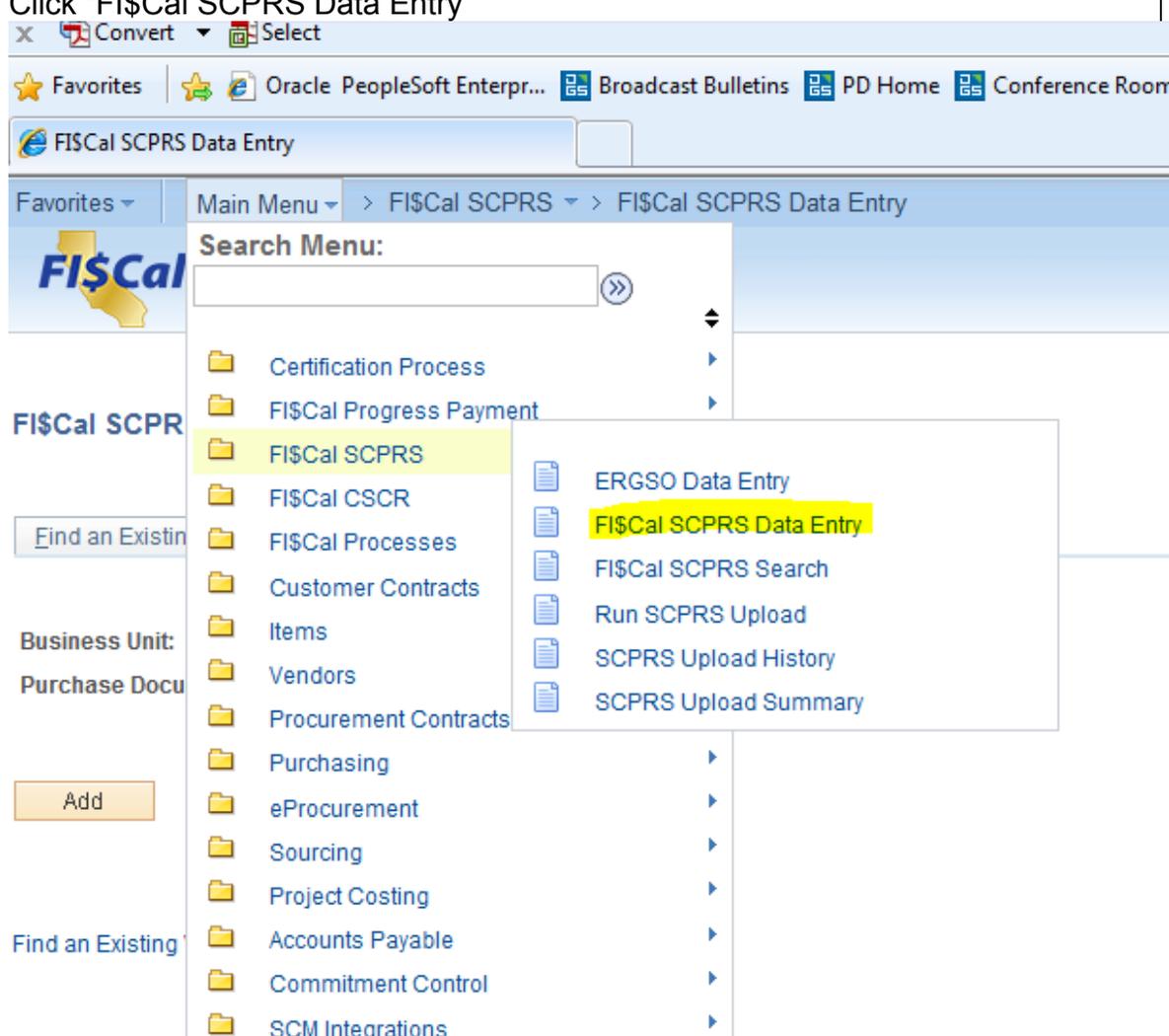


Creating a SCPRS Entry

Step	Action
1	Log in to FI\$Cal
2	Click "Main Menu"
3	Click "FI\$Cal SCPRS"
4	Click "FI\$Cal SCPRS Data Entry" 
5	Click "Add a New Value"

