



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

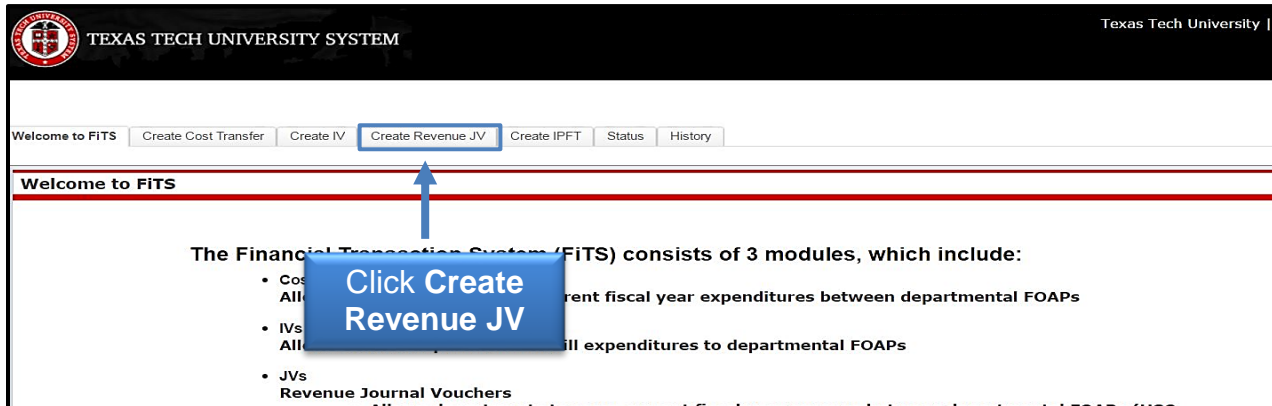
The system can be accessed from:

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

The screenshot shows the WebRaider portal interface. On the left is a red navigation sidebar with links like Home, Employee, Available Budget, F&A Work Tools, Payroll & Tax, Business Affairs, Supervisor, My Content, Cognos, Facilities & Safety, and News. The main content area is titled 'Business Affairs' and contains three columns: 'Commonly Used Links', 'Links to Financial Systems', and 'Other Resources'. In the 'Links to Financial Systems' column, under the 'System Links' sub-header, the 'Financial Transaction System (FiTS)' link is highlighted with a blue box. A blue callout box with the text 'Click Financial Transaction System (FiTS)' and an arrow points to this link.

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, 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 **801011** 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	
F0135338	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	15.00	0.00	0.00	2020/02/22	Select
F0135329	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	24.00	0.00	0.00	2020/02/21	Select
F0135305	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	22.00	0.00	0.00	2020/02/20	Select
HA244225	801011	251515	530300	AG		5193 SPPTA FOOD/MEMBERSHIP DUES					Select
HA244225	801011	251515	530300	AG		5193 MSG 2022			0.00	2020/02/19	Select
HA244236	801011	251515	530300	AG		5193 MSG - CLASS OF 2023 STUDENT OR			0.00	2020/02/19	Select
CZ006092	801011	251515	530500	AG		HA243714 F 181204 NO VENDOR	75.00	0.00	0.00	2020/02/18	Select
F0135233	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	15.00	0.00	0.00	2020/02/18	Select
F0135233	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	17.00	0.00	0.00	2020/02/18	Select
HA244204	801011	251515	530300	AG		5193 STUDENT ORG DEPOSITS	1,205.00	0.00	0.00	2020/02/18	Select

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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.

Revenue JV

Revenue JV Request ID **RT028112**

DOC ID	CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE
HA244225	H	801011	251515	530300	AG		HA244225	HA244225 T xxxxxx NO VENDOR			04/27/2020	
HA244225	H			530300			HA244225	HA244225 F 801011 NO VENDOR			04/27/2020	

Click Edit

Edit **Delete**

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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 Select

