BUCKET TRANSFER & REJECTION RECORD CLEARANCE WEBINAR

08/17/16

Reporting Process

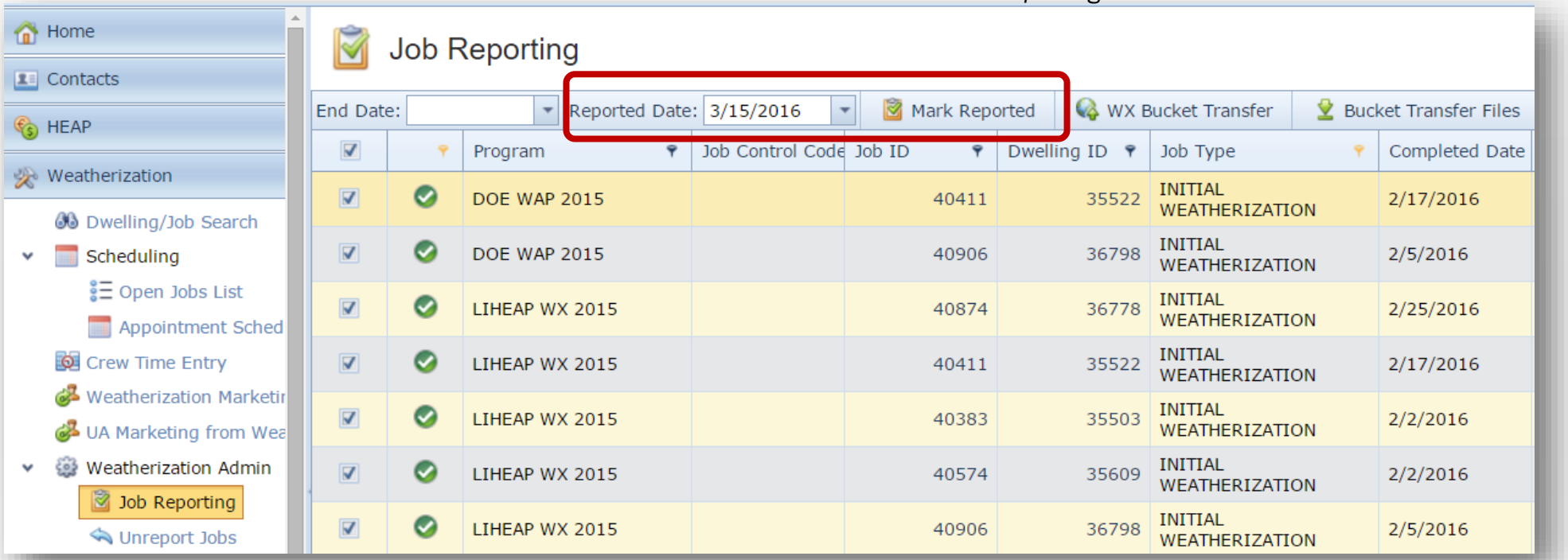
1. **Lock Job Records**
   - Mark completed Jobs as “Reported”
2. **Generate ServTraq Reports for EARS Reporting**
   - CSD Monthly Report
   - Jobsheet Line Details Summary Report
3. **Review and Revise the Reports**
   - Send to Finance for Approval
     - If changes are needed, Unreport the Jobs, 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**

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

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



Step 2: Review & Revise Monthly Reports

CSD Monthly (EARS) Report

Reports>Weatherization Reports>CSD Monthly Report

MONTHLY WEATHERIZATION REIMBURSEMENT/ACTIVITY REPORT -- LIHEAP WEATHERIZATION 2015

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

Earned Measures	# ofDwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	OtherLabor	Tota Expend
12. PERMITS	1	L $0.0000	+ F $67.0500	+ S $0.0000	+ O $0.0000	$6
13. CONTRACTOR POST-WEATHERIZATION INSPECTION	24	# 24	+ M $0.0000	+ S $0.0000	+ L $840.2682	$84
Summary for Budget Line Item: 160 - ASSESSMENTS AND DIAGNOSTICS						**$6,28**

Earned Measures	# ofDwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	OtherLabor	Tota Expend
1. CARBON MONOXIDE ALARM	23	# 34	+ M $1,277.745	+ S $0.0000	+ L $144.7450	$1,42
2. SMOKE ALARM	22	# 74	+ M $1,002.039	+ S $0.0000	+ L $165.7275	$1,16
4. COOKING APPLIANCE REPAIR, GAS/PROPANE	4	# 4	+ M $78.3207	+ S $0.0000	+ L $90.1150	$16
6. COOKING APPLIANCE REPLACEMENT, ELECTRIC	1	# 1	+ M $599.4455	+ S $0.0000	+ L $188.5200	$78
7. COOKING APPLIANCE REPLACEMENT, GAS/PROPANE	6	# 6	+ M $3,706.163	+ S $0.0000	+ L $334.4575	$4,04
18. HEATING SOURCE REPAIR, EXTERIOR DIRECT VENT/INTERIOR/FLOOR	12	# 12	+ M $506.7605	+ S $0.0000	+ L $508.9025	$1,01
19. HEATING SOURCE REPAIR, FAU SPLIT SYSTEM	5	# 5	+ M $306.7469	+ S $0.0000	+ L $159.7150	$46
21. HEATING SOURCE REPAIR, OTHER TYPES NOT LISTED	1	# 1	+ M $0.0000	+ S $0.0000	+ L $6.8250	$
30. KITCHEN EXHAUST REPAIR & INSTALLATION	10	# 10	+ M $331.0659	+ S $0.0000	+ L $303.3550	$63
33. WATER HEATER REPAIR, ELECTRIC	1	# 1	+ M $27.3021	+ S $0.0000	+ L $72.9100	$10
34. WATER HEATER REPAIR, GAS & PROPANE	12	# 12	+ M $400.1272	+ S $0.0000	+ L $377.9450	$77
41. LEAD-SAFE WEATHERIZATION	2	# 2	+ M $50.0000	+ S $0.0000	+ L $0.0000	$5
42. CVA VENTING	10	# 10	+ M $147.2119	+ S $0.0000	+ L $239.6350	$38
Summary for Budget Line Item: 165 - MANDATORY HEALTH AND SAFETY MEASURES						**$11,02**

Jobsheet Line Details Summary

Reports>Weatherization Reports>Jobsheet Line Details Summary

LIHEAP WX 2015

Earned Measures	# ofDwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	OtherLabor	Total Expenditure
1. UNIT ASSESSMENT WITH ATTIC	1	# 1	+ M $0.00	+ S $0.00	+ L $15.00	$15.00
2. UNIT ASSESSMENT WITHOUT ATTIC	1	# 1	+ M $0.00	+ S $0.00	+ L $16.16	$16.16
5. COMBUSTION APPLIANCE SAFETY PRE-TEST	1	# 1	+ M $0.00	+ S $60.00	+ L $0.00	$60.00
6. COMBUSTION APPLIANCE SAFETY POST-TEST	1	# 1	+ M $0.00	+ S $75.00	+ L $0.00	$75.00
7. BLOWER DOOR TEST - PRE-TEST	1	# 1	+ M $0.00	+ S $0.00	+ L $15.00	$15.00
13. CONTRACTOR POST-WEATHERIZATION INSPECTION	1	# 1	+ M $0.00	+ S $0.00	+ L $17.00	$17.00
Summary for Budget Line Item: 160 - ASSESSMENTS AND DIAGNOSTICS						**$198.16**

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

Earned Measures	# ofDwellings	Unit of Measure or Labor	Rate OR Materials OR Fees	Subcontractor	OtherLabor	Total Expenditure
1. ATTIC VENTILATION	1	# 250	+ M $0.00	+ S $0.00	+ L $0.00	$0.00
10. COMPACT FLUORESCENT LAMPS, THREAD-BASED	1	# 10	+ M $0.00	+ S $60.00	+ L $0.00	$60.00
24. HOT WATER FLOW RESTRICTOR, FAUCET RESTRICTOR	1	# 2	+ M $0.00	+ S $20.00	+ L $0.00	$20.00
31. MINOR ENVELOPE REPAIR	1	# 1	+ M $0.00	+ 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 3: Report to EARS from Monthly Report

Complete your EARS entries <u>exactly</u> as displayed in your **CSD Monthly** Report.

