NYC DOE – Division of Early Childhood Education

Pre-K Integrated Data System (Pre-KIDS) User Manual

User Manual for PKA Vendor Portal

August 2017

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1. Introduction

This document is a user manual for the PKA Vendor Portal. All of the features available for the Vendor user are described in this document.

2. General Information

2.1. System Requirements

You can access the Vendor Portal website at the following URL
https://vendorportal.nycenet.edu/vendorportal/login.aspx

2.2. How to Register

You can view the instructions to register as a new user by clicking on *Register* (**Figure 1**).

Figure 1: Vendor Portal Login screen

If you forget your password, click on *Forgot your password?* (**Figure 1**). If you are still having trouble, select the *Contact Vendor Hotline* link.

Once you log in successfully, select the PKA link in the right menu bar (**Figure 2**).

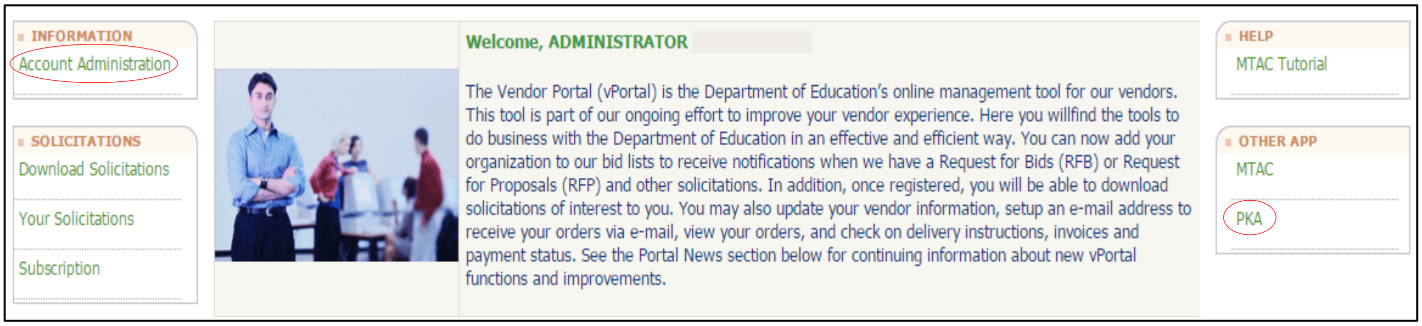


Figure 2: Vendor Portal screen after user logs in

If the PKA link does not appear, please contact your DCP representative or Operations Analyst.

2.3. How to Add/Edit users and control access

An administrator (user name is 9-digit Federal Tax ID) can create *Child Account(s)* to allow access to the Vendor Portal for other employees. A *Child Account* is a way to give an employee selective access to functions within the application. The administrator can control the access level for a child account.

- Select *Account Administration* on the left side of the welcome page (**Figure 2**).
- Select *Add/Edit Users* and a list of existing users will display (**Figure 3a**).
- Select *Add Users* (**Figure 3a**).

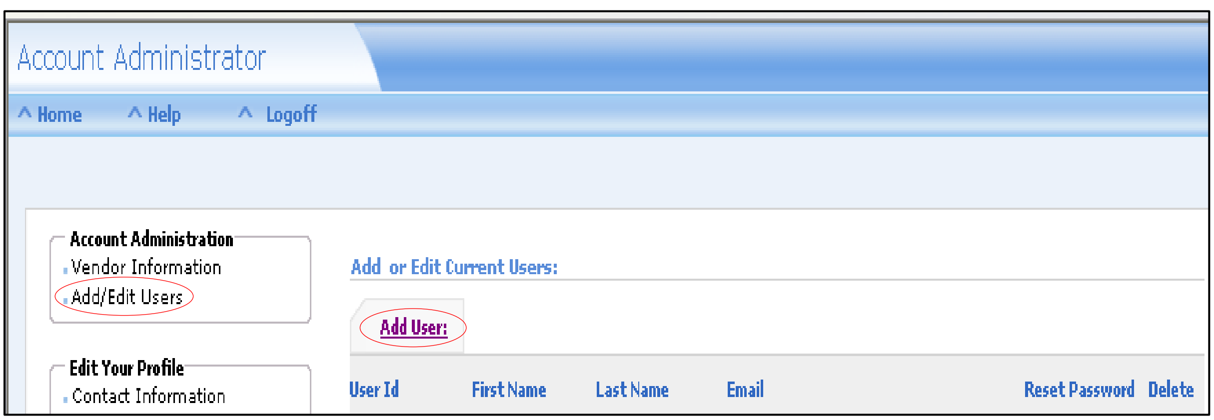


Figure 3a: Add Users tab screen

Add in *Child Account*'s information in the following form (**Figure 3b**).

- User Info section: Enter the appropriate information in each respective field **(a)**. Note that this User ID is the user name for the *Child Account* to access the Vendor Portal.
- BOE Vendor Access section: Place a check in the checkbox before proceeding to other sections **(b)**.
- Application Security section: Select the level of access for the user **(c)**.
- User Module Access Settings List section: Select the area(s) you want to provide the *Child Account* user access to **(d)**:

    - Budget – allows user to create and submit budgets for DECE review and approval
    - Enrollment – allows user to create and submit enrollment records for DECE review and approval
    - Invoice – allows user to create and submit invoices for DECE review and payment
    - Attendance – allows user to record and certify attendance records for all enrolled students
    - Miscellaneous – allows user to submit student screening results, create class codes, manage staff roster (including salary information), and access a library of vendor resources
- Commodity List section: Place a check in the checkbox for this section **(e)**.
- Click **Save** when you are done.

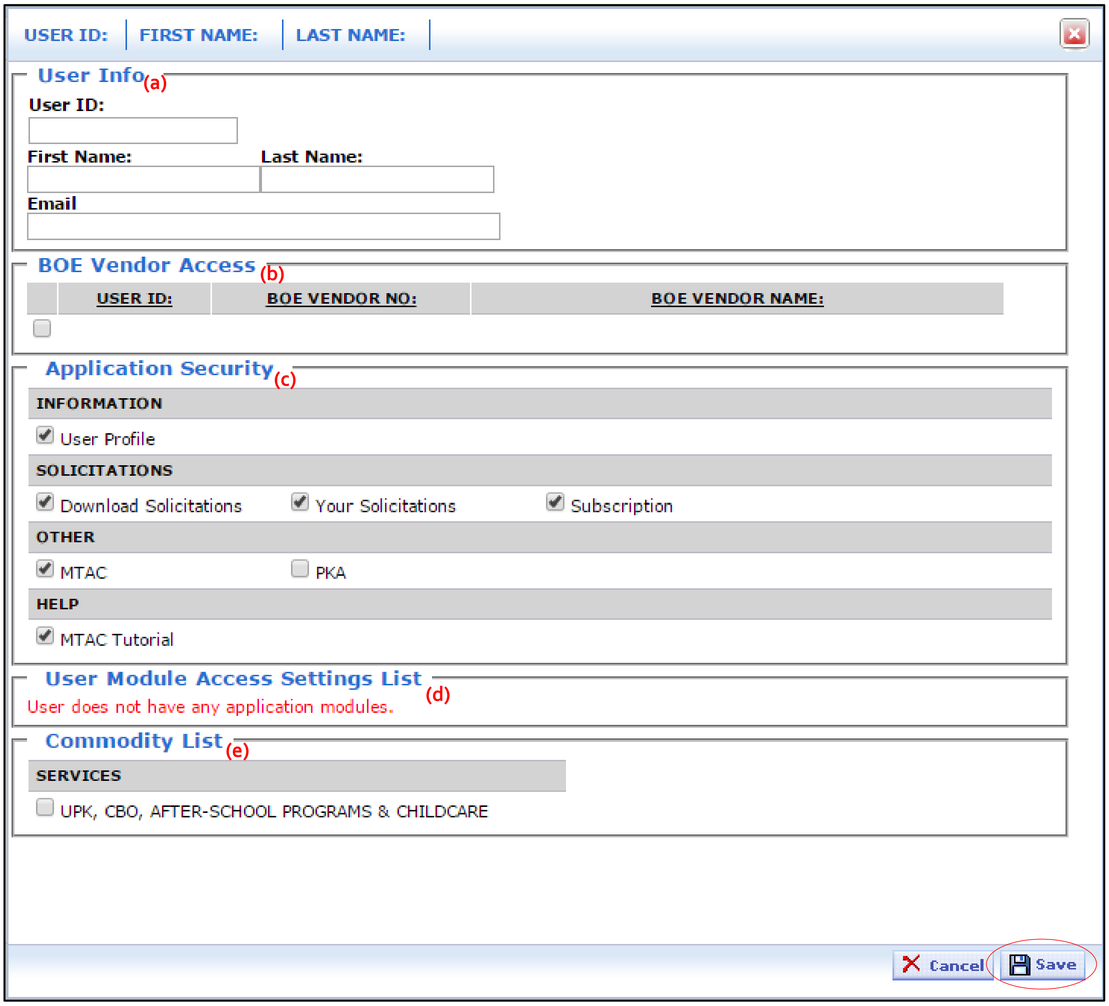


Figure 3b: Add Users form screen

After submitting the information, the system automatically generates an email to the new user informing the user of his/her Vendor Portal username and password.

3. Vendor Management

The *Vendor Management* tab is under the *Miscellaneous* module. Here you will see an overview of your programs (**Figure 4**).

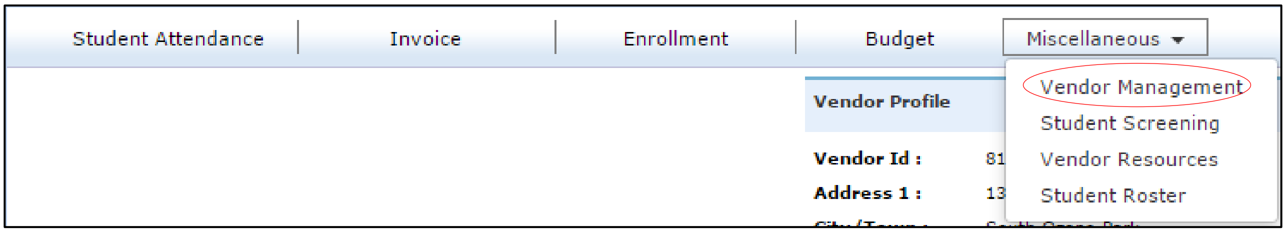


Figure 4: Vendor Management under the Miscellaneous module

3.1. Site Profile

In *Vendor Management*, click *Go To Site Profile* to get to the *Site Profile* screen (**Figure 5**). You will need to access this feature to add staff members and class codes.

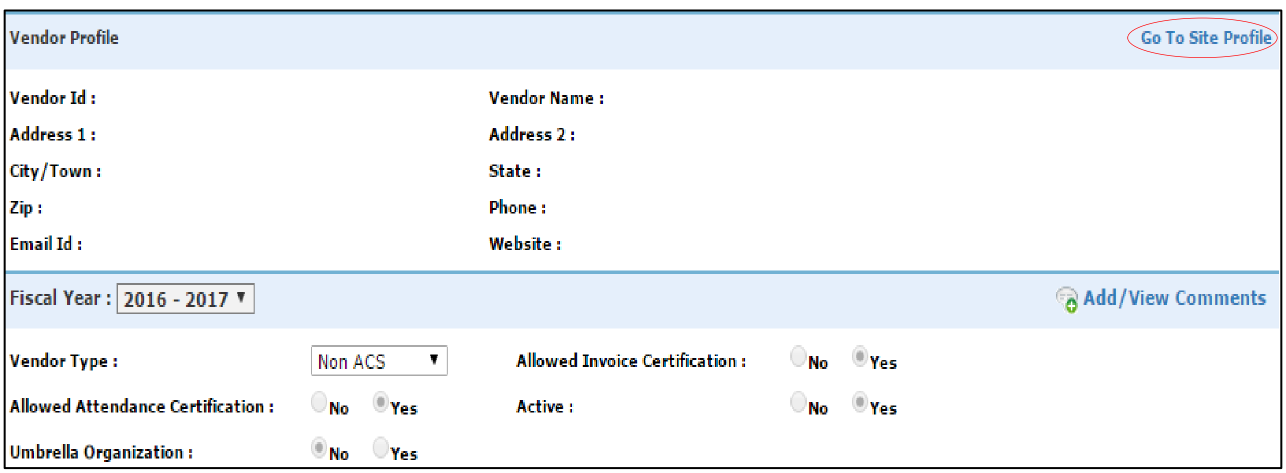
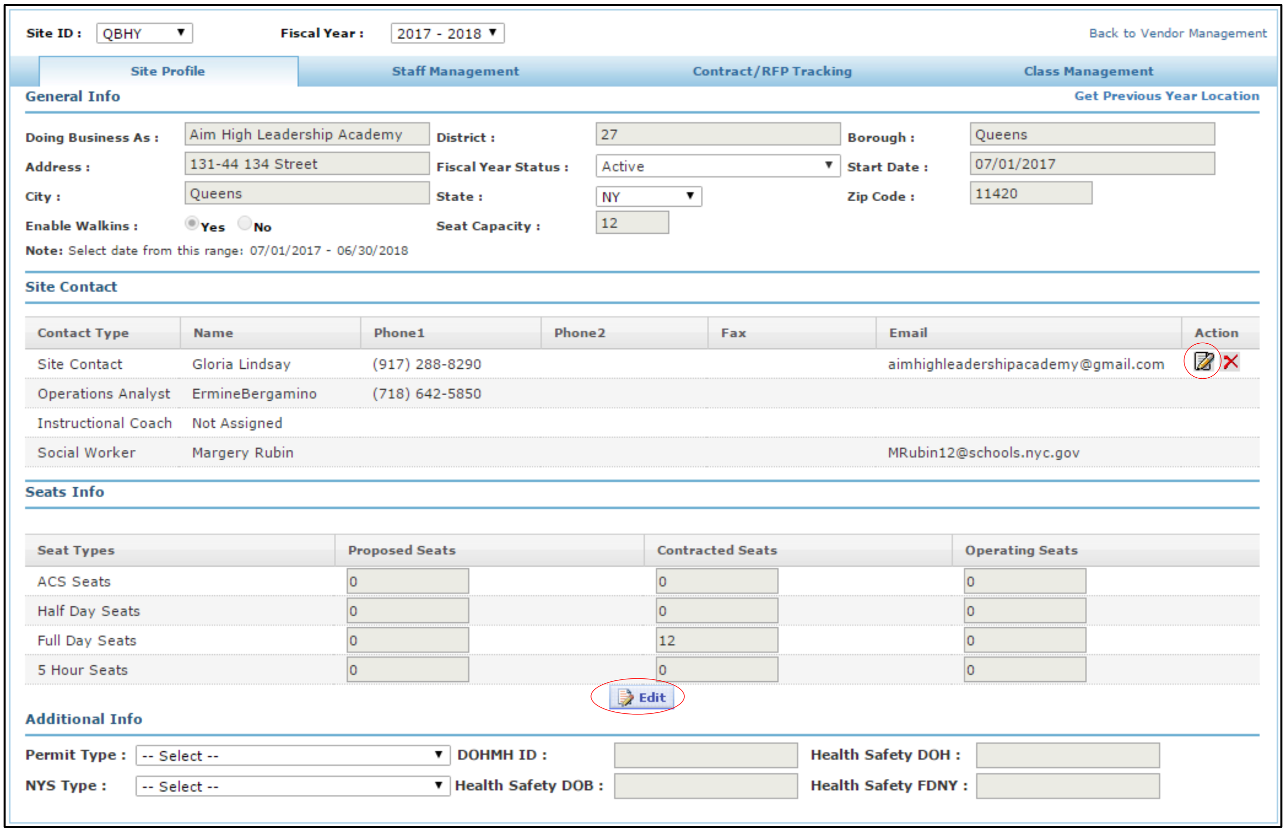


Figure 5: Vendor Management details screen

Under *Site Profile*, all information should be automatically populated. You can edit the *Site Contact* by clicking the icon, as well as the number of *Operating Seats* by seat type by clicking the Edit then Save icons (**Figure 6**). If any information or the permitting type appear incorrect, reach out to your Operations Analyst for assistance.


Site ID : QBHY
Fiscal Year : 2017 - 2018
Back to Vendor Management
Site Profile | Staff Management | Contract/RFP Tracking | Class Management
General Info
Get Previous Year Location
Doing Business As : Aim High Leadership Academy
District : 27
Borough : Queens
Address : 131-44 134 Street
Fiscal Year Status : Active
Start Date : 07/01/2017
City : Queens
State : NY
Zip Code : 11420
Enable Walkins : Yes No
Seat Capacity : 12
Note: Select date from this range: 07/01/2017 - 06/30/2018
Site Contact

Contact Type	Name	Phone1	Phone2	Fax	Email	Action
Site Contact	Gloria Lindsay	(917) 288-8290			aimhighleadershipacademy@gmail.com	
Operations Analyst	ErmineBergamino	(718) 642-5850				
Instructional Coach	Not Assigned					
Social Worker	Margery Rubin				MRubin12@schools.nyc.gov	

Seats Info

Seat Types	Proposed Seats	Contracted Seats	Operating Seats
ACS Seats	0	0	0
Half Day Seats	0	0	0
Full Day Seats	0	12	0
5 Hour Seats	0	0	0

Edit
Additional Info
Permit Type : -- Select --
DOHMH ID :
Health Safety DOH :
NYS Type : -- Select --
Health Safety DOB :
Health Safety FDNY :

Figure 6: Site Profile screen

3.2. Staff Management

Prior to creating your budget, you will need to access *Staff Management* to add your staff names, titles and salary information (**Figure 7**). Once a staff member is added to *Staff Management*, he/she will appear under one of three categories:

- Administrative Staff
- Instructional Staff
- Per Diem Staff

Remember, PETS (Personnel Eligibility Tracking System) validation is required for all NYC DOE Instructional and Per Diem staff members.

- If you completed a staff roster in the previous fiscal year, you can click on the link *Get Previous Year's Staff* to copy the previous year's information into the current year **(a)**.
- If there is any change in the PETS status of a staff member from the previous year (Active to Inactive or Eligible to Ineligible), the information will not be copied over to the current fiscal year.
- Any change in information to the current fiscal year will not affect the previous year's saved information.
- If you are a new vendor, click *Add New Staff* **(b)**.

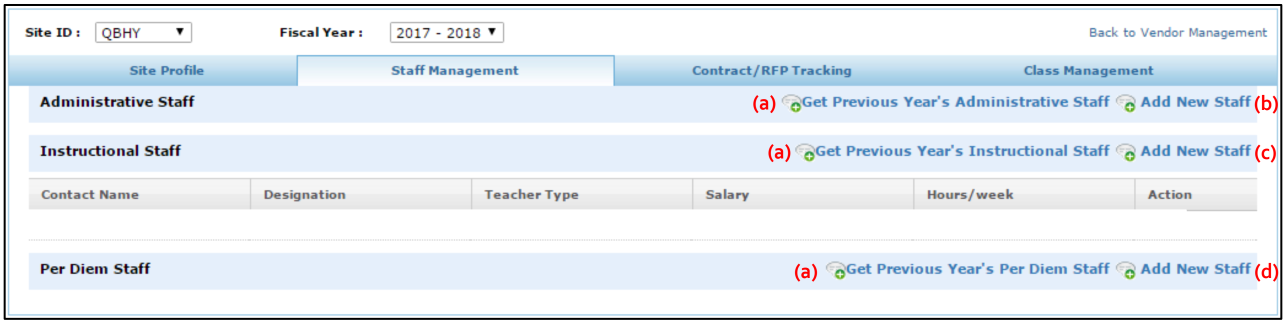


Figure 7: Staff Management Screen

3.2.1. Add Administrative, Instructional, and Per Diem Staff

<u>**Administrative Staff**</u>

To add administrative staff, select *Add New Staff* (**Figure 7** **(b)**), this will result in the *Add/Edit Administrative Staff* screen (**Figure 8**). Complete all required fields and click the **Save** button to add the Administrative Staff person to your roster.

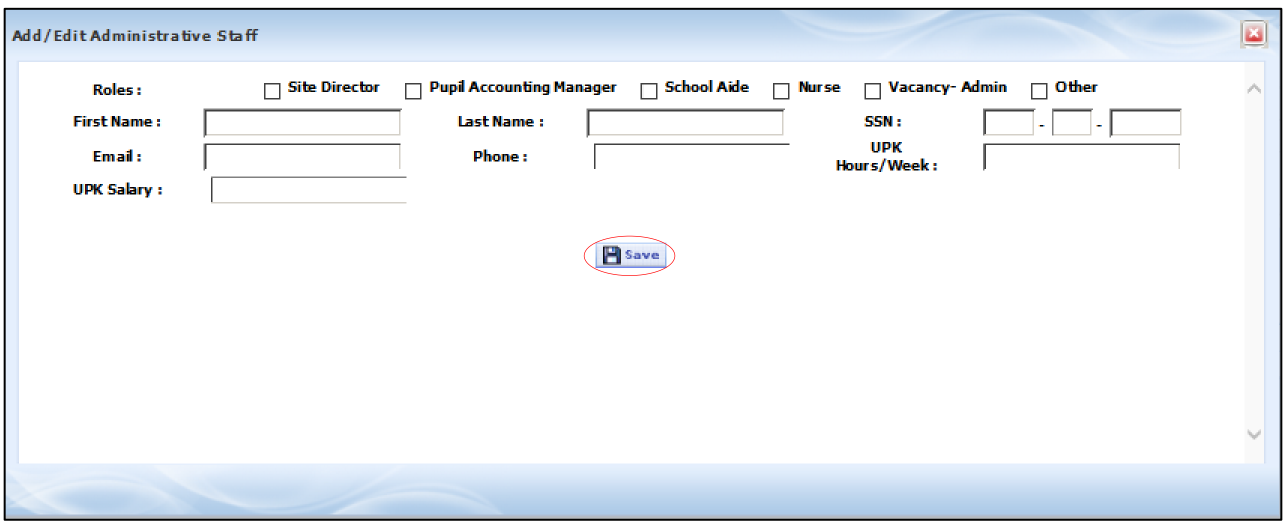


Figure 8: Add/Edit Administrative Staff screen

<u>**Instructional Staff**</u>

To add Instructional Staff, select *Add New Staff* under *Instructional Staff* in *Staff Management* (**Figure 7** **(c)**). This will result in the *Add/Edit Instructional Staff* screen (**Figure 9a**). If you are a charter school, skip the *Type* field and continue entering the remaining information for Instructional Staff members.

