



**Department of General Services
Procurement Division**

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Broadcast Date: March 10, 2026

Bulletin #: E-01-26

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

**RE: Annual Training Webinars on Consolidated Annual Report for FI\$Cal
Reporting and non-FI\$Cal Reporting Departments**

The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is offering four training webinars on Consolidated Annual Report (CAR) reporting in FI\$Cal. The webinar dates are listed below:

For FI\$Cal reporting departments:

- May 7, 2026, 9 a.m. – 12 p.m. (PST) (Zoom)
- May 21, 2026, 1 – 4 p.m. (PST) (Zoom)

For non-FI\$Cal reporting departments:

- May 14, 2026, 9 a.m. – 12 p.m. (PST) (Zoom)
- May 28, 2026, 1 – 4 p.m. (PST) (Zoom)

Who should attend:

- Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) advocates
- Procurement staff including State Contracts and Procurement Registration System (SCPRS) processors, CAL-Card reconcilers and purchase order reporters
- Other staff responsible for creating and/or approving the departmental CAR

Where it will be held:

These sessions will be live webinars via Zoom.

What will be covered:

- Background, statutes and regulations
- CAR reporting requirements
- Improvement Plan requirements
- Reporting in FI\$Cal (FI\$Cal reporting departments)
- Reporting via intake pages (non-FI\$Cal reporting departments)

- CAR functionality in FI\$Cal
- Data Validation Query (DVQ) walk-through (FI\$Cal reporting departments)
- Questions and answers

How to register:

To register for your preferred date and time, click on one of the links below. You will receive an automatic confirmation of registration.

FI\$Cal reporting departments:

- Register for the May 7, 2026, 9 a.m. – 12 p.m. (PST) Zoom session [here](#)
- Register for the May 21, 2026, 1 – 4 p.m. (PST) Zoom session [here](#)

Non-FI\$Cal reporting departments:

- Register for the May 14, 2026, 9 a.m. – 12 p.m. (PST) Zoom session [here](#)
- Register for the May 28, 2026, 1 – 4 p.m. (PST) Zoom session [here](#)

How to join the live webinars:

Upon registration, an email will be sent with the webinar login link and code. If you do not receive an email shortly after registering, please check your spam or junk inbox.

Americans with Disabilities Act accommodation:

A minimum of five business days are required when requesting reasonable accommodation. Persons with disabilities requiring reasonable accommodation to participate in this event, please contact:

OSDSReports@dgs.ca.gov

Additional Americans with Disabilities Act information regarding reasonable accommodation is available [here](#).

For additional information and/or questions, please contact:

OSDSReports@dgs.ca.gov