
SERVICE DEPARTMENT RECIPIENTS

Service Department Recipients

To: Chavez, Gwendolyn
Sent: 27-FEB-2018 08:55:31
ID: 3221623

The Electronic IT created by the GPEACOC has been sent to Service Org, Please Log into EBS to enter the credit line and Process the IT

Employee: GPEACOC

E-IT ID : I000370

E-IT Type: Interdepartmental Order

Description: Security for student event on Gibson Quad from 4 to 6 pm on May 1

Attachments: This IT has an attachment, please query the open attachment

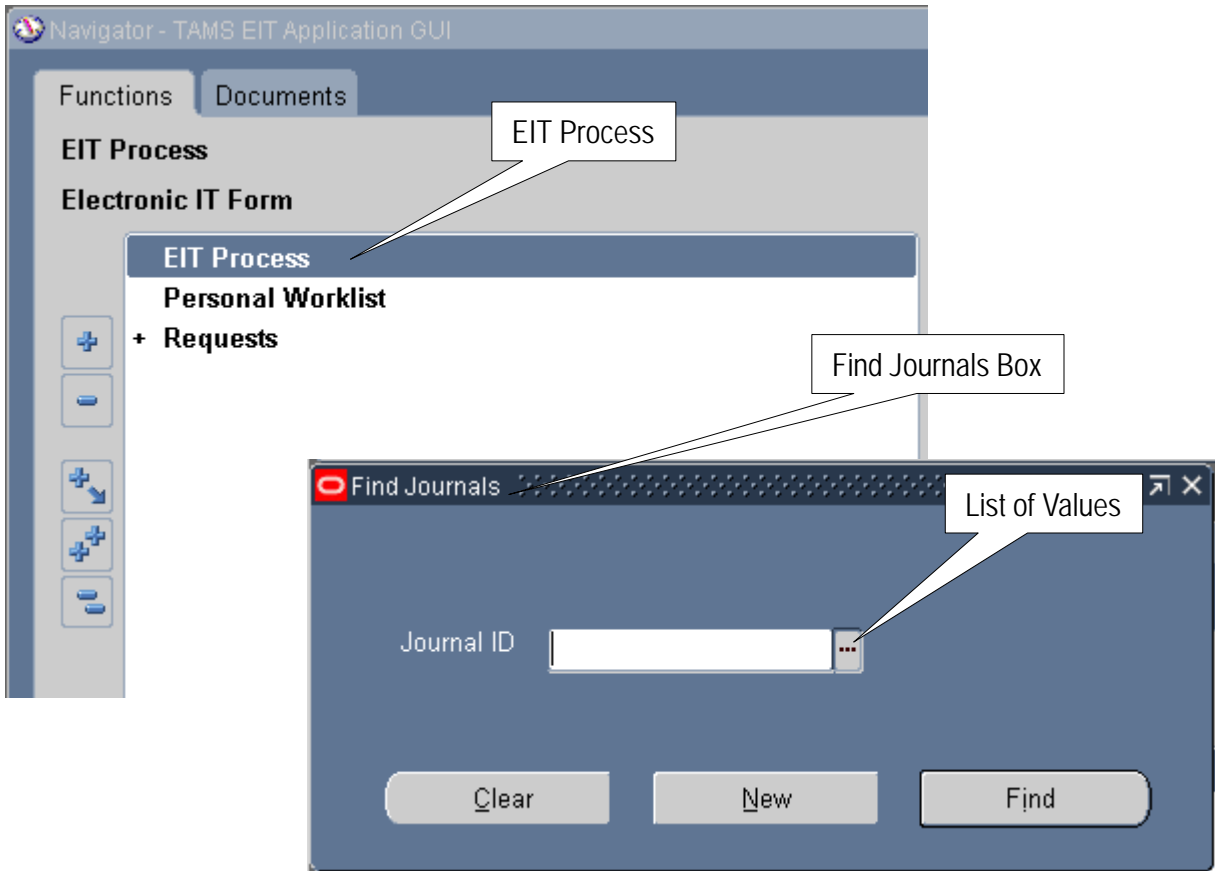
Detail
regarding
Service

Regards,
TAMS E-IT Team
Approval History

Notification of attachment

- An email notification will be sent to you informing you that there is an Interdepartmental Order that needs your attention.
- The Description line will give details as to the type of service to be provided, location, reference numbers etc.
- The Attachments line will notify the Service Department if any attachments are included on the Interdepartmental Order and need to be pulled up.
- All Interdepartmental Orders will need to be queried in the EIT system by the service recipient.

