



Revenue Journal Vouchers (RT) Training

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 required codes, the Program field is a 2-digit required code. The Activity field is not a required field and should not be populated.

The FiTS Revenue JV module cannot be used to move prior fiscal year revenues, transactions that originally reduced revenue, or correct account codes. Requests of this nature must be emailed to Accounting Services at hscacc@ttuhsc.edu.

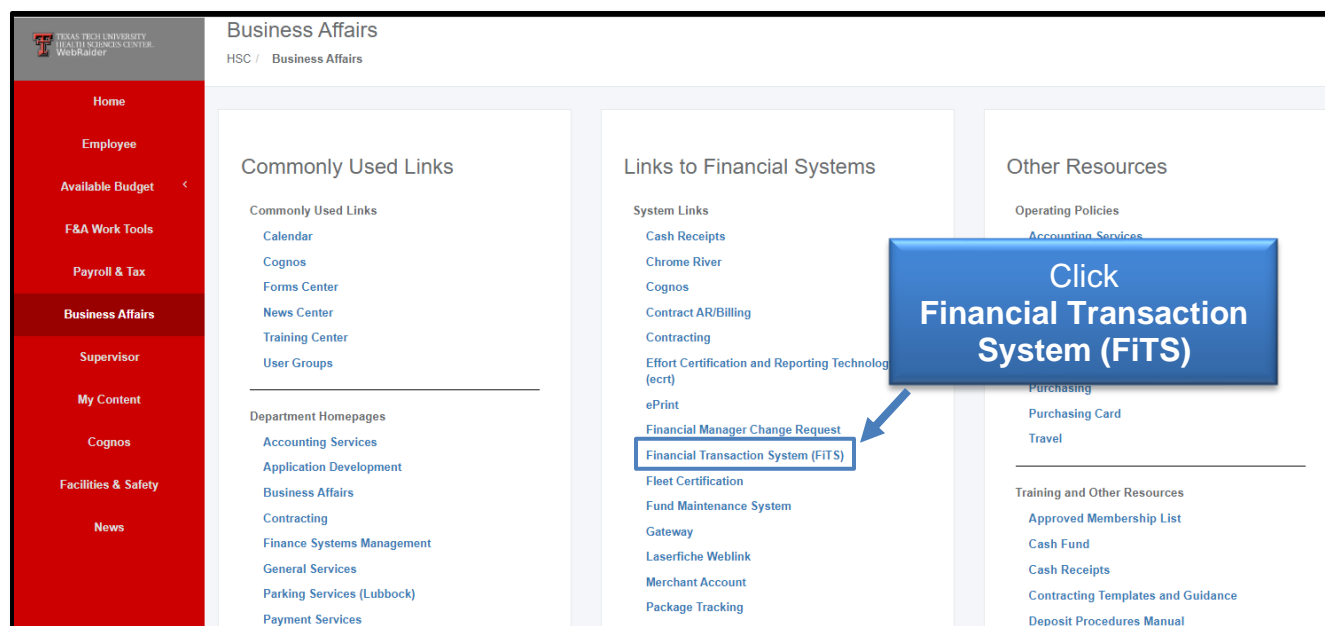
After review and approval, the system will post the Revenue JV to Banner. Functional review and final approvals are managed through FiTS. Transaction tracking, archiving, and retrieving of information related to the Revenue JV is managed within the system as well.

FiTS 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

The system can be accessed from:

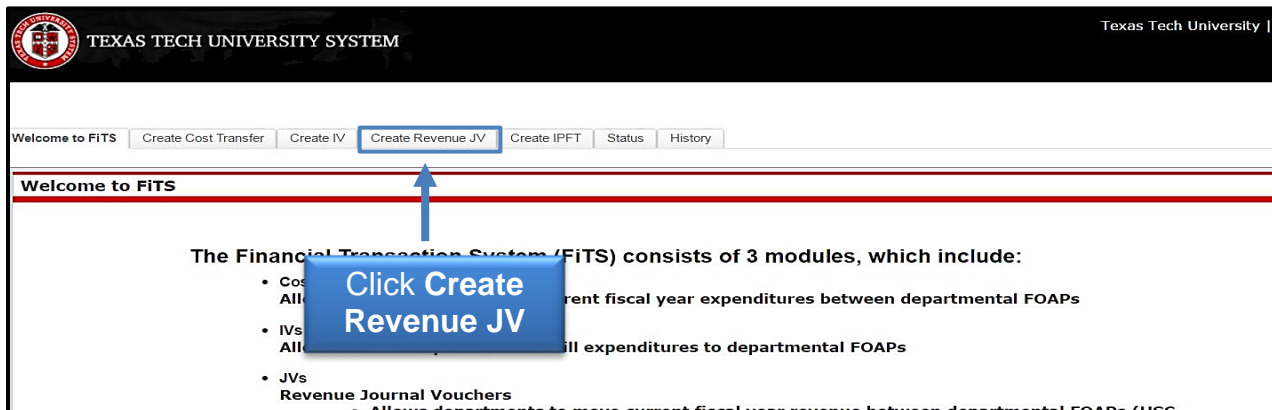
- [FiTS](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > Financial Transaction System (FiTS)



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Creating a Revenue Journal Voucher

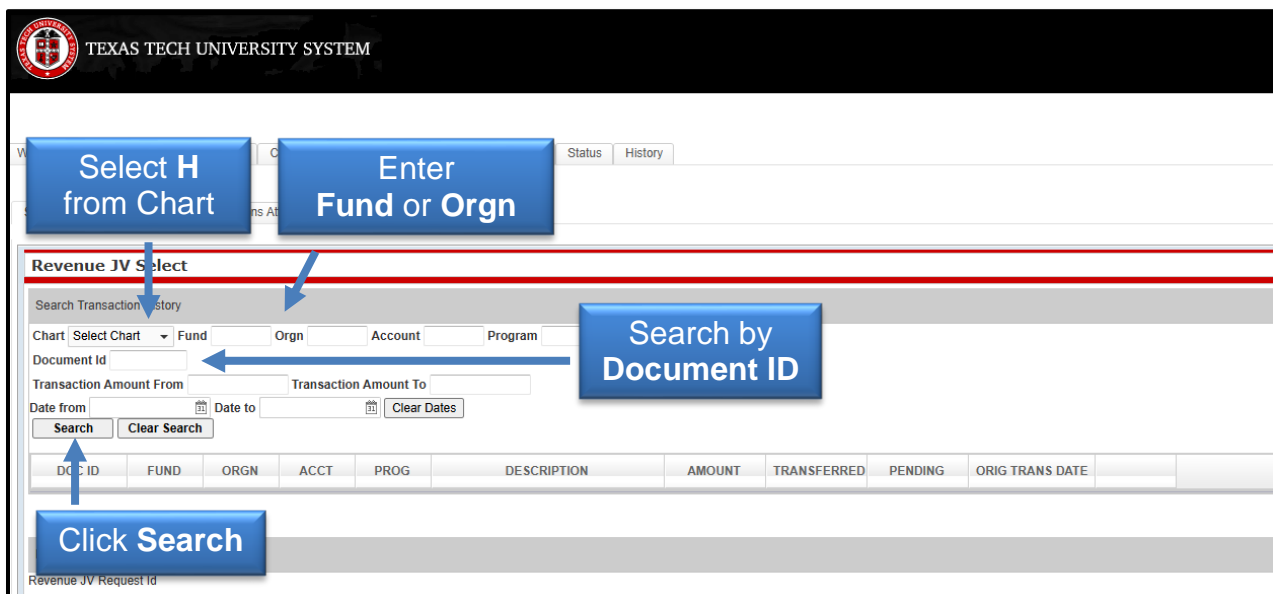
To begin a Revenue JV, click the **Create Revenue JV** tab at the top of the webpage.



Revenues can be searched for in the following ways:

- FOAP - Search by Fund and/or Orgn, or by the entire FOAP
- Document ID - Search by a complete Document ID or a portion of a Document ID
- Transaction Amount Range - Search by an amount using only the Transaction Amount From field or a range of amounts using the Transaction Amount From and the Transaction Amount To fields
- Date Range - Search by a date using only the Date From field or a range of dates using the Date from and the Date to fields

Begin each search by selecting **H** from the Chart drop-down box. Enter the desired search parameters and click **Search**.



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When the system has finished searching, any revenue transactions that match the search criteria will populate in the section directly below the search function.

