

# Session 7

## Direct Loan Funding & Cash Management

Anthony (Tony) Laing

Tremayne Cobb

# Direct Loan Funding & Cash Management

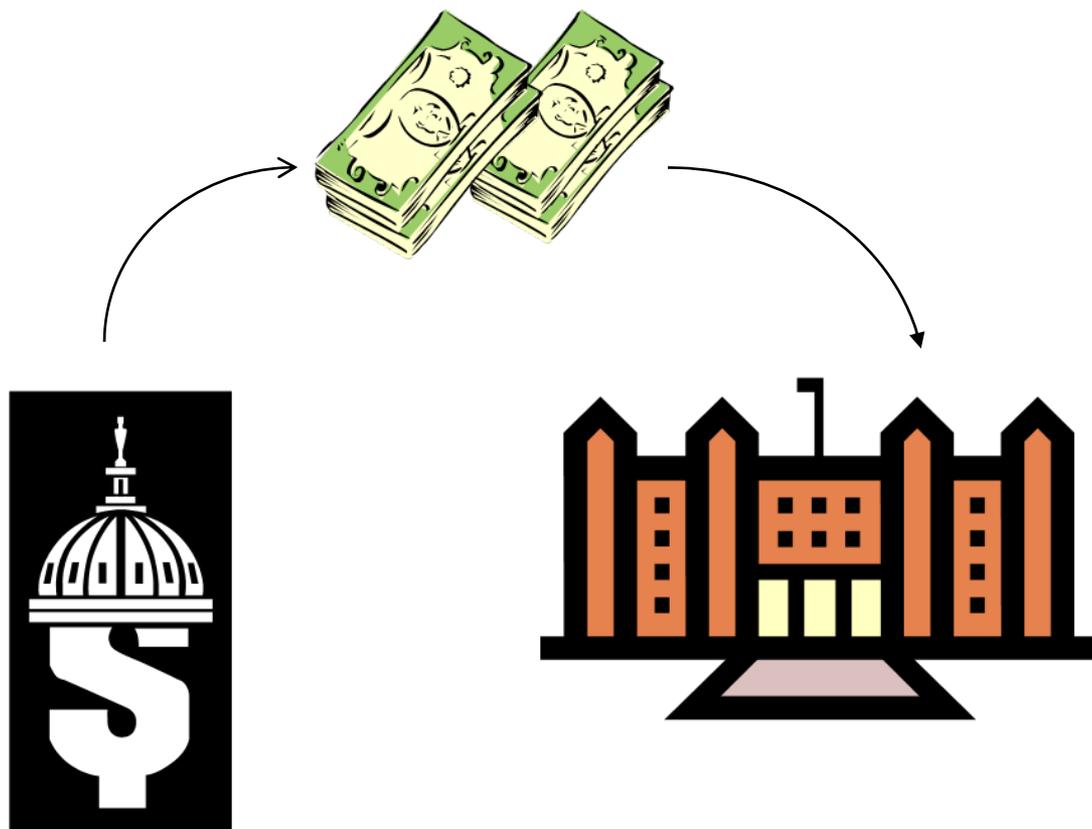
**Direct Loan Funding**

**Cash Management**

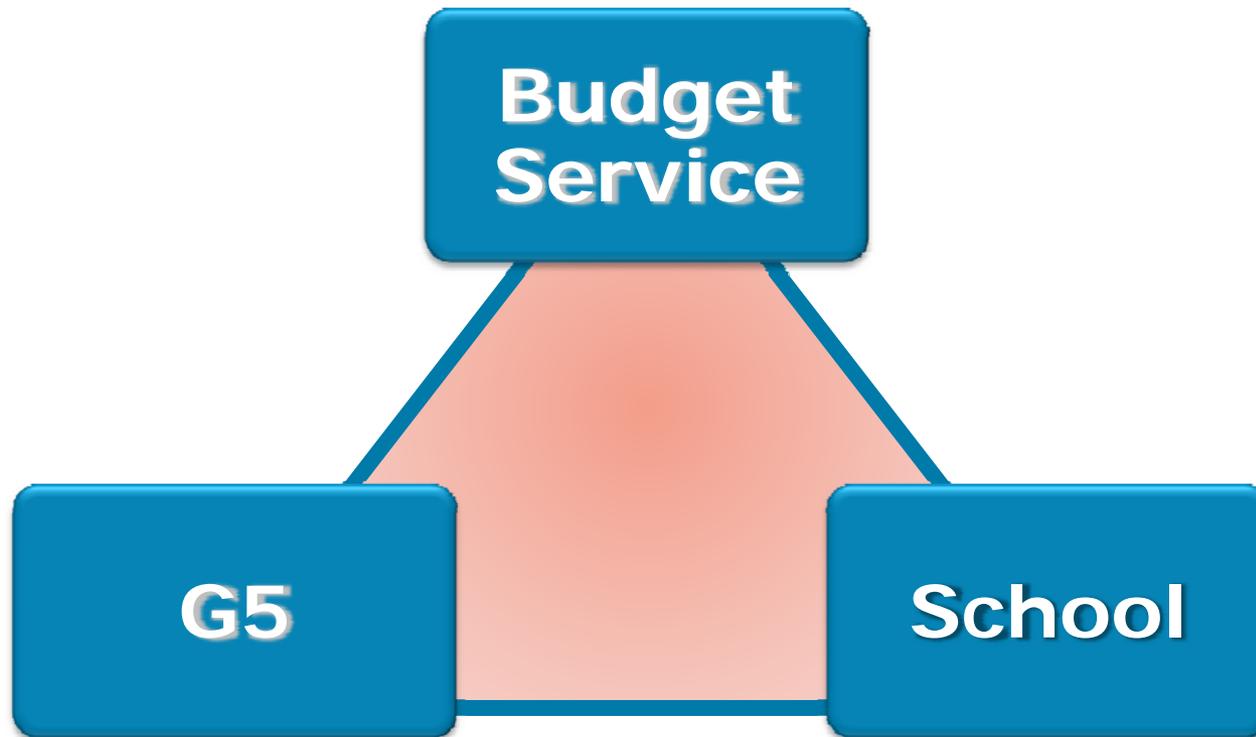
**G5 – Updates**

# Direct Loan Funding Process Overview

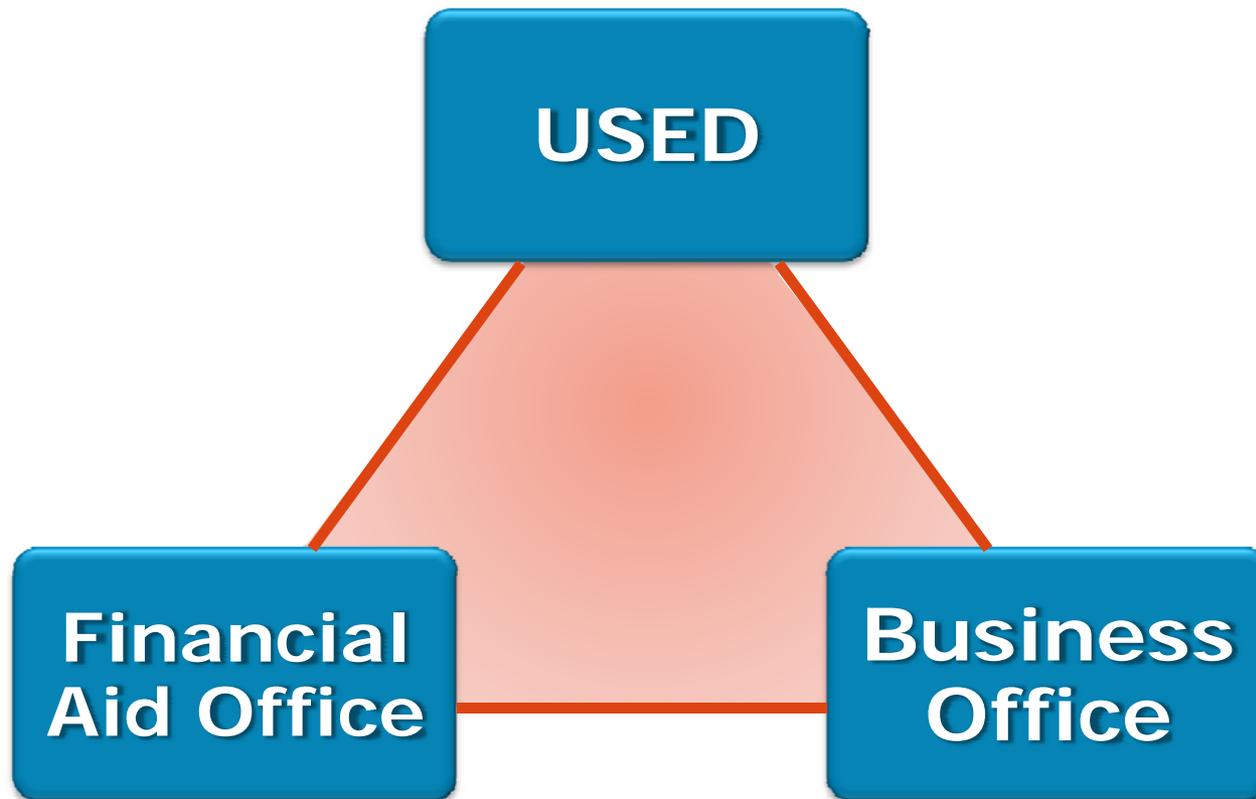
“How do schools  
get their  
\$Money\$?”



# 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 Life Cycle Example 2009 -2010 Award Year

- Initial Authorization - March 2009
- Daily Processing
- Monthly Reconciliation
- Closeout – July 31, 2011



# 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

# Advance Funded/School-Initiated Drawdowns

- School receives an initial CFL
