NO AP
Special Meal
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**.
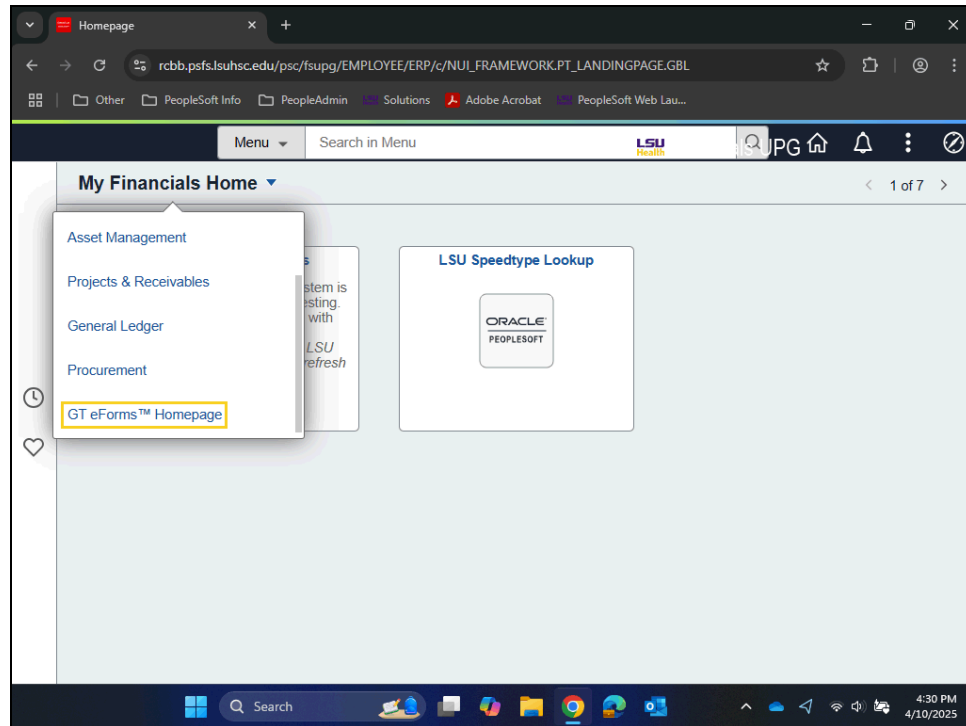
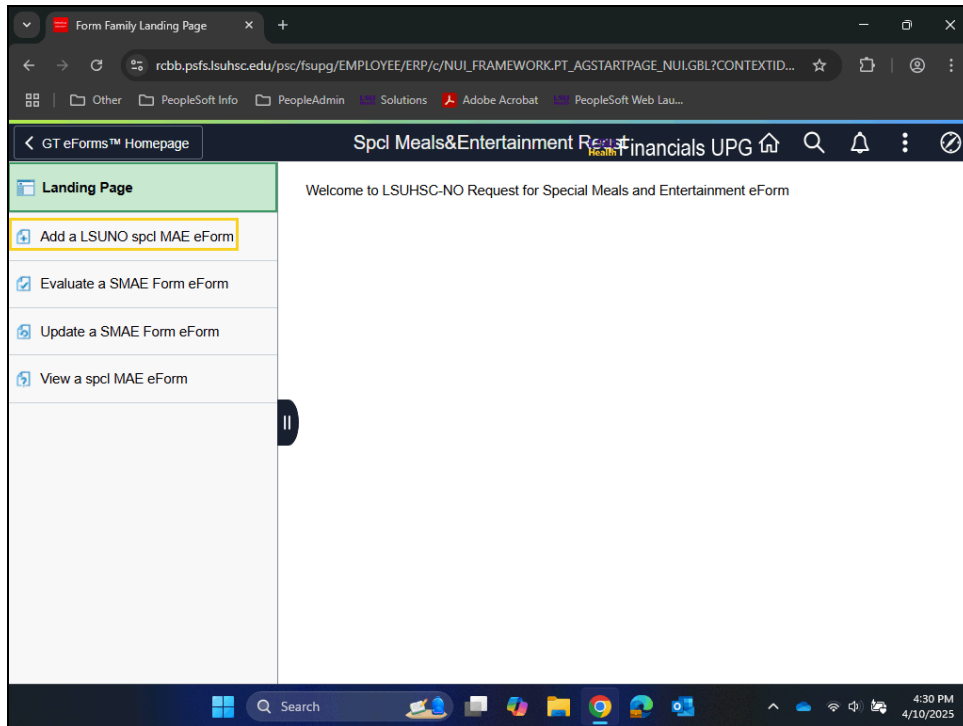| Step	Action
1.	To streamline and automate special meals prior approval form, an *electronic version* of the previously paper-based form has been developed. This e-form will allow *greater ease of use*, *more visibility into the whereabouts of the form*, and *electronic workflow approvals*.
2.	*NOTE: 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.