# LEA FTP Instructions

The State Controller's Office offers two options for submitting audit reports. The audit report may either be mailed to the address provided in the letter enclosed or may be submitted via a File Transfer Protocol (FTP). Please choose only one method of submission.

**IMPORTANT NOTICE**

There is a known issue with the time stamp of files uploaded via FTP for individuals using Windows Explorer on Windows 7 computers. Windows 7 users in the Pacific Time zone will see the time stamp for their submitted files appears as 8 hours ahead during Pacific Standard Time and 7 hours ahead during Pacific Daylight Time. The reason for this is because Windows 7 uses Greenwich Mean Time. There is no known fix for this issue. Screen shots taken of uploaded files may still be used for confirmation and are valid for any submission disputes. The SCO is aware of this issue and will recognize the time difference for windows 7 users.

## FTP

Using an FTP program of your choosing, the file can be transmitted to the California State Controller's Office at **ftp://ftp.sco.ca.gov/**. Please be sure to use an FTP client application that is approved by your organization. A user name and password will be required to access this FTP site Username and Password information is provided at the end of these instructions.

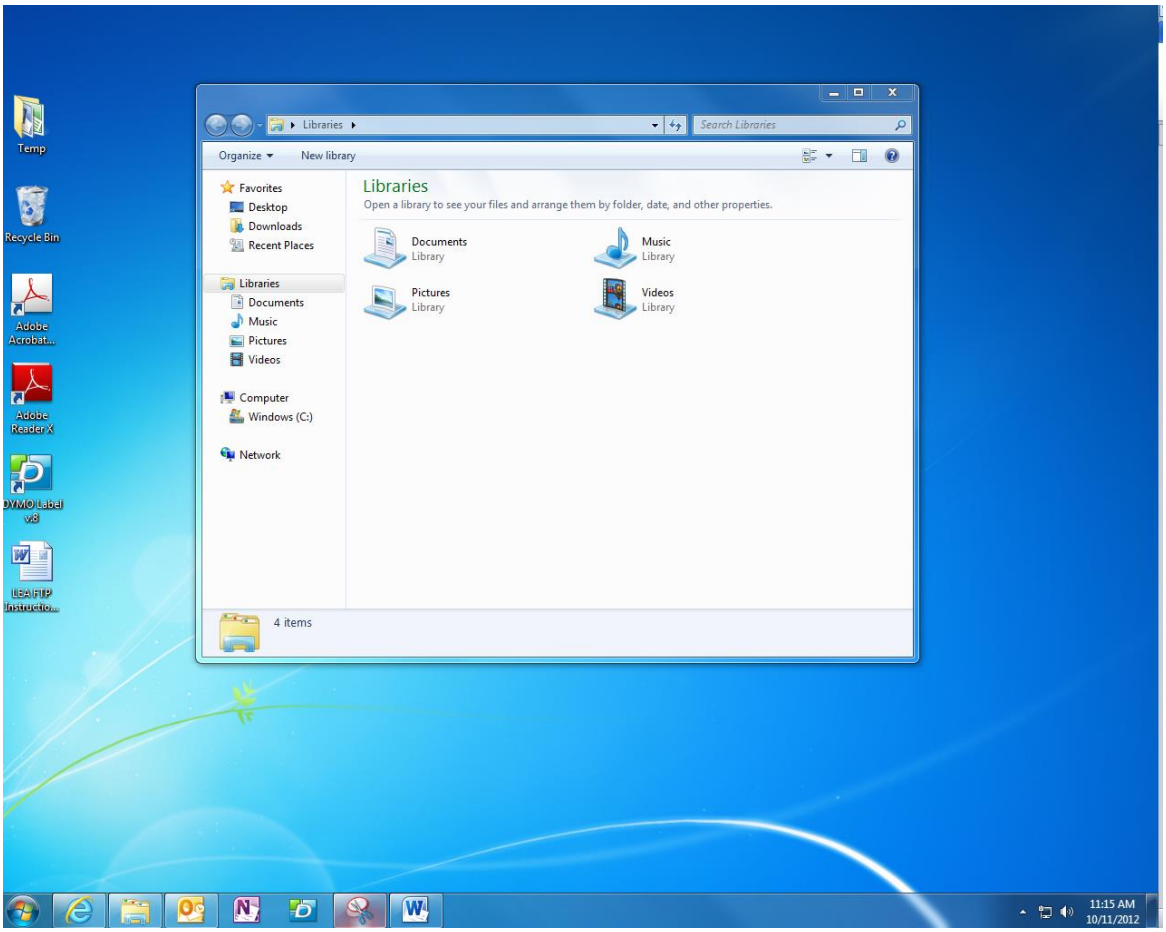
The files can also be sent via FTP using an Internet Browser or Windows Explorer. The following example below uses Windows Explorer (not Internet Explorer); however, the behavior may vary depending on how your network is configured within your organization.

