

Fiscal Job Aid



COLORADO
Department of Education

1. Navigate to <https://cde-dev.excentcolorado.com>.
2. Enter your username and password.

The screenshot shows the CDE Sandbox login interface. At the top, there are two news items: "New In Enrich! Batch Print Documents, Reports Search, Expanded Text Assistant and more..." and "CDE's Connection to Enrich: Update Test". The main content area is divided into two columns. The left column is a yellow box with the heading "Don't have an Enrich username? Sign in via [CDE QA Portal](#)". Below this, it says "Sign in with your Enrich username:" and provides input fields for "Username" (containing "username") and "Password" (containing "****"). A link "Forgot your username or password?" is below the password field. At the bottom of the yellow box is a red banner with the text "*** This is a training/demo system ***" and "*** Not a permanent record ***". Below the banner is a paragraph of legal text: "My School District has determined that I am, by definition, a school official who has legitimate educational interest in reporting and accessing Enrich data. I am aware of my obligation to respect and maintain the confidentiality of student records including medical information as defined by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA)." and a black button labeled "I Agree". The right column contains a welcome message: "Welcome to the CDE Sandbox! I hope this access enables you to build confidence in being able to lead others in the use of the product for students." followed by a signature "- Cindy Millikan". Below the signature is a paragraph: "I am having Excent complete updates regularly so that we can integrate all the wonderful 'tweaks' to our product! Thanks to the development team behind the scenes for all of their hard work in making this product THE best!". Underneath is the text "New documentation to support your work:" followed by a bulleted list of links: "Enrich IEP Configuration Guide", "Enrich System Administration Guide", and "Enrich IEP Training Workbook (PDF)". At the bottom of the right column is the text "Directors may write me (Cindy) to request a Word version of the workbook to modify the workbook for local procedures and use." followed by the email address "millikin_c@cde.state.co.us".

3. Click on **View Fiscal** if you are a single AU.

The screenshot shows a navigation menu with two main sections. The first section is "State Monitoring" with a heart rate icon. Below it is a sub-section "Gifted Education" with a list of links: "View Profile", "View Monitoring", "View Fiscal", "View Family E & C", "View Performance", and "View Improvement". The second section is "Reports" with a pie chart icon. Below it is a link "Create / Manage Reports".



3a. Or click on **View Monitoring Overview** if you are a multi-district or BOCES.

3b. Then select **Fiscal** next to the AU you will be working on.

Admin Units							
01010 - Adams 1, Mapleton	Profile		Fiscal	Family E & C	Performance	Improvement	
01020 - Adams 12, Northglenn-Thornton	Profile	Monitoring	Fiscal	Family E & C	Performance	Improvement	
01030 - Adams 14, Commerce City	Profile	Monitoring	Fiscal	Family E & C	Performance	Improvement	
01040 - Adams 27J, Brighton	Profile	Monitoring	Fiscal	Family E & C	Performance	Improvement	
01070 - Adams 50, Westminster	Profile	Monitoring	Fiscal	Family E & C	Performance	Improvement	
16010 - Denver 1, Denver	Profile	Monitoring	Fiscal	Family E & C	Performance	Improvement	
18010 - Douglas Re 1, Castle Rock	Profile	Monitoring	Fiscal	Family E & C	Performance	Improvement	

4. Select **Annual AU Budget**.

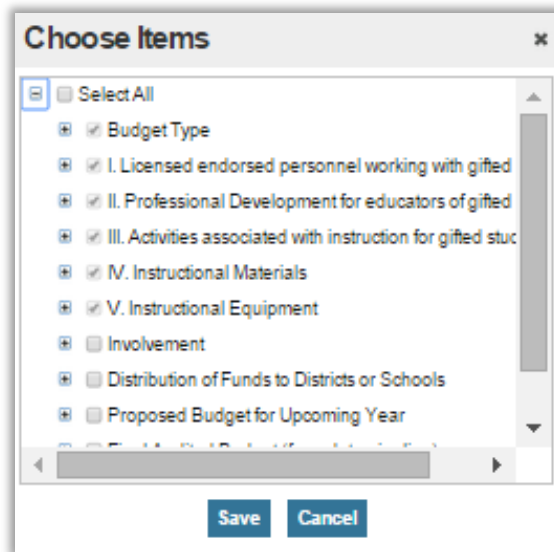
Fiscal

[BOCES & Multi District AU Working Budgets 9/17/2015](#)
 [Annual Budget Review 9/17/2015](#)
 [Annual AU Budget 9/17/2015](#)

