



**NO AP
Special Meal
eForm**

Version Date: April 24, 2025

Training Guide
eForm

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NO AP Special Meal eForm

How to Submit a GT Special Meal Form

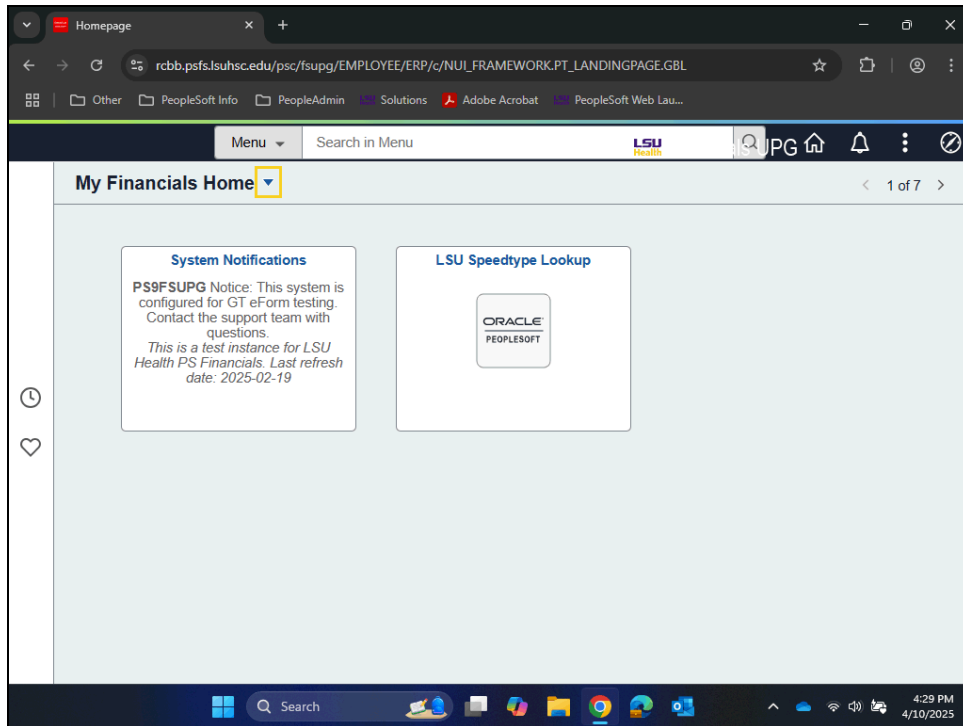
Procedure


In this topic you will learn [How to Submit a GT Special Meal Form](#).

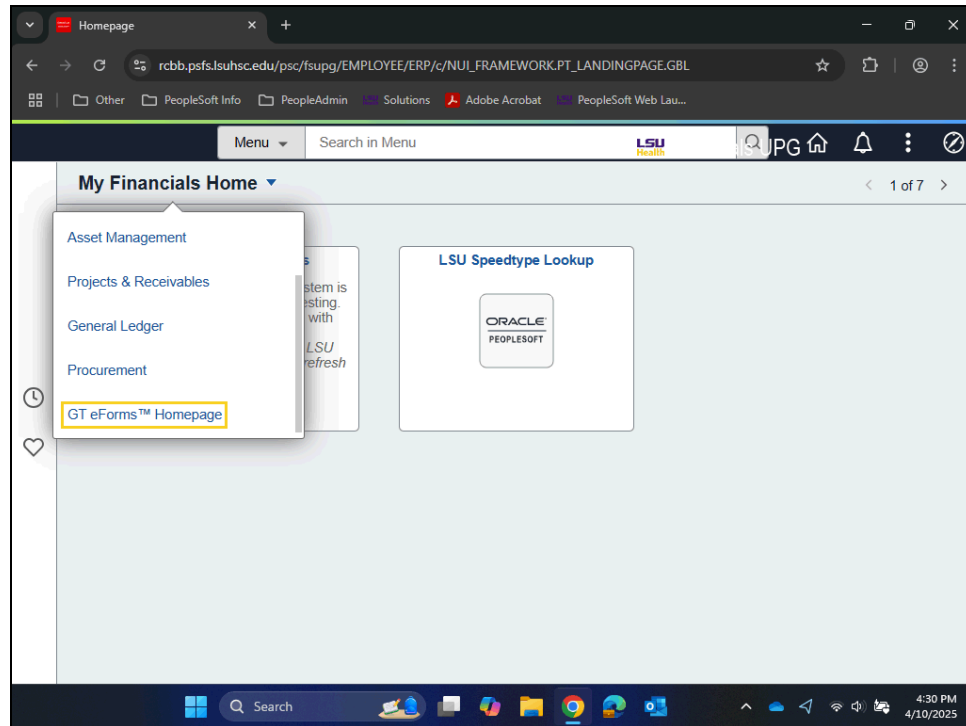
Step	Action
1.	To streamline and automate special meals prior approval form, an <i>electronic version</i> of the previously paper-based form has been developed. This e-form will allow <i>greater ease of use, more visibility into the whereabouts of the form, and electronic workflow approvals</i> .
2.	<p><i>NOTE: To access the special meals eform in PeopleSoft, an employee will need security access assigned to their user profile. Please check with your departmental Business Manager and/or the Accounts Payable Team for more information regarding gaining access.</i></p> <p><i>Roles and workflow assigned for Special Meals Forms:</i></p> <p><i>1. Form Requestor (A REQUESTOR CANNOT APPROVE HIS/HER OWN FORM)</i></p> <p><i>2. Department level approval</i></p> <p><i>3. Dean's office approval</i></p>
3.	<p>Must Dos:</p> <ul style="list-style-type: none"> • Please be sure to enter information into <u>all required</u> data fields. • Attach a list of attendees with specific names and affiliation to the University is required. • Click SUBMIT; the eform will then enter the approval workflow designated by your School/Administrative section.

