

Intake Pages Job Aid

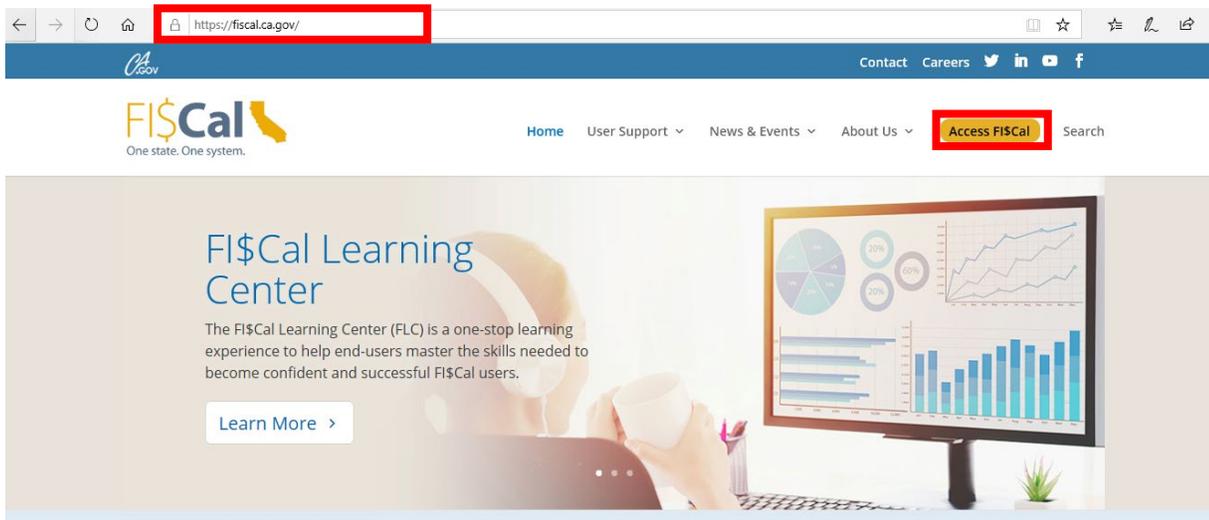
Target Audience: CAR reports preparer and approvers from departments that are not transacting in FI\$Cal, including voluntary reporting departments (i.e., California State Universities) and deferred or exempt departments from FI\$Cal.

Purpose: Form 810 Intake page functionality has been implemented in FI\$Cal system for deferred or exempt departments providing them the ability to submit their CAR report online by logging into FI\$Cal .

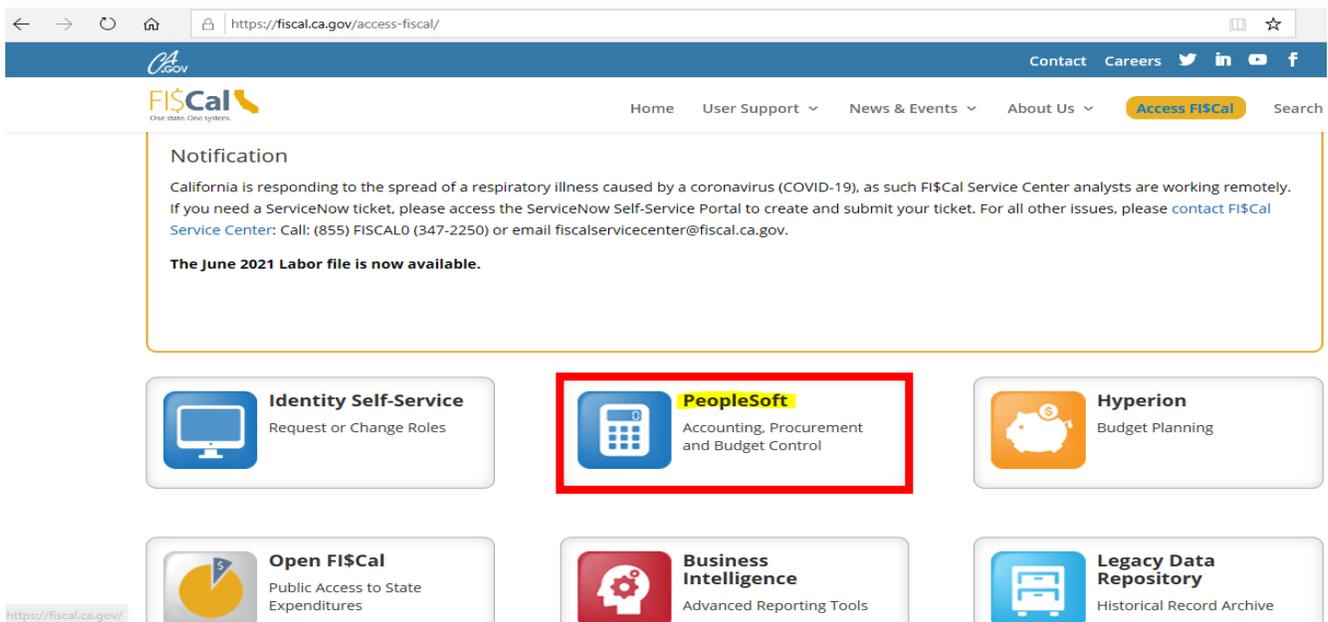
To access the Form 810 Intake Pages:

- Use the below steps to Log in to FI\$Cal:

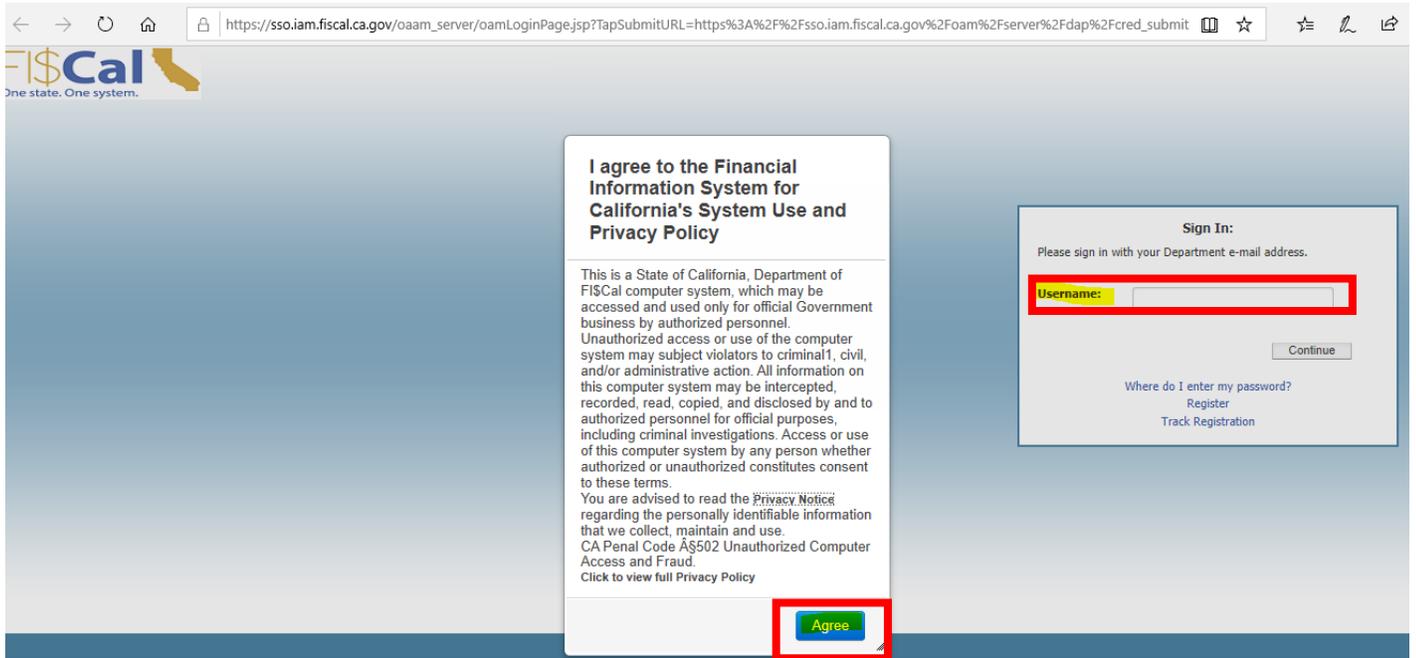
Step 1: Type [FI\\$Cal.ca.gov](https://fiscal.ca.gov) in the web browser and click enter. On the FI\$Cal page, click on the Access FI\$Cal button.



