FI$Cal
User Support Lab (USL) Request Form

Form Instructions

To request a **User Support Lab (USL)**, complete the table below and submit to the FI$Cal Service Center at FiscalServiceCenter@fiscal.ca.gov **at least 5 business days in advance of the requested session.** The Point of Contact (POC) for the request will be contacted by FI$Cal to confirm the support required and F$Cal's ability to meet the request.

Note: A separate USL Request Form is required for each requested USL date. For FI$Cal Hyperion Business Support, contact your Department of Finance Budget Analyst (USLs are for FI$Cal PeopleSoft functionality only).

Department Name	

Request Item	Response (All Fields are Required)			
	Name	**Email**	**Phone No.**	**Completed Training?**
Participants (name, email, and phone number)				
Point of Contact (POC)				

Request Item	Response
Requested Date (MM/DD/YY) and Time	**Required**
USL Support Modules AM, AP, BI/AR, CM, GL/COA, PC/CA/GM, PO	**Explanation Required**
Specific Transaction(s) (**Mandatory:** List the specific FI$Cal transaction(s) or task(s) where assistance is needed)	**Explanation Required**
Additional Information (Please include any additional information about your request for support, list any attachments and/or additional participants contact info.)	