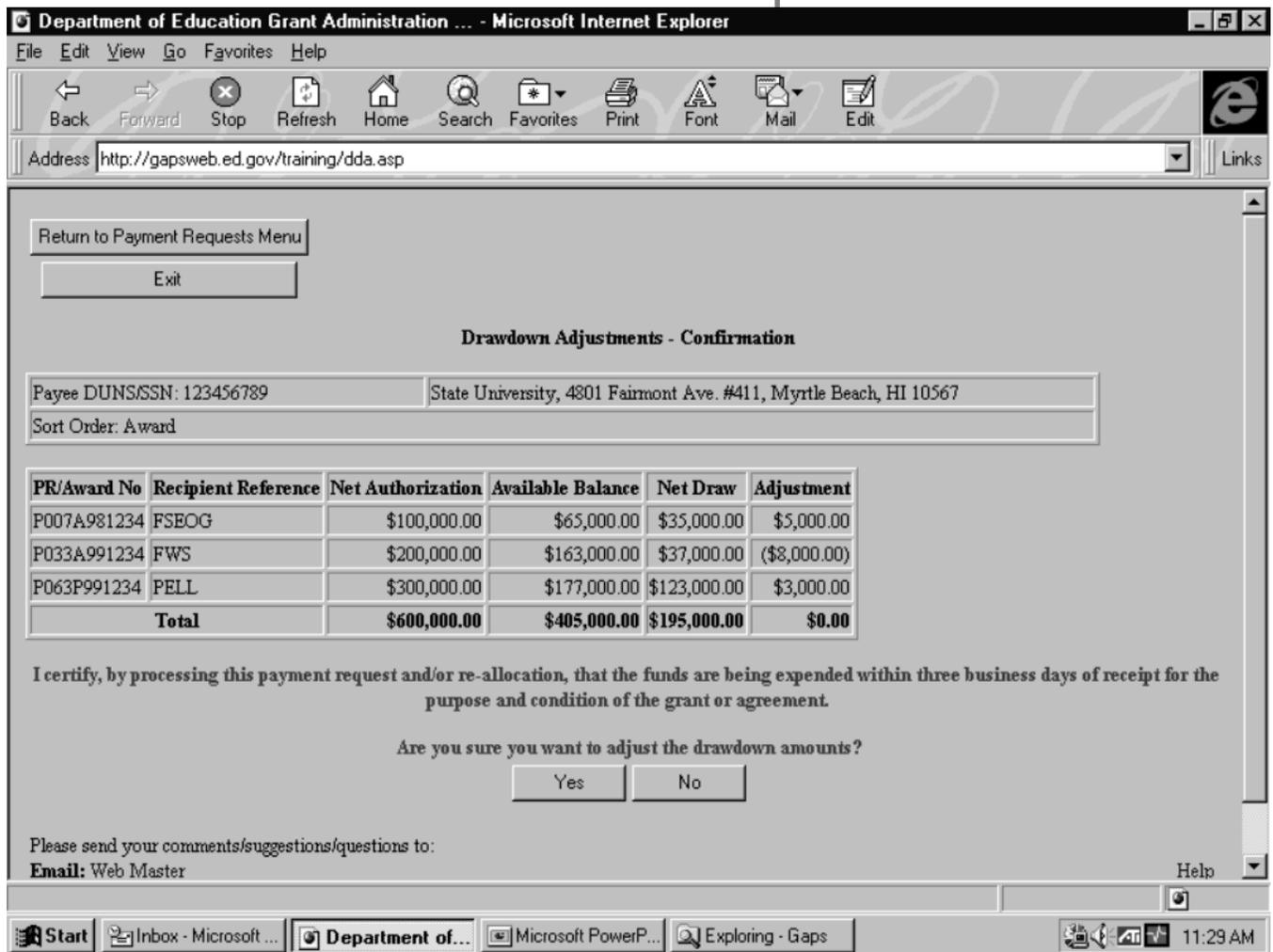


Figure 14: Drawdown Adjustments - Confirmation

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.

