Bureau of Economic Self Sufficiency
Community Action Agency
Weatherization Assistance Program (WAP)
Building Work Report (BWR)
Job Aide

BWR Household Data

To create Building Work Reports (BWR), Household and Client Data, go to the Tab in the Blue Bar on the Home Page.

This will open a screen that allows entry of Household and Client data, as well as the entry of BWR Items for that Household. Note that Fields in Red are required.

1. After entering one client, click the Add Member button to add additional household members.
2. The first member added is auto selected as the Applicant.
3. After entering the first BWR item, click Add Item to add additional BWR items for this BWR.
4. When you have completed adding the members and items for this BWR, click Create BWR to create another BWR.

BWR Batches

Each time the Create BWR button is selected, that BWR data is added to a BWR Batch. The BWR Batch is how the BWRs are grouped together for payment.

At the bottom of the BWR entry screen, you can see the BWRs included in the BWR Batch.

BWR Households in Batch

Job Number	Address	Total BWR Amount
WXB12345	13 Ricardo Place Palm Coast FL Florida	$12.00

Editing BWRs

The BWR, Household Members and BWR Items can be edited through this Job Number link in the list above. Clicking on this link will take the users to the BWR with the existing data, and they can add, delete and edit any of the existing data.

Upon saving the changes to the BWR, the user will be returned to the BWR entry screen to complete the financial transactions.

BWRs can be edited or updated UNTIL they have been assigned to NFAs. Once the Batch BWRs are assigned to an NFA and Financial Activities are created, the Batch and its related BWRs are no longer editable.

Related NFAs

You MUST select at least one NFA.

Batch Total $12.00

Reporting Time Period Start	[5/16/2018]	Reporting Time Period End	[5/16/2018]
Batch NFA 1	Select NFA ▼	NFA1 Amount	
Batch NFA 2	Select NFA ▼	NFA2 Amount	

Finish

BWR Households in Batch

Job Number	Address	Total BWR Amount
WXB12345	13 Ricardo Place Palm Coast FL Florida	$12.00

Assigning BWRs to NFAs

Once you have completed entering the BWR, Household and Client Data, and are ready to create Financial Activities for those BWRs, you will choose the NFA to which you want to assign the BWRs.

Related NFAs

You MUST select at least one NFA.

Batch Total $12.00

Reporting Time Period Start	[5/16/2018]	Reporting Time Period End	[5/16/2018]
Batch NFA 1	Select NFA ▼	NFA1 Amount	
Batch NFA 2	Select NFA ▼	NFA2 Amount	

Finish

BWR Households in Batch

Job Number	Address	Total BWR Amount
WXB12345	13 Ricardo Place Palm Coast FL Florida	$12.00

1. In the related NFA section, you will chose at least one, but up to two NFAs.
2. Select the Reporting Time Period Start and End Dates.
3. Click the Select NFA drop down to see a list of applicable NFAs for this program.
4. Chose the NFA you want to use.
5. Click Finish to complete the BWR assignment to the NFA.

Financial Activities and Cost Categories

On the next screen, you will have the ability to enter the amounts in the applicable Cost Categories for the Reimbursement Request.

BWR Information

NFA 1 Amount	$1,092.00	NFA 2 Amount	$.00		
Total Batch Labor	$3.00	Total Batch Materials	$1,089.00	Batch Grand Total	$1,092.00

NFA 1

Name	Cost Category Name	Activity	Cost Code	Add Up	Category Total Budget	Budget Remaining	Funds
FACC 512632	Administrative Expenses	Administrative - Only Documented Costs		✔	$10,000.00	$10,000.00	
FACC 512634	Production Expenses	Labor		✔	$10,000.00	$10,000.00	
FACC 512633	Production Expenses	Material		✔	$10,000.00	$10,000.00	
FACC 512631	Production Expenses	Materials/Labor/Program Support		✔	$10,000.00	$10,000.00	
FACC 512643	Production Expenses	Materials/Labor/Program Support - Fee For Service		✔	$10,000.00	$10,000.00	
FACC 512644	Production Expenses	Materials/Labor/Program Support - Labor		✔	$10,000.00	$10,000.00	
FACC 512645	Production Expenses	Materials/Labor/Program Support - Materials		✔	$10,000.00	$10,000.00	
FACC 512637	Program Expenses	Annual Financial Audit		✔	$0.00	$0.00	
FACC 512639	Program Expenses	Equipment		✔	$0.00	$0.00	
FACC 512636	Program Expenses	Health and Safety		✔	$0.00	$0.00	
FACC 512640	Program Expenses	Liability Insurance		✔	$0.00	$0.00	
FACC 512638	Program Expenses	Training and Technical Assistance		✔	$0.00	$0.00	
FACC 512642	Program Expenses	Training and Technical Assistance - Equipment		✔	$0.00	$0.00	
FACC 512641	Program Expenses	Training and Technical Assistance - Tech Training		✔	$0.00	$0.00	
FACC 512635	Program Support Expenses	METS		✔	$0.00	$0.00	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 3730 and 3801 3812).