15 *Agency:* *Program:* LIHEAP *Subprogram:* LIHEAP *Project:* Weatherization *Contract Number:*
6 *Adjustment:* 0

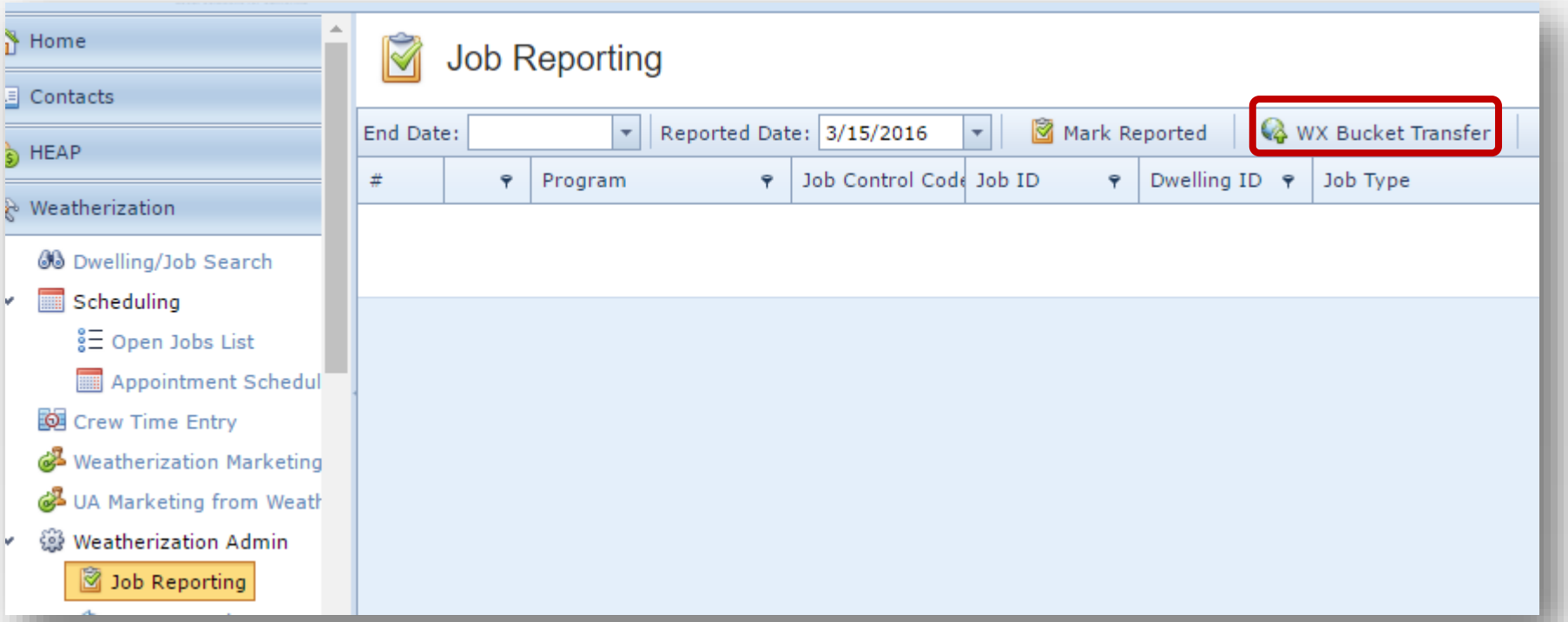
Select Section 20 - WEATHERIZATION PROGRAM COSTS

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 4: Transfer to Bucket

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

Weatherization>Weatherization Admin>Job Reporting>Wx Bucket Transfer



Part 2: Check for **Wx Job Record Status** using the **CSD Status Update** in ServTraq

Step 1: 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.

Tue 2/23/2016 9:39 AM

noreply@csd.ca.gov

Bucket Submission Processed Alert for BatchID 31322f27-0f83-44b3-a130-0f19adbcceed

To Julie Garcia

Your Bucket Submission - BatchID 31322f27-0f83-44b3-a130-0f19adbcceed has been processed. You can now use either the return web service or the report on the CSD provider site to retrieve the detailed results.

Step 2: Check for Job Record Status

Open the **CSD Bucket Data Transfer History** page

- *Job records that do not pass the Bucket validations will have a current status of "**Failed**"*

***Update:* Functionality has been implemented to automatically retrieve results**

- *You can still click **Check CSD for Status Updates** to manually retrieve results*

Bucket Transfer History

Check CSD for Status Updates | Refresh List | Export List | Enter Search Criteria...

Download Transfer File	Transfer Batch ID	Transfer Date	CSD Return Processed Date	Created By
	e080d79e-9b76-4716-a1b9-de97832ac3f2	5/14/2015 11:33:39 AM	6/16/2015 12:57:47 PM	CHRIS JOHNSON

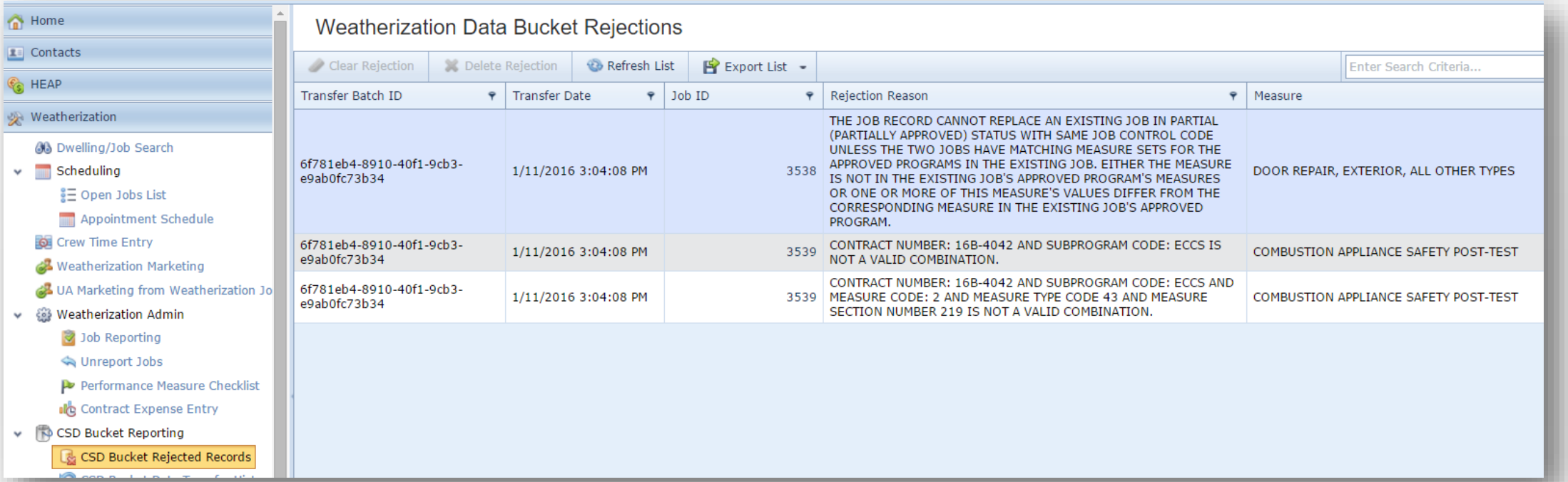
Job ID	Processed Status	Status Date	Current Status
33821	PENDING	5/14/2015 11:38:47 AM	PENDING
33927	PENDING	5/14/2015 11:38:50 AM	PENDING
38600	PENDING	5/14/2015 11:38:52 AM	PENDING
38602	PENDING	5/14/2015 11:38:55 AM	PENDING
38711	PENDING	5/14/2015 11:38:57 AM	PENDING
38863	PENDING	5/14/2015 11:39:00 AM	PENDING
38864	PENDING	5/14/2015 11:39:02 AM	PENDING
38894	PENDING	5/14/2015 11:39:05 AM	PENDING