- School draws down cash via the G5 Web site
- School sends in MPNs and actual disbursement records to substantiate cash received
- COD System sends CFL increases to G5 so school can continue to drawdown funds as needed



# Daily Production

## COD 24-Hour Turnaround

### Deadlines

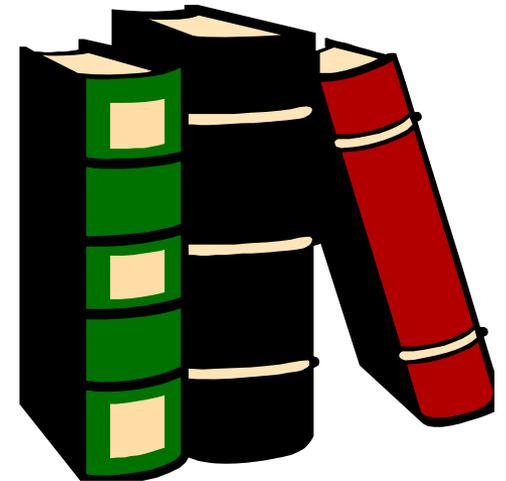
10:00 AM ET in COD - Same Day

10:00 PM 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



# Advance Funding Method

**Advanced  
Funded/Initial  
Authorization**

*then*

**Records First**



# Funding Method

- Pushed Cash/System-Initiated Drawdowns funding method ends with the 2010-2011 Award Year
- Effects approximately 120 schools using the Push Cash method