* *Roles and workflow assigned for Special Meals Forms:* *1. Form Requestor (A REQUESTOR CANNOT APPROVE HIS/HER OWN FORM)* *2. Department level approval* *3. Dean's office approval*
3.	**Must Dos:** • Please be sure to enter information into <u>all</u> <u>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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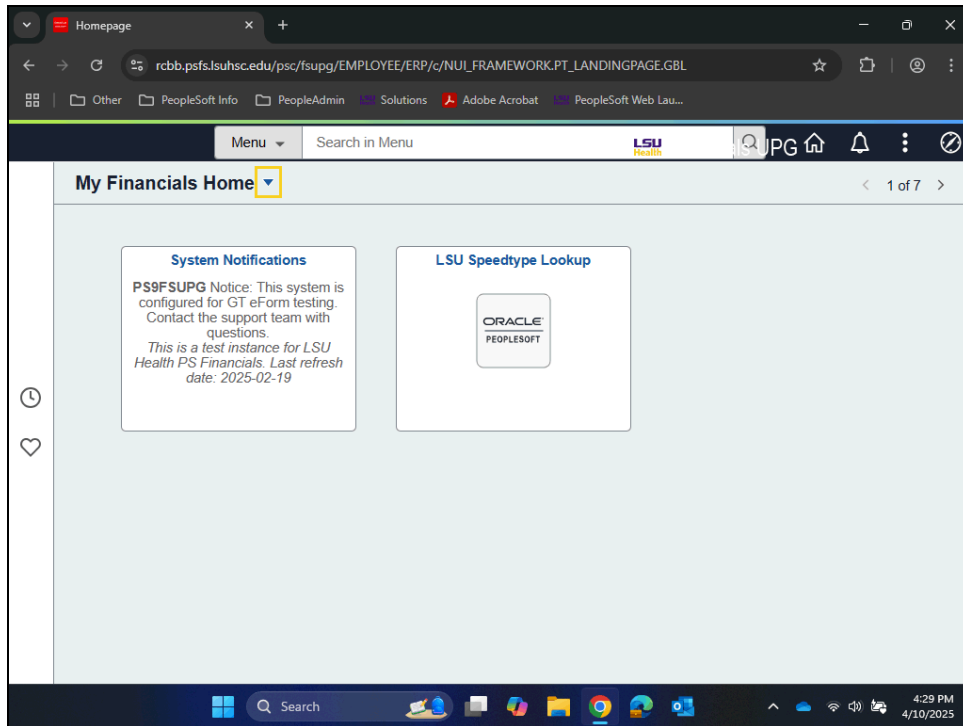
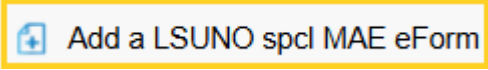| Step	Action
4.	Click the button to the right of the **My Financials Home** field.
5.	Press the left mouse button and drag the mouse down the list.

