



GAPREK

Summer Transition Program (STP) Portal User Guide

STP Reconciliation

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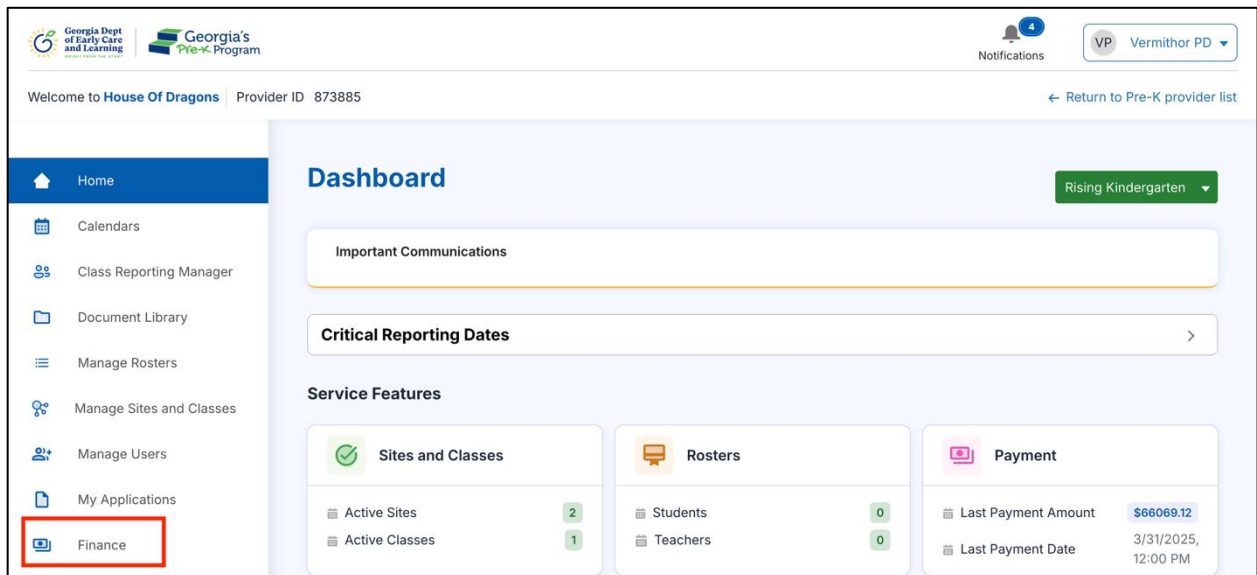
MANAGING RECONCILIATION

As a STP Portal user, you can submit a reconciliation report along with its amendment, and view the submitted report by accessing the Finance tab.

Reconciliation Report Submission

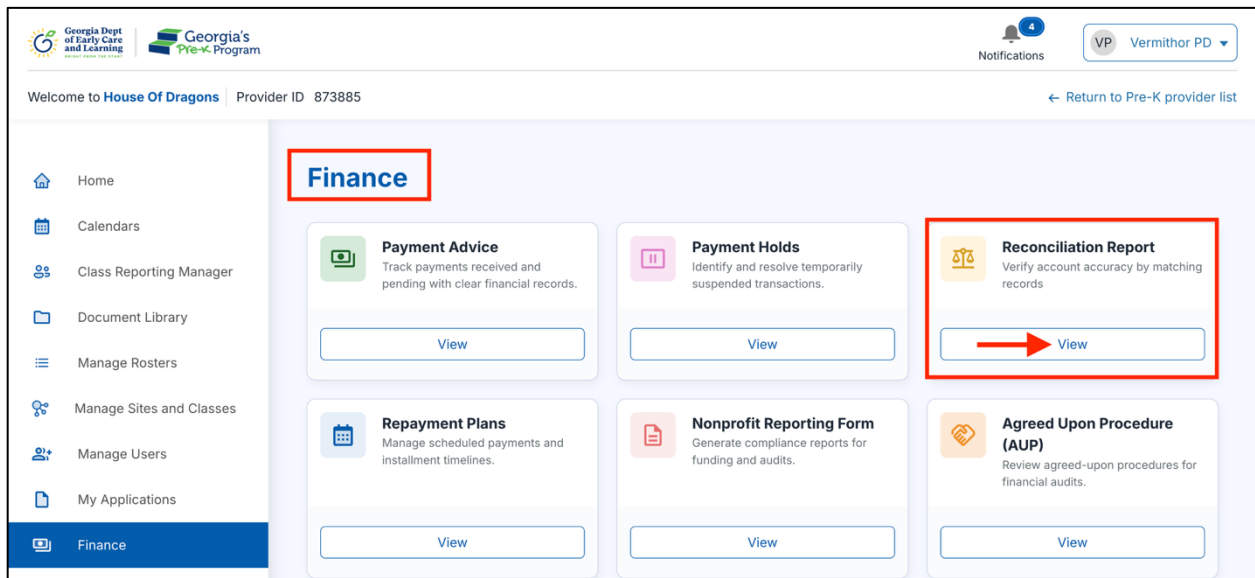
To submit the reconciliation report, perform the following steps:

