Financial Transaction System (FiTS) - IVs

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), where the Fund, Organization, and Account fields are 6-digit codes and the Program field is a 2-digit code.

After 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 replaces the IV templates that are normally submitted through the Gateway system.

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

FiTS can be accessed from the WebRaider portal, HSC El Paso Finance tab, Accounting.
Creating an IV

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

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 System IDs that you are currently authorized to use to bill.
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 E FOPs. The “Inter Chart” radio button signifies that at least one expense line will be on a chart other than E.

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 the “Add” button to add the revenue line to your service billing.
After the revenue line is added, an IV Request ID (FiTS ID) is assigned. The FiTS ID can be used to track your IV in the “Status” and “History” tabs.

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

When adding expense FOAPs to your billing, the system will notify you of FOAPs that do not have available budget to cover the amount you are billing by displaying the following error when you try to “Add” the line.
If you receive a budget error, the popup message will indicate the FOAP with the error. You will need to 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.

Once the “Inter Chart” radio button has been selected, you can begin entering the Inter Chart expense FOAPs.

To add an “Inter Chart” expense line, you will first need to select the chart that corresponds to the FOAP you are billing. You can 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.
The revenue line(s) will be automatically adjusted as you add “Inter Chart” expense lines to the billing so that the total of the “Inter Chart” revenue lines equals the total amount of all of 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).

One you have edited the description, click the “Save” button.
Once you have entered all of the necessary revenue and expense lines to complete your service billing, you will need to make sure that the Revenue Total Amount (Credits) equals the Expense Total Amount (Debits). If they do not equal, you will see the following message.

If you are billing during the 10 day period at the beginning of a month, you will have the option to back date the billing in order for it to be posted in the prior month. You will need to select either the “Prior EOM” (End of Month) or “Current Date” radio button.
Once you have confirmed the Revenue Total Amount is equal to the Expense Total Amount, you can continue to the “Step 2 – Attachments Comments” tab.

In the “Attachments” section, you can 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 the “Add” button to save the comment.
Once you have added any optional attachments or comments you can 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 and will mark Complete later**
  - Clicking this button 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).

- **Mark as Complete**
  - Clicking this button 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 For Processing**
  - Clicking this button will send the IV for processing through Gateway.

If you select “Mark as Complete”, this does not 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 the “Submit” button.
Confirmation of Posting

After the IV has been submitted for processing, you can navigate to the “Status” tab to confirm that the IV has posted with no errors. If the IV is not present in the “Status” tab, the IV has successfully posted through Gateway. If the IV remains in the “Status” tab, it will have an error to the right stating “Errors in Gateway – Review Eprint”.

Select “Submit”

Error Message
If an error message is shown in the “Status” tab for the IV that was submitted, you can access the ePrint report in order to determine the specific reason for the error.

If the IV has successfully posted, you can access the ePrint report to determine the Document ID given for the service billing.

You can access ePrint reports from the Webraider Portal on the HSC El Paso Finance tab under Business Affairs. 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 on the drill icon. All of the IVs loaded under this System ID will be displayed. Select the desired report(s).

The **day after** you submit your IV, access Cognos from the Webraider Portal on the HSC El Paso Finance tab. Click on Cognos Connection in the Business Affairs section of the HSC El Paso Finance tab. Once in Cognos, click on IBM Cognos Content in the My Content Section. Go to HSC El Paso 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 Doc ID that was generated when the billing was uploaded. You can see each line of the documents for the date range that you queried after the report has ran. Once run, the report will open as an Excel document.

*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 reversals required will need to be submitted to the Accounting Services department at AccountingElp@ttuhsc.edu. 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, you must indicate the line(s) that need to be reversed
- A detailed explanation for why the billing needs to be reversed

**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 you would like included in the template. When this is complete, enter a Template Title into the text box next to the “Save As Template” button.
Then click the “Save As Template” button to save the template. Saved templates can be used by anyone with access to the System ID.

After clicking the “Save As Template” button, a popup message will notify you that your template has been successfully saved.

To find a saved template to start a new billing, click on the drop down box below the “Select System ID” box at the top of the “Step 1 – IV” tab. Then select the user whose template you want to use from the “Select User” drop down box.
Next select the template you would like to use from the “Select Template” drop down box.

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, you can 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. You can also edit a line’s description by clicking the “Edit” button to the right of a specific line.

In order to replace all of the line descriptions at once, you will need to enter the new description into the “New Description” text box and click the “Replace Entire Description” box.

