2014 GMS Basic Navigation
Administrator’s Days
July 30, 2014

Shane Rhian
Kiley Taylor
Cathy Von Kaenel
Lori Adams
• On the GMS tab, click “Add” next to the collection that you need (under the Online portion).

• A new screen will pop up.

• Enter the activation code given to you by your District Administrator.

• Click “Add”.

• You should now have access to the new grant.

• Click the link that says “Return to Previous Page”.

• You are now ready to access the application!!!
Click on the Available application you wish to work on. Our examples are based on SPED IDEA Consolidated.
Types of Applications

- Formula
- Competitive
- Plans
- Payments Only
  - currently unavailable

- Currently do not have Payments Only
• Select the year that you would like to create.
• Click on ‘Create Application’.

7/30/2014

Nebraska Department of Education
Once you have entered the GMS, you will start at the Application Select Page.

• Instructions – This link will bring up a list of instructions depending on the page that you select it on. These are available on nearly every page in the application. Full program instructions are available on the Overview pages on specified programs.
• Action Buttons
  • Radio button must be selected
  • Open Application – Opens Application to the Umbrella Overview.
  • Create Amendment – Creates amendments to approved applications. (Only available for approved applications and during available timelines).
  • Payments – Door to the payment side of the application – Can only be accessed for approved applications.
  • Print All – Prints entire application to a pdf file available by link hourly between 7:00 am and 8:00 pm.
  • Review Checklist – What the Reviewer uses to accurately check the application and communicate changes needed to the district.
  • Withdraw Application/Amendment – Erases entire application.
• Status Bar
  • Select – Lists the application year and allows a selection via radio button.
  • Application / Amendment
    • Original Application
    • Amendment 1, etc.
  • Original Submit Date – When the application / amendment was submitted to NDE
  • NDE Final Approval Date – When the application was Final Approved and GAN was created.
  • Status
    • Not Submitted – District is still working on it.
    • Submitted – Submitted to NDE or District Admin.
    • Disapproved – District needs to make changes.
    • In Process – 1st level of approval passed. Now needs to be approved by LC.
    • Final Approved – Application has been approved by the LC. GAN has been produced.
  • View GAN – Click on this link to bring up the pdf of the Grant Award Notification
• Contact Us
  • Link available at the bottom of each page. Lists important names and numbers for all GMS applications and their payments.
• Review Checklist is a Pop-Up. Ensure that your Pop-Up blocker is disabled.
• Review Checklist is filled out by the NDE Reviewer. This documents the review process and provides feedback for those items that need to be corrected by the LEA.
• Do not use drop down list to navigate on a consolidated Review Checklist (NCLB, IDEA, Perkins Basic/PS). Instead, use the tabs where applicable. Some programs contain two checklists. One for the Original Application and one for Amendments.
• Some programs will have an Amendment Checklist on a separate tab. The reviewer may have added comments directing the LEA on what to fix.
• The purpose of the Communications Tab is for the SEA to document communication between the LEA and SEA.
• The SEA can enter notes and comments in the text area.
• Emails and documents external to GMS can also be uploaded by the SEA.
Umbrella Grant
NCLB Consolidated - 4201

• Titles IID, IV, and V are not funded.

7/30/2014
Umbrella Grant
SPED IDEA Consolidated -4400

7/30/2014

Nebraska Department of Education
Under Every Application

• Overview – Describes the program
• Program Information – Specific questions for the Program
• Staff – District Specific Staff
• Equipment/Capital Outlay – Operational Equipment and/or Capital Outlay
• Budget – Budget Detail and Budget Summary
• Page Lock Control – Lock and Unlock Pages
Suggested Navigation

Move Left to Right through the tabs

- Umbrella
  - Overview
  - Allocations
  - Contact Information
  - Goals and Needs

- Program Specific Pages
Suggested Navigation

• Back to Umbrella
  – Assurances
  – Amendment Description (Only on Amendments)
    • End of Year Report (if applicable)
  – Submit
  – Application History
  – Page Lock Control
  – Application Print
Navigation of Applications
- Can transfer money to E-P from CEIS, but not back.
- If the check boxes are marked to release, 100% of the allocation will be released to NDE.
On approved applications, GANs from each approved application for the same year will be displayed at the top of the page.