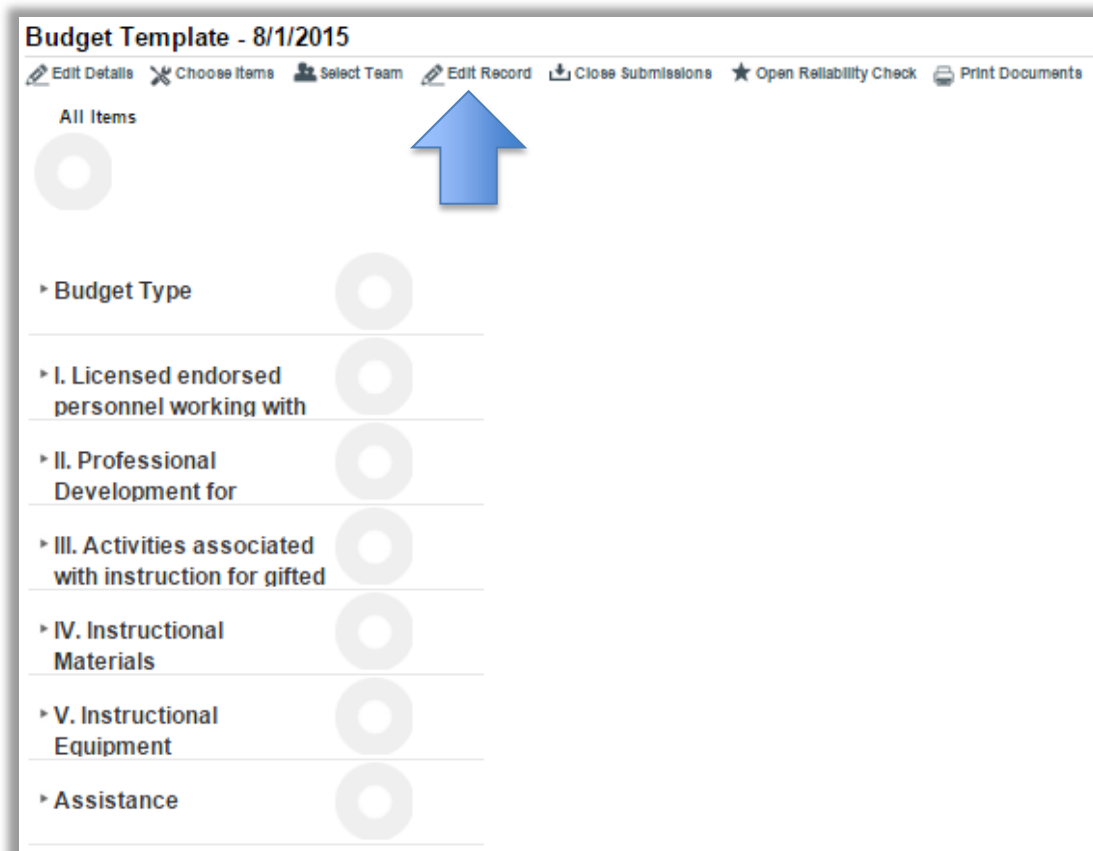
5. Click on **Choose Items**.



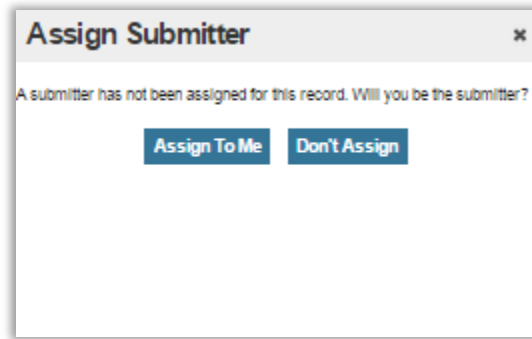
6. Items have been selected by CDE. Confirm that required items are checked. Click **Save**.



