

Version 3.0  
Revision Date: 12/19/2015

# PELICAN: Financial Management Training Guide

## Contents

<b>Financial Management</b> .....	6
Financial Management Overview .....	6
Continuation Grant Application .....	7
Creating a Budget .....	22
Pass through Budgets .....	37
Revising a Pass Through Budget .....	43
Budget Submission .....	47
Approval Process .....	52
Budget Revisions .....	56
Quarterly Expenditure Reports.....	60
Final Expenditure Reports / Inventory Reports.....	62
Miscellaneous Notes.....	71
<b>Appendix - Glossary of Terms</b> .....	72

Figure 1 PELICAN Login Screen..... 7

Figure 2 PA Pre-K Counts Home Screen ..... 8

Figure 3 Funds Inbox Screen ..... 8

Figure 4 Continuation Grant Summary Screen..... 9

Figure 5 Continuation Grant Summary Screen - Creating new application ..... 9

Figure 6 Continuation Grant Summary Screen - Window not opened error ..... 10

Figure 7 Continuation Grant Summary Screen - Status..... 10

Figure 8 Continuation Grant Summary - Select Grant Structure section..... 11

Figure 9 Grant Structure Change Screen ..... 12

Figure 10 Grant Structure Change Screen – Displaying subprogram details ..... 13

Figure 11 Grant Structure Change Screen - Adding a new provider ..... 13

Figure 12 Grant Structure Change Screen - New provider data entry ..... 14

Figure 13 Grant Structure Change - New partner ..... 14

Figure 14 Grant Structure Change Screen - System errors ..... 15

Figure 15 Grant Structure Change Screen - Updating partner slot assignments ..... 16

Figure 16 Grant Structure Change Screen - Updating partner location slot assignments ..... 16

Figure 17 Grant Structure Change Screen - New provider data entry ..... 17

Figure 18 Grant Structure Change Screen - Displaying additional slot errors ..... 17

Figure 19 Grant Structure Change Screen - Updating table for new provider ..... 18

Figure 20 Grant Structure Change Screen - Certification checkbox ..... 18

Figure 21 Continuation Grant Summary Screen - Application status ..... 19

Figure 22 Continuation Grant Summary Screen - Application section complete ..... 19

Figure 23 Financial Management Screen Navigation ..... 19

Figure 24 Continuation Grant Summary - Certification checkbox ..... 20

Figure 25 Continuation Grant Summary - Submission..... 20

Figure 26 Funds Inbox ..... 23

Figure 27 Budget Detail Screen ..... 23

Figure 28 Budget Detail Screen - Adding pass through budgets ..... 24

Figure 29 Pass Through Budgets Screen..... 25

Figure 30 Budget Detail Screen - Line Item 93..... 26

Figure 31 Budget Detail Screen - Adding line items ..... 26

Figure 32 Budget Detail Screen - Error message ..... 27

Figure 33 Budget Detail Line Items ..... 28

Figure 34 Budget Detail Screen - Justifications ..... 28

Figure 35 Budget Detail Screen - Line items added ..... 29

Figure 36 Budget Detail Screen - Select Summary Budget ..... 30

Figure 37 Budget Detail Screen - Printing ..... 30

Figure 38 Printing Budget Detail ..... 31

Figure 39 Browser Tabs – selecting Budget Detail tab ..... 31

Figure 40 Budget Detail - Summary Budget ..... 32

Figure 41 Summary Budget Screen ..... 33

Figure 42 Printing Summary Budget ..... 34

Figure 43 Browser Tabs - returning to Budget Detail page ..... 35

Figure 44 Budget Detail Screen - Select Funds Inbox..... 36

Figure 45 Funds Inbox screen – Status.....37

Figure 46 PA Pre-K Home Screen - Partner selects Financial Management .....38

Figure 47 Funds Inbox - Selecting pass through budget .....38

Figure 48 Budget Detail Screen - certification .....39

Figure 49 Budget Detail Screen - failing to certify error .....39

Figure 50 Budget Detail Screen - certifying budget .....39

Figure 51 Funds Inbox Screen - selecting LA/Grantee .....40

Figure 52 Funds Inbox Screen - Submitted status.....40

Figure 53 Fund Inbox - Pass through budget submitted .....41

Figure 54 Pass Through Budget - Updating .....42

Figure 55 Returning a Budget .....42

Figure 56 Funds Inbox Screen - Returned status .....43

Figure 57 Funds Inbox Screen - Returned Pass Through Budget .....43

Figure 58 Pass Through Budget Screen – Updating Pass Through Budget .....44

Figure 59 Pass Through Budget Screen – Saving Budget Detail Line.....45

Figure 60 Pass Through Budget Screen – Submitting Pass Through Budget.....46

Figure 61 Budget Detail Screen –LA/Grantee Budget Submission .....47

Figure 62 Funds Inbox Screen - Status changes.....48

Figure 63 Budget Detail Screen .....49

Figure 64 Budget Detail Screen - Submitting LA/Grantee Budget .....50

Figure 65 Budget Detail Screen - Budget opened to print .....51

Figure 66 Browser Tabs - returning to Budget Detail page .....51

Figure 67 Budget Certification.....52

Figure 68 Funds Inbox Screen - Both budgets submitted.....52

Figure 69 Funds Inbox Screen - Returned status .....53

Figure 70 Budget Status History Screen .....54

Figure 71 Funds Inbox Screen - Final Approved statuses .....55

Figure 72 Funds Inbox Screen – selecting Budget Revision.....56

Figure 73 Budget Revision Screen.....56

Figure 74 Budget Revision Screen - selecting a revision.....57

Figure 75 Budget Line Items – revision request .....57

Figure 76 Budget Revision - revising a pass through budget.....58

Figure 77 Budget Revision - certify and submit .....58

Figure 78 Funds Inbox - in-process budget revision .....59

Figure 79 Funds Inbox - QER. ....60

Figure 80 Quarterly Expenditure Report.....61

Figure 81 Quarterly Expenditure Report - certify and submit.....62

Figure 82 Funds Inbox - FER .....63

Figure 83 Final Expenditure - selecting FER .....63

Figure 84 Final Expenditure Report - calculation.....64

Figure 85 Final Expenditure Report - create inventory reports .....65

Figure 86 Final Expenditure Report - view inventory reports .....66

Figure 87 Inventory Report Screen – Certify and complete .....67

Figure 88 Inventory Report Screen – no partners example .....68

Figure 89 Inventory Report - item entry .....69  
Figure 90 Inventory Report - certify and complete.....69  
Figure 91 Final Expenditure Report - certify and submit.....70

## Financial Management

### Financial Management Overview

Only PA Pre-K Counts (PKC) and Head Start Supplemental (HS) Lead Agency (LA) users have access to the Financial Management functions of PELICAN. This functionality is needed for creating continuation grants, budget documents and revisions. It is important to note that if you participate in multiple grants, either as an LA/Grantee or as a partner, you will need to carry out the Financial Management process for each grant, individually. We will show you here how to follow the process through a single program. If you are involved in a second grant or additional programs, you will repeat the process shown in this guide. The process itself does not change, only how some information is populated. For example, we will show the process as a PA Pre-K Counts grant. For other programs, instead of putting "PA Pre-K Counts" in the system as your program, you will enter your appropriate program, such as "Head Start." Use this reference as a guide, but if you run into any problems, contact your Pre-School Program Specialist or the PELICAN Help Desk for assistance.

## Continuation Grant Application

Toward the end of the fiscal year, you will have the opportunity to apply for a continuation grant. When the continuation grant application window is open, an announcement will be sent from the Office of Child Development and Early Learning (OCDEL). At that time, you will be able to create and submit the application online as part of the Financial Management functionality. To start this process, you must login to the PELICAN system with your LA/Grantee user ID and password.

1. Click the PELICAN link <https://www.pelican.state.pa.us/>.
  - a. Enter your Username.
  - b. Enter your Password.
  - c. Click [LOGIN].



Figure 1 PELICAN Login Screen

SYSTEM NOTE: Because PELICAN has been fully tested using Internet Explorer version 11 (IE11), it is recommended that you use IE11. Other browsers, such as IE10, Firefox, Chrome and Safari, may provide unexpected results.

2. The PA Pre-K Counts Home page displays. Click [Financial Management].

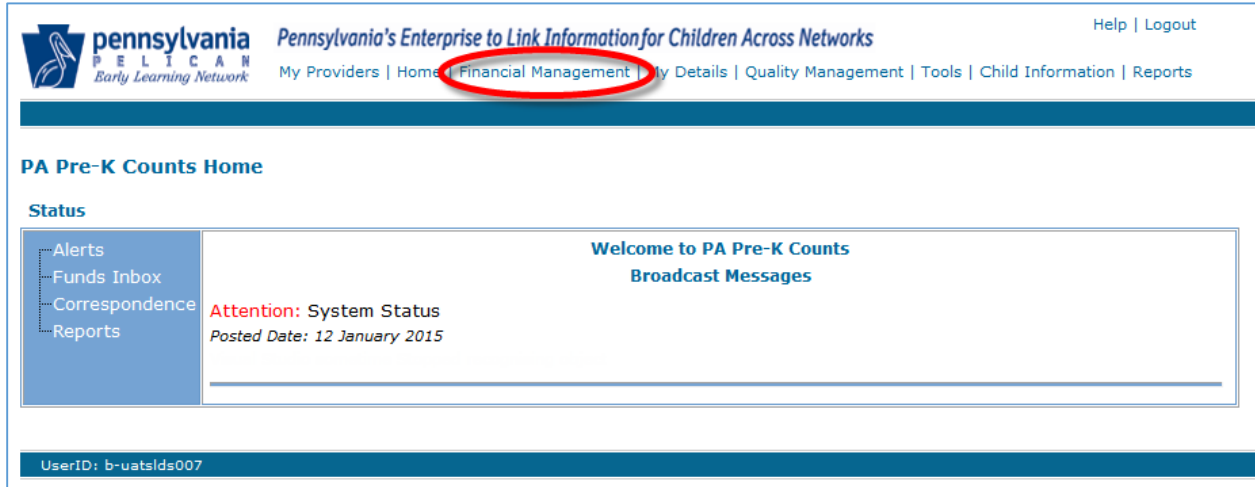


Figure 2 PA Pre-K Counts Home Screen

3. The Funds Inbox page is displayed. Click [Continuation Grant] in the Sub-Navigation Menu.

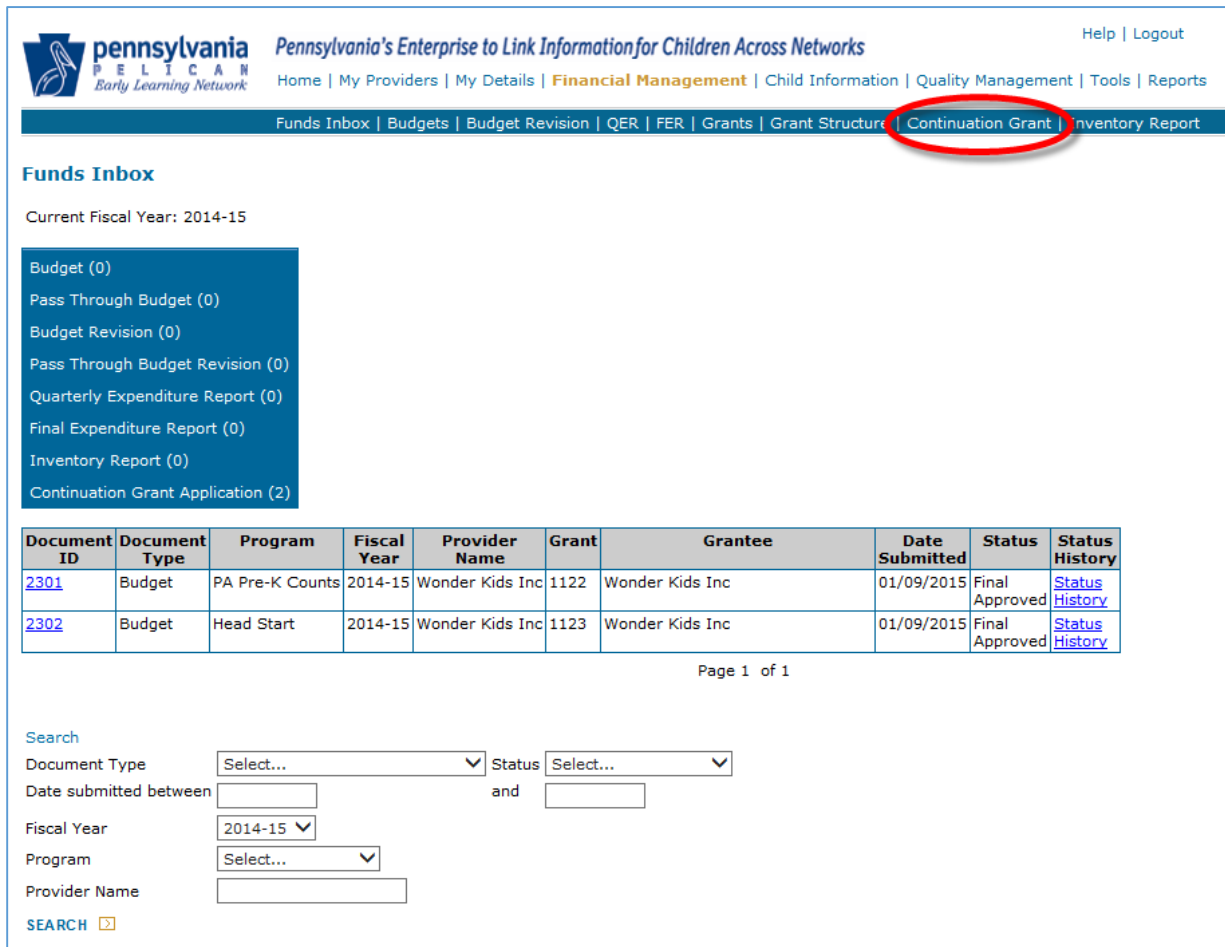


Figure 3 Funds Inbox Screen



- The *Continuation Grant Summary* page displays. Select the Fiscal Year for the continuation grant. If you participate in more than one program, select the program. Click [GO].

The screenshot shows the 'Continuation Grant Summary' page. At the top left is the 'pennsylvania PELICAN Early Learning Network' logo. To its right is the text 'Pennsylvania's Enterprise to Link Information for Children Across Networks'. Further right are links for 'Help | Logout'. Below this is a navigation bar with links: 'Home | My Providers | My Details | Financial Management | Child Information | Quality Management | Tools | Reports'. A secondary navigation bar contains: 'Funds Inbox | Budgets | Budget Revision | QER | FER | Grants | Grant Structure | Continuation Grant | Inventory Report'. The main heading is 'Continuation Grant Summary'. Below it is the instruction 'Please select a Program.' followed by form fields: 'Fiscal Year:' with a dropdown set to '2015-16' and a 'GO' button; 'Program:' with a dropdown set to 'PA Pre-K Counts'; 'Lead Agency Name:' with the text 'Wonder Kids Inc'; and 'Pre-School Program Specialist:' with an empty text box. A red circle highlights the '2015-16' dropdown and the 'GO' button.

Figure 4 Continuation Grant Summary Screen

- If a continuation grant application has not been started, the screen displays the message, “**No Continuation Grant Application exists for the selected Fiscal Year. Please create a new Continuation Grant Application.**” Click [CREATE NEW CONTINUATION GRANT APPLICATION].

This screenshot is similar to Figure 4 but displays an error message in red text: 'No Continuation Grant Application exists for the selected Fiscal Year. Please create a new Continuation Grant Application.' The form fields are populated: 'Fiscal Year:' is '2015-16', 'Program:' is 'PA Pre-K Counts', and 'Lead Agency Name:' is 'Wonder Kids Inc'. The 'Pre-School Program Specialist:' field is empty. A red circle highlights the 'CREATE NEW CONTINUATION GRANT APPLICATION' button at the bottom of the form.

Figure 5 Continuation Grant Summary Screen - Creating new application

NOTE: If the grant window is not open, the screen displays the error, **“Application cannot be filled out for the selected fiscal year as it does not fall within the window.”**

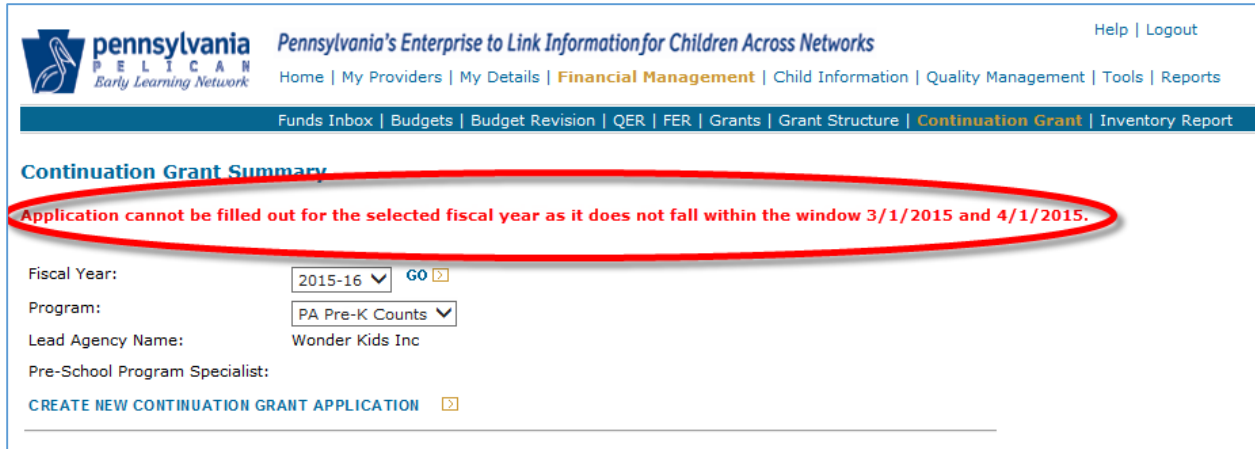


Figure 6 Continuation Grant Summary Screen - Window not opened error

- The *Continuation Grant Summary* page is redisplayed with additional sections added. In the Continuation Grant Application section, all narratives will have a status of “Not Started.”

