

## Schedule Create Customer Invoices for Billing Installments Overview

This Quick Reference Guide (QRG) is designed to walk a **Customer Contract Specialist** through the **Schedule 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 set up the schedule in Workday to automatically create the invoices for the billing installments. Refer to the [Create Customer Invoices for Billing Installments](#) QRG for the procedure to create an individual invoice for a billing installment. You would need to repeat this process for each installment (i.e., monthly, quarterly, etc.).



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.



Workday only allows you to schedule a year in advance. You will need to recreate your schedule each year.

## Procedure

On the Workday **Home** screen:

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

On the **Schedule Create Customer Invoices for Billing Installment** screen:

3. Select the **Run Frequency** based on the appropriate timing of invoice creation.
  - Run Now – creates one invoice now
  - Run Once in Future – creates one invoice at a date selected in the future
  - Daily Recurrence – creates one invoice every day
  - Weekly Recurrence – creates one invoice every week
  - Monthly Recurrence – creates one invoice every month
  - Dependent – should only be used by central Finance
  - Custom Recurrence – creates invoices based on individually entered start date(s)


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On the second **Schedule Create Customer Invoices for Billing Installment** screen:

4. Enter **Request Name**. Use the naming convention – Customer Contract Type\_Year (e.g., FEAP\_2023).

In the **Criteria** section:

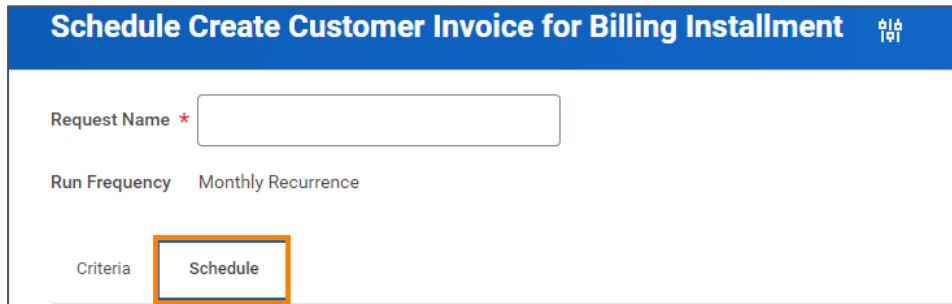
5. Select **Company**.
6. Select the **Contract Type**.

 <b>NOTE</b>	It is important to select the <b>Contract Type</b> that represents your area. This will limit the available installments to create invoices from to only those in your area.  All other fields are optional but can help narrow down your search if you have multiple contract installments.
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7. Select the **Preview Installments for Criteria** checkbox. This will show you the installments available to schedule.


In the **Schedule** section:


8. Select the **Schedule** tab.



The screenshot shows the 'Schedule Create Customer Invoice for Billing Installment' screen. The title bar is blue with the text 'Schedule Create Customer Invoice for Billing Installment' and a small logo on the right. Below the title bar, there is a 'Request Name' field with a red asterisk and a text input box. Underneath, there are two radio buttons for 'Run Frequency': 'Monthly Recurrence' is selected. At the bottom, there are two tabs: 'Criteria' and 'Schedule'. The 'Schedule' tab is highlighted with an orange border.

9. Fill out all required fields.

 <b>NOTE</b>	This section will look different depending on the Run Frequency selected at the beginning of this task. Only do steps 8-9 if you selected a Run Frequency that will occur in the future.
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10. Click **OK** to proceed.

11. Click **Done**.

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