GAPREK

Summer Transition Program (STP) Portal User Guide

STP Reconciliation

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Managing Reconciliation

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.
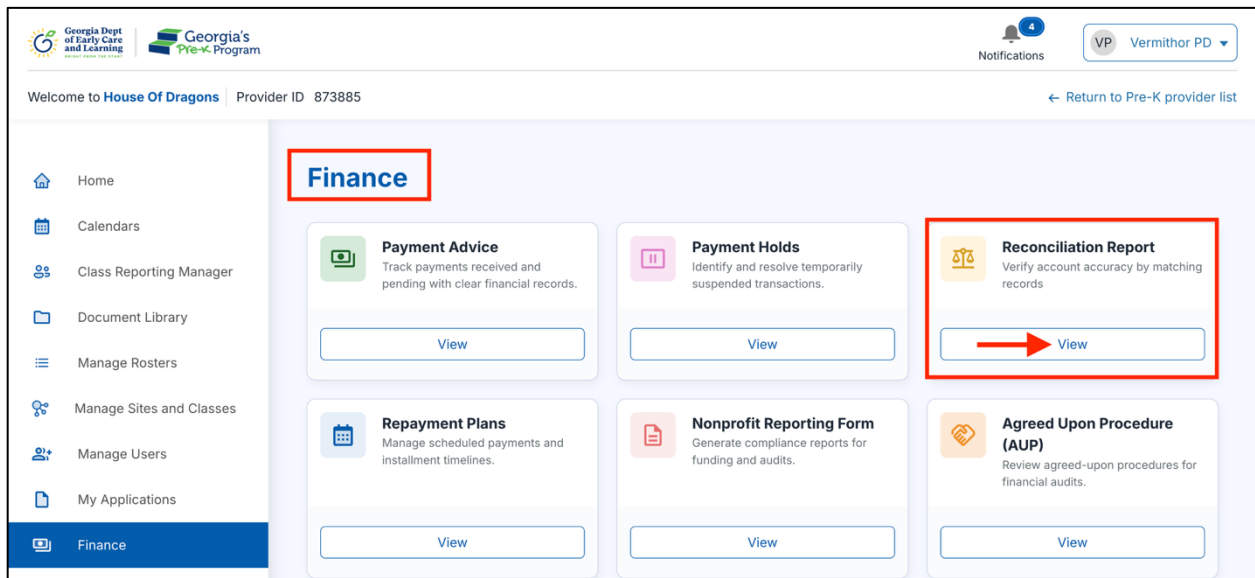
Reconciliation Report Submission

To submit the reconciliation report, perform the following steps:

1. On the left navigation panel, click the **Finance** tab.
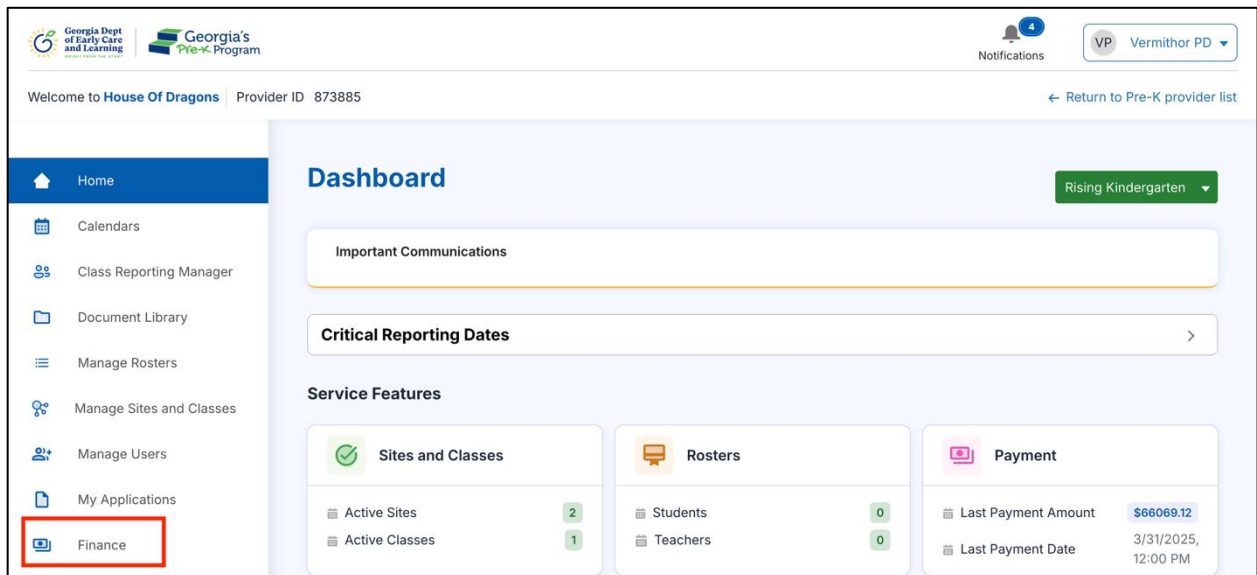
The **Finance** page will be displayed.

