Avalara

Workday-AvaTax Connector

UPGRADE GUIDE
V5.3

Version v1

Contents

Key Items to Note

This guide is a portion of the installation/upgrade guide for the AvaTax connector for Workday. This guide is specifically designed to guide clients as they upgrade from V5.2 to V5.3.

Clients that are running a version of the Avalara Connector for Workday that is **V2.6 or earlier** will need to review the full installation guide. Several key items have changed which require several configurations and steps to be completed for the connector to function properly.

Clients that are running a version of the Avalara Connector for Workday that is **V3.0 or later** can follow the steps in this guide. It is highly suggested for clients to review the full installation guide to validate their settings and configurations are in place and correct.

Release Notes V5.3

New Features

Compatibility with Workday's Tax Applicability for Supplier Invoices

Enabled the feature for setting the tax applicability value for Supplier Invoices.

(Note: If the user was previously using V5.2 and had already mapped a UDF to pass the tax applicability value for customer invoices, the user will need to remap this UDF after V5.3 is applied. This is due to the location of the configuration setting being specific to Customer and Supplier invoices)

Enhancements

New Item Code and Tax Code Attributes for Supplier Invoice Configuration

Item Code and Tax Code now include the following attributes for the Avalara Supplier Invoice configuration:

- PurchaseItemGroup
- PurchaseItemIdentifier-Worktag

Character Count Limitation for Company Code Field

The company code field that is passed to Avalara will now be truncated to 25 characters in length to match the maximum number of characters allowed in AvaTax.

Support for Workday External ID as Company Code

AvaTax now supports passing the Workday External ID as the company code to AvaTax.

Fixes

Create Tax Structure Error

Fixed issue identified where the create tax structure program was not completing.

Supplier Invoice Date Not Passing

Fixed issue identified where the tax rendered date was not successful passing as the tax date when selected.

NaN Error for Supplier Adjustments

Fixed issue related to error message for NaN (Not a Number) on supplier adjustment invoices.

Multiple Ship From Addresses Not Passing

Fixed issue identified related to multiple ship from locations on customer invoices.

Note: Users will need to add the following domain security policy to get the location address to pass:

Functional Area	Domain Security Policy	Permission Section	Operation
Organizations and Roles	Manage: Location	Integration Permission	Get Only

Supplier Invoice/Adjustment UDF Not Passing

Fixed issue identified where UDF fields were not passing as expected.

Mismatch of Reconciliation Data

Fixed an issue where the reconciliation report displayed a mismatch of reconciliation data where the amounts shown were displaying in scientific notation for one source, and non-scientific notation for the other source, causing the mismatch.

Download Avalara Connector for Workday

1. In AvaTax, on the Home tab, click Get Started. Users can also navigate to the Integrations page under the Settings menu.

2. In the Download and Install Your Integration Software section, click Download Software Avalara Account is displayed in a new tab.

3. Download the version of the connector needed.

4. In the user's Downloads folder, right-click the .zip file and extract the installation folder or file (.exe or .pdf or .msi).

Install Avalara Connector for Workday

1. Extract the contents from the downloaded AvaTax .zip file.
2. Create a new workspace to deploy from, and define the location of the directory.
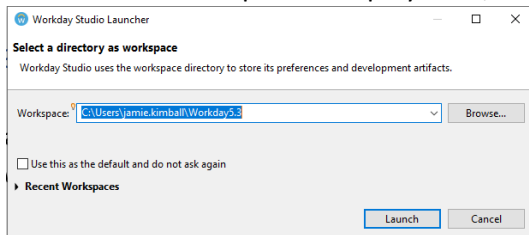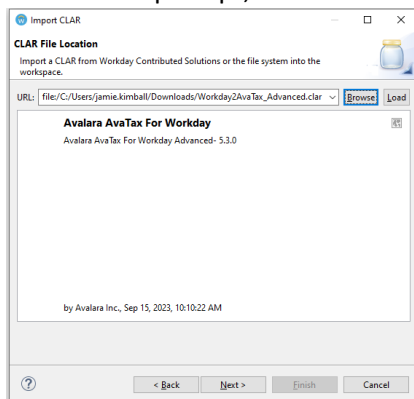

3. Open Workday Studio.

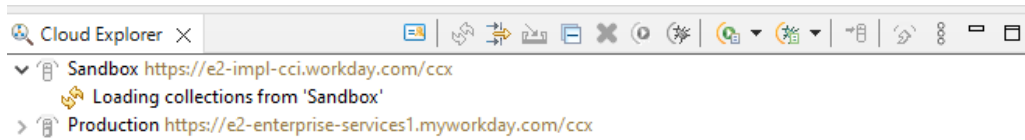4. Go to the file menu and select "Import".
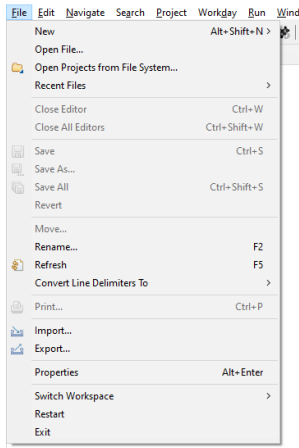
5. Select "Next", then select .clar file of latest version.
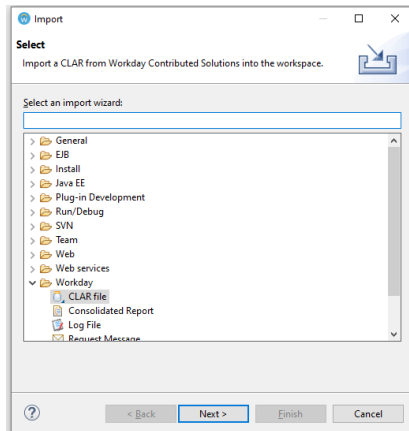
On the next prompt, select the location of the new .clar file. Select "Next".

