



BUCKET TRANSFER & REJECTION RECORD CLEARANCE WEBINAR

03/17/16

Part 1: Report to the **Bucket** (Wx Database) & **EARS**



Reporting Process

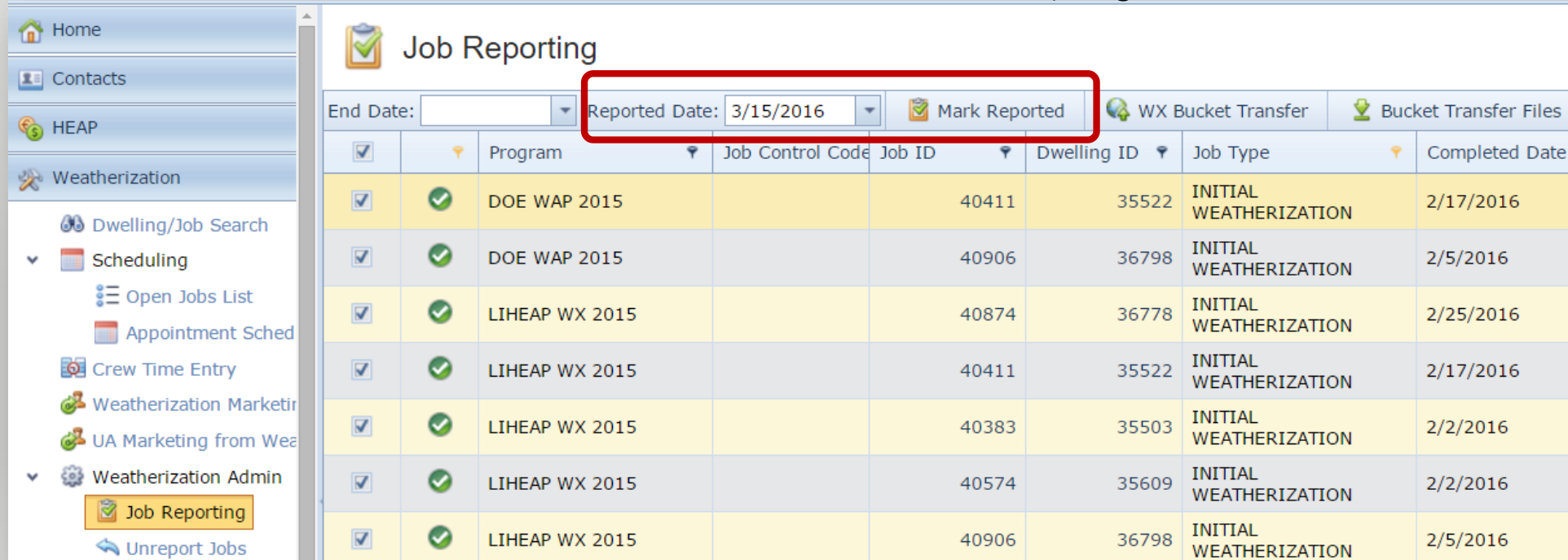


- 1. Lock Job Records**
 - Mark completed Jobs as “Reported”
- 2. Generate ServTraq Reports for EARS Reporting**
 - CSD Monthly Report
 - Jobsheet Line Details Summary Report
- 3. Review and Revise the Reports**
 - Send to Finance for Approval
 - If changes are needed, Unreport the Jobs, make edits and restart the reporting process.
- 4. Do the EARS reporting if no DPA changes are needed**
- 5. Send the Bucket Transfer if no DPA changes are needed**

Step 1: Mark Jobs as Reported

Select the Jobs you would like to report and click “**Mark Reported**” to generate the CSD Monthly (EARS) Report data.

Weatherization>Weatherization Admin>Job Reporting



<input checked="" type="checkbox"/>		Program	Job Control Code	Job ID	Dwelling ID	Job Type	Completed Date
<input checked="" type="checkbox"/>	✓	DOE WAP 2015		40411	35522	INITIAL WEATHERIZATION	2/17/2016
<input checked="" type="checkbox"/>	✓	DOE WAP 2015		40906	36798	INITIAL WEATHERIZATION	2/5/2016
<input checked="" type="checkbox"/>	✓	LIHEAP WX 2015		40874	36778	INITIAL WEATHERIZATION	2/25/2016
<input checked="" type="checkbox"/>	✓	LIHEAP WX 2015		40411	35522	INITIAL WEATHERIZATION	2/17/2016
<input checked="" type="checkbox"/>	✓	LIHEAP WX 2015		40383	35503	INITIAL WEATHERIZATION	2/2/2016
<input checked="" type="checkbox"/>	✓	LIHEAP WX 2015		40574	35609	INITIAL WEATHERIZATION	2/2/2016
<input checked="" type="checkbox"/>	✓	LIHEAP WX 2015		40906	36798	INITIAL WEATHERIZATION	2/5/2016

Step 2&3: Review & Revise Monthly Reports



CSD Monthly (EARS) Report

Reports>Weatherization Reports>CSD Monthly Report

Jobsheet Line Details Summary

Reports>Weatherization Reports>Jobsheet Line Details Summary

MONTHLY WEATHERIZATION REIMBURSEMENT/ACTIVITY REPORT -- LIHEAP WEATHERIZATION 2015

Contractor: **CENTRAL COAST ENERGY SERVICES, INC.** Contract Number: **15B-3039** Report Period: **3/15/2016**

Earned Measures	# of Dwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	Other Labor	Total Expenditure
12. PERMITS	1	L	\$0.0000 + F \$67.0500	+ S \$0.0000	+ O \$0.0000	\$67.05
13. CONTRACTOR POST-WEATHERIZATION INSPECTION	24	#	\$0.0000	+ S \$0.0000	+ L \$840.2682	\$840.27
Summary for Budget Line Item: 160 - ASSESSMENTS AND DIAGNOSTICS						\$6,281.16

