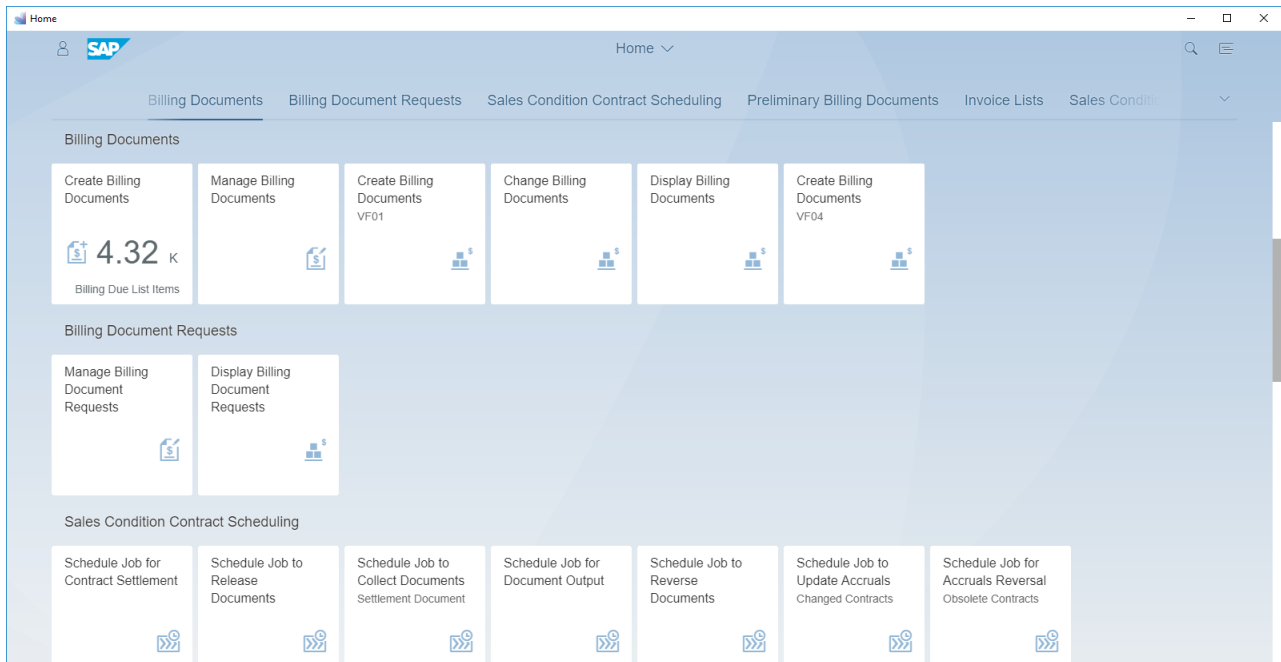




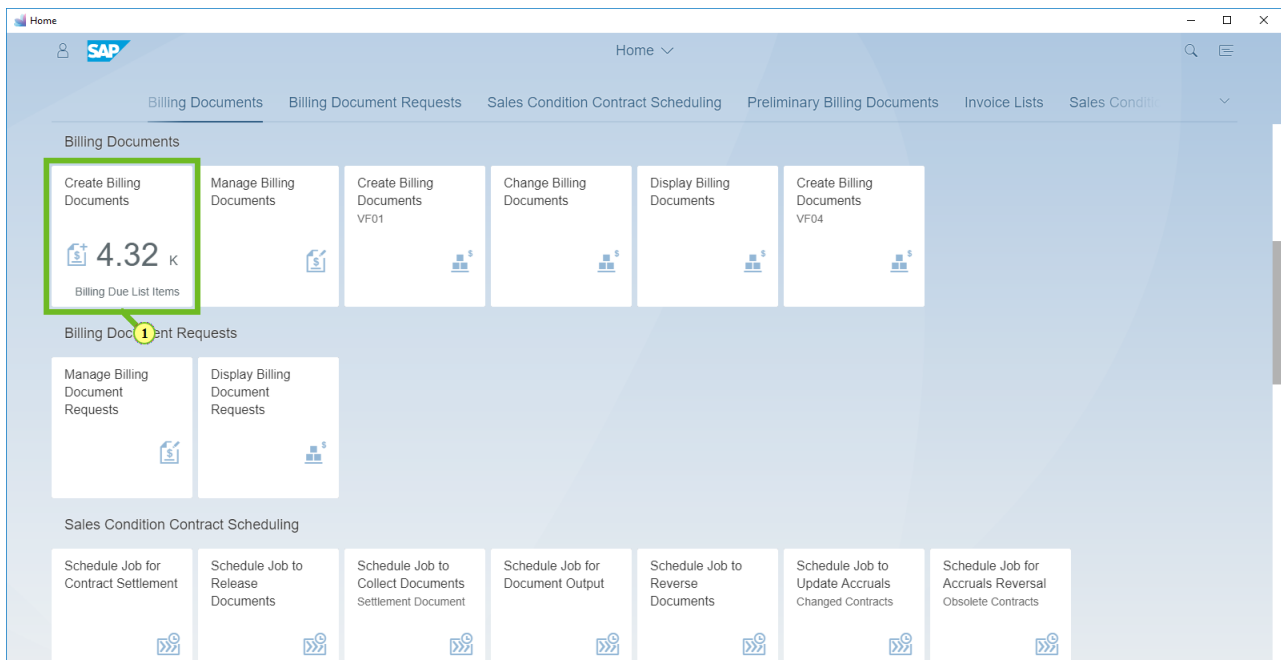
Creating Customer Invoices

CREATING CUSTOMER INVOICES



Would you like to know more about how a billing clerk creates a customer invoice?

If so, follow this interactive tutorial.



(1) To open the app, select the *Create Billing Documents* tile.

CREATING CUSTOMER INVOICES

Create Billing Documents

Standard

Search

SD Document: SD Document Category: Sold-To Party: Billing Date To: 01/12/2018

Hide Filter Bar Filters (1)

Billing Due List Items (4,323)

SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
<input type="checkbox"/> 1000000078	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000077	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000076	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000075	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000074	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 210000003	Delivery	Inlandskunde DE 3 (10100003)	01/12/2018	351.00 EUR
<input type="checkbox"/> 80005809	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005808	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005806	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 70000604	Debit Memo Request	Inlandskunde DE 3 (10100003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 70000603	Debit Memo Request	Inlandskunde DE 3 (10100003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 8441	Order	Inlandskunde DE 1 (10100001)	01/10/2018	16,900.00 EUR
<input type="checkbox"/> 8440	Order	Inlandskunde DE 1 (10100001)	01/10/2018	16.90 EUR
<input type="checkbox"/> 1000000072	Billing Document Request	Computer Systems (DE) (S10100197)	01/08/2018	0.00 EUR

Create



In this section of the screen, you can filter for your delivery-related billing due items.

Create Billing Documents

Standard *

Search

SD Document: SD Document Category: Sold-To Party: Billing Date To: 01/12/2018

Hide Filter Bar Filters (1)

Billing Due List Items (4,323)

SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
<input type="checkbox"/> 1000000078	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000077	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000076	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000075	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000074	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 210000003	Delivery	Inlandskunde DE 3 (10100003)	01/12/2018	351.00 EUR
