Local Government Reporting System Online
User Guide

California State Controller’s Office
Local Government Programs and Services Division
Local Government Reporting Section

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Introduction

Since fiscal year 2002-03, the State Controller’s Office (SCO) has required financial transactions report (FTR) preparers to install an electronic reporting program to complete their FTRs. This electronic reporting system generated an output file that FTR preparers then send to the SCO through a file transfer protocol (FTP) address. This system of FTR delivery is no longer necessary, as the SCO has moved the reporting system online effective fiscal year 2016-17.

We are pleased to present the Local Government Reporting System (LGRS) program – LGRS Online. LGRS Online is a web-based reporting program that operates on most web browsers, including Internet Explorer, Mozilla Firefox, and Google Chrome. FTR preparers will use this program to submit any of the following reports:

- Cities Financial Transactions Report (including the City and County of San Francisco)
- Counties Financial Transactions Report
- Public Retirement Systems Financial Transactions Report
- Special Districts Financial Transactions Report

Purpose of this Guide

The purpose of this user guide is to instruct you, the preparer, on the use and operation of LGRS Online. This user guide is to be used in conjunction with the respective Financial Transactions Report Instructions. Refer to page 29 of this user guide for links to these instructions in the Links to SCO Resources by Report Type section.

This user guide is organized into three sections:

- **Getting Started** – This section includes instructions on how to log into the system and change passwords. This also allows you to explore the Main Menu.

- **Completing the Report** – This section includes general instructions on how the reporting forms work, how to identify line items using the form layout, types of fields and buttons, types of forms, entering footnotes, the check error process, and how to submit reporting data.

- **Filing the Report** – This section includes instructions on how to proceed once the reporting data has been submitted.
Getting Started:

Logging In

1. Open a web browser (e.g. Internet Explorer) and enter the URL address https://lgrsonline.sco.ca.gov/account/login to access the LGRS Online: Log In page.

2. Once you have reached the LGRS Online: Log in page (see below), select the applicable Entity Type.

3. Select the User Name provided in the Alert Package. If you have not received an Alert Package, please contact the Local Government Reporting (LGR) Support or Special Districts (SD) Support. Refer to page 29 of this user guide for Help Desk Contact Information.

4. Enter the Password provided in the Alert Package, then click Log in. Note: The Password is case-sensitive. After five unsuccessful log-in attempts, you will be locked out of the system for 15 minutes. For immediate access, please contact the LGR Support or SD Support.

5. If you forgot your password, use the Forgot your password? feature or contact LGR Support or SD Support for assistance.
Changing Password and Email Account

After the initial log in, you are prompted to change your password. The new password must meet the following criteria:

- Must be at least six characters long
- Must have at least one lowercase letter (a-z)
- Must have at least one uppercase letter (A-Z)
- Must have at least one number (0-9)
- Must have at least one special character (!, ?, #, etc.)

Once you have filled in the required fields, click **Save**. The password change takes effect immediately.

Also, verify the email address in the **Email** field is correct. If it is not, change it to the correct email.

**Note:** To change your email address, you must also change your password at the same time.

To change your password and/or email at any given time after the initial log in, click on the **Hello [Entity Name]!** tab at the top of the page. This opens the account settings. Fill in the required fields using the same criteria as noted above, then click **Save**. The password and/or email change takes effect immediately.
Main Menu

The Main Menu, also known as the Collection Tools page, has a similar appearance and functionality for all Local Government FTRs. See below for an image of the Main Menu:

![Main Menu Image]

There are six tabs on the top ribbon (black bar) that can be used to navigate the site:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home</strong></td>
<td>This tab directs you to the Main Menu.</td>
</tr>
<tr>
<td><strong>Collection Tools</strong></td>
<td>This tab directs you to the Collection Tools (also known as Main Menu). The main function of this page is to provide the forms necessary to complete the report.</td>
</tr>
<tr>
<td><strong>Financial Reports</strong></td>
<td>This tab is currently under development.</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>This tab directs you to the contact information page.</td>
</tr>
<tr>
<td><strong>Hello</strong></td>
<td>This tab reads <strong>Hello [Entity Name]!</strong> and directs you to the account settings.</td>
</tr>
<tr>
<td><strong>Log off</strong></td>
<td>This tab allows you to log out of your account.</td>
</tr>
</tbody>
</table>
Main Menu (continued):