If the box at the bottom of the program is checked, all current and prior year funds will be released to NDE.

REAP eligible schools are allowed to transfer 100% of their allocations from one program to another.

Schools that are not REAP eligible are allowed to transfer 50% of their funds.

Districts in School Improvement can transfer 30% of their funds.

No funds can be transferred out of Title I.

As of 2014-2015, transferability to and from non-funded programs (IID, IV, and V) will no longer be allowed.
# Allocations Tab

<table>
<thead>
<tr>
<th>Description</th>
<th>6/30/2013</th>
<th>7/30/2013</th>
<th>Change</th>
</tr>
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<tbody>
<tr>
<td>Categorical Fund</td>
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<td>Allocation</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Released [ ]</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Categorical Funds</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Code Reimb. Fund</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Allocation</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Released [ ]</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Code Reimb. Funds</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>State Total</td>
<td>$45,257</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>7/30/2013</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Available for Budgeting</td>
<td>$45,257</td>
<td></td>
</tr>
</tbody>
</table>

- Example of a single level Program.
• All information on this page is required.
• District DUNS is the primary number that is used – not the DUNS for each attendance area.
• If DUNS is incorrect on display, contact Ron Mowrey - ron.mowrey@nebraska.gov
• Must be registered in SAM – System for Award Management – SAM.gov
• Currently using DUNS for FFATA reporting to Federal government – impacts all districts Federal funding.
• Funds are tied to your congressional district within the boundaries where they reside – 0000 ending zip code is not valid.
Contact Information

- If DUNS is incorrect on display, contact Ron Mowrey - ron.mowrey@nebraska.gov

- Must be registered in SAM – System for Award Management – SAM.gov
• Transfer to the Budget Pages of the funding source that you choose.
• Funds must be budgeted to the goal based on the funding source selected.
• If you will not be funding a goal with the sources listed for that goal, or you do not have
  any of the funds listed, all pages have the option to select Not Applicable.
The Goals and Needs section is intended to assist districts with their school improvement planning in academic areas and grade levels. These goals are tied to the Budget Detail page based on the funding sources selected. Enables a connection between budgeting and the district/agency goals and needs.

- NCLB Goals – have to indicate which funding source will be used to meet those goals. If no funding source will be used for the goal, select Not Applicable.
- All funded goals must be budgeted.
• Instructional Staff
  • District Employee
  • Must Be Endorsed
• Non-Instructional Staff
  • District Employee

• Equipment / Capital Outlay
  • Operational Equipment
  • Capital Outlay

• Budget
  • Budget Detail
  • Budget Summary

• Page Lock Control

• E/P is different!!!!

• Minor Building Modifications
  • 2 pages
  • Similar to Paper applications
  • Involvement of, and consultation with NDE Vocational Rehabilitation is required for all projects (Accessibility Standards). Contact Lilly Blase @ 402-471-6051 or e-mail to: lilly.blase@nebraska.gov

• Budget Detail contains Excess Cost limitation
Program Information

• If you plan to use funds from a specific program, you must answer the Program Information Questions

• Prior Year Response
  – May not have a prior year response (for example, the question is new this year)
  – Character Limitation
    • Includes spaces, punctuation, etc.
    • Generally 2,500 characters
Character Counter

The shaded boxes contain the responses from the previous year's application. Users may copy from the previous year and paste into the nonshaded box for the current year. Only responses in the nonshaded box will be considered for review. Any new responses, adjustments, or additions for the current year must be made in the nonshaded box under each question.

Goal: Identify the goals for meeting student academic needs based on sources of data, i.e., NESA, Reading, Mathematics and Writing Assessment, etc. The goal entered below will appear on the budget detail page of EDACT program checked on the bottom of this page.

