PeopleSoft Financials



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	or 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 🗸	0				
Status:	begins with 🗸	Q				
Entered by:	begins with 🗸					
Vendor ID:	begins with 🗸	Q				
Name 1:	begins with 🗸					
Date From:	= ~	31				
Date To:	= ~	31				
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



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)

Business Unit: BSA Misc Payment No: NEXT Status: Open Misc Total: \$0.00 Dept Code: AO Misc Type: BSA CATERING Event Type: Event Type: Event Name: Business Purpose: Contact Person Y EmpliD: Building #:	Misc Payment Entry Misc Payment Status Scan Misc	Payment		
Dept Code: AO Misc Type: BSA CATERING Event Type: v Event Date: v Event Name: Business Purpose: Contact Person V EmpliD: Q Building #:	Business Unit: BSA Misc Payment No: NEXT	Status: Open	Misc Total: \$0.00	
Event Type: Event Date: Event Name: Business Purpose: Contact Person Y EmpliD: Q Building #: Extn:	Dept Code: AO Q Misc Type: BSA CATERING	٩		
Event Type: Event Type: Event Type: Event Date: Event Name: Business Purpose: Contact Person Y EmplID: Contact Person Y				
Event Date: Event Name: Business Purpose: Contact Person EmplID: Q Building #: Extn:	Event Type:			
Event Name: Business Purpose: Contact Person EmpliD: Contact Person EmpliC: Contact Person EmpliC: Contact Person EmpliC:	Event Date:			
Business Purpose: Contact Person Y EmplID: Q Building #: Extn:	Event Name:			
Contact Person Y EmplID: Q Building #: Extn:	Business Purpose:			
Contact Person V EmplID: Q Building #: Extn:				
	Contact Person Y EmplID:	Q	Building #: Extn:	
Add / Undate	Save			Add Jupdate

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 E	Intry Misc Payment S	itatus 👋 Scan Misc	Payment									
Business Unit:	BSA Misc Payment	No: NEXT	Status: Open		Misc Total: \$0.0	0						
Dept Code:	AO Misc Type:	BSA CATERING										
Event Type:	Event 🗸											
Event Date:	04/23/2025											
Event Name:	Science Workshop Lunc	heon										
Business	Science Workshop Lunc	heon being held Apri	21, 2025									
Purpose:												
							1.					
	Contact Person V	EmplID: 13516	Q BARR	OW, JOAN A	Building #: 515	Extn: 3290						
Personalize Find	View All 🗖 🛗 First	Last										
Line S	ieller	Date	48 Hrs Date	Delivery Begin	Delivery End Event S	itart Event End		Location	Amount	Item Lines	Distribution Lines	
+ - 001	ROLLIN' GHOST	Q 04/23/2025	04/21/2025	11:00 AM Q	11:30 AM Q 12:00	PM Q 2:00 PM	Q BLDG. 488	RM. B	0.00	Item Lines	Distribution Lines	
												l i i
Save											📑 Add 🕖	Ipdate/Display

🔚 Save

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Step 11- Enter Number of Attendees

Step 12-	Click Foo	d Catalog	Items	button
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Misc Payment No:	NEXT		Seller:	ROLLIN' GHOST	
			Address:		
Line Number:	1		City.	Zin Coder	Return
Misc Payment Total:	\$0.00		State:	ZIP Code:	
Total Percentage:	0.00		Contracto		
Line Status: Order Op	bened		Contact:		
Note: 48 Business Hours	s are required to Place ar	Order by: 04/21/2025	Email:		
nd View All First 🚺 1 of	f1 🕨 Last				
	0				Eood Catalog Items
Gratuity: □ Gratuity	Percent: 70	*BSA allows for up to 2	20% gratuity	. Please note desired tip	1 ood oddalog items
Number of Attendees:	20	Gratuity Amount:	\$0.00		
Estimate Costs:	0.00	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 & Vend	or Selections	Release No:	0		
					2
I					li
Special Requests/Othe	r Vendor Name				
					le
Please attach list of atte	endees or meeting invitati	on for reconciliation purpo	ses		

