

GRANTS MANAGEMENT SYSTEM (GMS)

PAYMENT INSTRUCTIONS

Updated September, 2014

Nebraska Department of Education

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I. NDE PORTAL

A. Access the NDE Portal at either link

1. NDE's Website at <http://www.education.ne.gov>

a) Select the NDE Portal button at the top right side of the NDE Home page.

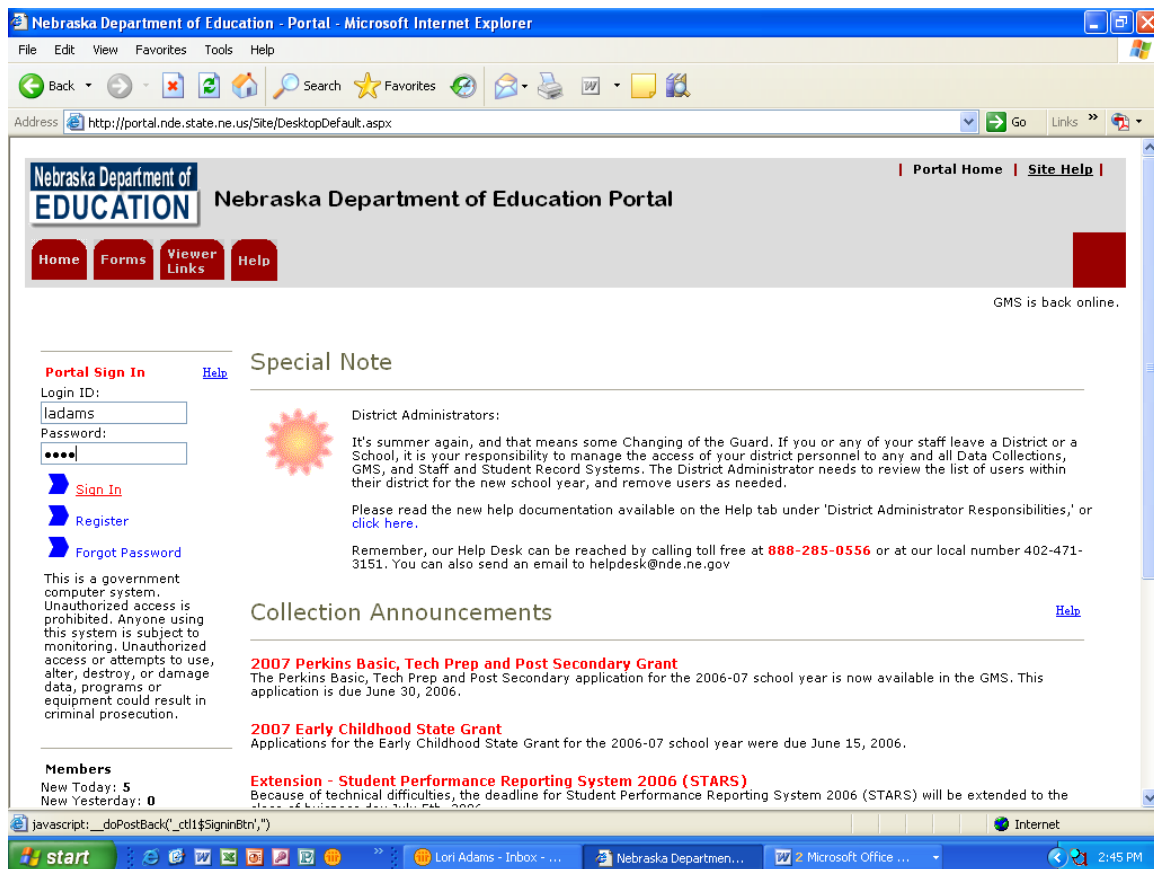
Direct link to NDE Portal at

<https://portal.education.ne.gov/Site/DesktopDefault.aspx>

B. Register/Sign In

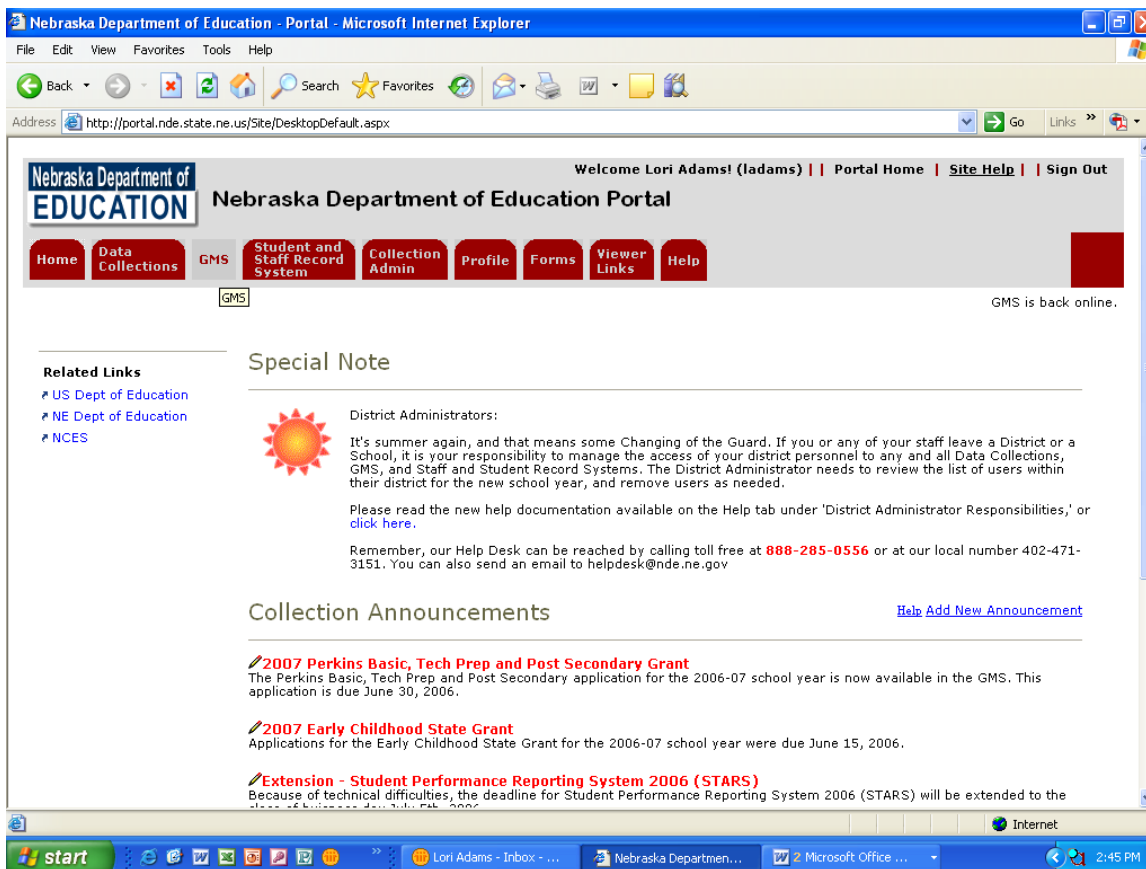
1. Each user must be registered in the NDE Portal. See the "Help" tab for more information.

C. Sign into the Portal



D. Select the type of data collection

1. Select the “GMS” tab at the top of the screen.



E. Apply/Select to use the data collection

1. In the “Request Column”, select either “Apply” or “Change” next to the online Grant (i.e., NCLB Consolidated Application) in the Grant Name/Link” column.

a) “Apply” will require you to enter an activation code and request profile information for the user. (IF you have already applied, “change will appear in the “Request” column; unless changes are needed no further action is needed)

b) “Change” will allow new activation codes, user type changes and profile updates (see the “Help” tab for more information).

The screenshot shows the Nebraska Department of Education Portal in a Microsoft Internet Explorer browser. The address bar displays the URL: <http://portal.nde.state.ne.us/Site/DesktopDefault.aspx?tabIndex=2&tabID=25>. The portal header includes the Nebraska Department of Education logo and a navigation menu with buttons for Home, Data Collections, GMS, Student