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What is FiTS?

The purpose of the FiTS (Financial Transactions System) is to allow end users to electronically submit and process documents within three modules: cost transfers, revenue JVs (journal vouchers), and intra-institutional vouchers (IVs). Cost transfers are initiated for the transfer of an expense from one FOP to another. In other words, removing the expense from a FOP, and posting the same expense to a different FOP. Revenue JVs are initiated to move revenue from the clearing fund to the appropriate FOP that generated the revenue. A revenue JV can also be used to record a reimbursement for an expense. Finally, an intra-institutional voucher (IV) are initiated by an approved revenue center to charge another campus department for good or services.

This electronic system will replace most current paper cost transfer submissions being processed by your respective accounting offices, with the exception of cost transfers that need to re-classify (change) the account code only or those which involve multiple chart of accounts. (These requests will still need to be submitted via paper forms so they can go through the appropriate levels of approval)

Please refer to Texas Tech Operating Policy 62.27 (Cost Transfers) for specific policy information.
Access to the System

The URL to the systems is http://FiTS.texastech.edu/ or by clicking on the FiTS link under the ‘Finance’ section of the ‘A&F Work Tools’ tab in Raiderlink.

Access to the system to process cost transfers and/or revenue journal vouchers is available to any employees with an active eRaider account. Users must request special access to process IVs. This request should be sent to fst@ttu.edu. The request should include the revenue FOAP, User’s Oracle ID, and approval from the revenue organization manager or an alternate (as defined in TeamApp).

Inactivity Logout

The system automatically logs a user out who has been idle for over 35 minutes. A session clock is always visible in the upper right-hand corner of the screen (see below).
Creating a Cost Transfer

Step 1 – Create Cost Transfer

After clicking on the ‘Create New Cost Transfer’ tab, the system will display two panels. The top panel allows the user to search the Banner transaction history database to pick specific charges that are going to be moved to a different FOP. The search results are limited to operating expenses (account type 70s). Movement of salary expenses (account type 60s) requires a *Job Labor Change Form*.

This section allows for a number of options to search for transactions, which include: Chart of Accounts, Fund, Organization, Account, Program, Document ID, and Transaction Amount (range). A Chart of Accounts must be selected. After which, there are a number of combinations of parameter choices to make finding the document(s) you need easy:

- Fund code and/or Organization code (along with any additional fields you choose).
- Account code and/or Program code (you must first specify a Fund or Orgn).
- Document ID (you can enter all or a portion of the Document ID for searching).
- Transaction Amount (you must first specify at least one of the above).

After inputting your search criteria, you will use the **Search** button to display results. There is also a second option to **Clear Search**, which clears any prior entries you have made.
After completing a search, you will either receive a message that no documents were found for your criteria, or you will be provided a list of documents that you can choose to transfer. (see example list below)

The results will display the resulting Document ID(s), FOAP(s), Transaction Description(s), Transaction Date(s), and three Amount fields:

- **Amount** – Original transaction amount on the transaction.
- **Transferred** – Portion of the original amount that has already been transferred to another FOAP.
- **Pending** – Portion of the original amount that has been requested to be transferred to another FOAP, but has not yet been posted.

The list will default to show 10 records at a time, but will also display the total number of search results in the lower right-hand corner of the top panel. You can then use the left and right arrow buttons to navigate to the previous or next 10 records. Or, quickly jump to the first or last set of results. Also, your results can be sorted in ascending or descending order for any column by simply clicking on the column’s header.

For each transaction that you wish to cost transfer, you will click the **Select** button to the right of the transaction. (You can choose multiple transactions from the same Document ID; however, it is suggested to not select transactions from multiple Orgns or Funds on one request, as this may delay approvals.)
Each time a transaction is selected, it is populated in the lower panel (example below). This lower panel serves as the cost transfer request that will be posted to Banner (after meeting approval requirements). The original expense line is provided first, and a second line is displayed which enables the user to enter the FOAP information for where the expenditure is being transferred to.

A. The Document ID of the original document is displayed in the left-hand column.

B. A unique ‘Cost Transfer Request ID’ (a.k.a. “FiTS ID”) is generated each time a new request is started in the system. This ID can later be used to search for the document you have created. This ID is specific to the FiT System, and is different from the new document ID that will be used when posting the document to Banner.

