PELICAN: Financial Management Training Guide
## Contents

Financial Management ........................................................................................................................................... 6

- Financial Management Overview .................................................................................................................. 6
- Continuation Grant Application .................................................................................................................... 7
- Creating a Budget ............................................................................................................................................ 23
- Pass Through Budgets ................................................................................................................................... 37
- Revising a Pass Through Budget .................................................................................................................. 43
- Budget Submission ......................................................................................................................................... 46
- Approval Process ............................................................................................................................................ 50
- Budget Revisions ........................................................................................................................................... 53
- Quarterly Expenditure Reports ...................................................................................................................... 56
- Final Expenditure Reports / Inventory Reports .............................................................................................. 58
- Miscellaneous Notes ...................................................................................................................................... 65

Appendix - Glossary of Terms .......................................................................................................................... 66
Figure 86 Final Expenditure Report - Calculation ................................................................. 60
Figure 87 Final Expenditure Report - Create Inventory Report ........................................... 60
Figure 88 Final Expenditure Report - View Inventory Report ................................................ 60
Figure 89 Inventory Report - Certify and Complete .............................................................. 61
Figure 90 Inventory Report - No Partner Example .................................................................. 62
Figure 91 Inventory Report - Item Entry ............................................................................... 63
Figure 92 Inventory Report - Certify and Complete ............................................................... 63
Figure 93 Final Expenditure Report - Certify and Submit ...................................................... 64
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

Providers will have the opportunity to apply for a continuation grant near the end of the fiscal year. When the continuation grant application window is open, an announcement will be sent from the Office of Child Development and Early Learning (OCDEL). Providers wishing to apply for a continuation grant should create and submit the application online as part of the Financial Management functionality upon receiving the announcement.

Begin the process by logging in to the Provider Self-Service (PSS) system with the assigned LA/Grantee user ID and password.

1. Click the PSS link https://www.pelican.state.pa.us/provider/.

   ![Figure 1 Provider Self-Service Login Screen](image)

   a. Enter your Username.
   b. Enter your Password.
   c. Click [LOGIN].

2. The PSS Home page is displayed.
3. Click on the [Early Learning Network (ELN)] drawer to expand and access ELN.
4. Navigate to **PA Pre-K Counts Home** page.
   a. If the LA/Grantee user ID is linked to more than one Lead Agency/Legal Entity (LA/LE), the **Lead Agency/Legal Entity Home** page will load.

   ![Figure 4 LA/LE Home - Select LA/LE](image)

   b. If this is the case, select the appropriate LA/LE hyperlink to navigate to the **PA Pre-K Counts Home** page.

   ![Figure 5 PA Pre-K Counts Home Page](image)

5. Click the **[Financial Management]** link in the ELN main menu header.

   ![Figure 6 Financial Management - ELN header](image)
6. The **Funds Inbox** page is displayed. Click the [Continuation Grant] link in the ELN sub menu header to display the **Continuation Grant Summary** page.

![Figure 7 Funds Inbox Page](image)

![Figure 8 Continuation Grant Summary Page](image)

7. The **Continuation Grant Summary** page is displayed.
8. Select the [Fiscal Year] for the desired continuation grant. NOTE: If the LA/Grantee participates in more than one program, the program must be selected as well.

9. Click [GO] to navigate to the **Continuation Grant Summary** page.

10. 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].
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.”

![Continuation Grant Summary page - Window not opened error](image)

11. The **Continuation Grant Summary** page is displayed with additional sections displayed when the grant is found for the Fiscal Year and/or Program selected.

![Continuation Grant Summary page - Status](image)

12. In the Continuation Grant Application section, narratives will have a status of “Not Started” if not complete.
13. Each narrative section is required to be completed. Follow the below steps to complete each narrative:
   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. Remove or Add Partners or locations as desired.
   d. Update the Continuation Grant slots, as well as pass through amounts.
      i. When entering slots, once you click [Calculate], the system will populate Projected Grant amounts.
      ii. A change to the pass-through amount should include a justification.

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

15. The Grant Structure Change page is displayed.

16. Answer the questions, click the [View Enrollment Details] radio button to display the details for the Lead Agency and each location, and click [Calculate].
   a. The page expands to display the Enrollment Details. Review the previous grant year’s 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. If a current Partner is not to be included for the new fiscal year, place a check in the [Remove?] column and enter zeros in the slot and pass through amount columns for the row to be removed.

17. Click [SAVE ENROLLMENT DETAILS]

18. Click [ADD NEW PROVIDER] to add a new location, a new Partner, or a new Partner location.
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].