and Staff Record System, Collection Admin, Profile, Forms, Viewer Links, and Help. A welcome message for Lori Adams (ladams) is displayed, along with links to Portal Home, Site Help, and Sign Out. A status message indicates "GMS is back online." The main content area is titled "Grants Management System" and contains two sections: "Available" and "Online".

Available

You have access to this online Grant. Please proceed by clicking on the name in Grant Name/Link column.

Status	Request	Grant Name/Link	Note
Available	Change	NCLB Consolidated Application	NCLB Consolidated Application, Titles I-A, I-C-Migrant, II-A, II-D, III-LEP, III-Immigrant Ed, IV, V
Available	Change	Payment Administration-NDE	Payment Administrative Windows (NDE Use Only - not available to Districts/Agencies)

Online

Enter your Activation Code for access to a Grant by clicking on 'Apply' under Request.

Status	Request	Grant Name	Note
Available	Apply	Early Childhood State Grant	Early Childhood State Grant
Available	Apply	Perkins Basic/Tech Prep Grants	Perkins Basic and Tech Prep Grants
Available	Apply	Perkins Innovation Grant	Perkins Innovation Competitive Grant
Available	Apply	Title I Accountability Funds	Federal School Improvement Funds for Schools Not Meeting Adequate Yearly Progress (AYP)

If a Grant is listed as being offline, it is temporarily down for service.

The District Administrator will receive a list of Activation Codes for each of their Districts, for each Grant, and for each level of access. They will distribute the codes to those that need access to those grants. To read more about Activation Codes, go to the Help tab and read "Activation Codes."

