

WebTMA-Workday Financials Configuration

The WebTMA-Workday Financials module is designed to connect WebTMA 7 to Workday Financials and automate Account validation in WebTMA as well as export the General Ledger from WebTMA 7 to Workday. The process runs every 10 minutes.

Workday will require Admin access to set up this process. In WebTMA 7, the user record must have rights to access *Admin > Workday*.

This document has three major sections:

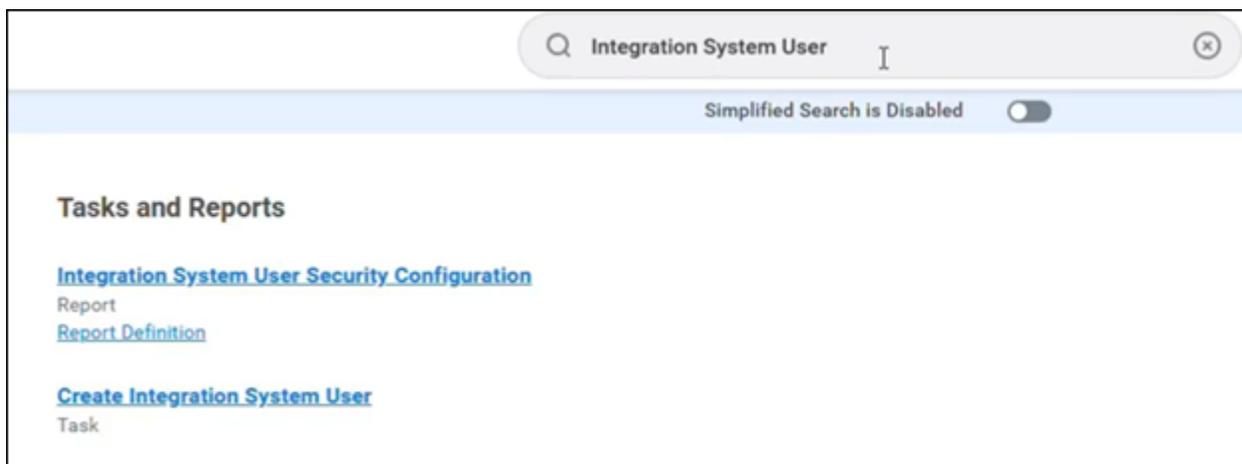
- [Configuring Workday to Connect to WebTMA](#)
- [Configuring WebTMA to Connect to Workday](#)
- [Account Validation and General Ledger Submissions](#)

Configuring Workday to Connect to WebTMA

Step One - Create an Integration System User in Workday

In this step, you are creating an integration system user in Workday to allow WebTMA to communicate with Workday. These are the user credentials entered into WebTMA to make sure the connection is authorized.

1. Log in to Workday.
2. Search for "Integration System User" as illustrated below.



3. Select "Create Integration System User" in the results.
4. Enter TMA-WorkdayConnect-User as the *User Name* (recommended by TMA). See next screenshot.

NOTE: Be sure to save the User Name and Password. These same settings are used inside WebTMA later in the setup process.

Create Integration System User

Account Information

User Name * TMA-WorkdayConnect-User

Generate Random Password

New Password *

Password Rules Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#%&'()*+,-./:;<=>@{^_`{|}~.

New Password Verify *

Require New Password at Next Sign In

Session Timeout Minutes Enforced 120

Session Timeout Minutes 0

Do Not Allow UI Sessions

Cancel OK

Step Two - Create a Security Group in Workday

The security group allows the user record to access Workday for authentication.

1. Search for "Create Security Group"

Q Create Security Group

Simplified Search is Disabled

Tasks and Reports

[Create Security Group](#)
Task

2. Select Integration System Security Group (Unconstrained) in the *Type of Tenanted Security Group* field.
3. Enter TMA-WorkdayConnect-Security in the *Name* field (recommended by TMA). See the next screenshot.

Create Security Group

Type of Tenanted Security Group * Integration System Security Group (U... ▼

Name * TMA-WorkdayConnect-Security

Cancel OK

4. Enter the User (created in Step One) in the *Integration System Users* field.
5. Save.

Edit Integration System Security Group (Unconstrained) TMA-WorkdayConnect-Security

Name * TMA-WorkdayConnect-Security

Comment

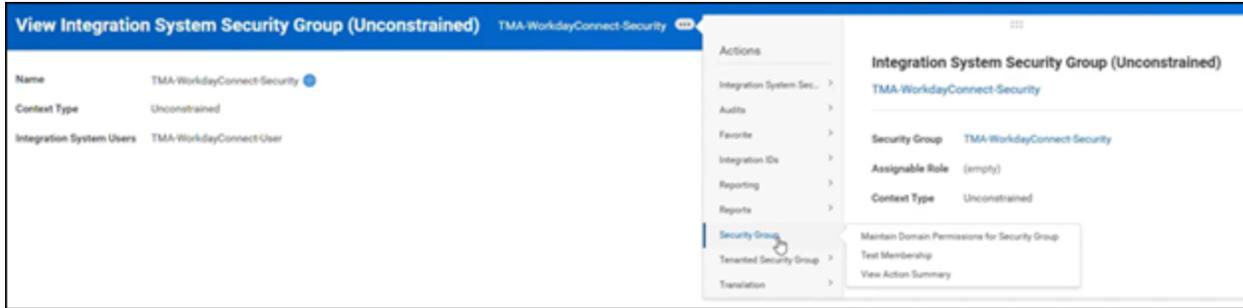
Context Type Unconstrained

Inactive

Integration System Users x TMA-WorkdayConnect-User

Step Three - Complete the Integration System Security Group

Setting up the Domain Permissions allows specific access to Workday’s authentication interface. This gives WebTMA access to Workday with the specific rights granted here in the System Security Group.



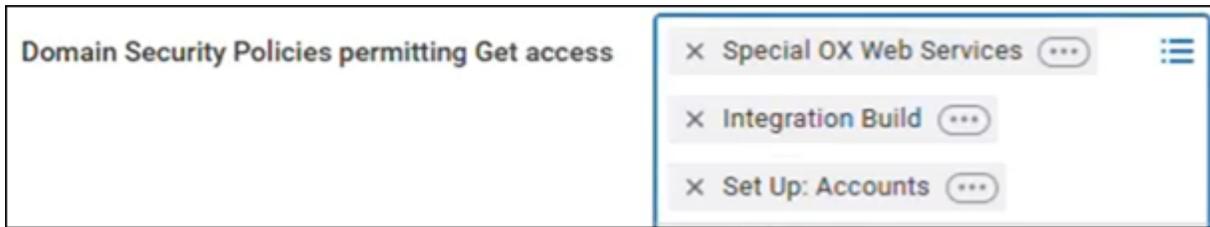
1. Select the ellipsis  on the Group. This opens the menu.
2. Select *Security Group > Maintain Domain Permissions for Security Group*



Step Four - Permit Access to API Calls

This step designates the GET and PUT functions for the user record you have created.

1. Add the following in *Domain Security Policies permitting Get access*:
 - Special OX Web Services
 - Integration Build
 - Set Up: Accounts

