

Internal Transactions: Creation, Evaluation, Update and Workflow

Version Date: June 27, 2025

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Internal Transaction Request Creation and Workflow Documentation

The Internal Transaction Form within PeopleSoft Financials allows departments to submit requests for payments/reimbursement from another department for goods or services provided. Data Entry completion submits the request into workflow for approval after which the **General Accounting (GA)** Team reviews and authorizes the request for journal entry. The GA Team documents the journal ID # in the request before submitting the authorization and posting the journal. Once posted, the journal appears in departmental reports the following day. An automated journal generation process is in development. Once that is moved to production, the Internal Transaction number and the department's invoice will be included on the journal line.

Introducing the Internal Transaction Request

Navigation to the Internal Transaction menu component may be through the GT eForms Homepage.



The GT eForms Home displays a tile for each form available for use.

NOTE: Your user security determines which form(s) you may use.

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	GT eForms™ Homepage ▼						< 8	of 10	>
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1. Select the **GL Internal Transactions** Tile.

C GT eForms™ Homepage	GL Internal Transactions Form	Financials TST	ŵ	Q	\Diamond	:	Ø
📄 Landing Page	Welcome to Internal Transactions eForm						
Add an InternalTr eForm							
Evaluate a GL eForm							
6 Update a GL eForm							
5 View a GL eForm							
	D						

Users are directed to the Landing Page where you will see the eForms menu options on the left side of the page. User security determines how many different custom forms are available for the user to add, evaluate, update or view. For purposes of this document, only the Internal Transaction Form displays.

Menu Option Definitions

- 1. Add an InternalTr eForm Choose this option to initiate Data Entry to create a new request.
- 2. Evaluate a GL eForm The Evaluate menu option is used to review submitted requests for approval.
- 3. Update a GL eForm The Update a GL Form menu options allows the user to make changes to a submitted form and resubmit it to workflow.
- 4. View a GL eForm The menu option allows a user to view a form, print the form and view the attachments and the approvals.

Add a New Internal Transaction Form

The Internal Transaction Form allows for creation of the form in full by the department providing the service, or in part by the department providing the goods/service with follow-up by the department receiving the goods/service. This will initiate workflow processing once the user submits. The workflow process is discussed later in the document. Each of the entry options will be documented separately.

Add a New Internal Transaction Form – Fully Completed Data Entry

In this example, the form data will be thoroughly entered by one person (the initiator). That person can either be from the department providing the goods or service (Credit) or from the department that is paying or receiving the goods or service (Debit). Generally, the Credit department initiates the form.

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	rcbb.psfs.lsuhsc.edu/psc/fsupg	g/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_4	GSTARTPAGE_NUI.GBL?CONTEXTIDPARAM	IS=TEMPLATE_ID	%3aPTPPNAVCOL&s	c Q 🖻 🕸	E D		a :
]		GL Form			Health Financia	als UPG 佡	۵	: 0
+ Add Internal Tr	ansaction : Internal Transacti	on						Form ID	10303
Form initiator must complete department providing the re Resubmit (only if changes and	e all required fields marked with an "*" bu quested services/products. The To Depart e made to the form) or Approve for final r	it can complete any other available fields before submi ment (receiver of services/products) will review the Cr eview by Accounting Services."	tting for processing. By submitting the form. The From edit Section to confirm charges are accurate and comp	Department is certify lete the required cha	ving the information is acco rtfields in the Debit Section	urate and is approving t n upon receive of email	he transaction or notification. The	n behalf of To Departi	the nent will
INTERAL TRANSACTIO	ON - SERVICE OR PRODUCT REG	UESTED							
									1 row
	*Quantity ◇	Description \diamond	*	Unit Cost O	Amount \diamond	Insert A Row	Dele	te A Row	
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II Total Amount									
	Total Amount 0.00								
DEPARTMENT PROVID	DING SERVICE OR MATERIAL (RE	CEIVES CREDIT)							
	*Business Unit LSUNO	Q		*Date 07/11/20	123				
	*From DEPTID	٩	From Dep	partment					
	*Requested by MGONZA	Q, Gonzales, Michele S							
	Invoice		I confirm services/products he rendered satisfactorily. I furth that the information is accu approve this Internal Transa further pro	rcertify rate and ction for ccessing					

1. Select the Add an InternalTr eForm option.

The top section of the page includes key information for the request.

NOTE: The Form ID at the top right of the page is the Internal Transaction Form ID assigned by the system. Users may enter their internal invoice ID in the Invoice section.

<u>SPECIAL NOTE: The Department's Invoice ID will appear in the journal header description</u> <u>once processed. The IT Form ID will appear on the journal line reference description.</u>

In this section, the user enters the quantity, description of the goods or service, cost per unit. Additional rows may be added by selecting the +.

The **Total Amount** is a calculated field based on quantity and cost. The system will validate that the **Total Amount** and the debits and credits entered in the form balance.

The section called "**Department Providing Service or Material (Credit)**" includes several required fields. **Business Unit, Date**, the **From DEPTID** and **Requester** are required. The **Invoice** field is to be used by the departments for their internal numbering.

At the bottom right of this section, there is text and a slide bar. Once the requester/initiating department completes all of the data entry, the user changes the selection from **No** to **Yes**. This confirms that all of the data is accurate to the best of their knowledge and is the acknowledgement from the department that the IT is ready for further processing and approvals.

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CREDIT							^
*SpeedType Key 🌣 *Account 🗘	Fund Code 0	Department O Program	n Code 🌣 🛛 Class Field 🗘	Project 0	*Amount © Comment ©	Insert A Row	1 row Delete A Row
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*To DEPTID	Q				To Department		
DEBIT							
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Attachment Required	Action	Description 0	Description		File Name 🌣	Del	lete
1 0	Upload	Other	Other			Del	lete
Add							
▼ Comments							
Save Submit							

The Credit and Debit sections of the form include the detail line information for the transaction.

The **Credit** Section is first. This is the section for the department that is to be paid to enter the Speedtype/Accounting Tag, account, amount and comments per line. Additional rows may be entered if desired. Most commonly, account **530600** is used.

The **Debit** Section is titled "**Department Needing Service or Product – Received Expense** (**Debit**)". The **To DEPTID** is required in the Debit section. The speedtype/accounting tag and account for this department should be entered along with the amount and any desired comments. <u>Multiple rows may be entered in this section if desired.</u>

The **File Attachment** Section appears below the **Debit** section. Attachments are **RECOMMENDED** but not required. Attachments will benefit both departments as well as Accounting Services as the attachments remain with the documentation in PeopleSoft and paper copies would not be required. Select the Upload button to choose and attach the departments invoice. Multiple attachments may be added by selecting the Add button below the Attachment grid section. If the user chooses to remove an attachment, the user would select the Replace button that appears on the right side of the attachment row. It is only active once an attachment has been added.

The Comments section defaults to "collapsed". Users may enter any comments in the freeform text box.

At the bottom of the page are the **Save** button and the **Submit** buttons.

<u>Save</u> is used when you are entering the document but are not yet ready to submit it, perhaps because the information is incomplete.

<u>Submit</u> is used when the user is ready to submit the form into workflow.

NOTE: This should only be done after the user slides the confirm button in the top of the form from "No" to "Yes". <u>If the user fails to toggle the switch to Yes and submits the IT form, the below message will appear.</u>

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Delete

Press OK to clear the message. Then the user may navigate to the switch and toggle it to Yes.

A completed Internal Transaction form with all data entered is displayed.

<	GT eForms™ Homepage			GL Form		Financials	UPG ଜ 🗘	: 0
	+ Add Internal Transaction : I	nternal Transact	ion				Form ID 1	0304
	Form initiator must complete all required field department providing the requested services/ Resubmit (only if changes are made to the forr	s marked with an "•" b products. The To Depar n) or Approve for final i	ut can complete any other available fields before submitti tment (receiver of services/products) will review the Cred review by Accounting Services."	ng for processing. By submitting the form, The From Departm it Section to confirm charges are accurate and complete the re	ent is certifying the information is a quired chartfields in the Debit Secti	curate and is approving the tr on upon receive of email noti	ransaction on behalf of th fication. The To Departme	ie Ent will
	INTERAL TRANSACTION - SERVICE	OR PRODUCT REC	QUESTED					
								1 row
		*Quantity O	Description \diamond	*Unit Cos	t O Amount O	Insert A Row	Delete A Row	
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	Total Amount							
	Total Amount	50.00						
	DEPARTMENT PROVIDING SERVICE	OR MATERIAL (RE	ECEIVES CREDIT)					
	*Business Unit	LSUNO	Q	*Date	07/11/2023			
	*From DEPTID	1673200	Q Peoplesoft Admin Support Org	From Department	Peoplesoft Admin Support Org			
	*Requested by	MGONZA	Q Gonzales, Michele S					
	Invoice	TEST071123_MG		I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for further processing	Yes			

After completing all data entry, scroll to the top and toggle the certify button to "Yes".

*SpeedType Key O	*Account \diamond	Fund Code O	Department ◊	Program Code 🗘	Class Field O	Project 0	*Amount \diamond	Comment \diamond	Insert A Row	Delete A F
5673200001 Q	546700 Q	. 113	1673200	54000	90110	5673200001	50.00	Test comments field MG 7 11 23 to document IT	+	-
PARTMENT NEEDING SEI	RVICE OR PRODUCT (RECE	EIVES EXPENSE – I	DEBIT)							
*To	DEPTID 1651000	Q, Accounting Se	ervices			To Depa	artment Accounting Services			
BIT										
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e Attachments										
Attachment Uploaded	Action	Description \diamond	Description	10	File	Name 🌣				Delete
0	View	Other	Other - mis	c file attached	Tes	ting_Initiator_and_A	pprover_for_MG_KB_and_SL	xlsx	[Replace
Add										
omments										

After completing entry, adding an attachment and toggling the certify button to Yes,

Click the **Submit** button.

This action enters the form into Workflow. The Workflow process is initiated and the Internal Transaction form is directed to the approver(s) for the Debit Department (department receiving the goods or services).

The Transaction/Signature Log displays. The user may print the Internal Transaction from here if desired.

		GT eForms [™] Homepage		GL Internal	Transactions Form	n	Hinancials TST	ណ៍	Q	۵	:	\oslash
No.	C	🔚 Landing Page	+ Add Internal Transaction : Result							Form	1 ID 10)440
		🚯 Add an InternalTr eForm	Transaction / Signature Log									1 row
		Current Date Time		Step Title	User ID	Description	Form Action Ti		Time Elapsed			
Yor .	8	Evaluate a GL eForm	1 03/26/2025 11:08:53AM	Initiated	MGONZA	Gonzales, Michele S	Submit					
	-	5 Update a GL eForm	Defect Lee									
	~	5 View a GL eForm	Print									

Select the View a GL eForm link from the navigation pane.

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	Date	is Equal To 🔹	
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👩 View a GL eForm	Form Status	is Equal To 🗸	
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	From DEPTID	Begins With 🗸	
	To DEPTID	Begins With 🗸	
	Search	Save Search	

In the Search criteria boxes, enter the **Business Unit** and either the **Date** of the Internal Transaction or the Internal Transaction **Form ID**, then press **Search**.

✓ My Financials Home		GT eForms WorkCenter
GT eForms WorkCenter eForms Reports General Accounting Forms	0 «	Q SEARCH : View a General Accounting eForm
Add Internal Transaction Regst Evaluate a GL Form Update a GL Form		Search by: Business Unit Begins Wth V LSUNO Date Equals V 03262024 (ii)
(?) View a GL Form		Form ID Begins Wth v Form Status Equals v Requested by Begins Wth v Invoice Begins Wth v C Search
ClinCards eForms	0 0-	

Select the desired Internal Transaction from the list. If the user enters the Form ID, the form will open for display.

K My Financials Home		GT eForms WorkCenter
GT eForms WorkCenter Forms Reports General Accounting Forms	° «	SEARCH : View a General Accounting eForm
Add Internal Transaction Reqst Evaluate a GL Form Update a GL Form View a GL Form		Search by: Business Unit Begins Wth v Date Equals v Form ID Begins Wth v Form Status Equals v Requested by Begins Wth v Invoice Begins Wth v
ClinCards eForms	C ov Busin Unit LSUN LSUN	Form ID Form Status Requested by From Department To Department Total Amount 0 Mar 26 2024 12:00AM 10396 Pending MGONZA IT_ZPSFIN Peoplesoft Admin Support Org Accounting Services 50.000000 0 Mar 26 2024 12:00AM 10397 Pending MGONZA IT_ZPSFIN Peoplesoft Admin Support Org Accounting Services 300.000000

Scroll to the bottom of the Internal Transaction form and select the Next button.

< Home					Form Page	•		Health Financials	s TST	ŵ	Q	:	Ø
1 5651000001	530600	113	1651000	52000	40110	5651000001	300.00	te	+		-		
File Attachments													
Attachments required if th	e Item Description	n does not <u>clearly</u> id	lentify products/serv	ices provided.								10	
Status		Act	ion	Description \Diamond		File Na	me ≎		1	Delete			
1		Upl	oad							Delete			
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✓ Comments													
** Gonzales, Michele S ** Tue, Mar 26 24, 10:30 Test 2 to submit without):36 AM toggling the butt	ton to yes.											
Search	Print												
Page 10 of 70 8333 words	<u>C</u> R										- 1-	+	100

On the below page, select the View Approval Route button.

< Home	Form History
Q View Internal Transaction : Form History	
View Approval Route Signature/Action Logs	
Search Previous Print	

A pop-up page displays the approval routings.

view/Edit Approvers		
G3FORM_ID=10397		Pending
asic Path		
Pending	D Not Routed	
Multiple Approvers GL_IT_TO_DEPT_APPROVER>	Multiple Approvers LSU_GL_GT_INTTRANS_GA_REVIEWER	

The **Review Edit Approvers** box displays. The form was submitted to workflow and is "Pending Approval" state.

Selecting the **Multiple Approvers** link in the Pending Tile displays the list of users who are able to approve the transaction.

NOTES:

- 1. Once the credit department confirms and submits the Internal Transaction, then the debit department approvers are notified via email for review and approval.
- 2. The Debit department approver reviews and resubmits the form if there are changes.
- 3. If there are no changes, one of the debit department approver must navigate via the eForms menu to the Approve an eForm menu option to approve the form.
- 4. After the Debit department approves, the form is routed to General Accounting for Review, Authorization, and processing.
- 5. <u>There is no self-approval.</u>

Select "Done" at the top right to close the Review Approvers.

Users may choose to print this page by selecting the **Print** button.

Credit Department Completes Partial Form to Route to Debit Department for Update

The steps that follow depict the process when the "**Credit**" department enters the Internal Transaction only partially and routes it to the "**Debit**" department for that user to enter the chartstring information.

	G	L Form		Halls Financials U	PG命 ム	. (
Add Internal Transaction : Internal Transact	ion				Form ID 10	0305
Form initiator must complete all required fields marked with an *** t department providing the requested services/products. The To Depa Resubmit (only if changes are made to the form) or Approve for final	ut can complete any other available fields before submitting for proces tment (receiver of services/products) will review the Credit Section to review by Accounting Services,"	sing. By submitting the form, The From Department is certifying confirm charges are accurate and complete the required chartfi	g the information is a elds in the Debit Secti	ccurate and is approving the tran ion upon receive of email notifica	saction on behalf of the tion. The To Departmer	nt will
INTERAL TRANSACTION - SERVICE OR PRODUCT RE	QUESTED					
						1 row
*Quantity ்	Description \diamond	*Unit Cost ⇔	Amount \diamond	Insert A Row	Delete A Row	
1 2.00	Specialty Items provided to accounting from PS Suport	100.00	200.00	+	-	
II Total Amount						
Total Amount 200.00						
DEPARTMENT PROVIDING SERVICE OR MATERIAL (R	ECEIVES CREDIT)					
*Business Unit LSUNO	Q	*Date 07/11/2023	Ē			
*From DEPTID 1673200	Q Peoplesoft Admin Support Org	From Department Peoplesoft /	Admin Support Org			
*Requested by MGONZA	Q Gonzales, Michele S					
Invoice [[Tpartial_example		I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for				

Complete the Internal Transaction Service or Product Requested section and the Department Providing the Service or Material (Receives Credit) sections of the form.

