

Customer Accounts/Revenue: Create Customer Invoice

There are 2 options, and the users can follow either one of them.

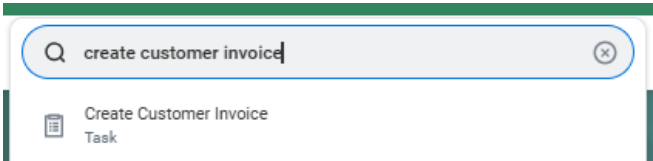
Option 1 – Create a customer invoice to record receivables and defer revenue. Create manual journals to recognize revenue as expenses are incurred.

Option 2 – Create a customer invoice with “Deferred Revenue” check box selected to record receivables and defer revenue. Create custom instalment revenue recognition schedule to recognize revenue as expenses are incurred.

Option 1 -

Audience / Role	Customer Billing Specialist, Department Accountant
Description	This job aid provides instructions for Option 1 above to create a customer invoice.

Create Customer Invoice

1	In the Search bar, enter Create Customer Invoice. In the search results, select the Create Customer Invoice task. 
2	Under Create Customer Invoice, complete the fields for this task. Under Invoice Information, enter the following into the fields: • Company – Select the company. • Bill-To Customer – Select the customer. • Sold-To Customer – Select the customer. • Invoice Date – Select the date of the invoice. • Accounting Date – Enter the date for this invoice. • Invoice Type – Enter the type “Grant – Prepaid”. This is required. • Bill-To Address – Confirm the address is correct. • Bill-To Contact – Select the appropriate contact if available. • Invoice to Rebill – Leave blank.
3	Under Additional Information enter the following into the fields: • From Date – Optional will default if invoice is created from a contract. • To Date – Optional will default if invoice is created from a contract. • Billable Project – leave blank.

Customer Accounts/Revenue: Create Customer Invoice

	• Payment Terms – Will default based on customer selected. Override if appropriate. • Payment Type – Will default based on customer selected. Override if appropriate. • Due Date – will default based on Invoice Type and Payment Terms selected. • Due Date Override – enter a different due date if applicable. Otherwise leave blank. • PO Number – populate with customer’s PO number if provided. • Memo – Optional If all lines of the invoice will have the same Worktags enter the following in the invoice header: • Cost Center – Select the appropriate Cost Center. • Fund –Select the appropriate Fund. • Additional Worktags – Add additional worktags including grant as needed.
4	Under the Invoice Lines tab enter the following information: • Company – Line company will default to name of company. • Sales Item – select the appropriate sales item, if applicable. Sales item revenue category should be 1635RC - Prepaid Grant Revenue • Revenue Category – Should default based on the sales item if selected. Select the Revenue Category 1635RC - Prepaid Grant Revenue if no Sales Item was selected. • Line Item Description – enter an additional description if needed. This prints on the customer invoice. • Quantity – enter the appropriate quantity. Skip if entering extended amount only. • Unit of Measure – select the appropriate unit of measure. Skip if entering extended amount only. • Unit Price – Enter price of each unit/item. Skip if entering extended amount only. • Extended Amount – calculates based on Quantity times Unit Price if entered. If not then enter the amount. • Transaction, From, To Date – Optional for reference • Contract Line – Optional, leave blank. • Deferred Revenue – Optional, leave blank. • Tax fields – Leave blank. • Memo – Optional • Project Task – Populate if applicable. • Grant – Populate the Grant • Cost Center – This should default based on the Grant chosen. If not, select the appropriate Cost Center. • Fund – This should default based on the Grant chosen. If not, Select the appropriate Fund. • Program – Select the appropriate Program if applicable. • Additional Worktags – Add additional worktags as needed. To add additional lines, select the + icon in the first column and repeat.
5	Under the Tax tab, Enter the correct information if you collected sales tax from the transaction.
6	Under the Currency Rate tab, Leave blank

Customer Accounts/Revenue: Create Customer Invoice

7	Under the Interest and Late Fees tab, Add Interest and Late Fee rule, if applicable. Leave blank
8	Under the Attachments tab, add any attachments relevant to the customer invoice. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
9	Under the Notes tab, add any notes about the customer invoice.
10	Select Submit .
11	From Customer Invoice, select the Related Actions button. Select Customer Invoice, then select Print Customer Invoice. Select Refresh. When the invoice is ready, this button will change to Email Customer Invoice. The Print Run Type will show as Final, and Print Status is Completed. A PDF of the invoice is also available to be printed. Selecting email will immediately email the invoice if an email address is available.