6. Click Finish. The Cloud Explorer displays Workday environment details.
7. In the Cloud Explorer:
    a. Right-click the environment where Workday will be installed, and click Connection Details.

Cloud Explorer ✕

∨ Sandbox https://e2-impl-cci.workday.com/ccx
       Loading collections from 'Sandbox'
> Production https://e2-enterprise-services1.myworkday.com/ccx

      b.   Type the Workday credentials, click Test Connection and then click OK.

Enter credentials for 'Sandbox'   —   □   ✕

No credentials were entered for 'Sandbox'.
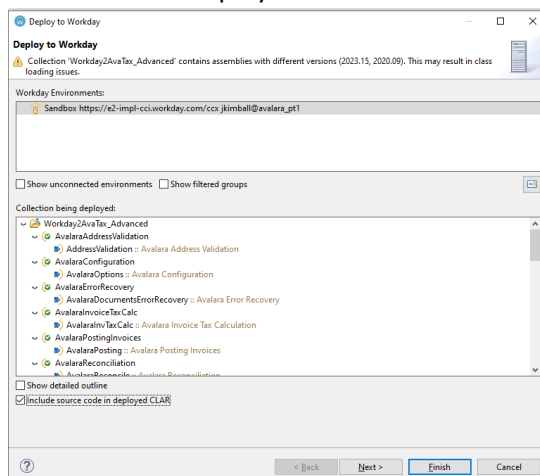
Tenant:

User name:

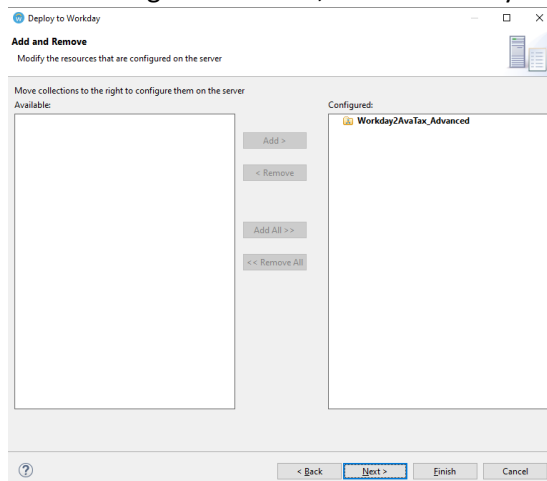Password:

?   OK   Cancel

Deploy Connector

1. In Project Explorer, right-click any of the folders and then click Deploy to Workday.
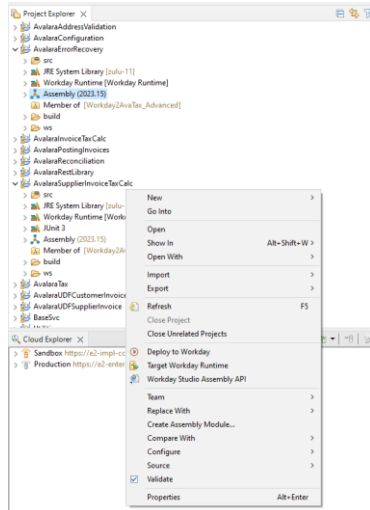
2. In the Deploy to Workday window, select respective Workday Environment and Click on Include source code in deployed CLAR and click Next.
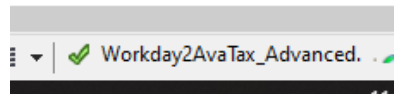

3. In the Configured window, select Workday2AvaTax_Advanced, and click Finish.

4. Click "I agree".
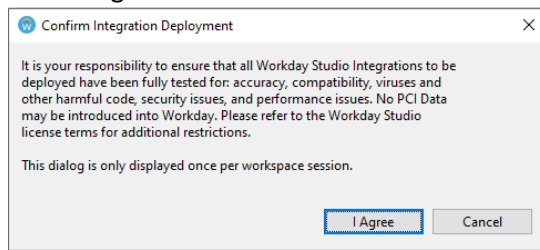
Upon successful deployment, the Cloud Explorer displays the Workday package along with the installation date and time stamp.


Troubleshooting Steps if not Successfully Deployed

The following sections are steps that can be taken if the above deployment was not successful. Please review and follow the steps below. Once the user has completed each task, try to deploy the connector again.

Map Custom Report to 'AvalaraErrorRecovery'

1. In the left navigation pane of the Workday Studio, under Project Explorer, select '**AvalaraErrorRecovery**' to expand it.
2. Double-click '**Assembly**' under '**AvalaraErrorRecovery**' in the navigation pane.
3. The '**AvalaraErrorRecovery**' window is displayed in the display pane.
4. In the '**AvalaraErrorRecovery**' window, select the '**AvalaraDocumentsErrorRecovery**'.
5. In the lower display window, select the Properties tab to display the workday-in component. (Note: if the service shown below does not exist, the user will need to add it)
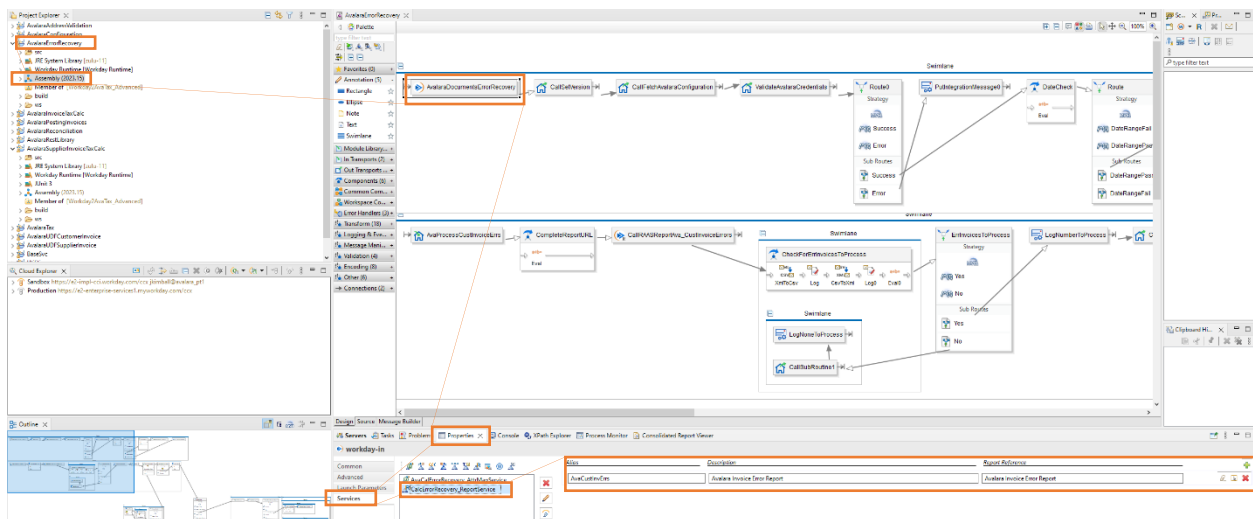
6. If the custom object service shown below does not exist, the user will need to add the item prior to proceeding. Custom object service will appear as followed:

Alias	Description	Report Reference	
AvaCustInvErrs	Avalara Invoice Error Report	Avalara Invoice Error Report	

7. Select the 'Select A Custom Object' icon at the far right of the screen.

Report Reference

Avalara Invoice Error Report

8. Select the environment and populate the report name as shown. Select 'Next'.

Add Custom RaaS Report

Filter Custom RaaS Reports
Enter optional filter criteria to identify the custom reports

Filter
Environment: Sandbox
☑ Web Service Enabled
☐ Reports owned by me
Report name: avalara

Format
☐ Simple XML Format

< Back   Next >   Finish   Cancel

9. Select the custom report, then select 'Finish'.

Add Custom RaaS Report

Select Report
Select the custom report to add

| Name	W.	Owner
● Avalara Invoice Error Report	✓	amarathe / Abhishek Marathe

Page: < 1 of 1 >

< Back   Next >   Finish   Cancel

Go back to the 'Deploy Connector' section and try to deploy the connector again.
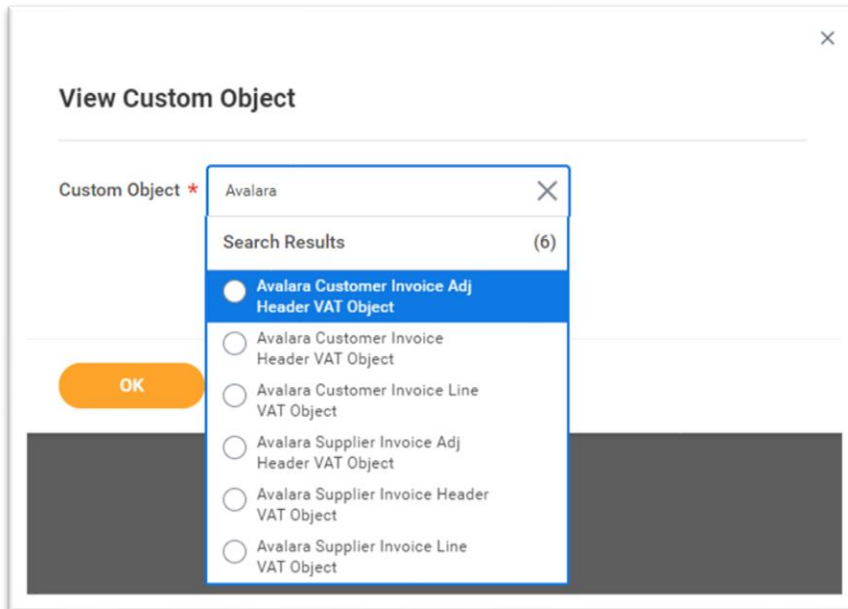
Custom Objects & Lists

Ensure the custom objects and lists are already created in Workday. If the custom objects and lists are not already created in Workday, they will need to be created prior to proceeding to the next steps. The following sections explain how to validate if the custom objects list are in the tenant, as well as the steps required to add these items to the tenant. (Note: this section is not required if the user is not going to be using VAT services)

Validate Custom List Exist In Workday

1. Search for '**View Custom Object**' in Workday and select the View Custom Object Report option.
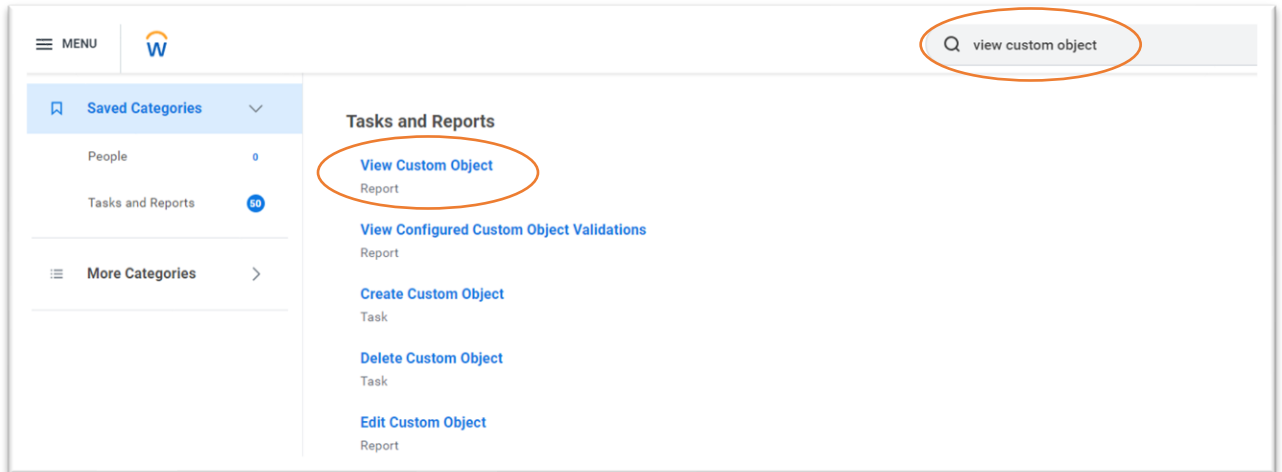
2. Enter 'Avalara' into the search prompt. If the custom objects list exist in the tenant, the following six search results will be returned. If they are not returned, the user will need to proceed to the next two section to create the custom objects and list.

