			03_BUYT_Spreadsheet	BUYT_SS_YYMMDD	
			04_Lend_Lease	ResourceCosts_YYMMDD	No standard convention for files; 30-character limit or each
			VendorName_RO#_COMM	Sub-Subfolder: Evergreen_S1_COMM	"White Envelope" resource
				AGMT_RO#	
				COMINV_RO#_YYMMDD-MMDD	
				RO_RO#	
			Other_Costs	WFDSSWatch	User-created folder for additional tracking tools; no standard convention for folder or docs
	03_Daily_Cost_Tracking				
			Current_Day_Summary	CurrentDaySum_YYMMDD	
			Group_Category_Summary	GroupCategorySum_YYMMDD	
			Other_EIS_Reports	AgencyTotals_YYMMDD	User-created folder for additional reports generated; Docs - no standard; 30-character limit
	04_Cost_Share			CS_AGMT_YYMMDD	Date = date agreement effective; if superseded, include range of dates in effect.
				CS_XXX_YYMMDD / CS_IAPSigned_230316	XXX=descriptor of document (e.g., map, signed IAP)
				CS_XXX_YYMMDD / CS_Map_230316	
				05_Final_Cost_Statement-IHF	Final_Cost_Statement
3_PROC	00_To_Be_Posted				Temporary storage of documents from 0_Uploads and/or inbox for review/filing
	01_Batches				
			ASC_Batch_Transmittals / Incident#-Batch#_YYMMDDM	2SubFolder: MT-LNF-001234-001_YYMMDD	Number sequentially beginning with 001; no IMT name; YYMMDD is date batch is sent to ASC
				CoverSheet_Batch#_YYMMDD	YYMMDD = Date sent
				PKG#_RO#_YYMMDD	PKG# = documents for final payment to RO#; YYMMDD is last date included
				PKGI_RO#_YYMMDD	PKGI = documents for interim payment to RO#; YYMMDD is last date included
			DOI_Payments / Incident#-Batch#_YYMMDDM	2SubFolder: MT-CRA-001234-001_YYMMDD	Number sequentially beginning with 001; no IMT name; YYMMDD is date sent to DOI contact. Folder contents follow ASC format - DO NOT SEND TO ASC
			State_Payments / Incident#-Batch#_YYMMDDM	2SubFolder: MT-SWS-001234-001_YYMMDD	Number sequentially beginning with 001; no IMT name; YYMMDD is date sent to state contact. Folder contents follow ASC format - DO NOT SEND TO ASC

Folder in Finance Channel	Subfolder = User-Created	Italics	Sub-Subfolder / 2ndSub-Subfolder Italics = User-Created	File Naming Convention / Example	Notes
	02_Invoice_Records				
			0_Ready_for_Audit_and_Payment		Holds folders or 286I/288Is for processing. When complete, mark 286I/288s w/batch # & move folder to 1_Ready_for_Finance_eDoc Box or interims to working files.
			1_Ready_for_Finance_eDOC_Box		Used to hold folders for final review prior to transfer to Final eDoc Box. Use is not required if activity level permits immediate finalization
			Crews / EntityName_RO#_NCC#/T2C#	2SubFolder: HotlineFire_C1_NCC12A	NCC# if T2IA; T2C# if T2 crew
				286F_RO#_YYMMDD	Use 286I if interim; YYMMDD is last date included
				AGMT_RO#	
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD; if corrected, CTR_RO#_YYMMDD-MMDD_V2
				FUEL_RO_YYMMDD	
				GM_XXX_RO# / GM_LodgingAuth_C1	XXX indicates brief descripton of topic (limit file name to 30 characters)
				PRE_RO#	If multiple PRE, label as PRE1, PRE2, etc.
				POST_RO#	
				RO_RO# / RO_C1	
				XD_XXX_RO# / XD_LodgingReceipts_C1	XXX indicates brief descripton of topic (limit file name to 30 characters)
			Equipment / EntityName_ RO_AgmtType_EmpType(s)	2SubFolder: MiddleForkFD_E1_COOP_OTH	
				286F_RO#_YYMMDD	Use 286I if interim; YYMMDD is last date included
				288F_LastName_RO#_YYMMDD	Use 288I if interim; YYMMDD is last date included; RO# is for subordinate #, e.g., E1-1
				288F_EntityName_RO#_YYMMDD	Use 288I if interim; YYMMDD is last date included; this is format for combined file.