Step	Action
6.	Click the **GT eForms Homepage** link. ![GT eForms™ Homepage]
7.	Click the **NO AP Special Meal Form** button.

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Step	Action
8.	Click the **Add a LSUNO spcl MAE eForm** button.

Step	Action
9.	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)**.

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.

Press the left mouse button and drag the mouse down to the desired location. |

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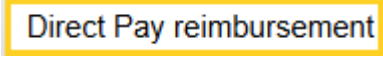
Step	Action
10.	Enter the desired information into the **DEPTID** field. Enter "**1673200**". *NOTE: The Department Name will be displayed when you navigate away from the DEPTID field.*
11.	Users may click the *calendar* to search for the ***Event Date** or enter it *directly* into the ***Event Date** field. Click the **Calendar** button to choose the desired date. 🗓️
12.	Click the **23rd** for the ***Event Date**. 23
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.

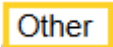| Step	Action
17.	Click the button to the right of the ***Payment Type** field.
18.	Click the **Direct Pay reimbursement** list item.
19.	Enter the desired information into the ***Justification - Why is this event scheduled?** field. Enter "**Training Team FY 2026 Planning Meeting**".
20.	Change the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

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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.

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.

Step	Action
29.	Click the **One Time Event** list item.
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.

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.

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

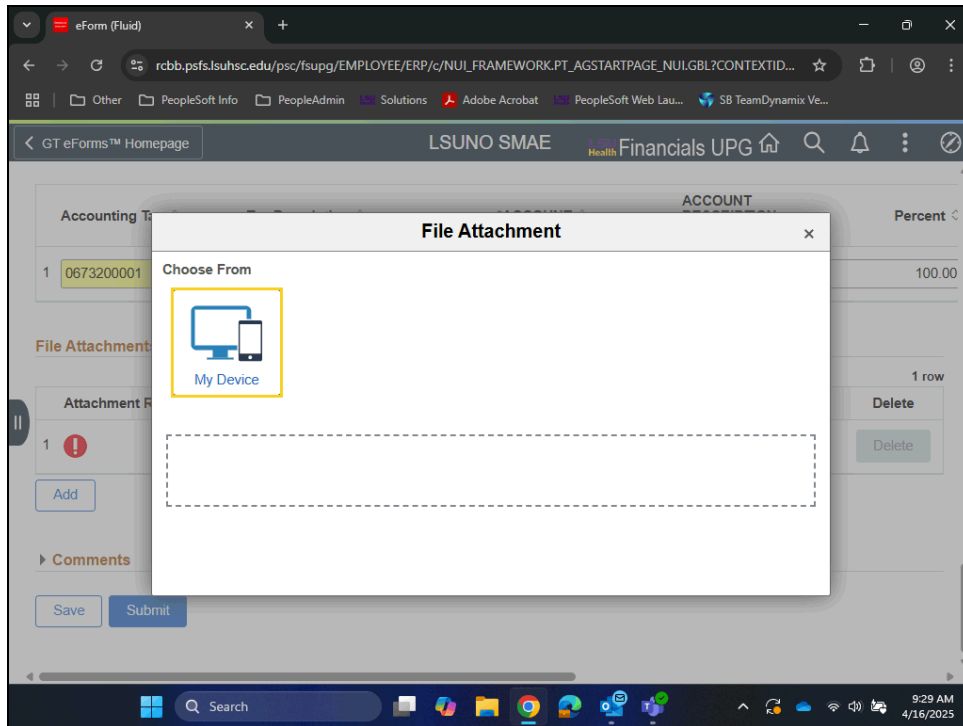| Step	Action
38.	Click the **Account** list item.
39.	Press the left mouse button and drag the mouse to the right side of the page.