Create Custom List

Note: If the custom objects and list was already present in the Workday Tenant, this section can be skipped.

1. Search for and select the Create Avalara Tax Structure integration.
2. On the View Integration System page, next to Create Avalara Tax Structure, select Actions > Integration > Launch / Schedule.
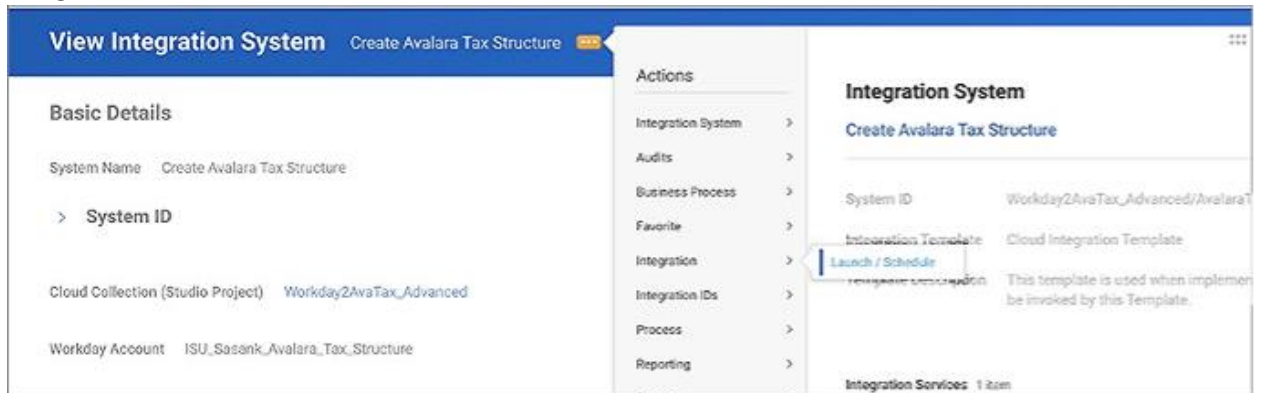
3. On the Launch / Schedule Integration dialog, enter the values for Integration and Run Frequency.
4. Select OK to open the Schedule an Integration page.
5. On the Schedule an Integration page, enter mandatory information, such as Country, Tax Reporting Currency, Currency Rate Type, and Avalara Account Number.
6. Enable the Create VAT Custom Lists attribute, and then select OK.

Note: The newly created custom list is used to reference Custom field data type while creating Avalara Custom Objects in Customer Invoice, Customer Invoice Adjustments, Supplier Invoice, and Supplier Invoice Adjustment.

7. Further, refresh the View Background Process page to change the status to Completed.
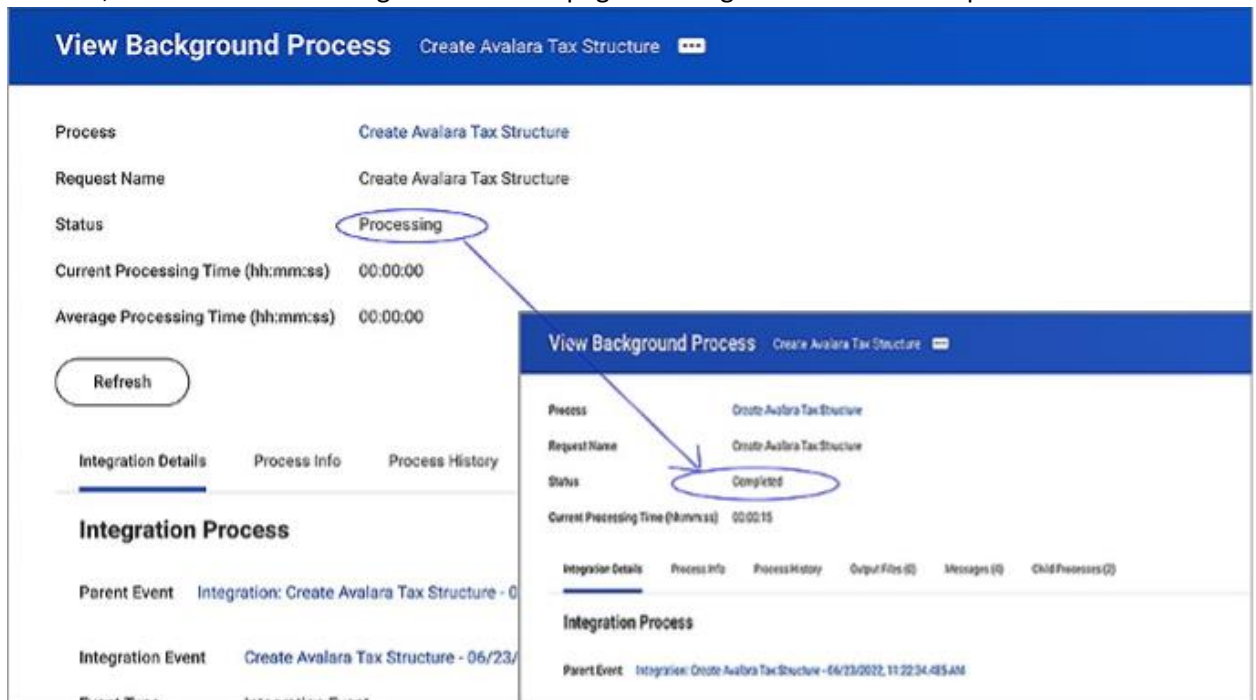
8. When the status on the page changes from Processing to Completed, select the Messages tab. Messages similar to the following ensure the completion of the background process:
   - Custom list for Avalara EU Countries is created/updated successfully
   - Custom list for Avalara Transport is created/updated successfully

Create Custom Objects

Note: If the custom objects and list was already present in the Workday Tenant, this section can be skipped.

