

Local Government Financial Transactions Report

Electronic Reporting Program

Installation Instructions



California State Controller's Office

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Installation Instructions

The following instructions provide guidance on installing the Financial Information Reporting Data Collection Tool.

Note:

- 1) If the computer does not have Microsoft Access installed, the installation program will prompt the user to install a free runtime only version of Microsoft Access 2013 included in the package.
- 2) Close all open applications before beginning the installation process.
- 3) Follow the installation instructions steps in this order:
 - o Website File Download
 - o Unzipping the downloaded file
 - o Tools installation - Desktop

I. Website File Download

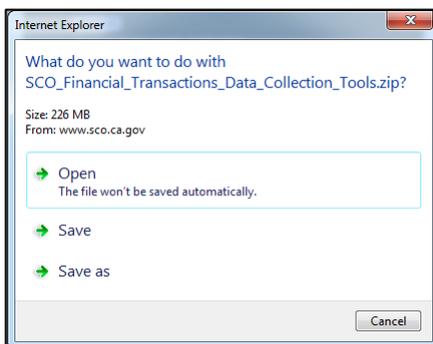
- 1) To download the electronic reporting program, go to the website link provided in the alert package. Under **Electronic Reporting Program**, click on **Data Collection Tools**.



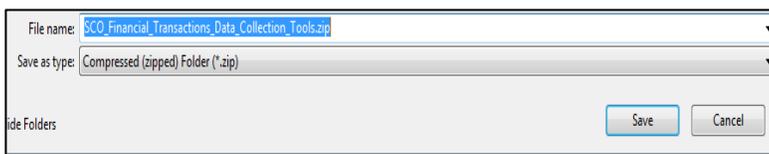
- 2) Click **SCO 20XX-XX FTR Data Collection Tools**.



- 3) Click **Save as**

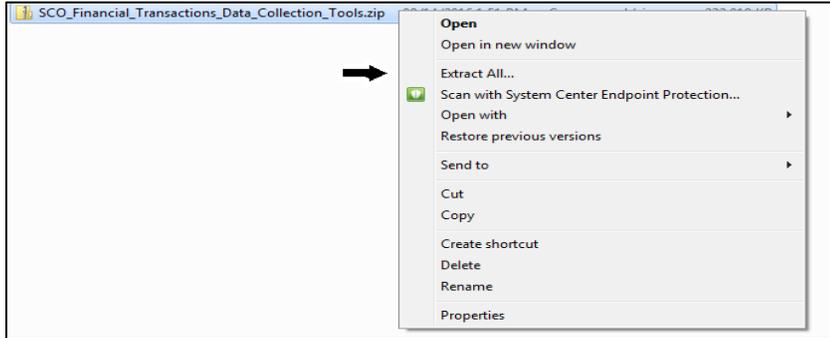


- 4) Save the file in My Documents or your PC Desktop

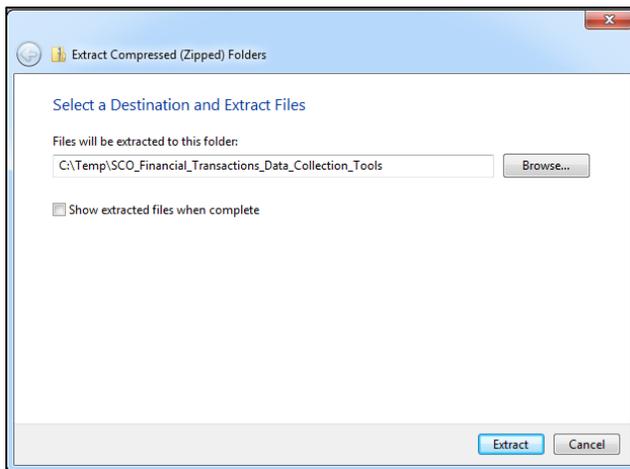


II. Unzipping the Downloaded File

- 1) Right Click on the downloaded zip file then click **Extract All...**

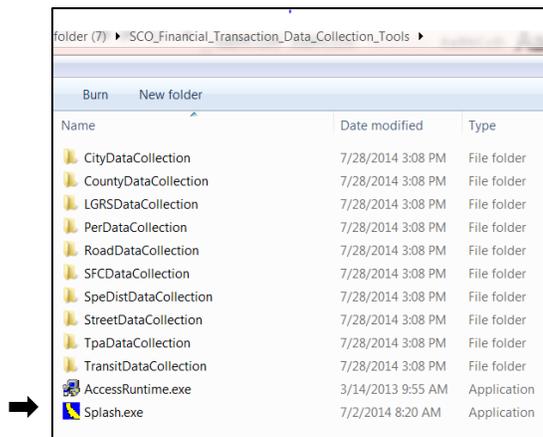


- 2) Click **Extract**
(This will extract files from the zip file to a folder named **SCO_Financial_Transactions_Data_Collection_Tools**)



III. Tools Installation – Desktop

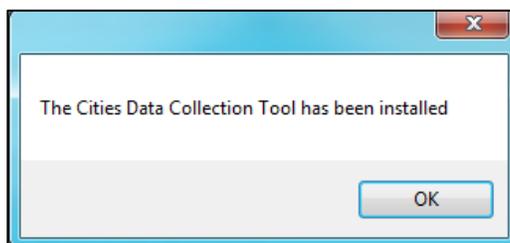
- 1) Double-click the extracted folder named **SCO_Financial_Transactions_Data_Collection_Tools**
- 2) Double-Click **Splash.exe** to launch the splash installation screen



