

G5 For External Users

Payment Requests

Create a Payment Request

Purpose : This procedure describes what is needed to create a Payment Request in G5.

G5 Responsibility : All external G5 (Non-Department of Education) users.

Navigation Path : Payments > Payment Requests > Create Payments

Prerequisites : The prerequisites for this topic are:

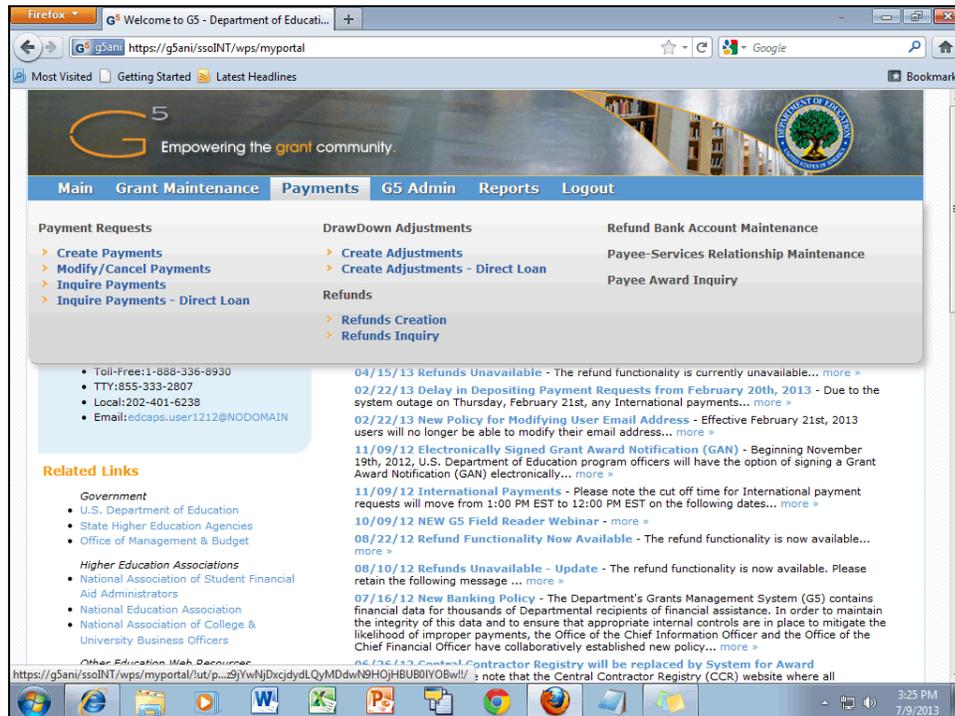
1. The user must have an active G5 User ID.
2. The user must have an active role (which allows for drawdowns) assigned to their G5 user ID.
3. There must be at least one open award which has funds available for payment requests to be drawn against.
4. An Award must be in Open or Liquidation status to be displayed.
5. Payment Requests will be checked against Available Funds as follows:

Direct Loans:

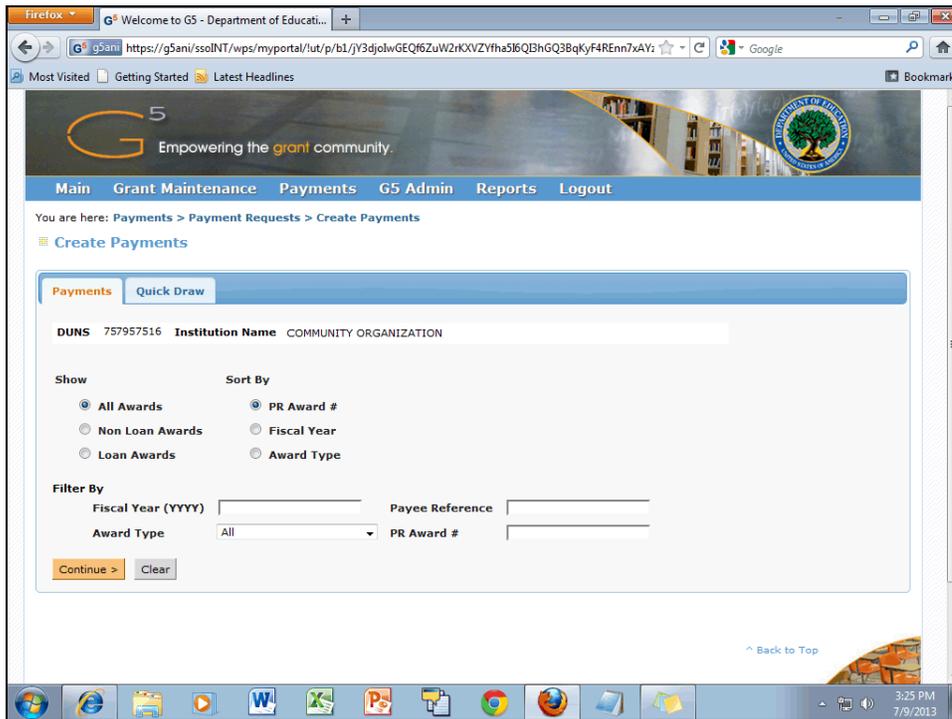
All other Awards: The payment request may not exceed available funds for the Award.

Procedure

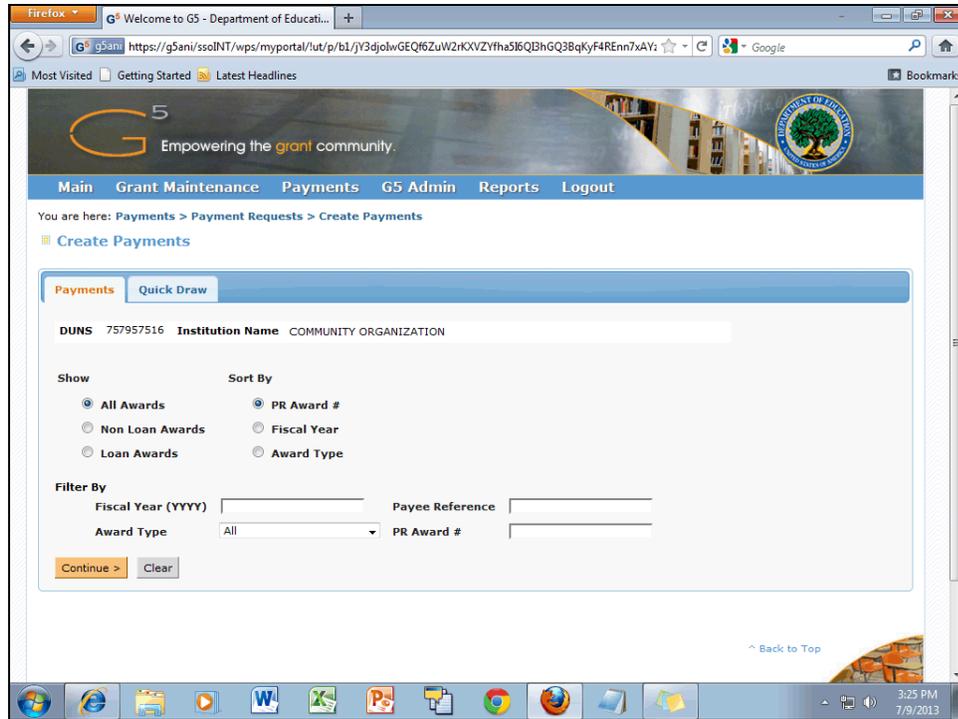
In this topic, you will learn how to create a Payment Request in G5 including an alternative option to change the Recipient Reference field for an Award.



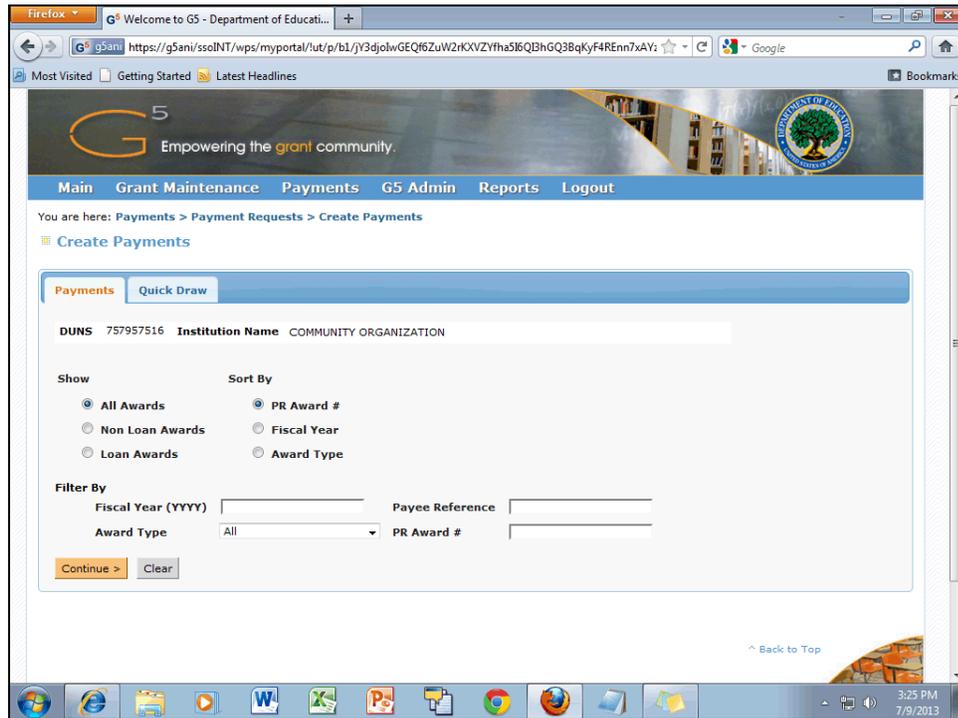
Step	Action
1.	Hover over the Payments menu item and click the Create Payments function to create a payment request. 



