CARD 2.0
Customer Accounts Receivable and Deposit

LSU is working to modernize the software that supports our daily transactions. Now that the transition to workday is complete, CARD is getting updated to remove any mainframe dependencies. Any student receivables will be moved over to workday student and everything else will be in workday customer.

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Search CARD Entries

1. Login to **myLSU**.

2. Navigate to **Financial Services** and select **CARD 2.0.** This will open the search CARD screen.

3. Complete the following information under Search CARD Entries:

   a. **Status Box -** CARD will default to having all options selected. However, you can change the selection to better fit your search.

   b. **Initiator -** who created the entry. This can be by name or Workday UID.

   c. **Entry Number** – Search by a specific entry number.

   d. **Fiscal Year –** Enter the Fiscal year the entry was created.

   e. **Date -** Initial date, last updated, or effective date (all are not required).

   f. **Description -** explain and give context to the entry.

   g. **Entry Total**

   h. **Ledger Account**

   i. **Worktags**

4. Click **Search.** Clicking **Search** will bring back results that match your input criteria. To select an entry, click **View** in the actions column

5. In the CARD entry detail page, you can click the **Print** button to print entries that are approved and ready to be submitted.

   a. **Review** – broad overview of the entry details that contains the entry number, initiator information, and the current approval status.

   b. **Workflow History** – this will show you approval history including user, time, and date.

New CARD Entry

1. Select **New CARD Entry.**

2. In the Entry Header section (formerly Departmental Transmittal tab):

    a. **Contact Information** is auto-populated based on initiator.

    b. Enter **Effective Date** – this is typically the day the current date.

    c. Enter **Description** to explain and give context to the entry.

3. Click **Update.**

Deposit Details

1. To make a deposit, click the **Deposit Detail** tab. Then, click **Edit**.

2. Click the **Plus** icon to add lines or the **Minus** icon to remove lines.

3. Enter the following fields:

   a. **Payment Type** (formerly Method of Payment) - Cash, Check, Credit Card, etc.

   b. **Customer ID** (Merchant) – Workday Customer Number/ID.

   c. **Count** – if applicable, number of transactions that compose the payment type.

   d. **Deposit Type** – D for Debit/Deposit or W for Credit/Withdrawal.

   e. **Amount** – payment total.

4. Click **Update** to add the input information to the entry.

Payment Type	Customer ID (Merchant)	Count	Deposit Type	Amount
Check		5	D	100.00
Credit Card	Test Merchant (CST-01141)	0	D	500.00
				Total: 600.00

Accounts Receivable

Deposit Detail	Accounts Receivable	Accounting

Accounts Receivable

To find Legacy crosswalk references to Workday Customer, run the **Data Audit - Customers** and/or **Data Audit - Sales Items** reports in Workday.

To locate customer invoices to reference, run the report **CARD Receivables** in Workday.

Be sure to SELECT the dropdown value for each field *by selecting the value with the mouse or pressing Tab/Enter keys on the keyboard once the value is highlighted purple.*

1. If the CARD entry is being used to record debits or credits to an employee or customer account, the Accounts Receivable tab must be completed. Click **Accounts Receivable**, then **Edit**.

2. Click the **Plus** icon to add lines or the **Minus** icon to remove lines.

3. Complete the following fields:

    a. **Customer** – employee ID or workday customer number.

    b. **Employee** – name will populate based on the customer number.

    c. **Credit/Debit – indicate if the entry is going to credit or debit the specific account.**

    d. **Credit Reason** – payment received/correcting receivable.

    e. **Amount -** payment total.

    f. **Company** - LSUAM is 10.

    g. **Sales Item (formerly the TRX code) -** Revenue category and other work tags will auto-populate.

    h. **Customer Invoice** – Identifies the invoice being reduced.

    i. **Comment/Description** – a short blurb that provides context to the transaction.

Accounts Receivable Cont.

4. When all the necessary information has been input, click the **Check** icon. (If more lines are needed, click the **Plus** icon.)

5. When you are done, click **Update**.

Customer/Employee	Credit/Debit	Credit Reason	Amount
CST-01136)	D		75.00

Company	Sales Item	Rev. Cat.	Fund	Customer Invoice
10	(SL0009)	RC0163	FD260	

Comment/Description
Testing creation of invoice

Customer/Employee	Credit/Debit	Credit Reason	Amount
00008970	C	Payment Received	50.00

Company	Sales Item	Rev. Cat.	Fund	Customer Invoice
10	(SL0006)	RC0163	FD101	CI-0000074396

Comment/Description
Testing customer payment of invoice

Pro-Tip: 89 numbers are no longer used to reference customers. Employee ID (00001234) or Workday Customer number (CST-12345) must be entered.