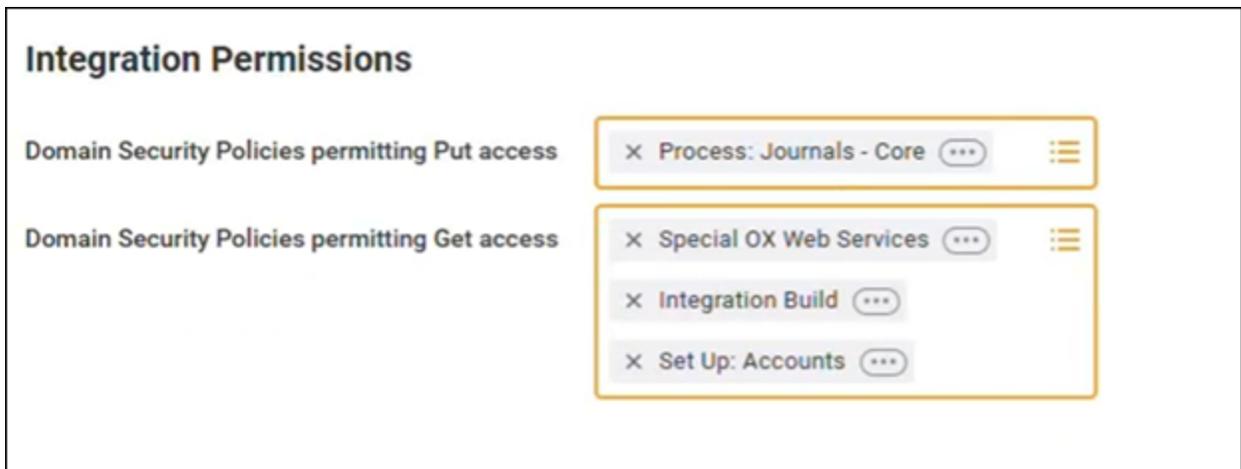


2. Add the following in *Domain Security Policies permitting Put access*:
 - Process: Journals-Core



3. Select *OK* to Save.

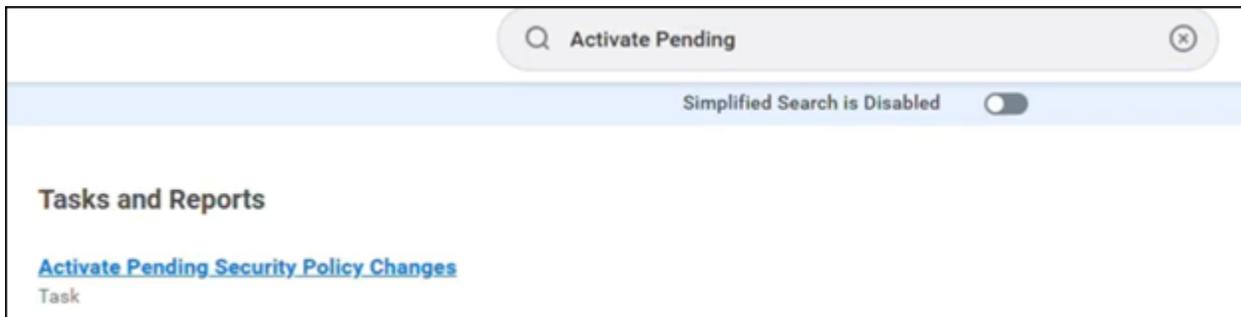
When both are completed, it should look like the following:



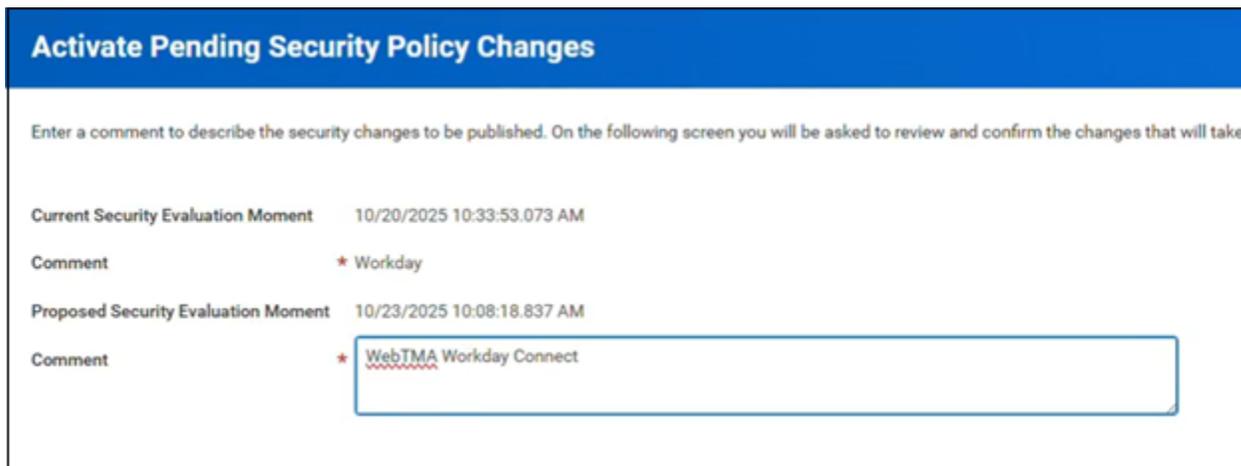
Step Five - Activate Security Changes

This step activates the Integration Permissions set up previously.

1. Search for “Activate Pending” as illustrated below.



2. Select *Activate Pending Security Policy Changes*.
3. Enter a *Comment*, i.e., reason for the new activation.
4. Select *OK*.



5. Mark the *Confirm* checkbox.
6. Select *OK*.

Activate Pending Security Policy Changes

All pending security policy changes will become effective. Please review the data below and click Confirm if you want to proceed.

Current Security Evaluation Moment 10/20/2025 10:33:53.073 AM
 Proposed Security Evaluation Moment 10/23/2025 10:08:18.837 AM
 Comment WebTMA Workday Connect
 Confirm

Domain Security Policies 4 items

Domain Security Policy	Last Changed
Integration Build	10/23/2025 10:07:52.561 AM
Special OX Web Services	10/23/2025 10:07:52.561 AM
Process: Journals - Core	10/23/2025 10:07:52.561 AM
Set Up: Accounts	10/23/2025 10:07:52.561 AM

Step Six - Register the API Client

When you register the API Client, it finalizes the configuration and connection information needed to interface WebTMA 7 with Workday.

1. Search for "Register API Client".
2. Select the Register API Client link.
3. Enter the following in the fields that display:
 - *Client Name*: TMA-WorkdayConnect-API
 - *Client Grant Type*: Jwt Bearer Grant
 - X509 Certificate:
 - a. Create a new public Key
 - b. Name the Certificate – TMA-WorkdayConnect-Certificate
 - c. TMA provides the certificate to populate
 - d. Select *OK* on the Create X509 Public Key and return to the client registration window.
 - *Access Token Type*: Bearer
 - *Integration System User*: TMA-WorkdayConnect-User (the one you previous created)
 - *Scope (Functional Areas)* should include the following:
 - a. Common Financial Management
 - b. Implementation
4. Select *OK* to Save.

At this point, you have the information you need to set up the connection in WebTMA 7. See the next screenshot.

x509 Certificate	TMA-WorkdayConnect-Certificate
Integration System User	TMA-WorkdayConnect-User
Access Token Type	Bearer
Dynamic Redirect URI Regex	(empty)
Allow Integration Messages	
Non-Expiring Refresh Tokens	
Grant Administrative Consent	
Disabled	No
Scope (Functional Areas)	Common Financial Management Implementation
Include Workday Owned Scope	No
Locked Out due to Excessive Failed Signon Attempts	No
Restricted to IP Ranges	(empty)
Client ID	MmZhNzlkOTgtZGNjNi00NTAzLTg4ZDMtZjAwMjQwMTNkZmMw
Workday REST API Endpoint	https://impl-services1.wd12.myworkday.com/ccx/api/v1/tmasystems_dpt1
Token Endpoint	https://impl-services1.wd12.myworkday.com/ccx/oauth2/tmasystems_dpt1/token
Authorization Endpoint	https://impl.wd12.myworkday.com/tmasystems_dpt1/authorize

Configuring WebTMA to Connect to Workday

This portion of the configuration requires that **you have both the Workday application and WebTMA 7 open** in separate tabs since you will be searching and copying information from Workday and pasting into WebTMA 7.

Step Seven - Complete Workday Configuration Window

This sets up the connection URLs and username/password to connect directly to Workday.

1. Log in to WebTMA 7.
2. Go to *Admin > Workday > Configuration*.
3. Use the template from Workday to populate this window in WebTMA 7.
4. Select the check mark at the lower left to Save.

