

GAPREK

Financial User Guide

Version 03, July 02, 2024

Pre-K Financial User Guide



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PURPOSE

This user guide provides support to the Finance Users in performing required actions on the GA DECAL Integrated Provider Portal for the Pre-K program.

PERSONAS

Personas	Responsibilities		
Financial User	 Accessing Important Communications Submitting a New Incident Changing Bank Account Information Viewing Provider Details Viewing Payment Advices Downloading Payment Advices Viewing Payment Holds Viewing Documents 		



INTRODUCTION

This User Guide will assist Finance users in efficiently navigating and utilizing the Pre-K program features. It provides vital information and detailed instructions for managing your duties. The guide includes explanations for features relevant to the Financial User, submitting help tickets, raising a request to change bank account information, and viewing and downloading payment-related details. Utilizing this guide will help ensure seamless and efficient operation of your Providers and Sites.

ACTIVATING AND LOGGING INTO YOUR ACCOUNT

While using the Provider Portal for the first time for Pre-K, you must activate your Account.

If you are not enrolled as a Financial user on the Pre-K Provider Portal with DECAL, you have to activate your account first.

Financial users will need to contact their Primary Authorized User to activate Provider details.

Activating the GAPREK User Account

To activate your GAPREK Account, perform the following steps:

- 1. Go to your email inbox and search for a Welcome Email from GA DECAL.
- 2. Open the email and click the **link** you see in the Email body.

Note: Your Username will be provided in this email. Please note this Username for future logins.

	[External Message] Sandbox: Welcome to GA DECAL External Inbox ×	8	Ø
•	GA DECAL no-reply@decal.ga.gov via xdw9ru1fd7n37j.3s-8hmguay.cs133.bnc.sandbox.salesforce.com 11:23 PM (0 minutes ago) ☆ to chinmayee.chirasmita+999@mtxb2b.com マ Hi John,	¢	:
	Welcome to GA DECAL! To get started, go to <u>https://gadecalmergeqa.sandbox.my.site.com/iccs/login?c=k1eo1NeSGBicMsLJdwt_SYbRtNA3C</u> D_TmzdGDaQgKnJf9RdrSKNw7yyg5ss7OtbMhm1U7FvdRsET1f_HKV_oa2YENCiSz3EHgWJIyPYWM20gby7ndzaC5pPnCvXH3v3VBbPGxTmJRFnlys BcLR2.e7AoNSeNAIEhMQh1QLyjaeIGevtlpfjtAeQmPEtQHIno4Gnx3wn9i3P1AQD46CLJKg%3D%3D	<u>y1dK0</u> l	N
	Username: <u>chinmayee.chirasmita+999@mtxb2b.com</u> Thanks, Georgia Department of Early Care & Learning Gov Cloud Plus Org		

The Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.



- 3. Enter your password in the New Password and Re-Enter Password text boxes.
- Click the Change Password button.
 Note: You will need to use this Password, along with your Username, every time you log in to the portal in the future.



You are now logged into the Integrated Provider Portal. On the Welcome page, the programs you have enrolled in (in this case, Pre-K) will be displayed as tiles under the Program List.

5. On the Pre-K Portal tile, click the **Go to Providers List** button to see the list of Providers.

Georgia Dept of Farity Care and Learning Integrated Provider Portal	
Welcome, Amit Finance	
Program List	
Georgia's Pre-K Program	
Pre-K Portal	
Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.	
Go to Providers List →	



Logging in to the GAPREK Provider Portal

If you already have an Account, you will need to log in.

To Login to the Provider Portal, perform the following steps:

- 1. Click <u>here</u> to access the Integrated Provider Portal Login page.
- 2. Enter the **Username** mentioned in the Welcome Email and the **Password** you created during Account Activation, then click the **Log In** button.

Georgia Dep of Early Cau and Learnin smoot record to ar	nt eg 	ovider Portal		⊕ en_US
WELCOME Georgi DECAL Integrated Portal MyDECAL is the Ge platform for program management. Throw access the below a	TO A Provider orgia DECAL's online m and workforce ugh MyDECAL, you can pplications		Login • indicates required field • Username chinmayee.chirasmita+999@mtxb2b.com • Password Remember me Log In	
CAPS	CAPS	Pre-K Services For Georgia's	Forgot Password? • Privacy Policy • Terms & Conditions	

After logging in, you will be directed to the GA DECAL Integrated Provider Portal Welcome page.

Please note that if you are enrolled with other DECAL Programs, you will also see other Program Tiles (such as CAPS) in addition to Pre-K.



3. On the Pre-K Portal tile, click the **Go to Providers List** button.

Georgia Dept of Early Care and Learning	
Welcome, Amit Finance	
Program List	
Georgia's	
Pre-K Portal	
Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.	
Go to Providers List→	
	Live Chat

The Provider List page will be displayed.

Note: You will be directed to the Provider Dashboard directly if enrolled with only one Provider.

4. On the required provider tile, click the **Go To DashBoard** button.

Georgia bert and Learning New York Vite	en_US	
Welcome, Amit Finance		
Please select the provider you would like to log into.		
Provider List		
PreK Legal owner Testa StreetSausalito CA United States 94965	JOMO Legal Owner China	
Provider Details	Provider Details	
Pre-K Provider ID 229904	Pre-K Provider ID 235297	
Go To DashBoard	Go To DashBoard	Live Chat



You will be directed to the Provider Dashboard page, and the **Provider ID** will be displayed at the top.

Ő	Georgia Dept of Early Care and Learning	i's ram	AF Amit Finance
Welco	ome to PreK Legal owner P	rovider ID 229904 🗙	← Return to Pre-K provider list
	Home	Dashboard	
	Document Library	Important Communications	
\$	Payment Advices		
۱	Payment Holds		
≙	Requests		
	Need Support?		
Phor <u>+18</u> Ema	ne <u>44 480 2029</u> il		Pivery - Terms



VIEWING DASHBOARD

Your Pre-K Dashboard provides convenient access to information and data that you will frequently need to consult. Financial User has limited access to Dashboard features.