The bottom of the screenshot shows the Windows taskbar with the Start button, several open applications (Lori Adams - Inbox, Payment Instructions, Nebraska Departmen...), and the system clock showing 3:50 PM on 3/5/2008.

3. Select “return to previous page”.



4. Select the online Grant in the “Grant Name/Link” column, this activates the program and allows you to select the district(s) in which you have access.

Nebraska Department of Education - Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://portal.nde.state.ne.us/Site/DesktopDefault.aspx?tabIndex=2&tabID=25

Go Links

Nebraska Department of Education

Welcome Lori Adams! (ladams) | Portal Home | Site Help | Sign Out

Nebraska Department of Education Portal

Home Data Collections GMS Student and Staff Record System Collection Admin Profile Forms Viewer Links Help

Help - GMS

GMS is back online.

Grants Management System [Help](#)

Available You have access to this online Grant. Please proceed by clicking on the name in Grant Name/Link column.

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Available	Change	Payment Administration-NDE	Payment Administrative Windows (NDE Use Only - not available to Districts/Agencies)

Online Enter your Activation Code for access to a Grant by clicking on 'Apply' under Request.

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Available	Apply	Title I Accountability Funds	Federal School Improvement Funds for Schools Not Meeting Adequate Yearly Progress (AYP)

If a Grant is listed as being offline, it is temporarily down for service.

The District Administrator will receive a list of Activation Codes for each of their Districts, for each Grant, and for each level of access. They will distribute the codes to those that need access to those grants. To read more about Activation Codes, go to the Help tab and read "Activation Codes."

http://gms.nde.state.ne.us/NDegGrant_Web/redirect.aspx?UID=109&CID=59130494858717184&SID=sacziw2r3duh04struwdy55&UT=1

Internet

start

Lori Adams - Inbox - ... Payment Instructions... Nebraska Departmen...

3:51 PM

II. APPLICATION SELECT

A. Selecting a District

1. Select the radio button next to the district you wish to activate, click on the “select” button.

B. Selecting an Application – Application Select Page

1. Select the radio button for the application you wish to access.

Select an Application - Microsoft Internet Explorer

Address: http://164.119.54.188/NDEeGrant_Web/StaticPages/orgSearchResults.aspx

NEBRASKA Department of Education **GMS** Grants Management System

District Name: EDUCATIONAL SERVICE UNIT 09 ESU/County District: 09-000-0009-00

Application Select Instructions

Year: 2007 Create Application

Select an application from the list(s) below and press one of the following buttons:

Open Application Create Amendment **Payments** Review Checklist

Select	Application / Amendment	Original Submit Date	NDE Final Approval Date	Status	Status Date	Consulting
2005-2006						
<input type="checkbox"/>	06-NCLB-4201-00 Original Application	10-14-2005	11-03-2005	Final Approved	View GAN 11-03-2005	<input type="checkbox"/>
2004-2005						
<input type="checkbox"/>	05-NCLB-4201-00 Amendment 2	11-18-2005	11-19-2005	Final Approved	View GAN 11-19-2005	<input type="checkbox"/>
<input type="checkbox"/>	05-NCLB-4201-00 Amendment 1	05-23-2005	05-27-2005	Final Approved	View GAN 05-27-2005	<input type="checkbox"/>
<input type="checkbox"/>	05-NCLB-4201-00 Original Application	11-15-2004	01-08-2005	Final Approved	View GAN 01-08-2005	<input type="checkbox"/>

For additional information please contact the Nebraska Department of Education
Contact Us

2. Select the “Payments” button; this will activate the payments portion of the Application.

III. PAYMENTS

A. Payment Information

a) Funds available for Payment

(1) Reimbursement

Request reimbursement of funds expended. Detailed documentation is required for the expenditures being claimed.

B. Payment Summary Page

The programs in the Application and the payment data for the selected district display in view only format.

	Title I	Title IIA	Title IID	Title III-LEP	Title III-IE	Title IV	Title V	Title IC-Migrant	Total
Current Year Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Adjustments	\$172,880	\$4,189	\$4,963	\$0	\$0	\$9,772	\$9,140	\$0	\$200,944
(+/-) Multidistrict	\$432,041	\$105,582	\$9,253	\$0	\$0	\$22,950	\$6,945	\$0	\$576,771
(+/-) Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds Available	\$604,921	\$109,771	\$14,216	\$0	\$0	\$32,722	\$16,085	\$0	\$777,715
Available for Payments									
Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement	\$604,921	\$109,771	\$14,216	\$0	\$0	\$32,722	\$16,085	\$0	\$777,715
Total	\$604,921	\$109,771	\$14,216	\$0	\$0	\$32,722	\$16,085	\$0	\$777,715
Completed Payments									
Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement	\$146,221	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146,221
Manual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$146,221	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146,221
Pending Payments									
Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement	\$178,256	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$178,256
Manual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$178,256	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$178,256
Remaining Available									
Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement	\$280,444	\$109,771	\$14,216	\$0	\$0	\$32,722	\$16,085	\$0	\$453,238
Total	\$280,444	\$109,771	\$14,216	\$0	\$0	\$32,722	\$16,085	\$0	\$453,238
NDE Documentation Review									
Date	3/31/2006	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Amount	\$146,221	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

