Create Accounting Journal – Bulk Upload Overview

This Quick Reference Guide (QRG) is designed to walk an **Accountant** through the steps to create a journal using bulk upload in Workday. This task uses a spreadsheet template that you will integrate into Workday to help if you have multiple journals to create at the same time. By the end of this QRG, you will be able to successfully create journal entries in bulk using the integration process in Workday.

> ⚠️ **CAUTION**
>
> The Accounting Journal - Bulk Upload should NOT used to perform:
>
> - Accounting adjustments - to perform an accounting adjustment, refer to the Perform Accounting Adjustment QRG.
>
> - Historic Payroll Accounting Journals, refer to the Create Historical Payroll Accounting Adjustment QRG.
>
> - Journals that includes a Grant worktag (except the if using the journal source Remission Reallocations), refer to the Create Accounting Journal QRG.

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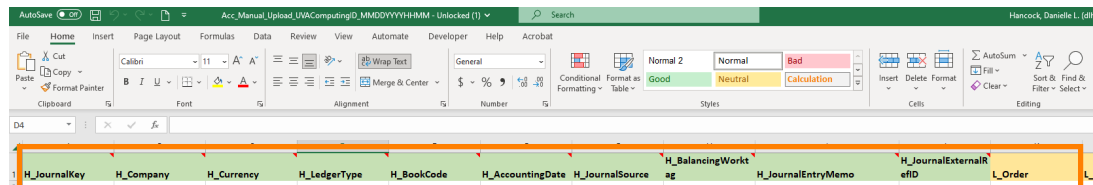## Complete Template for Bulk Journal Upload

1. Access the template for bulk upload. You can find the template HERE.

> ⚠️ **CAUTION**
>
> The template is now unlocked, which should make it easier to enter information.
>
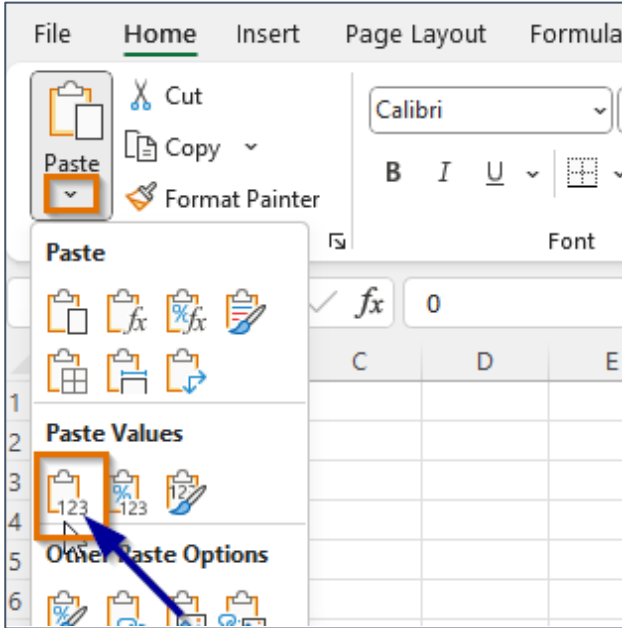> Do **NOT** change anything in the Header row of the template.

In the **Journal Bulk Upload** template:

2. Complete the following fields in the template:

	The template does not work with formulas. If you are copying data from another spreadsheet, make sure to paste only the values.
NOTE	

Field Name	Required	Description
H_JournalKey	Yes	Unique Journal ID that source system can generate for each journal. This will be stored in the tenant. To make sure that the Journal key is always unique, follow this format - {MBU}-{Computing ID}MMDDYYYY_SeqNo. **SeqNo** refers to the version of this document that you are working on today. (i.e., FI-dlh5bd30042022_1). Please use the same journal key unless one of the following are different: Company, Currency, Accounting Date, Journal Source, or Fund Balancing Worktag. **NOTE:** Make sure you do NOT leave any spaces.
H_Company	Yes	Workday Company Reference ID. Find this by running a FDM Reference – Company report. (i.e., R&V is UVA_207)
H_Currency	Yes	Currency. For US Dollars, use **USD**.
H_LedgerType	Yes	Use **ACTUALS**.
H_BookCode	No	This will be blank for most journals.
H_AccountingDate	Yes	Date format: **mm/dd/yyyy,** Current Date