On the header (blue bar), there are three items that identify the report you are working on:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type:</strong></td>
<td>Depending on the type of report you are preparing, this may read City, County, Special District, or Retirement.</td>
</tr>
<tr>
<td><strong>Fiscal Year:</strong></td>
<td>This dropdown bar brings you to the reported data for the selected year.</td>
</tr>
<tr>
<td><strong>Entity:</strong></td>
<td>This item indicates the entity FTR that you are preparing.</td>
</tr>
</tbody>
</table>

Note: Prior-year data is read-only.
Main Menu (continued):

In the right-hand corner, above the header, there are three status functions:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity Listing</td>
<td>This displays the entity’s data status, received date, media type, due date, and status of the report.</td>
</tr>
<tr>
<td>Cover Page</td>
<td>This is generated and available after the report has been submitted.</td>
</tr>
<tr>
<td>Status:</td>
<td>This provides a quick look at the report's current status, using the following terms:</td>
</tr>
<tr>
<td></td>
<td>- <strong>New</strong> – The report has not been submitted.</td>
</tr>
<tr>
<td></td>
<td>- <strong>In Queue</strong> – The report has been submitted.</td>
</tr>
<tr>
<td></td>
<td>- <strong>2nd Review</strong> – The report is being reviewed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Recall</strong> – The report was sent back to you.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Archived</strong> – The report has been reviewed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Published</strong> – The report is published to SCO’s website and SCO will no longer accept changes.</td>
</tr>
</tbody>
</table>
Main Menu (continued)

Below the header, the following column headings indicate the various forms and status of the report as it is being completed:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Form #</strong></td>
<td>Lists the form number in Main Menu order.</td>
</tr>
<tr>
<td><strong>Forms</strong></td>
<td>Lists the names of the various forms used within the report.</td>
</tr>
<tr>
<td><strong>Form Description</strong></td>
<td>A further description of the data contained in each form. If this description exceeds the width of the column, the full description is shown on the opened form.</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Indicates whether a form is required or optional. All required forms must be filled out.</td>
</tr>
<tr>
<td><strong>Data Entered</strong></td>
<td>The default for fields in this column is No until a form is opened and data is entered. As soon as the data entered on the form is saved, this column changes to Yes.</td>
</tr>
<tr>
<td><strong>Completed</strong></td>
<td>The default for fields in this column is No. After entering all data in a form, click Check Errors on the form to run the Check Error process for that form, which validates the reported data. When reported data is successfully validated, the status of this column changes to Yes. Reval occurs when the forms must be revalidated by clicking Check Errors.</td>
</tr>
<tr>
<td><strong>Date Modified</strong></td>
<td>This column is empty by default. After data is entered in a form, a date appears in the column to show the date and time the data was modified.</td>
</tr>
</tbody>
</table>
Main Menu (continued):

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Assets and Long-Term Obligations</td>
<td>Submits the completed report to the SCO.</td>
</tr>
<tr>
<td>Summary and Statistics</td>
<td>Views footnotes entered while preparing the report.</td>
</tr>
<tr>
<td>Parcel Tax</td>
<td>Exits LGRS Online.</td>
</tr>
</tbody>
</table>

The buttons found at the bottom of the Main Menu perform the following functions:

- **Submit Data**: Submits the completed report to the SCO.
- **View Footnotes**: Views footnotes entered while preparing the report.
- **Exit**: Exits LGRS Online.
Completing the Report:

General Instructions

Order of Form Preparation

For all reports, forms should be completed in the order in which they appear on the Main Menu. Most forms that appear toward the bottom of the Main Menu rely on data entered in previously listed forms. These forms contain formulas that consolidate or summarize data previously entered. Fields from earlier forms are used to check for errors to ensure that the report is properly prepared.

