



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.

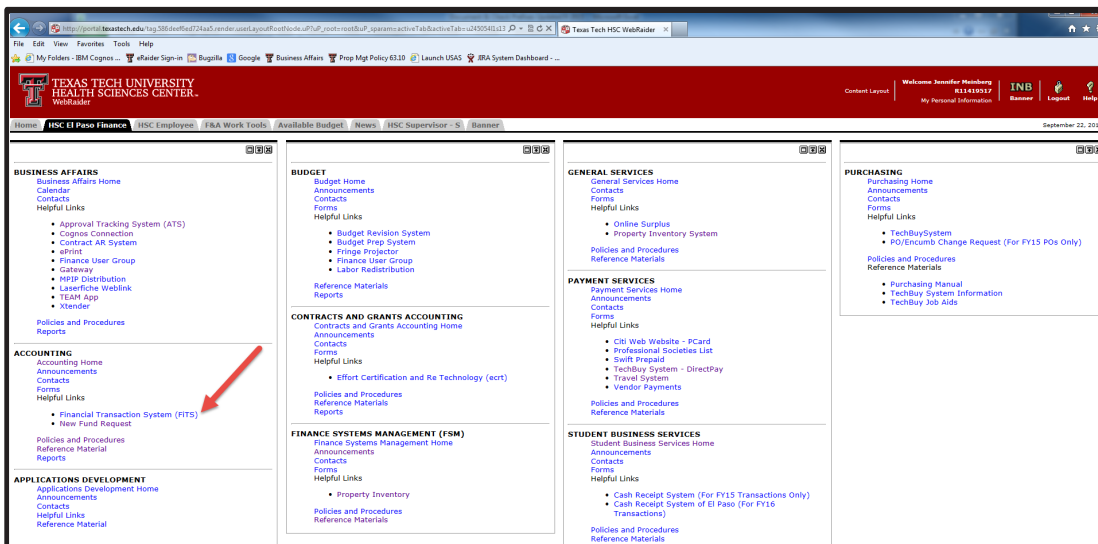
After review and approval, the system will load the Revenue JV to Banner. Functional review and final approvals are managed through FiTS. Transaction tracking, archiving, and retrieving of information related to the Revenue JV is managed within the system as well.

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

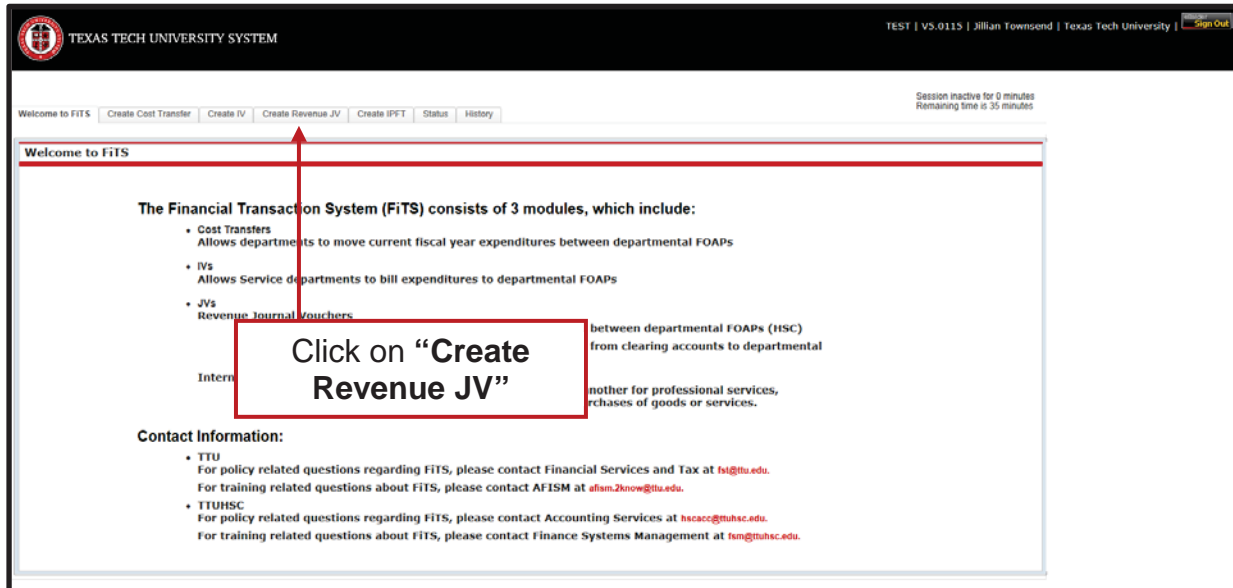
FiTS can be accessed from the WebRaider portal, HSC El Paso Finance, under Accounting.



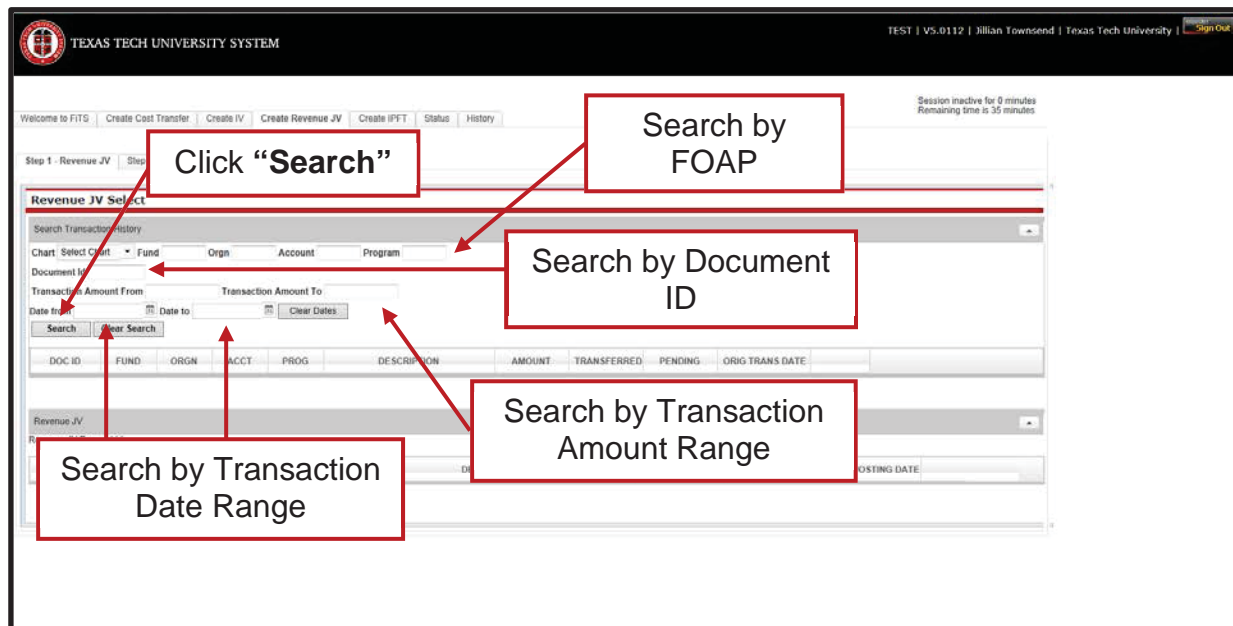


Creating a Revenue Journal Voucher

To begin a Revenue JV, click on the “**Create Revenue JV**” tab at the top of the webpage.



Begin each search by selecting “E” 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.





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**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).

DOC ID	FUND	ORGN	ACCT	PROG	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE
CZ000029	181045	301401	532200	40	HA096955 T 181044 NO VENDOR	(10.00)	0.00	0.00	2014/01/27
HA096926	181045	301401	532200	40	HEARING HA, BATTERIES	1,280.00	0.00	0.00	2013/09/13
HA096955	181045	301401	532200	40	MC 9/11/13 (B)BATTERIES	42.00	10.00	0.00	2013/09/13
HA097541	181045								09/23
HA097563	181045								09/23
HA097568	181045								09/23
HA098036	181045	301401	530300	40	HEARING AID	750.00	0.00	750.00	2013/09/27
HA098086	181045	301401	530300	40	VISA 9/28/13 (NW)	75.00	0.00	0.00	2013/09/27
HA098931	181045	301401	530300	40	HA	100.00	0.00	0.00	2013/10/04
HA098943	181045	301401	530300	40	HEARING AID	1,800.00	0.00	0.00	2013/10/07



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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.