Important Communications

Important communication under the Dashboard section assists the Financial user in viewing notifications and pending actions to be carried out on the Portal.

You can view the Important Communications in this section and respond as needed.

Georgia Dept of Early Care and Learning Pre-K Program		Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173	709		← Return to Pre-K provider list
A Home	Dashboard		
S Class Reporting Manager	Important Communications		
≔ Manage Rosters	Upload/Input Financial Information		Upload
B Waiting Lists			
Need Support? Contact Pre-K rg* Phone +18444802028 Email Prek@decal.ga.gov			
			Privacy - Terms



CHANGING BANK ACCOUNT INFORMATION

You can update the bank account information on the Provider Portal.

To create a request for updating the bank account information, perform the following steps:

1. On the Pre-K Program welcome page left panel, click the **Requests** section.

Ĝ	Georgia Dept of Early Care and Learning	n	► FF fin user four ▼
Welco	ome to PreK Legal owner Prov	vider ID 229904	← Return to Pre-K provider list
	Home	Dashboard	
	Document Library	Important Communications	
5	Payment Advices		
۱	Payment Holds		
	Requests		
	Need Support?		

A Requests page will be displayed with the **New Requests** tab selected.

Under the New Requests tab, click the Create Request button.
 Note: You can view the previous request under the Submitted Requests tab.

Ĝ	Georgia Dept of Early Care and Learning Pre-K Progr	s PF fin user four -
Welco	me to PreK Legal owner Pr	ovider ID 229904 ← Return to Pre-K provider list
企	Home	Requests
	Document Library	
5	Payment Advices	New Requests Submitted Requests
	Payment Holds	
	Requests	Change of Bank Account Information Submit if requesting to change the bank account information for the Legal Owner.
	Need Support?	Create Request



3. Under the Bank Account Details section, click the Edit button.

Georgia Dept of Early Care and Learning Sust I rest for the total	m		Notifications	FF fin user four 🔻
Welcome to PreK Legal owner Pro	wider ID 229904		← Re	eturn to Pre-K provider list
	Requests			← Back
斺 Home	Update Banking Informatio	n		
Document Library				
B Payment Advices	Bank Account Details			
Payment Holds	* indicates required field			
Need Support?	To change your bank account info submitting the request.	mation, enter the new details below and then click save	You will be prompted to upload supporting document Confirm Routing Number	ation prior to
Phone	* Account Name	* Account Number	Confirm Account Number	
Email		****7	****7	
prek@decal.ga.gov	Account Type	Effective Date of Change		
	Select One	¥	ä	
	Upload Document			Edit
	*Upload Void Check or Bank Stat	ement or Letter from Bank (Void Check Preferred)	Unsubmitted	t Lipload

- 4. Enter the required details:
 - a) Enter the name of your bank in the **Financial Institution Name** textbox.
 - b) Enter your bank's routing number in the Routing Number field.
 - c) Re-enter your bank's routing number in the **Confirm Routing Number** field to confirm it.
 - d) Enter the name associated with your bank account in the **Account Name** textbox.
 - e) Enter your bank account number in the Account Number field.
 - f) Re-enter your bank account number in the **Confirm Account Number** field to confirm it.
 - g) Select the type of your account from the **Account Type** drop-down list.
 - h) Enter the date when the changes should take effect in the **Effective Date of Change** field.

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i) Click the **Save** button.

Ğ	Georgia Dept of Early Care and Learning Reset free for the free Pre-K Pr	gia's rogram		● FF fin user four ▼	
Welco	me to PreK Legal owner	Provider ID 229904		← Return to Pre-K provider lis	st
		Bank Account Details			
습	Home	* indicates required field			
	Document Library				
\$	Payment Advices	To change your bank accou prompted to upload support	nt information, enter the new details bel ting documentation prior to submitting t	low and then click save. You will be he request.	
١	Payment Holds	* Financial Institution Name	* Routing Number	* Confirm Routing Number	
آ	Requests	Ameris Bank	*****4	******4	
		* Account Name	* Account Number	* Confirm Account Number	
0	Need Support?	Itihas	*****5	******5	
		Account Type	Effective Date of Change		
		Savings	Jun 14, 2024	i	
Phon <u>+1 84</u> Email	ie 44 480 2029			Save	- Terms

After saving, under the Upload Documents section, the upload button will be enabled.

5. To upload the supporting documents, click the **Upload** button.



The Upload Files pop-up window will be displayed.



6. On the Upload Files pop-up window, click the **Upload Files** button.



7. Select the **File** from the required folder, then click the **Open** button.

Favourites Recents	<>	📄 Bank details	0	Q Search
🕂 Applicati	Today		Yesterday	
Desktop	📄 Bank details	,	Void Check	
Documents			×	
Ownloads				
🛆 iCloud Dri				
<table-cell-rows> Shared</table-cell-rows>				
🔲 Rahul Ina	Show Options			Cancel Open
A Macintos				

8. To upload the selected file, click the **Upload** button.

Unload Document	×
Upload Fi	les
1. Void Check.png	ed .
Upload	
	Close
Business address	



The document status will be updated to **Submitted**.

Note: To delete the uploaded file, beside the document link, click the **X** icon.

Georgia Dept of Early Care and Learning Pre-X Program		Notifications
Welcome to PreK Legal owner Provider	ID 229904	← Return to Pre-K provider list
	Upload Document	
🔂 Home	* Upload Void Check or Bank Statement or Letter from Bank	
Document Library	(Void Check Preferred) s	ubmitted 1 Upload
B Payment Advices		

9. Once the required details are updated, click the **Submit** button.

G	Georgia Dept of Early Care and Learning Pre-K Pr	ia's gram	● FF fin user four ▼
Welcor	me to PreK Legal owner	Provider ID 229904	← Return to Pre-K provider list
슯	Home		
	Document Library	Bank letters must be on the official bank letterhead and include: • Business name on the account	
5	Payment Advices	Business address Bank account number	
۵	Payment Holds	Routing numberDate when the account was opened	
	Requests	Name of the authorized signerBank official's signature, title, and phone number	
	leed Support? Contact Pre-K 🗗		
Phone <u>+184</u> Email	e <u>4 480 2029</u>	Save & Exit	Cancel Submit



Once submitted, you can see the request under the **Submitted Requests** tab.