Earned Measures	# of Dwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	Other Labor	Total Expenditure
1. CARBON MONOXIDE ALARM	23	#	\$1,277.745 + M	+ S \$0.0000	+ L \$144.7450	\$1,422.49
2. SMOKE ALARM	22	#	\$1,002.039 + M	+ S \$0.0000	+ L \$165.7275	\$1,167.77
4. COOKING APPLIANCE REPAIR, GAS/PROPANE	4	#	\$78.3207 + M	+ S \$0.0000	+ L \$90.1150	\$168.44
6. COOKING APPLIANCE REPLACEMENT, ELECTRIC	1	#	\$599.4455 + M	+ S \$0.0000	+ L \$188.5200	\$787.97
7. COOKING APPLIANCE REPLACEMENT, GAS/PROPANE	6	#	\$3,706.163 + M	+ S \$0.0000	+ L \$334.4575	\$4,040.62
18. HEATING SOURCE REPAIR, EXTERIOR DIRECT VENT/INTERIOR/FLOOR	12	#	\$506.7605 + M	+ S \$0.0000	+ L \$508.9025	\$1,015.66
19. HEATING SOURCE REPAIR, FAU SPLIT SYSTEM	5	#	\$306.7469 + M	+ S \$0.0000	+ L \$159.7150	\$466.46
21. HEATING SOURCE REPAIR, OTHER TYPES NOT LISTED	1	#	\$0.0000 + M	+ S \$0.0000	+ L \$6.8250	\$6.83
30. KITCHEN EXHAUST REPAIR & INSTALLATION	10	#	\$331.0659 + M	+ S \$0.0000	+ L \$303.3550	\$634.42
33. WATER HEATER REPAIR, ELECTRIC	1	#	\$27.3021 + M	+ S \$0.0000	+ L \$72.9100	\$100.21
34. WATER HEATER REPAIR, GAS & PROPANE	12	#	\$400.1272 + M	+ S \$0.0000	+ L \$377.9450	\$778.07
41. LEAD-SAFE WEATHERIZATION	2	#	\$50.0000 + M	+ S \$0.0000	+ L \$0.0000	\$50.00
42. CVA VENTING	10	#	\$147.2119 + M	+ S \$0.0000	+ L \$239.6350	\$386.85
Summary for Budget Line Item: 165 - MANDATORY HEALTH AND SAFETY MEASURES						\$11,021.16

LIHEAP WX 2015

Earned Measures	# of Dwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	Other Labor	Total Expenditure
1. UNIT ASSESSMENT WITH ATTIC	1	#	\$0.00 + M	+ S \$0.00	+ L \$15.00	\$15.00
2. UNIT ASSESSMENT WITHOUT ATTIC	1	#	\$0.00 + M	+ S \$0.00	+ L \$16.16	\$16.16
5. COMBUSTION APPLIANCE SAFETY PRE-TEST	1	#	\$0.00 + M	+ S \$80.00	+ L \$0.00	\$80.00
6. COMBUSTION APPLIANCE SAFETY POST-TEST	1	#	\$0.00 + M	+ S \$75.00	+ L \$0.00	\$75.00
7. BLOWER DOOR TEST - PRE-TEST	1	#	\$0.00 + M	+ S \$0.00	+ L \$15.00	\$15.00
13. CONTRACTOR POST-WEATHERIZATION INSPECTION	1	#	\$0.00 + M	+ S \$0.00	+ L \$17.00	\$17.00
Summary for Budget Line Item: 160 - ASSESSMENTS AND DIAGNOSTICS						\$198.16

Earned Measures	# of Dwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	Other Labor	Total Expenditure
2. SMOKE ALARM	1	#	\$0.00 + M	+ S \$35.00	+ L \$0.00	\$35.00
Summary for Budget Line Item: 165 - MANDATORY HEALTH AND SAFETY MEASURES						\$35.00

Earned Measures	# of Dwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	Other Labor	Total Expenditure
1. ATTIC VENTILATION	1	#	\$0.00 + M	+ S \$0.00	+ L \$0.00	\$0.00
10. COMPACT FLUORESCENT LAMPS, THREAD-BASED	1	#	\$0.00 + M	+ S \$60.00	+ L \$0.00	\$60.00
24. HOT WATER FLOW RESTRICTOR, FAUCET RESTRICTOR	1	#	\$0.00 + M	+ S \$20.00	+ L \$0.00	\$20.00
31. MINOR ENVELOPE REPAIR	1	#	\$0.00 + M	+ S \$400.00	+ L \$0.00	\$400.00
Summary for Budget Line Item: 170 - MANDATORY MEASURES						\$480.00

Summary for Program: LIHEAP WX 2015

Materials Total: \$0.00 \$713.16

Wednesday, April 8, 2015 3:20 PM

Page 1 of 1

Step 4: Report to EARS from Monthly Report



Complete your EARS entries exactly as displayed in your **CSD Monthly** Report.

