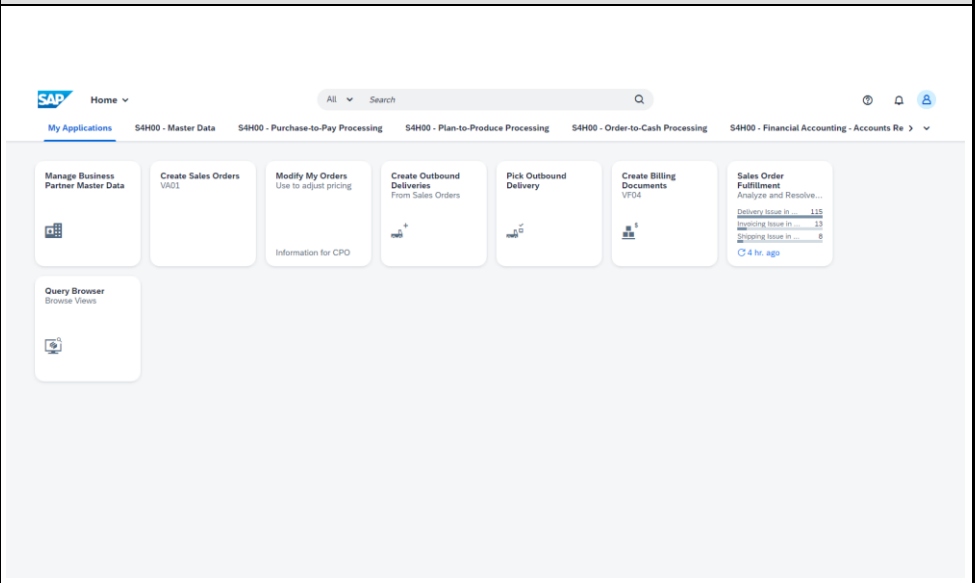
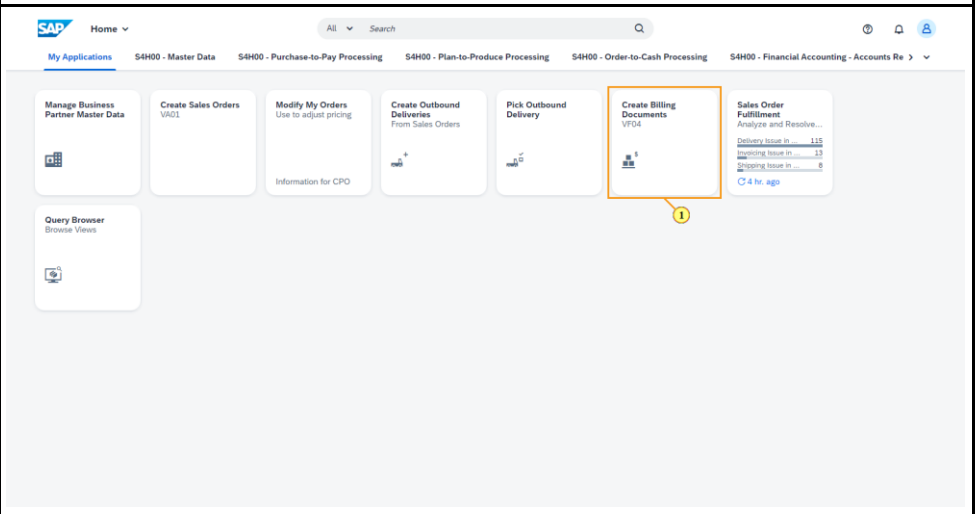
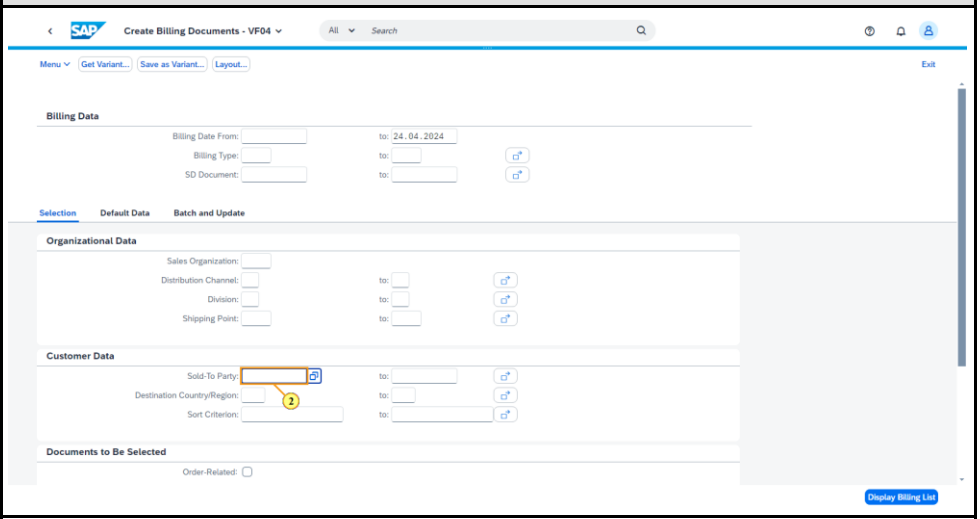
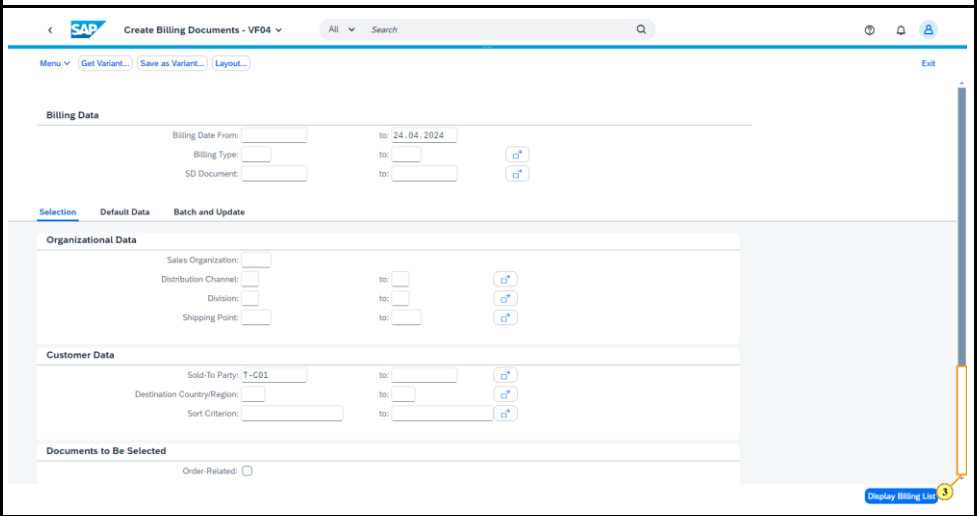
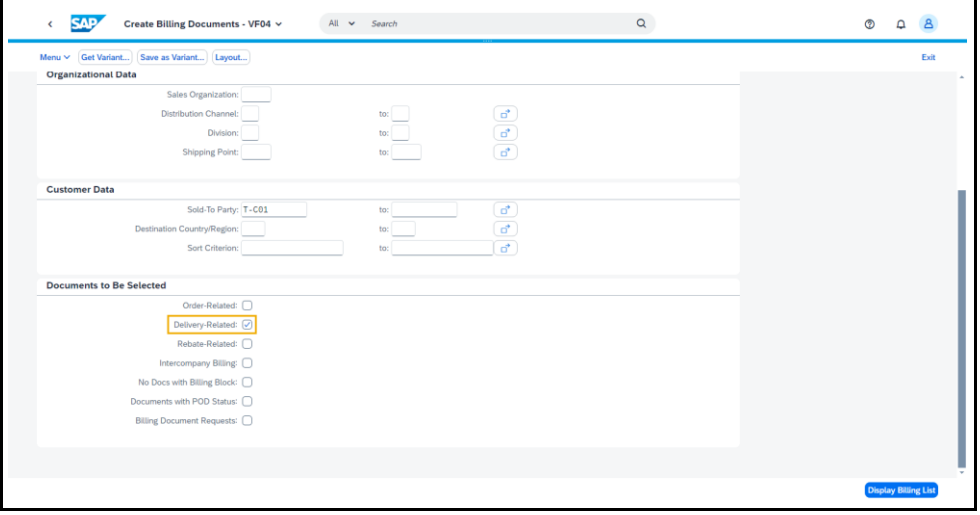
Create a Billing Document

Explanation	Screenshot
ⓘ 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. To learn more about how to create a billing document, follow this interactive tutorial.	