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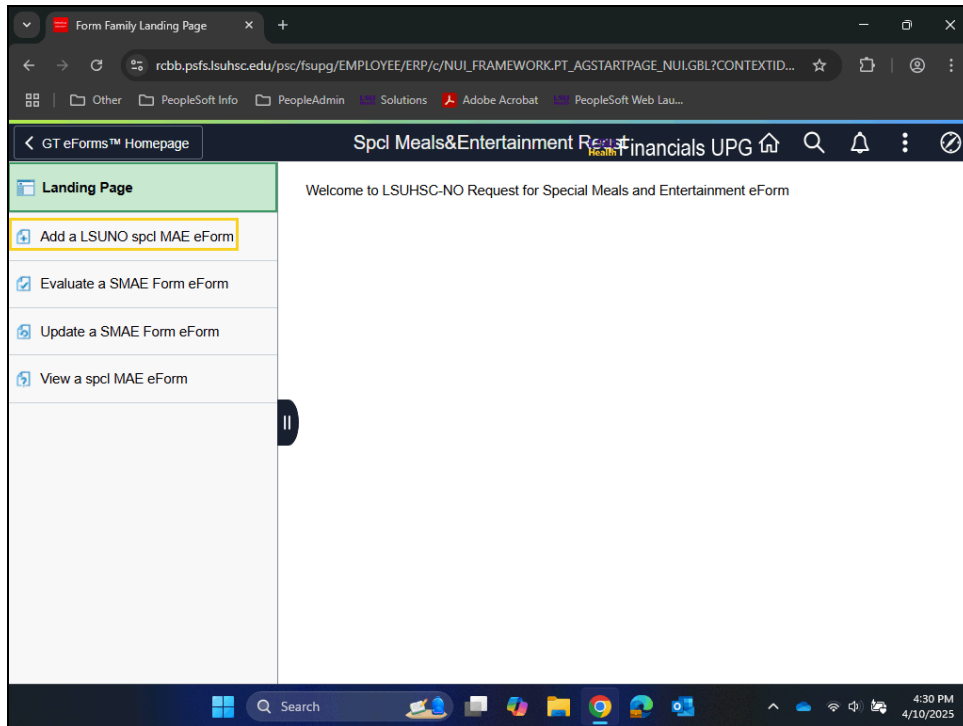
Step	Action
4.	Click the button to the right of the My Financials Home field. 
5.	Press the left mouse button and drag the mouse down the list.

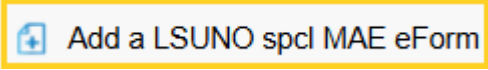


Step	Action
6.	Click the GT eForms Homepage link. <div style="border: 2px solid yellow; padding: 2px; display: inline-block;">GT eForms™ Homepage</div>
7.	Click the NO AP Special Meal Form button.

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Step	Action
8.	<p>Click the Add a LSUNO spcl MAE eForm button.</p> 

GT eForms™ Homepage Spcl Meals&Entertainment Request Financials UPG

+ Add SMAE Request : request special meal Form ID 11457 (NEW)

Highlights Enabled: Yes Current Values

LSU Health
NEW ORLEANS

Request for Prior Approval of Special Meal

Breakfast	\$18.00
Lunch	\$25.00
Dinner	\$45.00
Refreshment	\$5.50
Reception	\$8.00
*amounts are maximum allowable	

Event Information

Step	Action
9.	<p>The Form ID and Status are displayed in the top right corner of the page. In this example, the Form ID is 11457 with a Status of (NEW).</p> <p><i>NOTE: If you <u>save</u> the form rather than submitting it, the Form ID and Status will be useful when searching for the form.</i></p> <p>Press the left mouse button and drag the mouse down to the desired location.</p>

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Event Information

Business Unit LSUNO

*DEPTID

Request Date 04/10/2025

*Event Date 04/10/2025

Contact Information

Requestor Name (Form Entered By) KOCONN O'Connor, Karen

Requestor Phone 225/202-9461

Requestor Email koconn@lsuhsc.edu



Contact Name (Form Requested For)

Contact Phone

*Contact Email


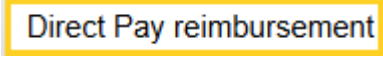

Event Details

How will LSUHSC pay for this Expense?

Step	Action
10.	Enter the desired information into the DEPTID field. Enter " 1673200 ". <i>NOTE: The Department Name will be displayed when you navigate away from the DEPTID field.</i>
11.	Users may click the <i>calendar</i> to search for the *Event Date or enter it <i>directly</i> into the *Event Date field. Click the Calendar button to choose the desired date. 
12.	Click the 23rd for the *Event Date . 
13.	Enter the desired information into the Contact Name (For Requested For) field. Enter " Talesia Williams ".
14.	Enter the desired information into the Contact Phone field. Enter " 225-354-4860 ".
15.	Enter the desired information into the *Contact Email field. Enter " twil11@lsuhsc.edu ".
16.	Press the left mouse button and drag the mouse down to the desired location.

