

# File Transfer Protocol (FTP) Instructions

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## For Submitting Reports to SCO



California State Controller's Office

Division of Accounting and Reporting  
Bureau of Local Government Policy and Reporting

The following instructions will provide guidance on submitting your reports to the State Controller's Office using File Transfer Protocol (FTP) and Windows Explorer.

- FTP is a standard internet protocol for transmitting files between computers on the Internet.
- Windows Explorer is a file manager application that is included with Microsoft Windows operating systems (OS). Do not confuse Windows Explorer with Windows Internet Explorer, which is a graphical web browser. Windows Explorer can be opened in a variety of ways. Depending on the version of your OS, the pictures shown below may appear differently. These instructions include steps for using Windows 7 and Windows XP. For Windows Explorer assistance with other OS versions, you will need to contact your agency's IT support staff.

Before proceeding with your report submission, ensure that you have the following:

- Internet connectivity on your computer
- FTP file folder address

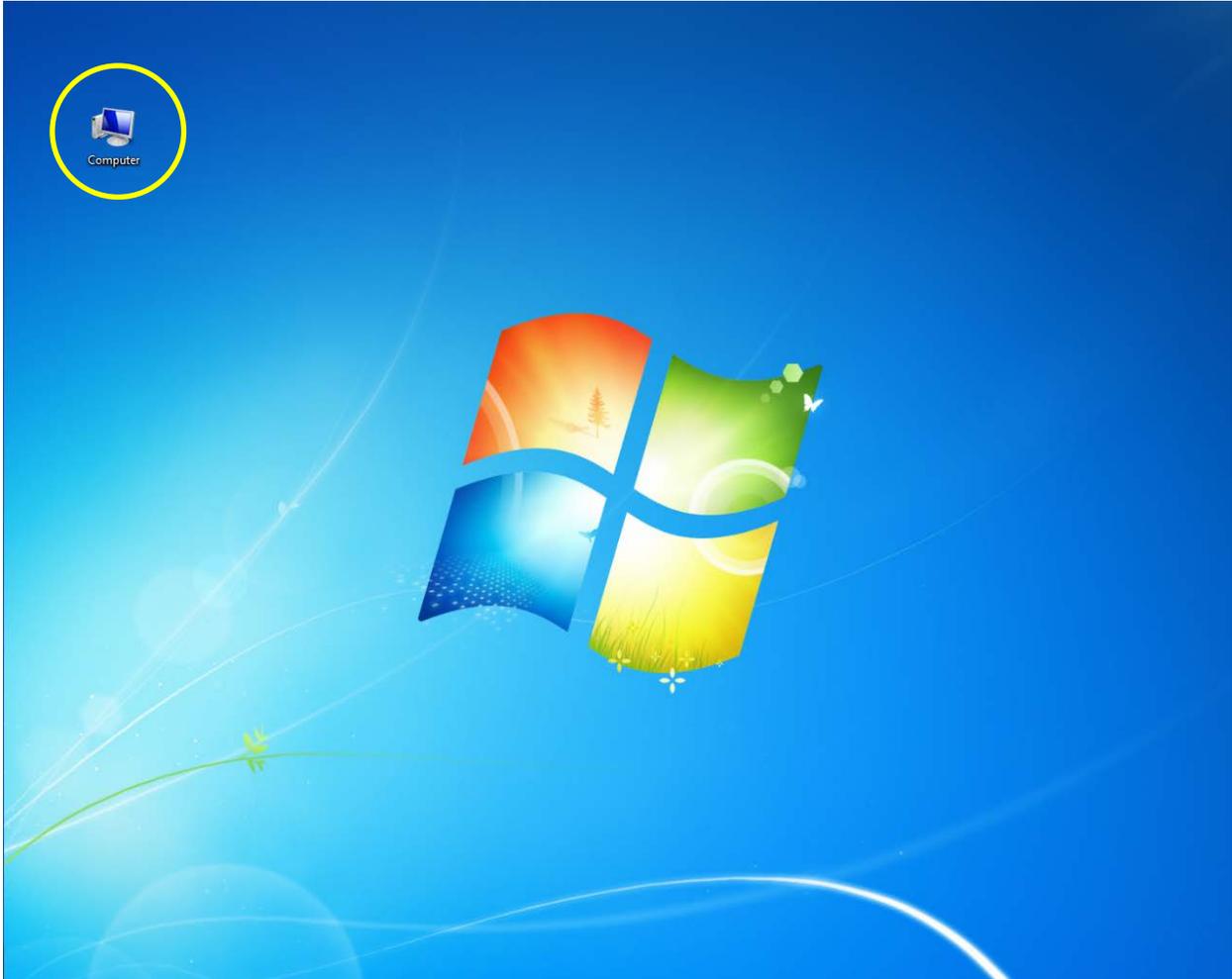
Two alert letters are mailed to local governmental entities: 1) a financial transactions report letter, and 2) a salary and compensation report letter.

