



Internal Transactions: Creation, Evaluation, Update and Workflow

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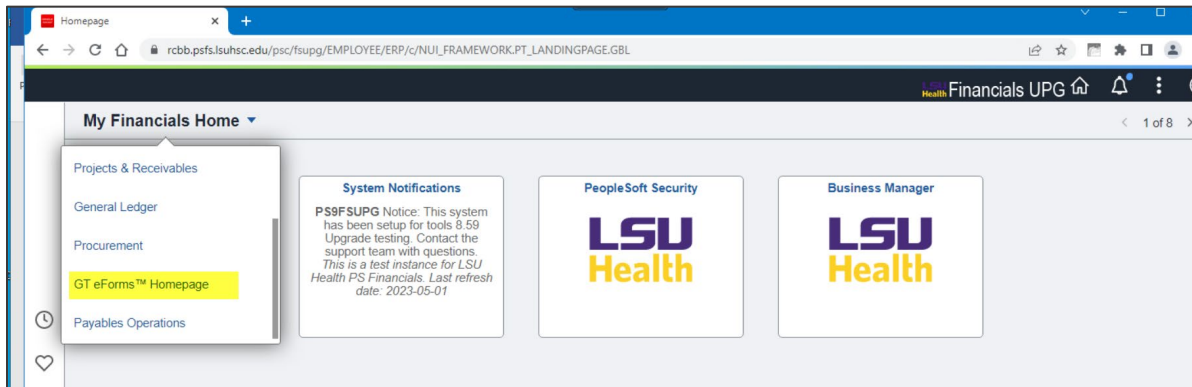
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Internal Transaction Request Creation and Workflow Documentation

The Internal Transaction Form within PeopleSoft Financials allows departments to submit requests for payments/reimbursement from another department for goods or services provided. Data Entry completion submits the request into workflow for approval after which the **General Accounting (GA) Team** reviews and authorizes the request for journal entry. The GA Team documents the journal ID # in the request before submitting the authorization and posting the journal. Once posted, the journal appears in departmental reports the following day. An automated journal generation process is in development. Once that is moved to production, the Internal Transaction number and the department's invoice will be included on the journal line.

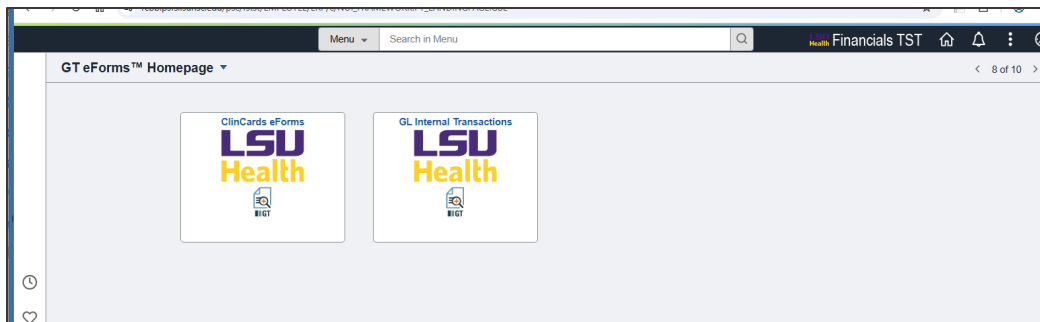
Introducing the Internal Transaction Request

Navigation to the Internal Transaction menu component may be through the GT eForms Homepage.



The GT eForms Home displays a tile for each form available for use.

NOTE: *Your user security determines which form(s) you may use.*



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1. Select the **GL Internal Transactions** Tile.



Users are directed to the Landing Page where you will see the eForms menu options on the left side of the page. User security determines how many different custom forms are available for the user to add, evaluate, update or view. For purposes of this document, only the Internal Transaction Form displays.

Menu Option Definitions

1. **Add an InternalTr eForm** – Choose this option to initiate Data Entry to create a new request.
2. **Evaluate a GL eForm** – The Evaluate menu option is used to review submitted requests for approval.
3. **Update a GL eForm** – The Update a GL Form menu options allows the user to make changes to a submitted form and resubmit it to workflow.
4. **View a GL eForm** – The menu option allows a user to view a form, print the form and view the attachments and the approvals.

Add a New Internal Transaction Form

The Internal Transaction Form allows for creation of the form in full by the department providing the service, or in part by the department providing the goods/service with follow-up by the department receiving the goods/service. This will initiate workflow processing once the user submits. The workflow process is discussed later in the document. Each of the entry options will be documented separately.

Add a New Internal Transaction Form – Fully Completed Data Entry

In this example, the form data will be thoroughly entered by one person (the initiator). That person can either be from the department providing the goods or service (Credit) or from the department that is paying or receiving the goods or service (Debit). Generally, the Credit department initiates the form.

1. Select the **Add an Internal Transaction Form** option.

The top section of the page includes key information for the request.

NOTE: The Form ID at the top right of the page is the Internal Transaction Form ID assigned by the system. Users may enter their internal invoice ID in the Invoice section.

SPECIAL NOTE: The Department's Invoice ID will appear in the journal header description once processed. The IT Form ID will appear on the journal line reference description.

In this section, the user enters the quantity, description of the goods or service, cost per unit. Additional rows may be added by selecting the +.

The **Total Amount** is a calculated field based on quantity and cost. The system will validate that the **Total Amount** and the debits and credits entered in the form balance.

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The section called “**Department Providing Service or Material (Credit)**” includes several required fields. **Business Unit**, **Date**, the **From DEPTID** and **Requester** are required. The **Invoice** field is to be used by the departments for their internal numbering.

At the bottom right of this section, there is text and a slide bar. Once the requester/initiating department completes all of the data entry, the user changes the selection from **No** to **Yes**. This confirms that all of the data is accurate to the best of their knowledge and is the acknowledgement from the department that the IT is ready for further processing and approvals.

The screenshot displays the 'GL Form' interface for creating internal transactions. It is divided into three main sections: 'CREDIT', 'DEBIT', and 'File Attachments'.
1. **CREDIT Section:** Features a table with columns for SpeedType Key, Account, Fund Code, Department, Program Code, Class Field, Project, Amount (set to 0.00), and Comment. It includes 'Insert A Row' and 'Delete A Row' buttons.
2. **DEBIT Section:** Titled 'DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE - DEBIT)'. It includes a 'To DEPTID' field and a 'To Department' label.
3. **File Attachments Section:** A table with columns for Attachment Required, Action (with an 'Upload' button), Description, File Name, and Delete (with a 'Delete' button). An 'Add' button is located below the table.
At the bottom, there are 'Save' and 'Submit' buttons.

The **Credit** and **Debit** sections of the form include the detail line information for the transaction.

The **Credit** Section is first. This is the section for the department that is to be paid to enter the Speedtype/Accounting Tag, account, amount and comments per line. Additional rows may be entered if desired. Most commonly, account **530600** is used.

The **Debit** Section is titled “**Department Needing Service or Product – Received Expense (Debit)**”. The **To DEPTID** is required in the Debit section. The speedtype/accounting tag and account for this department should be entered along with the amount and any desired comments. Multiple rows may be entered in this section if desired.

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 would not be required. Select the Upload button to choose and attach the departments 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 would select the Replace button that appears on the right side of the attachment row. It is only active once an attachment has been added.

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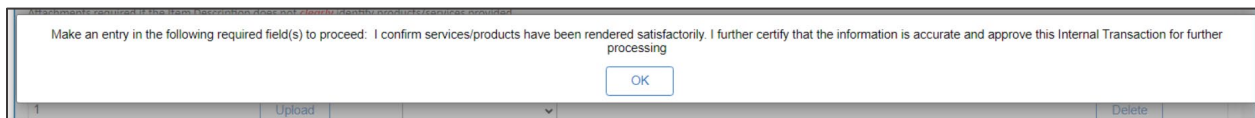
The Comments section defaults to “collapsed”. Users may enter any comments in the freeform text box.

At the bottom of the page are the **Save** button and the **Submit** buttons.

Save is used when you are entering the document but are not yet ready to submit it, perhaps because the information is incomplete.

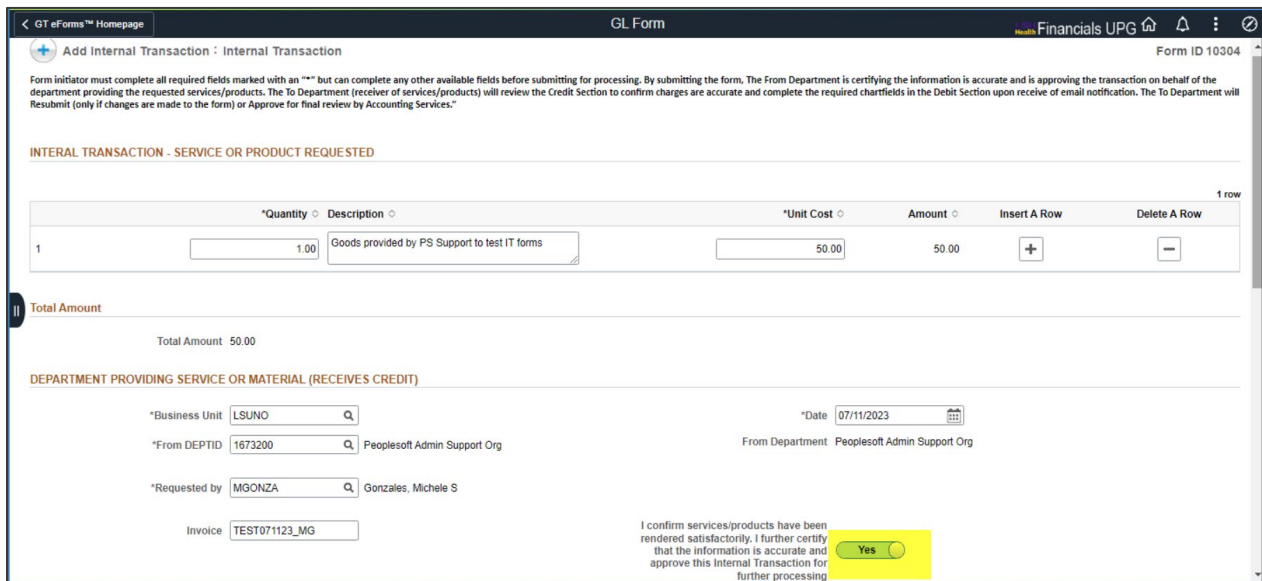
Submit is used when the user is ready to submit the form into workflow.

NOTE: This should only be done after the user slides the confirm button in the top of the form from “No” to “Yes”. If the user fails to toggle the switch to Yes and submits the IT form, the below message will appear.



Press **OK** to clear the message. Then the user may navigate to the switch and toggle it to **Yes**.

A completed Internal Transaction form with all data entered is displayed.

A screenshot of the "Add Internal Transaction" form in the GT eForms system. The form is titled "GL Form" and "Form ID 10304". It contains several sections: "INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED" with a table for items, "Total Amount" showing 50.00, and "DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)" with fields for Business Unit (LSUNO), From DEPTID (1673200), Requested by (MGONZA), and Date (07/11/2023). At the bottom, there is a confirmation statement and a toggle switch for "Yes" which is currently turned on. The form also includes an "Invoice" field with the value "TEST071123_MG".

After completing all data entry, scroll to the top and toggle the certify button to “**Yes**”.

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CREDIT

*SpeedType Key	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row	
1	5673200001	546700	113	1673200	54000	90110	5673200001	50.00	Test comments field MG 7 11 23 to document IT	+	-

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE – DEBIT)

*To DEPTID: 1651000 Accounting Services To Department Accounting Services

DEBIT

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row	
1	5651000007	546700	113	1651000	52000	45700	5651000007	50.00	These are goods we provided for testing IT forms	+	-

File Attachments

Attachment Uploaded	Action	Description	Description	File Name	Delete	
1	<input checked="" type="checkbox"/>	View	Other	Other - misc file attached	Testing_Initiator_and_Approver_for_MG_KB_and_SL.xlsx	Replace

[Add](#)

Comments

Michele entered an IT form as the initiator for documentation purposes.

[Save](#) [Submit](#)

After completing entry, adding an attachment and toggling the certify button to **Yes**,

Click the **Submit** button.

This action enters the form into Workflow. The Workflow process is initiated and the Internal Transaction form is directed to the approver(s) for the Debit Department (department receiving the goods or services).

The Transaction/Signature Log displays. The user may print the Internal Transaction from here if desired.

GT eForms™ Homepage GL Internal Transactions Form Health Financials TST

➕ Add Internal Transaction : Result Form ID 10440

Transaction / Signature Log						
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
1	03/26/2025 11:08:53AM	Initiated	MGONZA	Gonzales, Michele S	Submit	1 row

[Refresh Log](#)

[Print](#)

Select the **View a GL eForm** link from the navigation pane.

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The screenshot shows the 'GL Internal Transactions Form' search page. On the left is a navigation menu with options: 'Landing Page', 'Add an InternalTr eForm', 'Evaluate a GL eForm', 'Update a GL eForm', and 'View a GL eForm' (highlighted in green). The main area contains search criteria for: Business Unit (Begin With), Date (is Equal To), Form ID (Begin With), Form Status (is Equal To), Requested by (Begin With), Invoice (Begin With), From DEPTID (Begin With), and To DEPTID (Begin With). At the bottom are 'Search', 'Clear', and 'Save Search' buttons.

In the Search criteria boxes, enter the **Business Unit** and either the **Date** of the Internal Transaction or the Internal Transaction **Form ID**, then press **Search**.

The screenshot shows the 'GT eForms WorkCenter' search page. The left sidebar has 'GT eForms WorkCenter' with sub-sections 'eForms' and 'Reports', and 'General Accounting Forms' with options: 'Add Internal Transaction Reqst', 'Evaluate a GL Form', 'Update a GL Form', and 'View a GL Form'. The main area has a search bar with the text 'SEARCH : View a General Accounting eForm'. Below it are search criteria: Business Unit (Begin With, value: LSUNO), Date (Equals, value: 03262024), Form ID (Begin With), Form Status (Equals), Requested by (Begin With), and Invoice (Begin With). 'Search' and 'Clear' buttons are at the bottom.

Select the desired Internal Transaction from the list. If the user enters the Form ID, the form will open for display.

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The screenshot shows the 'GT eForms WorkCenter' interface. On the left, there are navigation options for 'General Accounting Forms' and 'ClinCards eForms'. The main area features a search bar with the text 'SEARCH : View a General Accounting eForm'. Below the search bar, there are several search criteria: Business Unit (set to 'LSUNO'), Date (set to '03/26/2024'), Form ID, Form Status, Requested by, and Invoice. A 'Search' button is highlighted with a dashed box. Below the search criteria, there is a table with columns: Business Unit, Date, Form ID, Form Status, Requested by, Invoice, From Department, To Department, and Total Amount. The table contains two rows of data.

Business Unit	Date	Form ID	Form Status	Requested by	Invoice	From Department	To Department	Total Amount
LSUNO	Mar 26 2024 12:00AM	10396	Pending	MGONZA IT_TEST01	Peoplesoft Admin Support Org	Accounting Services	Accounting Services	50.000000
LSUNO	Mar 26 2024 12:00AM	10397	Pending	MGONZA IT_2_PSFIN	Peoplesoft Admin Support Org	Accounting Services	Accounting Services	300.000000

Scroll to the bottom of the Internal Transaction form and select the **Next** button.

The screenshot shows the 'Form Page' for an internal transaction. At the top, there are fields for Business Unit (1), Date (5651000001), Form ID (530600), Form Status (113), Requested by (1651000), Invoice (52000), From Department (40110), and To Department (5651000001). Below these fields, there is a 'File Attachments' section with a table showing one attachment. The table has columns for Status, Action, Description, File Name, and Delete. The 'Next' button is highlighted in yellow at the bottom of the form.

Status	Action	Description	File Name	Delete
1	Upload			Delete

Comments:
 ** Gonzales, Michele S
 ** Tue, Mar 26 24, 10:30:36 AM
 Test 2 to submit without toggling the button to yes.

Buttons: Search, **Next**, Print

On the below page, select the **View Approval Route** button.

The screenshot shows the 'Form History' page. At the top, there is a search bar with the text 'View Internal Transaction : Form History'. Below the search bar, there is a 'View Approval Route' button. Underneath, there is a section for 'Signature/Action Logs' with buttons for 'Search', 'Previous', and 'Print'.

A pop-up page displays the approval routings.

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The screenshot shows a software interface for reviewing approvers. At the top, a message bar says "You have successfully acted on your eForm." with "Cancel" and "Done" buttons. Below is the "Review/Edit Approvers" section. It features a "Basic Stage" area with a dropdown menu set to "G3FORM_ID=10397" and a "Pending" status indicator. Underneath is a "Basic Path" section containing two workflow tiles. The first tile is labeled "Pending" and includes a "Multiple Approvers" link and the text "GL_IT_TO_DEPT_APPROVER". The second tile is labeled "Not Routed" and includes a "Multiple Approvers" link and the text "LSU_GL_GT_INTTRANS_GA_REVIEWER".

The **Review Edit Approvers** box displays. The form was submitted to workflow and is “Pending Approval” state.

Selecting the **Multiple Approvers** link in the Pending Tile displays the list of users who are able to approve the transaction.

NOTES:

- 1. Once the credit department confirms and submits the Internal Transaction, then the debit department approvers are notified via email for review and approval.*
- 2. The Debit department approver reviews and resubmits the form if there are changes.*
- 3. If there are no changes, one of the debit department approver must navigate via the eForms menu to the Approve an eForm menu option to approve the form.*
- 4. After the Debit department approves, the form is routed to General Accounting for Review, Authorization, and processing.*
- 5. There is no self-approval.*

Select “**Done**” at the top right to close the Review Approvers.

Users may choose to print this page by selecting the **Print** button.

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Credit Department Completes Partial Form to Route to Debit Department for Update

The steps that follow depict the process when the “**Credit**” department enters the Internal Transaction only partially and routes it to the “**Debit**” department for that user to enter the chartstring information.

