



PeopleSoft_Financials_Upg rade_to_PUM51_Delta eForms

Version Date: October 22, 2025

Training Guide
eForms

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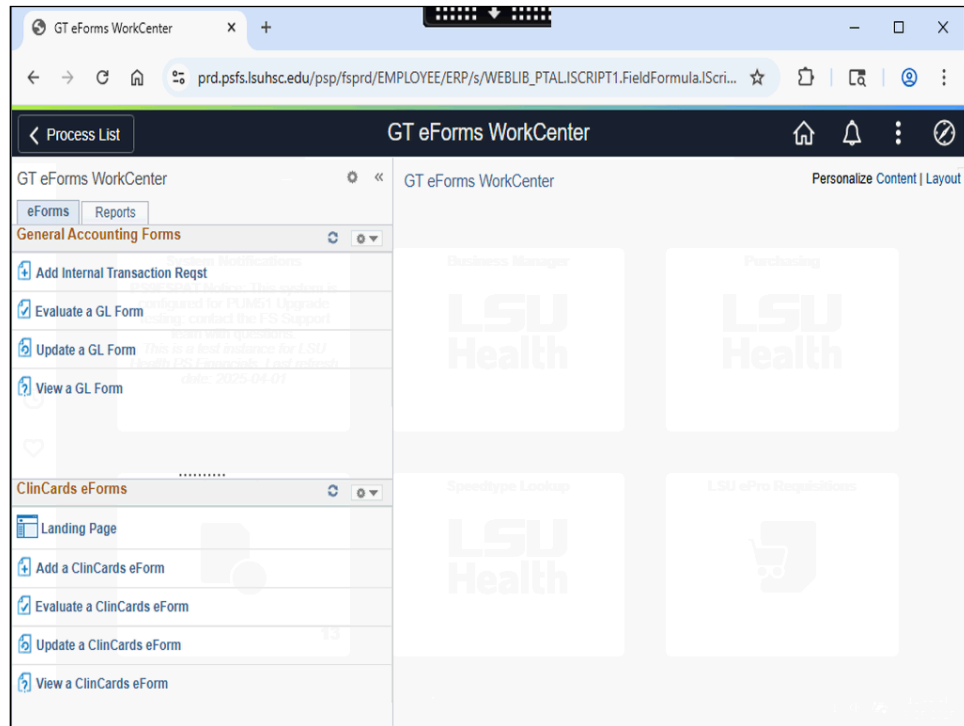
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PeopleSoft_Financials_Upgrade_to_PUM51_Delta

eForms

Procedure

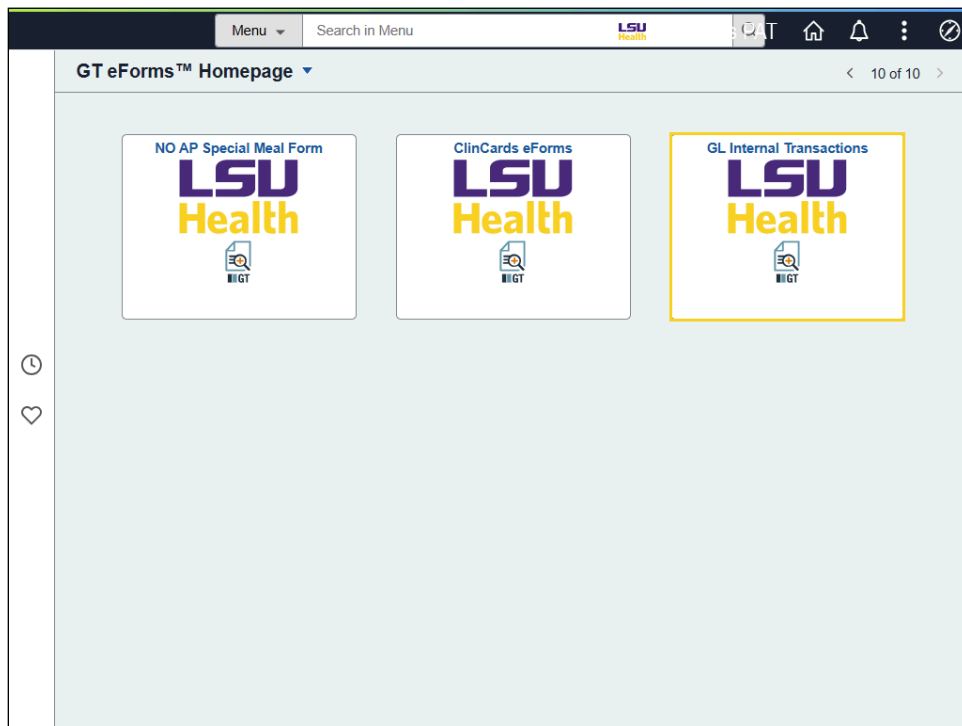
In this topic you will learn about **eForms**.