Click the “Edit” button for the description changes to go into effect.
After clicking the “Edit” button the new description will be reflected in the Description column of the IV.

In order to replace a portion of an existing description, you will need to enter the portion of the new description you would like to add into the “New Description” text box, and also enter the portion of the old description you want replaced into the “Replace Description” text box.
Click the “Edit” button for the description changes to go into effect.

After clicking the “Edit” button the new description will be reflected in the Description column of the IV.
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. You will only be permitted to replace “A” with a single character. If your replacement description is unallowable, FiTS will show the following popup error after you click the “Edit” button.

After editing your existing template, if you would like to save the most recent changes, review the template name at the bottom of the screen and confirm that the template name to be saved is populated in the text box next to the “Save Template” button. Then click the “Save As Template” button.
Deleting a Template

To delete a saved template, you will click on 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 you would like to delete from the “Select Template” drop down box.
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 the “Delete Template” button.

After clicking the “Delete Template” button, a popup 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”.

Click “Delete Template” button

Confirm Template Title

Click the “Yes” button
Deleting an IV

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

In order to delete an IV, access FiTS and select the “Status” tab.

After selecting the “Status” tab, the screen will populate with all of the IVs that you originated that have not been submitted or processed.

Search for the IV(s) 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.

*For more detailed instructions on how to use the search capabilities on the “Status” page, see page 24 of this training document.

Once the IV to be deleted is located, click on the “Delete” button to the right of the IV.
After clicking the “Delete” button, a pop up message will appear to confirm, that you are sure you want to delete the IV. If you are sure of your selection, click “OK”. If not, click “Cancel”.

IVs that remain in the “Status” tab and have not been modified for 7 days will result in an email to the Originator 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 on the “Status” tab from the home page.

The “Status” tab automatically populates with all IVs for which you are the Originator.

Users can search for a specific IV the following ways:

- By Chart: Use “E” for Health Sciences Center El Paso
- By Fund & Orgn: Search by either Fund or Orgn, or both
- By User: Returns results for all IVs the user is involved in
- By Date Range: Returns results by the date last modified
- By FiTS ID: Enter 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 the “Search” button to perform the search. If you would like to perform a different search, you can click the “Clear Search” button to clear the search fields.
Depending on how many results are returned, you can 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 IVs, FiTS is used for Cost Transfers (CT), Revenue JVs (RT), and Internal Purchase Funding Transfers (PT). You can limit search results to only Interdepartmental Billings (IV) by selecting the IV radio button.
The results will be sorted numerically by the FiTS ID. However, the results can be sorted by any of the columnar fields.

The search results will also show the following columns:

- The Status of the IV
- The Originator of the IV
- The Date of the last modification to the IV
- The 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 to click the “Edit” button to make changes, or the “Delete” button to 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” buttons. Selecting the “Submit” button will send the IV for processing.
- **Errors**: IV has incurred an error while trying to post. Please contact Financial Systems Management at FSMElp@ttuhsc.edu 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.
Searching the History Tab

The “History” tab can be used to search for any IV(s) that has been processed and posted.

To begin, click on the “History” tab from the home page of FiTS.

The “History” tab does not automatically populate with any IVs.

User can search for a specific IV the following ways:

- By Chart: Use “E” for Health Sciences Center El Paso
- By Fund & Orgn: Search by either Fund or Orgn, or both
- By User: Returns results for all IVs a user is involved in
- By Date Range: Returns results by date last modified
- By Transaction Date: Returns results for IVs posted by date entered
- By Doc ID: Enter all or a portion of the Banner Document ID that the IV was assigned when it was fully processed and posted.
- By FiTS ID: Enter all or a portion of the ID

Users can search using multiple parameters from the list above. Depending on how many parameters are used, your search may have to be refined or expanded.
After entering in the desired search parameters, click the “Search” button to perform the search. To perform a different search, click the “Clear Search” button to clear the search fields.
Depending on how many results are returned, you can 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 Interdepartmental Billings (IV), FiTS is used for Cost Transfers (CT), Revenue JVs (RT), and Internal Purchase Funding Transfers (PT). You can limit search results to only IVs by selecting the IV radio button.
The results will be sorted numerically by the FiTS ID. However, the results can be sorted by any of the columnar fields.

The search results will also show the following columns:

- The Banner Document ID assigned when processed
- The Originator of the IV
- The User who last modified the IV
- The Date of the last modification to the IV
- The Date the IV was processed and posted

To view the detail of the processed IV, click the “View” button.

If you have a policy question regarding the IV process, please contact Accounting Services at AccountingElp@ttuhsc.edu.

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