
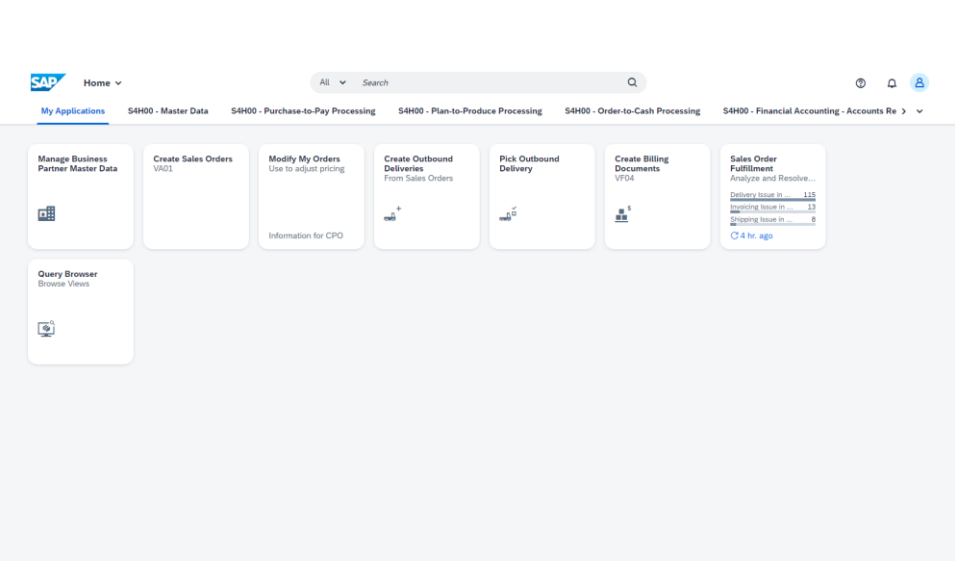
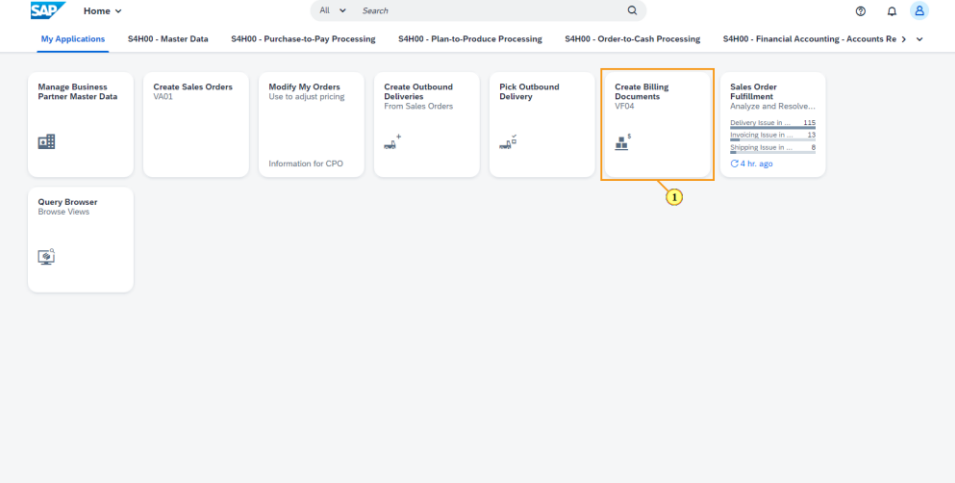
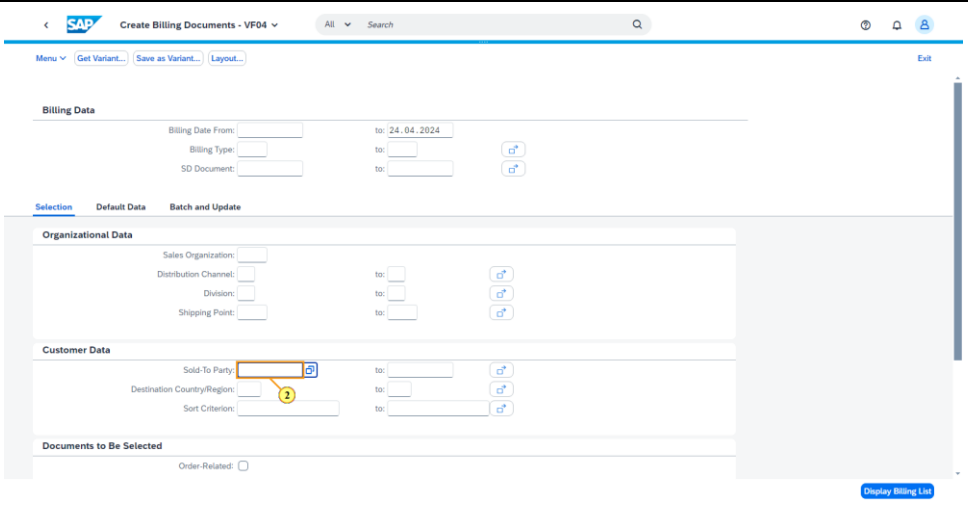
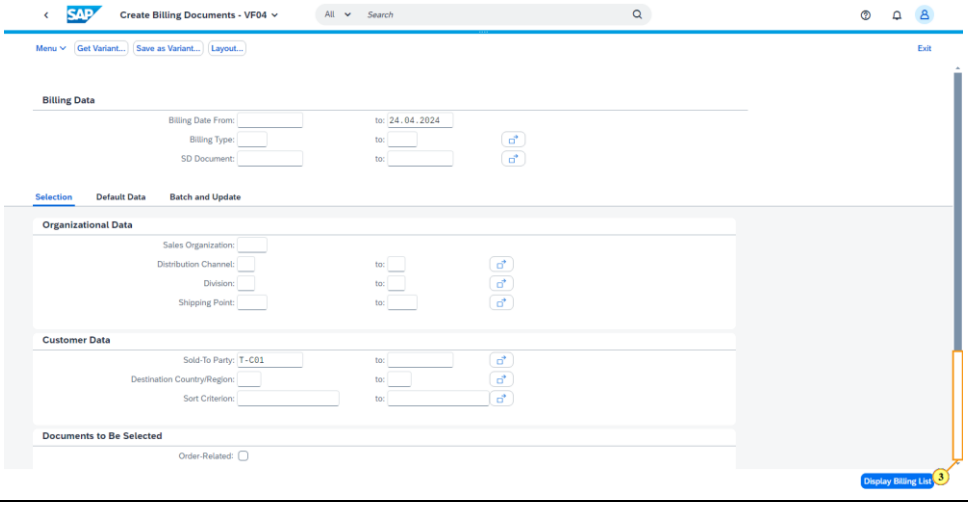