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of , as described in Attachment F, Warranties and Representations, of the Agreement.

Save

The following page will show you the Batch of BWR information and links to the Financial Activities to submit each Reimbursement request for approval.

To select a Financial Activity, click the link in the related list – the FA number.

**Hint: if you right click on the FA number, you can open in a new window. If you do this, you will be able to come back to this window to complete the next Financial Activity easily.

In the new window that opens, review the Financial Activity for completion. When complete, submit the Financial Activity for approval.
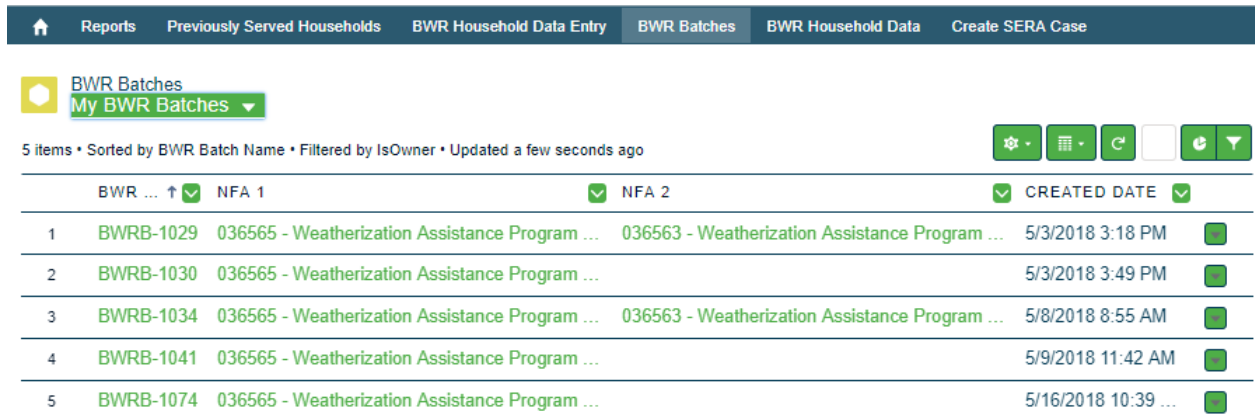
When you have submitted for approval, close the page to return to the BWR Batch record.

If you have a second Financial Activity in the Batch, follow last step again to submit the Financial Activity records for the BWRs.

Returning to a BWR to edit, update or complete Financial Transactions.

If you are unable to complete a BWR, need to edit it, or have left before completing reimbursement requests, you can do so through the BWR Batch.

Go to the BWR Batches Tab, and select the Batch you would like to work with.

			BWR ... ↑	NFA 1		NFA 2		CREATED DATE	
		1	BWRB-1029	036565 - Weatherization Assistance Program ...		036563 - Weatherization Assistance Program ...		5/3/2018 3:18 PM	
		2	BWRB-1030	036565 - Weatherization Assistance Program ...				5/3/2018 3:49 PM	
		3	BWRB-1034	036565 - Weatherization Assistance Program ...		036563 - Weatherization Assistance Program ...		5/8/2018 8:55 AM	
		4	BWRB-1041	036565 - Weatherization Assistance Program ...				5/9/2018 11:42 AM	
		5	BWRB-1074	036565 - Weatherization Assistance Program ...				5/16/2018 10:39 ...	

Reports   Previously Served Households   BWR Household Data Entry   BWR Batches   BWR Household Data   Create SERA Case

BWR Batches
My BWR Batches

5 items • Sorted by BWR Batch Name • Filtered by IsOwner • Updated a few seconds ago

Once in the BWR Batch Screen, if you have not yet completed the Financial Transactions, the green "Complete Financial Transactions" Button will be available.

BWR Batch
BWRB-1029

Complete Financial Transactions

Click the button to go back to the BWR entry screen where the included batches are listed.

Follow the instructions from above in this guide to edit, add or delete BWR information and complete Financial Transactions (Assign NFA, create Reimbursement and submit for approval).

Related NFAs

You MUST select at least one NFA.
Batch Total $12.00

Reporting Time Period Start		[5/16/2018]	Reporting Time Period End		[5/16/2018]
Batch NFA 1	Select NFA	▼	NFA1 Amount		
Batch NFA 2	Select NFA	▼	NFA2 Amount		

Finish

BWR Households in Batch

Job Number	Address	Total BWR Amount
WXB12345	13 Ricardo Place Palm Coast FL Florida	$12.00