

Session 7

Direct Loan Funding & Cash Management

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FEDERAL STUDENT AID®

Agenda

Direct Loan Funding

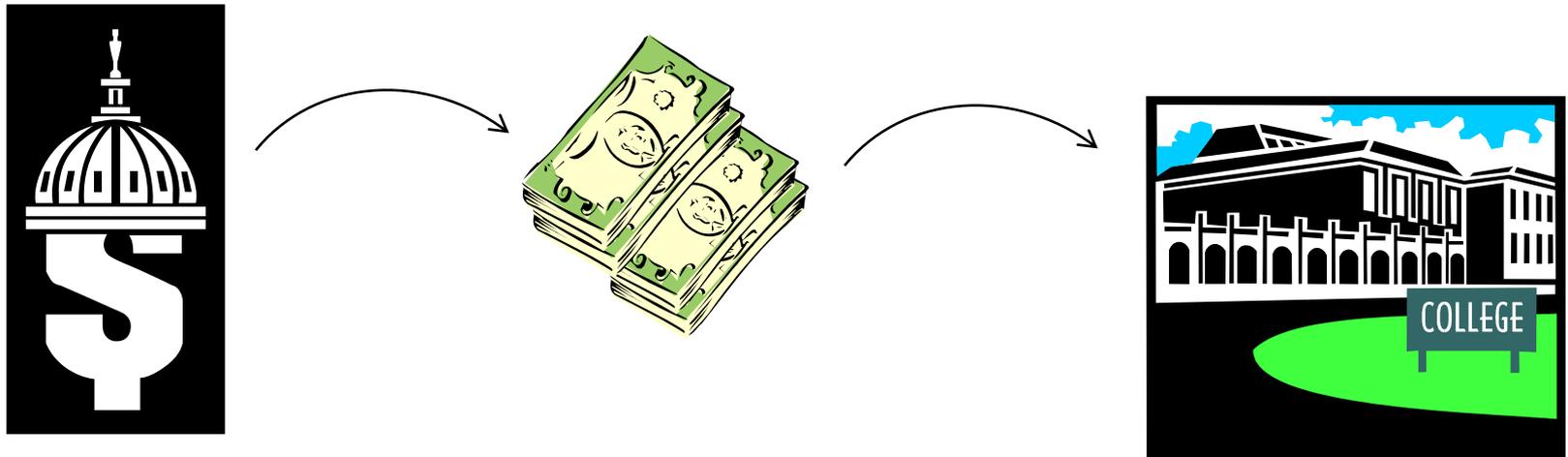
Cash Management

G5 – Updates

Direct Loan Funding

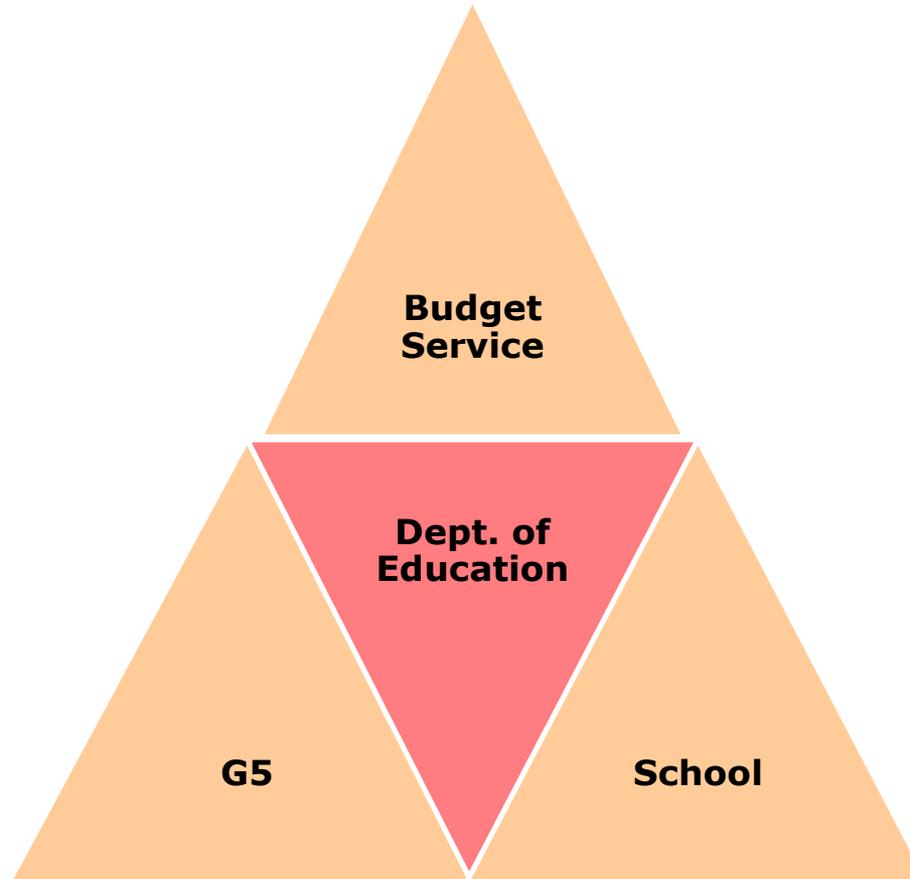
Process Overview

How do schools get their \$Money\$?

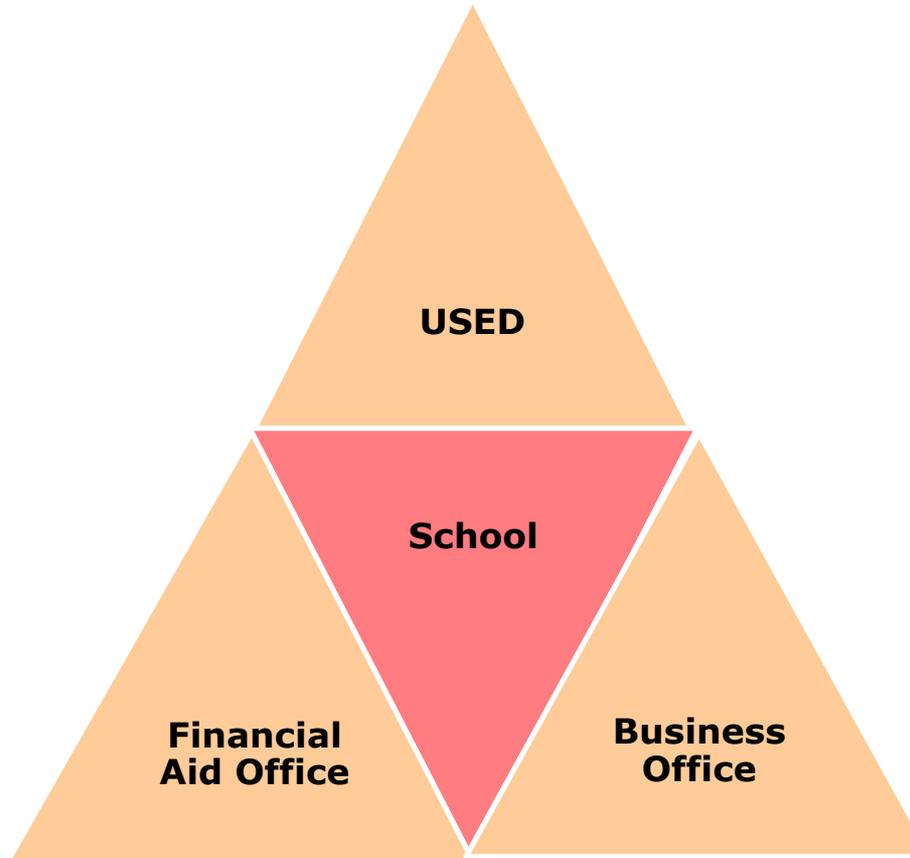


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Iron Triangle of Funds Management: Department of Education