GT eForms™ Homepage | GL Form | Financials UPG | Form ID 10305

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
2.00	Specialty Items provided to accounting from PS Support	100.00	200.00	+	-

Total Amount 200.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit: LSUNO | *Date: 07/11/2023
*From DEPTID: 1673200 | Peoplesoft Admin Support Org | From Department: Peoplesoft Admin Support Org
*Requested by: MGONZA | Gonzales, Michele S
Invoice: Itpartial_example

I confirm services/products have been rendered satisfactorily. I further certify that the information is accurate and approve this Internal Transaction for [No]

Complete the Internal Transaction Service or Product Requested section and the Department Providing the Service or Material (Receives Credit) sections of the form.

Enter the **quantity, description, cost Business Unit, date, From DEPTID, Requester and Invoice ID.**

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The screenshot shows the 'GL Form' interface with the following sections:

- CREDIT:** A table with columns: *SpeedType Key, *Account, Fund Code, Department, Program Code, Class Field, Project, *Amount, Comment, Insert A Row, Delete A Row. Row 1: 5673200001, 546700, 113, 1673200, 54000, 90110, 5673200001, 200.00, Products provided by PS Support to Accounting.
- DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE – DEBIT):** *To DEPTID: 1651000, Accounting Services. To Department: Accounting Services.
- DEBIT:** A table with columns: SpeedType Key, Account, Fund Code, Department, Program Code, Class Field, Project, *Amount, Comment, Insert A Row, Delete A Row. Row 1: (empty), (empty), (empty), (empty), (empty), (empty), (empty), 200.00, Goods from PS Support.
- File Attachments:** A table with columns: Attachment Uploaded, Action, Description, Description, File Name, Delete. Row 1: (checked), View, Other, Documentation example, Testing_Initiator_and_Approver_for_MG_KB_and_SL.xlsx, Replace.

In the **Credit** section, enter the **Speedtype/Accounting Tag, Account, Amount** and **Description**.

In the **Debit** section, enter just the **Department ID, Amount** and optionally a **Comment**.

Add an attachment to the form documenting the invoice.

Scroll up to the top of the form and select the toggle to confirm that the “From “department information is valid.

The screenshot shows the 'Add Internal Transaction' form with the following sections:

- INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED:** A table with columns: *Quantity, Description, *Unit Cost, Amount, Insert A Row, Delete A Row. Row 1: 2.00, Partial entry example - Specialty Items provided to accounting from PS Support, 100.00, 200.00.
- Total Amount:** Total Amount 200.00
- DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT):** *Business Unit: LSUNO, *Date: 07/11/2023, *From DEPTID: 1673200, Peoplesoft Admin Support Org, *Requested by: MGONZA, Gonzales, Michele S, Invoice: Itpartial_example.
- Confirmation:** 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 (checked).

Scroll to the bottom of the IT form.

Select **Submit** to route it to the “**To Department**”.

The **Transaction/Signature Log** displays.

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Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
03/26/2024 10:30:36AM	Initiated	MGONZA	Gonzales, Michele S	Submit	

Select **Print** the button if desired.

The “To” department approver is notified via email that there is an internal transaction requiring their review and/or approval.

From: PS Financials Development <psfinddev@lsuhsc.edu>
Sent: Monday, May 20, 2024 10:08 AM
To: Lovell, B.J. <BLovell@lsuhsc.edu>; Sanford, Clayton H. <csanf4@lsuhsc.edu>; Bonura, Karen <kbonur@lsuhsc.edu>; Gonzales, Michele S. <mgonza@lsuhsc.edu>; Liu, Shiyong <SLiu1@lsuhsc.edu>; Williams, Talesia M. <twil11@lsuhsc.edu>
Subject: LSUNO Internal Transaction Form 10335 is Pending Dept Approval

You have an internal transaction request to evaluate. You may follow the link below to approve it.
eForm ID: 10335
Request Date: 2024-01-16
From Department: Surgery
To Department: Center-Cancer
Invoice: CIAIM-3999192; Amount: 120

Link to Update the IT eForm: https://rcbb.psf.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10335&G3FORM_TASK=UPD
Link to Approve IT eForm: https://rcbb.psf.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10335&G3FORM_TASK=EVL

To enter information and review

The information in the email includes the form id, From Department Name, To Department Name, Date, Invoice # and the amount.

Select the Link to Update the Internal Transaction eForm. If you are using email outside of a PSDesktop session, you will be directed to the PeopleSoft log in page. After entering credentials, the Update form page will display. In this scenario, recall that the initiator only entered the “To” Department ID and Amount. The approving department user will need to enter the remaining information on the Debit line(s).

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INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

1 row	*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1	2.00	Partial entry example - Specialty Items provided to accounting from PS Support	100.00	200.00	+	-

Total Amount
Total Amount 200.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit: LSUNO
 *From DEPTID: 1673200 Peoplesoft Admin Support Org
 *Requested by: MGOZNA Gonzales, Michele S
 Invoice: tpartial_example
 *Date: 07/11/2023
 From Department: Peoplesoft Admin Support Org

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

1 row	*SpeedType Key	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
1	5673200001	546700	113	1673200	54000	90110	5673200001	200.00	Products provided by PS Support to Accounting	+	-

Scroll down the form to continue reviewing the data entered and to enter the fields needed.

CREDIT

1 row	*SpeedType Key	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
1	5673200001	546700	113	1673200	54000	90110	5673200001	200.00	Products provided by PS Support to Accounting	+	-

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE - DEBIT)

*To DEPTID: 1651000 Accounting Services
 To Department: Accounting Services

DEBIT

1 row	SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
1								200.00	Goods from PS Support	+	-

File Attachments

1 row	Attachment Uploaded	Action	Description	Description	File Name	Delete
1	<input checked="" type="checkbox"/>	View	Other	Documentation example	Testing_Initiator_and_Approver_for_MG_KB_and_SL.xlsx	Replace

In this example, the Debit department's transaction speedtype/accounting tag and the account are needed. Comments may be added but are optional.

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CREDIT

*SpeedType Key	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
1 5673200001	546700	113	1673200	54000	90110	5673200001	200.00	Products provided by PS Support to	+	-

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE - DEBIT)

*To DEPTID: 1651000 Accounting Services To Department: Accounting Services

DEBIT

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
1 5651000007	546700	113	1651000	52000	45700	5651000007	200.00	Goods from PS Support	+	-

File Attachments

Attachment Uploaded	Action	Description	Description	File Name	Delete
1 <input checked="" type="checkbox"/>	View	Other	Documentation example	Testing_Initiator_and_Approver_for_MG_KB_and_SL.xlsx	Replace

Comments

Debit Dept entered speedtype 7/12/23

[Search](#) [Withdraw](#) [Resubmit](#)

After entering the data, scroll down to the bottom and press the **Resubmit** button.

The user from the Debit department sees the below.

GL Form Financials UPG Form ID 10305

Update Internal Transaction : Result

You have successfully resubmitted your eForm.
The eForm has been routed to the next approval step. Liu, Shiyong.

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

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 07/11/2023 12:59:41PM	Initiated	MGONZA	Gonzales, Michele S	Submit	
2 07/12/2023 7:28:35AM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	18 hours 28 minutes

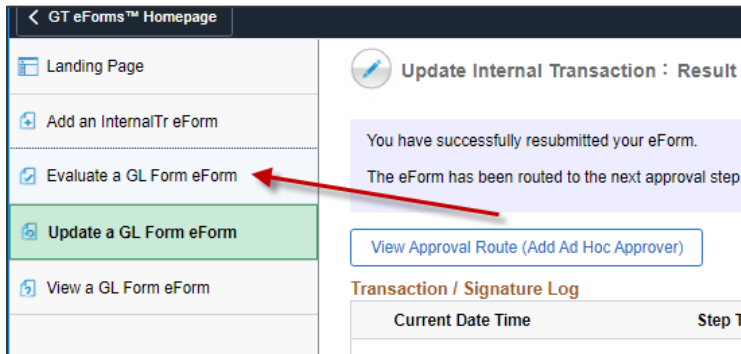
[Refresh Log](#) [Print](#)

This form was resubmitted into the workflow process and is not yet approved by the Debit department approver. The next step is to navigate to the Evaluate a GL Form eForm from the left navigation and then approve the form. Alternatively, the user could go back into their email and select the link to Approve the Internal Transaction Form.

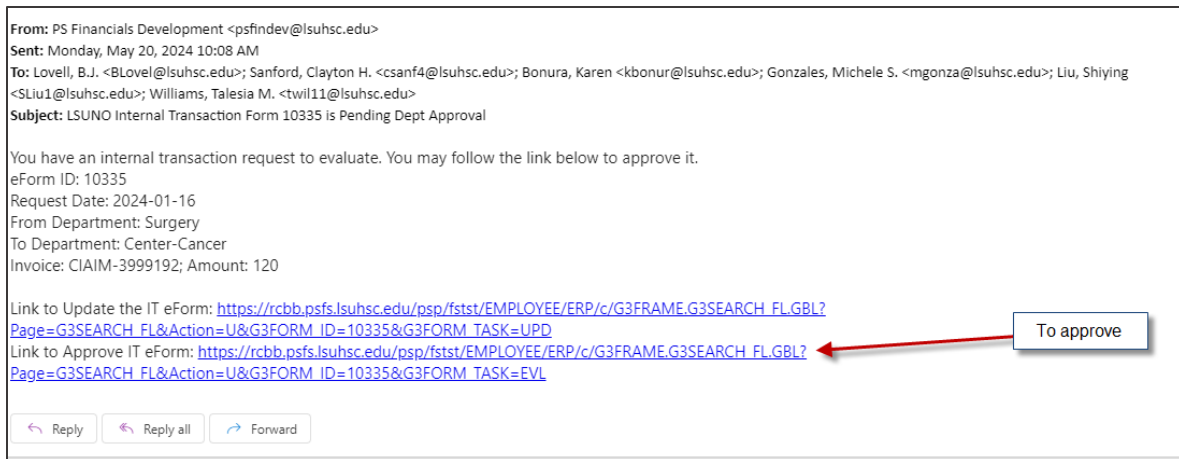
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Evaluate a GL Form eForm navigation



Evaluate – from the email link



Update a GL Form eForm by either the Credit or Debit Department

The **Update a GL Form eForm** menu option is used when a form needs to be modified. This could be to change information on a saved form, change information on a submitted form or 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 or to add an Ad Hoc Approver.

Users may navigate to the **Update a GL Form eForm** from the GT eForms home and select the **Update a GL Form eForm** option. Or, after receiving an email to Review a GL Internal Transaction, the user may select the link at the bottom of the email to update the form.

Search by:

Business Unit Begins With []

Date is Equal To []

Form ID Begins With []

Form Status is Equal To []

Requested by Begins With []

Invoice Begins With []

Search Clear

When navigating from the menu, enter the **Business Unit** and press **Search**.

Search by:

Business Unit Begins With LSUNO

Date is Equal To []

Form ID Begins With []

Form Status is Equal To []

Requested by Begins With []

Invoice Begins With []

Search Clear

5 rows

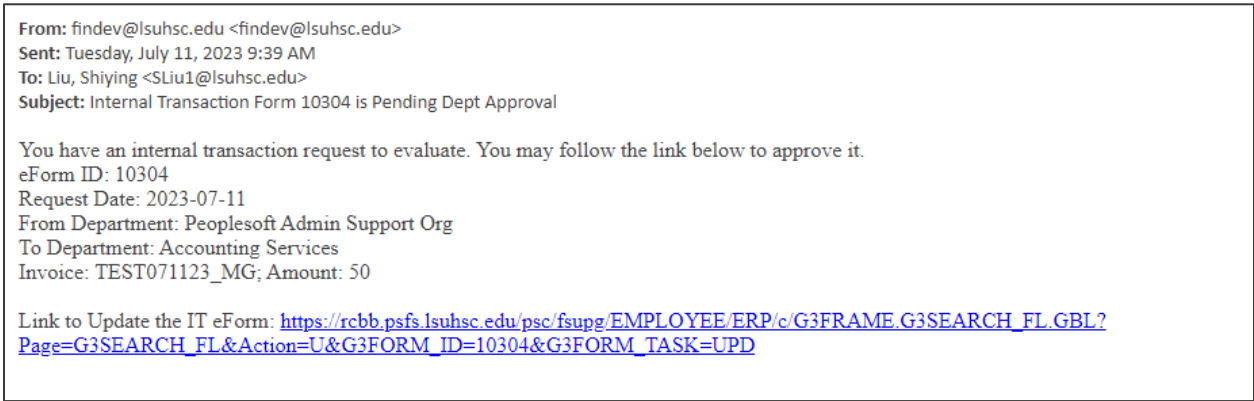
Business Unit	Date	Form ID	Form Status	Requested by	Invoice	From Department	To Department	Total Amount
1 LSUNO	May 30 2023 12:00AM	10224	Pending	MGONZA	Partial_CR_MGTEST	Microbiology And Immunology	Surgery	150.000000
2 LSUNO	May 30 2023 12:00AM	10223	Pending	MGONZA	TESTITMG053023	Surgery	Nursing School	70.000000
3 LSUNO	May 9 2023 12:00AM	10154	Pending	SLIU1	(blank)	(blank)	(blank)	(blank)
4 LSUNO	May 9 2023 12:00AM	10156	Pending	SLIU1	(blank)	(blank)	(blank)	(blank)

Select the **Form ID** to open the form for update.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

If the user is working from the email, select the link to update the Internal Transaction eform at the bottom of the email to open the specific form.



After making the selection, the form displays in update mode.

INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED

*Quantity	*Description	*Unit Cost	*Amount	Insert A Row	Delete A Row
1	2.00 Partial entry example - Specialty Items provided to accounting from PS Support	100.00	200.00	+	-

Total Amount
Total Amount 200.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit: *Date:
 *From DEPTID: Peoplesoft Admin Support Org From Department: Peoplesoft Admin Support Org
 *Requested by: Gonzales, Michele S
 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 Yes

CREDIT

*SpeedType Key	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row	
1	<input type="text" value="5673200001"/>	<input type="text" value="546700"/>	113	1673200	54000	90110	5673200001	200.00	Products provided by PS Support to Accounting	+	-

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

CREDIT

*SpeedType Key	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row	
1	5673200001	546700	113	1673200	54000	90110	5673200001	200.00	Products provided by PS Support to	+	-

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE - DEBIT)

*To DEPTID: 1651000 Accounting Services To Department: Accounting Services

DEBIT

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
1							200.00	Goods from PS Support	+	-

File Attachments

Attachment Uploaded	Action	Description	Description	File Name	Delete
1 <input checked="" type="checkbox"/>	View	Other	Documentation example	Testing_Initiator_and_Approver_for_MG_KB_and_SL.xlsx	Replace

[Add](#)

Notice that all of the fields are available for update. Scroll down.

CREDIT

*SpeedType Key	*Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row	
1	5673200001	546700	113	1673200	54000	90110	5673200001	200.00	Products provided by PS Support to	+	-

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE - DEBIT)

*To DEPTID: 1651000 Accounting Services To Department: Accounting Services

DEBIT

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row	
1	5651000007	546700	113	1651000	52000	45700	5651000007	200.00	Goods from PS Support	+	-

File Attachments

Attachment Uploaded	Action	Description	Description	File Name	Delete
1 <input checked="" type="checkbox"/>	View	Other	Documentation example	Testing_Initiator_and_Approver_for_MG_KB_and_SL.xlsx	Replace

[Add](#)

Comments

Debit Dept entered speedtype 7/12/23

[Search](#) [Withdraw](#) [Resubmit](#)

Modify the fields as needed. Add additional attachments and any comments desired. Scroll down.

The buttons at the bottom are Search, Withdraw, and Resubmit. Select Resubmit after making the changes.

Training Guide
Internal Transactions: Creation, Evaluation, Update and Workflow

This form is now resubmitted into the workflow for evaluation and approval by the Debit Department. The Debit department must now navigate to the Evaluate menu option to approve the form.

Evaluate and Approve an Internal Transaction Form

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. **There is not a separate email sent to evaluate and approve the form.** In step II, the Debit department approver received an email to review the form. That email contains links to both “Update” the Form and to “Approve” the form. First the user selected the Update link in the email. Or, the user selected the Update a GL eForm Form from the GTeForms homepage.

In this example, form 10304 will be used as the example.

1. The Credit department completely entered all data and certified the data was correct.
2. The Debit department approver received an email to review and approve the form and selected the link in the email to update the form.
3. The approver reviews all fields on the form, the attachment, and any comments entered by the credit department.
4. The user may approve by navigating to the Evaluate menu option or the user may choose to return to the email and select the Approve an Internal Transaction eForm link. Or, the user could navigate to their Worklist to complete the approval.
 - a. Since there are no changes to be made to the form, the debit department approver then navigates to the Evaluate a GL eForm Form menu option.

*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
1.00	Goods provided by PS Support to test IT items	50.00	50.00	+	-

Total Amount
Total Amount: 50.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

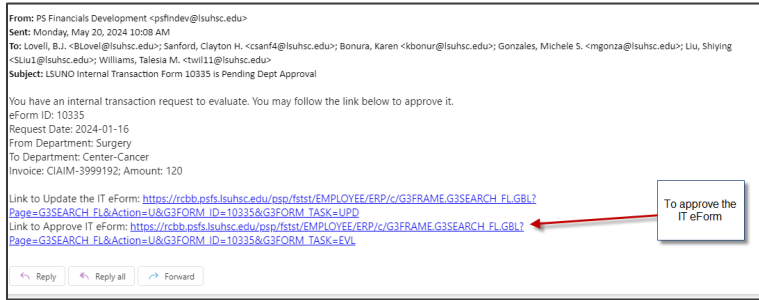
*Business Unit: LSJUNG
*From DEPTID: 1673200 Peoplesoft Admin Support Org
*Date: 07/11/2023
From Department: Peoplesoft Admin Support Org
*Requested by: WSONZA Gonzalez, Michele S
Invoice: TES871123_M3

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

- b. The user chooses to use the email received and selects the Approve an Internal Transaction eForm link.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow



No matter which option the user chooses, the Internal Transaction form displays. When viewing, the values may not be changed on the descriptions, quantities, costs etc. Scroll down to review the detail.