1. To open the app, select the *Create Billing Documents - VF04* tile.	

Explanation	Screenshot
2. In the *Sold-To Party* field, enter **T-C01**.	
3. To display additional data, select the scroll bar to scroll down.	
ⓘ The *Delivery-Related* has already been selected.	

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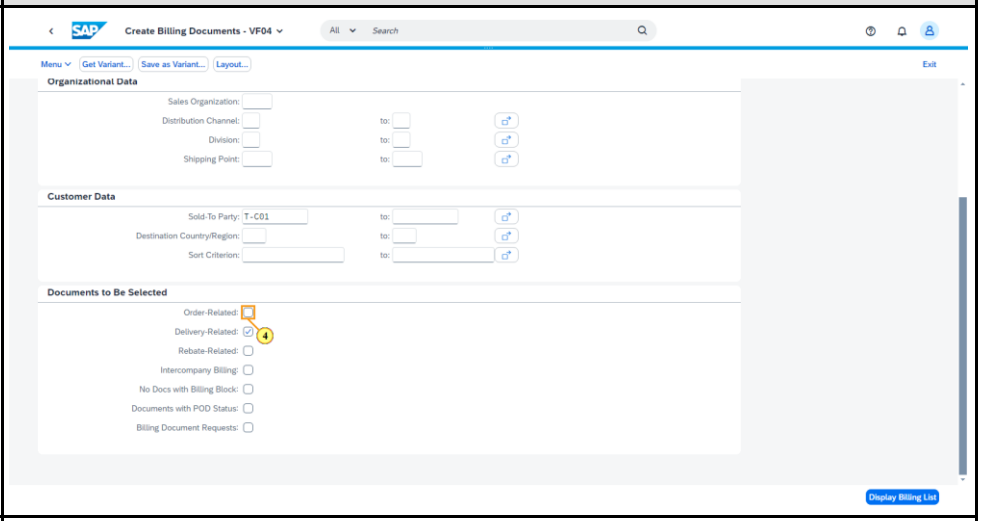