Revenue JV Select

Search Transaction History

Chart: H Fund: 181045 Orgn: Account: Program:

Document Id: Transaction Amount From: Transaction Amount To:

Date from: Date to: Clear Dates

DOC ID	FUND	ORGN	ACCT	PROG	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE
CZ000029	181045	301401	532200	40	HA099955 T 181044 NO VENDOR	(10.00)	0.00	0.00	2014/01/27
HA099926	181045	301401	532200	40	HEARING HA, BATTERIES	1,280.00	0.00	0.00	2013/09/13
HA099955	181045	301401	532200	40	MC 9/11/13 (IB)BATTERIES	42.00	10.00	0.00	2013/09/13
HA097541	181045	301401	530300	40	HA	27.00	0.00	5.00	2013/09/23
HA097553	181045	301401	530300	40	MC 9/19/13 (RW) HEARING AID	2,400.00	0.00	2,400.00	2013/09/23
HA097568	181045	301401	530300	40	VISA 9/12/13 (RK)	49.95	0.00	0.00	2013/09/23
HA098036	181045	301401	530300	40	HEARING AID	750.00	0.00	750.00	2013/09/27
HA098086	181045	301401	530300	40	VISA 9/20/13 (NW)	75.00	0.00	0.00	2013/09/27
HA098631	181045	301401	530300	40	HA	100.00	0.00	0.00	2013/10/04
HA098643	181045	301401	530300	40	HEARING AID	1,800.00	0.00	0.00	2013/10/07

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.

Revenue JV Select

Search Transaction History

Chart: H Fund: 181045 Orgn: Account: Program:

Document Id: Transaction Amount From: Transaction Amount To:

Date from: Date to: Clear Dates

DOC ID	FUND	ORGN	ACCT	PROG	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE
CZ000029	181045	301401	532200	40	HA099955 T 181044 NO VENDOR	(10.00)	0.00	0.00	2014/01/27
HA099926	181045	301401	532200	40	HEARING HA, BATTERIES	1,280.00	0.00	0.00	2013/09/13
HA099955	181045	301401	532200	40	MC 9/11/13 (IB)BATTERIES	42.00	10.00	0.00	2013/09/13
HA097541	181045	301401	530300	40	HA	27.00	0.00	5.00	2013/09/23
HA097553	181045	301401	530300	40	MC 9/19/13 (RW) HEARING AID	2,400.00	0.00	2,400.00	2013/09/23
HA097568	181045	301401	530300	40	VISA 9/12/13 (RK)	49.95	0.00	0.00	2013/09/23
HA098036	181045	301401	530300	40	HEARING AID	750.00	0.00	750.00	2013/09/27
HA098086	181045	301401	530300	40	VISA 9/20/13 (NW)	75.00	0.00	0.00	2013/09/27
HA098631	181045	301401	530300	40	HA	100.00	0.00	0.00	2013/10/04
HA098643	181045	301401	530300	40	HEARING AID	1,800.00	0.00	0.00	2013/10/07



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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.

DOC ID	FUND	ORGN	ACCT	PROG	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE
HA099926	181045	301401	532200	40	HEARING HA BATTERIES	1,280.00	0.00	0.00	2013/09/13
HA099955	181045	301401	532200	40	MC 9/11/13 (BB)BATTERIES	42.00	10.00	0.00	2013/09/13
HA097541	181045	301401	530300	40	HA	27.00	0.00	5.00	2013/09/23
HA097563	181045	301401	530300	40	MC 9/19/13 (RW) HEARING AID	2,400.00	0.00	0.00	2013/09/23
HA097568	181045	301401	530300	40	VISA 9/12/13 (RK)	49.95	0.00	0.00	2013/09/23
HA099036	181045	301401	530300	40	HEARING AID	750.00	0.00	0.00	2013/09/27
HA099086	181045	301401	530300	40	VISA 9/20/13 (NW)	75.00	0.00	0.00	2013/09/27
HA099831	181045	301401	530300	40	HA	100.00	0.00	0.00	2013/10/04
HA099843	181045	301401	530300	40	HA	1,800.00	0.00	0.00	2013/10/07
HA099658	181045	301401	530300	40	HEARING HA BATTERIES	55.00	0.00	0.00	2013/10/04

Revenue JV
Revenue JV Request ID **RT000042**

DOC ID	CHART	FUND	ORGN	ACCT	PROG	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE
HA097563	H	181045	301401	530300	40	HA097563	HA097563 T xxxxxxxx NO VENDOR	2,400.00	D	09/23/2013	01/27/2014
HA097563	H	181045	301401	530300	40	HA097563	HA097563 F 181045 NO VENDOR	2,400.00	C	01/27/2014	01/27/2014

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.

Revenue JV Select

Search Transaction History

Chart H Fund 181045 Orgn Account Program

Document Id

Transaction Amount From Transaction Amount To

Date from Date to Clear Dates

Search Clear Search

DOC ID	FUND	ORGN	ACCT	PROG	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE
HA099926	181045	301401	532200	40	HEARING HA BATTERIES	1,280.00	0.00	0.00	2013/09/13
HA099955	181045	301401	532200	40	MC 9/11/13 (BB)BATTERIES	42.00	10.00	0.00	2013/09/13
HA097541	181045	301401	530300	40	HA	27.00	0.00	5.00	2013/09/23
HA097563	181045	301401	530300	40	MC 9/19/13 (RW) HEARING AID	2,400.00	0.00	0.00	2013/09/23
HA097568	181045	301401	530300	40	VISA 9/12/13 (RK)	49.95	0.00	0.00	2013/09/23
HA099036	181045	301401	530300	40	HEARING AID	750.00	0.00	0.00	2013/09/27
HA099086	181045	301401	530300	40	VISA 9/20/13 (NW)	75.00	0.00	0.00	2013/09/27
HA099831	181045	301401	530300	40	HA	100.00	0.00	0.00	2013/10/04
HA099843	181045	301401	530300	40	HA	1,800.00	0.00	0.00	2013/10/07
HA099658	181045	301401	530300	40	HEARING HA BATTERIES	55.00	0.00	0.00	2013/10/04

Revenue JV
Revenue JV Request ID **RT000042**

DOC ID	CHART	FUND	ORGN	ACCT	PROG	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE
HA097563	H	181045	301401	530300	40	HA097563	HA097563 T xxxxxxxx NO VENDOR	2,400.00	D	09/23/2013	01/27/2014
HA097563	H	181045	301401	530300	40	HA097563	HA097563 F 181045 NO VENDOR	2,400.00	C	01/27/2014	01/27/2014



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Revenue JV Select

Search Transaction History

Chart: H Fund: 181045 Orgn: Account: Program:

Document Id:

Transaction Amount From: Transaction Amount To:

Date from: Date to: Clear Dates

Search Clear Search

DOC ID	FUND	ORGN	ACCT	PROG	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE
HA099226	181045	301401	532200	40	HEARING HA BATTERIES	1,280.00	0.00	0.00	2013/09/13
HA099955	181045	301401	532200	40	MC 9/11/13 (BB)BATTERIES	42.00	10.00	0.00	2013/09/13
HA097541	181045	301401	530300	40	HA	27.00	0.00	5.00	2013/09/23
HA097563	181045	301401	530300	40	MC 9/19/13 (RW) HEARING AID	2,400.00	0.00	0.00	2013/09/23
HA097568	181045	301401	530300	40	VISA 9/12/13 (RK)	49.95	0.00	0.00	2013/09/23
HA099036	181045	301401	530300	40	HEARING AID	750.00	0.00	0.00	2013/09/27
HA099086	181045	301401	530300	40	VISA 9/20/13 (NW)	75.00	0.00	0.00	2013/09/27
HA099631	181045	301401	530300	40	HA	100.00	0.00	0.00	2013/10/04
HA099643	181045	301401	530300	40	HEARING AID	1,800.00	0.00	0.00	2013/10/07
HA099658	181045	301401	530300	40	MC 10/1/13 (SF) EARMOLD	55.00	0.00	0.00	2013/10/04

Revenue JV

Revenue JV Request Id: **RT000042**

DOC ID	CHART	FUND	ORGN	ACCT	PROG	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE
HA097563	H	181045	301401	530300	40	HA097563	HA097563 T 181044 NO VENDOR	2,400.00	D	09/23/2013	01/27/2014
HA097563	H			530300		HA097563	HA097563 F 181045 NO VENDOR	2,400.00	C		01/27/2014

Save Cancel

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.

