

IJOURNALS NEW FEEDER REQUEST FORM

Use this form to request a new feeder type journal.

REVIEW FEEDER POLICIES AND RESPONSIBILITIES

Please take a moment to review the [Feeder Policies and Responsibilities](#) information to determine if a feeder journal is suitable for your business process. If your journal meets the feeder criteria, proceed to complete the request form.

COMPLETE THE NEW FEEDER REQUEST FORM

Request Date	
Requestor Name	
Requestor Email	
Requestor Phone Number	
Requestor Department/ Organization	

FEEDER INFORMATION

Feeder ID: Enter the desired Feeder ID. The Feeder ID appears as the Expenditure Transaction Source on expenditure statements. The feeder ID must be between 2-5 alpha-numeric characters.

Feeder Name: Enter the desired feeder name (30 characters or less).

Feeder Description: Enter a brief summary description of the feeder (30 characters or less).

--

Feeder Journal Owners: Enter up to 3 owners. These individuals will have the ability to upload and approve the feeder journal. Feeder Owners automatically inherit **iJournals Specialist** authority.

If **Salary Expenditure** is 'Yes', S&RO group will forward request to FMS Controller and will grant **iJournals Central** authority if approved. In the 'Other Information' section, please specify why this is needed.

Employee Name	SUNet ID	Job Title	Department	Salary Expenditure (Yes/No)

Feeder Contact: Enter one contact. This person will be listed as the contact person for any questions from distributed users.

Employee Name	Phone Number	Email Address

Business Process Owner: Enter one owner. This person responsible for the business process and controls as noted in the Feeder Policies and Responsibilities document. This person will also have the ability to upload and approve the feeder journal. Business Owners automatically inherit **iJournals Specialist** authority.

If **Salary Expenditure** is 'Yes', **S&RO group will forward** request to FMS Controller and will grant **iJournals Central** authority if approved. In the 'Other Information' section, please specify why this is needed.

Employee Name	Job Title	Department	Salary Expenditure (Yes/No)

Force PTA (if applicable): All feeder lines go through the PTA validation stage in iJournals. Feeder owners have the option to post all invalid PTA/PFOO lines to the force PTA to prevent any delays. The force PTA is a temporary account. Feeder Owners must monitor the force PTA to ensure feeder transactions are adequately cleared and charged to the appropriate PTA. Enter one force PTA in the space below.

Type of Feeder: Is there an automated interface between the source system and Oracle Financials? (Choose one)

Note to the SRO team: If 'Yes', add the feeder ID to the XXDL_IJ_FEEDER_SYSTEM_TO_SYSTM lookup set in GA.

OTHER INFORMATION

Detailed business purpose/objective of this feeder. Provide as much detail as possible.	
Why is a feeder necessary (e.g., Why can't these transactions be recorded using an iJournal?)	
Type(s) of transactions	
Principal sources (third-party system, Oracle module, etc.?)	

General Frequency (Choose one)	
Approximate number of journal lines	
Total feeder journal credits	

FEEDER CONTROLS

What controls are in place over the business process to address the following common risks:

Risks	Yes/ No / N/A	Description
1. Is access to the source system limited and controlled?		
2. Is a regular review performed of individuals who have access to the source system?		
3. Is access to make changes to the source system application limited?		
3a. Are the changes tested and approved before using them in production?		
4. If spreadsheets are used, are spreadsheet controls in place?		
5. Do you have controls that will ensure that the data is complete?		

6. Is documentation retained that supports the feeder?		
6a. Where is it located and maintained?		
7. Do you have a procedure to periodically test that the accounts and amounts are accurate?		
7a. If so, is this documentation retained?		
8. Is the source system data reconciled to what is posted in Oracle Financials? (If no, skip question 9)		
9. Are the reconciliations reviewed by someone other than preparer?		
9a. Are these reconciliations retained?		

Send completed request form to the Systems and Reporting Operations team: financial_info_systems@lists.stanford.edu.

The request form will be reviewed by Systems and Reporting Operations for completeness and then forwarded to the Financial Analysis & Information Reporting (FAIR) team for approval.