Instructions for Completing a "Final" Reimbursement Request

- **"NOTE" – ALL REGULAR REIMBURSEMENT REQUESTS MUST BE APPROVED BEFORE A "FINAL" REIMBURSEMENT REQUEST CAN BE CREATED AND SUBMITTED**
- **Log into GMS**
- **Click on "GMS Access / Select**

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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.

DAhost user ID: GannonS

- Select the Fiscal Year
- Look for the Grant Name and go straight across under "Actions" and click on "Payments"

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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   **Instructions**

View Reimbursement Requests/Financial Reports

Payment Summary as of 2/22/2022

	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	
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	1/31/2022	
Amount	$104,293	

- To start a new request, click on "Create New Request"
- All regular requests must be approved before an "Final" can be created and submitted

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| 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
☐	Reimbursement Request 4	CRRSA-ESSER-II-Fund-CA (R)	1/26/2022 3:29:15 PM	2/14/2022 1:51:00 PM	2/22/2022 10:06:35 AM	Approved	2/22/2022 10:06:35 AM	View History
☐	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

- Complete the LEA Contact Section
- Check the box next to ☐ Select here if this is the Final Reimbursement Request
- Enter the Actual Expenditures YTD

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:	Shanna	Last Name:	Gannon
Phone:		Ext:	
Email Address:	sgannon@sheltonbulldogs.org		

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	$22,363	$0	$10,877	$0	($22,363)
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
600 – Supplies	$69,324	$65,884	$0	$3,440	$0	($65,884)
700 – Capital Assets	$8,238	$8,238	$0	$0	$0	($8,238)
Indirect Costs (max approved rate is 0.9747%)	$0	$0	$0	$0	$0	$0
Totals:	$118,569	$104,293	$0	$14,276	$0	($104,293)

- Example below shows:
  - Completion of LEA Contact
  - Box checked next ☑ **Select here if this is the Final Reimbursement Request**
  - Actual Expenditures YTD entered.
- In the "Actual Expenditures YTD" column, enter the Year-to-Date Expenditures.
  - For 100 – Salaries, enter $33240
  - For 200 - Employee Benefits, enter $7808
  - For 600 – Supplies, enter $69283
  - For 700 – Capital Assets, enter $8,238

Reimbursement Request   **Instructions**

LEA Contact:

First Name:	Shanna	Last Name:	Gannon
Phone:	308 647 6742	Ext:	
Email Address:	sgannon@sheltonbulldogs.org		

CRRSA-ESSER-II-Fund-6997

Actual Expenditures YTD must be entered

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	$22,363	$0	$10,877	$ 33240	$10,877
200 - Employee Benefits	$7,767	$7,808	$0	($41)	$ 7808	$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	$65,884	$0	$3,440	$ 69283	$3,399
700 – Capital Assets	$8,238	$8,238	$0	$0	$ 8238	$0
Indirect Costs (max approved rate is 0.9747%)	$0	$0	$0	$0	$ 0	$0
Totals:	$118,569	$104,293	$0	$14,276	$118,569	$14,276

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

Projected Closeout Payment $14,276

- After entering the information above
  - CalculateTotals
  - Scroll down to Allowable Use table and enter the appropriate amounts in the Public Amount column (The Public Y-T-D column will calculate when the page is saved)

Projected Closeout Payment	$14,276

Projected Grant Closeout Summary

	Amount
Approved Budget	$118,569
Total of Payments Against Grant (includes Projected Closeout Payment)	$118,569
Unexpended Budget	$0
Maximum Amount That Can Be Carried Over (0% of current allocation)	$0
Funds Transferred to Next Year for Agency	$0
OR ☐ Release remaining funds to NDE (By selecting this box, funds are not transferred to next year.)	
Excess Funds Released to NDE	$0

Note: Unused REAP/6123 transfer funds will be returned to original program

Save Page   Calculate Totals

☐ Add Comment to NDE

☐ Add Comment to LEA

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

Allowable Use	Public Amount	Public Y-T-D
Administration		
ESEA Authorized Activities		
Coordination of Response Efforts		
Leader Resources		
Unique Needs Activities		
Preparedness and Response Efforts		
Training and Professional Dev		
Supplies		
Long-term Closures		
Technology		
Mental Health Services and Supports		
Summer Learning & Afterschool		
Renewal and Acceleration		

- Example of screen after entering Allowable Use Public Amount
  - After entering "Current" Public Amount -