Iron Triangle of Funds Management: School



Funding Lifecycle

- Initial Authorization
- Disbursement and Loan processing (in COD System)
- Drawdowns (through G5)
- Monthly Reconciliation Disbursements/Cash
 - School/COD System/G5
- End of Award Year Reconciliation and Closeout

Funding Lifecycle

Example 2010-2011 Award Year

- Initial Authorization: February-March 2010
- Daily Processing
- Monthly Reconciliation
- Closeout - July 31, 2012
 - Reduction GAPS Drawdown, or
Net Accepted and Posted Disbursements

Initial Authorization

- Initial authorization in early spring
- Approximately 60-65% of the amount of the disbursement records on file from the previous year
- Possible increase in mid-year

Daily Processing

- School draws down cash via the G5 website
- School submits MPNs and actual disbursement records to COD to substantiate cash received
- COD System sends CFL increases to G5 so school can continue to drawdown funds as needed

Advance Funding Method

**Advanced
Funded/Initial
Authorization**

then

Records First



Daily Production

COD 24-Hour Turnaround

Deadlines

10:00 A.M. ET in COD - Same Day

10:00 P.M. ET in COD - Next Day



COD Disbursement Record Timing

- Funding based on actual disbursements
- 7-day rule
 - Records submitted 7 days in advance of disbursement date trigger an increase in funding



Foreign Schools

- 400 Foreign Schools new to Direct Loans
- Require GAPS Account
- Records First
- No Initial Authorization

COD Initiated Activity

What You Can Expect for DL

What	When	How
Initial Authorizations		
All Schools	February-March 2011	COD Funding Information Screen IFAP Announcement G5
Funding Adjustments		
The schools submit disbursement information throughout the award year	With funded disbursement activity	COD Funding Information Screen G5
Closeout		
<ul style="list-style-type: none"> • Global reduction to net accepted and posted disbursements, or • Global reduction to G5 drawdown amount 	Award year closeout date (July 31, 2011) for 2009-2010 Award Year	COD Funding Information Screen IFAP Announcement G5
Unsubstantiated Cash E-Mail		
Cash funds that are drawn in G5 but student-level records supporting the drawdown are not received within 30 days	Daily	COD Customer Service Calls and Emails
Reconciliation Report - SAS		
Student summary of the YTD disbursement amount per student by award year	Sent to schools on a monthly basis via SAIG	<i>Message Classes:</i> Fixed-length Flat File Disbursement Level-DSDF11OP Comma-Delimited Disbursement Level-DSDD11OP Pipe-Delimited Disbursement level-DSSD11OP



G5 – Important Dates

During December 2010, the G5 system will briefly be unavailable for an implementation of a new release.

G5 System Shutdown	December 10, 2010 3pm ET
G5 System Start-Up	December 20, 2010 6am ET

Please ensure that all G5 activity including drawdowns and refunds have been completed prior to the outages.

Agenda

Direct Loan Funding

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G5 – Updates

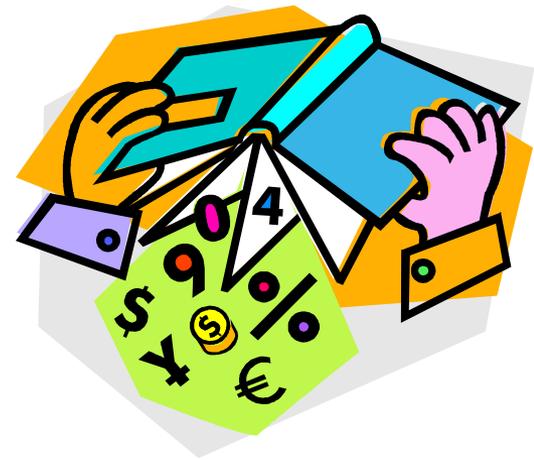
Cash Management Requirements

Fiduciary Responsibility

- Hold funds in trust for students
- Safeguard FSA funds
- Ensure FSA funds are used only for the purposes intended
- Act on the students behalf
- Refund any FSA funds that cannot be used as intended

Cash Management Requirements

- 30-Day Reporting Requirement
 - 685.301(d) Direct Loan
- 3-Day Cash Rule
 - 668.162(b)
- Monthly Reconciliation
 - 685.102(b) Direct Loan



Direct Loan Reconciliation

Who is Responsible for Reconciliation?

FAA or Business Office



Direct Loan Reconciliation

ED requires a coordinating official to:

- Ensure that you have a system for identifying and resolving discrepancies
- Resolve discrepancies and make corrections



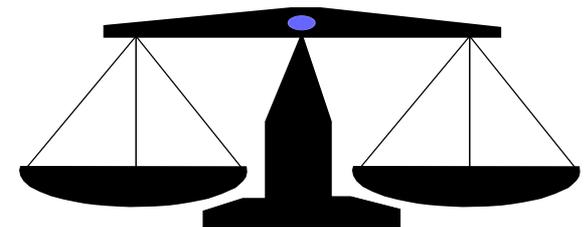
Direct Loan Reconciliation

- Internal Reconciliation
 - Comparison of Business Office records of funds requested, received, disbursed, and returned to Financial Aid Office records of funds awarded
- External Reconciliation
 - Comparison of reconciled internal records to ED's records of loans originated and disbursed



Direct Loan Reconciliation versus End-Of-Year Closeout

- Monthly Reconciliation
 - Compare your records with the Department's to identify and account for discrepancies
 - Ending Cash Balance (ECB) allowable at \$0
- Closeout
 - Ensure that all records are processed and all cash is accounted for and reconciled
 - ECB must = \$0



ECB

$$\begin{aligned} & \text{Total Net Drawdowns} \\ - & \text{Total Net Booked Disbursements} \\ \hline = & \text{Ending Cash Balance} \end{aligned}$$

COD and G5 Tools

Direct Loan Reconciliation

- School Account Statement (SAS)
- COD funding web screens
- COD reports
- G5 web screens and reports



School Funding Information



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person
School
Batch
Award
Services
User
Program

