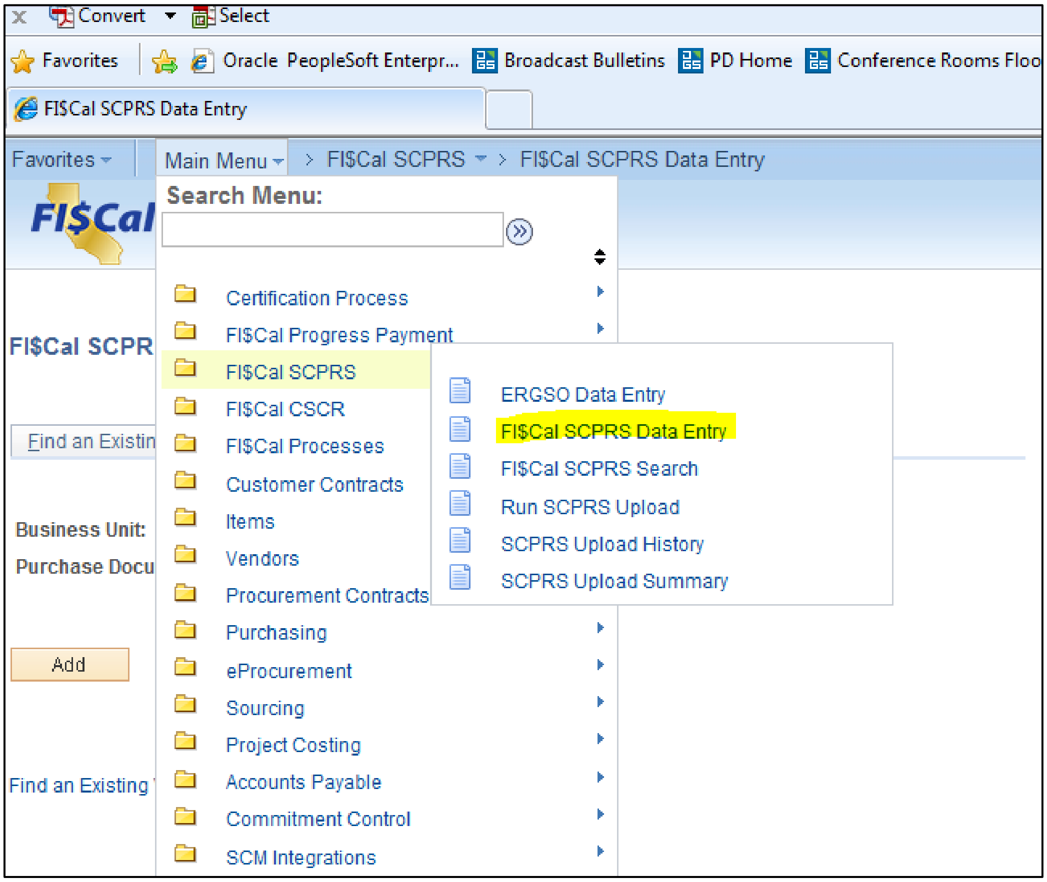
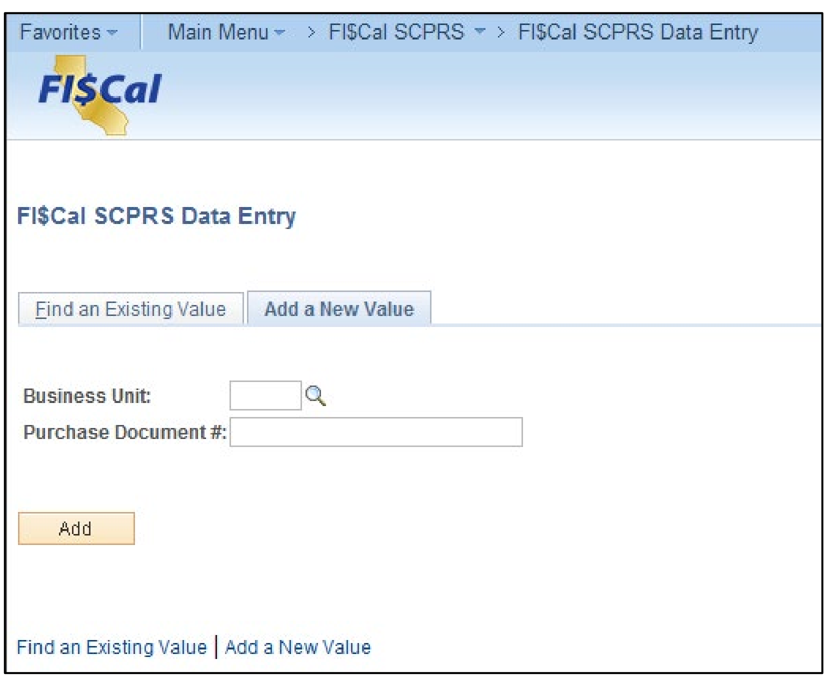
Creating a SCPRS Entry

