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Grant Administration and Payment System (GAPS)

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OBJECTIVES

By the end of this session, you will be able to:

- ❖ explain the purpose of GAPS,
- ❖ project your cash needs,
- ❖ explain the cash management implications of requesting and drawing down funds, and
- ❖ request funds and adjust drawdowns using GAPS.

RESOURCES

- ❖ *U.S. Department of Education Payee Guide for the Grant Administration and Payment System (GAPS):* Outlines procedures for drawing down and managing ED funds and how to navigate through GAPS.
- ❖ Access GAPS at:
<http://gapsweb.ed.gov>

This Web site is updated regularly and houses the latest information on GAPS and any new procedures.

- ❖ *Student Financial Aid Handbook*
- ❖ Federal Regulations 34 CFR 668.162 and 34 CFR 668.166
- ❖ *Direct Loan School Guide*

A. GRANT ADMINISTRATION AND PAYMENT SYSTEM (GAPS) OVERVIEW

Notes



Education Central Automated Processing System (EDCAPS)

- ◆ A centralized financial system designed to integrate ED's financial processes of:
 - ▲ financial management,
 - ▲ contracts and purchasing,
 - ▲ grant administration, and
 - ▲ payment management.

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- GAPS provides full financial management support services for the grant cycle in a single system.



Grant Administration and Payment System (GAPS)

Functions supported include:

- ◆ planning grant awards,
- ◆ obligation of award authorizations,
- ◆ disbursing funds, and
- ◆ final grant closeout.

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Grant Administration and Payment System (cont'd)

Used to request funds for:

- ◆ Federal Pell Grant Program,
- ◆ Campus-Based Programs (FSEOG, FWS, and Perkins), and
- ◆ Federal Direct Loan Program (Option 2 schools only).

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Grant Administration and Payment System (cont'd)

- ◆ **Grantee:** Entity that applies for and receives grant or loan award from ED
- ◆ **Payee:** Entity identified by grantee to request and manage ED funds on behalf of grantee

Note: The grantee and the payee may be the same entity or different entities.

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1. Award Periods

Notes



Award Periods

The four award periods are:

- ◆ performance,
- ◆ liquidation,
- ◆ suspension, and
- ◆ closeout.

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- Performance period is the time schools can request payments, modify payments, and adjust drawdowns for expenditures incurred on the award. However, for the Federal Perkins Loan Program there is an exception: Schools may draw down Federal Perkins Loan funds no later than June 30 of the award year of their authorization.
- During liquidation period, schools may request payment and adjust drawdowns for expenditures incurred during performance period.
- No payment actions can take place during suspension period.
- During closeout any remaining funds are deobligated.
- *The Blue Book*, Section 4.4, page 4-9, contains an example of a program award that illustrates the length of the performance, liquidation, suspension, and closeout periods for Title IV aid purposes.

B. OVERVIEW OF REQUESTING FUNDS

Notes



Overview of Cash Management

Schools must establish and maintain a financial management system that:

- ◆ promotes sound cash management of Title IV funds,
- ◆ minimizes financing cost to government, and
- ◆ minimizes cost for students.

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Overview of Cash Management (cont'd)

Schools should establish standards and practices to ensure that:

- ◆ requests for funds take into account available funds balance,
- ◆ cash balance covers only immediate need,
- ◆ drawdowns and disbursements of funds are tracked, and
- ◆ school does not spend more funds than authorized.

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1. Payment Methods

Notes



Payment Methods

- ◆ Advance Payment
- ◆ Just-in-Time Payment
- ◆ Reimbursement Payment
- ◆ Cash Monitoring Payment

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- On page 8 of this Guide is a chart with further details on the four methods below.

a. Advance Payment

- Schools make drawdown requests and receive Title IV funds from ED before paying students.
- Question-and-Answer: How quickly must a school disburse funds once it receives them from ED?
- Additional details on the advance payment method are found in *The Blue Book*, Section 4.4, page 4-11.

b. Just-in-Time Payment

- Available as a pilot for the 1999-2000 academic year in the Federal Pell Grant Program.

c. Reimbursement Payment

- ED may place a school on reimbursement.

d. Cash Monitoring Payment

- ED may place a school on cash monitoring.
- On page 9 of this Guide you will find a quiz on the methods for requesting Title IV funds. Please take a few minutes to complete this quiz.

METHODS FOR REQUESTING TITLE IV FUNDS

Advance Payment

Allows schools to receive funds from ED before making disbursements.

- ◆ School submits request for funds to ED.
- ◆ Request for funds cannot exceed amount of funds that the school needs for immediate disbursements to eligible students (“immediate need”) and is limited by appropriate authorization levels.
- ◆ On ED’s approval, ED generates an electronic funds transfer (EFT) for the amount requested into a bank account designated by the school.
- ◆ School must disburse funds no later than 3 business days following the date it receives those funds, with the exception of those funds that fall into excess cash tolerances.
- ◆ School may pay its students with school funds before receiving funds from ED.

Just-in-Time Payment

Provides payment to schools immediately on the basis of student data provided to ED by school.

- ◆ Available for the first time in 1999-2000 award year as a pilot project in the Federal Pell Grant program.
- ◆ School will electronically transmit to ED each eligible applicant’s program award record with the date and amount of disbursement that the school will make or has made for an applicant.
- ◆ On ED’s approval, ED generates an EFT on or before disbursement date reported by school.
- ◆ When school receives funds for each record approved by ED, school may disburse those funds on the basis of its student eligibility determination at the time the school transmitted eligible applicant’s record to ED.
- ◆ If, after school requests those funds, an applicant subsequently becomes ineligible for funds received by the school, the school must report the adjustment of a previously accepted record to ED within 30 days of the date that the school becomes aware of the change.
- ◆ The school can then use the funds for another student, but the school must report the transaction to RFMS within 30 days. The school must process a negative disbursement for the ineligible student and an offsetting positive disbursement for the student receiving the funds.

Reimbursement Payment

Schools are reimbursed by ED for disbursements already made to eligible students and parents.

- ◆ Generally, ED places a school on the reimbursement payment method if it determines there is a need to strictly monitor a school’s participation in Title IV aid programs.
- ◆ School must first credit the account or make cash disbursements of its own funds to eligible applicants before the ED regional office that serves the State of the school submits a cash request for the institution. The request covers Federal Pell Grant, campus-based, or Direct Loan funds (if Option 2 school).
- ◆ School must identify students for whom reimbursement is sought and submit documentation that shows each applicant included in request was eligible to receive and was disbursed Title IV funds.
- ◆ Once ED ascertains that the school accurately determined applicant’s eligibility for Title IV funds and also submitted appropriate documentation of applicant’s eligibility and receipt of Title IV funds, the ED regional office approves the request for reimbursement and submits the request to GAPS.

Cash Monitoring Payment

Schools must first make disbursements to eligible students and parents before ED will submit a request for payment from ED.

- ◆ Funds are provided through either the advance payment or reimbursement payment method.
- ◆ With advance payment, the request for funds may not exceed the amount of the actual disbursements by the school.
- ◆ Under reimbursement payment method, the documentation requirements and review procedures used by ED to approve the reimbursement request may be modified by ED.
- ◆ Once ED approves the school’s request, ED submits the request to GAPS.

Test Yourself

Quiz 1

Methods for
Requesting
Title IV Funds

Check all boxes that apply.

1. Under the **advance payment method**, a school:

- A. Must not pay its students before receiving funds from ED.
- B. Can draw down FFEL funds.
- C. Must only request funds for its immediate need.
- D. Must be a participant in the Federal Pell Grant Program.

2. Under the **advance payment method**, schools must disburse funds:

- A. In three equal installments.
- B. No later than three business days following the date the school receives the funds.
- C. After the GAPS account representative contacts the financial aid administrator at the school and approves the disbursement.
- D. No later than one business day following the date the school receives the funds.

3. If a school is under the **reimbursement payment method**, the school:

- A. Must wait until the end of the academic year to request funds from ED.
- B. Is considered to have made a disbursement if it has paid the eligible applicant directly or credited the student's account with its own funds before the ED regional office submits a request for cash.
- C. Has the option of choosing this method to receive payment of Title IV funds.
- D. Must identify students for whom reimbursement is sought and submit documentation showing that each student included in the request was eligible to receive and was disbursed Title IV funds.

4. Under the **just-in-time payment method**, a school:

- A. Is provided payment immediately on the basis of student data provided to ED.
- B. Will send ED a paper record of each eligible applicant's program award with the date and amount of disbursement.
- C. Must first make disbursement of Title IV funds before submitting a request for cash.
- D. Must be a participant in one of the campus-based programs.