Prior Year Response:
Student academic needs will be identified through analysis of the local achievement data, including but not limited to ELA, BAS, science, math, social studies, and NWEA MAP, and classroom assessments. The data will be disaggregated to identify student population achievement gaps. Goals will be established based on the data.

Character Count: (122) of 2000 characters used.
Student academic needs will be identified through analysis of the local achievement data, including but not limited to ELA, BAS, science, math, social studies, and NWEA MAP, and classroom assessments. The data will be disaggregated to identify student population achievement gaps. Goals will be established based on the data.

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NEBRASKA DEPARTMENT OF EDUCATION

- Character Counter includes spaces and punctuation.
• List District Employees that are funded by the specified program.
• Instructional Staff must be endorsed.
- List District Employees funded with the selected program.
- Use the drop down to select type of staff. Examples are Clerical, Sign Language Interpreter, Speech/Language Therapist.
Equipment is any instrument, machine, apparatus or set of articles that meets ALL of the following:

a. Under normal conditions of use can be expected to last longer than a year,

b. Does not lose its identity through fabrication or incorporation into a different or more complex unit,

c. Is non-expendable (more feasible to repair the item than to replace),

d. Retains its appearance and character through use,

e. Is of significant value and, may be

f. Small and attractive.

2013 Users Guide from NDE Financial and Organizational Services is located at the following link. 

400. Supplies and Materials  Amounts paid for material items of an expendable nature of less than $5,000 per item that are consumed, worn out, or deteriorated by use; or items that lost their identity through fabrication or incorporation into different or more complex units or substances.

500. Capital Outlay  Expenditures for equipment of $5,000 or more per item (fixed assets or additions to fixed assets). Include lease/purchase payments here under the appropriate object code.

Not all programs use Capital Outlay, e.g. Title IIA.
- Based on the Users’ Manual, all programs will have the same Expenditure Object Codes 100-600.
- Each program will have its own list of allowable activities or functions.
The top of the page displays the amount paid to date by object code.

Do not budget less in an object code than what has already been paid out.

Goals are brought from the Goals and Needs Pages.

Choose a function code from the drop down list.

Enter amounts in the Object Code columns.

If you need more rows, click on Create Additional Entries.
• Goals are brought from the Goals and Needs Pages.
• Choose a function code from the drop down list.
• Enter amounts in the Object Code columns.
• If you need more rows, click on Create Additional Entries.
• Totals are available by object code.
• The bottom of the page includes the Indirect Cost Rate allowed for your district (D), the amount allowed for Indirect Cost (E), and a place to enter the amount your district is budgeting for Indirect Cost (G).
• Calculate Totals will give you a total of how much is budgeted. Amount remaining is in the bottom right corner of the summary area at the bottom of the page.
• Budget Summary is an accumulated total of each function code and object code from the Budget Detail page.
• The total on the Budget Detail and Budget Summary must match before you will be allowed to pass the Consistency Check.
• If a column is blacked out, that object code is not allowable in the specific program.
Assurances

• Can only be signed by the District Administrator
• Binding electronic signature
• Assures that the DUNS number on the Contact Information page is accurate
• Assurances may be updated annually as new regulations are issued
Amendment Description

- Only needed on Amendments
- Communication between the District and NDE on what is different than the prior application.

NCLB Federal Programs - Amendment Description

Select the program(s) that are affected by this amendment and provide details where requested.

