

PeopleSoft Financials

# BSA Catering

Quick Step User Guide

ITD Applications  
April 2025

The BSA Catering option will be used when placing orders with the BNL Caterer “Rollin’ Ghost” for events onsite. This guide includes step-by-step instructions with example screens on how to use the BSA Catering option in PeopleSoft Financials.

## Navigation

Log onto PeopleSoft Financials > BSA Dept Admin Home Page > Select BSA Miscellaneous Payments

### Step 1- Select Add a New Value Tab

#### BSA Misc Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Business Unit:	begins with ▼	BSA
Misc Payment No:	begins with ▼	
Misc Voucher Type:	begins with ▼	
BNL Department Code:	begins with ▼	
Status:	begins with ▼	
Entered by:	begins with ▼	
Vendor ID:	begins with ▼	
Name 1:	begins with ▼	
Date From:	= ▼	
Date To:	= ▼	
Fiscal Year:	= ▼	
Accounting Period:	= ▼	

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | [Add a New Value](#)

### Step 2- Click the Add Button

#### BSA Misc Payments

Find an Existing Value **Add a New Value**

Misc Payment No: NEXT

**Add**

Find an Existing Value | [Add a New Value](#)

At the top of the screen, Misc Payment No.: “NEXT” - (No. assigned when “Saved”), Status Open, Misc Total - \$0.00 **Note:** Use Tab Key to advance to the next field(s).

**Step 3-** Select Dept Code and Misc. Type “BSA Catering”

**Step 4-** Select Event Type

**Step 5-** Enter Name of the Event

**Step 6-** Business Purpose – Enter additional details about the event

**Step 7-** Contact Person - Select Employee ID (Name, Bldg. No. and Extension displays)

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA   Misc Payment No.: NEXT   Status: Open   Misc Total: \$0.00

Dept Code: AO   Misc Type: BSA CATERING

Event Type:

Event Date:

Event Name:

Business Purpose:

Contact Person:    EmpID:    Building #:    Extn:

Misc Payment Entry | [Misc Payment Status](#) | [Scan Misc Payment](#)

The Seller Line displays Rollin’ Ghost, Event Date, 48 hr. Date (event to be finalized by).

**Step 8-** Select Delivery (Begin/End) time

**Step 8.1-** Select Event (Start/End) time

**Step 9-** Enter Location Bldg. No./Rm. No. (i.e., Bldg. 488 Rm. B)

**Step 10-** Click Item Lines button

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA   Misc Payment No.: NEXT   Status: Open   Misc Total: \$0.00

Dept Code: AO   Misc Type: BSA CATERING

Event Type: Event

Event Date: 04/23/2025

Event Name: Science Workshop Luncheon

Business Purpose: Science Workshop Luncheon being held April 21, 2025

Contact Person:    EmpID: 13516   BARROW,JOAN A   Building #: 515   Extn: 3290

Line	Seller	Date	48 Hrs Date	Delivery Begin	Delivery End	Event Start	Event End	Location	Amount	Item Lines	Distribution Lines
001	ROLLIN' GHOST	04/23/2025	04/21/2025	11:00 AM	11:30 AM	12:00 PM	2:00 PM	BLDG 488 RM B	0.00	<b>Item Lines</b>	Distribution Lines

Misc Payment Entry | [Misc Payment Status](#) | [Scan Misc Payment](#)

**Step 11- Enter Number of Attendees**

**Step 12- Click Food Catalog Items button**

Misc Payment No: NEXT      Seller: ROLLIN' GHOST  
 Address:  
 Line Number: 1      City:  
 Misc Payment Total: \$0.00      State:      Zip Code: Return  
 Total Percentage: 0.00      Phone:  
 Line Status: Order Opened      Contact:  
 Email:  
 Note: 48 Business Hours are required to Place an Order by: 04/21/2025

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Find | View All | First 1 of 1 Last

Gratuity:  Gratuity Percent:  %      \*BSA allows for up to 20% gratuity. Please note desired tip      Food Catalog Items

Number of Attendees:       Gratuity Amount:   
 Estimate Costs:       Delivery Charges: \$0.00      Total Costs: \$0.00  
 Max Costs Limit: \$0.00      Processing Fees: \$0.00      Receipt Total: \$0.00  
 Actual Costs: \$0.00      Sales Tax: \$0.00      Payment Balance: \$0.00