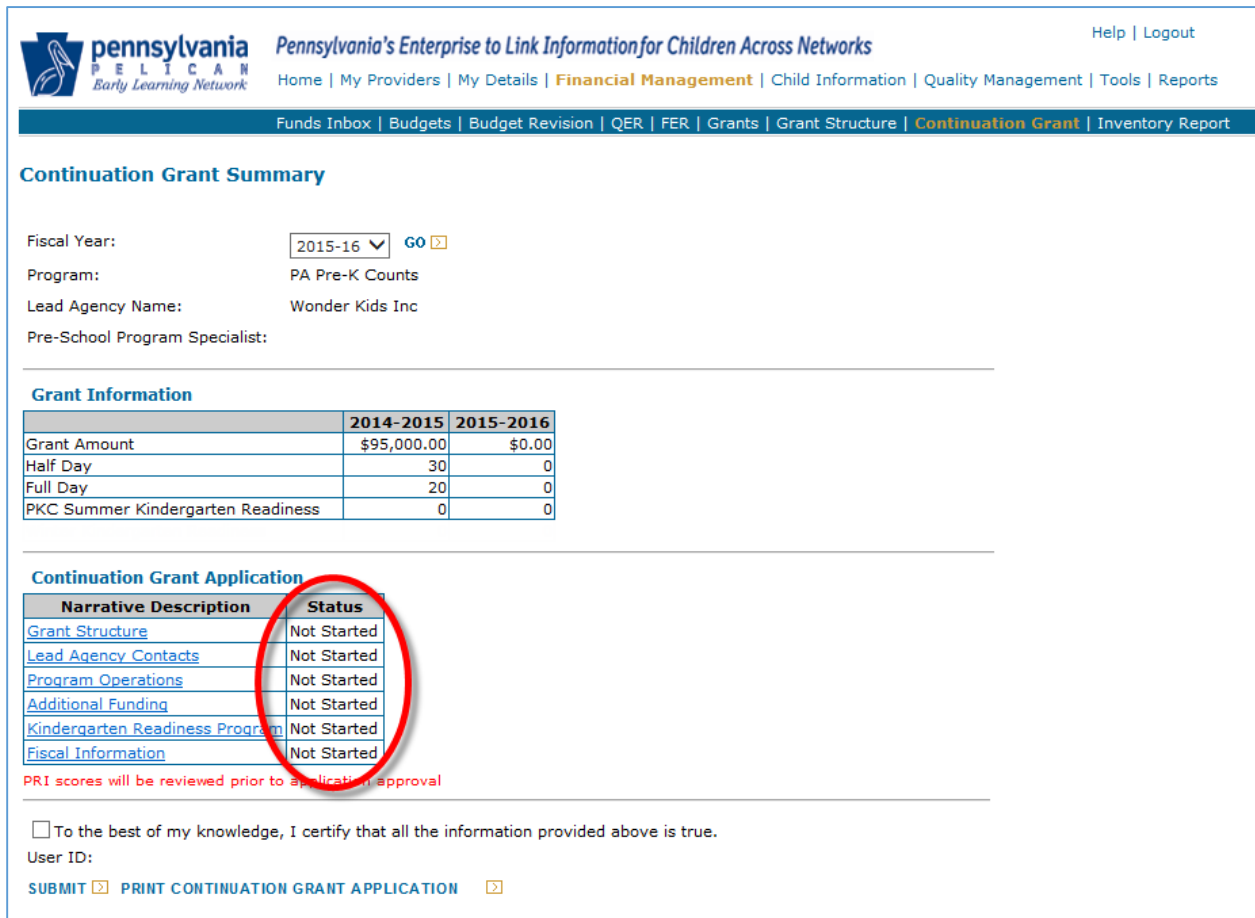


Figure 7 Continuation Grant Summary Screen - Status

7. To complete the continuation grant, each narrative section needs to be completed. For each narrative, complete the following steps:
  - a. Click the Narrative Description link (for example, Grant Structure).
  - b. Answer the questions at the top of the page.
  - c. Review the grant structure from the previous year. At this time, partners or locations can be removed or added, as desired.
  - d. Update the Continuation Grant slots, as well as pass through amounts.
    - i. When entering slots, once you hit calculate, the system will populate Projected Grant amounts.
    - ii. A change to the pass through amount should include a justification.

Click the [Grant Structure] link on the *Continuation Grant Summary* page.

**Continuation Grant Summary**

Fiscal Year:

Program: PA Pre-K Counts

Lead Agency Name: Wonder Kids Inc

Pre-School Program Specialist:

---

**Grant Information**

	2014-2015	2015-2016
Grant Amount	\$95,000.00	\$0.00
Half Day	30	0
Full Day	20	0
PKC Summer Kindergarten Readiness	0	0

---

**Continuation Grant Application**

Narrative Description	Status
<a href="#">Grant Structure</a>	Not Started
<a href="#">Lead Agency Contacts</a>	Not Started
<a href="#">Program Operations</a>	Not Started
<a href="#">Additional Funding</a>	Not Started
<a href="#">Kindergarten Readiness Program</a>	Not Started
<a href="#">Fiscal Information</a>	Not Started

PRI scores will be reviewed prior to application approval

To the best of my knowledge, I certify that all the information provided above is true.

User ID:

Figure 8 Continuation Grant Summary - Select Grant Structure section

8. The *Grant Structure Change* page displays.

**Grant Structure Change**

Fiscal Year: 2015-2016  
 Program: PA Pre-K Counts  
 Lead Agency Name: Wonder Kids Inc  
 Pre-School Program Specialist:

1. Is this Grantee requesting a change in the total number of either half day or full day slots?\*

Yes  
 No

2. Is this Grantee requesting a change in the one or more Partners (Adding or Dropping Partners)?\*

Yes  
 No

Remove?	Provider Name	Relationship Type	Fiscal Year 2014-2015 Grant Amount	Fiscal Year 2015-2016 Projected Grant Amount	Actual Pass Through Amount	Justification	View Enrollment Details
	Wonder Kids Inc	Lead Agency	\$95,000.00	<input type="text" value="\$95,000.00"/>			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS INC [loc]	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS DOWNTOWN	Location	\$0.00	\$0.00			<input type="radio"/>
			<b>Total Previous Grant Amount</b>	<b>Total New Grant Amount</b>			
			<b>\$95,000.00</b>	<b>\$95,000.00</b>			

CALCULATE  ADD NEW PROVIDER

I hereby certify that grant structure change section is completed

SAVE

NEXT SECTION  BACK TO CONTINUATION GRANT SUMMARY

Figure 9 Grant Structure Change Screen

9. Answer the questions at the top of the page. Click the **View Enrollment Details** radio button to display the details for the Lead Agency and each location. Then review the previous grant year information and update the slot information for the new fiscal year.

NOTES: The Cost per Child should be updated only for standard programs and not for nonstandard programs, such as Summer Kindergarten Readiness programs. Also, if you plan to remove a current partner for the new fiscal year, you will need to put a check in the **Remove?** column, as well as enter zeros in the slot and pass through amount columns for the row to be removed.

Remove?	Provider Name	Relationship Type	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Actual Pass Through Amount	Justification	View Enrollment Details
			Grant Amount	Projected Grant Amount			
	Wonder Kids Inc	Lead Agency	\$95,000.00	<input type="text" value="\$95,000.00"/>			<input checked="" type="radio"/>
<input type="checkbox"/>	WONDER KIDS INC [loc]	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS DOWNTOWN	Location	\$0.00	\$0.00			<input type="radio"/>
			<b>Total Previous Grant Amount</b>	<b>Total New Grant Amount</b>			
			<b>\$95,000.00</b>	<b>\$95,000.00</b>			

**Enrollment Details**

Enrollment	Fiscal Year 2014-2015			Fiscal Year 2015-2016		
	Allocated Amount	Number of Slots	Cost per Child	Allocated Amount	Number of Slots	Cost per Child
Half Day	\$0.00	30	\$0.00	<input type="text" value="45,000.00"/>	<input type="text" value="30"/>	<input type="text" value="1,500.00"/>
Full Day	\$0.00	20	\$0.00	<input type="text" value="45,000.00"/>	<input type="text" value="20"/>	<input type="text" value="2,250.00"/>
PKC Summer Kindergarten Readiness	\$0.00	0	\$0.00	<input type="text" value="5,000.00"/>	<input type="text" value="20"/>	<input type="text" value="0.00"/>
<b>Total</b>	<b>\$0.00</b>	<b>50</b>		<b>\$95,000.00</b>	<b>70</b>	

SAVE ENROLLMENT DETAILS

I hereby certify that grant structure change section is completed

SAVE

NEXT SECTION  BACK TO CONTINUATION GRANT SUMMARY

Figure 10 Grant Structure Change Screen – Displaying subprogram details

10. Click [SAVE ENROLLMENT DETAILS.]

11. Click [ADD NEW PROVIDER] to add a new location, a new partner or a new partner location.

Remove?	Provider Name	Relationship Type	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Actual Pass Through Amount	Justification	View Enrollment Details
			Grant Amount	Projected Grant Amount			
	Wonder Kids Inc	Lead Agency	\$95,000.00	<input type="text" value="\$95,000.00"/>			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS INC [loc]	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS DOWNTOWN	Location	\$0.00	\$0.00			<input type="radio"/>
			<b>Total Previous Grant Amount</b>	<b>Total New Grant Amount</b>			
			<b>\$95,000.00</b>	<b>\$95,000.00</b>			

CALCULATE  **ADD NEW PROVIDER**

Figure 21 Grant Structure Change Screen - Adding a new provider

12. At the bottom of the *Grant Structure Change* page, a new section for adding new provider details is displayed. Below is an example of how to add a new partner. Enter the details for the new partner and click [SAVE].

**Add New Provider**

Provider Name: \*

Relationship Type: \*

In Relation To: \*

Poverty Level (0.00-100.00):  For detailed information on poverty level, please visit the PA Pre-K Counts intranet section of the PA Keys website.

Subprogram Details: \*

Subprogram	Number of Slots	Allocated Amount
Half Day	<input type="text" value="10"/>	<input type="text" value="10000.00"/>
Full Day	<input type="text" value="10"/>	<input type="text" value="10000.00"/>
PKC Summer Kindergarten Readiness	<input type="text" value="0"/>	<input type="text" value="0.00"/>

School District where Location is physically located: \*

School districts of service: \*

- 
- 
- 
- 

Address Line 1: \*

Address Line 2:

City: \*

State: \*

Zip Code: \*

County: \*

[CANCEL](#)

**[SAVE](#)**

[NEXT SECTION](#)  [BACK TO CONTINUATION GRANT SUMMARY](#)

Figure 32 Grant Structure Change Screen - New provider data entry

13. The *Grant Structure Change* page displays, and the new partner is displayed as shown below.

Remove?	Provider Name	Relationship Type	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Actual Pass Through Amount	Justification	View Enrollment Details
			Grant Amount	Projected Grant Amount			
	Wonder Kids Inc	Lead Agency	\$95,000.00	<input type="text" value="\$95,000.00"/>			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS INC [loc]	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS DOWNTOWN	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	<b>Wonder Kids ABC</b>	Partner	\$0.00	\$0.00	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="radio"/>
			<b>Total Previous Grant Amount</b>	<b>Total New Grant Amount</b>			
			<b>\$95,000.00</b>	<b>\$95,000.00</b>			

[CALCULATE](#)  [ADD NEW PROVIDER](#)

Figure 43 Grant Structure Change - New partner

NOTE: For every partner that you add, you must repeat this process and add a partner location by selecting Partner Location in the “Relationship Type” field. Select the related partner in the “In Relation To” field. An example of how to populate these fields is displayed below:


**Add New Provider**

Provider Name:\*

Relationship Type:\*

In Relation To:\*

14. Once you have completed the changes to the *Grant Structure Change* page, click [SAVE]. The system evaluates the request and determines if there are any issues. Any issues found are documented in red warning messages at the top of the screen. Update the page to fix each error until all errors are resolved. Below is a sample representation:



[Home](#) | [My Providers](#) | [My Details](#) | **[Financial Management](#)** | [Child Information](#) | [Quality Management](#) | [Tools](#) | [Reports](#)

[Help](#) | [Logout](#)

---

[Funds Inbox](#) | [Budgets](#) | [Budget Revision](#) | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | **[Continuation Grant](#)** | [Inventory Report](#)

**Grant Structure Change**

Please answer all mandatory questions before saving

Fiscal Year: 2015-2016

Program: PA Pre-K Counts

Lead Agency Name: Wonder Kids Inc

Pre-School Program Specialist: \_\_\_\_\_

Figure 54 Grant Structure Change Screen - System errors

15. When entering slots for partners and partner locations, be sure to include the number of slots that go to the partners and to the partner locations. The total number of slots listed with a partner should match the total slots for all locations under that partner. Examples of the successfully completed slot assignments for the partner and partner location are shown below.

**Partner: Wonder Kids ABC**

Remove?	Provider Name	Relationship Type	Fiscal Year 2014-2015 Grant Amount	Fiscal Year 2015-2016 Projected Grant Amount	Actual Pass Through Amount	Justification	View Enrollment Details
	Wonder Kids Inc	Lead Agency	\$95,000.00	\$95,000.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS INC [loc]	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS DOWNTOWN	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	Wonder Kids ABC	Partner	\$0.00	\$0.00	\$0.00		<input checked="" type="radio"/>
<input type="checkbox"/>	Wonder Kids ABC LOC	Partner Location	\$0.00	\$0.00			<input type="radio"/>
			<b>Total Previous Grant Amount</b>	<b>Total New Grant Amount</b>			
			\$95,000.00	\$95,000.00			

Enrollment Details				
Enrollment	Fiscal Year 2014-2015		Fiscal Year 2015-2016	
	Allocated Amount	Number of Slots	Allocated Amount	Number of Slots
Half Day	\$0.00	0	10,000.00	10
Full Day	\$0.00	0	10,000.00	10
PKC Summer Kindergarten Readiness	\$0.00	0	0.00	0
<b>Total</b>	\$0.00	0	\$20,000.00	20

SAVE ENROLLMENT DETAILS

Figure 65 Grant Structure Change Screen - Updating partner slot assignments

**Partner Location: Wonder Kids ABC LOC**

Remove?	Provider Name	Relationship Type	Fiscal Year 2014-2015 Grant Amount	Fiscal Year 2015-2016 Projected Grant Amount	Actual Pass Through Amount	Justification	View Enrollment Details
	Wonder Kids Inc	Lead Agency	\$95,000.00	\$95,000.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS INC [loc]	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS DOWNTOWN	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	Wonder Kids ABC	Partner	\$0.00	\$0.00	\$0.00		<input type="radio"/>
<input type="checkbox"/>	Wonder Kids ABC LOC	Partner Location	\$0.00	\$0.00			<input checked="" type="radio"/>
			<b>Total Previous Grant Amount</b>	<b>Total New Grant Amount</b>			
			\$95,000.00	\$95,000.00			

Enrollment Details			
Enrollment	Fiscal Year 2014-2015		Fiscal Year 2015-2016
	Number of Slots		Number of Slots
Half Day	0		10
Full Day	0		10
PKC Summer Kindergarten Readiness	0		0
<b>Total</b>	0		20

SAVE ENROLLMENT DETAILS

Figure 76 Grant Structure Change Screen - Updating partner location slot assignments



16. When a new provider is added, the respective Enrollment Details table may need to be updated to adjust the slots to account for the new provider slots. For example, if we add Wonder Kids ABC as a partner and indicate 30 half day and 30 full day slots, as show below, adjustments will be necessary.

**Add New Provider**

Provider Name: \*

Relationship Type: \*

In Relation To: \*

Poverty Level (0.00-100.00):

For detailed information on poverty level, please visit the PA Pre-K Counts intranet section of the PA Keys website.

