



Office of State Travel

Mandatory Monthly Audit Reports and Certification



Agenda

- Audit Reports
 - Mandatory Monthly
 - Additional Reports to Ensure Compliance
 - 13 Month Card Spend Analysis
- Compliance Certification
- Demo Works Report
- Demo Visa IntelliLink Reports
- LaGov Agencies Reconciliation
 - Mapper Report
 - Batching



Visa IntelliLink Update

- Visa IntelliLink
- Now requires Multi-Factor Authentication

Multi-Factor Authentication (MFA)

This service requires additional security verification. To complete your authentication, you are required to enter a One-Time Password (OTP). Please select how you would like to receive or generate your OTP from the list below and click Submit.



Email

Your email address is not verified. [Verify Now](#)



Mobile Authenticator App

You have not registered your Mobile Authenticator App. [Register Now](#)



Text Message (SMS)

Your mobile phone number is not on file. [Add Mobile Number](#)

SUBMIT

HOME



Mandatory Monthly

- Visa IntelliLink
 - Rules
 - Activity in Closed/Suspended Accounts
 - Any transactions that were made against a closed account
 - Confirm
 - Transaction if not a fraudulent Charge
 - Vendor does not have card on file
 - Prior to relinquishing card – cardholder must contact all vendors whom they have the card on file with to make sure that the vendor removes the account.
 - Purchase may have been made but not posted till after the card was cancelled
 - Run Card Maintenance Log to confirm date card closed and compare to the post date of the transaction
 - Airline Incidentals
 - Confirm that the agency has an exemption of file for any transactions that appear in this report for anything not allowed by policy
 - Address with cardholder if there is no approval



Mandatory Monthly

- Visa IntelliLink
 - Rules
 - Hotel Incidentals
 - Address with cardholder any transactions that appear in this report that are not for lodging or meeting rooms
 - Non-Contracted Car Rental
 - Address transactions with cardholders for vehicle rental outside of Hertz, Enterprise or National
 - Single Transaction Limit Exceeding \$5,000.00
 - Confirm that the agency has an approval from OST for transactions appearing in this report, if not address with cardholder as to why they did not get approval
 - Confirm Spend Control Profile is set properly
 - Reports
 - Sales by Line Item
 - Only populates information when the vendor reports third level data which is a description of the item purchased.
 - Review for anything that does not appear to be for official state business and/or is not allowed by the statewide policy or your agency and address with the cardholder



Mandatory Monthly

- Visa IntelliLink
- If there is “No Records Available”

Rules Library - Run Rule

Activity in Closed / Suspended Account

Detect transactions that occurred in closed or suspended accounts (includes lost or stolen card accounts)

Specify Parameters

Required fields are marked with *

Organization
666477 - LA STATE POLICE COMM

Billing Cycle | Date Range

Select Billing Cycle

05/06/2023 - 05/05/2023

Optional Sort Order ▾

Create Case(s) | Create Case Group | Flag Transactions

Cardholder Account

Case Status

Cardholder Name

Transaction Date

Posting Date

Billing Amount

Billing Currency Code

Predictor Score

Merchant Name

MCC

Number of records: 0

Action

No Records Available

BACK

Reset

RUN SELECTED RULE

6/20/23 8:24 AM

You Are Here: Cardholders Management / Rules - Rule Library - Run Rule

Rules Library - Run Rule

Activity in Closed / Suspended Account

Detect transactions that occurred in closed or suspended accounts (includes lost or stolen card accounts)

Specify Parameters

Required fields are marked with *

Organization
666477 - LA STATE POLICE COMM

Billing Cycle | Date Range

Select Billing Cycle

05/06/2023 - 05/05/2023

Optional Sort Order ▾

Create Case(s) | Create Case Group | Flag Transactions | **RESET**

Number of records: 0

Cardholder Account | Cardholder Name | Transaction Date | Posting Date | Billing Amount | Billing Currency Code | Predictor Score | Merchant Name | MCC | Action

