



Workday Finance, configured by a Chartered Accountant.

ABHAYJAISWAL.COM

■ WORKDAY FINANCE · STEP BY STEP

Create Customer Invoice – Time & Materials

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■ Purpose & Overview

- This guide explains how to create customer invoices for Time and Materials (T&M) contracts in Workday.
- The process generates invoices based on eligible billable transactions.

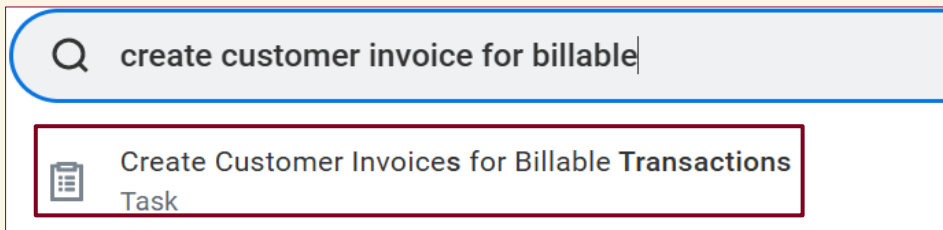
■ Prerequisites

Before starting, ensure the following:

- User has required Workday security access
- Billable transactions are available and ready for invoicing
- Relevant accounting periods are open

■ Create Customer Invoice – Navigation

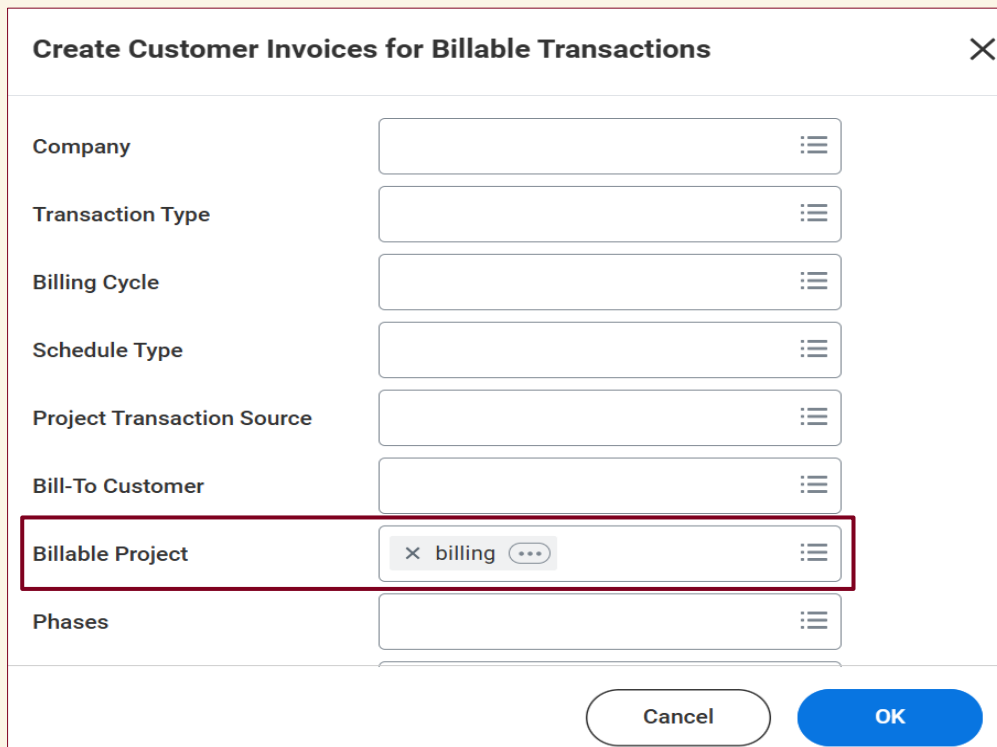
- Search for “Create Customer Invoices for Billable Transactions” in the Workday search bar



Search bar content: create customer invoice for billable

Search results: Create Customer Invoices for Billable Transactions Task

- Populate task filters to find relevant billable transactions for invoice creation. Click OK



Create Customer Invoices for Billable Transactions [X]

Company	[Filter]
Transaction Type	[Filter]
Billing Cycle	[Filter]
Schedule Type	[Filter]
Project Transaction Source	[Filter]
Bill-To Customer	[Filter]
Billable Project	× billing ... [Filter]
Phases	[Filter]

Buttons: Cancel, OK

■ Create Customer Invoices

- Enter the Invoice Date
- Select Invoices to be Created
- Click OK to submit the invoice creation process

Invoice Date * 01/01/2023 

Select All ☐

Invoices to be Created 3 items

Select	Customer	Billing Schedule	Transaction Type
	Atlas International	Opportunity Test - LF [0] Time Atlas International	Project Time and Expense

■ Process Completion

- Click Refresh until the Status shows Complete

Batch Process in Progress

Process

Customer Invoice from Billing Transactions Job (New)

Request

Customer Invoice from Billing Transaction (New) (06/26/2025, 2:00:05.552 AM)

Percent Complete

0

Refresh

- Scroll down to the bottom of the screen to review the results.

Invoices	Background Processes
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Invoices 1 item









Customer	Billing Schedule	Billable Projects	Project Transaction Source	Customer Invoice	Completion Date
Atlas International	Opportunity Test - LF [O] Time Atlas International	Opportunity Test - LF [O]	Time	15307	Global (USA)

■ Common Errors & Resolutions

Error	Resolution
No transactions available for invoicing	Verify billable transactions exist and filters are correct
Invoices not created	Confirm Invoice Date is entered and transactions are eligible
Status not completing	Refresh the process and verify no system errors
Incorrect invoice data	Review billable transactions and contract setup



Thank You

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