CARD 2.0
Customer Accounts Receivable and Deposit

LSU is working to modernize the software that supports our daily transactions. In the current legacy system, TIS or Treasury Information System, houses all student and non-student receivables. 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. Under Financial Services, select CARD 2.0 to access the CARD 2.0 system. This will open the search CARD screen.

3. Complete the following information under Search CARD Entries:

   a) Once the necessary Status box is selected, information needs to only be entered into one the remaining search field in order to initiate the CARD search.

   b) Batch Cost Center – enter cost center number

   c) Entry Number – Enter a specific entry number in the lower field or a range in the lower & upper fields.

   d) Initial Date – Enter the date the entry was initiated in the lower field or date range in the lower & upper fields.

   e) Last Date – Enter the date the entry was last updated in the lower field or date range in the lower & upper fields.

4. Click Search

5. Clicking search will bring back results that match your inputted criteria. To select an entry, click on the entry number.

6. Click the print button to print entries that are approved and ready for delivery to the university cashier.

7. When viewing the entry, click approval history to view the approval process. Approval history tab will not display if the entry is incomplete. User will need to Edit or Delete if entry is incomplete.

New CARD Entry

This is Formerly Departmental Transmittal tab. With the implementation of CARD 2.0, entry numbers will start over with "1".

1. Select New CARD Entry

2. In the Enry Header area, you will be prompted for:

    a) Effective Date which is typically the current date

    b) Entry Description to explain why the entry is being processed.

    c) All other information will auto-populate based on the initiator

3. Click Update

Deposit Details Tab

Formerly the Method of Payment (MOP) tab

1. To make a deposit, click the deposit details tab. Then, Click Edit.

2. Click the Plus icon to add lines. Click the minus sign to delete lines.

3. Enter the following fields:

    1. Type – Drop down values will appear once typing begins and will be the same as the payment methods used in

    2. Description

    3. Number

    4. Amount

    5. Enter D for Deposits and W for withdrawals.

    6. Click the check mark to add the line. Click the minus sign to delete a line.

4. If more lines are needed, click the plus icon to add lines.

5. Click update

myLSU	Customer Accounts Receivable & Deposits 2.0								Sign Out

Search CARD Entries   New CARD Entry

CARD Entry

Entry #	Fiscal Year	Status	Effective Date	Initial Add	Last Updated	Contact Name	Contact Email	Contact Phone	Total
50	FY 2024-2025	Incomplete	02/06/2025				@lsu.edu	+1 (225) 578-	600.00

Description
Test CARD Entry

Deposit Detail   Accounts Receivable   Accounting

Deposit Detail

	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 Tab

1. If the CARD entry is being used to record debits or credits to a customer account, the accounts receivable tab must be completed. Click the accounts receivable tab. Then, click edit.

2. Click the plus icon to add lines. Click the minus sign to delete a line.

3. Enter the following fields:

   a) Customer ID (CST-xxxx) or Employee ID (0000xxxx)

   b) Name will populate from the ID

   c) Sale Item

   d) Account type

   e) Source of funds

   f) Credit/debit

   g) Amount

   h) Sale item description will pre-populate based on the code entered.

Accounts Receivable Tab Cont.

4. Click the check icon

5. Three symbols will appear on the left side of each entry line. The pencil icon is used for editing the line. The circled c icon is used to duplicate the line. The x icon is used to delete the line.

6. If more lines ate needed, click the plus icon.

7. Click update.

Sales Items

Formerly Transaction Codes (TRX)

- Crosswalk of TRX code to Sales Item

- Revenue category and other worktags will auto-populate

- 1-to-1 accounting

    - Sales item cannot be split over multiple worktags

View Sales Item Testing Sales Item v1

| 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 is a Bundle	
Quotable	
Fulfillment Required	
Renewable	
Purchase Item Mapping	(empty)
Classification	(empty)

Sales Items Cont.