No Records Available

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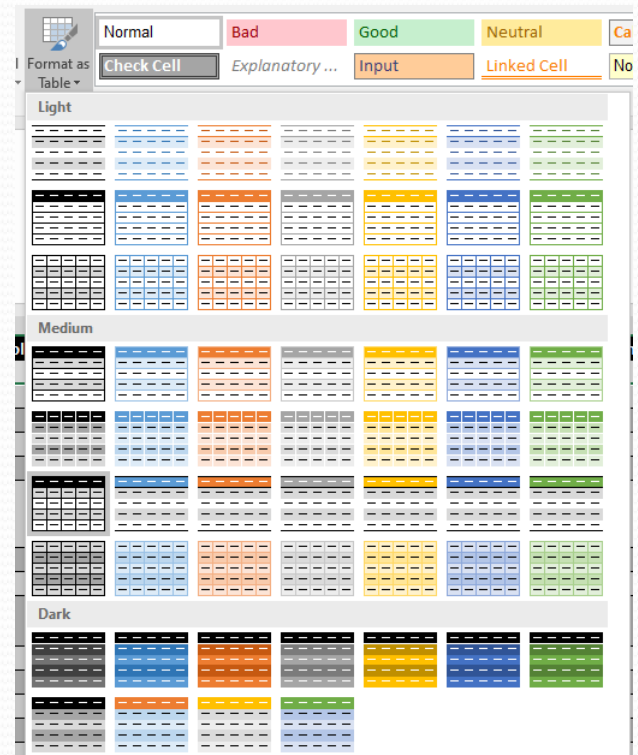
Help/FAQs/About Us | <https://usa.commerical.com> |

1/2



Mandatory Monthly

- If data appears
 - Export File
 - Format as table – will allow you to edit and remove unnecessary columns
 - Place cursor first cell data appears
 - Click Ctr+shift+end
 - Click Format as Table
 - Select your format





Mandatory Monthly

| 1 | A | B | C | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|----|---------|----------------|------------|--|--------------------|-----------|----------|------------------------|--------------|------------------|-----------------|----------------|-------------------|---------------|----------------|----------|--------------------------|--------------------|-------------------|---------------|---------------|----------|
| 2 | Column2 | Column3 | Column4 | Column7 | Column8 | Column10 | Column11 | Column13 | Column16 | Column18 | Column20 | Column23 | Column24 | Column26 | Column27 | Column28 | Column30 | Column31 | Column47 | Column48 | Column49 | Column50 |
| 3 | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | Name: | | Rule: Activity in Closed / Suspended Account | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | Organization: | | \$511616 - STATE OF LOUISIANA | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | Start Date: | | 05/06/2023 | | End Date: | | 06/05/2023 | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | Transaction ID | Last Name | First Name | Cardholder Account | | | Billing Account Number | Posting Date | Transaction Date | Predictor Score | Billing Amount | Merchant Name | Merchant City | Merchant State | MCC | MCC Description | Level 1 Desc. | Level 2 Desc. | Level 3 Desc. | Level 4 Desc. | |
| 18 | | 1534983927 | Cardholder | One | ****_****_**** | | | ****_****_**** | 06/05/2023 | 05/24/2023 | | -1000.00 | CEREBROSPORTS.COM | FORNEY | TX | 7299 | MISC PERSONAL SERV - DEF | STATE OF LOUISIANA | NON ISIS AGENCIES | Agency | University | |



Mandatory Monthly

- Works
 - Decline Report
 - List the reason a transaction has declined
 - the cardholder's monthly or single-purchase spending limit was exceeded
 - the vendor is categorized under a Merchant Category Code (MCC)—sometimes called Standard Industry Code (SIC)—that the state has blocked to help prevent misuse
 - Cardholder entered incorrect PIN
 - Card not activated
 - Account closed
 - Potential Fraud
 - Address with cardholder and document files
 - Question when a cardholder allows the vendor to continue to run the card after the first decline



