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Financial Transaction System (FiTS) – Revenue Journal Vouchers

The Revenue Journal Voucher module of the Financial Transaction System (FiTS) allows departments to move current fiscal year revenues between departmental FOAPs (Fund-Organization-Account-Program), where the Fund, Organization, and Account fields are 6-digit codes and the Program field is a 2-digit code. The FiTS Revenue JV module cannot be used to move transactions that originally reduced revenue or to correct the account code. Requests of this nature must be emailed to Accounting Services at AccountingElp@ttuhsc.edu.

After review and approval, the system will load the Revenue JV to Banner. Functional review and final approvals are managed through FiTS. Transaction tracking, archiving, and retrieving of information related to the Revenue JV is managed within the system as well.

FiTS replaces revenue transfer requests usually submitted directly to Accounting Services.

FiTS allows a departmental user to do the following:

- Start a Revenue JV request
- Resume completion of a Revenue JV request
- Submit a Revenue JV request to approvals
- Delete a Revenue JV request
- Review the Status of a Revenue JV request
- Review the History of a Revenue JV request

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

Click on "**Financial Transaction System (FiTS)**"

Creating a Revenue Journal Voucher

To begin a Revenue JV, click on the **"Create Revenue JV"** tab at the top of the webpage.
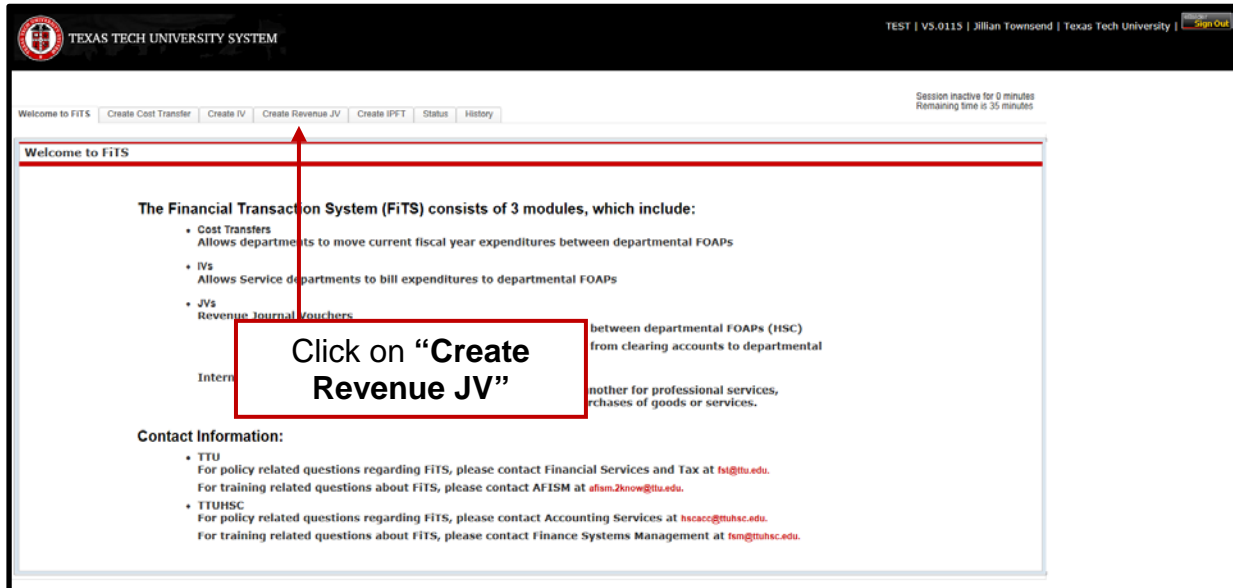
Begin each search by selecting "H" from the "Chart" drop down box. After entering the desired search parameters, click on the **"Search"** button. When the system has finished searching, any revenue transactions that match the search criteria will populate in the section directly below the search function.
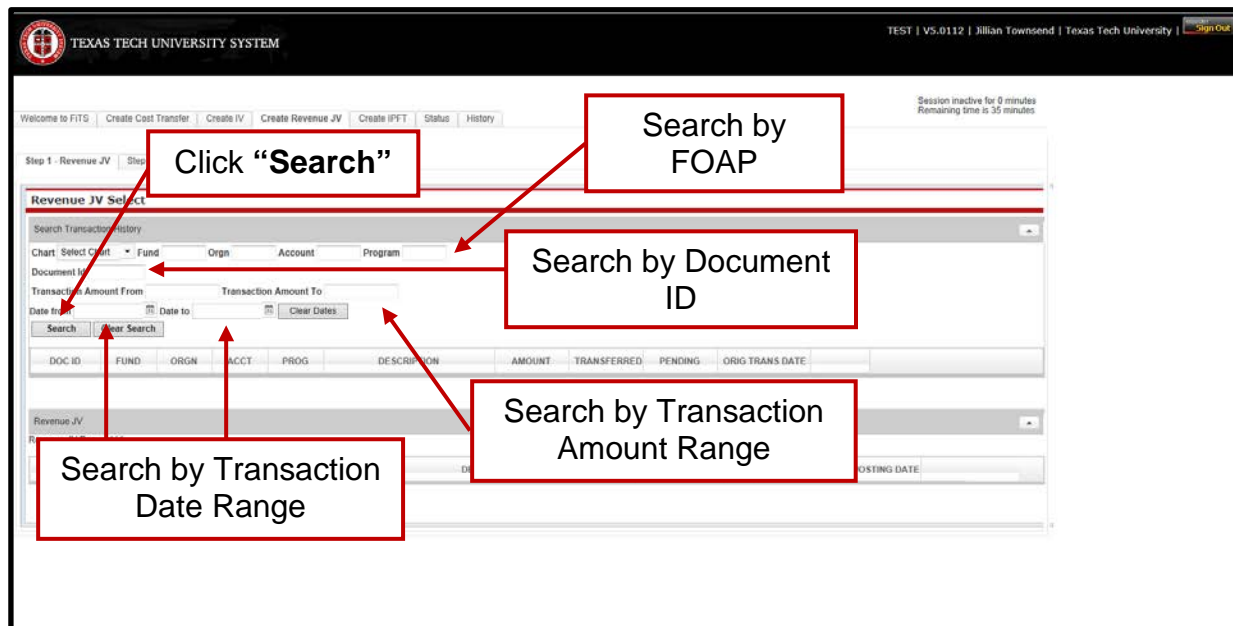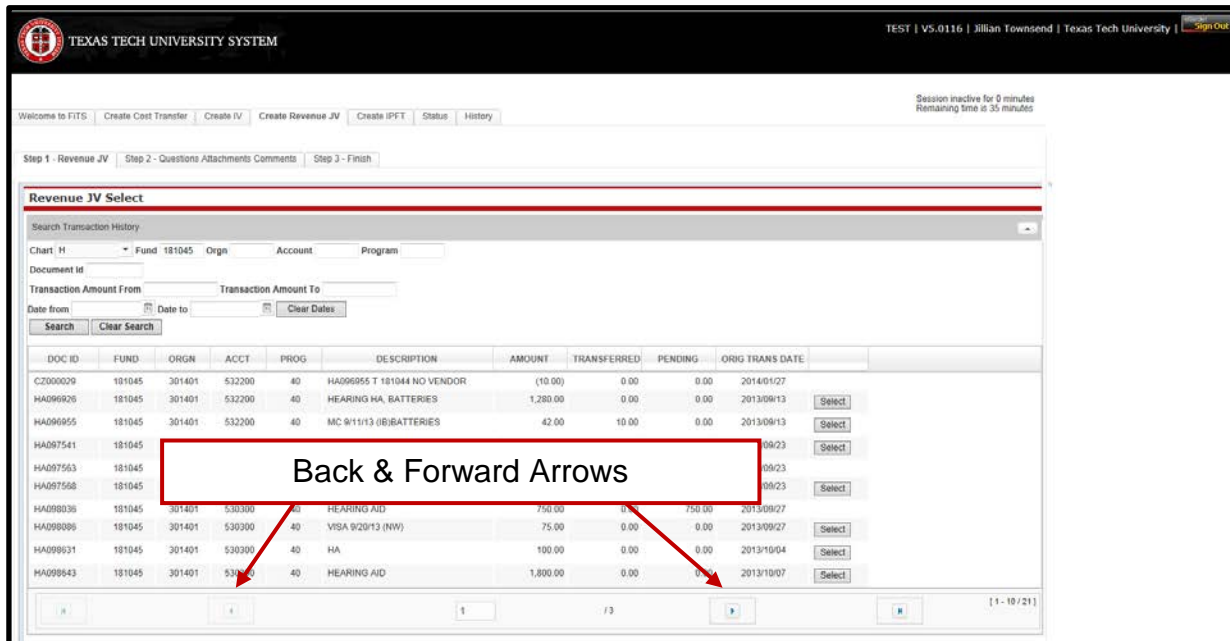
If your screen shows the search parameters differently than above and you are using Internet Explorer 11, switch to Compatibility View. For instructions on how to switch to Compatibility View, contact the IT Help Desk for your campus.