The search may return multiple pages of results. If you do not see the specific revenue you are looking for, use the arrows at the bottom of the Search Transaction History section to move to the next page(s).

The search results will also reflect the amount of 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.

When you locate the specific revenue to be transferred, click **Select** for the desired revenue line. This transaction will populate in the Revenue JV section below.

Revenue JV Select

Search Transaction History

Chart: H Fund: 194003 Orgn: Account: Program: Activity:

Document Id: Transaction Amount From: Transaction Amount To: Date from: Date to: Clear Dates

Search Clear Search

DOC ID	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE
CZ011974	194003	204011	530600	SV		KX000976 T 194002 NO VENDOR	(31.47)	0.00	0.00	2024/11/18
JA25U999	194003	204011	530600	SV		KX000987 F FUND 194002	983.75			2025/02/28
KX000970	194003	204011	530600	SV		POSTAGE FOR SEPTEMBER	1,182.24			2024/10/17
KX000975	194003	204011	530600	SV		POSTAGE FOR OCTOBER 29TH-31ST	208.63			2024/11/13
KX000976	194003	204011	530600	SV		FEDEX	31.47			2024/11/13
KX000980	194003	204011	530600	SV		POSTAGE FOR NOVEMBER	1,279.28	0.00	0.00	2024/12/03
KX000983	194003	204011	530600	SV		POSTAGE FOR DECEMBER 2024	683.38	0.00	0.00	2025/01/08
KX000985	194003	204011	530600	SV		POSTAGE FOR DECEMBER 2024	242.23	0.00	0.00	2025/01/09
KX000988	194003	204011	530600	SV		POSTAGE FOR FEBRURAY	1,232.21	0.00	0.00	2025/03/04
KX000990	194003	204011	530600	SV		POSTAGE FOR OCTOBER 1ST-28TH	474.73	0.00	0.00	2025/03/10

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Once this has been completed, a Revenue JV Request ID (FiTS ID) is assigned. The FiTS ID can be used to track your Revenue JV throughout the approval process.

In the Revenue JV section, click **Edit** to enter the FOP you would like the revenue transferred to. The Activity field should be left blank.

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Revenue JV Select

Search Transaction History

Chart H Fund 194003 Orgn Account Program Activity

Document Id

Transaction Amount From Transaction Amount To

Date from Date to Clear Dates

Search Clear Search

DOC ID	FUND	ORGN	ACCT	PROG	ACTIVITY	DESCRIPTION	AMOUNT	TRANSFERRED	PENDING	ORIG TRANS DATE	
CZ011974	194003	204011	530600	SV		KX000976 T 194002 NO VENDOR	(31.47)	0.00	0.00	2024/11/18	
JA25U999	194003	204011	530600	SV		KX000987 F FUND 194002	983.75	0.00	0.00	2025/02/28	Select
KX000970	194003	204011	530600	SV		POSTAGE FOR SEPTEMBER	1,182.24	0.00	0.00	2024/10/17	Select
KX000975	194003	204011	530600	SV		POSTAGE FOR OCTOBER 29TH-31ST	208.63	0.00	0.00	2024/11/05	Select
KX000976	194003	204011	530600	SV		FEDEX	31.47	31.47	0.00	2024/11/13	
KX000980	194003	204011	530600	SV		POSTAGE FOR NOVEMBER	1,279.28	0.00	0.00	2024/12/03	Select
KX000983	194003	204011	530600	SV		POSTAGE FOR DECEMBER 2024	683.38	0.00	0.00	2025/01/08	Select
KX000985	194003	204011	530600	SV		POSTAGE FOR DECEMBER 2024	242.23	0.00	0.00	2025/01/09	Select
KX000988	194003	204011	530600	SV		POSTAGE FOR FEBRURAY	1,232.21	0.00	0.00	2025/03/04	Select
KX000990	194003	204011	530600	SV		POSTAGE FOR OCTOBER 1ST-28TH	474.73	0.00	0.00	2025/03/10	Select

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Revenue JV

Revenue JV Request Id **RT045959** ← **FITS ID**

DOC ID	CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE	
KX000988	H	194003	204011	530600	SV		KX000988	KX000988 T xxxxxx NO VENDOR	1,232.21	D	03/04/2025	05/05/2025	
KX000988	H			530600			KX000988	KX000988 F 194003 NO VENDOR		C			

Click Edit → Edit Delete

Enter the amount to be transferred in the Amount field. You can enter the entire amount or an amount less than the original revenue. After all required boxes have been completed, click **Save** to save your progress.

