CHARTING · THE · FUTURE

BROADER.
BOLDER.
BETTER.

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

AKA: Grants Management System 101

NEBRASKA DEPARTMENT OF EDUCATION

GMS Staff...

Life Cycle of a Grant

New GMS Front Door

- https://nde.mtwgms.org/NDEGMSWebv02/Logon.aspx

New GMS Front Door

- https://nde.mtwgms.org/NDEGMSWebv02/Logon.aspx

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Welcome to the Grants Management System

ANNOUNCEMENTS

Beginning Tuesday, April 26, 2016 users will access the new Grants Management System (GMS). Please bookmark this logon page as the access through the portal will become unavailable.

Users will need to set their password when logging in the first time using the following steps:
1. Type your email address in the Username/Email text box
2. Click "Forgot Password"
3. Follow the directions found in the pop-up window

A New GMS User Guide can be found on the GMS webpage to provide additional assistance to users in accessing the new GMS environment: https://www.education.ne.gov/gms2/index.html

LOGIN

Username/Email

Password   Forgot Password

LOGIN

New User

NOTICE OF FUNDING AVAILABILITY

Due August 1: 2017 SPED Planning Region Team (PRT) Grant - Contact Cole Johnson at 402-471-4318 or cole.johnson@nebraska.gov

Due August 1: 2017 Perkins Basic and Post Secondary Grant - Contact Rich Katt at 402-471-4808 or rich.katt@nebraska.gov

Due July 30: 2017 SPED Secondary Transition Competitive Grant - Contact Rita Hammitt at 402-595-2092 or rita.hammitt@nebraska.gov

UPCOMING

July 2016

March 30, 2016 - August 1, 2016
OPEN: 2016-2017 SPED Planning Region Team (PRT) Grant

June 3, 2016 - August 1, 2016
OPEN: 2016-2017 Perkins Basic and Post Secondary

June 10, 2016 - July 30, 2016
OPEN: 2016-2017 SPED Secondary Transition Competitive Grant

INFORMATION

Please make sure you bookmark the GMS web page. The GMS Team is always updating the page and its content to better meet the GMS users needs.
https://www.education.ne.gov/gms2/index.html

TRAINING

The New GMS Front Door Webinar-RECORDING

District Admin GMS Security Webinar-RECORDING

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*

	View Info	Create App or Amend	Save App or Amend	Submit App to Dist Admin	Submit App to NDE	Submit RR to Dist Admin	Submit RR to NDE
View Only	X						
Data Entry	X	X	X	X		X	
Bookkeeper	X	X	X	X		X	X
District Admin	X	X	X		X		X

Login Landing Page…Menu List

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Menu List

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

GMS Access / Select
LEA Central Data
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.

user ID:

Powered by **MTW** *Solutions* *Grant Management System*

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

#AQuESTT16

GMS Access Select

Menu List

DEPARTMENT OF EDUCATION

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

Administrative
User Maintenance
GMS Access / Select
LEA Central Data
Funded Applications
Non-Funded Data Collections

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

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GMS LEA User Maintenance
Organization: AUBURN PUBLIC SCHOOLS

NEW USER

Username/Email [_____] SEARCH

NEW USER REQUESTS

Name	Date Submitted	Status	Status Date
New User Request For 2853-AUBURN PUBLIC SCHOOLS Mi	June 3, 2016	SubmittedToLocal	June 3, 2016

DISTRICT USERS

Name	Email Address	User Role
Lynn Dierberger	ldierberger@esu4.org	leaBookKeeper , leaViewOnly
Nancy L. Fuller	nancy.fuller@apsbulldogs.org	leaDataEntry , leaBookKeeper
Amy Kroll	amy.kroll@apsbulldogs.org	leaBookKeeper
Kris Kucera	kris.kucera@nebraska.gov	leaViewOnly
Gina Long	gina.long@apsbulldogs.org	leaBookKeeper
Kevin Reiman	kevin.reiman@apsbulldogs.org	leaDistrictAdmin , leaSecurityAdmin