Revenues can be searched for in the following ways:

- By FOAP
  o Search by Fund and/or Orgn, or by the entire FOAP

- By Document ID
  o Search by a complete Document ID or a portion of a Document ID

- By Transaction Amount Range
  o Search by an amount or a range of amounts using the "Transaction Amount From" and/or the "Transaction Amount To" fields

- By Transaction Date Range
  o Search by a date or a range of dates using the "Date from" and/or the "Date to" fields

The search may return multiple pages of results. If you do not see the specific revenue you are looking for, the arrows at the bottom of the "Search Transaction History" section will allow you to move to the next page(s).

The search screen will reflect the amount of the revenue that has already been transferred and/or has pending transfer requests waiting for approvals. The **"Select"** button will be unavailable if the revenue has been fully transferred to another FOP or if the transaction is a reduction in revenue.

When you locate the specific revenue to be transferred, click the **"Select"** button to the right of the revenue. Clicking the **"Select"** button will populate the bottom section (Revenue JV) of the screen.

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Once a revenue transaction has been selected, a Revenue JV Request ID (FiTS ID) is assigned. The FiTS ID can be used to track your Revenue JV throughout the approval process. After the revenue has populated in the "Revenue JV" section, click the **"Edit"** button in order to enter the FOP you would like the revenue transferred to.

When the Transfer To FOP has been entered, enter the amount to be transferred. The entire amount or a partial amount of the original revenue can be transferred. After filling in the amount to be transferred, click the **"Save"** button to save your progress.

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Enter the Amount to be Transferred

Click **"Save"** to save progress

You can select additional revenues from the original search, or begin a new search by clicking the **"Clear Search"** button.

Click **"Clear Search"** to begin new search

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

On the **"Step 2 - Questions Attachments Comments"** tab, you must answer the question with clear and adequate information. There is one standard question:

- Why is the revenue being reclassed?

To add an answer to the required question, click on the **"Edit Answers"** button. An answer must be provided or the Revenue JV will not be allowed to be submitted.

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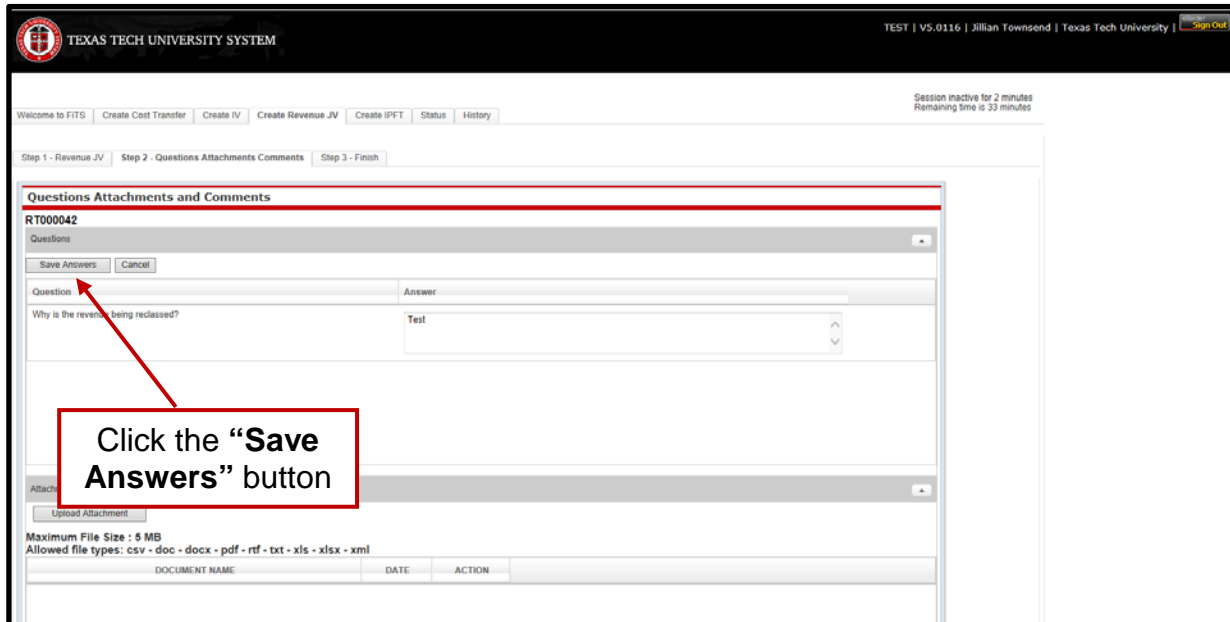
If you do not click the **"Save Answers"** button before navigation to another tab, or page, the system will not save your answers and you will lose all the information you entered.

