

State of Utah

Department of Administrative Services – Finance

FINET System Interface Request Form (IR Form) Process & Instructions

The FINET System Interface Request Form (IR Form) must be electronically completed by authorized department personnel and submitted by email to FINANCEIRFORM@UTAH.GOV for review and approval by Department of Administrative Services (DAS) – Division of Finance at a minimum of 45 days before beginning of any interface development. An IR Form is required for all new interfaces as well as any modifications to previously approved interfaces. All interfaces must adhere to the Interfaces Policy & Procedure (FIACCT 02-06.00).

This form will only be accepted for review if it is completed electronically with electronic signatures. Contact DAS – Division of Finance if there are issues related to completing and signing the IR form electronically.

The Division of Finance will receive the IR Form and it will go through a review and approval process by the DAS - Assistant Comptroller, the DAS - Financial Information Systems Manager and the DAS - Director of Finance.

The Division of Finance may seek additional information or discussions with the submitting department as part of the review process. After review, the DAS – Assistant Comptroller will send either a notice of approval or a notice of rejection to the first department functional contact listed on the form.

If the IR Form is approved, the DAS – Assistant Comptroller will send by email the following:

- Notice of the approval;
- Copy of the approved IR form;
- Instructions for the requesting department to input a ticket into Service-Now for a Firewall Request and an SFTP user for the FINET QA folder with Department of Technology Services (DTS); and
- Instructions to contact the Financial Information Systems (FIS) Implementation Supervisor to request a copy of the System Transaction Interface Guide (STIG) to be used in the development of the interface.

Once the requesting department has approval from the Division of Finance, the Firewall Request and SFTP user setup is completed, development of the interface can begin. The FIS Implementation Supervisor will create a FINET QA user account and notify the functional point of contact with the login information.

Once development has been completed, the requesting department will send the interface file to the FINET QA SFTP testing folder and email FINETQA@UTAH.GOV that the interface was sent.

The FIS Business Analyst will review the interface file and ensure the file loads as expected into FINET QA. The FIS Business Analyst will then send an email to the functional contact with the status of the interface file (i.e., loaded and processed successfully, failed to load due to errors, etc.).

IF INTERFACE LOADS AS EXPECTED:

The functional contact from the approved IR Form will be responsible to go into the FINET QA application to review the loaded documents and validate the data for accuracy and completeness.

IF INTERFACE FAILS TO LOAD EXPECTED:

Further refinement and development will need to be completed before sending another test file.

After a successful development file, the requesting department is ready to send three (3) production files to FINET QA.

With the first production file, the requesting department will send the interface file to the FINET QA SFTP testing folder and email FINETQA@UTAH.GOV notifying that the interface was sent.

The FIS Business Analyst will review the interface file and ensure the file loads as expected into FINET QA.

The FIS Business Analyst will then send an email to the functional and technical contact(s) on the approved IR form with the status of the interface file (i.e., loaded and processed successfully, failed to load due to errors, etc.).

IF INTERFACE LOADS AS EXPECTED:

The functional contact from the approved IR Form will be responsible to go into the FINET QA application to review the loaded documents and validate the data for accuracy and completeness.

When the department's functional contact emails the FIS Business Analyst that the file loaded as expected in FINET QA, the FIS Business Analyst will facilitate the move of that approved file into Production.

IF INTERFACE FAILS TO LOAD EXPECTED:

Further refinement and development will need to be completed before sending another production file.

This process will occur two (2) more times before being approved to move into Production.

NOTE: If at any time the interface fails, the process will revert back to the development stage before proceeding with three (3) production files.

The following is a list and brief explanation of some of the data elements that must be completed on the form:

General Information	
Department Name	Choose the FINET Department Code and Name assigned to the interfacing department (i.e., 560 for Natural Resources).
Request Date	The date the form is filled out.
Interface Information	
Type of Request	Choose if this request to interface into FINET is a modification/change to an existing interface file, or a request for review and approval of a new interface file.
Subsystem Name	Name of the system which is generating interface information.
Description of Subsystem	Brief description of the system which is generating the interface information.
Interface Description	Provide a brief description of the purpose and contents of the interface file. Discuss why this interface is necessary and why FINET online data entry is not an option in this case.

If this is a modification to an existing, approved interface, describe the modification being requested.

