**Finance Section**

**Electronic Documentation Processes**

This guide is designed for the individual(s) that are responsible for initial

setup and managing of the electronic files.

**Diagram, schematic

Description automatically generated**

**Table of Contents**

[**Introduction** 3](#_Toc79603959)

[**Digital Naming Convention Cheat Sheet** 4](#_Toc79603960)

[**How to Access Electronic Files** 5](#_Toc79603961)

[**Finance Channel Folders** 6](#_Toc79603962)

[**Uploads** 7](#_Toc79603963)

[**Comp Claims Unit** 8](#_Toc79603964)

[**Cost** 9](#_Toc79603965)

[**Aircraft Cost Rotary Fixed Wing** 10](#_Toc79603966)-11

[**eISUITE Daily Cost Tracking** 12](#_Toc79603968)

[**Procurement Unit** 13](#_Toc79603969)

[**Accessing Procurement/Equipment Unit Files** 14](#_Toc79603970)

[**Ready for Payment Final Audit** 15](#_Toc79603971)

[**Procurement/Equipment File Naming Examples** 16](#_Toc79603972)-17

[**Contractor Performance Evaluation** 18](#_Toc79603974)

[**Time Unit** 19](#_Toc79603975)

[**Accessing Time Unit Files** 20](#_Toc79603976)

[**Time Unit File Naming Examples** 21](#_Toc79603977)-23

[**Information** 24](#_Toc79603980)

[**Inbox Flow Management-Setting Up the Rules** 25](#_Toc79603981)

[**Setting Up Power Automate in Email** 25](#_Toc79603982)

[**Submitting Electronic Files to Finance** 26](#_Toc79603983)

[**Finance Demob Procedures** 26](#_Toc79603984)

# **Introduction**

The intent of this document is to provide standard operating procedures for incident files in Microsoft Teams. It provides an overall view of how files should look within the electronic documentation box. Examples are provided throughout the document. The NWCG Nationally approved electronic standards were utilized in the development of this guide.

Diagram

Description automatically generated

# **Digital Naming Convention Cheat Sheet**

This serves as guidance for files that are in the working environment. Final naming convention is subject to agency specific direction.

|  |  |
| --- | --- |
| Aircraft (A)  Casual Hire (CH)  COOPERATOR (COOP)  Crew Time Report (CTR)  Crews (C)  Emergency Equipment Rental Agreement (EERA) | Equipment (E)  General Message (GM)  Overhead (O)  Resource Order (RO)  Shift Ticket (ST)  Virtual Incident Procurement (VIPR) |

|  |  |  |
| --- | --- | --- |
| DOCUMENT TYPE | NAMING CONVENTION | EXAMPLE |
| CASUAL HIRE FORM | CH\_RO# | CH\_C9.22 |
| COOPERATOR AGREEMENT | Resource Name\_RO#\_COOP | SedonaFD\_O80\_COOP |
| CTR MULTIPLE DATES | CTR\_RO#\_Date(s) YYYYMMDD-DD | CTR\_O35.54\_20210810-12 |
| CTR SINGLE DATE | CTR\_RO#\_Date YYYYMMDD | CTR\_O35.54\_20210813 |
| DRAFT OF286 | DRAFT\_OF286 | DRAFT\_OF286 |
| DRAFT OF288 | DRAFT\_OF288 | DRAFT\_OF288 |
| EERA | Resource Name\_RO#\_EERA | 310 Dust Control\_E118\_EERA |
| EERA RATES | Rates\_RO# | Rates\_ E101 |
| EERA VENDOR INFOMATION | Vendor Info\_RO# | Vendor Info\_ E101 |
| EVALUATION | Eval\_RO# | Eval\_O80 |
| FINAL OF286 | FINAL\_OF286\_Resource Name\_RO# | FINAL\_OF286\_J3 Contracting\_E9 |
| FINAL OF288 | FINAL\_OF288\_Last Name, First Initial\_ RO# | FINAL\_OF288\_Smith, J\_O36 |
| FUEL LOG | Fuel Log\_RO#\_Date(s) YYYYMMDD | Fuel\_Log\_E38\_20210810 |
| FUEL ISSUE TICKET | Fuel Issue\_RO#\_Date(s) YYYYMMDD | Fuel\_Issue\_E38\_20210810 |
| ICS-213 (GENERAL MESSAGE) | GM\_Lodging/Meals\_RO# | GM\_Lodging\_E5 |
| MANIFEST (ENGINE/CREW) | Manifest\_RO# | Mainfest\_C7 |
| POST-USE INSPECTION | Post Inspection\_RO# | Post\_Insp\_E77 |
| PRE-USE INSPECTION | Pre Inspection\_RO# | Pre\_Insp\_E77 |
| RESOURCE ORDER | RO\_RO# | RO\_O35.46 |
| SHIFT TICKET | ST\_RO#\_Date(s) YYYYMMDD | ST\_E118\_20210810 |
| VIPR CONTRACT | Resource Name\_RO#\_VIPR | DNN Enterprise Inc\_E29\_VIPR |
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# **How to Access Electronic Files**

