

How to Run the Consolidated Annual Report Forms in FI\$Cal Job Aid

Date: May 1, 2019

Target Audience: Department SCPRS Processor, P-Card Reconciler, Central PO Reporter, Department PO reporter, DGS PO Reporter, DOF PO Reporter

Purpose: A Run Control Page has been developed in the FI\$Cal system to generate the Consolidated Annual Report Forms. The purpose of this job aid is to provide detailed instructions for the following:

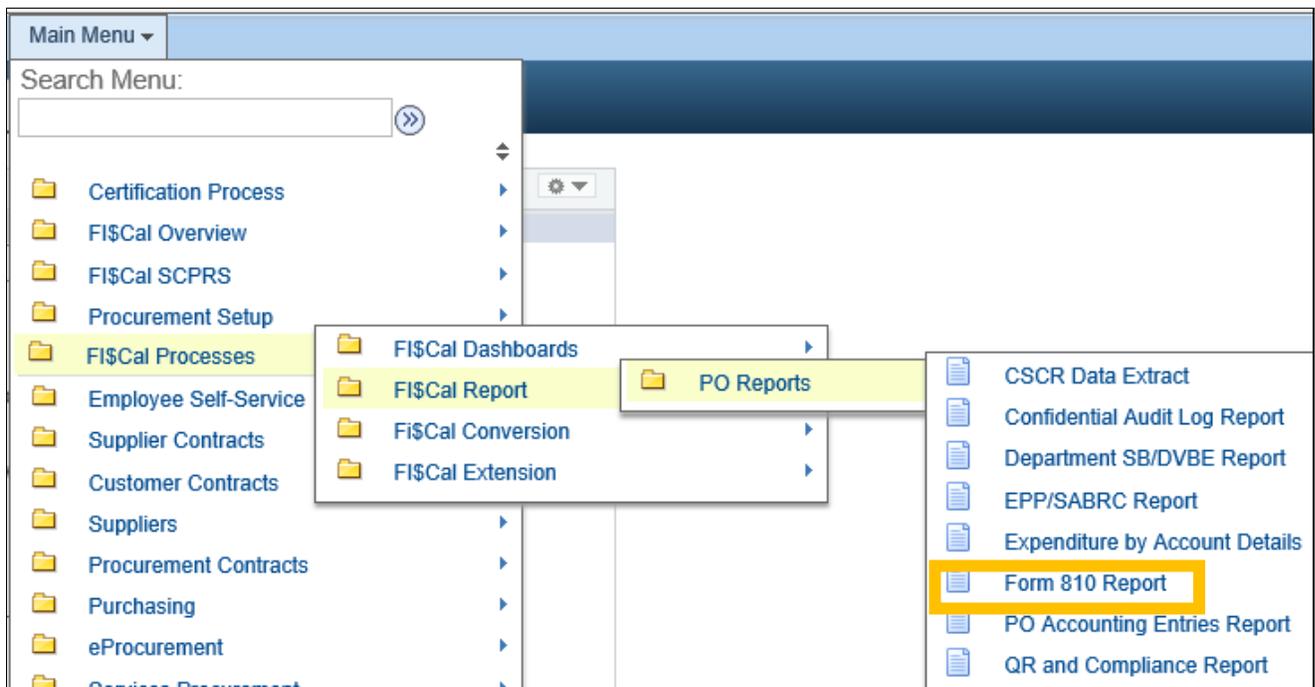
- Access to the Run Control Page
- Run the Consolidated Annual Report Forms
- Access to the Data Validation Query

How to run the Consolidated Annual Report forms:

Here is the link to the FI\$Cal login page: <https://fiscal.ca.gov>

Step 1: Use the following navigation path to access the Run Control Page:

Main menu > FI\$Cal Processes > Fi\$Cal Report > PO Report > Form 810 Report



Note – This is the link for all of the CAR reports.

Step 2: On the **OSDS Form 810 Report** page click on the **Add a New Value** button.

OSDS Form 810 Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Step 3: Enter a **Run Control ID** with no spaces then click on the **Add** button.

