

Bursar Operations – Allison McCann & Danielle Owens

# **WORKDAY CUSTOMER & CARD 2.0**

# 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

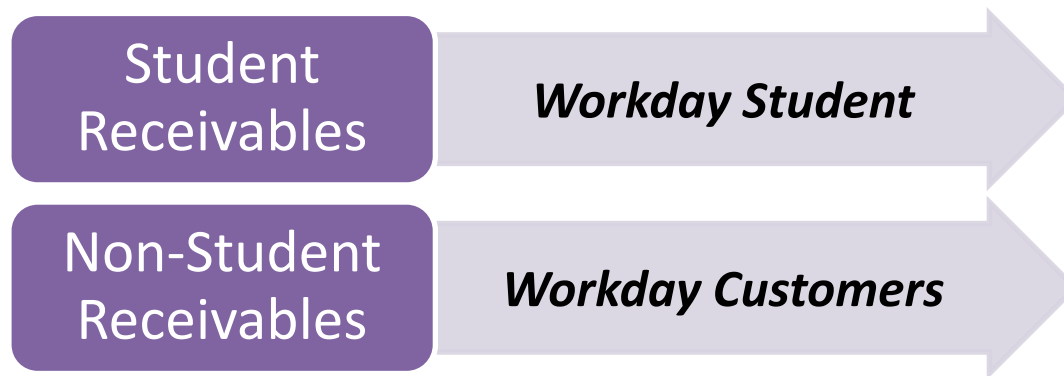
## **Deadline:**

**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



# 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

The screenshot displays the 'myLSU' interface for 'Customer Accounts Receivable & Deposits 2.0'. The page has a dark purple header with the 'myLSU' logo and a 'Sign Out' button. Below the header, there are links for 'Search CARD Entries' and 'New CARD Entry'. The main section is titled 'CARD Entry' and contains a form with the following fields:

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

Below the table, there is a 'Description' field with the text 'Test CARD Entry'. At the bottom of the form, there are 'Update' and 'Cancel' buttons. The footer of the page includes links for 'Provide Website Feedback', 'Accessibility Statement', and 'Privacy Statement', along with the 'LSU' logo and copyright information.

# 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

# Deposit Detail Tab

- Formerly the Method of Payment (MOP) tab

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
				<b>Total: 600.00</b>



# 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

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

<b>Customer/Employee</b> 01136)		<b>Credit/Debit</b> D	<b>Credit Reason</b>		<b>Amount</b> 75.00
<b>Company</b> 10	<b>Sales Item</b> (SL0009)		<b>Rev. Cat.</b> RC0163	<b>Fund</b> FD260	<b>Customer Invoice</b>
<b>Comment/Description</b> Testing creation of invoice					
<b>Customer/Employee</b> 00008970		<b>Credit/Debit</b> C	<b>Credit Reason</b> Payment Received		<b>Amount</b> 50.00
<b>Company</b> 10	<b>Sales Item</b> (SL0006)		<b>Rev. Cat.</b> RC0163	<b>Fund</b> FD101	<b>Customer Invoice</b> CI-0000074396
<b>Comment/Description</b> Testing customer payment of invoice					

**Debit Total**  
75.00

**Credit Total**  
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

## 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	<a href="#">Sales &amp; Services (RC0163)</a>
Sales Item is a Bundle	
Quotable	
Fulfillment Required	
Renewable	
Purchase Item Mapping	(empty)
Classification	(empty)

