



NO AP Special Meal eForm

Version Date: October 31, 2025

Training Guide
eForm

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NO AP Special Meal eForm

How to Submit a GT Special Meal eForm

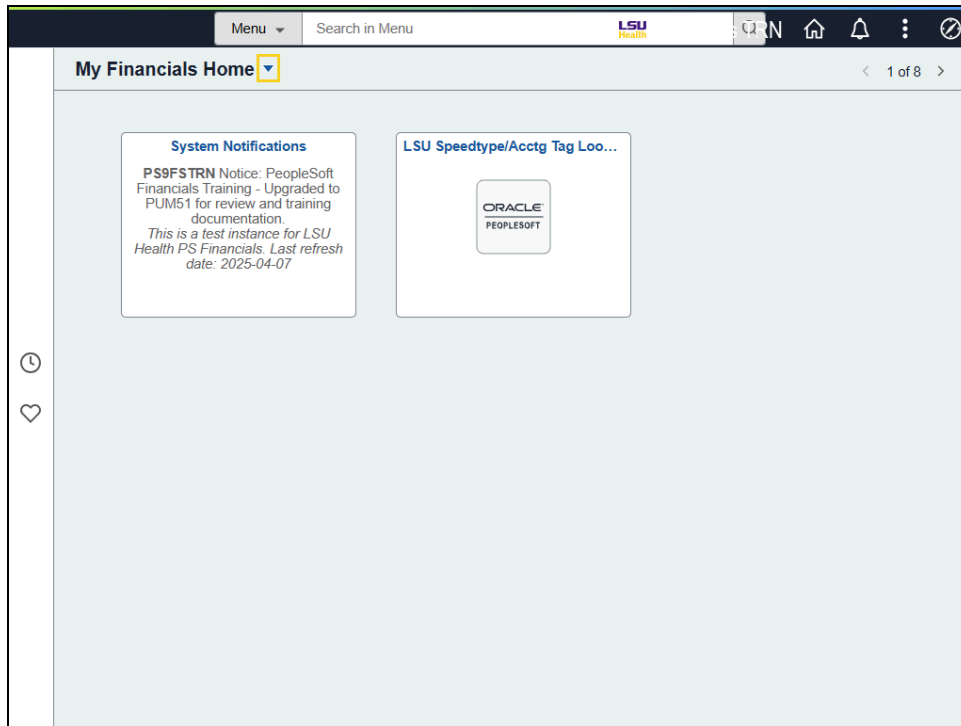
Procedure

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

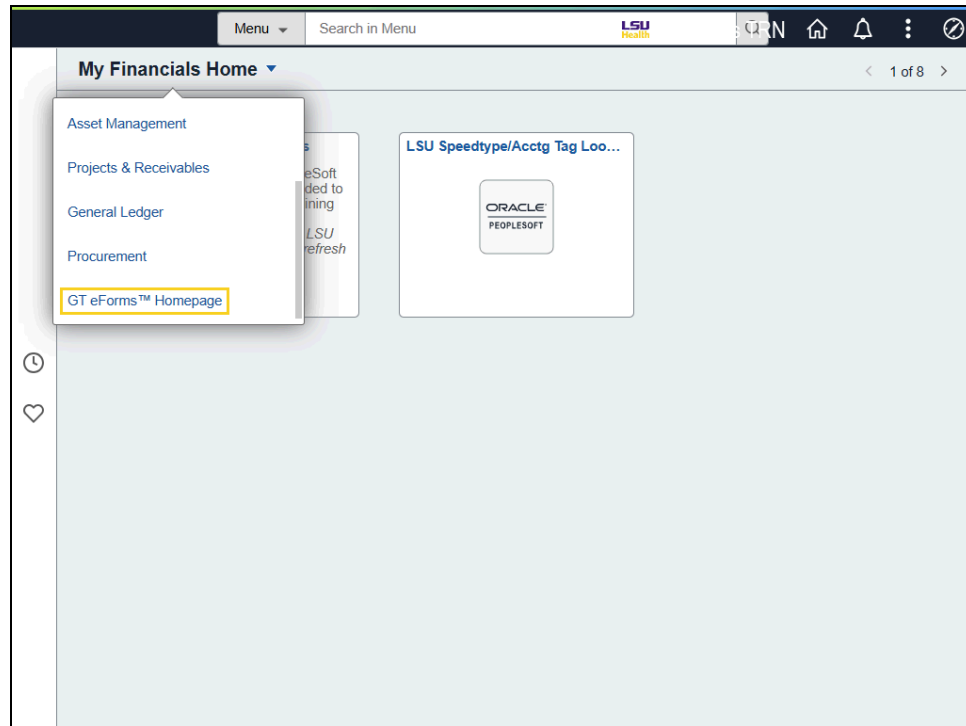
Step	Action
1.	To streamline and automate special meals prior approval form, an <i>electronic version</i> of the previously paper-based form has been developed. This e-form will allow <i>greater ease of use, more visibility into the whereabouts of the form, and electronic workflow approvals</i> .
2.	<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> <i>Roles and workflow assigned for Special Meals Forms:</i> <i>1. Form Requestor (A REQUESTOR CANNOT APPROVE HIS/HER OWN FORM)</i> <i>2. Department level approval</i> <i>3. Dean's office approval</i>
3.	Must Dos: • 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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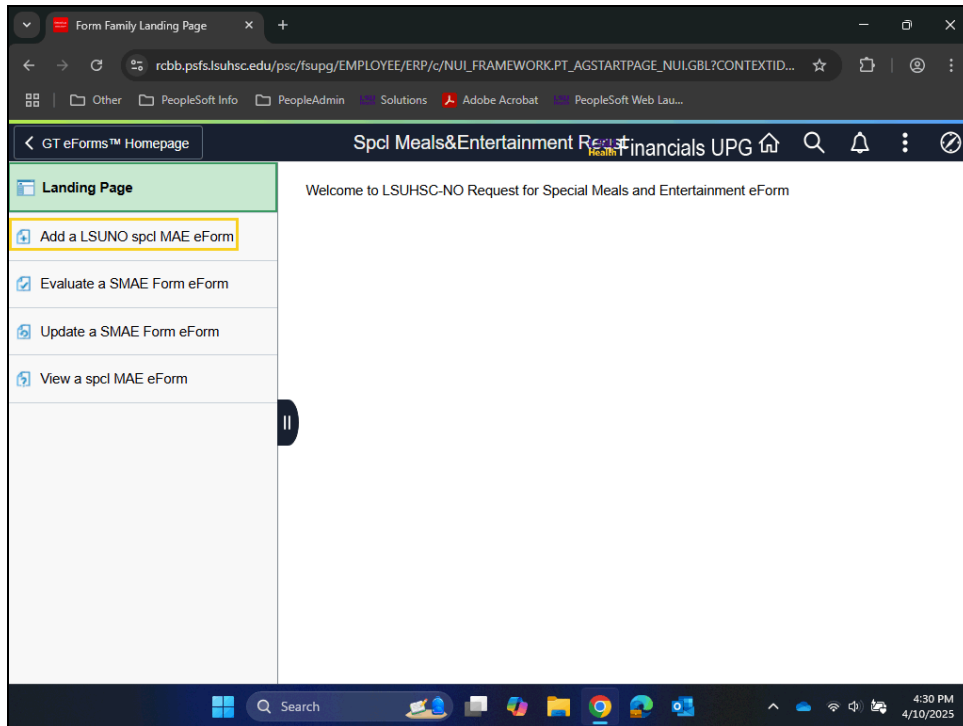
Step	Action
4.	Click the My Financials Home dropdown button to activate the menu. 
5.	Press the left mouse button and drag the mouse down the list.