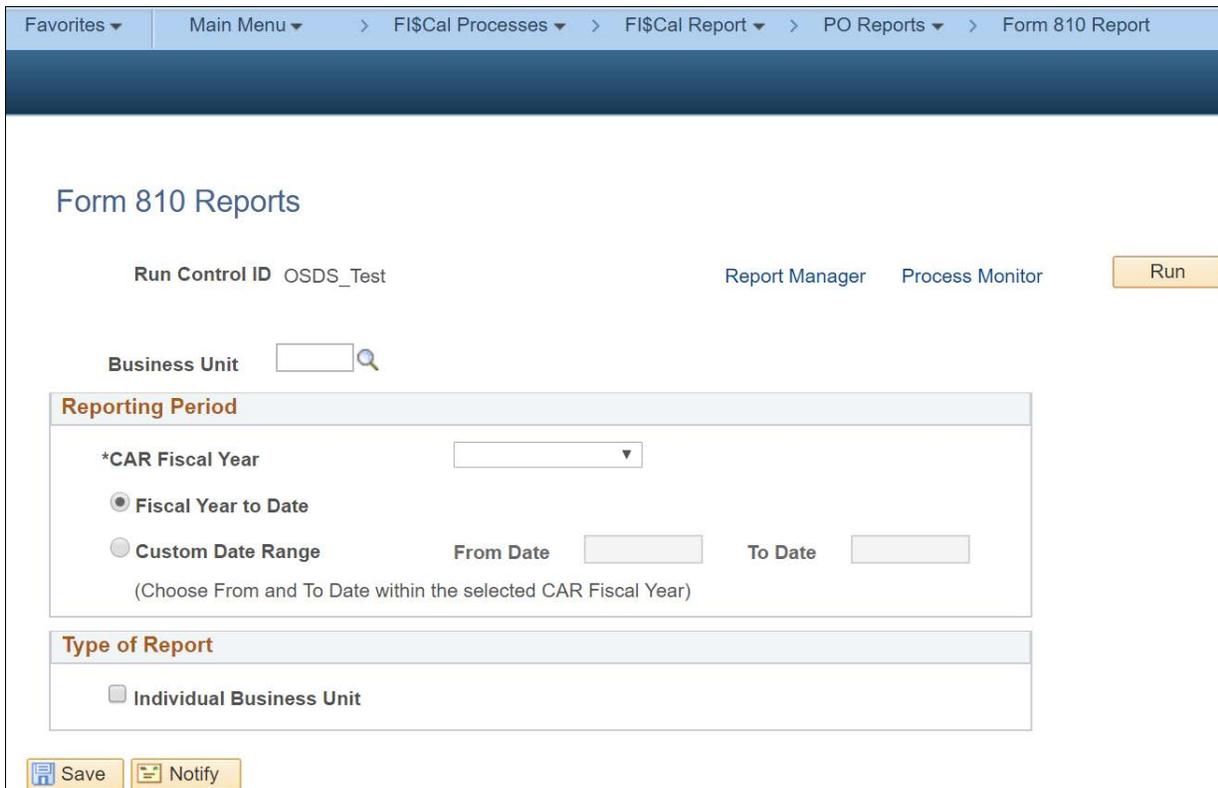
OSDS Form 810 Report

[Find an Existing Value](#) [Add a New Value](#)