Opening Forms

Allow adequate time for each form to open, close, and operate. For your convenience, formulas automatically calculate all totals and ending balances. Many forms consolidate and summarize detailed data entered on related forms. Because of this functionality, some forms require more processing time to open or close. Indicators that calculations are being performed include a busy cursor symbol, or the word Calculating may appear in the bottom left-hand corner of the screen.

Entering Text

Several forms require that text information, such as names or descriptions, be entered. Do not enter this data in all uppercase letters. Use proper case in names, titles, and field descriptions, such as Purpose of Issue on Long-Term Debt forms. Other areas may ask for a description or explanation in text format.

Saving and Completing Forms

You must save each form and line item using the Save button. Forms do not auto-save the entered data. However, if data is entered or changed, then a system message prompts you to save before leaving the form. Once you are finished entering data, click the Check Errors button to verify and complete the form. If the form is complete, then the form is saved, and a Yes status appears in the Completed column of the Main Menu. Note: If you click Save after the form has been completed, the Completed status reverts to No. Click Check Errors to complete the form again.

Logging Out of LGRS

Be sure to log out of LGRS Online after each visit to ensure that unauthorized users cannot access your report. Note: The system logs you out automatically if you have been idle for 15 minutes.
Form Layout

Forms use the following identifiers:

1. **Form Name** – This area of the header identifies the form that you have open.

2. **Line Number** – These numbers are used to identify a specific field. They may be used as an alternative to the field name. This number identifies fields that need correction in error messages that appear during the Check Errors process.

3. **Column Name (Letter)** – These column names/letters are used to identify a specific field. They may be used to specify the category of revenue, expenditure, or fund type. This name/letter identifies fields that need correction when error messages appear during the Check Errors process.

4. **Line Item Name** – These names are used to identify a specific field. They may be used to identify a type of revenue, expenditure, asset, or liability. This name identifies line items that need correction when error messages appear during the Check Errors process.
Field and Button Types

A **field** is a space in which data can be entered or displayed. A **button** performs a function or allows you to select a value. For more information on specific button functions, refer to the descriptions provided in the Types of Forms section.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Editable Field" /></td>
<td>This is an <strong>editable field</strong>. Click on this field to enter data. <strong>Note:</strong> Some of these fields are restricted to only numbers or letters, depending on the line item.</td>
</tr>
<tr>
<td><img src="image" alt="Restricted Field" /></td>
<td>This is a <strong>restricted field</strong>. These fields can have amounts that are calculated based on previous fields in the same form or carried forward from previous forms. These fields may also be locked due to the nature of the field. For example, you may not change certain year fields in an existing debt form.</td>
</tr>
<tr>
<td><img src="image" alt="Restricted Field" /></td>
<td>This is a <strong>restricted field</strong>. These fields indicate that the line item has no data to display for the column.</td>
</tr>
<tr>
<td><img src="image" alt="Dropdown Button" /></td>
<td>This <strong>dropdown button</strong> allows you to choose between several values.</td>
</tr>
<tr>
<td><img src="image" alt="Clickable Function Button" /></td>
<td>This is a <strong>clickable function button</strong>. It performs the function described in the button.</td>
</tr>
<tr>
<td><img src="image" alt="Non-Clickable Function Button" /></td>
<td>This is a <strong>non-clickable function button</strong>. You are unable perform the function described in the button if it is semi-transparent. This function is either not available or other conditions must be met to make the button clickable.</td>
</tr>
<tr>
<td><img src="image" alt="Selected Radio Button" /></td>
<td>This is a <strong>selected radio button</strong>. The value to the right of this button is selected.</td>
</tr>
<tr>
<td><img src="image" alt="Unselected Radio Button" /></td>
<td>This is an <strong>unselected radio button</strong>. The value to the right of this button is not selected.</td>
</tr>
<tr>
<td><img src="image" alt="Subform Function Button" /></td>
<td>This is a <strong>subform function button</strong>. It usually appears in subforms.</td>
</tr>
</tbody>
</table>
Types of Forms

There are two types of forms in LGRS Online: **single record forms** and **multi-record forms**. The main difference between the two is the ability to add records to report multiple items within the same form.