Catering selection screen displays

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 O	Seller: Address: City: State: Phone: Contact: Email: rder by: 04/21/25	ROLLIN' GHOST Zip Code:			
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 Co	osts: \$0.00		
Catering Group Catering Item	Min Serves	Order Unit Qty. Measure Unit Price	Amount Additional Charges	Total Amount Description	
			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

	Look Up Catering Gr	oup	\mathbf{X}
Line Number: 1 Misc Payment Total: \$0.00			? Help
Total Percentage: 0.00	Misc Voucher Type:	BSA CATERING	
Line Statuer, Order Opened	Misc Voucher Code:	EXPRESS MENU	
Line Status: Order Opened	Seller:	ROLLIN' GHOST	
Note: 48 Business Hours are required	Catering Category:	Catering	
	Catering Group: be	gins with 🗸	
Number of Attendees: 20	Look Up Clear	Cancel Basic Lookup	
Estimate Costs: \$0.00			
Max Costs Limit: \$0.00	Search Results		
Actual Costs: \$0.00	View 100 First 💽 1-13	of 13 🕞 Last	
	Catering Group		
	Beverages		
Catering Group Cat	Box Lunch		
1 + - 0	Breaktast		
	Cold Platters		
	Dessert		
	Hot Appetizers		
	Hot Buffet Tray (Full)		
	Hot Buffett Tray (Half)		
	Misc Items		
	<u>Pizza</u>		I
	Salads		
	Sandwich/Wrap/Panini/He	ero	
	1		I

Step 13.1- Select Catering Item

Mice Developt No.				Look Up Ca	atering	Item	×
wise Payment No:	NEXT						? Help
Line Number:	1			Misc Vouche	r Type:	BSA CATERING	
Misc Payment Total:	\$0.00			Seller:		ROLLIN' GHOST	
Total Percentage:	0.00			Catering Item	n: []	begins with V	
Line Status: Order C)pened			Look Up	Clear	Cancel Basic Lookup	
Note: 48 Business Hou	irs are requi	red to Place an Or	der by: 04/21/25	Search Re	sults		
				View 100	First	1-7 of 7 🕟 Last	
Number of Attendees	: 20		Gratuity Amount:	Catering Item	Minimur	m Serves Unit Price	
Estimate Costs:	\$0.00		Delivery Charges:	Coffee Service	e <u>10</u>	<u>1</u> <u>2.75</u>	
Max Costs Limit:	\$0.00		Processing Fees:	Hot Chocolate	<u>2</u>	<u>12</u> <u>38</u> 1 2.5	
Actual Costs:	\$0.00		Discount Amount	Soda - Cans	1	1 1.5	
				Soda - Dozen	1	<u>12</u> <u>18</u>	
				Water - Case	1	<u>24 15</u>	
Catering Grou	<u>up</u>	Catering Item		Water Bottles	1	<u>1</u> <u>1.5</u>	
1 🛨 🖃 Beverages	Q		Q				