<input type="checkbox"/> 80005809	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005808	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005806	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 70000604	Debit Memo Request	Inlandskunde DE 3 (10100003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 70000603	Debit Memo Request	Inlandskunde DE 3 (10100003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 8441	Order	Inlandskunde DE 1 (10100001)	01/10/2018	16,900.00 EUR
<input type="checkbox"/> 8440	Order	Inlandskunde DE 1 (10100001)	01/10/2018	16.90 EUR
<input type="checkbox"/> 1000000072	Billing Document Request	Computer Systems (DE) (S10100197)	01/08/2018	0.00 EUR

Create

(2) To filter for your delivery, in the *SD Document* field, enter **210000003** and press Enter.

CREATING CUSTOMER INVOICES

Create Billing Documents

Standard * ▾

Search

SD Document: =210000003 SD Document Category: Sold-To Party: Billing Date To: 01/12/2018

Billing Due List Items (4,323)

<input type="checkbox"/> SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
<input type="checkbox"/> 1000000078	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000077	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000076	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000075	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000074	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 2100000003	Delivery	Inlandskunde DE 3 (101000003)	01/12/2018	351.00 EUR
<input type="checkbox"/> 80005809	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005808	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005806	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 70000604	Debit Memo Request	Inlandskunde DE 3 (101000003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 70000603	Debit Memo Request	Inlandskunde DE 3 (101000003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 8441	Order	Inlandskunde DE 1 (101000001)	01/10/2018	16,900.00 EUR
<input type="checkbox"/> 8440	Order	Inlandskunde DE 1 (101000001)	01/10/2018	16.90 EUR
<input type="checkbox"/> 1000000072	Billing Document Request	Computer Systems (DE) (S10100197)	01/08/2018	0.00 EUR

Create

(3) Open the *SD Document Category* list.

