1. Login to Data Pipeline: <https://cdx.cde.state.co.us/pipeline>
2. Upload December Finance Data

*Note: you may upload data into “Format Checker” to see if the format is correct*

Select “File Upload” then select “Data File Upload”

Data File Upload Selections

|  |  |
| --- | --- |
| Dataset | Finance |
| File Type | Finance December |
| School Year | 2023-2024 |
| Organization/LEA | Select your District/BOCES |
| Locate File | Browser and select file to upload |
| Upload Type | Replace if your file is complete within the one file upload |
|  | Append if you are adding additional data to what has been previously uploaded |

select “Submit”

1. Review and Correct the 1st Tier Edit Errors

Select “Cognos Report” then select “Finance December”

then select “1st Tier Error Detail Report”

Type “E” errors will require a change to your uploaded data and repeat from step 2

Type “W” errors will require same level of importance as type “E” errors, remaining

type “W” errors will need to be explained with final submission.

When type “E” errors no longer remain, Data Pipeline will automatically roll-up your data.

1. Review and Correct 2nd Tier Edit Errors

Select “Cognos Report” then select “Finance December”

then select “2nd Tier Error Detail Report - Rollup”

Type “E” errors will require a change to your uploaded data and repeat from step 2

Type “W” errors will require same level of importance as Type “E” errors, remaining “W” errors will need to be explained with final submission.

1. Review and Validate Reports

Select “Cognos Report” then select “Finance December”

Auditors Integrity Report, Bolded Balance Sheet Report, Charter School Auditors Integrity Report, Charter School Bolded Balance Sheet Report, Grant Revenue Reconciliation, etc.

1. Finalize Uploaded Data

Select “Finance December” then select “Status Dashboard”

Status Dashboard Selections

|  |  |
| --- | --- |
| File Type | Finance December |
| School Year | 2023-2024 |
| Organization/LEA | Select your District/BOCES |

Select “Submit”, then select district name, then select “Submit to CDE”

Confirm: You allow CDE to generate restricted and unrestricted cost rates for your district. These rates are based on the data submitted in FY2023-24 to be used in FY2025-26. The restricted and unrestricted rates can be viewed in the Indirect Cost Report within Data Pipeline Cognos Reports.

1. Audit Complete – Send electronically to CDE and State Auditor

Where to send

Colorado Department of Education

Submit electronically to: [schoolfinance@cde.state.co.us](mailto:schoolfinance@cde.state.co.us)

What to send

* FY 2023-2024 Financial Audits
* Assurances for Financial Accreditation
* Single Audit, if issued separately (Uniform Guidance/2CFR 200) – Districts that expend $750,000 or more in Federal Awards.
* Charter School Audits, if applicable
* Reconciliation Reports and Other Supporting Documentation

Where to send

Office of the State Auditor

Local Government Audit Division

Submit electronically to:   [osa.lg@state.co.us](mailto:osa.lg@state.co.us)

Website Submission: <https://apps.leg.co.gov/osa/lg>

What to send

* FY 2023-2024 Financial Audit

Contacts for Questions

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