

Instructions for Completing an Interim Reimbursement Request

- Log into GMS
- Click on "GMS Access / Select"



[Sign Out](#)

Menu List

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](#)

Your email address is: sgannon@sheltonbulldogs.org

If this is not correct, please contact NDE at NDE.GMSData@nebraska.gov to provide the 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.

Host user ID: GannonS

- Select the Fiscal Year
- Look for the Grant Name (in this case, “Perkins reVISION Action-6741”) and go straight across under “Actions” and click on “Payments.”



[Click to Return to Menu List / Sign Out](#)

GMS Access Select

10-0019 SHELTON PUBLIC SCHOOLS

[Click for Instructions](#)

Select Fiscal Year: 2021 ▾

Created

Formula Grant

Application Name	Revision	Status	Date	Actions				
Early Childhood State Continuation Grant	Amendment 1 ▾	Final Approved View GAN	4/29/2021	Open	Amend	Payments	Review Summary	Delete Application
Perkins Consolidated-6720	Original Application ▾	Submitted to NDE	8/19/2020	Open	Amend	Payments	Review Summary	Delete Application
SPED IDEA Consolidated-6400	Amendment 1 ▾	Final Approved View GAN	6/4/2021	Open	Amend	Payments	Review Summary	Delete Application
ESSA Consolidated - 6201	Amendment 1 ▾	Final Approved View GAN	7/7/2021	Open	Amend	Payments	Review Summary	Delete Application
CRRSA ESSER II Fund Grant Application - 6997	Amendment 2 ▾	Final Approved View GAN	1/10/2022	Open	Amend	Payments	Review Summary	Delete Application
American Rescue Plan - ARP - ESSER III Grant Application - 6998	Amendment 1 ▾	Final Approved View GAN	11/3/2021	Open	Amend	Payments	Review Summary	Delete Application

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

- Click on “View Reimbursement Requests/Financial Reports”

Applicant: 10-010-0019-13 SHELTON PUBLIC SCHOOLS
Application: 2020-2021 CRRSA ESSER II Fund-6997 - 00-

Payment Summary

[View Reimbursement Requests/Financial Reports](#)

Payment Summary as of 2/18/2022

	CRRSA-ESSER-II-Fund-6997	Total
Current Year Allocation	\$118,569	\$118,569
(+/-) Adjustments	\$0	\$0
(+/-) Multidistrict	\$0	\$0
(+/-) Transfers	\$0	\$0
Total Funds Available	\$118,569	\$118,569
Approved Budget --Amendment 2	\$118,569	\$118,569
Available for Payments		
Scheduled	\$0	\$0
Reimbursement	\$118,569	\$118,569
Total	\$118,569	\$118,569
Completed Payments		
Scheduled	\$0	\$0
Reimbursement	\$90,891	\$90,891
Manual	\$0	\$0
Total	\$90,891	\$90,891
Pending Payments		
Scheduled	\$0	\$0
Reimbursement	\$13,402	\$13,402
Manual	\$0	\$0
Total	\$13,402	\$13,402
Remaining Available		
Scheduled	\$0	\$0
Reimbursement	\$14,276	\$14,276
Total	\$14,276	\$14,276
NDE Documentation Review		
Date	8/31/2021	
Amount	\$90,891	

- To start a new request, click on "Create New Request"



Applicant: 10-010-0019-13 SHELTON PUBLIC SCHOOLS
 Application: 2020-2021 CRRSA ESSER II Fund-6997 - 00-

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / Sign Out](#)

Cash Request/Expenditure Report Menu

[Instructions](#)

Program

Cash Requests:

Select a Cash Request/Financial Report from the list(s) below and press one of the following buttons:

Select	Reimbursement Request	Type	Date Created	Date Submitted	Final Approval Date	Status	Status Date	History
<input type="checkbox"/>	Reimbursement Request 4	CRRSA-ESSER-II-Fund-NS (R)	1/26/2022 3:29:15 PM	2/14/2022 1:51:00 PM		Returned for Changes	2/18/2022 3:45:38 PM	View History
<input type="checkbox"/>	Reimbursement Request 1	CRRSA-ESSER-II-Fund-CA (R)	8/26/2021 8:53:25 AM	8/26/2021 9:33:13 AM	9/8/2021 8:21:19 AM	Approved	9/8/2021 8:21:19 AM	View History

