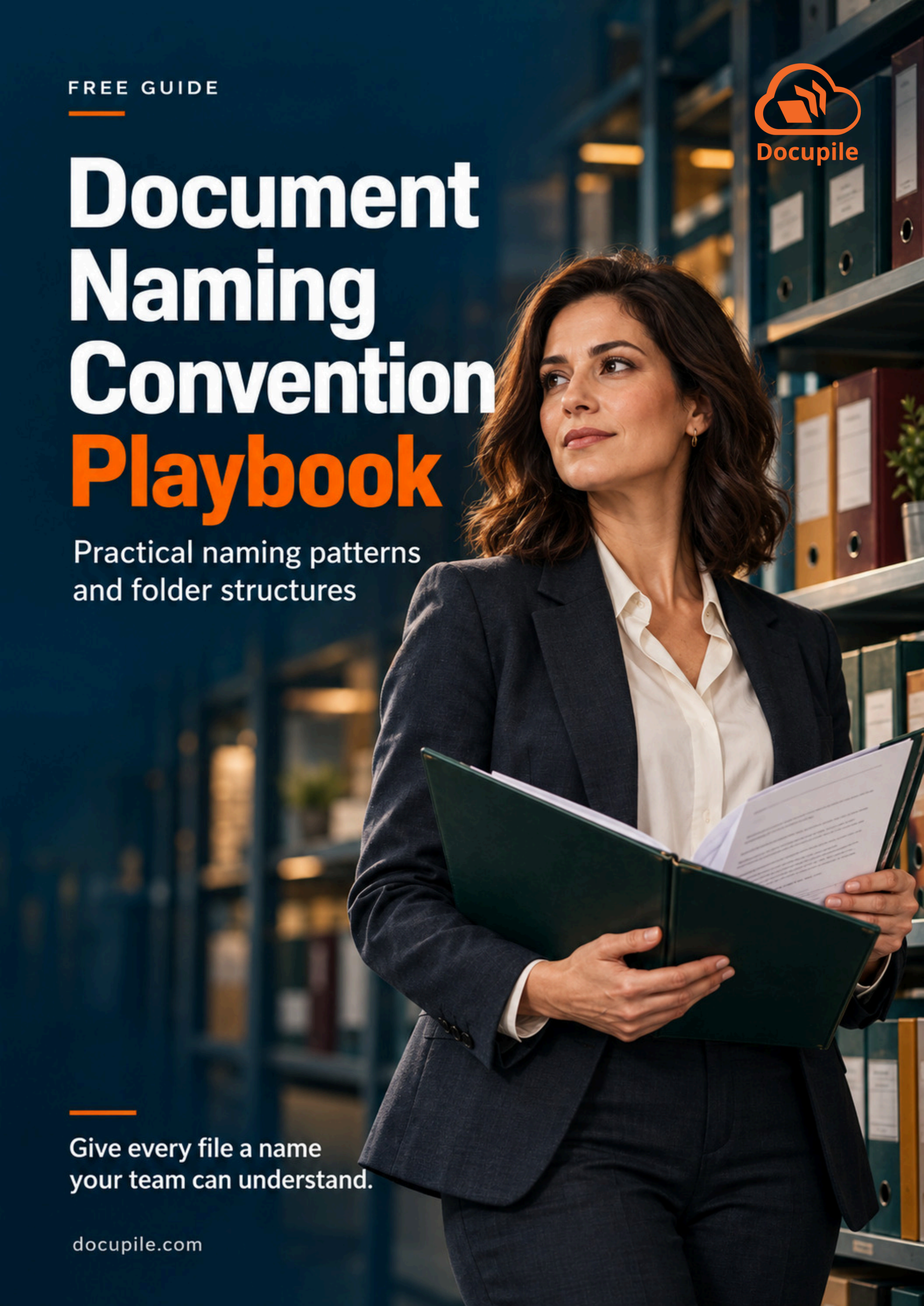
FREE GUIDE

Document Naming Convention Playbook

Practical naming patterns and folder structures



Docupile

Give every file a name your team can understand.

docupile.com

© 2026 • Docupile

INTRODUCTION

Give every file a name your team can understand

A file called scan0047.pdf tells the next person very little. A useful filename identifies the record, describes the document and includes the date or period that matters. A shared rule makes those details consistent across the team.