1. Current Year Allocation

- a) Allocation by program**
- b) Adjustments – carryover from prior year**
- c) Multi-district – in/out between ESU**
- d) Transfers – in/out between programs**
- e) Total Funds Available by program**

2. Available for Payments

a) Reimbursement

3. Completed payments

a) Those Reimbursement Requests processed and paid in GMS and reconciled through NIS (State of Nebraska payment system)

4. Pending Payments

a) Reimbursement Requests - submitted but not approved.

b) Reimbursement Requests - submitted but not sent to NIS (State payment system).

c) Reimbursement Requests and/or Scheduled Payments – submitted but not reconciled by NIS as paid.

5. Remaining Available

**a) Funds available for reimbursement for the current project year.
(Total Funds Available (minus) Pending and Completed Payments)**

b) This amount will be reflected in the Reimbursement Requests and Financial Report Sections of the system.

6. NDE Documentation Review – Expenditures that have been documented and approved by NDE.

a) Date – Ending date of the expenditures reviewed.

b) Amount – reflects the amount of expenditures documented and review/approved by NDE.

C. Select the “View Reimbursement Requests/Financial Reports” to access the Reimbursement Requests Menu.

IV. REIMBURSEMENT REQUEST/FINANCIAL REPORT SELECT

A. *“Open Request” - View existing Reimbursement Requests.*

B. *“Create New Request”*

C. *“Withdraw (delete) Request” button*

D. *The “Withdraw (delete) Request” button is only accessible on a “not submitted” or “returned for changes” request.*

The screenshot shows a web browser window titled "eGMS Payments - Microsoft Internet Explorer". The address bar displays "http://164.119.54.188/NDEGMSWebv02/Payments/PaymentSummary.aspx". The page header features the "NEBRASKA Department of Education" logo and the "GMS Grants Management System" logo. Below the header, a red banner reads "Reimbursement Request/Financial Report Select" with a link to "Instructions". The page displays the "District Name: EDUCATIONAL SERVICE UNIT 09" and "ESU/County District: 09-000-0009-00". On the right, there are links: "Back to Application Select", "Back to Payment Summary", "View Payment Instructions", and "View Payment Questions and Answers". The "Reimbursement Requests:" section includes three buttons: "Open Request", "Create New Request", and "Withdraw(delete) Request". Below these buttons is a table with the following data:

Select	Reimbursement Request	Program(s)	Date Created	Date Submitted	Financial Approval Date	Status	History
2007							
<input type="checkbox"/>	Reimbursement Request 7	IID-NS (F)	9/12/2007	10/1/2007		Submitted to NDE	View History
<input type="checkbox"/>	Reimbursement Request 6	V-NS (F)	9/12/2007	9/14/2007		Submitted to NDE	View History
<input type="checkbox"/>	Reimbursement Request 5	IV-CA (F)	9/12/2007	10/1/2007	10/5/2007	Approved	View History
<input type="checkbox"/>	Reimbursement Request 4	IIA-NS (F)	9/11/2007	9/12/2007		Submitted to NDE	View History
<input type="checkbox"/>	Reimbursement Request 3	I-NS (F)	8/31/2007	9/11/2007		Submitted to NDE	View History
<input type="checkbox"/>	Reimbursement Request 2	I-CA, IIA-CA (R)	6/4/2007	8/31/2007	9/7/2007	Approved	View History
<input type="checkbox"/>	Reimbursement Request 1	I-CA (R)	2/12/2007	4/10/2007	4/16/2007	Approved	View History

For additional information please contact the Nebraska Department of Education
Contact Us

V. REIMBURSEMENT REQUEST

This option is to request reimbursement by object code.

The screenshot shows a web browser window titled "eGMS Payments - Microsoft Internet Explorer". The address bar displays "http://164.119.54.188/NDEeGrant_Web/Payments/FinancialSelect.aspx". The page content is titled "Reimbursement Request" and includes the following information:

- District Name:** EDUCATIONAL SERVICE UNIT 09
- ESU/County District:** 09-000-0009-00
- LEA Contact:**
 - First Name: Lori
 - Last Name: Adams
 - Phone: 402 471 2637
 - Ext:
 - Email Address: Lori.Adams@nde.ne.gov
- 2006 NCLB Consolidated - 4201**
- TitleI-4200** ☒ Select here to add a report for this program
- TitleIIA-4310** ☐ Select here to add a report for this program
- TitleIID-4985** ☐ Select here to add a report for this program
- TitleIII-LEP-4925** ☐ Select here to add a report for this program
- TitleIII-IE-4926** ☐ Select here to add a report for this program

The browser window also shows a taskbar at the bottom with several open applications, including "Lori Adams - Info...", "Payment Instruct...", "Nebraska Depart...", and "eGMS Payments - ...". The system clock shows 11:00 AM.