Subprogram Details: \*

Subprogram	Number of Slots	Allocated Amount
Half Day	<input type="text" value="30"/>	30,000.00
Full Day	<input type="text" value="30"/>	30,000.00
PKC Summer Kindergarten Readiness	<input type="text" value="0"/>	0.00

School District where Location is physically located: \*

School districts of service: \*

Abington  
 Abington Heights  
 Albert Gallatin Area  
 Aliquippa

Address Line 1: \*

Address Line 2:

City: \*

State: \*

Zip Code: \*

County: \*

[CANCEL](#) [SAVE](#)

[NEXT SECTION](#) [BACK TO CONTINUATION GRANT SUMMARY](#)

Figure 87 Grant Structure Change Screen - New provider data entry

17. With the addition of 30 half day and 30 full day slots, the LA needs to update the slots to account for the new provider. If the table is not adjusted for the new 30/30 slots, the system will generate errors due to slot issues, similar to those shown below:

**Grant Structure Change**

Full Day slots cannot exceed 20

Total Half Day slots for all partner locations should be equal to Half Day slots of the partner Wonder Kids ABC

Total Full Day slots for all partner locations should be equal to Full Day slots of the partner Wonder Kids ABC

Fiscal Year: 2015-2016

Program: PA Pre-K Counts

Lead Agency Name: Wonder Kids Inc

Pre-School Program Specialist:

Figure 98 Grant Structure Change Screen - Displaying additional slot errors

18. Adjust the appropriate Subprogram Detail tables to allow for the 30/30 slots by balancing the slot counts between the LA and its locations and the partners and their partner locations. After making changes to the Enrollment Details tables, click [SAVE ENROLLMENT DETAILS]. As appropriate, enter the actual pass through amount to match the projected grant. Note that justifications are needed for any changes to pass through amounts.

Remove?	Provider Name	Relationship Type	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Actual Pass Through Amount	Justification	View Enrollment Details
			Grant Amount	Projected Grant Amount			
	Wonder Kids Inc	Lead Agency	\$95,000.00	<input type="text" value="\$95,000.00"/>			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS INC [loc]	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	WONDER KIDS DOWNTOWN	Location	\$0.00	\$0.00			<input type="radio"/>
<input type="checkbox"/>	<a href="#">Wonder Kids ABC</a>	Partner	\$0.00	\$0.00	<input type="text" value="30000.00"/>	<input type="text"/>	<input type="radio"/>
<input type="checkbox"/>	<a href="#">Wonder Kids ABC LOC</a>	Partner Location	\$0.00	\$0.00			<input type="radio"/>
			<b>Total Previous Grant Amount</b>	<b>Total New Grant Amount</b>			
			<b>\$95,000.00</b>	<b>\$95,000.00</b>			

CALCULATE  ADD NEW PROVIDER

Figure 109 Grant Structure Change Screen - Updating table for new provider

19. Click [CALCULATE] again to ensure that this table is 100% correct. After all updates are made and you have recalculated the table one last time, click [SAVE].

NOTE: Any new providers, provider locations or locations will be added to the table as hypertext links. These links allow the LA to make edits directly to the new information during the process of creating a continuation grant. If you click the link, the new provider information is again displayed at the bottom of the screen, as it was previously shown.

20. At the bottom of the *Grant Structure Change* page, you will need to check the “I hereby certify that grant structure change section is completed” checkbox to indicate that the information you provided is true. After checking the box, you are ready to click [SAVE].

I hereby certify that grant structure change section is completed

**SAVE**

**NEXT SECTION**  **BACK TO CONTINUATION GRANT SUMMARY**

Figure 20 Grant Structure Change Screen - Certification checkbox

21. With the completion of each section, the system displays the following message at the top of the page: **“Information saved successfully.”** When you navigate back to the *Continuation Grant Summary* page, you will see your progress.

**While in progress:**

**Continuation Grant Application**

Narrative Description	Status
<a href="#">Grant Structure</a>	In-Progress
<a href="#">Lead Agency Contacts</a>	Not Started
<a href="#">Program Operations</a>	Not Started
<a href="#">Additional Funding</a>	Not Started
<a href="#">Kindergarten Readiness Program</a>	Not Started
<a href="#">Fiscal Information</a>	Not Started

Figure 111 Continuation Grant Summary Screen - Application status

**After all sections are complete:**

**Continuation Grant Application**

Narrative Description	Status
<a href="#">Grant Structure</a>	Complete
<a href="#">Lead Agency Contacts</a>	Complete
<a href="#">Program Operations</a>	Complete
<a href="#">Additional Funding</a>	Complete
<a href="#">Kindergarten Readiness Program</a>	Complete
<a href="#">Fiscal Information</a>	Complete

Figure 122 Continuation Grant Summary Screen - Application section complete

NAVIGATION NOTE: Click [NEXT SECTION] to move on to the next section of the continuation grant application. You can also navigate back to the [PREVIOUS SECTION] and navigate [BACK TO CONTINUATION GRANT SUMMARY].

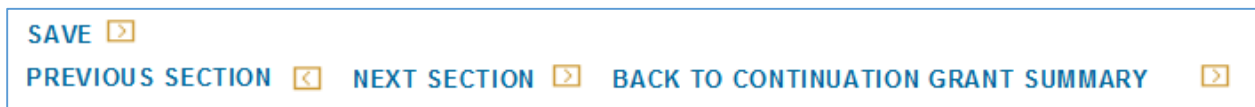


Figure 133 Financial Management Screen Navigation

Also, at any time in the process, you can return to the *Continuation Grant Summary* page and click [PRINT CONTINUATION GRANT APPLICATION]. This is highly recommended after you submit, but can be used for review purposes during the process.

22. After all sections show a status of Complete on the *Continuation Grant Summary* page, you will need to click the checkbox, “To the best of my knowledge, I certify that all the information provided above is true.” After checking the box, you are ready to click [SUBMIT] to request your continuation grant.

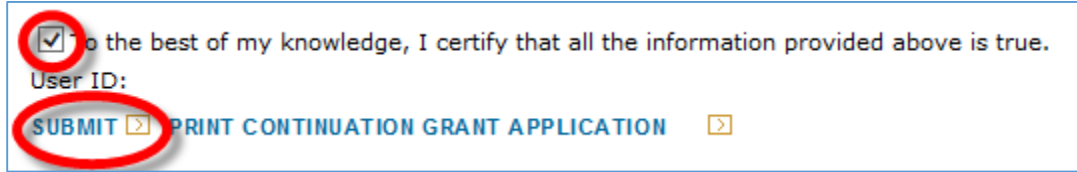


Figure 144 Continuation Grant Summary - Certification checkbox

23. Once you click submit, the message “**Are you sure you want to submit? Please click submit again to confirm**” will display on the *Continuation Grant Summary* page.

NOTE: Once you click submit a second time, you will be unable to make additional changes to your grant application. However, if you need to make changes to your grant application before clicking submit a second time, you must uncheck the box before making your edits. After making your edits, you must check the box again before submitting.

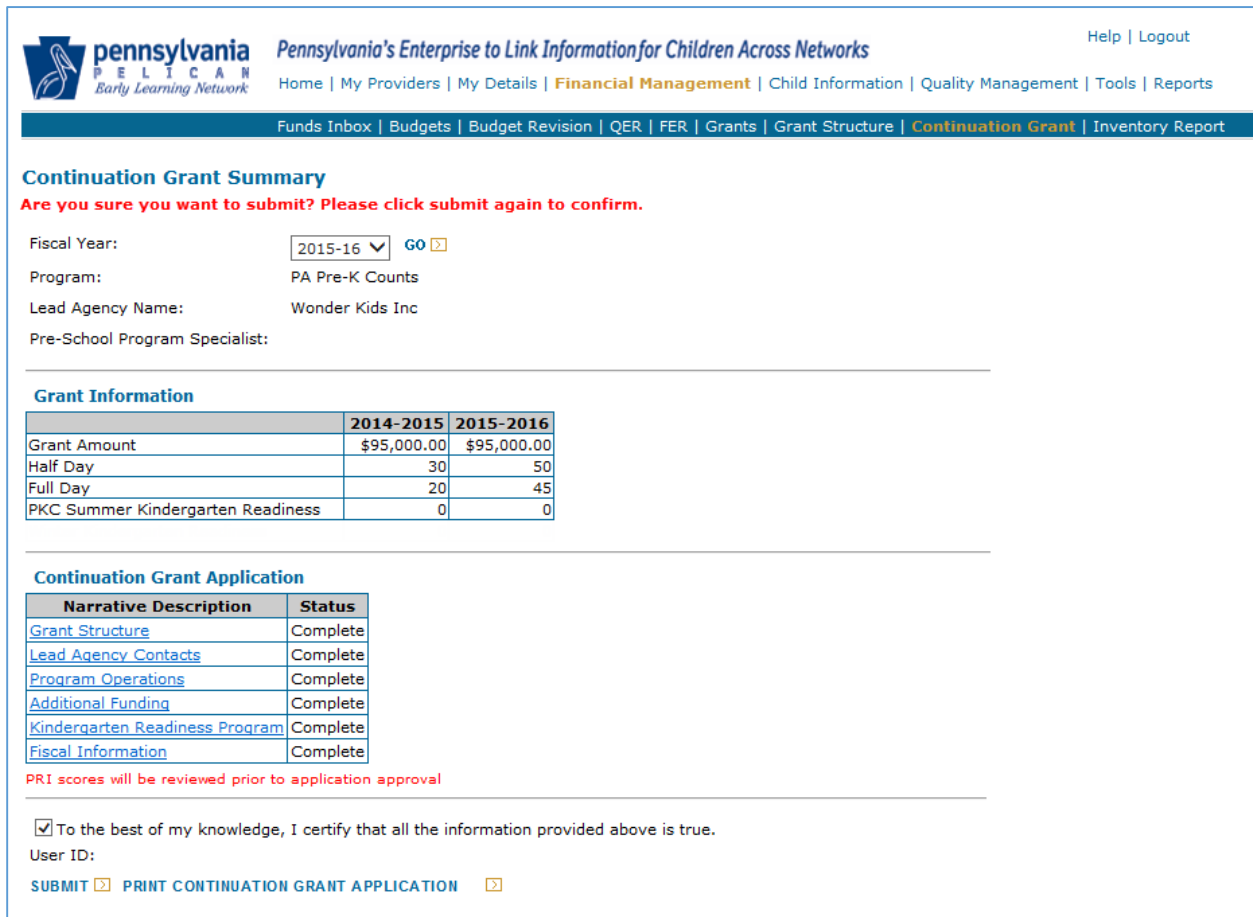


Figure 155 Continuation Grant Summary - Submission

24. Click [SUBMIT] once more to submit your application.

NOTE: Your continuation grant application may be returned to you for changes or updates. You can view returned applications from your Funds Inbox. Click the Status History link to see the updates that are needed.

## Creating a Budget

In order to show you the financial management process, we set up a new provider within the system. In the example we will be following, we will have the following grant structures:

### **HEAD START GRANT**

LEAD AGENCY / GRANTEE: **Einstein Babies, Inc.**  
 PARTNER: **Mozart Mavens, Inc.**

1. Your first activity within Financial Management will be to create a budget. Click **Financial Management** from the *PA Pre-K Counts Home* page. The *Funds Inbox* will be displayed along with the Financial Management Sub Navigation Menu. You will be able to track the statuses of your financial documents from your *Funds Inbox*. As a grantee, when you first visit this page, the blue box will show all zeroes indicating no financial management documents have been created yet. The system will display “No Data Found” in the document table below the blue box as shown below. If you are a partner in a grant, there will be a Lead Agency/Partner drop-down list. Use this box to select the grant you wish to work with at this time. In our example, we will start by selecting a LA/Grantee.

[Home](#) | [My Providers](#) | [My Details](#) | [Provider](#) | **Financial Management** | [Child Information](#) | [Quality Management](#) | [Tools](#) | [Reports](#)

[Funds Inbox](#) | **Budgets** | [Budget Revision](#) | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | [Continuation Grant](#) | [Inventory Report](#)

### Funds Inbox

Current Fiscal Year: 2013-14      Lead Agency/Partner: Mozart's Mavens, Inc. - 853

- Budget (0)
- Pass Through Budget (0)
- Budget Revision (0)
- Pass Through Budget Revision (0)
- Quarterly Expenditure Report (0)
- Final Expenditure Report (0)
- Continuation Grant Application (0)
- Inventory Report (0)

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<b>No Data Found</b>									

Search  
 Document Type:       Status:   
 Date submitted between  and   
 Fiscal Year:   
 Program:   
 Provider Name:

UserID: b-uatslds006      System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 166 Funds Inbox

2. The grantee starts the budgeting process. Click [Budgets].

[Home](#) | [My Providers](#) | [My Details](#) | [Provider](#) | **Financial Management** | [Child Information](#) | [Quality Management](#) | [Tools](#) | [Admin](#) | [Reports](#) | [Upload Child Data](#)

[Funds Inbox](#) | **Budgets** | [Budget Revision](#) | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | [Continuation Grant](#) | [Inventory Report](#)

### Budget Detail

**Please select a Program.**

Fiscal Year:   
 Program:

UserID: b-uatslds007      System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 177 Budget Detail Screen

Pick the Fiscal Year (FY) and the Program for which you want to create a budget from the drop-down boxes. We will choose FY 2013-14 and the program Head Start. Once you select your program, the screen automatically displays the rest of the Budget Detail Screen.

- The Budget Detail Screen displays and you are ready to begin your budget. However, if you have a partner in your grant structure, you must also add a “pass through budget” for your partner. The first step on the LA/Grantee budget is to create the line item for a pass through budget. Click [ADD PASS THROUGH BUDGETS].

**Budget Detail**

Fiscal Year: 2013-14      Lead Agency/Partner: Einstein Babies, Inc. - 857      GO

Program: PA Pre-K Counts

Lead Agency Name: Einstein Babies, Inc.  
 FAI Grant ID: 324698207  
 FAI Name:  
 Pre-School Program Specialist:  
 Grant Amount: \$500,000.00

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<b>Total:</b>		<b>\$0.00</b>	<b>0.00 %</b>		

UPDATE    DELETE    **ADD PASS THROUGH BUDGETS**    SUMMARY BUDGET

Budget Detail  
 Budget Line Item: \* Select..  
 Amount: \*  
 Description: \*  
 Justification:

SAVE    CANCEL

To the best of my knowledge, I certify that all the information provided above is true.  
 User ID: b-uatslds007

SUBMIT    PRINT

UserID: b-uatslds007      System Acceptance Test

Figure 188 Budget Detail Screen - Adding pass through budgets

Select your partner’s name from the Provider name drop-down list. Enter your pass through amount (whole dollars with no dollar sign or decimal points) and a description if needed. Click [ADD]. The pass through budget information is accepted and another row is displayed to allow another pass through budget to be created if there are more than one partners involved in the grant. If you do not see your partner’s name in the drop-box, contact your Pre-School Program Specialist. Partners are added in the grant structure either by the system in a continuation grant or manually by headquarters. After all the partner’s pass through amounts have been added, click [RETURN TO PREVIOUS PAGE].



The screenshot displays the 'Pass Through Budgets' interface. At the top, the PELICAN logo and 'Pennsylvania's Enterprise to Link Information for Children Across Networks' are visible. A navigation bar includes links for 'Home', 'My Providers', 'My Details', 'Provider', 'Financial Management', 'Child Information', 'Quality Management', and 'Tools'. Below this, a secondary navigation bar lists 'Funds Inbox', 'Budgets', 'Budget Revision', 'QER', 'FER', 'Grants', 'Grant Structure', 'Continuation Grant', and 'Inventory Report'. The main content area is titled 'Pass Through Budgets' and contains the following information:

- Lead Agency Name: Einstein Babies, Inc.
- Program: Head Start
- Fiscal Year: 2014
- Pre-school Program Specialist:
- Grant Amount: \$1,000,000.00

A table with three columns is shown below:

Provider Name	Amount	Description	
Mozart's Mavens, Inc.	500000	Mozart's \$	EDIT
Mozart's Mavens, Inc. ▼			ADD

Below the table, a button labeled 'RETURN TO PREVIOUS PAGE ' is circled in red. At the bottom of the screen, the 'UserID: b-uatslds007' is displayed.

Figure 199 Pass Through Budgets Screen

- The *Budget Detail* redisplay and a new item has been entered into the budget. Pass through Budget entries are always listed as Line Item 93. If you have 2 partners and entered 2 pass through budgets, the Line 93 item Amount would be the sum of all pass [through](#) budgets entered. The Description would also be a combination of all pass through budget descriptions. This information is automatically calculated and created when pass through budgets are created for the partners. We will discuss more information on pass through budgets later in this guide. (See [Pass through Budgets](#)).

**pennsylvania PELICAN** *Barly Learning Network* **Pennsylvania's Enterprise to Link Information for Children Across Networks** [Help](#) | [Logout](#)  
[Home](#) | [My Providers](#) | [My Details](#) | [Provider](#) | **Financial Management** | [Child Information](#) | [Quality Management](#) | [Tools](#)  
[Funds Inbox](#) | **Budgets** | [Budget Revision](#) | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | [Continuation Grant](#) | [Inventory Report](#)

**Budget Detail**

Fiscal Year:  Lead Agency/Partner:  [GO](#)

Program: Head Start  
 Lead Agency Name: Einstein Babies, Inc.  
 FAI Grant ID:  
 FAI Name:  
 Pre-School Program Specialist:  
 Grant Amount: \$1,000,000.00

**WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.**

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
	<b>Total:</b>	<b>\$500,000.00</b>	<b>50.00 %</b>		

[UPDATE](#) [DELETE](#) [ADD PASS THROUGH BUDGETS](#) [SUMMARY BUDGET](#)

Figure 30 Budget Detail Screen - Line Item 93

- Now you must enter remaining line items and amount until your portion of your grant is fully designated. You are encouraged to click [SAVE] often to save your work. Use the Budget Line Item drop-down list to select they type of budget entry you are adding. Enter the amount you are budgeting for that line item and an appropriate description. Click [SAVE].

**WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.**

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
	<b>Total:</b>	<b>\$500,000.00</b>	<b>50.00 %</b>		

[UPDATE](#) [DELETE](#) [ADD PASS THROUGH BUDGETS](#) [SUMMARY BUDGET](#)

Budget Detail  
 Budget Line Item:\*   
 Amount:\*   
 Description:\*   
 Justification:

[SAVE](#) [CANCEL](#)

Figure 201 Budget Detail Screen - Adding line items

If there is an error in what you entered such as failure to enter a required field, the system will display an error message.

**Budget Detail**

**Please enter a Description.**

Fiscal Year: 2013-14 Lead Agency/Partner: Einstein Babies, Inc. - 852 GO

Program: Head Start

Lead Agency Name: Einstein Babies, Inc.

FAI Grant ID:

FAI Name:

Pre-School Program Specialist:

Grant Amount: \$1,000,000.00

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
<b>Total:</b>		<b>\$500,000.00</b>	<b>50.00 %</b>		

UPDATE DELETE ADD PASS THROUGH BUDGETS SUMMARY BUDGET

Budget Detail

Budget Line Item: 1. Enter related Child Health and Development Salaries (35% - 45%)

Amount: 250000

Description:

Justification:

SAVE CANCEL

Figure 212 Budget Detail Screen - Error message

Correct the error and click [SAVE].


There is guidance provided in the Budget Line Item for the range of percent (%). The system displays the percentage of your grant money which can be spent on that line time. For example, Line Item 1 (see below), shows you are to spend 35-45% of your grant money on Child Health and Development Salaries.

Budget Detail

Budget Line Item:\* 1. Enter related Child Health and Development Salaries (35% - 45%)

Figure 223 Budget Detail Line Items

If you enter an amount outside of that range, the system will display a message that you have gone outside the acceptable range. You must enter a justification for your line item amount. Enter your reason in the Justification box and then click [SAVE]. When your budget is reviewed, the reviewers will take into account your justification.



[Home](#) | [My Providers](#) | [My Details](#) | [Provider](#) | **Financial Management** | [Child Information](#) | [Quality Management](#) | [Tools](#)

[Help](#) | [Logout](#)

---

Funds Inbox | **Budgets** | Budget Revision | QER | FER | Grants | Grant Structure | Continuation Grant | Inventory Report

### Budget Detail

Budget Line Item amount is not within an acceptable percentage range of Grant amount. Please enter a justification for the Budget Line Item (1).

Fiscal Year: 2013-14    Lead Agency/Partner: Einstein Babies, Inc. - 852    [GO](#)

Program: Head Start

Lead Agency Name: Einstein Babies, Inc.

FAI Grant ID:

FAI Name:

Pre-School Program

Specialist:

Grant Amount: \$1,000,000.00

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
<b>Total:</b>		<b>\$500,000.00</b>	<b>50.00 %</b>		

[UPDATE](#)   [DELETE](#)   [ADD PASS THROUGH BUDGETS](#)   [SUMMARY BUDGET](#)

Budget Detail

Budget Line Item:\* 1. Enter related Child Health and Development Salaries (35% - 45%)

Amount:\* 250000

Description:\* Staff salaries.

Justification: Our center focuses on providing low ratio of students to staff for higher risk children.

[SAVE](#)   [CANCEL](#)

---

To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-uatslds007

[SUBMIT](#)   [PRINT](#)

Figure 234 Budget Detail Screen - Justifications

6. The *Budget Detail* page displays and the line item has been added to the budget. Note that the budget now shows that 75% of grant has now been accounted for.

The screenshot shows the PELICAN Financial Management interface. At the top, there is a navigation bar with the PELICAN logo and the text "Pennsylvania's Enterprise to Link Information for Children Across Networks". Below this is a secondary navigation bar with links like "Home", "My Providers", "My Details", "Provider", "Financial Management", "Child Information", "Quality Management", and "Tools". A third navigation bar contains "Funds Inbox", "Budgets", "Budget Revision", "QER", "FER", "Grants", "Grant Structure", "Continuation Grant", and "Inventory Report".

The main content area is titled "Budget Detail". It includes several form fields:
 

- Fiscal Year: 2013-14
- Lead Agency/Partner: Einstein Babies, Inc. - 852
- Program: Head Start
- Lead Agency Name: Einstein Babies, Inc.
- FAI Grant ID:
- FAI Name:
- Pre-School Program Specialist:
- Grant Amount: \$1,000,000.00

A warning message states: "WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN." Below this is a table with the following data:

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$250,000.00	25.00 %	Staff salaries.	Our center focuses on providing low ratio of students to staff for higher risk children.
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
<b>Total:</b>		<b>\$750,000.00</b>	<b>75.00 %</b>		

At the bottom of the table, there are action buttons: UPDATE, DELETE, ADD PASS THROUGH BUDGETS, and SUMMARY BUDGET.

Figure 245 Budget Detail Screen - Line items added

7. Repeat Step 5 and add line items until 100% of your grant has been designated in your budget. (See Step 5 – adding line items). Your final budget should show 100% of your grant amount in the totals as shown in below.

<input type="radio"/>	7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	0.72 %	Field trips travel costs - non-student	
<input type="radio"/>	9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	3.00 %	Professional Development	
<input type="radio"/>	91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	6.00 %	Bus costs	We provide a great # of quality educational field trips which increases bus costs.
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$30,000.00	3.00 %	Additional classroom space.	
<b>Total:</b>		<b>\$1,000,000.00</b>	<b>100.00 %</b>		

Figure 256 Budget Detail Screen - Select Summary Budget

8. You may print either the budget detail, summary budget or both. To print the budget detail, click [PRINT] at the bottom of the screen as shown below.

To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-uatslds007


**PRINT** 

Figure 267 Budget Detail Screen - Printing

- Your browser may open up a new browser window or a new tab on your current browser will open displaying your budget detail. Click the print icon as shown below.

**budget detail**

Date Generated: 04/22/2014      FAI Name:

Lead Agency Name: Einstein Babies, Inc.      Fiscal Year: 2013-2014

Program: Head Start      Grant Amount: \$1,000,000.00

Program Area Code(PAC) Number:

Budget Line Items	Amount	% of Grant Amount	Description	Justification
1. Enter related Child Health and Development Salaries(35% - 45%)	\$250,000.00	25.00%	Staff salaries.	Our center focuses on providing low ratio of students to staff for higher risk children.
7. Amount related to Nutritional Services(0% - 8%)	\$2,000.00	0.20%	Nutritional Research. Healthy snacks.	
7a. Amount related to Parent Services(0% - 2%)	\$20,000.00	2.00%	Parent outreach.	
7d. Building Maintenance/Repair and Other Occupancy costs(0% - 3%)	\$30,000.00	3.00%	Einstein Southside - building improvements.	
7e. Utilities and Telephone costs(1% - 3%)	\$22,300.00	2.23%	Utilities	
7f. Building/Child Liability Insurance costs(1% - 3%)	\$15,000.00	1.50%	Insurance	
7h. Publication/Advertising/Printing costs(0% - 2%)	\$15,000.00	1.50%	Printing outreach materials.	
7i. Substitutes - If not paid benefits(0% - 2%)	\$18,500.00	1.85%	Substitutes	
7j. Non-Student Travel costs(0% - 4%)	\$7,200.00	0.72%	Field trips travel costs - non-student	
9. Enter related Training and Staff Development costs(2% - 6%)	\$30,000.00	3.00%	Professional Development	
91. Enter Student Transportation amounts(0% - 4%)	\$60,000.00	6.00%	Bus costs	We provide a great # of quality educational field trips which increases bus costs.
93. Funds passed through to Partner(s)(0% - 0%)	\$500,000.00	50.00%	Mozart's Mavens, Inc.(500,000.00) -Mozart's \$	
7c. Enter Space Related costs(3% - 10%)	\$30,000.00	3.00%	Additional classroom space.	
<b>Total</b>	<b>\$1,000,000.00</b>	<b>100.00%</b>		

Figure 278 Printing Budget Detail

- If the printable budget detail opened up in a new browser, simply close the browser window. If a new tab was opened, you will want to close the new tab. As shown below, you want to click on the Budget Detail tab. You may close the other tab or leave it open for now. While each browser is different and we can't show each one here, you should see something similar to the one shown below. Click the Budget Detail tab.

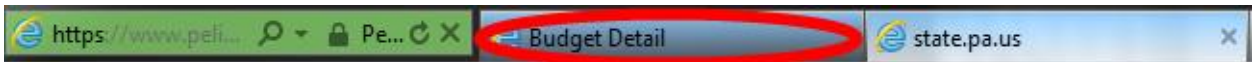


Figure 289 Browser Tabs – selecting Budget Detail tab


11. To review and print your submitted budget from the *Budget Detail* page, click [SUMMARY BUDGET] at the bottom of the budget displayed on the screen as shown below.

<input type="radio"/>	7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	0.72 %	Field trips travel costs - non-student	
<input type="radio"/>	9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	3.00 %	Professional Development	
<input type="radio"/>	91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	6.00 %	Bus costs	We provide a great # of quality educational field trips which increases bus costs.
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$30,000.00	3.00 %	Additional classroom space.	
<b>Total:</b>		<b>\$1,000,000.00</b>	<b>100.00 %</b>		
UPDATE <input type="checkbox"/> DELETE <input type="checkbox"/> ADD PASS THROUGH BUDGETS <input type="checkbox"/> <b>SUMMARY BUDGET</b> <input type="checkbox"/>					

Figure 40 Budget Detail - Summary Budget



12. The *Summary Budget* page displays. The summary budget is your budget with all possible line items and the amount of money entered into each line for your budget. The summary budget also includes a section for Pass through Budgets if they are part of your budget. You are given the option to print the Summary Budget or click [Budget Detail] to return to the *Budget Detail* page. To print the summary budget, click [Print].



*Pennsylvania's Enterprise to Link Information for Children Across Networks*

Home | My Providers | My Details | Provider | **Financial Management** | Child Information | Quality Management | Tools | Reports

Help | Logout

[Funds Inbox](#) | [Budgets](#) | [Budget Revision](#) | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | [Continuation Grant](#) | [Inventory Report](#)

### Summary Budget

PAC#: \_\_\_\_\_

Program: Head Start

Lead Agency Name: Einstein Babies, Inc.

FAI Name: \_\_\_\_\_

Fiscal Year: 2013-14

Pre-school Program Specialist: \_\_\_\_\_

Grant Amount: \$1,000,000.00

Comprehensive View    Lead Agency View

Cost Function	Description of Function	100 Salaries	200 Benefits	300 Purchased Professional & Technical Services	400 Purchased Property Services	500 Other Purchased Services	600 Supplies 800 Dues fees	700 Property	Total
1	1000 Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	1800 Pre-Kindergarten	\$288,500.00	\$0.00	\$30,000.00	\$52,300.00	\$97,200.00	\$2,000.00	\$0.00	\$470,000.00
3	2100 Pupil Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	2200 Staff Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	2300 Administrative Support/Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	2400 Health Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	2500 Business Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	2600 Operation Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	2700 Student Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	2800 Central Support Services	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
11	2900 Other Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	3100 Food Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	3300 Community Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Column Totals</b>		\$288,500.00	\$30,000.00	\$30,000.00	\$52,300.00	\$97,200.00	\$2,000.00	\$0.00	\$500,000.00
Approved Indirect Cost/Operational Rate 0.0000 Cost (CF:5000 Object:900):									\$0.00
Pass-through Funds (If Applicable) CF 1807: OBJ 899)									\$500,000.00
<b>Total</b>									<b>\$1,000,000.00</b>


[BUDGET DETAIL](#)
[PRINT](#)

#### Pass-Through Funds

Provider	Type	Original Amount	Amended Amount	Difference
<a href="#">Mozart's Mavens, Inc.</a>	Child Care Provider	\$500,000.00		
<b>Total</b>		\$500,000.00		

Figure 291 Summary Budget Screen

13. Your browser may open up a new browser window or a new tab on your current browser will open displaying your summary budget. Click the print icon as shown below.



### Summary Budget

**PAC#:**

**Program:** Head Start

**Lead Agency Name:** Einstein Babies, Inc.

**FAI Name:**

**Fiscal Year:** 2013-14

**Grant Award:** \$1,000,000.00

Cost Function	Description of Function	100 Salaries	200 Benefits	300 Purchased Professional & Technical Services	400 Purchased Property Services	500 Other Purchased Services	600 Supplies 800 Dues fees	700 Property	Total
1	1000 Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	1800 Pre-Kindergarten	\$288,500.00	\$0.00	\$30,000.00	\$52,300.00	\$97,200.00	\$2,000.00	\$0.00	\$470,000.00
3	2100 Pupil Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	2200 Staff Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	2300 Administrative Support/Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	2400 Health Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	2500 Business Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	2600 Operation Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	2700 Student Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	2800 Central Support Services	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
11	2900 Other Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	3100 Food Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	3300 Community Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Column Totals</b>		\$288,500.00	\$30,000.00	\$30,000.00	\$52,300.00	\$97,200.00	\$2,000.00	\$0.00	\$500,000.00
<b>Approved Indirect Cost/Operational Rate 0.0000 Cost (CF:5000 Object:900)</b>									\$0.00




Figure 302 Printing Summary Budget

14. If the printable summary budget opened up a new browser, simply close the browser window. If a new tab was open, you will want to close the new tab. As shown below, you want to click on the **Budget Detail** tab. You may close the other tab or leave it open for now. While each browser is different and we cannot show each one here, you should see something similar to the one shown below. Click the **Budget Detail** tab.

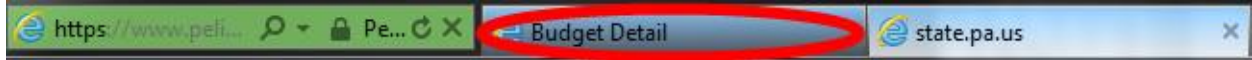


Figure 313 Browser Tabs - returning to Budget Detail page

15. Once your budget is complete, you are ready to submit your budget however, the LA/Grantee cannot submit their budget until their partners have submitted their budgets. Click *Funds Inbox* in the Navigation Menu.

**Budget Detail**

Fiscal Year:  Lead Agency/Partner:  [GO](#)

Program: Head Start  
 Lead Agency Name: Einstein Babies, Inc.  
 FAI Grant ID:  
 FAI Name:  
 Pre-School Program  
 Specialist:  
 Grant Amount: \$1,000,000.00

**WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.**

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$250,000.00	25.00 %	Staff salaries.	Our center focuses on providing low ratio of students to staff for higher risk children.
<input type="radio"/>	7. Amount related to Nutritional Services (0% - 8%)	\$2,000.00	0.20 %	Nutritional Research. Healthy snacks.	
<input type="radio"/>	7a. Amount related to Parent Services (0% - 2%)	\$20,000.00	2.00 %	Parent outreach.	
<input type="radio"/>	7d. Building Maintenance/Repair and Other Occupancy costs (0% - 3%)	\$30,000.00	3.00 %	Einstein Southside - building improvements.	
<input type="radio"/>	7e. Utilities and Telephone costs (1% - 3%)	\$22,300.00	2.23 %	Utilities	
<input type="radio"/>	7f. Building/Child Liability Insurance costs (1% - 3%)	\$15,000.00	1.50 %	Insurance	
<input type="radio"/>	7h. Publication/Advertising/Printing costs (0% - 2%)	\$15,000.00	1.50 %	Printing outreach materials.	
<input type="radio"/>	7i. Substitutes - If not paid benefits (0% - 2%)	\$18,500.00	1.85 %	Substitutes	
<input type="radio"/>	7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	0.72 %	Field trips travel costs - non-student	
<input type="radio"/>	9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	3.00 %	Professional Development	
<input type="radio"/>	91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	6.00 %	Bus costs	We provide a great # of quality educational field trips which increases bus costs.
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$30,000.00	3.00 %	Additional classroom space.	
<b>Total:</b>		<b>\$1,000,000.00</b>	<b>100.00 %</b>		

[UPDATE](#) [DELETE](#) [ADD PASS THROUGH BUDGETS](#) [SUMMARY BUDGET](#)

Figure 324 Budget Detail Screen - Select Funds Inbox

16. The *Funds Inbox* is displayed. The blue box indicates that there is a budget in process. You may click the [Status History] link which will display a page documenting how many times the document has been acted upon.

