Elahe N. Russell

Accounting Services

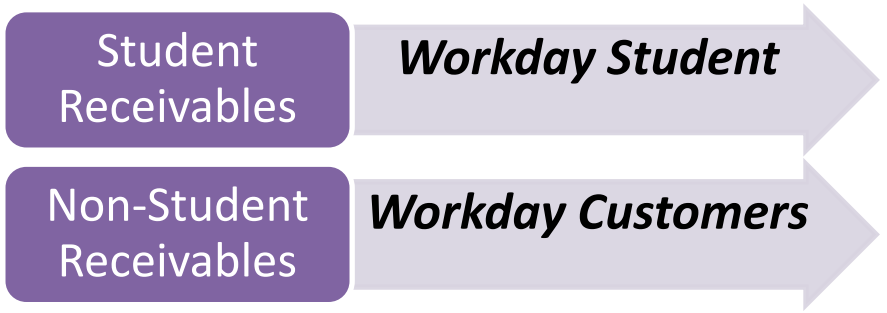
WORKDAY CUSTOMER & CARD 2.0

Agenda

- Background
- Demo of CARD 2.0
  - Accounts Receivable and Sales Items
  - Deposit and Payment Types
  - Accounting
  - Approval and Printing
- Additional Resources

Background

- LSU modernizing legacy mainframe system
- Current Treasury Information System (TIS) houses student and non-student receivables
- CARD application upgrade to remove mainframe dependencies
- All student transactions will be processed through Workday Student

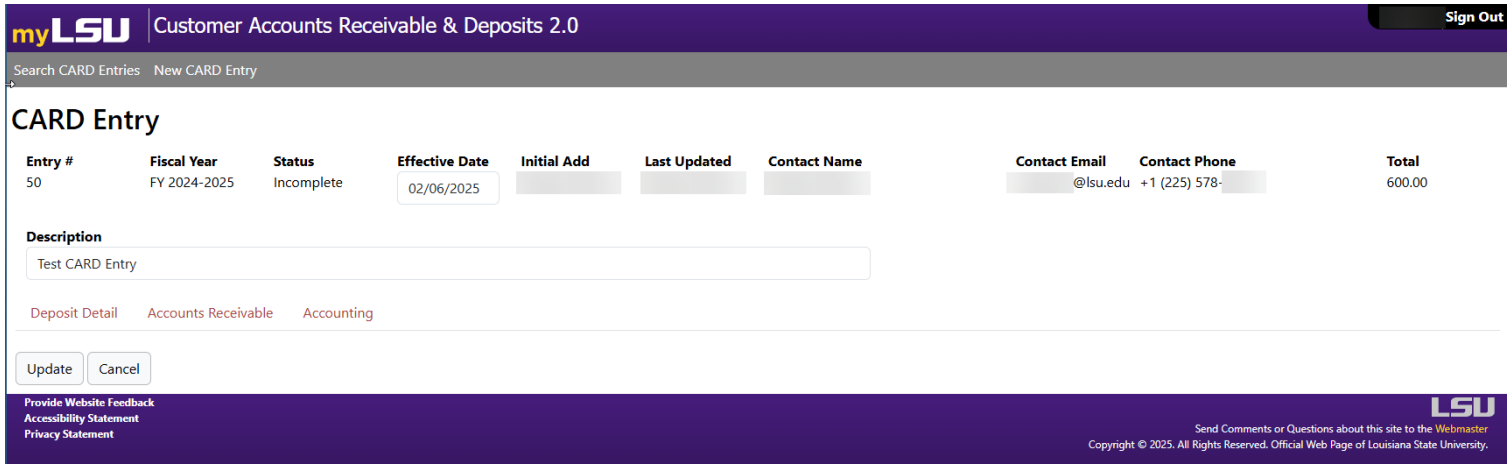


CARD 2.0

- Effective July 1, 2025, CARD 2.0 will replace existing application
- Similar look and feel
- Work-in-progress - more detailed information closer to go-live
- Reporting will be available in Workday to query journal line activity for CARD 2.0 entries

