Workday Integration

Setup Guide

Document Details

Document #: 160_WDSG_251226

System Requirements

- CES Version 10.20.00.xx or higher
- Workday version 38.0 or higher
- Cloud-hosted customer (not currently available for cruise or self-hosted customers)

Download the latest version of this document here:
https://links.crunchtime.com/SG-WorkdayIntegrationSetup

… or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Company	Add/Delete/Save	Add information to the Company detail screen, delete non-required information, and make changes to the screen.
Company	Update Secret User Defined Attributes	Edit the Value column for these entries on the User Defined Attributes tab.
Vendor Details	Add/Delete/Save	Add information to the Vendor Details screen, delete non-required information, and make changes to the screen.
Vendor Details	Update Secret User Defined Attributes	Edit the Value column for these entries on the User Defined Attributes tab.
General Ledger	Add/Delete/Save	Add or delete General Ledger accounts, make and save changes to the list.

Related Documentation

- Workday Integration Reference: https://links.crunchtime.com/RG-WorkdayIntegrationReference

© 2025 Crunchtime - All Rights Reserved

SETUP GUIDE

Workday Integration

Introduction

Overview

The Workday integration allows you to move data between Crunchtime and Workday, making it even easier to have one source of the truth for key points of information.

Crunchtime -> Workday	Workday -> Crunchtime
Reconciled Invoices	**Vendor Sync
Inventory Period Ending Values	
Location Transfers	
Sales Transactions	
**Vendor Sync	

** You have the option to choose which direction vendor information will flow between systems. To use this integration, you will first need to determine the system of record (either Crunchtime or Workday). Vendor information will flow from the system of record down to the other system.

Prerequisites

The following information must be configured in the Crunchtime and Workday systems before you begin integration setup:

- The Company record
- Location records
- Accounting (Post) Periods

Process

This guide will cover the following steps needed to set up the Workday integration.

1. Create the CES Integration User & define the permissions in Workday.
2. Configure the User Defined Attributes in Crunchtime.
3. Map the General Ledger accounts.
4. Set up the Sales Export Mapping & Preferences
5. Schedule & Verify the Exports
6. Troubleshoot & Undo Failed Files

© 2025 Crunchtime - All Rights Reserved

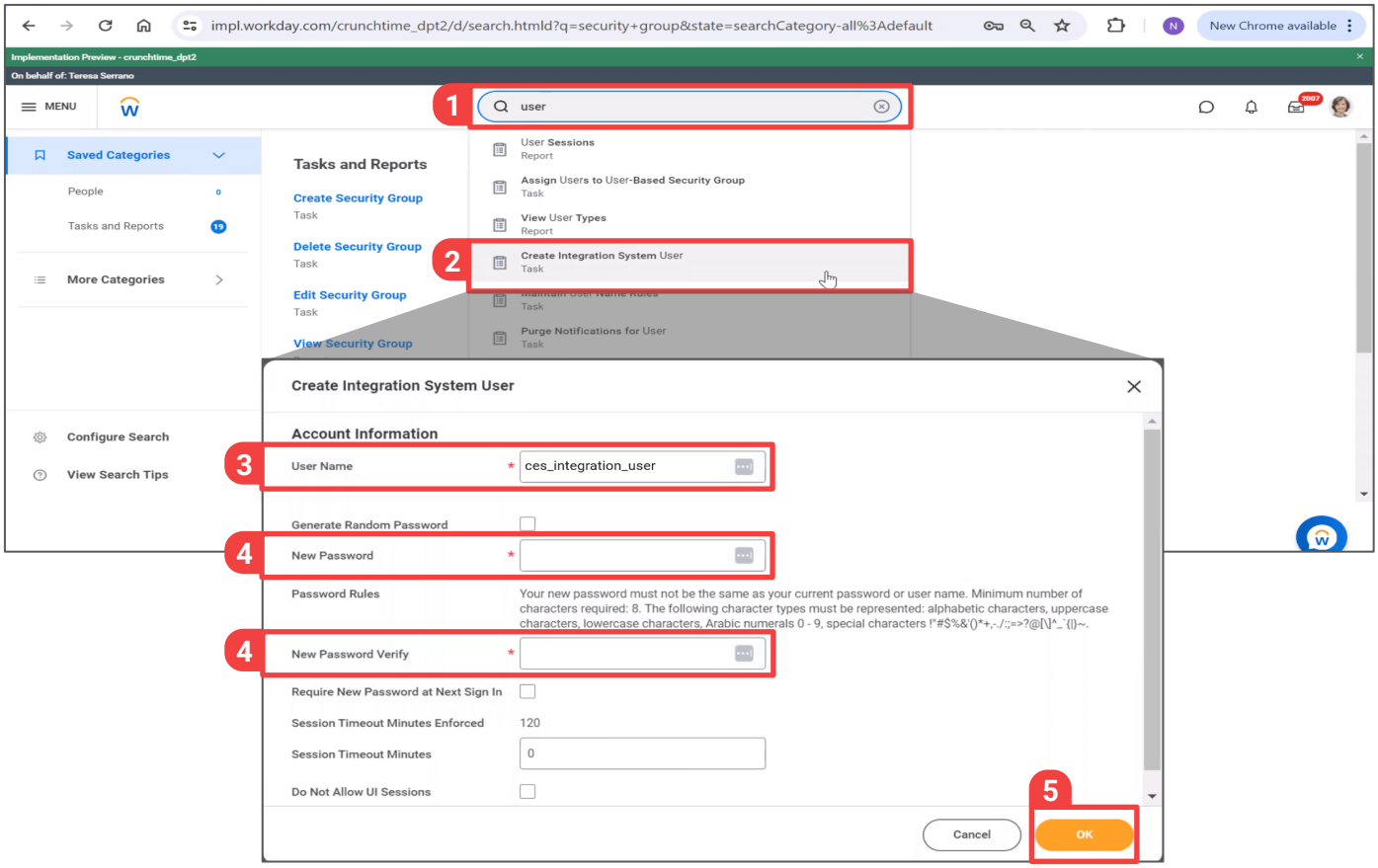
SETUP GUIDE

Workday Integration

Create the CES Integration User

Create the User

In Workday, the first step is to create an account for the user that will be responsible for administering the system integration with Crunchtime.



1. In the Search bar, enter ‘user’ to search for user-related tasks.
2. From the list of options, choose *Create Integration System User*.
3. In the pop-up, enter the *User Name* (Example: ‘ces_integration_user’).
4. Create and verify your password in the *New Password* and *New Password Verify* fields respectively.
5. When finished, select *OK*.

(Continued)

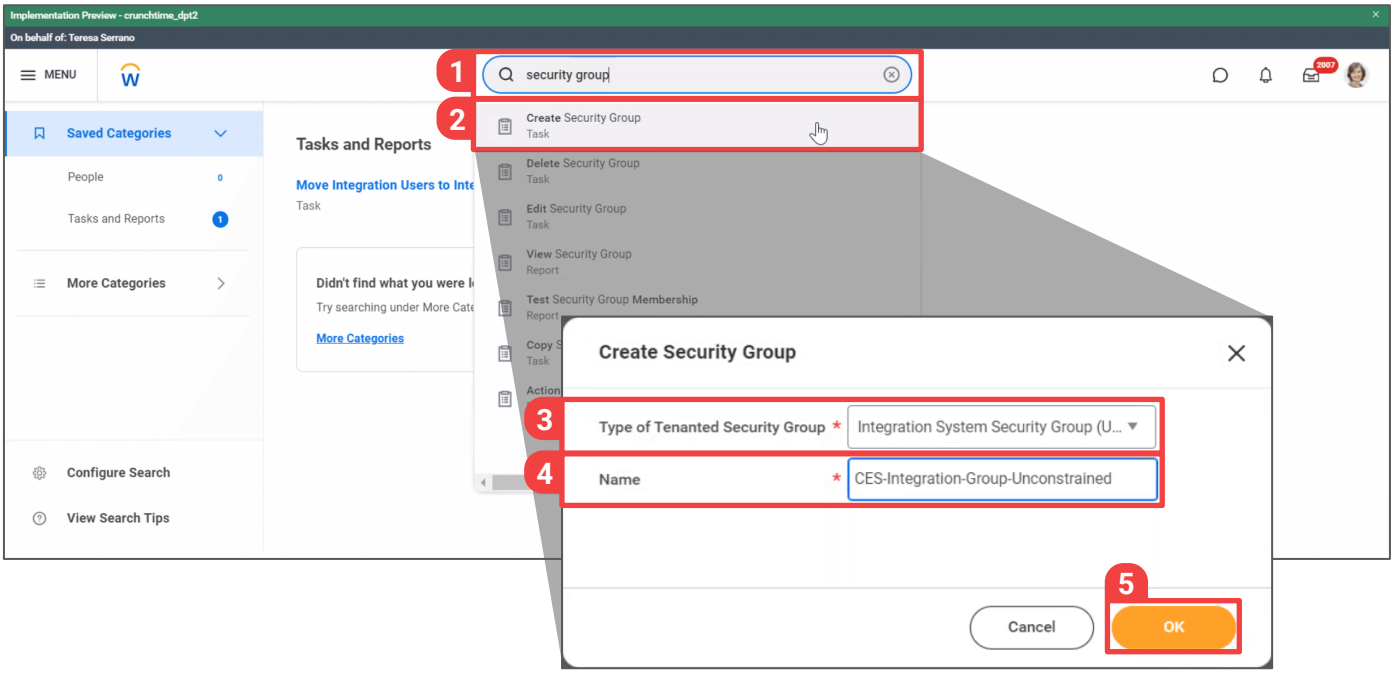
© 2025 Crunchtime - All Rights Reserved

Workday Integration

Create the CES Integration User (Continued)

Create the User's Security Group

The Integration System User (ISU) role is required for creating GL accounts, Locations and Spend Categories. This role is also required for viewing and validating Supplier invoices and Journal entries. Follow the steps below to create a Security Group for this role, which will be associated with your CES Integration User.