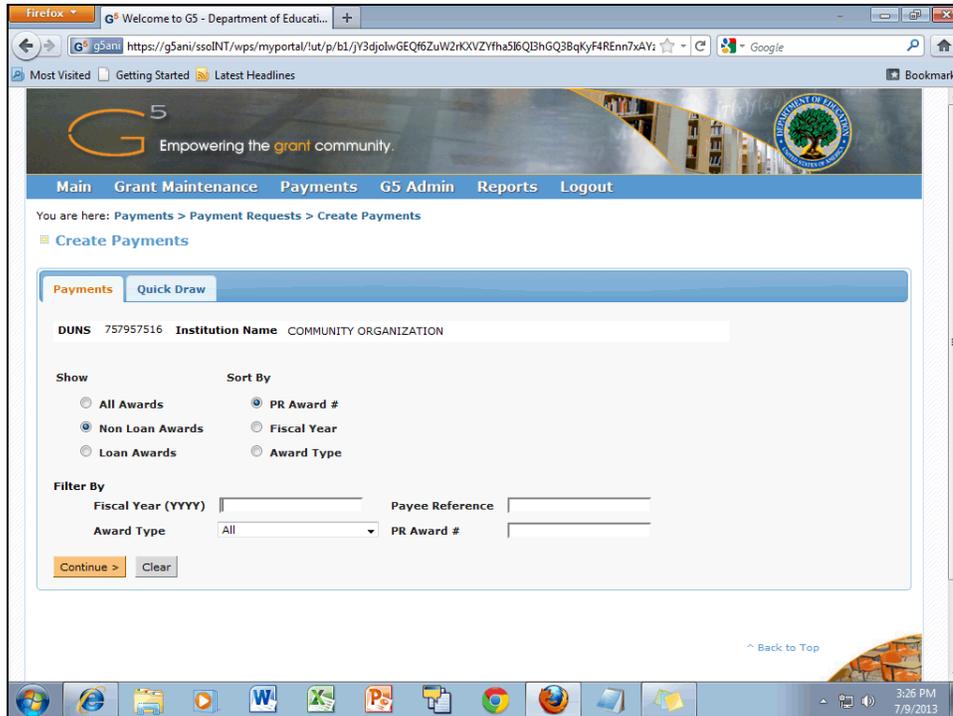
Step	Action
2.	<p>Decision: Depending on whether you are a payee or servicer, make a selection from the options listed below.</p> <ul style="list-style-type: none"> • I am a Payee Go to step 3 on page 3 • I am a Servicer Go to step 23 on page 18



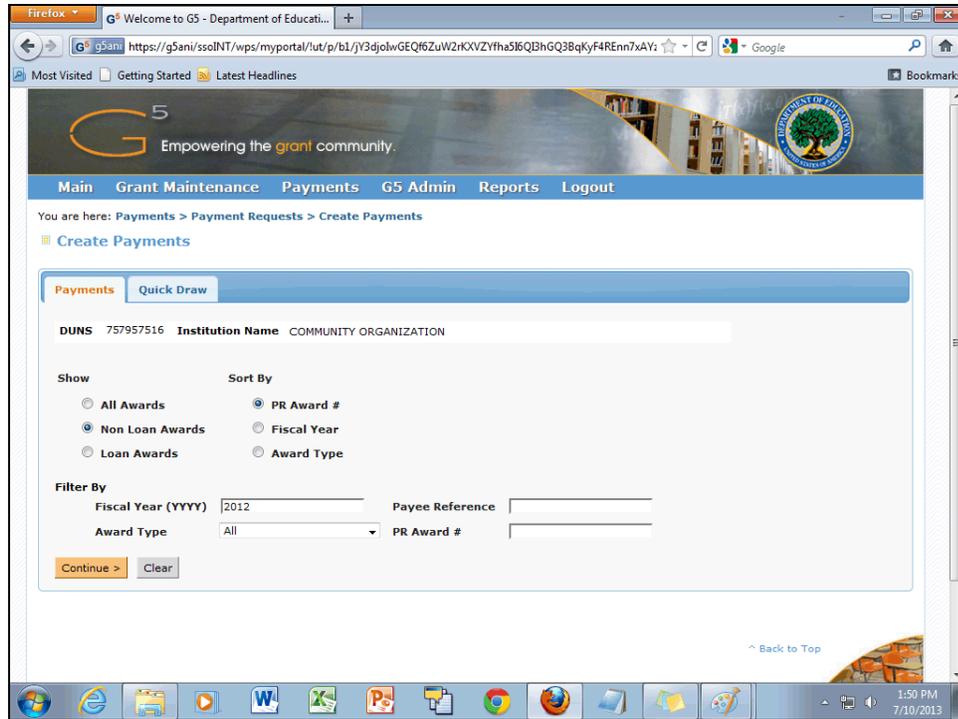
Step	Action
3.	The Create Payments page allows you to apply filters to search for specific awards and customize the awards listed on the Enter Payments page as necessary.



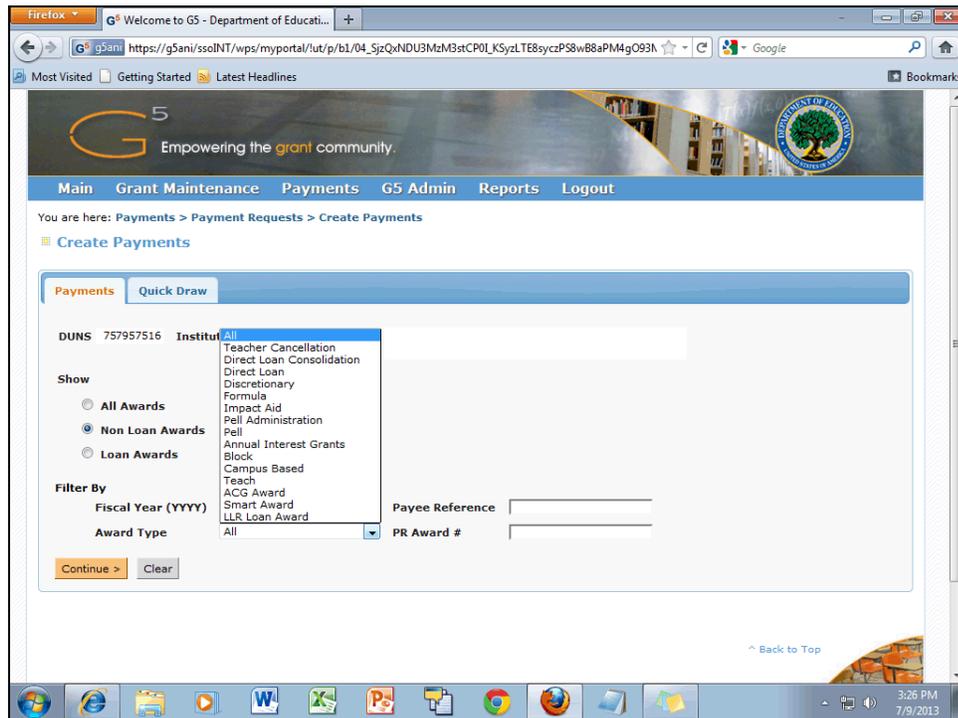
Step	Action
4.	In this example, select the Non Loan Awards option. 



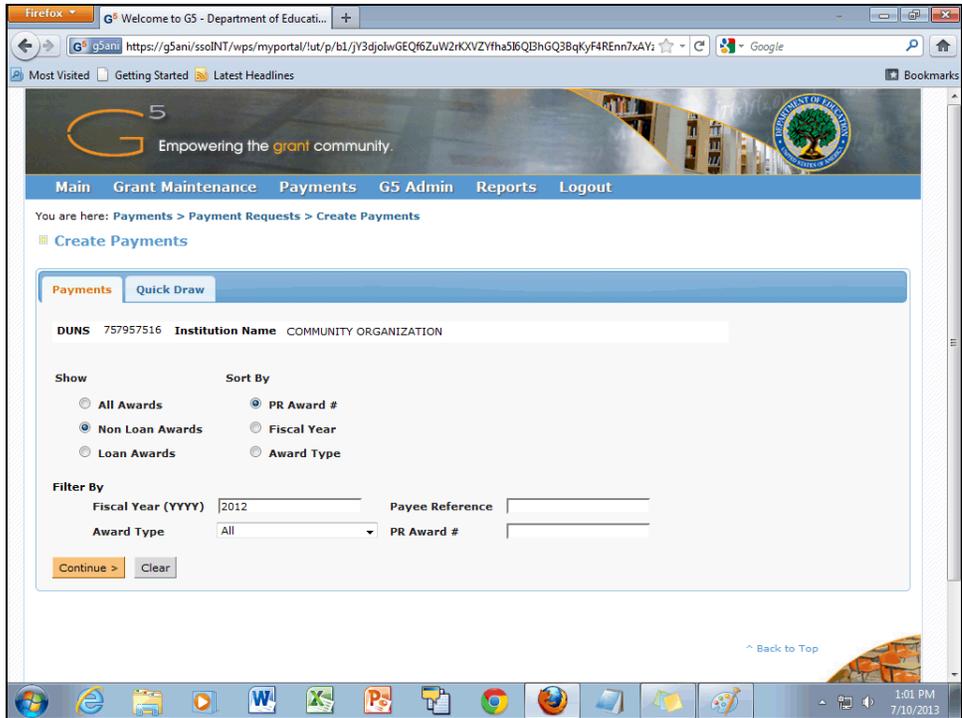
Step	Action
5.	Enter the desired information into the Filter By fields to search for specific awards. In this example, enter " 2012 " in the Fiscal Year field.