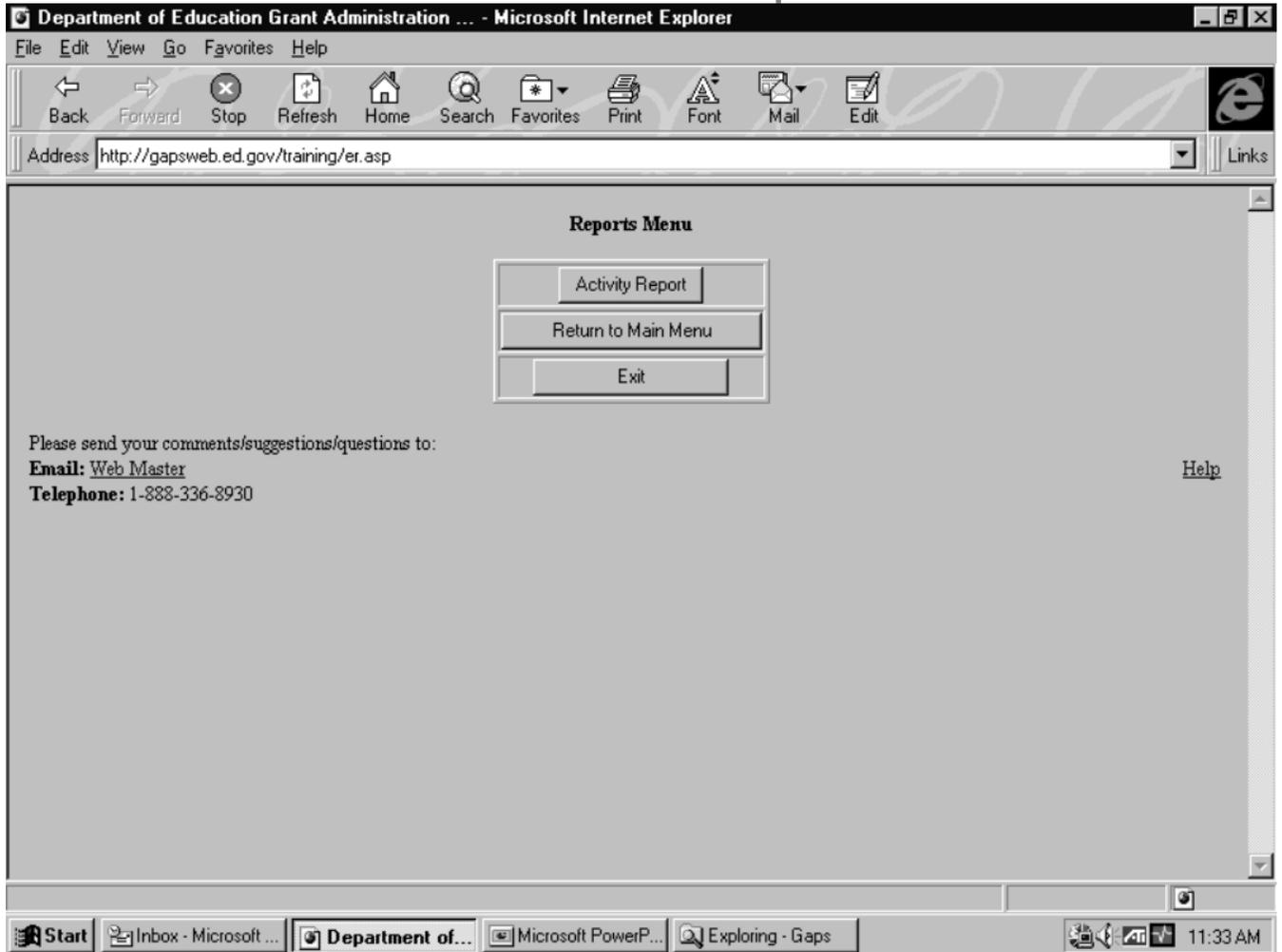
9. GAPS Activity Report

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

Notes

Figure 17: Reports Menu