1. In the Search bar, enter 'security group'.
2. From the list of options, choose *Create Security Group*.
3. In the *Type of Tenanted Security Group* field, select 'Integration System Security Group (Unconstrained)'
4. Enter the desired *Name* of your group. (Example: 'CES-Integration-Group-Unconstrained').
5. When finished, select *OK*.

(Continued)

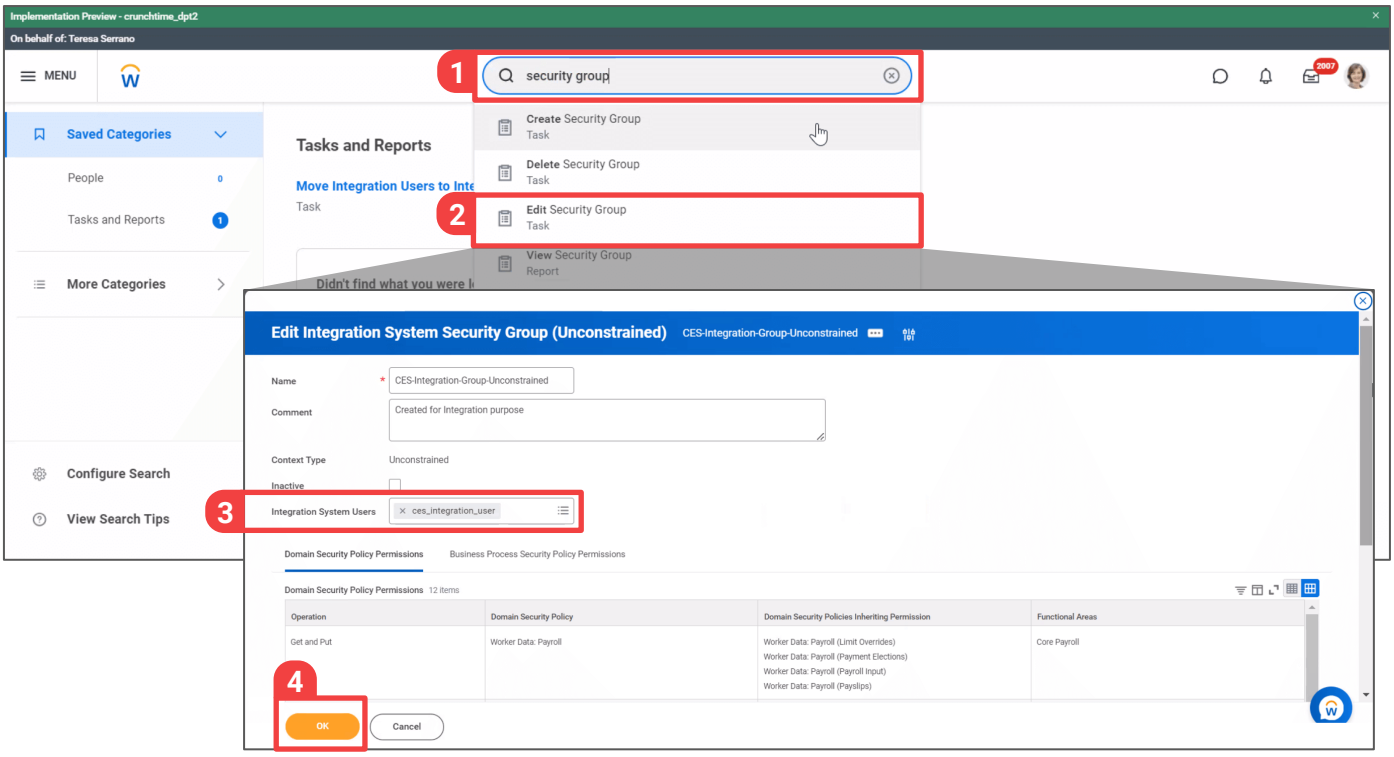
© 2025 Crunchtime - All Rights Reserved

Workday Integration

Create the CES Integration User (Continued)

Create the User's Security Group (Continued)

The next step is to link the CES Integration User with this Security Group.



1. In the Search bar, enter 'security group'.
2. From the list of options, choose *Edit Eecurity Group*.
3. In the *Integration System Users* field, select your CES Integration User.
4. When finished, select *OK*.

(Continued)

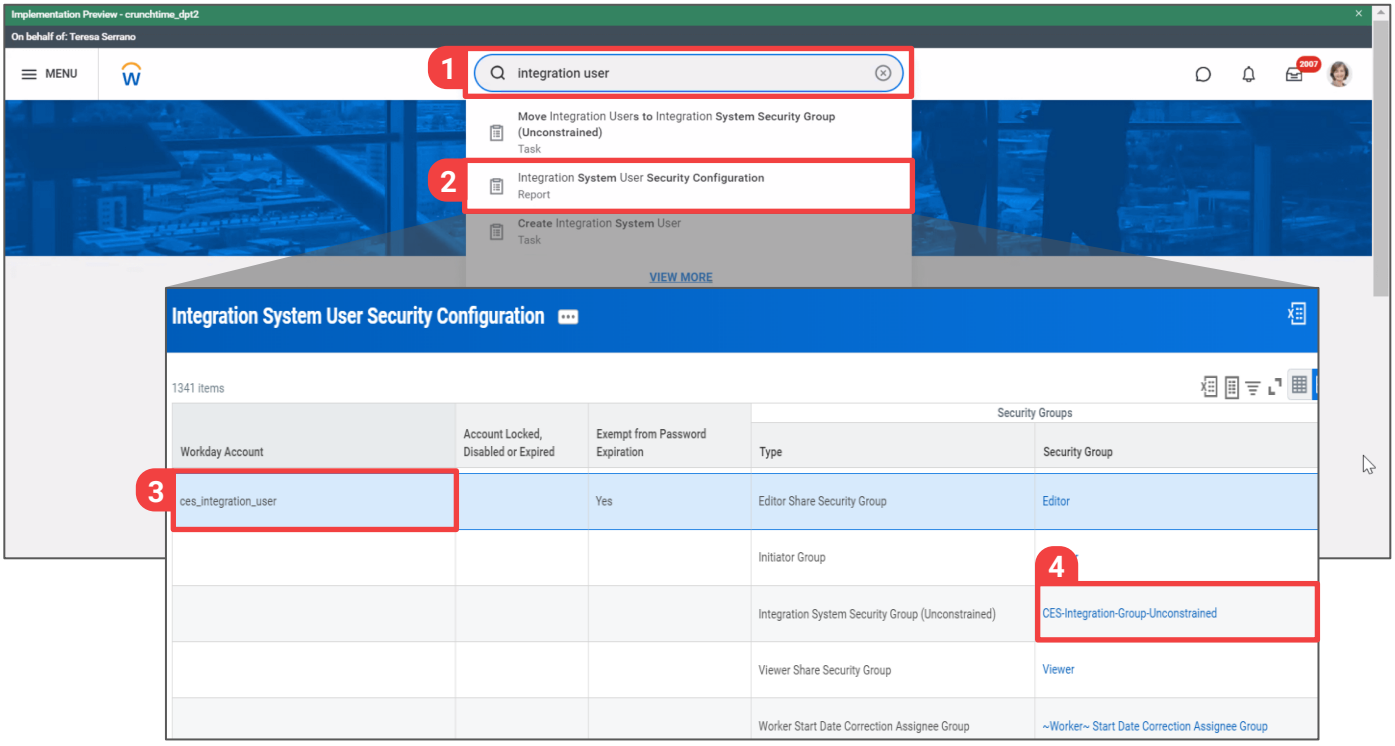
© 2025 Crunchtime - All Rights Reserved

Workday Integration

Create the CES Integration User (Continued)

Assign Permissions to the Security Group

The final step is to define the appropriate permissions for your Security Group.