Below the "Questions" section are the "Attachments" and "Comments" sections. In the "Attachments" section, you can upload attachment(s) (in one of the allowed file types) to provide additional information regarding the Revenue JV.

To add a comment, type the text into the box, then click the **"Add"** button to save the comment.
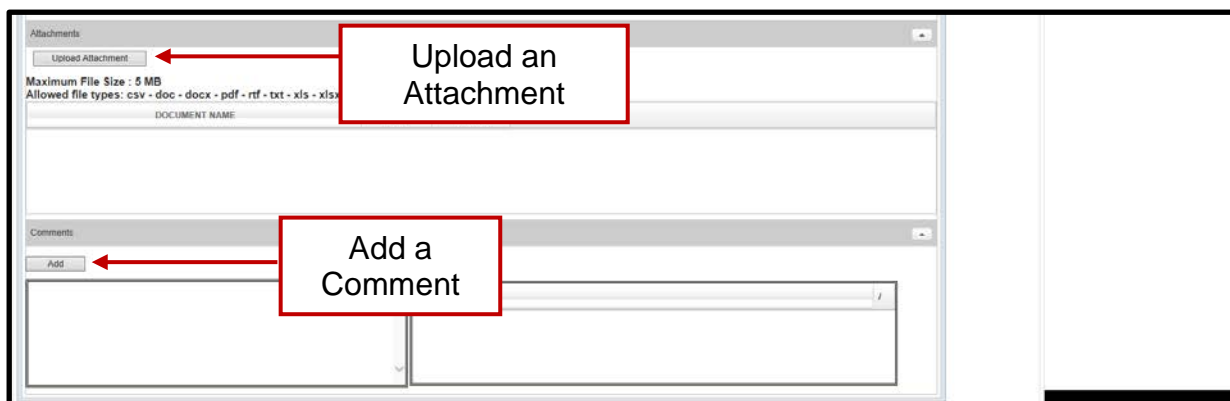
Once you have answered all of the required questions and added any additional attachments or comments, move to the final tab, **"Step 3 - Finish".** The **"Step 3 - Finish"** tab allows you to perform a variety of different tasks. They are:

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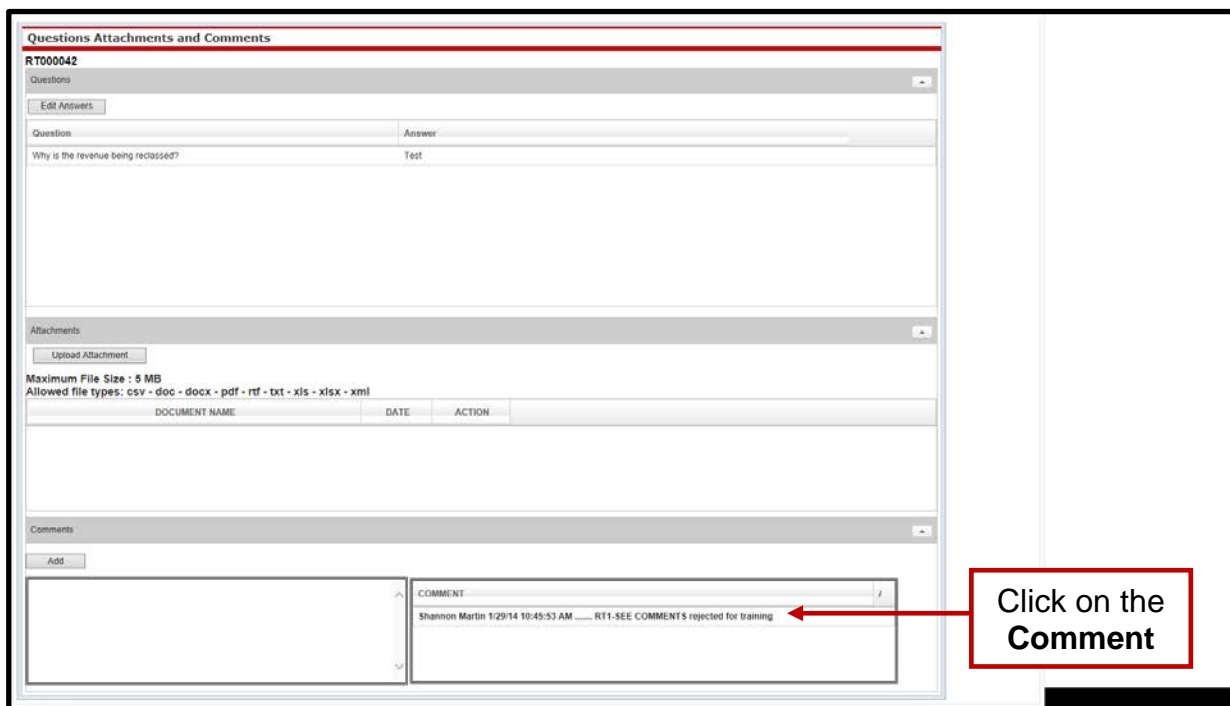 - o To send the Revenue JV to approvals after clicking this option, search for the Revenue JV in the **"Status"** tab (instructions located below).
- Submit to Approvals
  - o Clicking this button will send the Revenue JV to the Approval queues for Accounting Services for review, approval, or rejection.

