

Fiscal Communiqué: #13-03 Fiscal Year Rollover (FYRO) Part 3: FYRO – Exception and Validation Reports

Title: Fiscal Year Rollover (FYRO) Part 3: FYRO - Exception and Validation Reports
Date: June 24, 2013
Priority: **High**
Category: Informational
Action Required: Read and follow “Next Steps”
Response Required: None

Background

This fiscal communiqué is part three in a series of three FYRO-related communiqués. Refer to Part 1 and Part 2 of the previous FYRO communiqués related to the 2013-14 FYRO.

The 2013-14 FYRO activities were successfully completed on Saturday, June 22, 2013. In this fiscal communiqué, we provide you with the Exception/Validation reports generated by the FYRO completion and referenced in the previous fiscal communiqués.

Discussion

Please refer to Fiscal Communiqué #13-02 FYRO Part 2: Overview of the Exception/Validation Reports for the 2013-14 FYRO for a detailed description of each of the attached FYRO Exception/Validation reports, as well as the action required of your CCIS to address the exceptions.

Please complete all required reviews and actions by the close of business on Friday, July 19, 2013.

Note: All grantees will receive the FYRO exception and validation reports, however, outgoing grantees are not expected to process these reports. All grantees awarded a grant for 2013-14 will need to complete necessary reviews and actions by July 19, 2013.

If you encounter any system issues or errors when attempting to update PELICAN Child Care Works based on your Exception/Validation reports, your Help Desk designated caller should contact the Help Desk to enter a Work Item. Utilize the Work Item process and provide detailed information on the problem you are encountering when contacting the Help Desk.

Instructions for Opening the Exception/Validation Reports

We have attached the Exception/Validation reports in a compressed file. To open this file when using Microsoft Outlook, follow the steps below.

1. Right click the email attachment named “<FYRO_13-14_Reports.zip>” and select OPEN from the shortcut menu.
 - a. The Open Mail Attachment dialogue box will appear asking if you want to “Open” or “Save” the file.
2. Select OPEN then click OK.
 - a. The WinZip folder will open.
3. Double click on the file you want to open.
 - a. The Excel spreadsheet will open.

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4. If you choose to save the file, use the SAVE AS command from the File menu to store the document in a secure location.

Next Steps

1. Review this fiscal communiqué with appropriate staff members.
2. Ensure that appropriate staff members understand this fiscal communiqué and have a copy.
3. Complete all reviews and actions required by the close of business on July 19, 2013.
4. Direct questions to your subsidy coordinator.

Obsolete