Field Name	Required	Description
H_JournalSource	Yes	This is your **Workday Journal Source Reference ID**. The IDs are case sensitive. **Accepted values:** Manual_Journal Manual_Journal_Transfers Manual_Journal_Mass_Transfers Manual_Journal_Capital_Funding Remission_Reallocations
H_BalancingWorktag	Yes	Use **FD002**. The **Balancing Fund** is required by Workday in the header of the journal; however, the journal will still balance according to the Funds used on the lines.
H_JournalEntryMemo	Yes	Free Text Field to be used as the journal entry name (e.g., "AS3CG - To Record Transactions").
H_JournalExternalRefID	No	Free Text Field that can be used to tie the journal back to the source system.
L_Order	Yes	Journal Line sequence order Ex: **1,2,3,..**
L_LedgerAccount	Yes	Workday Ledger Account Ref ID. You can find this in the **Ledger Account – Posting Rules Details** report.
L_DebitAmount	Conditional	Debit Amount. Format:**123456789.99**
L_CreditAmount	Conditional	Credit Amount. Format:**123456789.99**
L_Currency	Yes	Currency. For US Dollars, use **USD**
L_Memo	Yes	Free Text Field to be used as a description for the journal entry line. If there is an original transaction, include the transaction number.
L_ExternalRefID	No	Free Text Field that can be used to tie the journal line back to the source system.
L_BudgetDate	Yes	Date format: **mm/dd/yyyy.** This is the date of the original transaction.
L_SpendCategory	Conditional	WD Spend Category Reference ID. To be used to classify expenditures for internal and external reporting. Example: **SC0045** (Wages, Student)
L_RevenueCategory	Conditional	Workday Revenue Category Reference ID. To be used to classify revenues for internal and external reporting. Example: **RC0055** (Athletics Income)
L_Company	Yes	Workday Company Reference ID. You only need to enter this if it is different from the Header company (H_Company).
L_CostCenter	Conditional (ledger accounts >3999 only)	Workday Cost Center Reference ID. Area that owns a subset of revenues and/or expenses to support management decision making or accountability.
L_BusinessUnit	No	Workday Business Unit Reference ID. You do not need to enter this. It will auto-populate based on the Company.

| Field Name	Required	Description
L_Fund	No, *FUND is required. It will be derived from the driver Worktags (Gift/ Grant/Designate/ Project)	Workday Fund Reference ID. You do not need to enter this. It will auto-populate based on the Gift/Grant/Designated/Project.
L_Gift	Conditional (at least one Gift/Grant/ Designated/ Project must be selected)	Workday Gift Reference ID. Pledges, outright contributions received from private sources, or activities supported by an external party (i.e., donor).
L_Grant	Conditional (at least one Gift/ Grant/ Designated/ Project must be selected)	Workday Grant Reference ID. Meets UVA's policy definition of a sponsored program (e.g., federal, state, local and private).
L_Designated	Conditional (at least one Gift/Grant/ Designated/ Project must be selected)	Workday Designated Reference ID. Represents funding other than gifts and grants such as discretionary, startup, state appropriations, ETF, including earned revenue such as tuition and Facilities & Administrative (F&A).
L_Project	Conditional (at least one Gift/Grant/ Designated/ Project must be selected)	Workday Project Reference ID. Activity that has a defined start and end date (e.g., capital or IT project), multiple funding sources and hierarchy.
L_Program	No	Workday Program Reference ID. Defined at the school/unit level, Program captures activities or initiatives that are generally consistent over time (no definite start or end date), broad in nature, and typically spans across multiple cost centers, funding sources, projects and activities.
L_Function	Conditional (ledger accounts>4999)	Workday Function Reference ID. To be used to categorize expenditures by mission; supports NACUBO, GASB and state reporting requirements.
L_Activity	No	Workday Activity Reference ID. Envisioned as managerial reporting tool only, defined at school level; used to assign further granularity to programs and/or projects.

