



USER MANUAL

Document information

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1 OVERVIEW

1.1 The process used in the guide document

BBP No	Definition	Note
SD01 - Stock Sales Process	In SAP, the stock sales process refers to the process of delivering goods to a customer.	

Stock Sales Process Description:

The Stock Sales process starts with an Inquiry followed by a Quotation. These 2 steps are optional & mostly kept outside SAP. The next step is to Create a Sales Order upon receiving confirmation from the customer for placing the Sales Order. Once the Material is ready for Delivery, a delivery document is created based on the Sales Order. Delivery consists of a few steps, like picking, and the goods officially leaving the warehouse when the Post Goods Issue (PGI) is done in the system. The impact of PGI is that it reduces the valuation and quantity of stock. After delivery, an invoice is generated and sent to the customer, detailing the products delivered and the total amount due.

In the process above, the enhancements which our team develops for the project are:

- Consistent exchange rate type and value, which are used in the Billing Document, are updated exactly from the exchange rate table in T-code OB08, and ensure that they are reflected correctly in the journal entries
- The exchange rate type can correspond until the end of the process
- Set editable for exchange rate field in the Billing Document, allowing it to affect the accounting document after posting the billing document in the process

2 USER MANUAL

2.1 Context

The SAP Stock Sales process is a sequence of activities involved in creating, processing, and fulfilling customer orders. By utilizing transactions such as VA01, VL01N, VL02N, VF01, VF02, etc, the SAP system automates and optimizes the various stages of the process, from receiving customer requests to issuing invoices and collecting payments. The primary objective is to ensure accuracy, efficiency, and transparency in sales operations, while enhancing customer satisfaction. The process encompasses steps such as creating sales orders, generating outbound delivery, picking goods & posting goods issues, and creating & posting billing documents.

In this project, there are some new enhancements will be released in the system. The new enhancements are the exchange rate type and value can be synchronized correspondingly through the process; the exchange rate field can be updated exactly the value and type from the table in T-code OB08; can be editable in the billing document, and simultaneously, it also affects the accounting documents.

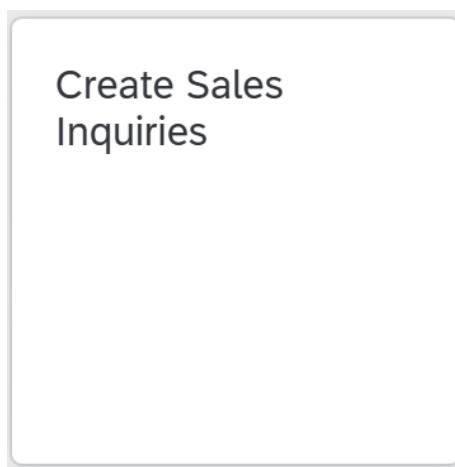
2.2 Create an Inquiry

2.2.1 Transaction Code

T-code	Description
VA11	Create Sales Inquiries
VA12	Change Sales Inquiries
VA13	Display Sales Inquiries

2.2.2 Detail Implementation

In the space *Sales and Distribution*, and in the section *Sales Person*, please use the *Create Sales Inquiries* app. Click on the application.



On the *Create Inquiry* screen, make the following entries then click on **Continue** (or press *Enter*):

No	Field name	R/O/D	Description and Example
1	Inquiry Type	R	Choose: ZIN7
2	Sales Organization	R	Default: FU24
3	Distribution Channel	R	Default: FU
4	Division	R	Default: FD

The screenshot shows the SAP Fiori interface for creating a sales inquiry. At the top, it says 'Create Sales Inquiries'. Below the header, there's a 'Menu' dropdown and a search bar. The main area has a red box around the 'Organizational Data' section. Inside this box, under 'Inquiry Type', 'ZIN7' is selected. Under 'Sales Organization', 'FU24' is selected with 'FPT Software' as the description. Under 'Distribution Channel', 'FU' is selected with 'SD Wholesale' as the description. Under 'Division', 'FD' is selected with 'DNCT' as the description. There are also fields for 'Sales Office' and 'Sales Group', both currently empty.

On the *Create Inquiry 7:Overview* screen: Input the following information

No	Field name	R/O/D	Description
1	Sold-to Party	R	Customer number who placed an order: 1003154 (Business partner number)
2	Ship-to Party	R	The customer number to which the goods will be delivered. Ship-to can be different from sold-to: 1003154 (Business partner number)
3	Cust. Reference	O	Customer three-digit number: 214 (your number ###)

4	Cust. Ref. Date	O	The date on which the customer created the order: 11/23/2024
5	Valid From	O	11/23/2024
6	Valid To	O	12/23/2024
7	Req. Deliv. date	R	The customer requested a delivery date: 12/23/2024
8	Material	R	Parts number: OHMT2007
9	Order Quantity	R	1

Then click on **Save** to save the request.

The screenshot shows the SAP Fiori interface for creating an inquiry. At the top, it says "Create Inquiry 7: Overview". Below the header are various buttons and input fields for basic information like Inquiry ID, Net Value, and Customer Reference. Under the "Sales" tab, there are sections for Valid From, Valid To, and Requested Delivery Date. The main area displays a table of items, with one row for "OHMT2007" (Off Road Helmet) listed. In the bottom right corner of the table area, the "Save" button is highlighted with a red box.

The SAP system will assign a unique number to the request. Make a note of it.

Inquiry 7 10000055 has been saved.

An inquiry has been created successfully. Click on **SAP** to return to the SAP Fiori launchpad.

2.3 Create a Quotation

2.3.1 Transaction Code

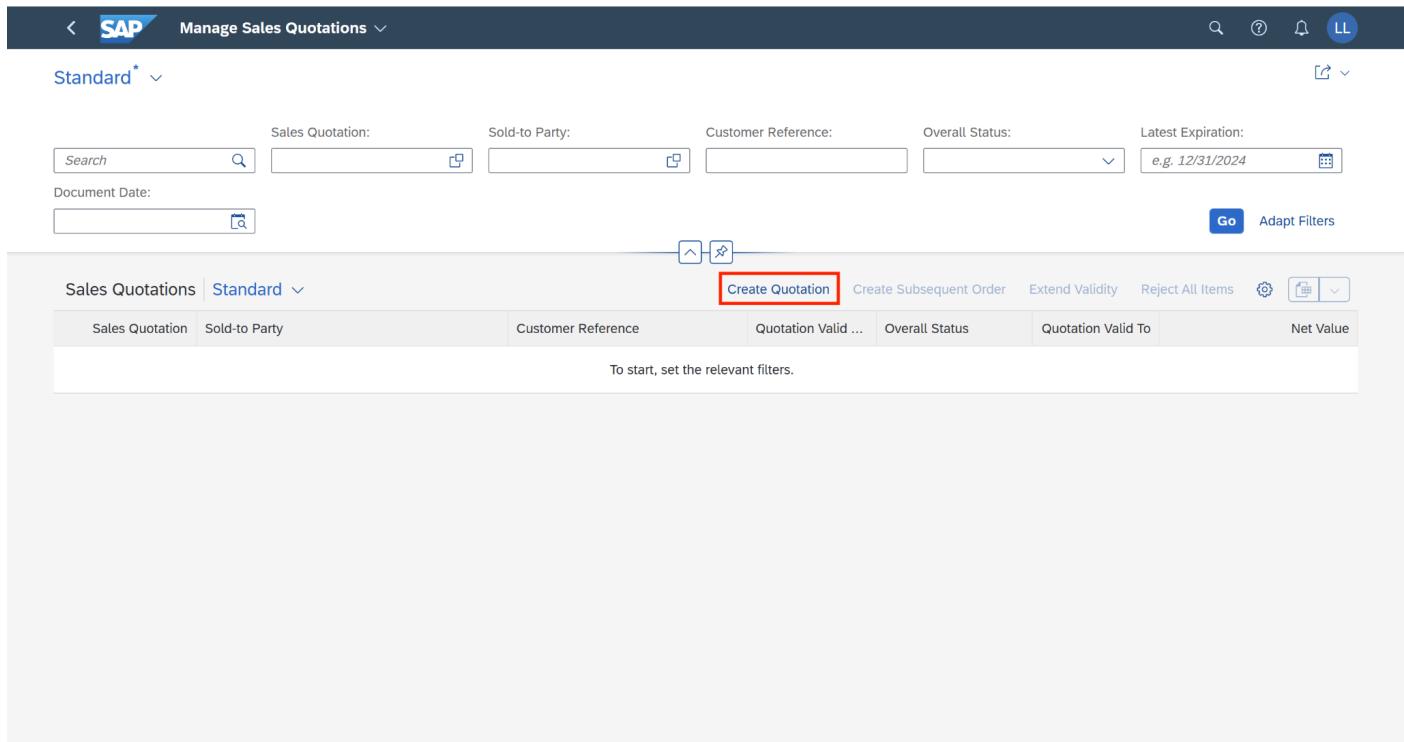
T-code	Description
VA21	Create Quotations
VA22	Change Quotations
VA23	Display Quotations

2.3.2 Detail Implementation

In the space *Sales and Distribution*, and in the section *Sales Representative*, please use the *Manage Sales Quotations* app. Click on the application.

