Local Government Reporting System Online
User Guide

California State Controller's Office

Local Government Programs and Services Division

Local Government Reporting Section

Revised 12/2020

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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 SCO has moved the reporting system online effective fiscal year 2016-17. Users can access the online reporting system, Local Government Reporting System (LGRS) Online, at https://lgrsonline.sco.ca.gov/account/login

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
- Transit Operators' Financial Transactions Report
- Transportation Planning Agencies' Financial Transactions Report
- Property Taxes 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 FTR Reporting Instructions. Refer to page 42 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 Errors 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.

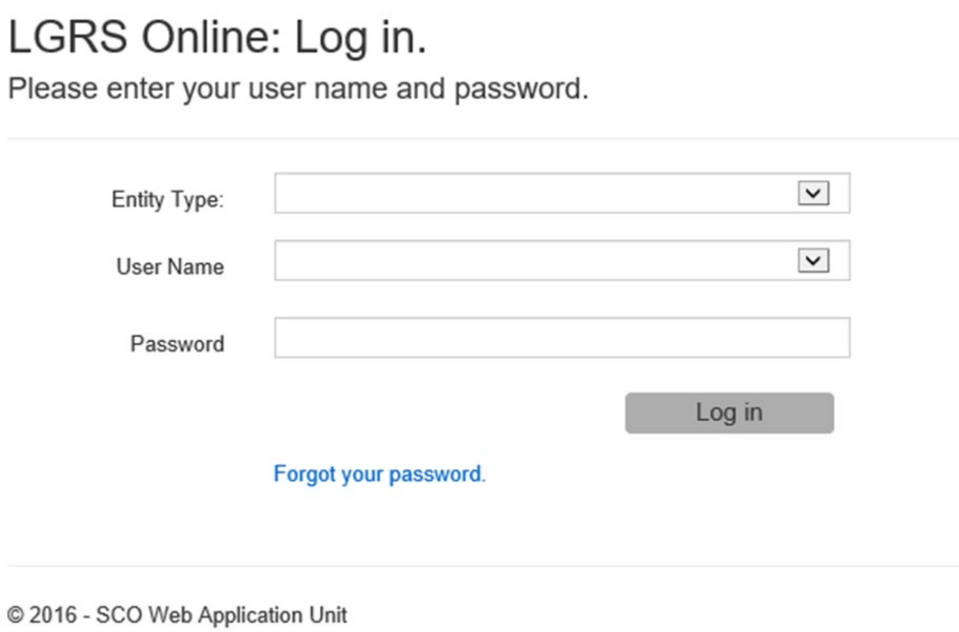
Getting Started:

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 42 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

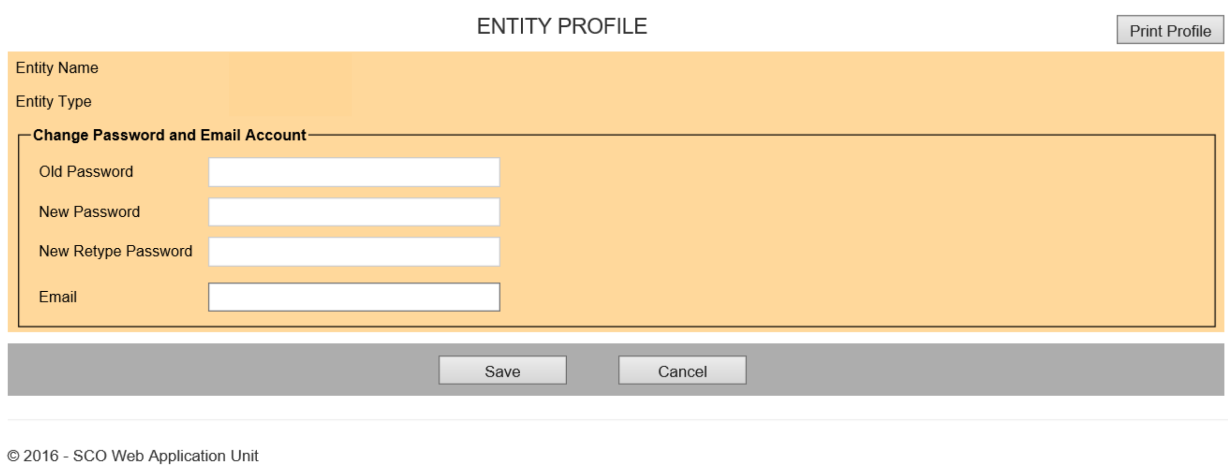
After the initial log in, you are prompted to change your password. The new password must meet the following criteria:

- 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

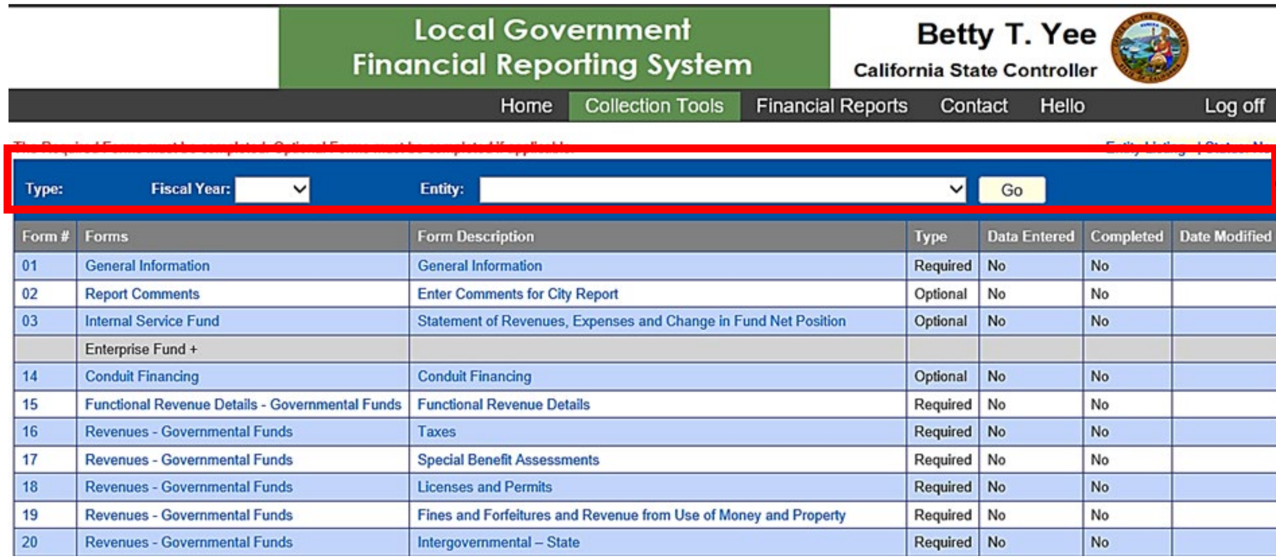
The Main Menu, also known as the Collection Tools page, has a similar appearance and functionality for all Local Government FTRs. See below for an image of the Main Menu:

Form #	Forms	Form Description	Type	Data Entered	Completed	Date Modified
01	General Information	General Information	Required	No	No	
02	Report Comments	Enter Comments for City Report	Optional	No	No	
03	Internal Service Fund	Statement of Revenues, Expenses and Change in Fund Net Position	Optional	No	No	
	Enterprise Fund +					
14	Conduit Financing	Conduit Financing	Optional	No	No	
15	Functional Revenue Details - Governmental Funds	Functional Revenue Details	Required	No	No	
16	Revenues - Governmental Funds	Taxes	Required	No	No	
17	Revenues - Governmental Funds	Special Benefit Assessments	Required	No	No	
18	Revenues - Governmental Funds	Licenses and Permits	Required	No	No	
19	Revenues - Governmental Funds	Fines and Forfeitures and Revenue from Use of Money and Property	Required	No	No	
20	Revenues - Governmental Funds	Intergovernmental – State	Required	No	No	
21	Revenues - Governmental Funds	Intergovernmental – Federal, County, and Other Taxes In-Lieu	Required	No	No	
22	Revenues - Governmental Funds	Charges for Current Services	Required	No	No	
23	Revenues - Governmental Funds	Miscellaneous Revenues and Grand Totals	Required	No	No	
24	Expenditures - Governmental Funds	General Government and Public Safety	Required	No	No	
25	Expenditures - Governmental Funds	Transportation and Community Development	Required	No	No	
26	Expenditures - Governmental Funds	Health and Culture and Leisure	Required	No	No	
27	Expenditures - Governmental Funds	Public Utilities and Other Expenditures	Required	No	No	

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

Item	Description
Home	This tab directs you to the Main Menu.
Collection Tools	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.
Financial Reports	This tab is currently under development.
Contact	This tab directs you to the contact information page.
Hello	This tab reads **Hello [Entity Name]!** and directs you to the account settings.
Log Off	This tab allows you to log out of your account.

Main Menu (continued):