Enter the quantity, description, cost Business Unit, date, From DEPTID, Requester and Invoice ID.

GT eForms [™] Homepage				(GL Form			Health Finan	cials UPG 命	۵	:
CREDIT											
*SpeedType Key ◇	*Account \diamond	Fund Code 🗘	Department \diamond P	rogram Code 🜣	Class Field ◊	Project 0	*Amount ◇	Comment \diamond	Insert A Row	Delete A	1 row Row
1 5673200001 Q	546700 C	۱13	1673200 54	4000	90110	5673200001	200.00	Products provided by PS Support to Accounting	+	-]
DEPARTMENT NEEDING SER	VICE OR PRODUCT (REC	EIVES EXPENSE – I	DEBIT)								
*To !	DEPTID 1651000	Q Accounting Se	ervices			To De	partment Accounting Services				
DEBIT											
											1 row
SpeedType Key O	Account 0	Fund Code \diamond	Department O F	Program Code O	Class Field O	Project O	*Amount 🌣	Comment \diamond	Insert A Row	Delete A	Row
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·											
File Attachments											
File Attachments	Antion		Description ()		51	Name A				Delate	1 row
File Attachments Attachment Uploaded	Action	Description \diamond	Description \diamond		Fik	Name 🌣				Delete	1 row
File Attachments Attachment Uploaded 1	Action	Description \diamond Other	Description \diamond	example	File	Name ் ting_Initiator_and_	Approver_for_MG_KB_and_SL	xlsx	[Delete Replace	1 row

In the Credit section, enter the Speedtype/Accounting Tag, Account, Amount and Description.

In the Debit section, enter just the Department ID, Amount and optionally a Comment.

Add an attachment to the form documenting the invoice.

Scroll up to the top of the form and select the toggle to confirm that the "From "department information is valid.

Barrier and Annual State (Bealth FIIIdIIU	
Add Internal Transaction : Internal Transac	tion				Form ID 10305
Form initiator must complete all required fields marked with an "**" department providing the requested services/products. The To Depa Resubmit (only if changes are made to the form) or Approve for fina INTERAL TRANSACTION - SERVICE OR PRODUCT RE	but can complete any other available fields before submittin rtment (receiver of services/products) will review the Credit review by Accounting Services."	g for processing. By submitting the form. The From Departme Section to confirm charges are accurate and complete the rec	nt is certifying the information is a quired chartfields in the Debit Sect	ccurate and is approving ion upon receive of email	the transaction on behalf of the notification. The To Department will
					1 row
*Quantity 0	Description O	*Unit Cost	Amount O	Insert A Row	Delete A Row
1 2.00	Partial entry example - Specialty Items provided to accounting from PS Suport	100.0	200.00	+	-
Total Amount					
Total Amount 200.00					
DEPARTMENT PROVIDING SERVICE OR MATERIAL (F	RECEIVES CREDIT)				
*Business Unit LSUNO	Q	*Date	07/11/2023		
*From DEPTID 1673200	Q. Peoplesoft Admin Support Org	From Department	Peoplesoft Admin Support Org		
"Requested by MGONZA	Q Gonzales, Michele S				
Invoice ITpartial_example		I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for further processing	Yes		

Scroll to the bottom of the IT form.

Select Submit to route it to the "To Department".

The Transaction/Signature Log displays.

< Home		For	m Result	Health Financials	TST	ŵ	Q	:	Ø
Add Internal Transaction : Result							Forn	ID 1	0397
Transaction / Signature Log									1 row
Current Date Time	Step Title	User ID	Description	Form Action	Time	Elapse	d		
1 03/26/2024 10:30:36AM	Initiated	MGONZA	Gonzales, Michele S	Submit					
Refresh Log Print									

Select **Print** the button if desired.

The "To" department approver is notified via email that there is an internal transaction requiring their review and/or approval.



The information in the email includes the form id, From Department Name, To Department Name, Date, Invoice # and the amount.

Select the Link to Update the Internal Transaction eForm. If you are using email outside of a PSDesktop session, you will be directed to the PeopleSoft log in page. After entering credentials, the Update form page will display. In this scenario, recall that the initiator only entered the "To" Department ID and Amount. The approving department user will need to enter the remaining information on the Debit line(s).

INTERAL TRANSACTION - SERVICE OR F	PRODUCT REQUESTE	D									
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Invoice Trparti	al_example			I confirm been further certii accurate a Transactio	services/prod rendered satis ly that the info ind approve th in for further p	lucts have factorily. I rmation is is Internal rocessing	Yes				
CREDIT											
*SpeedType Key \diamond *Account \diamond	Fund C	Code ◇ Department ◇	Program Code 🜣	Class Field 0	Project 0		*Amount ◇	Comment	>	Insert A Row	1 row Delete A Row
1 5673200001 Q 546700	Q 113	1673200	54000	90110	5673200001		200.00	Products pro Support to A	ovided by PS accounting	+	-

Scroll down the form to continue reviewing the data entered and to enter the fields needed.

Key 🗘	*Account \Diamond		Fund Code ⇔	Department ⇔	Program Code ⇔	Class Field ⇔	Project 🗘	*Amount 🌣	Comment ◊	Insert A Row	Delete A Row
1 Q	546700	٩	113	1673200	54000	90110	5673200001	200.00	Products provided by	+	-
NEEDING SE	RVICE OR PRO	DUCT (RE	CEIVES E	XPENSE – DE	BIT)						
*To DEPTID	1651000	۹	Accounting	Services			To Department	Accounting Services			
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Key 🗘	Account \diamond		Fund Code 0	⊖ ¢	Program Code ≎	Class Field ≎	o Project	*Amount 🗘	Comment ◇	Row	Row
۹		٩						200.00	Goods from PS Support	+	-
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t Uploaded	Action	Descriptio	n ¢ [Description 0		File I	Name 🌣			ſ	1 ro Delete
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In this example, the Debit department's transaction speedtype/accounting tag and the account are needed. Comments may be added but are optional.

REDIT									
									1 ro
*SpeedType Key Account	t ◇ Fund Code ◇	o O	Program Code ♦	Class Field	Project O	*Amount 🌣	Comment \diamond	Row	Row
1 5673200001 Q 546700	Q, 113	1673200	54000	90110	5673200001	200.00	Products provided by PS Support to	+	-
PEPARTMENT NEEDING SERVICE OF	R PRODUCT (RECEIVES EXP	ENSE – DEBIT)							
*To DEPTID 1651	1000 Q Accountin	ng Services			To Departm	ent Accounting Service	s		
)FBIT									
									1 ro
SpeedType Key O Account	○ Fund Code ○	o ව	Program Code ○	Class Field	Project \Diamond	*Amount ©	Comment \diamond	Insert A Row	Delete A Row
1 5651000007 Q 546700	Q 113	1651000	52000	45700	5651000007	200.00	Goods from PS Support	+	-
ile Attachments									
Attachment Uploaded	Action Description >	Description	0	File	Name 0				1 ro Delete
1 🥑	View Other	Documentat	tion example	Tes	ting_Initiator_and_A	pprover_for_MG_KB_an	d_SL.xisx		Replace
Add									
r Comments									
Debit Dept entered speedtype 7/12/23									

After entering the data, scroll down to the bottom and press the **Resubmit** button.

The user from the Debit department sees the below.

GT eForms [™] Homepage		e	GL Form		Hall Finan	icials UPG 佡	۵ :	1	Ø
E Landing Page	Update Internal Transaction	on : Result					Form ID	103	05
Add an InternalTr eForm	You have successfully resubmitted you	r eForm.							
Evaluate a GL Form eForm	The eForm has been routed to the next	approval step. Liu, Shiying	L.						
Ipdate a GL Form eForm	View Approval Route (Add Ad Hoc App	rover)							
👩 View a GL Form eForm	Transaction / Signature Log							2 ro	ws
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed			
	1 07/11/2023 12:59:41PM	Initiated	MGONZA	Gonzales, Michele S	Submit				
	2 07/12/2023 7:28:35AM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	18 hours 28 minut	es		
	Refresh Log								
	Print								

This form was resubmitted into the workflow process and is not yet approved by the Debit department approver. The next step is to navigate to the Evaluate a GL Form eForm from the left navigation and then approve the form. Alternatively, the user could go back into their email and select the link to Approve the Internal Transaction Form.

Evaluate a GL Form eForm navigation



Evaluate – from the email link

From: PS Financials Development <psfindev@lsuhsc.edu> Sent: Monday, May 20, 2024 10:08 AM To: Lovell, B.J. <blovel@lsuhsc.edu>; Sanford, Clayton H. <csanf4@lsuhsc.edu>; Bonura, Karen <kbonur@lsuhsc.edu>; Gonzales, Michele S. <mgonza@lsuhsc.edu>; Liu, Shiying <sliu1@lsuhsc.edu>; Williams, Talesia M. <twil11@lsuhsc.edu> Subject: LSUNO Internal Transaction Form 10335 is Pending Dept Approval</twil11@lsuhsc.edu></sliu1@lsuhsc.edu></mgonza@lsuhsc.edu></kbonur@lsuhsc.edu></csanf4@lsuhsc.edu></blovel@lsuhsc.edu></psfindev@lsuhsc.edu>
You have an internal transaction request to evaluate. You may follow the link below to approve it. eForm ID: 10335 Request Date: 2024-01-16 From Department: Surgery To Department: Center-Cancer Invoice: CIAIM-3999192; Amount: 120
Link to Update the IT eForm: https://rcbb.psfs.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FLGBL? Page=G3SEARCH_FL&Action=U&G3FORM_ID=10335&G3FORM_TASK=UPD Link to Approve IT eForm: https://rcbb.psfs.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FLGBL? Page=G3SEARCH_FL&Action=U&G3FORM_ID=10335&G3FORM_TASK=EVL Ink to Approve To approve Ink to Approve IT eForm: https://rcbb.psfs.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL? To approve Ink to Approve IT eForm: https://rcbb.psfs.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL? To approve Ink to Approve IT eForm: https://rcbb.psfs.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL? To approve Page=G3SEARCH_FL&Action=U&G3FORM_ID=10335&G3FORM_TASK=EVL To approve Intervention Reply all Intervention

Update a GL Form eForm by either the Credit or Debit Department

The **Update a GL Form eForm** menu option is used when a form needs to be modified. This could be to change information on a saved form, change information on a submitted form or when only part of the form was completed and the "To Department", the department paying for the goods or service needs to enter their chartstring information or to add an Ad Hoc Approver.

Users may navigate to the **Update a GL Form eForm** from the GT eForms home and select the **Update a GL Form eForm** option. Or, after receiving an email to Review a GL Internal Transaction, the user may select the link at the bottom of the email to update the form.

C GT eForms™ Homepage			GL Form	Financials UF	PG 佡	¢	:	\oslash
E Landing Page	Search by:	Desire With	1					
Add an InternalTr eForm	Business Unit			4				
Evaluate a GL Form eForm	Date	is Equal To 🗸						
Ø Update a GL Form eForm	Form ID	Begins With 🗸						
5 View a GL Form eForm	Form Status	is Equal To 🗸 🗸 🗸		~				
	Requested by	Begins With 🗸		Q				
	Invoice	Begins With 🗸						
	Search Clear							

When navigating from the menu, enter the **Business Unit** and press Search.

P	GT eForms [™] Homepage				GL F	orm		Health Financia	als UPG	♪:	\oslash
	🛅 Landing Page	Search by:									
	Add an InternalTr eForm	Business Unit	Begins With	~	LSUNO			c	2		
	Evaluate a GL Form eForm	Date	is Equal To	•							
		Form ID	Begins With	~							
	Update a GL Form eForm	Form Status	is Equal To	~					~		
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		Business Unit ≎	Date <i>च</i>	Form ID ≎	Form Status ≎	Requested by ≎	Invoice 🛇	From Department \diamond	To Department ≎	Total Amount ≎	>
		1 LSUNO	May 30 2023 12:00AM	10224	Pending	MGONZA	Partial_CR_MGTEST	Microbiology And Immunology	Surgery	150.00000	0
		2 LSUNO	May 30 2023 12:00AM	10223	Pending	MGONZA	TESTITMG053023	Surgery	Nursing School	70.000000	
		3 LSUNO	May 9 2023 12:00AM	10154	Pending	SLIU1	(blank)	(blank)	(blank)	(blank)	
		4 LSUNO	May 9 2023 12:00AM	10156	Pending	SLIU1	(blank)	(blank)	(blank)	(blank)	
ľ		1									

Select the **Form ID** to open the form for update.

If the user is working from the email, select the link to update the Internal Transaction eform at the bottom of the email to open the specific form.



After making the selection, the form displays in update mode.

INT	ERAL TRANSACTION - SERVIC	E OR PRODUCT	REQUESTED										
													1 row
		*Quantity ◇	Description ◊					*Unit Cos	t≎ An	nount 🜣	Insert A Row	Delet	e A Row
1		2.00	Partial entry exam accounting from P	ple - Specialty Item S Suport	s provided to			100	00	200.00	+		-
Tota	al Amount												
	Total Amount	200.00											
DEF	PARTMENT PROVIDING SERVIC	CE OR MATERIAL	(RECEIVES CR	EDIT)									
	*Business Unit	LSUNO	Q					*Date	07/11/2023				
	*From DEPTID	1673200	Q Peoples	oft Admin Support O	rg		From D)epartment	Peoplesoft Admin	Support Org			
_	*Requested by	MGONZA	Q, Gonzale	s, Michele S									
	Invoice	ITpartial_example				I confirr beer further cert accurate Transacti	n services/prod rendered satis ify that the info and approve th on for further p	ducts have sfactorily. I prmation is his Internal processing	Yes				
CRI	EDIT												
													1 row
	*SpeedType Key \diamond *Acc	ount 🜣	Fund Code	○ Department ◇	Program Code 🛇	Class Field ◊	Project 🗘		*Amount 🛇	Comment	0	Insert A Row	Delete A Row
1	5673200001 Q 5467	700	Q 113	1673200	54000	90110	5673200001		200.00	Products pr Support to	rovided by PS Accounting	+	-

	*SpeedType Key ◇	*Account ◇	F	und Departm ode ⇔ ⇔	ent Program Code ≎	Class Field ⇔	Project ◊	*Amount ©	Comment ◊	Insert A Row	Delete Row
1	5673200001 Q	546700	Q 11	13 1673200	54000	90110	5673200001	1 200.00	Products provided by	+	-
)E	PARTMENT NEEDING SE	RVICE OR PRO	DUCT (RECE		- DEBIT)						
	*To DEPTID	1651000	Q Ac	counting Services			To Depart	ment Accounting Services			
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	SpeedType Key \Diamond	Account \diamond	F	und Departn ode ◇ ◇	nent Program Code ≎	Class Field ≎	Project ♦	*Amount ◇	Comment \diamond	Insert A Row	Delete Row
1	٩		٩					200.00	Goods from PS Support	+	-
116	e Attachments										1
	Attachment Uploaded	Action	Description	C Description	ı ¢	File I	Name 🗘			I	Delete
			Other	Description	tion exemple	Testi	ng Initiator a	nd Approver for MG KB and	I SL visv		anlaga

Notice that all of the fields are available for update. Scroll down.

CREDIT										
										1 гони
*SpeedType Key \diamond	*Account \diamond	Fund Code	Department ☉	Program Code	Class Field	Project \diamond	*Amount ்	Comment \diamond	Insert A Row	Delete A Row
1 5673200001 0	\$ 546700	Q 113	1673200	54000	90110	5673200001	200.00	Products provided by PS Support to	+	-
DEPARTMENT NEEDING		T (RECEIVES EXP	ENSE – DEBITI							
*To D	EPTID 1651000	Q Accountir	ig Services	,		To Dep	artment Accounting Service	s		
DEBIT										
										1 rov
SpeedType Key \Diamond	Account \diamond	Fund Code ⇔	Oepartment ○	Program Code	Class Field	Project \Diamond	*Amount \diamond	Comment \diamond	Insert A Row	Delete A Row
1 5651000007 0	\$ 546700	Q 113	1651000	52000	45700	5651000007	200.00	Goods from PS Support	+	-
File Attachments										
The Attachments										1 rov
Attachment Uploaded	Action	Description \diamond	Description	n ¢	File	Name 🌣				Delete
1 🥑	View	Other	Documenta	ation example	Tes	ting_Initiator_ar	nd_Approver_for_MG_KB_an	d_SL.xlsx		Replace
Add										
- Comments										
Debit Dept entered speedtype	7/12/23									
Search Withdraw	Resubmit									

Modify the fields as needed. Add additional attachments and any comments desired. Scroll down.