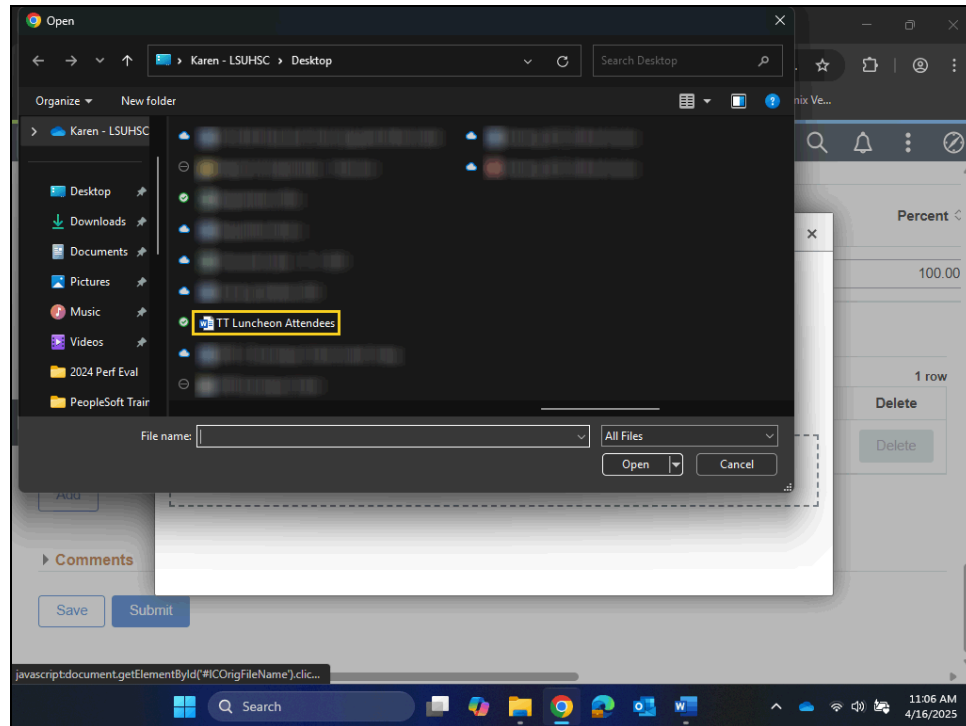| Step	Action
40.	View the chartstring for the specified **Accounting Tag**. Press the left mouse button and drag the mouse to the left side of the page.

Step	Action
41.	You will search for a file to attach on the Desktop called **TT Luncheon Attendees**.

Click the **Upload** button.

 |

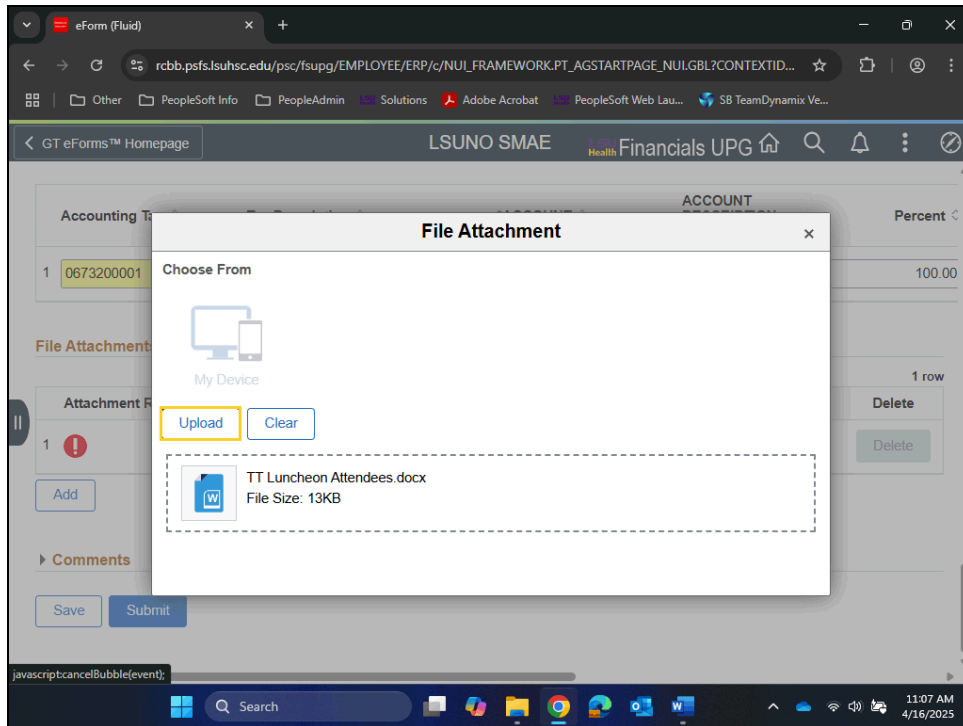| Step	Action
42.	Click the **My Device** button.
43.	The file name you are looking for is **TT Luncheon Attendees**. Press the left mouse button and drag the mouse to the right side of the page.