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

Step 3: Job Record Rejection Reason(s)

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

Weatherization>CSD Bucket Reporting> CSD Bucket Rejected Records



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

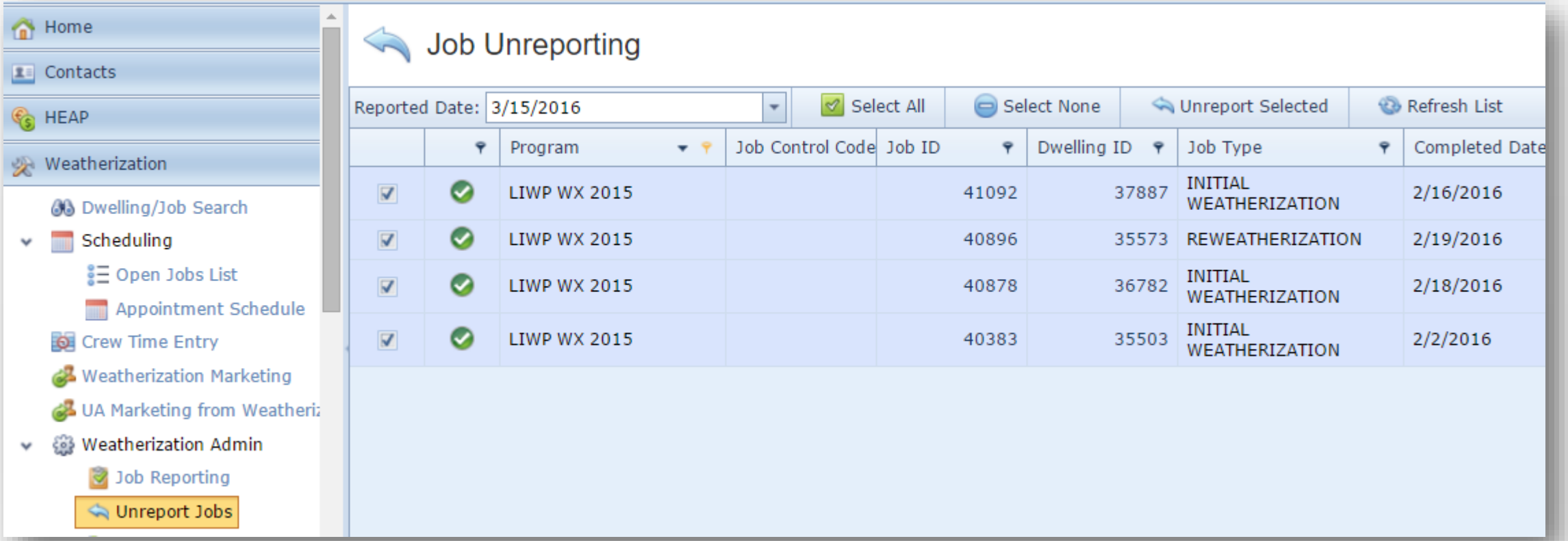
Procedure:

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 <u>SAME</u> 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)

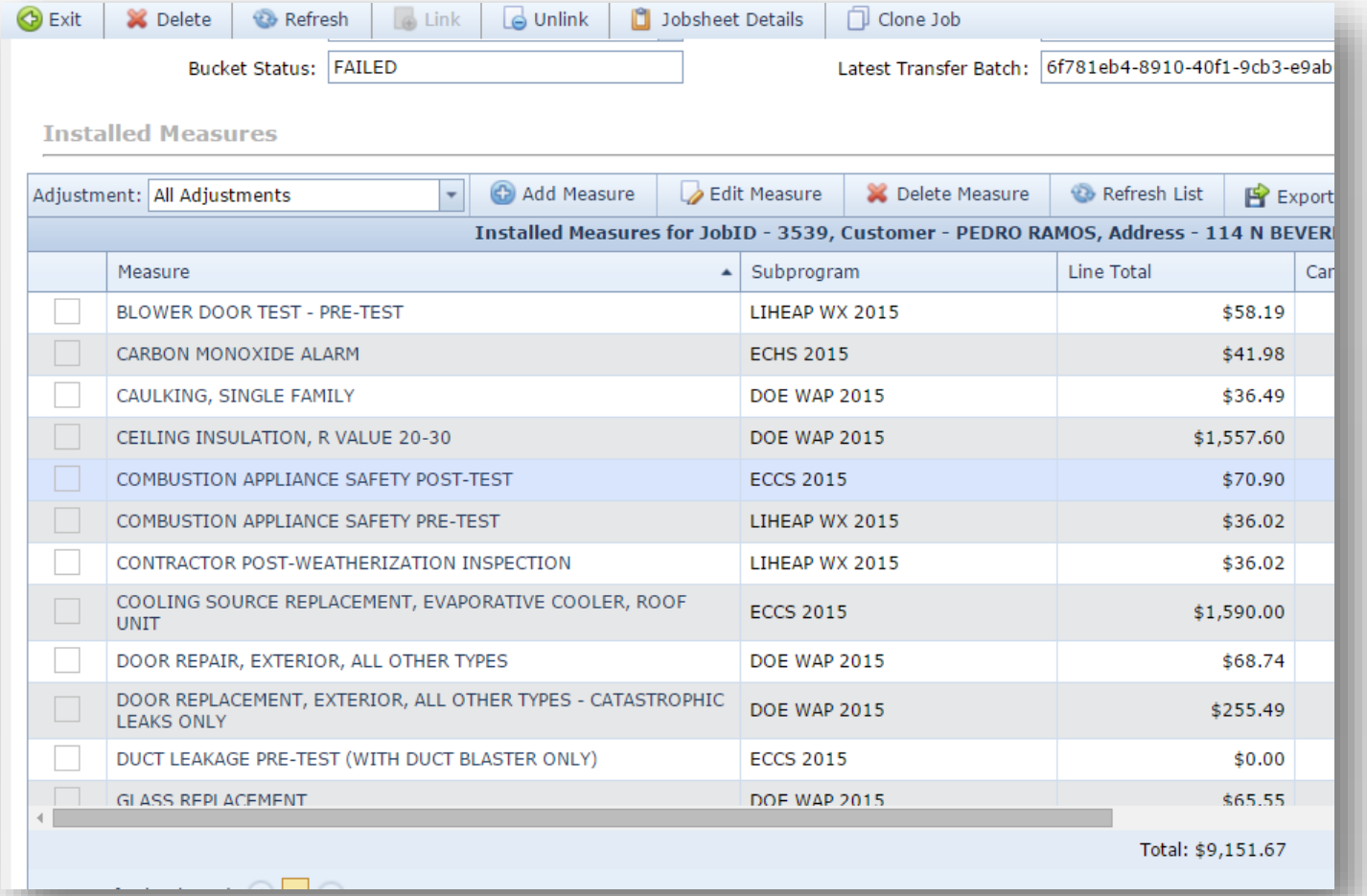
Select the **Reported Date**, then select the **rejected job(s),** and click **Unreport Selected**

