



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

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**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)**

**RE: Codes for Change Order reason and tracking updates in FI\$Cal**

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The purpose of this Broadcast Bulletin is to inform state agencies of the updates to the Change Order reason codes and tracking rolled out in FI\$Cal PeopleSoft application.

The change order "Reason Code List" in the Procurement Modules (PO, Contracts, SCPRS) has been updated to only include values which are appropriate for Procurement activities and reporting purposes. Users must now specify precisely the reason for change, and/or amendment to a previously approved, dispatched, and saved transaction.

There is NO change to the business process in FI\$Cal for the selection of change order reason. The system will not allow users to "Save" or "Submit for Approval" previously approved, dispatched, or saved transactions without first selecting a valid change order reason code.

It is PD's expectation that users will select the most accurate change order reason code and provide a detailed explanation regarding changes made to the transaction, using the "Comments" field on the Reason Code Page.

PD is currently in the process of updating the SCM (volume F) to accurately reflect the process for executing and reporting amendments in FI\$Cal. Users can expect to see these updates once the SCM volume has been published.

Questions relating to FI\$Cal system technical issues, should be addressed to:

FI\$Cal Service Center  
(855) 347-2250  
[fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov)

For all other procurement questions relating to this notice, please contact:

DGS eProcurement Team  
(916) 375-2000  
[eprocure@dgs.ca.gov](mailto:eprocure@dgs.ca.gov)