Sign on to your FireNet account <https://www.firenet.gov/>. If you do not have a FireNet account request a guest account from your teams IT support.

Icon

Description automatically generatedClick on the Office 365 App Launcher and select the Teams Icon

Click on Hidden Channels and select Finance\_Channel

Graphical user interface, application, Teams

Description automatically generated

Select Files

Text

Description automatically generated

# **Finance Channel Folders**

|  |  |
| --- | --- |
| Icon  Description automatically generated  Finance Channel | Icon  Description automatically generated  Icon  Description automatically generated0 Uploads  Icon  Description automatically generated1 Comp  Icon  Description automatically generated2 Cost  Icon  Description automatically generated3 Procurement  Icon  Description automatically generated4 Time Unit  Icon  Description automatically generatedIcon  Description automatically generated5 Information  6 ICS\_213\_FSC\_GMs  7 ICS\_214\_FSC\_Unit\_Logs  8 Final\_Finance\_eDOC\_Box |

# **Uploads**

|  |  |
| --- | --- |
| Icon  Description automatically generated  0 Uploads | 01 Comp  02 Cost  03 Proc  04 Time |

# **Comp Claims Unit**

Each claim folder contains the document that pertains to the claim.

|  |  |
| --- | --- |
| Icon  Description automatically generated  1 Comp | * 01 Comp\_for\_Injury\_Documents\_Logs * 02 Property\_Damage\_Claims\_Logs * Claim #001 * Claim #003 * Claim #004 * Claim #008 * Claim #009 * Claim #010 * Claim #011 * Claim #005 through #007 * 03 ICS\_213 General\_Messages * 04 ICS\_214\_Unit\_Logs * 05 Property\_Damage\_Logs * To Be Posted |

# **Cost**

|  |  |
| --- | --- |
| Icon  Description automatically generated  2 Cost | * 01 Aircraft\_Costs\_Rotary\_Fixed\_Wing * 02 Cost\_Share\_Apportionment\_Agreements * 03 Cost\_Summary\_Cummulative * 04 Cost\_Mgmt\_Shower\_Caterer * 05 Final\_Statement\_of\_Cost\_IHF * 06 eISUITE\_Daily\_Cost\_Tracking\_Printout * 07 ICS\_213\_General\_Messages * 08 ICS\_214\_Unit\_Logs * 09 Accruals * 10 WFDSS\_Watch\_CostProjections * To Be Posted |

# **Aircraft Cost Rotary Fixed Wing**

|  |  |
| --- | --- |
| Icon  Description automatically generated  2 Cost  Icon  Description automatically generated  01 Aircraft\_Cost\_Rotary\_Fixed\_Wing | * **Air Attack** * AA1BR\_N751BR\_A90 * AirAttack\_AA1BR\_N751BR\_20210701.pdf * Finance\_209Inputs\_20210802.pdf * AC690\_N721TB\_A36 * AC690B\_N79BE\_A73 * BE90\_N145AF\_A22 * TC690A\_N197GB\_A51 * **EGP Reports** * T810\_SEAT\_A5 * T810\_SEAT\_A6 * T810\_SEAT\_A20 * T810\_SEAT\_A39 * T810\_SEAT\_A42 * T810\_SEAT\_A38 * **Fixed Wing-Tanker Bases**   + - Prescott\_Airtanker\_20210703.pdf     - Prescott\_Airtanker\_20210704.pdf     - Prescott\_Airtanker\_20210705.pdf     - Prescott\_Airtanker\_20210706.pdf   Continued next page… |