Georgia Dept and Learning enter the tax tax						Noti	Ļ ifications	FF fin user f	our
Welcome to PreK Legal owner Provi	der ID 229904						← Return	to Pre-K prov	ider
🔂 Home	New Requests	Submitted Reques	sts						
Document Library	Request Type	Sta	itus Gelect Status	•	Refre	sh A	pply Filter	Reset	
B Payment Advices									
Payment Holds	Request	Request type	Site Name	Class	Submitted	Submitted	Status	Action	
📥 Requests			. tunto	15		2,			
	CR- 00008693	Change of Bank Account Information			Jun 12, 2024	fin user four	Submitted	View Edit	
D Need Support?									
Contact Pre-K	Showing 1-1 of 1 Page 1 of 1	of 1	< First	Previou	s 1 Next	> Last >	Show	10 👻 en	tries
Phone									
<u>+1844 480 2029</u>									

PAYMENT ADVICES

Payment Advices are categorized into three different types:

- Monthly Payments
- Special Payments
- <u>Start-Up Payments</u>

To view the different payments under the Payment Advices section, perform the following steps:

1. On the left panel, click the **Payments Advices** section.

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Georgia Dept of Early Care and Learning PYE-X Program	Notifications	FC Financial ZZZ COO V
Welcome to zzz Buyer one COO Provider ID 235342		← Return to Pre-K provider list
Aome	Dashboard	
Document Library	Important Communications	
Payment Advices	·	
Payment Holds		
📥 Requests		
Need Support? Contact Pre-K g* Phone +18444902029 Email pretk@dscal.ga.gox		

A Payments > Payment Advice Summary page will be displayed.

Georgia Dept of Early Care and Learning Georgia's Pre-K- Program		L FC Financial ZZZ COO -
Welcome to zzz Buyer one COO Provider	ID 235342	← Return to Pre-K provider list
Home Document Library Payment Advices	Payments Payment Advice Summary	
 Payment Holds Requests 	Payment Advice Type Select Payment Advice	
Contact Pre-K g* Contact Pre-K g* Phone +18444802029 Email prek@decal.ga.gox		



Monthly Payments

Monthly payments are the regular Georgia's Pre-K payments made to the lead teacher, assistant teacher, and classroom every month. Once the Department issues the monthly payments, the data will be updated on the Portal.

To view the Monthly Payments, perform the following steps:

1. On the Payments > Payment Advice Summary page, select *Monthly Payments* from the **Payment Advice Type** drop-down list.

Georgia Dept of Early Care and Learning Georgia	'S ram	L Notifications	FC financial user COO 🔻					
Welcome to Vikhyat Mehra Legal (Velcome to Vikhyat Mehra Legal Owner Provider ID 167919							
✿ Home Document Library	Payments Payment Advice Summary							
Payment Advices								
Payment Holds Arrow Control of Con	Payment Advice Type Select Payment A Monthly Payments Special Payments							
Need Support?	Start-Up Payments							

- 2. Select the required *financial year* from the **Year** drop-down list.
- 3. Select the required *month* from the **Month** drop-down list, then click the **Search** button.

Ğ	Georgia Dept of Endy Care and the Care Pre-K Program Broken Notifications						
Welco	ome to Vikhyat Mehra Legal (Owner Provider ID 167919 ← Return to Pre-K provider list					
		Payment Advice Summary					
습	Home						
	Document Library	* indicates required field					
5	Payment Advices	Payment Advice Type • Year • Month Monthly Payments • 2023-2024 • June • Search					
	Payment Holds						
Ū.	Requests						



The search results will be displayed.

You can view the Provider details and a complete Provider Payment Summary.

Georgia Dept of Early Care and Laming				Notifications	FC Financial ZZZ COO 🗸		
Welcome to zzz Buyer one COO Provid	der ID 235342				← Return to Pre-K provider list		
🟠 Home	Bright from the Start: Geo Provider ID: 235342 TIN: 65431234	rgia Department of Early Care and Learning			🛓 Download		
Document Library							
Payment Advices Payment Holds	ADDRESS sSTreet1 Srtee23 aafdsa YE, Atkinson 54322						
📥 Requests	Provider Payment Sur	nmary - zzz Buyer one COO					
	A If you have questions or or	ncerns, submit a support ticket and select "Doumont Ad	vice" from ticket categories				
D Need Support?	The state of the s	nicerns, submit a support ticket and select. Payment Au	nce nom ticket categories.				
Contact Pre-K	Total Sites 1	Total Classes 1	Payment Processed Date 06/06/2024	Grand Total Payme \$425031.88	ent		
Phone	Total Load Teacher Salary	¢0575.04	Total Operating Classroom	¢103 E3			
<u>+1 844 480 2029</u>	Total Lead Teacher Salary	990/0.24	Total Operating classicoli	\$103.52			
rek@decal.ga.gov	Total Lead Teacher Supplement	\$95/5.24	Total Transportation	\$3000			
	Total Lead Teacher Benefits	\$287256.36					
	Total Assistant Teacher Salary	\$5675.38					
	Total Assistant Teacher Benefits	\$109846.14					
	Site Payment Summary ZZZ buyer Site four COO Site ID: CCLC-999116560453675783378233						
	Number of Classes		Total Payment 415456.64				
					Printy -		

Scroll to view the Site Payment Summary and Class Payment Summary sections.



Under the site and class payment summary sections, you can view the total payment and individual payments.

