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

RE: **Consolidated Annual Report (CAR): User's Guide, Frequently Asked Questions, and Job Aids for FI$Cal and SCPRS Users**

This Broadcast Bulletin is a follow up to BB. No. F-07-18 . Its purpose is to notify agencies of changes to Consolidated Annual Report (CAR) functionality in FI$Cal, the State Contract and Procurement Registration System (SCPRS) and provide guidance to FI$Cal and SCPRS users with capturing and reporting transaction data into the CAR Reports.

The Office of Small Business and Disabled Veteran Enterprise Services (OSDS) has created the following guidance documents to assist statewide FI$Cal and SCPRS users with using CAR functionality and reporting in FI$Cal:

CAR Reporting Training for FI$Cal/SCPRS Users (April 2019)

FI$Cal/SCPRS User's Guide to CAR Reporting (May 2019)

CAR FAQs for FI$Cal & SCPRS Users (May 2019)

Running the CAR Reports (Form 810 Reports) in FI$Cal, Job Aid (May 2019)

Running and Using a Department's Data Validation Query, Job Aid (May 2019)

Major CAR functionality updates implemented in April 2019 include but are not limited to:

1) **CAR Reportable Section** – The CAR Reportable Section in Contracts, Purchase Order, and SCPRS modules has been modified to include the following new fields displayed when the CAR Reportable questions is answered with *Yes:*

   o Check if exempt from DVBE Incentive
   o Percent of State Funding in Total Contract if Available/Known

2) **SB/DVBE Subcontracting page** – The following certification types have been added to the SB/DVBE Subcontracting page:

- o Small Business for the purpose of Public Works (SB-PW)
- o Nonprofit Veteran Services Agency (NVSA)

3) **ERGSO Data Entry Page** – This data entry page was created to allow buyers and SCPRS processors to enter the Voluntary Statistical Data Sheets into the system to capture Ethnicity, Race, Gender, Sexual Orientation for the (ERGSO) report.

4) **Department Data Validation Query** – This query was built to assist departments with running a detail transaction data extract and validate the data reported during and at the end of the fiscal year.

For questions regarding this notification, please contact:

Office of Small Business and Disabled Veteran Business Enterprise Services

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