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

Select **"Approvals"**

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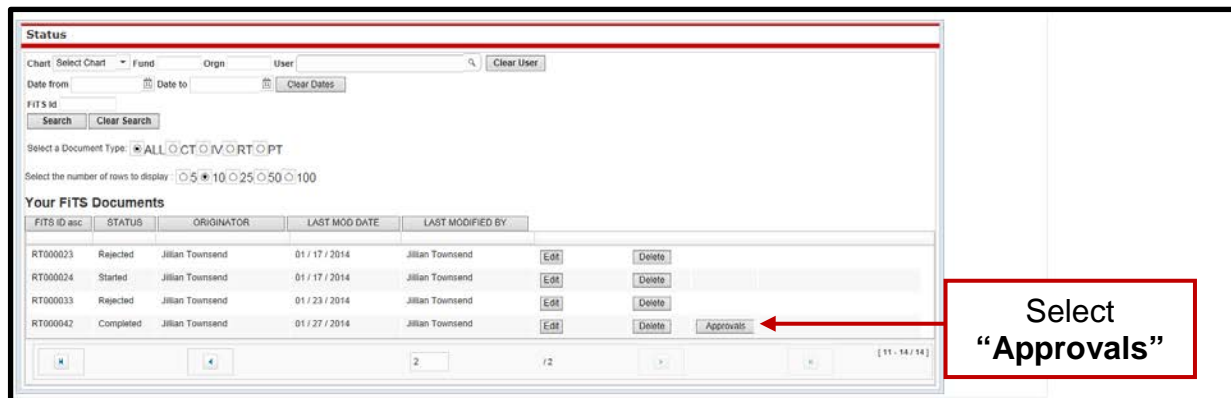
After the Revenue JV is submitted to approvals, Accounting Services will have the option to either Approve or Reject the Revenue JV. If errors or lack of justification are found, the Revenue JV can be rejected.

In the case of rejection, the Revenue JV 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 Revenue JV. 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 Revenue JV 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 Revenue JV through the approval process again.

Deleting a Revenue Journal Voucher

Only the Originator of a Revenue JV has the ability to delete a Revenue JV from FiTS.

In order to delete a Revenue JV, access FiTS and select the **"Status"** tab.
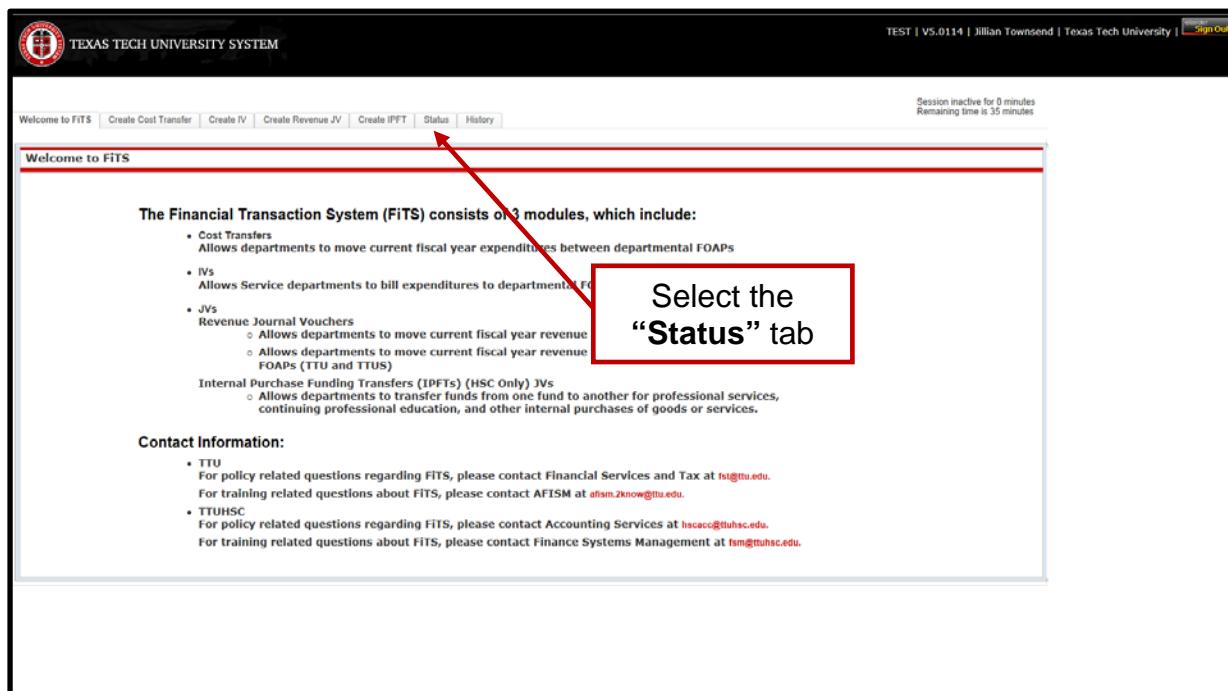
After selecting the **"Status"** tab, the screen will populate with all of the Revenue JVs that you originated that have not been submitted, or completely approved and processed.

Search for the Revenue JV(s) you wish to delete by Fund, Orgn, a date range that the Revenue JV 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 14 of this training document.

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

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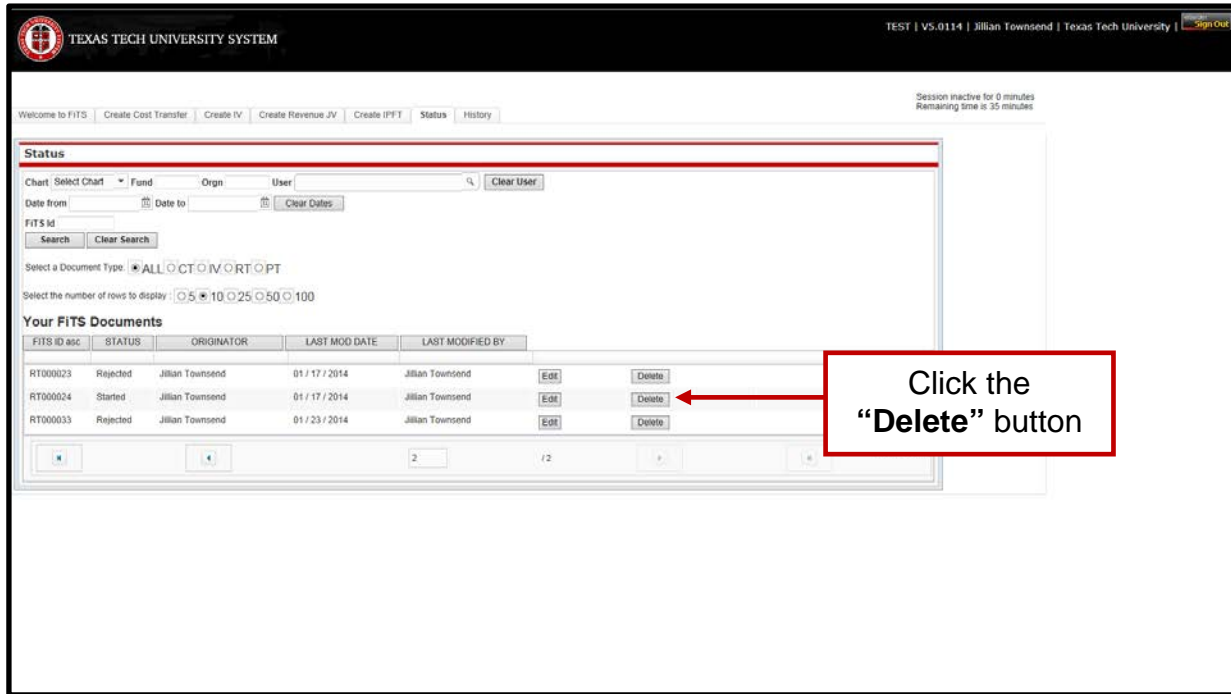
After clicking the **"Delete"** button, the system will ask you, in the form of a popup message, if you are sure you would like to delete the Revenue JV. If you are sure of your selection, click **"OK"**. If not, click "Cancel".