▶ **School Search**

▼ **School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Memos
- Message List
- Yearly Totals
- Relationships
- Balance Confirmation
- Request Post
- Deadline/Extended
- Processing
- Correspondence
- Report Selection

▶ **Post Deadline Proc**

▶ **School Workflows**

School Funding Information ? HELP

ABC UNIVERSITY

Funding Information

Program

Award Year

Entity ID	10000102
Initial CFL	\$747.00
Current CFL	\$747.00
Previous CFL	\$0.00
CFL Adjustment	\$747.00
Last CFL Change Date & Time	07/01/2010 19:12:41
Available Balance	\$747.00
Cash > Net Accepted & Posted Disbursements	(\$747.00)
Net Accepted & Posted Disbursements	\$747.00
Net Drawdowns	\$0.00
School Ceiling Amount	\$747.00
Target Cash > Net Accepted & Posted Disbursements	\$100,000.00
Target Disbursement To Drawdown Ratio	0.0
Disbursement To Drawdown Ratio	Draws=0
Grace Period	30
Date School Confirmed Program Year Closeout	
Date Department of Ed Confirmed Program Year Closeout	

Disbursement To Drawdown Ratio excludes cash activity within Grace Period.

Jul 08 2010 11:56 EDT
Home | Privacy Act | Links | Contact Us | Today's Update | Help | Glossary | Log Off

Cash Activity Information



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person | School | Batch | Award | Services | User | Program

▶ **School Search**

▼ **School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
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- Report Selection

▶ **Post Deadline Proc**

▶ **School Workflows**

Cash Activity ? HELP

ABC UNIVERSITY 1

Program/Year Selection

Program DIRECT LOAN | **Award Year** '10-'11 | [Printer Friendly](#)

Cash Activity Summary

Net Draws \$1,000.00

Cash > Accepted & Posted Disbursements & older than 30 days \$0.00

	Totals	
Date of Transaction		07/08/2010
Time		1:54:45 PM
GAPS Debit Date		
Drawdowns/Payments	\$1,000.00	\$1,000.00
Drawdown Adjustments	\$0.00	
Refunds of Cash	\$0.00	
Returns of Cash	\$0.00	
Drawdown Offsets	\$0.00	
Days Since Net Draws Increase		0
Days Left For On-time Reporting		030
Payment Control Number		0100000000000
Accepted & Posted Disbursements Applied	\$747.00	\$747.00
% of Accepted & Posted Disb. Applied to Net Draws	74.7%	
Cash > Accepted & Posted Disbursements	\$253.00	
% of Cash > Accepted & Posted Disbursements	25.30%	
Source System		GAPS

Amounts in parentheses decrease net draws

Jul 08 2010 13:56 EDT | [Home](#) | [Privacy Act](#) | [Links](#) | [Contact Us](#) | [Today's Update](#) | [Help](#) | [Glossary](#) | [Log Off](#)

Direct Loan School Account Statement (SAS)

- Monthly file sent from the COD System
 - Contains school data as reflected on the COD System
- Sections of the SAS
 - Cash Summary
 - Disbursement Summary by loan type
 - Cash Detail
 - Loan/Disbursement Information



CCR Information Update

Central Contractor Registration

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Contractors Grantees International Registrants Small Businesses Security Notes **601,775 Active Registrants**

Quick Links

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities



Welcome to Central Contractor Registration (CCR)

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. [Learn more about CCR Policy and Background.](#)

Log in to CCR

User ID:

Password:

[Forgot Password](#) [Forgot User ID](#)

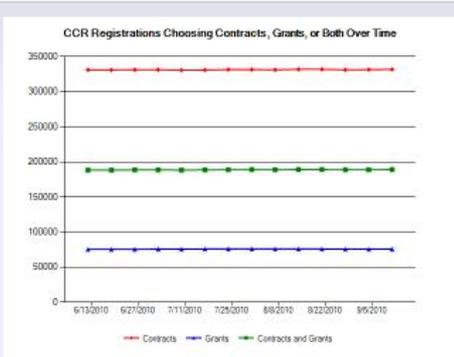
Create New Registration

[What You Need to Register International Registrants](#)

Note: New registrations usually take 3-5 business days to process once completed by the vendor.

CCR Registrations Over Time

CCR Registrations Choosing Contracts, Grants, or Both Over Time



Date	Contracts	Grants	Contracts and Grants
6/13/2010	330,000	75,000	190,000
6/27/2010	330,000	75,000	190,000
7/11/2010	330,000	75,000	190,000
7/25/2010	330,000	75,000	190,000
8/8/2010	330,000	75,000	190,000
8/22/2010	330,000	75,000	190,000
9/5/2010	330,000	75,000	190,000

Click the image to see full size.



CCR Information Update

- Central Contractor Registration (CCR) sponsored by GSA
- Required to provide your Grantee DUNS Number
 - Also, update your Grantee DUNS Number in the event it changes
- Annual update is required to maintain access
- Must register Grantee DUNS number

Payee vs. Grantee DUNS

Grantee DUNS Number

- DUNS number of the recipient who applied for and was awarded a grant

Payee DUNS Number

- DUNS number used to process payments
- Linked to bank account(s)
- Users register with their Payee DUNS when requesting access to process payments/refunds/adjustments via G5



Payee vs. Grantee DUNS

In most cases the Grantee and Payee DUNS numbers are the same

- They differ when a Grantee selects another DUNS to manage their payment/refund/adjustment requests



Agenda

Direct Loan Funding

Cash Management

G5 – Updates

G5

- Department of Education's payment system
- Formerly known as GAPS
- Provides location for all school funding processes
 - Drawdowns
 - Drawdown adjustments
 - Refunds
 - G5 Funding Reports



G5 Homepage

G⁵ Empowering the grant community United States Department of Education

[G5 Login](#) [Help](#)

You are here [G5 Login](#)

Login to G5

User ID

Password
(Case Sensitive)

[Not registered? Sign up.](#)
[Forgot your password?](#)
[Reset Now.](#)

Welcome to the G5 System!

It is with great pride that the U.S. Department of Education (ED) announces the G5 application. G5 is a state-of-the-art electronic system for grants management and payments. It will replace the current Grant Administration and Payment System (GAPS).

[more >](#)

News and Events

07/28/2007 Recipient Training - As a recipient of U.S. Department of Education (the Department) grant funds, you are accountable for ensuring the funds are spent for the purpose of the grant. [more >](#)

07/28/2007 Refunds Notice - When sending refund checks to the Department of Education, please remember to include the correct DUNS number and the complete 11-digit award number for every refund check. [more >](#)

07/25/2007 New Bank Account Requirements - The Department has instituted new procedures for payees to establish new bank accounts in GAPS, in addition to any changes to bank account information. [more >](#)

Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Email: edcaps.user@ed.gov

Related Links

Go to related links to government agencies, higher education associations and other education web resources:

Frequently Asked Questions (FAQs)

Q. What is the ACH and Fedwire method of payment?

A. ACH stands for Automated Clearing House. If you elect ACH as the method of payment then funds requested prior to 3:00 p.m. EST should be received by the designated financial institute the next business day.

