

Workday: Create And Print A Sponsor Invoice (Prepaid Billing Installment)

KB0048082

☆ ☆ ☆ ☆ 1 views

Article Body

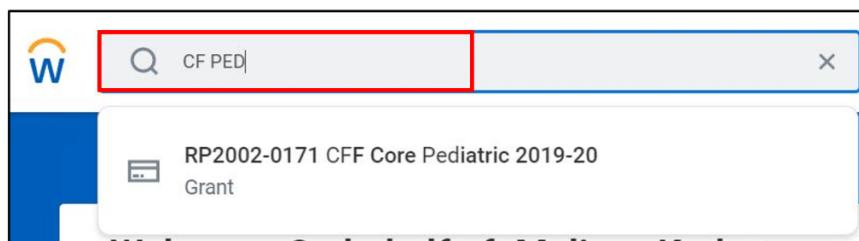
The following job aid explains how to Create and Print a Sponsor Invoice (Prepaid Billing Installment).

Note: This is a combination of fixed and cost reimbursable invoicing (pulls the invoice out of the deferred draw down).

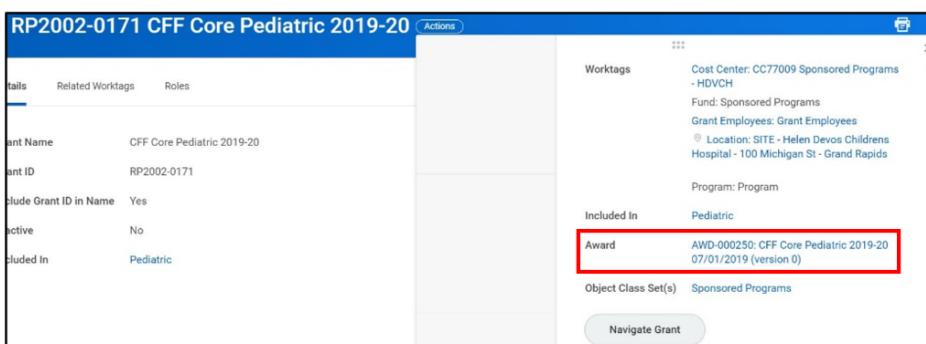
Search Grant

From the Homepage:

- Type the appropriate Grant Name in the search bar.



- Click the Related Actions button then click the Award link.

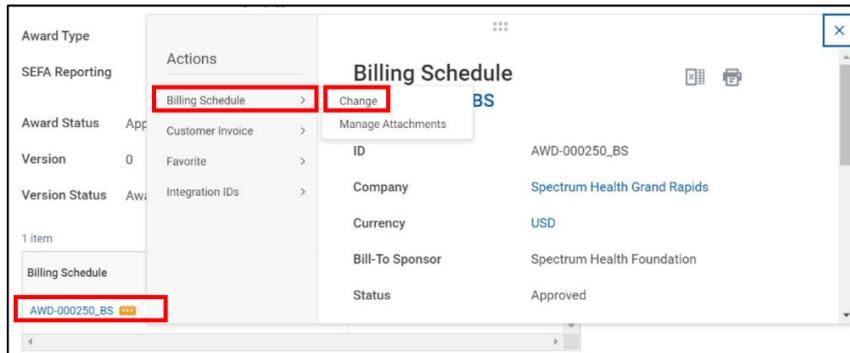


Page Break

Billing Schedule Change

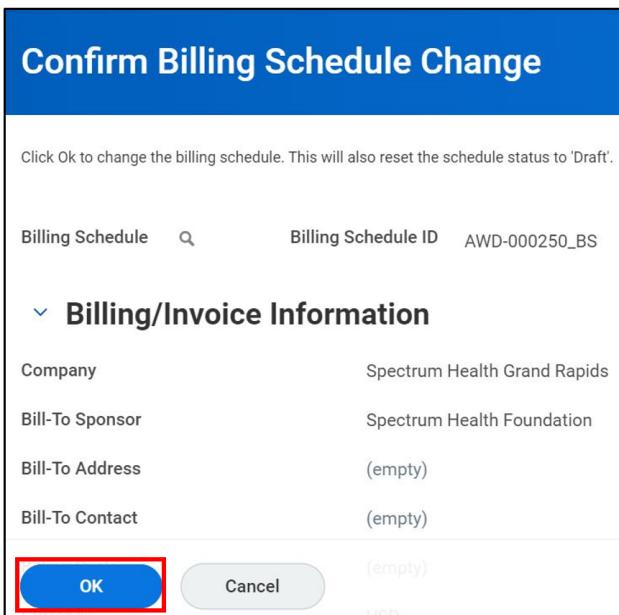
Under Overview:

- For the appropriate Billing Schedule, click the Related Actions icon, hover over the Billing Schedule category in the Actions menu and click Change.



Under Confirm Billing Schedule Change:

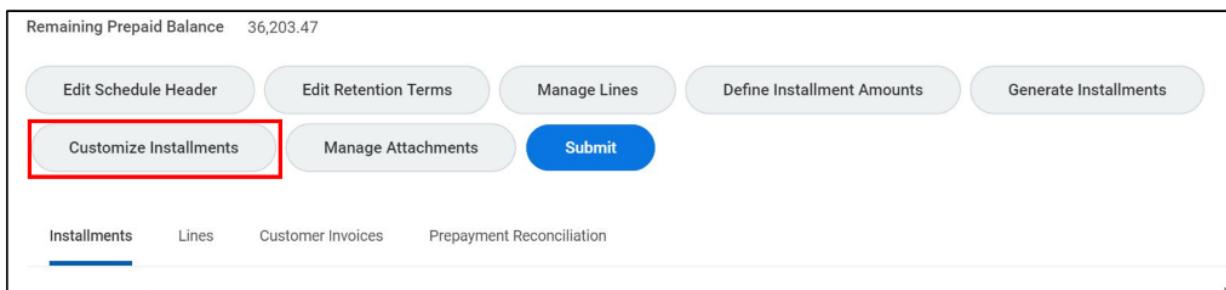
- Click OK.



View Billing Schedule

From the View Billing Schedule page:

- Click Customize Installments tab.



Under Installments:

- Scroll down and click Add Row icon.

Billing Installments By Line						
	*Invoice Date	Due Date	From Date	To Date	Installment Total Amount	*Line
	08/25/2020	08/25/2020			5,000.00	
						AWD-000250-Other Grant Revenue (Line 1)
	08/31/2020	09/30/2020			106,060.00	

- Enter the appropriate Invoice Date.
- Click the Add Row icon under Billing Installments by Line.

	*Invoice Date	Due Date	From Date	To Date	Installment Total Amount	*Line
(+)	11/16/2020		MM/DD/YYYY	MM/DD/YYYY	0.00	(+)

- Search for and select the appropriate Line item.
- Enter the appropriate Amount.
- Click Save as Custom Schedule.

Amount	*Line	Line Item Description	From Date	To Date	Amount
1,000.00	(+)	AWD-000250 Other Grant Revenue (Line 1)	MM/DD/YYYY	MM/DD/YYYY	1,000.00
5,000.00		AWD-000250 Other Grant Revenue (Line 1)			5,000.00

Save as Custom Schedule Cancel

- Before hitting submit (while in draft status) click the Related Actions icon under Installment.
- Hover over Billing Installment and select Edit Installment/Milestone/Hold.

The screenshot shows the 'Billing Installment' page. On the left, there's a sidebar with a tree view under 'Installments' and several search icons. The main area has a header 'Billing Installment' with a date '08/20/2020, \$1,000.00'. Below it is a section titled 'Installment Information' containing the following details:

ID	BILLING_INSTALLMENT_00000000000000000000000000000000
Status	Available
Company	Spectrum Health Grand Rapids
Sponsor	National Institute of Allergy and Infectious Diseases (NIAID)
Billing Schedule	zzDNU_fixed line
Invoice Date	08/20/2020
Due Date	09/19/2020
From Date	(empty)

Two specific areas are highlighted with red boxes: the 'Actions' menu at the top left and the 'Edit Installment / Milestone / Hold' link in the Actions menu.