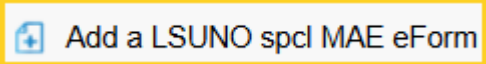


Step	Action
6.	Click the GT eForms Homepage link. GT eForms™ Homepage
7.	Click the NO AP Special Meal Form button.

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

The screenshot shows a web browser window with the URL `rcbb.pfs.lsuhs.edu/psc/fspat/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CO...`. The page title is "eForm (Fluid)". The breadcrumb trail is "GT eForms™ Homepage". The main heading is "Add SMAE Request : request special meal". In the top right corner, a box displays "Form ID 11612 (NEW)". Below the heading, there are controls for "Highlights Enabled: Yes" and "Current Values". The LSU Health New Orleans logo is displayed, followed by the text "Request for Prior Approval of Special Meal". A table lists meal items and their costs:

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

Below the table is a section titled "Event Information" with a text input field.

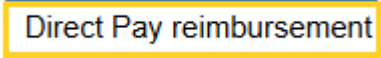
Step	Action
9.	The Form ID and Status are displayed in the top right corner of the page. In this example, the Form ID is 11612 with a Status of (NEW). <i>NOTE: If you <u>save</u> the form rather than submitting it, the Form ID and Status will be useful when searching for the form.</i> Press the left 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 ". <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 Next Month Arrow button. 
13.	Click the 4th for the *Event Date . 
14.	Enter the desired information into the Contact Name (Form Requested For) field. Enter " Talesia Williams ".
15.	Enter the desired information into the Contact Phone field. Enter " 225-354-4860 ".
16.	Enter the desired information into the *Contact Email field. Enter " twil11@lsuhsc.edu ".
17.	Press the left mouse button and drag the mouse down to the desired location.