- The financial transactions report letter contains a web page address where each entity's reporting instructions and templates can be downloaded.
  - The letter also contains reporting deadlines and two sets of usernames and passwords.
  - One username/password set is used for accessing your local governmental entity's reporting information on the electronic reporting program, which produces the output file known as the financial transactions report.
    - The username is the entity's name while the password is the 11-digit unique SCO-assigned entity number.
    - Here is an example:
      - Username is ABC City
      - Password is 11987654300
  - The other username/password set is used for submitting your financial transactions report to SCO via the FTP process.
    - The username and password are embedded in the FTP File Folder Address.
    - Here is an example of an FTP File Folder Address:  
  
`ftp://sco123456;jc123456@ftp.sco.ca.gov`
      - Username is sco123456
      - Password is jc123456
- The salary and compensation report letter includes a letter containing reporting deadlines and a username/password for submitting your compensation report to SCO via the FTP process. The letter also contains the Government Compensation in California web page address where reporting instructions and templates can be downloaded.

FTP Instructions.

**Step 1: Accessing Windows Explorer.**

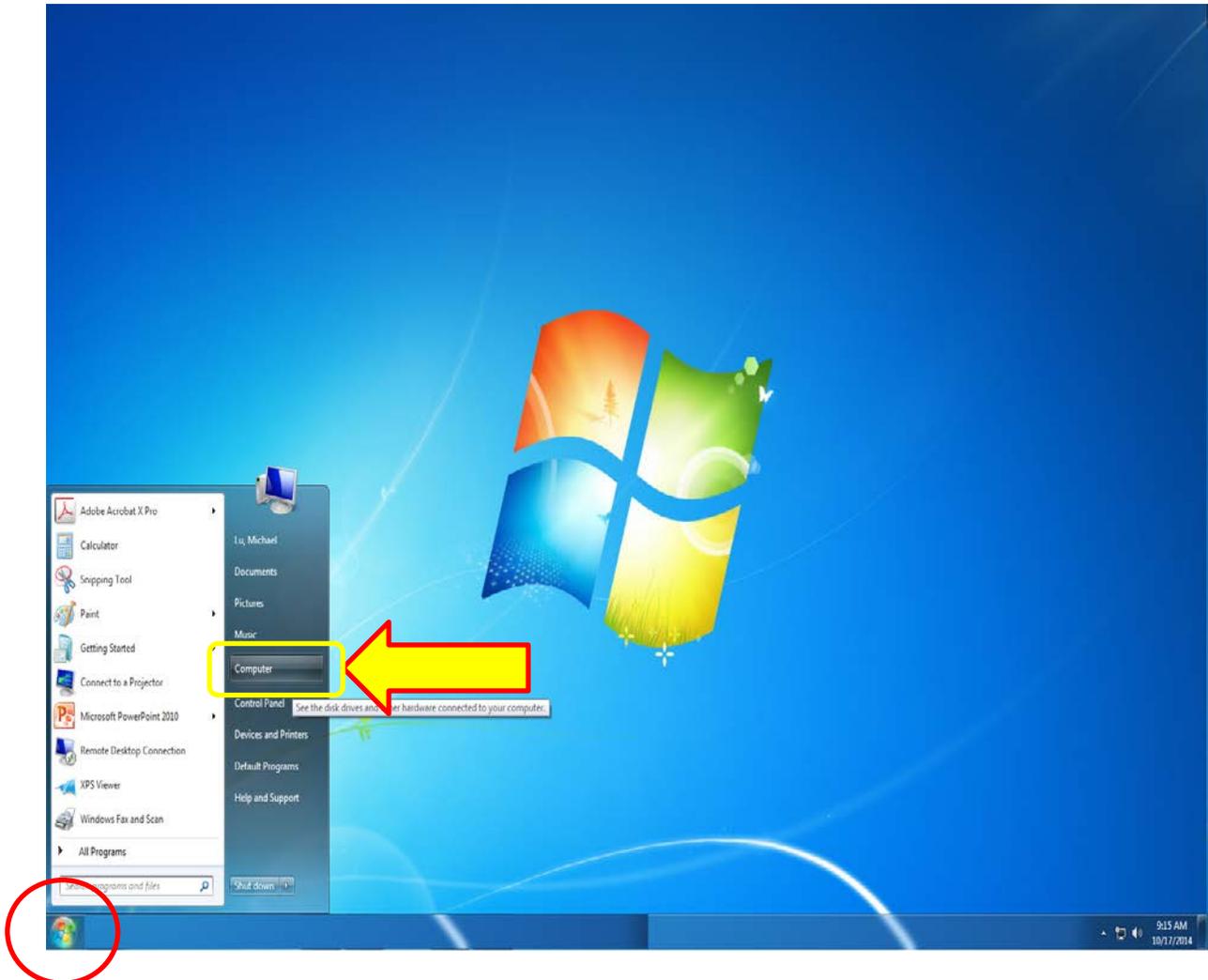
Click and Open “My Computer” or “Computer.”



