

Workday: Create And Print A Sponsor Invoice (Fixed)

KB0048081

☆ ☆ ☆ ☆ 1 views

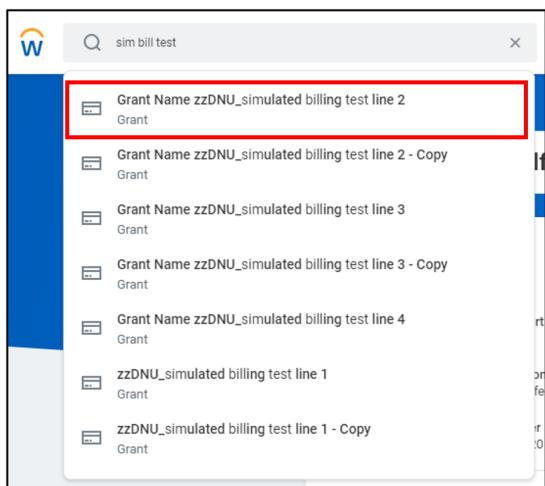
Article Body

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

Search Grant

From the Homepage:

- Type the appropriate Grant Name or Grant Number in the search bar.
- Click the appropriate Grant.



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

Grant Name zzDNU_simulated billing test line 2 Actions

Details	Related Worktags	Roles	Actions
Grant Name	Grant Name zzDNU_simulated billing test line 2		Grant
Grant ID	Grant ID zzDNU_simulated billing test line 2		Favorite
Include Grant ID in Name	No		Integration IDs
Inactive	No		
Included In	Federal Grant Hierarchy		

Grant
Grant Name zzDNU_simulated billing test line 2

Grant Name: Grant Name zzDNU_simulated billing test line 2

Worktag Only: No

Worktags: Cost Center: CC13024 Oncology Supportive Care Medicine
Fund: Sponsored Programs
Grant Employees: Grant Employees
Location: Spectrum Health Butterworth Hospital - 100 Michigan St - Grand Rapids
Program: Program

Included In: Federal Grant Hierarchy

Award: AWD-000687: zzDNU_test for simulated billing 01/01/2020 (version 0)

Object Class Set(s): Sponsored Programs

[Navigate Grant](#)

Page Break

Billing Schedule Change

Under Overview:

- Right-click the appropriate Billing Schedule to see it in a new tab.

AWD-000687: zzDNU_test for simulated billing 01/01/2020 (version 0) Actions

Sponsor Award Reference Number	Spectrum's Direct Sponsor Number	Sponsor Direct Cost / Sponsor Facilities And Administration	25,000.00 / 5,000.00	Award Contract Dates	01/01/2020 - 12/31/2020
Sponsor	National Institutes of Health				

Overview	Award Lines	Plan	Award Tasks	Billing & Receivables	Additional Reports	Set Up & History
Summary	Sponsor	Funding Details				

Company	Spectrum Health Grand Rapids	Award Status	Approved	Prime Sponsor ID	Spectrum's Prime Sponsor Number
Name	zzDNU_test for simulated billing	Version	0	CFDA Number	(empty)
Description	(empty)	Version Status	Award In Effect	CFDA Description	(empty)
Award Lifecycle Status	Active			Institutional Id	(empty)
Sponsor Award Reference Number	Spectrum's Direct Sponsor Number			Award Group	(empty)
Award Date	01/01/2020			Award Contract Owner	(empty)
Award Signed Date	(empty)				
Award Type	Federal Direct Award				
SEFA Reporting	Sponsored Programs				

5 items

Billing Schedule	Schedule Status
zzDNU_fixed line	Approved
zzDNU_no PP installment	Approved
zzDNU_remaining PP amount	Approved
BILLING_SCHEDULE-6-352	Approved
BILLING_SCHEDULE-6-368	Approved

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

Billing Schedule

Billing/Invoice

- Company
- Bill-To Sponsor
- Bill-To Address
- Billing Cycle
- Currency
- Award
- Schedule Type
- Schedule Description
- Project Invoice Summary D
- Milestone
- Schedule On Hold
- Auto-Submit Invoices for Approval

Actions

- Billing Schedule > Change
- Customer Invoice > Manage Attachments

ID	zzDNU_fixed line
Company	Spectrum Health Grand Rapids
Currency	USD
Bill-To Sponsor	National Institutes of Health
Status	Approved
Schedule Type	(empty)
From Date	01/01/2020
To Date	03/31/2021
Has Incomplete Milestones	No
Associated Lines	AWD-000687 Federal Grant Revenue (Line 4)

Installment Information

Frequency	Monthly
Number of Installments	6
Installments Completed	6
Schedule Amount	6,125.00
Completed Amount	6,125.00
Method	Custom

- Click OK.

