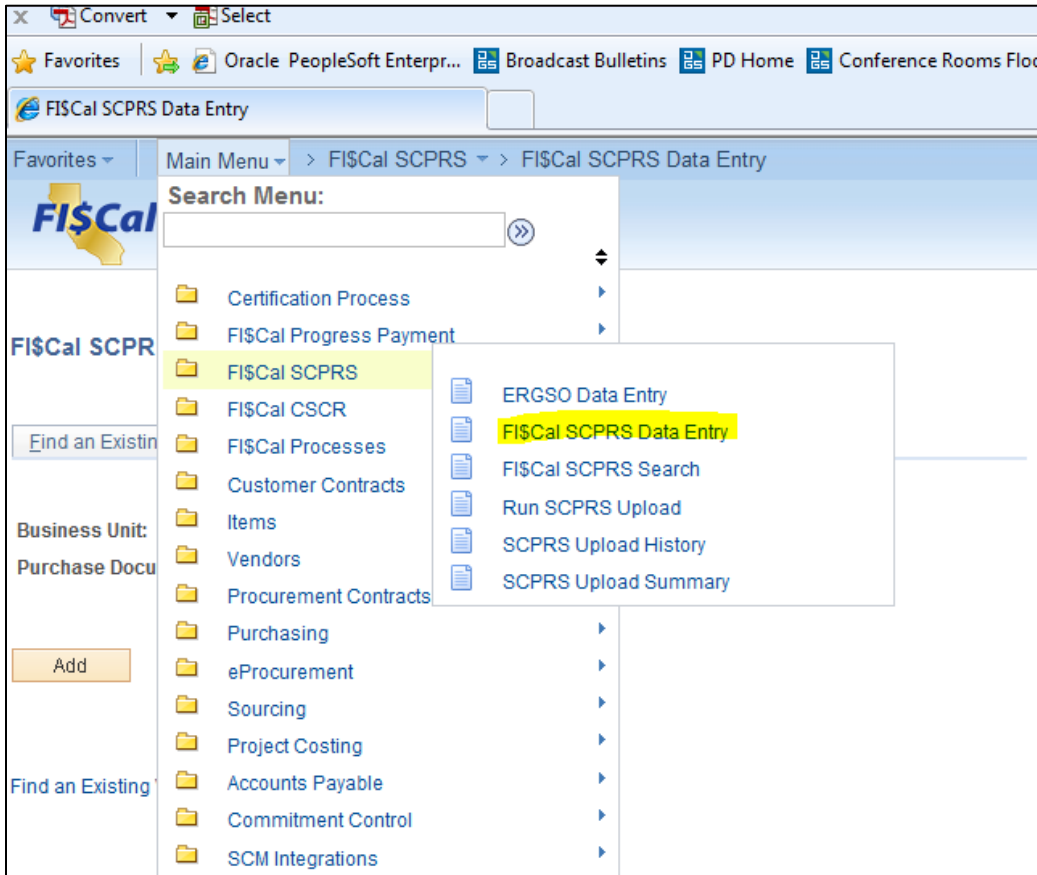
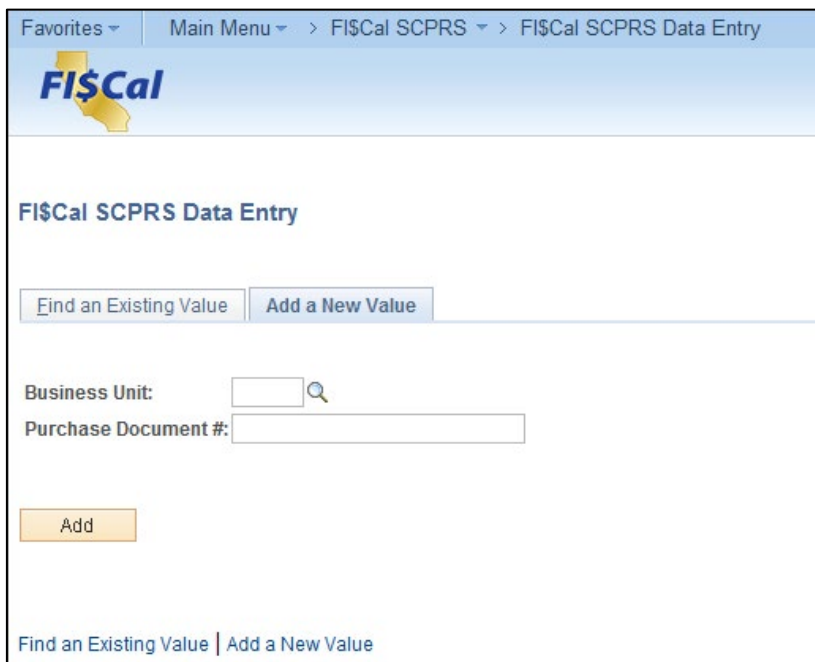


Creating a SCPRS Entry

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 Look Up 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

The screenshot shows the 'SCPRS Entry' form in the FISCal system. A red arrow points to the 'Purchase Order Date' field, which is currently set to '06/13/2016'. The form includes various input fields for Business Unit (5225), Purchase Document # (4500331740), Department (Dept of Corrections & Rehab), and other details. A 'Fiscal Year Total' table is visible at the bottom, showing a total amount of 0.000 for fiscal year 1.

Fiscal Year	Amount
1	0.000

10. Enter DGS Billing Code

This screenshot is identical to the previous one, but with a red arrow pointing to the '*DGS Billing Code' field, which is currently empty. The rest of the form and the 'Fiscal Year Total' table remain the same.

Fiscal Year	Amount
1	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

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: Sub-Total:
CalCard: Blanket PO: Grand 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



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

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:
 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

The screenshot shows a software interface for entering line item information. At the top, there are tabs for 'Item Description' and 'Account Codes', and a 'Personalize' button. Below this is a table with columns: *Line Number, Item ID, *Item Description, EPP/SABRC, *Unit of Measure To, *Quantity, Amount, *UNSPSC, Description, Line Amount, and Attachments. The first row contains the value '1' in the *Line Number column, and '0.00000' in the Amount column. Below the table is an 'Additional Fields' section with input fields for Installation, Flat Fee, Taxable Items Sales Tax, Misc Fuel Tax, and Shipping/Handling, each with a value of 0.000. At the bottom right, there is a '+' button next to the Attachments column header.

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



This screenshot is identical to the one above, but with a large red arrow pointing to the '+' button located at the bottom right of the table, next to the Attachments column header.

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”

This screenshot is identical to the one above, but with a large red arrow pointing to the 'View All' button located in the top right corner of the interface, next to the 'Personalize' button.

32. Enter any required Additional Fields

Additional Fields	
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"/>

 Save  Notify

33. Click "Save"