2013 GMS Basic Navigation

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https://portal.education.ne.gov/Site/DesktopDefault.aspx

The NDE portal requires a Login ID and Password. If you already have a login id and password, a new one does not need to be created for each program.

There are different types of Portal accounts
- NDE – Reviewers and Leader Reviewers.
- Portal User – Data Entry, Bookkeeper, View Only
- District Administrator – DA or Superintendent

NDE Users and District Administrators need additional activation codes that are entered on the “My Profile” tab in the Portal.
You need a new login id for each Collection Type within a Portal Type
You need a new Activation code for each collection (examples: SPED Collab, SPED Consolidated, Early Development Network) and each district unless you are NDE Staff. NDE Staff only need one activation code per collection – that will allow them to see every district that has created an application.

For example, if you are a bookkeeper for 3 different districts, you could use one portal login id, but you would need 3 activation codes – one for each district.

An activation code is similar to a key – it unlocks the collection(s).

Activation codes can be obtained by the District Administrator.
Portal Activation Codes

Portal Type Activation

DA Activation
Available Grants means that you have already applied the activation code. Online means that the collection is available, but you have not applied the activation code.
If you have a Portal Activation as a District Administrator, you will have the District Administrator Tab.
If you click on that tab, you will be allowed to select the Collection (then the District if you have more than one District).
Once you have chosen the collection, a list of activation codes will display. There can only be one District Administrator per district. There can be multiple users with the other User Types.
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 do not have Payments Only
Create a New Year

Select the year that you would like to create.
Click on ‘Create Application’.
### Application Select Page

#### Nebraska Department of Education Grants Management System

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

- [ ] Original Application
- [ ] Review Application
- [ ] Amend Application
- [ ] Close Application
- [ ] Return to Previous Page

**MTW**

**For additional information please contact the Nebraska Department of Education**

**Contact Us**

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**4/29/2013**

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**4/29/2013**

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**NEBRASKA DEPARTMENT OF EDUCATION**
Once you enter the application, and have created one, you will start at the Application Select Page. Once the application has been available in the GMS, multiple years can be selected. The Radio Button determines which year will be used for the action buttons on the top of the 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 at 8:00 pm.
  - Review Checklist – What the Reviewer uses to accurately check the application and communicate 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 the payments that go with.
Do not use drop down list to navigate on Review Checklist. Instead, use the tabs.

Review Checklist is a Pop-Up. Ensure that your Pop-Up blocker is disabled.
On an amendment, only the specific grant that was updated will need to be addressed on the Amendment Checklist. All other review pages will not.
Umbrella Grant
SPED IDEA Consolidated -4400

Overview – Describes the application
Program Information – Specific questions for the Program including budget pages
Staff – District Specific Staff
Equipment/Capital Outlay – Operational Equipment / Capital Outlay
Budget – Budget Detail and Budget Summary
Page Lock Control – Lock and Unlock Pages

IDEA Part B (611) Base – 4404
IDEA Part B (611)E-P – 4410
IDEA Part B (619) Preschool – 4406
IDEA CEIS – 4411
IDEA NonPublic - 4412
Umbrella Grant
NCLB Consolidated -4201

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

4/29/2013
Suggested Navigation

- Move Left to Right through the tabs
- Umbrellas – SPED IDEA Consolidated – 4400
  - Overview
  - Allocations
  - Contact Information
  - Goals and Needs
- IDEA Part B Base
  - Program Pages
- IDEA Part B E/P
  - Program Pages
- IDEA Part B Preschool
  - Program Pages
- IDEA CEIS
  - Program Pages
- IDEA NonPublic
  - Program Pages
- Umbrella
  - Assurances
  - Amendment Description (Only on Amendments)
  - 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.

Applicable Percentage will show whether 100% or 50% can be transferred.

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Award Notification</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grant Award Refund</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Grant Reversion</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Prior Year(s) Funds</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Unassigned (-1)</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Released (-1)</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Available for Budgeting</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
All information on this page is required.

District DUNS is the primary number that is used – not the DUNS for each attendance area.

This number is pulled from the ARRA reporting.

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 – 000 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.

IDEA Part B (Non-public) funds may be used to provide equitable services to non-resident non-public school children and to provide FAPE to resident non-public school children. However, when all IDEA Part B (Non-public) funds are expended, the district remains responsible for the provision of FAPE to resident non-public school children.
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.

All 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)
  - 2500 Character Limitation
Character Counter
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.

2012 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.

Title I and SPED Consolidated require all items purchased with those funds must be inventoried. Supplies can be listed in bulk. For example, Office supplies instead of 1,200 pencils.
Budget

<table>
<thead>
<tr>
<th>Expenditure Object Code</th>
<th>Base</th>
<th>Preschool</th>
<th>NonPublic</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Salaries</td>
<td>E-P</td>
<td>CEIS</td>
<td>CEIS</td>
</tr>
<tr>
<td>200 - Employee Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 - Purchased Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 - Lease Agreement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600 - Computer Hardware</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>700 - Travel / Professional Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Base**
- Program Supervision
- Student Transportation
- Other Related Services (ST, OT, PT, Para, etc.)
- Facility Costs (Preschool Only)

**Preschool**
- Instruction
- Program Supervision
- Student Transportation
- Other Related Services (ST, OT, PT, Para, etc.)
- Facility Costs
- Minor Building Modifications

**NonPublic**
- Instruction
- Program Supervision
- Student Transportation
- Other Related Services (ST, OT, PT, Para, etc.)
- Facility Costs (Para, Clerical)
Budget Summary
Assurances

- Can only be signed by the District Administrator
- Binding electronic signature
- Assures that the DUNS number on the Contact Information page is accurate
Amendment Description

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

<table>
<thead>
<tr>
<th>Program(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Title I-A - Disadvantaged</td>
</tr>
<tr>
<td>2.</td>
<td>Title I-D - Neglected or Delinquent</td>
</tr>
<tr>
<td>3.</td>
<td>Title II-A - Teacher Quality</td>
</tr>
<tr>
<td>4.</td>
<td>Title II-D - Technology</td>
</tr>
<tr>
<td>5.</td>
<td>Title III - LEP</td>
</tr>
<tr>
<td>6.</td>
<td>Title III - LEP</td>
</tr>
<tr>
<td>7.</td>
<td>Title IV - Safe and Drug Free</td>
</tr>
<tr>
<td>8.</td>
<td>Title V - Innovative Programs</td>
</tr>
</tbody>
</table>

4/29/2013
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
Consistency Check

Consistency Check is running...
Consistency Check

The application has not been submitted.