Details Menu & Vendor Selections      Release No: 0

Special Requests/Other Vendor Name

Please attach list of attendees or meeting invitation for reconciliation purposes

**Catering selection screen displays**

Misc Payment No: NEXT      Seller: ROLLIN' GHOST  
 Address:  
 Line Number: 1      City:  
 Misc Payment Total: \$0.00      State:      Zip Code:  
 Total Percentage: 0.00      Phone:  
 Line Status: Order Opened      Contact:  
 Email:  
 Note: 48 Business Hours are required to Place an Order by: 04/21/25

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Number of Attendees: 20      Gratuity Amount: \$0.00      Return  
 Estimate Costs: \$0.00      Delivery Charges: \$0.00  
 Max Costs Limit: \$0.00      Processing Fees: \$0.00      Sales Tax: \$0.00  
 Actual Costs: \$0.00      Discount Amount: \$0.00      Total Costs: \$0.00

	Catering Group	Catering Item	Min	Serves	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Description
1	+	-	0	0				0.00	0.00	\$0.00	

The next set of examples will show how to enter an order for Beverages, Box Lunch, and Assorted Fresh Cookie Tray.

### Step 13- Select Catering Group - Beverages

Line Number: 1  
 Misc Payment Total: \$0.00  
 Total Percentage: 0.00  
 Line Status: Order Opened

Note: 48 Business Hours are required to

Number of Attendees: 20  
 Estimate Costs: \$0.00  
 Max Costs Limit: \$0.00  
 Actual Costs: \$0.00

	Catering Group	Cate
1		

**Look Up Catering Group** ? Help

Misc Voucher Type: BSA CATERING  
 Misc Voucher Code: EXPRESS MENU  
 Seller: ROLLIN' GHOST  
 Catering Category: Catering  
 Catering Group: begins with

Look Up Clear Cancel [Basic Lookup](#)

**Search Results**

View 100 First 1-13 of 13 Last

Catering Group
<a href="#">Beverages</a>
<a href="#">Box Lunch</a>
<a href="#">Breakfast</a>
<a href="#">Buffet</a>
<a href="#">Cold Platters</a>
<a href="#">Dessert</a>
<a href="#">Hot Appetizers</a>
<a href="#">Hot Buffet Tray (Full)</a>
<a href="#">Hot Buffett Tray (Half)</a>
<a href="#">Misc Items</a>
<a href="#">Pizza</a>
<a href="#">Salads</a>
<a href="#">Sandwich/Wrap/Panini/Hero</a>

### Step 13.1- Select Catering Item

Misc Payment No: NEXT

Line Number: 1  
 Misc Payment Total: \$0.00  
 Total Percentage: 0.00  
 Line Status: Order Opened

Note: 48 Business Hours are required to Place an Order by: 04/21/25

Number of Attendees: 20  
 Estimate Costs: \$0.00  
 Max Costs Limit: \$0.00  
 Actual Costs: \$0.00

Gratuity Amount:  
 Delivery Charges:  
 Processing Fees:  
 Discount Amount:

	Catering Group	Catering Item	M
1	Beverages		

**Look Up Catering Item** ? Help

Misc Voucher Type: BSA CATERING  
 Seller: ROLLIN' GHOST  
 Catering Item: begins with

Look Up Clear Cancel [Basic Lookup](#)

**Search Results**

View 100 First 1-7 of 7 Last

Catering Item	Minimum	Serves	Unit Price
<a href="#">Coffee Service</a>	10	1	2.75
<a href="#">Hot Chocolate</a>	1	12	38
<a href="#">Juice - 10 oz</a>	1	1	2.5
<a href="#">Soda - Cans</a>	1	1	1.5
<a href="#">Soda - Dozen</a>	1	12	18
<a href="#">Water - Case</a>	1	24	15
<a href="#">Water Bottles</a>	1	1	1.5

For Catering Item, Soda – Dozen was selected

Misc Payment No: NEXT	Line Number: 1	Misc Payment Total: \$0.00	Total Percentage: 0.00	Line Status: Order Opened	Seller: ROLLIN' GHOST Address: City: State: Zip Code: Phone: Contact: Email:
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Note: 48 Business Hours are required to Place an Order by: 04/21/25

Number of Attendees: 20	Gratuity Amount: \$0.00	Return
Estimate Costs: \$0.00	Delivery Charges: \$0.00	
Max Costs Limit: \$0.00	Processing Fees: \$0.00	Sales Tax: \$0.00
Actual Costs: \$0.00	Discount Amount: \$0.00	Total Costs: \$0.00

	Catering Group	Catering Item	Min	Serves	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description
1	Beverages	Soda - Dozen			12	DOZEN	18.00000	0.00	0.00	\$0.00	Menu Choice	

**Step 13.2-** Click Menu Choice button. Screen below displays – One (1) dozen for Coke was entered shown below. Additional Information box also displays about the item.

