TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Finance Systems Management

Interdepartmental Billing (IV) Quick Start Guide

The IV module of the Financial Transaction System (FiTS) allows service departments (funds beginning with 19) to bill for goods and services provided to other departments.

IV operating policy and procedure information is available in HSC OP 50.17, Establishment and Operation of Service Departments.

FiTS and related training documentation can be accessed from the WebRaider portal, Business Affairs tab, Links to Financial Systems portlet, under System Links or through the following links:

FiTS
FiTS Information

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 – Attachments Comments

- Adding attachments and/or comments is optional

Step 3 – Finish

- Click Submit for processing

Verifying an IV request processed successfully requires various steps:

Step 1 – Status

- Navigate to the Status tab to confirm that the IV posted with no errors
    - IV Not Present - The IV posted successfully (see History and Cognos Report below)
    - IV Present - The IV did not post as indicated by the error message, Errors in Gateway — Review ePrint (see ePrint Report below)

Step 2 – History

- Navigate to the History tab to determine the Banner Document ID assigned to the service billing (the Banner Document ID will also be contained in an email notification sent to the Originator or the ePrint Report when the IV has posted successfully)

Step 3 – ePrint Report

- Access the ePrint report to determine the specific reason for any processing errors at: https://eprint.texastech.edu/cgi-bin/eprint.cgi

- Correct errors and repeat processing steps as appropriate

Step 4 – Cognos Report (one day following successful posting of the IV)

- Generate a Cognos Report (utilizing the Document ID obtained above) to confirm that the IV posted successfully (and correctly) at: HSC Finance > Transaction Detail > Operating Ledger Transaction Search Query

Policy questions regarding the IV process can be directed to Accounting Services at hscacc@ttuhsc.edu.

Training questions about FiTS or access to a System ID can be directed to Finance Systems Management at fsm@ttuhsc.edu.