Use this playbook to choose a naming pattern for your work, organize related documents and record the rule in the accompanying Excel template. Start with the industry section that matches your workflow.



© 2026 • Docupile

INSIDE THIS PLAYBOOK

- Introduction 02
- The naming rules 04
- Mortgage categories and examples 06
- Mortgage short codes and regional terms 08
- Automotive dealerships 10
- Education 12
- Legal 14
- Real estate 16
- HR 18
- Finance and accounting 20
- Your naming rule and rollout 22



All record IDs, people, entities and filenames in the examples are fictional. Adapt the structures to your approved document list and access arrangements.

Includes an editable Excel naming rule template.

© 2026 • Docupile

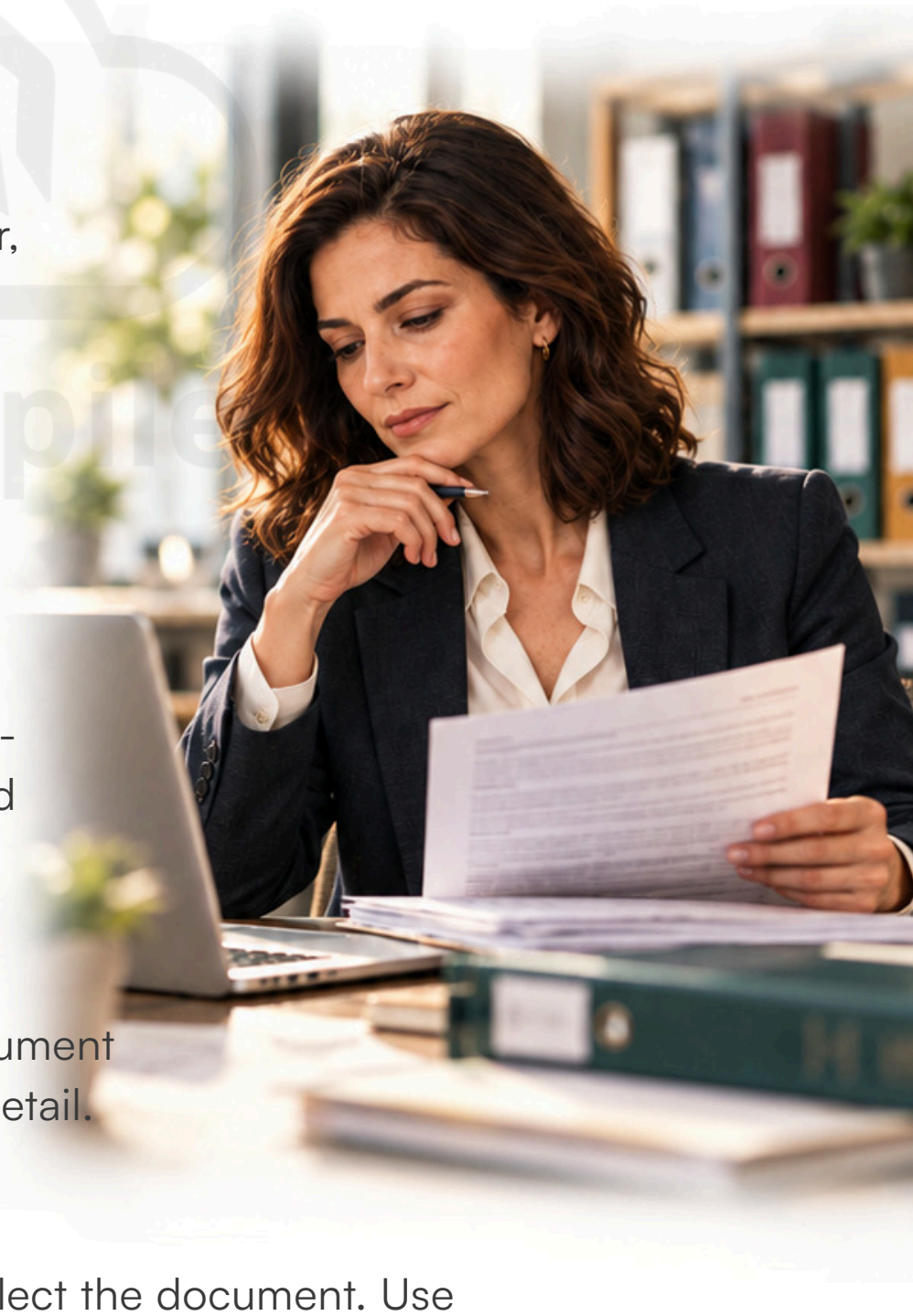
The naming rules

Choose the field order before renaming files. Use the same order for a document family so colleagues can recognize a record without opening every file.

> **A FLEXIBLE STARTING PATTERN**
>
> **[Prefix]_[RecordID]_[DocumentType]_[DateOrPeriod]_[Qualifier]_[Status]_[Version].[extension]**

The pattern wraps here for readability. Build one filename without a line break. Prefix, date or period, qualifier, status and version are optional unless your document rule requires them. Omit empty fields and their separators.

FIELD DEFINITIONS



1. **RecordID**
   Use a stable loan, deal, student, matter, property, employee or client ID.

2. **DocumentType**
   Use one approved term per type, such as Transcript or BankStatement.