Weatherization>Weatherization Admin>Unreport Jobs>Unreport Selected



Step 2: Make Job Data Updates

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



Audit/Change History

SERVTRAQ
Local Solutions for California

- Sections
  - Assessment Items
  - Job Details
  - Measures
  - Validation Summary
  - Rejections
  - ECIP Justification
  - Notes
- Related
  - Appointments
  - Status History
  - Files
  - Audit/Change History

Audit/Change history for JobID - 41468, Address - 166 CARNATION DR, FREEDOM, 95019 - Google Chrome

Central Coast Energy Services, Inc. [US] https://www.servtraqazure.com/JobAudit.aspx?JobID=41468&DwellingID=10840

Job Audit/Change History

Exit | Refresh List | Export List

Job Change History

Field	Old Value	New Value	Change Date	Changed By
Job Close Date	Apr 7 2016 12:00AM		Thursday, April 21, 2016 6:41 AM	JAKE LEWANDOWSKI
Job Close Note	already wx		Thursday, April 21, 2016 6:41 AM	JAKE LEWANDOWSKI
Assessor		CHRISTIAN T GRAFF	Tuesday, July 12, 2016 1:56 AM	VERONICA ALVAREZ
Crew Leader		OSCAR RICO MENDOZA	Tuesday, July 12, 2016 1:56 AM	VERONICA ALVAREZ
DwellingAssessmentID		26381	Tuesday, July 12, 2016 1:56 AM	VERONICA ALVAREZ
Job Close Reason	PREVIOUSLY WX BY LIHEAP/DOE		Tuesday, July 12, 2016 1:57 AM	VERONICA ALVAREZ
Validation Error Count	0	4	Tuesday, July 12, 2016 2:08 AM	VERONICA ALVAREZ
Job Completed Date		07/01/2016	Monday, July 18, 2016 8:35 AM	JAKE LEWANDOWSKI
Job Type	INITIAL WEATHERIZATION	ECIP HEATING/COOLING ONLY	Monday, July 18, 2016 8:35 AM	JAKE LEWANDOWSKI
Validation Error Count	4	1	Monday, July 18, 2016 8:35 AM	JAKE LEWANDOWSKI
Validation Error Count	1	0	Monday, July 18, 2016 8:35 AM	JAKE LEWANDOWSKI
Reported Date		08/15/2016	Tuesday, August 2, 2016 8:05 AM	BAR LOWENBERG

Refresh List | Export List

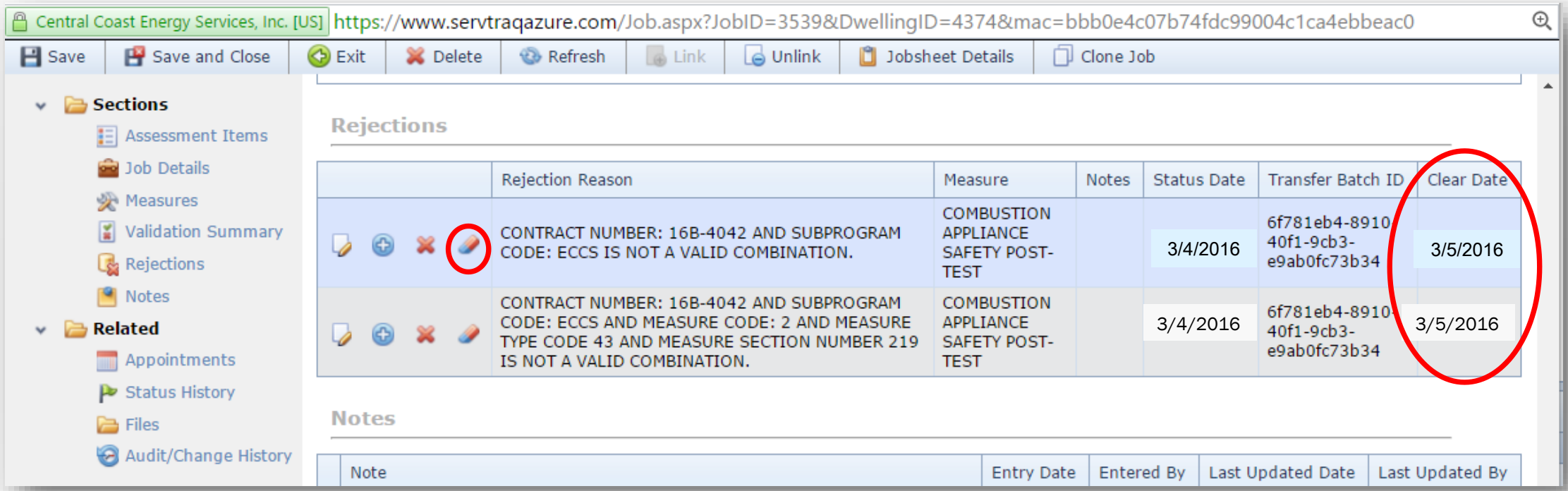
Measure Records Change History

Jobsheet Detail ID	Field	Old Value	New Value	Change Date	Changed By
297544	Crew Labor Amount	0.00	246.92	Tuesday, July 12, 2016 2:01 AM	VERONICA ALVAREZ
297544	Labor Hours	0.0000	4.5000	Tuesday, July 12, 2016 2:01 AM	VERONICA ALVAREZ
297544	Crew Labor Amount	246.92	379.22	Tuesday, July 12, 2016 2:01 AM	VERONICA ALVAREZ
297544	Labor Hours	4.5000	9.0000	Tuesday, July 12, 2016 2:01 AM	VERONICA ALVAREZ
297544	Crew Labor Amount	379.22	599.72	Tuesday, July 12, 2016 2:02 AM	VERONICA ALVAREZ
297544	Labor Hours	9.0000	16.5000	Tuesday, July 12, 2016 2:02 AM	VERONICA ALVAREZ
297544	Crew Labor Amount	599.72	1011.24	Tuesday, July 12, 2016 2:02 AM	VERONICA ALVAREZ
297544	Labor Hours	16.5000	24.0000	Tuesday, July 12, 2016 2:02 AM	VERONICA ALVAREZ

Step 3: Clear the Rejection(s)

Scroll down to the **Rejections** section and ***clear*** **all** the rejection reason(s)