QAhost user ID: GannonS



- Fill in the "LEA Contact" information (the name and email address will prepopulate from logging into GMS)
- Be sure to enter the phone number

Applicant: 10-010-0019-13 SHELTON PUBLIC SCHOOLS
 Application: 2020-2021 CRRSA ESSER II Fund-6997 - 00-
 Cycle: Reimbursement Request 5

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Payment Summary](#)
[Click to Return to Reimb/Expend Menu](#)
[View Payment Instructions](#)
[View Payment Questions and Answers](#)
[Click to Return to Menu List / Sign Out](#)

Reimbursement Request

[Instructions](#)

LEA Contact:

First Name: Last Name:
 Phone: Ext:
 Email Address:

CRRSA-ESSER-II-Fund-6997

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

Object Code Summary:

Select here if this is the Final Reimbursement Request

Show Budget Summary: Yes No Remove Blank Rows from Display: Yes No

Enter whole dollar amounts only

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD	Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
100 - Salaries	\$33,240	\$21,026	\$0	\$12,214	\$0	(\$21,026)
200 - Employee Benefits	\$7,767	\$7,808	\$0	(\$41)	\$0	(\$7,808)
300 - Professional & Technical Services	\$0	\$0	\$0	\$0	\$0	\$0
400/500/800 - Other Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0

NOTE: Dollar amounts used in the example are for demonstration purposes only.

- In the “Actual Expenditures YTD” column, enter the Year-to-Date Expenditures.
 - For 100 – Salaries, enter \$22,263
 - For 200 - Employee Benefits, enter \$7808
 - For 600 – Supplies, enter \$65,884
 - For 700 – Capital Assets, enter \$8,238
- In the “Expenditures:” Section (this is for current expenditures and what GMS pays)
 - From the dropdown box select
 - 100 – Salaries and in the “Current Expenditure” box enter the current salaries of \$1,337
 - Scroll over and select the month for the expenditures
 - 600 – Supplies and in the “Current Expenditure” box enter the current supplies of \$3,827
 - Scroll over and select the month for the expenditures
 - 700 – Capital Assets and in the “Current Expenditure” box enter the current capital assets of \$8,238
 - Scroll over and select the month for the expenditures
 - If additional Expenditure Object Codes are needed, click on “Add Additional Entries”
- Calculate Totals

CRRSA-ESSER-II-Fund-6997

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

Object Code Summary:

Select here if this is the Final Reimbursement Request

Show Budget Summary: Yes No

Remove Blank Rows from Display: Yes No

Enter whole dollar amounts only

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD	Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
100 - Salaries	\$33,240	\$21,026	\$0	\$12,214	\$22,363	\$1,337
200 - Employee Benefits	\$7,767	\$7,808	\$0	(\$41)	\$7,808	\$0
300 - Professional & Technical Services	\$0	\$0	\$0	\$0	\$0	\$0
400/500/800 - Other Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0
600 – Supplies	\$69,324	\$62,057	\$0	\$7,267	\$65,884	\$3,827
700 – Capital Assets	\$8,238	\$0	\$0	\$8,238	\$8,238	\$8,238
Indirect Costs (max approved rate is 0.9747%)	\$0	\$0	\$0	\$0	\$0	\$0
Totals:	\$118,569	\$90,891	\$0	\$27,678	\$104,293	\$13,402

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

Expenditures:

Expenditures Object Code	Current Expenditure	Date	Delete
100 - Salaries	\$1,337	January 2022	<input type="checkbox"/>
600 – Supplies	\$3,827	January 2022	<input type="checkbox"/>
700 – Capital Assets	\$8,238	January 2022	<input type="checkbox"/>

Total Expenditures: \$13,402

[Add Additional Entries](#) [Save Page](#) [Calculate Totals](#)

