

Provider Reconciliation Training Document



Georgia Department of Early Care and Learning

Table of Contents

WHEN TO SUBMIT YOUR RECONCILIATION	3
EMAIL NOTIFICATION	3
ENTERING YOUR RECONCILIATION ONLINE	3
HOW TO COMPLETE THE RECONCILIATION REPORT	3
SAVING AND SUBMITTING THE ORIGINAL RECONCILIATION REPORT	6
SUBMITTING AMENDMENTS TO THE RECONCILIATION REPORT	6
MANAGING PANDA USER ACCOUNTS	7
PANDA PROVIDER USER ROLES	7
ADDING NEW PROVIDER-LEVEL USERS	7
EDITING USER ACCOUNTS	9

When to Submit Your Reconciliation:

Email Notification

Bright from the Start will send you an email reminder approximately two weeks prior to the reconciliation due date. Please log onto PANDA by visiting www.dec.state.ga.us/panda. Please complete and submit prior to your submission deadline.

Entering your Reconciliation Online:

Please note: The system does not recognize any special characters such as dollar symbols, commas, or apostrophes.

How to Complete the Reconciliation Report

The reconciliation form lists the total amount received in Pre-K funds and the amounts paid out by spending category. Only one reconciliation form is submitted per company. Providers with more than one site will combine the information and submit one form. To begin entering your reconciliation, log onto PANDA using your login ID and password. After you are logged in click the **Recon Form** button listed among the menu items on the left side of the screen.

Read Me Files and Online Forms

Before you can begin entering reconciliation data you must first open, read, and acknowledge each of the Read Me Files listed **except** 'Payment History Report.' To complete this section of the process:

1. Click on the **'Recon Memo for Private Providers/ LSS'** button. A separate window will open displaying the document. After reading the document, you will then acknowledge that you read it by scrolling back to the top of the page and clicking the **'Agree'** button. After acknowledging the document, the window will close automatically and return to the original screen.
2. Click the **'Recon Instructions'** button. A separate window will open displaying the document. After reading the document, you will then acknowledge that you read it by scrolling back to the top of the page and clicking the **'Agree'** button. After acknowledging the document, the window will close automatically and return to the original screen.

Nonprofit organizations will have an additional Read Me File, **'Recon Financial Report Notice Letter,'** to acknowledge. If your organization is listed with Bright from the Start as a nonprofit organization, you will acknowledge this file using the same steps needed to acknowledge the previous files.

Once the Read Me Files have been acknowledged, a check mark will appear in the boxes located to the right of each file. Now PANDA will display an additional button to the right of the Read Me Files button, located near the top of the page. Click the **'Online Forms'** button then click the **'Recon Report'** button. Finally click the **'Edit'** button to begin entering your recon figures.

Start-Up

Start-Up funds are paid under its own contract and given to providers to purchase needed supplies and materials to properly equip a new Pre-K classroom. Start-Up funds are paid as a lump sum.

1. In the **Total Start-Up Payments** field, the amount received for start-up purchases of supplies and materials is provided by Bright from the Start.
2. In the **Total Start-Up Purchases** field, enter amount expended for start-up purchases of supplies and materials.
3. The **Start-Up Balance** field displays the amount received in excess of total expenditures. Overpayment amount should be returned with the reconciliation by its due date to Bright from the Start at the following address:

BRIGHT FROM THE START:
Georgia Department of Early Care and Learning
Attn: Finance Unit
2 Martin Luther King Jr. Drive, SE
Suite 754, East Tower,
Atlanta, Georgia 30334