1. On the left navigation panel, click the **Finance** tab.



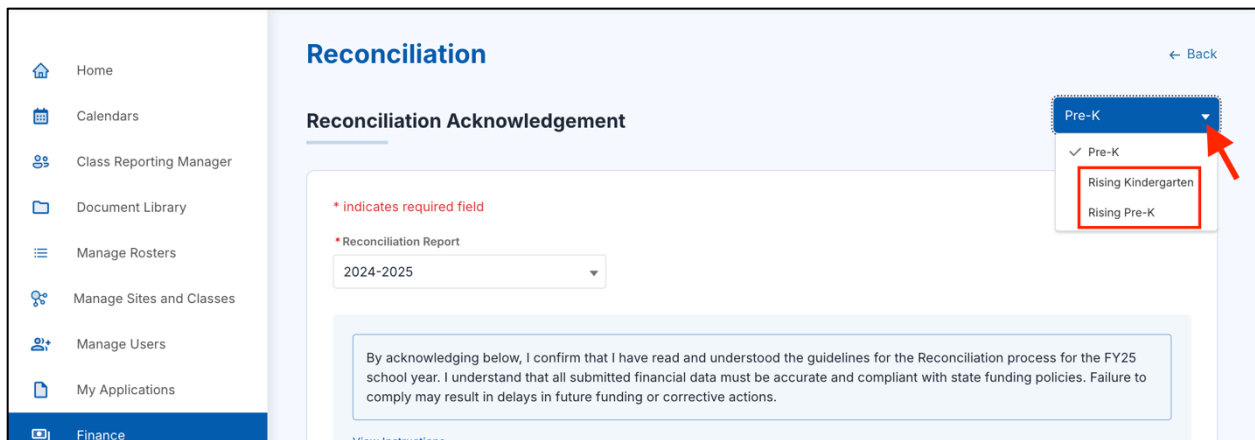
The **Finance** page will be displayed.

2. Now, under the Reconciliation Report tab, click the **View** button.



The **Reconciliation Acknowledgement** page will be displayed.

- In the Reconciliation Acknowledgement page, click the drop-down arrow next to Pre-K, then select the program as *Riser Kindergarten* or *Rising Pre-K* from the drop-down list.
Note: The steps for submitting the Reconciliation Report are the same for both RK and RPK programs. However, the instructions below specifically outline the submission process for the RK program.



- Select the **year** for the **Reconciliation Report**.
Note: You can submit the Reconciliation Report for this class year in the following year.

Home

Calendars

Class Reporting Manager

Document Library

Manage Rosters

Manage Sites and Classes

Manage Users

My Applications

Finance

Requests

Reconciliation Acknowledgement

Rising Kindergarten

* indicates required field

* Reconciliation Report

2023-2024

✓ 2023-2024

2022-2023

2021-2022

2020-2021

I have read and understood the guidelines for the Reconciliation process for the FY24

tted financial data must be accurate and compliant with state funding policies. Failure to

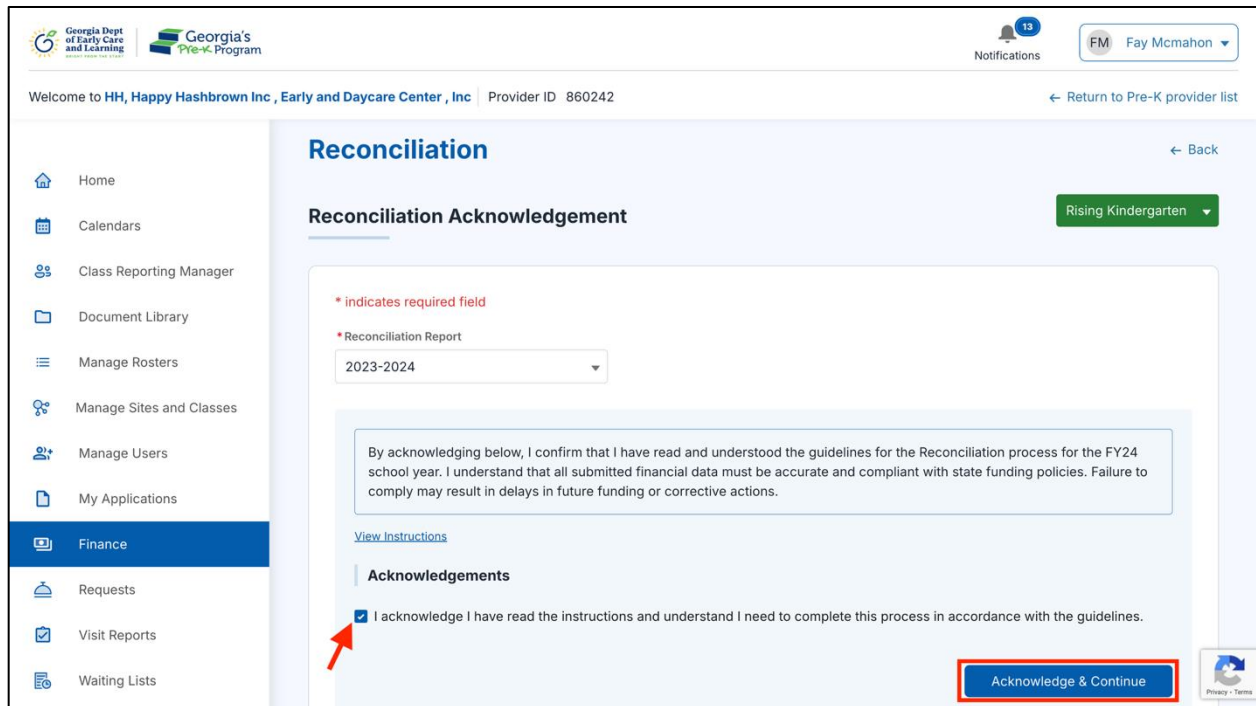
nding or corrective actions.

View Instructions

Acknowledgements

☐ I acknowledge I have read the instructions and understand I need to complete this process in accordance with the guidelines.

- Next, click the Acknowledgements checkbox, then click the **Acknowledge & Continue** button.



Welcome to **HH, Happy Hashbrown Inc , Early and Daycare Center , Inc** | Provider ID 860242

← Return to Pre-K provider list

Reconciliation

← Back

Reconciliation Acknowledgement

Rising Kindergarten

* indicates required field

* Reconciliation Report

2023-2024

By acknowledging below, I confirm that I have read and understood the guidelines for the Reconciliation process for the FY24 school year. I understand that all submitted financial data must be accurate and compliant with state funding policies. Failure to comply may result in delays in future funding or corrective actions.