#AQuESTT16

The Most Important Role
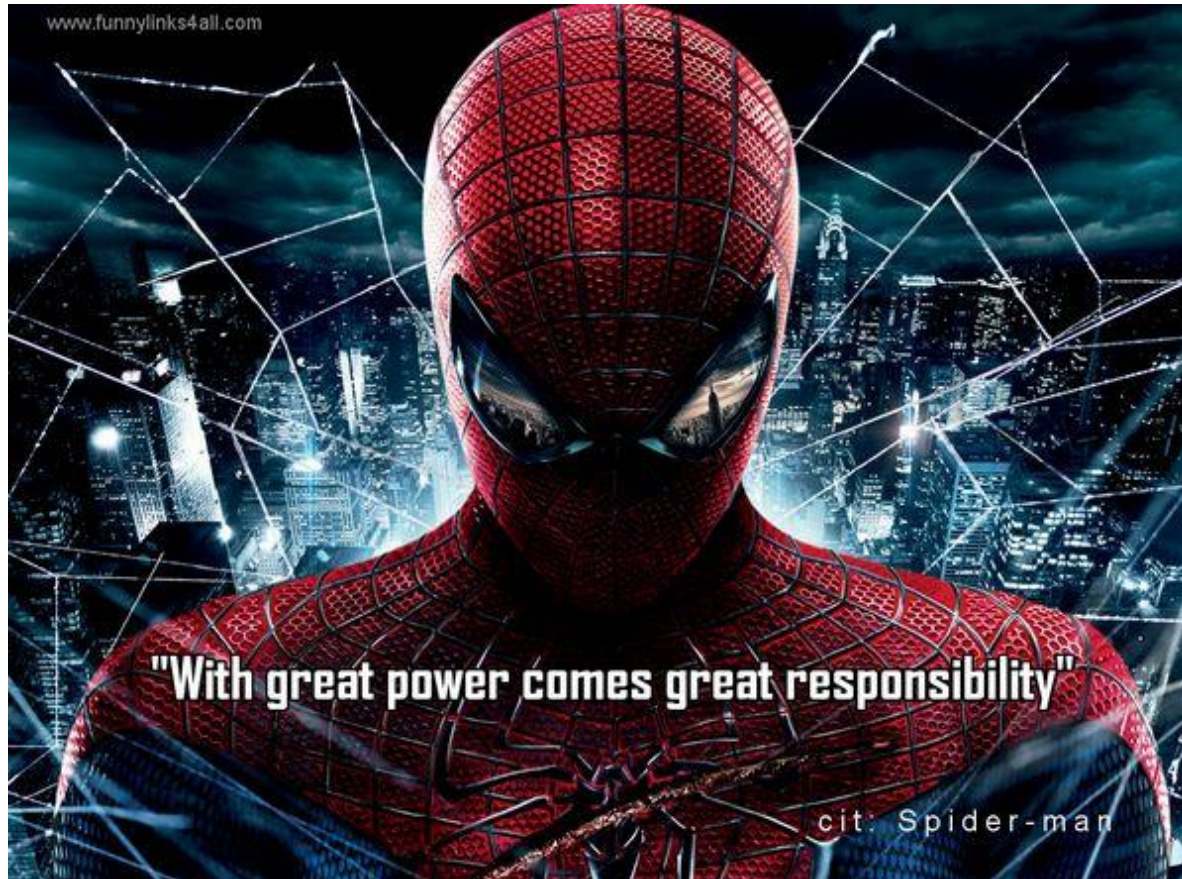
Please use <u>YOURS</u> wisely!