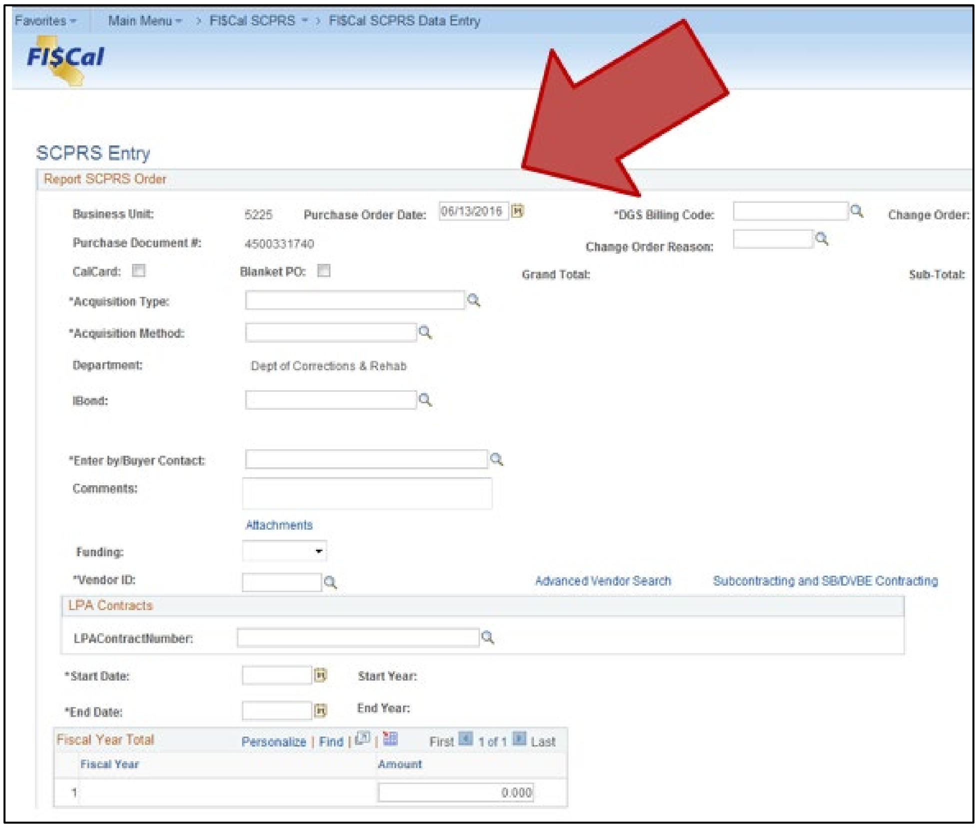
1. Log in to FI$Cal
2. Click "Main Menu"
3. Click "FI$Cal SCPRS"
4. Click "FI$Cal SCPRS Data Entry"