If you experience difficulty connecting to the FTP site, wait 15 minutes before attempting to log on again. If you are still unable to log on or are unable to upload files, please consult with your organization’s administrator or IT department. It is possible that the issue may be caused by your organization’s firewall or security settings.

# LEA FTP Instructions (continued)

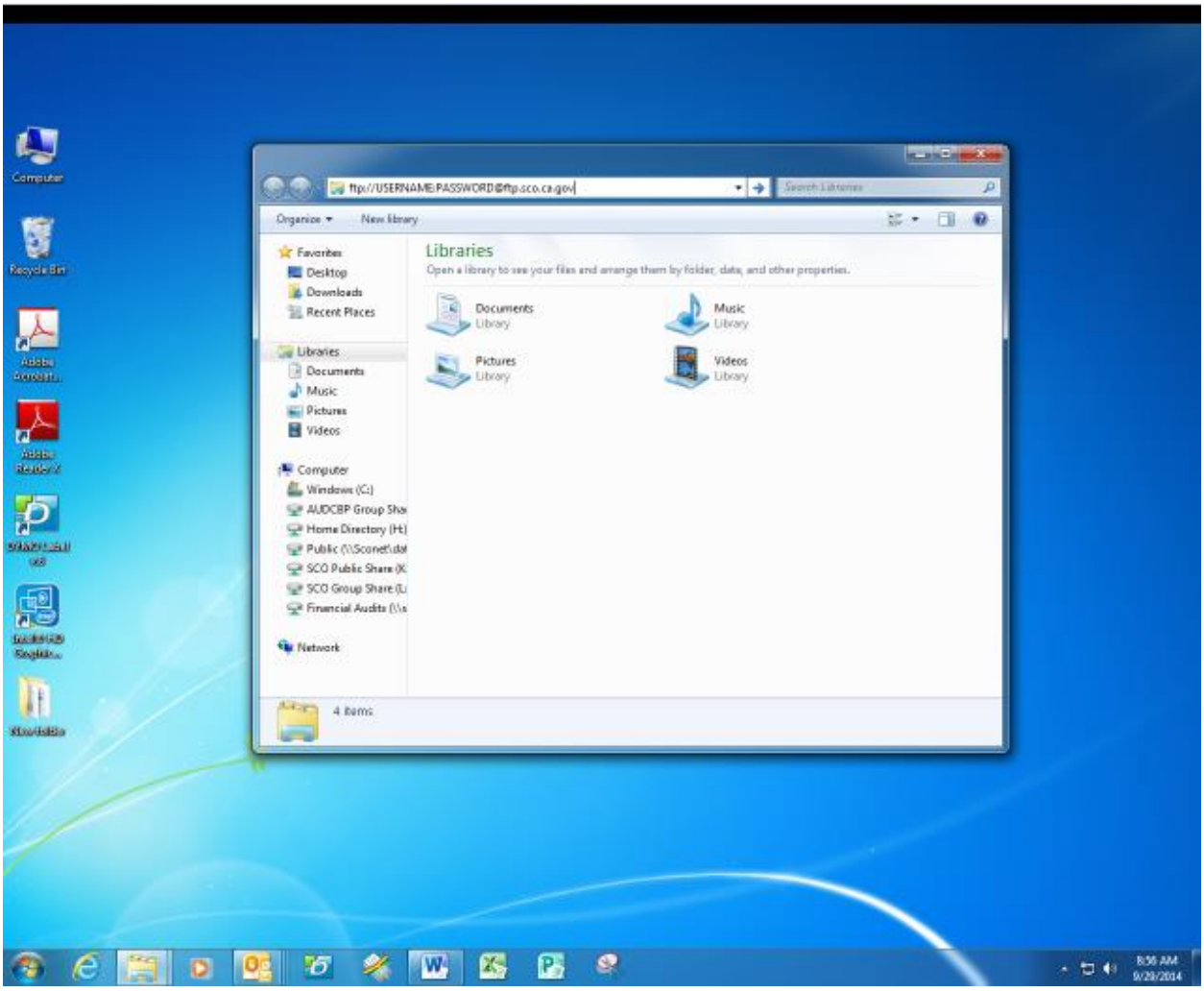
Using Windows Explorer, follow these easy steps:

Step 1. Right click on your Start button and choose Explore. Windows Explorer will open and appear like the example below.



