



# SCO DATA EXCHANGE PORTAL (DEP) ADMIN USER GUIDE

**Version 1.0**

**November 2021**



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## 1. INTRODUCTION

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### OVERVIEW

This document is for SCO Audit Division DEP Admins to view file uploads and manage User, Entity, CPA, and TDA Admin Accounts, Programs, and Document Types.

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### PREREQUISITES FOR USING DEP

#### SYSTEM REQUIREMENTS

To use DEP, you must have an SCO LAN or VPN-connected computer with Google Chrome (recommended), Microsoft Edge, Firefox, or Safari. *Note: Internet Explorer does not work with DEP's functionality and should not be used.*

#### ADMIN USER ACCOUNTS

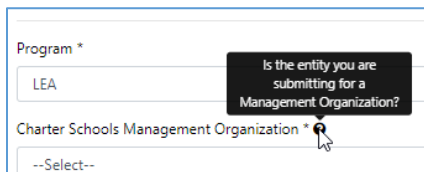
ISD has set up SCO Audits with a user name and password for logging into the DEP Admin module.

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### CONVENTIONS IN THE DEP SYSTEM

#### HOVER HELP TEXT

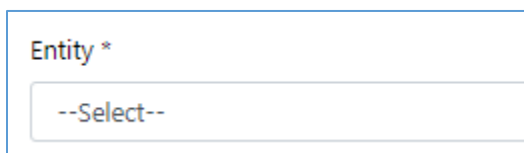
A “?” icon indicates hover help text is available for the field. Place your cursor over the icon to reveal the help text:



The screenshot shows a form with two fields. The first field is labeled "Program \*" and contains the text "LEA". The second field is labeled "Charter Schools Management Organization \*" and contains "--Select--". A mouse cursor is hovering over a question mark icon next to the second field, which has triggered a black tooltip with white text that reads: "Is the entity you are submitting for a Management Organization?"

#### MANDATORY FIELDS

An asterisk (\*) next to a field's caption indicates you must make an entry or selection in a field:



The screenshot shows a form field with the label "Entity \*" and a dropdown menu containing "--Select--".

ERROR MESSAGES

Throughout the DEP system, there are Mandatory fields that need to be completed or have required values. The example below shows how DEP alerts you of these errors and how you need to correct them.

**New File Submission**  
Academia Avance Charter

Upload Failed: Please correct the error(s) below.

Header Messages alert you that there are errors in a form that you need to correct

Program \* ⓘ  
LEA

Fiscal Year End \*  
--Select--  
Field Messages explain the error and what you need to do to correct it.  
You must select a Fiscal Year End for the file you are uploading.

Document Type \* ⓘ  
--Select--  
You must select a Document Type for the file you are uploading.

Other Title \*

File \*  
Choose File No file chosen  
The File \* field is required.

Submit Cancel


## 2. LOGGING IN TO THE DEP ADMIN DASHBOARD

This section explains how to access the Admin Dashboard.

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### LOGGING IN TO DEP

#### 1. Access the **DEP Home Page**.

**Controller Betty T. Yee**  
California State Controller's Office Home

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## Welcome to the State Controller's Office Data Exchange Portal Registration and Access

The California State Controller's Office (SCO) offers two options for submitting audit reports. Audit reports may either be mailed to the address listed below, or submitted via the Data Exchange Portal (DEP) website. The DEP is a secure web-based portal for uploading documents to the SCO Division of Audits. Please choose only one method of submission.

Audit reports for the following programs are accepted via DEP:

- K-12 Local Education Agencies (LEA)
- Single Audits – Local Agencies (SA)
- Transportation Development Act (TDA)
- First 5 California (First 5)
- Schools Facilities Program Bonds (SFP)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

New users must create an account in order to upload reports to DEP. Use the [Contact SCO form](#) to request an Account Passcode before creating an account. Instructions for creating an account are available [here](#). The electronic audit report files should be submitted in unsecured PDF file format.

### System Requirements

To use DEP, you must have an internet-connected computer with Google Chrome (recommended), Microsoft Edge, Firefox, or Safari.

**Note: Internet Explorer does not work with DEP's functionality and should not be used.**

[Sign in Or Register](#)

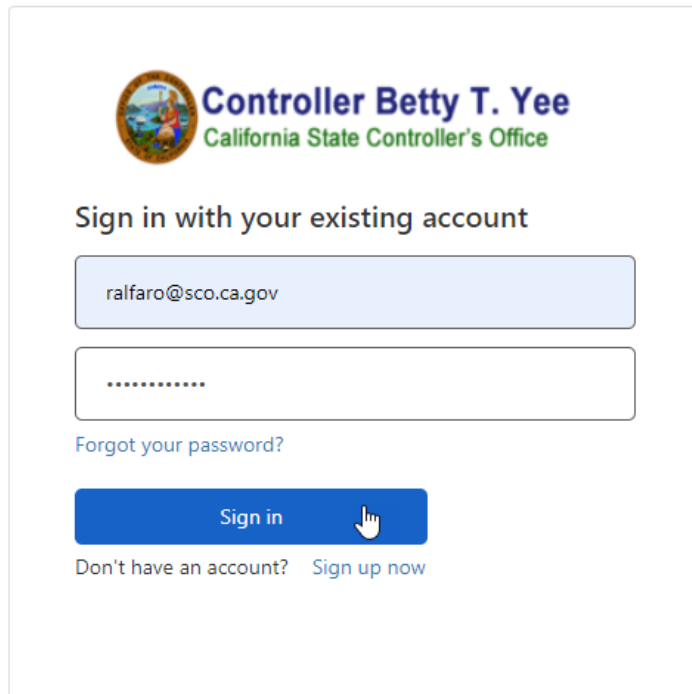
If you require assistance, please use the [Contact SCO form](#) to contact an SCO staff member.