1. In the Search bar, enter ‘integration user’.
2. From the list of options, choose *Integration System User Security Configuration*.
3. Scroll down to locate the CES Integration User.
4. In the *Security Group* column, select the link for your Security Group to open the detail screen. (Example: ‘CES-Integration-Group-Unconstrained’).

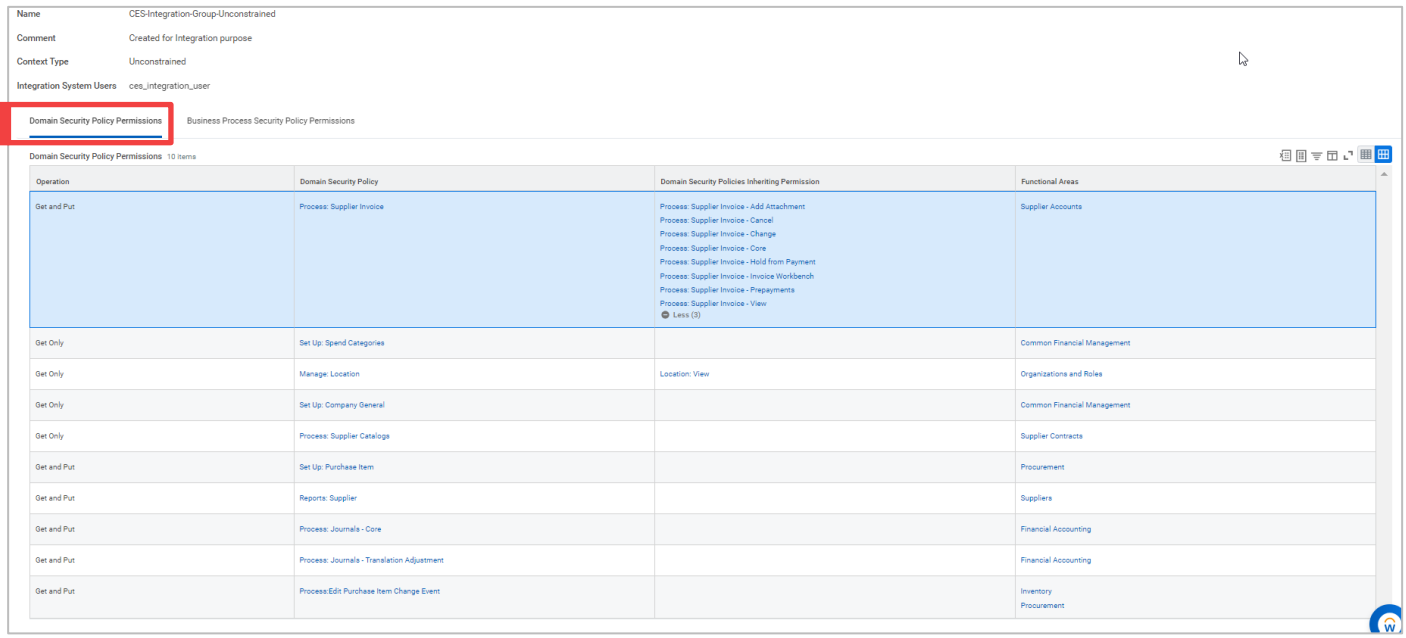
(Continued)

© 2025 Crunchtime - All Rights Reserved

Workday Integration

Create the CES Integration User (Continued)

Assign Permissions to the Security Group (Continued)



5 On the *Domain Security Policy Permissions* tab, assign the following permissions:

Operation	Domain Security Policy	Domain Security Policies Inheriting Permission	Functional Areas
Get and Put	Process: Supplier Invoice	Process: Supplier Invoice - Add Attachment Process: Supplier Invoice - Cancel Process: Supplier Invoice - Change Process: Supplier Invoice - Core Process: Supplier Invoice - Hold from Payment Process: Supplier Invoice - Invoice Workbench Process: Supplier Invoice - Prepayments Process: Supplier Invoice - View	Supplier Accounts
Get Only	Set Up: Spend Categories		Common Financial Management

(Continued)

© 2025 Crunchtime - All Rights Reserved

Workday Integration

Create the CES Integration User (Continued)

Assign Permissions to the Security Group (Continued)

Operation	Domain Security Policy	Domain Security Policies Inheriting Permission	Functional Areas
Get Only	Manage: Location	Location: View	Organizations and Roles
Get Only	Set Up: Company General		Common Financial Management
Get Only	Process: Supplier Catalogs		Supplier Contracts
Get and Put	Set Up: Purchase Item		Procurement
Get and Put	Reports: Supplier		Suppliers
Get and Put	Process: Journals - Core		Financial Accounting
Get and Put	Process: Journals - Translation Adjustment		Financial Accounting
Get and Put	Process: Edit Purchase Item Change Event		Inventory Procurement

© 2025 Crunchtime - All Rights Reserved

SETUP GUIDE

Workday Integration

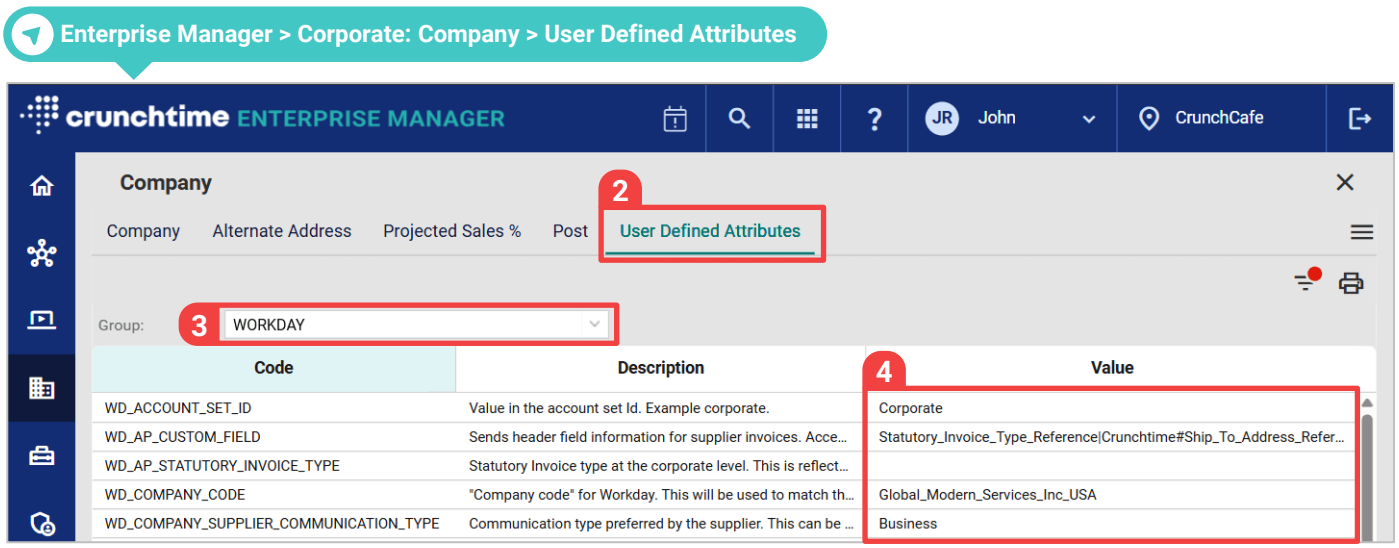
Configure User Defined Attributes

Overview

A User Defined Attribute (UDA) is a manually entered value used to configure attributes that don't exist natively within the Crunchtime application but may need to be referenced for your integration with the Workday application. These settings are first configured at the Company level and then may be further configured at the Vendor and/or Location level if necessary.

Company UDAs

1. From the Corporate menu, select *Company*.



2. Choose the *User Defined Attributes* tab.
3. From the *Group* drop-down, select 'WORKDAY'. This will filter the list of UDAs to include only attributes related to the Workday integration.
4. Update the *Value* column to define attributes relevant for your integration.

Required:

- *WD_INTEGRATION_ENABLED* – This is the "ON" switch – set to 'True' (not case sensitive) to turn on the integration. Setting this attribute to 'True' also makes all Workday UDAs editable.
- *WD_TENANT_URL* – Your Workday URL (either Production or Sandbox).
- *WD _USERNAME* – Your Workday User ID.
- *WD_PWD* – Your Workday user password.
- *WD_COMPANY_CODE* – The Code for the Company record in Workday.
- *WD_IS_SUPPLIER_SOR* – (**Required only when using Vendor Sync**) This will determine if Workday or Crunchtime is the System of Record (SOR) for your vendors. As a best practice, we recommend setting this to 'True' to indicate that Workday is the SOR.

