



Internal Transaction Requests - LSUNO

Version Date: November 5, 2025

Training Guide
Requests - LSUNO

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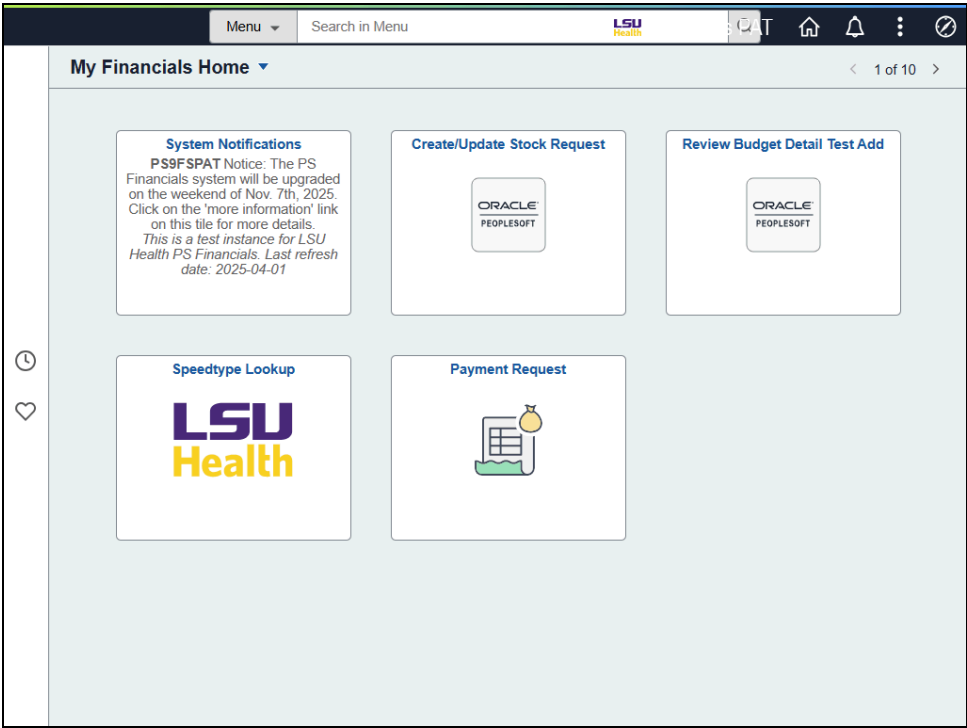
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Internal Transaction Requests - LSUNO

Add InternalTr eForm

Procedure

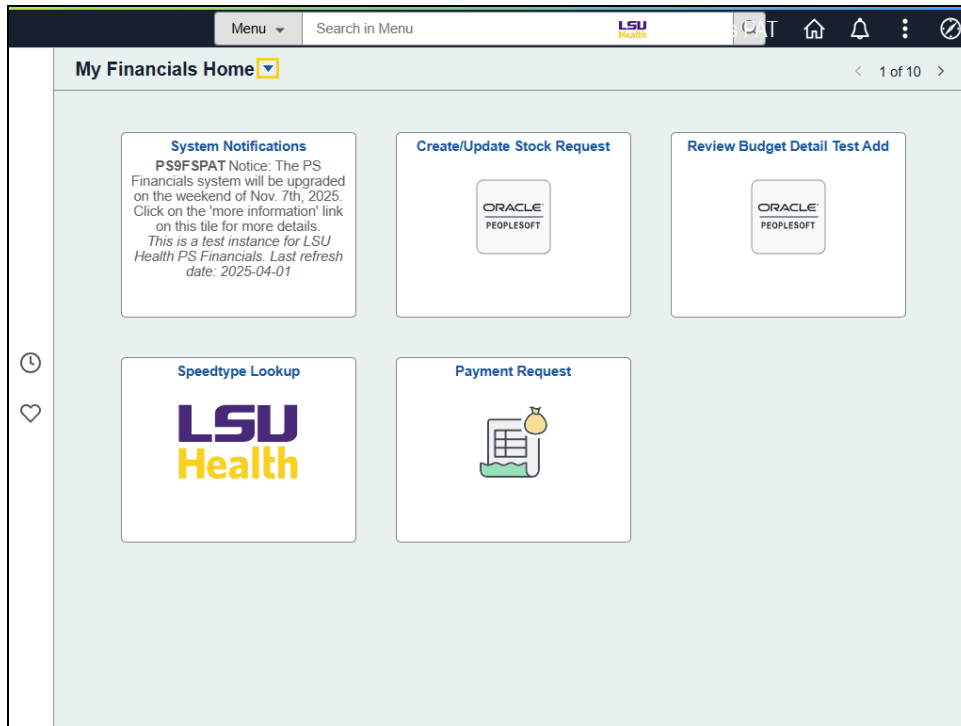
In this topic you will learn how to [Add an InternalTr eForm](#).