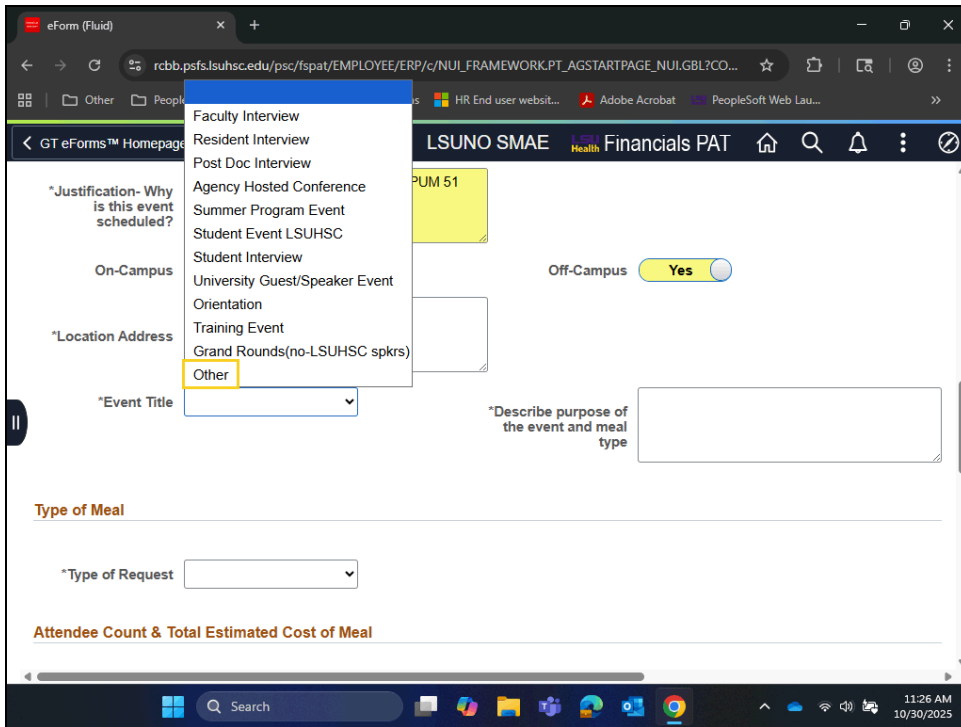
The screenshot shows the 'Event Details' section of the eForm (Fluid) interface. The form is titled 'Event Details' and contains several fields and buttons. The 'Payment Type' field is a dropdown menu with a yellow border. The 'Self-Funded event (Continuing education, student activity funding sources)' field has a 'No' button. The 'Justification - Why is this event scheduled?' field is a text area. The 'On-Campus' field has a 'Yes' button, and the 'Off-Campus' field has a 'No' button. The 'Location Address' field is a text area. The 'Event Title' field is a dropdown menu. The 'Describe purpose of' field is a text area. The form is displayed in a web browser window with the URL 'rcbb.psf.slsuhsc.edu/psc/fspat/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CO...'. The browser's address bar shows the URL. The browser's tabs show 'eForm (Fluid)'. The browser's bookmarks bar shows 'Other', 'PeopleSoft Info', 'PeopleAdmin', 'Solutions', 'HR End user website...', 'Adobe Acrobat', and 'PeopleSoft Web Lau...'. The browser's status bar shows the time '11:06 AM' and the date '10/30/2025'.

Step	Action
18.	Click the button to the right of the *Payment Type field. 
19.	Click the Direct Pay reimbursement list item. 
20.	Enter the desired information into the *Justification - Why is this event scheduled? field. Enter " Training Team Planning Meeting for PUM 51 upgrade ".
21.	Change the event from being <i>On-Campus</i> to <i>Off-Campus</i> . Click the Off-Campus option. 
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 ".

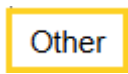
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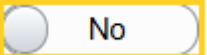
Step	Action
25.	Click the button to the right of the *Event Title field. 



The screenshot shows the 'eForm (Fluid)' interface in a web browser. A dropdown menu is open for the '*Event Title' field, listing various event types: 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 with a yellow box. The background shows other form fields like '*Justification- Why is this event scheduled?', 'On-Campus', '*Location Address', 'Off-Campus' (set to Yes), and '*Describe purpose of the event and meal type'.

Step	Action
26.	Click the Other list item. 
27.	Enter the desired information into the *Describe purpose of the event and meal type field. Enter " Review module revision status and develop plan for completion ".
28.	Click the button to the right of the *Type of Request field. 

The screenshot displays the 'eForm (Fluid)' interface in a web browser. The address bar shows the URL: `rcbb.pfs.lsuhs.edu/psc/fspat/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CO...`. The page header includes navigation links for 'LSUNO SMAE', 'Financials PAT', and a search icon. The main form area is titled 'GT eForms™ Homepage'. It contains several sections: 'Location Address' with a yellow-highlighted address; 'Event Title' with a dropdown set to 'Other'; a text area for describing the event; 'Type of Meal' with a 'Type of Request' dropdown showing 'Blanket Approval' and 'One Time Event' (the latter is highlighted with a yellow box); and 'Attendee Count & Total' with input fields for 'Number of Attendees' (1) and 'Per Person Cost' (1.00), resulting in a 'Total Cost of the Meal' of 0.00.

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 Lunch list item. 
32.	Enter the desired information into the *Number of Attendees field. Enter " 3 ".
33.	Click the Employee option to Yes . 

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The screenshot shows the 'eForm (Fluid)' interface. The top navigation bar includes 'GT eForms™ Homepage', 'LSUNO SMAE', and 'Financials PAT'. The main content area is titled 'Accounting Details'. It features a table with columns: Accounting Tag, Tag Description, *ACCOUNT, ACCOUNT DESCRIPTION, Percent, DEPT ID, FUND CODE, and PROGR. The first row has a value of '1' in the Accounting Tag field and '100.00' in the Percent field. Below this is the 'File Attachments' section, which contains a table with columns: Attachment Required, Upload, Description, Description, File Name, and Delete. The first row shows 'Attendee List/Guest List' with an 'Upload' button and a 'Delete' button. At the bottom of the form are 'Save' and 'Submit' buttons.