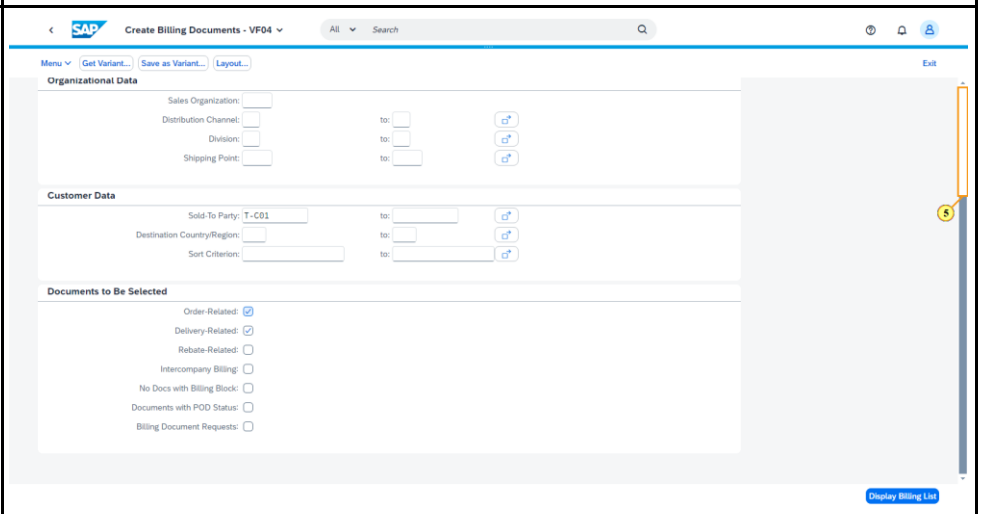
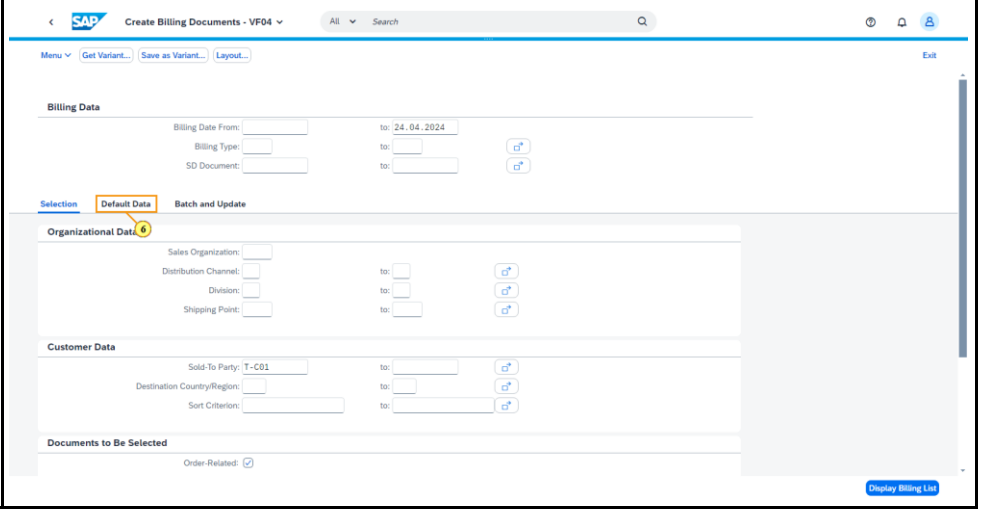
4. Select *Order-Related*.	
5. To view Default Data tab, select the scroll bar to scroll up.	
6. Choose *Default Data*.	

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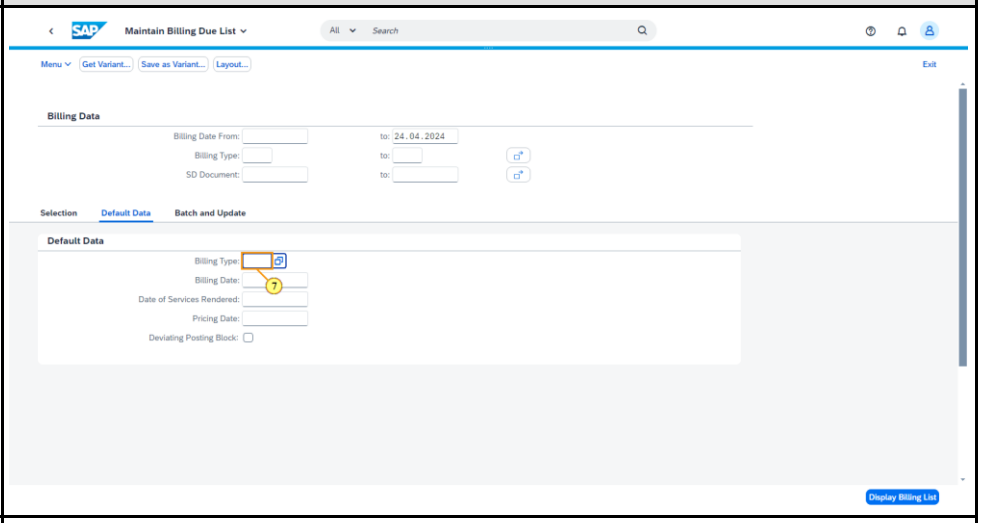
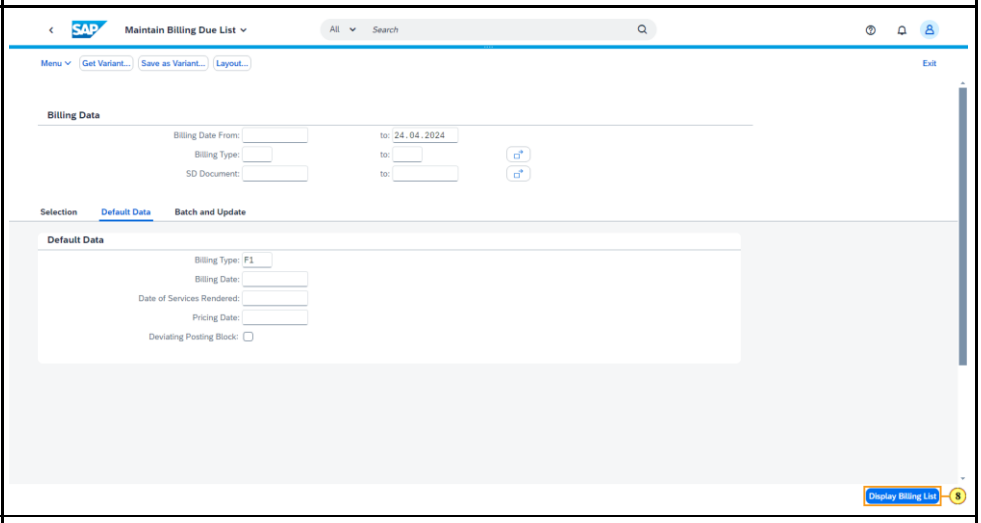
