

Create Billing Schedule for Customer Contract Overview

This Quick Reference Guide (QRG) is designed to walk a **Customer Contract Specialist** through the process of **Creating a Billing Schedule for Customer Contract** in Workday. By the end of this QRG, you will be able to create a billing schedule to manage the billing installments established in the customer contract.

Procedure

On the Workday **Home** screen:

1. Type **Create Billing Schedule for Customer Contract** in the search field.
2. Select **Create Billing Schedule for Customer Contract** from the **Search Results**.

You can also start this procedure from the Related Actions as soon as you complete the Customer Contract. You do not have to wait for the contract to be approved. After you click on **View Details** from the Customer Contract Process and click on **Details and Process**:

HINT (lightbulb icon)

You have submitted Customer Contract: [Baseline National Laboratory \(CN000006\)](#) on 03/18/2022 for \$12,000.00

Up Next **Do Another**
Create Customer Cont

[Christina Moore](#)
Approval by Cost Center Manager

Details and Process

For [CCN-000006: Baseline National Laboratory \(CN000006\)](#) 03/18/2022

Overall Process [Customer Contract: Baseline National Laboratory \(CN000006\)](#) on 03/18/2022

Overall Status **In Progress**

Details Process

Contract Information

Actions

- Customer Contract
- Billing Schedule
- Favorite

Customer Contract

- Edit
- Cancel
- Copy
- Create Billing Schedule**
- Create Related Customer Contract

On the **Create Billing Schedule for Customer Contract** screen:

3. Select the **Company**.
4. Select the **Bill-to Customer**.
5. Select **OK**.

NOTE (notepad icon)

Billing Currency will auto-populate based on **Company**.

Schedule Type and **Billing Type** are optional fields. **Billable Project** should be left blank

On the second **Create Billing Schedule for Customer Contract** screen:

	<p>The required fields under the Billing and Schedule Information section will auto-populate. All other fields are optional.</p>
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In the **Invoice Header Defaults** section:

6. Select **Invoice-Non-Sponsored** in the **Invoice Type** field.

	<p>Payment Terms – will auto-populate based on the customer contract. All the other fields under the Invoice Header Defaults section are optional.</p>
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In the **Generate Installment Information** section:

7. Select the **Billing Method**. **Spread Even** will auto-populate. Change the selection, if needed.
 - **Spread Even** – Spreads the contract line amount evenly among the number of installments specified (either based on number of installments, or installments contained within the specified time period).
 - **Custom** – allows you to specify how much you want to bill for each installment. If you update the contract line amount, you must update the billing schedule so that the billing installments total matches the contract line total.
 - **Defined Installment** - you can specify amounts for the first and last installments. Workday divides the remainder among the other installments.
8. Select the **Billing Frequency**.
9. Select the **From Date**.
10. Select the appropriate radio button to indicate the end of the billing schedule:
 - **To Date** – Enter the date when the billing schedule should end.
 - **Number of Installments** – Enter the number of installments in the text field.

	<p>Populate either the To Date or Number of Installments. All other fields under this section are optional.</p>
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11. Select any one of the following fields to under the **Invoice Date Option** section:
 - **Use From Date** – select to list the invoice date as the **From Date**.
 - **Use To Date** – select to list the invoice date as the **To Date**.
 - **Day of the Month** – select and populate this field to list the invoice date as any day of the month.

12. Select the **Automatically Regenerate Installments** checkbox (optional) under the **Amendment Processing** section to regenerate the customer installments automatically. This option is only available when the **Spread Even** Billing Method is selected.

At the bottom of the page:

13. Select the box in the **Add** column to the left of the line(s) to create the billing schedule for the selected customer contract(s).

 NOTE	Select the Select All box to create the billing schedule for all the line items. When one Billing Schedule is created for all the Contract Lines, the total of the contract lines will be used for that Billing Schedule. If rates will increase from year to year, for example, recommend creating separate Billing Schedules for each Contract Line
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Select All <input type="checkbox"/>									
Add Lines 1 item ☰ ☰ ☰									
Add	Line	Line Company	Document	Header Company	Bill-To Customer	Currency	From Date	To Date	Li Amou
<input type="checkbox"/>						USD			0.0

14. Select **Save and Continue**.

On the **View Billing Schedule** screen:

15. Select the **Generate Installments** button.

On the **Generate Installments for Billing Schedule** screen:

 CAUTION	If you want to return to the previous page, click the OK button. Do not use the Cancel button when you get to this page unless you want to navigate away from the billing schedule.
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16. Review generated installments for accuracy.
17. Select **OK**.

On the **View Billing Schedule** screen:

18. Select **Submit**.

On the **Submit Billing Schedule** screen:

19. Select **OK**.

View Billing Schedule

Schedule Status
Draft

Billing Schedule Billing Schedule ID BILLING_SCHEDULE-6-4150 Billing Type Installment

Billing/Invoice Information

Company The Rector & Visitors of the University of Virginia
Bill To Customer [redacted]
Bill To Address [redacted]
Bill To Contact [redacted]
Currency USD
Schedule Type (empty)
Schedule Description (empty)
Milestone (empty)
Schedule On Hold
Auto-Submit Invoices for Approval Yes
Review Not Required to Bill
Include Tax on Prepaid No

Invoice Header Defaults

Payment Terms Net 30
Payment Type (empty)
PO Number 654321
Invoice Type Invoice - Non-Sponsored
Invoice Memo Contact X if questions

Generate Installment Information

Billing Method Spread Even
Billing Frequency Monthly
From Date 01/01/2022
 To Date
 Number of Installments 12

Invoice Date Options

Use From Date

Amendment Processing

Automatically Regenerate Installments No

Edit Schedule Header

Edit Retention Terms

Manage Lines

Define Installment Amounts

Generate Installments

Customize Installments

Manage Attachments

Submit

You have successfully completed this task. It will now be routed based on the workflow.