Ready Your Breakfast and Eat Hearty...For Today, We Learn GMS

AKA: Grants Management System 101
GMS Staff...
Life Cycle of a Grant
New GMS Front Door

- [https://nde.mtwgms.org/NDEGMSWebvo2/Logon.aspx](https://nde.mtwgms.org/NDEGMSWebvo2/Logon.aspx)
New GMS Front Door

- https://nde.mtwgms.org/NDEGMSWebv02/Logon.aspx
User Roles or Business Roles

• **View only**—Can only view information on both application and payment sides. Cannot create, save, or submit anything.

• **Data Entry**—All View only rights. Can create and save on application and payments sides. Can only submit applications, amendments, and reimbursement requests to the District Administrator.

• **Bookkeeper**—All View only and Data Entry rights. Can submit reimbursement requests directly to NDE. Can only submit applications and amendments to the District Administrator.

• **District Administrator**—All View only, Data Entry, and Bookkeeper rights. Can submit applications, amendments, and reimbursement requests directly to NDE.
# User Roles or Business Roles

***App=Application; Amend=Amendment; RR=Reimbursement Request; Dist Admin=District Admin***

<table>
<thead>
<tr>
<th>Role</th>
<th>View Info</th>
<th>Create App or Amend</th>
<th>Save App or Amend</th>
<th>Submit App to Dist Admin</th>
<th>Submit App to NDE</th>
<th>Submit RR to Dist Admin</th>
<th>Submit RR to NDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Data Entry</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>District Admin</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Login Landing Page...Menu List

You have been granted access to the forms below by your Security Administrator

GMS Access / Select
LEA Control Data
Non-funded Applications
Non-funded Data Collections

If the form you need is not listed, contact your Security Coordinator:

Your email address is:

If this is not correct, please contact your Security Coordinator to provide correct address.

This website best viewed using Internet Explorer version 11.x or Microsoft Edge, Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

For additional information please contact the Nebraska Department of Education

Contact Us
GMS Access Select

DEPARTMENT OF EDUCATION

GMS Access Select

18-0119 AMHERST PUBLIC SCHOOLS

Select Fiscal Year: 2017

Created

Formula Grant

There currently aren't any Formula Grant applications created.

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Revision</th>
<th>Status</th>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEP and Poverty Plans</td>
<td>Original Application</td>
<td>Final Approved Nov 30th</td>
<td>9/3/2015</td>
<td>Open, Amend, Review Checklist, Delete Application</td>
</tr>
</tbody>
</table>

Competitive Grant

There currently aren't any Competitive Grant applications created.

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Status</th>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins Basic/TP/PostSec</td>
<td></td>
<td></td>
<td>Create</td>
</tr>
</tbody>
</table>

Non Funded

There currently aren't any Non Funded applications created.

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Status</th>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins rev/ISION Initial Grant</td>
<td></td>
<td></td>
<td>Create</td>
</tr>
<tr>
<td>SPED Sec Transition Grant</td>
<td></td>
<td></td>
<td>Create</td>
</tr>
</tbody>
</table>

Consolidated Plan

There currently aren't any Consolidated Plan applications available.

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Status</th>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins Basic/TP/PostSec</td>
<td></td>
<td></td>
<td>Create</td>
</tr>
</tbody>
</table>

For additional information please contact the Nebraska Department of Education

Contact Us
You have been granted access to the forms below by your Security Administrator.

Administrative
User Maintenance
GMS Access / Select

If the access you need is not listed, contact your Security Coordinator.

Your email address is: michael.teahon@goswedes.org
If this is not correct, please contact your Security Coordinator to provide correct address.

This website best viewed using Internet Explorer version 11.x or Microsoft Edge, Google Chrome version 47.x and later and Safari for OS X version 9.x and later.
# User Maintenance

**NEBRASKA DEPARTMENT OF EDUCATION**

## GMS LEA User Maintenance
**Organization:** AUBURN PUBLIC SCHOOLS

<table>
<thead>
<tr>
<th>Username/Email</th>
<th>SEARCH</th>
</tr>
</thead>
</table>

### NEW USER REQUESTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New User Request For 2853-AUBURN PUBLIC SCHOOLS M</td>
<td>June 3, 2016</td>
<td>SubmittedToLocal</td>
<td>June 3, 2016</td>
</tr>
</tbody>
</table>

