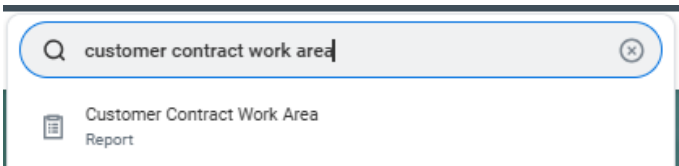


Customer Accounts/Revenue: Create Customer Invoice from Billing Installments

Audience / Role	Customer Billing Specialist Award Contract Specialist
Description	This job aid provides instructions to create a customer invoice from billing installments.

Create Customer Invoice from Billing Installments

1	In the Search bar, enter Customer Contract Work Area . In the search results, select the Customer Contract Work Area report. 
2	The Customer Contract Work Area report displays. Select Create Customer Invoices from Billing Installments .
3	Enter search criteria for customer invoice and select OK .
4	Under Create Customer Invoices from Billing Installments – Selection , select the billing installment(s) to create into an invoice. Select OK .
5	Under Create Customer Invoices from Billing Installments – Confirmation , select the billing installment(s) to create an invoice. Select OK .
6	View Schedule Customer Invoice for Billing Installment Criteria and status displays.

What Happens Next?

- The customer invoice from billing installments request routes for review and approval

Related Reports

- Find Customer Invoices for Company
- Find Customer Contracts

Related Job Aids

- Create Customer Contract