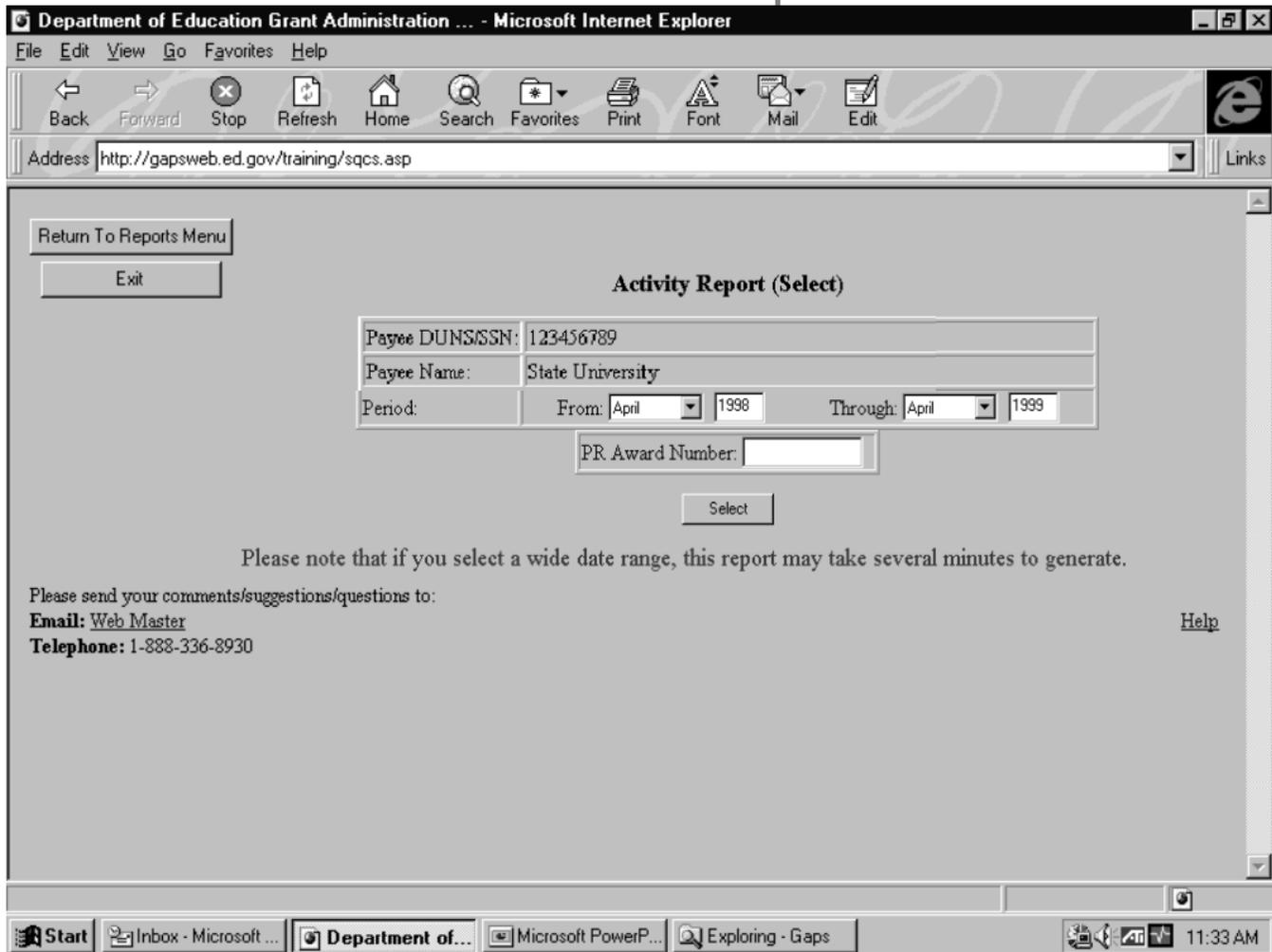
Notes



- 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 DUNSSSN: 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