Mandatory Monthly

- Works
- Decline Report

| A | B | C | D | E | F | G | H | I | J |
|---------------|--------------------|-------------------------------------|--------------|--------------------------|----------------|---|---|-------------|--|
| CH Full Name | Card Last 4 Digits | Card Nickname | Decline Date | Decline Merchant Name | Decline Amount | Decline Reasons | Decline MCC Description | Decline MCC | |
| Cardholder 1 | XXXX | ADMINISTRATIVE PROGRAM SPECIALIST A | 5/9/2023 | JASON'S DELI BRB #246 | \$181.66 | [0906] | EATING PLACES, RESTAURANTS | 5812 | Potential Fraud - Confirm with Cardholder that they were attempting to make the purchase, if not suspend the card and have a new one issued, once all task are completed in Works deactivate the account |
| Cardholder 2 | XXXX | MV COMPLIANCE SUPERVISOR | 6/2/2023 | OFFICE DEPOT #1079 | \$2,648.99 | Account Standard Limit Is Exceeded | COMBINATION CATALOG AND RETAIL MERCHANT | 5965 | Cardholder attempted to make a purchase above their single transaction limit |
| Cardholder 2 | XXXX | MV COMPLIANCE SUPERVISOR | 6/2/2023 | OFFICE DEPOT #1079 | \$2,648.99 | Account Standard Limit Is Exceeded | COMBINATION CATALOG AND RETAIL MERCHANT | 5965 | Ran multiple times |
| Cardholder 2 | XXXX | MV COMPLIANCE SUPERVISOR | 6/2/2023 | OFFICE DEPOT #1079 | \$2,648.99 | Account Standard Limit Is Exceeded | COMBINATION CATALOG AND RETAIL MERCHANT | 5965 | Ran multiple times |
| Cardholder 2 | XXXX | MV COMPLIANCE SUPERVISOR | 6/3/2023 | OFFICE DEPOT #1079 | \$2,648.99 | Account Standard Limit Is Exceeded | COMBINATION CATALOG AND RETAIL MERCHANT | 5965 | Ran multiple times |
| Cardholder 3 | XXXX | LIEUTENANT | 5/8/2023 | COMPUTER HEAVEN INC | \$2,399.76 | Account Standard Limit Is Exceeded | ELECTRONIC SALES | 5732 | Cardholder attempted to make a purchase above their single transaction limit and the transaction will exceed their cycle limit or pending transactions requiring approval by the cardholder and/or approver |
| Cardholder 4 | XXXX | TECHNICAL SUPPORT OFFICER | 5/17/2023 | CELLEBRITE INC. | \$4,200.00 | Account Standard Limit Is Exceeded, Not | COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, | 5045 | Cardholder attempted to make a purchase above their single transaction limit and the transaction will exceed their cycle limit or pending transactions requiring approval by the cardholder and/or approver |
| Cardholder 5 | XXXX | TRAIN/DEV SPECIALIST I | 5/12/2023 | DRURY INN AND SUITES LAF | \$245.00 | Account Standard Limit Is Exceeded, Not | DRURY INN | 3693 | Cardholder attempted to make a purchase above their single transaction limit and the transaction will exceed their cycle limit or pending transactions requiring approval by the cardholder and/or approver - MCC is not allowed |
| Cardholder 6 | XXXX | DISTRICT CHIEF | 5/25/2023 | SIMPSONS SERVICE CENTE | \$1,096.74 | Application Transaction Counter Invalid | AUTOMOTIVE REPAIR SHOPS (NON-DEALER) | 7538 | Cardholder entered the incorrect pin at point of sale |
| Cardholder 7 | XXXX | ADMINISTRATIVE ASSISTANT | 5/24/2023 | POLICE RECORDS MGMT | \$453.25 | Bank Request: Fraud Strategy 1 | MANAGEMENT, CONSULTING AND PUBLIC RELATI | 7392 | Potential Fraud - Confirm with Cardholder that they were attempting to make the purchase, if not suspend the card and have a new one issued, once all task are completed in Works deactivate the account |
| Cardholder 8 | XXXX | IS GAMING AUDITOR 3 | 5/23/2023 | LOUISIANA ST UNIV AM COL | \$360.00 | Card Activation | COLLEGES, UNIVERSITIES, PROFESSIONAL SCH | 8220 | Card was not activated - Both cardholder and PA can activate card in Works |
| Cardholder 9 | XXXX | ADMINISTRATIVE PROGRAM SPECIALIST A | 5/9/2023 | JASON'S DELI BRB #246 | \$181.66 | Declined By Score 1 | EATING PLACES, RESTAURANTS | 5812 | Potential Fraud |
| Cardholder 9 | XXXX | ADMIN COORDINATOR IV | 5/17/2023 | SHIPLEY DO-NUTS - BATO | \$27.51 | Individual MCCG Include (No Match) | BAKERIES | 5462 | MCC is not allowed - may require an exception request |
| Cardholder 9 | XXXX | ADMIN COORDINATOR IV | 5/17/2023 | SHIPLEY DO-NUTS - BATO | \$27.51 | Individual MCCG Include (No Match) | BAKERIES | 5462 | Ran multiple times |
| Cardholder 9 | XXXX | ADMIN COORDINATOR IV | 5/17/2023 | SHIPLEY DO-NUTS - BATO | \$27.51 | Individual MCCG Include (No Match) | BAKERIES | 5462 | Ran multiple times |
| Cardholder 9 | XXXX | ADMIN COORDINATOR IV | 5/17/2023 | SHIPLEY DO-NUTS - BATO | \$27.51 | Individual MCCG Include (No Match) | BAKERIES | 5462 | Ran multiple times |
| Cardholder 10 | XXXX | SENIOR DEPUTY | 6/2/2023 | TRI-CARE2 | \$1,877.15 | Not Enough Available Money | AUTOMOTIVE REPAIR SHOPS (NON-DEALER) | 7538 | Cardholder has exceeded their monthly limit or they have pending transactions in Works waiting approval from either the cardholder and/or approver |