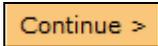
Step	Action
6.	Click the Award Type dropdown list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">All ▼</div>

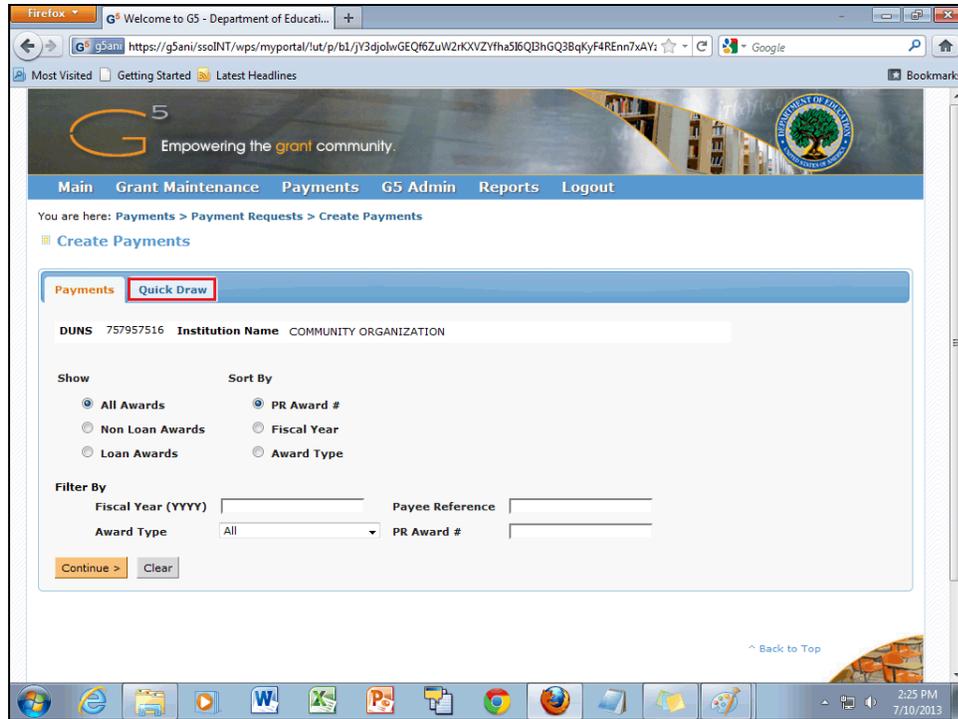


Step	Action
7.	You can select a category in the Award Type dropdown list to quickly access certain awards.

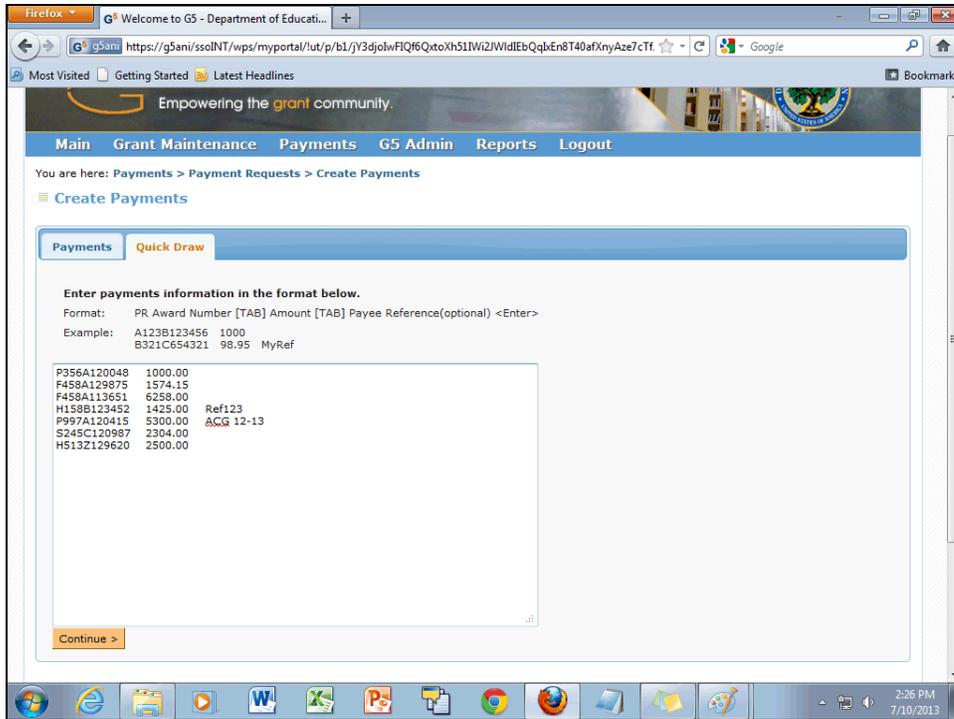


Step	Action
8.	Click in the Continue button to view the specified awards.

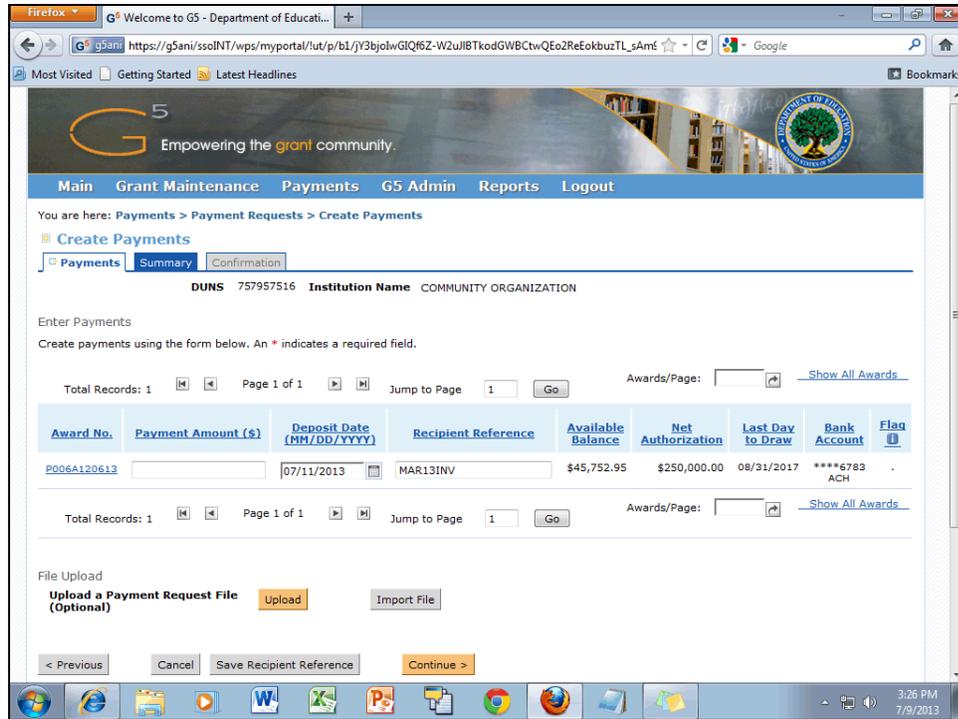




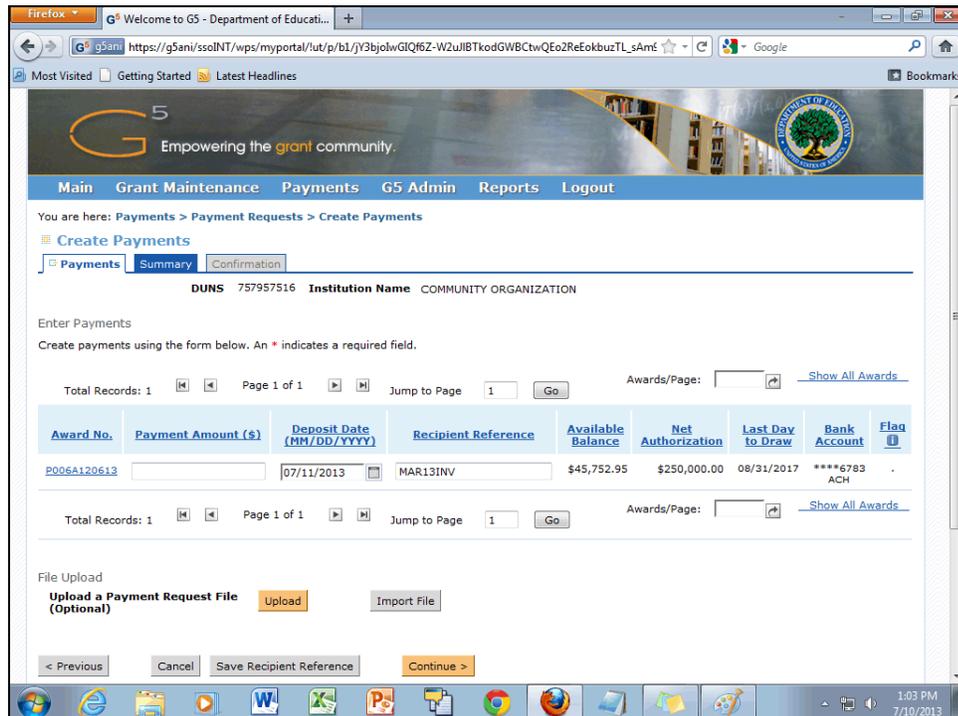
Step	Action
9.	<p><u>Important Note:</u> The previous example provided the steps for creating a payment request for a single award.</p> <p>If you need to create multiple payment requests, press the Quick Draw tab.</p>



