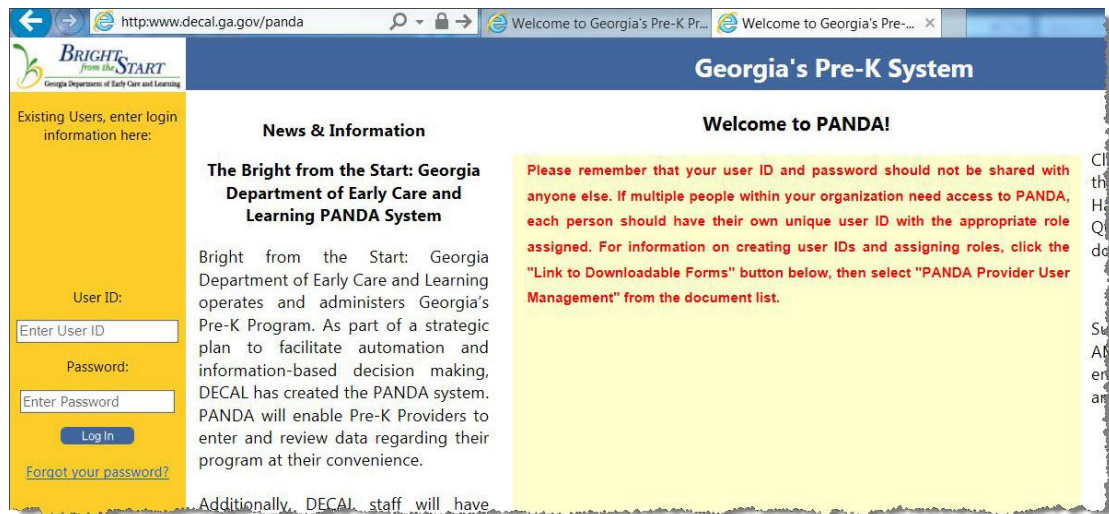




PANDA Payment Advise Instructions

Step 1: Logging into Panda

- A. Open your web browser and navigate to <http://www.dec.al.ga.gov/panda>.



Note: Internet Explorer version 6.0 or higher is recommended. Third-party web browsers (such as Chrome and Firefox) are not supported.

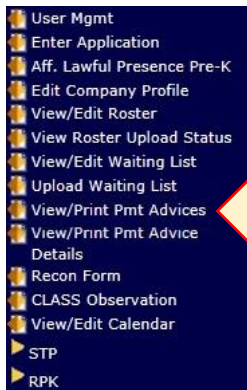
- B. Enter your Panda userID and password.
C. Click **Log In**.

The PANDA welcome screen displays.



Step 2: Viewing Payment Advice

A. In the left-hand menu, click **View/Print Pmt Advices**.



Note: You must have either the Provider Management or Provider Finance role assigned to your PANDA user ID for the View/Print Pmt Advices menu option to be available. Contact your Pre-K Project Director if you need access to this menu item.

The **Payment Advices** screen displays.

A screenshot of the 'Payment Advices' web application interface. At the top, there is a dark blue header with the text 'Payment Advices' and a 'Back' button. Below the header, the text 'Payment Advice For Provider:' is displayed. There are three input fields: 'School Year:' with a dropdown menu showing '2018', 'From Date:' with an empty text box and a calendar icon, and 'To Date:' with an empty text box and a calendar icon. A yellow 'Search' button is centered below the date fields.

B. Select the appropriate school year from the drop-down box, and enter a date range in the **From Date** and **To Date** fields. If you wish to view all payment advices for the school year, leave the date fields blank.

A screenshot of the 'Payment Advices' web application interface, similar to the previous one. The 'School Year:' dropdown menu now shows '2017'. The 'From Date:' field contains '8/1/2016' and the 'To Date:' field contains '8/31/2016'. The 'Search' button is still present.