For Catering Item, Soda – Dozen was selected

Misc Payment No: NEXT	Seller: ROLLIN' GF Address:	SHOST	
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 On	City: State: Z Phone: Contact: Email: der by: 04/21/25	Zip Code:	
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 Un Oty Meas	Jnit asure Unit Price Amount Additional Charges Total Amount Menu Choice Description	
1 🛨 🖃 Beverages 🔍 Soda - Dozen	Q 1 12 DOZ	ZEN 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	Cancel						
Order Qty: 1.0000				Additional In	formation		
Amount: 18.00 Additional Charges: 0.00 Total Amount: \$18.00	1 Dozen	Cans of Soda					
Current Choice: Soda Selection							
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	17	
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			Seller:	ROLLI	IN' GHOST	r					
				Address	:							
Line Number:	1			City:								
Misc Payment Total:	\$18.00			State:		Zip Co	ode:					
Total Percentage:	0.00			Phone:								
Line Status: Order C	Opened			Contact:								
				Email:								
Note: 48 Business Hou	urs are require	ed to Place an O	rder by: 04/21/25									
Note: 48 Business Hou	urs are require	ed to Place an O	rder by: 04/21/25									
Note: 48 Business Hou Number of Attendees:	urs are require	ed to Place an O	rder by: 04/21/25 Gratuity Amount:	\$0.00			\subset	Return	D			
Note: 48 Business Hou Number of Attendees: Estimate Costs:	 are require 20 \$18.00 	ed to Place an O	Gratuity Amount: Delivery Charges:	\$0.00 \$0.00			\subset	Return	D			
Note: 48 Business Hou Number of Attendees: Estimate Costs: Max Costs Limit:	20 \$18.00 \$21.60	ed to Place an O	Gratuity Amount: Delivery Charges: Processing Fees:	\$0.00 \$0.00 \$0.00			Sales Tax:	Return \$0.00	D			
Note: 48 Business Hou Number of Attendees. Estimate Costs: Max Costs Limit: Actual Costs:	20 \$18.00 \$21.60 \$0.00	ed to Place an O	Gratuity Amount: Delivery Charges: Processing Fees: Discount Amount:	\$0.00 \$0.00 \$0.00 \$0.00			Sales Tax: Total Costs:	Return \$0.00 \$18.00	D			
Note: 48 Business Hou Number of Attendees Estimate Costs: Max Costs Limit: Actual Costs:	 20 \$18.00 \$21.60 \$0.00 	ed to Place an O	Gratuity Amount: Delivery Charges: Processing Fees: Discount Amount:	\$0.00 \$0.00 \$0.00 \$0.00			Sales Tax: Total Costs:	Return \$0.00 \$18.00	>			
Note: 48 Business Hou Number of Attendees Estimate Costs: Max Costs Limit: Actual Costs:	 20 \$18.00 \$21.60 \$0.00 	ed to Place an O	rder by: 04/21/25 Gratuity Amount: Delivery Charges: Processing Fees: Discount Amount:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Order	Unit	Sales Tax: Total Costs: Unit Price	Return \$0.00 \$18.00	Additional	Total Amount	Menu Choice	Description
Note: 48 Business Hou Number of Attendees Estimate Costs: Max Costs Limit: Actual Costs: Catering Grou	:: 20 \$18.00 \$21.60 \$0.00 \$0.00	ed to Place an O	rder by: 04/21/25 Gratuity Amount: Delivery Charges: Processing Fees: Discount Amount:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	<u>Order</u> Qty	Unit Measure	Sales Tax: Total Costs: <u>Unit Price</u>	Return \$0.00 \$18.00 Amount	Additional Charges	Total Amount	Menu Choice	Description

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 I	Entry Misc Payment Status Scan Misc Payment			
Business Unit	: BSA Misc Payment No: 00409623 Status: Open	Misc Total: \$18.00	4	
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 Y EmpliD: 13516 Q BARROW, JOAN A	Building #: 515 Extn: 3290		
Personalize Find	I View All 🚇 🛗 First 🗳 1 of 1 본 Last			
Line 9	Seller Date <u>48 Hrs Date</u> Delivery Begi	n <u>Delivery End</u> <u>Event Start</u> <u>Event End</u>	Location	Amount Item Lines Distribution Lines
· · · · · · · · · · · · · · · · · · ·	ROLLIN' GHOST Q 04/23/2025 04/21/2025 11:00 AM	Q 11:30 AM Q 12:00 PM Q 2:00 PM	Q 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	i			
	Return			
Line Number: 1				
Misc Payment Total: \$18.00				
Total Percentage: 0.00				
a 🔤 🔤				
Accounting Information Budget Amount				
Project	Class Field	Program Code	Account	Amount
	8001 - Meals and Entertainment V	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
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	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	Re	eturn	Cancel				
Order Qty: 8.0000				Additional In	formation		
Amount: 4.50 Additional Charges: 0.00	Individua	I Cans of Soda					
Total Amount: \$12.00							
Current Choice: Soda Selection							
							1.
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	Z	0
3 Sprite	5.0000	CANS	1.50000	\$0.00	\$0.00	<u>ر ا</u>	

