

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

The screenshot shows the Nebraska Department of Education Portal in a Microsoft Internet Explorer browser window. The address bar displays <http://portal.nde.state.ne.us/Site/DesktopDefault.aspx>. The page header includes the Nebraska Department of Education logo and navigation links for Home, Forms, Viewer Links, and Help. A "Special Note" section contains a sun icon and text regarding district administrators' responsibilities for user access during the summer. Below this, "Collection Announcements" lists the 2007 Perkins Basic, Tech Prep and Post Secondary Grant application deadline (June 30, 2006) and the 2007 Early Childhood State Grant application deadline (June 15, 2006). A "Members" section shows "New Today: 5" and "New Yesterday: 0". The "Portal Sign In" section includes a login form with fields for "Login ID:" (containing "ladams") and "Password:" (containing "****"), and links for "Sign In", "Register", and "Forgot Password". A "Help" link is also present. The browser's taskbar at the bottom shows the Start button, several open applications including "Lori Adams - Inbox" and "Nebraska Departmen...", and the system clock showing 2:45 PM.

D. Select the type of data collection

1. Select the "GMS" tab at the top of the screen.

Nebraska Department of Education - Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://portal.nde.state.ne.us/Site/DesktopDefault.aspx> Go Links

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

GMS is back online.

Related Links

- [US Dept of Education](#)
- [NE Dept of Education](#)
- [NCES](#)

Special Note

 District Administrators:

It's summer again, and that means some Changing of the Guard. If you or any of your staff leave a District or a School, it is your responsibility to manage the access of your district personnel to any and all Data Collections, GMS, and Staff and Student Record Systems. The District Administrator needs to review the list of users within their district for the new school year, and remove users as needed.

Please read the new help documentation available on the Help tab under 'District Administrator Responsibilities,' or [click here](#).

Remember, our Help Desk can be reached by calling toll free at **888-285-0556** or at our local number 402-471-3151. You can also send an email to helpdesk@nde.ne.gov

Collection Announcements [Help Add New Announcement](#)

2007 Perkins Basic, Tech Prep and Post Secondary Grant
The Perkins Basic, Tech Prep and Post Secondary application for the 2006-07 school year is now available in the GMS. This application is due June 30, 2006.

2007 Early Childhood State Grant
Applications for the Early Childhood State Grant for the 2006-07 school year were due June 15, 2006.

Extension - Student Performance Reporting System 2006 (STARS)
Because of technical difficulties, the deadline for Student Performance Reporting System 2006 (STARS) will be extended to the

start

Lori Adams - Inbox - ... Nebraska Departmen... 2 Microsoft Office ... 2:45 PM

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).

Nebraska Department of Education - Portal - Microsoft Internet Explorer

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

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

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."

http://portal.nde.state.ne.us/Site/DesktopModules/GMS/EnterGMSCode.aspx?CID=59130494658717184&tabIndex=2&tabID=25

start | Internet | Lori Adams - Inbox - ... | Payment Instructions... | Nebraska Departmen... | 3:50 PM

2. If “Apply” has been selected, enter the Activation Code (see the “Help” tab for more information). The District Administrator and Bookkeeper (Financial Contact) are the only users able to “submit” in the Payments portion of GMS.

3. Select “return to previous page”.

Enter Activation Code - NDE Portal - Microsoft Internet Explorer

Address: http://portal.nde.state.ne.us/Site/DesktopModules/GMS/EnterGMSCode.aspx?CID=59130494858717184&tabIndex=2&tabID=25

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.

NCLB Consolidated Application

Grants Management System (GMS) Information

Activation Code

Add

This Activation Code is available from your District Administrator.

Agency ID	Name	UserType	
NDE		NDE Reviewer	Remove
NDE		FinancialServices	Remove

[Return to previous page](#)

If you have successfully entered a code, the district will show up in the above table. Click on 'Return to previous page' and click on the name in Grant Name/Link column to enter the system.

This Activation Code is available to the District Administrator on the Portal Website. The District Administrator then distributes them to the appropriate people.

These codes are 10 characters long, and are Case Sensitive. **They are made up of Numerals and Lower Case Characters.** Codes will not contain any Upper Case letter I's, Upper Case letter O's, or Upper Case letter L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

After you have successfully entered a code, it will show up in the above table. Click on 'Return to previous page' below and click on the name in Collection Name/Link column to enter the system.