Revenue JV Select

Search Transaction History

Chart: H Fund: 181045 Orgn: Account: Program:

Document Id:

Transaction Amount From: Transaction Amount To:

Date from: Date to: Clear Dates

Search **Clear Search**

DOC ID	FUND	ORGN	ACCT	PROG	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE
HA099226	181045	301401	532200					0.00	2013/09/13
HA099955	181045	301401	532200					0.00	2013/09/13
HA097541	181045	301401	530300					5.00	2013/09/23
HA097563	181045	301401	530300					0.00	2013/09/23
HA097568	181045	301401	530300	40	VISA 9/12/13 (RK)	49.95	0.00	0.00	2013/09/23
HA099036	181045	301401	530300	40	HEARING AID	750.00	0.00	0.00	2013/09/27
HA099086	181045	301401	530300	40	VISA 9/20/13 (NW)	75.00	0.00	0.00	2013/09/27
HA099631	181045	301401	530300	40	HA	100.00	0.00	0.00	2013/10/04
HA099643	181045	301401	530300	40	HEARING AID	1,800.00	0.00	0.00	2013/10/07
HA099658	181045	301401	530300	40	MC 10/1/13 (SF) EARMOLD	55.00	0.00	0.00	2013/10/04

Revenue JV

Revenue JV Request Id: **RT000042**

DOC ID	CHART	FUND	ORGN	ACCT	PROG	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE
HA097563	H	181045	301401	530300	40	HA097563	HA097563 T 181044 NO VENDOR	2,400.00	D	09/23/2013	01/27/2014
HA097563	H	181044	301401	530300	40	HA097563	HA097563 F 181045 NO VENDOR	2,400.00	C		01/27/2014

Edit Delete

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.



TEXAS TECH UNIVERSITY SYSTEM

TEST | VS.0116 | Jillian Townsend | Texas Tech University | Sign Out

Welcome to FITS | Create Cost Transfer | Create IV | Create Revenue JV | Create IPFT | Status | History

Session inactive for 0 minutes
Remaining time is 35 minutes

Step 1 - Revenue JV | Step 2 - Questions Attachments Comments | Step 3 - Finish

Revenue JV Select

Search Transaction History

Chart: Select Chart Fund Orgn Account Program

Document Id

Transaction Amount From

Date from Date to

Search Clear Search

DOC ID FUND ORGN ORIG TRANS DATE

Revenue JV

Revenue JV Request ID **RT000042**

DOC ID	CHART	FUND	ORGN	ACCT	PROG	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE
HA097563	H	181045	301401	530300	40	HA097563	HA097563 T 181044 NO VENDOR	2,400.00	D	09/23/2013	01/31/2014
HA097563	H	181044	301401	530300	40	HA097563	HA097563 F 181045 NO VENDOR	2,400.00	C		01/31/2014

Edit Delete

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 reclassified?

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.

TEXAS TECH UNIVERSITY SYSTEM

TEST | VS.0116 | Jillian Townsend | Texas Tech University | Sign Out

Welcome to FITS | Create Cost Transfer | Create IV | Create Revenue JV | Create IPFT | Status | History

Session inactive for 0 minutes
Remaining time is 35 minutes

Step 1 - Revenue JV | Step 2 - Questions Attachments Comments | Step 3 - Finish

Questions Attachments and Comments

RT000042

Questions

Edit Answers

Question

Why is the revenue being reclassified?

Attachments

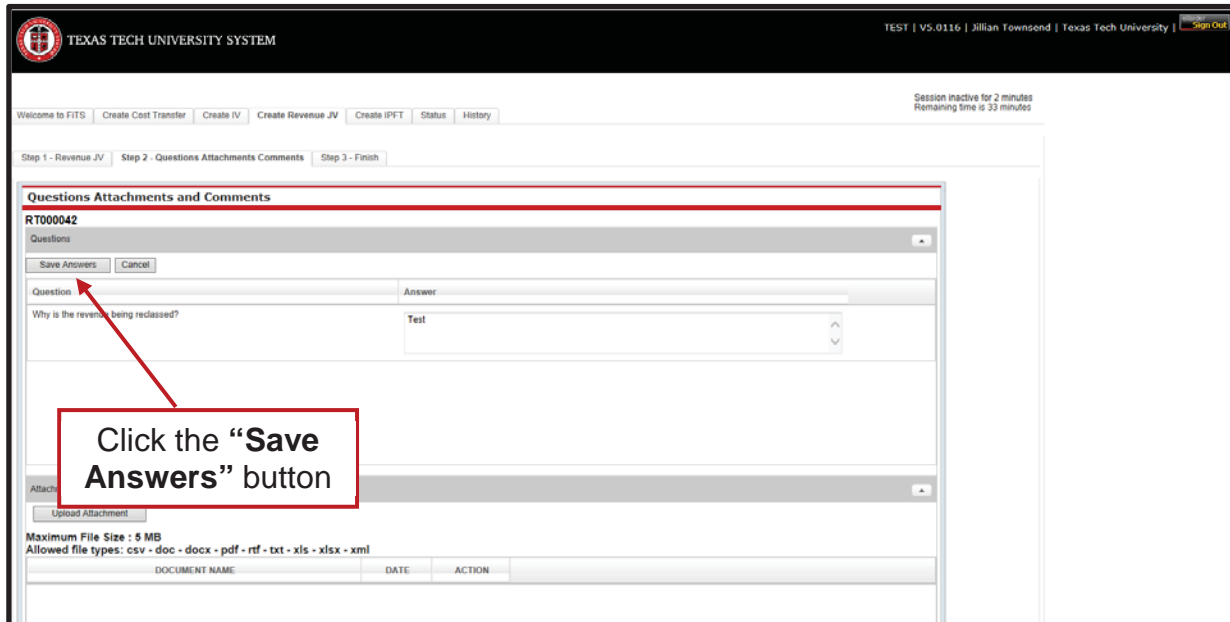
Upload Attachment

Maximum File Size : 5 MB
Allowed file types: csv - doc - docx - pdf - rtf - txt - xls -xlsx - xml

DOCUMENT NAME	DATE	ACTION
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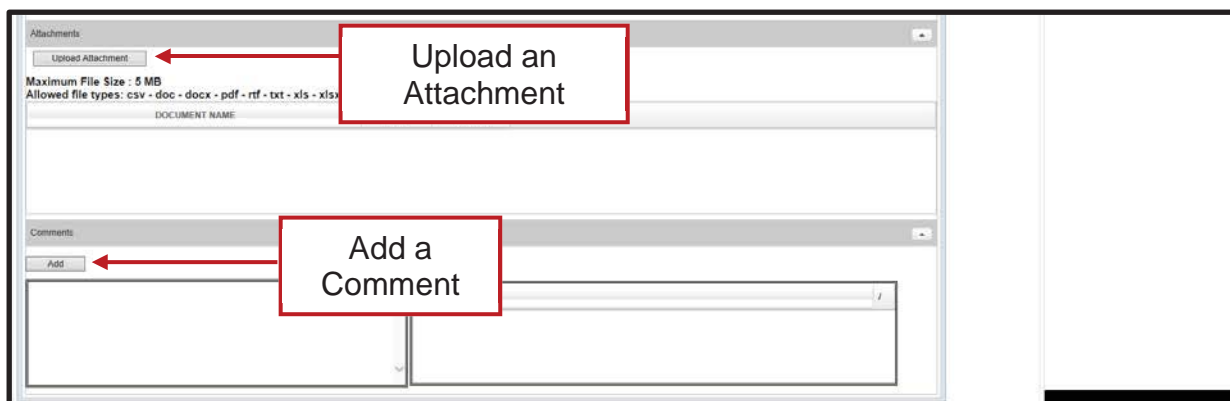
After completing the required question, click the **“Save Answers”** button.