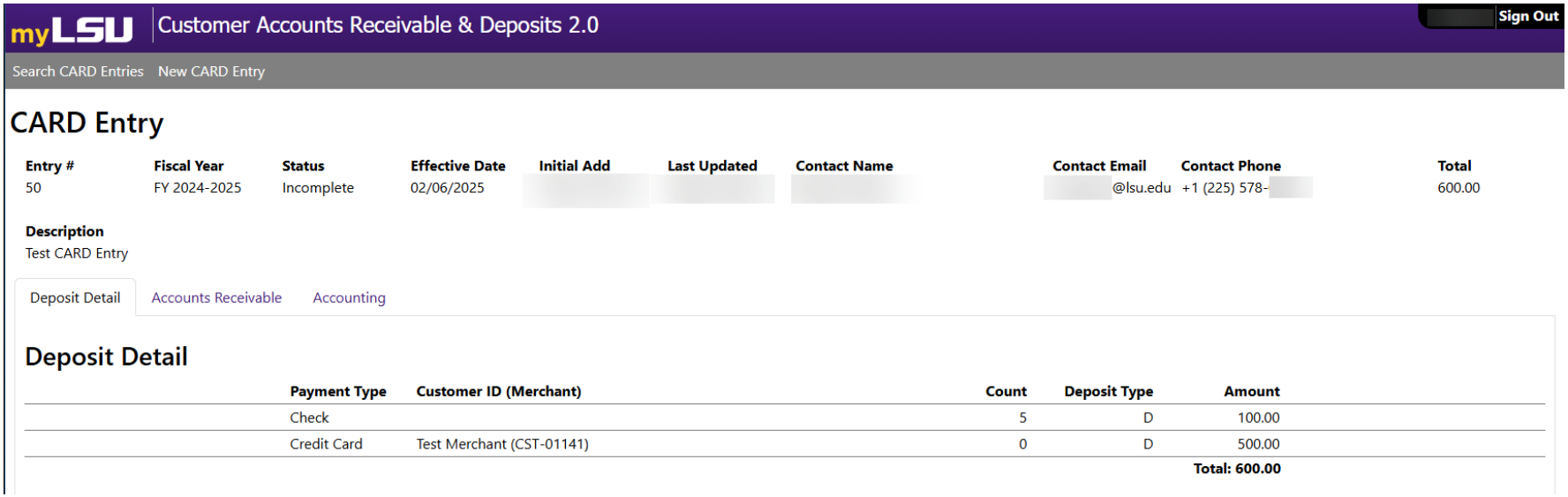
Header

- Formerly Departmental Transmittal tab
- Entry numbers will start over with “1”
- Contact information is auto-populated based on initiator



Deposit Detail Tab

- Formerly the Method of Payment (MOP) tab



Deposit Detail Tab



MOPs will be replaced with Payment Types (cash, check, money order, etc.)



Merchant MOPs will be replaced with Workday Customers

Crosswalk of Merchant MOP to Workday Customer ID

Customer ID will be required when payment type is Credit Card



Credit/Debit will be replaced with:

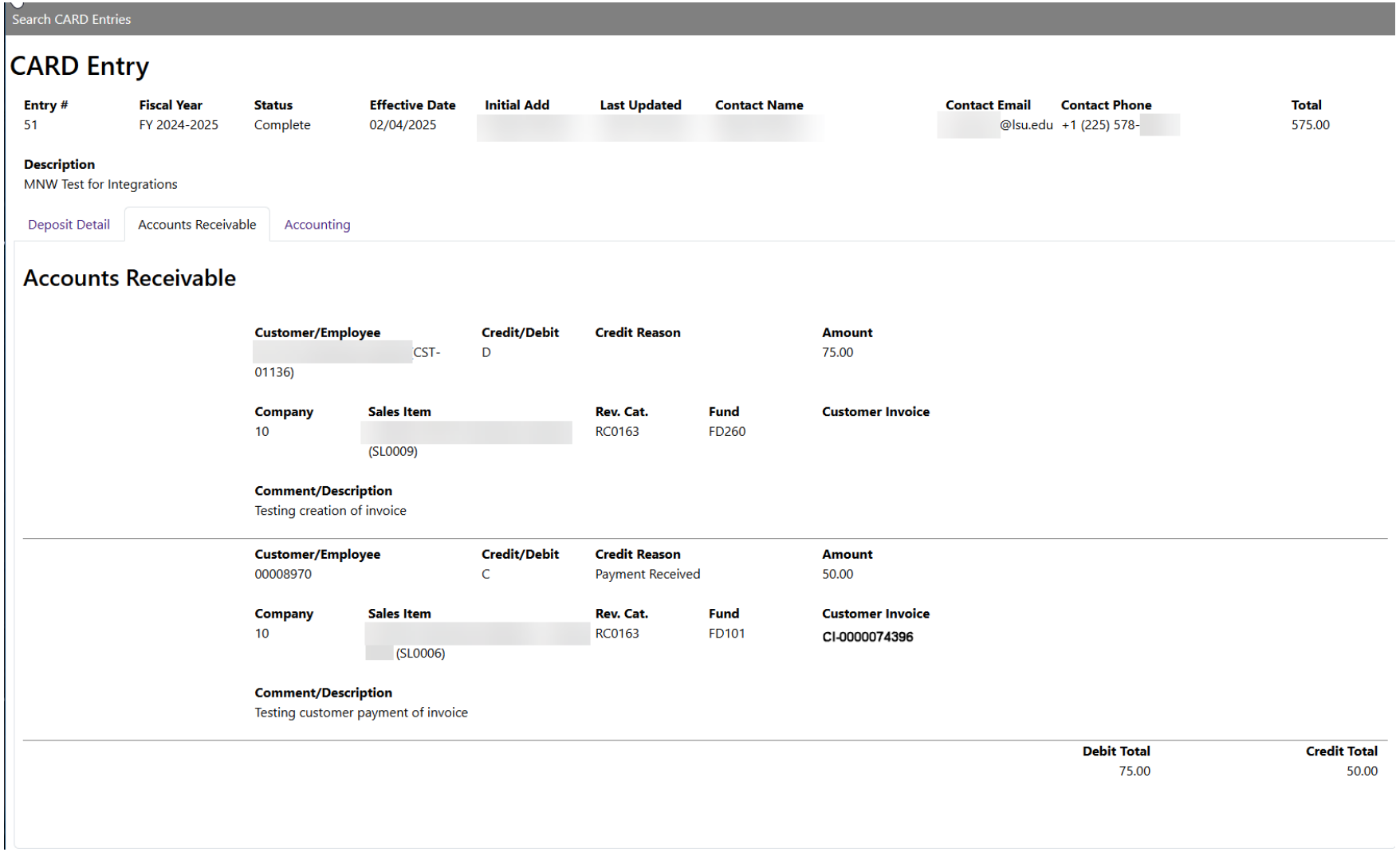
D = Debit/Deposit

W = Credit/Withdrawal

Accounts Receivable (AR) Tab

- 89 numbers will no longer be used to reference customers
- Employee ID (00001234) or Workday Customer number (CST-12345) must be entered
- When credit is selected under Credit/Debit the following are required:
  - Credit Reason
    - Payment Received
    - Correcting Receivable
  - Customer Invoice
    - Identifies invoice being reduced
- Attachments will be required

AR Tab Example



Search CARD Entries

CARD Entry

Entry #	Fiscal Year	Status	Effective Date	Initial Add	Last Updated	Contact Name	Contact Email	Contact Phone	Total
51	FY 2024-2025	Complete	02/04/2025				@lsu.edu	+1 (225) 578-	575.00