C. Click **Search**. A list of payment advices for the school year and/or date range displays.

A screenshot of the 'Payment Advices' web application interface showing search results. The search criteria are the same as in the previous screenshot. Below the search button, a table displays the results. The table has columns for 'School Year', 'Processed Date', 'Amount', 'Select to Print', 'Review Grant Agreement Retros', 'Review Retro Details', and 'Report'. One row is visible, with '2017' in the 'School Year' column, '8/16/2016' in the 'Processed Date' column, and '\$26,999.09' in the 'Amount' column. A 'Print Payment Advice' button is located at the bottom of the table.

School Year	Processed Date	Amount	Select to Print	Review Grant Agreement Retros	Review Retro Details	Report
2017	8/16/2016	\$26,999.09	<input type="checkbox"/>			

D. Use one of the following options to view the payment advice:

The screenshot shows a table with the following columns: School Year, Processed Date, Amount, Select to Print, Review Grant Agreement Retros, Review Retro Details, and Report. A row is highlighted for the year 2017, with a processed date of 8/16/2016 and an amount of \$26,999.09. A checkbox is present in the 'Select to Print' column. A 'Print Payment Advice' button is located below the table. Two callout boxes provide instructions: 'Option 1: Click the hyperlink under Processed Date.' and 'Option 2: Check the Select to Print checkbox and then click Print Payment Advice.'

After choosing one of the above options, the payment advice opens in a new browser tab.

Bright from the Start: Georgia Department of Early Care and Learning
 Vendor Code : [REDACTED]
 TIN : 55-5555555

Example Child Care Center, Inc.
 10 Park Place
 Atlanta, GA 30303

EFT Payment Advice
 Pay Cycle : August
 Pay Run # : 1
 Payment Processed Date : 08/03/2016

	Lead Teacher	LT Retro	Supp	Supp Retro	Assistant Teacher	Assistant Retro	Operational	Operational Retro	Transport	Transport Retro	Special Adjustments		Total Payment
Provider Total	\$10,145.04	\$0.00	\$998.82	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$0.00	\$26,821.00
Count					0.00	0.00			0.00	0.00			66.00
												Transition Coach Grant	\$0.00
												Start up Amount	\$0.00
												Total Payment	\$26,821.00
Example Child Care Center													
Site Total	\$10,145.04	\$0.00	\$998.82	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$0.00	\$26,821.00
Count					0.00	0.00			0.00	0.00			66.00
Class # 70759	\$3,955.20	\$0.00	\$568.70	\$0.00	\$1,556.17	\$0.00	\$3,882.74	\$0.00	\$0.00	\$0.00	\$0.00		\$9,942.81
Class # 70760	\$3,511.84	\$0.00	\$427.92	\$0.00	\$1,556.17	\$0.00	\$3,723.94	\$0.00	\$0.00	\$0.00	\$0.00		\$9,219.87
Class # 70761	\$2,678.00	\$0.00	\$0.00	\$0.00	\$1,556.17	\$0.00	\$3,424.15	\$0.00	\$0.00	\$0.00	\$0.00		\$7,658.32

Message: Please note this payment advice is notification of your processed payment. This payment was made via Electronic Funds Transfer (EFT) to your bank account of record. Please contact Bright from the Start: Georgia Department of Early Care and Learning, with questions regarding your payment at (404) 951-7411 or (404) 950-5957 or email us at the address below. Thank you for your help in providing a quality pre-kindergarten program for Georgia's children and their families. *This total may include any special adjustments made at that level. Please refer to the last page for details and comments on the special adjustment (s) made.

Email: panda.finance@decal.ga.gov Page Number 1 of 1

Your payment will be broken down into several columns. If you have more than one class, each class will be itemized in a separate row below the total row.

IMPORTANT: Make sure you have pop-up blocking turned off. If you see a message stating that your web browser blocked a pop-up, click **Options for this site** and select **Always Allow**.



You may need to repeat Steps B and C after granting permission to display the payment advice for the first time.

Step 3: Printing or Saving Your Payment Advice

A. To print your payment advice, click the **Print File** button on the floating PDF menu near the bottom of the screen or press **Ctrl+P** on your keyboard.