Step 2: On the Access FI\$Cal Page click on the PeopleSoft icon.



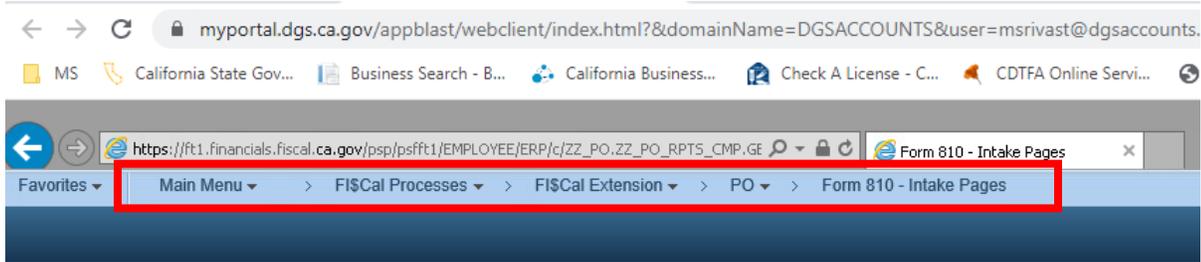
Step 3: Click on the Agree button on the Privacy Policy then type the Username on the Sign in section and click on the continue button.



Step 4: Enter the password and click on the enter button.



- After Login to FISCAL the user can access the intake pages by using the following navigation: **Main Menu > FISCAL Processes > FISCAL Extension > PO > Form 810 - Intake Pages**



Form 810 - Intake Page

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

Business Unit

Fiscal Year

|

On the above page in the screenshot, when the user enters the business unit number and fiscal year fields then clicks on the search button, the system will take the user to the Form 810 Contracting Activity Report. The system will display the Form 810 report by default. To access other Consolidated annual report forms (Form 810 S, Form 810 C, and Form 810 A), the user can select the Form's from the tabs on the top of the Intake pages.

Screenshot of Form 810:

Part 1: Total State Contracting Activity

|
 |
 |

Fiscal Year: 2020-2021
 Business Unit: 6840 CSU, San Marcos
 Modified On: 08/05/21 1:32PM
 Modified By: DGS SB/DVBE Cert Manager

Note: Form 810 have three tabs below. All three tabs must be completed before submitting the report.

|
 |

Contracting Activity Category	Total Awarded Amount \$	Total Number of Contracts #	Share of Dollars Awarded %	Share of Number of Contracts %
1. Goods (Non-IT)	<input type="text"/>	<input type="text"/>	%	%
2. Services (Non-IT)	<input type="text"/>	<input type="text"/>	%	%
3. Construction	<input type="text"/>	<input type="text"/>	%	%
4. IT (Goods and Services)	<input type="text"/>	<input type="text"/>	%	%
5. Cal Card Transactions	<input type="text"/>	<input type="text"/>	%	%
TOTALS				

of Certified DVBE's as Prime # of Awards to DVBE's as Prime
 # of Certified DVBE's as Subs # of Awards to DVBE's as Subs
 # of Certified SB's as Prime # of Awards to SB's as Prime
 # of Certified SB's as Subs # of Awards to SB's as Subs

Part 2: DVBE Participation:

[Favorites](#) > [Main Menu](#) > [FISCAL Processes](#) > [FISCAL Extension](#) > [PO](#) > [Form 810 - Intake Pages](#)

[Form 810 Contract Activity](#) | [Form 810S SB/DVBE Options](#) | [Form 810A I-Bond Report](#) | [Form 810C Consulting Services](#)

Fiscal Year: 2020-2021
 Business Unit: 6840 CSU, San Marcos
 Modified On: 09/05/21 1:33PM
 Modified By: DGS SB/DVBE Cert Manager

Note: Form 810 have three tabs below. All three tabs must be completed before submitting the report.