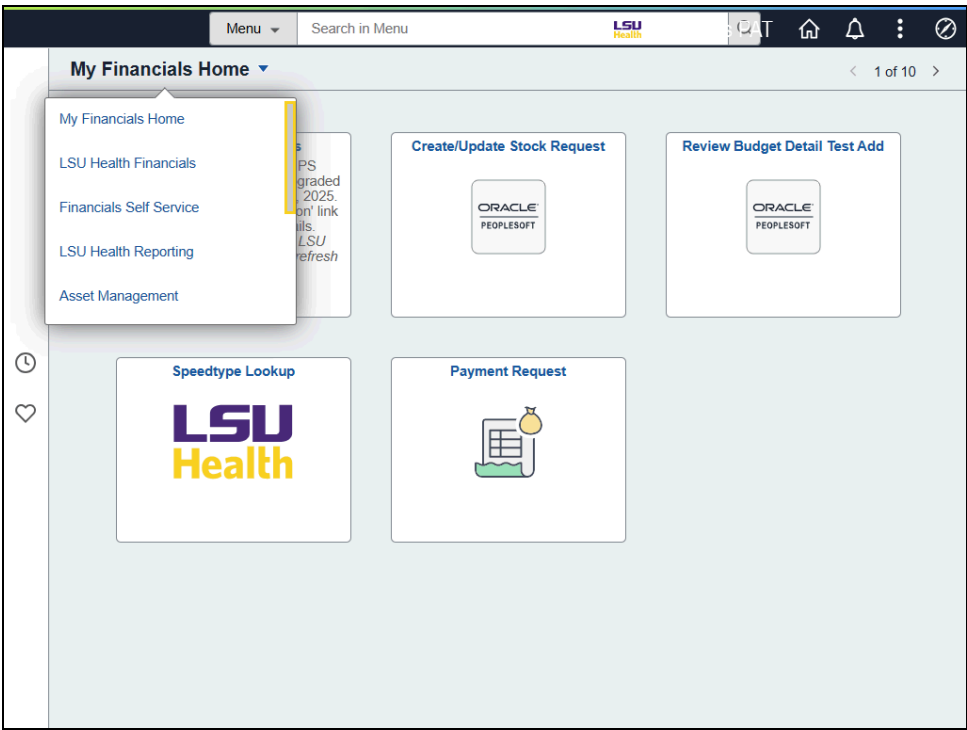
Step	Action
1.	Internal Transactions eForms Users will complete Internal Transaction eForms (ITs) for two purposes: 1. ITs are used to charge an internal department for services/products provided by a cost center; and/or 2. ITs are used to transfer costs from one department to another. Examples for this include mail, supplies, etc.