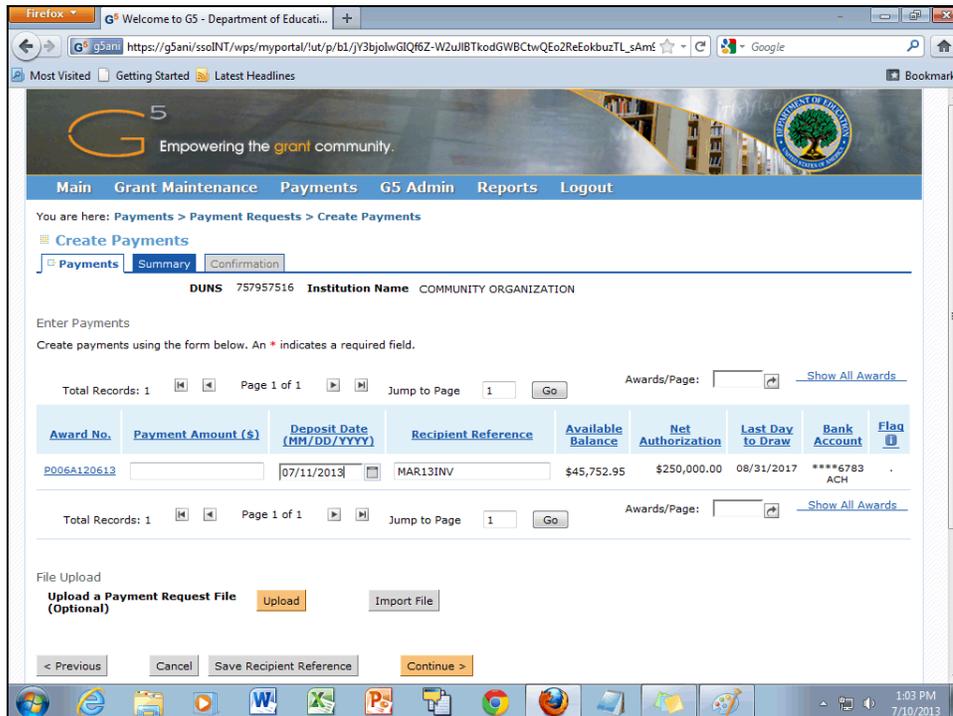
Step	Action
10.	<p>The Quick Draw tab allows you to submit payment requests for multiple awards by entering information in the following format:</p> <p>PR Award Number [Tab key] Amount [Tab key] Payee Reference(optional) <Enter></p> <p>After entering the award numbers and amounts, press the Continue button to continue to the Enter Payments page and submit the payment requests.</p>



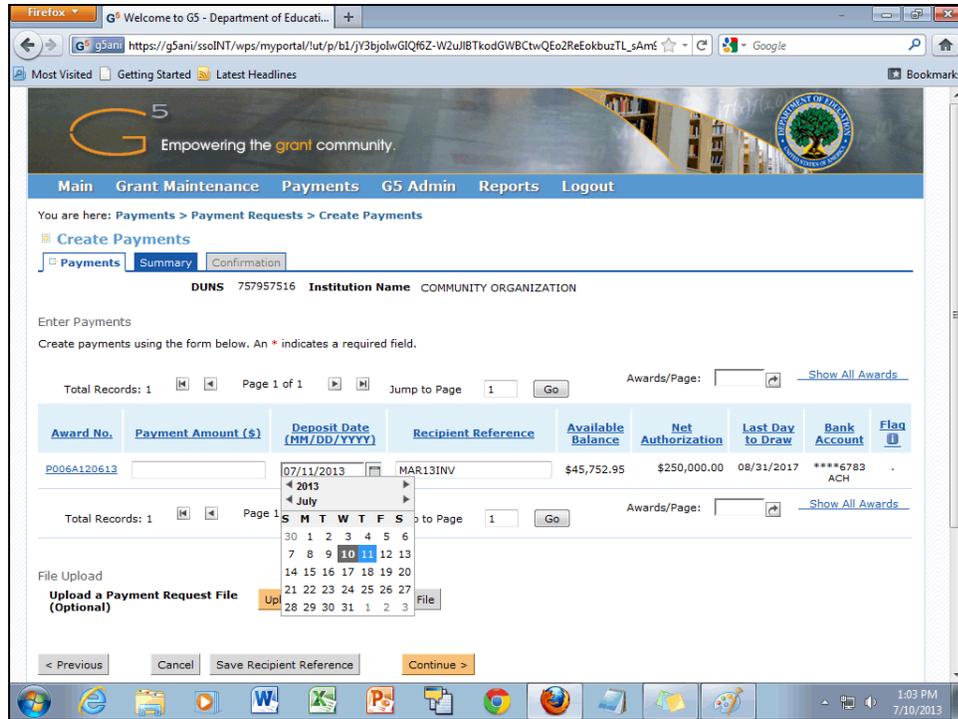
Step	Action
11.	Enter the desired information into the Payment Amount field. For this example, enter a valid value, e.g. " 100.00 ".



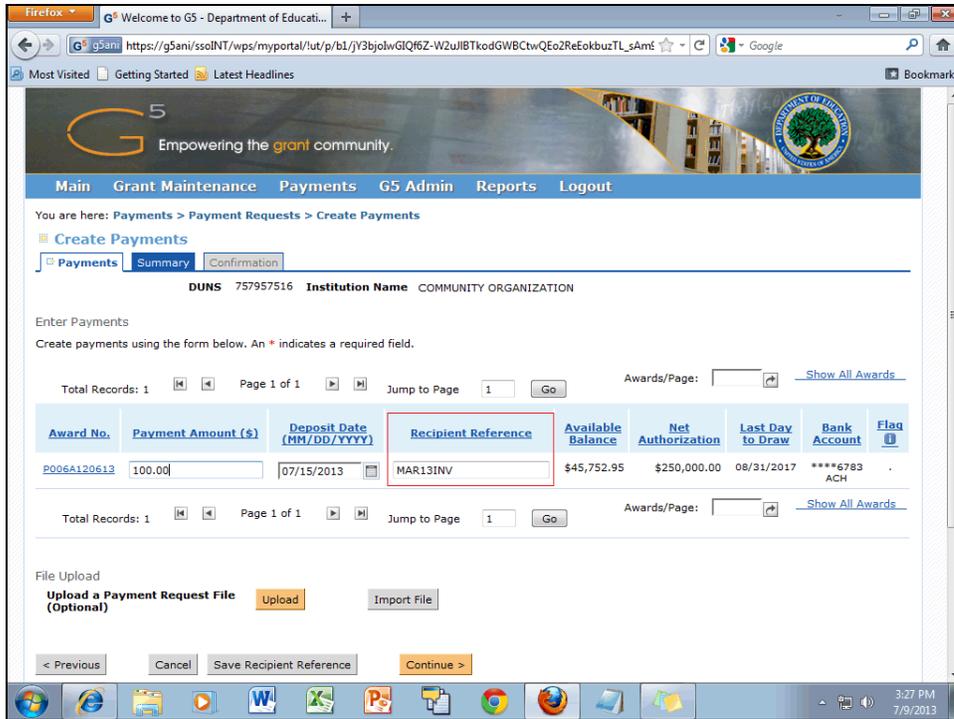
Step	Action
12.	<p>By default, payments will be deposited on the earliest possible date.</p> <p>To select a later deposit date, click in the Deposit Date field.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">07/11/2013</div>



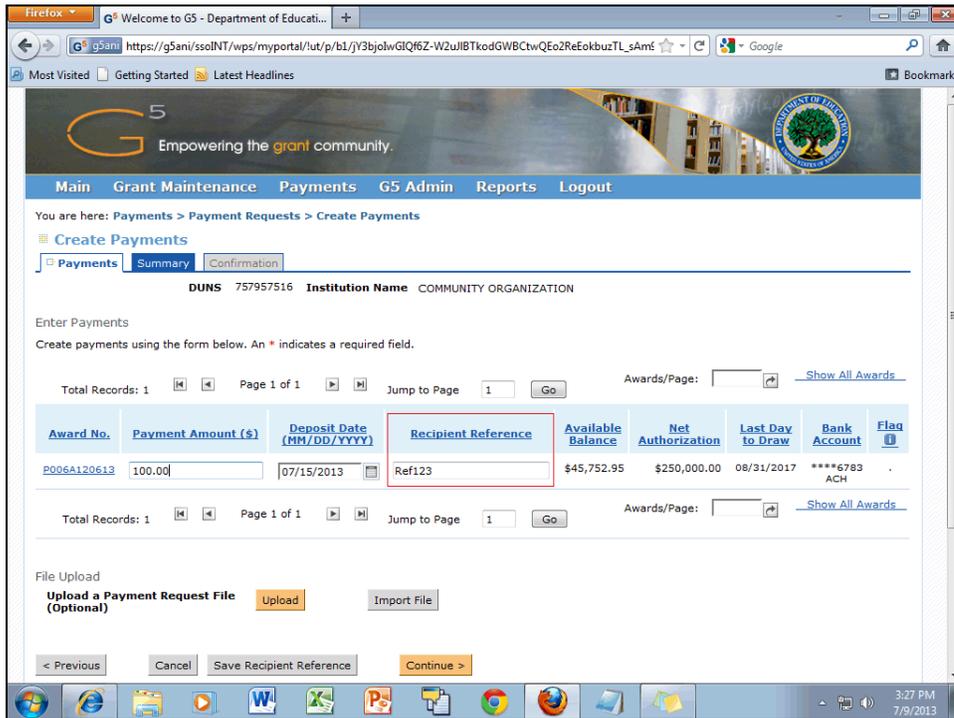
Step	Action
13.	<p>Click the Show Calendar button to display the calendar for the Deposit Date field.</p> 



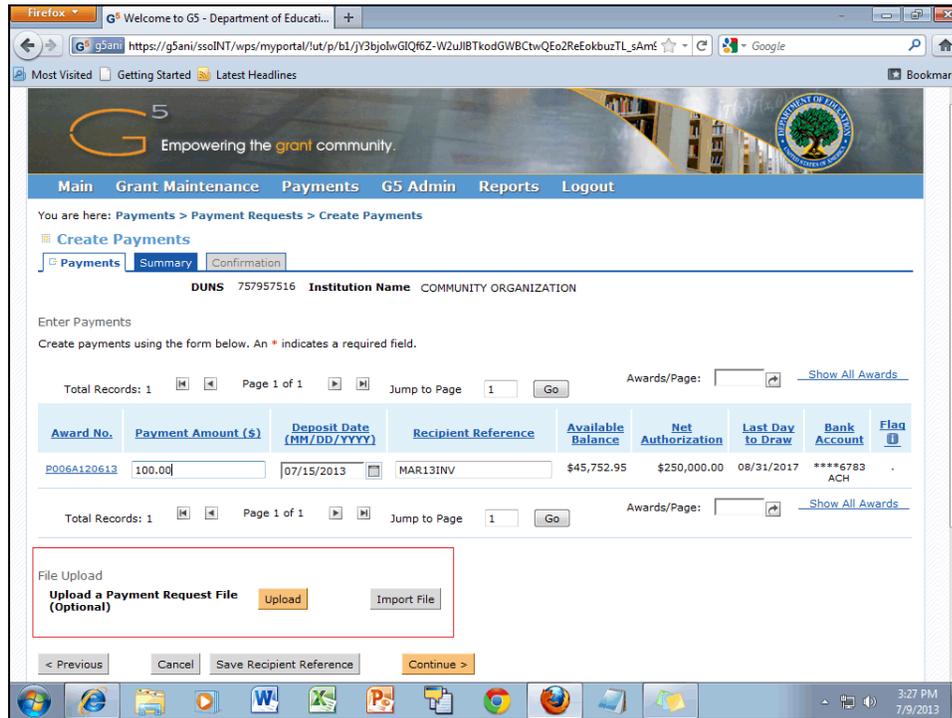
Step	Action
14.	Select the desired deposit date on the calendar. In this example, select the July 15. 15