What Happens Next?

- The customer invoice routes for review and approval.

Related Reports

- Find Customer Invoices for Company
- Find Customers with Facet Search
- Find Journals

Related Job Aids

- Create and Maintain Customers
- Create Accounting Journal

Customer Accounts/Revenue: Create Customer Invoice

Create Accounting Journal – Create a manual journal to record grant revenue and debit the deferred/Unearned Revenue.



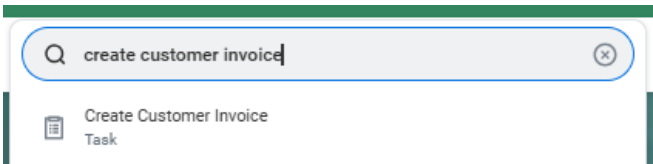
Kern360 Job

Job Aid - Aid_Financial Account

Option 2 -

Audience / Role	Customer Billing Specialist
Description	This job aid provides instructions for Option 2 above to create a customer invoice, create customer invoice revenue recognition schedule and create revenue recognition accounting.

Create Customer Invoice

1	In the Search bar, enter Create Customer Invoice. In the search results, select the Create Customer Invoice task. 
2	Under Create Customer Invoice, complete the fields for this task. Under Invoice Information, enter the following into the fields: • Company – Select the company. • Bill-To Customer – Select the customer. • Sold-To Customer – Select the customer. • Invoice Date – Select the date of the invoice. • Accounting Date – Enter the date for this invoice. • Invoice Type – Enter the type “Grant – Prepaid”. This is required. • Bill-To Address – Confirm the address is correct. • Bill-To Contact – Select the appropriate contact if available. • Invoice to Rebill – Leave blank.

Customer Accounts/Revenue: Create Customer Invoice

3	Under Additional Information enter the following into the fields: • From Date – Optional will default if invoice is created from a contract. • To Date – Optional will default if invoice is created from a contract. • Billable Project – leave blank. • Payment Terms – Will default based on customer selected. Override if appropriate. • Payment Type – Will default based on customer selected. Override if appropriate. • Due Date – will default based on Invoice Type and Payment Terms selected. • Due Date Override – enter a different due date if applicable. Otherwise leave blank. • PO Number – populate with customer's PO number if provided. • Memo – Optional If all lines of the invoice will have the same Worktags enter the following in the invoice header: • Cost Center – Select the appropriate Cost Center. • Fund –Select the appropriate Fund. • Additional Worktags – Add additional worktags including grant as needed.
4	Under the Invoice Lines tab enter the following information: • Company – Line company will default to name of company. • Sales Item – select the appropriate sales item, if applicable. • Revenue Category – Should default based on the sales item if selected. Select the appropriate Revenue Category for grant revenue if no Sales Item was selected. • Line-Item Description – enter an additional description if needed. This prints on the customer invoice. • Quantity – enter the appropriate quantity. Skip if entering extended amount only. • Unit of Measure – select the appropriate unit of measure. Skip if entering extended amount only. • Unit Price – Enter price of each unit/item. Skip if entering extended amount only. • Extended Amount – calculates based on Quantity times Unit Price if entered. If not, then enter the amount. • Transaction, From, To Date – Optional for reference • Contract Line – Optional, leave blank. • Deferred Revenue – Must Select this checkbox. • Tax fields – Leave blank. • Memo – Optional • Project Task – Populate if applicable. • Grant – Populate the Grant • Cost Center – This should default based on the Grant chosen. If not, select the appropriate Cost Center. • Fund – This should default based on the Grant chosen. If not, Select the appropriate Fund. • Program – Select the appropriate Program if applicable. • Additional Worktags – Add additional worktags as needed. To add additional lines, select the + icon in the first column and repeat.

Customer Accounts/Revenue: Create Customer Invoice

5	Under the Tax tab, Leave blank Enter the correct information if you collected sales tax from the transaction.
6	Under the Currency Rate tab, Leave blank
7	Under the Interest and Late Fees tab, Add Interest and Late Fee rule, if applicable. Leave blank
8	Under the Attachments tab, add any attachments relevant to the customer invoice. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
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What Happens Next?