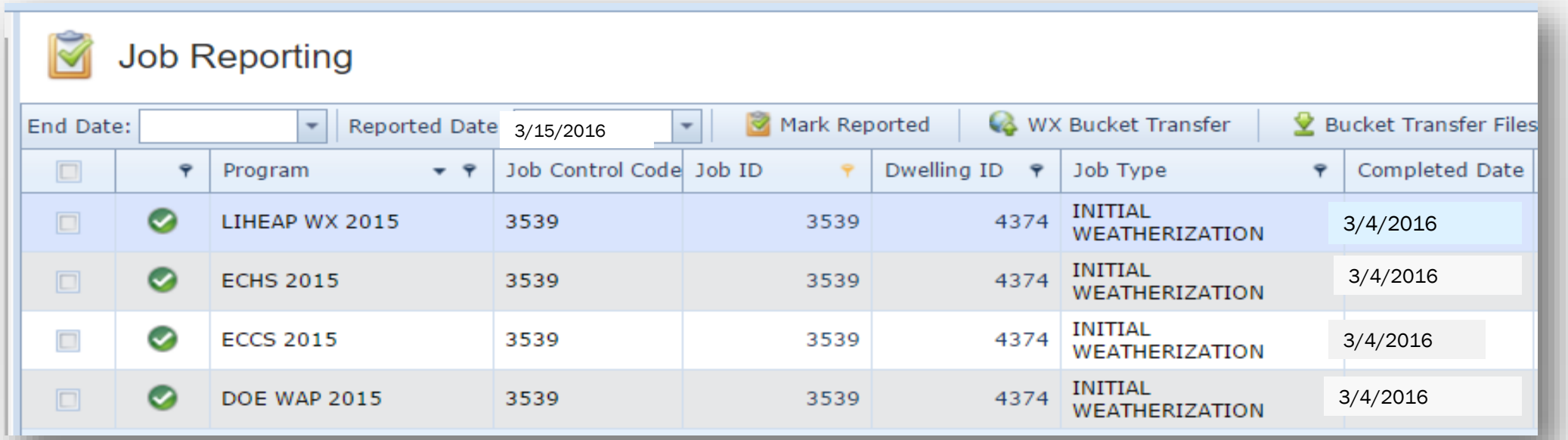
- Click the **Eraser** Icon
- **Clear Date** will automatically be added
- Bucket Job Status will automatically update to **CORRECTED**



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**



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

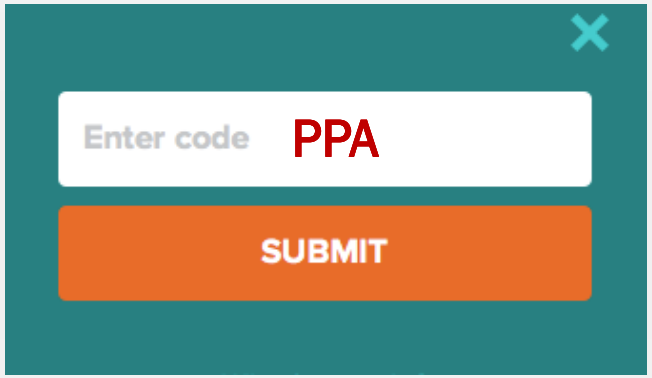
Contractor: CCES		Contract Number: 16B-4038	Report Period: 2/1/16 - 2/29/16	Adjustment: 0
Prepared by (Name/Title): Bar Lowenberg / Financial Analyst	E-mail Address: bar@energyservices.org		Telephone: 831-761-7080 x1	Fax Number: 831-728-0535

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

Error Code: JL

*The job record cannot replace an **approved** job with same agency code + job control code unless the job record has a recordset status code of PPA.*

- A previously **approved** job was submitted to the Bucket without the PPA code.
- Submit the job via the PPA process if updates to the Job need to be made.

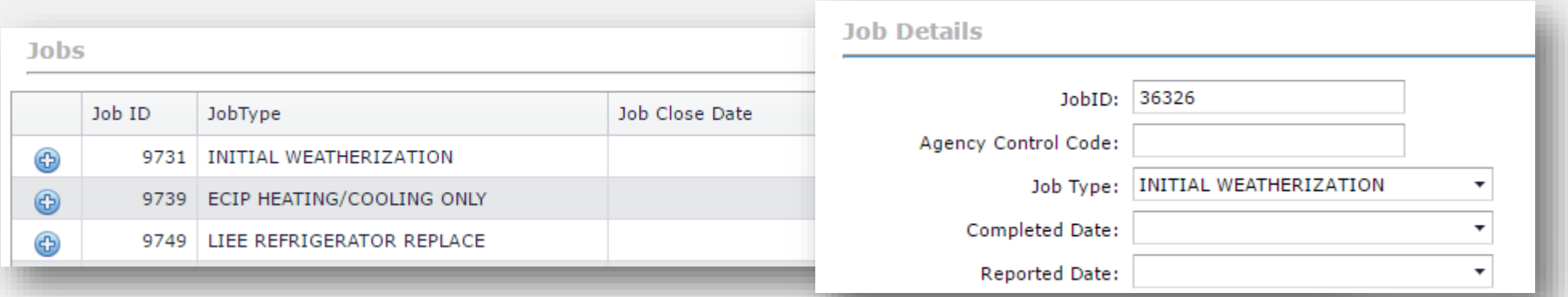


Error Code: JM

The dwelling control code must be unique for an agency if the job record has a recordset status code of WX or ASSO…

- There's already an **Assessment and Diagnostics Only Job** associated to this dwelling in the Bucket.
  - *Change the Job Type to* **Initial Weatherization.**

- There's already an **Initial Weatherization** Job associated to this dwelling in the Bucket.
  - *Change the Job Type to* **Reweatherization.**



Error Code: MZ

The EARS reporting period cannot be for a previously approved period. Contract and subprogram combination already has jobs approved for EARS reporting period.

- You submitted a **new** Job to the Bucket under an "**approved**" (closed) period.
- Clear the rejection and resubmit job under a new/open report period.

Job Details

JobID:	41468	HPO Required?:	☐
Agency Control Code:		HPO Approval Number:	
Job Type:	ECIP HEATING/COOLING ONLY	Eligibility Type:	NORMAL
Completed Date:	7/1/2016	Job Close Date:	
Reported Date:	8/15/2016	Job Close Reason:	
Crew Leader:	OSCAR RICO MENDOZA	Job Close Note:	
Assessor:	CHRISTIAN T GRAFF		

Error Code: DV

The Census Tract Number obtained from the US Census does not match the number submitted

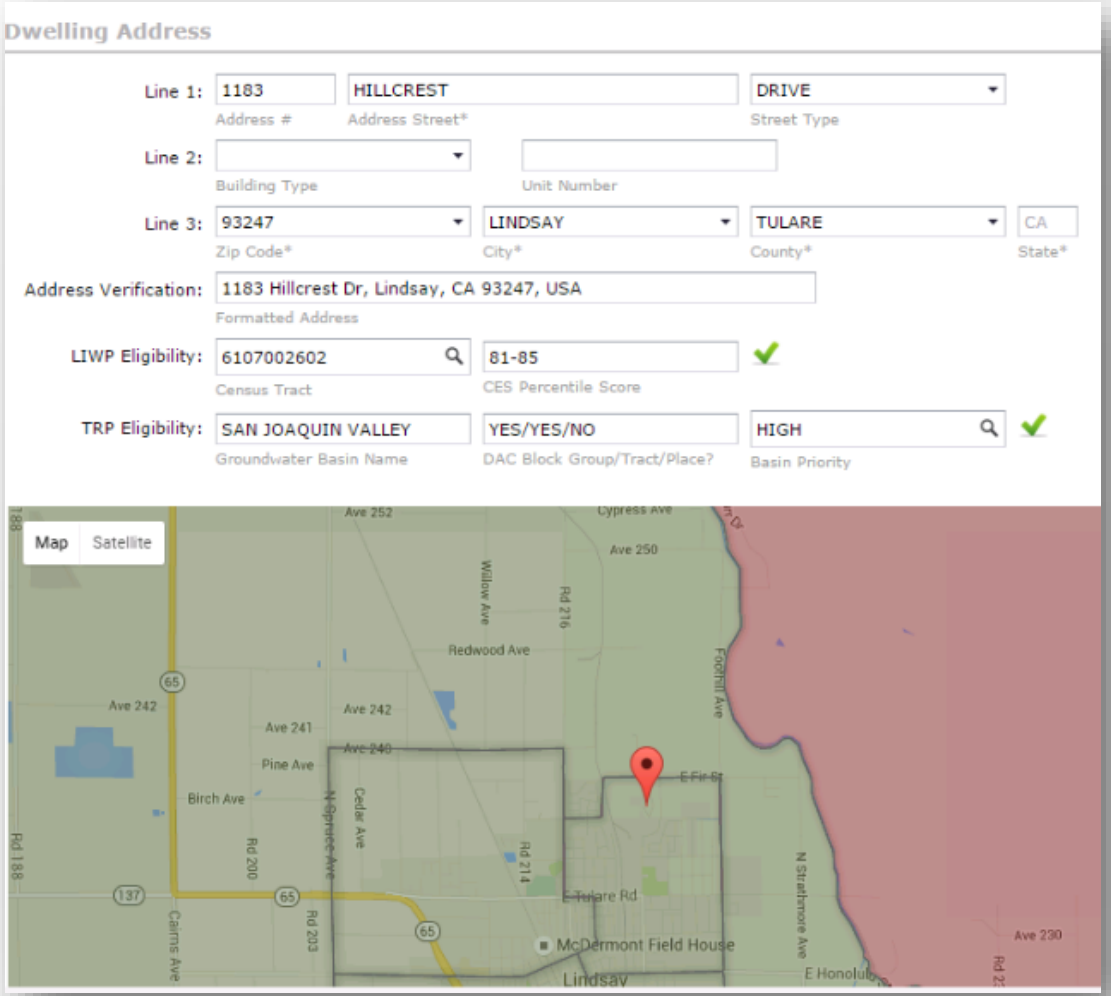
The Census Tract is only required on TRP and LIWP/SLWP jobs. If the job does not use one of these funding sources, **REMOVE** the Census Tract and resubmit the job.