**Figure 1**

**Step 1 Alternative: Accessing Windows Explorer.**

“Computer” can be access at the start button (located on the bottom left of the desktop).

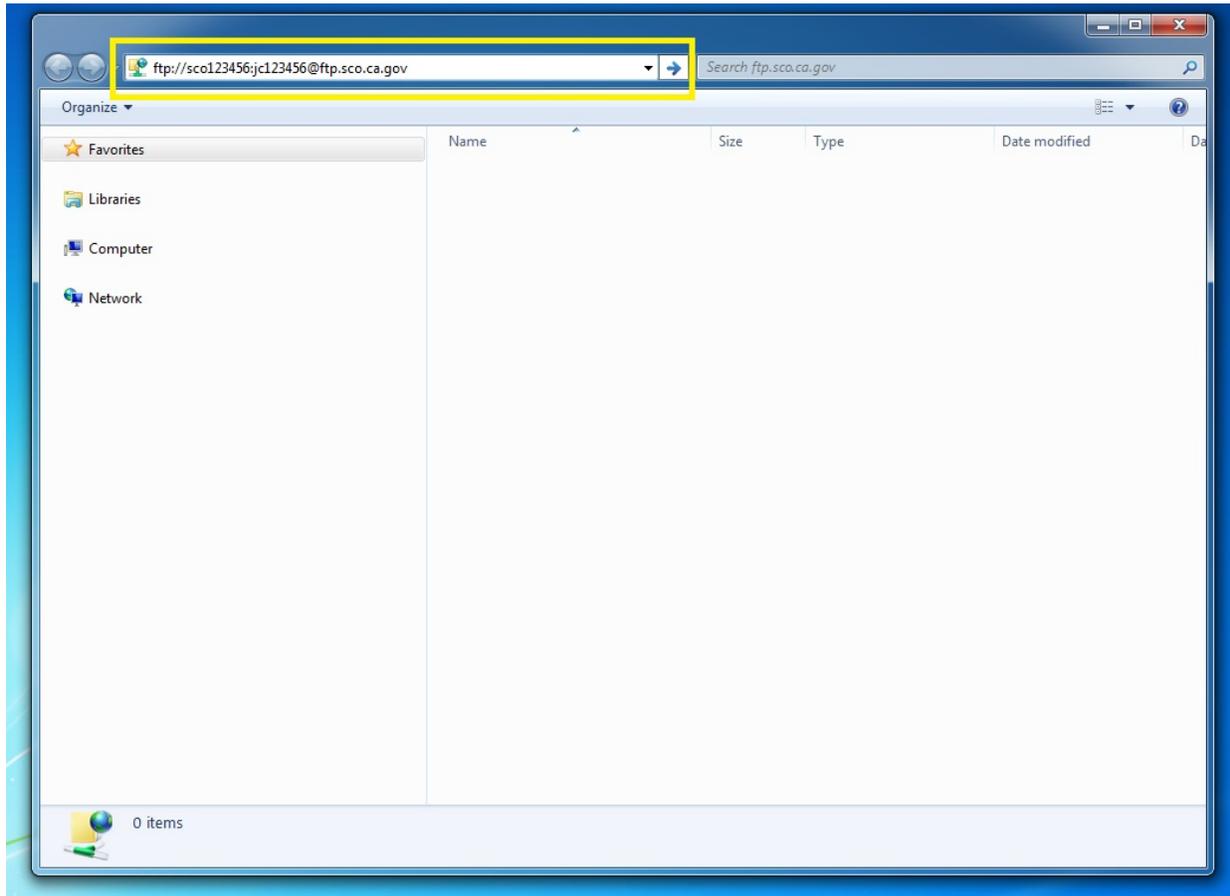


**Figure 2**

**Step 2: Inputting the FTP address.**

On the address bar, type the FTP address that was provided in your financial transactions report letter and hit “Enter”. This is the file folder destination for the report(s) you are transmitting to SCO:

ftp://sco | œ ª ¬ ¯ œ œ Œ £«²



**Figure 3**

**Known Errors/Issues**

**Error 1: Incorrect address.**

This window (see Figure 6) will occur when you input the address incorrectly. If this occurs, click on “Cancel” or the red “X” button on top right hand corner and attempt ‘Step 2’ again. It is best if you copy and paste the address that was provided to avoid any misspelling issues.

