

**Entering in FI\$Cal**  
**State Contract & Procurement Registration System (SCPRS)**  
**Job Aid**

**Introduction**

**Target Audience:**

PO Department Buyers / PO Department PO Processors

**Purpose:**

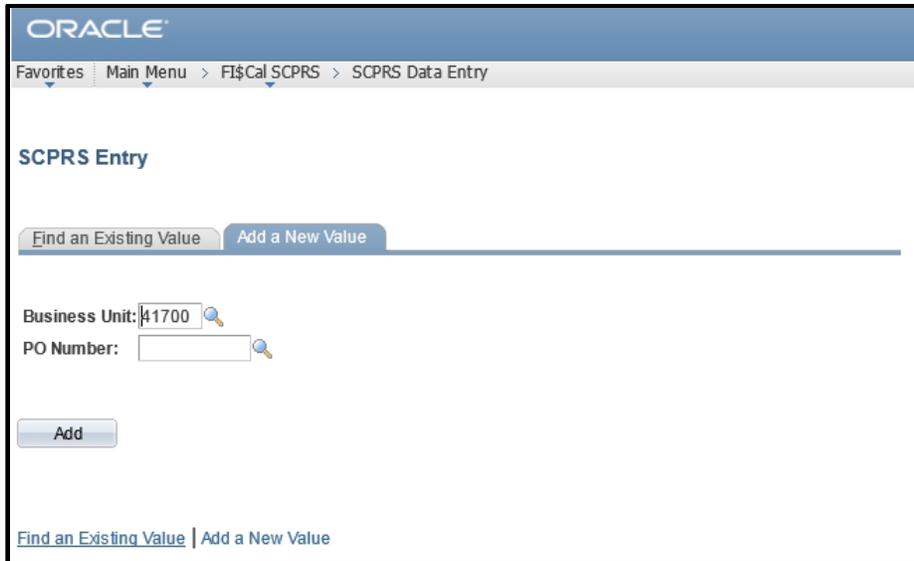
This Job Aid provides users with instructions on how to enter data on SCPRS data entry page which will be used for SCPRS reporting and DGS billing. This job aid also provides the validations that FI\$Cal will perform.

During Pre-Wave, buyers will create their purchase order (PO) in FI\$Cal and then dispatch their POs. Once the POs are dispatched, the buyers will navigate to the SCPRS Data Entry page where the PO information will be prepopulated (Business Unit, PO ID, PO Date, Agency Bill Code, PO Total, Item Description, Unit of Measure, Line Quantity, Line Amount, and UNSPSC). The Buyer will populate the remaining fields as required and save the information. A batch file will be run by a SCPRS Processor who will upload the information into the BidSync SCPRS system.

# Entering Data required by BidSync SCPRS using FI\$Cal SCPRS Data Entry Page

**Step 1:** Navigation: Main Menu → FI\$Cal SCPRS → SCPRS Data Entry

## Add a New Value page



The screenshot shows the Oracle SCPRS Entry page. At the top, there is a navigation breadcrumb: Favorites | Main Menu > FI\$Cal SCPRS > SCPRS Data Entry. Below this, the page title is "SCPRS Entry". There are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being the active tab. The form contains two input fields: "Business Unit:" with the value "41700" and a magnifying glass icon, and "PO Number:" with an empty field and a magnifying glass icon. Below the fields is an "Add" button. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

**Step 2:** Select **PO Number** using the lookup button (magnifying glass) and click the **Add** button.

## SCPRS Entry page

The screenshot displays the Oracle SCPRS Entry page. The browser address bar shows the path: Favorites | Main Menu > FI\$Cal SCPRS > SCPRS Data Entry. The page title is "SCPRS Entry". Below the title, there is a section for "New SCPRS Entry Order" with the following fields:

|                       |  |                       |               |
|-----------------------|--|-----------------------|---------------|
| Business Unit:        | 17000                                      | Purchase Order Date:  | 03/11/2013    |
| Purchase Document #:  | 0000000011                                 | *Agency Billing Code: | 031201        |
| Cal Card:             | <input type="checkbox"/>                   | PO Total:             | \$100,000.000 |
| Blanket PO:           | <input type="checkbox"/>                   |                       |               |
| *Acquisition Type:    | <input type="text"/>                       |                       |               |
| *Acquisition Method:  | <input type="text"/>                       |                       |               |
| Department:           | Fair Employment and Housing, Department of |                       |               |
| IBond:                | <input type="text"/>                       |                       |               |
| BuyerContact:         | Useralrb                                   |                       |               |
| Special Instructions: | <input type="text"/>                       |                       |               |
| Funding:              | <input type="text"/>                       |                       |               |
| Supplier:             | 1018619                                    |                       |               |
| LPA Contracts:        | <input type="text"/>                       |                       |               |

**Step 3:** Enter the following information on the **SCPRS Entry** page:

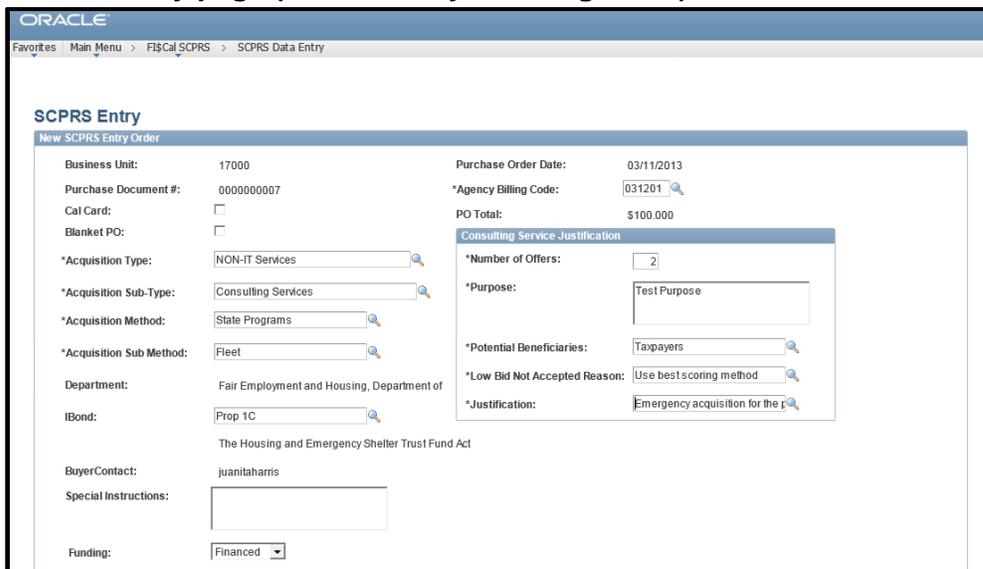
1. Click the **Cal Card** checkbox if the purchase is done using Cal Card.
2. Click the **Blanket PO** checkbox if the PO is a blanket PO.
3. Select the appropriate Acquisition Type using **Acquisition Type** lookup button.
4. Select the appropriate Acquisition Sub-Type using **Acquisition Sub-Type** lookup button.
  - The **Acquisition Sub-Type** field is visible only if Acquisition Type selected is "NON-IT Services"

## Consulting Service Justification fields

| Consulting Service Justification |  |
|----------------------------------|--|
| *Number of Offers:               | <input type="text"/>   |
| *Purpose:                        | <input type="text"/>   |
| *Potential Beneficiaries:        | <input type="text"/>  |
| *Low Bid Not Accepted Reason:    | <input type="text"/>  |
| *Justification:                  | <input type="text"/>  |

- If the **Acquisition Sub-Type** selected is “Consulting Services”, the Consulting Services Justification fields appear and must be completed.
  - All Consulting Service Justification fields (Number of Offers, Purpose, Potential Beneficiaries, Low Bid Not Accepted Reason, Justification) are required if Acquisition Sub-Type selected is “Consulting Services”