Service Department Recipients



- Click on EIT Process to open up the Find Journals box
- To Query an Interdepartmental Order, you can type the Order number in the Journal ID field or type "I" and hit the tab key.
 - **NOTE:** You can also leave the Journal ID field blank and click on List of Values. This will pull up ALL ITs that were created, approved or needs servicing in which you were part of the workflow

Service Department Recipient

E IT Number

Find 1000%

EIT Number	Initiator	Status	Description
1000352	GPEACOC	In Progress	Security needed at Gibson Quad for Stu
1000348	YJACKSO	In Progress	Fix broken window in 302 Stern Hall
1000349	GPEACOC	In Progress	Security for staff event
1000350	PSIMONS	In Progress	fix broken window in 302 stern
1000351	GPEACOC	In Progress	Security for event being held on Gibson
1000346	PSIMONS	In Progress	Fix window in 312 Stern Hall lab
1000347	PSIMONS	In Progress	blah blah blah
1000345	PSIMONS	In Progress	blah blah blah
1000341	PSIMONS	In Progress	Fix window in 302 Percival Stern.
1000342	GPEACOC	In Progress	Riot over IT system so 1020 Audubon ro
1000343	GPEACOC	In Progress	kjnlkj
1000344	PSIMONS	In Progress	fix broken window in Percival Stern 302
1000330	PSIMONS	In Progress	Fix window on wall to left of door in room

Find OK Cancel

- To open an Interdepartmental Order form, highlight the one you want and double-click or highlight and click on the OK button.

User Name: GPEACOC Contact Number: 5043142667

IT Type: Interdepartmental Order Journal ID: 1000352

Effective Date: 23-FEB-2018 IT Status: In Progress

Service Dept: 13310 - PUBLIC SAFETY Pending Approval:

Description: Security needed at Gibson Quad for Student Spring Party on May 1

Account/ Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Description	Debit	Credit
211000	6311-LABC0000					23-FEB-2018	Spring Party		

Back to Initiator Validate Re Assign

Service Department Recipient

User Name	GPEACOC	Contact Number	5043142667
IT Type	Interdepartmental Order	Journal ID	1000352
Effective Date	23-FEB-2018	IT Status	In Progress
Service Dept	13310 - PUBLIC SAFETY	Pending Approval	
Description	Security needed at Gibson Quad for Student Spring Party on May 1		

Account/ Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Description	Debit	Credit
211000	6311-LABC	0000				23-FEB-2018	Spring Party		

Back to Initiator Validate Re Assign

Once the Interdepartmental Order is opened, the recipient can do various things –

- Change natural account
- Insert or change dollar amount
- Add more lines using debit account number
- Add Service Department credit line
- Return the Interdepartmental Order back to the initiator
- Reassign Interdepartmental Order to another person

Service Department Recipient

The screenshot shows the 'Electronic IT' application window. On the left, there is a form with the following fields: User Name (GPEACOC), IT Type (Interdepartmental Order), Effective Date (23-FEB-2018), Service Dept (13310 - PUBLIC SAFETY), and Description (Security needed at Gibson Quad for Student Spring...). Below this is a table with columns: Account/Project, Natural Account, Dept Use, Task, and Award. The table has two rows: the first row has '211000' in the Account/Project column and '8815-RECH0000' in the Natural Account column; the second row has '211000' in the Account/Project column and '88' in the Natural Account column. A callout box labeled 'New line added' points to the second row. In the center, a 'Natural Account' search dialog box is open, showing a search field with '88%' and a list of accounts. '8815-RECHARGE-MATERIAL' is highlighted in blue. Other accounts in the list include 8811-RECHARGE-FEES, 8812-RECHARGE-SERVICES, 8813-RECHARGE-LABOR, 8814-RECHARGE-EQUIPMENT, 8817-RECHARGE-OTHER, 8818-RECHARGE-SHOP LABOR, 8819-RECHARGE-TU HOSPITAL/CLINIC, 8822-RECHARGE LABOR OVERHEAD, 8823-RECHARGE MATERIAL OVERHEAD, 8824-RECHARGE-UTILITIES, 8825-RECHARGE-GASOLINE, and 8826-RECHARGE-ELEVATORS. At the bottom of the dialog are 'Find', 'OK', and 'Cancel' buttons. On the right side of the main form, there are 'Debit' and 'Credit' fields. The 'Debit' field contains '50.00' and is pointed to by a callout box labeled 'Debit Amount'.