It should look like the following:

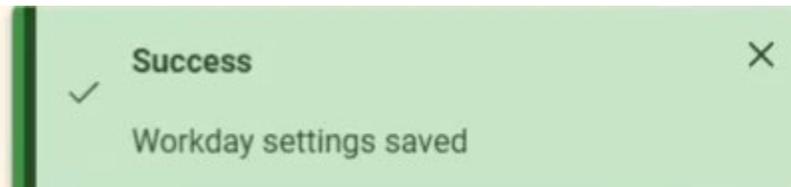
Home / Workday Configuration

Workday Configuration ☆

Connection Settings

CLIENT ID *	MmZhNzIkOTgtZGNjNi00NTAzLTg4ZDMtZjAwMjQwMTNkZmMw	REST API ENDPOINT *	https://impl-services1.wd12.myworkday.com/ccx/api/v1/tmasystems_dpt1
INTEGRATION SYSTEM USER *	TMA-WorkdayConnect-User	TOKEN ENDPOINT *	https://impl-services1.wd12.myworkday.com/ccx/oauth2/tmasystems_dpt1/token

You should receive a success message like the following:



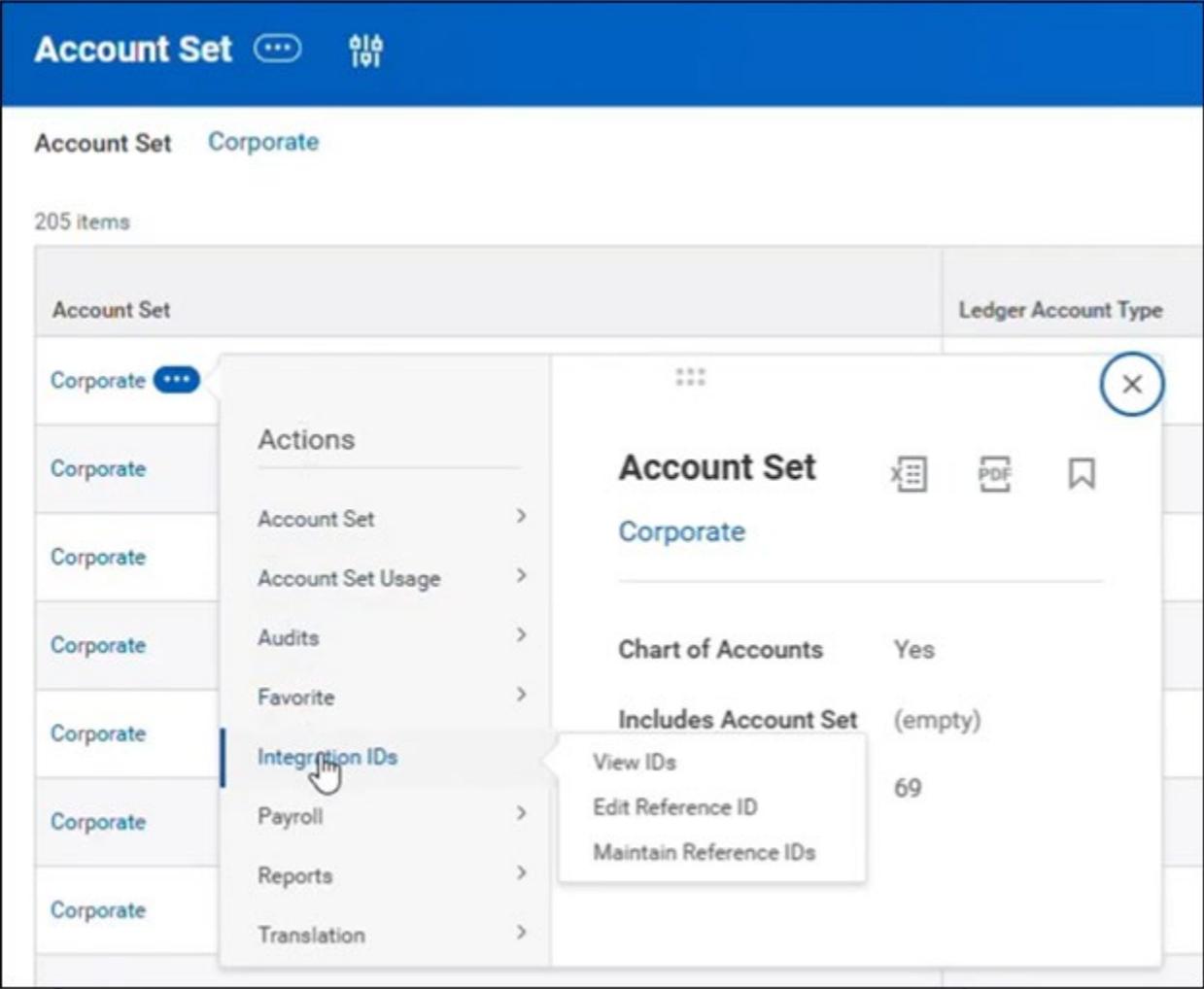
Workday is now successfully connected to WebTMA 7, and you are ready to proceed to the next steps in mapping accounting information between the two.

Step Eight - Account Validation Workday Configuration

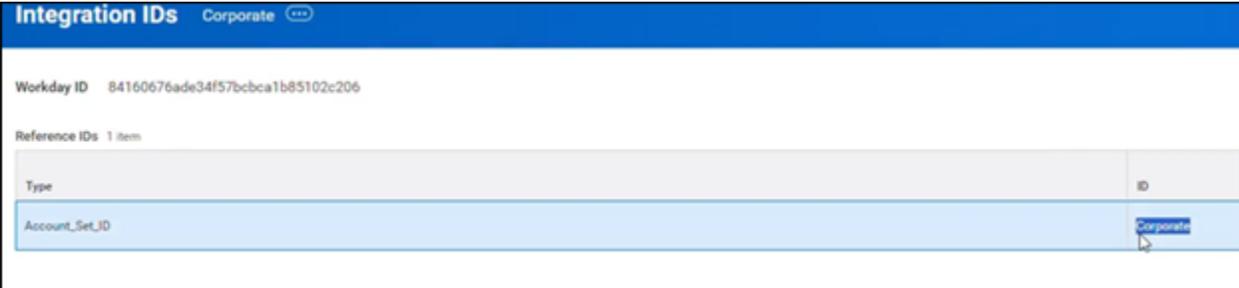
This connects WebTMA 7 accounts to Workday for account validation.

Leave the window above open, and if Workday is not launched, open the Workday application to do the following **in Workday** to copy the appropriate ID.

1. Log in to Workday.
2. Search for "Account Set".
3. Run the Account Set report.
4. Select the ellipsis next to the Account Set you use. This opens Related Actions. Refer to your Workday documentation for your Account Set.
5. Choose *Integration IDs > View IDs* as illustrated below.

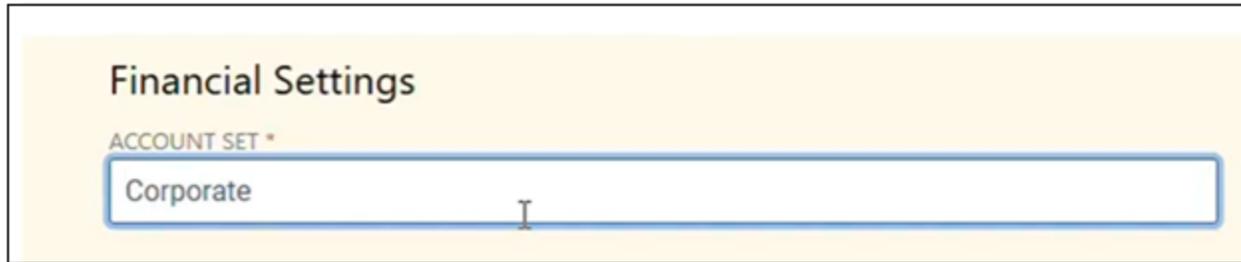


6. Copy the ID.



7. Return to the WebTMA Tab.

8. Insert the ID in the Financial Settings *Account Set* field as illustrated below.



Financial Settings

ACCOUNT SET *

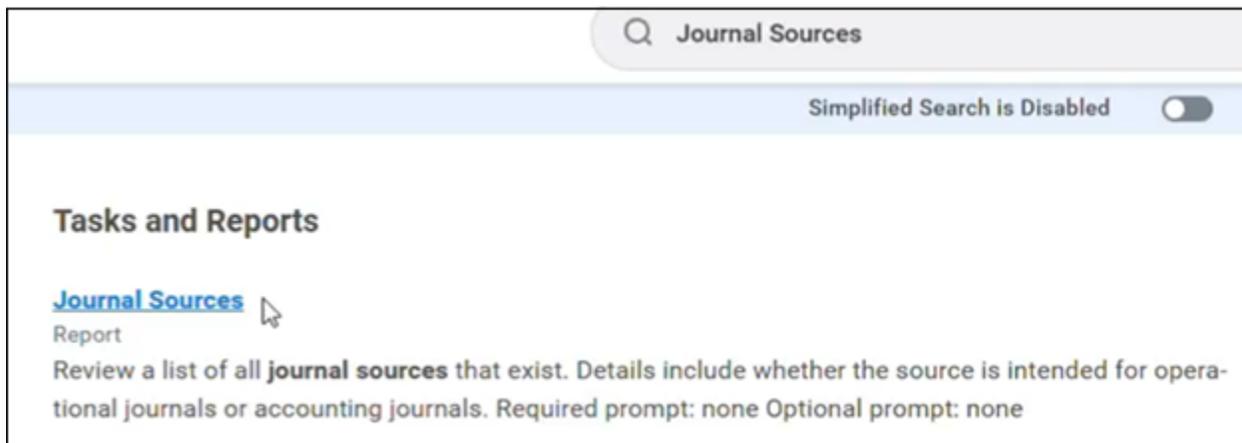
Corporate

Step Nine – Journal Source

This designates the source of the accounts in Workday for WebTMA 7 to access.