<b>Contact us:</b> 3301 C Street, Suite 725 Sacramento, CA 95816 Phone (916) 324-6446 <a href="#">Contact SCO form</a>	<b>Mailing Address:</b> State Controller's Office PO Box Division of Audits Financial Audits Bureau P.O. Box 942850 Sacramento, CA 94250-5874
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This is a State of California. Office of the State Controller computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

Click **Sign in Or Register**.

2. In the sign in form, enter the Admin User ID and Password and click **Sign In**.



The image shows a sign-in form for the California State Controller's Office. At the top left is the office's logo, which includes a circular seal and the text "Controller Betty T. Yee" and "California State Controller's Office". Below the logo is the heading "Sign in with your existing account". There are two input fields: the first contains the email address "ralfaro@sco.ca.gov" and the second contains a masked password ".....". Below the password field is a link "Forgot your password?". A blue "Sign in" button with a hand cursor is positioned below the links. At the bottom, there is a link "Don't have an account? Sign up now".

3. The Admin Dashboard is shown:

## File Submission History

Richard Alfaro

Program

Document Type

Fiscal Year End

Submitter

Entity

CPA/TDA Admin

Date Range From

Date Range To

Details	Submitter ↕	CPA/TDA Admin ↕	Entity ↕	Program ↕	Document Typ
<a href="#">View Details</a>	Alfaro, Richard	Jensen Smith, CPAs	Alpine County Local Transportation Commission	TDA	Other
<a href="#">View Details</a>	Alfaro, Richard		Academia Moderna	LEA	Report
<a href="#">View Details</a>	Wong, Anthony	A. Edwin Holliman	Alameda	Single Audit	Single Audit Re
<a href="#">View Details</a>	Wong, Anthony	A. Edwin Holliman	Alameda	Single Audit	Revision
<a href="#">View Details</a>	Wong, Anthony	A. Edwin Holliman	Alameda	Single Audit	Single Audit Re
<a href="#">View Details</a>	Wong, Anthony	A. Edwin Holliman	Mountain View Elementary	LEA	Report
<a href="#">View Details</a>	Wong, Anthony	A. Edwin Holliman	First 5 Alameda County	First 5	Revision
<a href="#">View Details</a>	Wong, Anthony	A. Edwin Holliman	Alameda	Single Audit	Single Audit Re
<a href="#">View Details</a>	Wong, Anthony		CDPH-WIC	WIC	Revision
<a href="#">View Details</a>	Wong, Anthony	Butte County Association of Governments	Biggs	TDA	Management L

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The logged-in Admin Account’s name is shown in the upper left-hand corner. The File Submission History list will show all uploaded files. The list displays up to 10 rows, sorted by the last files uploaded. The numbers and arrows at the bottom of the page allow you to page through the list.

You can filter the list by selecting values in the following fields and clicking **Search**:

- **Program** (Only Active displayed)
- **Document Type** (Only Active displayed)
- **Fiscal Year End**

- **Submitter**
- **Entity** (Only Active displayed)
- **CPA/TDA Admin** (Only Active displayed)
- **Date Range From/To**

You can type a name in the **Submitter**, **Entity**, and **CPA/TDA Admin** fields to find it. You can reset the Search fields by clicking the **Reset** button.

You can sort the list by clicking the header of the following columns (Use the scroll bar to view additional columns):

- Submitter
- CPA/TDA Admin
- Entity
- Program
- Document Type
- FY End
- Submission Date

You can download the list to a .csv file by clicking the **Export to CSV** button. The file will contain all of the entries as filtered and sorted in the list.

### 3. VIEWING UPLOAD DETAILS

This section explains how you can view the details of file uploads displayed on the Dashboard. Clicking the **View Details** link in any row in the list will open a window displaying the details of that submission.

Details	Submitter ↕	CPA ^	Entity ↕
<a href="#">View Details</a>	Alfaro, Rich		Colusa County
<a href="#">View Detail</a>	Submission Details		San Juan Unified

The details will vary depending on the type of upload; the next subsections explain those details.