Create Billing Documents

Standard * ▾

Search

SD Document: =210000003 SD Document Category: Sold-To Party: Billing Date To: 01/12/2018

Billing Due List Items (4)

<input type="checkbox"/> SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
<input type="checkbox"/> 1000000078	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000077	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000076	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000075	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000074	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 2100000003	Delivery	Inlandskunde DE 3 (101000003)	01/12/2018	351.00 EUR
<input type="checkbox"/> 80005809	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005808	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005806	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 70000604	Debit Memo Request	Inlandskunde DE 3 (101000003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 70000603	Debit Memo Request	Inlandskunde DE 3 (101000003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 8441	Order	Inlandskunde DE 1 (101000001)	01/10/2018	16,900.00 EUR
<input type="checkbox"/> 8440	Order	Inlandskunde DE 1 (101000001)	01/10/2018	16.90 EUR
<input type="checkbox"/> 1000000072	Billing Document Request	Computer Systems (DE) (S10100197)	01/08/2018	0.00 EUR

Create

(4) Select *Delivery*.

CREATING CUSTOMER INVOICES

Create Billing Documents

Standard * ▾

Search

SD Document: =210000003 SD Document Category: Delivery Sold-To Party: Billing Date To: 01/12/2018

Billing Due List Items (4,323)

SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
<input type="checkbox"/> 1000000078	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000077	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000076	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000075	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 1000000074	Billing Document Request	Computer Systems (DE) (S10100197)	01/12/2018	0.00 EUR
<input type="checkbox"/> 2100000003	Delivery	Inlandskunde DE 3 (101000003)	01/12/2018	351.00 EUR
<input type="checkbox"/> 80005809	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005808	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 80005806	Delivery	Computer Systems (DE) (S10100197)	01/12/2018	1,855.00 EUR
<input type="checkbox"/> 70000604	Debit Memo Request	Inlandskunde DE 3 (101000003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 70000603	Debit Memo Request	Inlandskunde DE 3 (101000003)	01/12/2018	70.20 EUR
<input type="checkbox"/> 8441	Order	Inlandskunde DE 1 (101000001)	01/10/2018	16,900.00 EUR
<input type="checkbox"/> 8440	Order	Inlandskunde DE 1 (101000001)	01/10/2018	16.90 EUR
<input type="checkbox"/> 1000000072	Billing Document Request	Computer Systems (DE) (S10100197)	01/08/2018	0.00 EUR

Create

(5) In the *Sold-To-Party* field, enter **10100003** and press Enter.

Create Billing Documents

Standard * ▾

Search

SD Document: =210000003 SD Document Category: Delivery Sold-To Party: Inlandskun... Billing Date To: 01/12/2018

Billing Due List Items (1)

SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
<input type="checkbox"/> 2100000003	Delivery	Inlandskunde DE 3 (101000003)	01/12/2018	351.00 EUR

Create



Your delivery-related billing due list item appears.

CREATING CUSTOMER INVOICES

Standard * ▾

Search

SD Document: SD Document Category: Sold-To Party: Billing Date To:

210000003 Delivery Inlandskun... 01/12/2018

Hide Filter Bar Filters (4)

Billing Due List Items (1)

SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
210000003	Delivery	Inlandskunde DE 3 (10100003)	01/12/2018	351.00 EUR

Create

(6) Choose *Billing Settings*.

Standard * ▾

Search

SD Document: SD Document Category: Sold-To Party: Billing Date To:

210000003 Delivery Inlandskun... 01/12/2018

Hide Filter Bar Filters (4)

Billing Due List Items (1)

SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
210000003	Deliv		2/2018	351.00 EUR

