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.

HINT	You must have an existing customer contract 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.

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.**

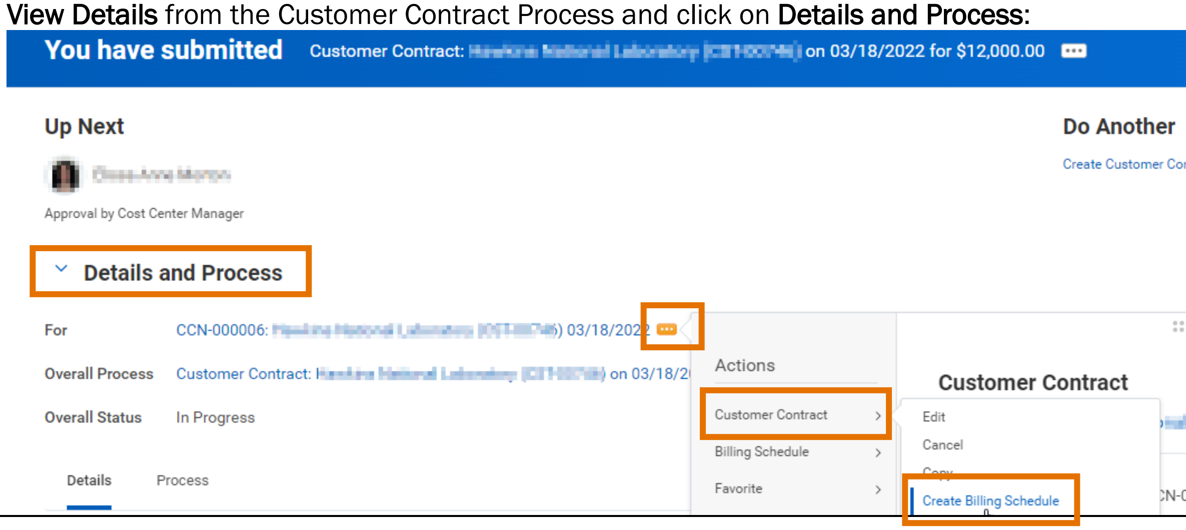
On the **Create Billing Schedule for Customer Contract** screen:

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

NOTE	**Billing Currency** will auto-populate based on **Company.** **Schedule Type and Billing Type** are optional fields. **Billable Project** should be left blank

HINT

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**:



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

NOTE	The required fields under the **Billing and Schedule Information** section will auto-populate. All other fields are optional. Leave **Auto-Submit Invoices for Approval checkbox** selected.

In the **Invoice Header Defaults** section:

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

NOTE	**Payment Terms** – will auto-populate based on the customer contract. All the other fields under the **Invoice Header Defaults** section are optional. **Invoice Memo** will show on invoice.

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.

NOTE	Populate either the **To Date** or **Number of Installments.** All other fields under this section are optional.

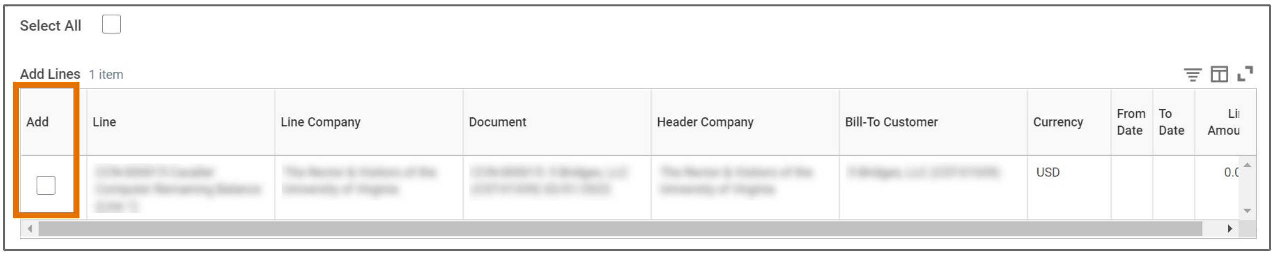
11. Select any one of the following fields to under the **Invoice Date Option** section:
    - **Use From Date** – select to list the invoice date as the **From Date.**
    - **Use To Date** – select to list the invoice date as the **To Date.**
    - **Day of the Month** – select and populate this field 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



