Bursar Operations – Allison McCann & Danielle Owens

WORKDAY CUSTOMER & CARD 2.0

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Agenda

- FY25 Entries
- Background
- Overview
  - Accounts Receivable and Sales Items
  - Deposit and Payment Types
  - Accounting
  - Approval and Printing
  - Reports
- Additional Resources
- Demo of CARD 2.0

FY25 Entries

Deadline:

Monday, June 30 at 4PM

- Entries should be processed daily and submitted to Bursar Operations.

- Late Fiscal Year 2025 entries must be submitted by 12 noon on July 2.

- There are no extensions to this date.

Background

- LSU modernizing legacy mainframe system

- Current Treasury Information System (TIS) houses student and non-student receivables

- CARD application upgrade to remove mainframe dependencies

Student Receivables	*Workday Student*
Non-Student Receivables	*Workday Customers*
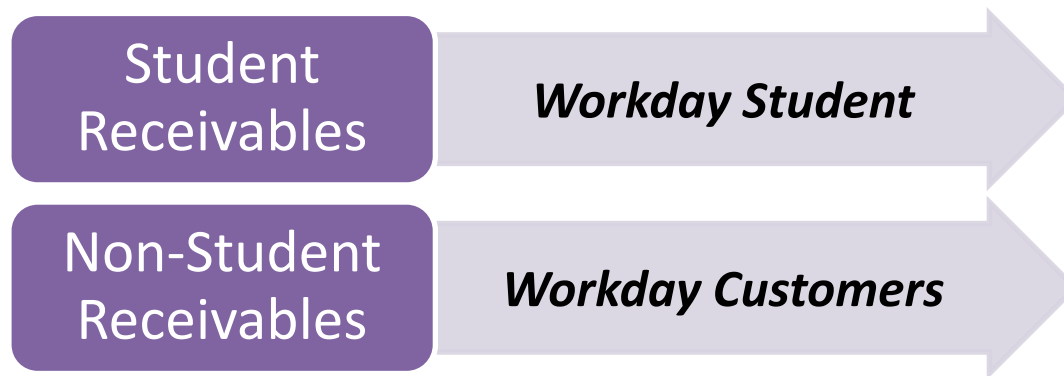
CARD 2.0

- Effective July 1, 2025, CARD 2.0 will replace existing application

- Similar look and feel

- Reporting will be available in Workday to query journal line activity for CARD 2.0 entries

Entry Header

- Formerly Departmental Transmittal tab

- Entry numbers will start over with "1"

- Contact information is auto-populated based on initiator

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

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Deposit Detail Tab

- Formerly the Method of Payment (MOP) tab

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

AR Tab Example

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

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)

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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			

Accounting Tab

- A/R accounting will prepopulate and only Classification Type and Accounting Recognition worktag fields will be edited on these accounting rows.

- Validations in place to ensure acceptable ledger account and worktag usage based on account posting rules within Workday.

- For certain ledger account types, a driving worktag option of Fund will be available.

- For Revenue and Expense ledger account types, a driving worktag will be required and related worktags will prepopulate.

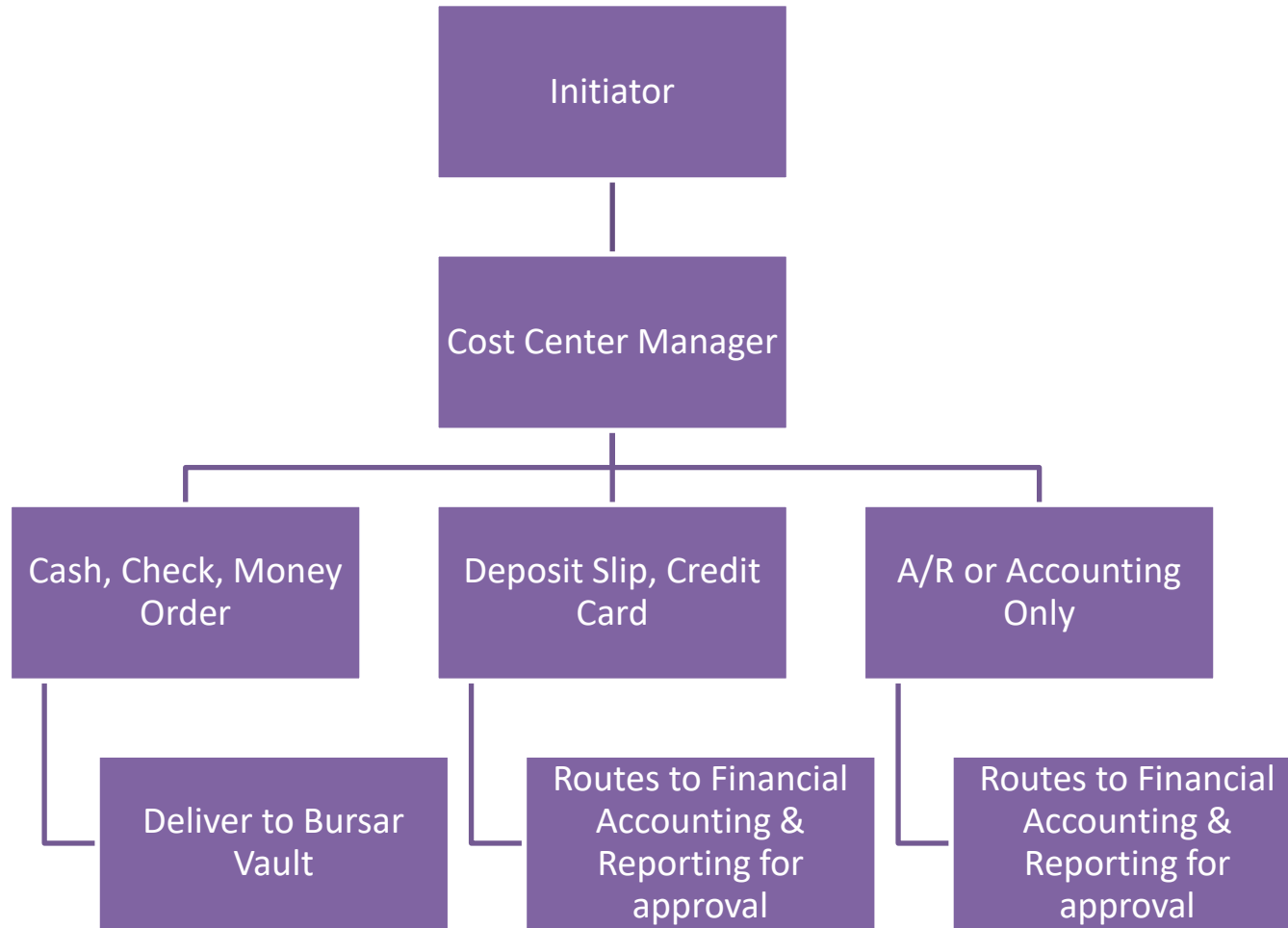- Debit Total and Credit Total must balance to complete the entry.

Accounting Tab Example

Approval Workflow

Printed Entry

Print button will allow print or save as PDF

Print Screen of Entry

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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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

Questions & Resources

Questions

- Bursar Operations
  - bursar@lsu.edu
  - (225) 578-3357
- CARD OBO
  - cardobo@lsu.edu

Resources

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

Demo