Revenue Journal Vouchers (RT) Quick Start Guide

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Finance Systems Management

The Revenue Journal Voucher (RT) module of the Financial Transaction System (FiTS) allows departments to move current fiscal year revenues between departmental FOAPs where the **F**und, **O**rganization, **A**ccount, and **P**rogram are required codes.

FiTS and related training documentation can be accessed from:
- FiTS
- WebRaider portal > Business Affairs tab, Links to Financial Systems > Financial Transaction System (FiTS)
- FiTS Information

Processing a Revenue Journal Voucher (JV) through FiTS requires three steps:

Step 1 - Revenue JV
- Select Chart H from the Chart drop-down box
- Search for current fiscal year revenues to be transferred
  - By FOAP (Fund and/or Orgn, Account, Program, or entire FOAP) or
  - By Document ID (complete or partial Document ID) or
  - By Transaction Amount (specific amount or range of amounts using the Transaction Amount From and/or Transaction Amount To fields)
  - By Transaction Date Range
- Select the transactions you want to transfer
- Scroll down to see the selected transactions and use the arrows at the bottom of the Search History section to see other transactions
- Click **Edit** to enter the FOAP that the revenue will be transferred to
- Type the amount you want to transfer (can be the total amount of the revenue or a partial amount)
- Click **Save**
- Repeat the process to add more transactions or scroll to the top of the page and click the Step 2 tab

Step 2 – Questions Attachments Comments
- Click **Edit Answers** and answer required questions with clear and adequate information, click **Save Answers**
- Adding attachments and/or comments is optional
- Scroll to the top of the page and click the **Step 3** tab

Step 3 – Finish
- Click **Approvals** to begin the approval routing process

Email notifications from the 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 hscacc@ttuhsc.edu.

Training questions about FiTS can be directed to Finance Systems Management at fsm@ttuhsc.edu.