






# **INTERNAL TRANSACTION eFORMS**




Start Date: July 1, 2025 for FY26 Activity ONLY


All Internal Transactions related to FY25 activity should be processed on the paper forms


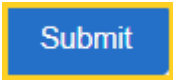
## A. Add Internal Transaction eForm (Partially Completed)

Step	Action
1.	<p><b>Internal Transactions eForms</b></p> <p>Users will complete Internal Transaction eForms for two purposes:</p> <ol style="list-style-type: none"> <li>1. ITs are used to charge an internal department for services/products provided by a cost center; and/or</li> <li>2. ITs are used to transfer costs from one department to another. Examples for this include mail, supplies, etc.</li> </ol>
2.	<p>A separate homepage contains <b>GT eForms</b>, which includes the Add an Internal Tr eForm option.</p> <p>Click the button to the right of the <b>My Financials Home</b> field.</p> 
3.	Click the <b>Down</b> button of the scrollbar.
4.	<p>Click the <b>GT eForms Homepage</b> list item.</p> 
5.	<p>Click the <b>GL Internal Transactions</b> button.</p> 
6.	<p>Click in the <b>Add an Internal Tr eForm</b> field.</p>  <p><b>NOTE: The Form ID at the top right of the page is the Internal Transaction Form ID assigned by the system.</b></p>
7.	<p><b>Add Internal Transaction: Internal Transaction Form</b></p> <p>The <b>Internal Transaction eForm</b> is divided into three (3) sections:</p> <ol style="list-style-type: none"> <li>1. Service and Product Requested</li> <li>2. Department Providing Service or Material (Receives Credit)</li> <li>3. Department Needing Service or Product (Receives Expense-Debit)</li> </ol>




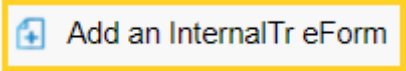
Step	Action
8.	<b>Service or Product Requested</b>  This section details the <i>quantity</i> , the <i>description</i> , and the <i>cost per item</i> of the product or service.
9.	<b>Department Providing Service or Material (Receives Credit)</b>  The section is completed by the Initiator of the form. It details the <i>department ID</i> , the <i>departmental invoice number</i> , a <i>certification slide box</i> , the <i>SpeedType</i> and <i>Account</i> to charge the expense, the <i>amount</i> , and <i>additional comments</i> .
10.	<b>Department Needing Service or Product (Receives Expense - Debit)</b>  This section requires the <i>Initiator</i> to complete the <b>*To DEPTID</b> and the <b>Amount</b> field. The remaining fields will be completed by the department receiving the product or service and includes the <i>SpeedType</i> and account to charge the expense, the amount, and additional comments.
11.	<b>Service or Product Requested</b>  <b>NOTE: The Initiator of the IT Form is required to complete every field marked with an "*."</b>  Enter the goods/service quantity into the field. Enter a valid value e.g. " <b>1</b> ".
12.	A user can enter up to 30 characters in the <b>Description</b> field.  Enter the desired information into the field. Enter a valid value e.g. " <b>manila envelopes</b> ".
13.	Enter the cost per item in the <b>Unit Cost</b> field. Enter a valid value e.g. " <b>25.00</b> ".
14.	When the <i>*Unit Cost</i> is entered, the <b>Amount</b> and <b>Total Amount</b> will automatically calculate after pressing the <b>Tab</b> key.  Press <b>[Tab]</b> .
15.	If more rows are needed, select the "+" to add a row. The "-" will delete a row.
16.	Click the <b>Insert a New Row</b> button.  
17.	Enter the goods/service quantity into the field. Enter a valid value e.g. " <b>1</b> ". Enter a description " <b>shipping boxes</b> ". Enter the cost per item in the <b>Unit Cost</b> field. Enter a valid value e.g. " <b>25.00</b> ".


Step	Action
18.	<p>Click the <b>Down</b> button of the scrollbar or slide the scrollbar to move down the form.</p> 
19.	<p><b>Department Providing Service or Material (Receives Credit)</b></p> <p>Confirm the <b>*Business Unit</b> is LSUSH.</p> <p>The <b>*Date</b> defaults to the current date and can be changed if needed.</p> <p>The <b>*Requested by</b> field will default with the current user's ID and name.</p>
20.	<p>The <b>*From DEPTID</b> is the department that will receive the credit for products or services rendered.</p> <p>Enter the desired information into the <b>*From DEPTID</b> field. Enter a valid value e.g. "<b>1661000</b>".</p>
21.	<p>The <b>Invoice</b> number is the department invoice number from the department receiving the credit. It can be up to 30 characters long. The <b>Invoice</b> number will be the general ledger journal description.</p>
22.	<p>Enter the desired information into the <b>Invoice</b> field. Enter a valid value e.g. "<b>GA-051725</b>".</p>
23.	<p>The certification statement requires confirmation. Read the statement. To confirm, click on the button to change the response to "<b>Yes</b>."</p> <p><b>NOTE: Users should only submit the IT after the user slides the confirm button in the top of the form from "No" to "Yes".</b></p> <p>Click in the field.</p> 
24.	<p>Click the <b>Down</b> button of the scrollbar or slide the scrollbar down to move down the form.</p> 
25.	<p>Enter the <b>SpeedType/Accounting Tag</b> for the <i>department receiving the credit</i>.</p> <p>Enter the desired information into the field. Enter a valid value e.g. "<b>0661000001</b>".</p>

Step	Action
26.	<p><b>General Accounting NOTE: In most cases, the account number will be 530600. Consult General Accounting if you have any questions.</b></p> <p>Enter the <b>Account</b> number for the <i>department receiving</i> the credit.</p> <p>Enter the desired information into the account field. Enter a valid value e.g. "<b>530600</b>".</p>
27.	Press <b>[Tab]</b> move to the next field.
28.	<p>Enter the total amount from the <b>Service or Product Request</b> area if using a <b>single</b> SpeedType Key. If multiple SpeedTypes are used, additional lines will be inserted. Enter the amount for each SpeedType. <b>The total amount for all credit lines should be equal to the total amount from the Service or Product Request area.</b></p> <p>Comments are <u>not</u> required.</p> <p>Enter the desired information into the <b>Amount</b> field. Enter a valid value e.g. "<b>50.00</b>".</p>
29.	<p>The DeptID for the department receiving the product or service will be entered in the *To DEPTID.</p> <p>Enter the desired information into the <b>*To DEPTID</b> field. Enter a valid value e.g. "<b>1651000</b>".</p>
30.	<p>Click the <b>Down</b> button of the scrollbar or slide the scrollbar down to move the form.</p> 
31.	<p>Enter the <b>Total Amount</b> that will be charged to the receiving department.</p> <p>The Initiator may continue to enter the SpeedType/Accounting Tag and Account number for the department receiving the products or services. However, this is <u>not</u> required. The debit department can enter the remaining data.</p> <p>Enter the desired information into the <b>Amount</b> field. Enter a valid value e.g., "<b>50.00</b>".</p> <p>The total debit amount must equal the total credit amount.</p>


