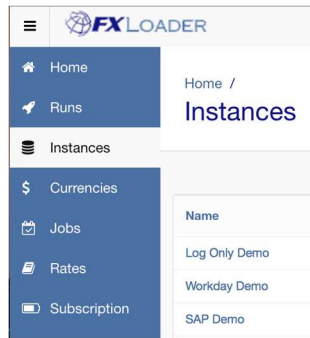## Create Instance – Workday

When

Instances are created in order to tell FXLoader where to load rates into once they have been obtained.

Steps to Create Instance

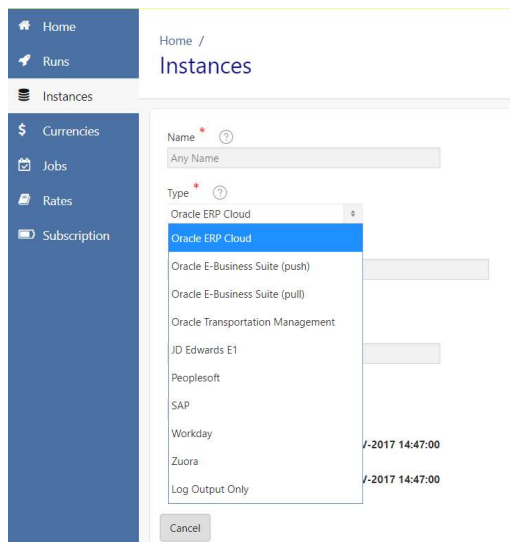1. **Log in to FXLoader Cloud Service and select 'Instances' on the left menu**

2. **Click the 'Create New' button at the right of the screen**

3. **Choose a name for your instance and enter it in the 'Name' field.**

4. **In the 'Type' field select Workday from the drop-down menu.**

5. Use the drop-down menu to select whether this is a production (live) instance or for test/development.

6. Enter your URL, username and password in the appropriate fields. The username should include the tenant you are loading into, for example FI_User@abcmedia

7. Enter your Fiscal Period details. These are used for any processing based on periods, such as run frequency or averages. The Fiscal Year is updated automatically, but should be checked if you use periods other than calendar months.

Select the Fiscal Period Type which applies to your company by using the drop-down menu.

Use the calendar to select your company's Fiscal Year Start date.

8. Click the 'Save New' button at the right of the screen.