The screenshot shows a web browser window with the URL `rcbb.pfs.lsuhs.edu/psc/fsupg/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTID...`. The page title is "GT eForms™ Homepage". The main content area is titled "Spcl Meals&Entertainment Reimbursement Financials UPG". Below this, the "Event Details" section is visible. It contains the following fields and controls:

- "How will LSUHSC pay for this Expense?"
- "*Payment Type" dropdown menu (highlighted with a yellow box in the original image).
- "Self-Funded event (Continuing education, student activity funding sources)" toggle switch set to "No".
- "*Justification - Why is this event scheduled?" text area.
- "On-Campus" toggle switch set to "Yes".
- "Off-Campus" toggle switch set to "No".
- "Location Address" text area.
- "*Event Title" dropdown menu.


Step	Action
17.	Click the button to the right of the *Payment Type field. 
18.	Click the Direct Pay reimbursement list item. 
19.	Enter the desired information into the *Justification - Why is this event scheduled? field. Enter " Training Team FY 2026 Planning Meeting ".
20.	Change the event from being <i>On-Campus</i> to <i>Off-Campus</i> . Click the Off-Campus option. 

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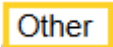

eForm

The screenshot shows the 'Event Details' section of the eForm (Fluid) application. The form is titled 'Spcl Meals&Entertainment Request Financials UPG'. The 'Event Details' section includes the following fields and options:

- How will LSUHSC pay for this Expense?**
 - *Payment Type: **Direct Pay reimbursement** (dropdown menu)
- Self-Funded event (Continuing education, student activity funding sources)**
 - No** (radio button)
- *Justification- Why is this event scheduled?**
 - Training Team FY 2026 Planning Meeting** (text area)
- On-Campus**
 - No** (radio button)
- Off-Campus**
 - Yes** (radio button)
- *Location Address**
 - (empty text area)
- *Event Title**
 - (empty dropdown menu)

Step	Action
21.	Press the left mouse button and drag the mouse down to the desired location.
22.	Enter the desired information into the *Location Address field. Enter " Piccadilly Cafeteria ".
23.	Enter the desired information into the *Location Address field. Enter " 5179 Plank Rd ".
24.	Enter the desired information into the *Location Address field. Enter " Baton Rouge, LA 70805-3559 ".
25.	Click the button to the right of the *Event Title field. 

The screenshot shows the 'eForm (Fluid)' interface in a web browser. The browser address bar shows the URL: `rcbb.pfs.lsuhs.edu/psc/fsupg/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTID...`. The page title is 'My Financials Home'. The form is for 'LSUNO SMAE' and 'Financials UPG'. It includes a toggle for 'On-Campus' (No) and 'Off-Campus' (Yes). The 'Location Address' field contains 'Piccadilly Cafeteria, 5179 Plank Rd, Baton Rouge, LA 70805-3559'. The 'Event Title' field is empty. The 'Describe purpose of the event and meal type' field is empty. The 'Type of Meal' dropdown menu is open, showing a list of options: Faculty Interview, Resident Interview, Post Doc Interview, Agency Hosted Conference, Summer Program Event, Student Event LSUHSC, Student Interview, University Guest/Speaker Event, Orientation, Training Event, Grand Rounds(no-LSUHSC spkrs), and Other. The 'Other' option is highlighted. The 'Type of Request' field is empty. The 'Attendee Count & To' field is empty. The 'Number of Attendees' field is empty. The 'Per Person Cost' field contains '1.00'.

Step	Action
26.	Click the Other list item. 
27.	Enter the desired information into the field. Enter " Developing training plan for FY 2026 ".
28.	Click the button to the right of the *Type of Request field. 

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eForm

Step	Action
29.	Click the One Time Event list item. One Time Event
30.	Press the left mouse button and drag the mouse down to the desired location.
31.	Click the button to the right of the Meal Type field. ▼

The screenshot shows a web browser window with the URL `rcbb.pfs.isuhsc.edu/psc/fsupg/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTID...`. The page title is "GT eForms™ Homepage". The main heading is "Spcl Meals&Entertainment Request".

Type of Meal

*Type of Request: One Time Event

Meal Type: [Dropdown Menu]

Conference Description: [Text Field]

Attendee Count & Total

*Number of Attendees: 1


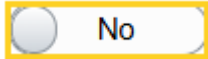
Per Person Cost: 1.00

Total Cost of the Meal: 0.00

Attendee Affiliation

*Select All That Apply *

Employee [Radio Button] No [Radio Button]

Step	Action
32.	Click the Lunch list item. 
33.	Enter the desired information into the *Number of Attendees field. Enter " 3 ".
34.	Press the left mouse button and drag the mouse down to the desired location.
35.	Click the Employee option to turn it to Yes . 
36.	Press the left mouse button and drag the mouse down to the desired location.

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Step	Action
37.	Enter the desired information into the Accounting Tag field. Enter " 0673200001 ".

Step	Action
38.	Click the Account list item. 543700
39.	Press the left mouse button and drag the mouse to the right side of the page.