15 Agency: Program: LIHEAP Subprogram: LIHEAP Project: Weatherization Contract Number: 1

6 Adjustment: 0

Select Section 20 - WEATHERIZATION PROGRAM COSTS

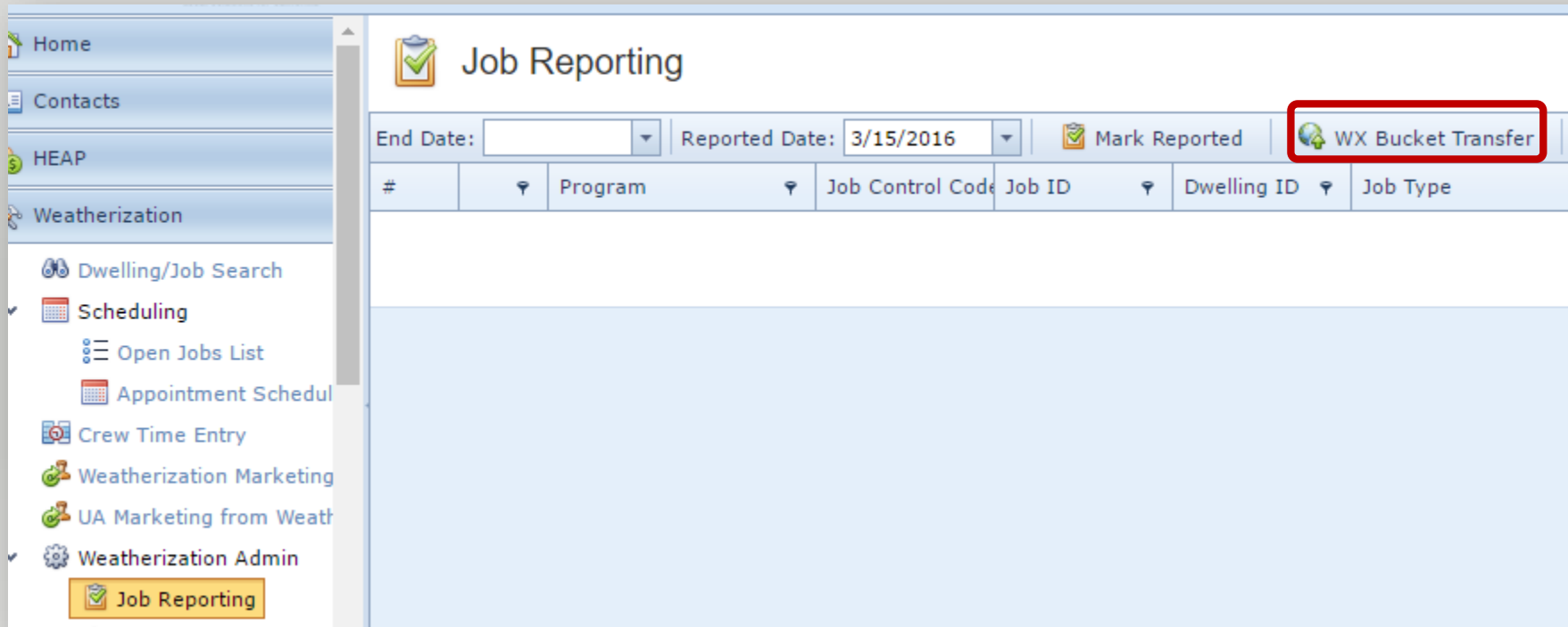
Line Items

Intake	41541.58
Outreach	3744.32
Training and Technical Assistance	2853.19
Direct Program Activities (From Section 190)	6969.82
Liability Insurance	2220.42
Major Vehicle and Field Equipment (More than \$5,000)	4064.79
Minor Vehicle and Field Equipment (Less than \$5,000)	.00
Workers' Compensation	7299.54
General Operating Expenditures	7042.06
Training and Technical Assistance - Solar Hot Water Heating	.00
Total:	75735.72

Step 5: Transfer to Bucket

Send the information to the **Bucket (Wx Database)** if no DPA changes are needed. Bucket Monthly Report submissions should only occur once a month to minimize discrepancy risk.

Weatherization>Weatherization Admin>Job Reporting>Wx Bucket Transfer



Home

Contacts

HEAP

Weatherization

Dwelling/Job Search

Scheduling

Open Jobs List

Appointment Scheduling

Crew Time Entry

Weatherization Marketing

UA Marketing from Weatherization

Weatherization Admin

Job Reporting

Job Reporting

End Date: Reported Date: 3/15/2016 ☐ Mark Reported **WX Bucket Transfer**

#	Program	Job Control Code	Job ID	Dwelling ID	Job Type
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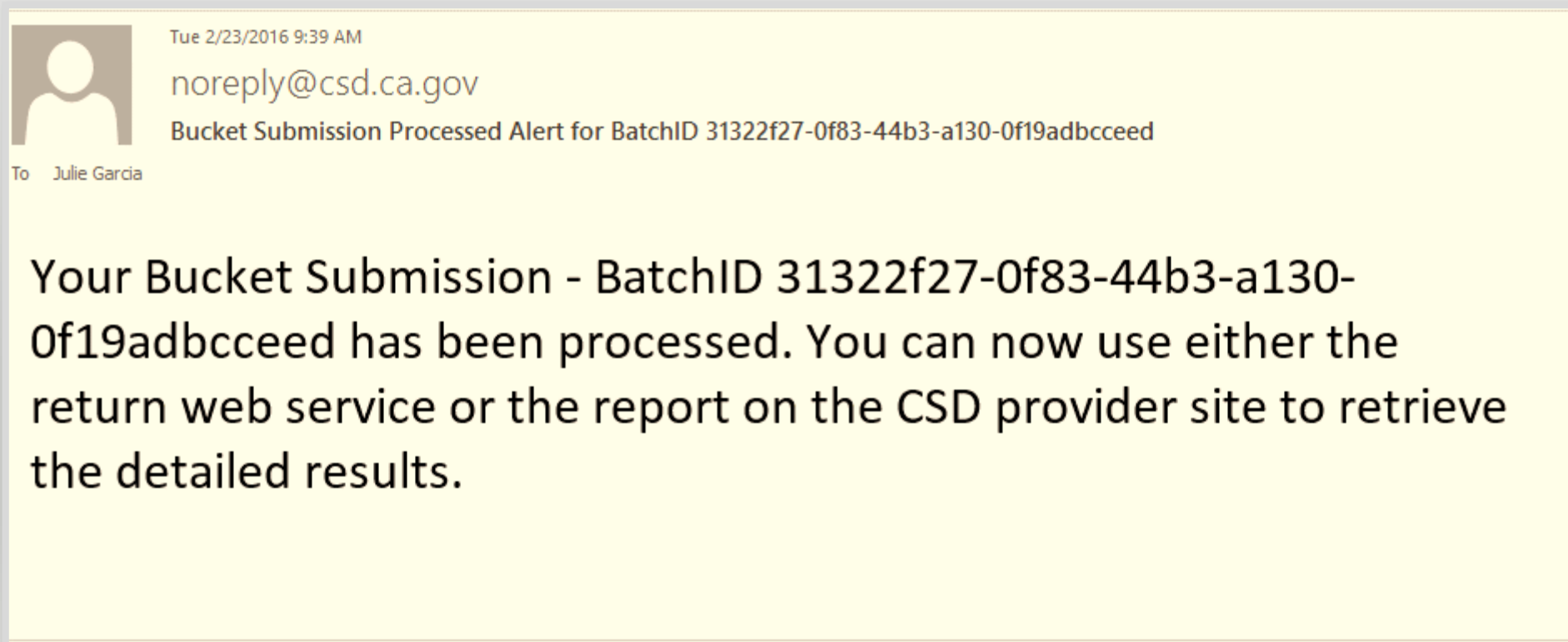
Part 2: Check for Wx Job Record Status using the **CSD Status Update** in ServTraq