(Continued)

© 2025 Crunchtime - All Rights Reserved

Workday Integration

Configure User Defined Attributes (Continued)

Company UDAs (Continued)

Recommended:

- *WD _INVOICE_SUCCESS_EMAIL* – An email will be sent to this address each time an invoice is successfully sent.
- *WD _INVOICE_FAILURE_EMAIL* – An email will be sent to this address each time an invoice fails to send.
- *WD _INVENTORY_SUCCESS_EMAIL* – An email is sent to this address each time inventory deltas are successfully sent.
- *WD _INVENTORY_FAILURE_EMAIL* – An email is sent to this address each time inventory deltas fail to send.
- *WD _LOCATION_TRANSFER_SUCCESS* – An email is sent to this address each time location transfer details are successfully sent.
- *WD _LOCATION_TRANSFER_FAILURE* – An email is sent to this address each time location transfer details fail to send.
- *WD _VENDOR_SYNC_EMAILS* – An email is sent to this address indicating the status of the Vendor Sync process, regardless of success or failure.

Tip: We recommend receiving email for all Workday integration transactions to ensure you have an audit record. This will also be useful if you need assistance troubleshooting an issue.

Note: The Inventory Success & Failure Email UDAs are also used for Sales Transactions.

(Continued)

© 2025 Crunchtime - All Rights Reserved

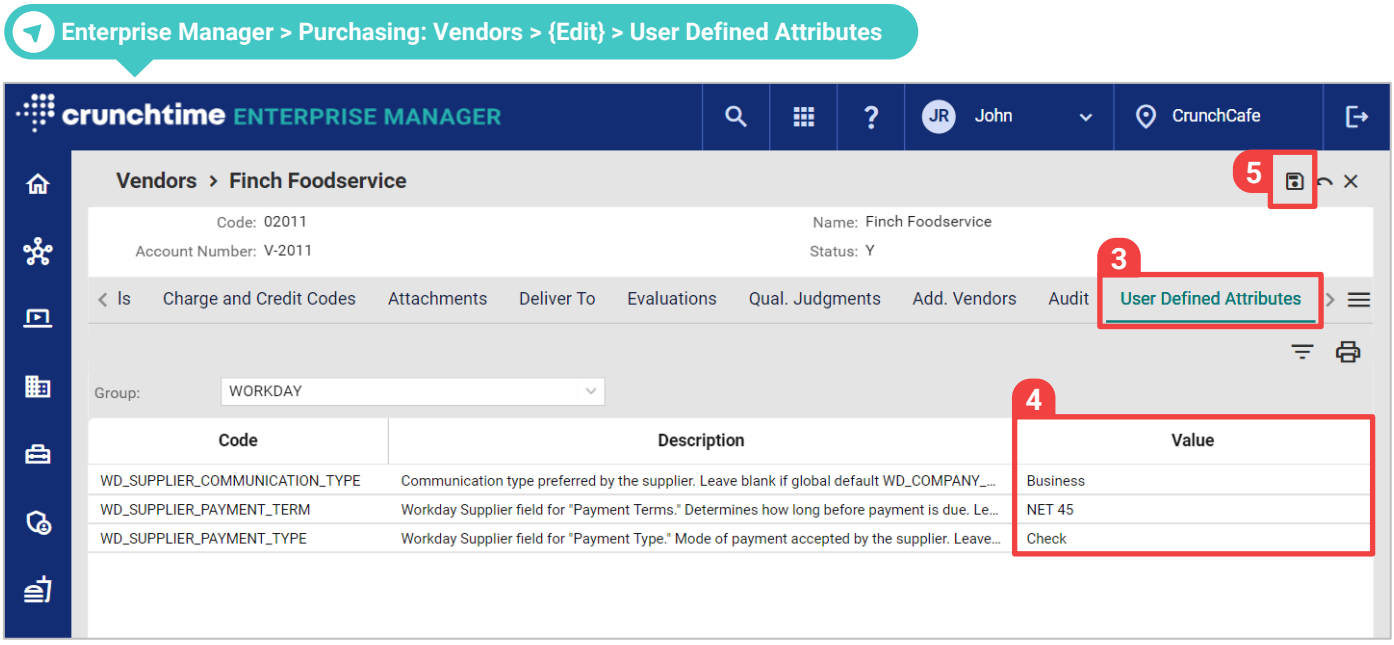
Workday Integration

Configure User Defined Attributes (Continued)

Vendor UDAs

Repeat the following steps for all Vendors as necessary:

1. From the Purchasing menu, choose *Vendors*.
2. Open the desired *Vendor* record.



3. Select the *User Defined Attributes* tab.
4. Configure the following attributes. These values will apply to this vendor only.
   - *WD_SUPPLIER_COMMUNICATION_TYPE* – Indicates the Communication type preferred by the supplier. Leave blank if the global default WD_COMPANY_SUPPLIER_COMMUNICATION_TYPE is to be used.
   - *WD_SUPPLIER_PAYMENT_TERM* – Indicates how long before payment is due; defaults to 'NET 30'. Leave blank if the global default WD_COMPANY_ *SUPPLIER_PAYMENT_TERM* is to be used.
   - *WD_SUPPLIER_PAYMENT_TYPE* – Indicates the payment type associated with the Vendor. Examples: 'Cash', 'Check', or 'Credit'. Leave blank if the global default of WD_COMPANY_*SUPPLIER_ PAYMENT_TYPE* is to be used.
5. Select the *Disk* (Save) icon when you're done.

© 2025 Crunchtime - All Rights Reserved

SETUP GUIDE

Workday Integration

Map the General Ledger

Overview

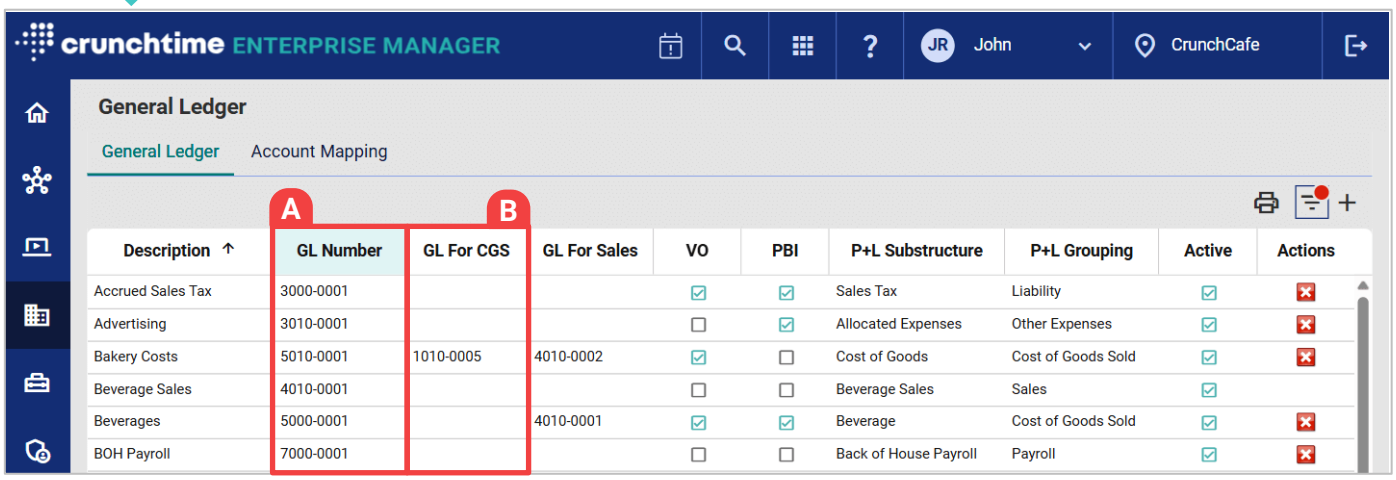
The General Ledger (GL) accounts must be aligned between Crunchtime and Workday to ensure successful transfer of data between the two systems. The required setup in Crunchtime will depend on how the GL accounts are configured in Workday.

Note: All setups require referenced GL accounts to be active in both Workday and Crunchtime.

GL Setup

The default integration setup assumes the GL accounts between Crunchtime and Workday will be the same.

Enterprise Manager > Corporate: General Ledger



The following should be verified to ensure the necessary GL accounts are aligned between systems:

A *GL Number* (Crunchtime) – This is the primary GL number that will be used for the account. This must be defined for all accounts that will be used when transfering data between Workday and Crunchtime.

B *GL for CGS* (Crunchtime) – This is the offsetting GL number for Cost of Goods Sold accounts. The Inventory Delta export will use these CGS accounts to create GL entries within Workday.

GL Setup – Sales Pre-requisites

There are two fundamental pre-requisites for Sales exports:

- If exporting Bank Deposits, a GL account with the description “Cash” must be defined.
- If exporting Over/Short values, a GL account linked to the “Cash Over/Short” P&L Substructure must be defined.