- The customer invoice routes for review and approval.

Related Reports

- Find Customer Invoices for Company
- Find Customers with Facet Search

Related Job Aids

- Create and Maintain Customers



KERN COUNTY WORKDAY JOB AID

Customer Accounts/Revenue: Create Customer Invoice

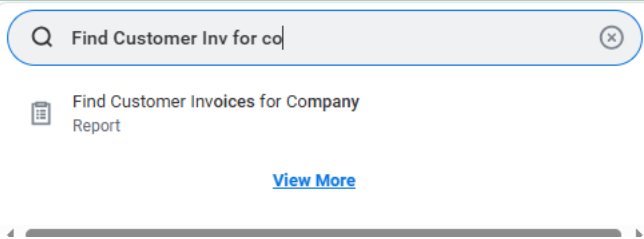
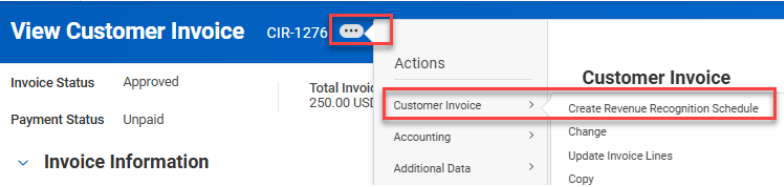


Customer Accounts/Revenue: Create Customer Invoice

Create Customer Invoice Revenue Recognition Schedule and Create Revenue Recognition Accounting

Prerequisite – Before creating the revenue recognition schedule ensure that you are ready to create at least one revenue instalment to be included on the schedule.

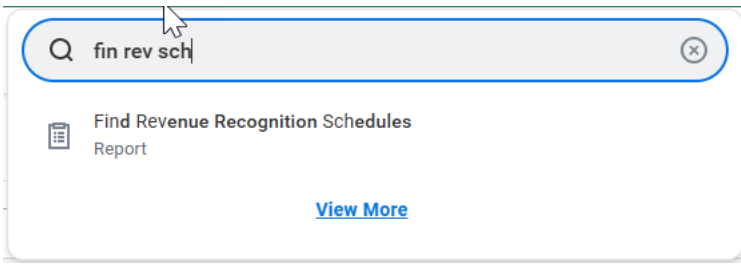
Create Customer Invoice Revenue Recognition Schedule

1	In the Search bar, enter Find Cust Inv for Co. In the search results, select the Find Customer Invoice for Company task.  Input Customer information and find the customer invoice with Deferred Revenue that was created in the previous steps above
2	From the Related Actions (...) on the invoice select action Create Revenue Recognition Schedule.  Company, Customer and Customer Invoice is auto populated. Leave Invoice Line Company blank if not applicable Click OK to navigate to the Revenue Recognition Information Page
3	Under Revenue Recognition Information, complete the fields for this task. Under Invoice Information, enter the following into the fields: • Company – Select the company. • Schedule Type – Select Custom Schedule • Schedule Description – Optionally, enter schedule description

Customer Accounts/Revenue: Create Customer Invoice

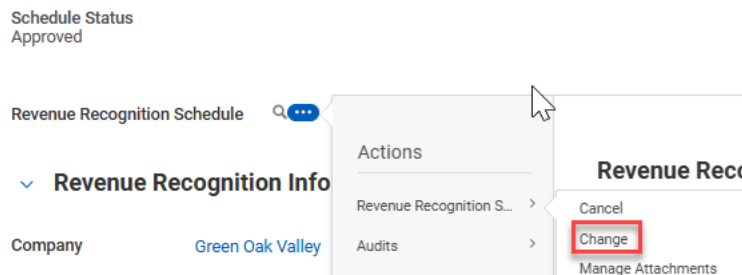
	• Schedule On Hold - Leave blank • Milestones – Leave blank • Revenue Recognition Method – Select Custom • Frequency – Monthly • From Date – Enter the from date for this schedule • To Date – Enter the To date for this schedule • Number of Instalments – Leave Blank • Select All Check box – Selected when all invoice lines included in the schedule • Select Check box – Use to select specific invoice lines in the schedule After completing all the information Click Save and Continue” Draft Revenue schedule is created, and you are navigated to the next page
4	Select Customize Instalments to navigate to the Installment Details page. On the Installments tab Click + sign to add instalments. Enter the following information on the instalment • Installment Date – Required and this will be revenue recognition accounting Date. • From Date - Optional • To Date – Optional Click + to enter instalment line information • Line – Select the invoice line from drop down • From Date - Optional • To Date – Optional • Amount - Enter the instalment amount for revenue recognition • Worktags ○ Grant - default based on customer invoice line selected. ○ Fund – default based on customer invoice line selected ○ Cost Center – defaults based on customer invoice line ○ Other worktags – default based on customer invoice line selected. Click Save as Custom Schedule. You are navigated back to the Revenue Recognition Information page. If no more changes needed, click Submit to complete the schedule setup and routed for any approvals.
5	To add additional custom revenue installments as needed, follow the steps below In the Search bar, enter Find Rev Sch. In the search results, select the Find Revenue Recognition Schedules task.