Evaluate Internal Transaction : Internal Transaction Form ID 10304

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	1.00 Goods provided by PS Support to test IT forms	50.00	50.00	+	-

Total Amount 50.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

Business Unit LSUNO Date 07/11/2023
 From DEPTID 1673200 Peoplesoft Admin Support Org From Department Peoplesoft Admin Support Org
 Requested by MGONZA Gonzales, Michele S

Invoice TEST071123_MG

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 Key	Account	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment	Insert A Row	Delete A Row	
1	5673200001	546700	113	1673200	54000	90110	5673200001	50.00	Test comments field MG 7 11 23 to document IT	+	-

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE - DEBIT)

To DEPTID 1651000 Accounting Services To Department Accounting Services

DEBIT

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment	Insert A Row	Delete A Row	
1	5651000007	546700	113	1651000	52000	45700	5651000007	50.00	These are goods we provided for testing IT forms	+	-

File Attachments

Attachment Uploaded	Action	Description	Description	File Name	Delete	
1	<input checked="" type="checkbox"/>	<input type="button" value="View"/>	Other	Other - misc file attached	Testing_Initiator_and_Approver_for_MG_KB_and_SL.xlsx	<input type="button" value="Replace"/>

Comments

** Gonzales, Michele S
Tue Jul 11 23, 09:38:55 AM
Michele entered an IT form as the initiator for documentation purposes.

As you scroll down the form, you will see that all of the fields except comments and attachments are non-editable. Select the View button in the Attachments section to open and review the attachment provided.

After reviewing the attachment, the approver has several options as seen above. Each is explained below. ***For this exercise, select the Approve button.***

Approve – Approve the Internal Transaction to move the form to the General Accounting team.

Deny – This is a hard NO. 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.

Recycle – Recycle means that the approver is sending the form back to the initiator to make changes to it. The initiator is notified via email. The initiator must then Update the form and resubmit it to workflow.

Hold – Hold may be used by an approver if the user wants to discuss with others and prevent the internal transaction from being processed until he/she is ready. The primary reason for the Hold option is that the General Accounting (GA) team uses the feature in the later stage to prepare the data for manual journal entry. Note that this use will not be used once the GA teams convert to automatic journal generation.

Search – Search allows the user to search through the Internal Transaction forms on the system.

Print – This button allows the user to print the form data.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

After selecting the Approve button, the approver sees a message like the one below.

Evaluate Internal Transaction : Result

You have successfully approved your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

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

Transaction / Signature Log

	Current Date Time	Step Title	User ID	Description	Form Action
1	05/30/2023 11:01:01AM	Initiated	MGONZA	Gonzales, Michele S	Submit
2	05/31/2023 9:11:48AM	GL_IT_FROM_DEPT_APPROVER	SLIU1	Liu, Shiyong	Approve

[Refresh Log](#)

[Print](#)

The user may print if desired for their files. Additionally, the user may select the View Approval Route (Add Ad Hoc Approver) by selecting the button on this page. This allows the user to view the approval pathway and to add an ad hoc approver in cases where they want to have an additional person approve a transaction. Please note that adding an ad hoc approver may only be added after the approver's step has been completed and prior to GL review and approval.

After the approver from the Debit department completes their approval, the form is routed to the GA Team for review. The GA Team will review for completeness and place the form on Hold. They will then use the data results from the form to prepare the journal entry. The journal id is then added to the internal transaction form and the hold is removed. The GA Team then authorizes the form as complete. At that time, the user is notified via email that the journal was posted. When the automatic journal generation process is placed into production, general accounting will no longer place the form on hold and add the id to the form. Instead, the automated process will add the Invoice ID to the Journal Line Description field and the Internal Transaction number to the Reference field.

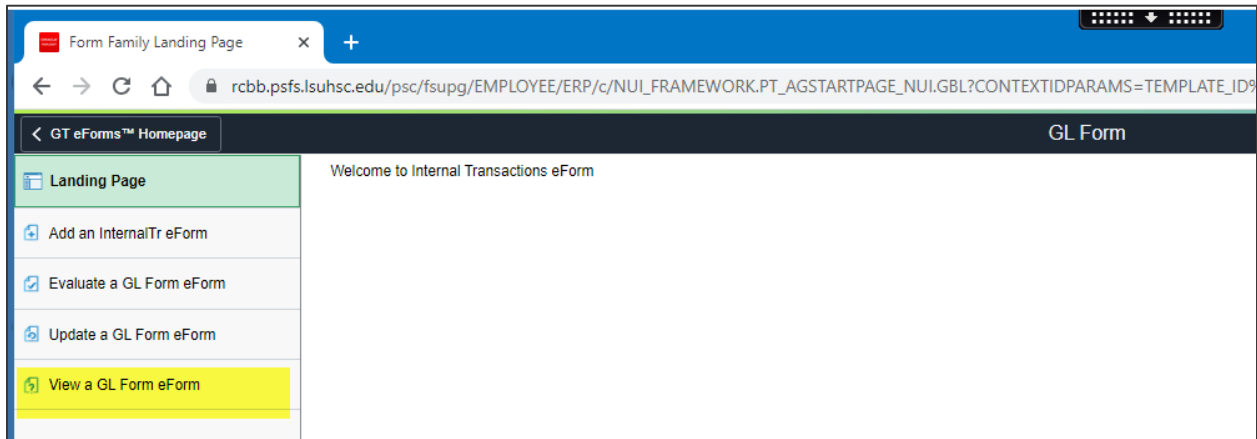
Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

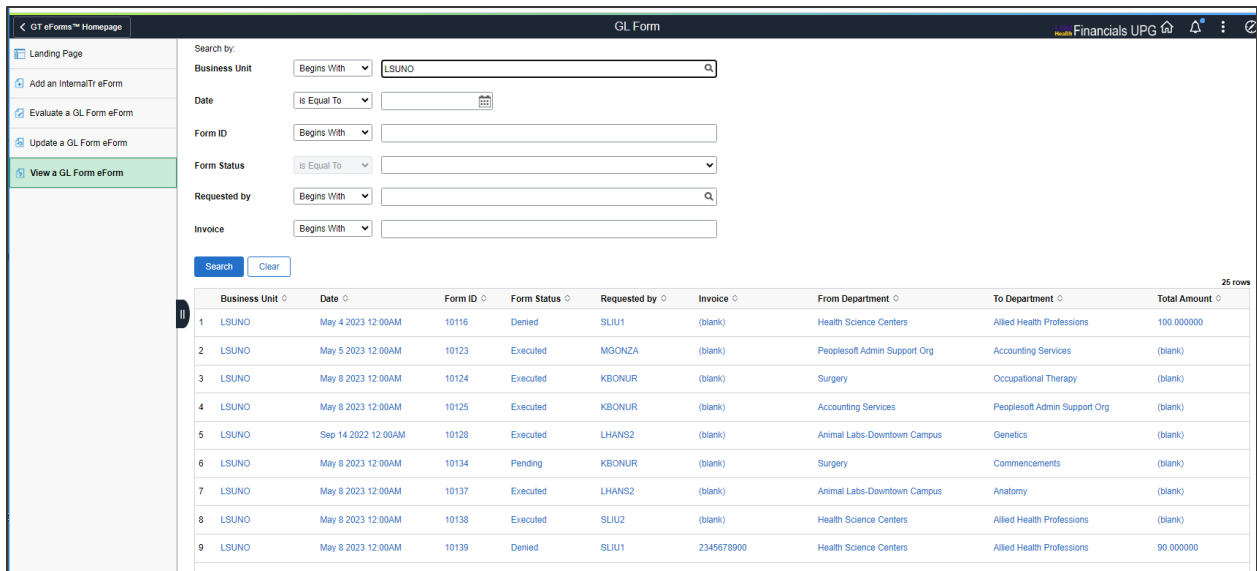
View a GL Form eForm

The View a GL eForm menu option is used to review the details contained in an internal transaction, view the approval users, the status, and to print the transaction details.

After navigating to the GT eForms Homepage, select the **View a GL Form eForm** menu option.



On the search page, enter the **Business Unit** and press the **Search** button.



In this example, all requests for LSUNO display, no matter the status. Users can narrow down the list results as desired by choosing additional options prior to selecting the **Search** button.

As an example, go to the top of the page, choose the status box drop down arrow and choose “Pending”. Press **Search**.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Business Unit	Date	Form ID	Form Status	Requested by	Invoice	From Department	To Department	Total Amount
1 LSUNO	May 9 2023 12:00AM	10134	Pending	KONUR	(blank)	Surgery	Commencements	(blank)
2 LSUNO	May 9 2023 12:00AM	10154	Pending	SLIU1	(blank)	(blank)	(blank)	(blank)
3 LSUNO	May 9 2023 12:00AM	10156	Pending	SLIU1	(blank)	Peoplesoft Admin Support Org	Accounting Services	200.000000
4 LSUNO	May 30 2023 12:00AM	10223	Pending	MGONZA	TESTITMG053023	Surgery	Nursing School	70.000000
5 LSUNO	May 30 2023 12:00AM	10224	Pending	MGONZA	Partial_CR_MGTEST	Microbiology And Immunology	Surgery	150.000000

This reduces the results list to 5 requests pending review and approval.

Users may choose to sort by **Form ID**, **Date**, **Status**, **From Department** etc., by selecting the Header for the desired column.

Next, select one of the pending requests to review it. In this example form **10223** is selected.

Account	Quantity	Description	Unit Cost	Amount
1 545700	2.00	Procedure Kits	35.00	70.00

Total Amount: 70.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

Business Unit: LSUNO
 From DEPTID: 1497200 Surgery
 Date: 05/30/2023
 From Department: Surgery

Requested by: MGONZA Gonzales, Michele S
 Invoice: TESTITMG053023

SpeedType Key	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment
1 5497200001	113	1497200	20001	40130	5497200001	70.00	Procedure Kits provided to Nursing

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment	Insert A Row	Delete A Row
1	555010003	545700	113	1550125	20001	40250	555010003	70.00	Procedure Kits	

Attachment Uploaded	Action	Description	Description	File Name	Delete
1	View	Other	OtherRandom file upload	cogr-the-top-5-erp-myths.pdf	Replace

Comments

Gonzales, Michele S
Tue, May 20 23, 11:01:01 AM
This is a demonstration of submitting an internal transaction where nursing pays surgery for goods.

As you can see, there are very few buttons available for selection and the fields are greed out so they cannot be changed.

Options to select:

View – This allows the user to view the attachment on the request.

Add – This button does **NOT** allow users to add attachments in the view an eForm menu.

Search – This returns the user to the Search page.

Next – This allows the user to scroll through to the remaining details of the form including the Approvers and Signature/Action Logs.

Print – This allows the user to print the eForm.

Select the **Next** Button to view the next page of the form.

GT eForms™ Homepage

GL Form

- Landing Page
- Add an InternalTr eForm
- Evaluate a GL Form eForm
- Update a GL Form eForm
- View a GL Form eForm**

View Internal Transaction : Form History

View Approval Route

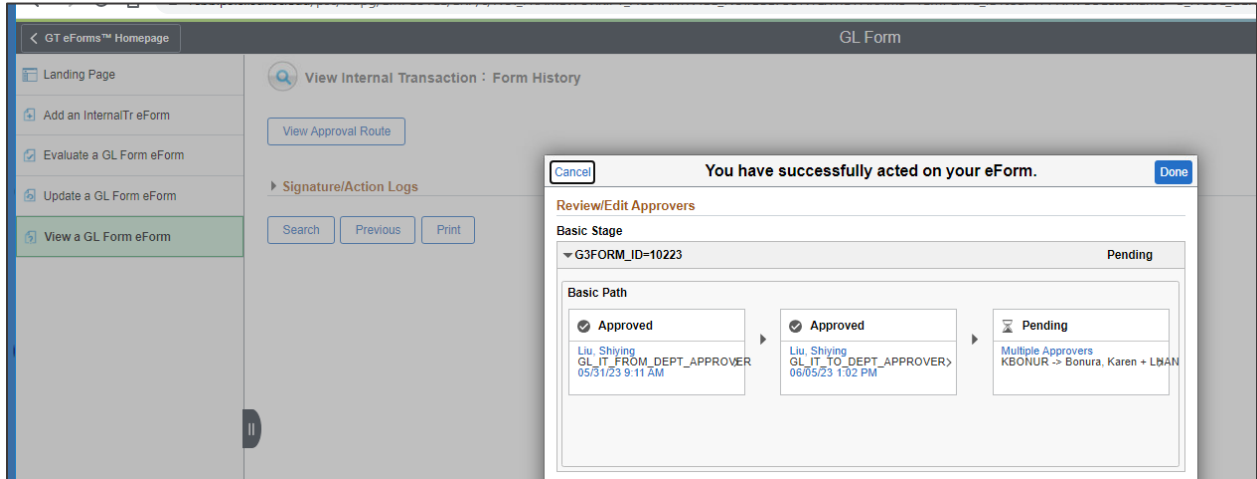
Signature/Action Logs

Search Previous Print

Select the **View Approval Route** button.

Training Guide

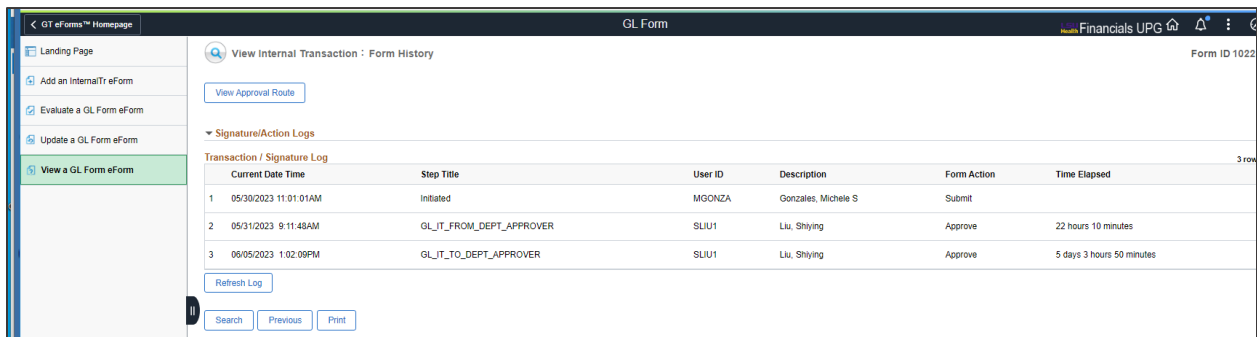
Internal Transactions: Creation, Evaluation, Update and Workflow



This opens the Review/Edit Approvers page. This particular form has been approved by the From Department Approver and the “To” Department Approver and is pending approval from the GL Team for processing.

Select the **Done** button or **Cancel** button at the top of the pop-up Review/Edit Approvers window.

Once the pop-up closes, select the arrow next to Signature/Action Logs.



The Signature/Action Log displays an entry for each time an action was performed on the Internal Transaction form. It indicates the date time, user, form action, and time elapsed.

The user may choose to print or search for another form.

Select **Search** to review an executed form. The Business Unit is displayed in the first box. Change the Form Status selection from Pending to Executed. Next, press **Search**.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

The screenshot shows the 'GL Form' search page. On the left is a navigation menu with options: 'Landing Page', 'Add an InternalTr eForm', 'Evaluate a GL Form eForm', 'Update a GL Form eForm', and 'View a GL Form eForm' (highlighted). The main area contains search filters for Business Unit, Date, Form ID, Form Status, Requested by, and Invoice. Below the filters are 'Search' and 'Clear' buttons. A table displays search results with columns: Business Unit, Date, Form ID, Form Status, Requested by, Invoice, From Department, and To Department.

	Business Unit	Date	Form ID	Form Status	Requested by	Invoice	From Department	To Department
1	LSUNO	May 5 2023 12:00AM	10123	Executed	MGONZA	(blank)	Peoplesoft Admin Support Org	Accounting Se
2	LSUNO	May 8 2023 12:00AM	10124	Executed	KBONUR	(blank)	Surgery	Occupational T
3	LSUNO	May 8 2023 12:00AM	10125	Executed	KBONUR	(blank)	Accounting Services	Peoplesoft Adr
4	LSUNO	Sep 14 2022 12:00AM	10128	Executed	LHANS2	(blank)	Animal Labs-Downtown Campus	Genetics

A listing of Executed Form Ids appears. Select one of the Forms in the list, in this example, the first one in the list was selected.

Scroll down to the bottom of the page and select the **Next** button.

The screenshot shows the 'Comments' section for a selected form. It contains two comments from Michele S. Gonzalez on May 5, 2023. The first comment is: 'Karen - I am approving test 1 of the new IT request. Happy Friday!'. The second comment is: 'This is a test, only a test!'. At the bottom of the section are three buttons: 'Search', 'Next', and 'Print'.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

View Internal Transaction : Form History Form ID 10123

[View Approval Route](#)

▼ **Signature/Action Logs**

Transaction / Signature Log 4 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	05/05/2023 7:25:30AM	Initiated	MGONZA	Gonzales, Michele S	Submit	
2	05/05/2023 7:29:27AM	[PAGEREC_GL:GSHEAD_OF_DEPT]	MGONZA	Gonzales, Michele S	Approve	3 minutes
3	05/08/2023 9:09:58AM	[PAGEREC_GL:GSDEPT_HEAD]	KBONUR	Bonura, Karen	Authorize	3 days 1 hour 40 minutes
4	05/08/2023 9:10:04AM	System	System		Execute	< 1 minute

[Refresh Log](#)

[Search](#) [Previous](#) [Print](#)

Select the Arrow next to Signature/Action Logs to View the process and actions on the form.

If desired, you may print the form.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Print an Internal Transaction GL eForm

Users may print an Internal Transaction Form when in the menu options Evaluate, Update, or View. The Print button is at the bottom of the page.

For purposes of this demonstration, the user is in the View Internal Transaction Form searched for and selected **Form ID 10304** for **LSUNO**.

The screenshot shows the 'GT eForms™ Homepage' with a search filter for 'GL Form'. The search criteria are as follows:

- Business Unit:** Begins With
- Date:** is Equal To
- Form ID:** Begins With
- Form Status:** is Equal To
- Requested by:** Begins With
- Invoice:** Begins With

Buttons for 'Search' and 'Clear' are located at the bottom of the search area.