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

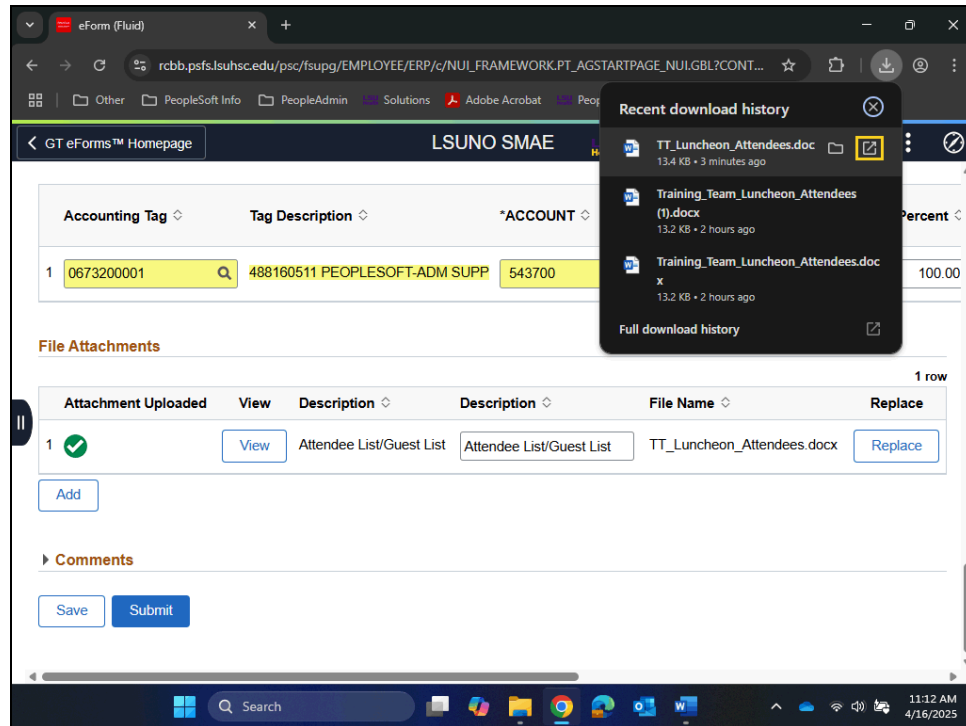| Step	Action
46.	Click the **Upload** button. Upload
47.	Click the **Done** button. Done

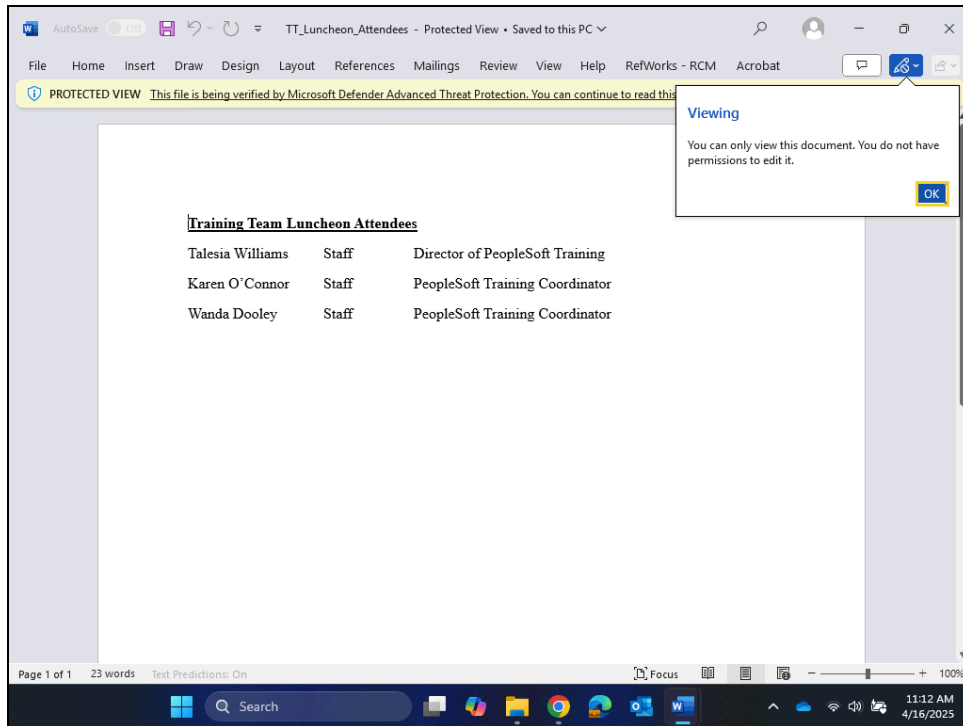| Step	Action
48.	Verify the list details attendees' specific names and affiliation to the University. Click the **View** button to view list of attendees. View