![Figure 16 Grant Structure Change Screen - New Provider Data Entry](image)

19. The **Grant Structure Change** page is displayed, and your new Partner is displayed as shown below.

![Figure 17 Grant Structure Change - New Partner](image)
NOTE: For each Partner added, 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](image)

*Figure 18 Grant Structure Change page - Add Partner Location*

20. Once the changes to the *Grant Structure Change* page are complete, 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.

21. To enter Enrollment Details, click the [View Enrollment Details] radio button for the desired provider and then click [CALCULATE]. The screen expands to display Enrollment Details for the selected Fiscal Year and the prior Fiscal Year.

![Enrollment Details](image)

*Figure 19 Grant Structure Change - Enter Enrollment Details*

22. 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: UAT ELN Wonder Kids

Figure 20 Grant Structure Change page - Updating Partner Slot Assignments

Partner Location: Wonder Kids LOC1

Figure 21 Grant Structure Change page - Updating Partner Location Slot Assignments
23. 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 UAT ELN Wonder Kids as a Partner and indicate 30 Half Day slots and 30 Full Day slots, as shown below, adjustments will be necessary.

![Add New Provider](image)

**Figure 22 Grant Structure Change page - New Provider Data Entry**

24. 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, like those shown below:

![Grant Structure Change](image)

**Figure 23 Grant Structure Change page - Displaying additional slot errors**
25. Adjust the appropriate Enrollment 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.

![Table](image1.png)

Figure 24 Grant Structure Change page - Updating table for new provider

26. Click [CALCULATE] again to ensure that this table is correct. After all updates are made and the table is recalculated; click [SAVE].

NOTE: Any new providers, provider locations or locations will be added to the table as hyperlinks. These links allow the LA to make edits directly to the new information during the process of creating a continuation grant. Click the provider or location hyperlink to view the new provider information at the bottom of the screen.

27. Scroll to the bottom of the Grant Structure Change page and click the [checkbox] next to “I hereby certify that grant structure change section is completed” to indicate that the information provided is true. After checking the box, click [SAVE].

![Checkbox](image2.png)

Figure 25 Grant Structure Change page - Certification Checkbox
28. With the completion of each section, the system displays the following message at the top of the page: “Information saved successfully.” Navigate back to the Continuation Grant Summary page, to view progress.

While in progress:

<table>
<thead>
<tr>
<th>Narrative Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Structure</td>
<td>In-Progress</td>
</tr>
<tr>
<td>Lead Agency Contacts</td>
<td>Not Started</td>
</tr>
<tr>
<td>Program Operations</td>
<td>Not Started</td>
</tr>
<tr>
<td>Additional Funding</td>
<td>Not Started</td>
</tr>
<tr>
<td>Kindergarten Readiness Program</td>
<td>Not Started</td>
</tr>
<tr>
<td>Fiscal Information</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

Figure 26 Continuation Grant Summary page - Application Status

After all sections are complete:

<table>
<thead>
<tr>
<th>Narrative Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Structure</td>
<td>Complete</td>
</tr>
<tr>
<td>Lead Agency Contacts</td>
<td>Complete</td>
</tr>
<tr>
<td>Program Operations</td>
<td>Complete</td>
</tr>
<tr>
<td>Additional Funding</td>
<td>Complete</td>
</tr>
<tr>
<td>Kindergarten Readiness Program</td>
<td>Complete</td>
</tr>
<tr>
<td>Fiscal Information</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Figure 27 Continuation Grant Summary page - Application section complete

NAVIGATION NOTE: Click [NEXT SECTION] to move on to the next section of the continuation grant application. Click [PREVIOUS SECTION] to view the previous section and click [BACK TO CONTINUATION GRANT SUMMARY] to return to the Continuation Grant Summary page.

NOTE: At any time during the application process, you can return to the Continuation Grant Summary page and click [PRINT CONTINUATION GRANT APPLICATION]. This is recommended after the application has been submitted and can be used for review purposes during the process.
29. After all sections show a status of “Complete” on the Continuation Grant Summary page, click the [checkbox], “To the best of my knowledge, I certify that all the information provided above is true.” After checking the box, click [SUBMIT] to request the continuation grant.

30. The message “Are you sure you want to submit? Please click submit again to confirm” will display on the Continuation Grant Summary page.

NOTE: When [SUBMIT] is clicked a second time, additional changes to the grant application are not allowed. Changes may be made before submission if necessary. To make changes prior to submission, do the following:

- Uncheck the Certification box,
- Make the necessary edits,
- Check the Certification box again.

NOTE: The Continuation Grant application may be returned for changes or updates. View returned applications from the Funds Inbox. Click the [Status History] link to see the updates that are needed.
31. Click [SUBMIT] once more to submit your application.