The screenshot displays the 'View Internal Transaction' form for Form ID 10304. The form includes the following sections:

- INTERNAL TRANSACTION - SERVICE OR PRODUCT REQUESTED:** A table with 1 row:

Quantity	Description	Unit Cost	Amount	Insert A Row	Delete A Row
1	Goods provided by PS Support to test IT forms	50.00	50.00	+	-
- Total Amount:** Total Amount 50.00
- DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT):**
 - Business Unit: LSUNO
 - From DEPTID: 1673200 Peoplesoft Admin Support Org
 - Date: 07/11/2023
 - From Department: Peoplesoft Admin Support Org
 - Requested by: MGONZA Gonzales, Michele S
 - Invoice: TEST071123_MG
- CREDIT:** A table with 1 row:

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment	Insert A Row	Delete A Row	
1	5673200001	546700	113	1673200	54000	90110	5673200001	50.00	Test comments field MG 7 11 23 to document IT	+	-

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment	Insert A Row	Delete A Row	
1	5651000007	546700	113	1651000	52000	45700	5651000007	50.00	These are goods we provided for testing IT forms	+	-

Attachment Uploaded	Action	Description	Description	File Name	Delete
1	View	Other	Other - misc file attached	Testing_Initiator_and_Approver_for_MG_KB_and_SL.xlsx	Replace

Comments

** Gonzales, Michele S
** Tue, Jul 11 23:09:38:55 AM
Michele entered an IT form as the initiator for documentation purposes.

Search Next Print

Scroll down to the bottom of the page and select the **Print** button. A Print Selection box displays.

Cancel **Print Selection** Done

Report Name: INTERNTRANS

Print

Select the **INTERNTRANS** option from the Drop-down list and select the **Print** button.

Cancel **Print Selection** Done

Report Name: INTERNTRANS

Print

A blank window displays and you will see the spinning wheel processing. Once complete, the pdf form created by the process opens.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Louisiana State University Health Sciences Center
Internal Transactions

LSUNO Form ID: 10304

From Department: Peoplesoft Admin Support Org Request Date: 2023-07-11
 To Department: Accounting Services

Quantity	Description	Unit Cost	Amount
1	Goods provided by PS Support to test IT forms	50	50

Service or Material Requested

Requested by: MGONZA Invoice: TEST071123_MG

CREDIT

Speedtype	Account	Fund	Dept	Program	Class	Project	Amount	Comment
5673200001	546700	113	1673200	54000	90110	567320000 1	50	Test comments field MG 7 11 23 to document IT

Service Rendered or Material Received

DEBIT

Speedtype	Account	Fund	Dept	Program	Class	Project	Amount	Comment
5651000007	546700	113	1651000	52000	45700	565100000 7	50	These are goods we provided for testing IT forms

Approval Logs

Date	User	Action
2023-07-11-09.38.55.000000	Gonzales, Michele S	Submitted
2023-07-11-10.00.33.000000	Liu, Shiyang	Approved
2023-07-12-08.32.58.000000	Liu, Shiyang	Authorized
2023-07-12-08.33.04.000000		Executed

You may then save or print as desired.

Add an Ad Hoc Approver/Reviewer

Ad Hoc approvers are defined as any approver in the system that one of the reviewing or approving departments would like to add to the Workflow. The approver does not need to be an approver for either of the departments on the Internal Transaction form, but must have the approver role. Ad Hoc approvers may be added as 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.

Use the **Evaluate a GL eForm** menu option to add an Ad Hoc approver or reviewer.

NOTE: Be aware that we highly recommend only using Ad Hoc approvers, as Reviewers do not receive email notifications from the system. Ad Hoc reviewers or approvers may only be added after the next pending step.

Add an Ad Hoc Approver/Reviewer from the Evaluate a GL eForm menu

Navigate to the Evaluate an Internal Transaction form and select the desired Form ID. In this example Form ID 10134 for LSUNO was selected. Scroll to the bottom of the form and expand the Comments section. Enter comments that you are adding an Ad Hoc approver then press the **Approve** button.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE – DEBIT)

To DEPTID 1672500 Commencements To Department

DEBIT

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	A
1	0672500002	541200	111	1672500	54000	10105	
2	5909500005	541200	112	1909500	80001	5909500000	

File Attachments

Attachment Uploaded	Action	Description	Description
1	View	Other	Other

[Add](#)

Comments

Michele is approving and adding an ad hoc approver for demonstration purposes.

[Search](#)
[Deny](#)
[Recycle](#)
[Hold](#)
[Print](#)
[Approve](#)

The page noting the approval is displayed.

GT eForms™ Homepage GL Form Financials UPG

Evaluate Internal Transaction : Result Form ID 10134

You have successfully approved your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

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

Transaction / Signature Log 2 rows

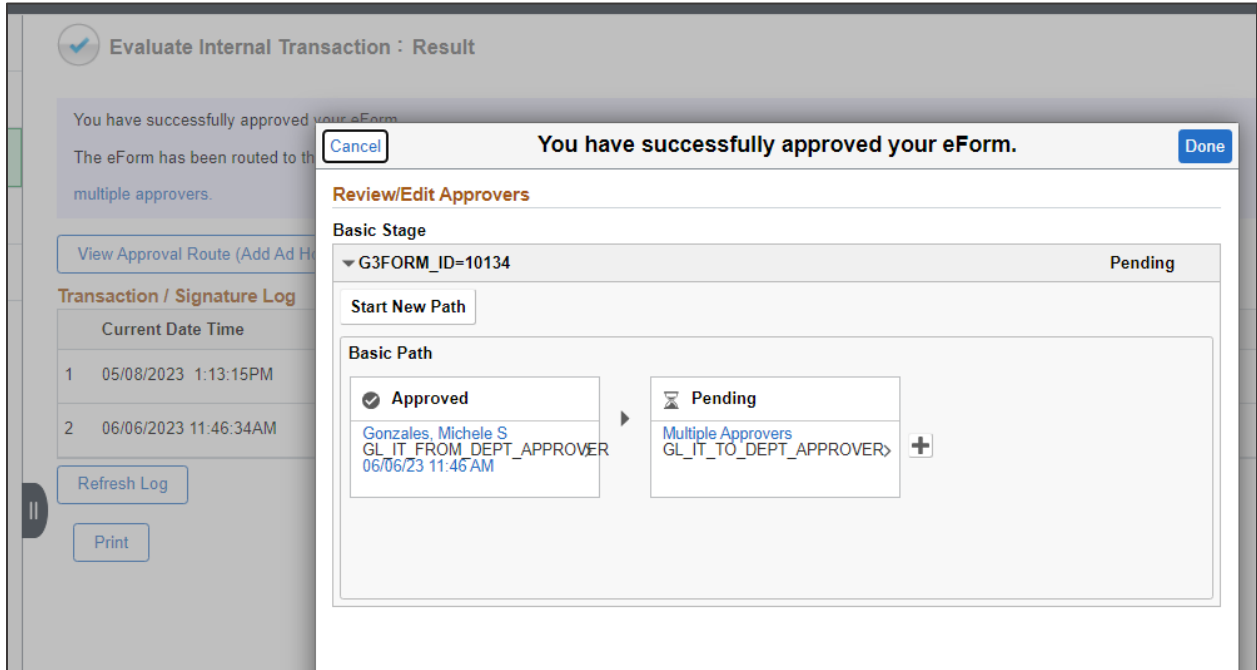
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
05/08/2023 1:13:15PM	Initiated	KBONUR	Bonura, Karen	Submit	
06/06/2023 11:46:34AM	GL_IT_FROM_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Approve	28 days 22 hours 33 minutes

[Refresh Log](#) [Print](#)

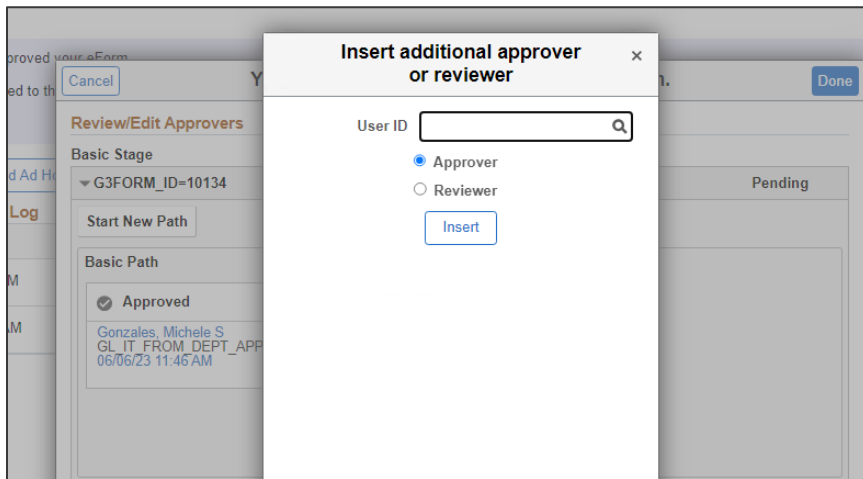
Select the **View Approval Route (Add Ad Hoc Approver button)**.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow



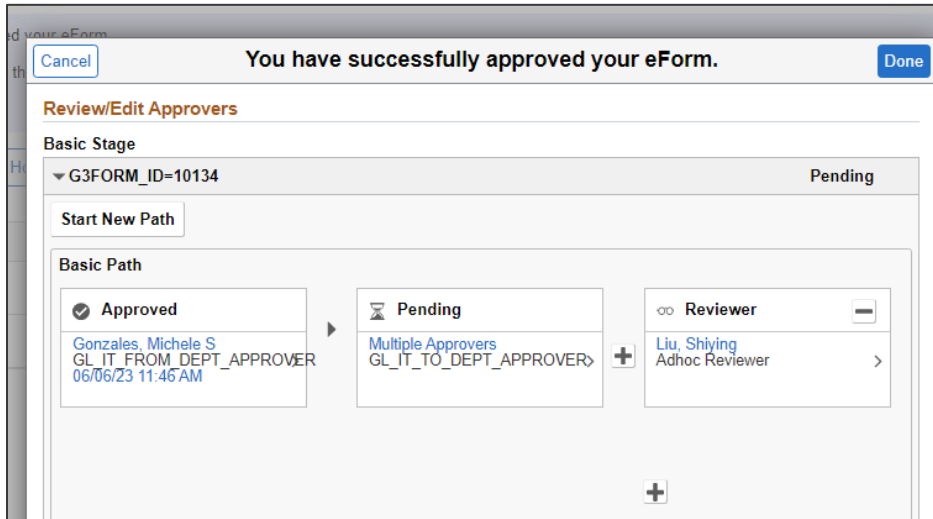
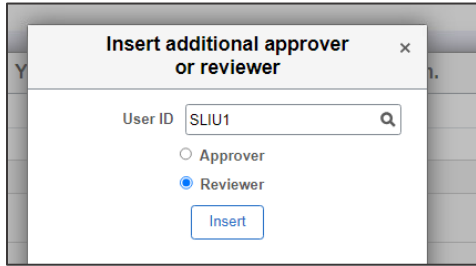
This approval shows the pathway that the form was approved by Michele Gonzales and is next “Pending for multiple approvers”. To add someone as an ad hoc reviewer or approver after the department approver, select the + at the right of the Pending box.



Users may now search through the users or enter the userid of the person to whom the form should be routed. Shiyong Liu was selected from the list of approvers and was marked as a Reviewer. Press the **Insert** button.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow



Shiyong is now part of the pathway as a Reviewer. Select the **Done** button to return to the form.

NOTE: You would need to then send an email to the reviewer as the system does not send an email regarding the review assignment.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Evaluate a Form and Add an Ad Hoc Approver/Reviewer in a New Pathway

In the next example, navigate to the **Update GL eForm** Form menu option, select LSUNO Form ID 10381 and scroll to the bottom of the form and expand the comments section.

The screenshot shows the 'Form Page' interface. At the top, there is a navigation bar with 'Home', 'Form Page', and 'Financials TST'. Below the navigation bar, there is a table with various numerical values. Underneath, there is a section titled 'File Attachments' with a note: 'Attachments required if the Item Description does not clearly identify products/services provided.' Below this note is a table with one row of attachment data:

Attachment Uploaded	Action	Description	User Entered Description	File Name	Delete	
1	<input checked="" type="checkbox"/>	View	Other	Other	IT-Test-01-24.pdf	Delete

Below the table is an 'Add' button. Underneath that is a section titled 'Comments' with a text area containing the text: 'Documentation example - adding Shiying as an ad hoc reviewer/approver in a new approval pathway'. At the bottom of the form, there are several buttons: 'Search', 'Deny', 'Recycle', 'Hold', 'Print', and 'Approve'.

Comments were entered that Shiying is to be added as an Ad Hoc approver for the demonstration using a new approval pathway.

Press the **Approve** button.

The screenshot shows the 'Form Result' interface. At the top, there is a navigation bar with 'Home', 'Form Result', and 'Financials TST'. Below the navigation bar, there is a message: 'Evaluate Internal Transaction : Result' and 'Form ID 10381'. The main content area has a light blue background with the text: 'You have successfully approved your eForm. The eForm has been routed to the next approval step. multiple approvers.' Below this text is a button: 'View Approval Route (Add Ad Hoc Approver)'. Underneath that is a section titled 'Transaction / Signature Log' with a table showing three rows of transaction data:

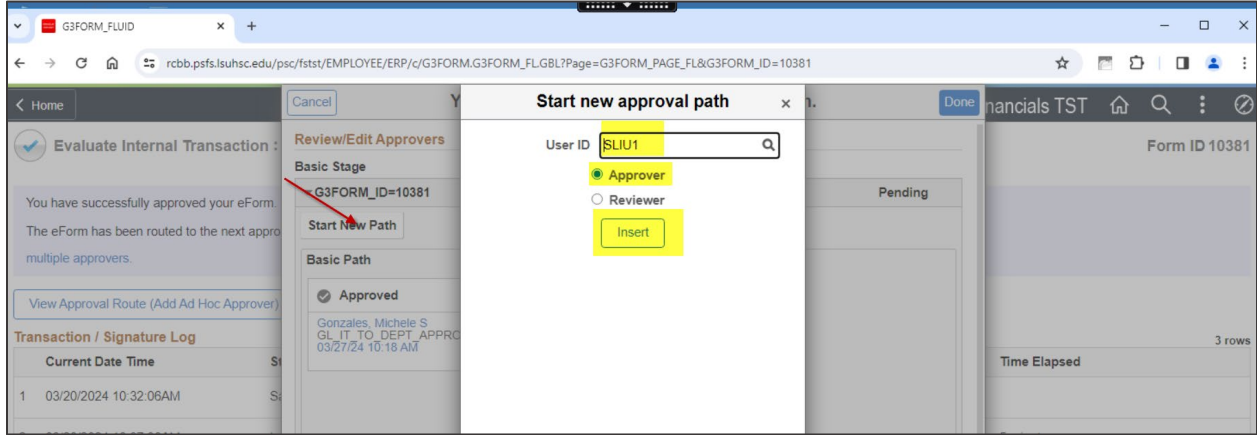
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
03/20/2024 10:32:06AM	Saved	CSANF4	Sanford, Clayton Hugh	Save	
03/20/2024 10:37:38AM	Initiated	CSANF4	Sanford, Clayton Hugh	Submit	5 minutes
03/27/2024 10:18:47AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Approve	6 days 23 hours 41 minutes

Below the table are two buttons: 'Refresh Log' and 'Print'.

Select the **View Approval Route (Add Ad Hoc Approver)** button.

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Internal Transactions: Creation, Evaluation, Update and Workflow



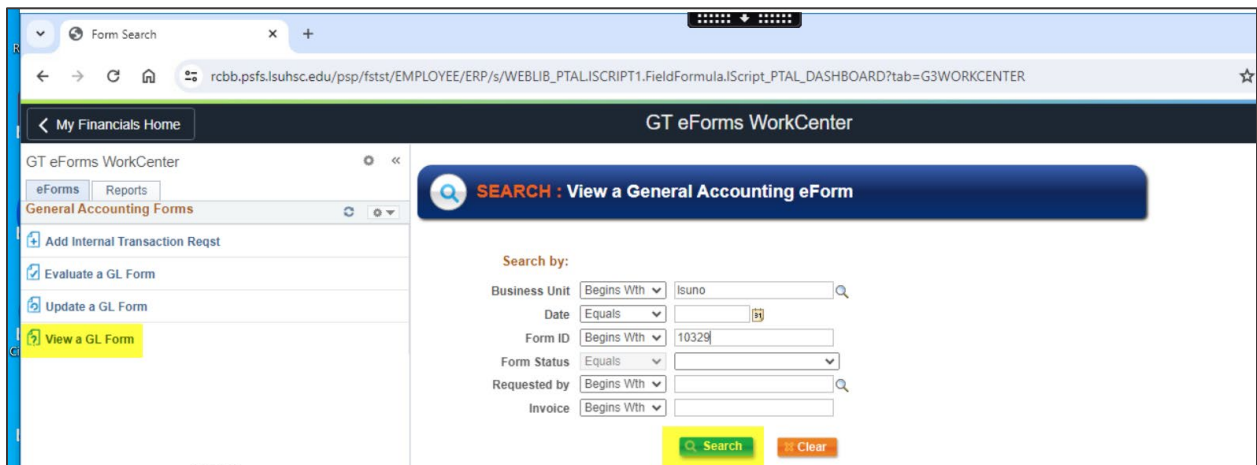
In this example, Clayton was the initiator, Michele was the To Department approver. Once approved, it goes to the GL reviewers. In order to add Shiyong as an additional approver or a reviewer, select the **Start a New Path** button, then on the pop-up select the userid, select the **Approver** or **Reviewer** option then press **Insert**.

Shiyong has now been added as an Ad Hoc in a new pathway.

Press the **Done** button.