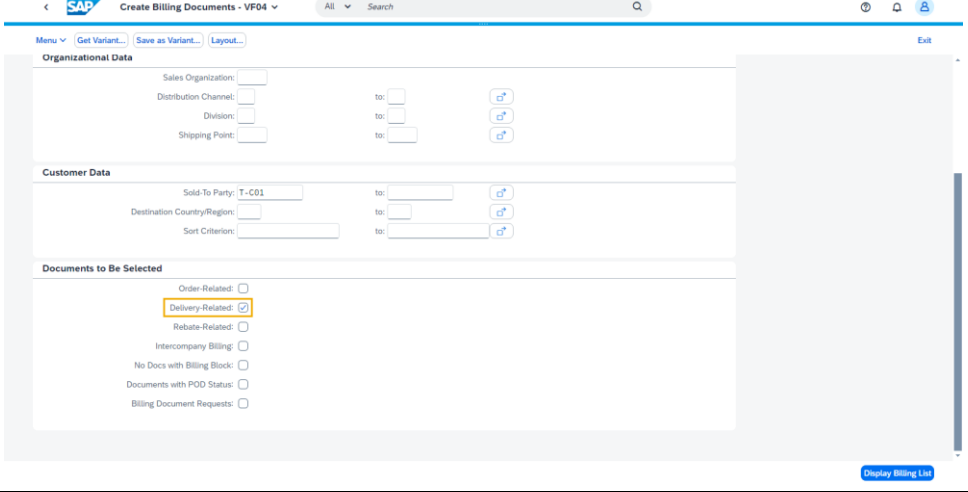
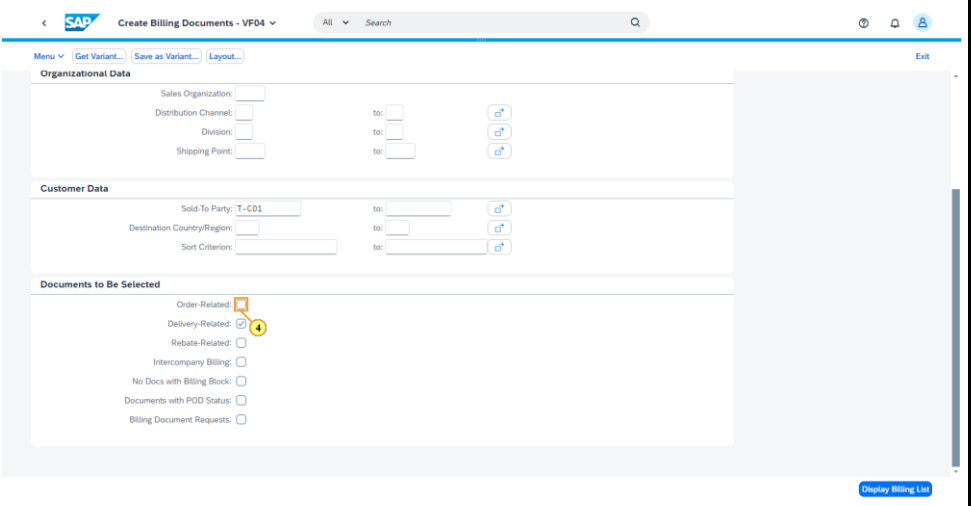
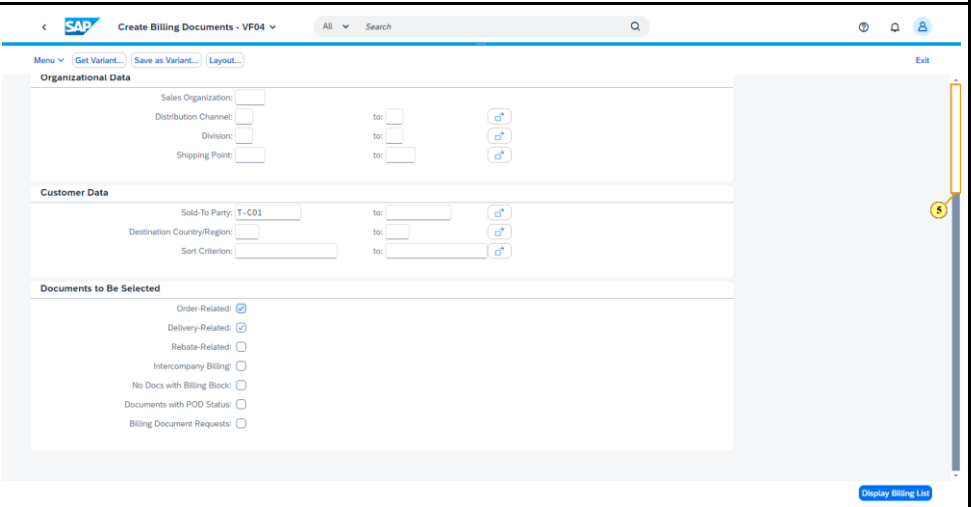
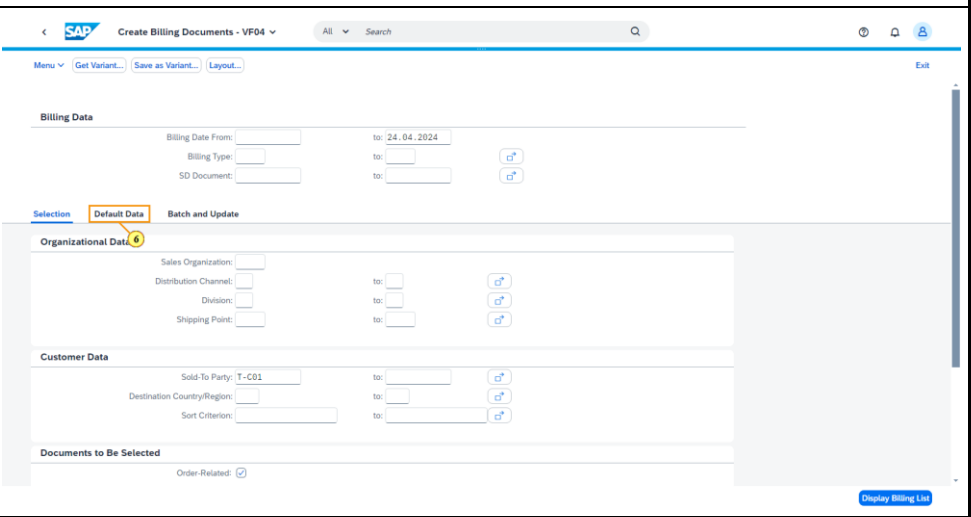
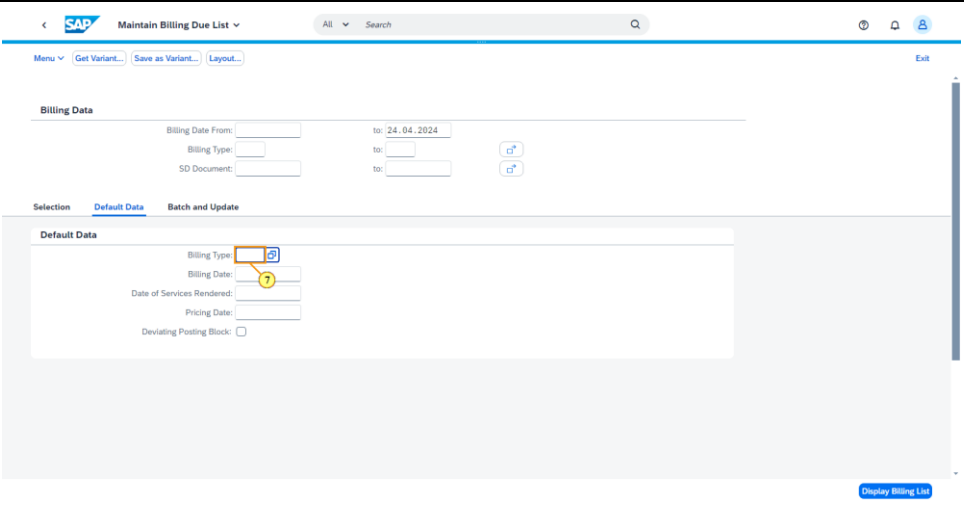
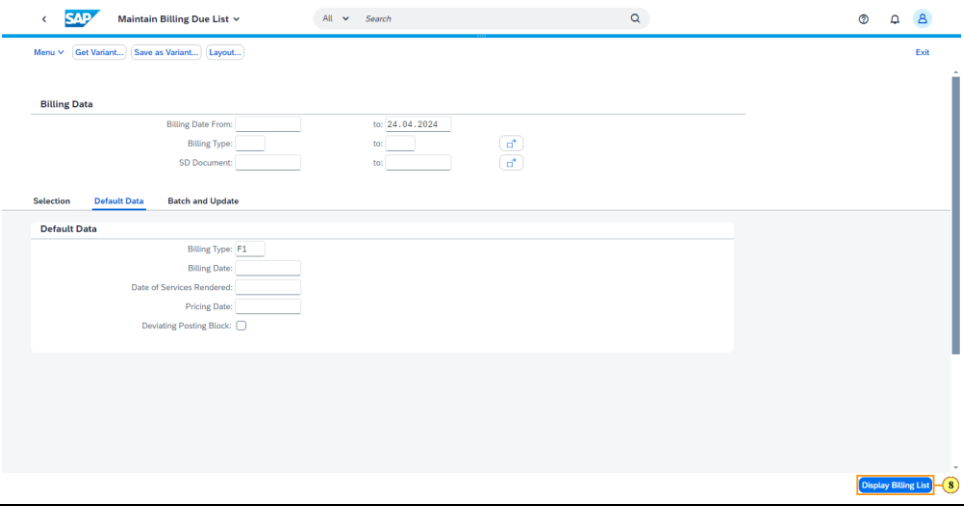
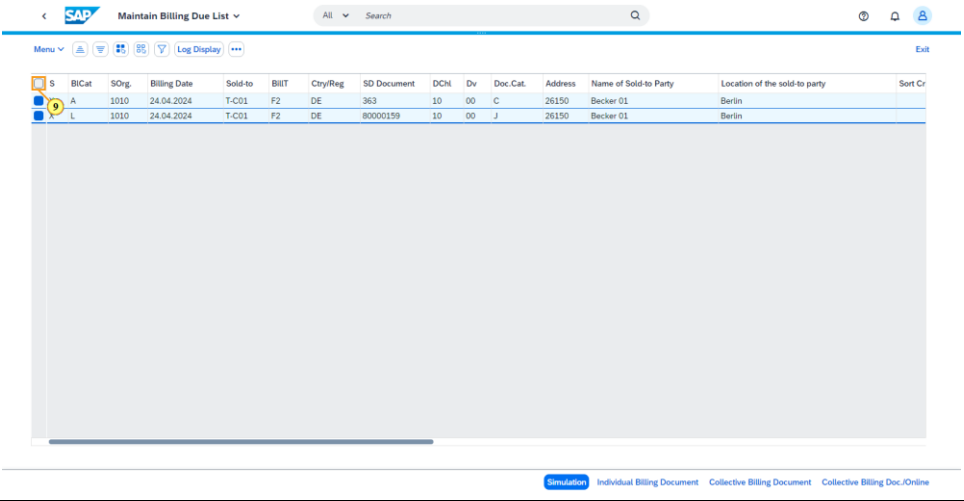