Revenue JV

Revenue JV Request Id **RT045959**

Enter Transfer To FOP(A)

Enter transfer Amount

Click Save

DOC ID	CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE	
KX000988	H	194003	204011	530600	SV		KX000988	KX000988 T xxxxxx NO VENDOR	1,232.21	D	03/04/2025	05/05/2025	
KX000988	H	194002	204011	530600	SV		KX000988	KX000988 F 194003 NO VENDOR	1.00	C			Save Cancel

You can select additional revenues from the original search, or begin a new search by clicking **Clear Search**.

After all required fields have been completed on the Step 1 – Revenue JV tab, select the **Step 2 - Questions Attachments Comments** tab.

There is one standard question that must be answered with clear and adequate information:

- Why is the revenue being reclassified?

To add an answer to the required question, click **Edit Answers**. An answer must be provided otherwise the Revenue JV cannot be submitted.

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

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

Click Step 2 - Questions Attachments Comments

Questions Attachments and Comments

RT045959

Questions

Click Edit Answers

Question | Answer

Why is the revenue being reclassified?

After completing the required question, click **Save Answers**. If you do not click **Save Answers** before navigating to another tab, the system will not save your answers and you will lose all the information you entered.

In the Attachments section, you can upload attachment(s) (in one of the allowed file types) to provide additional information regarding the Revenue JV. Attachments can be deleted after they have been added.

In the Comments section, you can add a comment by typing text into the box, then click **Add** to save the comment. Comments cannot be deleted after they have been added.

Questions Attachments and Comments

RT045959

Questions

Click Save Answers

Question | Answer

Why is the revenue being reclassified?

Response

Attachments

Click to Upload Attachment

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

DOCUMENT NAME	DATE	ACTION
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Comments

Select Add for Comment

Add

COMMENT

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After all of the required questions have been answered, attachments are added, and any additional comments are provided, move to the final tab, **Step 3 - Finish**. This 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 Revenue JV as complete.
 - Once clicked, it will take you back to a blank Step 1 – Revenue JV tab to begin a new Revenue JV if desired.
 - To mark the Revenue JV as Complete after clicking this option, search for the Revenue JV in the Status tab (instructions located below).
- Complete (Mark as Complete)
 - Marks the Revenue JV as complete in the system, but will not route through approvals.
 - To send the Revenue JV to approvals after clicking this option, search for the Revenue JV in the Status tab (instructions located below).
- Approvals (Submit to Approvals)
 - Sends the Revenue JV to the Accounting Services Approval queues for review, approval, or rejection.

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

Finish Process

RT045959

Started Started and will mark Complete later

Complete Mark as Complete

Approvals Submit to Approvals

Selecting **Complete (Mark as Complete)** does not send the Revenue JV to approvals. To send the Revenue JV to approvals, navigate to the Status tab, locate the Revenue JV by the FiTS ID, click **Approvals**.

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

Status

Chart Select Chart Fund Orgn User Clear User

Date from Date to Clear Dates

FiTS Id Search Clear Search

Select a Document Type: ☐ ALLOCT ☐ IV ☒ OPT

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

Your FiTS Documents

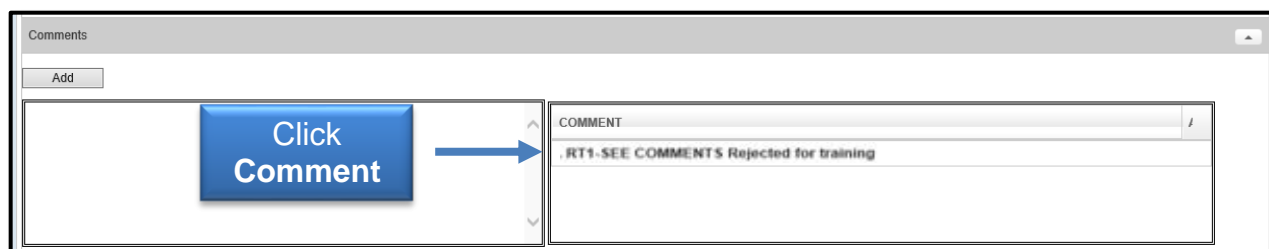
FiTS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	
RT045820	Completed	Shannon Myers	05 / 05 / 2025	Shannon Myers	Edit Delete Approvals
RT045821	Started	Shannon Myers	05 / 05 / 2025	Shannon Myers	Edit Delete

