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 | 2012-13 |
| 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 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.

1. 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.

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 | 2012-13 |
| Organization/LEA | Select your District/BOCES |

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

1. Audit Complete – Send to CDE and State Auditor

What to send

* Accreditation Report
* 2012 – 2013 Audits
* Single Audit, if issued separately (OMB Circular A-133) – Districts that expend $500,000 or more in Federal Awards.
* Reconciliation Reports and Other Supporting Documentation

Where to send

CDE Mailing Address:

Colorado Department of Education

Public School Finance Unit

201 E. Colfax Avenue, Room 206

Denver, CO 80203

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

State Auditor’s Mailing Address:

Office of the State Auditor

Local Government Audit Division

The Capitol Center

225 East 16th Avenue, Suite 555

Denver, CO 80203

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

Contacts for Questions

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