TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

**Finance Systems Management** 

The IV module of the Financial Transactions System (FiTS) allows Service departments (funds beginning with 19) to bill for goods and services provided to other departmental FOAPs (Fund-Organization-Account-Program-Activity). The Fund, Organization, and Account fields are 6-digit required codes, the Program field is a 2-digit required code.

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

After successful submission, the system will load the IV to Banner. Transaction tracking, archiving, and retrieving of information related to the IV is managed within the system as well.

FiTS allows a Service department to do the following:

- Start an IV
- Resume completion of an IV
- Submit an IV
- Review the Status of an IV
- Review the History of an IV

The system can be accessed from:

- <u>FiTS</u>
- <u>WebRaider portal</u> > Business Affairs tab > Links to Financial Systems > System Links > Financial Transaction System (FiTS)

TEXAS TECH UNIVERSITY	Business Affairs		
WebRaider	HSC / Business Affairs		
Home			
Employee	Commonly Used Links	Links to Einancial Systems	Other Resources
Available Budget <	Commonly Osed Links	Links to Financial Systems	Other Resources
	Commonly Used Links	System Links	
F&A Work Tools	Calendar	Cash Receipts	Click
Payroll & Tax	Cognos	Chrome River	inancial Transaction
	Forms Center	Cognos	
Business Affairs	News Center	Contract AR/Billing	System (FITS)
Supervisor	Training Center	Contracting	
Supervisor	User Groups	Effort Certification and Reporting Technolog (ecrt)	Property
My Content		ePrint	Purchasing
	Department Homepages	Financial Manager Change Request	Purchasing Card
Cognos	Accounting Services	Financial Transaction System (FiTS)	Havel
Facilities & Safety	Rusinger Affairs	Fleet Certification	Training and Other Bosources
	Contracting	Fund Maintenance System	Approved Membershin List
News	Finance Systems Management	Gateway	Cash Fund
	General Services	Laserfiche Weblink	Cash Receipts
	Parking Services (Lubbock)	Merchant Account	Contracting Templates and Guidance
	<b>3</b> ( <b>111</b> )	Package Tracking	Sondasting remplates and Suldance

## **Creating an IV**

To begin an IV, click the **Create IV** tab at the top of the webpage.

TEXAS TECH UNIVERSITY SYSTEM
Welcome to FiTS Create Cost Transfer Create IV Create IPFT Status History Welcome to FiTS
The Click create IV ents to move current fiscal year expenditures between departmental FOAPs

Select the System ID you would like to bill on from the drop-down box labeled Select System ID. This drop-down box will be populated with all the System IDs that an individual user is currently authorized to bill. If a System ID is not populated please contact Financial Systems Management at <u>fsm@ttuhsc.edu</u>.

тех	AS TECH UNIVE	RSITY SYS	STEM				
Welcome to FiTS	Create Cost Transfer	Create IV	Create Revenue JV	Create IPFT	Status	History	
Step 1 - IV Step 1 - IV	ep 2 - Attachments Comm	ents Step	3 - Finish				
Select System Select Sy HLIBRAR HMEDPHO HTELEVO	ID  stem ID f DT X		Select Syster	n ID			

Once a System ID is selected, the screen will display the Revenues and Expenses sections where the service billing information can be entered. In the Revenues section, the Non Inter Chart radio button signifies that all the expense lines will be on Chart H FOPs. The Inter Chart radio button signifies that at least one expense line will be on a chart other than H.

The Non Inter Chart radio button is automatically selected by the system. Before this can be changed, a revenue line must be entered. Select the appropriate **Chart** and enter the **Revenue FOAP**, **Description**, and **Amount**.

Click Add to add the revenue line to your service billing.

IV Selec	t						
HMEDPHO Select User IV Request to Revenues	r d	*	E De	nter I escrij	Rever otion,	nue FOAP, & Amount	New Description Replace Description Replace Entire Description Edit
Non Inter Inter Char Revenue Tota	Chart t al Amount: <b>0.0</b>	D			Ļ		Click Add
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT D/C
H •	191006	511541	530500	60		Test	5.00 C Add Clear

After a revenue line is added, an IV Request ID (FiTS ID) is assigned. The FiTS ID can be used to track the IV in the Status and History tabs.