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.

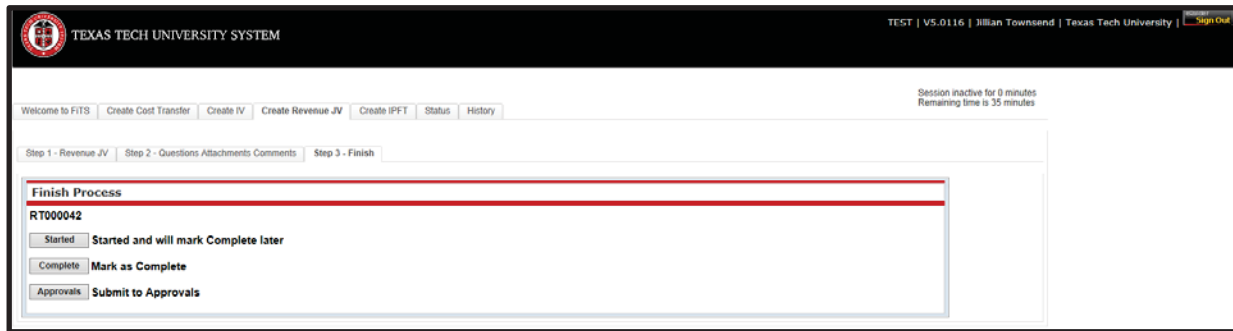


Attachments can be deleted after they have been added. Comments cannot be deleted after they have been added.

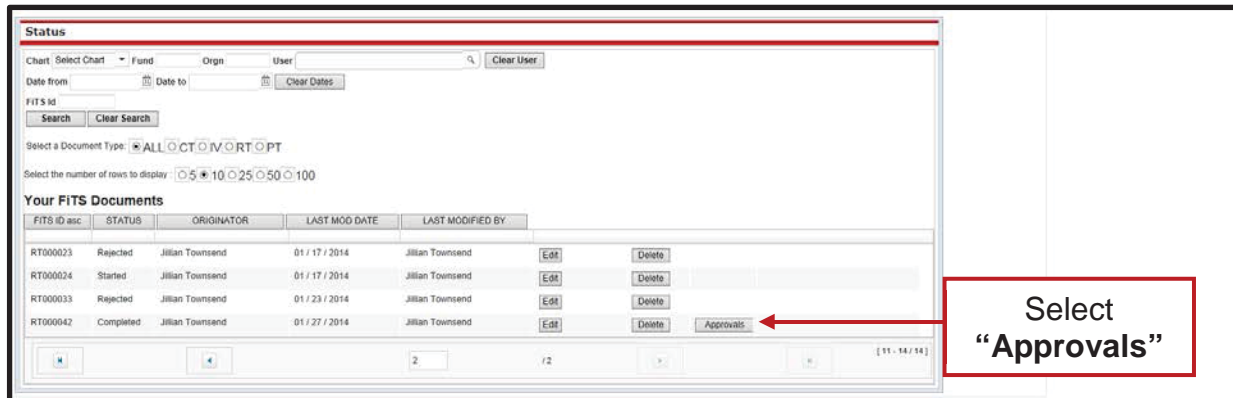


Once you have answered all of the required questions and added any additional attachments or comments, move to the final tab, “**Step 3 - Finish**”. The “**Step 3 - Finish**” tab allows you to perform a variety of different tasks. They are:

- 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.



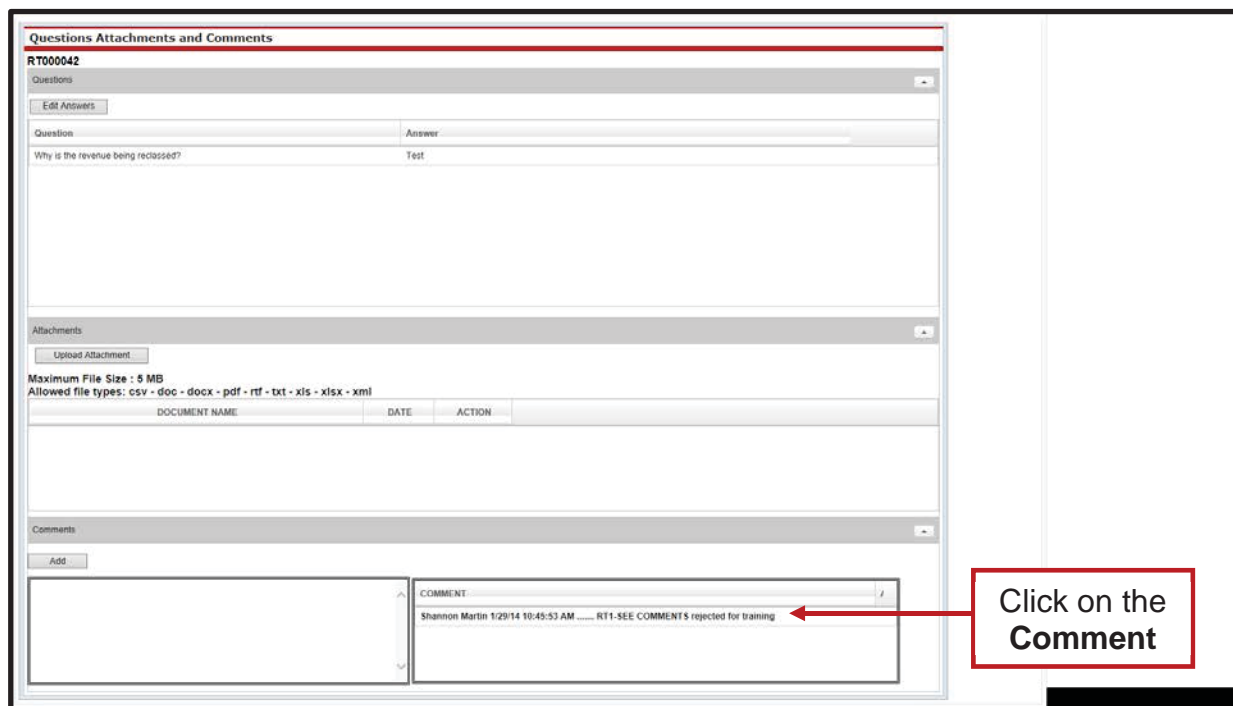
If you select “**Mark as Complete**”, this does not send the Revenue JV to approvals. In order to send the Revenue JV to approvals, navigate to the “**Status**” tab and locate your Revenue JV by the FiTS ID. Once located, select the “**Approvals**” button.



