



**Department of General Services
Procurement Division**

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Broadcast Date: June 15, 2018

Bulletin #: F-07-18

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

**RE: Implementation of the 2018-2019 Consolidated Annual Report functionality
into FI\$Cal**

The purpose of this Broadcast Bulletin is to inform statewide buyers of upcoming changes in FI\$Cal, resulting from the implementation of the 2018-2019 Consolidated Annual Report (CAR) functionality. Training and job aids are upcoming in the near future.

As of July 2018, FI\$Cal will become the official book of record for the CAR 810 report. In anticipation of that, the following are changes buyers will experience starting June 2018 when creating Procurement Contracts, Purchase Orders or Amendments/Change Orders in FI\$Cal, and in the State Contract and Procurement Registration System (SCPRS) manual data entry page. No changes in reporting for the SCPRS upload interface users at this time.

1. A "Contract Activity Report (CAR)" section with a CAR reportable drop-down "Yes/No" selection menu has been added to Procurement Contracts and Purchase Orders module in FI\$Cal and on the SCPRS manual entry page.

This selection will be used to identify transactions which are included in the calculations for the annual CAR Form 810. Click the "?" icon for help to determine whether or not a transaction should be flagged as "CAR Reportable".

2. Updated the "Sub-Contracting and SB/DVBE Contracting" page to ensure Small Business and Disabled Veteran Business Enterprise participation is captured.

When the "CAR Reportable" selection is "Yes", a prompt will appear asking whether or not Sub-Contracting information needs to be provided. If "Yes" is selected, the Sub-Contracting page must be completed before being allowed to move forward with creating the document.

3. The Acquisition Sub-Type has been added to additional Acquisition Types (previously only Non-IT Services had an Acquisition Sub-Type).

To capture the Construction dollars reported on the CAR Form 810, select "Public Works" Acquisition Sub-Type under "Non-IT Services" Acquisition Type.

4. A "Fiscal Year" designation field has been added to the Change Order Reason Code Page in the Procurement Contracts and Purchase Orders modules, and on the SCPRS manual entry pages.

This addition allows buyers to identify which fiscal year the amendment dollars should be applied to for the purpose of reporting on CAR Form 810.

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

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

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

Office of Small Business and DVBE Services
OSDSReports@dgs.ca.gov