Georgia Dept of Early Care and Learning Fre-X Program				Q Notifications	FC Financial ZZZ COO 👻
Welcome to zzz Buyer one COO Provider I	D 235342				← Return to Pre-K provider list
 d Home Document Library 	Site Payment Summary Z	ZZ buyer Site four COO Site ID: CCLC-99911856045367	75783378233		
Payment Advices	1		415456.64		
 Payment Holds Requests 	Total Lead Teacher Salary Total Lead Teacher Supplement Total Lead Teacher Benefits	\$9575.24 \$9575.24 \$287256.36	Total Operating Classroom \$103.5 Total Transportation \$3000	2	
Contact Pre-K	Total Assistant Teacher Salary Total Assistant Teacher Benefits Class Payment Summary - 100	\$5675.38 \$109846.14 032			
<u>+1 844 480 2029</u> Email	Lead Teacher Credential	Lead Teacher CYE	Total Stude 2	nts	
prek@decal.ga.gov	Total Teacher Salary \$421928.36	Total Transportation \$3000	Total Opera \$103.52	ting Classroom	
	CURRENT PAYMENTS		RETRO PAYMENTS		
	Lead Teacher Salary \$89	21.39	Lead Teacher Salary Retro	\$653.85	Jun
	CYE Supplement \$89	21.39	CYE Supplement Retro	\$653.85	Jun
	T&E Supplement \$0 Lead Teacher Benefits \$26	7640.98	T&E Supplement Retro	\$0	Jun

4. To download the payment advice, refer to the *Download Payment Advice* section.

Special Payments

Special payments are made to adjust the payment in the middle of the year based on the requirements such as the addition of extra classes, creation of new sites, and according to funding needs.



To view the Special Payments, perform the following steps:

1. On the Payments > Payment Advice Summary page, select *Special Payments* from the **Payment Advice Type** drop-down list.

Georgia Dept of Early Care and Learning Georgia	'S ram	Notifications	FC financial user COO 🔻
Welcome to Vikhyat Mehra Legal C	Dwner Provider ID 167919	•	- Return to Pre-K provider list
🟠 Home	Payments		
Document Library	Payment Advice Summary		
Payment Advices			
Payment Holds A Requests	Payment Advice Type Select Payment A		
	Monthly Payments Special Payments		
Contact Pre-K	Start-Up Payments		
Phone <u>+1 844 480 2029</u> Email			Privacy - Terms

- 2. Select the required *financial year* from the **Year** drop-down list.
- 3. Select the required *month* from the **Month** drop-down list, then click the **Search** button.

Georgia Dept of Early Care and Care and Care and Care and Care and Care and Care Pre-K Program		A Notifications	FC financial user COO 🔻
Welcome to Vikhyat Mehra Legal Owner	Provider ID 167919		← Return to Pre-K provider list
	Payment Advice Summary		
Home			
Document Library	* indicates required field Payment Advice Type * Year * Month		
Payment Advices	Special Payments	•	Search
Payment Holds			
📥 Requests			
Contact Pre-K			
Phone +1844 480 2029 Email			Pivacy - Terms



The search results will be displayed.

You can view the Provider details and a complete Provider Special Payment Summary.

Georgia Dept of Early Care and Learning Georgia's Pre-K Program	1				Notifications	FC financial user C	00 🔻
Welcome to Vikhyat Mehra Legal Ow	ner Provider ID 167919					← Return to Pre-K prov	ider list
 Home Document Library 	Bright from the Start: G Provider ID: 167919 TIN: 123455	eorgia Department of Early	Care and Learning			🛃 Download	
Payment Advices Payment Holds	ADDRESS Clock Tower Tower-2 Amalapuram AP, Baker 53322						
📥 Requests	Provider Special Pa	ayment Summary - Vikhya or concerns, submit a support tick	Mehra Legal Owner	n ticket categories.			
Requests Need Support? Contact Pre-K g Rhope	Provider Special Pa If you have questions of Total Sites 1	ayment Summary - Vikhya or concerns, submit a support tick Total Classes 0	Mehra Legal Owner	n ticket categories. nent	Payment Proces: 06/20/2024	sed Date	1
Requests Need Support? Contact Pre-K g* Phone +1844 80 2028	Provider Special Pa If you have questions o Total Sites Special Payment Details	ayment Summary - Vikhya or concerns, submit a support tick Total Classes 0 S	Mehra Legal Owner	n ticket categories. nent	Payment Process 06/20/2024	sed Date	I
Requests Need Support? Contact Pre-K d* Phone +1844 480 2028 Email prek@dacal.ga.gov	Provider Special Pare If you have questions of Total Sites Special Payment Details Site Name	ayment Summary - Vikhya or concerns, submit a support tick Total Classes 0 S Class ID Sp	Mehra Legal Owner	n ticket categories. nent Recipient Type	Payment Process 06/20/2024	sed Date	I
Requests Requests Need Support? Contact Pre-K g* Phone +1844 480 2029 Email prek@decal.ga.gov	Provider Special Part If you have questions of Total Sites Special Payment Details Site Name Vikhyat Test New Site	ayment Summary - Vikhya or concerns, submit a support tick Total Classes 0 S Class ID Sp S2	ecial Payment Amount	n ticket categories. nent Recipient Type Site	Payment Process 06/20/2024 C	sed Date Comments	I
Requests Requests Need Support? Contact Pre-K g* Phone 1844 480 2029 Email prek@decal.ga.goy	Provider Special Part If you have questions of Total Sites Special Payment Details Site Name Vikhyat Test New Site Vikhyat Test New Site	ayment Summary - Vikhyai or concerns, submit a support tick Total Classes 0 S Class ID Sp 52	ecial Payment Amount	n ticket categories. nent Recipient Type Site Site	Payment Proces 06/20/2024 C T	Sed Date	I
Requests Need Support? Contact Pre-K g* Phone +1844 480 2029 Email prek@dacal.ga.goy	Provider Special Par If you have questions of Total Sites Special Payment Details Site Name Vikhyat Test New Site Vikhyat Test New Site	ayment Summary - Vikhyal or concerns, submit a support tick Total Classes 0 S Class ID Sp 51 51	ecial Payment Amount ecial Pay	n ticket categories. nent Recipient Type Site Site Provider	Рауменt Process 06/20/2024 С С Т Т Т Т	Seed Date	

4. To download the payment advice, refer to the *Download Payment Advice* section.

Start-Up Payments

The Start-Up Payments are issued to the Legal Owner upon finalizing the Grant Agreement for a New Pre-K Application or for new classes under a Continuation Application. The amount of this Start-Up payment is determined by the number of Sites based on recommendations from internal users.