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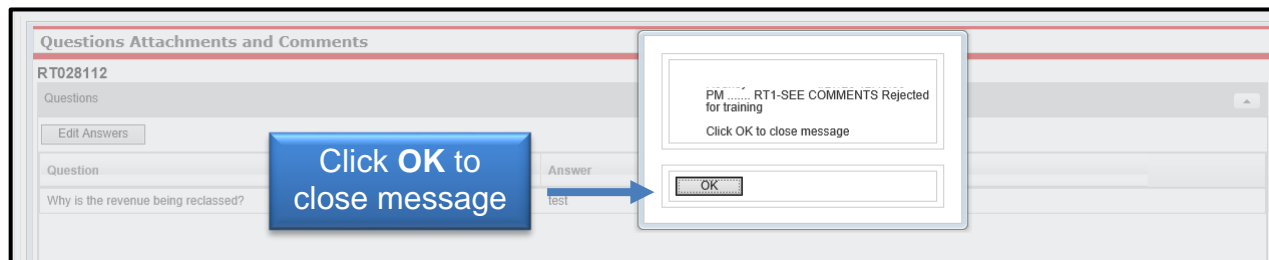
After the Revenue JV is submitted to approvals, Accounting Services will have the option to either Approve or Reject the Revenue JV. If errors or lack of justification are found, the Revenue JV can be rejected.

In the case of rejection, the Revenue JV Originator will receive a rejection email notification from the ITIS Financial Transaction Entry System. The email will reference the specific FiTS ID that has been rejected with a link 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 the desired comment in 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 pop-up 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 the **Step 3 – Finish** tab and select **Approvals** to send the 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.

To delete a Revenue JV in FiTS, select the **Status** tab. The screen populates with all the FiTS documents you originated and have not been submitted or completely approved and processed. Select the RT radio button to limit the search to Revenue JVs.

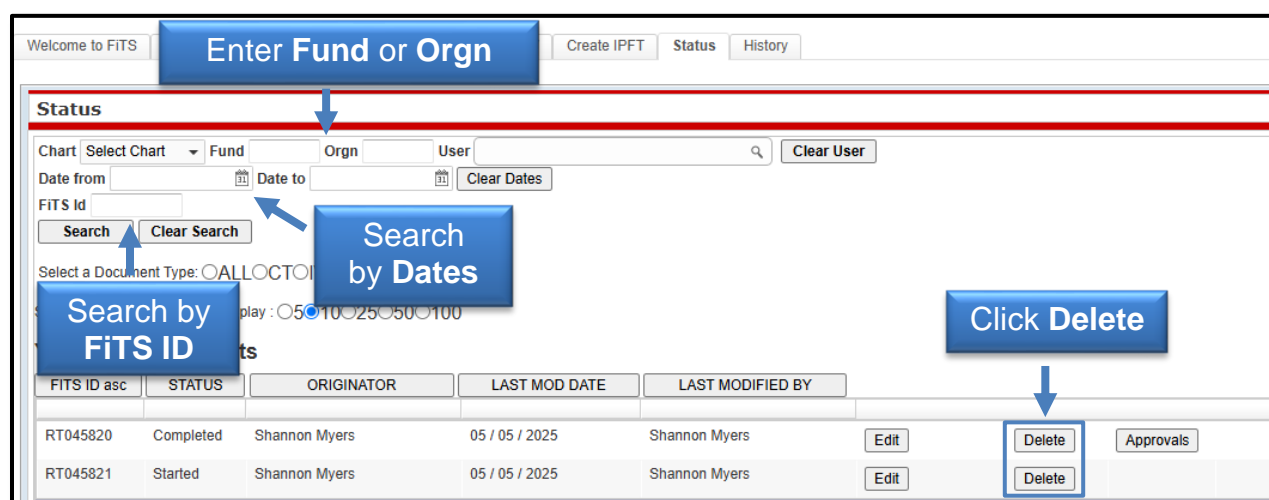
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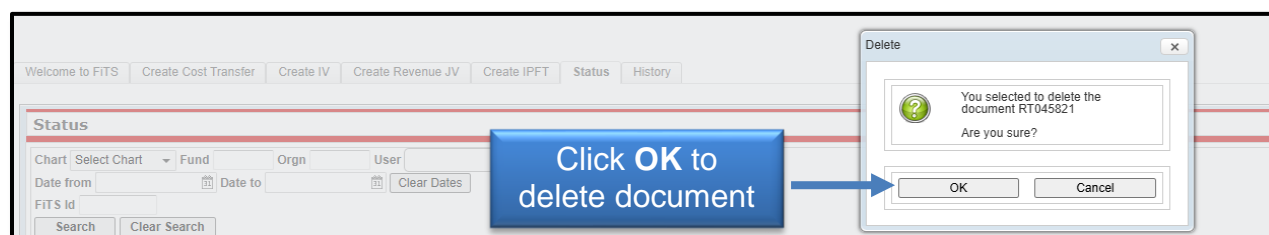
Search for the Revenue JV(s) you wish to delete by Fund, Orgn, Date Range that the Revenue JV was last modified, and/or FiTS ID or by using the forward and back buttons at the bottom of the page.