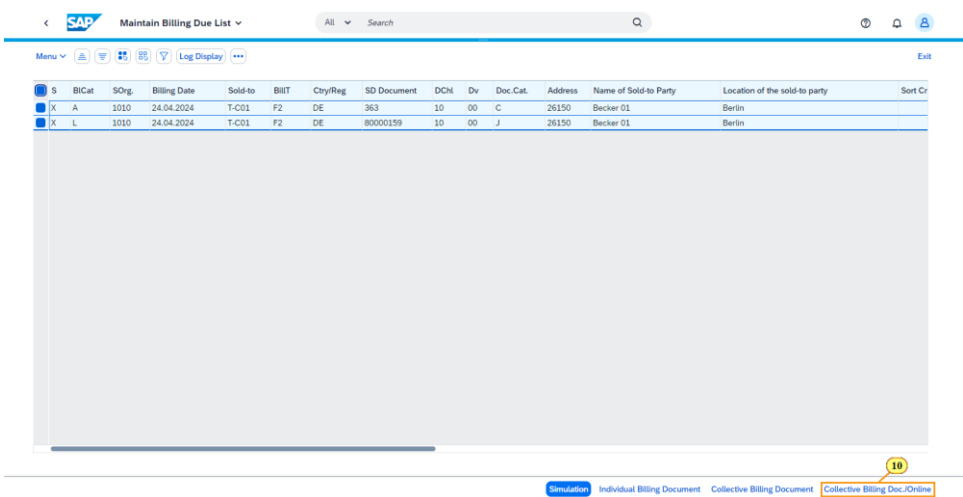
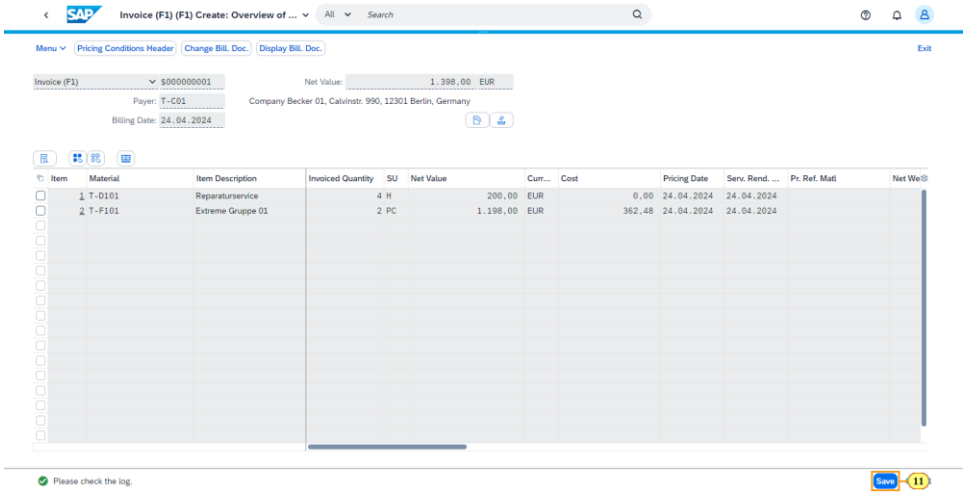
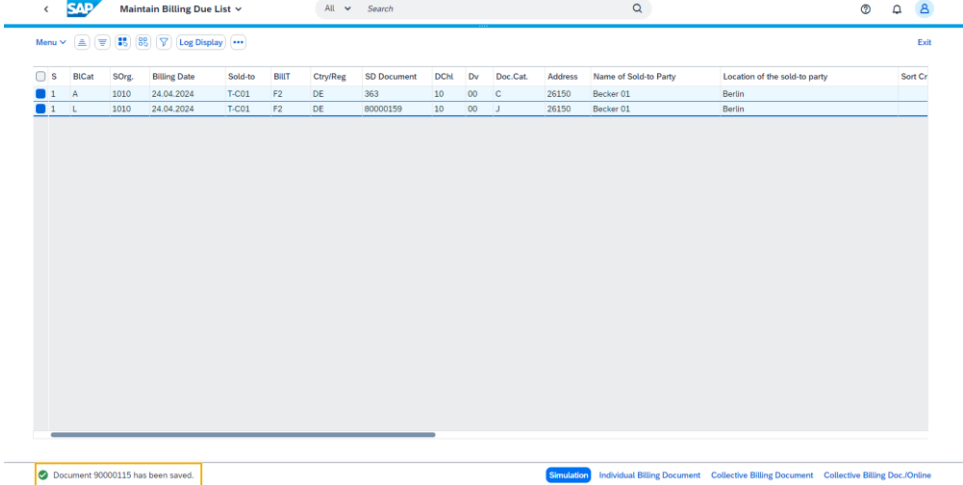
## Create a Billing Document

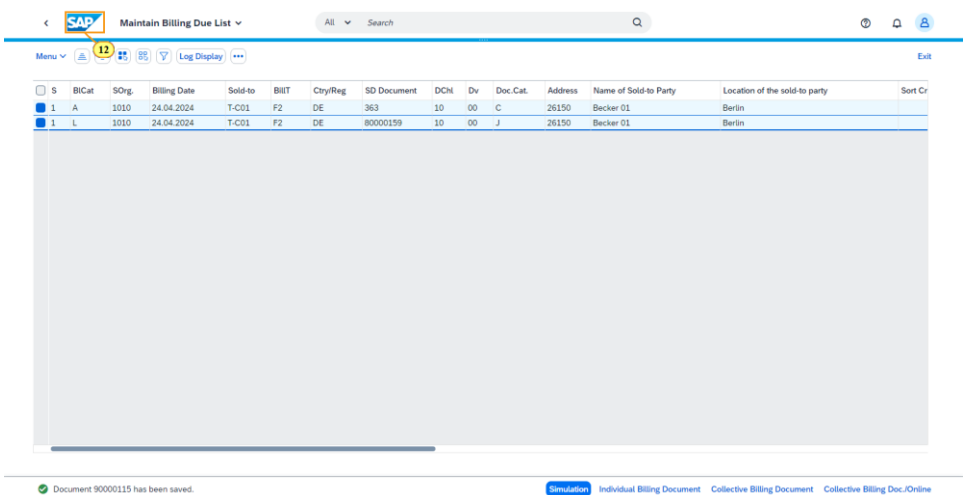
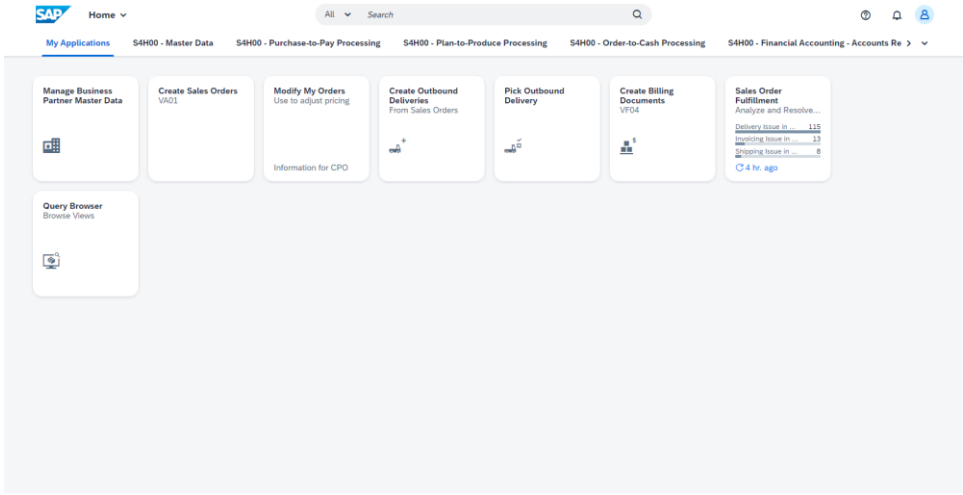
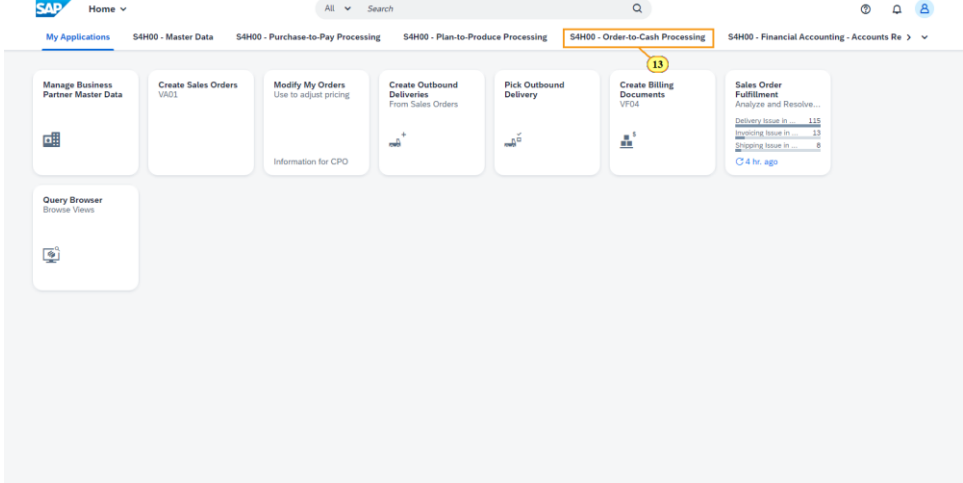
Explanation	Screenshot
<p></p> <p>After goods have been delivered to a customer to fulfill a sales order, you want to bill the customer for the delivery and sales order. View the documents posted from Sales Order Management.</p> <p>To learn more about how to create a billing document, follow this interactive tutorial.</p>	
<p>1. To open the app, select the <i>Create Billing Documents - VF04</i> tile.</p>	