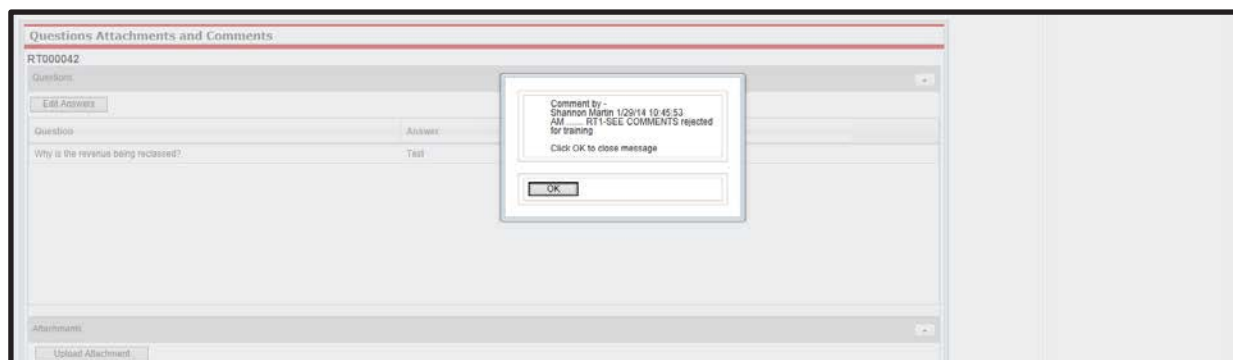


After the Revenue JV is submitted to approvals, Accounting Services will have the option to either Approve or Reject the Revenue JV. If errors or lack of justification are found, the Revenue JV can be rejected.

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.



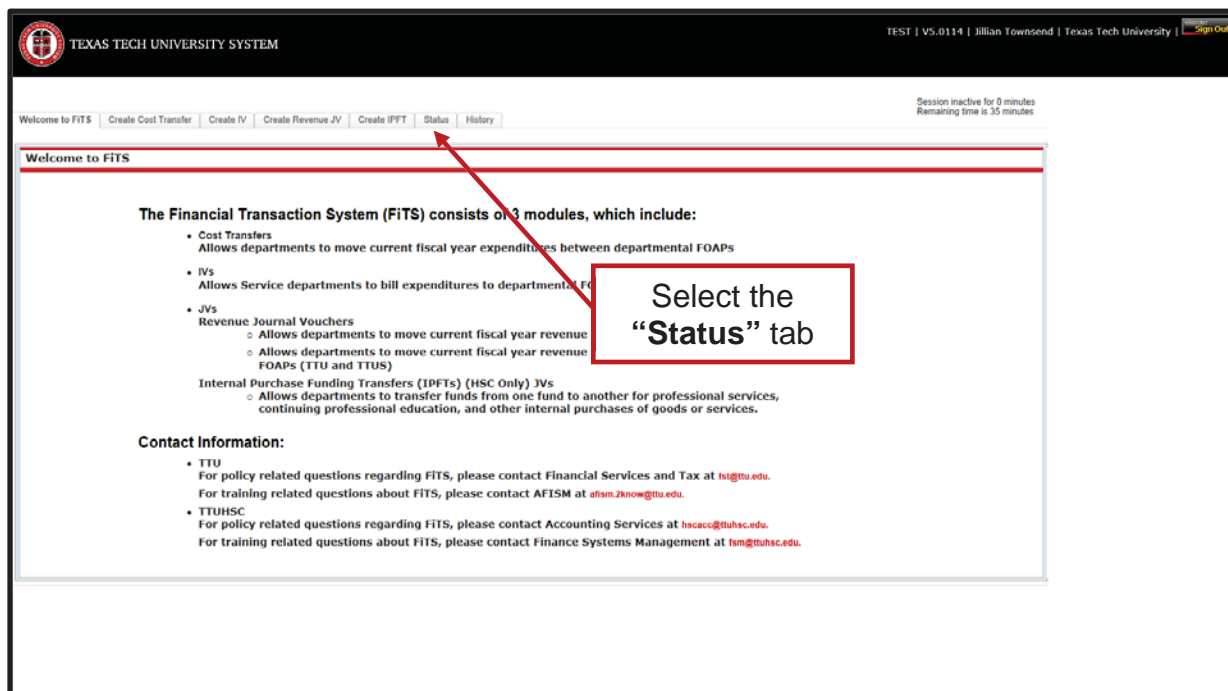


After reviewing the rejection reason and/or comments, modify the Revenue JV accordingly. After providing the requested information or making the requested changes, click on the “**Step 3 – Finish**” tab and select the “**Approvals**” button to send the rejected Revenue JV through the approval process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



TEXAS TECH UNIVERSITY SYSTEM

TEST | V5.0114 | Jillian Townsend | Texas Tech University | [Sign Out](#)

Welcome to FITS | [Create Cost Transfer](#) | [Create IV](#) | [Create Revenue JV](#) | [Create IFFT](#) | [Status](#) | [History](#)

Session inactive for 0 minutes
Remaining time is 35 minutes

Status

Chart: [Select Chart](#) Fund: _____ Orgn: _____ User: _____ [Clear User](#)

Date from: _____ Date to: _____ [Clear Dates](#)

FITS Id: _____ [Search](#) [Clear Search](#)

Select a Document Type: ALL OCT INV OPT

Select the number of rows to display: 5 10 25 50 100

Your FITS Documents

FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY		
RT000023	Rejected	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit	Delete
RT000024	Started	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit	Delete
RT000033	Rejected	Jillian Townsend	01 / 23 / 2014	Jillian Townsend	Edit	Delete

2 / 2

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".

TEXAS TECH UNIVERSITY SYSTEM

TEST | V5.0114 | Jillian Townsend | Texas Tech University | [Sign Out](#)

Welcome to FITS | [Create Cost Transfer](#) | [Create IV](#) | [Create Revenue JV](#) | [Create IFFT](#) | [Status](#) | [History](#)

Session inactive for 2 minutes
Remaining time is 33 minutes

Delete

You selected to delete the document RT000024.
Are you sure?

[OK](#) [Cancel](#)

Status

Chart: [Select Chart](#) Fund: _____ Orgn: _____ User: _____ [Clear User](#)

Date from: _____ Date to: _____ [Clear Dates](#)

FITS Id: _____ [Search](#) [Clear Search](#)

Select a Document Type: ALL OCT INV OPT

Select the number of rows to display: 5 10 25 50 100

Your FITS Documents

FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY		
RT000023	Rejected	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit	Delete
RT000024	Started	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit	Delete
RT000033	Rejected	Jillian Townsend	01 / 23 / 2014	Jillian Townsend	Edit	Delete

11 / 11 (11)

Click the "OK" button



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.

TEXAS TECH UNIVERSITY SYSTEM TEST | V5.0114 | Jillian Townsend | Texas Tech University | [Sign Out](#)

Welcome to FITS | [Create Cost Transfer](#) | [Create JV](#) | [Create Revenue JV](#) | [Create IPFT](#) | [Status](#) | [History](#) Session inactive for 0 minutes
Remaining time is 35 minutes

Step 1 - Revenue JV | Step 2 - Attachments Comments | **Approvals**

Approvals					
RT000040					
APPROVAL LEVEL	APPROVAL GROUP	APPROVERS	APPROVE/REJECT	APPROVED BY	APPROVAL DATE
FROM Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leigh Martin			
TO Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leigh Martin			
FROM Accountant Manager	Fund Class Group - H 18	Rebecca Agular Angela Marie Taylor			
TO Accountant Manager	Fund Class Group - H 18	Rebecca Agular Angela Marie Taylor			

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.