Sales Items

Sales Items, formerly Transaction Codes (TRX), were created to auto-populate the accounting associated with any given item. The information that populates can be the revenue category, program number, cost center, fund, and function. Because this data is link to the sales item, this information does not need to be entered separately. All you must do is enter the sales item and the correct accounting will follow. Sales Items cannot be split over multiple worktags, instead it has 1- to -1 accounting.

Sales Item	Sales Item Pricing	Sales Item Defaults	Related Worktags

Sales Item Name	Testing Sales Item v1
Alternate Name	(empty)
Sales Item Description	(empty)
Sales Item Identifier	TIS Trx Code: TEST1
Sales Item Group	(empty)
Revenue Category	Sales & Services (RC0163)

Sales Item	Sales Item Pricing	Sales Item Defaults	Related Worktags

Worktag Types 12 items

Worktag Type	Default Required	Default Worktag
Program		PG003159	LSUAM	Accounting Services
Gift		
Funding Source		
Agency/Clearing		
Loan Receivable		
Cost Center		CC00408 LSUAM	Fin and Admin	Accounting Services
Fund		FD100 Unrestricted Fund
Function		FN70 Institutional Support

Accounting

1. Click the **Accounting** tab to view all data entered so far and allow the offset accounting to be entered.

2. Click **Edit**, then **Plus** icon to add lines as needed.

3. Complete the required fields:

   a. Enter the **Company** (ex: LSUAM is 10).

   b. Enter the **Ledger Account.**

   c. Enter the **Revenue** or **Spend Category** - for revenue and Expense ledger account types, a driving worktag will be required and related worktags will prepopulate.

   d. Enter **Debit** or **Credit Amount.**

   e. Click the drop-down arrow to select the type of driving **Worktag** to be used (ex: program).

   f. Enter a **Memo.**

   g. Enter the **Value** of the driving worktag that is appropriate for the department/entry being processed.

Accounting

	Company	Ledger Account	Revenue Category	Spend Category	Debit Amount	Credit Amount
✓ −	10	2059		SC7001	500.00	

	Driving Worktag	Value	Classification Type	Accounting Recognition
	Agency Clearing ⌄	AG0034	...	...

Autopopulated Worktags

Cost Center	Fund
CC00409	FD100

Memo

Testing Accounting Tab

Accounting Cont.

4. Click the **Check** mark to finish the line.

5. Repeat the steps for any additional lines using the **Plus** icon to add lines. Once all data is entered, the debit and credit totals should match.

6. Click **Update**.

7. Supporting documents must be included as attachments to the entry. Click on Browse to find your file. Then, click **Upload New Attachment**.

8. Click **Submit for Approval**. The entry will route according to payment type. (The approval button will not appear if the entry doesn't balance).

Pro-Tip: Validations are in place to ensure acceptable ledger account and worktag usage based on account posting rules within Workday. Debit Total and Credit Total must balance to complete the entry.

Approval and Submission Process

- **CARD Entry Status**

  - **Incomplete** – has not been submitted for approval.

  - **Awaiting Approval** – has been submitted for approval; not yet approved.

  - **Pending** – has been approved; may or may not be submitted to the vault.

  - **Current** – has been submitted to the vault and worked by Bursar Operations.

  - **Approval**

    - Approver (Cost Center Manager) reviews the CARD entry.

