

Incident Finance Transition Checklist

From HOST UNIT to INCOMING IMT

IF USING eISUITE SITE:

- BEFORE you run a backup of the incident database, add the IMT's IT Specialist (ITSS) as an Account Manager Role, with a initial Password for logging in
- Backup the e-ISuite database with the incident(s) being delegated to the IMT.
- Copy the backup file onto a CD or flash drive & be sure to include:
 - The Database name and Database Password
 - The name & password you assigned to the ITSS with the Account Manager role.
- Give the e-ISuite DB to the incoming IMT ITSS or the FSC

IF USING eISUITE ENTERPRISE:

- Go to Edit Incident, User Access List, and Add User.
- Add the IMT ITSS or FSC. They must have NAP Data Steward Privileges
- Create the Enterprise Transition file; assign a Transition File Name & PW.
- If the IMT does not have internet access; copy the Enterprise Transition file and put it on a CD or flash drive to give to the IMT.

Finance Package Transition

- Start incident file box (follow File Format linked below) and transfer all incident records to the incoming IMT so the package is kept together in its entirety until return to host unit.
 - See Incident file structure at www.nwccg.gov (select: Tool Box: Records Mgt: Incident Records). This site has file labels ready to print and explains what should be kept and how it should be organized. All agencies are required to follow this direction.

Transitions between IMTs

eISUITE TRANSITION

- Confirm the e-ISuite information has been transferred and that the incoming team has: TRANSITION file Name & Password; or DATABASE Name & Password and the incoming ITSS has been added with a valid NAP Data Stewart role.
- Transfer all electronic files that support financial functions, logic, and or decisions, including ASC transmittals, Cost Logic, un-operated equip, etc.) Also copy and transfer 2-3 days' worth of Financial Accrual files as backup; these files are not part of the e-ISuite backup file.
 - make sure your electronic files ONLY include the current assigned incidents

Finance Package Transition

- Keep the incident file boxes together and ongoing (even if multiple IMT transitions) until the end of the incident, when the entire package is turned back to the host Agency.
- If payment packages have been audited and are ready to mail, make sure they get sent.
- Ensure copies of payment transmission logs are clearly identified in the Finance box. EACH batch number must be unique and well documented to maintain the integrity of tracking.

- Provide documentation and background for any outstanding issues that require follow-up.
 - Identify the physical location of all documentation regarding these issues before the outgoing team leaves.
 - Confirm documentation from the outgoing IMT are in place before they leave.
- Get contact phone numbers / email for the outgoing IMT members – especially the FSC and LSC as these will be key contacts if any questions arise after the IMT demobs.

Transition from FINAL IMT back to HOST UNIT

eISUITE TRANSITION

SITE TO SITE:

- The final backup Database file should be loaded onto a CD or flash drive & given to the host agency financial rep at closeout.
 - Include DB Name and PW and the login name and PW for the user assigned the Account Manager role from the host unit

SITE TO ENTERPRISE:

- On the Data Transfer page in Site, Create the Transition File & PW. Give the Data Transfer Name & PW to the Incident Host Agency finance rep.
- Transfer all electronic records from the outgoing IMT's server for this incident. Electronic finance files may include, but not limited to:
 - Buying Team spreadsheets
 - Back up spreadsheets used by COST for "support cost estimates"
 - Saved pdf documents of accrual or cost share reports
 - Transition reports
 - Anything else related to finance records that may have been saved electronically

Finance Package Transition

- All finance information turned back to the Host Agency in the proper Legacy format or per the host unit's Incident Business Operating Guidelines.
- Any outstanding claims issues and where the physical records are in the package.
- Advise the Agency Administrator of any other known, unresolved, finance issues.
- Any outstanding medical issues, patient follow-up needs, and location of M-Logs in the files.
- Vendor invoices that still need to be completed, posted, and closed out. Pay particular attention to Rental Vehicles. *The IMT is responsible for closing out all un-operated equipment payments if equipment was released prior to IMT's travel home date.*
- Status of payment packages:
 - Master copy of the Payments Transmission Log
 - Are there packages that need to be audited and sent? Do copies need to be made?
 - Are there packages ready to mail to the payment center for the Host Agency – that have already been AUDITED?
- Is a secure location ready for your incident Finance Files?

e-ISUITE TRANSITION

THIS FORM MAY ALLOW ACCESS TO PII – USE IN ACCORDANCE WITH NRCG PII GUIDELINES

DATABASE INFORMATION

e-Isuite Version:	or date:
SITE DB Name:	P/W:
Transition File Name:	P/W:

Account Manager: _____

USER NAME: ad.

Enterprise or Site

P/W: _____

INCIDENT INFORMATION

Name:	Number:
Jurisdiction:	Start date:
Accounting Code:	USFS Accrual Code:
	FS Override Code:

TRANSFERRED FROM:

Name, Unit and Contact #

TRANSFERRED TO:

Name, Unit and Contact #

Was Accrual Data uploaded daily? Yes No N/A

Has SITE DB been transferred to ENTERPRISE? Yes No

If no, who has physical ownership of the SITE DB backup file?

If yes ->

DATA STEWARD: _____

Unit: _____