Step 14.6- Click the Return button

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

	Catering Group	Catering Item	<u>Min</u>	Serves	<u>Order</u> <u>Qty</u>	<u>Unit</u> <u>Measure</u>	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description	
1 🗄	Beverages	Soda - Dozen 🔍	1	12	2 1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Coke	0
2 🗄	Beverages Q	Soda - Cans 🔍	1	1	8.0000	CANS	1.50000	12.00	0.00	\$12.00	Menu Choice	Soda Selection: 3 Diet Coke, 5 Sprite	0

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 Open	ned			Look Up Caterin	g Item			×
Note: 48 Rusiness Hours a	re requir	ed to Place an Orr	ler.hv: 04/21/25				?	Help
	ire require		act by: 0 1/2 1/20	Misc Voucher Type	e:	BSA CATERING		
				Seller:		ROLLIN' GHOST		
Number of Attendees: 20	0		Gratuity Amount	Catering Item:	begins wit	'h ✔		
Estimate Costs: \$3	30.00		Delivery Charges					
Max Costs Limit: \$3	36.00		Processing Fees	Look Up Cle	ear Ca	ancel Basic Lookup		
Actual Costs: \$0	0.00		Discount Amoun	Search Results	S			
				View 100	First 💽 1-	3 of 3 📄 Last		
Catering Group	<u>(</u>	<u>Catering Item</u>		Catering Item	Minimum Se	erves Unit Price		
1 + - Beverages		Soda - Dozen	0	Gold Box Lunch	<u>1</u> <u>1</u>	17		
		0000 002011	~	Silver Pey Lunch	1 1	15		
2 🛨 🖃 Beverages		Soda - Cans	Q	Silver Dox Lunch	1 1	10		
3 🛨 🖃 Box Lunch	Q	Gold Box Lunch	Q					

Step 15.3- Click the Menu Choice button

		Catering Group	Catering Item		<u>Min</u>	<u>Serves</u>	Order Qty	<u>Unit</u> <u>Measure</u>	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description	
1 🗄		Beverages	Soda - Dozen	Q	1	12	1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Coke	
2 🛨	-	Beverages	Soda - Cans	Q	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	Cold Box Lunch	Q	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				Additional	Information		
Amount: 0.00 Additional Charges: 0.00 Total Amount: \$0.00	Choice a 16.9 Availat	of one sandwic oz. Bottle of wa ble Upon Reque	h, and one G ter, 4 oz. Fruit st. Gluten Fre	ourmet Side Sala cup, a bag of Lag e +\$)	d (Potato salad, Col ys potato chips. (Glu	eslaw or Pasta salad). Come iten Free and Vegan Options	es with
Current Choice: Gold Box Lunch Prev Choice: None Next Choice: Gold Box Lunch - Gluten Free Choice No. 1 of: 3							li.
Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice Selected	
All American - Slow-roasted prime of beef, smoked ham, 1 savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	0.0000	BOX	17.00000	\$0.00	\$0.00		
Classic Chicken Caesar - Shaved romaine, house-made 2 Caesar dressing, herb croutons, shaved parmesan and shaved roasted chicken	0.0000	BOX	17.00000	\$0.00	\$0.00		
Greek Salad - Shaved greens, crumbled feta cheese, 3 kalamata olives, English cucumber, farm fresh tomato and red onion served with Greek vinaigrette	0.0000	BOX	17.00000	\$0.00	\$0.00		
Italian Salad - Chef Jay's hand selected Italian meats, sweet 4 peppers, fresh mozzarella, chopped giardiniera and fresh basil over shaved romaine served with balsamic vinaigrette	0.0000	вох	17.00000	\$0.00	\$0.00		
Primetime - Slow-roasted prime of beef, provolone, shaved 5 greens, fresh tomatoes, crispy fried onions on semolina finished with horseradish aioli	0.0000	BOX	17.00000	\$0.00	\$0.00		
The Bonanno - Chef Jay's hand selected Italian meats, 6 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		