Done Internet

start | Lori Adams - Inbox - ... | Payment Instructions... | Enter Activation Cod... | 3:49 PM

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

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

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.

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."

Address: http://gms.nde.state.ne.us/NDEeGrant_Web/redirect.aspx?UID=109&CID=59130494858717184&SID=sacziw2r3duh045truwdy5S&UT=1

start | Internet | 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	N/A
Amount	\$146,221	\$0	\$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, the page title is "Reimbursement Request/Financial Report Select" with an "Instructions" link. The page displays the following information:

- District Name: EDUCATIONAL SERVICE UNIT 09
- ESU/County District: 09-000-0009-00
- Navigation links: Back to Application Select, Back to Payment Summary, View Payment Instructions, View Payment Questions and Answers
- Reimbursement Requests section with three buttons: Open Request, Create New Request, and Withdraw(delete) Request.
- A table listing reimbursement requests for the year 2007.
- Contact information for the Nebraska Department of Education.

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 shows the URL: http://164.119.54.188/NDEeGrant_Web/Payments/FinancialSelect.aspx. The page content is titled "Reimbursement Request" and includes the following information:

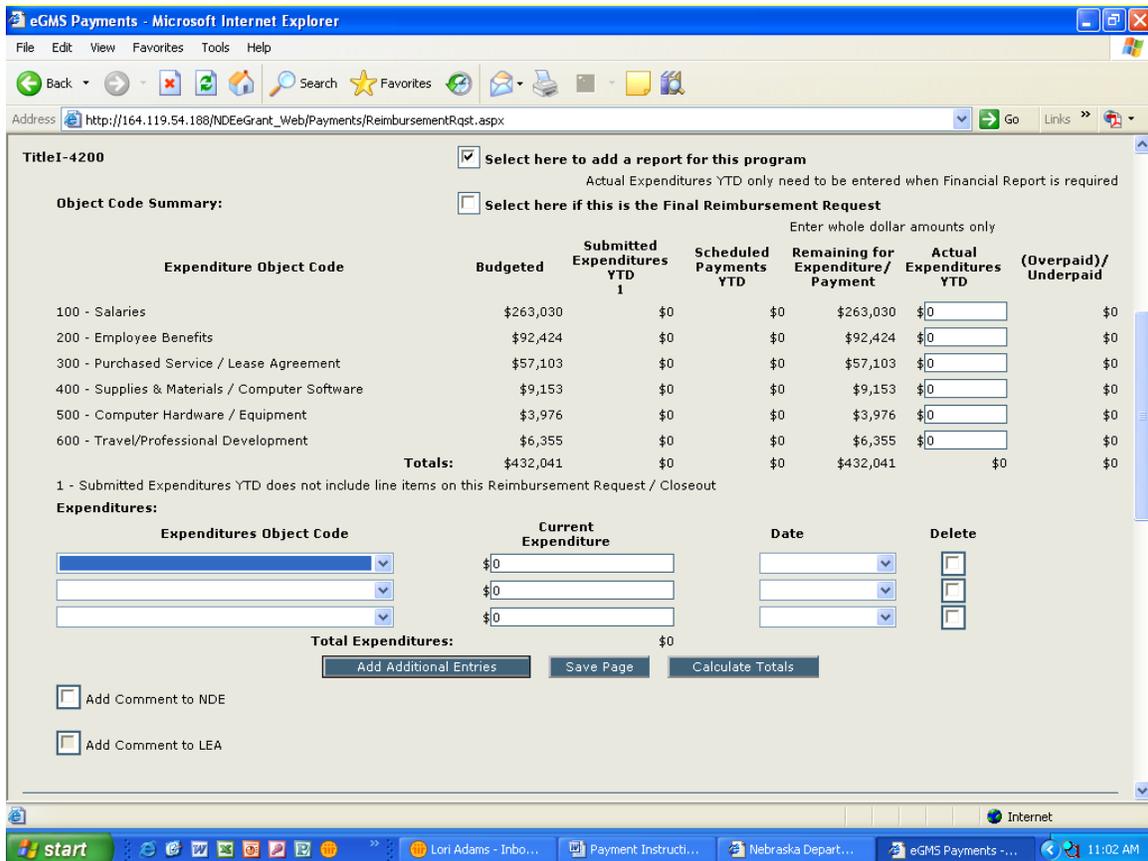
- District Name:** EDUCATIONAL SERVICE UNIT 09
- ESU/County District:** 09-000-0009-00
- LEA Contact:**
 - First Name: Lori
 - Last Name: Adams
 - Phone: 402 471 2637
 - Ext:
 - Email Address: Lori.Adams@nde.ne.gov
- 2006 NCLB Consolidated - 4201**
- TitleI-4200** Select here to add a report for this 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

Navigation links on the right side include: "Back to Application Select", "Back to Financial Menu", "View Payment Instructions", and "View Payment Questions and Answers".

