



Financial Transaction System (FiTS) – Revenue Journal Voucher Quick Start Guide

The Financial Transaction System (FiTS) replaces revenue transfer requests usually submitted directly to Accounting Services . FiTS and related training documentation can be accessed from the WebRaider portal, F&A Work Tools tab, Finance Channel, under Accounting Services or through the following links:

[FiTS](#)

[FiTS Training Documentation](#)

Processing a Revenue Journal Voucher through FiTS requires three steps:

- Step 1 - Revenue JV
 - Search for current fiscal year revenues to be transferred
 - By FOAP (Fund and/or Orgn, or entire FOAP) or
 - By Document ID (complete or partial Document ID) or
 - By Transaction Amount Range (amount or range of amounts using the “Transaction Amount From” and/or “Transaction Amount To” fields)
 - By Transaction Date Range
 - **“Select”** the transactions that you want to transfer
 - Scroll down to see the selected transactions
 - Select **“Edit”** to enter the information for the FOAP that the revenue will be transferred to
 - Type in the amount that you want to transfer (can be the total amount of the revenue or a partial amount)
 - **“Save”** and scroll up to click on the tab for Step 2
- Step 2 – Questions Attachments Comments
 - Click **“Edit Answers”** and answer the required question with clear and adequate information
 - Adding attachments and/or comments is optional
 - **“Save Answers”** and scroll up to click on the tab for Step 3
- Step 3 – Finish
 - Click **“Submit to Approvals”**

Email notifications from ITIS Financial Transaction Entry System will be sent to Accounting Services for review and processing.

Policy questions regarding the Revenue JV process can be directed to Accounting Services at AccountingElp@ttuhsc.edu. Training questions about FiTS can be directed to Finance Systems Management at FSMElp@ttuhsc.edu.