

Create Customer Invoices for Billing Installments Overview

This Quick Reference Guide (QRG) is designed to walk a **Customer Contract Specialist** through the **Create Customer Invoices for Billing Installments** task for an existing customer in Workday. Customer Contracts in Workday allow you to systematically manage contract terms, create billing installments and use those installments to create invoices for approved contracts. Once you have created the contract and the billing installments, you can invoice the customer.

There are two ways to invoice a customer based on the customer contract billing installments. This procedure will show you how to create an individual invoice for a billing installment. You would need to repeat this process for each installment (i.e., monthly, quarterly, etc.). Refer to the Schedule Create Customer Invoices for Billing Installments QRG for the procedure to set up the schedule for Workday to automatically create the invoices for the billing installments.



You must have an existing customer contract and billing installments in the system to create invoices based on the customer contract. Refer to the **Create Customer Contract** QRG for the steps to create a customer contract and **Create Billing Schedule for Customer Contracts** QRG for steps to create the billing installments.

Procedure

On the Workday **Home** screen:

1. Type **Create Customer Invoices for Billing Installments** in the search field.
2. Select the **Create Customer Invoices for Billing Installments** task from the search results.

On the **Create Customer Invoices for Billing Installments** screen:

3. Select the **Company**.
4. Select the **Invoice Date On or Before**.
5. Select the **Contract Type**.



It is important to select the Contract Type that represents your area. This will limit the available installments to create invoices from to only those in your area.

6. Click **OK** to proceed.

On the **Create Customer Invoices from Billing Installments - Selection** screen:

7. Select the box(es) next to the Billing Installments line(s) in which you want to create an invoice(s).

Billing Installments 3 items | 1 selected

| <input type="checkbox"/> | Billing Installment | Invoice Date |
|-------------------------------------|------------------------|--------------|
| <input checked="" type="checkbox"/> | ? | 01/01/2022 |
| <input type="checkbox"/> | ? | 02/01/2022 |

8. Click **Ok**.

On the **Create Customer Invoices from Billing Installments - Confirmation** screen:

9. Review invoice for accuracy.
10. Click **Ok**.

On the **View Schedule Customer Invoice for Billing Installment Criteria** screen:

11. Click **Refresh**.

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