

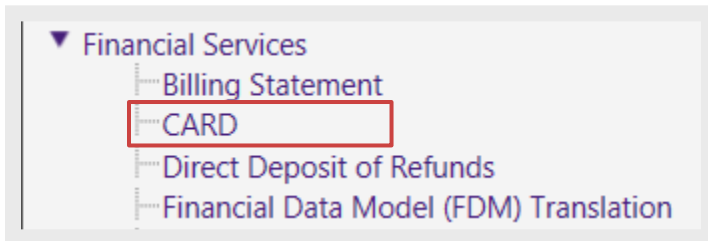
SEARCH CARD ENTRIES

1. Login to myLSU.



When entering data in the CARD application, use the TAB button to advance through the fields. This will ensure your fields populate correctly.

2. Under **Financial Services**, select **CARD** to access the CARD system. This will open the **Search CARD Entries** 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 of the remaining search fields in order to initiate the CARD search.

myLSU Customer Accounts Receivable & Deposits

New CARD Entry

Search CARD Entries

Status All Incomplete Awaiting Approval Pending Vault Teller Worked Approved Current

PAWS / LSU ID

Batch Cost Center

Entry Number

Initial Date

Last Date

- b. **PAWS/LSU ID** - Enter either the PAWS or LSU ID.
- c. **Batch Cost Center** - Enter cost center number.
- d. **Entry Number** - Enter a specific entry number in the lower field or a range in the lower & upper fields.
- e. **Initial Date** - Enter the date the entry was initiated in the lower field or a date range in the lower & upper fields.
- f. **Last Date** - Enter the date the entry was last updated in the lower field or a date range in the lower & upper fields.

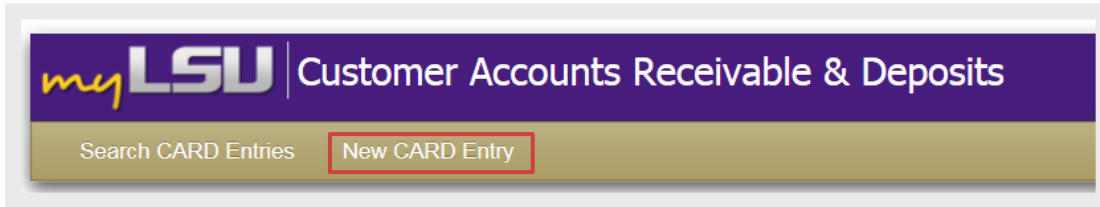
- 4. Click **Search**.
- 5. Clicking search will bring back results that match your inputted criteria. To select an entry, click on the **Entry Number**.

| Entry Number | Status | Description | Contact Name | Initial Add | Last Updated |
|--------------|---------|--------------------------|--------------|------------------------------------|--------------|
| 21020 | Current | Misc 2/13-17/17 - Checks | Lydia Hansen | 02/17/2017 Hansen, Lydia Dianne | 02/24/2017 |

- 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

1. Select **New Card Entry**.



2. On the **Departmental Transmittal** tab:
 - a. Enter **Effective Date**. This is typically the current date.
 - b. Enter **Contact Name**.
 - c. Enter **Contact Phone Number**. The phone number must be ten digits; dashes not required.
 - d. Enter a **Description** to explain why the entry is being processed. This field is limited to 30 characters.
 - e. Enter optional **Comments**. This is useful if the **Description** field was not long enough.

CARD Entry

| Entry # | Fiscal Year | Status | Total |
|------------------------|---------------------|--------------------|------------|
| N/A | N/A | Incomplete | 0.00 |
| Department Transmittal | Accounts Receivable | Methods of Payment | Accounting |

Department Transmittal

Initial Add

Last Update

Effective Date

Contact Name

Contact Phone

Description

Comments

Update

3. Click **Update**.

ACCOUNTS RECEIVABLE

1. If the CARD entry is being used to record debits or credits to a student/employee/MOT account (accounts in the TIS system), the **Accounts Receivable** tab must be completed. Click the **Accounts Receivable** tab. Then, click **Edit**.

The screenshot shows the 'CARD Entry' form. At the top, there is a table with columns: Entry # (22700), Fiscal Year (2017), Status (Incomplete), Total (0.00), Contact Phone ((225) 578-1234), and Description (Provide Explanation). Below the table are four tabs: Department Transmittal, Accounts Receivable (highlighted with a red box), Methods of Payment, and Accounting. Under the 'Accounts Receivable' tab, there is an 'Edit' button highlighted with a red box. At the bottom right, there are fields for 'Debit Total' (0.00) and 'Credit Total' (0.00).