[View Instructions](#)

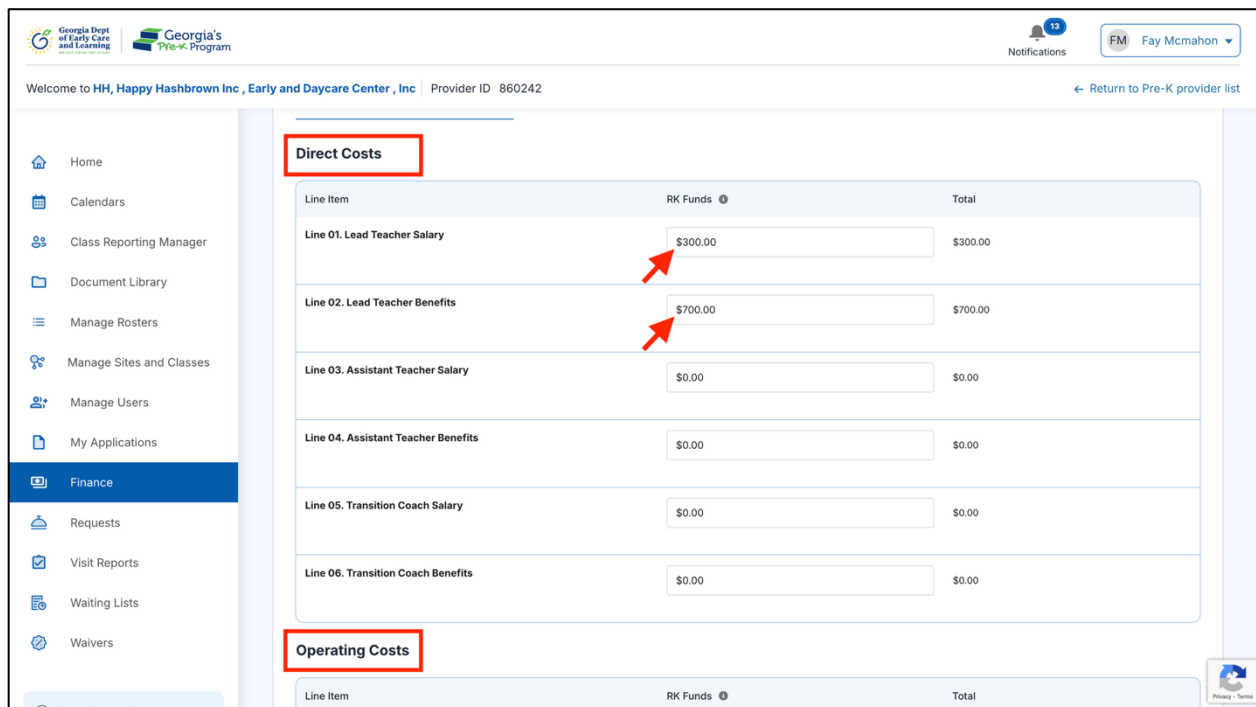
Acknowledgements

☒ I acknowledge I have read the instructions and understand I need to complete this process in accordance with the guidelines.

Acknowledge & Continue

The Reconciliation Report page will be displayed.

- In the Reconciliation Report page, enter **RK Funds** for the Line Items in the Direct Costs, Operating Costs, and Administrative Costs sections.



Welcome to **HH, Happy Hashbrown Inc , Early and Daycare Center , Inc** | Provider ID 860242

← Return to Pre-K provider list

Direct Costs

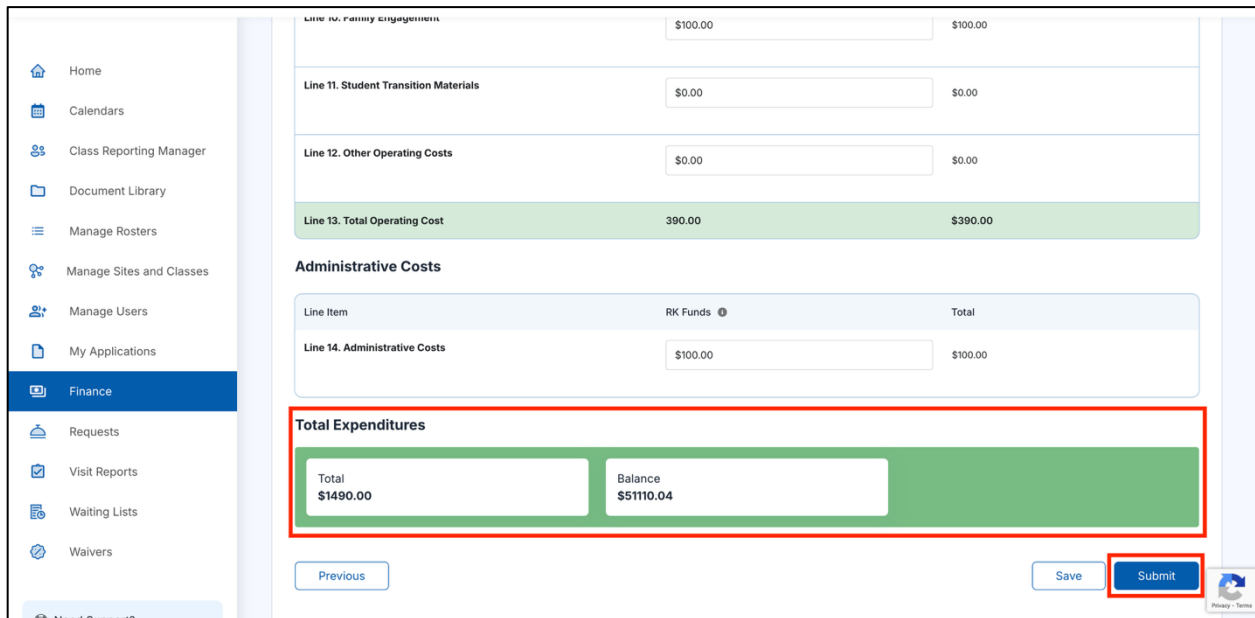
Line Item	RK Funds	Total
Line 01. Lead Teacher Salary	\$300.00	\$300.00
Line 02. Lead Teacher Benefits	\$700.00	\$700.00
Line 03. Assistant Teacher Salary	\$0.00	\$0.00
Line 04. Assistant Teacher Benefits	\$0.00	\$0.00
Line 05. Transition Coach Salary	\$0.00	\$0.00
Line 06. Transition Coach Benefits	\$0.00	\$0.00