## SCPRS Entry page (continued by scrolling down)



ORACLE  
Favorites | Main Menu > FI\$Cal SCPRS > SCPRS Data Entry

**SCPRS Entry**  
New SCPRS Entry Order

|                          |   |   |  |
|--------------------------|---|---|--|
| Business Unit:           | 17000   | Purchase Order Date:                    | 03/11/2013   |
| Purchase Document #:     | 0000000007  | *Agency Billing Code:                   | 031201                                |
| Cal Card:                | <input type="checkbox"/>  | PO Total:                               | \$100.000  |
| Blanket PO:              | <input type="checkbox"/>  | <b>Consulting Service Justification</b> |  |
| *Acquisition Type:       | NON-IT Services      | *Number of Offers:                      | <input type="text" value="2"/>   |
| *Acquisition Sub-Type:   | Consulting Services  | *Purpose:                               | Test Purpose   |
| *Acquisition Method:     | State Programs       | *Potential Beneficiaries:               | Taxpayers                           |
| *Acquisition Sub Method: | Fleet                | *Low Bid Not Accepted Reason:           | Use best scoring method             |
| Department:              | Fair Employment and Housing, Department of  | *Justification:                         | Emergency acquisition for the p...  |
| IBond:                   | Prop 1C              |   |  |
| Buyer Contact:           | juantaharris  |   |  |
| Special Instructions:    | <input type="text"/>  |   |  |
| Funding:                 | Financed             |   |  |

The Housing and Emergency Shelter Trust Fund Act

5. Select the Acquisition Method using **Acquisition Method** Lookup button.
6. Select the Acquisition Sub-Method using **Acquisition Sub-Method** Lookup button.
  - Acquisition Sub-Method is visible if the Acquisition Method selected is “NCB” or “State Program”
  - If it is a Leveraged Procurement Agreement (LPA) (CMAS, Master Service Agreement, Master Rental Agreement, Master Purchase/Price Agreement, Software License Program, State Price Schedule, Statewide, or WSCA) then the LPA field must be completed.
7. Select IBond using prompt for the Purchase Order, if applicable
8. Enter Special Instructions, if applicable
9. Select Funding (Leased / Financed), if applicable

## SCPRS Entry page (continued by scrolling down)

Supplier: 1018619

**LPA Contracts**

LPA Contracts:

\*Start Date: 07/01/2012

\*End Date: 06/30/2013

Start Year: 2012

End Year: 2013

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**Items** Personalize | Find | View All | First | 1 of 1 | Last

Item Information Account Codes

| Line Number | Item Title | Unit of Measure | Quantity | Amount    | Description | Classifications |
|-------------|------------|-----------------|----------|-----------|-------------|-----------------|
| 1           | sefit      | EA              | 1.0000   | 100.00000 | sefit       | 10000000        |

10. Use the **LPA Contract** field to select a valid LPA contract if the Acquisition Method selected is CMAS, Master Service Agreement, Master Rental Agreement, Master Purchase/Price Agreement, Software License Program, State Price Schedule, Statewide, or WSCA.
11. Enter FI\$Cal year Start Date and End Date if the purchase order is not in pre-populated FI\$Cal year.
12. Click on the **Account Code** tab.

## SCPRS Entry page (Account Code tab)

**Items** Personalize | Find | View All | First | 1 of 1 | Last

Item Information Account Codes

| ProductCode          | BillCode             | SubUnit              | CostCode             | ObjectCode           | RevenueCode          |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |

**Extra Fields**

|                          |       |
|--------------------------|-------|
| Installation:            | 0.000 |
| Flat Fee:                | 0.000 |
| Taxable Items Sales Tax: | 0.000 |
| Misc Fuel Tax:           | 0.000 |
| Shipping/Handling:       | 0.000 |

Save Notify Add Update/Display

13. On **Account Code** tab, enter the Product Code, Bill Code, Sub Unit, Cost Code, Object Code, and Revenue Code, if applicable

**Step 4:** When the information has been entered, click the **Save** button.

**Note:** See also the **FI\$Cal State Contract & Procurement Registration System (SCPRS) Error Messages Guide** document on the FI\$Cal Job Aids website.