C. A Document Description is pre-populated for reference at a later date. This description will hold the original transaction’s Doc ID, the Fund the charge is being moved (To or From), and the Vendor information (if applicable). If the cost transfer involves a grant fund, this description will also reference the reason code, or purpose of the transfer of costs (chosen on Step 2 – Questions, Attachments and Comments). The reason code will apply to the entire request and as such will be appended to all lines of the description.

The user will then edit each line to provide the new FOP information of where each charge will be transferred (see below). The next field allows you to input the amount you would like moved to the FOP you have entered. (This amount – combined with any other pending or posted cost transfers associated with the selected document - cannot exceed the original transaction amount.) Once you have completed all fields, you will click Save, and continue on editing any additional lines. A Cancel button is also available to clear any entry you have made.

*Note: Ensure all FOP information is accurate, including Orgn code which may pre-populate based on the default Orgn associated with the Fund.
In the example below, you can see that the top panel shows an original expenditure for 595.00, and the bottom panel shows that 495.00 of this amount is being cost transferred from the 16A085 FOP to the 11A002 FOP. You can also see the reference to the original transaction’s Document ID:

If at any time you decide you no longer want to process a certain transfer in the lower panel, a **Delete** button is available to remove this portion of the cost transfer request.

*Note: If your Cost Transfer only has one transaction selected and you delete the line, the entire request will be deleted, including any question answers, comments, etc., and you will need to ‘Create a New Cost Transfer’.*
Step 2 – Questions Attachments Comments

After your lower panel contains all cost transfer requests you wish to process, you will click on the second tab to ‘Step 2 – Questions Attachments Comments’:

Step 1 - Create Cost Transfer  Step 2 - Questions Attachments Comments  Step 3 - Finish

This tab is important in that it enables the user to provide important justification, comments, or attached documents for all approvers and respective Accounting Office(s) to consider the request.

The first section under Step 2 is the ‘Questions’ section. Begin by clicking on the Edit Answers button which will open up text boxes to answer each of the required questions.

A) Text boxes to allow answering all questions.

B) Be sure to use the scroll bar to answer all questions in the list before saving your answers.

C) After completing all answers, you will choose the Save Answers button, or click Cancel to remove any answers you have already provided and return to Step 1.

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*Note: Cost Transfers on documents more than 90 days old will require additional information, which will be requested in the form of additional questions in this section. Also, if the Cost Transfer is being made on a Grant Fund document older than 90 days, it will require Department Chair approval in addition to the Financial Manager approval.

The second section under Step 2 is the “Reason Codes” section.

This section will only be required when the cost transfer is moving costs to or from grant funds. Based on the justification for the transfer of costs, you will select the most appropriate reason for the document. The reason code will apply to the entire request and populate on the transaction description for each line in Step 1.

The third section under Step 2 is the ‘Attachments’ section. This section allows you to attach one (or multiple) supporting documents for your request. The allowable file formats are as follows:

After clicking Upload Attachment, you will be prompted to choose the file you would like to attach and click Open. You will then see the file you selected in the Attachments panel (see next page for screenshot). This process can be repeated for multiple attachments.

*Note: Attachments cannot exceed 5mb in size.
A **Open** button is available to view the document you have attached, or you can choose to remove an attachment using the **Delete** button.

The final section under Step 2 is for adding ‘Comments’. This section is pretty straightforward; you will simply type any additional information you wish to provide to the cost transfer request and click on **Add**.

After each comment is saved, it is moved to the ‘Comment’ pane to the right (see below). To view the comment, simply left-click once on it. This will open up a dialog box displaying the full comment, who entered the comment, and what date the comment was entered. Comments can also be removed using the **Delete** button next to the comment.
Step 3 – Finish

After answering all questions and attaching any supporting documents and/or comments, you are ready to move on to Step 3. This step allows you the option to **Clear** your request. Doing so will retain the FiTS ID of the request with a status of “Started” so you can return to work on it later. This option does save all work done on the request at the time the button is clicked. You can also mark your document as **Complete**, which saves all work, verifies all information entered and sets the request status to “Complete”. Lastly, you can submit your request to **Approvals**. This option sets the status to “Submitted” and notifies approvers that the request is available for their review and approval.

A display of all required approvals is shown after a document has been submitted. This is the same screen approvers will see after reviewing a cost transfer request, and preparing to approve or reject it.