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 All American - Slow-roasted prime of beef, smoked 1 ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina 10.0000	Unit Measure Unit Price Amount Additional Charges Choice Choice Selected Other Request BOX 17.0000 \$170.00 \$0.00 Choice Image: Choice Selected Image: Cho							

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

Са	atering Item: Gold Box Lunch Return Cancel			
Se	ller ROLLIN' GHOST			
Cate	vring Sub Item	Order Qty		
All A may	American - Slow-roasted prime of beef, smoked ham, savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, to and mustard on semolina		10.(0000
	Catering Sub Other Item	Order Qty		
1	Coleslaw		5	
2	Pasta salad			
3	Potato salad		5	0

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		Retu	im	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	26	Choice of c 16.9 oz. Bc Upon Requ	Additional Information noice of one sandwich, and one gourmet side salad (Potato salad, Coleslaw or Pasta salad). Comes with a 19 oz. Botle of water, 4 oz. Fruit cup, a bag of Lays potato chips. (Gluten Free and Vegan Options Available non Request +\$)							
Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice	Choice Selected	Other Request		
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 Current Choice: Gold Box Lunch - Gluten Free Drug Chainer \$0.00	Choice a 16.9 Availab	of one sandwic oz. Bottle of wat le Upon Reque:	h, and one G ier, 4 oz. Fruit st. Gluten Fre	Additiona ourmet Side Sala : cup, a bag of La e +\$)	Information d (Potato salad, Col /s potato chips. (Glu	eslaw or Pasta salad). Come ten Free and Vegan Options	es with
Prev Choice: Gold Box Lunch Next Choice: Gold Box Lunch - Vegan Choice No. 2 of: 3							1.
Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice Selected	
All American - Slow-roasted prime of beef, smoked ham, 1 savory turkey, American cheese, shaved greens, fresh tomatoes, red onions, mayo and mustard on semolina	0.0000	BOX	17.00000	\$0.00	\$0.00		
Primetime - Slow-roasted prime of beef, provolone, shaved 2 greens, fresh tomatoes, crispy fried onions on semolina finished with horseradish aioli	0.0000	BOX	17.00000	\$0.00	\$0.00		
The Bonanno - Chef Jay's hand selected Italian meats, 3 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 but	ton
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Catering Item: Gold Box Lunch		Retu	im 🗌 🗌	Cancel					
Order Oty: 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		Choice of o 16.9 oz. Bo Upon Requ	ine sandwic ttle of water lest +\$)	h, and one gou ; 4 oz. Fruit cu	Additional II rmet side salad (F p, a bag of Lays p	nformation Potato salad, C otato chips. (G	oleslaw or Pasta salad). luten Free and Vegan O	Comes with a ptions Available	
Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice	Choice Selected	Other Request	
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				
Primetime - Slow-roasted prime of beef, provolone, 2 shaved greens, fresh tomatoes, crispy fried onions on semolina finished with horseradish aioli	0.0000	BOX	17.00000	\$0.00	\$0.00				
The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh 3 mozzarella, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina	10.0000	BOX	17.00000	\$170.00	\$20.00	Choice)		0

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

Са	atering Item: Gold Box Lunch Return Cancel			
Se	Iler ROLLIN' GHOST			
Cat	ering Sub Item	Order Qty	t.	
The red	Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh mozzarella, chopped giardiniera, balsamic uction, extra virgin olive oil and fresh basil on semolina		10.	0000
	Catering Sub Other Item	Order Qty		
1	Coleslaw		10	0
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
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Catering Item: Gold Box Lunch		Retu	m	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 - Vegan Next Choice: Gold Box Lunch - Vegan Choice No. 2 of: 3		Choice of c 16.9 oz. Bo Upon Requ	ne sandwic ttle of water est +\$)	h, and one gou , 4 oz. Fruit cu	Additional II Irmet side salad (F p, a bag of Lays p	nformation Potato salad, C otato chips. (G	oleslaw or Pasta salad). Com iluten Free and Vegan Options	es with a Available	
Catering Sub Item	Order Qty	Unit Measure	Unit Price	Amount	Additional Charges	Choice	Choice Selected	Other Request	
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				
Primetime - Slow-roasted prime of beef, provolone, 2 shaved greens, fresh tomatoes, crispy fried onions on semolina finished with horseradish aioli	0.0000	BOX	17.00000	\$0.00	\$0.00				
The Bonanno - Chef Jay's hand selected Italian meats, topped with sweet peppers, fresh 3 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	20	