Operating Costs

Line Item	RK Funds	Total
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- To submit the reconciliation report, scroll to the bottom of the page, then click the **Submit** button.

Note: The **Total Expenditure** section presents the aggregate of Direct Costs, Operating Costs, and Administrative Costs.



Line Item	RK Funds	Total
Line 10. Family Engagement	\$100.00	\$100.00
Line 11. Student Transition Materials	\$0.00	\$0.00
Line 12. Other Operating Costs	\$0.00	\$0.00
Line 13. Total Operating Cost	390.00	\$390.00

Administrative Costs

Line Item	RK Funds	Total
Line 14. Administrative Costs	\$100.00	\$100.00

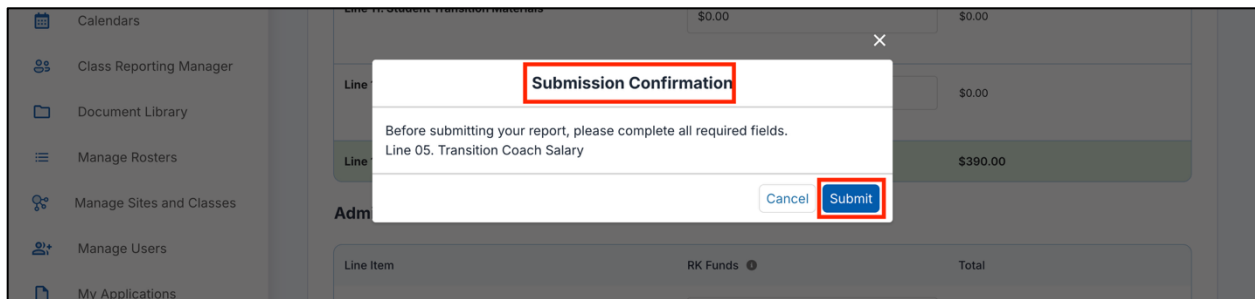
Total Expenditures

Total	\$1490.00
Balance	\$5110.04

Buttons: Previous, Save, **Submit**

The **Submission Confirmation** pop-up window will be displayed.

- To confirm the submission, click the **Submit** button.



Submission Confirmation

Before submitting your report, please complete all required fields.
Line 05. Transition Coach Salary

Buttons: Cancel, **Submit**

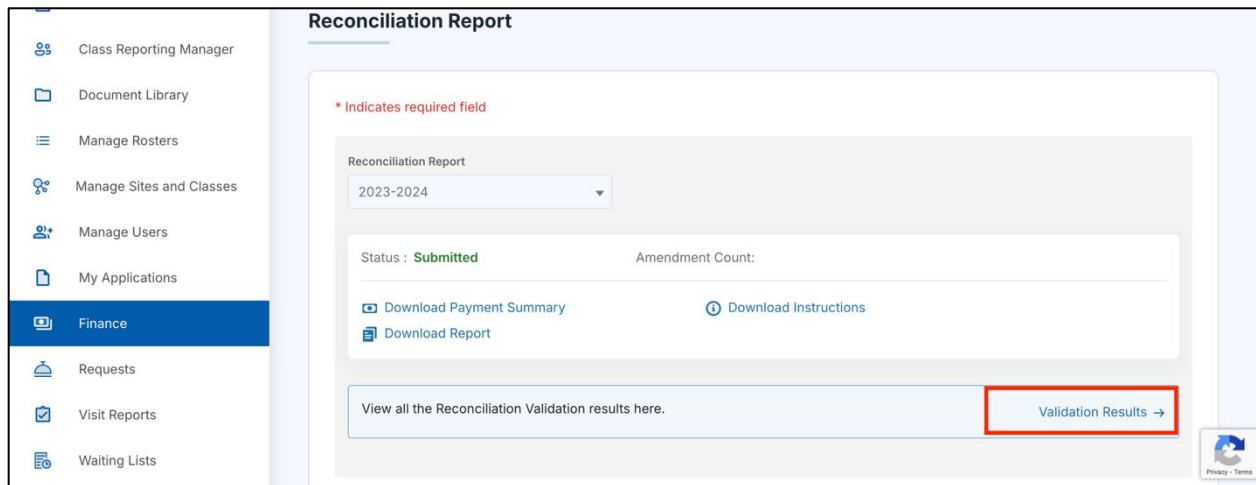
**Upon successful submission, Funds Successfully Added message will be displayed, and the status will be changed to Submitted.*