Billing Settings

Set billing date and type before billing ON

Create separate billing document for each item of billing due list ON

Automatically post billing documents ON

Display billing documents after creation ON

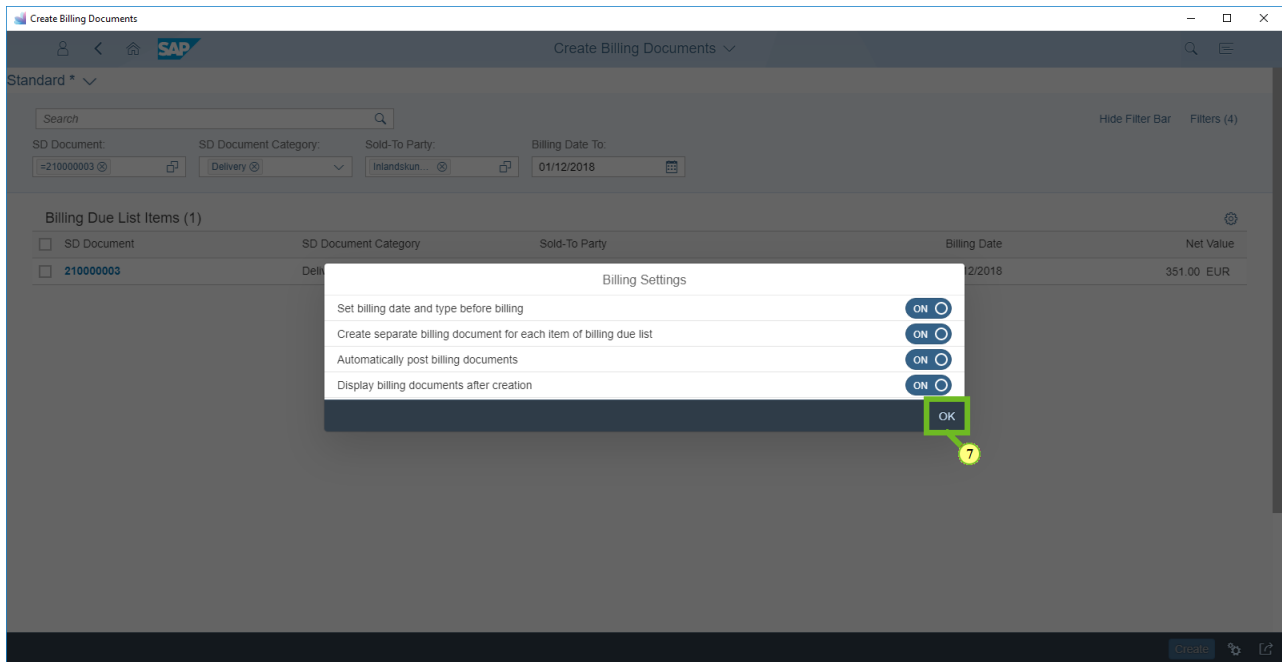
OK



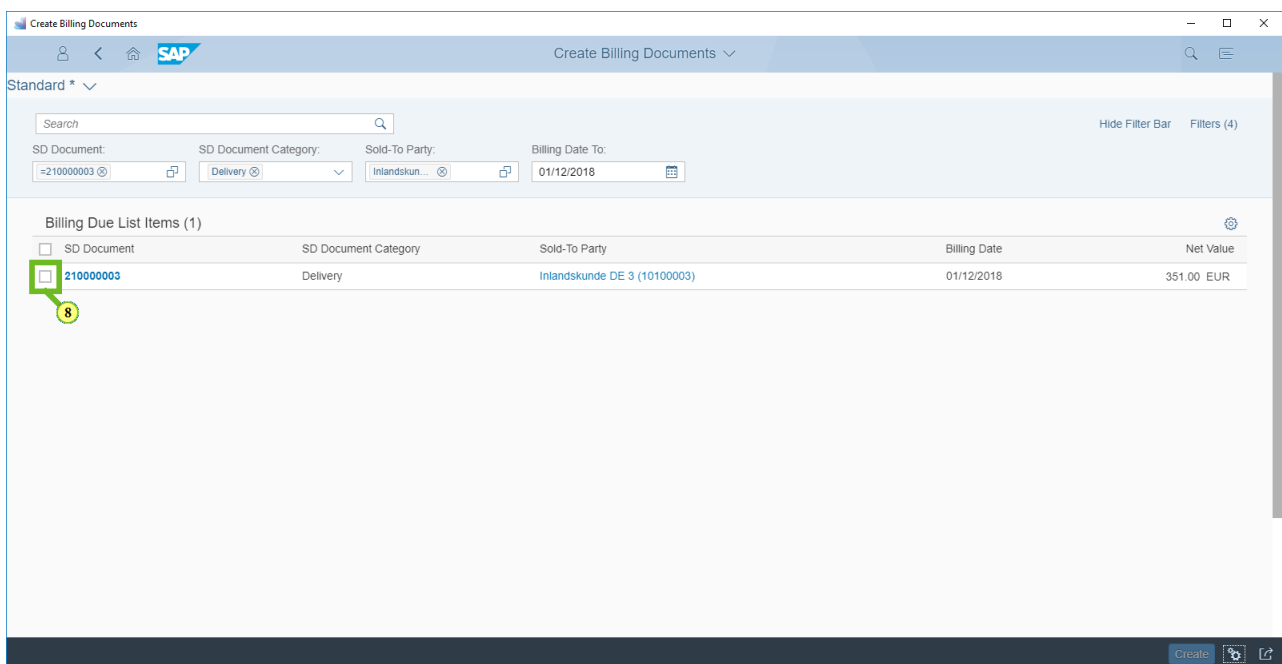
Check that the *Automatically post billing documents* and the *Display billing documents after creation* settings are set to *On*.