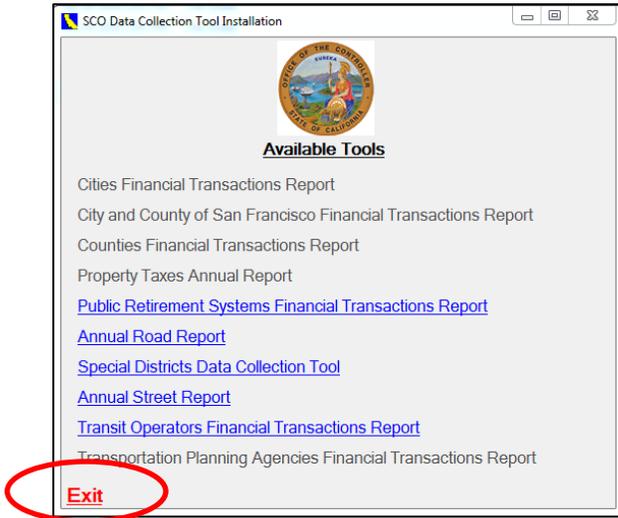
- 3) If the PC has **Microsoft Access 2013** installed, **Go To Step 4**
If the PC **does not** have **Microsoft Access 2013** installed, the installation program will prompt the user to install a free runtime only version of Microsoft Access 2013 included in this zip package. Follow **steps 8 to 12**.
- 4) Click on the appropriate link to install the desired tool(s).
The example below is based on installation of Cities Financial Transaction Report tool.



- 5) Click **OK**



- 6) Once you have finished installing all necessary tools, click **Exit**



- 7) The program can be opened from the **shortcut icon** located on your desktop. From the Log On screen, select your Entity Name from the drop-down list, and enter the ID Number as your Password. **Your entity Name and Password are included in the alert letter.**

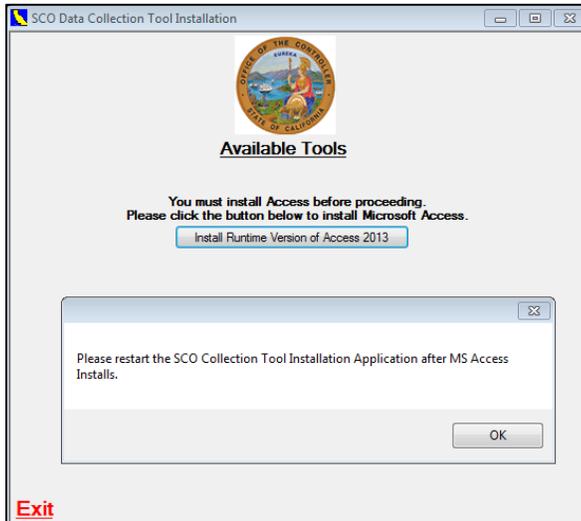


e.g:

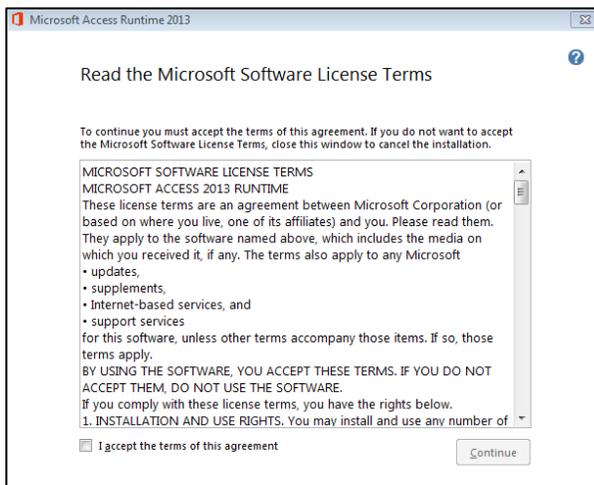
- 8) Click **Install Runtime Version of Access 2013**



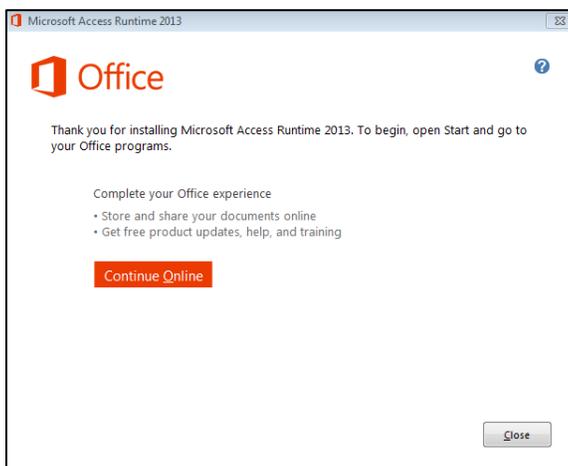
- 9) Click **Ok**
This is a reminder to restart your PC after installation.



- 10) Read and check the “**terms of the agreement**” box and click **continue**



- 11) Click **Close**



- 12) Restart PC and follow **steps 4 to 7** to install the tools

IV. Filing the Electronic Report

Filing the Electronic Report

The output data file may be submitted electronically via the file transfer protocol (FTP) process. Locate the output data file in the C:\SCO (or other folder if modified) folder using Windows Explorer. The file will begin with the report year, will include your agency's 11-digit identification number, and will have an "ACCDB" extension. FTP instructions file is available on the website link provided in the alert letter.

Alternatively, copy the output data file to a compact disc and mail it with the cover page signed by the Administrator or other agency officer.

Once the report is submitted, a copy of the cover page form signed by the Administrator or other agency officer **MUST BE MAILED** to the State Controller's Office to complete the reporting requirements.

Mail to: State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

Paper Reporting Instructions

For entities preparing a paper report, reporting forms and instructions are available on the State Controller's website at:

http://www.sco.ca.gov/ard_local_reporting_forms.html

Contact Information

For questions regarding these instructions, please refer to the contact information in the alert letter or call us at (916) 327-1017 or (916) 322-9672.