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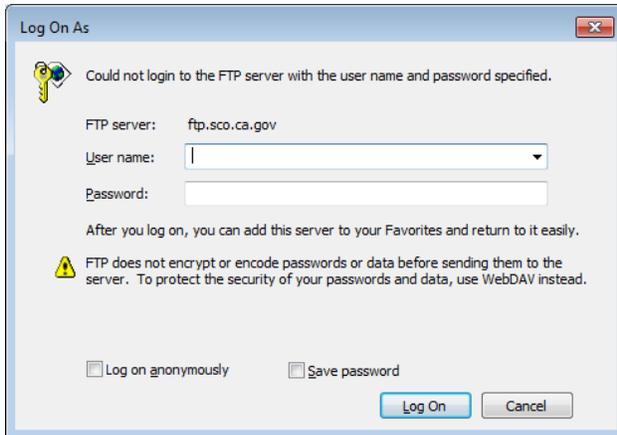


Figure 4

### Error 2: Inputting the address in the Internet Explorer instead of the Windows Explorer.

This window (see Figure 7) will occur if you input the provided FTP address into the Internet Explorer or any type of web browser. If this occurs, close out of this window (Figure 7) and go back to 'Step 1.'

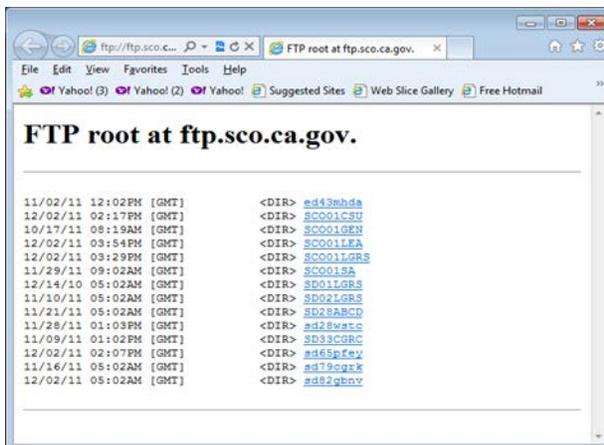


Figure 5

### Error 3: Admin Rights

This window (Figure 8) will occur if you do not have admin rights access our FTP directory. If this occurs, please contact your Information Technician (IT) for support. Your IT might have to submit the report file(s) for you.



**Figure 6**

**Step 3: Locate your file.**

Open another session of Windows Explorer using **Step 1** and find the report you will be submitting in your C drive.