Search Transaction History

Chart: H Fund: 801011 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	
F0135338	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	15.00	0.00	0.00	2020/02/22	Select
F0135329	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	24.00	0.00	0.00	2020/02/21	Select
F0135305	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	22.00	0.00	0.00	2020/02/20	Select
HA244225	801011	251515	530300	AG		5193 SPPTA FOOD/MEMBERSHIP DUES	75.00	0.00	1.00	2020/02/19	Select
HA244225	801011	251515	530300	AG		5193 MSG 2022	6,051.00	0.00	0.00	2020/02/19	Select
HA244236	801011	251515	530300	AG		5193 MSG - CLASS OF 2023 STUDENT OR	30,000.00	0.00	0.00	2020/02/19	Select
C2006092	801011	251515	530500	AG		HA243714 F 181204 NO VENDOR	75.00	0.00	0.00	2020/02/18	Select
F0135233	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	15.00	0.00	0.00	2020/02/18	Select
F0135233	801011	251515	530300	AG		HSCF SS SGA SHIRT SALES 6880	17.00	0.00	0.00	2020/02/18	Select
HA244204	801011	251515	530300	AG		5193 STUDENT ORG DEPOSITS	1,205.00	0.00	0.00	2020/02/18	Select

Enter Transfer To FOP(A) 1 / 42 Enter transfer Amount

Revenue JV Revenue JV Request Id RT028112

DOC ID	CHART	FUND	ORGN	ACCT	PROG	ACTIVITY	DOC REF	DESCRIPTION	AMOUNT	D / C	ORIG TRANS DATE	POSTING DATE	
HA244225	H	801011	251515	530300	AG		HA244225 T xxxxxxxx NO VENDOR		75.00	D	02/19/2020	04/27/2020	Save Cancel
HA244225	H	181204	251504	530300	50		HA244225 F 801011 NO VENDOR		5.00	C		04/27/2020	

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.

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

Step 1 - Revenue JV Step 2 - Questions Attachments Comments

Click Step 2 - Questions Attachments Comments

Questions Attachments and Comments

RT028112

Questions

Edit Answers

Click Edit Answers

Question Answer

Why is the revenue being reclassified?

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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.

The screenshot displays the 'Questions Attachments and Comments' interface for RT028112. It is divided into three main sections: Questions, Attachments, and Comments. The Questions section includes a 'Save Answers' button. The Attachments section includes an 'Upload Attachment' button and specifies a maximum file size of 5 MB with allowed file types: csv, doc, docx, and pdf. Below this is a table with columns for Document Name, Date, and Action. The Comments section includes an 'Add' button and a text area for comments. Blue callout boxes with arrows highlight the 'Save Answers', 'Upload Attachment', and 'Add' buttons, with labels 'Click Save Answers', 'Click to Upload Attachment', and 'Add a Comment' respectively.

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.

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- 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

RT028113

Started **Started and will mark Complete later**

Complete **Mark as Complete**

Approvals **Submit to Approvals**

Select from three tasks

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

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

Select FiTS ID

Select Status tab

Click Approvals

FiTS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	Edit	Delete
RT028106	Started	Shannon	04 / 24 / 2020	Shannon	Edit	Delete
RT028107	Started	Shannon	04 / 24 / 2020	Shannon	Edit	Delete
RT028110	Completed	Shannon	04 / 24 / 2020	Shannon	Edit	Delete
RT028113	Completed	Shannon	04 / 27 / 2020	Shannon	Edit	Delete

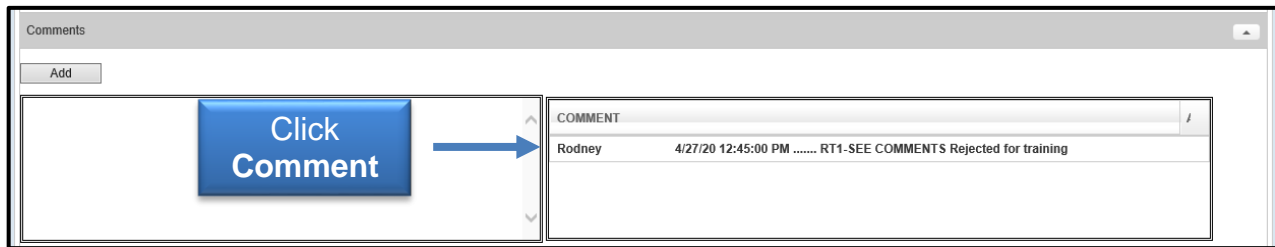
Approvals

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.