To view the Start-Up Payments, perform the following steps:

1. On the Payments > Payment Advice Summary page, select *Start-Up Payments* from the **Payment Advice Type** drop-down list, then click the **Search** button.

G	Georgia Dept of Early Care and Learning		L. Notifications	FC financial user COO 🔻
Welco	ome to Vikhyat Mehra Legal Owner	r Provider ID 167919		← Return to Pre-K provider list
습	Home	Payments		
	Document Library	Payment Advice Summary		
5	Payment Advices			
	Payment Holds Requests	Payment Advice Type Select Payment A Monthly Payments		
Ø	Need Support?	Special Payments Start-Up Payments		

2. Select the required *financial year* from the **Year** drop-down list.

Georgia Dept of Early Care and Learning Pre-K Progr	s Anno Notifications	FC financial user COO 🔻
Welcome to Vikhyat Mehra Legal C	wner Provider ID 167919	← Return to Pre-K provider list
Home	Payments	
B Payment Advices		
Payment Holds	* indicates required field	
📥 Requests	Start-Up Payments	
Contact Pre-K		
Phone <u>+1 844 480 2029</u> Email		Priage - Terms



The search results will be displayed.

You can view the Provider details and a complete Provider Start-Up Payment Summary.

Georgia Dept of Early Care and Learning Pre-K- Program				Notifications	FC financial user COO 🗸
Welcome to Vikhyat Mehra Legal Owner	Provider ID 167919				← Return to Pre-K provider list
🟠 Home	Bright from the Sta	rt: Georgia Department of E	arly Care and Learning		ع Download
Document Library Payment Advices	ADDRESS Clock Tower Tower-2 Amalapuram				
 Payment Holds Requests 	AP, Baker 53322	-Up Payment Summary - Vil	thyat Mehra Legal Owner	rom ticket cate	egories.
Contact Pre-K	Total Sites 2	Total Classes 2	Grand Total Payment \$16000	Payme r 06/20/2	nt Processed Date 2024
Phone +1 844 480 2029	Start-Up Payment	Details			
Email <u>prek@decal.ga.gov</u>	Site Name	Class ID	Start-Up Amount		
	Site 2	97851333	\$8000		2
					Privacy - Terms

3. To download the payment advice, refer to the *Download Payment Advice* section.



Download Payment Advice

You can download a PDF version of the entire payment summary for the required Payment Advice Type.

- 1. Go to the required payment advice type to view the payment advice. Refer to the steps in the <u>Monthly Payments</u>, <u>Special Payments</u>, and <u>Start-Up Payments</u> section.
- 2. On the Payment Advice Summary page, scroll to view the Provider information and Payment Summary.
- ļ, Georgia Dept of Early Care and Learning Georgia's FC financial user COO 👻 Notifications Welcome to Vikhyat Mehra Legal Owner Provider ID 167919 ← Return to Pre-K provider list **Payments** Home **Payment Advice Summary** Document Library * indicates required field 6 * Year Payment Advice Type Month Payment Holds Special Payments 2023-2024 -June Search ₫ Requests Bright from the Start: Georgia Department of Early Care and Learning 🛃 Download D Need Support? Provider ID: 167919 TIN: 123455555 Contact Pre-K ADDRESS Clock Tower Tower-2 Phone Amalapuram +1 844 480 2029 AP, Baker 53322 Email prek@decal.ga.gov Provider Special Payment Summary - Vikhyat Mehra Legal Owner 2 If you have questions or concerns, submit a support ticket and select "Payment Advice" from ticket categories.
- 3. To download the Payment Summary, click the Download button.



A PDF version of the selected Payment Advice Type's Payment Summary will be downloaded to your local machine.

ight from the Start Early Care and Le	: Georgia arning	Department F	Provider Id: 167919	TIN: 123455555
DDRESS Jock Tower Tower-2 malapuram P, Baker 53322				
ovider Special P	ayment S	ummary - Vikhyat I	Mehra Legal Ov	wner
otal Sites Total Clas 0	sses Gi \$9	rand Total Payment	Payment Processed 06/20/2024	l Date
ecial Payment Deta	ils			
Site Name	Class ID	Special Payment Amount	Recipient Type	Comments
Site Name Vikhyat Test New Site	Class ID	Special Payment Amount \$2000.00	Recipient Type Site	Comments Test Payment
Site Name Vikhyat Test New Site Vikhyat Test New Site	Class ID	Special Payment Amount \$2000.00 \$1000.00	Recipient Type Site Site	Comments Test Payment test
Site Name Vikhyat Test New Site Vikhyat Test New Site	Class ID	Special Payment Amount \$2000.00 \$1000.00 \$1000.00	Recipient Type Site Site Provider	Comments Test Payment test Test
Site Name Vikhyat Test New Site Vikhyat Test New Site	Class ID	Special Payment Amount \$2000.00 \$1000.00 \$1000.00 \$1000.00	Recipient Type Site Site Provider Provider	Comments Test Payment test Test Test
Site Name	Class ID	Special Payment Amount \$2000.00 \$1000.00 \$1000.00 \$1000.00 \$1000.00 \$1000.00	Recipient Type Site Site Provider Provider Site	Comments Test Payment test Test Test Payment Test
Site Name	Class ID	Special Payment Amount \$2000.00 \$1000.00 \$1000.00 \$1000.00 \$100.00 \$1500.00 \$1500.00	Recipient Type Site Site Provider Provider Site Provider	Comments Test Payment test Test Payment Test Test
Site Name		Special Payment Amount \$2000.00 \$1000.00 \$1000.00 \$1000.00 \$1000.00 \$1000.00 \$1500.00 \$1000.00 \$1000.00	Recipient Type Site Site Provider Provider Site Provider Provider Provider	Comments Test Payment test Test Payment Test Test Test



VIEWING PAYMENT HOLDS

Various payment holds may be created by the Department in the GAPREK system.