- 1. Title I-A - Disadvantaged
- 2. Title I-D - Neglected or Delinquent
- 3. Title II-A - Teacher Quality
- 4. Title II-D - Technology
- 5. Title III - LEP
- 6. Title III - Immigrant
- 7. Title IV - Safe and Drug Free
- 8. Title V - Innovative Programs
- Currently in 2014 Perkins and SPED Collaborative grants.
- Intended to recap the impact of the grant on the year.
- Must be complete before a Final RR will be approved.
Submit

- Consistency Check
  - Once run – locks the application
  - Only the user that ran the CC can unlock the application
- Comments
  - Comments to NDE
  - Comments from NDE to the District
- Submit
  - Data Entry submits to District Administrator
  - District Administrator is the only one that can submit to NDE
• There is a difference between unlocking the application and unlocking pages.
• The Unlock Application button appears when the CC has been successfully run.
• The Page Unlocking should be used when an application has been returned for changes or an amendment has been created.
Application History

- Shows the user IDs and dates of the application
  - When it was submitted to NDE
  - When (if) it was returned by NDE
  - When (if) it was submitted back to NDE
  - When it was approved by the reviewer
  - When it was approved by the Leader
• Once an application is submitted to NDE, each page is marked ‘Locked’ or ‘Final’.
• If the application is returned or an amendment is created, the page must be unlocked before it can be edited.
• Pages marked ‘Final’ cannot be edited.
• Green links indicate sections of pages. You can unlock the entire section or individual pages. Sections can be expanded by clicking on the green link.
• At the end of each program is a Page Lock Control that displays the pages only for that program.
• The Page Lock Control on the Umbrella level displays all of the pages for the entire Application.
• Further instructions are available by clicking on the “Instructions” link in the top right hand corner of the page.
# Application Print

## Select | Application / Amendment
---|---
2013-2014 | 14-NCLB-4201-00 Amendment 1
| 14-NCLB-4201-00 Original Application
The application has been approved. No more updates will be saved for the application.

<table>
<thead>
<tr>
<th>Request Print Job</th>
<th>Completed Print Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>[pdf (Consolidated - 540)]</td>
<td>[pdf (Consolidated - 540)]</td>
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<td>[pdf (Consolidated - 540)]</td>
<td>[pdf (Consolidated - 540)]</td>
</tr>
<tr>
<td>[pdf (Consolidated - 540)]</td>
<td>[pdf (Consolidated - 540)]</td>
</tr>
<tr>
<td>[pdf (Consolidated - 540)]</td>
<td>[pdf (Consolidated - 540)]</td>
</tr>
</tbody>
</table>

All pages will be checked - Uncheck the pages you do not want to print.
### Application Print

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

#### Printed Applications:

Print all request pending by Mayor: 7/30/2014 3:20:43 PM

<table>
<thead>
<tr>
<th>Select</th>
<th>Application / Amendment</th>
<th>Original Submission Date</th>
<th>NEA Final Approval Date</th>
<th>Status</th>
<th>Status Date</th>
<th>Consulting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14 N0FB-020-06 Amendment 1</td>
<td>01-08-2016</td>
<td>Submitted to NEA</td>
<td>NEA</td>
<td>02-10-2016</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>14 N0FB-020-06 Original Application</td>
<td>09-11-2013</td>
<td>Final Approved 1316 AM</td>
<td>NEA</td>
<td>02-05-2013</td>
<td></td>
</tr>
</tbody>
</table>

7/30/2014  

**NEBRASKA DEPARTMENT OF EDUCATION**
Application Print

Request for GMS Application print is complete.
To:   nebraska.gov
Sent: Mon 5/17/2014 1:06 PM

Your request for a print out of the eGMS application has completed processing for program "NCLB Consolidated" and cycle "Original Application". Please logon to eGMS and go to the Application Select Web page for a link to the document.