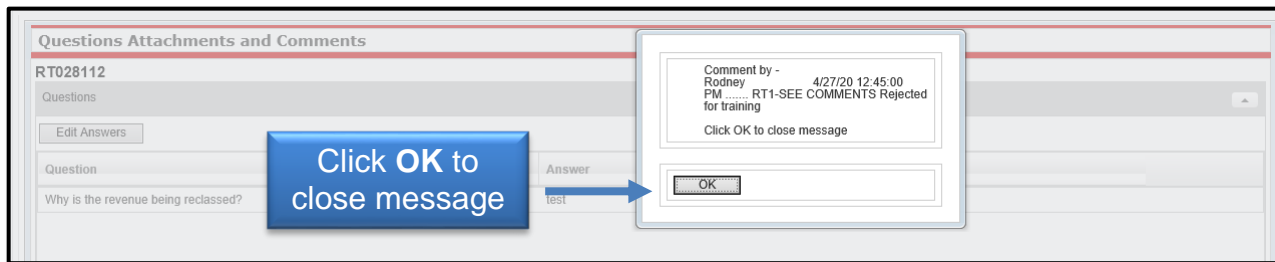
In the case of rejection, the Revenue JV Originator will receive a rejection email notification from ITIS Financial Transaction Entry System. The email will reference the specific FiTS ID that has been rejected with a link to the Step 2 – Questions Attachments Comments tab of the Revenue JV.

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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.

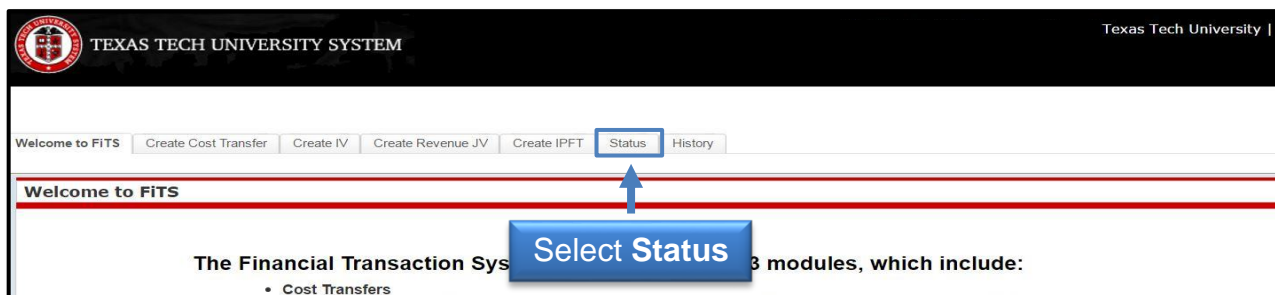


After reviewing the rejection reason and/or comments, modify the Revenue JV accordingly. After providing the requested information or making the requested changes, click the **Step 3 – Finish** tab and select **Approvals** to send the Revenue JV through the approval process again.

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.

The screenshot shows the 'Status' page in the FITS system. At the top, there are tabs for 'Welcome to FITS', 'Create IPFT', 'Status', and 'History'. Below these are search filters: 'Fund', 'Orgn', 'User', 'Date from', 'Date to', 'Clear Dates', 'Clear User', and 'FiTS Id'. There are also buttons for 'Search' and 'Clear Search'. A 'Select a Document Type' section shows radio buttons for 'ALL', 'CT', 'IV', 'RT', and 'PT', with 'RT' selected. Below this is a 'Select the number of rows to display' section with radio buttons for '5', '10', '25', '50', and '100'. The main section is titled 'Your FiTS Documents' and contains a table with columns: 'FiTS ID asc', 'STATUS', 'DATE', and 'LAST MODIFIED BY'. The table lists three documents: RT028106 (Started), RT028107 (Started), and RT028110 (Completed). Each document has an 'Edit' button and a 'Delete' button. A blue box labeled 'Click Delete' points to the 'Delete' button for document RT028110. Other blue boxes with arrows point to the search filters: 'Search by Fund or Orgn' points to 'Fund' and 'Orgn'; 'Search by Dates' points to 'Date from' and 'Date to'; 'Search by FiTS ID' points to 'FiTS Id'; and 'Select Document Type to RT' points to the 'RT' radio button.

FiTS ID asc	STATUS	DATE	LAST MODIFIED BY
RT028106	Started		Shannon
RT028107	Started	04 / 24 / 2020	Shannon
RT028110	Completed	04 / 24 / 2020	Shannon

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**.

The screenshot shows the 'Status' page with a 'Delete' dialog box open. The dialog box has a question mark icon and the text: 'You selected to delete the document RT010760. Are you sure?'. There are 'OK' and 'Cancel' buttons. A blue box labeled 'Click OK to delete document' points to the 'OK' button. The background shows the same search filters and document table as the previous screenshot.