For this tutorial, the settings have already been selected for you.

CREATING CUSTOMER INVOICES

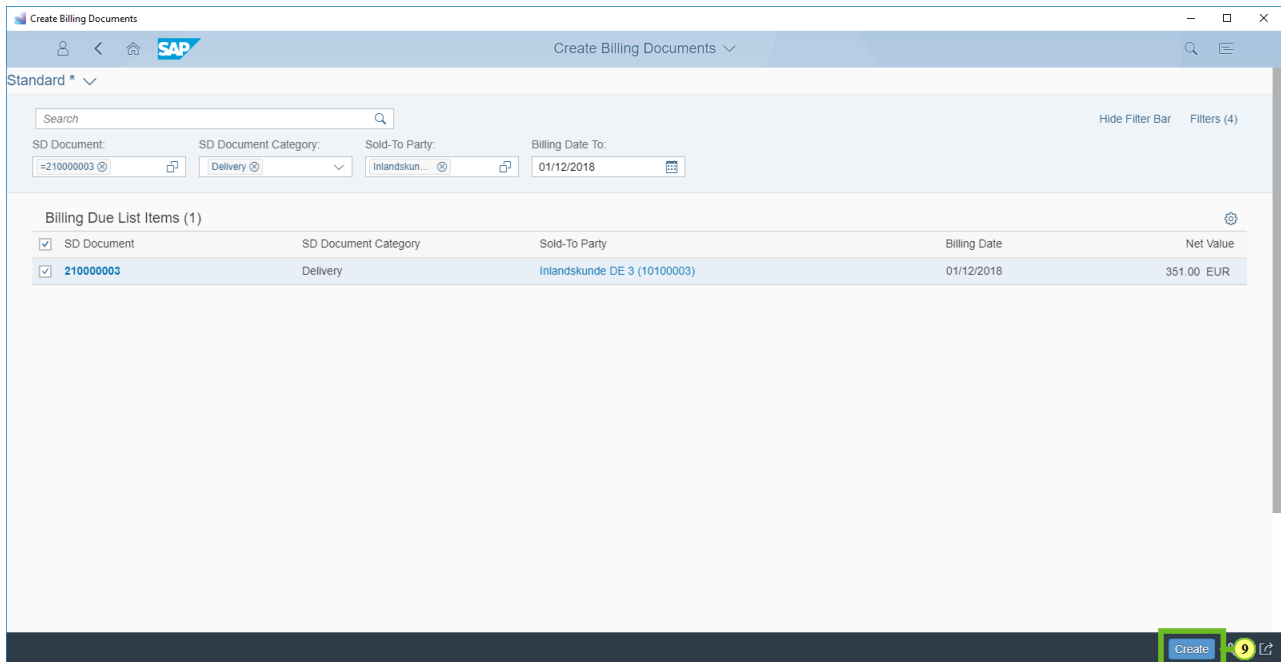


(7) Choose OK.



(8) Select 210000003.