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

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

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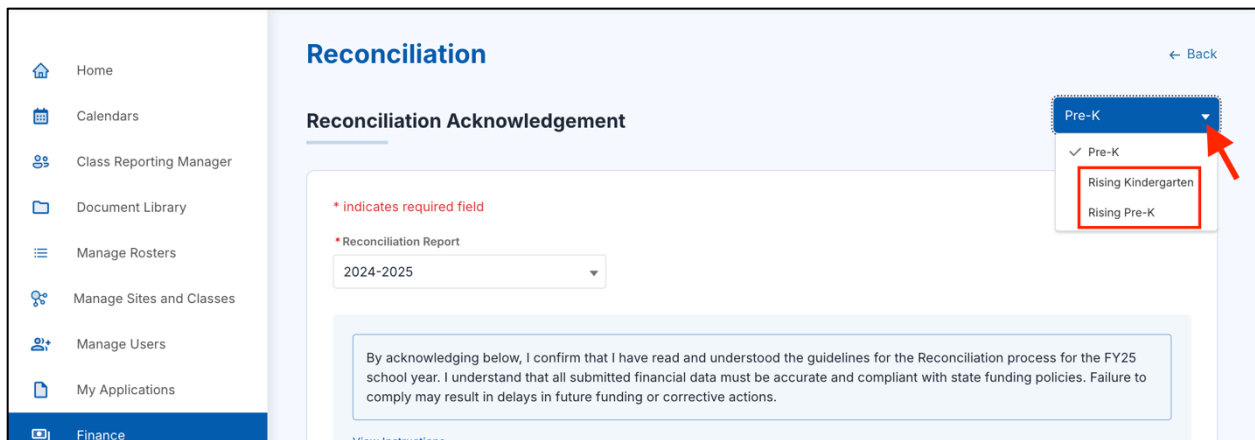
4. Select the *year* for the **Reconciliation Report**.
   Note: You can submit the Reconciliation Report for this class year in the following year.

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

The Reconciliation Report page will be displayed.

