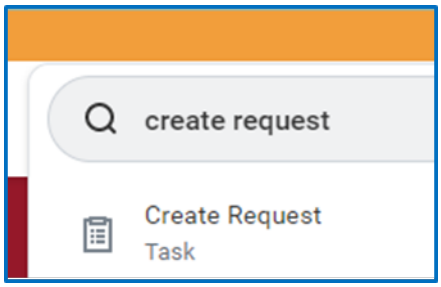
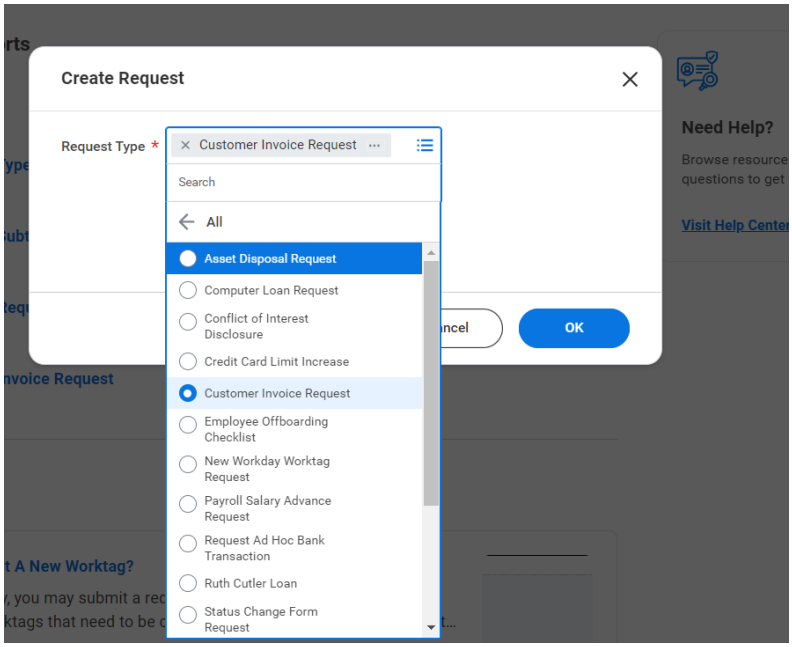
Creating a Customer Invoice Request

Note: It is your responsibility to follow up for payment. Accounting Services will not be contacting any customers regarding payments. Invoices over 180 days will be reviewed for cancellation against the original budget lines or sent to collections.

1) In Workday search field, type in **Create Request**.

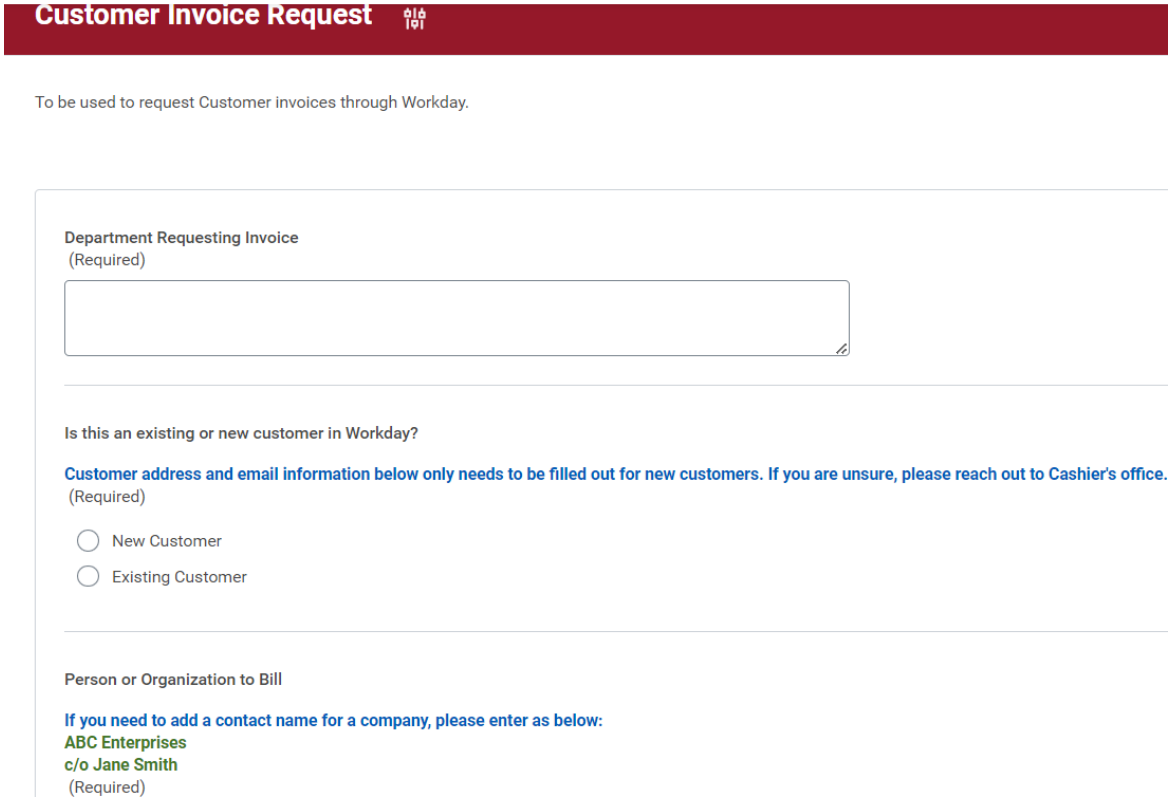


2) Then select Customer Invoice Request after selecting 'All'.