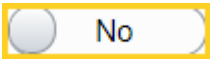

Step	Action
32.	<b><i>NOTE: The File Attachment Section appears below the Debit section. Attachments are RECOMMENDED but not required. Attachments will benefit both departments as well as Accounting Services as the attachments remain with the documentation in PeopleSoft and paper copies will not be required. Select the Upload button to choose and attach the department's 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 will select the Replace button that appears on the right side of the attachment row. It is only active once an attachment has been added.</i></b>
33.	<p>The form is complete and must be sent to the department for additional processing. Scroll to the bottom of the page and then select the Submit button.</p> <p>Click the <b>Down</b> button of the scrollbar or slide the scrollbar down.</p> 
34.	<p>Click the <b>Submit</b> button. You also have an option to Save if you want to finish the form later.</p> 
35.	The <b>Transaction / Signature Log</b> displays showing the form has been submitted and the process initiated.
36.	This completes <b>Add an Internal Tr eForm (Partially Completed)</b> . <b>End of Procedure.</b>


## B. Add Internal Transaction eForm (Fully Completed)


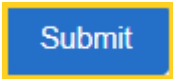
Step	Action
1.	<p><b>Internal Transactions eForms</b></p> <p>Users will complete Internal Transaction eForms for two purposes:</p> <ol style="list-style-type: none"> <li>1. ITs are used to charge an internal department for services/products provided by a cost center; and/or</li> <li>2. ITs are used to transfer costs from one department to another. Examples of this include mail, supplies, etc.</li> </ol>
2.	<p>A separate homepage contains <b>GT eForms</b>, which includes the Add an Internal Tr eForm option.</p> <p>Click the button to the right of the <b>My Financials Home</b> field.</p> 
3.	Click the <b>Down</b> button of the scrollbar.
4.	<p>Click the <b>GT eForms Homepage</b> list item.</p> 
5.	<p>Click the <b>GL Internal Transactions</b> button.</p> 
6.	<p>Click in the <b>Add an Internal Tr eForm</b> field.</p> 
7.	<p><b>Add Internal Transaction: Internal Transaction Form</b></p> <p>The <b>Internal Transaction eForm</b> is divided into three (3) sections:</p> <ol style="list-style-type: none"> <li>1. Service and Product Requested</li> <li>2. Department Providing Service or Material (Receives Credit)</li> <li>3. Department Needing Service or Product (Receives Expense-Debit)</li> </ol>

Step	Action
8.	<p><b>Service or Product Requested</b></p> <p>This section details the <i>quantity</i>, <i>the description</i>, and <i>the cost per item</i> of the product or service.</p> <p><b>NOTE: The Form ID at the top right of the page is the Internal Transaction Form ID assigned by the system.</b></p>
9.	<p><b>Department Providing Service or Material (Receives Credit)</b></p> <p>The section is completed by the Initiator of the form. It details the <i>department ID</i>, the <i>departmental invoice number</i>, a <i>certification slide box</i>, the <i>SpeedType</i> and <i>Account</i> to charge the expense, the <i>amount</i>, and <i>additional comments</i>.</p>
10.	<p><b>Department Needing Service or Product (Receives Expense - Debit)</b></p> <p>The Initiator should complete all fields in this section; To DEPTID, SpeedType/Acctg Tag, Account, and Amount.</p>
11.	<p><b>Service or Product Requested</b></p> <p><b>NOTE: The Initiator of the IT Form is required to complete every field marked with an "*."</b></p> <p>Enter the goods/service quantity into the field. Enter a valid value e.g. "<b>1</b>".</p>
12.	<p>A user can enter up to 30 characters in the <b>Description</b> field.</p> <p>Enter the desired information into the field. Enter a valid value e.g. "<b>manila envelopes</b>".</p>
13.	<p>Enter the cost per item in the <b>Unit Cost</b> field. Enter a valid value e.g. "<b>25.00</b>".</p>
14.	<p>When the <i>*Unit Cost</i> is entered, the <b>Amount</b> and <b>Total Amount</b> will automatically calculate after pressing the <b>Tab</b> key.</p> <p>Press <b>[Tab]</b>.</p>
15.	<p>If more rows are needed, select the "+" to add a row. The "-" will delete a row.</p>
16.	<p>Click the <b>Insert a New Row</b> button.</p> <p></p>









Step	Action
17.	Enter the goods/service quantity into the field. Enter a valid value e.g. "1". Enter a description " <b>shipping boxes</b> ". Enter the cost per item in the <b>Unit Cost</b> field. Enter a valid value e.g. " <b>25.00</b> ".
18.	Click the <b>Down</b> button of the scrollbar or slide the scrollbar to move down the form. 
19.	<b>Department Providing Service or Material (Receives Credit)</b>  Confirm the <b>*Business Unit</b> is LSUSH.  The <b>*Date</b> defaults to the current date and can be changed if needed.  The <b>*Requested by</b> field will default with the current user's ID and name.
20.	The <b>*From DEPTID</b> is the department that will receive the credit for products or services rendered.  Enter the desired information into the <b>*From DEPTID</b> field. Enter a valid value e.g. " <b>1661000</b> ".
21.	The <b>Invoice</b> number is the department invoice number from the department receiving the credit. It can be up to 30 characters long. The <b>Invoice</b> number will be the general ledger journal description.
22.	Enter the desired information into the <b>Invoice</b> field. Enter a valid value e.g., " <b>GA-051725</b> ".
23.	The certification statement requires confirmation. Read the statement. To confirm, click on the button to change the response to " <b>Yes</b> ."  <b>NOTE: Users may only submit the IT after the user slides the confirm button in the top of the form from "No" to "Yes".</b> Click in the field. 
24.	Click the <b>Down</b> button of the scrollbar or slide the scrollbar down to move down the form. 

Step	Action
25.	<p>Enter the <b>SpeedType/Accounting Tag</b> for the <i>department receiving the credit</i>.</p> <p>Enter the desired information into the field. Enter a valid value e.g., "<b>0661000001</b>".</p>
26.	<p><b>General Accounting NOTE: In most cases, the account number will be 530600. Consult General Accounting if you have any questions.</b></p> <p>Enter the <b>Account</b> number for the <i>department receiving the credit</i>.</p> <p>Enter the desired information into the account field. Enter a valid value e.g. "<b>530600</b>".</p>
27.	<p>Press <b>[Tab]</b> move to the next field.</p>
28.	<p>Enter the total amount from the <b>Service or Product Request</b> area if using a <b>single</b> SpeedType Key. If multiple SpeedTypes are used, additional lines will be inserted. Enter the amount for each SpeedType. <b>The total amount for all credit lines should be equal to the total amount from the Service or Product Request area.</b></p> <p>Comments are <u>not</u> required.</p> <p>Enter the desired information into the <b>Amount</b> field. Enter a valid value e.g. "<b>50.00</b>".</p>
29.	<p>The DeptID for the department receiving the product or service will be entered in the *To DEPTID.</p> <p>Enter the desired information into the <b>*To DEPTID</b> field. Enter a valid value e.g., "<b>1651000</b>".</p>
30.	<p>Click the <b>Down</b> button of the scrollbar or slide the scrollbar down to move the form.</p> 





