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Financial Transaction System (FiTS) – Internal Purchase Funding Transfers

The Internal Purchase Funding Transfer (IPFT) module of the Financial Transaction System (FiTS) allows departments to transfer funds from one fund to another for professional services, continuing professional education, and other internal purchases of goods or services that are not in the normal course of business.

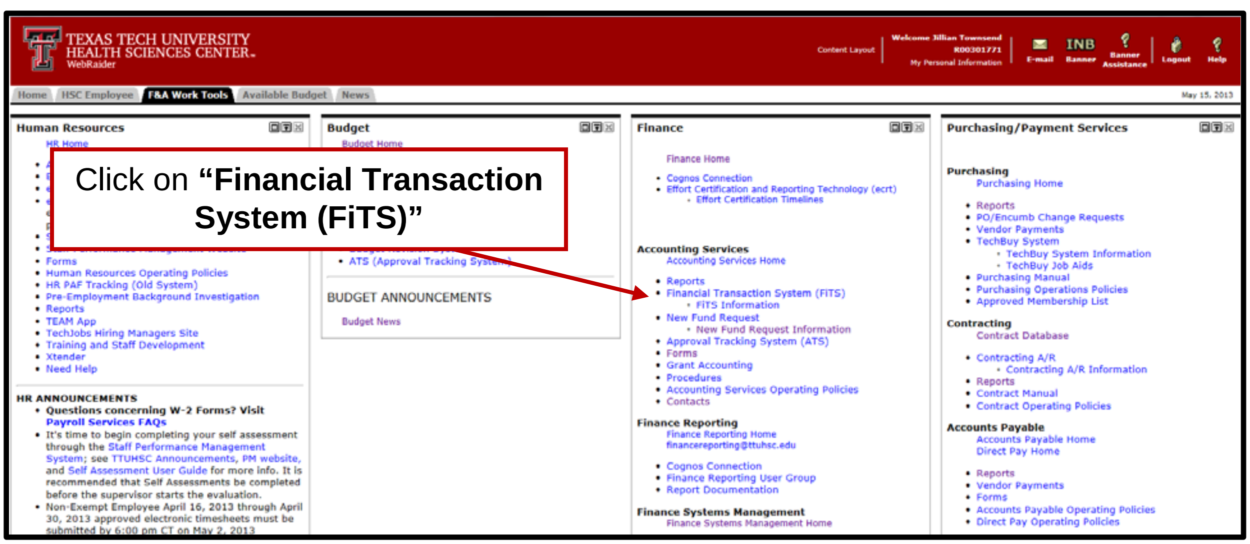
After review and approval, the system will post the IPFT to Banner. Departmental approval, functional review, and final approvals are managed through FiTS. Transaction tracking, archiving, and retrieving of information related to the IPFT is managed within the system as well.

FiTS replaces the IPFT Form that is normally submitted to Accounting Services.

FiTS allows a departmental user to do the following:

- Start an IPFT request
- Resume completion of an IPFT request
- Submit an IPFT request to approvals
- Approve, Reject, or Delete an IPFT request
- Review the Status of an IPFT request
- Review the History of an IPFT request

FiTS can be accessed from the WebRaider portal, F & A Work Tools tab, Finance Channel under Accounting Services.



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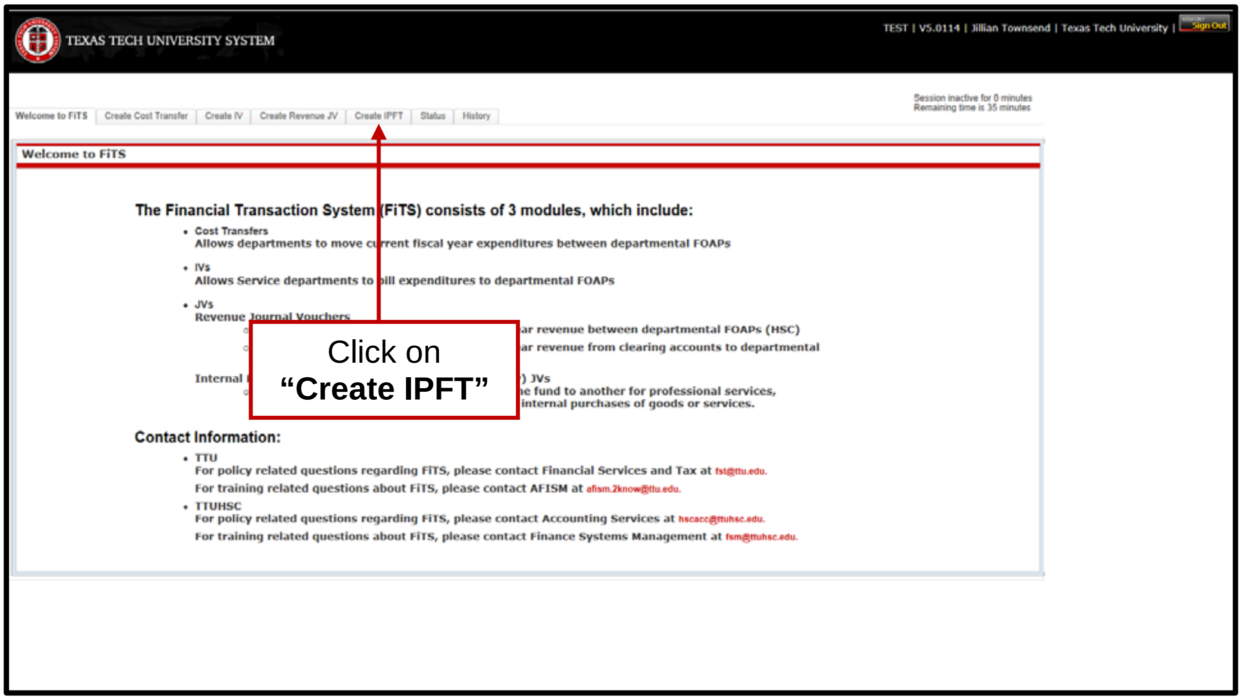
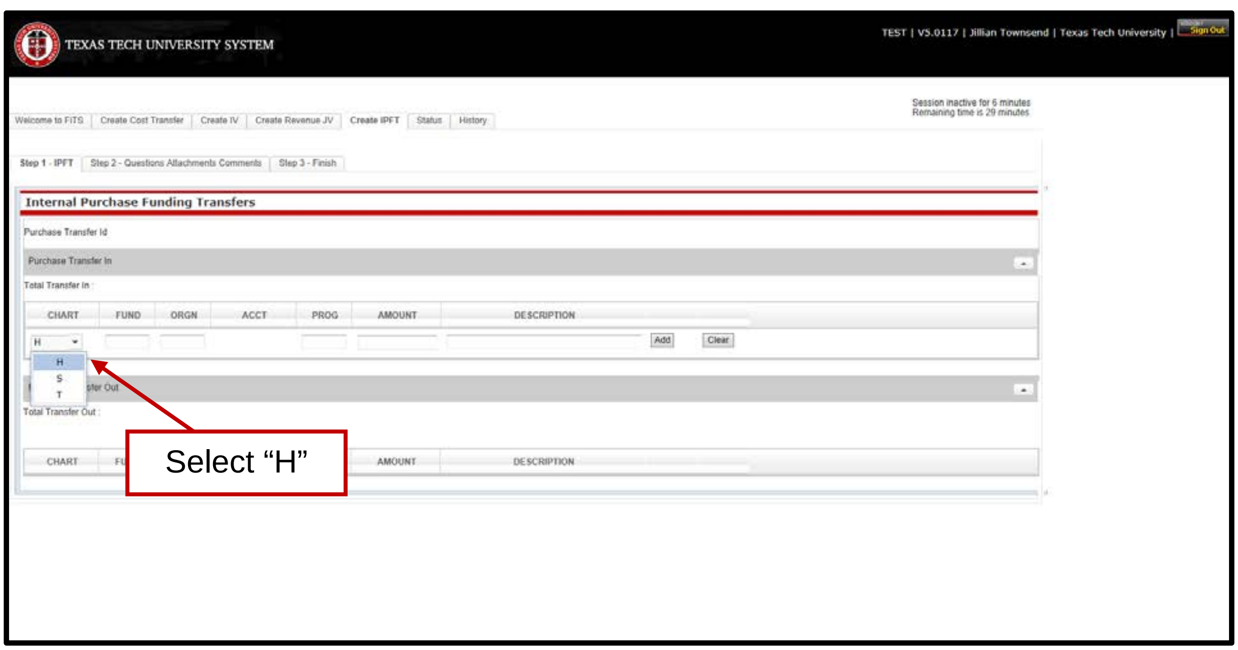
Creating an IPFT

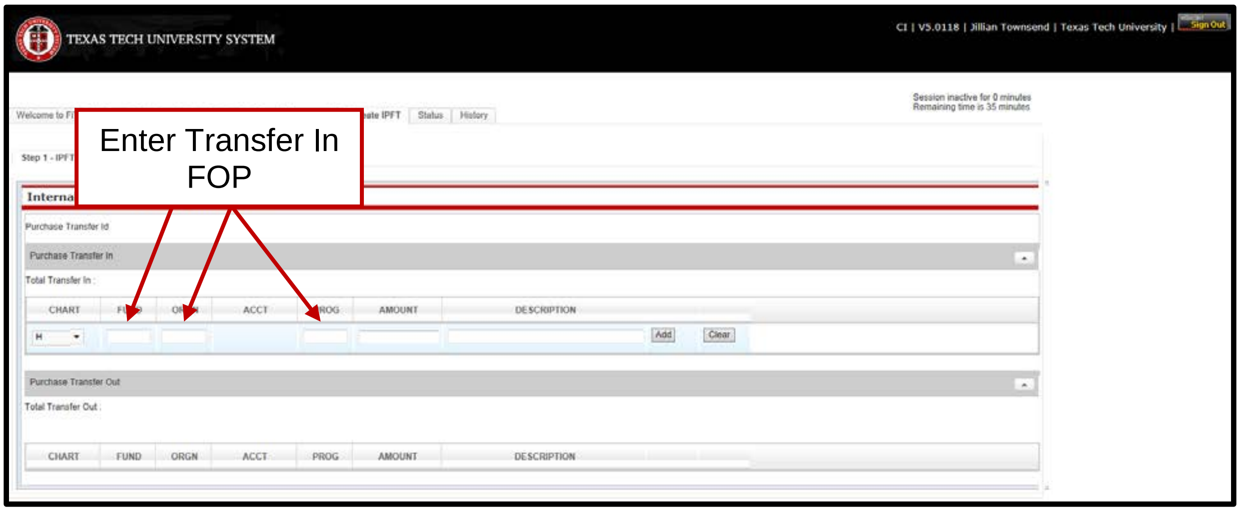
To begin an IPFT, click on the **"Create IPFT"** tab at the top of the webpage.



Begin each IPFT by selecting "H" from the "Chart" drop down box.



After selecting “H” in the “Chart” drop down box under the “Purchase Transfer In” section, continue by entering the Purchase Transfer In Fund-Orgn-Prog (FOP) of the department receiving payment for the professional services, continuing professional education, and other internal purchases of goods or services.



Since FiTS auto-populates the appropriate Account codes for the transaction being entered, manually entering Account codes is not necessary.

When the Purchase Transfer In FOP has been entered, enter the amount of the payment to be transferred and a description that states the period of service or reference to departmental agreement. The description line is limited to 35 characters and will appear on the ledgers.

Click the **“Add”** button after all required information is entered to save your progress.