![Continuation Grant Summary](image)

**Figure 31 Continuation Grant Submission - Are you sure?**

32. Click [SUBMIT] to confirm.

**NOTE:** The Continuation Grant application may be returned to you for changes or updates. View returned applications from the Funds Inbox. Click the [Status History] link to see the updates that are needed.
Creating a Budget

To demonstrate the financial management process, the provider and grant structures below will be used:

**HEAD START GRANT**

<table>
<thead>
<tr>
<th>LEAD AGENCY / GRANTEE:</th>
<th>UAT Learning Center Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARTNER:</td>
<td>Kalis Academy</td>
</tr>
</tbody>
</table>

NOTE: Before the Grantee/LA can submit a budget, Pass Through budgets from ALL Partners must have been previously submitted.

1. The first activity within Financial Management is to create a budget.
   a. Click [Financial Management] from the PA Pre-K Counts Home page.
   b. The Funds Inbox will be displayed along with the Financial Management Sub Navigation Menu.
      i. The Funds Inbox allows users to track the statuses of financial documents.
      ii. When a grantee visits this page for the first time, the blue box will show all zeroes, indicating no financial management documents have been created yet.

   ![Funds Inbox](image)

   Figure 32 Funds Inbox - Documents Count

   iii. 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 dropdown list. Use this box to select the desired grant to work with. In the example, we will select a LA/Grantee.
2. The grantee starts the budgeting process. Click **[Budgets]**.

   a. Select the **[Fiscal Year]** (FY) and the **[Program]** for which to create a budget from the dropdown boxes. Once selections are made, the screen displays the rest of the Budget Detail.
3. If the Lead Agency has a Partner in the grant structure, a “Pass Through Budget” must be added for the Partner.
   a. The first step on the LA/Grantee budget is to create the line item for a pass-through budget.
   b. Click [ADD PASS THROUGH BUDGETS].
c. Select Partner’s name from the Provider name dropdown list.

d. Enter the pass-through amount (whole dollars with no dollar sign or decimal points) and a description if needed. **NOTE:** The descriptions show in the screen shots are for illustration purposes only. Detailed descriptions should be entered. Appropriate descriptions are listed in Appendix A or B on the PA Keys website.

e. Click [ADD].

f. 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. **NOTE:** If the Partner’s name is not displayed 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.

g. After all the Partner’s pass-through amounts have been added, click [RETURN TO PREVIOUS PAGE].
4. The **Budget Detail** page is redisplayed and a new line item has been added to the budget.
   a. Pass-Through budget entries are listed as Line Item 93.
      i. If there are two Partners and both have Pass Through Budgets entered, Line Item 93 Amount is the sum of all Pass-Through Budgets entered. The Description is a combination of all Pass-Through Budget descriptions. This information is automatically calculated and created when pass through budgets are entered for Partners. More information on Pass-Through Budgets will be discussed later in this guide. (See [Pass through Budgets](#)).

   ![Figure 38 Budget Detail page - Line Item 93](image)

5. Now that the Pass-Through Budget is entered, the remaining line items must be entered.
   a. Enter remaining line items to account for the Lead Agency’s entire portion of the grant.
   b. Click [SAVE] often to save data entered.
   c. Use the Budget Line Item dropdown list to select the type of budget item to be added.
   d. Enter the amount budgeted for that line item and an appropriate description. **NOTE:** The descriptions show in the screen shots are for illustration purposes only. Detailed descriptions should be entered. Appropriate descriptions are listed in Appendix A or B on the Pa Keys website.
   e. Click [SAVE].
If there is incorrect or missing data, such as failure to enter a required field, the system will display an error message.

6. Correct the error and click [SAVE] again.
7. There is guidance provided in the Budget Line Item for the range of percentage (%). The system displays the percentage of grant money that can be allocated for the line item. For example, Line Item 1 (see below), indicates that 35-45% of the grant money can be spent on “Child Health and Development Salaries.”

8. If the amount entered is more than the range allowed, the system will display a message indicating the amount is not within an acceptable percentage range of the Grant amount. If the amount entered is correct, justification for the line item amount is required.

9. Enter the Justification reason or correct the Line Item amount and then click [SAVE]. The justification reason will be considered during the review and approval process.

10. The **Budget Detail** page is displayed and the line item has been added to the budget. Note that the budget now shows that 83.33% of grant has now been accounted for.
11. Repeat Step 5 and add line items until 100% of the grant funds have been designated in the budget. (See Step 5 – adding line items). The final budget should show 100% of the grant amount in the totals as shown below.
12. Click the [checkbox] to certify all the information provided is true.