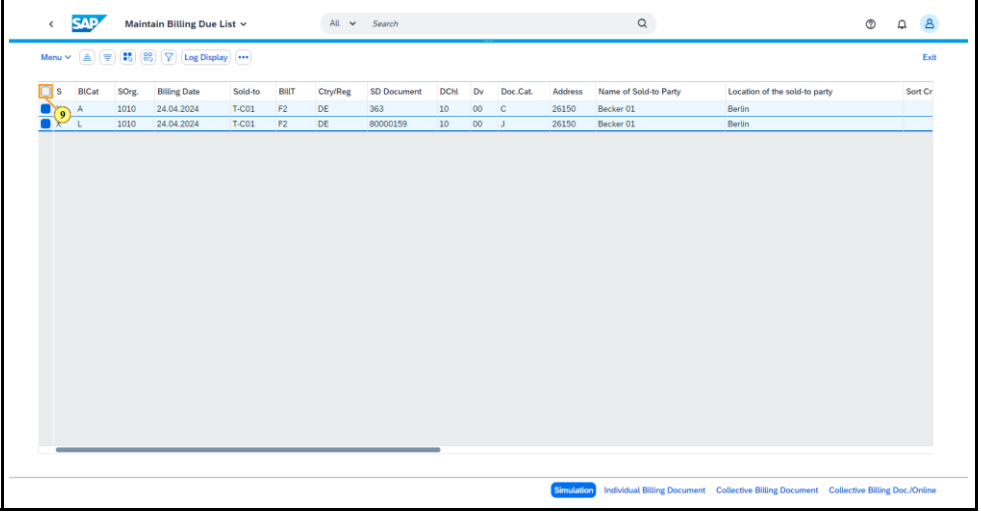
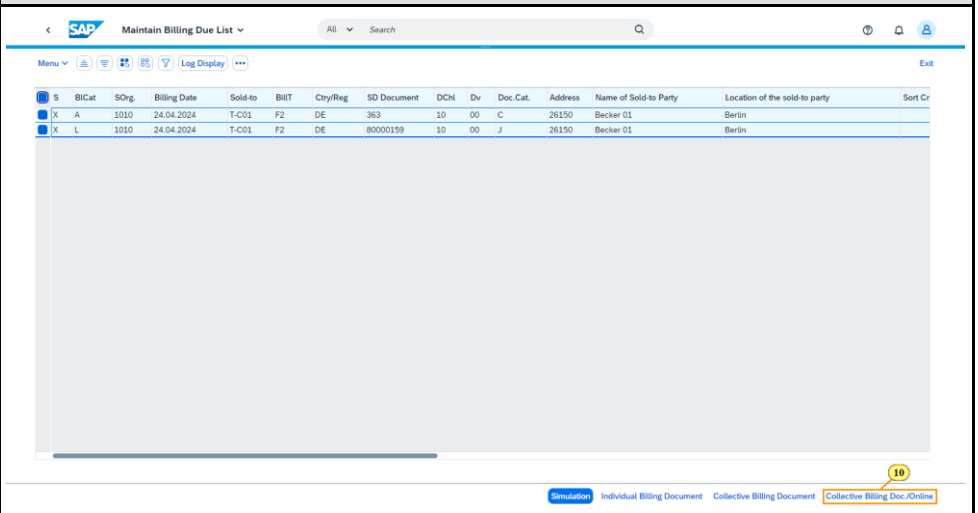
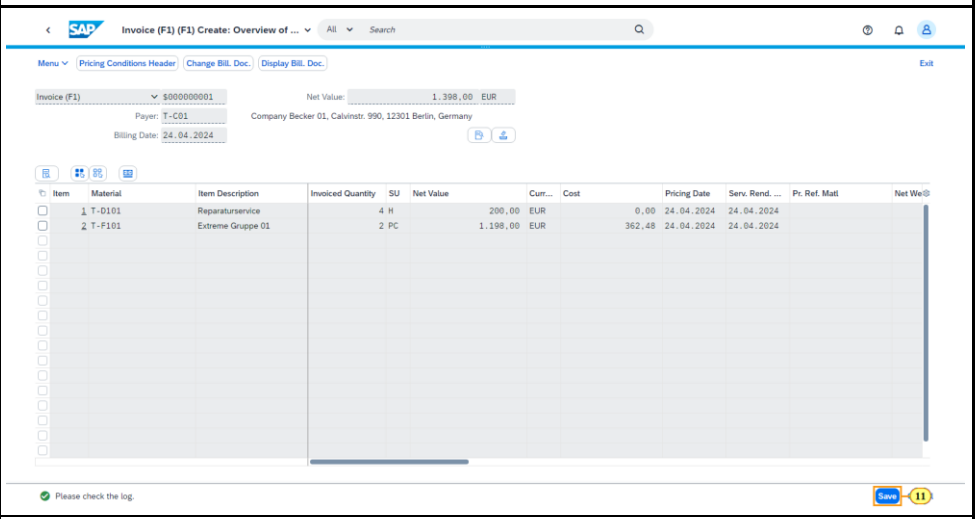
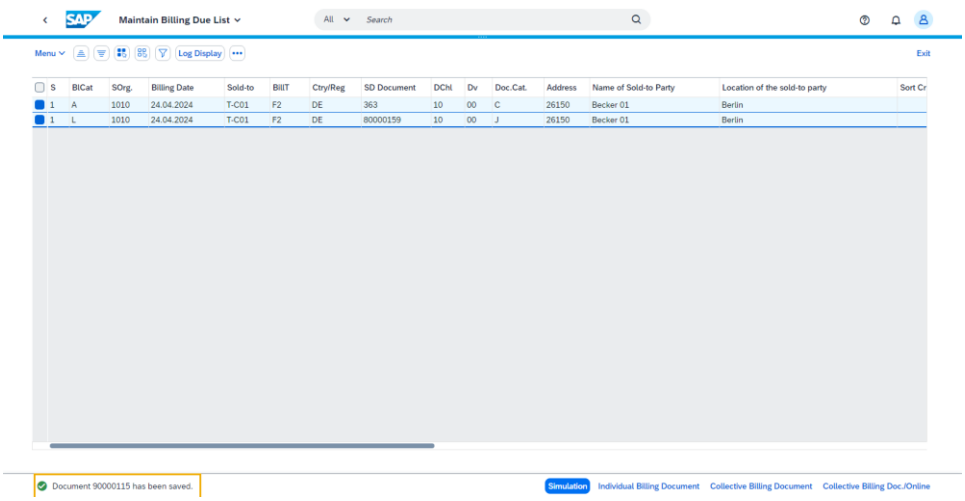
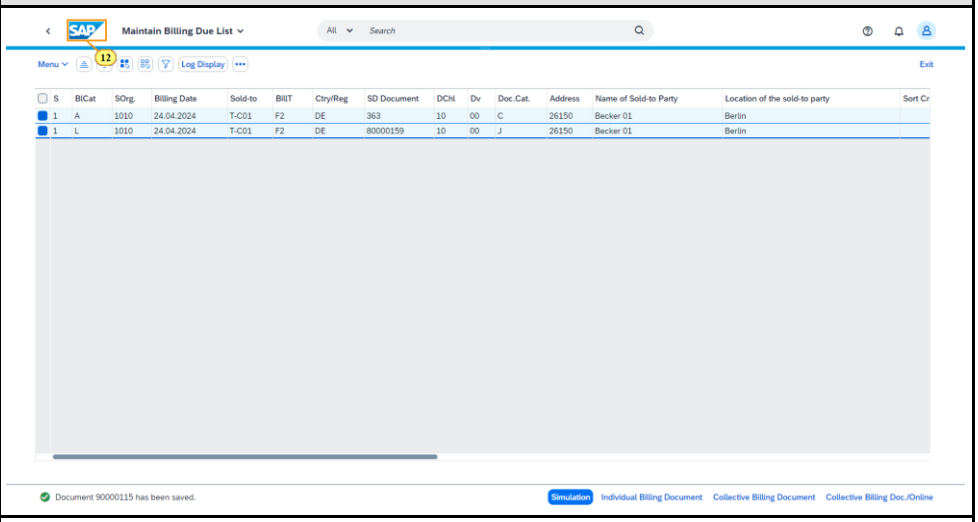
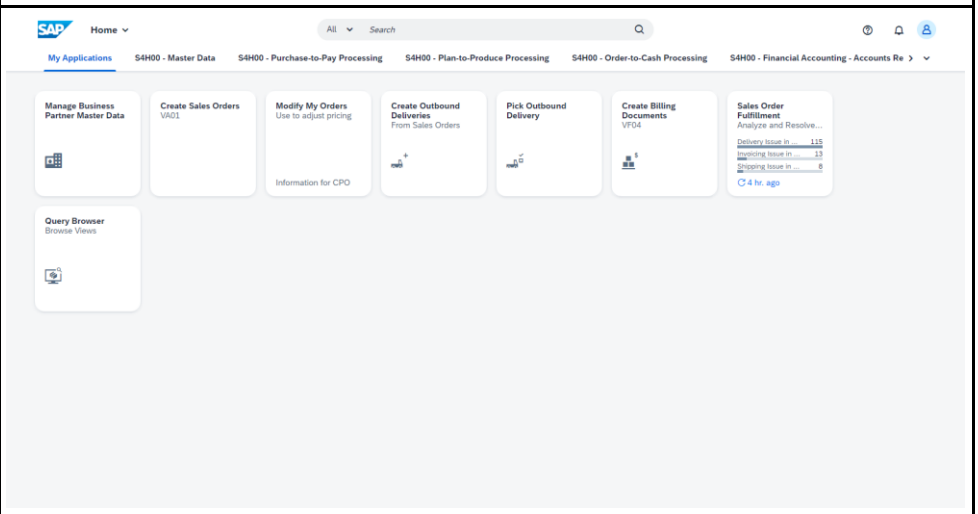
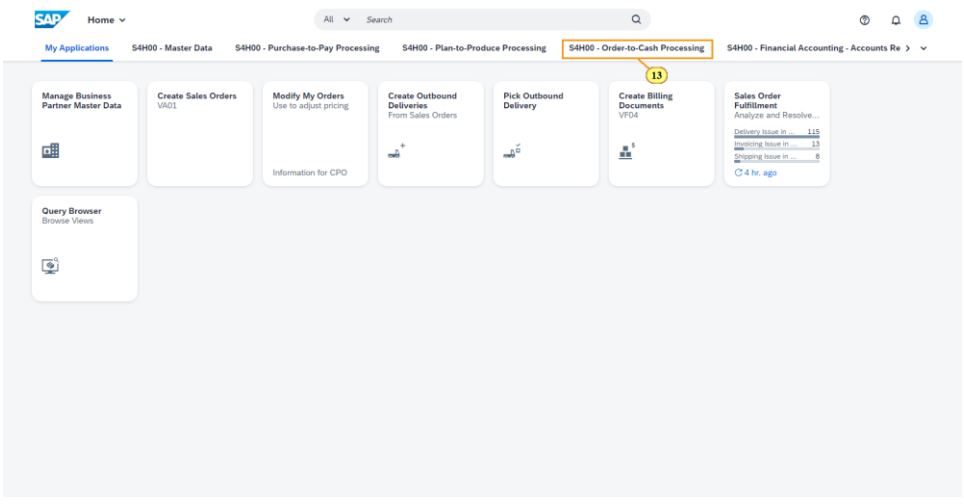
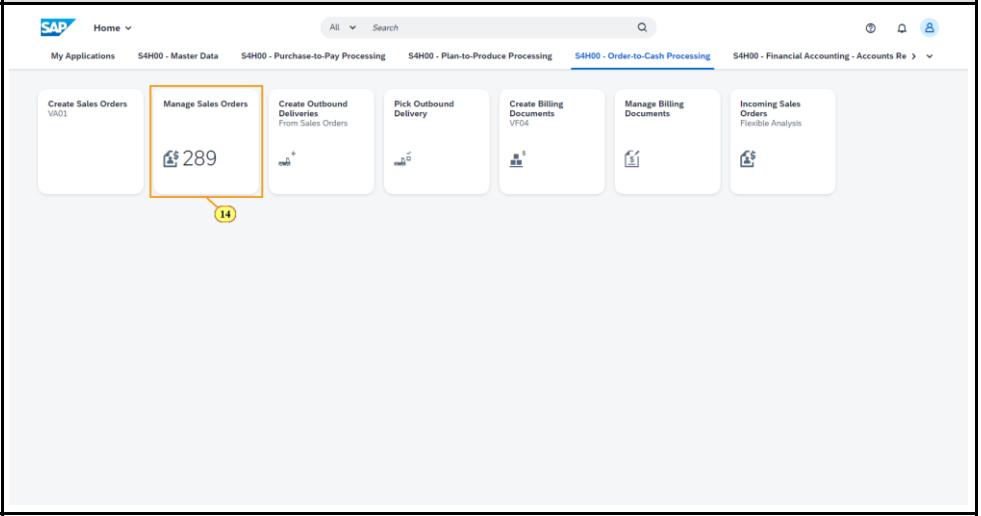
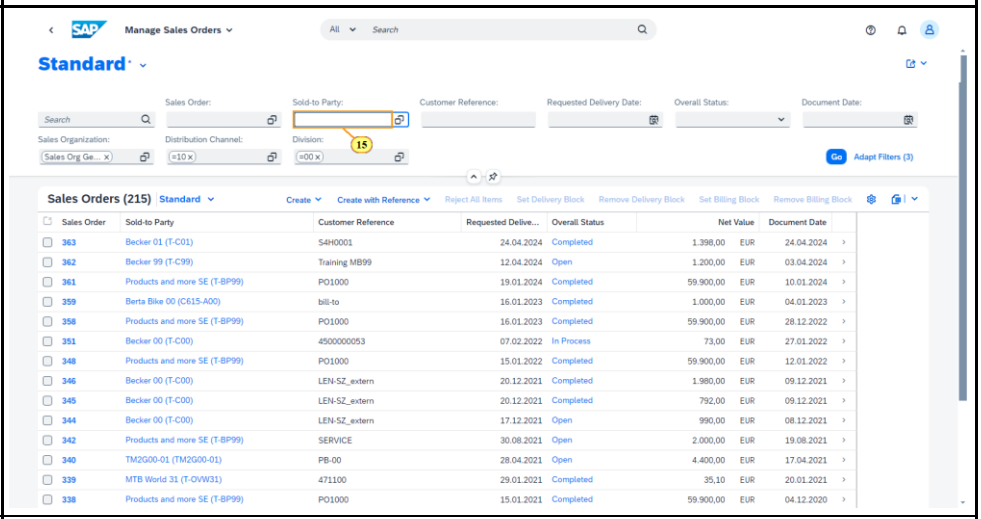