**Continued…**

# **Aircraft Cost Rotary Fixed Wing**

|  |  |
| --- | --- |
|  | * **Rotor** * HEL1\_N561AJ\_A10 * HEL1\_N561AJ\_CH47D\_20210702.pdf * HEL1\_N561AJ\_CH47D\_20210704.pdf * HEL1\_N561AJ\_CH47D\_20210705.pdf * HEL1\_N561AJ\_CH47D\_20210706.pdf * HEL1\_N561AJ\_CH47D\_20210708.pdf * HEL2\_933CH\_A10 * HEL3\_N353JR\_A12 * HELI\_N47CU\_A67 * HELI\_N948CH\_A09 * Safford\_Helibase * **Seats** |

# **eISUITE Daily Cost Tracking**

Every day needs Daily Cost Summary Graph

|  |  |
| --- | --- |
| Icon  Description automatically generated  2 Cost  Icon  Description automatically generated  06\_eISuite\_Daily\_Cost\_Tracking\_Printout | * DailyCostSummary\_Graph\_20210801.pdf * DailyCostSummary\_Graph\_20210802.pdf * DailyCostSummary\_Graph\_20210803.pdf * DailyCostSummary\_Graph\_20210804.pdf * DailyCostSummary\_Graph\_20210805.pdf * DailyCostSummary\_Graph\_20210806.pdf * DailyCostSummary\_Graph\_20210807.pdf * DailyCostSummary\_Graph\_20210808.pdf * DailyCostSummary\_Graph\_20210809.pdf * DailyCostSummary\_Graph\_20210810.pdf * **209\_FinanceInput** * Finance\_209Inputs\_20210801.pdf * Finance\_209Inputs\_20210802.pdf * Finance\_209Inputs\_20210803.pdf * Finance\_209Inputs\_20210804.pdf * Finance\_209Inputs\_20210804.pdf |

# **Procurement Unit**

|  |  |
| --- | --- |
| Icon  Description automatically generated  3 Procurement Unit | * 0 Batches * 01 Land\_Use\_Agreements * 02 Commissary * 03 Contractor\_Performance\_Evaluations * 04 Equipment\_Time\_Records\_Claims * 05 ICS\_213\_General Messages * 06 ICS\_214\_Unit\_Logs * 07 Buying Team Folders |

# **Accessing Procurement/Equipment Unit Files**

|  |  |
| --- | --- |
| Icon  Description automatically generated  3 Procurement Unit  Icon  Description automatically generated  04 Equipment\_Time\_Records\_Claims | * 0 Ready\_for\_Payment\_Final\_Audit * 01 Ready\_for\_Final\_Finance\_eDOC\_BOX * 02 Active Resources * 03 To Be Posted |

# **Ready for Payment Final Audit**

Files in this folder have been completed by the equipment time recorder. Once the incident file has been audited, it is moved to 1 Ready for Final Finance eDOC BOX folder by the person completing the audit. A payment package is completed if applicable. At the end of the incident 0 Ready for Payment Final Audit folder should be empty.

|  |  |
| --- | --- |
| Icon  Description automatically generated  3 Procurement Unit  Icon  Description automatically generated  04 Equipment\_Time\_Records\_Claims  Icon  Description automatically generated  0 Ready\_for\_Payment\_Final\_Audit | * 310 Dust Control S13 Handwash (EERA) * 310 Dust Control\_S13\_EERA.pdf * Pre\_Insp\_S13.pdf * Post\_Insp\_S13.pdf * RO\_S13.pdf * OF286\_S13.pdf * Asplin Enterprise\_E28 (VIPR) * DNN Enterprises E-107 (VIPR) * Green Valley Rescue\_E6 (COOP) |