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

- Open Application
- Print All
- Print Selected
- Print with Notes

Printed applications:
https://doc-20140517-2014-05-17

<table>
<thead>
<tr>
<th>Select</th>
<th>Application / Amendment</th>
<th>Original Submit Date</th>
<th>DEE Final Approval Date</th>
<th>Status</th>
<th>DEE Final</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14-NE-2021-89 Amendment 1</td>
<td>01-28-2014</td>
<td>Submitted to NED</td>
<td>12-24-2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>14-NE-2021-89-Original Application</td>
<td>09-29-2013</td>
<td>Final Approved</td>
<td>State DEE</td>
<td>12-29-2013</td>
<td></td>
</tr>
</tbody>
</table>
Financial Requests and Final Closeouts
• Select radio button under the year of the application that you wish to access payment information for.
• Current Year Allocation - Allocation by program
  • Adjustments – carryover from prior year (can also include reallocation & releases)
  • Multi-district – in/out between ESU or COOPS
  • Transfers – in/out between programs (displayed only for NCLB)
  • Total Funds Available by program

• Available for Payments
  • Scheduled – N/A
  • Reimbursement

• Completed payments - Those Reimbursement Requests processed and paid in GMS and reconciled through the State of Nebraska Accounting System.

• Pending Payments-Reimbursement Requests
  • Submitted but not approved. Approved but not sent to the State of Nebraska Accounting System.
  • Submitted but not reconciled by the State of Nebraska Accounting System as paid.

• Remaining Available - Funds available for reimbursement for the current project year. (Total Funds Available (less) Pending and Completed Payments)

• NDE Documentation Review – Expenditures that have been documented and approved by NDE.
  • Date – Ending date of the expenditures reviewed.
  • Amount – reflects the amount of expenditures documented and review/approved by NDE.
REIMBURSEMENT REQUEST/FINANCIAL REPORT SELECT

• Open Request - View existing Reimbursement Requests by selecting the radio button in the “Select” column.
• Create New Request
• Withdraw (delete) Request (must select radio button in “Select” column)
  • The “Withdraw (delete) Request” button is only accessible on a “not submitted” or “returned for changes” request.

• Program(s) column identifies the program or programs included in the RR.
• Status column, indicates whether a RR has been submitted to NDE, returned for changes or approved.

• You cannot create a Reimbursement Request until you have an approved application.
• The Final RR box can only be selected if there are no pending Reimbursement Requests for the same program.
• “LEA Contact” Information, is required.
  • The contact information on the Reimbursement Request or Report is pre-populated from the portal information.
  • Emails are generated based on the action taken by the SEA, either on approve or disapprove. Emails are sent to ALL users with the “bookkeeper” activation code in the NDE Portal and if no bookkeepers exist, the email address associated with the User ID that submitted the Reimbursement Request or Report.

• 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. (If a district has transferred carryover funds, it is best to submit individual Reimbursement Requests.)
  • NDE encourages frequent reporting by individual program, as this can expedite the review/approval process.
  • If a Reimbursement Request results in a district being fully expended a Final Reimbursement Request is needed.
Consolidated Requests

You can submit consolidated requests for more than one program. However, NDE encourages reporting by individual program.
Consolidated Requests

- When submitting a consolidated request, any program that is on hold for any reason, will automatically hold all other programs in the request.

- That means, that if you have combined all programs in one request and if there is a question on Title IIA, you will not be paid for any of the other programs until the issue is resolved.
Consolidated Requests

- For 2014-2015 - consolidated program requests will no longer be available.

- Districts will request reimbursement for each program separately
Reimbursement Requests

- Frequency of requests is up to the district
- NDE recommends at least quarterly
- Districts may submit requests for salaries and benefits on a request and submit a separate request at a later time for other expenditures for the same time period
• Reimbursement Request/Final Reimbursement Request

• Claim expenditures by Object Code – must agree with actual expenditures (supporting documentation) and must be within the limitations of the approved budget by Object Code. Expenditures cannot be claimed in an object code if nothing was budgeted. GMS has an allowable variance by Object Code of 25% or $2,500 whichever is greater, not to exceed the total budgeted amount.

  • Report Often:
    • Object Code 100 – Salaries only – Report Often (monthly or quarterly)
    • Object Code 200 – Benefits only – Report Often
  • As Frequent as possible (quarterly is preferred):
    • Object Code 300 – Contracted Services/Service Providers
    • Object Code 400 – Supplies & Materials/Operational Equipment
    • Object Code 500 – Capital Outlay costing $5,000 or more per unit
    • Object Code 600 – Travel/Professional Development Expenses
Required Documentation

• Object code inconsistencies between the budget and supporting documentation may require either a budget amendment or journal entry.