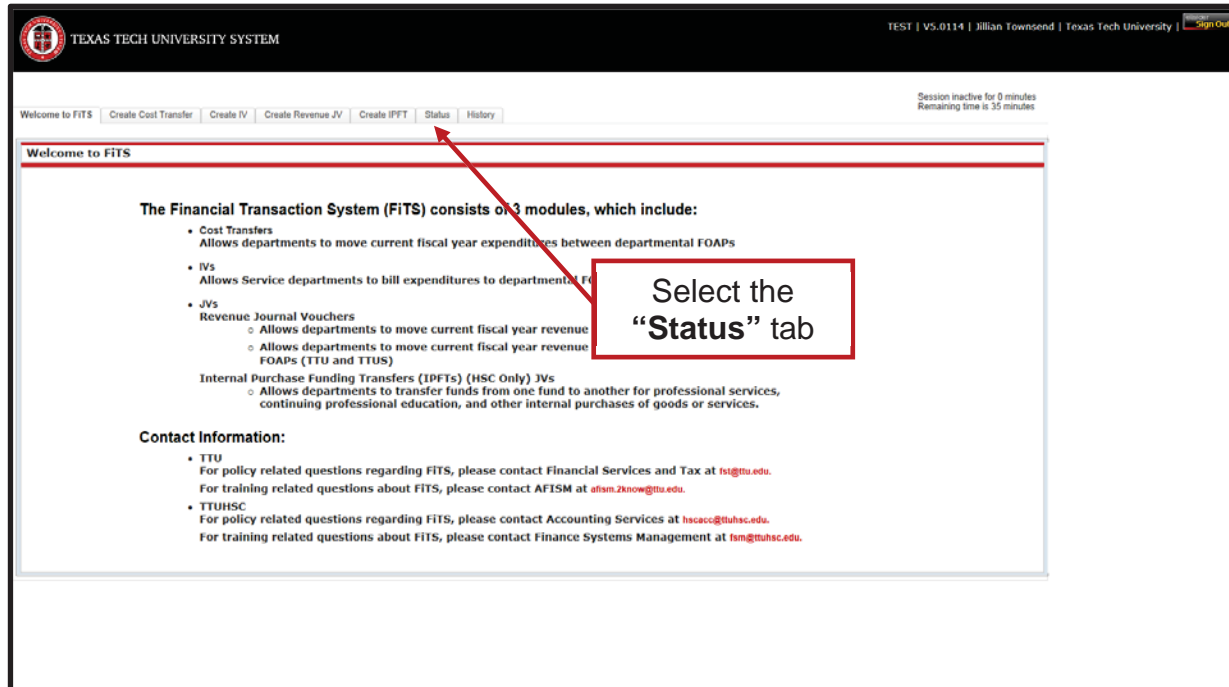
Revenue JVs that remain in the “**Status**” tab and have not been modified for 7 days will result in an email to the Originator informing them that the Revenue JV will be deleted the following Monday. To prevent the Revenue JV from being deleted, the Originator will need to make the necessary corrections 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 “E” for Health Sciences Center El Paso
- 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.



The screenshot shows the FITS system search interface. At the top, there are navigation links: "Welcome to FITS", "Create IPT", "Status", and "History". The main search area includes fields for "Chart", "Fund", "Orgn", and "User", each with a "Clear" button. Below these are "Date from" and "Date to" fields with a "Clear Dates" button. A "Search" button and a "Clear Search" button are also present. The "Your FITS Documents" table is visible below the search fields. Red callout boxes with arrows point to the "Fund", "Orgn", "User", "Date from", "Date to", "Search", and "Clear Search" buttons, with labels: "Search by Fund & Orgn", "Search by User", "Search by Date Range", "Search by Chart", and "Search by FiTS ID".

FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	Actions
CT000001		Jillian	01 / 17 / 2014	Jillian	Delete
CT000002		Jillian	01 / 17 / 2014	Jillian	Delete
CT000003		Jillian Townsend	01 / 22 / 2014	Jillian Townsend	Edit Delete Approvals
IV000001		Ricky Baker	01 / 21 / 2014	Ricky Baker	Edit Delete
IV000002		Carole Wardroup	01 / 15 / 2014	Carole Wardroup	Edit Delete
PT000021	Started	Jillian Townsend	01 / 27 / 2014	Carole Wardroup	Edit Delete
PT000059	Started	Jillian Townsend	01 / 22 / 2014	Jillian Townsend	Edit Delete
PT000072	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit Delete
PT000073	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit Delete
PT000074	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit Delete

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.

The screenshot shows the FITS system search interface. At the top, there are navigation links: "Welcome to FITS", "Create Cost Transfer", "Create IV", "Create Revenue JV", "Create IPT", "Status", and "History". The main search area includes fields for "Chart", "Fund", "Orgn", and "User", each with a "Clear" button. Below these are "Date from" and "Date to" fields with a "Clear Dates" button. A "Search" button and a "Clear Search" button are also present. The "Your FITS Documents" table is visible below the search fields. Red callout boxes with arrows point to the "Search" and "Clear Search" buttons, with labels: "Click 'Search' button" and "Click 'Clear Search' button".

FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	Actions
CT0001372	Rejected	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit Delete
CT0001373	Completed	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit Delete Approvals
CT0001374		Jillian Townsend		Jillian Townsend	Edit Delete Approvals
CT0001375		Ricky Baker		Ricky Baker	Edit Delete
CT0001376		Carole Wardroup		Carole Wardroup	Edit Delete
CT0001377		Carole Wardroup		Carole Wardroup	Edit Delete
CT0001378		Jillian Townsend		Jillian Townsend	Edit Delete
PT000072	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit Delete
PT000073	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit Delete
PT000074	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit Delete



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

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.

TEST | V5.0114 | Jillian Townsend | Texas Tech University | Sign Out

Welcome to FITS | Create Cost Transfer | Create IV | Create Revenue JV | Create IPFT | Status | History

Session inactive for 0 minutes
Remaining time is 35 minutes

Status

Chart: Select Chart Fund Orgn User Clear User

Date from Date to Clear Dates

FITS id Search Clear Search

Select a Document Type: ALL CT IV RT PT

Select the number of rows to display: 5 10 25 50 100

Your FITS Documents

FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY		
CT001372	Rejected	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit	Delete
CT001373	Completed	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit	Delete Approvals
CT001374	Completed	Jillian Townsend	01 / 22 / 2014	Jillian Townsend	Edit	Delete Approvals
IV000089	Star	Jillian Townsend	01 / 21 / 2014	Ricky Baker	Edit	Delete
IV000074	Star	Jillian Townsend	01 / 15 / 2014	Carole Wardroup	Edit	Delete
PT000021	Star	Jillian Townsend	01 / 27 / 2014	Carole Wardroup	Edit	Delete
PT000059	Star	Jillian Townsend	01 / 22 / 2014	Jillian Townsend	Edit	Delete
PT000072	Star	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit	Delete
PT000073	Star	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit	Delete
PT000074	Star	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit	Delete

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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.

TEST | V5.0114 | Jillian Townsend | Texas Tech University | Sign Out

Welcome to FITS | Create Cost Transfer | Create IV | Create Revenue JV | Create IPFT | Status | History

Session inactive for 0 minutes
Remaining time is 35 minutes

Status

Chart: Select Chart Fund Orgn User Clear User

Date from Date to Clear Dates

FITS id Search Clear Search

Select a Document Type: ALL CT IV RT PT

Select the number of rows to display: 5 10 25 50 100

Your FITS Documents

FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY		
CT001372	Rejected	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit	Delete
CT001373	Completed	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit	Delete Approvals
CT001374	Completed	Jillian Townsend	01 / 22 / 2014	Jillian Townsend	Edit	Delete Approvals
IV000089	Star	Jillian Townsend	01 / 21 / 2014	Ricky Baker	Edit	Delete
IV000074	Star	Jillian Townsend	01 / 15 / 2014	Carole Wardroup	Edit	Delete
PT000021	Star	Jillian Townsend	01 / 27 / 2014	Carole Wardroup	Edit	Delete
PT000059	Star	Jillian Townsend	01 / 22 / 2014	Jillian Townsend	Edit	Delete
PT000072	Star	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit	Delete
PT000073	Star	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit	Delete
PT000074	Star	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit	Delete

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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 screenshot shows the 'Status' section of the FiTS system. It includes search filters for Chart, Fund, Orgn, and User. Below the filters is a table titled 'Your FiTS Documents' with the following columns: FiTS ID asc, STATUS, ORIGINATOR, LAST MOD DATE, and LAST MODIFIED BY. The table contains 13 rows of data. A red box highlights the 'FiTS ID Document Number' column.