Pre-K Contract and Roster Payments Reconciliation

4. In the **Instructional Supplies and Materials** field enter the total amount expended for supplies and materials. Do not include Start-Up expenses. This total should be at least \$1,000 per classroom, including Start-Up classrooms, if applicable.
5. In the **Instructional Other** field enter the total amount expended for other instructional expenses not included in the Instructional Supplies and Materials field. Instructional Other expenses can include field trips, music, dance instruction, character education, storyteller, etc. **Include Refurbishment purchases on this line (LINE 5) of the reconciliation. Avoid using line 4, for items purchased with “refresher” funds.**
6. In the **Stationary Playground Equipment** field, enter amount expended for playground equipment and cycle tracks. Attach a copy of your consultant’s prior authorization for these expenses to the reconciliation form. (This amount should not include non-stationary outdoor equipment such as tricycles or balls. It also should not include playground maintenance materials such as mulch. These expenditures would be reported in Other Non-Instructional Costs)
7. In the **Computers** field, enter the total amount expended for computer equipment. To include these expenditures, your consultant’s prior authorization should have been obtained.
8. In the **Food** field, enter the total amount expended for food used for the Pre-K program. This cost should be net of reimbursements and/or revenue collected.
9. In the **Lead Teacher Salary** field, enter the total **GROSS** amount expended for lead teacher salaries.
10. In the **Sub-Lead Teacher Salary** field, enter the total **GROSS** amount expended for substitutes for lead teachers.

11. In the Lead Teacher Benefits field, enter the total amount expended for lead teacher benefits and fringe benefits (employer portion of taxes should be included here).
12. In the **Assistant Teacher Salary** field, enter the total **GROSS** amount expended for assistant teacher salaries.
13. In the Sub Assistant Teacher Salary field, enter the amount expended for the substitutes for the assistant lead teacher(s). Keep complete time records for center staff that have other job duties.
14. In the Assistant Teacher Benefits field, enter the total amount expended for assistant teacher benefits and fringe benefits (employer portion of taxes should be included here).
15. In the **Other Employees** field, enter amount enter the total **GROSS** amount expended for other employees associated with the Pre-K program (e.g., cooks, substitute teachers).
16. In the **Other Non-Instructional Costs** field, enter the total amount expended for direct costs (e.g., rent, utilities, playground mulch, uniforms, medical costs, etc.) associated with the Pre-K program that is not included in the above categories.
17. In the **Total Direct Costs** field, enter the sum of lines 4-16.

Administrative Costs

18. In the **Director Salary** field, enter the total **GROSS** amount expended from Pre-K dollars for director salary and benefits.
19. In the **Office Supplies** field, enter the total amount expended for supplies used for the administration of the Pre-K program.
20. In the **Bookkeeping/Clerical** field, enter the total amount expended for services associated with record keeping (e.g., accounting).
21. In the **Royalties** field, enter the total amount expended for royalties.
22. In the **Total Administrative Costs** field, enter the sum of lines 18-21. This amount must not exceed six percent (6%) of Pre-K contract and roster payments. (Do **not** include Start-Up payments in this calculation).

Totals

- A. In the **Total Pre-K contract payments** field, enter sum of monthly deposits from Bright from the Start for the 2012-2013 operating year. Do not include payments for start-up purchases of supplies and materials.
- B. In the **Total expenditures** field, enter the sum of lines 17 and 22.
- C. In the **Balance** field, enter the difference between line A and B.
- D. If line A is greater than line B, enter the difference on line C. This remaining balance should be remitted to Bright from the Start along with the reconciliation package. If line B is greater than line A, enter a zero (0) on line C.

In the **Amount Due** field, enter the total amount due to Bright from the Start. Send payment along with reconciliation, by its due date.

Saving and Submitting the Original Reconciliation Report

If you do not complete the process and must stop entering your information for some reason, click the **'Save'** button at the top of the page. The **'Save'** option will only save the information entered thus far. It WILL NOT submit your recon package. Once you are ready to complete your package:

1. Log back on to PANDA using your user ID and password.
2. Click on the **'Recon'** button on the list of options on the left side of the screen.
3. Click the **'Online Forms'** button at the top of the screen.
4. Go to the **'Recon Report'** by clicking on that icon to view the incomplete package.
5. Then finally click the **'Edit'** button to complete your original recon report.

To submit the reconciliation report, click the **Submit** button. Clicking the **'Submit'** button submits your recon package to Bright from the Start and automatically saves the package onto the PANDA system.

NOTICE: Once you click the 'Submit' button no further changes can be made to the recon package. You will only be able to view the information. All changes must be made through the submission of an amended package.

Submitting Amendments to the Reconciliation Report

Because the system automatically saves the original recon report after submission, submitting amendments are identical to submitting the original recon packet. Once you are ready to submit an amendment:

1. Log onto PANDA using your user ID and password.
2. Click on the **'Recon'** button on the list of options on the left side of the screen.
3. Click the **'Online Forms'** button at the top of the screen.
4. Go to the **'Recon Report'** by clicking on that icon to view the incomplete package.
5. Then finally click the **'Edit'** button to complete your original recon report.