*Note: Cost transfers involving grant funds require Principle Investigator approval per OP 65.04. In the event it is necessary for an alternate approver set up in TeamApp to approve a cost transfer in FiTS, an email indicating PI approval of the FiTS transaction will be required to be uploaded and attached in order to process the cost transfer.*
Creating a Revenue JV

Step 1 – Create Revenue JV

After clicking on the “Create Revenue JV” tab, the system will open up the search feature to search Transaction History for revenue documents that are available to record. After choosing the chart and entering the fund, the user has various search options. A search can be performed on any combination of the available options. The search below will return all available transactions for the fund and account. To limit the data returned and time searching, the user should enter a date range.

- A search on Fund, Account, and Date range will return multiple transactions to select from. A multiple line revenue JV can be entered for several TC documents.
- A search on Fund, Account, and Document Id will return a specific transaction and will only allow for entry of the one transaction.
After clicking “Search”, the results of the search will return and are available for selection.

Once selected, the revenue transaction is created and assigned a FiTS identification number beginning with “RT”. Click “Edit” to enter the FOAP and description information.

Enter the FOAP and description desired by the user. A default description will populate, but the user may wish to provide more detail. This description will pull into Cognos reports. The user will
also enter the amount to be credited to each FOAP entered. Multiple FOAPs can be used for one TC revenue document. Click “Save” when done with each credit entry.

- To use multiple FOAPs: Select the TC document, Edit, and enter the FOAP and credit amount for that FOAP. Click Save. Then Select the TC document from the list at the top again, Edit, and enter another FOAP and the credit amount. Continue this process until all of the TC document amount has been recorded.

If the total of all credits entered is more than the TC document, the user will receive an error message. You will be required to correct the amount before the system will save the transactions.

Below is an example of an entry to move all revenue deposited into the clearing account for one TC document split between multiple FOAPs.
Step 2 – Questions Attachments and Comments

When the user is done entering revenue transactions, click on Step 2 to access the attachments and comments section. The user can upload documents to support the revenue transactions. Supporting information will need to be uploaded for a reimbursement of expense. Comments can be entered and added as well.
Step 3 – Finish

Click the Finish tab for options regarding the transaction. The user can select one of three options. “Approvals” must be selected for the transaction to process and submit to the appropriate approver.
The user will verify that document is to be submitted for approval.

Helpful Tips:

Revenue JV has a control table that allows posting of a deposit from the clearing fund to the fund associated with collection of revenue (5x). It also allows posting of a deposit to the clearing fund to reimburse an expense account (7x). Most revenue posted will be from an external source. The Revenue Restrictions table on the FST website provides allowable account code posting information.
When submitting a reimbursement of expense (7x), run report FI026 to verify the original expense is being reimbursed.

5L0001 Private Gifts should not be deposited into a clearing account. These monies should be sent to Institutional Advancement for donor acknowledgement and depositing. If a 5L0001 has to be recorded through FiTS, then appropriate documentation is required to be attached in Step 2.

All grant revenue provided from a sponsoring agency should be sent to Sponsored Programs Accounting and Reporting to enter into the financial system. However, grant related income /program income may be applied appropriately using FiTS by depositing into a 28P fund previously assigned to a specific grant ID in advance from ORS/SPAR.
Creating an IV

Step 1 – Creating an IV

After clicking on the “Create IV” tab, the system will require you to select a system ID from a drop down menu. Users will only be able to see ID’s they are authorized to use. An ID must be selected to proceed.

Once an ID has been selected, the rest of the Step 1 pane opens up. OPTIONAL: If you are using a template, the user may select his/her name from the drop down screen immediately below the system ID. The user may then also select a saved template from the third drop down box, or may proceed without selecting a template.
Notice the “Non Inter Chart” and “Inter Chart” buttons. Non Inter Chart is the default. If the user will be entering an Inter Chart IV (using 2 different chart codes), the Inter Chart Button cannot be selected until after the first revenue entry has been made.

The user will then begin to fill out the required revenue sections. Once the first line has been completed, the user will need to click the “Add” button, found on the far right end of the line.
Once you click on “Add”, the pane opens up with even more options:

**Posting Date:** The user, during the first 10 days of each month, may choose to post the IV into the prior month or into the current month. Once the 10\textsuperscript{th} has passed, this option is no longer available.

**Description:** The user may change the description if they realize they want it to read differently. The new description must not exceed 35 characters including spaces.

**Transaction in Balance:** FiTS warns the user that, currently, the credits and debits are not equal. FiTS will continue to give this message until the two are balanced. The IV will not be allowed to post until the transaction is in balance.