3. **DateOrPeriod**
   Define its meaning per type. Use YYYY-MM-DD, YYYY-MM, or a clearly labeled FY or date range.

4. **Qualifier**
   Distinguish applicant P01 or P02, document side Front or Back, or another useful detail.

5. **Status and Version**
   Use only when useful. Signed must reflect the document. Use v01, v02 for revisions when the workflow needs them.

© 2026 • Docupile

RULES THAT KEEP NAMES CONSISTENT

1. Use underscores between fields. Keep multiword document types consistent, such as OfferLetter.
2. Preserve leading zeros in IDs. Keep the original file extension; changing .jpg to .pdf does not convert a file.
3. Avoid slashes, backslashes, colons, asterisks, question marks, quotation marks, angle brackets and vertical bars in filename fields.



4. Keep full account numbers, identity numbers and sensitive personal details out of filenames. Use record IDs and restricted metadata where appropriate.
5. If a required value is missing, hold the file for review. Do not guess a borrower, date, signature status or document type.

> Naming supports organization. Access controls, document verification, retention and version history need their own processes. Similar filenames alone do not establish duplicate documents.

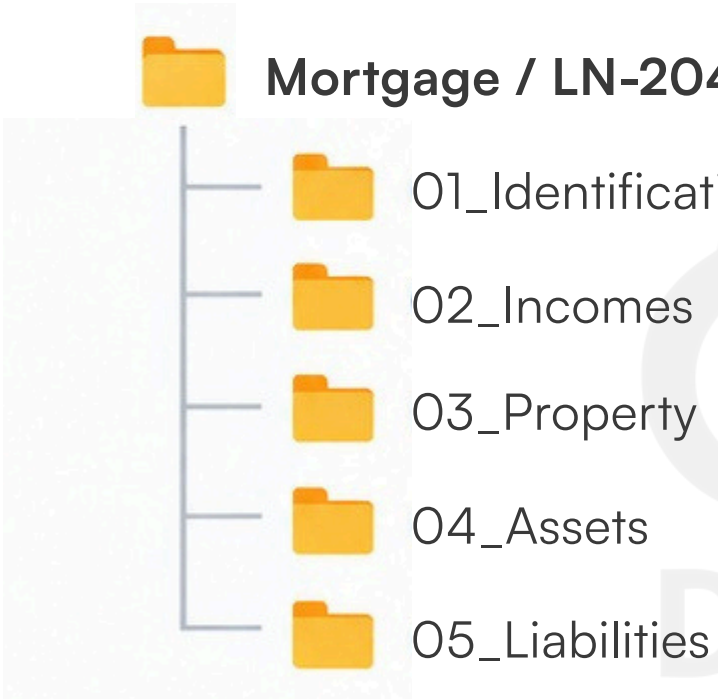
© 2026 • Docupile

MORTGAGE

Mortgage categories and examples

Organize each loan around a stable loan ID. A category prefix can then show where a document belongs. The numbered approach below uses five document groups.