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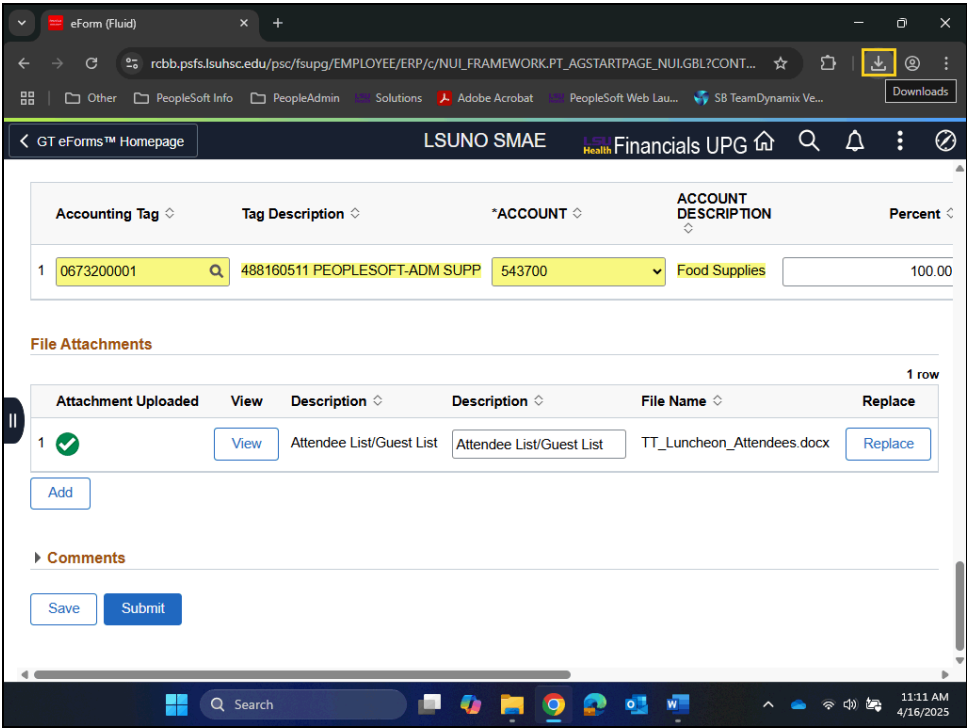
Step	Action
49.	Click the **Downloads** button.
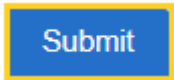
Step	Action
50.	Select the appropriate file from the download list. Click the **TT_Luncheon_Attendees Open** button.

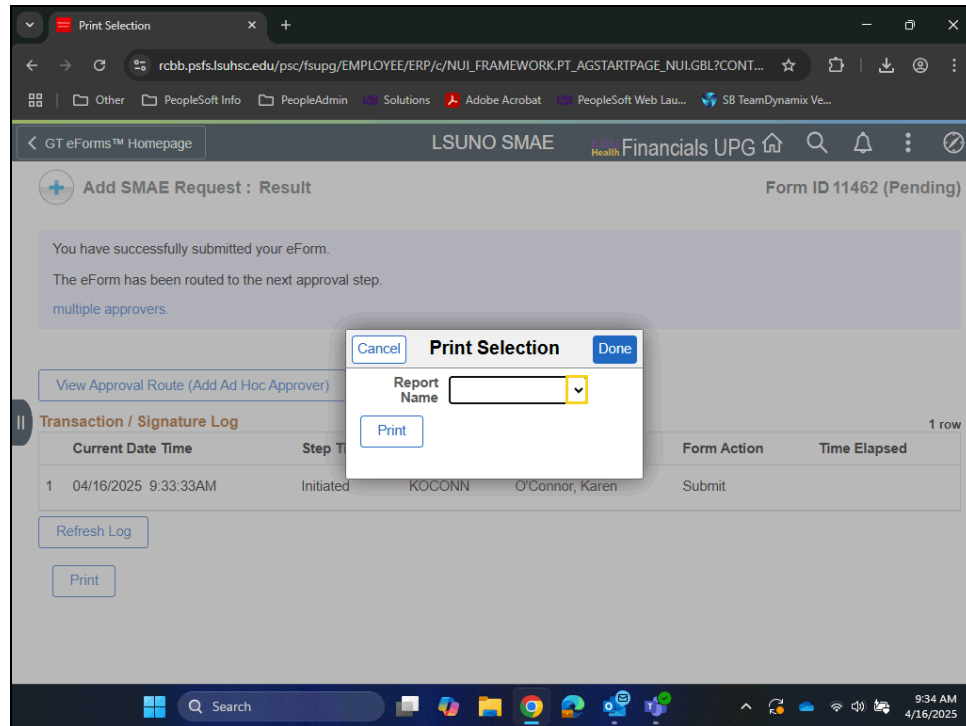| Step	Action
51.	If you receive this message, simply click the **OK** button to close the popup. Click the **OK** button. ![OK button]
52.	If the list needs to be edited, click the **Enable Editing** button on your Browser. Click the **Close** button. ![Close button]
53.	Click the **Submit** button. ![Submit button]