Check for Bucket Submission Email



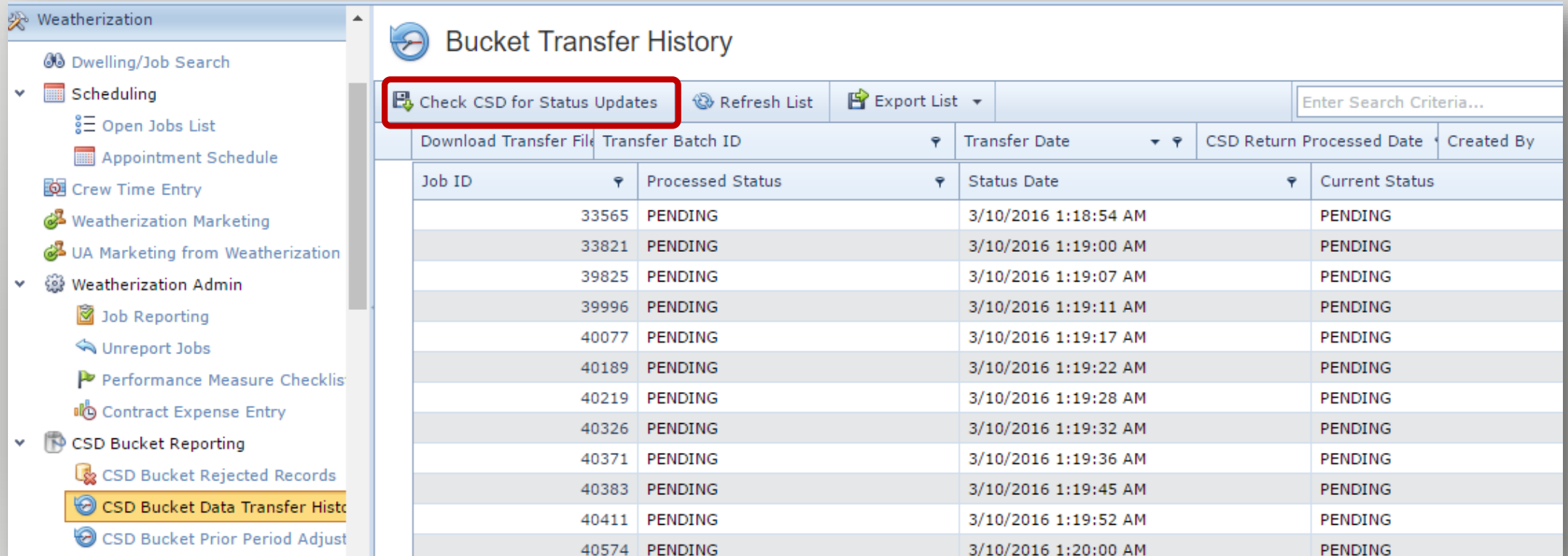
The Bucket submission e-mail from CSD only means the transfer was received. Use the **CSD Status Update** in ServTraq to obtain Job Record Status on “**Rejected/Failed**” jobs.



Check for Job Record Status

Open the **CSD Bucket Data Transfer History** page and click **Check CSD for Status Updates**.

Weatherization>CSD Bucket Reporting> CSD Bucket Data Transfer History>Check for Status Updates



The screenshot displays the SERV TRAQ interface. On the left is a navigation menu with categories like Dwelling/Job Search, Scheduling, Crew Time Entry, Weatherization Marketing, Weatherization Admin, and CSD Bucket Reporting. The 'CSD Bucket Reporting' category is expanded, showing options like 'CSD Bucket Rejected Records' and 'CSD Bucket Data Transfer History'. The main content area is titled 'Bucket Transfer History' and contains a table of transfer records. A red box highlights the 'Check CSD for Status Updates' button at the top of the table.

Job ID	Processed Status	Status Date	Current Status
33565	PENDING	3/10/2016 1:18:54 AM	PENDING
33821	PENDING	3/10/2016 1:19:00 AM	PENDING
39825	PENDING	3/10/2016 1:19:07 AM	PENDING
39996	PENDING	3/10/2016 1:19:11 AM	PENDING
40077	PENDING	3/10/2016 1:19:17 AM	PENDING
40189	PENDING	3/10/2016 1:19:22 AM	PENDING
40219	PENDING	3/10/2016 1:19:28 AM	PENDING
40326	PENDING	3/10/2016 1:19:32 AM	PENDING
40371	PENDING	3/10/2016 1:19:36 AM	PENDING
40383	PENDING	3/10/2016 1:19:45 AM	PENDING
40411	PENDING	3/10/2016 1:19:52 AM	PENDING
40574	PENDING	3/10/2016 1:20:00 AM	PENDING

Rejected/Failed Job Record Status



Job records that do not pass the Bucket validations will have a *current status* of “Failed”.

Note: The CSD Web Service is incomplete and only **Rejected/Failed** statuses are received.

Bucket Transfer History				
<div>Check CSD for Status Updates Refresh List Export List</div>				
Download Transfer File	Transfer Batch ID	Transfer Date	CSD Return Processed Date	
	6f781eb4-8910-40f1-9cb3-e9ab0fc73b34	03/10/16 3:04:08 PM	03/10/16 3:04:08 PM	
Job ID	Processed Status	Status Date	Current Status	
3538	FAILED	3/10/2016 3:09:11 AM	FAILED	
3539	FAILED	3/10/2016 3:09:16 AM	FAILED	

Job Record Rejection Reason(s)



The ServTraq **CSD Bucket Rejected Records** tab will show you the Rejection Reason(s) associated to a job record.

Note: Job Records will not appear in this screen unless you check for CSD Status Updates.

Weatherization>CSD Bucket Reporting> CSD Bucket Rejected Records

Home

Contacts

HEAP

Weatherization

Dwelling/Job Search

Scheduling

Open Jobs List

Appointment Schedule

Crew Time Entry

Weatherization Marketing

UA Marketing from Weatherization Jo

Weatherization Admin

Job Reporting

Unreport Jobs

Performance Measure Checklist

Contract Expense Entry

CSD Bucket Reporting

CSD Bucket Rejected Records

Weatherization Data Bucket Rejections

Clear Rejection

Delete Rejection

Refresh List

Export List

Enter Search Criteria...

Transfer Batch ID	Transfer Date	Job ID	Rejection Reason	Measure
6f781eb4-8910-40f1-9cb3-e9ab0fc73b34	1/11/2016 3:04:08 PM	3538	THE JOB RECORD CANNOT REPLACE AN EXISTING JOB IN PARTIAL (PARTIALLY APPROVED) STATUS WITH SAME JOB CONTROL CODE UNLESS THE TWO JOBS HAVE MATCHING MEASURE SETS FOR THE APPROVED PROGRAMS IN THE EXISTING JOB. EITHER THE MEASURE IS NOT IN THE EXISTING JOB'S APPROVED PROGRAM'S MEASURES OR ONE OR MORE OF THIS MEASURE'S VALUES DIFFER FROM THE CORRESPONDING MEASURE IN THE EXISTING JOB'S APPROVED PROGRAM.	DOOR REPAIR, EXTERIOR, ALL OTHER TYPES
6f781eb4-8910-40f1-9cb3-e9ab0fc73b34	1/11/2016 3:04:08 PM	3539	CONTRACT NUMBER: 16B-4042 AND SUBPROGRAM CODE: ECCS IS NOT A VALID COMBINATION.	COMBUSTION APPLIANCE SAFETY POST-TEST
6f781eb4-8910-40f1-9cb3-e9ab0fc73b34	1/11/2016 3:04:08 PM	3539	CONTRACT NUMBER: 16B-4042 AND SUBPROGRAM CODE: ECCS AND MEASURE CODE: 2 AND MEASURE TYPE CODE 43 AND MEASURE SECTION NUMBER 219 IS NOT A VALID COMBINATION.	COMBUSTION APPLIANCE SAFETY POST-TEST