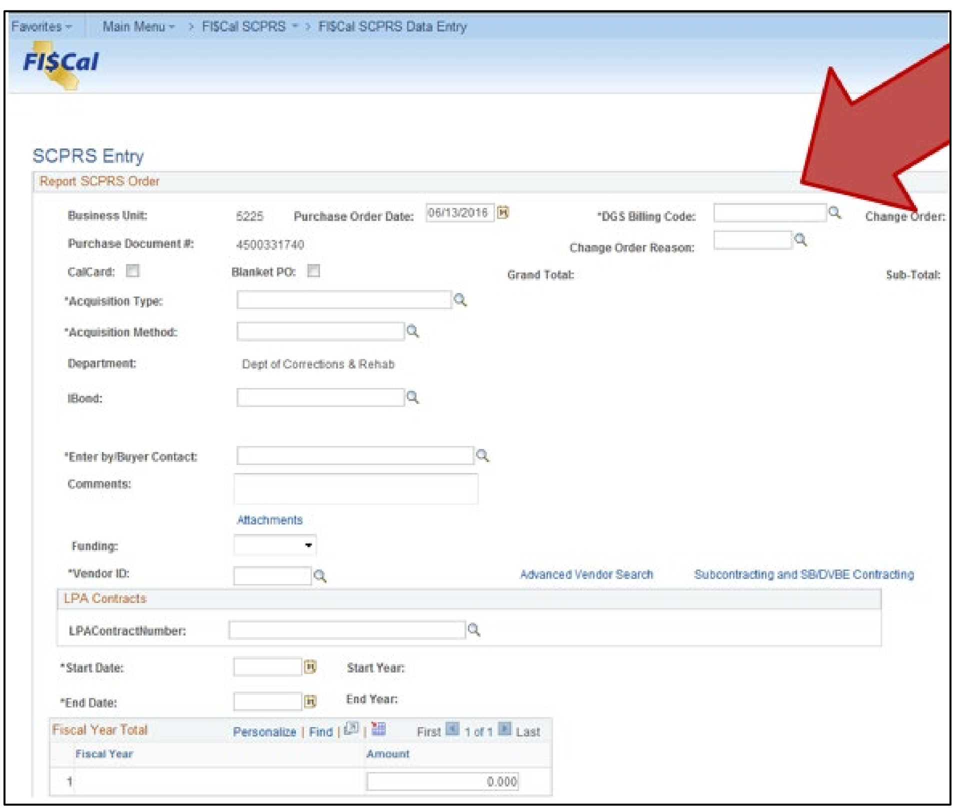
5. Click "Add a New Value"