6. In the Reconciliation Report page, enter **RK Funds** for the Line Items in the Direct Costs, Operating Costs, and Administrative Costs sections.
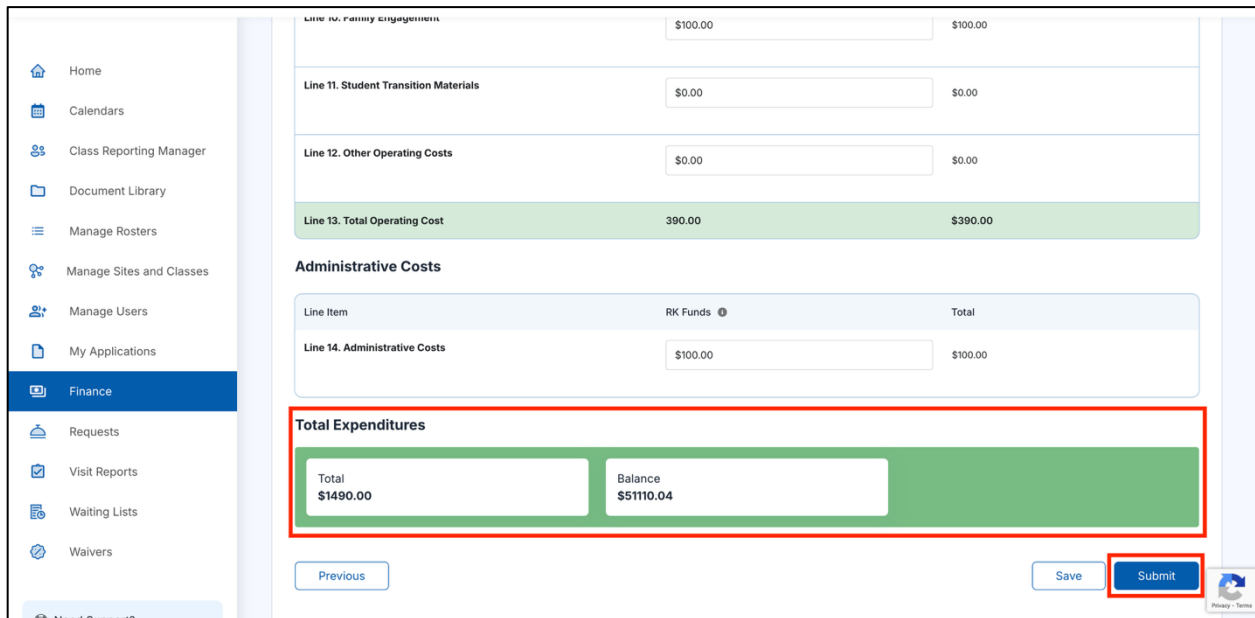
7. To submit the reconciliation report, scroll to the bottom of the page, then click the **Submit** button.
   Note: The **Total Expenditure** section presents the aggregate of Direct Costs, Operating Costs, and Administrative Costs.
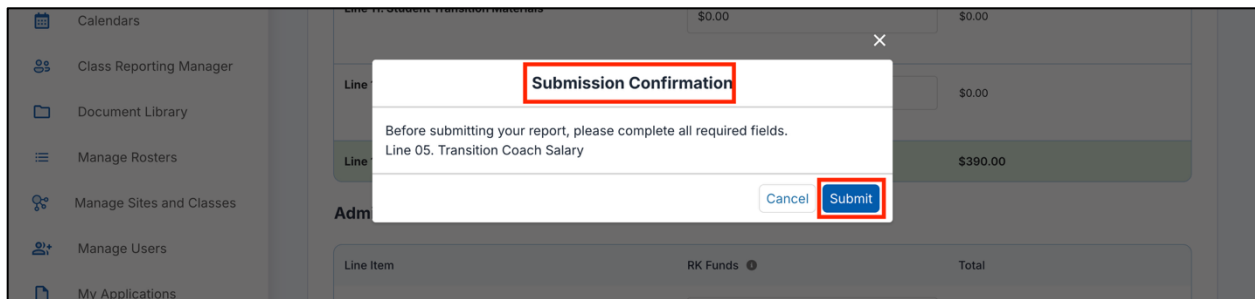
The **Submission Confirmation** pop-up window will be displayed.