## LOCAL EDUCATION AGENCIES (LEA), SINGLE AUDITS (SA), OR FIRST 5 DETAILS

Selecting a Local Education Agencies (LEA), Single Audits (SA), or First 5 row in the list takes you to this read-only Submission Details screen:

Submission Details	
Document Name	AlbanyUnifiedOther21_20210902_1223.pdf
Entity/CPA/TDA Admin	Jensen Smith, CPAs
On Behalf Of	Albany Unified
Submitter	Richard Alfaro
Program	LEA
Fiscal Year End	2021
Document Type	Other
Other Title	Supplemental Document
Submission Date	9/2/2021 12:23:48 PM

Close

- **Document Name** – Shows the DEP-named file name of the uploaded file.
- **Entity/CPA/TDA Admin Account** – Shows the name of the Entity, CPA, or TDA Admin account used to submit the file.
- **On Behalf Of** – Shows the name of the Entity on whose behalf the file was uploaded when a file was submitted by a CPA or TDA Admin user.
- **Submitter** – Shows the name of the user who uploaded the file.
- **Program** – Shows the Program for which the file was uploaded.
- **Fiscal Year End** – Shows the Fiscal Year End to which the file pertains.
- **Document Type** – Shows the Document Type of the uploaded file.
- **Other Title** – Shows the Other Title entered when the user selects Other from the Type of Document field.
- **Submission Date**– Shows the date and time the file was uploaded.

## TRANSPORTATION DEVELOPMENT ACT (TDA) DETAILS

Clicking the **View Details** link in a Transportation Development Act (TDA) row takes you to this read-only Submission Details screen:

Submission Details	
Document Name	AgouraHillsOtherLTF,other3&4&otherFY20_20210902_1230.pdf
Entity/CPA/TDA Admin	Jensen Smith, CPAs
On Behalf Of	Agoura Hills
Submitter	Richard Alfaro
Program	TDA
Fiscal Year End	2020
Document Type	Other
Other Title	Supplemental Document
Submission Date	9/2/2021 12:30:56 PM
Fund	LTF, other
Other Fund	Special District
Articles	3, 4, other
Other Article	2.7
Close	

The additional TDA-specific fields are shown:

- **Fund** – Shows the Transportation Fund of the uploaded file.
- **Other Fund** – Shows the Other Fund information entered when the user selects Other from the Fund field.
- **Articles** – Shows the Articles contained in the uploaded file.
- **Other Article** – Shows the Other Article information entered when the user selects Other Articles from the Article section.

## SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS, AND CHILDREN (WIC) DETAILS

Clicking the **View Details** link in a Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) row takes you to this read-only Submission Details screen:

### Submission Details ×

Document Name	TheHumanFundSAR21_20210902_1238.pdf
Entity/CPA/TDA Admin	CDPH-WIC
Submitter	Richard Alfaro
Program	WIC
Fiscal Year End	2021
Document Type	Single Audit Report
Submission Date	9/2/2021 12:38:02 PM
Private/Non-Profit	The Human Fund

Close

This additional WIC-specific field is shown:

- **Private/Non-Profit** – Shows the Private/Non-Profit organization associated with the uploaded file.

## SCHOOL FACILITY PROGRAM BONDS (SFP) DETAILS

Clicking the **View Details** link in a School Facility Program Bonds (SFP) row takes you to this read-only Submission Details screen:

### Submission Details ✕

<b>Document Name</b>	WilliamS.HartUnionHighRPTPrjNo13143534FY21_20210902_1242.pdf
<b>Entity/CPA/TDA Admin</b>	William S. Hart Union High
<b>Submitter</b>	Richard Alfaro
<b>Program</b>	SFP
<b>Fiscal Year End</b>	2021
<b>Document Type</b>	Report
<b>Submission Date</b>	9/2/2021 12:42:46 PM
<b>Project Number</b>	13143534

Close

This additional SFP-specific field is shown:

- **Project Number** – Shows the Project Number associated with the uploaded file.

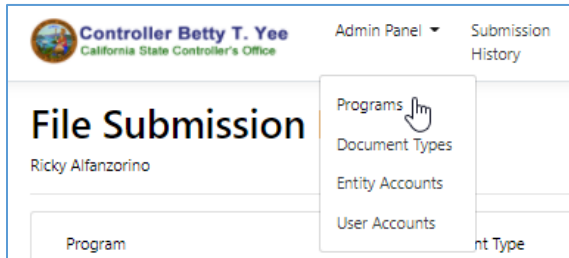
## 4. PROGRAM MANAGEMENT

This section explains how to view, create, modify, and deactivate Programs.

### VIEWING THE PROGRAMS LIST

This section shows how to view a list of Programs.

1. Click **Admin Panel** at the top-left corner of the dashboard and select **Programs** from the list:



2. The **Programs** dashboard is shown:

Programs				
<a href="#">New Program</a>				
Edit	Program ↕	Status ^	Entity Types	Document Types
<a href="#">View/Edit</a>	First 5	Active	<ul style="list-style-type: none"> <li>Private NonProfit</li> <li>CPA</li> <li>Commission</li> </ul>	<ul style="list-style-type: none"> <li>Report</li> <li>Revision</li> <li>Revised report</li> <li>Management Letter</li> <li>Corrective Action Plan</li> <li>Request for extension to file</li> <li>Public Hearing Minutes</li> <li>Public Hearing Agenda</li> <li>Other</li> </ul>
<a href="#">View/Edit</a>	TDA	Active	<ul style="list-style-type: none"> <li>City</li> <li>County</li> <li>City and County</li> <li>District</li> <li>Town</li> <li>CPA</li> <li>Auditor-Controller Agency</li> <li>Transit Agency</li> <li>Regional Transportation Planning Agency</li> <li>Public Agency</li> <li>Corporation</li> <li>TDA Admin</li> </ul>	<ul style="list-style-type: none"> <li>Report</li> <li>Single Audit Report</li> <li>Revision</li> <li>Revised report</li> <li>Comprehensive Annual Financial Report</li> <li>Audited Financial Statements</li> <li>*Combined Report</li> <li>Management Letter</li> <li>Memorandum On Internal Control</li> <li>Corrective Action Plan</li> <li>Prior Year Audit Findings</li> <li>Request for extension to file</li> <li>50% Expenditure Limitation Schedule</li> <li>Other</li> </ul>