Step	Action
31.	<p>The <b>SpeedType/Accounting Tag</b> and <b>Account</b> will be entered for the department receiving the products or services.</p> <p>Enter the desired information into the <b>SpeedType/Acctg Tag</b> field. Enter a valid value e.g. <b>"065100001"</b></p> <p>Enter the desired information into the <b>Account</b> field. Enter a valid value e.g., <b>"546700"</b></p>
32.	<p>Enter the <b>Total Amount</b> that will be charged to the receiving department.</p> <p>Enter the desired information into the <b>Amount</b> field. Enter a valid value e.g., <b>"50.00"</b>.</p> <p>The total debit amount must equal the total credit amount.</p>
33.	<p><b>NOTE: 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 will not be required. Select the Upload button to choose and attach the department's 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 will select the Replace button that appears on the right side of the attachment row. It is only active once an attachment has been added.</b></p>
34.	<p>The form is complete and must be sent to the department for additional processing. Scroll to the bottom of the page and then select the Submit button.</p> <p>Click the <b>Down</b> button of the scrollbar or slide the scrollbar down.</p> 
35.	<p>Click the <b>Submit</b> button. You also have the option to Save if you want to finish the form later.</p> 
36.	<p>The <b>Transaction / Signature Log</b> displays showing the form has been submitted and the process initiated.</p>
37.	<p>This completes <b>Add an Internal Tr eForm (Fully Completed)</b>. <b>End of Procedure.</b></p>



## C. Update an Internal Transaction eForm

Step	Action
1.	<p><b>Updating Internal Transaction eForms</b></p> <p>The Update a GL Form eForm menu option is used when a form needs to be modified. Modifications can be for:</p> <ol style="list-style-type: none"> <li>1. Changes to a saved form</li> <li>2. Changes to a submitted form</li> <li>3. 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 made on a submitted form.</li> <li>4. To Withdraw a request</li> </ol>
2.	<p>If the user has received an email to Review an Internal Transaction eForm, the user may select the link at the bottom of the email to update the form. The user also has the option to navigate to the form with the following instructions.</p> <p><b>A separate homepage contains GT eForms.</b></p> <p><b>Click the button to the right of the My Financials Home field.</b></p> 
3.	<p><b>Click the Down button of the scrollbar.</b></p>
4.	<p><b>Click the GT eForms Homepage list item.</b></p> 
5.	<p><b>Click the GL Internal Transactions button.</b></p> 




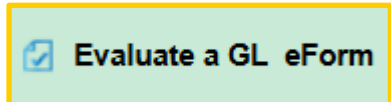
Step	Action
6.	<p>Click in the Update a GL eForm field.</p> 
7.	<p>Enter the Form ID number in the <b>Form ID</b> field.  <i>If you don't know the Form ID number, input LSUSH in the Business Unit field. This will provide the full list of pending and saved internal transactions. You can narrow the results by entering additional criteria into the search options.</i></p>
8.	<p>Click the Search button.</p> 
9.	<p>Make the necessary updates. All fields are available for update.</p>
10.	<p>Click the Submit button.  <i>If the form has been previously submitted or approved, the option will be to re-submit.</i></p> 
11.	<p><i>An IT 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. Instead of Clicking the Submit button, click the withdraw button.</i></p>
12.	<p>This completes Updating and Internal Transaction eForm.  End of Procedure.</p>

## D. Evaluate & Approve an Internal Transaction eForm(Debit Dept)





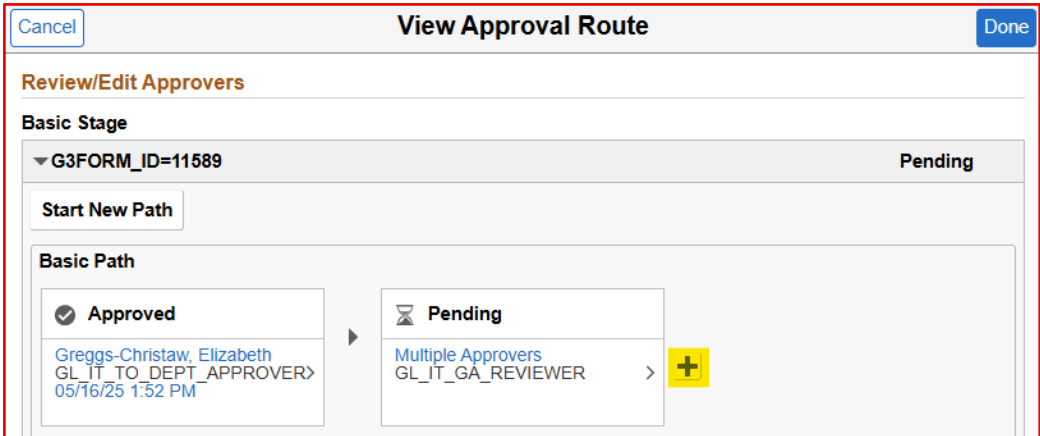
Step	Action
1.	<b>Evaluating Internal Transaction eForms</b>  Evaluation and Approval of the Internal Transaction form may ONLY be performed after the form has all data elements entered, certified by the credit (From) department, and updated/reviewed by the debit(To) department.
2.	If the user has received an email to Approve an Internal Transaction eForm, the user may select the link at the bottom of the email to approve the form. The user also has the option to navigate to the form with the following instructions.  <b>A separate homepage contains GT eForms.</b>  <b>Click the button to the right of the My Financials Home field.</b>  
3.	<b>Click the Down button of the scrollbar.</b>
4.	<b>Click the GT eForms Homepage list item.</b>  
5.	<b>Click the GL Internal Transactions button.</b> 
6.	<b>Click in the Evaluate a GL eForm field.</b> 
7.	Enter the Form ID number in the <b>Form ID</b> field. <i>If you don't know the Form ID number, input LSUSH in the Business Unit field. This will provide the full list of pending and saved internal transactions. You can narrow the results by entering additional criteria into the search options.</i>