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

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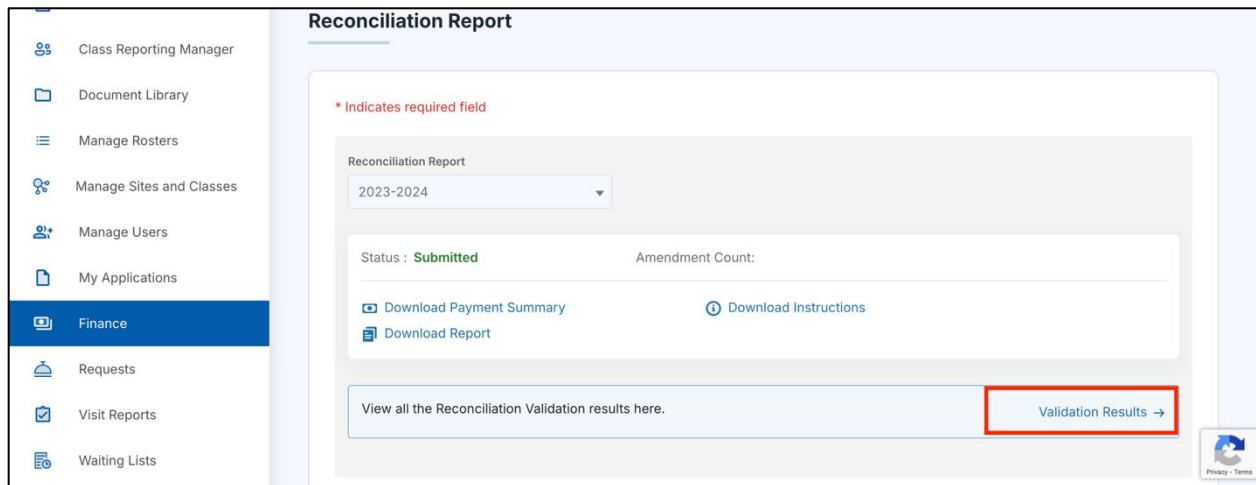
The Reconciliation Validation Results page will be