

## 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	2016-17
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	2016-17
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
- 2016 – 2017 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](mailto:schoolfinance@cde.state.co.us)

#### What to send

- 2016 – 2017 Audits

#### Where to send

State Auditor's Mailing Address:

Office of the State Auditor  
Local Government Audit Division  
State Service Building  
1525 Sherman Street 7<sup>th</sup> Floor  
Denver, CO 80203

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

### Contacts for Questions

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