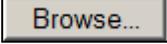
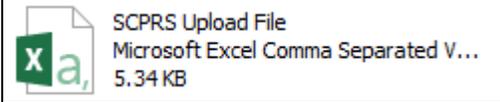
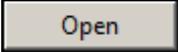


## Uploading a SCPRS entry

Step	Action
1.	Begin by navigating to the <b>Run SCPRS Upload</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>FI\$Cal SCPRS</b> menu. 
3.	Click the <b>Run SCPRS Upload</b> menu. 
4.	<p>The <b>Find an Existing Value</b> and <b>Add a New Value</b> tabs are usually shown together in FI\$Cal.</p> <p>The <b>Find an Existing Value</b> tab is used to locate a <b>Run Control ID</b> already created for this Process</p> <p>The <b>Add a New Value</b> tab is used to create a new <b>Run Control ID</b> when running this process for the first time. In this scenario, the <b>Add New Value</b> tab will be used.</p>
5.	Click the <b>Add a New Value</b> tab. 
6.	<p>A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The <b>Run Control ID</b> defines parameters that are used when a process is run. This ensures that when a process runs in the background, FI\$Cal does not prompt you for additional values.</p>
7.	Click in the <b>Run Control ID</b> field. 
8.	Enter the desired information into the <b>Run Control ID</b> field.  Enter a valid value e.g. " <b>Test_UPLOAD2</b> ".
9.	Click the <b>Add</b> button. 
10.	<p>Use the <b>SCPRS File Upload</b> page to select parameters that define the SCPRS file you are uploading.</p> <p>Use this page to define your the type of file you are uploading, and then attach the desired file to upload.</p>

Step	Action
11.	<p>The <b>File Type</b> section allows for three different types of uploads:</p> <ul style="list-style-type: none"> <li>- SCPRS CSV Upload</li> <li>- Subcontractors &amp; SB/DVBE CSV Upload</li> <li>- XML Upload</li> </ul> <p><b>Note:</b> You must complete the SCPRS CSV Upload process before running the Subcontractors &amp; SB/DVBE CSV Upload process.</p> <p>For this scenario, select the <b>SCPRS CSV Upload</b> option.</p>
12.	<p>Click the <b>SCPRS CSV Upload</b> option.</p> 
13.	<p>The <b>Attached File</b> section is used to select the SCPRS file you are uploading.</p>
14.	<p>Click the <b>Attach</b> button.</p> 
15.	<p>Click the <b>Browse</b> button.</p> 
16.	<p>Select the document you want to upload.</p> <p>Click the <b>SCPRS Upload File</b> list item.</p> 
17.	<p>Click the <b>Open</b> button.</p> 
18.	<p>Click the <b>Upload</b> button.</p> 
19.	<p>The selected file is now shown in the <b>Attached File</b> section.</p>
20.	<p>Click the <b>Save</b> button.</p> 
21.	<p>Click the <b>Run</b> button.</p> 
22.	<p>The <b>Process Scheduler Request</b> page is displayed. Use this page to start the process that will upload the file into FI\$Cal.</p>
23.	<p>Ensure the <b>Select</b> option for the <b>SCPRS Interface</b> process is selected.</p> <p>Click the <b>OK</b> button.</p> 

Step	Action
24.	<p>The process has started running, and you are provided with a <b>Process Instance</b> number. This number can be used to track the progress of this process on the <b>Process Monitor</b> page.</p> <p><b>Note:</b> It is a good practice to write down the Process Instance number so you can easily locate your process during the next steps.</p>
25.	<p>Click the <b>Process Monitor</b> link.</p> 
26.	<p>Use the <b>Process List</b> page to view the status of submitted process requests.</p>
27.	<p>Recall that the Process Instance number for this transaction was <b>83493</b>. Using the process instance number, you know that you are looking at the status of the correct process.</p> <p>There may be multiple processes running and displayed on this page at any one time, so the Process Instance number will help in locating the specific process.</p>
28.	<p>Notice that the <b>Run Status</b> and <b>Distribution Status</b> columns are <b>Queued</b> and <b>N/A</b>. When the process has completed, these fields will change to <b>Success</b> and <b>Posted</b>, respectively.</p>
29.	<p>Click the <b>Refresh</b> button until the Run Status column reads "Success" and the <b>Distribution Status</b> column reads "Posted".</p> <p>Click the <b>Refresh</b> button.</p> 
30.	<p>Notice the <b>Run Status</b> is now <b>Success</b> and the <b>Distribution Status</b> is now <b>Posted</b>. This means the upload process is complete.</p>
31.	<p>Navigate to the <b>SCPRS Upload History</b> page to ensure that your recent upload has posted successfully.</p> <p>Click the <b>Home</b> link.</p> 
32.	<p>Click the <b>Main Menu</b> button.</p> 
33.	<p>Click the <b>FI\$Cal SCPRS</b> menu.</p> 
34.	<p>Click the <b>SCPRS Upload History</b> menu.</p> 
35.	<p>The <b>SCPRS Upload History</b> page is shown. Use this page to verify that your file has been uploaded with an <b>Upload Status</b> of Success.</p>
36.	<p>Click the <b>Horizontal Scrollbar</b>.</p>
37.	<p>Notice the <b>Orders</b>, <b>Warning Count</b> and <b>Error Count</b> columns are displayed to the right of the page. These columns will display the total number of orders successfully uploaded to FI\$Cal SCPRS.</p>



Step	Action
38.	<p>If an error is displayed in the <b>Warning Count</b> or the <b>Error Count</b> column, you will need to perform the following:</p> <ol style="list-style-type: none"> <li>1. Click the hyperlink of the error count.</li> <li>2. Check the SCPRS transaction ID that went into error and identify the error</li> <li>3. Correct the error for the transaction ID, then create a new file with the corrected transaction</li> <li>4. Attach this new file with only the corrected transaction and reupload the corrected file.</li> </ol>
39.	<p>You have successfully completed the "Uploading a SCPRS entry" topic.</p> <p><b><u>Key Takeaways:</u></b></p> <ul style="list-style-type: none"> <li>- SCPRS entries must be uploaded using the <b>Run SCPRS Upload</b> process</li> <li>- Navigate to the <b>SCPRS Upload History</b> page to ensure the Run Status is Success</li> <li>- Check for errors and take any necessary actions to correct them before reuploading a file</li> </ul> <p><b>End of Procedure.</b></p>