A. Enter – “ LEA Contact” Information (District contact for financial information.) This is required information.

B. Check the “box” of the program you wish to create a request.

C. ☐ Select here to add a report for this program. If a Reimbursement Request results in a district being fully expended a [Final Reimbursement Request](#) is needed. ([See Section VII - Final Reimbursement Request](#))

eGMS Payments - Microsoft Internet Explorer

Address: http://164.119.54.188/NDEGrant_Web/Payments/ReimbursementRqst.aspx

Title: I-4200

☒ Select here to add a report for this program
Actual Expenditures YTD only need to be entered when Financial Report is required

☐ Select here if this is the Final Reimbursement Request
Enter whole dollar amounts only

Object Code Summary:

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD	Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
100 - Salaries	\$263,030	\$0	\$0	\$263,030	\$0	\$0
200 - Employee Benefits	\$92,424	\$0	\$0	\$92,424	\$0	\$0
300 - Purchased Service / Lease Agreement	\$57,103	\$0	\$0	\$57,103	\$0	\$0
400 - Supplies & Materials / Computer Software	\$9,153	\$0	\$0	\$9,153	\$0	\$0
500 - Computer Hardware / Equipment	\$3,976	\$0	\$0	\$3,976	\$0	\$0
600 - Travel/Professional Development	\$6,355	\$0	\$0	\$6,355	\$0	\$0
Totals:	\$432,041	\$0	\$0	\$432,041	\$0	\$0

1 - Submitted Expenditures YTD does not include line items on this Reimbursement Request / Closeout

Expenditures:

Expenditures Object Code	Current Expenditure	Date	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total Expenditures: \$0

☐ Add Comment to NDE

☐ Add Comment to LEA

D. Complete “Actual Expenditures YTD” Column. This column is used to determine cash on hand. It does not generate a payment.

1. This should include all expenditures Y-T-D, even those expenditures not yet paid.

E. Select from the drop down menu for “Expenditures Object Code” the object code you wish to submit expenditures. You must have budgeted for object codes to enter expenditures.

F. Enter the amount of expenditures in the “Current Expenditure” Column .

G. Select the date of expenditure in the “Date” column. This is the current reporting period (i.e., 1st reporting period through December XXXX).

H. Click on “Save Page” button after expenditures for the object codes have been entered. There are system checks built into the payment system. Red error messages (if applicable) will appear at the top of the request.

I. For additional entries, select the “Add Additional Entries “button, this provides for more data entry.

J. To delete an entry in the “Expenditures” Section.

1. An entry that has been “saved”.

a) Select the “delete” box (to the right of the expenditure data).

b) Select “save page”.

2. For entries not yet saved.

a) Information in each field must be highlighted and deleted; the delete button does not remove the data.

K. Correct errors. Error messages must be resolved before the data will be saved to the database.

L. “Add Comment to NDE” – click the check box – this allows the LEA the option to include messages to NDE.

eGMS Payments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://164.119.54.188/NDEeGrant_Web/Payments/FinancialSelect.aspx Go Links

TitleIII-IE-4926 ☐ Select here to add a report for this program

TitleIV-4960 ☐ Select here to add a report for this program

TitleV-4320 ☐ Select here to add a report for this program

TitleIC-Migrant-4915 ☐ Select here to add a report for this program

Enter expenditure amounts and save prior to submission

Attach Document Browse...

Save Page

☐ Check here if documentation has been sent to NDE via Mail

I Certify that, to the best of my knowledge and belief, this report is true and correct in all aspects: supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purposes they were granted.

Submit to NDE

For additional information please contact the Nebraska Department of Education
Contact Us

Done Internet

start Lori Adams ... Nebraska D... eGMS Paym... Document1... Document2... 1:55 PM

M. Select either option for Supporting Documentation.

Documentation must agree by object code with the “Expenditures” Section and provide transaction level of detail. Additional information (vendor payee name, original transaction date and description) must be provided for Activity Fund, Petty Cash, Bank/Credit Cards, JE’s, etc.

Attaching a file (i.e., PDF, word or excel format, be sure the file extensions are included.)

- a) Select “Browse”.
- b) Go to the file needed for attachment and select the file.
- c) For multiple attachments repeat “browse”, saving each time an attachment is selected.

2. Select the ☐ to send to NDE via mail.

N. Select “Save Page”.

O. Select the “Submit to NDE” button. A message will appear indicating whether there are errors or if the request is forwarded to NDE for approval.