3) Fill in the Required fields:

-**Dept Requesting Invoice** – This is your home department
-**New/Existing Customer**- If possible, include Customer ID number for Existing Customers
-**Person or Organization to Bill** -Customer name



-**Billing Address for Invoice** *(optional)* – Note: all invoices will be emailed to the email provided.
-**Email for customer being billed**- Provide valid email for invoices and satements to be sent
-**Services to Bill with Amount**- Enter a description of sevices that you are billing for
-**Total Invoice Amount-** Total amount of all items being invoiced for

Billing Address for Invoice

Email for customer being billed

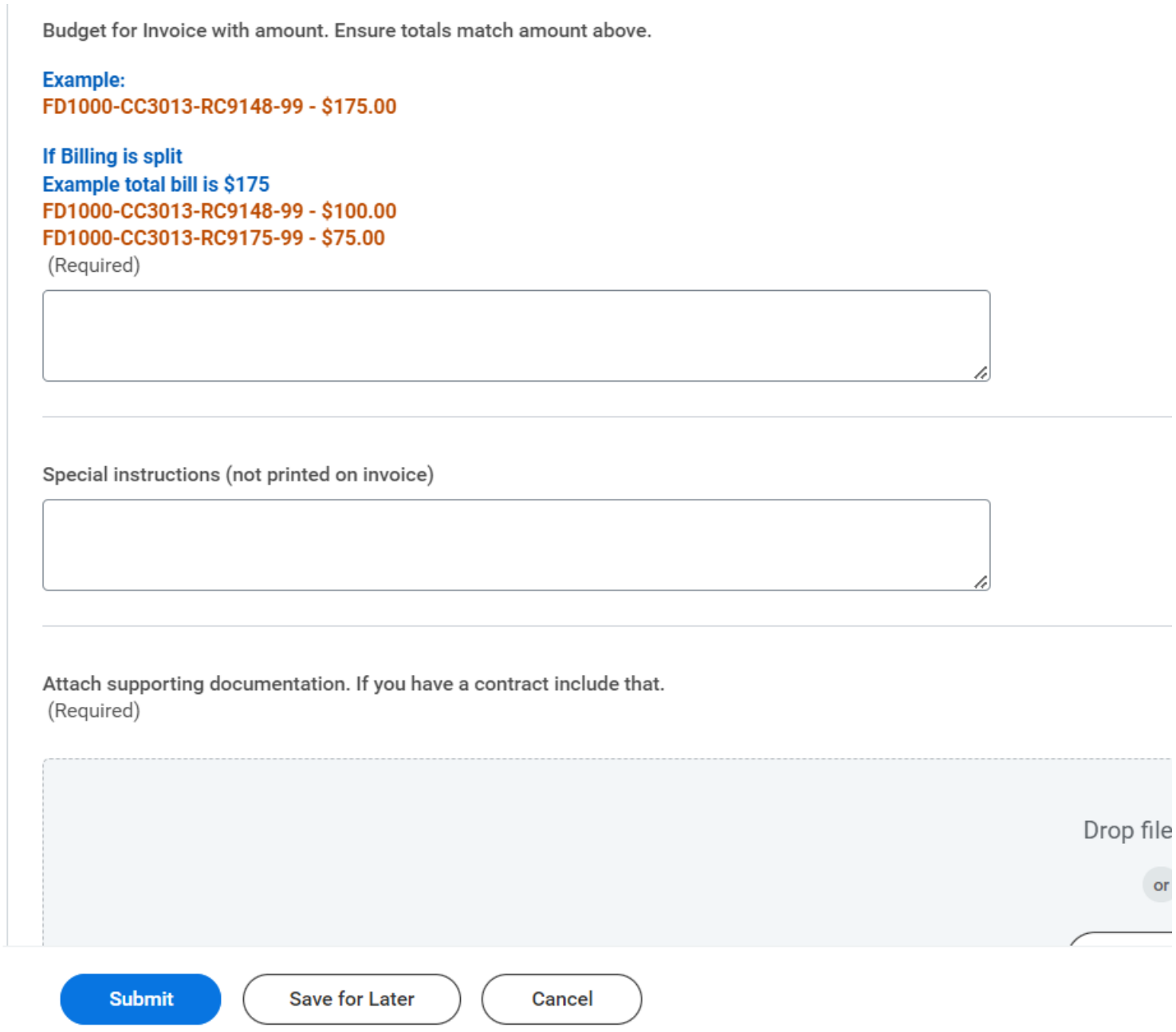
Services to Bill with Amount

Examples:
Single Line of Billing:
Barn Rental 3/1 - 3/15/24 - $175.00

Multiple Billing Lines:
Swimming Pool Rental - $100.00
Locker Room Rental - $ 75.00
(Required)

Total Amount of invoice
(Required)

-**Budget for Invoice with amount-** List budget line separately for each line on the invoice.
-**Special Instructions**- enter any additional comments or requests
-**Attachments**- attach all supporting documentation for invoice

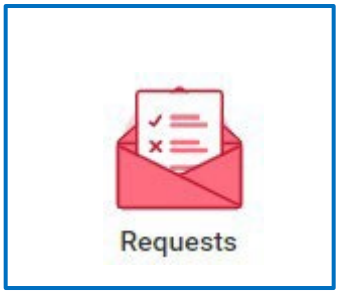


4) One you have completed all required fields, click **Submit**.

Your invoice will be created and emailed to the customer from Workday.

Finding the status of your request.

1) Click the Request worklet on your home screen or type My Requests in the search bar



2) From here you can view your requests or create new ones.