Description
MNW Test for Integrations

Deposit Detail | Accounts Receivable | Accounting

Accounts Receivable

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

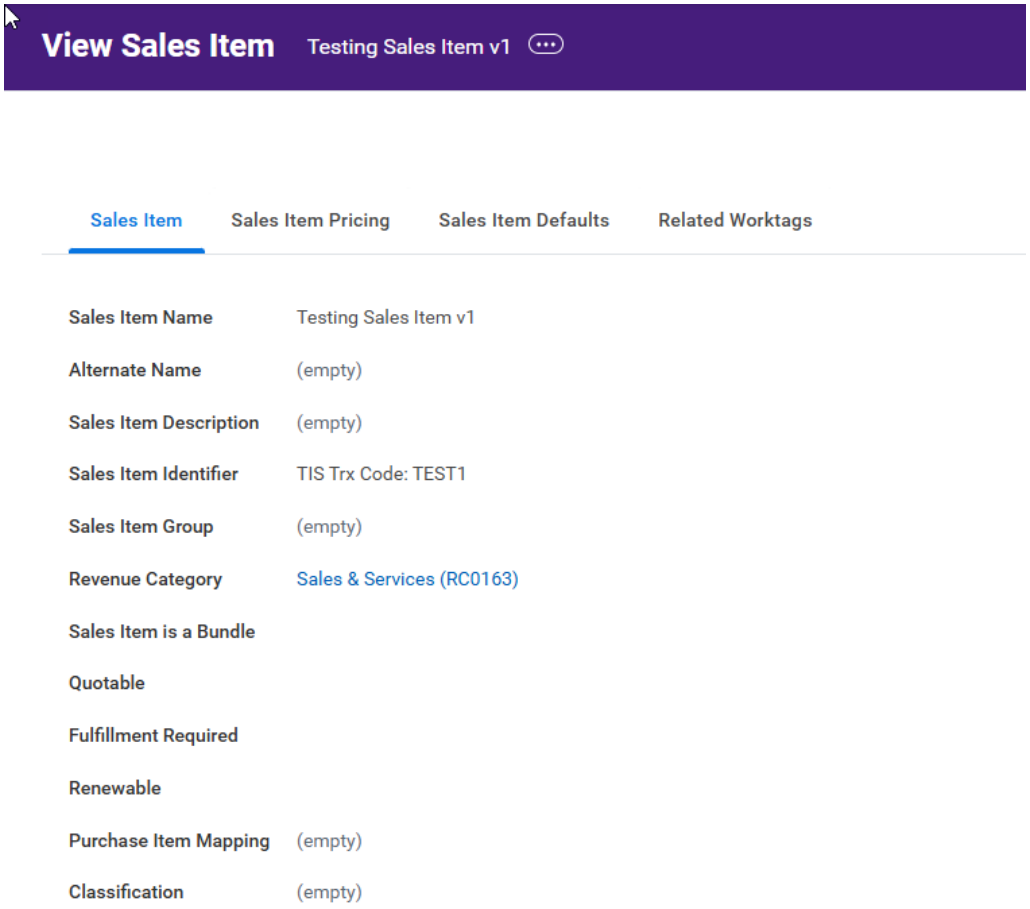
Comment/Description
Testing customer payment of invoice