The buttons at the bottom are Search, Withdraw, and Resubmit. Select Resubmit after making the changes.

Page | 18

This form is now resubmitted into the workflow for evaluation and approval by the Debit Department. The Debit department must now navigate to the Evaluate menu option to approve the form.

Evaluate and Approve an Internal Transaction Form

Evaluation and Approval of the Internal Transaction form may ONLY be performed after the form has all data elements entered, certified by the credit, "From" department and updated/reviewed by the debit "To" department. <u>There is not a separate email sent to evaluate</u> <u>and approve the form.</u> In step II, the Debit department approver received an email to review the form. That email contains links to both "Update" the Form and to "Approve" the form. First the user selected the Update link in the email. Or, the user selected the Update a GL eForm Form from the GTeForms homepage.

In this example, form 10304 will be used as the example.

- 1. The Credit department completely entered all data and certified the data was correct.
- 2. The Debit department approver received an email to review and approve the form and selected the link in the email to update the form.
- 3. The approver reviews all fields on the form, the attachment, and any comments entered by the credit department.
- 4. The user may approve by navigating to the Evaluate menu option or the user may choose to return to the email and select the Approve an Internal Transaction eForm link. Or, the user could navigate to their Worklist to complete the approval.
 - a. Since there are no changes to be made to the form, the debit department approver then navigates to the Evaluate a GL eForm Form menu option.

	GET GITT	Financiais UPG 🚥 🗢 🔹 😔
🔚 Landing Page	Update Internal Transaction : Internal Transaction	Form ID 10304
Add an InternalTr eForm	Form initiator must complete all required fields marked with an "*" but can complete any other available fields before submitting for processing. By submitting the form. Th accurate and is approving the transaction on behalf of the department providing the requested services/products. The To Department (receiver of services/products) will re	e From Department is certifying the information is view the Credit Section to confirm charges are
Evaluate a GL Form eForm	accurate and complete the required chartfields in the Debit Section upon receive of email notification. The To Department will Resubmit (only if changes are made to the for Services."	m) or Approve for final review by Accounting
Opdate a GL Form eForm	INTERAL TRANSACTION - SERVICE OR PRODUCT REQUESTED	
5 View a GL Form eForm		1 row
	*Quantity O Description O *Unit Cost O Amount O	Insert A Row Delete A Row
	1 1 00 Goods provided by PS Support to text IT 50 00 50.00	+ -
	Total Amount	
	Total Amount 50.00	
	DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)	
	"Business Unit LSUNO Q "Date 07/11/2023	11
	*From DEPTID [1673200 Q] Peoplesoft Admin Support Org From Department Peoplesoft Admin Su	pport Org
	"Requested by MGONZA Q Gonzales, Michele S	
	toolina serice-paradica terrorita (Contraction) terrorita (Contractio	

b. The user chooses to use the email received and selects the Approve an Internal Transaction eForm link.



No matter which option the user chooses, the Internal Transaction form displays. When viewing, the values may not be changed on the descriptions, quantities, costs etc. Scroll down to review the detail.

			TREOUERTED								
INTERAL TRAP	VACTION - SER	VICE OK FRODUC	TREQUESTED								
	Quantity \Diamond	Description \diamond			U	nit Cost 🌣	Am	ount O I	nsert A Row		Delete A Row
1	1.00	Goods provided by	PS Support to test I	T forms		50.00		50.00	+		-
Total Amount											
	Total Amount	50.00									
DEPARTMENT	PROVIDING SEF	RVICE OR MATERI	AL (RECEIVES C	REDIT)							
	Business Unit	LSUNO					Date	07/11/2023			
	From DEPTID	1673200 Peoplesof	t Admin Support Or	g		From	Department	Peoplesoft Admin	Support Org		
	Requested by	MGONZA Gonzale	s, Michele S								
	Invoice T	EST071123_MG			I confirm been	services/products rendered satisfacto	have orily. I				
	Invoice T	EST071123_MG			I confirm been i info	services/products rendered satisfact further certify th rmation is accurat	at the te and te and				
	Invoice T	EST071123_MG			l confirm been i info approve t	services/products rendered satisfact further certify th rmation is accurat his Internal Transa for further proce	at the te and action assing				
REDIT	Invoice T	EST071123_MG			l confirm been i info approve t	services/products rendered satisfact further certify th rmation is accurat his Internal Transa for further proce	a have orily. I at the te and action sssing				
CREDIT	Invoice T	EST071123_MG			l confirm been i info approve t	services/products rendered satisfact further certify th rmation is accurat his Internal Trans: for further proce	i have orily. I at the Yes te and action issing				1.004
SpeedType K	Invoice T	EST071123_MG	Department ◊	Program Code ≎	I confirm been i approve t	services/products rendered satisfact further certify th rmation is accurat his Internal Transa for further proce	: have orily. I at the te and action ressing Amount ◊	Comment ◊	Ir	isert A Row	1 row Delete A Row
SpeedType K 1 5673200001	Invoice T iey O Account 546700	© Fund Code © 113	Department ◊ 1673200	Program Code ் 54000	I confirm been i info approve t Class Field 90110	services/products rendered satisfact further certify the mation is accuration is internal Transa- for further proce Project 5673200001	Amount ©	Comment ≎ Test comments file 23 to document IT	Ir Id MG 7 11	isert A Row	1 row Delete A Row
SpeedType K 1 5673200001	Invoice T iey C Account 546700	EST071123_MG Image: Standard Code (Standard Code (St	Department 0 1673200	Program Code © 54000 SE – DEBIT)	I confirm been : info approve t Class Field 90110	services/products rendered satisfact further certify th mation is accurat his Internal Trans- for further proce Project © 5673200001	have orly, I at the te and ssing Amount ≎ 50.00	Comment © Test comments file 23 to document IT	Id MG 7 11	esert A Row	1 row Delete A Row

Speed Type Key	○ Account ○	Fund Code 🌣	Department \diamond	Program Code 🌣	Class Field O	Project 0	Amount O	Comment \diamond	Insert A Row	Delete A Rov	,
1 5651000007	546700	113	1651000	52000	45700	5651000007	50.00	These are goods we provided for testing IT forms	+	-	
File Attachments											
										1.	ow
Attachment Uple	oaded	Action E	escription 0	Description \Diamond	F	ile Name 🌣				Delete	
1 🥑		View C	Other	Other - misc file attac	hed T	esting_Initiator_and	_Approver_for	MG_KB_and_SL.xlsx		Replace	
Add											
- Comments											
** Gonzales, Michele S ** Tue, Jul 11 23, 09:3 Michele entered an IT	3 3:55 AM form as the initiator	for documentatior	1 purposes.								
Search Deny	Recycle	Hold Prin	Approve								

As you scroll down the form, you will see that all of the fields except comments and attachments are non-editable. Select the View button in the Attachments section to open and review the attachment provided.

After reviewing the attachment, the approver has several options as seen above. Each is explained below. *For this exercise, select the Approve button.*

<u>Approve</u> – Approve the Internal Transaction to move the form to the General Accounting team.

<u>**Deny**</u> – This is a hard NO. If the Internal Transaction is denied, the initiator is notified that the transaction was denied. If the form needs to be resubmitted, the initiator must start from scratch and create a new one.

<u>**Recycle**</u> – Recycle means that the approver is sending the form back to the initiator to make changes to it. The initiator is notified via email. The initiator must then Update the form and resubmit it to workflow.

<u>Hold</u> – Hold may be used by an approver if the user wants to discuss with others and prevent the internal transaction from being processed until he/she is ready. The primary reason for the Hold option is that the General Accounting (GA) team uses the feature in the later stage to prepare the data for manual journal entry. Note that this use will not be used once the GA teams convert to automatic journal generation.

<u>Search</u> – Search allows the user to search through the Internal Transaction forms on the system.

<u>**Print**</u> – This button allows the user to print the form data.

After selecting the Approve button, the approver sees a message like the one below.

	Evaluate Internal Transaction	: Result										
١	You have successfully approved your eForm											
1	The eForm has been routed to the next approval step.											
r	multiple approvers.											
	View Approval Route (Add Ad Hoc Approver)										
Tra	ansaction / Signature Log											
	Current Date Time	Step Title	User ID	Description	Form Action							
1	05/30/2023 11:01:01AM	Initiated	MGONZA	Gonzales, Michele S	Submit							
2	05/31/2023 9:11:48AM	GL_IT_FROM_DEPT_APPROVER	SLIU1	Liu, Shiying	Approve							
	Refresh Log											
	Print											

The user may print if desired for their files. Additionally, the user may select the View Approval Route (Add Ad Hoc Approver) by selecting the button on this page. This allows the user to view the approval pathway and to add an ad hoc approver in cases where they want to have an additional person approve a transaction. Please note that adding an ad hoc approver may only be added after the approver's step has been completed and prior to GL review and approval.

After the approver from the Debit department completes their approval, the form is routed to the GA Team for review. The GA Team will review for completeness and place the form on Hold. They will then use the data results from the form to prepare the journal entry. The journal id is then added to the internal transaction form and the hold is removed. The GA Team then authorizes the form as complete. At that time, the user is notified via email that the journal was posted. When the automatic journal generation process is placed into production, general accounting will no longer place the form on hold and add the id to the form. Instead, the automated process will add the Invoice ID to the Journal Line Description field and the Internal Transaction number to the Reference field.

View a GL Form eForm

The View a GL eForm menu option is used to review the details contained in an internal transaction, view the approval users, the status, and to print the transaction details.

After navigating to the GT eForms Homepage, select the View a GL Form eForm menu option.

Form Family Landing Page	× +
← → C 🏠 🔒 rcbb.psfs	.lsuhsc.edu/psc/fsupg/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID9
GT eForms [™] Homepage	GL Form
E Landing Page	Welcome to Internal Transactions eForm
Add an InternalTr eForm	
🛃 Evaluate a GL Form eForm	
Update a GL Form eForm	
🕤 View a GL Form eForm	

On the search page, enter the **Business Unit** and press the **Search** button.

						GL Form			📟 Financials UF	»Gଜ ム	': @
E Landing Page	s	Search by:									
Add an InternalTr eForm		Jusiness Unit					ď				
🕝 Evaluate a GL Form eForm	0	Date	is Equal To 🗸	Ē							
Update a GL Form eForm	F	form ID	Begins With 🗸								
🕤 View a GL Form eForm	F	orm Status	is Equal To 🗸				~				
	R	Requested by	Begins With 🗸				Q				
	6	nvoice	Begins With 🗸								
		Search Clear	1								
		Search	J								25 rows
		Business Unit O	Date O	Form ID 🌣	Form Status O	Requested by \diamond	Invoice O	From Department O	To Department O	Total Amou	int 0
	U	1 LSUNO	May 4 2023 12:00AM	10116	Denied	SLIU1	(blank)	Health Science Centers	Allied Health Professions	100.000000)
		2 LSUNO	May 5 2023 12:00AM	10123	Executed	MGONZA	(blank)	Peoplesoft Admin Support Org	Accounting Services	(blank)	
		3 LSUNO	May 8 2023 12:00AM	10124	Executed	KBONUR	(blank)	Surgery	Occupational Therapy	(blank)	
		4 LSUNO	May 8 2023 12:00AM	10125	Executed	KBONUR	(blank)	Accounting Services	Peoplesoft Admin Support Org	(blank)	
		5 LSUNO	Sep 14 2022 12:00AM	10128	Executed	LHANS2	(blank)	Animal Labs-Downtown Campus	Genetics	(blank)	
		6 LSUNO	May 8 2023 12:00AM	10134	Pending	KBONUR	(blank)	Surgery	Commencements	(blank)	
		7 LSUNO	May 8 2023 12:00AM	10137	Executed	LHANS2	(blank)	Animal Labs-Downtown Campus	Anatomy	(blank)	
	-	8 LSUNO	May 8 2023 12:00AM	10138	Executed	SLIU2	(blank)	Health Science Centers	Allied Health Professions	(blank)	
		9 LSUNO	May 8 2023 12:00AM	10139	Denied	SLIU1	2345678900	Health Science Centers	Allied Health Professions	90.000000	
							a	Asianal Later Deviations Operation			

In this example, all requests for LSUNO display, no matter the status. Users can narrow down the list results as desired by choosing additional options prior to selecting the **Search** button.

As an example, go to the top of the page, choose the status box drop down arrow and choose "Pending". Press **Search**.

GT eForms™ Homepage					GL Form			🔜 Financials UP	_G ଜ ଦ	: 0
E Landing Page	Search by:	Paging Mills M LOUNG			0					
Add an InternalTr eForm	Business Onic				4					
Evaluate a GL Form eForm	Date	is Equal Io 👻								
Update a GL Form eForm	Form ID	Begins With 🗸								
🕤 View a GL Form eForm	Form Status	is Equal To 🗸 Pending			~					
	Requested by	Begins With 🗸			۵					
	Invoice	Begins With 🗸								
	Search Clear	1								
	Business Unit \diamond	Date ◇	Form ID 🜣	Form Status \diamond	Requested by \Diamond	Invoice ◇	From Department \diamond	To Department \diamond	Total Amount	5 rows
	1 LSUNO	May 8 2023 12:00AM	10134	Pending	KBONUR	(blank)	Surgery	Commencements	(blank)	
	2 LSUNO	May 9 2023 12:00AM	10154	Pending	SLIU1	(blank)	(blank)	(blank)	(blank)	
	3 LSUNO	May 9 2023 12:00AM	10156	Pending	SLIU1	(blank)	Peoplesoft Admin Support Org	Accounting Services	200.000000	
	4 LSUNO	May 30 2023 12:00AM	10223	Pending	MGONZA	TESTITMG053023	Surgery	Nursing School	70.000000	
	5 LSUNO	May 30 2023 12:00AM	10224	Pending	MGONZA	Partial_CR_MGTEST	Microbiology And Immunology	Surgery	150.000000	

This reduces the results list to 5 requests pending review and approval.

Users may choose to sort by **Form ID**, **Date**, **Status**, **From Department** etc., by selecting the Header for the desired column.

Next, select one of the pending requests to review it. In this example form 10223 is selected.

< (T eForms [™] Homepage				GL	Form				🛲 Financials UPG ណិ	∆°: 0
	View Internal Tran	saction : Internal Transaction									Form ID 10223
IN	TERAL TRANSACTION -	SERVICE OR PRODUCT REQUESTE	D								
											1 row
	Account O	Qua	ntity Oescription O				Unit Cost 🌣	Amount O	Insert A Row	Delete A F	Row
1	545700		2.00 Procedure Kits		,	le.	35.00	70.00	+	-	
Т	tal Amount										
		Total Amount 70.00									
D	PARTMENT PROVIDING	SERVICE OR MATERIAL (RECEIVE	S CREDIT)								
		Business Unit LSUNO					Date	05/30/2023			
		From DEPTID 1497200 Surgery					From Department	Surgery			
		Requested by MGONZA Gonzales	, Michele S								
		Invoice TESTITMG053023									
с	REDIT										
	SpeedType Key 🛇	Fund Code 🌣 🛛 D	epartment \diamond	Program Code 🛇	Class Field \diamond	Project \diamond	Amount \diamond	Comment ◊		Insert A Row De	1 row lete A Row
¢ 1	5497200001	113 1-	497200	20001	40130	5497200001	70.00	Procedure Kits provided to Nu	irsing	+	-

Γ	DEPARTMENT NEEDING SERV	VICE OR PRODUCT	(RECEIVES EXPENS	e – Debit)						
		To DEPTID 1550	0000 Nursing School					To Department Nursing School		
	DEBIT									
										1 row
	SpeedType Key 🛇	Account \diamond	Fund Code \diamond	Department \diamond	Program Code 🛇	Class Field ◇	Project \diamond	Amount \diamond Comment \diamond	Insert A Row	Delete A Row
	1 5550100003	545700	113	1550125	20001	40250	5550100003	70.00 Procedure Kits	+	-
	File Attachments									
										1 row
	Attachment Uploaded		A	ction Descriptio	n o	Description ©		File Name O		Delete
	1 📀			view Other		OtherRandom file upload		cbpr-the-top-5-erp-myths.pdf		Replace
	Add									
	- Comments									
	** Gonzales, Michele S ** Tue, May 30 23, 11:01:01 AM This is a demonstration of submittin	g an internal transacti	on where nursing pays su	rgery for goods.						
	Search Next Print)								

As you can see, there are very few buttons available for selection and the fields are greed out so they cannot be changed.