14. Select **Save and Continue.**

On the **View Billing Schedule** screen:

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

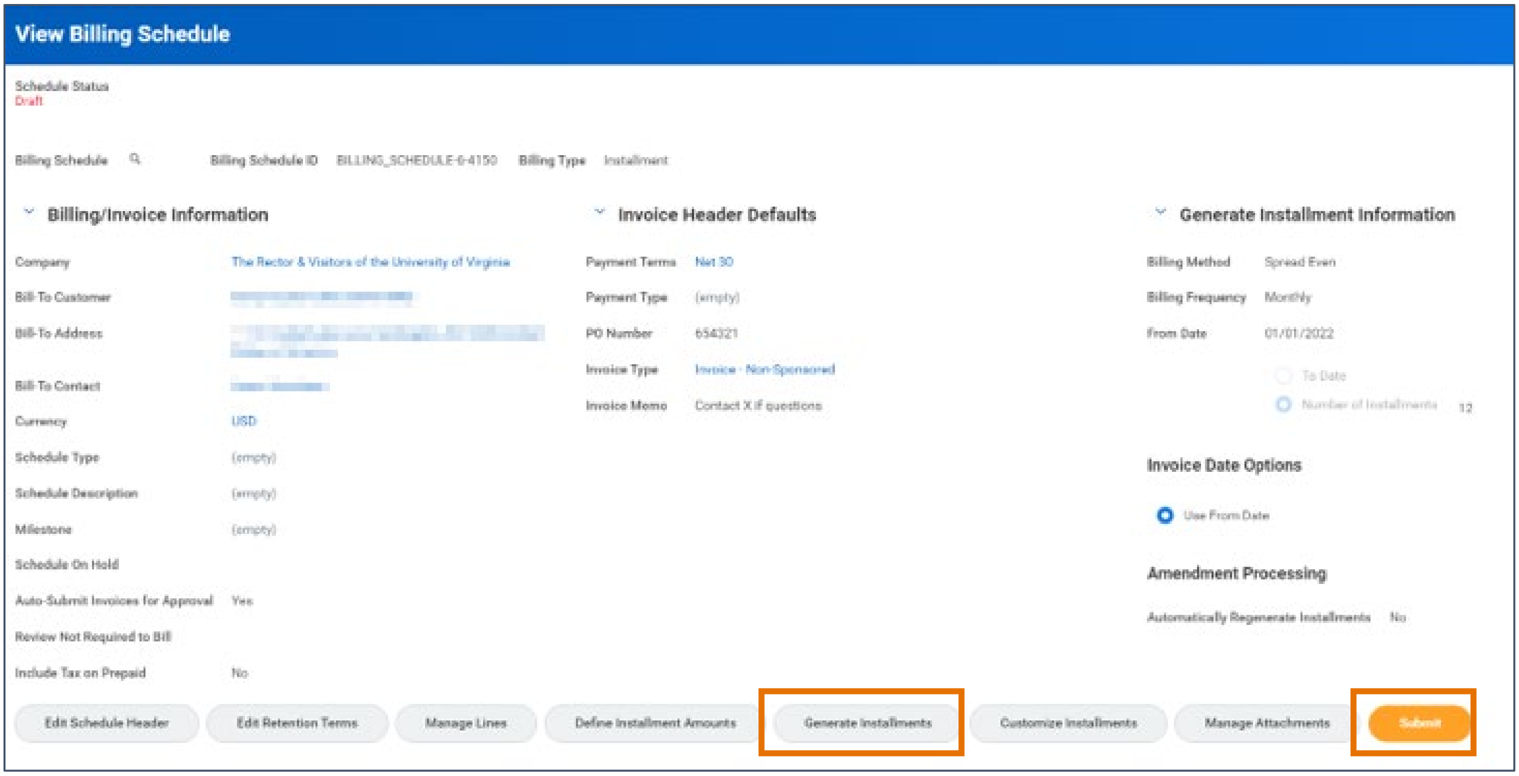
On the **Generate Installments for Billing Schedule** screen:

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. If you accidently hit Cancel, you can find the billing schedule using the **Find Billing Schedule** report and selecting the magnifying glass for your 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.**

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