Fiscal Year 2018-19 Consolidated Annual Report
Frequently Asked Questions

These frequently asked questions are for Departments with Fi$Cal generated Consolidated Annual Reports.

Q1: Which of the five Consolidated Annual Reports (CAR) can be run in FI$Cal?

A1. Department transacting in FI$Cal or using SCPRS data entry can use the following features and run the following reports in FI$Cal:

- Form 810: DVBE and SB/MB Contracting Activity Report
- Form 810S: DVBE and SB/MB Option & DVBE Incentive Report
- Form 810A: Infrastructure Bond Report
- Form 810C: Consulting Services Report
- Form 810E: Ethnicity, Race, Gender and Sexual Orientation Report (ERGSO)
- Department Data Validation Query

Q2: Can a department uploading in SCPRS use any of the functionality implemented to run the above reports?

A2. Departments uploading spreadsheets in FI$Cal can generate two of the reports and the data Validation Query by taking the steps enumerated below.

1. To generate the Contracting Activity Report (Form 810):
   - If you haven’t entered SB/DVBE Subcontracting information in all your transactions, either manually update each transaction Subcontracting page or upload the SB/DVBE spreadsheets covering all the transactions missing the SB/DVBE information in the fiscal year.
   - Update each your transactions by answering the questions on the CAR reportable section. Refer to the *CAR for FI$Cal/SCPRS Users* training materials for information regarding the CAR Reportable Sections.
   - Department can also work with OSDS to turn the CAR Reportable section on for all transactions and then go in and update only the transaction that do not match the pre-selected response.
   - Enter the sum of all PCard transactions that are not reported anywhere else in SCPRS and which are not linked to a PO on the PCard FY Summary Entry Page, including the PCard transactions that are under $2,500.

2. To capture information for the ERGSO Report (Form 810E):
   - Enter all the Voluntary Statistical Data Sheet(s) on the ERGSO data Entry Page.

3. To run the Contract Activity Report Form 810 and ERGSO Form 810 E Reports:
   - Refer to the Department Run Control Page and the Data Validation Query job-aids provided by OSDS.
   - Run the two reports and the Data Validation Query.

Q3. What's new for CAR reporting?

A3. Changes starting FY 2018-19 regarding CAR reporting include:

- SB/DVBE Subcontracting page is required to be filled with SB/DVBE certification data when applicable in all modules, and is a key component of the CAR Reporting; no SB/DVBE subcontracting data on this page means no SB/DVBE subcontractor participation is counted and reported.
- All the data pulled by the report is based on the award amount, not expenditures.
- All transactions data including for multiyear contracts will be pulled in the year they are awarded.
- Departments have the ability to run a Validation Data Query with transaction detail to validate the data for the Contracting Activity Report, the SB/DVBE Option and the I-Bond reports.
- Departments have the ability to run all their reports and the Data Validation query at any time during the fiscal year, giving them the possibility to verify reported data throughout the year, not only at the end of the fiscal year.
- Departments transacting in FI$Cal and using manual data entry in SCPRS no longer have to submit their reports to OSDS, because OSDS has the ability to pull all the data directly from the system on their end.
- OSDS will run all five departmental reports as well as the statewide reports directly from Fi$Cal pulling the transaction information entered by departments when they create the transactions.
- Because OSDS will run all the reports in FI$Cal on August 2, cover letters are no longer needed but are strongly recommended to be used as an internal communication too within your department to inform your executive team about the SB/DVBE participation goals, achievement trends from past years, others.
- Cover letters are still required if your department has not met one or any of the goals to accompany the Improvement Plan, or if you are requested revisions after the submittal of the report, or if you report for multiple Business Units (BUs).

Q4. What is included on the SB/DVBE Subcontracting Page?

A4. The SB/DVBE Subcontracting Page in all modules includes the following:

- Prime Contractors information is automatically populated. If prime contractor is certified, the report will capture 100% of the transactions dollars toward participation data.
- Subcontractors must be added for each transaction and the percentage of work they perform. If subcontractors are certified, the certification information will automatically display with all application certification types.
- The new Small Business for the purpose of Public Works (SB-PW) certification type was added to the SB/DVBE Subcontracting page; SB-PW will be counted toward SB participation only on transaction with the Public Works or Public Works SB 605- related Acquisition Sub-types, or on Public Works SB Option Acquisition method.
- The Nonprofit Veteran Services Agency (NVSA) certification was added to the SB/DVBE Subcontracting page and will be counted under SB participation.

Q5. How is the data captured?

A5. In order to make sure that transaction data isn't duplicated in the report, information is only pulled from one transaction, in a cascade method, pulling first from departmental contracts, then non-contract Purchase orders (POs), then non-PO Cal-Card transactions. POs released against Leveraged Procurement Agreements (LPAs) are also captured in order to give proper credit to each department. For more information, refer to the CAR training materials and job aids for FI$Cal /SCPRS Users available at the following link.

CAR Training materials and job aids for FI$Cal / SCPRS Users

Q6. How are multi-year contracts reported?

A6. Beginning in fiscal year 2018-19 the full award amount of multi-year contracts will be captured in the year the contract is awarded.

- Contact OSDS if you have remaining amounts form previously reported multi-year contracts.
- Amendments to these contracts will be captured and reported in the fiscal year they are created in FI$Cal or reported in SCPRS.

Q7. What if I entered transactions incorrectly?