Local Government Financial Reporting System

Betty T. Yee California State Controller

Home | Collection Tools | Financial Reports | Contact | Hello | Log off

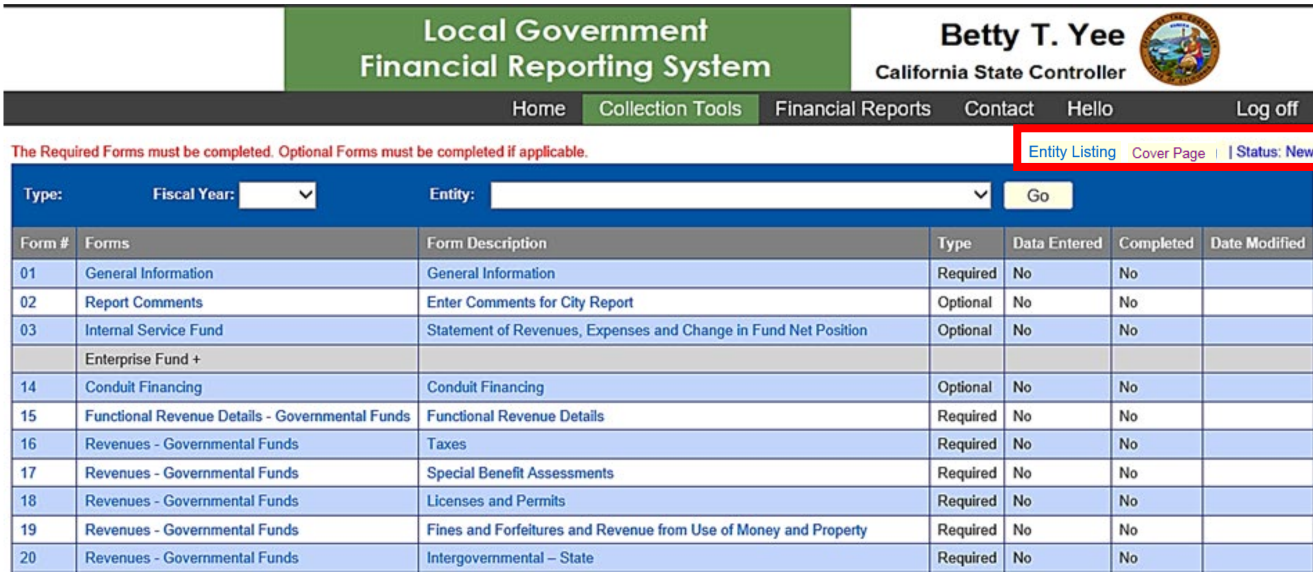
Type: | Fiscal Year: | Entity: | Go

Form #	Forms	Form Description	Type	Data Entered	Completed	Date Modified
01	General Information	General Information	Required	No	No	
02	Report Comments	Enter Comments for City Report	Optional	No	No	
03	Internal Service Fund	Statement of Revenues, Expenses and Change in Fund Net Position	Optional	No	No	
	Enterprise Fund +					
14	Conduit Financing	Conduit Financing	Optional	No	No	
15	Functional Revenue Details - Governmental Funds	Functional Revenue Details	Required	No	No	
16	Revenues - Governmental Funds	Taxes	Required	No	No	
17	Revenues - Governmental Funds	Special Benefit Assessments	Required	No	No	
18	Revenues - Governmental Funds	Licenses and Permits	Required	No	No	
19	Revenues - Governmental Funds	Fines and Forfeitures and Revenue from Use of Money and Property	Required	No	No	
20	Revenues - Governmental Funds	Intergovernmental – State	Required	No	No	

The blue bar on the header shows three items that identify the report you are working on:

Item	Description
Type:	Depending on the type of report you are preparing, this may read CIT, CON, SPD, TRS, TPA, PRS, or ARP. **CIT** = City **CON** = County **SPD** = Special District **TRS** = Transit Operators **TPA** = Transportation Planning Agency **PRS** = Public Retirement System **ARP** = Property Taxes
Fiscal Year:	This dropdown bar brings you to the reported data for the selected year. **Note:** Prior-year data is read-only.
Entity:	This item indicates the entity's FTR that you are preparing.

Main Menu (continued):


Local Government
Financial Reporting System
Betty T. Yee
California State Controller
Home | Collection Tools | Financial Reports | Contact | Hello | Log off

The Required Forms must be completed. Optional Forms must be completed if applicable.

Entity Listing | Cover Page | Status: New

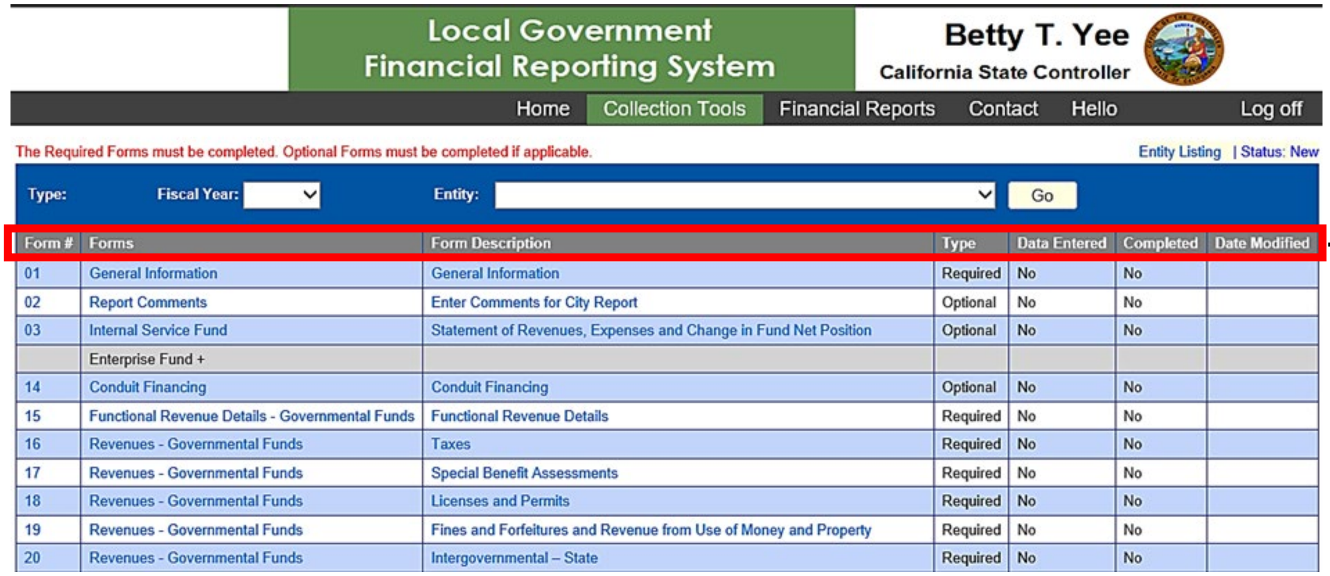
Type: | Fiscal Year: | Entity: | Go

Form #	Forms	Form Description	Type	Data Entered	Completed	Date Modified
01	General Information	General Information	Required	No	No	
02	Report Comments	Enter Comments for City Report	Optional	No	No	
03	Internal Service Fund	Statement of Revenues, Expenses and Change in Fund Net Position	Optional	No	No	
	Enterprise Fund +					
14	Conduit Financing	Conduit Financing	Optional	No	No	
15	Functional Revenue Details - Governmental Funds	Functional Revenue Details	Required	No	No	
16	Revenues - Governmental Funds	Taxes	Required	No	No	
17	Revenues - Governmental Funds	Special Benefit Assessments	Required	No	No	
18	Revenues - Governmental Funds	Licenses and Permits	Required	No	No	
19	Revenues - Governmental Funds	Fines and Forfeitures and Revenue from Use of Money and Property	Required	No	No	
20	Revenues - Governmental Funds	Intergovernmental – State	Required	No	No	

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

Item	Description
Entity Listing	This displays the entity's data status, received date, media type, due date, and status of the report.
Cover Page	This is generated and available after the report has been submitted.
Status:	This provides a quick look at the report's current status, using the following terms: • **New** – The report has not been submitted. • **In Queue** – The report has been submitted. • **2nd Review** – The report is being reviewed. • **Recall** – The report was sent back to you. • **Archived** – The report has been reviewed and stored in an archive • **Published** – The report's data is published to SCO's website and SCO will no longer accept changes.

Main Menu (continued)



Form #	Forms	Form Description	Type	Data Entered	Completed	Date Modified
01	General Information	General Information	Required	No	No	
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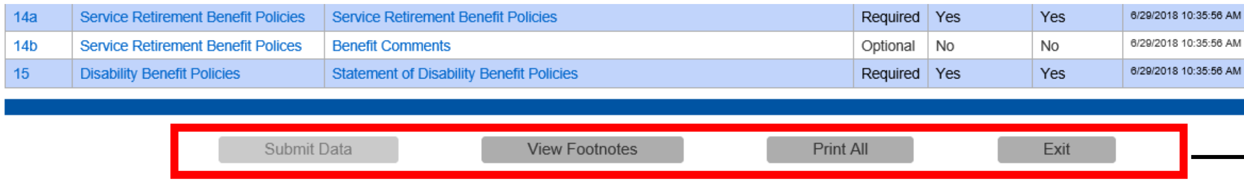
20	Revenues - Governmental Funds	Intergovernmental – State	Required	No	No	

Below the header are column headings indicating the various forms and status of the report as it is being completed. Their descriptions are found below.

Item	Description
Form #	Lists the form number in Main Menu order.
Forms	Lists the names of the various forms used within the report.
Form Description	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.
Type	Indicates whether a form is required or optional. All required forms must be filled out.
Data Entered	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*.
Completed	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 Errors 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**.
Date Modified	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.

Main Menu (continued):



14a	Service Retirement Benefit Policies	Service Retirement Benefit Policies	Required	Yes	Yes	6/29/2018 10:35:56 AM
14b	Service Retirement Benefit Polices	Benefit Comments	Optional	No	No	6/29/2018 10:35:56 AM
15	Disability Benefit Policies	Statement of Disability Benefit Policies	Required	Yes	Yes	6/29/2018 10:35:56 AM

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

Item	Description
Submit Data	Submits the completed report to SCO. This button becomes available once you have completed all required forms.
Print All	Prints all forms.
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.

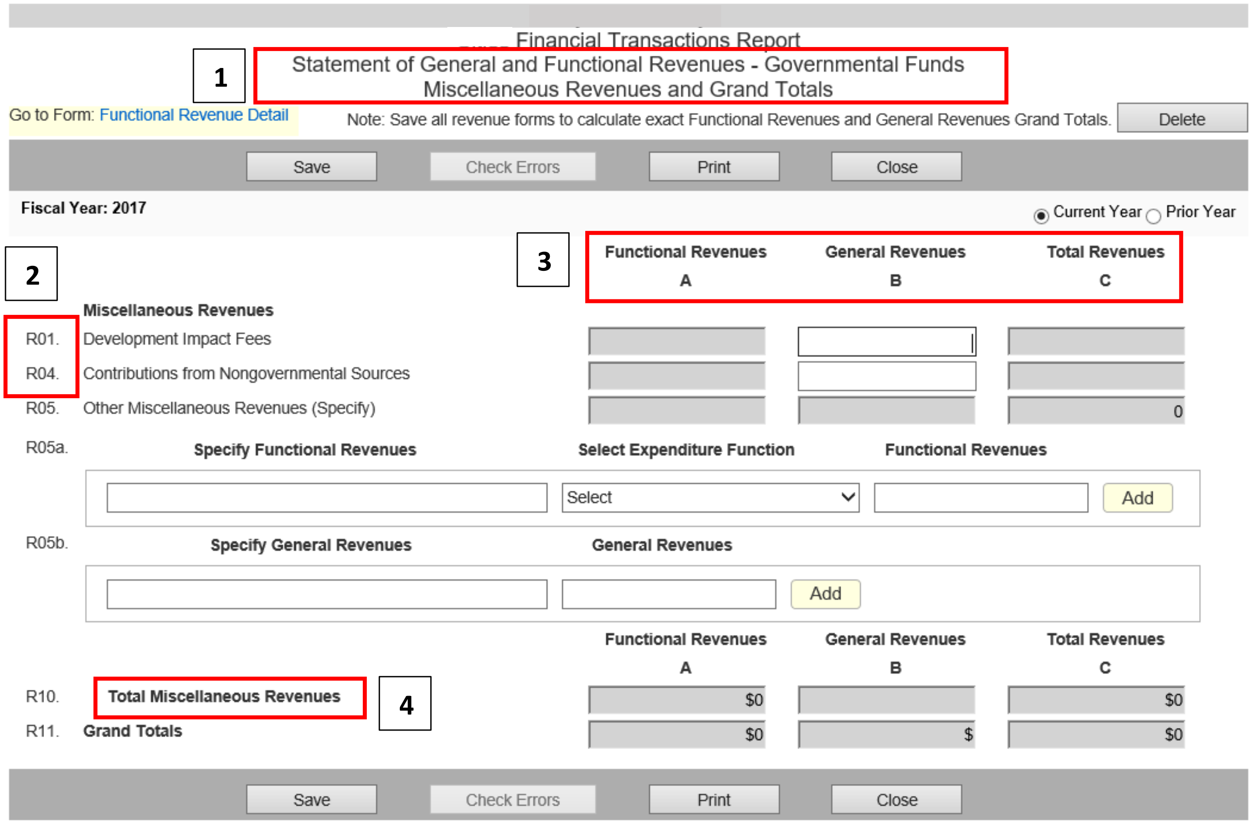
Saving and Completing Forms

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 Online

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.

