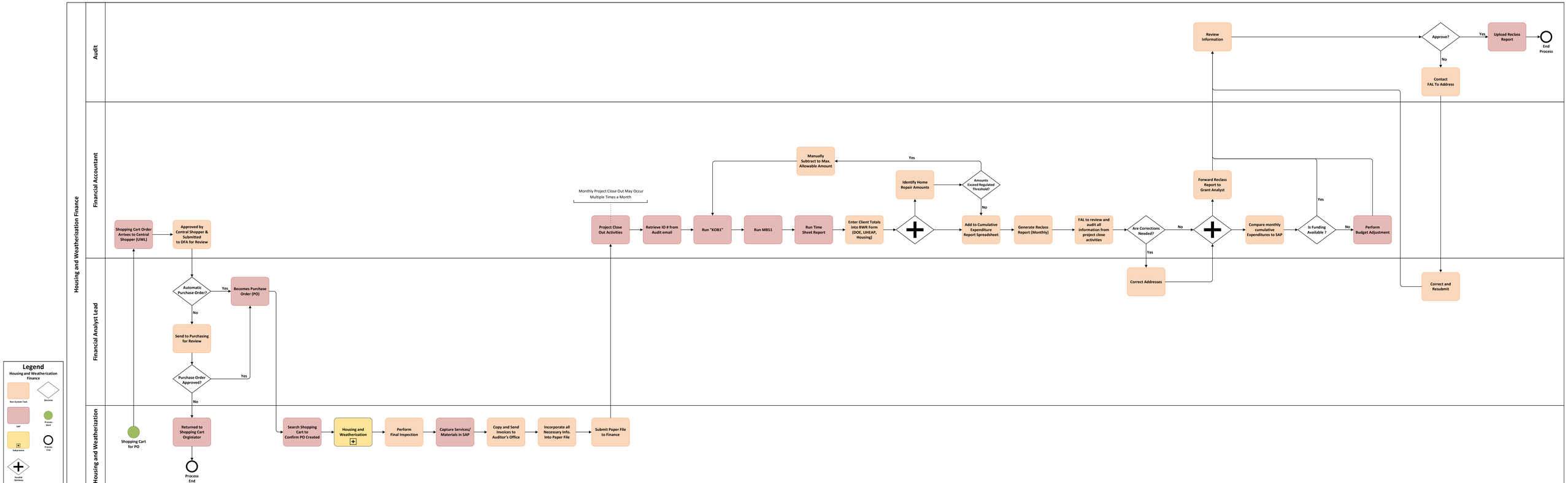
Housing and Weatherization Finance
Audit
Financial Accountant
Financial Analyst Lead
Housing and Weatherization
Shopping Cart Order Arrives to Central Shopper (UWL)
Approved by Central Shopper & Submitted to DFA for Review
Automatic Purchase Order?
Yes
Becomes Purchase Order (PO)
No
Send to Purchasing for Review
Purchase Order Approved?
Yes
No
Shopping Cart for PO
Returned to Shopping Cart Orginator
Process End
Search Shopping Cart to Confirm PO Created
Housing and Weatherization
Perform Final Inspection
Capture Services/ Materials in SAP
Copy and Send Invoices to Auditor's Office
Incorporate all Necessary Info. Into Paper File
Submit Paper File to Finance
Monthly Project Close Out May Occur Multiple Times a Month
Project Close Out Activities
Retrieve IO # from Audit email
Run "KOB1"
Run MB51
Run Time Sheet Report
Enter Client Totals into BWR Form (DOE, LIHEAP, Housing)
Identify Home Repair Amounts
Amounts Exceed Regulated Threshold?
Yes
No
Manually Subtract to Max. Allowable Amount
Add to Cumulative Expenditure Report Spreadsheet
Generate Reclass Report (Monthly)
FAL to review and audit all information from project close activities
Are Corrections Needed?
No
Yes
Correct Addresses
Forward Reclass Report to Grant Analyst
Compare monthly cumulative Expenditures to SAP
Is Funding Available ?
Yes
No
Perform Budget Adjustment
Review Information
Approve?
Yes
No
Upload Reclass Report
End Process
Contact FAL To Address
Correct and Resubmit
Legend
Housing and Weatherization Finance
Non-System Task
Decision
UWL
Process Start
Subprocess
Process End
Parallel Gateway