



Workday Finance, configured by a Chartered Accountant.

ABHAYJAISWAL.COM

■ WORKDAY FINANCE · STEP BY STEP

Generate Revenue Recognition Schedule Accounting

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■ Purpose & Overview

- This guide explains how to generate and review accounting for revenue recognition installments in Workday.
- The process uses the Scheduled Revenue Recognition Accounting task to create accounting entries for eligible installments.

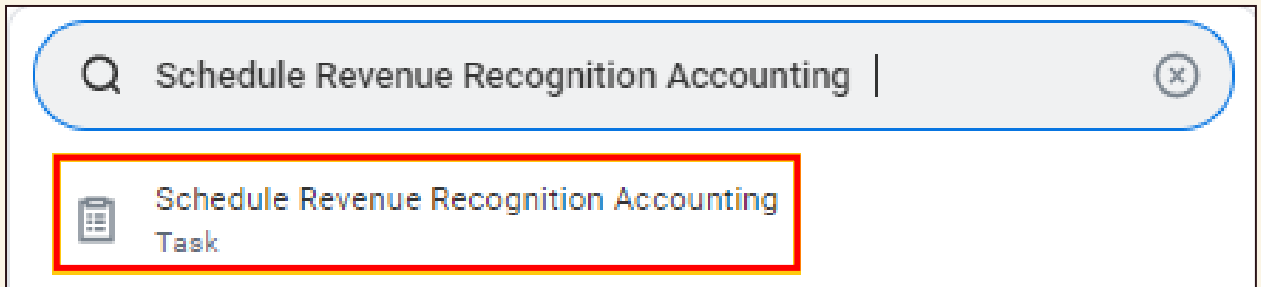
■ Prerequisites

Before starting, ensure the following:

- User has appropriate Workday security access
- Revenue recognition schedules and installments have been created
- Relevant accounting periods are open

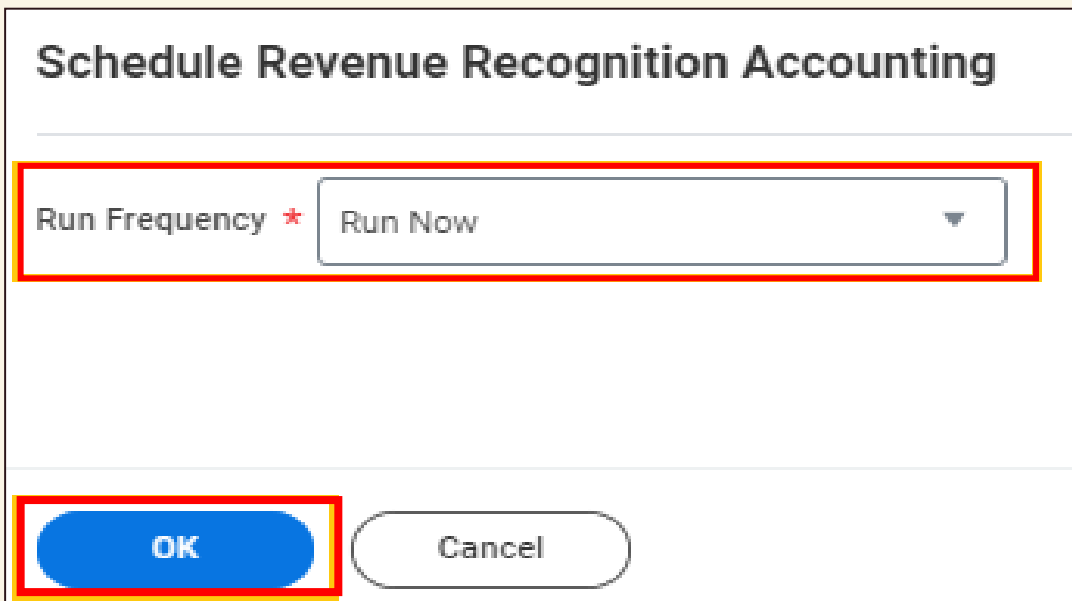
■ Generate Revenue Recognition Accounting – Navigation

- Search for “Scheduled Revenue Recognition Accounting” in the Workday search bar



The screenshot shows a search bar with the text "Schedule Revenue Recognition Accounting" entered. Below the search bar, a result is displayed: "Schedule Revenue Recognition Accounting Task". The result is highlighted with a red rectangular box.

- Select Run Frequency as Run Now
 - (Alternatively, schedule using future or recurring options)



The screenshot shows the "Schedule Revenue Recognition Accounting" dialog box. The "Run Frequency" dropdown menu is set to "Run Now". The "Run Frequency" label and the dropdown menu are highlighted with a red rectangular box. At the bottom of the dialog, the "OK" button is highlighted with a red rectangular box.