2. Projecting Cash Needs

Notes



Electronic Systems to Transfer Funds

- ◆ Automated Clearinghouse/Electronic Funds Transfer (ACH/EFT)
- ◆ FEDWIRE

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- These systems are described in more detail on page 4-10 of *The Blue Book* and in the *GAPS Payee Guide*.

a. Planning When to Draw Down Cash



Disbursements

Disbursements occur when:

- ◆ the school credits a student's account, or
- ◆ the school pays a student directly.

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Program	AMOUNT OF CASH MUST BE ENOUGH TO MEET...
Federal Pell Grant	disbursements.
FSEOG and Federal Perkins Loan	federal share of disbursements and administrative cost allowance (ACA).
FWS	federal share of payroll disbursements.
Federal Direct Loan	disbursements (request may not be combined with cash requests for other Title IV program funds).



Projecting Cash Needs

Anticipated Disbursements

- Balance of Cash on Hand
- Anticipated Recoveries
- ACH/EFT Cash in Transit

= Projected Cash Needs

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b. Immediate Need and Excess Cash

- In general, a school's request for funds should not exceed its immediate need.



Immediate Need and Excess Cash

- ♦ Immediate need is the amount of Title IV program funds a school needs to disburse **within three business days** following the date the school receives the funds.
- ♦ Excess cash is the amount of Title IV Program funds, except FFEL or Federal Perkins, not disbursed by the end of the third business day after the school receives the funds.

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C. USING GAPS TO REQUEST FUNDS



Accessing GAPS and GAPS Training

GAPS is accessed through the Web site:

- ♦ <http://gapsweb.ed.gov>

To practice using GAPS:

- ♦ Access the Web site and click on “training” on the left side of the screen.
- ♦ Enter “GAPSUSER” for the I.D. and “TRAINING” for the password.

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- To log on to GAPS, the user must enter an I.D. and password. For first-time users, the Web site has information on how to obtain an I.D. and password. Please note that all temporary I.D.s and passwords will be disabled as of July 31, 1999. To obtain a permanent user I.D. and password, a school completes the External Access Form. The form can be downloaded from the GAPS Web site and faxed to: (202) 401-0006.

Notes



Requesting Funds by Phone

To request funds by phone, call the GAPS Payee Hotline at:

- ◆ 1-888-336-8930 between 8 a.m. and 8 p.m. (ET).

FEDWIRE requests made after 2 p.m. are deposited the next business day.

ACH/EFT requests made by 3 p.m. will be deposited the first business day after the request. Requests made after 3 p.m. will be deposited the second business day.

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- Payees use GAPS to make payment requests, adjust drawdown amounts, and review payment histories.
- The chart on the next page summarizes the different GAPS external access screens.
- To demonstrate how to use GAPS, we will “walk through” a case study of State University and follow the school as it requests payments for several Title IV programs. You can follow these activities through the screen simulations that begin on page 15 of this Guide.

EXTERNAL ACCESS SCREENS FOR GAPS

GAPS Screen	Description
Home Page	The Home Page Main Menu provides users with a number of links, including a link to the Logon screen.
Logon	A user (payee) first logs on to GAPS using the Logon screen. The user enters a user ID and a password.
Main Menu	After logging on, the user sees the GAPS Main Menu screen, where he/she can select one of the following submenus: Payment Requests, Reports, Secure Download, or Password Maintenance. The user may also exit at this time.
Payment Requests	<p>When the user clicks on the “Payment Requests” button on the GAPS Main Menu screen, GAPS displays the Payment Requests screen. On this screen, the user is able to select from one of the following functions:</p> <ul style="list-style-type: none"> • Create Payment Requests—allows user to create new payment requests • Modify Payment Requests—allows user to modify or cancel payment requests • View Payment Requests—allows user to view all completed and pending payment requests • Adjust Drawdown Amounts—allows user to adjust drawdown amounts between awards (that is, after the funds were deposited in a bank account), as long as the net is zero • View Authorization History—allows user to view all authorization changes made to school’s awards • Create Direct Loan Payment Requests—allows user to create new payment requests for Direct Loan funds • Modify Direct Loan Payment Requests—allows user to modify or cancel Direct Loan payment requests • Adjust Direct Loan Drawdown Amounts—allows user to adjust Direct Loan drawdown amounts, as long as the net is zero • Return to Main Menu—allows user to exit the Payment Requests screen and return to the GAPS Main Menu • Exit—allows user to exit GAPS <p>Once the user selects one of the above functions (buttons), he/she uses a series of different screens to carry out the desired task.</p>
Reports	When the user clicks on the “Reports” button on the GAPS Main Menu, GAPS displays the Reports screen. In this screen, the user is able to select the Activity Report. The Activity Report contains a payee’s summary and detail level drawdown activity and authorization changes.
Password Maintenance	When the user clicks on the “Password Maintenance” button in the GAPS Main Menu screen, GAPS displays the Password Maintenance screen. In this screen, the user is able to change his/her password used to log on to GAPS.

1. GAPS Main Menu

Notes

Figure 1: Main Menu

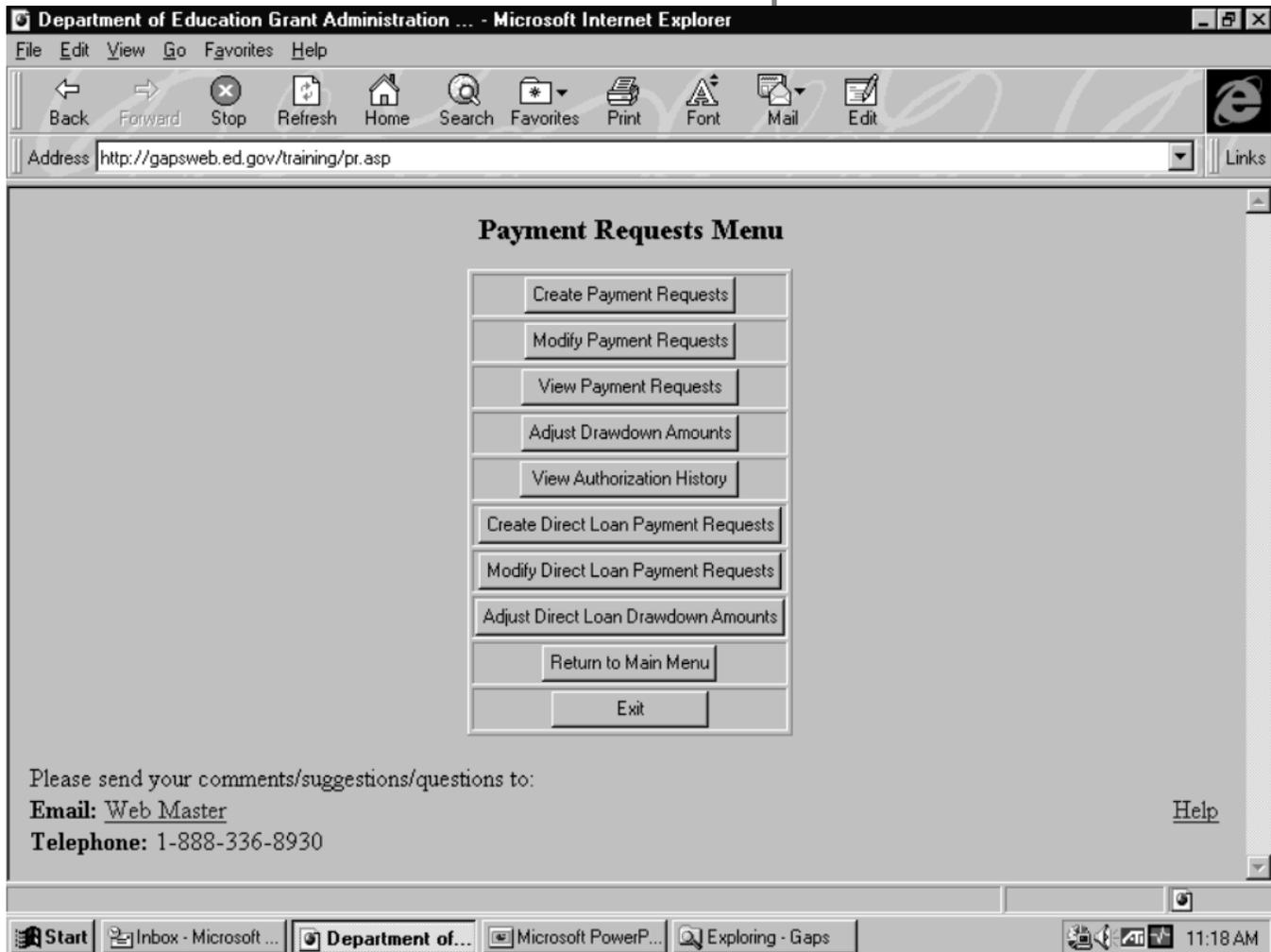


- Functions available through main menu:
 - payment requests
 - reports
 - password maintenance
 - secure downloads
 - exit
- Two help functions available:
 - use the [Web Master](#) hyperlink to send an email to Customer Service and
 - use the [HELP](#) hyperlink to access corresponding section of *GAPS Payee Guide*.