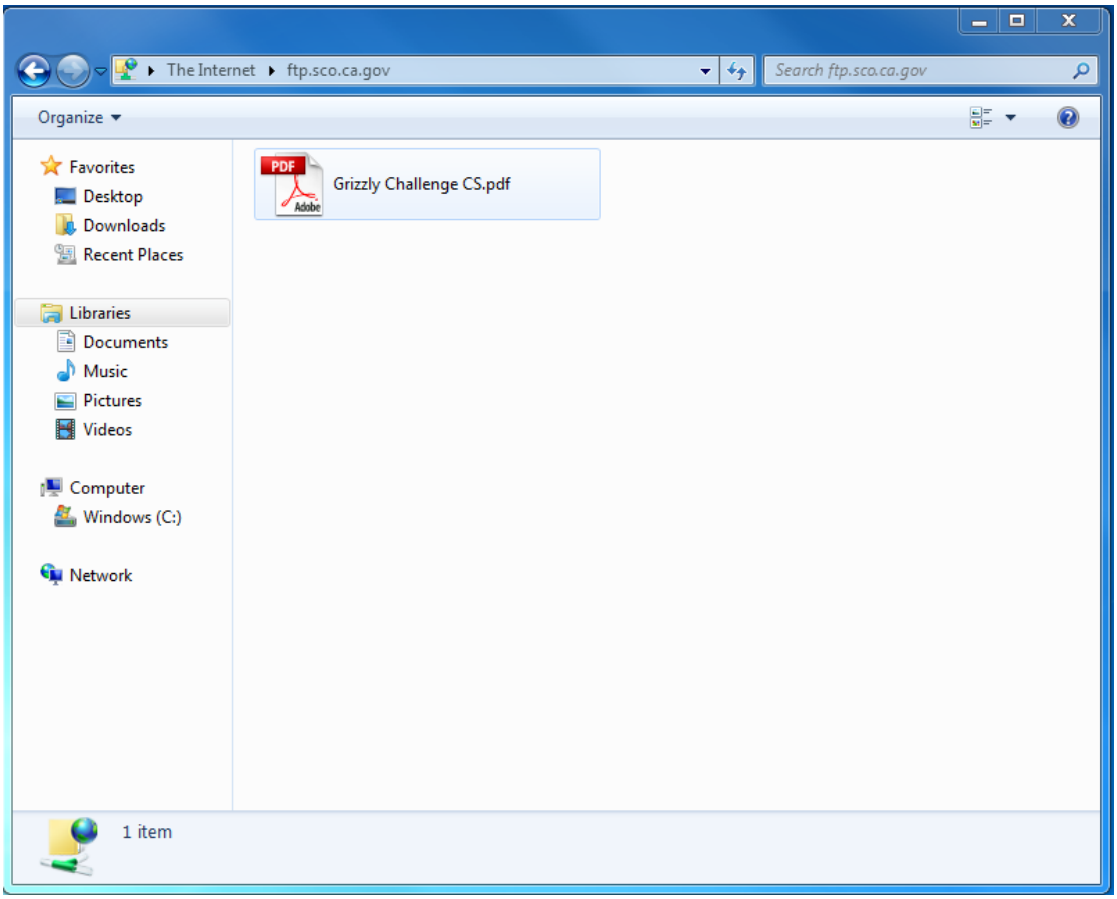
# LEA FTP Instructions (continued)

Step 2. Type in the URL address **ftp://username:password@sco.ca.gov** on the address line. Replace the word username and the word password in the example above with the actual username and actual password.