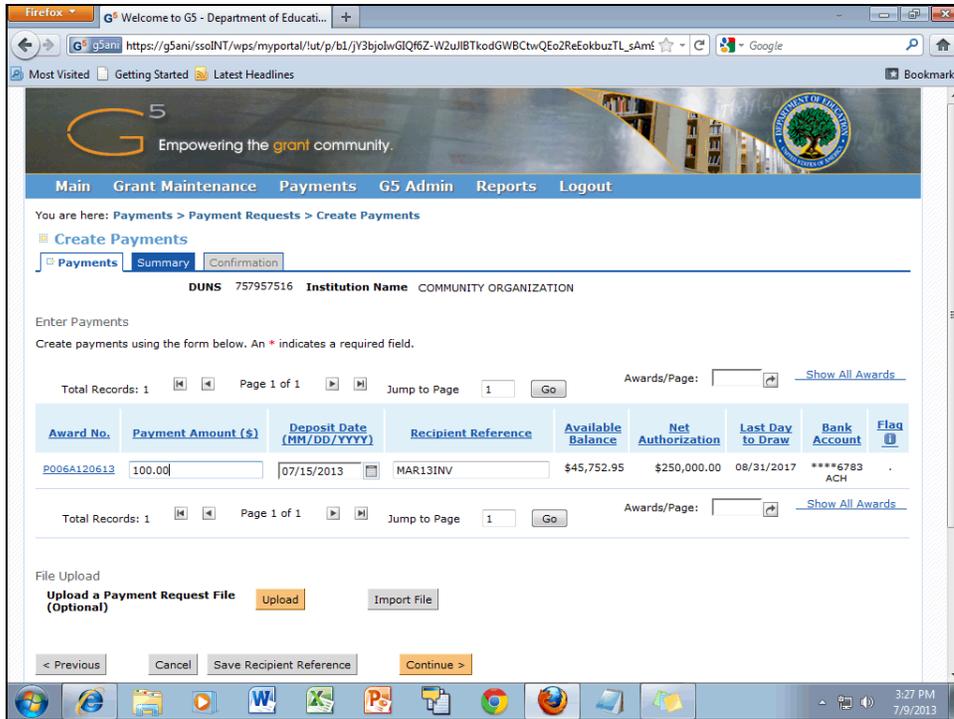
Step	Action
15.	The Recipient Reference field is a free text field that is for your reference only. It can be updated to help distinguish this award from your other awards.



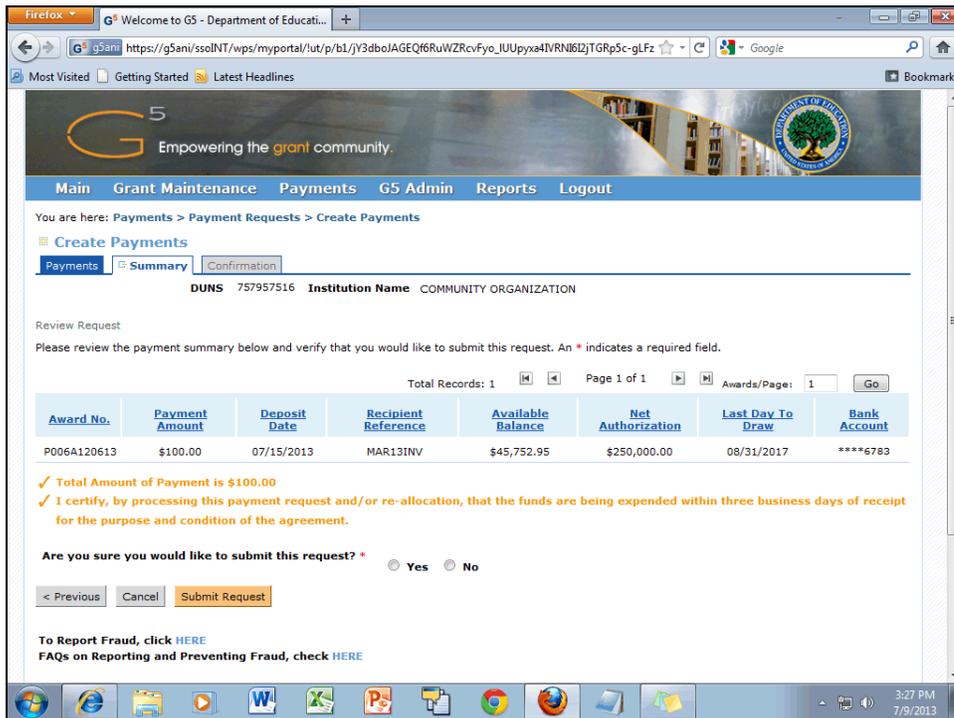
Step	Action
16.	This shows an example of an updated Recipient Reference field. For the remaining steps of this procedure, we will continue with the <u>original</u> Recipient Reference displaying.



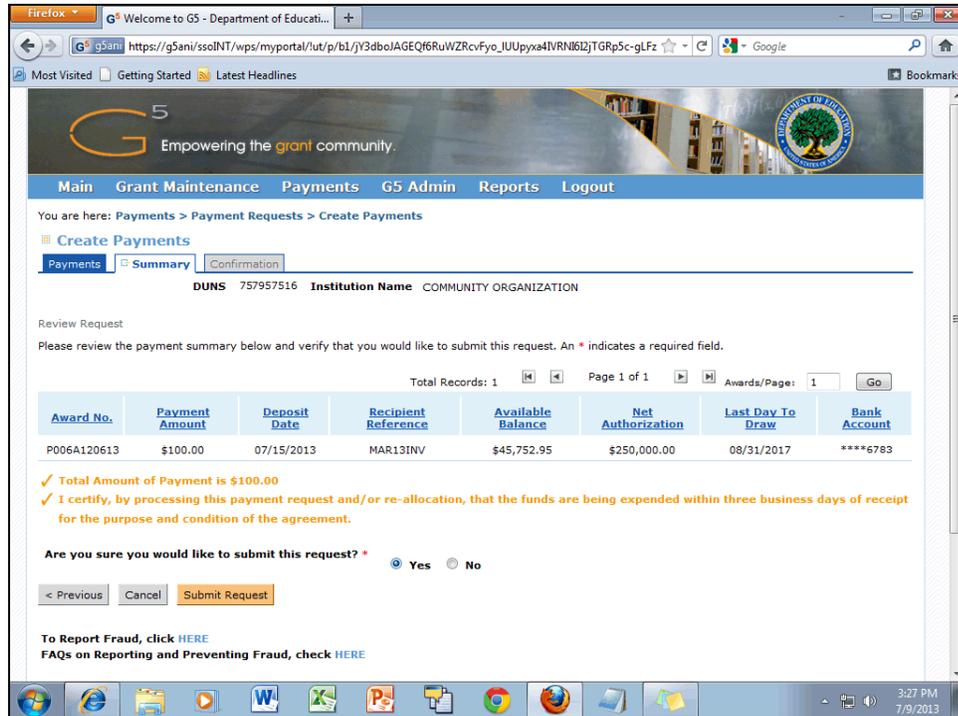
Step	Action
17.	<p>Important Note: This example shows creating a payment request for a single payment. If you need to create multiple payment requests, you may also enter them in a .txt file (e.g., a Notepad file) and upload them into the system. To do this, press the Upload button to browse and locate the file then press the Import File button. The correct format to use for the text file is:</p> <p>Award Number + Tab Key + Amount (with a decimal point and no dollar sign) + Enter Key. Repeat for each payment request you need to process.</p> <p>Text File Example:</p> <p>X000X000000[Tab]0000.00[Enter] X000X000000[Tab]0000.00[Enter]</p> <p>Also Note: The entries should be made as shown above, without spaces. Use only the Tab Key to separate the Award Number and Amount. Do not use dollar signs.</p>



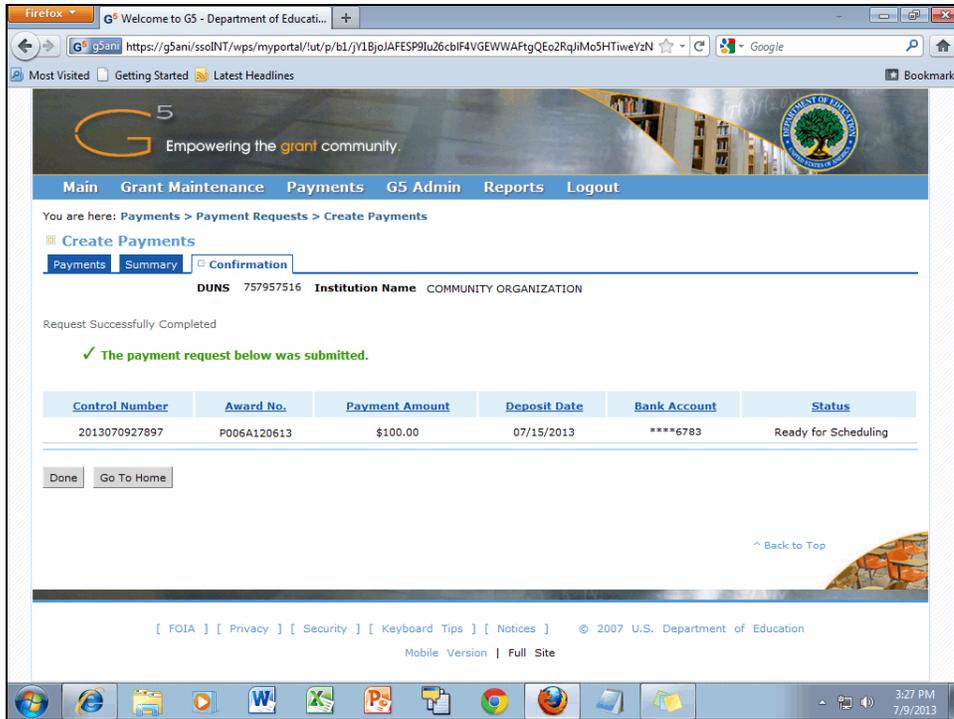
Step	Action
18.	Click the Continue button to move to the Summary screen. 