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

The screenshot shows the 'eForm (Fluid)' web application interface. The top navigation bar includes 'GT eForms™ Homepage', 'LSUNO SMAE', and 'Financials PAT'. The main section is titled 'Accounting Details'. It contains a table with the following columns: 'Accounting Tag', 'Tag Description', '*ACCOUNT', 'ACCOUNT DESCRIPTION', and 'Percent'. The first row of the table has the following values: '1', '0673200001', '488160511 PEOPLESOFT-ADM SUPP', a dropdown menu (highlighted with a yellow box), and '100.00'. Below the table is the 'File Attachments' section, which includes a table with columns: 'Attachment Required', 'Upload', 'Description', 'Description', 'File Name', and 'Delete'. The first row of this table has the following values: '1', a red exclamation mark icon, an 'Upload' button, 'Attendee List/Guest List', 'Attendee List/Guest List', and a 'Delete' button. At the bottom of the 'Accounting Details' section are 'Save' and 'Submit' buttons. The bottom of the screenshot shows the Windows taskbar with the search bar and various application icons.

Step	Action
35.	Click the Account list item. 

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The screenshot displays the 'eForm (Fluid)' interface. The top navigation bar includes 'GT eForms™ Homepage', 'LSUNO SMAE', and 'Financials PAT'. The main content area is titled 'Accounting Details'. It features a table with the following columns: 'Accounting Tag', 'Tag Description', '*ACCOUNT', 'ACCOUNT DESCRIPTION', and 'Percent'. A dropdown menu for the '*ACCOUNT' column is open, showing a list of account numbers: 543700, 565300, and 565310. The '543700' option is highlighted. Below the table is the 'File Attachments' section, which includes an 'Add' button and a table with columns: 'Attachment Required', 'Upload', 'Description', 'File Name', and 'Delete'. At the bottom of the form are 'Save' and 'Submit' buttons.

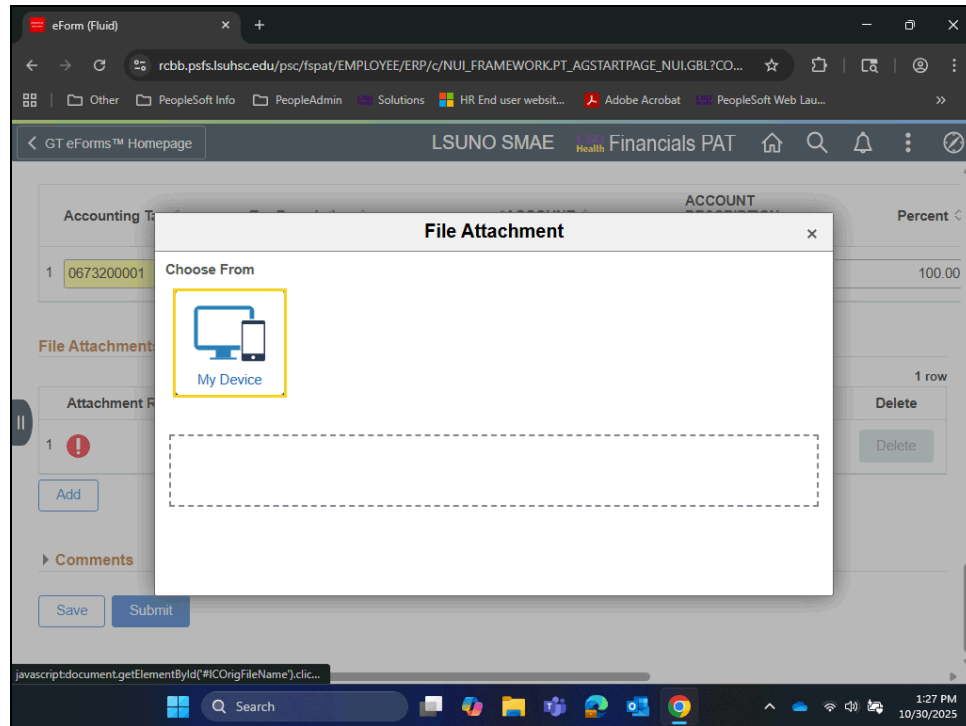
Step	Action
36.	Click the Account list item. 543700
37.	Press the left mouse button and drag the mouse to the right side of the page.