The **Programs** list shows all Active and Inactive Programs. The list displays up to 10 rows, sorted by Program. The numbers and arrows at the bottom of the page allow you to page through the list.

You can sort the list by clicking the header of the following columns:

- Program
- Status

## CREATING NEW PROGRAMS

This section shows you how to create a new Program. Clicking the **New Program** button on the **Programs** dashboard allows you to create a new Program:

**Create New Program**

Name  
Adult Use of Cannabis

Roll Over Month  
April

Roll Over Day  
20

Entity Types

- Admin
- Charter School
- City
- City and County
- County
- County Office of Education
- CPA
- District
- JPA
- LEA

Submit Cancel

All fields are mandatory.

- The **Name** field is a text field for the name for the Program. You will not be able to create a new Program with the same name as an active Program.
- The **Roll Over Month** and **Roll Over Day** fields specify the month and day of the month immediately before the new Fiscal Year for the Program. Select the month and enter a day between 1 to 31.
- The **Entity Types** is a multi-select list allowing you to select multiple Entities with a *Ctrl + Click*. This specifies the Entity Types who allowed to upload documents for this Program.

When you have completed all the fields, click **Submit**. The Admin is returned to the **Programs** dashboard. You will need to use the **Documents Dashboard** to set up documents that are available for upload for the Program.

## EDITING AN EXISTING PROGRAM

1. This section shows you how to modify an existing Program. You can edit only active Programs. Click the **View/Edit** link on an Program row in the Programs list to edit the account:

<a href="#">View/Edit</a>	SFP	Active	<ul style="list-style-type: none"> <li>• School District</li> <li>• CPA</li> </ul>	<ul style="list-style-type: none"> <li>• Report</li> <li>• Revision</li> <li>• Revised report</li> <li>• Request for extension to file</li> <li>• Other</li> <li>• Rick's New Document Type</li> <li>• Financial Information Statement nholtz</li> </ul>
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2. All of the fields except **Document Types** are modifiable as described in the previous section.

### Program Information

Name

Roll Over Month

Roll Over Day

Document Types

Financial Information Statement nholtz  
 Report  
 Request for extension to file  
 Revised report  
 Revision  
 Other

Entity Types

Admin  
 Charter School  
 City  
 City and County  
 County  
 County Office of Education  
**CPA**  
 District  
 JPA  
 LEA

Active

- The **Document Types** field is a read-only field that shows the Document Types (Active only) for documents that are available for upload for the Program. Document Types are set up using the **Documents** dashboard.
- To Deactivate the Program, deselect the **Active** checkbox. *Note:* The Program will be permanently deactivated and cannot be reactivated if you deactivate it and click **Submit**. Once a Program is deactivated, all of its fields will be read-only.

When you have completed all of the mandatory fields, click **Submit**. You will be returned to the **Programs** dashboard. To exit without saving changes, click **Cancel**.

## 5. ENTITY/CPA/TDA ADMIN ACCOUNT MANAGEMENT

This section explains how to view, create, modify, and deactivate Entity/CPA/TDA Admin Accounts. DEP is available for Entities, CPAs, and TDA Admins to upload Audit Report files for the following programs: Local Education Agencies (LEAs); Single Audits (SAs); Transportation Development Act (TDA); First 5; the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); and School Facility Program Bonds (SFP).

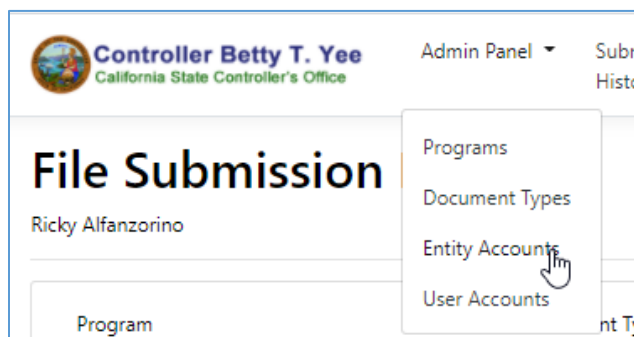
To upload files to DEP, Entities, CPAs, and TDA Admins must have an Account with a Passcode that SCO Audits provided to them. The Account Passcode is a unique, system-generated code that enables individuals from an Entity/CPA/TDA Admin to set up User Accounts for DEP. Entity and CPA users will not be able to create a User Account without the Entity/CPA Account Passcode, and they will not be able to upload files without a User Account.