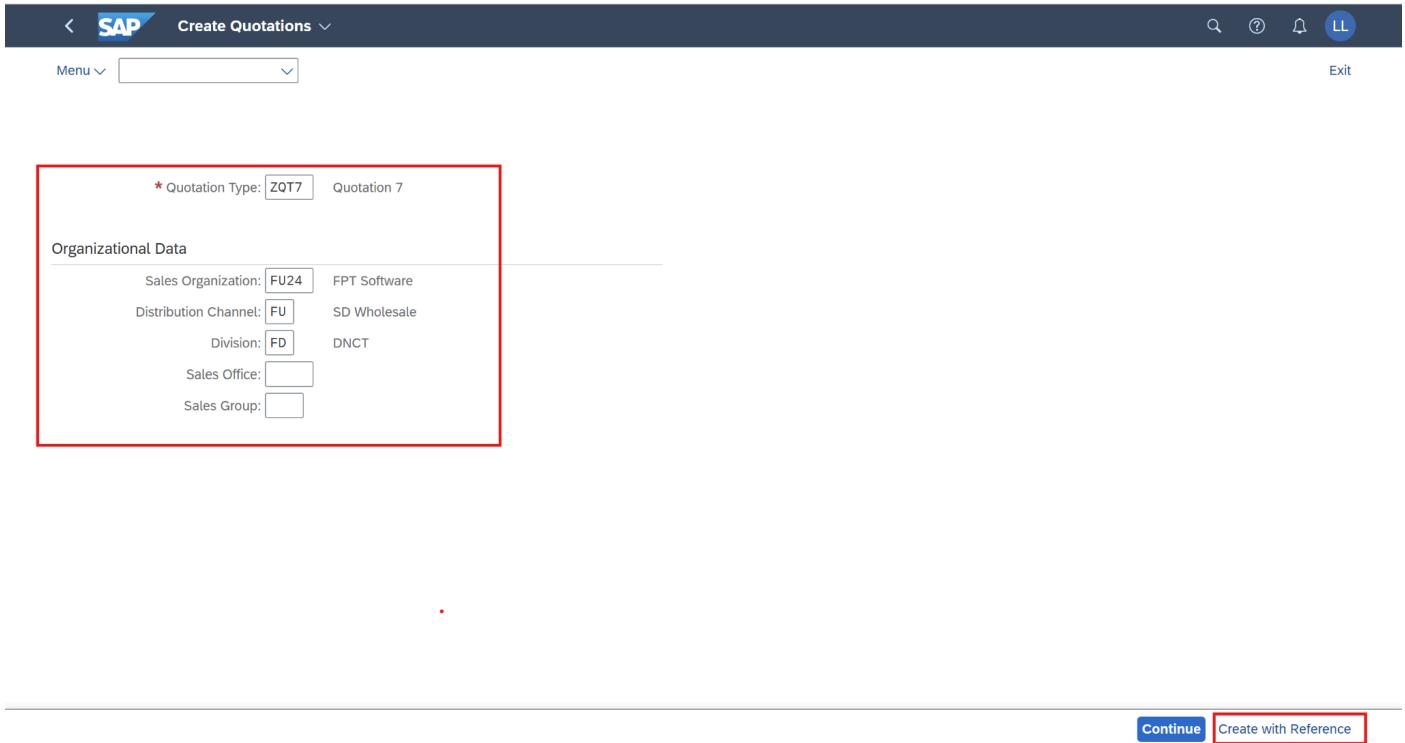


On the *Manage Sales Quotations* screen, choose [Create Quotation](#)



On the *Create Quotations* screen, enter the quotation type, sales organization, distribution channel, and division following the table below then click on [Create with Reference](#) :

No	Field name	R/O/D	Description and Example
1	Quotation Type	R	Choose: ZQT7
2	Sales Organization	R	Default: FU24
3	Distribution Channel	R	Default: FU
4	Division	R	Default: FD



The screenshot shows the SAP Create Quotations interface. At the top, there is a header bar with the SAP logo, a search bar, and navigation icons. Below the header, the main content area has a title "Quotation Type: ZQT7 Quotation 7". A red box highlights the "Organizational Data" section, which contains the following fields:

Sales Organization:	FU24	FPT Software
Distribution Channel:	FU	SD Wholesale
Division:	FD	DNCT
Sales Office:	[empty]	
Sales Group:	[empty]	

At the bottom right of the screen, there are two buttons: "Continue" and "Create with Reference".

On the *Create with Reference* screen, enter **the inquiry number** (the number was created in the previous step), and click on  **Copy**.

Create with Reference

Inquiry Quotation Order Contract SchedAgree BillDoc

Inquiry:

Requested Deliv.Date:

Search Criteria

Cust. Reference:

Sold-to Party:

WBS Element:

✓ Copy Item Selection ✖

On the *Create Quotation 7: Overview* screen, enter the following information:

No	Field name	R/O/D	Description
1	Cust. Reference	O	214
2	Cust. Ref. Date	O	11/23/2024
3	Valid To	R	12/23/2024

The price will display automatically from a list price. If a price adjustment is needed, go to the tab *Conditions* in the item line.

The screenshot shows the SAP Create Quotation 7: Item Data screen. At the top, there are buttons for menu, search, help, and exit. Below the header, there are fields for Sales Document Item (10), Item Category (AGN), Standard Item, and Material (OHMT2007). The Off Road Helmet is listed. The Conditions tab is selected. In the Conditions section, there are fields for Quantity (1 EA), Net (52.91 USD), and Tax (0.00). Below this, there are buttons for Condition Record, Analysis, and Update. A table titled 'Pricing Elements' lists various conditions and their values. The table has columns for ID, Condition Type, Description, Amount, Currency, per, UoM, Condition Value, Curr., Status, NumC..., ATO/MTS Component, OUn, and CCon. Two rows are highlighted with red boxes: 'Base Price 7' (ZPR7) and 'Cash Discount' (SKTO). The 'Save' and 'Cancel' buttons are at the bottom right.

I...	CnTy	Description	Amount	Crcy	per	UoM	Condition Value	Curr.	Status	NumC...	ATO/MTS Component	OUn	CCon
<input type="checkbox"/>	ZPR7	Base Price 7	1,000,000.000	VND	1	EA	52.91	USD	1		EA		
<input type="checkbox"/>		Gross Value	52.91	USD	1	EA	52.91	USD	1		EA		
<input type="checkbox"/>		Discount Amount	0.00	USD	1	EA	0.00	USD	1		EA		
<input type="checkbox"/>		Rebate Basis	52.91	USD	1	EA	52.91	USD	1		EA		
<input type="checkbox"/>		Net Value for Item	52.91	USD	1	EA	52.91	USD	1		EA		
<input type="checkbox"/>		Net Value 2	52.91	USD	1	EA	52.91	USD	1		EA		
<input type="checkbox"/>		Net Value 3	52.91	USD	1	EA	52.91	USD	1		EA		
<input type="checkbox"/>		Total	52.91	USD	1	EA	52.91	USD	1		EA		
<input type="checkbox"/>	SKTO	Cash Discount	0.000	%			0.00	USD	0				
<input type="checkbox"/>		Profit Margin	52.91	USD	1	EA	52.91	USD	1		EA		

A detailed pricing screen is popped out, in here, we can see how the item's net value is determined.

If we would like to adjust the price, we can use the following discount condition types for the adjustment.

Discount	Description
ZPR7	Base Price 7
K004	Material Group
RA00	% Discount from Net
HD00	Freight
MWST	Output Tax
SKTO	Cash Discount

Choose the *Insert Row* button to add more condition types.

After adding the value (% or \$), press *Enter*, and the newly added condition types will jump to their designed position.

SAP Create Quotation 7: Item Data

Menu Exit

Sales Document Item: 10 Item Category: AGN Standard Item
Material: OHMT2007 Off Road Helmet

Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts Order Data Status Structure Additional Data A > ...

Quantity:	1 EA	Net:	32.58 USD
		Tax:	0.00

Condition Record Analysis Update

Pricing Elements

I...	CnTy	Description	Amount	Crcy	per	UoM	Condition Value	Curr.	Status	NumC...	ATO/MTS Component	OUn	CCon
<input type="checkbox"/>	<input type="checkbox"/>	Gross Value	52.91	USD	1	EA		52.91	USD	1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	K004 Material	20.00-	USD	1	EA		20.00-	USD	1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RA00 % Discount from Net	1.000-	%				0.33-	USD	0			
<input type="checkbox"/>		Discount Amount	20.33-	USD	1	EA		20.33-	USD	1		EA	
<input type="checkbox"/>		Rebate Basis	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>		Net Value for Item	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>		Net Value 2	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>		Net Value 3	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>		Total	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SKTO Cash Discount	0.000	%				0.00	USD	0			

Save Cancel

After maintaining the price, we check *Incompletion Log* to ensure the document is completed by going to *Menu > Edit > Incompletion Log*.