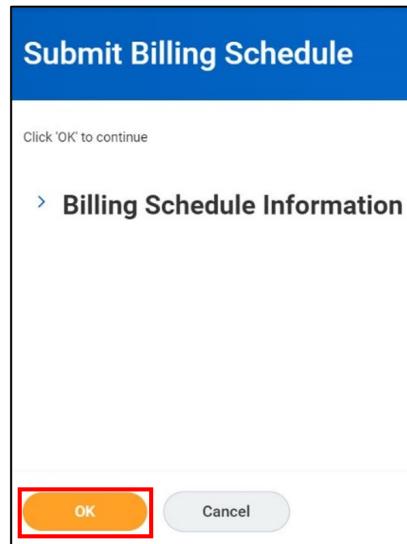
- Check the Override Line checkbox, and you will see the Line Item Description field open for you to populate.
- Enter the appropriate Line Item Description.

The screenshot shows the 'Installment Lines' screen with one item. The table columns are: Order, Override Line, *Line Information, and Line Item Details. The 'Override Line' column for the first row has a checked checkbox (highlighted with a red box). In the 'Line Item Details' column, the 'Line Item Description' field contains the text 'Patient Visit 1' (also highlighted with a red box).

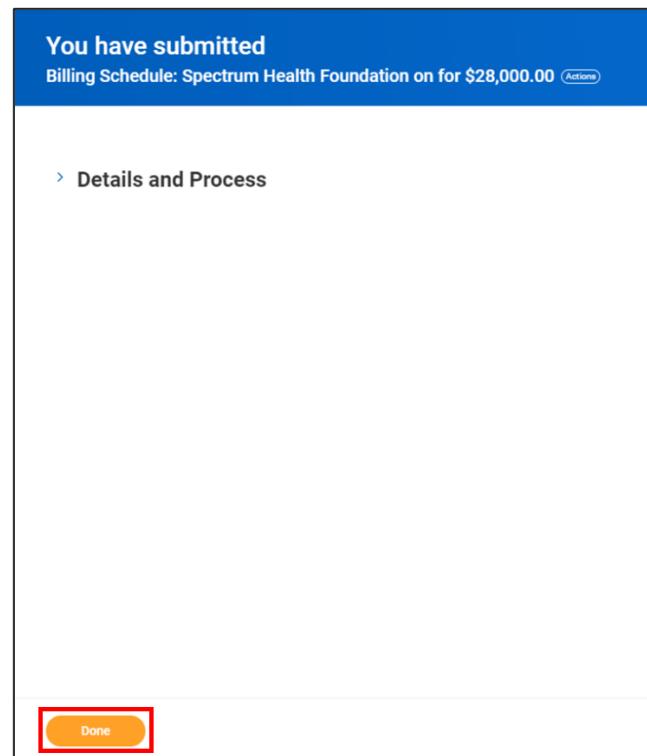
- Click Submit.

The screenshot shows the bottom navigation bar with several buttons: 'Edit Schedule Header', 'Edit Retention Terms', 'Manage Lines', 'Define Installment Amounts', 'Generate Installments', 'Customize Installments', 'Manage Attachments', and a large orange 'Submit' button (highlighted with a red box).

- Click OK.



- Click Done, next the request will be routed to the Manager for review.



Approval Process

As a Manager:

- Click the appropriate Inbox item.

Inbox
40 items

Billing Schedule: Spectrum Health Foundation on for \$28,000.00
15 hour(s) ago

Effort Certification: Federal Effort Certification for Emily Siegwald for 07/19/2020 - 08/0...
1 month(s) ago - Due 10/08/2020

Write off customer refund amount from customer.: Ad Hoc Payment: JAEB on 10/06/202...
1 month(s) ago - Due 10/07/2020; Effective 10/06/2020

[Go to Inbox](#)

- Review all the details and click Approve.

Review

Billing Schedule: Spectrum Health Foundation on for \$28,000.00 [Actions](#)
15 hour(s) ago

For AWD-000241_BS

Overall Process Billing Schedule: Spectrum Health Foundation on for \$28,000.00

Overall Status In Progress

Due Date 11/19/2020

Details to Review

	Billing Schedule ID	Award ID	Billing Type	Installment
Approve	AWD-000241_BS		Installment	
Cancel				

Page Break

- Click Done.