# Foreign Schools

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

# Title IV Funding to Schools

## Direct Loan Funding

### Cash Management

## G5 – Updates

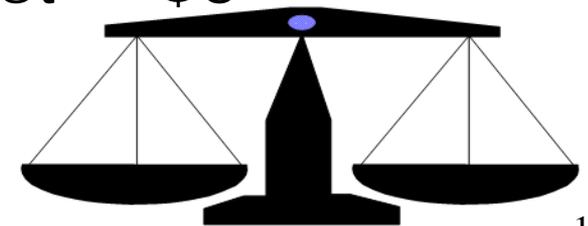
# Cash Management Requirements

- 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 versus End-Of-Year Closeout

- Monthly Reconciliation
  - Compare your records with the Dept'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 & reconciled
  - Ending Cash Balance (ECB) must = \$0



# Ending Cash Balance (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 Web Screen

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIENTATION & DISBURSEMENT

FSA  
FEDERAL STUDENT AID

Person School Batch Award Services User

School Search School Funding Information HELP

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
- Processing
- Correspondence
- Report Selection

Post Deadline Proc

School Workflows

Funding Information

Program  Award Year

|   |                     |
|---|---------------------|
| Entity ID   | 10004436            |
| Initial CFL   | \$995.00            |
| Current CFL   | \$20,594.00         |
| Previous CFL  | \$18,056.00         |
| CFL Adjustment  | \$2,538.00          |
| Last CFL Change Date & Time                           | 11/14/2009 15:20:28 |
| Available Balance                                     | \$20,594.00         |
| Cash > Net Accepted & Posted Disbursements            | (\$20,594.00)       |
| Net Accepted & Posted Disbursements                   | \$20,594.00         |
| Net Drawdowns   | \$0.00              |
| School Ceiling Amount                                 | \$20,594.00         |
| 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 |                     |

UPDATE



# Cash Activity Screen



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**



Person
School
Batch
Award
Services
User

▶ **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
- Processing
- Correspondence
- Report Selection

▶ **Post Deadline Proc**

▶ **School Workflows**

## Cash Activity ? HELP

**Program/Year Selection**

Program DIRECT LOAN Award Year '09-'10 Printer Friendly

**Cash Activity Summary**

**Net Draws** \$2,900.00

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

|  | Totals     | 01/22/2009 | 12/31/2008   |
|--|------------|------------|--------------|
| <b>Date of Transaction</b>                                   |            | 4:47:45 PM | 1:01:18 PM   |
| <b>Time</b>  |            |            |              |
| <b>GAPS Debit Date</b>                                       |            |            |              |
| <b>Drawdowns/Payments</b>                                    | \$3,000.00 |            | \$3,000.00   |
| <b>Drawdown Adjustments</b>                                  | \$0.00     |            |              |
| <b>Refunds of Cash</b>                                       | (\$100.00) | (\$100.00) |              |
| <b>Returns of Cash</b>                                       | \$0.00     |            |              |
| <b>Drawdown Offsets</b>                                      | \$0.00     |            |              |
| <b>Days Since Net Draws Increase</b>                         |            |            | 387          |
| <b>Days Left For On-time Reporting</b>                       |            |            | 000          |
| <b>Payment Control Number</b>                                |            |            | 200712313431 |
| <b>Accepted &amp; Posted Disbursements Applied</b>           | \$2,900.00 |            | \$2,900.00   |
| <b>% of Accepted &amp; Posted Disb. Applied to Net Draws</b> | 100.0%     |            |              |
| <b>Cash &gt; Accepted &amp; Posted Disbursements</b>         | (\$70.00)  |            |              |
| <b>% of Cash &gt; Accepted &amp; Posted Disbursements</b>    | -2.41%     |            |              |
| <b>Source System</b>   |            | COD        | GAPS         |