SAP Create Quotation 7: Item Data

Menu Exit

Sales Document >
Edit >
Propose Items
Delete Unchanged Item
Batch Determn (Ctrl+F2)
Overall Network Scheduling
Item Availability (Ctrl+F5)
Item
Header
New Pricing Document
Incompletion Log (Ctrl+F8)

Sales Document Item: 10 Item Category: AGN Standard Item
Material: OHMT2007 Off Road Helmet

Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts Order Data Status Structure Additional Data A > ...

Quantity:	1 EA	Net:	32.58 USD
		Tax:	0.00

Condition Record Analysis Update

Pricing Elements

I...	CnTy	Description	Amount	Crcy	per	UoM	Condition Value	Curr.	Status	NumC...	ATO/MTS Component	OUn	CCon
<input type="checkbox"/>	<input type="checkbox"/>	Gross Value	52.91	USD	1	EA		52.91	USD	1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	K004 Material	20.00-	USD	1	EA		20.00-	USD	1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RA00 % Discount from Net	1.000-	%				0.33-	USD	0			
<input type="checkbox"/>		Discount Amount	20.33-	USD	1	EA		20.33-	USD	1		EA	
<input type="checkbox"/>		Rebate Basis	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>		Net Value for Item	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>		Net Value 2	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>		Net Value 3	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>		Total	32.58	USD	1	EA		32.58	USD	1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SKTO Cash Discount	0.000	%				0.00	USD	0			

Document is complete Save Cancel

When the document is completed, a small message will pop out to notify:



Click on **Save** to save the request. The SAP system will assign a unique number to the request. Make a note of it.

SAP Create Quotation 7: Overview

Sales A	Sales B	Shipping	Billing Document	Conditions	Account Assignment	Schedule lines	Partner	Texts	Order Data	Status	Structure	Additional Data A	...	
				Quantity: <input type="text" value="1"/> EA	Net: <input type="text" value="32.58"/> USD									
				Tax: <input type="text" value="0.00"/>										
				<input type="button" value="Condition Record"/>	<input type="button" value="Analysis"/>	<input type="button" value="Update"/>								
Pricing Elements														
I...	CnTy	Description	Amount	Crcy	per	UoM	Condition	Value	Curr.	Status	NumC...	ATO/MTS Component	OUn	CCon
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ZPR7	Base Price 7	1,000,000.000	VND	1	EA	52.91	USD		1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Gross Value	52.91	USD	1	EA	52.91	USD		1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	K004	Material	20.00-	USD	1	EA	20.00-	USD		1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RA00	% Discount from Net	1.0000-	%			0.33-	USD		0			
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Discount Amount	20.33-	USD	1	EA	20.33-	USD		1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Rebate Basis	32.58	USD	1	EA	32.58	USD		1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Net Value for Item	32.58	USD	1	EA	32.58	USD		1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Net Value 2	32.58	USD	1	EA	32.58	USD		1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Net Value 3	32.58	USD	1	EA	32.58	USD		1		EA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Total	32.58	USD	1	EA	32.58	USD		1		EA	

Save **Cancel**



A quotation has been created successfully. Click on **SAP** to return to the SAP Fiori launchpad.

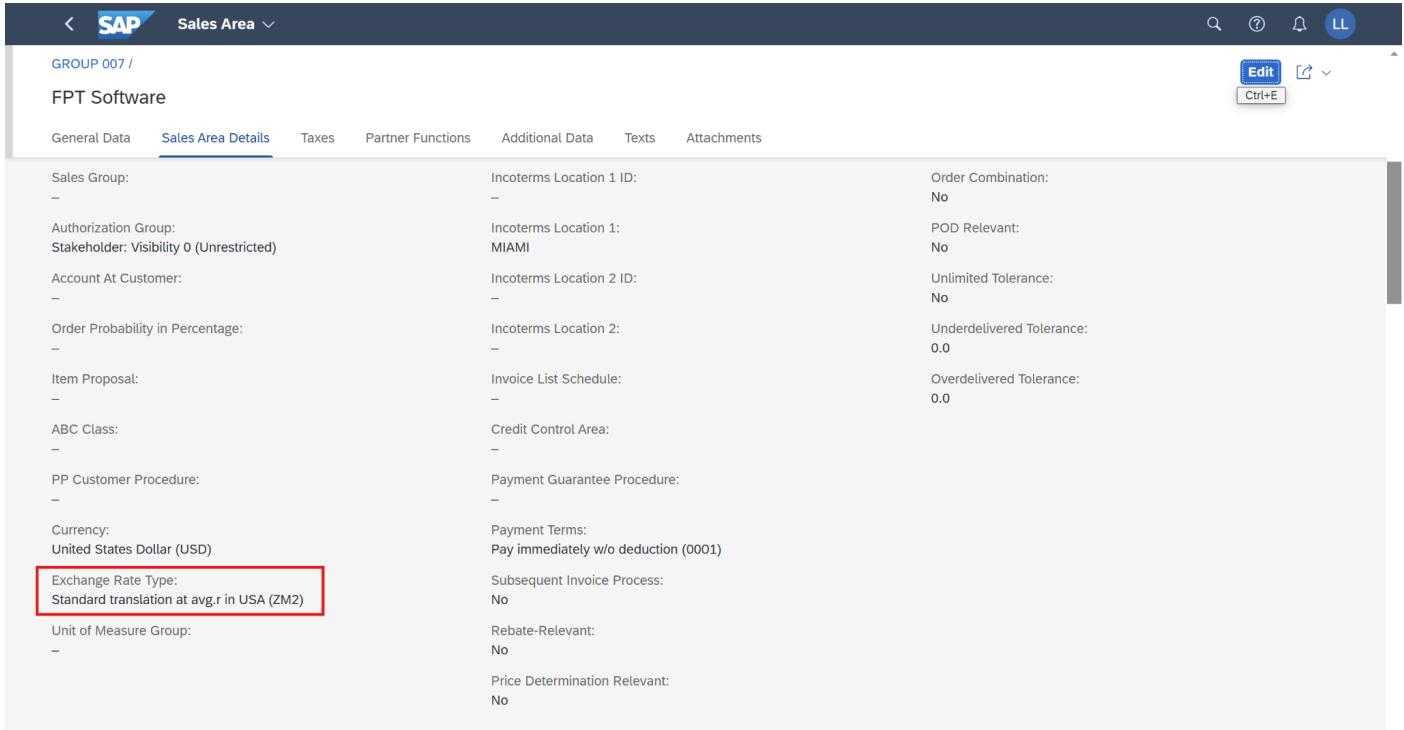
2.4 Create Sales Order

2.4.1 Transaction Code

T-code	Description
VA01	Create Sales Documents
VA02	Change Sales Documents
VA03	Display Sales Documents

2.4.2 Detail Implementation

Before going to create the sales order, please go to the *Manage Business Partner Data* app to check the business partner's exchange rate type:



The screenshot shows the SAP Sales Area Details screen for Sales Area GROUP 007 / FPT Software. The 'Sales Area Details' tab is selected. The page displays various configuration parameters:

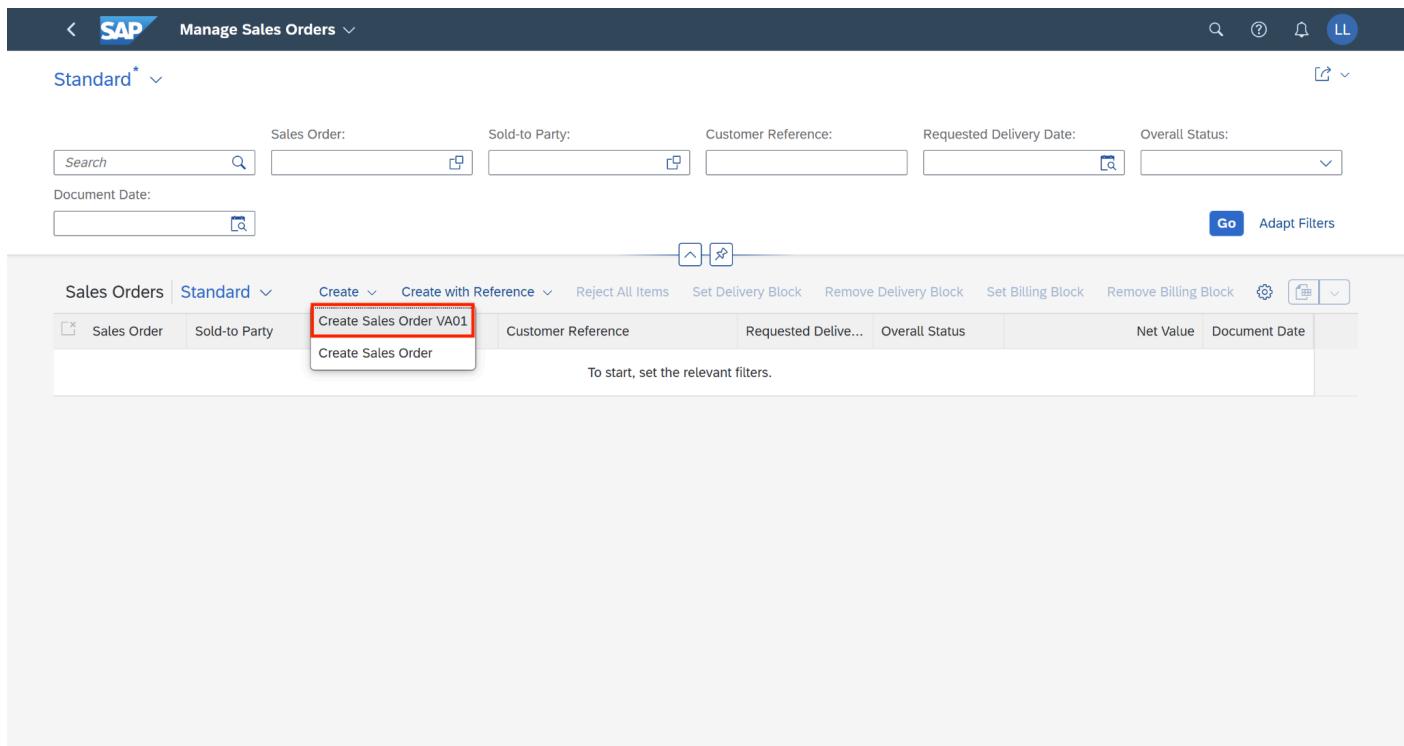
- Sales Group:** – Incoterms Location 1 ID: – Order Combination: No
- Authorization Group:** – Incoterms Location 1: MIAMI POD Relevant: No
- Stakeholder:** Visibility 0 (Unrestricted)
- Account At Customer:** – Incoterms Location 2 ID: – Unlimited Tolerance: No
- Order Probability in Percentage:** – Incoterms Location 2: – Underdelivered Tolerance: 0.0
- Item Proposal:** – Invoice List Schedule: – Overdelivered Tolerance: 0.0
- ABC Class:** – Credit Control Area: –
- PP Customer Procedure:** – Payment Guarantee Procedure: –
- Currency:** United States Dollar (USD) Payment Terms: Pay immediately w/o deduction (0001)
- Exchange Rate Type:** Standard translation at avg.r in USA (ZM2) Subsequent Invoice Process: No
- Unit of Measure Group:** – Rebate-Relevant: No
- Price Determination Relevant:** No

A red box highlights the 'Exchange Rate Type' field.

In the space *Sales and Distribution*, and in the section *Sales Representative*, please use the *Manage Sales Orders* app. Click on the application.



Click on *Create > Create Sales Order VA01* on the *Manage Sales Orders* screen.



On the *Create Sales Order - VA01* screen, enter the order type, sales organization, distribution channel, and division following the table below, then click on [Create with Reference](#).

No	Field name	R/O/D	Description and Example
1	Order Type	R	Choose: ZOR7
2	Sales Organization	R	Default: FU24
3	Distribution Channel	R	Default: FU
4	Division	R	Default: FD

The screenshot shows the SAP Create Sales Documents interface. At the top, there is a header bar with the SAP logo, a search bar, and various icons. Below the header, the main content area has a title "Create Sales Documents". A red box highlights the "Organizational Data" section. Inside this section, the "Order Type" is set to "ZOR7" (Standard order 7). The "Sales Organization" is "FU24" (FPT Software), "Distribution Channel" is "FU" (SD Wholesale), "Division" is "FD" (DNCT), and "Sales Office" and "Sales Group" fields are empty. At the bottom right of the screen, there are two buttons: "Continue" and "Create with Reference". The "Create with Reference" button is also enclosed in a red box.

The *Create with Reference* screen will pop out, enter **your quotation number** in the previous step and choose **Copy**.

Create with Reference X

Inquiry **Quotation** Order Contract SchedAgree BillDoc

Quot.:

Requested Deliv.Date:

Search Criteria

Cust. Reference:

Sold-to Party:

WBS Element:

✓ Copy Item Selection X

Next, on the *Create Standard Order 7: Overview* screen, enter the following information:

No	Field name	R/O/D	Description
1	Cust. Reference	O	214
2	Cust. Ref. Date	O	11/23/2024

Check the *Incompletion Log* to ensure the document is completed by going to *Menu > Edit > Incompletion Log*.

SAP Create Standard order 7: Overview

Menu > Sales Document > Edit > Display Range > Value: 32.58 USD

Goto > Fast Change of > Location: WASHINGTON DC FL 70000, USA

Extras > Delete Unchanged Item > Location: WASHINGTON DC FL 70000, USA

Environment > Additional Functions > If. Date: 11/23/2024

System > Batch Determn (Ctrl+F2)

Help > Overall Network Scheduling

Expand menu

SAP GUI for HTML File Browser

Settings...

Billing Block: 0001

Pty Terms: 0001

Inco. Version: MIAMI

Incoterms: FOB

Inco. Location1: MIAMI

Display Range > Value: 32.58 USD

Fast Change of > Location: WASHINGTON DC FL 70000, USA

Delete Unchanged Item > Location: WASHINGTON DC FL 70000, USA

Additional Functions > If. Date: 11/23/2024

Batch Determn (Ctrl+F2)

Overall Network Scheduling

Assign Contract > Plant: []

Check Dangerous Goods

Check Document Availability (Ctrl+4)

New Pricing Document (Ctrl+F6)

Incompletion Log (Ctrl+F8) > Date: 11/23/2024

Cancel (Escape)

All Items

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description	Customer Material Number
<input type="checkbox"/>	10 OHMT2007			1	EA	<input type="checkbox"/> Off Road Helmet	
<input type="checkbox"/>							

When the document is completed, a small message will pop out to notify:



Click on **Save** to save the request. The SAP system will assign a unique number to the request. Make a note of it.

The screenshot shows the SAP Create Standard order 7: Overview screen. At the top, there is a header bar with the SAP logo and navigation links. Below the header, there are input fields for 'Standard order 7' (containing '1003154'), 'Net Value' (32.58 USD), 'Sold-to Party' (1003154 Company GROUP 007, D1, WASHINGTON DC FL 70000, USA), 'Ship-to Party' (1003154 Company GROUP 007, D1, WASHINGTON DC FL 70000, USA), 'Cust. Reference' (214), and 'Cust. Ref. Date' (11/23/2024). The main area has tabs for Sales, Item Overview, Item detail, Ordering party, Procurement, Shipping, and Reason for rejection. Under the Sales tab, there are sections for delivery date (Req. Deliv.Date: 12/23/2024), delivery plant (Deliver.Plant: [empty]), total weight (Total Weight: 15 oz), volume (Volume: 0.000), and pricing date (Pricing Date: 11/23/2024). Below these are fields for payment terms (Pyt Terms: 0001 Pay immediately w/o deduction), Incoterm (Incoterm: FOB), and location (Inco. Location1: MIAMI). A toolbar with various icons is located below these fields. At the bottom, there is a table titled 'All Items' showing one item: Item 10 OHMT2007, Material Off Road Helmet, Order Quantity 1 EA, and Customer Material Number [empty]. At the very bottom right are 'Save' and 'Cancel' buttons, with 'Save' being highlighted with a red box.

Standard order 7 518 has been saved.

A sales order has been created successfully.

Exchange rate value and type in T-code OB08:

Display View "Currency Exchange Rates": Overview



Menu ▾

ExRt ValidFrom Indir.quot X Ratio(from) From = Dir.quot. X Ratio (to) To

ExRt	ValidFrom	Indir.quot	X	Ratio(from)	From	=	Dir.quot.	X	Ratio (to)	To
<input type="checkbox"/> ZM2	11/18/2024	0.00000	X		1	USD	=	18.90000	X	1,000 VND
<input type="checkbox"/> ZM2	11/17/2024	0.00000	X		1	USD	=	29.10000	X	1,000 VND
<input type="checkbox"/> ZM2	11/13/2024	0.00000	X		1	USD	=	32.10000	X	1,000 VND
<input type="checkbox"/> ZM2	11/12/2024	0.00000	X		1	USD	=	15.50000	X	1,000 VND
<input type="checkbox"/> ZM2	11/11/2024	0.00000	X		1	USD	=	37.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/09/2024	0.00000	X		1	USD	=	18.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/08/2024	0.00000	X		1	USD	=	19.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/06/2024	0.00000	X		1	USD	=	20.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/05/2024	0.00000	X		1	USD	=	26.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/04/2024	0.00000	X		1	USD	=	24.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/02/2024	0.00000	X		1	USD	=	22.00000	X	1,000 VND

Then go to T-code VA03 to display your sales order. You can see the exchange rate value and type are updated from the table in T-code OB08:

Display Standard order 7 518: Header Data



Menu ▾

Standard order 7: 518 Customer Reference: 214
Sold-to Party: 1003154 Company GROUP 007, D1, WASHINGTON DC FL 70000, USA

Exit

Sales	Shipping	Billing Document	Accounting	Conditions	Account Assignment	Partner	Texts	Order Data	Status	Additional Data A	Additional Data B
Order Type: ZOR7	Standard order 7				Document Date: 11/23/2024						
Sales Area: FU24 / FU / FD	FPT Software, SD Wholesale, DNCT										
Sales Office:					Created By: LEARN-214						
Sales Group:					Created On: 11/23/2024 08:00:48						
Version:					Guarantee:						
Order Reason:											
Delivery Time:											
Pricing and Statistics											
Doc. Currency: USD	/ 18.90000		Pricing Date: 11/23/2024								
Pric. Procedure: ZRVAA7	Standard		Customer Group:								
Price List Type:			Usage:								
CustPrice Group:	01 Bulk buyer		Sales District:	VN001	Southern VN						

Click on  to return to the SAP Fiori launchpad.