Unlock Application

Assurances were agreed to on:
Consistency Check was run on:
Data Entry Access:
District Administrator:
NDE Reviewer:
NDE Leadership:

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Submit to NCE
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

All pages will be checked - Uncheck the pages you do not want to print

4/29/2013
Unchecked pages will not print
Application Print
Application Print

4/29/2013 NEBRASKA DEPARTMENT OF EDUCATION
Application Print

NEBRASKA DEPARTMENT OF EDUCATION

4/29/2013
Application Print
This process runs hourly between 7:00 a.m. and 8:00 p.m.
A pdf document will be available by hyperlink.
Financial Requests and Final Closeouts
Switching sides

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Application / Amendment</th>
<th>Filled In Review Date</th>
<th>OERP Final Approved Date</th>
<th>Status</th>
<th>Status Date</th>
<th>Forming</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SF-ROS-4120-05 Amendment 1</td>
<td>09-01-2007</td>
<td>09-27-2007</td>
<td>Not Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4/29/2013  NEBRASKA DEPARTMENT OF EDUCATION
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 (used 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 Edge (State of Nebraska Accounting)
• Pending Payments-Reimbursement Requests
  • submitted but not approved. Approved but not sent to Edge (State of Nebraska Accounting)
  • submitted but not reconciled by Edge as paid.
• Remaining Available - Funds available for reimbursement for the current project year. (Total Funds Available (minus) 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.
- Create New Request
- Withdraw (delete) Request
  - 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.
“LEA Contact” Information, is required.

- The contact information on the Reimbursement Request or Report is pre-populated from the portal information. That means, that the person logged into the system will receive all system generated emails (such as approvals or disapprovals). It does not matter if you overwrite this information and save it, the person logged into the portal will still be the person receiving the emails.

- 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 reporting often and reporting by 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.
Reimbursement Request/Final Reimbursement Request

Claim expenditures by Object Code – must agree with the approved budget by Object Code

Report Often:

- Object Code 100 – Salaries only – Report Often
- Object Code 200 – Benefits only – Report Often

As Frequent as possible:

- Object Code 300 – Contracted Services/Service Providers
- Object Code 400 – Supplies & Materials/Operational Equipment costing at least $1,500 and less than $5,000 per unit (some programs require no minimum per unit cost)
- Object Code 500 – Capital Outlay costing $5,000 or more per unit, must be capitalized (depreciated)
- Object Code 600 – Travel/Professional Development Expenses

GMS has an allowable variance by Object Code of 25% or $2,500 whichever is greater, not to exceed the approved budget.

Documentation is required to support the expenditures being claimed.
Reimbursement Request with tab strip. At this time this tab strip is specific to SPED IDEA Consolidated Program. This feature may be

• 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

This option may be used in future programs in GMS.
Consolidated Requests

You can submit consolidated requests for more than one program. However, NDE encourages reporting by 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, if there is a question on Title IID, you will not be paid for any of the other programs until the issue is resolved.
No excess CASH ON HAND!!!
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.

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.
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.

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.
Required Documentation

• Documentation must agree by object code with the approved budget

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

• Journal Entries, Petty Cash Accounts and Bank Card/Credit Card – need original transaction information with description of purchase
## Required Documentation

### Expenditure Audit Report

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

<table>
<thead>
<tr>
<th>Date</th>
<th>GL/PS</th>
<th>Dept</th>
<th>Invoice</th>
<th>Vendor</th>
<th>Description</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/16/2011</td>
<td>AP</td>
<td></td>
<td></td>
<td>UNKN65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/16/2011</td>
<td>AP</td>
<td></td>
<td></td>
<td>UNKN65</td>
<td></td>
<td>0.46</td>
</tr>
<tr>
<td>09/16/2011</td>
<td>AP</td>
<td></td>
<td></td>
<td>UNKN65</td>
<td></td>
<td>0.23</td>
</tr>
<tr>
<td>09/16/2011</td>
<td>AP</td>
<td></td>
<td></td>
<td>UNKN65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/16/2011</td>
<td>AP</td>
<td></td>
<td></td>
<td>UNKN65</td>
<td></td>
<td>0.36</td>
</tr>
<tr>
<td>09/16/2011</td>
<td>AP</td>
<td></td>
<td></td>
<td>UNKN65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Totals:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNKN65</td>
<td>0.98</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overall Summary:**

- **Total Expenditure:** $0.98
- **Description:** Various payments and transactions

### Notes

- The report includes detailed entries for each transaction, showing the date, GL/PS, department, invoice, vendor, description, and estimated amount.
- The report is for the Nebraska Department of Education for the specified date range.
Deadlines are Deadlines

- Deadlines are Deadlines are applicable to submission of 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 handled through the amendment process in the GMS.
Resources - Contacts

Help Desk:
email: nde.helpdesk@nebraska.gov
Local: (402) 471-3151
Toll Free: (888) 285-0556

NEBRASKA DEPARTMENT OF EDUCATION
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