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Requests - LSUNO



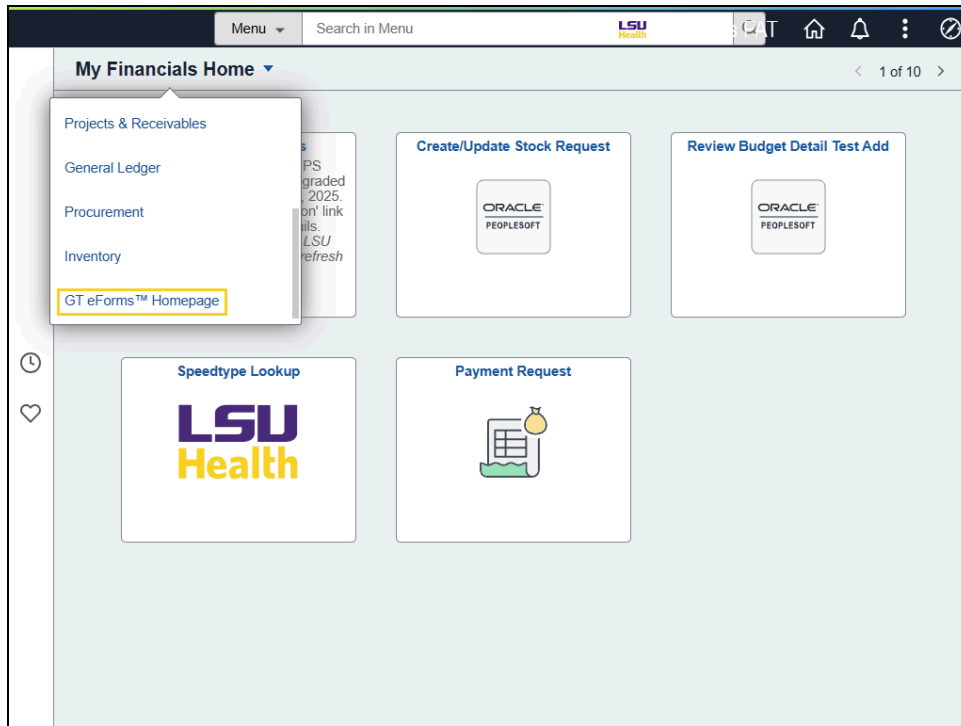
Step	Action
2.	A separate homepage contains GT eForms, which includes the Add an Internal Tr eForm option. Click the button to the right of the My Financials Home field. 



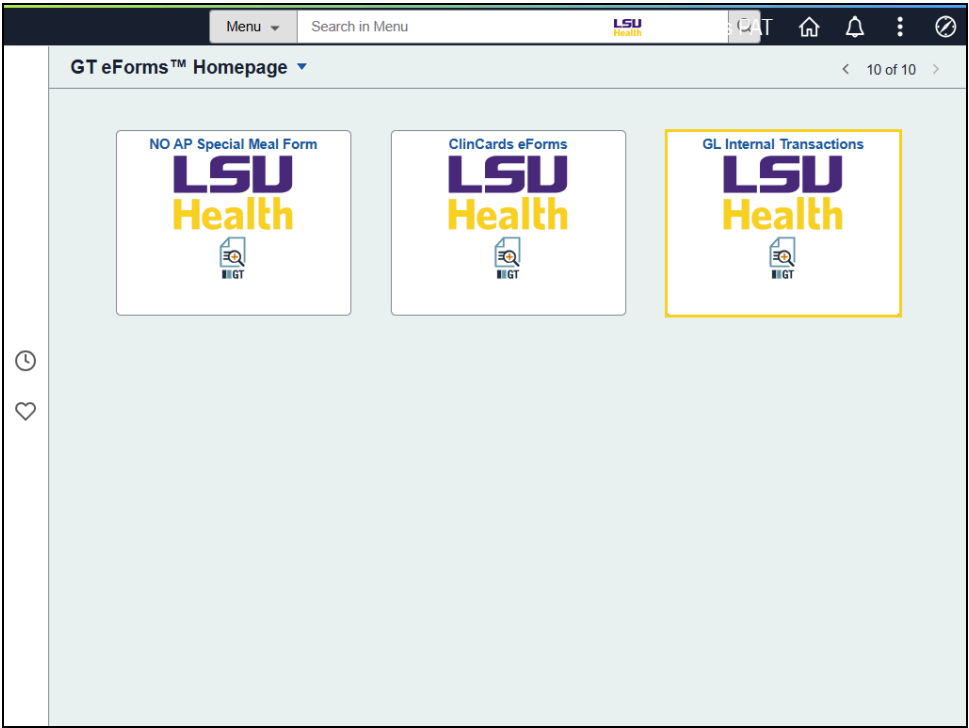
Step	Action
3.	Click the Down button of the scrollbar. <i>NOTE: This step serves as an example for scrolling up and down the menu. Users may also scroll left/right using the scroll buttons at the bottom of the page. No other scrolling steps will be included in this topic.</i>