Click the **"OK"** button

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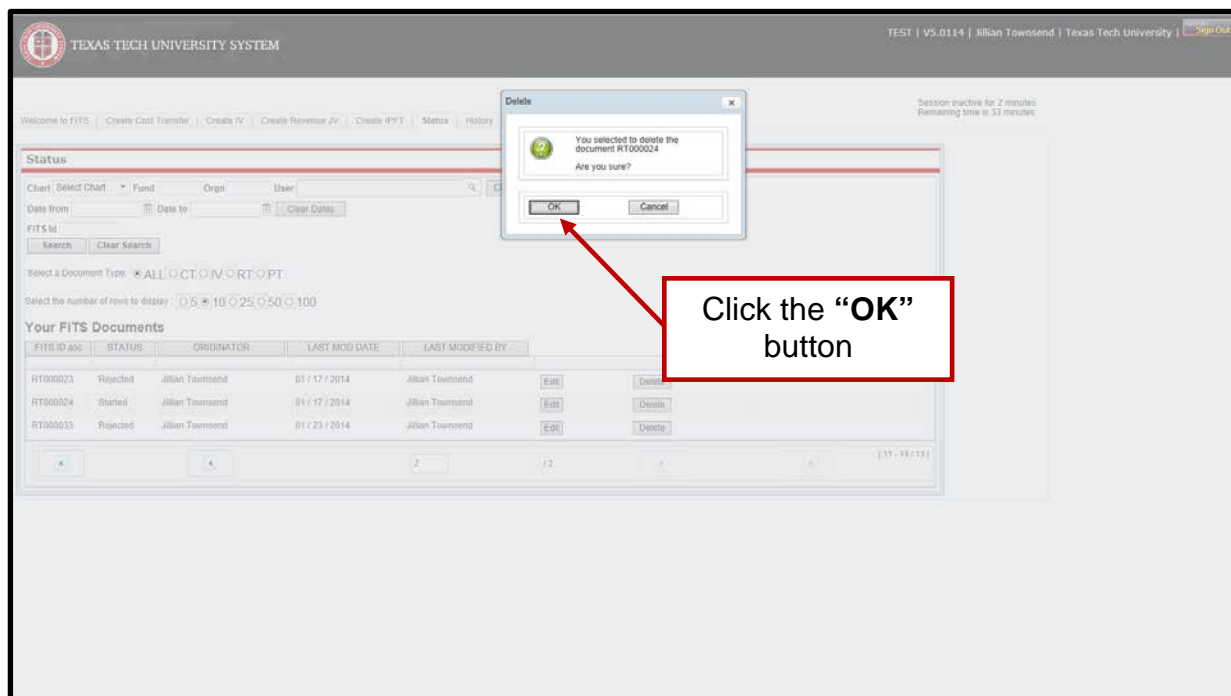
If the Revenue JV you have searched for does not have the **"Delete"** button populated to the right, the Revenue JV does not have the option to be deleted.

If the Revenue JV needs to be deleted, coordinate with Accounting Services to have it rejected in the system.

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

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

Revenue JVs 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 Revenue JV will be deleted the following Monday. To prevent the Revenue JV from being deleted, the Originator will need to make the necessary corrections before the following Monday.