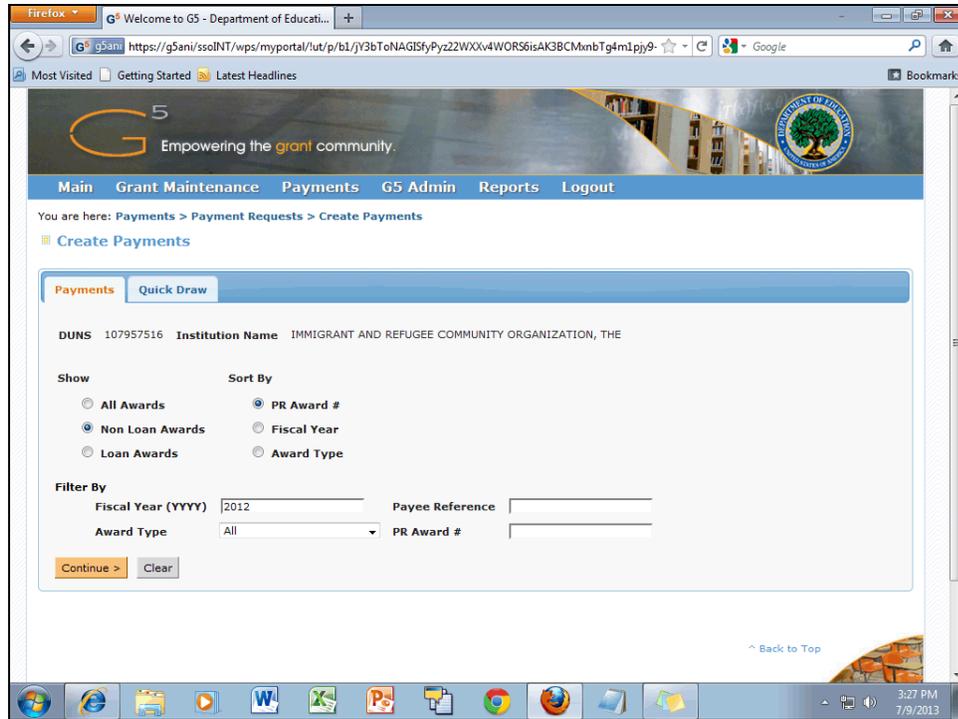
Step	Action
19.	Click the Yes option to accept the certification statement. 



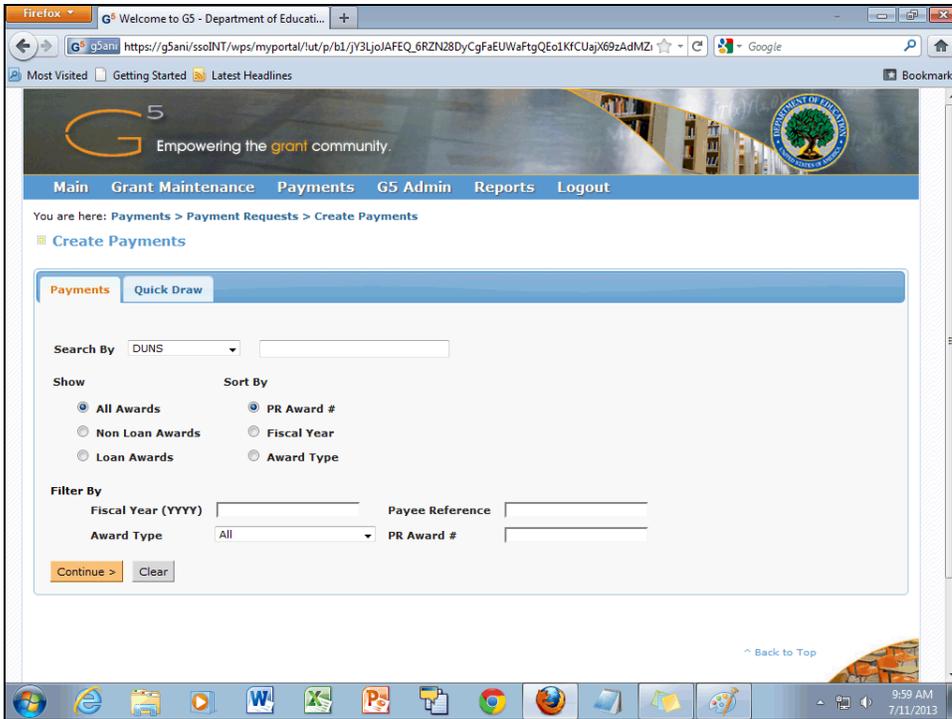
Step	Action
20.	Click the Submit Request button to confirm the payment request. 



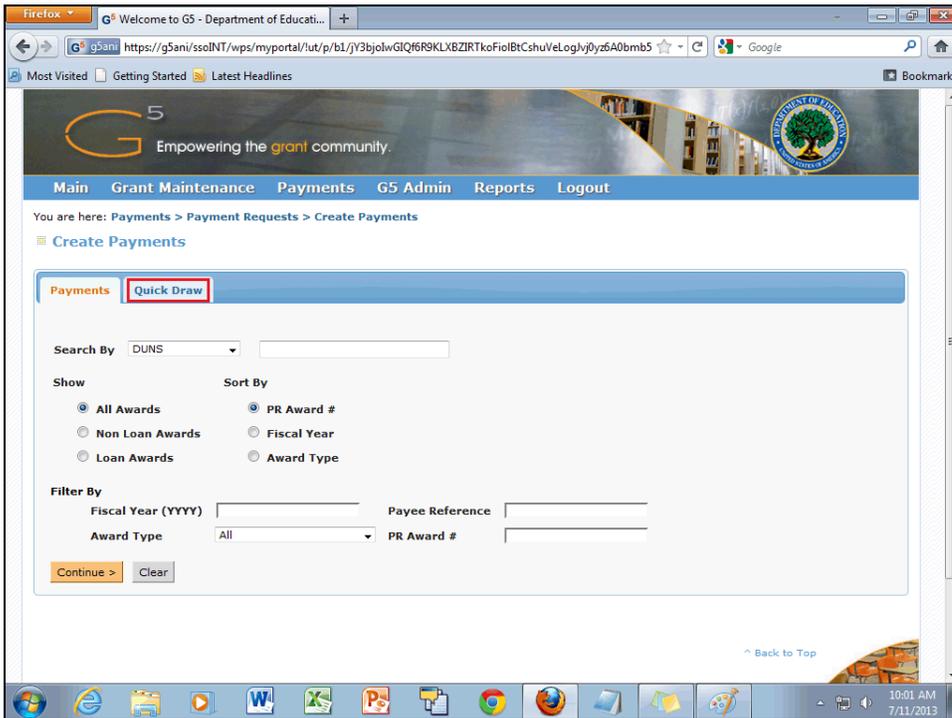
Step	Action
21.	<p>The Confirmation screen displays.</p> <p>Click the Done button to return to the Payments screen.</p> <div data-bbox="342 1094 435 1140" style="border: 1px solid black; padding: 2px; display: inline-block;">Done</div>



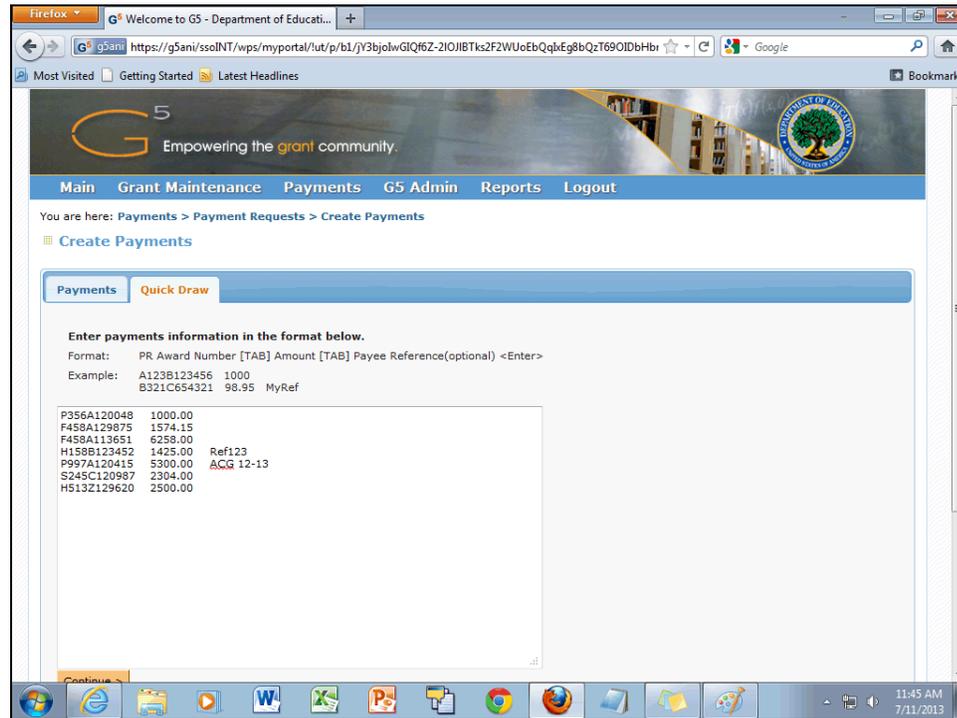
Step	Action
22.	<p data-bbox="440 999 651 1031">Congratulations!</p> <p data-bbox="440 1066 1114 1129">You have successfully created a payment request. End of Procedure. Remaining steps apply to other paths.</p>