Confirm Billing Schedule Change

Click Ok to change the billing schedule. This will also reset the schedule status to 'Draft'. Once you complete your changes, Submit the schedule for approval.

Billing Schedule	Q	Billing Schedule ID	zzDNU_fixed line	Billing Type	Installment	Schedule Status
Approved						

Billing/Invoice Information

Company	Spectrum Health Grand Rapids
Bill-To Sponsor	National Institutes of Health
Bill-To Address	Office of Extramural Research, 6705 Rockledge Drive Suite 5016, MSC 7986 Bethesda, MD 20892 United States of America
Bill-To Contact	(empty)
Billing Cycle	(empty)
Currency	USD
Schedule Type	(empty)
Schedule Description	(empty)
Milestone	(empty)
Schedule On Hold	<input type="checkbox"/>
Auto-Submit Invoices for Approval	<input checked="" type="checkbox"/>
Review Not Required to Bill	<input checked="" type="checkbox"/>

Invoice Header Defaults

Payment Terms	Net 30 days
Payment Type	ACH
PO Number	(empty)
Invoice Type	Sponsor Milestone
Invoice Memo	(empty)

Generate Installment Information

Billing Method	Custom
Billing Frequency	Monthly
From Date	01/01/2020
To Date	03/31/2021
Number of Installments	<input type="radio"/>

Buttons: OK Cancel

View Billing Schedule

From the View Billing Schedule page:

- Click the Customize Installments button.

View Billing Schedule

Schedule Status
Draft

Billing Schedule	Q	Billing Schedule ID	ZZDNU_fixed line	Billing Type	Installment
▼ Billing/Invoice Information			▼ Invoice Header Defaults		
Company	Spectrum Health Grand Rapids		Payment Terms	Net 30 days	
Bill-To Sponsor	National Institutes of Health		Payment Type	ACH	
Bill-To Address	@ Office of Extramural Research, 6705 Rockledge Drive Suite 5016, MSC 7986 Bethesda, MD 20892 United States of America				
Billing Cycle	(empty)		PO Number	(empty)	
Currency	USD		Invoice Type	Sponsor Milestone	
Award	AWD-000687: ZZDNU_test for simulated billing 01/01/2020 (version 0)		Invoice Memo	(empty)	
Schedule Type	(empty)				
Schedule Description	(empty)				
Project Invoice Summary Definition	(empty)				
Milestone	(empty)				
Schedule On Hold					
Auto-Submit Invoices for Approval	Yes				
Edit Schedule Header		Edit Retention Terms	Manage Lines	Define Installment Amounts	Generate Installments
				Customize Installments	Manage Attachments
					Submit

Under Installments:

- Scroll down, then click the Add Row icon.

Installments [Lines](#)

Installments 6 items

	*Invoice Date	Due Date	From Date	To Date	Installment Total Amount	*Line	Line Item Description	From Date	To Date	Amount
	01/01/2020				1,000.00					
	02/01/2020				1,000.00		AWD-000687 Federal Grant Revenue (Line 4)			1,000.00
	03/01/2020				1,500.00		AWD-000687 Federal Grant Revenue (Line 4)			1,000.00
	04/01/2020				1,500.00		AWD-000687 Federal Grant Revenue (Line 4)			1,500.00
	06/01/2020				125.00		AWD-000687 Federal Grant Revenue (Line 4)			125.00
	08/20/2020				1,000.00		AWD-000687 Federal Grant Revenue (Line 4)			1,000.00
							testing on Milestone BIRT layout			

Billing Installments by Line

- Enter the appropriate Invoice Date.
- Click the Add Row icon under Billing Installments by Line.
- Search for and select the appropriate Line item.
- Enter the appropriate Amount.
- Click Save as Custom Schedule.