displayed, allowing you to view the result and download it using the **Download Results** button.
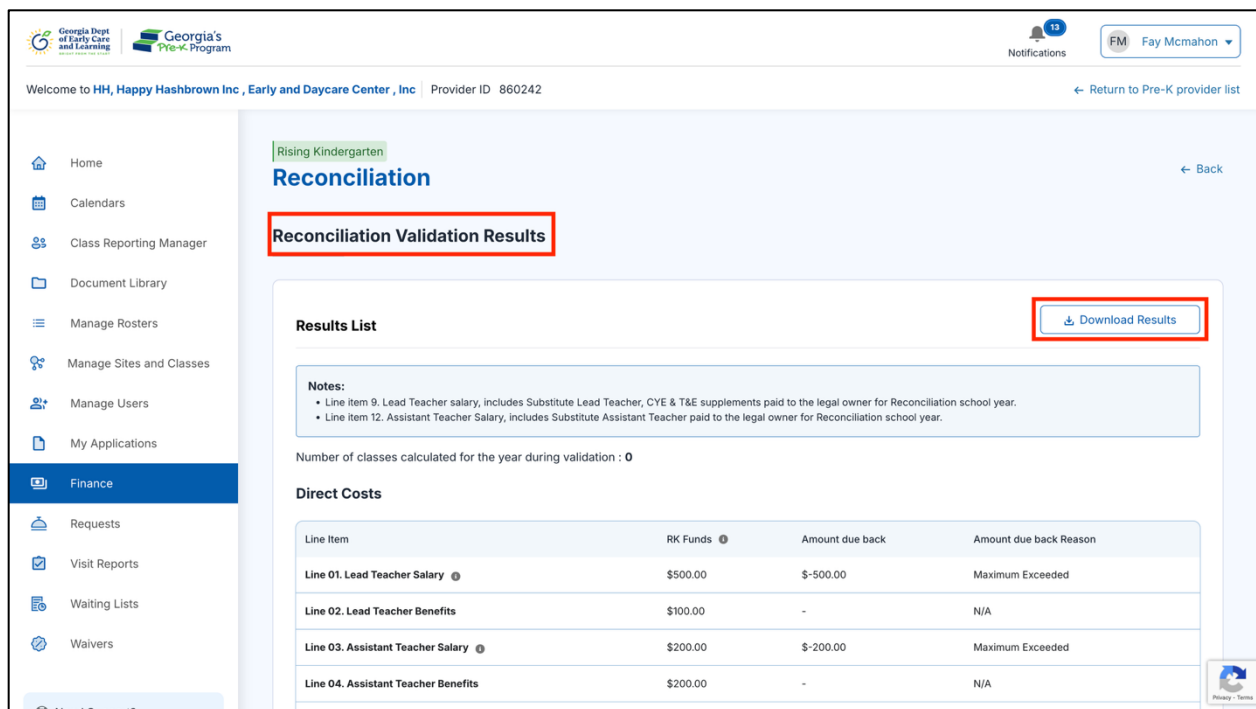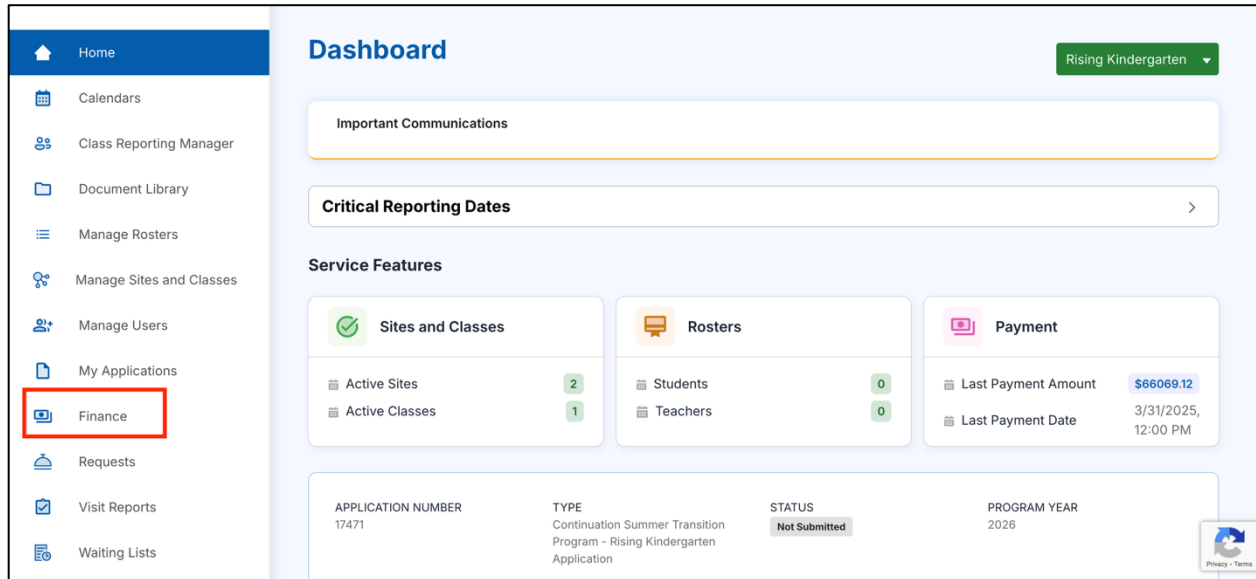
Amending Reconciliation