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### VIEWING THE ENTITY/CPA/TDA ADMIN ACCOUNTS LIST

This section shows how to view a list of Entity/CPA/TDA Admin Accounts.

1. Click **Admin Panel** at the top-left corner of the dashboard and select **Entity Accounts** from the list:





2. The **Entity/CPA/TDA Admin Accounts** dashboard is shown:

## Entity/CPA/TDA Admin Accounts

New Account

Status

--Select--

County

--Select--

Entity/CPA/TDA Admin

--Select or Type a Name--

Type

--Select--

Program

--Select--

Search
Reset

Export to CSV
Export All Account Data to CSV

Edit	Status	Entity/CPA/TDA Admin	County	Type	Programs	Account Passcodes
<a href="#">View/Edit</a>	Active	A. Edwin Holliman		CPA	<ul style="list-style-type: none"> <li>First 5</li> <li>TDA</li> <li>WIC</li> <li>Single Audit</li> <li>LEA</li> <li>SFP</li> </ul>	• 4D8DE7B9A36E8854
<a href="#">View/Edit</a>	Active	ABC Something	Los Angeles	School District	<ul style="list-style-type: none"> <li>LEA</li> <li>SFP</li> </ul>	• 8BDE53FEE689EA42
<a href="#">View/Edit</a>	Active	Academia Avance Charter	Los Angeles	Charter School	<ul style="list-style-type: none"> <li>LEA</li> </ul>	• 487618F9EC7F6FAD
<a href="#">View/Edit</a>	Active	Academia Moderna	Los Angeles	Charter School	<ul style="list-style-type: none"> <li>LEA</li> </ul>	• 994A93FB3AF312D2
<a href="#">View/Edit</a>	Active	Academic/Vocational Charter Institute	Santa Cruz	Charter School	<ul style="list-style-type: none"> <li>LEA</li> </ul>	• B1DAC32221513437
<a href="#">View/Edit</a>	Active	Academy for Academic Excellence	San Bernardino	Charter School	<ul style="list-style-type: none"> <li>LEA</li> </ul>	• 4894456B4E4ACF51
<a href="#">View/Edit</a>	Active	Academy of Alameda	Alameda	Management Organization	<ul style="list-style-type: none"> <li>LEA</li> </ul>	• 955F3B639A92A3A7
<a href="#">View/Edit</a>	Active	Academy of Alameda Elementary	Alameda	Charter School	<ul style="list-style-type: none"> <li>LEA</li> </ul>	• F8DFEB491FEFB494
<a href="#">View/Edit</a>	Active	Academy of Careers & Exploration	San Bernardino	Charter School	<ul style="list-style-type: none"> <li>LEA</li> </ul>	• BC88CA69B6FAD765
<a href="#">View/Edit</a>	Active	Academy of Media Arts	Los Angeles	Charter School	<ul style="list-style-type: none"> <li>LEA</li> </ul>	• B9F4FA72B57136E8

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The **Entity/CPA/TDA Admin Accounts** list shows all Active and Inactive Accounts. The list displays up to 10 rows, sorted by Entity/CPA/TDA Admin. The numbers and arrows at the bottom of the page allow you to page through the list.

You can filter the list by selecting values in the following fields and clicking **Search**:

- **Status**
- **County**
- **Entity/CPA/TDA Admin** (Only Active displayed)
- **Type**
- **Program** (Only Active displayed)

You can type a name in the **Entity/CPA/TDA Admin** field to find it. You can reset the Search fields by clicking the **Reset** button.

You can sort the list by clicking the header of the following columns (Use the scroll bar to view additional columns):

- **Status**
- **Entity/CPA/TDA Admin**
- **County**
- **Type**

You can download the list to a .csv file by clicking the **Export to CSV** button. The file will contain all of the entries as filtered and sorted in the list.

To export the Account data needed for performing a Mail Merge, including data not shown in the list, click the **Create Mail Merge File** button.

## CREATING ENTITY AND CPA ACCOUNTS

This section shows you how to create a new Entity or CPA Account.

1. Click the **New Account** button on the **Entity/CPA/TDA Admin Accounts** dashboard to create a new Entity or CPA account. The **Create New Account** page is shown:

**Create New Account**

\* = Mandatory Field

Entity/CPA/TDA Admin Name \*

Food For Children

Entity Type \*

Private NonProfit

County \*

Imperial

Add Contact

Account Passcode

1DDR7DSZ7KAHV5F8

Submit Cancel

Fields with asterisks are Mandatory.

- Complete the **Entity/CPA/TDA Admin Name** field. This field is mandatory.
- Select a value from the **Entity Type** field. Note that the selection in this field determines the Programs available to the Entity/CPA Account. (See *Appendix A: Entity to Program Mapping*.) This field is mandatory.
- Select a value from the **County** field. This field is optional if the Entity Type is *CPA*; otherwise it is mandatory.

*Note:* If there is an *Active* Account with the same Entity or CPA Name/Entity Type/County combination, you will not be able to save the Account.

It is mandatory for at least one Contact to be set up for the Account. Click the **Add Contact** button to add a Contact.

