



Workday Finance, configured by a Chartered Accountant.

ABHAYJAISWAL.COM

■ WORKDAY FINANCE · STEP BY STEP

Create Revenue Recognition Schedule – Spread Even

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■ Purpose & Overview

- This guide explains how to create revenue recognition schedules and installments for deferred revenue contracts using the Spread Even method in Workday.

■ Prerequisites

- User has required Workday security access.
- Customer contract is created and active.
- Relevant accounting periods are open.

■ Create Revenue Recognition Schedule – Navigation

- Search for 'Find Customer Contracts – Rev Rec'.

 Find Customer Contracts Report

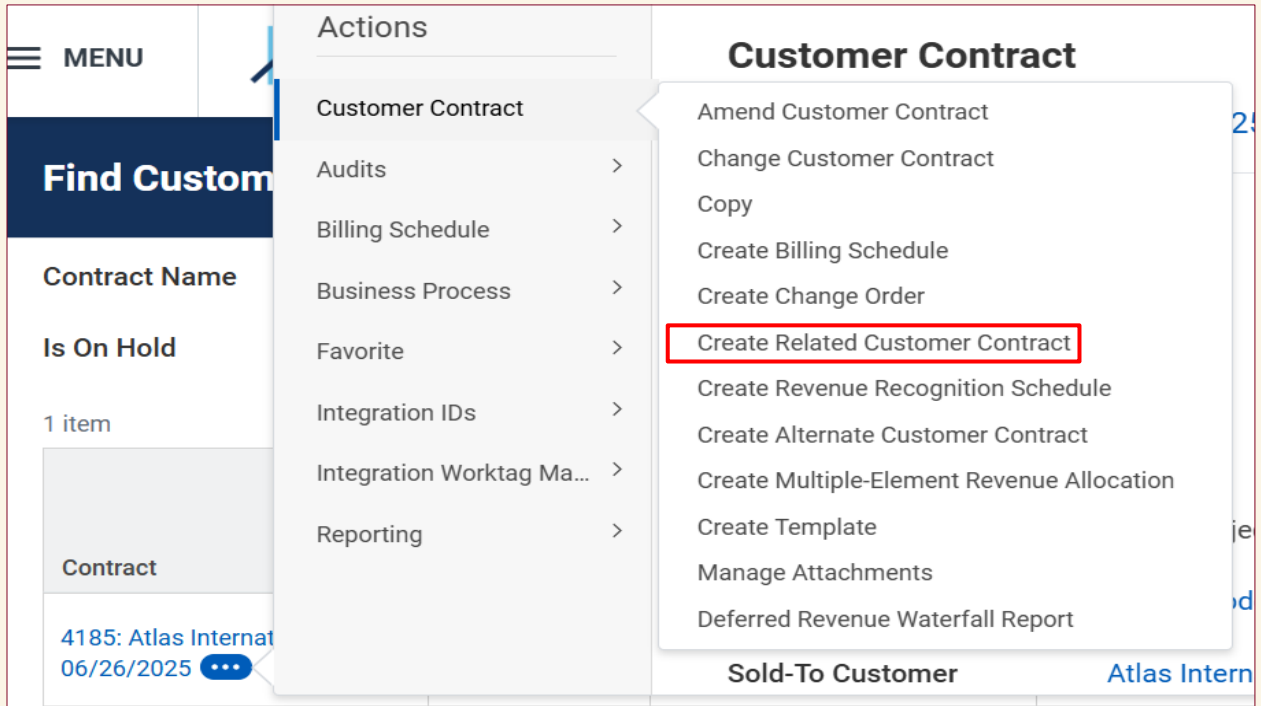
- Use report filters to locate the relevant customer contract.

Find Customer Contracts
×

Companies	× Global Modern Services, Inc. (USA) ⋮
Sold-To Customer	⋮
Bill-To Customer	⋮
Currency	⋮
Contract Number	
Contract Name	Mega Project Contract

■ Create Revenue Recognition Schedule – Navigation

- Select the appropriate contract.



The screenshot displays the Workday Finance interface. On the left, a sidebar contains a 'MENU' button and a 'Find Customer' section with filters for 'Contract Name' and 'Is On Hold'. Below these filters, a list of contracts is shown, with the first item being '4185: Atlas Internat' dated '06/26/2025'. The main area shows the 'Actions' menu for a selected 'Customer Contract'. The 'Create Related Customer Contract' option is highlighted with a red box. Other options in the menu include 'Amend Customer Contract', 'Change Customer Contract', 'Copy', 'Create Billing Schedule', 'Create Change Order', 'Create Revenue Recognition Schedule', 'Create Alternate Customer Contract', 'Create Multiple-Element Revenue Allocation', 'Create Template', 'Manage Attachments', and 'Deferred Revenue Waterfall Report'. The 'Sold-To Customer' field at the bottom right shows 'Atlas Intern'.

■ Key Inputs

- *Contract Company, Sold-to Customer, Contract Currency, and Contract Line Company* fields are automatically populated from the customer contract.
- Schedule Type: Spread Even.

Contract Company	* Global Modern Services, Inc. (USA)
Sold-To Customer	* Atlas International
Contract Currency	* USD
Contract Line Company	Global Modern Services, Inc. (USA)
Schedule Type	× Spread Even ⋮

OK

Cancel

■ Key Inputs

- Revenue Recognition Method: Spread Even.
- Select a *From Date* and *To Date* OR *Number of Installments*.

✓ Generate Installment Information

Revenue Recognition Method *

× Spread Even



Frequency

Monthly

From Date

*

06/01/2022



*



To Date

06/30/2023



Number of Installments

0

■ Generate Installments

- **Optional:** Check the *Automatically Regenerate Installments* under the *Amendment Processing* tab. When this box is checked WD will generate new installments when the contract line amount on the customer contract is modified.

Amendment Processing

Automatically Regenerate Installments	☒
Automatically Submit Schedule via Contract Amendment	☐
Generate Cumulative Catch-up Installments	☐

- Confirm correct contract lines are selected.

Select All

☒

Add Lines

1 item

Add	Line	Revenue Category	Line Company
☒	4185 Consulting Nonlabor (Line 1)	Consulting Nonlabor	Global Modern Services, Inc. (USA)

Save and Continue

Cancel

■ Generate Installments

- Click Save and Continue.
- Click Generate Installments and confirm.

Generate Installment Information

Revenue Recognition Method Spread Even
Frequency Monthly
From Date 06/01/2022

☒ To Date 06/30/2023
☐ Number of Installments

Amendment Processing

Automatically Regenerate Installments Yes
Automatically Submit Schedule via Contract Amendment No
Generate Cumulative Catch-up Installments No

Edit Schedule Header

Manage Lines

Define Installment Amounts

Generate Installments

Customize Installments

Manage Attachments

Submit

■ Review & Submit

- Review generated installments for accuracy.
- Use Customize Installments if adjustments are required.

Installments								
13 items								
Installment	Status	Installment Date	From Date	To Date	Total Amount	Installment Milestones	Currency	Installment Line Count
Q	Available	06/30/2022	06/01/2022	06/30/2022	7,692.31	0	USD	1
Q	Available	07/31/2022	07/01/2022	07/31/2022	7,692.31	0	USD	1

- Click Submit to complete the process.

■ Common Errors & Resolutions

Error	Resolution
Installments not generated	Verify From/To dates or number of installments and regenerate.
Incorrect revenue amounts	Check contract line amounts and recognition method.
Missing contract lines	Ensure correct contract lines are selected before generating.



Thank You

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