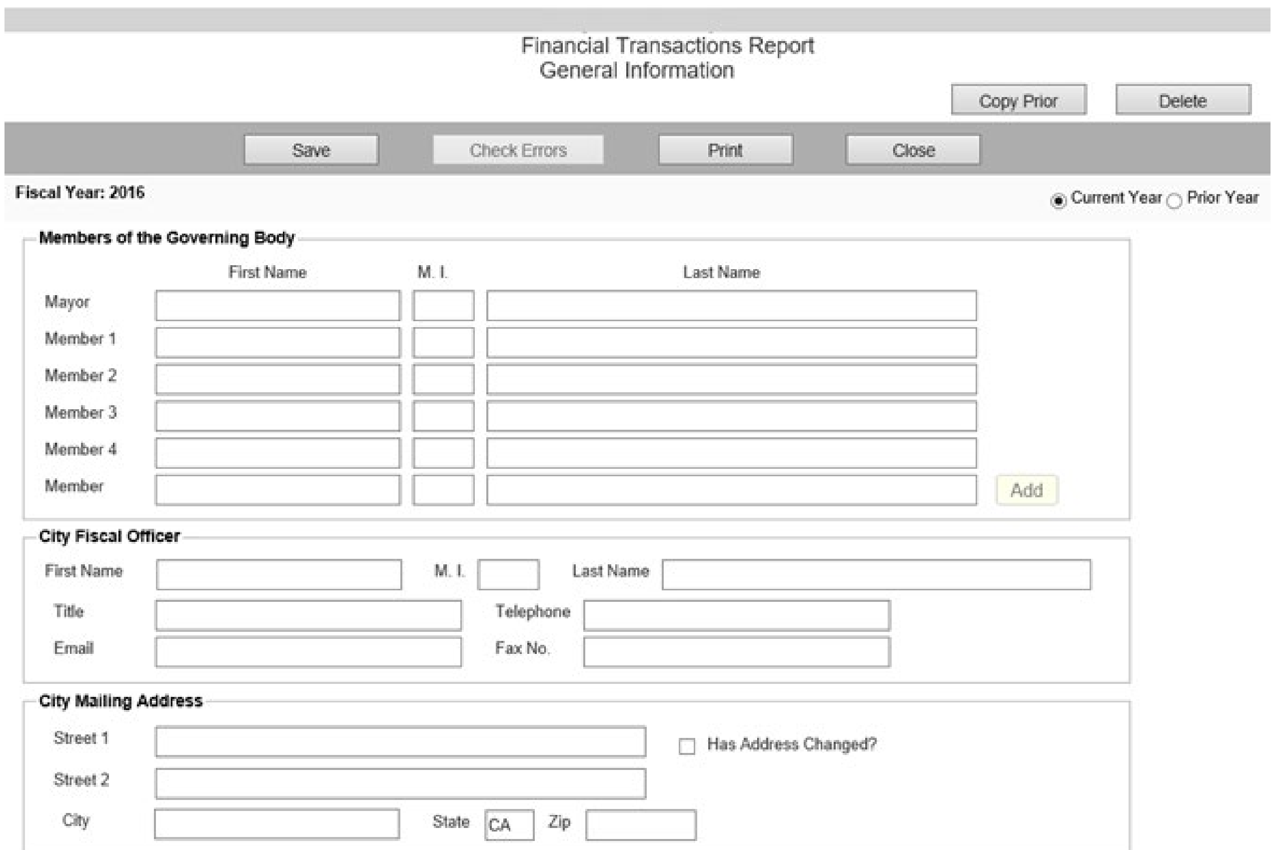
Types of Forms

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:

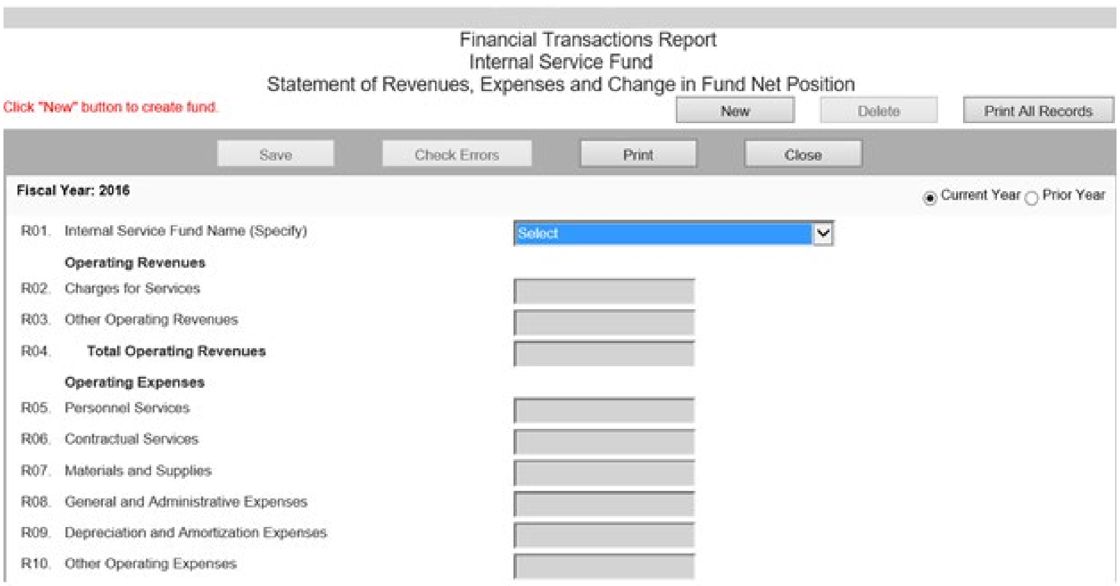
Item	Description
Copy Prior	Click this button, where available, to copy information for the same form from the prior year's report. For example, a prior year's General Information data can be copied into the current year's form and modified as needed each year. Copy the prior-year data first. Once you select a cell and enter data, **Copy Prior** no longer functions.
Add	Click this button to enter an additional line entry. This button usually appears in subforms. The line entry does not save unless added.
Delete	Click this button to delete a line entry. This button usually appears in subforms.
Delete	Click this button to clear the entire page, if you need to start over. **Note:** This does not delete amounts carried forward from previous forms.
Save	Click this button to save data once entered into the form. **Note:** The form does not auto-save the entered data.
Check Errors	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.
Print	Click this button to print any form. To print a blank form for reference, click this button before entering any data.
Close	Click this button to close any form. This ensures that all formulas are properly computed, and all data carries forward to other forms.
Current Year Prior Year	Click **Prior Year** to view prior-year information for the specific form or record on the form. Click **Current Year** to navigate back to the FTR year that you opened.

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, except for the following addition buttons:

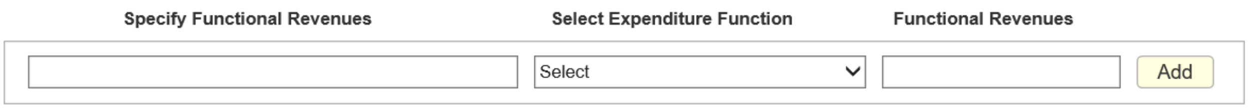
Item	Description
New	This button allows you to create and add a new fund or debt record. Click this button to create a record.
Select	This dropdown button allows you to navigate between records that have been created or values that you may select. If the record is highlighted in green, then the record is complete.
Rename	This button appears on records that have been created. It allows you to rename the fund name or debt type.
Delete	This button allows you to delete records that were created in the same year. Note: Records created in the prior year(s) cannot be deleted.
Print All Records	This button queues all records within this form for printing. Once all records are loaded, click the Print button.

Types of Forms (continued):

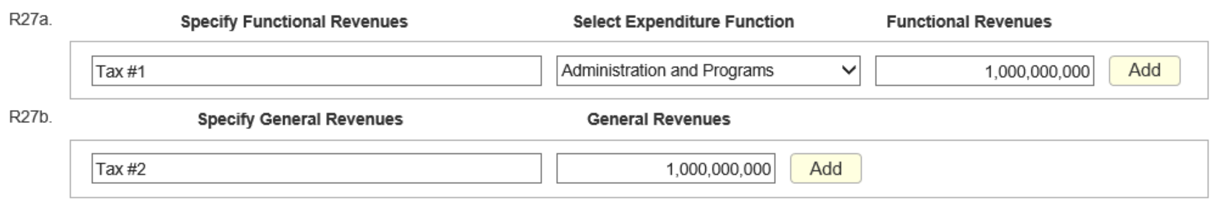
Subforms

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

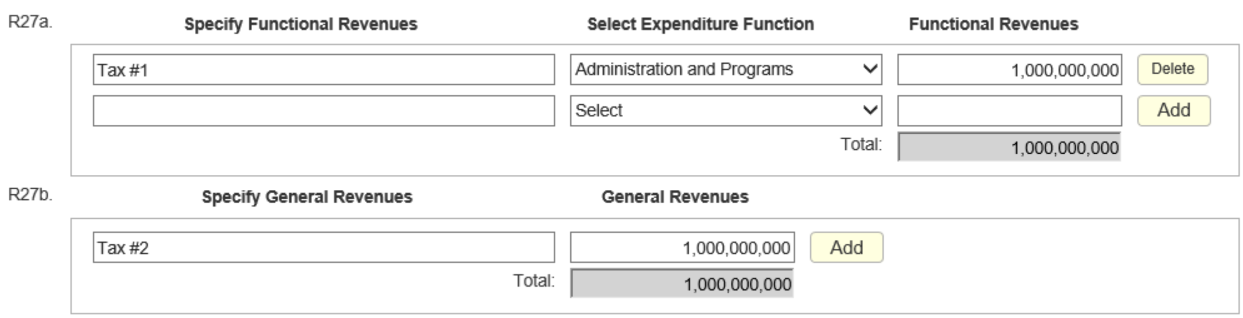
Within a subform, you may add multiple line entries, using the **Add** subform button. You must fill out the entire line item to save the entry properly.