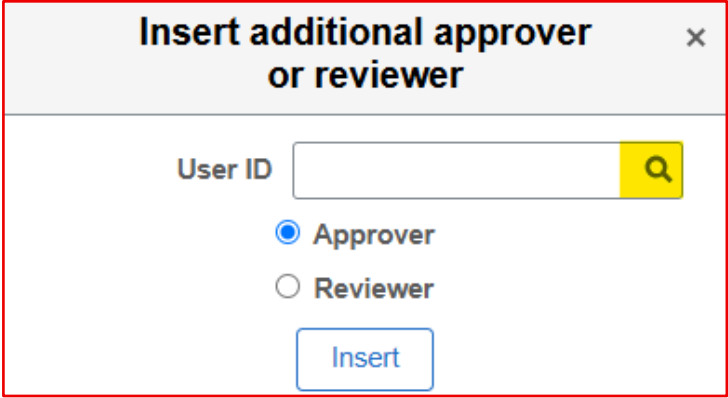
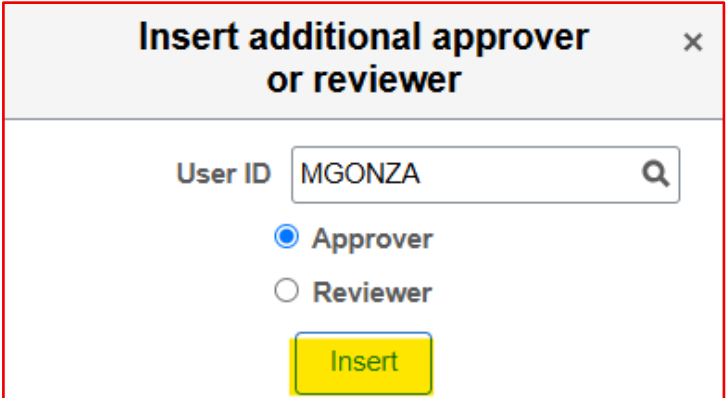
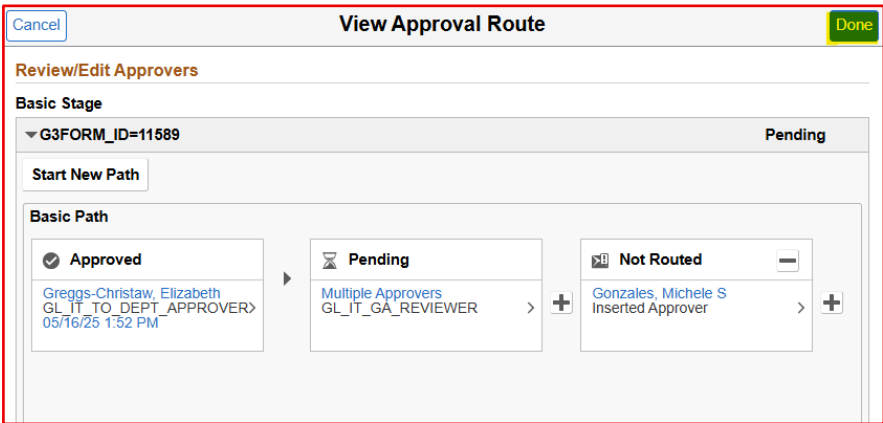
Step	Action
8.	<p><b>Click the Search button.</b></p> 
9.	<p>Review the form data and attachments. Scroll down to the bottom of the form. The approver has the following options.</p> <ol style="list-style-type: none"> <li>1. <b>Approve</b> – Sends to General Accounting.</li> <li>2. <b>Recycle</b> – Sends back to initiator for corrections. The initiator is notified via email. The initiator must then <b>Update</b> the form and resubmit it to workflow.</li> <li>3. <b>Deny</b> – Ends the request permanently. 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.</li> <li>4. <b>Hold</b> – Temporarily pause the workflow. 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. It can also be used when there are multiple approvers for a form and one of those approvers specifically needs to handle the approval and/or has some additional notes to enter. That approver could place the form on hold. General Accounting can also use this for processing internal transactions. To release the Hold on a form, select the Approve button.</li> <li>5. <b>Print</b> - This button allows the user to print the form data.</li> </ol> <p>For this example, we will approve the eForm.</p>
10.	<p><b>Click the Approve button.</b></p> 
11.	<p><b>The form is routed to General Accounting. This completes Evaluating an Internal Transaction eForm.</b></p> <p><b>End of Procedure.</b></p>

## E. Add an Ad Hoc Approver/Reviewer




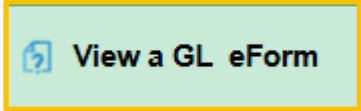
Step	Action
1.	<b>Adding an Ad Hoc Approver/Reviewer</b>  This allows the approver from the debit department to add an ad hoc approver in cases where they want to have an additional person added to the workflow. The Ad hoc option may be used to add Reviewers to share information as part of the workflow, or an ad hoc approver may be an additional approver added to the workflow after a pending workflow step. <b>Please note that Ad Hoc Reviewers do not receive email notifications whereas Ad Hoc Approvers will receive notification.</b>
2.	If the user has received an email to Approve an Internal Transaction eForm, the user may select the link at the bottom of the email to approve the form. The user also has the option to navigate to the form with the following instructions.  <b>A separate homepage contains GT eForms.</b>  <b>Click the button to the right of the My Financials Home field.</b>  
3.	<b>Click the Down button of the scrollbar.</b>
4.	<b>Click the GT eForms Homepage list item.</b>  
5.	<b>Click the GL Internal Transactions button.</b>  
6.	<b>Click in the Evaluate a GL eForm field.</b>  



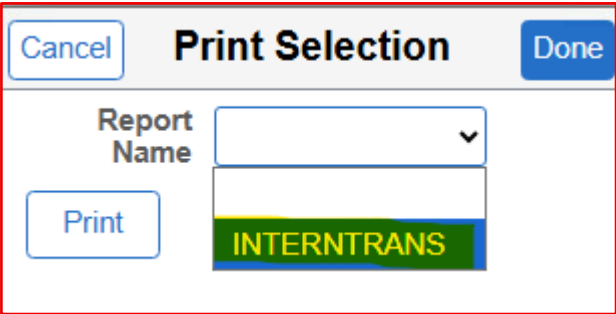
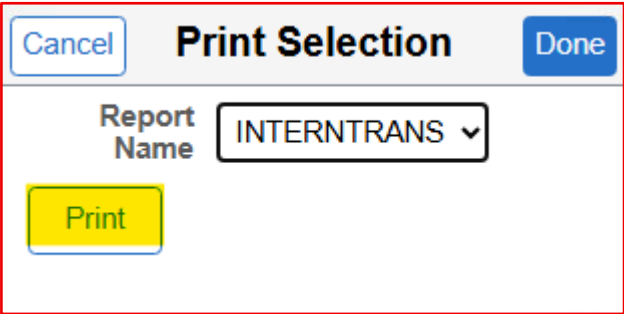


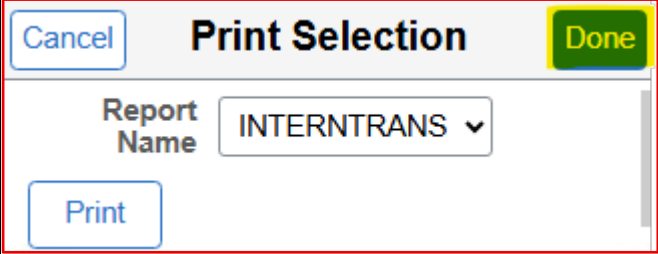
Step	Action
7.	<p>Enter the Form ID number in the <b>Form ID</b> field.</p> <p><i>If you don't know the Form ID number, input LSUSH in the Business Unit field. This will provide the full list of pending and saved internal transactions. You can narrow the results by entering additional criteria into the search options.</i></p>
8.	<p>Click the Search button.</p> 
9.	<p>Click the Down button of the scrollbar or slide the scroll bar down to the bottom of the page.</p>
10.	<p>Expand the Comments section by clicking the arrow.</p> <p>Enter comments that you are adding an ad hoc approver.</p> 
11.	<p>Click the Approve button.</p>  <p>An approval notification will pop up.</p>
12.	<p>Click View Approval Route (Add Ad Hoc Approver)</p>  <p><i>Note: This option will also appear anytime a form is approved.</i></p>
13.	<p>Click the + sign after a pending box to insert the approver.</p> 

