**Job Aid is for Expended & Adjusted Budget Reports**

**DMS Sign On Instructions:**

1. Navigate to: [http://cde.excentcolorado.com](http://cde.excentcolorado.com)
   Note: Do not save as “bookmark” or “favorite” until **AFTER** you complete step 2 and are logged onto the system the initial time.

2. Enter your username and password.
3. Click on **View Monitoring Overview**

![View Monitoring Overview](image)

4. Click on **View Fiscal**

![View Fiscal](image)
5. Select appropriate budget form (Expended Budget or Adjusted Budget).

6. In order to fill in form template, click on Edit Record.
7. When asked whether you would like to assign a submitter, select **Don’t Assign (UNLESS you are the submitter)**

8. Complete **Expended or Adjusted Budget** forms responding to each applicable item.

- The Adjusted Budget describes the AU budget according the actual distribution for 3150 and 3228.
- The Expended Budget report includes all expenditures for grant Code 3150 and grant Code 3228.
**PLEASE NOTE:** The Gifted Education Universal Screening and Qualified Personnel Grant end of year report is merged into the Expended Budget. Adjusted Budget includes a Section VI for entering the actual grant award.

*In 2016, if you have already filled out the Gifted Education Universal Screening and Qualified Personnel Grant report in DMS, please do not fill out section VI in the Expended Budget.*

*In 2016, if you have not completed the Universal Screening and Qualified Personnel Grant report template, please complete section VI in the Expended Budget report. Do not complete the separate Universal Screening and Qualified Personnel Grant Report template.*

* The Gifted Education Universal Screening and Qualified Personnel Grant report will be deleted from DMS for future entries. Please do not fill out duplicate information.

*If you have any questions, please contact Jessica Howard at howard_j@cde.state.co.us.*

9. Review your Draft Document by clicking on **Expended Budget** or **Adjusted Budget** under the Documents header on the left navigation pane.
You may print out a hard copy of the Adjusted Budget or the Expended Budget.

10. When form is complete, click Close in the bottom right corner of the screen.
11. In order to finish and close the submission, within your submission page, click on **Close Submissions**.

12. Enter your submission date and click **SAVE**.

13. You will be brought back to the Fiscal tab page. Your submission has been completed and submitted to the CDE for review.
If you have any problems or questions, please contact Jessica Howard @ howard_j@cde.state.co.us.