2.5 Create Outbound Deliveries

2.5.1 Transaction Code

T-code	Description
VL01N	Create Outbound Delivery with Order Reference
VL02N	Change Outbound Delivery
VL03N	Display Outbound Delivery

2.5.2 Detail Implementation

In the space *Sales and Distribution*, and in the section *Warehouse Employee*, please use the *Create Outbound Deliveries* app. Click on the application.



On the *Create Outbound Deliveries* screen, in the *Ship-to Party* field enter **your business partner number 1003154**, the *Shipping Point* field as **FU24**, and remove the content in the *Planned Creation Date* field,

your sales document 518 in the *Sales Document* field. Choose **Go** (or press *Enter*). The sales order will be displayed.

The screenshot shows the SAP Fiori interface for 'Create Outbound Deliveries'. At the top, there are standard filters for 'Ship-to Party' (GROUP 007), 'Shipping Point' (FPT Shipping Pt.), 'Planned Creation Date' (empty), 'Priority' (empty), 'Sales Document' (518), and 'Relevant for TM' (No). A red box highlights the 'Go' button and the 'Adapt Filters (4)' link. Below the filters is a table titled 'Sales Orders Due for Delivery (1)'. The table has columns: Planned Creation Date, Sales Document, Planned GI Date, Priority, Shipping Point, and Ship-To Party. One row is selected, highlighted with a red box, showing values: 12/23/2024, 518, 12/23/2024, Normal item (02), FPT Shipping Pt. (FU24), and GROUP 007 (1003154). To the right of the table are buttons for 'Create Deliveries (1)', 'Display Log', and 'Schedule Delivery Creation'.

Then select the sales document and choose the button **Create Deliveries (1)**. You will see that the sales document is no longer available. Additionally, you will receive confirmation that your outbound delivery has been created.

This screenshot is similar to the previous one but shows the result of creating an outbound delivery. The 'Create Deliveries (1)' button is now highlighted with a red box. Below the table, a message box displays 'Logs created: 1'. The rest of the interface remains the same, with the sales document 518 no longer listed in the table.

Outbound delivery has been created successfully. Click on to return to the SAP Fiori launchpad.

2.6 Pick Materials and Post Goods Issue

2.6.1 Transaction Code

T-code	Description
VL02N	Change Outbound Delivery

2.6.2 Detail Implementation

In the space *Sales and Distribution*, and in the section *Warehouse Employee*, please use the *Manage Outbound Deliveries* app. Click on the application.



On the *Manage Outbound Deliveries* screen, as the *Shipping Point* enter **FU24**, as *Ship-to Party* enter **1003154**, as *Picking Date* enter **12/23/2024**, and as *Overall Status* select **All Open Deliveries**.

To run the search, choose **Go** (or press *Enter*). Your outbound delivery is now displayed.

Outbound Delivery	Picking Date	Priority	Picking Status	Confirmation Status
80000384	12/23/2024	Normal item (02)	Not Yet Processed (A)	Not Relevant

You can see that the picking and posting goods issue still needs to be processed. Click on the line that contains your outbound delivery to get more details.

Click on the *Outbound Delivery* line, and a new *Outbound Delivery* screen will pop up.

Choose the button **Related Apps** -> **Pick Outbound Delivery**

The screenshot shows the SAP Outbound Delivery interface. At the top, it displays the SAP logo and the title "Outbound Delivery". Below this, the document number "800000384" and the status "Outbound Delivery" are shown. The "General Information" tab is selected, displaying details such as Ship-to Party, Overall Status (Open), Delivery Date (12/23/2024), and various weight and volume fields. To the right, a "Related Apps" menu is open, listing various delivery-related functions. A red box highlights the "Pick Outbound Delivery" option in the list.

In the *Delivery Items* area, enter the appropriate quantities in the *Picking Quantity* fields: **1.** At the end of the line, click to maintain further details.

The screenshot shows the "Delivery Items (1)" table. It lists one item: "000010 Off Road Helmet (OHMT2007)". The "Picking Quantity" field for this item is highlighted with a red box. At the bottom of the table, there is a navigation bar with buttons for "Copy Picking Quantity (0)", "Delete Item (0)", "Delete Delivery", "Save", and a refresh icon.

On the next screen, in the *Storage Location* field enter **TG01**.

SAP Delivery Item 1 of 1

Delivery 80000384 /

Delivery Item 000010

Sales Order:	518	Material:	Off Road Helmet (OHMT2007)
Sales Order Item:	000010	Gross Weight:	15 OZ
Item Type:	Standard Item 7 (ZTA7)	Net Weight:	15 OZ
Original Delivery Quantity:	1 EA	Volume:	0
Picking Quantity:	1 EA	Plant:	FPT University (FU24)
Delivery Quantity:	1 EA	Storage Location:	TG01
Conversion Rate:	1 EA : 1 EA	Storage Bin:	Trading goods
Base Unit Delivery Quantity:	1 EA	Material Availability:	12/23/2024

Serial Numbers (0)

<input type="checkbox"/> Serial Number	Equipment	Unique Item Identifier	Add Multiple	Clear	↑

Apply **Cancel**

Then click on the button **Apply**, choose **Save**, and continue to click on **Post GI**.

SAP Delivery Item 1 of 1

Delivery 80000384 /

Delivery Item 000010

Sales Order:	518	Material:	Off Road Helmet (OHMT2007)
Sales Order Item:	000010	Gross Weight:	15 OZ
Item Type:	Standard Item 7 (ZTA7)	Net Weight:	15 OZ
Original Delivery Quantity:	1 EA	Volume:	0
Picking Quantity:	1 EA	Plant:	FPT University (FU24)
Delivery Quantity:	1 EA	Storage Location:	TG01
Conversion Rate:	1 EA : 1 EA	Storage Bin:	Trading goods
Base Unit Delivery Quantity:	1 EA	Material Availability:	12/23/2024

Serial Numbers (0)

<input type="checkbox"/> Serial Number	Equipment	Unique Item Identifier	Add Multiple	Clear	↑

Apply **Cancel**

Delivery Header

Delivery: 80000384

Actual GI Date:	e.g. 12/31/2024	Gross Weight:	15	OZ
Planned GI Date:	12/23/2024	Net Weight:	15	OZ
Picking Status:	Not Yet Processed			
Confirmation Status:	Not Relevant			
Show More				

1 of 1 Picking >> Gi Ready 0

Delivery Items (1)

<input type="checkbox"/> Item Material	Delivery Quantity	Picking Quantity	Serial Number Status	Picking Status	Confirmation Status
<input type="checkbox"/> 000010 Off Road Helmet (OHMT2007)	1 EA	1 EA	◊	✓	◊

[Copy Picking Quantity \(0\)](#) [Delete Item \(0\)](#) [Delete Delivery](#) [Save](#)

Delivery Header

Delivery: 80000384

Actual GI Date:	e.g. 12/31/2024	Gross Weight:	15	OZ
Planned GI Date:	12/23/2024	Net Weight:	15	OZ
Picking Status:	Completely Processed			
Confirmation Status:	Not Relevant			
Show More				

1 of 1 Picking >> Gi Ready 0

Status: Ready to Post GI Planned GI Date: 12/23/2024 Ship-To Party: GROUP 007 (1003154)
Gross Weight: 15.07 Address: D1 WASHINGTON DC 51 70000 USA

[Post GI](#) [Delete Delivery](#) [Save](#)

A small message will appear on the screen that announces Goods Issue has been posted successfully.

GI posted

Click on  to return to the SAP Fiori launchpad.

2.7 Create Billing Documents

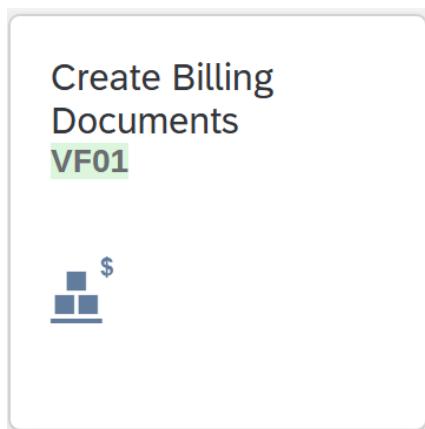
2.7.1 Transaction Code

T-code	Description
VF01	Create Billing Documents
VF02	Change Billing Documents
VF03	Display Billing Documents

2.7.2 Detail Implementation

(*Note: Please use the T-code for this step)

In the  search field, enter **VF01** and use the app *Create Billing Documents - VF01* to create the billing documents. Click on T-code **VF01** - Create Billing Documents.