Current Fiscal Year: 2013-14

- Budget (1)
- Pass Through Budget (0)
- Budget Revision (0)
- Pass Through Budget Revision (0)
- Quarterly Expenditure Report (0)
- Final Expenditure Report (0)
- Continuation Grant Application (1)
- Inventory Report (0)

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
1967	Budget	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.		In-Process	Status History

Page 1 of 1

Search

Document Type:  Status:

Date submitted between:  and

Fiscal Year:

Program:

Provider Name:

SEARCH

UserID: b-uatsids006 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 335 Funds Inbox screen – Status

## Pass through Budgets

Before the LA/Grantee can submit the full budget, the partner(s) must create their own budgets and submit them to the LA/Grantee. The partner budget is the total pass through amount from the grantee. (See Step 3 under Budgets) This section of the guide pertains only to partners. In our example, Einstein Babies, Inc. was the LA/Grantee and Mozart’s Mavens, Inc. was the Partner. We will now show what a partner like Mozart Mavens must do in order to successfully submit a pass through budget.

24. Click the PELICAN link <https://www.pelican.state.pa.us/>. (See Figure 1)

- e. Enter your Username
- f. Enter your Password
- g. Click [LOGIN].

25. Click [Financial Management] from Navigation Menu.

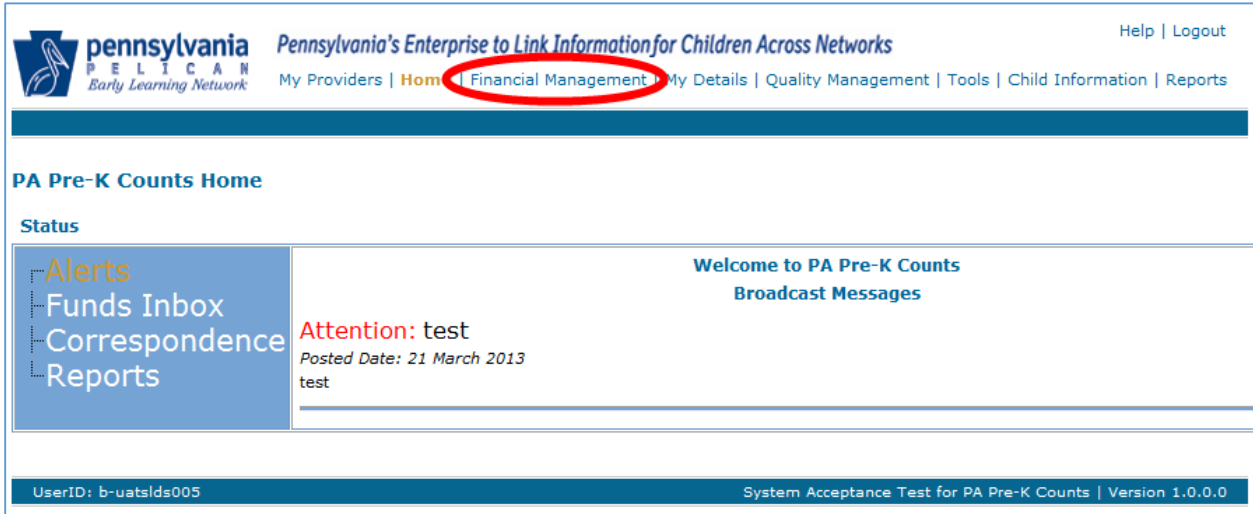


Figure 346 PA Pre-K Home Screen - Partner selects Financial Management

26. The *Funds Inbox* is displayed. When you enter the screen, if the provider participates in multiple grants each will be listed in the drop-down box. To complete activities as a partner, use the drop-down box to select your grant as a partner. Note: The Document table at the bottom is tied to the grant you chose and displays only documents tied to that grant. As a new LA/Grantee, this table should be empty. If you select your grant as a partner, the Pass through Budget document will be displayed. Click on the Document ID link next to the row for your pass through budget.

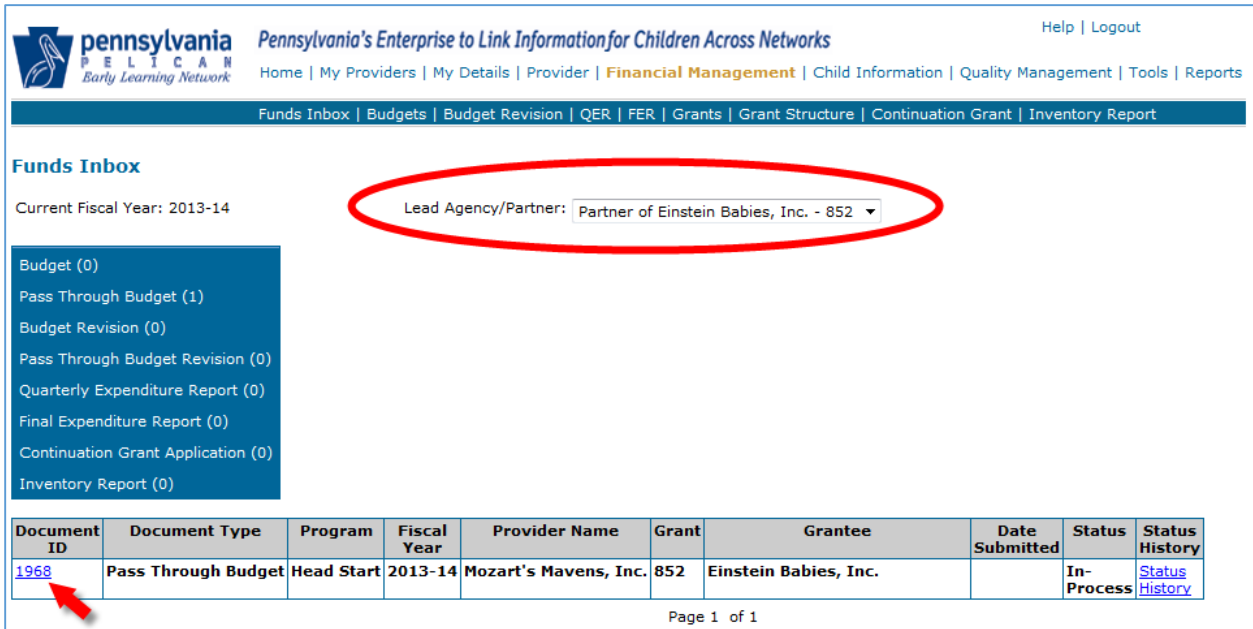


Figure 357 Funds Inbox - Selecting pass through budget

27. The *Budget Detail* page displays. You will now follow the same steps that a LA/Grantee uses to complete a budget except to complete your pass through budget. (See [Budgets Steps 6 – 11.](#))
28. Once you have entered the budget for your allotted funds, you must submit your pass through budget to your LA/Grantee. At the bottom of the Budget Detail screen, there is an acknowledgement form that you must check before clicking submit.


To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-uatslds005

[SUBMIT](#) [PRINT](#)

Figure 368 Budget Detail Screen - certification

If you click [SUBMIT] before clicking the checkbox a system message is displayed.



**pelican**  
Early Learning Network

*Pennsylvania's Enterprise to Link Information for Children Across Networks*

Home | My Providers | My Details | Provider | **Financial Management** | Child Information | Quality

Funds Inbox | Budgets | Budget Revision | QER | FER | Grants | Grant Structure | Continuation Grant

### Budget Detail

In order to submit, please indicate report accuracy using the check box at the bottom of the screen.

Fiscal Year:  Lead Agency/Partner:  [GO](#)

Program: Head Start

Lead Agency Name: Einstein Babies, Inc.

FAI Grant ID:

FAI Name:

Figure 379 Budget Detail Screen - failing to certify error

29. Select the checkbox and then click [SUBMIT]. The Budget is submitted to the LA/Grantee for review. Only the LA/Grantee can submit the completed budget for the grant to your Pre-School Program Specialist for the next step in the review process.

To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-uatslds005

[SUBMIT](#) [PRINT](#)

Figure 50 Budget Detail Screen - certifying budget

30. The *Funds Inbox* page displays. The screen defaults back to your role as LA/Grantee and again no documents are found below. Use the drop-down list once more to select your role as a partner.

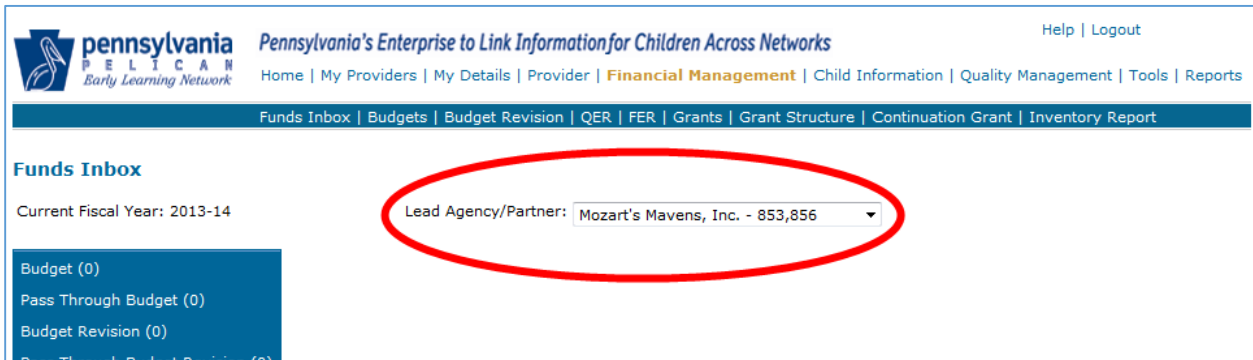


Figure 381 Funds Inbox Screen - selecting LA/Grantee

31. The *Funds Inbox* page is displayed with you as the partner. The pass through budget appears in the document table. The status is now "Submitted" so the LA/Grantee can now submit the total budget for your grant. You may select the Document ID link to review your pass through budget.

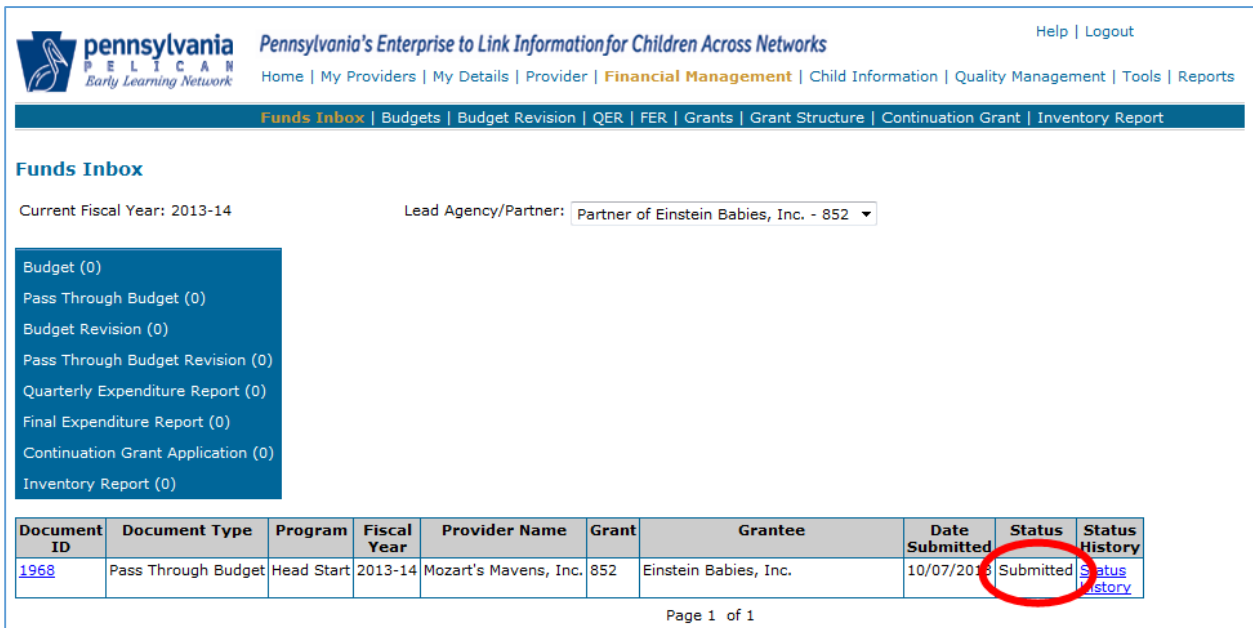


Figure 392 Funds Inbox Screen - Submitted status



32. Now the LA/Grantee must review the submitted pass through budget. Open the document in the *Funds Inbox*. If there are any issues with the pass through budget, the LA/Grantee will return the pass through budget to the Partner to address any issues. The LA/Grantee will navigate to their *Funds Inbox* page as discussed previously. The pass through budget is shown as submitted. Click the document ID link [1968] attached to the pass through budget.

The screenshot shows the 'Funds Inbox' page for the fiscal year 2013-14. The lead agency/partner is 'Einstein Babies, Inc. - 852,857'. A sidebar on the left lists document types, with 'Budget (1)' selected. The main table displays two documents:

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<a href="#">1968</a>	Pass Through Budget	Head Start	2013-14	Mozart's Mavens, Inc.	852	Einstein Babies, Inc.	10/07/2013	Submitted	<a href="#">Status History</a>
<a href="#">1967</a>	Budget	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.		In-Process	<a href="#">Status History</a>

Page 1 of 1

Figure 403 Fund Inbox - Pass through budget submitted

33. The Grant Amount was for \$500,000.00 but the budget only has designated 90% of those funds as shown below. \$50,000.00 of the grant pass through amount has not been addressed within the budget. After the LA/Grantee has reviewed a pass through budget, they can approve or return. With the issue noted above, the LA/Grantee will return the pass through budget as shown below.

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input checked="" type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$175,000.00	35.00 %	Salaries	
<input type="radio"/>	6. Enter related equipment amounts (0% - 4%)	\$20,000.00	4.00 %	Equipment rentals.	
<input type="radio"/>	8. Enter related Contracted Services (0% - 4%)	\$20,000.00	4.00 %	Catering healthy snacks.	
<input type="radio"/>	92. Construction costs related to renovations for new classroom start-up (0% - 4%)	\$210,000.00	42.00 %	Classroom remodeling.	Splitting 1 classroom in to 5 to support more children and children's activities.
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$25,000.00	5.00 %	trailer rental	
<b>Total:</b>		<b>\$450,000.00</b>	<b>90.00 %</b>		

**UPDATE**  **DELETE**

Budget Detail  
 Budget Line Item:\*   
 Amount:\*   
 Description:\*   
 Justification:   
**SAVE**  **CANCEL**

Figure 414 Pass Through Budget - Updating

34. Use the Status drop-down list to select Approve or Return. Enter a comment describing the reason for returning the budget and click [SUBMIT]. You will need to click Submit again to confirm.

To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-uatslds005

Status:

Comment:

User ID: b-uatslds007

**SUBMIT**  **PRINT**

Figure 425 Returning a Budget

35. The document table on the *Funds Inbox* page will now show the pass through budget in “Returned” status.

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<a href="#">1968</a>	Pass Through Budget	Head Start	2013-14	Mozart's Mavens, Inc.	852	Einstein Babies, Inc.	10/07/2013	Returned	<a href="#">Status History</a>
<a href="#">1967</a>	<b>Budget</b>	<b>Head Start</b>	<b>2013-14</b>	<b>Einstein Babies, Inc.</b>	<b>852</b>	<b>Einstein Babies, Inc.</b>		<b>In-Process</b>	<a href="#">Status History</a>

Page 1 of 1

Figure 436 Funds Inbox Screen - Returned status

## Revising a Pass Through Budget

36. Once the LA/Grantee returned the pass through budget, it is now accessible to the partner to update and resubmit. The partner should log in and click [Financial Management]. The *Funds Inbox* page will list the pass through budget as “Returned”. Click the document ID link attached to the pass through budget.

The screenshot shows the 'Funds Inbox' page for the fiscal year 2013-14. A navigation menu includes 'Funds Inbox', 'Budgets', 'Budget Revision', 'QER', 'FER', 'Grants', 'Grant Structure', 'Continuation Grant', and 'Inventory Report'. A sidebar menu lists various document types, with 'Pass Through Budget (1)' highlighted. The main table displays a single entry for a 'Pass Through Budget' with status 'Returned'. The document ID '1968' is highlighted with a red arrow, and the status 'Returned' is circled in red.

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<a href="#">1968</a>	Pass Through Budget	Head Start	2013-14	Mozart's Mavens, Inc.	852	Einstein Babies, Inc.	10/07/2013	Returned	<a href="#">Status History</a>

Page 1 of 1

Figure 447 Funds Inbox Screen - Returned Pass Through Budget

37. You may either select individual line items to update or add new line items as described earlier. To update existing lines, click the select button besides the line item and click.

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input checked="" type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$175,000.00	35.00 %	Salaries	
<input type="radio"/>	6. Enter related equipment amounts (0% - 4%)	\$20,000.00	4.00 %	Equipment rentals.	
<input type="radio"/>	8. Enter related Contracted Services (0% - 4%)	\$20,000.00	4.00 %	Catering healthy snacks.	
<input type="radio"/>	92. Construction costs related to renovations for new classroom start-up (0% - 4%)	\$210,000.00	42.00 %	Classroom remodeling.	Splitting 1 classroom in to 5 to support more children and children's activities.
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$25,000.00	5.00 %	trailer rental	
<b>Total:</b>		<b>\$450,000.00</b>	<b>90.00 %</b>		

**UPDATE**  **DELETE**

Budget Detail  
 Budget Line Item:\*   
 Amount:\*   
 Description:\*   
 Justification:   
**SAVE**  **CANCEL**

Figure 458 Pass Through Budget Screen – Updating Pass Through Budget

38. The information for the selected line item is populated in the fields below. To correct this budget, we will add the “missing” \$50,000.00 to this line item and then click [SAVE].