■ Run Frequency & Key Inputs

- Enter a Request Name
- Use Filter Criteria to define which revenue recognition schedules should be processed

Request Name * Job Aid

Run Frequency Run Now

Criteria

▼ Filter Criteria

* ☒ Earliest Open Accounting Period

☐ Date Range

☐ Installment Date Days Ahead

Company *

× Global Modern Services, Inc. (USA) ...

Revenue Recognition Method ...

Contract Types ...

Award Types ...

Schedule Type

× Standard ...

■ Preview Installments

- For the *Run Now* run frequency option, Workday allows you to *Preview Installments for Criteria*.
- **Run Frequency = Run Now**
- Select **Preview Installments for Criteria**
- Click the **Installment Count** to review matching installments
- Note: *Preview Installments for Criteria* is not available for future scheduled invoice creations.

Award Types

Schedule Type

×

Standard

⋮

⋮

Preview Installments for Criteria

☐

Company Installment Information 1 item

■ Process Completion

- Click **OK** to submit the process
- Click **Refresh** until the status displays **Completed**

Background Process

[Job Aid](#)
⋮

Process	Revenue Recognition Accounting Job
Request Name	Job Aid
Status	Initiated
Current Processing Time (hh:mm:ss)	00:00:00
Average Processing Time (hh:mm:ss)	00:00:00

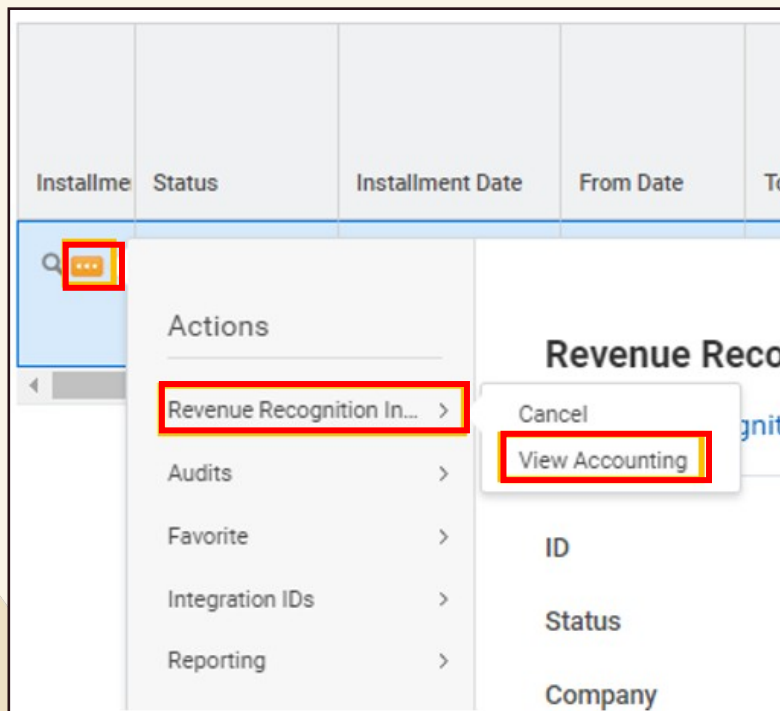
Refresh

■ View Accounting

- Click the number in the Installment Count column

Installment Count	
	4

- Click the Related Actions (magnifying glass)
- Select Revenue Recognition Installment → View Accounting



■ View Accounting

- Review the accounting entries generated for the installment

Journal Lines 2 items

Journal Line	Ledger Account	Debit Amount	Credit Amount	Memo	Cost Center	Additional Worktags	Budget Date
Q	2600:Deferred Revenue	127,450.98				Customer: Atlas International Revenue Category: License	
Q	4000:Revenue		127,450.98		71200 Field Sales - Texas	Channel: Direct Customer: Atlas International Division: Financial Services Employee: Juan Delgado Line of Business: Enterprise ⊕ More (3)	04/30/2010

■ Common Errors & Resolutions

Error	Resolution
No installments returned in preview	Review filter criteria and confirm eligible installments exist
Accounting not generated	Ensure accounting periods are open and installments are eligible
Unable to view accounting	Verify user has appropriate revenue recognition and accounting security
Preview option not available	Confirm Run Frequency is set to Run Now

■ Best Practices

- Use Preview Installments to validate selection before running accounting
- Run revenue recognition accounting on a consistent schedule
- Review accounting entries after completion for accuracy
- Ensure filters are narrowly defined to avoid unintended postings



Thank You

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