In the *Create Billing Documents* screen, in the field **Document**, enter your **outbound delivery number**.

Then click on **Execute** (or press *Enter*).

On the *Invoice (ZF2) Create: Overview of Billing Items* screen, and choose *Display header details*.

Let's display the exchange rate value and type in T-code OB08 first:

Display View "Currency Exchange Rates": Overview

ExRt	ValidFrom	Indir.quot	X	Ratio(from)	From	=	Dir.quot.	X	Ratio (to)	To
<input type="checkbox"/> ZM2	11/18/2024	0.00000	X		1 USD	=	18.90000	X	1,000	VND
<input type="checkbox"/> ZM2	11/17/2024	0.00000	X		1 USD	=	29.10000	X	1,000	VND
<input type="checkbox"/> ZM2	11/13/2024	0.00000	X		1 USD	=	32.10000	X	1,000	VND
<input type="checkbox"/> ZM2	11/12/2024	0.00000	X		1 USD	=	15.50000	X	1,000	VND
<input type="checkbox"/> ZM2	11/11/2024	0.00000	X		1 USD	=	37.00000	X	1,000	VND
<input type="checkbox"/> ZM2	11/09/2024	0.00000	X		1 USD	=	18.00000	X	1,000	VND
<input type="checkbox"/> ZM2	11/08/2024	0.00000	X		1 USD	=	19.00000	X	1,000	VND
<input type="checkbox"/> ZM2	11/06/2024	0.00000	X		1 USD	=	20.00000	X	1,000	VND
<input type="checkbox"/> ZM2	11/05/2024	0.00000	X		1 USD	=	26.00000	X	1,000	VND
<input type="checkbox"/> ZM2	11/04/2024	0.00000	X		1 USD	=	24.00000	X	1,000	VND
<input type="checkbox"/> ZM2	11/02/2024	0.00000	X		1 USD	=	22.00000	X	1,000	VND

Now, return to the process, the *Billing Invoice (ZF2) Create: Header Data* screen is displayed, you can view the *Billing Date*, *Exch. Rate Type*, and *Exchng. Rate Accntg.* fields. If you change the *Billing Date* field, the value in the *Exchng. Rate Accntg.* field is updated directly from the table in T-code OB08. Additionally, the exchange rate field is editable so you also can change it to any random values.

Billing Invoice (ZF2) Create : Header Data

Billing Date:	11/23/2024	Document Currency:	USD
Company Code:	FU24	Set Exchange Rt:	<input type="checkbox"/>
Reference:	214	Exchng. Rate Accntg.:	18.90000
Assignment:	\$	Payment Method:	<input type="button"/>
Trading Partner No.:	<input type="text"/>	Dunning Area:	<input type="button"/>
Fixed Value Date:	<input type="text"/>	Dunning Key:	<input type="button"/>
Addit. Value Days:	0	Dunning Block:	Freed for dunning
Acct Assmt Grp Cust.:	02 Foreign Revenues	Posting Status: A Billing document blocked for forwarding to FI	
Price List Type:	<input type="button"/>	Exch. Rate Type:	ZM2

Then click on **Save** and the screen will pop out a message.

Billing Invoice (ZF2) Create : Header Data

Header Detail

Accounting Data

Price Data

Save Cancel

✓ Document 90000417 saved (no journal entry generated).

The billing document has been created successfully now. Click on to return to the SAP Fiori launchpad.

2.8 Post Billing Documents & Display Accounting Documents

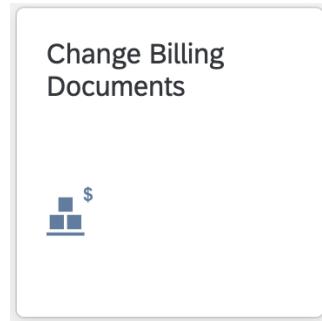
2.8.1 Transaction Code

T-code	Description
VF02	Change Billing Documents
VF03	Display Billing Documents

2.8.2 Detail Implementation

(*Note: Please use the T-code for this step)

In the search field, enter **VF02** and use the app *Change Billing Documents* to post the billing document. Click on the application.



On the *Manage Billing Documents* screen, enter **your billing document number**. Then click on to post the billing documents.

Billing Document: 90000417

More Search Criteria

Document Number:

Company Code:

Fiscal Year:

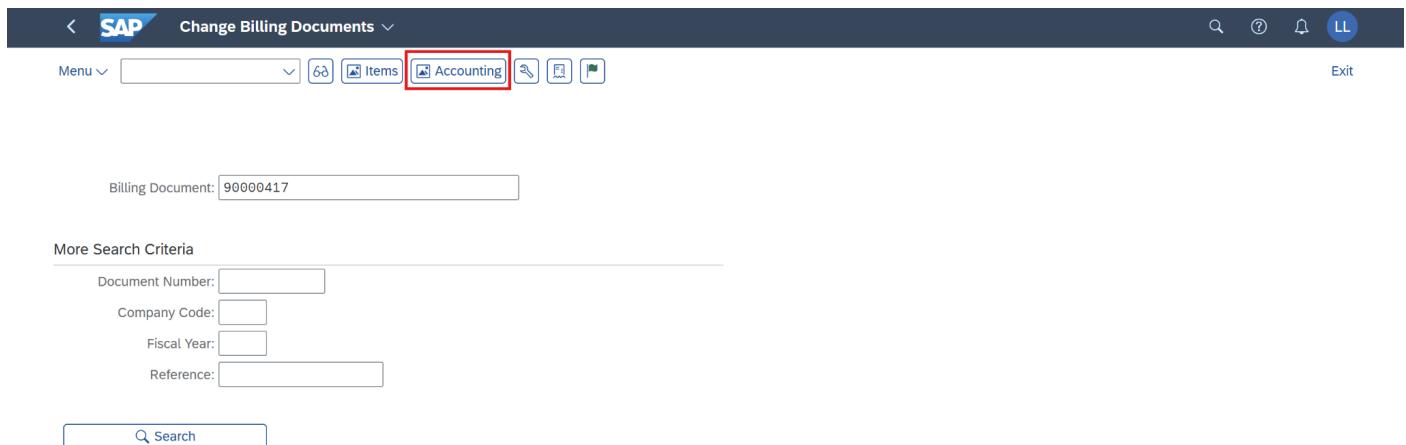
Reference:

[Continue](#)

You will receive a notification that the billing document has been posted.

Document 90000417 has been saved.

Now, go to display the accounting document to verify that it has already been updated correctly from the billing document. Choose on the *Change Billing Documents* screen.



SAP Change Billing Documents

Billing Document: 90000417

More Search Criteria

Document Number: []

Company Code: []

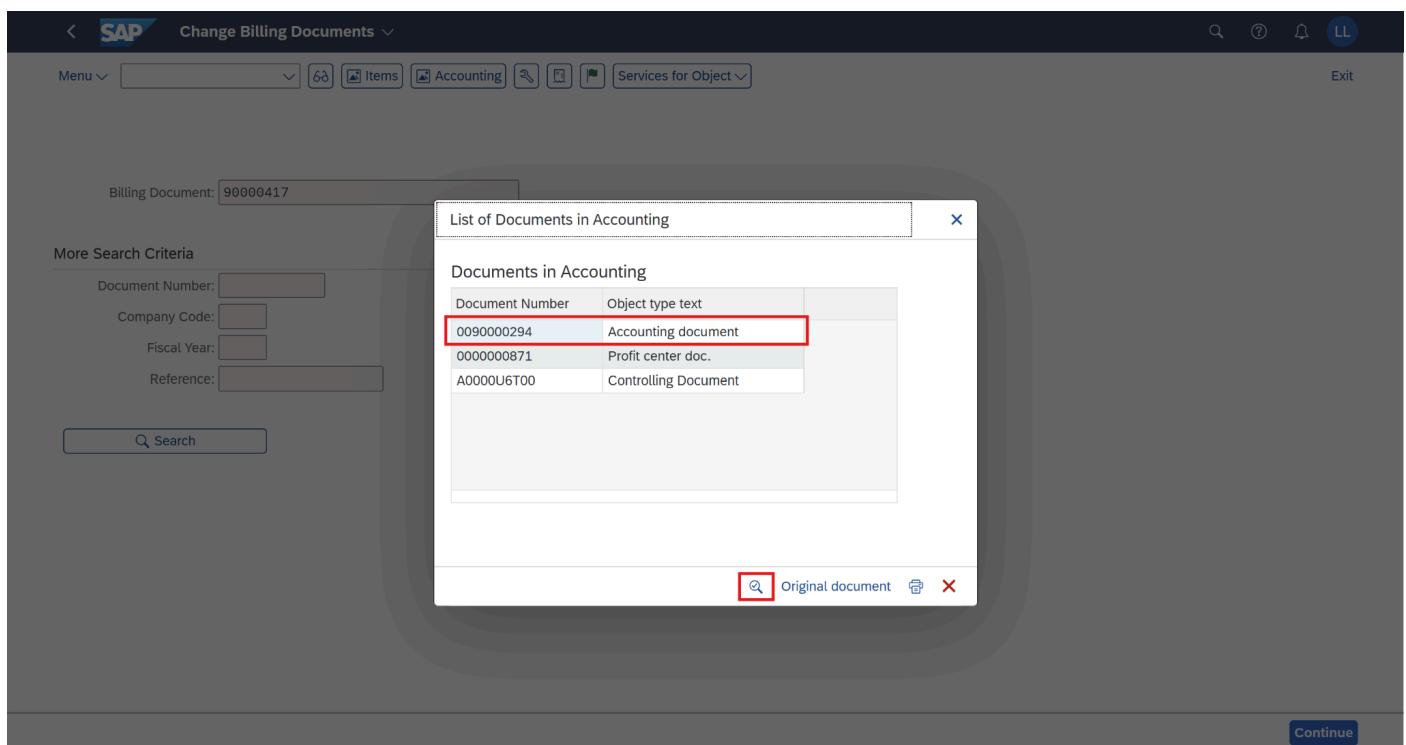
Fiscal Year: []

Reference: []

Search []

The Accounting button is highlighted with a red box.