# **Procurement/Equipment File Naming Examples**

|  |  |
| --- | --- |
| Icon  Description automatically generated  01 Ready\_for\_Final\_Finance\_eDOC\_BOX | * 310 Dust Control E01 Thru E04 (EERA) * EERA\_ E3.pdf * Pre\_Insp\_E1.pdf * Post\_Insp\_E1.pdf * RO\_E10.pdf * ST\_E3\_20210715.pdf * ST\_E3\_20210716-19.pdf * DNN Enterprises E107 (VIPR) * DNN Enterprise INC\_E107\_VIPR.pdf * OF286\_E107.pdf * Eval\_E107.pdf * CTR\_E107.25\_20210716.jpg * Pinion Pine Fire District E32 (COOP) * PinionPineFD\_E32\_COOP.pdf * CTR\_E32\_20210716.jpg * CTR\_E32.34\_20210711-15.pdf * Final\_OF288.pdf |

# **Procurement/Equipment File Naming Examples**

|  |  |
| --- | --- |
| Icon  Description automatically generated  Active Resources  Icon  Description automatically generated  To Be Posted | * 310 Dust Control\_E118\_KP210616 * 310 Dust Control\_E118\_VIPR.pdf * RO\_E118.pdf * ST\_E118\_20210714.jpg * ST\_E118\_20210715.pdf * ST\_E118\_20210716-19.pdf * ST\_E118\_20210720.pdf * A1 Water & Dump Truck\_E233 * Allen Fire LLC\_E260 * American Wildfire Suppression Services\_E111 * Meal and Lodging Auth\_COOP.pdf * CTR\_E242.1\_20210621-22.pdf * CTR\_E242.2\_20210621.jpg * CTR\_E242.2\_20210622-23.pdf * Delivery Ticket\_E132-135; E138-139; E143.pdf * Fuel Log\_E132\_20210624.pdf * ST\_E132\_20210624.pdf |

# **Contractor Performance Evaluation**

Icon

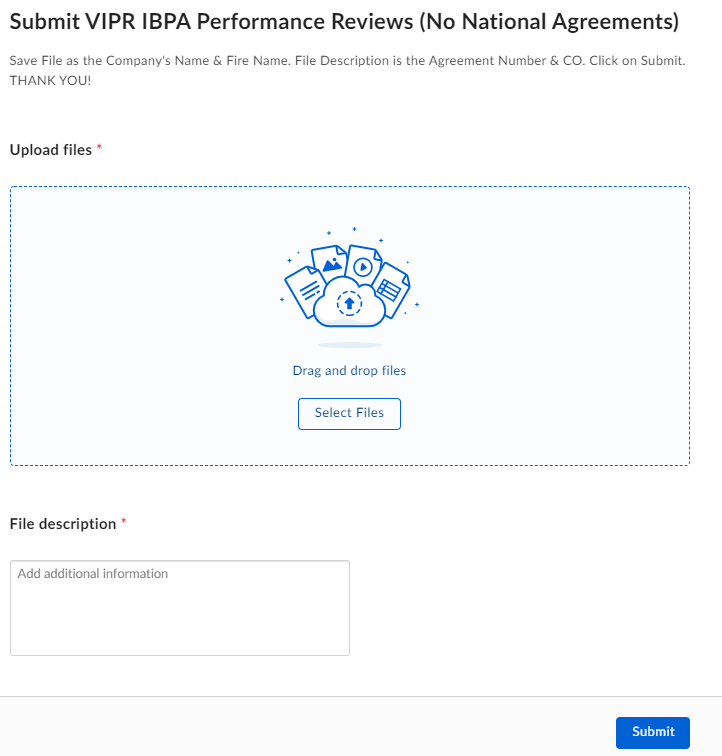
Description automatically generatedCopy all Evaluations from the VIPR Agreement folders to 03 Contractor Performance Evaluation Folder:

3 Procurement Unit

* 03 Contractor\_Performace\_Evaluations

The Procurement or Time Until Leader will send the performance evaluations to the VIPR Email:

[Perform.ct5w8ujitbvot9yi@u.box.com](mailto:Perform.ct5w8ujitbvot9yi@u.box.com), or can be uploaded by clicking [**HERE**](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fusfs.app.box.com%2Ff%2F790566e346b34477be10db875e5852bd&data=04%7C01%7C%7C6febee822b964ccea19408d943b462b2%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637615264291294348%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ZMXtboZl7Ao4%2B1ErCGvK%2BcwwMmZwKLByxvylf3PAKcI%3D&reserved=0)**.**