Save Page   Calculate Totals

☐ Add Comment to NDE

☐ Add Comment to LEA

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

Allowable Use	Public Amount	Public Y-T-D
Administration		
ESEA Authorized Activities		
Coordination of Response Efforts		
Leader Resources		
Unique Needs Activities		
Preparedness and Response Efforts		
Training and Professional Dev		
Supplies	3399	
Long-term Closures		
Technology		
Mental Health Services and Supports		
Summer Learning & Afterschool	10877	
Renewal and Acceleration		
Facility Repairs & Improvements		
Air Quality		
Other Activities		
Indirect Costs		
Total:	$0	$0

Enter expenditure amounts and save prior to submission

Attach Document
File name cannot include special characters (e.g.: $, #, &, '.'), and cannot exceed 10 MB. Uploading files that do not comply with these restrictions may result in error and loss of data
Choose File   No file chosen

Save Page

☐ **Check here if documentation has been sent to NDE via Mail**

- **After saving the page the Public Y--T-D will show as below:**

Note: Unused REAP/6123 transfer funds will be returned to original program

<div align="center">
[Save Page] [Calculate Totals]
</div>

☐ Add Comment to NDE

☐ Add Comment to LEA

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

Allowable Use	Public Amount	Public Y-T-D
Administration		
ESEA Authorized Activities		
Coordination of Response Efforts		
Leader Resources		
Unique Needs Activities		
Preparedness and Response Efforts		
Training and Professional Dev		
Supplies	3399	$73,955
Long-term Closures		
Technology		
Mental Health Services and Supports		
Summer Learning & Afterschool	10877	$16,089
Renewal and Acceleration		$3,941
Facility Repairs & Improvements		
Air Quality		
Other Activities		$24,584
Indirect Costs		
Total:	$14,276	$118,569

Enter expenditure amounts and save prior to submission

Attach Document
File name cannot include special characters (e.g.: $, #, &, '.'), and cannot exceed 10 MB. Uploading files that do not comply with these restrictions may result in error and loss of data.

[Choose File] No file chosen

[Save Page]

☐ **Check here if documentation has been sent to NDE via Mail**

- Attach documentation
  - Please ensure that all reimbursement requests have supporting documentation including employee name(s) for salaries and benefits paid and vendor name(s) and transaction description(s) for all other expenditures being claimed.
  - All documents uploaded to GMS applications and reimbursement requests must be in a valid file type which includes .doc, .docx, .pdf, .xls, or .xlsx
  - File names cannot include special characters (e.g.: $, #, &, '.'), and cannot exceed 10 MB. Uploading files that do not comply with these restrictions may result in error and loss of data.

- (Re)Calculate Closeout Amounts (This does not show any changes on the request but must be performed or request cannot be paid)
- Save Page
- Submit to NDE
- Once the request is submitted to NDE, the following message will appear at the top of the request

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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**

Reimbursement Request has been forwarded to NDE Financial Services for approval.
WARNING:CRRSA-ESSER-II-Fund-6997 within this reimbursement request has been requested to be closed out. If approved by NDE, no further claims against this program will be possible.

LEA Contact:

First Name:	Shanna	Last Name:	Gannon
Phone:	308 647 6742	Ext:	
Email Address:	sgannon@sheltonbulldogs.org		

CRRSA-ESSER-II-Fund-6997

Actual Expenditures YTD must be entered

☑ Select here if this is the Final Reimbursement Request

Object Code Summary:

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

Enter whole dollar amounts only

Submitted

- In addition, the request will show submitted on the Cash Request/Expenditure Report Menu
  - Please note in the example below the letters in parentheses (R) or (F) next to the grant name in the TYPE column. (R) indicates "Regular" request and the (F) indicates "Final" request

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Applicant: 10-010-0019-13 SHELTON PUBLIC SCHOOLS

Application: 2020-2021 CRRSA ESSER II Fund-6997 - 00-

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
⬜ 〇	Reimbursement Request 5	CRRSA-ESSER-II-Fund-NS (F)	2/22/2022 10:22:25 AM	2/22/2022 11:13:38 AM		Submitted to NDE	2/22/2022 11:13:38 AM	View History
⬜ 〇	Reimbursement Request 4	CRRSA-ESSER-II-Fund-CA (R)	1/26/2022 3:29:15 PM	2/14/2022 1:51:00 PM	2/22/2022 10:06:35 AM	Approved	2/22/2022 10:06:35 AM	View History
⬜ 〇	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

MTW GMS
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