# Data Pipeline Finance December
# Instructions for CDE-5 Report
# Quick Reference

The CDE-5 Report is available in Data Pipeline and can only be accessed by designated personnel at the school district, for the Financial December Data Pipeline Collection.  Typically, the designated person is the districts Business Manager or Finance Director.
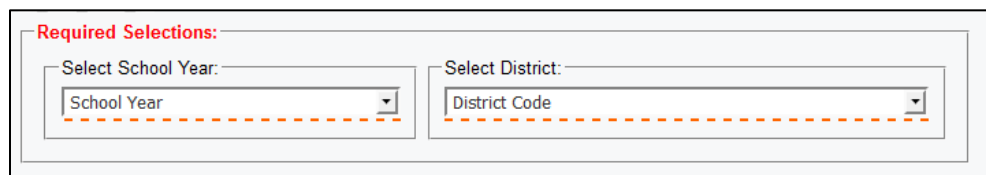
Login to Data Pipeline:  https://cdx.cde.state.co.us/pipeline

> To View the CDE-5 Report
>> Select "Cognos Report"
>>> then select "Finance December"
>>> then select "CDE 5 Child Nutrition Report"
>>> In the drop down boxes choose the appropriate school year and district code



>>> then select "finish", your report will be display in pdf format.

> To Save or Print the CDE-5 Report
>> Once the report is displayed you are able to save or print the report.
>>> on the footer of the report a toolbar will appear
>>> choose the Save or Printer button to perform the desired action



Contacts for Questions in Pipeline
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