

## Incident Finance Transition Checklist for Isuite:

### From TY3 Host Unit Organization to Incoming IMT (TY2, TY3, or Fire Use)

#### **I-Suite Transition:**

- Backup the incident Isuite database
- Copy the backup onto a CD & be sure to label it with:
  - o The Database name
  - o The Database password
  - o The Admin User Name
  - o The Admin User password
- Give the Isuite CD to the incoming IMT CTSP (Computer Tech Specialist) or the FSC (Finance Section Chief)

#### **Finance Package Transition:**

- Start an incident file and turn it over with all incident records to the incoming IMT so the package can be kept together until it is turned back to the Host Unit at the end of the incident.
  - o See Incident file structure at the NIFC website. This site has file labels ready to print and carefully explains what should be kept and how it should be organized. All federal and state Agencies follow this direction.
  - o [www.nifc.gov](http://www.nifc.gov) (select: **Policies** – Records Management)

### Transitions between IMT's on an Incident

#### **I-Suite Transition:**

- When transferring Isuite between IMT's (if this incident has FS Accruals) you may also want to copy and transfer 3-5 days worth of Financial Accrual files as these will NOT be moved with a database backup file.
- All electronic files (Excel, Word, & PDF) that support financial functions should be transferred from one IMT server to the next, including ASC transmittals.
- The outgoing IMT should send an Export Isuite Repository file. Confirm that they have done so.
- Confirm that the Isuite information has been transferred and that the incoming team has: DATABASE Name & Password; ADMIN USER Name & Password.

#### **Finance Package Transition:**

- Keep the incident package in one unit (even through multiple IMT transitions) until the end of the incident when the entire package should be turned over to the host Agency Administrative Representative.
- Ask if there are any payment packages ready to mail (both demobed equipment and partial payments) and make sure they get sent.
- Ask if there are any medical or claims issues that need daylighting to the Incident Agency Administrator.
  - o If there are: Determine the actual physical location of all documentation regarding these issues before the outgoing team leaves.
  - o Confirm that witness or other statements from the outgoing IMT are in place before they leave.

- Get contact phone numbers for the outgoing IMT members – especially the Finance Section Chief and Logistics Section Chief as these will be key contacts if any questions arise surrounding a claim.
- Transfer and payment transmission logs to either the incoming IMT or back to the host unit. It is important to keep transmission numbers unique to maintain the integrity of payment tracking by agency payment centers.

**Transitions from the final IMT back to the Host Unit**

**I-Suite Transition:**

- Host Unit should obtain the I-Suite Disk – with access information
  - Database Name
  - Database Password
  - Admin User Name
  - Admin User Password
  - (If the incident had FS Accruals) obtain the previous 5 days of Finance Accrual files from the FSC hard drive. Sometimes these files fail to export and ASC will ask to have them resent. If not obtained from the IMT, they are permanently lost; they cannot be re-run from I-Suite.
  - Outgoing team should run and post a Repository File before departure.
- All electronic records form the team's snap server. In addition to I-Suite, get any other electronic finance files including, but not limited to:
  - Buying Team spreadsheets
  - Back up spreadsheets used by COST for "false" S numbers
  - Saved pdf documents of accrual reports
  - Transition reports
  - Anything else that may have been saved electronically

**Finance Package Transition:**

- All finance information should be turned over to the Host Agency in the proper format (see NIFC website for complete instructions).
- Ask about any outstanding claims issues and make sure you know where the physical records are in the package.
  - Advise the Agency Administrator of any potential claims issues.
- Ask about any outstanding medical issues and make sure you know where the M-Log records are in the package.
- Make sure you know the physical location of any vendor invoices that still need to be completed, posted, and closed out. Pay particular attention to Rental Vehicles.
- Make sure you know the physical location of any Overhead or Crew documents that still need to be completed, posted, and closed out.
- Ask the status of payment packages:
  - Get the Master copy of the Transmission Log (if one is used by your agency)
  - Are there packages that need to be audited and sent?
  - Are there packages that simply need to be mailed to the payment center for the Host Agency?
- Have a secure location ready for your incident packages which are usually kept for 3 years by the Host Agency.