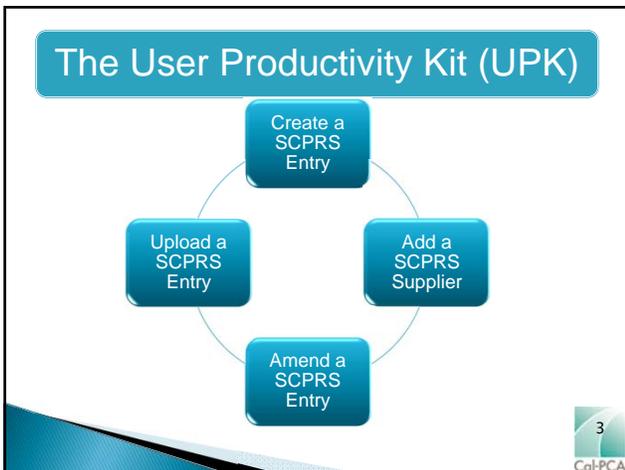


Welcome to the
FI\$Cal and SCPRS
 Webinar.

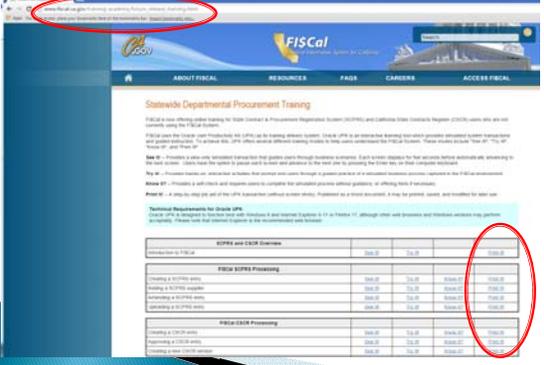


More about **FI\$Cal SCPRS**
 State Contract & Procurement Registration
 System
Supplement to FI\$Cal Training Modules

Presented by CalPCA

The User Productivity Kit (UPK)



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Creating a SCPRS entry

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Two important pieces of information

SCPRS Entry

Business Unit: 0540 Purchase Order Date: 2/23/2015 DGS Billing Code: Change Order: Change Order Reason: Grand Total: Sub Total:

Purchase Document #: 12345678 Blanket PO: Acquisition Type: Acquisition Method: Department: State Controller: Blanket: Enter by/Bye: Contract: Comments: Attachments: Funding: Vendor ID: LPA Contract: LPA Contract Number: Start Date: Start Year: End Date: End Year: Fiscal Year Total: 2015, 2016, 2017, 2018, 2019

You can search for your SCPRS entry, using your Business Unit and PO Number.

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The DGS Billing Code

The DGS Billing Codes will auto-populate based on your Business Unit.

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Line Items

2015, 2016

Line Number	Item ID	Item Description	EPF/SABIC	Unit of Measure	Quantity	Amount	WSPIC	Desc
1			EPF/SABIC					

Additional Fields: Installation: 0.000, Flat Fee: 0.000, Taxable Items Sales Tax: 0.000, Misc. Fuel Tax: 0.000, Shipping/Handling: 0.000

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Line Items

Item ID	Quantity	Amount	UNSPSC	Description	Line Amount	Attachments
EA	10.0000	1000.0000	43211000	Taipei computers		+

To add line items, click on the plus sign.

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Searching for your SCPRS entry

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Searching SCPRS

Search for your SCPRS entries by clicking on the FISCAL SCPRS Search link.

FISCAL SCPRS Search

Business Unit:

LPA Contract ID: Vendor ID: Sub-Contractor ID: [Date Range](#)

Purchase Order ID: Vendor Name: Sub-Contractor Name: From Date: To Date:

Contract ID: Item ID: [Total Amount Range](#)

Buyer: Item Group: From: To:

Acquisition Type: Item Family:

Acquisition Method: Item Description:

Contract Type: UNSPSC:

Status:

Certification Type

Small Business Non-Profit Veteran Service Agency
 Disabled Veteran Business Enterprise Non-Profit

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Not Connected!

