



GOVERNMENT OF NEWFOUNDLAND AND LABRADOR  
DEPARTMENT OF FINANCE

**Financial Management System**  
**Request to Upload to Oracle Accounts Receivable**

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Technical Contact Name: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Departmental Contact Name: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Approved By: \_\_\_\_\_

(Director of Financial Operations)

**Departmental System / Program Name:** \_\_\_\_\_

Does this Upload come from a Web based application or from an application or file resident on the mainframe or departmental server? \_\_\_\_\_

If Upload is from a Web based application, what is the method of payment i.e. Credit Card or Preauthorized Debt (PAD)? \_\_\_\_\_

Are you using individual customers or one generic customer on FMS? \_\_\_\_\_

Are you uploading onetime cash receipts or payments on account? \_\_\_\_\_

If you are uploading onetime cash receipts, you must provide the AR Items to be used:

1. Enter existing Item Names: \_\_\_\_\_
2. For new AR Items, please complete the required request form "**AR MASTER ITEM** (Revenue)".

If you are uploading onetime cash receipts, you must also provide the Suspense Item Accounting Distribution to be used: \_\_\_\_\_

What is the anticipated volume of payments to be uploaded? \_\_\_\_\_

What is the frequency of the Upload? \_\_\_\_\_

Does the Department require use of Descriptive Flexfields? \_\_\_\_\_

If "Yes", provide details: \_\_\_\_\_

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What is the required go live date? \_\_\_\_\_

Any other comments, requirements, etc (confidentiality issues etc.) \_\_\_\_\_

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Any questions, please contact:  
Ann Marie Miller (ext 6530) or Diane Hill (ext 5656)  
Operational Management and Strategic Planning Division

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**Comptroller General's Office, Approval to proceed with development of Departmental Upload to Oracle AR**

Approved by: \_\_\_\_\_  
(Director of Govt Accting or Manager of OMSP division)

Approved Date: \_\_\_\_\_

**Instructions for Completing the Request to Upload To Oracle Accounts Receivable****1. General:**

The Comptroller General's Office has created a FMS Portal Database, which is an Oracle Database located on a central server available to all departments.

The purpose of the Portal Database is to import transactions electronically from third party systems to Oracle Financials. Transactions flow through the Portal Database from external systems where a series of validation steps are performed. The validated transactions are then uploaded to Oracle Financials.

To request an Electronic Upload into the Oracle Financials (Oracle Accounts Receivable) the **Request to Upload To Oracle Accounts Receivable** form must be completed as per the following:

**2. Department Name:**

Self explanatory

**3. Date:**

Self explanatory

**4. Technical Contact Name:**

This should be the name of the Departmental Technical resource, responsible for the development of a program that will function to upload AR cash payments (i.e. miscellaneous receipts) into the appropriate table on the FMS Portal Database.

**5. e-mail address:**

This should be the e-mail address of the technical resource

**6. Phone Number:**

This should be the phone number of the technical resource

**7. Departmental Contact Name:**

This should be the name of the Departmental functional resource requiring the upload.

**8. e-mail address:**

This should be the e-mail address of the Departmental functional resource requiring the upload.

**9. Phone Number:**

This should be the phone number of the Departmental functional resource requiring the upload.

**10. Approved By:**

This should be signed by the Director of Financial Operations

**11. Departmental System / Program Name:**

Self explanatory (ie: Department of Government Services / Registry, Companies and Deeds Online (CADO))

**12. Does the Upload come from a Web based application or from an application or file resident on the mainframe or departmental server?**

Self explanatory

**13. If Upload is from a Web based application, what is the method of payment i.e. Credit Card or Preauthorized Debt (PAD)?**

Self explanatory

**14. Are you using individual customers or one generic customer on FMS?**

If the department's receivables are on FMS, they may use individual customers already set up (i.e School Tax), otherwise a new generic customer will have to be set up by the System Administrator OMSP division to be used for this upload only.

**15. Are you uploading onetime cash receipts or payments on account?**

Note: You can only upload payment on account if the department's receivables are on FMS

**16. If you are uploading onetime cash receipts, you must provide the AR Items to be used:**

Determine the revenue account(s) the uploaded payments are to be recorded against and verify whether an existing AR Item can be used (AR Items point to the appropriate revenue accounting flexfield).

**17. If you are uploading onetime cash receipts, you must also provide the Suspense Item Accounting Distribution to be used:**

If only using one revenue account the suspense item accounting distribution will be the same revenue account. If using multiple revenue accounts, provide the accounting distribution to be used for suspense.

**18. What is the anticipated volume of payments to be uploaded?**

Self explanatory

**19. What is the frequency of the upload?**

For example: Daily, Weekly etc.

**20. Does the Department require use of Descriptive Flexfields? If "Yes", provide details?**

Descriptive Flexfields are used to capture additional information on receipts; departments may request to use up to a maximum of 15 additional fields for their own purposes by documenting their requirements in this section.

**21. What is the required go live date?**

It is important to identify the absolute latest date this program will need to be developed, tested and in Production.

**22. Any other comments, requirements etc. (confidentiality issues etc.)**

Self explanatory

**23. Approved By:**

This should be signed by the Director of Govt Accounting or Manager of OMSP Division

**24. Approved Date:**

Self explanatory