• Must include detailed transaction level information (i.e., Expenditure Audit Report, Account Inquiry, Fund Audit Report...) may include account, object code, vendor name, date paid, check number, amount and description of transaction.
Required Documentation

- Salaries need to include names and should be listed on the application under the Staff Tab (omission of staff information may require amendments to the application)

- Journal Entries, Petty Cash Accounts, Bank Card/Credit Card, and travel reimbursements – need original detailed transaction information with description of transaction.
# Expenditure Audit Report

**SELECTED Date**
Date Range: 06/01/2011 thru 06/30/2011

<table>
<thead>
<tr>
<th>Date</th>
<th>GL</th>
<th>FCO</th>
<th>VCO</th>
<th>Description</th>
<th>Account Total</th>
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<tbody>
<tr>
<td>09/10/2011</td>
<td>AP</td>
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<td>Salaries</td>
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<tr>
<td>09/10/2011</td>
<td>AP</td>
<td></td>
<td></td>
<td>Salaries</td>
<td>70.00</td>
</tr>
<tr>
<td>09/10/2011</td>
<td>AP</td>
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<td>Salaries</td>
<td>70.00</td>
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<tr>
<td>09/10/2011</td>
<td>AP</td>
<td></td>
<td></td>
<td>Salaries</td>
<td>85.00</td>
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<td></td>
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<td>Total</td>
<td>265.00</td>
</tr>
</tbody>
</table>

**Salaries - Title IV**

09/20/2011  GL  000000002  NEBRASKA  Salaries  100.00

**Interim Payroll**

09/10/2011  AP  000000002  27110340  Wells Fargo Bank  Normal Payroll 09/10/2011  1.40
09/10/2011  AP  000000002  27110340  Wells Fargo Bank  Normal Payroll 09/10/2011  0.20

**Account Total:** 7.80

**Supplies Print**

09/20/2011  AP  000000002  DEPT 440  Print  Payroll  Normal Payroll 09/10/2011  0.10

**Account Total:** 0.30

**NEBRASKA DEPARTMENT OF EDUCATION**
• To attach documentation to a Reimbursement Request select the “browse” button.
• Navigate to the file on your computer to be upload and select “open”.
• You can upload a document by attaching a file with the 'Browse' button.
• Click on the 'Browse' button, select the document to upload and click 'open'.
• When the file name is listed in the text box, press the 'Upload' button.
• When complete, the file name will be shown in green. Save the page.
• The “Attach Documentation” box populates with the file name to upload. Be sure to “Save Page”, this action actually uploads the file to the RR.
• The system ‘strips out’ any special characters, such as parentheses (), commas, pound #, star *, etc..
• GMS renames the file with system identifying numbers and a time and date stamp added to it at the location of the first period. Periods SHOULD NOT be used in the naming convention of a file because the identity of the file type (PDF, Excel, Word) will be lost and the reviewer will not be able to open the file.
• A Final RR is required to be submitted no later than 45 days after the end date of the grant period found on the Grant Award Notification, typically September 30 for Federally funded programs.

• If a RR results in a district being fully expended a Final RR needs to be completed and can be submitted prior to the due date.

• If a grant has carryover provisions, the carryover funds must be amended into the current budget and approved by NDE prior to completing a final Reimbursement Request.

• The Final RR box can only be selected if there are no pending Reimbursement Requests for the same program.

• A planned future enhancement will automatically generate email reminders for those programs that have not completed a Final Reimbursement Request.
Overview
SPED IDEA Consolidated

SPED IDEA Consolidated Reimbursement Request with tab strip. At this time this tab strip is specific to SPED IDEA Consolidated Program which includes the following:

- Payment Overview
- Reimbursement Request
- Service Provider Tab – Expenditures included in Object Code 300 of the RR– including Provider Costs
- Submit Tab
- Service History

This tab strip feature may be used in future programs in GMS.
SPED IDEA Consolidated Reimbursement Request tab strip includes “Reimbursement Request” tab.