**For more detailed instructions on how to use the search capabilities on the Status page, see page 9 of this training document.*

Once the Revenue JV to be deleted is located, click **Delete** on the line of the Revenue JV.



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



If the Revenue JV that was searched for does not have the Delete button populated to the right of the transaction, you are not able to delete the request. In order to delete the Revenue JV, contact the Accounting Services Approver to have it rejected in the system so you can then delete the request.

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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.

1. The FROM and TO Accountant are in the only approval group. If any one of these persons have not approved or rejected the request they will be able to reject the request (when a request is approved or rejected the Approve/Reject, Approved By, and Approval Date fields are populated with the noted information).

After the Revenue JV has been rejected, you will need to search within the Status tab for the FiTS ID to be deleted. You should now have the option to delete the Revenue JV.

Originators will receive an email from the ITIS Transaction Entry System for any Revenue JVs that remain in the Status tab and have not been modified for 7 days 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 Revenue JV(s) that have not been completely processed and are pending Completion or Approvals. To begin, click the **Status** tab from the home page.

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

Users can search in the following ways:

- Chart: Select "H" for Health Sciences Center.
- Fund & Orgn: Search by either Fund or Orgn, or both.
- User: Search for all FiTS transactions 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
- 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.

The screenshot shows the 'Status' tab search interface. It includes a header 'Status' and a search area with the following fields: Chart (dropdown with 'H' selected), Fund (text box with '194003'), Orgn (text box), User (text box with a magnifying glass icon and a 'Clear User' button), Date from (calendar icon), Date to (calendar icon), and a 'Clear Dates' button. Below these fields is a 'FiTS Id' text box and a 'Search' button. A blue box labeled 'Click Search' points to the 'Search' button. Another blue box labeled 'Enter Search Parameters' points to the search fields. A third blue box labeled 'Select a Document Type' points to a dropdown menu at the bottom left.

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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.

Depending on how many results are returned, 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.

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

The screenshot shows the 'Status' page of the FiTS system. At the top, there's a 'Chart' dropdown set to 'H'. Below it are 'Date from' and 'FiTS Id' fields. A blue callout box 'Select Document Type to RT' points to the 'Select a Document Type' section, where 'RT' is selected with a radio button. Another blue callout box 'Sort documents by any of the columnar fields' points to the 'Searched Documents' table header. The table has columns: 'FiTS ID asc', 'STATUS', 'ORIGINATOR', 'LAST MOD DATE', and 'LAST MODIFIED BY'. Three rows of data are shown, all with 'Shannon Myers' as the originator and '05 / 05 / 2025' as the last modified date. The first row is 'Submitted', the second is 'Completed', and the third is 'Started'. Action buttons like 'Review', 'Edit', 'Delete', and 'Approvals' are visible next to the rows.