### DISTRICT USERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>User Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynn Dierberger</td>
<td><a href="mailto:ldierberger@esu4.org">ldierberger@esu4.org</a></td>
<td>leaBookKeeper, leaViewOnly</td>
</tr>
<tr>
<td>Nancy L. Fuller</td>
<td><a href="mailto:nancy.fuller@apsbulldogs.org">nancy.fuller@apsbulldogs.org</a></td>
<td>leaDataEntry, leaBookKeeper</td>
</tr>
<tr>
<td>Amy Kroll</td>
<td><a href="mailto:amy.kroll@apsbulldogs.org">amy.kroll@apsbulldogs.org</a></td>
<td>leaBookKeeper</td>
</tr>
<tr>
<td>Kris Kucera</td>
<td><a href="mailto:kris.kucera@nebraska.gov">kris.kucera@nebraska.gov</a></td>
<td>leaViewOnly</td>
</tr>
<tr>
<td>Gina Long</td>
<td><a href="mailto:gina.long@apsbulldogs.org">gina.long@apsbulldogs.org</a></td>
<td>leaBookKeeper</td>
</tr>
<tr>
<td>Kevin Reiman</td>
<td><a href="mailto:kevin.reiman@apsbulldogs.org">kevin.reiman@apsbulldogs.org</a></td>
<td>leaDistrictAdmin, leaSecurityAdmin</td>
</tr>
</tbody>
</table>

#AQuESTT16
The Most Important Role

"With great power comes great responsibility"

Please use YOURS wisely!

#AQuESTT16
Life Cycle of a Grant

• Create application
• Submit application
• Application approval – NDE
• Create Amendment (if necessary)
• Create reimbursement request
• Create final reimbursement request - fully expended
• Submit (final) reimbursement request
• (Final) Reimbursement request approval – NDE
Life Cycle of a Grant

Application

Payment/Financial

District Creates/Submits Application

NDE Approves

Will the District’s Request for Reimbursement Fully Expended Grant Funds?

 YES

NO

Application Returned to District for Changes

District Submits Reimbursement Request

NDE Approves

YES

NO

District Submits FINAL Reimbursement Request

NDE Approves

YES

NO

FINAL Reimbursement Request Returned to District

Funds Sent to District

YES

NO

Funds Sent to District/Grant Closed Out

Reimbursement Request Returned to District
Application Top 10 Reminders

#10  Error messages are in **RED** at the top of each page when a page is **SAVED** and also on the submit page after a **CONSISTENCY CHECK (CC)** is run.
Application Top 10 Reminders

#9  Copy and paste into **NOTEPAD** and then into the textboxes rather than directly from **WORD**.
Application Top 10 Reminders

#8 **SAVE OFTEN** – watch for timeout notifications and save when the time remaining notification is displayed.
Application Top 10 Reminders

#7 Large pages require completion in order to save – PUT A CHARACTER in each text box and then save so you can work on one without losing data if you time out.
Application Top 10 Reminders

#6 Reference the CONTACT US list at the bottom of each page.
#5 Use the **SPELL CHECK** at the bottom of each page.
Application Top 10 Reminders

#4 Reference **REVIEW CHECKLISTS** for revisions when application is returned.
Application Top 10 Reminders

#3 Upload files should not include SPECIAL CHARACTERS ($, #, &, ‘.’).
Application Top 10 Reminders

#2  Reference the USER GUIDES and the INSTRUCTION LINKS.
#1 READ THE INSTRUCTIONS on the page itself.
Payment/Financial Top 10 Reminders

#10 For SPED IDEA, include copies of CONTRACTED SERVICE billings.
Payment/Financial Top 10 Reminders

#9 STAFF CLAIMED on payroll records MUST be in the APPROVED application (exception: Title I Schoolwide programs).
Payment/Financial Top 10 Reminders

#8 Include ORIGINAL transaction level accounting records and supporting detail (i.e. journal entries, credit card expenditures)
Payment/Financial Top 10 Reminders

#7 Provide **TRANSACTION** level accounting records (i.e. expenditure audit report, account inquiry, fund audit report, payroll registry)
Payment/Financial Top 10 Reminders

#6 Submit a **FINAL** reimbursement request if your budget is fully expended.
Payment/Financial Top 10 Reminders

#5 **ALL** funds must be budgeted to submit a **FINAL** reimbursement request.
Payment/Financial Top 10 Reminders

#4 **REPORT OFTEN:**
Object Code 100 (salaries only) and Object Code 200 (benefits only)

<table>
<thead>
<tr>
<th>Expenditure Object Code</th>
<th>Budgeted</th>
<th>Submitted Expenditures YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Salaries</td>
<td>$1,926,346</td>
<td>$1,269,855</td>
</tr>
<tr>
<td>200 - Employee Benefits</td>
<td>$565,247</td>
<td>$360,125</td>
</tr>
</tbody>
</table>
Payment/Financial Top 10 Reminders

#3 GMS has an **ALLOWABLE VARIANCE** by Object Code of 25% or $2,500 whichever is greater, not to exceed the total budgeted amount.
Payment/Financial Top 10 Reminders

#2 Claim expenditures by OBJECT CODE.
Payment/Financial Top 10 Reminders

#1 Submit a reimbursement request to receive payment of expenditures.
Resources - Links

GMS Website

GMS Login Page
Thank you.

Questions?
Presenters:
Lori Adams
Shane Rhian
Cathy Von Kaenel
Michelle Michl

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Cathy.VonKaenel@Nebraska.gov (402-471-2482)
Michelle.Michl@Nebraska.gov (402-471-2393)