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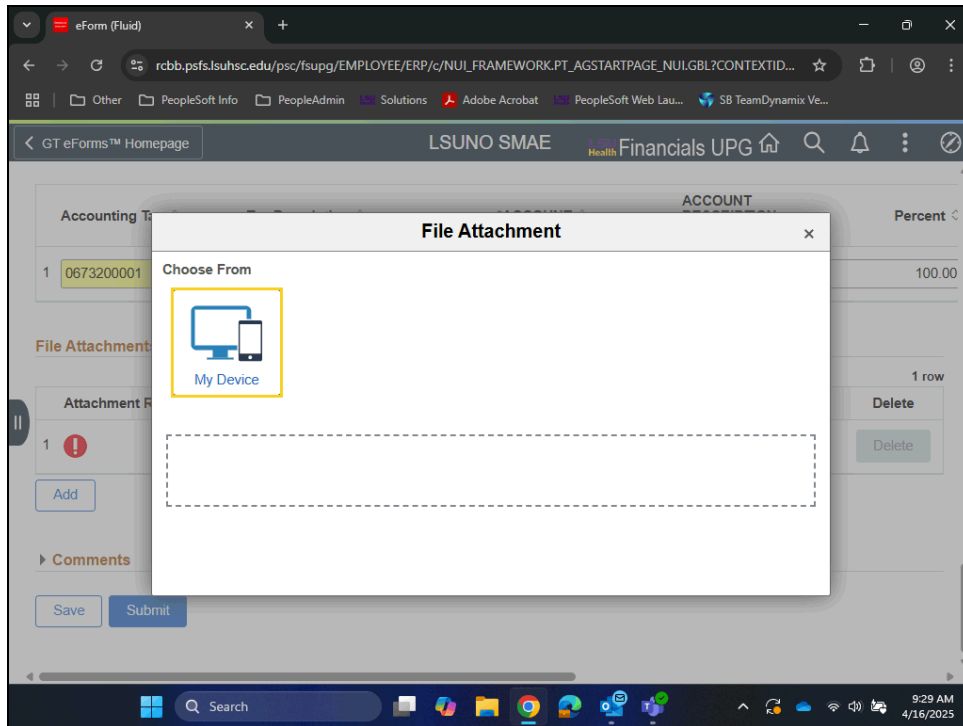
eForm

Step	Action
40.	<p>View the chartstring for the specified Accounting Tag.</p> <p>Press the left mouse button and drag the mouse to the left side of the page.</p>

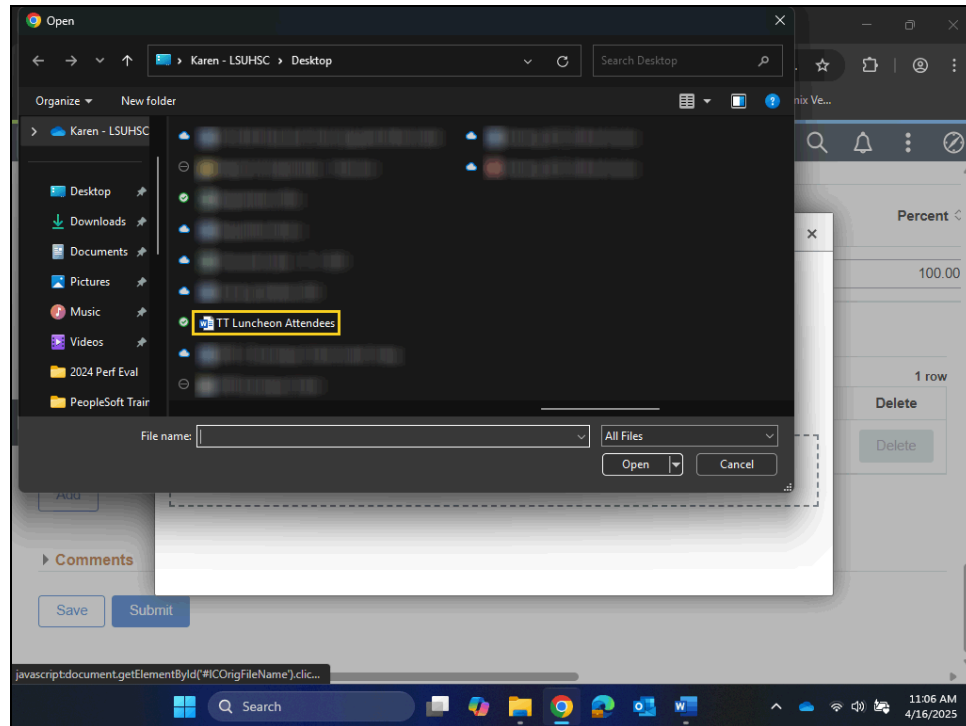
Step	Action
41.	<p>You will search for a file to attach on the Desktop called TT Luncheon Attendees.</p> <p>Click the Upload button.</p> <div>Upload</div>