# 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.

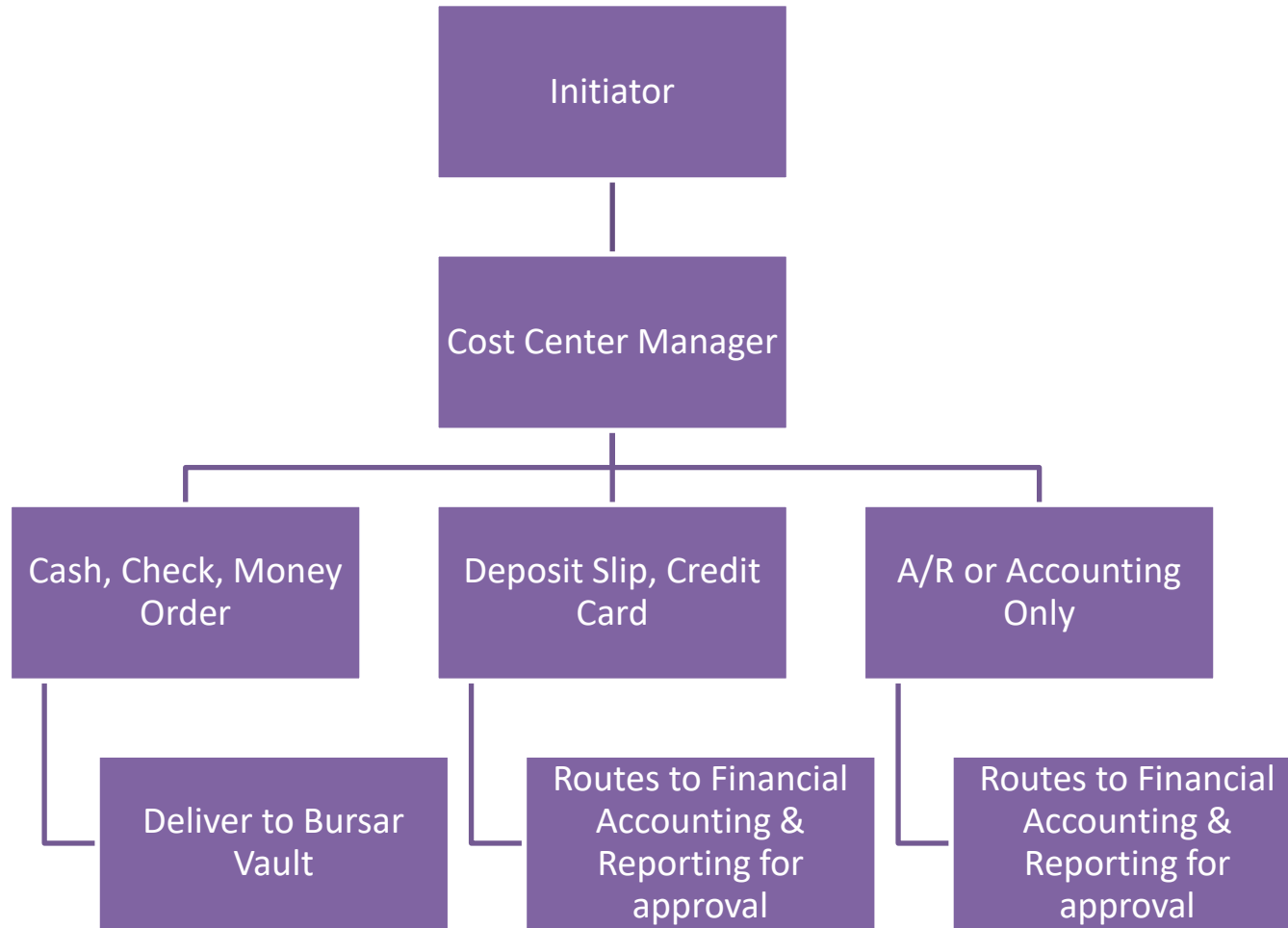
# Accounting Tab Example

## Accounting

☐ ☐

<b>Company</b>	<b>Ledger Account</b>	<b>Revenue Category</b>	<b>Spend Category</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
10	2059		SC7001	500.00	
<b>Driving Worktag</b>	<b>Value</b>	<b>Classification Type</b>	<b>Accounting Recognition</b>		
Agency Clearing	AG0034	...	...		
<b>Autopopulated Worktags</b>					
<b>Cost Center</b>	<b>Fund</b>				
CC00409	FD100				
<b>Memo</b>					
Testing Accounting Tab					

# 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
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## 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



[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
<b>Description</b>								
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
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## 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

# 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](mailto:bursar@lsu.edu)
  - (225) 578-3357
- CARD OBO
  - [cardobo@lsu.edu](mailto:cardobo@lsu.edu)

## Resources

- [Business Managers' Meeting Presentations](#)
- [Bursar Operations Website](#)
- [Workday Student Website](#)

Demo