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input checked="" type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$175,000.00	35.00 %	Salaries	
<input type="radio"/>	6. Enter related equipment amounts (0% - 4%)	\$20,000.00	4.00 %	Equipment rentals.	
<input type="radio"/>	8. Enter related Contracted Services (0% - 4%)	\$20,000.00	4.00 %	Catering healthy snacks.	
<input type="radio"/>	92. Construction costs related to renovations for new classroom start-up (0% - 4%)	\$210,000.00	42.00 %	Classroom remodeling.	Splitting 1 classroom in to 5 to support more children and children's activities.
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$25,000.00	5.00 %	trailer rental	
<b>Total:</b>		<b>\$450,000.00</b>	<b>90.00 %</b>		

UPDATE  DELETE

Budget Detail

Budget Line Item: \* 1. Enter related Child Health and Development Salaries (35% - 45%)

Amount: \*

Description: \*

Justification:

SAVE  CANCEL

Figure 469 Pass Through Budget Screen – Saving Budget Detail Line

39. The pass through budget is updated and now shows 100% of the pass through amount is budgeted. Once you are satisfied that your budget is correct, click [SUBMIT]. You will need to click Submit again to confirm. In the *Funds Inbox*, your pass through budget will again indicate that it has been submitted.

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$225,000.00	45.00 %	Salaries	
<input type="radio"/>	6. Enter related equipment amounts (0% - 4%)	\$20,000.00	4.00 %	Equipment rentals.	
<input type="radio"/>	8. Enter related Contracted Services (0% - 4%)	\$20,000.00	4.00 %	Catering healthy snacks.	
<input type="radio"/>	92. Construction costs related to renovations for new classroom start-up (0% - 4%)	\$210,000.00	42.00 %	Classroom remodeling.	Splitting 1 classroom in to 5 to support more children and children's activities.
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$25,000.00	5.00 %	trailer rental	
<b>Total:</b>		<b>\$500,000.00</b>	<b>100.00 %</b>		

UPDATE  DELETE

Budget Detail

Budget Line Item:\*

Amount:\*

Description:\*

Justification:

SAVE  CANCEL

---

To the best of my knowledge, I certify that all the information provided above is true.

User ID:

SUBMIT  PRINT

Figure 60 Pass Through Budget Screen – Submitting Pass Through Budget

## Budget Submission

40. Once the pass through budget has been submitted, the LA/Grantee will review the pass through budget. From *the Funds Inbox* page, click on the document ID for the pass through budget in “Submitted” status. The *Budget Detail* page will be displayed for the pass through budget. As before, if there are any issues, the LA/Grantee will again “Return” the budget back to the partner, however, if they agree that it is accurate and complete, the LA/Grantee should select “Approve” from the drop-down list and add any necessary comments in the box provided. Click [Submit]. You will need to click Submit again to confirm.

NOTE: Changing the status to “Approve” or “Return” does not change the status within PELICAN however, as a best practice, you should either approve or return the pass through budget. When the Grantee/LA submits their budget, the pass through budget will go through without having to make a selection.

### Budget Detail

Fiscal Year:  Lead Agency/Partner:  [GO](#)

Program: Head Start

Lead Agency Name: Einstein Babies, Inc.

FAI Grant ID:

FAI Name:

Partner Name: Mozart's Mavens, Inc.

Pre-School Program Specialist:

Grant Amount: \$500,000.00

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$225,000.00	45.00 %	Salaries	
<input type="radio"/>	6. Enter related equipment amounts (0% - 4%)	\$20,000.00	4.00 %	Equipment rentals.	
<input type="radio"/>	8. Enter related Contracted Services (0% - 4%)	\$20,000.00	4.00 %	Catering healthy snacks.	
<input type="radio"/>	92. Construction costs related to renovations for new classroom start-up (0% - 4%)	\$210,000.00	42.00 %	Classroom remodeling.	Splitting 1 classroom in to 5 to support more children and children's activities.
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$25,000.00	5.00 %	trailer rental	
<b>Total:</b>		<b>\$500,000.00</b>	<b>100.00 %</b>		

To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-uatslds005

Status:

Comment:

User ID: b-uatslds007

[SUBMIT](#) [PRINT](#)

Figure 471 Budget Detail Screen –LA/Grantee Budget Submission

41. The *Funds Inbox* page will now show the pass through budget as “Submitted” but your LA/Grantee budget as “In-Process”. You are not ready to submit your budget. Click on the Document ID for your budget.

The screenshot shows the 'Funds Inbox' page. At the top, there is a navigation bar with 'Home | My Providers | My Details | Provider | **Financial Management** | Child Information | Quality Management | Tools | Reports'. Below this is a secondary navigation bar: 'Funds Inbox | Budgets | Budget Revision | QER | FER | Grants | Grant Structure | Continuation Grant | Inventory Report'. The main content area has a header 'Funds Inbox' and 'Current Fiscal Year: 2013-14'. A dropdown menu for 'Lead Agency/Partner:' is set to 'Einstein Babies, Inc. - 852,857'. On the left, a sidebar lists document counts: Budget (1), Pass Through Budget (1), Budget Revision (0), Pass Through Budget Revision (0), Quarterly Expenditure Report (0), Final Expenditure Report (0), Continuation Grant Application (0), and Inventory Report (0). The main table has the following data:

Document	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<a href="#">1967</a>	Budget	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.		In-Process	<a href="#">Status History</a>
<a href="#">1968</a>	Pass Through Budget	Head Start	2013-14	Mozart's Mavens, Inc.	852	Einstein Babies, Inc.	10/07/2013	Submitted	<a href="#">Status History</a>

Page 1 of 1

Figure 482 Funds Inbox Screen - Status changes



42. The *Budget Detail* page for your budget displays. You have the option at the bottom of the page to either view the Summary Budget or print your Budget Detail. Click [Print].

**pelican** *Pennsylvania's Enterprise to Link Information for Children Across Networks*  
 Home | My Providers | My Details | Provider | **Financial Management** | Child Information | Quality Management | Tools

**Funds Inbox** | Budgets | Budget Revision | QER | FER | Grants | Grant Structure | Continuation Grant | Inventory Report

**Budget Detail**

Fiscal Year: 2013-14 Lead Agency/Partner: Einstein Babies, Inc. - 852 **GO**

Program: Head Start  
 Lead Agency Name: Einstein Babies, Inc.  
 FAI Grant ID:  
 FAI Name:  
 Pre-School Program Specialist:  
 Grant Amount: \$1,000,000.00

**WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.**

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$250,000.00	25.00 %	Staff salaries.	Our center focuses on providing low ratio of students to staff for higher risk children.
<input type="radio"/>	7. Amount related to Nutritional Services (0% - 8%)	\$2,000.00	0.20 %	Nutritional Research. Healthy snacks.	
<input type="radio"/>	7a. Amount related to Parent Services (0% - 2%)	\$20,000.00	2.00 %	Parent outreach.	
<input type="radio"/>	7d. Building Maintenance/Repair and Other Occupancy costs (0% - 3%)	\$30,000.00	3.00 %	Einstein Southside - building improvements.	
<input type="radio"/>	7e. Utilities and Telephone costs (1% - 3%)	\$22,300.00	2.23 %	Utilities	
<input type="radio"/>	7f. Building/Child Liability Insurance costs (1% - 3%)	\$15,000.00	1.50 %	Insurance	
<input type="radio"/>	7h. Publication/Advertising/Printing costs (0% - 2%)	\$15,000.00	1.50 %	Printing outreach materials.	
<input type="radio"/>	7i. Substitutes - If not paid benefits (0% - 2%)	\$18,500.00	1.85 %	Substitues	
<input type="radio"/>	7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	0.72 %	Field trips travel costs - non-student	
<input type="radio"/>	9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	3.00 %	Professional Development	
<input type="radio"/>	91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	6.00 %	Bus costs	We provide a great # of quality educational field trips which increases bus costs.
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$30,000.00	3.00 %	Additional classroom space.	
<b>Total:</b>		<b>\$1,000,000.00</b>	<b>100.00 %</b>		

**STATUS COMMENT HISTORY** **SUMMARY BUDGET**

Comment:

To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-sverdine

Status:


Comment:

User ID: b-uatslds007

**SUBMIT** **PRINT**

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 493 Budget Detail Screen



**Pennsylvania's Enterprise to Link Information for Children Across Networks**

Home | My Providers | My Details | Provider | **Financial Management** | Child Information | Quality Management | Tools

[Help](#) | [Logout](#)

[Funds Inbox](#) | [Budgets](#) | [Budget Revision](#) | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | [Continuation Grant](#) | [Inventory Report](#)

### Budget Detail

Fiscal Year: 2013-14    Lead Agency/Partner: Einstein Babies, Inc. - 852    [GO](#)

Program: Head Start  
 Lead Agency Name: Einstein Babies, Inc.  
 FAI Grant ID:  
 FAI Name:  
 Pre-School Program Specialist:  
 Grant Amount: \$1,000,000.00

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Select	Budget Line Items	Amount	% of Grant Amount	Description	Justification
<input type="radio"/>	1. Enter related Child Health and Development Salaries (35% - 45%)	\$250,000.00	25.00 %	Staff salaries.	Our center focuses on providing low ratio of students to staff for higher risk children.
<input type="radio"/>	7. Amount related to Nutritional Services (0% - 8%)	\$2,000.00	0.20 %	Nutritional Research. Healthy snacks.	
<input type="radio"/>	7a. Amount related to Parent Services (0% - 2%)	\$20,000.00	2.00 %	Parent outreach.	
<input type="radio"/>	7d. Building Maintenance/Repair and Other Occupancy costs (0% - 3%)	\$30,000.00	3.00 %	Einstein Southside - building improvements.	
<input type="radio"/>	7e. Utilities and Telephone costs (1% - 3%)	\$22,300.00	2.23 %	Utilities	
<input type="radio"/>	7f. Building/Child Liability Insurance costs (1% - 3%)	\$15,000.00	1.50 %	Insurance	
<input type="radio"/>	7h. Publication/Advertising/Printing costs (0% - 2%)	\$15,000.00	1.50 %	Printing outreach materials.	
<input type="radio"/>	7i. Substitutes - If not paid benefits (0% - 2%)	\$18,500.00	1.85 %	Substitutes	
<input type="radio"/>	7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	0.72 %	Field trips travel costs - non-student	
<input type="radio"/>	9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	3.00 %	Professional Development	
<input type="radio"/>	91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	6.00 %	Bus costs	We provide a great # of quality educational field trips which increases bus costs.
	93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	50.00 %	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
<input type="radio"/>	7c. Enter Space Related costs (3% - 10%)	\$30,000.00	3.00 %	Additional classroom space.	
<b>Total:</b>		<b>\$1,000,000.00</b>	<b>100.00 %</b>		

[STATUS COMMENT HISTORY](#)    [SUMMARY BUDGET](#)

Comment:

To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-sverdine

Status: Select...

Comment:

User ID: b-uatslds007

[SUBMIT](#)
[PRINT](#)

UserID: b-uatslds007
System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 504 Budget Detail Screen - Submitting LA/Grantee Budget

43. Each browser is different. Your printable budget will display in either a new browser window or as a separate tab in your current browser. Regardless of how this new page is opened, you will be able to view, save or print it. To print, click the print icon as shown below.

**pennsylvania PELICAN Early Learning Network**

### Budget Detail

Date Generated: 10/07/2013      FAI Name:

Lead Agency Name: Einstein Babies, Inc.      Fiscal Year: 2013-2014

Program: Head Start      Grant Amount: \$1,000,000.00

Program Area Code(PAC) Number:

Budget Line Items	Amount	% of Grant Amount	Description	Justification
1. Enter related Child Health and Development Salaries(35% - 45%)	\$250,000.00	25.00%	Staff salaries.	Our center focuses on providing low ratio of students to staff for higher risk children.
7. Amount related to Nutritional Services(0% - 8%)	\$2,000.00	0.20%	Nutritional Research. Healthy snacks.	
7a. Amount related to Parent Services(0% - 2%)	\$20,000.00	2.00%	Parent outreach.	
7d. Building Maintenance/Repair and Other Occupancy costs(0% - 3%)	\$30,000.00	3.00%	Einstein Southside - building improvements.	
7e. Utilities and Telephone costs(1% - 3%)	\$22,300.00	2.23%	Utilities	
7f. Building/Child Liability Insurance costs(1% - 3%)	\$15,000.00	1.50%	Insurance	
7h. Publication/Advertising/Printing costs(0% - 2%)	\$15,000.00	1.50%	Printing outreach materials.	
7i. Substitutes - If not paid benefits(0% - 2%)	\$18,500.00	1.85%	Substitutes	
7j. Non-Student Travel costs(0% - 4%)	\$7,200.00	0.72%	Field trips travel costs - non-student	
9. Enter related Training and Staff Development costs(2% - 8%)	\$30,000.00	3.00%	Professional Development	
9i. Enter Student Transportation amounts(0% - 4%)	\$60,000.00	6.00%	Bus costs	We provide a great # of quality educational field trips which increases bus costs.
93. Funds passed through to Partner(s)(0% - 0%)	\$500,000.00	50.00%	Mozart's Mavens, Inc.(\$500,000.00) -Mozart's \$	
7c. Enter Space Related costs(3% - 10%)	\$30,000.00	3.00%	Additional classroom space.	
<b>Total</b>	<b>\$1,000,000.00</b>	<b>100.00%</b>		

1 / 1

Figure 515 Budget Detail Screen - Budget opened to print

44. If the printable budget opened up a new browser, simply close the browser window. If a new tab was open, you will want to close the new tab. As shown below, you want to click on the **Budget Detail** tab. You may close the other tab or leave it open for now. While each browser is different and we cannot show each one here, you should see something similar to the following:

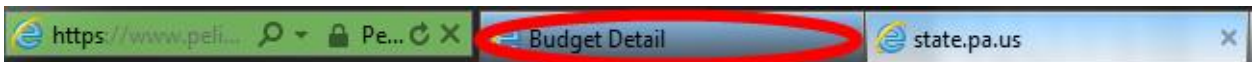


Figure 526 Browser Tabs - returning to Budget Detail page

As shown above, click on the **Budget Detail** tab.

45. The *Budget Detail* page for your budget displays. You should check the budget one more time right before you submit it for formal review. When ready to submit, select the checkbox at the bottom of the page to certify that the information you are providing is accurate. The system will not allow you to submit a budget until this checkbox is clicked as shown below. You will need to click Submit again to confirm.

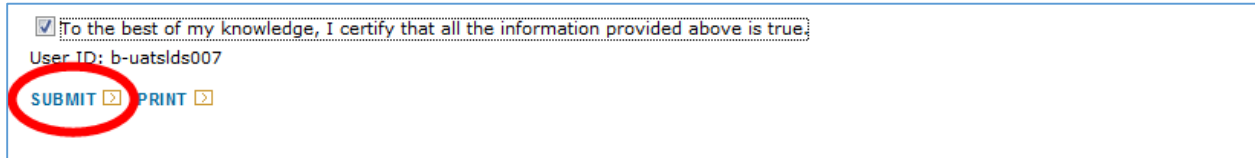


Figure 537 Budget Certification

NOTE: If you need to make changes to your budget, you must uncheck the box before making your edits. After making your edits, you then must check the box again before submitting once more.

46. Click *Funds Inbox* from the Navigation Menu. Both the pass through budget and the budget will display submitted.

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<a href="#">1968</a>	Pass Through Budget	Head Start	2013-14	Mozart's Mavens, Inc.	852	Einstein Babies, Inc.	10/07/2013	Submitted	<a href="#">Status History</a>
<a href="#">1967</a>	Budget	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.	10/07/2013	Submitted	<a href="#">Status History</a>

Figure 548 Funds Inbox Screen - Both budgets submitted

## Approval Process

Once the LA/Grantee and Partner a document, in this case their budgets, there is an approval process which must be followed. This process occurs for all budget documents. Once a LA/Grantee submits a document, the document will be reviewed by their assigned Pre-school Program Specialist. After the Pre-school Program Specialists have approved there is a PA Key level review displaying as "OCDEL Reviewed" and the "Final Approved". At each level of review, the reviewer may approve or return the document back to the LA/Grantee. With each returned document, the LA/Grantee will need to make needed corrections and then resubmit which follows the same submittal and approval processes.

You will not actively view the approval process but you can track how the process is going by looking at the status for a specific document from the *Funds Inbox* page. In fact, you have seen some of these statuses already. Below is a table which will show you all the possible statuses you may encounter and what they mean to you. Some of the statuses you already know but some you will learn about shortly.