FiTS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY
CT001372	Rejected	Jillian Townsend	01 / 17 / 2014	Jillian Townsend
CT001373	Completed	Jillian Townsend	01 / 17 / 2014	Jillian Townsend
CT001374	Completed	Jillian Townsend	01 / 22 / 2014	Jillian Townsend
IV000069	Started	Jillian Townsend	01 / 21 / 2014	Ricky Baker
IV000074	Started	Jillian Townsend	01 / 15 / 2014	Carole Wardroup
PT000021	Started	Jillian Townsend	01 / 27 / 2014	Carole Wardroup
PT000059	Started	Jillian Townsend	01 / 22 / 2014	Jillian Townsend
PT000072	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend
PT000073	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend
PT000074	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend

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.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

- **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 screenshot shows the 'Status' page of the FITS system. At the top, there are navigation links: 'Welcome to FITS', 'Create Cost Transfer', 'Create IV', 'Create Revenue JV', 'Create IPFT', 'Status', and 'History'. Below these are search filters for Chart, Fund, Origin, and User. A table titled 'Your FITS Documents' is displayed with the following columns: FITS ID asc, STATUS, ORIGINATOR, LAST MOD DATE, LAST MODIFIED BY, and two columns for actions (Edit and Delete). The table contains 11 rows of data. Two red callout boxes are present: one labeled 'Revenue JV Status' pointing to the 'STATUS' column, and another labeled 'Revenue JV Action Options' pointing to the 'Edit' and 'Delete' buttons in the first row.

FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	Actions
CT001372	Rejected	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit Delete
CT001373	Completed	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit Delete Approvals
CT001374	Submitted	Jillian Townsend	01 / 28 / 2014	Jillian Townsend	Review
IV000069	Started	Jillian Townsend	01 / 21 / 2014	Ricky Baker	Edit Delete
IV000074	Started	Jillian Townsend	01 / 15 / 2014	Carole Wardroup	Edit Delete
PT000021	Started	Jillian Townsend	01 / 27 / 2014	Carole Wardroup	Edit Delete
PT000059	Started	Jillian Townsend	01 / 28 / 2014	Jillian Townsend	Edit Delete
PT000074	Started	Jillian Townsend	01 / 27 / 2014	Jillian Townsend	Edit Delete
RT000023	Rejected	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit Delete
RT000024	Started	Jillian Townsend	01 / 17 / 2014	Jillian Townsend	Edit Delete

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.

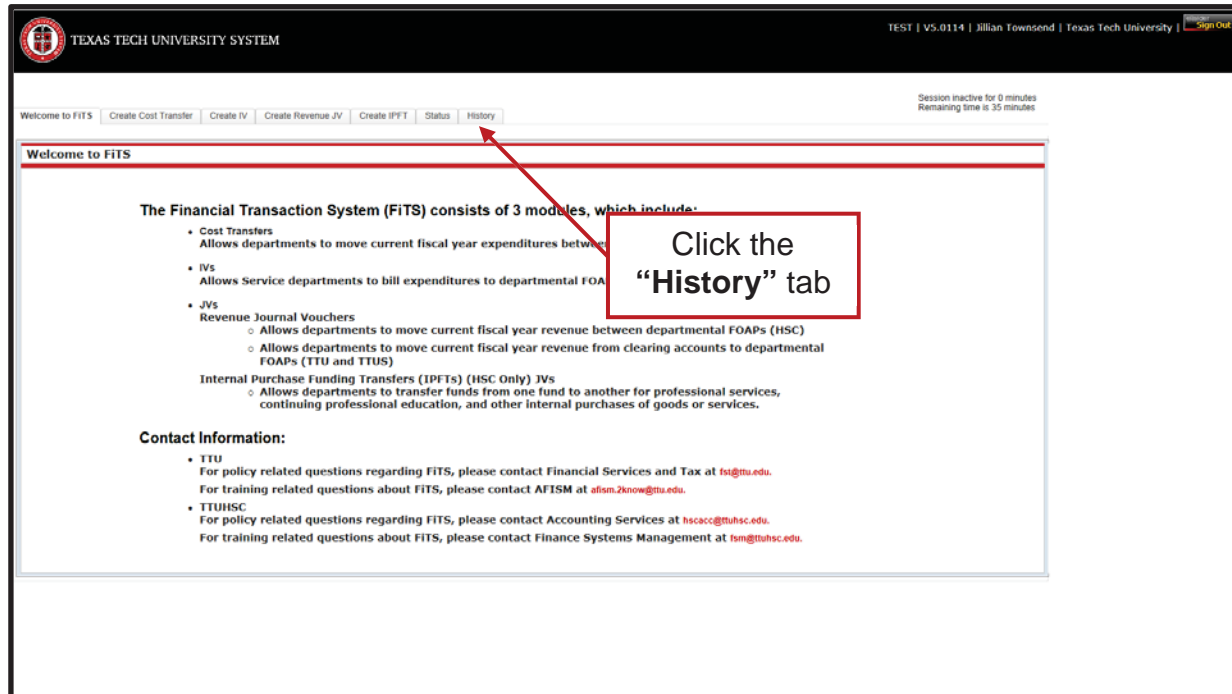
This screenshot is identical to the one above, showing the 'Status' page of the FITS system. Two red callout boxes are present: one labeled 'Revenue JV Originator' pointing to the 'ORIGINATOR' column, and another labeled 'Last Modification Date & User' pointing to the 'LAST MOD DATE' and 'LAST MODIFIED BY' columns.



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.

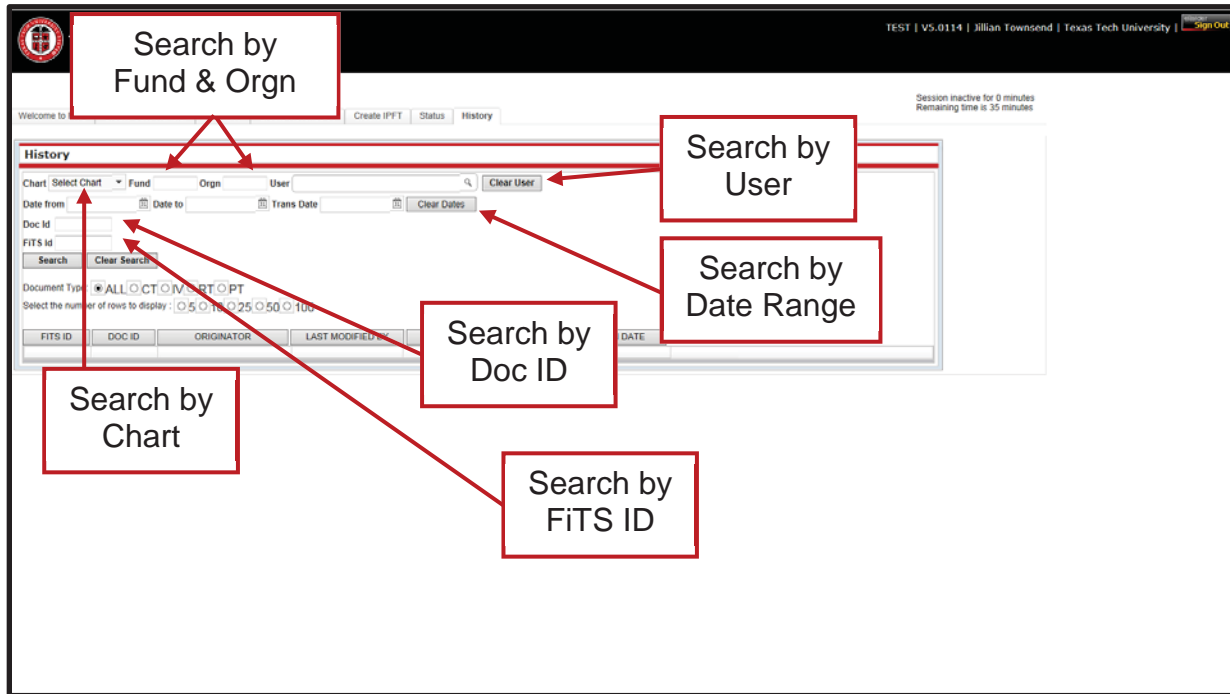


The **“History”** tab does not automatically populate with any Revenue JVs.

