Meridian Extraction Guide â Workday

Meridian ´• Onaro â Zero-Access Assessment pack
Generated for assessment use. Verified menu paths as of 2026-09-13.

Workday â Data Extraction Guide

Zero-Access Assessment pack: export the files Meridian needs. Nothing connected, nothing installed.

Submit Accounting Journal spreadsheet template
Verified as of 2026-11-13

Steps:
1. Sign in to Workday with access to Create EIB and Launch EIB.
2. Create an inbound EIB. Set Template from Web Service Operation to Submit Accounting Journal.
3. Open the template model and choose Generate Spreadsheet Template. Keep the generated .xml file.
4. Upload that template into Meridianâ s Export Profile wizard and map Meridianâ s columns onto the generated headers. Department maps to Cost Center unless your tenant uses a different worktag.

Resulting file: Tenant-specific SpreadsheetML (.xml) for Submit Accounting Journal. Column names and required worktags come from your tenant, not from a shared Workday file.

Gotchas:
- Workday: by file, beta: confirm the first import against your own template.
- The generated template is unique to the tenant. Do not reuse another companyâ s spreadsheet.
- One journal holds at most 1,000 lines. Accounting Journal ID is the Meridian run and must stay unique.

Source docs:
- Steps: Upload Journals (Workday admin guide): https://doc.workday.com/admin-guide/en-us/financial-management/financial-accounting/journals/dan1370796743446.html
- Submit_Accounting_Journal (Financial Management v45.2): https://community.workday.com/sites/default/files/file-hosting/productionapi/Financial_Management/v45.2/Submit_Accounting_