2. Payment Requests Menu

Notes

Figure 2: Payment Requests Menu

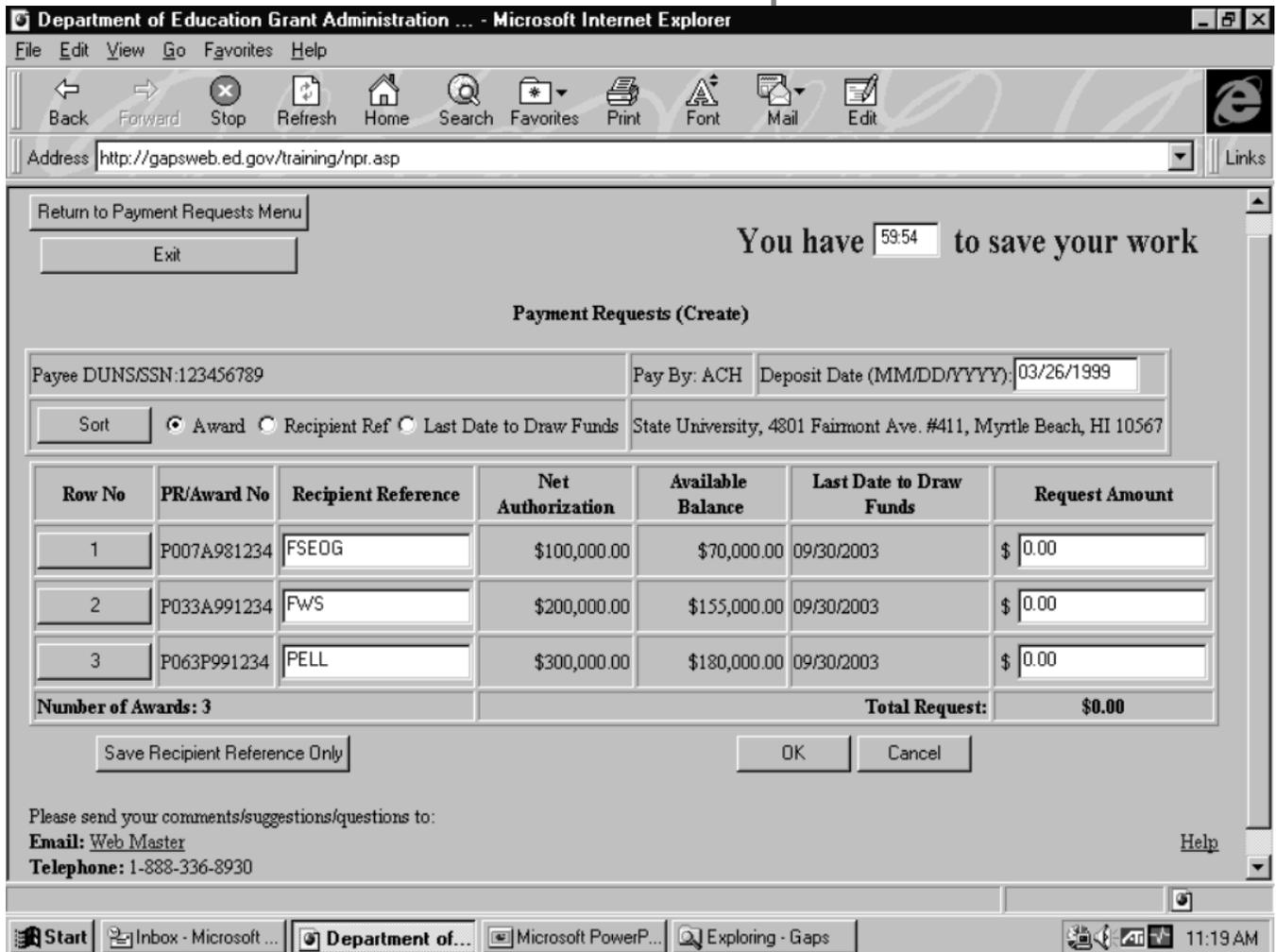


- This menu is used to access the screens used to:
 - create, modify, and view payment requests;
 - adjust drawdown amounts;
 - view authorization history;
 - create and modify Direct Loan payment requests; and
 - adjust Direct Loan drawdown amounts.

3. Create Payment Requests

Notes

Figure 3: Payment Requests (Create)



- This screen displays:
 - a complete list of all awards,
 - their authorizations,
 - available balances, and
 - the last date to draw funds.

- The three fields in which data can be entered are explained in the following chart.

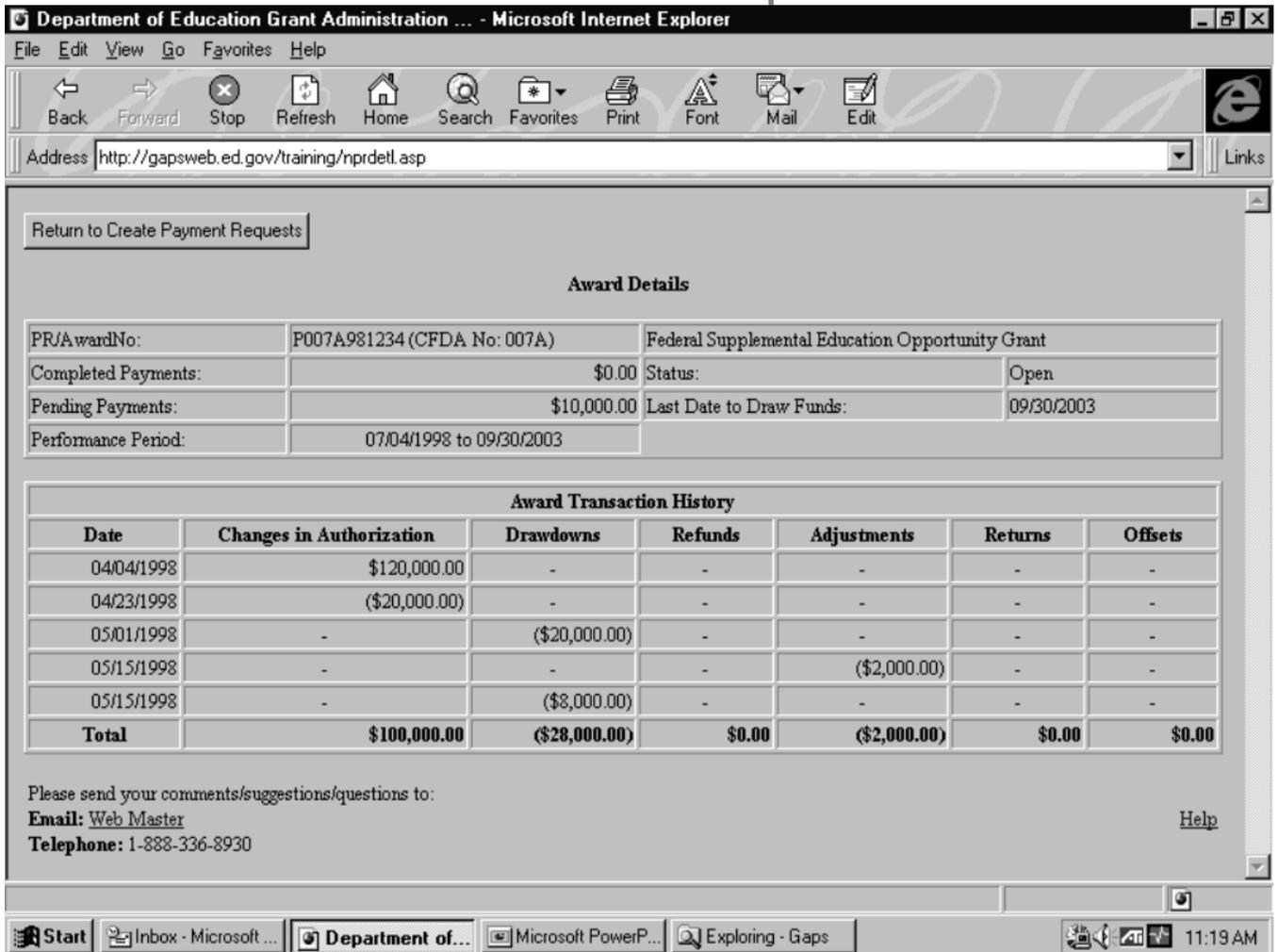
Notes _____

Field	Description
Deposit Date	Displays the default deposit date for the payment method shown in the Pay By field. User can select a deposit date up to 30 days into the future. The date entered must be later than the default date displayed. The date is also the earliest date that the school can request from the awards listed.
Recipient Reference	The recipient reference is a payee-assigned name for each award. (This is an optional field.)
Request Amount	Enter the amount of funds requested for each award.