To view the Payment Holds, perform the following steps:

1. On the left panel, click the **Payment Holds** section.

Ğ	Georgia Dept of Early Care and Learning Pre-K Program		L. Notifications	FC financial user COO 🕶
Welco	me to Vikhyat Mehra Legal Owner	Provider ID 167919		← Return to Pre-K provider list
	Home	Dashboard		
	Document Library	Important Communications		
5	Payment Advices			
۲	Payment Holds			
à	Requests			

A Payment Holds > Payment Holds Details page will be displayed.

Ĝ	Georgia Dept of Early Care and Learning Pre-K-Program			Q Notifications	FC financial user COO 🔻
Welco	ome to Vikhyat Mehra Legal Owner	Provider ID 167919			← Return to Pre-K provider list
୍ଭ 2	Home Document Library	Payment Holds Payment Hold Details			
5	Payment Advices				
Ū	Payment Holds Requests	For assistance resolving your payment hold, su	bmit a help ticket or contact prekbusiness.si	upport@decal.ga.gov.	
0	Need Support?	Status Provider Name Effectiv	ve Start Date Comment from Department	Reason	
Phot +18 Ema	Contact Pre-K 🖉 ne 144 480 2029	Active Vikhyat Mehra Legal Owner Jun 18, Site Level	2024	Funds Due Back to	the Department 💿



You can view three levels of payment holds on this page.

- 2. Scroll to view the different sections:
 - **Grantee Level**: Payment is held at the Legal Owner level. All invoices under that Legal Owner will be marked as on hold until the payment hold is resolved.

Georgia Dept of Early Care and Learning Georgia's Pre-K Program		● FC financial user COO ▼
Welcome to Vikhyat Mehra Legal Owner	Provider ID 167919	← Return to Pre-K provider list
☆ Home	Payment Holds	
 Document Library Payment Advices 		
Payment Holds	For assistance resolving your payment hold, submit a help ticket or contact prekbusines	ss.support@decal.ga.gov.
📥 Requests	Grantee Level	
Need Support?	Status Provider Name Effective Start Date Comment from Department	nt Reason
Contact Pre-K	Active Vikhyat Mehra Legal Owner Jun 18, 2024	Funds Due Back to the Department
Phone	Site Level	

• **Site Level**: Payment is held at the site level. If a payment is held at this level, all invoice records for that particular site will be marked as on hold. Consequently, no payment will be made to that site until the payment hold is resolved.

Georgia Dept of Early Care and Learning Pre-K Program					FC financial user COO
Welcome to Vikhyat Mehra Legal Owner Pro	ovider ID 167	7919			← Return to Pre-K provider list
🟠 Home	Grante	e Level			
Document Library	Status	Provider Name	Effective Start	Date Comment from Depar	tment Reason
Payment Advices	Active	Vikhyat Mehra Legal Own	er Jun 18, 2024		Funds Due Back to the Department 0
Payment Holds	Active	Vikhyat Mehra Legal Own	er Jun 19, 2024	tets	Past Due Requested Documents
📥 Requests	Site Lev	vel			
Need Support?	Status	Site Name	Effective Start Date	Comment from Depart	ment Reason
	Active	Clock Tower	Jun 19, 2024		Temporary Closure 🕚
Contact Pre-K g* Phone +1 844 480 2029	Class L	evel			
Email	Status	Site Name	Class Name Effect	ctive Start Date Comment fre	om Department Reason
prek@decal.ga.gov	Active	Clock Tower	100018		Past Due Roster Submission 0
	Active	Vikhyat Site Two	100060		Past Due Roster Submission 💿
	Active	site name 1	100047		Past Due Roster Submission



• **Class Level**: Payment is held at the class level. If a payment is held at this level, all invoice records for that class will be marked as on hold. Consequently, no payment will be made to the class until the payment hold is resolved.

Georgia Dept of Early Care and Learning Pre-K Program					Noti	FC financial user C	• 00
Welcome to Vikhyat Mehra Legal Owner Prov	vider ID 167	7919				← Return to Pre-K prov	/ider list
	Class L	evel					1
🟠 Home	Status	Site Name	Class Name	Effective Start Date	Comment from Department	Reason	
Document Library	Active	Clock Tower	100018	Enective Start Date	Comment nom Department	Past Due Roster Submission	
S Payment Advices	Active	Vikhyat Site Two	100060			Past Due Roster Submission 👩	
Payment Holds	Active	site name 1	100047			Past Due Roster Submission 🚯	
📥 Requests	Active	Red Bridge	100262			Past Due Roster Submission 🕚	
C Need Support?	Active	site name 1	100254			Past Due Roster Submission 🕚	
	Active	site name 1	100490			Past Due Roster Submission 🕚	
Contact Pre-K	Active	Address	100252			Past Due Roster Submission 🕚	
Phone <u>+1 844 480 2029</u>	Active	site name 1	100256			Past Due Roster Submission 🕚	
Email	Active	Vikhyat Test New Site	112234			Past Due Roster Submission 🕚	
KIEUGARARAT AG'AAX	Active	Vikhyat Test New Site	112235			Past Due Roster Submission 🕚	
	Active	Vikhyat Test New Site	112236			Past Due Roster Submission 🕚	River Jam
	Active	site name 1	000006	lun 14, 2024		Temporary Closure	Privacy - Terms



VIEWING DOCUMENT LIBRARY

The purpose of this activity is to view and manage essential resources, guidelines, and updates for documents related to the Georgia's Pre-K Program.

