Reporting FI$Cal and SCPRS Transactions in the Consolidated Annual Report (CAR)

A Guide for FI$Cal Buyers, P-Card Reconcilers, PO Reporters, and SCPRS Processors

The purpose of this User Guide is to assist FI$Cal and State Contracting and Procurement Registration System (SCPRS) users with FI$Cal and SCPRS functionalities to ensure transaction data is captured and reported in the CAR Reports (Forms 810*).

This User Guide is a living document that will be updated regularly based on new developments and system enhancements.

The Guide's sections are applicable to the following system roles:

- FI$Cal Buyers: Sections I – IV and VI – IX
- PCard Reconcilers: Section V
- PO Reporters: Section X and XI
- SCPRS Processors: All Sections

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The purpose of this User Guide is to assist FI$Cal Buyers, PO Reporters and SCPRS Processors with new FI$Cal and SCPRS functionalities to ensure data is captured and reported accurately in the CAR Reports (Forms 810*).

The Guide's sections are applicable to the following system roles:

- FI$Cal Buyers: Sections I – IV and VI – IX
- PCard Reconcilers: Section V
- PO Reporters: Section X and XI
- SCPRS Processors: All Sections

The CAR includes the following reports:

- Form 810: DVBE and SB/MB Contracting Activity Report, with Improvement plans required if either SB or DVBE or both goals are not met
- Form 810S: DVBE and SB/MB Option & DVBE Incentive Report
- Form 810A: Infrastructure Bond Report, with Improvement Plan required if SB goal is not met
- Form 810C: Consulting Services Report
- Form 810E: Ethnicity, Race, Gender and Sexual Orientation Report (ERGSO)

For FI$Cal Buyers, P Card Reconcilers and SCPRS Processors

CAR Functionality in FI$Cal includes the following:

I. CAR Reportable Section

This section is applicable to the following modules: Contracts, Purchase Orders, and SCPRS and applies to three of the CAR reports: Form 810, 810, and 810A.

The *CAR Reportable* **Section** was added in June 2018 to capture CAR related information during the creation of the transaction. The section has the following four fields:

1. **Help Text**

    The **Help Text** for the CAR Reportable section was added in June 2018. Click on the "?" icon next to the section title to learn about what transactions that should be included, and which transactions should be excluded from the report.

2. **CAR Reportable?**

    This question is a required field with two selections, *Yes* and *No*:

    -   Select *No* if the transaction is not to be captured in the report.

    -   Select *Yes* to indicate that the transaction should be captured. When selecting *Yes*, a pop-up window will ask about any SB/DVBE subcontractors. (See additional instructions under Section II. SB/DVBE Subcontracting page).

3. **Percent of State Funding in Total Contract if Available/Known**

    This field was added in April 2019 as an optional field to be displayed only when the CAR Reportable question is answered *Yes*. This field allows departments with mixed-funded contracts (state and federal funds) to accurately capture the state-funded portion of their transactions.

    -   If the percentage of state funding in the total transaction dollars is known, enter the percentage in the field, or

- If the transaction is 100 percent state-funded, enter 100 in the field, or

- If the percentage is unknown, leave the field blank; the system will capture100 percent of the transaction dollars as state-funded, or

- If the transaction is mixed funded but due to federal requirements it should not be reported, select *No* to the *CAR Reportable* question; the system will not capture this transaction in the report.

4. **Check if Exempt from DVBE Incentive**

    This field added in April 2019 is displayed only when the CAR Reportable question is answered *Yes*. This field indicates if the transaction that is CAR Reportable has an approved DVBE Incentive Waiver or if the nature of transaction is such that a DVBE Incentive is not applicable (e.g., SB/DVBE Option, Leveraged Procurement Agreement, or non-competitive transactions). Based on the checkbox status, the system will know if the transaction should be reported on the DVBE Incentive Report (Form 810S), as follows:

    - If a contract has an approved DVBE Incentive Waiver/Exemption or a DVBE Incentive is not applicable, this field must be checked. The system will not count the transaction in the DVBE Incentive Report.

    - If the checkbox is not checked, the system will capture the transaction in the DVBE Incentive Report.

New!

5. **Mission Task ID**

    This field was added in July 2021 as an optional field. The Mission Task ID field allows departments to identify if an acquisition is related to California Governor's Office of Emergency Services (Cal OES) Mission Tasked. E.g.: M23030 T27201.

    On transactions when one of the Emergency Acquisition method is selected and the Mission Task ID field is left blank, the system prompts a warning message (not a hard stop). To remind the user to enter a Mission Task ID, if known.

