

# A/P Invoice Data Interface Request Form

## I. OVERVIEW

This form is to be used by local units wishing to set up an invoice import data interface directly into the Oracle A/P sub-ledger. Given that data interfaces will originate from various applications/systems, it is imperative that key information be provided for the data interface setup and access to ensure that these data feed interfaces are well defined.

## II. GENERAL INFORMATION

Date

### Tub Information

Tub Name

Department/  
Administrative  
Office requesting  
interface

### Tub Business Owner

Name/Job Title

Email address  Phone number

### Tub Technical Owner

Name/Job Title

Email address  Phone number

Please provide the following information to determine who to contact if there is a processing error during the transport or load of the data interface file or to deliver reports

	Name/Job Title	Email Address	Phone#
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Tub Resource	<input type="text"/>		
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Department/ Administrative Office Resource	<input type="text"/>		
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Technical Resource	<input type="text"/>		
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## III. DATA INTERFACE INFORMATION

1. A/P invoice data interface file content description and purpose

2. Name of sub-system originating invoice data interface file – homegrown or off the shelf sub system

3. Frequency and number of data interface files

Frequency

Estimated number of files,  
per frequency

Estimated number of A/P invoices per file

4. Estimated **annual** financial Impact

5. Provide any additional information you deem necessary to set up the data interface

6. Once form is completed, email to Dave Casavant, Central A/P Manager of Accounts Payable Operations, [david\\_casavant@harvard.edu](mailto:david_casavant@harvard.edu). Central A/P will start the process of working with HUIT to set up the interface and will assist you in contacting additional support personnel to help you during your development and testing process.

## IV. Central A/P Authorization

Name/Job Title

Signature

Date

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## V. OTHER CONSIDERATIONS

### General

- Local Unit(s) will be responsible for transferring the data interface files on the correct schedule to the appropriate production server/directory
- Local Unit(s) will be responsible for backing up their own data files in their local systems. If there is a processing error during the transport or load of the data interface file, it may be necessary for the local unit to resubmit the file or a portion of it

### Data files

- Local Units are to send hard copies of invoices (only for accepted invoices) to Central A/P and the *Invoice Import Report* signed/dated by appropriate local unit personnel. Invoices are to be sent in the exact same order as they are sent in the electronic invoice file to assist Central A/P in locating the invoices within a batch. Central A/P will not process invoices until this documentation is received. Local units, however, may retain any documentary evidence (i.e., invoices) they deem “confidential” and note such action on the *Invoice Import Report*.
- A batch will, preferably, consist of 50 or fewer invoices. If you plan to send in larger batches, please confer with Central A/P during the setup process
- For further details regarding request and set up of A/P feed see “*ap\_invoice\_import\_interface\_specifications*”