**Tip:** After entering amount, press the Tab Key, the Special Requests or Other Requests box will display if you need to enter any information about the request. Use arrow to expand the box for data entry.

Catering Item: Soda - Dozen

Return Cancel

Order Qty: 1.0000	Amount: 18.00	Additional Charges: 0.00	Total Amount: \$18.00
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Current Choice: Soda Selection

Additional Information

1 Dozen Cans of Soda

Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Special Requests
1 Coke	1.0000	DOZEN	18.00000	\$0.00	\$0.00	
2 Diet Coke	0.0000	DOZEN	18.00000	\$0.00	\$0.00	
3 Sprite	0.0000	DOZEN	18.00000	\$0.00	\$0.00	

**Step 13.3-** Click the Return button

**Step 13.4-** The quantity, amount, and selection is displayed as shown below

Misc Payment No: NEXT	Line Number: 1	Misc Payment Total: \$18.00	Total Percentage: 0.00	Line Status: Order Opened	Seller: ROLLIN' GHOST Address: City: State: Zip Code: Phone: Contact: Email:
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Note: 48 Business Hours are required to Place an Order by: 04/21/25

Number of Attendees: 20	Gratuity Amount: \$0.00	Return
Estimate Costs: \$18.00	Delivery Charges: \$0.00	
Max Costs Limit: \$21.60	Processing Fees: \$0.00	Sales Tax: \$0.00
Actual Costs: \$0.00	Discount Amount: \$0.00	Total Costs: \$18.00

	Catering Group	Catering Item	Min	Serves	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description
1	Beverages	Soda - Dozen			12	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Dozen Coke

**Step 13.5-** Click the Return button again

This Misc. Payment example was previously saved, in either case, the next step would be Step 13.6.

**Step 13.6-** Click the Distribution Lines button

Misc Payment Entry Misc Payment Status Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409623 Status: Open Misc Total: \$18.00

Dept Code: AO Misc Type: BSA CATERING

Event Type: Event  
 Event Date: 04/23/2025  
 Event Name: Science Workshop Luncheon  
 Business Purpose: Science Workshop Luncheon being held April 21, 2025  
 Contact Person: EmpID: 13516 BARROW, JOAN A Building #: 515 Extn: 3290

Line	Seller	Date	48 Hrs Date	Delivery Begin	Delivery End	Event Start	Event End	Location	Amount	Item Lines	Distribution Lines
001	ROLLIN' GHOST	04/23/2025	04/21/2025	11:00 AM	11:30 AM	12:00 PM	2:00 PM	BLDG. 488 RM. B	18.00	Item Lines	Distribution Lines

**Step 13.7-** Select Project and enter Amount. **Tip:** To enter amount quickly enter -1(Minus 1) and press the Tab Key. The amount will be displayed. You will not be able to save until one line item and the Distribution Lines screen has been completed . When saved, a Misc. Payment No. is assigned, and Printer button displays. You can exit and go back to it later if needed. Repeat navigation steps – Find an existing Value, enter criteria or click the Search button to locate your saved BSA Misc. Payment.

Business Unit: BSA Misc Payment No: 00409285

Line Number: 1  
 Misc Payment Total: \$18.00  
 Total Percentage: 0.00

Accounting Information Budget Amount

Project	Class Field	Program Code	Account	Amount
1	8001 - Meals and Entertainment	DC - general expense		18.00

**Step 14-** Adding another line for Beverages. For example, there are 20 attendees, 8 more cans of soda were needed.

**Step 14.1-** Click the Plus sign to add a new line

**Step 14.2-** Select Catering Group - Beverages

**Step 14.3-** Select Catering Item Soda - Cans

	Catering Group	Catering Item	Min	Serves	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description
1	Beverages	Soda - Dozen	1	12	1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Coke
2	Beverages	Soda - Cans	1	1		CANS	1.50000	0.00	0.00	\$0.00	Menu Choice	

