

8-24-18

Subject: New Statewide Accounting System FI\$Cal & AO-400 Update

Dear Expanded Learning Grantees:

The State of California has implemented a new statewide accounting system called the Financial Information System for California (FI\$Cal). The transition to FI\$Cal has resulted in a delay of the issuance of the AO-400 Grant Award Notifications (AO-400s). Your timely response to any requests for information from the Expanded Learning Division (EXLD) is essential in order for the EXLD to issue the AO-400s.

The FI\$Cal system requires a revision to some of the information that is assigned to the grants. Please note the following:

- AO-400 Vendor number: The four-digit vendor number has been changed to a five-digit Vendor Location number. When you receive your current AO-400, please make note of this change for your records and for any communication with our division.
- Non-Local Educational Agencies (e.g., city municipalities, community based organizations, nonprofits): A FI\$Cal Supplier Identification (ID) and Address ID are being assigned to the grant and need to be updated in FI\$Cal. Additional information may be required to ensure that payments can be processed.

If you receive an email from the EXLD staff or from the California Department of Education Accounting Office, please complete any required information and submit it immediately. A request may include such documents as a Government Tax Identification Number Form or a Revised Payee Data Record Form.

Please contact your Fiscal Analyst if you require assistance.

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California's Expanded Learning Programs are an integral part of young people's education, engaging them in year-round learning opportunities that prepare them for college, career, and life.

MJ

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“We do not need magic to transform our world. We carry all the power we need inside ourselves already. We have the power to imagine better.” J.K. Rowling