Mandatory Reports

- Works
 - Card Status
 - List cardholder
 - Should move from the Available Column to the Selected Column
 - Card Profile Permitted MCC Groups and Card Profile Prohibited MCC Groups
 - Confirm “Use Standard Groups” is not included in either field
 - Confirm that Profile name matches the restrictions on the Spend Control Profile
 - Can not be saved as a template or scheduled
 - Will provide false data



Mandatory Reports

- Works
- Card Status

| Card Nickname | Card Embossed Line 1 | Card Last Used | Card Available Credit | Card Embossed Line 2 | Card Last 4 Digits | Card Last Known Balance | Card Available Funds | Card Accounting Code | Card Profile Name | Card Profile Permitted MCC Groups | Card Profile Prohibited MCC Groups |
|--------------------|----------------------|----------------|-----------------------|---------------------------|--------------------|-------------------------|----------------------|----------------------|--|-----------------------------------|------------------------------------|
| ACCOUNT SPECIALIST | Cardholder 1 | 7/21/2022 | \$50,000.00 | LA DPS PUBLIC SAFETY | xxxx | \$0.00 | \$50,000.00 | 418418P1003185 | CL \$50,000 SPL \$5,000 MCC: 5511616PRM | 5511616PRM | |
| ACCT SPECIALIST 2 | Cardholder 2 | 5/24/2023 | \$50,000.00 | LA DPS PUBLIC SAFETY | xxxx | \$0.00 | \$50,000.00 | 419419P2003185 | CL \$50,000 SPL \$5,000 MCC: 5511616PRM | 5511616PRM | |
| ADMIN ASSISTANT 4 | Cardholder 3 | 6/21/2023 | \$9,207.57 | LA DPS PUBLIC SAFETY SVCS | xxxx | \$792.43 | \$9,962.82 | 419419P3003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASSISTANT | Cardholder 4 | 6/22/2023 | \$9,632.86 | LA DPS PUBLIC SAFETY | xxxx | \$367.14 | \$9,632.86 | 418418P1003185 | CL \$10,000. CBA, TRAVELALL, LAREG | TRAVELALL, LA REG | |
| ADMIN ASSISTANT | Cardholder 5 | 6/20/2023 | \$24,642.82 | LA DPS PUBLIC SAFETY | xxxx | \$357.18 | \$24,642.82 | 418418P1003185 | CL \$25,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASSISTANT | Cardholder 6 | 5/19/2023 | \$10,000.00 | LA DPS PUBLIC SAFETY | xxxx | \$0.00 | \$10,000.00 | 419419P1003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASSISTANT 4 | Cardholder 7 | 4/19/2023 | \$10,000.00 | LA DPS PUBLIC SAFETY | xxxx | \$0.00 | \$10,000.00 | 419419P3003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASSISTANT 4 | Cardholder 8 | 6/14/2023 | \$7,308.18 | LA DPS PUBLIC SAFETY | xxxx | \$2,691.82 | \$7,982.10 | 419419P3003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASSISTANT 4 | Cardholder 9 | 6/22/2023 | \$6,436.39 | LA DPS PUBLIC SAFETY | xxxx | \$3,563.61 | \$7,193.83 | 419419P2003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASSISTANT 4 | Cardholder 10 | 6/25/2023 | \$9,316.38 | LA DPS PUBLIC SAFETY | xxxx | \$683.62 | \$9,377.76 | 419419P4003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASSISTANT 4 | Cardholder 11 | 6/16/2023 | \$9,485.87 | LA DPS PUBLIC SAFETY | xxxx | \$594.13 | \$9,339.80 | 419419P1003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASSISTANT 5 | Cardholder 12 | 6/21/2023 | \$49,464.80 | LA DPS PUBLIC SAFETY | xxxx | \$535.20 | \$49,464.80 | 419419P1003185 | CL \$50,000. CBA, TRAVELALL, LAREG | TRAVELALL, LA REG | |
| ADMIN ASSISTANT IV | Cardholder 13 | 6/26/2023 | \$4,115.54 | LA DPS PUBLIC SAFETY | xxxx | \$5,884.46 | \$7,592.69 | 419419P1003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN ASST 4 | Cardholder 14 | 6/24/2023 | \$17,780.65 | LA DPS PUBLIC SAFETY | xxxx | \$2,219.95 | \$18,372.35 | 419419P1003185 | CL \$20,000 SPL \$5,000 MCC: 5511616PRM | 5511616PRM | |
| ADMIN ASST 4 | Cardholder 15 | 6/22/2023 | \$5,965.63 | LA DPS PUBLIC SAFETY | xxxx | \$3,094.37 | \$6,880.63 | 419419P1003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN COORD 3 | Cardholder 16 | 6/23/2023 | \$23,224.44 | LA DPS PUBLIC SAFETY | xxxx | \$1,775.56 | \$23,774.12 | 419419P3003185 | CL \$25,000 SPL \$5,000 MCC: 5511616PRM | 5511616PRM | |
| ADMIN COORD 4 | Cardholder 17 | 6/15/2023 | \$9,910.94 | LA DPS PUBLIC SAFETY | xxxx | \$89.06 | \$9,910.94 | 420420P1003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN COORD 4 | Cardholder 18 | 6/22/2023 | \$7,765.26 | LA DPS PUBLIC SAFETY | xxxx | \$2,234.74 | \$7,765.26 | 422422P1003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN COORD III | Cardholder 19 | 6/16/2023 | \$20,039.95 | LA DPS PUBLIC SAFETY SVCS | xxxx | (\$29.95) | \$20,000.00 | 424424P1003185 | CL \$20,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL 5511858EXT | |
| ADMIN COORDINATOR | Cardholder 20 | 6/21/2023 | \$2,362.39 | LA DPS PUBLIC SAFETY | xxxx | \$7,637.61 | \$5,296.72 | 419419P1003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN COORDINATOR | Cardholder 21 | 6/23/2023 | \$9,901.50 | LA DPS PUBLIC SAFETY | xxxx | \$15,098.50 | \$14,016.50 | 419419P1003185 | CL \$25,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |
| ADMIN COORDINATOR | Cardholder 22 | 6/23/2023 | \$9,382.76 | LA DPS PUBLIC SAFETY | xxxx | \$617.24 | \$9,990.35 | 419419P1003185 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | 5511616PRM, TRAVELALL | |