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

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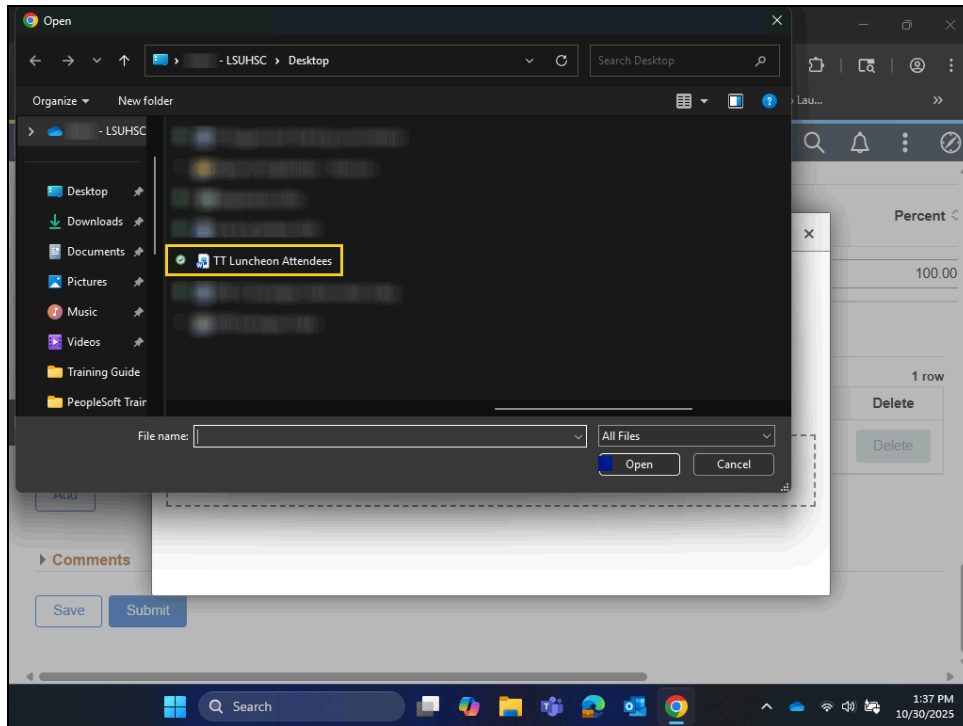
Step	Action
39.	You will search for a file to attach on the Desktop called TT Luncheon Attendees. Click the Upload button. Upload

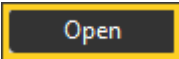


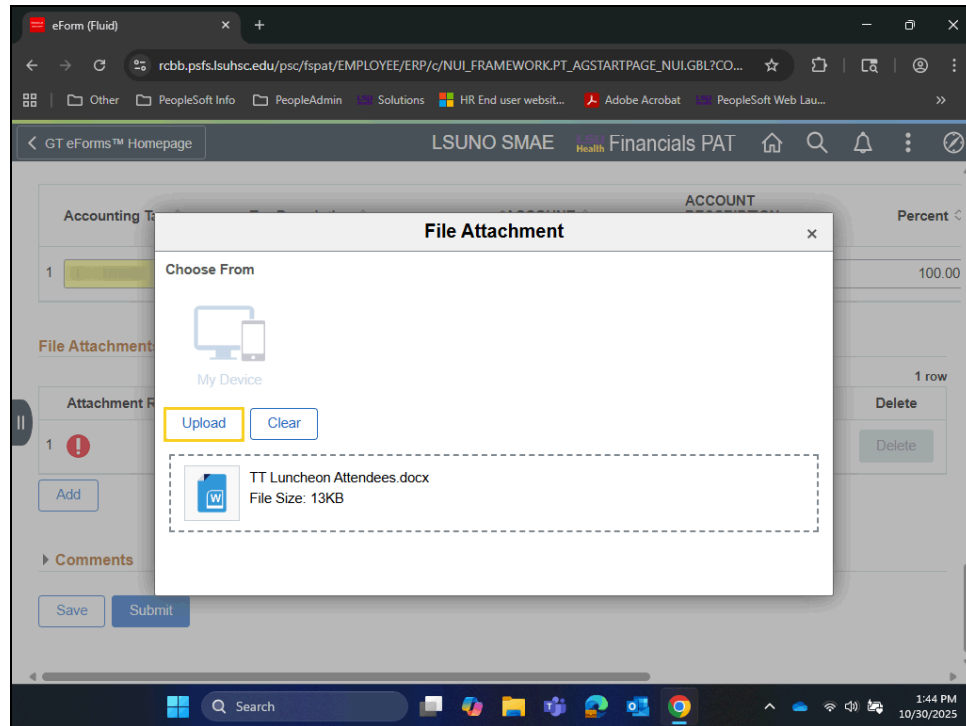
Step	Action
40.	Click the My Device button.
41.	The file name you are looking for is TT Luncheon Attendees. Press the left mouse button and drag the mouse to the right side of the page.

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Step	Action
42.	Click the TT Luncheon Attendees link. 
43.	Click the Open button. 