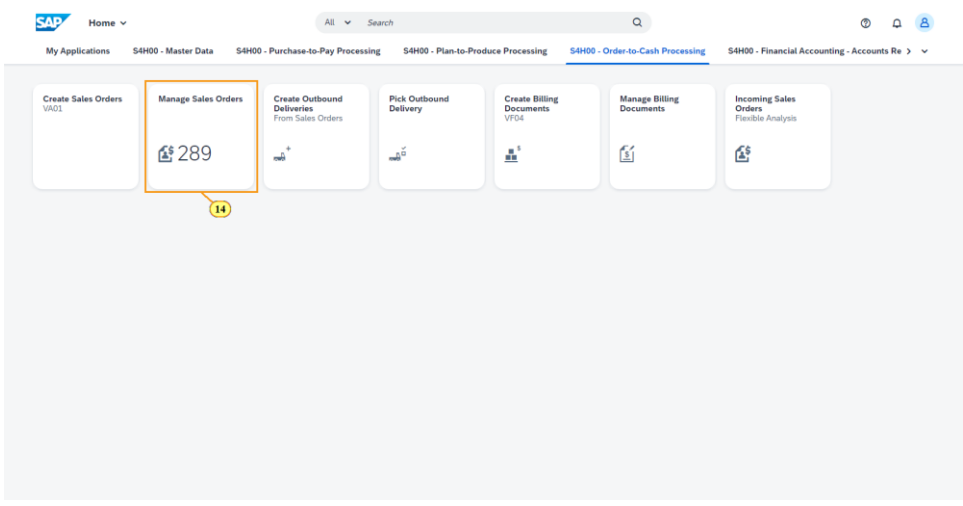
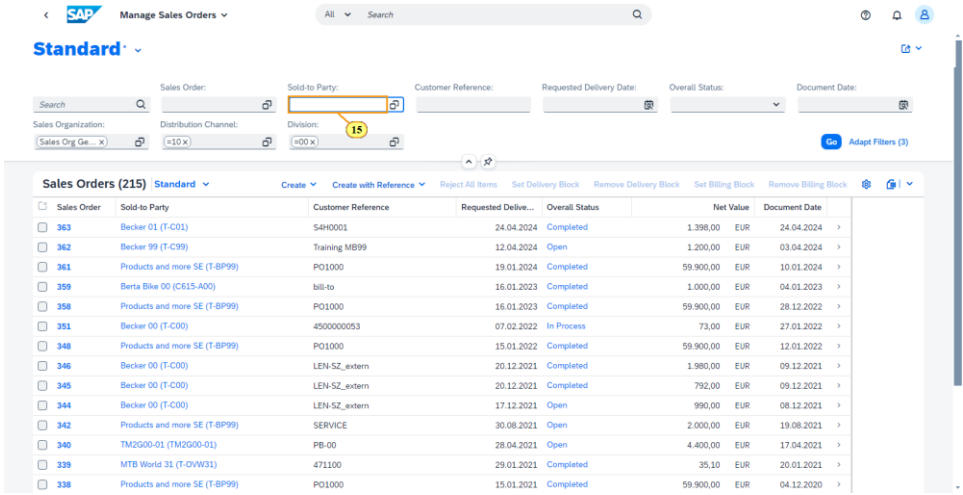
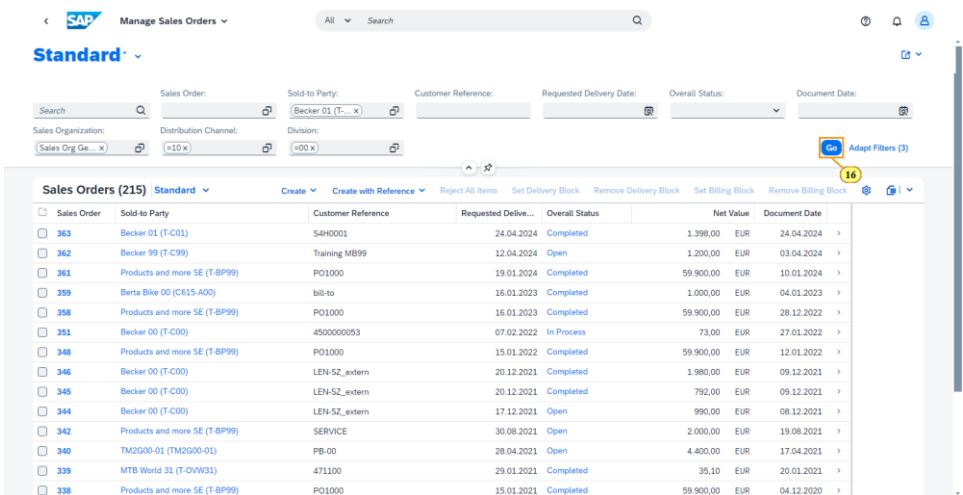
Explanation	Screenshot
2. In the <i>Sold-To Party</i> field, enter T-C01.	 <p>The screenshot shows the SAP 'Create Billing Documents - VF04' interface. The 'Billing Data' section is at the top. Below it, the 'Selection' tab is active, showing 'Organizational Data' and 'Customer Data'. In the 'Customer Data' section, the 'Sold-To Party' field is highlighted with a yellow box and contains the text 'T-C01'. A yellow circle with the number '2' is placed next to this field. The 'Destination Country/Region' and 'Sort Criterion' fields are also visible. The 'Documents to Be Selected' section is at the bottom, with 'Order-Related' checked. A 'Display Billing List' button is in the bottom right corner.</p>
3. To display additional data, select the scroll bar to scroll down.	 <p>The screenshot shows the same SAP interface as the previous one. The 'Customer Data' section is visible, with 'Sold-To Party' set to 'T-C01'. A yellow box highlights the scroll bar on the right side of the 'Customer Data' section, and a yellow circle with the number '3' is placed next to it. The 'Display Billing List' button is still visible in the bottom right corner.</p>
 The <i>Delivery-Related</i> has already been selected.	 <p>The screenshot shows the same SAP interface. The 'Documents to Be Selected' section is expanded, showing several checkboxes. The 'Delivery-Related' checkbox is checked, and a yellow box highlights it. Other checkboxes include 'Order-Related', 'Rebate-Related', 'Intercompany Billing', 'No Docs with Billing Block', 'Documents with POO Status', and 'Billing Document Requests'. The 'Display Billing List' button is in the bottom right corner.</p>