Mandatory Reports

- Works
 - Single Transaction Limit Audit aka Split Purchase
 - Transactions exceeding the cardholder's single transaction limit
 - Address with cardholder why they made a purchase over their single transaction limit.



Mandatory Reports

- Works
 - Single Transaction Limit Audit aka Split Purchase

| Single TXN Limit Audit | | | | | | | | | Actions |
|--------------------------------|------------|---------------|------|----------------|-------------------|--------------|--|--|---------|
| Dates: 05/01/2023 - 05/31/2023 | | | | | | | | | |
| Accountholder | Account ID | Vendor Name | MCC | Date Purchased | Transaction Count | Amount Total | Spend Control Profile Single TXN Limit | | |
| | 6418 | FEDEX90359030 | 4215 | 05/10/2023 | 1 | 60,195.22 | 10,000.00 | | |

Actions

- View Full Details
- Download PDF
- Download XLS
- Download TXT

| Accountholder | Account ID | Vendor Name | MCC | Date Purchased | Transaction Count | Amount Total | Spend Control Profile Single TXN Limit |
|---------------|------------|---------------------------|------|----------------|-------------------|--------------|--|
| Cardholder 1 | xxxx | FEDEX90359030 | 4215 | 5/10/2023 | 1 | \$60,195.22 | \$10,000.00 |
| Cardholder 2 | xxxx | FEDEX90850810 | 4215 | 5/27/2023 | 1 | \$50,804.71 | \$10,000.00 |
| Cardholder 3 | xxxx | FSP PIGEON CATERING & EVE | 5811 | 5/4/2023 | 3 | \$8,242.05 | \$5,000.00 |
| Cardholder 4 | xxxx | UNIV OF NEBR EVENT REGIST | 8220 | 5/23/2023 | 2 | \$7,875.00 | \$5,000.00 |
| Cardholder 5 | xxxx | TST Park Bistro | 5812 | 5/19/2023 | 4 | \$7,555.74 | \$5,000.00 |
| Cardholder 6 | xxxx | Elsevier Inc. | 5192 | 5/25/2023 | 2 | \$7,320.00 | \$5,000.00 |
| Cardholder 7 | xxxx | UNTD RNTLS 180214 | 7394 | 5/8/2023 | 1 | \$2,728.00 | \$1.00 |
| Cardholder 8 | xxxx | HOMEDEPOT.COM | 5200 | 5/12/2023 | 3 | \$2,650.71 | \$1.00 |
| Cardholder 9 | xxxx | SANOPI PASTEUR INC | 5122 | 5/15/2023 | 1 | \$2,638.97 | \$1.00 |
| Cardholder 10 | xxxx | STAPLS0209234986000001 | 5111 | 5/27/2023 | 1 | \$2,616.66 | \$1.00 |
| Cardholder 11 | xxxx | TST Bretts Casual Ameri | 5812 | 5/18/2023 | 1 | \$2,607.80 | \$1.00 |
| Cardholder 12 | xxxx | SCHOOL NUTRITION ASSOC | 8699 | 5/25/2023 | 1 | \$2,584.00 | \$1.00 |