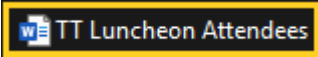
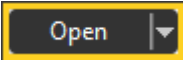
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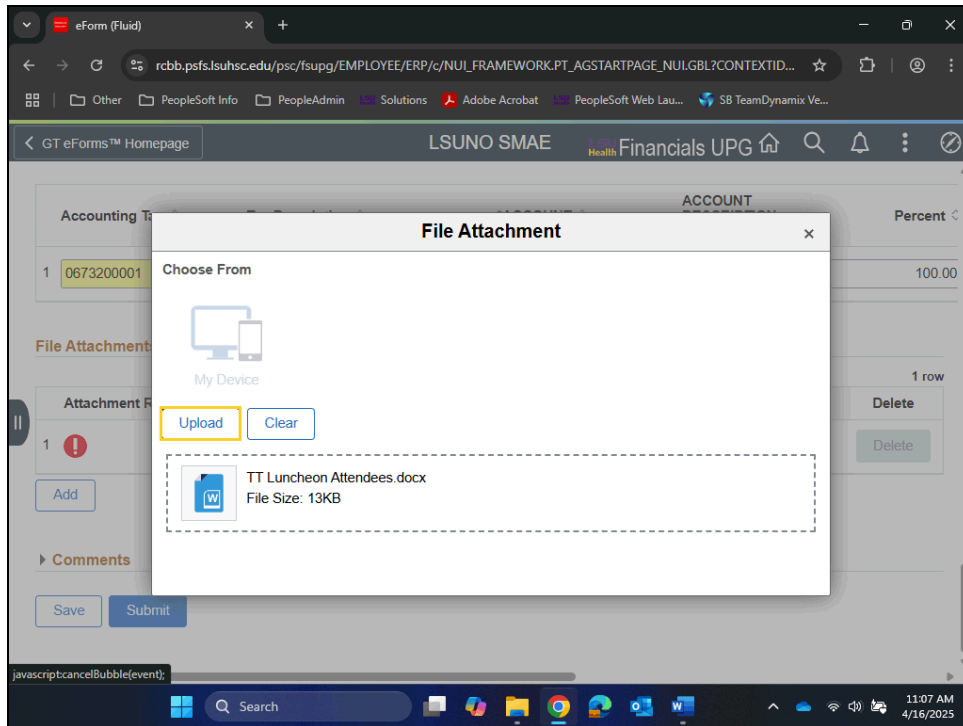
Step	Action
42.	Click the My Device button.
43.	The file name you are looking for is TT Luncheon Attendees . Press the left mouse button and drag the mouse to the right side of the page.





Step	Action
44.	Click the TT Luncheon Attendees link. 
45.	Click the Open button. 

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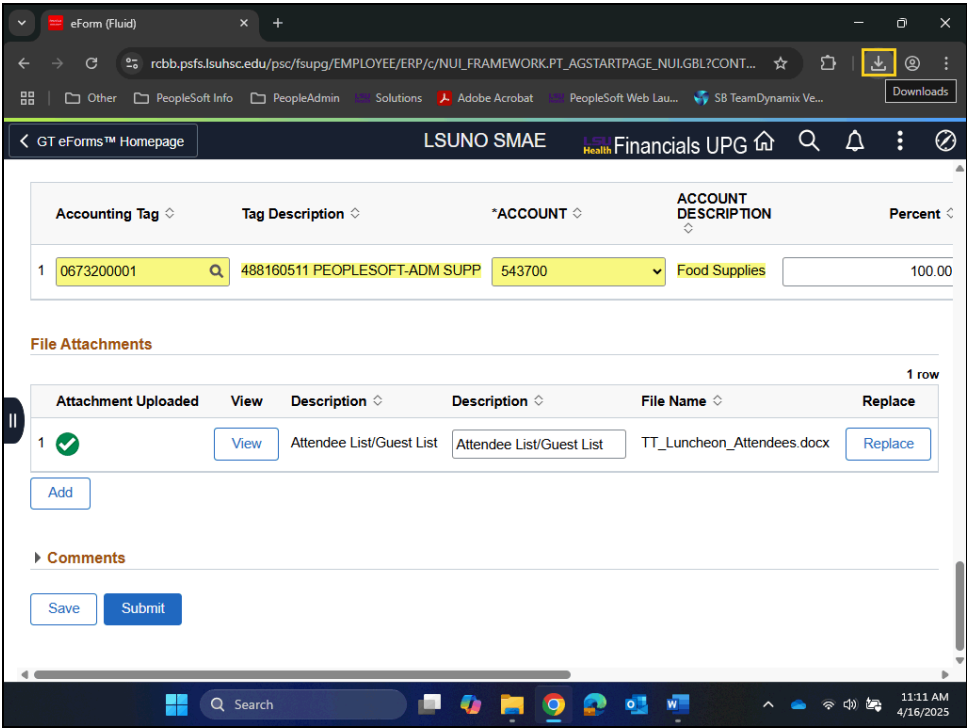



Step	Action
46.	Click the Upload button. 
47.	Click the Done button. 