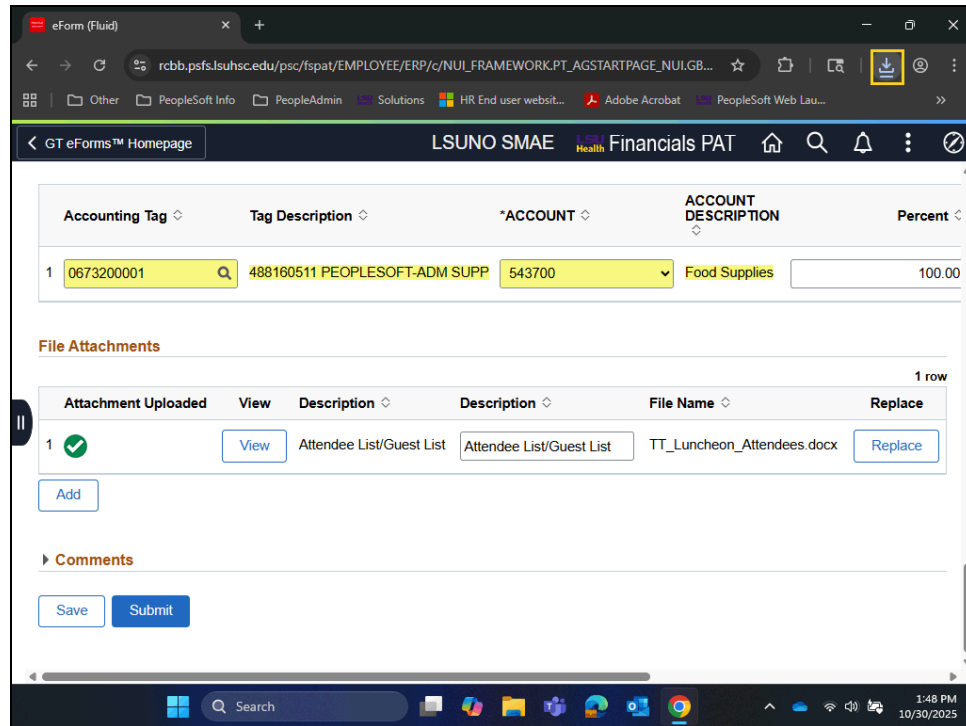


Step	Action
44.	Click the Upload button. 
45.	Click the Done button. 

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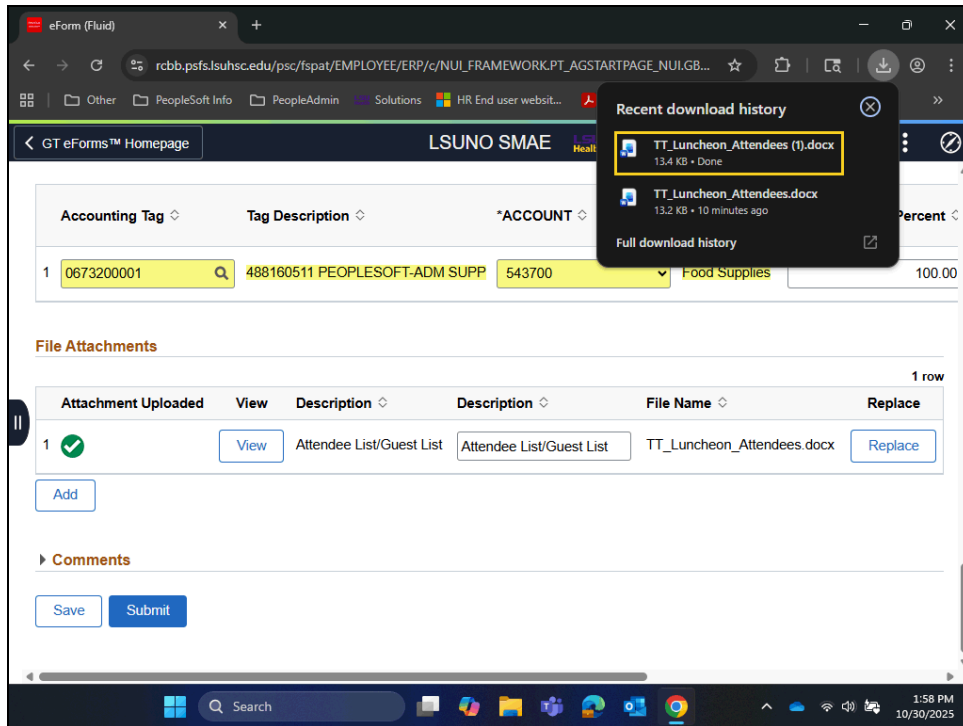
Step	Action
46.	Verify the list details attendees' specific names and affiliation to the University. Click the View button to view list of attendees. View

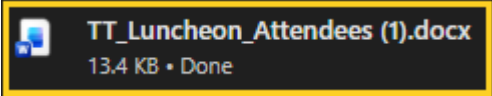


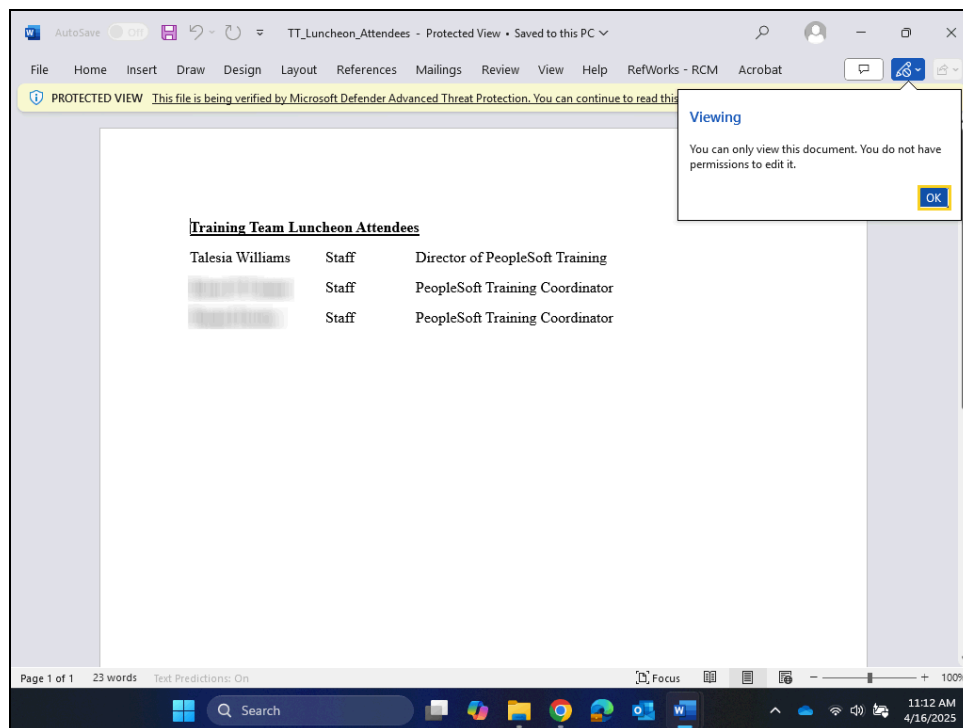
Step	Action
47.	Click the Downloads button. 

