

ii. Fringe Benefits (in propo

- 1. External/Non-campus Agency Names
- 2. Other Area Providers
- 3. Billing Rates for Other Area Providers
- 4. Benefit to TTUHSC
- iv. Approval Information
  - Appropriate Dean or Vice President (name and signature, for new fund/rate establishment)
- 5. Establish ment of Billing Rates. Service departments must establish billing rates prior to charging users for goods or services. Generally, billing rates can be determined by dividing the estimated total costs of providing goods or services (adjusted for previous period surpluses or deficits) by the estimated units of goods or services to be provided (as indicated below):

Estimated Total Costs + Prior Period Deficit – Prior Period Surplus

- 2. Names and eRaider usernames for all individuals who will be using FiTS to process service department billing transactions
- 3. Any system id that is already established for the department
- ii. Review training documentation located in the <u>Training Center</u>, filter by Category "FiTS". The Training center is also accessible from the WebRaider portal, F&A Work Tools tab, Business Affairs section, under Finance Systems Management.
- iii. Follow instructions provided by Finance Systems Management in the email notification stating that access has been granted.
- b. Service department billings should adhere to the following guidelines:
  - i. Service departments shakkdation of the state of the st

- iv. Calculation of amount billed for goods and services provided
- v. Total charge to the recipient department
- vi. Approval of charges and acknowledgement of the receipt of goods or services by the Fund Manager or other authorized approver of the recipient department
- vii. Other relevant information

- b. Encumbran ces. Close or move open encumbrances.
- c. Final Invoices. Re