

Program	<b>AMOUNT OF CASH MUST BE ENOUGH TO MEET...</b>
<b>Federal Pell Grant</b>	disbursements.
<b>FSEOG and Federal Perkins Loan</b>	federal share of disbursements and administrative cost allowance (ACA).
<b>FWS</b>	federal share of payroll disbursements.
<b>Federal Direct Loan</b>	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

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= 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

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### ***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
<b>Home Page</b>	The Home Page Main Menu provides users with a number of links, including a link to the Logon screen.
<b>Logon</b>	A user (payee) first logs on to GAPS using the Logon screen. The user enters a user ID and a password.
<b>Main Menu</b>	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.
<b>Payment Requests</b>	<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"> <li>• Create Payment Requests—allows user to create new payment requests</li> <li>• Modify Payment Requests—allows user to modify or cancel payment requests</li> <li>• View Payment Requests—allows user to view all completed and pending payment requests</li> <li>• 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</li> <li>• View Authorization History—allows user to view all authorization changes made to school’s awards</li> <li>• Create Direct Loan Payment Requests—allows user to create new payment requests for Direct Loan funds</li> <li>• Modify Direct Loan Payment Requests—allows user to modify or cancel Direct Loan payment requests</li> <li>• Adjust Direct Loan Drawdown Amounts—allows user to adjust Direct Loan drawdown amounts, as long as the net is zero</li> <li>• Return to Main Menu—allows user to exit the Payment Requests screen and return to the GAPS Main Menu</li> <li>• Exit—allows user to exit GAPS</li> </ul> <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>
<b>Reports</b>	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.
<b>Password Maintenance</b>	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