Viewing Recon Validation Results

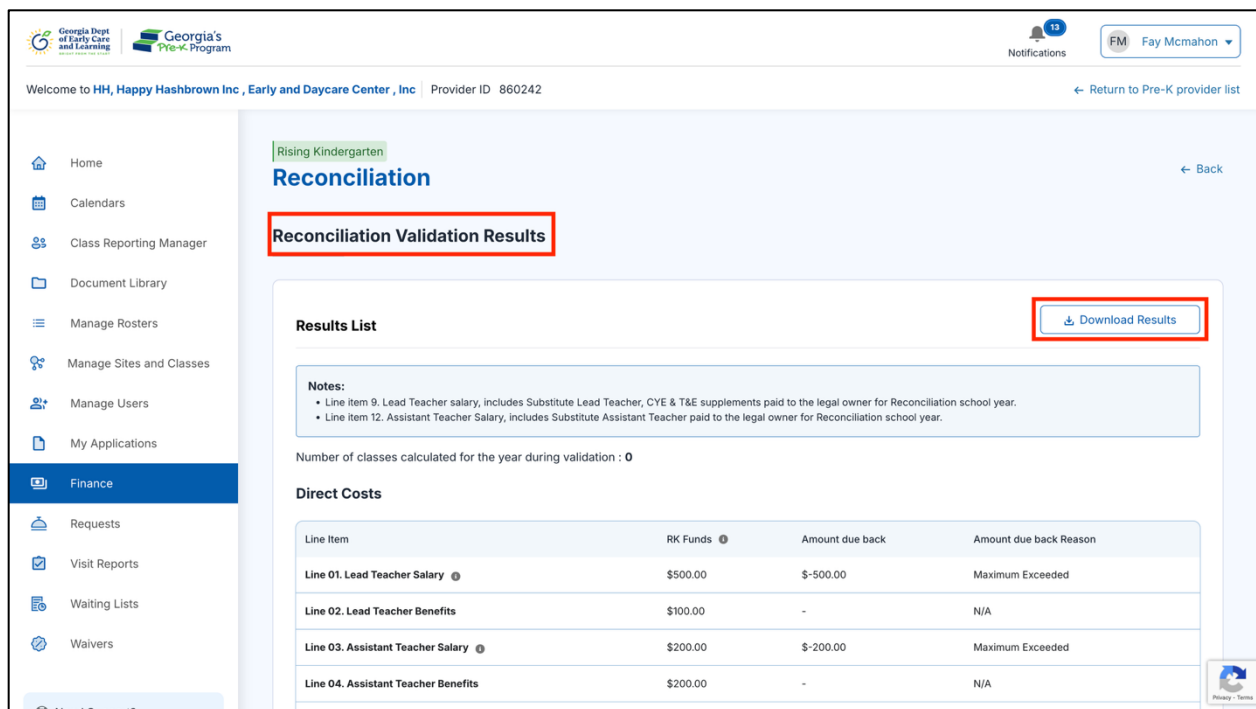
After submitting the reconciliation report, you can view the report.

To view the recon validation results, perform the following steps:

1. In the Reconciliation Report page, click the **Validation Results** link.



The Reconciliation Validation Results page will be displayed, allowing you to view the result and download it using the **Download Results** button.

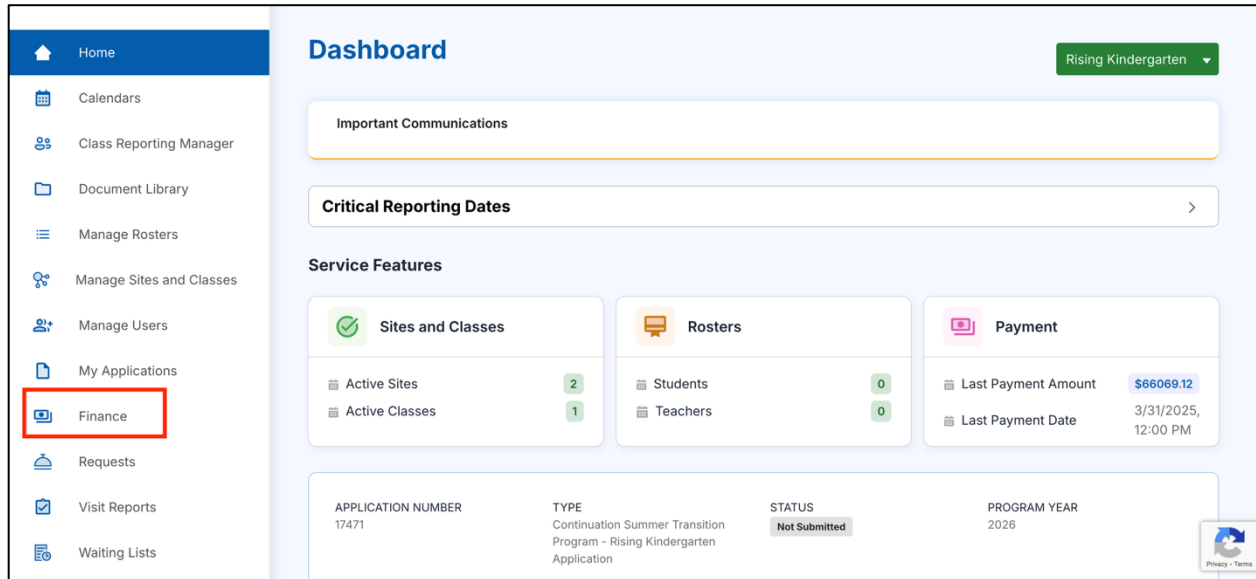


Amending Reconciliation

After submitting the reconciliation report, any required changes can be made by submitting an amendment to update and resubmit the report.

