

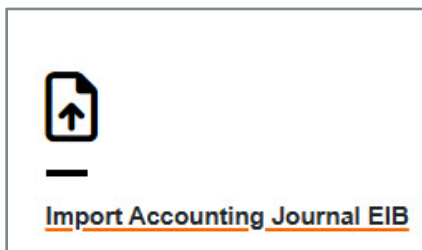
This job aid outlines the end-to-end process for loading accounting journal entries into Workday using the Enterprise Interface Builder (EIB). It provides step-by-step guidance for configuring the integration, generating and preparing the required spreadsheet template, and successfully loading journal data into the system.

The guideline for EIB use is that users should consider them when journals exceed 50 lines. Otherwise, using the standard manual JE mechanism in Workday typically is more efficient and less error prone.

Enterprise Interface Builder (EIB) Steps:

Step 1: Obtain the Import Accounting Journal EIB template

1. Navigate to the [Workday Tools page](https://www.rit.edu/controller/workday-tools#eib-templates) on the Controller's Office Website:
<https://www.rit.edu/controller/workday-tools#eib-templates>
2. Click on the Import Accounting Journal EIB to download the template.



Step 2: Populate the Spreadsheet with Data

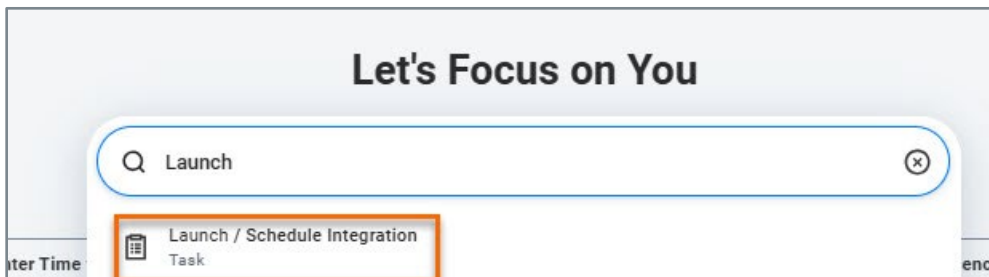
1. Populate the spreadsheet with your accounting journal data. There are recorded trainings available via the CTO Website that describe this data entry. See the [Community of Practice section](https://www.rit.edu/controller/community-practice#recordings-resources) of the site for more information: <https://www.rit.edu/controller/community-practice#recordings-resources>.



Note: you will need the Reference IDs for the values you are entering, which can be found in various Extract reports such as : Extract Funds, Extract Ledger Accounts etc.

Step 3: Launch the Integration

1. Type Launch in the Search bar in Workday. Select the Launch / Schedule Integration task.



2. Under the Integration Attachment value, select Create Integration Attachment from the drop down list box.

Schedule an Integration

Request Name:

Integration System: EIB Accounting Journals Inbound

Run Frequency: Run Now

Integration Criteria: 2 items

Provider	Field	Value Type	Value
(Attachment) Import Accounting Journal (WS Background Process)	☒ Integration Attachment	Specify Value	Search Last 1 Day > All > Last 7 Days > Last 30 Days > Create Integration Attachment
Import Accounting Journal	☒ Errors and Warnings Spreadsheet	Specify Value	
	☒ Validate Only Load	Specify Value	

3. Drop the file in the Attachment area and click OK.

Create Integration Attachment

Integration Attachment: (empty)

Comment:

Attachment *

Drop file here

or

Select files



Note: Once the file is attached it is best practice to run the load in Validate Only mode; this allows you to can clear any errors without creating additional transactions in the system.

4. Refresh the process as needed until Percent Complete equals 100%.

View Background Process

EIB Accounting Journals Inbound

Process: EIB Accounting Journals Inbound

Request Name: EIB Accounting Journals Inbound

Status: Processing

Percent Complete:

82.00%

Current Processing Time (hh:mm:ss): 00:00:03

Average Processing Time (hh:mm:ss): 00:00:00

Integration Details | Process Info | Process History | Output Files (0) | Messages (2) | Child Processes (7)

Enterprise Interface Event: EIB Accounting Journals Inbound - 01/31/2025, 11:52:18.839 AM (Processing)

Integration Process

Parent Event: Integration: EIB Accounting Journals Inbound - 01/31/2025, 11:52:18.839 AM

Integration Event: EIB Accounting Journals Inbound - 01/31/2025, 11:52:18.839 AM (Processing)

Integration System: EIB Accounting Journals Inbound

Step 4: Find and Submit Journals

1. Find your journal, attach support, and submit for approvals.

find journal

Simplified Search is Disabled

Find Journals

[View Report Definition](#)

Company * X The Medical College of Wisconsin, Inc. ...

Year * X FY 2025 ...

Period * X Jan ...

Ledger ...

Book ...

Journal Number ...

External Reference ID ...

Status ...

Accounting Date On or After 01/01/2025

Accounting Date On or Before MM/DD/YYYY

Journal Sources ...

Originated by X Desi Angelova ...

Approved by ...

Ledger Accounts ...

Cancel OK