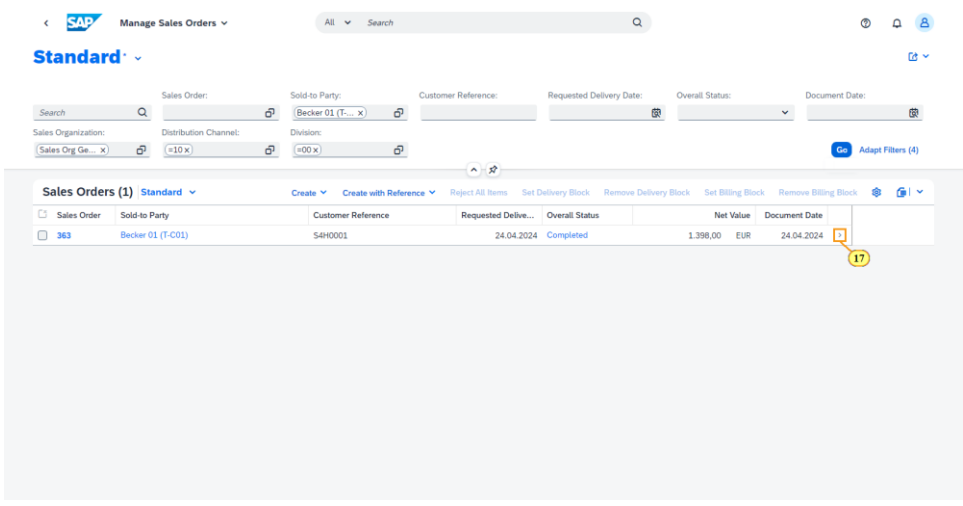
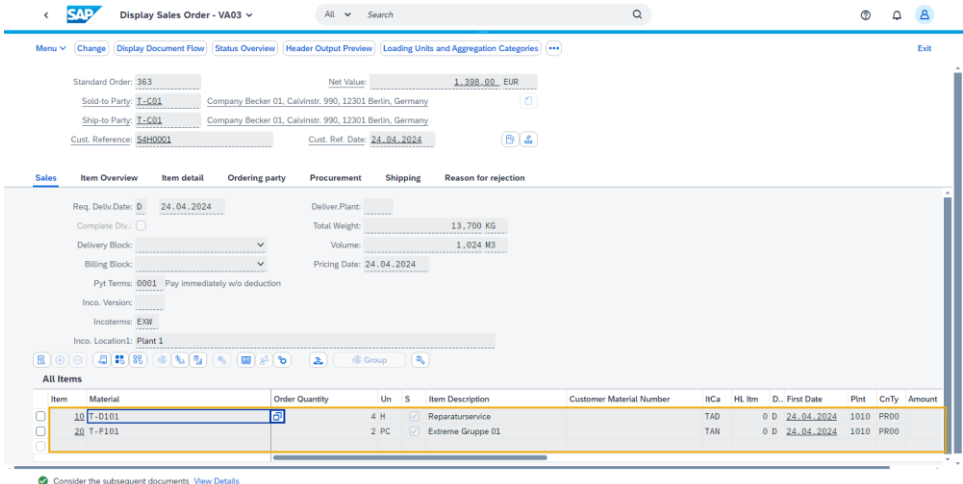
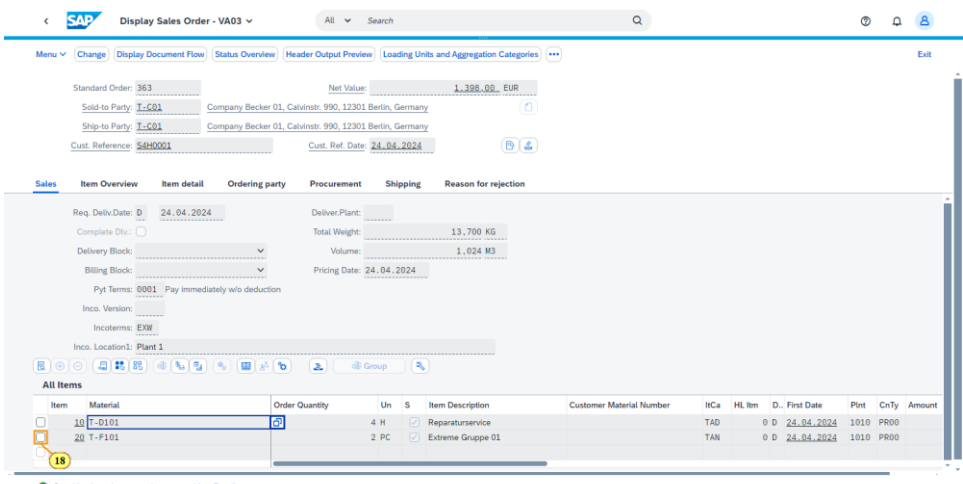
Explanation	Screenshot
4. Select <i>Order-Related</i> .	
5. To view Default Data tab, select the scroll bar to scroll up.	
6. Choose <i>Default Data</i> .	

Explanation	Screenshot
7. In the <i>Billing Type</i> field, enter <b>F1</b> .	
8. Choose <i>Display Billing List</i> .	
9. Select <i>Select All</i> .	

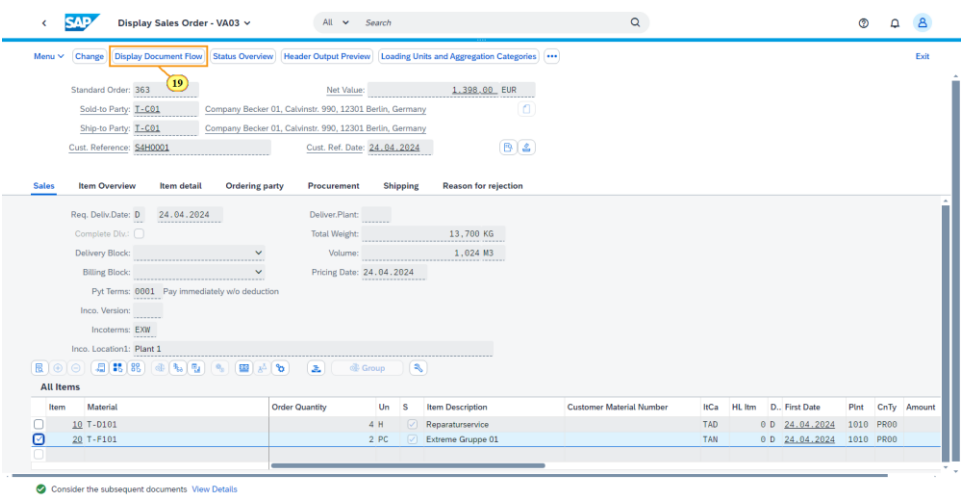
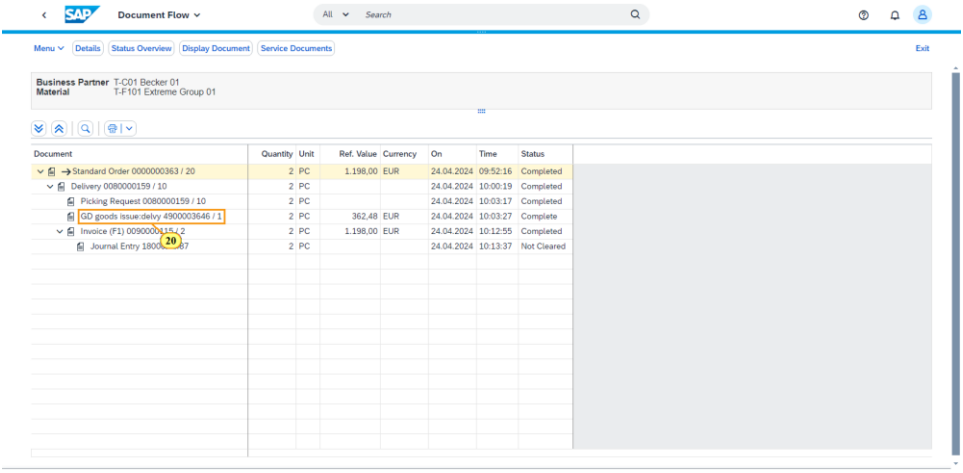
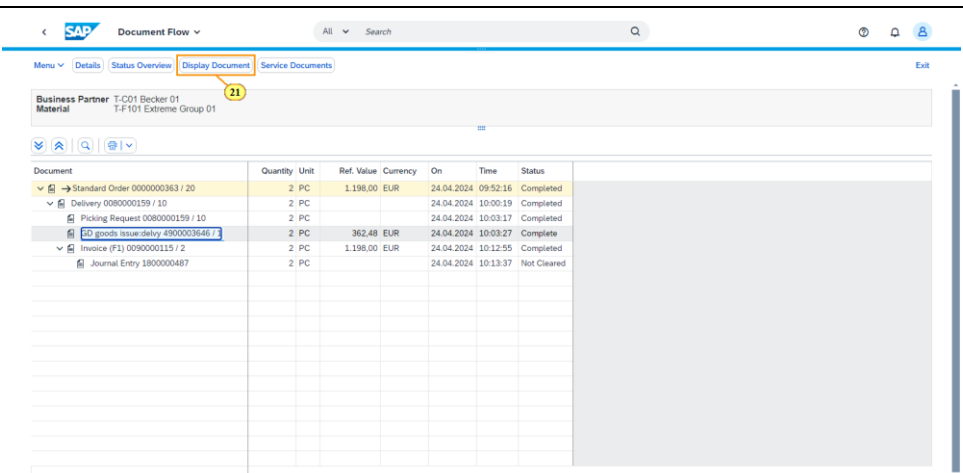
Explanation	Screenshot
10. Choose <i>Collective Billing Doc./Online</i> .	
11. To create the billing document, choose <i>Save</i> .	
<div><div></div><div>Note the document number.</div></div>	