Options to select:

View – This allows the user to view the attachment on the request.

Add – This button does <u>NOT</u> allow users to add attachments in the view an eForm menu.

Search – This returns the user to the Search page.

Next – This allows the user to scroll through to the remaining details of the form including the Approvers and Signature/Action Logs.

Print – This allows the user to print the eForm.

Select the Next Button to view the next page of the form.

GT eForms [™] Homepage	GL Form
E Landing Page	Q View Internal Transaction : Form History
Add an InternalTr eForm	View Approval Route
Evaluate a GL Form eForm	
Opdate a GL Form eForm	Signature/Action Logs
🦻 View a GL Form eForm	Search Previous Print

Select the View Approval Route button.

		GL Form					
 Landing Page Add an InternalTr eForm Evaluate a GL Form eForm Update a GL Form eForm View a GL Form eForm 	View Internal Transaction : Form H View Approval Route Signature/Action Logs Search Previous Print	m History Cancel You have successfully acted on your eForm. Done Review/Edit Approvers Basic Stage					
	D	Approved Liu_Shiying GL_TT FROM_DEPT_APPROVER O5/31/23 9.11 AM O6/85/23 1.02 PM	Multiple Approvers KBONUR -> Benura, Karen + LBAN				

This opens the Review/Edit Approvers page. This particular form has been approved by the From Department Approver and the "To" Department Approver and is pending approval from the GL Team for processing.

Select the **Done** button or **Cancel** button at the top of the pop-up Review/Edit Approvers window.

Once the pop-up closes, select the arrow next to Signature/Action Logs.

			G	GL Form			ក្រុង Financials UPG ណ៍	∆°: €
ľ	E Landing Page	Q View Internal Transaction : Form Hi	story					Form ID 1022
	Add an InternalTr eForm	View Approval Paula						
	Evaluate a GL Form eForm							
	🔄 Update a GL Form eForm	 Signature/Action Logs 						
	5 View a GL Form eForm	Transaction / Signature Log Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	3 row
		1 05/30/2023 11:01:01AM	Initiated	MGONZA	Gonzales, Michele S	Submit		
		2 05/31/2023 9:11:48AM	GL_IT_FROM_DEPT_APPROVER	SLIU1	Liu, Shiying	Approve	22 hours 10 minutes	
		3 06/05/2023 1:02:09PM	GL_IT_TO_DEPT_APPROVER	SLIU1	Liu, Shiying	Approve	5 days 3 hours 50 minutes	
		Refresh Log						
		Search Previous Print						

The Signature/Action Log displays an entry for each time an action was performed on the Internal Transaction form. It indicates the date time, user, form action, and time elapsed.

The user may choose to print or search for another form.

Select **Search** to review an executed form. The Business Unit is displayed in the first box. Change the Form Status selection from Pending to Executed. Next, press **Search**.

GT eForms™ Homepage				GL	_ Form			Hall Financ
E Landing Page	Search by:							
Add an InternalTr eForm	Business Unit	Begins With 🗸	Isuno				Q	
Evaluate a GL Form eForm	Date	is Equal To 🗸 🗸						
Opdate a GL Form eForm	Form ID	Begins With 🗸						
[5] View a GL Form eForm	Form Status	is Equal To 🛛 🗸	Executed				~	
	Requested by	Begins With 🗸					٩	
	Invoice	Begins With 🗸						
	II Search Cle	ear						
	Business Uni	t ⇔ Date ⇔	Form ID \diamond	Form Status ♦	Requested by \Diamond	Invoice \Diamond	From Department \diamond	To Departmer
	1 LSUNO	May 5 2023 12:00AM	10123	Executed	MGONZA	(blank)	Peoplesoft Admin Support Org	Accounting Se
	2 LSUNO	May 8 2023 12:00AM	10124	Executed	KBONUR	(blank)	Surgery	Occupational 1
	3 LSUNO	May 8 2023 12:00AM	10125	Executed	KBONUR	(blank)	Accounting Services	Peoplesoft Adr
	4 LSUNO	Sep 14 2022 12:00AM	10128	Executed	LHANS2	(blank)	Animal Labs-Downtown Campus	Genetics

A listing of Executed Form Ids appears. Select one of the Forms in the list, in this example, the first one in the list was selected.

Scroll down to the bottom of the page and select the Next button.

** Gonzales, Michele S ** Fri, May 5 23, 07:29:27 AM Karen - I am approving test 1 of the new IT request. Happy Frid ** Gonzales, Michele S ** Fri, May 5 23, 07:25:30 AM This is a test, only a test!	
Karen - I am approving test 1 of the new IT request. Happy Frid ** Gonzales, Michele S ** Fri, May 5 23, 07:25:30 AM This is a test, only a test!	s, Michele S 5.23, 07:29:27 AM
** Gonzales, Michele S ** Fri, May 5 23, 07:25:30 AM This is a test, only a test!	n approving test 1 of the new IT request. Happy Friday
This is a test, only a test!	s, Michele S
	5 23, 07:25:30 AM st, only a test!
	st, only a test!
Search Next Print	Next

			OLIOIII			Health FINAI	nciais UPG 💷 🛛 4	2 · C
	0	View Internal Transaction	1 : Form History				Fo	orm ID 10123
_	\ \	View Approval Route						
	▼ 5	Signature/Action Logs						
	Tra	ansaction / Signature Log						4 rows
		Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
	1	05/05/2023 7:25:30AM	Initiated	MGONZA	Gonzales, Michele S	Submit		
	2	05/05/2023 7:29:27AM	[PAGEREC_GL:GSHEAD_OF_DEPT]	MGONZA	Gonzales, Michele S	Approve	3 minutes	
	3	05/08/2023 9:09:58AM	[PAGEREC_GL:GSDEPT_HEAD]	KBONUR	Bonura, Karen	Authorize	3 days 1 hour 40 minute	es
	4	05/08/2023 9:10:04AM	System	System		Execute	< 1 minute	
	F	Refresh Log						
	5	Search Previous Print						

Select the Arrow next to Signature/Action Logs to View the process and actions on the form.

If desired, you may print the form.

Print an Internal Transaction GL eForm

Users may print an Internal Transaction Form when in the menu options Evaluate, Update, or View. The Print button is at the bottom of the page.

For purposes of this demonstration, the user is in the View Internal Transaction Form searched for and selected **Form ID 10304** for **LSUNO**.

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or cromis nomepage					OLFOIN			
Landing Page	Search by:							_
Add an InternalTr oForm	Business Unit	Begins With	~	LSUNO			c	2
Aud an internal friehorm	Date	is Foual To	~	[
Evaluate a GL Form eForm	D ate	lo Equili ro						
Update a GL Form eForm	Form ID	Begins With	~	10304				
View a GL Form eForm	Form Status	is Equal To	~				•	•
	Requested by	Begins With	~				c	2
	Invoice	Begins With	~					
	Search C	lear						
T eForms™ Homepage View Internal Transaction	: Internal Transaction			GL Form		Health Fil	nancials UPG ú	ඩි 🗘 : Form ID 1030
orm initiator must complete all required fi ehalf of the department providing the req otification. The To Department will Resubr ITERAL TRANSACTION - SERVIC	kelds marked with an "** but can complete any ucested services/products. The To Department mit (only if changes are made to the form) or A E OR PRODUCT REQUESTED	(receiver of services/products) approve for final review by Acco	will review	for processing, by submitting the we the Credit Section to confirm chervices."	form, The From Department is cert	fying the information is accu e required chartfields in the l	Debit Section upon rec	eive of email
om initiator must complete all required fi ehalf of the department providing the req dthcation. The To Department will Result INTERAL TRANSACTION - SERVIC	leds marked with an ^{en-} but can complete any users desvice/synchroducts. The To Department mit (only if changes are made to the form) or A :E OR PRODUCT REQUESTED	o uner available fields before so (receiver of services/products) Approve for final review by Acco	will review	tor processing, by submitting the wy the Credit Section to confirm chervices."	form, The Form Department is certs	fying the information is accu e required chartfields in the l	Debit Section upon rec	1 rov
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	DEPARTMENT NEEDING	SERVICE OR F	PRODUCT (RECE	IVES EXPENSE – D	EBIT)						
		To DEPTID 1651	1000 Accounting Se	ervices			To De	partment Accou	unting Services		
	DEBIT										
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П	SpeedType Key \diamond	Account \diamond	Fund Code \diamond	Department ◊	Program Code 🌣	Class Field \diamond	Project O	Amount 0	Comment \diamond	Insert A Row	Delete A Row
	1 5651000007	546700	113	1651000	52000	45700	5651000007	50.00	These are goods we provided for testing IT forms	+	-
	File Attachments										
	Attachment Uploaded	1	Action [Description 0	Description 0	F	ile Name 🌣				1 row Delete
	1 📀		View	Other	Other - misc file attach	ed T	esting_Initiator_and_A	Approver_for_MG	6_KB_and_SL.xlsx		Replace
	Add										
	 Comments 										
	** Gonzales, Michele S ** Tue, Jul 11 23, 09:38:55 A	M									
	Michele entered an IT form a	s the initiator for d	ocumentation purpo	ISES.							
	Search Next	Print									

Scroll down to the bottom of the page and select the **Print** button. A Print Selection box displays.

1	Cancel Pr	int Selection	Done
ım	Report Name Print		

Select the **INTERNTRANS** option from the Drop-down list and select the **Print** button.

Cancel P	rint Selection	Done
Report Name	INTERNTRANS	J
Print		

A blank window displays and you will see the spinning wheel processing. Once complete, the pdf form created by the process opens.

LSUNO	_		Internal Transactions Form ID: 10304					
From Depa To Departm	rtment: Peop nent: Acco	blesoft A bunting (dmin Suppor Services	t Org	Requ	est Date: 2	023-07-11	
Quantity	Description					Unit Cost	Amount	
1	Goods provid	led by P	S Support to test IT forms			50	50	1
Requested by: MGONZA Invoice: TEST071123_MG CREDIT								1-
Speedtype	e Account	Fund	Dept	Program	Class	Project	Amount	Com
567320000	1 546700	113	1673200	54000	90110	56732000 1	00 50	Test com field 23 to docu
Service Rei DEBIT Speedtype	Account	Fund	Dept	Program	Class	Project	Amount	Com
565100000	7 546700	113	1651000	52000	45700	56510000 7	0 50	Thes good provi testin forms
	008							
Approval Lo	-90 -					1		
Approval Lo Date			User			Action		
Approval Lo Date 2023-07-11	-09.38.55.0000	000	User Gonzales, M	ichele S		Action Submitted		
Approval Lo Date 2023-07-11 2023-07-11	-09.38.55.0000 -10.00.33.0000	000	User Gonzales, M Liu, Shiying	ichele S		Action Submitted Approved		

You may then save or print as desired.

Add an Ad Hoc Approver/Reviewer

Ad Hoc approvers are defined as any approver in the system that one of the reviewing or approving departments would like to add to the Workflow. The approver does not need to be an approver for either of the departments on the Internal Transaction form, but must have the approver role. Ad Hoc approvers may be added as Reviewers to share information as part of the workflow. Or, an Ad Hoc approver may be an additional approver added to the workflow after a pending workflow step.

Use the Evaluate a GL eForm menu option to add an Ad Hoc approver or reviewer.

NOTE: Be aware that we highly recommend only using Ad Hoc approvers, as Reviewers do not receive email notifications from the system. Ad Hoc reviewers or approvers may only be added after the next pending step.

Add an Ad Hoc Approver/Reviewer from the Evaluate a GL eForm menu

Navigate to the Evaluate an Internal Transaction form and select the desired Form ID. In this example Form ID 10134 for LSUNO was selected. Scroll to the bottom of the form and expand the Comments section. Enter comments that you are adding an Ad Hoc approver then press the **Approve** button.

	DE	PARTMENT NEEDING	SERVICE OR PRO	DUCT (RECEIVES E	XPENSE – DEBIT)				
	To DEPTID 1672500 Commencements								To Departm
	DE	віт							
		SpeedType Key 🛇	Account \diamond	Fund Code ♦	Department ◇	Program Code ♢	Class Field 🛇	Project ♦	А
	1	0672500002	541200	111	1672500	54000	10105		
	2	5909500005	541200	112	1909500	80001		5909500000	
"									
	File	Attachments							
		Attachment Uploaded		Action	Action Description \diamond		Description ♦	\$	
	1	S			View	Other		Other	
	A	dd							
	▼ 0	comments							
	Mic	hele is approving and add	ling an ad hoc approv	er for demonstration pu	irposes.				
	S	earch Deny F	Recycle Hold	Print Approv	'e				

The page noting the approval is displayed.

ľ	GT eForms [™] Homepage			GL Form			🛲 Financials UPG ជា	∆ °:	0	
I	🔚 Landing Page	Evaluate Internal Transaction	n : Result					Form ID 101	34	
	🔂 Add an InternalTr eForm	- Vau haup europeshills annoused unur aForm								
	🕢 Evaluate a GL Form eForm	The eForm has been routed to the next approval step.								
	👩 Update a GL Form eForm	multiple approvers.								
	5 View a GL Form eForm	View Approval Route (Add Ad Hoc Appro								
٢		Current Date Time	Sten Title	liser ID	Description	Form Action	Time Flansed	2 ro	NS	
		1 05/08/2023 1:13:15PM	Initiated	KBONUR	Bonura, Karen	Submit			1	
		2 06/06/2023 11:46:34AM	GL_IT_FROM_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Approve	28 days 22 hours 33 minutes			
		I) Refresh Log Print								

Select the View Approval Route (Add Ad Hoc Approver button).
Evaluate Internal Tran	saction : Result	
You have successfully approved w The eForm has been routed to th multiple approvers.	Cancel You have successfully approved your eForm. Review/Edit Approvers	Done
View Approval Route (Add Ad Ho Transaction / Signature Log	Basic Stage • G3FORM_ID=10134 Start New Path	Pending
Current Date Time 1 05/08/2023 1:13:15PM 2 06/06/2023 11:46:34AM	Basic Path Approved Finding Multiple Approver	
Refresh Log	GLIT_FROM_DEPT_APPROVER 06/06/23 11:46 AM	
Frint		

This approval shows the pathway that the form was approved by Michele Gonzales and is next "Pending for multiple approvers". To add someone as an ad hoc reviewer or approver after the department approver, select the + at the right of the Pending box.

around your a Form	Insert additional approver	×
ed to th	or reviewer	l. Done
Review/Edit Approvers Basic Stage d Ad Hi Comparison Log Start New Path Basic Path M Conzales, Michele S GL IT FROM DEPT_APP 06/06/23 11.46 AM	User ID Approver Reviewer Insert	Q Pending

Users may now search through the users or enter the userid of the person to whom the form should be routed. Shiying Liu was selected from the list of approvers and was marked as a Reviewer. Press the **Insert** button.



Cancel You have s	successfully approved your	eForm.	Done
Review/Edit Approvers			
Basic Stage			
▼G3FORM_ID=10134		Pending	
Start New Path			
Basic Path			
Approved	📓 Pending	∞ Reviewer —	
Gonzales, Michele S GL IT FROM DEPT_APPROVER 06/06/23 11:46 AM	Multiple Approvers GL_IT_TO_DEPT_APPROVER>	Liu, Shiying Adhoc Reviewer	>
		+	

Shiying is now part of the pathway as a Reviewer. Select the **Done** button to return to the form.

<u>NOTE: You would need to then send an email to the reviewer as the system does not send an email regarding the review assignment.</u>

Evaluate a Form and Add an Ad Hoc Approver/Reviewer in a New Pathway

In the next example, navigate to the **Update GL eForm** Form menu option, select LSUNO **Form ID 10381** and scroll to the bottom of the form and expand the comments section.