Suggested folder structure





A NUMBERED NAMING PATTERN

[CategoryCode]_[LoanID]_[DocumentType]_[DateOrPeriod]_[ApplicantOrDetail].[extension]

Assign category codes once in your document register. Here, P01 identifies the first applicant and P02 the second. Keep that mapping with the loan record. A joint document uses Joint only after its participants are checked.

© 2026 • Docupile

DOCUMENT	EXAMPLE FILENAME
Licence front	1.1_LN-20481_DriversLicence_P01-Front.pdf
Payslip	2.1_LN-20481_Payslip_2026-09-30_P01.pdf
Individual tax return AU	2.4_LN-20481_ITR_FY2025-2026_P01.pdf
Property contract	3.1_LN-20481_ContractOfSale_PROP-0086.pdf
Bank statement	4.0_LN-20481_BankStatement_2026-09_P01-Acct7421.pdf
Home loan statement	5.1_LN-20481_HomeLoanStatement_2026-09_Joint.pdf

For payslips, use the pay period end date. For statements, use the statement month or an explicit start-to-end range when a month is insufficient. For annual tax documents, identify the tax year. Use an account alias when last-four digits could still be confusing.



Each category is a filing aid, not a list of documents every loan must contain. Keep application requirements in a separate checklist.

© 2026 • Docupile

Mortgage short codes and regional terms



An established team may prefer short codes. Define each code in a shared register and retain the loan ID in every filename. This keeps the file identifiable when it leaves its folder.

AN ALTERNATIVE SHORT CODE PATTERN

[CategoryCode]_[LoanID]_[DocumentCode]_[DateOrPeriod]_[ApplicantOrEntity].[extension]

ID and DL → Identification and driver licence

ID_LN-20481_DL_P01-Front.pdf

ID and PSSP → Identification and passport

ID_LN-20481_PSSP_AUS-P01.pdf

IS and BAS → Income group and business activity statement

IS_LN-20481_BAS_2026-04-01-to-2026-06-30_ENT-021.pdf

IS and CTR → Income group and company tax return

IS_LN-20481_CTR_FY2025-2026_ENT-021.pdf

These codes are an optional approach for teams that already work with a shared code register. Choose the numbered or short code approach for a document family and use it consistently. Document any exception instead of switching styles between files.