13. Print the Budget Detail by clicking [PRINT] at the bottom of the screen as shown below.

![Figure 45 Budget Detail page - Print](image)

14. A printable PDF of the **Budget Detail** may open in a new browser window or new tab on the current browser. Click the [print icon] as shown below.

![Figure 46 Printing Budget Detail](image)
15. To review and print the Summary Budget from the *Budget Detail* page, click **[SUMMARY BUDGET]** at the bottom of the screen as shown below.

![Figure 47 Budget Detail - View Summary Budget](image)

16. The **Summary Budget** page displays all possible line items and the amount of money entered for each. The **Summary Budget** also includes a section for Pass Through Budgets, if they are part of the budget. Users have 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]**.
## Summary Budget

**PACE:** 0567860  
**Program:** Head Start  
**Lead Agency Name:** UAT Learning Center Inc  
**PIL Name:** UAT Learning Center Inc  
**Fiscal Year:** 2017-18  
**Pre-school Program Specialist:**  
**Grant Amount:** $150,000.00

<table>
<thead>
<tr>
<th>Cost Function Description of Function</th>
<th>166 Salaries</th>
<th>260 Benefits</th>
<th>300 Purchased Professional &amp; Technical Services</th>
<th>400 Purchased Property Services</th>
<th>500 Other Purchased Services</th>
<th>600 Supplies 800 Dues Fees</th>
<th>700 Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1000 Instruction</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2 1500 Pre-Kindergarten</td>
<td>$52,000.00</td>
<td>$0.00</td>
<td>$9,000.00</td>
<td>$0.00</td>
<td>$7,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$78,000.00</td>
</tr>
<tr>
<td>3 3100 Pupil Personnel Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4 3300 Staff Support Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5 2200 Administrative Support Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 2400 Health Support Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7 2500 Business Support Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8 2900 Operation Maintenance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9 3700 Student Transportation</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>10 2800 Central Support Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>11 2900 Other Support Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>12 3100 Food Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>13 3300 Community Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Column Totals:** $52,500.00, $4,000.00, $9,000.00, $0.00, $7,000.00, $0.00, $0.00, $75,000.00

**Approved Indirect Cost/Operational Rate:** 20.00%

**Pass through Funds (If Applicable) of 1807 DSB 800:**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Type</th>
<th>Original Amount</th>
<th>Amended Amount</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>KALS Academy</td>
<td>Head Start</td>
<td>$75,000.00</td>
<td>$75,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total** $150,000.00

**Figure 48 Summary Budget page**
17. A printable PDF *Summary Budget* page may open in a new browser window or a new tab. Click the [print icon] as shown below.

![Figure 49 Printing Summary Budget page](image)
18. Partners must submit their budgets before the LA/Grantee can submit a budget. Click [Funds Inbox] in the Navigation Menu.
19. The **Funds Inbox** is displayed. The blue box indicates that there is a budget in process. Click the [Status History] link to display a view of how many times the document has been acted upon.

![Funds Inbox](image)

*Figure 51 Funds Inbox page - Budget Status*
Pass Through Budgets

Before the LA/Grantee can submit the full budget, the Partner(s) must create and submit a budget to the LA/Grantee. The Partner budget is the total pass-through amount from the Grantee. (See Step 3 under Creating a Budget) This section of the guide pertains only to Partners. In our example, UAT Learning Center Inc. is the LA/Grantee and Kalis Academy is the Partner.

The next section will provide guidance on successfully submitting a Pass Through Budget by a Partner.

33. Click the PELICAN link https://www.pelican.state.pa.us/. (See Figure 1)
   a. Enter your Username
   b. Enter your Password
   c. Click [LOGIN].


![Figure 52 PA Pre-K Home page - Partner selects Financial Management](image)

35. The **Funds Inbox** is displayed.
   a. If the provider participates in multiple grants each will be listed in the dropdown box.
   b. To complete activities as a Partner, use the drop-down box to select the appropriate grant as a Partner.
   c. Note: The Document table displayed displays only documents associated with the selected Grant. When accessing the **Funds Inbox** as a Partner, the table will be populated with the Pass Through Budget document.
   d. Click on the [Document ID] link of the Pass Through Budget to continue.
36. The **Budget Detail** page is displayed. To complete the Pass Through Budget, follow the same steps previous documented for a LA/Grantee. (See [Creating a Budget Steps 4 – 11](#)).

37. Once line items are entered to account for the allotted grant funds, click the certification [checkbox] and click [Submit] to send the Pass Through Budget to the LA/Grantee.
Remember, clicking [SUBMIT] before clicking the checkbox will generate a system message like the one below.

![Budget Detail - Failing to Certify Error](image)

**Figure 55 Budget Detail page - Failing to Certify Error**

38. 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 the assigned Preschool Program Specialist for the next step in the review process.