< Home				Form Pag	e		Health Fir	nancials TST	ំ	Q	: (Ð
						l		li				*
8 14974091EL 53	30600 113	1497400	10076	35200	14974091EL	75.00	I-2401-13	4	F	-		
File Attachments												
Attachments required if the Item	Description does no	ot <u>clearly</u> identify products	/services provided.									
Attachment Uploaded		Action	Description ◇	User Entere	d Description ◇		File Name 🗘			Delete	1 row	
1 🥑		View	Other	Other			IT-Test-01-24.	pdf		Delete		
Add												
✓ Comments												ł
Documentation example - add	ding <u>Shiying</u> as an	ad hoc reviewer/approv	er in a new approval pa	athway								I
Search Deny F	Recycle Hold	Print Appro	ove									Ţ

Comments were entered that Shiying is to be added as an Ad Hoc approver for the demonstration using a new approval pathway.

Press the **Approve** button.

1	< ا	Home		Form Re	esult	Health Fi	nancials TST	슶	Q	:	\oslash
	Evaluate Internal Transaction : Result		n : Result						Form I	D 10	381
1	Y	ou have successfully approved your eFo	rm.								
	Т	he eForm has been routed to the next ap	oproval step.								
	m	nultiple approvers.									
C		/iew Approval Route (Add Ad Hoc Approv	ver)								
	Ira	Current Date Time	Sten Title	Liser ID	Description	Form Action	Time Flansed			3 1	rows
1		00/00/0004 40:00:00444	Course d	0000154	Conford Classes Used	0					
	1	03/20/2024 10:32:06AM	Saved	CSANF4	Sanford, Clayton Hugh	Save					
	2	03/20/2024 10:37:38AM	Initiated	CSANF4	Sanford, Clayton Hugh	Submit	5 minutes				
L S	3	03/27/2024 10:18:47AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Approve	6 days 23 hours 4	1 minute	s		
	F	Refresh Log									
A C		Print									

Select the View Approval Route (Add Ad Hoc Approver) button.

- G3FORM_FLUID +					-	o x
← → C ि ≏ rcbb.psfs.lsuhsc.edu/p	psc/fstst/EMPLOYEE/ERP/c/G3FORM.G	3FORM_FL.GBL?Page=G3FORM_PAGE_FL&G3FORM_ID=1	0381	\$	n 5 I 0	I 😩 E
✓ Home	Cancel	Start new approval path	x 1. Done	nancials TST	<u> </u>	: 0
Evaluate Internal Transaction :	Review/Edit Approvers Basic Stage	User ID <mark> SLIU1 </mark>			Form	ID 10381
You have successfully approved your eForm. The eForm has been routed to the next appro- multiple approvers.	G3FORM_ID=10381 Start New Path Basic Path	C Reviewer	Pending			
View Approval Route (Add Ad Hoc Approver)	Sonzales, Michele S					
Transaction / Signature Log Current Date Time St	GL_IT_TO_DEPT_APPRC 03/27/24 10:18 AM			Time Elapsed		3 rows
1 03/20/2024 10:32:06AM S						

In this example, Clayton was the initiator, Michele was the To Department approver. Once approved, it goes to the GL reviewers. In order to add Shiying as an additional approver or a reviewer, select the **Start a New Path** button, then on the pop-up select the userid, select the **Approver** or **Reviewer** option then press **Insert**.

Shiying has now been added as an Ad Hoc in a new pathway.

Press the **Done** button.

View the Approval Pathway for a GL Internal Transaction Form

Users may review who is assigned as an approver and at which step in the process a particular form exists. From the GTeForms Homepage menu, select the **View a GL Form** option. Enter the **Business Unit**, the **Form ID** or the **Date** of the form and press **Search**.

Form Search X +		
← → C ଲ 🗢 rcbb.psfs.lsuhsc.edu/psp/fstst/El	MPLOYEE/ERP/s/WEBLIB_PTALISCRIPT1.FieldFormula.IScript_PTAL_DASHBOARD?tab=G3WORKCENTER	\$
✓ My Financials Home	GT eForms WorkCenter	
GT eForms WorkCenter O « eForms Reports General Accounting Forms C O V	SEARCH : View a General Accounting eForm	
Add Internal Transaction Regst Evaluate a GL Form Update a GL Form	Search by: Business Unit Begins With v Isuno Date Equals v Iti	
ু ি View a GL Form	Form ID Begins Wth v 10329 Form Status Equals v v Requested by Begins Wth v 0 Invoice Begins Wth v 0 Ctear	

Once in the form, review the data as desired and scroll down to the bottom.

K Home					Form Page			Health Fi	nancials TS	st ഹ	Q	
SpeedType Key 🛇	Account O	Fund Code 🗘	Department ◇	Program Code 🗘	Class Field 🗘	Project 🗘	Amount 0	Comment ◊	Inse	rt A Row	Delete A F	Row
1 5053000002	547200	113	1053000	70200	40130	5053000002	450.00	56% OD TOTAL	li	+	-	
le Attachments												
tachments required if the I	Item Description o	does not <u>clearly</u> ide	ntify products/service	es provided.								
Status		Actio	on	Description \Diamond		File N	lame ≎			Delete	•	1 rov
Status		Actic Uplo;	ad	Description \Diamond		File N	lame ≎			Delete		1 rov
Status Add		Actio Uploa	ad	Description \Diamond		File N	łame ≎			Delete		1 rov
Status Add		Actio	ad	Description \Diamond		File N	lame ≎			Delete		1 ro
Status 1 Add		Actio Uplo;	ad	Description \diamond		File N	lame ≎			Delete		
Status Add Comments Lt* Liu, Shiying Wed, Feb 7 24, 12:58.0	1 PM	Actic Uplo:	ad	Description \Diamond		File M	lame ≎			Delete		1

Select the **Next** button.

K Home	Form History	Hall Financials TST	ŵ	Q	:	Ø
View Internal Transaction : Form History				Form	ID 10)329
View Approval Route						
▶ Signature/Action Logs						
Search Previous Print						

On the Form History page, select the View Approval Route button.

G3FORM_FLUID × +	(****** * ******)	
← → C ⋒ = rcbb.psfs.lsuhsc.edu/ps	r/fstst/EMPLOYEE/ERP/c/G3FORM.G3FORM_FLGBL?Page=G3FORM_PAGE_FL&G3FORM_ID=10329	☆ 🗖
< Home	Cancel You have successfully acted on your eForm.	Done inancials TST
Q View Internal Transaction : For	Review/Edit Approvers Basic Stage	_
View Approval Route	▼G3FORM_ID=10329 P	ending
Search Previous Print	Image: Second	

On the pop-up, you will see the basic stage. In this example, the form is in a Pending State. There are Multiple Approvers that may review and approve the form. To see who is assigned, select the **Multiple Approvers** link in the Pending stage.

Cancel You	have successfully acted on you	ur eForm.	Done
Review/Edit Approvers Basic Stage	Approver Information	×	
▼G3FORM_ID=10329	Liu, Shiying Pending		Pending
Basic Path	Detail Information		
Pending	Phone		
Multiple Approvers GL_IT_TO_DEPT_APPROVE	Mobile		
	Email sliu1@lsuhsc.edu		
	Bonura, Karen Pending		

On the Approver Information pop-up, you can see that there are 2 approvers assigned who may approve. Either one of these approvers may complete the approval for the form. To close the approver information pop-up click the **X** at the top of that box. Then select the **Done** button at the top right of the Review/Edit Approvers page.

Withdraw an Internal Transaction Form that was submitted

An Internal Transaction request form may be withdrawn in cases where the credit department (the department providing the goods/services) wants to rescind the request and start over. This action should be performed using the menu option **Update a GL Form eForm**. In this example, Internal Transaction 10224 will be withdrawn.

GT eForms [™] Homepage	GL Form
E Landing Page	Welcome to Internal Transactions eForm
G Add an InternalTr eForm	
Evaluate a GL Form eForm	
Jupdate a GL Form eForm	
🕤 View a GL Form eForm	

Navigate to the GTeForms Home and select the **GT eForms** button. On the menu, choose "**Update a GL Form eForm**".

GT eForms [™] Homepage			GL Form	📟 Financials UPG ជ៌	₽	:	Ø
🔚 Landing Page	Search by:						
Add an InternalTr eForm	Business Unit	Begins With V	Lisuno 4				
Evaluate a GL Form eForm	Date	is Equal To 🗸 🗸					
🔕 Update a GL Form eForm	Form ID	Begins With 🗸	10224				
🕤 View a GL Form eForm	Form Status	is Equal To 🛛 🗸					
	Requested by	Begins With 🗸	٩				
	Invoice	Begins With 🗸					
	Search Clear						

Enter the **Business Unit** and **Form ID** then press the **Search** button.

<	GT ef	Forms [™] Homepa	age					GL Form				How Fina	ancials UPG ଜ	
		Update inte	rnal Transactio	on : Internal Tra	insaction							THERE IS NOT		Form ID 10224
	Form is	nitiator must com	unlete all required fie	elds marked with an "	*" but can complete	any other availabl	e fields before submitting fr	r processing. By submi	tting the form. The Fron	Denartment	is certifying the info	ormation is accura	te and is approving th	e transaction on
	behalf notifica	of the department ation. The To Dep	nt providing the requ artment will Resubn	ested services/produ nit (only if changes an	cts. The To Departm made to the form)	ent (receiver of se or Approve for fin	rvices/products) will review al review by Accounting Ser	the Credit Section to o	onfirm charges are accu	rate and comp	plete the required cl	hartfields in the De	bit Section upon rece	ive of email
	INTER	RAL TRANSA	CTION - SERVIC	E OR PRODUCT	REQUESTED									
		*Account \circ				*Quantity \diamond	Description 0			*Unit C	Cost 🌣 🛛 An	nount 🌣 🛛 Ins	ert A Row	1 row Delete A Row
	1 [545700	Q			1.00	Provided review service t	o surgery		1	50.00	150.00	+	-
	T-4-1	A												
	Iotal	Amount												
			Total Amount	150.00										
	DEPA	ARTMENT PRO	OVIDING SERVIC	E OR MATERIAL	(RECEIVES CRE	EDIT)								
			^Business Unit	LSUNO	q				^Date	05/30/202	23 III			
			*From DEPTID	1102500	Q Microbio	logy And Immund	blogy		From Departmen		gy And miniunolog	1A		
			*Requested by	MGONZA	Q Gonzale	s, Michele S								
			Invoice	Partial_CR_MGTE	ST			l confirm se been rendered s	rvices/products have atisfactorily. I furthe					
								accurate and	approve this Interna					
								nansaction i	or rurmer processing	1				
	CREE	DIT												
														1 row
	*	SpeedType Key	0	Fund Code O	Department 0	Program Code	Class Field 0	Project O		*Amount \diamond	Comment 0		Insert A Row	Delete A Row
	1 5	5102500023	Q	113	1102500	00001	90105	5102500023		150.00	Micro provided r surgery	eview service to	+	-

Review the form and scroll down.

DEPARTMENT NEEDIN	G SERVICE OR PRODUCT	(RECEIVES EXPENSE	– DEBIT)							
	*To DEPTID 1497200	Q Surgery				To Dep	partment Surgery			
DEBIT										
SpeedType Key ◇	Account \diamond	Fund Code ◇	Department ◇	Program Code ♢	Class Field ◊	Project ◊	*Amount ◇	Comment \diamond	Insert A Row	1 row Delete A Row
1 149720020A	Q 545700	Q 113	1497200	00001	37100	149720020A	150.00	Ex of debit dpet completing a fform that	+	-
File Attachments										
										1 row
II Attachment Uploa	ded	Action Desc	ription 0	Description	0		File Name 🌣		D	elete
1 🤡		View Other		Other rand	om attachment		ALLOCATIONS_TR	REE.xlsx	R	eplace
Add										
- Comments										
										li
** Gonzales, Michele S ** Tue, May 30 23, 12:39:4 This is the debit departmen	— 7 PM It user entering the speedtype a	and account for this IT.								
** Gonzales, Michele S ** Tue, May 30 23, 11:54:5 This is an example of a pa	— 7 AM tially completed form created b	by the From (Credit) depart	ment.							
** Gonzales, Michele S ** Tue, May 30 23, 11:54:3 This is an example of a pa	— 9 AM tially completed form created b	by the From (Credit) depart	ment.							
Search Withdraw	Resubmit									

Select the Withdraw button.

GT eForms [™] Homepage		GL Fo	vrm		HSU F	inancials UPG 命	\• : ⊘
E Landing Page	🕜 Update Internal Transac	ction : Result				Fo	rm ID 10224
Add an InternalTr eForm	You have successfully withdrawn yo	our eForm					
Evaluate a GL Form eForm	,						
Update a GL Form eForm	View Approval Route (Add Ad Hoc	Approver)					
5 View a GL Form eForm	Transaction / Signature Log						5 rows
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
	1 05/30/2023 11:54:57AM	Initiated	MGONZA	Gonzales, Michele S	Submit		
	2 05/30/2023 12:39:47PM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	44 minutes	
	3 06/06/2023 8:27:44AM	GL_IT_FROM_DEPT_APPROVER	SLIU1	Liu, Shiying	Approve	6 days 19 hours 47 minutes	3
	4 06/06/2023 8:47:38AM	GL_IT_TO_DEPT_APPROVER	SLIU1	Liu, Shiying	Hold	19 minutes	
	5 06/19/2023 10:48:13AM	Withdrawn	MGONZA	Gonzales, Michele S	Withdraw	13 days 2 hours	
	Refresh Log Print						

The transaction is withdrawn and the user sees the Transaction Log indicating the status.

If desired, the user could print the form by selecting the print button.

Hold an Internal Transaction eForm

The Hold button option is available when evaluating a GL Internal Transaction eForm.

There are three instances for using the Hold option.

OPTION 1: Hold may be used by the Department Paying for the Goods/Services, the Debit department, when they may need to gather additional information prior to completing and submitting the form.

OPTION 2: When there are multiple approvers for a form and one of those approvers, specifically, needs to handle the approval and has some additional notes to enter. That approver could place the form on Hold.

OPTION 3: *The third use is for the General Accounting team.* The team will place all approved Internal Transaction forms on Hold once they evaluate the form for completeness. Accounting uses the Hold button to allow them time to collect the data produced by the form into a journal entry. Once the journal entry has been created, the accounting team would then note the journal id in the comments field of the Internal Transaction form and then release the Hold and execute the processing of that form. This use will be eliminated when the automated journal generation process is placed into Production.

- 1. Navigate to the Evaluate a GL eForm menu option
- 2. Click the **Search** button.

In this example, form **10250** is used.

3. Scroll down to the bottom of the page.

				GL Form		LSU Health	Financials UPG ଜ) 🗘 (
SpeedType Key 🗘	Fund Code 🗘	Department \diamond	Program Code 🛇	Class Field \diamond Pro	ject ◇ Amount ◇	Comment \diamond	Insert A Row	Delete A Ro
14974091DY	113	1497400	10076	35200 149	74091DY 200.00		+	-
PARTMENT NEEDING	SERVICE OR PROD	OUCT (RECEIVES EX	PENSE – DEBIT)					
Т	o DEPTID 1497400	Center-Cancer			To Department	Center-Cancer		
EBIT								
SpeedType Key \diamond	Account O Fu	und Code 🌣 🛛 Dep	artment Program	n Code 🌣 🛛 Class Field 🜣	Project ◇ Amoun	t Comment	Insert A Row	Delete A Ro
0497400011	501099 11	1 149	7400 10015	10105	200	0.00	+	—
Attachment Uploaded	d	Action	Description \diamond	Description 4	File Name 🛇		I	Delete
		View	Other	Other	New_LSUNO_	_SpeedTypes.txt	F	Replace
Ø								
Add								
Add Comments								
Add Comments								
Add Comments Sonzales, Michele S Von, Jun 19 23, 101437 A	M added speedtype and i	account information to	complete the update.					
Add Comments Sonzales, Michele S Mon, Jun 19 23, 1014-37 A - AS Debit Debi approver, Ju. Shying Uw, Jun 13 23, 12-46-18 Pl dnt certify must certify	M added speedtype and i M able to submit	account information to a	complete the update.					