IV Selec	t								
HMEDPHO Select User	T IV032964	• •	_	FiTS	ID				New Description Replace Description Replace Entire Description Edit
Revenues									
Non Inter C     Inter Chart     Revenue Tota	Chart : I Amount: <b>5.0</b>	0 Credits d	lo not equ	al the Debi	ts				
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT	D/C	
н	191006	511541	530500	60		Test	5.00	С	Edit Delete

At this time, or at any time during the data entry, if your service billing needs to include Inter Chart expenses, the Inter Chart radio button can be selected.

After you have entered the revenue line for your billing, you can continue to the Expenses section of the IV. In this section, you will enter each department FOAP that you will be charging for goods or services provided. Enter the **FOAP**, **description of expense**, and **amount** to be billed in the respective fields.

Click **Add** to add the expense line to your service billing. Continue adding lines until all of the departmental FOAPs you are billing have been added.

#### Interdepartmental Billing (IV) Training

IV Select																	
											New	Description					
HMEDPHOT		•									Renla	ce Description					
Select User		•		Replace Description													
IV Request Id I	V032964											Replace	Entire De	escription	Edr	L .	
Revenues																	
Non Inter Ch	hart																
Inter Chart																	
Revenue Total /	Amount: <b>5.00</b>	) Credits d	lo not equa	al the Debit	s												
CHART	FUND	ORGN		<b>F</b> . ( . )	-				AMOUNT	D/C							
н	191006	511541		Ente	r Expe	ense	FOAP,		5.00	с	Edit	Delet	•				
			E D	escri	ption.	. and	Amount			C		01	1				
Н			_			,					1 1						
•			_							C	lick	Add					+
Expenses										_		_					
Expense Total A	Amount: <b>0.00</b>	Debits do	o not equal	the Credit	5	/					T						
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DI	ESCRIPTION		AMOUNT	D/C							-
н	181388	201193	730000	40		Test			5.00	D	Add	Clear					
4																	×.

When adding expense FOAPs to the billing, the system will present a notification for FOAPs that do not have available budget to cover the amount requested to be billed by displaying the following error when trying to add the line.

Welcome to FITS         Create Cost Transfer         Create IV         Create Revenue JV         Create IPFT           Step 1 - IV         Step 2 - Attachments         Step 3 - Finish	Document IV032964 has this error -     -* Warning * No balance     information found in FGBBAVL for     H 181382 c1193 7010 40 in fiscal     year 20
IV Select Click <b>OK</b> to fix	Click OK and then fix the errors.
	w Description
IV Request Id IV032964	Replace Entire Description Edit

If a budget error appears, the popup message will indicate the FOAP with the error. Contact the department responsible for the FOAP and request a Budget Revision (BR) be submitted through the online Budget Revision System to budget funds in the proper Budget Account Code (BAC) in order for the line to be added. The FOAP cannot be added to the IV until the BR has been processed and there is sufficient budget to cover the expense.

Non Inter Chart and Inter Chart expense FOAPs can be combined on one service billing IV.

In order to add Inter Chart expense lines to the billing, you must select the Inter Chart radio button.

IV Select		
HMEDPHOT Select User Select Template IV Request Id IV032963	* * *	New Description Replace Description Replace Entire Description Edit
Revenues Non Inter Chart Inter Chart Revenue Total Amount: 1.00	Select Inter Cha radio button	art

Once the Inter Chart radio button has been selected, the Inter Chart expense FOAPs can be entered. To add an Inter Chart expense line, select the chart that corresponds to the FOAP that is being billed. Then enter the **Inter Chart Expense FOAP**, **Description**, and **Amount**.

When an Inter Chart expense line is added, a revenue line will be automatically added to the Revenues section of the IV. This is done in order to apply the correct rule codes (HX6 or HX9) to the entry behind the scenes depending on which chart(s) are being billed.

IV Select	t													
HMEDPHOT	т	•							New	Description				
Select User		-		Replace Description										
Select Temp	olate	-		Replace Entire Description 🗆 Edit										
IV Request Id IV032963														
Revenues														
ONN Inter C	Chart													
Inter Chart														
Revenue Tota	I Amount: 2.0	0												
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT	D/C						
н	191006	511541	530500	SV		TEST	1.00	С	Edit		Corresponding			
н	191006	511541	530500	SV		INTER CHART T - IV032963	1.00	С	Edit	←	Inter Chart			
•														
Expenses											Expense lines			
Expense Total	Amount: 2.0	0												
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT	D/C			1			
н	181388	201193	730000	60		TEST	1.00	D	Edit	Delete				
T	16A050	B59000	7C0902	100		TEST	1.00	D	Edit	-				

The revenue line(s) will be automatically adjusted when Inter Chart expense lines are added to the billing. This is done to ensure the total of the Inter Chart revenue lines equal the total amount of all the Inter Chart expense lines.