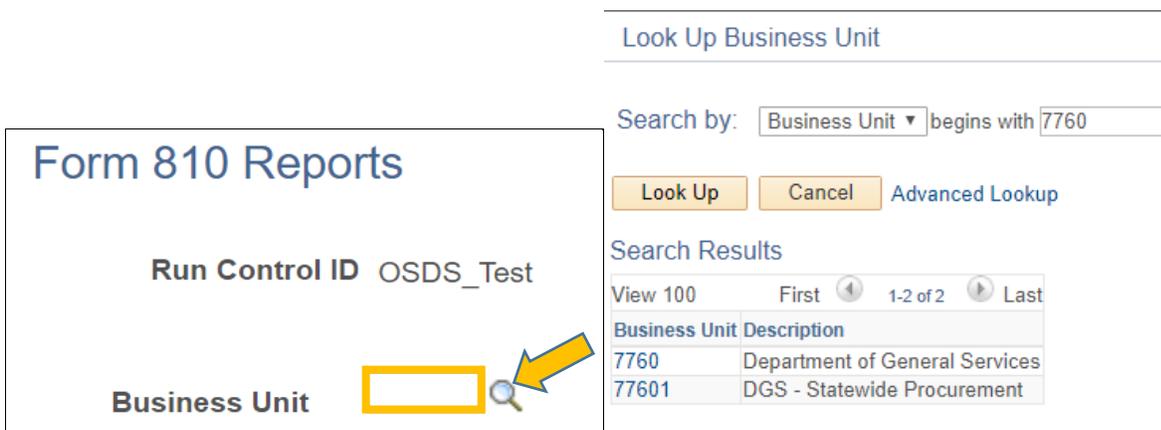
Run Control ID

 [Add](#)

Step 4: After clicking on the **Add** button the **Form 810 Reports** page will appear.



Step 5: Enter your **Business Unit (BU)** number in the BU field manually or find and select it using the look up icon (magnifying glass).



Form 810 Reports

Run Control ID OSDS_Test

Business Unit 

Look Up Business Unit

Search by: Business Unit begins with 7760

Look Up Cancel Advanced Lookup

Search Results

Business Unit	Description
7760	Department of General Services
77601	DGS - Statewide Procurement

Step 6: Within the **Reporting Period** section select a **CAR Fiscal Year**.

Reporting Period

*CAR Fiscal Year

Fiscal Year to Date

Note - If the **CAR Fiscal Year** field is left blank, the system will show a hard stop.

Step 7: Within the **Reporting Period** section select **Fiscal Year to Date** or the **Custom Date Range** Option.

Reporting Period

*CAR Fiscal Year

Fiscal Year to Date

Custom Date Range

(Choose From and To Date within the selected CAR Fiscal Year)

Note- If Custom Date Range is selected From Date and To Date will be required.

Step 8: Within the **Type of Report** section select **Individual Business Unit**.

Type of Report

Individual Business Unit

Step 9: After entering all of the parameters click on the Save button.

The screenshot shows the 'Form 810 Reports' interface. At the top, it displays 'Run Control ID OSDS_Test' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this, the 'Business Unit' is set to '7760' and the 'Department of General Services' is selected. The 'Reporting Period' section includes a '*CAR Fiscal Year' dropdown set to '2018-2019', with radio buttons for 'Fiscal Year to Date' (selected) and 'Custom Date Range'. The 'Type of Report' section has a checked checkbox for 'Individual Business Unit'. At the bottom left, the 'Save' button is highlighted with a yellow box and a yellow arrow points to it from the right.

Step 10: Click on the **Run** button on the **Form 810 Reports** page.

This is a close-up screenshot of the bottom right corner of the 'Form 810 Reports' page. It shows the 'Report Manager' and 'Process Monitor' links, and a prominent 'Run' button. A yellow arrow points directly to the 'Run' button.

Step 11: After clicking on the **Run** button a **Process Scheduler Request** page opens. Select the report and the format (XLS or PDF) you want to run and click on the **OK** button.