- Key features of the screen include:
 - sorting the awards by award number, recipient reference, or last date to draw funds and
 - retrieving detailed award information.

Figure 4: Award Details

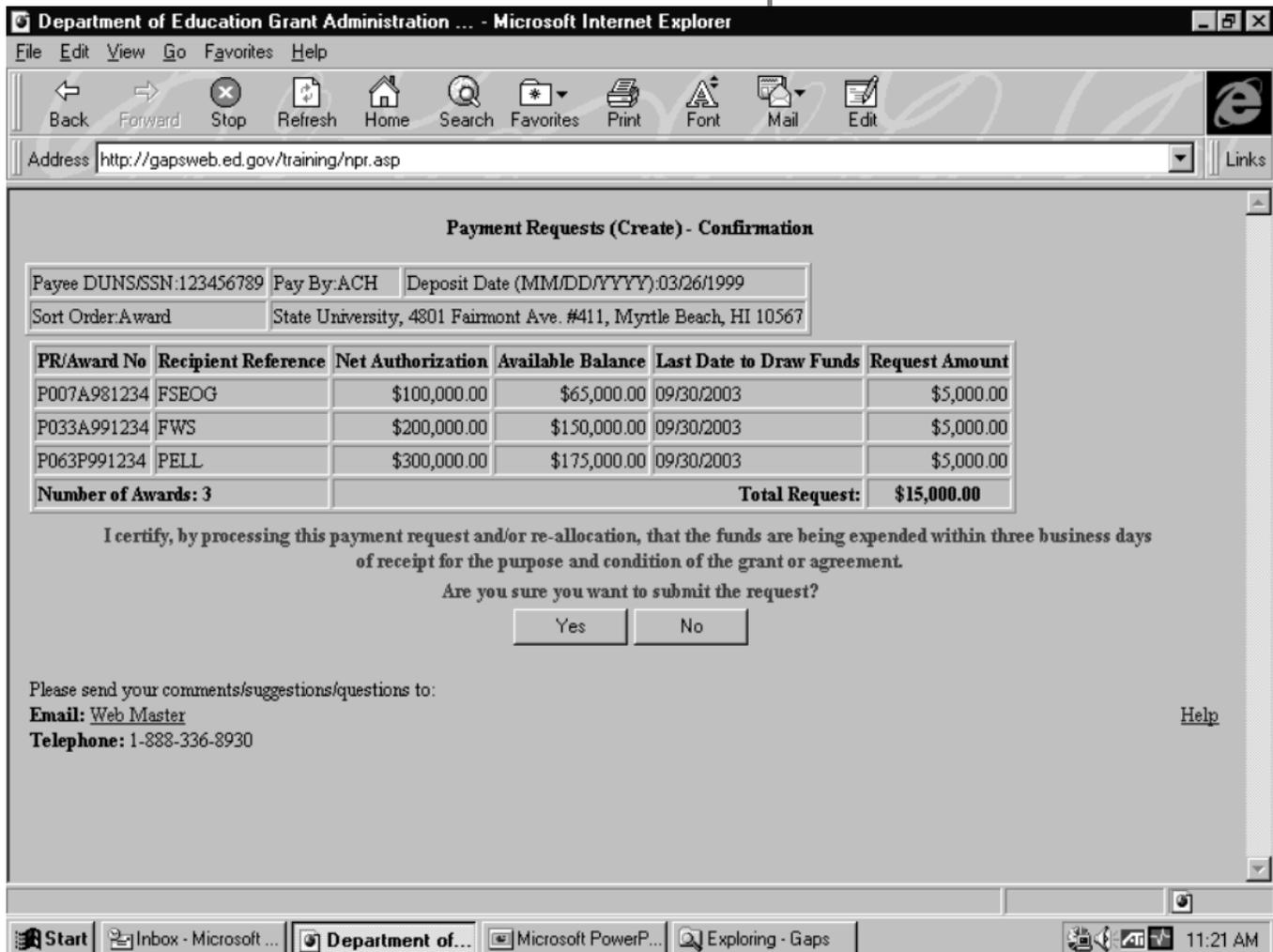
Notes



- This screen provides detailed information about the selected award.
- To return to the Payment Requests (Create) screen, click on the "Return to Create Payment Requests" button. Payment for awards is requested by entering the requested amount.

Figure 5: Payment Requests (Create) - Confirmation

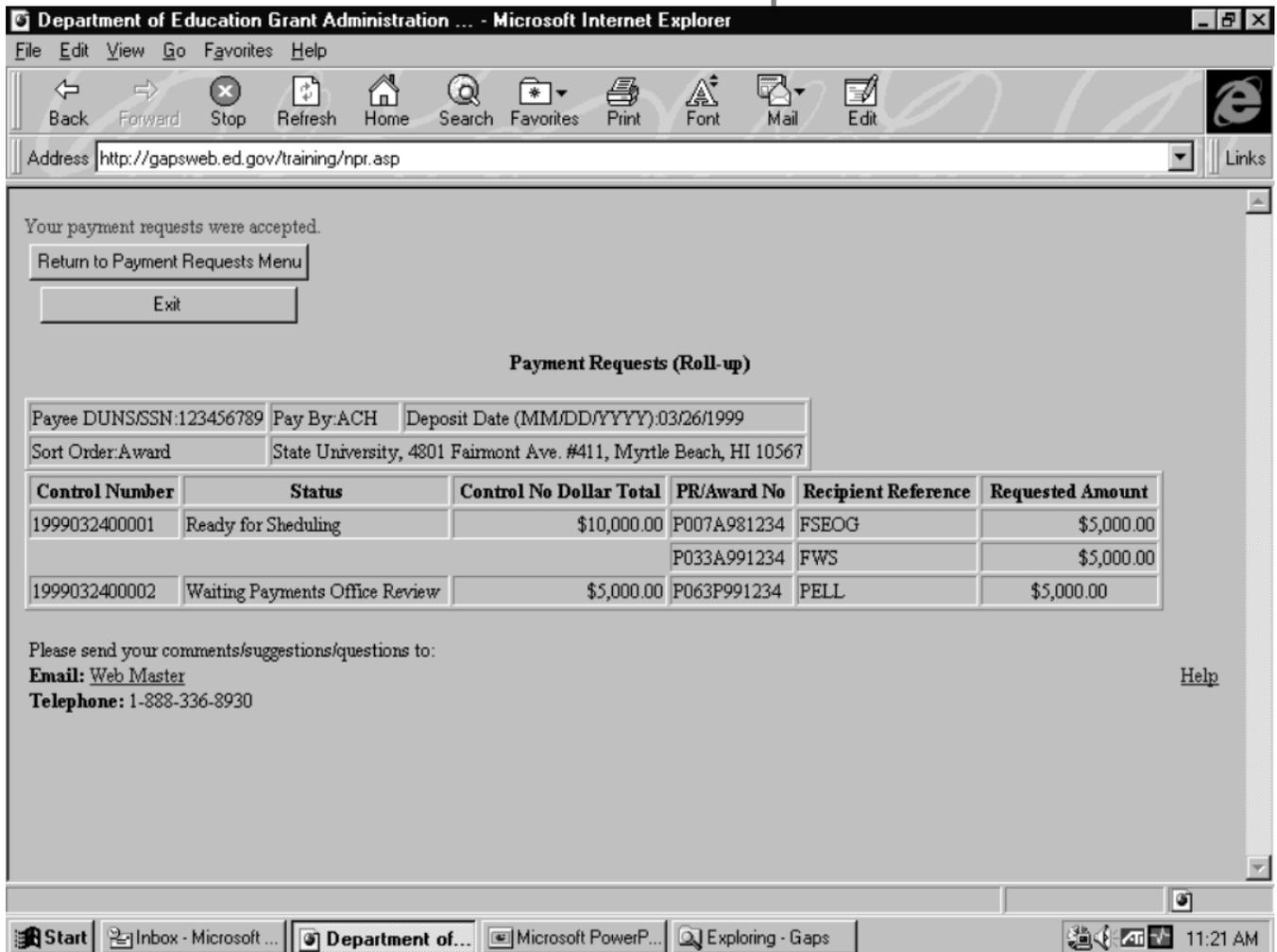
Notes



- This screen is displayed once the payment request is submitted.
- This screen:
 - summarizes the payment request,
 - calculates the total amount requested, and
 - asks for confirmation of the request.