The screenshot shows the 'Installments' screen with 7 items listed. The first item's 'Invoice Date' and 'Amount' are highlighted with red boxes. The second item's line item description is also highlighted with a red box. At the bottom, there are 'Save as Custom Schedule' and 'Cancel' buttons.

- 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' edit screen. The 'Actions' menu is open, showing 'Billing Installment' and 'Edit Installment / Milestone / Hold'. The 'Edit Installment / Milestone / Hold' option is highlighted with a red box. The main panel shows 'Installment Information' and 'Invoice Overrides'. The 'Billing Installment' tab is selected. The 'Installment Information' section includes fields like ID, Status, Company, Sponsor, Billing Schedule, Invoice Date, Due Date, From Date, To Date, On Hold, Total Amount, Currency, and Milestone. The 'Invoice Overrides' section includes fields like Override Invoice Header, Payment Terms, Payment Type, PO Number, Invoice Type, and Invoice Memo. Below these is a 'Billing Installments by Line' table with several entries. At the bottom right are 'Save Attachments' and 'Submit' buttons.

- Verify or update the appropriate Invoice Date.
- If applicable, select or create and appropriate Milestone.

Edit Billing Installment

Installment Information

Billing Installment	<input type="text"/>
Company	Spectrum Health Grand Rapids
Sponsor	National Institutes of Health
Invoice Date	* 08/20/2020 <input type="button" value="Calendar"/>
From Date	<input type="text"/> MM/DD/YYYY <input type="button" value="Calendar"/>
To Date	<input type="text"/> MM/DD/YYYY <input type="button" value="Calendar"/>
On Hold	<input type="checkbox"/>
Total Amount	100.00
Currency	USD
Milestone	<input type="text"/> <input type="button" value="More"/>

Invoice Overrides

Override Invoice Header	<input type="checkbox"/>
Payment Terms	Net 30 days
Payment Type	ACH
PO Number	
Invoice Type	Sponsor Milestone
Invoice Memo	

- Check the Override Line checkbox.

Note: After you select the checkbox, the Line Item Description field will activate for you to populate.

- Enter the appropriate Line Item Description, then click OK.

The screenshot shows the 'Edit Billing Installment' dialog with the 'Installment Lines' section open. The 'Override Line' checkbox is checked, and the 'Line Item Description' field contains 'Training Test'. The 'OK' button is highlighted with a red box.

- Click on the appropriate Billing Schedule.

