GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
DEPARTMENT OF FINANCE

Financial Management System
Request to Download Information from Oracle General Ledger

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)

What is the required go live date?_____

Any other comments, requirements, etc.
_____
_____
_____

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 GL Download to FMS Portal database.

Approved by: _____   Approved Date: _____
(Director of Govt Accting or Manager of OMSP division)

Form OCG304

<u>Instructions for Completing the Request to Download Information from Oracle General Ledger</u>

1. General:
The Comptroller General's Office has created a FMS Portal Database, which is available for use by all departments for download purposes. Departments can be given access to the FMS Portal Database where they may download data containing all General Ledger transactions for the most recently closed period themselves. Govt Accounting Division will forward an email monthly to all participating departments when an accounting period closes. The FMS Portal will be **updated the following day** with the transactions of the newly closed period. It is recommended that you import this new data **ASAP** to avoid this data from being overwritten by next closed period.

To request access to download information from the Financial Management System (Oracle General Ledger) the **Request to Download Information from Oracle General Ledger** 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 download information from the FMS Portal Database to external systems .

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 download.

8. e-mail address:
This should be the e-mail address of the Departmental functional resource requiring the download.

9. Phone Number:
This should be the phone number of the Departmental functional resource requiring the download.

10. Approved By:
This should be signed by the Director of Financial Operations.

11. What is the required go live date?
It is important to identify the absolute latest date this download will need to be developed, tested and in production.

12. Any other Comments, requirements, etc
Use this section to provide other information or comments.

13. Approved By:
This should be signed by the Director of Govt Accounting or Manager of OMSP Division.

14. Approved Date:
Self explanatory