Figure 6: Payment Requests (Roll-up)

Notes



- This screen:
 - confirms that payment request has been accepted,
 - provides a control number for payment request, and
 - provides the status of the payment request roll-up.

CONTROL NUMBER STATUS DESCRIPTIONS

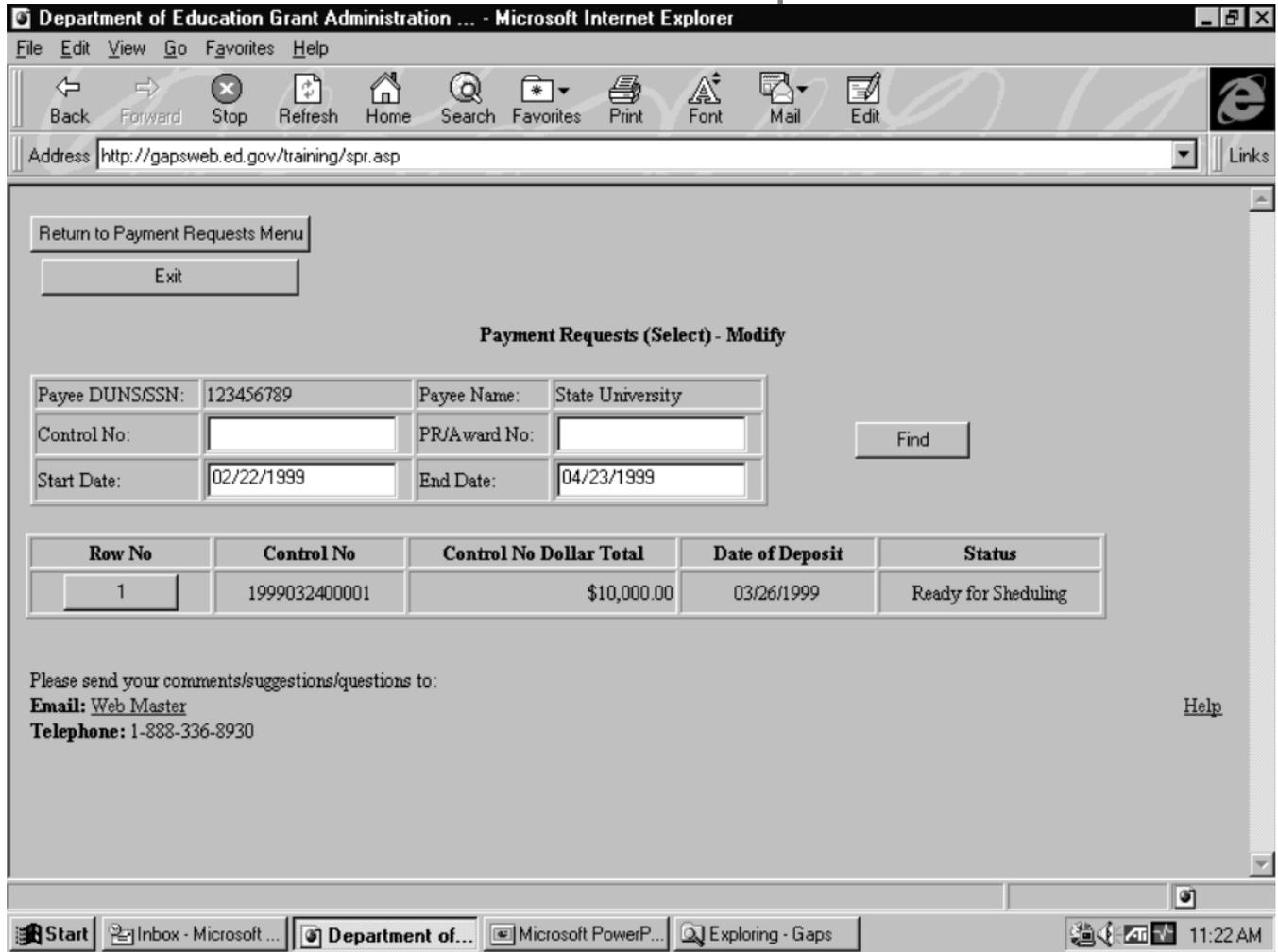
Status	Description
Ready for Scheduling	The payment requests rolled-up in this Control Number are accepted for payment as requested.
Waiting Program Office Review	The payment request on this Control Number is against a grantee award that is "flagged" for Program Office review. The payment request will be routed to the Program Office for review prior to approval. Contact GAPS Payee Hotline for assistance.
Waiting Payments Office Review	The payment request on this Control Number is against an award that is "flagged" for payment request review. The payment request will be routed to the Payment Office for review prior to approval. Contact GAPS Payee Hotline for assistance.
Waiting A/R Offset Determination	The payment request on this Control Number is against an award for which there are manual offsets. The payment request will be routed to the Accounts Receivable Office for review prior to approval.



4. Modify Payment Requests

Notes

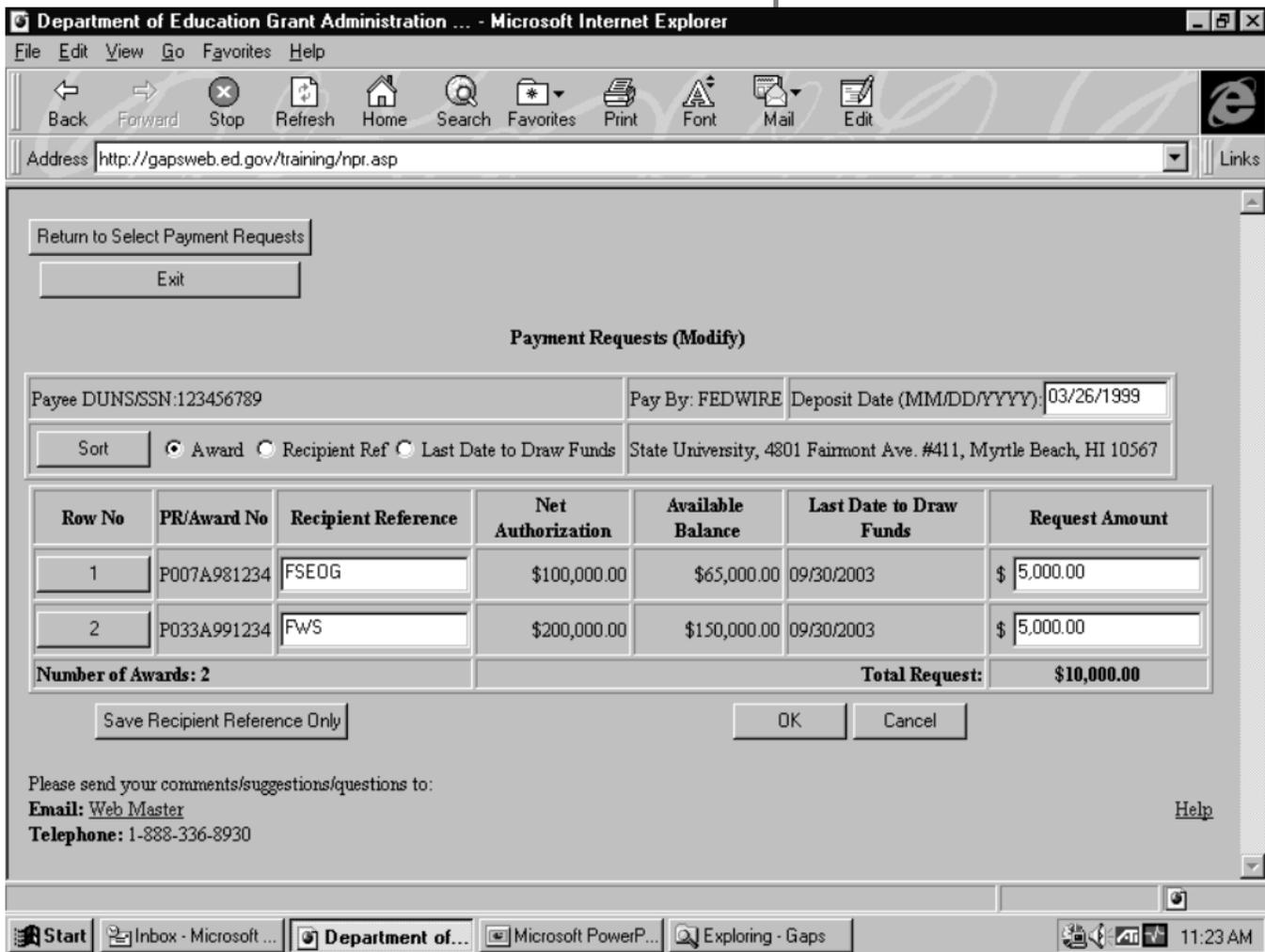
Figure 7: Payment Requests (Select) - Modify



- This screen displays all payment requests with a status of “Ready for Scheduling.”
- To locate a payment request to be modified, the list can be searched using:
 - a start date and end date,
 - a control number, or
 - an award number.