Mandatory Reports

- Works
- Save as Template

Save Template

Save Template to Template Library

Template Name:

Description:

Sharing: Personal Shared Both

Submit Report

Reports Accounting

Completed

Create

Scheduled

Template Library

Template Library

Personal

2023 Declines

Accounting Codes

Active Card Holder List

Approver List Report

Auto Sign Off

Card Status

Card Status Daily

COVID -19 Purchases

LaGov Accounting Code

LaGov Export Check

18 items

Shared

1099 Company Supplier Spend

2023 Declines



Mandatory Reports

- Works
 - Schedule Reports

[-] Scheduling and Expiration

Job Name:

Run for User(s) :

Schedule: Run Now

Run Later

Recurring Report times will be Central time zone

Every day(s) at

Every at

Every month on the at

Every billing cycle plus day(s)

Every quarter starting

Report Expiration: after day(s)



Additional Reports to Assist with Compliance – Visa IntelliLink

- Holiday Purchase Activity
- Restricted MCCs
- Gift Card (Potential)
- Apple Transactions (Potential)
- Online Merchants
- First Class Airfare
- Food and Alcohol
- Direct Marketing
- Clothing
- Fuel Purchases, High Grade
- Transactions from a Single Cardholder with A Single Merchant
- Contracted Card Rental Company Rule
- Fuel Type Summary
- Premium Class Airfare Report
- Spend by Top 50 Merchants
- Spend Summary By Merchant Code Report
- Transactions within \$5.00 of a Single Transaction Limit of:
 - \$500.00, \$1000.00, \$1500.00, \$2000.0, \$2500.00, \$3000.00, \$5000.00



Additional Reports to Assist with Compliance – Works

- **Audit**

- **Standard Reports**

- CxCo Card Maintenance Log
 - CxCo Card Profile Audit Log
 - CxCo Group Approver Delegation Log
 - CxCo General Ledger Audit Log
 - CxCo GL Authorization Profile Audit Log
 - CxCo Group Audit Log
 - CxCo General Setting Audit Log
 - CxCo User Audit Log

- **Org**

- **Standard Reports**

- Group Approval Rules Report
 - Group Membership Report
 - User Last Login
 - Group Officials Report

- **Spend**

- **Standard Reports**

- CxCo Billing Statement
 - CxCo Disputed Transactions
 - CxCo GL Memo Statement
 - CxCo Payable Allocation
 - CxCo Payable Allocation Detail
 - CxCo Spend By MCC



Mandatory Monthly Certification

- Certify that
 - Reports were ran
 - All findings listed in the report were addressed
 - Documenting showing the finding was addressed, including the response
 - Maintain documentation on file
 - Copy of reports
 - Responses from cardholders and/or approver



Monthly Mandatory Certification

From: PCardCompliance@la.gov <PCardCompliance@la.gov>

Sent: Wednesday, December 7, 2022 7:00 AM

To:

Subject: P-Card Monthly Certification

Please use the link below for the previous month's compliance certification (for the billing cycle ending 30 days prior), on behalf of your agency for the P-Card Program, as mandated for program administrators. As stated in a previous email, only one program administrator is required to certify on behalf of the agency. The certification process must be completed no later than the 14th of this month.

The address for P-card is <https://www.cfrp.doa.louisiana.gov/PCardCompliance/>

If you have any questions, you may contact Brenda Myers at brenda.myers@la.gov.

Thanks for your usual cooperation.



Monthly Mandatory Certification



Welcome to the P-Card Compliance site.

Please login using your LEO P-ID and password.

You can reset or change your password using the LEO Password Maintenance Application [LEO Password Maintenance Application](#)

We hope you find this site helpful.

Login ID:

Password:

LOGIN



Monthly Mandatory Certification



Month:

Year:



Monthly Mandatory Certification



Month:

Year:



Monthly Mandatory Certification



Welcome to the P-Card Compliance site.

Please login using your LEO P-ID and password.

You can reset or change your password using the LEO Password Maintenance Application [LEO Password Maintenance Application](#)

We hope you find this site helpful.