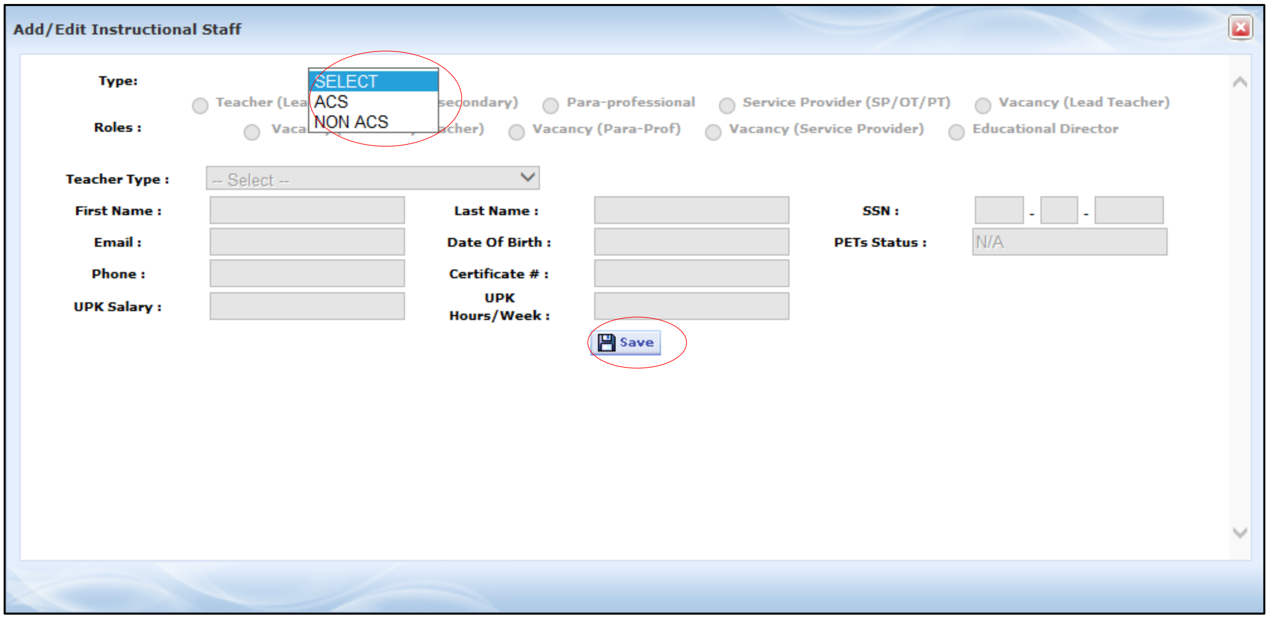


Figure 9a: Add/Edit Instructional Staff screen

How to fill in Instructional Staff form:

- For ACS classrooms, select ACS in *Type* (**Figure 9b** **(a)**).
- For non-ACS classrooms, select non-ACS in *Type* (**Figure 9c** **(e)**). Non-ACS should be selected for all Instructional Staff in classrooms who receive DOE funding.
- Select a *Role* using the radio buttons **(b)**.
- Select *Teacher Type* from the drop down menu **(c)**.
- Manually enter in the rest of the fields. **Note:** The PETS lookup function must be used to select a staff member that is active and eligible from PETS **(d)**.
- Select **Save.**

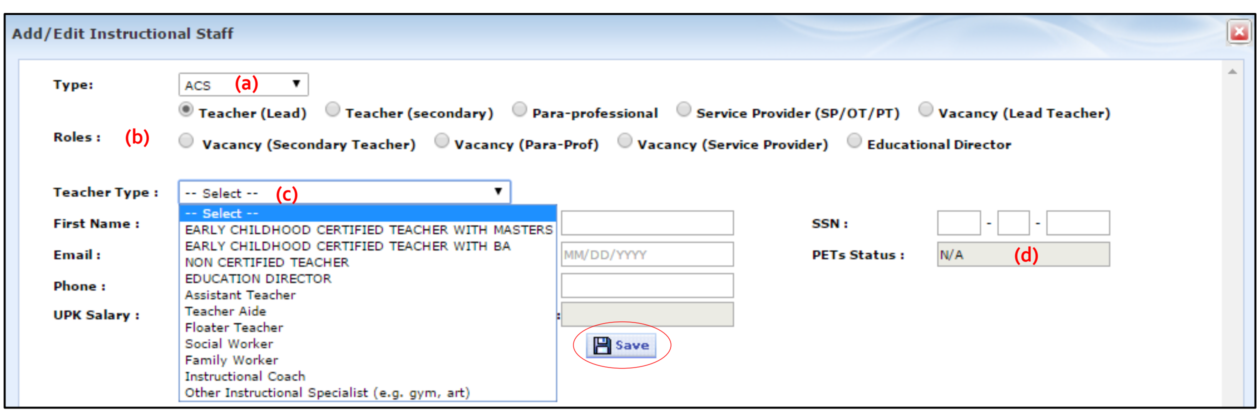


Figure 9b: Add/Edit Instructional Staff screen for ACS classrooms

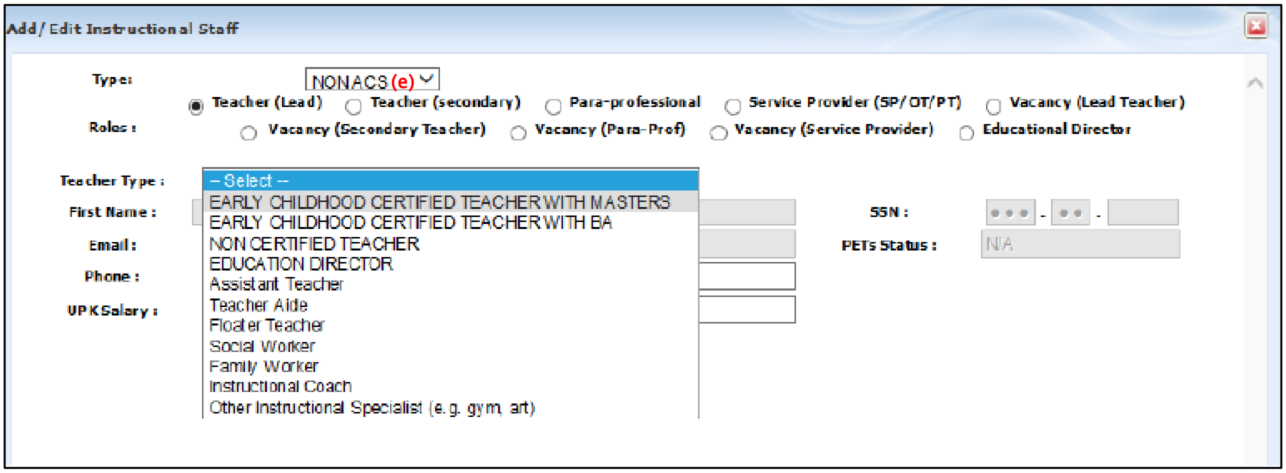


Figure 9c: Add/Edit Instructional Staff screen for non-ACS classrooms

<u>Using PETS lookup for Instructional Staff</u>

Use the  icon to bring up the PETS lookup search box (**Figure 10**).

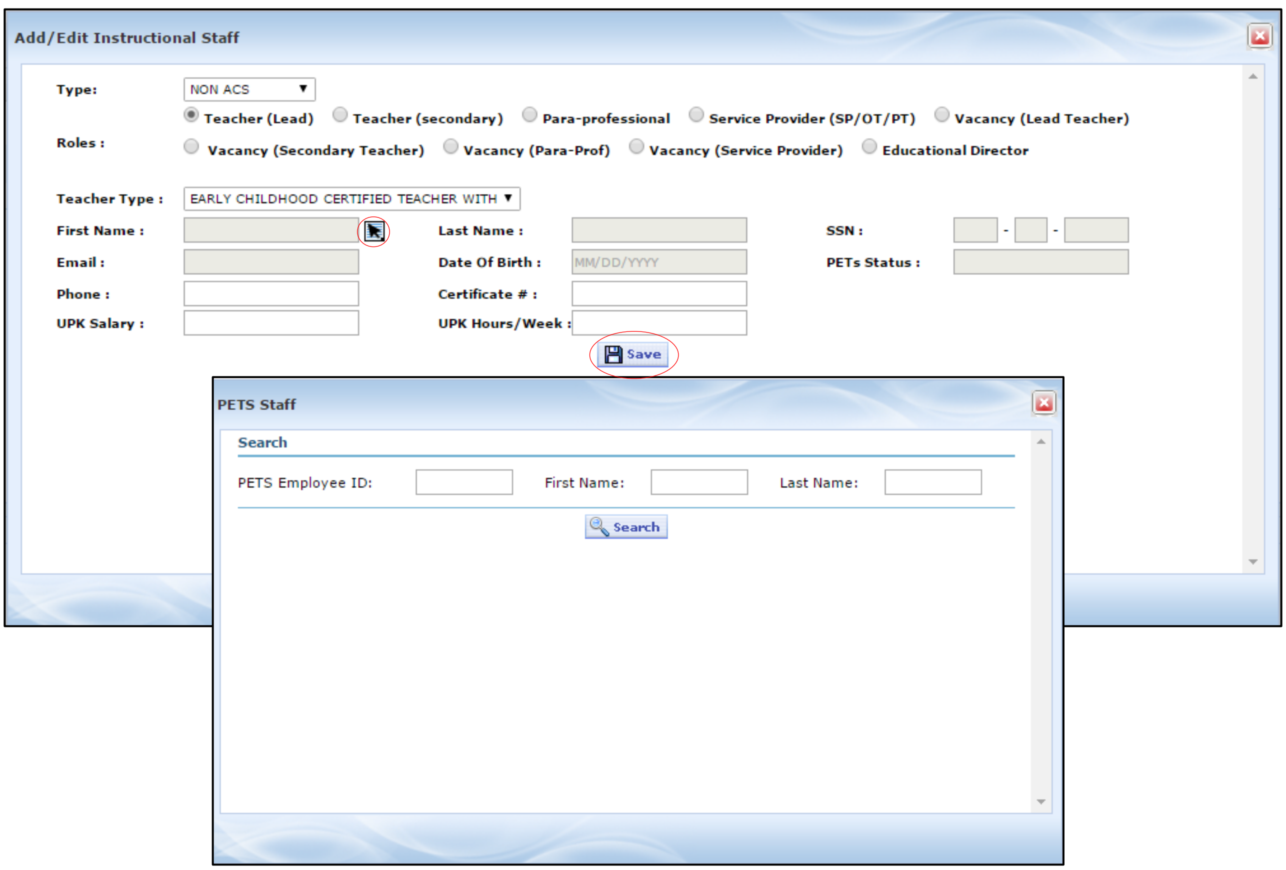


Figure 10: Add/Edit Instructional Staff screen with PETS lookup icon and search box

Search for a staff member:

- By his/her *PETS Employee ID*, *First Name* and *Last Name*
- You will only be able to see those who are Active and Eligible on your PETS roster.
  - If a staff member who should appear in this search box does not, contact your Operations Analyst.

After the staff member is selected:

- His/her *First Name*, *Last Name*, *Email*, *Date Of Birth* and *SSN* will populate automatically.
- The *Phone*, *UPK Salary*, *Certificate #* and *UPK Hours/Week* fields must be manually entered.
- Select **Save** to save the staff member to your *Staff Management* list.
- Complete these steps for every additional staff member at your program.

Per Diem Staff

- Click *Add New Staff* under the Per Diem Staff in *Staff Management* (**Figure 7** **(d)**).
- You must select a role for each staff member and complete the *Phone* **(a)**, *UPK Hours/Day* **(b)**, and *Per Diem Rate* fields **(c)** (**Figure 11**).

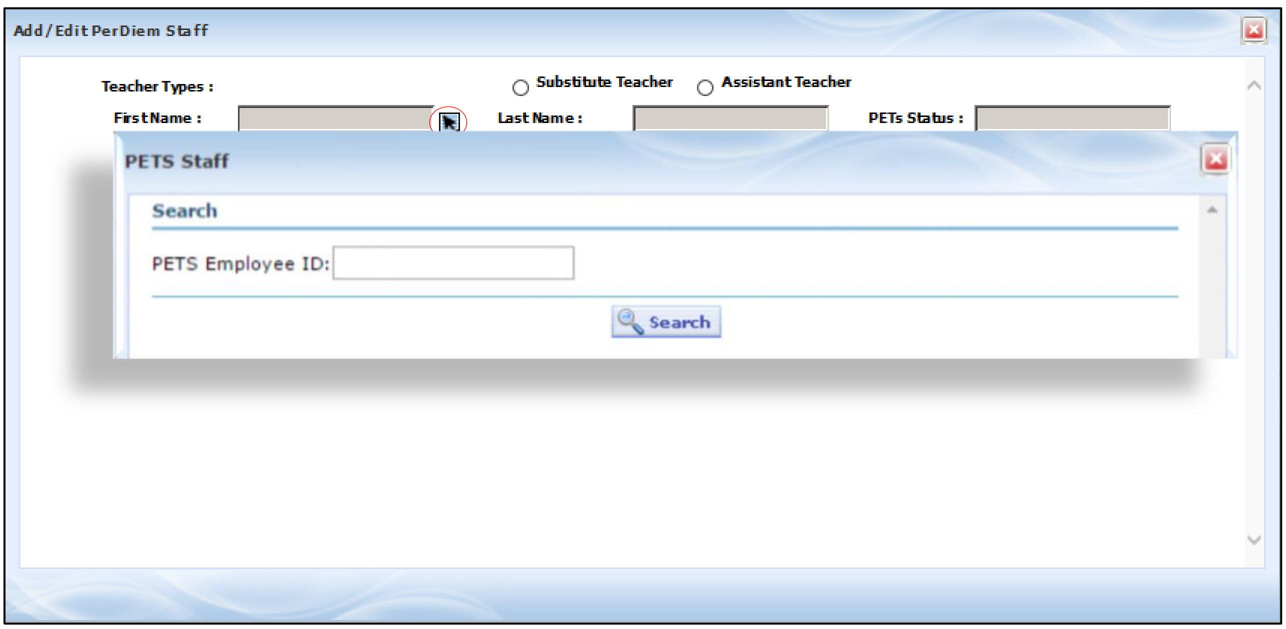


Figure 11: Add/Edit Per Diem Staff screen with PETS lookup icon and search box

Using PETS lookup for Per Diem Staff

- Use the  icon to bring up the PETS lookup search box (**Figure 11**).
- Search for a staff member by his/her *PETS Employee ID*
- You will only be able to see those who are Active and Eligible on your PETS roster.
  - If a staff member who should appear in this search box does not, contact your Operations Analyst.

- After the staff member is selected, his/her *First Name*, *Last Name*, and *Email* will populate automatically.
- The *Phone*, *UPK Hours/Day*, and *Per Diem Rate* fields must be manually entered.
- Select ***Save*** to save the staff member to your *Staff Management* list.
- Complete these steps for every additional staff member at your program.

3.3. Class Management

From the Site Profile screen, there is a tab for *Class Management* (**Figure 12a**). This is where you will create class codes and map your teachers to those class codes. Also, you will be able to specify the day length (Full Day or Half Day) and program type (ACS or non-ACS) for your PKA classrooms.

Figure 12a: Class Management tab

3.3.1. Create New Class Codes

All physical classrooms must be assigned a Pre-KIDS class code. You will assign students to the corresponding class code when completing enrollment records. To create new class codes, you must input:

- *Class Name* **(a)**, *Capacity* **(b)**, *# of Staff* **(c)**, *Room Number* **(d)** (in your program's facility, e.g. Room 201), *Day Length* **(e)**, *and ACS* **(f)** (**Figure 12b**).
    - Note: for ACS Vendors, please be aware that the ACS dropdown (YES/NO) will determine whether that specific class is designated as ACS or not.

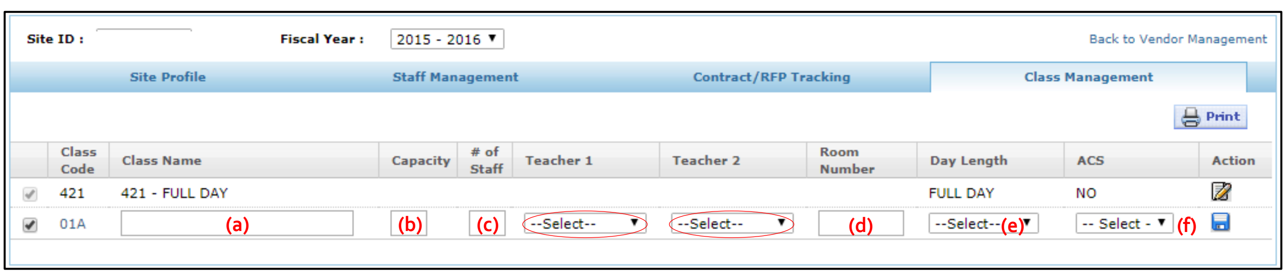


Figure 12b: Class Management screen

3.3.2. Map Teachers to Class Codes

To map teachers to class codes:

- Use the Teacher 1 and Teacher 2 dropdowns (**Figure 12b**). Teachers listed under "Instructional Staff" in *Staff Management* will appear in these dropdowns.
- Once teachers are selected and classes are saved, the teachers will be mapped to their respective class code.

4. Enrollment

The *Enrollment* tab allows you to enroll students (**Figure 13**).

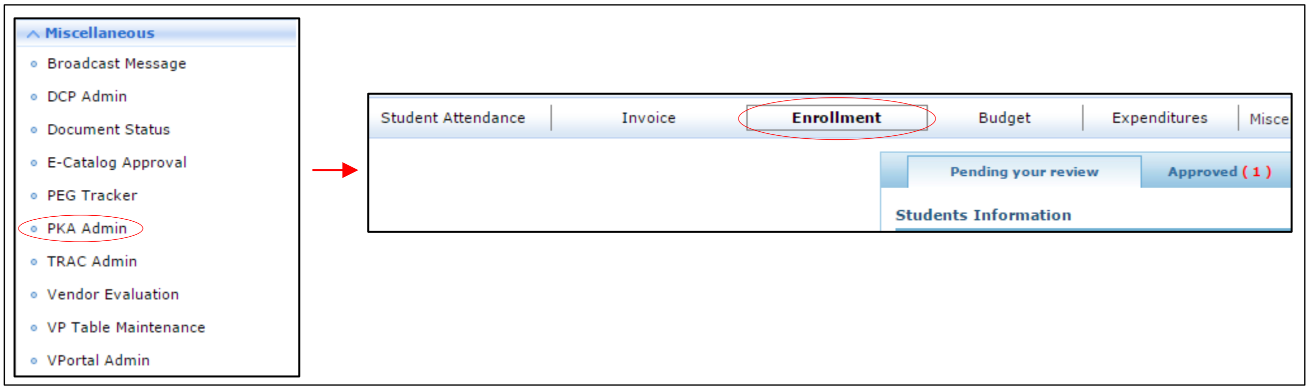


Figure 13: Enrollment tab

4.1. Navigating your offer list

- Clicking on the *Enrollment* tab directs you to your offer list (**Figure 14**).

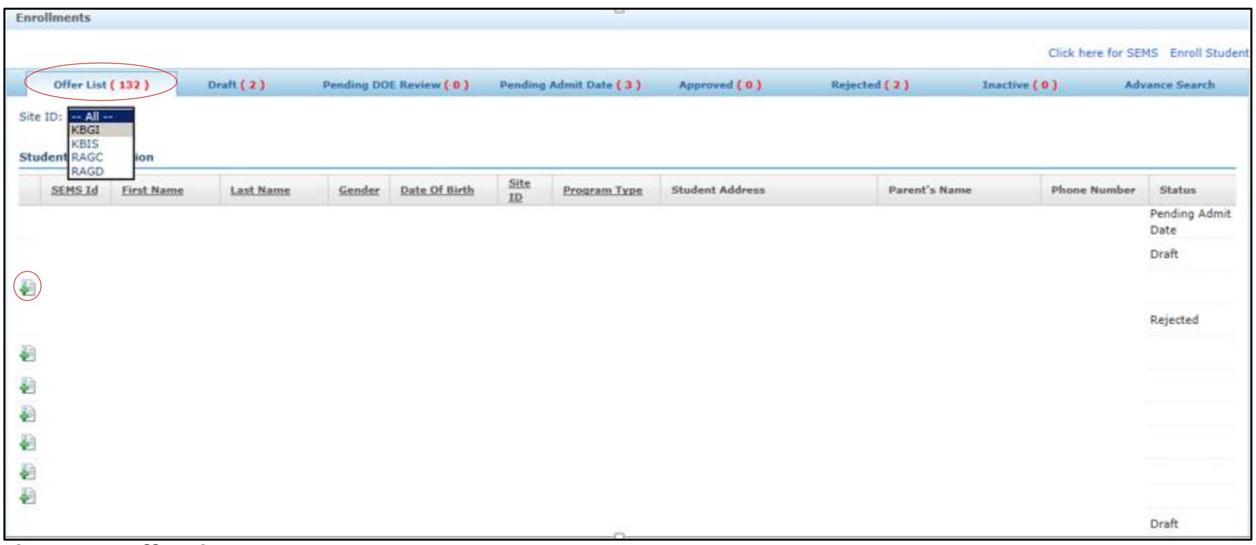
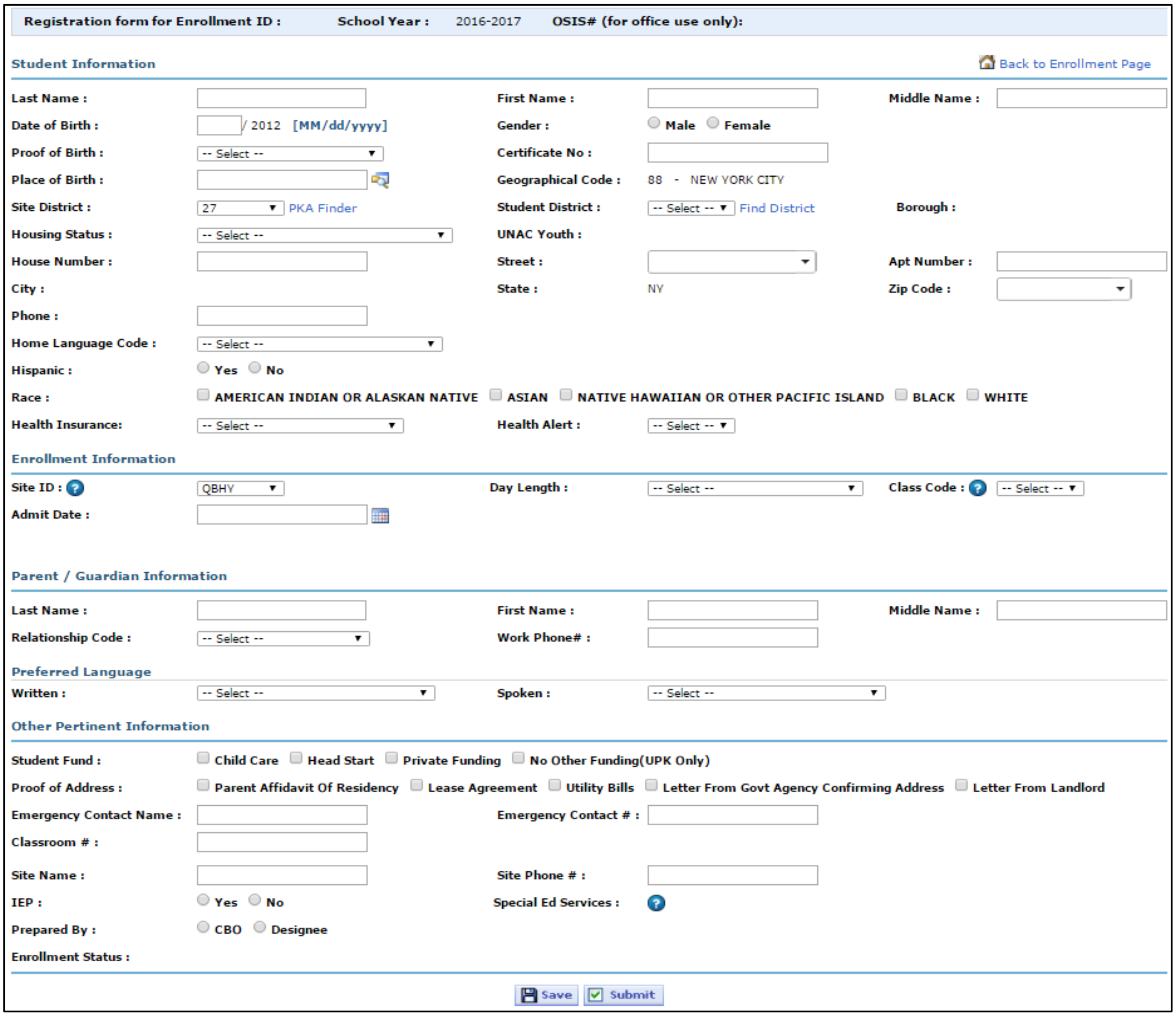


Figure 14: Offer List screen

- You can filter offers to your site by selecting your site in the Site ID dropdown.
- If a student's family has not formally accepted or declined their offer (ex. "Approved", "Rejected"), click on the on the left of the student's first name and their *Registration Form* will open.