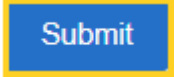
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Step	Action
48.	Select the appropriate file from the download list. Click the TT_Luncheon_Attendees Open button. 



Step	Action
49.	If you receive this message, simply click the OK button to close the popup. Click the OK button. 
50.	If the list needs to be edited, click the Enable Editing button on your Browser. Click the Close button. 
51.	Click the Submit button. 

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Add SMAE Request : Result Form ID 11616 (Pending)

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route \(Add Ad Hoc Approver\)](#)

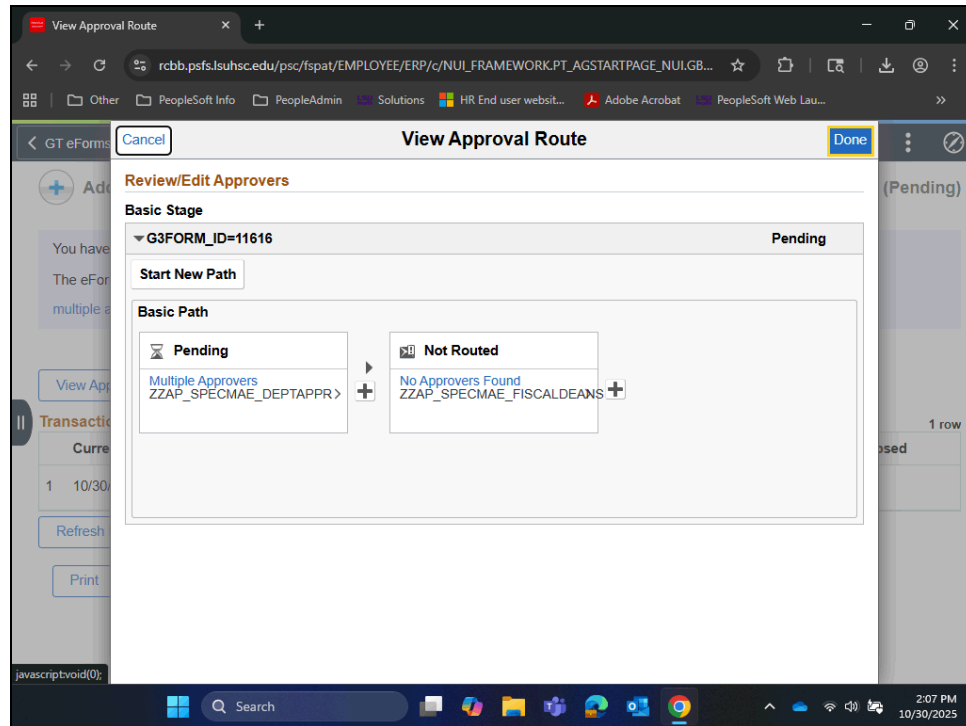
Transaction / Signature Log 1 row

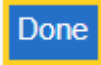
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	10/30/2025 2:05:38PM	Initiated	[redacted]	[redacted]	Submit	[redacted]

[Refresh Log](#)

[Print](#)