Returns to the Line Items screen to view selections ordered.

<u>tering Group</u>	-	Catering Item	N	lin S	<u>Serves</u>	<u>Order</u> <u>Qty</u>	<u>Unit</u> <u>Measure</u>	<u>Unit Price</u>	<u>Amount</u>	<u>Additional</u> <u>Charges</u>	<u>Total Amount</u>	Menu Choice	Description	
everages	2	Soda - Dozen 🔇	2	1	12	1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Coke	
everages	2	Soda - Cans	2	1	1	8.0000	CANS	1.50000	12.00	0.00	\$12.00	Menu Choice	Soda Selection: 3 Diet Coke, 5 Sprite	
ox Lunch C	۹.	Gold Box Lunch	٩	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 Colesiaw, 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

	Catering Group	Catering Item		Min	Look Up Catering Item		×	tal Amount	Menu Choice	Description
	cutering oroug	Catering Item				? He	lp			
1 🛨	Beverages	Q Soda - Dozen	Q	1	Misc Voucher Type: BSA CATERII	IG		\$18.00	Menu Choice	Soda Selection: 1 Dozen Coke
2 🛨	Beverages	Q Soda - Cans	Q	1	Seller: ROLLIN' GHO	ST		\$12.00	Menu Choice	Soda Selection: 3 Diet Coke Can, 5 Sprite Can
3 +	Box Lunch Dessert	Q [Gold Box Lunch	_م م	1	Catering Item: begins with ∨ Look Up Clear Cancel Basic Loo Search Results View 100 First 《 1-3 of 3 ▶ 1 Catering Item Minimum Serves Unit P Assorted Bar Tray 1 10 Stownie Tray 1 10 Stownie Tray 1 10	ແມງ ast ice]	\$360.00	Menu Choice	Gold Box Lunch: 10 Al American - Slow-roasted prime of beef, smoked ham, savory turkey, American chese, 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 pepers, fresh mozzarela, chopped giardiniera, balsamic reduction, extra virgin olive oil and fresh basil on semolina with 10 Coleslaw

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

4 🛨 🗖 Dessert	Q Assorted Fresh Cookie Tray	Q	1 10	TRAY	30.00000	0.00	0.00	\$0.00	All Platters Serve Approx. 10 Guests - Two Pieces Per Guest, All 📝	
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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.

	Accorded Freeh Cookie Trav	_	4	10 2 0000 TRAV	20,00000	60.00	0.00	¢60.00	All Platters Serve Approx. 10 Guests - Two Pieces Per Guest, All 🛛 🔒
4 🛨 🕒 Dessen	Associed Flesh Cookie Hay	Q	1	10 2.0000 TRAT	30.00000	00.00	0.00	300.00	٦.

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.