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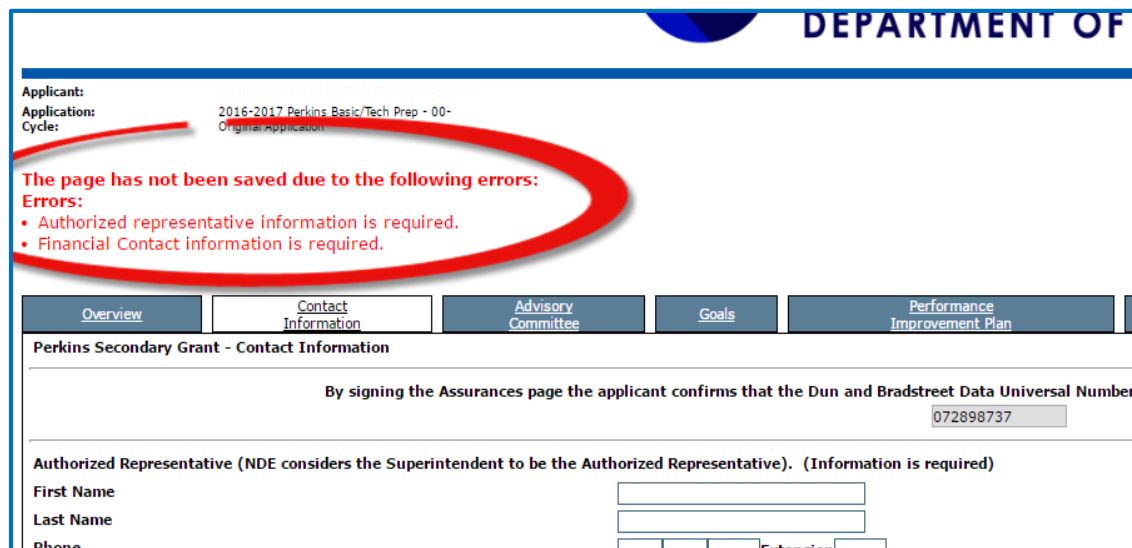
- Create application
- Submit application
- **Application approval – NDE**
- Create Amendment (if necessary)
- Create reimbursement request
- Create final reimbursement request-fully expended
- Submit (final) reimbursement request
- **(Final) Reimbursement request approval – NDE**

Life Cycle of a Grant

Payment/Financial

Application

Flowchart:

- District Creates/Submits Applicatioin → NDE Approves
  - NO → Application Returned to District for Changes (loops back)
  - YES → Will the District's Request for Reimbursement Fully Expend Grant Funds?
    - YES → District Submits FINAL Reimbursement Request → NDE Approves
      - YES → Funds Sent to District/Grant Closed Out
      - NO → FINAL Reimbursement Request Returned to District (loops back)
    - NO → District Submits Reimbursement Request → NDE Approves
      - YES → Funds Sent to District
      - NO → Reimbursement Request Returned to District (loops back)

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~~.
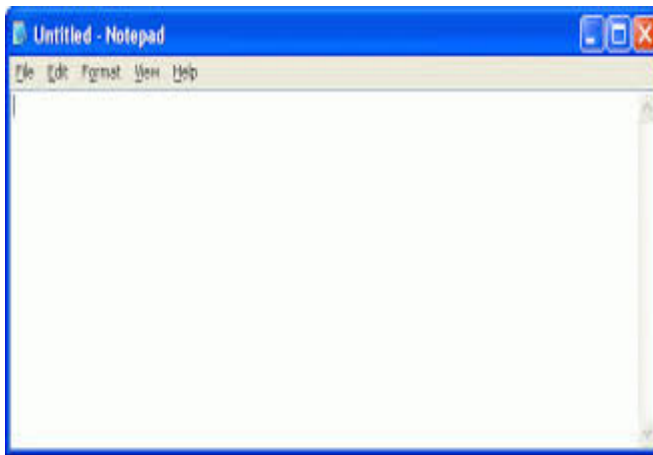
Application Top 10 Reminders

#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.

