



**Department of General Services  
Procurement Division**

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

**Broadcast Date: February 18, 2025**

**Bulletin #: E-02-25**

---

**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)  
Small Business (SB)/ Disabled Veteran Business Enterprises  
(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 6, 2025, 9 a.m. – 12 p.m. (PST) (Microsoft Teams)
- May 13, 2025, 1 p.m. – 4 p.m. (PST) (Zoom)

**For Non-FI\$Cal Reporting Departments:**

- May 16, 2025, 9 a.m. – 12 p.m. (PST) (Microsoft Teams)
- May 8, 2025, 1 p.m. – 4 p.m. (PST) (Zoom)

**Who Should Attend?**

- SB and DVBE advocates
- Procurement staff including State Contracts and Procurement Registration System (SCPRS) processors, PCard Reconcilers and purchase order reporters.
- Other staff responsible for creating and/or approving the departmental CAR Report.

**Where will sessions be held?**

These sessions will be held live via webinar in Microsoft (MS) Teams and 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 6, 2025, 9 a.m. – 12 p.m.(PST) MS Teams webinar [here](#)
- Register for the May 13, 2025, 1 p.m. – 4 p.m.(PST) Zoom [here](#).

**Non-FI\$Cal Reporting Departments:**

- Register for the May 16, 2025, 9 a.m. – 12 p.m. (PST) MS Teams webinar [here](#)
- Register for the May 8, 2025, 1 p.m. – 4 p.m. (PST) Zoom [here](#).

**How to Join the Live Webinars:**

Upon registration, an email will be sent with a webinar log-in link and code.

**Americans with Disabilities Act accommodation:**

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

[OSDSReports@dgs.ca.gov](mailto: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](mailto:OSDSReports@dgs.ca.gov)