Success! Event approved
Billing Schedule: Spectrum Health Foundation on for \$28,000.00 [Actions](#)
15 hour(s) ago

Process Successfully Completed

[Details and Process](#)

[Done](#)

Create and Print Invoice

From the Homepage:

- Navigate to the appropriate Award by typing the Award Name in the search bar.

Note: You can also locate by searching on the related Grant Name and Click the Related Actions button then click the Award link.

The screenshot shows the Workday 'Search Results' page. At the top, there's a search bar with the query 'AWD-000241'. Below the search bar, the title 'Search Results' is displayed. Under 'Categories', there are two sections: 'Common' and 'Assets'. The 'Assets' section contains a single item: 'AWD-000241: CFF Core Pediatric 2019-20 07/01/2019 (version 0)'. This item is highlighted with a red border.

Page Break

- Click the Related Actions button, hover over Customer Contracts in the Actions menu and click Create Customer Invoice from Billing Installment.

This screenshot shows the 'Actions' menu for the selected award record. The menu items include 'Award', 'Budget Amendment', 'Customer Contract', and 'Customer Invoice'. The 'Customer Contract' item has a sub-menu option 'Create Customer Invoice from Billing Installment' which is also highlighted with a red border.

Under Create Customer Invoices for Billing Installments:

- Search for and select the appropriate Company.
- Enter the appropriate Invoice Date On or Before.
- Click OK.

The screenshot shows the 'Create Customer Invoices for Billing Installments' dialog box. It includes fields for Company (set to 'Spectrum Health Grand Rapids'), Customer, Currency, Billable Projects, Invoice Date On or After (set to 'MM/DD/YYYY'), Invoice Date On or Before (set to '11/19/2020'), Billing Method, and Billing Frequency. The 'OK' button at the bottom left is highlighted with a red border.

Page Break

- Click the checkbox to select the appropriate Billing Installment.
- Click OK.

Create Customer Invoices from Billing Installments - Selection

Select installments to create customer invoices from.

Company	Spectrum Health Grand Rapids
Invoice Date On or Before	11/19/2020
Award Contracts Selected	AWD-000241: CFF Core Pediatric 2019-20 07/01/2019 (version 0)
Total Amount	7000
Installment Count	1

Billing Installments 1 item | 1 selected

Billing Installment	Invoice Date	Amount	Customer	Billing Schedule	Auto Submit	Payment Terms
<input checked="" type="checkbox"/> 09/01/2020	7,000.00	Spectrum Health Foundation	AWD-000241_BS	<input checked="" type="checkbox"/>	Net 30 days	

OK **Cancel**

- Click OK.

Create Customer Invoices from Billing Installments - Confirmation

Please confirm you wish to create Customer Invoices for these Billing Installments.

Company	Spectrum Health Grand Rapids
Currency	USD
Total Amount	7,000.00
Installment Count	1

Billing Installments 1 item

Billing Installment	Invoice Date	Amount	Customer	Billing Schedule	Auto Submit	Payment Terms	Payment Type
<input checked="" type="checkbox"/> 09/01/2020	7,000.00	Spectrum Health Foundation	AWD-000241_BS	<input checked="" type="checkbox"/>	Net 30 days		

OK **Cancel**

Under View Schedule Customer Invoice for Billing Installment Criteria:

- Click Refresh until Percent Complete is 100.

View Schedule Customer Invoice for Billing Installment Criteria

Create Customer Invoices from Billing Installments on 11/19/2020 [Actions](#)

The following batch process has been initiated and is in progress.

Batch Process in Progress

Process	Customer Invoice for Billing Installment Job	Request	Customer Invoice for Billing Installment (11/19/2020 10:07:40.910)	Percent Complete <div style="width: 100%;">100%</div>
Refresh				

- For the appropriate Invoice, click the Related Actions icon, hover over the Customer Invoice category in the Actions menu and click Print Customer Invoice.

The screenshot shows the Workday interface for creating customer invoices. On the left, there's a sidebar with 'View Schedule' and 'Create Customer Invoices' buttons. Below that, a table lists 'Processed Installments' with one item: 'Billing Installment' for 'Spectrum Health Grand Rapids'. The table includes columns for 'Customer', 'Amount', and 'Actions'. A red box highlights the 'Custom Invoice' link under the Actions column. On the right, a modal window titled 'Customer Invoice' is open, displaying a list of actions. A red box highlights the 'Print Customer Invoice' option at the bottom of the list.