Field Name	Required	Description
L_Assignee	No	Workday Assignee Reference ID. Allows tracking by individual; for identifying and reporting on financial activity and balances for which the individual is responsible (e.g., faculty, grad students).
L_Internal_Reference	No	Workday Internal Reference ID. Tracks the various units' internal reference numbers on transactions in Workday.
L_Location	No	Workday Location Reference ID. Represents physical locations to track assets and workers. Also used on operational transactions for identified use cases, such as tracking facilities-related costs for areas such as Athletics and Business Operations.
L_Loan	No	Loan Reference ID. To be used to track internal loans provided by the Internal Bank.
L_Region	No	Region Reference ID. Reserved for future UVA Medical Center use.

NOTE	If you are using the **Manual Journal Mass Transfers** source, please be aware of the following: • Only Accountants can use this journal source. • All Cost Centers on the journal must be within the MBU hierarchy. • Can only use transfer (89XX) ledger accounts. • Cannot use Grants with this journal source. • Journal routes to your manager for approval (skips approval from Cost Center Manager/Gift Manager). • Typically, should only be performed in the VP/Dean's Office. If unsure, check with your VP/Dean's Office before using.

3. Select **File** tab at the top-left corner of the template.
4. Select **Save As** to save the file.
5. Select a location to save the document.
6. Save the template file in the following format:
   - Acc_Manual_Upload_UVAUserID_MMDDYYYYHHMM

On the Workday Home screen:

7. Type **Launch / Schedule Integration** in the search field.
8. Select the **Launch / Schedule Integration** task from the search results.
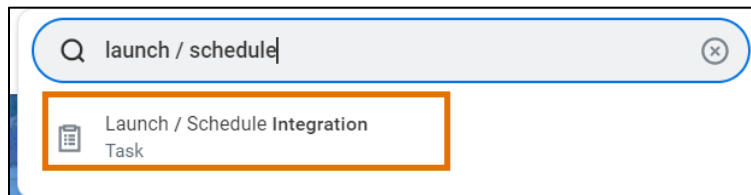
On the Launch / Schedule Integration screen:

9. Complete the following required fields:
   - **Integration** – Enter **ACC INT51002 STD Accounting Journal Inbound** in the integration event.
   - **Organization** – select the appropriate **Company Hierarchy** in the Organization field. Use the search and select the company hierarchy category to narrow down results.
   - **Run Frequency** – auto-populates to Run Now. Change the selection (if needed).

10. Select **OK** to launch or schedule the integration.

Launch Schedule Integration in Validation Mode

On the **Schedule an Integration** screen:

1. Select the **checkbox** under the Value column to launch the integration in the **Validate Only** mode.

NOTE	Validate Only mode enables you to launch the integration and validate the data without uploading the actual journal data in Workday. This helps you identify **potential errors**, **warnings** or **successful results**. You should launch the integration in Validate Only Mode **first**, fix the data errors (if any), and then relaunch the updated template without Validate Only Mode to ensure a correct data upload.

2. Select **OK.**

On the View Event screen:

3. Select the **Attach Document** button under the Awaiting Me column in the table.

On the Attach Document screen:

4. Select the **Attach** button under the Document ID column in the table.
5. Select the previously saved template.
6. Select **Open** to upload the template.
7. Select **Completed** button to submit the process.

On the You have Submitted notification:

8. Select **View Details** to view the process details. You can also view details by navigating to your Workday Inbox and selecting the archive tab.
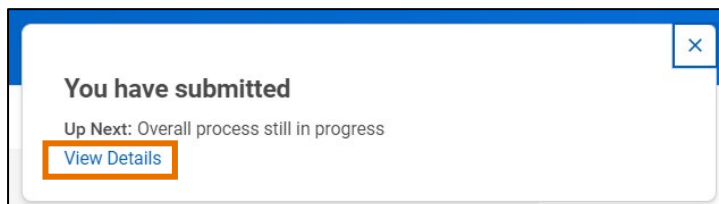
On the You have Submitted screen:

9. Select the **arrow (>)** icon to the left of **Details and Process** to expand the section. If you are viewing from your Workday Inbox, the details tab will already be expanded.
10. Select the integration event hyperlink in the **Integration Event** field.

