

**Financial Data Control  
GL Feed Request Form**

GL Feeds should be system-generated files which are locally validated via repeatable processes and represent significant journal entry volume. To receive approval for a newly proposed GL Feed, fill out one form for each feed request and send to: Joe Decristoforo.

**School and/or Administrative  
Department:**

<u>Contacts</u>	<u>Name</u>	<u>Phone Number</u>	<u>Email Address</u>
<b>Business Owner:</b>			

**Technical  
Owner:**

**GL Feed  
Balance Type:  
(Check 1)**

<input type="checkbox"/> Actuals	<input type="checkbox"/> Budget	<input type="checkbox"/> Encumbrance
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**Feed  
Frequency:  
(Check 1)**

<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other (explain)
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**Feed Volume:**  
(Estimated average number of journal detail lines per file submission)

**Describe Feed Content/Purpose:**

**Will this feed contain any payroll-related transaction or internal billing / transfer transactions? What types of object codes are likely to be used in this feed?**

**Describe local system validation and edits related to the journal information that will be submitted via this new GL Feed. How do you propose to ensure that the file contents, account coding and format will be valid?**

**Describe local business process to correct GL Feed failures (File Format issues, Invalid Account Coding Issues, Out-of-Balance conditions, etc.)**

**Describe current manual/automated processes that this new GL Feed would replace.**