    This field always displays in the CAR reportable section.

    This field was added to the P-Card module also.

New!

6. **Mission Task Description**

    This field was added in July 2021 as an optional field that allows users to manually enter the description of the emergency mission task. The Mission Task

Description is initially greyed out, and only if the user enters a Mission Task ID, the Mission Task Description field opens, and then that field is required. If the user does not enter the Mission Task Description after entering a Mission Task ID, a pop-up message will inform the user that Mission Task Description is required, and it is a hard stop. This field always displays in the CAR reportable section.

This field was added to the P-Card module also.

New!

7. Statewide Incident ID

This field was added in July 2021 as an optional field to identify acquisitions related to statewide incidents. On transactions when one of the Emergency Acquisition method is selected and the Statewide Incident ID field is left blank, the system prompts a warning message (not a hard stop). To remind the user to enter a Statewide Incident ID if one is available. This field always displays in the CAR reportable section.

This field has a look-up with the list of configured Statewide Incident IDs and their corresponding descriptions that users can select.

This field was added to the P-Card module also.

New!

8. Statewide Incident Description:

This field auto populates by the system upon selection of a Statewide Incident ID.

This field was added to the P-Card module also.

Implementation of this new functionality is for CAR purposes only and is not intended to replace any other required tracking and reporting as instructed by the Department of Finance (DOF) and/or Cal OES. This functionality is also limited to manual entry only and has NOT been updated for any of the interface options (i.e., Requisition, Contracts, PO and SCPRS).

II. SB/DVBE Contracting page (SB/DVBE Subcontracting page)

This section is applicable to the following modules: Contract, Purchase Order, P-Card, and SCPRS.

The SB/DVBE Subcontracting page is the key component of the Contracting Activity Report (Form 810) because it provides all the information needed in the calculation of SB and DVBE participation goals for awarding departments.

The SB/DVBE Subcontracting page can be accessed as follows:

- When creating a CAR reportable transaction, answer *Yes* to the pop-up question "*Do you need to provide any subcontracting information?*" The system will take the user directly to the SB/DVBE Subcontracting page.

- At any time before the transaction is marked as complete or closed, by clicking on the *Add Subcontracting and SB/DVBE Contracting* link.

It is strongly recommended that users enter the subcontracting information on the SB/DVBE Subcontracting page at the time they create the transaction and verify that the user-entered information as well as the information populated by the system is accurate. Verify the certification status of all the certified firms participating in the transaction and save a copy of their certification profiles for your records.

To verify certification status while in the transaction:

- Click on *New Window,* a new window will open showing the FI$Cal menu.
- To access the certification search page, go to:

  Main Menu/Certification Process/Status Search.

- Search by legal name, DBA, address, TIN, certification status, others, to retrieve the firm's certification profile.

- Verify certification type and dates on the profile, then save or print the screen and save it in the procurement file.

The SB/DVBE Subcontractor page displays the following information:

- **Prime contractor information** – The prime contractor information including percent and any certification information is pre-populated by the system. As subcontractors are added to the page the prime contractor percent will

automatically adjust downwards, because the total of all percentages on the page cannot exceed 100%.

- **Subcontractor(s) information** – Use the Supplier/Bidder Search on the page to look up the subcontractor(s) in the system either by Supplier ID or by Bidder ID. Once the subcontractors are added, the applicable certification information should automatically display. Enter the percentages of participation as listed in the contract documentation. Contact FSC if the subcontractor(s) certification information does not display correctly.

The following certification types are on the SB/DVBE Subcontracting:

- **Small Business (SB)** certification type is counted toward SB participation goal.
- **Micro Business (Micro or SB/MB)** designation of the SB certification type is automatically granted or removed by the system based on the firm eligibility. This designation is counted toward SB participation goal.

- **Disabled Veteran Business Enterprise (DVBE)** certification type will be counted toward the DVBE participation goal.

- **New! Small Business for the purpose of Public Works (SB-PW)** certification type is a new certification effective January 2019 added to the SB/DVBE Subcontracting page. This certification will be counted toward SB participation goal only on public works CAR Reportable transactions that are meeting one of the following:

    o **Where Acquisition Type is:**
        - Non-IT Services <u>and</u> Acquisition Sub-type is Public Works, or

        - Non-IT Goods <u>and</u> Acquisition Sub-type is *Public Works – Related to SB-PW (SB605) Certification Type, or*

        - IT Goods <u>and</u> Acquisition Sub-type is *Public Works – Related to SB-PW (SB605) Certification Type, or*

        - IT Services <u>and</u> Acquisition Sub-type is *Public Works – Related to SB-PW (SB605) Certification Type, or*

- o **Or, where Acquisition Method is:**
  - o *Public Works – SB Option – Competitive, or*
  - o *Public Works – DVBE Option – Competitive, or*
  - o *Public Works – Competitive.*
- **Nonprofit Veteran Services Agency (NVSA)** certification type is counted toward SB participation goal when an NVSA is used on a CAR Reportable transaction.