****Enter comments – highly recommended but not required **** Select the Hold button.

		GL Fo	orm		L SI I Health	Financials UPG ជា	∆ °	:	Ø
E Landing Page	Evaluate Internal Tran	saction : Result					Form	ID 102	!50
Add an InternalTr eForm Evaluate a GL Form eForm	You have successfully held your e	Form.							
Update a GL Form eForm View a GL Form eForm	View Approval Route (Add Ad Ho Transaction / Signature Log	c Approver)						31	ows
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed			
¢	1 06/13/2023 12:46:18PM	Initiated	SLIU1	Liu, Shiying	Submit				
	2 06/19/2023 10:14:37AM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	5 days 21 hours 28 minu	tes		
	3 06/19/2023 11:09:49AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Hold	55 minutes			
	Refresh Log								_
	Print								

The View Results page displays that the form is now on Hold.

Release the hold on an Internal Transaction Form

To release the Hold on a form,

- 1. Navigate to the Evaluate a GL eForm menu option
- 2. Search for and select the Form ID. In this example, form 10250 is again selected.

NOTE: <u>ONLY</u> the user who placed the form on Hold may release the Hold.

GT eForms™ Homepage				GL	orm			Health Find	ancials UPG டு	۰ 4 [°] :
🖌 Evaluate Internal	Transaction : Intern	al Transaction								Form ID 10
orm initiator must complete al ehalf of the department provio otification. The To Department NTERAL TRANSACTION	I required fields marked with ling the requested services/ will Resubmit (only if chang - SERVICE OR PRODU	an "*" but can comp products. The To Depa es are made to the fo	lete any other available field rtment (receiver of services/ rm) or Approve for final revie	s before submitting for pr products) will review the ew by Accounting Services	ocessing. By submitting th Credit Section to confirm o ."	e form, The From D charges are accurate	epartment is certifying e and complete the req	the information is accura uired chartfields in the D	te and is approving the ebit Section upon recei	e transaction or ive of email
Account \diamond	Qua	ntity ◇ Descriptio	n ¢		Unit C	Cost 🜣	Amount \diamond	Insert A Row	Delet	e A Row
1 501099		10.00 test		h		20.00	200.00	+		-
atal Amount										
Tota	al Amount 200.00									
EPARTMENT PROVIDIN	G SERVICE OR MATER	RIAL (RECEIVES	CREDIT)							
Bus	ness Unit LSUNO					Date	06/13/2023			
Fro	m DEPTID 1497400 Cer	ter-Cancer			Fro	om Department	Center-Cancer			
Req	uested by SLIU1 Liu, SI	niying								
	Invoice 234567890				l confirm services been rendered satisfac certify that the accurate and appro Transaction for furth	/products have ctorily. I further information is ve this Internal her processing	Yes			
REDIT										
	Fund Code 🗅	Department 🌣	Program Code \diamond	Class Field ◇	Project ◇	Amount ◊	Comment ◊		Insert A Row	Delete A Ro
SpeedType Key 🌣										

C	DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE - DEBIT)												
		To DEPTID 1497	400 Center-Cancer				To De	epartment Cente	r-Cancer				
1	DEBIT												
												1 rov	w
	SpeedType Key 🛇	Account O	Fund Code 🗘	Department O	Program Code 🗘	Class Field ◊	Project 0	Amount 0	Comment O		Insert A Row	Delete A Row	
	1 0497400011	501099	111	1497400	10015	10105		200.00		11	+	-	
F	ile Attachments											1 гоз	-
	Attachment Uploa	ded	ļ	Action Descr	iption 0	Description \Diamond	Fi	ile Name 🗘				Delete	1
"	1 🥑			View Other		Other	Ne	ew_LSUNO_Spee	edTypes.txt			Replace	
ľ	Add												-
	 Comments 												_
l	MG releasng the hold on f	he IT form by approv	ving the form.										
*	* Gonzales, Michele S	_											
Ē	* Mon, Jun 19 23, 11:09:4 Example of placing it on ho	9 AM bld											
* * N	* Gonzales, Michele S * Mon, Jun 19 23, 10:14:3 //G - As Debit Dept approv	7 AM er, added speedtype	and account informat	tion to complete the up	date.								
	* Liu, Shiying * Tue, Jun 13 23, 12:46:1 didn't certify 'ou must certify in order to	— 3 PM be able to submit											
	Search Deny	Recycle	ld Print A	pprove									2021

- 3. Scroll down to the Comments section.
- 4. Enter comments regarding releasing the Hold by approving the form.
- 5. Click the **Approve** button.

		GL Fo	rm		L S L Health	Financials UPG 佡	Δ :	\otimes
E Landing Page	Evaluate Internal Transac	ction : Result					Form ID 1	10250
Add an InternalTr eForm	You have successfully approved your	eForm.						
Evaluate a GL Form eForm	The eForm has been routed to the ne	xt approval step.						
Update a GL Form eForm	multiple approvers.							
5 View a GL Form eForm	View Approval Route (Add Ad Hoc Ap	pprover)						
	Transaction / Signature Log							4 rows
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed		
	1 06/13/2023 12:46:18PM	Initiated	SLIU1	Liu, Shiying	Submit			
	2 06/19/2023 10:14:37AM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	5 days 21 hours 28 minu	tes	
	3 06/19/2023 11:09:49AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Hold	55 minutes		
	4 06/19/2023 11:15:00AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Approve	5 minutes		
	Refresh Log							
	Print							

The Transaction Log displays that the form is now approved.

Recycle or Deny an Internal Transaction GL eForm

"**Recycle**" a request and "**Deny**" a request should be carefully considered by the approving user before making a selection. The **Recycle** button allows the approver to indicate there is something incorrect or problematic with the form and it should be corrected then resubmitted.

The **Deny** button stops the transaction from any further processing. It is a hard <u>NO</u>. If a transaction is denied by an evaluator approver, then the department who is to receive the funds, the credit department, must start over completely with a new Internal Transaction form.

Both **Recycle** and **Deny** are available in the **Evaluate a GL eForm** menu. Navigate to the Evaluate menu option and search for a form for your review. The **Recycle** and **Deny** buttons are located at the bottom of the form.

Recycle an Internal Transaction GL eForm

This example form will be recycled.

- 1. Scroll down to the bottom of the page.
- 2. Enter comments
- 3. Click the **Recycle** button.

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE – DEBIT)											
1	To DEPTID 14974	400 Center-Cancer				То	Department Cent	er-Cancer			
DEBIT											
											1 row
SpeedType Key \Diamond	Account \diamond	Fund Code 🛇	Department 0	Program Code 🛇	Class Field 0	Project ◊	Amount ◊	Comment \diamond		Insert A Row	Delete A Row
1 0497400011	501099	111	1497400	10015	10105		200.00		1	+	-
File Attachments											
Attachment Uploade	d		Action D	escription 0	Description \diamond		File Name 🛇				1 row Delete
1 🕑		(View C	ther	Other		New_LSUNO_Spe	edTypes.txt			Replace
Add											
✓ Comments											
This is for the Recycle Docur	nentation. There is	s a problem with the	chartstring and nee	eds to be corrected then resu	ubmitted.						
** Gonzales, Michele S ** Mon, Jun 19 23, 11:15:00 A MG releasng the hold on the I	.M T form by approvir	ng the form.									
** Gonzales, Michele S ** Mon, Jun 19 23, 11:09:49 A Example of placing it on hold	M										
** Concastes, Michaels S ** Mon, Juni 19 23, 10:14:37 AM MG - As Debit Dept approver, added speedtype and account information to complete the update.											
** Liu, Shiying ** Tue, Jun 13 23, 12:46:18 P I didn't certify You must certify in order to be	M able to submit										
Search Deny	Recycle	ld Print	Approve								

					GL Form			L S I Health	Financials UPG 佡	ƥ	:	Ø
E Landing Page			Evaluate Internal Transac	tion : Result						Form	ID 10	250
G Add an InternalTr eForm		Y	ou have successfully recycled your e	Form.								
Evaluate a GL Form eForm												
Opdate a GL Form eForm		V	/iew Approval Route (Add Ad Hoc Ap	prover)								
5 View a GL Form eForm		Trai	nsaction / Signature Log								6	rows
			Current Date Time	Step Title		User ID	Description	Form Action	Time Elapsed			
		1	06/13/2023 12:46:18PM	Initiated		SLIU1	Liu, Shiying	Submit				
		2	06/19/2023 10:14:37AM	Resubmitted		MGONZA	Gonzales, Michele S	Resubmit	5 days 21 hours 28 min	utes		
		3	06/19/2023 11:09:49AM	GL_IT_TO_DEPT_APPROVE	R	MGONZA	Gonzales, Michele S	Hold	55 minutes			
		4	06/19/2023 11:15:00AM	GL_IT_TO_DEPT_APPROVE	R	MGONZA	Gonzales, Michele S	Approve	5 minutes			
		5	06/19/2023 12:08:51PM	Resubmitted		MGONZA	Gonzales, Michele S	Resubmit	53 minutes			
	"	6	06/19/2023 12:26:15PM	GL_IT_TO_DEPT_APPROVE	R	MGONZA	Gonzales, Michele S	Recycle	17 minutes			
		R	Refresh Log									
			Print									

This form is available now via the Update menu option for the Credit department or Debit department to correct then Resubmit.

The requester and approver receive an email indicating the form has been recycled.



In this example, the Debit Department made a typo in the chartstring and needs to correct it.

- 1. Navigate to the **Update** menu
- 2. Select the form, e.g. **10250**.

•	GT eForms™ Homepage *To DEPTID 1497400	Q Center-Cance	C	GL Form	Pepartment Center-Cancer	xials UPG 命 く : ଡ
	DEBIT					
	SpeedType Key \diamond Account \diamond	Fund Code \diamond	Department \diamond Program Code \diamond	Class Field \diamond Project \diamond	*Amount ◇ Comment ◇	1 row Insert A Row Delete A Row
	1 0651000001 Q 501099	Q 111	1651000 52000	10105	200.00 Corrected the chartstring	+ -
	File Attachments					
	Attachment Uploaded	Action Descrip	ption \diamond Description $<$	>	File Name 🗇	1 row Delete
	1 🥑	View Other	Other		New_LSUNO_SpeedTypes.txt	Replace
	Add					
	▼ Comments					
	Corrected Chartstring to resubmit.					
	** Gonzales, Michele S ** Mon, Jun 19 23, 12:26:15 PM This is for the Recycle Documentation. There is a problem to	with the chartstring and ne	eeds to be corrected then resubmitted.			
	** Gonzales, Michele S ** Mon, Jun 19 23, 11:15:00 AM MG releasng the hold on the IT form by approving the form.					
	** Gonzales, Michele S ** Mon, Jun 19 23, 11:09:49 AM Example of placing it on hold					
•	** Gonzales, Michele S ** Mon, Jun 19 23, 10:14:37 AM MG - As Debit Dept approver, added speedtype and accour	nt information to complete	e the update.			
	[™] Liu, Shiying [™] Tue, Jun 13 23, 12:46:18 PM I didn't certify You must certify in order to be able to submit					
	Search Withdraw Resubmit					

- 3. Make the correction to the chartstring.
- 4. Click the **Resubmit** button.

Deny an Internal Transaction GL eForm

In the example of denying a request, the approver believes the entire Internal Transaction request is invalid and the service was not performed.

- 1. Navigates to the **Evaluate a GL eForm** menu option.
- 2. Searches for and selects the form.

SpeedType Key 🛇	Account \diamond	Fund Code \diamond	Department \diamond	Program Code 🜣	Class Field ◊	Project ◊	Amount \diamond	Comment \diamond	Insert A Row	Delete A Roy
0651000001	501099	111	1651000	52000	10105		200.00	Corrected the chartstring	+	-
e Attachments										
Attachment Uploade	d		Action Desc	ription ◊	Description ◊	File N	lame 🌣			Delete
I			View Other		Other	New	LSUNO_Spe	edTypes.bd		Replace
Add										
Comments										
Gonzales, Michele S Vlon, Jun 19 23, 12:30:45 f rrected Chartstring to resu Gonzales, Michele S Vlon, Jun 19 23, 12:26:15 f is far the Recycle Docum	PM bmit. PM	a problem with the c	hartstring and needs to	he corrected then result	mitteri					
Sonzales, Michele S Jon, Jun 19 23, 11:15:00 A Preleasing the hold on the	M IT form by approvi	ng the form.	nanoung and noous a	be concered merrication	sinted.					
Gonzales, Michele S Mon, Jun 19 23, 11:09:49 A ample of placing it on hold	M	-								
Bonzales, Michele S Non, Jun 19 23, 10:14:37 A S - As Debit Dept approver,	AM added speedtype	and account informa	ation to complete the up	odate.						
Liu, Shiying Fue, Jun 13 23, 12:46:18 F dn't certify u must certify in order to be	'M e able to submit									

- 3. Scroll down to the bottom of the form
- 4. Enter comments (*** this is highly recommended ***).
- 5. Click the **Deny** button.

C GT eForms™ Homepage		GL For	m		L SU Health	Financials UPG 命 ム	: Ø			
E Landing Page	Evaluate Internal Trans	saction : Result				Form	ID 10250			
Add an InternalTr eForm							_			
😥 Evaluate a GL Form eForm	You have successfully denied your et-orm.									
Opdate a GL Form eForm										
5 View a GL Form eForm	Transaction / Signature Log						8 rows			
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed				
	1 06/13/2023 12:46:18PM	Initiated	SLIU1	Liu, Shiying	Submit					
	2 06/19/2023 10:14:37AM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	5 days 21 hours 28 minutes				
	3 06/19/2023 11:09:49AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Hold	55 minutes				
	4 06/19/2023 11:15:00AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Approve	5 minutes				
	5 06/19/2023 12:08:51PM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	53 minutes				
	6 06/19/2023 12:26:15PM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Recycle	17 minutes				
	7 06/19/2023 12:30:45PM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	4 minutes				
	8 06/19/2023 12:31:13PM	Denied	MGONZA	Gonzales, Michele S	Deny	< 1 minute				
4	Refresh Log									
	Print									

The Transaction log displays the Denied status on the form

The initiating user who created the Internal Transaction request received an email indicating that it has been denied.

FW: Your Internal Transaction eForm 10250 is Denied	
Shiying Liu • Information Technology Analyst at LSU Health Sciences Center View profile	×
Liu, Shiying To: Gonzales, Michele S.	🙂 📑 🕞 🕑 🗓 듯 속 🦽 Mon 6/19/2023 12:34 PM
From: PS Financials Development <psfindev@lsuhsc.edu> Sent: Monday, June 19, 2023 12:31 PM To: Liu, Shiying <sliu1@lsuhsc.edu> Subject: Your Internal Transaction eForm 10250 is Denied</sliu1@lsuhsc.edu></psfindev@lsuhsc.edu>	
Your IT eForm 10250 is denied by Gonzales, Michele S.	
Request Date: 2023-06-13	
Comments:** Gonzales, Michele S ** Mon, Jun 19 23, 12:30:45 PM Corrected Chartstring to resubmit. 12:26:15 PM This is for the Recycle Documentation. There is a problem with the chartstring and needs to be corrected then resubmitted	** Gonzales, Michele S ** Mon, Jun 19 23, ** Gonzales, Michele S ** Mon, Jun 19 23, AM Example of placing it on hold tion to complete the update.
← Reply → Forward	

Appendix A – Process Steps

This supplement provides an outline of the process steps with Option B noted as the most commonly used process. The numeric steps in option B are noted in summary with each alpha step within that as the detailed step.

A. Internal Transaction Form Steps –Online Data Entry - Fully Entered by Credit Department

- 1. Credit Department creates an Internal Transaction form in PS Financials using the navigation GTeForms Home> Add Internal Transaction Request. After entering all information, select the certification button to indicate all data is accurate, then submit.
- 2. Debit Department receives an email indicating there is an internal transaction to be evaluated. User selects the email link to review the internal transaction form. This directs the user into the Update menu. If no changes needed after reviewing the form, the user navigates to the Evaluate a GL Form menu option or returns to the email and selects the link to approve the Internal Transaction eForm.
- 3. The Debit Department evaluates the form and selects approve.
- 4. General Accounting receives an email indicating there is a form ready for review and processing.
- 5. General Accounting completes processing of the internal transaction by approving the Internal Transaction. This approval executes the form which creates the journal.
- 6. The originating user and the approving user are sent emails indicating that the form was executed.
- 7. General Accounting edits, budget checks and posts the journal.