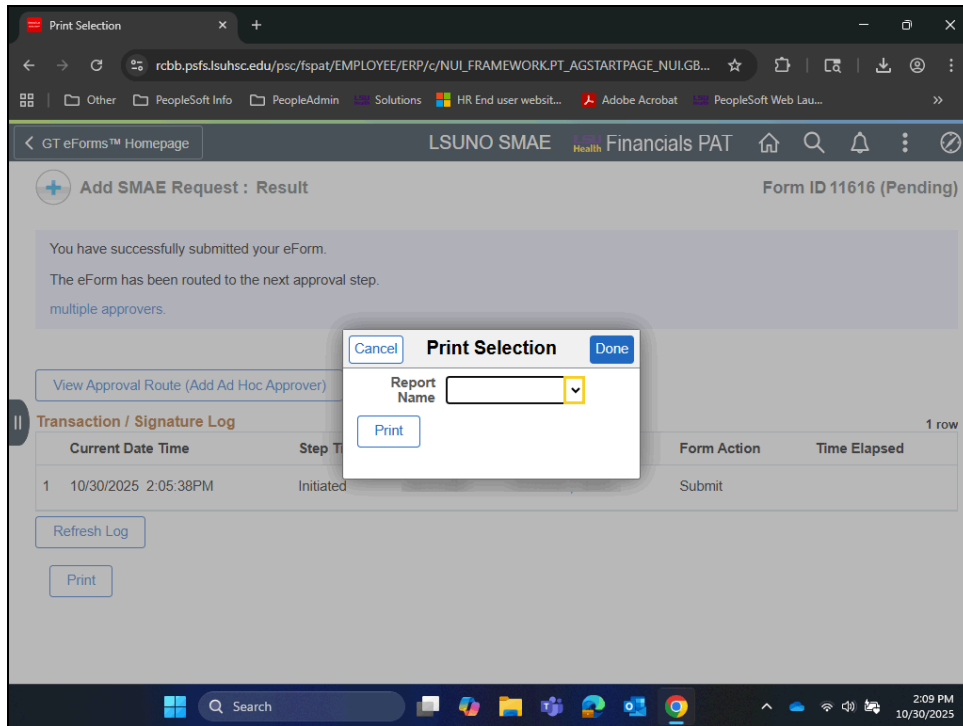
Step	Action
52.	Once submitted, the eForm will enter the electronic workflow approval process. The <i>requester</i> will receive confirmation stating the form has successfully been submitted and routed for approval. NOTE: Users will be able to access the View Approval Routes panel when using the View a LSUNO SMAE eForm option on the Landing Page.
53.	<u>To determine where your form has been routed for approval:</u> 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
54.	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>. Click the Done button. 
55.	Users may <i>print</i> a copy of the submitted form. Click the Print button. 

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

Print Selection x ZZAPSPCLMEAL.pdf x +

Adobe Acrobat: PDF edit, convert, sign tools chrome-extension://efaidnbmnnnibpcajpcgclefindmk... ☆

Other PeopleSoft Info PeopleAdmin Solutions HR End user websit... Adobe Acrobat PeopleSoft Web Lau...

All tools Edit Convert E-Sign ZZAPSPCLMEAL Search PDF Print Share Sign in

Louisiana State University Health Sciences Center
AP Special Meal and Entertainment Request Form ID: 11616

LSUNO

From Department: PeopleSoft Admin Support Org Request Date: 2025-10-30
Department ID: Requester:

Event Date	Function Location	Off Campus	On Campus
Nov 4, 2025	PICCADILLY CAFETERIA 5179 PLANK RD BATON ROUGE, LA 70805-3559	Y	N

Justification: Training Team Planning Meeting for PUM S1 upgrade

Event Title: OTH - Review module status and develop plan for completion

Requested for: Tatesia Williams Contact 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
		111		54000	10105		100

Provide a list of the 5 most important points Summarize ...

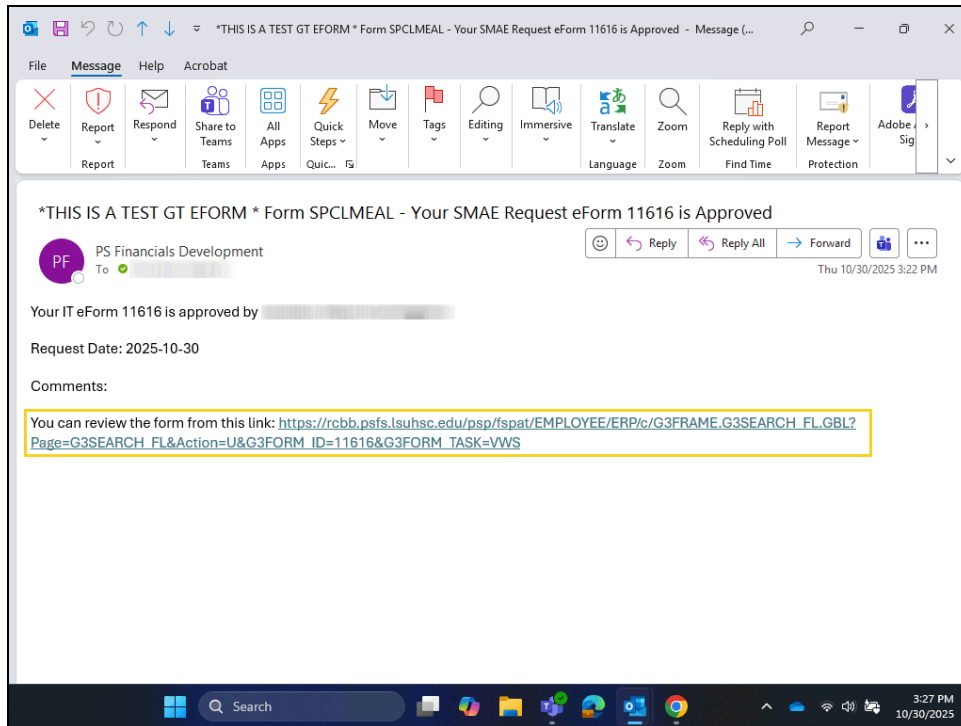
By using AI Assistant, you agree to the Generative AI User Guidelines.

2:12 PM 10/30/2025

Step	Action
59.	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. 

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Step	Action
60.	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.
61.	Click the Home button. 
62.	This completes <i>How to Submit a GT Special Meal eForm</i> . End of Procedure.