Amounts in parentheses decrease net draws

# 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



# Title IV Funding to Schools

**Direct Loan Funding**

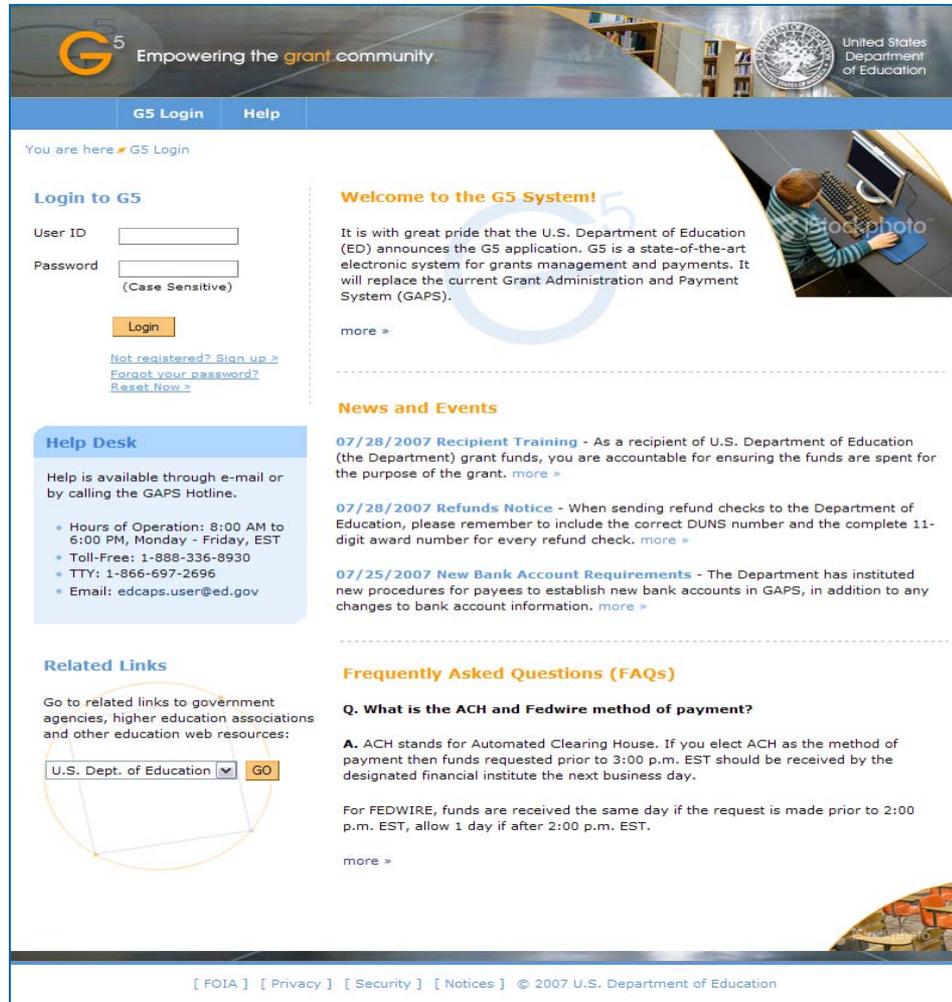
**Cash Management**

**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



The screenshot shows the G5 homepage with a navigation bar containing 'G5 Login' and 'Help'. The main content area is divided into several sections: a login form, a 'Welcome to the G5 System!' message, a 'Help Desk' section, 'Related Links', 'News and Events', and 'Frequently Asked Questions (FAQs)'. The footer contains links for FOIA, Privacy, Security, and Notices, along with a copyright notice for 2007 U.S. Department of Education.

**G<sup>5</sup> 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 >](#)

### 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](mailto:edcaps.user@ed.gov)

### Related Links

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

### 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 >](#)

### 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

Welcome to G5 - Department of Education - Windows Internet Explorer

https://g5setst/int/wps/portal/lut/p/... Certificate Error Live Search

Welcome to G5 - Department of Education

**G5** Empowering the grant community.

Home Help

### User Registration

Please complete the form below to register for access to the G5 system. An \* indicates a required field.

**User Type \***

**Payee Duns \***

**Grantee Duns**

**Desired Role \***

**Authorized By \***

**Title**

**First Name \***

**Middle Initial**

**Last Name \***

**Date of Birth \* (MM/DD/YYYY)**

**Telephone No. \***

**Fax No.**

**Email Address \***

**Confirm Email Address \***

**Street \***

**City \***

Local intranet | Protected Mode: Off 100%



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

# 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.

DEPARTMENT OF EDUCATION  
UNITED STATES OF AMERICA

Log Out Home Payments My Profile Reports Help

### My Awards

View the status of all awards in your account.

Filter by Status:

| <a href="#">Award No.</a>   | <a href="#">Available Balance</a> | <a href="#">Net Authorization</a> | <a href="#">Last Day to Draw</a> | <a href="#">Award Status</a> |
|-----------------------------|-----------------------------------|-----------------------------------|----------------------------------|------------------------------|
| <a href="#">Q215S060156</a> | \$385,231.00                      | \$1,126,423.00                    | 09/30/2010                       | Open                         |

Total Awards: 1  Page 1 of 1

### 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!

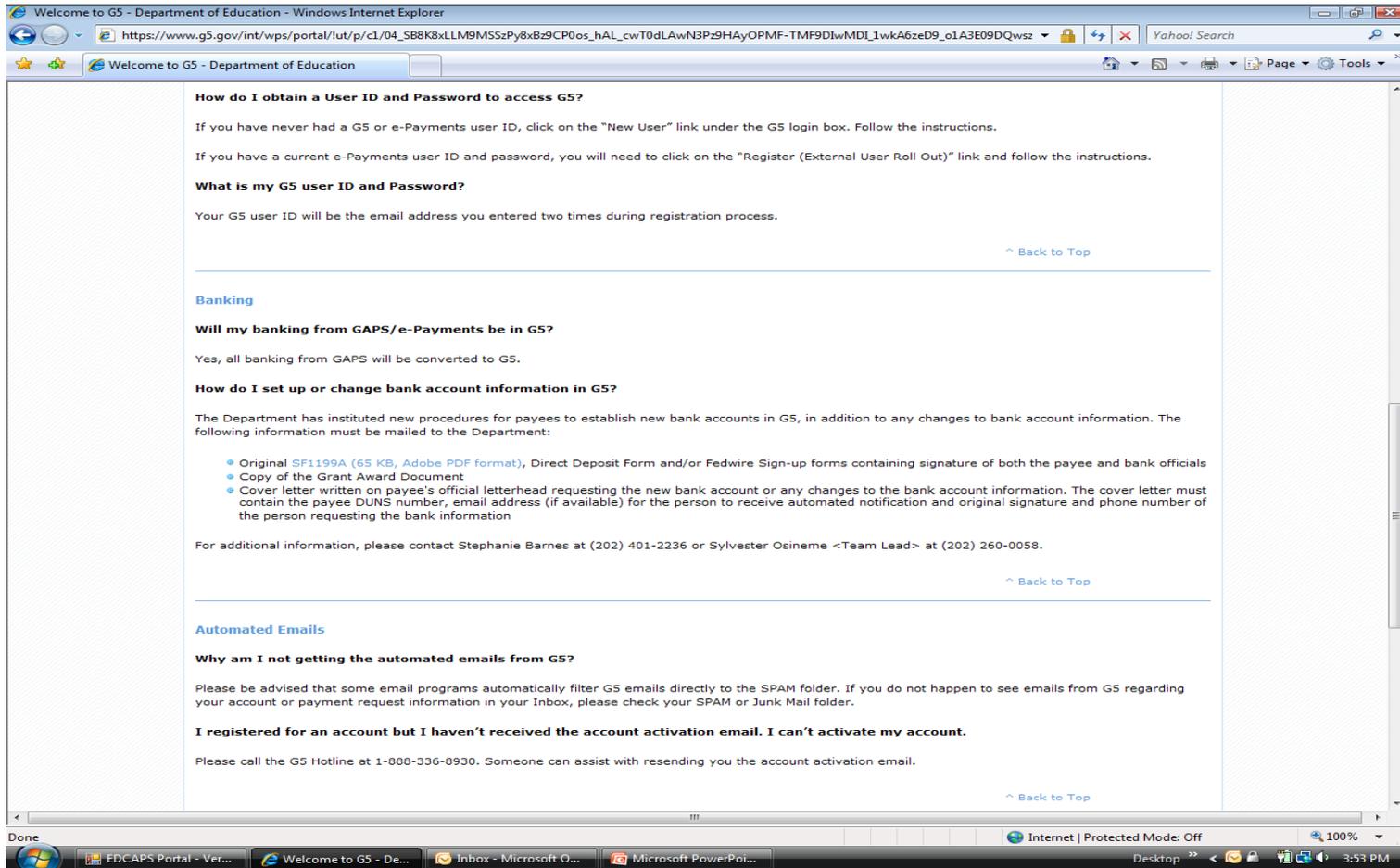
It is with great pride that the U.S. Department of Education (ED) announces the G5 application. G5 is a state-of-the-art electronic system for grants management and payments. It will replace the current Grant Administration and Payment System (GAPS).