Step	Action
54.	Once submitted, the eForm will enter the electronic workflow approval process. The *requester* will receive confirmation stating the form has successfully been submitted and routed for approval. *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.*
55.	To determine where your form has been routed for approval: click the **View Approval Route** button. Click the **View Approval Route (Add Ad Hoc Approver)** button. View Approval Route (Add Ad Hoc Approver)

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

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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Step	Action
61.	Users will click the Printer icon to print the form request.
	NOTE: This form, along with the list of attendees, must be printed and included with LaCarte or Direct Pay documentation.
	Click the **Close** tab button.
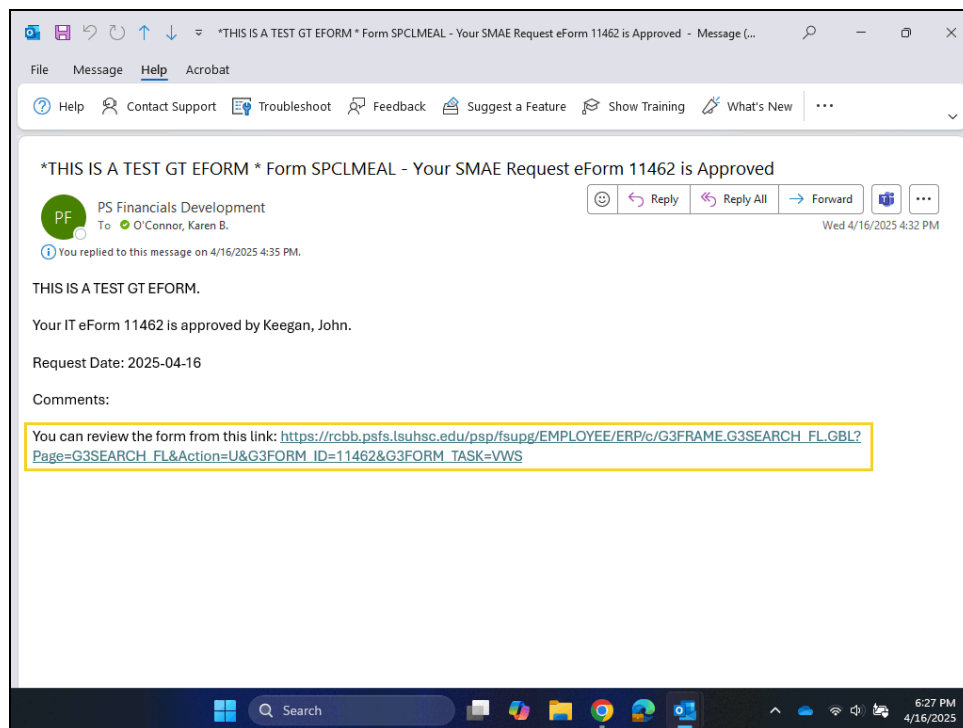
Step	Action
62.	Once the form has been *approved*, the *requester* will receive the email shown here. **NOTE: Select the hyperlink to retrieve the form.**
63.	Click the **Home** button.
64.	This completes *How to Submit a GT Special Meal Form*. **End of Procedure.**