Part 3: How to Correct “**Rejected/Failed**” Job Records



Correct Rejected/Failed Job Records



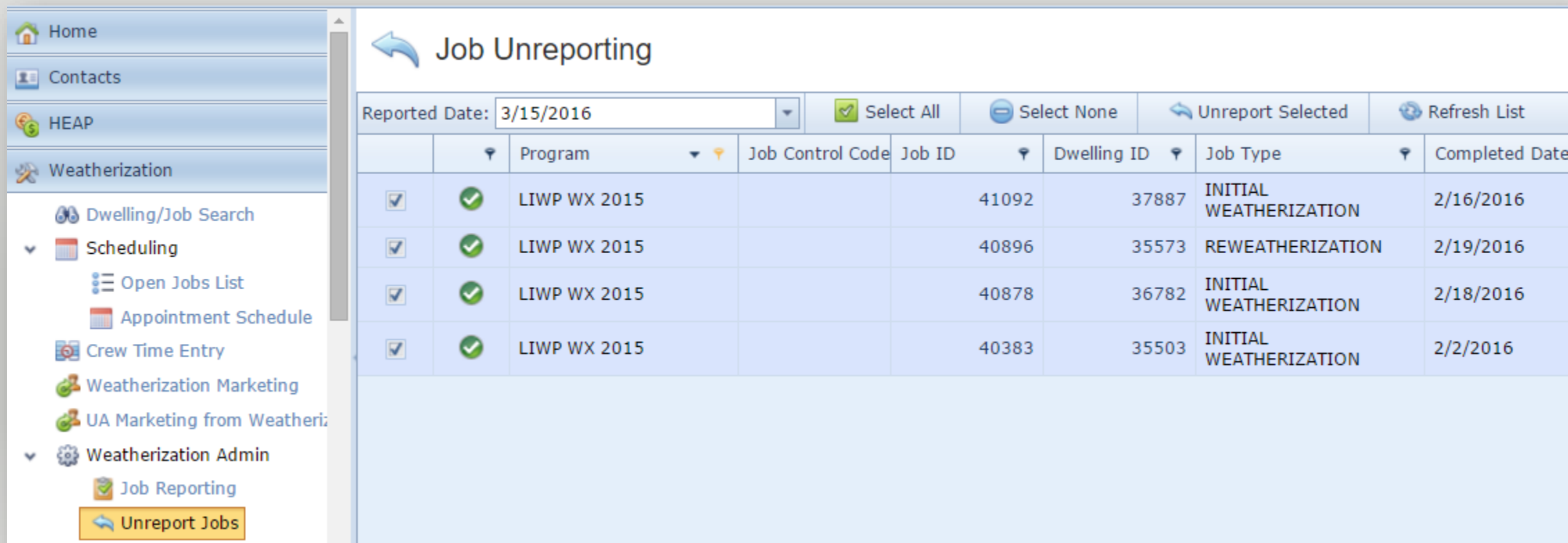
Procedure:

1. Un-Report the rejected job(s)
2. Make Job Data Updates
3. Clear the Rejection(s)
 - *Job status will be CORRECTED*
4. Report the Jobs
 - **Report the Job in the SAME Reporting Period as initially submitted**
5. Send the Wx Bucket Transfer
 - From within Job Reporting Screen
6. *Possible EARS Adjustment If DPA totals changed*

Step 1: Un-report the Job(s)

Select the **Reported Date**, then select the **rejected job(s)**, and click **Unreport Selected**

Weatherization>Weatherization Admin>Unreport Jobs>Unreport Selected



The screenshot shows the 'Job Unreporting' interface in the SERV TRAQ system. The left sidebar contains a navigation menu with the following items: Home, Contacts, HEAP, Weatherization, Dwelling/Job Search, Scheduling (with sub-items: Open Jobs List, Appointment Schedule), Crew Time Entry, Weatherization Marketing, UA Marketing from Weatherization, Weatherization Admin (with sub-items: Job Reporting, Unreport Jobs). The main content area is titled 'Job Unreporting' and features a 'Reported Date' dropdown set to '3/15/2016'. Above the table are buttons for 'Select All' (checked), 'Select None', 'Unreport Selected', and 'Refresh List'. The table lists four jobs, all of which are selected (checked in the first column) and have a green checkmark in the second column. The table columns are: Program, Job Control Code, Job ID, Dwelling ID, Job Type, and Completed Date.

		Program	Job Control Code	Job ID	Dwelling ID	Job Type	Completed Date
<input checked="" type="checkbox"/>	✓	LIWP WX 2015		41092	37887	INITIAL WEATHERIZATION	2/16/2016
<input checked="" type="checkbox"/>	✓	LIWP WX 2015		40896	35573	REWEATHERIZATION	2/19/2016
<input checked="" type="checkbox"/>	✓	LIWP WX 2015		40878	36782	INITIAL WEATHERIZATION	2/18/2016
<input checked="" type="checkbox"/>	✓	LIWP WX 2015		40383	35503	INITIAL WEATHERIZATION	2/2/2016

Step 2: Make Job Data Updates

Open the **Job ID** and update the data that needs to be changed.

