

PeopleSoft_Financials_Upg rade_to_PUM51_Delta eForms

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Training Guide eForms

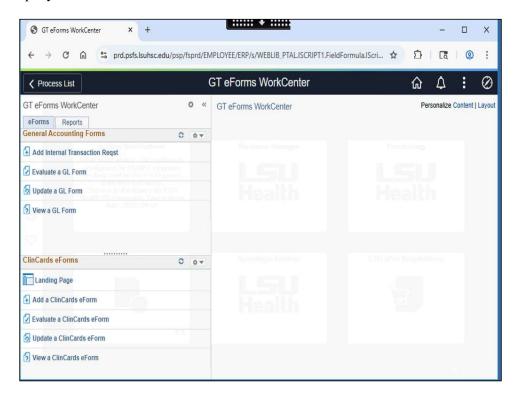
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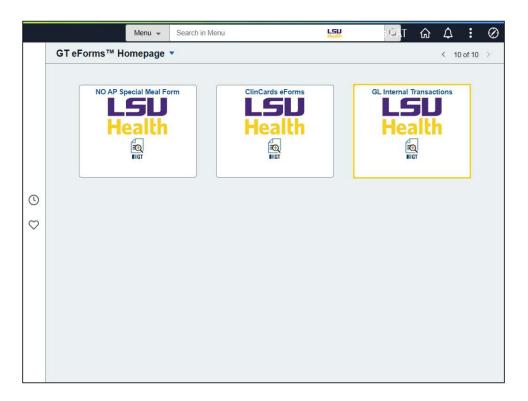
Procedure

In this topic you will learn about eForms.

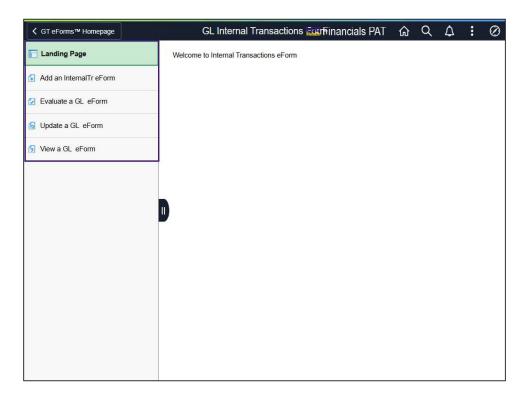


Step	Action
1.	eForms
	eForms are custom forms created for LSUHSC that are interfaced or imported upon approval into the Financials data tables. Current forms include AP Special Meals and Entertainment Request, Clincard Request, and GL Internal Transactions. In the upgrade environment, users will access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

Training Guide eForms



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



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