4.2. Register Students with DOE Offers

Once the registration form is open, information will pre-populate from the student record in SEMS. Click *Submit* when you are finished (**Figure 15**). The OSIS number will generate once the student record is approved by DOE personnel.


Registration form for Enrollment ID : School Year : 2016-2017 OSIS# (for office use only):

Student Information — Back to Enrollment Page

Last Name : First Name : Middle Name :
Date of Birth : / 2012 [MM/dd/yyyy] Gender : Male Female
Proof of Birth : -- Select -- Certificate No :
Place of Birth : Geographical Code : 88 - NEW YORK CITY
Site District : 27 PKA Finder Student District : -- Select -- Find District Borough :
Housing Status : -- Select -- UNAC Youth :
House Number : Street : Apt Number :
City : State : NY Zip Code :
Phone :
Home Language Code : -- Select --
Hispanic : Yes No
Race : AMERICAN INDIAN OR ALASKAN NATIVE ASIAN NATIVE HAWAIIAN OR OTHER PACIFIC ISLAND BLACK WHITE
Health Insurance: -- Select -- Health Alert : -- Select --

Enrollment Information

Site ID : QBHY Day Length : -- Select -- Class Code : -- Select --
Admit Date :

Parent / Guardian Information

Last Name : First Name : Middle Name :
Relationship Code : -- Select -- Work Phone# :

Preferred Language

Written : -- Select -- Spoken : -- Select --

Other Pertinent Information

Student Fund : Child Care Head Start Private Funding No Other Funding(UPK Only)
Proof of Address : Parent Affidavit Of Residency Lease Agreement Utility Bills Letter From Govt Agency Confirming Address Letter From Landlord
Emergency Contact Name : Emergency Contact # :
Classroom # :
Site Name : Site Phone # :
IEP : Yes No Special Ed Services :
Prepared By : CBO Designee
Enrollment Status :

Save Submit

Figure 15: Registration form

4.3. Register Students without DOE Offers

For students who do not have a Pre-K for All offer, you will have to register these students manually using the *Registration Form* (**Figure 16**):

- Go to the Enrollment screen.
- You will see "Click here for SEMS" and "Enroll Student" on the far right-hand side of the screen.
- Click "Enroll Student"*.

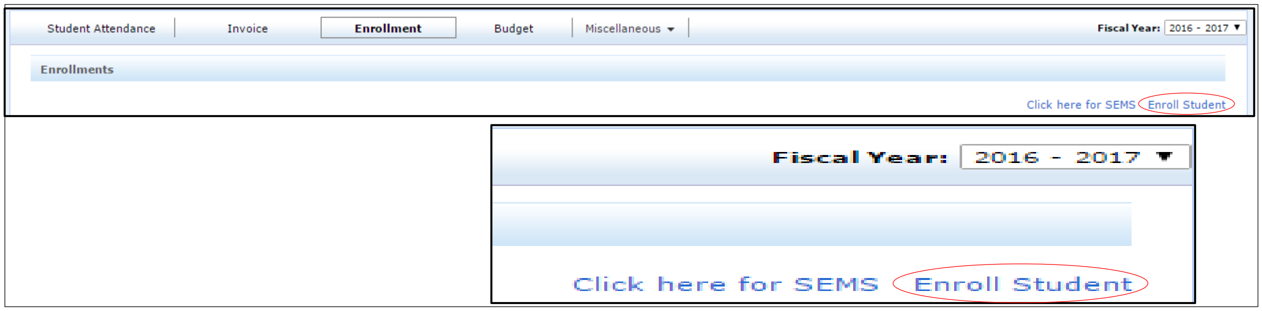


Figure 16: How to register students without DOE offers

*Note: If you do not have this link or you receive an error message, contact your Operations Analyst (OA).

This will bring up a blank *Registration Form* (**Figure 17**). Most of the fields on this form will be locked (*first name, last name, date of birth*, etc.). To unlock these fields, complete the following steps:

- Fill in *Site District* then *Site ID*. The *Site ID* field will not work until the *Site District* is completed.
- A search will be conducted automatically to see if any student records in SEMS match the *Site ID* and *Site District*. If a matching student record is found in SEMS, the form will pre- populate with the record's information. If not, the rest of the form will open and the remaining fields must be completed.
- Click ***Submit*** when you are done, then the record will be added to the *Pending DOE Review* tab under Enrollment.
- Note: *Proof of Address* field is optional.

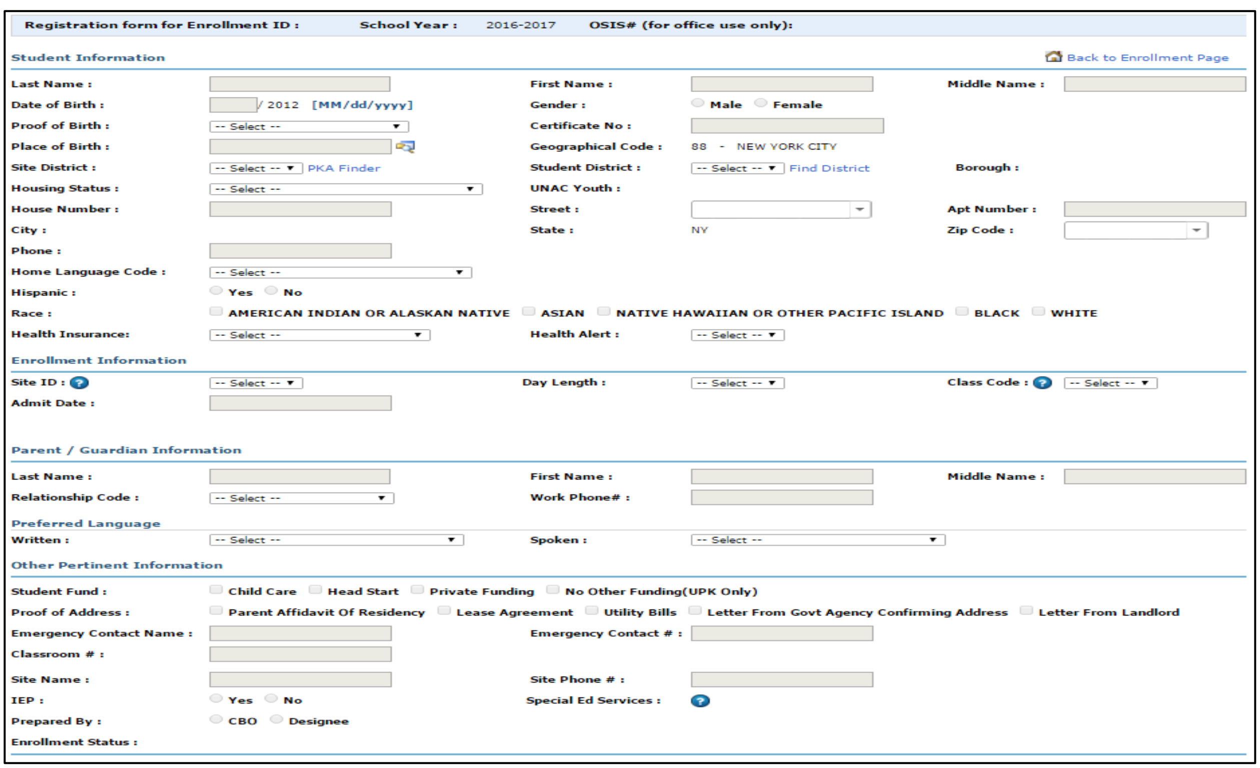


Figure 17: Registration Form

4.4. Register Waitlisted Students

When you conduct a SEMS search for student records, the system will only pick up a record if the student has an offer date. If the student is on a waitlist, he/she will not be registered until an offer date is entered into the system. Once the student record is selected, the *Registration Form* will populate itself with the information stored in SEMS.

4.5. Enroll Students in September

Students can still be enrolled and registered in Pre-KIDS until BEDS date. If any students are enrolled after BEDS, they will be considered replacement students (students enrolled to replace those who dropped after BEDS) or, when applicable, expansion students.

4.6. Enrollment Status

The following chart details the different statuses of student registration and the action(s) required.

Status	Description	Action Required
Draft	Student registration forms under draft can only be seen by you. DOE staff will not be able to review/approve these registration forms until you completely fill out the form and submit.	If you expect the student to attend, submit the student record in Pre-KIDS and submit the enrollment packet to your field office. Otherwise, make the record Inactive.
Pending Admit Date	Any submitted registration form will be under this tab and reviewed by the DOE once the enrollment packet is received.	Confirm that the enrollment packets has been received by the field office.
Pre-Approved	These registration forms have been successfully reviewed by the DOE and are ready to be approved.	Once school starts, enter the admit date and resubmit for DOE approval.
Approved	These student records have been approved and have an OSIS number.	None
Rejected	Rejected registration forms will be under this tab.	Check all comments provided by the DOE, resolve any issues identified, and resubmit. Registration forms may be rejected because either they are missing a required document or a required document is insufficient.

Inactive	These students have not and will not attend your program.	None

4.7. Rejected Registration

To view comments on a rejected registration form:

- First click on the rejected tab under Enrollment (**Figure 18a**).

Figure 18a: Rejected tab under Enrollment

- Next, click on the student's Enrollment ID as shown below (**Figure 18b**).

Figure 18b: Enrollment ID

This will bring up the student's registration form. There will be an 

button at the bottom of the following screen (**Figure 18c**).

- Click on this button to view the reason for rejection written by DECE personnel.

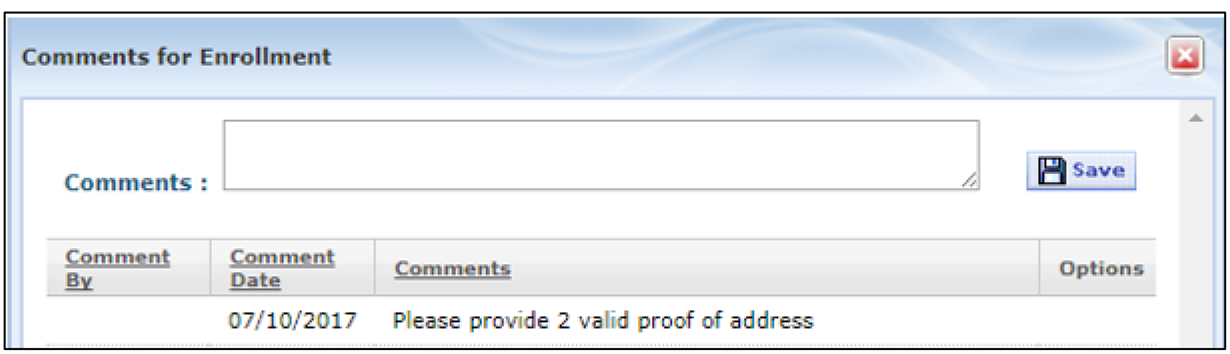


Figure 18c: Enrollment comments screen

5. Student Roster

Under the *Miscellaneous* dropdown, *the Student Roster* tab provides you with access to your roster (**Figure 19a**).

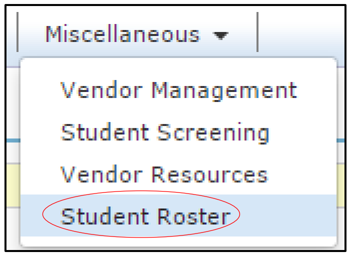


Figure 19a: Student Roster

- Rosters can be searched by *Roster Date* **(a)**, *Site Id* **(b)**, *OSIS#* **(c)** and *Class Code* **(d)**.
- Searching for a student roster by date will return a list of all students enrolled as of that date in ATS.
- Searching with the *Current* option selected will return a list of all students currently enrolled in ATS.
- Use the export button to download an excel version of the results from your student roster search.
- The *Roster Date* field will be disabled when the *Current* option is selected (**Figure 19b**).

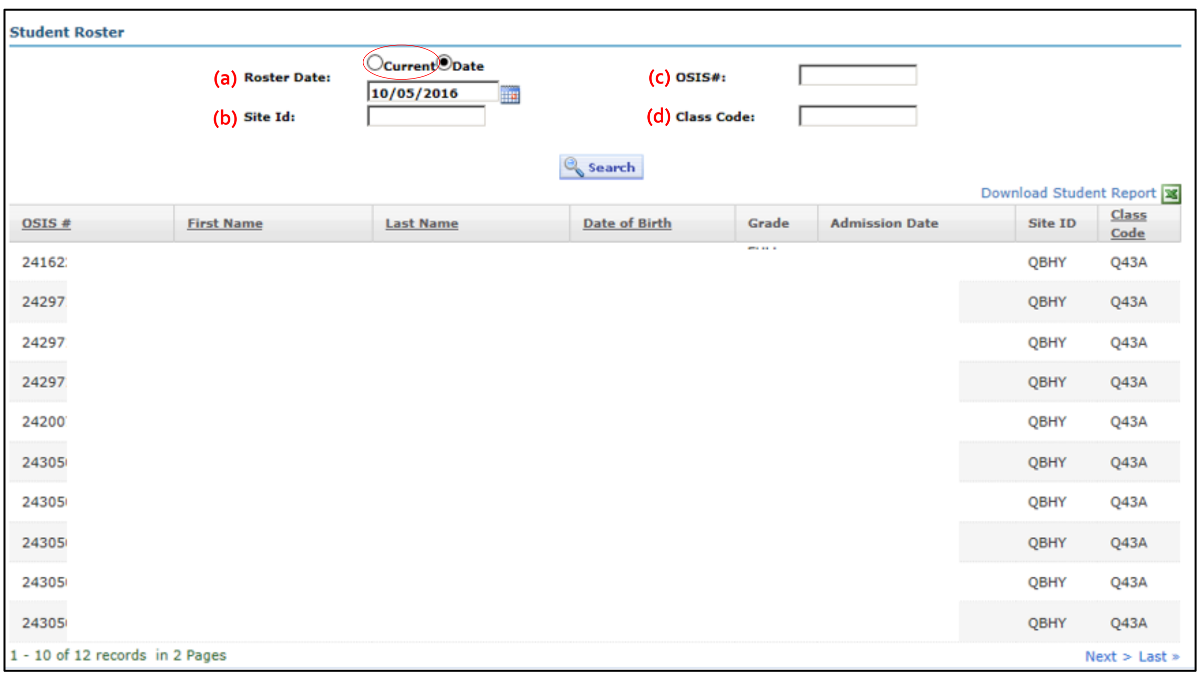


Figure 19b: Student Roster screen

6. Budget

DECE Operations Analysts review budget plans. The landing page has three links (**Figure 20**):

- *Add Contacts* **(a)**: The link displays Contact Management screen.
- *Add New Budget* **(b)**: The link displays a new budget form.
- *Search* **(c)**: The link displays search options.

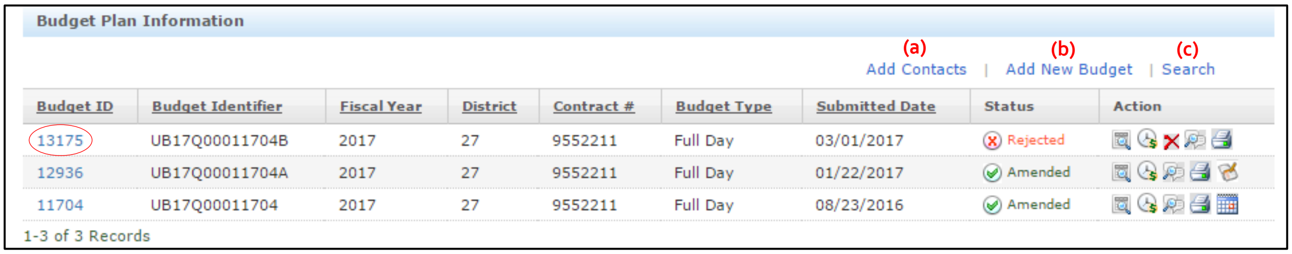


Figure 20: Budget screen

Before creating a budget, the contacts must be entered, certified, and submitted for DOE review. The DOE will change the status to *Rejected* or *Approved* depending on its content.

You can view the budget summary by clicking on the icon. This summary can also be accessed by clicking on the Budget ID (**Figure 20**), then the View Budget Summary button. The Budget Summary screen can be viewed in *Appendix 11.1*.

6.1. Search for a Budget

Vendors can search for a budget using one of the filters in the *Search* drop down menu (**Figure 21**).

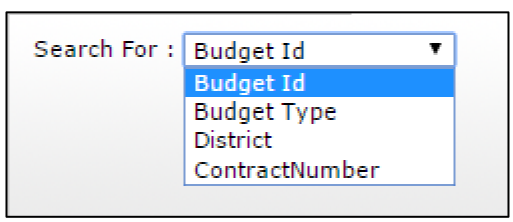


Figure 21: Budget search screen

6.2. Create a New Budget

When you are on the *Budget Plan Information* screen:

- Click on *Add New Budget* to create a new budget (**Figure 22**).
- Once you fill in the required fields, click ***Save***. This ***Save*** button also becomes the ***Edit*** button.

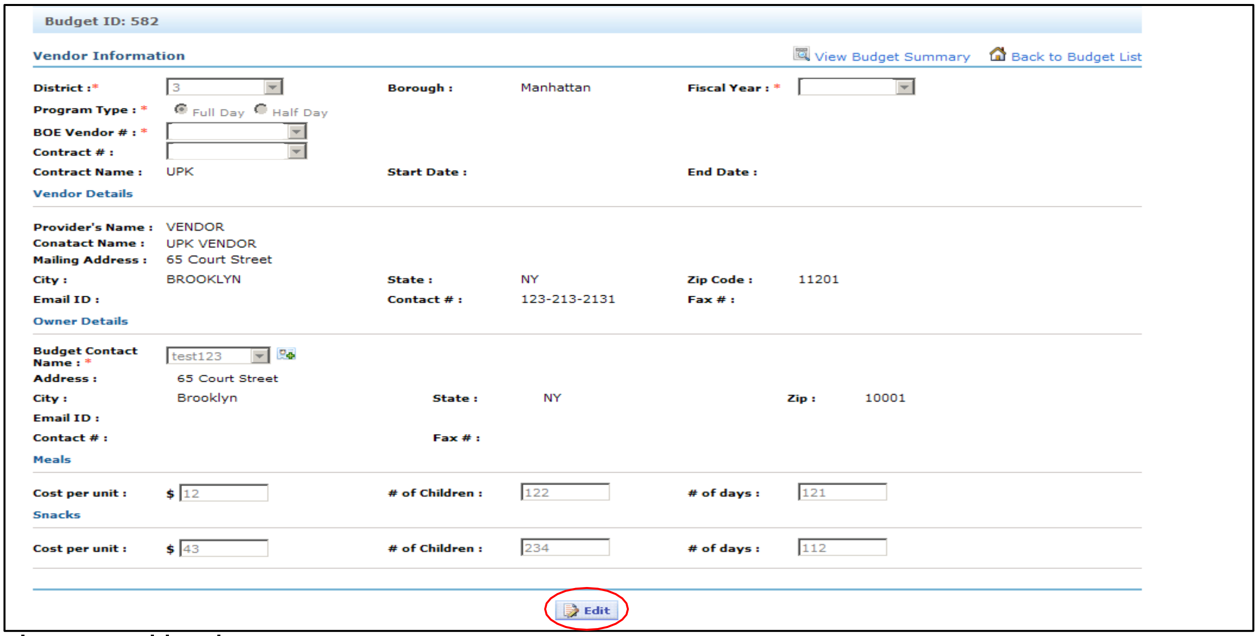


Figure 22: Add Budget screen

Vendor Information section

- All of the fields marked * must be filled out. If *BOE Vendor #* is not present under the *BOE Vendor #* field, contact your OA to check whether the W9 process is completed and whether your organization has a DOE Vendor #.
- The contract details are auto-populated as a contract number is selected from the Contract # drop down menu field.

Meals and Snacks

- If you are filling out *Meals* and *Snacks* (optional), each sub-section must be filled out completely.
- The # of days cannot exceed 210.
- Click on *Save* to save the budget plan. Click on *Edit* to edit a saved form (See **Figure 21**).

6.2.1. General Information

Once a budget is been created, you can add in General Information by clicking on the Budget ID number, followed by Add New Site/Site Info (**Figure 23a, Figure 23b**).