CREATING CUSTOMER INVOICES

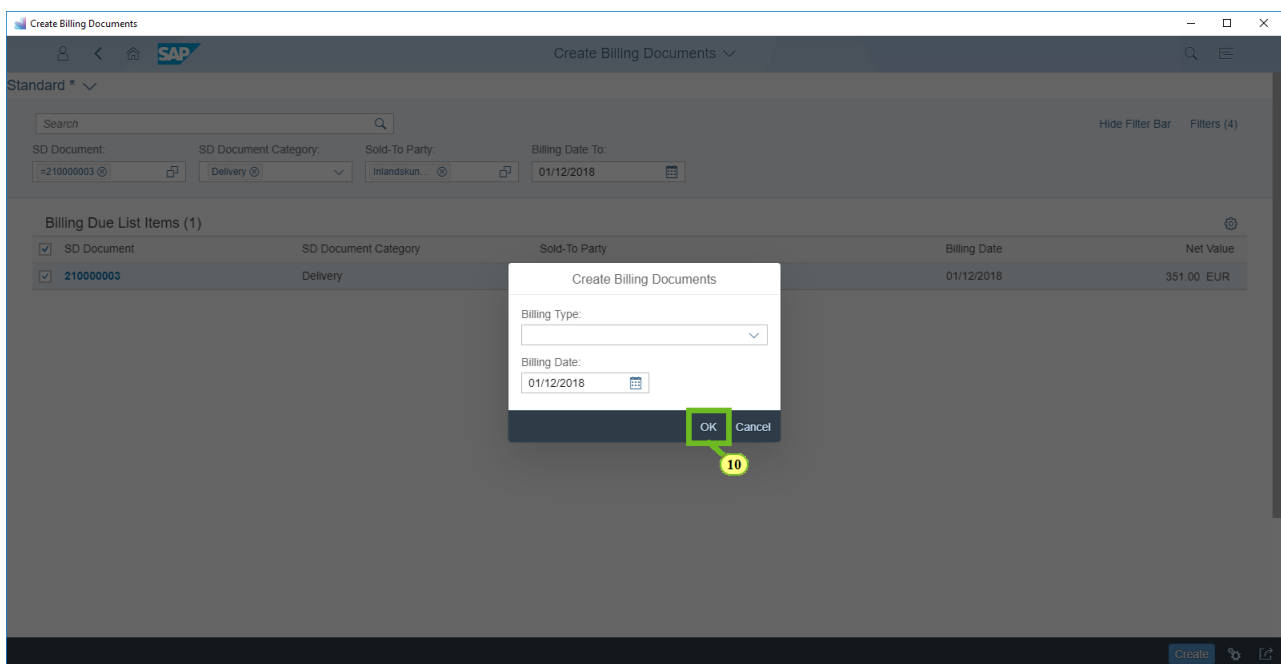


The screenshot shows the SAP 'Create Billing Documents' interface. At the top, there's a search bar and a 'Create Billing Documents' dropdown. Below this, a filter bar shows 'Standard *'. The main area contains a table with the following data:

SD Document	SD Document Category	Sold-To Party	Billing Date	Net Value
210000003	Delivery	Inlandskunde DE 3 (10100003)	01/12/2018	351.00 EUR

At the bottom right, there is a 'Create' button highlighted with a green box and a yellow circle with the number 9.

(9) To create the billing document for the selected item, choose *Create*.



The screenshot shows the same SAP 'Create Billing Documents' interface, but with a dialog box open in the center. The dialog box is titled 'Create Billing Documents' and contains the following fields:

- Billing Type: (dropdown menu)
- Billing Date: 01/12/2018 (calendar icon)

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a green box and a yellow circle with the number 10.

(10) Choose *OK*.

CREATING CUSTOMER INVOICES

Billing Document

F2 Invoice S300000129

GENERAL INFORMATION TERMS AND CONDITIONS ITEMS PARTNERS ACCOUNTING DATA PROCESS FLOW PRICING ELEMENTS TAXES TEXTS OUTPUT ITEMS

Billing Date: 01/12/2018 Company Code: Company Code 1010 (1010) Net Value: 351.00 EUR
Billing Type: F2 Invoice (F2) Sales Organization: Dom. Sales Org DE (1010) Tax Amount: 66.69 EUR
Reference: S300000129 Distribution Channel: Direct Sales (10) Total Amount: 417.69 EUR
Division: Product Division 00 (00)

TERMS AND CONDITIONS

IncoTerms: Ex Works (EXW) Terms of Payment: As of End of Month
IncoTerms Location 1: Walldorf

ITEMS

Item	Material	Billed Quantity	Net Value	Tax Amount
10	Trad.Good 11,PD,Reg.Trading (TG11)	10.000 PC	175.50 EUR	33.35 EUR >
20	Trad.Good 12,Reorder Point,Reg.Trad. (TG12)	10.000 PC	175.50 EUR	33.34 EUR >

Save Cancel



The system generates a customer invoice and displays the invoice details.