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SCPRS Entry Page

The screenshot shows the SCPRS Entry form with fields for Business Unit, Purchase Order Date, and various contract details. A '17' icon is visible in the bottom right corner.

Two important pieces of information

A callout bubble with a blue background and white text says: "You can search for your SCPRS entry, using your Business Unit and PO Number." An arrow points from this bubble to the Business Unit field in the form. A '18' icon is visible in the bottom right corner.

Required Information

An error message dialog box is displayed with the text: "Message: Date Range is required. You have not specified a Date Range for this request. Please enter Start Date and End Date." A red arrow points from the dialog box to the Date Range field in the form. A yellow sticky note with the word "Important" is placed over the Vendor ID field. A '19' icon is visible in the bottom right corner.

The Search Fields

The screenshot shows the SCPRS Search results page with a table of search results. A blue callout bubble with white text says: "You will notice that you are not able to click on any of the fields to obtain details regarding the entry." Red arrows point from the bubble to various columns in the table. A '20' icon is visible in the bottom right corner.

Details of the SCPRS entry

Scroll across the screen and you can see the details of the entry.

Amendment Number	Description	Effective Date	Expiration Date
1	1 Year Amendment	10/22/2014	10/22/2015
2	1 Year Amendment	10/22/2014	10/22/2015
3	1 Year Amendment	10/22/2014	10/22/2015
4	1 Year Amendment	10/22/2014	10/22/2015
5	1 Year Amendment	10/22/2014	10/22/2015
6	1 Year Amendment	10/22/2014	10/22/2015
7	1 Year Amendment	10/22/2014	10/22/2015
8	1 Year Amendment	10/22/2014	10/22/2015
9	1 Year Amendment	10/22/2014	10/22/2015
10	1 Year Amendment	10/22/2014	10/22/2015
11	1 Year Amendment	10/22/2014	10/22/2015
12	1 Year Amendment	10/22/2014	10/22/2015
13	1 Year Amendment	10/22/2014	10/22/2015
14	1 Year Amendment	10/22/2014	10/22/2015
15	1 Year Amendment	10/22/2014	10/22/2015

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Amendments

Amendment Number	Description	PC/LM Quantity	PC/LM DEM	PC/LM SUPPC	PC/LM SUPPL
1	1 Year Amendment				
2	1 Year Amendment				
3	1 Year Amendment	1.000			
4	1 Year Amendment				
5	1 Year Amendment				
6	1 Year Amendment				
7	1 Year Amendment				
8	1 Year Amendment				
9	1 Year Amendment	1.000			
10	1 Year Amendment	1.000			
11	1 Year Amendment	1.000			
12	1 Year Amendment	1.000			
13	1 Year Amendment	1.000			
14	1 Year Amendment	1.000			
15	1 Year Amendment	1.000			

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Amendment Details Page

Amendment Details

Business Unit	Contract Version Number	Contract ID	Contract Description	Contract \$ Amount
1 0840		1 000000000000000000000000000040	Law Contract	

OK Cancel

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Adding a SCPRS Supplier

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Do I have the right role?

- Ensure that you have the "Vendor Processor" role, to add the Vendor.
- If you do not find your Vendor in FISCAL SCPRS, follow the UPK steps to add them and continue with your entry.
- If you have the role...

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The Menu

Main Menu Vendors Vendor Information Add/Update Vendor Add a New Value

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What information will I need?

- The Business Type
- Vendors Tax Identification Number
- Completed and signed STD 204
- Business Address and Contact Information

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What do I need to know?

- Prior to adding a vendor, search to make sure that the vendor does not already exist.
- Persistence - Will default to "Regular"
- Open for Ordering Tab must be checked in order to generate a purchase order.
- Click the "Check for Duplicate" button to make sure that the vendor you are creating does not already exist.
- The Vendor Management Unit will review your entry.

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Completing your SCPRS entry

Although the Vendor Management Unit will approve the addition of the new vendor,

For the purposes of SCPRS entries, the vendor will be made available immediately.