The Inter Chart revenue line(s) are automatically given a system generated description referencing the chart that is being billed, along with the FiTS ID number of the IV. This description can easily be changed, if needed, using the Edit button to the right of the revenue line(s). Once you have edited the description, click **Save**.

IV Selec	t									
HMEDPHO Select User Select Temp IV Request Id	T plate 1 <b>IV032963</b>	• •							New Description Replace Description Replace Entire Description Ed	it
Revenues										
●Non Inter C ●Inter Chart Revenue Tota	Chart t Il Amount: <b>2.0</b>	0				Edit Description		С	Click Save	
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESC IPTION	AMOUNT	D/C		
н	191006	511541	530500	SV	_	TEST	1.00	с		
н	191006	511541	530500	SV	_ [	INTER CHART T - IV032963	1.00	С	Save	
4										E E
Expenses										
Expense Tota	I Amount: 2.0	0								
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT	D/C		
н	181388	201193	730000	60		TEST	1.00	D	Edit Delete	
т	16A050	B59000	7C0902	100		TEST	1.00	D	Edit Delete	

After all of the necessary revenue and expense lines to complete the service billing have been entered, ensure the Revenue Total Amount (Credits) equals the Expense Total Amount (Debits). If they do not equal, the Revenue and Expense Total Amount will indicate the difference with a message.

IV Select	
HMEDPHOT   Select User  V Request Id IV032964	Posting Date : © Current Date 04/27/2020 Replace Entire Description Edit
Revenues	
<ul> <li>Non Inter Chart</li> <li>Inter Chart</li> <li>Revenue Total Amount: 5.00 Credits do not equal the Debits</li> </ul>	
CHART FUND ORGN ACCT PROG	CTIVIL DESCRIPTION AMOUNT D/C
H 191006 511541 530500 60 H	Messages indicate <b>Revenue Total Amount</b> and <b>Expense Total</b> Amount do not equal
Expense Total Amount: 0.00 Debits do not equal the Credits	
CHART FUND ORGN ACCT PROG A	CTIVITY DESCRIPTION AMOUNT D / C
H 181388 201193 730000 40	Test 5.00 D Add Clear

If the billing takes place during the 10-day period at the beginning of a month, users have the option to back date the billing in order for it to be posted in the prior month. Select either the **Prior EOM (End of Month)** or **Current Date** radio button.

Welcome to FiTS	Create Cost Transfer	Create IV	Create Revenue JV	Create IPFT	Status History		
Step 1 - IV Ste	p 2 - Attachments Comn	nents Step	3 - Finish				
IV Select							
НМЕДРНОТ	•						Select Current Date or
Select User	•		Po	osting Date : C	rior EOM urrent Date 04/27/20	20	Prior End of Month
Coloct Tomplete	<b>•</b>						

Once confirmation is made that the Revenue Total Amount is equal to the Expense Total Amount, continue to the Step 2 – Attachments Comments tab. In this section, **upload attachment(s)** (in one of the allowed file types) to provide additional information regarding the IV, if needed.

To add a comment, type the text into the box, then click **Add** to save the comment.

Attachments and Comments		
Attachments Upload Attachment Maximum File Size : 5 MB Allowed file types: csv - doc - docx - pdf - rtf - txt - xls - xlsx - xm	load nent	
DOCUMENT NAME	DATE	ACTION
Click Add Comment	CO	MMENT

After the optional attachments or comments have been added, 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 (Started and will mark Complete later)
  - Saves your progress but will not mark the IV as complete.
  - Once clicked, it will take you back to a blank Step 1 IV tab to begin a new IV, if desired.
  - To mark the IV as Complete after clicking this option, search for the IV in the Status tab (instructions located below).
- Complete (Mark as Complete)
  - Marks the IV as complete in the system, but will not submit the IV for processing.
  - To submit the IV for processing after clicking this option, search for the IV in the Status tab (instructions located below).
- Submit (Submit For Processing)
  - Sends the IV for processing through Gateway.