For FEDWIRE, funds are received the same day if the request is made prior to 2:00 p.m. EST, allow 1 day if after 2:00 p.m. EST.

[more >](#)

[FOIA] [Privacy] [Security] [Notices] © 2007 U.S. Department of Education



G5 Registration

G5 Empowering the grant community

Main

User Registration

Please complete the fields below to register for access to the G5 system.
A * indicates a required field. A + indicates an optional field for International users.
In order to complete the registration process, please provide a valid email address.

ED Employee / ED Contractor *

First Name *

Middle Initial

Last Name *

Telephone No. *

Fax No.

Email Address *

Confirm Email Address *

Address 1 *

Address 2

City *

State +

Province

Zip / Postal Code *

Country *



G5 Registration

G Empowering the giant community

Main

User Registration

Please confirm the details listed below and select an option to agree or disagree. An * indicates a required field.

First Name Testo
Middle Initial Z
Last Name McTesterson

Telephone No. 2029991212
Fax No. 2029991313
Email Address g5testguy@gmail.com

Address 1 1 Pretend Ave.
Address 2
City Washington
State DC
Province
Zip / Postal Code 20002
Country USA

By applying for this user ID, I acknowledge that I understand the following: The data processed in G5 is sensitive financial data and Privacy Act data that requires protection from disclosure to unauthorized individuals. Please do not share your passwords or login account information with anyone. Sharing of user account information will result in a loss of system access. Here are the rules to follow when setting up or resetting your password:

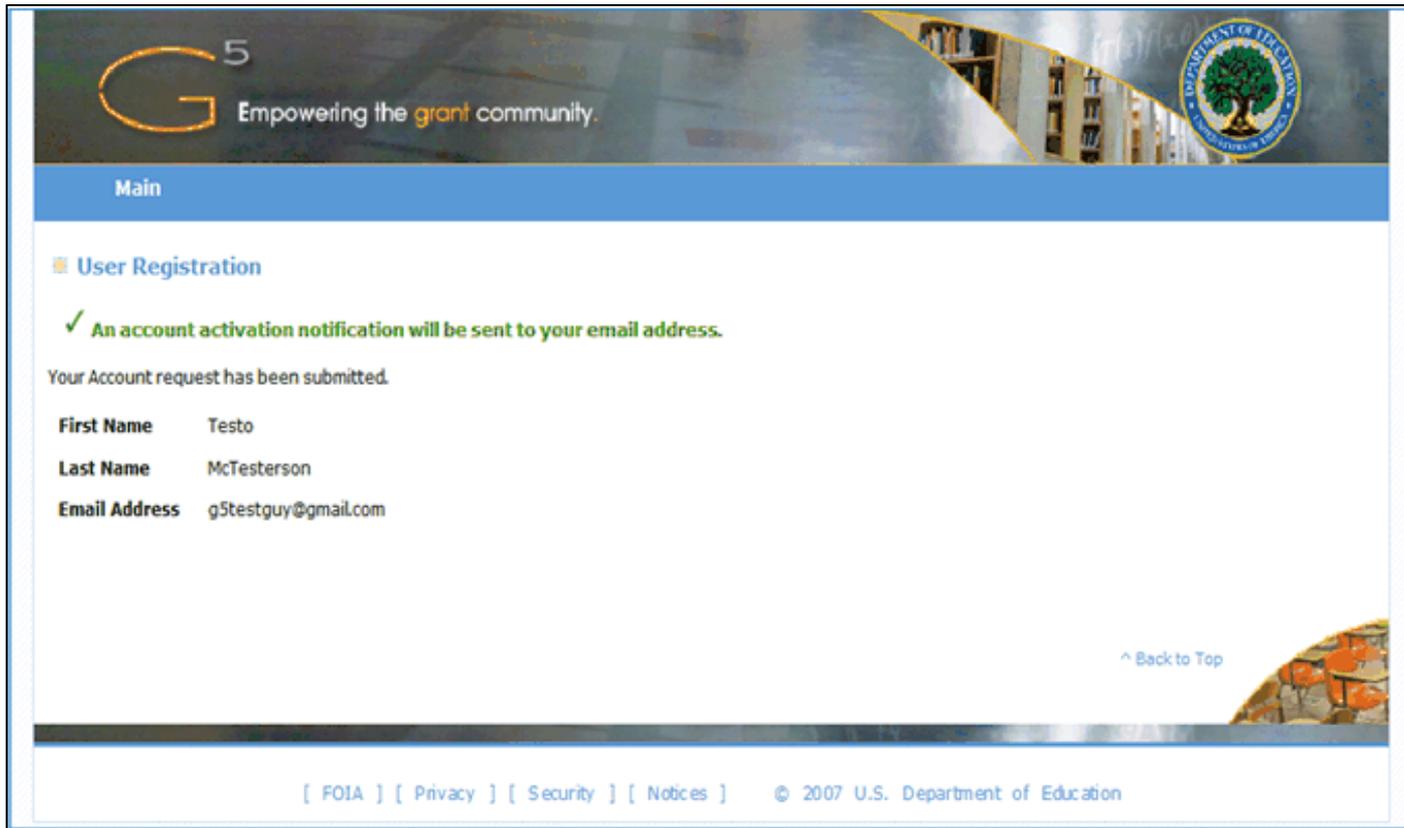
- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &, %, etc). For example, "Education1", "Kentucky\$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