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If you do not have the role...

Identify who in your Unit or Department has the Vendor Processor Role.

Provide the necessary information, so the Vendor can be added.

Once the Vendor has been added, complete your SCPRS entry.

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Amending a SCPRS Entry

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Where do I go?

FISCAL
FISCAL SCPRS Data Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value | Add a New Value
Search Criteria
Business Unit: [v]
Purchase Document# [] Search with [v]
 Case Sensitive
Search Clear Basic Search Save Search Criteria

In the Entry Screen, search using "Find Existing Value"

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Now you are able to edit

SCPRS Entry

Report SCPRS Order

Business Unit: 0040 Purchase Order Date: 1/15/2015 *DCS Billing Code: 00000001 Change Order:

Purchase Document #: 0204070 Change Order Reason:

Grand Total: \$50,000 Sub Total: \$50,000

Call Card: Manual PO: Acquisition Type: SCALF Goods:

Acquisition Method: Open: COMPETITIVE

Department: State Controller

Blanket:

User by/Byper Contact: 1478113 LaTasha Henderson

Comments: TEST

Attachments:

Funding:

Vendor ID: 00000002 Advanced Vendor Search/AVP/TAWE TECHNOLOGIES Subcontracting and SERVICE Contracting

LPA Contract/Number:

Start Date: 1/15/2015 Start Year: 2015

End Date: 1/15/2015 End Year: 2015

Fiscal Year Total	
2015, 2016	\$500,000
2016, 2017	
2017, 2018	
2018, 2019	

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Change order and reason

SCPRS Entry

Report SCPRS Order

Business Unit: 0040 Purchase Order Date: 1/15/2015 *DCS Billing Code: 00000001 Change Order:

Purchase Document #: 0204070 Change Order Reason:

Grand Total: \$50,000 Sub Total: \$50,000

Call Card: Manual PO: Acquisition Type: SCALF Goods:

Acquisition Method: Open: COMPETITIVE

Department: State Controller

Blanket:

User by/Byper Contact: 1478113 LaTasha Henderson

Comments: TEST

Attachments:

Funding:

Vendor ID: 00000002 Advanced Vendor Search/AVP/TAWE TECHNOLOGIES Subcontracting and SERVICE Contracting

LPA Contract/Number:

Start Date: 1/15/2015 Start Year: 2015

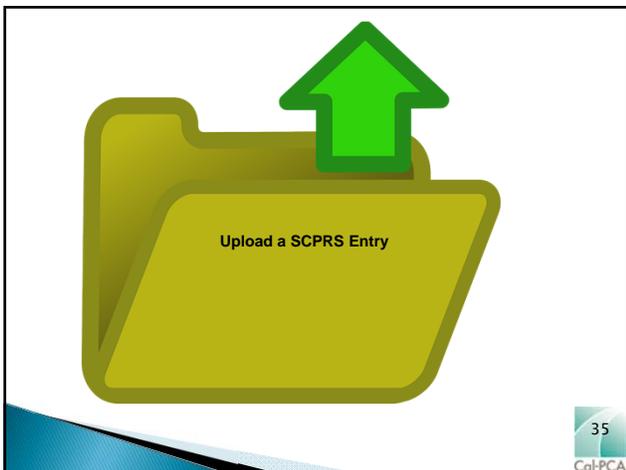
End Date: 1/15/2015 End Year: 2015

Fiscal Year Total	
2015, 2016	\$500,000
2016, 2017	
2017, 2018	
2018, 2019	

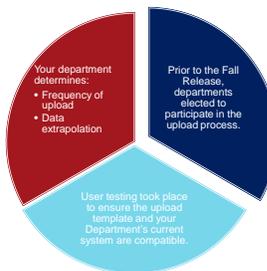
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Upload a SCPRS Entry



Your Department



What if my department did not participate in the Upload?

Manually enter each transaction as shown in the "Creating a SCPRS Entry" portion of the UPK.

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Don't forget!

If you have more questions,

join us for FISCAL Fridays

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