Billing Document

F2 Invoice S300000129

GENERAL INFORMATION TERMS AND CONDITIONS ITEMS PARTNERS ACCOUNTING DATA PROCESS FLOW PRICING ELEMENTS TAXES TEXTS OUTPUT ITEMS

Billing Date: 01/12/2018 Company Code: Company Code 1010 (1010) Net Value: 351.00 EUR
Billing Type: F2 Invoice (F2) Sales Organization: Dom. Sales Org DE (1010) Tax Amount: 66.69 EUR
Reference: S300000129 Distribution Channel: Direct Sales (10) Total Amount: 417.69 EUR
Division: Product Division 00 (00)

TERMS AND CONDITIONS

IncoTerms: Ex Works (EXW) Terms of Payment: As of End of Month
IncoTerms Location 1: Walldorf

ITEMS

Item	Material	Billed Quantity	Net Value	Tax Amount
10	Trad.Good 11,PD,Reg.Trading (TG11)	10.000 PC	175.50 EUR	33.35 EUR >
20	Trad.Good 12,Reorder Point,Reg.Trad. (TG12)	10.000 PC	175.50 EUR	33.34 EUR >

Save 11

(11) Choose Save.

CREATING CUSTOMER INVOICES

Billing Document

F2 Invoice 90002724

GENERAL INFORMATION TERMS AND CONDITIONS ITEMS PARTNERS ACCOUNTING DATA PROCESS FLOW PRICING ELEMENTS TAXES TEXTS ATTACHMENTS OUTPUT IT

Billing Date: 01/12/2018 Company Code: Company Code 1010 (1010) Net Value: 351.00EUR
 Billing Type: F2 Invoice (F2) Sales Organization: Dom. Sales Org DE (1010) Tax Amount: 66.69EUR
 Reference: 0090002724 Distribution Channel: Direct Sales (10) Total Amount: 417.69EUR
 Division: Product Division 00 (00)

TERMS AND CONDITIONS

Inco terms: Ex Works (EXW) Terms of Payment: As of End of Month
 Inco terms Location 1: Walldorf

ITEMS

Item	Material	Billed Quantity	Net Value	Tax Amount
10	Trad.Good 11_PD.Reg.Trading (TG11)	10.000 PC	175.50 EUR	33.35 EUR
20	Trad.Good 12_Reorder Point.Reg.Trad. (TG12)	10.000 PC	175.50 EUR	33.34 EUR

PARTNERS

Edit Preview 12 Billing Document Post Billing Document

(12) To display a preview of the invoice document in PDF form, choose *Preview*.

F2 Invoice: 90002724

Inlandskunde DE 3
 Römerstraße 1230
 55257 Budenheim

Date: 12.01.2018
 Delivery Date: 12.01.2018
 Order: 200000004
 Preliminary Billing Document: 210000003
 Reference Number: 12012018

Line	Product	Description	Quantity
10	TG11	Handelsware 11, PD, normaler Handel	10 PC
	Price:	Gross Value	17.55 EUR / 1 PC
		Net Value	175.50 EUR
20	TG12	HAWA 12, Bestellpunkt, normaler Handel	10 PC
	Price:	Gross Value	17.55 EUR / 1 PC
		Net Value	175.50 EUR

Our Sales Tax ID: DE123456789 Total Net Amount: 351,00 EUR
 Your Sales Tax ID: DE204797706 Output Tax: 19,00 % 66,69 EUR
 Inco terms: EXW **Total** **417,69 EUR**
 Location 1: Walldorf
 Payment Terms: As end of month
 E-Mail: noreply@sap.com

Thank you for your business.



A preview of the invoice document in PDF form appears in a new window.

CREATING CUSTOMER INVOICES

F2 Invoice: 90002724

Inlandskunde DE 3
Römerstraße 1230
55257 Budenheim

Date: 12.01.2018
Delivery Date: 12.01.2018
Order: 200000004
Preliminary Billing Document: 210000003
Reference Number: 12012018

Line	Product	Description	Quantity
10	TG11	Handelsware 11, PD, normaler Handel	10 PC
	Price:	Gross Value	17.55 EUR / 1 PC
		Net Value	17.55 EUR
20	TG12	HAWA 12, Bestellpunkt, normaler Handel	10 PC
	Price:	Gross Value	17.55 EUR / 1 PC
		Net Value	17.55 EUR

Our Sales Tax ID: DE123456789
Your Sales Tax ID: DE204797706
Incoterms: EXW
Location 1: Walldorf
Payment Terms: As end of month
E-Mail: noreply@sap.com

Total Net Amount: 351,00 EUR
Output Tax: 19,00 %
Total: 417,69 EUR

Thank you for your business.