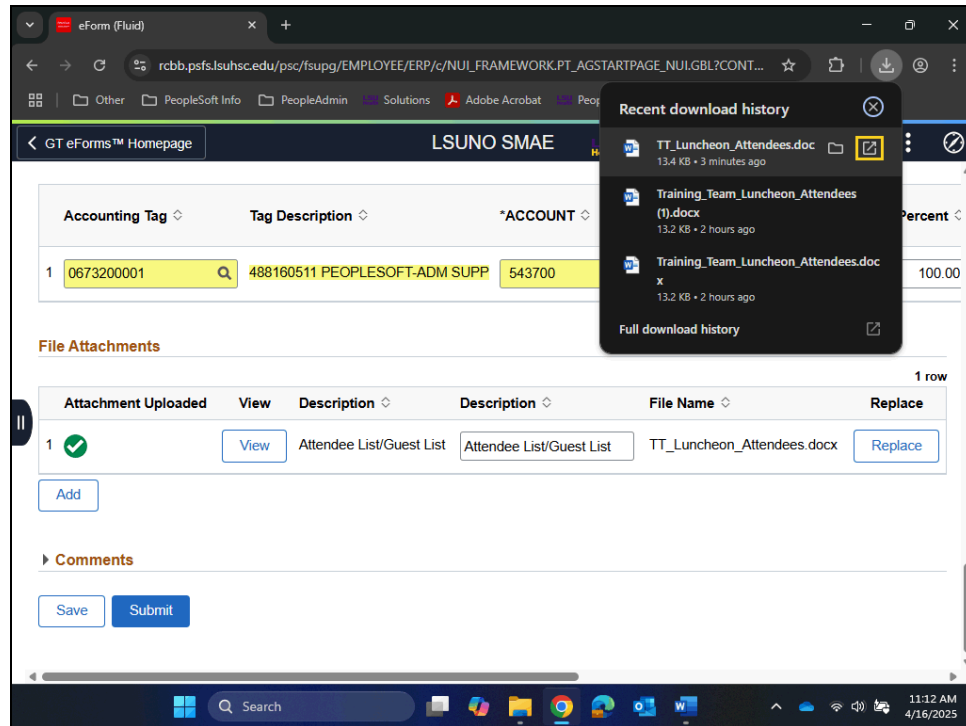
Step	Action
48.	<p>Verify the list details attendees' specific names and affiliation to the University.</p> <p>Click the View button to view list of attendees.</p> <div>View</div>


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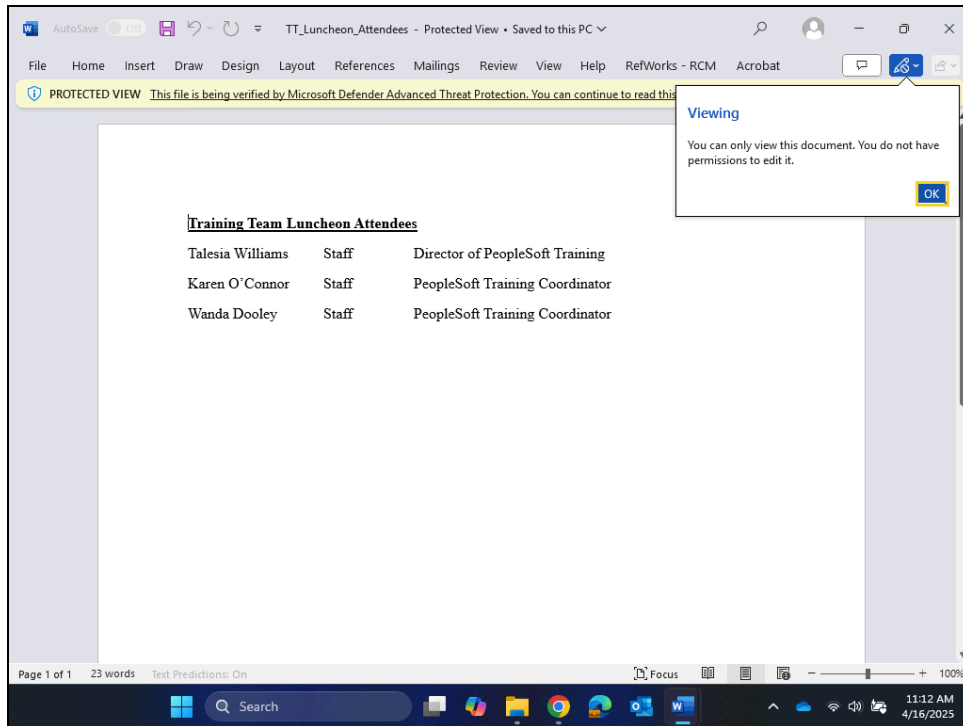
Step	Action
49.	Click the Downloads button. 



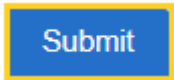


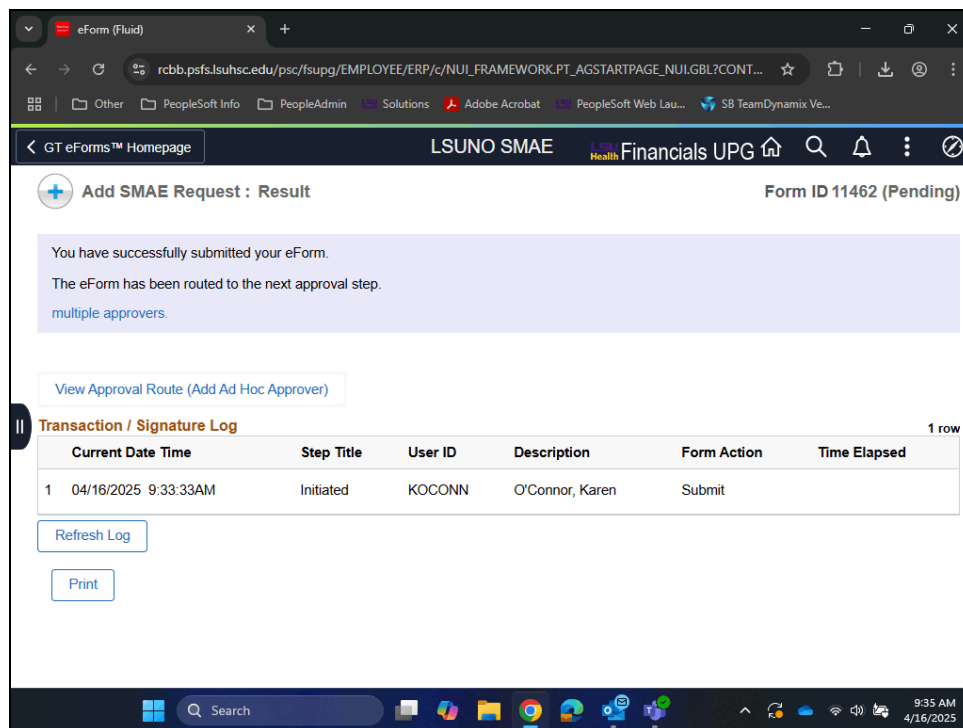
Step	Action
50.	<p>Select the appropriate file from the download list.</p> <p>Click the TT_Luncheon_Attendees Open button.</p> 