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

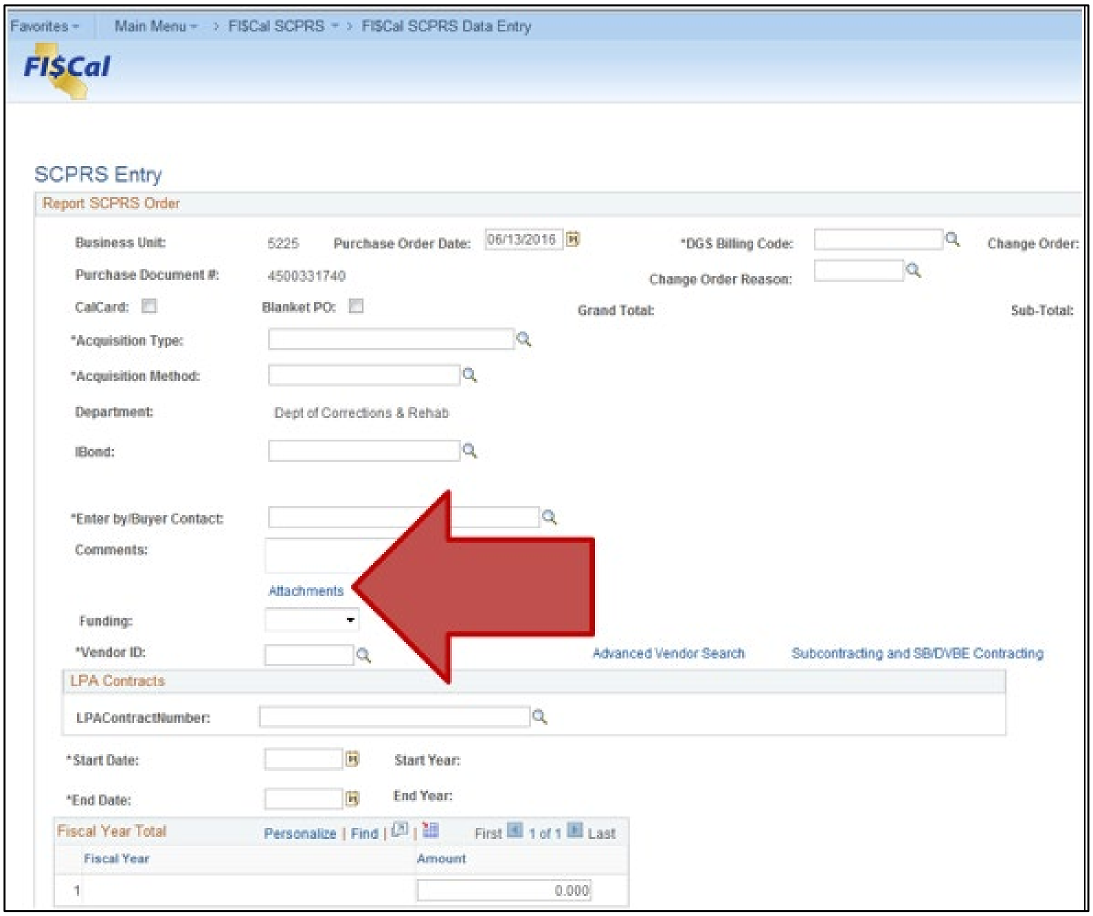


10. Enter DGS Billing Code

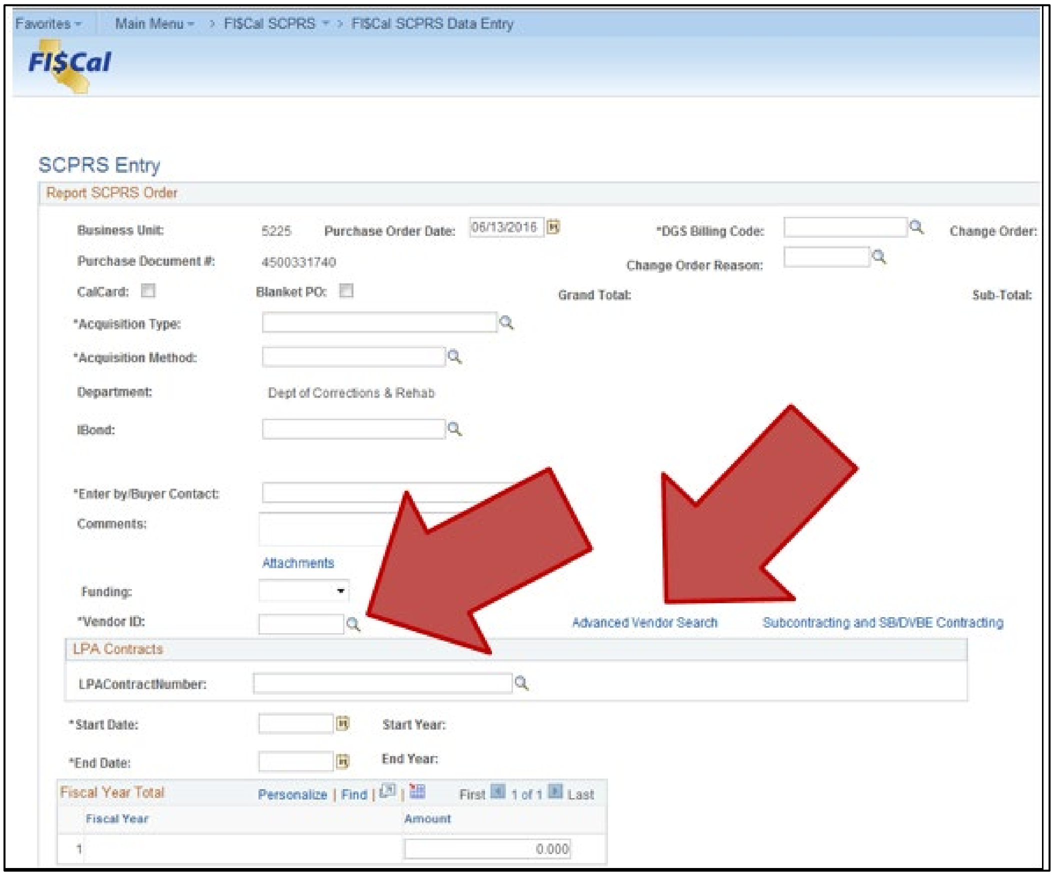


NOTE: If this is an Amendment or Change Order, you must enter a Change Order Reason