B. To save a copy of the document, click the disk icon or go to **File > Save As**.

Payment Advice Definitions and Clarification Notes

Bright from the Start: Georgia Department of Early Care and Learning
Vendor Code : ██████████
TIN : 55-5555555

Example Child Care Center, Inc.
10 Park Place
Atlanta, GA 30303

EFT Payment Advice
Pay Cycle : August
Pay Run # : 1
Payment Processed Date : 08/03/2016

	Lead Teacher	LT Retro	Supp	Supp Retro	Assistant Teacher	Assistant Retro	Operational	Operational Retro	Transport	Transport Retro	Special Adjustments	Total Payment
Provider Total	\$10,145.04	\$0.00	\$996.62	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$26,821.00
Count					0.00	0.00			0.00	0.00		66.00
											Transition Coach Grant	\$0.00
											Start up Amount	\$0.00
											Total Payment	\$26,821.00

Example Child Care Center

- A Provider Total:** the amounts under each item reflect the total paid to the program by DECAL.
- **Lead Teacher:** the total lead teacher base salary paid to the program.
 - **LT Retro:** retroactive lead teacher salary. The retro total is based on overpayment or underpayment in a previous pay period.
 - **Supp (Supplemental Compensation):** the total supplemental compensation paid to the program.
 - **Supp Retro:** retroactive lead teacher supplemental compensation. The retro total is based on overpayment or underpayment in a previous pay period.
 - **Assistant Teacher:** the total assistant teacher salary paid to the program.
 - **Assistant Retro:** retroactive assistant teacher salary. The retro total is based on overpayment or underpayment in a previous pay period.
 - **Operational:** the total operating costs paid to the program. Refer to Section 17.2 in the [Pre-K Providers' Operating Guidelines](#) for additional information about operating costs.
 - **Operational Retro:** the total retroactive operating costs. The retro total is based on overpayment or underpayment in a previous pay period.
 - **Transport:** the total paid to the program for transportation services for Category One children. Transportation is paid based on submitted roster data at a rate of \$16.50 for each eligible child.
 - **Transportation Retro:** the total retroactive amount for transportation. The retro total is based on overpayment or underpayment in a previous pay period.
 - **Special Adjustments:** additional payment(s) made to the provider. Details regarding special adjustment payments are located on the last page of the payment advice.
 - **Total Payment:** the total amount paid from DECAL to the program.
- B Count:** the number to the far right reflects the total number of children reported by the program on roster report(s) that generated the payment advice.

C Transition Coach Grant: applies to programs participating in the Pre-K Summer Transition

Program (STP).

- D Start Up Amount:** start-up grants are given for newly awarded classrooms in the amount of \$8,000 per class. The total amount paid to the program for start-up classrooms is reflected here (if applicable).
- E Total Payment:** reflects the total payment from DECAL to the program. Funding is based on program type and zone (Private Metro, Private Non-Metro, and Public School), the number of children served, and the lead teacher credential verified through the Georgia Professional Development System (GaPDS). The total payment amount also includes transportation and start-up costs (if applicable). The reimbursement amount may vary from pay period to pay period based on changes in class size, changes in lead teacher credential, and number of days offering service. Refer to section 19.1 in the [Pre-K Providers' Operating Guidelines](#) for the Pre-K Annual Rates Chart.