Return to the Workday application to do the following:

1. Search for Journal Sources.



Journal Sources

Simplified Search is Disabled

Tasks and Reports

[Journal Sources](#) Report

Review a list of all **journal sources** that exist. Details include whether the source is intended for operational journals or accounting journals. Required prompt: none Optional prompt: none

2. Run the *Journal Sources* report.
3. Find your Journal Source Name.
4. Click the ellipsis  next to the search icon.
5. Choose *Integration IDs > View IDs* as illustrated below.

Journal Sources

151 items

Journal Source	Journal Source Name	Accounting
<input type="text" value=""/>	Investment Pool Share Transfer	
<input type="text" value=""/>	Journal Connector	

⋮

✕

Actions

- Audits >
- Favorite >
- Integration IDs >
- Reporting >
- Translation >

Journal Source X PDF

Manual Journal

View IDs	Yes
Edit Reference ID	
Maintain Reference IDs	ion Source No
Process Award Costs	No
Workday Source	No

6. Copy the ID.

Integration IDs Manual Journal ⋮

Workday ID c0248260d75b47ccacd8b2f5a444209f

Reference IDs 1 item

Type	ID
Journal_Source_ID	Manual_Journal

7. Paste the ID into the Journal Source field in WebTMA 7.

Financial Settings

ACCOUNT SET *

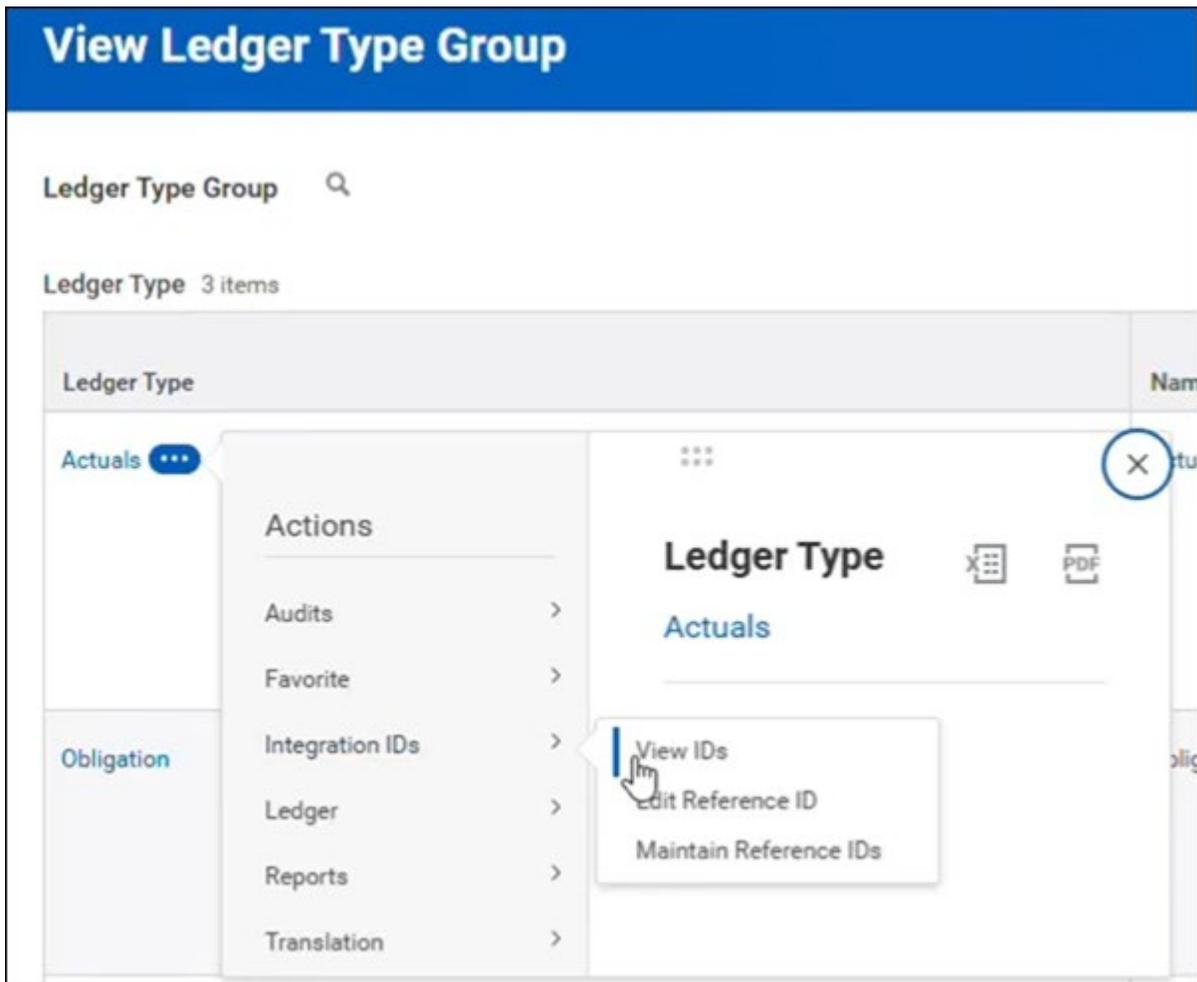
JOURNAL SOURCE *

Step Ten – Ledger Types

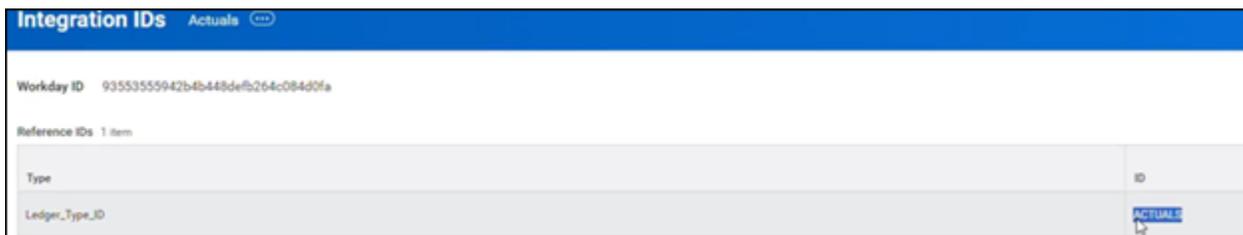
This allows you to identify the ledger in Workday to the ledger in WebTMA 7.

Return to the Workday application to do the following:

1. Search for Ledger Types.
2. Select the search icon next to your Ledger Type.
3. Find your Ledger Type.
4. Click the ellipsis  next to your Ledger Type.
5. Choose *Integration IDs* > *View IDs* as illustrated below.