6	Enter Business Unit (4 digit BU) or use <i>Look Up</i> button
7	Enter PO document number
8	Click "Add" button

9

Click on the *Calendar Look Up* button and change date to the date of the PO

FISCAL SCPRS Data Entry

Favorites ▾ Main Menu ▾ > FISCAL SCPRS ▾ > FISCAL SCPRS Data Entry

FISCAL

SCPRS Entry

Report SCPRS Order

Business Unit: 5225 Purchase Order Date: 06/13/2016  *DGS Billing Code:  Change Order:

Purchase Document #: 4500331740 Change Order Reason: 

CalCard: Blanket PO: Grand Total: Sub-Total:

*Acquisition Type: 

*Acquisition Method: 

Department: Dept of Corrections & Rehab

IBond: 

*Enter by/Buyer Contact: 

Comments:

[Attachments](#)

Funding:

*Vendor ID:  [Advanced Vendor Search](#) [Subcontracting and SB/DVBE Contracting](#)

LPA Contracts

LPAContractNumber: 

*Start Date:  Start Year:

*End Date:  End Year:

Fiscal Year Total [Personalize](#) | [Find](#) |  First 1 of 1 Last

Fiscal Year	Amount
1	0.000



10

Enter DGS Billing Code

The screenshot shows the 'SCPRS Entry' form in the FISCAL SCPRS Data Entry application. The form includes the following fields and sections:

- Business Unit:** 5225
- Purchase Order Date:** 06/13/2016
- *DGS Billing Code:** (Empty field with search icon)
- Change Order:** (Empty field)
- Purchase Document #:** 4500331740
- Change Order Reason:** (Empty field with search icon)
- CalCard:**
- Blanket PO:**
- Grand Total:**
- Sub-Total:**
- *Acquisition Type:** (Empty field with search icon)
- *Acquisition Method:** (Empty field with search icon)
- Department:** Dept of Corrections & Rehab
- IBond:** (Empty field with search icon)
- *Enter by/Buyer Contact:** (Empty field with search icon)
- Comments:** (Empty text area)
- Attachments:** (Hyperlink)
- Funding:** (Dropdown menu)
- *Vendor ID:** (Empty field with search icon)
- Advanced Vendor Search** and **Subcontracting and SB/DVBE Contracting** (Hyperlinks)
- LPA Contracts** (Section header)
- LPACONTRACTNUMBER:** (Empty field with search icon)
- *Start Date:** (Empty field with calendar icon) **Start Year:** (Empty field)
- *End Date:** (Empty field with calendar icon) **End Year:** (Empty field)
- Fiscal Year Total** (Section header)
- Personalize | Find |** (Navigation links)
- First 1 of 1 Last** (Page navigation)
- Fiscal Year** | **Amount** (Table headers)
- Table with 1 row: Fiscal Year: 1, Amount: 0.000

NOTE: If this is an Amendment or Change Order, you must enter a Change Order Reason

11	If this is a CalCard or a Blanket PO transaction, select the appropriate check box
12	Select the Acquisition Type
13	Select the Acquisition Method
14	If this is an IBond, select the IBond from the dropdown menu
15	Select the PO Buyer that created the PO
16	If required, enter comments
17	If required, select the "Attachments" hyperlink to attach documents

FISCal SCPRS Data Entry

Favorites ▾ Main Menu ▾ > FISCal SCPRS ▾ > FISCal SCPRS Data Entry

FISCal

SCPRS Entry

Report SCPRS Order

Business Unit: 5225 Purchase Order Date: 06/13/2016 ³¹ *DGS Billing Code: ^Q Change Order: ^Q

Purchase Document #: 4500331740 Change Order Reason: ^Q

CalCard: Blanket PO: Grand Total: Sub-Total:

*Acquisition Type: ^Q

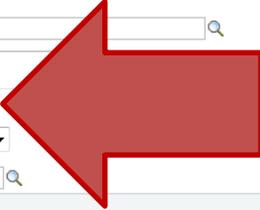
*Acquisition Method: ^Q

Department: Dept of Corrections & Rehab

IBond: ^Q

*Enter by/Buyer Contact: ^Q

Comments:

Attachments 

Funding:

*Vendor ID: ^Q [Advanced Vendor Search](#) [Subcontracting and SB/DVBE Contracting](#)

LPA Contracts

LPAContractNumber: ^Q

*Start Date: ³¹ Start Year: ³¹

*End Date: ³¹ End Year: ³¹

Fiscal Year Total [Personalize](#) | [Find](#) | [Print](#) | First 1 of 1 Last

Fiscal Year	Amount
1	0.000

18

Look up the FI\$Cal Vendor ID by using the *Look Up* button, or selecting the “Advanced Vendor Search” hyperlink

FISCAL SCPRS Data Entry

Report SCPRS Order

Business Unit: 5225 Purchase Order Date: 06/13/2016 *DGS Billing Code: Change Order:

Purchase Document #: 4500331740 Change Order Reason: Grand Total: Sub-Total:

CalCard: Blanket PO: *Acquisition Type: *Acquisition Method: Department: Dept of Corrections & Rehab IBond: *Enter by/Buyer Contact: Comments: Attachments: Funding: *Vendor ID: Advanced Vendor Search Subcontracting and SB/DVBE Contracting

LPA Contracts

LPAContractNumber: *Start Date: Start Year: *End Date: End Year:

Fiscal Year Total Personalize Find First 1 of 1 Last

Fiscal Year	Amount
1	0.000

19 If this is an LPA, enter the LPA contact number

20 Enter the start and end dates of the PO term

21 If the PO term dates cross multiple fiscal years, the "Fiscal Year Total" table will automatically create additional fiscal year rows.

LPA Contracts

LPAContractNumber: *Start Date: 07/01/2015 Start Year: 2015 *End Date: 06/30/2018 End Year: 2018

Fiscal Year Total Personalize Find First 1-3 of 3 Last

Fiscal Year	Amount
1 2015 - 2016	0.000
2 2016 - 2017	0.000
3 2017 - 2018	0.000

Enter the total PO amount for each fiscal year

22 Begin Entering Line Item Information

23 Enter Line number

24 Enter Item Description (Item ID is optional)

25 If required, select “EPP/SABRC” hyperlink and enter EPP/SABRC data for this item

26 Enter Unit of Measure

27 Enter Quantity

28 Enter item Amount

29 Look Up UNSPSC value

30 If PO has more than one line item, click the “+” button

31 Repeat Steps 23-30 until all line items are entered.

NOTE: The screen will show only one line item at a time. If you would like to see all line items on the same screen, select “View All”

32 Enter any required Additional Fields

	<div data-bbox="316 199 1203 688"><p>Additional Fields</p><table><tr><td>Installation:</td><td><input type="text" value="0.000"/></td></tr><tr><td>Flat Fee:</td><td><input type="text" value="0.000"/></td></tr><tr><td>Taxable Items Sales Tax:</td><td><input type="text" value="0.000"/></td></tr><tr><td>Misc Fuel Tax:</td><td><input type="text" value="0.000"/></td></tr><tr><td>Shipping/Handling:</td><td><input type="text" value="0.000"/></td></tr></table></div> <div data-bbox="297 726 550 768"><p> Save  Notify</p></div>	Installation:	<input type="text" value="0.000"/>	Flat Fee:	<input type="text" value="0.000"/>	Taxable Items Sales Tax:	<input type="text" value="0.000"/>	Misc Fuel Tax:	<input type="text" value="0.000"/>	Shipping/Handling:	<input type="text" value="0.000"/>
Installation:	<input type="text" value="0.000"/>										
Flat Fee:	<input type="text" value="0.000"/>										
Taxable Items Sales Tax:	<input type="text" value="0.000"/>										
Misc Fuel Tax:	<input type="text" value="0.000"/>										
Shipping/Handling:	<input type="text" value="0.000"/>										
33	Click "Save"										