Searching the Status Tab

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

To begin, click on the **"Status"** tab from the home page.
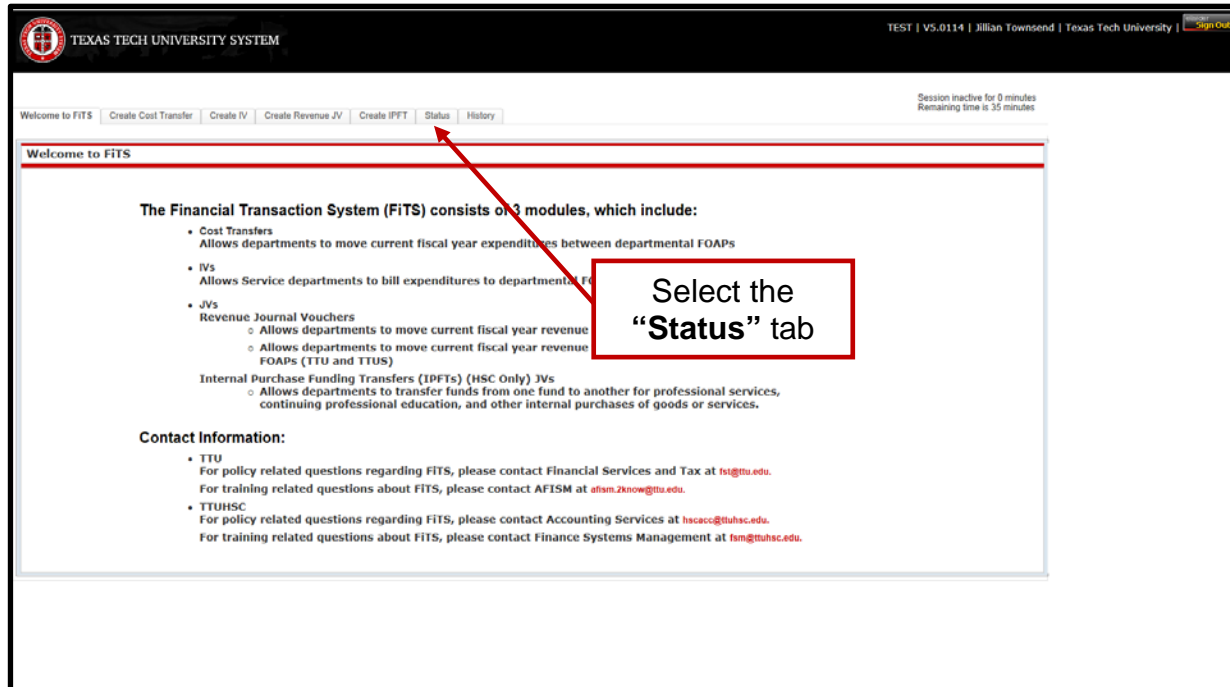
The **"Status"** tab automatically populates with all Revenue JVs for which you are the Originator.
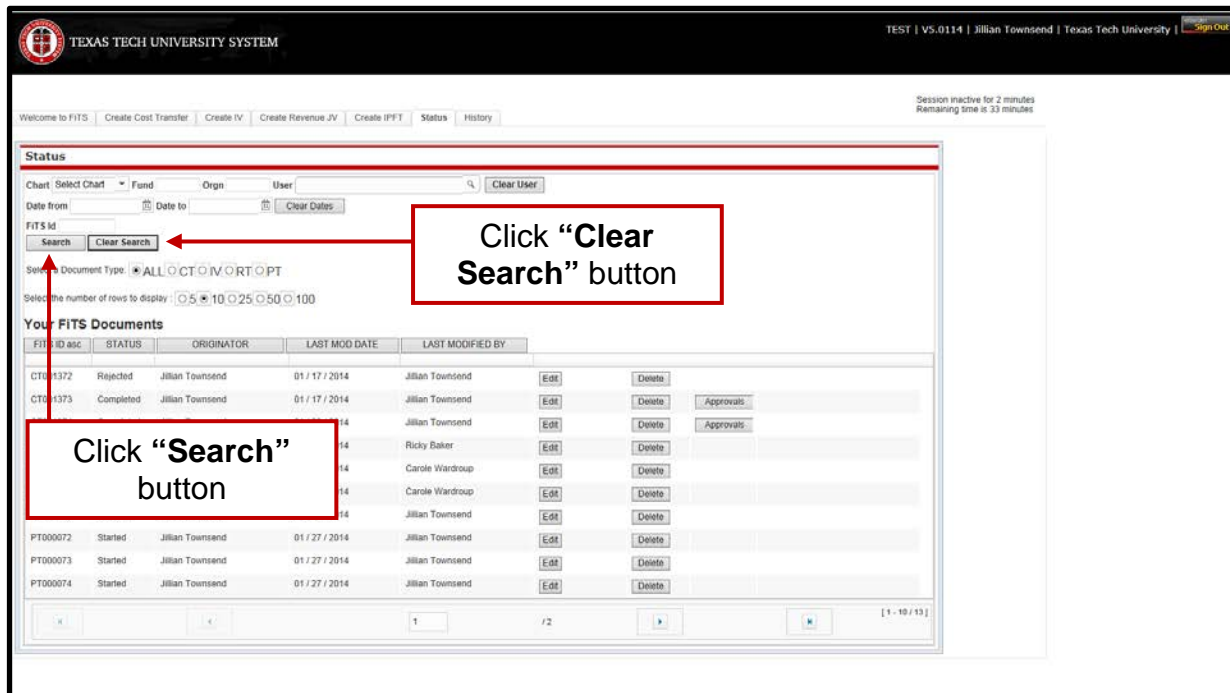
Users can search for a specific Revenue JV the following ways:

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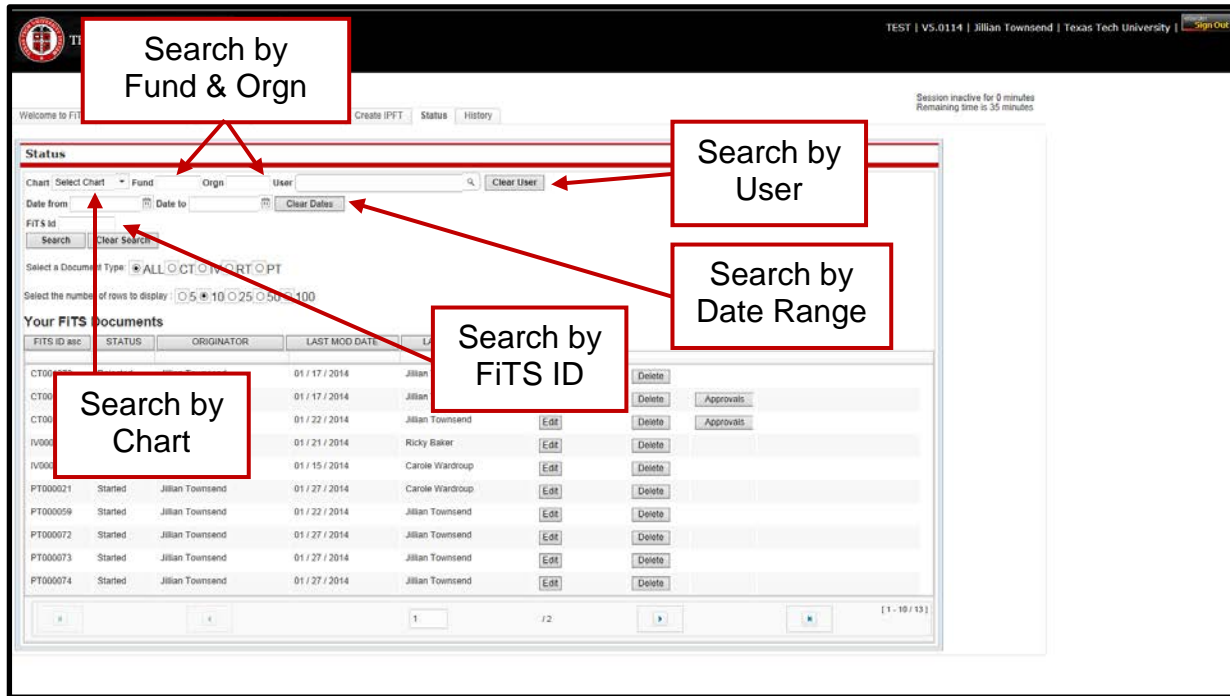
After entering in the desired search parameters, click the **"Search"** button to perform the search. If you would like to perform a different search, you can select the **"Clear Search"** button to clear the search fields.