(Continued)

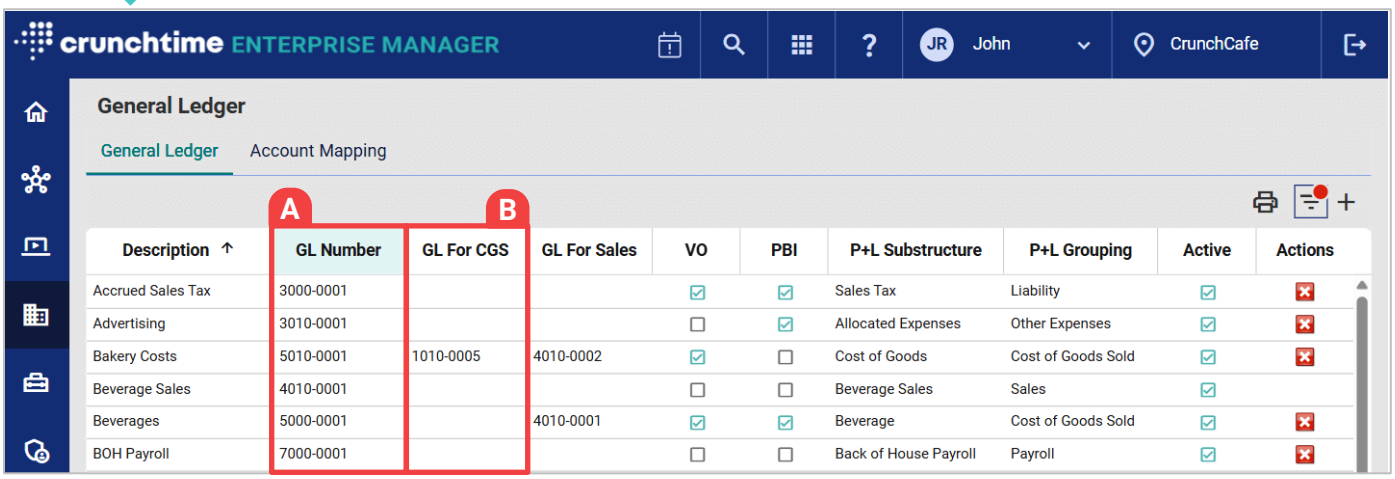
Workday Integration

Map the General Ledger (Continued)

Workday Spend Categories

In Workday, Spend Categories are used to classify assets, expense items, purchase items, and supplier catalog items. Spend Categories drive the accounting that connects the asset, item, or service to the appropriate General Ledger account within Crunchtime. These accounts must be entered in Enterprise Manager as follows:

Enterprise Manager > Corporate: General Ledger



Description	GL Number	GL For CGS	GL For Sales	VO	PBI	P+L Substructure	P+L Grouping	Active	Actions
Accrued Sales Tax	3000-0001			☑	☑	Sales Tax	Liability	☑	✖
Advertising	3010-0001			☐	☑	Allocated Expenses	Other Expenses	☑	✖
Bakery Costs	5010-0001	1010-0005	4010-0002	☑	☐	Cost of Goods	Cost of Goods Sold	☑	✖
Beverage Sales	4010-0001			☐	☐	Beverage Sales	Sales	☑	
Beverages	5000-0001		4010-0001	☑	☑	Beverage	Cost of Goods Sold	☑	✖
BOH Payroll	7000-0001			☐	☐	Back of House Payroll	Payroll	☑	✖

Repeat Steps 1-3 for all relevant Spend Category accounts in Workday:

1. Enter the Workday Spend Category Name as the *Description*.
2. Add the *GL Number* that corresponds with this Category.
3. For Cost of Goods Sold accounts, include a *GL for CGS* number to serve as the debit account.

(Continued)

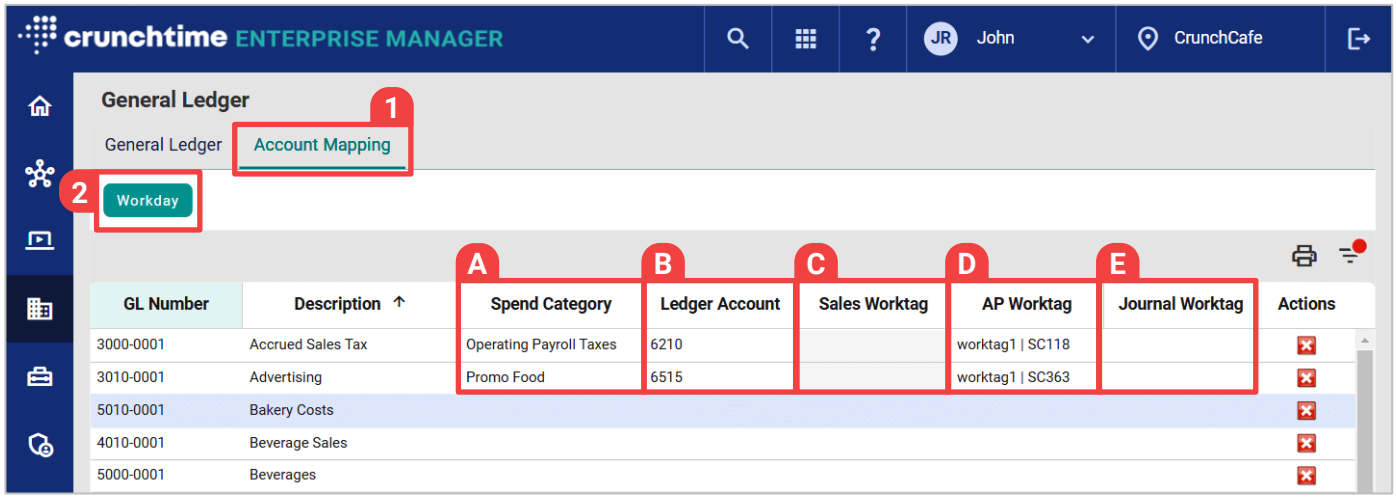
Workday Integration

Map the General Ledger (Continued)

GL Account Mapping

In Enterprise Manager, the Account Mapping tab allows users to custom map Crunchtime General Ledger accounts with partner system codes. This tab will be available when the Workday User Defined Attributed WD_INTEGRATION_ENABLED = 'true'.

Enterprise Manager > Corporate: General Ledger > Account Mapping tab



1. Select the *Account Mapping* tab.
2. Below that, select the tab for *Workday*.
3. Enter one or more values as needed for each Spend Category account.
   - A *Spend Category* – Enter a value associated with the line items of a Journal transaction (Inventory Delta, Location Transfer, and Sales from Crunchtime).
   - B *Ledger Account* – Enter the Workday ledger account ID associated with the Crunchtime general ledger account.
   - C *Sales Worktag* – Enter one or more Workday worktag values for Sales Journal GLs, using the following format: "worktag# | worktag value id". Can include multiple entries, separated by a #.
   - D *AP Worktag* – Enter one or more Workday worktag values for Accounts Payable GLs.
   - E *Journal Worktag* – Enter one or more Workday worktag values for Journal GLs.

