**SCPRS Upload Procedures**

1. Log in to FI$Cal
2. Click “Classic Home”



1. Click “FI$Cal SCPRS”



1. Click “Run SCPRS Upload”



1. Click “Add a New Value”



1. In the Run Control ID field, enter a name for your Upload document



1. Click “Add” button
2. Enter your 4 digit Business Unit



1. Select “SCPRS CSV Upload” button



1. Click “Attach”



1. Locate the CSV file provided by DGS eProcure SUPER Team
2. Once selected, the file name will show.
3. Click “Save”



1. Click “Run” and “Ok”
2. Click “OK” (Do not change any values if you would like the upload to happen now.)



1. Click Process Monitor hyperlink 
2. From the Process Monitor page, click “Refresh” until Run Status and Distribution Status say Success and Posted.



1. Go to the breadcrumbs at the top of the screen and from “FI$Cal SCPRS” select “SCPRS Upload History”. This process may take a minute to run.
2. Locate your Upload in the SCPRS Upload History. 
3. Click on the Error Count hyperlink to view errors. 
4. The Error Log will show any POs which could not be uploaded due to errors.



1. From the CSV file used for the upload, delete all line items that DO NOT have an error.
2. Correct the errors, or contact SUPER Team at eprocure@dgs.ca.gov for assistance.
3. Once errors are corrected, return to Step 1 of this guide.
4. If there are no Errors, the SCPRS Upload is complete.