2. Click the **Plus** icon to add lines. Click the **Minus** sign to delete a line.

The screenshot shows the 'Accounts Receivable' form. At the top left, there are 'Update' and 'Cancel' buttons. Below them is a red box containing a white plus sign (+). At the bottom right, there are fields for 'Debit Total' (0.00) and 'Credit Total' (0.00).

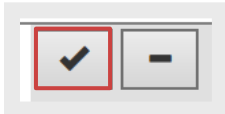
3. Enter the following fields using the tab key to advance to the next field:
 - a. **LSU ID**
 - b. **Name** will populate from the LSU ID.
 - c. **Comments**, optional.
 - d. **TRX Code** will be the same as the codes used in the legacy system. For questions on the appropriate TRX code to select, please e-mail bursar@lsu.edu.
 - e. **Account Type** - **A** for Accounts Receivable or **D** for Deposit.
 - f. **Tag Code** will be the same as the codes used in the legacy system.
 - g. **Source of Funds** is a single digit number and will be the same as the codes used in the legacy system.
 - h. **Credit/Debit**. This field defaults to Debit but may be changed to credit as needed.
 - i. **Amount**.
 - j. **Term** defaults to the current term, change if necessary. The format is YYYYterm. Ex. 20171S.

Note: If a credit is being processed to a student or employee account for a previous charge, the credit must carry the SAME term as the original charge. The term used for the original charge may be determined by viewing the account in TIS (V DET transaction) to see which term was used.

- k. **Payroll Deduction** defaults to no, change if necessary.
- l. **Number** will only need to be entered if Payroll Deduction is set to Y.
- m. The **TRX Code description** will pre-populate based on the TRX code entered.

| Accounts Receivable | | | | | | | | | | | Debit Total | Credit Total |
|-------------------------------------|--------------------------|----------|----------|--------------|-----------------|----------------------|--|--|--|--|-------------|--------------|
| | | | | | | | | | | | 0.00 | 0.00 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | LSU ID | Name | Comments | | | | | | | | |
| | | TRX Code | AcctType | Tag Code | Source of Funds | Credit/Debit | | | | | | |
| | | | A/D | | | D | | | | | | |
| | | Amount | Term | Payroll Ded. | Num | TRX Code Description | | | | | | |
| | | | 20172S | N | | | | | | | | |
| | | | | | | | | | | | Debit Total | Credit Total |
| | | | | | | | | | | | 0.00 | 0.00 |

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 (with the exception of the LSU ID). The **X** icon is used to delete the line.
6. If more lines are needed, click the **Plus** icon.
7. Click **Update**.

METHODS OF PAYMENT

1. To make a deposit, click to the **Methods of Payment** tab. Then, click **Edit**.

CARD Entry

| Entry # | FiscalYear | Status | Total | Contact Phone | Description |
|---------|------------|------------|-------|----------------|---------------------|
| 22700 | 2017 | Incomplete | 0.00 | (225) 578-1234 | Provide Explanation |

[Department Transmittal](#)
[Accounts Receivable](#)
Methods of Payment
[Accounting](#)

Methods of Payment

| Type | Description | Number | Amount | Credit/Debit |
|----------------------------------------------------------------|-------------|--------|--------|--------------|
| Edit | | | | |

2. Click the **Plus** icon to add lines. Click the **Minus** sign to delete lines.

Methods of Payment

| Type | Description | Number | Amount | Credit/Debit |
|-------------------------------------------------------------|-------------|--------|--------|--------------|
| + | | | | |

3. Enter the following fields:
 - a. **Type** - Drop down values will appear once typing begins and will be the same as the MOP codes used in the legacy system.
 - b. **Description** will auto-populate.
 - c. The **Number** field will only be required when the type of payment is check (CKS). This should be the number of checks being deposited, not the check number.
 - d. Enter the **Amount**.
 - e. Enter **C** for credit or **D** for debit.
 - f. Click the **Check Mark** to add the line. Click the **Minus** sign to delete a line.

[Department Transmittal](#)
[Accounts Receivable](#)
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Methods of Payment

| Type | Description | Number | Amount | Credit/Debit |
|-------------------------------------|-------------|--------|--------|--------------|
| <input checked="" type="checkbox"/> | | | | CD |

4. If more lines are needed, click the **Plus** icon to add lines. Up to 5 different MOP codes/values may be used on the same CARD entry.
5. Click **Update**.

ACCOUNTING

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**.