Create custom objects for VAT calculation. Users may want to create custom objects for customer invoices or supplier invoices per the user's requirements.

List of custom objects:

Custom Object	Custom Object Name
Customer Invoice	- Avalara Customer Invoice Header VAT Object - Avalara Customer Invoice Line VAT Object - Avalara Customer Invoice Adj Header VAT Object
Supplier Invoice	- Avalara Supplier Invoice Header VAT Object - Avalara Supplier Invoice Line VAT Object - Avalara Supplier Invoice Adj Header VAT Object

1. Search for and select Create Custom Objects
2. On the Create Custom Object page, enter the **Workday Object** and the **Custom Object Name** in the corresponding fields. See the following table for the acceptable pairing.

Workday Object	Custom Object Name
Customer Invoice	Avalara Customer Invoice Header VAT Object
Customer Invoice Adjustment	Avalara Customer Invoice Adj Header VAT Object
Customer Invoice Line	Avalara Customer Invoice Line VAT Object
Supplier Invoice	Avalara Supplier Invoice Header VAT Object
Supplier Invoice Adjustment	Avalara Supplier Invoice Adj Header VAT Object
Supplier Invoice Line	Avalara Supplier Invoice Line VAT Object

3. Select OK.
4. Next, edit the web service alias as displayed in the following table.

Custom Object Name	Web Service Alias
Avalara Customer Invoice Header VAT Object	avalaraCustomerInvoiceHeaderVatObject
Avalara Customer Invoice Adj Header VAT Object	avalaraCustomerInvoiceAdjHeaderVatObject
Avalara Customer Invoice Line VAT Object	avalaraCustomerInvoiceLineVatObject
Avalara Supplier Invoice Header VAT Object	avalaraSupplierInvoiceHeaderVatObject
Avalara Supplier Invoice Adj Header VAT Object	avalaraSupplierInvoiceAdjHeaderVatObject
Avalara Supplier Invoice Line VAT Object	avalaraSupplierInvoiceLineVatObject

5. Select the Next button.
6. On the new display, select the Add button to add the following proposed fields.

Field Label	Field Type	Display Order	Web Service Alias
Transport	AvalaraTransport	a	avatransport
Middleman VAT ID	Text	b	avammvatid
Point of Order Acceptance (only supplier invoice/ adjustment)	AvalaraEUCountries	c	avapoa
Point of Order Origin (only customer invoice/ adjustment)	AvalaraEUCountries	d	avapoo
Goods Place Or Service Rendered	AvalaraEUCountries	e	avagpsr
Import	AvalaraEUCountries	f	avaimp

7. Enter the field names and field types.
8. Expand the Details tab and add the correct web service alias.
   Note: For accurate calculation of VAT, it's important to use the correct web service alias as displayed in the table. See step 6.
9. Select the Next button.
10. On the next display, select the domain permissions for customer invoice or supplier invoice.
    - Security domains for customer invoice
      - Manage: Customer Invoice
      - Process: Customer Invoice (NEW)
    - Security domains for supplier invoice
      - Integration Build
   - Process: Supplier Invoice – Core

11. Select Next.
12. Verify the custom object name and all web service alias.
13. Select OK to activate the custom object.