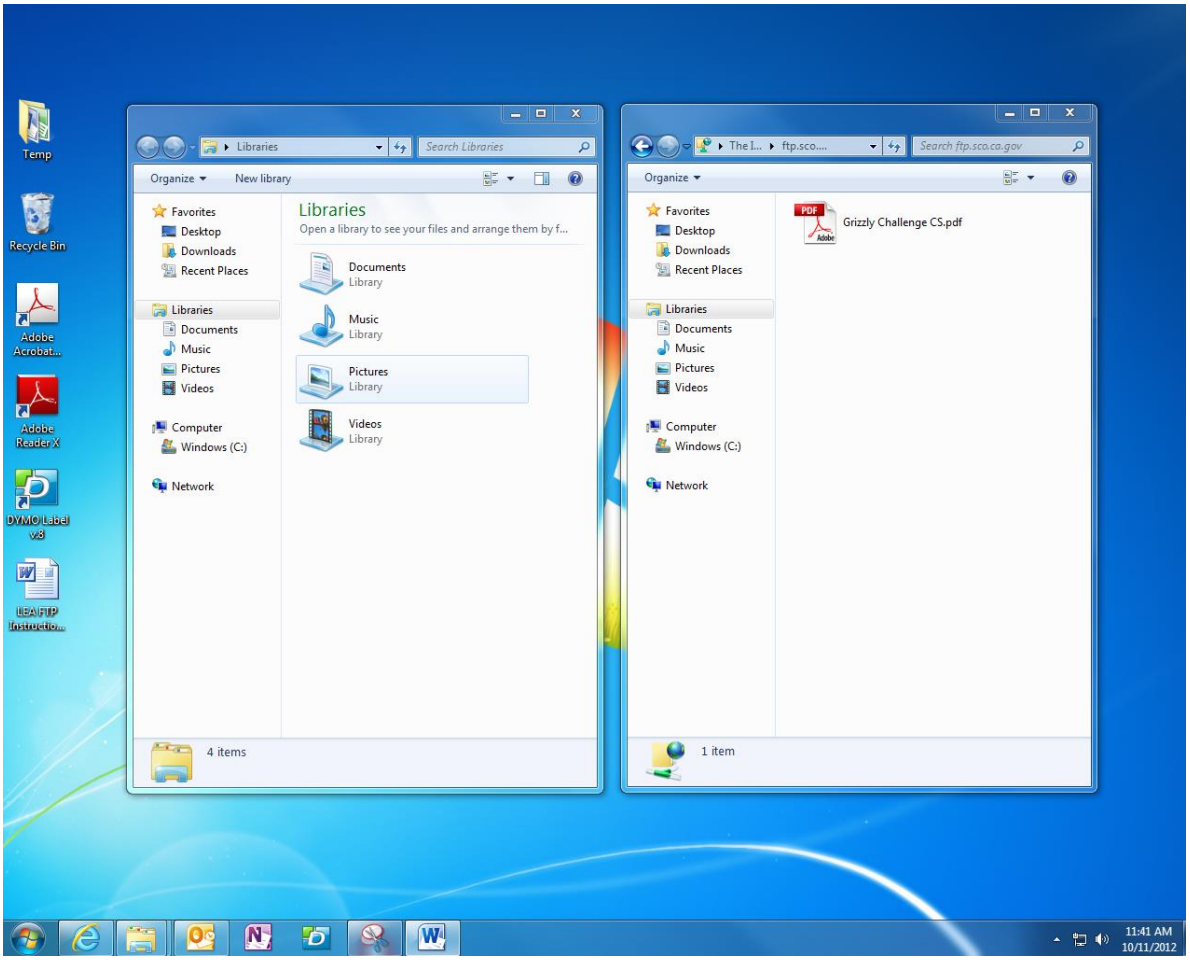
# LEA FTP Instructions (continued)

Once logged on, your browser will look like the example below. If existing files are present they will appear in the screen, otherwise the screen will be blank.



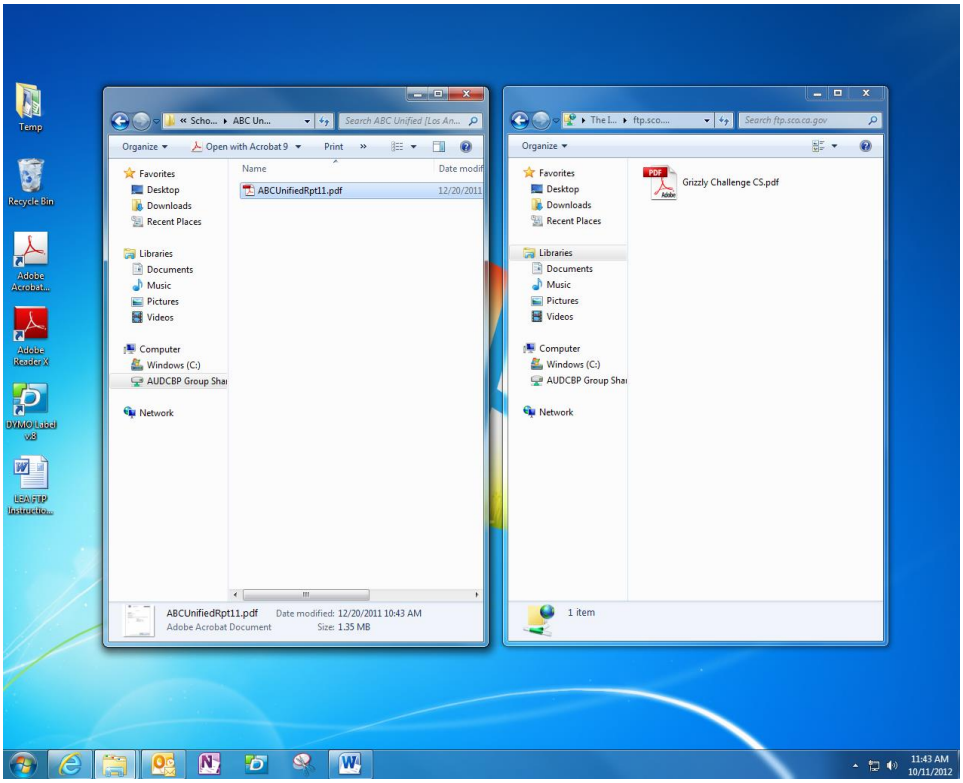
# LEA FTP Instructions (continued)