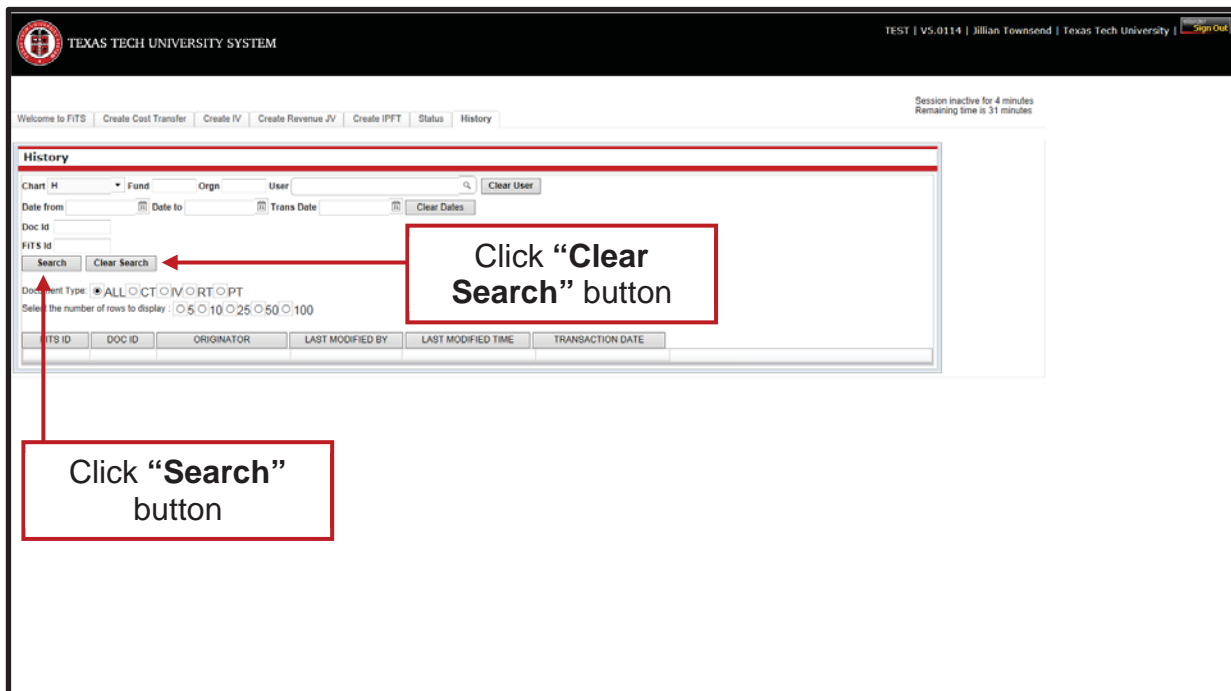
User can search for a specific Revenue JV the following ways:

- By Chart: Use “E” for Health Sciences Center El Paso
- 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.





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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.

Session inactive for 12 minutes
Remaining time is 23 minutes

Welcome to FiTS | Create Cost Transfer | Create IV | Create Revenue JV | Create IPFT | Status | History

History

Chart: H Fund: Orgn: User: Clear User

Date from: Date to: Trans Date: Clear Dates

Doc Id:

FiTS Id: Search Clear Search

Document Type: ALL CT IV RT PT

Select the number of rows to display: 5 10 25 50 100

FiTS ID asc	DOC ID	ORIGINATOR	LAST MODIFIED BY	LAST MODIFIED TIME	
CT000016	CA000001	Ida Butler	Lisa Castillo	06 / 03 / 2013	View
CT000017	CA000004	Vicki Clayton	Michael Burns	06 / 05 / 2013	View
CT000019	CA000003	Vicki Clayton	Vicki Clayton	06 / 03 / 2013	View
CT000025	CA000001	Angela Taylor	Michael Burns	06 / 17 / 2014	View
CT000026	CA000001	Angela Taylor	Michael Burns	06 / 17 / 2014	View
CT000034	CA000001	Angela Taylor	Michael Burns	06 / 17 / 2014	View
CT000039	CA000009	Angela Salmon	Angela Salmon	06 / 10 / 2013	View
CT000040	CA000006	Erin Woods	Lisa Castillo	06 / 10 / 2013	View
CT000046	CA000010	Yunan Diaz	Yunan Diaz	06 / 11 / 2013	View
CT000047	CA000008	Erin Woods	Erin Woods	06 / 11 / 2013	View

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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.

Session inactive for 14 minutes
Remaining time is 21 minutes

Welcome to FiTS | Create Cost Transfer | Create IV | Create Revenue JV | Create IPFT | Status | History

History

Chart: H Fund: Orgn: User: Clear User

Date from: Date to: Trans Date: Clear Dates

Doc Id:

FiTS Id: Search Clear Search

Document Type: ALL CT IV RT PT

Select the number of rows to display: 5 10 25 50 100

FiTS ID asc	DOC ID	ORIGINATOR	LAST MODIFIED BY	LAST MODIFIED TIME		
RT000014	C2000004	Chance Riggins	Chance Riggins	01 / 16 / 2014	01 / 17 / 2014	View
RT000015	C2000001	Shannon Martin	Shannon Martin	01 / 16 / 2014	01 / 16 / 2014	View
RT000016	C2000002	Angela Taylor	Michael Burns	01 / 16 / 2014	01 / 16 / 2014	View
RT000018	C2000003	Angela Taylor	Angela Taylor	01 / 17 / 2014	01 / 17 / 2014	View
RT000019	C2000005	Michael Burns	Michael Burns	01 / 17 / 2014	01 / 17 / 2014	View
RT000022	C2000006	Shannon Martin	Shannon Martin	01 / 17 / 2014	01 / 17 / 2014	View
RT000027	C2000008	Michael Burns	Michael Burns	01 / 22 / 2014	01 / 22 / 2014	View
RT000031	C2000011	Shannon Martin	Shannon Martin	01 / 22 / 2014	01 / 22 / 2014	View
RT000032	C2000010	Shannon Martin	Shannon Martin	01 / 22 / 2014	01 / 22 / 2014	View
RT000035	C2000022	Angela Taylor	Shannon Martin	01 / 23 / 2014	01 / 23 / 2014	View

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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 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.

The screenshot displays the 'History' section of the FiTS system. A table lists records with columns: FiTS ID asc, DOC ID, ORIGINATOR, LAST MODIFIED BY, LAST MODIFIED TIME, and TRANSACTION DATE. Red callout boxes point to specific fields: 'FiTS ID Document Number' points to the first column, 'Click "View"' points to the 'View' button, 'Posting Date' points to the 'TRANSACTION DATE' column, 'Last Modification Date & User' points to the 'LAST MODIFIED BY' and 'LAST MODIFIED TIME' columns, and 'Doc ID Number' points to the 'DOC ID' column.

FiTS ID asc	DOC ID	ORIGINATOR	LAST MODIFIED BY	LAST MODIFIED TIME	TRANSACTION DATE	View
RT000014	C2000004	Chance Riggins	Chance Riggins	01/16/2014	01/17/2014	View
RT000015	C2000001	Shannon Martin	Shannon Martin	01/16/2014	01/16/2014	View
RT000016	C2000002	Angela Taylor	Michael Burns	01/16/2014	01/16/2014	View
RT000019	C2000003	Angela Taylor	Angela Taylor	01/17/2014	01/17/2014	View
RT000019	C2000005	Michael Burns	Michael Burns	01/17/2014	01/17/2014	View
RT000022	C2000006	Shannon Martin	Shannon Martin	01/17/2014	01/17/2014	View
RT000027	C2000008	Michael Burns	Michael Burns	01/22/2014	01/22/2014	View
RT000031	C2000011	Shannon Martin	Shannon Martin	01/22/2014	01/22/2014	View
RT000032	C2000010	Shannon Martin	Shannon Martin	01/22/2014	2014	View
RT000032	C2000010	Shannon Martin	Shannon Martin	2014	2014	View

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.