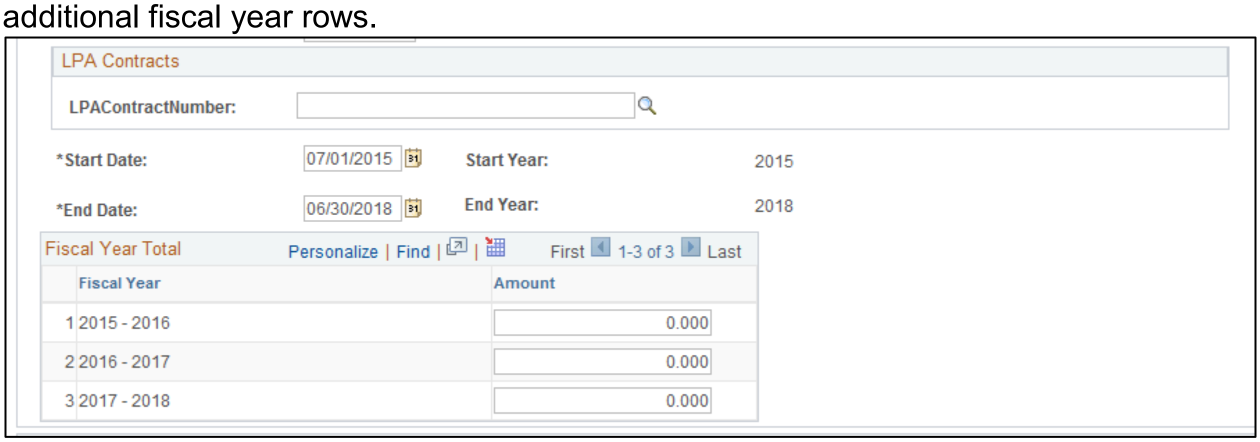
11. If this is a CalCard or a Blanket PO transaction, select the appropriate check box
12. Select the Acquisition Type
13. Select the Acquisition Method
14. If this is an IBond, select the IBond from the dropdown menu
15. Select the PO Buyer that created the PO
16. If required, enter comments
17. If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



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

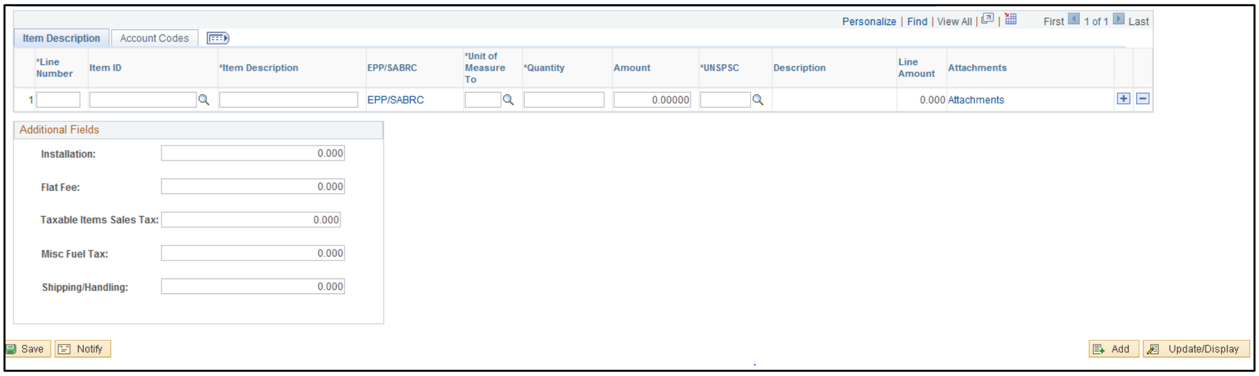


19. If this is an LPA, enter the LPA contact number
20. Enter the start and end dates of the PO term
21. If the PO term dates cross multiple fiscal years, the “Fiscal Year Total” table will automatically create additional fiscal year rows.