2. The page expands to show the **New Contact** section:

## Create New Account

\* = Mandatory Field

Entity/CPA/TDA Admin Name \*

Entity Type \*

County \*

### New Contact

Program \*

First 5

WIC

First Name	Last Name	Suffix
<input type="text" value="Richard"/>	<input type="text" value="Alfaro"/>	<input type="text"/>
Email	Phone Number *	
<input type="text" value="beerzie@gmail.com"/>	<input type="text" value="9165058967"/>	
Address *		
<input type="text" value="3164 D Street"/>		
Apt, Suite, Etc.		
<input type="text"/>		
City *	State *	Zip *
<input type="text" value="Sacramento"/>	<input type="text" value="CA"/>	<input type="text" value="95816"/>

Account Passcode

1DDR7D5Z7KAHV5F8

- Complete the multi-select **Program** field to specify the Program(s) for the Contact. *Ctrl + Click* to select multiple Programs. Only Programs available for the Account's Entity Type are available. This field is mandatory.
- Complete the **First Name**, **Last Name**, and **Suffix** fields for the Contact. These fields are optional.
- Complete the **Address** fields for the Contact. With the exception of the **Apt., Suite, Etc.** field, these fields are mandatory.

- Complete the **Email** and **Phone #** fields for the Contact. These fields are optional. The system validates the phone number contains an area code and phone number (ten digits) and that the Email address is in a valid format. (name@XXXX.XXX).
- DEP generates an **Account Passcode** that is used by all of the Entity's Contacts. It is read only.

Click the **Add Contact** button to add additional Contacts.

When you have completed all of the mandatory fields, click **Submit**. You will be returned to the **Entity/CPA/TDA Admin Accounts** dashboard.

---

## CREATING TDA ADMIN ACCOUNTS

This section shows you how to create a new TDA Admin Account.

1. Click the **New Account** button on the **Entity/CPA/TDA Admin Accounts** dashboard to create a new TDA Admin account. The **Create New Account** page is shown:

**Create New Account**

\* = Mandatory Field

Entity/CPA/TDA Admin Name \*

Northern Transportation Authority

Entity Type \*

TDA Admin

Submission Entities

Adelanto (City) Albany (City) Crescent City (City)

County \*

Butte

**Add Contact**

Account Passcode

TK7VY13TE4VTG54B

**Submit** Cancel

Fields with asterisks are Mandatory.

- Complete the **Entity/CPA/TDA Admin Name** field. This field is mandatory.
- Select *TDA Admin* from the **Entity Type** field. This field is mandatory.
- Use the **Submitting** Entities field to select the Entities for whom the TDA Admin will be submitting reports. This is a multi-select list, and selecting at least one Submission Entity is mandatory.
- Select a value from the **County** field. This field is mandatory.

*Note:* If there is an *Active* Account with the same TDA Admin/Entity Type/County combination, you will not be able to save the Account.

It is mandatory for at least one Contact to be set up for the Account. Click the **Add Contact** button to add a Contact. Follow the *Step 2* in the previous section to set up Contacts for the Account.

## EDITING AN EXISTING ENTITY/CPA/TDA ADMIN ACCOUNT

1. This section shows you how to modify an existing Entity/CPA Account. You can edit only active Accounts. Click the **View/Edit** link on an Entity/CPA account row in the Account list to edit the account:

<a href="#">View/Edit</a>	<input type="checkbox"/> Active	Academic/Vocational Charter Institute	Santa Cruz	Charter School
---------------------------	---------------------------------	---------------------------------------	------------	----------------

2. All of the fields are modifiable as described in the previous sections. In addition, you can generate a new Account Passcode and Activate or Deactivate an account using the link and check box at the bottom of the page:

Account Passcode

4198538D77BD2AA3

Active

---

- To generate a new Account Passcode, click **Generate New Passcode**. *Note:* The passcode will be permanently changed and cannot be recovered if you change it and click **Submit**.
- The **Active** checkbox shows whether the Account is Active or Inactive.
  - ✓ If you click *Yes*, the **Active** checkbox is selected and all of the fields on the page are activated.
  - ✓ If you click *No*, the **Active** checkbox remains deselected and the fields on the page stay read-only.
  - ✓ If there is an Active account with the same Entity or CPA Name/Entity Type/County combination, an Account cannot be reactivated.

When you have completed all of the mandatory fields, click **Submit**. You will be returned to the **Entity and CPA Accounts** dashboard. To exit without saving changes, click **Cancel**.

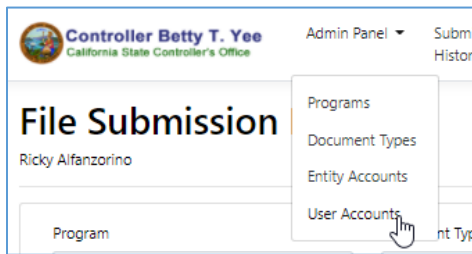
## 6. USER ACCOUNT MANAGEMENT

This section explains how to view, modify, and deactivate User Accounts. *Note:* DEP User Accounts can only be created by users by using their Entity/CPA’s Account Passcode.

### VIEWING THE USER ACCOUNTS LIST

This section shows how to view a list of User Accounts.