Exit Delete Refresh Link Unlink Jobsheet Details Clone Job

Bucket Status: **FAILED** Latest Transfer Batch: 6f781eb4-8910-40f1-9cb3-e9ab

Installed Measures

Adjustment: All Adjustments Add Measure Edit Measure Delete Measure Refresh List Export

Installed Measures for JobID - 3539, Customer - PEDRO RAMOS, Address - 114 N BEVER

	Measure	Subprogram	Line Total	Car
<input type="checkbox"/>	BLOWER DOOR TEST - PRE-TEST	LIHEAP WX 2015	\$58.19	
<input type="checkbox"/>	CARBON MONOXIDE ALARM	ECHS 2015	\$41.98	
<input type="checkbox"/>	CAULKING, SINGLE FAMILY	DOE WAP 2015	\$36.49	
<input type="checkbox"/>	CEILING INSULATION, R VALUE 20-30	DOE WAP 2015	\$1,557.60	
<input type="checkbox"/>	COMBUSTION APPLIANCE SAFETY POST-TEST	ECCS 2015	\$70.90	
<input type="checkbox"/>	COMBUSTION APPLIANCE SAFETY PRE-TEST	LIHEAP WX 2015	\$36.02	
<input type="checkbox"/>	CONTRACTOR POST-WEATHERIZATION INSPECTION	LIHEAP WX 2015	\$36.02	
<input type="checkbox"/>	COOLING SOURCE REPLACEMENT, EVAPORATIVE COOLER, ROOF UNIT	ECCS 2015	\$1,590.00	
<input type="checkbox"/>	DOOR REPAIR, EXTERIOR, ALL OTHER TYPES	DOE WAP 2015	\$68.74	
<input type="checkbox"/>	DOOR REPLACEMENT, EXTERIOR, ALL OTHER TYPES - CATASTROPHIC LEAKS ONLY	DOE WAP 2015	\$255.49	
<input type="checkbox"/>	DUCT LEAKAGE PRE-TEST (WITH DUCT BLASTER ONLY)	ECCS 2015	\$0.00	
<input type="checkbox"/>	GLASS REPLACEMENT	DOE WAP 2015	\$65.55	

Total: \$9,151.67

Step 3: Clear the Rejection(s)

Scroll down to the **Rejections** section and **clear** the rejection reason(s) after updating the job data.

- Click the **Eraser** Icon
- **Clear Date** will automatically be added
- Bucket Job Status will automatically update to **CORRECTED**

Central Coast Energy Services, Inc. [US] <https://www.servtraqazure.com/Job.aspx?JobID=3539&DwellingID=4374&mac=bbb0e4c07b74fdc99004c1ca4ebbeac0>

Save Save and Close Exit Delete Refresh Link Unlink Jobsheet Details Clone Job



Sections

- Assessment Items
- Job Details
- Measures
- Validation Summary
- Rejections
- Notes

Related

- Appointments
- Status History
- Files
- Audit/Change History

Rejections

	Rejection Reason	Measure	Notes	Status Date	Transfer Batch ID	Clear Date
	CONTRACT NUMBER: 16B-4042 AND SUBPROGRAM CODE: ECCS IS NOT A VALID COMBINATION.	COMBUSTION APPLIANCE SAFETY POST-TEST		3/4/2016	6f781eb4-8910-40f1-9cb3-e9ab0fc73b34	
	CONTRACT NUMBER: 16B-4042 AND SUBPROGRAM CODE: ECCS AND MEASURE CODE: 2 AND MEASURE TYPE CODE 43 AND MEASURE SECTION NUMBER 219 IS NOT A VALID COMBINATION.	COMBUSTION APPLIANCE SAFETY POST-TEST		3/4/2016	6f781eb4-8910-40f1-9cb3-e9ab0fc73b34	


Notes




Note	Entry Date	Entered By	Last Updated Date	Last Updated By
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





Step 4: Report the Jobs

Go back to **Job Reporting** Screen and report the *corrected* Jobs in the same reporting period as initially submitted to the Bucket (Wx Database).

- Set the **Reported Date** to the original reported date
- Select Jobs and click **Mark Reported**
- Click **Wx Bucket Transfer**

 **Job Reporting**

End Date: Reported Date:  Mark Reported  WX Bucket Transfer  Bucket Transfer Files

<input type="checkbox"/>		Program 		Job Control Code	Job ID 	Dwelling ID 	Job Type 	Completed Date
<input type="checkbox"/>		LIHEAP WX 2015		3539	3539	4374	INITIAL WEATHERIZATION	3/4/2016
<input type="checkbox"/>		ECHS 2015		3539	3539	4374	INITIAL WEATHERIZATION	3/4/2016
<input type="checkbox"/>		ECCS 2015		3539	3539	4374	INITIAL WEATHERIZATION	3/4/2016
<input type="checkbox"/>		DOE WAP 2015		3539	3539	4374	INITIAL WEATHERIZATION	3/4/2016

Step 5: Possible EARS Adjustment



Submit an EARS Adjustment only if the Direct Program Activity (DPA) totals changed.

- The EARS reporting period must be the same as it was when the job was originally submitted.

EARS - Expenditure Activity Reporting System			Page 1
2016 LIHEAP WEATHERIZATION EXPENDITURE/ACTIVITY REPORT			
Contractor: CCES		Contract Number: 16B-4038	Report Period: 2/1/16 - 2/29/16
Adjustment: 0			
Prepared by (Name/Title): Bar Lowenberg / Financial Analyst	E-mail Address: bar@energyservices.org	Telephone: 831-761-7080 x1	Fax Number: 831-728-0535
10 - WEATHERIZATION PROGRAM COSTS			
1.	Intake	.00	
2.	Outreach	.00	
3a.	Training and Technical Assistance	.00	
3b.	Out of State Travel	.00	
4.	Major Vehicle and Field Equipment (More than \$5,000)	.00	

Part 4: Prior Period Adjustments (PPA)

What We Know...



Prior Period Adjustment (PPA)

A PPA applies to a job record reported in a prior reporting period where a measure cost changed after the records were reconciled with EARS and approved by CSD in the Bucket. An adjustment to EARS would also be required in order for the totals in the Bucket and in EARS to reconcile.

PPA

You did not bill a measure or associated cost accurately on a previous (approved) period report



Not a PPA

Customer declined a refrigerator and now changed their mind.



Due to the complexity of PPAs, we highly encourage you to only submit PPAs for DPA adjustments.

PPA Process



1. Confirm with CSD help desk that reports have been “**Approved**” in the Bucket and EARS
2. Un-report the job(s) in ServTraq
3. Make adjustment(s) to Measure Costs
4. Re-report the job(s) in the **same period** as they were originally reported
5. Go to the **CSD Bucket Prior Period Adjustments** screen in ServTraq
 - Select the job(s) adjusted and Send Wx Data Transfer
6. Submit EARS Adjustment if DPA totals changed

Step 1: Confirm Status with CSD



CSD has not been “approving” LIHEAP report submissions (Bucket & EARS) but expects PPAs to be submitted for all programs.

Before you submit a Prior Period Adjustment (PPA) confirm report approval with CSD.

You will get a rejection if you submit a PPA for a job that has a status of “Pending” in the Bucket.

