



Workday Finance, configured by a Chartered Accountant.

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■ WORKDAY FINANCE · STEP BY STEP

Create Billing Schedule for a Prepaid Contract

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■ Purpose

This guide provides step-by-step instructions for creating a Billing Schedule for a Prepaid Contract. Following this process ensures all time-based billing events are captured accurately to maintain steady and reliable project cash flow.

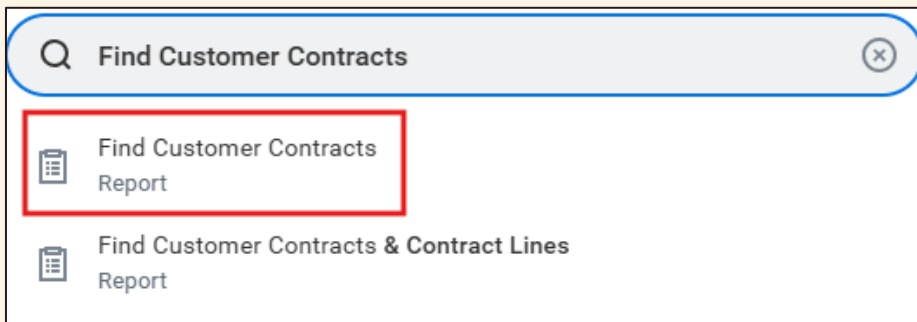
■ Prerequisites

Before creating a Billing Schedule for a prepaid contract, ensure the following:

- You have the appropriate Workday Security Role (e.g., Customer Billing Specialist)
- You have required information:
 - Contract Name
 - Contract Line Items
 - Contract Line Amounts
 - Billing Dates

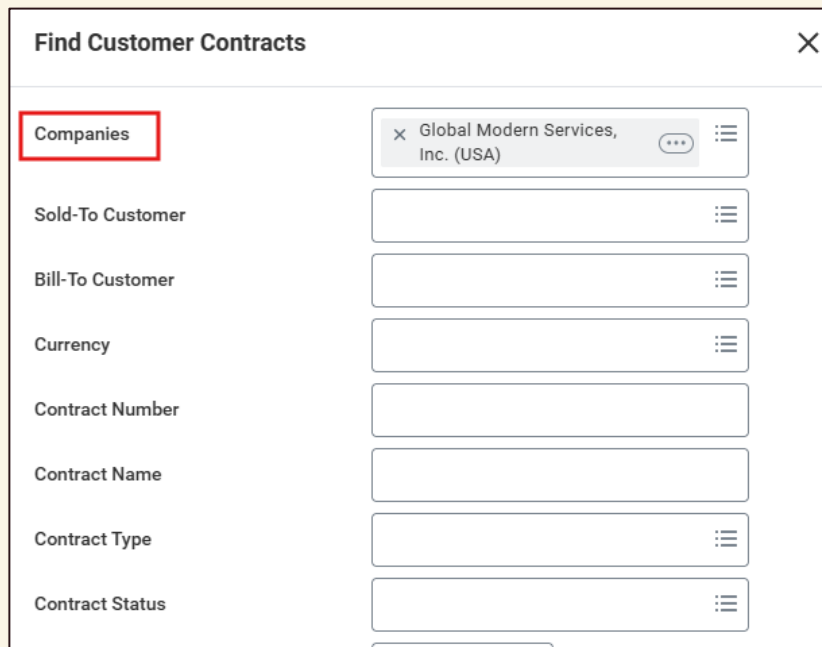
■ Create Billing Schedule

- Type Find Customer Contracts into the search bar and select the related task.
- You can filter your search by selecting a Company or by using one of the many other options.



Search bar: Find Customer Contracts

- Find Customer Contracts Report
- Find Customer Contracts & Contract Lines Report



Find Customer Contracts

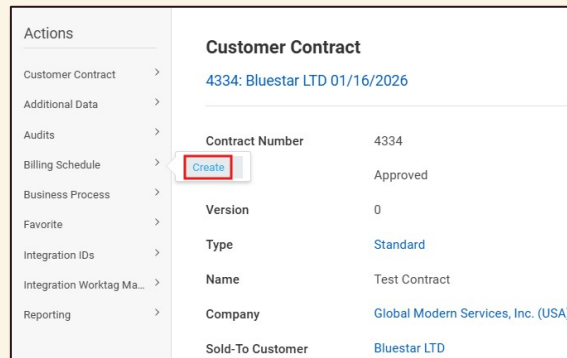
Companies

- Sold-To Customer
- Bill-To Customer
- Currency
- Contract Number
- Contract Name
- Contract Type
- Contract Status

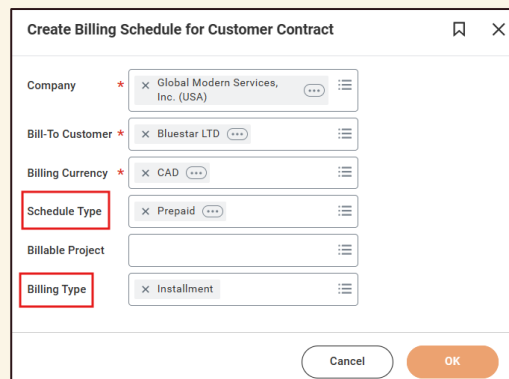
Global Modern Services, Inc. (USA)

■ Create Billing Schedule

- Locate the customer contract that for which a billing schedule needs to be created.
- From the related actions of the contract, hover over Billing Schedule, and click Create.
- On the Create Billing Schedule for Customer Contract window, populate relevant information for Company and Bill-To Customer. Input Prepaid Billing for Schedule Type. Input Installment for Billing Type.