© 2025 Crunchtime - All Rights Reserved

SETUP GUIDE

Workday Integration

Sales Export Setup

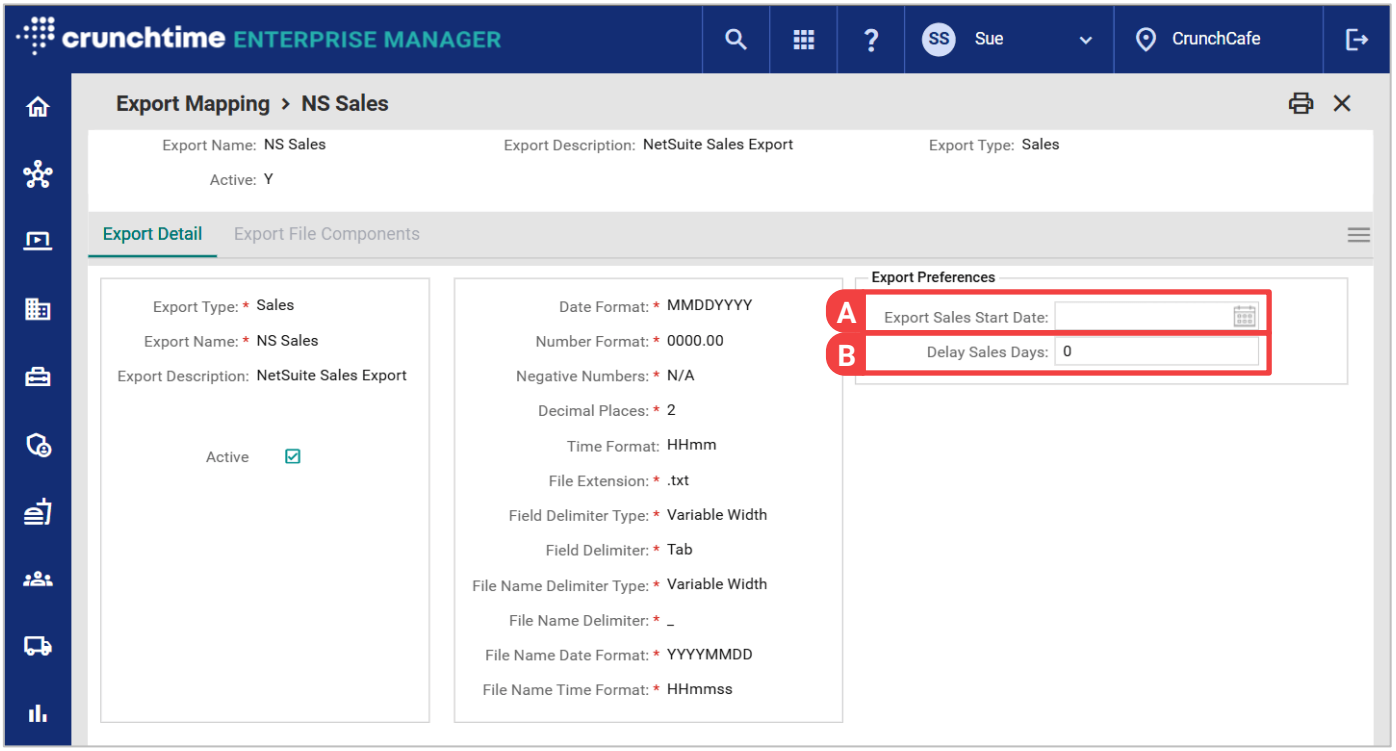
Overview

The Export Mappings screen allows corporate users to define the Export Preferences for all of the available sales exports. Mapping for the Workday Sales export will be visible only when the Company User Defined Attribute for WD_INTEGRATION_ENABLED = 'true'. This mapping can only be edited by a corporate user associated with a User Group that has the "Export Mapping: Sales Edit" control enabled.

Export Mapping – Workday Sales

The following preferences can be defined for the Workday Sales export:

Enterprise Manager > Interfaces: Export Mapping > WD Sales



A *Export Sales Start Date* – Select/enter the first date that should be included in the first export.

B *Delay Sales Days* – Enter the number of days sales (0-6) from the end of each period that should be delayed (excluded) from the export for that period. The sales for those days will be included in the next period export. This helps ensure the sales for each period are final prior to exporting to Workday.

Example: Today is Sept.10, 2025; if your Week Ending Day is 'Tuesday', then your last Post period ended on Tue, Sept. 9. If you set the *Export Sales Start Date* to '08/01/2025', and *Delay Sales Days* to '3', then all data from Aug 1, 2025 thru Sept. 6, 2025 will be included in the first export, and the next export for the period ending Tue, Sept 16 will include data for Sept. 7 thru Sept. 13.

(Continued)

© 2025 Crunchtime - All Rights Reserved

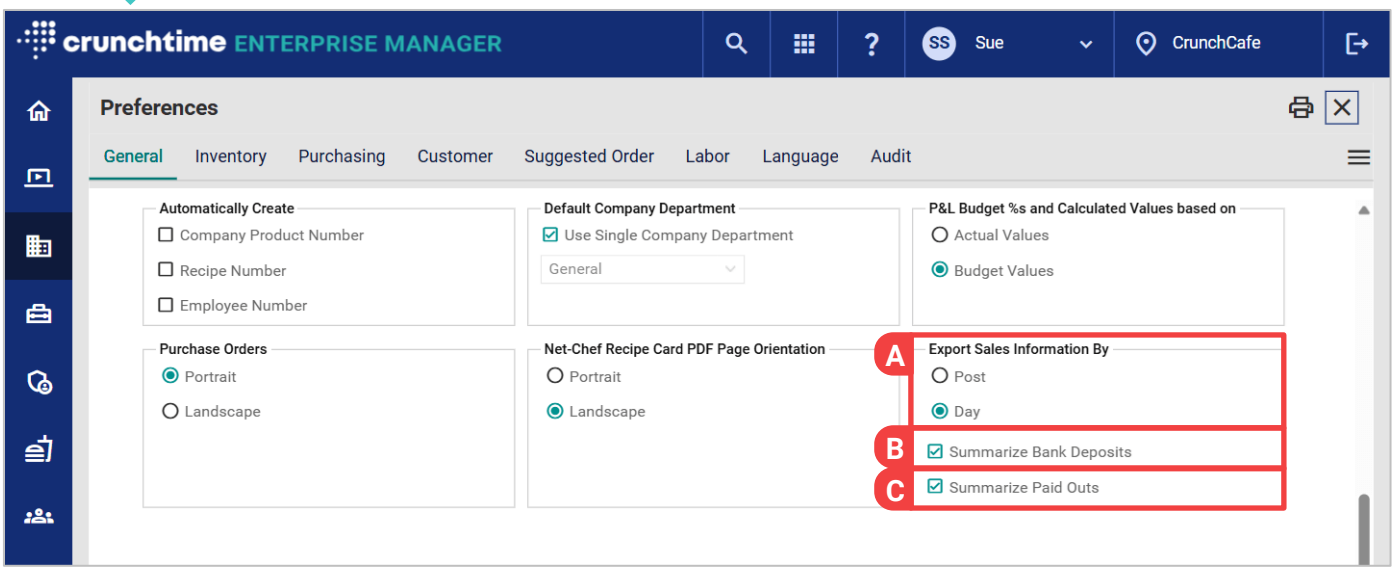
Workday Integration

Sales Export Setup (Continued)

General Preferences

The General Preferences screen also includes settings that are applicable to Workday Sales exports.

Enterprise Manager > Corporate: Preferences > General tab



A Export Sales Information By:

- *Post* – Choose this option to export sales information once for each post period.
- *Day* – Choose this option to export sales information on a daily basis.

B *Summarize Bank Deposits* — When checked (default), the export will include an aggregated total for the Bank Deposit value. If not checked, the system will export a separate row for each record from each register for the Location/Date.

C *Summarize Paid Outs* — When checked (default), the export will include an aggregated total for the Paid Outs value. If not checked, the system will export a separate row for each record from each register for the Location/Date.

Tip: The "Summarize" preferences are only available when "Accounting Software" = 'STANDARD' in the Company setup screen.

© 2025 Crunchtime - All Rights Reserved

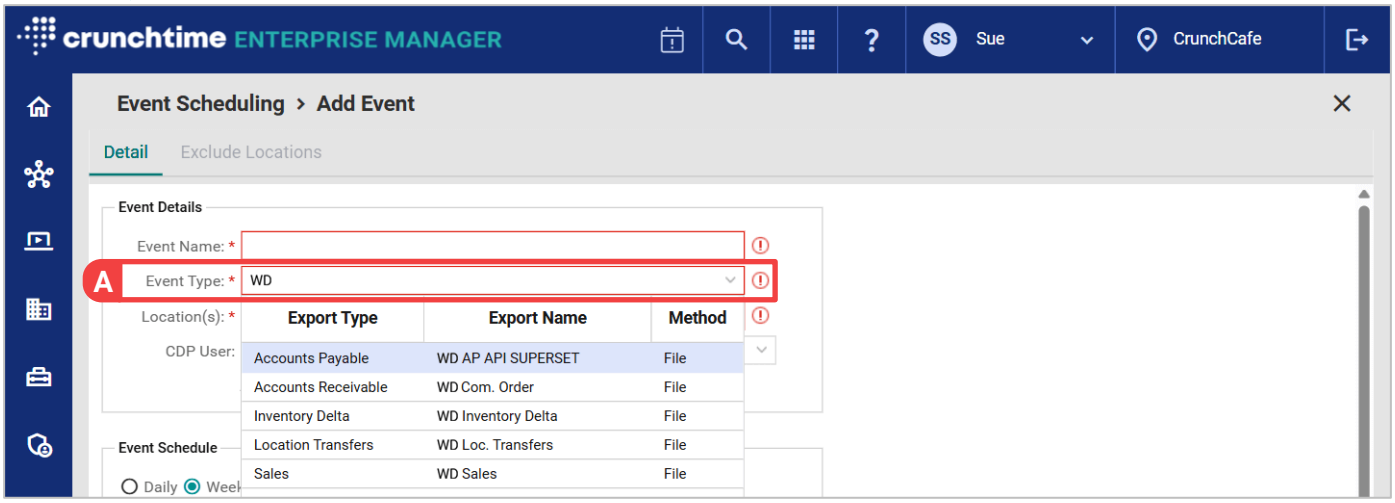
SETUP GUIDE

Workday Integration

Schedule and Verify Exports

Schedule an Export

Enterprise Manager > Interfaces: Event Scheduling



A For the *Event Type*, select the desired Workday export. (Hint: Filter the field by entering "WD".) Options include:

- Accounts Payable (WD AP API SUPERSET):
  - Frequency = Daily (Recommended) or Weekly
  - Posting Dependency = N/A
  - Editing of Invoices is not allowed by default after export
- Accounts Receivable (WD Com. Order):
  - Frequency = Daily (Recommended) or Weekly
  - Posting Dependency = N/A
  - No editing consideration
- Inventory Delta:
  - Frequency = Weekly
  - Posting Dependency = Yes
  - Unposting & editing of Inventory is not allowed by default after export
- Location Transfers:
  - Frequency = Daily (Recommended) or Weekly
  - Posting Dependency = N/A
  - No editing consideration
- Sales:
  - Frequency & Posting Dependency determined based on the Sales Export Preferences; see previous page for details.
  - If Frequency = Daily, Posting Dependency = N/A
  - If Frequency = Weekly, Posting Dependency = Yes

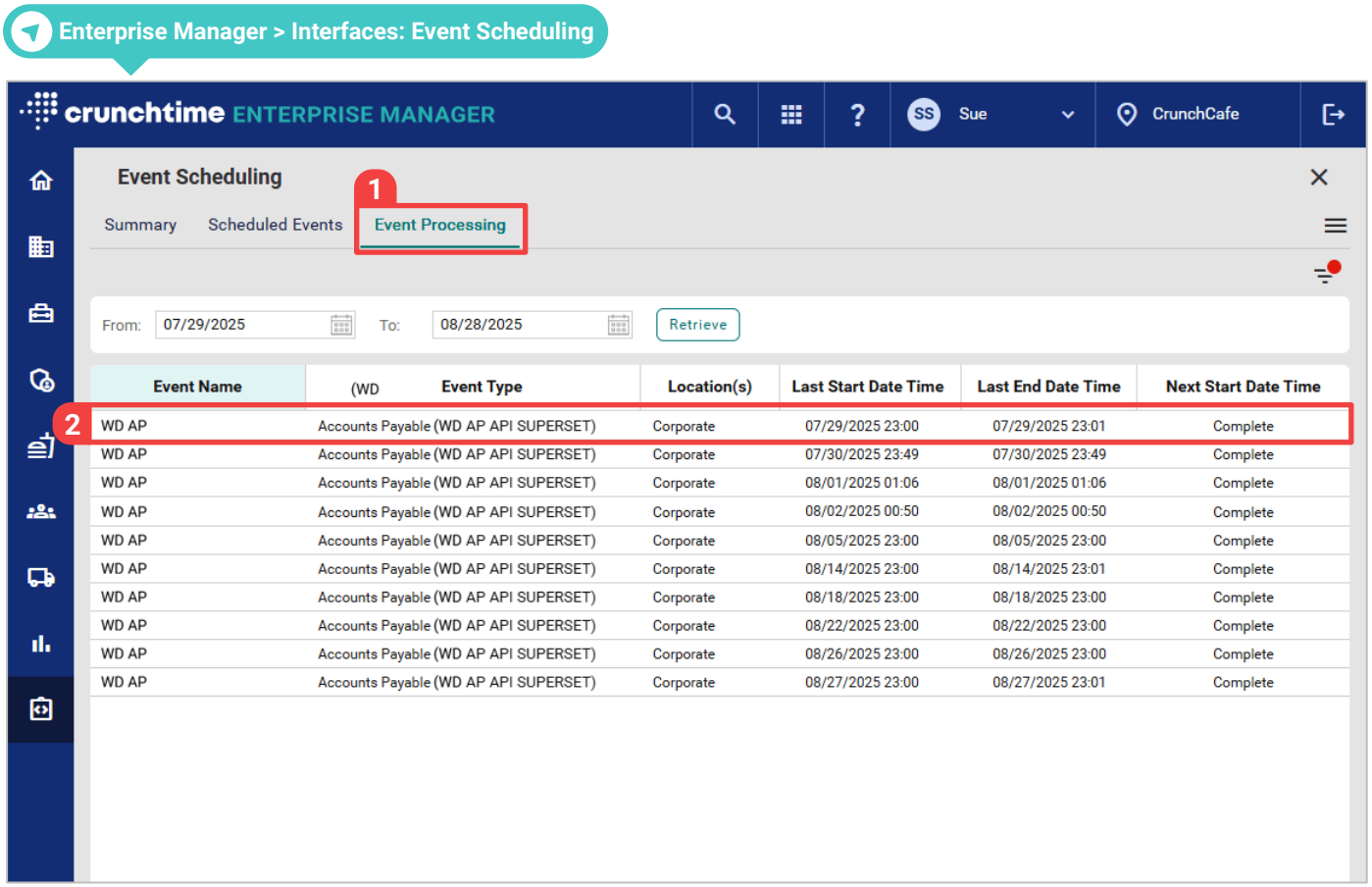
Tip: For more detailed information on how to schedule an export, follow this link: https://links.crunchtime.com/EMQS-ScheduleAnExport

(Continued)

Workday Integration

Schedule and Verify Exports (Continued)

Verify Completed Exports



1. In the Event Scheduling screen, select the *Event Processing* tab.
2. Locate the export event and verify it has been completed.

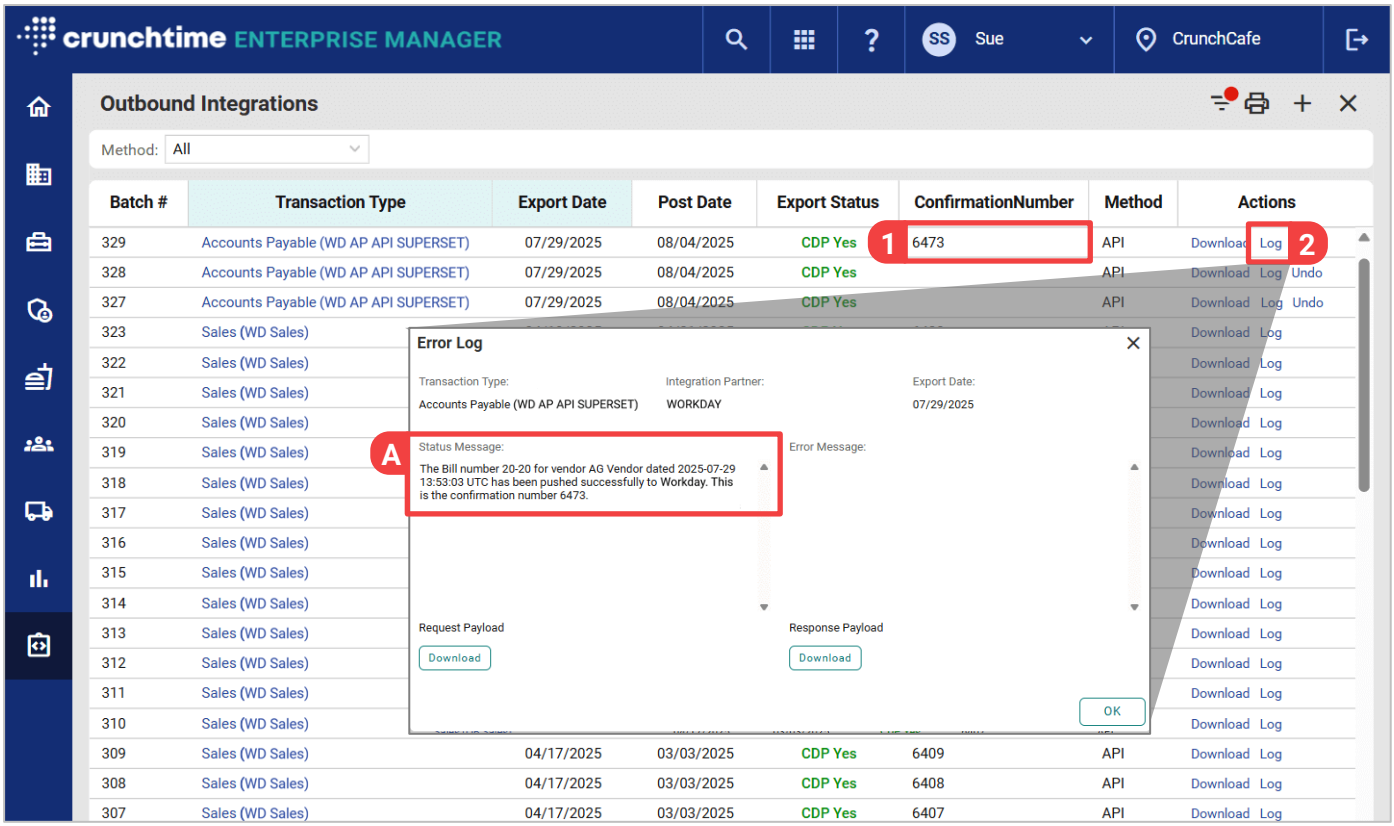
(Continued)

Workday Integration

Schedule and Verify Exports (Continued)

Verify Completed Exports (Continued)

Enterprise Manager > Interfaces: Outbound Integrations



1. In the Outbound Integrations screen, locate the export batch and verify that a *Confirmation Number* was received from Workday. You will also receive an email confirmation; see the example on Page 18.
2. In the Actions column, select the *Log* file to view it.
   - **A** Here you can see the *Status Message* confirming the data was received by Workday.