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 Revenue Journal Vouchers, FiTS is used for Cost Transfers (CT), Interdepartmental Billings (IV), and Internal Purchase Funding Transfers (PT). You can limit search results to only Revenue JVs (RT) by selecting the RT 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 Revenue JV
- The Originator of the Revenue JV
- The Date of the last modification to the Revenue JV
- The User who last modified the Revenue JV

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

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

- **Rejected**: Revenue JV has been rejected in FiTS by Accounting Services. If you are an Originator, you will have the option to **"Edit"** or **"Delete"** the Revenue JV.
- **Errors**: Revenue JV has incurred an error while trying to post. Please contact Financial Systems Management at FsmElp@ttuhsc.edu for assistance.
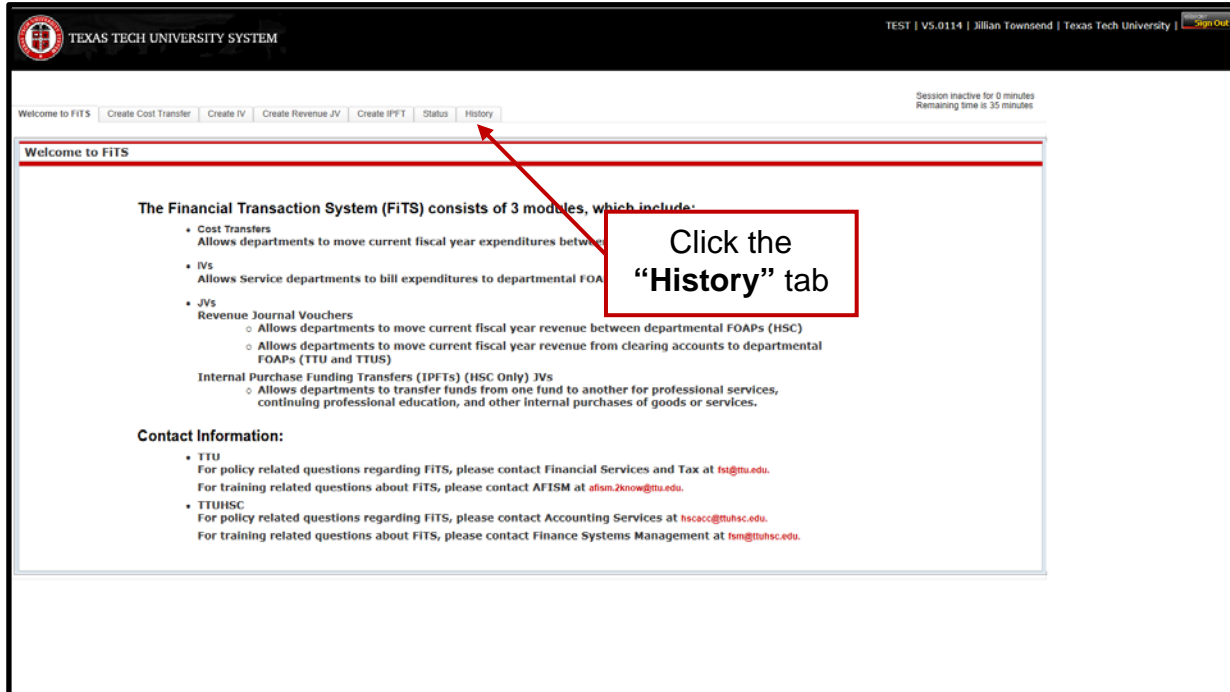

The other 3 columns show the user who originated the Revenue JV, the date of the last modification of the Revenue JV, and the user who made the last modification.

Searching the History Tab

The **"History"** tab can be used to search for any Revenue JV(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 Revenue JVs.