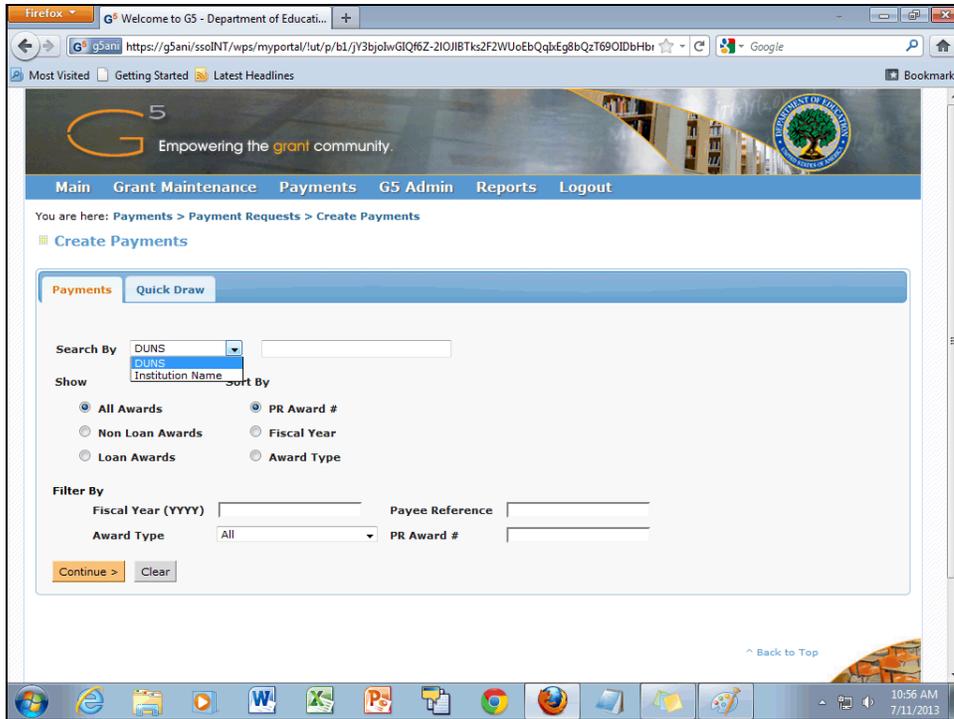
Step	Action
23.	The Create Payments page allows you to apply filters to search for specific awards and customize the awards listed on the Enter Payments page as necessary.



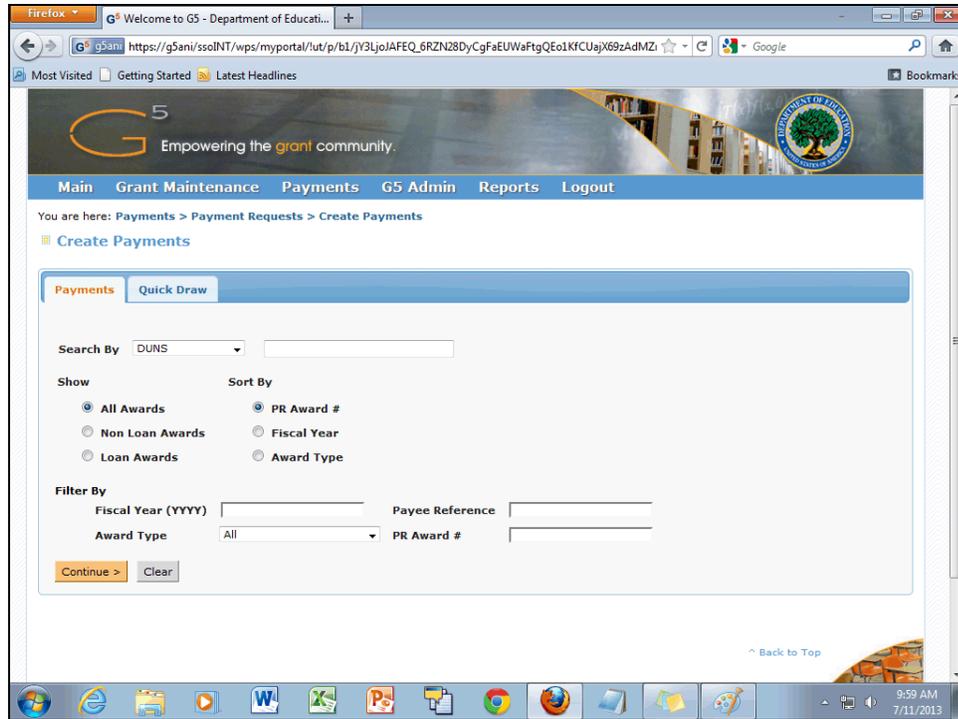
Step	Action
24.	<p>Important Note: The following example provides the steps for creating a payment request for a single award.</p> <p>To create multiple payment requests, press the Quick Draw tab.</p>



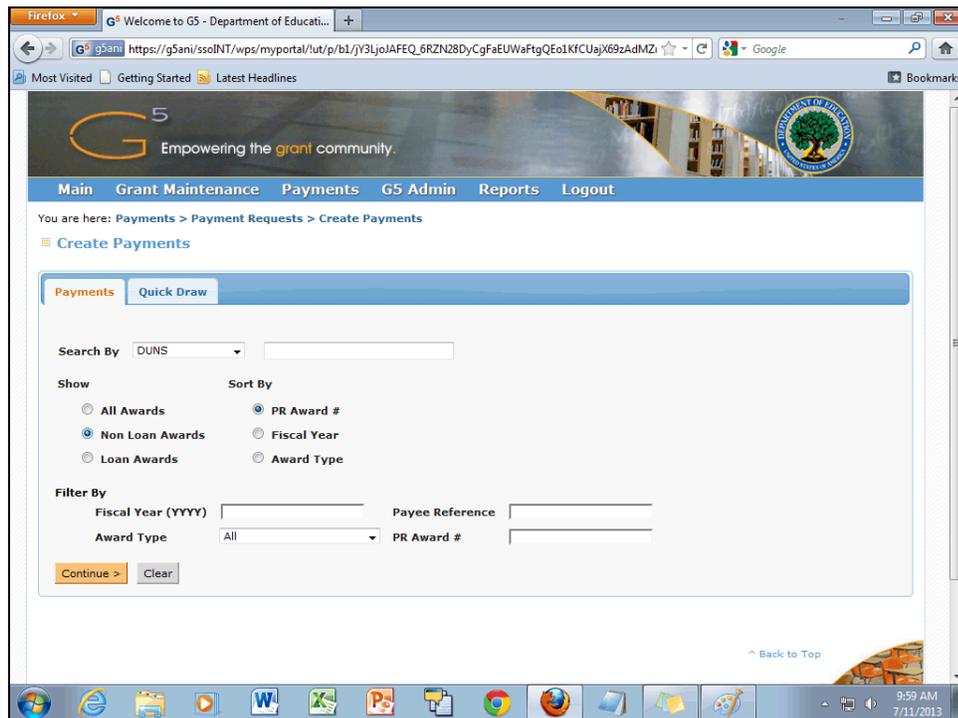
Step	Action
25.	<p>The Quick Draw tab allows you to submit payment requests for multiple awards by entering information in the following format:</p> <p>PR Award Number [Tab key] Amount [Tab key] Payee Reference(optional) <Enter></p> <p>As a Servicer, you can enter award numbers for any payees assigned to you at one time. After entering the award numbers and amounts, press the Continue button to continue to the Enter Payments page and submit the payment requests.</p>



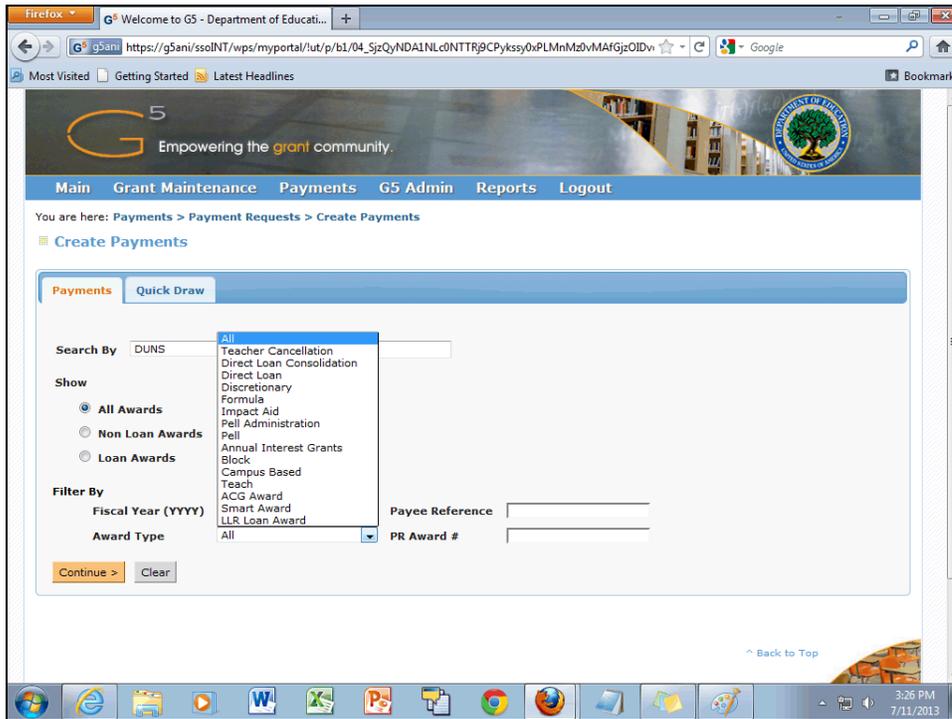
Step	Action
26.	<p>As a Servicer, you can enter a DUNS number or Institution Name in the Search By field to search for a specific payee or leave this field blank to view all payees assigned to you.</p> <p>Note: Servicers with a large number of assigned payees will see a significant decrease in the time needed to retrieve a query by searching for a specific payee DUNS or adding a filter such as an award type or fiscal year.</p>