1. Reimbursement Requests will be reviewed by NDE and either:

- a) Approved – processed for payment.
- b) Disapproved “returned for changes” – returned the request to the district for changes. Changes need to be made by the LEA and the request needs to be resubmitted to NDE for approval. If the district does not send the request back, "submit" to NDE, the request will not be processed for payment.

VI. FINANCIAL REPORT

When reporting thresholds are reached (as determined by NDE) or a reporting date has been met, a Financial Report is required. A message will appear indicating that supporting documentation should be attached or mailed. Failure to submit Financial Reports and/or Final Financial Requests for funds will result in future payment being stopped until compliance with reporting requirements are met.

E-mails are generated and sent by the system notifying districts of a reporting date, 11 days prior to a reporting due date. On the reporting due date the district(s) that have not submitted a Financial Report will receive notification from the system that payments are stopped. If the Financial Reporting criteria are not met by the due date, future payments for all NCLB Programs are stopped until the Financial Report(s) is approved.

eGMS Payments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://164.119.54.188/NDEeGrant_Web/Payments/FinancialSelect.aspx

Reimbursement Request Instructions

District Name: EDUCATIONAL SERVICE UNIT 09 ESU/County District: 09-000-0009-00

Back to Application Select
Back to Financial Menu
View Payment Instructions
View Payment Questions and Answers

LEA Contact:

First Name: Last Name:
 Phone: Ext:
 Email Address:

2006 NCLB Consolidated - 4201

TitleI-4200 ☒ Select here to add a report for this program

TitleIIA-4310 ☐ Select here to add a report for this program

TitleIID-4985 ☐ Select here to add a report for this program

TitleIII-LEP-4925 ☐ Select here to add a report for this program

TitleIII-IE-4926 ☐ Select here to add a report for this program

Done Internet

start Lori Adams - Inbo... Payment Instructi... Nebraska Depart... eGMS Payments ... 11:00 AM

A. Enter –“LEA Contact” Information (District contact for financial information.) This is required information.

B. Check the “box” of the program you wish to create a request. You can either consolidate a Reimbursement Request or complete an individual Reimbursement Request for each program.

C. ☐ Select here to add a report for this program. If a Reimbursement Request or Financial Report results in a district being fully expended a [Final Reimbursement Request](#) needs to be completed. ([See Section VII - Final Reimbursement Request](#))

eGMS Payments - Microsoft Internet Explorer

Address: http://164.119.54.188/NDEeGrant_Web/Payments/ReimbursementRqst.aspx

2006 NCLB Consolidated - 4201

Title I-4200

☒ Select here to add a report for this program
Actual Expenditures YTD only need to be entered when Financial Report is required

Object Code Summary:

☐ Select here if this is the Final Reimbursement Request
Enter whole dollar amounts only

Expenditure Object Code	Budgeted	Submitted Expenditures YTD	Scheduled Payments YTD	Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
100 - Salaries	\$263,030	\$0	\$0	\$263,030	\$222,222	\$0
200 - Employee Benefits	\$92,424	\$0	\$0	\$92,424	\$0	\$0
300 - Purchased Service / Lease Agreement	\$57,103	\$0	\$0	\$57,103	\$0	\$0
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Totals:	\$432,041	\$0	\$0	\$432,041	\$0	\$0

1 - Submitted Expenditures YTD does not include line items on this Reimbursement Request / Closeout

Expenditures:

Expenditures Object Code	Current Expenditure	Date	Delete
<input type="text"/>	\$0	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	\$0	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	\$0	<input type="text"/>	<input type="checkbox"/>

Total Expenditures: \$0

☐ Add Comment to NDE

☐ Add Comment to LEA

Buttons: Add Additional Entries, Save Page, Calculate Totals

D. Complete “Actual Expenditures YTD” Column. This column is used to determine cash on hand. It does not generate a payment.

1. This should include all expenditures Y-T-D, even those expenditures not yet paid.
2. If a district wishes to receive a payment when completing a Financial Report the “Expenditures” Section needs to be completed by entering only those expenditures by object code not already reimbursed.

E. Click on “Calculate Totals” button after expenditures for the object codes have been entered.

F. Select “Save Page”

G. “Add Comment to NDE” – click the check box – this allows the LEA the option to include messages to NDE.

Title III-IE-4926 ☐ Select here to add a report for this program

Title IV-4960 ☐ Select here to add a report for this program

Title V-4320 ☐ Select here to add a report for this program

Title IC-Migrant-4915 ☐ Select here to add a report for this program

Enter expenditure amounts and save prior to submission

Attach Document

☐ Check here if documentation has been sent to NDE via Mail

I Certify that, to the best of my knowledge and belief, this report is true and correct in all aspects: supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purposes they were granted.

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H. Select either option for Supporting Documentation.

Documentation must agree by object code with the “Expenditures” Section and provide transaction level of detail. Additional information (vendor payee name, original transaction date, and description) must be provided for Activity Fund, Petty Cash, Bank/Credit Cards, JE’s, etc.

