G5: The Do’s and Don’ts

Presented by
Introduction

• Title IV Funding
• Cash Management
• Reporting
Process Overview

• How do schools get their $Money$?
The Triangle of Fund Management for Title IV Programs
Funding Lifecycle

- Initial funding by the school
- Disbursement and loan Processing (COD System)
- Drawdown (G5)
- Monthly reconciliations disbursements/cash
  - School/COD System/G5
- End of Award year reconciliation and closeout
What is G5?

• Department of Education Grants Management System:
  ▫ Assists with better program monitoring
  ▫ Improve communication with users
  ▫ Quicker way to process awards
  ▫ Quick way to receive funds
Title IV Funding

- Federal Work Study
- Pell
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Direct Loan
- Teach Grant
- Pell Administrative Cost Allowance
Access to G5

• Your school must have a DUNS number
• The Data Universal Numbering System (DUNS) is a unique nine-digit code assigned to a school.
• DUNS number used to process payments
• Linked to bank account(s)
G5 Homepage
www.G5.gov

Welcome

Notice: All users requiring access to G5 must register with the U.S. Department of Education to obtain individual user IDs and passwords. In addition, all payees receiving grant award funds must submit signed and properly validated paperwork supporting their individual registrations. By applying for an ID, users must acknowledge that the data processed in G5 is sensitive financial data protected by the Privacy Act and other authorities. Users are not allowed to share passwords or login account information with anyone or access the G5 system using the credentials of others. Any sharing of user account information or unauthorized access to G5 will result in a loss of system privileges.

News and Events

10/24/17 Outdated Financial Guidance Documents - As part of the Department’s ongoing effort to reduce burden on the American people through regulatory reform, the Department is removing from its website a number of outdated guidance documents.

07/05/17 Interest Earned Refunds - Based on the new OMB Guidance on cash management of interest earned on Federal funds (34 CFR 668.163(c)(3)) which requires excess interest over $500 be remitted to HHS.

04/18/16 IMPORTANT: U.S. Department of Education has implemented Two Factor Authentication for G5 Access - Starting Monday, June 13, all external G5 users are required to enter a second piece of identification in addition to their password when logging in.

03/08/16 Federal Awardee Performance and Integrity Information System (FAPIIS) - On July 22, 2015, Office of Management and Budget (OMB) issued final guidance that amends 2 CFR part 200 (Uniform Guidance) to implement.

01/21/16 REMINDER TO MAINTAIN AN ACTIVE REGISTRATION IN SAM - As you are aware, in order to do business with the Department of Education (the Department), you must have a Data Universal Numbering System (DUNS) number and a Federal Business Number (FBN) issued by SAM.
G5 Registration

- Establish a user ID
  - Should be unique for each user
- Establish a bank account for funds to be deposited
- Establish a bank account for the return of funds
  - May use the same bank account used for deposit of funds
G5 Award

- Funds transmitted to school’s bank account
- ACH Fill out form 1199A
- Funds requested before 3 p.m. (ET) deposited the next business day

- **FEDWIRE**
  - A Bank fee may be charged
  - Requested prior to 2 p.m. (ET) deposited same day
G5-How to Request Funds

- Select Payments
- Create Payments
G5-Create Payment

- Select Loan Awards for Direct Loan and Teach Grant
- Select Non-Loan for all other programs
G5- Create Payment...

- Detail report of authorizations and drawdown
• Fill in the amount of payments requesting
G5 - Create Payment – Summary Tab

- Review your request
- Confirm
- Submit
G5-Select Payment...

You will receive an email notification confirming your request and date of fund availability.

John,

Requesting User ID: johndoe@oasfaau.edu

Your payment submitted on 03/22/2018 in the amount of $2,000,000.00, has been received and will be deposited to Bank Account ****2038 on Fri Mar 23 00:00:00 EDT 2018. Your control number is 20180322*****.

Should you have any questions, please contact the Helpdesk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) or email edcaps.user@ed.gov.
Hours of operation: 8am-6pm Washington DC time Monday-Friday.
Record Payment

- Keep record of all submitted payments.
- Document amount of each request and corresponding control number.
- Cash Drawdown or Return Date should be the day funds are received.
- These records serve as an audit trail and help with reconciling.
**Drawdown Adjustments**

- Can’t move more than had 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
Select Drawdown Adjustments from the Payments Menu
From the drop down select Award type and Fiscal year
• Enter amount of adjustment
• Total must equal to zero
Click continue
Submit Adjustments

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

<table>
<thead>
<tr>
<th>Award No.</th>
<th>Net Draws</th>
<th>Decrease Net Draws</th>
<th>Increase Net Draws</th>
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</thead>
<tbody>
<tr>
<td>0254634350</td>
<td>$12,145,122.00</td>
<td>$150.00</td>
<td>$150.00</td>
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<tr>
<td>0254634350</td>
<td>$11,069,569.00</td>
<td>$0.00</td>
<td>-$150.00</td>
</tr>
</tbody>
</table>

Click Submit
Adjustment confirmation
Be sure to record adjustments same as payments
External Award Activity

This is a great tool to use for external auditors
Award History Report
Award History Report

Click on the Award number to view history

Then export to CSV or PDF file
Options to export file
Need Help?

• G5 Help Desk
  1-888-336-8930
• edcaps.user@ed.gov