Figure 8: Payment Requests (Modify)

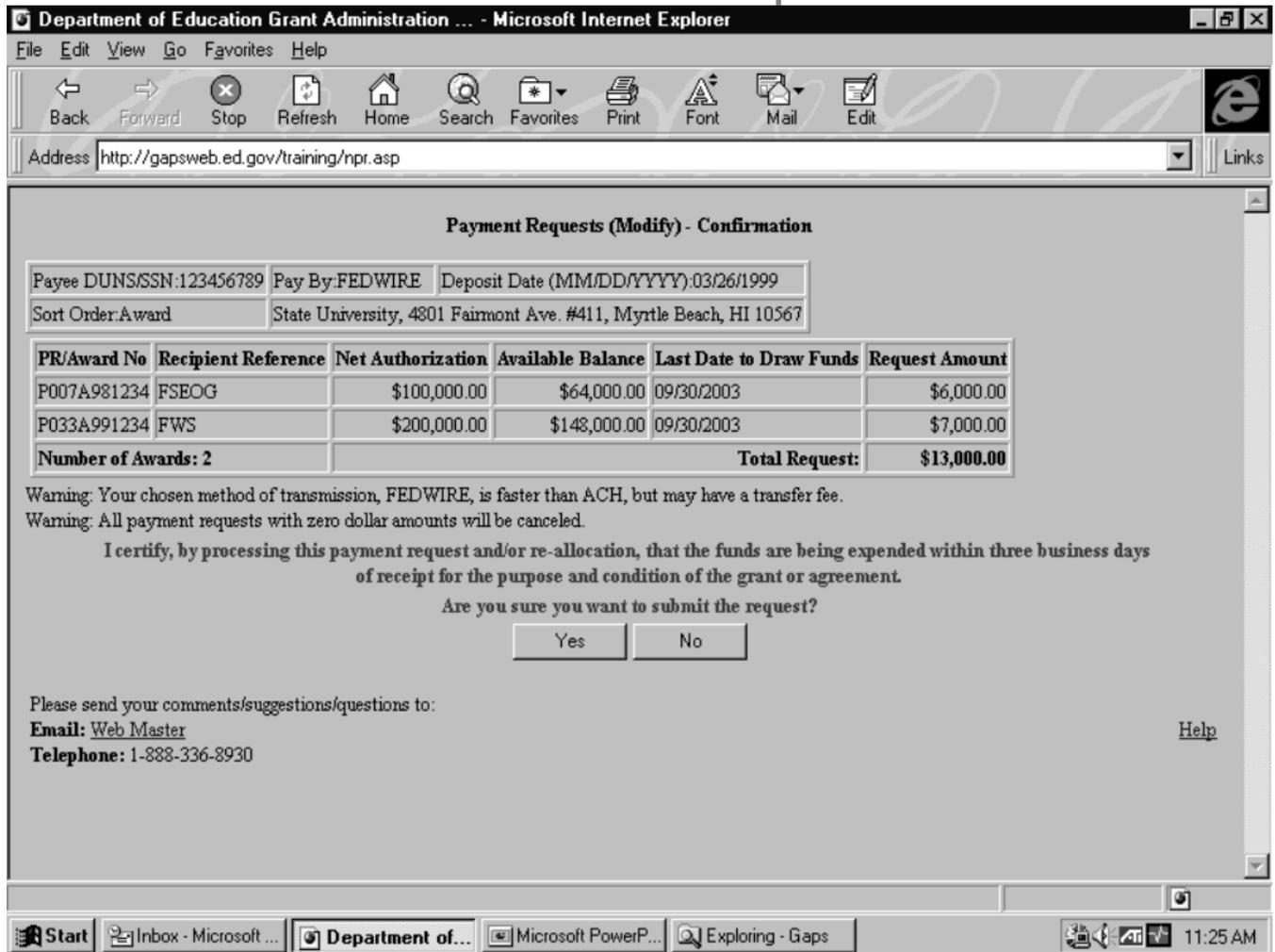
Notes



- On this screen, the following can be modified:
 - the date of deposit,
 - recipient reference, and/or
 - payment request amount.

Figure 9: Payment Requests (Modify) - Confirmation

Notes



- This screen:
 - summarizes the modified payment request,
 - calculates the total amount requested, and
 - asks for confirmation of the request.

Figure 10: Payment Requests (Roll-up)

Notes

Your payment requests were modified.

[Return to Select Payment Requests](#)

[Exit](#)

Payment Requests (Roll-up)

Payee DUNS/SSN:123456789	Pay By:FEDWIRE	Deposit Date (MM/DD/YYYY):03/26/1999			
Sort Order:Award	State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567				
Control Number	Status	Control No Dollar Total	PR/Award No	Recipient Reference	Requested Amount
1999032400001	Ready for Sheduling	\$13,000.00	P007A981234	FSEOG	\$6,000.00
			P033A991234	FWS	\$7,000.00

Please send your comments/suggestions/questions to:
Email: [Web Master](#)
Telephone: 1-888-336-8930

[Help](#)

- This screen confirms that the modified payment request was made.

5. View Payment Requests

Notes

Figure 11: Payment Requests (Select) - View

Return to Payment Requests Menu

Exit

Payment Requests (Select) - View

Payee DUNS/SSN:	123456789	Payee Name:	State University
Control No:	<input type="text"/>	PRJAward No:	<input type="text"/>
Start Date:	02/22/1999	End Date:	04/23/1999

Find

Row No	Control No	Control No Dollar Total	Date of Deposit	Status
1	1999032400001	\$13,000.00	03/26/1999	Ready for Sheduling
2	1999032400002	\$5,000.00	03/26/1999	Waiting Payments Office Review
3	1999022500001	\$45,000.00	02/25/1999	Confirmed

Please send your comments/suggestions/questions to:
Email: [Web Master](#)
Telephone: 1-888-336-8930

[Help](#)

Start | Inbox - Microsoft ... | Department of ... | Microsoft PowerP... | Exploring - Gaps | 11:26 AM

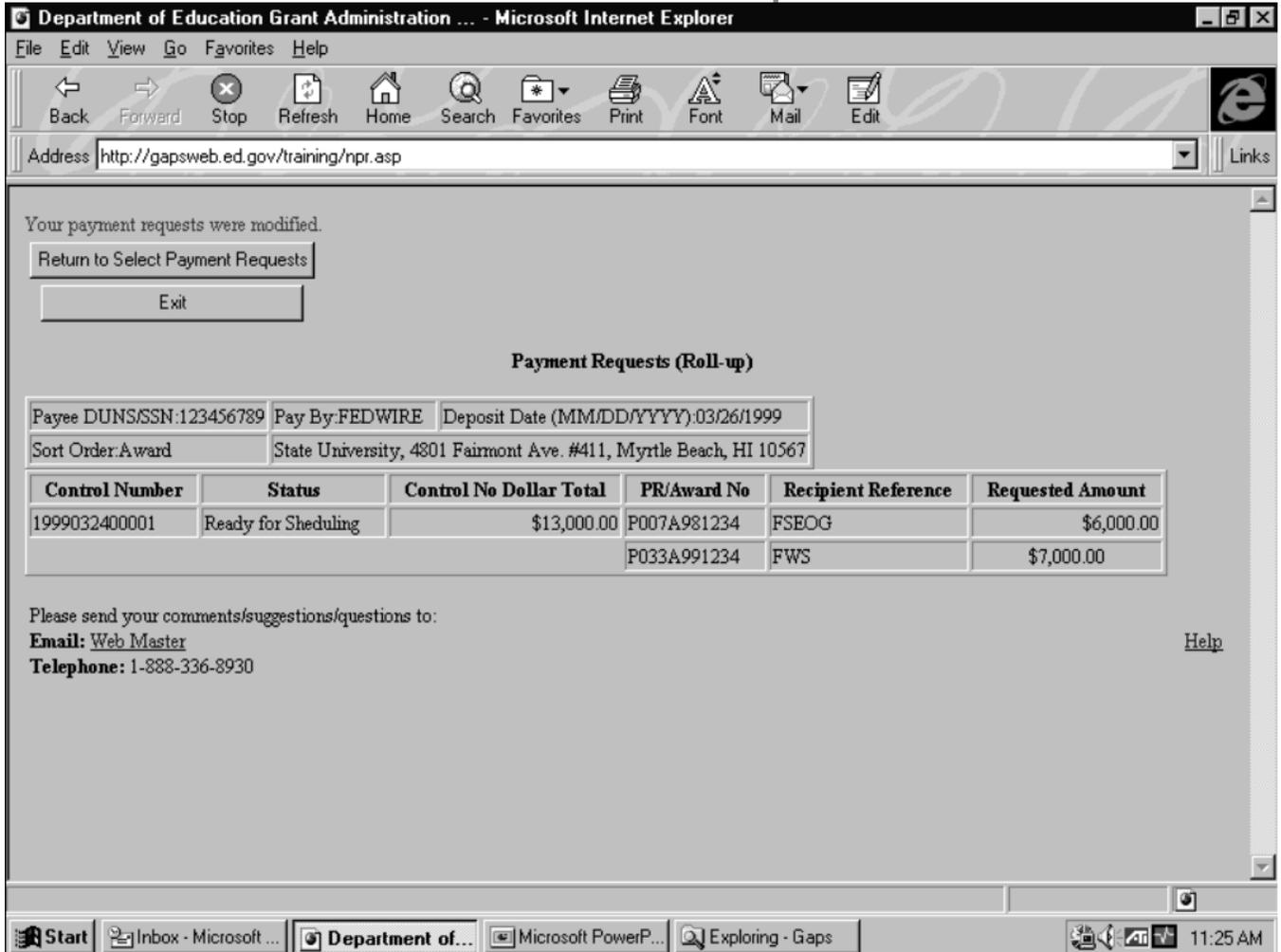
- This screen displays:
 - all completed and pending payment requests and
 - their roll-up status in reverse chronological order.