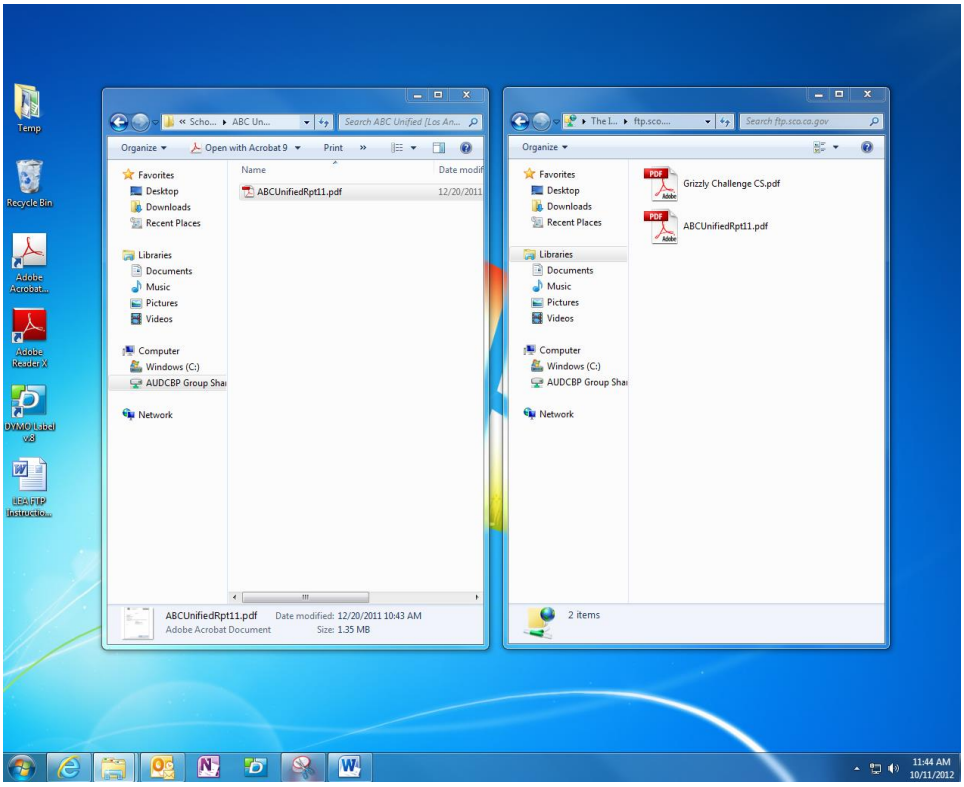
Step 3. Once you have accessed the FTP site, locate the file that you want to transfer by opening a second Windows Explorer window.