Login ID:

Password:

LOGIN



Monthly Mandatory Certification



Month:

Year:



Monthly Mandatory Certification

A graphic showing a Visa credit card with the text "LOUISIANA 'LA CARTE' STATE OFFICIAL USE TRAVEL EXPENSE / VOYAGES" and "P-CARD COMPLIANCE" in large yellow letters. Below the graphic are two dropdown menus: "Month: November" and "Year: 2020".

By choosing the "submit" button below, for the State of Louisiana Corporate Purchasing Card program for the following agencies, I am certifying that all monthly mandated reports in both VISA Intellink and WORKS, have been fully executed for the month and year chosen. Execution includes verification that all necessary finding have been investigated, documented and handled appropriately including notification to upper management, when applicable.

- Governor's Office of Homeland Security
- Public Safety
- Youth Services
- State Police Commission
- Public Safety - Inventory

SUBMIT



Monthly Mandatory Certification

Update successful.

Month:

October



Year:

2022





13 Month Card Spend Analysis

- Assist with mandatory annual review
 - List cardholders
 - Last time card was used
 - Deactivate if not used in
 - Current credit limit
 - Spend Control Profile
 - # of months with spend
 - Maximum % of spend used
 - Average % of spend used
 - Monthly Spend



13 Month Card Spend Analysis

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|---------------|---------------------|-------------|------------------|----------------|---|-------------------|----------------|-------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| CH Full Name | Card Account Number | Card Status | Card Delete Date | Card Last Used | Card Credit Limit | Card Profile Name | Months w/Spend | Max % Spend | Avg % Spend | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 |
| Cardholder 1 | xxxxxxx | Active | 6/19/2023 | 5,000.00 | CL \$5,000 SPL \$1,000 MCC: 5511616PRM | | 4 | 38% | 15% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 252 | 1904.05 | 194.99 | 614.54 |
| Cardholder 2 | xxxxxxx | Active | 6/16/2023 | 5,000.00 | CL \$5,000 SPL \$1,000 MCC: 5511616PRM | | 4 | 29% | 16% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 815.73 | 710.11 | 275 | 1466.9 |
| Cardholder 3 | xxxxxxx | Active | 6/22/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | | 12 | 98% | 61% | 0 | 1674.42 | 7719.39 | 2870.87 | 9790.72 | 6405.77 | 9545.37 | 7160.75 | 3385.19 | 9653.27 | 4092.76 | 6728.48 | 4034.87 |
| Cardholder 4 | xxxxxxx | Active | 6/17/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | | 3 | 18% | 7% | 0 | 0 | 122.78 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1758.36 | 0 | 196 |
| Cardholder 5 | xxxxxxx | Active | 6/23/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | | 13 | 83% | 41% | 5313.43 | 4254.49 | 5390.42 | 3574.58 | 4085.63 | 2660.31 | 8250.35 | 2341.03 | 2991.7 | 3972.72 | 2505.45 | 3726.82 | 4805.5 |
| Cardholder 6 | xxxxxxx | Active | 6/22/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | | 6 | 15% | 7% | 0 | 600 | 1095.44 | 300 | 0 | 564.39 | 0 | 0 | 0 | 294.9 | 0 | 1517.66 | 0 |
| Cardholder 7 | xxxxxxx | Active | 6/5/2023 | 5,000.00 | CL \$5,000 SPL \$1,000 MCC: 5511616PRM | | 10 | 13% | 6% | 230.35 | 0 | 665.03 | 283.98 | 393.04 | 0 | 97.47 | 0 | 193.97 | 208.59 | 125.98 | 596.24 | 136.98 |
| Cardholder 8 | xxxxxxx | Active | 6/16/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | | 8 | 11% | 5% | 0 | 0 | 0 | 0 | 0 | 216 | 1086.84 | 765.39 | 250 | 1045.74 | 540.56 | 19.62 | 115.98 |
| Cardholder 9 | xxxxxxx | Active | 3/11/2023 | 5,000.00 | CL \$5,000 SPL \$1,000; 5511616PRM; TRAVELALL | | 4 | 4% | 3% | 0 | 0 | 0 | 0 | 0 | 207.76 | 198 | 0 | 196 | 98 | 0 | 0 | 0 |
| Cardholder 10 | xxxxxxx | Active | 5/30/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | | 10 | 17% | 7% | 363.24 | 726 | 0 | 242.06 | 1248.7 | 0 | 645 | 630.8 | 728 | 462.52 | 551.56 | 1742.62 | 0 |
| Cardholder 11 | xxxxxxx | Active | 6/22/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM; 5511858FD; TRAVELALL | | 13 | 75% | 44% | 5876.82 | 2688.61 | 4529.7 | 3327.92 | 2418.98 | 5757.05 | 3725.65 | 2685.12 | 4688.15 | 7468.19 | 2093.44 | 7174.15 | 4267.43 |
| Cardholder 12 | xxxxxxx | Active | 6/8/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | | 12 | 5% | 2% | 78 | 0 | 462.54 | 35.68 | 5.68 | 339.93 | 8.8 | 28.44 | 133.82 | 527.71 | 68.65 | 5.41 | 411.64 |
| Cardholder 13 | xxxxxxx | Active | 6/2/2023 | 5,000.00 | CL \$5,000 SPL \$1,000 MCC: 5511616PRM | | 10 | 13% | 8% | 365.98 | 401 | 191.25 | 659.94 | 308.28 | 0 | 0 | 524.25 | 0 | 392 | 543.28 | 228.97 | 196 |
| Cardholder 14 | xxxxxxx | Active | 4/3/2023 | 5,000.00 | CL \$5,000 SPL \$1,000 MCC: 5511616PRM | | 9 | 70% | 16% | 495.34 | 55 | 90 | 580 | 325 | 774.05 | 1150 | 3475.5 | 0 | 0 | 128 | 0 | 0 |
| Cardholder 15 | xxxxxxx | Active | 6/23/2023 | 10,000.00 | CL \$10,000 SPL \$5,000 MCC: 5511616PRM, TRAVELALL | | 11 | 56% | 31% | 828.91 | 2364.27 | 0 | 0 | 4607.6 | 2805.08 | 5647.35 | 2935.71 | 1901.99 | 2510.67 | 2896.55 | 4413 | 2713.73 |