6. Copy the ID from the *Integration IDs* as shown below.



7. Paste the ID into the *Ledger Type* field in WebTMA 7.



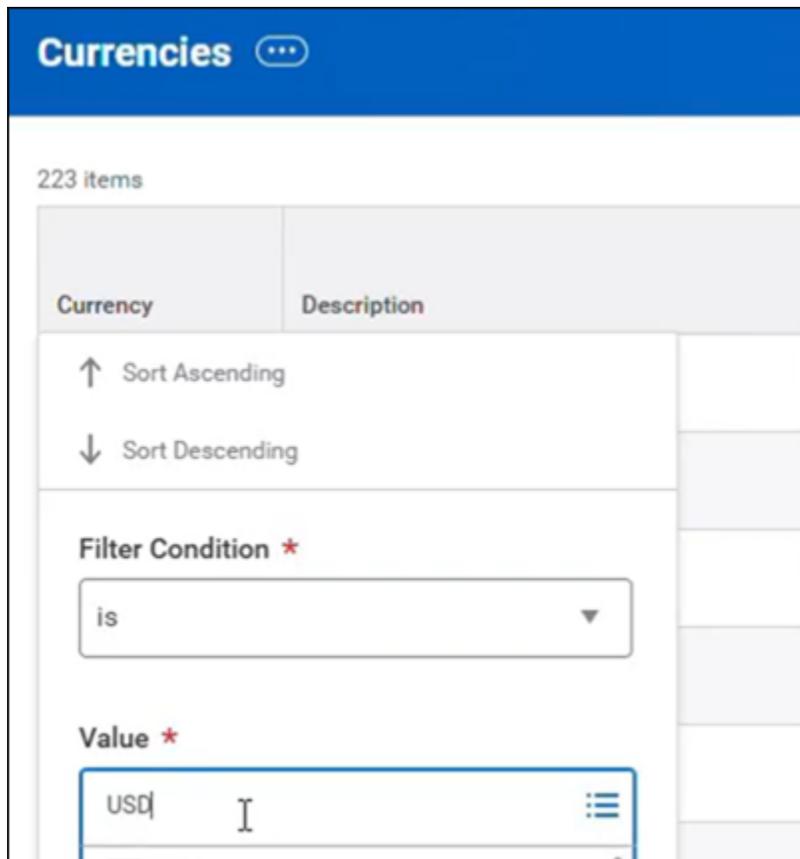
The screenshot shows a 'Financial Settings' form with four input fields. The 'ACCOUNT SET' field contains 'Corporate', 'JOURNAL SOURCE' contains 'Manual_Journal', 'LEDGER TYPE' contains 'Actuals', and 'CURRENCY' contains 'e.g., USD'.

Step Eleven – Currency

This establishes the currency type between Workday and WebTMA 7.

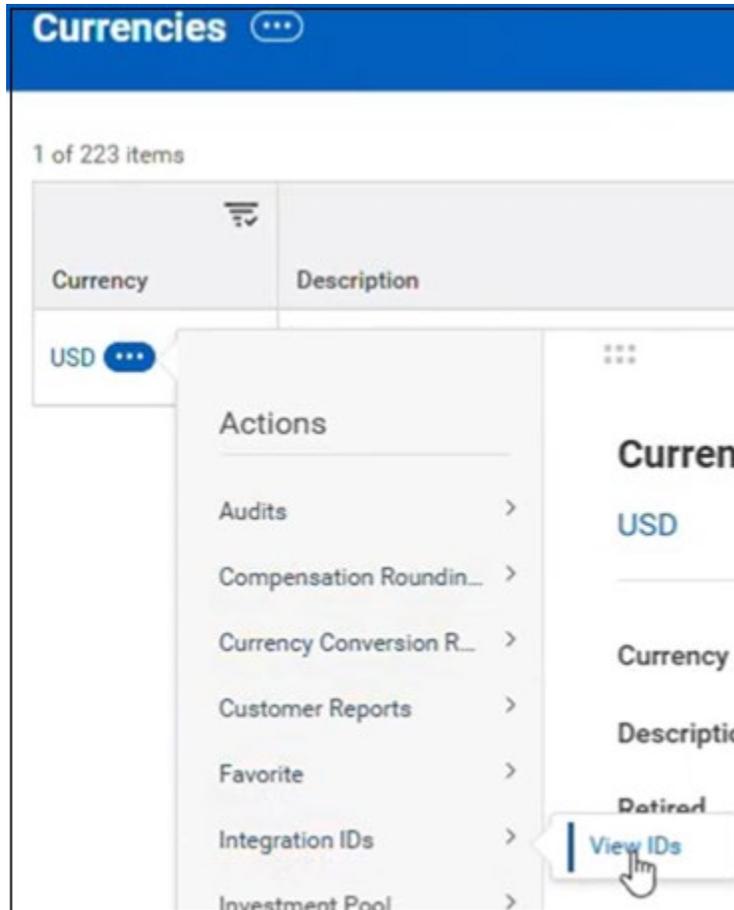
Return to the Workday application to do the following:

1. Search for Currencies to find your currency.
2. Use the filter for USD or your desired currency.

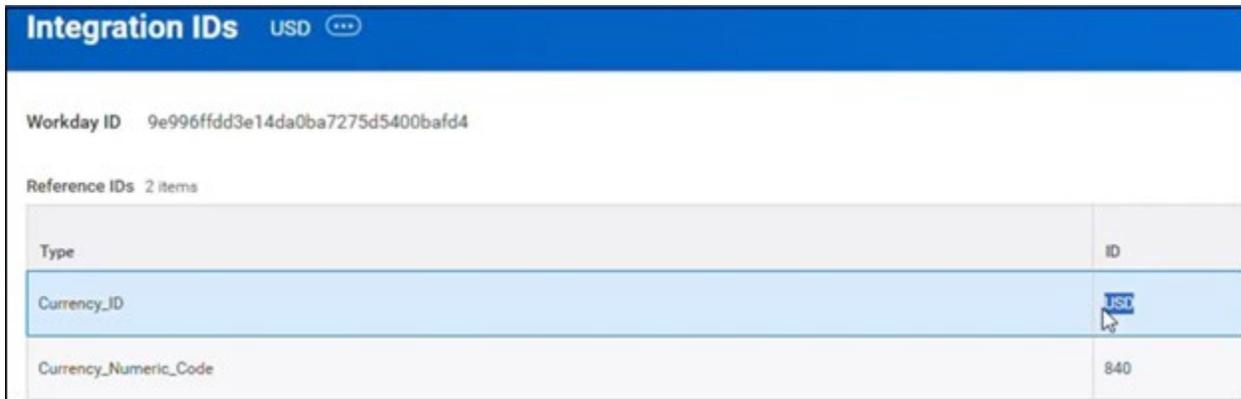


The screenshot shows the 'Currencies' application interface. At the top, there is a blue header with the title 'Currencies' and a three-dot menu icon. Below the header, it indicates '223 items'. The main area is a table with two columns: 'Currency' and 'Description'. A dropdown menu is open over the table, showing options for 'Sort Ascending' (with an upward arrow) and 'Sort Descending' (with a downward arrow). Below the sorting options, there is a 'Filter Condition' section with a dropdown menu set to 'is'. Underneath, there is a 'Value' section with a text input field containing 'usd' and a search icon.

3. Click the ellipsis  next to the currency.
4. Choose *Integration IDs > View IDs* as illustrated below.



- Select the ID value only for *Currency ID* as shown below. Note there may be more than one option.



- Paste the Currency into the Currency field in WebTMA 7.

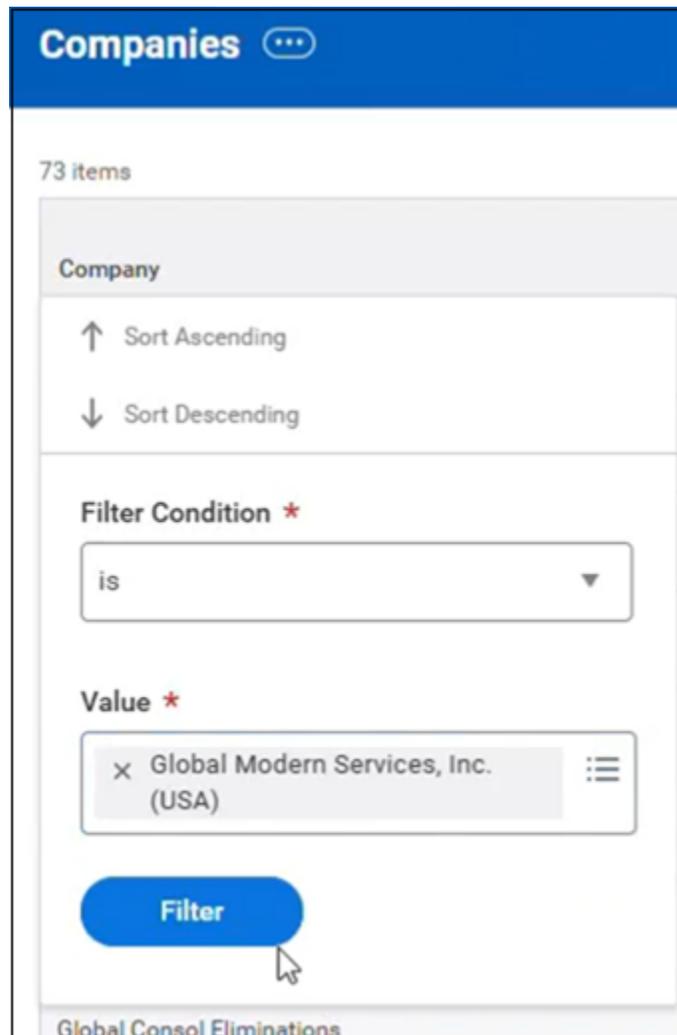


Step Twelve – Companies

Additional connectivity information is needed to ensure you are pulling the correct account numbers from Workday.