1. Click **Admin Panel** at the top-left corner of the dashboard and select **User Accounts** from the list:



2. The **Users Accounts** dashboard is shown:

### User Accounts

Last Name

Entity/CPA

Edit	Status	Last Name	First Name	Entity/CPA Account
<a href="#">View/Edit</a>	Active	Alfanzorino	Ricky	<ul style="list-style-type: none"> <li>Colusa County</li> <li>SBE - John Henry High</li> <li>Anderson, Satuloff, Machado &amp; Mendelsohn - Woodland Hills</li> <li>SCO</li> </ul>
<a href="#">View/Edit</a>	Inactive	Beerski	Ricky	<ul style="list-style-type: none"> <li>SBE - Promise Academy</li> <li>SCO</li> </ul>
<a href="#">View/Edit</a>	Active	Gano	Dag	<ul style="list-style-type: none"> <li>Academy of Alameda - Management Organization</li> <li>San Juan Unified</li> <li>Sacramento County</li> <li>CohnReznick, LLP - Sacramento</li> <li>SCO</li> </ul>

The **User Accounts** dashboard shows all Active and Inactive Accounts. The list displays up to 10 rows, sorted by Last Name. The numbers and arrows at the bottom of the page allow you to page through the list.

You can filter the list by selecting values in the following fields and clicking **Search**:

- **Last Name**
- **Entity/CPA (Only Active)**

You can select a name in the **Entity/CPA** field, or if you don't see the name you want, you can type the name to find it. You can reset the Search fields by clicking the **Reset** button.

You can sort the list by clicking the header of the following columns:

- **Status**
- **Last Name**
- **First Name**

You can download the list to a .csv file by clicking the **Export to CSV** button. The file will contain all of the entries as filtered and sorted in the list.

---

## EDITING AN EXISTING USER ACCOUNT

1. This section shows you how to modify an existing User Account. You can edit only active Users. Click the **View/Edit** link on an User account row in the User list to edit the account:

<a href="#">View/Edit</a>	Active	Holtz	Nancy	• SCO
---------------------------	--------	-------	-------	-------

2. The **User Information** page is shown:

### User Information

\* = Mandatory Field

First Name \*

Last Name \*

Entity/CPA/TDA Admin Name

SCO

Phone Number \*

Email

ralfaro@sco.ca.gov

Active

- The **First Name** and **Last Name** fields shows the names for the User, but can be changed.
- The **Entity/CPA/TDA Admin Account** field shows the Entity/CPA/TDA Admin account set up for the User and cannot be changed.
- The **Phone Number** field shows the phone number for the User, but can be changed. The system validates the number contains an area code and phone number (ten digits).
- The **Email** field shows the email address set up for the User and cannot be changed.



- To Deactivate the account, deselect the **Active** checkbox. *Note:* The Account will be permanently deactivated and cannot be reactivated if you deactivate it and click **Submit**. Once user is deactivated, all of the fields are read-only, and user will no longer be able to log in to DEP.

When you have completed all of the mandatory fields, click **Submit**. You will be returned to the **Users Accounts** dashboard. To exit without saving changes, click **Cancel**.

## 7. DOCUMENT TYPE MANAGEMENT

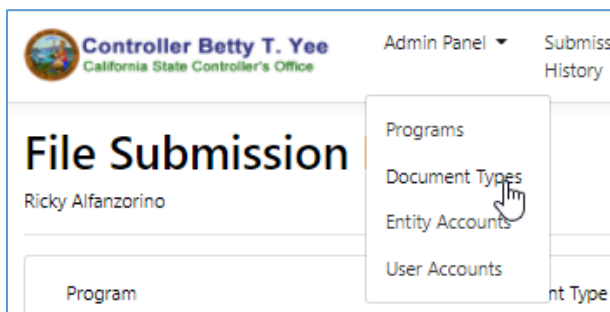
This section explains how to view, create, modify, and deactivate the Document Types available for Users to upload for Programs.

---

### VIEWING THE DOCUMENT TYPES LIST

This section shows how to view a list of Document Types.

1. Click **Admin Panel** at the top-left corner of the dashboard and select **Document Types** from the list:



2. The **Document Types** dashboard is shown:

## Document Types

New Document Type

Document Type

--Select--

Program

--Select--

Search

Reset

Edit	Status <span style="font-size: 0.8em;">↕</span>	Document Type <span style="font-size: 0.8em;">^</span>	Abbreviation <span style="font-size: 0.8em;">↕</span>	Programs
<a href="#">View/Edit</a>	Inactive	50% Expenditure Limitation Schedule	ExpLimSchedule	<ul style="list-style-type: none"> <li>TDA</li> </ul>
<a href="#">View/Edit</a>	Active	Audited Financial Statements	Rpt	<ul style="list-style-type: none"> <li>TDA</li> <li>LEA</li> <li>XYZ</li> <li>XYZ</li> <li>New Program 2</li> <li>Dag New Program</li> </ul>
<a href="#">View/Edit</a>	Active	Combined Report	CombRpt	<ul style="list-style-type: none"> <li>TDA</li> <li>Single Audit</li> <li>Dag New Program</li> </ul>

The **Document Types** list shows all Active and Inactive Document Types. The list displays up to 10 rows, sorted by Document Type. The numbers and arrows at the bottom of the page allow you to page through the list.