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:



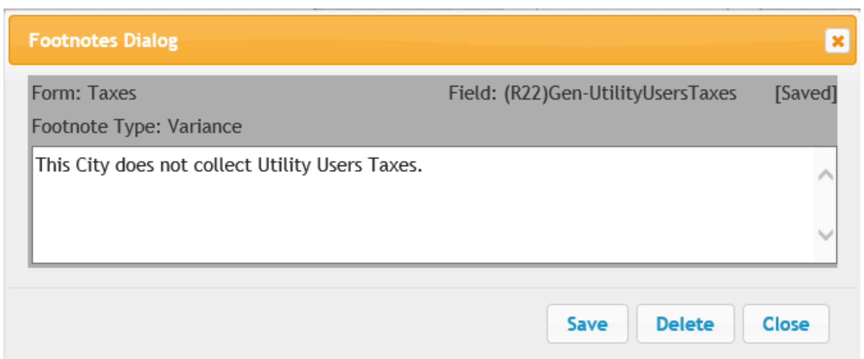
To delete an added subform line item, you must click **Delete** next to the specific line item. Save changes to added subform line items using the **Save** function button.

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.

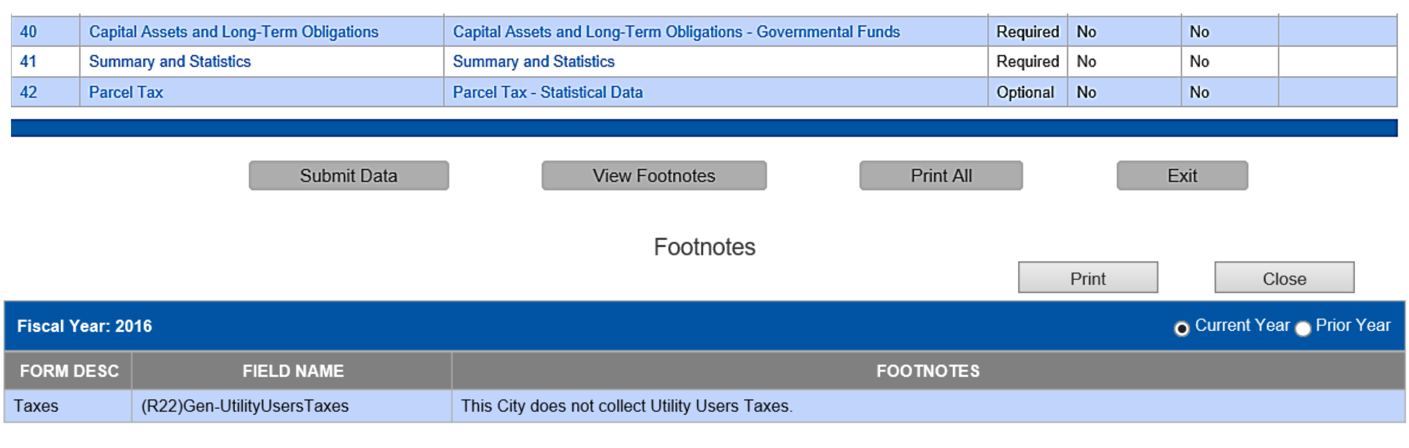
To access the **Footnotes dialog box**, double-click on the specific data element and type the footnote in the text area provided.

- 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.

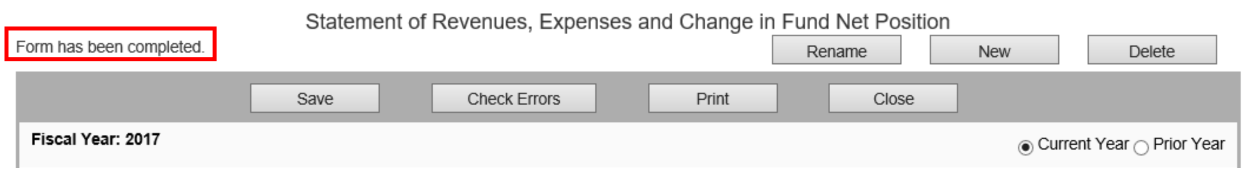
You can view saved footnotes by clicking the **View Footnotes** button at the bottom of the **Main Menu**. .



Check Errors Process

Each form containing data must go through a Check Errors 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.



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

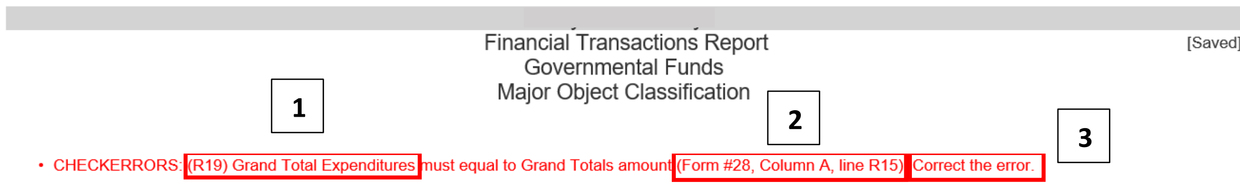
- Required Fields
- Footnotes Required
- Variance Checks
- Validation Checks
- Prior Year Comparison

Note: Any error for **Footnotes Required** will have the symbol ***fn** next to the specific field.

Check Errors Process (continued):

Reading Error Messages

Red error message appears 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 will reference the line number, in parenthesis, and the 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, and Line Number in the format below:

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

3. Each error message states the problem and provides 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 23.

Check Error Process (continued):

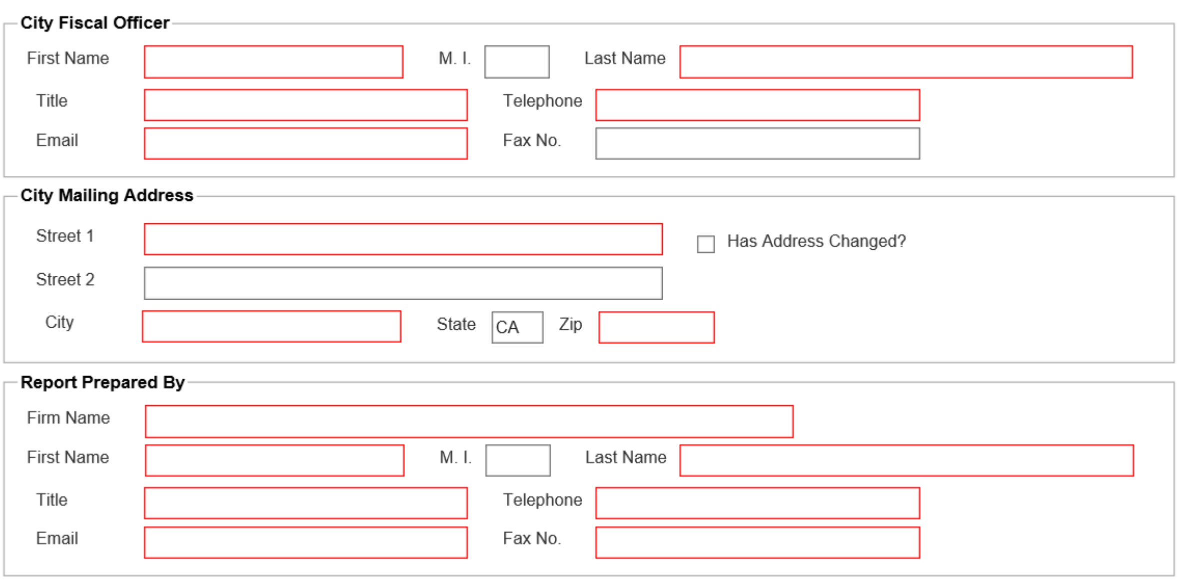
Use the following instructions to clear the five types of errors mentioned in the Check Errors process:

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

To clear this error: Enter data into the required fields.

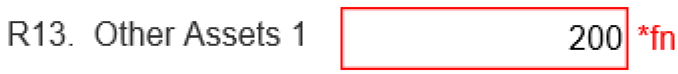
- CHECKERRORS: Required field(s). Input the required information.



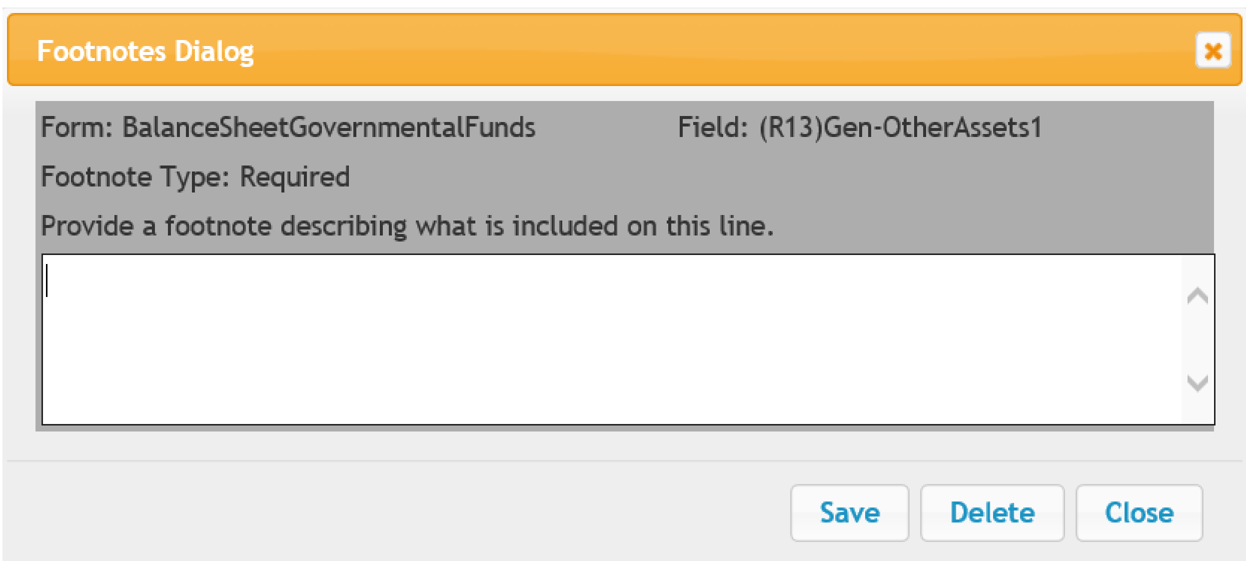
Check Errors Process (continued):

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.



