

Title: Fiscal Year Rollover (FYRO) Part 3: Fiscal Year Rollover - Exception and Validation Reports

Date: June 11, 2012

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 Fiscal Communiqués: Fiscal Year Rollover (FYRO) Part 1 and Part 2 ([attached](#)) related to the 2012-2013 Fiscal Year Rollover.

The 2012-2013 Fiscal Year Rollover (FYRO) activities were successfully completed on Saturday, June 9, 2012. In this Fiscal Communiqué, we provide you with the Exception / Validation reports generated by the FYRO completion and referenced in the previous Communiqué.

Discussion

Please refer to part two of this series 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 necessary reviews and actions required by the close of business on Friday, June 22, 2012.

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 PCR. Utilize the PCR 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_12-13_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.
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 June 22, 2012.
4. Direct questions about this Fiscal Communiqué to Mark Gamse-Bernosky at (717) 346-9667 or (mgamsebern@pa.gov).

Obsolete