- To change the natural account, click in the natural account field and type in the correct natural account or you can type in 88 and hit the TAB key in order to pull up a list of all 88XX natural accounts to select from.
 - **NOTE: 88XX natural accounts should be used for the debits. If the initiator did not use an 88XX natural account, change it to the correct 88XX natural account.**
- Double click on the one that you would like to select.
- The service recipient can add a dollar amount in the debit field if one is incorrect or not included.
- A new line can also be added if more than one natural account needs to be charged.
- If adding a new line, the account can be copied from the above line by holding down the SHIFT key and hitting the F5 key.
 - **NOTE: the service recipient can only charge the accounts that are already on the Interdepartmental Order Form. No new accounts can be debited.**

Service Department Recipient

Electronic IT

User Name: Contact Number:
 IT Type: Journal ID:
 Effective Date: IT Status:
 Service Dept: Pending Approval:
 Description:

Account/ Project	Natural Account	Dept Use	Ta	GL Activity/ Grant Exp Date	Line Description	Debit	Credit
211000	8815-RECH0000			23-FEB-2018	Spring Party	50.00	
211000	8817-RECH0000			27-FEB-2018	Spring Party	100.00	
221017	8915-COST0000			27-FEB-2018	Spring Party		50.00
221017	8917-COST0000			27-FEB-2018	Spring Party		100

Back to initiator button

Service Department Credit

Back to Initiator Validate Re Assign


- The service department recipient will also be able to insert the credit line for the service department.

- Click in the empty row beneath the debit lines
- Type in account number for the service department along with natural account, and line description.

NOTE: Natural accounts for the service department should be 89XX natural accounts.

- The service department will have the option to return the Interdepartmental Order to the initiator
 - Click on the "Back To Initiator" button on the form.
 - Comments box will open where the service recipient can explain why it is being returned.
 - Click on Back to Initiator button again after comments are written.

Comments

Back to Initiator 

Service Department Recipient

Electronic IT

User Name: Contact Number:
IT Type: Journal ID:
Effective Date: IT Status:
Service Dept: Pending Approval:
Description:

Account/ Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Description	Debit	Credit
211000	8815-RECH	0000				23-FEB-2018	Spring Party	50.00	
211000	8817-RECH	0000				28-FEB-2018	Spring Party	100.00	
221017	8915-COST	0000				28-FEB-2018	Spring Party		50.00
221017	8917-COST	0000				28-FEB-2018	Spring Party		100.00

Buttons:

Reassign button

- Service recipients also have the ability to reassign an Interdepartmental Order form to another person.
 - This can be anyone with a Tulane user ID
 - Click on the "Reassign" button.
 - The Reassign Service Dept box will pop up asking for a username.
 - Type the user name (email without the @tulane.edu) of the person you wish to fulfill the service and hit the TAB key.
 - Hit the "ASSIGN" button to send to that individual

IT Number:
User Name:

ASSIGN

Assign Button

Service Department Recipient



Thu 3/1/2018 9:08 AM
 DoNotReply@tulane.edu
 RE: E-IT 1000001 Service Order Re Assignment

Reassignment notification

To: Chavez, Gwendolyn P

The Electronic IT created by PSIMONS has been send to Service Org. Please Log into EBS to enter the credit line and Process the IT

Employee Name : PSIMONS
 E-IT ID : 1000001
 E-IT Type : Interdepartmental Order
 Service Dept : 13211 - FACILITIES SERVICES
 Description : Fix broken window at 1030 Audubon Accounting Office

Account	Natural Account	Dept Use	Task	Award	EXP type	Line Description	Debit	Credit
221017	8812	0000				Fix window		

Thank You,
 TAMS E-IT Team

- An email notification will be sent to the person the Interdepartmental Order was reassigned to.