You can filter the list by selecting values in the following fields and clicking **Search**:

- **Document Type**
- **Program**

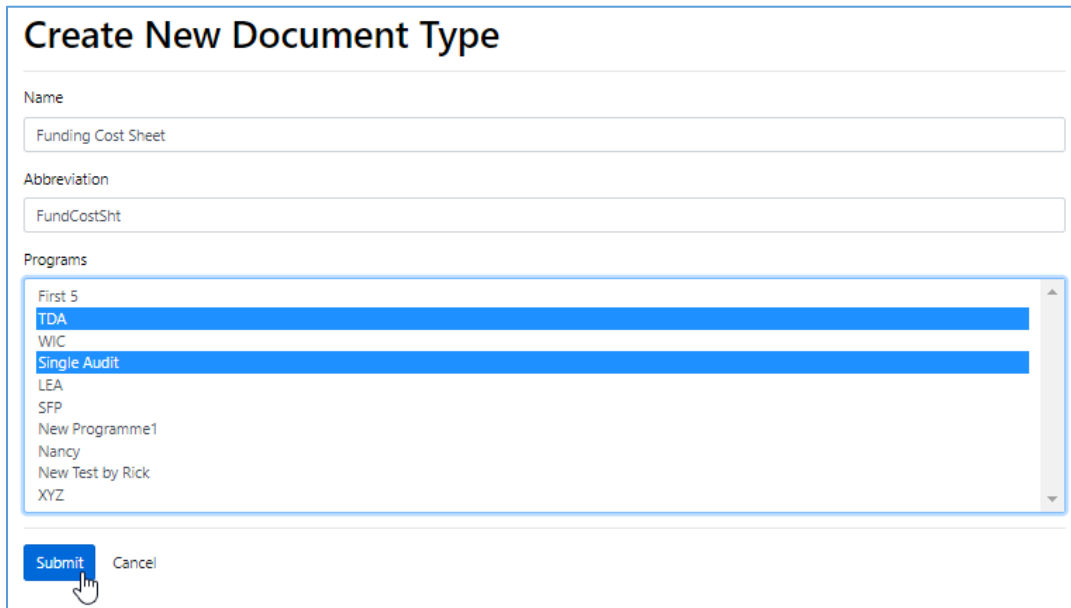
You can reset the Search fields by clicking the **Reset** button.

You can sort the list by clicking the header of the following columns (Use the scroll bar to view additional columns):

- **Status**
- **Document Type**
- **Abbreviation**

## CREATING DOCUMENT TYPES

This section shows you how to create a new Document Type. Clicking the **New Document Type** button on the **Document Types** dashboard allows you to create a new Document Type:



**Create New Document Type**

Name  
Funding Cost Sheet

Abbreviation  
FundCostSht

Programs

- First 5
- TDA
- WIC
- Single Audit
- LEA
- SFP
- New Programme1
- Nancy
- New Test by Rick
- XYZ

Submit Cancel

All fields are mandatory.

- Complete the **Name** field. You will not be able to create a new Document Type with the same name as an active Document Type.
- Complete the **Abbreviation** field.
- The **Programs** list allows you to use *Ctl+Click* to multi-select the Programs (Only Active displayed) that will be available to use this Document Type for uploads.

When you have completed the fields click **Submit**. You will be returned to the **Documents** dashboard.

## EDITING AN EXISTING DOCUMENT TYPE

1. This section shows you how to modify an existing Document Type. You can edit only active Document Types. Click the **View/Edit** link on an Document Type row in the Document Type list to edit the type:

<a href="#">View/Edit</a>	Active	Combined Report	CombRpt	<ul style="list-style-type: none"> <li>• TDA</li> <li>• Single Audit</li> <li>• Dag New Program</li> </ul>
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2. All of the fields are modifiable as described in the previous section. In addition, you can Deactivate a Document Type using the check box at the bottom of the page:

Programs

First 5

TDA

WIC

Single Audit

LEA

SFP

New Programme1

Nancy

New Test by Rick

XYZ

Active

- To Deactivate the Document Type, deselect the **Active** checkbox. *Note:* The Document Type will be permanently deactivated and cannot be reactivated if you deactivate it and click **Submit**. Once a Document Type is deactivated, all of its fields will be read-only.

When you have completed all of the mandatory fields, click **Submit**. You will be returned to the **Document Types** dashboard. To exit without saving changes, click **Cancel**.

**APPENDIX A: ENTITY TYPES MAPPED TO PROGRAMS**

This table shows the Programs available for Entity Types.

<b>Program</b>	<b>Entity Types</b>
First 5	CPA, Commission
TDA	CPA, Auditor-Controller Agency, Transit Agency, City, County, Town, District, Regional Transportation Planning Agency, Public Agency, Corporation, City and County
WIC	CPA, State Agency, Private non-profit
SA	CPA, City, City and County, County, Special District, Town
LEA	CPA, Charter School, County Office of Education, JPA, Management Organization, School District, State Board of Education
SFP	CPA, School District