To view the documents and their statuses, perform the following steps:

1. On the left panel, click the **Documents Library** section.

Georgia Dept of Early Care and Learning Pre-K Pro	ia's gram	Notifications
Welcome to Vikhyat Mehra Legal	Owner Provider ID 167919	← Return to Pre-K provider list
A Home	Dashboard	
Document Library	Important Communications	
S Payment Advices		
Payment Holds		
📥 Requests		
Need Support?		
Contact Pre-K		
Phone <u>+1 844 480 2029</u> Email		Phacy-Tems

You will be directed to the Documents Library page.

- 3. On the Documents Library page, perform the following steps:
 - a) Select the required option from the Category (L1) drop-down list.
 - b) Select the required *option* from the **Sub Category (L2)** drop-down list.
 Note: The Sub Category (L2) drop-down list updates based on the option selected in the Category (L1) drop-down list.

г



c) Select the *year range* from the **Academic Year** drop-down list.

Georgia Dept of Early Georgia's and Learning Meter Market Market		Q Notifications	FC Financial ZZZ COO 🔻
Welcome to zzz Buyer one COO Provider	ID 235342		← Return to Pre-K provider list
🔂 Home	Document Library		
Document Library	Upload the relevant documents in any format of JPEG, PNG, PDF, SVG.		
B Payment Advices			
Payment Holds	Category (L1) Sub Category (L2)	Academic Year	
📥 Requests	Grantee Level Documents	2024-2025	· ·
D Need Support?	Grantee Level Documents		Q Search
Contact Pre-K 🗗 Phone +1 844 480 2029	Finance Documents		
Email <u>prek@decal.ga.gov</u>	No Documents for t	he Current Selection!	Page - Term

All the documents under selected Category (L1) and Sub Category (L2) will be displayed as a table with the required details.

Note: The table layout will change based on the selected Category (L1) and Sub Category (L2).

	Category (L1)		Sub Categ	ory (L2)		Academic Year		
Home	Site Level Doc	uments	▼ Visit Do	cuments	•	2023-2024		•
Document Library	Site Level D	ocuments	1			Q Search		
Payment Advices			1					
Payment Holds	Visit Docu	ments						
Requests								_
Requests	Document Name	Visit Type	Site Name	Assigned Specialist	Status	Uploaded Date	Action	
Requests Need Support?	Document Name Approve New Account	Visit Type Probation Visit 4	Site Name ZZZ buyer Site four COO	Assigned Specialist Pre K Specialist3	Status Submitted	Uploaded Date 2024-06-18	Action	



The status of the document will be displayed under the **Status** column. The Status is reflective of the Pre-K staff's review of your uploaded documents.

To view the document, click the **preview** icon.
 Note: You can also use the Search field to find the required document.

Georgia Dept of Early Care and Learning Fre-K Program				A Notifications	FC Financial ZZZ COO 🗸
Welcome to zzz Buyer one COO Provider ID	235342				← Return to Pre-K provider list
🔂 Home	Category (L1)	Sub Ca	ategory (L2)	Academic Year	
🗀 Document Library	Grantee Level Documents	▼ Appl	ication Documents	▼ 2024-2025	•
Payment Advices					
Payment Holds	Grantee Level Documents				Q Search
📥 Requests					
	Application Documents				
D Need Support?					
Combant Day 14 - 2	Document Name	Status	Uploaded Date	Actio	on
Contact Pre-K (* Phone +1844 480 2029 Email	Corporation paperwork (If own- ership is under a corporation or LLC, submit the Certificate of Incorporation/Organization, Articles & By-laws)	Submitted	2024-06-26	× •	
prek@decal.ga.gov	Online Access Agreement	Submitted	2024-06-26	Ø	
	Secretary of State (SOS) docu- ment (articles of incorporation or certificate of incorporation)	Not Satisfactory	2024-06-26	٥	Privacy - Terms

The View Documents pop-up window will be displayed.

Click the Name link to view the document.
 Note: Click the X icon to return to the prior page.

		Site Level DO	cuments	VISIO	Documents	•	2023 2024
-							×
			Vie	w Docume	nts		iea
	Name		Uploaded By		Uploaded Date		_
	<u>sampleD</u> F	2.jpg	Site Director zzzz		06/18/2024 09:	35:22	
		Document Name	Visit Type	Site Name	Assigned Specialist	Status	Uploaded Date



SUBMITTING A NEW INCIDENT (HELP DESK TICKET)

The Need Support section provides a feature that helps you create an incident for reporting issues, seeking assistance, and requesting support for the Provider Portal. You can submit an Incident to quickly connect with the Pre-K staff for prompt resolution of technical difficulties, feature questions, or process guidance.

To submit a New Incident, perform the following steps:

1. On the Pre-K Program welcome page, click the **Contact Pre-K** button in the Need Support section.

Note: You can also use the Phone number and Email address mentioned in the Need Support section to contact the Pre-K staff.



The **Pre-K Incident > New Incident** tab will be displayed.

- 2. Select the Category and Sub Category from the drop-down list.
- In the Description field, enter the reason for creating the incident.
 Note: The Provider Name, Provider Type, Provider Number, Provider ID, Email, and Phone Number fields will be auto-populated and are not editable.

Pre-K Financial User Guide



4. Click the **Save&Next** button.

New Incident All Incident	
Provider Name	Provider Type
Vikhyat Mehra Project Director	Licensed
Provider Number	Provider ID
360022853	167919
Email	Phone Number
testone@gmail.com	5443217897
Category	Sub Category
Payment	Teacher Salary
Description	
Need more information	

A successful incident creation message will be displayed, and you will be directed to the Pre-K Incident page.