© 2026 • Docupile

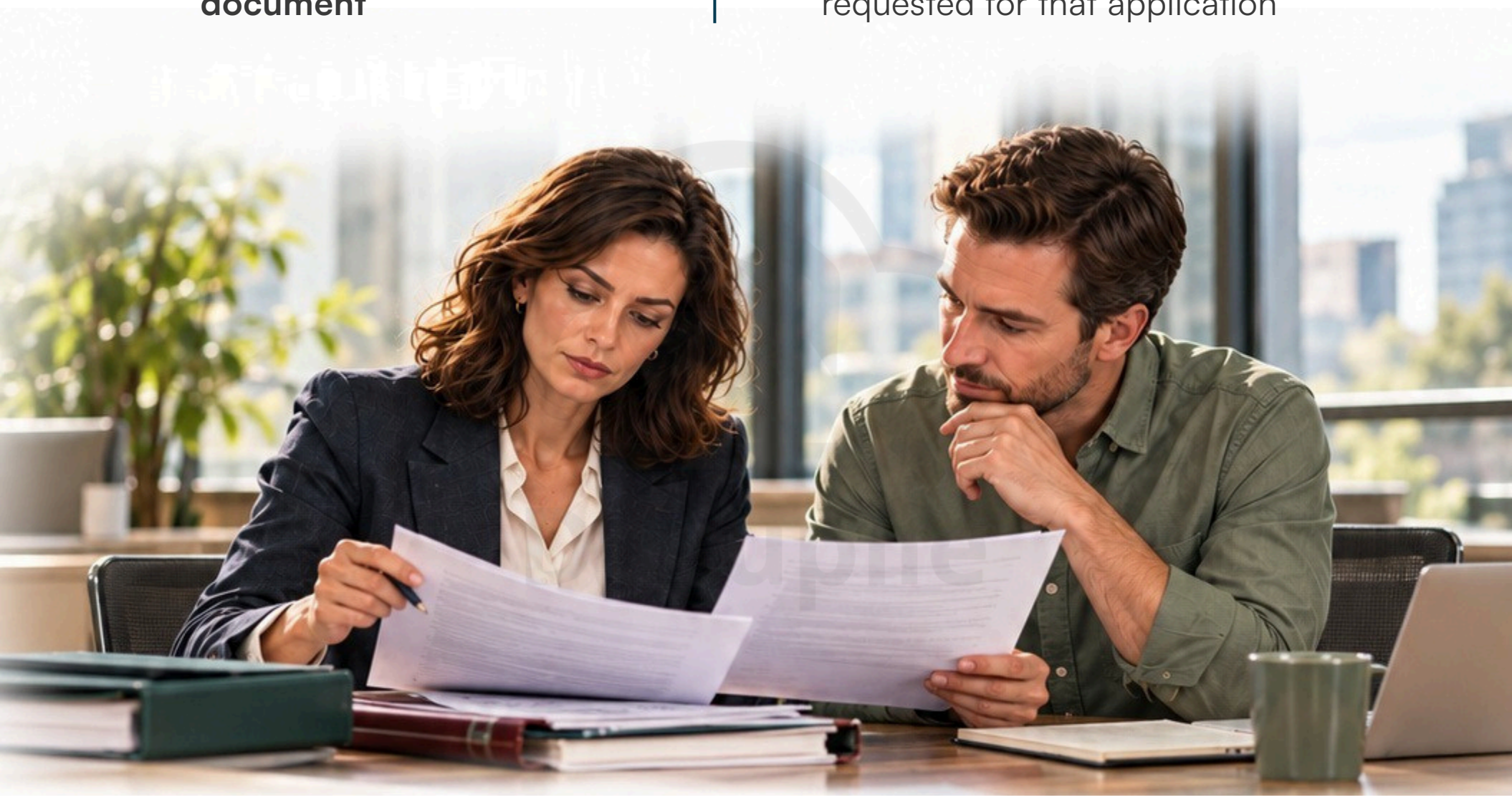
KEEP REGIONAL DOCUMENT TERMS SEPARATE

AUSTRALIAN EXAMPLES

- **PAYG income statement**
- **Individual tax return and Notice of Assessment**
- **BAS for a business applicant**
- **Medicare identification document**

US EXAMPLES

- W2
- Form1040
- BusinessTaxReturn
- Use the identification document requested for that application



THESE ARE REGIONAL EXAMPLES, NOT ONE-TO-ONE EQUIVALENTS OR A UNIVERSAL APPLICATION CHECKLIST. EXAMPLE US NAMES:

LN-20481_W2_TY2025_P01.pdf
LN-20481_Form1040_TY2025_P01.pdf

Use applicant references such as P01 and P02 for new rules instead of inferring gender. Avoid CERT unless its meaning and supporting verification step are defined. A label in a filename does not verify a document or redact its contents.

© 2026 • Docupile

Automotive dealerships

A deal can contain several versions of a form and documents from different departments. Use the deal ID to keep them together and the document type to make each file recognizable.

