

Formatting and Submitting a FY11-12 ADE Finance File to be Accepted by Data Pipeline for Phase II Pipeline Testing

Step by Step Process

1. Take a FY11-12 ASCII file that you saved in your FY11-12 ADE Folder
2. Open this file in Notepad
 - a. You may need to open in Word first, copy it in Word, then paste into Notepad
3. Once in Notepad, copy entire document: Control A, then Control C
4. Paste into Excel Document
 - a. Make sure the column you are pasting this into is formatted as Text
5. Once the data is successfully in a column in Excel:
 - a. Go to "Data" tab at top of screen
 - b. Go to "Text to Columns"
 - c. Click "Fixed With" – Fields are aligned in columns with spaces between each field
 - d. Click "Next"
 - e. You will now be able to define your columns: insert a column break at each change in account code:

District/Admin (if applicable)/Fund/Location/SRE/Program/Object/Job/Grant/Amount
 - f. Click Next
 - g. Format every column except *Amount* as "Text"
 - h. Amount Column is formatted as "General"
 - i. Sort entire document based on the Amount Column so you can isolate all your negative dollar amounts for Pipeline formatting (Negative dollar amounts cannot be preceded by zeros):
 - i. You can either manually remove the zeros if you don't have too many negative dollar accounts

- ii. Or you can reformat those dollar amounts:
 - 1. Click on Amount Column
 - 2. Go to “Text to Columns” again
 - 3. Click “Delimited”
 - 4. Click “Next”
 - 5. Under “Delimited” select “Other” as the qualifier
 - 6. In the text box next to “other” type in a minus sign: -
 - 7. Click “Finish”
 - 8. Multiply the new amounts by negative 1: -1
 - 9. Paste the new negative values into the amount column: **Paste Values**
- j. If needed: Insert five byte Admin Unit Column: zero filled
- k. Insert 4 byte (digit) Unique School Code Column: zero filled.
- l. Make sure there is a header row at the top of the Excel file
- m. Save file: I suggest using something easily traceable: FD_2820_1.txt
- n. Submit file in Data Pipeline:
 - i. <https://cdeapps.cde.state.co.us/CDEAccess/login.jsp>
 - ii. Enter Passwords – Contact your District LAM for how to set up passwords, or to get passwords that have already been assigned to your District: CDE no longer sets up passwords