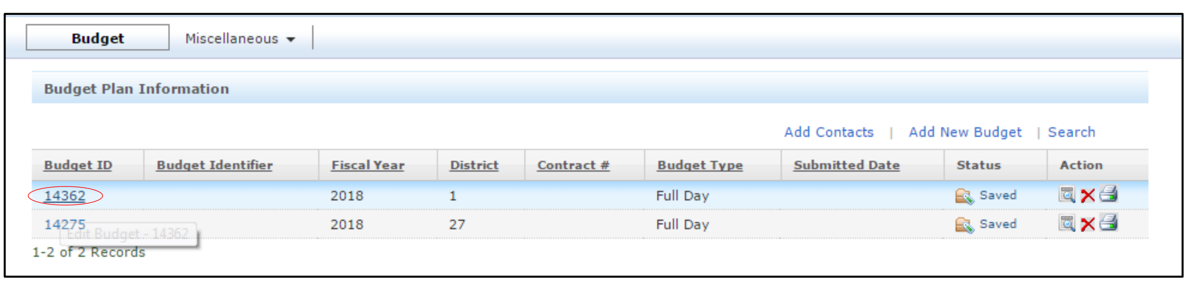


Figure 23a: Budget ID list

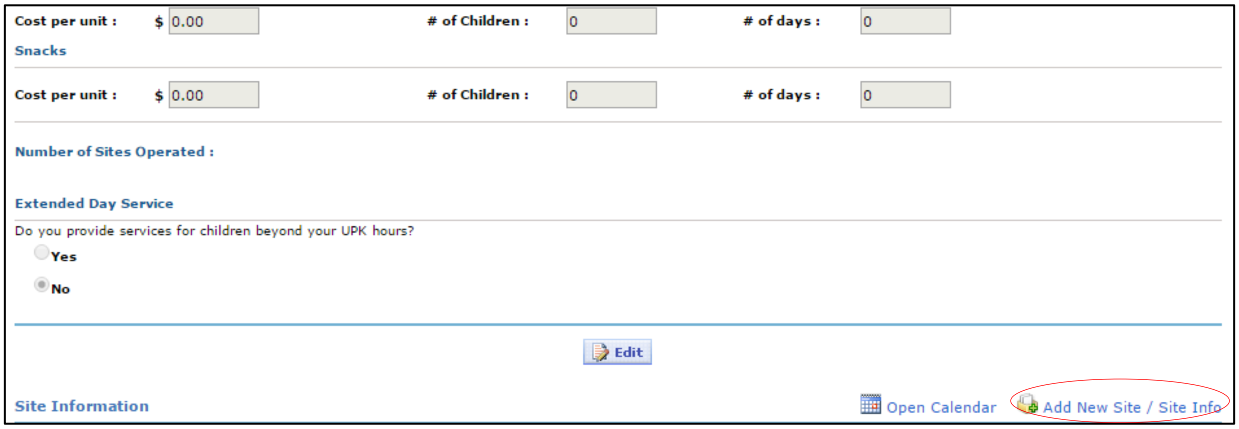


Figure 23b: Budget screen to add new site and information

How to fill out General Information:

- All of the fields in the General Information tab must be filled out (**Figure 23c**).
- You can add a new site location by entering the site name in the *Doing Business As* field **(a)**. Then, fill in the site location details in the other fields.
- You can also use the existing site location by selecting "Business Name" from the *Doing Business As* drop down menu **(b)**. The site location details will pre-populate when you select an existing site location **(c)**.
- The *District* field drop down menu options are associated with the borough selected on the main Budget page as shown in the *Vendor Information* section **(d)**.
- Selecting name from *Site Contact* drop down field pre-populates fields under *Owner Details* subsection **(e)**.
- Click ***Save*** to save the *General Information* details. A site record is created on the budget page each time a user adds a new site.
    - Clicking ***Save*** makes *Appendix C1* and *C2* appear, as well as the checkboxes for meals or snacks.

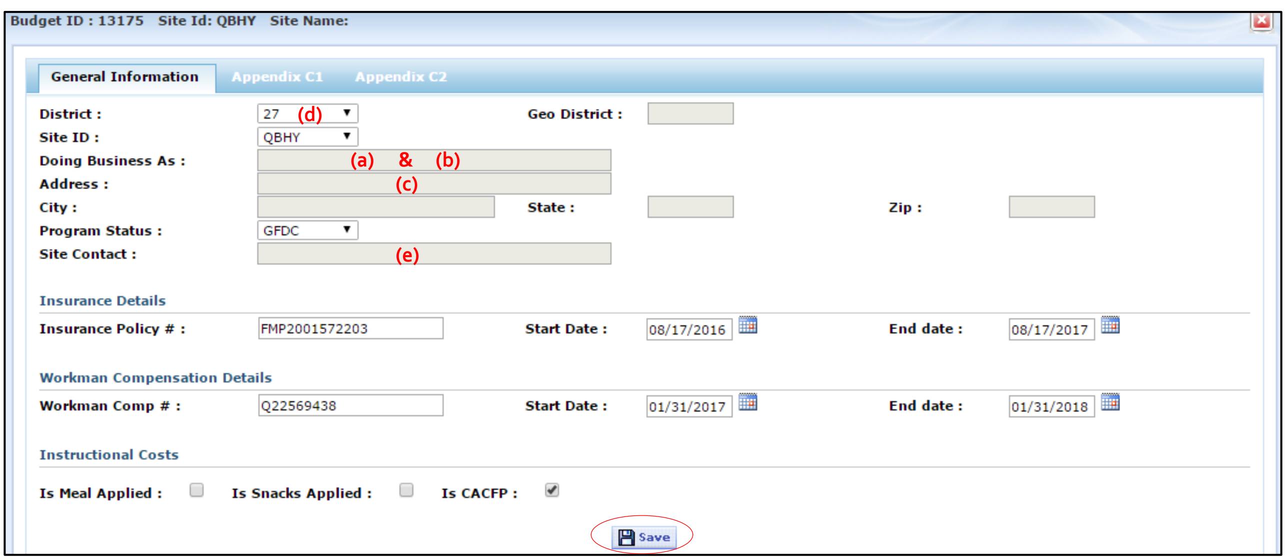


Figure 23c: General Information screen

Appendix C1

When you click on Appendix C1, the screen shown below will appear (**Figure 24a**). Note: all validations have been removed from the OTPS costs – Appendix C1 of the budget.

- All of the fields in the *Facility Costs* tab are optional **(a)**.
- Fill out the fields that are applicable to your program. If you exceed $15/sq.ft. in the *Cost Per Sq. Ft.* sub-section **(b)**, please be prepared to submit documentation to your Field Office to verify your facility costs.

Figure 24a: Appendix C1 - Facility Costs screen

- All fields in the *Administrative Costs* tab are optional (**Figure 24b**).
- Click on the button to edit or add a record for each type of facility cost.
- Click on the icon to update and save the information for each type of facility cost.
- Click on the button to clear the values in a record.
- Advertising costs cannot exceed $1000 across sites.
- Family involvement should not exceed more than 1% of the total contract award amount.

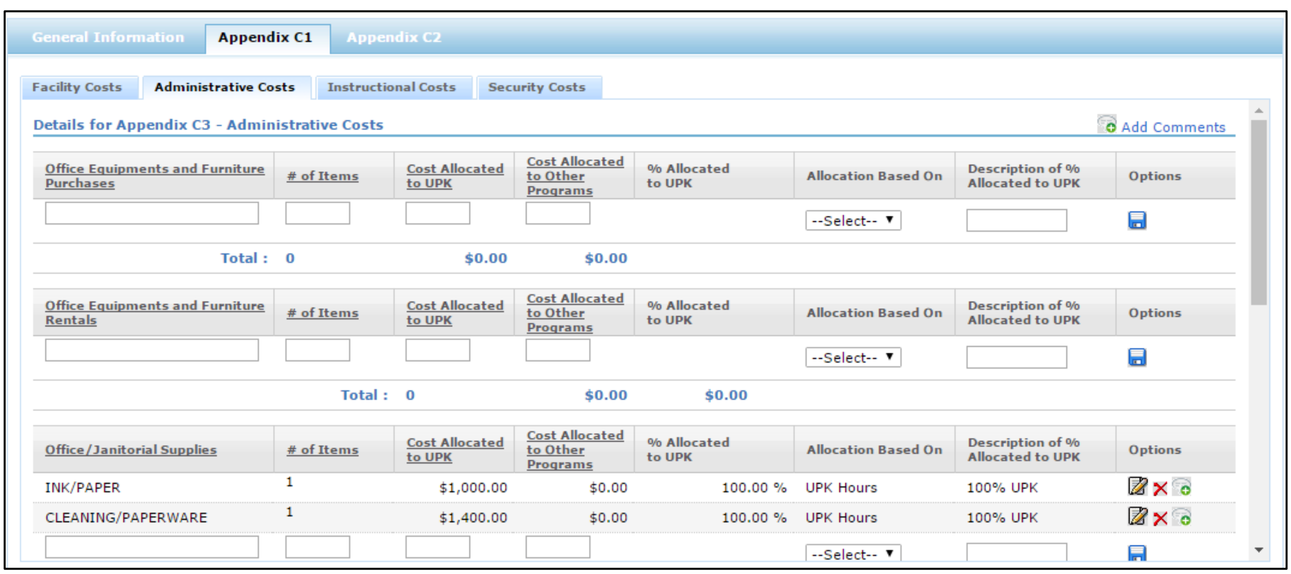
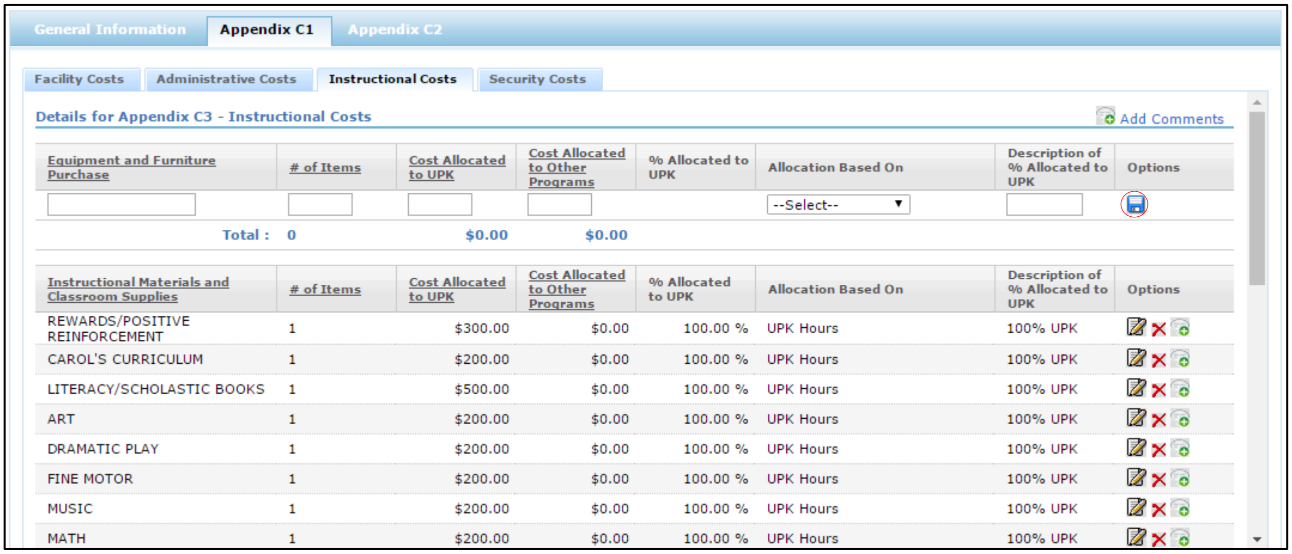


Figure 24b: Appendix C1 - Administrative Costs screen

- All of the fields in the *Instructional Costs* tab are optional (**Figure 24c**).
- Click on the icon to add single/multiple records for each type of instructional cost.



General Information | Appendix C1 | Appendix C2

Facility Costs | Administrative Costs | Instructional Costs | Security Costs

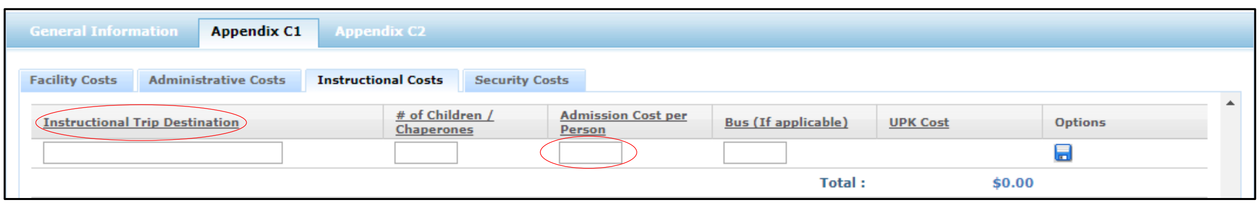
Details for Appendix C3 - Instructional Costs — Add Comments

Equipment and Furniture Purchase	# of Items	Cost Allocated to UPK	Cost Allocated to Other Programs	% Allocated to UPK	Allocation Based On	Description of % Allocated to UPK	Options
					--Select--		
Total :	0	$0.00	$0.00				

Instructional Materials and Classroom Supplies	# of Items	Cost Allocated to UPK	Cost Allocated to Other Programs	% Allocated to UPK	Allocation Based On	Description of % Allocated to UPK	Options
REWARDS/POSITIVE REINFORCEMENT	1	$300.00	$0.00	100.00 %	UPK Hours	100% UPK	
CAROL'S CURRICULUM	1	$200.00	$0.00	100.00 %	UPK Hours	100% UPK	
LITERACY/SCHOLASTIC BOOKS	1	$500.00	$0.00	100.00 %	UPK Hours	100% UPK	
ART	1	$200.00	$0.00	100.00 %	UPK Hours	100% UPK	
DRAMATIC PLAY	1	$200.00	$0.00	100.00 %	UPK Hours	100% UPK	
FINE MOTOR	1	$200.00	$0.00	100.00 %	UPK Hours	100% UPK	
MUSIC	1	$200.00	$0.00	100.00 %	UPK Hours	100% UPK	
MATH	1	$200.00	$0.00	100.00 %	UPK Hours	100% UPK	

Figure 24c: Appendix C1 - Instructional Costs screen

- You cannot exceed $10 in the *Admission Cost Per Person* field under *Instructional Trip Destination* (**Figure 24d**).



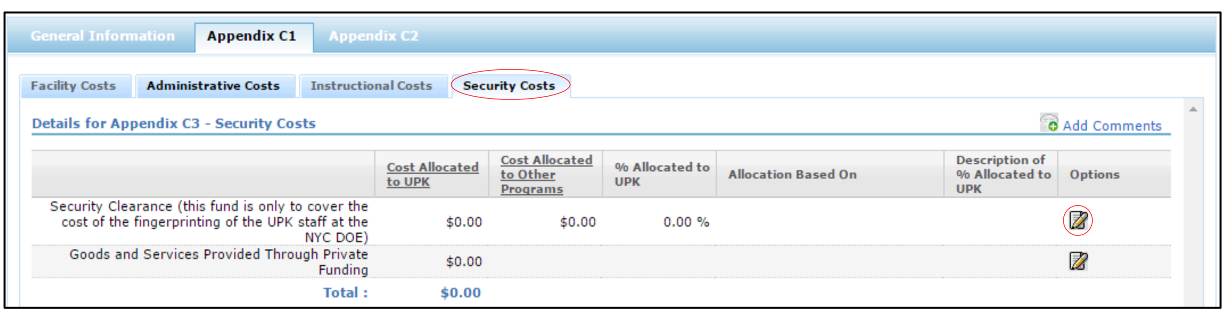
General Information | Appendix C1 | Appendix C2

Facility Costs | Administrative Costs | Instructional Costs | Security Costs

Instructional Trip Destination	# of Children / Chaperones	Admission Cost per Person	Bus (If applicable)	UPK Cost	Options
			Total :	$0.00	

Figure 24d: Appendix C1 – Instructional Costs screen; Instructional Trip Destination

- All of the fields in the *Security Costs* tab are optional (**Figure 24e**).
- Click on the button to edit or add information for each type of security cost.



General Information | Appendix C1 | Appendix C2

Facility Costs | Administrative Costs | Instructional Costs | Security Costs

Details for Appendix C3 - Security Costs — Add Comments

	Cost Allocated to UPK	Cost Allocated to Other Programs	% Allocated to UPK	Allocation Based On	Description of % Allocated to UPK	Options
Security Clearance (this fund is only to cover the cost of the fingerprinting of the UPK staff at the NYC DOE)	$0.00	$0.00	0.00 %			
Goods and Services Provided Through Private Funding	$0.00					
Total :	$0.00					

Figure 24e: Appendix C1 - Security Costs screen

Appendix C2

When you click on *Appendix C2*, the screen below will appear (**Figure 25a**).

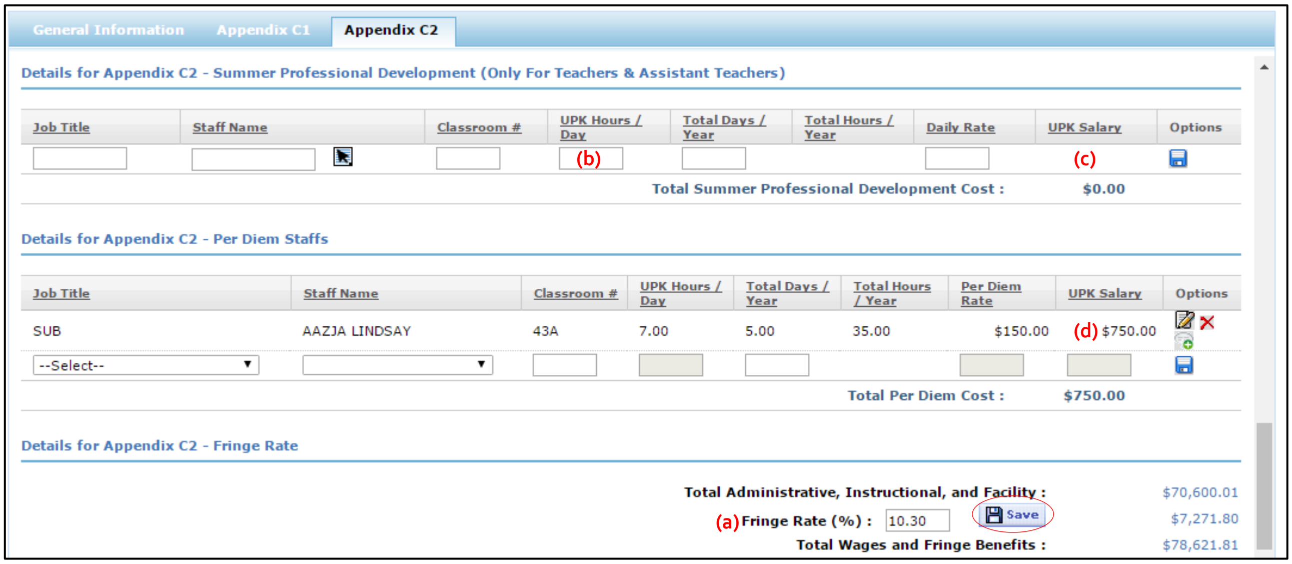


Figure 25a: Appendix C2 screen

- All of the fields in the *Appendix C2* tab are optional except the *Fringe Rate* field **(a)**.
- You cannot exceed 24 hours as the value in *UPK Hours/Day* field **(b)**.
- For *Summer Professional Development*, the amount in the *UPK Salary* field is calculated as the *Daily Rate * Total Days/Year* **(c)**.
- For *Per Diem Staffs*, the amount in the *UPK Salary* field is calculated as the *Per Diem Rate * Total Days/Year* **(d)**.
- Click on the icon to add records for each type of cost.
- Click on the *Save* button to save the fringe rate.
- You must enter the time in the *Class Begins* and *Class Ends* fields under the *Details for Appendix C2-Classroom Utilization* section (**Figure 25b**).

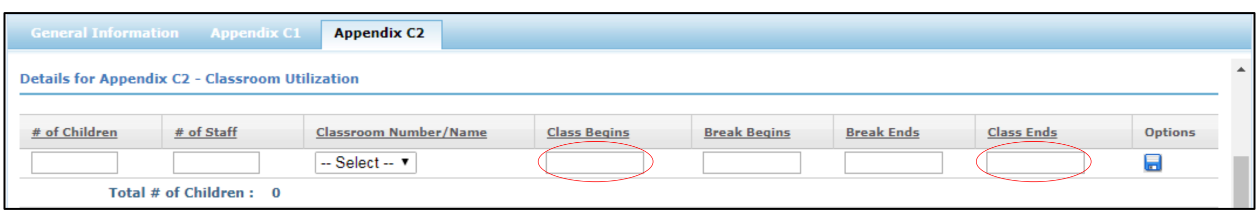


Figure 25b: Appendix C2 screen – Classroom Utilization

- *Conference* Hours in the *UPK Salary* field (**Figure 25c**)is calculated as *Daily Rate * Total Days/Year.*

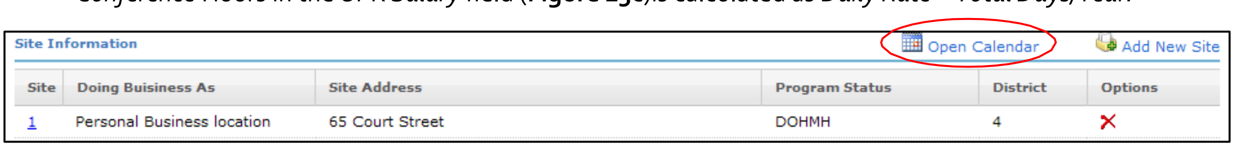


Figure 25c: Appendix C2 screen – Conference Hours

6.2.2. Site Information

Click on *Open Calendar* to enter your school calendar (**Figure 26a**).

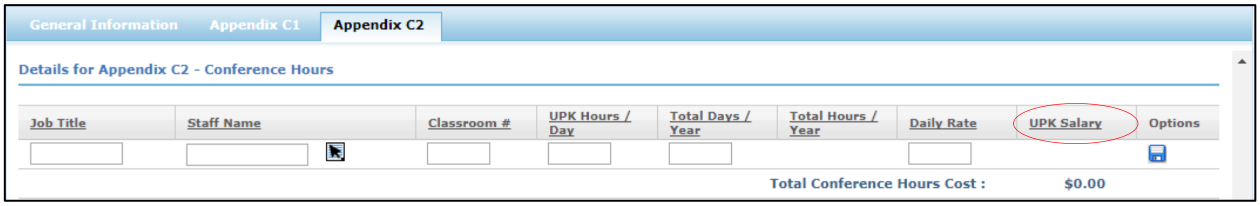


Figure 26a: Budget form - Open Calendar on Budget screen

The screen below will appear (**Figure 26b**).

- Select the days included in your school calendar from September 1 to June 30. Note: you cannot select days shaded gray.
- Use *Mark as "I"* to indicate an instructional day; *Mark as "P"* to indicate a professional development day; *Mark as "I&P"* to indicate both an instructional and professional development day.
- Click ***Save*** to save your selections.
- You can see the total for each type of day indicated by a provider at the bottom of the calendar.
- Note: it is mandatory for a UPK program to have a minimum of 180 operational days (176 instructional days and 4 professional development days) for budget submission.