View the Approval Pathway for a GL Internal Transaction Form

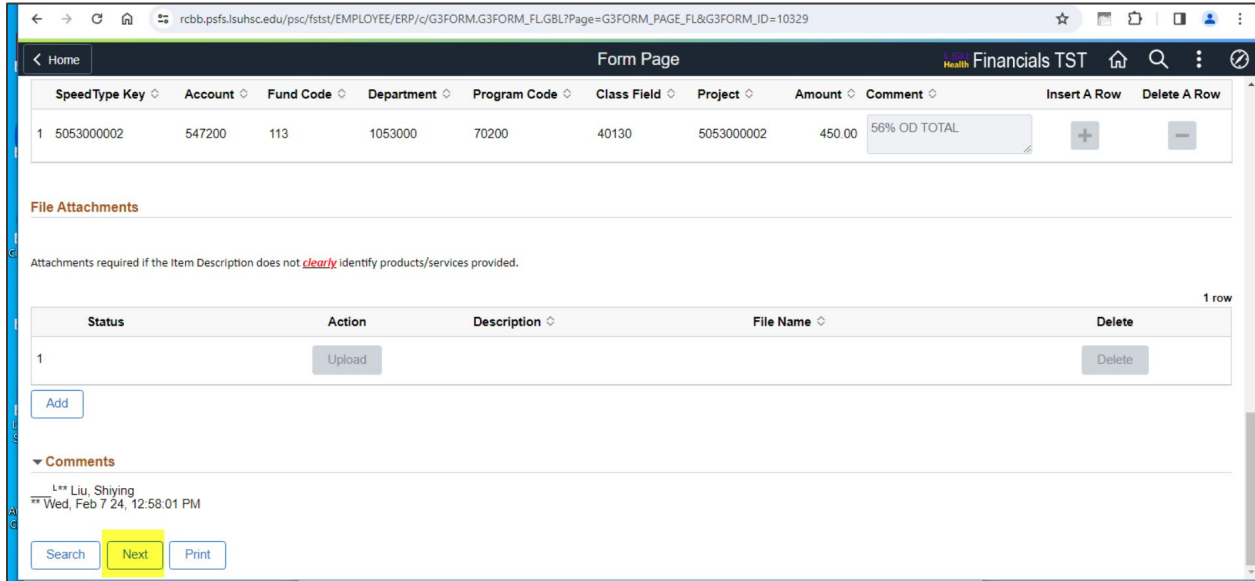
Users may review who is assigned as an approver and at which step in the process a particular form exists. From the GTeForms Homepage menu, select the **View a GL Form** option. Enter the **Business Unit**, the **Form ID** or the **Date** of the form and press **Search**.



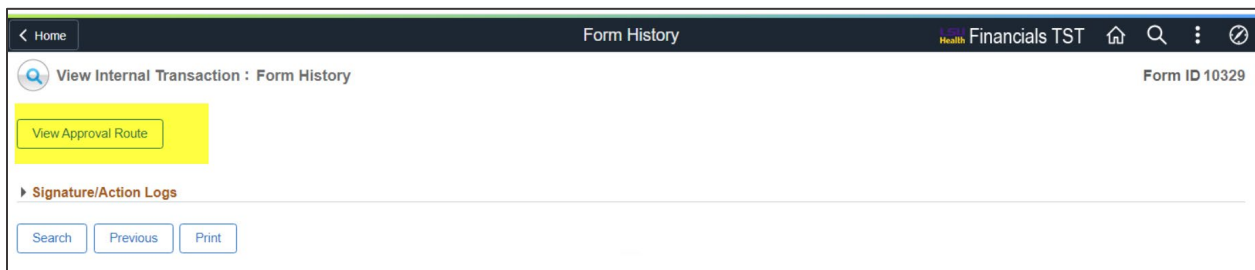
Once in the form, review the data as desired and scroll down to the bottom.

Training Guide

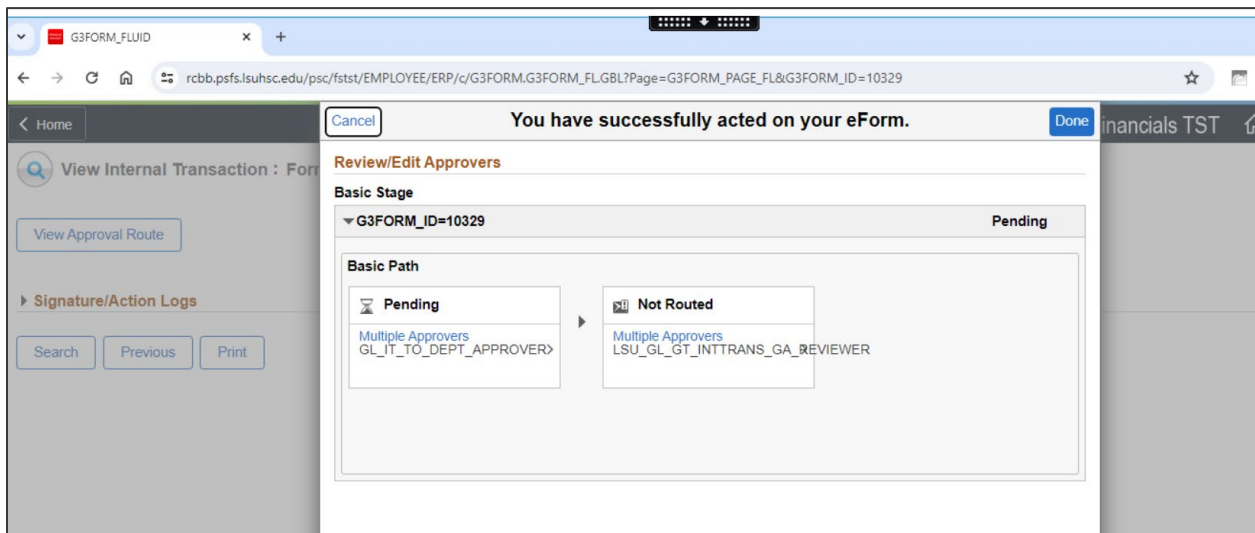
Internal Transactions: Creation, Evaluation, Update and Workflow



Select the **Next** button.



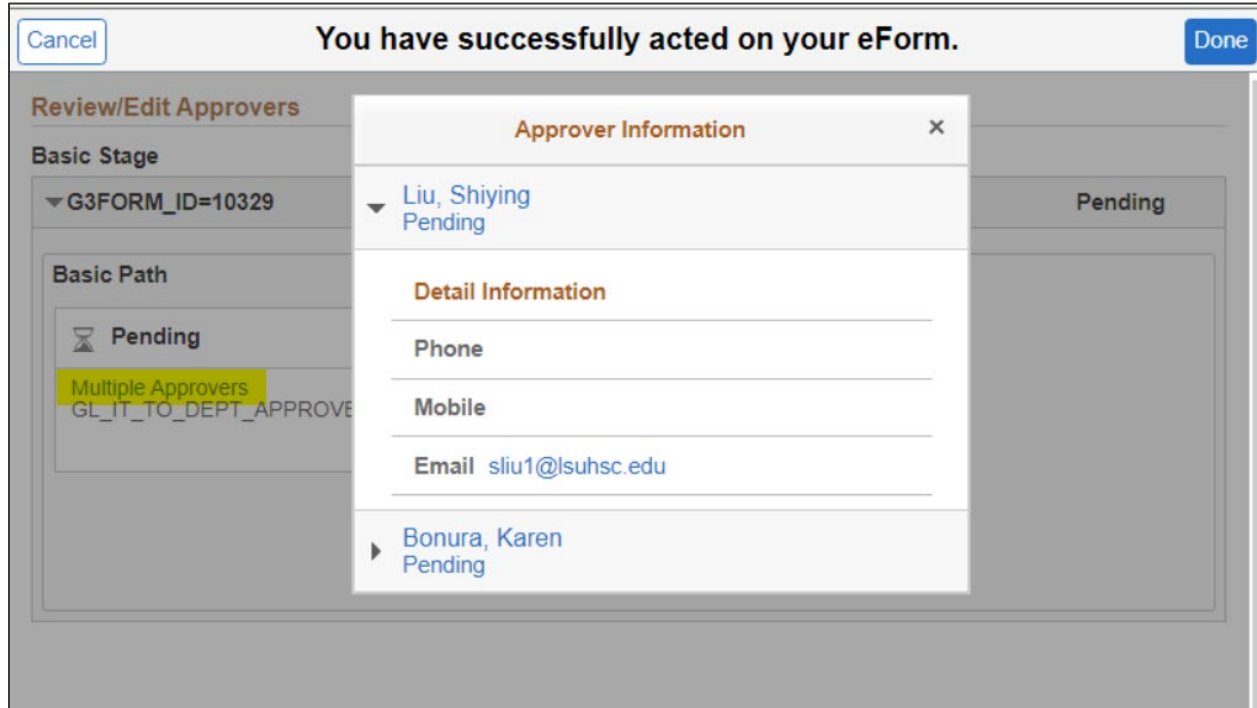
On the Form History page, select the **View Approval Route** button.



On the pop-up, you will see the basic stage. In this example, the form is in a Pending State. There are Multiple Approvers that may review and approve the form. To see who is assigned, select the **Multiple Approvers** link in the Pending stage.

Training Guide

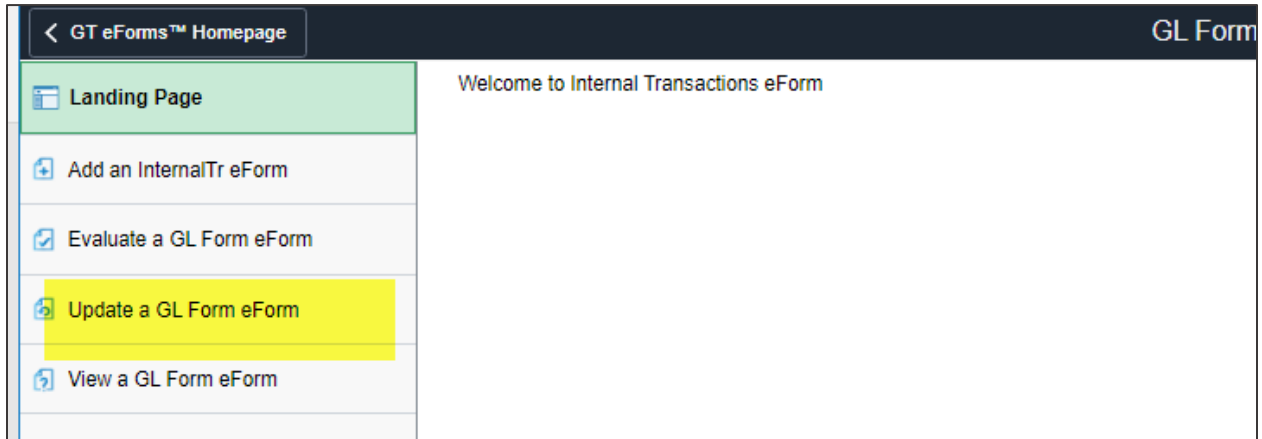
Internal Transactions: Creation, Evaluation, Update and Workflow



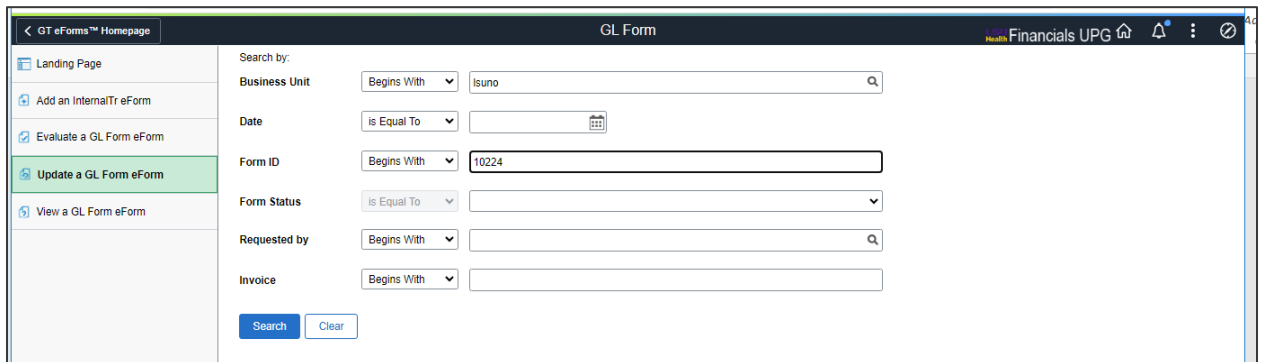
On the Approver Information pop-up, you can see that there are 2 approvers assigned who may approve. Either one of these approvers may complete the approval for the form. To close the approver information pop-up click the **X** at the top of that box. Then select the **Done** button at the top right of the Review/Edit Approvers page.

Withdraw an Internal Transaction Form that was submitted

An Internal Transaction 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. This action should be performed using the menu option **Update a GL Form eForm**. In this example, Internal Transaction 10224 will be withdrawn.



Navigate to the GTeForms Home and select the **GT eForms** button. On the menu, choose “**Update a GL Form eForm**”.



Enter the **Business Unit** and **Form ID** then press the **Search** button.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Update Internal Transaction : Internal Transaction Form ID 10224

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 charfields 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

*Account	*Quantity	Description	*Unit Cost	Amount	Insert A Row	Delete A Row
545700	1.00	Provided review service to surgery	150.00	150.00	+	-

Total Amount
Total Amount 150.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

*Business Unit: LSUNO *Date: 05/30/2023
 *From DEPTID: 1102500 Microbiology And Immunology From Department: Microbiology And Immunology
 *Requested by: MGONZA Gonzales, Michele S
 Invoice: Partial_CR_MGTEST

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 Key	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
5102500023	113	1102500	00001	90105	5102500023	150.00	Micro provided review service to surgery	+	-

Review the form and scroll down.

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE – DEBIT)

*To DEPTID: 1497200 Surgery To Department: Surgery

DEBIT

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
149720020A	545700	113	1497200	00001	37100	149720020A	150.00	Ex of debit dpt completing a form that	+	-

File Attachments

Attachment Uploaded	Action	Description	Description	File Name	Delete
1 <input checked="" type="checkbox"/>	View	Other	Other random attachment	ALLOCATIONS_TREE.xlsx	Replace

[Add](#)

Comments

** Gonzales, Michele S
 ** Tue, May 30 23, 12:39:47 PM
 This is the debit department user entering the speedtype and account for this IT.
 ** Gonzales, Michele S
 ** Tue, May 30 23, 11:54:57 AM
 This is an example of a partially completed form created by the From (Credit) department.
 ** Gonzales, Michele S
 ** Tue, May 30 23, 11:54:39 AM
 This is an example of a partially completed form created by the From (Credit) department.

[Search](#) [Withdraw](#) [Resubmit](#)

Select the **Withdraw** button.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Update Internal Transaction : Result Form ID 10224

You have successfully withdrawn your eForm.

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

Transaction / Signature Log 5 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	05/30/2023 11:54:57AM	Initiated	MGONZA	Gonzales, Michele S	Submit	
2	05/30/2023 12:39:47PM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	44 minutes
3	06/06/2023 8:27:44AM	GL_IT_FROM_DEPT_APPROVER	SLIU1	Liu, Shiyong	Approve	6 days 19 hours 47 minutes
4	06/06/2023 8:47:38AM	GL_IT_TO_DEPT_APPROVER	SLIU1	Liu, Shiyong	Hold	19 minutes
5	06/19/2023 10:48:13AM	Withdrawn	MGONZA	Gonzales, Michele S	Withdraw	13 days 2 hours

[Refresh Log](#)

[Print](#)

The transaction is withdrawn and the user sees the Transaction Log indicating the status.

If desired, the user could print the form by selecting the print button.

Hold an Internal Transaction eForm

The Hold button option is available when evaluating a GL Internal Transaction eForm.

There are three instances for using the Hold option.

OPTION 1: 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.

OPTION 2: When there are multiple approvers for a form and one of those approvers, specifically, needs to handle the approval and has some additional notes to enter. That approver could place the form on Hold.

OPTION 3: *The third use is for the General Accounting team.* The team will place all approved Internal Transaction forms on Hold once they evaluate the form for completeness. Accounting uses the Hold button to allow them time to collect the data produced by the form into a journal entry. Once the journal entry has been created, the accounting team would then note the journal id in the comments field of the Internal Transaction form and then release the Hold and execute the processing of that form. This use will be eliminated when the automated journal generation process is placed into Production.

1. Navigate to the **Evaluate a GL eForm** menu option
2. Click the **Search** button.

In this example, form **10250** is used.

3. Scroll down to the bottom of the page.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

The screenshot shows the 'GL Form' creation interface. At the top, there's a header with 'GT eForms™ Homepage', 'GL Form', and 'Financials UPG'. Below the header is a table with columns: SpeedType Key, Fund Code, Department, Program Code, Class Field, Project, Amount, Comment, Insert A Row, and Delete A Row. The first row contains: 1, 14974091DY, 113, 1497400, 10076, 35200, 14974091DY, 200.00, and empty comment field.

Below the table is a section titled 'DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE – DEBIT)'. It contains two lines: 'To DEPTID 1497400 Center-Cancer' and 'To Department Center-Cancer'.

Next is a 'DEBIT' section with a table similar to the first one. The first row contains: 1, 0497400011, 501099, 111, 1497400, 10015, 10105, 200.00, and empty comment field.

Below that is a 'File Attachments' section with a table. The first row contains: 1, a green checkmark, 'View' button, 'Other', 'Other', 'New_LSUNO_SpeedTypes.txt', and 'Replace' button.

At the bottom, there's a 'Comments' section with a text area. Below the text area are several status buttons: Search, Deny, Recycle, Hold (highlighted in yellow), Print, and Approve.

Footnotes at the bottom left:

** Gonzales, Michele S

** Mon, Jun 19 23, 10:14:37 AM

MG - As Debit Dept approver, added speedtype and account information to complete the update.

** Liu, Shiyong

** Tue, Jun 13 23, 12:46:18 PM

I didn't certify

You must certify in order to be able to submit

4. ******Enter comments – highly recommended but not required******
5. Select the **Hold** button.

The screenshot shows the 'Evaluate Internal Transaction : Result' page. At the top, it says 'Evaluate Internal Transaction : Result' and 'Form ID 10250'. Below that is a success message: 'You have successfully held your eForm.' with a 'View Approval Route (Add Ad Hoc Approver)' button.