**Inter Chart Transactions:** It is at this point that the button for “Inter Chart” transactions may be selected.

In the Expense section, the user will enter the FOAP information and click on the “Add” button.
At this point, the transaction can either be in balance, or if the expense is being spread out over several FOAP's, then the user can enter as many lines in the lower section as needed to balance the debits and credits. Once balanced and ready to proceed, the user will have a screen looking like this:
OPTIONAL: At this point, the user may choose to save this as a template for future use. This will be especially handy if the user will be entering recurring transactions weekly or monthly. The “Save as Template” button will then ask the user to name the template and it will then appear in all future logins under the “Select Template” drop down box at the top of the pane. The user may also delete a template by selecting the “Delete Template” button. Note: Templates can be seen by all users.

Step 2 – Attachments & Comments

This section for IV’s is similar to the section for Cost Transfers. However, IV’s have no Questions that are required to be answered before the user can proceed. Users are required to attach the invoice/other documentation providing approval to charge the expense FOP.
Step 3 – Finish

The “Finish” tab is again similar to CT’s. However, IV’s are not submitted for approvals, they are submitted for processing. This tab allows the user to “Clear” the IV, which will leave the IV started, but not completed. The user may also “Complete” the IV, which will mark the IV as complete, but will not submit it for processing. The user can also “Submit” the IV, which will send the transaction to be loaded into Banner.

Once the document has been loaded into Banner, the transaction will be assigned a document ID beginning with the prefix that the system ID normally uses when loading through the Gateway. The user will then be able to search history in FiTS using either the FiTS ID (the IVxxxxxx) number, or the actual assigned document ID from Banner.
The ‘Status’ tab in FiTS serves multiple purposes, but primarily allows the user to view any request in the system and the current status of the request. This screen provides multiple ways to search for the document you may be looking for, but by default displays a list of documents you originated or are one of the required approvers on. An example list is shown below:

Users can search using similar criteria as in Step 1 of Creating a Cost Transfer:

- Fund code and/or Organization code (along with any additional fields you choose).
- User Name *(Best to type in full first and last name)*. A drop-down list will display your results, and the intended user can be selected.

- FiTS ID *(This ID will begin with “CT” for all cost transfer requests and exists only within FiTS)*
• Date (*From* and *To*). Users have the option to use the calendar to choose dates.

![Date Selection](image)

• The Document Type. (This system may be used for additional requests beyond cost transfers in the future.)

Your search results (or the defaulted list of requests) will each have a status. As you can see, each request could be at one of the following possible statuses:

- **Started** – The request has been initiated by the originator, but has not yet been marked as complete or been sent for approvals.
  
  - The originator may **Edit** or **Delete** the request at this status.

- **Completed** – The request has been finalized by the originator, marked as complete by the originator, and been verified to not contain errors. (It is ready to be submitted for required approvals.)
  
  - The originator may **Edit**, **Delete**, or submit the request to **Approvals** at this status.

- **Submitted** – The request has been completed, verified, and has now been submitted for the appropriate required approvals.
  
  - The request can no longer be edited or deleted by the originator, but anyone involved with the request can **Review** it from this status.

- **Rejected** – The request has been rejected (sent back to the originator) by one of the required approval levels.
- The originator is notified by e-mail, and can now choose to [Edit] or [Delete] the original request. Essentially, the request is back to a ‘Started’ status after it has been rejected.

- **Errors** – In rare instances, errors may occur when the document has received all approvals and is trying to post to Banner.
  
  - The original request will not post to Banner. The originator is notified by e-mail, and can now choose to [Edit] or [Delete] the original request. Essentially, the request is back to a ‘Started’ status after it has been rejected. Upon going back into the request, the originator will see a comment automatically logged by the system showing that the request experienced errors. This comment may assist the user in resolving the error so they can resubmit the request.
History Screen

The ‘History’ tab in FiTS is designed and operates very similarly to the ‘Status’ screen (see pages 23-25), only it displays requests which have been finalized and sent to Banner for posting.

An example of a historical document listing is shown below:

As you can see above, two new fields are now visible for your reference:

- **Doc ID** – shows the Document ID used to post to the Banner financial system (different from the “FiTS ID” which is specific to this system).

- **Transaction Date** – The date with which the request is being posted to Banner Finance. (This date also determines the fiscal year and period the transaction will be posted in Banner.)