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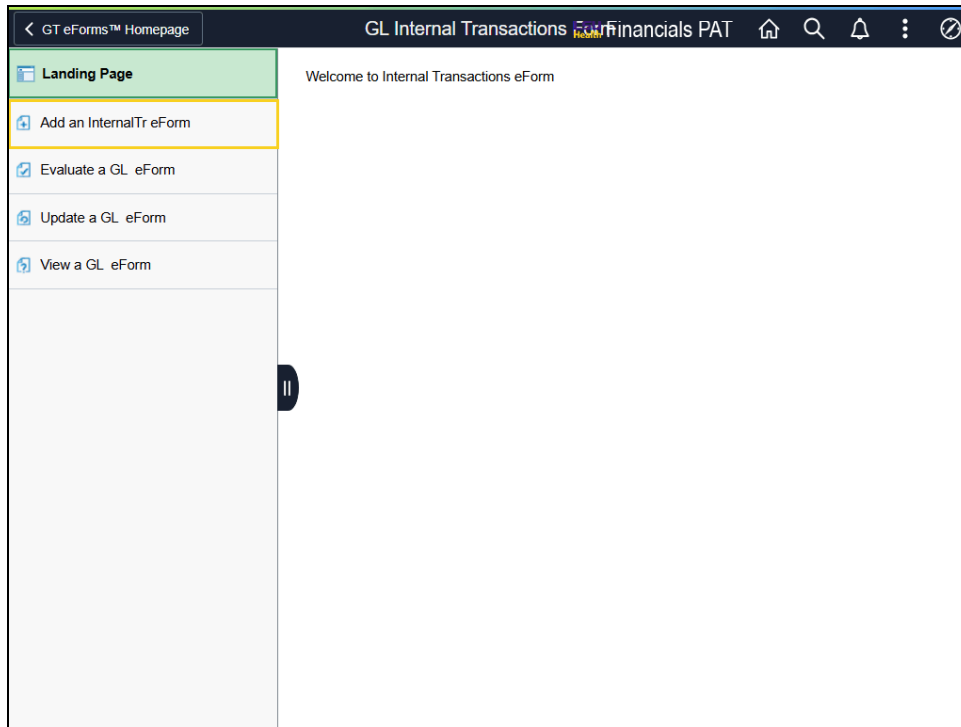
Step	Action
4.	Click the GT eForms Homepage link. GT eForms™ Homepage



Step	Action
5.	Click the GL Internal Transactions tile.

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Requests - LSUNO



Step	Action
6.	Click in the Add an InternalTr eForm field.  Add an InternalTr eForm

GT eForms™ Homepage

GL Internal Transactions

Financials PAT

Form ID 11618

Add Internal Transaction : Internal Transaction

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, The From Department is certifying the information is accurate and is approving the transaction on behalf of the department providing the requested services/products. The To Department (receiver of services/products) will review the Credit Section to confirm charges are 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 form) or Approve for final review by Accounting Services."

INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

1 row

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1		0.00	0.00	+	-

Total Amount

Total Amount 0.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business UnitLSUNO

*Date11/04/2025

*From DEPTID

From Department

*Requested byKOCONN

O'Connor, Karen

*Invoice

I confirm

Step	Action
7.	Add Internal Transaction: Internal Transaction Form The Internal Transaction eForm is divided into three (3) sections: 1. Service and Product Requested 2. Department Providing Service or Material (Receives Credit) 3. Department Needing Service or Product (Receives Expense-Debit)

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Add Internal Transaction : Internal Transaction Form ID 11618

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, The From Department is certifying the information is accurate and is approving the transaction on behalf of the department providing the requested services/products. The To Department (receiver of services/products) will review the Credit Section to confirm charges are 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 form) or Approve for final review by Accounting Services."

INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

	*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	0.00		0.00	0.00	+	-

Total Amount

Total Amount 0.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit: LSUNO
 *From DEPTID:
 *Requested by: KOCONN O'Connor, Karen
 *Date: 11/04/2025
 From Department
 *Invoice: I confirm

Step	Action
8.	Service or Product Requested This section details the <i>quantity</i>, the <i>description</i>, and the <i>cost per item</i> of the product or service. NOTE: The Form ID at the top right of the page is the Internal Transaction Form ID assigned by the system.

< GT eForms™ Homepage

GL Internal Transactions

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DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit

LSUNO

🔍

*Date

11/04/2025

📅

*From DEPTID

🔍

From Department

*Requested by

🔍

*Invoice

I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for further processing

No

Credit

*SpeedType/Acctg Tag

◇

*Account

◇

Fund Code

◇

Department

◇

Program Code

◇

Class Field

◇

Project

◇

*Amount

◇

Comr

◇

1

🔍

🔍

0.00

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

Step	Action
9.	Department Providing Service or Material (Receives Credit) 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>.

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DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

*To DEPTID To Department

Debit

SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1							0.00	

File Attachments

Attachments required if the Item Description does not *clearly* identify products/services provided.

Status	Action	Description	File Name	Delete
1	Upload			Delete

Comments

Step	Action
10.	<i>Department Needing Service or Product (Receives Expense - Debit)</i> This section requires the <i>Initiator</i> to complete the *To DEPTID and the Debit Account field. The remaining fields will be completed by the department receiving the product or service and includes the SpeedType and account to charge the expense, the amount, and additional comments.

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GL Internal Transactions

Financials PAT

Form ID 11618

+

Add Internal Transaction : Internal Transaction

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, The From Department is certifying the information is accurate and is approving the transaction on behalf of the department providing the requested services/products. The To Department (receiver of services/products) will review the Credit Section to confirm charges are 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 form) or Approve for final review by Accounting Services."

INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1		0.00	0.00	+	-

Total Amount

Total Amount 0.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit

LSUNO

*Date

11/04/2025

*From DEPTID

From Department

*Requested by

I confirm

*Invoice

Step	Action
11.	Service or Product Requested <i>NOTE: The Initiator of the IT Form is required to complete every field marked with an "*"."</i> Enter the desired information into the field. Enter "1".

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Requests - LSUNO

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Add Internal Transaction : Internal Transaction Form ID 11618

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, The From Department is certifying the information is accurate and is approving the transaction on behalf of the department providing the requested services/products. The To Department (receiver of services/products) will review the Credit Section to confirm charges are 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 form) or Approve for final review by Accounting Services."

INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1		0.00	0.00	+	-

Total Amount

Total Amount 0.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit LSUNO *Date 11/04/2025

*From DEPTID From Department

*Requested by

*Invoice I confirm

Step	Action
12.	A user can enter up to 30 characters in the Description field. This field will be the general ledger journal description for reporting. Enter the desired information into the field. Enter "copy paper".

GT eForms™ Homepage

GL Internal Transactions

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Add Internal Transaction : Internal Transaction

Form ID 11618

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, The From Department is certifying the information is accurate and is approving the transaction on behalf of the department providing the requested services/products. The To Department (receiver of services/products) will review the Credit Section to confirm charges are 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 form) or Approve for final review by Accounting Services."

INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	copy paper	0.00	0.00	+	-

Total Amount

Total Amount 0.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business UnitLSUNO

*Date11/04/2025

*From DEPTID

From Department

*Requested by

I confirm

*Invoice

Step	Action
13.	Enter the desired information into the *Unit Cost field. Enter " 50.00 ".

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Add Internal Transaction : Internal Transaction Form ID 11618

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, The From Department is certifying the information is accurate and is approving the transaction on behalf of the department providing the requested services/products. The To Department (receiver of services/products) will review the Credit Section to confirm charges are 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 form) or Approve for final review by Accounting Services."

INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	copy paper	50.00	0.00	+	-

Total Amount

Total Amount 0.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit LSUNO *Date 11/04/2025

*From DEPTID From Department

*Requested by

*Invoice I confirm

Step	Action
14.	When the *Unit Cost is entered, the Amount and Total Amount will automatically calculate after pressing the Tab key. Press [Tab].