Process Scheduler Request Help

User ID Z_DEPT_PO_BUYER Run Control ID OSDS_Test

Server Name Run Date 05/01/2019 31

Recurrence Run Time 8:25:53AM Reset to Current Date/Time

Time Zone

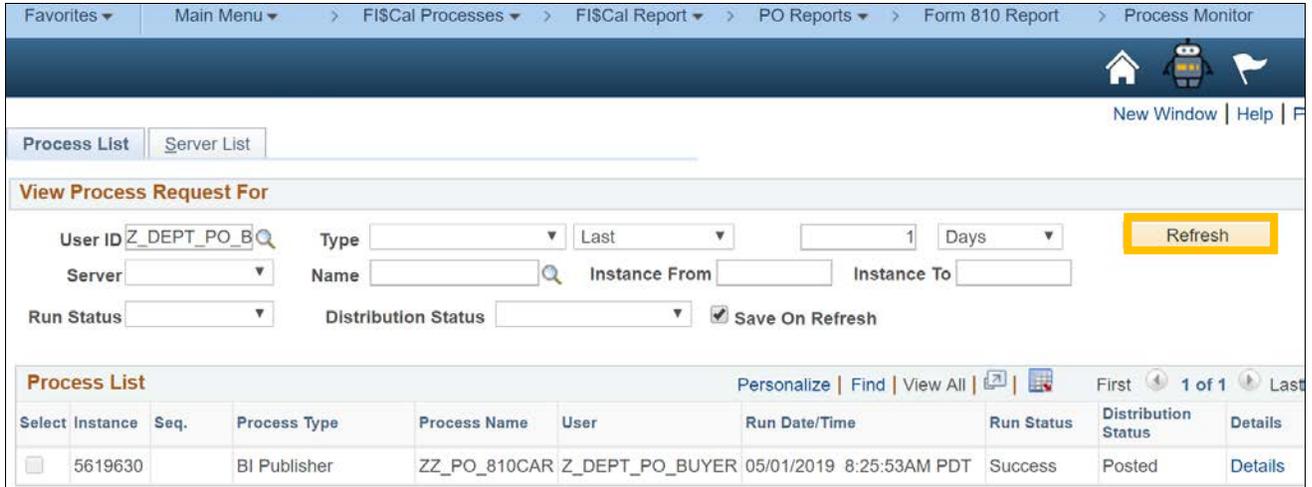
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Form 810 Contracting Activity	ZZ_PO_810CAR	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Form 810C Consulting Services	ZZ_PO_810CON	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Cover Letter	ZZ_PO_810COV	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Form 810E ERGSO Report	ZZ_PO_810ERG	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Form 810A I-Bond Activity Rept	ZZ_PO_810IBN	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Form 810SSB/DVBE Option Report	ZZ_PO_810SBD	BI Publisher	Web	PDF	Distribution

Step 12: After clicking on the **OK** button, the system will return back to the Form 810 Reports page. Click on the **Process Monitor** link to view the success of generating the report.

Report Manager **Process Monitor**

Step 13: View the progress of the report in the **Run Status** column and Distribution **Status** column. Continue to click on the **Refresh** button until the Run and Distribution status changes to Success and Posted.



Process List | Server List

View Process Request For

User ID: Z_DEPT_PO_B | Type: [] | Last: [] | 1 Days | Refresh

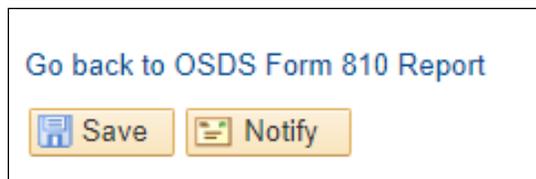
Server: [] | Name: [] | Instance From: [] | Instance To: []

Run Status: [] | Distribution Status: [] | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5619630		BI Publisher	ZZ_PO_810CAR	Z_DEPT_PO_BUYER	05/01/2019 8:25:53AM PDT	Success	Posted	Details

Run Status	Distribution Status
Success	Posted

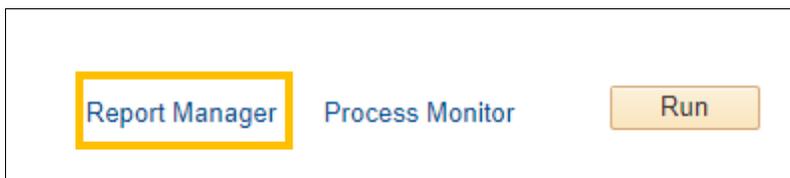
Step 14: After the report has successfully posted click on the **Go back to OSDS Form 810 Report** link to go back to the Form 810 Reports page.