FiTS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	
RT045819	Submitted	Shannon Myers	05 / 05 / 2025	Shannon Myers	<button>Review</button>
RT045820	Completed	Shannon Myers	05 / 05 / 2025	Shannon Myers	<button>Edit</button> <button>Delete</button> <button>Approvals</button>
RT045821	Started	Shannon Myers	05 / 05 / 2025	Shannon Myers	<button>Edit</button> <button>Delete</button>

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

The search results will also show the following information:

- Status: Stage of the FiTS process for the Revenue JV
- Originator: Person who submitted the Revenue JV
- Last Mod Date: Date of the last modification to the Revenue JV
- Last Modified By: 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. An Originator of a Revenue JV will have the option to click **Edit** or **Delete** the Revenue JV from FiTS.
- Completed: Revenue JV has been marked complete, but not submitted to Approvals. An Originator for a Revenue JV will have the option to **Edit**, **Delete**, or **Approvals**. Selecting **Approvals** will send the Revenue JV into the approval process.
- Submitted: Revenue JV has been submitted for approval. An Originator for the Revenue JV will be able to check the progress of the approvals.

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- Rejected: Revenue JV has been rejected in FiTS by Accounting Services. An Originator 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 fsm@ttuhsc.edu for assistance.

Searching the History Tab

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

The History tab does not automatically populate with any documents. Users can search for a specific Revenue JV using the following ways:

- Chart: Select "H" for Health Sciences Center
- Fund & Orgn: Search by either Fund or Orgn, or both
- User: Search for all FiTS transactions a user is involved in and 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 Revenue JV 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, the search may have to be refined or expanded.

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

The screenshot shows the Texas Tech University System FiTS interface. At the top, there is a navigation bar with the university logo and the text "TEXAS TECH UNIVERSITY SYSTEM". Below this, a "Welcome to FiTS" message is visible. The main interface features a "History" tab, which is highlighted. A blue callout box with the text "Enter Search Parameters" points to the search fields. The search fields include: "Chart" (set to "H"), "Fund", "Orgn", "User" (with a magnifying glass icon and a "Clear User" button), "Date from" (set to "Apr 14, 2025"), "Date to" (set to "Apr 18, 2025"), "Trans Date", "Doc Id", and "FiTS Id". There are "Clear Dates" and "Clear Search" buttons. A blue callout box with the text "Click Search" points to the "Search" button. The bottom of the interface shows "Document Type" (set to "JAL") and "Select the number of rows" (set to "100").

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

In addition to Revenue Journal Vouchers, FiTS is used for Cost Transfers (CT), Interdepartmental Billings (IV), and Internal Purchase Funding Transfers (PT). Use the radio button to limit search results to only Revenue JVs (RT).

The results will be sorted numerically by the FiTS ID. To sort by any of the other columnar fields, click on 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 Revenue JV
- Last Modified By: User who last modified the Revenue JV
- Last Modified Time: Date of the last modification to the Revenue JV
- Transaction Date: Transaction date the Revenue JV was posted to Banner with

To view the details of the processed Revenue JV, click **View**.

The screenshot shows the 'History' page in the Banner system. It includes search filters for Chart (H), Fund, Orgn, User, Date from (Apr 14, 2025), Date to (Apr 18, 2025), Trans Date, Doc Id, and FiTS Id. There are 'Search' and 'Clear Search' buttons. Below the filters, the 'Document Type' is set to 'RT' (Revenue Journal Voucher) with radio buttons for ALLOCTO, IV, and RT. A blue box with an arrow points to the 'RT' radio button, labeled 'Narrow results by Document Type (RT)'. Below the filters, there is a 'Select the number of rows to display' section with radio buttons for 5, 10, 25, 50, and 100. The 'View' button is highlighted with a blue box and an arrow, labeled 'Click View'. The table below shows the search results with columns: FITS ID, DOC ID, ORIGINATOR asc, LAST MODIFIED BY, LAST MODIFIED TIME, and TRANSACTION DATE. The first row shows RT045791, CZ012466, Charity, Charity, 04 / 17 / 2025, and 04 / 17 / 2025.

FITS ID	DOC ID	ORIGINATOR asc	LAST MODIFIED BY	LAST MODIFIED TIME	TRANSACTION DATE
RT045791	CZ012466	Charity	Charity	04 / 17 / 2025	04 / 17 / 2025

If you have a policy question regarding the Revenue Journal Voucher process, please contact Accounting Services at hscacc@ttuhsc.edu.

If you have a training question about FiTS, please contact Finance Systems Management at fsm@ttuhsc.edu.