To submit the reconciliation amendment, perform the following steps:

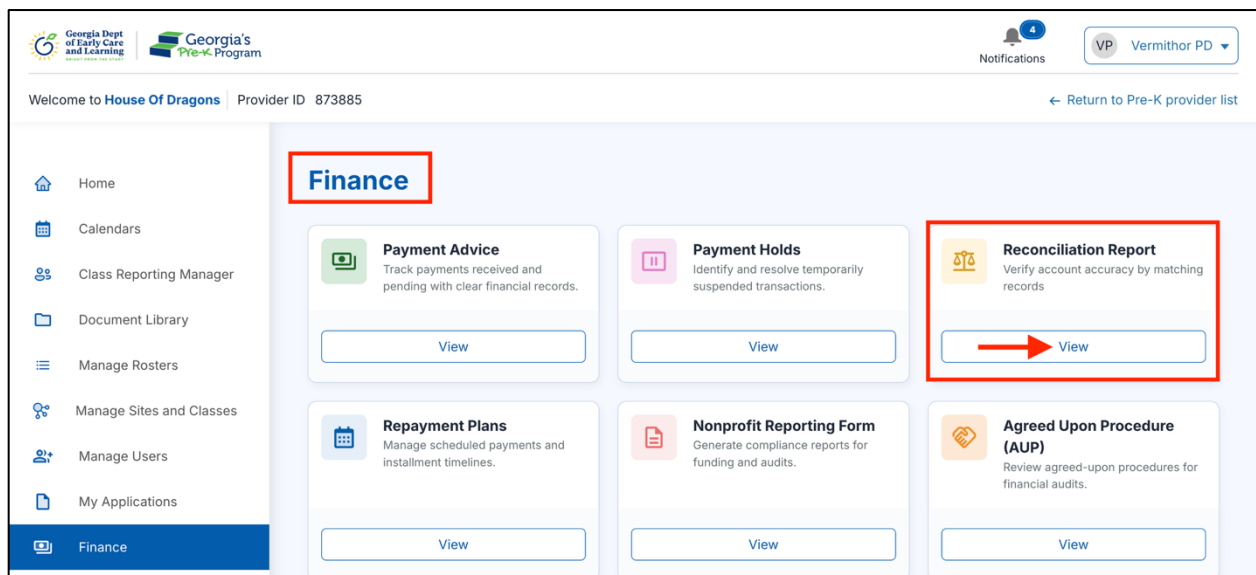
1. Click the **Finance** tab on the left navigation panel.



The screenshot shows the STP Portal Dashboard. On the left, a navigation panel lists various options: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, My Applications, **Finance** (highlighted with a red box), Requests, Visit Reports, and Waiting Lists. The main dashboard area is titled "Dashboard" and includes sections for "Important Communications", "Critical Reporting Dates", and "Service Features". Under "Service Features", there are three cards: "Sites and Classes" (showing 2 Active Sites and 1 Active Class), "Rosters" (showing 0 Students and 0 Teachers), and "Payment" (showing a Last Payment Amount of \$66069.12 and a Last Payment Date of 3/31/2025, 12:00 PM). At the bottom, there is a table with columns: APPLICATION NUMBER (17471), TYPE (Continuation Summer Transition Program - Rising Kindergarten Application), STATUS (Not Submitted), and PROGRAM YEAR (2026).

The **Finance** page will be displayed.

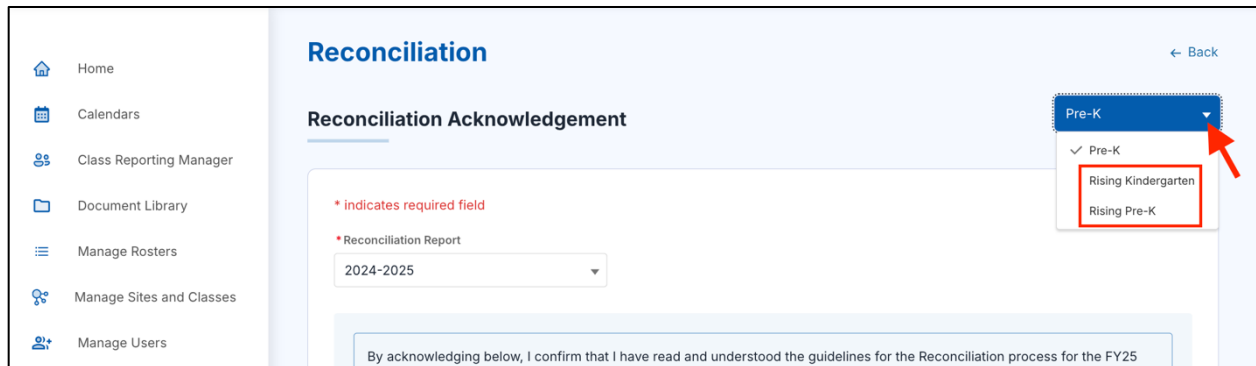
2. Now, under the Reconciliation Report tab, click the **View** button.



The screenshot shows the STP Portal Finance page. The left navigation panel is the same as in the previous screenshot, with "Finance" highlighted. The main content area is titled "Finance" and contains six cards: "Payment Advice", "Payment Holds", "Reconciliation Report" (highlighted with a red box), "Repayment Plans", "Nonprofit Reporting Form", and "Agreed Upon Procedure (AUP)". Each card has a "View" button. In the "Reconciliation Report" card, a red arrow points to the "View" button. The top of the page shows the Georgia Department of Early Care and Learning logo, the user's name (Vermithor PD), and a notification bell icon.