Under Print Customer Invoice:

- Click Refresh until Percent Complete is 100.

The screenshot shows the 'Print Customer Invoice' dialog box. It contains fields for 'Customer Invoices' (Company: Spectrum Health Grand Rapids, Run by: Melissa Kerkstra), a 'Percent Complete' progress bar (0%), and a 'Refresh' button. Below these, a table shows 'Customer Invoices' (1 item) with columns for 'Company' and 'Customer'. The table shows 'Spectrum Health Grand Rapids' and 'Spectrum Health Foundation'. At the bottom are 'Done' and 'Cancel' buttons, with 'Done' highlighted by a red box.

Under Customer Invoices:

- Click the appropriate Customer Invoice link to view the details, if required.

- Review the Invoice for accuracy.
- Click the Print icon to print the invoice.
- Click Back icon to return.

Create Invoice for Cost Reimbursable Award Transaction

- Navigate back to the appropriate Award or locate the Grant and click the Related Actions button then click the Award link.

Page Break

- Click the Related Actions button, hover over the Award category in the Actions menu and click Create Customer Invoice for Award Grant Transactions.

Search Results 4 items
All of Workday

AWD-000241: CFF Core Pediatric 2019-20 07/01/2019 (version 0)

AWD-000241: CFF Core Pediatric 2019-20 07/01/2019 (version 0)

AWD-000241_AS_Award Schedule_1 Award Year

AWD-000241_AS_Award Schedule_Closeout Period Award Year

Tip: try selecting another category from the left to see other results

Actions

- Award** >
- Budget Amendment >
- Customer Contract >
- Customer Invoice >
- Favorite >
- Integration IDs >
- Plan Template >

Award

- View Award Task Status
- Amend Award
- Copy
- Create Customer Invoice for Award Grant Transactions**
- Create Award
- Find Subrecipients
- Maintain Award Tasks
- Maintain Billing Status for Award Grant Transactions
- Manage Attachments
- Correct

Under Create Invoices for Cost Reimbursable Award Transactions:

- Click Search.

Create Invoices for Cost Reimbursable Award Transactions

Search Criteria

Award Header Company	Letter of Credit
Bill-To Sponsor	Schedule Type
Award	Payment Type
Award Group	Invoice Types
	Billing Cycle

Search

- Enter the appropriate Invoice Date.
- Click the checkbox to select the appropriate Sponsor Invoice.
- Click OK.

Output for Customer Invoice

Invoice Date * 11/19/2020

Customer Invoice From Date MM/DD/YYYY

Customer Invoice To Date MM/DD/YYYY

Invoices to be Created 1 item | 1 selected

	Bill-To Sponsor	Award
<input checked="" type="checkbox"/>	Spectrum Health Foundation	AWD-000241: 07/01/2019 (version 0)

OK **Cancel**

- Click Refresh until the Percent Complete is 100.

Create Invoices for Cost Reimbursable Award Transactions

The following batch process has been initiated and is in progress.

Batch Process in Progress

Process Cost Reimbursable Billing for Awards Background Process

Request Customer Invoices for Cost R

Percent Complete 0

[Refresh](#)

- View the final Invoice.

Note: This invoice will not be sent to Sponsor, but is the mechanism by which the deferred revenue balance is reduced.

Customer Invoice for Job Based Transaction Invoice Criteria

Customer Invoice for Billable Transactions [Q](#)

Transaction Date no earlier than (empty)

Transaction Date no later than (empty)

Invoice Date 11/19/2020

[Invoices](#) [Background Processes](#)

Invoices 1 item

Customer Invoices									
Customer	Billing Schedule	Customer Invoice	Company	Status	Customer	Invoice Type	Invoice Date	PO Number	Referenc Number
Spectrum Health Foundation	AWD-000241_BS	10000502	Spectrum Health Grand Rapids	Approved	Spectrum Health Foundation	Sponsor Milestone	11/19/2020		



Authored by Heather Zak

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Helpful?

Leave a comment

