

## **Misc. Payment EIB (Enterprise Interface Builder) and Workday Drive**

As part of the Workday Finance go-live, the UWFT program developed a solution using Workday Worksheets for creating mass Accounting Journals and Misc. Payments.

To start your Workday Worksheet journey, let's begin with some background.

### **Why are you receiving this email?**

The Accounting Journal and Misc. Payment Worksheet solution was developed and provisioned for specific security roles:

- Accountant
- Shared Environment Accountant
- Supplemental Accountant

You maintain at least one of the above-defined security roles.

### **Workday Drive and Worksheets**

Workday Drive is an in-system cloud-based tool within Workday that allows authorized users, based on their security roles, to create, share and collaborate data and files (Worksheets).

Workday Worksheets are collaborative spreadsheets that allow users to make and see changes in real time. Worksheets like Microsoft Excel have a familiar grid interface and similar functionality.

### **Why use Workday Drive and Worksheets**

- User-friendly
- Collaborative tool
  - Work with team members inside of Workday
- A tool to transfer data from the Worksheet to the Enterprise Interface Builder (EIB) template.
- Not as strict with formatting requirements for data
- Secure for sensitive data
  
- We built the Accounting Journal and Misc. Payment Worksheets to have built-in job aid help text to support the capturing and completion of data elements

### **Enterprise Interface Builder (EIB)**

- Is a system-generated Excel file for uploading multiple data lines directly into Workday
- Users populate specific data cells in the Excel spreadsheet
- Strictly required format

- Template cannot be modified.
  - Modified templates will fail to upload.
- Uploaded to Workday by the user with security access.
- EIB templates have an expiration date.

### **Your tools for utilizing Workday Drive and Worksheets**

- Two job aides (PDFs)
  - Workday Drive and Worksheets
  - How-To for the EIB uploads
- Copy of the accounting journal and misc payment EIB template that can be used in production
- Accounting Journal and Misc. Payment Workday Worksheets have been sent to your Workday Drive
  - Remember the Worksheet contains the help text/job aid
  - You must make a copy of the Worksheet (Journal EIB Input Tool), as this is mass shared file and meant for distribution only to the recipients of this email
- Video how-to files
  - Accounting Journal using Worksheets  [Accounting Journal using Worksheets 1.mp4](#)
  - Misc Payments using Worksheets  [Misc Payments using Worksheets 1.mp4](#)
  - EIB Worksheet to Import  [EIB Worksheet to Import 2.mp4](#)

### **Drive Access**

Employees assigned the security role of Accountant, Shared Environment Accountant, or Supplemental Accountant have Workday Drive Manager access.

All Workday users have Workday Drive Viewer access to shared files.

However, the supervisor must submit a Workday Request (provision central security access) if an employee needs additional access.

Below is a screenshot for selecting the access. In the " summary of business justification for access" section of the form, please indicate that this is access for the Workday Accounting Journal and Misc. Payment EIB solution.

Drive access roles:

- Drive Manager – Someone that has access to Drive, can share and edit files, can create folders
- Drive Collaborator – same as manager except cannot create folders

- Drive Viewer - doesn't have access to drive but can view any files that are shared with them

Provision Central Security Access

Use this form to request Functional Area Roles, System Roles, ISC Roles or Central Business roles for an individual. Please note the following:

- **HRP Functional Administrative Roles** are functional specific (HR, Payroll, Financial) system configuration roles used by functional application teams to make functional specific tenant changes.
- **Finance Functional Administrative Roles** are functional specific to settlement data, Grants Management, and financial data and is used by UWFT.
- **System Roles** are used by Workday consultants and application teams to make platform level tenant changes.
- **ISC Roles** are Workday operational support roles used by ISC Workday employee support team.
- **Central Business Unit (CBU) Roles** are roles used by UIN central offices that provide enterprise-wide service or oversight to University-wide Financial or HR workflows.
- **Tenant or Major Release access** roles that provide access to lower tenants other than production for testing based on specific team functions.
- **ISU, ISSO, API Client, or PGP Key** are requested for integration system user accounts, API clients, and Private/Public Keys for supporting specific work functions such as integrations.

Enter the UIN NetID, FID, or Position Number of the employee needing the new role(s). (Required)

- Account and Login Auditor
- Drive Administrator
- Drive Content Collaborator
- Drive Content Manager
- Drive Content Owner
- Drive Content Viewer
- FIN Business Process Administrator
- Integration Administrator
- OX Transporter Configurator
- OX Transporter Configuration Mover
- Prism Security Administrator
- Security Administrator
- Remote Authentication

Search

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To request an ISC role, select the desired role(s) below:

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To request an ISC role, select the desired role(s) below:

Submit
Save for Later
Cancel