View Billing Installment

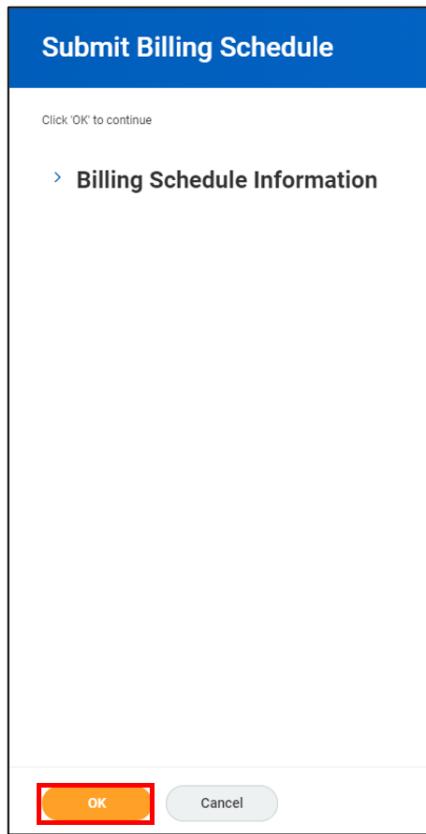
Billing Installment	Q1	Billing Installment ID	BILLING_INSTALLMENT-6-276	Status	Available																					
Installment Information	Invoice Overrides																									
Company	Spectrum Health Grand Rapids																									
Sponsor	National Institutes of Health																									
Billing Schedule	zzDNU_fixd line																									
Invoice Date	08/20/2020																									
Due Date	09/19/2020																									
From Date	(empty)																									
To Date	(empty)																									
On Hold																										
Total Amount	1,000.00																									
Currency	USD																									
Milestone	(empty)																									
Installment Lines	Proposed Invoice																									
Installment Lines 1 item																										
<table border="1"> <thead> <tr> <th>Override Line</th> <th>Line Information</th> <th>Line Item Details</th> <th>Amounts</th> <th>Additional Information</th> <th>Memo</th> <th>Worktags</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Company Spectrum Health Grand Rapids</td> <td>Revenue Category Federal Grant Revenue</td> <td>Quantity 1</td> <td>From Date To Date Tax Applicability</td> <td colspan="2"> *Cost Center C011034 Plastic Surgery Residency Clinic *Location Spectrum Health Butterworth Hospital - 100 Michigan St - Grand Rapids </td> </tr> <tr> <td></td> <td>Line AWD-000687 Federal Grant Revenue (Line 4)</td> <td>Line Item Description Training Test</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Override Line	Line Information	Line Item Details	Amounts	Additional Information	Memo	Worktags	Yes	Company Spectrum Health Grand Rapids	Revenue Category Federal Grant Revenue	Quantity 1	From Date To Date Tax Applicability	*Cost Center C011034 Plastic Surgery Residency Clinic *Location Spectrum Health Butterworth Hospital - 100 Michigan St - Grand Rapids			Line AWD-000687 Federal Grant Revenue (Line 4)	Line Item Description Training Test				
Override Line	Line Information	Line Item Details	Amounts	Additional Information	Memo	Worktags																				
Yes	Company Spectrum Health Grand Rapids	Revenue Category Federal Grant Revenue	Quantity 1	From Date To Date Tax Applicability	*Cost Center C011034 Plastic Surgery Residency Clinic *Location Spectrum Health Butterworth Hospital - 100 Michigan St - Grand Rapids																					
	Line AWD-000687 Federal Grant Revenue (Line 4)	Line Item Description Training Test																								

- Click Submit.

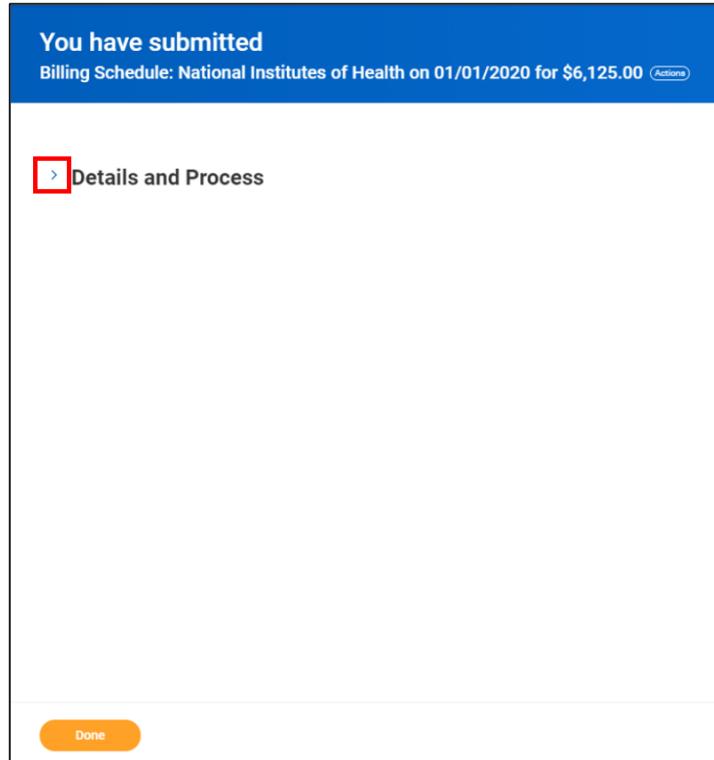
[Edit Schedule Header](#) [Edit Retention Terms](#) [Manage Lines](#) [Define Installment Amounts](#) [Generate Installments](#) [Customize Installments](#) [Manage Attachments](#) [Submit](#)