**Single Record Forms**

**Single record forms** only require you to fill out one form.

The General Information Form is an example of a single record form.
Types of Forms (continued):

*Single Record Forms (continued)*

The following buttons appear on all single record forms:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Prior</td>
<td>Click this button, where available, to copy information for the same form from the prior year’s report. For example, a prior year’s General Information data can be copied into the current year’s form and modified as needed each year. Copy the prior-year data first. Once you select a cell and enter data, <em>Copy Prior</em> no longer functions.</td>
</tr>
<tr>
<td>Add</td>
<td>Click this button to enter an additional line entry. This button usually appears in subforms.</td>
</tr>
<tr>
<td></td>
<td>The line entry does not saved unless added.</td>
</tr>
<tr>
<td>Delete</td>
<td>Click this button to delete a line entry. This button usually appears in subforms.</td>
</tr>
<tr>
<td>Delete</td>
<td>Click this button to clear the entire page, if you need to start over. <strong>Note:</strong> This does not delete amounts carried forward from previous forms.</td>
</tr>
<tr>
<td>Save</td>
<td>Click this button to save data once entered into the form. <strong>Note:</strong> The form does not auto-save the entered data.</td>
</tr>
<tr>
<td>Check Errors</td>
<td>Click this button to verify once all data has been entered appropriately and that the form is complete. If there are no errors, close the form.</td>
</tr>
<tr>
<td>Print</td>
<td>Click this button to print any form. To print a blank form for reference, click this button before entering any data.</td>
</tr>
<tr>
<td>Close</td>
<td>Click this button to close any form. This ensures that all formulas are properly computed, and all data carries forward to other forms.</td>
</tr>
<tr>
<td>Current Year / Prior Year</td>
<td>Click <em>Prior Year</em> to view prior-year information for the specific form or record on the form.</td>
</tr>
<tr>
<td></td>
<td>Click <em>Current Year</em> to navigate back to the FTR year that you opened.</td>
</tr>
</tbody>
</table>
Types of Forms (continued):

**Multi-Record Forms**

Multi-record forms allow you to add an unlimited amount of records to complete the form as needed.

The Internal Service Fund form is an example of a multi-record form.

These forms have the same buttons as the single records forms, in addition to the buttons below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New</strong></td>
<td>This button allows you to create and add a new fund or debt record. Click this button to create the first record.</td>
</tr>
<tr>
<td><strong>Select</strong></td>
<td>This dropdown button allows you to navigate between records that have been created or values that you may select. If the record is highlighted in green, then the record is complete.</td>
</tr>
<tr>
<td><strong>Rename</strong></td>
<td>This button appears on records that have been created. This button allows you to rename the fund name or debt type.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>This button allows you to delete records that was created in the same year. Records created in the prior year(s) cannot be deleted.</td>
</tr>
<tr>
<td><strong>Print All Records</strong></td>
<td>This button print all records within this form. You may also use your browser’s print function to print all forms.</td>
</tr>
</tbody>
</table>
Types of Forms (continued):

**Subforms**

A **subform** is a subordinate form within a form, which can consist of several fields, dropdown buttons, and function buttons.

Within a subform, you may add multiple line entries, using the **Add** subform button. You must fill out the entire line item to save the entry properly.

If there are multiple subforms on one form, you cannot click **Add** to add line items on all of the subforms:

You must enter and add each line item individually:

To delete an added subform line item, you must click **Delete** next to the specific line item. Save changes to added subform line items using the **Save** function button.
Footnotes

Footnote capability has been provided for most line items contained on each form. The ability to footnote the entry for a data element gives you the opportunity to explain in further detail the nature of a specific entry or, if necessary, to explain or answer an error message.

To access the **Footnotes dialog box**, double-click on the specific data element and type the footnote in the text area provided.

- Click **Save** to save the footnote when you are finished.
- Click **Delete**, found on the footnote form, when a footnote was entered in error on the wrong data element.
- Click **Close** to close the footnote form. **Note:** Closing the Footnote dialog box does not auto-save the footnote entered.

You can view saved footnotes by clicking the **View Footnotes** button at the bottom of the **Main Menu**.
Check Error Process

Each form containing data must go through a Check Error process before submission. To do so, click Check Errors on each form. This process verifies that the form is complete.