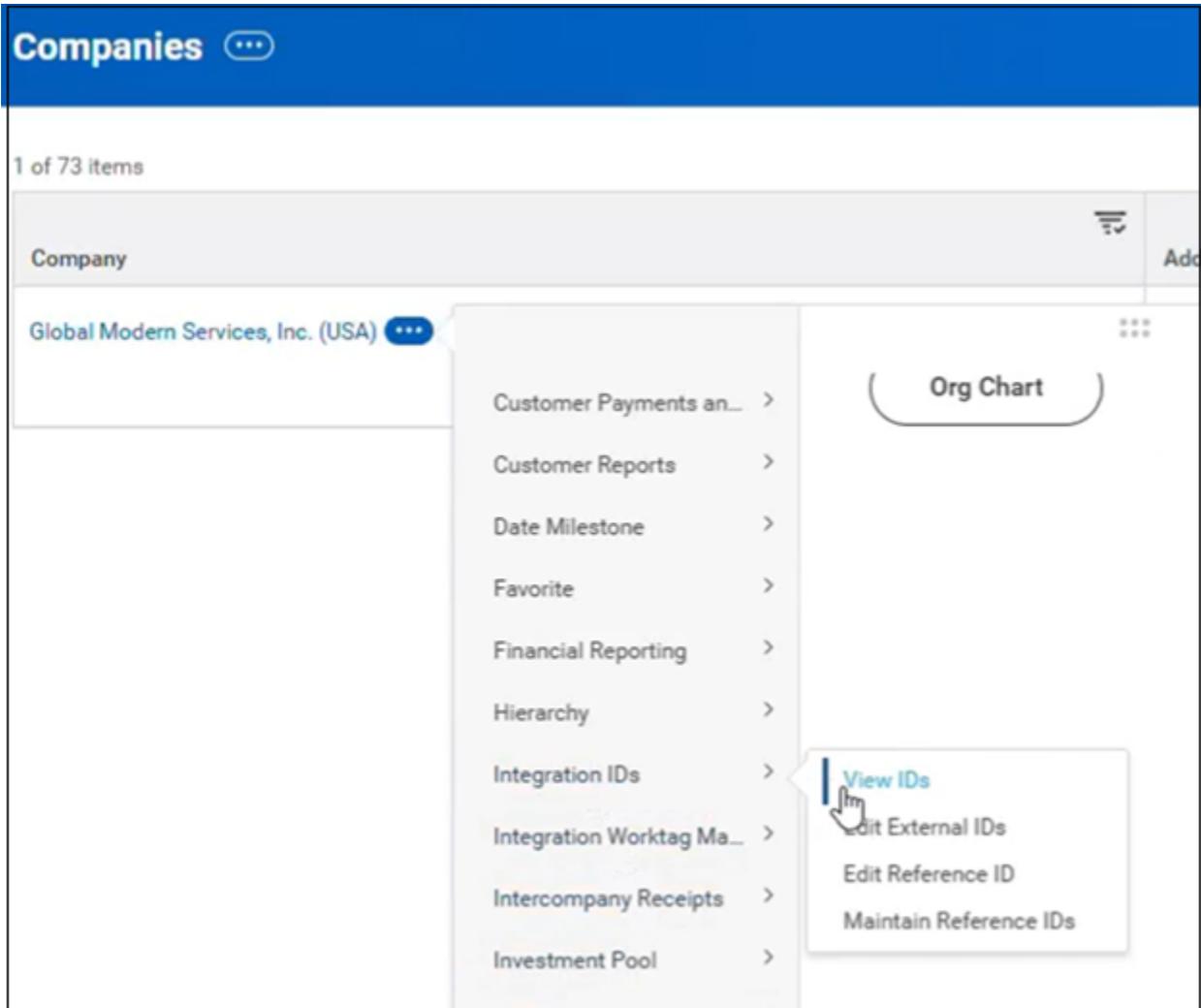
Return to the Workday application to do the following:

1. Search for Companies.
2. Run the Companies report.
3. Filter the report to find your services. The example below uses Global Modern Services, Inc. (USA).

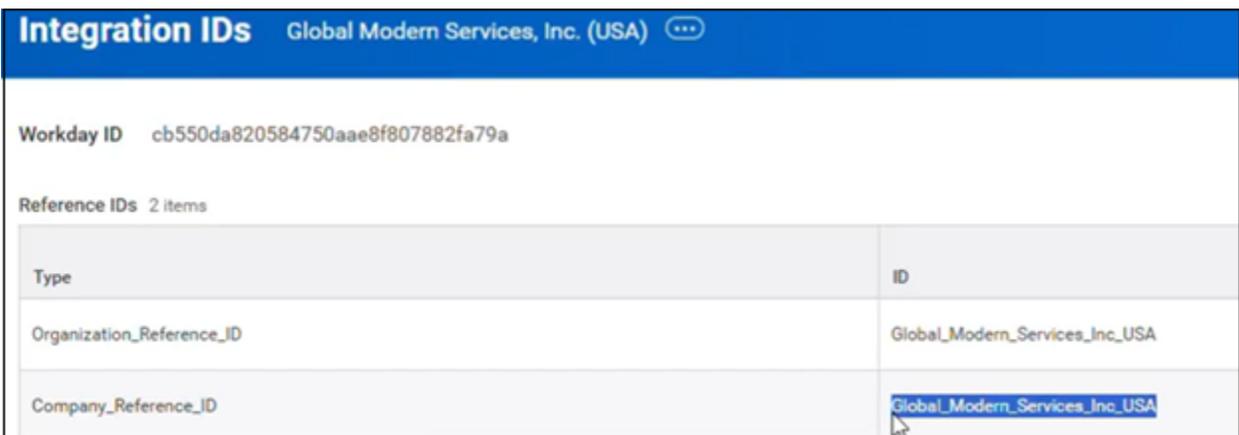


The screenshot shows the 'Companies' report filter interface. At the top, there is a blue header with the text 'Companies' and a three-dot menu icon. Below the header, it indicates '73 items'. The main filter area is divided into sections: 'Company' with 'Sort Ascending' and 'Sort Descending' options; 'Filter Condition *' with a dropdown menu set to 'is'; and 'Value *' with a search box containing 'Global Modern Services, Inc. (USA)'. A blue 'Filter' button is at the bottom, with a mouse cursor hovering over it. The text 'Global Consol Eliminations' is visible at the very bottom of the interface.

4. Click the ellipsis  next to the company.
5. Choose *Integration IDs > View IDs*.



6. Copy the ID from *Company_Reference_ID*.



7. Paste that into WebTMA 7 under COMPANYY as shown below.

Financial Settings	
ACCOUNT SET *	JOURNAL SOURCE *
Corporate	Manual_Journal
LEDGER TYPE *	CURRENCY *
Actuals	USD
COMPANY *	SEGMENT DELIMITER *
Global Modern Services, Inc. USA	-

Step Thirteen - Segment Setup

In WebTMA 7, enter the *Segment Delimiter* in the field next to the *Company* field. This is the symbol that you use to separate the segments in your accounts. If you use a hyphen, enter a dash (-) as pictured in the previous screenshot.

NOTE: The segments in this document are only examples of how to set up each segment. Each organization will have different setups.