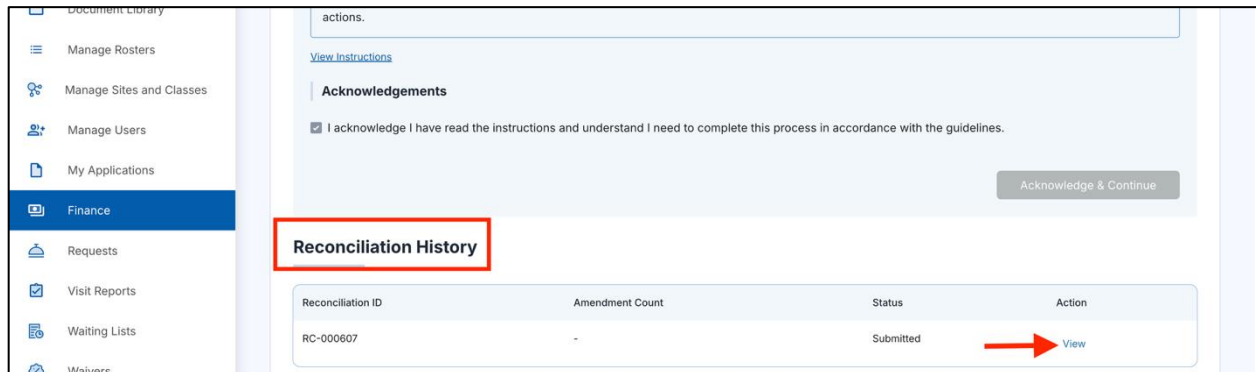
The **Reconciliation Acknowledgement** page will be displayed.

3. In the Reconciliation Acknowledgement page, click the drop-down arrow next to Pre-K, then select the program as *Riser Kindergarten* or *Rising Pre-K* from the drop-down list.



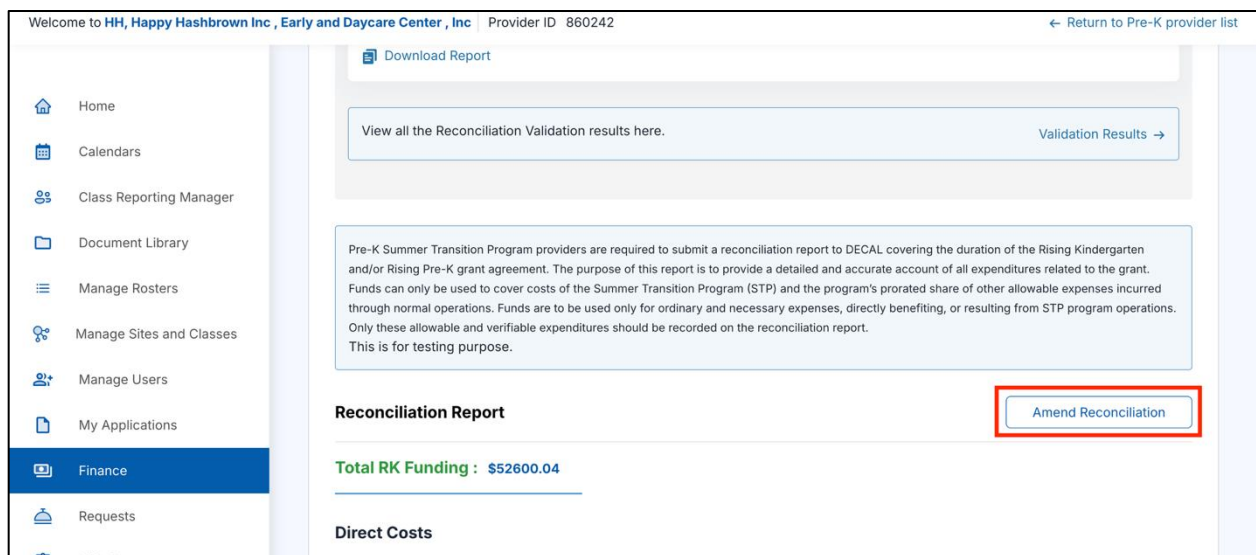
The Reconciliation History will be displayed in the Reconciliation Acknowledgement page.

4. Next, in the Reconciliation History, click the **View** button in the Actions column.



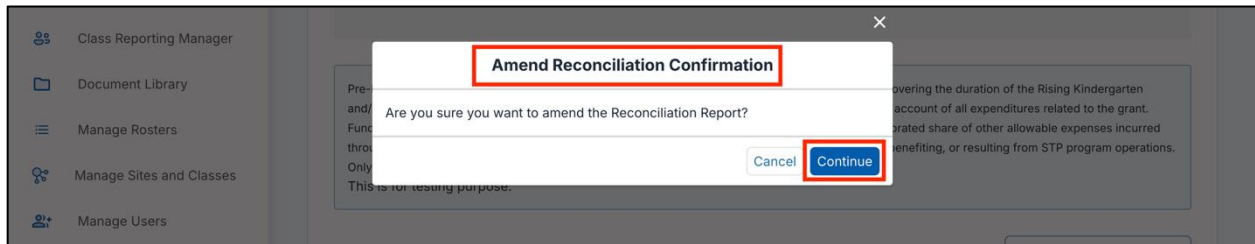
The Reconciliation Report page will be displayed.