#### Interdepartmental Billing (IV) Training

Step 1 - IV S	tep 2 - Attachments Comments Step 3 - Finish
Finish Pro	DCess
IV032963	
Started	Started and will mark Complete later
Complete	Mark as Complete
Submit	Submit For Processing

Selecting the **Complete** (Mark as Complete) <u>does not</u> send the IV for processing. In order to send the IV for processing, navigate to the Status tab and locate your IV by the FiTS ID. Once located, select **Submit**.

Welcome to FiTS	Create Cost Trans	fer Create IV	Create Revenue JV	Create IPFT Sta	us History			
Status								
Chart Select Ch	art 👻 Fund	Orgn	User		۹ Clear	r User		
Date from	🛱 Dat	te to	Clear Dates					
Select a Docume Select the numbe	Clear Search nt Type: ALL C r of rows to display : ( Documents	CT⊛IVORTOPT ©5⊛10©25©5	r 0⊜100					Select Submit
FITS ID asc	STATUS	ORIGINATOR	LAST MO	D DATE LA	ST MODIFIED BY			<b>↓</b>
IV032963	Completed Sha	nnon	04 / 27 / 2020	) Shanno	n	Edit	Delete	Submit
IV032964	Completed Sha	nnon	04 / 27 / 2020	) Shanno	n	Edit	Delete	Submit

## **Confirmation of Posting**

After the IV has been submitted for processing, navigate to the Status tab to confirm the IV has posted with no errors.

If the IV remains in the Status tab, it will have an error message to the right stating Errors in Gateway – Review ePrint. Users may access the ePrint report for the respective System ID to determine the specific reason for the error.

If the IV is not present in the Status tab, the IV has successfully posted through Gateway. The ePrint report will also provide the Banner Document ID given for the service billing.

The ePrint reports may be accessed from the WebRaider Portal on the F&A Work Tools tab under Finance Systems Management. Sign into ePrint using your Oracle User ID and password and select the GateWay TTUSPRD repository. Once in ePrint, locate your System ID and click the **drill icon**. All of the IVs loaded under this System ID will be displayed. Select the **desired report(s)**. The day after an IV is submitted, access Cognos from the WebRaider Portal on the F&A Work Tools tab. Click **Finance Reporting (Cognos)** in the Finance portlet. Once in Cognos, click the **Team content folder** on the left side of the screen. Go to HSC Finance > Transaction Detail > Operating Ledger Transaction Search Query.

Choose the Begin and End Fiscal Periods (FP) that include the transaction date of your billing. In the Document field, enter the Banner Document ID that was generated when the billing was uploaded. Each line of the document will be displayed for the date range queried after the report has run. The report will open as an Excel document.

#### Restrictions

FiTS currently has restrictions placed on all IV billings. Only IVs crediting (C) the Service Department (19XXXX) and debiting (D) the other funds to be charged will be allowed to load. Any required reversals will need to be submitted to the Accounting Services department at <u>hscacc@ttuhsc.edu</u>. When requesting the reversal, the following documentation will need to be included in the request:

- A copy of the original ePrint report of the billing to be reversed
- If a partial reversal is needed, indication must be made regarding the line(s) that needs to be reversed
- A detailed explanation for why the billing needs to be reversed
- A detailed explanation regarding the steps that have been implemented to avoid similar errors on future billings

## **Creating/Editing a Template**

The IV module of FiTS offers the ability to save a current billing as a template for future billings. This option will allow departments that have similar billings each month to edit a prior billing as necessary in order to avoid creating a new billing each month from scratch.

In order to save a current IV as a template for future use, add all of the lines that you would like to include in the template. When this is complete, enter a Template Title into the text box next to the Save As Template button. Then click **Save As Template**. Saved templates can be used by anyone with access to the System ID.

### Interdepartmental Billing (IV) Training

IV Select	t													
HMEDPHOT Select User Select Templ IV Request Id	late IV032964	•			Posting [	● Prior EOM bate : ● Current Date 04/27	7/2020			New D Replace	escription Description Replace Entire	Description 🗆 🗌	Edit	
Revenues														
Non Inter C Inter Chart Revenue Total	hart	)												
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION		AMOUNT	D/C					
н	191006	511541	530500	60	Т	est		5.00	С	Edit	Delete			
Н									С	Add	Clear			
	k Sav	e As	1		Λ	dd								•
	empia	ate	ACCT	PRC	<i>م</i>			AMOUNT	D/C					
Н	181388	201193	730000	60	rempi	ate litle		5.00	D	Edit	Delete			
Н			R						D	Add	Clear		_	
Save As	Template	IV Test		Delet	e Template									

After clicking the Save As Template button, a pop up message will appear with notification that the template has been successfully saved.