(13) Choose *Close*.

Billing Document

F2 Invoice 90002724

GENERAL INFORMATION TERMS AND CONDITIONS ITEMS PARTNERS ACCOUNTING DATA PROCESS FLOW PRICING ELEMENTS TAXES TEXTS ATTACHMENTS OUTPUT IT

Billing Date: 01/12/2018
Billing Type: F2 Invoice (F2)
Reference: 0090002724

Company Code: Company Code 1010 (1010)
Sales Organization: Dom. Sales Org DE (1010)
Distribution Channel: Direct Sales (10)
Division: Product Division 00 (00)

Net Value: 351,00EUR
Tax Amount: 66,69EUR
Total Amount: 417,69EUR

TERMS AND CONDITIONS

Incoterms: Ex Works (EXW)
Incoterms Location 1: Walldorf

Terms of Payment: As of End of Month

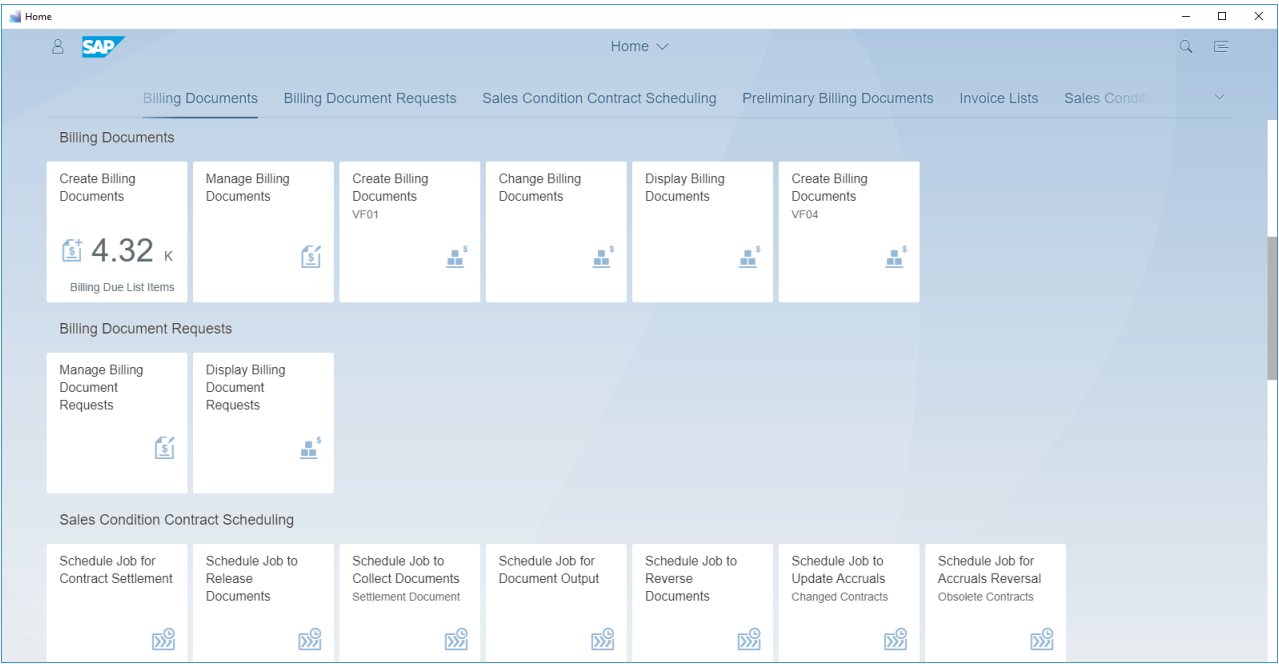
ITEMS


Item	Material	Billed Quantity	Net Value	Tax Amount
10	Trad.Good 11,PD,Reg.Trading (TG11)	10.000 PC	175.50 EUR	33.35 EUR
20	Trad.Good 12,Reorder Point,Reg.Trad. (TG12)	10.000 PC	175.50 EUR	33.34 EUR

PARTNERS

Edit Preview Cancel Billing Document Post Billing Document

(14) To return to the launchpad, choose *Home*.





You have successfully created a customer invoice.

This concludes the interactive tutorial.