# LEA FTP Instructions (continued)

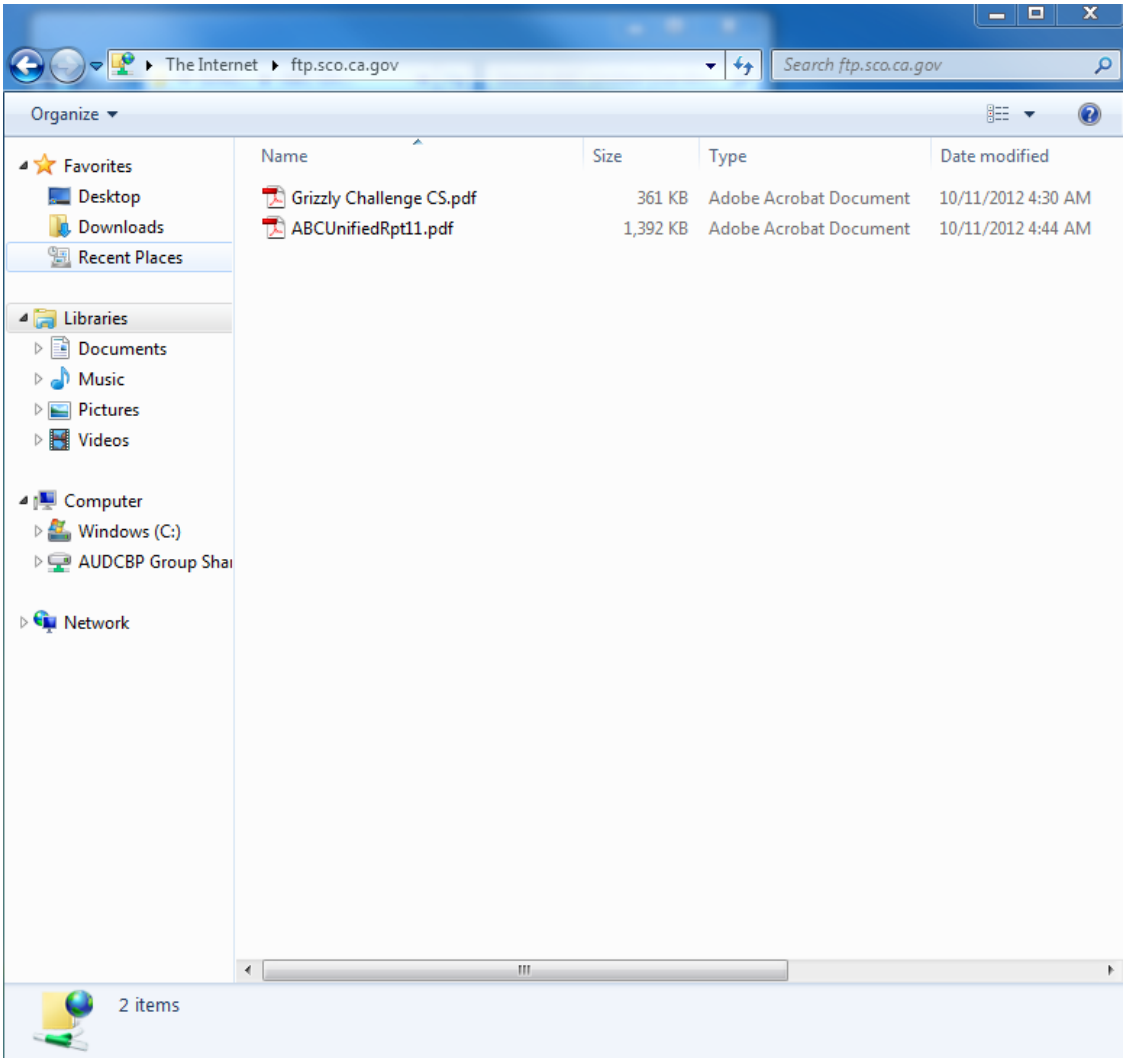
Right mouse click on the file, and select "Copy". Click on the FTP page as opened in Step 2, right mouse click on the page, and select "Paste". Your file will be copied to the FTP site. Alternatively, you may "drag-and-drop" the file(s) from Windows Explorer to the FTP page.



