



**Department of General Services
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)
SB/DVBE Advocates**

RE: Instructional Videos on How to Use the CAR Reportable Function in Fi\$Cal Transactions

The purpose of this Broadcast Bulletin is to inform procurement officials about learning tools that pertain to Fi\$Cal, resulting from the implementation of the Consolidated Annual Report (CAR)-Form 810 functionality. This Broadcast Bulletin is an update to Bulletin #: [F-07-18](#) that was published in June 2018.

The Office of Small Business and Disabled Veteran Enterprise Services (OSDS) created three short instructional videos to assist buyers statewide with using the *CAR Reportable* function in the following Fi\$Cal modules: Contract, Purchase Order (PO), and the State Contract and Procurement Registration System (SCPRS) manual data-entry.

The following are links to the instructional videos for each module, as follows:

1. Contract Module
 - [Using CAR Reportable function in Fi\\$Cal Contract Module](#) (YouTube, 6'24" min.)
2. Purchase Order Module
 - [Using CAR Reportable function in Fi\\$Cal PO Module](#) (YouTube, 6'33"min.)
3. SCPRS Data-entry Module
 - [Using CAR Reportable function in SCPRS Data Entry Module](#) (YouTube, 6'54"min.)

Notable changes in CAR reporting as a result of the new functionality in Fi\$Cal include: 1) the reporting of multi-year contracts in the year they are awarded, 2) reminder features to prompt users to enter subcontracting information on all transactions, and 3) measures in place to ensure only suppliers that are certified at the time of contract award are reported. These and other features will be covered in the annual OSDS CAR Reporting training in 2019.

For all questions relating to CAR reporting and this notification, please email:

OSDSReports@dgs.ca.gov