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.

The approval status can be determined by click the **Review** button next to the Revenue JV to be deleted. This list will indicate who has the option of rejecting the Revenue JV.

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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 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 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 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 in the FiTS system. Overlaid on the interface are five blue callout boxes with white text and arrows pointing to specific search fields:

- Search by Chart**: Points to the 'Chart' dropdown menu.
- Search by Fund or Orgn**: Points to the 'Fund' and 'Orgn' input fields.
- Search by User**: Points to the 'User' input field with a magnifying glass icon.
- Search by Dates**: Points to the 'Date from' and 'Date to' input fields.
- Search by FiTS ID**: Points to the 'FiTS ID' input field.

The interface also includes a 'Clear Search' button, a 'Select a Document Type' section with radio buttons (ALL, OCT, IV, RT, PT), and a table with columns: FiTS ID, STATUS, ORIGINATOR, LAST MOD DATE, and LAST MODIFIED BY.

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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 FiTS search interface. A blue box labeled "Select Document Type to RT" points to the "RT" radio button in the "Select a Document Type" section. Another blue box labeled "Sort documents by any of the columnar fields" points to the column headers of the "Your FiTS Documents" table. The table has columns: FITS ID asc, STATUS, ORIGINATOR, LAST MOD DATE, LAST MODIFIED BY, Edit, Delete, and Approvals. The table contains three rows of data.

FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	Edit	Delete	Approvals
RT028106	Started	Shannon	04 / 24 / 2020	Shannon	Edit	Delete	
RT028107	Started	Shannon	04 / 24 / 2020	Shannon	Edit	Delete	
RT028110	Completed	Shannon	04 / 24 / 2020	Shannon	Edit	Delete	Approvals

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 approvals. 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, 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 in 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 displays the 'History' tab search interface within the Texas Tech University System FiTS application. The interface includes a header with the university logo and name. Below the header, there are five blue callout boxes with arrows pointing to specific search fields: 'Search by Chart' points to the 'Chart' dropdown (set to 'H'); 'Search by Fund or Orgn' points to the 'Fund' and 'Orgn' input fields (Fund is '131014'); 'Search by User' points to the 'User' input field with a magnifying glass icon; 'Search by Document' points to the 'Doc Id' input field; and 'Search by Dates' points to the 'Date from' and 'Date to' fields (Date from is 'Jan 1, 2020', Date to is 'Apr 29, 2020'). The interface also features a 'Trans Date' field, a 'Clear User' button, and a 'Clear Dates' button. At the bottom, there are 'Search' and 'Clear Search' buttons, and a table with columns: 'ID', 'ORIGINATOR', 'LAST MODIFIED BY', 'LAST MODIFIED TIME', and 'TRANSACTION DATE'.

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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 detail of the processed Revenue JV, click **View**.

The screenshot shows the 'History' page in the Banner system. At the top, there are search filters: 'Chart' set to 'H', 'Fund' set to '131014', 'Orgn' (empty), and 'User' (empty). Below these are 'Date from' (Jan 1, 2020), 'Date to' (Apr 29, 2020), and 'Trans Date' (empty). There are also 'Doc Id' and 'FiTS Id' fields. A 'Search' button and a 'Clear Search' button are present. Below the search filters, there are radio buttons for 'Document Type': ALL, CT, IV, RT (selected), and PT. A blue arrow points to the 'RT' radio button with the text 'Narrow results by Document Type (RT)'. Below the radio buttons, there is a 'Select the number of rows to display' section with radio buttons for 5, 10 (selected), 25, 50, and 100. A blue arrow points to the '10' radio button with the text 'Click View'. Below the search filters, there is a table with columns: 'FiTS ID asc', 'DOC ID', 'ORIGINATOR', 'LAST MODIFIED BY', 'LAST MODIFIED TIME', and 'TRANSACTION DATE'. The table has one row of data: 'RT027753', 'CZ006016', 'Shalene', 'Shalene', '01 / 23 / 2020', and '01 / 23 / 2020'. A blue arrow points to the 'View' button at the end of the row with the text 'Click View'.

FiTS ID asc	DOC ID	ORIGINATOR	LAST MODIFIED BY	LAST MODIFIED TIME	TRANSACTION DATE	
RT027753	CZ006016	Shalene	Shalene	01 / 23 / 2020	01 / 23 / 2020	View

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.