Return to the Workday application to do the following:

1. Search for the names of each of your segments. The following example starts with Cost Centers.

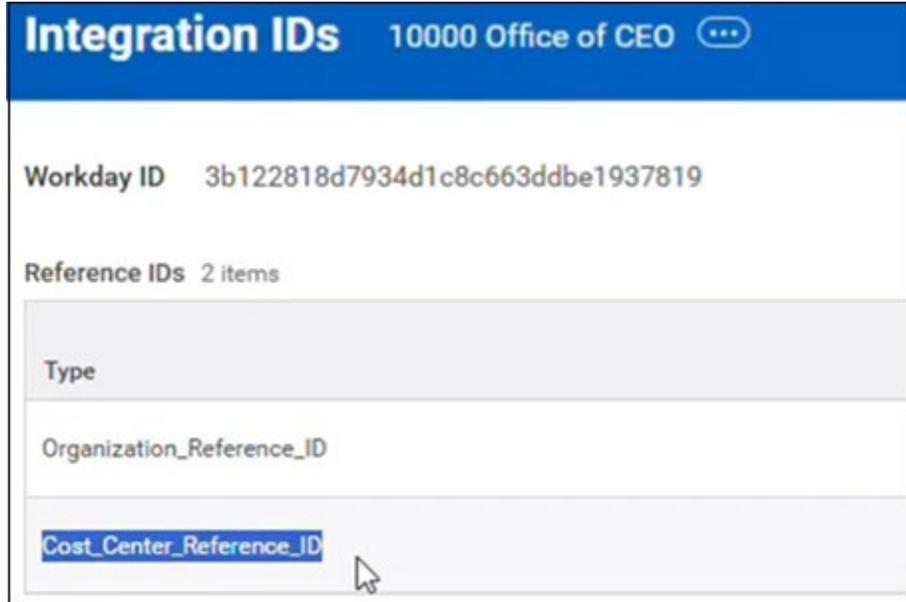
The screenshot shows a search results page in the Workday application. At the top, there is a search bar with the text 'Cost Centers' and a magnifying glass icon. Below the search bar, a status bar indicates 'Simplified Search is Disabled'. The main content area is titled 'Tasks and Reports' and lists several reports related to cost centers:

- ACC All Cost Centers**: Report with a link to [Report Definition](#).
- Position Audit for Cost Centers**: Report with a description: 'View all positions and the cost center organizations to which they have been allocated, if specified date and supervisory organization. Required prompt: Organization Optional prompt: of, Include Subordinate Organizations'.
- Position Audit for Cost Centers - Indexed**: Report with a description: 'View all positions and the cost center organizations to which they have been allocated, if supervisory organization. Required prompt: Organization. Optional prompt: Include Subordinate Organizations.'
- Cost per Course, Employee and Cost Center**: Report with a link to [Report Definition](#).
- Cost Center Lookup**: Report with a link to [Report Definition](#).

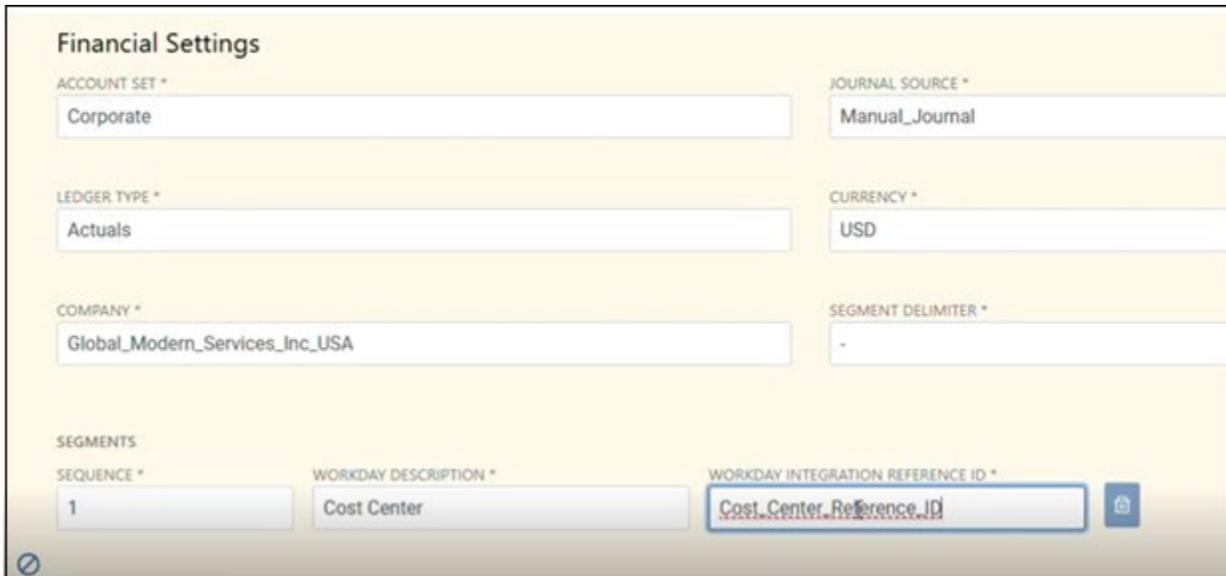
At the bottom of the list, there is a link: [View All 46 Tasks and Reports](#) with a right-pointing arrow.

2. Search Workday Cost Center for Integration Reference ID.

3. Choose one from the Cost Center Lookup.
4. Click the ellipsis .
5. Choose *Integration IDs > View IDs*.
6. Look for the Type.



7. Paste the Integration Reference ID into WebTMA 7.



Each segment can be found in Workday. You can reference Workday to find each segment value to map as shown below.

Once all the mapping is complete, Save the WebTMA 7 record.

SEGMENTS		
SEQUENCE *	WORKDAY DESCRIPTION *	WORKDAY INTEGRATION REFERENCE ID *
1	Cost Center	Cost_Center_Reference_ID
SEQUENCE *	WORKDAY DESCRIPTION *	WORKDAY INTEGRATION REFERENCE ID *
2	Line of Business	CUSTOM_WORKTAG_1
SEQUENCE *	WORKDAY DESCRIPTION *	WORKDAY INTEGRATION REFERENCE ID *
3	Grant	Grant_ID
SEQUENCE *	WORKDAY DESCRIPTION *	WORKDAY INTEGRATION REFERENCE ID *
4	Project	Project_ID

+ Add Segment

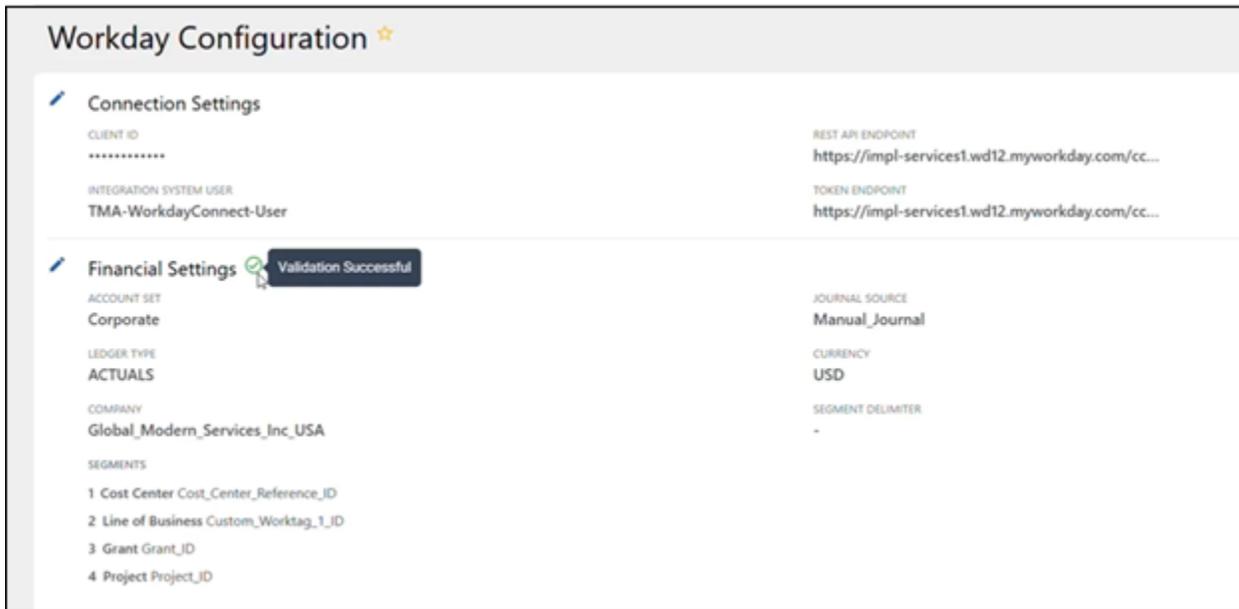
Step Fourteen – Validation

Once all setups are complete, you can check each account in WebTMA 7 for validation in Workday.