    - Click Approve (other option is send back). An approval window will appear and allow comments to be entered, then click approve again.
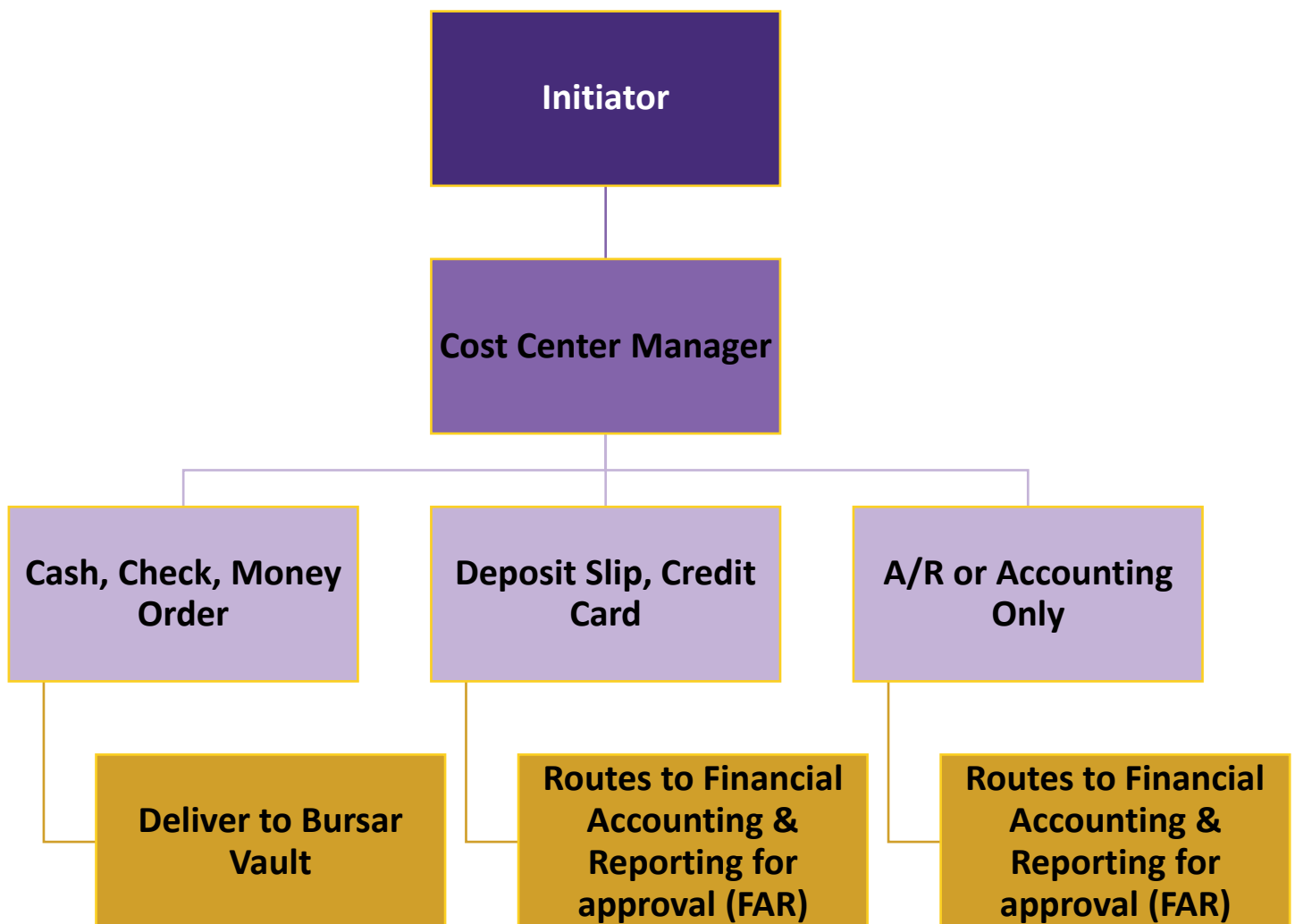
- **Print and Submit Process**

  - This is specifically for entries containing physical monies such as cash, checks, money order, etc.

  - Initiator must click **Print** in CARD 2.0.

  - Entry should be signed by the initiator and delivered to the university cashier at the vault window in 125 Thomas Boyd Hall. Vault hours are 10:00 am – 11:30 am and 12:30 pm – 4:00 pm. Cash, checks, or money orders along with supporting documents should be attached to the entry.

- **What if an error is detected?** If an entry is found to have an error after it has been submitted for approval, the initiator should ask an approver to send back the entry. Once the entry is returned it can be edited/corrected.

Approval Workflow

The approval workflow in CARD 2.0 will vary slightly depending on payment type. The initiator will create the entry, and it will be routed to the department cost center manager for approval. If the entry contains physical monies; it will be submitted in-person to the Bursar vault along with the payment type. If the payment type is deposit slip, credit card payment, or accounting only it will be electronically sent to Financial Accounting and Reporting (FAR) for approval.

Initiator

Cost Center Manager

Cash, Check, Money Order	Deposit Slip, Credit Card	A/R or Accounting Only
Deliver to Bursar Vault	Routes to Financial Accounting & Reporting for approval (FAR)	Routes to Financial Accounting & Reporting for approval (FAR)

Date last updated: 9/26/2025

Resources

- **Workday Reports**

    - **Data Audit – Customers:** Allows user to find their customer ID.

    - **Data Audit – Sales Items:** Allows user to find their sales item ID.

    - **CARD Receivables:** Intended for user to locate outstanding receivables to reference in CARD entries that are crediting A/R.

    - **CARD Entry Journal Lines:** Allows user to search by CARD entry for all the journal lines created in Workday.

- **Vault Hours**

    - Monday – Friday

    - 10:00 am – 11:30 am, 12:30 pm – 4:00 pm

- **Contact Information**

    - Bursar Operations // bursar@lsu.edu // 225-578-3357

    - CARD OBO // cardobo@lsu.edu

- **Additional Resources**

    - Business Manager Meeting Presentations

    - Bursar Operations Website

    - Workday Student Website