Agree Disagree

< Previous Submit



G5 Registration



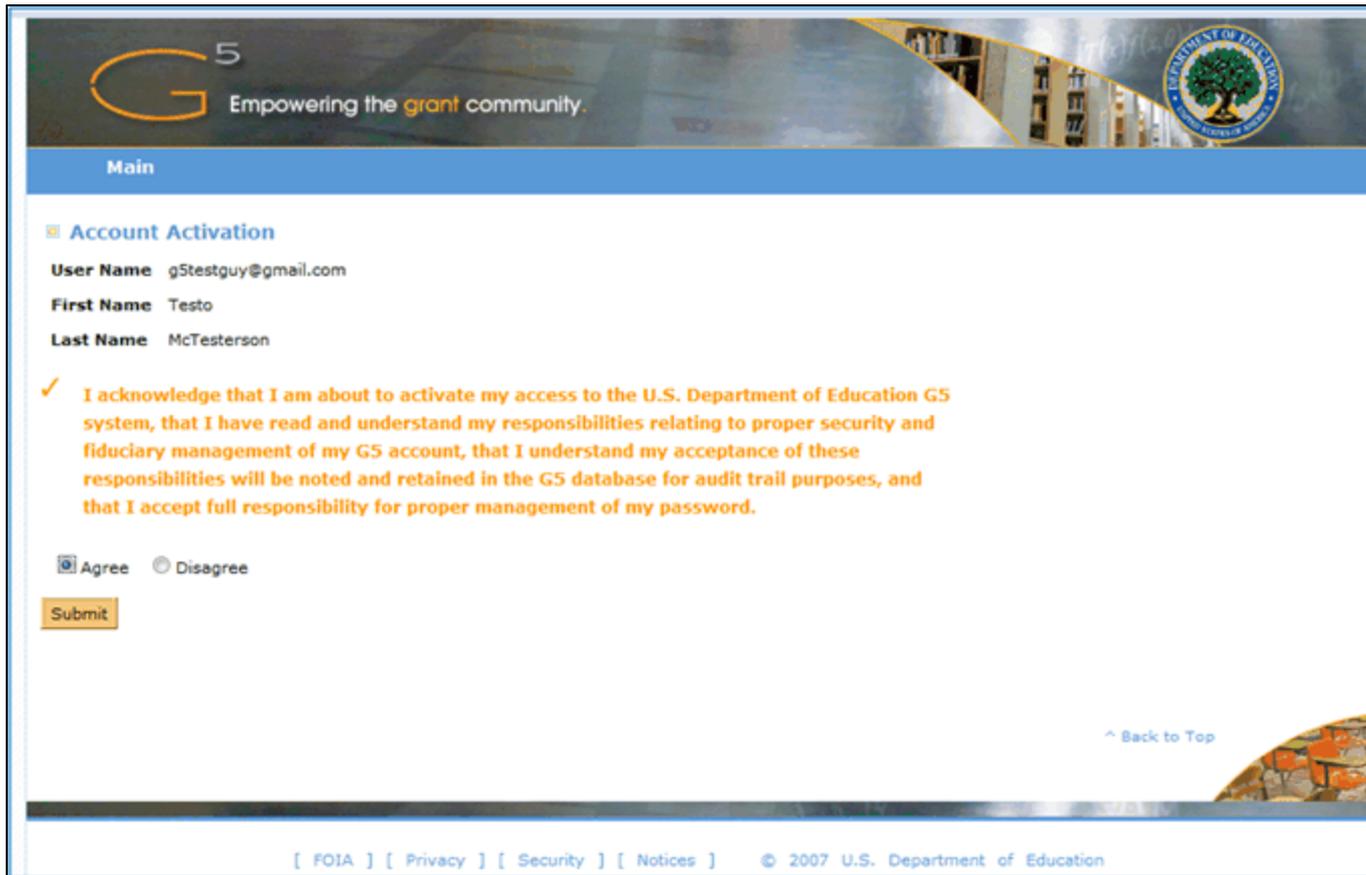
The screenshot shows the G5 registration confirmation page. At the top left, there is a logo with a large 'G' and a '5', followed by the text 'Empowering the grant community.' To the right is the Department of Education seal. Below the header is a blue bar with the word 'Main'. The main content area is titled 'User Registration' and features a green checkmark icon followed by the text 'An account activation notification will be sent to your email address.' Below this, it states 'Your Account request has been submitted.' and lists the following details:

First Name	Testo
Last Name	McTesterson
Email Address	g5testguy@gmail.com

At the bottom right of the main content area, there is a link that says '^ Back to Top'. The footer contains links for '[FOIA] [Privacy] [Security] [Notices]' and the copyright notice '© 2007 U.S. Department of Education'.



G5 Registration



The screenshot shows the G5 registration interface. At the top left is the G5 logo with the tagline "Empowering the grant community." and the U.S. Department of Education seal at the top right. Below the header is a blue "Main" navigation bar. The main content area is titled "Account Activation" and displays the following information:

- User Name:** g5testguy@gmail.com
- First Name:** Testo
- Last Name:** McTesterson

A confirmation message is shown with a checkmark icon:

✓ I acknowledge that I am about to activate my access to the U.S. Department of Education G5 system, that I have read and understand my responsibilities relating to proper security and fiduciary management of my G5 account, that I understand my acceptance of these responsibilities will be noted and retained in the G5 database for audit trail purposes, and that I accept full responsibility for proper management of my password.

Below the message are radio buttons for "Agree" (selected) and "Disagree". A "Submit" button is located below the radio buttons. A "Back to Top" link is visible in the bottom right corner of the content area. The footer contains links for FOIA, Privacy, Security, and Notices, along with the copyright notice "© 2007 U.S. Department of Education".



G5 Registration

G5 Empowering the grant community.

Main

Account Activation

Please fill out the form below to activate your account. An * indicates a required field.

✓ Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &, %, etc). For example, "Education1", "Kentucky\$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 6 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

User ID/Email gStestguy@gmail.com
First Name Testo
Last Name McTesterson

Password *
Verify Password *

Security Question * Select One
Security Answer *

< Previous Clear Continue >

[^ Back to Top](#)



G5 Registration

G5 Empowering the grant community.

Main

[Edit Profile](#)

View and Edit Your Profile

View your G5 profile. You may make changes directly to the form below. An * indicates a required field. An + indicates an optional field for International users.

Note: In order to complete the registration process select the available type.

Role(s) *

First Name * Testo

Middle Initial Z

Last Name * McTesterson

Telephone No. * 2029991212

Fax No 2029991313

Email Address gStestguy@gmail.com

Address Line 1 * 1 Pretend Ave.

Address Line 2

City * Washington

State * + DISTRICT OF COLUMBIA

Province/Region

Zip/Postal Code * + 20002

Country * USA

Security Question * Who is your favorite entertainer?

Security Answer * Pie

Available Types

Physic User/Owner
Reviewer

[Change Password](#) [Change Email Address](#) [Continue >](#)

[Back to Top](#)



G5 Registration

G5 Empowering the grant community

Main

Edit Profile

Payee / Servicer Additional Information

An * indicates a required field.

User Type * Payee

Payee DUNS *

Grantee DUNS

Access Level * Full Access

Date of Birth * (MM/DD/YYYY) 01/01/1900

< Previous Continue >

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G5 Registration

G5 Empowering the grant community

Main

[Edit Profile](#)

Review Your Profile

Please review the information below and click on Submit to save changes to your profile.

Role(s)

First Name Testo
Middle Initial Z
Last Name McTesterson

Telephone No 2029991212
Fax No 2029991213
Email Address g5testguy@gmail.com

Address Line 1 1 Pretend Ave.
Address Line 2
City Washington
State
Province/Region
Zip/Postal Code 20002
Country

Security Question Who is your favorite entertainer?
Security Answer Pie

Payee Organization Name Bureau of Indian Affairs
Payee DUNS 153331038
Grantee DUNS
Role(s) Payee Full Access
Date of Birth 01/01/1900

Before clicking submit, click [here](#) to print this form. Mail the NOTARIZED form to the below address in order to receive your G5 access. (WE NO LONGER ACCEPT FAXED FORMS).