Map 'AvalaraCustomerInvoiceVAT_CO_Service' Service to Custom Object Reference
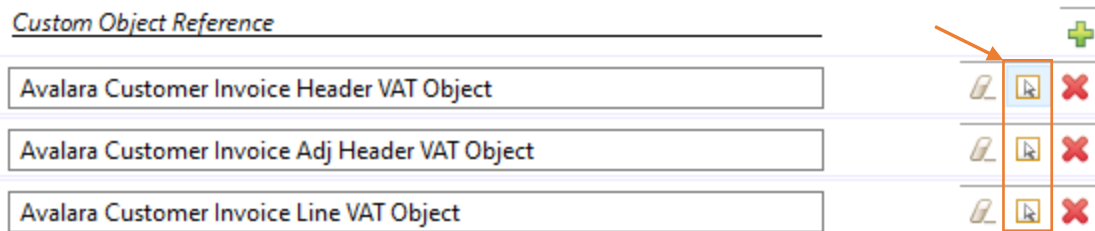
1. In the left navigation pane of the Workday Studio, under Project Explorer, select AvalaraInvoiceTaxCalc to expand it.
2. Double-click **Assembly** under *AvalaraInvoiceTaxCalc* in the navigation pane.
3. The AvalaraInvoiceTaxCalc window is displayed in the display pane.
4. In the AvalaraInvoiceTaxCalc window, select the **AvalaraInvTaxCalc**.
5. In the lower display window, select the **Properties** tab to display the *workday-in* component.
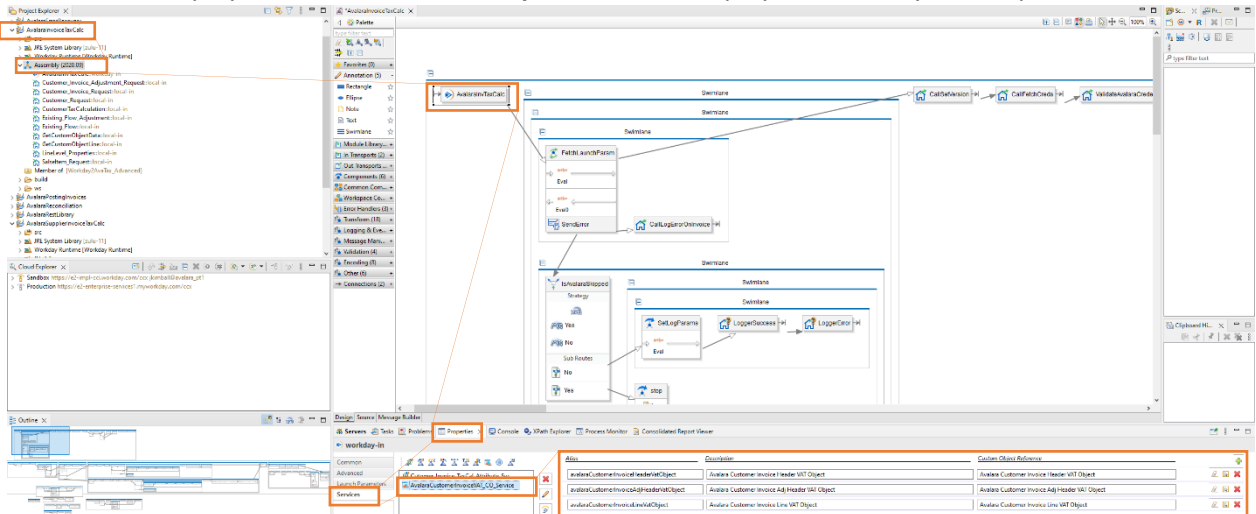
6. If the custom object services shown below do not exist, follow the [instructions](#) to add those items prior to proceeding. Custom object services will appear as followed:
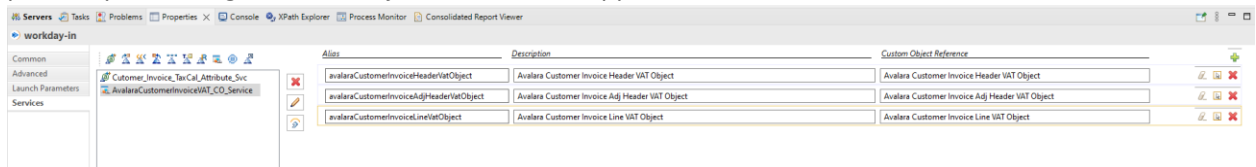
7. Select the 'Select A Custom Object' icon at the far right of the screen. **Note: Users will repeat this step for each of the 3 entries shown.**

8. Select 'Active Custom Object' and match the custom object reference with each service listed above and select 'OK'. **Note: Users will perform this step three times for each of the services listed above.**
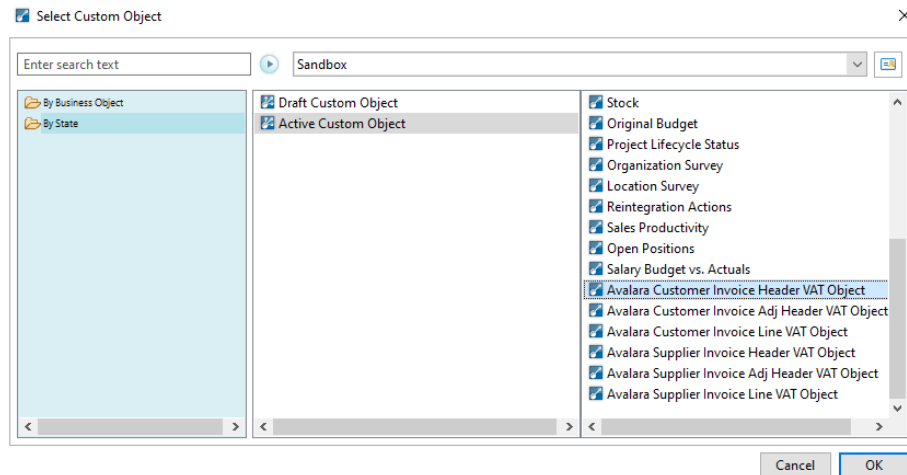
Map 'Avalara_SI_SIA_VAT_COS' Service to Custom Object Reference

1. In the left navigation pane of the Workday Studio, under Project Explorer, select AvalaraSupplierInvoiceTaxCalc to expand it.
2. Double-click Assembly under AvalaraSupplierInvoiceTaxCalc in the navigation pane.
3. The AvalaraSupplierInvoiceTaxCalc window is displayed in the display pane.
4. In the AvalaraSupplierInvoiceTaxCalc window, select the AvalaraSupplierInvTaxCalc.
5. In the lower display window, select the Properties tab to display the workday-in component.
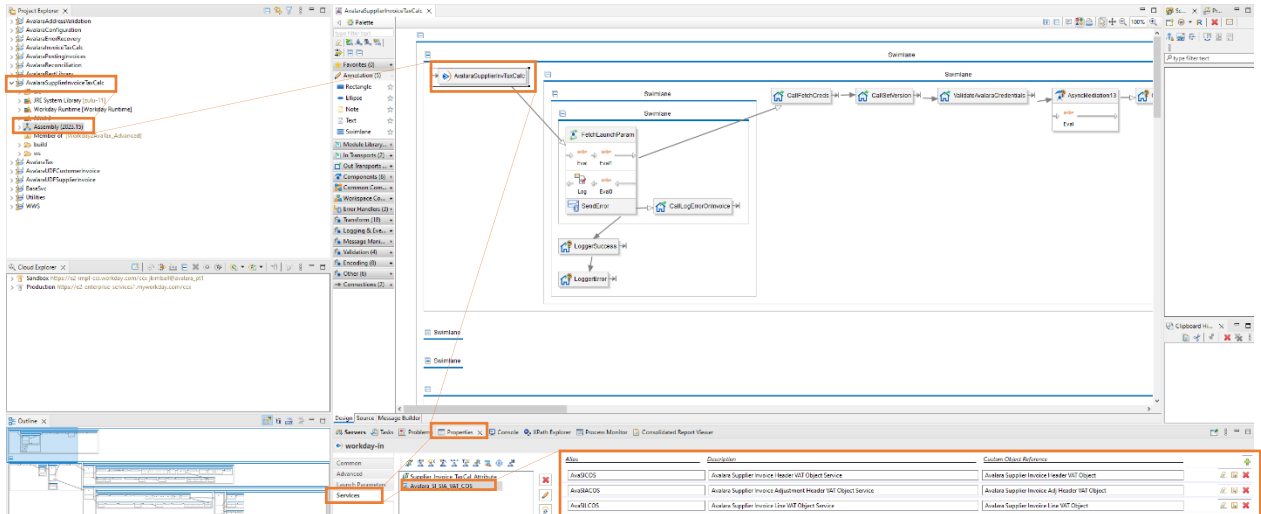
9. If the custom object services shown below do not exist, follow the [instructions](#) to add those items prior to proceeding. Custom object services will appear as followed:

Alias	Description	Custom Object Reference	
AvaSICOS	Avalara Supplier Invoice Header VAT Object Service	Avalara Supplier Invoice Header VAT Object	
AvaSIACOS	Avalara Supplier Invoice Adjustment Header VAT Object Service	Avalara Supplier Invoice Adj Header VAT Object	
AvaSILCOS	Avalara Supplier Invoice Line VAT Object Service	Avalara Supplier Invoice Line VAT Object	

10. Select the 'Select A Custom Object' icon at the far right of the screen. **Note: Users will repeat this step for each of the 3 entries shown.**

11. Select 'Active Custom Object' and match the custom object reference with each service listed above and select 'OK'. **Note: Users will perform this step three times for each of the services listed above.**
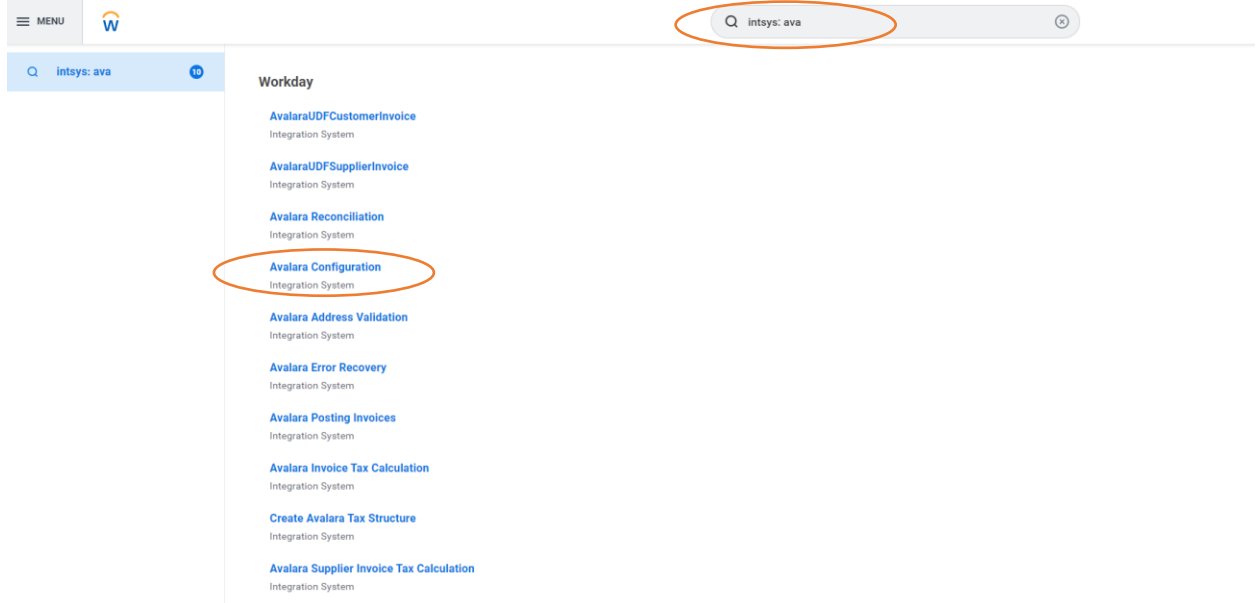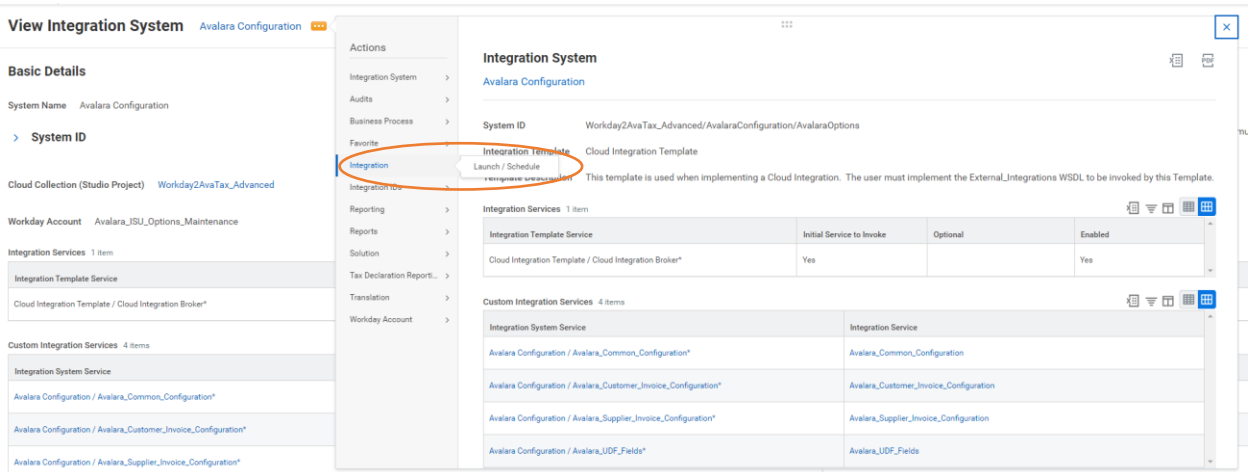
Validate Connector Version in Workday Tenant