Below the message is a 'Transaction / Signature Log' section with a table. The table has columns: Current Date Time, Step Title, User ID, Description, Form Action, and Time Elapsed. It contains three rows:

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
06/13/2023 12:46:18PM	Initiated	SLIU1	Liu, Shiyong	Submit	
06/19/2023 10:14:37AM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	5 days 21 hours 28 minutes
06/19/2023 11:09:49AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Hold	55 minutes

Below the table are 'Refresh Log' and 'Print' buttons.

The View Results page displays that the form is now on Hold.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Release the hold on an Internal Transaction Form

To release the Hold on a form,

1. Navigate to the **Evaluate a GL eForm** menu option
2. Search for and select the **Form ID**. In this example, form **10250** is again selected.

NOTE: ONLY the user who placed the form on Hold may release the Hold.

GT eForms™ Homepage | GL Form | Financials UPG

Form ID 10250

Evaluate 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

Account	Quantity	Description	Unit Cost	Amount	Insert A Row	Delete A Row
1 501099	10.00	test	20.00	200.00	+	-

Total Amount
Total Amount 200.00

DEPARTMENT PROVIDING SERVICE OR MATERIAL (RECEIVES CREDIT)

Business Unit LSUNO Date 06/13/2023
From DEPTID 1497400 Center-Cancer From Department Center-Cancer
Requested by SLIU1 Liu, Shiyng
Invoice 234567890

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

CREDIT

SpeedType Key	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment	Insert A Row	Delete A Row
1 14974091DY	113	1497400	10076	35200	14974091DY	200.00		+	-

Recycle or Deny an Internal Transaction GL eForm

“**Recycle**” a request and “**Deny**” a request should be carefully considered by the approving user before making a selection. The **Recycle** button allows the approver to indicate there is something incorrect or problematic with the form and it should be corrected then resubmitted.

The **Deny** button stops the transaction from any further processing. It is a hard **NO**. If a transaction is denied by an evaluator approver, then the department who is to receive the funds, the credit department, must start over completely with a new Internal Transaction form.

Both **Recycle** and **Deny** are available in the **Evaluate a GL eForm** menu. Navigate to the Evaluate menu option and search for a form for your review. The **Recycle** and **Deny** buttons are located at the bottom of the form.

Recycle an Internal Transaction GL eForm

This example form will be recycled.

1. Scroll down to the bottom of the page.
2. Enter comments
3. Click the **Recycle** button.

The screenshot displays the 'DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE - DEBIT)' form. It includes fields for 'To DEPTID' (1497400) and 'Center-Cancer'. Below this is a table for 'DEBIT' entries with columns for SpeedType Key, Account, Fund Code, Department, Program Code, Class Field, Project, Amount, and Comment. A single entry is shown with an amount of 200.00. Below the table is a 'File Attachments' section with a table showing an uploaded file named 'New_LSUNO_SpeedTypes.txt'. A 'Comments' section contains a text box with the message: 'This is for the Recycle Documentation. There is a problem with the chartstring and needs to be corrected then resubmitted.' At the bottom of the form, there are several buttons: Search, Deny, Recycle (highlighted in yellow), Hold, Print, and Approve.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
06/13/2023 12:46:18PM	Initiated	SLIU1	Liu, Shiyong	Submit	
06/19/2023 10:14:37AM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	5 days 21 hours 28 minutes
06/19/2023 11:09:49AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Hold	55 minutes
06/19/2023 11:15:00AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Approve	5 minutes
06/19/2023 12:08:51PM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	53 minutes
06/19/2023 12:26:15PM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Recycle	17 minutes

This form is available now via the Update menu option for the Credit department or Debit department to correct then Resubmit.

The requester and approver receive an email indicating the form has been recycled.

Internal Transaction eForm 10254 is Recycled

PS Financials Development
To: Liu, Shiyong

IT eForm 10254 is recycled by Liu, Shiyong.

Comments:

Please use this link to update it: https://rcbb.psf.sjsuhsu.edu/psc/fsupp/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10254&G3FORM_TASK=UPD

Or use this link to review it: https://rcbb.psf.sjsuhsu.edu/psc/fsupp/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10254&G3FORM_TASK=VWS

Reply Forward

In this example, the Debit Department made a typo in the chartstring and needs to correct it.

1. Navigate to the **Update** menu
2. Select the form, e.g. **10250**.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

The screenshot displays the 'GL Form' interface for a DEBIT transaction. At the top, the breadcrumb navigation shows 'GT eForms™ Homepage' and 'GL Form'. The main header includes 'To DEPTID 1497400 Center-Cancer' and 'To Department Center-Cancer'. The 'DEBIT' section contains a table with the following data:

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	*Amount	Comment	Insert A Row	Delete A Row
1	0651000001	501099	111	1651000	52000	10105	200.00	Corrected the chartstring	+	-

Below the table is the 'File Attachments' section, which includes a table with the following data:

Attachment Uploaded	Action	Description	Description	File Name	Delete
1	View	Other	Other	New_LSUNO_SpeedTypes.txt	Replace

The 'Comments' section contains a text area with the text 'Corrected Chartstring to resubmit!'. Below this, there is a list of comments:

- ** Gonzales, Michele S
** Mon, Jun 19 23, 12:26:15 PM
This is for the Recycle Documentation. There is a problem with the chartstring and needs to be corrected then resubmitted.
- ** Gonzales, Michele S
** Mon, Jun 19 23, 11:15:00 AM
MG releasing the hold on the IT form by approving the form.
- ** Gonzales, Michele S
** Mon, Jun 19 23, 11:09:49 AM
Example of placing it on hold
- ** Gonzales, Michele S
** Mon, Jun 19 23, 10:14:37 AM
MG - As Debit Dept approver, added speedtype and account information to complete the update.
- ** Liu, Shiyong
** Tue, Jun 13 23, 12:46:18 PM
I didn't certify
You must certify in order to be able to submit

At the bottom of the form, there are three buttons: 'Search', 'Withdraw', and 'Resubmit'.

3. Make the correction to the chartstring.
4. Click the **Resubmit** button.

Deny an Internal Transaction GL eForm

In the example of denying a request, the approver believes the entire Internal Transaction request is invalid and the service was not performed.

1. Navigates to the **Evaluate a GL eForm** menu option.
2. Searches for and selects the form.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

The screenshot shows a form for an internal transaction. At the top, there is a table with columns: SpeedType Key, Account, Fund Code, Department, Program Code, Class Field, Project, Amount, Comment, Insert A Row, and Delete A Row. The first row contains: 1, 0651000001, 501099, 111, 1651000, 52000, 10105, 200.00, and the comment "Corrected the chartstring".

Below this is a "File Attachments" section with a table: Attachment Uploaded, Action, Description, Description, File Name, and Delete. The first row shows a checked attachment named "New_LSUNO_SpeedTypes.txt" with a "View" button and a "Replace" button.

The "Comments" section contains several entries from users like Michele S. Gonzales and Shiyong Liu, with timestamps and descriptions of their actions, such as "Corrected Chartstring to resubmit" and "MG releasing the hold on the IT form by approving the form".

At the bottom, there are buttons for "Search", "Deny", "Recycle", "Hold", "Print", and "Approve".

3. Scroll down to the bottom of the form
4. Enter comments (******this is highly recommended******).
5. Click the **Deny** button.

The screenshot shows the "Evaluate Internal Transaction : Result" page. A message states "You have successfully denied your eForm." Below this is a "View Approval Route (Add Ad Hoc Approver)" button.

The "Transaction / Signature Log" table has the following data:

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
06/13/2023 12:46:18PM	Initiated	SLIU1	Liu, Shiyong	Submit	
06/19/2023 10:14:37AM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	5 days 21 hours 28 minutes
06/19/2023 11:09:49AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Hold	55 minutes
06/19/2023 11:15:00AM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Approve	5 minutes
06/19/2023 12:08:51PM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	53 minutes
06/19/2023 12:26:15PM	GL_IT_TO_DEPT_APPROVER	MGONZA	Gonzales, Michele S	Recycle	17 minutes
06/19/2023 12:30:45PM	Resubmitted	MGONZA	Gonzales, Michele S	Resubmit	4 minutes
06/19/2023 12:31:13PM	Denied	MGONZA	Gonzales, Michele S	Deny	< 1 minute

The "Denied" row is highlighted in yellow. Below the table are "Refresh Log" and "Print" buttons.

The Transaction log displays the Denied status on the form

The initiating user who created the Internal Transaction request received an email indicating that it has been denied.

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Close Previous Next

FW: Your Internal Transaction eForm 10250 is Denied

Shiyong Liu • Information Technology Analyst at LSU Health Sciences Center [View profile](#)

Liu, Shiyong
To: Gonzales, Michele S. Mon 6/19/2023 12:34 PM

From: PS Financials Development <psfindev@lsuhsc.edu>
Sent: Monday, June 19, 2023 12:31 PM
To: Liu, Shiyong <SLiu1@lsuhsc.edu>
Subject: Your Internal Transaction eForm 10250 is Denied

Your IT eForm 10250 is denied by Gonzales, Michele S.

Request Date: 2023-06-13

Comments: _____ ** Gonzales, Michele S ** Mon, Jun 19 23, 12:30:45 PM Corrected Chartstring to resubmit. _____ ** Gonzales, Michele S ** Mon, Jun 19 23, 12:26:15 PM This is for the Recycle Documentation. There is a problem with the chartstring and needs to be corrected then resubmitted. _____ ** Gonzales, Michele S ** Mon, Jun 19 23, 11:15:00 AM MG releasing the hold on the IT form by approving the form. _____ ** Gonzales, Michele S ** Mon, Jun 19 23, 11:09:49 AM Example of placing it on hold
_____ ** Gonzales, Michele S ** Mon, Jun 19 23, 10:14:37 AM MG - As Debit Dept approver, added speedtype and account information to complete the update.
_____ ** Liu, Shiyong ** Tue, Jun 13 23, 12:46:18 PM I didn't certify You must certify in order to be able to submit

You can review the form from this link: https://rcbb.psf.lsuhs.edu/psc/fsupp/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL_GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10250&G3FORM_TASK=VWS

[Reply](#) [Forward](#)

Appendix A – Process Steps

This supplement provides an outline of the process steps with Option B noted as the most commonly used process. The numeric steps in option B are noted in summary with each alpha step within that as the detailed step.

A. Internal Transaction Form Steps –Online Data Entry - Fully Entered by Credit Department

1. Credit Department creates an Internal Transaction form in PS Financials using the navigation GTeForms Home> Add Internal Transaction Request. After entering all information, select the certification button to indicate all data is accurate, then submit.
2. Debit Department receives an email indicating there is an internal transaction to be evaluated. User selects the email link to review the internal transaction form. This directs the user into the Update menu. If no changes needed after reviewing the form, the user navigates to the Evaluate a GL Form menu option or returns to the email and selects the link to approve the Internal Transaction eForm.
3. The Debit Department evaluates the form and selects approve.
4. General Accounting receives an email indicating there is a form ready for review and processing.
5. General Accounting completes processing of the internal transaction by approving the Internal Transaction. This approval executes the form which creates the journal.
6. The originating user and the approving user are sent emails indicating that the form was executed.
7. General Accounting edits, budget checks and posts the journal.

B. Internal Transaction Form Steps – Online Data Entry – Partially Completed by Credit Department

1. Summary: Credit Department creates an Internal Transaction form in PS Financials using the navigation GTeForms Home > Add Internal Transaction Request. After entering all credit information, and the debit department id, select the certification button to indicate all data is accurate, then submit.
 - a. Internal Transaction – Service or Product Requested Section
 - i. Enter Quantity, Description, Unit Cost and add more rows as needed by using the + at the right end of the row.
 - b. Department Providing Service or Material (Receives Credit) Section
 - i. Select Business Unit, Date, From Deptid and note that the requested by field defaults with your userid.
 - ii. Enter the Invoice Number internal to your department. The field is 30 characters long and will be the journal line description used by General Accounting

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- iii. Enter the Speedtype key/Accounting Tag and account number for the credit. Account will most often be **530600**. Enter the Amount and Comments
 - iv. Scroll to the bottom to add any attachments needed.
 - c. Department Needing Service or Product (Receives Expense – Debit) Section
 - i. Select the “To Deptid”
 - d. Submission
 - i. Review the data entered and select the certify toggle in the top section of the form.
 - ii. Select Submit.
 2. Summary: Debit Department receives an email indicating there is an internal transaction to be evaluated. User selects the email link to review the internal transaction form. This directs the user into the Update menu. The Debit department then completes their information on the form and selects the Resubmit button.
 - a. Department Needing Service or Product (Receives Expense – Debit) Section
 - i. Select the Speedtype key/Accounting Tag and account number for the transaction. Enter the amount and any comments. Insert additional rows as needed to split the cost.
 - ii. Scroll to the bottom and attach any files as needed.
 - iii. The user may enter comments as desired. Select Submit.
 3. Summary: The user navigates to the Evaluate a GL Form menu option or selects the approve link in the original email, or uses their worklist and evaluates the form and selects approve.
 - a. Users may navigate by selecting the <HOME option at the top left if navigation was from the GTeForms Home.
 - b. The user reviews the form, enters comments and selects the Approve button.
 4. General Accounting receives an email indicating there is a form ready for review and processing.
 5. General Accounting completes processing of the internal transaction by approving the Internal Transaction. This approval executes the form which creates the journal.
 6. The originating user and the approving user are sent emails indicating that the form was executed.
 7. General Accounting edits, budget checks and posts the journal.

C. Internal Transaction Spreadsheet Loader Entry

1. Business Manager opens the spreadsheet template excel file provided by General Accounting.
2. Business Manager completes data entry of required fields. Make sure that column AN is set to Y. Delete columns AO and AP.
3. Business Manager selects File Save As to name their file. It is imperative that they select a .csv file extension.
4. After saving the csv file, launch PeopleSoft Financials Production. Double click the launcher icon, enter your credentials.

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5. Navigate to NavBar > Manage GT eForms 3.x > Batch > Process Batch.
6. Go to the Add a New Value tab to enter a batch id. Let NEW be the default, press add. Select the INTERNALTR form type, IT3_NEW Batch Configuration and Default Form Condition.
7. Select Upload File button. Then select the Choose File button and navigate to where the csv file you created is saved and select that file. Click Upload.
8. Next, select Prepare.
9. Select Process. Once processed the status on each row will display complete or Error.
10. For successful uploads, the user then navigates to GT eForms Homepage > Internal Transaction Form > Update a GL Form and adds any attachments to the eForm.
11. The user resubmits.
12. The routing workflow is sent to the debit department for approval.
13. General Accounting receives an approval notification, reviews the Internal Transaction.
14. General Accounting completes the journal process, opens the Internal Transaction form, documents the journal information and then approves the Internal Transaction.
15. The department receives an approval notification for the Internal Transaction.

D. Approval Workflow Process

1. Users assigned as “Approvers” for the Debit Department, the department that requested the goods or service receive an email from the system indicating that there is a request to review.
2. The user selects the link from the email to review the Internal Transaction. This directs the user to the “Update a GL Form” menu option to complete data entry.
3. The user navigates to the “Evaluate a GL Form” menu option, or selects the approve an IT eForm link in the email, reviews, adds, comments and selects Approve.
4. General Accounting receives an email that a GL form is ready for review.
5. General Accounting reviews and authorized the Internal Transaction Form. This Executes the Form and generates the journal.
6. The user entering the request (credit department) received an email indicating that the form was posted to the General Ledger.
7. General Accounting processes the edit, budget check and post of the journal.

Appendix B - Security Information

1. Folder Security Groups for the Spreadsheet GL Internal Transaction Template
 - a. Users must be granted membership to the folder group **PSFS-GL-IT-Template**
 - b. Requests must be sent from the General Accounting Team
 - c. Users will have ability to use the forms but not modify the original templates.
2. Role and Permission Security is granted via the roles:
 - a. **LSU_GL_GT_INTTRANS_ADMINS** – need to add **BU_XXXXX** in user profile route control -users with this role can restart workflow, add ad-hoc approvers and are on ad-hoc approvers list, user can add/approve/update/view IT form – role assigned to GA leads, Dev and Support as appropriate
 - b. **LSU_GL_GT_INTTRANS_APPROVER** – need to add **BU_XXXXX** and departments in user profile route control – user can approve/update/view Internal Transaction forms.
 - i. Route Controls must be assigned for a **BU_LSUNO, BU_LSUSH**
 - ii. Route Controls for departments must be assigned
 - iii. For ad hoc approvers, the user must have the role and **BU_LSUNO** or **BU_LSUSH** but department route control is not applied.
 - c. **LSU_GL_GT_INTTRANS_REQUESTER** – users with this role can add/update/view IT forms.
 - d. **LSU_GL_GT_INTTRANS_DEAN_APPROV** – users with this role are Dean’s office approvers and provide a second approval level to the department approver.

Appendix C – Admin Page Usage

Administrators are those users who are assigned the role **LSU_GL_GT_INTTRANS_ADMINS** role that grants the user the authority manage form activity from an administrative perspective. There is also an Ad hoc approvers user list: **ZZ_GT_ADMIN** using role **LSU_GL_GT_INTTRANS_ADMINS**.

This role allows the administrator the ability to add an ad hoc reviewer or approver, resubmit a form, review activity, or troubleshoot forms from an administrative page.

Navigation: **Menu > Manage GT eForms 3.X > Form Admin Tool**

Enter form type and ID, then search, choose the action needed.