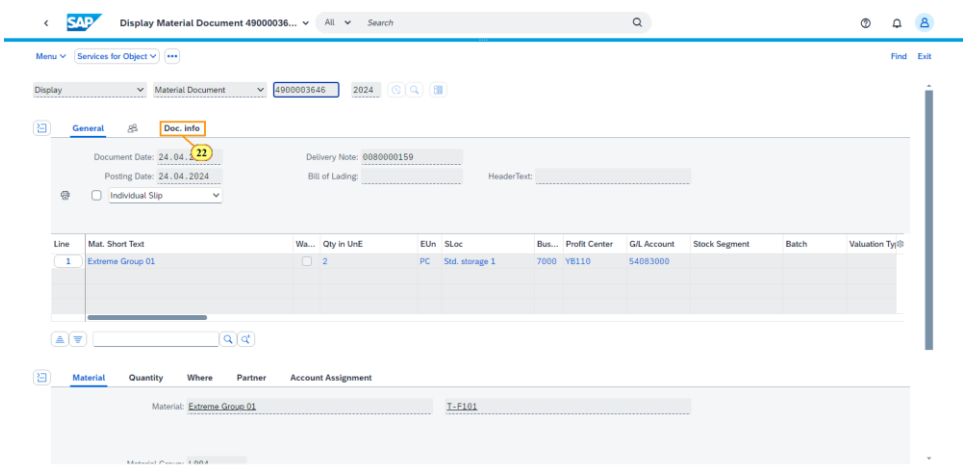
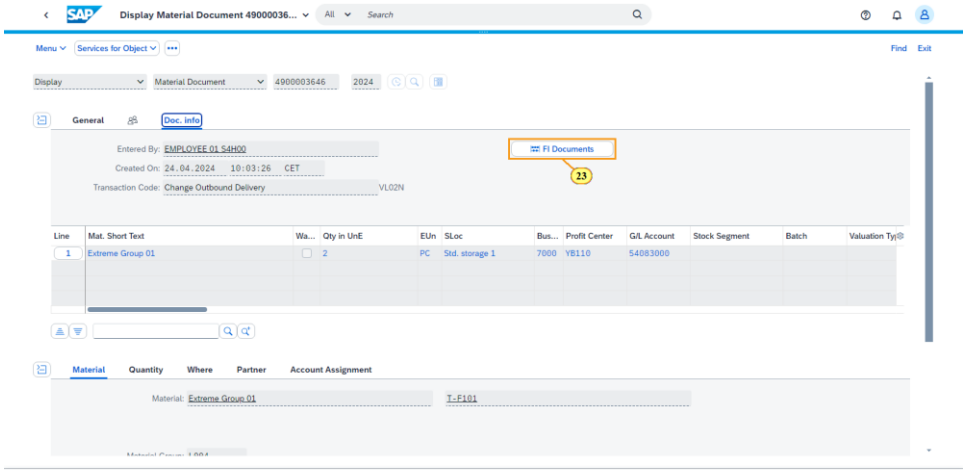
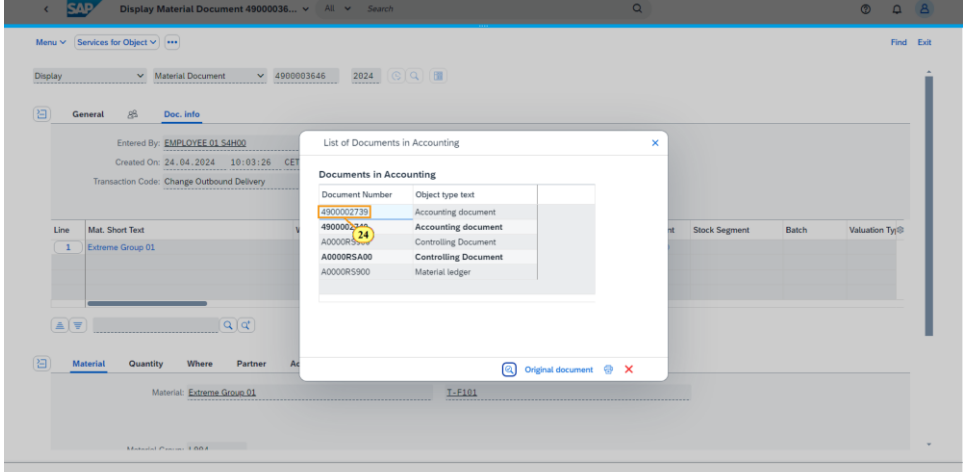
Explanation	Screenshot
12. To return to the launchpad, choose SAP.	 <p>The screenshot shows the SAP 'Maintain Billing Due List' transaction. The top bar includes the SAP logo, a search bar, and a 'Menu' button. Below the menu, there are icons for 'Log Display' and 'Exit'. The main area displays a table with columns: S, BICat, SOrg, Billing Date, Sold-to, BILIT, CtryReg, SD Document, DCH, Dv, Doc.Cat., Address, Name of Sold-to Party, Location of the sold-to party, and Sort Cr. The table contains two rows of data. Below the table, there is a status bar indicating 'Document 90000115 has been saved.' and a 'Simulation' button. The bottom bar shows navigation options: 'Individual Billing Document', 'Collective Billing Document', and 'Collective Billing Doc./Online'.</p>
<div><div></div><div>In the following steps, you will display the document and view the accompanying accounting document.</div></div>	 <p>The screenshot shows the SAP Home launchpad. The top bar includes the SAP logo, a search bar, and a 'Home' button. Below the bar, there are navigation tabs: 'My Applications', 'S4H00 - Master Data', 'S4H00 - Purchase-to-Pay Processing', 'S4H00 - Plan-to-Produce Processing', 'S4H00 - Order-to-Cash Processing', and 'S4H00 - Financial Accounting - Accounts Re'. The main area displays a grid of application tiles. The tiles include: 'Manage Business Partner Master Data', 'Create Sales Orders VA01', 'Modify My Orders Use to adjust pricing', 'Create Outbound Deliveries From Sales Orders', 'Pick Outbound Delivery', 'Create Billing Documents VF04', 'Sales Order Fulfillment Analyze and Resolve...', and 'Query Browser Browse Views'. The 'Create Billing Documents VF04' tile is highlighted with a yellow box and a red circle containing the number 13.</p>
13. Choose <i>S4H00 - Order-to-Cash Processing</i> .	 <p>The screenshot shows the SAP Home launchpad, similar to the previous one. The 'S4H00 - Order-to-Cash Processing' tab is highlighted with a yellow box. The 'Create Billing Documents VF04' tile is also highlighted with a yellow box and a red circle containing the number 13.</p>

Explanation	Screenshot
14. To open the app, select the <i>Manage Sales Orders</i> tile.	
15. In the <i>Sold-to-Party</i> field, enter T-C01.	
16. Choose Go.	

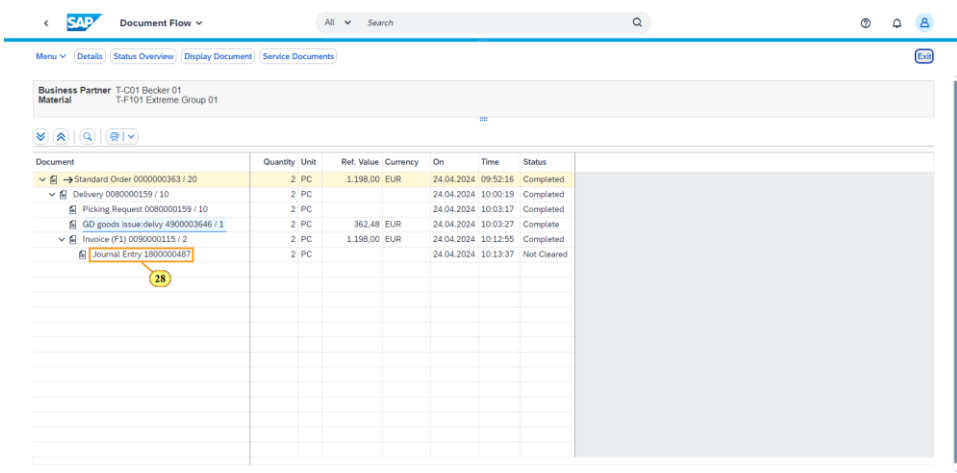
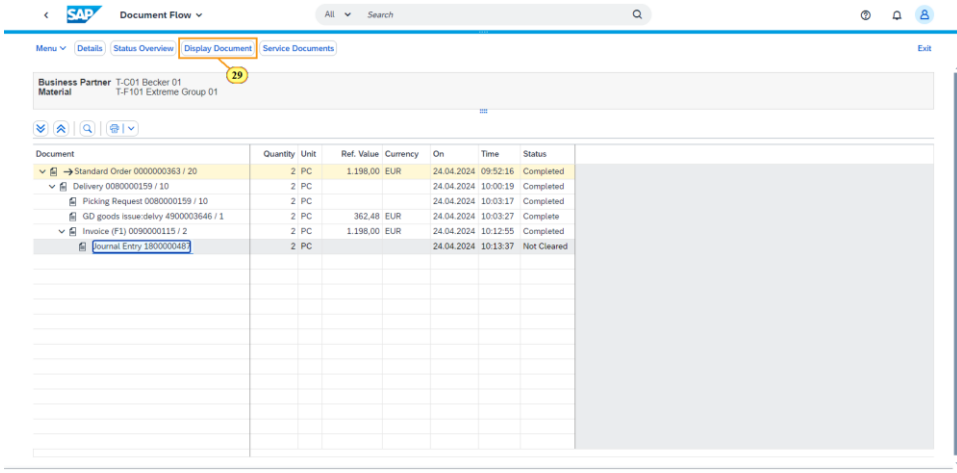
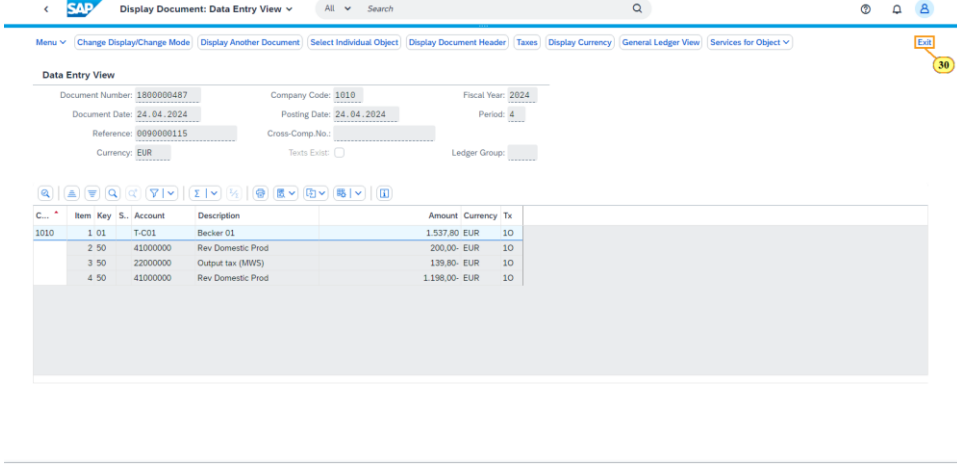
Explanation	Screenshot
17. To view the Sales Order 363 details, choose the arrow.	
<div><div></div><div>The sales order is displayed.</div></div>	
18. Select 20.	