REJECTED

Step 2: Un-report the Jobs

Select the **Reported Date**, select the job(s), and click **Un-report Selected**

Weatherization>Weatherization Admin>Unreport Jobs>Unreport Selected

Job Unreporting

Reported Date: 3/15/2016 ☒ Select All ☐ Select None **Unreport Selected** Refresh List

		Program	Job Control Code	Job ID	Dwelling ID	Job Type	Completed Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LIWP WX 2015		41092	37887	INITIAL WEATHERIZATION	2/16/2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LIWP WX 2015		40896	35573	REWEATHERIZATION	2/19/2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LIWP WX 2015		40878	36782	INITIAL WEATHERIZATION	2/18/2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LIWP WX 2015		40383	35503	INITIAL WEATHERIZATION	2/2/2016

Left Sidebar:

- Home
- Contacts
- HEAP
- Weatherization
 - Dwelling/Job Search
 - Scheduling
 - Open Jobs List
 - Appointment Schedule
 - Crew Time Entry
 - Weatherization Marketing
 - UA Marketing from Weatherization
 - Weatherization Admin
 - Job Reporting
 - Unreport Jobs**

Step 3: Make Job Measure Data Updates

Open the **Job ID** and correct the data that needs to be fixed.

Exit

Delete

Refresh

Link

Unlink

Jobsheet Details

Clone Job

Bucket Status:

FAILED

Latest Transfer Batch:

6f781eb4-8910-40f1-9cb3-e9ab

Installed Measures

Adjustment:

All Adjustments

Add Measure

Edit Measure

Delete Measure

Refresh List

Export


Installed Measures for JobID - 3539, Customer - PEDRO RAMOS, Address - 114 N BEVER




	Measure	Subprogram	Line Total	Car
<input type="checkbox"/>	BLOWER DOOR TEST - PRE-TEST	LIHEAP WX 2015	\$58.19	
<input type="checkbox"/>	CARBON MONOXIDE ALARM	ECHS 2015	\$41.98	
<input type="checkbox"/>	CAULKING, SINGLE FAMILY	DOE WAP 2015	\$36.49	
<input type="checkbox"/>	CEILING INSULATION, R VALUE 20-30	DOE WAP 2015	\$1,557.60	
<input type="checkbox"/>	COMBUSTION APPLIANCE SAFETY POST-TEST	ECCS 2015	\$70.90	
<input type="checkbox"/>	COMBUSTION APPLIANCE SAFETY PRE-TEST	LIHEAP WX 2015	\$36.02	
<input type="checkbox"/>	CONTRACTOR POST-WEATHERIZATION INSPECTION	LIHEAP WX 2015	\$36.02	
<input type="checkbox"/>	COOLING SOURCE REPLACEMENT, EVAPORATIVE COOLER, ROOF UNIT	ECCS 2015	\$1,590.00	
<input type="checkbox"/>	DOOR REPAIR, EXTERIOR, ALL OTHER TYPES	DOE WAP 2015	\$68.74	
<input type="checkbox"/>	DOOR REPLACEMENT, EXTERIOR, ALL OTHER TYPES - CATASTROPHIC LEAKS ONLY	DOE WAP 2015	\$255.49	
<input type="checkbox"/>	DUCT LEAKAGE PRE-TEST (WITH DUCT BLASTER ONLY)	ECCS 2015	\$0.00	
<input type="checkbox"/>	GLASS REPAIRMENT	DOE WAP 2015	\$65.55	
			Total: \$9,151.67	










Step 4: Report the Job(s)

Go back to **Job Reporting** Screen and report the *corrected* Jobs in the same reporting period as initially submitted to the Bucket (Wx Database).

- Set the **Reported Date** to the original reported date
- Select Jobs and click **Mark Reported**
- **IMPORTANT: DO NOT click Wx Bucket Transfer here**

 **Job Reporting**

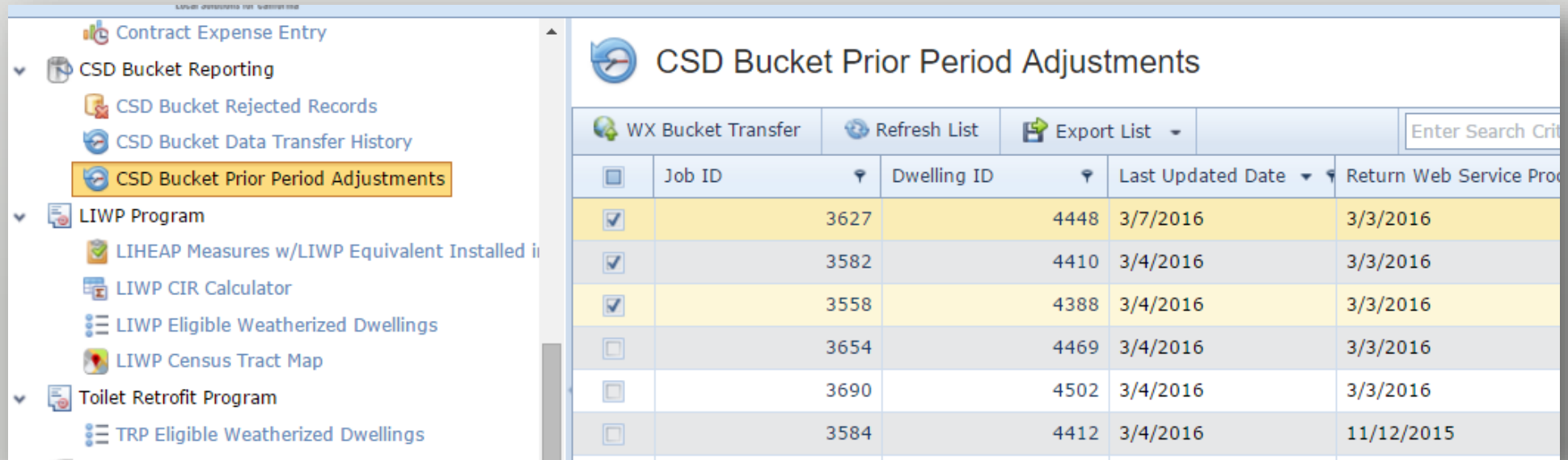
End Date: Reported Date: 2/15/2016  Mark Reported  Wx Bucket Transfer  Bucket Transfer Files

<input type="checkbox"/>		Program		Job Control Code	Job ID		Dwelling ID		Job Type		Completed Date
<input type="checkbox"/>		LIHEAP WX 2015		3539	3539		4374		INITIAL WEATHERIZATION		2/22/2016
<input type="checkbox"/>		ECHS 2015		3539	3539		4374		INITIAL WEATHERIZATION		2/22/2016
<input type="checkbox"/>		ECCS 2015		3539	3539		4374		INITIAL WEATHERIZATION		2/22/2016
<input type="checkbox"/>		DOE WAP 2015		3539	3539		4374		INITIAL WEATHERIZATION		2/22/2016

Step 5: Submit PPA Job Records

Open the **CSD Bucket Prior Period Adjustment** Screen, select the job records adjusted and click **Wx Bucket Transfer**.