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](#))



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.

The screenshot displays the 'eGMS Payments' web application. The browser window shows the title 'eGMS Payments - Microsoft Internet Explorer' and the address 'http://164.119.54.188/NDEeGrant_Web/Payments/FinancialSelect.aspx'. The main content area features a list of program titles: TitleIII-IE-4926, TitleIV-4960, TitleV-4320, and TitleIC-Migrant-4915. Each title is followed by a checkbox and the text 'Select here to add a report for this program'. Below this list, there is a section for entering expenditure amounts and saving prior to submission, including an 'Attach Document' field with a 'Browse...' button and a 'Save Page' button. There is also a checkbox labeled 'Check here if documentation has been sent to NDE via Mail'. At the bottom, there is a 'Submit to NDE' button and a footer with contact information for the Nebraska Department of Education.

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.

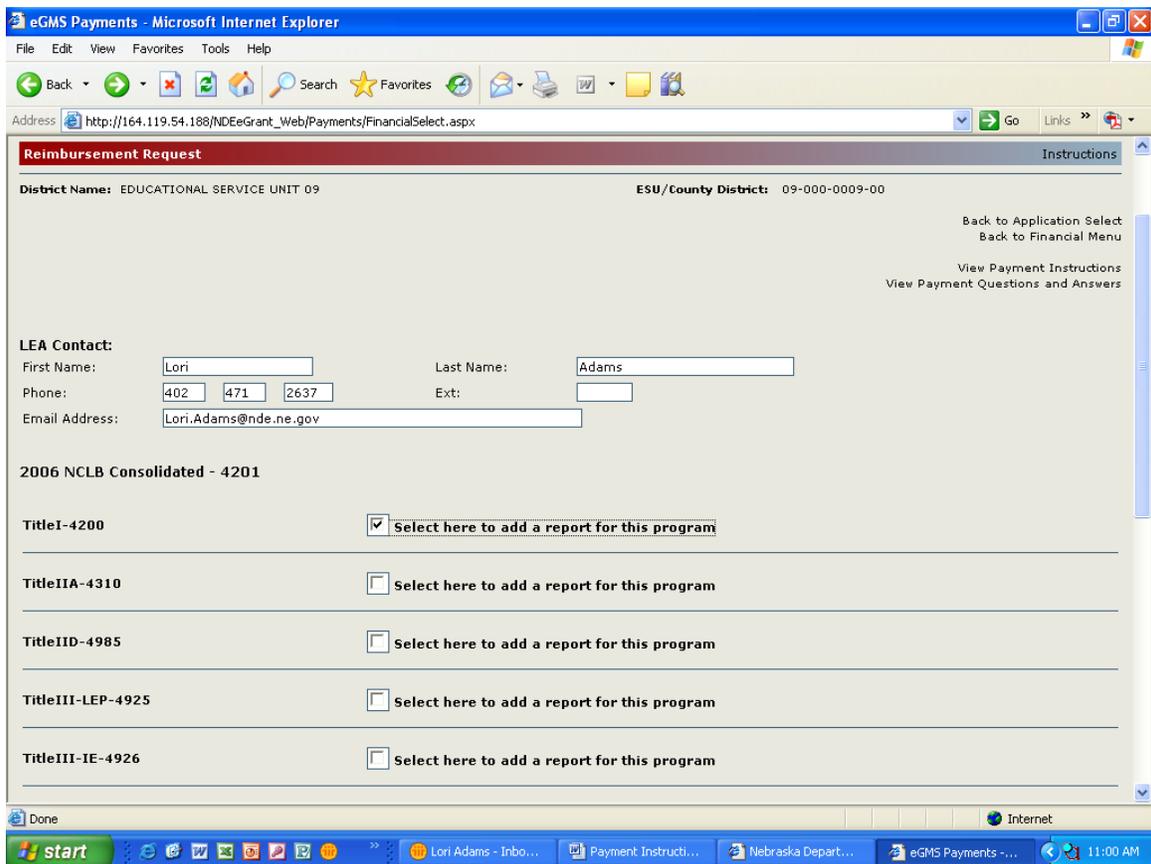
1. Reimbursement Requests will be reviewed by NDE and either:

- 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.