- In the “Allowable Use” table
 - Enter the appropriate current amounts (The Public Y-T-D will auto-calculate when the page is saved)
 - Save the page

Indicate Allowable Use (YTD information only displays data on the Final Reimbursement Request):

Allowable Use	Public Amount	Public Y-T-D
Administration	<input type="text"/>	<input type="text"/>
ESEA Authorized Activities	<input type="text"/>	<input type="text"/>
Coordination of Response Efforts	<input type="text"/>	<input type="text"/>
Leader Resources	<input type="text"/>	<input type="text"/>
Unique Needs Activities	<input type="text"/>	<input type="text"/>
Preparedness and Response Efforts	<input type="text"/>	<input type="text"/>
Training and Professional Dev	<input type="text"/>	<input type="text"/>
Supplies	8499	\$70,556
Long-term Closures	<input type="text"/>	<input type="text"/>
Technology	<input type="text"/>	<input type="text"/>
Mental Health Services and Supports	<input type="text"/>	<input type="text"/>
Summer Learning & Afterschool	962	\$5,212
Renewal and Acceleration	3941	\$3,941
Facility Repairs & Improvements	<input type="text"/>	<input type="text"/>
Air Quality	<input type="text"/>	<input type="text"/>
Other Activities	<input type="text"/>	\$24,584
Indirect Costs	<input type="text"/>	<input type="text"/>
Total:	\$13,402	\$104,293

- Be sure to attach a current period detail accounting report
- Save Page
- Submit to NDE
 - If the submission is successful, the following message will appear above the LEA Contact field

Applicant:	10-010-0019-13 SHELTON PUBLIC SCHOOLS	Printer-Friendly
Application:	2020-2021 CRRSA ESSER II Fund-6997 - 00-	Click to Return to GMS Access/Select Page
Cycle:	Reimbursement Request 5	Click to Return to Payment Summary
		Click to Return to Reimb/ Expend Menu
		View Payment Instructions
		View Payment Questions and Answers
		Click to Return to Menu List / Sign Out

Reimbursement Request [Instructions](#)

Reimbursement Request has been forwarded to NDE Financial Services for approval.

LEA Contact:

First Name:	<input type="text" value="Shanna"/>	Last Name:	<input type="text" value="Gannon"/>
Phone:	<input type="text" value="402"/> <input type="text" value="299"/> <input type="text" value="9798"/>	Ext:	<input type="text"/>
Email Address:	<input type="text" value="sgannon@sheltonbulldogs.org"/>		

CRRSA-ESSER-II-Fund-6997

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

- The request will also show as Submitted to NDE on the Cash Request/Expenditure Report Menu

Applicant: 10-010-0019-13 SHELTON PUBLIC SCHOOLS
Application: 2020-2021 CRRSA ESSER II Fund-6997 - 00-

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / Sign Out](#)

Cash Request/Expenditure Report Menu

[Instructions](#)

Program CRRSA-ESSER-II-Fund-6997 ▾

Cash Requests:

Select a Cash Request/Financial Report from the list(s) below and press one of the following buttons:

[Open Request](#) [Create New Request](#) [Delete Request](#)

Select	Reimbursement Request	Type	Date Created	Date Submitted	Final Approval Date	Status	Status Date	History
<input type="checkbox"/>	Reimbursement Request 5	CRRSA-ESSER-II-Fund-NS (R)	2/18/2022 3:51:11 PM	2/18/2022 4:53:29 PM		Submitted to NDE	2/18/2022 4:53:29 PM	View History
<input type="checkbox"/>	Reimbursement Request 4	CRRSA-ESSER-II-Fund-CA (R)	1/26/2022 3:29:15 PM	2/18/2022 4:31:54 PM	2/18/2022 4:33:35 PM	Approved	2/18/2022 4:33:35 PM	View History
<input type="checkbox"/>	Reimbursement Request 1	CRRSA-ESSER-II-Fund-CA (R)	8/26/2021 8:53:25 AM	8/26/2021 9:33:13 AM	9/8/2021 8:21:19 AM	Approved	9/8/2021 8:21:19 AM	View History