A ![View](view.png) is also available from the ‘History’ screen, which will navigate the user back through the ‘Create New Cost Transfer’ steps to review the request, comments, approvals, etc. Of course, no changes can be made to the document, as it has already been posted to Banner.
Approving/Rejecting a Request

All FiTS requests require approval from a financial representative from each side of the cost transfer and revenue JV. The Orgn Financial Manager or Approver(s) authorized in TeamApp are able to approve/reject the request. Following approval from each Orgn’s manager/approver, the request is then submitted for final review to the appropriate Accounting office(s).

*Note: Cost transfers involving grant funds require Principle Investigator approval per OP 65.04. In the event it is necessary for an alternate approver set up in TeamApp to approve a cost transfer in FiTS, an email indicating PI approval of the FiTS transaction will be required to be uploaded and attached in order to process the cost transfer.

After a transaction has been submitted for approvals by the originator, the first level of approvers are notified of the pending request via e-mail. In addition, a link is provided to the approver which will direct them to the ‘Status’ screen (see pages 23-25). The e-mail will also include the FiTS ID of the document they need to review. An example of the e-mail notification to approvers is shown below:

```
From: ITIS Financial Transaction Entry System
Sent: Tuesday, May 07, 2013 1:01 PM
To: Sloan, Noel A
Subject: FiTS ID CT000345 is Ready for Approval

The following document(s) have been submitted for your approval.

FiTS ID CT000345

The document(s) can be accessed for review at the following address:
http://preprod.fitstexastech.edu/emailApprove?ApproveReject=A&fwbftctId=505&fwbftctDoc=CT000345
```

After following the link, the approver should find the request in their defaulted list and click

[Review]. They may also find the request by using the FiTS ID search box:
The approver is then able to review the entire request including the transaction itself (Step 1 tab), all comments, attachments, questions responses (Step 2 tab), and/or prior approvals (Approvals tab).

Once the approver has made a decision on whether to approve or reject the request, they will navigate to the ‘Approvals’ tab, use the ‘Approve/Reject’ drop-down box and click ‘Save’. (see below)

## Approving a Request

If an approver chooses to ‘Approve’ a transaction, they simply choose ‘Approve’ from the drop-down box and click **Save**. No further action is necessary. They will immediately see the transaction marked as ‘Approved’ for their level, along with the approver’s name and the date of approval. The next group of approvers is then sent an e-mail that the request is ready for their review.

## Rejecting a Request

If an approver chooses to ‘Reject’ a transaction, a new dialog box will appear below the Approvals section. A “rejection reason” should be chosen from the drop-down list (see next page). The opportunity to provide comments for the rejection is also provided in the comments box. Be sure to provide all rejection information before clicking **Save** above.
The originator of a request is notified by e-mail if their cost transfer or revenue JV is rejected. See below for an example of the e-mail notification:

```
FiTS ID CT000369 has been Rejected

FITS Financial Transaction Entry System
Sent: Fri 5/31/2013 2:08 PM
To: Botros, Jonathan

FiTS ID CT000369 has been rejected.

Please review the comments for this document at:
http://preprodfits.texastech.edu/emailStatus?ApproveReject=R&fwbftctId=545&fwbftctDoc=CT000369
```

Rejections and rejection comments are logged in the Comments tab, so that the originator can review and resubmit the request.

**Adding an Approver**

An approver (or originator) also has the option to add an additional approver, beyond those already required by FiTS. To do so, the user simply has to type the additional approver’s name into the dialog box below the ‘Approvals’ section, choose their name from the drop-down list, and click **Add Approver**. (See next page for an example of adding an approver)
Once the additional approver has been added, you will immediately see their name added to the list of required approvals above. They will be notified by e-mail when the request gets to their level of approval. Of course, once a document has received all required approvals – additional approvers can no longer be added.
FiTS Error Checking

The system includes many elements of “error checking” to ensure only valid requests are submitted for approval.

Examples of these include verification that the “budget available balance” (or “BAVL”) is sufficient to support the cost transfer request. For example, a user who tries to move an expense on to a FOAP which does not have sufficient budget will see an error similar to the one below (A), or if a transfer request would exceed the amount of the original transaction (plus all prior cost transfers)(B):

Other examples of error checking provided by the system are: verifying a transaction is not entered with a 0.00 amount (C), verifying all required questions have been answered (D), or using a FOP combination which has not been established by the Accounting Office (thus does not have a “valid index”) (E):

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For further help, please contact your Accounting Office:

Accounting Services
806.742.2970
accountingservices@ttu.edu