If there are no errors, a “Form has been completed” message (see below) will appear at the top of the form indicating that it is complete and error-free. Proceed by closing the form.

If there are errors, a red error message will appear at the top of the form with a description of the type of error in red (refer to page 21 for an example). Correct the errors or enter an explanation in a footnote, if prompted. Then click Check Errors and correct the remaining errors until the form is complete. Proceed by closing the form.

Below are the five types of error checks you may encounter:

- Required Fields
- Footnotes Required
- Variance Checks
- Validation Checks
- Prior Year Comparison

Note: Any error for Footnotes Required will have the symbol *fn next to the specific field.
Check Error Process (continued):

**Reading Error Messages**

Red error message appear at the top of the page to indicate fields that need correction. The following is an example of an error message:

1. If the error requires editing **on the form you are currently working on**, the error message refers to (Line Number) Line Item Name:

   (R19) Grand Total Expenditures

2. If the error requires editing **on a different form**, the error message identifies Line Item Name (Form Number, Column, Line Number):

   Grand Totals amount (Form #28, Column A, line R15)

3. Each error message states the problem and provide direction on how to clear the error. In this case, the error is straightforward. The amounts should be corrected to be equal.

   Correct the error.

**Note:** This error message appeared due to a **Validation Check**. For more information on how to clear this error, refer to the **Validation Checks** section on page 24.
Check Error Process (continued):

As previously noted, there are five types of errors indicated by Check Errors. Use the following instructions to clear them:

**Required Fields**

**Required fields** are used to ensure that data is entered in that field. The use of required fields has been customized for each report type. Data must be entered into the field to complete the form and pass the Check Error process. Required fields are also used to ensure continuity in reporting data where data was reported in a prior-year report.

For example, most of the fields on the General Information form are required fields.

- **CHECKERRORS:** Required field(s). Input the required information.

If data is not entered in a required field, an error message similar to the message above appears at the top of the page. Any fields missing are outlined in red, after running the Check Error process on that form.

**To clear this error:** Enter data into the required fields.
Check Error Process (continued):

Footnote Required

The symbol *fn appears next to a field when a footnote is required. The *fn symbol occurs when an amount reported in an "Other" box needs to be specified. For example, if an amount was reported in (R13) Other Assets 1 in the General Column of the Balance Sheet - Governmental Funds form.

R13. Other Assets 1 200 *fn

Double-click on this field to open the footnote box. The error footnote box indicates the Form, Field, the Footnote Type, and the footnote required to clear the error.

To clear this error: Enter a footnote, describing what is reported in the field. If applicable, provide a breakdown of the amount.
Check Error Process (continued):

Variance Checks

Variance checks are comparisons between the amount reported in the current report and the amount reported in a prior year report; this check is placed on specific field. For example, a variance check may be used to identify revenue growth that is 25% or more than the amount reported in a prior year report. Use a footnote to explain why the data reported exceeds the variance allowed for that field.

Double-click on this field to bring up the Footnote dialog box. The footnote dialog box indicates the percentage that the amount has Increased By/Decreased By in the current year over the prior year. The box also indicates the tolerance level of variation in the amount.

To clear this error: If the amount reported is incorrect, correct the current year amount. If the amount was incorrect in the prior year or if this increase/decrease was a special circumstance, enter a footnote in the field.
Check Error Process (continued):

**Validation Checks**

Validation checks cross-reference and validate expected relationships in the data reported. For example, information reported in a specific field is consistent with other data reported in a separate field. These relationships can extend into different forms. Refer to page the error message example in the *Reading Error Messages* section.

