



**Interface Responsibility Acceptance Form (IRAF)
Acceptance Testing and Audit Responsibilities Agreement**

INSTRUCTIONS: Interfaces to and from all external and internal sources must be tested by University Technology Services (UTS) and Compass Production Support (CPS) prior to acceptance to interfacing with the Emory Financials System (Compass). The University Controller is primarily responsible for making sure the completed IRAF is on file prior to implementing the interface request.

This form applies to Fiscal Year:

PART 1: GENERAL INFORMATION		
A. Interface Information		
Interface Name:	Date First Test Feed is Submitted to CPS:	
Final Acceptance Feed ID:	Desired In-Service Date:	
Frequency of Production Feed: (Daily, Weekly, etc.) :	Estimated Average Total \$ of Feed: Estimated # of Lines of Feed:	
Interface Purpose (type of transactions):		
B. Contact Information		
Source Department:	Source Operating Unit:	Operating Unit BO:
Unit Business Officer:	Phone:	
Primary Contact for Production Feeds:	Email:	Phone:
Production Support Team Member:	Email:	Phone:
C. System Requirements & Development Data		
Is the interface an outbound or inbound feed? <input type="checkbox"/> Inbound – sending data to Compass(describe): <input type="checkbox"/> Outbound – extracting data from Compass (explain):		
Third party interface <i>Purpose</i> : (1) Replaces AP individual invoice processing, (2) Extracts data for downstream reporting, (3) Other (explain).		
<u>Vendor Name</u>	<u>Purpose (1/2/3)</u>	<u>Other (if 3)</u>
Describe any special vendor requirements:		
PART 2: INTERFACE TESTING SIGN-OFF		
A. Developer / Unit Business Officer Review (required for initial year only)		



The following items have been reviewed and appear to agree with entry/billing expectations:

- Revenue items appear as credits and appear to be correctly posting?
- Expense items appear as debits and appear to be correctly posting?
- Internal recharges use recharge accounts for debits and credits and net to zero?
- SmartKey updates can be performed at least monthly
 - Automated updated using SOA or FTP subscription
 - Manual (explain how this will be done)

Test file types used:

- Mock – generated possible transactions in an excel database and forwarded to the PS test team
- Simulated – generated a test file from source system

If a Mock File was used, the test cannot provide reliability that you will not have problems posting to Compass. This could cause delays in recording your transaction and/or removal from the interface acceptance list. Do you acknowledge and accept this risk?

- Yes
- No (If no, we cannot accept the requested interface file and other journal entry formats must be used)

B. UTS and CPS Review (requires annual review)

The following items have been reviewed and appear to agree with entry/billing expectations:

- Journal entries generate and post correctly to Compass Financials
- Posting performance time is acceptable
- Suspense items are minimal and considered to be acceptable for initial receipt

Copies of the test evaluation forms and test plan have been filed in the CPS eRooms (give path):

PART 3: AUDIT RESPONSIBILITY ACCEPTANCE (requires annual update)

A. Business Officer Sign-Off

I understand and accept primary responsibility for the following (please initial):

I understand that transactions with invalid SmartKeys will revert back to the interface owner's department and we are responsible for clearing the Suspense transaction within 30 days and correcting our system for future transactions.

I understand that, as the source department, we are responsible for maintaining audit support for all transactions for a period of 7 years. If support is requested, we are confident the information can be provided within 7 business days.

I understand that failure to comply with the requirements above will result in cancellation of interface privileges.

Business Officer Signature & Date:

Business Officer Name/Title (Please Print):

B. Compass Sign-Off (Signature, Printed Name, Date)

Compass Technical (initial year only):

Compass Functional:

Central Finance Functional Area (A/P, Grants, EHC, etc.):



University Controller (or designee)