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

   ![Image of NDE Portal login page]

   **Special Note**

   District Administrators:

   It’s summer again, and that means come 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 Collectors, 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 800-285-6556 or at our local number 402-471-5550. You can also send an email to helpdesk@nde.ne.gov.

   **Collection Announcements**

   **2007 Perkins Basic, Tech Prep and Post Secondary Grant**
   The Perkins Basic, Tech Prep, and Post Secondary application for the 2008-09 school year is now available in the GMS. This application is due June 30, 2008.

   **2007 Early Childhood State Grant**
   Applications for the Early Childhood State Grant for the 2008-09 school year were due June 15, 2008.

   **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 2008-09 school year.
D. Select the type of data collection

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

Special Note

District Administrators:

It's summer again, and that means change 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 Collection, 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, your Help Desk can be reached by calling toll free at 888-285-6556 or at our local number 402-471-3551. You can also send an email to helpdesk@nde.ne.gov.

Collection Announcements

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 end of the month of July.
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).

   ![Image of Grants Management System](image-url)
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”.
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.
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.

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.
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.
V. REIMBURSEMENT REQUEST

This option is to request reimbursement by object code.

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.
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)
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.
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.

<table>
<thead>
<tr>
<th>Expenditure Object Code</th>
<th>Budgeted</th>
<th>Submitted Expenditures YTD</th>
<th>Scheduled Payments YTD</th>
<th>Remaining for Expenditure/ Payment</th>
<th>Actual Expenditures YTD</th>
<th>(Overpaid)/ Underpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Salaries</td>
<td>$263,630</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$222,222</td>
<td>$222,222</td>
</tr>
<tr>
<td>200 - Employee Benefits</td>
<td>$19,044</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$19,044</td>
<td>$19,044</td>
</tr>
<tr>
<td>300 - Purchased Service / Lease Agreement</td>
<td>$57,163</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$57,163</td>
<td>$57,163</td>
</tr>
<tr>
<td>400 - Supplies &amp; Materials / Computer Software</td>
<td>$9,183</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$9,183</td>
<td>$9,183</td>
</tr>
<tr>
<td>500 - Computer Hardware / Equipment</td>
<td>$3,976</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$3,976</td>
<td>$3,976</td>
</tr>
<tr>
<td>600 - Travel/Professional Development</td>
<td>$6,285</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$6,285</td>
<td>$6,285</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>$442,041</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$378,766</strong></td>
<td><strong>$63,275</strong></td>
</tr>
</tbody>
</table>

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

Projected Closeout Summary

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Budget $432,041</td>
</tr>
<tr>
<td>Total of Payments Against Grant (includes Projected Closeout Payment) $175,706</td>
</tr>
<tr>
<td>Unexpended Budget $452,041</td>
</tr>
<tr>
<td>Maximum Amount That Can Be Carried Over (100% of current allocation) $452,041</td>
</tr>
<tr>
<td>Funds Transferred to Next Year for Agency $53,205</td>
</tr>
<tr>
<td>Excess Funds Released to NDE $0</td>
</tr>
<tr>
<td>Notes Unused REAP/EDS transfer funds will be returned to original program</td>
</tr>
</tbody>
</table>

Add Comment to NDE
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 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.
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2. Select the box 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.

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   a) Approved – processed for payment.

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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.