VIEW PAYMENT REQUEST STATUS DESCRIPTIONS

Status	Description
Ready for Scheduling	Payment request to be included in the disbursement schedule.
Scheduled	Roll-ups that are scheduled for disbursement.
Cancelled	Roll-ups removed from the disbursement schedule.
Removed by Scheduling Official	Roll-ups removed by the scheduling official.
Placed on Unapproved Schedule	Roll-ups that have been placed on a schedule that has not yet been approved.
Waiting for Payments Office Review	Payment requests routed for Payments Office approval.
Waiting for Program Office Review	Payment requests routed for Program Office approval.
Waiting for A/R [Accounts Receivable] Offset Determination	Payment requests routed to Accounts Receivable Office for offset determination.
Disapproved	Payment requests routed for ED review that were denied approval.
Approved and Ready for Scheduling	Payment requests routed for ED review that were approved and will be included in the disbursement schedule.
Returned	Roll-ups confirmed by Treasury and later returned by Federal Reserve Bank.
In Transit	Roll-ups included in a disbursement schedule sent to Federal Reserve Bank, but not confirmed by Treasury.
Confirmed	Roll-ups confirmed by Treasury.

Figure 12: Payment Requests (Roll-up)

Notes



- This screen displays the details of the selected rolled-up payment request.

6. Adjust Drawdown Amounts

- Using GAPS, drawdown amounts can be adjusted or redistributed between grant awards.
- Net change of adjustments must equal zero.

Figure 13: Drawdown Adjustments

Notes

Return to Payment Requests Menu

Exit

Drawdown Adjustments

Payee DUNSSSN: 123456789 State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

Sort Award Recipient Ref

PR/Award No	Recipient Reference	Net Authorization	Available Balance	Net Draw	Adjustment
P007A981234	FSEOG	\$100,000.00	\$70,000.00	\$30,000.00	\$ 0.00
P033A991234	FWS	\$200,000.00	\$155,000.00	\$45,000.00	\$ 0.00
P063P991234	PELL	\$300,000.00	\$180,000.00	\$120,000.00	\$ 0.00
Total		\$600,000.00	\$405,000.00	\$195,000.00	\$0.00

OK Cancel

Please send your comments/suggestions/questions to:
Email: [Web Master](#)
Telephone: 1 888 236 9030

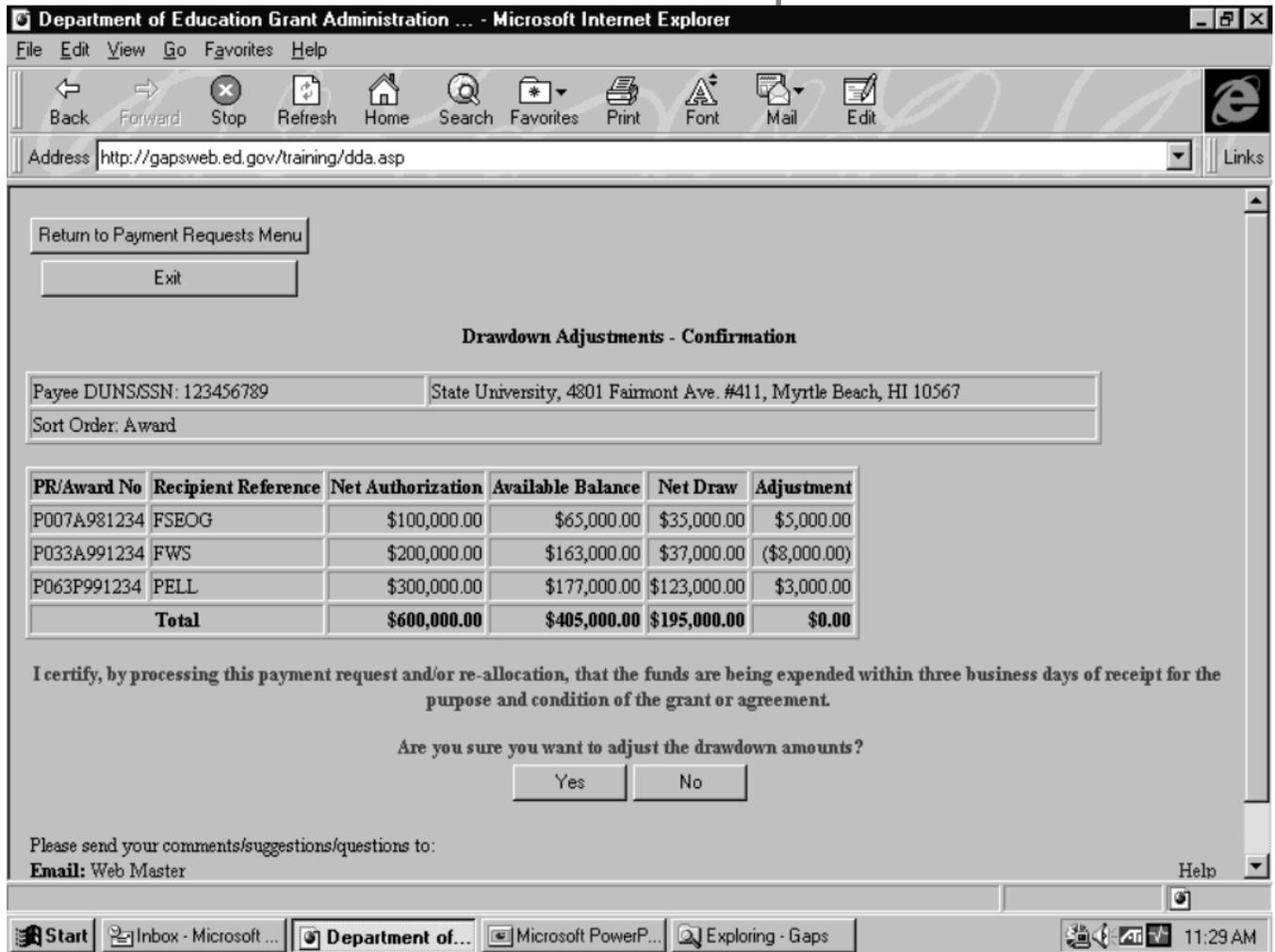
Help

Start Inbox - Microsoft ... Department of ... Microsoft PowerP... Exploring - Gaps 11:27 AM

- This screen is used to:
 - adjust drawdowns on awards in their performance or liquidation periods and
 - submit drawdown adjustments.

Figure 14: Drawdown Adjustments - Confirmation

Notes



- This screen:
 - summarizes drawdown adjustments and
 - asks the user to confirm the adjustments.

Figure 15: Drawdown Adjustments (View)

Notes

Return to Payment Requests Menu

Exit

Drawdown Adjustments (View)

Payee DUNS/SSN: 123456789 State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

Sort Order: Award

PR/Award No	Recipient Reference	Net Authorization	Available Balance	Net Draw	Adjustment
P007A981234	FSEOG	\$100,000.00	\$65,000.00	\$35,000.00	\$5,000.00
P033A991234	FWS	\$200,000.00	\$163,000.00	\$37,000.00	(\$8,000.00)
P063P991234	PELL	\$300,000.00	\$177,000.00	\$123,000.00	\$3,000.00
Total		\$600,000.00	\$405,000.00	\$195,000.00	\$0.00

The drawdown amounts have been adjusted.