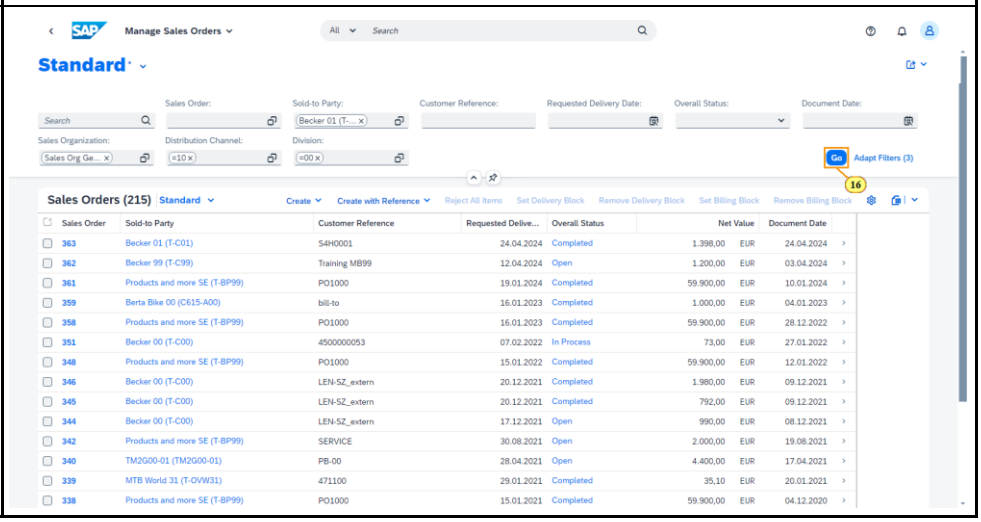
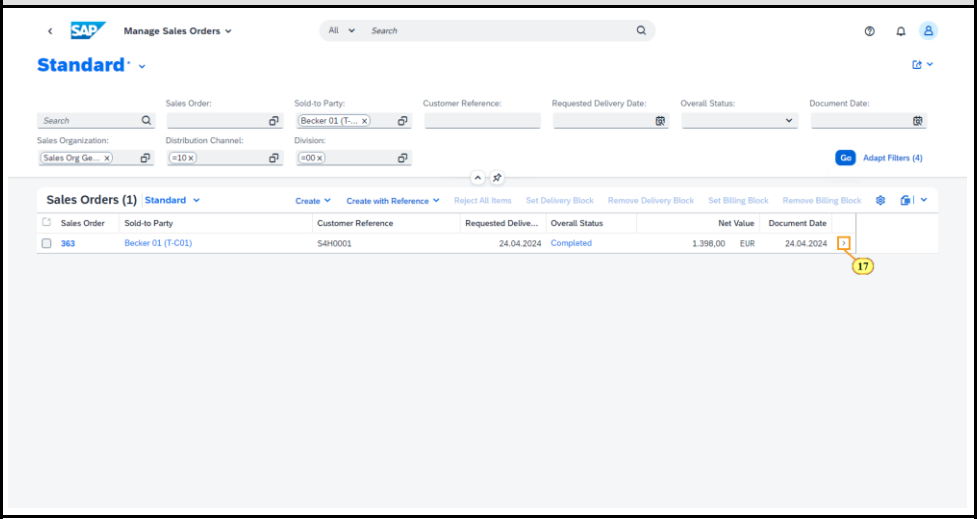
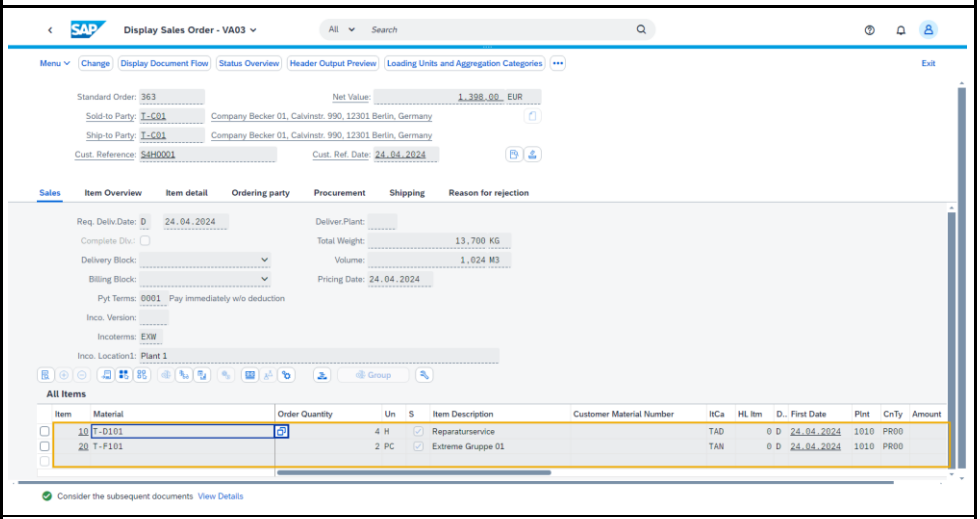
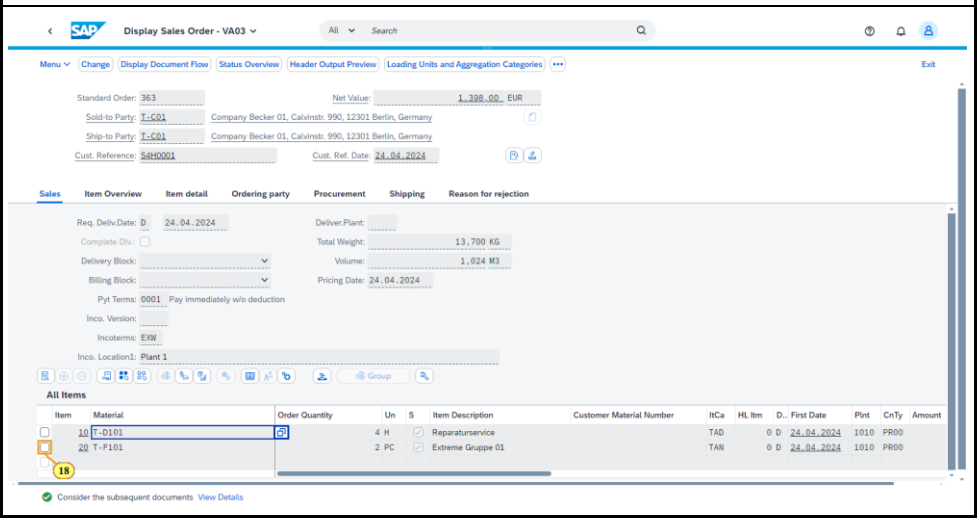
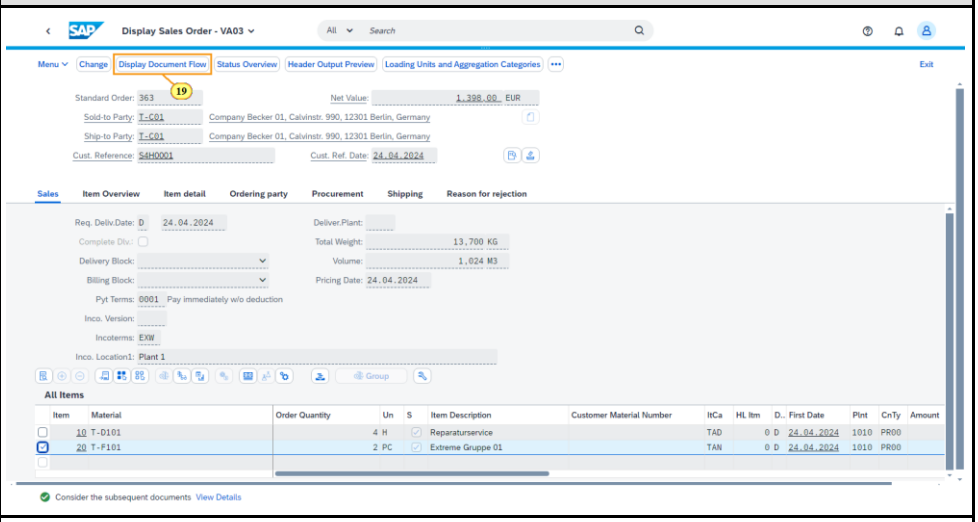
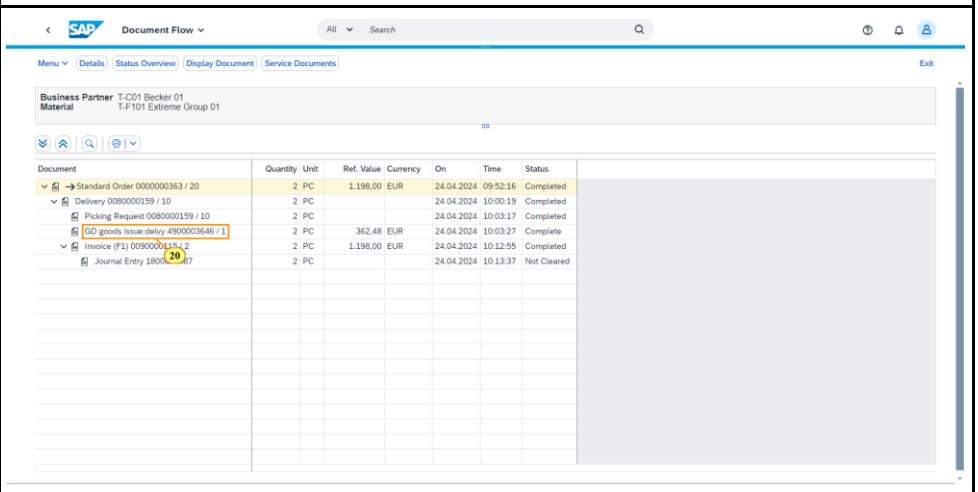
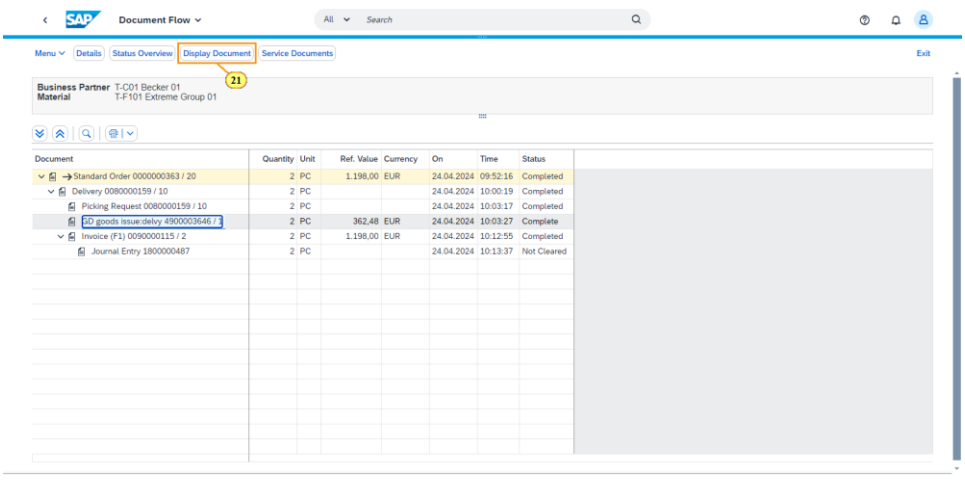
7. In the *Billing Type* field, enter **F1**.	