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a) Select “Browse”.

b) Go to the file needed for attachment and select the file.

c) For multiple attachments repeat “browse”, saving each time an attachment is selected.

2. Select the ☐ to send to NDE via mail.

I. Select “Save Page”

J. Select the “Submit to NDE” button. A message will appear indicating whether there are errors or if the request is forwarded to NDE for approval.

1. Reimbursement Requests will be reviewed by NDE and either:

a) Approved – processed for payment.

b) Disapproved “returned for changes” – returned the request to the district for changes. Changes need to be made by the LEA and the request needs to be resubmitted to NDE for approval. If the district does not send the request back, "submit" to NDE, the request will not be processed for payment.

VII. FINAL REIMBURSEMENT REQUEST

A Final Reimbursement Request is due no later than 45 days after the end date of the grant period founds on the Grant Award Notification. If a Reimbursement Request results in a district being fully expended, a Final Reimbursement Request needs to be completed and submitted prior to the due date.

- A Final Reimbursement Request should only be completed in the current year if a Final Reimbursement Request for the prior year is approved by NDE;
- If a grant has carryover provisions, the carryover funds must be amended into the current budget and approved by NDE prior to completing the Final Reimbursement Request.
- Only one Final Reimbursement Request can be completed for each grant/program. If the Final Reimbursement Request ☐ box is selected in another Reimbursement Request, the Final Reimbursement Request ☐ option is not available for selecting. This can only be selected if there are no pending Reimbursement Requests.

The screenshot shows a web browser window titled "eGMS Payments - Microsoft Internet Explorer". The address bar displays "http://164.119.54.188/NDEeGrant_Web/Payments/FinancialSelect.aspx". The page content is titled "Reimbursement Request" and includes the following information:

District Name: EDUCATIONAL SERVICE UNIT 09
ESU/County District: 09-000-0009-00

LEA Contact:
First Name: Lori
Last Name: Adams
Phone: 402 471 2637
Ext:
Email Address: Lori.Adams@nde.ne.gov

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Title	Report Selection
Title I-4200	<input checked="" type="checkbox"/> Select here to add a report for this program
Title IIA-4310	<input type="checkbox"/> Select here to add a report for this program
Title IID-4985	<input type="checkbox"/> Select here to add a report for this program
Title III-LEP-4925	<input type="checkbox"/> Select here to add a report for this program
Title III-IE-4926	<input type="checkbox"/> Select here to add a report for this program

The bottom of the window shows the Windows taskbar with the Start button and several open applications, including "Lori Adams - Info...", "Payment Instructi...", "Nebraska Depart...", and "eGMS Payments - ...". The system clock shows 11:00 AM.

A. Enter – “LEA Contact” Information (District contact for financial information.) This is required information.

B. Check the “box” of the program you wish to create a request.

eGMS Payments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://164.119.54.188/NDEeGrant_Web/Payments/ReimbursementRqst.aspx Go Links

TitleI-4200 ☒ Select here to add a report for this program Actual Expenditures YTD must be entered

Object Code Summary: ☒ Select here if this is the Final Reimbursement Request Enter whole dollar amounts only

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD	Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
100 - Salaries	\$263,030	\$0	\$0	\$263,030	\$222,222	\$222,222
200 - Employee Benefits	\$92,424	\$0	\$0	\$92,424	\$80,000	\$80,000
300 - Purchased Service / Lease Agreement	\$57,103	\$0	\$0	\$57,103	\$57,000	\$57,000
400 - Supplies & Materials / Computer Software	\$9,153	\$0	\$0	\$9,153	\$9,153	\$9,153
500 - Computer Hardware / Equipment	\$3,976	\$0	\$0	\$3,976	\$3,976	\$3,976
600 - Travel/Professional Development	\$6,355	\$0	\$0	\$6,355	\$6,355	\$6,355
Totals:	\$432,041	\$0	\$0	\$432,041	\$378,706	\$378,706

1 - Submitted Expenditures YTD does not include line items on this Reimbursement Request / Closeout

Projected Closeout Payment \$378,706

Projected Grant Closeout Summary

	Amount
Approved Budget	\$432,041
Total of Payments Against Grant (includes Projected Closeout Payment)	\$378,706
Unexpended Budget	\$53,335
Maximum Amount That Can Be Carried Over (100% of current allocation)	\$432,041
Funds Transferred to Next Year for Agency	\$53,335
OR <input type="checkbox"/> Release remaining funds to NDE (By selecting this box, funds are not transferred to next year.)	
Excess Funds Released to NDE	\$0

Note: Unused REAP/6123 transfer funds will be returned to original program

☐ Add Comment to NDE

Save Page Calculate Totals

Done Internet

start Lori Adams - Info... Payment Instructi... Nebraska Depart... eGMS Payments - ... 11:12 AM

C. ☐ Select here if this is the Final Reimbursement Request. This option is to closeout a program by entering YTD expenditures and determines whether a final payment is due or if there is cash on hand to be returned to NDE.