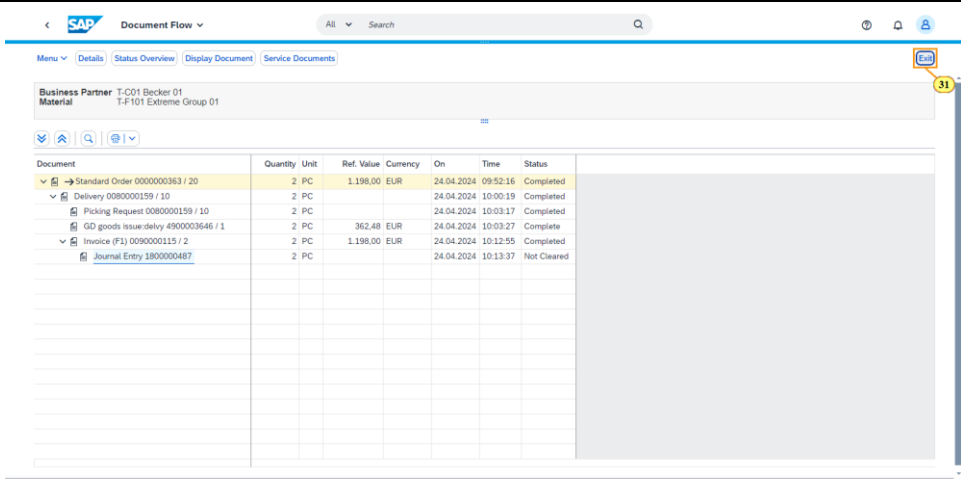
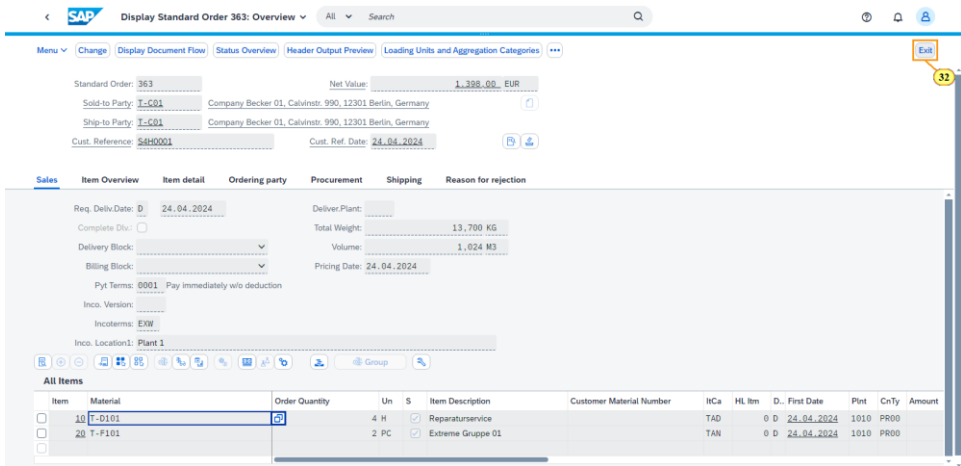
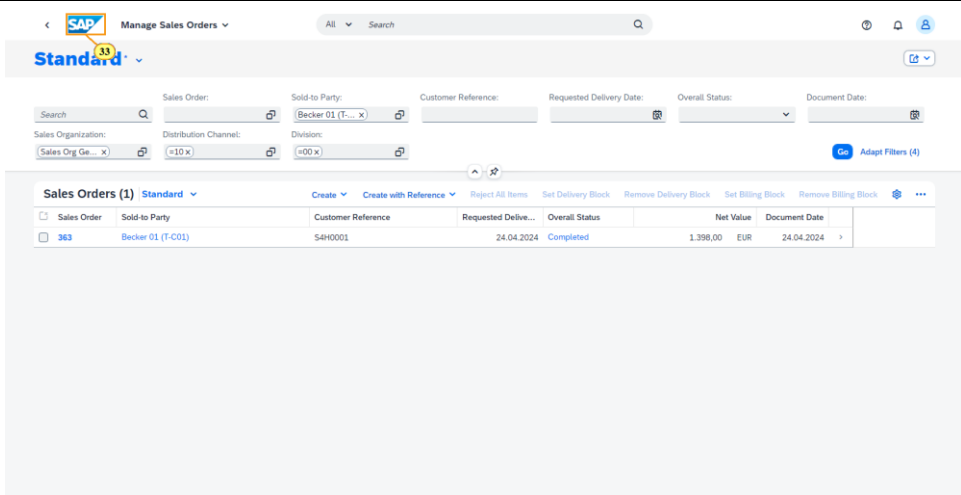


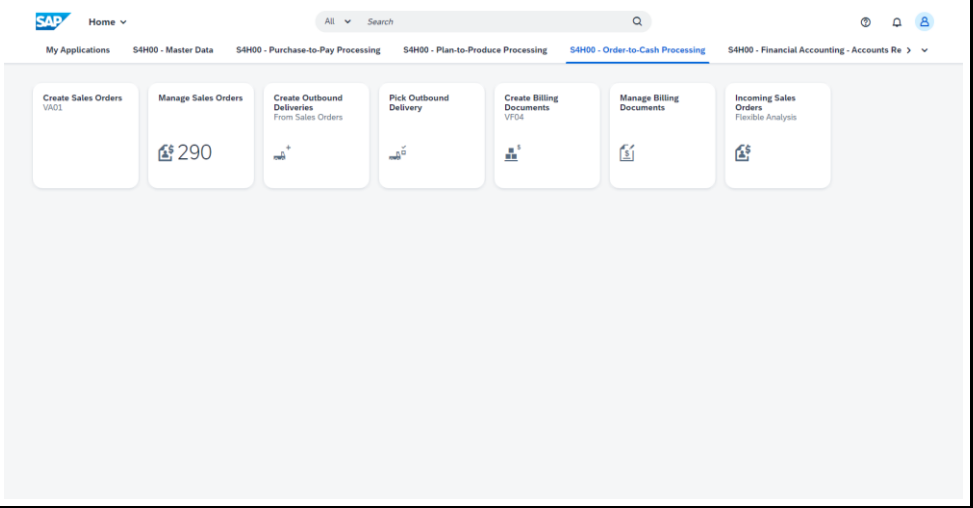
Explanation	Screenshot
19. Choose <i>Display Document Flow</i> .	 <p>The screenshot shows the SAP 'Display Sales Order - VA03' interface. The 'Menu' bar at the top includes 'Change', 'Display Document Flow' (highlighted with a yellow box and a circled '19'), 'Status Overview', 'Header Output Preview', and 'Loading Units and Aggregation Categories'. Below the menu, the 'Sales' tab is active, displaying order details for Standard Order 363, including delivery and billing information. At the bottom, the 'All Items' table lists materials T-D101 and T-F101.</p>
20. Choose <i>GD goods issue:delvy 4900003646/1</i> .	 <p>The screenshot shows the 'Document Flow' view for Business Partner T-C01 Becker 01. A table lists various documents. The document 'GD goods issue:delvy 4900003646 / 1' is highlighted with a yellow box and a circled '20'. Other documents include Standard Order, Delivery, Picking Request, Invoice, and Journal Entry.</p>
21. Choose <i>Display Document</i> .	 <p>The screenshot shows the 'Document Flow' view. The 'Menu' bar at the top includes 'Details', 'Status Overview', 'Display Document' (highlighted with a yellow box and a circled '21'), and 'Service Documents'. The document 'GD goods issue:delvy 4900003646 / 1' remains highlighted in the table below.</p>

Explanation	Screenshot
22. Choose <i>Doc. info.</i>	
23. Choose <i>FI Documents</i> .	
24. Choose 4900002739 with the double-click.	

