

Pull LaCarte charges in Workday:

1. View Charges: Choose One; A, B, or C

A. View from Email, shows only previous weeks charges:

1. Use the [Click Here to view the notification details](#). to view weekly charges.
2. Transaction emails can also be accessed by:
 - a. Login to workday at <https://workday.lsu.edu> using your MyLSU login and password.
 - b. Click on the cloud next to your name in the upper right hand corner.
 - c. From the drop down menu, select Notifications.

B. View NEW CHARGES from Workday:

1. Login to workday at <https://workday.lsu.edu> using your MyLSU login and password.
2. Click on the Expenses widget.
3. From the Expenses menu, select Expense Transactions.
4. Click the Transaction Status empty box, and select New.
5. Click the OK button on the bottom left.
6. All NEW charges will be viewable.

C. View ALL CHARGES from Workday:

7. Login to workday at <https://workday.lsu.edu> using your MyLSU login and password.
8. Click on the Expenses widget.
9. From the Expenses menu, select Expense Transactions.
10. Click the OK button on the bottom left.
11. All charges will be viewable including PAID, PENDING and NEW.

2. Copy all transaction you will be submitting over to the LaCarte Transaction Log; AS703

- A. Example attached.

3. PDF AS703 and receipts, including any additional backup documentation and justification, into one document and email to me; mfay@lsu.edu.

Notable Changes:

1. All travel charges on the LaCarte card must be reconciled on one report to be included with personally reimbursable charges (meals, etc.).
 - a. This will cause charges such as registrations and airfare, to sit in New status for months.
2. If a purchase has been made, and there is potential for credits based on that charge, please DO NOT submit the original charge until all credits have been received.

