

Title: Fiscal Year Roll-Over (FYRO) Part 3 - Exception-Validation Reports for 2010-2011 FYRO Process

Date: June 7, 2010

Priority: High

Category: Informational

Action Required: Read and follow "Next Steps"

Response Required: None

Purpose:

The purpose of this communiqué is to inform the Child Care Information Services (CCISs) that the FYRO process for 2010-2011 completed successfully on June 5, 2010, and to provide them with the exception and validation reports generated as a result.

Discussion:

This communiqué is part three in a series of three FYRO-related communiqués. Please refer to Fiscal Communiqué #10-03 / System Communiqué #10-4 – FYRO Part 2, for a detailed description of the attached exception and validation reports, as well as the actions 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 18, 2010. If you encounter any system issues or errors during the process, please have your Help Desk designated caller contact the Help Desk per the usual process.

Instructions for Opening the Exception/Validation Reports

This communiqué has two attachments: the exception/validation reports and a spreadsheet template to be used when reporting any found exceptions. Due to the size of the exception/validation reports, they are being sent as a compressed file. Please follow these instructions to access the file.

1. Save the file titled "FYRO 2010-2011 Exception Validation Reports.zzz" to your computer.
2. Rename the file to "FYRO 2010-2011 Exception Validation Reports.zip" in order to change it to a zip file (the file extension had to be masked so the reports could be sent by e-mail without being blocked by any filters).
3. Open the zip file. You should see a spreadsheet titled "FYRO 2010-2011 Exception Reports.xls."
4. Open the spreadsheet to access the report. Don't forget the report contains multiple tabs. You can now save the spreadsheet in a secure location.

Next Steps

1. Review this communiqué with appropriate staff members and ensure they understand it.
2. Complete all reviews and actions required by the close of business on June 18, 2010. Please remember to use the attached template, "2010-2011 FYRO Discrepant Enrollment Feedback Form.xls," when reporting discrepancies.
3. This communiqué becomes obsolete effective June 18, 2010.
4. Direct any questions to Ryan Morgan at (717) 346-0650 or at (rymorgan@state.pa.us).