TEXAS TECH UNIVERSITY SYSTEM		TEST   V5.0142   Shannon
Welcome to FiTS         Create Cost Transfer         Create IV         Create Revenue JV         Create IPFT           Step 1 - IV         Step 2 - Attachments Comments         Step 3 - Finish	Message x Template IV Test has been successfully saved.	
IV Select	OK New Description	1

To find a saved template to start a new billing, click the drop-down box below the Select System ID box at the top of the Step 1 - IV tab. Then select a **user** of the template from the Select User drop-down box.

Step 1 - IV Step 2 - Attachments Comments Step 3 - Finish	
IV Select	
HMEDPHOT	New Description Replace Description Replace Entire Description Edit
Revenues	
©Non Inter Chart ⊛Inter Chart	

Next, select the **template** to use from the Select Template drop-down box.

IV Select		
HMEDPHOT   UXC674 - Shannon  Select Template  V Select Template  IV Test	Select Template	New Description Replace Description Edit
Non Inter Chart Inter Chart		

Once a template has been selected, the IV will populate with the lines that were included when the template was saved and a new FiTS ID number will be assigned.

To edit the descriptions of the existing lines of the template selected, utilize the edit description feature at the top right corner of the IV. This feature allows users to replace all or part of the description line with a new description. A line's description may also be edited by clicking **Edit** to the right of a specific line.

In order to replace all of the line descriptions at once, enter the new **description** into the New Description text box and click the **Replace Entire Description** box. Click **Edit** for the description changes to go into effect.

IV Select	t										
HMEDPHOT UXC674 - SI IV Test IV Request Id	r hannon IV032965	•	Clea	r	Postir	Add Ne Descrip	ew tion			New Description Test 2 Replace Description Replace Entire	Description Edit
Revenues Non Inter C Inter Chart Revenue Total	Chart I Amount: <b>5.0</b>	0					Selec	ot Re Desc	pla rip	ce Entire tion	Click Edit
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	A	MOUNT	D/C		
H	191006	511541	530500	60		Test		5.00	C C	Edit Delete Add Clear	

After clicking the Edit button, the new description will be reflected in the Description column of the IV.

IV Selec	t								
HMEDPHO UXC674 - S IV Test IV Request Id Revenues	T hannon Myer I IV032965	• 5 •	Clea	r	Postir	New Description			New Description Replace Entire Description ☑ Edit
Non Inter	Chart								
OInter Chart	t Il Amount: <b>5.(</b>	00				<b>↓</b>			
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT	D/C	
н	191006	511541	530500	60		Test 2	5.00	С	Edit Delete
Н								С	Add Clear
4									· · · · · · · · · · · · · · · · · · ·
Expenses									
Expense Tota	I Amount: 5.0	00							
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT	D/C	
н	181388	201193	730000	60		Test 2	5.00	D	Edit Delete
Н								D	Add Clear
Save As	Template	IV Test		Dele	te Template				•

In order to replace a portion of an existing description, enter the portion of the new **description** to replace into the New Description text box. Also enter the portion of the old description to replace into the Replace Description text box. Click **Edit** for the description changes to go into effect.

IV Select		
HMEDPHOT UXC674 - Shannon V Test V Test V Request Id IV032965	Posting Da Description	New Description A Replace Description 2 Brance Entire Description Edit
Revenues Non Inter Chart O Inter Chart Revenue Total Amount: <b>5.00</b>		Enter Replace Description Click Edit
CHART         FUND         ORGN         ACCT         PRO           H         191006         511541         530500         60	DG         ACTIVITY         DESCRIPTION           0         Test 2	AMOUNT         D / C           5.00         C           Edit         Delete

After clicking the Edit button, the new description will be reflected in the Description column of the IV.

IV Select		
HMEDPHOT   UXC674 - Shannon  Clear  V Request Id IV032965  Revenues	Ster Pate New Description	New Description Replace Description Replace Entire Description Edit
●Non Inter Chart ●Inter Chart Revenue Total Amount: <b>5.00</b>		
CHART FUND ORGN ACCT PROG ACTIV	TY DESCRIPTION	AMOUNT D/C
H 191006 511541 530500 60	Test A	5.00 C Edit Delete

When replacing a portion of a description, the feature only allows the user to replace the part of the description with an equal number of characters. For example, replacing the letter "A" in the above screen shot with "AA" is not allowable. Users are only permitted to replace "A" with a single character. If the replacement description is unallowable, FiTS will show the following popup error after clicking **Edit**.