5. To submit an amendment, click the **Amend Reconciliation** button.

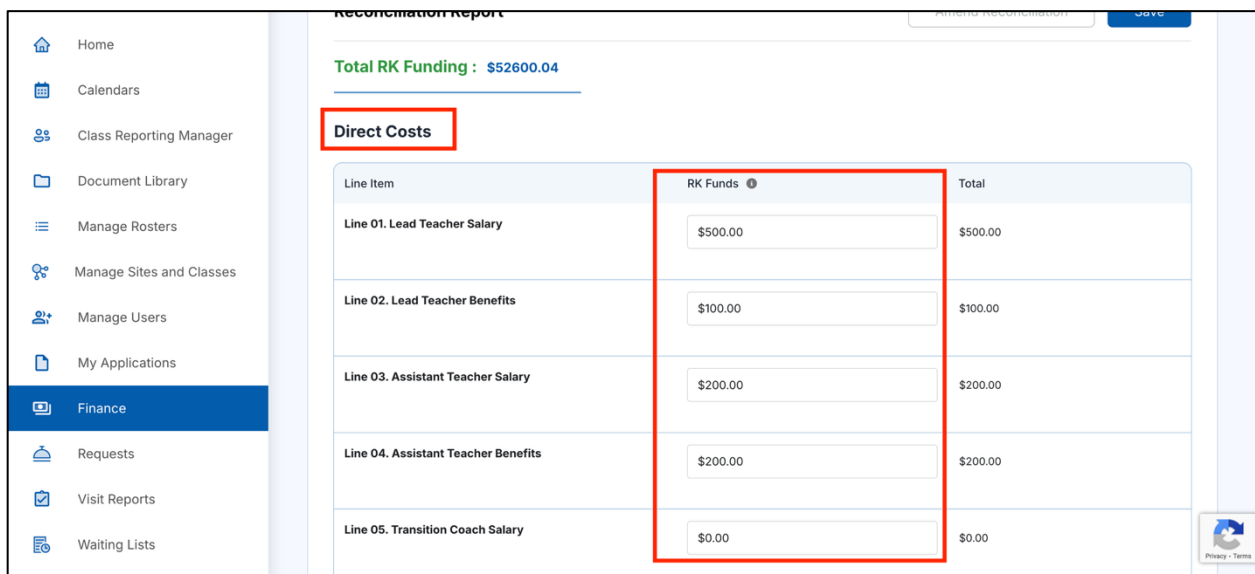


The **Amend Reconciliation Confirmation** pop-up window will be displayed.

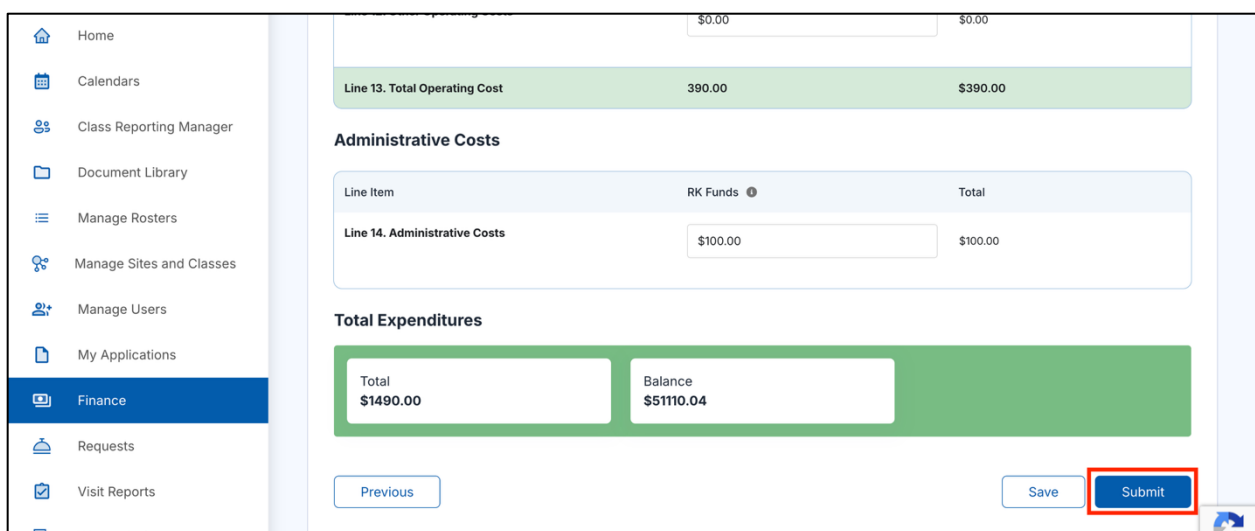
- To continue the submission, click the **Continue** button.



- Make necessary changes to the **RK Funds** of Line Items in the Direct Costs, Operating Costs, and Administrative Costs sections, then click the **Submit** button.



Line Item	RK Funds	Total
Line 01. Lead Teacher Salary	\$500.00	\$500.00
Line 02. Lead Teacher Benefits	\$100.00	\$100.00
Line 03. Assistant Teacher Salary	\$200.00	\$200.00
Line 04. Assistant Teacher Benefits	\$200.00	\$200.00
Line 05. Transition Coach Salary	\$0.00	\$0.00



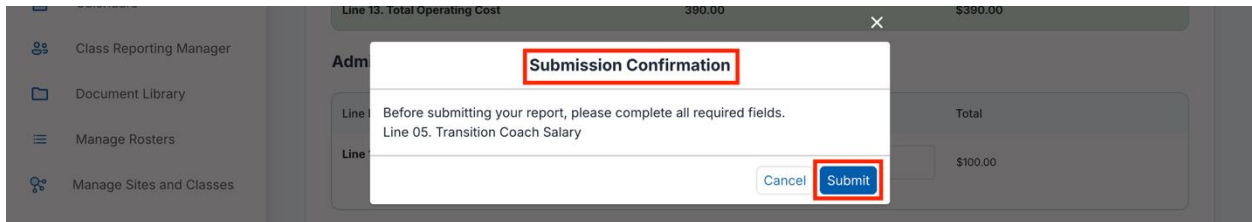
Line Item	RK Funds	Total
Line 14. Administrative Costs	\$100.00	\$100.00

Total Expenditures	
Total	\$1490.00
Balance	\$51110.04

Buttons: Previous, Save, **Submit**

The **Submission Confirmation** pop-up window will be displayed

8. To confirm the submission, click the **Submit** button.



Upon successful submission, a Funds Successfully Submitted message will be displayed, and a new Reconciliation ID with the status **Amend will be generated and listed in the Reconciliation History section.*