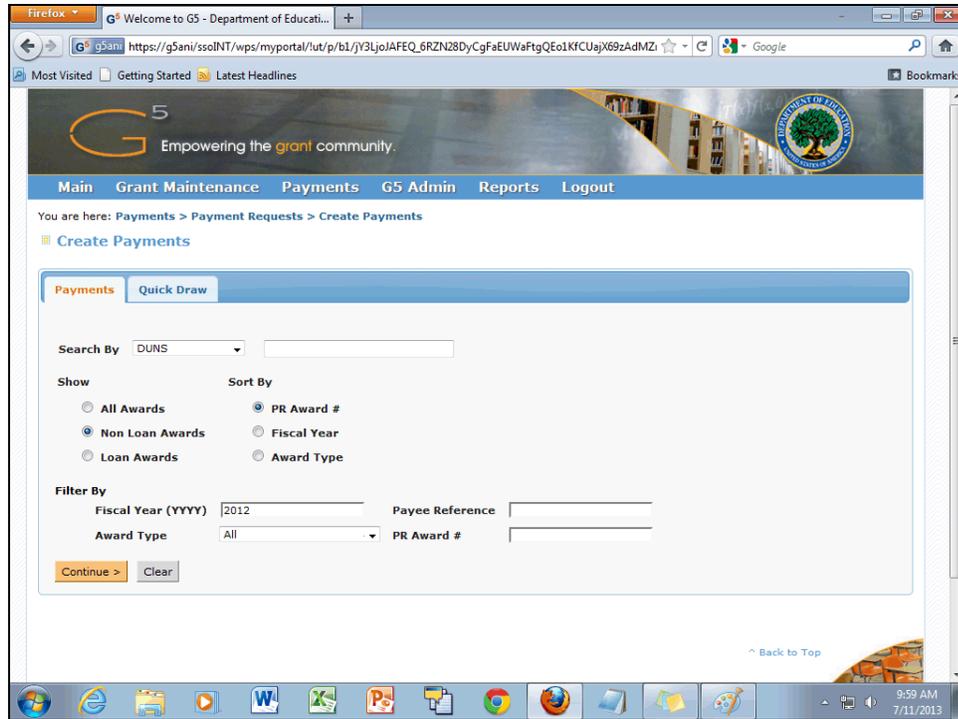
Step	Action
27.	In this example, select the Non Loan Awards option. <input data-bbox="435 1035 467 1066" type="radio"/>

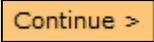


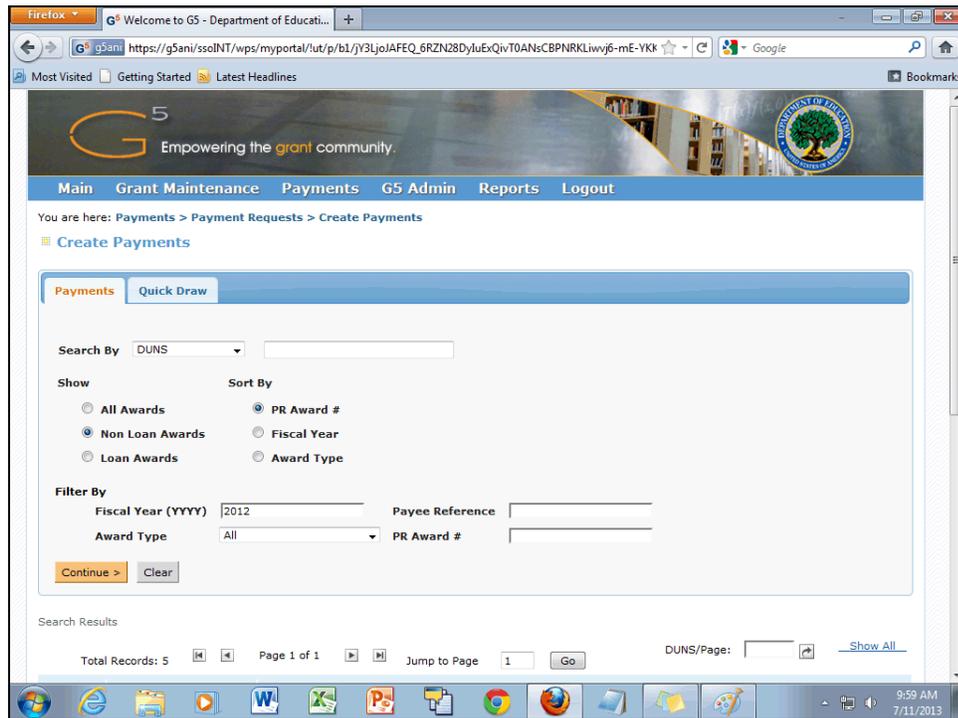
Step	Action
28.	Enter the desired information into the Filter By fields to search for specific awards. In this example, enter "2012" in the Fiscal Year field.



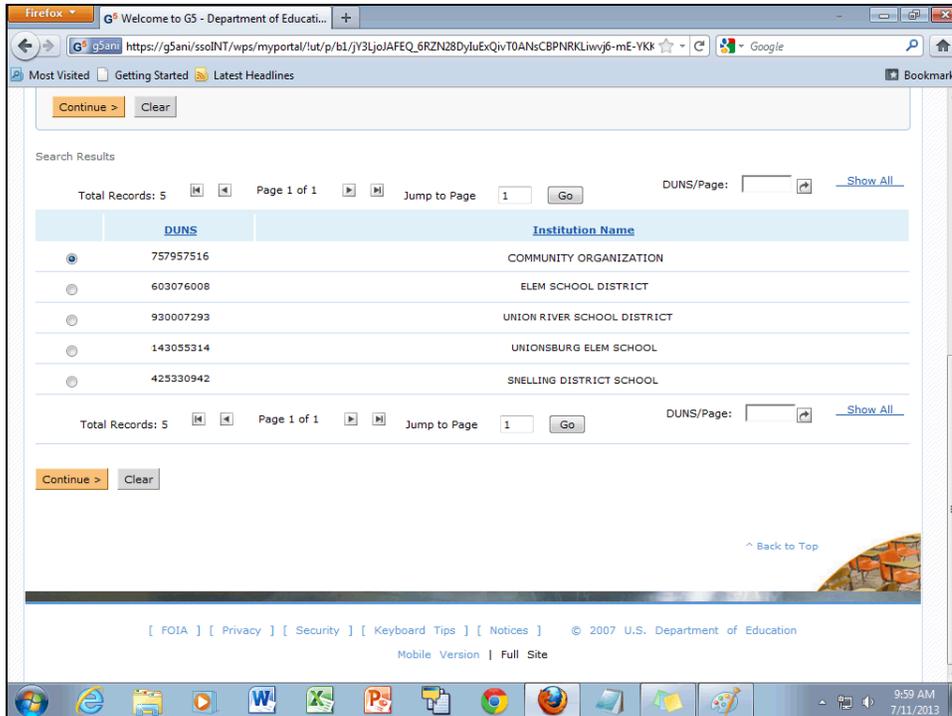
Step	Action
29.	You can select a category in the Award Type dropdown list to quickly access certain awards.



Step	Action
30.	Click in the Continue button to view the list of payees assigned to you. 

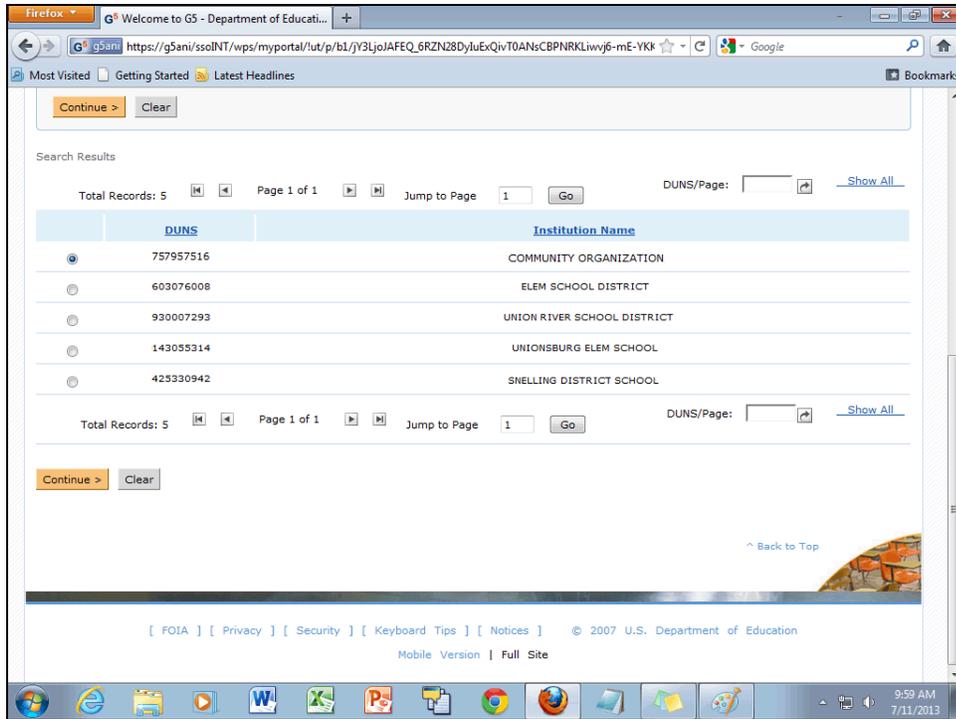


Step	Action
31.	Click the Vertical scrollbar to scroll down through the list of DUNS numbers and Institute names.



Step	Action
32.	Click the radio button to select the desired payee. In this example, select Community Organization .





Step	Action
33.	<p>Click in the Continue button to view the specified awards for this payee.</p> <p>Continue ></p> <p>Go to step 11 on page 9</p>