ACCOUNTS			
Add Edit Copy Delete First Prev Next Last Print			
Entity Budget Users Repair Centers Cost			
Account Segments			
Cost Center	1	Line of Business	1
Project	1		Grant 1
General Information			
Account #	1-1-1-1		
Alternate Account #	Intentionally Invalid 01		
Name			
Group			
Balance Type			
Starting Balance			
Last Post Date			
Active	<input type="checkbox"/>		
Account Header	<input type="checkbox"/>		
Type	Base Account Type		
Subtype			
Normal Balance			
Encumbered			

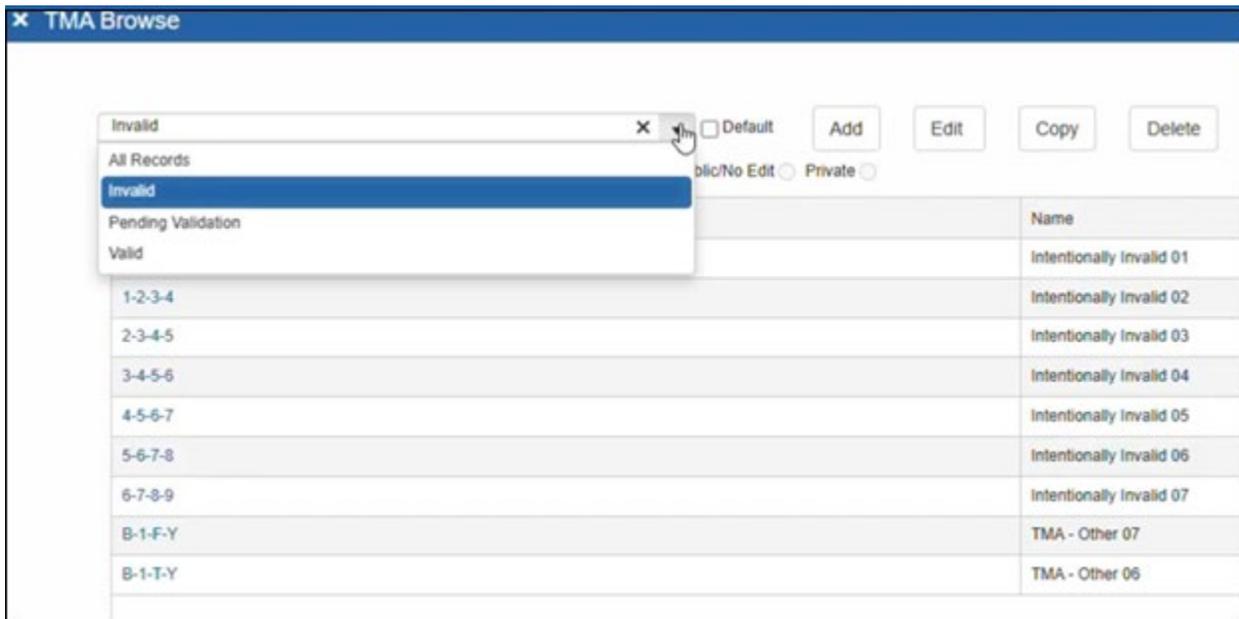
In WebTMA 7, the *Accounting > Accounts* window will show each segment properly.

Once the WebTMA 7 batch job to update the account validation is processed, you can check the Workday configuration in WebTMA 7 and see that the validation is successful as shown below.



Validation and Submissions

Validation Queries



In WebTMA 7, the TMA Browse window for *Accounting > Accounts* includes these three queries:

- **Invalid** shows all accounts that do not match Workday.
- **Pending Validation** shows accounts that have not yet been validated by Workday.
- **Valid** shows all accounts that have been successfully validated by Workday.

Transactions Submitted to Workday

BATCH MANAGEMENT						
Add Batch Job						
Post Charges to Sub Ledger Project Task Generation			PM Generation Import Weather Capital Planning Processes			
General Information						
New Browse Selection Refresh						
			Batch Job Type	Status	Start Date	Actual Start
			Post Charges	Scheduled	2025/10/23 03:46 PM	2025/10/23 03:47 PM
			Post Charges	Scheduled	2025/10/23 03:51 PM	2025/10/23 03:51 PM

Transactions to be submitted to Workday are found in WebTMA 7 in *Admin > Batch Management*.

The corresponding entries can be **found in Workday** by searching for “Find Journal Lines”.

In the company name, enter the company you set up. Enter the Year and Period. Other fields are optional.

Find Journal Lines

Company *

Year *

Period *

Ledger

Find Journal Lines

> Details

10 items

Journal	Journal Number	Company	Intercompany Initiating Company	Status	Accounting Date	Source	Ledger	Currency	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	Enter Refs
Q		Global Modern Services, Inc. (USA)		Posted	10/18/2025	Purchase Order	Obligation	USD	3610 Reserve for Spend Obligations	0.00	275,000.00		
Q		Global Modern Services, Inc. (USA)		Posted	10/18/2025	Purchase Order	Obligation	USD	6200 Marketing	68,750.00	0.00		
Q		Global Modern Services, Inc. (USA)		Posted	10/18/2025	Purchase Order	Obligation	USD	6200 Marketing	68,750.00	0.00		
Q		Global Modern Services, Inc. (USA)		Posted	10/18/2025	Purchase Order	Obligation	USD	6200 Marketing	68,750.00	0.00		

After the Batch Job in WebTMA 7 has completed, you can check the jobs from *Admin > Workday > Integration Logs*.

/ Integration Logs

Integration Logs ☆

GL POST BATCHES

Recent Batches

Recent Issues

Recent Batches

- **Batch 147**
19 Transactions
📅 10/22/25

- **Batch 148**
2 Transactions
📅 10/22/25

[See All Transaction Submissions](#)

Recent Issues

No issues found

[See All Submission Issues](#)

To see the details of the job, expand the batch jobs by selecting them. An example is shown below.

Transactions Submitted to Workday

Clear Column Filters Search

Trans. Type	Trans. #	Batch #	Repair Center	Date	Debit	Credit	Journal Reference	Description
JE	3	147	Base Repair Center	10/22/25	\$10,000.00	\$10,000.00		Journal Entry for Workday
VT	114	147	Base Repair Center	10/22/25	\$0.00	\$0.00		Fuel for Workday
VT	115	148	Base Repair Center	10/22/25	\$14,820.00	\$14,820.00		Fuel for Workday
WO	BU-156	147	Base Repair Center	10/22/25	\$31,130.00	\$31,130.00		Work Order for Workday
WO	BU-157	147	Base Repair Center	10/22/25	\$299,750.00	\$299,750.00		Work Order for Workday
WO	BU-158	147	Base Repair Center	10/22/25	\$60,000.00	\$60,000.00		Work Order for Workday
WO	BU-159	147	Base Repair Center	10/22/25	\$8,300.00	\$8,300.00		Work Order for Workday
WO	BU-160	147	Base Repair Center	10/22/25	\$7,500.00	\$7,500.00		Work Order for Workday

Any errors that occur are found in the Integration Logs and can be addressed before submitting a new batch job.

Integration Logs

GL POST BATCHES

Recent Batches

Recent Issues

Recent Batches

- **Batch 147**
19 Transactions • 3 Failed
10/22/25
- **Batch 148**
2 Transactions
10/22/25

[See All Transaction Submissions](#)

Recent Issues

- ⓘ **114**
Validation error occurred. The Credit and Debit Amounts are both zero.
Batch 147
10/22/25
- ⓘ **BU-160**
Invalid Account
Batch 147
10/22/25

[See All Submission Issues](#)