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

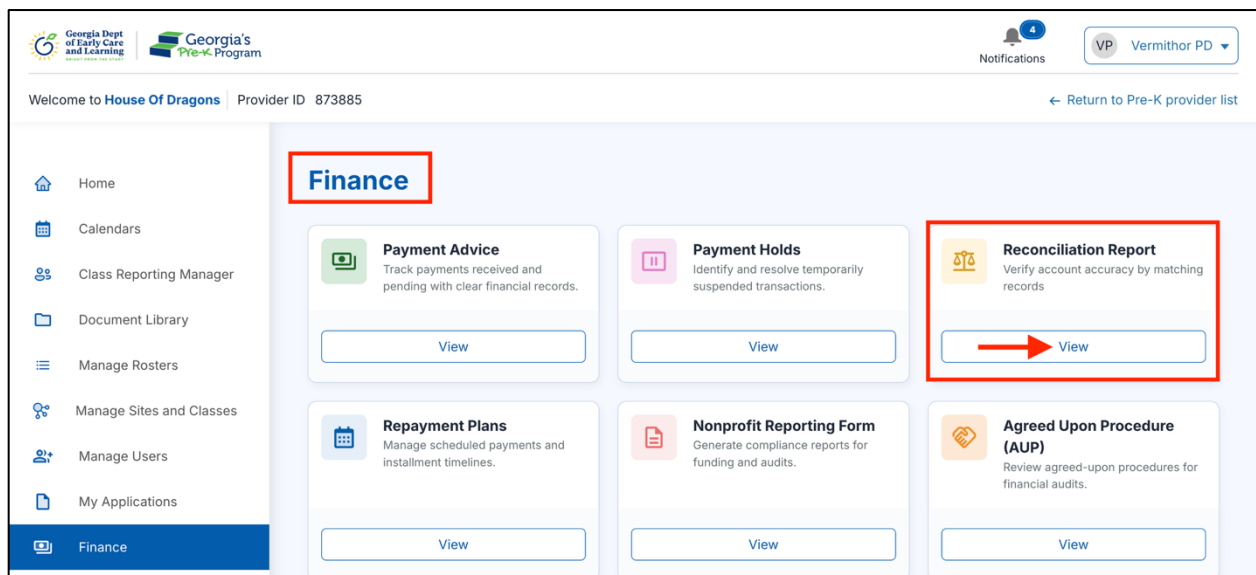To submit the reconciliation amendment, perform the following steps:

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

The **Finance** page will be displayed.

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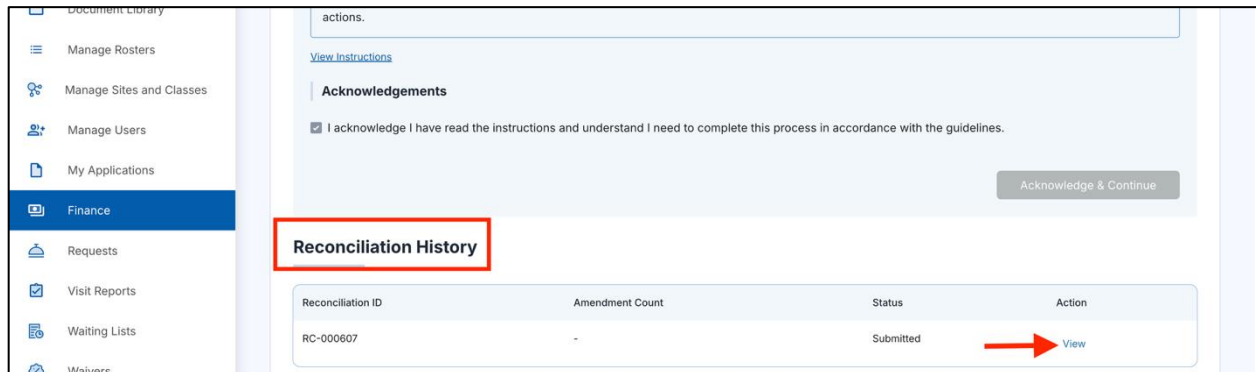

The **Reconciliation Acknowledgement** page will be displayed.