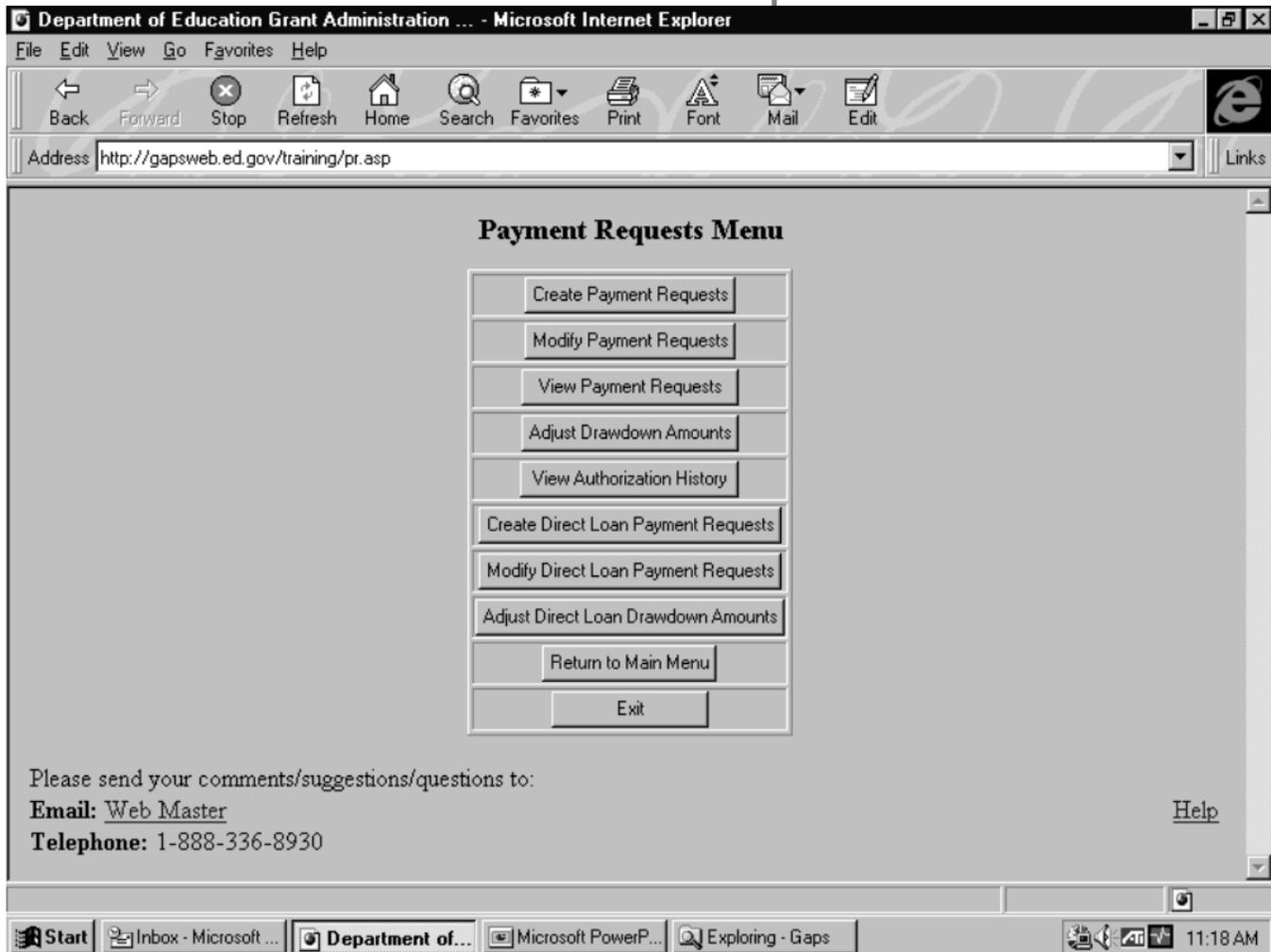


- Functions available through main menu:
  - payment requests
  - reports
  - password maintenance
  - secure downloads
  - exit
- Two help functions available:
  - use the [Web Master](#) hyperlink to send an email to Customer Service and
  - use the [HELP](#) hyperlink to access corresponding section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

Return to Payment Requests Menu

Exit

You have 59.54 to save your work

Payment Requests (Create)

Payee DUNS/SSN:123456789 Pay By: ACH Deposit Date (MM/DD/YYYY): 03/26/1999

Sort  Award  Recipient Ref  Last Date to Draw Funds State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

Row No	PR/Award No	Recipient Reference	Net Authorization	Available Balance	Last Date to Draw Funds	Request Amount
1	P007A981234	FSEOG	\$100,000.00	\$70,000.00	09/30/2003	\$ 0.00
2	P033A991234	FWS	\$200,000.00	\$155,000.00	09/30/2003	\$ 0.00
3	P063P991234	PELL	\$300,000.00	\$180,000.00	09/30/2003	\$ 0.00
Number of Awards: 3					Total Request:	\$0.00

Save Recipient Reference Only OK Cancel

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 | 11:19 AM

- 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.