8. Choose *Display Billing List*.	
9. Select *Select All*.	

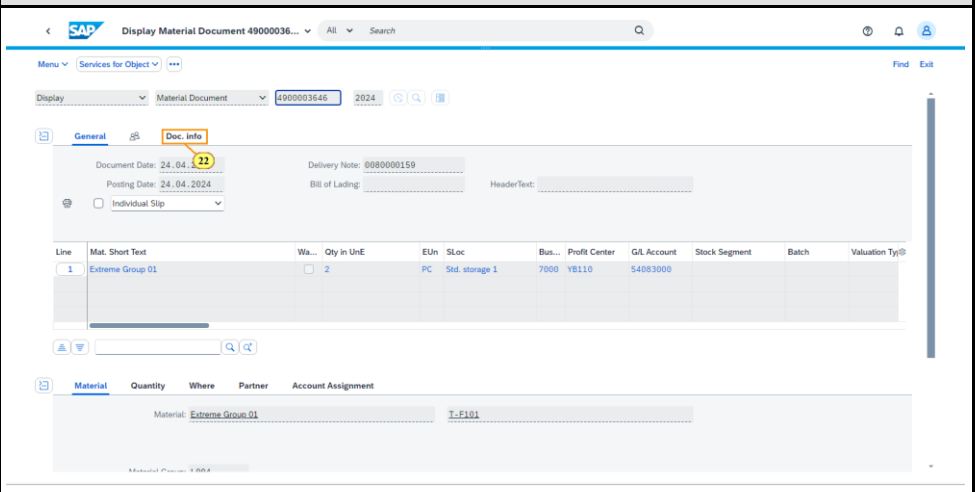
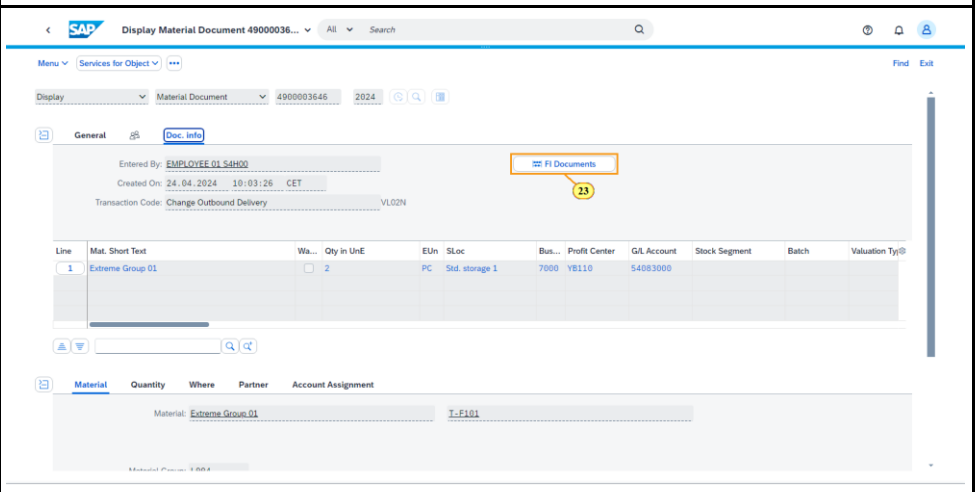
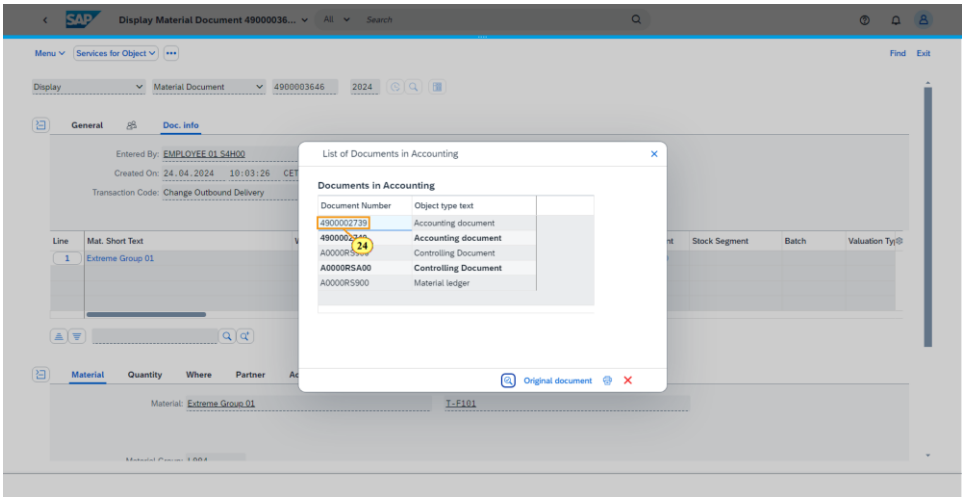
Explanation	Screenshot
10. Choose *Collective Billing Doc./Online*.	
11. To create the billing document, choose *Save*.	
ⓘ Note the document number.	