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.



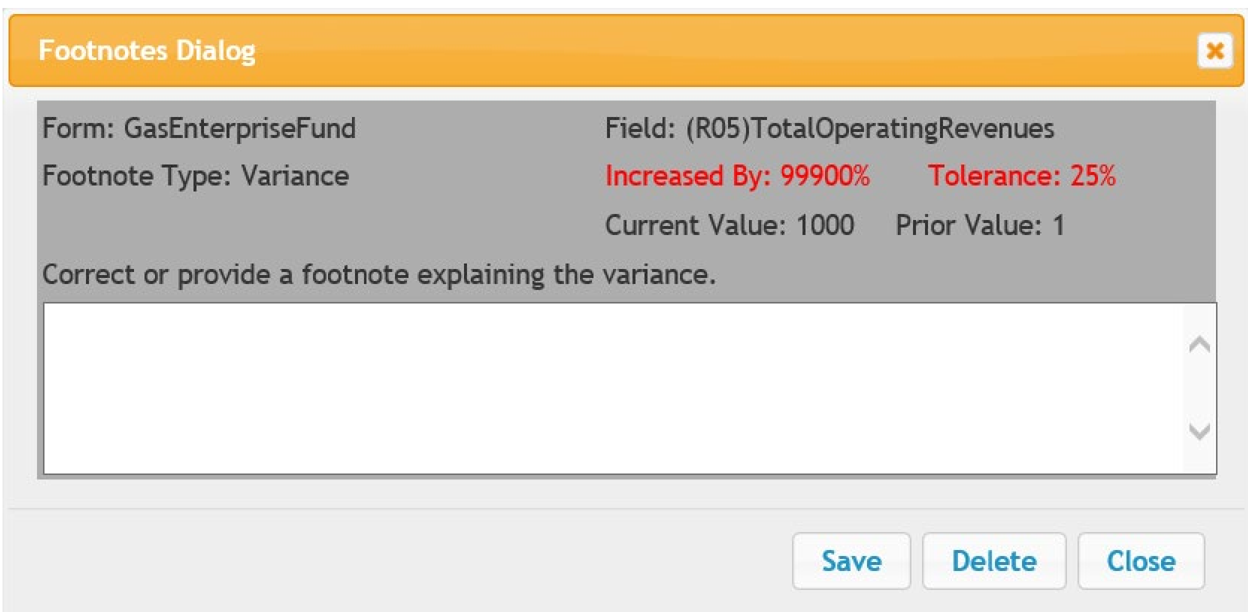
To clear this error: Enter a footnote, describing what is reported in the field. If applicable, provide a breakdown of the amount.

Check Errors 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 Errors 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 19 for 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:

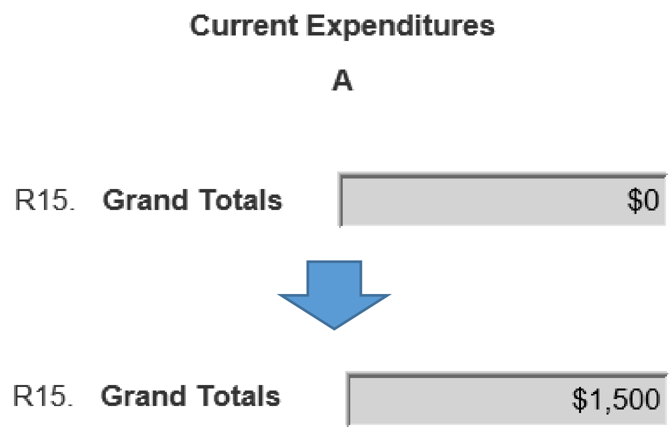
CHECKERRORS: (R19) Grand Total Expenditures must equal to Grand Totals amount (Form #28, Column A, line R15).

R19. **Grand Total Expenditures** 1500 *

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

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

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



Check Errors Process (continued):

Prior Year Comparison

Prior Year comparison checks are designed to ensure the field reported in the prior-year report is 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. Depending on the field, you may be able to clear this error message with 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.

Depending on the forms you have reported, certain optional forms will change in the Type column from **Optional** to **Required**. For example:

- If your entity reported Enterprise Funds in the respective Statement of Revenues, Expenses, and Change in Fund Net Position form, then the Statement of Net Position – Proprietary Funds changes from Optional to Required. This is in order to balance the Total Net Position (Deficit) for Enterprise Funds with the individual fund Net Positions (Deficits).

You cannot submit data until the **Data Entered** and **Completed** columns both read **Yes** on the Main Menu.

Type	Data Entered	Completed
Required	Yes	Yes
Optional	Yes	Yes
Optional	No	No

Any incomplete forms are indicated in red.

To submit the report, click on **Submit Data** at the bottom of the Main Menu.

40	Capital Assets and Long-Term Obligations	Capital Assets and Long-Term Obligations - Governmental Funds	Required	No	No	
41	Summary and Statistics	Summary and Statistics	Required	No	No	
42	Parcel Tax	Parcel Tax - Statistical Data	Optional	No	No	

Submit Data | View Footnotes | Print All | Exit

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 at the bottom of the page.

CITIES FINANCIAL TRANSACTIONS REPORT
COVER PAGE

Reporting Year: **2019**

Certification:
I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the city in accordance with the requirements as prescribed by the California State Controller.

City Fiscal Officer

Signature Generate E-Signature*

Title

Name (Please Print)

Date

*The city fiscal officer is the only individual authorized to sign this document electronically. By doing so, the city fiscal officer is acknowledging that they have read and agree with the certification statement above.

Per Government Code section 53891(a), this report is due within seven months after the close of the fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

If submitted manually, please complete, sign, and mail this cover page to either address below:

Mailing Address:
State Controller's Office
Local Government Programs and Services Division
Local Government Reporting Section
P.O. Box 942850
Sacramento, CA 94250

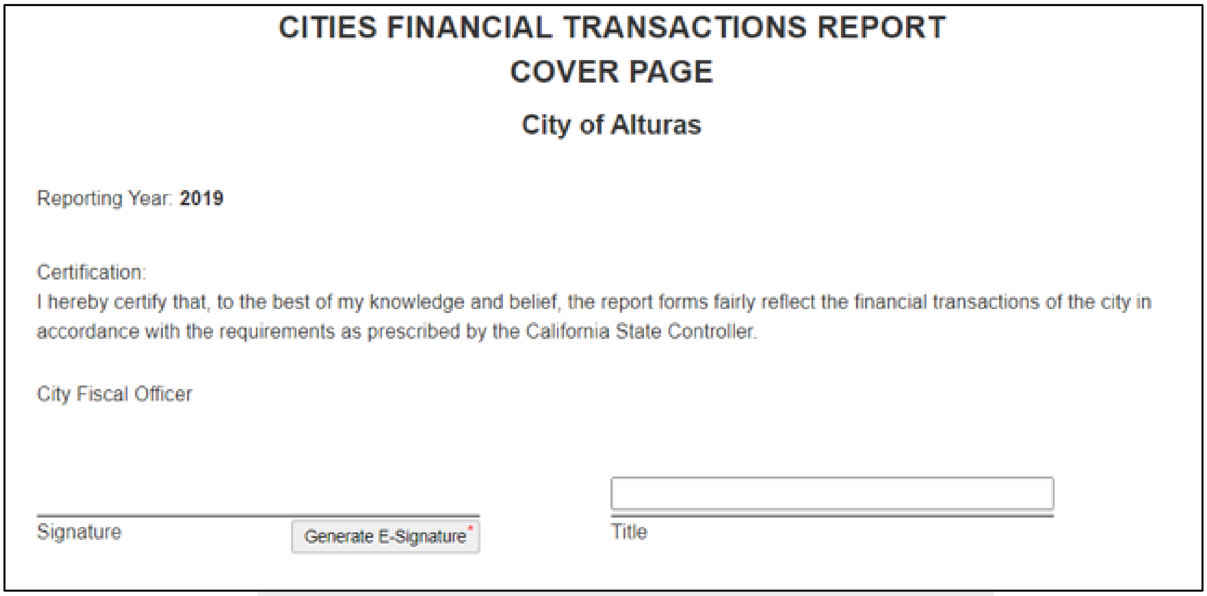
Express Mailing Address:
State Controller's Office
Local Government Programs and Services Division
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

The Financial Transactions Report was successfully submitted to the State Controller's Office on 3/18/2020 10:36:12 AM

This cover page should be signed electronically by the Fiscal Officer to certify the financial data entered into this report. If submitted manually, please complete, sign, and mail the cover page to the address shown on this cover page.

Cover Page (continued):

Click **Generate E-Signature** to begin signing the cover page electronically**.**


CITIES FINANCIAL TRANSACTIONS REPORT
COVER PAGE
City of Alturas

Reporting Year: **2019**

Certification:
I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the city in accordance with the requirements as prescribed by the California State Controller.

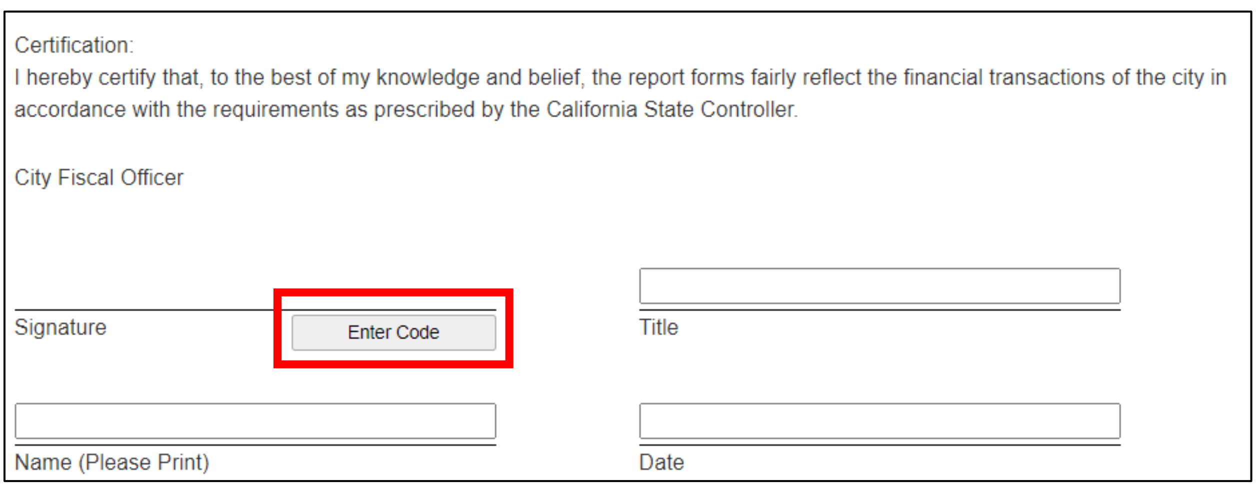
City Fiscal Officer

Signature Generate E-Signature* Title

Enter the same first name, last name, and email address shown in the Fiscal Officer section in FTR Form 1 - General Information. Click **Verify** to send a verification code to the Fiscal Officer's email address.

