

How to look up an LPA in FI\$Cal

Step	Action
1	Log in to FI\$Cal
2	<p>Click "Main Menu" then "Procurement Contracts"</p>  <p>The screenshot shows the FI\$Cal logo at the top left. Below it is a navigation bar with 'Favorites' and 'Main Menu' dropdown menus. The 'Main Menu' dropdown is expanded, displaying a list of menu items: My Favorites, Certification Process, FI\$Cal Progress Payment, FI\$Cal SCPRS, FI\$Cal CSCR, FI\$Cal Processes, Manager Self-Service, Items, Vendors, Procurement Contracts, Purchasing, and eProcurement. A blue arrow points to 'Procurement Contracts'.</p>
3	<p>Click "LPA/Department Contract Search"</p>  <p>The screenshot shows the 'Procurement Contracts' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Procurement Contracts'. Below this is the 'Procurement Contracts' folder icon and title. Underneath, there is a description: 'Define, maintain, release, review and report on vendor contracts.' At the bottom, there is a link for 'LPA/Department Contract Search' with a blue arrow pointing to it.</p>

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Scenario 1: Have LPA Number

Enter LPA number into “Contract ID”, select “Show LPAs”, and click “Search”.

Search Contract

Business Unit:

Contract ID:

Description:

Vendor:

Contract Type:

Administrator/Buyer:

Contract Status:

Version Status:

Show Expired Contracts

Show LPAs

Category:

Item Description:

Acquisition Method:

Contract Reference:

Expires Between

From Date: To Date:

Certification Type

Small Business Non Profit

Disabled Veteran Business Enterprise Non-Profit Veteran Service Agency

Search Clear

Scenario 2: Have contract item description

Enter item into “Description” field, select “Show LPAs”, and click “Search”.

Search Contract

Business Unit:

Contract ID:

Description:

Vendor:

Contract Type:

Administrator/Buyer:

Contract Status:

Version Status:

Show Expired Contracts

Show LPAs

Category:

Item Description:

Acquisition Method:

Contract Reference:

Expires Between

From Date: To Date:

Certification Type

Small Business Non Profit

Disabled Veteran Business Enterprise Non-Profit Veteran Service Agency

Search Clear

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Result will appear at the bottom of the screen, click "View" to open contract details.

Contract Information Personalize | Find | View All | | First | 1 of 1 | Last

Contract Details		Additional Information		Contract Version		Contract Status		Contract Type		Acquisition Method		View		Edit	
Business Unit	Department Name	Contract ID	Contract Status	Contract Version	Version Status	Description	Contract Type	Acquisition Method	View	Edit					
175021	Statewide STPD	1-11-58-20	Approved	1	Current	VHF Hi Band Control Stations	Statewide Contract	Formal - COMPETITIVE	View	Edit					



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View LPA Contract

Favorites - Main Menu - > Procurement Contracts - > Add Contracts

FI\$Cal

Contract Entry
Contract

SetID: STATE
Contract ID: 1-11-58-20
Status: Approved
Contract Type: Statewide Contract

Contract Version
Version: 1 Status: Current
Approved Date: 12/05/2015
Contract Reference

*Administrator/Buyer: 10003720 Danh Ngo Leased Financed [Add a Document](#)

Header

Process Option: Purchase Order
*Acquisition Type: IT Goods
*Acquisition Method: Formal - COMPETITIVE
DGS Billing Code: 033000

Vendor: DANIELSELE-001
Vendor ID: 0000010098 DANIEL'S ELECTRONICS LTD
Begin Date: 07/26/2011
*Expire Date: 07/25/2016
Renewal Date: 01/25/2016
Currency: USD CRRNT

Primary Contact:
Vendor Contract Ref:
*Description: VHF Hi Band Control Stations
Master Contract ID:

View/Edit Comments and Attachments Activity Log

LPA Contract ID:
IBond:
Contract Activities
Primary Contact Info
Add Contract Header Agreement
Contract Releases
Confidential
Maximum Amount: 0.00 USD

Document Status
View/Edit Threshold and Notifications
Add Subcontracting and SB/DVBE Contracting
Add Responsible Attachment
Add Agreement Summary

Amount Summary

Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00