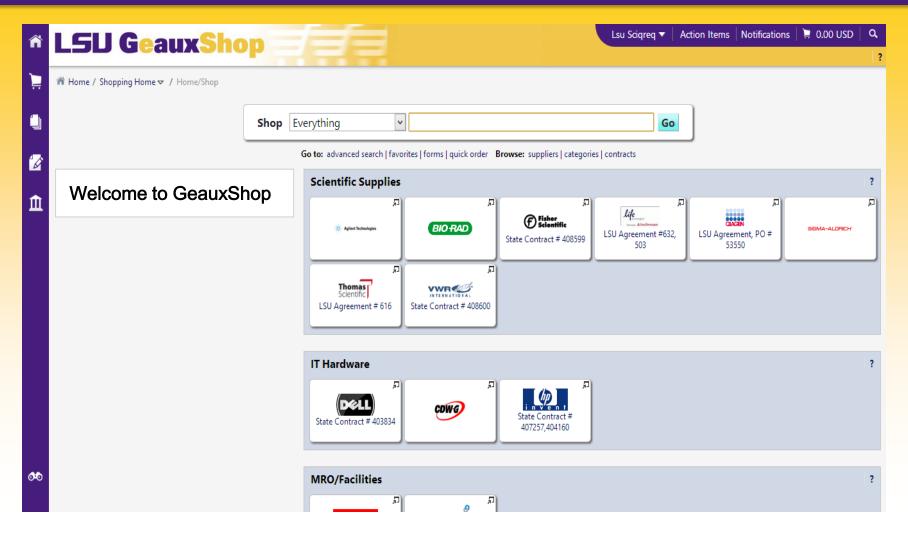# LSU GeauxShop

Roles Education and Business Process Transformation

Business Managers' Meeting
June 11, 2013

Go-Live – July 22, 2013

Timeline

Phase 1
July 2013

Phase 2
Late 2013

- Catalog purchasing with the most commonly used suppliers

- Non-catalog purchasing for all LSU suppliers
- PRO locked from new purchase order entry

Suppliers in GeauxShop

Process Diagram

	Pre-July 2013	Phase 1	Phase 2
Purchase Order	PRO	PRO	**GeauxShop**
Catalog PO	PRO	**GeauxShop**	**GeauxShop**
Was Pcard Now Catalog PO	LaCarte Card	**GeauxShop**	**GeauxShop**
Pcard	LaCarte Card	LaCarte Card	LaCarte Card

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Roles – End User

Department Role	Main Functions
Shopper	✓ Searches for and selects the goods or services in GeauxShop ✓ Creates a Shopping Cart in GeauxShop
Requester	✓ Searches for and selects the goods or services in GeauxShop ✓ Creates a Shopping Cart in GeauxShop ✓ Required to add accounting info and submit requisition ✓ Authorized to expend university funds up to $5,000
Department Financial Approver	✓ Determines if expense is an allowable and appropriate expense ✓ Determines if funds are available for purchase ✓ Approves or returns the requisitions
Invoice Approver	✓ Approves invoices in GeauxShop

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Training Schedule

Starting Monday, July 1, 2013

Training Classes	Training Approach	Training Class Duration	Class Size
Shoppers	Lecture	1	150
Requesters*	Computer Classroom	2.5	20
Approvers*	Computer Classroom	1.5	20

* Class required prior to receiving the addition of the role to your user profile.

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Next Steps

- Talk with your departments to determine appropriate roles for faculty and staff and business process changes.

- Submit Security Access Requests to request the necessary role.

- Check out the website and encourage your colleagues to visit the website for updated information: www.lsu.edu/geauxshop

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Questions

Questions regarding roles in GeauxShop should be sent to
geauxshophelp@lsu.edu