U.S. Department of Education
Office of the Chief Information Officer
Mail Stop - 4138
Attn: G5 Functional Application Team
400 Maryland Avenue S.W.
Washington, DC 20202

After printing the form, click on the previous button. You will be brought back to this screen where you will be able to submit your information. If you do not have access to a printer at this time, please download this before you click submit. Please fill out this [form](#) at a later date and MAIL it to the above address. Access will not be granted until the form has been received via MAIL.

[Back to Top](#)



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My Awards

- Displays a list of all of your institution's awards in G5
- Gives a quick snapshot of a Recipient's Award number, Available Balance, Last Date to Draw, and Award Status

G5 – My Awards Page

G5 Empowering the grant community.

Log Out Home Payments My Profile Reports Help

My Awards

View the status of all awards in your account.

Filter by Status: All

Award No.	Available Balance	Net Authorization	Last Day to Draw	Award Status
Q2158050156	\$385,231.00	\$1,126,423.00	09/30/2010	Open

Total Awards: 1 Page 1 of 1 Awards/Page: Show All Awards

Related Links

Below are links to helpful education-related resources:

Government

- U.S. Department of Education
- State Higher Education Agencies
- Office of Management & Budget

Higher Education Associations

- National Association of Student Financial Aid Administrators
- National Education Association

Welcome to the G5 System!

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How do I Request my Direct Loan Funds???



Banking Setup – G5 FAQs

How do I obtain a User ID and Password to access G5?

If you have never had a G5 or e-Payments user ID, click on the "New User" link under the G5 login box. Follow the instructions.

If you have a current e-Payments user ID and password, you will need to click on the "Register (External User Roll Out)" link and follow the instructions.

What is my G5 user ID and Password?

Your G5 user ID will be the email address you entered two times during registration process.

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Banking

Will my banking from GAPS/e-Payments be in G5?

Yes, all banking from GAPS will be converted to G5.

How do I set up or change bank account information in G5?

The Department has instituted new procedures for payees to establish new bank accounts in G5, in addition to any changes to bank account information. The following information must be mailed to the Department:

- Original SF1199A (65 KB, Adobe PDF format), Direct Deposit Form and/or Fedwire Sign-up forms containing signature of both the payee and bank officials
- Copy of the Grant Award Document
- Cover letter written on payee's official letterhead requesting the new bank account or any changes to the bank account information. The cover letter must contain the payee DUNS number, email address (if available) for the person to receive automated notification and original signature and phone number of the person requesting the bank information

For additional information, please contact Stephanie Barnes at (202) 401-2236 or Sylvester Osineme <Team Lead> at (202) 260-0058.

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Automated Emails

Why am I not getting the automated emails from G5?

Please be advised that some email programs automatically filter G5 emails directly to the SPAM folder. If you do not happen to see emails from G5 regarding your account or payment request information in your Inbox, please check your SPAM or Junk Mail folder.

I registered for an account but I haven't received the account activation email. I can't activate my account.

Please call the G5 Hotline at 1-888-336-8930. Someone can assist with resending you the account activation email.

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Banking Setup

- Instructions on how to setup banking is located at www.g5.gov in the FAQ section
- Takes 2-3 days to process banking once all documentation is received
- Help with filling out SF-1199A is available at the G5 PC Lab station

Create Payments

The screenshot shows the G5 web portal interface. At the top, there is a navigation bar with links for Log Out, Home, Payments, My Profile, Reports, and Help. The main content area is divided into several sections:

- Help Desk:** Provides contact information for assistance, including hours of operation (8:00 AM to 6:00 PM, Monday - Friday, EST), toll-free (1-888-336-8930), TTY (1-866-697-2696), local (202-401-6238), and email (edcags.user@ed.gov).
- My Awards:** A section for viewing award status. It includes a filter by status dropdown set to 'All' and a table of awards.

Award No.	Available Balance	Net Authorization	Last Day to Draw	Award Status
02133060136	\$254,727.76	\$1,392,420.00	09/30/2010	Open
- Related Links:** A list of helpful education-related resources, categorized into Government, Higher Education Associations, and Other Education Web Resources.
- Welcome to the G5 System!** A message stating that the user has reached the U.S. Department of Education's G5 Website, which is a state-of-the-art, web-based system for grant management and payment activities.
- News and Events:** A section with three news items:
 - 10/16/2009 URGENT MESSAGE - GRANTEES PROHIBITED FROM PROVIDING FEDERAL FUNDS TO ACORN... more »
 - 07/23/2009 TEACH DRAWDOWNS - Where to go in G5 to process a TEACH drawdown... more »
 - 03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? more »



Create Payments – Payment Tab

Log Out
Home
Payments
My Profile
Reports
Help

Create Payment Request

DUNS 127866705 **Institution Name** Town of Sturbridge

Enter Payments

Create payments using the form below. An * indicates a required field.

Total: 1 Page 1 of 1 Awards/Page: [Show All Awards](#)

Award No.	Payment Amount (\$)	Deposit Date (MM/DD/YYYY)	Recipient Reference	Available Balance	Net Authorization	Last Day to Draw	Bank Account	Flag
Q2158060156	<input type="text" value="100.00"/>	<input type="text" value="08/13/2008"/> <input type="button" value="📅"/>	<input type="text"/>	\$385,231.00	\$1,126,423.00	09/30/2010	*****1547 (ACH)	<input type="button" value="⬇"/>

Total: 1 Page 1 of 1 Awards/Page: [Show All Awards](#)

File Upload

Upload a Payment Request File (Optional)

Create Payments – Summary Tab

Log Out
Home
Payments
My Profile
Reports
Help

Create Payment Request

Payments

Summary

Confirmation

DUNS 127866705 **Institution Name** Town of Sturbridge

[Review Request](#)

Please review the payment summary below and verify that you would like to submit this request. An * indicates a required field.

Total: 1

Award No.	Payment Amount	Offset Amount	Deposit Date	Recipient Reference	Available Balance	Net Authorization	Last Day to Draw	Bank Account
Q215S060156	\$100.00	\$0.00	08/13/2008		\$385,231.00	\$1,126,423.00	09/30/2010	*****1547 (ACH)

Total: 1

- ✓ **Total Amount of Payment is \$100.00**
- ✓ **I certify, by processing this payment request and/or re-allocation, that the funds are being expended within three business days of receipt for the purpose and condition of the agreement.**

Are you sure you would like to submit this request? * Yes No

< Previous

Cancel

Submit Request



Automated E-mail

John,

Requesting User ID: Johnd@school.edu

*Your request made on 10/30/2009 for \$100.00, has been received. Your control number is 2009103006381 and you will receive your funds on 10/30/2009 in bank account ****9426.*

- If you did not request this payment, please contact the Helpdesk at 1-888-336-8930.*



Drawdown Adjustments

- Cannot move more than has been drawn
- Net adjustment must equal zero
- Do not use adjustments as a substitute for returning excess cash
- Do not use adjustments to close out a year or bring your school's cash balance to zero

Payments Menu

Drawdown Adjustments

The screenshot displays the G5 system interface. At the top, the logo 'G5 Empowering the grant community.' is visible. The navigation menu includes 'Log Out', 'Home', 'Payments', 'My Profile', 'Reports', and 'Help'. The 'Payments' menu is expanded, showing options for 'Payment Requests', 'DrawDown Adjustments', and 'Refunds'. The 'DrawDown Adjustments' option is highlighted, and a sub-menu is shown with 'Create Adjustments' and 'Create Adjustments - Loan'. Below the menu, a 'Help Desk' section provides contact information. A table of awards is displayed with columns for 'Award No.', 'Available Balance', 'Net Authorization', 'Last Day to Draw', and 'Award Status'. The table contains one row with the award number '0215S060156' and a balance of '\$254,727.76'. A 'Welcome to the G5 System!' message is also present, along with 'News and Events' section.