The screenshot shows the EBS system interface for adding a credit line. The form fields are as follows:

User Name	PSIMONS	Contact Number	5043147966
IT Type	Interdepartmental Order	Journal ID	1000001
Effective Date	28-FEB-2018	IT Status	In Progress
Service Dept	13211 - FACILITIES SERVICES	Pending Approval	
Description	Fix broken window at 1030 Audubon Accounting Office		

The table below the form shows the following data:

Account/Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/Grant Exp Date	Line Description	Debit	Credit
211000	8912-COS1	0000				01-MAR-2018	Fix window		50.00
221017	8812-RECH	0000				28-FEB-2018	Fix window	50.00	

Buttons at the bottom include 'Validate' and 'Back to Service Provi...'. Callouts indicate 'Credit line added' and 'Validate button'.

- Recipient of reassigned Interdepartmental Order can do the same as the original recipient:
 - Change natural account and dollar amounts
 - Add line using same debit account
 - Add Service Department account
 - Validate and Submit
 - Return to Service Provider

Service Department Recipient

Electronic IT

User Name: **PSIMONS** Contact Number: **5043147966**
IT Type: **Interdepartmental Order** Journal ID: **1000001**
Effective Date: **28-FEB-2018** IT Status: **In Progress**
Service Dept: **13211 - FACILITIES SERVICES** Pending Approval:
Description: **Fix broken window at 1030 Audubon Accounting Office**

Account/ Project	Natural Account	Dept	Description
211000	8912-COS	0000	
221017	8812-RECH	0000	

Submit

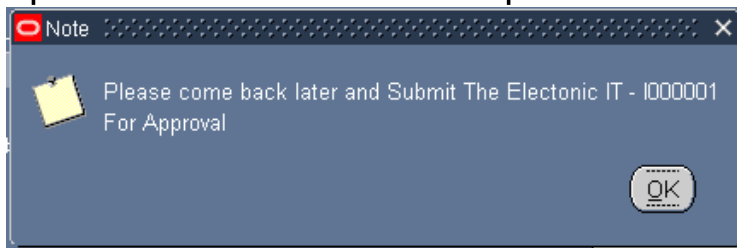
Electronic IT is not yet Submitted for Approval , do you want to Submit for Approval

Submit Return to Form Cancel

Validate Button

Validate Back to Service Provi...

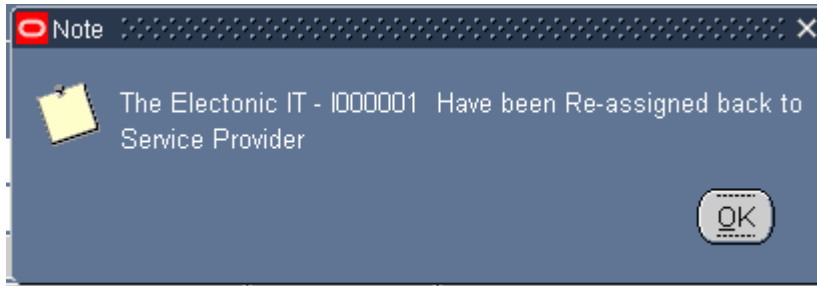
- When all changes are made and the Service Department line is added, click on the Validate button.
- The options are the same as an approvers:
 - Submit to send to next level
 - Return to Form to return to the reassigned Interdepartmental Order and make more changes
 - Cancel which will save and close the reassigned Interdepartmental Order to be opened at a later time.



If you hit Cancel, a note will appear telling you that the Interdepartmental Order was not submitted and to come back later.

Service Department Recipient

- If you click on the "Return to Service Provider" button, the below note will appear



- The service provider will then have the opportunity to validate and submit or reassign it to another person