If it is a LIWP/SLWP or TRP Job:

1. Make sure the Formatted Address is correct
2. Click the magnifying glass again to refresh
3. Check 3rd party website:
https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx

If the census tract provided by the Geomap is the same as the number ServTraq provided, you'll need to contact John Ginn at CSD <John.Ginn@CSD.CA.GOV>.

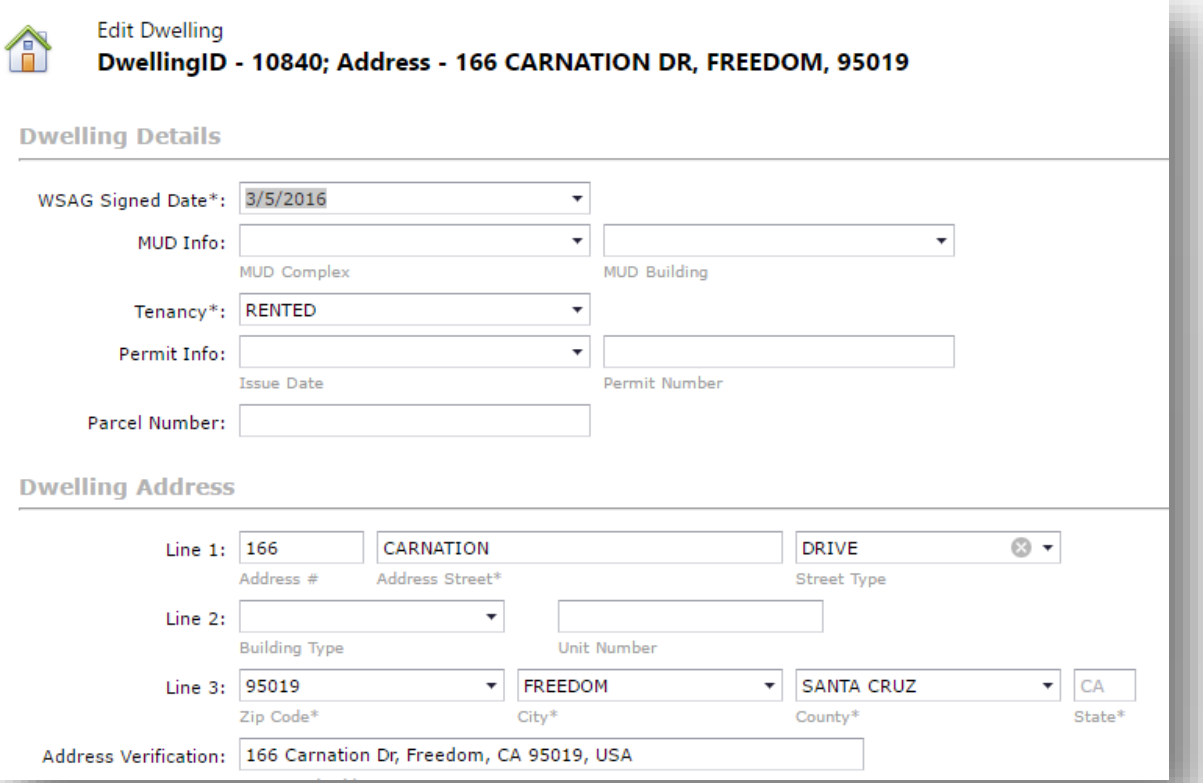
If the Census Tract provided by the Geomap match the number CSD is requesting, you'll need to manually make the edit in ServTraq.



Error Code: JN

The POS address used on this job does not match previous job records submitted using the same dwelling control code….

- You submitted a Job with changes made to the **POS address** previously submitted.
- If the record has been "**approved**" you'll need to revert to the initial address submitted.



Error Code: JP/JQ

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. The number of reported measures differs from the measures of the existing job's APPROVED program.

- You submitted changes on a **Partially Approved** Job (Leveraged Job).
  - *You cannot submit changes on the **Approved Program** (ie. LHWX) unless the "**Other" program** (i.e. LIWP) has also been approved.*

Program 1	Program 2	Change allowed?
Approved	Approved	Yes (PPA)
Pending	Pending	Yes (not a PPA)
Approved	Pending	Yes, Pending Program Only
Pending	Approved	Yes, Pending Program Only

Actions not Allowed in the Bucket

- Report **new jobs** for a period/program that has already been **approved** by CSD
- **Change the reported date** on a job which has already been **approved** by CSD
- **Submit a job** which has already been **approved** by CSD - unless it is a PPA (Adjustment)

Part 4: **Prior Period Adjustments** (PPA)

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.

- PPAs can only be submitted on **APPROVED** Jobs
- A leverage job must have **BOTH** programs **APPROVED** before a PPA can be submitted
- Do not try to submit a PPA to switch measures from LIHEAP to LIWP if one or the other is “Pending”.

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

PPA Process

1. **Update:** Check the CSD Bucket EARS Reconciliation Activity in ServTraq to confirm the 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 Program Status

Check the CSD Bucket EARS Reconciliation Activity in ServTraq to confirm the reports have been “Approved” in the Bucket and EARS

If you submitted data for a report period and it’s not on the list, this could mean that the report has not yet been reconciled or failed reconciliation. In which case you’ll need to request detailed information on the program report status from CSD.

You can contact John Ginn at John.Ginn@CSD.CA.GOV.