![Certifying Budget](image)

**Figure 56 Budget Detail page - Certifying Budget**
39. The **Funds Inbox** page is displayed. The Pass-Through Budget appears in the document table with an updated status of “Submitted.” The LA/Grantee can now submit the total budget for the Partner grant. To review the Pass Through Budget, select the [Document ID] link.

![Funds Inbox - Submitted Status](image)

*Figure 57 Funds Inbox - Submitted Status*
40. To complete the budget submission, the LA/Grantee must review the submitted Pass Through Budget.
   a. The LA/Grantee must log in and open the document in the **Funds Inbox**.
   b. If there are any issues with the Pass Through Budget, the LA/Grantee will return it to the Partner to address.
   c. The LA/Grantee will navigate to their **Funds Inbox** page as discussed previously. The Pass Through Budget is shown as submitted.
   d. Click the [Document ID] link attached to the Pass Through Budget.

![Funds Inbox - Pass Through Budget Submitted](image.png)
For this example, the Grant Amount is $250,000.00 however, only 90% of the funds are designated, as shown below. $25,000.00 of the grant pass through amount has not been addressed within the budget. The LA/Grantee reviews the Pass Through Budget, and can “approve” or “return” the Pass Through Budget to the Partner. With the issue noted above, the LA/Grantee will return the Pass Through Budget as shown below.

41. Click [Update]

![Figure 59 Pass Through Budget - Updating](image)

42. Use the Status dropdown list to select Approve or Return. Enter a comment describing the reason for returning the budget and click [Submit]. Click [Submit] again to confirm.

![Figure 60 Returning a Budget](image)
43. The document table on the **Funds Inbox** page will now show the Pass-Through Budget in “Returned” status.

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Document Type</th>
<th>Program</th>
<th>Fiscal Year</th>
<th>Provider Name</th>
<th>Grant</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Status History</th>
</tr>
</thead>
<tbody>
<tr>
<td>2578</td>
<td>Pass Through Budget</td>
<td>Head Start</td>
<td>2017-18</td>
<td>KALIS ACADEMY</td>
<td>1555</td>
<td>10/30/2017</td>
<td>Returned</td>
<td>Status History</td>
</tr>
<tr>
<td>2577</td>
<td>Budget</td>
<td>Head Start</td>
<td>2017-18</td>
<td>UAT Learning Center Inc</td>
<td>1555</td>
<td>11/01/2017</td>
<td>In-Process</td>
<td>Status History</td>
</tr>
</tbody>
</table>

*Figure 61 Funds Inbox page - Returned Status*

**Revising a Pass Through Budget**

44. Once the LA/Grantee returns the Pass Through Budget, it is accessible to the Partner for updates and resubmission. The Partner logs in and clicks the [Financial Management] link in the ELN main header. The **Funds Inbox** page will list the Pass Through Budget as “Returned”.
   a. Click the [Status History] link to view the reason the Pass Through Budget was returned.
   b. Click the [Document ID] link to access and edit the Pass Through Budget.

*Figure 62 Funds Inbox page - Returned Pass Through Budget*
Select individual line items to update or add new line items as described earlier. To update existing line items, select the radio button next to the line item and click [UPDATE].

**Figure 63 Pass Through Budget page - Updating Pass Through Budget**

45. The information for the selected line item is populated in the fields below. To correct, the following changes were made:

   f. Change the Budget Line Item from “7c. Space Related costs” to “92. Construction costs related to renovations for new classroom start-up” since the description and justification are more in line with construction costs. **NOTE:** The descriptions shown in the screen shots are for illustration purposes only. Detailed descriptions should be entered. Appropriate descriptions are listed in Appendix A or B on the PA Keys website.

   a. Add the “missing” $25,000.00 to this line item  
   b. Click [SAVE].
46. The Pass Through Budget is updated and shows 100% of the pass-through amount is budgeted. Click [SUBMIT] and again to confirm. In the **Funds Inbox**, the Pass Through Budget will again indicate that it has been submitted.