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.
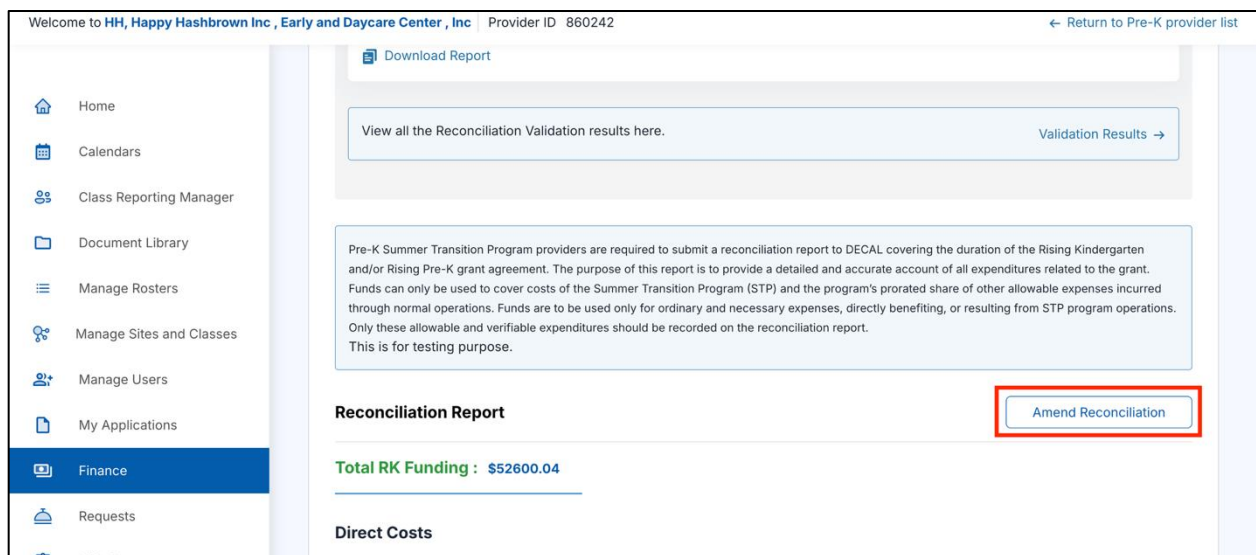

The Reconciliation History will be displayed in the Reconciliation Acknowledgement page.

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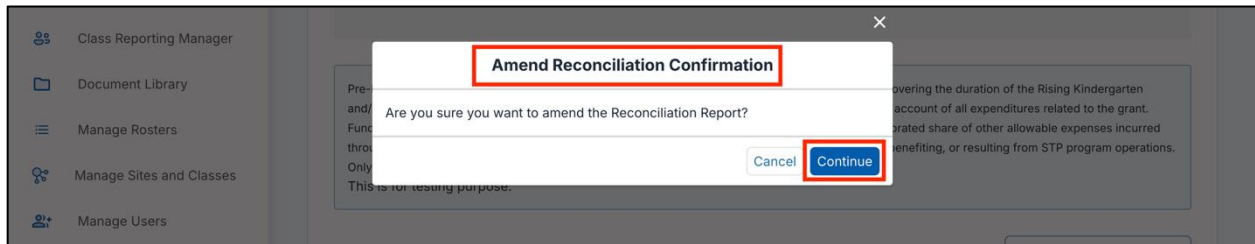

The Reconciliation Report page will be displayed.