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eForm



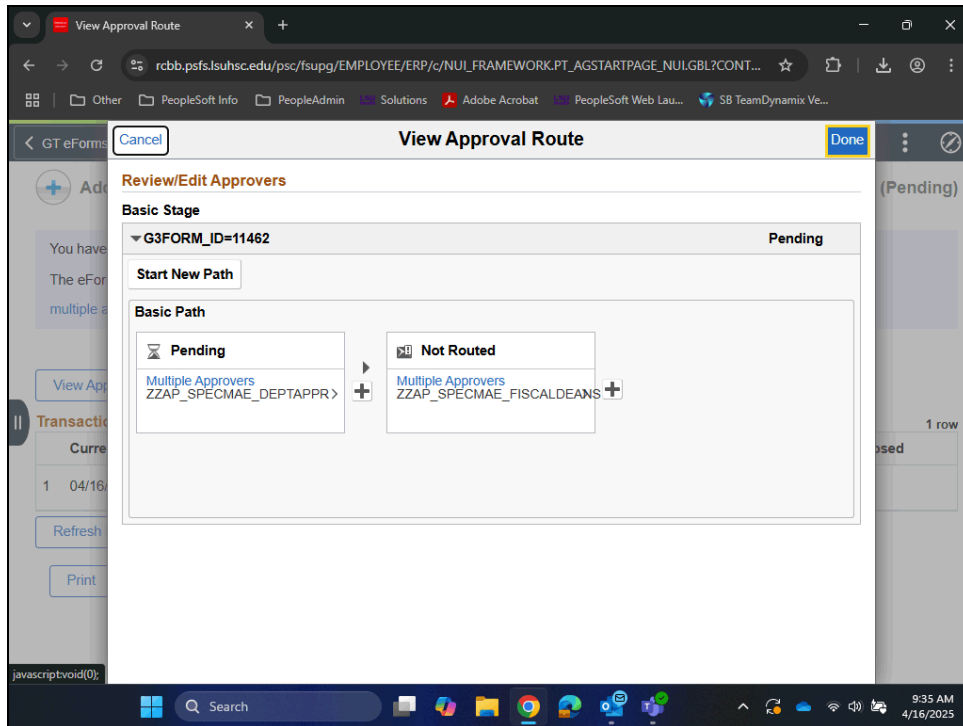
Step	Action
51.	<p>If you receive this message, simply click the OK button to close the popup.</p> <p>Click the OK button.</p> 
52.	<p>If the list needs to be edited, click the Enable Editing button on your Browser.</p> <p>Click the Close button.</p> 
53.	<p>Click the Submit button.</p> 





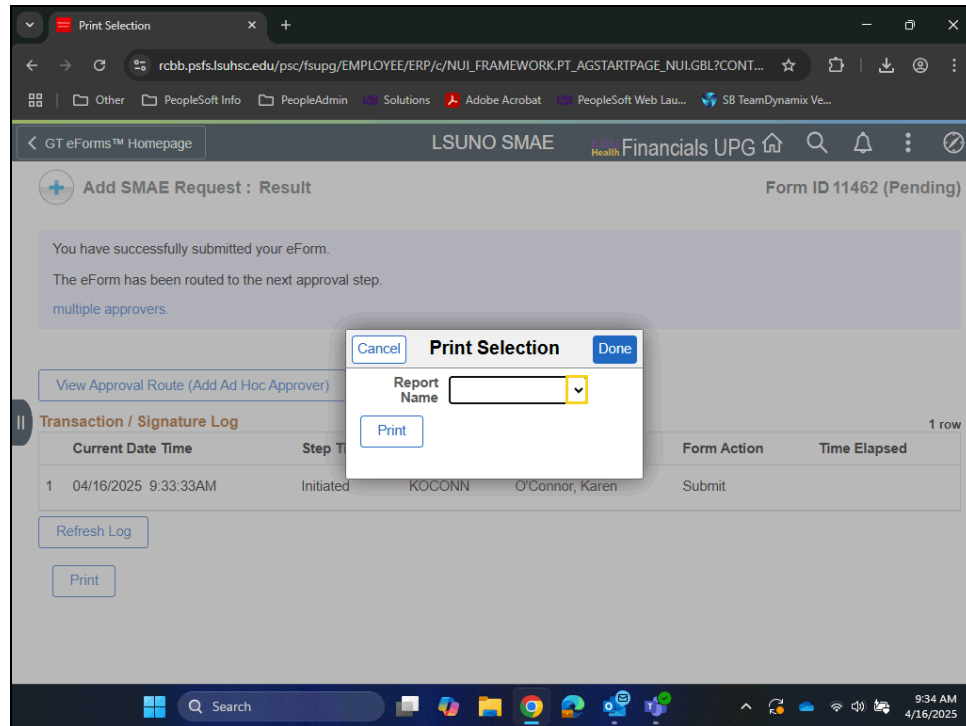
Step	Action
54.	<p>Once submitted, the eForm will enter the electronic workflow approval process. The <i>requester</i> will receive confirmation stating the form has successfully been submitted and routed for approval.</p> <p>NOTE: Users will be able to access the View Approval Routes panel when using the View a LSUNO SMAE eForm option on the Landing Page.</p>
55.	<p><u>To determine where your form has been routed for approval:</u> click the View Approval Route button.</p> <p>Click the View Approval Route (Add Ad Hoc Approver) button.</p> <p>View Approval Route (Add Ad Hoc Approver)</p>




