**Oracle Financials Data Interface Review and Certification**

As consumers of financial information, financial data interface business owners are responsible for ensuring that data from their local systems is reflected accurately and completely in Oracle Financials.

**Who should certify?**

Tub or Local Unit business will complete the validation process, certify to the accuracy and completeness of data and submit the updated financial data interface MS Excel to Financial Accounting and Reporting (**FAR**).

**When are certifications due?**

Updated financial data interface and certifications file is due no later than **July 31, 2017**.

**What am I certifying?**

You are certifying that:

* Your financial data interface is active or inactive. If no longer active, please note the date of this event, the reason for discontinuing the interface and how the relevant financial information is being transferred to Oracle Financials
* You have reviewed the information presented for accuracy and completeness
* You have updated, if necessary, the your financial data interface(s) information including, but not limited to, annual financial impact, CoA where the transmitted data is recorded in the G/L, business owner contact information and interface purpose/business reason.

*Note: If you have active interfaces not included in the file, please add them and all related information*

You will need to save the financial data interface(s) file along with your supporting evidence of your review and modifications you make, if any, and send to **FAR**. You will need to:

* Run the CREW *Detail Listing* report for the entire fiscal year for the CoA associated with the financial data interface
* Save the report as a PDF file and make notes of any changes – manually or online - that are made as this will be your supporting documentation evidence

**How do I certify?**

* Update the financial data interface information, if needed, and complete the certification section in the financial data interface(s) MS Excel file.

**Where do I send my updated file/certification?**

* Send your updated financial data interface MS Excel File to Carlos Cevallos at carlos\_cevallos@harvard.edu

FAR and HUIT ATS Oracle Functional Team are available to assist those reviewing and certifying the data.