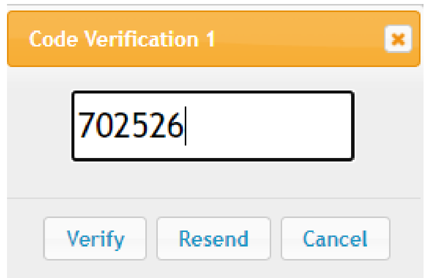
Cover Page (continued):

The Fiscal Officer must check their email inbox for the verification code. This e-signature verification code is used to confirm the Fiscal Officer is signing the report. Return to the cover page and click **Enter Code**.

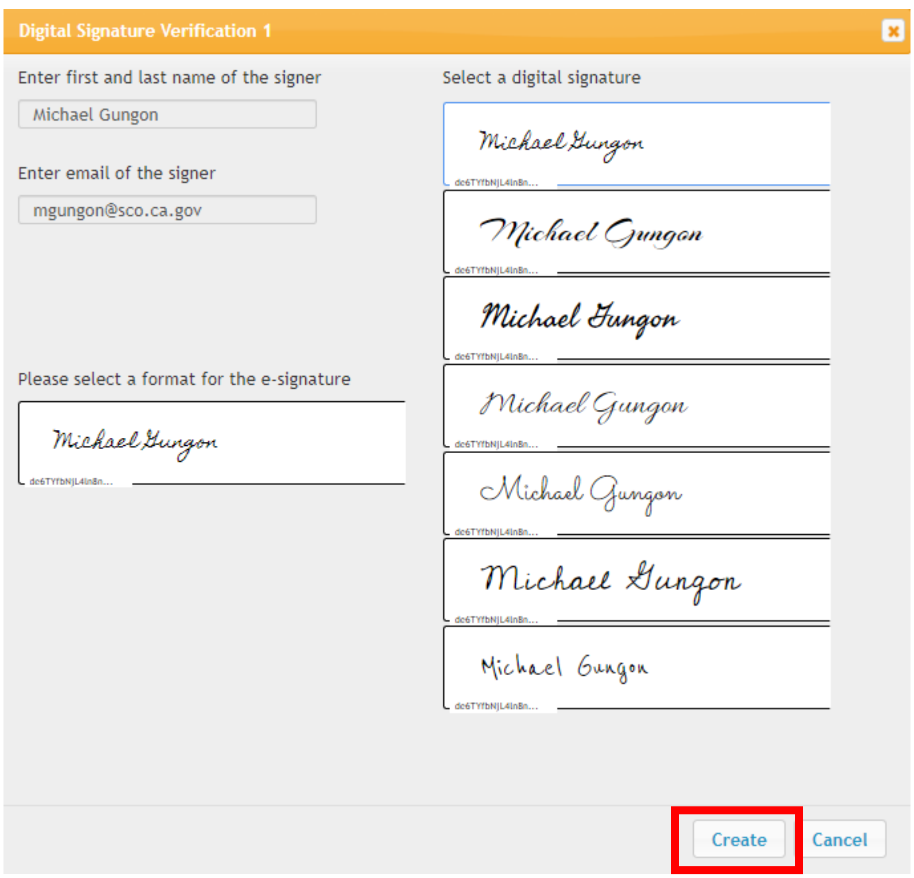


Cover Page (continued):

Enter the e-signature verification code received in the Fiscal Officer's email inbox and click **Verify**.



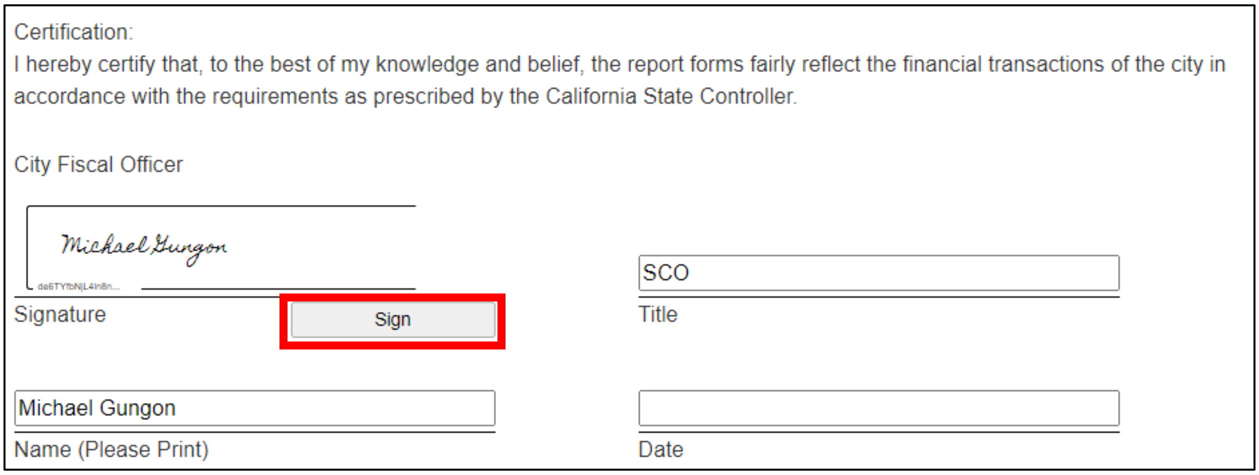
Select a style for your digital signature and click **Create**.



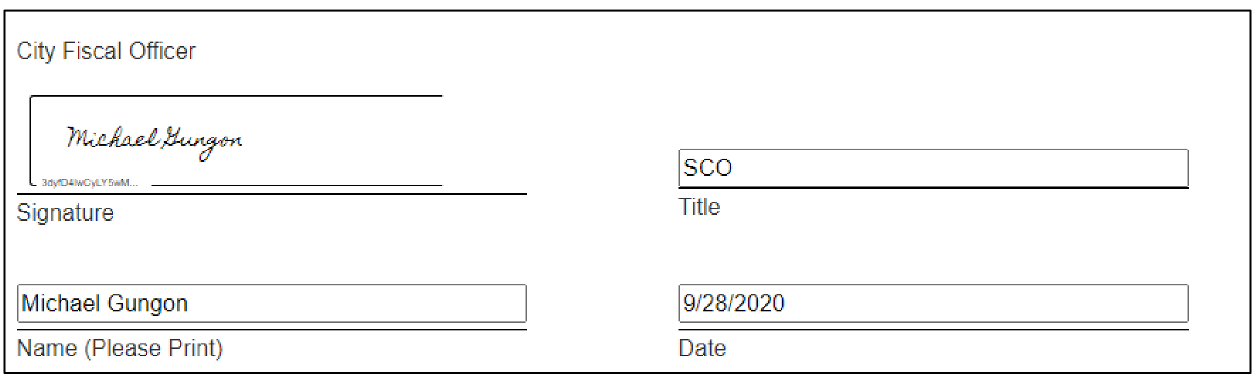
Cover Page (continued):

The Cover Page will now show the First Name, Last Name, and Title entered in FTR Form 1 - General Information.

Click **Sign** to apply the signature and enter the signature date.



The Cover Page should now be complete with an eSignature, Title, Name of the Fiscal Officer and the date of signature.



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 using the contact phone number 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.

Entity Listing | Status: Recall

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.

Printing the Report

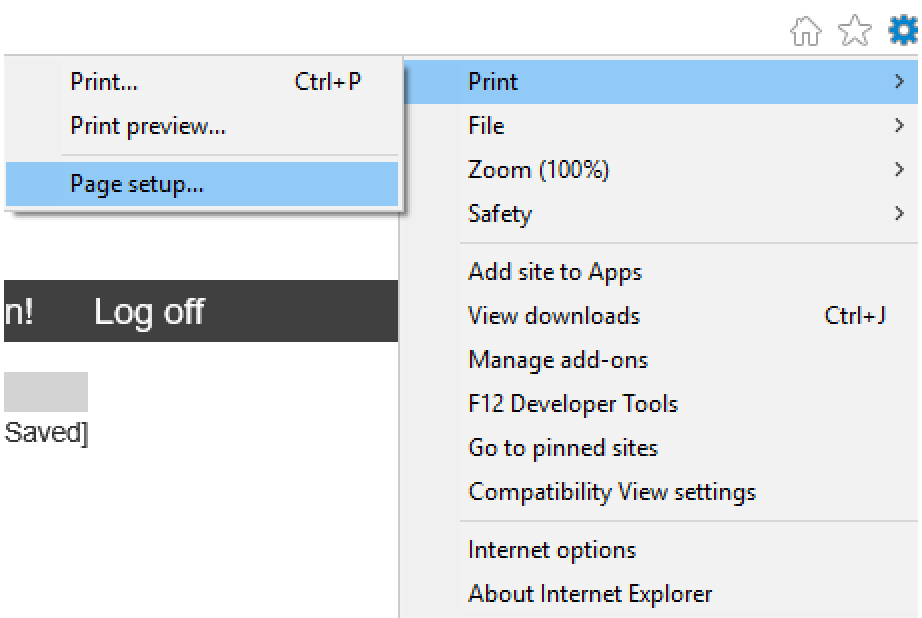
Depending on your web browser, there are different ways of customizing print settings to change appearance and the information in the footer.