Billing Cycle Purchase Log

- Must be ran in PDF
- Include all transaction in billing cycle
- Electronically signed off on by both the cardholder and the approver.

Billing Cycle Completed Purchase Log

Company Name LA DPS PUBLIC SAFETY SVCS
 Post Date Between 2023-05-06 00:00:00 and 2023-06-05 23:59:59
 Report Owner Myers, Brenda
 Report Time 2023-06-27 09:33:52
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

| Card Last 4 Digits | Purchase Date | Post Date | Vendor Name |
|---------------------------------------|----------------------|-----------------------|-----------------------|
| Item Description | Item Total | CH Signoff Date | Mgr Signoff Date |
| Item GL Combination | Item Exp Cat Comment | Mgr Signoff Full Name | CH Full Name |
| Card Accounting Code | | | |
| 0001 | 05/08/2023 | 05/09/2023 | JASON'S DELI BRB #246 |
| JASON'S DELI BRB #246 - Purchase | 151.06 | 05/11/2023 | 05/16/2023 |
| 422-4221062593-42200P0100-5410013---- | | FOWLER, KENNETH | KLEINPETER, DUSTIN |
| 422422P1003185 | | | |



LaGov Agency Mapper File


- Reconcile against Monthly Statement
 - Remove Payments
 - Identified in Vendor column as Payment – Thank You
- Batch Transactions
 - Check for any Pending for Previous Billing Cycle/Post Date
 - Sweep if necessary (right before batching)
 - Ready to Batch
 - Billing Cycle/Post Date
 - DO NOT INCLUDE PAYMENTS




State Travel Website

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- PPM 49 - TRAVEL GUIDE ▾
- Transportation ▾
- Travel Agency
- International Travel
- Hotels
- Parking
- Forms
- LaCarte Purchasing Card
- Corporate Travel Card




PPM 49 - TRAVEL POLICY




AIRFARE/AIRPORT



TRAVEL AGENCY



GROUND TRANSPORTATION



HOTELS

OFFICE OF STATE TRAVEL AND TRAVEL CARD

The Office of State Travel is responsible for setting Louisiana's general travel regulations, known as Policy and Procedure Memorandum 49 (PPM49). These regulations provide for more efficient administration of travel policies. The office sets maximum standards along with clarifying, guiding, reviewing, and approving all waivers to PPM49.

State Travel is also the state program administrator for both the State of Louisiana's LaCarte Purchasing Card Program and the State's Corporate Travel Card Program. Its responsibility is to educate agency program administrators and manage both programs to ensure success.

[Travel.LA.Gov](#)



State Travel Website

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[Approver Instructions](#)

[Cardholder Instructions](#)

[Creating User and Account Request \(Ordering a Card\)](#)

[Flagging a Transaction - Approver](#)

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- [Works Report - Card Decline](#)
- [Works Report - Card Status](#)
- [Works Report - Cheat Sheet](#)
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DEMO

Works
Visa IntelliLink