---

**Funds Inbox**

Current Fiscal Year: 2017-18

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Document Type</th>
<th>Program</th>
<th>Fiscal Year</th>
<th>Provider Name</th>
<th>Grant</th>
<th>Grantee</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Status History</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTE1</td>
<td>Pass Through</td>
<td>Head Start</td>
<td>2017-18</td>
<td>UAFS ACADEMY</td>
<td>1555</td>
<td>UAT Learning Center Inc.</td>
<td>10/30/2017</td>
<td>Submitted</td>
<td>Status History</td>
</tr>
<tr>
<td>BUD1</td>
<td>Budget</td>
<td>Head Start</td>
<td>2017-18</td>
<td>UAFS ACADEMY</td>
<td>1555</td>
<td>UAT Learning Center Inc.</td>
<td>11/03/2017</td>
<td>In Process</td>
<td>Status History</td>
</tr>
</tbody>
</table>
Budget Submission

47. Once the Pass Through Budget has been submitted, the LA/Grantee will review the Pass Through Budget.


   b. The Budget Detail page is displayed for the Pass-Through Budget. As before, if there are any issues, the LA/Grantee will “Return” the budget to the Partner, however, if they agree that it is accurate and complete, the LA/Grantee should select “Approve” from the dropdown list and add any necessary comments in the box provided.

   c. Click [SUBMIT] and again to confirm.

NOTE: Changing the status to “Approve” or “Return” does not change the status within PELICAN. It is, however, a best practice to 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 when “approved.”

---

Figure 66 Budget Detail page - LA/Grantee Budget Submission
48. The **Funds Inbox** page will show the Pass Through Budget as “Submitted” and the LA/Grantee budget as “In-Process.” Click the [Document ID] link for the Budget to continue.

![Funds Inbox page](image)

*Figure 67 Funds Inbox page - Status Changes*
49. The **Budget Detail** page is displayed. Click [View Summary Budget] to go to the **Summary Budget** page, or click [Print] to print the Budget Detail.

![Figure 68 Budget Detail - View Summary Budget or Print Detail](image)
50. From the **Budget Detail** page check for accuracy before submitting it for formal review. When ready to submit,
   
   a. Select the [checkbox] at the bottom of the page to certify that the information provided is accurate. The system will not allow you to submit a budget until this checkbox is clicked.
   
   b. Click [SUBMIT] and again to confirm.

![Budget Certification](image)

Figure 69 Budget Certification

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

51. Click **Funds Inbox** from the Navigation Menu. Both the Pass-Through Budget and the Budget will display with a “Submitted” Status.

![Funds Inbox page - Both Budgets Submitted](image)

Figure 70 Funds Inbox page - Both Budgets Submitted
Approval Process

Figure 71 Approval Process

Once the LA/Grantee and Partner submit a document, in this case Budgets, the approval process begins. This process occurs for all budget documents.

1. LA/Grantee submits a document
2. Assigned Preschool Program Specialist reviews
3. Preschool Program Specialists approves
4. PA Key level review: “OCDEL Reviewed”
5. PA Key level review: “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 is required to make the necessary corrections and resubmit, following the same submittal and approval processes.
The approval process can be tracked by viewing the status for a specific document from the *Funds Inbox* page. All possible statuses and LA/Grantee Required Actions are documented in the table below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>LA/Grantee Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>A document has just been started and is currently being worked on.</td>
<td>No action required.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The Partner or LA/Grantee has submitted a document.</td>
<td>No Action required.</td>
</tr>
<tr>
<td>Specialist Reviewed</td>
<td>Specialist has reviewed and approved the document.</td>
<td>No Action required.</td>
</tr>
<tr>
<td>OCDEL Reviewed</td>
<td>PA Keys have reviewed and approved the document.</td>
<td>No Action required.</td>
</tr>
<tr>
<td>Final Approved</td>
<td>OCDEL HQ Staff has reviewed and approved the document.</td>
<td>No Action Required.</td>
</tr>
<tr>
<td>Returned</td>
<td>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.</td>
<td>Click [Status History] to view the <em>Budget Status History</em> page. The reviewer’s comments are displayed in the Comments column. Make updates as noted in the comments and resubmit the document.</td>
</tr>
</tbody>
</table>

52. 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.
NOTE: While the Lead Agency budget is going through the approval process, and if there is a Partner, the Partner’s budget will have a status of “Submitted” until the Lead Agency Budget has reached “Final Approved” status.
Budget Revisions

It may be necessary to revise the budget during the year. Refer to your contract on why a Budget Revision may be needed or contact your Pre-school Program Specialist.

53. Click **Financial Management** from the Navigation Menu. [See Figure 52]

54. Click [**Budget Revisions**] from the Sub Navigation Menu.

![Funds Inbox - Select Budget Revisions](image)

55. The **Budget Revision** page is displayed.
Use the dropdown lists to select the Fiscal Year and program. When the program is selected, the page will display a new dropdown list for Lead Agency/Partner. Select the LA/Grantee and click [GO].

56. The *Budget Revision* displays the full budget. Change the line items to be revised and enter a justification. Click [SAVE] at the bottom of the screen before proceeding to the next step.

