



Accounting Services Only:
Doc ID: _____

Revenue Form

If crediting an expense,
please provide the
original Doc ID of the
original expense

Clearing Fund (Debit)				TC#	Revenue FOAP (Credit)						Original Doc ID
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	
COA	Fund	Account	Amount		COA	Fund	Orgn	Account	Program	Amount	

Total Debits _____

Total Credits _____

Date: _____

Purpose: _____

FORM INSTRUCTIONS

1. This form is to be utilized when a revenue transaction cannot be processed in FiTS (e.g. interchart revenue transfers)
2. Complete each shaded section above (as applicable). You can record the revenue utilizing an appropriate revenue account code or by recording the revenue as reimbursement to an expense.
3. Attach supporting documentation to confirm the original clearing fund transaction (FI027). If applying the revenue against an expense please attach documentation to support the original expense (FI026A).
4. Please submit the completed form and all supporting documentation to AccountingServices@ttu.edu.

QUESTIONS? PLEASE CONTACT ACCOUNTINGSERVICES@TTU.EDU