The screenshot displays the 'Form Admin Tool' interface. At the top, there is a navigation bar with a back arrow and the text 'General', and the title 'Form Admin Tool'. Below this is a tabbed menu with options: 'Main Page', 'Form Log', 'Worklist Items', 'Form Data', 'Action Items', 'Form List', and 'Notification Log'. The main content area is divided into several sections:

- eForm Data:** Shows 'Form ID: 10231', 'Form Status: Pending', 'Form Type: INTERNALTR', and 'Form Condition: Default'. There is a 'Manage' link and a refresh icon.
- Approval Workflow:** Titled 'Basic Stage', it shows a workflow for 'G3FORM_ID=10231:Pending'. The 'Basic Path' consists of two stages: 'Pending' (Multiple Approvers, GL_IT_TO_DEPT_APPROVER) and 'Not Routed' (Multiple Approvers, LSU_GL_GT_INTTRANS_GA_REVIEWER). There are 'Request Information' and 'Start New Path' links.
- Action Selection:** A 'Choose Action:' section with radio buttons for 'Approve', 'Insert Approvers', and 'Manage AdHoc' (which is selected and highlighted in yellow). Below are 'Save AdHoc Changes' and 'Discard Changes' buttons.
- eForm Links:** A table with two columns: 'View' (Users with Worklist Items, Update, Form Action Items) and 'eForm Actions' (Resubmit, Deny, Authorize, Recycle, Withdraw, Execute).
- Comments:** A 'Comment History' section showing a comment by 'L** Keegan, John' on 'Wed, Jan 24 24, 01:00:59 PM'. To the right is a 'Your Comment:' text area with an 'Add Comment' button.

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NOTES:

1. *Ad Hoc Approvers may only be added after the current pending step.*
 - a. *Select the + after the Pending Step and choose the Manage Ad Hoc option.*
Select the approver to be added, then select the Save Ad Hoc Changes button.
2. *To add an approver to the Pending Step, select the Multiple Approvers link in the Pending Step.*
 - a. *A list of the current approvers displays.*
 - b. *Select an approver to add, then press the Add Approvers button.*
3. *When an Admin needs to act on behalf of an Approver, it is suggested that the Admin adds themselves as an approver to the current pending step so that he or she can complete the approval to move the form on to the next step in the process.*
4. *For more information on the Admin Tool, see the GT eForms document in the PeopleSoft Support Departmental Procedures folder. [GL Internal Transaction Form Admin Info.docx](#)*

Appendix D - Query Record Information for Internal Transaction Forms

The records used to query the Internal Transaction form data are:

1. **GQINTERNPAGEREC** – contains the header information related to an Internal Transaction such as the form id, invoice id, from department information, to department, form total amount and a last update timestamp
2. **GQINTERNGRID02** – contains the credit (“From” department) chartfield information, account, quantity, description, and the comments
3. **GQINTERNGRID03** – contains the debit (“To” department) chartfield information, the account, and the amount information.
4. **G3FORMLIST** – contains the status information, the form operators, approvers, comments history and other key data about the form.

Appendix E - Available Queries

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_DENT – GL's query by status used to review the internal transaction for Dental school

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 **LSUHSC** or **LSUHS** email

INTERNAL_TRANS_REQUESTERS_BU – Query that looks for **LSUHSC** or **LSUHS** email includes a BU prompt

INTERTRANS_FORM_DATA_BY_DATE – For data for a prompted date range

INTERTRANS_GL_NO_BY_DATE – GL Internal Transaction Data for NO by prompted date range

Appendix F - Errors when Batch Loading an Internal Transaction Spreadsheet

1. Errors on the csv spreadsheet

If the last columns totals do not both equal 0, then the spreadsheet has an error. The totals must be corrected before saving and uploading.

#	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	
1				ACCOUNT_GSAMOUNT1	COMMENT1	SPEEDTYPE_X	ACCOUNT_GSAMOUNT2	COMMENT2	SPEEDTYPE_KEYS	ACCOUNT_GSAMOUNT3	COMMENT3	SPEEDTYPE_KEYS	ACCOUNT_GSAMOUNT4	COMMENT4	SPEEDTYPE_KEYS	ACCOUNT_GSAMOUNT5	COMMENT5	VERIFY_TOTAL_CREDITS	VERIFY_TOTAL_DEBITS
2				ACCOUNT_AMOUNT1	COMMENT1	SPEEDTYPE_X	ACCOUNT_AMOUNT2	COMMENT2	SPEEDTYPE_KEYS	ACCOUNT_AMOUNT3	COMMENT3	SPEEDTYPE_KEYS	ACCOUNT_AMOUNT4	COMMENT4	SPEEDTYPE_KEYS	ACCOUNT_AMOUNT5	COMMENT5	VERIFY_TOTAL_CREDITS	VERIFY_TOTAL_DEBITS
3				065100001	547200	350.00	test data									Y	0	100	
4																	0	0	
5																	0	0	
6																	0	0	
7																	0	0	
8																	0	0	
9																	0	0	
10																	0	0	
11																	0	0	
12																	0	0	

2. Speedtype/Accounting Tag error

The speedtype is invalid or does not exist. This is caught when loading the file and not in the spreadsheet itself. The processing produces an error that must be corrected in order to resubmit the process

To correct the error, select the line, make the correction and save.

3. Project End Date is less than current date

When a project's end date has already passed, the file will generate an error and a hard stop. You must correct the error before proceeding.

4. Total Credits or Debits do not match the Total

If the user does not correct the totals on the spreadsheet, then the upload process will catch the issue and create an error that must be corrected prior to completing the processing.

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The screenshot displays a software interface with a message dialog box overlaid on a data table. The message dialog box contains the text: "Total credit 450 or debit 430 does not match the total 450. (2004,1)". Below the message is an "OK" button. The background interface shows a table with the following data:

Batch ID	1	Status	Form ID	Date	Line Error Text
1 00000055	1	Prepared		10/02/2023	

Additional interface elements include a top section with fields for Batch ID (00000055), User ID (SLIU1), Date (10/02/2023), Batch Status (Prepared), and Count (1). A "Personalize | Find |" menu is also visible.

Appendix G - Correcting Errors in the Batch Tool

When uploading and processing an Internal Transaction batch spreadsheet file and an error is encountered, in many cases the user may correct the issue themselves to continue processing the form.

1. The line with an error shows “Prepared” on the Process Batch page.
2. Select the link on the row count as noted in the highlighted screenshot below.

Batch ID	Count	Status	Form ID	Date	Line Error Text
1 00000056	1	Prepared		10/03/2023	

3. The Batch Line Details page displays. This shows the line with the problem and provides the Input Field Value column for users to make corrections.

In the following screenshot for the line, there are 40 different field values that are noted. Make a correction to the erroneous value.

Then, scroll to the bottom of the list.

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Batch Line Details

Batch ID: 00000056 Line: 1

Process Batch Line Status: Prepared Date: 10/03/2023 Launch Form

Num	Input Field ID	Input Field Label	Input Field Value	
1	BUSINESS_UNIT	BUSINESS UNIT	LSUNO	+ -
2	GSDATE	DATE	9/27/23	+ -
3	GSFROM_DEPTID	FROM DEPTID	1497200	+ -
4	GSRECEIVED_B1	REQUESTOR	SLIU1	+ -
5	INVOICE	INVOICE	TESTLOAD1	+ -
6	GSTO_DEPTID	TO DEPTID	1101500	+ -
7	GSDESCRIPTION1	DESCRIPTION1	Testing labor	+ -
8	GSQUANTITY1	QUANTITY1	15	+ -
9	GSUNIT_COST1	UNIT_COST	30	+ -

4. After scrolling down, select the **Apply** button.

39	39	COMMENT6	COMMENT6
40	40	GSI_CONFIRM_SERVIC	Certify

OK
 Cancel
 Apply

5. Click **Ok**.

6. This brings you back to the **Process Batch Page**. Press **Process**.

Batch Configuration

*Form Type: INTERNALTR Batch Configuration: IT3_NEW *Form Condition: Default

 Use Process Scheduler
 Don't generate eForm if error encountered

Batch ID: 00000056 User ID: SLIU1 Date: 10/03/2023
 Batch Status: Prepared Count: 1

Batch ID	1	Status	Form ID	Date	Line Error Text
1	00000056	1	Prepared	10/03/2023	

7. After the correction and processing, the row now shows the **“Complete”** status and there are no errors.

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Process Batch

***Form Type**
INTERNALTR

Batch Configuration
IT3_NEW

***Form Condition**
Default

Use Process Scheduler Don't generate eForm if error encountered

Batch ID **User ID** **Date**
00000056 SLIU1 10/03/2023

Batch Status **Count** **Errors** **Completed**
Complete 1 0 1

	Batch ID	1	Status	Form ID	Date	Line Error Text
1	00000056	1	Complete	10536	10/03/2023	

Appendix H - Batch Load Internal Transaction Form Data

There are several 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. The PeopleSoft Financials team has applied a GT eForms Batch Loader tool to allow the department to place their form data into the batch loader file and then import it into PeopleSoft Financials.

The delivered template is an Excel file. LSUHSC has placed the master copy of the template in a secured file location. General Accounting would provide each department with a copy of the file. Each department/user would place the file in a working folder of their choosing. After entering the data into the excel file, **the user saves the file as a .csv file** and loads it into PeopleSoft Financials. Loading the file places the Internal Transaction into the approval workflow process. Users would then be responsible for navigating in PeopleSoft to the Manage GT eForms menus to update the Internal Transaction and add the attachment. The steps to use the template and batch load a file follow.

1. General Ledger Team will email the users a copy of the Batch Load .xlsx template
For GL Team – the template for testing is located on the [\\PSFileSrvr\UPG\GL\IT_eForm](#) pathway. The production file is in the [\\PSFILESRV\PRD\GL\IT_eForm](#) pathway.
2. The template file folder includes both a .xlsx file and a .csv file. The department user saves the .xlsx template to their department folder where the Internal Transactions will be maintained.
3. When the user is ready to create an internal transaction batch file for upload, open the .xlsx template and enter data.
4. Enter data into the form for the Internal Transaction.
 - a. Each row of the file creates one Internal Transaction Form.
 - b. There may be a maximum of 3 chartstring splits each for the credit and debit side.
 - c. Changes to either row 1 or row 2 of the form will corrupt the file.
 - d. Data Entry begins in row 3 and the template includes a sample that may be deleted.
 - e. Do not use formulas in the cells. If copying the data from another file, use the paste values feature.
 - f. Form Columns and their data
 - i. Columns A – G include “header level data” such as the Business Unit, From and To Department ID, Date, Invoice (Internal), and the description
 - ii. Columns H – O allow the user to enter up to 3 descriptions, quantity and costs for the Internal Transaction. **(Green color)**

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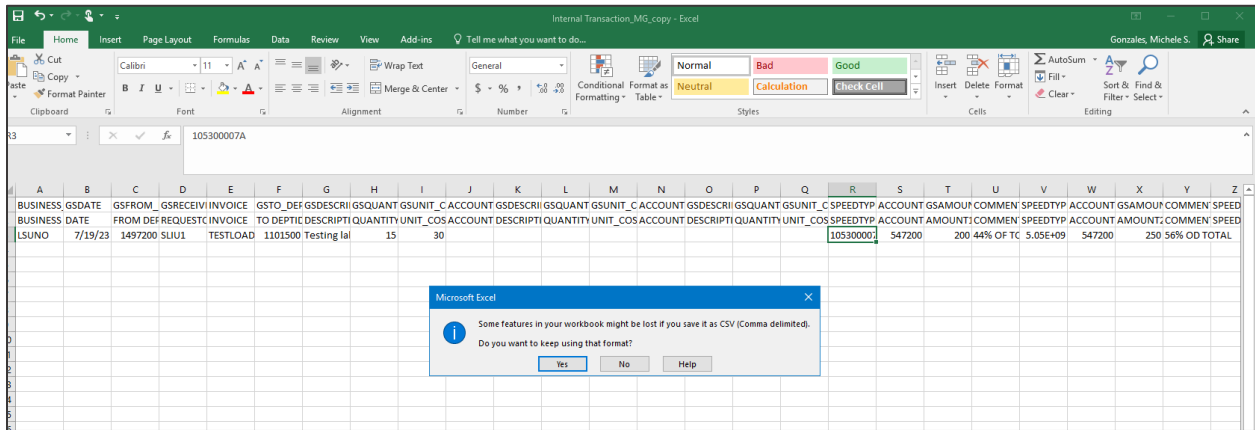
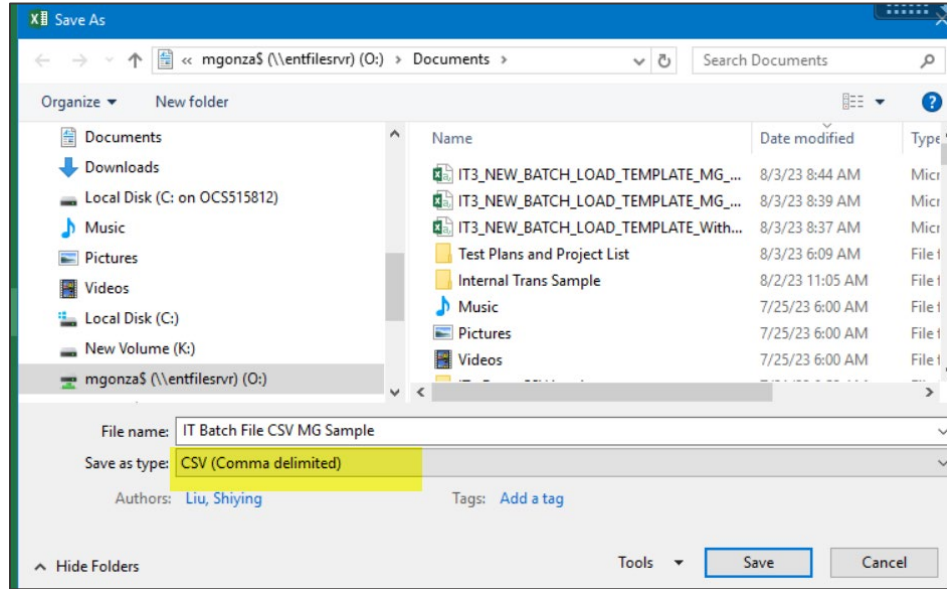
- iii. Columns P – S allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the first chartstring (**yellow color**)
- iv. Columns T – W allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the second chartstring (if needed) (**yellow color**)
- v. Columns X – AA allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the third chartstring (if needed) (**yellow color**)
- vi. Columns AB – AE allows the user to enter the Debit speedtype, account number, extended amount, and Comments for the first chartstring (**purple color**)
- vii. Columns AF – AI allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the second chartstring (if needed) (**purple color**)
- viii. Columns AJ – AM allows the user to enter the Credit speedtype, account number, extended amount, and Comments for the third chartstring (if needed) (**purple color**)
- ix. Column AN should be set to Y to certify that the data entered is accurate.
- x. Columns AO and AP are validation to verify the totals are correct (**red color**).

NOTE: IMPORTANT – After verifying the totals, delete those columns before saving.

- g. Save after completing data entry. Select File, Save As to save the file with a .csv extension. Enter the File name desired. In the Save as Type box, select the arrow and choose CSV (Comma delimited) then press Save.

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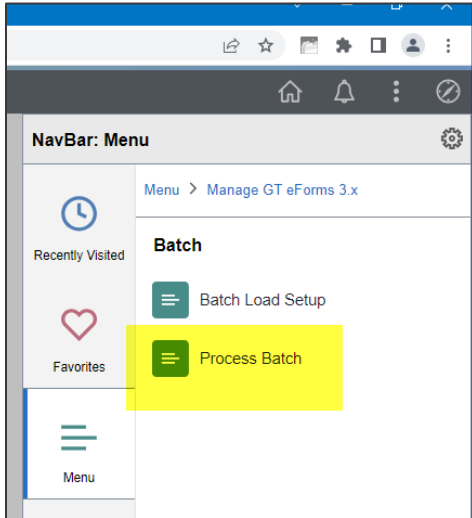


You will receive a message that some of the formatting will be lost. Select **Yes** to continue to save the file.

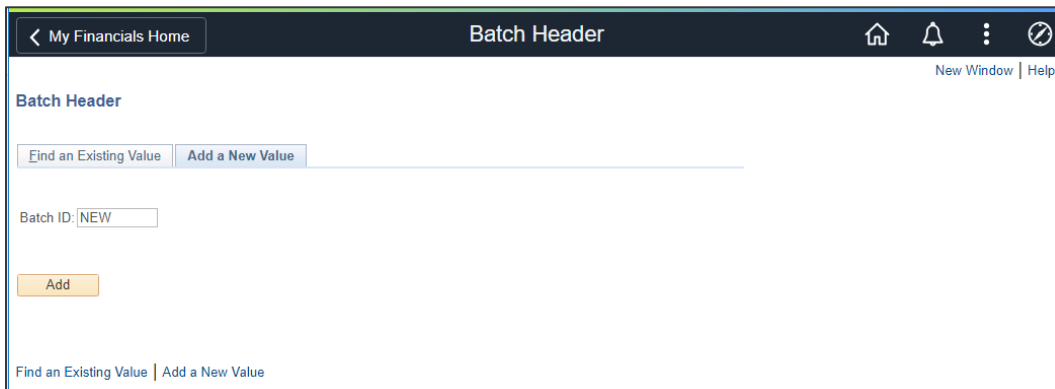
5. After saving the CSV file, launch PeopleSoft Financials Production. Double click the launcher icon, enter your credentials.
6. Navigate to **NavBar > Manage GT eForms 3.x > Batch > Process Batch**

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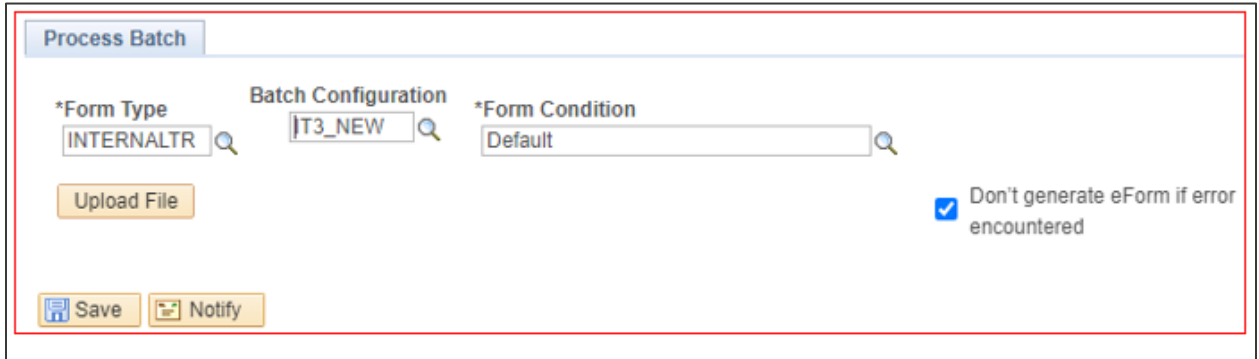


7. Select the Add a New Value tab. The Batch ID will default to NEW and should not be changed. Press **Add**.



8. Select the following values:
 - a. Form Type **INTERNALTR**
 - b. Select Batch Configuration **IT3_NEW**
 - c. Select Form Condition Default
 - d. Place a check in the box that reads “**Do Not Generate eForm if error encountered.**”

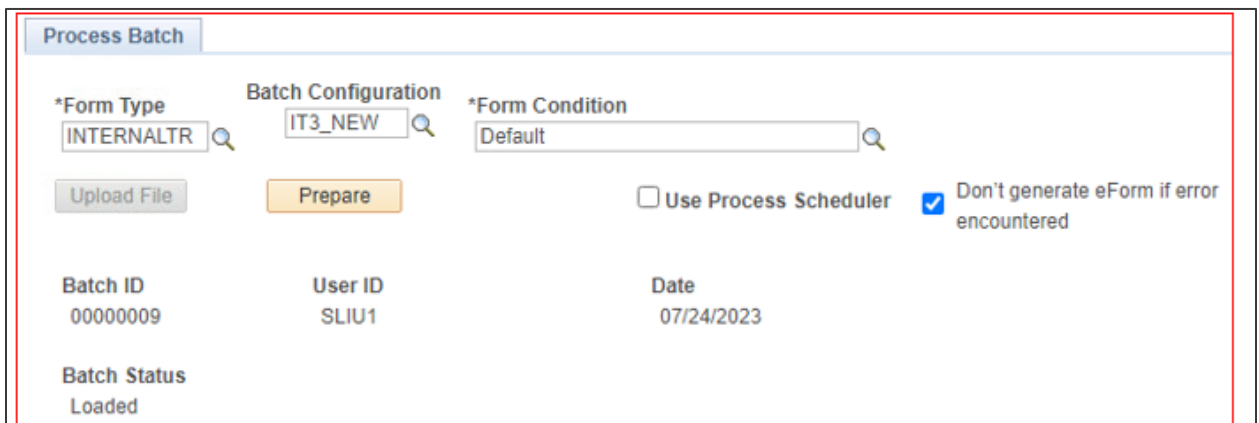
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The screenshot shows the 'Process Batch' form with the following fields and controls:

- *Form Type:** INTERNALTR
- Batch Configuration:** IT3_NEW
- *Form Condition:** Default
- Buttons:** Upload File, Save, Notify
- Checkbox:** Don't generate eForm if error encountered

9. Select the **Upload File** Button. Then select the **Choose File** button and navigate to where the csv file you created is saved and select that file. Click **Upload**.