Go back to OSDS Form 810 Report

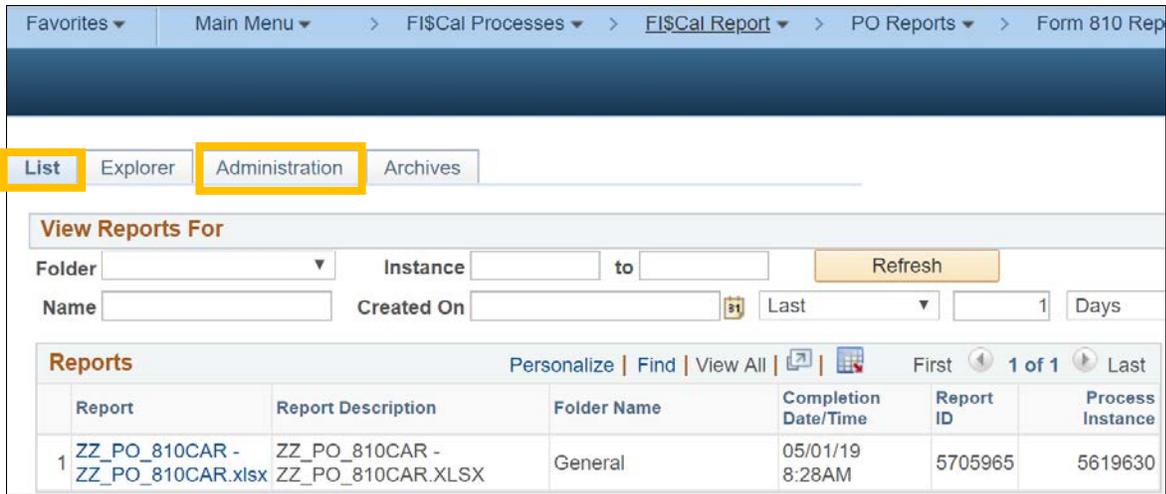
Save | Notify

Step 15: To access the report, click on the **Report Manager** link.



Report Manager | Process Monitor | Run

Step 16: After clicking the **Report Manager** link, a new page will open with multiple tabs. The report can be accessed by the **List** or the **Administration** tab. The default tab is the List tab. In the List tab under the report column, click on the report link.



Navigation: Favorites > Main Menu > FI\$Cal Processes > FI\$Cal Report > PO Reports > Form 810 Rep

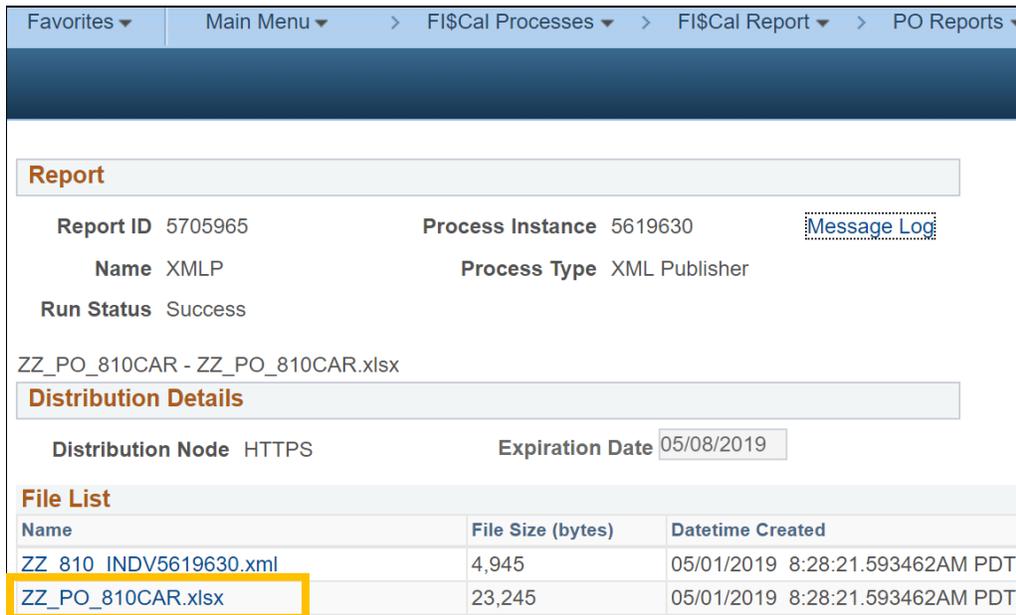
View Reports For

Folder: [Dropdown] Instance: [Dropdown] to: [Dropdown] Refresh

Name: [Text] Created On: [Text] Last: [Dropdown] 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 ZZ_PO_810CAR - ZZ_PO_810CAR.xlsx	ZZ_PO_810CAR - ZZ_PO_810CAR.XLSX	General	05/01/19 8:28AM	5705965	5619630

Step 17: After clicking on the report link a new page named Report will open.