[](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fusfs.app.box.com%2Ff%2F790566e346b34477be10db875e5852bd&data=04%7C01%7C%7C6febee822b964ccea19408d943b462b2%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637615264291294348%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ZMXtboZl7Ao4%2B1ErCGvK%2BcwwMmZwKLByxvylf3PAKcI%3D&reserved=0)

# **Time Unit**

|  |  |
| --- | --- |
| Icon  Description automatically generated  4 Time Unit | * 0 ASC\_Transmittals * 01 Personnel\_Time\_Records * 02 Excessive\_Shift\_Justification * 03 Work\_Rest\_Justification * 04 Length\_of\_Assignment\_Extensions * 05 ICS\_213\_GMs * 06 ICS\_214\_Unit\_Logs |

# **Accessing Time Unit Files**

|  |  |
| --- | --- |
| Icon  Description automatically generated  4 Time Unit  Icon  Description automatically generated  01 Personnel\_Time\_Records  Icon  Description automatically generated  Active Resources | * 0 Ready\_for\_Payment\_Final\_Audit * 01 Ready\_for\_Final\_Finance\_eDOC\_BOX * Active Resources * To Be Posted * Aircraft * Crews * Overhead |

# **Time Unit File Naming Examples**

|  |  |
| --- | --- |
| Icon  Description automatically generated  Aircraft  Icon  Description automatically generated  Crews | * 561AJ\_A49 * CTR\_A49.1\_20210619.pdf * CTR\_A49\_20210613.pdf * CTR\_A49\_20210614.jpg * CTR\_A49\_20210615.pdf * RO\_A49.pdf * ST\_E118\_20210720.pdf * 933CH\_A10 * N948CH\_A9 * Fort Apache IHC\_C5 * CTR\_C5\_20210703.pdf * CTR\_C5\_20210704.pdf * CTR\_C5\_20210705-09.pdf * Manifest\_C5.pdf * Draft\_OF288.pdf * OF288\_Fort Apache IHC\_C5\_20210711.jpg * Prescott IHC\_C1 * Red Cedar CC\_C16 * Navajo Scouts 1\_C3 * Flagstaff IHC\_C8 |

# **Time Unit File Naming Examples**

|  |  |
| --- | --- |
| Icon  Description automatically generated  Overhead | * Beard, T\_O35.41 (FED) * CTR\_O35.41\_20210702.pdf * CTR\_O35.41\_20210703-07.pdf * CTR\_O35.41\_20210708-12.pdf * OF288\_Beard, T\_O35.41\_20210716.pdf * RO\_O35.41.pdf * Bliss, S\_O35.53 (FS AD) * Burns, G\_O35.34 (FED) * Frias, C\_O35.32 (FED) * Magdaleno, K O134 (FED) * Martinez, K\_O35.43 (FED) * Norred, J\_O35.54 (FED) * Pacheco, K\_O35.42 (FED) * Sandoval, A\_O35.44 (FED) * Zamora, B\_O35.40 (FS AD) * CH\_O35.40.pdf * CTR\_O35.40\_20210702-07.pdf * CTR\_O35.40\_20210708-12.jpg * CTR\_O35.40\_20210709-16.jpg * OF288\_Zamora, B\_O35.40\_20210716 * RO\_O35.40.pdf |

# **Time Unit File Naming Examples**

|  |  |
| --- | --- |
| Icon  Description automatically generated  Overhead | * AZ\_SED\_Team\_O80 (COOP) * CTR\_O80\_20210702.pdf * CTR\_O80\_20210703-07.pdf * RO\_O80.pdf * RO\_O80.1.pdf * RO\_O80.2.pdf * Sedona FD\_O80\_COOP Agreement * ST\_O80\_20210704-05.pdf * OF286\_WFMT\_Sedona Med\_O80.pdf |

# **Information**

|  |  |
| --- | --- |
| Icon  Description automatically generated  05 Information | * 01 File\_Structure\_Workflow * 02 Donations * 03 Lodging\_Authorizations * 04 Reference Materials * 05 Set Up Documents and QR Codes * 06 IROC\_Reports * 07 IAP\_ICS\_209 * 08 Contact Information * 09 Joint Delegation of Authority |