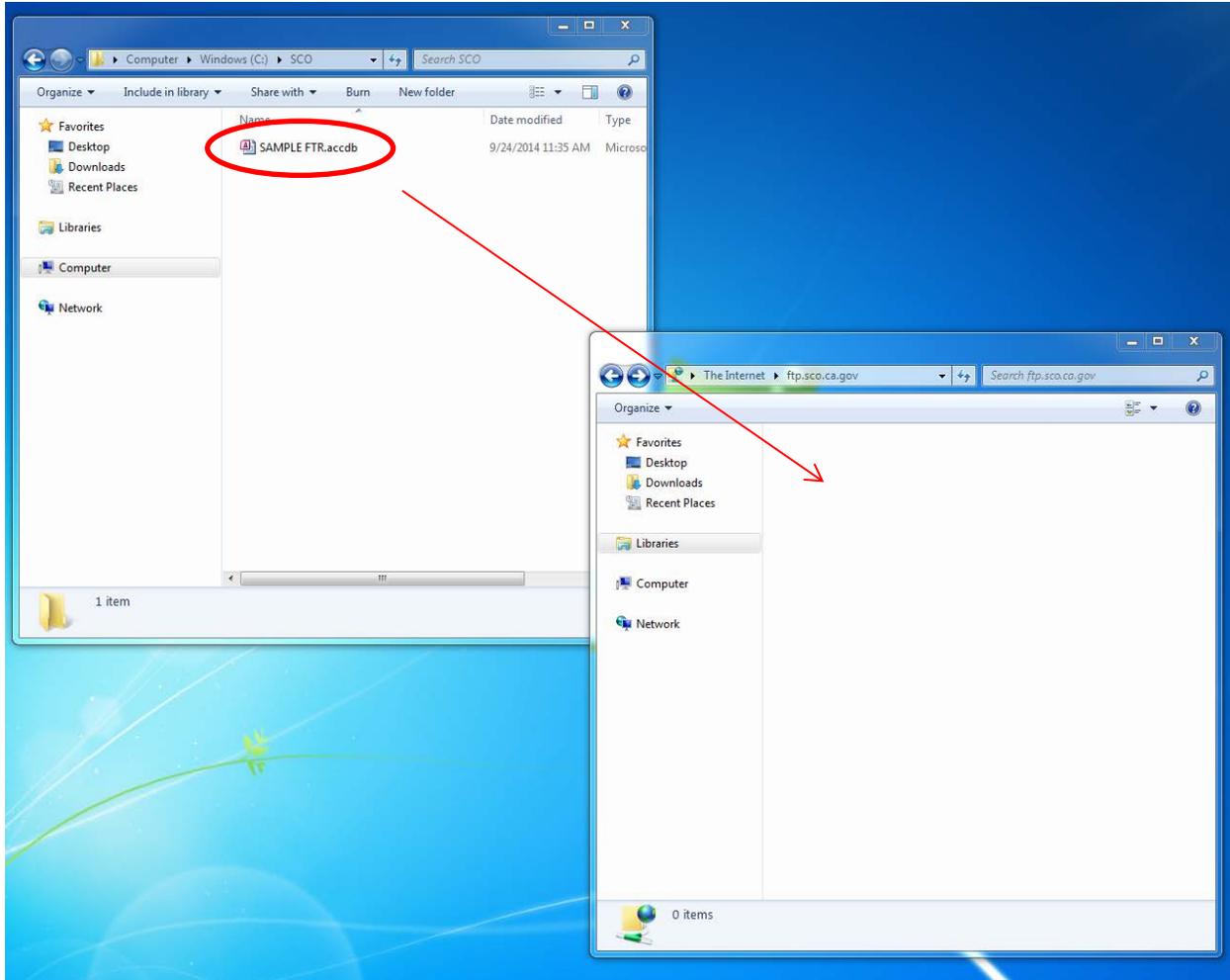
**Step 4: Submitting your report.**

Drag and drop your file(s) from your C drive to the SCO folder. The folder might already contain other files, but will not interfere with your report submission.

Note: If you are attempting to resubmit a revised version of your report through FTP, it will not work. Once the initial file has been submitted, the system will not accept any new files. If you need to submit changes, please contact us by phone or email provided on the last page of this instruction.

- SCO Special District support line at (916) 327-1017 or email at [RDA-SDsupport@sco.ca.gov](mailto:RDA-SDsupport@sco.ca.gov)
- For all other questions or assistance, please contact us at (916) 322-9672 or email at [LGRsupport@sco.ca.gov](mailto:LGRsupport@sco.ca.gov).