	Lead Teacher	LT Retro	Supp	Supp Retro	Assistant Teacher	Assistant Retro	Operational	Operational Retro	Transport	Transport Retro	Special Adjustments	Total Payment
Example Child Care Center												
Site Total	\$10,145.04	\$0.00	\$996.82	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$28,821.00
Count					0.00	0.00			0.00	0.00		66.00
Class # 70759		\$0.00	\$568.70	\$0.00	\$1,556.17	\$0.00	\$3,862.74	\$0.00	\$0.00	\$0.00	\$0.00	\$9,942.81
			GaPSC Certification, T5 or higher		T-5	15.00	0.00	0.00	0.00	0.00		22.00
Class # 70760	\$3,511.84	\$0.00	\$427.92	\$0.00	\$1,556.17	\$0.00	\$3,723.94	\$0.00	\$0.00	\$0.00	\$0.00	\$9,219.87
			GaPSC Certification, T4		T-4	8.00	0.00	0.00	0.00	0.00		22.00
Class # 70761	\$2,678.00	\$0.00	\$0.00	\$0.00	\$1,556.17	\$0.00	\$3,424.15	\$0.00	\$0.00	\$0.00	\$0.00	\$7,658.32
			No GaPSC Certification, ECE Bachelor or higher			1.00	0.00	0.00	0.00	0.00		22.00

Message: Please note this payment advice is notification of your processed payment. This payment was made via Electronic Funds Transfer (EFT) to your bank account of record. Please contact Bright from the Start: Georgia Department of Early Care and Learning, with questions regarding your payment at (404) 651-7411 or (404) 656-5957 or email us at the address below. Thank you for your help in providing a quality pre-kindergarten program for Georgia's children and their families. *This total may include any special adjustments made at that level. Please refer to the last page for details and comments on the special adjustment (s) made. Page Number: 1 of 1

Email: panda.finance@decalf.ga.gov

- F Site Total:** the amounts under each item reflect the total paid to the program at the site level.
- G Count:** the number to the far right reflects the total number of children reported at the site level.
- H Class #:** each class is itemized to reflect the amount paid by DECAL for the class.
 - **Lead Teacher:** base salary paid for the class. Lead teacher salary is based on the credential verified through the Georgia Professional Development System. Refer to Section 12.3 in the [Pre-K Providers' Operating Guidelines](#) for a list of approved credentials for lead teachers. Pre-K providers are required to pay lead teachers a minimum of 90% of the total salary funded by DECAL.
 - **LT Retro:** retroactive lead teacher salary. The retro total is based on overpayment or underpayment in a previous pay period and goes back to the effective date of lead teacher changes.
 - **Supp (Supplemental Compensation):** supplemental compensation includes a 3% increase in base salary for each two years of creditable years of experience up to 20 years. Providers are required to pay teachers 100% of supplemental compensation. This supplement should be part of the lead teacher's salary and should be paid in a manner consistent with the base salary (weekly, monthly, etc.). The supplement may not be used a salary bonus. It is not acceptable to hold the salary supplement and pay mid- year or at the completion of the school year.

- **Supp Retro:** retroactive lead teacher supplemental compensation. The retro total is based on overpayment or underpayment in a previous pay period.
- **Assistant Teacher:** assistant teacher salary paid for the class. Pre-K providers are required to pay assistant teachers 100% of the total salary funded by DECAL.
- **Assistant Retro:** the retro total is based on overpayment or underpayment in a previous pay period and goes back to the effective date of assistant teacher changes.
- **Operational:** the total operating costs paid for the classroom. Refer to Section 17.2 in the [Pre-K Providers' Operating Guidelines](#) for information about operating costs.
- **Operational Retro:** the total retroactive operating costs for the class. The retro total is based on overpayment or underpayment in a previous pay period.
- **Transport:** the total paid at the class level for transportation services for Category One children.
- **Transportation Retro:** the total retroactive amount for transportation. The retro total is based on overpayment or underpayment in a previous pay period.
- **Special Adjustments:** additional payment(s) made for the class. Details regarding special adjustment payments are located on the last page of the payment advice.
- **Total Payment:** the total amount paid from DECAL for the class. The total payment for the class may vary from pay period to pay period based on changes in class size, changes in lead teacher credential, and number of days offering service.

NOTE: The number under the Total Payment for the class reflects the total number of children reported on the class roster.



If you need assistance with these instructions or have questions about your payment advice, send an e-mail to panda.finance@dec.al.ga.gov. All e-mails to PANDA Finance will be answered during normal business hours.