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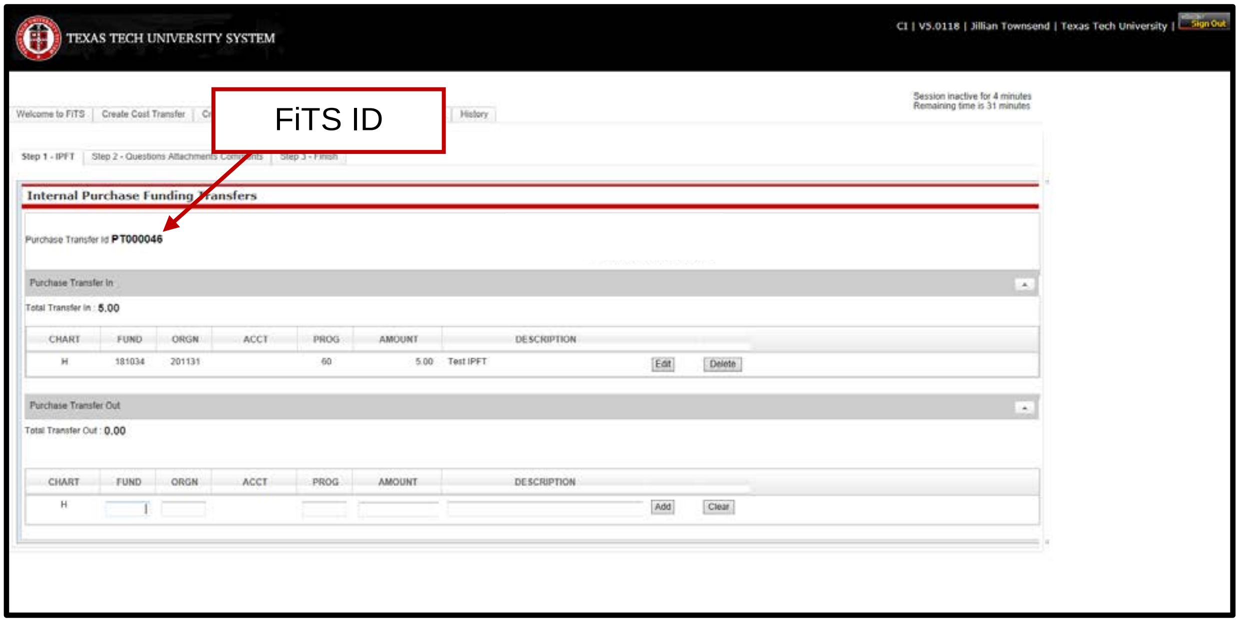
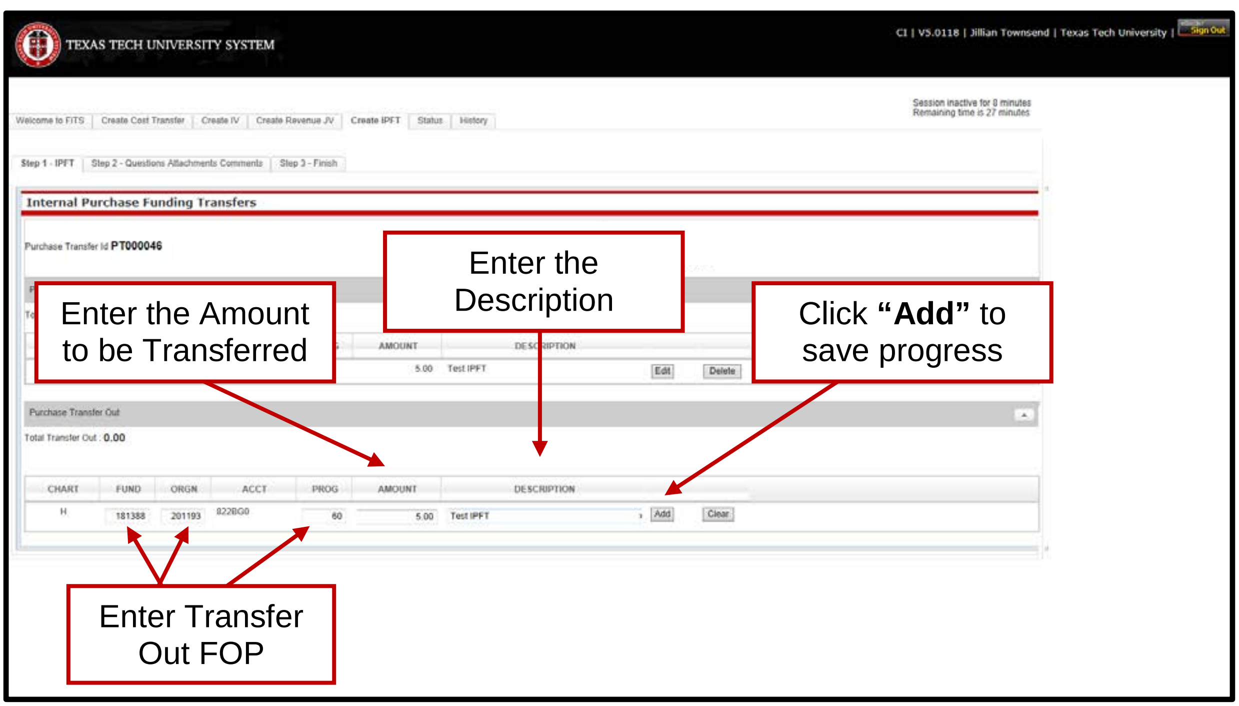
Once the Purchase Transfer In line has been completed, a Purchase Transfer ID (FiTS ID) is assigned. The FiTS ID can be used to track your IPFT throughout the approval process.



When the Purchase Transfer In section has been completed, you can move to the "Purchase Transfer Out" section to enter the FOP of the department to be charged for the service(s) provided.



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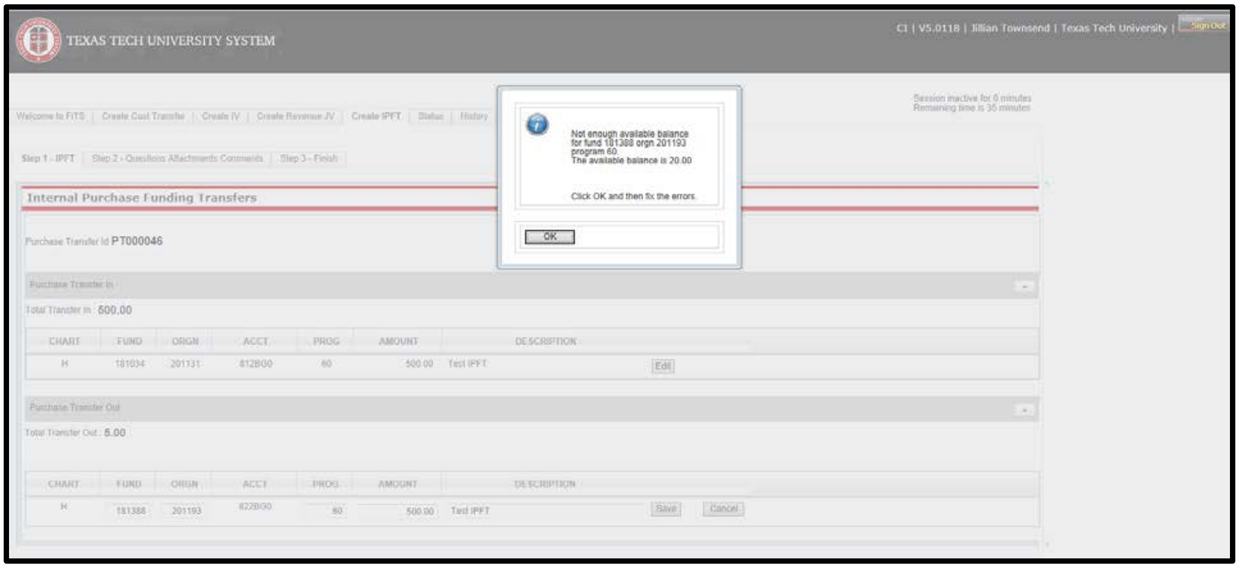
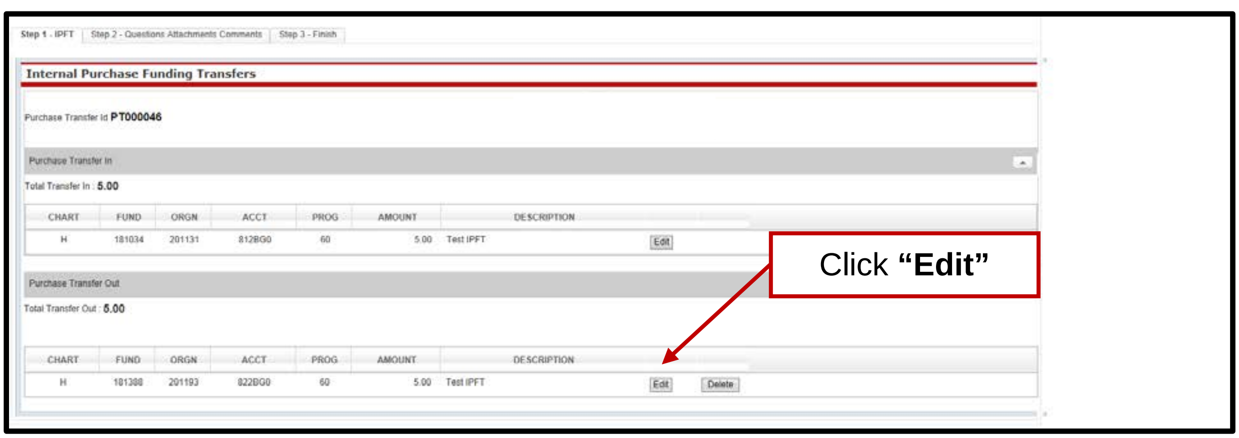
Selecting **"Add"** on the Purchase Transfer Out line will notify you of any budgetary errors that may exist in the form of a popup message.



If you receive a budget error, the popup message will indicate that the Purchase Transfer Out FOP does not have enough budget in the 8096 Budget Account Pool. At this time the Purchase Transfer Out FOP may be edited or the IPFT may be set to "Started and will mark Complete later" so a Budget Revision (BR) can be submitted through the online Budget Revision System to budget funds in the 8096 Budget Account Code (BAC) in order for the IPFT to be completed. Once the budget error is corrected, you can continue with the completion of the IPFT.

If the need arises for a line on the IPFT to be edited before submitting to Approvals, certain steps must be taken depending on which line needs to be changed.

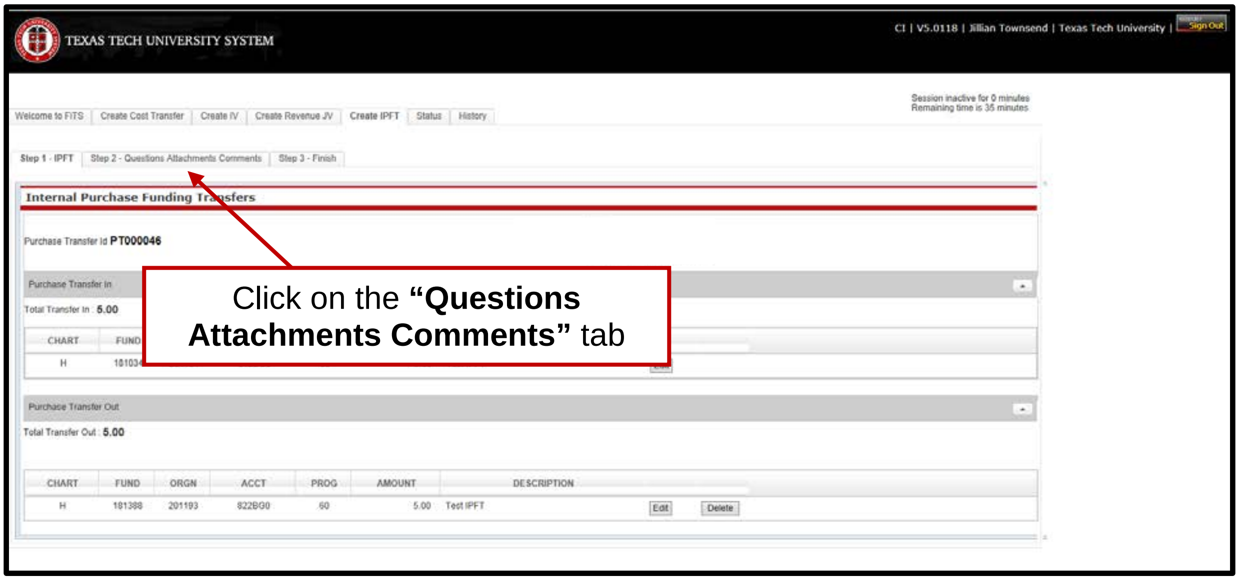
To edit the Purchase Transfer Out line, click the **"Edit"** button to the right and make the necessary changes.



When editing the Purchase Transfer In line, changes to the Fund requires that the Purchase Transfer Out line be deleted. This requirement is due to the system's auto-population of Account codes.

Once the change to the Fund is made, the Purchase Transfer Out line must be reentered and added.

After all required fields have been completed on the "Step 1 - IPFT" tab, select the **"Step 2 - Questions Attachments Comments"** tab.



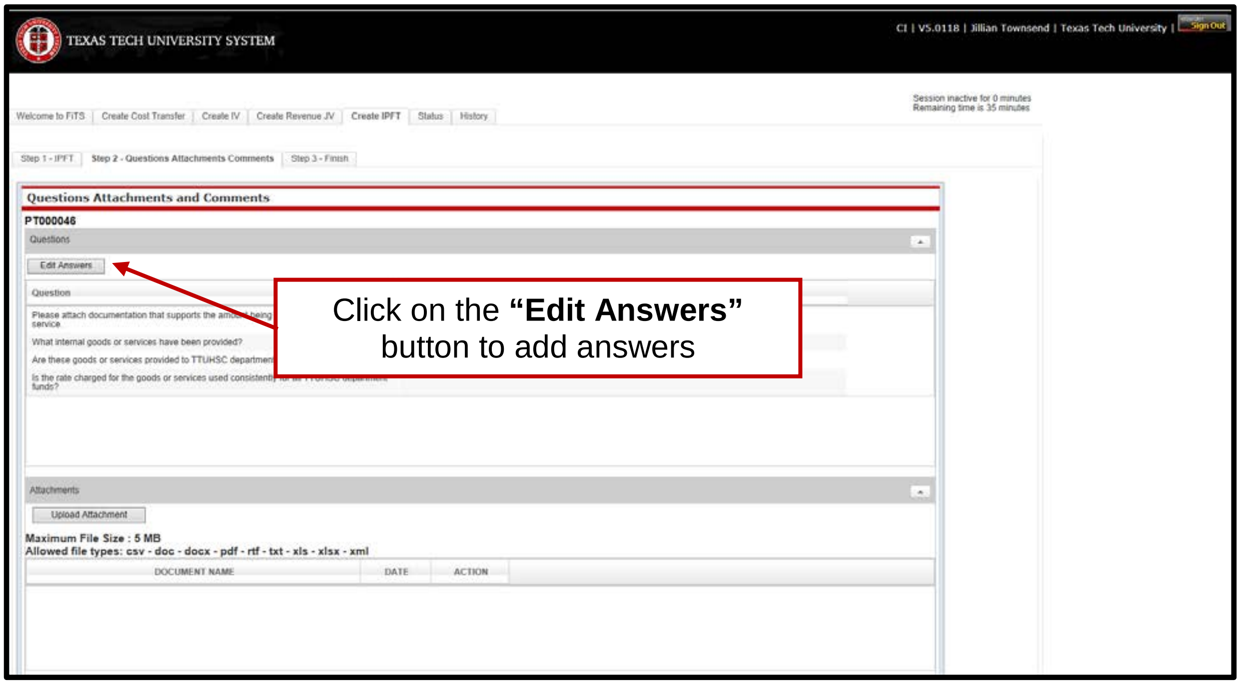
On the **"Step 2 - Questions Attachments Comments"** tab, you must answer all questions with clear and adequate information. There are three standard questions:

- What internal goods or services have been provided?
- Are these goods or services provided to TTUHSC departments on a regular basis?
- Is the rate charged for the goods or services used consistently for all TTUHSC department funds?