**NOTE:** A Budget Revision is required to remove a Partner from a grant during the fiscal year.

57. Once all necessary edits on the LA/Grantee budget are complete, the related pass-through budgets may be revised. To revise the Pass Through Budgets, click [REVISE PASS THROUGH BUDGETS] at the bottom of the screen. Enter a new pass-through amount.
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.

58. If all necessary revisions to the Budget and Pass Through Budgets are complete, then from the Budget Revision page, check the checkbox to certify that the information provided is true and click [SUBMIT]. Click [SUBMIT] again to confirm.

59. 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, click here.
Quarterly Expenditure Reports

60. Three times a year, the LA/Grantee is required to submit a Quarterly Expenditure Report (QER) which documents quarterly expenses that has been allocated against the approved budget. Please refer to your contract on when quarterly expenditure report is needed or contact your Pre-school Program Specialist with questions. Log in to PELICAN as previously described and click Financial Management from the Navigation Menu. (See Figure 52).

61. The Funds Inbox page is displayed. Click [QER] from the Sub Navigation Menu.

![Funds Inbox QER](image)

62. The Quarterly Expenditure Report page is displayed. Use the dropdown lists to enter the Fiscal Year and Quarter, as well as the program for which the QER is being created.

- **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 this data is entered, click [GO] as shown below.

NOTE: A budget revision cannot be completed if there is no QER. If a budget revision is pending, you cannot open a QER. If a QER is open, it can be deleted by your Pre-school Program Specialist.
63. The *Quarterly Expenditure Report* page is redisplayed with the budget line items listed below. Enter the following data:

   a. Enter the sum of expenses in the “Amount Expended Prior to Close of Quarter” column for the First Quarter.

   b. Enter values for the “Amount Projected to be spent close of Quarter – June 30” column.

Click **[CALCULATE]**

   c. The sum of all monies spent from the budget will be totaled.

   d. In addition, the “Potential Unexpended Funds” column will display the remaining budget funds available.

   e. If there are any “Potential Unexpended Funds” indicated, your Pre-school Program Specialist will follow up regarding the unspent funds.

   f. Click **[SUBMIT]** to send the QER into the approval process.
Repeat the above steps to submit two additional QERs as directed by your contract. Final expenses are documented in the Final Expenditure Report (FER).

Final Expenditure Reports / Inventory Reports

The FER is required at the end of the Fiscal Year and when there are three “Final Approved” QERs on file. The FER documents the total expenses that were allocated against the approved budget. Log in to PELICAN as previously described and click Financial Management from the Navigation Menu. (See Figure 52).

The Funds Inbox page is displayed. Click [FER] from the Sub Navigation Menu.
67. The *Final Expenditure Report* page is displayed. Use the dropdown 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.

Click [GO] as shown below. Note: The FER may not be submitted until all budget documents are in “Final Approved” status.

68. The *Final Expenditure Report* page is redisplayed with budget line items listed.
   a. Enter the sum of expenses in the “Amount Expended Through 6/30” column.
   b. Click [CALCULATE] to total all monies spent.
   c. In addition, the “Potential Unexpended Funds” column will display the amount of remaining budget funds available for each line item.
69. Before submitting the FER, an Inventory Report is must be completed. Click [CREATE INVENTORY REPORTS].

70. The Final Expenditure Report page is redisplayed with the only change being the link for the inventory reports. Click [VIEW INVENTORY REPORTS] to view your inventory report.
71. The **Inventory Report** page is displayed. An inventory report is required when purchasing higher priced items. Contact your Pre-School Program Specialists to discuss inventory report requirements.
   
   a. If a higher priced item was **NOT** purchased, a blank, unaltered Inventory report is still required.
   
   b. Click **[COMPLETE]**. **DO NOT** enter information to indicate a higher priced item was **NOT** purchased.
   
   c. If a higher price item was **WAS** purchased and your Pre-school Program Specialist indicates that an inventory report is necessary, continue with the next step.

**NOTE:** Lead Agency with a Partner or Partners, should click **[COMPLETE]** only after the Partner(s) have completed their Inventory Report(s). When the 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**.

![Image of Inventory Report](image-url)

**Figure 88 Inventory Report-Certify and Complete**
72. A message is displayed if there is no Partner. Example shown below.

![Inventory Report - No Partner Example](image)

**Figure 89 Inventory Report - No Partner Example**
73. If a higher priced item was purchased, then create an inventory report by entering the Description of the Item, Purchase Date, and Purchase Price on the *Inventory Report* page. Click [SAVE].

![Inventory Report - Item Entry](image)

**Figure 90 Inventory Report - Item Entry**

**NOTE:** If a Partner needs to submit an Inventory Report, the Grantee/LA must add the Inventory Report. Once added, the Partner’s Inventory Report can be accessed from the *Funds Inbox* page.