G5 Empowering the grant community.

Log Out Home **Payments** My Profile Reports Help

Payment Requests
DrawDown Adjustments Create Adjustments
 Refunds Create Adjustments - Loan

View the status of all awards in your account.

Filter by Status All OK

Award No.	Available Balance	Net Authorization	Last Day to Draw	Award Status
0215S060156	\$254,727.76	\$1,392,420.00	09/30/2010	Open

Total Awards 1 Page 1 of 1 Awards/Page: Show All Awards

Related Links

Below are links to helpful education-related resources:

Government

- U.S. Department of Education
- State Higher Education Agencies
- Office of Management & Budget

Higher Education Associations

- National Association of Student Financial Aid Administrators
- National Education Association
- National Association of College & University Business Officers

Other Education Web Resources

- FinAid: The Financial Aid Information
- Free Application for Federal Student Aid
- National Center for Education Statistics
- College Board Online

Welcome to the G5 System!

You have reached the U.S. Department of Education's G5 Website. G5 is a state-of-the-art, web-based system for use by authorized recipients of Department of Education funds, in support of grant management and payment activities. G5 is replacing the current Grant Administration and Payment System (GAPS).

News and Events

- 10/16/2009 URGENT MESSAGE - GRANTEEES PROHIBITED FROM PROVIDING FEDERAL FUNDS TO ACORN... more >
- 07/23/2009 TEACH DRAWDOWNS - Where to go in G5 to process a TEACH drawdown... more >
- 03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? more >



Enter Amount of Adjustment

[Log Out](#)
[Home](#)
[Payments](#)
[My Profile](#)
[Reports](#)
[Help](#)

Create Adjustment - Direct Loan

[Adjustments](#)
[Summary](#)
[Confirmation](#)

DUNS 044271604 Institution Name State University of New York

[Create Adjustments](#)

Create adjustments by either decreasing or increasing net draws. An * indicates a required field.

Total: 40 Page 1 of 2 Awards/Page: [Show All Awards](#)

award No.	Net Draws	Last Day to Draw	Available Balance	Flag	Decrease Net Draws	Increase Net Draws
68C075298	-\$1,059,867.65	09/30/2008	\$0.00		<input type="text"/>	<input type="text"/>
68C085298	-\$309,054.52	09/30/2009	\$0.00		<input type="text"/>	<input type="text"/>
68K030305	-\$21,145,132.00	10/30/2008	\$11,203,043.00		<input type="text" value="100"/>	<input type="text"/>
68K040306	-\$21,000,869.00	09/30/2009	\$943,101.00		<input type="text"/>	<input type="text" value="100"/>
68K050306	-\$21,872,164.00	01/03/2012	\$0.00		<input type="text"/>	<input type="text"/>
68K060302	-\$37,157,563.00	01/03/2012	\$3.00		<input type="text"/>	<input type="text"/>
68K060303	-\$131,069,026.00	01/03/2012	\$0.00	Stop Payment	<input type="text"/>	<input type="text"/>



Click Continue

K080302	-\$37,373,067.00	12/31/2012	\$16,925,760.17	<input type="text"/>	<input type="text"/>
K080303	-\$136,526,558.00	12/31/2012	\$56,911,638.00	<input type="text"/>	<input type="text"/>
K080304	-\$34,755,446.00	12/31/2012	\$13,406,787.00	<input type="text"/>	<input type="text"/>
K080305	-\$25,535,437.00	12/31/2012	\$10,962,925.00	<input type="text"/>	<input type="text"/>
K080306	-\$21,906,491.00	12/31/2012	\$6,951,441.00	<input type="text"/>	<input type="text"/>
K080307	-\$11,240,728.00	12/31/2012	\$9,174,321.00	<input type="text"/>	<input type="text"/>
K080627	-\$9,035,961.00	12/31/2012	\$3,114,943.00	<input type="text"/>	<input type="text"/>
K090302	-\$1,466,653.00	12/31/2013	\$19,197,021.00	<input type="text"/>	<input type="text"/>

Total: 40 Page 1 of 2 Awards/Page: [Show All Awards](#)

Comments *



Click Submit Adjustments

G⁵ Empowering the grant community.

Log Out Home Payments My Profile Reports Help

Create Adjustment - Direct Loan

Adjustments Summary Confirmation

DUNS 044271604 Institution Name State University of New York

Review Adjustments

Please review the adjustments below and verify that you would like to submit this request.

Award No.	Net Draws	Decrease Net Draws	Increase Net Draws
P268K030305	-\$21,145,132.00	\$100.00	-\$0.00
P268K040306	-\$21,000,869.00	\$0.00	-\$100.00

< Previous Cancel Submit Adjustments



Adjustment Confirmation

5
Empowering the grant community.

Out Home Payments My Profile Reports Help

Adjustment - Direct Loan

Summary Confirmation

DUNS 044271604 Institution Name State University of New York

Adjustment is Successfully Submitted

Adjustments below were submitted.

Adjustment Control No. AD2008082081749

Award No.	Decrease Net Draws	Increase Net Draws
P268K030305	\$100.00	-\$0.00
P268K040306	\$0.00	-\$100.00

[Back to Top](#)



Advantages of Electronic Refunds

- Posts to G5 within two business days
- You control the process
- You direct from which bank account the money is refunded
- Multiple refunds on one screen and at one time
- Electronic processing reduces human error and delays

Set Up Refund Bank Account

G5 Empowering the grant community.