# How do I Request my Direct Loan Funds???



# Banking Setup – G5 FAQ's



Welcome to G5 - Department of Education - Windows Internet Explorer  
https://www.g5.gov/int/wps/portal/lut/p/c1/04\_SB8K8xLLM9MSSzPy6xBz9CP0os\_hAL\_cwT0dLawn3Pz9HAyOPMF-TMF9DlwMDL1wkA6zeD9\_o1A3E09DQwsz

**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.

[^ Back to Top](#)

**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.

[^ Back to Top](#)

Done  
Internet | Protected Mode: Off | 100%  
Desktop 3:53 PM



# Banking Cont...

- Instructions on how to setup banking is located at [www.g5.gov](http://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 a web browser window displaying the G5 Department of Education website. The page features a navigation menu with 'Log Out', 'Home', 'Payments', 'My Profile', 'Reports', and 'Help'. The main content area is titled 'My Awards' and includes a 'Filter by Status' dropdown set to 'All'. Below this is a table with columns for 'Award No.', 'Available Balance', 'Net Authorization', 'Last Day to Draw', and 'Award Status'. A single award is listed with ID 'Q2159060156', an available balance of \$254,727.76, and a net authorization of \$1,392,420.00. The page also contains a 'Help Desk' section with contact information, 'Related Links' for government and higher education associations, and a 'News and Events' section with recent messages.

| Award No.   | Available Balance | Net Authorization | Last Day to Draw | Award Status |
|-------------|-------------------|-------------------|------------------|--------------|
| Q2159060156 | \$254,727.76      | \$1,392,420.00    | 09/30/2010       | Open         |

# Create Payment – Payment Tab

Log Out
Home
Payments
My Profile
Reports
Help

**Create Payment Request**

Payments
Summary
Confirmation

**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<br>(\$)              | Deposit Date<br>(MM/DD/YYYY)   | Recipient<br>Reference | Available<br>Balance | Net<br>Authorization | Last Day to<br>Draw | Bank<br>Account    | Flag                                     |
|-------------|-------------------------------------|--|------------------------|----------------------|----------------------|---------------------|--------------------|--|
| Q215S060156 | <input type="text" value="100.00"/> | <input type="text" value="08/13/2008"/> <span style="font-size: small;">📅</span> | <input type="text"/>   | \$385,231.00         | \$1,126,423.00       | 09/30/2010          | *****1547<br>(ACH) | <span style="font-size: small;">🚩</span> |

Total: 1 ◀ ▶ Page 1 of 1 ▶ ▶ Awards/Page:  ↻ Show All Awards

**File Upload**

---

**Upload a Payment Request File (Optional)**  Browse... Import File

---

Save Recipient Reference
Continue >



# Create Payment – 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

| <u>Award No.</u> | <u>Payment Amount</u> | <u>Offset Amount</u> | <u>Deposit Date</u> | <u>Recipient Reference</u> | <u>Available Balance</u> | <u>Net Authorization</u> | <u>Last Day to Draw</u> | <u>Bank Account</u> |
|------------------|-----------------------|----------------------|---------------------|----------------------------|--------------------------|--------------------------|-------------------------|---------------------|
| Q215S060156      | \$100.00              | \$0.00               | 08/13/2008          |                            | \$385,231.00             | \$1,126,423.00           | 09/30/2010              | *****1547<br>(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 Helpdesk at 1-888-336-8930.*



# Drawdown Adjustments

- Can't 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

Welcome to G5 - Department of Education - Windows Internet Explorer

https://www.g5.gov/ssoINT/wps/myportal

Welcome to G5 - Department of Education

**G5** Empowering the grant community.

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

Payment Requests  
DrawDown Adjustments  
Refunds

Create Adjustments  
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 |
|-------------|-------------------|-------------------|------------------|--------------|
| Q215S060156 | \$254,727.76      | \$1,392,420.00    | 09/30/2010       | Open         |

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

**Help Desk**  
Help is available through e-mail or by calling the GAPS Hotline.  
Hours of Operation: 8:00 AM to 5:00 PM, Monday - Friday, EST  
Toll-Free: 1-888-336-8930  
TTY: 1-866-697-2696  
Local: 202-401-6238  
Email: edcaps.user@ed.gov