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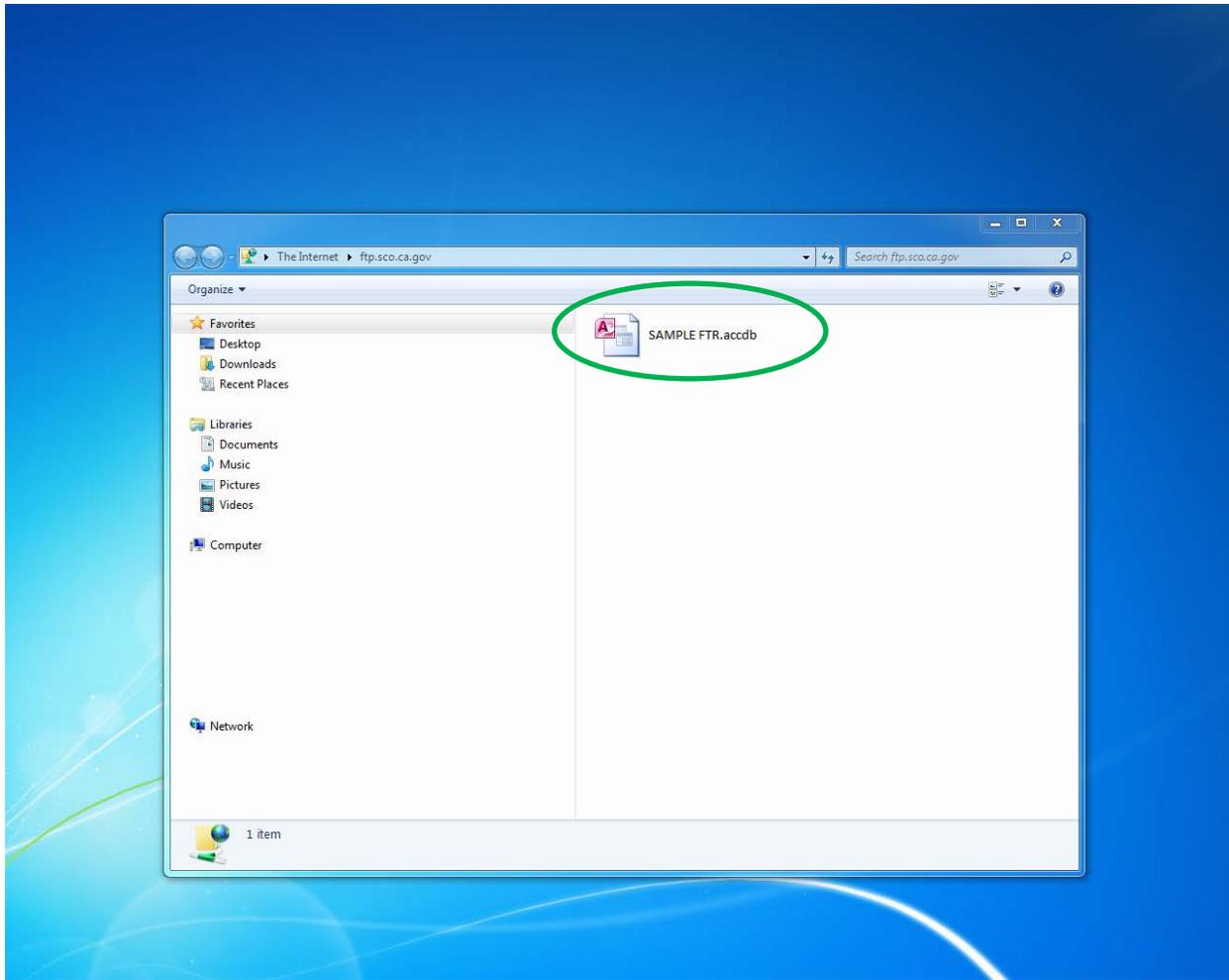


**Figure 7**

### **Step 5: Taking a screenshot for confirmation.**

Using the “Print Screen” key you can take a snapshot of our SCO folder with your Financial Transactions Report for confirmation of your submission.

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**Figure 8**

Your File Transfer is now complete. It will take 1-2 business days to process. If there are any more issues or concerns, please contact us by phone or email by the following:

- SCO Special District support line at (916) 327-1017 or Email at [RDA-SDsupport@sco.ca.gov](mailto:RDA-SDsupport@sco.ca.gov)
- For all other questions or assistance, please contact us at (916) 322-9672 or email at [LGRsupport@sco.ca.gov](mailto:LGRsupport@sco.ca.gov).