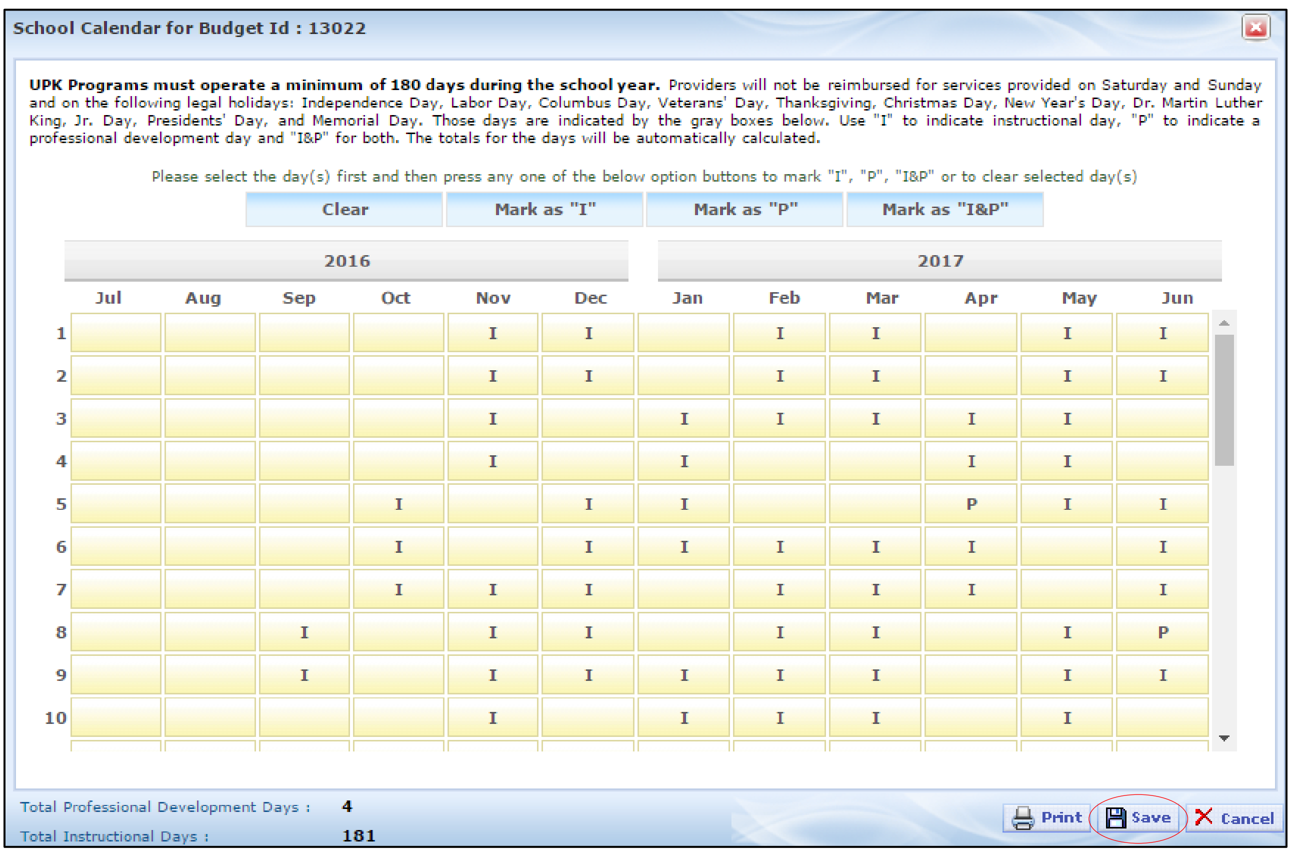


Figure 26b: Calendar screen

Once you submit your school calendar and budget, edit it by clicking the Calendar Management icon (**Figure 26c**).

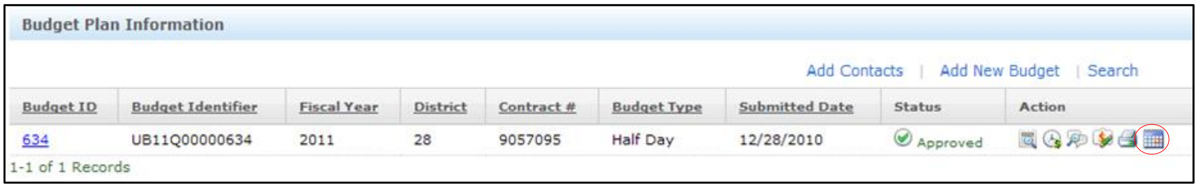


Figure 26c: Calendar Management icon on the Budget grid screen

6.2.3. Total Annual Contract Cost

Fields under the *Total Contract Cost* section auto-calculate from information entered in *Appendix C1* and *Appendix C2* for program(s) (**Figure 27**).

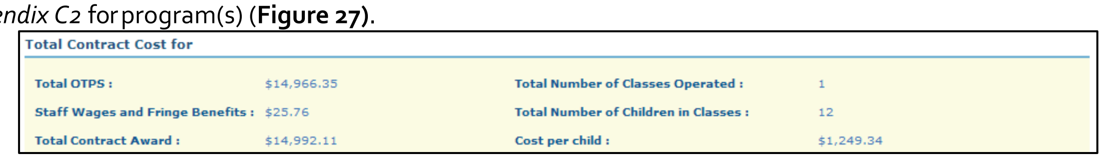


Figure 27: Total Contract Cost screen

6.2.4. Cost Allocation Methodology

Click on *Allocation Methodology* to expand or collapse the screen (**Figure 28a**). All fields under *Allocation Methodology* will auto-populate based on the selection made in the dropdown under the *Allocation Based On* field in Appendix C1 (**Figure 28b**), except *Multiple method* and *Comments*. You can manually enter any necessary information into these text boxes.

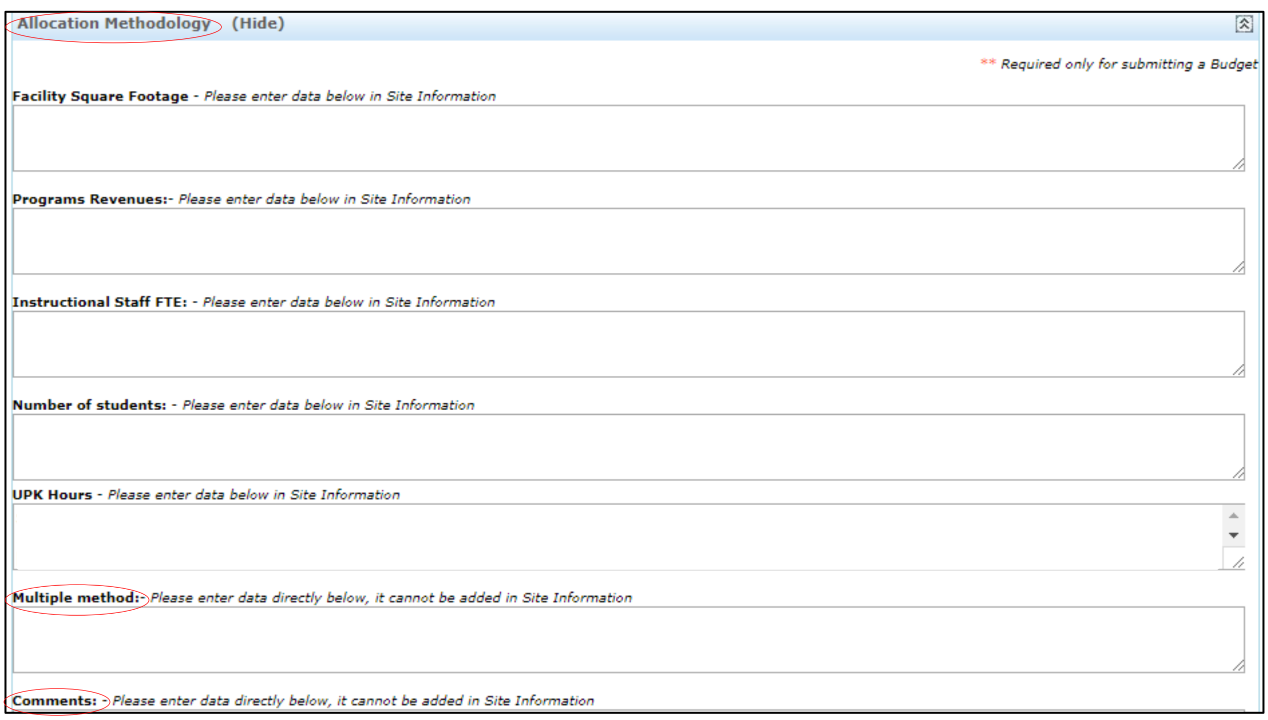
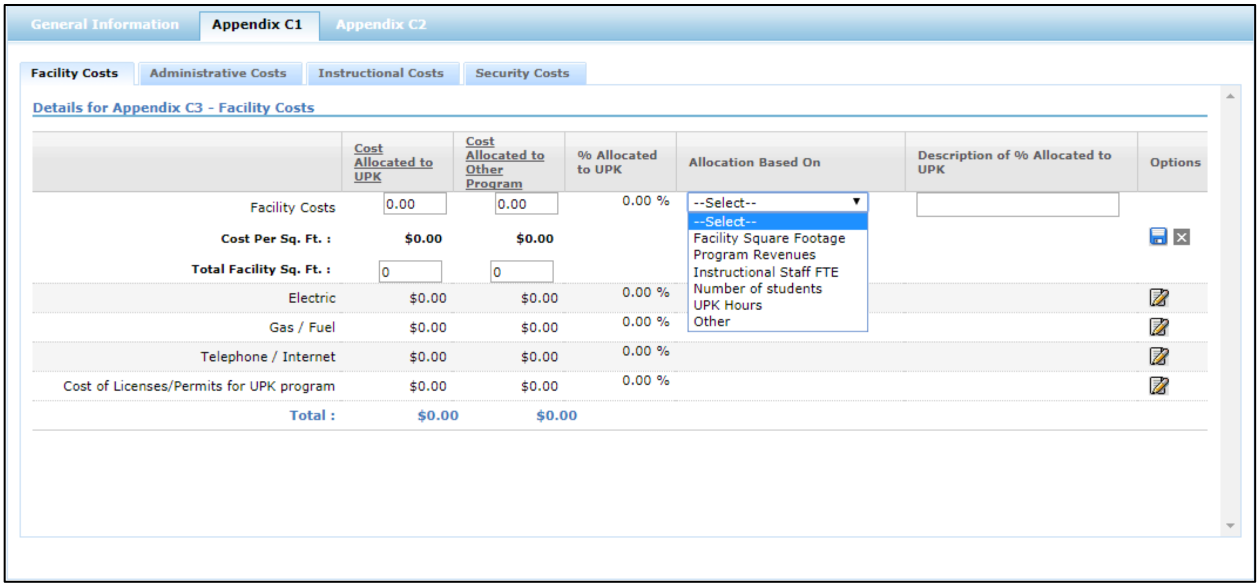


Figure 28a: Allocation Methodology details screen


General Information | Appendix C1 | Appendix C2

Facility Costs | Administrative Costs | Instructional Costs | Security Costs

Details for Appendix C3 - Facility Costs

	Cost Allocated to UPK	Cost Allocated to Other Program	% Allocated to UPK	Allocation Based On	Description of % Allocated to UPK	Options
Facility Costs	0.00	0.00	0.00 %	--Select--		
Cost Per Sq. Ft. :	$0.00	$0.00				
Total Facility Sq. Ft. :	0	0				
Electric	$0.00	$0.00	0.00 %			
Gas / Fuel	$0.00	$0.00	0.00 %			
Telephone / Internet	$0.00	$0.00	0.00 %			
Cost of Licenses/Permits for UPK program	$0.00	$0.00	0.00 %			
Total :	$0.00	$0.00				

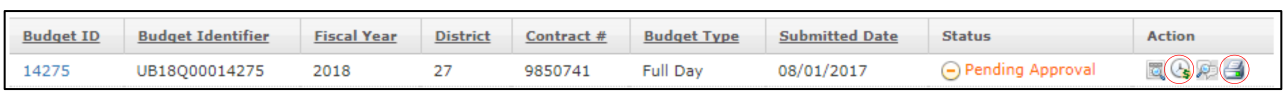
--Select--
Facility Square Footage
Program Revenues
Instructional Staff FTE
Number of students
UPK Hours
Other

Figure 28b: Appendix C1 – Facility Costs screen (with Allocation dropdown)

6.2.5. Print, Check Status, and Amend a Budget

Print a Budget

In the budget list, under the Action column, click on the Print icon (**Figure 29**). This will take you to a new page where you will see a *Print* button at the top right of the screen. Click this button to print the budget.

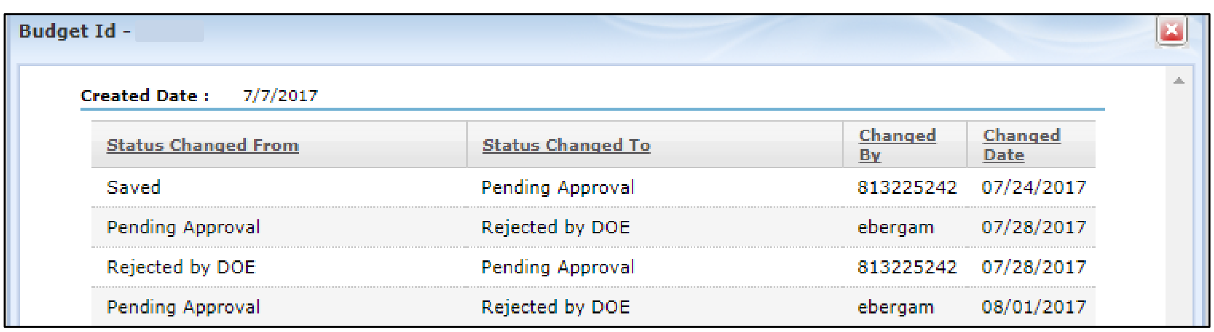


Budget ID	Budget Identifier	Fiscal Year	District	Contract #	Budget Type	Submitted Date	Status	Action
14275	UB18Q00014275	2018	27	9850741	Full Day	08/01/2017	Pending Approval	

Figure 29: Budget icons

Check Status of a Budget

- In the budget list, under the Action column, click on the Status History icon (**Figure 29**).
- Once you click on the *Status History* icon, you will get a summary of your budget history (**Figure 30**).


Budget Id -

Created Date : 7/7/2017

Status Changed From	Status Changed To	Changed By	Changed Date
Saved	Pending Approval	813225242	07/24/2017
Pending Approval	Rejected by DOE	ebergam	07/28/2017
Rejected by DOE	Pending Approval	813225242	07/28/2017
Pending Approval	Rejected by DOE	ebergam	08/01/2017

Figure 30: Budget Status history

Amend/Revise a Budget

Providers can amend/revise a budget only when it is approved by the DOE.

- In the budget list, under the Action column, click on the *Amend* icon (**Figure 32a**).
- Once you click on the icon, the original budget opens up. This budget will have a button at the bottom of the Budget Header, *Amend Budget* (**Figure 31a**).
- Click on the *Amend Budget* icon to generate a new budget. Note the budget ID of this newly created budget.

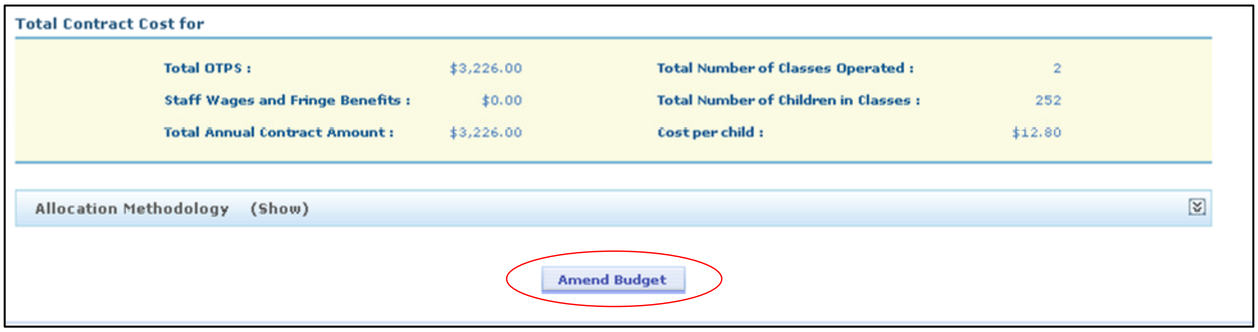
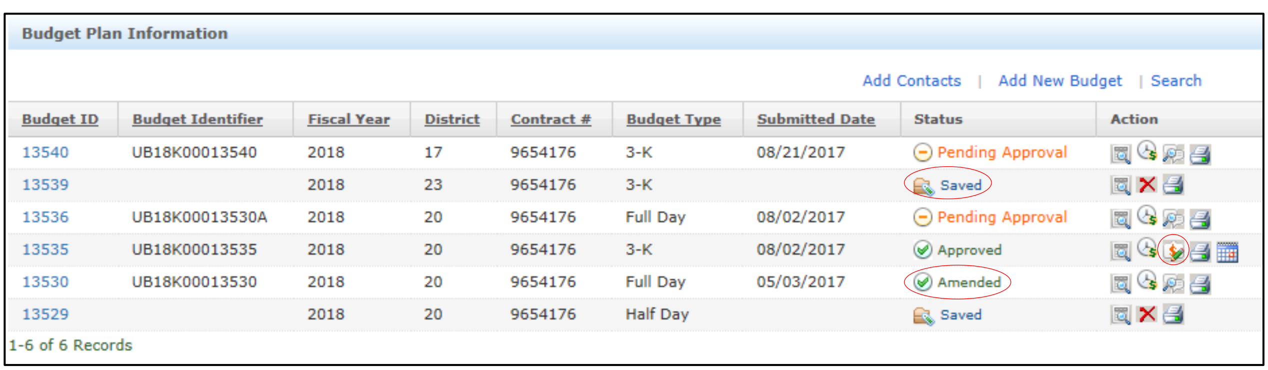


Figure 31a: Amend Budget button at the bottom of the Budget Header

If the amendment has been submitted properly, the following message will appear (**Figure 31b**):

Figure 31b: Amendment successful message

The original budget's status will change from *Approved* to *Amended* (**Figure 32a**). You must work on the newly created budget with the *Saved* status, and not the original budget with the *Amended* status.



Budget Plan Information

Add Contacts | Add New Budget | Search

Budget ID	Budget Identifier	Fiscal Year	District	Contract #	Budget Type	Submitted Date	Status	Action
13540	UB18K00013540	2018	17	9654176	3-K	08/21/2017	Pending Approval	
13539		2018	23	9654176	3-K		Saved	
13536	UB18K00013530A	2018	20	9654176	Full Day	08/02/2017	Pending Approval	
13535	UB18K00013535	2018	20	9654176	3-K	08/02/2017	Approved	
13530	UB18K00013530	2018	20	9654176	Full Day	05/03/2017	Amended	
13529		2018	20	9654176	Half Day		Saved	

1-6 of 6 Records

Figure 32a: Budget search result screen

At the top of the budget header page, a message appears indicating the revised budget (**Figure 32b**).

Figure 32b: Budget Header message

6.2.8. View Comments

Pre-KIDS allows the ability to add/view comments at the budget level, allocation methodology, as well as individual lines. The *Add/View Comments* icon can be found at the top right of the screen (**Figures 33a-b**). A thought – bubble indicates that comments have been made at line-item levels within Site Details (**Figure 33c**).

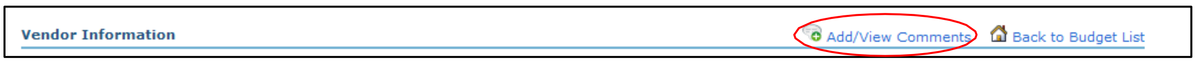


Figure 33a: Add/view comments on Vendor information section

Figure 33b: Add/view comments on Allocation Methodology section

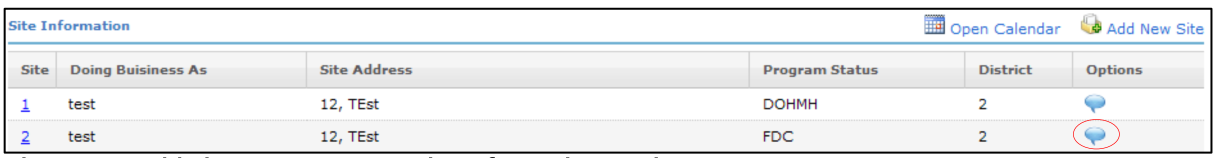


Figure 33c: Add/view comments on Site Information section

When you click on *Add/View Comments* for any for the above sections the *Comments* screen will appear (**Figure 34**). Click ***Save*** to save any comments made.

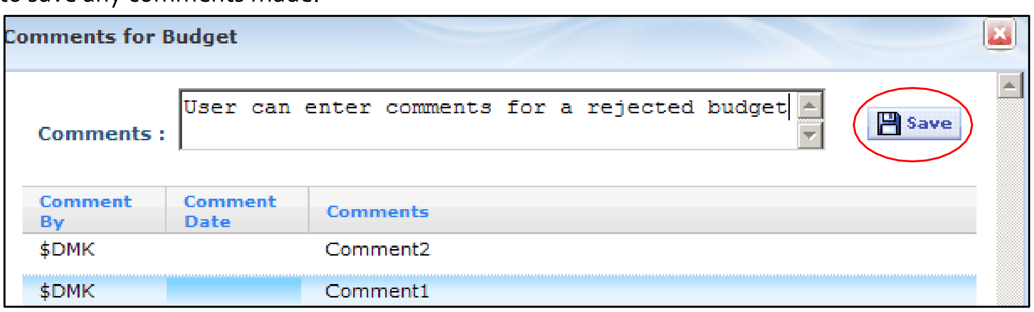


Figure 34: Vendor Information Comments on Budget screen

To view a budget's consolidated comments, go to the budget list and under the Action column, click the *View Consolidate Comments* icon (**Figure 35**):

Figure 35: Amend Budget button at the bottom of the Budget Header

7. Attendance

7.1. For DOE-Contracted Classrooms

You can access the Attendance module by clicking on *Student Attendance* tab at the top navigation bar (**Figure 36**). To create the attendance, your budget must have been submitted and approved by the DOE. This is the only way for the budget ID to appear in the drop down.

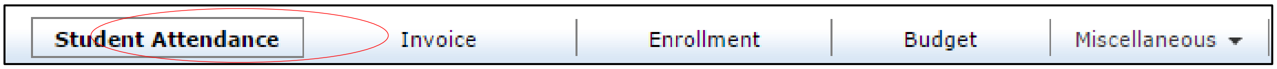


Figure 36: Student Attendance tab in navigation bar

To create a new attendance, select *Create Attendance* at the top right of Student Attendance (**Figure 37**).

