



**SPED IDEA CONSOLIDATED APPLICATION
PAYMENTS INSTRUCTIONS**

Login to the NDE PORTAL

1. Access the NDE Portal through NDE's Website at <http://www.education.ne.gov> select the NDE Portal link.
2. Each user must be registered in the NDE Portal.
3. Sign into the Portal.
4. Select the "GMS" tab at the top of the screen.
5. In the "Request Column", select "Add" next to the "SPED IDEA Consolidated Application" Link. – IF you have already applied "edit/remove" will appear in the "Request Column", no further action is needed.
6. Enter the Activation Code for Bookkeeper – The activation codes are available on the District Administrator's portal account under the "District Admin" tab. Only those with "bookkeeper or "DistrictAdmin" activation codes are able to save and submit Reimbursement Requests and Financial Reports.
7. Select the "SPED IDEA Consolidated Application" Link, this activates the program and allows you to select the district(s) in which you have access to.

APPLICATION SELECT

8. Select the radio button next to the district you wish to activate, Click on the "select" button. (If you have more than one district.)
9. Application Select page – Select the radio button for the application you wish to access.
10. The "payments" button will then appear. Select the "payments" button this will activate the Payments System.

PAYMENT SECTION

1. **PAYMENTS SUMMARY PAGE** - Displays in View only format, the programs in the SPED IDEA Consolidated Application and the payment data for the selected district.
 - a. **Current Year Allocation**
 - i. Allocations by program.
 - ii. Adjustments – carryover from prior year/reallocation/releases
 - iii. Multidistrict – in/out between ESU or COOPS (Not applicable)
 - iv. Transfers - in/out between by programs (balances reflect any CEIS funds transferred to Enrollment Poverty, if applicable).
 - v. Total Funds Available by program
 - b. **Payment information**
 - i. Funds available for Payment
 1. scheduled payments - not applicable for SPED IDEA
 2. reimbursement payments – must complete a reimbursement request to receive payment.
 - ii. Completed payments - those requests approved/processed through EDGE (State payment system).
 - iii. Pending Payments (Scheduled, Reimbursement and Manual)
 1. Reimbursement requests - submitted but not approved



2. Reimbursement requests - submitted but not sent to EDGE (State payment system)
3. Reimbursement requests – submitted but not confirmed by EDGE as paid
- iv. Remaining Available
 1. Those funds available for reimbursement for the current year. (Approved Budget less Completed and Pending Payments.)
 2. This amount will be reflected in the Reimbursement Requests and Financial Report Sections of the system.
- v. NDE Documentation Review
 1. Date: documentation reviewed through
 2. Amount: amount of expenditures reviewed and documented

Navigation Links – Top right of web page

- a. Application Select
- b. View Payment Instructions
- c. View Payment Questions & Answers

Click on button “View Reimbursement Requests/Financial Reports” - moving from Payment summary page into the Reimbursement Request Section.

2. REIMBURSEMENT REQUEST

Columns indicate the status of Request(s) and what programs are included in each request:

- i. Year (radio button)
- ii. Reimbursement Request Number
- iii. Program(s) Name
- iv. Date created
- v. Date submitted
- vi. Financial Approval Date - Date approve by NDE
- vii. Status of request (not submitted, submitted to NDE, consistency check, returned for changes and approved)
- viii. History of the request
- a. “Create New Request” button
- b. Open Request - View existing Reimbursement Requests by selecting the radio button and open “request button”.
- c. “Withdraw (delete) Request”- this is allowed only on those with the status of not submitted, consistency, or in return for changes.
- d. Select “Create New Request” – A new page opens with a tab strip
 - i. Payment Overview
 - ii. Reimbursement Request – required, enter expenditures by object code, accounting records must agree with the approved budget. If not, a budget amendment is needed.
 - iii. Service Provider – only required if object code 300 on the Reimbursement Request includes service providers. If no object code 300, click on “No” under this tab.
 - iv. Submit – required, consistency check must be performed and pass before the submit button is enabled.
 - v. Service History – history of service providers expenditures in approved status



3. REIMBURSEMENT REQUEST TAB

The Reimbursement Request tab – required, enter expenditures by object code, as budgeted.