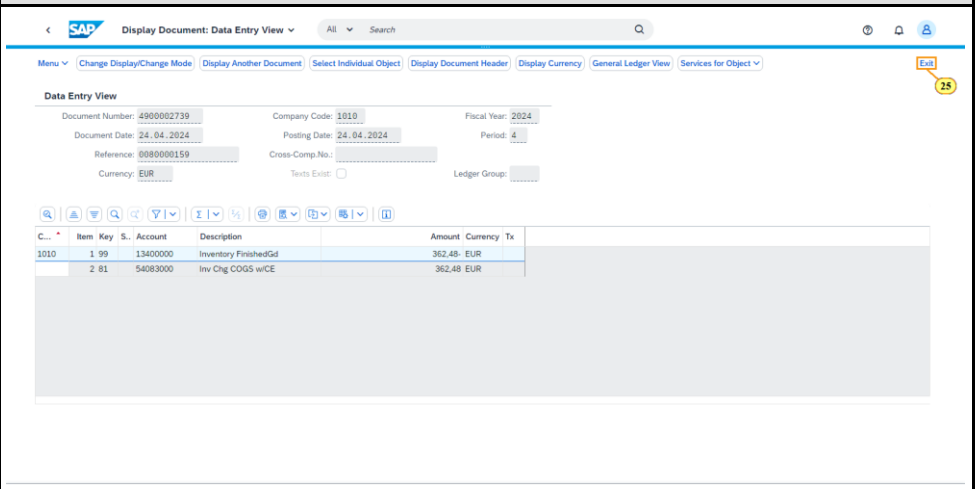
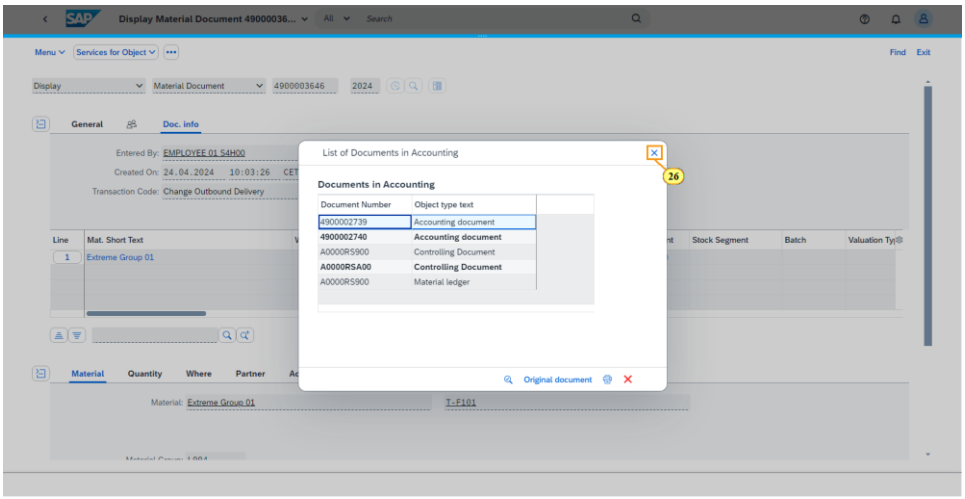
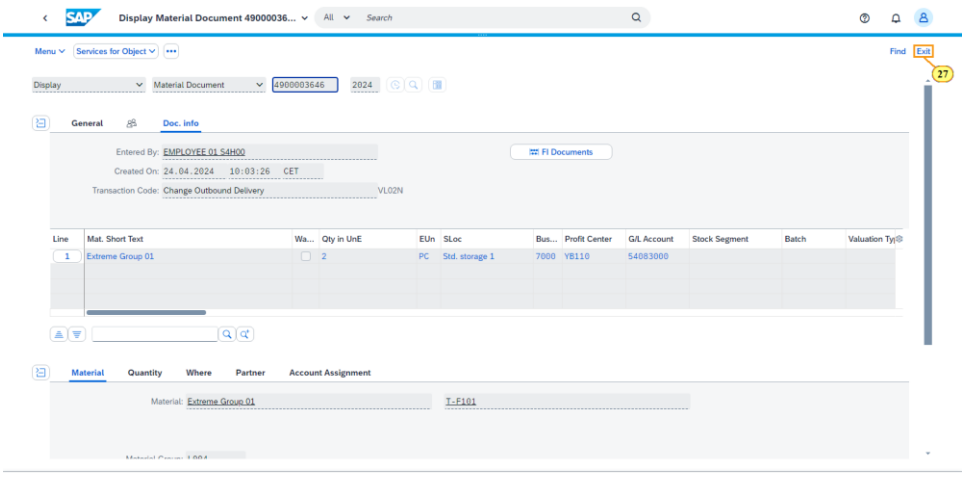
Explanation	Screenshot
12. To return to the launchpad, choose *SAP*.	
ⓘ In the following steps, you will display the document and view the accompanying accounting document.	
13. Choose *S4H00 - Order-to-Cash Processing*.	