Debit Total	Credit Total
75.00	50.00

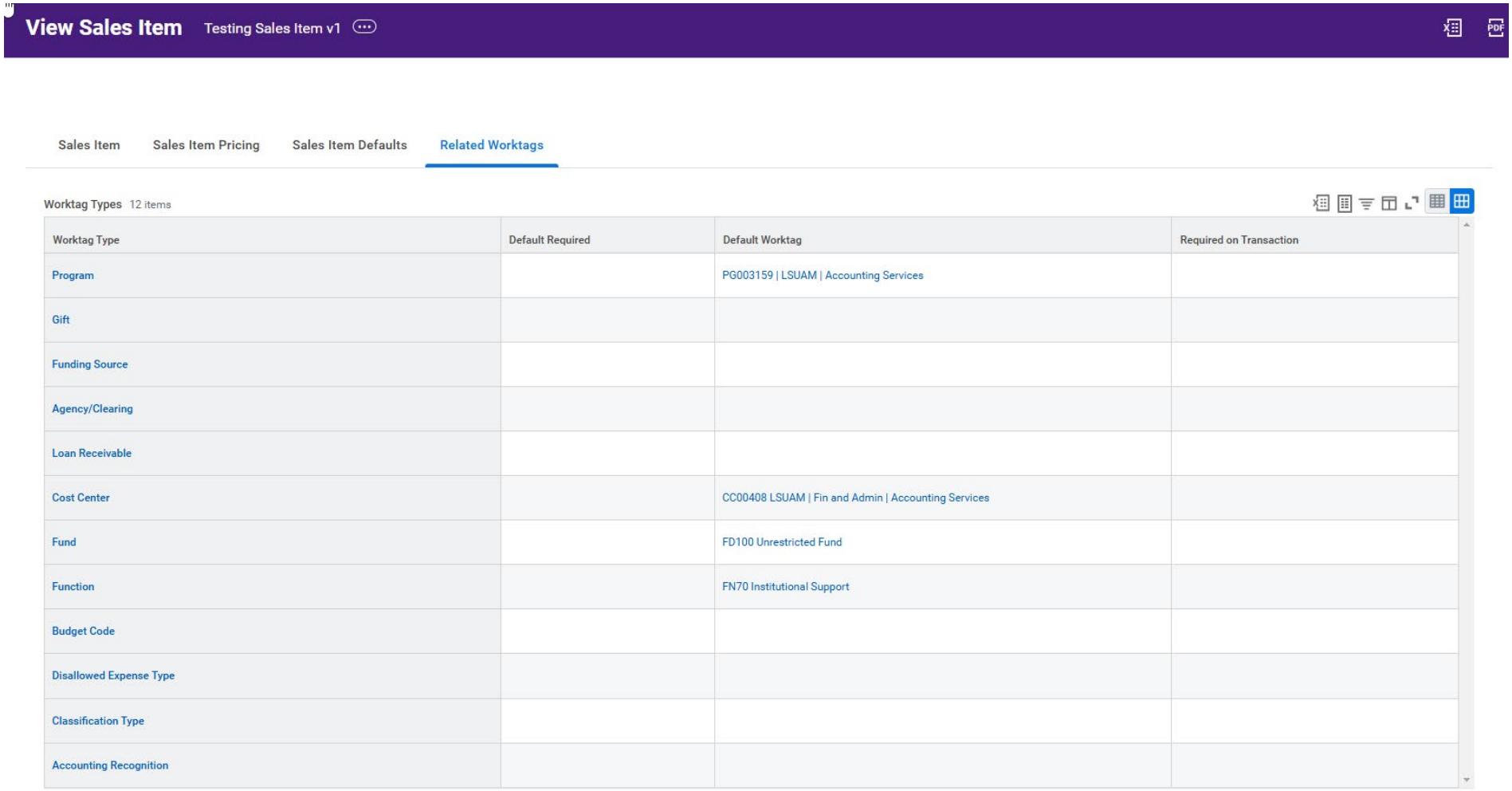
Sales Items

- 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

Sales Item Example



Accounting for Sales Item



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			

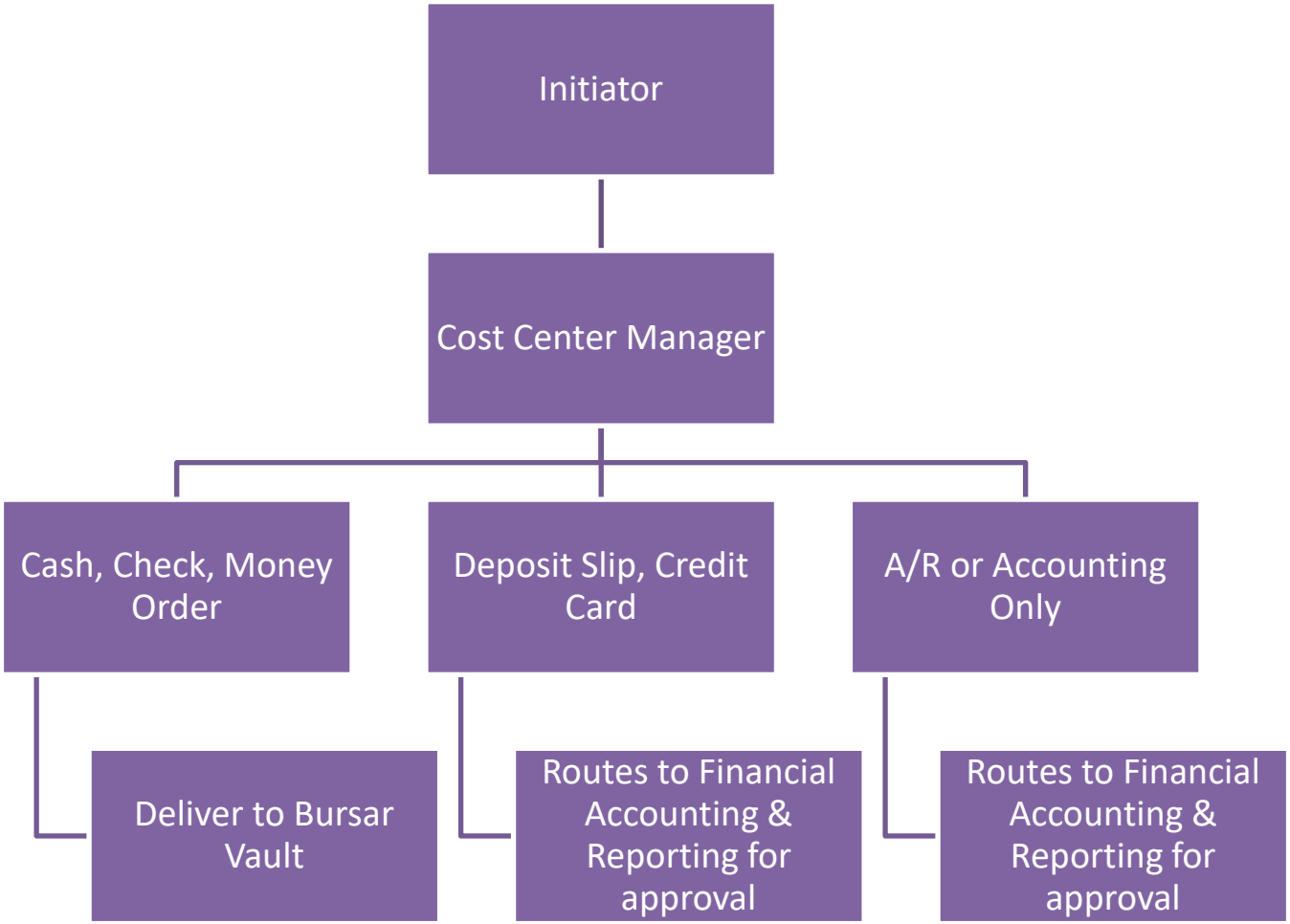
Accounting Tab

- Still in early development
- Additional updates prior to go-live



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Approval Workflow



Printed Entry

Card Entry

Entry #	Fiscal Year	Status	Effective Date	Last Updated
50	FY 2024-2025	Incomplete	2/6/25	
Contact Name	**Contact Email**	**Contact Phone**	**Total**	
	@lsu.edu	+1 (225) 578-	$600.00	

Description
Test CARD Entry

Deposit Detail

Payment Type	Customer ID (Merchant)	Count	Deposit/Withdrawal	Amount
Check		5	D	$100.00
Credit Card	CST-01141	0	D	$500.00

Accounts Receivable

Customer / Employee	Credit / Debit	Sales Item	Amount	Rev. Cat.	Fund	Credit Reason	Customer Invoice

Accounting

Company	Ledger Account	Rev. Cat.	Spend Cat.	Debit Amount	Credit Amount
10 LSUAM	1004 Cash Clearing - TransAct/CARD	RC0329 Cash Clearing - CARD (RC0329)		$500.00	$500.00

Employee / Customer
CST-01141

Company	Ledger Account	Rev. Cat.	Spend Cat.	Debit Amount	Credit Amount
10 LSUAM	1004 Cash Clearing - TransAct/CARD	RC0329 Cash Clearing - CARD (RC0329)		$100.00	$100.00