				AGMT_RO#	
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				CTR-ST_RO#_YYMMDD	CTR-ST is used if CTR and ST are combined on single document
				GM_XXX_RO#	XXX indicates brief descripton of topic (limit file name to 30 characters)
				RO_RO# / RO_E1	
				ST_RO#_YYMMDD or ST_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				XD_XXX_RO# / XD_Breakdown_E1	XD=Supporting document for payment package; XXX is descriptor
			Land_Use_Agreements / VendorName_RO#_LUA	2SubFolder: BarkerRanch_S2_LUA	
				AGMT_RO# / AGMT_S2	
				MISC_XXX_RO# / MISC_PostUsePhoto_S2	MISC = Document not included in payment package
				XD_XXX_RO# / XD_RateWorksheet_S2	XD = supporting document submitted with payment package
				See table for additional document conventions	
			Overhead / EntityName_RO#_AgmtType	2SubFolder: TimberFallersinc_O1_VIPR	
				286F_RO#_YYMMDD_XXX	Use 286I if interim; YYMMDD is last date included; XXX is batch #
				AGMT_RO#	
				CIS_RO#	
				EVAL_VendorName_RO#_xx	xx = initials of sender - added after sent to CO or uploaded to EVAL repository
				MISC_VIPRChecklist_RO#	
				PRE_RO#_YYMMDD	
				POST_RO#_YYMMDD	
				RO_RO#	
				ST_RO#_YYMMDD	If multiple for one day (e.g., work/travel, day/night), ST_RO#_YYMMDD_XXX (XXX is descriptor)
			Supply / EntityName_RO_AgmtType	2SubFolder: CornfortKing_S1_EERA	
				286F_RO#_YYMMDD_XXX	Use 286I if interim; YYMMDD is last date included; XXX is batch #
				AGMT_RO#	
				COMINV_RO#_YYMMDD-MMDD	Date = date (or range) covered
				RO_RO#	
				XD_XXX_RO# / XD_RateWorksheet_S1	XXX indicates brief descripton of topic (limit file name to 30 characters)

Folder in Finance Channel	Subfolder = User-Created	Italics	Sub-Subfolder / 2ndSub-Subfolder Italics = User-Created	File Naming Convention / Example	Notes
4_TIME	00_To_Be_Posted				Temporary storage of documents from 0_Uploads and/or inbox for review/filing
	01_Batches				
			Incident#-Batch#_YYMMDD	Sub-Subfolder: MT-LNF-001234-AD001_220301	Sequential #s beginning with AD001; no IMT name; YYMMDD is date sent to ASC. Reminder - DOI ADs take original OF-288s to home unit. DO NOT SEND TO ASC.
				CoverSheet_001_YYMMDD	
				PKGF_RO#_YYMMDD	PKGF = documents for final payment to RO#; YYMMDD is last date included
				PKGI_RO#_YYMMDD	PKGI = documents for interim payment to RO#; YYMMDD is last date included
	02_Personnel_Time_Records				
			0_Ready_for_Audit_and_Payment		Holds folder(s) or 288i(s) for processing. When complete, mark 288s w/batch # & move folder to 1_Ready_for_Finance_eDOC Box or for interims, to working files.
			1_Ready_for_Finance_eDOC_Box		Used to hold folders for final review prior to transfer to Final eDoc Box. Use is not required if activity level permits immediate finalization
			Aircraft / Name_RO#_EmploymentType(s)	2SubFolder: PineyHelitack_A1_FED	Folder contents similar to Crews.
			Crews / Name_RO#_EmploymentType(s)	2SubFolder: BitterrootIHC_C1_FED	If multiple employment types, add _Type(s), e.g. KYMA2201_C2_FED_FSAD_OTH.
				288F_LastName_RO#_YYMMDD	Use 288i if interim; YYMMDD is last date included; RO# is for subordinate #, e.g., C1-1
				288F_CrewName_RO#_YYMMDD	Use 288i if interim; YYMMDD is last date included; this is format for combined file.
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				GM_XXX_RO#	XXX indicates brief descripton of topic (file name limit is 30 characters)
				RO_RO# / RO_C1	
			Equipment / Name_RO#_EmpType(s)	2SubFolder: KYDBFE6161_E1_FED_KY	
				288F_LastName_RO#_YYMMDD	Use 288i if interim; YYMMDD is last date included; RO# is for subordinate #, e.g., E1-1
				288F_Name_RO#_YYMMDD	Use 288i if interim; YYMMDD is last date included; this is format for combined file.
				AGMT_E1	Included if needed for state (KY) employee(s) on equipment
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				GM_XXX_RO#	XXX indicates brief descripton of topic (limit file name to 30 characters)
				RO_RO# / RO_E1	
			Overhead / LastFirstInit_RO#_EmpType	2SubFolder: Bears_O1_FSAD	For Overhead groups, use 4-DigitRO#_Name_RO#_EmploymentType(s) - similar to Crews; Drop 4-Digit RO# when moved to final eDoc box.
				288F_LastName_RO#_YYMMDD_XXX	Use 288i if interim; YYMMDD is last date included; XXX is batch # to ASC
				CH_LastName_RO#	Use CHA if hire form is amended
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				RO_RO# / RO_O1	
	03_Excess_Hours_Documentation			ExcessHrs_YYMMDD	Do not duplicate in other folders; includes both excessive shifts and work/rest information.
	04_Assignment_Extensions			Name_RO_EmploymentType / BitterrootIHC_C1_FED	Documents filed here are not duplicated in other folders.
5_Information					Intended as a repository for information relative to section management
				File_Structure_Workflow	This is an example of a document that might be filed in the Information folder.
				Host_Agency_Guidelines	Also an example; no established naming convention for documents (limit is 30 characters)
6_IC5213_GMs					
	COMP			GM_YYMMDD_XXX	XXX indicates brief descripton of topic (file name limit is 30 characters)
	COST				
	FSC				
	PROC				
	TIME				
7_IC5214_Unit_Logs					
	COMP			214_YYMMDD_AuthorLastName	
	COST				
	FSC				
	PROC				
	TIME				
8_Final_Finance_eDOC_Box					Electronic Incident Finance Package (IFP) for finalized files. IFP files are not moved to the General Channel eDoc Box, also called the Incident History File (IHF). The final statement of costs is part of the IHF and is provided to the Planning Section when available.