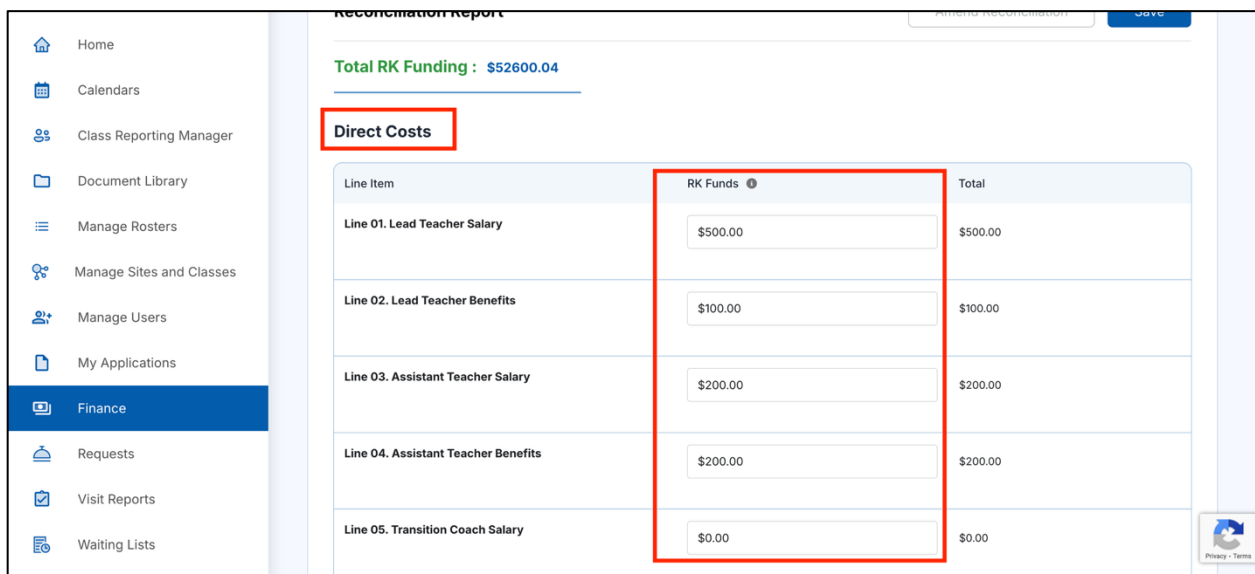5. To submit an amendment, click the **Amend Reconciliation** button.

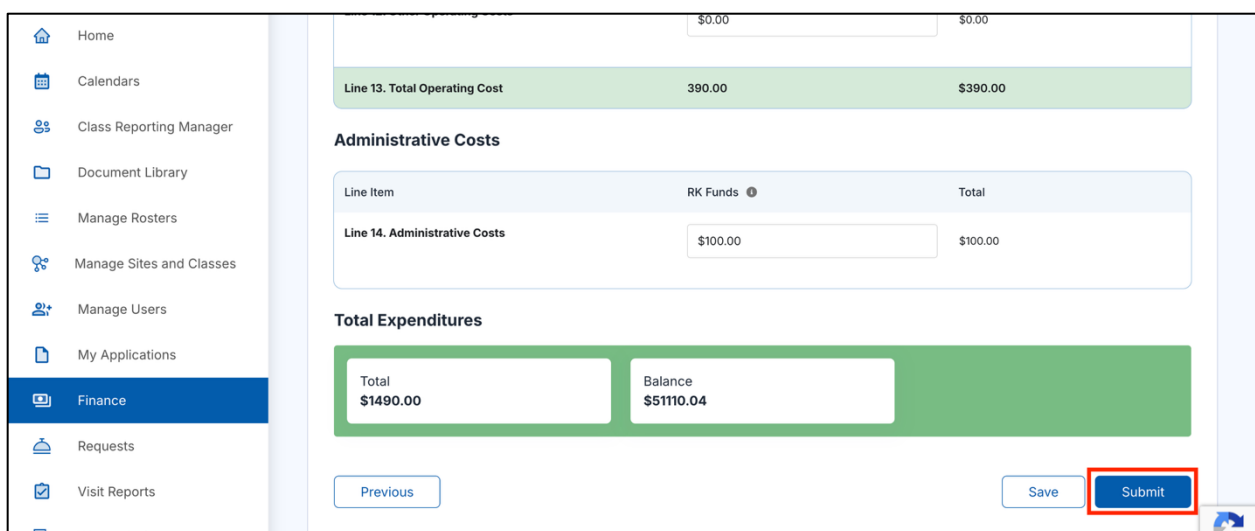The **Amend Reconciliation Confirmation** pop-up window will be displayed.

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

7. 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.

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.*