74. At the bottom of the *Inventory Report* page, click the checkbox to certify that the information provided 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.

![Inventory Report - Certify and Complete](image)

**Figure 91 Inventory Report - Certify and Complete**

75. The *Funds Inbox* page is displayed. The last entries in the Inbox are the Inventory Report(s) just completed. A Partner Inventory Report will show in the *Funds Inbox*, if applicable, and will have an “In-Process” status. Click [FER] from the Navigation Menu. (See Step 62).

76. The *Final Expenditure Report* page is displayed. Use the dropdown lists to enter the Fiscal Year and Program for the FER that was previously started and click [GO]. (See Step 63).

77. The *Final Expenditure Report* page is redisplayed with the budget and budget line items listed below. Enter the sum of expenses in the “Amount Expended Through 6/30” column. Click [CALCULATE] and the sum of all monies spent from the 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 the budget for each line item.
79. Below the budgeted line items is a summary which is used to address budgeted dollars that were not 100% allocated. 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 Specialist will return the budget for review. Log into the Fiscal Accounting Information (FAI) system and verify the dollar amount received from the Commonwealth with the dollar amounts entered in your account system. 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.

![Figure 92 Final Expenditure Report - Certify and Submit](image)

Once the FER is completed correctly and the Inventory has been created, click the certification checkbox, enter your Title and click [SUBMIT] to send your FER into the approval process. Click [SUBMIT] a second time confirm.
Miscellaneous Notes

Within the Financial Management functionality of PELICAN, there are several free-form text fields, most often displayed as white boxes on the screen that allows a user to enter the required information. Each of these free-form text fields has a specific character limit, and is not the same for each text box. It is recommended that responses entered are clear and concise, ensuring the response is within the character limits for the specific text box.
### Appendix - Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td>An estimate of income and expenditure for a set period which can be created within the PELICAN application.</td>
</tr>
<tr>
<td><strong>Budget Revision</strong></td>
<td>An update to the original budget.</td>
</tr>
<tr>
<td><strong>Continuation Grant</strong></td>
<td>A grant that is awarded subsequent to the initial grant year.</td>
</tr>
<tr>
<td><strong>End dating</strong></td>
<td>End dating is a process which can be used to accomplish several different activities within PELICAN:</td>
</tr>
<tr>
<td></td>
<td>- Ending a Child’s enrollment in a classroom</td>
</tr>
<tr>
<td></td>
<td>- Ending a staff member’s assignment to a classroom session</td>
</tr>
<tr>
<td></td>
<td>- Ending a staff member’s assignment with a location</td>
</tr>
<tr>
<td></td>
<td>- Ending a Classroom Session at a location.</td>
</tr>
<tr>
<td><strong>FAI</strong></td>
<td>Fiscal Accounting Information</td>
</tr>
<tr>
<td><strong>Final Expenditure Report (FER)</strong></td>
<td>A document displaying those expenditures incurred by a provider since the third Quarterly Expenditure Report.</td>
</tr>
<tr>
<td><strong>Financial Management</strong></td>
<td>A section of the PELICAN system which allows for the effective documenting and management of funds granted to a Lead Agency or Legal Entity.</td>
</tr>
<tr>
<td><strong>Grantee</strong></td>
<td>A person or organization receiving funds from the state; receiver of a grant.</td>
</tr>
<tr>
<td><strong>Head Start Supplemental (HS)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Inventory Report</strong></td>
<td>A document that is used to display expenditures over $5000.</td>
</tr>
<tr>
<td><strong>Lead Agency (LA)</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Legal Entity (LE)</strong></td>
<td>An individual, Partnership, association, organization, or corporation responsible for the operation of multiple child care facilities or locations, specific to Keystone STAR providers.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>The physical site where the early childhood program is offered.</td>
</tr>
<tr>
<td><strong>Quarterly Expenditure Reports (QER)</strong></td>
<td>A document displaying those expenditures incurred by a provider during a specific quarter.</td>
</tr>
<tr>
<td><strong>OCDEL</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>PA Key</strong></td>
<td>The role of the Pennsylvania Key is to work with the Office of Child Development &amp; 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.</td>
</tr>
<tr>
<td><strong>PA Pre-K Counts (PKC)</strong></td>
<td>An early childhood grant program offered by the Pennsylvania Depart of Education.</td>
</tr>
<tr>
<td><strong>Pre-school Program Specialist</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Partner</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>PELICAN</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>PELICAN Early Learning Network (ELN)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Program Type</strong></td>
<td>The type of early childhood program a child is enrolled in.</td>
</tr>
</tbody>
</table>