CSD Bucket / EARS Reconciliation Approval Activity

Check CSD for Status Updates | Refresh List | Export List

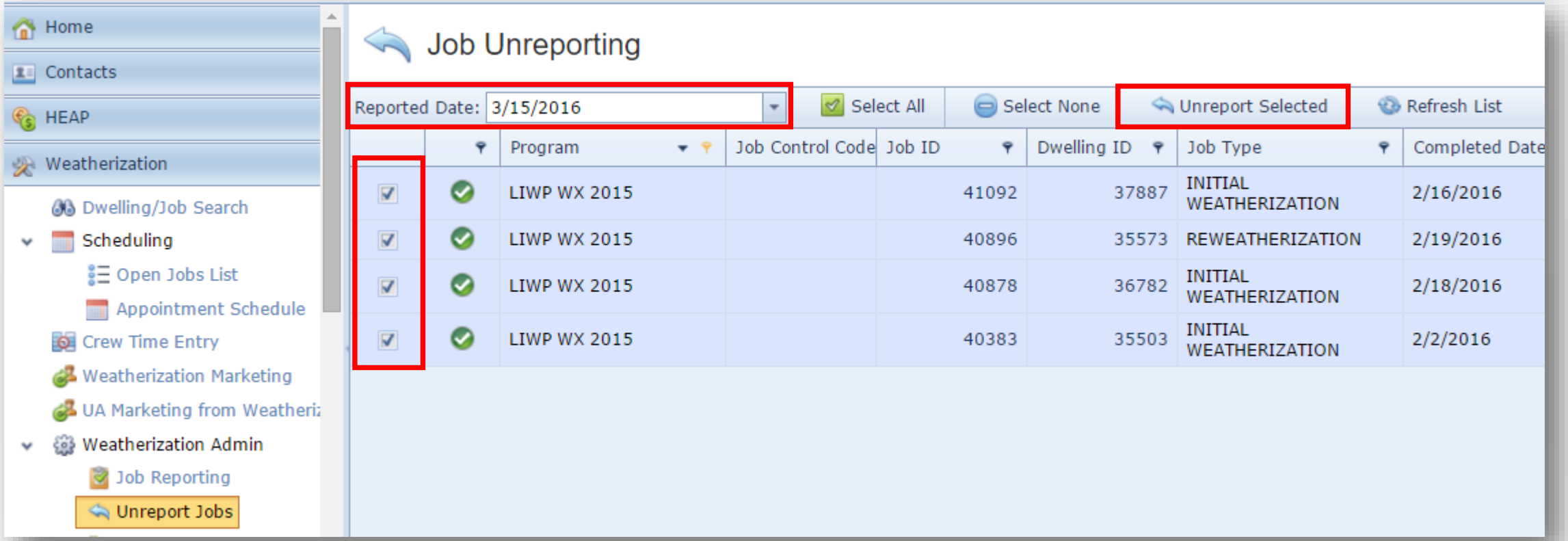
Contract Number	Program	Report Period	Adjustment Number	Activity Date	Approval Status	EARS Requested Amou	Bucket Total
15B-3039	LIHEAP WX	2015-06	0	3/20/2016	MATCHED	$55,503.50	$55,503.50
15B-3039	LIHEAP EHA	2015-06	0	3/19/2016	MATCHED	$16,691.89	$16,691.89
15B-3039	LIHEAP WX	2015-07	0	3/20/2016	FORCED	$83,656.41	$83,656.40
15B-3039	LIHEAP EHA	2015-07	0	3/20/2016	MATCHED	$25,696.30	$25,696.30
15K-6023	LIWP WX	2015-07	0	8/11/2015	MATCHED	$5,840.23	$5,840.23
15B-3039	LIHEAP EHA	2015-08	0	4/15/2016	MATCHED	$28,678.18	$28,678.18
15B-3039	LIHEAP WX	2015-08	0	3/27/2016	MATCHED	$78,080.88	$78,080.88
15K-6023	LIWP WX	2015-08	0	9/17/2015	MATCHED	$397.44	$397.44

Weatherization> CSD Bucket Reporting> CSD Bucket EARS Reconciliation Activity> Click Check CSD for Status Updates

Step 2: Un-report the Jobs

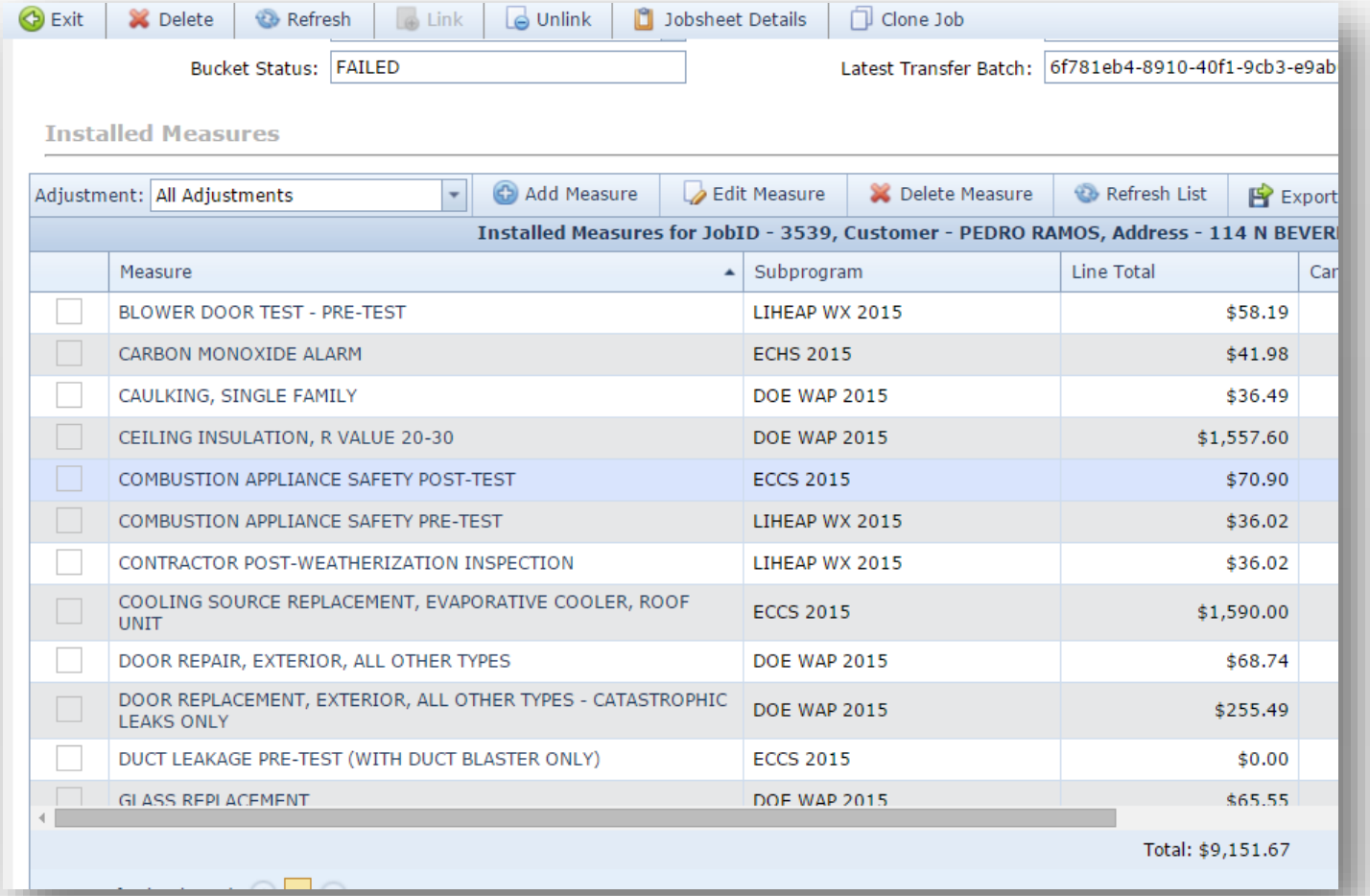
Select the **Reported Date**, select the job(s), and click **Un-report Selected**