Step	Action
14.	<p>Enter the UserID or Search for the user to be added to the workflow.</p> 
15.	<p>Define the user as a Reviewer or Approver and Click Insert It defaults to Approver.</p> 
16.	<p>Click Done.</p> 
17.	<p>An email notification will be sent to the Approver. If you select the <b>Reviewer</b> option, you must notify the reviewer as the system does not send an email regarding the review assignment. <b>This completes Adding an Ad Hoc Reviewer/Approver to an eForm.</b> <b>End of Procedure.</b></p>

## F. Viewing and Printing an Internal Transaction eForm

Step	Action
1.	<p><b>Viewing and Printing an eForm</b></p> <p>Users may print an Internal Transaction Form when in the menu options Evaluate, Update, or View. A PDF file is generated that contains all the form data including the approval logs and comments.</p>
2.	<p>If the user has received an email to Approve or Update an Internal Transaction eForm, the user may select the link at the bottom of the email to approve the form. The user also has the option to navigate to the form with the following instructions.</p> <p><b>A separate homepage contains GT eForms.</b></p> <p><b>Click the button to the right of the My Financials Home field.</b></p> 
3.	<p><b>Click the Down button of the scrollbar.</b></p>
4.	<p><b>Click the GT eForms Homepage list item.</b></p> 
5.	<p><b>Click the GL Internal Transactions button.</b></p> 
6.	<p><b>Click in the View a GL Form field.</b></p> 

Step	Action
7.	<p><b>Enter the Form ID number in the Form ID field.</b>            If you don't know the Form ID number, input LSUSH in the Business Unit field. This will provide the full list of pending and saved internal transactions. You can narrow the results by entering additional criteria into the search options.</p>
8.	<p><b>Click the Search button.</b></p> 
9.	<p><b>Click the Down button of the scrollbar or slide the scroll bar down to the bottom of the page.</b></p>
10.	<p><b>Click the PRINT button.</b></p> 
11.	<p><b>Choose INTERNTRANS from the dropdown menu.</b></p> 
12.	<p><b>Click the PRINT button.</b></p>  <p>The form will be downloaded to your computer in a PDF format for you to print.</p>

Step	Action
13.	<p>Click Done to close the Print window.</p>  <p>This completes Viewing and Printing an eForm. End of Procedure.</p>

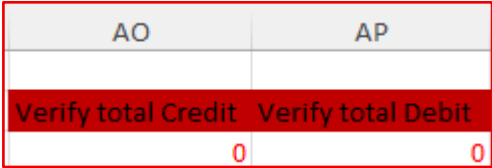
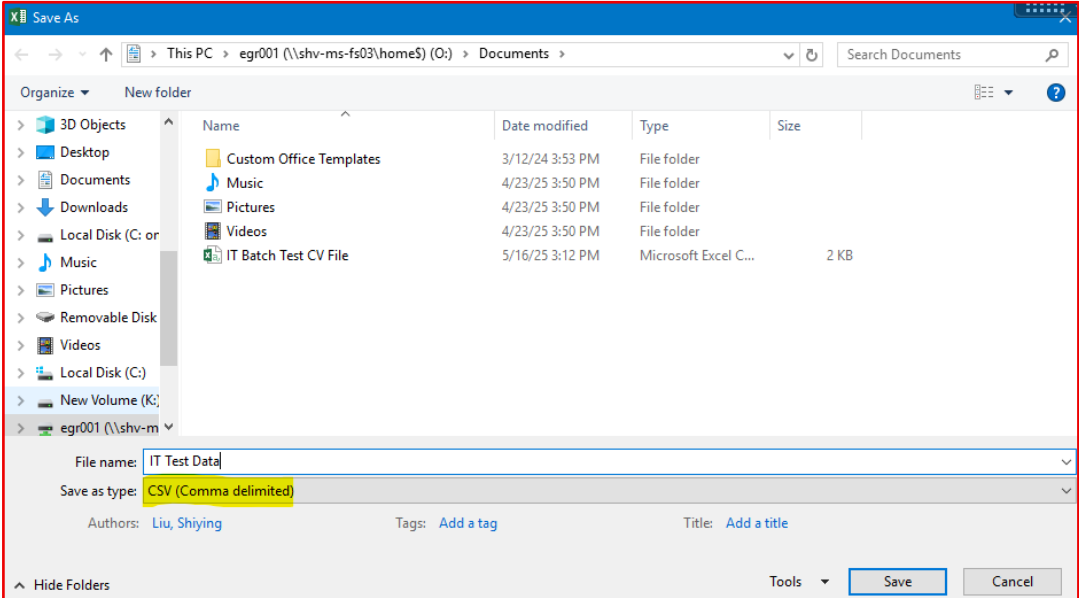
## G. Batch Loading

