

LSU



Outstanding LaCarte Transactions

- ... Cost Center Managers were notified of outstanding transactions via email on February 11, 2022
 - † List of cardholders
 - † Delinquent transaction information
- ... Cardholders receive monthly notifications in Workday on the 2nd day of the month
- ... Our goal is to complete FY21 closeout prior to beginning FY22 closeout
- ... FY 21: 34 outstanding transactions – Submission deadline was February 18, 2022
- ... FY 22: 2517 outstanding transactions (July-December 2021) – Submission deadline was February 28, 2022

Helpful Reports

- ... Find Credit Card Transactions by Employee Cost Center
 - + Provides a list of all employees with credit card transactions for all statuses
- ... Find Outstanding Credit Card Transactions by Employee Cost Center
 - + Provides a list of credit card transactions that have not been submitted on an Expense Report
- ... Find Expense Report by Worktag
 - +

LaCarte Reminders

- ... Business Purpose on expense report determines routing to appropriate AP auditor
 - † LaCarte Procurement Expenses Not Related Travel
 - † Special Meal
 - † Appropriate Travel related business purpose

- ... Complete cost documentation
 - † Itemized invoice/receipt
 - † Sales draft
 - † Order confirmation
 - † Packing slip
 - †

LaCarte Reminders

... Prior Approvals

Example of Purchase	Administrative Unit



Dos and Don'ts

8

LaCarte Reminders

- ... Lost or Stolen Card
 - + Contact DeAnna Landry (_____)

Resources



- ... Expense related Job Aids (AP & Travel Website)
- ... PM-78, LaCarte Card Program policy (AP & Travel Website)
- ... Monthly LaCarte Card Training (Instructor-led)
- ... Online Renewal Certification training
- ... Accounting Services Newsletter
- ... Business Manager Meetings

LaCarte Staff

DeAnna Landry

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