

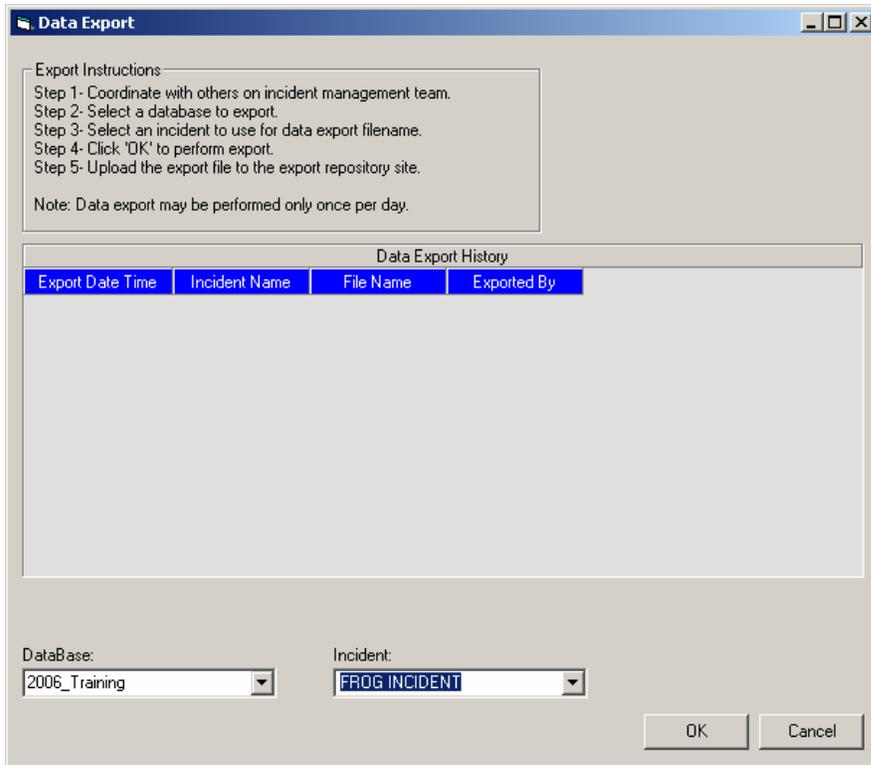
To create a daily finance data export file

Be sure to coordinate with others on the incident management team before creating a finance data export file. This should be done after accruals are finalized for the day. The procedure will export finalized accrual data – OF-288 original invoices for casual hires and OF-286 original invoices that have been printed for payment. Once data has been exported, the data is locked and can no longer be changed. This means that OF-286 and OF-288 original invoices can not be deleted and accrual data can not be modified once this export has been done. FOR THIS YEAR ONLY send separate accrual reports to the ASC in addition to the daily export; this is necessary during the pilot testing to ensure the appropriate data is being included in the export. After the **Data Export** file has been created, the export date and file name will appear in the **Data Export History**.

1. On the **DB Admin** screen, click **Export Data**.
2. On the **Data Export** dialog box, click the **Database** drop-down box, and then click to select the attached **Database** of your choice.
3. Click the **Incident** drop-down box, click to select the **Incident Name** of your choice, and then click **OK**.
4. To close the **Data Export** dialog box, click **Cancel**.

The file will be exported to the ISuite installation folder in the Data_Export\Finance folder. (i.e., C:\Program Files\ISuite\Data_Export\Finance). DO NOT CHANGE THE DEFAULT FILENAME.

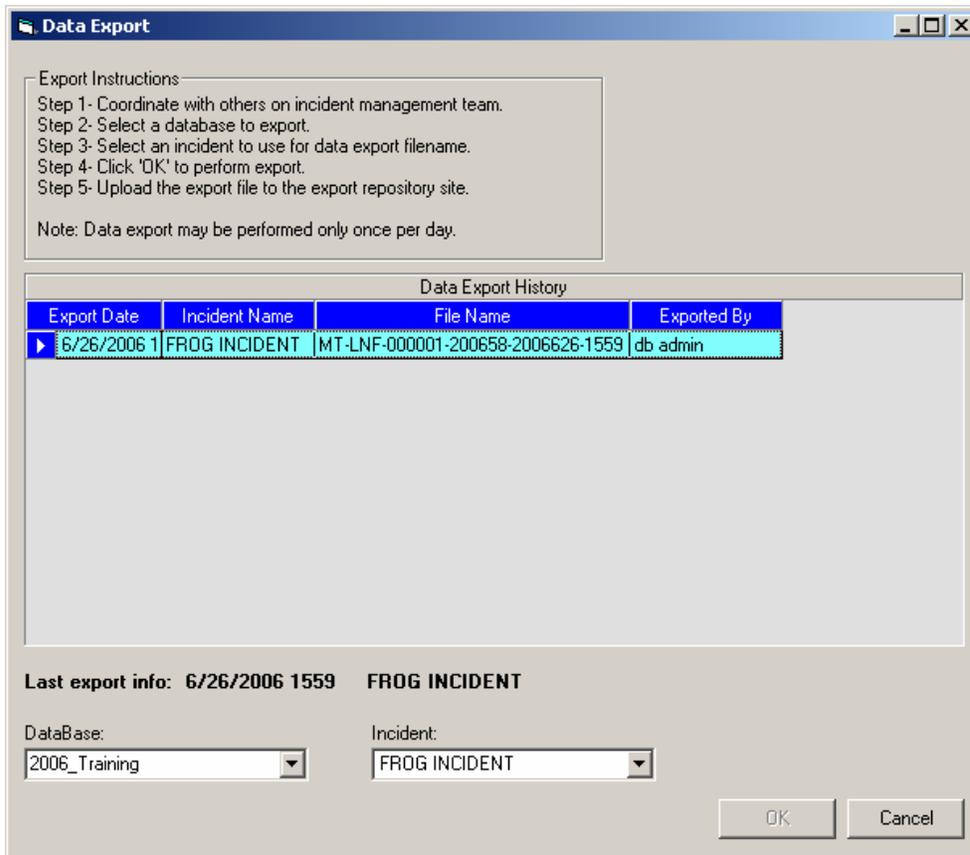
The following diagram shows the **Data Export** dialog box.



The following diagram shows the **Data Export** warning box.



The following diagram shows the **Data Export** dialog box with the export date and file name of the newly created file included under **Data Export History**.



When the export file has been created, it will then be posted to the I-Suite data repository (the same location the incident database files are posted). To upload the export file:

To upload the financial data export file

1. Start your Internet browser.
2. In the **Address** box, type <http://isuite.nwcg.gov>, and then press ENTER.
3. On the Welcome to I-Suite webpage, click Data Repository.

4. On the **Enter Network Password** dialog box, type the **DMS User Name** and **DMS Password**, and then click **OK**.



5. On the **I-Suite Upload Form** dialog box, click the **Browse** button for **File 1**, navigate to and then click to select the daily financial data export **file**.

Remember, the default folder location for saving data repository files is C:\Program Files\ISuite\Data_Export\Finance.

Data Repository

I-Suite Upload Form

Please use the naming convention generated from I-Suite.

File 1: C:\Program Files\ISuite\ID:

File 2: C:\Program Files\ISuite\ID:

File 3: C:\Program Files\ISuite\ID:

6. When you have finished selecting the financial data export file, click the **Upload** button.
8. When the financial data export file has finished uploading, the **ISUITE Upload Results** screen will display. Click the **Back** button on your Internet browser to upload additional data files, or close your browser, as appropriate.