Customer Accounts/Revenue: Create Customer Invoice



Input Company, Customer information and find the revenue recognition schedule that you need to add revenue installments for.

From the Related Actions (...) on the Revenue Recognition Schedule select action **Change**



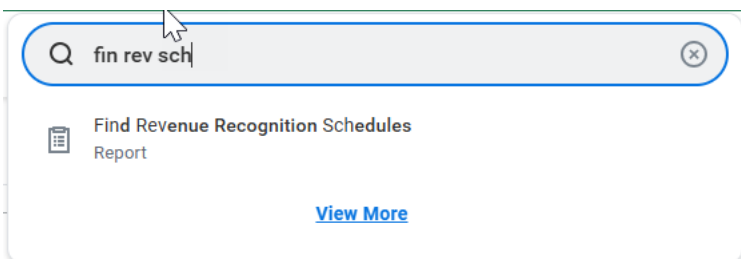
On the next page **Click OK**

Revenue schedule is now in **Draft** status, and you are navigated to the next page

Select **Customize Instalments** and follow **Step 4** above to add additional instalments and Submit schedule.

Create Revenue Recognition Accounting

- 1 In the Search bar, enter **Find Rev Sch**. In the search results, select the **Find Revenue Recognition Schedules** task.



Input Company, Customer information and find the revenue recognition schedule that you need to recognize revenue for.

Customer Accounts/Revenue: Create Customer Invoice

2

Navigate to the **Installments** tab on the schedule. Look for the Installments with Status as **Available**

From the Related Actions (...) on the Revenue Recognition Installment select action **Create Revenue Recognition Accounting**.

View Revenue Recognition Schedule

Schedule Status: Approved

Revenue Recognition Installment

Actions: Revenue Recognition In... (selected), Audits, Deployments, Effective Stating, Favorite, Instance, Integration IDs, Reporting

Cancel | Create Revenue Recognition Accounting (selected)

Green Oak Valley, Brendan Carney, 04/09/2025, \$50.00

ID	REVENUE_RECOGNITION_INSTALLMENT-6-72
Status	Available
Company	Green Oak Valley
Customer	Brendan Carney
Revenue Recognition Schedule	Revenue Recognition Schedule: Brendan Carney 04/09/2025 (Approved)
Installment Date	04/09/2025
From Date	(empty)
To Date	(empty)
On Hold	No
Revenue Amount	50.00
Currency	USD
Milestone	(empty)

On the next page select the Checkbox for the lines to be included

Click OK and the Click OK again to Confirm

On the next page Select **Refresh**

When the process is complete you will see the Processed Instalments and the revenue recognition journal is created.

View Schedule Revenue Recognition Accounting Criteria Revenue Recognition Accounting on 04/09/2025

Processed Installments: 1 item

Installment	Status	Installment Date	From Date	To Date	Total Amount	Installment Milestones	Currency	Journal	Installment Line Co
Q	Complete	04/09/2025			50.00	0	USD	Operational Journal: Green Oak Valley - 04/09/2025	

View the journal to see the accounting.

What Happens Next?

- The revenue recognition instalment is updated as Complete on the revenue recognition schedule.



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Related

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- Find Customers with Facet Search
- Find Revenue Recognition Schedules
- Find Journals

Reports

Related Job Aids

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