-	Aisc I line I Visc Total line S	Payment No: Number: Payment Total: Percentage: Status: Order 48 Business Ho	00409623 1 \$450.00 0.00 Opened urs are requ	i uired to Place an O	rder by: 04/21/25		Seller: Addres City: State: Phone: Contact Email:	ROLL s:	IN' GHOS Zip C	T ode:						
	lumb Estim Max C Actua	er of Attendee ate Costs: Costs Limit: I Costs:	\$20 \$450.00 \$540.00 \$0.00		Gratuity Amou Delivery Charg Processing Fe Discount Amo	nt: s jes: s es: s unt: s	\$0.00 \$0.00 \$0.00 \$0.00			Sales Ta Total Cos	Return ax: \$0.00 sts: \$450.00					
		Catering Gro	<u>ир</u>	Catering Item		Min	<u>Serve</u>	s <u>Order</u> Qty	Unit Measure	Unit Price	Amount	Additional Charges	Total Amount	Menu Choice	Description	
1	+	 Beverages 	Q	Soda - Dozen	C	1	1	2 1.0000	DOZEN	18.00000	18.00	0.00	\$18.00	Menu Choice	Soda Selection: 1 Dozen Coke	
2	+	 Beverages 	Q	Soda - Cans	G	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	٩	Gold Box Lunch	d	1	1	1 20.0000) BOX	17.00000	340.00	20.00	\$360.00	Menu Choice	Cold Box Lunch: 10 All American - Slow-roasted prime of beef, smoked ham, sa turkey, American cheese, shaved greens, fresh tomatoes, red mayo and mustard on semolina with 5 Coleslaw, 5 Potato sala Gold Box Lunch - Gluten Free: 10 The Bonanno - Chef Jay's hand selected Italian meats, top sweet pepers, fresh mozarefial, chopped giardiniera, balsam reduction, extra virgin olive oil and fresh basil on semolina with Coleslaw	vory phions, d ped with ic i 10
4	+	- Dessert	٩	Assorted Fresh C	Cookie Tray	2 -	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: Line Number: Misc Payment Total: Total Percentage: Line Status: Order O Note: 48 Business Hour	00409623 1 \$450.00 0.00 pened rs are required to Place an (Order by: 04/21/2025	Seller: Address: City: State: Phone: Contact: Email:	ROLLIN' GHOST Zip Code:	Return
Find View All First 🚺 1 c	of 1 🕨 Last				
Gratuity: Gratuity	Percent: %	*BSA allows for up to 2	0% gratuit	y. Please note desired tip	Food Catalog Items
Number of Attendees:	20	Gratuity Amount:	\$0.00		Cancel Line
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 & Vend	for Selections	Release No:	0		
1.00 DOZEN 8.00 CANS 20.00 BOX 2.00 TRAY Special Requests/Othe	Beverages Soda - Do Beverages Soda - Ca Box Lunch Gold Box I Dessert Assorted Fresh	zen	0 0 00 0		2
Please attach list of att	endees or meeting invitation	n for reconciliation purpo	ses		
	-				

The Miscellaneous Payment Entry screen displays

Step 17.2- Click the Distribution Lines butto

Misc Payment E	Intry Misc Payment Status Scan Misc Payment			
Business Unit:	BSA Misc Payment No: 00409623 Status: Open	Misc Total: \$450.00	4	
Dept Code:	AO Misc Type: BSA CATERING			
Event Tupe:	Event V			
Event Date:	04/23/2025			
Event Name:	Science Workshop Luncheon			
Business	Science Workshop Luncheon being held April 21, 2025			
Purpose:				
	Contract Roman M = UP 12546	A		
	Contact Person V EmpIID: 13516 Q BARROW, JOAN A	Building #: 515 Extn: 3290		
Personalize Find	View All 🔎 🕌 First 🖾 1 of 1 🖸 Last			
Line S	eller Date 48 Hrs Date Delivery Begin	Delivery End Event Start Event End	Location Amount	Item Lines Distribution Lines
1 001	ROLLIN' GHOST Q 04/23/2025 04/21/2025 11:00 AM Q 11	30 AM Q 12:00 PM Q 2:00 PM Q	BLDG. 488 RM. B 450.	00 Item Lines Distribution Lines

Real Save Misc Payment Status | Scan Misc Payment

📑 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								
Return								
Line Number: 1								
Misc Payment Total: \$495.00								
Total Percentage: 0.00								
Accounting Information Budget Amount [TT]								
Project Class Field Program Code Account	Amount							
1 🛨 🖃 👘 👘 👘 👘 👘 👘 👘 👘 👘 👘 👘 👘 👘	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.



His 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.

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	Copy From:	٩	