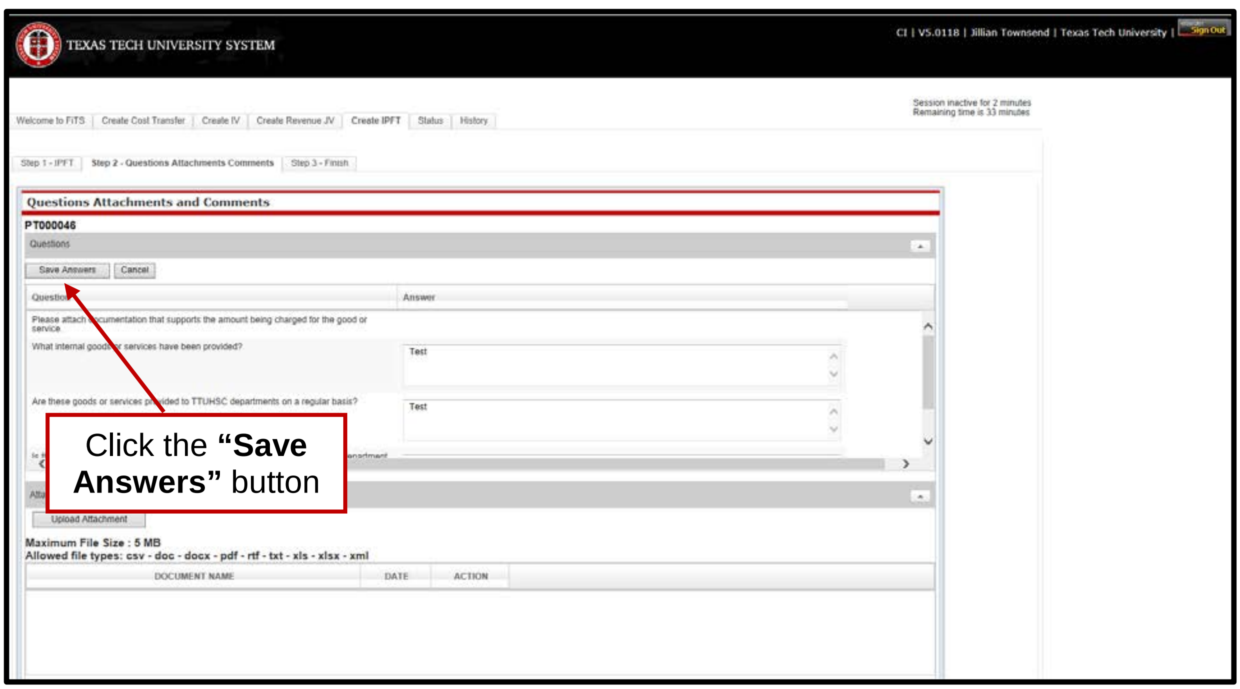
A fourth question will appear if the expense to be charged is on a restricted fund (i.e. 22Z, 23, 23Z, 24, and 24Z fund types):

- How is the expense directly allowable and appropriate on this restricted fund?

To add answers to the required questions, click on the **"Edit Answers"** button. Each question requires an answer or the IPFT cannot to be submitted.



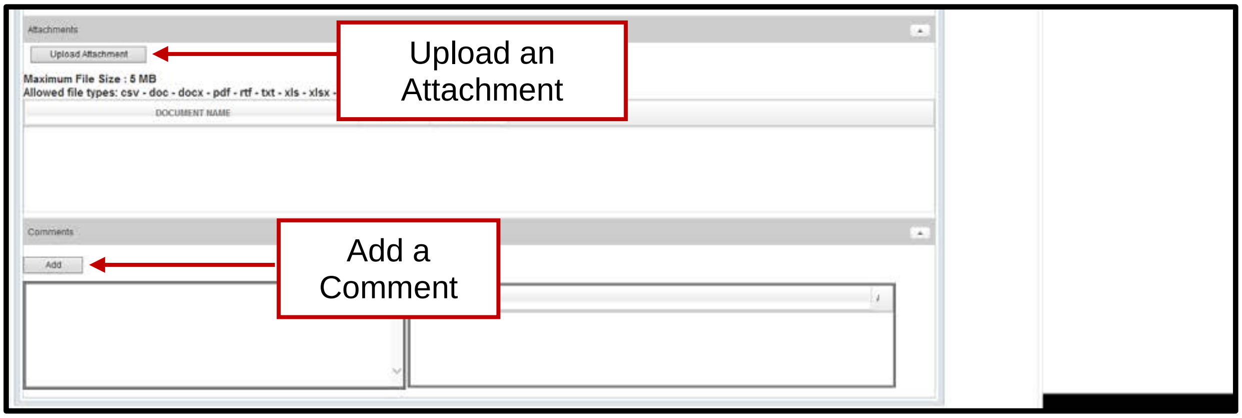
After completing all of the required questions, click the **"Save Answers"** button.



If you do not click the **"Save Answers"** button before navigating to another tab, or page, the system will not save your answers and you will lose all the information you have entered.

Below the "Questions" section are the "Attachments" and "Comments" sections. In the "Attachments" section, you must upload an attachment (in one of the allowed file types) to provide documentation that supports the amount being charged for the good or service as noted in the statement in the "Questions" section.

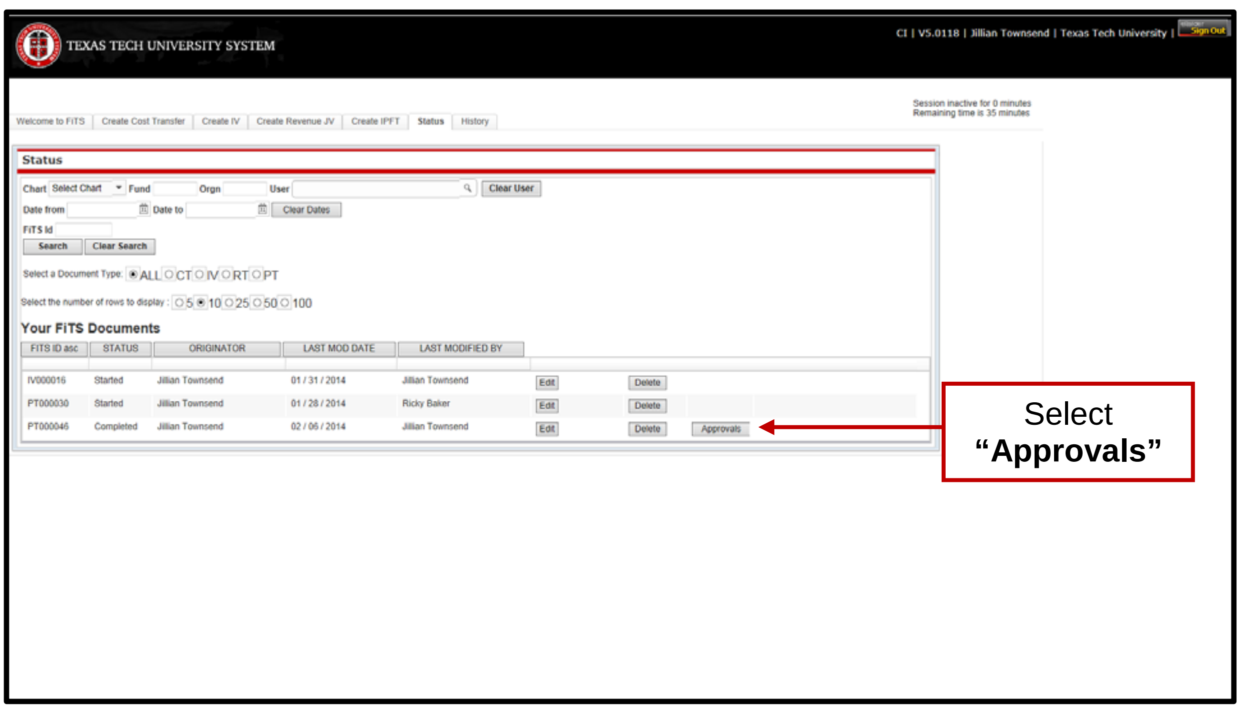
To add a comment, type the text into the box, then click the **"Add"** button to save the comment.



Once you have answered all of the required questions and added the required attachments or provided additional comments, move to the final tab, **"Step 3 - Finish"**. The **"Step 3 - Finish"** tab allows you to perform a variety of different tasks. They are:

- Started and will mark Complete later
  - Clicking this button saves your progress but will not mark the IPFT as complete.
  - Once clicked, it will take you back to a blank **"Step 1 - IPFT"** tab to begin a new IPFT if desired.
  - To mark the IPFT as Complete after clicking this option, search for the IPFT in the **"Status"** tab (instructions located below).
- Mark as Complete
  - Clicking this button marks the IPFT as complete in the system, but will not route through approvals.
  - To send the IPFT to approvals after clicking this option, search for the IPFT in the **"Status"** tab (instructions located below).
- Submit to Approvals
  - Clicking this button will send the IPFT to the Approval queues for each fund's TEAM App Financial Manager and Approver(s) and Accounting Services for review, approval, or rejection.

If you select **"Mark as Complete"**, this <u>does not</u> send the IPFT to approvals. In order to send the IPFT to approvals, navigate to the **"Status"** tab and locate your IPFT by the FiTS ID. Once located, select the **"Approvals"** button.



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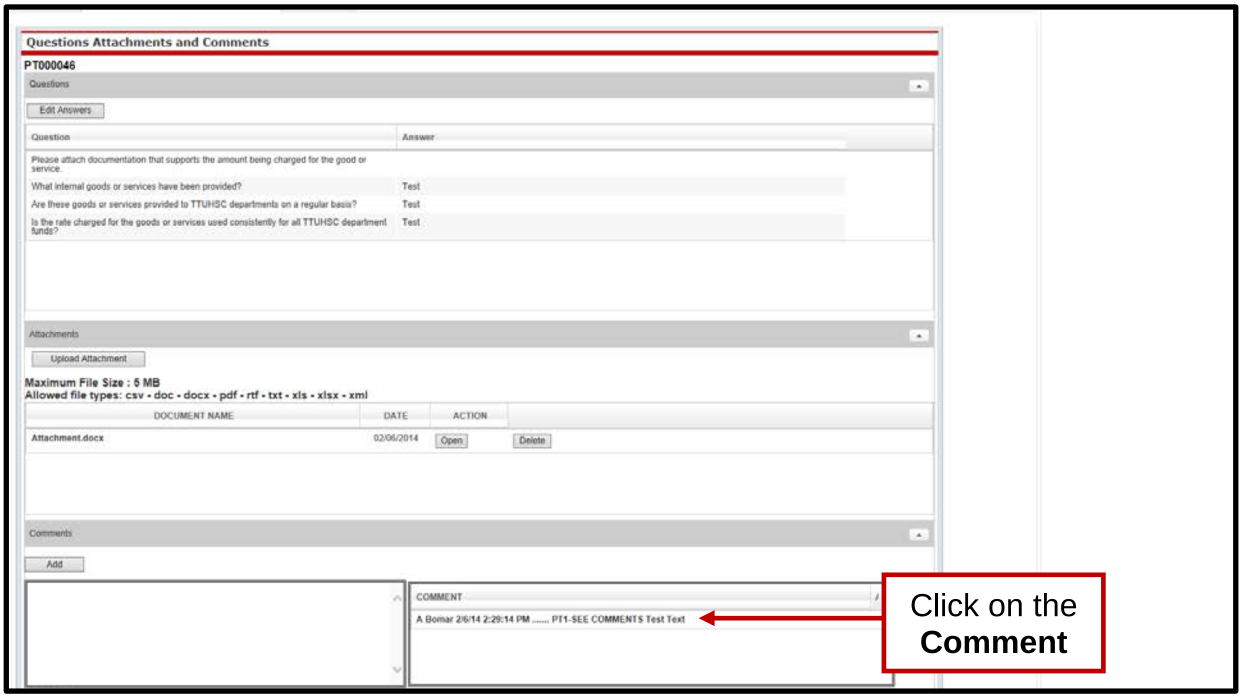
After the IPFT is submitted to approvals, the TEAM App Financial Managers or Approvers, along with Accounting Services will have the option to either Approve or Reject the IPFT. If errors or lack of justification are found, the IPFT can be rejected.

In the case of rejection, the IPFT Originator will receive a rejection email notification from ITIS Financial Transaction Entry System. The email will reference the specific FiTS ID that has been rejected with a link that will take you to the **"Step 2 – Questions Attachments Comments"** tab of the IPFT. Scroll down to the "Comments" section to review the rejection reason and comments pertaining to the rejection. To expand the comments, click on the desired comment within the Comment box to review the rejection reason or comments added by the reviewer.