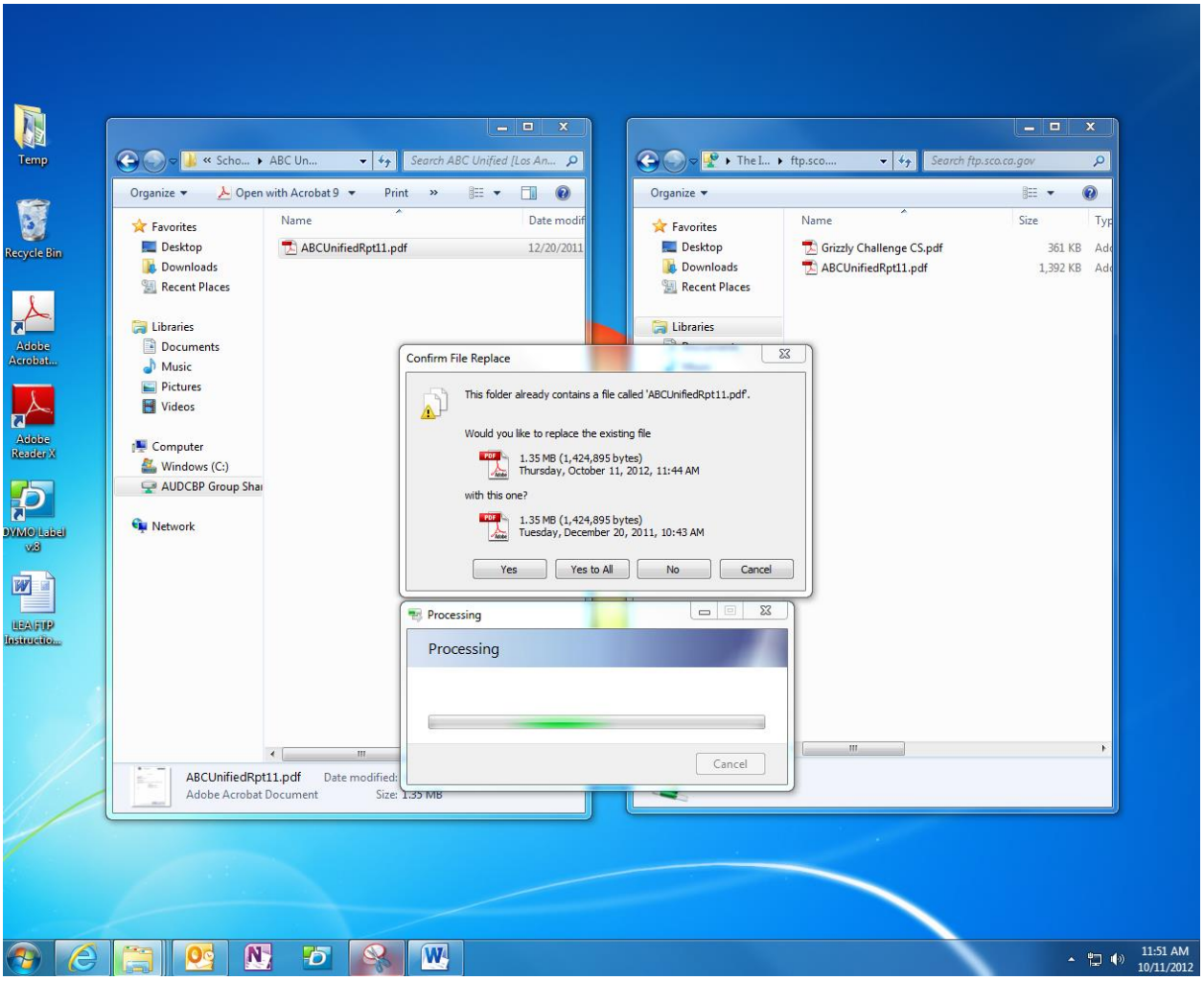
# LEA FTP Instructions (continued)

Once transferred, you will be able to see that the file exists on the site. This is your confirmation that the file was transferred successfully. **Please do not contact SCO for confirmation of receipt.** Do not attempt to delete, move or open any of these files. Access to this area is restricted to viewing the list of files, and adding a new file.