For additional information please contact the Nebraska Department of Education

Contact Us
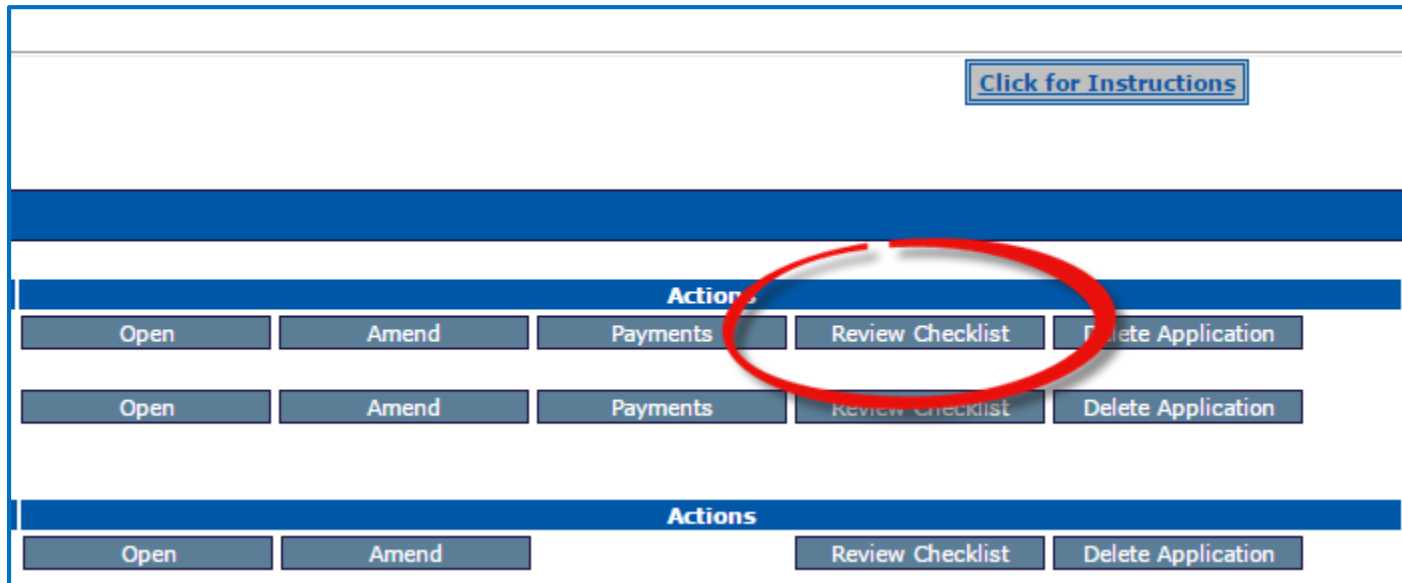
Application Top 10 Reminders

#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** ($, #, &, '.').
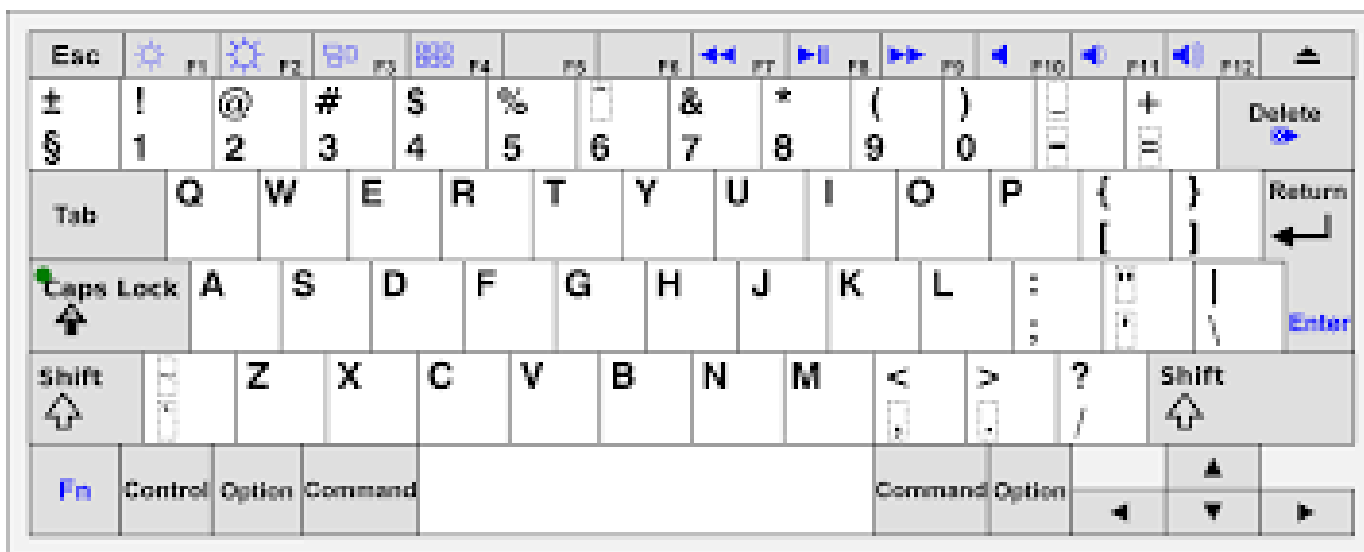
Application Top 10 Reminders

#2 Reference the **USER GUIDES** and the **INSTRUCTION LINKS**.