Status	Description
<b>In Progress</b>	A document has just been started and is currently being worked on.
<b>Submitted</b>	The Partner or LA/Grantee has submitted a document.
<b>Specialist Reviewed</b>	Specialist and reviewed and approved the document.
<b>OCDEL Reviewed</b>	PA Keys have reviewed and approved the document.
<b>Final Approved</b>	OCDEL HQ Staff has reviewed and approved the document.
<b>Returned</b>	An issue was identified with the document at any stage of the review process. The document has been returned to the LA/Grantee to appropriately address.

47. If you see that your status says “Returned” in your *Funds Inbox*, to view comments on the reason for the return of any document, click [Status History] for the document in question.

Select	Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<input type="radio"/>	<a href="#">1967</a>	Budget	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.	10/07/2013	Returned	<a href="#">Status History</a>

Figure 559 Funds Inbox Screen - Returned status

48. The *Budget Status History* page displays. The date the status changed for the document is indicated. For Returned items, the reviewer will enter comments so you will know what updates will be needed in your budget or other documents. Make your budget updates and resubmit.

**pennsylvania PELICAN** *Early Learning Network* **Pennsylvania's Enterprise to Link Information for Children Across Networks** Help | Logout

Home | My Providers | My Details | Provider | **Financial Management** | Child Information | Quality Management | Tools

Funds Inbox | Budgets | Budget Revision | QER | FER | Grants | Grant Structure | Continuation Grant | Inventory Report

### Budget Status History

Provider Name: Mozart's Mavens, Inc.  
Document Type: Pass Through Budget

Status	Date	User	Comments
Returned	10/7/2013 1:37:16 PM	b-uatslds005	\$50,000 discrepancy between grant allotted and budget defined funds. Please fix and resubmit.
Submitted	10/7/2013 12:54:27 PM	b-uatslds005	
In-Process	10/6/2013 1:15:12 PM	b-uatslds007	
In-Process	10/2/2013 6:18:08 PM	b-uatslds007	
In-Process	10/2/2013 3:35:24 PM	b-uatslds007	

[RETURN TO PREVIOUS PAGE](#)

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 70 Budget Status History Screen

49. Once the budget has passed all stages of review, both the pass through budget(s) and the LA/Grantee budget will be in the *Funds Inbox* with a “Final Approved” status.

**pennsylvania PELICAN** *Early Learning Network* **Pennsylvania's Enterprise to Link Information for Children Across Networks** Help | Logout

Home | My Providers | My Details | Provider | **Financial Management** | Child Information | Quality Management | Tools | Reports

**Funds Inbox** | Budgets | Budget Revision | QER | FER | Grants | Grant Structure | Continuation Grant | Inventory Report

**Funds Inbox**

Current Fiscal Year: 2013-14      Lead Agency/Partner: Einstein Babies, Inc. - 852,857

- Budget (0)
- Pass Through Budget (0)
- Budget Revision (0)
- Pass Through Budget Revision (0)
- Quarterly Expenditure Report (0)
- Final Expenditure Report (0)
- Continuation Grant Application (0)
- Inventory Report (0)

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<a href="#">1968</a>	Pass Through Budget	Head Start	2013-14	Mozart's Mavens, Inc.	852	Einstein Babies, Inc.	10/07/2013	Final Approved	<a href="#">Status History</a>
<a href="#">1967</a>	Budget	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.	10/07/2013	Final Approved	<a href="#">Status History</a>

Page 1 of 1

Search

Document Type:  Status:

Date submitted between:  and

Fiscal Year:

Program:

Provider Name:

**SEARCH**

UserID: b-uatslds007      System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 561 Funds Inbox Screen - Final Approved statuses

NOTE: While your Lead Agency budget is going through the approval process, if you have a partner, the partner's budget will have a status of "Submitted" until the Lead Agency Budget has reached "Final Approved" status.

## Budget Revisions

There may be a time when you need to revise your budget during the year. Please refer to your contract on why a Budget Revision may be needed or contact your Pre-school Program Specialist.

50. Click **Financial Management** from the Navigation Menu. ([See Figure 46](#))

51. Click [Budget Revisions] from the Sub Navigation Menu.

[Home](#) | [My Providers](#) | [My Details](#) | [Provider](#) | **Financial Management** | [Child Information](#) | [Quality Management](#) | [Tools](#) | [Reports](#)

[Funds Inbox](#) | [Budgets](#) | **[Budget Revision](#)** | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | [Continuation Grant](#) | [Inventory Report](#)

**Funds Inbox**

Current Fiscal Year: 2013-14      Lead Agency/Partner: Einstein Babies, Inc. - 852,857

- Budget (0)
- Pass Through Budget (0)
- Budget Revision (1)**
- Pass Through Budget Revision (0)
- Quarterly Expenditure Report (0)
- Final Expenditure Report (0)
- Continuation Grant Application (0)
- Inventory Report (0)

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<a href="#">1968</a>	Pass Through Budget	Head Start	2013-14	Mozart's Mavens, Inc.	852	Einstein Babies, Inc.	10/07/2013	Final Approved	<a href="#">Status History</a>
<a href="#">1967</a>	Budget	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.	10/07/2013	Final Approved	<a href="#">Status History</a>
<a href="#">1969</a>	<b>Budget Revision</b>	<b>Head Start</b>	<b>2013-14</b>	<b>Einstein Babies, Inc.</b>	<b>852</b>	<b>Einstein Babies, Inc.</b>		<b>In-Process</b>	<a href="#">Status History</a>

Page 1 of 1

Figure 572 Funds Inbox Screen – selecting Budget Revision

52. The *Budget Revision* page displays.

[Home](#) | [My Providers](#) | [My Details](#) | [Provider](#) | **Financial Management** | [Admin](#) | [Tools](#) | [Child Information](#) | [Quality Management](#) | [Reports](#)

[Funds Inbox](#) | [Budgets](#) | **[Budget Revision](#)** | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | [Continuation Grant](#) | [Inventory Report](#)

**Budget Revision**

Fiscal Year:

Program:

UserID: b-uatslds007      System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 583 Budget Revision Screen



Use the drop-down lists to select the Fiscal Year and your program. When the program is selected, the page will display a new drop-down list for Lead Agency/Partner. Select the LA/Grantee and click [GO].

Figure 594 Budget Revision Screen - selecting a revision

53. The *Budget Revision* displays the full budget. Change the amount on the line items that you want to revise and enter a justification. Click [SAVE] at the bottom of the screen to save your information before proceeding to the next step.

Budget Line Items	Current Amount	Revision Request	Difference	% of Change	% of Budget Amount	Justification
1. Enter related Child Health and Development Salaries (35% - 45%)	\$250,000.00	\$260,000.00	\$0.00	0.00 %	25.00 %	Additional staff required

Figure 605 Budget Line Items – revision request

NOTE: In order to remove a partner during the fiscal year from you're grant, you will need to do a Budget Revision.

54. Once you have made all your edits on the LA/Grantee budget, you may choose to revise the related pass through budgets. If you wish revise the pass through budgets, click [REVISE PASS THROUGH BUDGETS] at the bottom of the screen. You will enter your new pass through amount.

<b>Total:</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>	<b>\$0.00</b>	<b>0.00 %</b>	<b>100.00 %</b>
---------------	-----------------------	-----------------------	---------------	---------------	-----------------

[REVISE PASS THROUGH BUDGETS](#) [CALCULATE](#)

Comment:

To the best of my knowledge, I certify that all the information provided above is true.

User ID:

[SAVE](#) [SUBMIT](#) [PRINT](#)

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version

Figure 616 Budget Revision - revising a pass through budget

The revised pass through budget document will appear in the *Funds Inbox* for the partner to update and re-submit. If the LA/Grantee enters \$0.00 on the *Revise Partner Pass Through* page for the partner, a budget revision for the partner is automatically generated to address the grant funds and will be submitted along with the LA/Grantee budget when it is submitted.

55. Once you are satisfied with that all necessary revisions to your Budget and Pass Through Budgets, from the *Budget Revision* page, check the checkbox to certify that the information you provide is true and then click [SUBMIT]. You will need to click [Submit] again to confirm.

<b>Total:</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>	<b>\$0.00</b>	<b>0.00 %</b>	<b>100.00 %</b>
---------------	-----------------------	-----------------------	---------------	---------------	-----------------

[REVISE PASS THROUGH BUDGETS](#) [CALCULATE](#)

Comment:

To the best of my knowledge, I certify that all the information provided above is true.

User ID:

[SAVE](#) [SUBMIT](#) [PRINT](#)

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version

Figure 627 Budget Revision - certify and submit

NOTE: Before you, as the Grantee/LA, can submit your budget, pass through budgets from ALL of your partners must have been previously submitted.

56. Click *Funds Inbox* from the Navigation Menu. The screen will display showing a new entry for the Revised Budget. The approval process will again take place until this document is in “Final Approved” status. To review the [approval process](#), see [Step 45](#) above.

PELICAN: Financial Management Training Guide

Document ID	Document Type	Program	Fiscal Year	Provider Name	Grant	Grantee	Date Submitted	Status	Status History
<a href="#">1968</a>	Pass Through Budget	Head Start	2013-14	Mozart's Mavens, Inc.	852	Einstein Babies, Inc.	10/07/2013	Final Approved	<a href="#">Status History</a>
<a href="#">1967</a>	Budget	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.	10/07/2013	Final Approved	<a href="#">Status History</a>
<a href="#">1969</a>	Budget Revision	Head Start	2013-14	Einstein Babies, Inc.	852	Einstein Babies, Inc.	10/08/2013	Submitted	<a href="#">Status History</a>

Page 1 of 1

Figure 638 Funds Inbox - in-process budget revision

## Quarterly Expenditure Reports

57. Three times a year, the LA/Grantee is required to submit a Quarterly Expenditure Report (QER) which documents how much money you have used against your approved budget. Please refer to your contract on when quarterly expenditure report are needed or contact your Pre-school Program Specialist with your questions. Login to PELICAN as previously described and then click **Financial Management** from the Navigation Menu. (See Figure 46).
58. The *Funds Inbox* page displays. Click [QER] from the Sub Navigation Menu.

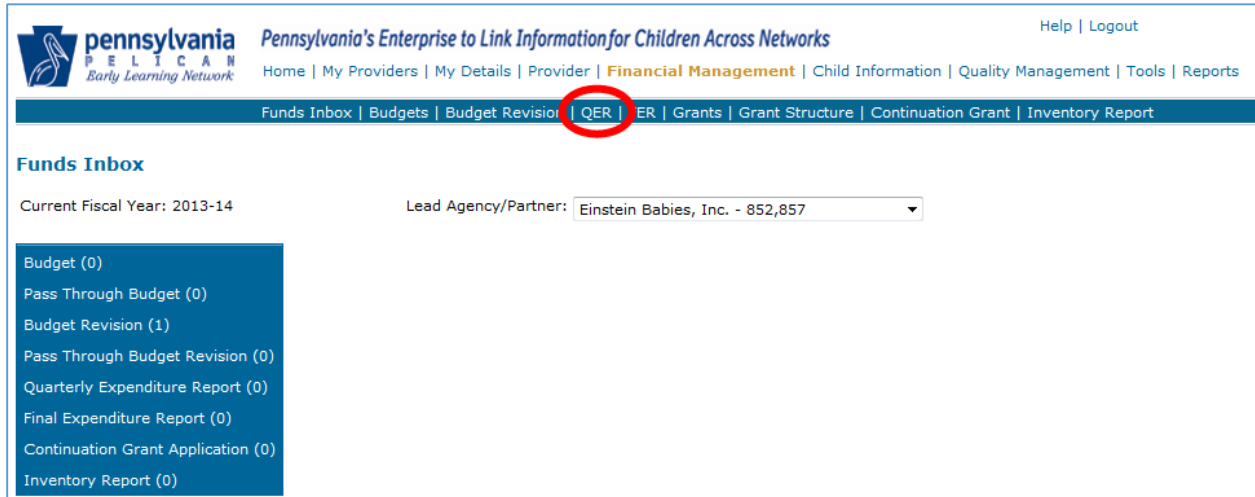


Figure 649 Funds Inbox - QER.

59. The *Quarterly Expenditure Report* page is displayed. Use the drop-down lists to enter the Fiscal Year and Quarter as well as the program for which you are creating the QER.

- Fiscal Year:** Enter the current Fiscal Year  
**Quarter:** Enter the quarter: Quarter 1, Quarter 2 or Quarter 3  
**Program:** Enter your program. Example Head Start.

Once you have entered this data, click [GO] as shown below.

NOTE: You cannot do a budget revision if there is no QER. If a budget revision is pending, then you cannot open a QER. If a QER is open, it can be deleted by your Pre-School Program Specialist.

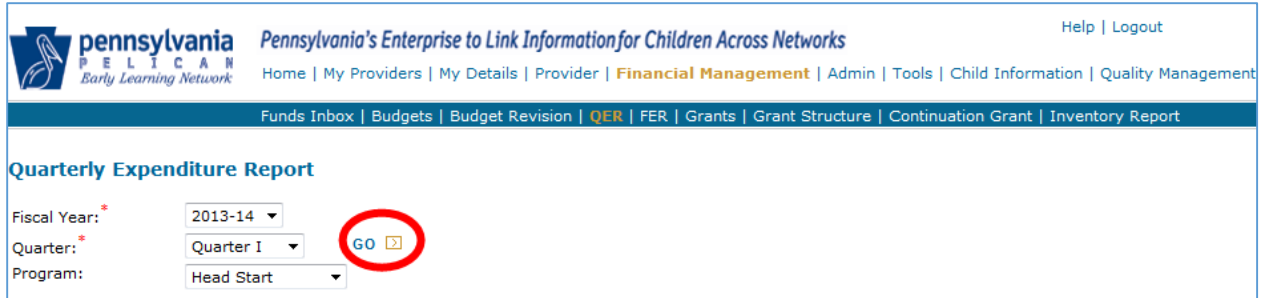


Figure 80 Quarterly Expenditure Report

60. The *Quarterly Expenditure Report* page is redisplayed with your budget line items listed below. For the 1st Quarter, you will need to enter the sum of your expenses in the “Amount Expended Prior to Close of Quarter” column. You also need to enter values for the “Amount Projected to be spent close of Quarter – June 30” column. Once you have completed entering data for these two columns, click [CALCULATE] and the sum of all monies spent from your budget will be totaled at the bottom of the column. In addition, the “Potential Unexpended Funds” column will display how much money remains available in your budget for each line item. If you have any “Potential Unexpended Funds” listed, your Pre-School Program Specialist will follow up to see why you have unspent funds. Click [SUBMIT] to send your QER into the approval process.

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Budget Line Items	Current Amount Budgeted	Amount Expended Prior to Close of Quarter	Amount Projected to be spent close of Quarter - June 30	Potential Unexpended Funds
1. Enter related Child Health and Development Salaries (35% - 45%)	\$260,000.00	\$ 100,000.00	\$ 100,000.00	\$ 0.00
7. Amount related to Nutritional Services (0% - 8%)	\$2,000.00	\$ 500.00	\$ 500.00	\$ 0.00
7a. Amount related to Parent Services (0% - 2%)	\$10,000.00	\$ 2,000.00	\$ 2,000.00	\$ 0.00
7c. Enter Space Related costs (3% - 10%)	\$30,000.00	\$ 25,000.00	\$ 25,000.00	\$ 0.00
7d. Building Maintenance/Repair and Other Occupancy costs (0% - 3%)	\$30,000.00	\$ 2,000.00	\$ 2,000.00	\$ 0.00
7e. Utilities and Telephone costs (1% - 3%)	\$22,300.00	\$ 5,000.00	\$ 5,000.00	\$ 0.00
7f. Building/Child Liability Insurance costs (1% - 3%)	\$15,000.00	\$ 4,500.00	\$ 4,500.00	\$ 0.00
7h. Publication/Advertising/Printing costs (0% - 2%)	\$15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 0.00
7i. Substitutes - If not paid benefits (0% - 2%)	\$18,500.00	\$ 0.00	\$ 0.00	\$ 0.00
7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00
9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	\$ 10,400.00	\$ 10,400.00	\$ 0.00
91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	\$ 30,000.00	\$ 30,000.00	\$ 0.00
93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	\$ 200,000.00	\$ 200,000.00	\$ 0.00
<b>Total</b>	<b>\$1,000,000.00</b>	<b>\$390,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**CALCULATE** [X]

Current Receipts: Receipts sorted by date and ready for submission.

To the best of my knowledge, I certify that all of the information provided above is true.

User Id:

**SUBMIT** [X]    SAVE [X]    PREVIOUS [X]

Figure 651 Quarterly Expenditure Report - certify and submit

61. During the next two quarters, you will need to submit two additional QERs. For future QERs repeat Steps 36-39 until you have 3 final approved QERs. For your final expenses, you will document those expenditures in your Final Expenditure Report (FER).

### Final Expenditure Reports / Inventory Reports

62. At the end of the fiscal year, once you have 3 “Final Approved” QERs, you are required to submit an FER which documents how much money you have used against your approved budget. Login to PELICAN as previously described and then click **Financial Management** from the Navigation Menu. (See Figure 46).

63. The *Funds Inbox* page is displayed. Click [FER] from the Sub Navigation Menu.



Figure 662 Funds Inbox - FER

64. The *Final Expenditure Report* page is displayed. Use the drop-down lists to enter the Fiscal Year and Program for which you are creating the FER.