Navigation: Favorites > Main Menu > FI\$Cal Processes > FI\$Cal Report > PO Reports

Report

Report ID 5705965 Process Instance 5619630 [Message Log](#)

Name XMLP Process Type XML Publisher

Run Status Success

ZZ_PO_810CAR - ZZ_PO_810CAR.xlsx

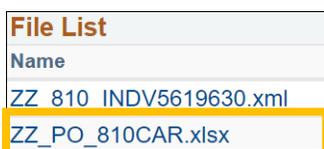
Distribution Details

Distribution Node HTTPS Expiration Date 05/08/2019

File List

Name	File Size (bytes)	Datetime Created
ZZ 810 INDV5619630.xml	4,945	05/01/2019 8:28:21.593462AM PDT
ZZ_PO_810CAR.xlsx	23,245	05/01/2019 8:28:21.593462AM PDT

Step 18: Under the **File list** column click on the report link to download the report from the system.



File List

Name
ZZ 810 INDV5619630.xml
ZZ_PO_810CAR.xlsx

A query in the system for data validation has been created. Here are the steps to access the Data Validation Query:

Step 1: To Access the data validation report, click on the **Process Monitor** link. In the Process Monitor page, under the Details column click the Details link after the Run Status shows Success.

Run Status	Distribution Status	Details
Success	Posted	Details

Step 2: In the Process Detail page click the View Log/Trace link.

Process

Instance 5619630	Type BI Publisher
Name ZZ_PO_810CAR	Description Form 810 Contracting Activity
Run Status Success	Distribution Status Posted

Run

Update Process

Run Control ID OSDS_Test	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time

Actions

Request Created On 05/01/2019 8:27:08AM PDT	Parameters	Transfer
Run Anytime After 05/01/2019 8:25:53AM PDT	Message Log	View Locks
Began Process At 05/01/2019 8:27:20AM PDT	Batch Timings	
Ended Process At 05/01/2019 8:28:21AM PDT	View Log/Trace	

OK

Cancel

Step 3: From the View Log/Trace page click on the Data Validation Query link.

View Log/Trace H

Report

Report ID 5705962 Process Instance 5619630 [Message Log](#)
 Name ZZ_PO_810CAR Process Type XML Publisher
 Run Status Success

Form 810 Contracting Activity

Distribution Details

Distribution Node HTTPS Expiration Date 05/08/2019

File List

Name	File Size (bytes)	Datetime Created
AE_ZZ_PO_810CAR_5619630.log	488	05/01/2019 8:28:21.593462AM PDT
AE_ZZ_PO_810CAR_5619630.trc	3,856	05/01/2019 8:28:21.593462AM PDT
Form 810 CAR - Data Validation Report.CSV	3,623,044	05/01/2019 8:28:21.593462AM PDT
ZZ_810_INDV5619630.xml	4,945	05/01/2019 8:28:21.593462AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	Z_DEPT_PO_BUYER

Step 4: Download the Data Validation Query.

File List	
Name	
AE_ZZ_PO_810CAR_5619630.log	
AE_ZZ_PO_810CAR_5619630.trc	
Form 810 CAR - Data Validation Report.CSV	
ZZ_810_INDV5619630.xml	

Note: The Data Validation Query is provided in the .csv format by the system. The Data Validation Query can be saved in .xls format.

Here is an example of the Contracting Activity report layout.