Please send your comments/suggestions/questions to:
Email: [Web Master](#)
Telephone: 1-888-336-8930

[Help](#)

- This screen displays the drawdown adjustments in view-only mode.

7. View Authorization History

Notes

Figure 16: Authorization History

Return to Payment Requests Menu

Exit

Authorization History (03/24/1998 - 03/24/1999)

Payee DUNS/SSN: 123456789 Payee Name: State University

Start Date: 03/24/1998 End Date: 04/30/1999 Find

PR/Award No.:

PR/Award No	Date	Change in Authorizations	Cumulative Authorizations
P007A981234	04/04/1998	\$120,000.00	\$120,000.00
	04/23/1998	(\$20,000.00)	\$100,000.00
P033A991234	04/24/1998	\$200,000.00	\$200,000.00
P063P991234	04/25/1998	\$300,000.00	\$300,000.00

Please send your comments/suggestions/questions to:
Email: [Web Master](#)
Telephone: 1-888-336-8930

[Help](#)

- Displays all authorization changes that have occurred to awards since each award's inception.
- Modifying the start and end dates allows award authorization histories to be viewed over any given period.

8. Direct Loan Payment Requests

- GAPS can be used to:
 - make Direct Loan payment requests,
 - modify Direct Loan payment requests, and
 - adjust Direct Loan drawdown amounts.

9. GAPS Activity Report

- Schools use this report to reconcile internal accounting records with ED and contact ED if discrepancies occur.

Notes

Figure 17: Reports Menu

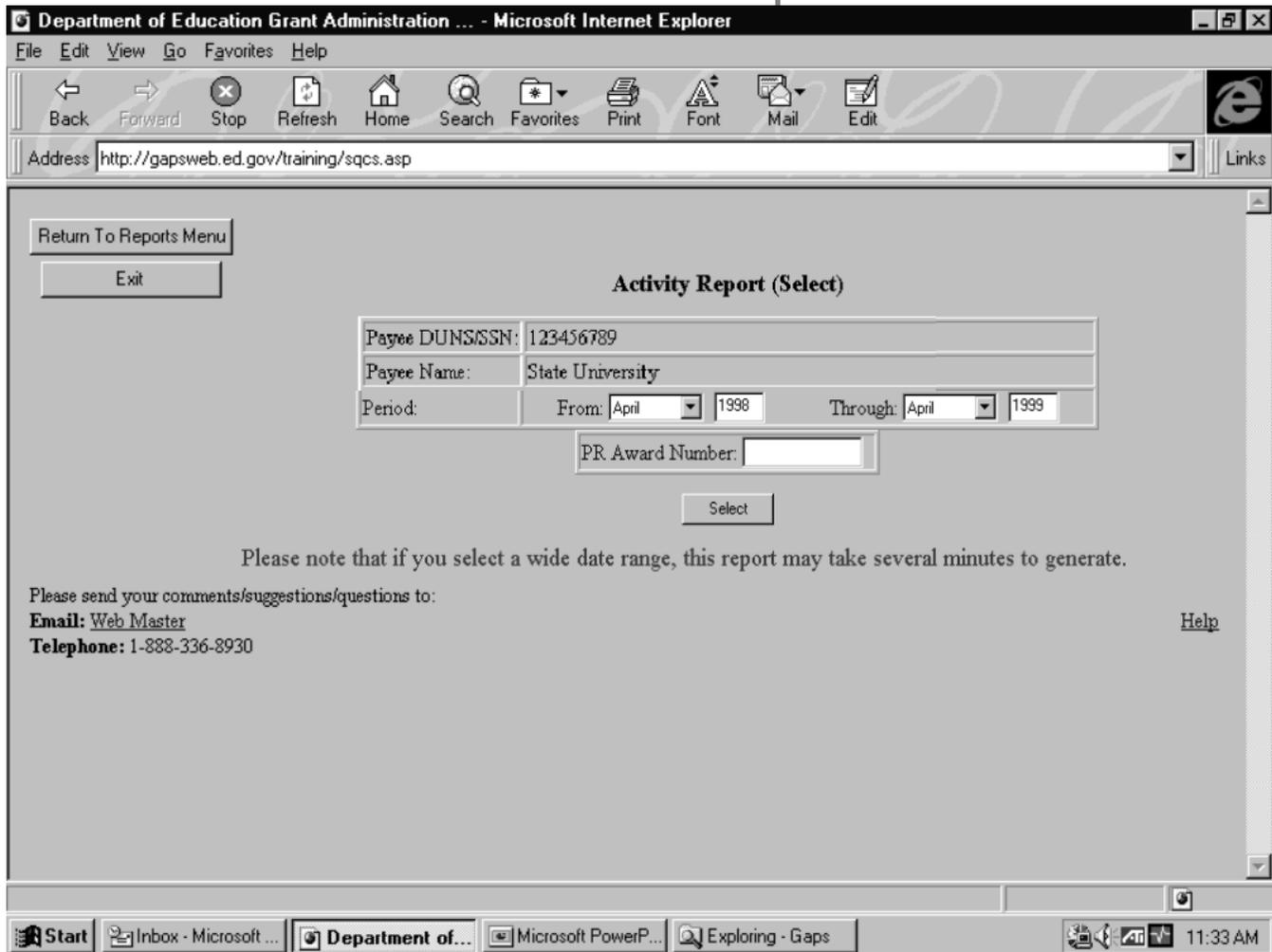
Notes



- The Reports Menu allows the user to create an Activity Report.

Figure 18: Activity Report (Select)

Notes



- Use a full PR Award Number to limit the report to one specific grant award.

Figure 19: Activity Report - Cumulative Summary

Notes

Return to Activity Report (Select)

Exit

Activity Report - Cumulative Summary

Payee DUNS/SSN: 123456789
 Payee Name: State University
 Payee Address: 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

CUMULATIVE SUMMARY TABLE (As of 3/24/99)								
Row ID	Award	(A) Net Authorizations	(B) Cumulative Draws	(C) Cumulative Refunds	(D) Cumulative Returns	(E) Net Adjustments	(F) (B- C-D+E) Net Draws	(G) (G=A-F) Available Balance
1	P007A981234	\$100,000.00	\$28,000.00	\$0.00	\$0.00	\$2,000.00	\$30,000.00	\$70,000.00
2	P033A991234	\$200,000.00	\$42,000.00	\$0.00	\$0.00	\$3,000.00	\$45,000.00	\$155,000.00
3	P063P991234	\$300,000.00	\$125,500.00	\$500.00	\$0.00	(\$5,000.00)	\$120,000.00	\$180,000.00
4	P268K990001	\$100,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$40,000.00

- The cumulative summary table provides summary information on activity that occurred on each grant during the date range specified by the user.

CUMULATIVE SUMMARY TABLE FIELDS

Column	Description
Award	List of grant awards.
(A) Net Authorization	This represents the net authorization amount of each grant award. This amount includes all authorizations and changes in authorizations as of the statement date.
(B) Cumulative Draws	This represents the total amount of each grant award from the start of the grant to the statement date. These draws also reflect any FRB returns or Accounts Receivable offsets.
(C) Cumulative Refunds	This represents the total amount of money refunded to ED by the payee.
(D) Cumulative Returns	This represents funds returned by the FRB that could not be deposited into the recipient's account. This occurs when an account number or bank routing number is incorrect.
(E) Net Adjustments	This represents the net result of all adjustments made to the amounts drawn on a grant from the start of the grant to the statement date.
(F) Net Draws	This represents the net amount drawn on each grant award as of the statement date. Net draws are calculated by taking cumulative draws, then subtracting cumulative refunds and cumulative returns, and adding or subtracting net adjustments.
(G) Available Balance	This represents the total amount of funds available for drawdown for each grant award. This figure is calculated for each award by subtracting net draws from the cumulative authorization.

Figure 20: Activity Report - Record Detail

Notes

- The detail table shows the detail transactions that make up the cumulative summary table.

D. TIPS FOR USING GAPS

1. Use the correct Web site.
 - <http://gapsweb.ed.gov>
2. Contact the GAPS Hotline if you have submitted the External Security Access form but have not received a permanent user I.D. and password.
3. Enter only positive dollar amounts on the Payment Requests screen.
4. All award adjustments must net out to zero.
5. Payments can be modified only while the status is "Ready for Scheduling."
6. Every payment request must be confirmed and certified.
7. Call the program office if an authorized amount has been decreased.
8. Use the payment request screen to extract details about specific awards.
9. Make a note of your password.
10. Don't report expenditures to GAPS.
11. Don't forget to exit.

Notes