Installments								Lines			Customer Invoices		Process History	
Installments 7 items								Billing Installments by Line						
Installment	Status	Invoice Date	Due Date	From Date	To Date	Invoice Overrides	Total Amount	Installment Milestones	Invoice	Line	Line Item Description	Amount		
Q1	Complete	01/01/2020	01/31/2020				1,000.00	0	Customer Invoice: 10000213	AWD-000687 Federal Grant Revenue (Line 4)		1,000.00		
Q1	Complete	02/01/2020	03/02/2020				1,000.00	0	Customer Invoice: 10000216	AWD-000687 Federal Grant Revenue (Line 4)		1,000.00		
Q1	Complete	03/01/2020	03/31/2020				1,500.00	0	Customer Invoice: 10000215	AWD-000687 Federal Grant Revenue (Line 4)		1,500.00		
Q1	Complete	04/01/2020	05/01/2020				1,500.00	0	Customer Invoice: 10000217	AWD-000687 Federal Grant Revenue (Line 4)		1,500.00		
Q1	Complete	06/01/2020	07/01/2020			Yes	125.00	0	Customer Invoice: 10000440	AWD-000687 Federal Grant Revenue (Line 4)	testing on Milestone BIRT layout	125.00		
Q1	Complete	08/20/2020	09/19/2020				1,000.00	0	Customer Invoice: 10000487	AWD-000687 Federal Grant Revenue (Line 4)		1,000.00		
Q1	Available	08/20/2020	09/19/2020			Yes	100.00	0		AWD-000687 Federal Grant Revenue (Line 4)		100.00		

- Click OK.



- Click > to view details and next steps.



- Click Done.

Note: Next, the billing schedule event will be routed to a Manager for review.

You have submitted
Billing Schedule: National Institutes of Health on 01/01/2020 for \$6,125.00 [Actions](#)

Details and Process

For [zzDNU_fixed line](#)

Overall Process Billing Schedule: National Institutes of Health on 01/01/2020 for \$6,125.00

Overall Status In Progress

Due Date 11/19/2020

Process

Process History 1 item

Process	Step	Status	Completed On	Due Date	Person	Comment
Billing Schedule Event	Billing Schedule Event	Step Completed	11/18/2020 04:18:35 PM	11/19/2020	Melissa Kerkstra	

[Done](#)

- Review the updated Status of the appropriate Billing Schedule.

AWD-000687: zzDNU_test for simulated billing 01/01/2020 (version 0) [Actions](#)

Sponsor Award Reference Number	Spectrum's Direct Sponsor Number	Sponsor Direct Cost / Sponsor Facilities And Administration	25,000.00 / 5,000.00	Award Contract Dates	01/01/2020 - 12/31/2020
Sponsor	National Institutes of Health				

Overview Award Lines Plan Award Tasks Billing & Receivables Additional Reports Set Up & History

Summary [Sponsor](#) [Funding Details](#)

Company	Spectrum Health Grand Rapids	Award Status	Approved	Prime Sponsor ID	Spectrum's Prime Sponsor Number
Name	zzDNU_test for simulated billing	Version	0	CFDA Number	(empty)
Description	(empty)	Version Status	Award In Effect	CFDA Description	(empty)
Award Lifecycle Status	Active	5 items			
Sponsor Award Reference Number	Spectrum's Direct Sponsor Number	Billing Schedule	Schedule Status		
Award Date	01/01/2020	zzDNU_fixed line	In Progress		
Award Signed Date	(empty)	zzDNU_no PP Installment	Approved		
Award Type	Federal Direct Award	zzDNU_remaining PP amount	Approved		
SEFA Reporting	Sponsored Programs	BILLING_SCHEDULE-6-352	Approved		
		BILLING_SCHEDULE-6-368	Approved		

Approval Process

As the approving Manager:

- Click the appropriate Inbox item.

Inbox
40 items

Billing Schedule: National Institutes of Health on 01/01/2020 for \$100.00
1 minute(s) ago - Effective 01/01/2020

Effort Certification: Federal Effort Certification for Emily Siegwald for 07/19/2020 - 08/01/2020
1 month(s) ago - Due 10/08/2020

Write off customer refund amount from customer.: Ad Hoc Payment: JAEB on 10/06/2020 for \$5...
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: National Institutes of Health on 01/01/2020 for \$100.00 [Actions](#)

6 minute(s) ago - Effective 01/01/2020

For zzDNU_no PP installment

Overall Process Billing Schedule: National Institutes of Health on 01/01/2020 for \$100.00

Overall Status In Progress

Due Date 11/20/2020

Details to Review

Billing Schedule	Billing Schedule ID	Billing Type
zzDNU_no PP installment	zzDNU_no PP installment	Installment

[Billing/Invoice Information](#)

[Approve](#) [Cancel](#) Spectrum Health Grand Rapids

- Click Done.