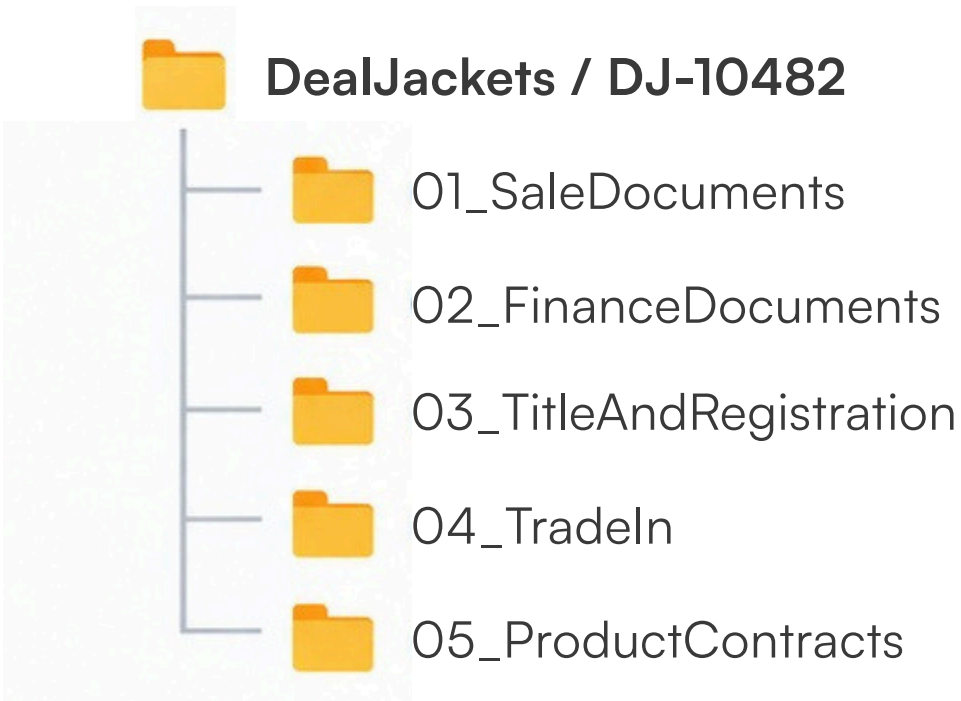
NAMING PATTERN

[DealID]_[DocumentType]_[DocumentDate]_[Status].[extension]

Omit optional fields when they do not apply. Use the same field order for each document type.

DOCUMENT	EXAMPLE FILENAME
Buyer order	DJ-10482_BuyerOrder_2026-09-18_Signed.pdf
Odometer statement	DJ-10482_OdometerStatement_2026-09-18_Signed.pdf
GAP contract	DJ-10482_GAPContract_2026-09-18_Signed.pdf

Suggested folder structure





© 2026 • Docupile



DATE RULE:

Use the date on the document. Record the meaning of a different date, such as signature date, in the document rule.

Keep the full VIN in an indexed field linked to the deal. Add a VIN to a filename only when your workflow calls for it, and check it against the source. A stock number can be an extra reference; define how reused stock numbers are handled.

PRACTICAL NOTE:

A Signed label should describe the file actually saved. Keep draft and signed copies distinguishable, and use a deal checklist to track required documents. Folder contents alone do not confirm completeness.

© 2026 • Docupile

Education

Students may share names or change their names over time. A stable student ID gives the record a consistent reference while the document type separates transcripts, enrollment records and consent forms.

NAMING PATTERN

[StudentID]_[DocumentType]_[IssueDateOrPeriod]_[Qualifier].[extension]

Omit optional fields when they do not apply. Use the same field order for each document type.

DOCUMENT	EXAMPLE FILENAME
Transcript	STU-10488_Transcript_2026-06-15_Issued.pdf
Enrollment form	STU-10488_EnrollmentForm_AY2026-2027.pdf
Consent form	STU-10488_ConsentForm_2026-08-20_Signed.pdf

Suggested folder structure

- **StudentRecords / STU-10488**
  - 01_Enrollment
  - 02_AcademicRecords
  - 03_ConsentForms
  - 04_Correspondence



DATE RULE:

Use the issue date for a transcript. For records organized by academic year, label the period explicitly, such as AY2026-2027.