Printing Options – Internet Explorer

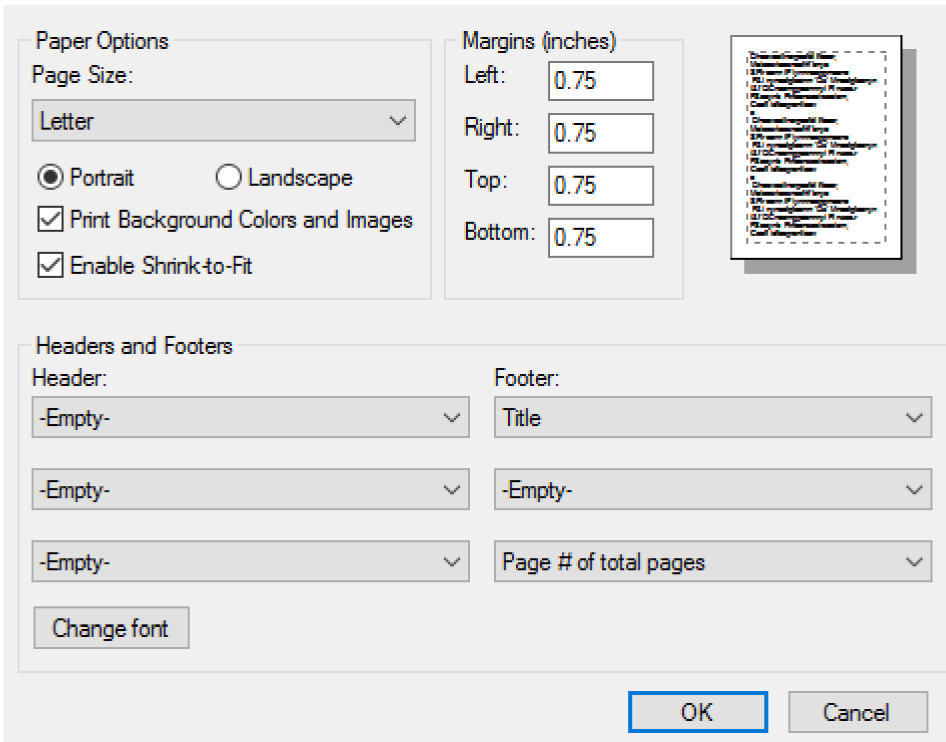
Internet Explorer has been optimized to print forms within the margins. However, if you would like to change the appearance or information reflected in the header and footer of the printed page, please follow these instructions:

1. Click on **Settings**, located in the top right corner of the browser.

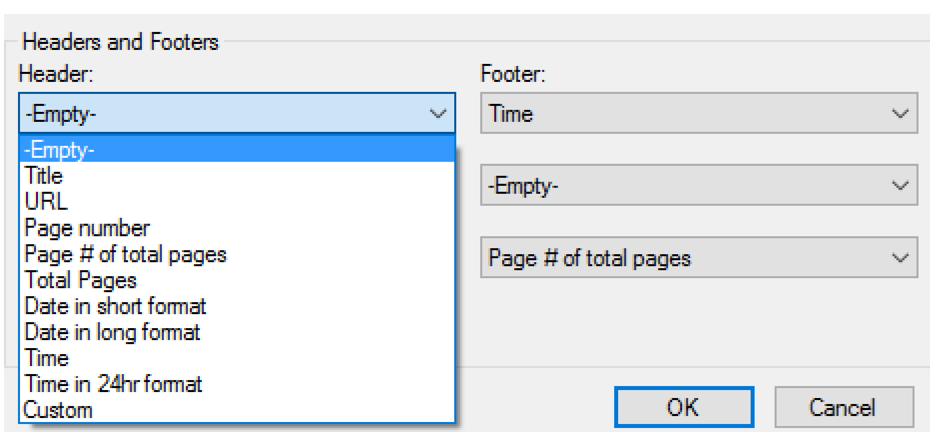
2. Once the dropdown menu opens, hover your cursor over **Print** and click **Page setup**. This will open a dialog box for print settings.



3. Click the box for **Print Background Colors and Images** in the Paper Options section of the Page Setup dialog box, if not checked already. This will ensure there is a grey background for any fields that were carried forward from previous forms.



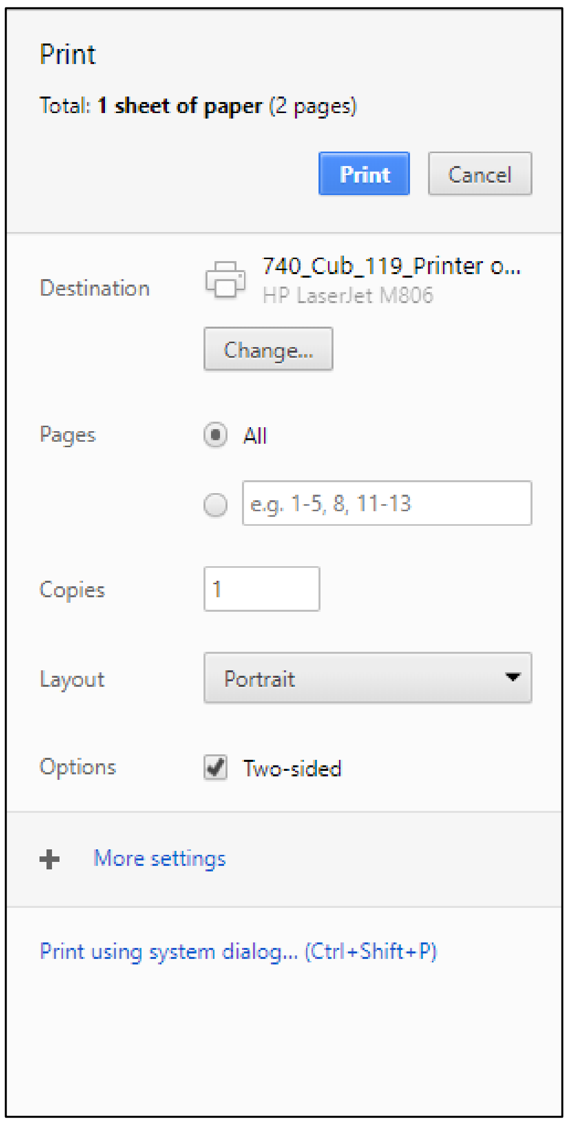
4. In the Headers and Footers section of the Page Setup dialog box, you may customize the Header and Footer for the printed page. Click **OK** to accept the changes.



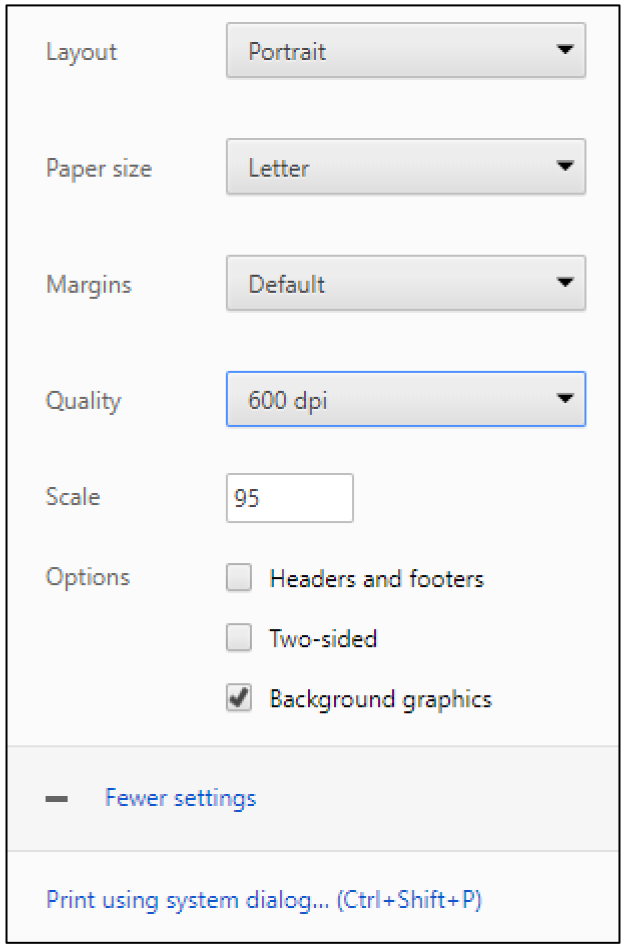
Printing Options – Google Chrome

Both Windows and Mac operating systems can use Google Chrome. However, you may need to change a few settings to optimize print settings. If you would like to change the appearance or information reflected in the header and footer of the printed page, please follow these instructions:

1. Click the **Print** button of the form you are printing. This will open the Print Settings menu and Print Preview screen.



2. Click the **+ More Settings** dropdown menu to reveal settings for Background graphics and Headers and Footers.



3. Change **Scale** as needed. You may have to adjust this number to ensure that all forms will print correctly within printer margins.

4. In Chrome, Headers and Footers cannot be modified, but you may toggle them on or off by clicking the box for **Headers and footers**.

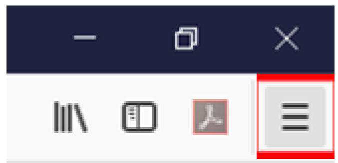
5. Click the box for **Background graphics,** if it not checked already. This will ensure there is a grey background for any fields that were carried forward from previous forms.