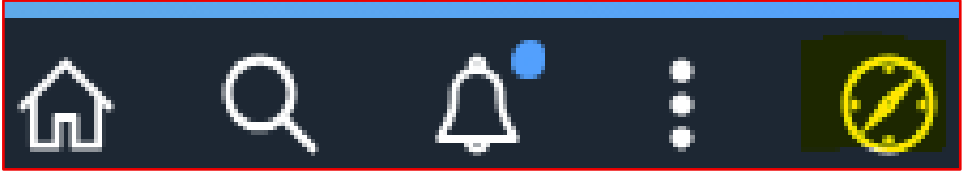
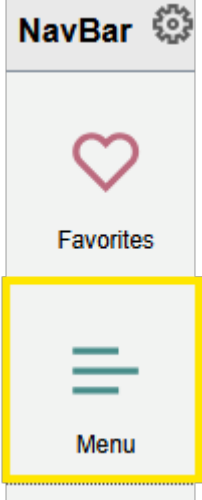
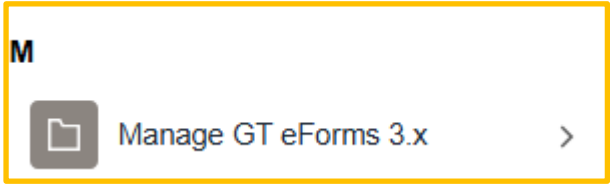
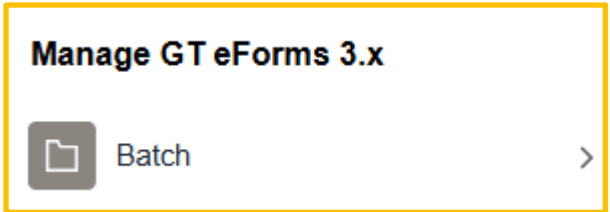
Step	Action																												
1.	<b>Batch Loading Internal Transaction eForms</b>  This is for departments where the volume of internal transactions is such that they will import the data from a .csv file spreadsheet in lieu of entering the form data online. This is because they use an internal department spreadsheet or access database to generate their internal transaction forms.																												
2.	Users will be provided with the Batch Load templates. (IT3_New and IT10_1_4). The template file folder includes both a .xlsx file and a .csv file. <b>Save the .xlsx template to the department folder where the Internal Transactions will be maintained.</b>																												
3.	<b>Open the .xlsx template.</b> (IT3_New is used for this example) Each row of the file creates one Internal Transaction Form																												
4.	Data entry begins on Row 3. <b>**Do not make any changes to either row 1 or 2. It will corrupt the file. Do not use formulas in the cells. If copying the data from another file, use the paste values feature**</b>																												
5.	Columns A through F include header level data. Enter the desired information for each column. A. Business Unit B. Date C. From DEPTID = Department Providing the product or service D. Requestor = UserID of the initiator E. Invoice F. To DEPTID = Department Receiving the product or service <table><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th></tr><tr><td>1</td><td>BUSINESS_UNIT</td><td>GSDATE</td><td>GSFROM_DEPT</td><td>GSRECEIVED_B1</td><td>INVOICE</td><td>GSTO_DEPTID</td></tr><tr><td>2</td><td>BUSINESS UNIT</td><td>DATE</td><td>FROM DEPTID</td><td>REQUESTOR</td><td>INVOICE</td><td>TO DEPTID</td></tr><tr><td>3</td><td>LSUSH</td><td>6/2/2025</td><td>1661000</td><td>EGR001</td><td>GA-051725</td><td>1651000</td></tr></table>		A	B	C	D	E	F	1	BUSINESS_UNIT	GSDATE	GSFROM_DEPT	GSRECEIVED_B1	INVOICE	GSTO_DEPTID	2	BUSINESS UNIT	DATE	FROM DEPTID	REQUESTOR	INVOICE	TO DEPTID	3	LSUSH	6/2/2025	1661000	EGR001	GA-051725	1651000
	A	B	C	D	E	F																							
1	BUSINESS_UNIT	GSDATE	GSFROM_DEPT	GSRECEIVED_B1	INVOICE	GSTO_DEPTID																							
2	BUSINESS UNIT	DATE	FROM DEPTID	REQUESTOR	INVOICE	TO DEPTID																							
3	LSUSH	6/2/2025	1661000	EGR001	GA-051725	1651000																							

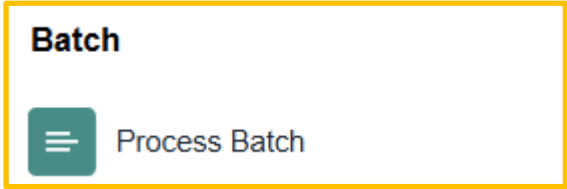
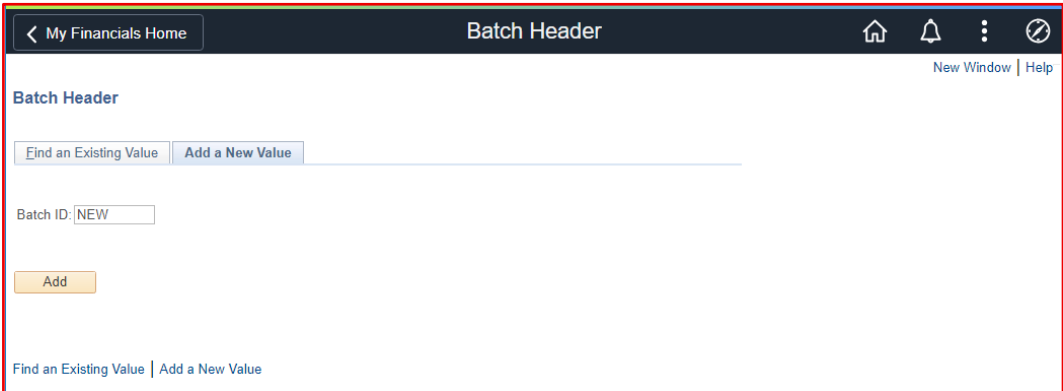
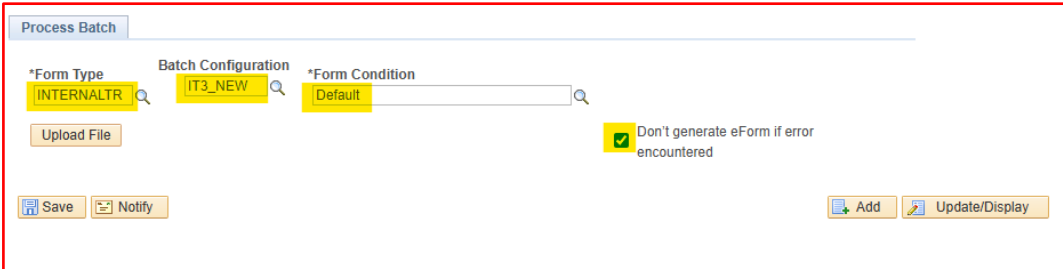
Step	Action																																				
6.	<p>Columns H through O allows the user to enter up to 3 different charges. Enter the desired information for each column.</p> <p>G. Description1 = First product/service description H. Quantity1 = Quantity of the first product/service I. Unit Cost2 = Cost per item of first product/service J. Description2 = Second product/service description K. Quantity2 = Quantity of the second product/service L. Unit Cost2 = Cost per item of second product/service M. Description3 = Third product/service description N. Quantity3 = Quantity of the third product/service O. Unit Cost3 = Cost per item of third product/service</p> <table><tr><th>G</th><th>H</th><th>I</th><th>J</th><th>K</th><th>L</th><th>M</th><th>N</th><th>O</th></tr><tr><td>GSDESCRIPTION1</td><td>GSQUANTITY1</td><td>GSUNIT_COST1</td><td>GSDESCRIPTION2</td><td>GSQUANTITY2</td><td>GSUNIT_COST2</td><td>GSDESCRIPTION3</td><td>GSQUANTITY3</td><td>GSUNIT_COST3</td></tr><tr><td>DESCRIPTION1</td><td>QUANTITY1</td><td>UNIT_COST</td><td>DESCRIPTION</td><td>QUANTITY2</td><td>UNIT_COST2</td><td>DESCRIPTION3</td><td>QUANTITY3</td><td>UNIT_COST3</td></tr><tr><td>Manila envelopes</td><td>1</td><td>25.00</td><td>shipping boxes</td><td>1</td><td>25.00</td><td></td><td></td><td></td></tr></table>	G	H	I	J	K	L	M	N	O	GSDESCRIPTION1	GSQUANTITY1	GSUNIT_COST1	GSDESCRIPTION2	GSQUANTITY2	GSUNIT_COST2	GSDESCRIPTION3	GSQUANTITY3	GSUNIT_COST3	DESCRIPTION1	QUANTITY1	UNIT_COST	DESCRIPTION	QUANTITY2	UNIT_COST2	DESCRIPTION3	QUANTITY3	UNIT_COST3	Manila envelopes	1	25.00	shipping boxes	1	25.00			
G	H	I	J	K	L	M	N	O																													
GSDESCRIPTION1	GSQUANTITY1	GSUNIT_COST1	GSDESCRIPTION2	GSQUANTITY2	GSUNIT_COST2	GSDESCRIPTION3	GSQUANTITY3	GSUNIT_COST3																													
DESCRIPTION1	QUANTITY1	UNIT_COST	DESCRIPTION	QUANTITY2	UNIT_COST2	DESCRIPTION3	QUANTITY3	UNIT_COST3																													
Manila envelopes	1	25.00	shipping boxes	1	25.00																																
7.	<p>Columns P through AA allows users to enter the <b>Credit</b> speedtype, account number, extended amount, and comments for chartstrings. There may be a maximum of 3 chartstring splits. Enter the desired information for each column.</p> <p>P. Speedtype_Key1 = Speedtype for first chartstring Q. Account1 = Account number for first chartstring R. Amount1 = Extended Total Amount for first chartstring S. Comment1 = Comment for first chartstring T. Speedtype_Key2 = Speedtype for second chartstring (if needed) U. Account2 = Account number for second chartstring (if needed) V. Amount2 = Extended Total Amount for second chartstring (if needed) W. Comment2 = Comment for second chartstring (if needed) X. Speedtype_Key3 = Speedtype for third chartstring (if needed) Y. Account3 = Account number for third chartstring (if needed) Z. Amount3 = Extended Total Amount for third chartstring (if needed) AA. Comment3 = Comment for third chartstring (if needed)</p> <table><tr><th>P</th><th>Q</th><th>R</th><th>S</th><th>T</th><th>U</th><th>V</th><th>W</th><th>X</th></tr><tr><td>SPEEDTYPE_KEY1</td><td>ACCOUNT1</td><td>GSAMOUN11</td><td>COMMENT1</td><td>SPEEDTYPE_KEY2</td><td>ACCOUNT2</td><td>GSAMOUN12</td><td>COMMENT2</td><td>SPEEDTYPE_KEY3</td></tr><tr><td>SPEEDTYPE_KEY1</td><td>ACCOUNT1</td><td>AMOUNT1</td><td>COMMENT1</td><td>SPEEDTYPE_KEY2</td><td>ACCOUNT2</td><td>AMOUNT2</td><td>COMMENT2</td><td>SPEEDTYPE_KEY3</td></tr><tr><td>0661000001</td><td>530600</td><td>50.00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	P	Q	R	S	T	U	V	W	X	SPEEDTYPE_KEY1	ACCOUNT1	GSAMOUN11	COMMENT1	SPEEDTYPE_KEY2	ACCOUNT2	GSAMOUN12	COMMENT2	SPEEDTYPE_KEY3	SPEEDTYPE_KEY1	ACCOUNT1	AMOUNT1	COMMENT1	SPEEDTYPE_KEY2	ACCOUNT2	AMOUNT2	COMMENT2	SPEEDTYPE_KEY3	0661000001	530600	50.00						
P	Q	R	S	T	U	V	W	X																													
SPEEDTYPE_KEY1	ACCOUNT1	GSAMOUN11	COMMENT1	SPEEDTYPE_KEY2	ACCOUNT2	GSAMOUN12	COMMENT2	SPEEDTYPE_KEY3																													
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0661000001	530600	50.00																																			