1. The approved budget data appears for the program selected.

a) “Budgeted” - This is the maximum amount (within allowable variances) that can be requested/reported by object code for the selected program.

b) “Submitted Expenditures YTD” - those submitted requests (does not include current request).

c) “Remaining for Expenditure/Payment” - amount available to be requested per submitted Reimbursement Requests.

d) “Actual Expenditures YTD” column, those expenditures year to date by object code. You must have budgeted for object codes to enter expenditures.

2. A column displays to enter Year-To-Date Expenditures by Object Code. This needs to be completed when submitting a Final Reimbursement Request. The “Expenditures” Section - Expenditures Object Code is for reporting current expenditures when submitting a Reimbursement Request only, not a Final Reimbursement Request.

D. Enter the amount of expenditures in the “Actual Expenditures YTD” column.

1. Click on “Calculate Totals” button after expenditures for the object codes have been entered.

E. Select “Save Page”.

F. Select “(RE)Calculate Closeout Amounts” button. “Projected Grant Closeout Summary” is populated. This is the projected status of the grant if this request was submitted at this time.

- 1. Approved Amount**
- 2. Total of Payments Against Grant (includes projected closeout payment)**
- 3. Unexpended Budget – The amount in the grant after expenditures have been entered.**
- 4. Maximum Amount That Can Be Carried Over (% of current allocation) for those grants with carryover provisions**
 - NCLB – Title I has a carryover limitation (Title I (15% if current an allocation is \$50,000 or more). Waivers are needed to exceed the carryover limitations and must be approved by the Title I office before submitting a Final Reimbursement Request.**
- 5. Funds Transferred to Next Year for Agency OR Release – The amount that appears is available for carryover in the next year. If Release is selected the amount will be returned to NDE.**
- 6. Excess Funds Released to NDE – Excess Carryover funds for the current project that are returned to NDE, no action is needed by the district.**

G. If the projected amount is as anticipated click on “Save Page” button. There are system checks built into the payment. Red error messages (if applicable) will appear at the top of the request.

H. Correct errors and save. Error messages must be resolved before the data will be saved to the database.

I. “Add Comment to NDE” – click the check box – this allows the LEA the option to include messages to NDE.

The screenshot shows the 'eGMS Payments' web application running in Microsoft Internet Explorer. The address bar displays the URL: http://164.119.54.188/NDEeGrant_Web/Payments/ReimbursementRqst.aspx. The main content area contains a list of program titles, each with a checkbox to add a report:

- Title III-IE-4926 ☐ Select here to add a report for this program
- Title IV-4960 ☐ Select here to add a report for this program
- Title V-4320 ☐ Select here to add a report for this program
- Title IC-Migrant-4915 ☐ Select here to add a report for this program

Below the list, there is a section for attaching documents:

Enter expenditure amounts and save prior to submission

Attach Document:

☒ Check here if documentation has been sent to NDE via Mail

I Certify that, to the best of my knowledge and belief, this report is true and correct in all aspects: supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purposes they were granted.

For additional information please contact the Nebraska Department of Education
Contact Us

The taskbar at the bottom shows the Windows Start button, several open applications (Lori Adams - Info..., Payment Instruct..., Nebraska Depart..., eGMS Payments - ...), and the system clock showing 11:18 AM.

J. Select either option for Supporting Documentation.

Documentation must agree by object code with the “Expenditures” Section and provide transaction level of detail. Additional information (vendor payee name, original transaction date and description) must be provided for Activity Fund, Petty Cash, Bank/Credit Cards, JE’s, etc. (Documentation is not necessary for requests that meet Auto-Approval criteria.)

1. Attaching a file (i.e., PDF, word or excel format, be sure the file extensions are included.)

a) Select “Browse”.

b) Go to the file needed for attachment and select the file.

c) For multiple attachments repeat “browse”, saving each time an attachment is selected.

2. Select the ☐ to send to NDE via mail.

K. Select the “Submit to NDE” button. A message will appear indicating whether there are errors or if the request is forwarded to NDE for approval.

1. Reimbursement Requests will be reviewed by NDE and either:

a) Approved – processed for payment.

b) Disapproved “returned for changes” – returned the request to the district for changes. Changes need to be made by the LEA and the request needs to be resubmitted to NDE for approval. If the district does not send the request back, "submit" to NDE, the request will not be processed for payment.

VIII. CONTACTS

If you have questions with the NDE Portal contact the NDE help desk coordinator 1-888-285-0556 or locally (402) 471-3151.

If you have questions about Payments and Financial Reports contact the Financial Services Accountant that works with that program. Program Contract Information is available at <http://www.education.ne.gov/FOS/SchoolFinance/AFR/Downloads/0809/0809ACcontacts.pdf> or on the Contact Us list at the bottom of each GMS page.