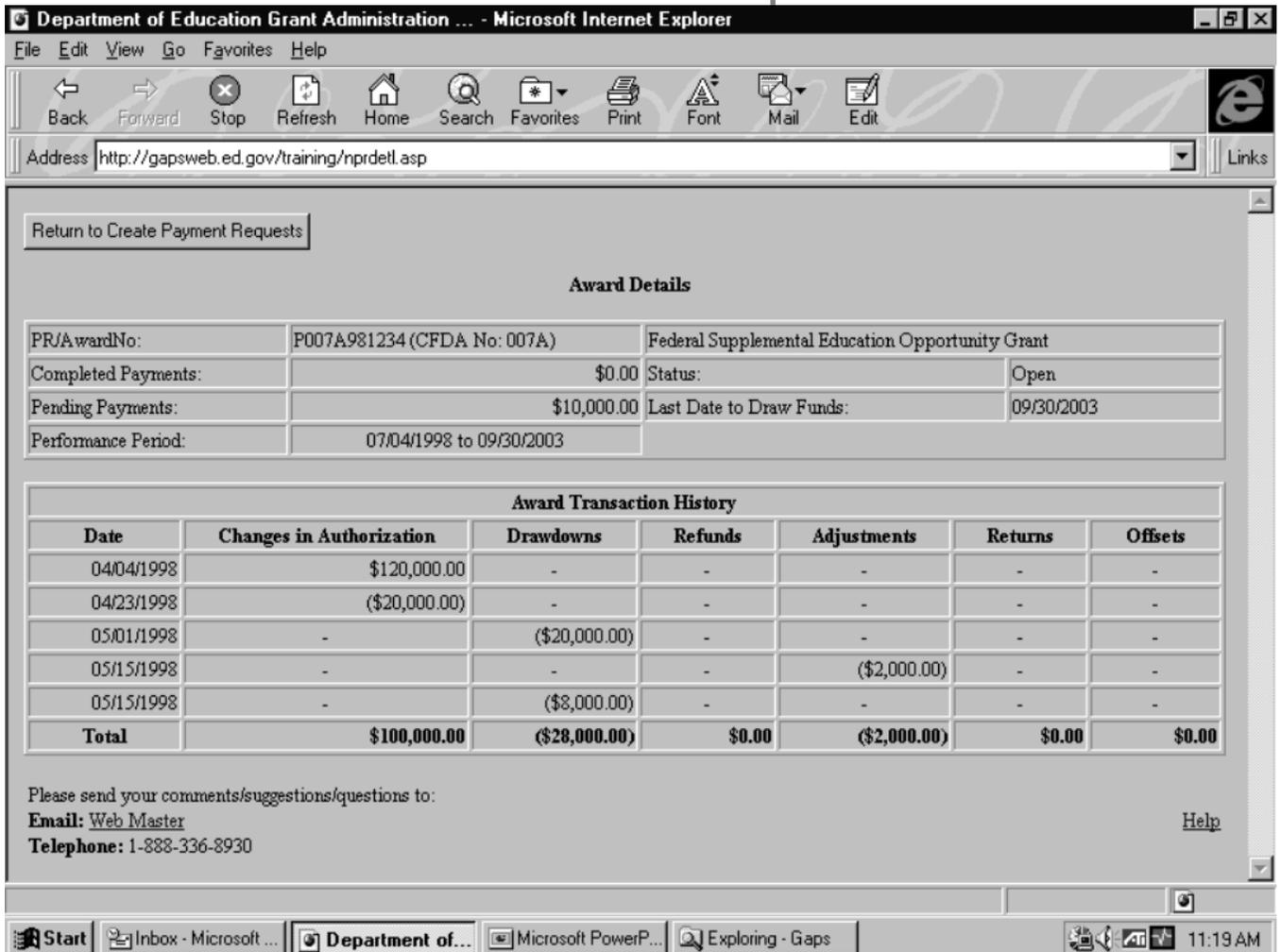
Notes \_\_\_\_\_

Field	Description
<b>Deposit Date</b>	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.
<b>Recipient Reference</b>	The recipient reference is a payee-assigned name for each award. (This is an optional field.)
<b>Request Amount</b>	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

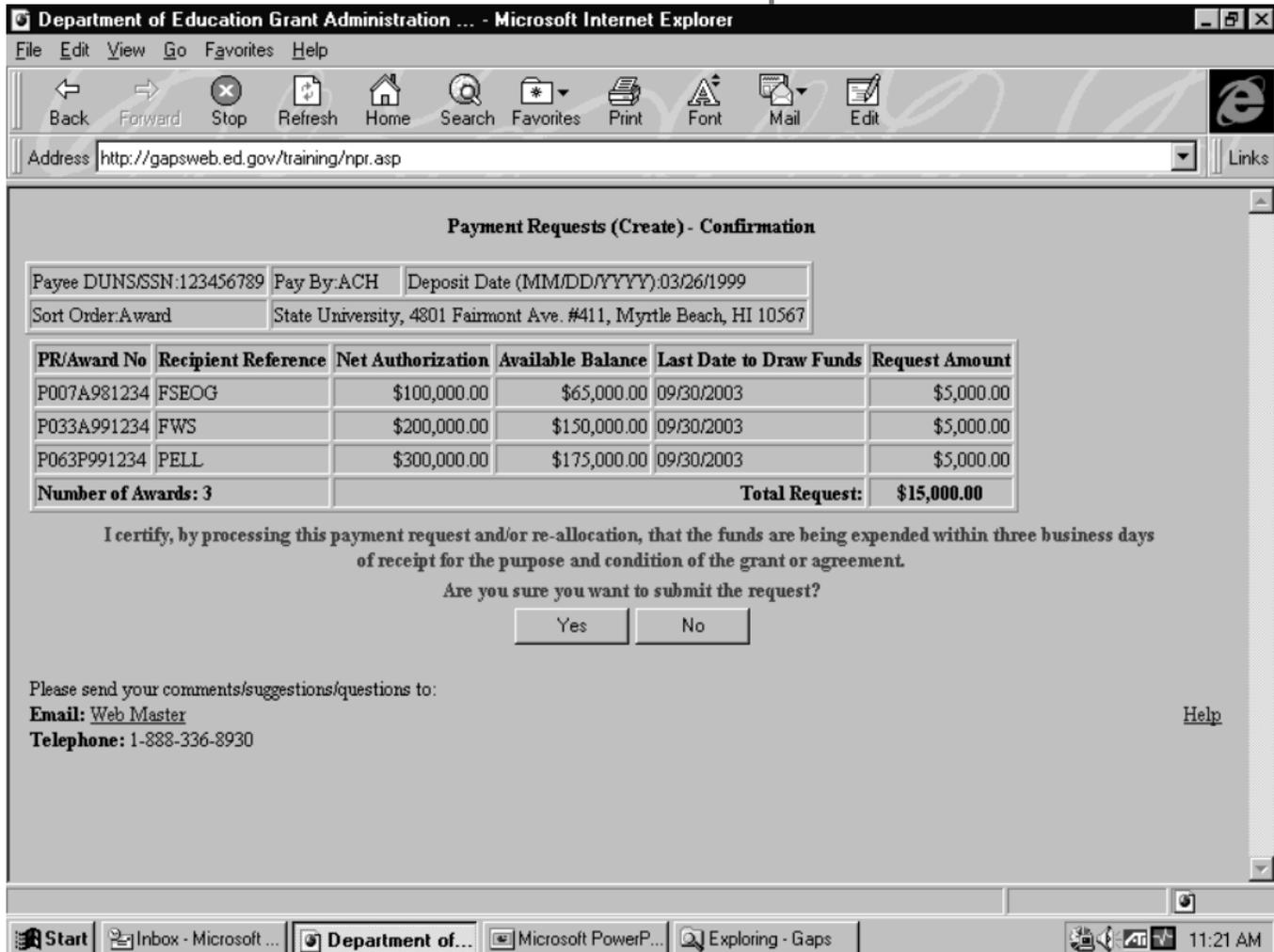
Notes \_\_\_\_\_



- 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.