Step	Action																																				
8.	<p>Columns AB through AM allows users to enter the <b>Debit</b> speedtype, account number, extended amount, and comments for chartstrings. There may be a maximum of 3 chartstring splits. Enter the desired information for each column.</p> <p>AB. Speedtype_Key4 = Speedtype for first chartstring AC. Account4 = Account number for first chartstring AD. Amount4 = Extended Total Amount for first chartstring AE. Comment4 = Comment for first chartstring AF. Speedtype_Key5 = Speedtype for second chartstring (if needed) AG. Account5 = Account number for second chartstring (if needed) AH. Amount5 = Extended Total Amount for second chartstring (if needed) AI. Comment5 = Comment for second chartstring (if needed) AJ. Speedtype_Key6 = Speedtype for third chartstring (if needed) AK. Account6 = Account number for third chartstring (if needed) AL. Amount6 = Extended Total Amount for third chartstring (if needed) AM. Comment6 = Comment for third chartstring (if needed)</p> <table><tr><th>AB</th><th>AC</th><th>AD</th><th>AE</th><th>AF</th><th>AG</th><th>AH</th><th>AI</th><th>AJ</th></tr><tr><td>SPEEDTYPE_KEY4</td><td>ACCOUNT4</td><td>GSAMOUN24</td><td>COMMENT4</td><td>SPEEDTYPE_KEY5</td><td>ACCOUNT5</td><td>GSAMOUN25</td><td>COMMENT5</td><td>SPEEDTYPE_KEY6</td></tr><tr><td>SPEEDTYPE_KEY4</td><td>ACCOUNT4</td><td>AMOUNT4</td><td>COMMENT4</td><td>SPEEDTYPE_KEY5</td><td>ACCOUNT5</td><td>AMOUNT5</td><td>COMMENT5</td><td>SPEEDTYPE_KEY6</td></tr><tr><td>0651000001</td><td>546700</td><td>50.00</td><td>test data</td><td></td><td></td><td></td><td></td><td></td></tr></table>	AB	AC	AD	AE	AF	AG	AH	AI	AJ	SPEEDTYPE_KEY4	ACCOUNT4	GSAMOUN24	COMMENT4	SPEEDTYPE_KEY5	ACCOUNT5	GSAMOUN25	COMMENT5	SPEEDTYPE_KEY6	SPEEDTYPE_KEY4	ACCOUNT4	AMOUNT4	COMMENT4	SPEEDTYPE_KEY5	ACCOUNT5	AMOUNT5	COMMENT5	SPEEDTYPE_KEY6	0651000001	546700	50.00	test data					
AB	AC	AD	AE	AF	AG	AH	AI	AJ																													
SPEEDTYPE_KEY4	ACCOUNT4	GSAMOUN24	COMMENT4	SPEEDTYPE_KEY5	ACCOUNT5	GSAMOUN25	COMMENT5	SPEEDTYPE_KEY6																													
SPEEDTYPE_KEY4	ACCOUNT4	AMOUNT4	COMMENT4	SPEEDTYPE_KEY5	ACCOUNT5	AMOUNT5	COMMENT5	SPEEDTYPE_KEY6																													
0651000001	546700	50.00	test data																																		
9.	<p>Column AN is to certify that the data entered is accurate.</p> <p><b>Enter Y in the appropriate cell in Column AN.</b></p> <table><tr><th>AN</th></tr><tr><td>GSI_CONFIRM_SERVIC</td></tr><tr><td>Certify</td></tr><tr><td>Y</td></tr></table>	AN	GSI_CONFIRM_SERVIC	Certify	Y																																
AN																																					
GSI_CONFIRM_SERVIC																																					
Certify																																					
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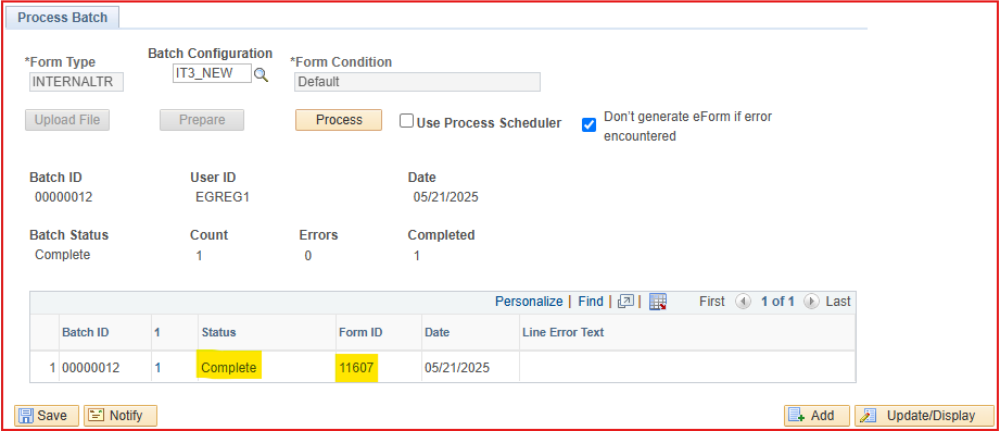