Employee / Customer
CST-00087

Print button will allow print or save as PDF

Print Screen of Entry

myLSU | Customer Accounts Receivable & Deposits 2.0 — Sign Out

Search CARD Entries | New CARD Entry

Card Entry

Entry #	Fiscal Year	Status	Effective Date	Last Updated	Contact Name	Contact Email	Contact Phone	Total
50	FY 2024-2025	Incomplete	2/6/25			@lsu.edu	+1 (225) 578-	$600.00

Description
Test CARD Entry

Deposit Detail

Payment Type	Customer ID (Merchant)	Count	Deposit/Withdrawal	Amount
Check		5	D	$100.00
Credit Card	CST-01141	0	D	$500.00

Accounts Receivable

Customer / Employee	Credit / Debit	Sales Item	Amount	Rev. Cat.	Fund	Credit Reason	Customer Invoice

Accounting

Company	Ledger Account	Rev. Cat.	Spend Cat.	Debit Amount	Credit Amount
10 LSUAM	1004 Cash Clearing - TransAct/CARD	RC0329 Cash Clearing - CARD (RC0329)		$500.00	

Employee / Customer
CST-01141

Company	Ledger Account	Rev. Cat.	Spend Cat.	Debit Amount	Credit Amount
10 LSUAM	1004 Cash Clearing - TransAct/CARD	RC0329 Cash Clearing - CARD (RC0329)		$100.00	

Employee / Customer
CST-00087

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LSU

Questions & Resources

Questions

- Mary Catherine Smiley
  - mgille7@lsu.edu
  - (225) 578-7546

Resources

- Business Managers' Meeting Presentations
- Bursar Operations Website
- Workday Student Website