Weatherization>CSD Bucket Reporting>CSD Bucket Prior Period Adjustment



	Job ID	Dwelling ID	Last Updated Date	Return Web Service Product
<input checked="" type="checkbox"/>	3627	4448	3/7/2016	3/3/2016
<input checked="" type="checkbox"/>	3582	4410	3/4/2016	3/3/2016
<input checked="" type="checkbox"/>	3558	4388	3/4/2016	3/3/2016
<input type="checkbox"/>	3654	4469	3/4/2016	3/3/2016
<input type="checkbox"/>	3690	4502	3/4/2016	3/3/2016
<input type="checkbox"/>	3584	4412	3/4/2016	11/12/2015

Step 6: Possible EARS Adjustment



Submit an EARS Adjustment only if the Direct Program Activities (DPA) totals changed.

- The EARS reporting period must be the same as it was when the job was originally submitted

EARS - Expenditure Activity Reporting System			Page 1
2016 LIHEAP WEATHERIZATION EXPENDITURE/ACTIVITY REPORT			
Contractor: CCES		Contract Number: 16B-4038	Report Period: 2/1/16 - 2/29/16
Adjustment: 0			
Prepared by (Name/Title): Bar Lowenberg / Financial Analyst	E-mail Address: bar@energyservices.org	Telephone: 831-761-7080 x1	Fax Number: 831-728-0535
10 - WEATHERIZATION PROGRAM COSTS			
1.	Intake	.00	
2.	Outreach	.00	
3a.	Training and Technical Assistance	.00	
3b.	Out of State Travel	.00	
4.	Major Vehicle and Field Equipment (More than \$5,000)	.00	

PPA Rejection Reason



Weatherization Data Bucket Rejections			
Clear Rejection Delete Rejection Refresh List Export List			
Transfer Batch ID	Job ID	Rejection Reason	Dwelling ID
5ae0f2dc-22b7-4308-912a-894f306cb245	14942	IF THE RECORDSET STATUS CODE IS PPA, THE JOB CONTROL CODE, DWELLING CONTROL CODE, AND EARS REPORTING PERIOD MUST ALL MATCH A PREVIOUSLY APPROVED RECORD BY THE AGENCY.	34127
5ae0f2dc-22b7-4308-912a-894f306cb245	15028	IF THE RECORDSET STATUS CODE IS PPA, THE JOB CONTROL CODE, DWELLING CONTROL CODE, AND EARS REPORTING PERIOD MUST ALL MATCH A PREVIOUSLY APPROVED RECORD BY THE AGENCY.	36191

Possible Reasons:

- The **Reported Date** was changed locally. Open the Job and click the **Audit/Change History**. This will show you if the Reported Date was changed. If it was, you'll need to un-report the job, report it in the correct period, and transfer it again.
- CSD did not **APPROVE** the job.

Clear PPA Rejection Reason



Clearing Process:

- Determine if the record is an actual Prior Period Adjustment
- If it is, verify the report has been “Approved” in the Bucket & EARS
- Un-report the Job in ServTraq
- Clear the Rejection
 - *Make any Measure Cost adjustments if necessary*
- Re-Report the Job under the initial report period submitted
- Send the Job Record to the Bucket via the ServTraq PPA screen
- Wait for CSD Bucket Submission Confirmation E-mail
- Check for CSD Job Status Updates

If the job record is not a PPA follow the Rejection Clearance process to clear and resubmit the record.

Scenarios



Scenario 1: Corrections on Pending Jobs

You reported to the Bucket for the current report period and realized afterwards a job needed a measure adjustment. The job is still “Pending” in the Bucket.

- This is not a PPA because it's a correction on a current report period not yet approved. To submit a corrected record, follow the Rejection process outlined in this presentation.



Scenario 2: Reported Job, Unfinished Work

You reported a job in January. The following month you realized there were measures not installed/performed and you want to go back and finish the work.

- Create a **Reweatheringization Job**, the job will need to be reported under a **new reported date** because the work was done after the initial completed date.

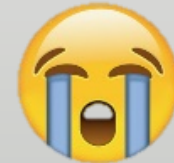


Scenario 3: LIWP Report Discrepancy

- ✓ You submitted Data to the Bucket
- ✓ You checked for CSD Status Updates
- ✓ You got no Rejected/Failed records



...2 days later you receive an e-mail from CSD stating your LIWP reports did not reconcile.



If the problem is on the Bucket side, follow the rejection process to update the **Job Measure Data** and resubmit for CSD reconciliation.

Part 5: Q&A

A 3D graphic featuring the letters 'Q&A' in a bold, blue, sans-serif font. The letters are positioned on a white, cloud-like base that has a reflection on the surface below. A silver computer mouse is placed to the right of the base, with its cord extending towards the letters.

- Can you recall a Bucket (Wx Database) Transfer?
 - *Data Transfers cannot be undone.*
- What should I do if I have rejections from a past reporting period?
 - *Rejections from past reporting periods are not PPAs. To clear these rejections follow the rejection clearance process outlined in this presentation.*
- I reported a job during the incorrect report period. I want to move a job from one report period to another.
 - *Contact CSD first. The job will need to be **Deleted** in the Bucket, and dealt as a rejection in ServTraq.*

*If you need help resolving a Rejected Record, please submit a ticket to our support desk with detailed information.
We do not have access to your EARS reports.*

ServTraq Support



Welcome 60407Jgarcia ! [Log Out] [Change Password] [Contact ServTraq Support]

? ServTraq Support

Enter a brief description of your question below and click Submit. A ticket will be created in the ServTraq helpdesk system. ServTraq help desk staff will get back to you as soon as possible

Description:*

- Support@ServTraq.com
- 831.761.1747

Submit

Solutions

Find the help you need at any hour of the day. Our solutions page contains training videos, answers to frequently asked questions, and information on upcoming training events!

Forums

Stay informed and up to date with Special Focus Topics that may impact your operations. You can also find previous ServTraq e-mail communications released and material on ServTraq Webinars held.