

Data Pipeline Finance December Quick Reference

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	2015-16
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"

3) Review and Correct Tier 1 Edit Errors

Select "Cognos Report" then select "Finance December"
then select "Finance December 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.

4) Review and Correct Tier 2 Edit Errors

Select "Cognos Report" then select "Finance December"
then select "Finance December 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.

5) 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.

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6) Finalize Uploaded Data

Select "Finance December" then select "Status Dashboard"

Status Dashboard Selections

File Type	Finance December
School Year	2015-16
Organization/LEA	Select your District/BOCES

Select "Submit", then select district name, then select "Submit to CDE"

7) Audit Complete – Send to CDE and State Auditor

What to send

- Assurances for Financial Accreditation
- 2015 – 2016 Audits
- Single Audit, if issued separately (OMB Circular A-133) – Districts that expend \$750,000 or more in Federal Awards.
- Reconciliation Reports and Other Supporting Documentation

Where to send

CDE Mailing Address:
Colorado Department of Education
School Finance and Operation Division
201 E. Colfax Avenue, Room 206
Denver, CO 80203
Submit electronically to: schoolfinance@cde.state.co.us

What to send

- 2015 – 2016 Audits

Where to send

State Auditor's Mailing Address:
Office of the State Auditor
Local Government Audit Division
State Service Building
1525 Sherman Street 7th Floor
Denver, CO 80203
Submit electronically to: osa.lg@state.co.us

Contacts for Questions

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