The screenshot shows the 'Process Batch' form after the file upload step. The 'Upload File' button is now disabled, and the 'Prepare' button is active. The form also displays the following information:

- Batch ID:** 00000009
- User ID:** SLIU1
- Date:** 07/24/2023
- Batch Status:** Loaded
- Buttons:** Upload File (disabled), Prepare
- Checkbox:** Use Process Scheduler, Don't generate eForm if error encountered

10. Click the **Prepare** button.
11. Click **Process**.

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The screenshot shows the 'Process Batch' interface. At the top, there are three search fields: '*Form Type' with 'INTERNALTR', 'Batch Configuration' with 'IT3_NEW', and '*Form Condition' with 'Default'. Below these are buttons for 'Upload File', 'Prepare', and 'Process'. There are also checkboxes for 'Use Process Scheduler' (unchecked) and 'Don't generate eForm if error encountered' (checked). The batch details section shows: Batch ID: 00000009, User ID: SLIU1, Date: 07/24/2023, Batch Status: Prepared, and Count: 2. At the bottom, there is a table with columns: Batch ID, Status, Form ID, Date, and Line Error Text. The table shows one row with Batch ID 1, Status Prepared, Form ID, Date 07/24/2023, and Line Error Text.

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 did occur, the error will be output to the Line Error Text field to aid in debugging. If it completed with no error, then the workflow is triggered and the form is submitted to the debit department for approval.

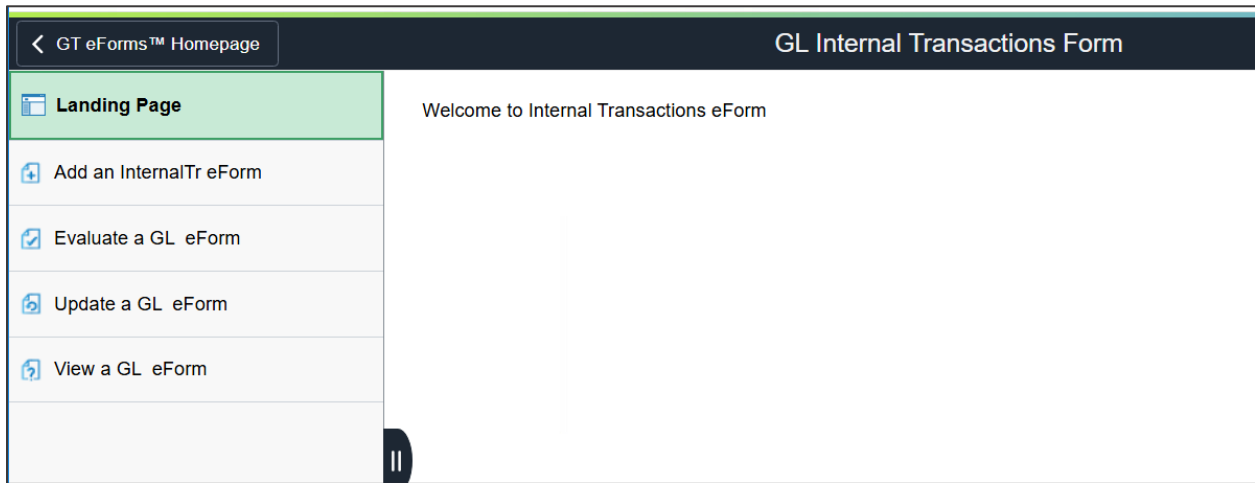
The screenshot shows the 'Process Batch' interface after processing. The configuration fields remain the same. The 'Process' button is now highlighted. The batch details section shows: Batch ID: 00000009, User ID: SLIU1, Date: 07/24/2023, Batch Status: Complete, Count: 2, Errors: 0, and Completed: 2. The table at the bottom now has two rows: Row 1: Batch ID 1, Status Complete, Form ID 10321, Date 07/24/2023, Line Error Text; Row 2: Batch ID 2, Status Complete, Form ID 10322, Date 07/24/2023, Line Error Text.

After completing the batch upload process to generate the eForm, users would then be able to navigate to the GT eForm Homepage to review or print the eForm by selecting **GT eForms Homepage > Internal Transaction Form > View a GL Form**. To add an attachment, the user

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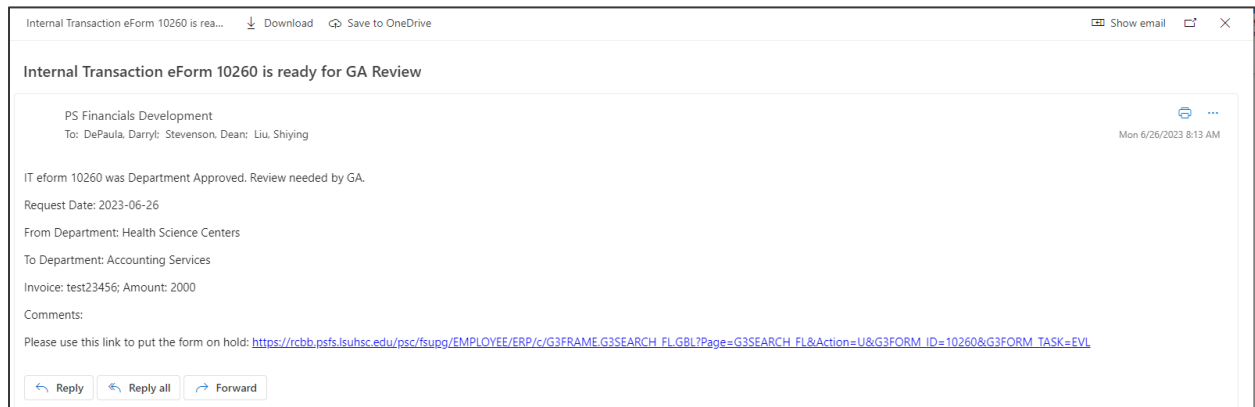
would navigate to the **Update a GL eForm** menu option instead of View a GL Form. The approvers would navigate to the **Evaluate a GL eForm** option on the GT eForms Homepage.



Appendix I - General Accounting Processing of Approved Requests

An Internal Transaction request is ready for General Accounting's (GA) review and processing only after the credit department confirms and submits the Internal Transaction that is then approved by the debit department.

An example of the email that the GA team receives:



Automated journal generation is now available in PRD, the GA team will review the approved forms and if all is correct, approve it. The system then executes the form and a journal is generated. GA must then edit, budget check and post the journal. The following steps would occur:

1. General Accounting receives an email indicating there is an approved Internal Transaction for their evaluation and processing.
2. GA selects the link to evaluate the Internal Transaction. After reviewing the data for completeness, the GA user enters comments that it has been reviewed and authorizes the Internal Transaction.
3. The Form status becomes “**Executed**” and GL Staff selects **Refresh** to view the date/time stamp. The General Ledger (GL) staff then selects the **Next** button to review the next Internal Transaction Form pending their approval.
4. GA staff repeats this process for all emails regarding its pending their review.
5. When the GA staff member authorizes the Internal Transaction, the journal generation process runs.
 - a. The Journal ID will begin with “IT” and the Journal Description will be GT eForms Internal Transaction.
 - b. The Internal Transaction’s Invoice ID entered by the Credit department is entered into the Journal Line Description field.
 - c. The Internal Transaction Form ID is entered into the Journal Line Reference field.
6. The GA staff member reviews Internal Transaction journals created for accuracy then runs the Edit, Budget Check, and Journal Post processes.

Appendix J - Approval Processing Emails

Who receives notification and when it occurs:

Credit Department (Department Providing the Goods/Service)

1. Notification is sent to the Credit Department once the Internal Transaction has been executed by GA and contains the journal id.
2. Notification is sent to the Credit Department when an Internal Transaction has been denied.
3. Notification is sent to the Credit Department when an Internal Transaction is recycled.

Debit Department (Department Receiving the Goods/Service)

1. Notification is sent to the Debit Department when the Credit department submits the Internal Transaction for update and approval.
2. Notification is sent to the Approver when an Internal Transaction form is Recycled.
3. Notification is sent to the Debit Department once the Internal Transaction has been executed by GA and contains the journal id.

General Accounting

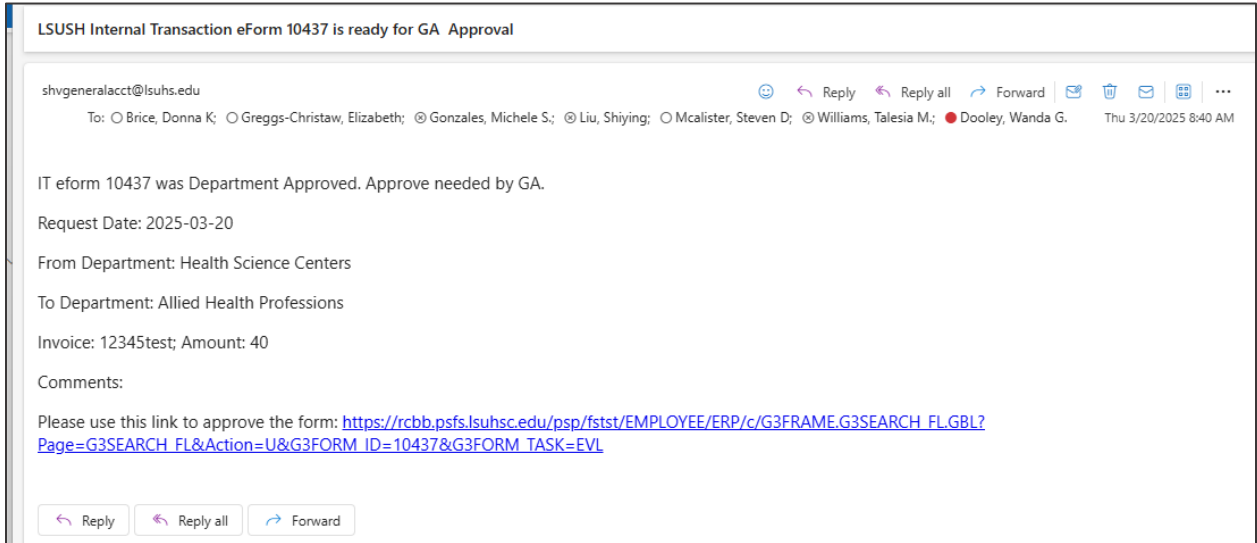
1. Notice is sent to GA that the Debit department approved the Internal Transaction and it is ready for review and processing. Once GL reviews and approves, the journal will be generated and will be ready for processing.

GL Processing Steps using the JGEN (automatically runs once approved)

1. When the Debit department approves an internal transaction form, an email is generated to General Accounting indicating that there is a form for review and approval.

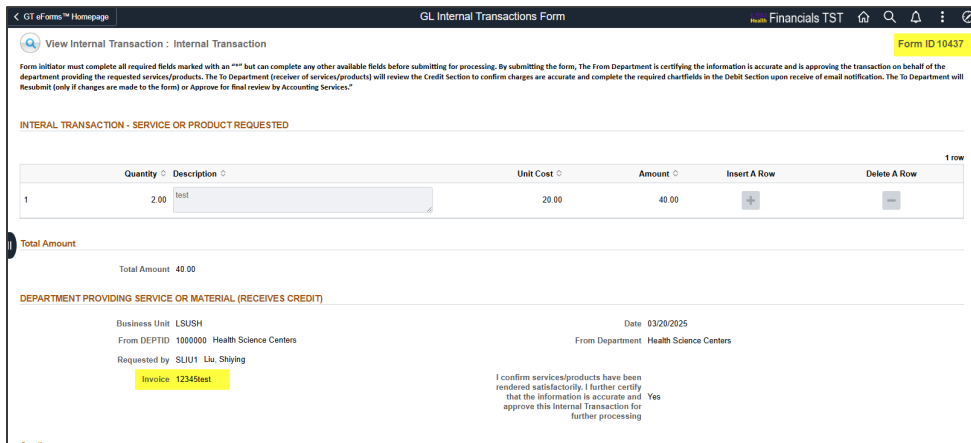
Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow



2. General Accounting uses the link in the email to open the form, reviews the data and if all is acceptable, authorizes the form to be processed.
3. When that occurs, the journal generator process is initiated.
 - a. The journal source is INI
 - b. The journal mask is IT##### using a sequential number for each campus
 - c. The journal Header Description is GT eForms Internal Transaction.
 - d. The Journal Lines are the transactional information on the debit and credit.
 - e. The journal line description is the Invoice ID that the Credit Department enters.
 - f. The Journal Line Reference is the Internal Transaction Form ID.
4. The General Accounting Team must then review the journal and run the Edit, Budget Check and Post processes.

Below is an example of a Shreveport Internal Transaction and its associated journal information.



Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment	Insert A Row	Delete A Row
1	0047701001	551000	111	2047700	95001	61010	40.00		+	-

DEPARTMENT NEEDING SERVICE OR PRODUCT (RECEIVES EXPENSE/ DEBIT)

To DEPTID 1050000 Allied Health Professions To Department Allied Health Professions

Debit

SpeedType Key	Account	Fund Code	Department	Program Code	Class Field	Project	Amount	Comment	Insert A Row	Delete A Row
1	105011014A	551000	113	1050100	00001	35100	105011014A	40.00	+	-

Header
Lines
Totals
Errors
Approval

Unit LSUSH Journal ID IT00000001 Date 03/20/2025

Long Description 245 characters remaining

*Ledger Group Adjusting Entry

Ledger Fiscal Year

*Source Period

Reference Number ADB Date

Journal Class

Transaction Code

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By SLIU1 Liu, Shiyong

Entered On 03/20/2025 8:40:16AM

Last Updated On 03/20/2025 8:40:16AM

Header
Lines
Totals
Errors
Approval

Unit LSUSH Journal ID IT00000001 Date 03/20/2025 Errors Only

Template List Search Criteria Change Values

 *Process Line

Select	Line	*Unit	*Ledger	Accounting Tag	Account	Fund	Dept	Program	Class	Product
<input type="checkbox"/>	1	<input type="text" value="LSUSH"/> <input type="button" value="Q"/>	<input type="text" value="ACTUALS"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text" value="551000"/> <input type="button" value="Q"/>	<input type="text" value="111"/> <input type="button" value="Q"/>	<input type="text" value="2047700"/> <input type="button" value="Q"/>	<input type="text" value="95001"/> <input type="button" value="Q"/>	<input type="text" value="61010"/> <input type="button" value="Q"/>	<input type="text"/>
<input type="checkbox"/>	2	<input type="text" value="LSUSH"/> <input type="button" value="Q"/>	<input type="text" value="ACTUALS"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text" value="551000"/> <input type="button" value="Q"/>	<input type="text" value="113"/> <input type="button" value="Q"/>	<input type="text" value="1050100"/> <input type="button" value="Q"/>	<input type="text" value="00001"/> <input type="button" value="Q"/>	<input type="text" value="35100"/> <input type="button" value="Q"/>	<input type="text"/>

Lines to add

Training Guide

Internal Transactions: Creation, Evaluation, Update and Workflow

Header | Lines | Totals | Errors | Approval

Unit LSUSH Journal ID IT00000001 Date 03/20/2025 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process Line 10

▼ Lines Personalize | Find |

Select	Line	Subcategory	Amount	Base Currency	Journal Line Description	Reference	Open Item Key
<input type="checkbox"/>	1	<input type="text"/>	-40.00	USD	Accounting & Auditing Services	IT10437	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	40.00	USD	Accounting & Auditing Services	IT10437	<input type="text"/>