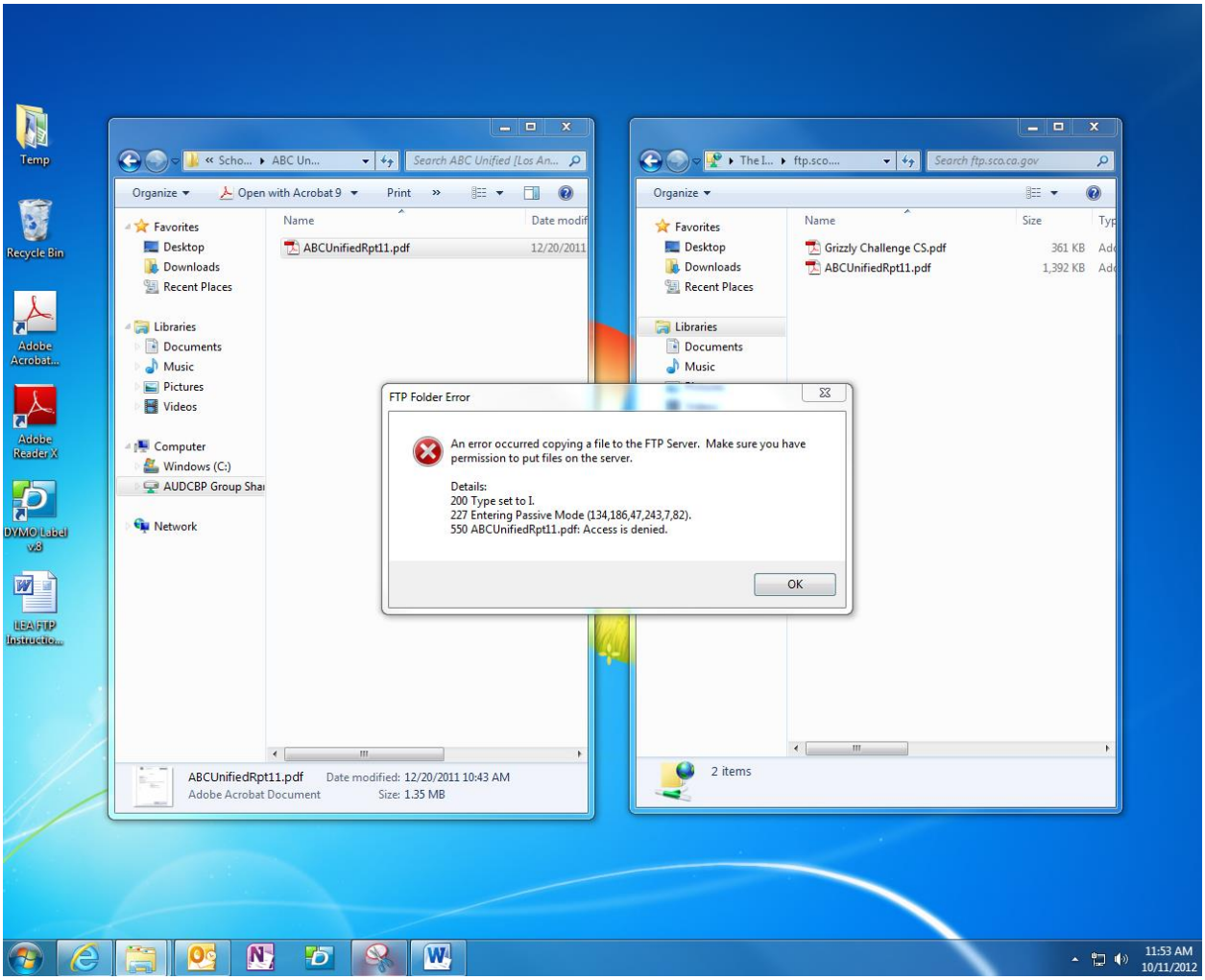
# LEA FTP Instructions (continued)

Duplicate files cannot be placed on the FTP site. If you attempt to transfer a duplicate file, you will receive a message asking if you would like to replace the existing file as shown in the example below.



# LEA FTP Instructions (continued)

If you select yes or yes to all you will receive an error message.




If you need to resubmit a report, the FTP site is "swept clean" twice daily—once in the morning and once in the afternoon. After the site is swept, you may resubmit a revised report, if necessary.

AOL users must utilize the FTP program within AOL, as AOL will not allow the drag-and-drop steps outlined above.

Requirements

- The file you submit **must** be submitted as an **UNSECURED PDF**.
- Name the file according to the school district/LEA it represents including the document type and year end. (School district name + Document type + Year end)

  - **Reports = AlamedaUnifiedRpt11.pdf**
  - **Revisions = AlamedaUnifiedRevision11.pdf**
  - **Revised Report = AlamedaUnifiedRevisedRpt11.pdf**

Please **do not** submit transmittal letters via FTP. No cover page is required.

The Username and Password to access the LEA FTP account is provided in the LEA Audit Advisory Notification Letter. The notification letter is mailed out annually in September-October to CPA firms that are active on the Certified Public Accountants Directory Service (CPADS) to conduct LEA audits and to LEA entities.

In the event that you misplace your Username and Password, you may contact SCO's Education Oversight Unit via email to request your Username and Password be mailed to you at the address on file. For security reasons the SCO is unable to provide your Username and Password to you via phone or email.

For this reason it is important that you keep your contact information updated with SCO. You may update your address at any time by emailing SCO's Education Oversight Unit with your information.

Please email all questions and requests to the Education Oversight Unit at: leaaudits@sco.ca.gov.