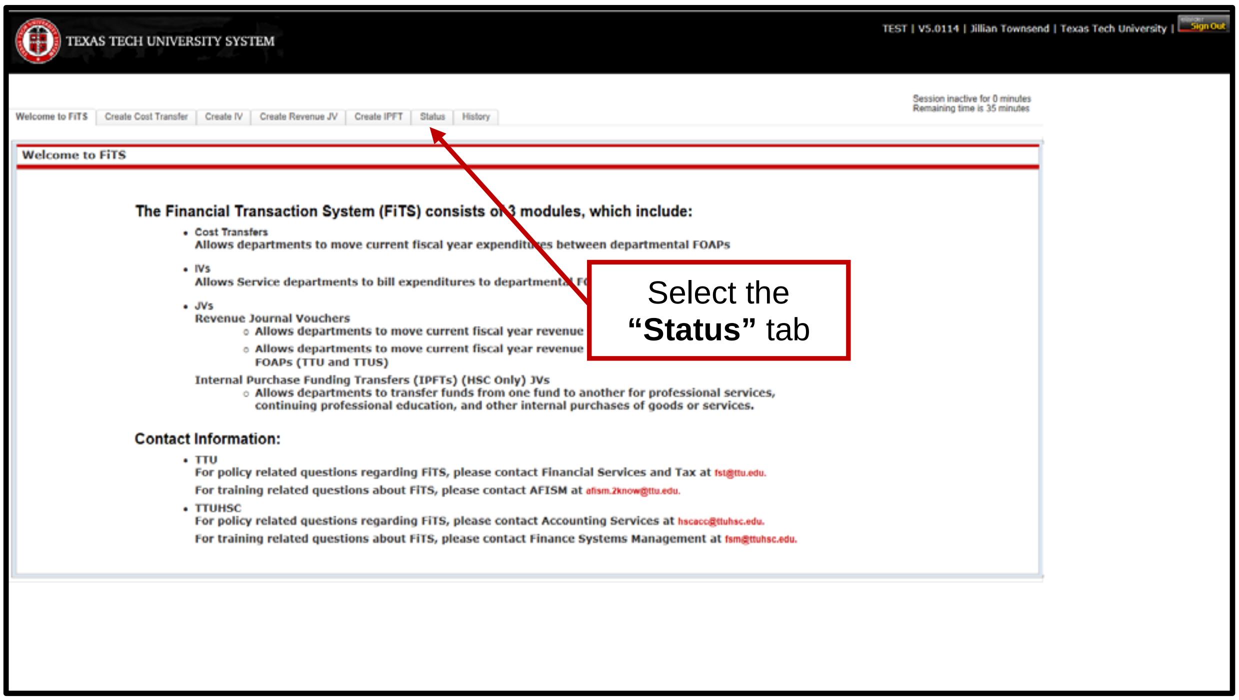
The rejection reason and any comments pertaining to the rejection will be shown in the form of a popup message.

After reviewing the rejection reason and/or comments, modify the IPFT accordingly. After providing the requested information or making the requested changes, click on the **"Step 3 – Finish"** tab and select the **"Approvals"** button to send the rejected IPFT through the approval process again.

Deleting a IPFT

Only the Originator of an IPFT has the ability to delete an IPFT from FiTS.

In order to delete an IPFT, access FiTS and select the **"Status"** tab.

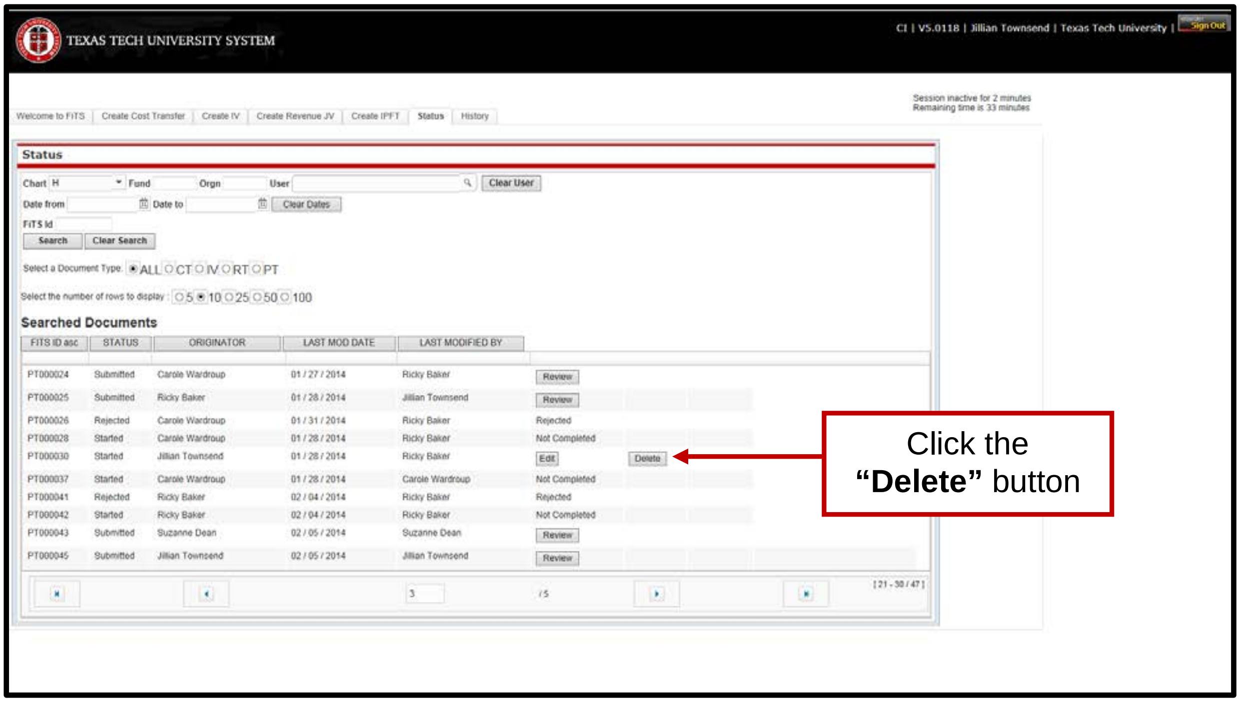


After selecting the **"Status"** tab, the screen will populate with all of the IPFTs that you originated that have not been completely approved and processed or that need your approval (if you are a TEAM App Financial Manager or Approver).

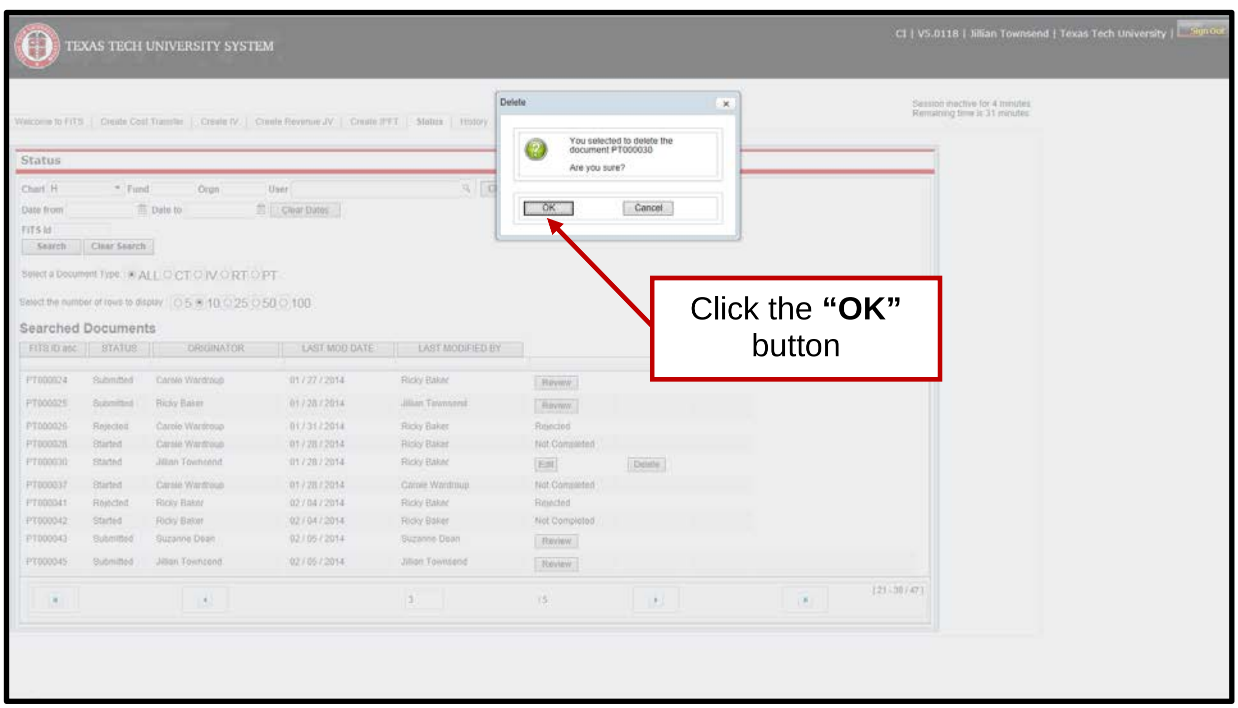
Search for the IPFTS(s) you wish to delete by Fund, Orgn, a date range that the IPFT was last modified, and/or FiTS ID, or by using the forward and back buttons at the bottom of the page.

*For more detailed instructions on how to use the search capabilities on the **"Status"** page, see page 18 of this training document.

Once the IPFT to be deleted is located, click on the **"Delete"** button to the right of the IPFT.



After clicking the **"Delete"** button, the system will ask you, in the form of a popup message, if you are sure you would like to delete the IPFT. If you are sure of your selection, click **"OK"**. If not, click "Cancel".



If the IPFT you have searched for does not have the **"Delete"** button populated to the right, the IPFT does not have the option to be deleted.

If the IPFT needs to be deleted, coordinate with a TEAM App Financial Manager or Approver or Accounting Services to have it rejected in the system.

The approval status can be determined by clicking the **"Review"** button next to the IPFT to be deleted. This list will indicate who has the option of rejecting the IPFT.

There will be an option to delete the IPFT after it has been rejected. You will need to search within the **"Status"** tab for the FiTS ID to be deleted.

PTs that remain in the **"Status"** tab and have not been modified for 7 days will result in an email to the Originator informing them that the PT will be deleted the following Monday. To prevent the PT from being deleted, the Originator will need to make the necessary corrections before the following Monday.

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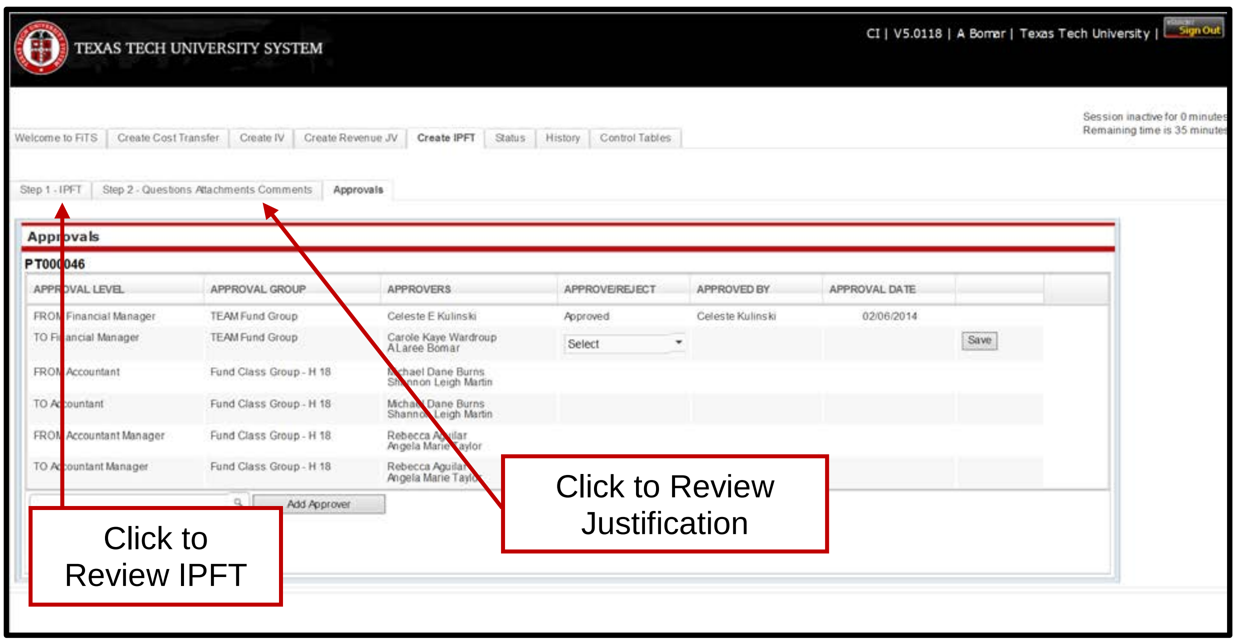
Approving an IPFT

After the IPFT has been submitted for approvals, the TEAM App Financial Manager and Approver(s) for each Fund included in the IPFT will receive an email notification from ITIS Financial Transaction Entry System informing them that there is an IPFT waiting for their review and approval/rejection. The email will reference the IPFT that has been submitted for approvals by its FiTS ID and will contain the link to the IPFT that needs approval.

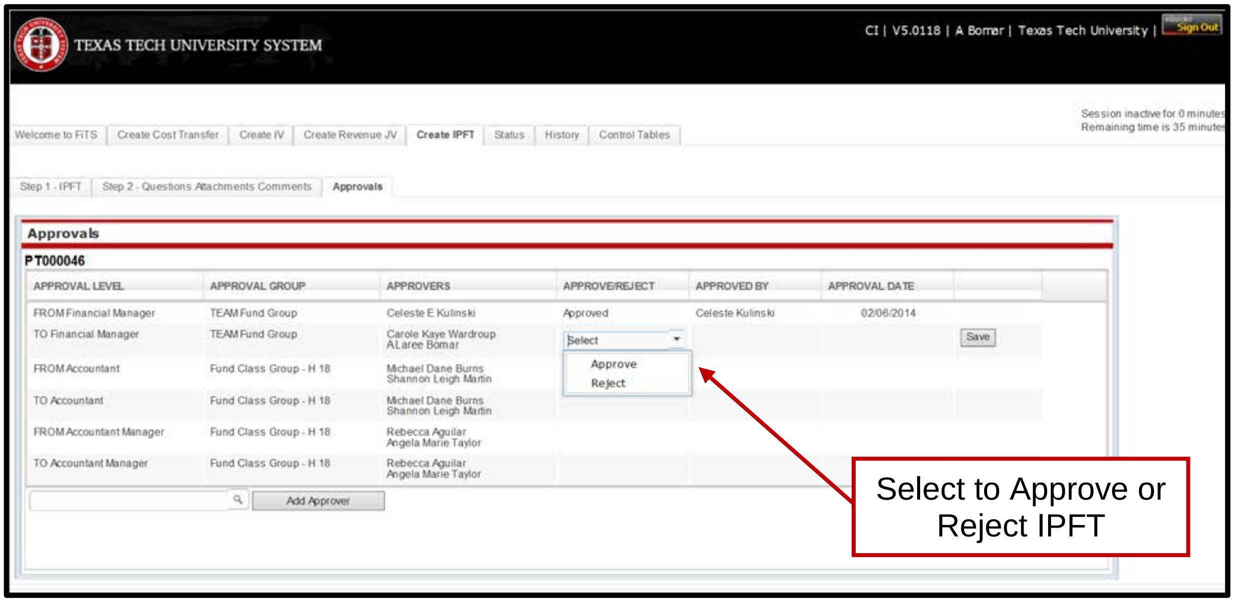
After clicking the link provided in the email notification, the TEAM App Financial Manager and Approver(s) will be taken to the “Approvals” tab of the IPFT referenced in the email.