- Similar to NCLB Reimbursement Request – it is consolidated, but does not include the Submit button
- Where documentation can be attached
SPED IDEA Consolidated Reimbursement Request tab strip includes “Service Provider” tab.

- Service Provider Tab – Expenditures included in Object Code 300 of the RR– including Provider Costs
  - Must answer the question “Did any object code 300 entry contain Provider Services?” - If yes, must complete page by program
  - Select Provider and Service type with appropriate rate
  - Enter the Actual Rate
    - (cannot exceed the Approved Rate)
    - documentation/billings must support rate
  - Enter Quantity
    - allows for decimals (.XX)
    - documentation/billings must support quantity
  - Select Date
    - end date of when services were provided
  - Save page before exiting, must be error free, otherwise entries are not saved

More information can be found at:
SPED IDEA Consolidated Reimbursement Request tab strip includes “Submit” tab.

• Must run the Consistency Check before submitting the RR
SPED IDEA Consolidated Reimbursement Request tab strip includes “Service History” tab.

Service History tab is a view of the “Approved” Service Provider information from an “Approved” Reimbursement Request. The Service History tab includes the following:

- Provider ID Number
- Service Provider Name
- Service Code of the expenditure
- Payment Through Date
- Amount paid for the provider expenditures
- Reviewer
  - The initials for the NDE Reviewer that approved the expenditure
- RR #
  - The number of the approved RR that includes the expenditure
  - An indicator whether information was attached/uploaded in the RR
- Name of the program from the RR for which the expenditures are being claimed
• System time out is 20 minutes
  – Save Often!!!
  – Timeout Warning Message
    • Displays at the top of the page
    • Not always visible on large pages

• If you time out of the system, you may receive a Severity Level error. In order to log back in, you must close the window that you are in. Go back to the Portal Home Page, and log back in to the portal.

• If you are working on a large page, make sure to save often. The Time Out Warning is not always visible. We are currently attempting to develop a resolution to make the warning more visible.

• Once you hit the Save button on a page, if there is an error, it will display at the top. If you navigate away from the page, all of the data on that page will be lost.
Notes

• If you receive an error on the page **THE PAGE WILL NOT SAVE**
  – An error is in **RED** at the top of the page

```
The page has not been saved due to the following errors:
Errors:
• All fields marked with an * are required.
```

– A Warning message also displays in **RED**, however, your data will be saved

• If you time out of the system, you may receive a Severity Level error. In order to log back in, you must close the window that you are in. Go back to the Portal Home Page, and log back in to the portal.

• If you are working on a large page, make sure to save often. A future enhancement will allow a partial save to a page. The Time Out Warning is not always visible. We are currently developing a resolution to make the warning more visible.

• Once you hit the Save button on a page, if there is an error, it will display at the top. If you navigate away from the page, all of the data on that page will be lost.
Due Dates are Due Dates

- Due Dates are Due Dates is applicable to the submission of an application.
- If the school district does not create and submit an application by the deadline they will have to request an exception through the Consolidated Data Collection (CDC).
- Once an original application is submitted before the deadline; changes can be made through the normal GMS process.
Help Desk:
email: nde.helpdesk@nebraska.gov
Local: (402) 471-3151
Toll Free: (888) 285-0556
Resources - Links

NDE Website:
http://www.education.ne.gov

GMS Website:
http://www.education.ne.gov/gms2/index.html

GMS User Guide:

NDE Portal:
https://portal.education.ne.gov

GMS Payment Information:
http://www.education.ne.gov/FOS/PaymentInformation/index.html

GMS Payment Instructions:
http://www.education.ne.gov/FOS/GrantsManagementSystem/Payment_Instructions_Outline_05.28.10.pdf