

General Ledger Journal Feed File Request Form

I. OVERVIEW

This form is to be used for local units wishing to set up a data feed of journal entries directly into the Oracle Financials General Ledger (G/L). Given that data feeds will originate from various applications/systems, it is imperative that key information be provided for the data feed setup and access to ensure that these data feed interfaces are well defined.

II. GENERAL INFORMATION

Date

Tub Information

Tub Number/
Name

Department/
Administrative
Office requesting
feed

Tub Business Owner

Name/Job Title

Email address Phone #

Tub Technical Owner

Name/Job Title

Email address Phone #

Please provide the following information to determine who to contact if there is a processing error during the transport or load of the file or to deliver reports.

Contact Type	Name/Job Title	Email Address	Phone #
Tub Resource	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Department/ Administrative	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Office Resource	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Technical Resource	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

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III. DATA FEED INFORMATION

1. Journal feed file content description and purpose

2. G/L feed balance type = Actuals (Budget Feeds are no longer applicable.)

3. Name of sub-system originating journal feed file data – homegrown or off the shelf sub system

4. Frequency and number of journal feed files

Frequency (i.e. daily, weekly) Estimated number of files, per frequency

Estimated number of journals per file

Estimated average number of journal detail lines per file submission

5. Estimated **annual** financial impact of total feeds \$

6. Will this feed contain any payroll-related transaction? Yes No

7. Will this feed contain any internal billing / transfer transaction? Yes No

If yes, provide the estimated annual financial value of the journal feed \$

8. What types of object codes are likely to be used in this feed?

Object Code Range	will be used?	Object Code Range
Balance sheet		
Income		
Expense		
Non-Operating		

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9. Describe local system validation and edits related to the journal information that will be submitted via this new G/L feed?

10. How do you propose to ensure that the file contents, account coding and format will be valid?

11. Describe local business process to correct G/L feed failures (file format issues, invalid account coding issues, out of balance conditions, etc).

12. Describe current manual/automated process that this new G/L feed would replace.

13. Provide any additional information you deem necessary to set up data feed file interface

14. Does your area currently have other G/L Feeds?
If yes, provide the journal source name

15. Once form is completed, email to **Nick Tonelli, nicholas_tonelli@harvard.edu**. FAR will start the process of working with ATS/HUIT to set up the journal import and will assist you in contacting additional support personnel to help you during your development and testing process.

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IV. FINANCIAL ACCOUNTING AND REPORTING (FAR) AUTHORIZATION

Name/Job Title

Signature

Date

V. OTHER CONSIDERATIONS

General

- Local unit(s) will be responsible for transferring the data files on the correct schedule to the appropriate production server/directory
- Local unit(s) will be responsible for backing up their own data files in their local systems. If there is a processing error during the transport or load of the data file, it may be necessary for the local unit to resubmit the file or a portion of it.
- For further details regarding request and set up of G/L feed see "***GL Interface Specification***"