Success! Event approved

Billing Schedule: National Institutes of Health on 01/01/2020 for \$100.00 [Actions](#)

6 minute(s) ago - Effective 01/01/2020

Process Successfully Completed

[Details and Process](#)

[Done](#)

Create and Print Invoice

From the Homepage:

- Type the appropriate Grant Number in the search bar.

The screenshot shows the Workday search interface. The search bar at the top contains the query 'zzDNU sim'. Below the search bar, the title 'Search Results' is displayed. On the left, there is a sidebar with categories: Common, Assets, Banking, Endowments, and Expenses. The main area shows a table of search results with columns for 'Search Results' (19 items), 'All of Workday', and 'Grant'. The results listed are: 'zzDNU_simulated billing test line 1', 'zzDNU_simulated billing test line 2', and 'zzDNU_simulated billing test line 3', all categorized under 'Grant'.

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

This screenshot shows the detailed view of a grant record. The title is 'zzDNU_simulated billing test line 1' (Grant). The 'Related Actions' button is highlighted with a red box. A context menu is open, with the 'Award' option highlighted by a red box. The 'Award' section shows the award name 'AWD-000687: zzDNU_test for simulated billing 01/01/2020 (version 0)'.

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

This screenshot shows the 'Award' details for the grant 'zzDNU_simulated billing test line 1'. The title is 'AWD-000687: zzDNU_test for simulated billing 01/01/2020 (version 0)'. The 'Actions' sidebar on the left has a red box around the 'Customer Contract' item. The main panel shows the 'Create Customer Invoice from Billing Installment' link, which is also highlighted with a red box. Other details shown include Status: Approved, Version: 0, Version Status: Award In Effect, and Name: zzDNU test for simulated billing.

Under Create Customer Invoices for Billing Installments:

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

Click OK.

Create Customer Invoices for Billing Installments

Company: * Spectrum Health Grand Rapids

Customer:

Currency:

Billable Projects:

Invoice Date On or After: MM/DD/YYYY

Invoice Date On or Before: * 11/19/2020

Billing Method:

Billing Frequency:

Schedule Type:

OK **Cancel**

- 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	Invoice Date	Amount	Customer	Billing Schedule	Auto Submit	Payment Terms
Spectrum Health Grand Rapids	11/19/2020					
Award Contracts Selected	AWD-000687: zzDNU_test for simulated billing 01/01/2020 (version 0)					
Total Amount	5600					
Installment Count	1					
Billing Installments 3 items 1 selected						
<input type="checkbox"/>	06/01/2020	5,000.00	National Institutes of Health	BILLING_SCHEDULE-6-368	<input checked="" type="checkbox"/>	Net 30 days
<input type="checkbox"/>	07/13/2020	500.00	National Institutes of Health	zzDNU_remaining_PP amount	<input checked="" type="checkbox"/>	Net 30 days
<input checked="" type="checkbox"/>	11/19/2020	100.00	National Institutes of Health	zzDNU_no_PP installment	<input checked="" type="checkbox"/>	Net 30 days

OK **Cancel**

Page Break

- 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	100.00
Installment Count	1

Billing Installments 1 item

Billing Installment	Invoice Date	Amount	Customer	Billing Schedule	Auto Submit	Payment Terms	Pay Type
Q	11/19/2020	100.00	National Institutes of Health	zzDNU_no PP installment	<input checked="" type="checkbox"/>	Net 30 days	AC

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 12:33:37.619)	Percent Complete
---------	--	---------	--	------------------

Refresh

Page Break

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

View Schedule Customer Invoice for Billing Installment Criteria

Processed Installments 1 item

Billing Installment	Customer Invoice
Billing Installment: Spectrum Health Grand Rapids, National Institutes of Health, 11/19/2020, \$100.00	