From the **“Approvals”** tab, the TEAM App Financial Manager or Approver can select the **“Step 1 - IPFT”** tab to review the IPFT details or the **“Step 2 - Questions Attachments Comments”** tab to review the responses to the questions provided by the Originator, as well as the required attachments or optional comments.

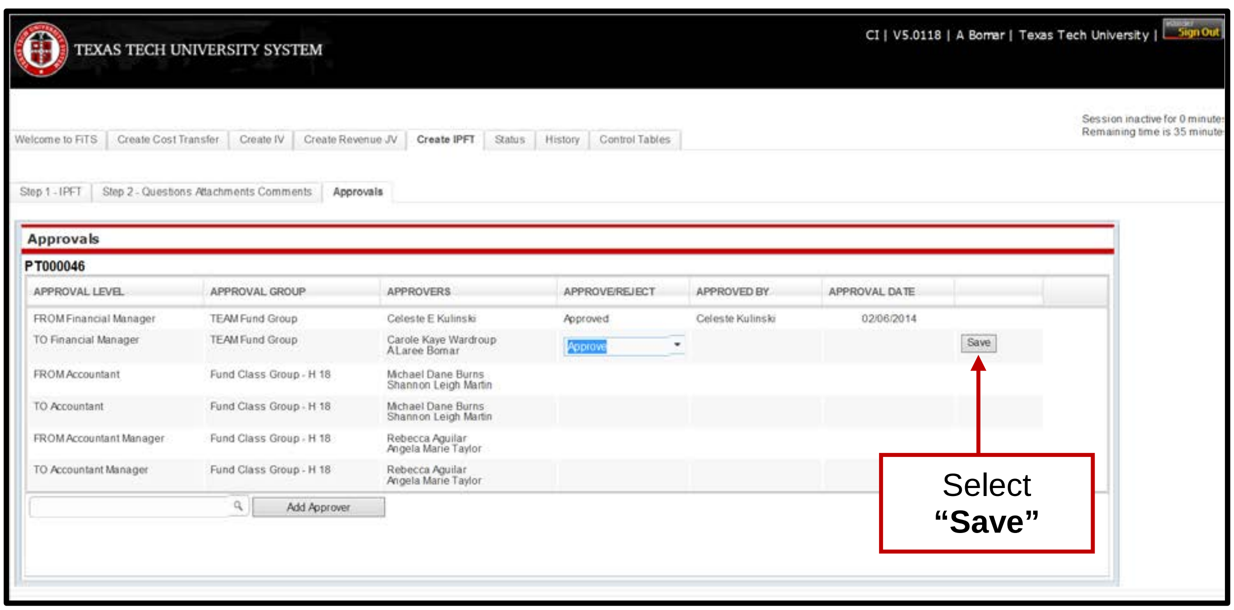


TEAM App Financial Managers and Approvers can add additional information in the form of an attachment or comment before approving or rejecting the IPFT.

After reviewing the IPFT, TEAM App Financial Managers and Approvers can choose whether to Approve or Reject the IPFT from the drop down box.



TEAM App Financial Managers and Approvers choosing to approve an IPFT will need to select “Approve” from the drop down box on the “Approvals” tab and then select the **“Save”** button.



After selecting **“Save”**, the system will ask if you are sure you wish to approve the document on all approval levels that are available for your approval.

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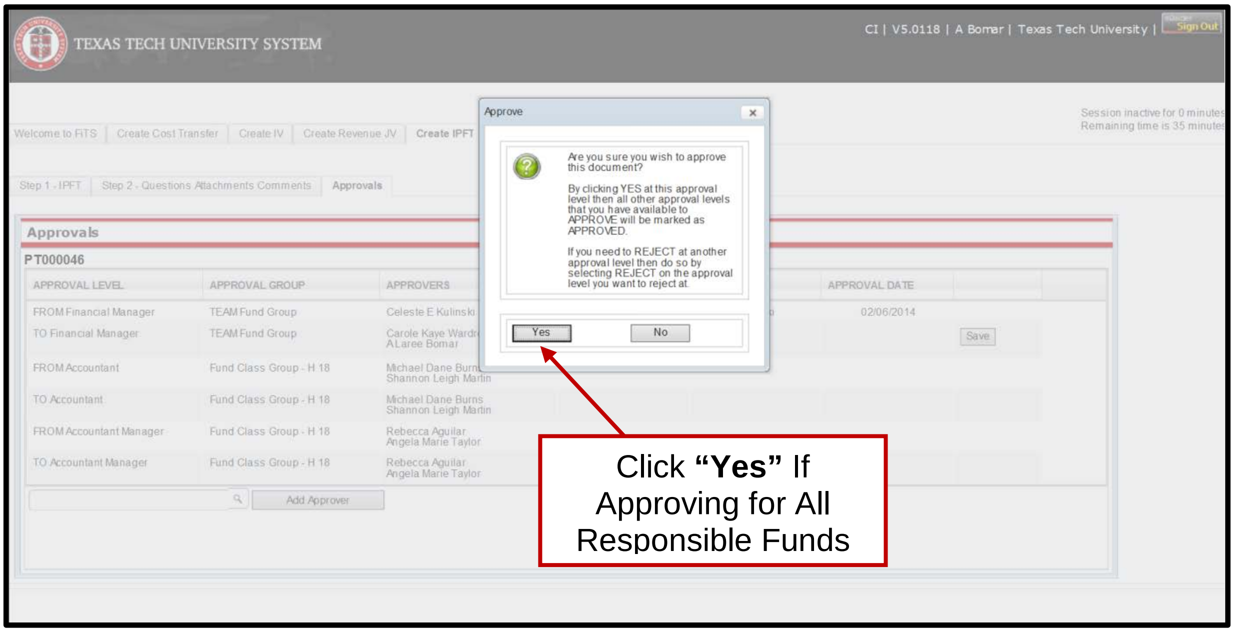
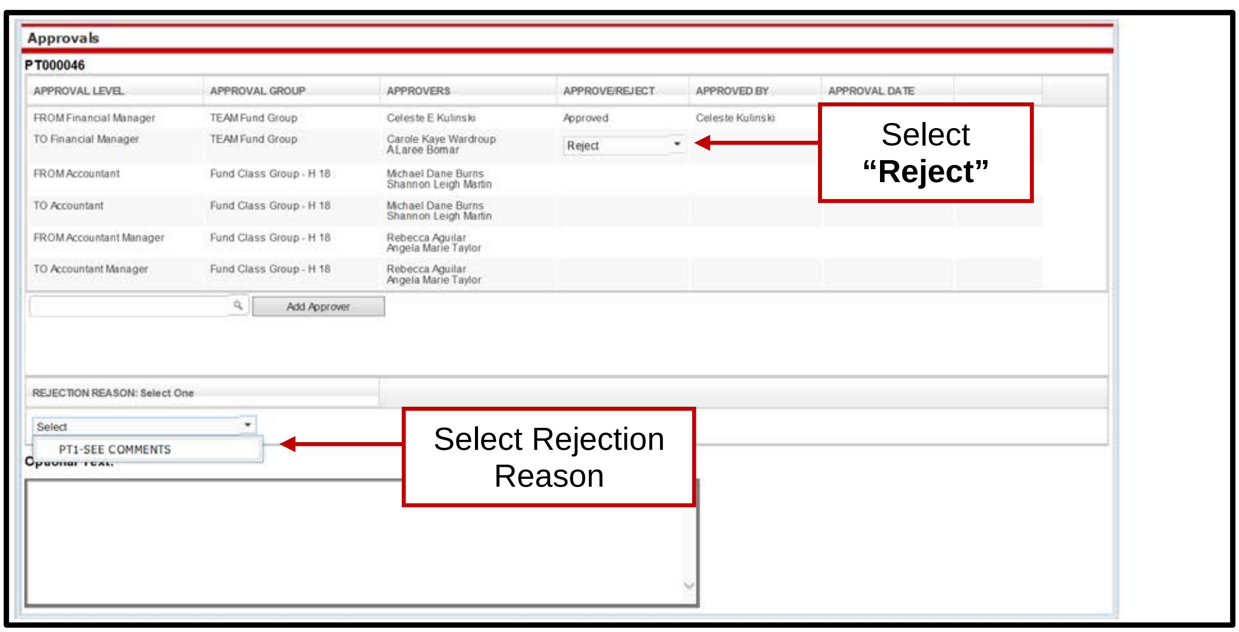
If a TEAM App Financial Manager or Approver has more than one fund on an IPFT, selecting "Approve" will initiate a blanket approval for all funds that belong to them. If one of the funds needs to be rejected, you must select "Reject" first, or the blanket approval will go into effect and will forward the IPFT to Accounting Services for approval and processing.

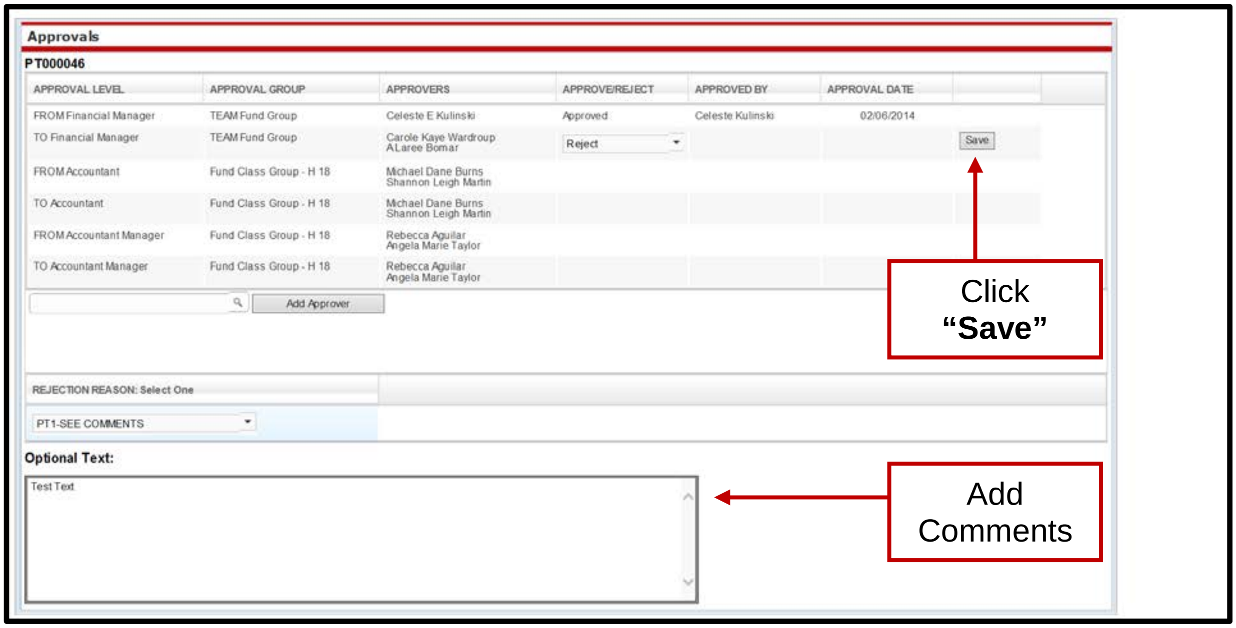


If rejecting, a TEAM App Financial Manager or Approver must select "Reject" from the drop down box under the "Approvals" tab. After selecting "Reject" you will be required to select a Rejection Reason and provide an explanation.



Comments may be added to clarify the reason for rejection or to request additional information from the Originator of the IPFT.

After selecting the Rejection Reason and providing an explanation, click the **"Save"** button in order for FiTS to save your progress.



After clicking the "Save" button, the system will ask if you are sure you wish to reject the IPFT. If you are, select "Yes". If not, select "No".