**Step 14.4-** Click Menu Choice button

**Step 14.5-** Go to item and enter amount of individual cans needed – 3 Diet Coke and 5 Sprite were entered.

Catering Item: Soda - Cans Return Cancel

Order Qty: 8.0000  
 Amount: 4.50  
 Additional Charges: 0.00  
 Total Amount: \$12.00

Additional Information  
 Individual Cans of Soda

Current Choice: Soda Selection

Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Special Requests
1 Coke	0.0000	CANS	1.50000	\$0.00	\$0.00	
2 Diet Coke	3.0000	CANS	1.50000	\$4.50	\$0.00	
3 Sprite	5.0000	CANS	1.50000	\$0.00	\$0.00	

**Step 14.6-** Click the Return button

Line for Individual cans of soda and soda selection are displayed.

	Catering Group	Catering Item	Min	Serves	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description
1	Beverages	Soda - Dozen	1	12	1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Coke
2	Beverages	Soda - Cans	1	1	8.0000	CANS	1.50000	12.00	0.00	\$12.00	Menu Choice	Soda Selection: 3 Diet Coke, 5 Sprite

Next example is for Box Lunches.

**Step 15-** Click the Plus sign to add a new line

**Step 15.1-** Box Lunch was selected from Catering Group

**Step 15.2-** Gold Box Lunch was selected from Catering Item

Line Status: Order Opened

Note: 48 Business Hours are required to Place an Order by: 04/21/25

Number of Attendees: 20  
 Estimate Costs: \$30.00  
 Max Costs Limit: \$36.00  
 Actual Costs: \$0.00

	Catering Group	Catering Item
1	Beverages	Soda - Dozen
2	Beverages	Soda - Cans
3	Box Lunch	Gold Box Lunch

**Look Up Catering Item** ? Help

Misc Voucher Type: BSA CATERING  
 Seller: ROLLIN' GHOST  
 Catering Item: begins with

Look Up Clear Cancel [Basic Lookup](#)

**Search Results**

View 100 First 1-3 of 3 Last

Catering Item	Minimum	Serves	Unit Price
Gold Box Lunch	1	1	17
Premium Box Lunch	1	1	20
Silver Box Lunch	1	1	15

### Step 15.3- Click the Menu Choice button

	Catering Group	Catering Item	Min	Serves	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description
1	Beverages	Soda - Dozen	1	12	1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Coke
2	Beverages	Soda - Cans	1	1	8.0000	CANS	1.50000	12.00	0.00	\$12.00	Menu Choice	Soda Selection: 3 Diet Coke, 5 Sprite
3	Box Lunch	Gold Box Lunch	1	1		BOX	17.00000	0.00	0.00	\$0.00	Menu Choice	

### Screen displays for Gold Box Lunch Menu choices

Order Qty: 0.0000  
 Amount: 0.00  
 Additional Charges: 0.00  
 Total Amount: \$0.00

**Additional Information**

Choice of one sandwich, and one Gourmet Side Salad (Potato salad, Coleslaw or Pasta salad). Comes with a 16.9 oz. Bottle of water, 4 oz. Fruit cup, a bag of Lays potato chips. (Gluten Free and Vegan Options Available Upon Request. Gluten Free +\$)

Current Choice: **Gold Box Lunch**  
 Prev Choice:   
 Next Choice:

Choice No. 1 of 3

	Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice Selected
1	All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	<input type="text" value="0.0000"/>	BOX	17.00000	\$0.00	\$0.00	<input type="checkbox"/>
2	Classic Chicken Caesar - Shaved romaine, house-made Caesar dressing, herb croutons, shaved parmesan and shaved roasted chicken	<input type="text" value="0.0000"/>	BOX	17.00000	\$0.00	\$0.00	<input type="checkbox"/>
3	Greek Salad - Shaved greens, crumbled feta cheese, kalamata olives, English cucumber, farm fresh tomato and red onion served with Greek vinaigrette	<input type="text" value="0.0000"/>	BOX	17.00000	\$0.00	\$0.00	<input type="checkbox"/>
4	Italian Salad - Chef Jay's hand selected Italian meats, sweet peppers, fresh mozzarella, chopped giardiniera and fresh basil over shaved romaine served with balsamic vinaigrette	<input type="text" value="0.0000"/>	BOX	17.00000	\$0.00	\$0.00	<input type="checkbox"/>
5	Primetime - Slow-roasted prime of beef, provolone, shaved greens, fresh tomatoes, crispy fried onions on semolina finished with horseradish aioli	<input type="text" value="0.0000"/>	BOX	17.00000	\$0.00	\$0.00	<input type="checkbox"/>
6	The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh mozzarella, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina	<input type="text" value="0.0000"/>	BOX	17.00000	\$0.00	\$0.00	<input type="checkbox"/>

