

A/R Billing Data Interface Request Form

I. OVERVIEW

This form is to be used by Local Units wishing to set up a new data interface directly into the Oracle Financials A/R sub-ledger. Given that the interfaces will originate from various applications/systems, it is imperative that key information be provided for the interface setup and access to ensure that these 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#
Tub Resource	<input type="text"/>		
Department/ Administrative Office Resource	<input type="text"/>		
Technical Resource	<input type="text"/>		

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III. DATA FEED INFORMATION

1. A/R billing data interface file content description and purpose

2. Name of sub-system originating A/R billing data file – homegrown or off the shelf sub system

3. Frequency and number of data interface files (*)

Frequency (i.e. daily, weekly)

Estimated number of files, per frequency

Estimated number of A/R billing invoices

4. Estimated **annual** financial Impact (*)

5. Are you currently using the Oracle A/R sub-ledger to bill external customers? Yes

No

If No, briefly describe you current billing process.

If yes, do you plan to increase the volume of the invoices that you are currently entering manually?

Yes

No

6. For what goods and/or services will you billing through Oracle A/R

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7. Who will you be invoicing? Check all that apply (Note: Oracle A/R is used only for billing external customers. Student billings and interdepartmental billings are separate billing systems within the University.)

Faculty/
Staff

Individuals

Colleges /
Universities

Corporations

Hospitals

Allied /
Affiliate

Other – explain

8. Provide any additional information you deem necessary to set up A/R billing data interface

9. Once form is completed, email to the appropriate contact, Tim McKiel, FAR Associate Director of Accounting Operations, timothy_mckiel@harvard.edu. The Central A/R staff will start the process of working with HUIT to set up the A/R billing interface and will assist you in contacting additional support personnel to help you during your development and testing process.

IV. FINANCIAL ACCOUNTING AND REPORTING (FAR) 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
- For further details regarding request and set up of A/R interface see "***AR Standard Invoice Interface File Specification***"