i) Left side of the report

FORM B0 Contracting Activity Report

Year of Report: 2018-2019
Department: 7760 - Department of General Services

Contracting Activity Category	Total Contracting Activity				Part 1										Part 2																			
	Awararded Amount \$	Number of Contracts	Share of Total Dollars Awarded %	Share of Total Number of Contracts %	Total to DVBE Prime Contractors	Total to DVBE Sub-Contractors	Number of Sub-Contracts awarded to DVBE Contractors	Total to DVBE Prime and Sub-Contractors	Percentage of Total DVBE Participation %	Share of DVBE Contracts by Activity Dollars Awarded %	Share of DVBE Contracts by Activity Number of Contracts %	Total to SBMB Prime Contractors	Total to SBMB Sub-Contractors	Number of Sub-Contracts awarded to SBMB	Number of Contracts with SBMB Sub-contractors	Awarards	Number of Contracts with SBMB Sub-contractors	Awarards																
1 Goods (Non)	9,331,085.44	1,277	10.0%	81.3%	3,780,587.53	341	36	30	3,777,333.52	383	379	5,643,434.66	4,303,377.44	568	409	3,668.34	281,695.95	13	13	7	5,653,933.00	4,385,072.58	568	477	568	472	28,550%	22.92%	45,500%	36.96%	13.90%	####	76,460%	68.67%
2 Services	183,570,936.64	463	68.0%	23.0%	362,245.00	12	12	12	362,245.00	47	45	24,019,870.26	22,436,073.94	81	119	756,583.21	254,896.58	30	13	10	24,710,263.47	22,674,910.43	81	132	81	130	20.72%	16.96%	16.88%	26.97%	81.00%	####	11,975%	16.67%
3	16,292,828.75	89	12.0%	4.2%	2,200,407.00	9	9	9	2,200,407.00	44	38	9,735,029.20	9,224,949.68	11	11	16,949.98	148,709.08	6	6	6	9,735,029.20	9,224,949.68	11	11	11	32.29%	13.68%	34.63%	34.63%	23.73%	####	4.65%	4.65%	
4 All (Goods)	9,434,914.19	1,366	12.0%	11.6%	3,942,832.53	21	21	21	3,942,832.53	44	40	27,029,533.12	25,994,397.06	68	139	18,634.63	684,301.61	19	19	17	27,029,533.12	25,994,397.06	68	139	68	23.55%	23.14%	1.85%	1.85%	####	7.50%	8.13%		
5 Civil Lead	0.00	0	0.0%	0.0%	0.00	0	0	0	0.00	0	0	0.00	0.00	0	0	0.00	0.00	0	0	0	0.00	0.00	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	####	0.00%	0.00%	
TOTAL	2,390,000.00	2,390	100.0%	100.0%	4,043,832.53	330	330	330	4,043,832.53	590	590	39,804,862.36	38,641,775.26	730	845	311,932.33	733,637.17	52	57	44	40,686,875.20	31,375,412.43	700	809	23,392%	18.07%	36.90%	32.97%	####	52.97%	69.33%			

ii) Right side of the report.

B0 Contracting Activity Report

Year of Report: 2018-2019
Department: 7760 - Department of General Services

Activity Category	Total to SBMB Prime Contractors				Total to SBMB Sub-Contractors				Certified Small Business (SBMB) Participation in State Contracting Activity				Share of SBMB Contracts by Activity										
	Awararded Amount \$	Number of Contracts	Share of Total Dollars Awarded %	Share of Total Number of Contracts %	Awararded Amount \$	Number of Sub-Contracts awarded to SBMB	Number of Contracts awarded to SBMB Sub-contractors	Percentage of Total SBMB Contracts	SBMB Participation %	Contracts with SBMB Participation in all Contracts %	Dollars Awarded %	Number of Contracts %	Share of SBMB Contracts by Activity Dollars Awarded %	Share of SBMB Contracts by Activity Number of Contracts %									
1 Goods (Non)	5,643,434.66	477	28.55%	22.92%	45,500%	36.96%	13.90%	####	76.460%	68.67%													
2 Services	24,019,870.26	22,436,073.94	81	119	756,583.21	254,896.58	30	13	10	24,710,263.47	22,674,910.43	81	132	81	130	20.72%	16.96%	16.88%	26.97%	81.00%	####	11,975%	16.67%
3	9,735,029.20	9,224,949.68	11	11	16,949.98	148,709.08	6	6	6	9,735,029.20	9,224,949.68	11	11	11	32.29%	13.68%	34.63%	34.63%	23.73%	####	4.65%	4.65%	
4 All (Goods)	27,029,533.12	25,994,397.06	68	139	18,634.63	684,301.61	19	19	17	27,029,533.12	25,994,397.06	68	139	68	23.55%	23.14%	1.85%	1.85%	####	7.50%	8.13%		
5 Civil Lead	0.00	0	0.0%	0.0%	0.00	0.00	0	0	0	0.00	0.00	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	####	0.00%	0.00%	
TOTAL	39,804,862.36	38,641,775.26	730	845	311,932.33	733,637.17	52	57	44	40,686,875.20	31,375,412.43	700	809	23,392%	18.07%	36.90%	32.97%	####	52.97%	69.33%			