7. In order to fill in form template, click on **Edit Record**.



8. When asked whether you would like to assign a submitter, select **Don't Assign**.



9. Complete form according to CDE process.

Budget Template Print Help

Budget Type

Budget:

Section I: Provide details as to how funds will be used to support strategies for student performance or program improvements (refer to program plan goals, student achievement targets and/or UIP program addendum). It is required for an Administrative Unit to provide evidence of supporting state programs for which it receives state funds. Record this in column C, Administrative Unit's Funds - AU's Resources.

I. Licensed endorsed personnel working with gifted students

Salary (P: 0070, O: 0110, G: 3150)

Were funds used on Salary in the last year?

A. State Gifted Education Funds (enter amount without dollar sign)

B. Provide details as to how funds will be used to 1) sustain and align with ongoing gifted programming (e.g., director, identification testing, extended learning options); 2) comprehensive program plan and/or 3) resources and strategies to support the UIP action plan.

B *I* U


Description of how funds will be used.

C. Administrative Unit's Gifted Program Funds - AU's Resources (enter amount without dollar sign)

C. Administrative Unit's Gifted Program Funds - Other (e.g. Federal or local grant) (enter amount without dollar sign; if not




- Review your print document by clicking on **Annual AU Budget** under the Documents header on the left navigation pane.

Documents 

Annual AU Budget - Draft

Annual Budget Review - Draft

BOCES & Multi District AU Working Budgets - Draft

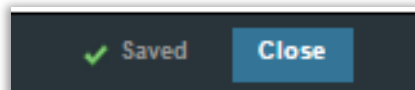
Budget Annual Checklist - Draft Close 

AU/District Name: Colorado Facility Schools - 0001
Budget: Proposed

Section I: Provide details as to how funds will be used to support strategies for student performance or program improvements (refer to program plan goals, student achievement targets and/or UIP program addendum). It is required for an Administrative Unit to provide evidence of supporting state programs for which it receives state funds. Record this in column C. Administrative Unit's Funds - AU's Resources.

Typical/Eligible Expenditures of State Gifted and Talented Education Funds	Suggested/Detailed Chart of Accounts Codes	A. State Gifted Education Funds	B. Provide details as to how funds will be used to 1) sustain and align with ongoing gifted programming (e.g., director, identification testing, extended learning options); 2) comprehensive program plan and/or 3) resources and strategies to support the UIP action plan.	C. Administrative Unit's Contributing Funds **	
				AU's Resources	Other (e.g. Federal or local grant)
I. Licensed, endorsed personnel working with gifted students	P=Program O=Object G=Grant				
Salary	P: 0070, O: 0110, G: 3150	\$4,534	Description of how funds will be used.	\$2,107	\$1,836
Substitute Teachers	P: 0070, O: 0120, G: 3150	\$3,847	Details about how substitute teacher funds will be used. <ul style="list-style-type: none"> Substitutes for project groups. Substitutes for group field trips. 	\$10,394	\$0
Additional Earnings/Stipends	P: 0070, O: 0150, G: 3150	\$3,827	Additional Earning/Stipend description here.	\$5,837	\$964
Benefits	P: 0070, O: 0200, G: 3150	\$3,827	Benefits for gifted education teachers.	\$3,274	\$4,832
Sub-total of I.		\$16,035		\$21,612	\$7,632








- When form is complete, click **Close** in the bottom right corner of the screen.





- * Steps 12-14 are only for completed documents. For training purposed please do NOT do this. You have completed the job aid.** In order to finish and close the submission, within your submission page, click on **Close Submissions**.


Profile Monitoring **Fiscal** Family E & C Performance Improvement

Budget Template - 8/1/2015

 Edit Details  Choose Items  Select Team  Edit Record  Close Submissions  Open Reliability Check  Print Documents