Customer Contract	
4334: Bluestar LTD 01/16/2026	
Contract Number	4334
Approved	Approved
Version	0
Type	Standard
Name	Test Contract
Company	Global Modern Services, Inc. (USA)
Sold-To Customer	Bluestar LTD



Create Billing Schedule for Customer Contract

Company *

x Global Modern Services, Inc. (USA)

Bill-To Customer *

x Bluestar LTD

Billing Currency *

x CAD

Schedule Type

x Prepaid

Billable Project

Billing Type

x Installment

Cancel

OK

■ Create Billing Schedule

- On the next screen, select Prepaid in the Schedule Type field.
- Review the Invoice Header Defaults.
- Fill in necessary additional information including Payment Terms, Payment Type, PO Number, and Invoice Memo.

Billing and Schedule Information

Company	*	X Global Modern Services, Inc. (USA)	⋮
Bill-To Customer	*	X Bluestar LTD	⋮
Bill-To Address		X 365 Bay Street Toronto, ON M5H 2V1 Canada	⋮
Bill-To Contact			⋮
Currency	*	X CAD	⋮
Schedule Type		X Prepaid	⋮

Invoice Header Defaults

Payment Terms	*	X Net 30	⋮
Payment Type		X Check	⋮
PO Number			
Invoice Type		X Standard	⋮
Invoice Memo			

■ Create Billing Schedule

- Select the relevant Billing Method and Billing Frequency.
- Set From Date equal to the From Date on the contract line. Enter a To Date or Number of Installments.
- Select the Use From Date in the Invoice Date Options.

Generate Installment Information

Billing Method *

X Spread Even

Billing Frequency

X Monthly

From Date

01/16/2026

Until

☐ To Date

MM/DD/YYYY

☒ Number of Installments

12

☐ None of the above

Invoice Date Options

☒ Use From Date

☐ Use To Date

☐ Day of the Month

0

■ Create Billing Schedule

- At the bottom of the screen, select the contract line(s) that should be included in the invoices generated by this billing schedule.
- Then click Save and Continue.

Add Lines 5 Items													
Add	Line	Line Company	Document	Header Company	Bill-To Customer	Currency	Billable Project	Transaction Sources	From Date	To Date	Line Amount		
☐	4187 Revenue (Line 1)	Global Modern Services, Inc. (USA)	4187: Bluestar LTD 07/12/2025	Global Modern Services, Inc. (USA)	Bluestar LTD	CAD	Bluestar Projects	Time			60,000.00		
☐	4295 Consulting Services (Line 1)	Global Modern Services, Inc. (USA)	4295: Bluestar LTD 11/24/2025	Global Modern Services, Inc. (USA)	Bluestar LTD	CAD					1,000.00		
☒	4334 Equipment (Line 1)	Global Modern Services, Inc. (USA)	4334: Bluestar LTD 01/16/2026	Global Modern Services, Inc. (USA)	Bluestar LTD	CAD					304.60		
☐	4334 Hardware (Line 2)	Global Modern Services, Inc. (USA)	4334: Bluestar LTD 01/16/2026	Global Modern Services, Inc. (USA)	Bluestar LTD	CAD					101,532.00		
☐	4334 Maintenance (Line 3)	Global Modern Services, Inc. (USA)	4334: Bluestar LTD 01/16/2026	Global Modern Services, Inc. (USA)	Bluestar LTD	CAD					135,376.00		

■ Create Billing Schedule

- On the next screen, click Generate Installments and Workday will automatically create the installments.
- You can then review the generated installments on the next screen.

Default

Exempt No Interest Rule 1% Monthly Late Fee Rule 25 USD Late Fee

Rule Origin All Customers

Edit Schedule Header

Edit Retention Terms

Manage Lines

Define Installment Amounts

Generate Installments

Customize Installments

Manage Attachments

Submit

■ Create Billing Schedule

- If the installments need to be further modified, click Customize Installments.
- This task allows you to modify the installment Invoice Date, From Date, To Date, Customer Contract Line, Billing Installment From Date, To Date, and Amount.
- When everything is completed, you can click the Submit button.

Default

Exempt No Interest Rule 1% Monthly Late Fee Rule 25 USD Late Fee

Rule Origin All Customers

Edit Schedule Header

Edit Retention Terms

Manage Lines

Define Installment Amounts

Generate Installments

Customize Installments

Manage Attachments

Submit

■ Common Errors and Resolutions

Issue	Description	Resolution
Billing Date Cannot Precede Contract Signed Date	You are trying to invoice a customer on a date before the contract was legally signed or effective in the system.	Verify the Contract Signed Date and Effective Date on the Contract Header.
Prepaid Amount Exceeds Remaining Contract Ceiling	In Workday, you cannot bill more than the total value of the contract line.	Check the Contract Line Amount .

■ Best Practices

- Use clear and consistent naming conventions.
- Synchronize Dates with Accounting Periods.
- Leverage "Internal Memos" for Audit Trails.



Thank You

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