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

https://www.g5.gov/ssoINT/wps/myportal/ut/p/c1/04\_S8BKxLLM9MSSzPy8xb9CP0os\_hAL\_cwT0dLAWNSPz9HAyOPMF-TMF9DlwMDI\_1wkA6i

Internet | Protected Mode: Off 100%



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

# Enter Amount of Adjustment

Welcome to G5 - Department of Education - Microsoft Internet Explorer

Log Out Home Payments My Profile Reports Help

Create Adjustment - Direct Loan

Adjustments Summary Confirmation

DUNS 044271604 Institution Name State University of New York

Enter 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               |
|-------------|-------------------|------------------|-------------------|--------------|----------------------------------|----------------------------------|
| P268C075298 | -\$1,059,867.65   | 09/30/2008       | \$0.00            |              | <input type="text"/>             | <input type="text"/>             |
| P268C085298 | -\$309,054.52     | 09/30/2009       | \$0.00            |              | <input type="text"/>             | <input type="text"/>             |
| P268K030305 | -\$21,145,132.00  | 10/30/2008       | \$11,203,043.00   |              | <input type="text" value="100"/> | <input type="text"/>             |
| P268K040306 | -\$21,000,869.00  | 09/30/2009       | \$943,101.00      |              | <input type="text"/>             | <input type="text" value="100"/> |
| P268K050306 | -\$21,872,164.00  | 01/03/2012       | \$0.00            |              | <input type="text"/>             | <input type="text"/>             |
| P268K060302 | -\$37,157,563.00  | 01/03/2012       | \$3.00            |              | <input type="text"/>             | <input type="text"/>             |
| P268K060303 | -\$131,069,026.00 | 01/03/2012       | \$0.00            | Stop Payment | <input type="text"/>             | <input type="text"/>             |



# Click Continue

The screenshot shows a Microsoft Internet Explorer browser window displaying a list of awards. The browser's address bar shows the URL: [https://www.g5.gov/ssoINT/wps/myportal/!ut/p/c1/jY69DoIwFEafhQcw92uptY6gWIqGasL\\_YhgMIRFwMD6\\_EBcX0HvH853kUEXj9\\_WrbepnO\\_T1nQq5PU56cx4W](https://www.g5.gov/ssoINT/wps/myportal/!ut/p/c1/jY69DoIwFEafhQcw92uptY6gWIqGasL_YhgMIRFwMD6_EBcX0HvH853kUEXj9_WrbepnO_T1nQq5PU56cx4W). The page contains a table with the following data:

|             |                   |            |                 |                      |                      |
|-------------|-------------------|------------|-----------------|----------------------|----------------------|
| P268K080302 | -\$37,373,067.00  | 12/31/2012 | \$16,925,760.17 | <input type="text"/> | <input type="text"/> |
| P268K080303 | -\$136,526,558.00 | 12/31/2012 | \$56,911,638.00 | <input type="text"/> | <input type="text"/> |
| P268K080304 | -\$34,755,446.00  | 12/31/2012 | \$13,406,787.00 | <input type="text"/> | <input type="text"/> |
| P268K080305 | -\$25,535,437.00  | 12/31/2012 | \$10,962,925.00 | <input type="text"/> | <input type="text"/> |
| P268K080306 | -\$21,906,491.00  | 12/31/2012 | \$6,951,441.00  | <input type="text"/> | <input type="text"/> |
| P268K080307 | -\$11,240,728.00  | 12/31/2012 | \$9,174,321.00  | <input type="text"/> | <input type="text"/> |
| P268K080627 | -\$9,035,961.00   | 12/31/2012 | \$3,114,943.00  | <input type="text"/> | <input type="text"/> |
| P268K090302 | -\$1,466,653.00   | 12/31/2013 | \$19,197,021.00 | <input type="text"/> | <input type="text"/> |

Below the table, the text "Total: 40" is displayed. Navigation controls include "Page 1 of 2" and "Awards/Page: ". A blue link "Show All Awards" is present. A "Comments \*" section contains a large empty text area. At the bottom, three buttons are visible: "< Previous", "Go To Home", and "Continue >". The "Continue >" button is highlighted in orange. The browser's status bar at the bottom shows "Internet".



# Click Submit Adjustments

The screenshot shows a web browser window titled "Welcome to G5 - Department of Education - Microsoft Internet Explorer". The address bar shows a URL from www.g5.gov. The page header includes the G5 logo and the text "Empowering the grant community." Below the header is a navigation menu with links for "Log Out", "Home", "Payments", "My Profile", "Reports", and "Help". The main content area is titled "Create Adjustment - Direct Loan" and has three tabs: "Adjustments", "Summary", and "Confirmation". The "Summary" tab is active, displaying the following information:

**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.

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

Below the table is a large empty rectangular box. At the bottom of the page, there are three buttons: "< Previous", "Cancel", and "Submit Adjustments". A black arrow points from the top-right corner of the empty box to the "Submit Adjustments" button.