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Step	Action
56.	<p>This panel shows that the <i>form</i> has been <i>routed</i> to the <i>first Approver</i> and has a <i>Status</i> of <i>Pending</i>. It also shows that the <i>form</i> has <u><i>not</i></u> been <i>routed</i> to the <i>second Approver</i> and it has a <i>Status</i> of <i>Not Routed</i>.</p> <p>Click the Done button.</p> 
57.	<p>Users may <i>print</i> a copy of the submitted form.</p> <p>Click the Print button.</p> 



Step	Action
58.	Click the button to the right of the Report Name field. 
59.	Click the ZZAPSPCLMEAL list item. 
60.	Click the Print button. 

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eForm

LSUNO Louisiana State University Health Sciences Center AP Special Meal and Entertainment Request Form ID: 11462

From Department: PeopleSoft Support Org Request Date: 2025-04-16
Department ID: Requester: KOCONN

Event Date	Function Location	Off Campus	On Campus
Apr 23, 2025	PICCADILLY CAFETERIA 5179 PLANK RD BATON ROUGE, LA 70805	Y	N


Justification: Training Team FY 2026 Planning Meeting

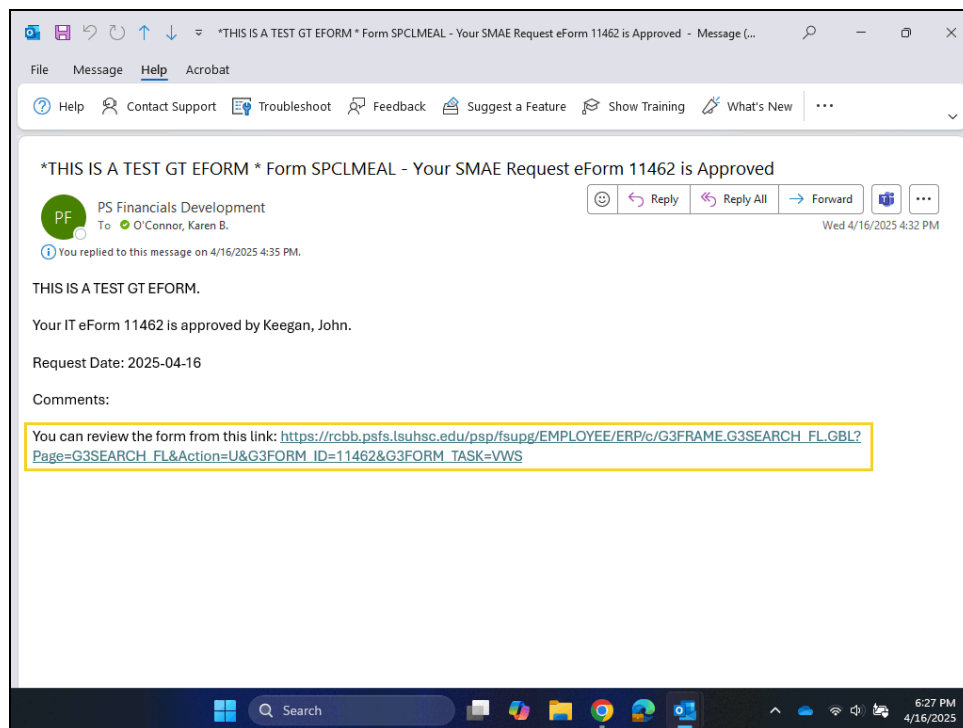
Event Title	OTH	Other
		Developing training plans for FY 2026


Requested for: Tatesia Williams Contact: twill11@lsuhsc.edu
Email:

Total Cost	Per Guest Cost	Meal Type	Number of Guests
\$75.00	25.00	L	3

Speedtype	Account	Fund	Dept	Program	Class	Project	Percent
	543700	111	1673200	54000	10105		100

Step	Action
61.	<p>Users will click the Printer icon to print the form request.</p> <p>NOTE: This form, along with the list of attendees, must be printed and included with LaCarte or Direct Pay documentation.</p> <p>Click the Close tab button.</p> 



Step	Action
62.	Once the form has been <i>approved</i> , the <i>requester</i> will receive the email shown here. NOTE: Select the hyperlink to retrieve the form.
63.	Click the Home button. 
64.	This completes <i>How to Submit a GT Special Meal Form</i> . End of Procedure.