CARD Entry

| Entry # | FiscalYear | Status | Total | Contact Phone | Description |
|---------|------------|------------|-------|----------------|---------------------|
| 22700 | 2017 | Incomplete | 0.00 | (225) 578-1234 | Provide Explanation |

[Department Transmittal](#)
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Accounting

[Edit](#)

Debit Total 0.00 **Credit Total** 0.00

2. Click the **Plus** sign to add lines.

Accounting

[+](#)

Debit Total 0.00 **Credit Total** 0.00



CARD does not have the capability to use a text search to find Workday values, so it is recommended that you have this information available i.e. Program number, Spend Category, etc.

3. Enter the following required fields:
 - a. Click the drop-down arrow to select the type of driving **worktag** to be used, ex. Program.
 - b. Enter the **Value** of the driving **worktag** that is appropriate for the department/entry being processed. If you do not know the value, please go to the Financial Data Model Translation (FDM) on myLSU -> Financial Services to obtain that information (e.g. Program Value: PG000001). 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 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.



If there are amounts that should be posted to other departments/areas as part of your entry, you will need to request the pertinent values (program, ledger account, revenue category/spend category, function, etc.) from the other department in order to complete that information accurately in the Accounting tab.

- 5. Repeat the 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 **Browse** or **Upload New Attachment** to find your file. These attachments will not replace documentation needed for processing by the Bursar’s office. These will still need to be brought to the vault with the CARD entry.
- 8. Click **Submit for Approval**. The entry will route according to Workday entry routing.



If Error Is Detected in CARD Entry:

If a CARD entry is found to have an error after it was submitted for approval, the initiator should ask the approver to “send back” the entry (this option is located on the Accounting Tab of the CARD entry). Once sent back, the entry may be edited/corrected.

If an entry with an error has already been approved but not yet delivered to the vault/university cashier, the initiator should email the University Cashier (Natasha Porch, natashaporch@lsu.edu) with a copy to the Bursar’s office email (bursar@lsu.edu) to ask that the CARD entry # be returned to incomplete status. Once the entry is again in incomplete status, edits may be made. The entry would go back through the approval process before printing and delivery to the vault.

If an entry has been approved and delivered to the vault when an error is detected, a separate correction entry (via a CARD or Workday entry) should be processed.

APPROVAL PROCESS

1. Approver receives email with a link to the **CARD** entry.
2. Review the entry.
3. 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

1. Initiator receives email with a link to the **CARD** entry.
2. Click **Print**.
3. 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 10:00 AM – 11:45 AM and 12:30 PM – 4:00 PM. Cash/checks/money orders/credit card receipts and/or supporting documents should be attached to the entry.



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

CARD ENTRY PROCESSING REMINDERS

Documentation Requirements:

- Original documentation which explains the purpose and source of the deposit should be attached to the back of the CARD entry.
- Supporting documents should be letter size (8 ½" x 11") or taped and/or copied to letter size white paper and attached to the corresponding CARD entry.
- The CARD entry number should be written on each page of the attached supporting documentation.
- The total amount of each method of payment (MOP) should be calculated and written on the documentation. A copy of the Settlement or Batch report must be used as the back-up for credit card MOPS.
- An additional copy of each bankcard type and DPS (MOP used for wire/ach funds sent directly to LSU's bank account) entries should be tri-folded and placed in the back of all the documentation. The original copy of each credit card type and DPS entry will remain with the CARD for imaging.
- A clear description of the purpose and source of the deposit should be provided under "Comments" on the departmental transmittal tab of the CARD entry. Please note that once the CARD entry and the original supporting documents are imaged, documents will be shredded. Supporting documentation may include the following:

Deposits (for all methods of payment)

- Check stubs-taped to 8 ½ x11 paper
- All supporting and relevant documentation substantiating payment

Accounts Receivable

- University authorization to assess fees/charges and any other documentation that will fully explain the transaction

Submitting CARD Entries to Bursar Operations:

- CARD entries must be hand carried to the University Cashier and the carrier must wait for the entry to be validated. The University Cashier window hours are Monday – Friday 10:00 AM – 11:45 AM and 12:30 PM – 4:00 PM.

Business Continuity – COVID 19:

- Deposits that do not contain cash, checks or money orders can be scanned and emailed to cardobo@lsu.edu.
- All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:
 - Sign electronically (using phones and/or computer mouse).
 - Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
 - The approval can be obtained via an email directly from student/faculty/staff. If the authorization is received via email without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary email account.
 - All appropriate back up should be scanned and included as an attachment.
- You will receive an email from cardobo@lsu.edu when the CARD entry is accepted for processing.

Questions:

- Contact Brittney L. Grisby at (225) 578-5683 or bleahman1@lsu.edu.