On the *List of Documents in Accounting* screen, choose the line *Accounting document* and click on  *Display Document (F2)*.



SAP Change Billing Documents

Billing Document: 90000417

More Search Criteria

Document Number: []

Company Code: []

Fiscal Year: []

Reference: []

Search []

List of Documents in Accounting

Document Number	Object type text
0090000294	Accounting document
0000000871	Profit center doc.
A0000U6T00	Controlling Document

Original document  

Continue []

The "Accounting document" row in the table is highlighted with a red box. The "Original document" button is also highlighted with a red box.

On the *Display Document: Data Entry View* screen, choose  *Display Document Header (F5)*.

The screenshot shows the SAP Fiori Data Entry View for a document. At the top, there are various buttons and fields for document details like Document Number (90000294), Company Code (FU24), and Fiscal Year (2024). Below this is a table of account entries:

Co...	Item	Key	S..	Account	Description	Amount	Currency	Tx
FU24	1	01		1003154	GROUP 007	32.58	USD	
	2	50		4200000	Revenue	52.91-	USD	
	3	40		4770000	Rebates granted	20.00	USD	
	4	40		4770000	Rebates granted	0.33	USD	

The *Document Header: FU24 Company Code* screen will pop out. Now, you can view the *Exchange rate* field as **18.90000**. This value is updated correctly from the *Billing Header* in the *Create Billing Documents* step.

The screenshot shows the *Document Header: FU24 Company Code* dialog box. The *Exchange rate* field is highlighted with a red box and contains the value **18.90000**.

Click on to return to the SAP Fiori launchpad.

2.9 Change Billing Documents

(*Note: This step is processed in case Billing Documents - VF01 hasn't been posted yet)

2.9.1 Transaction Code

T-code	Description
VF02	Change Billing Documents

2.9.2 Detail Implementation

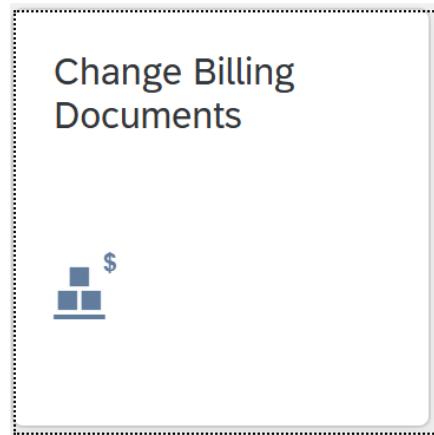
(*Note: Please use the T-code for this step)

Before changing the billing document, the screenshot below shows that the billing document number we will use has not been posted in the journal entry.

The screenshot shows the SAP Document Flow interface. At the top, there's a header with the SAP logo, a search bar, and navigation links like 'Status Overview', 'Display Document', and 'Service Documents'. Below the header, it displays a business partner's information: 'Business Partner 0001003154 GROUP 007' and 'Material OHMT2007 Off Road Helmet'. The main area is a table listing documents. The columns are: Document, Quantity, Unit, Ref. Value, Currency, On, Time, and Status. The table contains several rows, with the last row, 'Invoice 0909000419 / 10', being highlighted by a red box. The status for this document is 'Blocked'.

Document	Quantity	Unit	Ref. Value	Currency	On	Time	Status
→ Standard order 7 0000000520 / 10	1	EA	989,417.000	VND	11/23/2024	09:27:02	Completed
Outbound Delivery 0080000386 / 10	1	EA			11/23/2024	09:27:33	Completed
Picking Request 0080000386 / 10	1	EA			11/23/2024	09:28:14	Completed
GD goods issue:delvy 4900000129 / 1	1	EA	600.000	VND	11/23/2024	09:28:16	Complete
Invoice 0909000419 / 10	1	EA	999,999.000	VND	11/23/2024	09:28:37	Blocked

Next, in the search field, enter **VF02** and use the app *Change Billing Documents - VF02* to change the billing documents. Click on T-code **VF02** - Change Billing Documents.



The *Change Billing Documents* screen will pop out. The billing document number in the previous step will be automatically filled in the *Billing Document* field. Click on **Continue** (or press *Enter*).

Billing Document: 90000419

More Search Criteria

Document Number:

Company Code:

Fiscal Year:

Reference:

Search

Continue

On the *Invoice (ZF2) 90000419 Change: Overview of Billing Items* screen, choose *Display header details*.

SAP Invoice 90000419 (ZF2) Change: Overview of Billing Items

Menu ▾ Accounting Services for Object ▾

ZF2 Invoice	90000419	Net Value:	52.91	USD
Payer:	1003154	Company GROUP 007, D1, WASHINGTON DC FL 70000, USA		
Billing Date:	11/23/2024	<input type="button"/> <input type="button"/>		

Item	Material	Item Description	Billed Quantity	SU
<input type="checkbox"/> 10	OHMT2007	Off Road Helmet	1	EA
<input type="checkbox"/>				

The *Billing Invoice 90000419 (ZF2) Change: Header Data* screen is displayed, you can view the *Billing Date* and *Exchng. Rate Accntg.* fields. If you change the *Billing Date* field, the value in the *Exchng. Rate Accntg.* field is updated directly from the table in T-code OB08. Additionally, the exchange rate field is editable so you also can change it to any random values.

SAP Billing Invoice 90000419 (ZF2) Change : Header Data

Menu ▾ Items Accounting Output Services for Object ▾

ZF2 Invoice	90000419	Payer:	1003154	Company GROUP 007, D1, WASHINGTON DC FL 70000, USA
Created By:	LEARN-214	Created On:	11/23/2024	Time: 09:28:37

Header Detail Header Partners Conditions Header Texts

Accounting Data

Billing Date: <input type="text" value="11/23/2024"/>	Document Currency: <input type="text" value="USD"/>
Company Code: <input type="text" value="FU24"/>	Set Exchange Rt: <input type="checkbox"/>
Reference: <input type="text" value="214"/>	Exchng. Rate Accntg.: <input type="text" value="18.90000"/>
Assignment: <input type="text" value="0090000419"/>	Payment Method: <input type="text"/>
Trading Partner No.: <input type="text"/>	Dunning Area: <input type="text"/>
Fixed Value Date: <input type="text"/>	Dunning Key: <input type="text"/>
Addit. Value Days: <input type="text" value="0"/>	Dunning Block: <input type="text" value="Freed for dunning"/>
Acct Assmt Grp Cust.: <input type="text" value="02 Foreign Revenues"/>	
Posting Status: <input type="text" value="A Billing document blocked for forwarding to FI"/>	

SAP Display View "Currency Exchange Rates": Overview

Menu

ExRt	ValidFrom	Indir.quot	X	Ratio(from)	From	=	Dir.quot.	X	Ratio (to)	To
<input type="checkbox"/> ZM2	11/18/2024	0.00000	X		1	USD	=	18.90000	X	1,000 VND
<input type="checkbox"/> ZM2	11/17/2024	0.00000	X		1	USD	=	29.10000	X	1,000 VND
<input type="checkbox"/> ZM2	11/13/2024	0.00000	X		1	USD	=	32.10000	X	1,000 VND
<input type="checkbox"/> ZM2	11/12/2024	0.00000	X		1	USD	=	15.50000	X	1,000 VND
<input type="checkbox"/> ZM2	11/11/2024	0.00000	X		1	USD	=	37.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/09/2024	0.00000	X		1	USD	=	18.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/08/2024	0.00000	X		1	USD	=	19.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/06/2024	0.00000	X		1	USD	=	20.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/05/2024	0.00000	X		1	USD	=	26.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/04/2024	0.00000	X		1	USD	=	24.00000	X	1,000 VND
<input type="checkbox"/> ZM2	11/02/2024	0.00000	X		1	USD	=	22.00000	X	1,000 VND

(You can display this table in T-code OB08)

Make a change in the *Exchng. Rate Accntg.* field (from 18.90000 to 28.90000).