Ex: Accounting for Sales Item

View Sales Item Testing Sales Item v1 ⋯

Sales Item Sales Item Pricing Sales Item Defaults **Related Worktags**

Worktag Types 12 items

Worktag Type	Default Required	Default Worktag	Required on Transaction
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	
Budget Code			
Disallowed Expense Type			
Classification Type			
Accounting Recognition			

Date last updated: 7/8/2025

Accounting Tab

1. Click the accounting tab. This will open the accounting page. The accounting page will show all accounting done so far and allow the offset accounting to be entered. Then, click Edit.

2. Click the Plus sign to add lines

3. Enter the following required fields:

    a) Click the drop down arroe to select the type of driving worktag to be used, ex. Program.

    b) Enter the valus of the driving worktag that is appropriate for the department/entry being processed. Drop down values will appear once typing begins and you may choose from the drop down or continue adding the value manually. All related worktags will populate when the driving worktag is entered.

    c) Enter the company, ex. LSUAM is 10.

    d) Enter the ledger account

    e) Enter the revenue or spend category.

    f) Enter a memo.

    g) Enter debit or credit amount.

    h) If needed, click the drop-down arrow to select the type of additional worktag to be used.

    i) Enter the value of the additional worktag appropriate for the entry. Drop down values will appear once typing begins and you may choose from the drop down menu or continue adding the value manually.

4. Click the check mark to finish the line. Two symbols will appear on the left side of each entry line. The pencil icon is used for editing the line. The x icon is used to delete the line.

Accounting Tab Cont.

5. Repeat these steps for any additional lines using the Plus sign to add lines. Once the information is entered for all lines, the debit and credit totals should match. For convenience, these totals are displayed at the top and bottom of the page.

6. Click update

7. Support documents must be included as attachments to the entry. Click on the browse and upload new attachment to find your file. These attachments will not replace documentation needed for processing.

8. Click submit for approval. The entry will route according to workday entry routing.

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

Printing and Submission Process

- Approval Process

    - Approver will review the entry

    - Click approve (other option is send back). An approval window will appear and allow comments to be entered; the click approve again.

- 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 have been submitted to the university cashier or FAR

    - Current – has been submitted to the vault or FAR and has been worked

- Print and Submit Process (for entries containing Cash, Checks, Money Order)

    - Initiator must print the entry from 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 window hours are 10:00am – 11:30am and 12:30pm – 4:00pm. Cash, checks, or money orders along with supporting documents should be attached to the entry.