	Error	×
Velcome to FiTS Create Cost Transfer Create IV Create Revenue JV Create IPFT		
Stan 4 IV Stan 2 Attachments Commants Stan 2 Einish	number of characters in spaces	ne same ncluding
Step 1 - IV Step 2 - Attachments Comments Step 3 - Prinsh		
IV Select	ОК	
HMEDPHOT -		N
Price	or FOM	

After editing your existing template, review the template name at the bottom of the screen and confirm the template name to be saved is populated in the text box next to the Save Template button. Then click **Save As Template**.

## **Deleting a Template**

To delete a saved template, click the drop-down box below the Select System ID box at the top of the Step 1 - IV tab. Then select your **User ID** from the Select User drop-down box.



Next, select the template to delete from the **Select Template** drop-down box.

IV Select			
HMEDPHOT	•		New Description
Select Template	•		Replace Entire Description Edit
Select Template	1	Select	
Test 2 Test A		Template	
Test B			•

After selecting the template to be deleted, review the template name at the bottom of the screen and confirm that the template name to be deleted is populated in the text box next to the Save As Template button. Then click **Delete Template**.

	-									
HMEDPHOT UXC674 - SI	F hannon '	•								New Description Replace Description
Test B IV Request Id	IV032967	Ŧ	Clea	r						Replace Entire Description 🔲 Edit
Revenues										
Non Inter C Inter Chart Revenue Total	Chart I Amount: <b>5.0</b>	00								
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY		DESCRIPTION	AMOUNT	D/C	
н	191006	511541	530500	60		Test B		5.00	С	Edit Delete
н									С	Add Clear
Expenses Expense Total	AT Te	Cor empla	nfirm ate Ti	tle						
CHART	FUND	ORGN	ACCT	PROG	ACTIVITY		DESCRIPTION	AMOUNT	D/C	
H H	181388	201193	730000	60		Test B	Click Tem	Delete plate		Edit Delete Add Clear

After clicking the Delete Template button, a pop up message will appear to confirm, that you are sure you want to delete the template. If you are sure of your selection, click **Yes**. If not, click **No**.

TEXAS TECH UNIVERSITY SYSTEM	TEST   V5.0142   Shannon
Welcome to FiTS     Create Cost Transfer     Create IV     Create Revenue JV     Create IPFT       Step 1 - IV     Cleate Allocation Control of Con	Delete x You are deleting this template. Are you sure?
IV Se deleting template	Yes No

# **Deleting an IV**

Only the Originator of an IV has the ability to delete an IV from FiTS.

To delete an IV, select the **Status** tab. After selecting the Status tab, the screen will populate with all of the FiTS documents you originated and have not been submitted or processed.

Search for the IV you wish to delete by Fund, Orgn, a date range that the IV was last modified, and/or FiTS ID or by using the forward and back buttons at the bottom of the page.

Once the IV to be deleted is located, click **Delete** on the line of the selected IV.

Status							
Chart Select Cl Date from FiTS Id Select a Docume Select the numbe	Clear Search ent Type: OAL	Orgn         Us           Date to         10           LOCTOIVORTOPT         100           Diay : 050100250500100         100	er Clear Dates	م) Clear Us	CI	ick <b>Dele</b>	te
Your FiTS	Document	ts					
FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY			
IV032963	Completed	Shannon	04 / 27 / 2020	Shannon	Edit	Delete	Submit
IV032964	Completed	Shannon	04 / 27 / 2020	Shannon	Edit	Delete	Submit
IV032965	Started	Shannon	04 / 27 / 2020	Shannon	Edit	Delete	
IV032966	Started	Shannon	04 / 27 / 2020	Shannon	Edit	Delete	
IV032967	Started	Shannon	04 / 27 / 2020	Shannon	Edit	Delete	

After clicking the Delete button, a pop up message will appear to confirm the selected IV document should be deleted. If this selection is correct, click **OK**. If not, click **Cancel**.