If you have the copy of the certification profile or screen print out showing that the prime contractor or subcontractor is certified at the time you create the transaction, but the certification is not displayed on the SB/DVBE Subcontracting page, please report this as defect to the FiscalServiceCenter@fiscal.ca.gov and copy OSDSReports@dgs.ca.gov.

Entering or correcting information on the SB/DVBE Subcontracting page is possible without requiring additional workflow approval, as long as the transaction is not closed. Users are strongly advised to enter the subcontracting information and verify the prime contractor certification when the transaction is created since a supplier's certification status can change and impact the transaction's reported participation.

III. Capturing and Reporting Amendments in the Previous Fiscal Year

This contract amendment functionality is available in the Contracts module.

To capture amendments in the reporting fiscal year, a Fiscal Year field was added to the Reason Code Page. The default for this field is set on current fiscal year. Users are requested to always check this field and enter the fiscal year in which the amendments should be reported if different from current fiscal year. This feature is important for amendments created in the system after the end of the fiscal year, but which need to be captured in this previous fiscal year.

> *Example: On July 10, 2019 a user creates an amendment in the system that should be captured and reported for the fiscal year 2018-19. The Fiscal Year field on the Reason Code Page shows the default 2019-20. In order to report this amendment in the previous year, the user should select 2018-19 in the Fiscal Year field.*

IV. Capturing and Reporting Change Orders in the Previous Fiscal Year

This change order functionality is applicable to PO module and SCPRS manual data entry.

To capture Change Order data in the reporting fiscal year, a Fiscal Year field is identified on the Reason Code Page. The default for this field is set on current fiscal year. Users are requested to always check this field and enter the fiscal year in which the Change Order should be reported if different from current fiscal year.

> *Example: On July 10, 2019 a user creates a Change Order for a PO that should be captured and reported for the fiscal year 2018-19. The Fiscal Year field on the Reason Code page shows the default 2019-20. In order to report this Change Order in the previous year, the user should select 2018-19 in the Fiscal Year field.*

V. Capturing and Reporting P-Card Transactions

1. **For PCard Reconcilers**

    All FI$Cal P-Card transactions that are reconciled and have an approval date, and which are not associated with any contract or PO, will be captured and reported in the Contracting Activity Report (Form 810). FI$Cal users are required to add all applicable bidder or supplier certification information on the SB/DVBE Subcontracting Page accessible from the P-Card Reconcile page. No additional action is required for Form 810 reporting purposes on this page. No revision can be made on the Subcontracting page after the P-Card transaction is closed.

2. **For SCPRS Processors (non-FI$Cal departments)**

    The P-Card FY Summary Entry page was added in April 2019 and placed in FI$Cal Extension at the following path:

    Main Menu\FI$Cal Processes\FI$Cal Extension\PO\PCard FY Summary Entry

    This page was created for non-FI$Cal departments to enter on an annual basis a one-time data entry of the cumulative amount of all the P-Card transactions that were not reported anywhere else in SCPRS for the reporting fiscal year. This total cumulative should also include all P-Card transactions under $2,500 that are otherwise not required to be entered in SCPRS.

SCPRS Processors must select the applicable reporting fiscal year and enter the total of all transactions not already reported in SCPRS. There will be only one row per each fiscal year that users must complete and before clicking on the Save button. The system will capture this total into the Contract Activity Report – Form 810. The system will also capture the date and the user information for the person entering this summary data on the page. This is an editable field, so information can be entered at any time if departments want to run, for example, year-to-date or quarterly preliminary CAR reports. As a cautionary note, users should ensure that the information is updated at the end of the fiscal year, so the data covering the entire fiscal year is captured in the annual official Form 810 report.

Non-FI$Cal departments will have to grant the SCPRS Processor role to staff assigned to enter the P-Card transactions data on the P-Card Summary Entry Page.

VI. Capturing Transactions on the SB and DVBE Option and DVBE Incentive Report (Form 810 S)

This functionality is applicable to the following modules: Contracts, Purchase Order, and SCPRS.