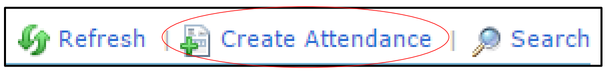


Figure 37: Create Attendance link

Once you click *Create Attendance*, the following form will appear (**Figure 38**). This form allows you to create an attendance for a specific fiscal year against a Budget ID and for a specific service month.

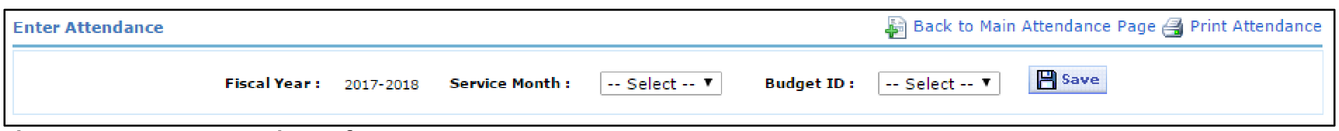


Figure 38: Create Attendance form

Click ***Save*** to generate the attendance, then the following page will appear (**Figure 39a**). Select the correct Official Class Code and the roster will show for that class code.

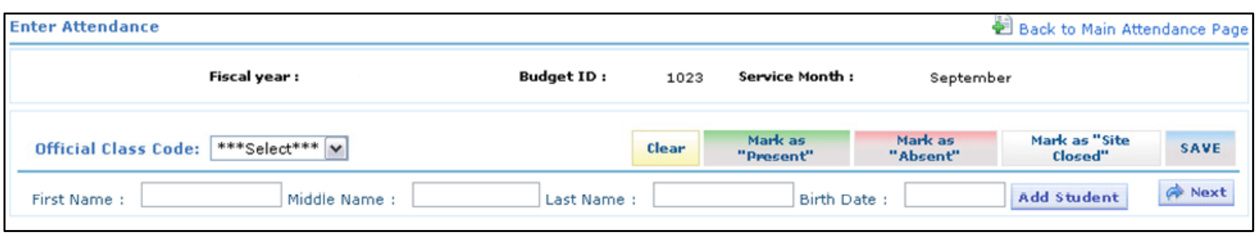


Figure 39a: Attendance grid when vendor does not choose an Official Class Code

Once an official class code is chosen, the following page will appear (**Figure 39b**).

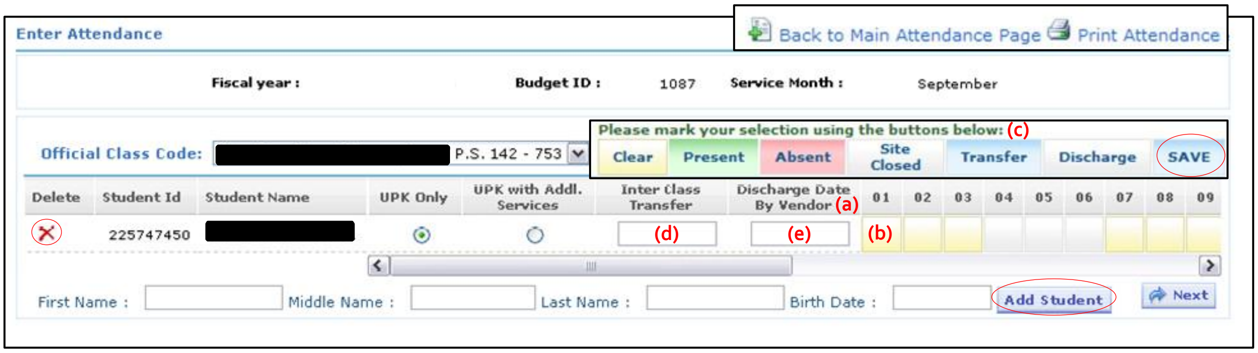


Figure 39b: Attendance grid when the vendor chooses an Official Class Code

- When you reach this screen (**Figure 39b**), be sure to click the ***Save*** button.
- The dates for the month appear as columns after the *Discharge Date By Vendor* column **(a)**.
- To mark an attendance, click on the yellow box(es) **(b)** and mark them as Present / Absent / Site Closed / Transfer / Discharge **(c)**, then click ***Save***.
- Use *Mark as "Present"* to indicate a student's presence; *Mark as "Absent"* to indicate a student's absence; *Mark as "Site Closed"* to indicate the instructional site was closed. If "Site Closed" is marked, the vendor will have the site marked as closed for all students for that day. Click *Clear* to remove the type of day indicated.
- Enter the *Inter-Class Transfer* date if the student made an inter-class transfer **(d)**. It is an optional field.
- Enter the *Discharge Date* if the student was discharged **(e)**. It is an optional field.
- If you delete a row by clicking on ✕, the whole row of students will be marked as N/A. This is useful when a student appears in the system who never showed up at your site.
- If a student does not show up in the roster, you can add a student using the *Add Student* button. Alternatively, if you know the student will be entered in the ATS system later, you can delete this attendance and create a new one once the student is added into the ATS system.

Once you finish marking attendance, the following page will appear (**Figure 39c**). Absent appears as A with red shading; Present appears as P with green shading; Site Closed appears as x with no color in the background. The system does not allow a user to mark attendance for a future date.

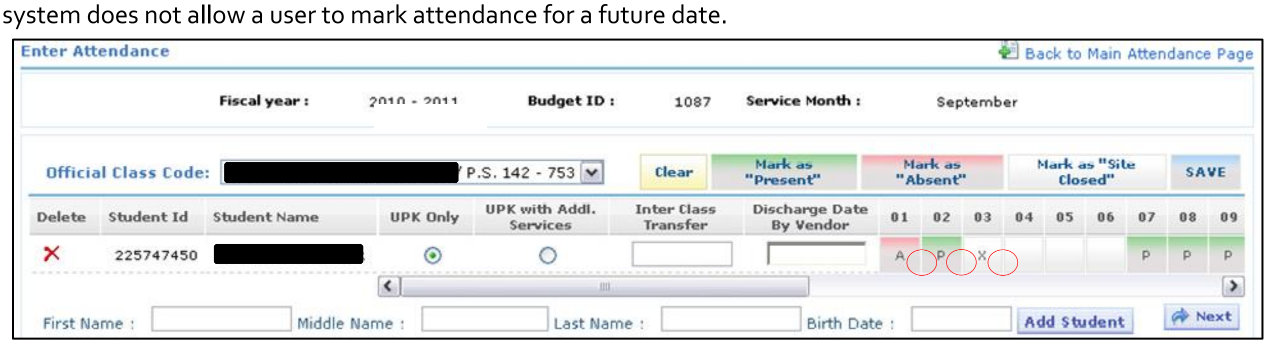


Figure 39c: Attendance grid when the vendor has marked attendance boxes

Summary page

Click on the *Next* button to see the Attendance summary page (**Figure 40**).

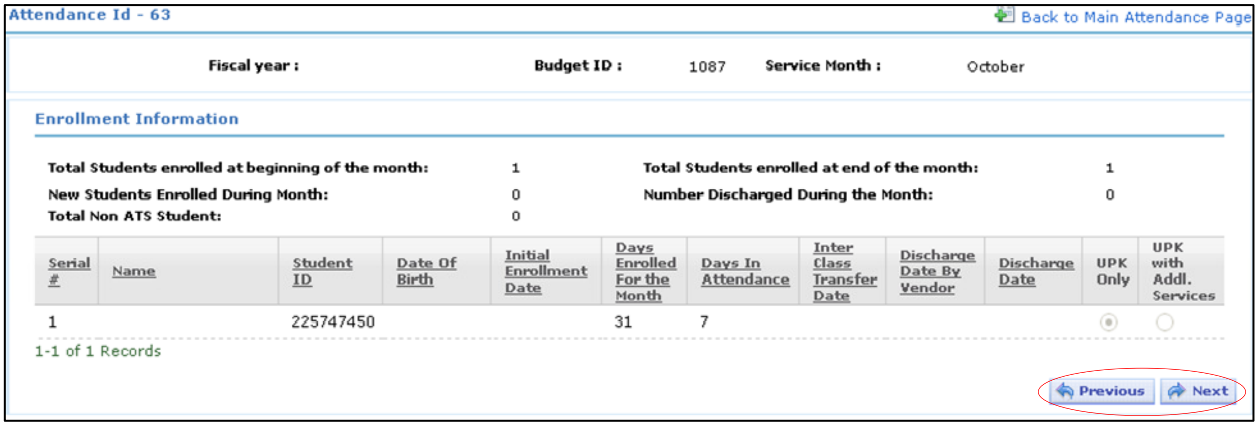


Figure 40: Attendance summary page

Click the *Previous* or *Next* button at the bottom right to navigate. If the budget is associated with more than one site, a drop down will appear indicating various summary pages.

If you try to go to the next page without completing all attendances, the following error message will appear (**Figure 41**):

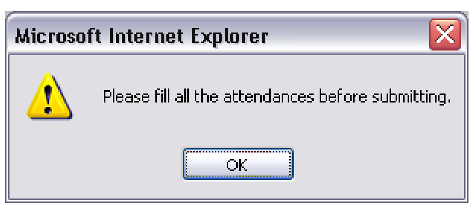


Figure 41: Error message when submitting attendance without marking all available spaces

Attendance certification

You must certify the attendance in order for Invoicing to also be certified.

Attendances for revised budgets

If you revise/amend a budget and the DOE fully approves the revised budget, your new attendances must reflect this revised budget. Saved and submitted attendances will appear in a grid (**Figure 42**). Use the ✕ button to delete an attendance in draft mode.

Attendance Header Id	Budget ID	Fiscal Year	Service Month	Status	Options
63	1087		October	Saved Attendance	✕
62	1084		October	Saved Attendance	✕

Figure 42: Attendance grid

8. Invoicing

This section applies only to the DOE-contracted programs.

8.1. Create and Certify Invoices

Invoice certification requires the vendor to fill out and certify the attendance for the prior month. For instance, if you want to generate an invoice for November, you must fill out attendance for the service month of October.

You can reach the Invoice module by clicking on the *Invoice* tab on the navigation bar (**Figure 43**).

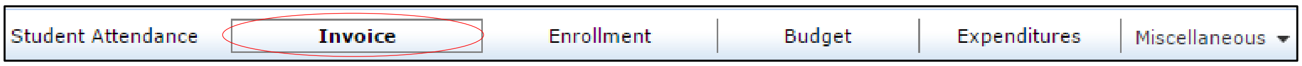


Figure 43: Invoice tab on navigation bar

To create a new invoice, click on *Create Invoice* (**Figure 44**).

Figure 44: Create Invoice link

Once you click Create Invoice, choose the appropriate fiscal year, service month, and budget ID, then click ***Save*** to generate an invoice (**Figure 45**).

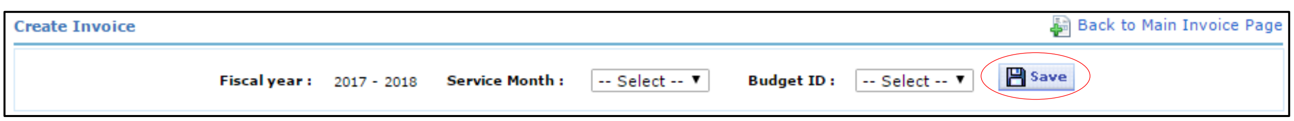


Figure 45: Invoice creation form

- If a budget does not appear in the budget ID list, this implies for the chosen fiscal year and service month, you cannot use that budget ID because the budget is pending approval. For any questions about budget ID issues, please contact your OA.
- Once you click ***Save***, the following page will appear (**Figure 46**):

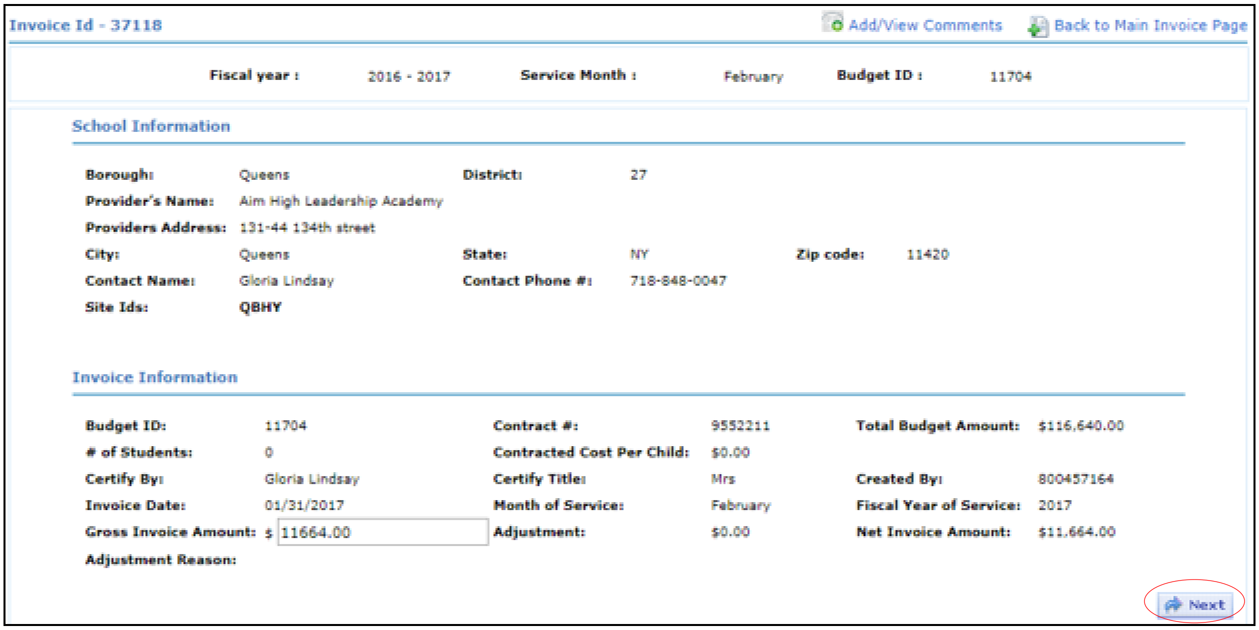


Figure 46: Invoice details page

The system derives the invoice details from the Budget. The Total Invoice Amount is editable only to reduce an amount. If a higher amount than what's due is entered, you will receive an error message as follows (**Figure 47**):

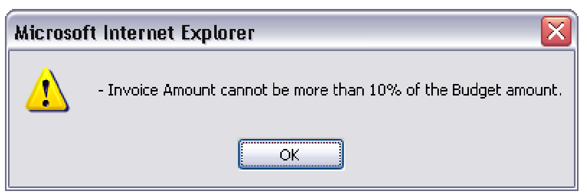


Figure 47: Invoice Amount error message

Click *Next* at the bottom right of the Invoice information to go to the next page (**Figure 46**). If you get the following message above the invoice, it implies that you have not yet submitted the requisite attendances (**Figure 48**). In this case, you can keep the invoice in a saved state to come back and certify later.

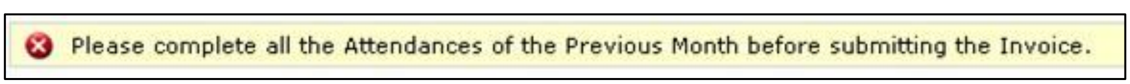
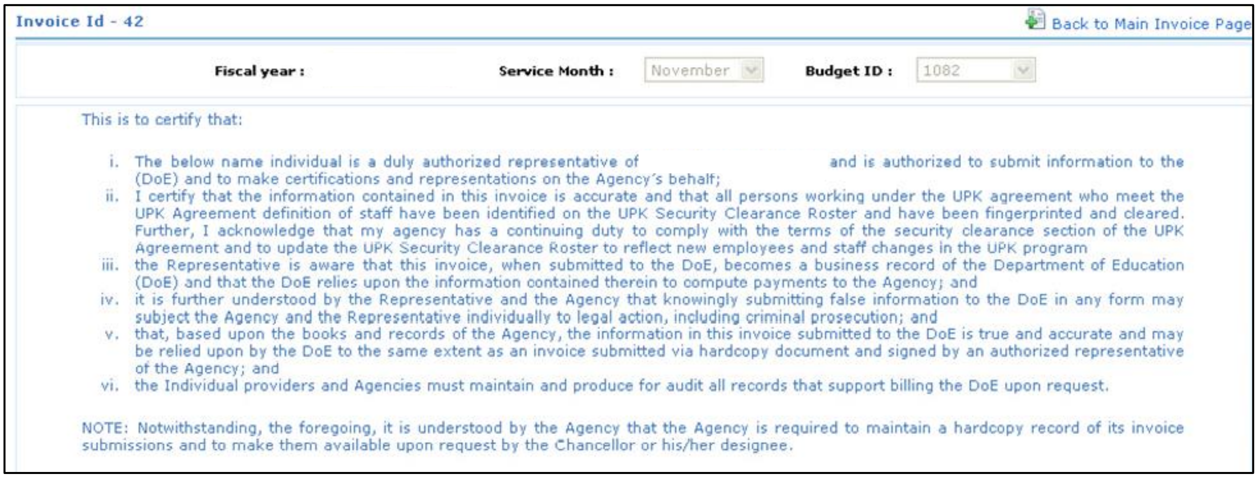


Figure 48: Invoice Amount error message

If the error message above (**Figure 48**) does not come up, then certify the invoice by providing details such as name, title, etc., then click *Certify* (**Figure 49**).


Invoice Id - 42

Back to Main Invoice Page

Fiscal year :	Service Month :	November	Budget ID :	1082

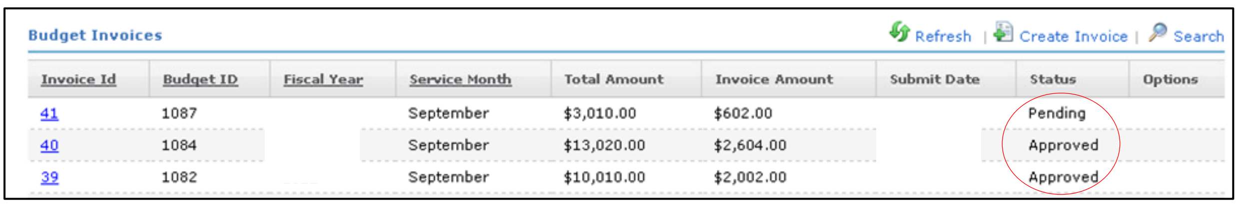
This is to certify that:

i. The below name individual is a duly authorized representative of and is authorized to submit information to the (DoE) and to make certifications and representations on the Agency's behalf;
ii. I certify that the information contained in this invoice is accurate and that all persons working under the UPK agreement who meet the UPK Agreement definition of staff have been identified on the UPK Security Clearance Roster and have been fingerprinted and cleared. Further, I acknowledge that my agency has a continuing duty to comply with the terms of the security clearance section of the UPK Agreement and to update the UPK Security Clearance Roster to reflect new employees and staff changes in the UPK program
iii. the Representative is aware that this invoice, when submitted to the DoE, becomes a business record of the Department of Education (DoE) and that the DoE relies upon the information contained therein to compute payments to the Agency; and
iv. it is further understood by the Representative and the Agency that knowingly submitting false information to the DoE in any form may subject the Agency and the Representative individually to legal action, including criminal prosecution; and
v. that, based upon the books and records of the Agency, the information in this invoice submitted to the DoE is true and accurate and may be relied upon by the DoE to the same extent as an invoice submitted via hardcopy document and signed by an authorized representative of the Agency; and
vi. the Individual providers and Agencies must maintain and produce for audit all records that support billing the DoE upon request.

NOTE: Notwithstanding, the foregoing, it is understood by the Agency that the Agency is required to maintain a hardcopy record of its invoice submissions and to make them available upon request by the Chancellor or his/her designee.

Figure 49: Invoice Certification page

Once you submit the invoice, it will appear as *Pending* on the main page (**Figure 50**). *Draft* and *Approved* indicate the current state of the invoices.


Budget Invoices

Refresh | Create Invoice | Search

Invoice Id	Budget ID	Fiscal Year	Service Month	Total Amount	Invoice Amount	Submit Date	Status	Options
41	1087		September	$3,010.00	$602.00		Pending	
40	1084		September	$13,020.00	$2,604.00		Approved	
39	1082		September	$10,010.00	$2,002.00		Approved	

Figure 50: Invoice Landing page

Note: In **Figure 50**, the vendor does not generate the September invoices. The September invoices are generated by DOE personnel in the Admin system as a form of Advance Payment (only after the budget is approved).

8.2. Search for an Invoice

You can search invoices using different search criteria by clicking on *Search* (**Figure 51**):

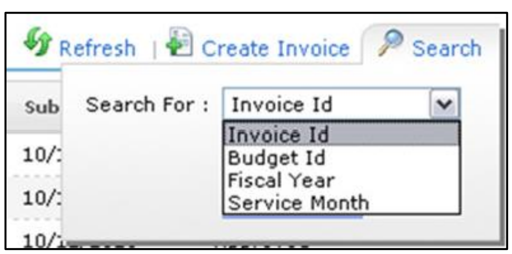
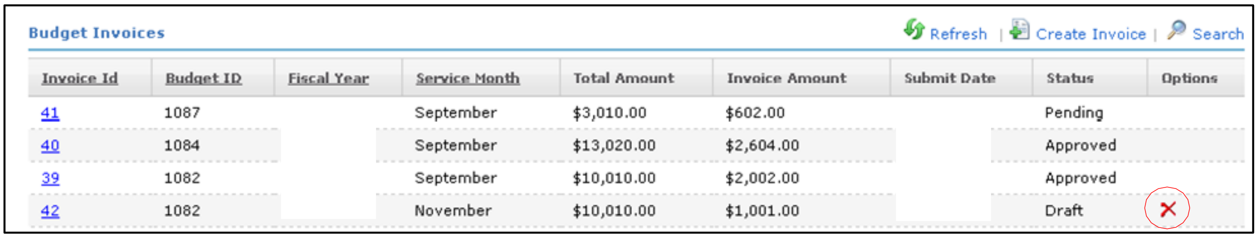


Figure 51: Search Invoice option

8.3. Delete an Invoice

You can delete an invoice in Draft mode using the button under *Options* on the Main Invoice page (**Figure 52**).