Notice there are Choice Nos. 1 of 3. Current Choice displays Gold Box Lunch, to view Gold Box Lunch Gluten Free choices, click on the Next Choice button and so on. An additional charge is calculated on the gluten free options based on the number of the choice selected.

**Step 15.4-** Select and enter amount. 10 box lunches were entered for the All American

**Step 15.5-** Click the Tab Key. Choice button displays

Catering Item: Gold Box Lunch Return Cancel

Order Qty: 10.0000  
 Amount: 170.00  
 Additional Charges: 0.00  
 Total Amount: \$170.00

Current Choice: **Gold Box Lunch**  
 Prev Choice: None  
 Next Choice: Gold Box Lunch - Gluten Free

Choice No. 1 of 3

Additional Information

Choice of one sandwich, and one gourmet side salad (Potato salad, Coleslaw or Pasta salad). Comes with a 16.9 oz. Bottle of water, 4 oz. Fruit cup, a bag of Lays potato chips. (Gluten Free and Vegan Options Available Upon Request +\$)

Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice	Choice Selected	Other Request
1 All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	10.0000	BOX	17.00000	\$170.00	\$0.00	Choice		

**Step 15.6-** Click the Choice button

Screen for Salad choices displays shown below

**Step 15.7-** Enter the number of salad choices needed. In this example, 5 coleslaw and 5 potato salads were entered.

**Step 15.8-** Click the Return button

Catering Item: Gold Box Lunch Return Cancel

Seller ROLLIN' GHOST

Catering Sub Item	Order Qty
All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	10.0000

Catering Sub Other Item	Order Qty
1 Coleslaw	5
2 Pasta salad	
3 Potato salad	5

The screen returns to the Gold Box Lunch selection page. You will see what was entered. If you need to add a request, use the Other Request field.

Catering Item: Gold Box Lunch Return Cancel

Order Qty: 10.0000  
 Amount: 170.00  
 Additional Charges: 0.00  
 Total Amount: \$170.00

**Additional Information**  
 Choice of one sandwich, and one gourmet side salad (Potato salad, Coleslaw or Pasta salad). Comes with a 16.9 oz. Bottle of water, 4 oz. Fruit cup, a bag of Lays potato chips. (Gluten Free and Vegan Options Available Upon Request +\$)

Current Choice: Gold Box Lunch  
 Prev Choice: None  
 Next Choice: Gold Box Lunch - Gluten Free

Choice No. 1 of 3

Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice	Choice Selected	Other Request
1 All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	10.0000	BOX	17.00000	\$170.00	\$0.00	Choice	with 5 Coleslaw, 5 Potato salad	

Next, Gold Box Lunch – Gluten Free lunches are needed.

**Step 15.9-** Click the Next Choice button until Current Choice displays Gold Box Lunch – Gluten Free as shown below

Catering Item: Gold Box Lunch Return Cancel

Order Qty: 0.0000  
 Amount: 0.00  
 Additional Charges: 0.00  
 Total Amount: \$0.00

**Additional Information**  
 Choice of one sandwich, and one Gourmet Side Salad (Potato salad, Coleslaw or Pasta salad). Comes with a 16.9 oz. Bottle of water, 4 oz. Fruit cup, a bag of Lays potato chips. (Gluten Free and Vegan Options Available Upon Request. Gluten Free +\$)

Current Choice: Gold Box Lunch - Gluten Free  
 Prev Choice: Gold Box Lunch  
 Next Choice: Gold Box Lunch - Vegan

Choice No. 2 of 3

Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice Selected
1 All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	0.0000	BOX	17.00000	\$0.00	\$0.00	
2 Primetime - Slow-roasted prime of beef, provolone, shaved greens, fresh tomatoes, crispy fried onions on semolina finished with horseradish aioli	0.0000	BOX	17.00000	\$0.00	\$0.00	
3 The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh mozzarella, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina	0.0000	BOX	17.00000	\$0.00	\$0.00	