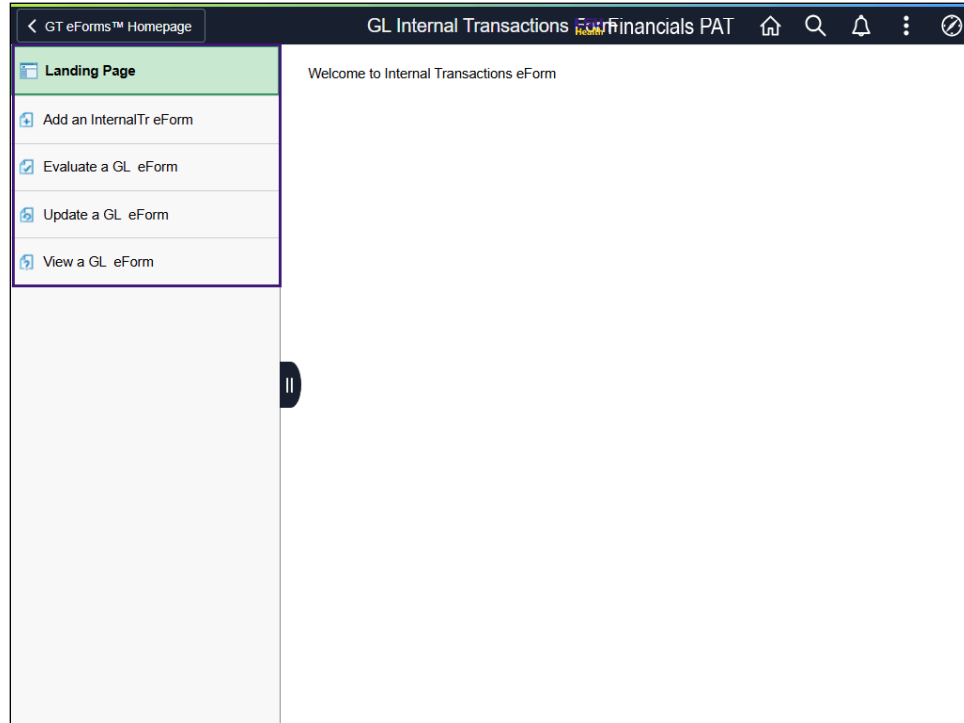
Step	Action
1.	eForms <i>eForms are custom forms created for LSUHSC that are interfaced or imported upon approval into the Financials data tables. Current forms include AP Special Meals and Entertainment Request, Clincard Request, and GL Internal Transactions. In the upgrade environment, users will access these forms from the GT eForms Home and not from the NavBar menu.</i> <u>PRP - Not Upgraded</u> <i>Accessing eForms from eForm Workcenter.</i>

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eForms



Step	Action
2.	eForms <u>PAT - Upgraded</u> GT eForms Homepage Click the GL Internal Transactions button.



Step	Action
3.	eForms <u>PAT - Upgraded</u> After selecting a tile, the user will see the menu options.
4.	This completes eForms. End of Procedure.