	Delete
Status       Click OK to confirm         Date from       Cleating IV document         Fits Id       Clear search	You selected to delete the document IV032965       Are you sure?       OK

Originators will receive an email from ITIS Transaction Entry System for any IVs that remain in the Status tab and have not been modified for 7 days informing them that the IV will be deleted the following Monday. To prevent the IV 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 IV(s) that have not been completed or processed. To begin, click the **Status** tab from the home page.

TEXAS TECH UNIVERSITY SYSTEM
Welcome to FiTS Create Cost Transfer Create IV Create Revenue JV Create IPFT Status History
Welcome to FiTS
The Financial Transaction Syste

The Status tab automatically populates with all FiTS transactions for which you are the Originator or a TEAM App Financial Manager or Approver.

Users can search for a specific IV the following ways:

- Chart: Use "H" for Health Sciences Center
- Fund & Orgn: Search by either Fund or Orgn, or both
- User: Returns results for all FiTS transactions the user is involved in; use the magnifying glass to select the correct name
- Date Range: Search by the last date a transaction was modified using the Date from field or by a date range
- FiTS ID: Search by 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.

Search by Search by Chart Fund & Orgn	Revenue JV Create IPFT Status History
Status	-
Chart Select Chart Fund Orgn Date from Date to FiTS Id Search Clear Search Se Search by FiTS ID Tisplay : Date Range	Jser Clear User

After entering the desired search parameters, click **Search** to perform the search. If you would like to perform a different search, click **Clear Search** to clear the search fields.

Click Search		
Chart Select Chart - Fund Orgn Date from 10 Date to FiTS Id	User Click Clear	م Clear User
Search Clear Search	Search	

Depending on how many results are returned, the arrow buttons near the bottom of the page allow movement between the pages of results. You may select the number of rows displayed per page by using the radio buttons.

In addition to IVs, FiTS is used for Cost Transfers (CTs), Revenue JVs (RTs), and Internal Purchase Funding Transfers (PTs). Search results can be limited to only Interdepartmental Billings (IVs) by selecting the document type, IV, radio button.

Status Chart Select Char Date from	Narrow Results by <b>Document Type</b> (IV)	Clear Dates	۹ Clear User
FiTS Id Search CI	ear Search	-	
Select a Document	Type: OALLOCTOIVORTOPT		Select the Number
Select the number of	frows to display : $59102550100$		of Rows to Display

The results will be sorted numerically by the FiTS ID. To sort by any of the other columnar fields, click on the column header to sort by that field.

The search results will also display the following information:

- Status: Stage of the FiTS process for the IV
- Originator: Person who submitted the IV
- Last Mod Date: Date of the last modification to the IV
- Last Modified By: User who last modified the IV

The Status column of the search results will reflect the current stage in the FiTS process for a specific IV. These stages include:

- Started: IV has been started by the Originator, but not marked complete. If you are the Originator for an IV, you will have the option **Edit** or **Delete** the IV from FiTS.
- Completed: IV has been marked complete, but not submitted for processing. If you are an Originator for an IV, you will have the option to click the Edit, Delete, or Submit the IV. Selecting Submit will send the IV for processing.
- Errors: IV has incurred an error while trying to post. Please contact Finance Systems Management at <u>fsm@ttuhsc.edu</u> for assistance.

The other 3 columns show the user who originated the IV, the date of the last modification of the IV, and the user who made the last modification.

Status							
Chart Select C Date from FiTS Id Select a D Select the number Your FiTS	Fund Fund IV Status er of rows to disp Document	Date to Us C Originator Iay : 0501002500100	er Clear Date Mo Da	م ده Last dification te & User	ar User	IV Action Options	
FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY			
IV032963	Completed	Shannon	04 / 27 / 2020	Shannon	Edit	Delete	Submit
IV032964	Completed	Shannon	04 / 27 / 2020	Shannon	Edit	Delete	Submit

# Searching the History Tab

The History tab can be used to search for any IV(s) that has been processed and posted. To begin, select the **History** tab from the home page of FiTS.

TEXAS TECH UNIVERSITY SYSTEM	r   V5.0142
Velcome to Fit S Create Cost Transfer Create IV Create Revenue JV Create IPFT Status History	
Welcome to FiTS	
The Financial Transaction System (FiTS) consists of 3 modules, which include:	

The History tab does not automatically populate with any IVs. Users can search for a specific IV the following ways:

- Chart: Use "H" for Health Sciences Center
- Fund & Orgn: Search by either Fund or Orgn, or both
- User: Search for all FiTS documents a user is involved in, use the magnifying glass to select the correct name
- Date Range: Search by the last date a transaction was modified using the Date from field or by a date range
- Transaction Date: Search by the documents Banner transaction date
- Doc ID: Search by all or a portion of the Banner Document ID that the IV was assigned when it was fully processed and posted.
- FiTS ID: Search by all or a portion of the ID

Users can search using multiple parameters from the list above. Depending on how many parameters are used, a search may have to be refined or expanded.