**Step 15.10-** Enter the number of the choice needed. In this example, 10 “The Bonanno” sandwiches was selected

**Step 15.11-** Click the Tab Key, the Choice button displays

**Step 15.12-** Click the Choice button

Catering Item: Gold Box Lunch Return Cancel

Order Qty: 10.0000  
 Amount: 170.00  
 Additional Charges: 20.00  
 Total Amount: \$190.00

**Additional Information**  
 Choice of one sandwich, and one gourmet side salad (Potato salad, Coleslaw or Pasta salad). Comes with a 16.9 oz. Bottle of water, 4 oz. Fruit cup, a bag of Lays potato chips. (Gluten Free and Vegan Options Available Upon Request +\$)

Current Choice: Gold Box Lunch - Gluten Free  
 Prev Choice: Gold Box Lunch  
 Next Choice: Gold Box Lunch - Vegan

Choice No. 2 of: 3

Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice	Choice Selected	Other Request
1 All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	0.0000	BOX	17.00000	\$0.00	\$0.00			
2 Primetime - Slow-roasted prime of beef, provolone, shaved greens, fresh tomatoes, crispy fried onions on semolina finished with horseradish aioli	0.0000	BOX	17.00000	\$0.00	\$0.00			
3 The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh mozzarella, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina	10.0000	BOX	17.00000	\$170.00	\$20.00	Choice		

Screen for Salad choices displays

**Step 15.13-** Enter the number of salad choices needed. In this example, 10 Coleslaw were entered.

**Step 15.14-** Click the Return button

Catering Item: Gold Box Lunch Return Cancel

**Seller** ROLLIN' GHOST

Catering Sub Item	Order Qty
The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh mozzarella, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina	10.0000

Catering Sub Other Item	Order Qty
1 Coleslaw	10
2 Pasta Salad	
3 Potato Salad	

The screen returns to the Gold Box Lunch – Gluten Free selection page. You will see what was entered. Also, the Additional Charges will calculate the amount based on quantity. For this example, 10 sandwiches @ additional charge of \$3 each for \$30.

**Step 15.11-** Click the Return button again

Catering Item: Gold Box Lunch Return Cancel

Order Qty: 10.0000  
 Amount: 170.00  
 Additional Charges: 20.00  
 Total Amount: \$190.00

Current Choice: **Gold Box Lunch - Gluten Free**  
 Prev Choice: Gold Box Lunch  
 Next Choice: Gold Box Lunch - Vegan

Choice No. 2 of 3

**Additional Information**

Choice of one sandwich, and one gourmet side salad (Potato salad, Coleslaw or Pasta salad). Comes with a 16.9 oz. Bottle of water, 4 oz. Fruit cup, a bag of Lays potato chips. (Gluten Free and Vegan Options Available Upon Request +\$)

	Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice	Choice Selected	Other Request
1	All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	0.0000	BOX	17.00000	\$0.00	\$0.00			
2	Primetime - Slow-roasted prime of beef, provolone, shaved greens, fresh tomatoes, crispy fried onions on semolina finished with horseradish aioli	0.0000	BOX	17.00000	\$0.00	\$0.00			
3	The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh mozzarella, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina	10.0000	BOX	17.00000	\$170.00	\$20.00	Choice	with 10 Coleslaw	

Returns to the Line Items screen to view selections ordered.