B. Internal Transaction Form Steps – Online Data Entry – Partially Completed by Credit Department

- 1. Summary: Credit Department creates an Internal Transaction form in PS Financials using the navigation GTeForms Home > Add Internal Transaction Request. After entering all credit information, and the debit department id, select the certification button to indicate all data is accurate, then submit.
 - a. Internal Transaction Service or Product Requested Section
 - i. Enter Quantity, Description, Unit Cost and add more rows as needed by using the + at the right end of the row.
 - b. Department Providing Service or Material (Receives Credit) Section
 - i. Select Business Unit, Date, From Deptid and note that the requested by field defaults with your userid.
 - ii. Enter the Invoice Number internal to your department. The field is 30 characters long and will be the journal line description used by General Accounting

- iii. Enter the Speedtype key/Accounting Tag and account number for the credit. Account will most often be 530600. Enter the Amount and Comments
- iv. Scroll to the bottom to add any attachments needed.
- c. Department Needing Service or Product (Receives Expense Debit) Section
 i. Select the "To Deptid"
- d. Submission
 - i. Review the data entered and select the certify toggle in the top section of the form.
 - ii. Select Submit.
- 2. Summary: Debit Department receives an email indicating there is an internal transaction to be evaluated. User selects the email link to review the internal transaction form. This directs the user into the Update menu. The Debit department then completes their information on the form and selects the Resubmit button.
 - a. Department Needing Service or Product (Receives Expense Debit) Section
 - i. Select the Speedtype key/Accounting Tag and account number for the transaction. Enter the amount and any comments. Insert additional rows as needed to split the cost.
 - ii. Scroll to the bottom and attach any files as needed.
 - iii. The user may enter comments as desired. Select Submit.
- 3. Summary: The user navigates to the Evaluate a GL Form menu option or selects the approve link in the original email, or uses their worklist and evaluates the form and selects approve.
 - a. Users may navigate by selecting the <HOME option at the top left if navigation was from the GTeForms Home.
 - b. The user reviews the form, enters comments and selects the Approve button.
- 4. General Accounting receives an email indicating there is a form ready for review and processing.
- 5. General Accounting completes processing of the internal transaction by approving the Internal Transaction. This approval executes the form which creates the journal.
- 6. The originating user and the approving user are sent emails indicating that the form was executed.
- 7. General Accounting edits, budget checks and posts the journal.

C. Internal Transaction Spreadsheet Loader Entry

- 1. Business Manager opens the spreadsheet template excel file provided by General Accounting.
- 2. Business Manager completes data entry of required fields. Make sure that column AN is set to Y. Delete columns AO and AP.
- 3. Business Manager selects File Save As to name their file. It is imperative that they select a .csv file extension.
- 4. After saving the csv file, launch PeopleSoft Financials Production. Double click the launcher icon, enter your credentials.

- 5. Navigate to NavBar > Manage GT eForms 3.x > Batch > Process Batch.
- 6. Go to the Add a New Value tab to enter a batch id. Let NEW be the default, press add. Select the INTERNALTR form type, IT3_NEW Batch Configuration and Default Form Condition.
- 7. Select Upload File button. Then select the Choose File button and navigate to where the csv file you created is saved and select that file. Click Upload.
- 8. Next, select Prepare.
- 9. Select Process. Once processed the status on each row will display complete or Error.
- 10. For successful uploads, the user then navigates to GT eForms Homepage >Internal Transaction Form > Update a GL Form and adds any attachments to the eForm.
- 11. The user resubmits.
- 12. The routing workflow is sent to the debit department for approval.
- 13. General Accounting receives an approval notification, reviews the Internal Transaction.
- 14. General Accounting completes the journal process, opens the Internal Transaction form, documents the journal information and then approves the Internal Transaction.
- 15. The department receives an approval notification for the Internal Transaction.

D. Approval Workflow Process

- 1. Users assigned as "Approvers" for the Debit Department, the department that requested the goods or service receive an email from the system indicating that there is a request to review.
- 2. The user selects the link from the email to review the Internal Transaction. This directs the user to the "Update a GL Form" menu option to complete data entry.
- 3. The user navigates to the "Evaluate a GL Form" menu option, or selects the approve an IT eForm link in the email, reviews, adds, comments and selects Approve.
- 4. General Accounting receives an email that a GL form is ready for review.
- 5. General Accounting reviews and authorized the Internal Transaction Form. This Executes the Form and generates the journal.
- 6. The user entering the request (credit department) received an email indicating that the form was posted to the General Ledger.
- 7. General Accounting processes the edit, budget check and post of the journal.

Appendix B - Security Information

- 1. Folder Security Groups for the Spreadsheet GL Internal Transaction Template
 - a. Users must be granted membership to the folder group PSFS-GL-IT-Template
 - b. Requests must be sent from the General Accounting Team
 - c. Users will have ability to use the forms but not modify the original templates.
- 2. Role and Permission Security is granted via the roles:
 - a. LSU_GL_GT_INTTRANS_ADMINS need to add BU_XXXXX in user profile route control -users with this role can restart workflow, add ad-hoc approvers and are on ad-hoc approvers list, user can add/approve/update/view IT form – role assigned to GA leads, Dev and Support as appropriate
 - b. LSU_GL_GT_INTTRANS_APPROVER need to add BU_XXXXX and departments in user profile route control user can approve/update/view Internal Transaction forms.
 - i. Route Controls must be assigned for a BU_LSUNO, BU_LSUSH
 - ii. Route Controls for departments must be assigned
 - iii. For ad hoc approvers, the user must have the role and BU_LSUNO or BU_LSUSH but department route control is not applied.
 - c. LSU_GL_GT_INTTRANS_REQUESTER users with this role can add/update/view IT forms.
 - d. LSU_GL_GT_INTTRANS_DEAN_APPROV users with this role are Dean's office approvers and provide a second approval level to the department approver.

Appendix C – Admin Page Usage

Administrators are those users who are assigned the role LSU_GL_GT_INTTRANS_ADMINS role that grants the user the authority manage form activity from an administrative perspective. There is also an Ad hoc approvers user list: ZZ_GT_ADMIN using role LSU_GL_GT_INTTRANS_ADMINS.

This role allows the administrator the ability to add an ad hoc reviewer or approver, resubmit a form, review activity, or troubleshoot forms from an administrative page.

```
Navigation: Menu > Manage GT eForms 3.X > Form Admin Tool
```

Enter form type and ID, then search, choose the action needed.

✓ General		Form Admin Tool
Main Page Form Log Worklist Items Form Data	Action Items Form List Notification Log	
eForm Data		
Form ID: 10231 Form	Status: Pending	4
Form Type: INTERNALTR Manage Form	Condition: Default	
Approval Workflow		
G3FORM_ID=10231:Pending	Request Information Start New Path	
Basic Path Pending Multiple Approvers G GLIT_TO_DEPT_APPROVER Choose Action: Approve Insert Approvers Save AdHoc Changes Discard Changes	Multiple Approvers LSU_GL_GT_INTTRANS_GA_REVIEWER	
eForm Links	eForm Actions	
View Users with Worklist Items	Resubmit Deny Authorize	ł
Update Form Action Items	Recycle Withdraw Execute	
Comments		
Comment History: L** Keegan, John ** Wed, Jan 24 24, 01:00:59 PM	Your Comment:	
	Add Comment	

NOTES:

- 1. Ad Hoc Approvers may only be added after the current pending step.
 - a. Select the + after the Pending Step and choose the Manage Ad Hoc option. Select the approver to be added, then select the Save Ad Hoc Changes button.
- 2. To add an approver to the Pending Step, select the Multiple Approvers link in the Pending Step.
 - a. A list of the current approvers displays.
 - b. Select an approver to add, then press the Add Approvers button.
- 3. When an Admin needs to act on behalf of an Approver, it is suggested that the Admin adds themselves as an approver to the current pending step so that he or she can complete the approval to move the form on to the next step in the process.
- 4. For more information on the Admin Tool, see the GT eForms document in the PeopleSoft Support Departmental Procedures folder. <u>GL Internal Transaction Form</u> <u>Admin Info.docx</u>

Appendix D - Query Record Information for Internal Transaction Forms

The records used to query the Internal Transaction form data are:

- 1. **GQINTERNPAGEREC** contains the header information related to an Internal Transaction such as the form id, invoice id, from department information, to department, form total amount and a last update timestamp
- 2. **GQINTERNGRID02** contains the credit ("From" department) chartfield information, account, quantity, description, and the comments
- 3. **GQINTERNGRID03** contains the debit ("To" department) chartfield information, the account, and the amount information.
- 4. **G3FORMLIST** contains the status information, the form operators, approvers, comments history and other key data about the form.

Appendix E - Available Queries

INTERNAL_TRANSACTION_FORM_DATA – provides a list of all transaction form data

INTERNAL_TRANS_DEPT_APPROVER – provides the list of approvers and their departments for the internal transaction forms

INTERNAL_TRANS_DEPT_APPROVER – provides the list of approvers and their departments for the internal transaction forms including those with locked status

INTERNAL_TRANSACTION_FORM_GL_DENT – GL's query by status used to review the internal transaction for Dental school

INTERNAL_TRANSACTION_FORM_GL_NO – GL's query by status used to review the internal transaction

INTERNAL_TRANSACTION_HOLD – Query listing Internal Transactions on Hold status by prompted business unit

INTERNAL_TRANSACTION_PENDING – Query listing all internal transactions for a prompted business unit that are in pending, saved, resubmitted, withdrawn, recycled, or denied status

INTERNAL_TRANSACTION_GL – Query for General Accounting Team

INTERNAL_TRANS_DEPT_APPROVER_S – Query for Accounting and Support to review assigned department approvers for a prompted business unit

INTERNAL_TRANSACTION_FORM_DEPT – Query that prompts for business unit and from or to department id.

INTERNAL_TRANS_REQUESTERS – Query that looks for LSUHSC or LSUHS email

INTERNAL_TRANS_REQUESTERS_BU – Query that looks for **LSUHSC** or **LSUHS** email includes a BU prompt

INTERTRANS_FORM_DATA_BY_DATE – For data for a prompted date range

INTERTRANS_GL_NO_BY_DATE – GL Internal Transaction Data for NO by prompted date range

Appendix F - Errors when Batch Loading an Internal Transaction Spreadsheet

1. Errors on the csv spreadsheet

If the last columns totals do not both equal 0, then the spreadsheet has an error. The totals must be corrected before saving and uploading.

		Y	z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	1
	1 <mark>A</mark>	CCOUN	GSAMOU	COMMEN	SPEEDTYPE	KACCOUNT	GSAMOUN24	COMMENT4	SPEEDTYPE_KEY5	ACCOUNT	GSAMOU	COMMEN	SPEEDTYP	ACCOUNT	GSAMOU	COMMEN	GSI_CONI	IRM_SERVIC		
	2 A	CCOUN	F AMOUNT	COMMEN	SPEEDTYPE	KACCOUNT	AMOUNT4	COMMENT4	SPEEDTYPE_KEY5	ACCOUNT	AMOUNT:	COMMEN	SPEEDTYP	ACCOUNT	AMOUNT	COMMEN	Certify	Verify total Credit	Verify total Deb	it i
	3				0651000001	547200	350.00	test data									Y	0	1	100
	4							1										0		0
	5																	0		0
	6																	0		0
	7																	0		0
	в																	0		0
	9																	0		0
1	0																	0		0
1	1																	0		0
	2																	0		0

2. Speedtype/Accounting Tag error

The speedtype is invalid or does not exist. This is caught when loading the file and not in the spreadsheet itself. The processing produces an error that must be corrected in order to resubmit the process

Batch ID 00000053		User ID SLIU1		Date 10/02/2023		Message
Batch Status Prepared		Count 1		Р	ersonalize Find 🕖	Invalid speedtype value 101870001 (2004,3) The value entered is not on the dropdown list
Batch ID	1	Status	Form ID	Date	Line Error Text	ОК
1 00000053	1	Prepared		10/02/2023		

To correct the error, select the line, make the correction and save.

3. Project End Date is less than current date

When a project's end date has already passed, the file will generate an error and a hard stop. You must correct the error before proceeding.

Batch ID		User ID		Date	
00000054		SLIU1		10/02/2023	Message
Batch Status Prepared	nch Status Count repared t			Pi	Project 101870001A end date 2022-01-07 is less than today. Please select a valid value. (2004,2)
Batch ID	1	Stature	Form ID	Date	Line Error Text
1 00000054	1	Prepared		10/02/2023	

4. Total Credits or Debits do not match the Total

If the user does not correct the totals on the spreadsheet, then the upload process will catch the issue and create an error that must be corrected prior to completing the processing.

Batch ID 00000055		User ID SLIU1		10/02/2023	(Message
Batch Status Prepared		Count 1				Total credit 450 or debit 430 does not match the total 450. (200
				6	erconalize Find L	- Ch
Batch ID	3	Status	Form ID	Date	Line Error Text	
1 00000055	1	Prepared		10/02/2023		

Appendix G - Correcting Errors in the Batch Tool

When uploading and processing an Internal Transaction batch spreadsheet file and an error is encountered, in many cases the user may correct the issue themselves to continue processing the form.

- 1. The line with an error shows "Prepared" on the Process Batch page.
- 2. Select the link on the row count as noted in the highlighted screenshot below.

Process Batch					
*Form Type INTERNALTR	Batch Configuration IT3_NEW Q Prepare	*Form Condition Default Process	Jse Process Sch	Q heduler	
Batch ID 00000056	User ID SLIU1	Da 1	ate 0/03/2023		
Batch Status Prepared	Count 1				
			Pers	sonalize Find 🔄 🏬 🛛 First 🕢 1 of 1) Last
Batch ID	Batch ID 1 Status		Date	Line Error Text	
1 00000056	1 Prepared		10/03/2023		

3. The Batch Line Details page displays. This shows the line with the problem and provides the Input Field Value column for users to make corrections.

In the following screenshot for the line, there are 40 different field values that are noted. Make a correction to the erroneous value.

Then, scroll to the bottom of the list.

Batch	Line	Details							
Ba 0	atch ID 000009 Pr	56 Line 56 1 Batch Prepa	Line Status red	Date 10/03/2023	La	unch Form			
						Personalize Find 🗷 🔣	First 🕢 1-40 of 40		Last
	Num	Input Field	ID		Input Field Label		Input Field Value		
1	1	BUSINESS_UNIT	BUSINESS UNIT			LSUNO		+	-
2	2 2	GSDATE	DATE			9/27/23		+	-
з	3	GSFROM_DEPTID	FROM DEPTID			1497200		+	-
4	4	GSRECEIVED_B1	REQUESTOR			SLIU1		+	-
5	5 5	INVOICE	INVOICE			TESTLOAD1		+	-
e	6 6	GSTO_DEPTID	TO DEPTID			1101500		+	-
7	7	GSDESCRIPTION1	DESCRIPTION1			Testing labor		+	-
8	8 8	GSQUANTITY1	QUANTITY1			15		+	-
g	9	GSUNIT_COST1	UNIT_COST			30		+	-

4. After scrolling down, select the Apply button.

39	39	COMMENT6		COMMENT6
40	40	GSI_CONFIR	M_SERVIC	Certify
OK		Cancel	Apply	

- 5. Click Ok.
- 6. This brings you back to the **Process Batch Page**. Press **Process**.

*Form Typ INTERNA	ie ILTR Q	Batch C	onfiguration	*Form C Default	Condition		٩				
Upload F	ile	Pre	epare	Pro	cess 🗌	Use Process Sc	heduler	 Don't generate encountered 	eForm if e	FLOL	
Batch ID		ι	Jser ID		C)ate					
0000005	6	:	SLIU1			10/03/2023					
Batch Sta	itus	C	Count								
Prepared	I		1								
											_
						Per	sonalize F	Find 🛛 🔣	First 🕚	1 of 1	Last
Batc	h ID	1	Status		Form ID	Date	Line Error	Text			
1 0000	00056	1	Prepared			10/03/2023					

7. After the correction and processing, the row now shows the "**Complete**" status and there are no errors.

Process Bato	:h													
*Form Type INTERNAL	Ba	Itch Co	nfiguration NEW	*Form (Defaul	Condition t									
Upload File	5	Prep	are	Pro	cess	Οı	Jse Process S	cheduler	~	Don't ger encounte	nerate e ered	eForm	if err	or
Batch ID 00000056		Us S	ser ID LIU1			Da 1	ate 0/03/2023							
Batch Statu	15	Co	ount	Errors	5	Co	ompleted							
Complete		1		0		1								
							Pe	ersonalize	Find	2		First	•	1 of 1
Batch	ID 1	:	Status		Form ID		Date	Line Err	or Text					
1 00000	056 1	(Complete		10536		10/03/2023							

Appendix H - Batch Load Internal Transaction Form Data

There are several departments where the volume of internal transactions is such that they will import the data from a .csv file spreadsheet in lieu of entering the form data online. This is because they use an internal department spreadsheet or access database to generate their internal transaction forms. The PeopleSoft Financials team has applied a GT eForms Batch Loader tool to allow the department to place their form data into the batch loader file and then import it into PeopleSoft Financials.

