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	2021-2022
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 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.

4) 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.

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.

6) Finalize Uploaded Data

Select "Finance December" then select "Status Dashboard"

Status Dashboard Selections

File Type	Finance December
School Year	2021-2022
Organization/LEA	Select your District/BOCES

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

Confirm: if you allow CDE to generate an indirect cost for your district.

7) Audit Complete – Send electronically to CDE and State Auditor

Where to send
Colorado Department of Education
Submit electronically to:
schoolfinance@cde.state.co.us

Where to send
Office of the State Auditor
Local Government Audit Division
Submit electronically to: osa.lg@state.co.us
Website Submission: https://apps.leg.co.gov/osa/lg

What to send
- FY 2021-2022 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

What to send
- FY 2021-2022 Financial Audit

Contacts for Questions
Yolanda Lucero - lucero_y@cde.state.co.us
Kelly Wiedemer – wiedemer_k@cde.state.co.us

COLORADO
Department of Education

07/2022