Date last updated: 7/8/2025

Approval Workflow

The approval workflow in CARD 2.0 will vary slightly depending on what your method of payment. The initiator will create the entry and it will still go to your cost center manager for approval; however, if the entry contains physical monies, then it will be submitted in person along with the money. If the method of payment is deposit slip, credit card payment, or accounting only will route directly to FAR for approval.

```
                        ┌─────────────────┐
                        │    Initiator    │
                        └────────┬────────┘
                                 │
                        ┌────────┴────────┐
                        │ Cost Center     │
                        │ Manager         │
                        └────────┬────────┘
          ┌──────────────────────┼──────────────────────┐
┌─────────┴────────┐   ┌─────────┴────────┐   ┌──────────┴───────┐
│ Cash, Check,     │   │ Deposit Slip,    │   │ A/R or Accounting│
│ Money Order      │   │ Credit Card      │   │ Only             │
└─────────┬────────┘   └─────────┬────────┘   └──────────┬───────┘
          │                      │                       │
┌─────────┴────────┐   ┌─────────┴────────┐   ┌──────────┴───────┐
│ Deliver to       │   │ Routes to        │   │ Routes to        │
│ Bursar Vault     │   │ Financial        │   │ Financial        │
│                  │   │ Accounting &     │   │ Accounting &     │
│                  │   │ Reporting for    │   │ Reporting for    │
│                  │   │ approval         │   │ approval         │
└──────────────────┘   └──────────────────┘   └──────────────────┘
```
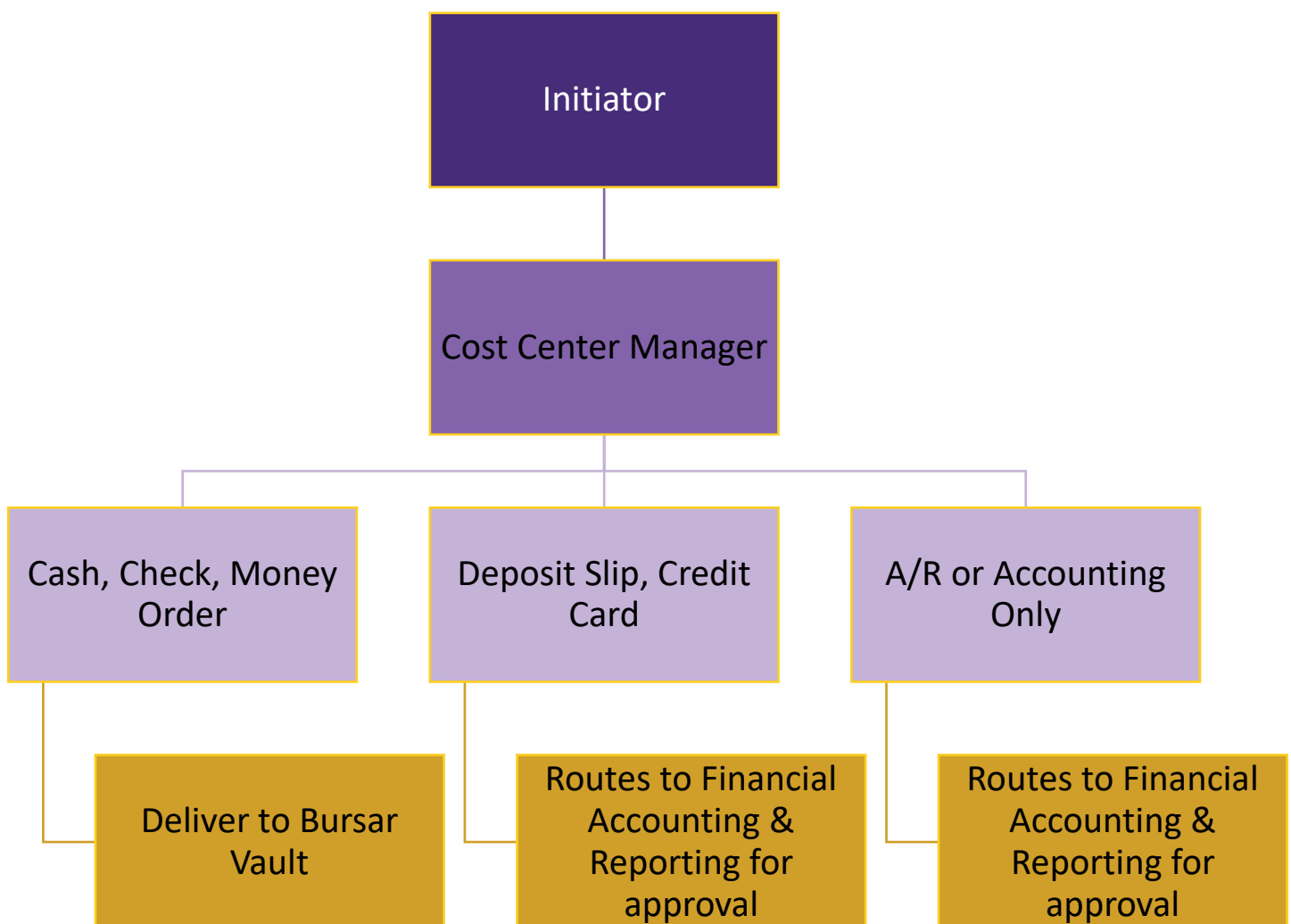
Resources

- **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 and 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