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Form ID 11618

Add Internal Transaction : Internal Transaction

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, The From Department is certifying the information is accurate and is approving the transaction on behalf of the department providing the requested services/products. The To Department (receiver of services/products) will review the Credit Section to confirm charges are 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 form) or Approve for final review by Accounting Services."

INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

1 row

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	copy paper	50.00	50.00	+	-

Total Amount

Total Amount 50.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business UnitLSUNO

*Date11/04/2025

*From DEPTID

From Department

*Requested byKOCONN

O'Connor, Karen

I confirm

Step	Action
15.	If more rows are needed, select the "+" to add a row. The "-" will delete a row.

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INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

1 row

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	copy paper	50.00	50.00	+	-

Total Amount

Total Amount 50.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit LSUNO

*Date 11/04/2025

*From DEPTID

*Requested by K

*Invoice

I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for further processing

No

Step	Action
16.	Department Providing Service or Material (Receives Credit) Confirm the *Business Unit is LSUNO. The *Date defaults to the current date and can be changed if needed. The *Requested by field will default with the current user's ID and name.

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INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

1 row

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	1.00 copy paper	50.00	50.00	+	-

Total Amount

Total Amount 50.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit

LSUNO

Q

*Date

11/04/2025



*From DEPTID

Q

From Department

*Requested by

K

Q

*Invoice

I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for further processing

No

Step	Action
17.	The *From DEPTID is the department that will receive the credit for products or services rendered. Enter the desired information into the *From DEPTID field. Enter "1673200".

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*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	copy paper	1.00	50.00	+	-

Total Amount
Total Amount 50.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit: LSUNO
*From DEPTID: 1673200
*Requested by: K
*Date: 11/04/2025
From Department: K
*Invoice:
I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for further processing. ☐ No

Credit

Step	Action
18.	The Invoice number is the department invoice number. It can be up to 30 characters long. The Invoice number will be the general ledger journal description. <i>NOTE: General Accounting's recommended practice is to begin with the department's Invoice number and then add any additional language needed to be seen in the general ledger. Examples would include IRB Fee, Morphology Core, CME, Mailroom, etc</i>

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eForm (Fluid)

rcbb.pfs.lsuhs.edu/psc/ftst/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPA...

Other PS FIN Databases PS HCM Databases PS CS Databases PeopleSoft Info PeopleAdmin Solutions

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DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit LSUNO *Date 04/17/2024

*From DEPTID 1651000 From Department

*Requested by K K

Invoice

I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for further processing

No

Credit

*Speed Type Key	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Com
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Step	Action
19.	The Invoice number is the department invoice number. It can be up to 30 characters long. Enter the desired information into the Invoice field. Enter "1673200-IT-July25".

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Requests - LSUNO

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*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	copy paper	50.00	50.00	+	-

Total Amount

Total Amount 50.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit LSUNO *Date 11/04/2025

*From DEPTID 1673200 From Department PeopleSoft Admin Support Org

PeopleSoft Admin Support Org

*Requested by K K:

*Invoice 1673200-IT-July25

I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for further processing

☐ No

Credit

Step	Action
20.	The certification statement requires confirmation. Read the statement. To confirm, click on the button to change the response to "Yes." NOTE: Users may only submit the IT after the user slides the confirm button in the top of the form from "No" to "Yes". Click the Confirmation option. ☐ No

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GL Internal Transactions

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*Invoice 1673200-IT-July25

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

Credit

*SpeedType/Acctg Tag	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1							0.00	

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

*To DEPTID

To Department

Debit

SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
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Step	Action
21.	Enter the SpeedType and Account for the <i>department receiving</i> the credit. Enter the desired information into the field. Enter " 5673200001 ".

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*Invoice 1673200-IT-July25

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

Credit

*SpeedType/Acctg Tag	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1 5673200001							0.00	

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

*To DEPTID To Department

Debit

SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr

Step	Action
22.	General Accounting NOTE: In most cases, the account number will be 530600. Consult General Accounting if you have any questions. Enter the desired information into the field. Enter "530600".