The delivered template is an Excel file. LSUHSC has placed the master copy of the template in a secured file location. General Accounting would provide each department with a copy of the file. Each department/user would place the file in a working folder of their choosing. After entering the data into the excel file, <u>the user saves the file as a .csv file</u> and loads it into PeopleSoft Financials. Loading the file places the Internal Transaction into the approval workflow process. Users would then be responsible for navigating in PeopleSoft to the Manage GT eForms menus to update the Internal Transaction and add the attachment. The steps to use the template and batch load a file follow.

- 1. General Ledger Team will email the users a copy of the Batch Load .xlsx template For GL Team – the template for testing is located on the <u>\\PSFileSrvr\UPG\GL\IT_eForm</u> pathway. The production file is in the <u>\\PSFILESRVR\PRD\GL\IT_eForm</u> pathway.
- 2. The template file folder includes both a .xlsx file and a .csv file. The department user saves the .xlsx template to their department folder where the Internal Transactions will be maintained.
- 3. When the user is ready to create an internal transaction batch file for upload, open the .xlsx template and enter data.
- 4. Enter data into the form for the Internal Transaction.
 - a. Each row of the file creates one Internal Transaction Form.
 - b. There may be a maximum of 3 chartstring splits each for the credit and debit side.
 - c. Changes to either row 1 or row 2 of the form will corrupt the file.
 - d. Data Entry begins in row 3 and the template includes a sample that may be deleted.
 - e. Do not use formulas in the cells. If copying the data from another file, use the paste values feature.
 - f. Form Columns and their data
 - i. Columns A G include "header level data" such as the Business Unit, From and To Department ID, Date, Invoice (Internal), and the description
 - ii. Columns H O allow the user to enter up to 3 descriptions, quantity and costs for the Internal Transaction. (Green color)

- iii. Columns P S allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the first chartstring (yellow color)
- iv. Columns T W allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the second chartstring (if needed) (yellow color)
- v. Columns X AA allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the third chartstring (if needed) (yellow color)
- vi. Columns AB AE allows the user to enter the Debit speedtype, account number, extended amount, and Comments for the first chartstring (**purple color**)
- vii. Columns AF AI allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the second chartstring (if needed) (purple color)
- viii. Columns AJ AM allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the third chartstring (if needed) (purple color)
- ix. Column AN should be set to Y to certify that the data entered is accurate.
- x. Columns AO and AP are validation to verify the totals are correct (red color).

NOTE: IMPORTANT – After verifying the totals, delete those columns before saving.

g. Save after completing data entry. Select File, Save As to save the file with a .csv extension. Enter the File name desired. In the Save as Type box, select the arrow and choose CSV (Comma delimited) then press Save.

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You will receive a message that some of the formatting will be lost. Select **Yes** to continue to save the file.

- 5. After saving the CSV file, launch PeopleSoft Financials Production. Double click the launcher icon, enter your credentials.
- 6. Navigate to NavBar > Manage GT eForms 3.x > Batch > Process Batch

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7. Select the Add a New Value tab. The Batch ID will default to NEW and should not be changed. Press Add.

K My Financials Home	Batch Header	ώ	\Diamond	:	\oslash
Batch Header			New	/ Window	v Help
Eind an Existing Value Add a New Value					
Batch ID: NEW					
Add					
Find an Existing Value Add a New Value					

- 8. Select the following values:
 - a. Form Type **INTERNALTR**
 - b. Select Batch Configuration IT3 NEW
 - c. Select Form Condition Default
 - d. Place a check in the box that reads "Do Not Generate eForm if error encountered."

Process Batch			
*Form Type Batch Configuration INTERNALTR Q Upload File	*Form Condition Default]Q 	Don't generate eForm if error encountered
Save Notify			

9. Select the **Upload File** Button. Then select the **Choose File** button and navigate to where the csv file you created is saved and select that file. Click **Upload**.

Process Batch			
*Form Type	Batch Configuration	*Form Condition	
Upload File	Prepare	Use Process Scheduler	Don't generate eForm if error encountered
Batch ID	User ID	Date	
0000009	SLIU1	07/24/2023	
Batch Status Loaded			

- 10. Click the **Prepare** button.
- 11. Click Process.
| *Form Type
INTERNALTR | Batch Configuration | *Form Condition
Default | | ٩ | | | | |
|--------------------------|---------------------|----------------------------|-------------|-----------------|--|-------------------|----------|-------|
| Upload File | Prepare | Process | Use Process | Scheduler | Don't generation of the second | ate eForm if
I | f error | |
| Batch ID | User ID | | Date | | | | | |
| 0000009 | SLIU1 | 07/24/2023 | | | | | | |
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| Batch ID | 1 Status | Form ID | Date | Line Error Te | ext | | | |
| | | | | | | | | |
| | | | | | | | | |
| 2 00000003 | 2 Fiepaieu | | 0112412023 | | | | | |

Processing time will vary depending upon the number of forms in the batch file. When the tool finishes processing the batch, it will change the status of each row to Complete or Error depending on whether the tool successfully created a form. If an error did occur, the error will be output to the Line Error Text field to aid in debugging. If it completed with no error, then the workflow is triggered and the form is submitted to the debit department for approval.

Y	Process Batch												ΞĬ
	*Form Type INTERNALTR	Batch Cor IT3_N	nfiguration NEW	*Form Defau	Condition It								
Upload File Prepare Process Cheduler On't generate eForm if errencountered								error					
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	1 00000009	1 0	complete		10321	07/24/20	23						
	2 0000009	2 0	omplete		10322	07/24/20	23						

After completing the batch upload process to generate the eForm, users would then be able to navigate to the GT eForm Homepage to review or print the eForm by selecting **GT eForms Homepage** > **Internal Transaction Form** > **View a GL Form**. To add an attachment, the user

would navigate to the **Update a GL eForm** menu option instead of View a GL Form. The approvers would navigate to the **Evaluate a GL eForm** option on the GT eForms Homepage.

GT eForms™ Homepage	GL Internal Transactions Form
E Landing Page	Welcome to Internal Transactions eForm
🚹 Add an InternalTr eForm	
🕢 Evaluate a GL eForm	
😼 Update a GL eForm	
👩 View a GL eForm	

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Appendix I - General Accounting Processing of Approved Requests

An Internal Transaction request is ready for General Accounting's (GA) review and processing only after the credit department confirms and submits the Internal Transaction that is then approved by the debit department.

An example of the email that the GA team receives:

Internal Transaction eForm 10260 is rea 🞍 Download 🗇 Save to OneDrive	🖽 Show email	ď	×
Internal Transaction eForm 10260 is ready for GA Review			
PS Financials Development To: DePaula, Darryt: Stevenson, Dean: Liu, Shiying	Mon 6/26/202	G 3 8:13 AM	I
IT eform 10260 was Department Approved. Review needed by GA.			
Request Date: 2023-06-26			
From Department: Health Science Centers			
To Department: Accounting Services			
Invoice: test23456; Amount: 2000			
Comments:			
Please use this link to put the form on hold: https://rcbb.psfs.lsuhsc.edu/psc/fsupg/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FLGBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10260&G3FORM_TASK=EVU			
Reply Reply all A Forward			

Automated journal generation is now available in PRD, the GA team will review the approved forms and if all is correct, approve it. The system then executes the form and a journal is generated. GA must then edit, budget check and post the journal. The following steps would occur:

- 1. General Accounting receives an email indicating there is an approved Internal Transaction for their evaluation and processing.
- 2. GA selects the link to evaluate the Internal Transaction. After reviewing the data for completeness, the GA user enters comments that it has been reviewed and authorizes the Internal Transaction.
- 3. The Form status becomes "**Executed**" and GL Staff selects **Refresh** to view the date/time stamp. The General Ledger (GL) staff then selects the **Next** button to review the next Internal Transaction Form pending their approval.
- 4. GA staff repeats this process for all emails regarding its pending their review.
- 5. When the GA staff member authorizes the Internal Transaction, the journal generation process runs.
 - a. The Journal ID will begin with "IT" and the Journal Description will be GT eForms Internal Transaction.
 - b. The Internal Transaction's Invoice ID entered by the Credit department is entered into the Journal Line Description field.
 - c. The Internal Transaction Form ID is entered into the Journal Line Reference field.
- 6. The GA staff member reviews Internal Transaction journals created for accuracy then runs the Edit, Budget Check, and Journal Post processes.

Appendix J - Approval Processing Emails

Who receives notification and when it occurs:

Credit Department (Department Providing the Goods/Service)

- 1. Notification is sent to the Credit Department once the Internal Transaction has been executed by GA and contains the journal id.
- 2. Notification is sent to the Credit Department when an Internal Transaction has been denied.
- 3. Notification is sent to the Credit Department when an Internal Transaction is recycled.

Debit Department (Department Receiving the Goods/Service)

- 1. Notification is sent to the Debit Department when the Credit department submits the Internal Transaction for update and approval.
- 2. Notification is sent to the Approver when an Internal Transaction form is Recycled.
- 3. Notification is sent to the Debit Department once the Internal Transaction has been executed by GA and contains the journal id.

General Accounting

1. Notice is sent to GA that the Debit department approved the Internal Transaction and it is ready for review and processing. Once GL reviews and approves, the journal will be generated and will be ready for processing.

GL Processing Steps using the JGEN (automatically runs once approved)

1. When the Debit department approves an internal transaction form, an email is generated to General Accounting indicating that there is a form for review and approval.

	LSUSH Internal Transaction eForm 10437 is ready for GA Approval
	shvgeneralacct@lsuhs.edu 😳 http:// Reply all http:// Forward 🗹 🗊 🖂 🔡 🚥 To: O Brice, Donna K; O Greggs-Christaw, Elizabeth; O Gonzales, Michele S.; O Liu, Shiying; O Mcalister, Steven D; O Williams, Talesia M.; O Dooley, Wanda G. Thu 3/20/2025 8:40 AM
	IT eform 10437 was Department Approved. Approve needed by GA.
	Request Date: 2025-03-20
~	From Department: Health Science Centers
	To Department: Allied Health Professions
	Invoice: 12345test; Amount: 40
	Comments:
	Please use this link to approve the form: <u>https://rcbb.psfs.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?</u> Page=G3SEARCH_FL&Action=U&G3FORM_ID=10437&G3FORM_TASK=EVL
	← Reply ← Reply all → Forward

- 2. General Accounting uses the link in the email to open the form, reviews the data and if all is acceptable, authorizes the form to be processed.
- 3. When that occurs, the journal generator process is initiated.
 - a. The journal source is INI
 - b. The journal mask is IT###### using a sequential number for each campus
 - c. The journal Header Description is GT eForms Internal Transaction.
 - d. The Journal Lines are the transactional information on the debit and credit.
 - e. The journal line description is the Invoice ID that the Credit Department enters.
 - f. The Journal Line Reference is the Internal Transaction Form ID.
- 4. The General Accounting Team must then review the journal and run the Edit, Budget Check and Post processes.

Below is an example of a Shreveport Internal Transaction and its associated journal information.

K GT eForms™ Homepage	G	L Internal Transactions Form		Kan Financials TST	
Q View Internal Transaction :	Internal Transaction				Form ID 10437
Form initiator must complete all required field department providing the requested services, Resubmit (only if changes are made to the for	ds marked with an "*" but can complete any other available fields before subm /products. The To Department (receiver of services/products) will review the C m) or Approve for final review by Accounting Services."	itting for processing. By submitting the form, The From Departr edit Section to confirm charges are accurate and complete the	nent is certifying the inform required chartfields in the D	ation is accurate and is approving the lebit Section upon receive of email no	transaction on behalf of the tification. The To Department will
INTERAL TRANSACTION - SERVICE	OR PRODUCT REQUESTED				
1					1 may
Quantity ்	Description \diamond	Unit Cost \Diamond	Amount O	insert A Row	Delete A Row
1 2.00	test ,	20.00	40.00	+	-
Total Amount					
Total Amount	40.00				
DEPARTMENT PROVIDING SERVICE	OR MATERIAL (RECEIVES CREDIT)				
Business Unit	LSUSH	Dat	e 03/20/2025		
From DEPTID	1000000 Health Science Centers	From Departmen	t Health Science Center	5	
Requested by	SLIU1 Liu, Shiying				
Invoice	12345test	I confirm services/products have bee rendered satisfactority. I further certif that the information is accurate an approve this Internal Transaction fo further processin	n y d Yes g		

											1 row		
	SpeedType Key 🛇	Account ◊	Fund Code 🛇	Department \diamond	Program Code 🛇	Class Field 🛇	Project 🗘	Amount \diamond Comment \diamond	Ins	ert A Row	Delete A Row		
	1 0047701001	551000	111	2047700	95001	61010		40.00	11	+	-		
ļ	DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)												
		To DEPTID 1050	000 Allied Health Pro	fessions			To Department Allied Health Professions						
1	Debit												
											1 row		
	SpeedType Key 🜣	Account \diamond	Fund Code 🗘	Department ◇	Program Code 🗘	Class Field 🗘	Project \Diamond	Amount \diamond Comment \diamond	Ins	ert A Row	Delete A Row		
	1 105011014A	551000	113	1050100	00001	35100	105011014A	40.00	li.	+	-		

Header Lines Totals Errors	Approval	
Unit LSUSH	Journal ID IT00000001	Date 03/20/2025
Long Description	12345test	2
*Ledger Group	245 characters remaining ACTUALS Adjusting Entry	Non-Adjusting Entry
Ledge	Fiscal Year	2025
*Source	IMI Period	9
Reference Numbe	ADB Date	03/20/2025
Journal Class	Q.	
Transaction Code	GENERAL Q	Auto Generate Lines
SJE Typ	×	Save Journal Incomplete Status Autobalance on 0 Amount Line
	Currency Defaults: USD / CRRNT / 1	
	Attachments (0)	СТА
	Reversal: Do Not Generate Reversal	Commitment Control
Entered By	LIU1	Liu, Shiying
Entered On (3/20/2025 8:40:16AM	
Last Updated On	03/20/2025 8:40:16AM	
Save Return to Search	Notify & Refresh	Add Update/Display
Header Lines Iotals Errors Approval		

Unit	LSUSH		Journal ID IT00	000001			Date	03/20/20)25	Errors Only					
Template List			Searc	h Criteria		Change Values									
	Inter	r/IntraUnit	*Process Edit	Journal		~	(Process		\square	\$	Line	1) 🌫 🗵
T Lines Personalize Find 2									2						
Select	Line	*Unit	*Ledger	Accounting Tag	Account		Fund		Dept		Program		Class		Product
	1	LSUSH	ACTUALS		551000	Q	111	٩	2047700	Q	95001	Q	61010	Q	
	2	LSUSH	ACTUALS		551000	Q	113	Q	1050100	Q	00001	Q	35100	Q	
		4													►

and and	6	Header I	Lines	<u>T</u> otals	Errors	<u>A</u> pproval						
		Unit	LSUSH			Journa	ID IT0000001	Date 03/20/2025 Errors Only				
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100	-											⊥ ± Line 10 ∓ ±
		Lines										Personalize Find 🔄 📑
1	-	Select	Line		Subcategor	У	Amount	Base Currency	Journal Line Des	cription	Reference	Open Item Key
			1]0		٩	-40.00	USD	Accounting & A	uditing Services	IT10437	Q
No.	~		2]0		Q	40.00	USD	Accounting & A	uditing Services	IT10437	Q
				4								