- a. Enter, Required LEA Contact Information
- b. Check the “box” of the program you wish to create a reimbursement request. You can either consolidate (more than one program) a reimbursement request or complete a single request by program. When submitting a consolidated request, there is a possibility of reimbursement being delayed if problems are found within the consolidated request.
 - i. The approved budget data appears for the program selected.
 1. This is the maximum amount that can be requested by object code for the selected program.
 2. Submitted Expenditures YTD - Reimbursement Requests already submitted to NDE
 3. Scheduled Payments – not applicable
 4. Remaining amount to be requested
 5. Actual Expenditures YTD column - YTD totals
- c. Complete the “Actual Expenditures YTD” column – include YTD amounts by object code.
- d. Complete the Expenditures Section (not applicable on a Final Reimbursement Request)
 - i. Select from the drop down menu “Expenditure Object Code” the object code you wish to submit expenditures. You must have budgeted for object codes in the application to enter expenditures.
 1. Enter the amount of expenditures in the “Current Expenditure” Column.
 2. Enter the date of expenditure in the “Date” column. This is the current reporting period, through date.
 3. For additional entries select the “Add additional Entries” button, this provides several new lines for entering expenditures by object code.
 4. Click on “Save Page” button after expenditures for the object codes have been entered.
 - a. There are system checks built into the payment system and error messages will appear when those occur. (See “View Payments Instructions” link on the Payments Summary Page).
 - b. Correct errors, save again. Error messages must be resolved before the data will be saved to the database.
 5. To delete an entry
 - a. An entry that has been “saved”, select the delete box
 - b. For entries not yet saved, you must delete or zero out the information in each field.
 6. “Add comment to NDE” – click the check box – this allows the LEA the option to include messages to NDE. This is a communication tool between the LEA and NDE.



7. If you have additional expenditures for other SPED IDEA Programs select the appropriate box and repeat the process of entering expenditures by object code. There is a possibility of reimbursement being delayed if problems are found within the consolidated request.
8. Districts must attach or submit documentation for each Reimbursement Request. Documentation should include district's accounting records (i.e., Expenditure Audit Report) and billings for Contracted Service Providers (300's). If your district is claiming for Object Code 100-Salaries, staff names must be included in the documentation, staff names are not needed for substitutes.
9. Indicate by:
 - i. Attaching file (i.e. pdf, word, excel)
 - ii. Check the box to send by mail

4. SERVICE PROVIDER PAGE

Select the Service Provider tab – documentation (billings) of these services is required and must be provided to NDE (either upload or mark sending by mail on the Reimbursement Request tab)

- a. Mark either “Yes” or “No” - only required to mark “Yes” if object code 300 on the Reimbursement Request includes service providers. Otherwise mark “No”.
- b. If “Yes”, complete the page required fields.
 - i. Select the program you want to claim service providers
 - ii. Select the year
 - iii. Select a provider by using the pull down menu, full address/contact information will display
 - iv. Select a service code from the pull down menu, must be supported on the billings –
 - v. Enter “Actual Rate” – cannot exceed the approved rate, amount displayed in the “Rate” field
 - vi. Enter “Quantity” by unit – must be supported by the billings
 - vii. Select the “Date” from the pull down, time period of the expenditures – must be supported by the billings
 - viii. Calculate Totals and Save Page – If errors appear, correct and save again
 - ix. If more than one provider, select “Add Additional Programs” and repeat entries
 - x. **Be sure to “Save Page” before exiting this page, otherwise the data will NOT be saved**

5. SUBMIT

Select Submit – required

- a. Select the “Consistency Check” button - must be performed and pass before the submit button is enabled
- b. Select “Submit to NDE” – a message will display if the submit is successful and an notification by email is sent to the district



6. NDE will review the Reimbursement Request – System generated emails are sent when NDE has either approved or disapproved a Reimbursement Request
 - a. Approved – process for payment
 - b. Disapprove – return to district for changes, changes need to be made by LEA and resubmitted to NDE before NDE can approve the request
 - i. Those entries marked complete and acceptable by NDE will not display on a returned for changes reimbursement request or service provider page. Only those entries needing changes will display.

If you have questions with the NDE Portal contact the NDE help desk coordinator 1-888-285-0556 or locally 402-471-3151. You can also send an email to nde.helpdesk@nebraska.gov.

You may also contact Financial Services Staff, Barb Von Kampen (402) 471-4343, Greg Prochazka (402) 471-4314, Missy Jochum (402) 471-3571 or Lori Adams (402-471-2637) for assistance.