Weatherization>Weatherization Admin>Unreport Jobs>Unreport Selected



Step 3: Make Job Measure Data Updates

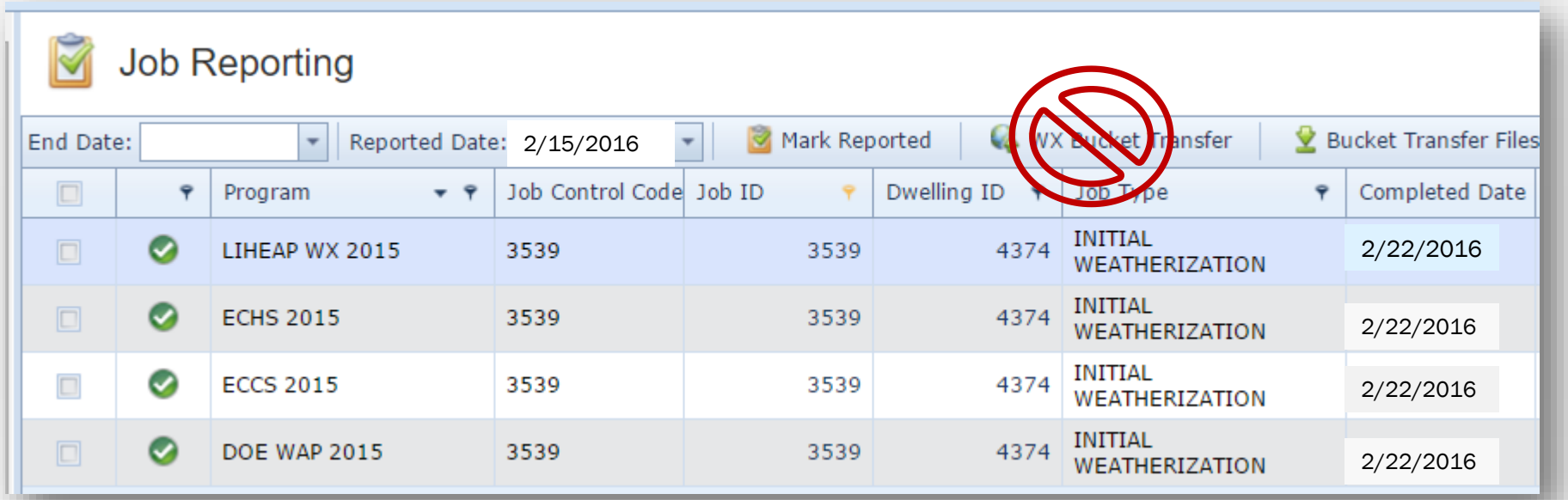
Open the **Job ID** and correct the data that needs to be fixed.



Step 4: Report the Job(s)

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

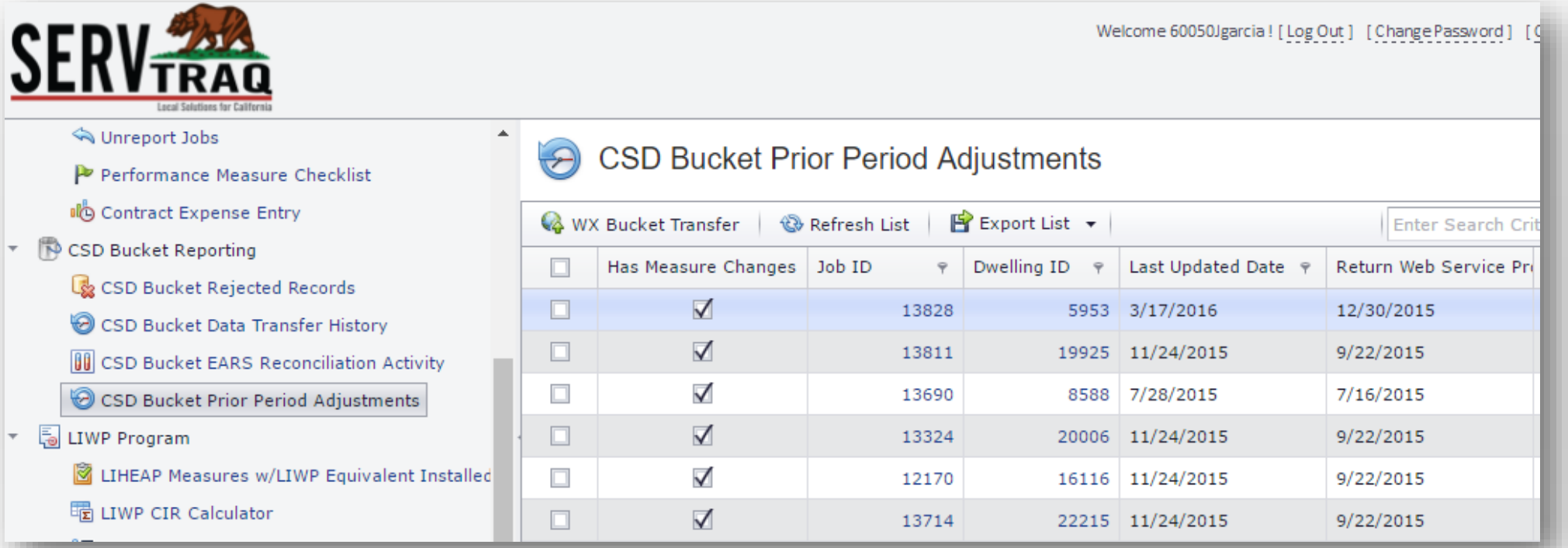
- Set the **Reported Date** to the original reported date
- Select Jobs and click **Mark Reported**
- **IMPORTANT: DO NOT click Wx Bucket Transfer here**



Step 5: Submit PPA Job Records

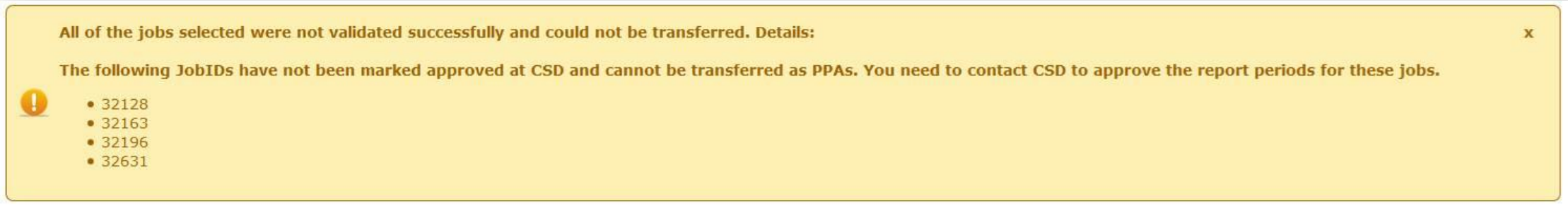
Open the **CSD Bucket Prior Period Adjustment** Screen, select the job records adjusted and click **Wx Bucket Transfer.**

Weatherization>CSD Bucket Reporting>CSD Bucket Prior Period Adjustment



PPA Approval Check

Prior Period Adjustments (PPA) can only be submitted on Approved jobs. ServTraq will not allow you to submit jobs as PPAs that are not in one of those statuses to help prevent Bucket Rejections.



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

Part 5:

ServTraq Support

If you need assistance clearing rejected records, please submit a ticket and be as detailed as possible.

- Support@ServTraq.com
- 831.761.1747