Explanation	Screenshot
25. Choose <i>Exit</i> .	
26. Choose <i>Close</i> .	
27. Choose <i>Exit</i> .	

Explanation	Screenshot
28. Choose <i>Journal Entry 1800000487</i> .	 <p>The screenshot shows the SAP Document Flow interface. The 'Document' table lists several documents, including 'Standard Order 0000000363 / 20', 'Delivery 0080000159 / 10', 'Picking Request 0080000159 / 10', 'GD goods issue:delv 49000003646 / 1', 'Invoice (F1) 0090000115 / 2', and 'Journal Entry 1800000487'. The 'Journal Entry 1800000487' is highlighted with a yellow box, and a red circle with the number 28 is placed over it.</p>
29. Choose <i>Display Document</i> .	 <p>The screenshot shows the SAP Document Flow interface. The 'Display Document' button in the top navigation bar is highlighted with a yellow box, and a red circle with the number 29 is placed over it.</p>
30. Choose <i>Exit</i> .	 <p>The screenshot shows the SAP Display Document: Data Entry View interface. The 'Exit' button in the top right corner is highlighted with a yellow box, and a red circle with the number 30 is placed over it.</p>

Explanation	Screenshot																																																								
31. Choose <i>Exit</i> .	 <p>The screenshot shows the SAP Document Flow for Standard Order 363. The 'Exit' button is highlighted in the top right corner. The document flow table lists the following documents:</p> <table><tr><th>Document</th><th>Quantity</th><th>Unit</th><th>Ref. Value</th><th>Currency</th><th>On</th><th>Time</th><th>Status</th></tr><tr><td>Standard Order 000000363 / 20</td><td>2</td><td>PC</td><td>1.198,00</td><td>EUR</td><td>24.04.2024</td><td>09:52:16</td><td>Completed</td></tr><tr><td>Delivery 0080000159 / 10</td><td>2</td><td>PC</td><td></td><td></td><td>24.04.2024</td><td>10:00:19</td><td>Completed</td></tr><tr><td>Picking Request 0080000159 / 10</td><td>2</td><td>PC</td><td></td><td></td><td>24.04.2024</td><td>10:03:17</td><td>Completed</td></tr><tr><td>GD goods issue:deliv 49000003646 / 1</td><td>2</td><td>PC</td><td>362,48</td><td>EUR</td><td>24.04.2024</td><td>10:03:27</td><td>Complete</td></tr><tr><td>Invoice (F1) 0090000115 / 2</td><td>2</td><td>PC</td><td>1.198,00</td><td>EUR</td><td>24.04.2024</td><td>10:12:55</td><td>Completed</td></tr><tr><td>Journal Entry 18000000487</td><td>2</td><td>PC</td><td></td><td></td><td>24.04.2024</td><td>10:13:37</td><td>Not Cleared</td></tr></table>	Document	Quantity	Unit	Ref. Value	Currency	On	Time	Status	Standard Order 000000363 / 20	2	PC	1.198,00	EUR	24.04.2024	09:52:16	Completed	Delivery 0080000159 / 10	2	PC			24.04.2024	10:00:19	Completed	Picking Request 0080000159 / 10	2	PC			24.04.2024	10:03:17	Completed	GD goods issue:deliv 49000003646 / 1	2	PC	362,48	EUR	24.04.2024	10:03:27	Complete	Invoice (F1) 0090000115 / 2	2	PC	1.198,00	EUR	24.04.2024	10:12:55	Completed	Journal Entry 18000000487	2	PC			24.04.2024	10:13:37	Not Cleared
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Picking Request 0080000159 / 10	2	PC			24.04.2024	10:03:17	Completed																																																		
GD goods issue:deliv 49000003646 / 1	2	PC	362,48	EUR	24.04.2024	10:03:27	Complete																																																		
Invoice (F1) 0090000115 / 2	2	PC	1.198,00	EUR	24.04.2024	10:12:55	Completed																																																		
Journal Entry 18000000487	2	PC			24.04.2024	10:13:37	Not Cleared																																																		
32. Choose <i>Exit</i> .	 <p>The screenshot shows the SAP Display Standard Order 363: Overview. The 'Exit' button is highlighted in the top right corner. The overview includes the following details:</p> <ul style="list-style-type: none"><li>Standard Order: 363</li><li>Net Value: 1.398,00 EUR</li><li>Sold-to Party: T-C01 Company Becker 01, Calvinstr. 990, 12301 Berlin, Germany</li><li>Ship-to Party: T-C01 Company Becker 01, Calvinstr. 990, 12301 Berlin, Germany</li><li>Cust. Reference: S4H0001</li><li>Cust. Ref. Date: 24.04.2024</li></ul> <p>The 'Sales' tab is selected, showing the following details:</p> <ul style="list-style-type: none"><li>Req. Deliv Date: 24.04.2024</li><li>Complete Div: <input type="checkbox"/></li><li>Delivery Block: <input type="checkbox"/></li><li>Billing Block: <input type="checkbox"/></li><li>Pyt Terms: 0001 Pay immediately w/o deduction</li><li>Inco. Version: <input type="checkbox"/></li><li>Inco. Location: Plant 1</li></ul> <p>The 'All Items' table shows the following items:</p> <table><tr><th>Item</th><th>Material</th><th>Order Quantity</th><th>Un</th><th>S</th><th>Item Description</th><th>Customer Material Number</th><th>ITCa</th><th>HL Item</th><th>D.. First Date</th><th>Plant</th><th>CnTy</th><th>Amount</th></tr><tr><td>10</td><td>T-D101</td><td>4</td><td>H</td><td></td><td>Reparaturservice</td><td></td><td>TAD</td><td></td><td>0 D 24.04.2024</td><td>1010</td><td>PR00</td><td></td></tr><tr><td>20</td><td>T-F101</td><td>2</td><td>PC</td><td></td><td>Extreme Gruppe 01</td><td></td><td>TAN</td><td></td><td>0 D 24.04.2024</td><td>1010</td><td>PR00</td><td></td></tr></table>	Item	Material	Order Quantity	Un	S	Item Description	Customer Material Number	ITCa	HL Item	D.. First Date	Plant	CnTy	Amount	10	T-D101	4	H		Reparaturservice		TAD		0 D 24.04.2024	1010	PR00		20	T-F101	2	PC		Extreme Gruppe 01		TAN		0 D 24.04.2024	1010	PR00																		
Item	Material	Order Quantity	Un	S	Item Description	Customer Material Number	ITCa	HL Item	D.. First Date	Plant	CnTy	Amount																																													
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20	T-F101	2	PC		Extreme Gruppe 01		TAN		0 D 24.04.2024	1010	PR00																																														
33. To return to the launchpad, choose <i>SAP</i> .	 <p>The screenshot shows the SAP Manage Sales Orders screen. The 'SAP' button is highlighted in the top left corner. The screen displays the following details:</p> <ul style="list-style-type: none"><li>Sales Order: 363</li><li>Sold-to Party: Becker 01 (T-C01)</li><li>Customer Reference: S4H0001</li><li>Requested Delivery Date: 24.04.2024</li><li>Overall Status: Completed</li><li>Net Value: 1.398,00 EUR</li><li>Document Date: 24.04.2024</li></ul>																																																								

Explanation	Screenshot
<div><div><div></div><div></div></div><div><div></div><div></div></div></div> <p>You have successfully created a billing document.</p> <p>This concludes the interactive tutorial.</p>	 A screenshot of the SAP S/4HANA user interface, specifically the 'Order-to-Cash Processing' dashboard. The top navigation bar includes the SAP logo, a 'Home' dropdown, a search bar, and user profile icons. Below the navigation bar, a horizontal menu lists various applications: 'My Applications', 'S/4H00 - Master Data', 'S/4H00 - Purchase-to-Pay Processing', 'S/4H00 - Plan-to-Produce Processing', 'S/4H00 - Order-to-Cash Processing' (which is highlighted), and 'S/4H00 - Financial Accounting - Accounts Re'. The main content area displays a grid of seven tiles: 'Create Sales Orders' (VA01), 'Manage Sales Orders' (showing 290 items), 'Create Outbound Deliveries' (From Sales Orders), 'Pick Outbound Delivery', 'Create Billing Documents' (VF04), 'Manage Billing Documents', and 'Incoming Sales Orders' (Flexible Analysis). Each tile contains a small icon representing its function.