Finance DFQ Support Form

Instructions:

1. Complete the applicable value for each description.
2. Email this form to [DFQSupport@dof.ca.gov](mailto:DFQSupport@dof.ca.gov).

| Description | Value |
| --- | --- |
| 1. Business Unit |  |
| 1. Department Name |  |
| 1. Phone Number |  |
| 1. Request Type | New query  Modify an existing query (include the query name and complete box 5, 6, & 10)  Existing query issue (include the query name and complete box 5, 7-10) |
| 1. If modify/issue, please provide the query name(s). |  |
| 1. Describe the requested modifications. Include screenshots as attachments to the request, if necessary. |  |
| 1. List of Prompts Used (Ex: Fiscal Year, Period, etc.). Please include screenshots as attachments to the request. |  |
| 1. Description of the issue   Please include:  -Navigation path to the online page  -Screenshots (as attachments)  -Supporting documents to validate the query result |  |
| 1. Query Run Type (if Applicable) | Query View  Schedule Query |
| 1. Finance, FI$Cal Support Analyst |  |