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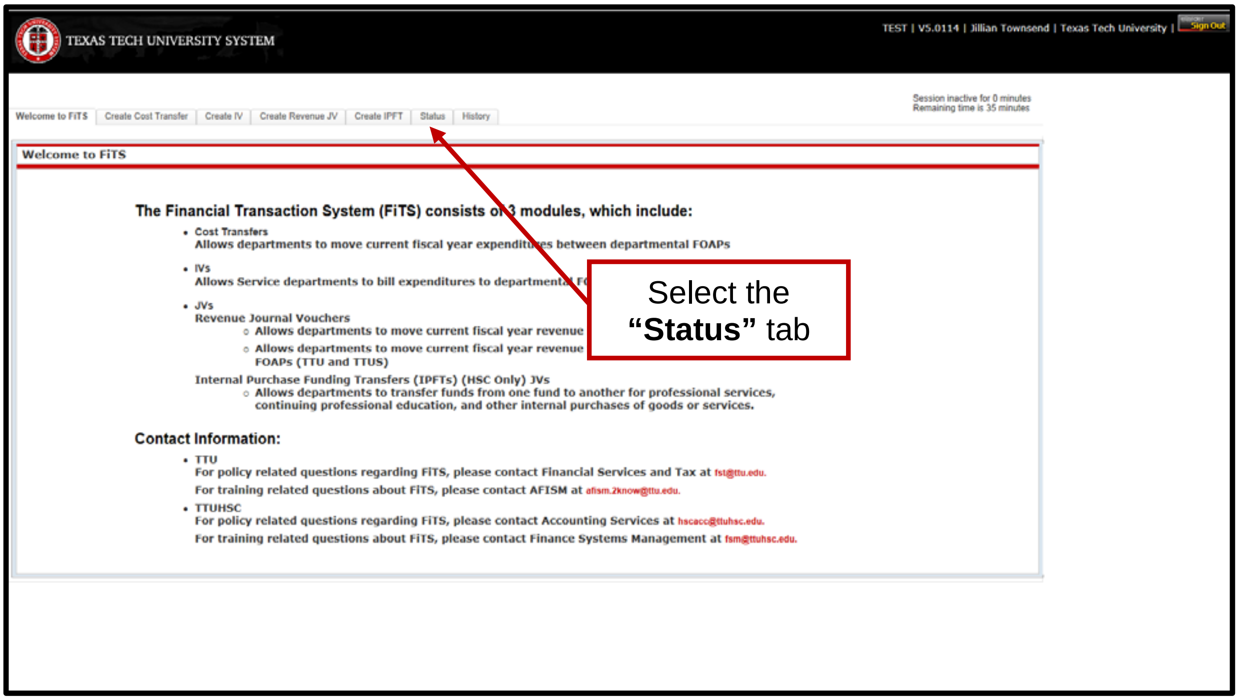
Searching the Status Tab

The **“Status”** tab can be used to search for any IPFT(s) that have not been completely processed and are pending Completion or Approvals.

To begin, click on the **“Status”** tab from the home page.

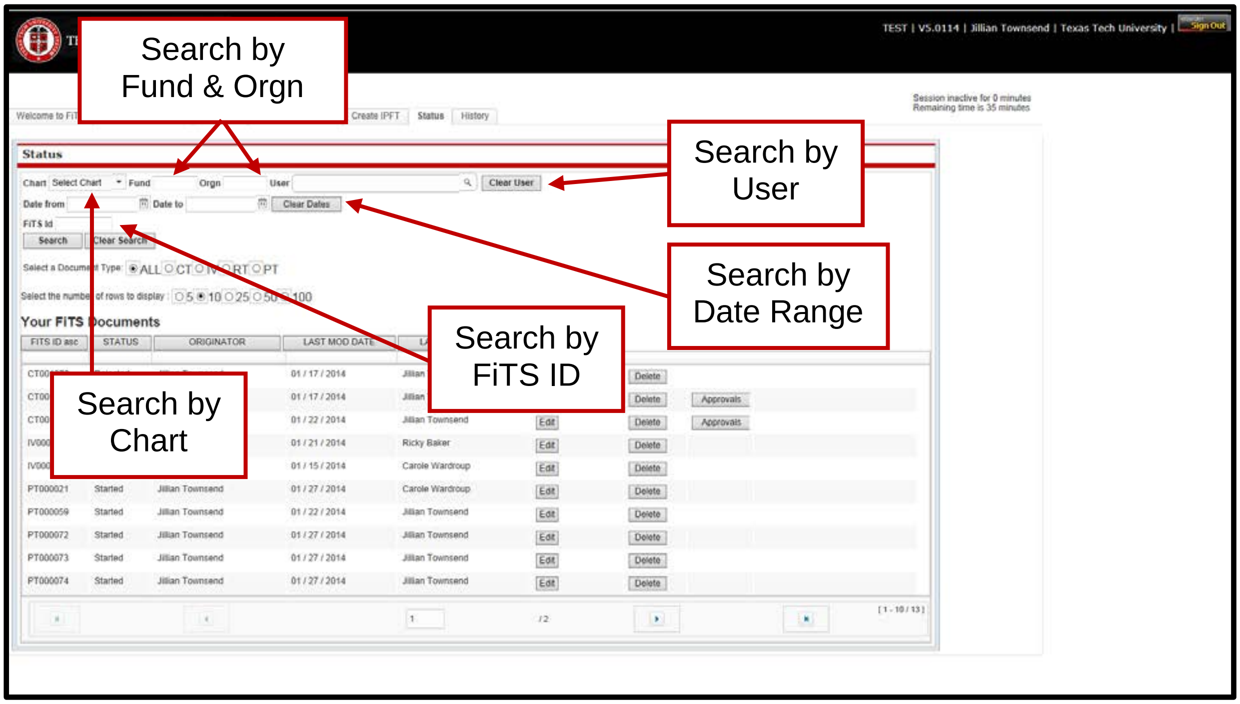


The “Status” tab automatically populates with all IPFTs for which you are the Originator or a TEAM App Financial Manager or Approver.

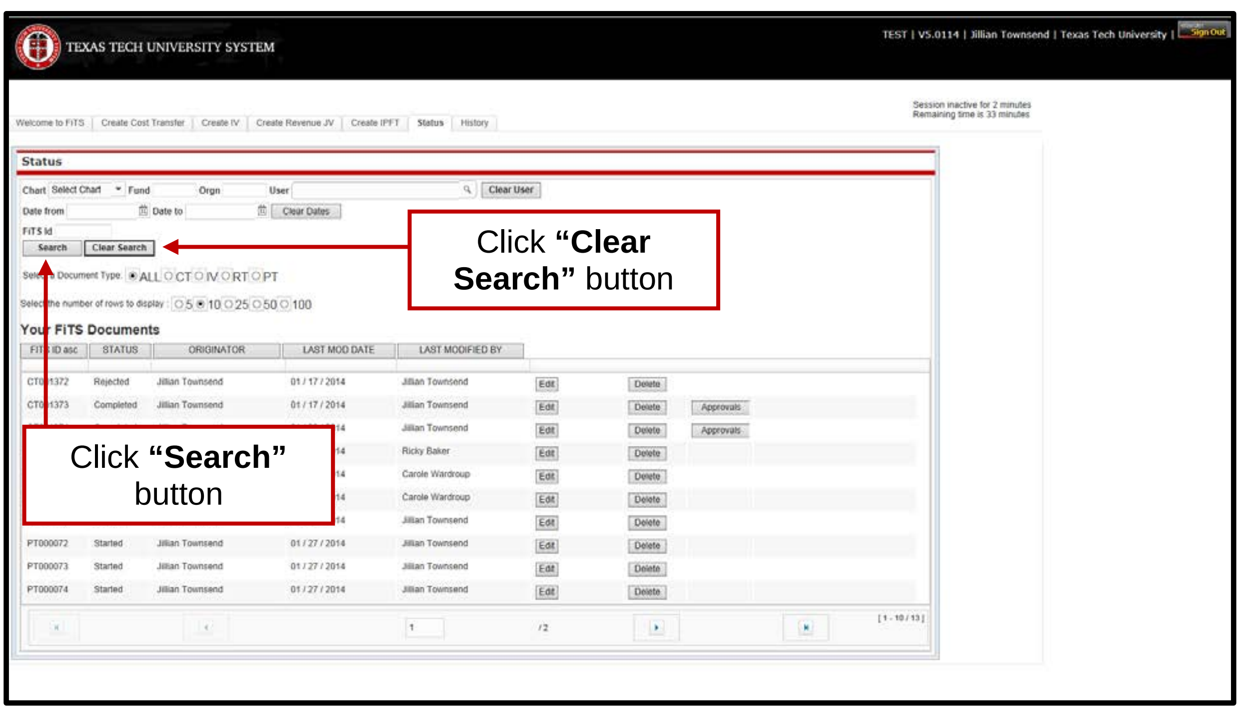
Users can search for a specific IPFT the following ways:

- By Chart: Use “H” for Health Sciences Center
- By Fund & Orgn: Search by either Fund or Orgn, or both
- By User: Returns results for all IPFTs the user is involved in
- By Date Range: Returns results by the date last modified
- By FiTS ID: Enter all or a portion of the ID

Users can search using multiple parameters from the list above. Depending on how many parameters are used, the search may have to be refined or expanded.



After entering the desired search parameters, click the **"Search"** button to perform the search. If you would like to perform a different search, you can select the **"Clear Search"** button to clear the search fields.



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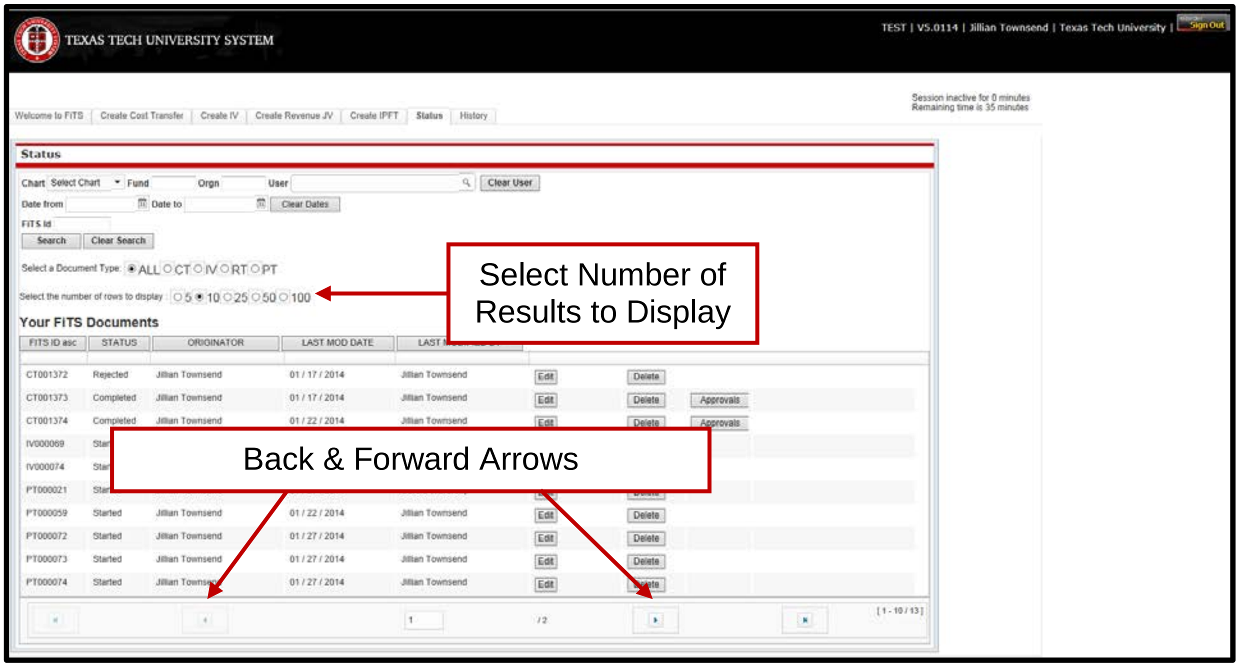
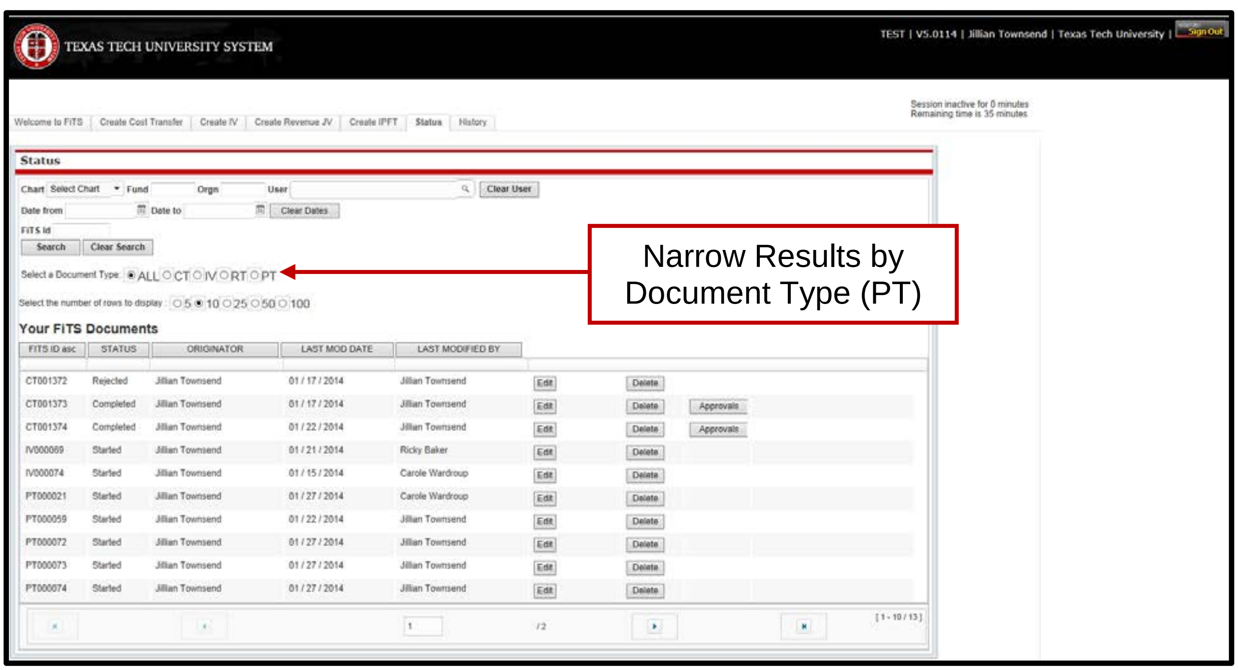
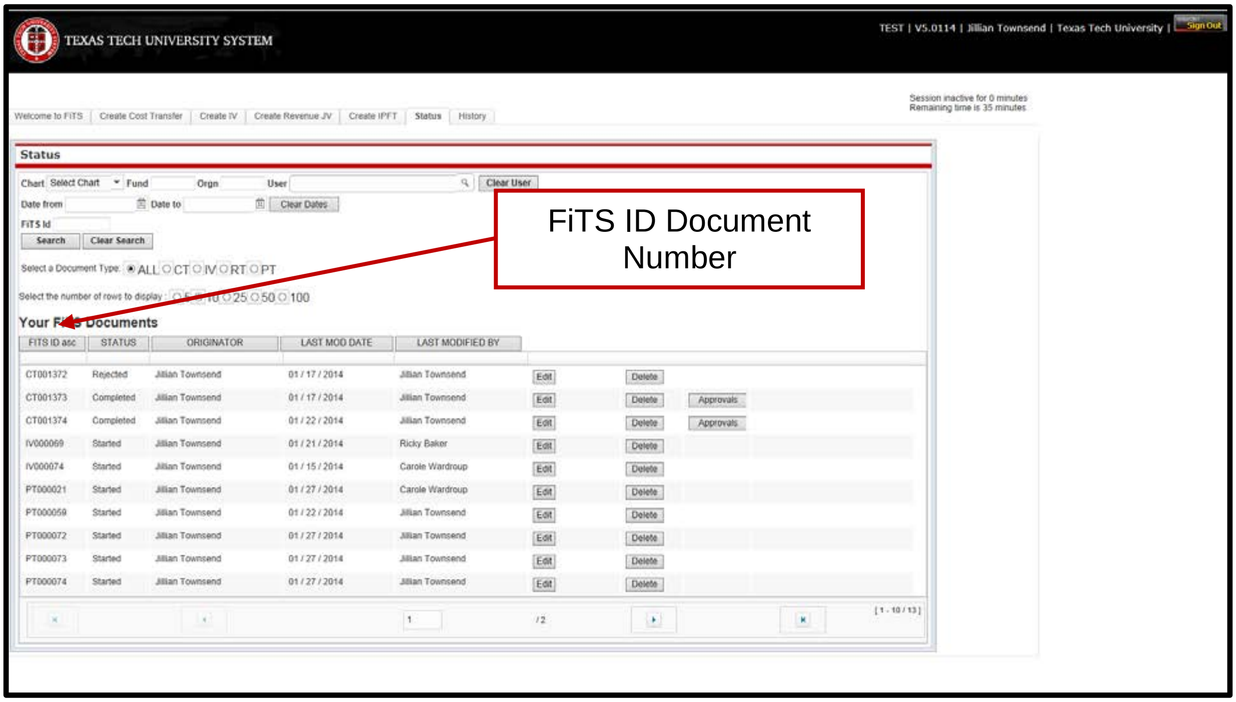
Depending on how many results are returned, you can move between the pages of results using the arrow buttons near the bottom of the page. You may select the number of rows displayed per page by using the radio buttons.