Page Lock
Control

Click for Instructions

DEPA

Click to Return to Menu List / Sign Out

GMS Access Select

55-0001 LINCOLN **PUBLIC SCHOOLS**

Click for Instructions

Select Fiscal Year: 2017 ▾

Application Top 10 Reminders

#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).*
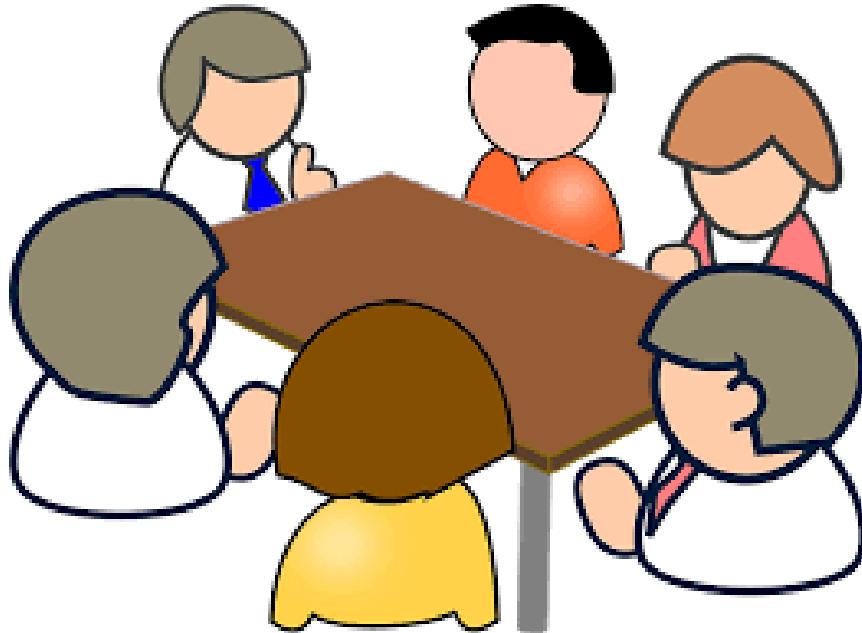
Payment/Financial Top 10 Reminders

#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.

| | Reimbursement Request | Service Provider | |

...s will be saved.

Actual Expenditures YTD only need to be entered when Financial Report is required

Select here if this is the Final Reimbursement Request

Remove Blank Rows from Display: ◉ Yes ○ No

diture Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD
	$1,926,346	$1,269,855	$0
	$565,247	$360,125	$0

Payment/Financial Top 10 Reminders

#5   **ALL** funds must be budgeted to submit a **FINAL** reimbursement request.

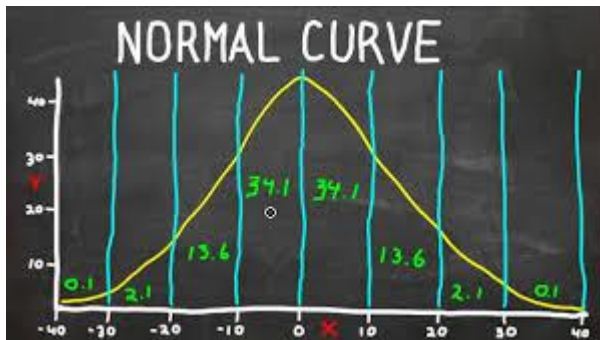# Payment/Financial Top 10 Reminders

#4 **REPORT OFTEN**:

Object Code 100 (salaries only) and

Object Code 200 (benefits only)

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1
100 - Salaries	$1,926,346	$1,269,855
200 - Employee Benefits	$565,247	$360,125

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**.

Expenditures Object Code

100 - Salaries ▼

100 - Salaries
200 - Employee Benefits
300 - Purchased Service / Lease Agreement
400 - Supplies & Materials / Operational Equip.
500 - Capital Outlay
600 - Travel / Professional Development
Indirect Costs

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:

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