Step	Action						
10.	<p>Columns AO and AP are validation checks to verify the totals are correct. Both numbers should equal zero. If not, make sure the total amount of credits equals the total amount of debits.</p> <p><b>**IMPORTANT – After verifying the totals, delete those columns before saving.**</b></p>  <table border="1"> <thead> <tr> <th>AO</th><th>AP</th></tr> </thead> <tbody> <tr> <td>Verify total Credit</td><td>Verify total Debit</td></tr> <tr> <td>0</td><td>0</td></tr> </tbody> </table>	AO	AP	Verify total Credit	Verify total Debit	0	0
AO	AP						
Verify total Credit	Verify total Debit						
0	0						
11.	<p><b>Select File, Save As to save the file with a .csv extension.</b> Enter the File name desired. In the Save as Type box, select the arrow and choose CSV (Comma delimited) then press Save. If you receive a message that some of the formatting will be lost, select Yes to continue to save the file.</p> 						
12.	<p>After saving the csv file, launch PeopleSoft Financials Production. Double click the launcher icon, enter your credentials.</p>						

Step	Action
13.	<b>Click on the NavBar.</b> 
14.	<b>Select Menu.</b> 
15.	<b>Select Manage GT eForms 3.x</b> 
16.	<b>Select Batch</b> 

Step	Action
17.	<p><b>Select Process Batch.</b></p> 
18.	<p><b>Select the Add a New Value tab.</b> The Batch ID will default to NEW and should not be changed. <b>Press Add.</b></p> 
19.	<p><b>Click the magnifier look up button for each field and select the following values:</b></p> <ol style="list-style-type: none"> <li>Select INTERNALTR for the Form Type</li> <li>Select IT3_NEW for Batch Configuration</li> <li>Select Default for Form Condition</li> <li>Place a check in the box that reads “Do Not Generate eForm if error encountered.”</li> </ol> 

Step	Action												
20.	Select the <b>Upload File Button</b> . Then select the <b>Choose File button</b> and navigate to where the csv file you created is saved. To add your saved file, you can double click to add the file or select the file and choose open. Click <b>Upload</b> . Your Process Batch box should now have a Prepare button.												
21.	<p>Your Process Batch box should now have a Prepare button. Click the <b>Prepare</b> button.</p> <div><p>Process Batch</p><div><div>*Form Type INTERNALTR</div><div>Batch Configuration IT3_NEW</div><div>*Form Condition Default</div></div><div><div>Upload File</div><div>Prepare</div><div><input type="checkbox"/> Use Process Scheduler</div><div><input checked="" type="checkbox"/> Don't generate eForm if error encountered</div></div><div><div>Batch ID 00000012</div><div>User ID EGREG1</div><div>Date 05/21/2025</div></div><div><div>Batch Status Loaded</div></div><div><div>Save</div><div>Notify</div><div>Add</div><div>Update/Display</div></div></div>												
22.	<p>Your Process Batch Box should now have a Process button. Click the <b>Process</b> button.</p> <div><p>Process Batch</p><div><div>*Form Type INTERNALTR</div><div>Batch Configuration IT3_NEW</div><div>*Form Condition Default</div></div><div><div>Upload File</div><div>Prepare</div><div>Process</div><div><input type="checkbox"/> Use Process Scheduler</div><div><input checked="" type="checkbox"/> Don't generate eForm if error encountered</div></div><div><div>Batch ID 00000012</div><div>User ID EGREG1</div><div>Date 05/21/2025</div></div><div><div>Batch Status Prepared</div><div>Count 1</div></div><div><div>Personalize   Find   1 of 1   First   Last</div><table><tr><th>Batch ID</th><th>1</th><th>Status</th><th>Form ID</th><th>Date</th><th>Line Error Text</th></tr><tr><td>1</td><td>00000012</td><td>1</td><td>Prepared</td><td>05/21/2025</td><td></td></tr></table></div><div><div>Save</div><div>Notify</div><div>Add</div><div>Update/Display</div></div></div>	Batch ID	1	Status	Form ID	Date	Line Error Text	1	00000012	1	Prepared	05/21/2025	
Batch ID	1	Status	Form ID	Date	Line Error Text								
1	00000012	1	Prepared	05/21/2025									

Step	Action
23.	<p>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 does occur, the error will be output to the Line Error Text field to aid in debugging. If it is completed with no error, the workflow is triggered and the form is submitted to the debit department for approval. The Form ID is generated after successful completion.</p>  <p>The screenshot shows the 'Process Batch' interface. At the top, there are three tabs: 'Process Batch', 'Batch Configuration', and 'Form Condition'. Under 'Process Batch', there are buttons for 'Upload File', 'Prepare', and 'Process'. Below these are fields for 'Batch ID' (00000012), 'User ID' (EGREG1), and 'Date' (05/21/2025). There are also checkboxes for 'Use Process Scheduler' (unchecked) and 'Don't generate eForm if error encountered' (checked). A table below shows the status of the batch: 'Batch Status' (Complete), 'Count' (1), 'Errors' (0), and 'Completed' (1). At the bottom, there is a table with columns: 'Batch ID', 'Status', 'Form ID', 'Date', and 'Line Error Text'. The table contains one row with values: '1 00000012', '1', 'Complete', '11607', '05/21/2025'. There are also buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.</p>
24.	<p>After completing the batch upload process to generate the eForm, users can navigate to the eForm menu to review or print the eForm. To add an attachment, the user would navigate to the Update a GL eForm menu option to add the attachment</p>

## Queries Available

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

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 Isuhsc or Isuhs email

INTERNAL\_TRANS\_REQUESTERS\_BU – Query that looks for Isuhsc or Isuhs email includes a BU prompt

INTERTRANS\_FORM\_DATA\_BY\_DATE – For data for a prompted date range

INTERTRANS\_GL\_SH\_BY\_DATE – GL Internal Transaction Data for LSUHSC-S by prompted date range