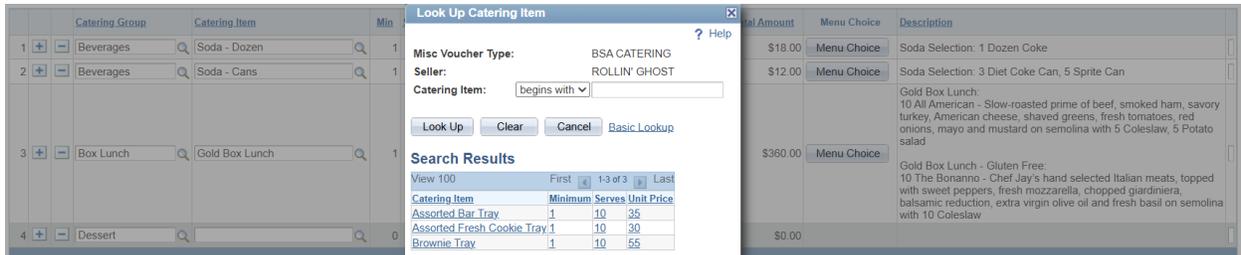
Catering Group	Catering Item	Min	Serves	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description
verages	Soda - Dozen	1	12	1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Coke
verages	Soda - Cans	1	1	8.0000	CANS	1.50000	12.00	0.00	\$12.00	Menu Choice	Soda Selection: 3 Diet Coke, 5 Sprite
ox Lunch	Gold Box Lunch	1	1	20.0000	BOX	17.00000	340.00	30.00	\$370.00	Menu Choice	Gold Box Lunch: 10 All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina with 5 Coleslaw, 5 Potato salad  Gold Box Lunch - Gluten Free: 10 The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh mozzarella, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina with 10 Coleslaw

The Dessert entry example for Assorted Cookie Fresh Cookie Tray is shown on the next page.

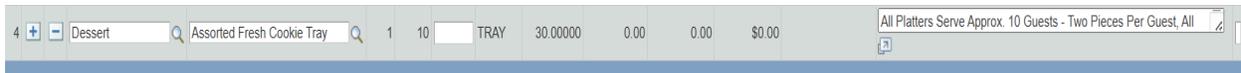
**Step 16-** Click the Plus sign to add another line for Dessert.

**Step 16.1-** Select Dessert from the Catering Group

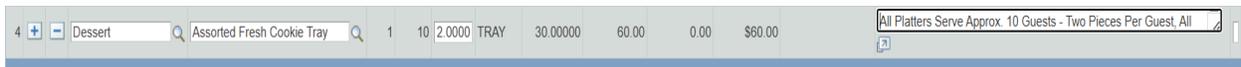
**Step 16.2-** Select Assorted Fresh Cookie Tray



When selected, the field to enter no. of trays opens.



**Step 16.3-** Enter the no. of trays needed. The example shows two (2) were needed. You can expand the description field to view what is included.



**Note:** How to enter an item that is not on the menu.

If an Item is not one of the menu options, you will need to check with Guest Services to see if they can supply you with the requested item. They will direct you as to how to handle the request.

When you have completed your order.

**Step 17-** Click the Return button. The screen below displays. Review the order.

Misc Payment No: 00409623	Seller: ROLLIN' GHOST
Line Number: 1	Address:
Misc Payment Total: \$450.00	City:
Total Percentage: 0.00	State: Zip Code:
Line Status: Order Opened	Phone:
	Contact:
	Email:

Note: 48 Business Hours are required to Place an Order by: 04/21/25

Number of Attendees: 20	Gratuity Amount: \$0.00	<b>Return</b>
Estimate Costs: \$450.00	Delivery Charges: \$0.00	
Max Costs Limit: \$540.00	Processing Fees: \$0.00	Sales Tax: \$0.00
Actual Costs: \$0.00	Discount Amount: \$0.00	Total Costs: \$450.00

	Catering Group	Catering Item	Min	Servs	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description
1	Beverages	Soda - Dozen	1	12	1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Dozen Coke
2	Beverages	Soda - Cans	1	1	8.0000	CANS	1.50000	12.00	0.00	\$12.00	Menu Choice	Soda Selection: 3 Diet Coke Can, 5 Sprite Can
3	Box Lunch	Gold Box Lunch	1	1	20.0000	BOX	17.00000	340.00	20.00	\$360.00	Menu Choice	Gold Box Lunch: 10 All American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina with 5 Coleslaw, 5 Potato salad  Gold Box Lunch - Gluten Free: 10 The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh mozzarella, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina with 10 Coleslaw
4	Dessert	Assorted Fresh Cookie Tray	1	10	2.0000	TRAY	30.00000	60.00	0.00	\$60.00		All Platters Serve Approx. 10 Guests - Two Pieces Per Guest, All

**Step 17.1-** Click the Return button again.

Misc Payment No: 00409623	Seller: ROLLIN' GHOST
Line Number: 1	Address:
Misc Payment Total: \$450.00	City:
Total Percentage: 0.00	State: Zip Code:
Line Status: Order Opened	Phone:
	Contact:
	Email:

Note: 48 Business Hours are required to Place an Order by: 04/21/2025

Find | View All | First 1 of 1 Last

Gratuity:  Gratuity Percent:  % \*BSA allows for up to 20% gratuity. Please note desired tip Food Catalog Items

Number of Attendees: 20	Gratuity Amount: \$0.00	<b>Cancel Line</b>
Estimate Costs: 450.00	Delivery Charges: \$0.00	Total Costs: \$450.00
Max Costs Limit: \$540.00	Processing Fees: \$0.00	Receipt Total: \$0.00
Actual Costs: \$0.00	Sales Tax: \$0.00	Payment Balance: \$0.00

Details Menu & Vendor Selections Release No: 0

1.00	DOZEN	Beverages	Soda - Dozen.....	18.00
8.00	CANS	Beverages	Soda - Cans.....	12.00
20.00	BOX	Box Lunch	Gold Box Lunch.....	360.00
2.00	TRAY	Dessert..	Assorted Fresh Cookie Tray	60.00

Special Requests/Other Vendor Name

Please attach list of attendees or meeting invitation for reconciliation purposes

The Miscellaneous Payment Entry screen displays

### Step 17.2- Click the Distribution Lines button

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409623 Status: Open Misc Total: \$450.00

Dept Code: AO Misc Type: BSA CATERING

Event Type: Event  
Event Date: 04/23/2025  
Event Name: Science Workshop Luncheon  
Business Purpose: Science Workshop Luncheon being held April 21, 2025  
Contact Person: EmpID: 13516 BARROW,JOAN A Building #: 515 Extn: 3290

Line	Seller	Date	48 Hrs Date	Delivery Begin	Delivery End	Event Start	Event End	Location	Amount	Item Lines	Distribution Lines
001	ROLLIN' GHOST	04/23/2025	04/21/2025	11:00 AM	11:30 AM	12:00 PM	2:00 PM	BLDG. 488 RM. B	450.00	Item Lines	Distribution Lines

Save Add Update/Display

### Step 17.3- Select Project and enter amount. As stated previously, you can enter -1 (minus 1) in the field to display amount or type it in.

Business Unit: BSA Misc Payment No: 00409285

Line Number: 1  
Misc Payment Total: \$495.00  
Total Percentage: 0.00

Accounting Information | Budget Amount

Project	Class Field	Program Code	Account	Amount
8001 - Meals and Entertainment	DC - general expense			495.00

### Step 17.4 – Click the Return button and save.

When ready, proceed with the approval process and placing the order with Guest Services. It is completed the same as done previously for the BSA Outside Food Misc. Payment type.

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409623 Status: Open Misc Total: \$450.00

Dept Code: AO Misc Type: BSA CATERING

Event Type: Event  
Event Date: 04/23/2025  
Event Name: Science Workshop Luncheon  
Business Purpose: Science Workshop Luncheon being held April 21, 2025  
Contact Person: EmpID: 13516 BARROW,JOAN A Building #: 515 Extn: 3290

Line	Seller	Date	48 Hrs Date	Delivery Begin	Delivery End	Event Start	Event End	Location	Amount	Item Lines	Distribution Lines
001	ROLLIN' GHOST	04/23/2025	04/21/2025	11:00 AM	11:30 AM	12:00 PM	2:00 PM	BLDG. 488 RM. B	450.00	Item Lines	Distribution Lines

Save Add Update/Display

**Note:** When saved, the printer button will appear to print. It will send a pdf via email. If another Misc. payment is needed with the same information or maybe a few minor changes a Copy From field will display shown on the next page.

## Copy From Field

You can only use this feature when a Misc. Payment has been previously entered and saved.

Add a new payment, enter Dept Code, Misc Type “BSA Catering”, press the Tab Key. At the top of the screen, a Copy From field displays as shown in the example below. Select the BSA Misc. Payment to copy from. Information from the payment selected will prefill. Continue to add/edit information for the order where needed.

The screenshot shows a software interface with a top navigation bar containing three tabs: "Misc Payment Entry" (active), "Misc Payment Status", and "Scan Misc Payment". Below the tabs, the following information is displayed: "Business Unit: BSA", "Misc Payment No: NEXT", "Status: Open", and "Misc Total: \$0.00". The main input area contains three fields: "Dept Code:" with the value "AO", "Misc Type:" with the value "BSA CATERING", and "Copy From:" which is currently empty. Each field has a magnifying glass icon to its right, indicating a search function.