# Adjustment Confirmation

Welcome to G5 - Department of Education - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://www.g5.gov/ssoINT/wps/myportal/tut/p/c1/jY6xDoIwFEW\\_hQ8w77bUWkcQLEVDNQEEFsNgCIImAg\\_H7hbI4gL43nnu5QxWN39evtqmf7dDXdyqoktdzrHPjbc](https://www.g5.gov/ssoINT/wps/myportal/tut/p/c1/jY6xDoIwFEW_hQ8w77bUWkcQLEVDNQEEFsNgCIImAg_H7hbI4gL43nnu5QxWN39evtqmf7dDXdyqoktdzrHPjbc)

**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

Adjustments Successfully Submitted

✓ The 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          |

Done

Back to Top

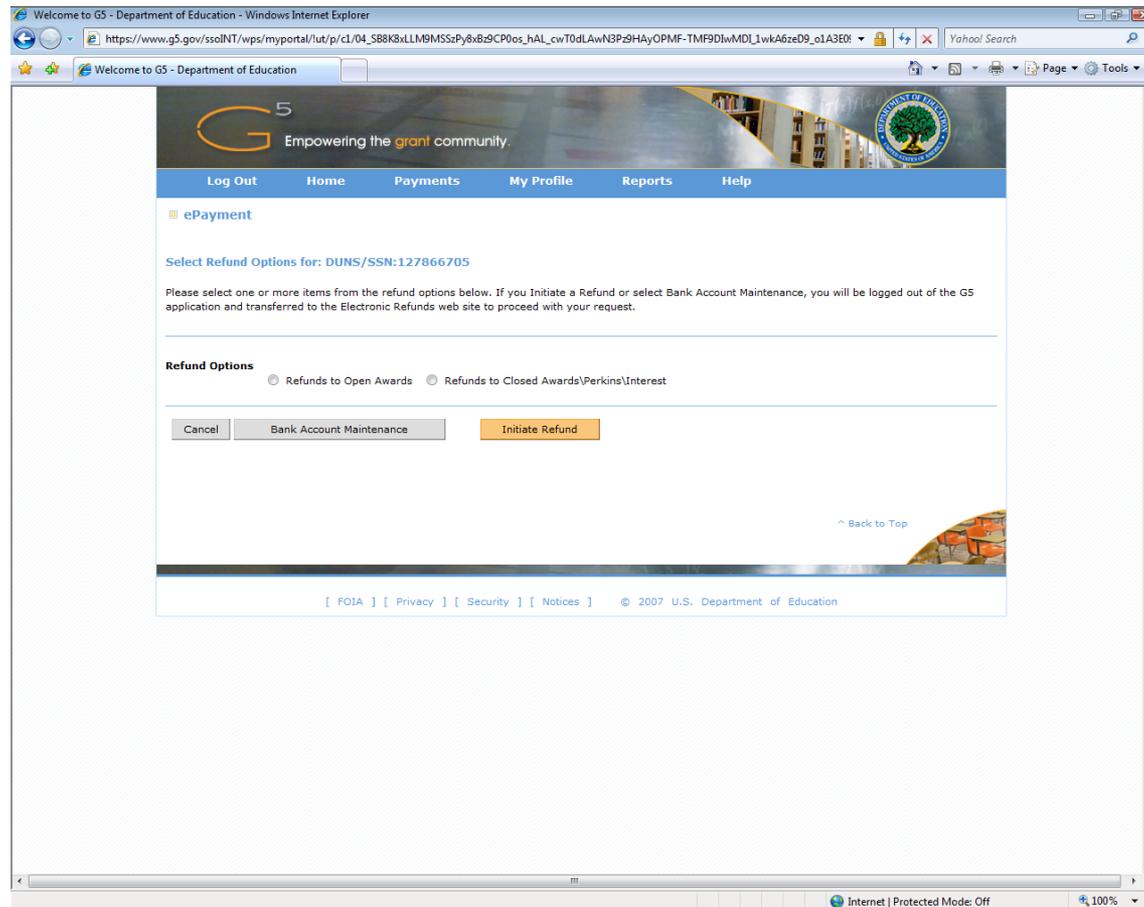
Internet



# Advantages of Electronic Refunds

- Posts to G5 within 2 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

# Enter Refund Functionality



# Enter Refund Amount

Open Awards

Department of Education  
**e-REFUNDS**

PRIVACY CUSTOMER SERVICE HELP EXIT

Open Awards

- Open Refunds
- Selected Refunds
- Accounts & History
- Pay History
- Back to GAPE

DUNS Number  
077497535

Refunds Selected  
0

Total Refunds  
\$0.00

View

Click View to continue to your refund selection.

Refunds to Open Awards

Select an award by entering a refund amount. When you are finished entering refund amounts, click the 'Add Refund Amounts to Selected Refund List' button. Browse through available open awards to refund by using the buttons below or jump to a specific award by selecting the range that contains the award. Refunds are displayed alphabetically by PR Award Number. Site will timeout after 10 minutes of inactivity.

<< First Previous Next >> Last >>> Jump To: 2: P063P050487 - P375A080487  
Go

| PR Award Number | Net Draw     | Refund Amount |
|-----------------|--------------|---------------|
| P063P050487     | \$942,948.46 | \$            |
| P063P060487     | \$906,283.75 | \$            |
| P063P070487     | \$945,577.45 | 1436.93       |
| P063P080487     | \$160,089.00 | \$            |
| P063Q050487     | \$2,195.00   | \$            |
| P063Q060487     | \$1,985.00   | \$            |
| P063Q070487     | \$1,920.00   | \$            |
| P268K060487     | \$53,081.00  | \$            |
| P268K070487     | \$25,649.00  | \$            |
| P268K080487     | \$24,657.00  | \$            |
| P375A060487     | \$1,183.00   | \$            |
| P375A070487     | \$13,413.36  | \$            |
| P375A080487     | \$1,550.00   | \$            |

Add Refund Amounts to Selected Refund List

<< First Previous Next >> Last >>> Jump To: 2: P063P050487 - P375A080487  
Go

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https://dedpay.usbank.com/ed/openAwardsRefundChange.do 8/20/2008

# Confirm refund and click continue

Adobe Reader - [REFUND TEST 4.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 75% Help YN Adobe Reader 7.0

