SERVICE DEPARTMENT RECIPIENTS
• 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.
• 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
To open an Interdepartmental Order form, highlight the one you want and double-click or highlight and click on the OK button.
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
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.
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.
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
The Electronic IT created by PSIMONS has been sent to Service Ogr. Please Log into EBS to enter the credit line and Process the IT

Employee Name: PSIMONS
E-IT ID: 3000001
E-IT Type: Interdepartmental Order
Service Dept: 13211 - FACILITIES SERVICES
Description: Fix broken window at 1090 Audubon Accounting Office

<table>
<thead>
<tr>
<th>Account</th>
<th>Natural Account</th>
<th>Dept Use</th>
<th>Task</th>
<th>Award</th>
<th>EXP type</th>
<th>Line Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>221017</td>
<td>8812</td>
<td>0000</td>
<td></td>
<td></td>
<td></td>
<td>Fix window</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank You,
TAMS E-IT Team

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

• 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
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