After entering in the desired search parameters, click **Search** to perform the search. To perform a different search, click **Clear Search** to clear the search fields.

History					
Click Search	Orgn	User		٩	Clear User
Dans	Date to	m Trans Date	11 C	lear Dates	
Doc Id					
FITS Id		Click Clear Sea	rch to		
Search Clear Search		clear search fi	elds		
Document Type:  ALL CT	IVORTOPT				
Select the number of rows to disp	olay : 05010025	<b>○50</b> ○100			

Depending on how many results are returned, use the arrow buttons near the bottom of the page to move between the pages of results. Select the number of rows displayed per page by using the radio buttons.

In addition to Interdepartmental Billings (IV), FiTS is used for Cost Transfers (CT), Revenue JVs (RT), and Internal Purchase Funding Transfers (PT). Search results can be limited to only Interdepartmental Billings (IVs) by selecting the document type, IV, radio button.

History							
Chart Select C	Chart 👻 Fund	Orgn	User	٩	Clear User		
Date from Aug	g 30, 2019 💼	Date to Jan 27, 2020	Trans Date	Clear Dates			
Doc Id							
FiTS Id	Clear Secret						
Search	Clear Search		Narr	ow Resul	ts by		
Document Type							
Select the humit	uer or rows to disp	uay. 00025050		ment i yp			
FITS ID	DOC ID		LAST MODIFIED BY	LAST MODIFIED	TIME TRANSACTION DATE a	sc	
IV032509	KX000737	Amanda	Amanda	01 / 27 / 2020	01 / 27 / 2020	View	
IV032511	WI000780	Select N	umber of	01 / 27 / 2020	01 / 27 / 2020	View	
IV032513	WI000779	Rows to	Display	01 / 27 / 2020	01 / 27 / 2020	View	
IV032515	NK000092		Display	01 / 27 / 2020	01 / 27 / 2020	View	
IV032516	TE004861	Kim	Kim	01 / 27 / 2020	01 / 27 / 2020	View	
IV032517	WB000835	Kim	Kim	01 / 27 / 2020	01 / 27 / 2020	View	
IV032518	WB000834	Kim	Kim	01 / 27 / 2020	01 / 27 / 2020	View	
IV032520	WE003330	Darthea	Darthe	01 / 27 / 2020	01 / 27 / 2020	View	
IV032521	QZ000185	Zelina	Deale		-	View	
IV032522	ND000333	Roy	Back & I	-orward P	TOWS	View	
K				190	/ 190		J [ 1891 -

The results will be sorted numerically by the FiTS ID. To sort by any of the other columnar fields, click the column heading to sort by that field.

The search results will also display the following information:

- Doc ID: Banner document number assigned when processed
- Originator: Person who submitted the IV
- Last Modified By: User who last modified the IV
- Last Modified Time: Date of the last modification to the IV
- Transaction Date: Transaction date the IV posted to Banner with

To view the detail of the processed IV, click **View**.

History										
Chart Select Cha	art 👻 Fund	Orgn Use	r	۹ Clear User		Click				
Date from Aug 3	30, 2019 🟥	Date to Jan 27, 2020 🟦 1	rans Date	Clear Dates		View				
FiTS Id										
Search	Clear Search					- H.				
Document Type:	ALLOCT®	IV <sup>O</sup> RT <sup>O</sup> PT								
Select the number	r of rows to displ	ay: 05•100250500100	)							
FITS ID	DOC ID	ORIGINATOR	LAST MODIFIED BY	LAST MODIFIED TIME	TRANSACTION DATE asc					
IV032509	KX000737	Amanda	Amanda	01/27/2020	01/27/2020	View				
IV032511	W1000780	Rachel	Rachel	01 / 27 / 2020	01 / 27 / 2020	View				

If you have a policy question regarding the IV process, please contact Accounting Services at <u>hscacc@ttuhsc.edu</u>.

If you have a training question about FiTS or need access to a System ID, please contact Finance Systems Management at <u>fsm@ttuhsc.edu</u>.