1. SB and DVBE Option (Form 810S, Part 1 and Part 2)

For the *SB Option Report* (Form 810S, Part 1) the system will capture and report the total number and awarded amount of all the CAR reportable transactions that are created under the following Acquisition Methods: SB Option, Public Works SB Option.

For the *DVBE Option Report* (Form 810S, Part 2) the system will capture and report the total number and awarded amount of all the transactions that are created under the following Acquisition Methods: DVBE Option and Public Works DVBE Option.

To ensure accurate reporting, users must verify that the prime contractors have the certification corresponding to the type of Option used. Both SB and SB-PW certifications can be counted on the Public Works SB Option transactions. SB-PW certification cannot be counted on any option except Public Work SB Option.

2. DVBE Incentive (Form 810S, Part 3)

For the *DVBE Incentive Report* (Form 810S, Part 3), the system will capture and report the total number and the total amount of all CAR Reportable transactions with DVBE participation for which the *Exempt from DVBE Incentive* checkbox is not checked.

VII. Capturing Transactions for the Consulting Services Report (Form 810 C)

This section is applicable to the following modules: Contract, Purchase Order, P-Card, and SCPRS.

The system will capture and report on Form 810C all transaction details and supplier information entered on the Consulting Services Justification sub-page when creating transactions under the Consulting Services Acquisition Sub-Type of the Non-IT Services and IT Services Acquisition Types.

- For transactions created under Non-IT Services Acquisition Type, the system will capture the data entered on the Consulting Services Justification sub-page that displays when the Consulting Services Acquisition Sub-Type is selected. The system will capture information entered in the required fields on this sub-page and populate the Form 810C report.

- For transaction created under IT Services Acquisition Type, the Consulting Service Justification sub-page will display whenever any of the following Acquisition Sub-Type is selected:

  o *Consulting Service*
  o *Consulting Services (related to IT Project)*
  o *Consulting Services (related to IT Project-CDT Use Only)*

The system will capture information entered on the Consulting Service Justification sub-page and populate the Form 810C report.

The consulting services amendments reason information will be captured from the Change Order Reason sub-page.

The Non-Competitive Bid explanation required in the Form 810C report will be captured from the Acquisition Method selected and reported in the explanation of Form 810C (e.g. exempt by law, exempt by policy).

VIII. Ethnicity, Race, Gender and Sexual Orientation (ERGSO) Report – Form 810E

This feature is available for use by all FI$Cal and Non-FI$Cal departments.

A new ERGSO data entry page was created to capture voluntarily reported data by contractors on the Voluntary Statistical Data Sheets (VSDS). This page is located at the following path:

Main Menu \FI$Cal SCPRS \ERGSO Data Entry

All FI$Cal buyers or SCPRS processors can enter all the VSDS received from contractors on this data entry page at once during or at the end of the fiscal year. The page features a "+" button to allow for multiple entries at one time.

The system will capture all the information entered by all the departments into the ERGSO statewide summary. Due to the confidential nature of the data, this information cannot and will not be associated with any transactions.

Note: Due to confidential nature of the data, procurement staff is reminded to save the VSDS form(s) received from the business owners separately, and not in the corresponding procurement files.

IX. Infrastructure I-Bond Act of 2006 Activity Report – Form 810 A

This report is limited to departments that received I-Bonds under the Infrastructure Bond Act of 2006. The system will capture all transactions that have the bond field checked.

For CAR Reporters (PO Reporters and SCPRS Processors)

X. Departmental Data Validation Query

Available for all departments using FI$Cal and SCPRS for CAR reporting. This query was developed to help departments with validating the following CAR reports: Contracting Activity Report 810, I-Bond Report 810A and SB/DVBE Option and DVBE Incentive Report 810S. It includes a data extract of all the transactions created during the fiscal year, or in a specified time range, and it runs automatically with either of the three reports.

Users must have the PO Reporter role or the SCPRS Processor to be able to run the report and the Data Validation Query.

Refer to the *Departmental Data Validation Query Job-Aid* for a step-by-step on how to run the query and what data element it includes.

XI. Running the CAR 810 Reports

Available for all departments using FI$Cal and SCPRS for CAR reporting. A Run Control page was developed to allow departments with running their reports and data validation query.

Users must have the PO Reporter role or the SCPRS Processor to be able to run the report and the Data Validation Query.

Refer to the *Departmental Run Control Job Aid* for a step-by-step on how to run all CAR 810 reports for your department.

Please report CAR-related defects to the FiscalServiceCenter@fiscal.ca.gov and copy OSDSReports@dgs.ca.gov