5. To attach relevant documents or images, click the **Select Files To Upload** button.

Pre-K Incident	
New Incident All Incident	
Select Files To Upload	
Submit	

The **Uploaded Files** pop-up window will be displayed.

6. To select the file, click the **Upload Files** button.

Select	Upload Files	
Subm	File Tupload Files Or drop files	
		Close

You will be directed to your local system to select a file.



7. Select the file, then click the **Open** button.

Pre-K l	Favourites Recents 		✓ De	esktop — iCloud	0	Q Search
	🙏 Applications					
Newl	Downloads	-				
	iCloud					
Selec	📑 Shared	Help Ticket	gadecal	gadecal	СС	NMDWS
	🛆 iCloud Drive	Issue.png	mergeq) (1).png	mergeqtop).png		
	Desktop					
Subi	Documents	Contraction				
	Tags	DOCX				
	Red	GA_Pre-				
	Orange	K_F1ina24.000X				
	Yellow					
	Green					
	 Blue 	Show Options				Cancel Open

The uploaded file will be displayed on the Uploaded Files pop-up window.

8. To finish uploading the file, click the **Upload** button.

New		Upload Files	
Sele	1. Help Ticket Issue.png	Upload	×
Sul			Close

A message stating File Successfully Uploaded will be displayed.



9. To close the Uploaded Files pop-up window, click the **Close** button.



You will be directed to the Pre-K Incident > New Incident tab.

10. To submit the incident, click the **Submit** button.

MANAGING PROFILE

You can edit the User Information section and view the Provider Information and Grant Contract Signatory Information sections.

To view the information, perform the following steps:

1. On the Pre-K Program welcome page, click the Username [User Profile] down arrow.



2. Select the **My Profile** button from the drop-down list.

Georgia Dept of Early Care and Learning	a's gram	Notifications
Welcome to Vikhyat Mehra Legal	Owner Provider ID 167919	← Retu
A Home	Dashboard	
Document Library	Important Communications	
Payment Advices		
Payment Holds		
📥 Requests		
Need Support? Contact Pre-K		
Phone <u>+1 844 480 2029</u> Email		Princy - Terms

You will be directed to the **My Profile** page.

icates required field			
ovider Information			
Provider Details			
* Provider Legal Name	*EIN	* Туре	
Vikhyat Mehra Legal Owner	123455555	Licensed	-
Business Address			
* Street Address - 1	* Street Address - 2	* City	
Clock Tower	Tower-2	Amalapuram	
* County	* State	*Zip Code	
Indal	AP	53322	



Viewing Provider Information

On the My Profile page, the **Provider Information** section displays the **Provider Details**, **Business Address**, and **Business Mailing Address sections**.

ovider Information			
Provider Details			
* Provider Legal Name	* EIN	* Туре	
Vikhyat Mehra Legal Owner	123455555	Licensed	•
Business Address			
* Street Address - 1	* Street Address - 2	• City	
Clock Tower	Tower-2	Amalapuram	
* County	* State	* Zip Code	
Indal	AP	53322	
Business Mailing Address Business Mailing Address is the same as i *Street Address = 1	Business Address * Street Address - 2	* City	
TTT	ttt-2	Test	
* County	* State	*Zip Code	
,		-+	



Viewing Grant Contract Signatory Information

1. On the My Profile page, scroll to the **Grant Contract Signatory Information** section to view the **Provider Details**, **Business Address**, and **Business Mailing Address** of the provider who signed the Grant Contract.

Note: This information will be displayed only if the status of the new/continuous Pre-K application is **Grant Agreement Finalized**.

* Full Name	* Title	* Phone	
Tets	Chief Executive Officer (CEO)	9,876,543,211	
* Extension	* Email		
	pranay.kasliwal@mtxb2b.com		
test	1/11/2023	Те	
	* State	*Zip Code	
* County			
*County te	AL	43211	



Viewing and Editing User Information

1. On the My Profile page, scroll to the **User Information** section to view the **First Name**, **Last Name**, **Email**, **Phone Number**, and **Role** of the user.

Те	AL	43211	
r Information			
First Name	* Last Name	Email	
First Name financial user	*Last Name	Email priyaranjan.reddy+finuser@mtxb2b.com	:
First Name financial user	Last Name COO Data	Email priyaranjan.reddy+finuser@mtxb2b.com	
First Name financial user hone Number	*Last Name COO Role	Email priyaranjan.reddy+finuser@mtxb2b.com	
First Name financial user hone Number 7836584837	Last Name COO Role Financial User	Email priyaranjan.reddy+finuser@mtxb2b.com	
First Name financial user	*Last Name COO Role	Email priyaranjan.red	✓ Edit dy+finuser@mtxb2b.com

2. To edit the First Name, Last Name, and Phone Number, click the **Edit** button. **Note**: As a Financial user, you cannot edit the **Email** and **Role** of the User.

* Street Address - 1	* Street Address - 2	* City
test	address	AL
* County	* State	* Zip Code
Те	AL	43211
er Information		
• First Name financial user	•Last Name	Email priyaranjan.reddy+finuser@mtxb2b.com
• First Name financial user Phone Number	•Last Name COO Role	Email priyaranjan.reddy+finuser@mtxb2b.com
First Name financial user Phone Number 7836584837	Last Name COO Role Financial User	Email priyaranjan.reddy+finuser@mtxb2b.com



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3. Update the required information, then click the **Save** button.

* Street Address - 1	* Street Address - 2	* City
test	address	AL
* County	* State	* Zip Code
Те	AL	43211
er Information		
er Information	• Last Name	Email
• First Name financial user	•Last Name COO	Email priyaranjan.reddy+finuser@mtxb2b.com
• First Name financial user	•Last Name COO Role	Email priyaranjan.reddy+finuser@mtxb2b.com

*After saving, a success message will display on the screen.

This concludes the GAPREK Financial user guide.