Instructions for using the Testing Demo File

This file is designed to allow you to submit generic financial data to become familiar with Financial Data Pipeline.

1. The xxxx in column A need to be changed to your district's four digit code.
2. Row 1 needs to stay the same: do not change headers labeled A-K
3. Submit the file. You will "fail" 1st tier edits.
    a. The Edit Error Detail report will show you a variety of Error Types: "E" types are errors which must be corrected. "W" types are warning edits which, as always, would need to be able to be explained or justified.
4. There are four accounts strings at the bottom of the file highlighted in blue.
    a. Delete these four account strings
    b. Save the file: you can pick a file name of your choice.
    c. Resubmit the file and you will only have "W" errors on the Edit Error Detail Report.
5. You are now in a position to "Roll Up" your data.
    a. On the left side of the screen in the menu, go to "Status Dashboard"
    b. Click the green "Submit" tool bar
    c. Click the green "Roll Up Data" tool bar – you will receive a message stating "Data for LEA Marked Complete Successfully"
6. Go to the "Cognos Reports" on the left side of the screen/menu
7. Go to the "Financial December Edit Error Detail Report – Roll Up"
    a. You are now looking at Tier II/Second Level edit errors

This file is not designed for you to accept and finalize this data.