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. [\(See Section VII - Final Reimbursement Request\)](#)

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

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
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"/>	\$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

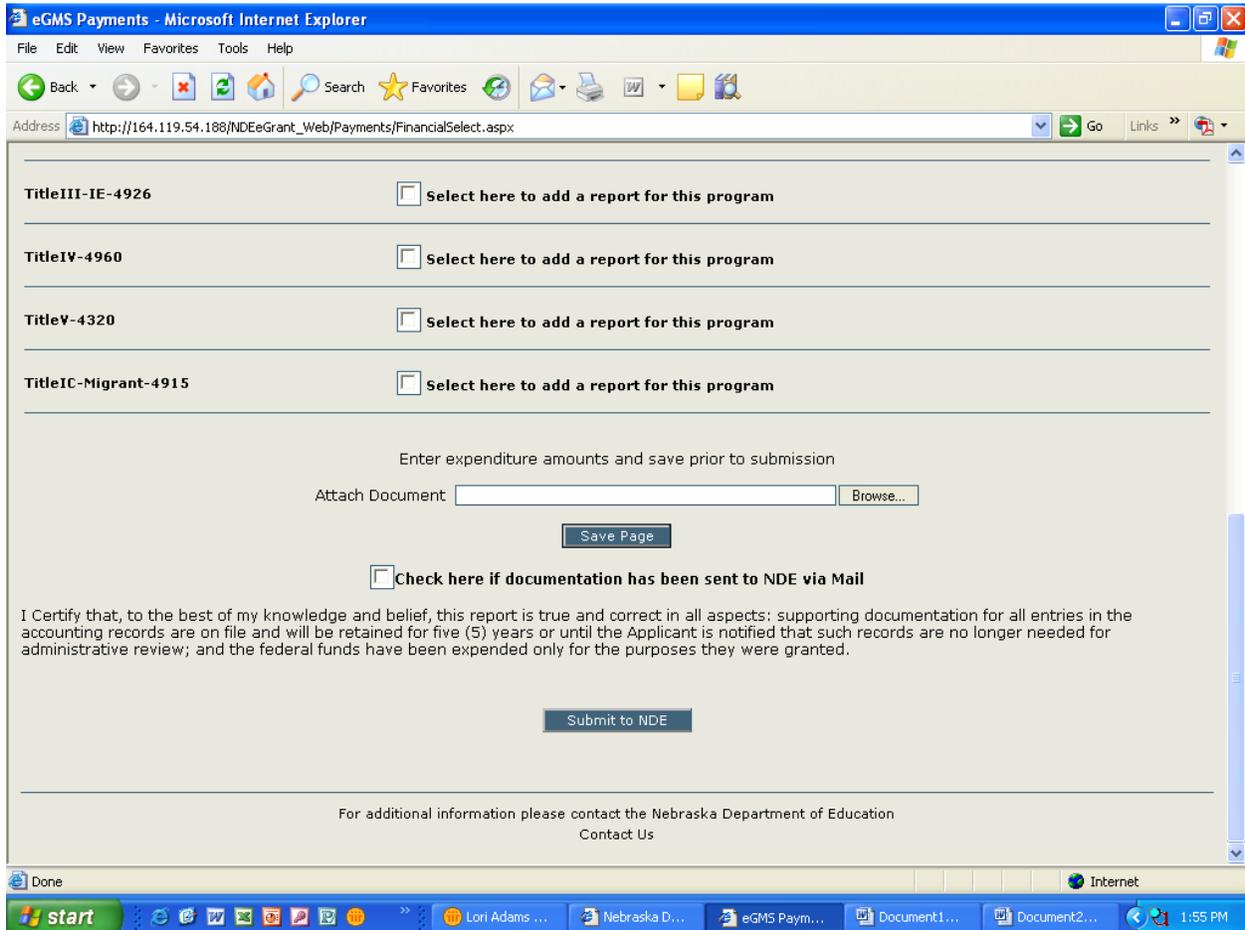
D. Complete “Actual Expenditures YTD” Column. This column is used to determine cash on hand. It does not generate a payment.