[Total State Contracting Activity](#) | [DVBE Participation](#) | [Small Business \(SB\)/Micro Business Participation](#)

Contracting Activity Category	Awarded Amount \$ (Prime)	Number of Contracts # (Prime)	Awarded Amount \$ (Sub)	Number of Sub Contracts Awarded to DVBE #	Number of Contracts with DVBE Sub-contractors #	Awarded Amount \$ (Prime or Sub)	Number of Contracts with DVBE participation (Prime or Sub) #	Total Number of DVBE Contracts #	DVBE Participation %	Contracts with DVBE participation in All Contracts %	Dollars Awarded %	Number of Contracts %
1. Goods (Non-IT)										%	%	%
2. Services (Non-IT)										%	%	%
3. Construction										%	%	%
4. IT (Goods and Services)										%	%	%
5. Cal Card Transactions										%	%	%
TOTALS										%	%	%

of Certified DVBE's as Prime # of Awards to DVBE's as Prime
 # of Certified DVBE's as Subs # of Awards to DVBE's as Subs
 # of Certified SB's as Prime # of Awards to SB's as Prime
 # of Certified SB's as Subs # of Awards to SB's as Subs

Part 3: SB/Micro Business Participation:

[Favorites](#) > [Main Menu](#) > [FISCAL Processes](#) > [FISCAL Extension](#) > [PO](#) > [Form 810 - Intake Pages](#)

[Form 810 Contract Activity](#) | [Form 810S SB/DVBE Options](#) | [Form 810A I-Bond Report](#) | [Form 810C Consulting Services](#)

Fiscal Year: 2020-2021
 Business Unit: 6840 CSU, San Marcos
 Modified On: 09/05/21 1:33PM
 Modified By: DGS SB/DVBE Cert Manager

Note: Form 810 have three tabs below. All three tabs must be completed before submitting the report.

[Total State Contracting Activity](#) | [DVBE Participation](#) | [Small Business \(SB\)/Micro Business Participation](#)

Contracting Activity Category	Awarded Amount \$ (SB Prime)	Awarded Amount \$ (Micro Prime)	Number of Contracts # (SB Prime)	Number of Contracts # (Micro Prime)	Awarded Amount \$ (SB Sub)	Awarded Amount \$ (Micro Sub)	Number of Sub Contracts awarded # (SB)	Number of Sub Contracts awarded # (Micro)	Number of Contracts with SB Sub-Contractors #	Number of Contracts with Micro Sub-Contractors #	Awarded Amount \$ (SB Prime and Sub)	Awarded Amount \$ (Micro Prime and Sub)	Number of Contracts with participation (Prime or Sub) #	Number of Contracts with Micro participation (Prime or Sub) #	Number of SB Contracts (Prime or Sub) #	Number of Micro Contracts (Prime or Sub) #	SB Participation %	Micro Participation %	Contracts with SB Participation in All Contracts %
1. Goods (Non-IT)																	%	%	%
2. Services (Non-IT)																	%	%	%
3. Construction																	%	%	%
4. IT (Goods and Services)																	%	%	%
5. Cal Card Transactions																	%	%	%
TOTALS																	%	%	%

of Certified DVBE's as Prime # of Awards to DVBE's as Prime
 # of Certified DVBE's as Subs # of Awards to DVBE's as Subs
 # of Certified SB's as Prime # of Awards to SB's as Prime
 # of Certified SB's as Subs # of Awards to SB's as Subs

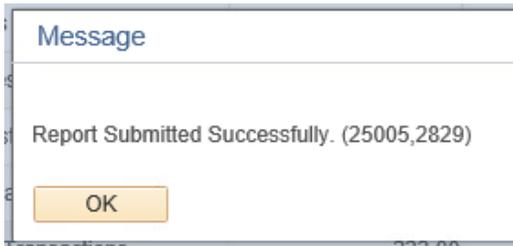
Note: A warning message will display when the user clicks the submit button:

Message

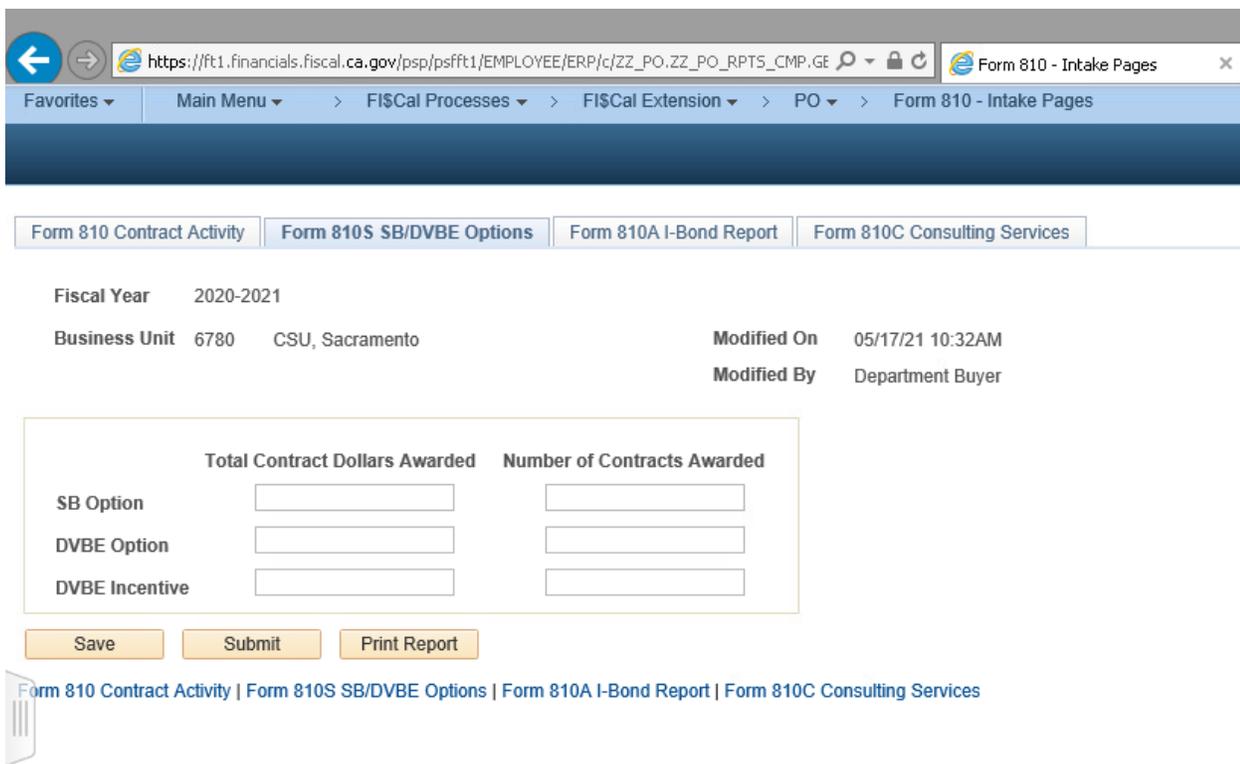
Warning: (25005,2828)

Once you submit the report you will need to contact OSDSReports@dgs.ca.gov to make any other changes. To submit your final report, click OK. If you want to double-check your report data to make sure it is complete and accurate, click Cancel.

After clicking “OK” on the above warning message, the system will lock the page and will not allow any edits. The system will also display a confirmation message (see the below screenshot). Contact OSDS to unlock the page for any corrections in the report.



- **Screenshot of Form 810 S:** The user can access the Form 810S Intake page by clicking on the Form 810 S SB/DVBE Options Report tab from the top of the page.



Form 810 Contract Activity | **Form 810S SB/DVBE Options** | Form 810A I-Bond Report | Form 810C Consulting Services

Fiscal Year 2020-2021
 Business Unit 6780 CSU, Sacramento
 Modified On 05/17/21 10:32AM
 Modified By Department Buyer

	Total Contract Dollars Awarded	Number of Contracts Awarded
SB Option	<input type="text"/>	<input type="text"/>
DVBE Option	<input type="text"/>	<input type="text"/>
DVBE Incentive	<input type="text"/>	<input type="text"/>

Save Submit Print Report

Form 810 Contract Activity | Form 810S SB/DVBE Options | Form 810A I-Bond Report | Form 810C Consulting Services

Note: The system displays a warning message as mentioned in Form 810 report. (Refer Page# 4 and 5)

Screenshot of Form 810 A : The user can access the Form 810A Intake page by clicking on the Form 810 A I-Bond Report tab from the top of the page.