On the **View Background Process** screen:

11. Select the **Refresh** button to refresh the integration event until integration process status is "Completed" or "Completed with Errors."
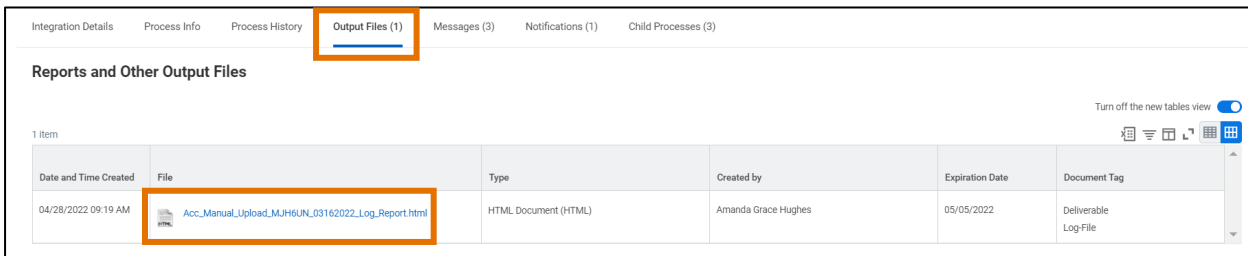
NOTE	The Integration Status can be one of the following statuses: • **Completed** – If your status is Completed, this indicates you have no errors and can relaunch the integration event without using validation mode. • **Completed with Errors** – If your status is Completed with Errors, navigate to the Output Files tab and select the html document under the File column to download the document. Review the downloaded document and fix the errors in the template using the information under the Message Summary column.

12. Select the **Output Files** tab.
13. Select the link to the html document under the **File** column to download the document.

14. Open the downloaded document in a separate tab.

NOTE	You can access the html file to check the details (critical, errors, warning, info, debug, all) of the integration process and correct the identified errors using this information.

At the bottom of the **View Background Process** screen:

15. Review the errors within the **All** tab and make **corrections** in your templated based on the guidance provided in the Message Summary column. Make sure to save your new changes to the Journal Bulk Upload template as you will need to reupload this when relaunching the schedule integration.

Launch Schedule Integration

On the **View Background Process** screen:

16. Select the **Related Actions (...)** menu of the background process to relaunch the process without validation mode.

17. Select **Integration Event > Relaunch Integration Event.**

On the **Re-launch Integration** screen:

18. Deselect the checkbox under the **Value** column to remove the **Validate Only** mode.

Make sure the **Validate Only** checkbox is no longer checked. Otherwise, you will run in **Validate Only** mode again, and it will not create a journal in workday.

19. Select **OK.**

On the **View Event** screen:

20. Select the **Attach Document** button under the **Awaiting Me** column in the table.

On the **Attach Document** screen:

21. Select the **Attach** button under the **Document ID** column in the table.
22. Select the template that you fixed and saved earlier on your desktop.
23. Select **Open** to upload the template.
24. Select **Completed** button to submit the process.

On the **You have Submitted** notification:

25. Select **View Details** to view the process details.

On the **You have Submitted** screen:

26. Select the **arrow (>)** icon against **Details and Process** to expand the section.
27. Select the **Integration Event** link under the Initial Integration Event area.

On the **View Background Process** screen:

28. Select the **Refresh** button to refresh the integration event.

If the status is updated to **Completed**, you have successfully completed this task. If status is listed as **Completed with Errors**, repeat to Steps 11 – 15 to correct the errors and relaunch the integration event.

NOTE	**Best Practice:** Find Journal in Workday Go in your Workday Screen and search for the journal when you are done to ensure that the journal integrated into Workday. You can do this by using the **Find Journal** report or by entering the **Journal Key** from one of the journals on the template into the Global search in Workday.