# **Inbox Flow ­Management-Setting Up the Rules**

|  |  |
| --- | --- |
| **4. TIME FLOW RULE**  If the message has an attachment and the message includes specific words in the subject ‘TIME’ or ‘CTR’ or ‘PERSONNEL’ or ‘CREW, apply the following category: “4.TIME FLOW” move the message to folder ‘4 TIME’ and stop processing more rules on this message.  **3. PROC FLOW RULE**  If the message has an attachment and the message includes specific words in the subject ‘PROC’ or ‘SHIFT TICKET’ or ‘cont’ or equipment’, apply the following category: “PROC FLOW”, move the message to folder ‘3.PROC and stop processing more rules on this message.  **2. COST FLOW RULE**  If the message has an attachment and the message includes specific words in the subject ‘COST’, apply the following category: “2.COST FLOW”, move the message to folder ‘2.COST’ and stop processing more rules on this message.  **1. COMP FLOW RULE**  If the message has an attachment and the message includes specific words in the subject ‘COMP’ or ‘CLAIMS’, apply the following category: “1.COMP FLOW”, move the message to folder ‘1.COMP’ and stop processing more rules on this message. | Graphical user interface, application, Word  Description automatically generated  Graphical user interface, application, Word  Description automatically generated  Graphical user interface, application, Word  Description automatically generated  Graphical user interface, application, Word  Description automatically generated |

# **Graphical user interface, application, Teams Description automatically generatedSetting Up Power Automate in Email**

Graphical user interface

Description automatically generated with low confidence

Graphical user interface, application

Description automatically generated

# **Submitting Electronic Files to Finance**

**Finance Email:** [2021.**FIRENAME**.finance@firenet.gov](mailto:2021.FIRENAME.finance@firenet.gov)

|  |  |
| --- | --- |
| **Overhead, Crews, Cooperator Resources** | **Documents to email finance:** |
| **TO:** [2021.**FIRENAME**.finance@firenet.gov](mailto:2021.FIRENAME.finance@firenet.gov)  **SUBJECT:** Include Keyword: **TIME**  EXAMPLE: | *Regular Government Personnel, ADs and Cooperator*    **Check-In:** Crew Manifest, MOUs, or Cooperative Agreement (if applicable), AD Single Resource Casual Hire, Resource Orders  **Daily:** Crew Time Report (CTR) Shift Tickets (if applicable), receipts (fuel issue, etc.)  **@Demob:** Signed OF288, Final Equipment Use Invoice (Cooperator), Demob Sheet |
| **Contract Resources** | **Contract Resources documents to email Finance:** |
| **TO:** [2021.**FIRENAME**.finance@firenet.gov](mailto:2021.FIRENAME.finance@firenet.gov)  **SUBJECT:** Include Keyword: **Equipment**  EXAMPLE: | *Private*    **Check-In:** Resource Order, Full Contract/Agreement, Certifications (if applicable), Pre-Inspection  **Daily:** Shift Tickets, Receipts (fuel issue ticket, claims, etc.)  **@Demob:** Contractor Evaluations, Final Shift Tickets, Receipt for addition/deductions, Post-Inspection, Final Signed Invoices, Demob Checkout sheet (ICS 221) |

# **Finance Demob Procedures**

**All Contract Resources, Cooperators, and Casual Hires (ADs)** will close-out time with Finance by physically reporting to Finance at the ICP. Turn in final times and all supporting documents to the finance email and report to Finance to close-out when you are in the **DEMOB** process.

**All Federal Employees** will be sent their **DRAFT OF-288** via the Finance email and these steps will follow:

* 24 hours provided to allow the employee time to review their DRAFT OF-288.
* A reply to Finance with the statement “good to go” or a description of any discrepancies on the OF-288 is required.
* After Finance receives the email, any discrepancies will be corrected.
* The Federal employee is sent the FINAL OF-288 for signature.
* Once signed, the FINAL OF-288 is sent back to Finance.
* Finance will sign the FINAL OF-288, emailed a copy to employee and the process is completed.