Follow the following steps to confirm what version of the connector is currently active in the user's Workday tenant.
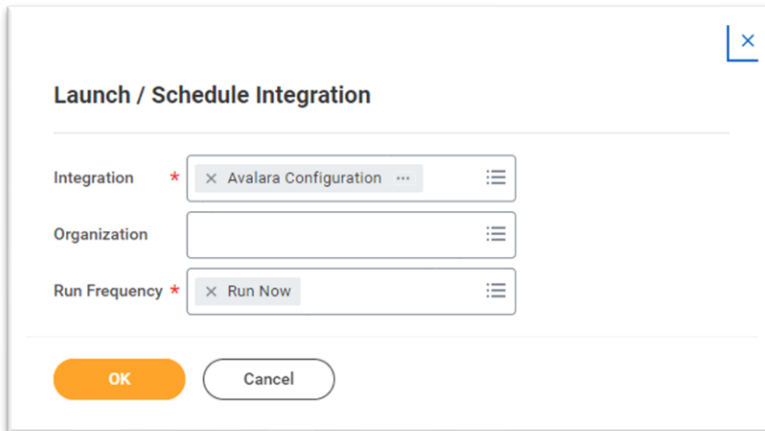
1. Search for 'intsys: ava' and select 'Avalara Configuration'.

2. Navigate to the 'Launch/Schedule' option for Avalara Configurations Integration.

3. Select 'OK'

4. Select 'OK' again

5. Select the refresh button until the status is updated to 'Complete'. Navigate to the 'Message' tab where the user will find the test connection message which contains the connector version utilized.
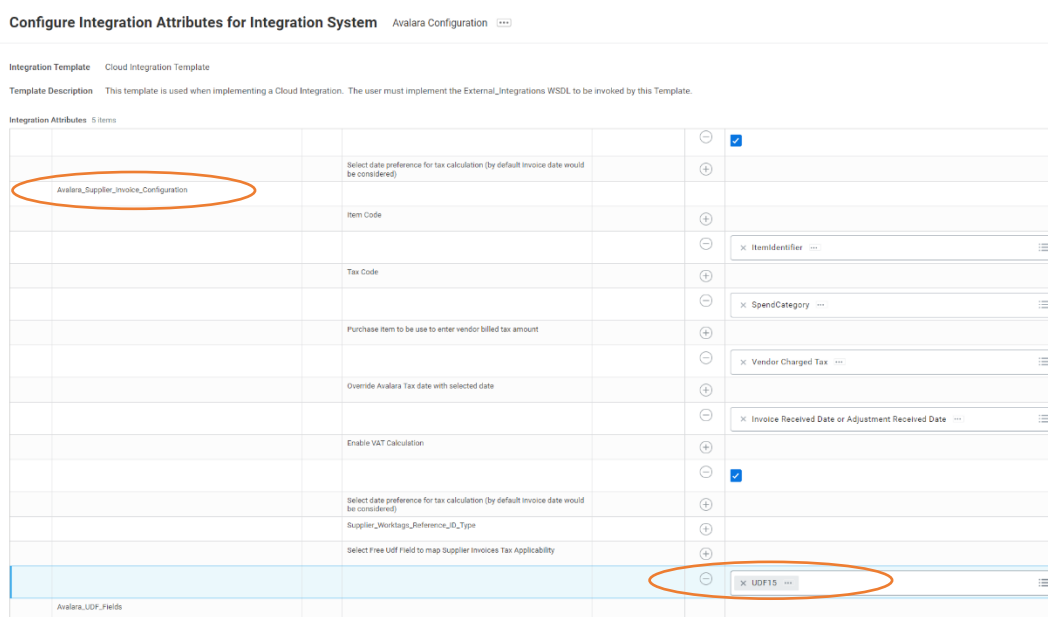
Configure New Functionality Added in Release

Supplier Invoice Tax Applicability

Users now have the option to populate an UDF field with the tax applicability reference ID using advanced rules in AvaTax. If enabled, the tax applicability populated in a specified UDF will be used on the transaction rather than the AvaTax default value of 'AvalaraTax'. The following settings will control this value in Workday. Additional configurations will be needed in AvaTax based on the user's business requirements.

1. Under 'Integration System', select 'Configure Integration Attributes'.

2. Select the UDF to be populated under the 'Avalara_Supplier_Invoice_Configuration' section. See the option titled 'Select Free UDF Field to map Tax Applicability'. In the example below, UDF15 is being utilized.

Customer Invoice Tax Applicability

Users now have the option to populate an UDF field with the tax applicability reference ID using advanced rules in AvaTax. If enabled, the tax applicability populated in a specified UDF will be used on the transaction rather than the AvaTax default value of 'AvalaraTax'. The following settings will control this value in Workday. Additional configurations will be needed in AvaTax based on the user's business requirements.

1. Under 'Integration System', select 'Configure Integration Attributes'.

2. Select the UDF to be populated under the 'Avalara_Supplier_Invoice_Configuration' section. See the option titled 'Select Free UDF Field to map Tax Applicability'. In the example below, UDF15 is being utilized.