SAP Billing Invoice 90000419 (ZF2) Change : Header Data

Menu Services for Object

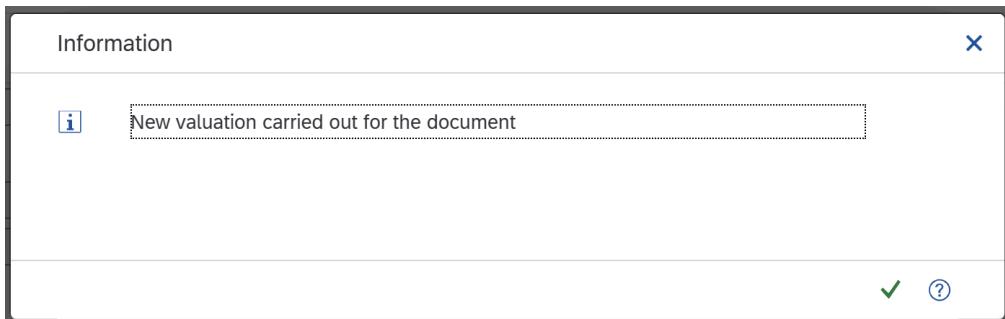
ZF2 Invoice	90000419	Payer: 1003154	Company GROUP 007, D1, WASHINGTON DC FL 70000, USA
Created By: LEARN-214	Created On: 11/23/2024	Time: 09:28:37	

Header Detail Header Partners Conditions Header Texts

Accounting Data

Billing Date: 11/23/2024	Document Currency: USD
Company Code: FU24	Set Exchange Rt: <input type="checkbox"/>
Reference: 214	Exchng. Rate Accntg.: 28.90000
Assignment: 0090000419	Payment Method: <input type="button" value=""/>
Trading Partner No.: <input type="text"/>	Dunning Area: <input type="button" value=""/>
Fixed Value Date: <input type="text"/>	Dunning Key: <input type="button" value=""/>
Addit. Value Days: 0	Dunning Block: Freed for dunning <input type="button" value=""/>
Acct Assmt Grp Cust.: 02 Foreign Revenues	
Posting Status: A Billing document blocked for forwarding to FI	

Press *Enter*, and a small message will pop out on the screen. Choose ✓ to continue the step.



Then click on **Save** and the screen will pop out a message.

Document 90000419 saved (no journal entry generated).

The billing document has been changed successfully now. Click on to return to the SAP Fiori launchpad.

2.10 Post Billing Documents & Display Accounting Documents

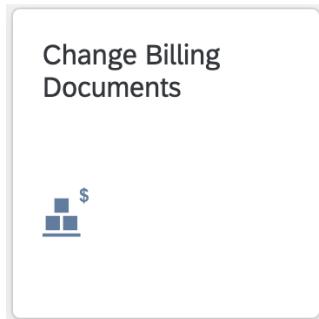
2.10.1 Transaction Code

T-code	Description
VF02	Change Billing Documents
VF03	Display Billing Documents

2.10.2 Detail Implementation

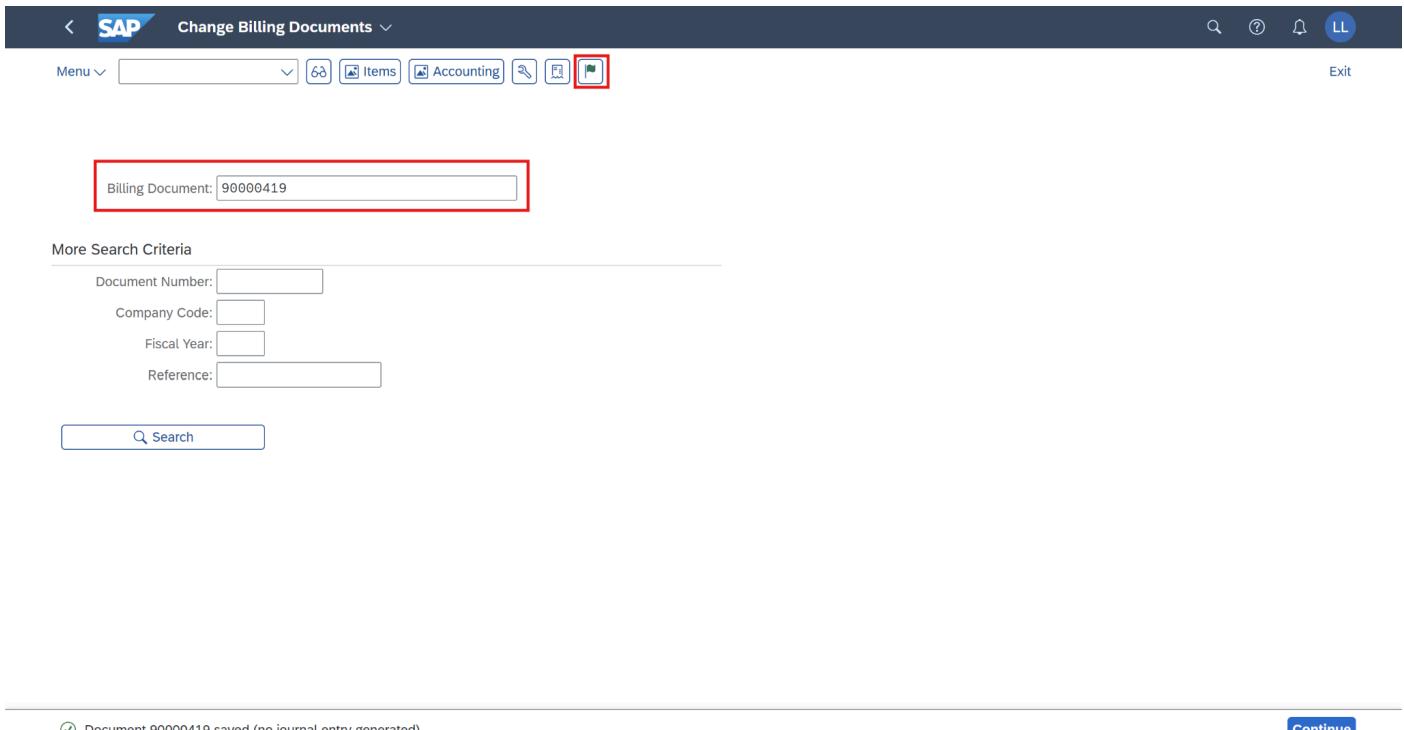
(*Note: Please use the T-code for this step)

In the search field, enter **VF02** and use the app *Change Billing Documents* to post the billing document. Click on the application.



On the *Manage Billing Documents* screen, enter **your billing document number**. Then click on *Release to Accounting* to post the billing documents.





The screenshot shows the SAP Change Billing Documents interface. At the top, there's a navigation bar with the SAP logo, a search bar, and various icons. Below the navigation bar, the main title is "Change Billing Documents". On the left, there's a "More Search Criteria" section with fields for Document Number, Company Code, Fiscal Year, and Reference, each with its own input field. A red box highlights the "Document Number" field, which contains the value "90000419". To the right of these fields is a "Search" button. At the bottom of the screen, a message indicates that "Document 90000419 saved (no journal entry generated)." There's also a "Continue" button.

You will receive a notification that the billing document has been posted.

 Document 90000419 has been saved.

Now, go to display the accounting document to verify that it has already been updated correctly from the billing document. Choose  on the *Change Billing Documents* screen.

SAP Change Billing Documents

Billing Document: 90000419

More Search Criteria

Document Number:

Company Code:

Fiscal Year:

Reference:

Document 90000419 has been saved.

Continue

On the *List of Documents in Accounting* screen, choose the line *Accounting document* and click on .

SAP Change Billing Documents

Billing Document: 90000419

More Search Criteria

Document Number:

Company Code:

Fiscal Year:

Reference:

List of Documents in Accounting

Document Number	Object type text
0090000296	Accounting document
0000000878	Profit center doc.
A0000U7000	Controlling Document

 Original document  

Continue



On the Display Document: Data Entry View screen, choose **Display Document Header (F5)**.

The screenshot shows the SAP Fiori Launchpad with the title "Display Document: Data Entry View". The header includes the SAP logo, search, help, and exit buttons. Below the header is a toolbar with various icons. The main area is titled "Data Entry View" and contains several input fields and a table. The table shows a single row of data with columns for Company Code, Item Key, S.. Account, Description, Amount, Currency, and Tx.

Co...	Item Key	S.. Account	Description	Amount	Currency	Tx
FU24	1 01	1003154	GROUP 007	52.91	USD	
	2 50	4200000	Revenue	52.91-	USD	

The *Document Header: FU24 Company Code* screen will pop out. Now, you can view the *Exchange rate* field as **28.90000**. This value is updated correctly from the *Billing Header* in the *Create Billing Documents* step after changing the exchange rate field in the *Billing Header* from **18.90000** to **28.90000** in T-code VF02.

The screenshot shows the SAP Fiori Launchpad with a modal dialog box titled "Document Header: FU24 Company Code". The dialog box contains various input fields and dropdowns. The "Exchange rate" field is highlighted with a red box and contains the value "28.90000". Other fields include Document Type (RV), Reference (214), Currency (USD/VND), and various dates and times.

Click on **SAP** to return to the SAP Fiori launchpad.