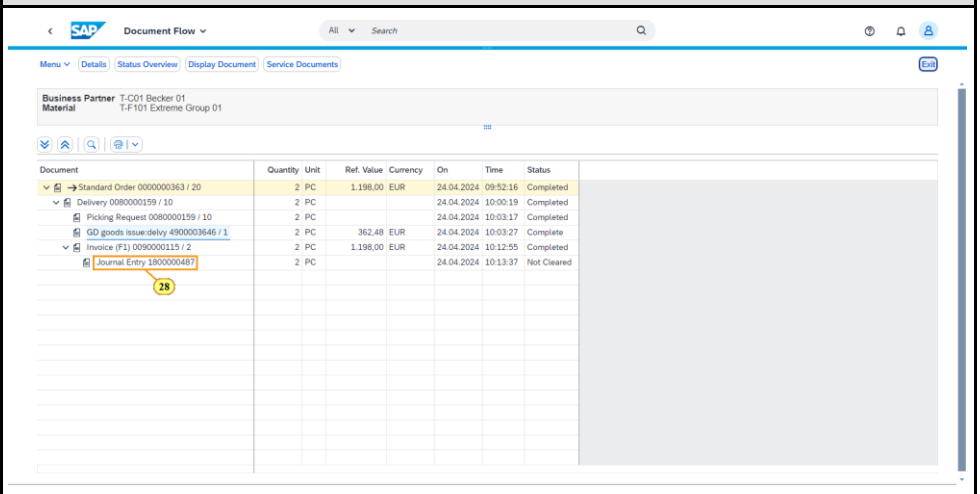
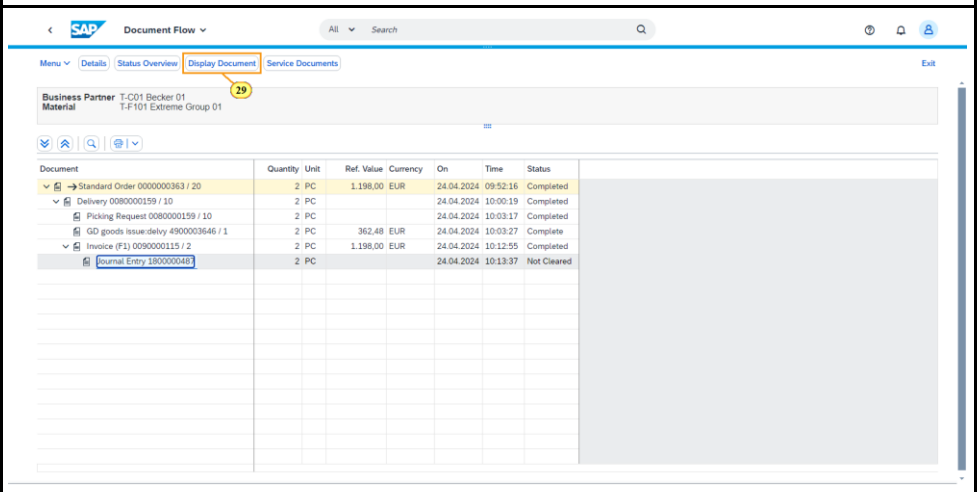
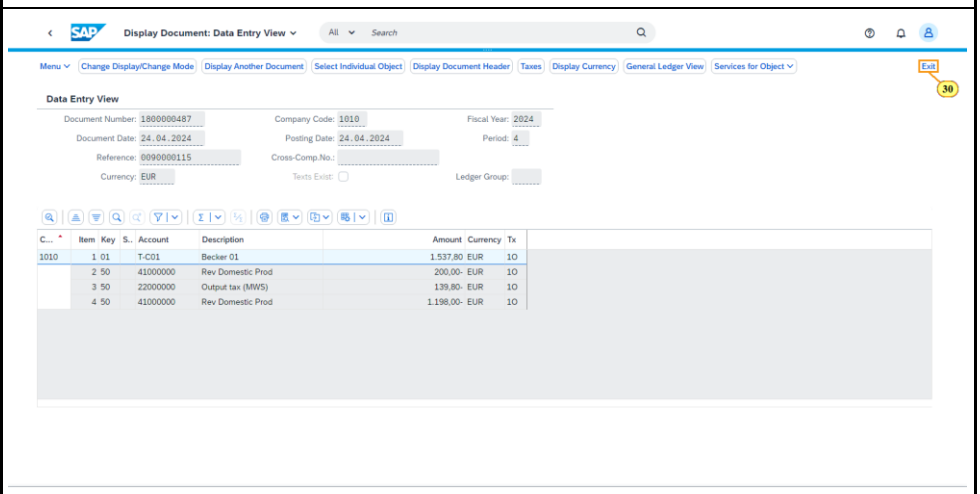
Explanation	Screenshot
14. To open the app, select the *Manage Sales Orders* tile.	
15. In the *Sold-to-Party* field, enter **T-C01**.	
16. Choose *Go*.	

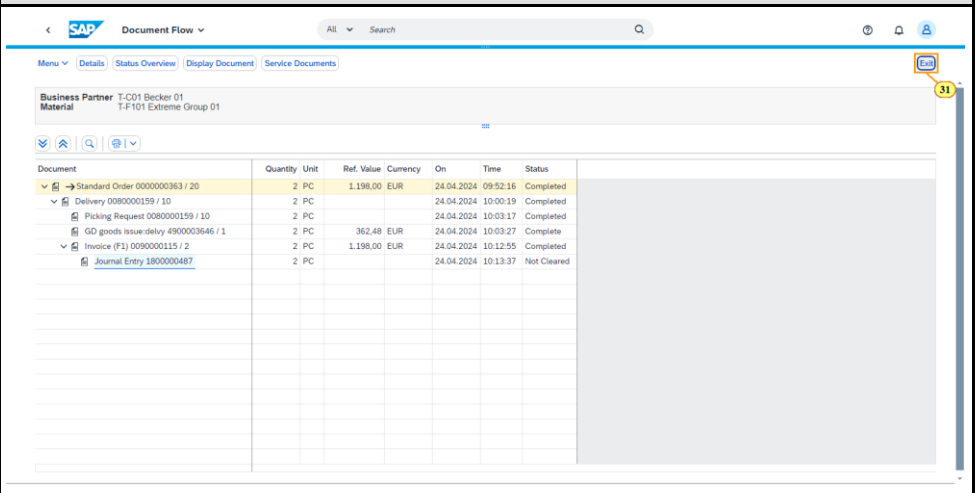
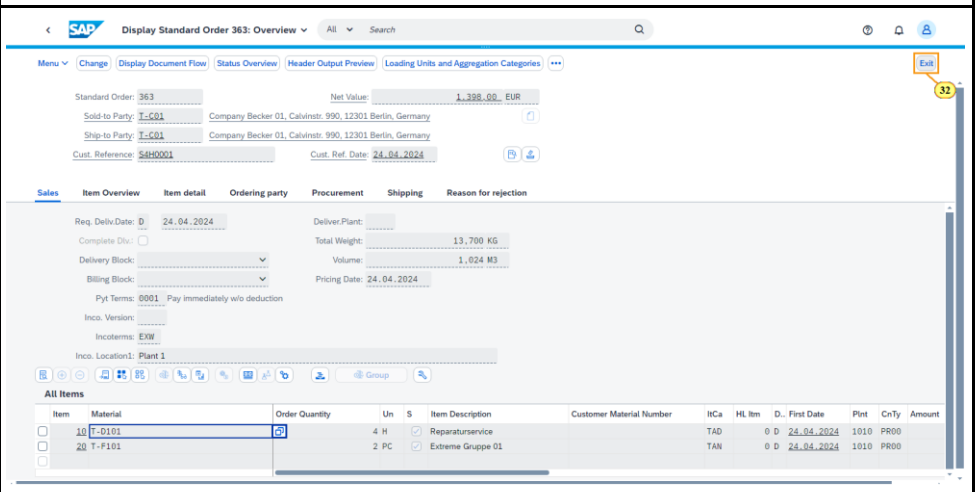
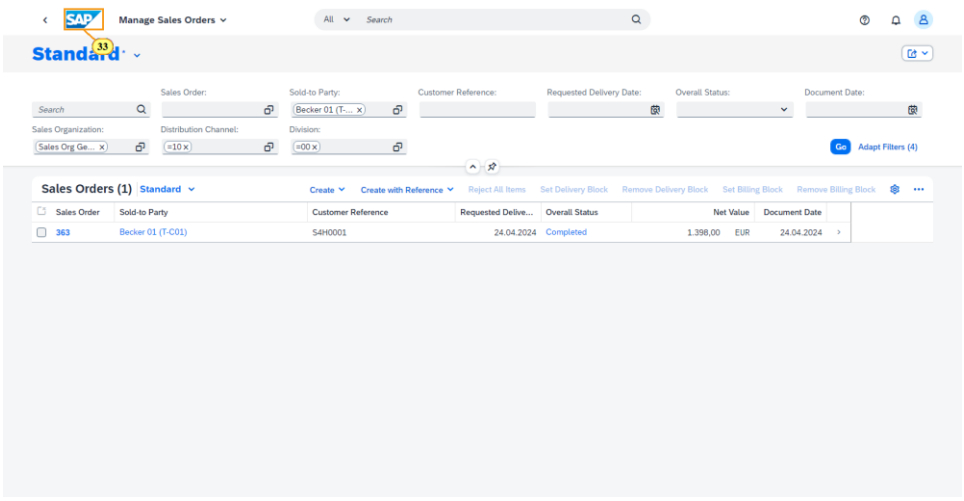
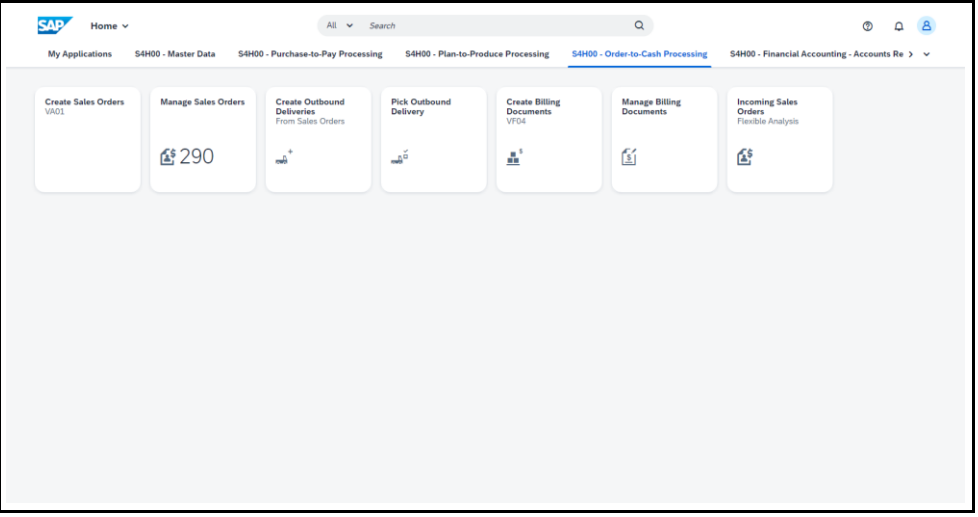
Explanation	Screenshot
17. To view the *Sales Order 363* details, choose the arrow.	
ⓘ The sales order is displayed.	
18. Select *20*.	

Explanation	Screenshot
19. Choose *Display Document Flow*.	
20. Choose *GD goods issue:delvy 4900003646/1*.	
21. Choose *Display Document*.	

Explanation	Screenshot
22. Choose *Doc. info*.	
23. Choose *FI Documents*.	
24. Choose *4900002739* with the double-click.	

Explanation	Screenshot
25. Choose *Exit*.	
26. Choose *Close*.	
27. Choose *Exit*.	

Explanation	Screenshot
28. Choose *Journal Entry 1800000487*.	
29. Choose *Display Document*.	
30. Choose *Exit*.	

Explanation	Screenshot
31. Choose *Exit*.	
32. Choose *Exit*.	
33. To return to the launchpad, choose *SAP*.	

Explanation	Screenshot
ⓘ You have successfully created a billing document. This concludes the interactive tutorial.