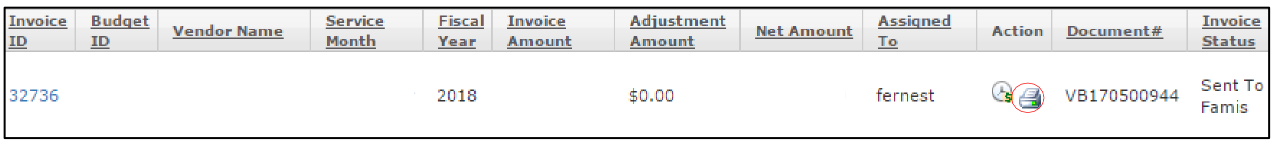


Invoice Id	Budget ID	Fiscal Year	Service Month	Total Amount	Invoice Amount	Submit Date	Status	Options
41	1087		September	$3,010.00	$602.00		Pending	
40	1084		September	$13,020.00	$2,604.00		Approved	
39	1082		September	$10,010.00	$2,002.00		Approved	
42	1082		November	$10,010.00	$1,001.00		Draft	

Figure 52: Invoice Landing page with delete option

8.4. Print an Invoice

You can print an invoice using the button under *Action* on the Main Invoice page (**Figure 53**).



Invoice ID	Budget ID	Vendor Name	Service Month	Fiscal Year	Invoice Amount	Adjustment Amount	Net Amount	Assigned To	Action	Document#	Invoice Status
32736				2018		$0.00		fernest		VB170500944	Sent To Famis

Figure 53: Invoice Landing page with print option

8.5. Invoice Comments

You can read the comments of an invoice by clicking on *View Comments* inside the invoice (**Figure 54**):

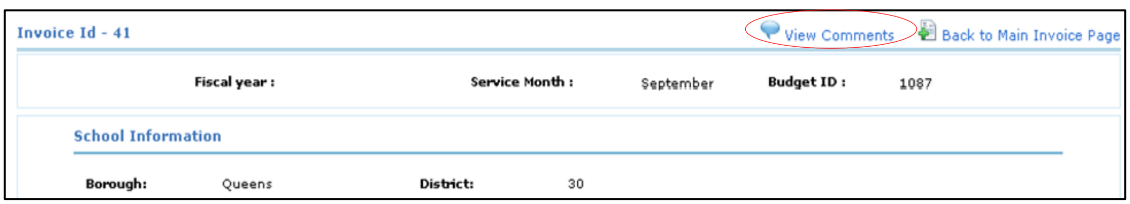


Figure 54: Viewing comments on a Rejected Invoice

8.6. Invoice Adjustments

You can view any adjustments applied to invoices and specific reasons why in *Invoice Information* (**Figure 55**). When DOE staff applies any adjustments, it appears in the *Reason* and *Adjustments* sections.

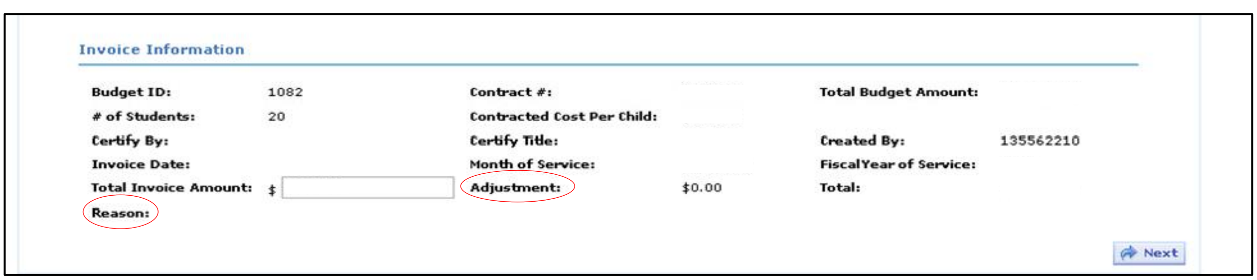


Figure 55: Invoice Certification page

9. Screenings

This section applies to both ACS and non-ACS vendors. Click on *Miscellaneous* on the top navigation bar to reach the screenings module (**Figure 56**).

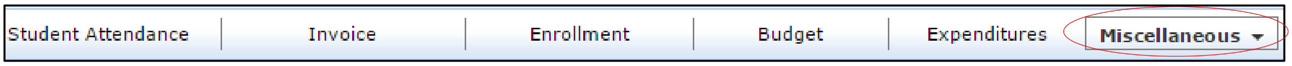


Figure 56: Miscellaneous link in the top navigation bar

Choose the activity as Student Screening (**Figure 57a**):

Figure 57a: Student Screening Activity selection

There are three options to choose from in Student Screening (**Figure 57b**):

- *Add Student Record*
- *Search*
- *ESI-R Information Website*

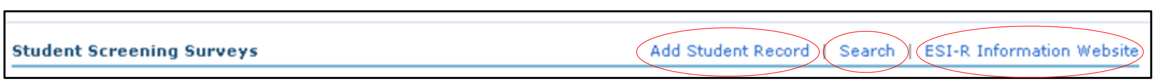


Figure 57b: Main page for Student Screening

9.1. Add Student Record

Click on *Add Student Record* and the following screen appears (**Figure 58a**):

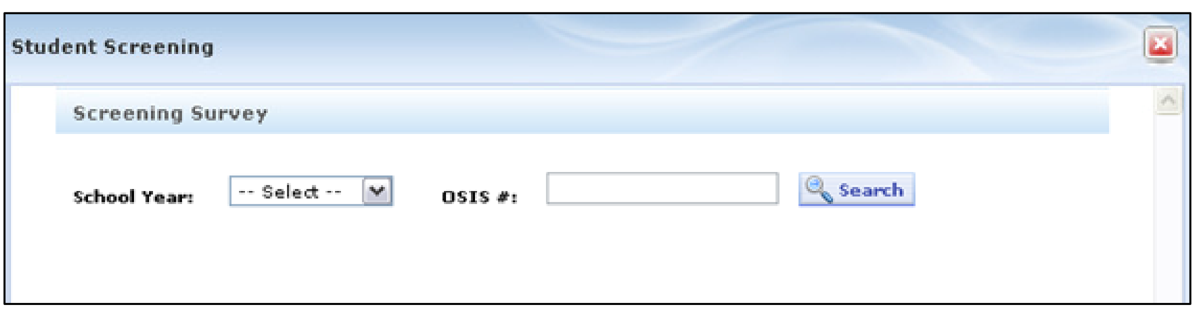


Figure 58a: Student Screening form

- Select the school year applicable and type in the OSIS# (student id issued by DOE) to search a student.
- Click *Search* and the system will search if the student is associated with the vendor.
- If a match is not found, the system shows an error message (**Figure 58b**). This may occur because:

   - Non-ACS vendors need their budget approved by the DOE before completing this step.
- The form can be closed by clicking on *Cancel* at bottom left or the red cross at the top right.
- If you believe the student should show up but is missing, consult your Operations Analyst with a consolidated list of such issues.

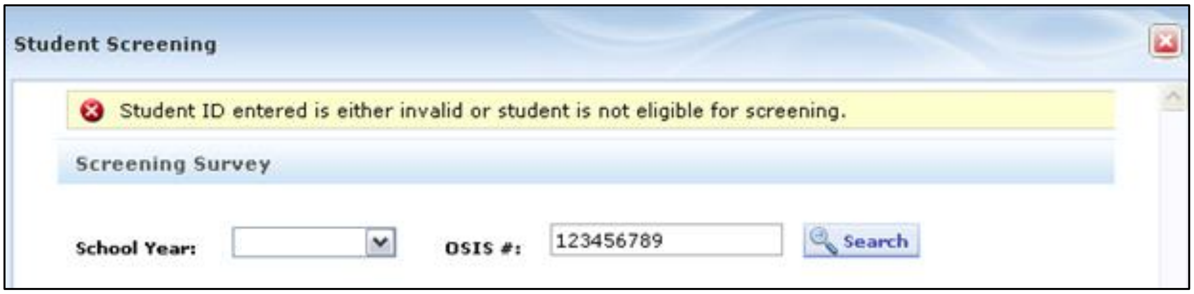


Figure 58b: Student Screening form when match is not found

- If a match is found, a step-by-step questionnaire begins (**Figure 59**):

Figure 59: Student Screening form when match is found

- Click ***Save*** at the bottom of the pop-up screen (**Figure 60**).

Figure 60: Student Screening form – buttons for form actions

- If student was not screened, mark as such and specify the reason for not screening (**Figure 61**).

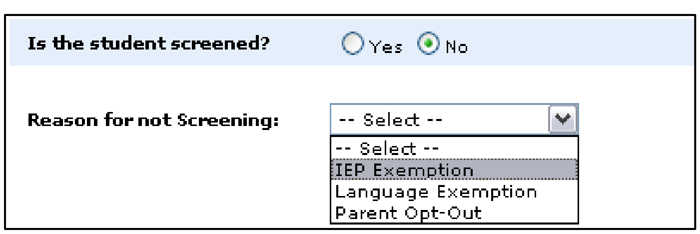


Figure 61: Student Screening form – students not screened

You can add or view comments by clicking on the *Add/View Comments* icon (**Figure 62**):

Figure 62: Student Screening form – Add/View Comments

- Once you click on *Add/View Comments*, the following screen pops up (Figure 63):
- Enter the comments in the text box provided and click the *Save* button. Note: you cannot edit the comments once saved.

Figure 63: Student Screening form – Comments

When you enter a screened student, please keep in mind (**Figure 64**):

- *Screening Date* cannot be a future date.
- In case of re-screen's follow-up screening entry, the *Screening Date* must be 56 days or more after first screening.

Figure 64: Student Screening form – For screened students

- If an *ESI-R tool* was used, the specific version must be entered along with *Results* (**Figure 65**).

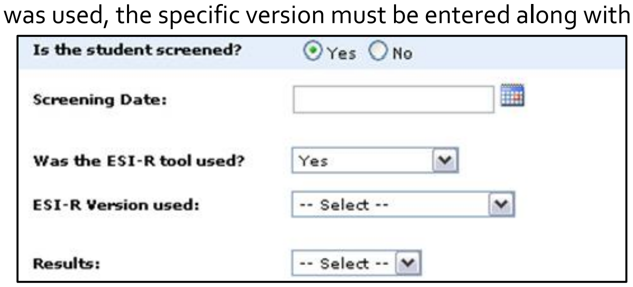


Figure 65: Student Screening form – Screened students with ESI-R

- If you select that an *ESI-R tool* was not used, the following screen appears (**Figure 66**):

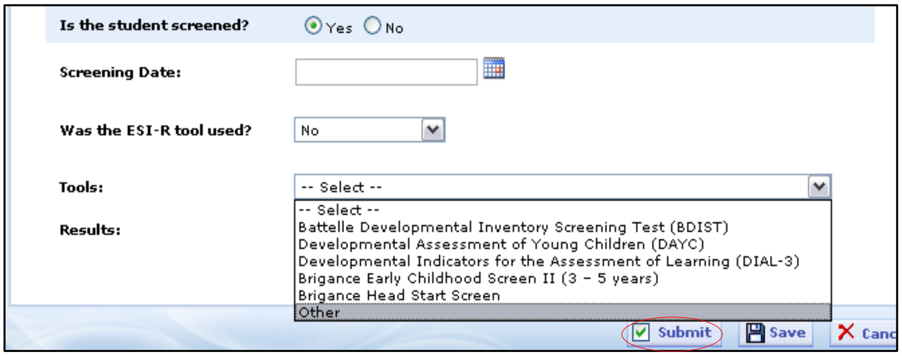


Figure 66: Student Screening form – Screened students without ESI-R tools

- Results can be marked as *Ok*, *Refer*, or *Re-Screen*.
- Finally, click the *Submit* button to submit the screening record for the student.
- A certification page pops up (Figure 67).

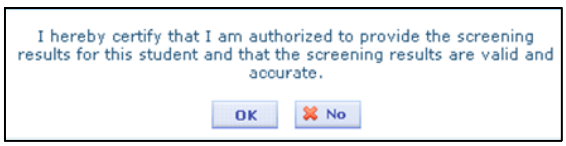


Figure 67: Student Screening form – Certification at submission

9.2. Search Student Records

You can search screening records created using a variety of fields (**Figure 68**):

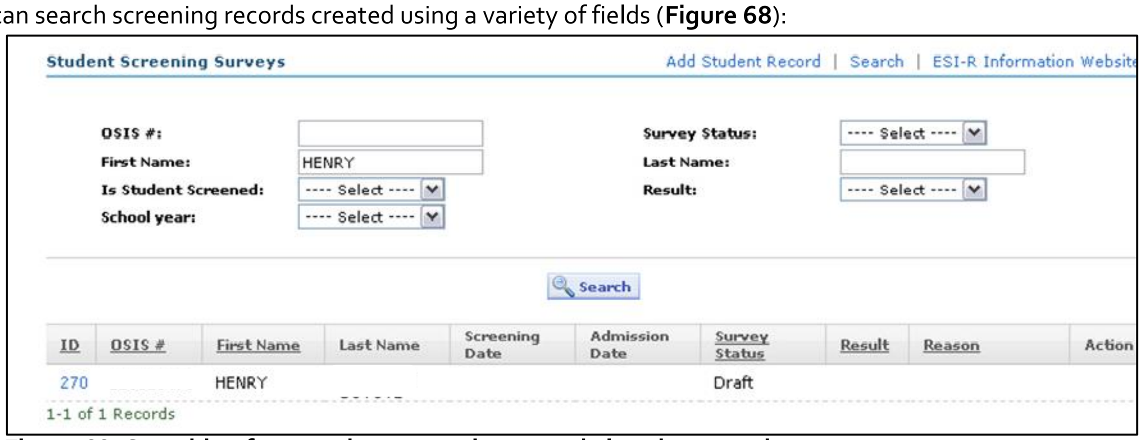
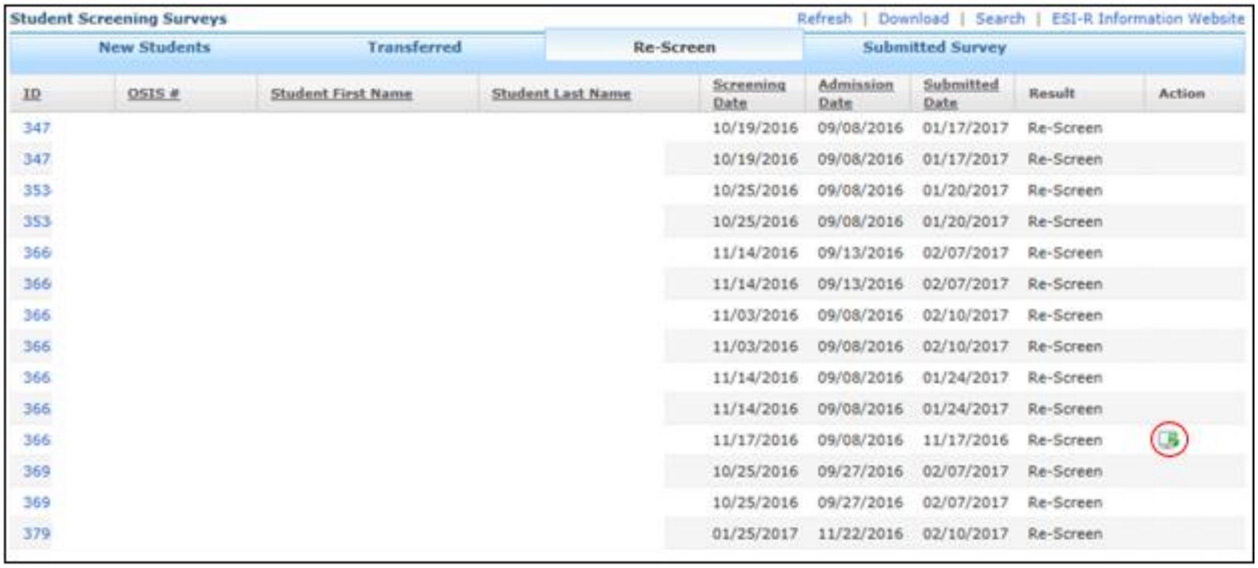


Figure 68: Searching for a student screening record already created

9.3. Enter Re-Screen Information

If a student's earlier screening is marked as *Re-screen*, that entry will have the  icon in the *Action* column on the search results.

- You must click this in order to enter the re-screen results (**Figure 69a**).


Student Screening Surveys

Refresh | Download | Search | ESI-R Information Website

New Students | Transferred | Re-Screen | Submitted Survey

ID	OSIS #	Student First Name	Student Last Name	Screening Date	Admission Date	Submitted Date	Result	Action
347				10/19/2016	09/08/2016	01/17/2017	Re-Screen	
347				10/19/2016	09/08/2016	01/17/2017	Re-Screen	
353				10/25/2016	09/08/2016	01/20/2017	Re-Screen	
353				10/25/2016	09/08/2016	01/20/2017	Re-Screen	
366				11/14/2016	09/13/2016	02/07/2017	Re-Screen	
366				11/14/2016	09/13/2016	02/07/2017	Re-Screen	
366				11/03/2016	09/08/2016	02/10/2017	Re-Screen	
366				11/03/2016	09/08/2016	02/10/2017	Re-Screen	
366				11/14/2016	09/08/2016	01/24/2017	Re-Screen	
366				11/14/2016	09/08/2016	01/24/2017	Re-Screen	
366				11/17/2016	09/08/2016	11/17/2016	Re-Screen	
369				10/25/2016	09/27/2016	02/07/2017	Re-Screen	
369				10/25/2016	09/27/2016	02/07/2017	Re-Screen	
379				01/25/2017	11/22/2016	02/10/2017	Re-Screen	

Figure 69a: Re-screen icon

- Once you click this icon, a new form comes up pre-populated with a note at the top as follows (**Figure 69b**).

Figure 69b: Re-Screen form note

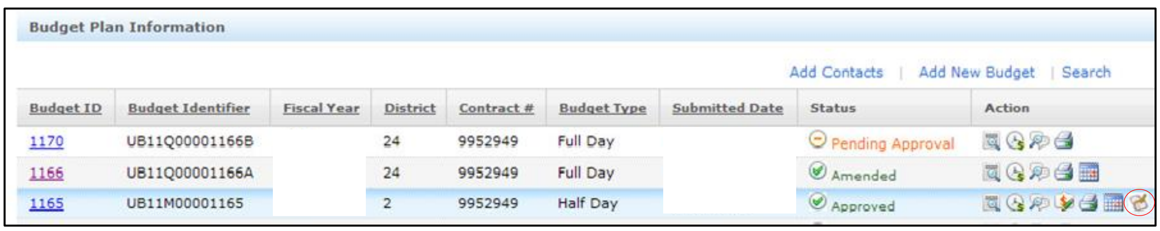
10. Expenditure Reporting

You need to report on expenditures twice annually with the Mid-Year Expenditure Report and End-Year Expenditure Report.

While the Mid-Year Expenditure Report allows you to exceed budgeted costs during submission (with a notification to submit an Amended Budget), the End-Year Expenditure Report only allows excess spending in the OTPS section up to a certain threshold.

10.1. Create an Expenditure Report

You can create and report on expenditures against your budgeted amount by clicking on the *Create/View Expenditure* icon under the *Action* column in the Budget section (**Figure 70**).


Budget Plan Information
Add Contacts | Add New Budget | Search

Budget ID	Budget Identifier	Fiscal Year	District	Contract #	Budget Type	Submitted Date	Status	Action
1170	UB11Q00001166B		24	9952949	Full Day		Pending Approval	
1166	UB11Q00001166A		24	9952949	Full Day		Amended	
1165	UB11M00001165		2	9952949	Half Day		Approved	

Figure 70: Budget screen with Expenditure icon under Action Column

Steps to create Expenditure Report:

- Click on the *Create/View Expenditure* icon and the following screen will appear (**Figure 71a**).
- Select Expense Type as either Mid-Year or End-Year.

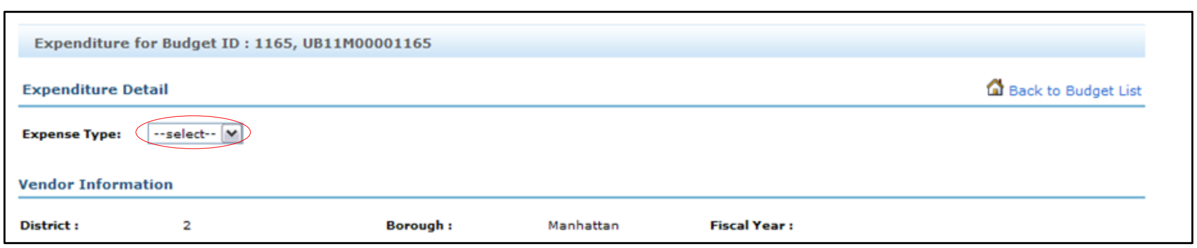


Figure 71a: Expenditure header page

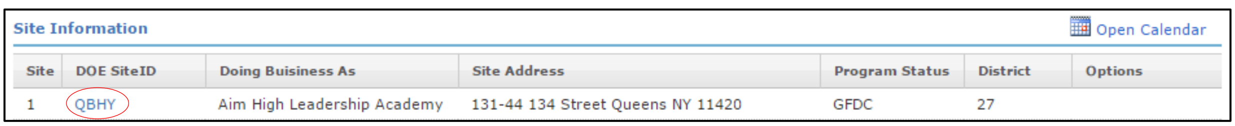
Scroll to the bottom of the page and select the Create Expenditure Report button and the following image will appear (**Figure 72a**).

- *Add/View Comments* shows all Expenditure Header level comments.
- *Status History* will provide a pop-up showing workflow history for the Summary.
- *View Summary* shows the Summary of Total Expenditures vs Total Expenditures charged to UPK Program.
- Print allows printing of the entire Expenditure report.

- Clicking on *Back to Budget List* takes you back to the Budget list page.
- Exp # has following nomenclature:
  - UE: UPK Expenditure Report record.
  - EY: End Year.
  - 17: Fiscal Year.
  - M: Geo-Borough of the budget.
  - Rest of the number: Budget ID.

Figure 72a: Expenditure header page with information when the type is chosen

- Scroll down further to observe the Site grid (**Figure 72b**) (the budget may have more than one site).



Site Information — Open Calendar

Site	DOE SiteID	Doing Buisiness As	Site Address	Program Status	District	Options
1	QBHY	Aim High Leadership Academy	131-44 134 Street Queens NY 11420	GFDC	27	

Figure 72b: Site grid from Expenditure header page

- Fill out the meals and snacks section on the Expenditure Header page (**Figure 73**)
- Once you are done, scroll to the bottom of the page and select the **Save Expenditure Report** button.
- Click ***Submit*** only after all individual site forms are filled out.