Actions

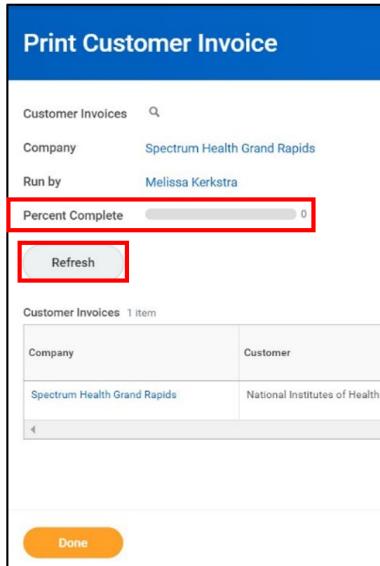
- Customer Invoice > **Print Customer Invoice**
- Accounting
- Customer Payment
- Favorite
- Integration IDs
- Navigate

Customer Invoice

- Change
- Update Invoice Lines
- Create Adjustment
- Cancel
- Add Note
- Add Attachment
- Edit Approved Invoice
- Maintain Dispute
- Maintain Collection
- Maintain Dunning Letter Exclusion
- Write Off Bad Debt
- Print Customer Invoice

Under Print Customer Invoice:

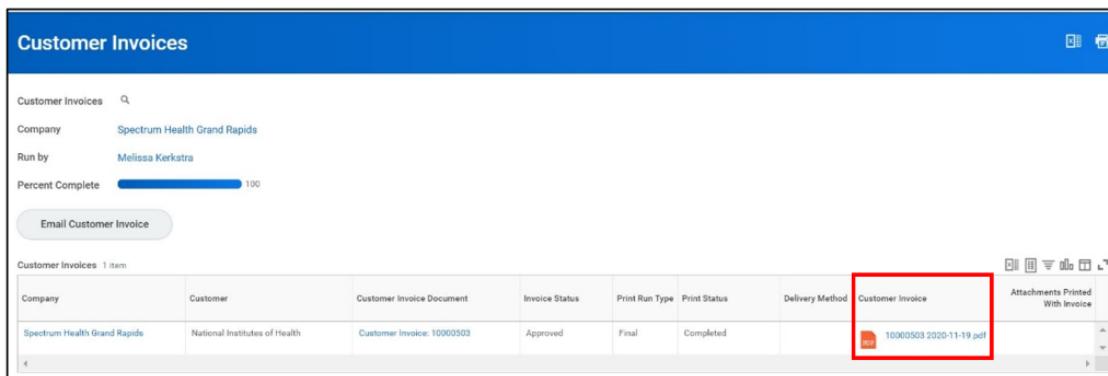
- Click Refresh until Percent Complete is 100.



Under Customer Invoices:

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

Note: You also have the option to Email the invoice to the customer.



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

The screenshot shows a web-based application interface for managing customer invoices. On the left, a sidebar displays 'Customer Invoices' with a search bar, company selection ('Spectrum Health'), run details ('Run by: Melissa Kerkow'), and a progress bar ('Percent Complete'). Below this is an 'Email Customer Invoice' button. The main area shows a detailed invoice for Spectrum Health. The header includes the company logo and name ('SPECTRUM HEALTH'), address ('100 Michigan Street NE, MC 038 Grand Rapids, MI 49503 FinanceResearch@SpectrumHealth.org'), and contact information ('Bill To: National Institutes of Health Office of Extramural Research, 6705 Rockledge Drive Suite 5016, MSC 7986 Bethesda, MD 20892 United States of America'). The invoice is dated November 19, 2020, with an invoice number of 10000503. The prime award is listed as 'Spectrum's Prime Sponsor Number' and the sub award as 'Spectrum's Direct Sponsor Number'. The investigator is Deborah Webb. The 'INVOICE' section contains a table for budget categories: Personnel (-\$500.00), Supplies (16,500.00), Other (5,000.00), and Facilities & Administration (4,000.00). The total approved budget is \$25,000.00, current billing is \$0.00, cumulative expenses are \$0.00, and the balance is \$25,000.00. At the bottom right, there is a link to 'Attachments Printed With Invoice'.



Authored by Heather Zak
Last modified 09-01-2021 13:44:41

Helpful?

Leave a comment