- Fiscal Year:** Enter the current Fiscal Year
- Program:** Enter your program. Example Head Start.

Once you have entered this data, click [GO] as shown below. Note: You may not submit the FER until all budget documents are in “Final Approved” status.



Figure 673 Final Expenditure - selecting FER

65. The *Final Expenditure Report* page redisplay with your budget line redisplayed with your budget line items listed below. Enter the sum of your expenses in the “Amount Expended Through 6/30” column. Click [CALCULATE] and the sum of all monies spent from your budget will be totaled at the bottom of the column. In addition, the “Potential Unexpended Funds” column will display how much money remains available in your budget for each line item.

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Budget Line Items	Final Approved Budget	Amount Expended Through 6/30	Total Allowable Expenditures
1. Enter related Child Health and Development Salaries (35% - 45%)	\$260,000.00	\$ 260,000.00	\$260,000.00
7. Amount related to Nutritional Services (0% - 8%)	\$2,000.00	\$ 2,000.00	\$2,000.00
7a. Amount related to Parent Services (0% - 2%)	\$10,000.00	\$ 10,000.00	\$10,000.00
7c. Enter Space Related costs (3% - 10%)	\$30,000.00	\$ 30,000.00	\$30,000.00
7d. Building Maintenance/Repair and Other Occupancy costs (0% - 3%)	\$30,000.00	\$ 30,000.00	\$30,000.00
7e. Utilities and Telephone costs (1% - 3%)	\$22,300.00	\$ 22,300.00	\$22,300.00
7f. Building/Child Liability Insurance costs (1% - 3%)	\$15,000.00	\$ 15,000.00	\$15,000.00
7h. Publication/Advertising/Printing costs (0% - 2%)	\$15,000.00	\$ 15,000.00	\$15,000.00
7i. Substitutes - If not paid benefits (0% - 2%)	\$18,500.00	\$ 18,500.00	\$18,500.00
7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	\$ 7,200.00	\$7,200.00
9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	\$ 30,000.00	\$30,000.00
91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	\$ 60,000.00	\$60,000.00
93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	\$ 500,000.00	\$500,000.00
<b>Total</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>

**CALCULATE**

**CREATE INVENTORY REPORTS**

Figure 684 Final Expenditure Report - calculation



66. Before you can consider submitting your FER, you must submit an Inventory Report. Click [CREATE INVENTORY REPORTS].

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Budget Line Items	Final Approved Budget	Amount Expended Through 6/30	Total Allowable Expenditures
1. Enter related Child Health and Development Salaries (35% - 45%)	\$260,000.00	\$ 260,000.00	\$260,000.00
7. Amount related to Nutritional Services (0% - 8%)	\$2,000.00	\$ 2,000.00	\$2,000.00
7a. Amount related to Parent Services (0% - 2%)	\$10,000.00	\$ 10,000.00	\$10,000.00
7c. Enter Space Related costs (3% - 10%)	\$30,000.00	\$ 30,000.00	\$30,000.00
7d. Building Maintenance/Repair and Other Occupancy costs (0% - 3%)	\$30,000.00	\$ 30,000.00	\$30,000.00
7e. Utilities and Telephone costs (1% - 3%)	\$22,300.00	\$ 22,300.00	\$22,300.00
7f. Building/Child Liability Insurance costs (1% - 3%)	\$15,000.00	\$ 15,000.00	\$15,000.00
7h. Publication/Advertising/Printing costs (0% - 2%)	\$15,000.00	\$ 15,000.00	\$15,000.00
7i. Substitutes - If not paid benefits (0% - 2%)	\$18,500.00	\$ 18,500.00	\$18,500.00
7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	\$ 7,200.00	\$7,200.00
9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	\$ 30,000.00	\$30,000.00
91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	\$ 60,000.00	\$60,000.00
93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	\$ 500,000.00	\$500,000.00
<b>Total</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>

[CALCULATE](#) ⏏  

[CREATE INVENTORY REPORTS](#) ⏏

Figure 695 Final Expenditure Report - create inventory reports

67. The *Final Expenditure Report* page redisplay with the only change being the link for the inventory reports. Click [VIEW INVENTORY REPORTS] to view your inventory report.

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

Budget Line Items	Final Approved Budget	Amount Expended Through 6/30	Total Allowable Expenditures
1. Enter related Child Health and Development Salaries (35% - 45%)	\$260,000.00	\$ 260,000.00	\$260,000.00
7. Amount related to Nutritional Services (0% - 8%)	\$2,000.00	\$ 2,000.00	\$2,000.00
7a. Amount related to Parent Services (0% - 2%)	\$10,000.00	\$ 10,000.00	\$10,000.00
7c. Enter Space Related costs (3% - 10%)	\$30,000.00	\$ 30,000.00	\$30,000.00
7d. Building Maintenance/Repair and Other Occupancy costs (0% - 3%)	\$30,000.00	\$ 30,000.00	\$30,000.00
7e. Utilities and Telephone costs (1% - 3%)	\$22,300.00	\$ 22,300.00	\$22,300.00
7f. Building/Child Liability Insurance costs (1% - 3%)	\$15,000.00	\$ 15,000.00	\$15,000.00
7h. Publication/Advertising/Printing costs (0% - 2%)	\$15,000.00	\$ 15,000.00	\$15,000.00
7i. Substitutes - If not paid benefits (0% - 2%)	\$18,500.00	\$ 18,500.00	\$18,500.00
7j. Non-Student Travel costs (0% - 4%)	\$7,200.00	\$ 7,200.00	\$7,200.00
9. Enter related Training and Staff Development costs (2% - 6%)	\$30,000.00	\$ 30,000.00	\$30,000.00
91. Enter Student Transportation amounts (0% - 4%)	\$60,000.00	\$ 60,000.00	\$60,000.00
93. Funds passed through to Partner(s) (0% - 0%)	\$500,000.00	\$ 500,000.00	\$500,000.00
<b>Total</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>

CALCULATE

**VIEW INVENTORY REPORTS**

Figure 706 Final Expenditure Report - view inventory reports

68. The *Inventory Report* page displays. An inventory report is required when purchasing higher priced items. Please contact your Pre-School Program Specialists to discuss inventory report requirements. If you do not have to complete an inventory report, you are asked to immediately click [COMPLETE]. You should NOT add an entry in the Item table. Many providers feel they must add a row to indicate they did not purchase the higher priced item. Please do NOT do this. You are required to submit a blank, unaltered Inventory report so please just click [COMPLETE] when it is time to submit. If you did purchase a higher price item and your Pre-School Program indicates that an inventory report is necessary, please continue with the next step.

NOTE: If you are a Lead Agency with a partner or partners, you should only click [COMPLETE] after your partner(s) have completed their Inventory Report(s). When your partner(s) have completed their Inventory Report(s), the Submit Status field in the Partners table will be **Yes**. In the example below, the partner has not yet submitted their Inventory Report so their Submit Status is **No**.

**Inventory Report**

Fiscal Year: 2013-14      Lead Agency/Partner: Einstein Babies, Inc. - 852  
 Program: Head Start

Lead Agency Name:	Einstein Babies, Inc.
FAI Grant ID	
FAI Name	
AUN Number	
Pre-school Program Specialist	Test Specialist #1
Grant Amount	\$1,000,000.00
Inventory Report Date	

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost.

If no inventory to report, the fields should remain blank. Select the certification checkbox and click Complete.

Description of Item	Purchase Date	Purchase Price	
			SAVE
<b>Total</b>		<b>\$0.00</b>	

**Partners**

Provider	Purchase Price Total	Submit Status
Mozart's Mavens, Inc.	\$0.00	No
<b>Total</b>	<b>\$0.00</b>	

certify that the information on this report is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations and that all obligations occurred within the above referenced project period.  
 User ID: b-uatslds007

Complete Status: No

**COMPLETE**   PRINT   PREVIOUS

Figure 717 Inventory Report Screen – Certify and complete

69. If you do not have a partner or if you are the partner, the Partners section will not display on the *Inventory Report* page. An example of this situation is shown below.

**pennsylvania PELICAN Early Learning Network** *Pennsylvania's Enterprise to Link Information for Children Across Networks* [Help](#) | [Logout](#)

[Home](#) | [My Providers](#) | [My Details](#) | [Provider](#) | **Financial Management** | [Child Information](#) | [Quality Management](#) | [Tools](#)

[Funds Inbox](#) | [Budgets](#) | [Budget Revision](#) | [QER](#) | [FER](#) | [Grants](#) | [Grant Structure](#) | [Continuation Grant](#) | [Inventory Report](#)

### Inventory Report

Fiscal Year: 2013-14      Lead Agency/Partner: Mozart's Mavens, Inc. - 856

Program: PA Pre-K Counts

Lead Agency Name:	Mozart's Mavens, Inc.
FAI Grant ID	143280987
FAI Name	
AUN Number	095729157
Partner Name:	Einstein Babies, Inc.
Pre-school Program Specialist	
Grant Amount	\$25,000.00
Inventory Report Date	10/25/2013

**WARNING:** After 20 minutes the system will Time Out and all data that has not been saved will be lost.

**If no inventory to report, the fields should remain blank. Select the certification checkbox and click Submit.**

Description of Item	Purchase Date	Purchase Price
<b>Total</b>		<b>\$0.00</b>

To the best of my knowledge, I certify that all the information provided above is true.

User ID: b-uatslds005

Status:

Comment:

User ID: b-uatslds007

[SUBMIT](#)    [PRINT](#)    [PREVIOUS](#)

UserID: b-uatslds007      System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 728 Inventory Report Screen – no partners example

70. If you did purchase an item requiring you to create an inventory report, in the Item Table in the middle of the *Inventory Report* page, enter the Description of the Item purchased, the date of purchase and the purchase price. Click [SAVE].

**If no inventory to report, the fields should remain blank. Select the certification checkbox and click Complete.**

Description of Item	Purchase Date	Purchase Price	
Used RV purchased as mobile classroom and computer lab.	9/13/2013	50000	<b>SAVE</b> [X]
<b>Total</b>		<b>\$0.00</b>	

Figure 739 Inventory Report - item entry

NOTE: If you are a partner and you need to submit an Inventory Report, the Grantee/LA must add the Inventory Report for you. As the partner, you will find your Inventory Report in your *Funds Inbox* page.

71. At the bottom of the *Inventory Report* page, click the checkbox to certify that the information you are providing is true and then click [COMPLETE]. The system will display the message “Are you sure you want to finalize? Please click Complete again to confirm.” Click [Complete] to confirm and that the report is complete.

certify that the information on this report is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations and that all obligations occurred within the above referenced project period.  
**User ID:** b-uatslds007

**Complete Status:** No

**COMPLETE** [X] **PRINT** [X] **PREVIOUS** [X]

Figure 90 Inventory Report - certify and complete

72. The *Funds Inbox* page displays. The last entries in your Inbox will be the Inventory Report you just completed. If you have a partner, there will be an Inventory Report entry for them as well which are in “In-Process” status. Click [FER] from the Navigation Menu. ([See Step 62](#)).
73. The *Final Expenditure Report* page displays. Use the drop-down lists to enter the Fiscal Year and Program for the FER you previously started and click [GO]. ([See Step 63](#)).
74. The *Final Expenditure Report* page redisplay with your budget and your budget line items listed below. Enter the sum of your expenses in the “Amount Expended Through 6/30” column. Click [CALCULATE] and the sum of all monies spent from your budget will be totaled at the bottom of the column. In addition, the “Potential Unexpended Funds” column will display how much money remains available in your budget for each line item.

75. Below your budgeted line items is a summary which is used to address budgets that were not 100% allocated. You must enter an amount for the **Revenue Received to Date** in the Summary table. If the revenue received to date is not entered, your Pre-School Program Specialists will return your budget. You will need to log into the Fiscal Accounting Information (FAI) system and check the amount you have received from the Commonwealth with the amounts you have entered in your account system and report and enter that amount into the **Revenue Received to Date** row of the Summary table. If you have any questions on this step, please contact your Pre-School Program Specialist.

Summary	
Revenue Received to Date	1,000,000.00
Total Allowable Expenditures	\$1,000,000.00
Adjustment	0.00
Total Due to Grantee or (PA Dept. of Education)	0.00

**Once the Final Expenditure Report is Final Approved**, if the amount is negative, issue a check in that amount made payable to the "PA Department of Education" and mail to the following address along with the Final Expenditure Report no later than August 31, 2014.

Office of Child Development and Early Learning  
 Finance, Administration and Planning  
 333 Market Street, 6th Floor  
 Harrisburg, PA 17126

I certify that the information on this report is true and correct to the best of my knowledge. I assure that the expenditures reported herein are in compliance with applicable guidelines and regulations and that all obligations occurred within the above referenced project period.

**Prepared By:** User Attd: 007

**Title:** Beth Anne Keller

**User ID:** b-uatsids007

[SAVE](#) [SUBMIT](#) [PREVIOUS](#)

Figure 741 Final Expenditure Report - certify and submit

Once you are satisfied that the FER is correctly filled out and the Inventory has been created, you must click the certification checkbox, enter your Title and click [Submit] to send your FER into the approval process. You will need to click [Submit] again to confirm.

## Miscellaneous Notes

Within the Financial Management functionality of PELICAN, there are a number of free form text fields, most often displayed as white boxes on the screen that allows you type in the required information in whatever manner you feel is appropriate. It is important that you are aware that each field has a specific character limit. In other words, you only have so much space to type in your response. Each field has a different limit so it is impossible to display those limits here. That being the case, it is recommended that you be as clear and concise when conveying your response. Use the least amount of characters (letters, numbers, special characters like \$ or %) to accurately express your answer.

## Appendix - Glossary of Terms

Term	Description
<b>Budget</b>	An estimate of income and expenditure for a set period of time which can be created within the PELICAN application.
<b>Budget revision</b>	An update to the original budget.
<b>Continuation grant</b>	A grant that is awarded subsequent to the initial grant year.
<b>End dating</b>	End dating is a process which can be used to accomplish several different activities within PELICAN:  Ending a Child's enrollment in a classroom Ending a staff member's assignment to a classroom session Ending a staff member's assignment with a location Ending a Classroom Session at a particular location.
<b>FAI</b>	Fiscal Accounting Information
<b>Final Expenditure Report (FER)</b>	A document displaying those expenditures incurred by a provider since the third Quarterly Expenditure Report.
<b>Financial Management</b>	A section of the PELICAN system which allows for the effective documenting and management of funds granted to a Lead Agency or Legal Entity.
<b>Grantee</b>	A person or organization receiving funds from the state; receiver of a grant.
<b>Head Start Supplemental (HS)</b>	Head Start is a federal program that promotes the school readiness of children ages birth to 5 from low-income families by enhancing their cognitive, social and emotional development.
<b>Inventory Report</b>	A document that is used to display expenditures over \$5000.
<b>Lead Agency (LA)</b>	The Lead Agency in a Partnership has ultimate responsibility for fiscal and administrative oversight, program leadership and decision-making authority relative to PA Pre-K Counts. The Lead Agency communicates directly with the Preschool Program Specialist assigned to the Partnership and with OCDEL. It is the entity that responds to OCDEL requests, submits documents to OCDEL on behalf of the Partners, and holds responsibility for the Partners' compliance with PA Pre-K Counts requirements.
<b>Legal Entity (LE)</b>	An individual, partnership, association, organization, or corporation responsible for the operation of multiple child care facilities or locations, specific to Keystone STAR providers.
<b>Location</b>	The physical site where the early childhood program is offered.



Term	Description
<b>Quarterly Expenditure Reports (QER)</b>	A document displaying those expenditures incurred by a provider during a specific quarter time period.
<b>OCDEL</b>	The Office of Child Development and Early Learning (OCDEL) promotes opportunities for all Pennsylvania children and families by building systems and providing supports that help ensure access to high quality child and family services.
<b>PA Key</b>	The role of the Pennsylvania Key is to work with the Office of Child Development & Early Learning (OCDEL) to provide statewide leadership in the development of an integrated and coordinated system of program quality improvements and professional development supports for early childhood education.
<b>PA Pre-K Counts (PKC)</b>	An early childhood grant program offered by the Pennsylvania Department of Education.
<b>Pre-School Program Specialist</b>	Pre-School Program Specialists are staff members employed by The Pennsylvania Key who are assigned to monitor and support Pennsylvania Pre-K Counts (PKC) and Head Start Supplemental (HS) grantees in understanding and meeting the requirements of their grant.
<b>Partner</b>	A Partner is an eligible provider in the Lead Agency's current fiscal year PKC or HSSAP grant, which is providing a Pre-K Counts or HSSAP classroom session.
<b>PELICAN</b>	Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) is the Department of Human Services' initiative to integrate the Department's child care programs under a single management information system. All child care services information is managed in PELICAN.
<b>PELICAN Early Learning Network (ELN)</b>	The PELICAN Early Learning Network (ELN) is a web-based network that enables Pennsylvania to better understand the children served by providing a platform for collecting, tracking, and analyzing information about children, classroom sessions, staff and Providers to assess outcomes and best practices across programs.
<b>Program Type</b>	The type of early childhood program a child is enrolled in.
<b>SKRP</b>	Summer Kindergarten Readiness Program