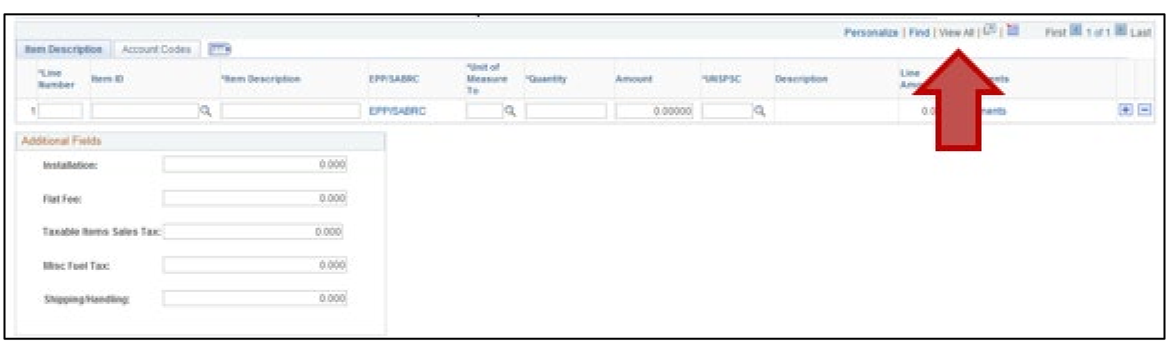
Enter the total PO amount for each fiscal year

22. Begin Entering Line Item Information

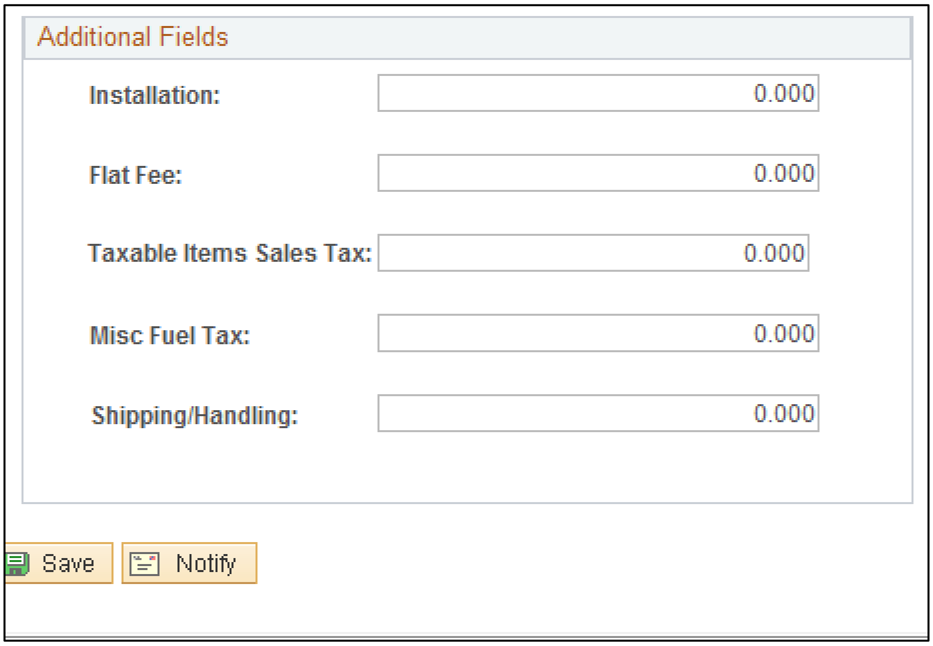


23. Enter Line number
24. Enter Item Description (Item ID is optional)
25. If required, select “EPP/SABRC” hyperlink and enter EPP/SABRC data for this item
26. Enter Unit of Measure
27. Enter Quantity
28. Enter item Amount
29. Look Up UNSPSC value
30. If PO has more than one line item, click the “+” 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



33. Click “Save”