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.



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.

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.

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 found 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

Navigation links: [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:

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TitleI-4200	<input checked="" type="checkbox"/> Select here to add a report for this program
TitleIIA-4310	<input type="checkbox"/> Select here to add a report for this program
TitleIID-4985	<input type="checkbox"/> Select here to add a report for this program
TitleIII-LEP-4925	<input type="checkbox"/> Select here to add a report for this program
TitleIII-IE-4926	<input type="checkbox"/> Select here to add a report for this program

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 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

Address: http://164.119.54.108/NDEeGrant_Web/Payments/ReimbursementRqst.aspx

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	
OR <input type="checkbox"/> Release remaining funds to NDE (By selecting this box, funds are not transferred to next year.)	\$53,335
Excess Funds Released to NDE	\$0

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

Add Comment to NDE

Done Internet

start Lori Adams - Inbo... 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”.

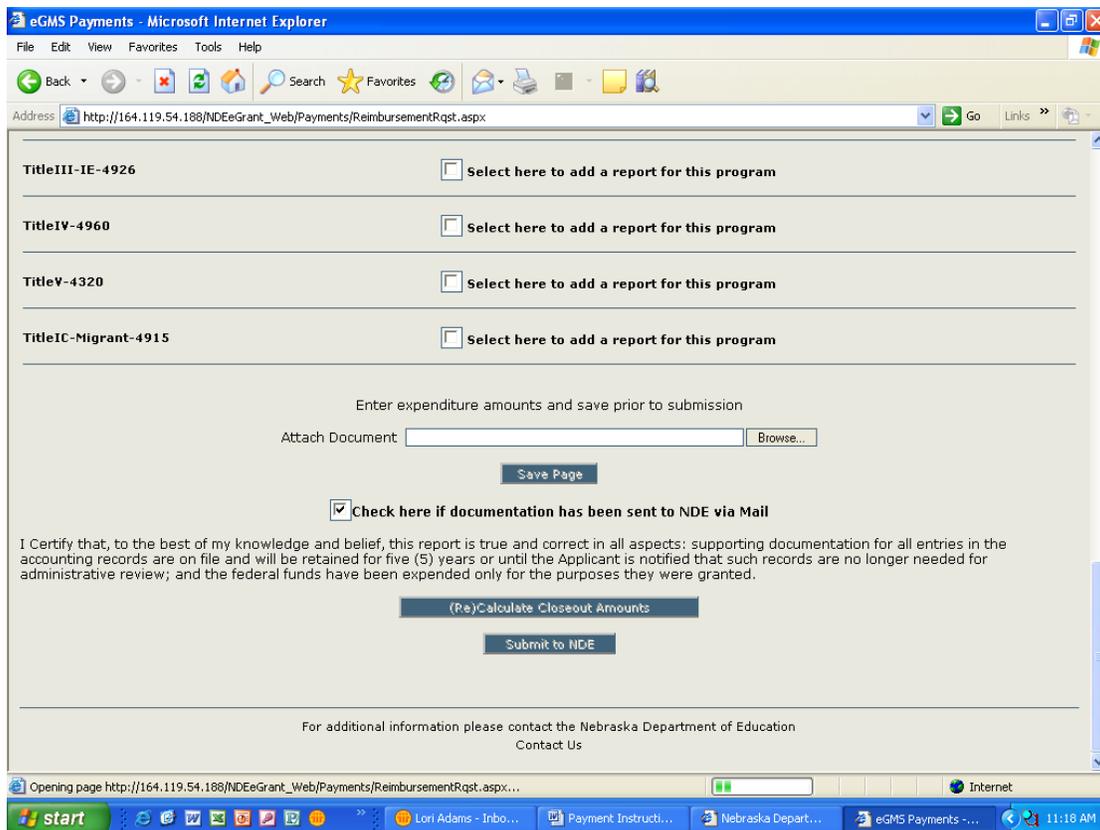
F. Select “(RE)Calculate Closeout Amounts” button. “Projected Grant Closeout Summary” is populated. This is the projected status of the grant if this request was submitted at this time.

- 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.



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.