## 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 DEFAUT FILENAME.

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

📽, Data Export	<u>_   ×</u>
Export Instructions Step 1- Coordinate with others on incident management team. Step 2- Select a database to export. Step 3- Select an incident to use for data export filename. Step 4- Click 'DK' to perform export. Step 5- Upload the export file to the export repository site. Note: Data export may be performed only once per day.	
Data Export History	
Export Date Time Incident Name File Name Exported By	
DataBase: Incident:	
OK	Cancel

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

ISuite	×	
⚠	WARNING: After data has been exported, it is locked and can no longer be changed. This means that original invoices printed for payment can not be deleted and accrual data can not be modified.	
	Click 'OK' to continue 'Cancel' to abort.	
	Cancel	

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**.

🗟, Data Export	
Export Instructions Step 1- Coordinate with others on incident management team. Step 2- Select a database to export. Step 3- Select an incident to use for data export filename. Step 4- Click 'DK' to perform export. Step 5- Upload the export file to the export repository site. Note: Data export may be performed only once per day.	
Data Export History	
Export Date Incident Name File Name Exported By   6/26/2006 1 FROG INCIDENT MT-LNF-000001-200658-2006626-1559 db admin	
Last export info: 6/26/2006 1559 FROG INCIDENT   DataBase: Incident:   2006_Training FROG INCIDENT	
ОК	Cancel

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.

Connect to isu	ite.nwcg.gov 🛛 ? 🔀
R	
ISUITE Login <u>U</u> ser name:	<b>£</b>
Password:	Remember my password
	OK Cancel

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.* 



- 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.