In addition to IPFTs, FiTS is used for Cost Transfers (CT), Interdepartmental Billings (IV), and Revenue Journal Vouchers (RT). You can limit search results to only IPFTs (PT) by selecting the PT radio button.



The results will be sorted numerically by the FiTS ID. However, the results can be sorted by any of the columnar fields.



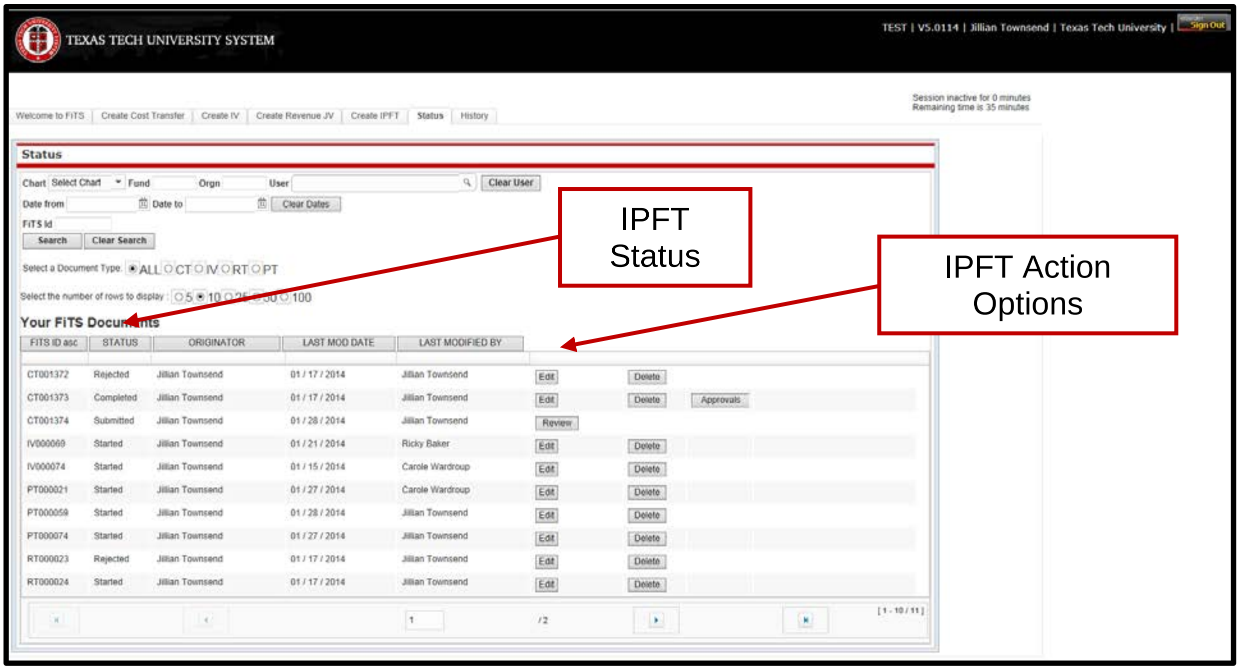
The search results will also show the following columns:

- The Status of the IPFT
- The Originator of the IPFT
- The Date of the last modification to the IPFT
- The User who last modified the IPFT

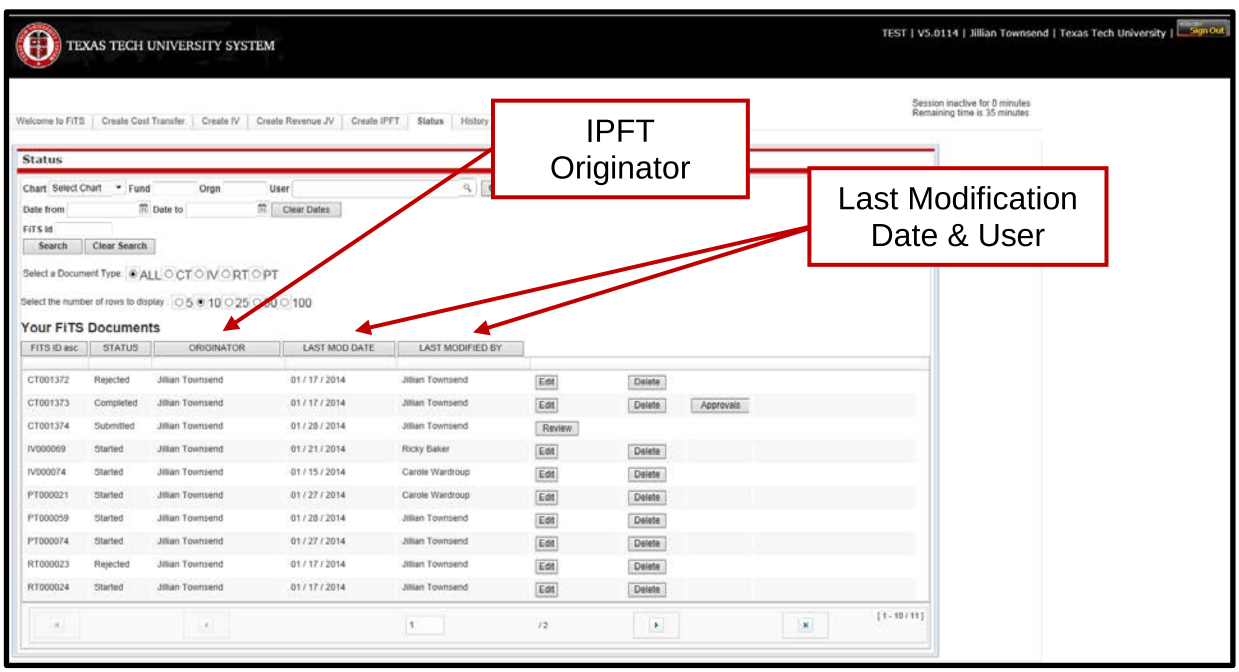
The **"Status"** column of the search results will reflect the current stage in the FiTS process for a specific IPFT. These stages include:

- **Started**: IPFT has been started by the Originator, but not marked complete. If you are the Originator for an IPFT, you will have the option to click the "Edit" button to make changes, or the **"Delete"** button to delete the IPFT from FiTS.
- **Completed**: IPFT has been marked complete, but not submitted to Approvals. If you are an Originator for an IPFT, you will have the option to click the **"Edit"**, **"Delete"**, or **"Approvals"** buttons. Selecting the **"Approvals"** button will send the IPFT into the approval process.
- **Submitted**: IPFT has been submitted for approvals. If you are the Originator for the IPFT, you will be able to check the progress of the approvals. If you are a Fund Manager or Approver you will have the option to approve the IPFT after clicking the "Review" button.

- **Rejected**: IPFT has been rejected in FiTS by a Fund Manager, Approver, or Accountant. If you are an Originator, you will have the option to **"Edit"** or **"Delete"** the IPFT.
- **Errors**: IPFT has incurred an error while trying to post. Please contact Financial Systems Management at AccountingElp@ttuhsc.edu for assistance.



The other 3 columns show the user who originated the IPFT, the date of the last modification of the IPFT, and the user who made the last modification.



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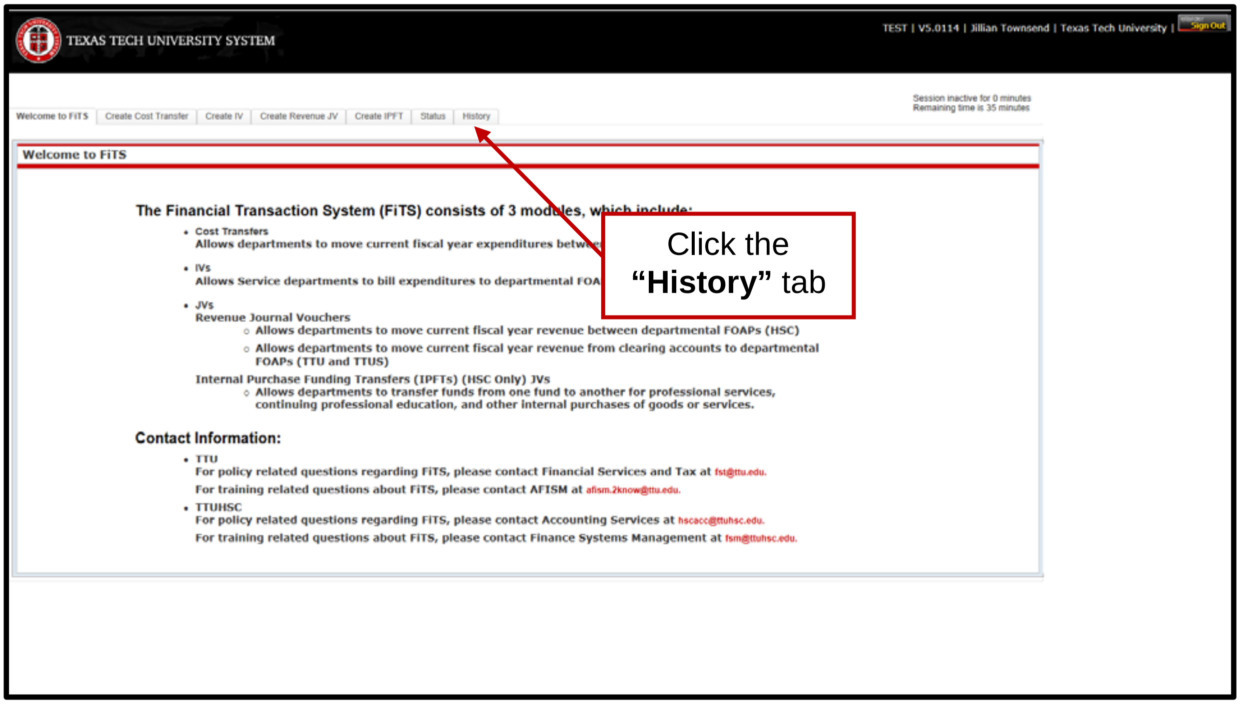
Searching the History Tab

The **“History”** tab can be used to search for any IPFT(s) that has been processed and posted.

To begin, click on the **“History”** tab from the home page of FiTS.



The **“History”** tab does not automatically populate with any IPFTs.

User can search for a specific IPFT the following ways:

- By Chart: Use “H” for Health Sciences Center
- By Fund & Orgn: Search by either Fund or Orgn, or both
- By User: Returns results for all IPFTs a user is involved in
- By Date Range: Returns results by date last modified
- By Transaction Date: Returns results for IPFTs posted by date entered
- By Doc ID: Enter all or a portion of the Banner Document ID that the IPFT was assigned when it was fully processed and posted
- By FiTS ID: Enter all or a portion of the ID

Users can search using multiple parameters from the list above. Depending on how many parameters are used, your search may have to be refined or expanded.