Selected Refunds List Page 1 of 1

Department of Education  
**e-REFUNDS**

PRIVACY CUSTOMER SERVICE HELP EXIT

**Selected Refunds List**

Modify your selected refunds by changing the refund amount and selecting 'Update'. Remove a selected refund by choosing the 'Remove' button. You may add more refunds by returning to the refunds pages. If you are done selecting refunds, choose 'Continue'. Site will timeout after 10 minutes of inactivity.

| Award Type      | PR Award Number | Net Draw     | Refund Amount     | Comments                |
|-----------------|-----------------|--------------|-------------------|-------------------------|
| Open Award      | P063P070487     | \$945,577.45 | \$ 1436.93        | Update Remove 0708 PELL |
| <b>1 Refund</b> |                 |              | <b>\$1,436.93</b> |                         |

Return to Open Awards Return to Other Awards Continue

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**DUNS Number**  
077497535

**Refunds Selected**  
1

**Total Refunds**  
\$1,436.93

View

Click View to continue to your refund selection.

<https://dedpay.usbank.com/ed/openAwardsRefundChange.do> 8/20/2008



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

# Select confirm to process refund

Adobe Reader - [REFUND TEST 8..pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 75% Help

Adobe Reader 7.0

Department of Education - e-Refunds Page 1 of 2

### Verify Payment - Department of Education Refund

**\*Required Field**

Please review the information below and select Confirm to process your payment. If you need to make any changes to your payment, select Cancel to return to the previous screen.

**Your Payment Detail**

Payment Amount: **\$1,436.93**  
Scheduled Payment Date: **Aug-21-2008**  
Amount Due: **\$1,436.93**  
Open Award 1: **077497535,Open,1436.93,P063P070487**  
Open Award 1 Comment: **0708 PELL**

**Your Account Detail**

Account Nickname: **PELL ACCT**  
Bank Routing Number: **051503394**  
Bank Account Number: **XXXXXXXXXXXX6770**  
Bank Account Type: **Checking**  
Bank Account Category: **Business**

Send an email confirmation: \_\_\_\_\_

**Re-Enter Password:\***

**Terms And Conditions**

**PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION**

By clicking "Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and effect until I notify my bank or notify the payee of its termination by canceling any pending payments and receiving payment instructions within five business days before my account is scheduled to be debited.

If a convenience fee is added to the transaction, I understand that the convenience fee displayed will be included in the total payment amount.

In the event that a payment is returned for insufficient funds, I authorize the payee to electronically debit my bank account for the original amount of the transaction, as well as a returned item fee, up to the maximum amount allowed by law.

**PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS**

<https://epayment.epynutservice.com/paymentverification.do> 8/20/2008



# Refund confirmation

The screenshot shows the Adobe Reader interface displaying a PDF document titled "Department of Education - e-Refunds". The document content includes a "Payment Confirmation - Department of Education Refund" section with the following details:

Department of Education - e-Refunds Page 1 of 1

**Payment Confirmation - Department of Education Refund**

Please keep a record of your Confirmation Number, or print this page for your records.

**Confirmation Number:** DEDREF000141265

---

**Your Payment Detail**

Payment Amount: \$1,436.93  
Scheduled Payment Date: Aug-21-2008  
Amount Due: \$1,436.93  
Open Award 1: 077497535,Open,1436.93,P063P070487  
Open Award 1 Comment: 0708 PELL

---

**Your Account Detail**

Account Nickname: PELL ACCT  
Bank Routing Number: 051503394  
Bank Account Number: XXXXXXXXXXXX6770  
Bank Account Type: Checking  
Bank Account Category: Business

---

Email Address: NA

Navigation buttons on the left: Manage Accounts, Pending Payments, Payment History

Footer: <https://epayment.epymtsservice.com/paymentconfirmation.do> 8/20/2008



# G5 Reporting



# External Award Activity



Empowering the **grant** community.



Log Out
Home
Payments
My Profile
Reports
Help

### 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
- Local: 202-401-6238
- Email: [edcaps.user@ed.gov](mailto:edcaps.user@ed.gov)

## 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 |
|-----------------------------|-------------------|-------------------|------------------|--------------|
| <a href="#">Q215S060156</a> | \$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:

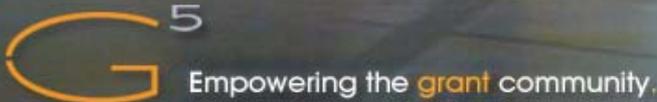
*Government*

- [U.S. Department of Education](#)
- [State Higher Education Agencies](#)
- [Office of Management & Budget](#)

### 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).

# 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**

[Back to Top](#)

[\[ FOIA \]](#)   [\[ Privacy \]](#)   [\[ Security \]](#)   [\[ Notices \]](#)   © 2007 U.S. Department of Education



# 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> |
|-----------------------------|-------------------------------|----------------------------|--------------------|----------------------|----------------------|--------------------------|---------------------|--------------------------------|
| <a href="#">Q215S060156</a> |                               | \$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 Award Activity 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

| <u>Transaction Date</u> | <u>Change In Authorization</u> | <u>Drawdowns</u> | <u>Refunds</u> | <u>Adjustments</u> | <u>Returns</u> | <u>Offsets</u> |
|-------------------------|--------------------------------|------------------|----------------|--------------------|----------------|----------------|
| 07/01/2008              | \$0.00                         | -\$4,850.00      | \$0.00         | \$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         |



**START HERE**  
**GO FURTHER**  
**FEDERAL STUDENT AID**

# Need Funding Help?

- COD School Relations Center  
1-800-848-0978
- G5 Helpdesk  
1-888-336-8930



# Contact Information

## Anthony (Tony) Laing

Director, Internal Controls Division

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(202) 377-3112

## Tremayne Cobb

G5 Functional Lead

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(202) 260-4392