Keep student names in the student record or approved metadata rather than relying on names as the only filename identifier. Confirm the institution and student ID before applying a name to imported records.



PRACTICAL NOTE:

Use separate access arrangements for records with different audiences. Creating a folder called Restricted does not change its permissions. A transcript filename also does not establish whether the document is an official issued copy.

© 2026 • Docupile

Legal

A client may have several matters, and the same document title may appear in each one. Lead with the matter ID so a downloaded or attached file can still be linked to the correct matter.

NAMING PATTERN

[MatterID]_[DocumentType]_[DocumentDate]_[Status]_[Version].[extension]

Omit optional fields when they do not apply. Use the same field order for each document type.

DOCUMENT	EXAMPLE FILENAME
Engagement letter	MAT-2041_EngagementLetter_2026-09-04_Signed.pdf
Agreement draft	MAT-2041_SettlementAgreement_2026-09-19_Draft_v03.docx
Filed motion copy	MAT-2041_Motion_2026-09-22_Filed.pdf

Suggested folder structure

- **Matters / MAT-2041**
  - 01_Engagement
  - 02_Correspondence
  - 03_Pleadings
  - 04_Evidence
  - 05_Agreements



© 2026 • Docupile



DATE RULE:

Define the date by document type. Use the filing date for a filed court copy and the document date for correspondence unless the matter rule specifies otherwise.

Use neutral document titles. Keep confidential client descriptions and sensitive case details out of filenames where they are unnecessary. Store privileged or restricted material using the matter access arrangements.

PRACTICAL NOTE:

Mark Filed only after filing is confirmed. Naming does not establish privilege or replace court submission requirements. Maintain links between drafts, executed documents and filed copies through your version and matter records.

© 2026 • Docupile

Real estate

One property may have several sales, leases or management engagements. Combine a property folder with a separate transaction ID so records from different transactions do not become mixed.

NAMING PATTERN

[TransactionID]_[DocumentType]_[DocumentDate]_[Status].[extension]

Omit optional fields when they do not apply. Use the same field order for each document type.

DOCUMENT	EXAMPLE FILENAME
Purchase agreement	TXN-0063_PurchaseAgreement_2026-09-12_Signed.pdf
Inspection report	TXN-0063_InspectionReport_2026-09-16.pdf
Closing statement	TXN-0063_ClosingStatement_2026-10-02.pdf

Suggested folder structure

Properties / PROP-0086 / TXN-0063

- 01_Agreements
- 02_Disclosures
- 03_Inspections
- 04_Closing



© 2026 • Docupile



DATE RULE:

Use the document date or report issue date. Keep the transaction closing date as a separate field when it differs.

Example root: Properties / PROP-0086 / TXN-0063. A property ID is more stable than an address typed in several different ways. Keep the approved address in the property record.

PRACTICAL NOTE:

If a property has multiple units or leases, assign a unit or lease reference in the applicable workflow. Keep each transaction in its own folder. These folders illustrate a sale; use a lease-specific structure for property management.

© 2026 • Docupile

HR

Employee records accumulate over years. A stable employee ID connects offer letters, policy acknowledgments and reviews while reducing dependence on personal names in filenames.

NAMING PATTERN

[EmployeeID]_[DocumentType]_[DocumentDateOrPeriod]_[Status].[extension]

Omit optional fields when they do not apply. Use the same field order for each document type.

DOCUMENT	EXAMPLE FILENAME
Offer letter	EMP-00327_OfferLetter_2026-08-10_Signed.pdf
Policy acknowledgment	EMP-00327_PolicyAcknowledgment_2026-09-01_Signed.pdf
Performance review	EMP 00327_PerformanceReview_CY2026.pdf

Suggested folder structure





DATE RULE:

Use the letter or acknowledgment date. Use an explicitly labeled review period for performance records, such as CY2026 for a calendar-year review.