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*Invoice1673200-IT-July25

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

Credit

	*SpeedType/Acctg Tag	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount
1	5673200001	530600	113	1673200	54000	90110	5673200001	0.00

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

*To DEPTID

To Department

Debit

	SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
--	---------------------	---------	-----------	------------	--------------	-------------	---------	---------	------

Step	Action
23.	Enter the total amount from the Service or Product Request area if using a single SpeedType Key. For this example, two SpeedType Keys will be used, so an additional line will be inserted. The second SpeedType Key, account and the remaining amount will be entered on Line 2. <i>Comments</i> are <u>not</u> required. Enter the desired information into the Amount field. Enter "25.00".

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Requests - LSUNO

1673200-IT-July25

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

Tag	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
	530600	113	1673200	54000	90110	5673200001	25.00		+	-

ING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

To Department

Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row

Step	Action
24.	Click the Add a New Row button.
	

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Credit

	*SpeedType/Acctg Tag	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount
1	5673200001	530600	113	1673200	54000	90110	5673200001	25.00
2								0.00

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

To DEPTID To Department

Debit

	SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1								0.00	

File Attachments

Step	Action
25.	Enter the desired information into the Line 2 SpeedType Key field. Enter "198000007A" . <i>NOTE: Press the tab key to populate the chartfields of the speedtype.</i>

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Credit

	*SpeedType/Acctg Tag	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount
1	5673200001	530600	113	1673200	54000	90110	5673200001	25.00
2	198000007A		113	1980003	00000	35100	198000007A	0.00

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

To DEPTID To Department

Debit

	SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1								0.00	

File Attachments

Step	Action
26.	Enter the desired information into the Account field. Enter " 530600 ".

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GL Internal Transactions Financials PAT

Credit

	*SpeedType/Acctg Tag	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount
1	5673200001	530600	113	1673200	54000	90110	5673200001	25.00
2	198000007A	530600	113	1980003	00000	35100	198000007A	0.00

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

To DEPTID

To Department

Debit

	SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1								0.00	

File Attachments

Step	Action
27.	Enter the desired information into the Amount field. Enter "25.00". <i>NOTE: The Amount for Line 1 and Line 2, when added together, should equal the Total Amount from the Service or Product Request area.</i>

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Requests - LSUNO

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Credit

	*SpeedType/Acctg Tag	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount
1	5673200001	530600	113	1673200	54000	90110	5673200001	25.00
2	198000007A	530600	113	1980003	00000	35100	198000007A	25.00

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

*To DEPTID To Department

Debit

	SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1								0.00	

File Attachments

Step	Action
28.	The DeptID for the department receiving the product or service will be entered in the *To DEPTID. Enter the desired information into the *To DEPTID field. Enter "1322200".

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DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

*To DEPTID 1322200 To Department Animal Labs-Downtown Campus
Animal Labs-Downtown Campus

Debit

SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1							0.00	

File Attachments

Attachments required if the Item Description does not clearly identify products/services provided.

Status	Action	Description	File Name	Delete
1	Upload			Delete

Add

Comments

Step	Action
29.	Enter the Total Amount that will be charged to the receiving department. The Initiator may continue to enter the SpeedType and Account number for the department receiving the products or services. However, this is <u>not</u> required. Enter the desired information into the Amount field. Enter "50.00".
30.	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.
31.	The form is completed by the credit department and must be sent to the department for additional information before processing.

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Requests - LSUNO

Animal Labs-Downtown Campus

Debit

SpeedType/Acctg Tag	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comr
1							50.00	

File Attachments

Attachments required if the Item Description does not *clearly* identify products/services provided.

Status	Action	Description	File Name	Delete
1	Upload			Delete

Comments

Save Submit

Step	Action
32.	Click the Submit button.
	

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Landing Page

Add an InternalTr eForm

Evaluate a GL eForm

Update a GL eForm

View a GL eForm

GL Internal Transactions

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Home

Search

Notifications

Help

+ Add Internal Transaction : Result

Form ID 11618

Transaction / Signature Log

1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	11/04/2025 4:19:05PM	Initiated	K	K	Submit	

Refresh Log

Print

Step	Action
33.	The Transaction / Signature Log displays showing the form has been submitted and the process initiated.
34.	This completes <i>Add an InternalTr eForm</i> . End of Procedure.