Interface File Name	Provide the name of the interface file. All files must be in XML format, and each interface file name must end with the suffix .XML. Interface files naming format should include the department code and document code as the first portion of the file name (i.e., 100GAXmmddyyyhhmm.xml).
Document Code	FINET document code (i.e., GAX). Each interface file must contain only one document code.
Interface Frequency	Choose from the drop down list how often the interface file will be generated and sent to FINET
Expected Document Count	Provide an estimate or average of the number of documents in each interface file (i.e., How many GAX documents).
Expected Record Count	Provide an estimate or average of the number of records in each interface file (i.e., How many GAX document accounting lines, vendor lines, etc.).
Expected Test Date	Input the date will the interface file be ready for testing in the FINET test environment.
Expected Production Date	Input the date will the file need to be operational in the FINET production environment.

Technical Contact Information

Name	Name of technical contact.
Email Address	State of Utah email address for contact person(s) (i.e., johndoe@utah.gov).
Work Phone	State of Utah work phone for technical contact person.
Cell Phone	Cell phone number for technical contact person.

Functional Contact Information (usually the Department Budget Officer or Accountant)

Name	Name of functional contact(s).
Email Address	State of Utah email address for contact person(s) (i.e., johndoe@utah.gov).
Work Phone	State of Utah work phone for functional contact person(s).
Cell Phone	Cell phone number for functional contact person(s).



State of Utah
 Department of Administrative Services – Finance
 FINET System Interface Request / Approval

Department Name	Request Date

Interface Information

Type of Request	Subsystem Name

Description of Subsystem

Interface Description/Description of Modification to Existing Interface

Interface File Name

Document Code	Interface Frequency	Expected Document Count	Expected Record Count	Expected Test Date	Expected Production Date

Technical Contact Information

Name	Email Address	Work Phone	Cell Phone

Functional Contact Information

Name	Email Address	Work Phone	Cell Phone

Planned Internal Controls

Interfaced transactions bypass the standard internal controls in FINET and require additional reconciliations. It is important that departments ensure that sufficient appropriate internal control procedures for interfaces are in place. An interface should not be used to avoid existing FINET controls.

1. Describe the department's planned procedure(s) for reconciling data (i.e., record counts, dollar amounts, etc.) contained in the interface file to source data found in the department's subsystem(s).

2. Describe the departments procedures for reconciling the subsystem to FINET (include a description of how often the reconciliation is to occur etc.). Unlike item 1 above, this is a description of how the department will conduct a "point-in-time" reconciliation between its subsystem and the FINET system. This reconciliation should occur quarterly, semi-annually or annually.

3. Describe the department's planned procedures to verify the interface file was properly processed by FINET (i.e., once the transactions in the interface file have been loaded into and processed by FINET, how will the department ensure that the correct number of documents for that file have been properly loaded and processed by FINET, and how will the department handle documents rejected by FINET, etc.). This reconciliation may result from a query of the State Data Warehouse data the day after the interface posts to FINET, or a review of the FINET document catalog.

4. Every document interfaced to FINET must be approved, either after they are loaded into FINET, or before the interface file for FINET is generated (by applying document approvals in the department's subsystem).

Describe the department's method to ensure all transactions to be interfaced have been properly approved. Describe how approvals are applied in the subsystem, including whether appropriate separation of duties exist for the approver(s).

5. Describe the FINET account coding that will be used for the interface transactions.

6. If this is an Internal Service Fund (ISF) Interface, have all receiving departments been notified and have all applicable expense budgets, revenue budgets and cost accounting elements been verified as being set up?

Yes

No

B#5

Department Approval - Authorized Signatures

The information in this form is true and correct to the best of my knowledge and belief. Our department commits to maintain sound internal controls over the transactions and data that will be interfaced into FINET.

Date	Phone Number	Authorized Signature (Executive Director or Chief Financial Officer)

Email completed form to: FINANCEIRFORM@UTAH.GOV
In the subject line, input: Interface Request Form

Division of Finance Use Only

Financial Reporting Section Review & Approval

Comments

Approved

Date

Authorized Approval Signature

Financial Information Systems Review & Approval

Comments

Approved

Date

Authorized Approval Signature

Division of Finance Director Approval

Comments

Approved

Date

Approval Signature