

Fiscal Communiqué #09-04 / System Communiqué #09-11 Fiscal Year Roll-Over (FYRO) Part 3 – Exception/Validation Reports for the 2009-2010 FYRO Process

Title: Year Roll-Over (FYRO) Part 3 – Exception/Validation Reports for the 2009-2010 FYRO Process

Date: June 8, 2009

Category: Informational

Action Required: Yes; see “Discussion” and “Next Steps”

Response Required: No

Citation / Reference:

- Fiscal Communiqué #09-02 / System Communiqué #09-09 “Fiscal Year Roll-Over (FYRO) Part 1 – CCIS Actions to prepare for the 2009 – 2010 FYRO Process” issued May 29, 2009.
- Fiscal Communiqué #09-03 / System Communiqué #09-10 “Overview of the Exception/Validation Reports for the 2009-2010 FYRO Process” issued June 2, 2009.

Purpose:

The purpose of this communiqué is to inform the Child Care Information Services (CCISs) that the FYRO process for 2009-2010 completed successfully on June 6, 2009 and to provide them with the exception/validation reports generated as a result.

Discussion:

Please refer to Fiscal Communiqué #09-03 / System Communiqué #09-10 “Overview of the Exception/Validation Reports for the 2009-2010 FYRO Process” issued June 2, 2009 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.

All necessary reviews and required actions must be completed by the close of business on Friday, June 19, 2009. If you encounter any system issues or errors when attempting to update PELICAN Child Care Works to process your exception reports, your Help Desk designated caller should contact the Help Desk to enter a PCR. The designated caller should be prepared to provide detailed information for the problem you are encountering when contacting the Help Desk.

Instructions for Opening the Exception Reports

We have attached the exception reports in a compressed file. To open this file, follow the steps below.

1. Right click the email attachment named “<FYRO_09-10_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 file you want to open.
 - a. The Excel spreadsheet will open.
4. If you should 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 information with appropriate staff members.
2. Complete all reviews and required actions by close of business June 19, 2009.
3. Obsolete this communiqué effective June 26, 2009.
4. Direct questions to Ryan Morgan at (717) 346-0650 or at rymorgan@state.pa.us.