

**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**:


The screenshot shows a 'You have submitted' notification for a customer contract. Below it, the 'Up Next' section shows an approval step by a Cost Center Manager. A 'Details and Process' dropdown menu is highlighted with an orange box. Below this, contract details are shown, including the contract ID and date. An 'Actions' menu is open, with 'Customer Contract' highlighted, and a sub-menu is visible with 'Create Billing Schedule' highlighted in blue and also circled in orange.

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


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

The Customer Name will always have the Customer number at the end. Ex. Dragonfly Inn (CST-00893).

5. Select **OK**.


 <b>NOTE</b>	<p>Billing Currency will auto-populate based on <b>Company</b>.</p> <p>Schedule Type and Billing Type are optional fields. <b>Billable Project</b> should be left blank</p>
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On the second **Create Billing Schedule for Customer Contract** screen:

 <b>NOTE</b>	<p>The required fields under the <b>Billing and Schedule Information</b> 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.

 <b>NOTE</b>	<p><b>Payment Terms</b> – will auto-populate based on the customer contract.</p> <p>All the other fields under the <b>Invoice Header Defaults</b> 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.

 <b>NOTE</b>	<p>Populate either the <b>To Date</b> or <b>Number of Installments</b>. 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).



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


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			0.00

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:



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.

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.