# ERGSO Entry Page Job Aid

Target Audience: CAR reports preparer and approvers from departments that are not transacting in FI$Cal, including voluntary reporting departments (i.e., California State Universities) and deferred or exempt departments from FI$Cal.

Purpose: Form 810 Intake page functionality has been implemented in FI$Cal system for deferred or exempt departments providing them the ability to submit their CAR report online by logging into FI$Cal .
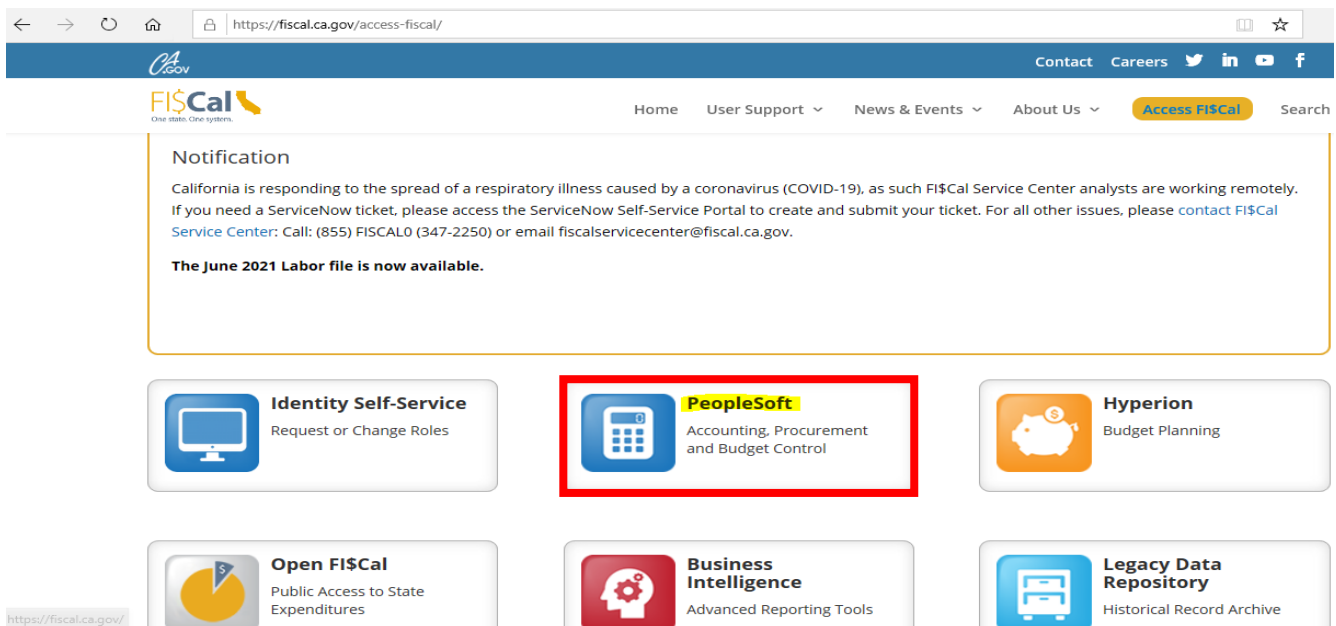
To access the ERGSO Entry Page:

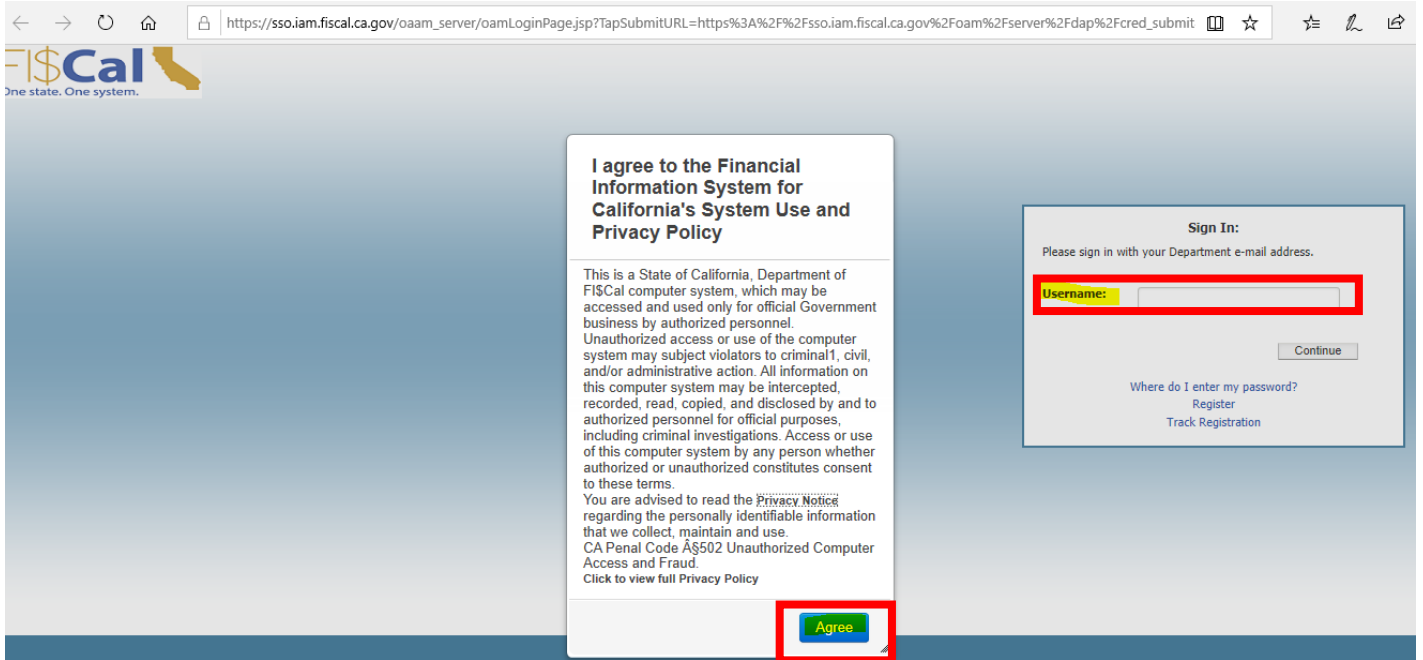- Use the below steps to Log in to FI$Cal:

Step 1: Type FI$Cal.ca.gov in the web browser and click enter. On the FI$Cal page, click on the Access FI$Cal button.
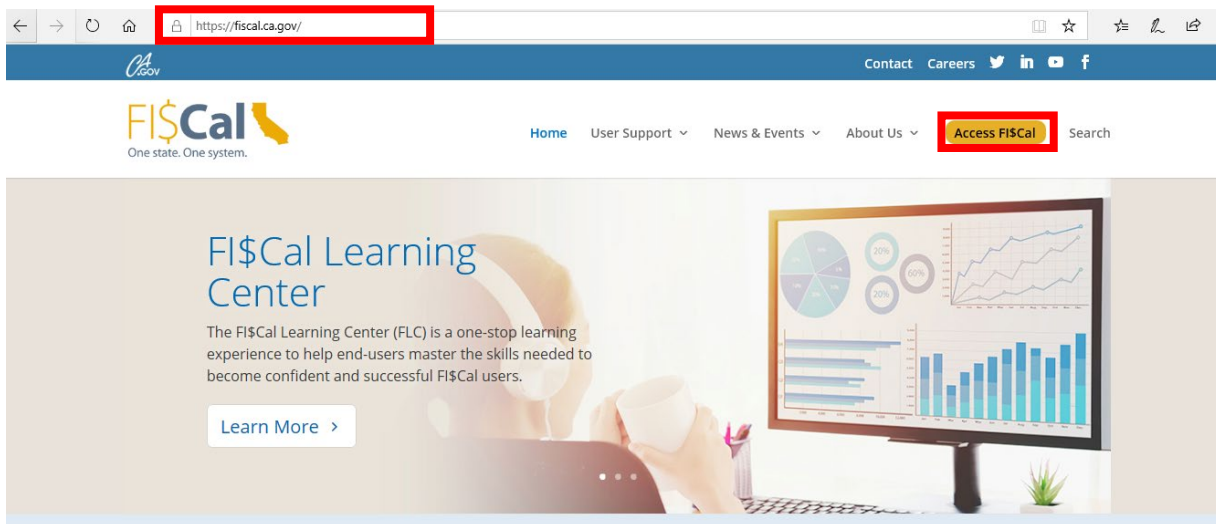
Step 2: On the Access FI$Cal Page click on the PeopleSoft icon.

Step 3: Click on the Agree button on the Privacy Policy then type the Username on the Sign in section and click on the continue button.

Step 4: Enter the password and click on the enter button.

- After Login to FI$Cal the user can access the intake pages by using the following navigation: ***Main Menu > FI$Cal SCPRS>ERGSO Data Entry***

- Type your BU # and click on search button.
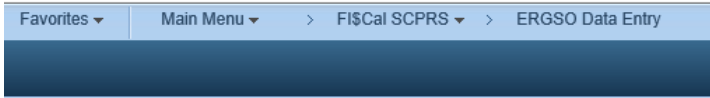
- Fill the ERGSO data entry form. Enter the data submitted by the supplier on the Voluntary Statistic Data Sheet (DGS PD 802). Fill one form for each supplier. Click on add button to enter another supplier VSDS.

- After completing the form, click save button.

- FI$Cal departments will be able to run the ERSO report in the system. For non-FI$Cal departments, the OSDS will pull the report directly from the system.