Bond ID	Bond Total Contract \$	Bond Total \$ to DVBE Prime Contractors	Bond Total \$ to DVBE Sub Contractors	Bond Total \$ to DVBE Prime & Sub Contractors	Bond Total DVBE %	Bond Total \$ to Prime Contractors (SB)	Bond Total \$ to Prime Contractors (Micro)	Bond Total \$ to Sub Contractors (SB)	Bond Total \$ to Sub Contractors (Micro)	Bond Total \$ to Prime & Sub Contractors (SB)	Bond Total \$ to Prime & Sub Contractors (Micro)	Bond Total % (SB)	Bond Total % (Micro)
Prop 1	200.00	50.00	20.00	70.00	35.00 %	100.00	20.00	10.00	20.00	110.00	40.00	55.00 %	20.00 %
Prop 1B	3000.00	100.00	200.00	300.00	10.00 %	60.00	30.00	40.00	10.00	100.00	40.00	3.33 %	1.33 %
Prop 1C	1000.00	500.00	100.00	600.00	60.00 %	500.00	200.00	30.00	20.00	530.00	220.00	53.00 %	22.00 %
Prop 1D	1000.00	200.00	100.00	300.00	30.00 %	100.00	200.00	10.00	15.00	110.00	215.00	11.00 %	21.50 %
Prop 1E	500.00	100.00	50.00	150.00	30.00 %	50.00	60.00	30.00	12.00	80.00	72.00	16.00 %	14.40 %
Prop 84	300.00	200.00	100.00	300.00	100.00 %	200.00	50.00	23.00	33.00	223.00	83.00	74.33 %	27.67 %
Grand Total	6000.00	1150.00	570.00	1720.00	28.67 %	1010.00	560.00	143.00	110.00	1153.00	670.00	19.22 %	11.17 %

Note: The system displays a warning message as mentioned in Form 810 report. (Refer Page# 4 and 5)

- **Form 810 C:** The user can access the Form 810C Consulting Services report by clicking on the Form 810C Consulting Services tab from the top of the page.

Part 1:

Transaction Type	Transaction ID#	Entered	Entered \$	Acquisition Method Code (E)	Low Bid Y/N (E)	Amended	Amended \$	Acquisition Method Code (A)	Low Bid Y/N (A)	Completed	Completed \$	Acquisition Method Code (C)	Low Bid Y/N (C)
PO	7679	<input checked="" type="checkbox"/>	3000.00	Non Competitive Bid	N	<input type="checkbox"/>		Non Competitive Bid	N	<input checked="" type="checkbox"/>	6000.00	Non Competitive Bid	N
PCard	3145325235	<input type="checkbox"/>		California MultiAward Schedule	Y	<input checked="" type="checkbox"/>	45464.000	California MultiAward Schedule	Y	<input type="checkbox"/>		California MultiAward S	Y
Contract	523	<input checked="" type="checkbox"/>	67788.000	Non Competitive Bid	Y	<input type="checkbox"/>		Non Competitive Bid	Y	<input type="checkbox"/>		Non Competitive Bid	Y

Report Codes & Amounts Summary	Total Contract Number #	Low Bid [Y]es	Low Bid [N]o	3 - Non Competitive Bid	4 - California Multi Award Schedule	5 - Master Service Agreement	Total CMAS & MSA
Entered	70788.00	2	1	1	2		
Amended	45464.00	1	1			1	1
Completed	6000.00	1			1		

Part 2:

V (C)	Contractor's Name	Contractor's ID#	Number of Bids	Contract Signed Date	Contract Work Started Date	Contract Work Amended Date	Contract Work Completed Date	Contract Purpose	Beneficiary	Justification	Explanation
<input checked="" type="checkbox"/>	OSDS test	123	3	03/01/2021	05/03/2021	05/31/2021	05/31/2021	test1	test2	test3	test33333333333333
<input checked="" type="checkbox"/>	osds test	345	2	01/01/2021	05/01/2021	05/31/2021	06/01/2021	test2	test4	test5	test55555555555555

Note: The system displays a warning message as mentioned in Form 810 report. (Refer Page# 4 and 5)

Form 810 E: The entry point for the Ethnicity, Race, Gender and Sexual Orientation (ERGSO) (DGS PD 810E) was developed and launched in July 2019. As such there is no change to the reporting process for the ERGSO data collected.