User can search for a specific Revenue JV 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 Revenue JVs a user is involved in
- By Date Range: Returns results by date last modified
- By Transaction Date: Returns results for Revenue JVs posted by date entered
- By Doc ID: Enter all or a portion of the Banner Document ID that the Revenue JV was assigned when it was fully processed and posted.
- By FiTS ID: Enter all or a portion of the ID
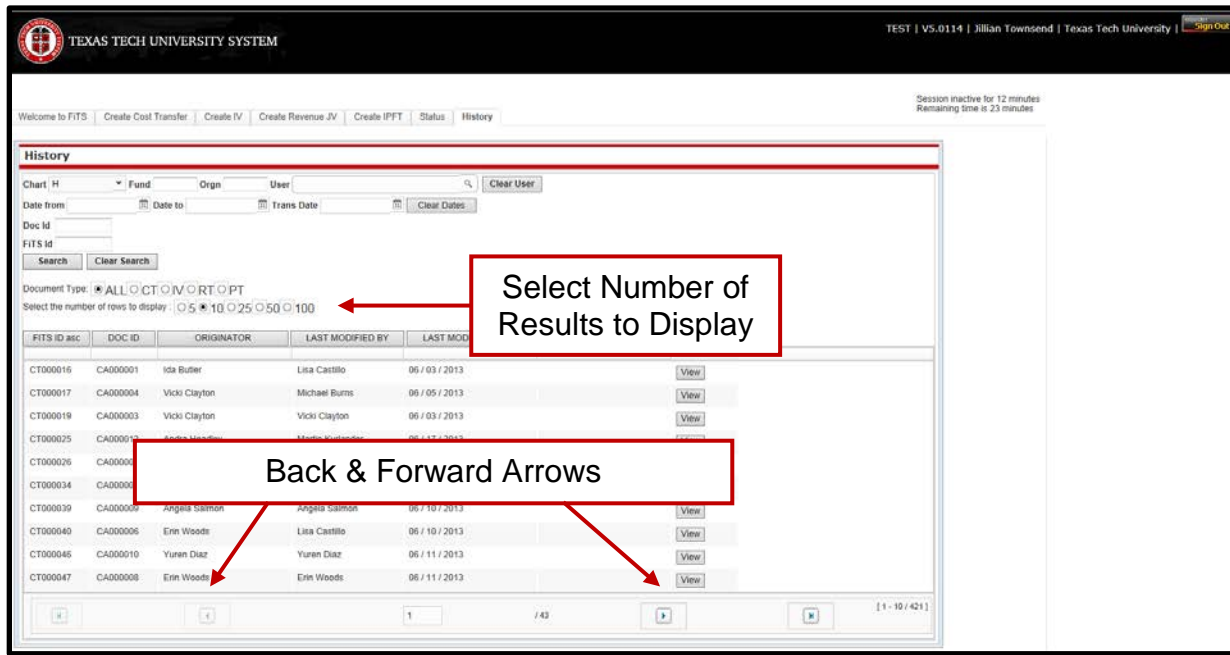
Users can search using multiple parameters from the list above. Depending on how many parameters are used, your search may have to be refined or expanded.
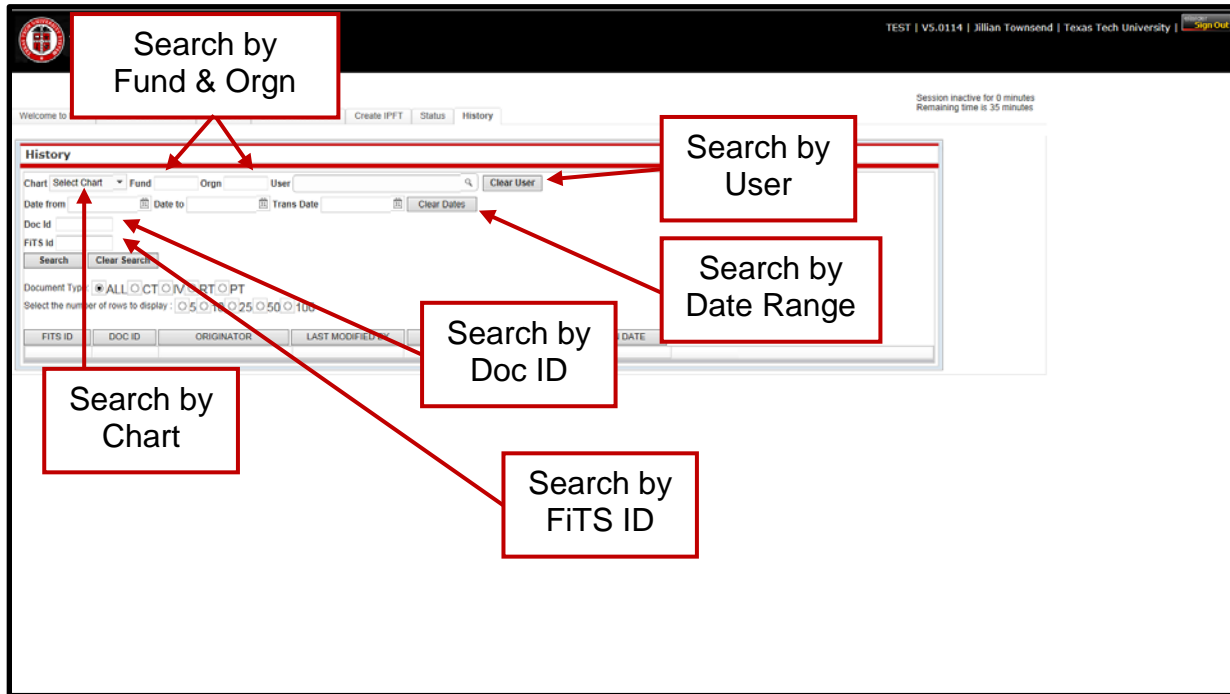
After entering in the desired search parameters, click the **"Search"** button to perform the search. To perform a different search, select the **"Clear Search"** button to clear the search fields.

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 Revenue Journal Vouchers, FiTS is used for Cost Transfers (CT), Interdepartmental Billings (IV), and Internal Purchase Funding Transfers (PT). You can limit search results to only Revenue JVs (RT) by selecting the RT radio button.
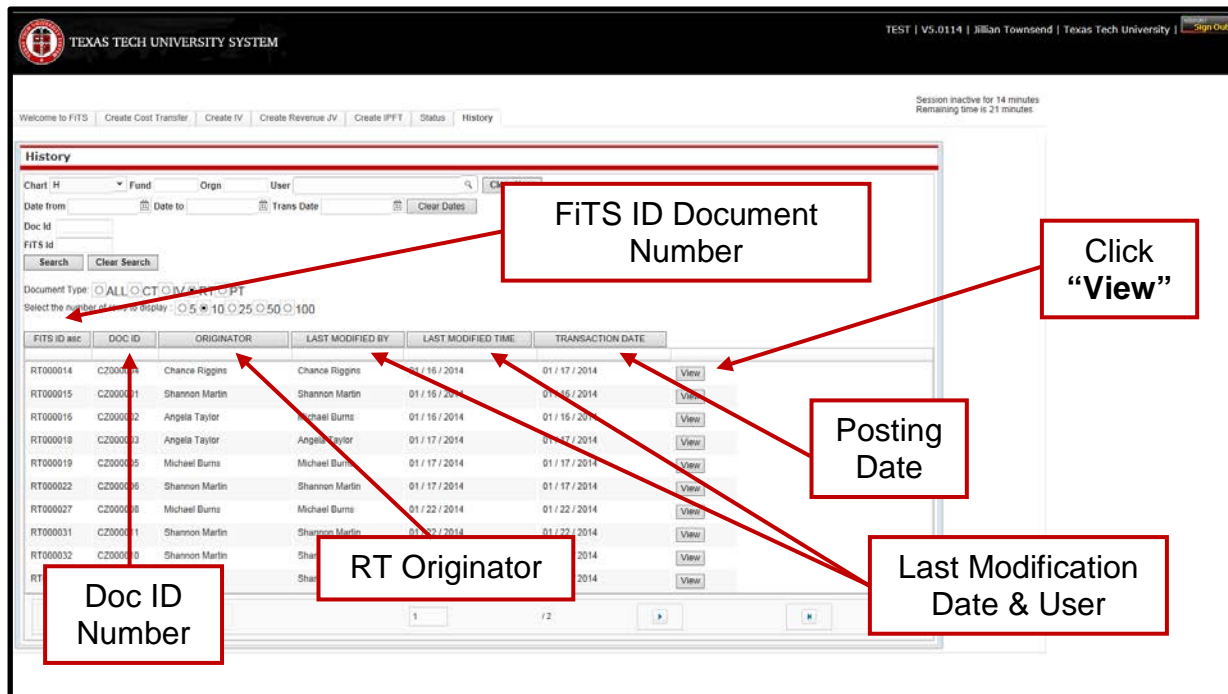
The results will be sorted numerically by the FiTS ID. However, the results can be sorted by any of the columnar fields.

The search results will also show the following columns:

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

To view the detail of the processed Revenue JV, click the **"View"** button.

If you have a policy question regarding the Revenue Journal Voucher 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.