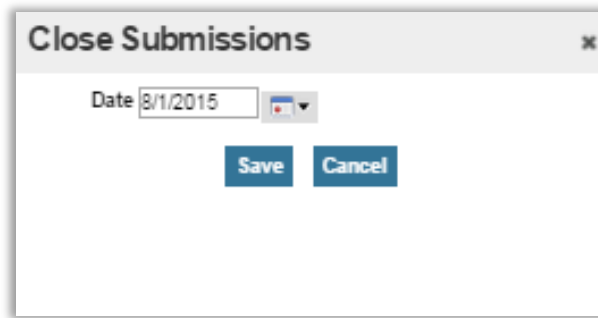
All Items  100%

► Budget Type  100%

► I. Licensed endorsed personnel working with  100%

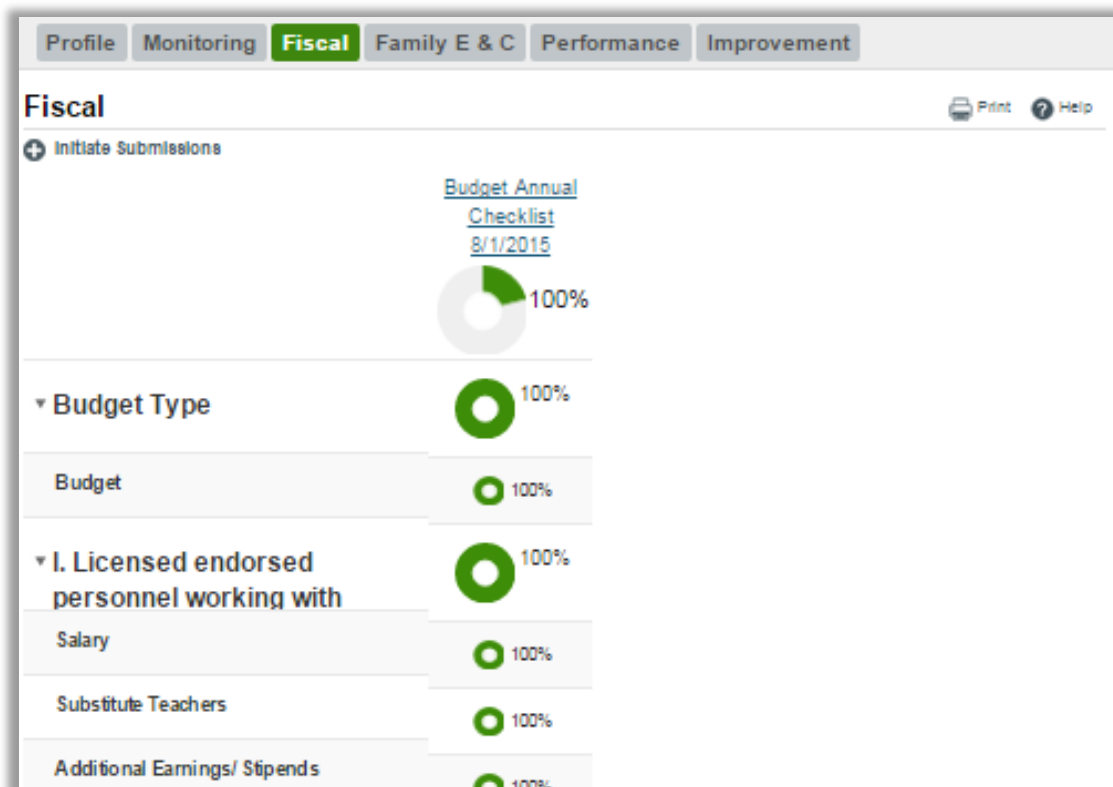


13. Enter your submission date and click **Save**.



A dialog box titled "Close Submissions" with a close button (x) in the top right corner. It contains a "Date" field with the value "8/1/2015" and a calendar icon to its right. Below the field are two buttons: "Save" and "Cancel".

14. You will be brought back to the Fiscal tab page. Your submission has been completed and submitted to the CDE for review.



The screenshot shows the "Fiscal" tab in a web application. The navigation bar includes "Profile", "Monitoring", "Fiscal" (highlighted), "Family E & C", "Performance", and "Improvement". The main content area is titled "Fiscal" and includes a "Print" and "Help" icon. Below the title is a "+ Initiate Submissions" link. The dashboard displays a "Budget Annual Checklist 8/1/2015" with a 100% progress indicator. A table below shows the following items, all with 100% completion:

Item	Progress
Budget Type	100%
Budget	100%
I. Licensed endorsed personnel working with	100%
Salary	100%
Substitute Teachers	100%
Additional Earnings/ Stipends	100%