[Main](#)
[Payments](#)
[Reports](#)

[Payment Requests](#)
[DrawDown Adjustments](#)
[Refunds](#)
[Maintain Refund Bank Accounts](#) account.
[Manage Payee-Service Relationships](#)

Help Desk
 Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-866-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

Related Links
 Below are links to helpful education-related resources:

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 - National Association of Student Financial Aid Administrators
 - National Education Association
 - National Association of College & University Business Officers
- Other Education Web Resources**
 - FinAid: The Financial Aid Information
 - Free Application for Federal Student Aid
 - National Center for Education

Award No.	Available Balance	Net Authorization	Last Day to Draw	Award Status
S1118056084	\$0.00	\$3,094.30	01/03/2011	Open
S1118056087	\$0.00	\$4,245.27	10/31/2008	Open
S1118059009	\$0.00	\$3,493.49	11/02/2009	Open
U1118059004	\$347,200.00	\$347,200.00	11/30/2010	Open
S1118070082	\$0.00	\$2,463.15	01/03/2012	Open
S1118070087	\$49,702.00	\$106,976.00	09/30/2008	Liquidated

Total Awards: 6 Awards/Page: [Show All Awards](#)

Page 1 of 1

Welcome to the G5 System!
 It is with great pride that the U.S. Department of Education (ED) announces the G5 application. G5 is a state-of-the-art electronic system for grants management and payments. It will replace the current Grant Administration and Payment System (GAPS).

Set Up Refund Bank Account

G⁵ Empowering the grant community.

Main Payments Reports

Maintain Refund Bank Account

Create Refund Bank Account Summary Confirmation

Create Refund Bank Account Data Entry

Please fill in the form below to Create this Refund Bank Account. An * indicates a required field.

Routing No. * 015140000

Account No. * 123124125

Account Name

Account Type * Checking

Method of Transmission Checking Savings

Invalid

< Previous Cancel Continue >

[Back to Top](#)



Create Refund

[Main](#) [Payments](#) [Reports](#)

[Create Refunds](#)

Create Refunds Summary Confirmation

DUNS: 807480843 Institution: Education California Dept

Create A New Refund

Complete the form below to create an refund. An * indicates a required field.

Your Open Awards

Total Records: 74 Page 1 of 3 Jump to Page

Award No.	Net Draws	Award Reference	Bank Account	Refund Amount
H027A070116	-\$1133807428.00	IDEA PART B	****0000	<input type="text"/>
H027A080116	-\$848760562.00	IDEA PART B	****0000	<input type="text"/>
H027A090116	\$0.00	IDEA PART B	****0000	<input type="text"/>
H173A070120	-\$36970005.00	PRESCHOOL	****0000	<input type="text"/>



Refund Confirmation

The screenshot displays the G5 Grants Management System interface. At the top, there is a navigation bar with 'Main', 'Payments', and 'Reports'. Below this, the 'Create Refunds' section is active, with sub-tabs for 'Create Refunds', 'Summary', and 'Confirmation'. The 'Confirmation' tab shows a successful message: 'The action was successful: The request for \$15000.00 for account ****0000 has been assigned tracking number: REF200911190403.' Below the message, it states 'Refund Request Successfully Created' and 'The refund(s) below were submitted. You may create additional refunds or return to the G5 homepage.' A table titled 'Your Open Awards' contains one record with the following details:

Award No.	Net Draws	Award Reference	Bank Account	Refund Amount
H027A080116	-\$848760562.00	IDEA PART B	****0000	15000.00

Navigation controls for the table include 'Total Records: 1', 'Page 1 of 1', and 'Jump to Page' with a 'Go' button.

G5 Reporting



External Award Activity

G5 Empowering the grant community.

Log Out Home Payments My Profile **Reports** Help

External Award Activity
Draw Down Adjustments

My Awards

View the status of all awards in your account.

Total Awards 1

Filter by Status All OK

Award No.	Available Balance	Net Authorization	Last Day to Draw	Award Status
Q2158060156	\$385,231.00	\$1,126,423.00	09/30/2010	Open

Total Awards 1 Page 1 of 1 Awards/Page: Show All Awards

Welcome to the G5 System!

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- Email: edcaps.user@ed.gov

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 - State Higher Education Agencies
 - Office of Management & Budget

External Award History Report

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[Log Out](#) [Home](#) [Payments](#) [My Profile](#) [Reports](#) [Help](#)

External AwardActivity History Report

Browse the selected report below. You may search within certain sections of the report and use key terms, to view more specific report results.

Start Date (MM/YYYY) **End Date (MM/YYYY)**

Search Report **Key Terms**

[Back to Top](#)

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External Award History Report

Log Out Home Payments My Profile Reports Help

External AwardActivity History Report

Browse the selected report below. You may search within certain sections of the report and use key terms, to view more specific report results.

Start Date (MM/YYYY) End Date (MM/YYYY)

Search Report Key Terms

[Export to CSV File](#) [Export to PDF](#) Total: 1 Page 1 of 1 [Show All Awards](#)

U.S. Department of Education - EDCAPS G5
G5 - External Award Activity History Report
As of Tue Aug 12 06:46:02 EDT 2008

<u>Award No.</u>	<u>Recipient Reference No</u>	<u>Net Authorizations*</u>	<u>Total Draws</u>	<u>Total Refunds</u>	<u>Total Returns</u>	<u>Net Adjustments**</u>	<u>Net Draws***</u>	<u>Last Date to Draw Funds</u>
Q215S060156		\$0.00	-\$374,043.00	\$0.00	\$0.00	\$0.00	-\$374,043.00	09/30/2010

* Total increase & decrease in Authorization
 ** Total increase & decrease in Adjustments
 *** Total Expenditure (Draws + Refund + Return + Adjustment)

[Export to CSV File](#) [Export to PDF](#) Total: 1 Page 1 of 1 [Show All Awards](#)

External Award History Report

External AwardActivity History Report

[Export to CSV File](#)
[Export to PDF](#)

[View Award Details](#)

Award No. Q215S060156
Recipient Reference No.
Net Draws -\$374,043.00
Last Date to Draw Funds 09/30/2010
Net Authorizations \$0.00
Total Draws -\$374,043.00
Total Refunds \$0.00
Total Returns \$0.00
Net Adjustments \$0.00

[Award Transaction History](#)

Total: 11

Transaction Date	Change In Authorization	Drawdowns	Refunds	Adjustments	Returns	Offsets
07/01/2008		\$0.00	-\$4,850.00	\$0.00	\$0.00	\$0.00
07/01/2008	\$385,231.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/05/2008	\$0.00	-\$60,779.00	\$0.00	\$0.00	\$0.00	\$0.00
05/01/2008	\$0.00	-\$5,307.00	\$0.00	\$0.00	\$0.00	\$0.00
04/03/2008	\$0.00	-\$60,300.00	\$0.00	\$0.00	\$0.00	\$0.00
03/06/2008	\$0.00	-\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00



Related COD Sessions

Session #	Title
8	Direct Loan Reconciliation and Program Year Closeout
16	Using Direct Loan Tools to Reconcile your Direct Loan Data with the Common Origination and Disbursement System



Need Funding Help?

COD School Relations Center

URL: <http://www.cod.ed.gov>

E-mail: CODSupport@acs-inc.com

Phone - Grants: 1-800-474-7268

G5 Help Desk

Phone: 1-888-336-8930



START HERE
GO FURTHER
FEDERAL STUDENT AID®

Contact Information

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anthony.laing@ed.gov

202-377-3112

Brian Coleman

G5 Hotline Lead

brian.coleman@ed.gov

202-245-6113