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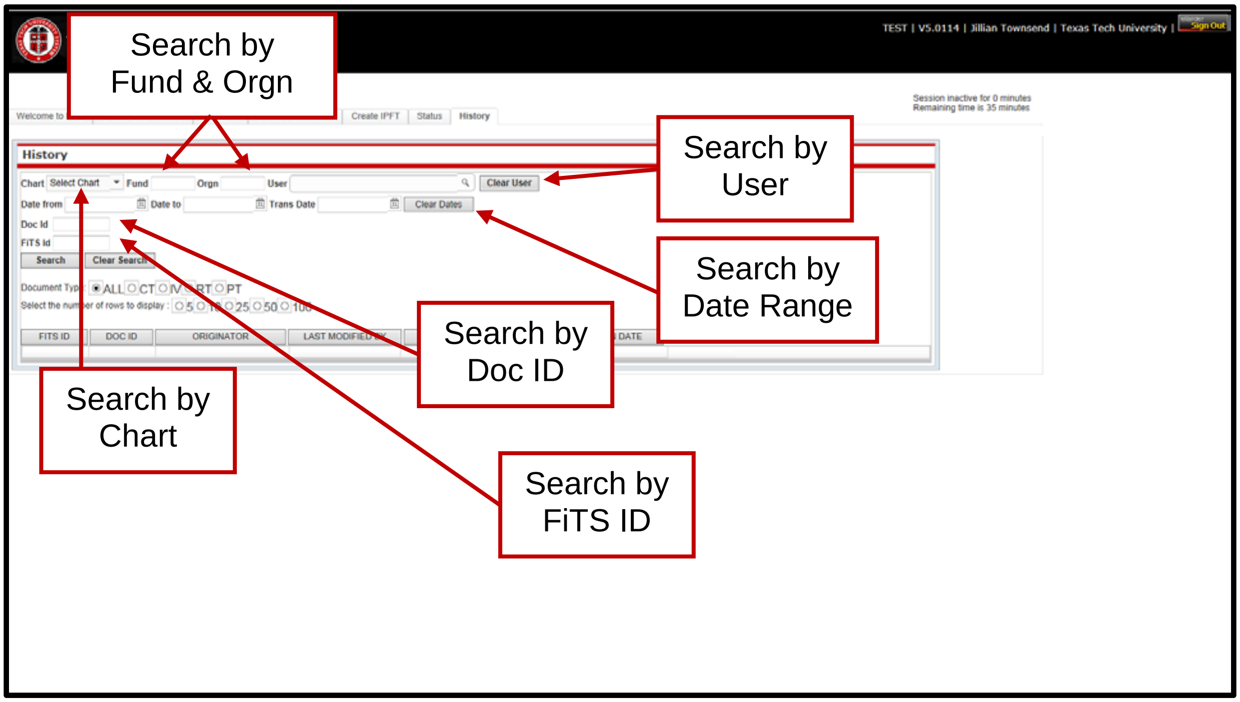
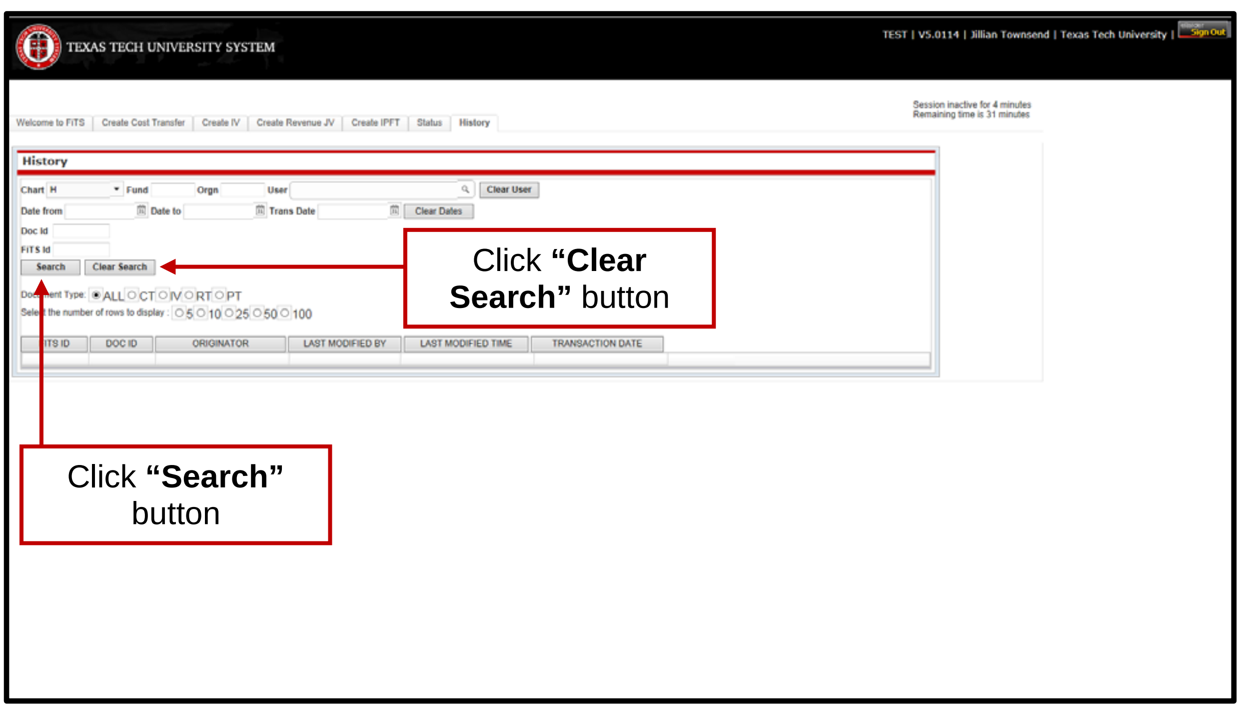


After entering in the desired search parameters, click the **"Search"** button to perform the search. To perform a different search, select the **"Clear Search"** button to clear the search fields.



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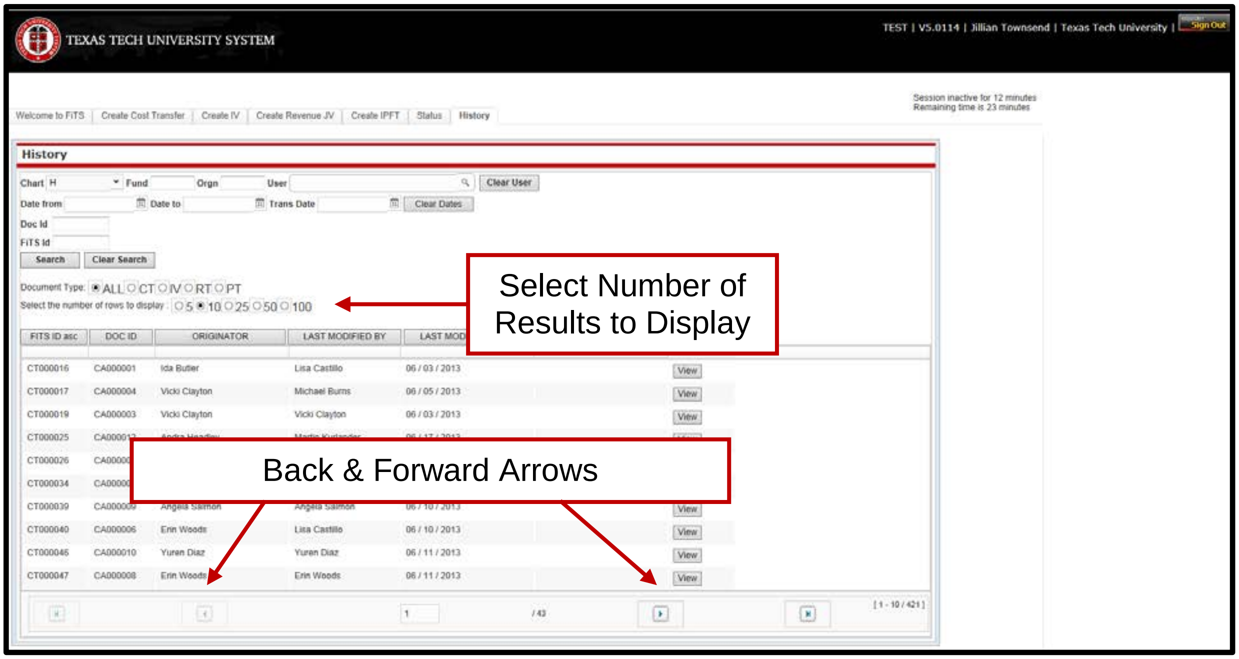
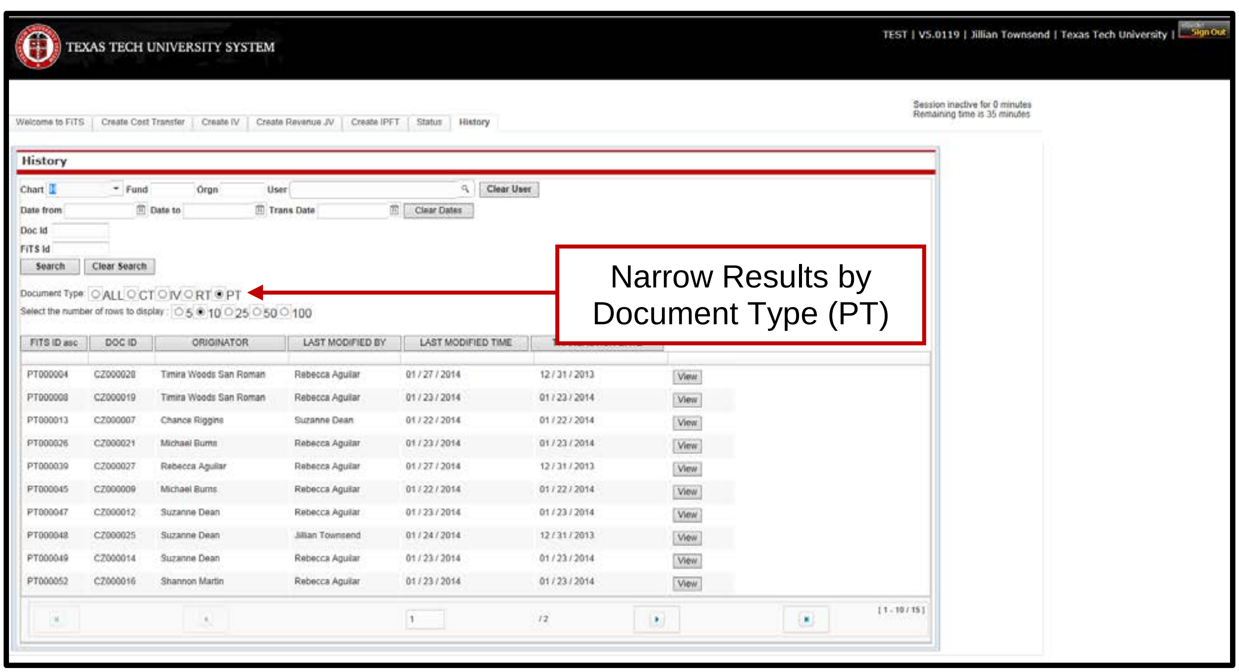


In addition to IPFTs, FiTS is used for Cost Transfers (CT), Interdepartmental Billings (IV), and Revenue Journal Vouchers (RT). You can limit search results to only IPFTs (PT) by selecting the PT radio button.



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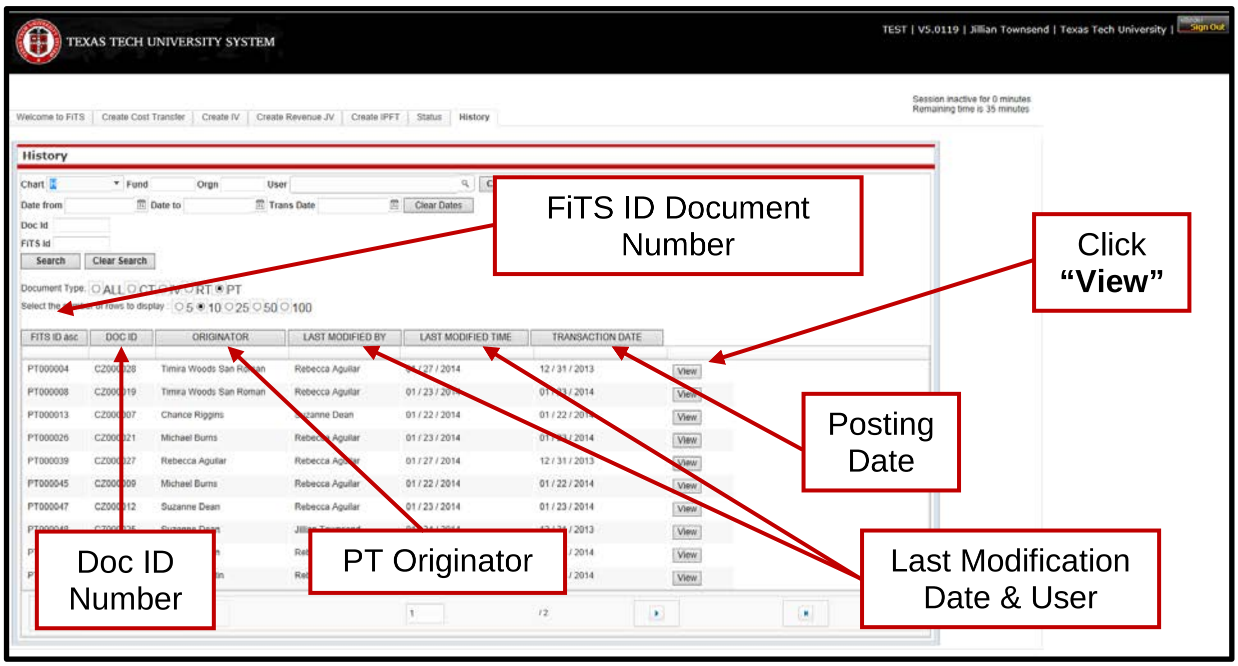
The results will be sorted numerically by the FiTS ID. However, the results can be sorted by any of the columnar fields.

The search results will also show the following columns:

- The Banner Document ID assigned when processed
- The Originator of the IPFT
- The User who last modified the IPFT
- The Date of the last modification to the IPFT
- The Date the IPFT was processed and posted

To view the detail of the processed IPFT, click the "View" button.



If you have a policy question regarding the IPFT process, please contact Accounting Services at AccountingElp@ttuhsc.edu.

If you have a training question about FiTS, please contact Finance Systems Management at FSMElp@ttuhsc.edu.