Keep medical, payroll and other specially restricted records in separately controlled locations according to your access policy. Avoid health details, identity numbers or salary amounts in filenames.

PRACTICAL NOTE:

A Signed filename is a descriptive label, not proof that a form was reviewed or is current. Keep the policy edition in the record or add an approved policy reference when several editions could be confused.

© 2026 • Docupile

Finance and accounting

Finance teams often search by client, transaction reference and reporting period. Include the reference that distinguishes one invoice or statement from another instead of relying on the date alone.

NAMING PATTERN

[ClientID]_[DocumentType]_[Period]_[Reference]_[Version].[extension]

Omit optional fields when they do not apply. Use the same field order for each document type.

DOCUMENT	EXAMPLE FILENAME
Vendor invoice	CLI-0182_Invoice_2026-09_SUP-007-INV-0042.pdf
Bank statement	CLI-0182_BankStatement_2026-09_Acct7421.pdf
Monthly report	CLI-0182_ManagementReport_2026-09_v02.xlsx

Suggested folder structure

- **ClientAccounts / CLI-0182**
  - 01_Invoices
  - 02_BankStatements
  - 03_Reconciliations
  - 04_Reports
  - 05_TaxDocuments



© 2026 • Docupile

DATE RULE:

Use the reporting or statement period for recurring records. Keep invoice date and due date in their own fields rather than overloading the period token.

A supplier ID plus invoice number can distinguish invoices whose numbers overlap. Retain leading zeros. For statements from multiple accounts, use an account alias or an approved masked reference.

PRACTICAL NOTE:

Make the fiscal year definition explicit when using FY labels. A revised report needs a traceable version or revision reference. Keep supporting source records connected to the report without changing their original evidence or treating similar names as duplicates.



© 2026 • Docupile

Your naming rule and rollout



A useful rule is short enough to follow and specific enough to remove guesswork. Write it down before extending it to the rest of your files.

USE THE ACCOMPANYING EXCEL TEMPLATE

1. **Open Naming builder.**
   Edit the amber input cells. Enter a record ID and document type, then add only the optional fields your rule needs.

2. **Review the generated filename.**
   The builder joins fields and flags selected common issues; it does not inspect document contents or verify extracted values.

3. **Use Industry examples**
   To compare naming patterns and folder paths across the seven industries. The mortgage rows include numbered, short code, Australian and US examples.

4. **Record the date meaning, required fields and rule owner beside the builder.**
   A missing date may be acceptable for one document type and a review issue for another.

© 2026 • Docupile

DEFINE THESE DETAILS FOR EACH DOCUMENT FAMILY

DOCUMENT	EXAMPLE FILENAME
Required fields	Loan ID, document type, period, applicant reference
Date meaning	Payslip period end date
Approved terms	Payslip rather than PaySlip or SalarySlip
Missing information	Send to a controlled review queue without guessing
Repeated names	Compare content and source before deciding what to keep
Rule owner	The role responsible for approving changes



© 2026 • Docupile

Introduce the rule in a manageable scope

1. **Start with one document family and use the rule for new files first.**
   Assign an owner, share examples and recordexceptions.

---

2. **Preserve originals or a reversible mapping when renaming existing files.**
   Check any links, integrations or references that rely on the current names.

---

3. **For a filename collision, review the files before assigning an approved revision or reference.**
   Do not silently overwrite a document. Keep an original-to-new filename mapping for batch changes.



© 2026 • Docupile

BRING YOUR NAMING WORKFLOW TO DOCUPILE

Have a recurring naming and filing task? Bring a representative sample and your preferred naming rule to a Docupile demo. Discuss the workflow you want to automate, including how missing or uncertain values should be handled.



BOOK A DEMO →

docupile.com/book-a-demo/.

© 2026 • Docupile



Ready to see it in action?

Schedule your demo today!

4522 Schlipf Rd, Katy, TX, 77493
call: (281) 942-4545
contact@docupile.com
www.docupile.com

SCAN HERE

Compliant - SOC2 Type2 | ISO 27001 | HIPAA