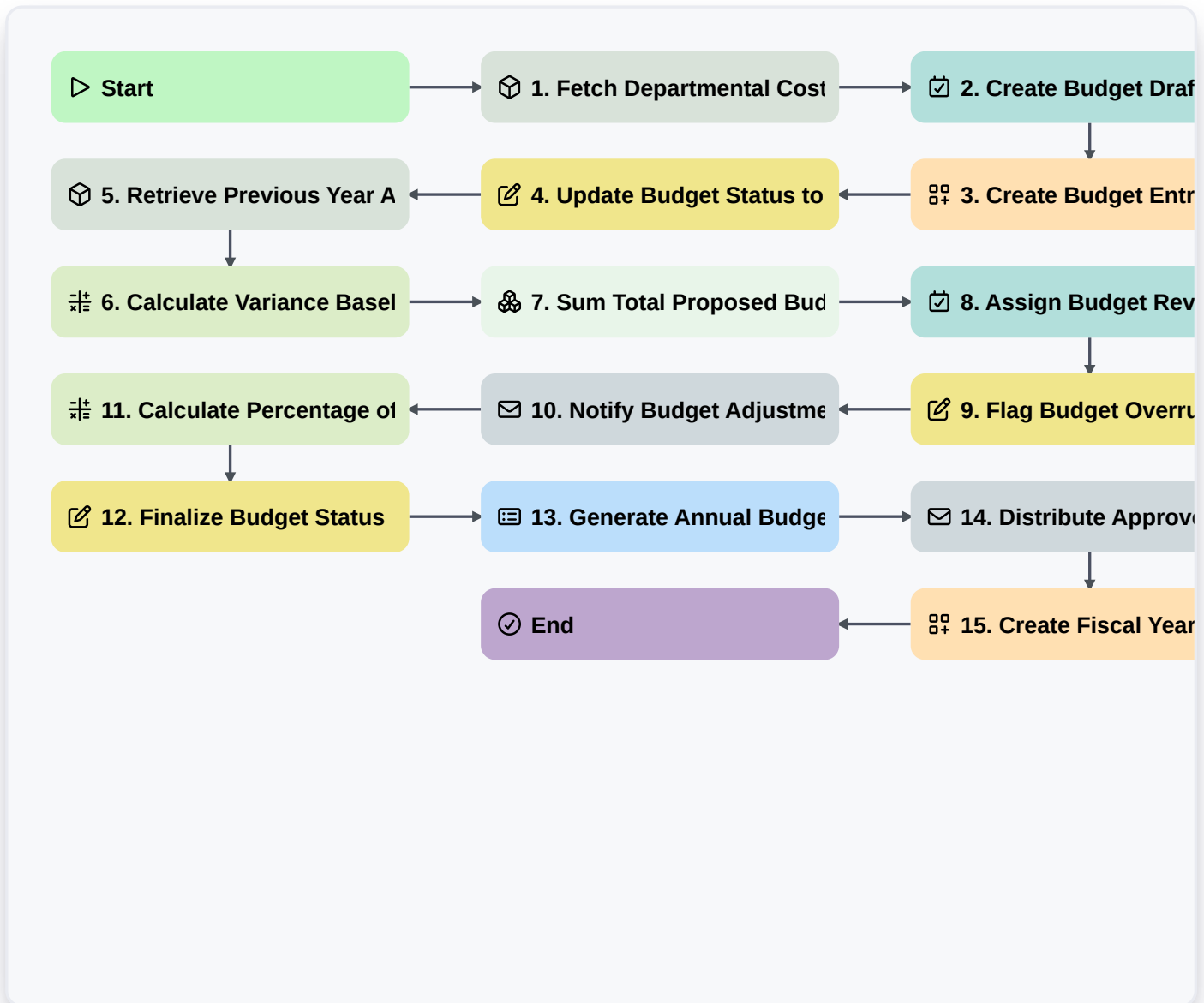


Annual Maintenance Budgeting Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Departmental Cost Centers

Retrieve all active cost center entries from the Department Data Model to initialize the budget cycle.

✅ 2. Create Budget Draft Task

Assign a task to Department Heads to begin inputting their projected annual maintenance expenses.

🔧 3. Create Budget Entry

Generate a new Budget Entry record for each department identified in the cost center retrieval.

✍️ 4. Update Budget Status to 'Drafting'

Set the status field of the newly created budget entries to 'Drafting' to signal the start of the process.

📦 5. Retrieve Previous Year Actuals

Get historical spending data from the 'Maintenance Actuals' data model for comparison.

🔧 6. Calculate Variance Baseline

Calculate the difference between last year's actual spend and the current proposed budget lines.



7. Sum Total Proposed Budget

Aggregate all proposed budget values from all department entries to calculate the total company-wide maintenance requirement.

8. Assign Budget Review Task

Create a task for the Finance Manager to review the aggregated budget totals against the company's capital allocation.

9. Flag Budget Overruns

Update any budget entries that exceed the predefined threshold (Variance > 10%) with a 'High Risk' flag.

10. Notify Budget Adjustments Required

Send an email to Department Heads if their submitted budget was flagged for overruns during the review.

11. Calculate Percentage of Total Budget

Calculate what percentage of the total global maintenance budget each individual department represents.

12. Finalize Budget Status

Update the status of all budget entries to 'Approved' once the Finance Manager completes the review task.

13. Generate Annual Budget Summary Report

Create a high-level summary report showing total budget, departmental breakdown, and variance analysis for executive leadership.

14. Distribute Approved Budget Report

Email the final generated budget report to the Board of Directors and Operations Executives.

15. Create Fiscal Year Budget Master Record

Create a single master entry in the 'Annual Budget Master' model containing the final aggregated totals for the upcoming year.

End

End of the Workflow/Process.