



## Financial Transaction System (FiTS) – IVs Quick Start Guide

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The IV module of the Financial Transaction System (FiTS) replaces the current Service Billing upload through Gateway. 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 an IV request through FiTS requires three steps:

- Step 1 - IV
  - Select the System ID to bill from
  - Select Chart “H”
  - Add Revenue FOAP and Expense FOAPs, along with Descriptions and Amounts
    - *If Billing Inter Chart FOAPs, select the “Inter Chart” radio button*
  - Confirm that Revenue Equals Expenses
- Step 2 – Questions Attachments Comments
  - Adding attachments and/or comments is optional
- Step 3 – Finish
  - Click “**Submit for Processing**”

After the IV has been submitted for processing, you can navigate to the “**Status**” tab to confirm that the IV has posted with no errors. If the IV is not present in the “**Status**” tab, the IV has successfully posted. If the IV is still remaining in the “**Status**” tab, it will have an error to the right stating “Errors in Gateway – Review Eprint”.

If an error message is shown in the “**Status**” tab for the IV that has been submitted, you can access the ePrint report in order to determine the specific reason for the error.

When the IV has successfully posted, you can navigate to the “**History**” tab to determine the Document ID given for the service billing. An email notification that will be sent to the Originator when the IV has successfully posted that will contain the Document ID as well.

On the day following the posting of the IV, you can confirm in Cognos using the Document ID obtained from the ePrint report that the service billing has been billed successfully using the Operating Ledger Transaction Search Query report located at

*HSC Finance > Transaction Detail > Operating Ledger Transaction Search Query*

Policy questions regarding the IV process can be directed to Accounting Services at [AccountingElp@ttuhsc.edu](mailto:AccountingElp@ttuhsc.edu). Training questions about FiTS can be directed to Finance Systems Management at [FSMElp@ttuhsc.edu](mailto:FSMElp@ttuhsc.edu).