Once you click the **'Edit'** button, look at the Package Version located under your company's information. It will display **'Amendment 1'**. Now you can begin entering any changes that are required.

The save and submit instructions are also applicable to amended recon packages. To save or submit an amended recon package, follow the instructions located in the 'Saving and Submitting the Original Reconciliation Report' section of the instructions. Once an amendment is submitted to Bright from the Start it cannot be revised. Any adjustments that are necessary must be completed through the submission of an additional amendment.

Managing PANDA User Accounts

PANDA Provider User Roles

Each PANDA user is assigned a user role. User roles control the data that users can view and the tasks that users can perform. Users can also be assigned multiple roles, but this should be done with caution.

There are four provider user roles:

- Each provider is initially assigned one account with the **Provider Management** (ProviderMgmt) role. This user is the main person associated with your company and its sites. This person can log into PANDA and perform all tasks that providers are authorized to perform.
- The user assigned the **Provider Management** (ProviderMgmt) role can set up PANDA accounts for provider employees to allow them to perform limited tasks. Users assigned the **Provider Application Maintenance** (ProvAppMtn) role can enter application data and view the status of the provider’s application. They cannot add other users or edit your Company Profile. Users assigned the **Provider Roster** (ProvRoster) role can enter roster data. Users assigned the **Provider Finance** (ProvFinance) role can view and print payment advices, as well as complete and submit reconciliation reports.

Adding New Provider-Level Users

Providers can set up additional users. These users will be able to work with your company data in the **ProviderMgmt**, **ProvAppMtn**, **ProvRoster**, or **ProvFinance** role.

1. From the main menu select **System Administration**. The **User Search** screen displays.
2. Click the **Add** button. The **Add User** screen displays.

3. Enter the new user's first and last names.
4. In the **Login ID** field, enter the name that the user will use to log into PANDA.
5. In the **Email** field, enter the new user's email address.
6. Click the **ProvAppMtn, ProviderMgmt, ProvRoster, or ProvFinance** role.
7. To add the new user, click the **Save** button. PANDA displays a message that states that the user was saved. The user can now log into PANDA (using *initpass* as their initial password) and perform the tasks permitted by their user role.

8. Click the **Return to User Mgmt** button. The **User Search** screen displays.
9. Click the **Search** button. PANDA lists the new user in the search results.

Select	Last Name	First Name	Login ID	Role	Email	Company
	Jones	Amy	AJones	ProviderMgmt	ajones@sampleaddress.com	Woodstock Children's Education Associati
	Jones	Laura	LJones	ProvFinance	ljones@sampleaddress.com	Woodstock Children's Education Associati
	Smith	Terri	TSmith2	ProvAppMtn	tsmith@sampleaddress.com	Woodstock Children's Education Associati

Editing User Accounts

1. To edit a user account, click the yellow **Select** button next to the user's last name on the **User Search** screen. The **User Details** screen displays in view-only mode.

The screenshot shows the 'User Details' page in the PANDA PILOT system. The page has a yellow header with the title 'PANDA PILOT' and a navigation bar with buttons for 'My Setup', 'Pop Help', 'Help', and 'Log Out'. The user's name is 'JONES'. Below the header, there are buttons for 'Add User', 'Edit', 'Active', 'Inactive', 'Reset Password', and 'Return to User Mgmt'. The 'User Details' section contains the following information:

First Name:	Laura	Last Name:	Jones
Login ID:	LJones	Email:	ljones@sampleaddress.c

Under the 'Select Roles:' section, there are four checkboxes: ProvAppMtn, ProvFinance, ProviderMgmt, and ProvRoster.

2. You can perform the following tasks:
 - To terminate the user's access to PANDA, click the **Inactive** button.
 - To activate an inactive user, click the **Active** button.
 - To reset the user's password to the default initial password, click the **Reset Password** button. PANDA will prompt the user to select a new password at the next login.
 - To change the user's name, login ID, email address, or role, click the **Edit** button, make your changes, and then click the **Save** button. PANDA updates the user information.