To clear this error:

1. Identify the cross-referenced fields and determine which field requires correction:

   **CHECKERRORS (R19) Grand Total Expenditures** must equal to **Grand Totals amount (Form #28, Column A, line R15)**

   R19. Grand Total Expenditures 1500 *

2. Navigate to the respective form in the Main Menu:

<table>
<thead>
<tr>
<th>Form #</th>
<th>Forms</th>
<th>Form Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Expenditures - Governmental Funds</td>
<td>Public Utilities and Other Expenditures</td>
<td>Required</td>
</tr>
<tr>
<td>28</td>
<td>Expenditures - Governmental Funds</td>
<td>Debt Service, Capital Outlay, and Grand Totals</td>
<td>Required</td>
</tr>
<tr>
<td>29</td>
<td>Major Object Classification - Governmental Funds</td>
<td>Major Object Classification</td>
<td>Required</td>
</tr>
<tr>
<td>30</td>
<td>Other Financing - Governmental Funds</td>
<td>Other Financing Sources (Uses) and Change in Fund Balance</td>
<td>Required</td>
</tr>
</tbody>
</table>

3. Enter the appropriate corrections to clear the error message:

   **Current Expenditures**
   
   A
   
   R15. Grand Totals $0
   
   R15. Grand Totals $1,500
Check Error Process (continued):

*Prior Year Comparison*

*Prior Year comparison checks* are designed to ensure the field reported in the prior-year report are also reported in the current year.

For example: If *Depreciation and Amortization Expenses* were reported in the prior year but not in the current year, this error message appears:

*CHECKERRORS (R23) Depreciation and Amortization Expenses* amount was reported in the prior year. Report the current year amount.

R23. Depreciation and Amortization Expenses

*To clear this error:* Enter the current-year amount. You may be able to clear this error message may be cleared by a footnote, but not in all cases. If there is no amount to report, enter 0 in the field and enter a brief explanation in the field’s footnote dialog box.
Submitting Data

Before submitting your report, ensure that all required and optional forms are checked for errors. You cannot submit data until the Data Entered and Completed columns both read Yes on the Main Menu.

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Entered</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Optional</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Optional</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Any incomplete forms are indicated in red.

<table>
<thead>
<tr>
<th>40</th>
<th>Capital Assets and Long-Term Obligations</th>
<th>Capital Assets and Long-Term Obligations - Governmental Funds</th>
<th>Required</th>
<th>No</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Summary and Statistics</td>
<td>Summary and Statistics</td>
<td>Required</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>42</td>
<td>Parcel Tax</td>
<td>Parcel Tax - Statistical Data</td>
<td>Optional</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

To submit the report, click on Submit Data at the bottom of the Main Menu.
Filing the Report:

Cover Page

After clicking Submit Data to submit the report to SCO, the following cover page appears as confirmation, with the date and time of submission.

Click Print Cover Page to print. Sign and send the original cover page to the address noted in the cover page.
Recall

After the report is submitted to SCO, the fields are greyed-out, and additional changes cannot be made to the report. If updated information is available, contact the LGRS support or SD support line and/or the individual listed on the Alert Package to recall the report.

**The Recall Function applies to the current fiscal year only and not to the prior-year report.**

If **Recall** is displayed on the status update, the report has been returned to you. The fields should now be available for correction.

Click **Submit Data** when the report is complete and ready to be resubmitted.
SCO Financial Transactions Report Resources

Links to SCO Resources by Report Type

Cities Financial Transactions Report
• http://www.sco.ca.gov/ard_locinstr_cities_forms.html

Counties Financial Transactions Report
• http://www.sco.ca.gov/ard_locinstr_counties_forms.html

Public Retirement Systems Financial Transactions Report
• http://www.sco.ca.gov/ard_locinstr_retirement_forms.html

Special Districts Financial Transactions Report
• http://www.sco.ca.gov/ard_locinstr_districts_forms.html

Help Desk Contact Information

For Cities, Counties, and Public Retirement Systems Financial Transactions Reports:

Local Government Reporting (LGR) Support Contact Information
• Support Email – LGRSupport@sco.ca.gov
• Support Line – (916) 322-9672
• Regular Hours: 8:00 AM – 5:00 PM (Monday – Friday), Closed Weekends

For Special Districts Financial Transactions Reports:

Special Districts Reporting (SD) Support Contact Information
• Support Email – SDSupport@sco.ca.gov
• Support Line – (916) 327-1017
• Regular Hours: 8:00 AM – 5:00 PM (Monday – Friday), Closed Weekends