Note: If the data had not been received successfully, an Error Message would be displayed here and the batch in Enterprise Manager would not have gotten a Confirmation Number from Workday. See the next page for details on how to proceed in this situation.

Tip: The *Confirmation Number* column is hidden by default; you will have to enable it. Once enabled, you can click and drag it to any position on the screen.

(Continued)

© 2025 Crunchtime - All Rights Reserved

SETUP GUIDE

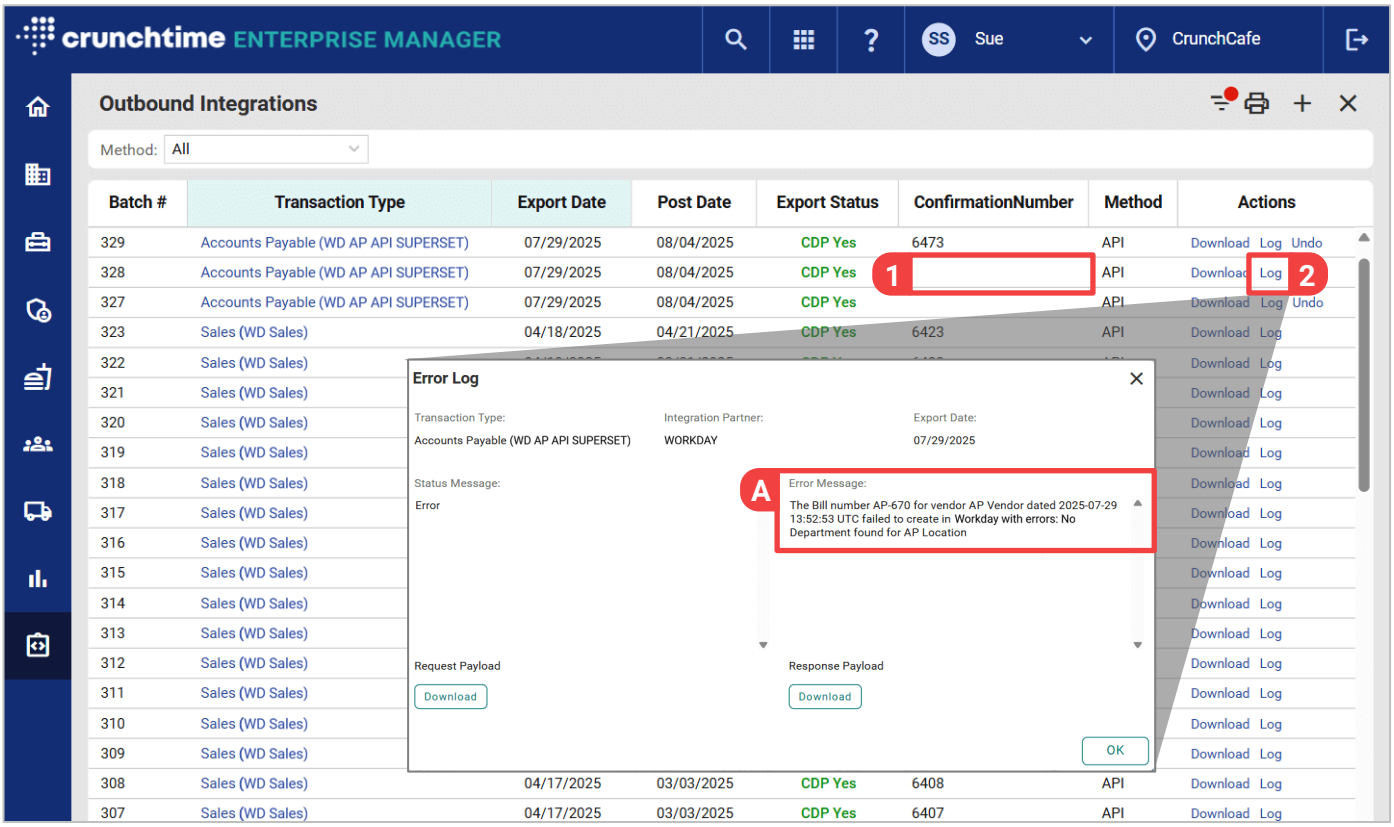
Workday Integration

Troubleshoot and Undo Failed Files

In the event that a file was not successfully received by Workday, you will need to troubleshoot and correct the problem, then undo the export.

View the Error Log

Enterprise Manager > Interfaces: Outbound Integrations



1. For the export in question, verify that a *Confirmation Number* was NOT received from Workday (which means for some reason, Workday did not receive the data). You will also receive an email error message.
2. In the Actions column, select the *Log* file to view it.
   - **A** Here you can see the *Error Message* indicating why the data was not received.

Important: Your next step is to correct the problem that prevented the successful integration. To ensure a successful push, changes may be needed in Crunchtime and/or Workday.

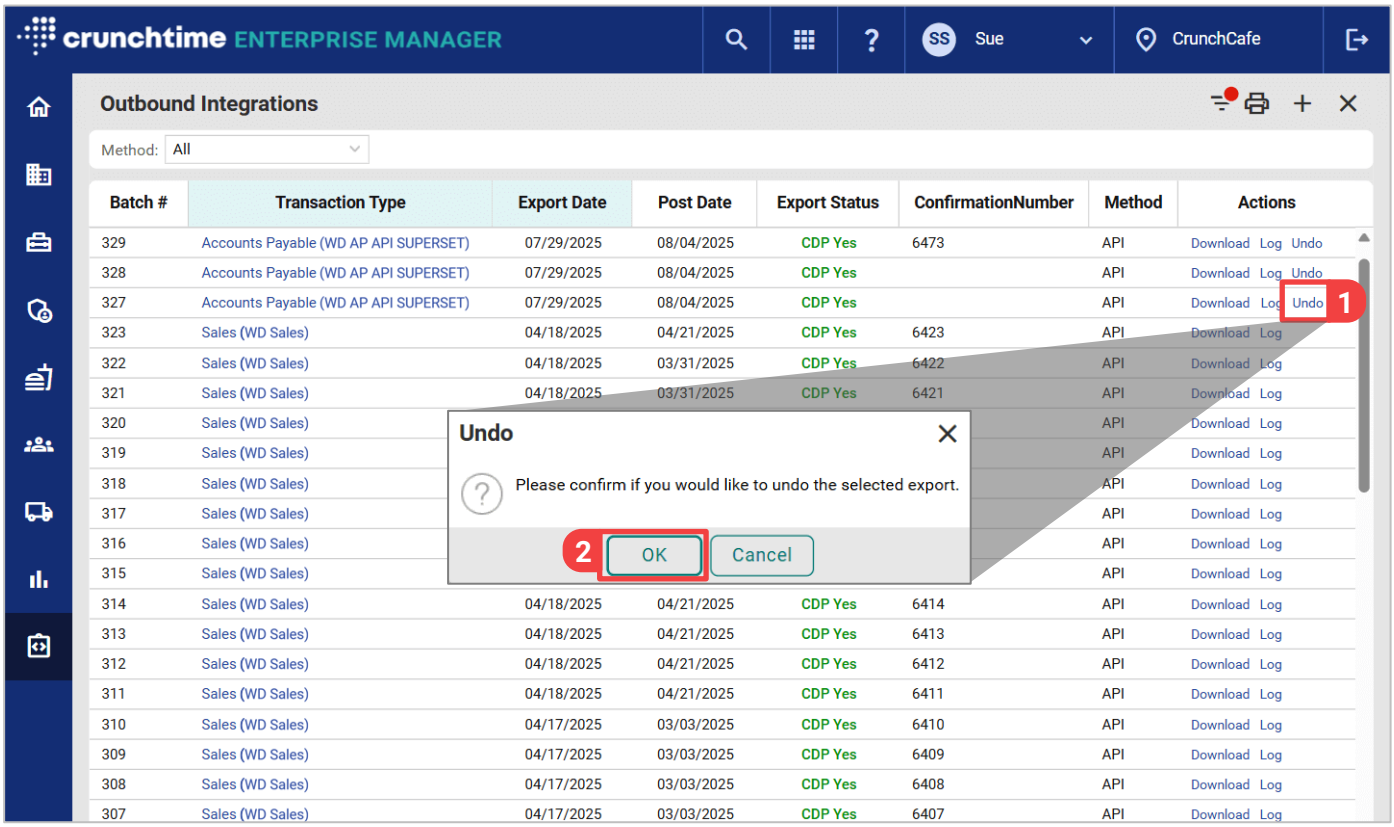
(Continued)

Workday Integration

Troubleshoot and Undo Failed Files (Continued)

Undo the Export

Enterprise Manager > Interfaces: Outbound Integrations



1. In the Outbound Integrations screen, select the *Undo* link for the desired file.
2. To confirm the Undo process, select *OK*.

Tip: Once the export has been undone, it will re-export automatically during the next run of the scheduled event. This export will have a new Batch #.

© 2025 Crunchtime - All Rights Reserved