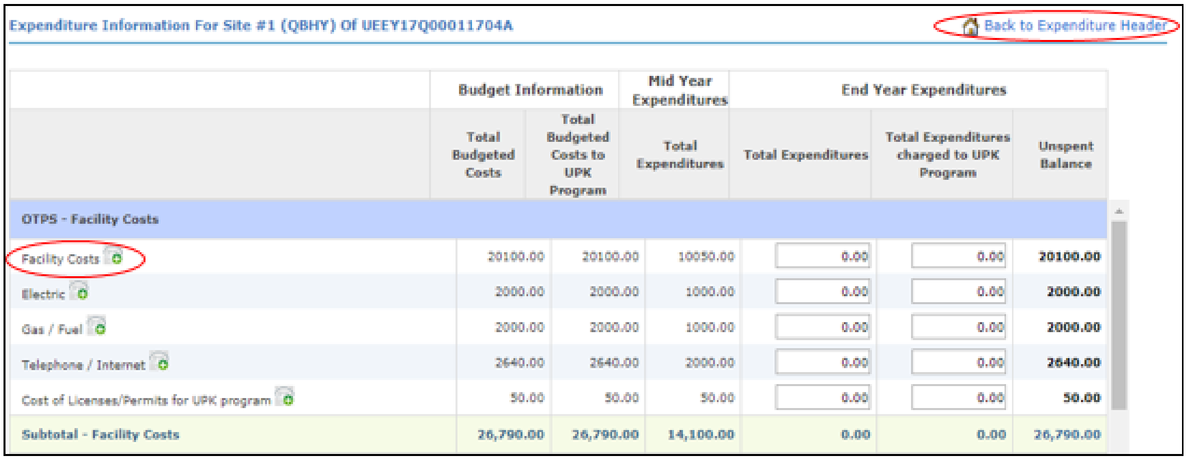
Meals & Snacks

	Budgeted		Actual Costs	
	Meals	Snacks	Meals	Snacks
# of children	200	0	150	0
Cost per Unit	80.00	0.00	80.00	0.00
# of days	40	0	35	0
Total	**640,000.00**	**0.00**	**420,000.00**	**0.00**

Figure 73: Meals and Snacks Expenditure details on Expenditure Header page

To go to the individual site details:

- Click on your Site ID under Site Information on the Expenditure header page (**Figure 72b**).
- Use the icon next to *Facility Costs* and other lines to comment on the line item (**Figure 74**).



Expenditure Information For Site #1 (QBHY) Of UEEY17Q00011704A

Back to Expenditure Header

	Budget Information		Mid Year Expenditures	End Year Expenditures		
	Total Budgeted Costs	Total Budgeted Costs to UPK Program	Total Expenditures	Total Expenditures	Total Expenditures charged to UPK Program	Unspent Balance
OTPS - Facility Costs						
Facility Costs	20100.00	20100.00	10050.00	0.00	0.00	20100.00
Electric	2000.00	2000.00	1000.00	0.00	0.00	2000.00
Gas / Fuel	2000.00	2000.00	1000.00	0.00	0.00	2000.00
Telephone / Internet	2640.00	2640.00	2000.00	0.00	0.00	2640.00
Cost of Licenses/Permits for UPK program	50.00	50.00	50.00	0.00	0.00	50.00
Subtotal - Facility Costs	26,790.00	26,790.00	14,100.00	0.00	0.00	26,790.00

Figure 74: End-Year Expenditure form: OTPS – Facility Costs

- Click *Back to Expenditure Header* to return to the Expenditure Header screen.
  - Note: for items where the budgeted amount was 0.00, the form fields under Expenditures will appear as disabled.
  - Note: the End Year Expenditure Report includes Mid-Year Expenditures on the form.

If you try to exceed certain limits, the following sample alert messages will pop-up (**Figures 75a-c**):

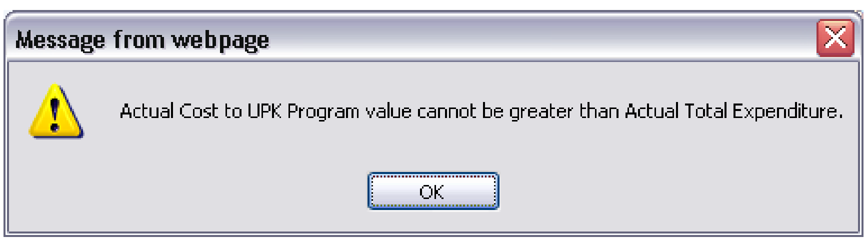


Figure 75a: Alert message when Actual Cost to UPK Program is reported higher than Actual Total Expenditure

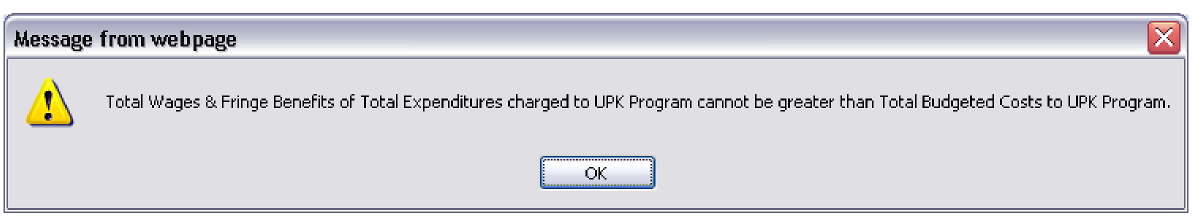


Figure 75b: Alert message when Total Expenditures charged to UPK Program exceed Budgeted costs for UPK Program in PS section

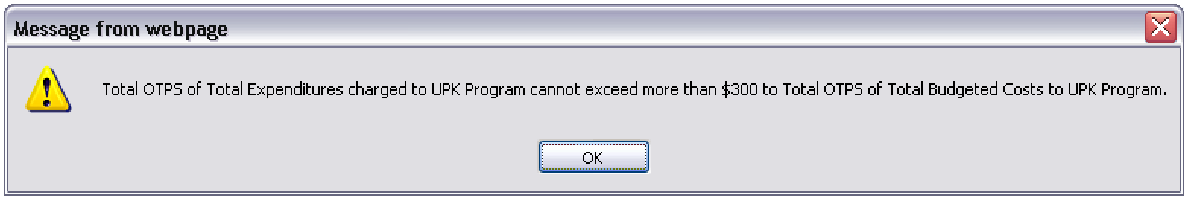


Figure 75c: Alert message when Total Expenditures charged to UPK Program exceed Budgeted costs for UPK Program by over 300$ in OTPS section

The End-Year Expenditure form includes Administrative Costs (**Figure 76**) as well as Instructional and Security Costs (**Figure 77**).

- Note: if 75% of the Equipment and Furniture Purchase Budget is not used up in the Mid-Year form, an alert will pop-up on the form.

OTPS - Administrative Costs						
Office Equipment and Furniture Purchases	0.00	0.00	0.00	0.00	0.00	0.00
Office Equipment and Furniture Rental	0.00	0.00	0.00	0.00	0.00	0.00
Office/Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Consultants(e.g bookkeeper, accountant, exterminator, security services)	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00	0.00	0.00
Transportation Costs	0.00	0.00	0.00	0.00	0.00	0.00
Minor Maintenance and Repair of Equipment and Facilities (Less than $2500 annually)	0.00	0.00	0.00	0.00	0.00	0.00
Family Involvement	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal - Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00

Figure 76: End-Year Expenditure form: OTPS – Administrative Costs

OTPS - Instructional Costs						
Equipment and Furniture Purchase (Refer to the UPK Expenditure Guide for specific guidelines)	0.00	0.00	0.00	0.00	0.00	0.0
Instructional Materials and Classroom Supplies	0.00	0.00	0.00	0.00	0.00	0.0
Instructional Field Trips (Trips must have an educational component and the cost of admission and bus must be itemized when applicable. There is a maximum of 3 paid trips per year and a $10.00 limit per person per trip)	0.00	0.00	0.00	0.00	0.00	0.0
Consultants (Instructional consultants providing professional support services, staff developers, music/art instructors, nurses, nutritionist, social workers)	0.00	0.00	0.00	0.00	0.00	0.0
Subtotal - Instructional Costs	0.00	0.00	0.00	0.00	0.00	0.0
OTPS - Security Clearance Costs						
Security Clearance	0.00	0.00	0.00	0.00	0.00	0.0

Figure 77: End-Year Expenditure form: OTPS – Instructional Costs and Security Costs

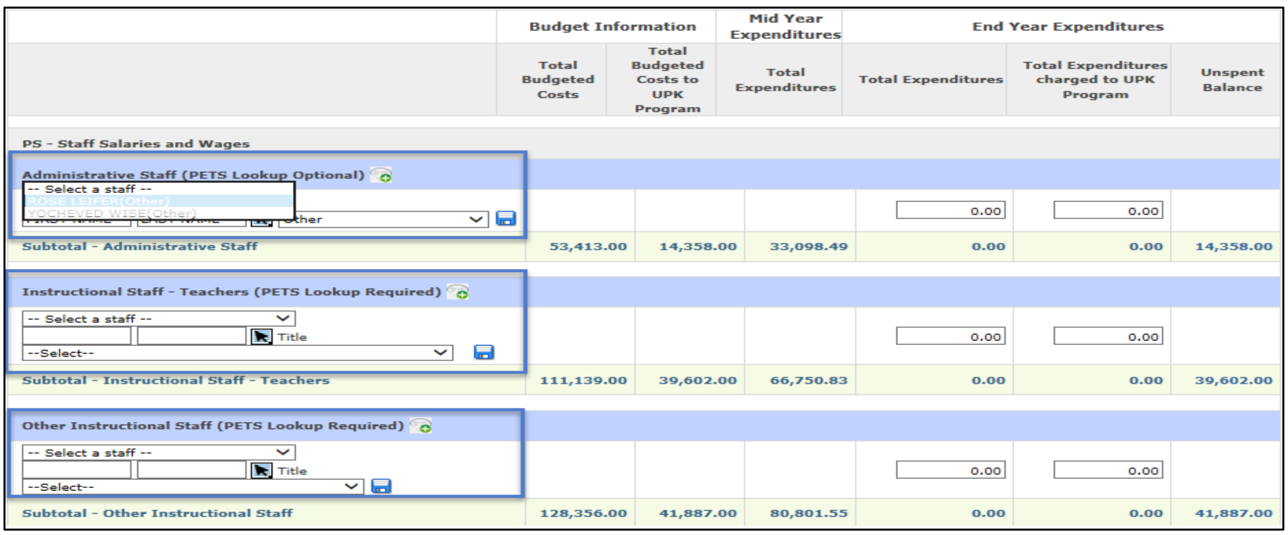
- Note: the *Goods and Services Provided Through Private Funding* is not added to the Grand Total at the bottom of the form (**Figure 78**).

Total OTPS	2,045.00	2,025.00	0.00	10,000.00	1,000.00	1,025.00
Goods and Services Provided Through Private Funding	0.00	0.00	0.00	0.00	0.00	0.00

Figure 78: End-Year Expenditure form: Total OTPS

A dropdown has been added to the expenditure staff section which will copy the staff names and their titles from the *Appendix C2* of the budgets. Per Diem staff has also been added in Expenditure staff (**Figure 79**).

- For charter schools, vendors must manually enter all sections.
- For all other programs, vendors must search using the PETS lookup feature, for all sections.



	Budget Information		Mid Year Expenditures	End Year Expenditures		
	Total Budgeted Costs	Total Budgeted Costs to UPK Program	Total Expenditures	Total Expenditures	Total Expenditures charged to UPK Program	Unspent Balance
PS - Staff Salaries and Wages						
Administrative Staff (PETS Lookup Optional)						
-- Select a staff -- / ROSE LEIFER(Other) / YOCHEVED WISE(Other) / Other				0.00	0.00	
Subtotal - Administrative Staff	53,413.00	14,358.00	33,098.49	0.00	0.00	14,358.00
Instructional Staff - Teachers (PETS Lookup Required)						
-- Select a staff -- / Title / --Select--				0.00	0.00	
Subtotal - Instructional Staff - Teachers	111,139.00	39,602.00	66,750.83	0.00	0.00	39,602.00
Other Instructional Staff (PETS Lookup Required)						
-- Select a staff -- / Title / --Select--				0.00	0.00	
Subtotal - Other Instructional Staff	128,356.00	41,887.00	80,801.55	0.00	0.00	41,887.00

Figure 79: End-Year Expenditure form: PS – Staff Salaries and Wages

Once the entire Expenditure report is filled out, return back to the Expenditure header page and click the *Submit Expenditure Report* button at the bottom of the header page. Alternatively, you can save the Expenditure report and return back to it later to update it without submitting (**Figure 80**).

Grand Total	2,045.00	2,025.00	0.00	10,000.00	0.00	2,025.00

Save

Figure 80: End-Year Expenditure form: Grand Total with Save button

When you submit your Mid-Year Expenditure report, you may receive the following message forcing you to acknowledge the amendment of an existing budget (**Figure 81a**).

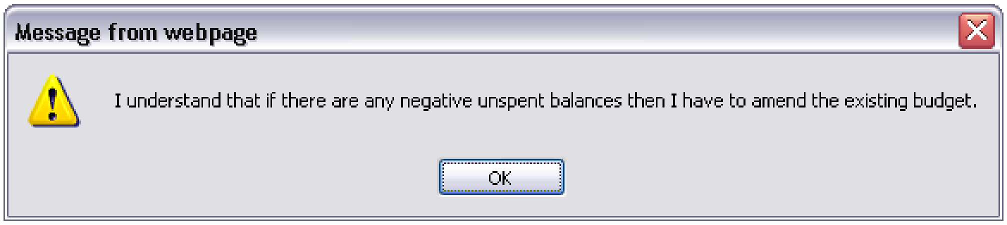


Figure 81a: Amendment pop-up message

Next, the following confirmation box will appear (**Figure 81b**).

- Click OK if you want to proceed further and certify the report.

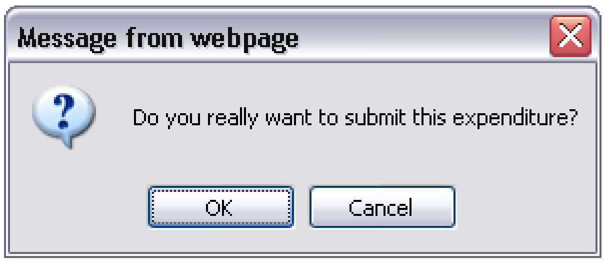
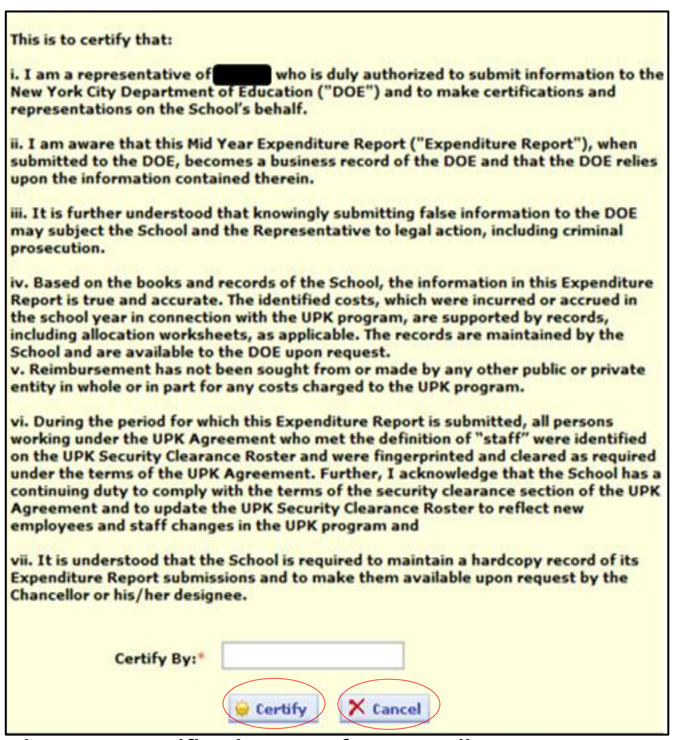


Figure 81b: Confirm amendment pop-up message

- You must type in your full name and click the ***Certify*** button in order to certify (**Figure 82**).
- If you want to back out and still need to make changes before submitting, click the ***Cancel*** button.



This is to certify that:

i. I am a representative of [redacted] who is duly authorized to submit information to the New York City Department of Education ("DOE") and to make certifications and representations on the School's behalf.

ii. I am aware that this Mid Year Expenditure Report ("Expenditure Report"), when submitted to the DOE, becomes a business record of the DOE and that the DOE relies upon the information contained therein.

iii. It is further understood that knowingly submitting false information to the DOE may subject the School and the Representative to legal action, including criminal prosecution.

iv. Based on the books and records of the School, the information in this Expenditure Report is true and accurate. The identified costs, which were incurred or accrued in the school year in connection with the UPK program, are supported by records, including allocation worksheets, as applicable. The records are maintained by the School and are available to the DOE upon request.
v. Reimbursement has not been sought from or made by any other public or private entity in whole or in part for any costs charged to the UPK program.

vi. During the period for which this Expenditure Report is submitted, all persons working under the UPK Agreement who met the definition of "staff" were identified on the UPK Security Clearance Roster and were fingerprinted and cleared as required under the terms of the UPK Agreement. Further, I acknowledge that the School has a continuing duty to comply with the terms of the security clearance section of the UPK Agreement and to update the UPK Security Clearance Roster to reflect new employees and staff changes in the UPK program and

vii. It is understood that the School is required to maintain a hardcopy record of its Expenditure Report submissions and to make them available upon request by the Chancellor or his/her designee.

Certify By:*

Certify Cancel

Figure 82: Certification page for Expenditure report

10.2. Edit/View an Expenditure Report

The vendor user can edit/view an existing Expenditure report by clicking on the *Create/View Expenditure* icon  under Action column in Budget section (**Figure 83**).

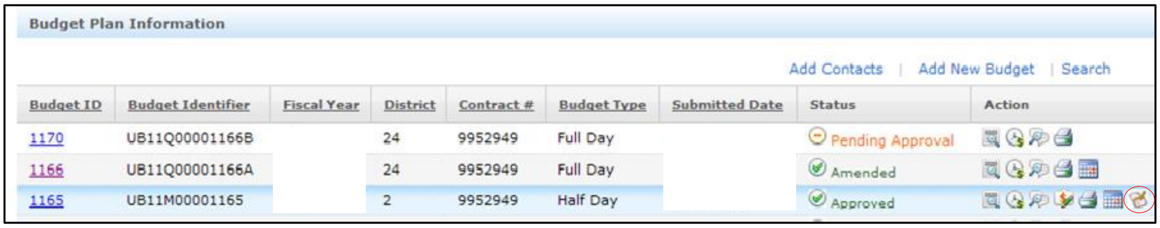


Figure 83: Budget screen with Expenditure icon under Action Column

11. Appendices

11.1. Appendix - Budget Summary

#	OTPS - FACILITY COSTS	TOTAL ESTIMATED COST	TOTAL COST ALLOCATED TO UPK	Site #: 1	Site #: 2
1	Facility Costs	$2,488.00	$244.00	$122.00	$122.00
2	Electric	$101,655.99	$100,221.99	$222.00	$99,999.99
3	Gas / Fuel	$1,410.00	$621.00	$544.00	$77.00
4	Telephone / Internet	$656.00	$152.00	$76.00	$76.00
5	Cost of Licences/Permits for UPK program	$124.00	$78.00	$22.00	$56.00
	SUBTOTAL OTPS FACILITY COST	**$106,333.99**	**$101,316.99**	**$986.00**	**$100,330.99**

Figure 84: Facility Costs summary screen

	OTPS - ADMINISTRATIVE COSTS				
6	Office Equipment and Furniture Purchases	$57.00	$24.00	$12.00	$12.00
7	Office Equipment and Furniture Rental	$1,248.00	$1,224.00	$12.00	$1,212.00
8	Office/Janitorial Supplies	$38.00	$14.00	$12.00	$2.00
9	Consultants(e.g bookkeeper, accountant, exterminator, security services)	$360.00	$336.00	$123.00	$213.00
10	Insurance	$176.00	$33.00	$12.00	$21.00
11	Advertising	$268.00	$34.00	$12.00	$22.00
12	Postage	$57.00	$33.00	$12.00	$21.00
13	Transportation Costs	$68.00	$34.00	$12.00	$22.00
14	Minor Maintenance and Repair of Equipment and Facilities (Less than $2500 annually)	$46.00	$23.00	$12.00	$11.00
15	Family Involvement	$2,688.00	$244.00	$222.00	$22.00
	SUBTOTAL OTPS ADMINISTRATIVE COSTS	**$5,006.00**	**$1,999.00**	**$441.00**	**$1,558.00**

Figure 85: Administrative Costs summary screen

	OTPS - INSTRUCTIONAL COSTS				
16	Equipment and Furniture Purchase	$33.00	$21.00	$21.00	$0.00
17	Instructional Materials and Classroom Supplies	$322.00	$222.00	$222.00	$0.00
18	Consultants	$24.00	$12.00	$12.00	$0.00
19	Instructional Field Trips		$36.00	$36.00	$0.00
20	Meals		$30,672.00	NO	NO
21	Snacks		$1,759,824.00	NO	NO
	SUBTOTAL OTPS INSTRUCTIONAL COSTS	**$1,790,911.00**	**$1,790,787.00**	**$291.00**	**$0.00**
	OTPS - SECURITY CLEARANCE COSTS				
22	Security Clearance	$832.00	$789.00	$789.00	$0.00
	TOTAL OTPS	**$1,903,082.99**	**$1,894,891.99**	**$2,507.00**	**$101,888.99**
23	Goods and Services Provided Through Private Funding		$897.00	$897.00	$0.00
	PS - STAFF SALARIES AND WAGES				
24	Administrative Staff	$1,000.00	$1,000,000.00	$0.00	$1,000,000.00
25	Instructional Staff	$912.00	$9,122.00	$12.00	$9,110.00
26	Facility Staff	$356.00	$122,257.00	$35.00	$122,222.00
27	Per Diem Staff		$258,488.00	$16,928.00	$241,560.00
28	Fringes		$135,761.72	$1.88	$135,759.84
	TOTAL PS	**$396,517.72**	**$1,525,628.72**	**$16,976.88**	**$1,508,651.84**

Figure 86: Instructional, Security Clearance, and PS-Staff Salaries and Wages costs summary screen

11.2. Frequently Asked Questions

- **Why isn't the PKA link showing in the Vendor Portal screen after I log in?**
  The background check may have not been completed or Vendor Hotline may not know that your organization has a Pre-K contract. Contact your Operations Analyst if you are having this issue.

- **How do I get the address to drop down when entering a student record?**
  Enter in the address without any abbreviations (E., W., Ave., Blvd., St., etc.).

- **Why is there no drop down for length of day or class code when completing Enrollment in PKA?**
  The class codes must be first be created in Class Management (3.3).

- **Why can I not add staff to the budget?**
  The staff must first be added to Staff Management (3.2).

- **If I made a mistake on my attendance and already submitted it in PKA, how can I fix it?**
  Contact your Operations Analyst so that s/he can unlock your attendance then you can correct it and resubmit.

11.3. Contact Information

If you have any other questions, please send an email to.