6. Once you have completed set up, click **Print** to accept the changes and print the form(s).

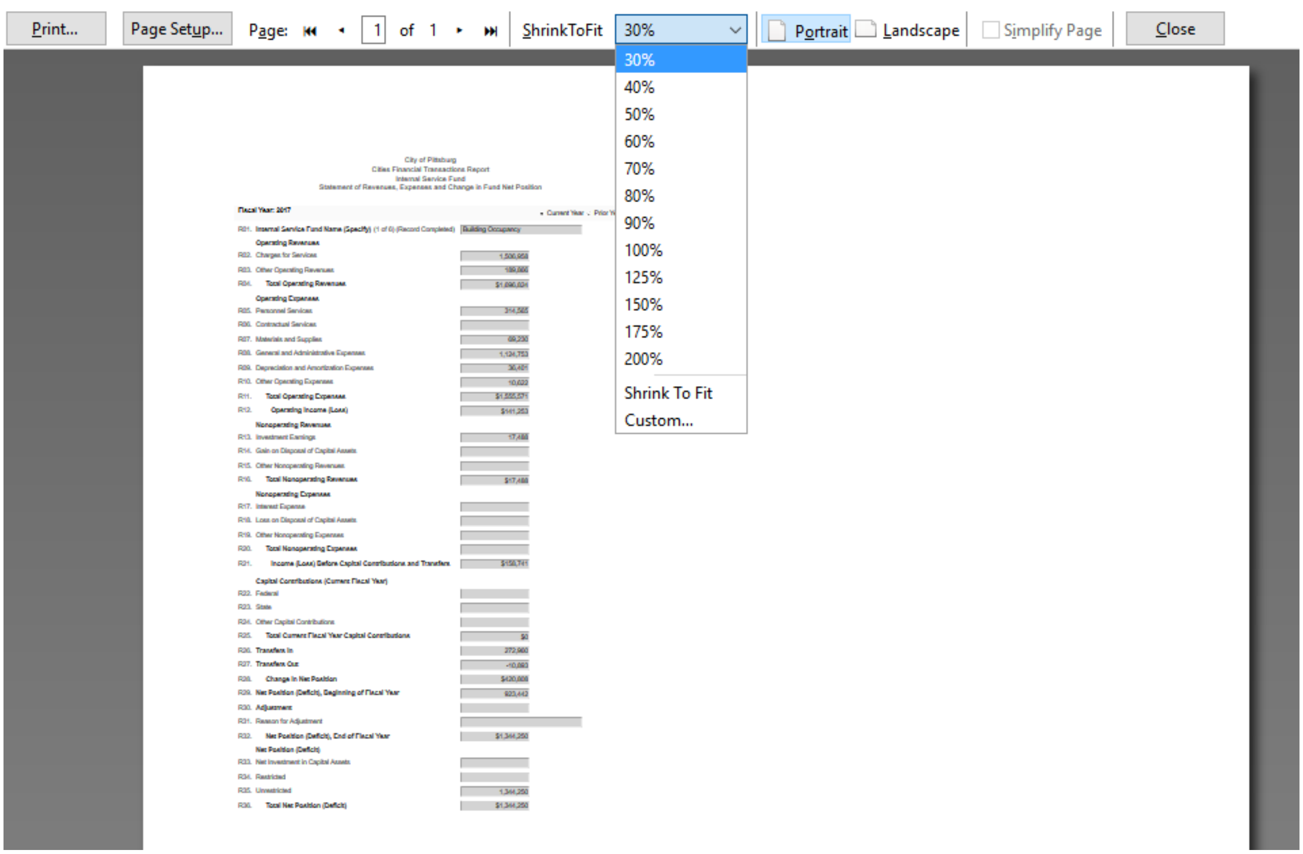
Printing Options – Mozilla Firefox

Both Windows and Mac operating systems can use Mozilla Firefox. However, you may need to change a few settings to optimize print settings. If you would like to change the appearance or information reflected in the header and footer of the printed page, please follow these instructions:

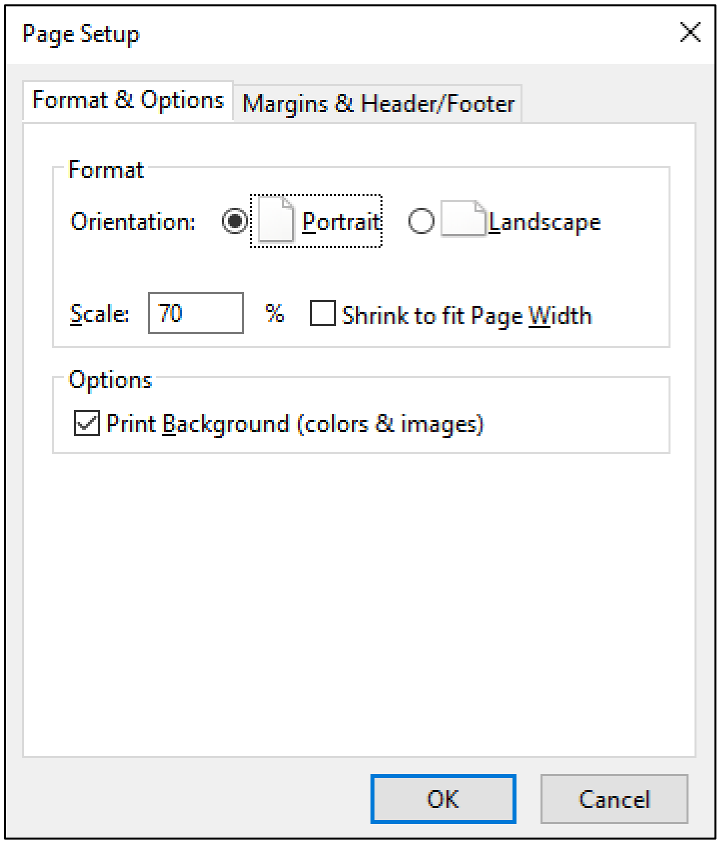
1. Click on the **Menu** button, located in the top right corner of the browser.



2. Once the dropdown menu opens, click **Print**. This will open a Print Preview screen. On this page, click the **ShrinkToFit** dropdown button. You may change the scaling of the printed page to ensure that all forms will print correctly within printer margins.



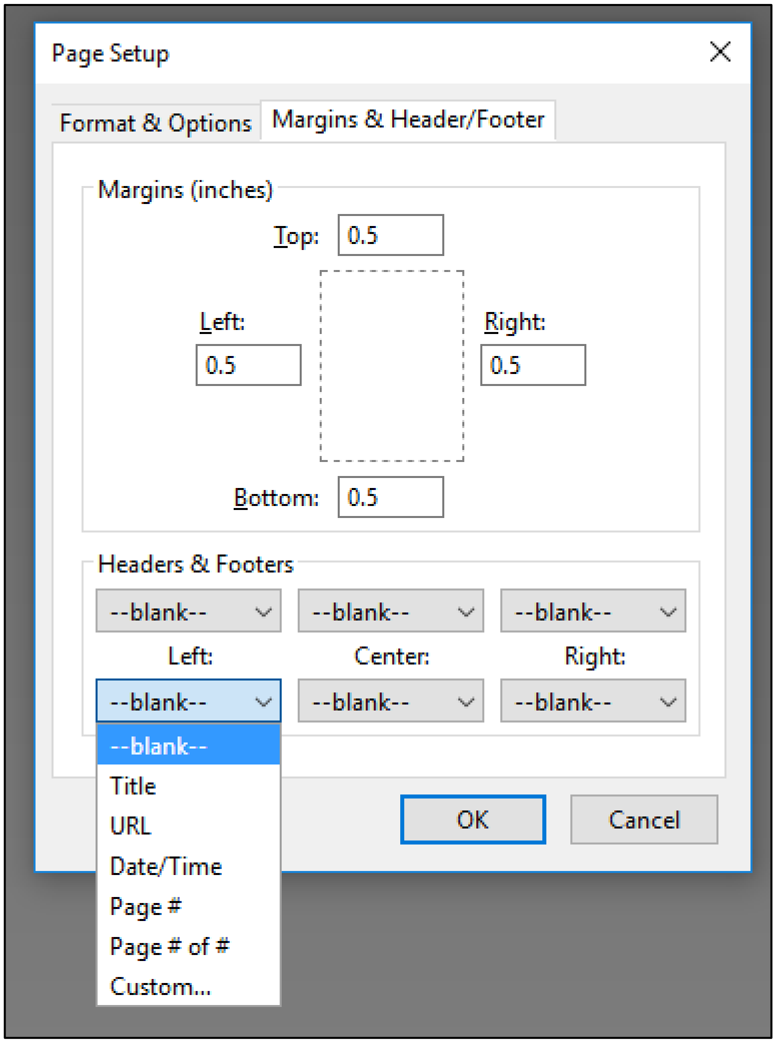
3. In the top left corner, click **Page Setup**. This will open the Page Setup dialog box.



4. In the Format & Options tab, you can also change the **Scale** to ensure that all forms will print correctly within printer margins, or click **Shrink to fit Page Width** to automatically fit the width of the form into your printer margins.

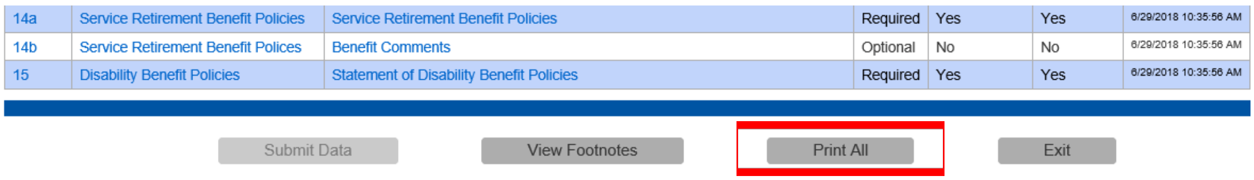
5. Click the box for **Print Background (colors & images)** in the Options section, if it not checked already. This will ensure there is a grey background for any fields that were carried forward from previous forms.

6. In the Margins & Header/Footer tab, you can customize the Header and Footer for the printed page in the Headers & Footers section. Click **OK** to accept the changes.

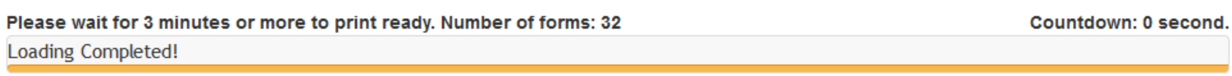


Print All – Main Menu

From the Main Menu, you may print all forms by clicking the **Print All** button. The page will refresh and all forms will load.



There will be a bar at the top of the screen. It will indicate when the report is ready to be printed.



Once all forms have been loaded, click **Print** on any of the forms to print the entire report.

Print All Records – Multi-Record Forms

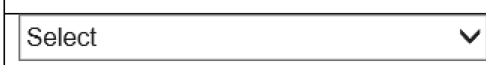
If you have multiple records reported in a Multi-Record form, you may click **Print All Records** to print the entire form.

This process is the same as the **Print All** button on the Main Menu. There will be a bar at the top of the screen, indicating loading status.

Once loading is complete, click **Print** on any of the records to print all records. Do not click **Print All Records**, once loading is complete. Clicking **Print All Records** will start over the loading process.

Glossary of 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.

Item	Description
	This is an **editable field**. Click on this field to enter data. **Note:** Some of these fields are restricted to only numbers or letters, depending on the line item.
	This is a **restricted field**. 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.
	This is a **restricted field**. These fields indicate that the line item has no data to display for the column.
	This **dropdown button** allows you to choose between several values.
	This is a **clickable function button**. It performs the function described in the button.
	This is a **non-clickable function button**. 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.
	This is a **selected radio button**. The value to the right of this button is selected.
	This is an **unselected radio button**. The value to the right of this button is not selected.
	This is a **subform function button**. It usually appears in subforms.

SCO Financial Transactions Report Resources

Links to SCO Resources by Report Type

Cities' Financial Transactions Report
- https://www.sco.ca.gov/ard_locinstr_cities_forms.html

Counties' Financial Transactions Report
- https://www.sco.ca.gov/ard_locinstr_counties_forms.html

Public Retirement Systems' Financial Transactions Report
- https://www.sco.ca.gov/ard_locinstr_retirement_forms.html

Special Districts' Financial Transactions Report
- https://www.sco.ca.gov/ard_locinstr_districts_forms.html

Transit Operators' Financial Transactions Report
- https://www.sco.ca.gov/ard_locinstr_transit_forms.html

Transportation Planning Agencies' Financial Transactions Report
- https://www.sco.ca.gov/ard_locinstr_trpa_forms.html

Property Taxes Report
- https://sco.ca.gov/ard_locinstr_proptax_forms.html

Help Desk Contact Information

For Cities', Counties', Public Retirement Systems', Transit Operators', and Transportation Planning Agencies' 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