A7. Transactions (POs, Contracts, PCard transactions or SCPRS entries) will need to be corrected during the fiscal year, in order for reporting to be accurate. Corrections are possible as follows:

- The CAR Reportable Section and the SB/DVBE Subcontracting page can be edited without a change order or triggering workflow approval, if correction is done before transactions are in complete or closed status.
- Closed P-Card transactions cannot be edited without workflow approval. The system has securities in place, so all the information on closed PCard transactions is grayed out; after payment the entire PCard transaction is removed from the reconcile page.
- Corrections prior to submittal date (report due date or extension date if one requested) can be done without notifying OSDS.
- Report corrections after the submittal date (August 1 or extension date) need to be done with OSDS approval, because OSDS will need to unlock your department's report, and re-run the statewide report to reflect the revised data.

Q8. Who can enter ERGSO information?

A8. All FI$Cal departments' buyers and non-FI$Cal departments' SCPRS processors can enter the ERGSO information on the page created.

- The link to the ERGSO Data Entry page is located at the top of the Fi$Cal page, next to the Fi$Cal SCPRS link.
- Use the information you receive on the Voluntary Statistical Data Sheets (VSDS) from business owners only.
- Only create one entry per VSDS received.
- Use the "+" button to enter more VSDS data in one single session.

Q9. How can my department keep track of our participation data?

A9. PO reporters and SCPRS Processors can run all the 810 reports and data validation query at any time in Fi$Cal. OSDS recommends running and reviewing these reports for accuracy at least every quarter, if not monthly.

- Report any CAR-related defect to FSC and copy OSDSReports@dgs.ca.gov.

Q10. Can a department or OSDS run reports and the data validation query previous to fiscal year 2018-19?

A10. Reports and data validation query can be ran only starting with fiscal year 2018-19, because CAR functionality did not exist prior to June 2018.

Q11. How can I run a query?

A11. The step-by-step instructions for running the data validation query are included at the following link. Running a departments data validation query

Q12. What do I need to do to run the CAR reports?

A12. The following are steps to assist with running your reports:

- Ensure you have the appropriate role of PO Reporter or SCPRS Processors to run the reports. If you do not have the PO Reporter role, please work with your department FI$Cal Liaison to obtain them right away.
- Ensure that all transactions for the fiscal year are entered prior to August 1, 2019, or request an extension from OSDS with a justification.
- Using the job-aid included below, run your 810 reports.

Running the 810 reports in FI$Cal

- Using the job-aid above run a query to validate the data, and save a copy of the report in case of an audit or system glitch.
- Validate your data and make any necessary corrections before August 1, 2019.

- If a goal was not met, develop and submit an Improvement Plan. A template is available at: SB/DVBE Participation Improvement Plan (PDF)
- If any revisions are needed after OSDS runs the statewide report on August 2, 2019, notify OSDS and provide an explanation for the revision, so OSDS can re-run the statewide report.
- Send cover letters, Improvement Plans, and revision explanations to OSDSReports@dgs.ca.gov

Q13. What reports are impacted by the “CAR Not Reportable” button being checked?

A13. The following reports are impacted by the CAR Reportable answer:

- Form 810: DVBE and SB/MB Contracting Activity Report
- Form 810S: DVBE and SB/MB Option & DVBE Incentive Report
- Form 810A: Infrastructure Bond Report

Q14. Why do transactions that we marked as “Not reportable” show up on the data validation query? Aren’t they excluded from report?

A14. Transactions marked as “not reportable” are excluded from the reports, but are not excluded from the validation query. The validation list includes all transactions to help you confirm a transaction wasn’t marked in error as reportable/not reportable.

Q15. How is PCard transaction data captured for non-FI$Cal departments?

A15. For P-Card transactions that are not reconciled in FI$Cal (including the transactions under $2,500), calculate the total amount of all such transactions and the participation outside the system, and enter as one-line item on the P-Card FY Summary Entry Page. If a P-Card transaction is tied to a PO, then information will be captured from the PO (not the P-Card transaction).

Q16. Are P-Card transactions that are closed captured in the report?

A16. Yes, the system will pull all the reconciled PCard with an approval date that falls during the fiscal year, regardless of the status at the time of reporting.

Q17. Are state subventions CAR reportable?

A17. Per the CAR Form 810 Instructions, state subventions local assistance are not CAR Reportable transactions.

Q18. Who do we report a missing certification status to?

A18. If you have evidence (e.g. a printout of the supplier's certification profile), that the prime or subcontractor is certified, but the certification isn't displaying on the subcontracting page, report as a defect to FiscalServiceCenter@fiscal.ca.gov, and copy OSDSReports@dgs.ca.gov

Q19. Do we include expenses for utilities such as landline and cellphone service or electricity?

A19. No. You do not include utility expenses as they are a cost of doing business. Your department would report contract dollars where bids were solicited for items related to utilities such as telephones.

Q20. On form 9810C Consulting Services Report, does a contract entered into and then cancelled without any work being done still have to be reported?

A20. You would not report it as long as the service contract was entered into and cancelled within the same fiscal year and no funds were expanded.

Q21. What do we do with negative contract dollar amounts?

A21.Negative dollar amounts are due to amended multiyear contracts. The original award amount was not used entirely or an amendment to it was made that lowered the amount. You would enter the amended amount only. As an example, an original award amount of $5 million was suddenly amended down to $3 million in a later year. In the correct fiscal year in which the amendment took place, you would enter the -$2 million in the appropriate location on the 810 form whether it was for a SB/MB or a DVBE Prime or sub amount.